OPTICON

always scanning for new ID's

H-21

USER MANUAL

Version 1.0

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Federal Communications Commission (FCC) Statement

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC rules.

Rule 15.21: You are cautioned that changes or modifications not expressly approved by the part responsible for compliance could void the user's authority to operate the equipment.

These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to
- which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

This device complies with Part 15 of the FCC Rules.Operation is subject to the following two conditions:

1. this device may not cause harmful interference and
2. this device must accept any interference received, including interference that may cause undesired operation of the device.

FCC RF Radiation Exposure Statement:

For body worn operation, this phone has been tested and meets FCC RF exposure guidelines when used with an accessory that contains no metal and that positions the handset a minimum of 1.5 cm from the body. Use of other accessories may not ensure compliance with FCC RF exposure guidelines.

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Safety Information

Please read the following information carefully before you start using this device to avoid any damages caused by improper usage:

- The device is not charged when you take it out of the box. Charge the battery for at least 8 hours before first use. Do not remove the battery while charging.
- Do not use batteries which have not been specified by the manufacturer and qualified with the system per the standard of IEEE-Std-1725 -2006, as this may present a risk of fire, explosion, leakage or other hazard.
- Do not charge the battery with an unspecified AC Adapter, as this may cause damage to both the device and the battery.
- When discarding the batteries, dispose of them in a proper manner, according to the battery manufacturer's instructions and your local laws.
- Power off the device and remove the battery before inserting a SIM card. Make sure the SIM card snaps correctly into the SIM socket.
- Do not open the device housing or tamper with the device, as it will void your warranty.
- Do not apply excessive force on this product, as it may cause damage to the screen or the internal component.
- Do not use the device at gas or refueling stations, chemical plants, and places containing explosives or flammable materials. Observe local guidelines.
- Use only manufacturer specified stylus. Do not scratch the screen with sharp objects.
- Do not clean the screen with chemical detergents. Only use cloths specifically designed for cleaning liquid displays or a soft cloth moisturized with water drops, to wipe the device screen.
- Do not expose the device to direct sunlight or leave the device in a humid environment for extended periods of time as this may cause damage to the device and battery.
- Do not immerse the device in water.
- The device may interfere with the navigation and/or communication systems on aircraft. The use of the device on an aircraft is prohibited by laws in most countries. Observe local guidelines.
- This product may cause medical equipment to malfunction. The use of this device is forbidden in most hospitals and medical clinics. Observe local guidelines.
- Use hands-free devices if you need to use the telephony services while driving a vehicle. Observe local guidelines.
- Do not use headphones at a high volume for prolonged periods of time to avoid permanent hearing loss.

Safety of Laser Products

International Standards Laser Class 2

This product using laser complies with JIS C6802: 2005 Class 2, IEC60825 -1+A2: 2001 Class 2 and 21CFR 1040.10 and 1040.11 except for deviations pursuant to Laser Notice No.50, dated June 24, 2007.

Class 2 Laser devices are not considered to be hazardous when used for their intended purpose.

Use of controls, adjustment of procedures other than those specified herein may result in hazardous laser light exposure.

The user should not view directly into the light beam with optical instruments, it may pose an eye hazard.

Specific Absorption Rate

Specific Absorption Rate (SAR) is a measurement of the amount of radio waves absorbed by the body during mobile phone use. This phone meets government and regulatory standards.

Maximum SAR Values

- **CE:** 0.578 W/kg(10g) Head
- **FCC:** 1.27W/Kg(1g) Head, 1.17 W/Kg(1g) Body

Safety of Audio Equipment

The Headphones and Earphones used with this device comply with maximum sound pressure level measurement methodology and limit considerations as outlined in EN 50332-1:2000.

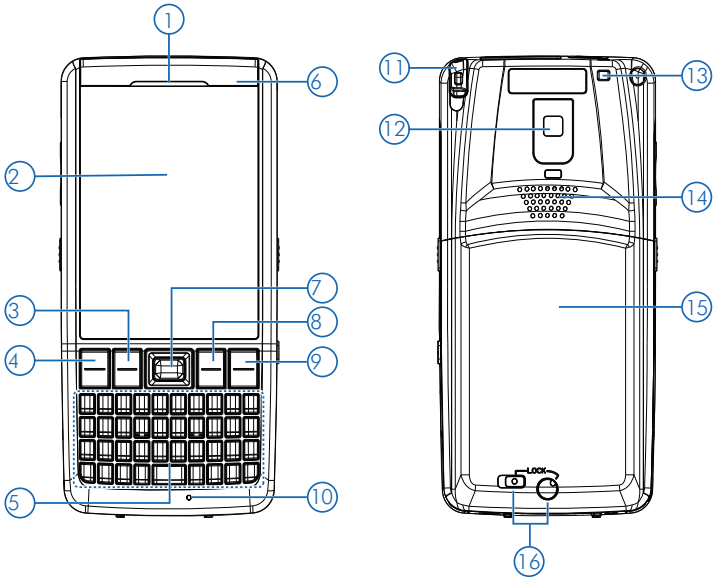
> **CAUTION!** Do not use headphones at a high volume for prolonged periods of time. Permanent hearing loss may occur.

Introduction

This chapter provides an overview of the H-21. The menu buttons, external views and features are also described.

H-21 Views and Descriptions

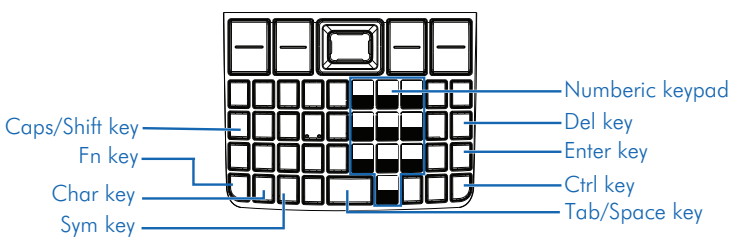
Front and Rear View



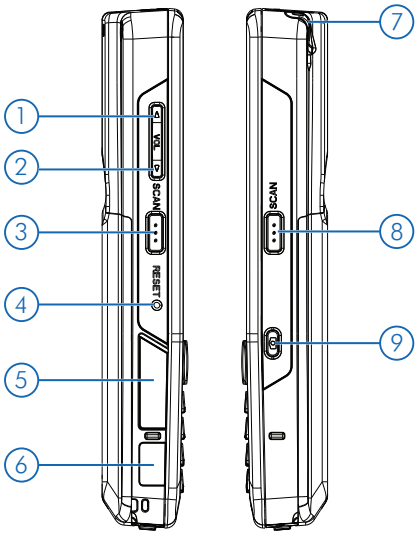
No.	Item	Description
1	Telephone Receiver	Listen to a phone call here.
2	Display	2.8-inch TFT LCD with touch screen.
3	Soft Key (Left)	Performs the command as defined in the icon on screen (above the key).
4	Talk Key	Press this key to dial or answer a call.

No.	Item	Description
5	QWERTY Keypad	Use the keypad to enter letters or numbers through the numberic pad.
6	Phone and Battery Status LED	• Missed Call/Missed Message: Red Blinking • Low Power: Red Blinking • Battery Charging: Solid Orange
7	5-Way Navigation Key	Press the multi directional control up, down, left, or right to move through menus; carry out the selection by pressing the center button.
8	Soft Key (Right)	Performs the command as defined in the icon on screen (above the key).
9	End Key	Press to end a call or close an application.
10	Microphone	Speak into the high sensitivity microphone when using the phone or recording a voice note.
11	Stylus	Navigate or interact with the touch screen.
12	Camera	3.2 mega pixel camera with LED light.
13	Eyelet for wrist strap	Fix a wrist strap here.
14	Speaker	Listen to audio media or listen to a phone call hands-free.
15	Battery Cover	Remove it to install battery and SIM card.
16	Cover latches	• Lock Release: Slide to lock/unlock the battery cover. • Lock Button: Turn to lock/unlock the battery cover.

Keypad and Functions Keys

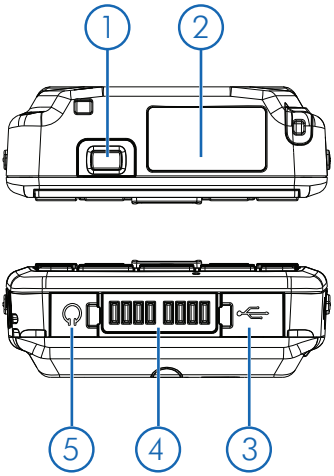


Right and Left View



No.	Item	Description
1	Volume Up	Press the Volume Up button to turn up the volume.
2	Volume Down	Press the Volume Down button to turn down the volume.
3	Scan Key (Left)	Press the scan key to read barcodes.
4	Reset	Press the Reset button with the stylus to soft-reset your device.
5	Mini-SD card slot	Insert a micro-SD card to expand device memory.
6	IR Receiver	Sends and receives data to devices within close range.
7	Stylus	Navigate or interact with the touch screen.
8	Scan Key (Right)	Press the key to scan and decode a bar code.
9	Capture	Turn on the camera function to capture still photos or movies.

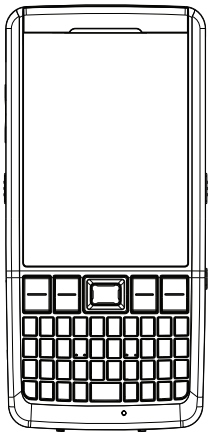
Top and Bottom View



No.	Item	Description
1	Power Button	Power on or off the device.
2	Scanner	Point the reading window of the scanner in the direction of a bar code.
3	Mini-USB Port	Connect a mini USB cable for PC sync and battery charging.
4	Sync Jack	Connect to cradle (optional) to recharge battery or synchronize information.
5	Headphones	Connect a 2.5 mm Earphone.

Unpacking the H-21

Please ensure that all items listed in the following table are present and in good condition. If there is anything missing or damaged, contact your dealer immediately.

Package Contents		
		
H-21		
Stylus	Battery	USB Adapter
USB Cable	User Manual and QSG	CD
Headphones	Wrist Strap	

Accessories List

The following accessories are optional. Contact your H-21 dealer for more information about acquiring optional accessories.

Optional Accessories	
Cradle	Car Kit

SIM Card Installation

You must install a SIM card to use the phone functions of your H-21. Perform the following procedures to install the SIM card.

NOTE: Power off the device and remove the battery before inserting a SIM card. Make sure the SIM card snaps correctly into the SIM socket.

Removing the Battery Cover

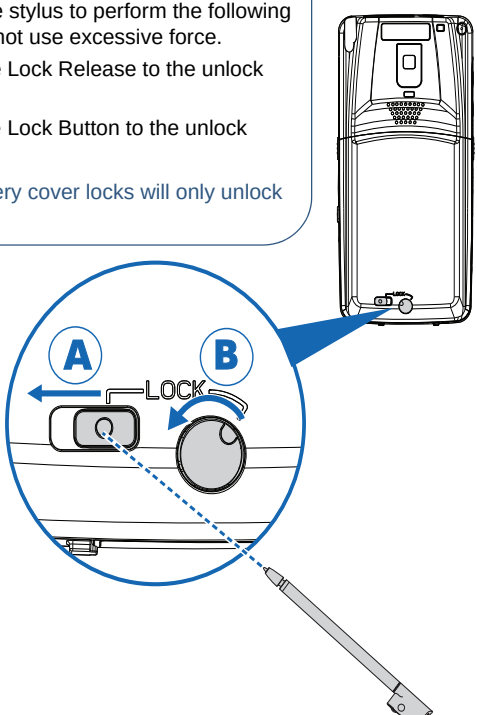
CAUTION! Make sure the device is turned off before you attempt to remove the battery cover. Otherwise the device will shut off automatically and unsaved data may be lost.

STEP 1:

Use the tip of the stylus to perform the following procedures. Do not use excessive force.

- First slide the Lock Release to the unlock position (A).
- Then turn the Lock Button to the unlock position (B).

NOTE: The battery cover locks will only unlock in this order.

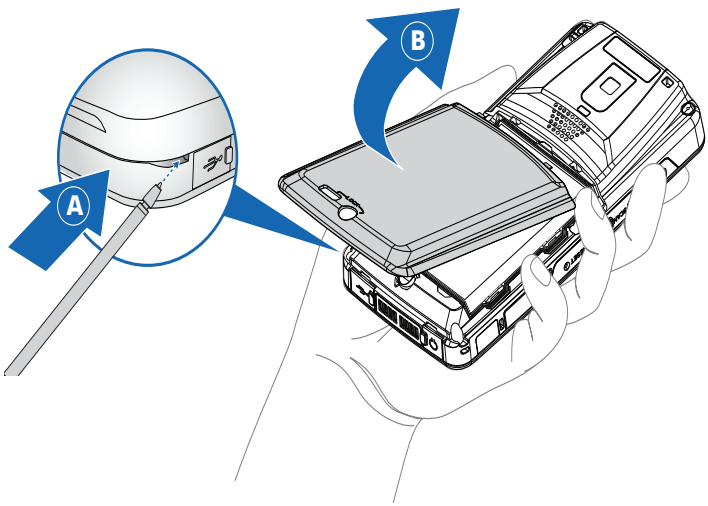


Removing the Battery Cover cont.

CAUTION! To avoid injury during the following step, hold the device in front of you and direct the force away from your body.

STEP 2:

1. Hold the stylus in your writing hand and the device in your opposite hand.
2. Insert the stylus into the groove closest to you (A).
3. Push the stylus in an upward motion to separate the battery cover from the device (B).



Installing the SIM Card

Once the battery cover and battery has been removed, you can install the SIM card. Perform the following procedures to complete the installation of the SIM card.

STEP 1:	STEP 2:	STEP 3:
Slide the SIM card bracket in the direction of the arrow to unlock. *Refer to Fig. 1*	Align the SIM card in the bracket (A). Ensure the contacts face up with the beveled edge facing the bottom of the device. *Refer to Fig. 2*	Rotate the SIM card bracket back into place (B). *Refer to Fig. 2*

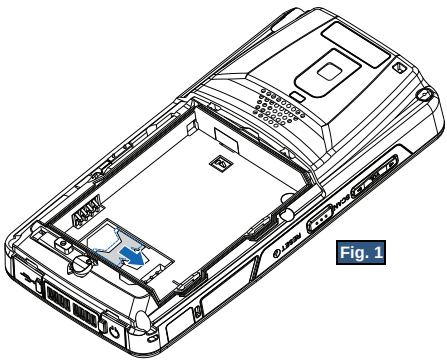


Fig. 1

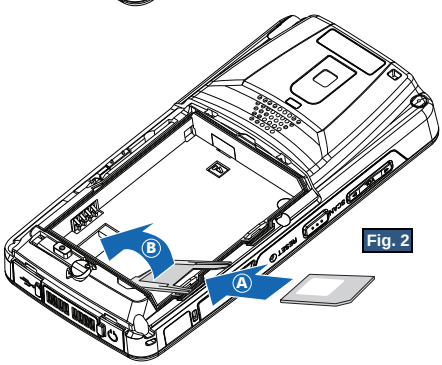
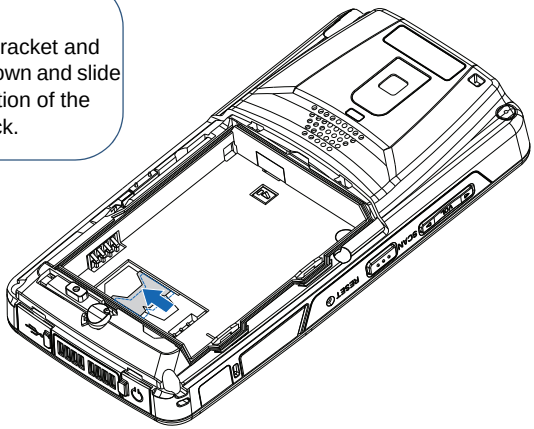


Fig. 2

Installing the SIM card cont.

STEP 4:

Press the bracket and SIM card down and slide in the direction of the arrow to lock.



STEP 5:

Install the battery. See “Installing the Battery” on page 13.

STEP 6:

Replace the battery cover. See “Replacing the Battery Cover” on page 13.

Battery Installation

The H-21 is not charged when you take it out of the box. Charge the battery for at least 8 hours before the first use. Perform the following procedures to install the battery.

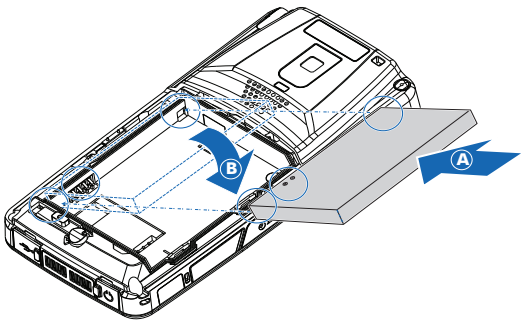
Installing the Battery

STEP 1:

Remove the battery cover. See “Removing the Battery Cover” on page 9.

STEP 2:

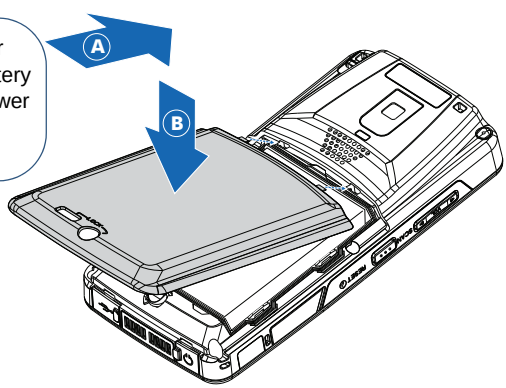
Align the contacts on the battery with the connectors on the battery bay and insert as shown (A). Lower the battery in place (B).



Replacing the Battery Cover

STEP 1:

Align the battery cover with the top of the battery bay and insert (A). Lower the cover in place (B).



Removing the Battery

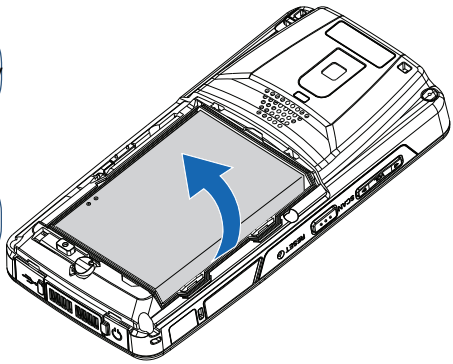
To exchange the battery at any time, perform the following procedures to remove the battery.:

STEP 1:

Remove the battery cover. See “Removing the Battery Cover” on page 9.

STEP 2:

Lift the battery in the direction of the arrow, as shown, to remove it.



Locking the Battery Cover

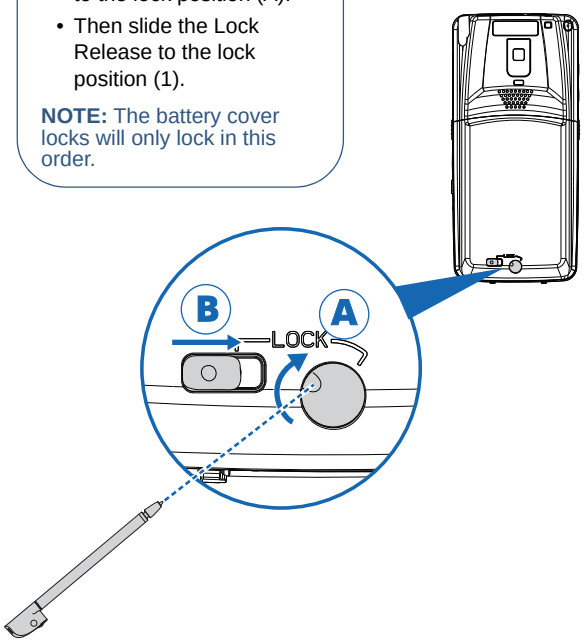
Before you can power the device on, you must lock the battery cover. Perform the following procedures to lock the battery cover.

STEP 1:

Use the tip of the stylus to perform the following procedures. Do not use excessive force.

- First turn the Lock Button to the lock position (A).
- Then slide the Lock Release to the lock position (1).

NOTE: The battery cover locks will only lock in this order.



Power and Battery Settings

The life and performance of your battery depend on many factors including signal strength, temperature of the environment in which you use your phone, features and settings, and more.

Viewing Battery Power

1. Tap **Start > Settings > Power**.
   The main and backup battery life displays.
2. Tap **OK** to save and exit.

Optimizing Battery Power

To get the most out of the life of your battery, set the H-21 to shut down after the system becomes idle for a specific amount of time.

1. Tap **Start > Settings > Power > Advanced**.
2. Select the amount of idle time before the device shuts down.
3. Tap **OK** to save and exit.

Charging the Battery

To charge the battery, do one of the following options:

- Connect one end of the USB adapter to the device and plug the opposite end into a wall outlet.
- Connect the device to a PC using the supplied USB cable.

Mini-SD Cards

The H-21 contains a micro-SD card slot for expanding the device's memory.

Inserting a Mini-SD Card

CAUTION! Inserting the micro-SD card in the wrong direction can cause damage to the card and the device.

1. Lift the micro-SD card slot cover. See "H-21 Views and Descriptions" on page 3.
2. Insert the micro-SD card with the logo side down.
3. Push down until the card clicks into place.

Removing a Mini-SD Card

1. Press the micro-SD card inward to eject the card.
2. Remove the micro-SD card from the card slot.

Connecting a Headset

1. Locate the headphones port on the bottom of the phone. See "Top and Bottom View" on page 6.
2. Peel back the rubber door.
3. Insert the provided headphones into the headphones port.

Connecting a Wrist Strap

Getting Started

This chapter will instruct you on how to perform general operations such as powering the H-21 on and off, using the Today Screen and Start Menu, and setting up various organizational tools.

Powering On

1. Move both battery cover locks to the lock position.

   NOTE: The Power button will not work unless the battery cover is locked. See “Locking the Battery Cover” on page 15.
2. Press the Power button located along the top of the device. See “H-21 Views and Descriptions” on page 3.

Powering Off

1. Press and hold the **Power** button for 3 seconds.
2. The system displays a confirmation screen. Tap **Yes** when prompted.

Entering and Exiting Sleep Mode

Sleep mode is an energy-saving mode that still allows you to receive phone calls and messages.

To put the device in sleep mode:

- Press the **Power** button once for less than 1 second.

To return from sleep mode:

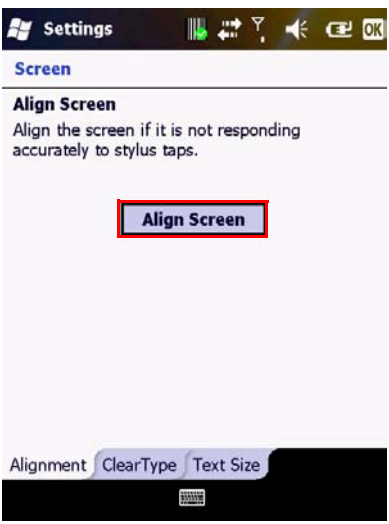
- Press the **Power** button again for less than 1 second.

Calibrating the Touchscreen

Calibration ensures that the correct screen items are activated when tapped. The first time you power on the H-21, the system will ask you to calibrate the touchscreen. Tap the center of the cross using the stylus until the calibration is complete.

To recalibrate the screen at any time:

1. Tap **Start > Settings > System > Screen > Alignment**.
2. Tap the **Align** Screen button and follow the on screen instructions.



3. Tap **OK** to save and exit.

Locking/Unlocking the H-21

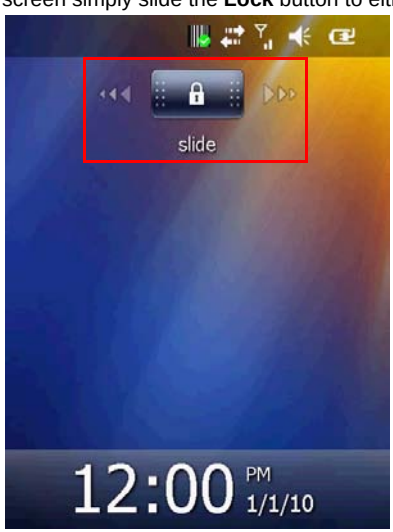
Locking protects the screen from accidental key presses.

To lock/unlock the keyboard and touchscreen:

1. Tap **Start > Lock**.

The keyboard and touchscreen are locked.

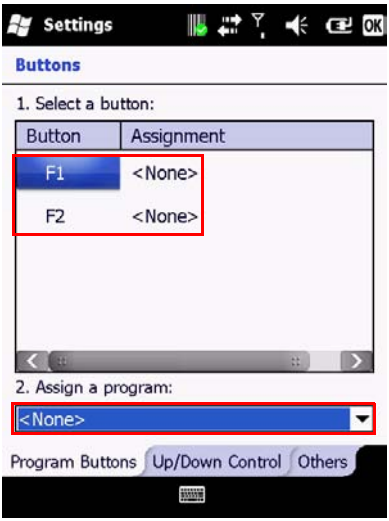
2. To unlock the screen simply slide the **Lock** button to either the right or left.



Programming Buttons

To assign a function to the F1, F2, F3 and F4 buttons:

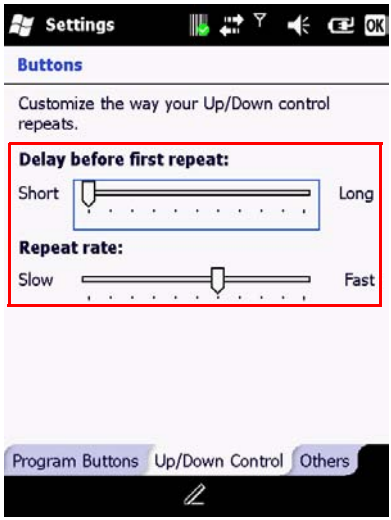
1. Tap **Start > Settings > Personal > Buttons > Program Buttons**.
2. Select a button (F1, F2) and assign a program from the drop down menu.



3. Tap **OK** to save and exit.

To edit the Up/Down control and Repeat Rate:

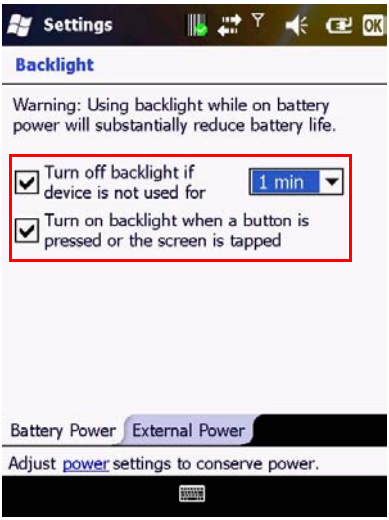
1. Tap **Start > Settings > Personal > Buttons > Up/Down Control**.
2. Drag the slider next to the appropriate option to change the setting.



3. Tap **OK** to save.

Backlight Settings

1. Tap **Start > Settings > System > Backlight**.
2. Customize the following settings:

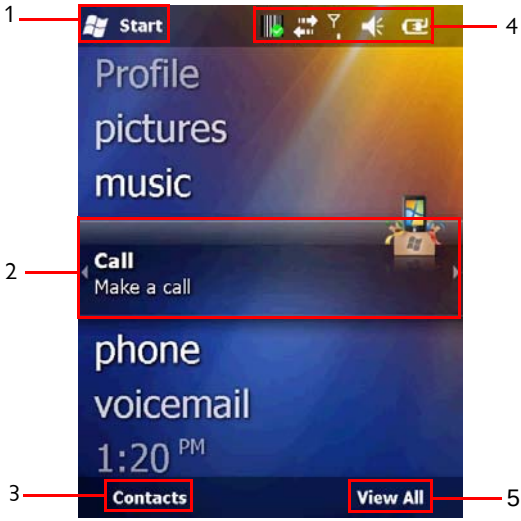


- Select the time for the backlight to turn off if the device is not in use.
- Enable or disable the backlight when a button is pressed or the screen is tapped.

3. Tap **OK** to save and exit.

Today Screen

The Today Screen is usually the first screen that displays when you turn on the H-21. It displays a list of shortcuts to phone functions, programs, and favorites. The Today screen looks like this:



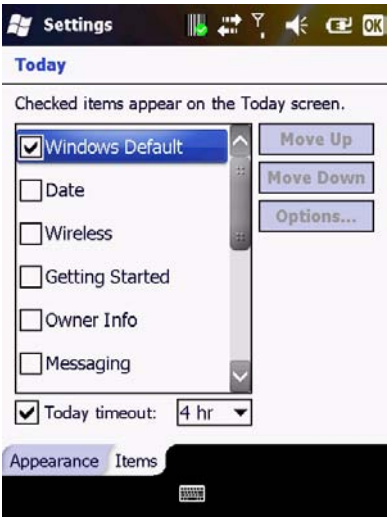
No.	Name	Description
1	Start Button	Tap to access the Start Menu
2	Highlighted Item	Tap to access a function or application. User can scroll to the right or the left of the highlighted item for additional options
3	Contacts	Tap to access Contacts
4	Status Bar	Displays Barcode Reader, ActiveSync, Phone, Volume, and Battery Status
5	Item Option	Displays an option specific to the highlighted item

Accessing the Today Screen

- Tap **Start > Today.**

Changing Today Screen Items

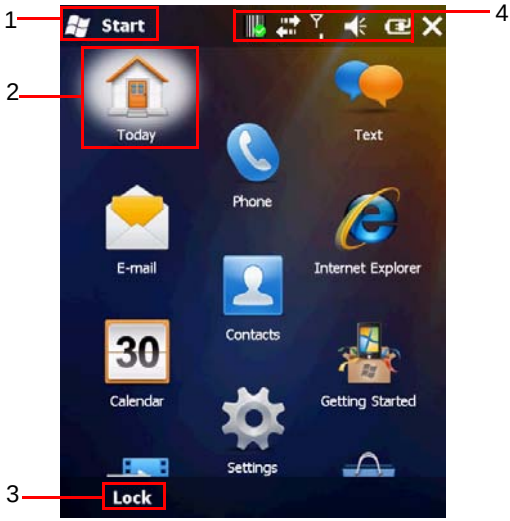
1. Tap **Start > Settings > Today > Items**.
2. Select the check box next to the items you want included on the Today screen. Deselect the check box next to the items you don't want included on the **Today** screen.



3. Tap **OK** to save and exit.

Start menu

The Start menu displays icons to all the basic functions and applications.



No.	Name	Description
1	Start Button	Tap to access the Start Menu
2	Highlighted Item	Tap to access a function or application
3	Lock	Locks the keyboard and touchscreen from accidental key presses
4	Status Bar	Displays Barcode Reader, ActiveSync, Phone, Volume, and Battery Status

Input Methods

The H-21 is enabled with 4 different input modes: Keyboard, Letter Recognizer, Block Recognizer, and Transcriber. You can enter texts and numbers by using the keypad or the touch screen.

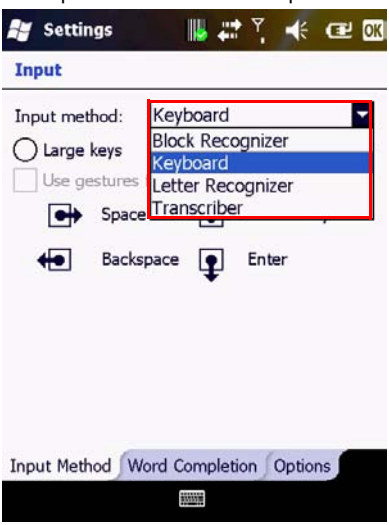
Icon	Input Mode
	Keyboard
	Letter Recognizer

Icon	Input Mode
	Block Recognizer
	Transcriber

Switching Input Methods

To switch input methods from the settings menu:

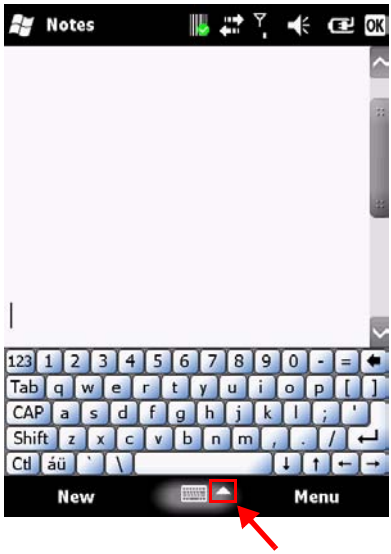
1. Tap **Start > Settings > Personal > Input**.
2. Select the desired input method from the drop down menu.



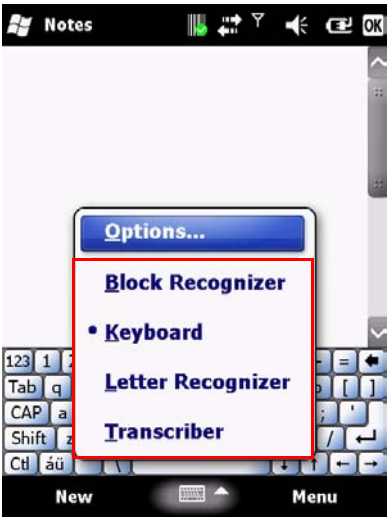
3. Tap **OK** to save and exit.

To switch input methods using the input icon:

1. Tap the input icon located along the bottom center of the screen. An up arrow appears next to the input icon.



2. Tap the up arrow and select the desired input method from the pop up menu.



Using the Touch Screen Keyboard

The touch screen keyboard allows you to enter text by tapping keys with your stylus.

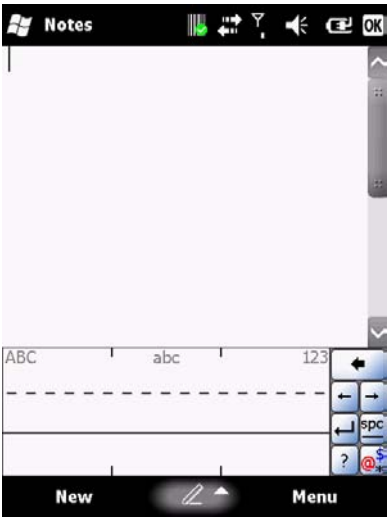
1. Select the touch screen keyboard as your input method. See “Switching Input Methods” on page 26.
2. Tap the input icon located along the bottom center of the screen. The touch screen keyboard displays.

3. To enter text, use your stylus to tap the keys on the touch screen keyboard.

Using Letter Recognizer

Letter recognizer interprets familiar handwriting styles, one symbol, letter, or number at a time.

1. Select the letter recognizer as your input method. See “Switching Input Methods” on page 26.
2. Tap the input icon located along the bottom center of the screen. The letter recognizer displays.

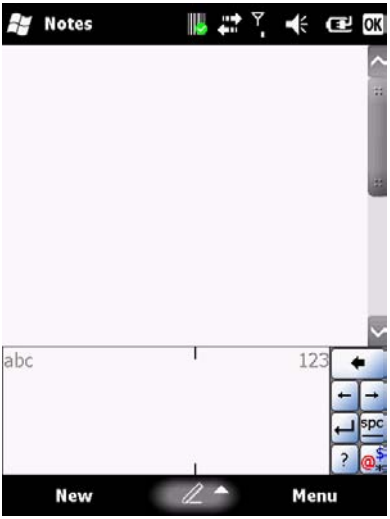


3. Do one of the following to begin entering text:
   - Enter uppercase letters in the left (ABC) box.
   - Enter lowercase letters in the middle (abc) box.
   - Enter numbers and symbols in the right (123) box.

Using Block Recognizer

Block recognizer interprets letters written in one stroke.

1. Select the block recognizer as your input method. See “Switching Input Methods” on page 26.
2. Tap the input icon located along the bottom center of the screen. The block recognizer displays.



3. Do one of the following to begin entering text:
   - Enter lowercase letters in the left (abc) box.
   - Enter numbers in the right (123) box.
   - Enter symbols by tapping once in either the left or right box and begin writing.

Using Transcriber

Transcriber recognizes cursive and/or print handwriting.

1. Select the transcriber as your input method. See “Switching Input Methods” on page 26.
2. Tap the input icon located along the bottom center of the screen. The transcriber displays.

3. To enter text, use your stylus to write anywhere on screen.

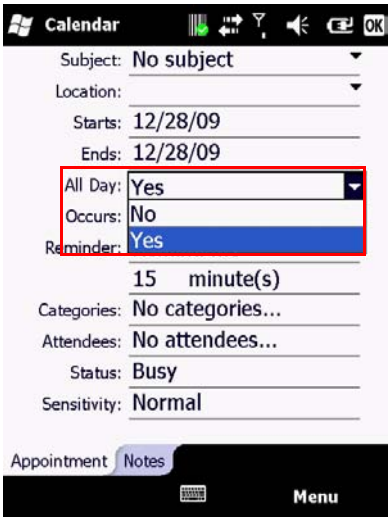
Setting up Calendar

Calendar can be used to schedule appointments, such as meetings or events. Appointments of the day can be displayed on the Today screen.

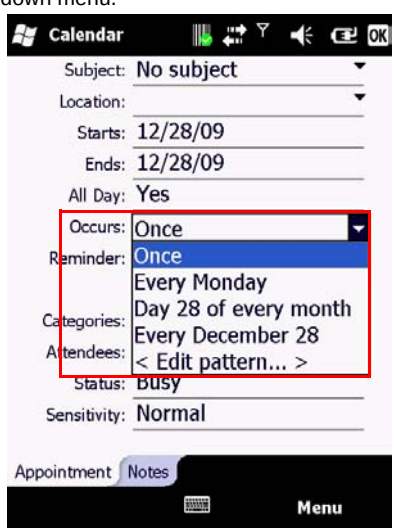
There are five different appointment views: Day, Week, Month, Year, and Agenda.

Creating Appointments

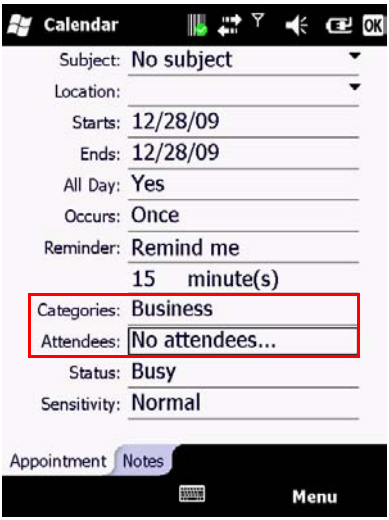
1. Tap **Start > Calendar**.
2. Tap **Menu > New Appointment**.
3. Select whether the appointment is all day from the **All Day** drop down menu.



4. If the appointment is reoccurring, select how often it should recur from the **Occurs** drop down menu.



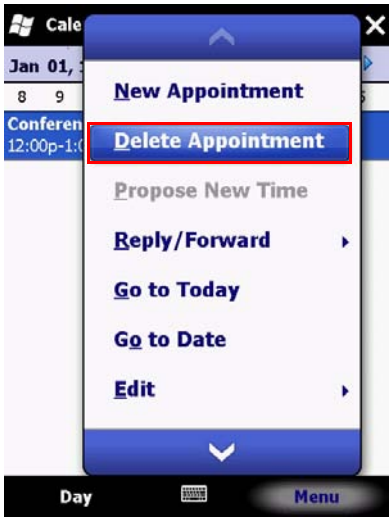
5. Tap to select the **Categories** and **Attendees**.



6. Tap the **Notes** tab to add notes to the appointment if necessary.
7. Tap **OK** to save and exit.

Deleting Appointments

1. Tap **Start > Calendar**.
2. From **Agenda** view, select the appointment to delete.
3. Tap **Menu > Delete Appointment**.

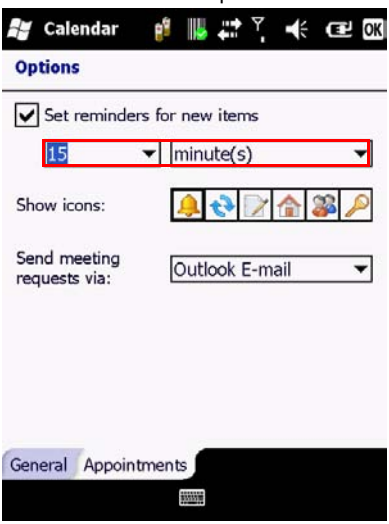


4. For recurring appointments, tap **All** to delete the set. To delete only the selected instance, tap **One**.

NOTE: If the appointment has been synchronized with your PC, it will be deleted from your PC the next time you synchronize. If the appointment has not be synchronized, it will only be deleted from the H-21.

Changing the Reminder Time

1. Tap **Start > Calendar**.
2. Tap **Menu > Tools > Options > Appointment**.
3. Select the reminder time from the drop down menus.



4. Tap **OK** to save and exit.

Changing the Calendar View

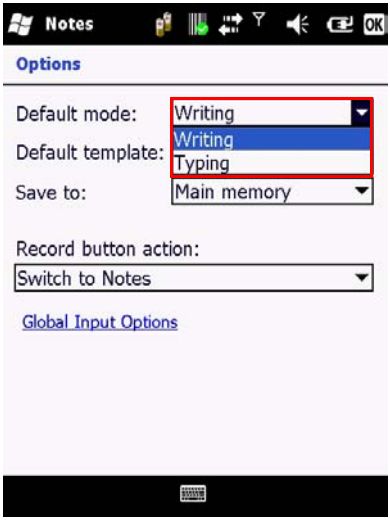
1. Tap **Start > Calendar**.
2. Tap **Menu > Tools > Options > General**.
3. Select a default view from the **Start in** drop down menu.
   - **Agenda View:** Displays the current day's activities.
   - **Day View:** Displays a single day's schedule in a planner layout.
   - **Week View:** Displays a weekly schedule.
   - **Month View:** Displays free and booked days during the month.
   - **Year View:** Displays a calendar for the entire year.
4. Tap **OK** to save and exit.

Writing Notes

Notes allows you to quickly compose reminders, to-do lists, meeting notes, and more. You can write using the stylus, keypad, or touchscreen keypad.

Setting the Default Input Method

1. Tap **Start > Notes**.
2. Tap **Menu > Options**.
3. Select one of the following methods from the **Default** drop down menu.



- Writing: Handwrite notes using the stylus.
- Typing: Type notes using the keypad or touchscreen keypad.

4. Tap **OK** to save and exit.

Creating a New Note

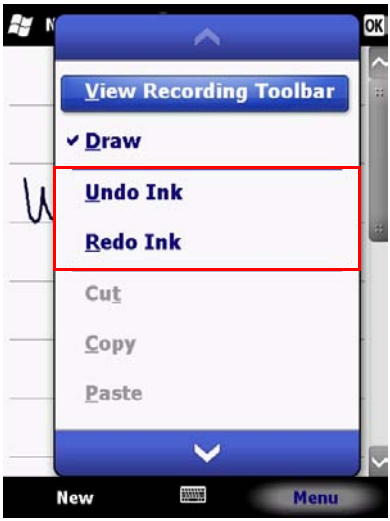
1. Tap **Start > Notes**.
2. Tap **New**.
   A blank template displays.

3. Begin entering your text.
4. Tap **OK** to save your note.

Switching Between Typing/Writing Mode

1. Tap **Start > Notes**.
2. Create a new note or open an existing note.
3. Tap **Menu > Draw** to switch to a different mode.

Editing a Handwritten Note



To edit a handwritten note, do one of the following options:

- Tap **Menu > Undo Ink** to reverse an action.
- Tap **Menu > Redo Ink** to re-execute an undone action.
- Tap **Edit > Select All** to select all material.
- Tap **Edit > Clear** to delete all selected material.

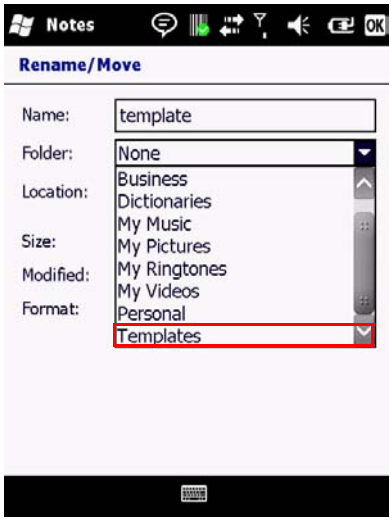
Deleting a Note

1. Tap **Start > Notes**.
2. Tap and hold the note using the stylus.
   A menu displays.

3. Select **Delete** from the drop down menu.
4. Tap the **Yes** button to deleted the note.

Creating a Default Template

1. Tap **Start > Notes**.
2. Create a note for saving as a template.
3. In the note list, select the new note and tap **Menu > Rename/Move**.
4. Enter a name for the template in the **Name** field.
5. Select **Templates** from the **Folder** drop down menu.



6. Tap **OK** to return to the note list.

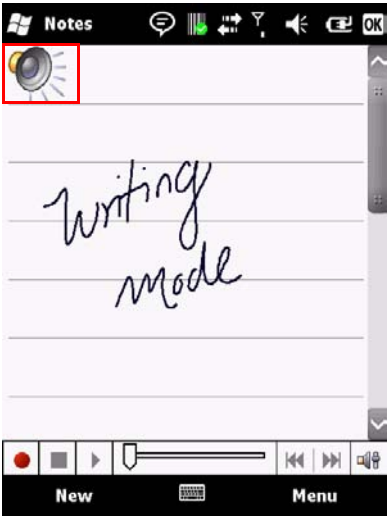
Recording Voice Notes

1. Tap **Start > Notes**.
2. If the recording toolbar is not displayed, tap **Menu > View Recording Toolbar**.
3. Tap the **Record** button on the toolbar and speak into the microphone.

4. Tap the **Stop** button on the toolbar when finished.
5. Tap **OK** to return to the notes list.

Adding a Voice Recording to a Note

1. Tap **Start > Notes**.
2. Create a new note or open an existing note.
3. If the recording toolbar is not displayed, tap **Menu > View Recording Toolbar**.
4. Tap the **Record** button on the toolbar and speak into the microphone.
5. Tap the **Stop** button on the toolbar when finished.
   The audio file icon displays on the note.



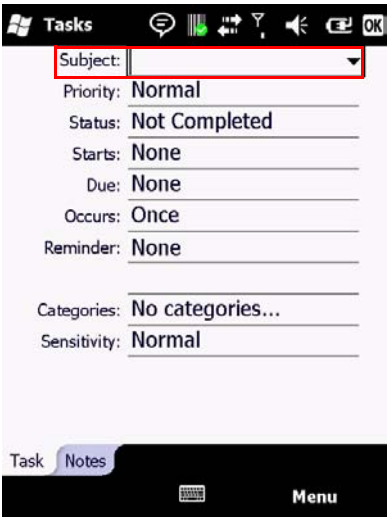
6. Tap the audio file icon to play back the voice note.
7. Tap **OK** to return to the notes list.

Creating Tasks

Tasks help you keep track of things you need to do. You can program tasks to be one time or recurring, set reminders, and organize them by category. If you use Outlook on your PC, you can synchronize tasks between your H-21 and PC.

To create a new task:

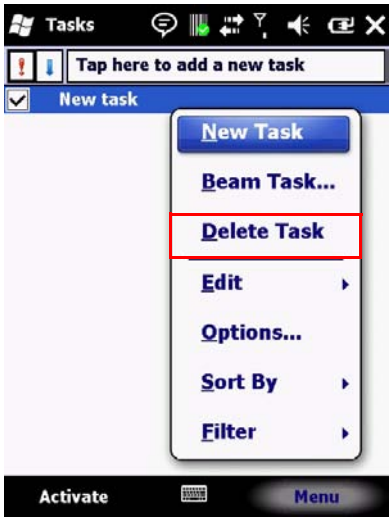
1. Tap **Start > Tasks**.
2. Do one of the following options:
   - In the **Tap here to add a new task** box, enter the task name and press **Enter**.
   - Tap **Menu > New Task**.
3. Enter or select a subject from the **Subject** field.



4. Select a completion status from the **Status** drop down menu.
5. Pick the start and due time using the on screen calendar.
6. Set a reminder date/time from the **Reminder** field.
7. Select a category from the **Category** drop down menu.
8. Select a sensitivity setting from the **Sensitivity** drop down menu.
9. Tap **OK** to save and exit.

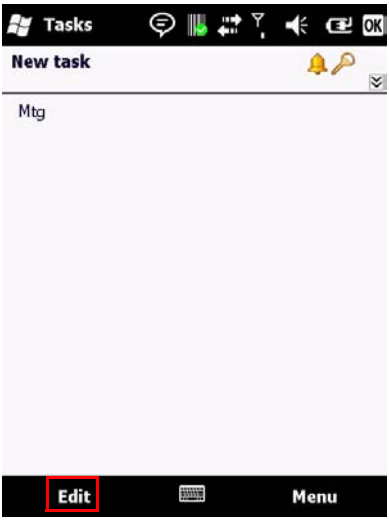
Deleting a Task

1. Tap **Start > Tasks**.
2. Select the task from the tasks list.
3. Tap **Menu > Delete Task** to delete the selected task.



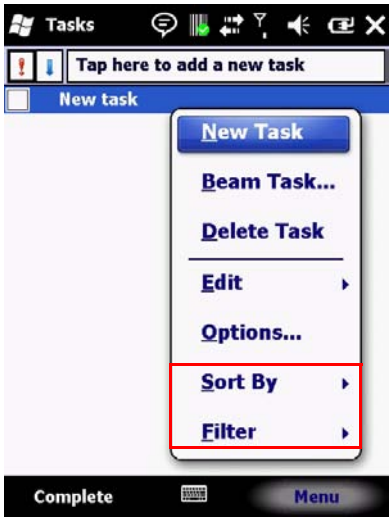
Editing a Task

1. Tap **Start > Tasks**.
2. Select the task from the tasks list.
3. Tap **Edit** and make any necessary changes.



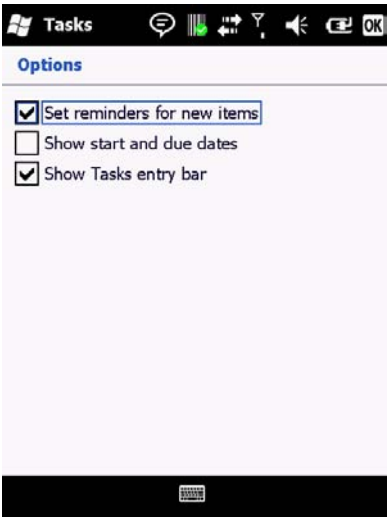
Sorting/Filtering Tasks

1. Tap **Start > Tasks**.
2. Do one of the following options:
   - **Sort: Tap Menu > Sort by** and select the sorting option (Priority, Subject, Start Date, Due Date).
   - **Filter: Tap Menu > Filter** and select the filtering option (All Tasks, Recently Viewed, No Categories, Active Tasks, Completed Tasks).



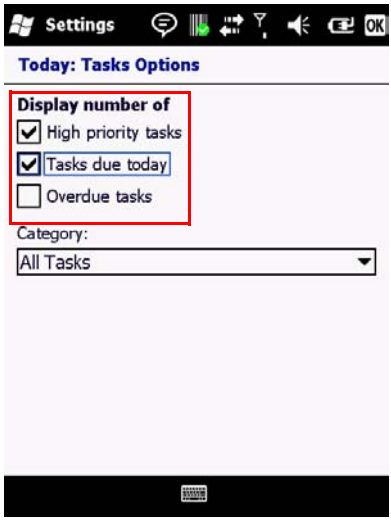
Setting Task Options

1. Tap **Start > Tasks**.
2. Tap **Menu > Options**.
3. Customize the following options:
   - Set reminders for new items
   - Show start and due dates
   - Show Tasks entry bar



Enabling Tasks to Be Displayed on the Today Screen

1. Tap **Start > Settings > Today > Items**.
2. Select **Tasks**, then tap **Options**.
3. Under **Display number of**, select the type of tasks to be displayed on the Today screen.



4. Tap **OK** to save and exit.

Phone Operations

This chapter instructs you on how to use various phone operations of the H-21. You can make, receive, and keep track of calls, and send text messages (SMS) and multimedia messages (MMS).

Making a Phone Call

Accessing the Phone Screen

From the Phone screen, you can make calls and manage contacts.

To access the Phone screen, do one of the following options:

- Press the **TALK** key on your keypad.
- Tap **Start > Phone**.

Making a Call by Entering a Phone Number

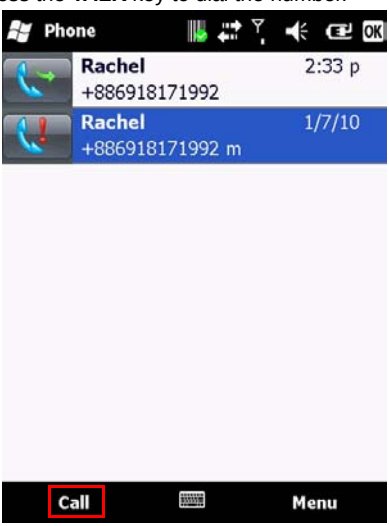
1. Tap **Start > Phone**.
2. Enter a phone number using the keypad or touch screen keyboard. To turn on the touch screen keyboard, see “Using the Touch Screen Keyboard” on page 28.
3. Do one of the following:

- If you see the number or contact name you want to call, select it and press the **TALK** key.
- If you do not see the number or contact name, finish entering the number and press the **TALK** key.

Making a Call from Call History

Call History displays calls you have made, received, and missed.

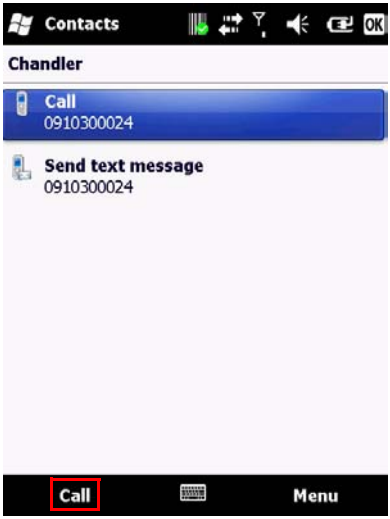
1. Tap **Start > Phone**.
2. Tap **Keypad** to view the keypad buttons.
3. Tap **Call History**.
4. Select the name or phone number to call.
5. Tap **Call** or press the **TALK** key to dial the number.



Making a Call from Contacts

1. Tap **Start > Contacts**.
2. Tap the desired contact in the list.

   NOTE: You can quickly find a contact by entering the first letter of the contact or the first number of their phone number.
3. Select the number you want to dial.
4. Tap **Call** or press **TALK**.

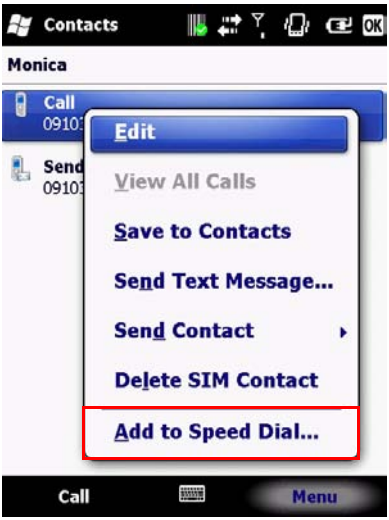


Using Speed Dial

Create speed dial entries for frequently used numbers so you can call a contact by pressing a single key. A speed dial entry can only be created for numbers stored in contacts.

To create a speed dial entry for a contact:

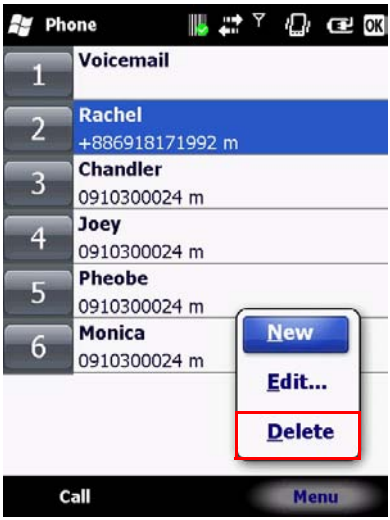
1. Tap **Start > Contacts**.
2. Select the desired contact.
3. Select the phone number for which to create a speed dial.
4. Tap **Menu > Add to Speed Dial**.



5. In **Location**, select the speed dial number to use.
6. Tap **OK** to save and exit.

Deleting a Speed Dial Entry

1. Tap **Start > Phone**.
2. Tap **Keypad** to view the keypad buttons.
3. Tap **Speed Dial > Menu > Delete** to delete the entry.



Accepting/Rejecting a Call

To accept a call

- Tap **Answer** or press the **TALK** key to accept an incoming call.

To reject a call

- Tap **Ignore** or press **END** to hang up.

Retrieving a Voicemail Message

- Press and hold 1 to access your voice mailbox. Follow the operator's instructions to listen to your message.

Configuring Settings

Activating PIN Security

Most SIM cards are preset with a personal identification number (PIN) provided by your wireless service provider. When PIN Security is enabled, you will be prompted to enter your PIN whenever you use your device.

1. Tap **Settings > Personal > Phone > Security**.
2. Select the check box next to **Require PIN when phone is used**.
3. Enter the PIN provided by your wireless service provider.
4. Tap **Enter**.

NOTE: If your PIN is entered incorrectly three times, the SIM card will be blocked. If this happens, obtain a PIN Unblocking Key (PUK) from your wireless service provider.

Setting the Ring Tone and Ring Type

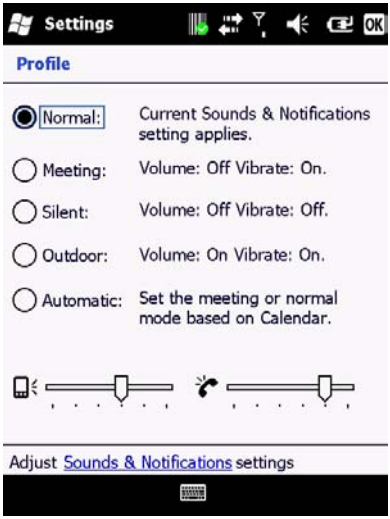
1. Tap **Settings > Personal > Phone**.
2. Customize the following options:

- Select a **Ring type** from the drop down menu.
- Select a **Ring tone** from the drop down menu.

NOTE: To use a custom sound file as a ring tone, use ActiveSync on your PC to copy sound files into the /Windows/Rings folder on your device.

Setting the Phone Profile

1. Tap **Start > Settings > Personal > Phone mode**.
2. Select the radio button next to one of the following phone profiles:



- **Normal:** Current Sounds & Notifications setting applies.
- **Meeting:** Volume Off, Vibrate On.
- **Silent:** Volume Off, Vibrate Off.
- **Outdoor:** Volume On, Vibrate On.
- **Automatic:** Set the meeting or normal mode based on Calendar.

3. Drag the sliders along the bottom of the screen to customize each profile's ringer volume and vibration strength.

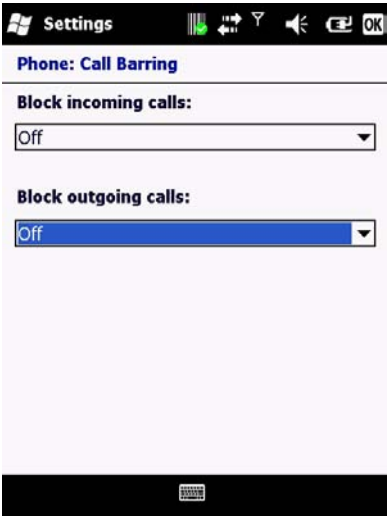
Changing the Ringer Volume

1. Press the **VOLUME** key located on the left side of the device.
2. Adjust the slider to the appropriate volume level by sliding the bar with the stylus or pressing the **VOLUME UP** or **VOLUME DOWN** key.

Blocking Incoming and Outgoing Calls

You will not be able to receive or make calls according to the options you choose.

1. Tap **Start > Settings > Personal > Phone > Services**.
2. Tap **Call Barring > Get Settings**.
3. Choose the type of calls you want to block:



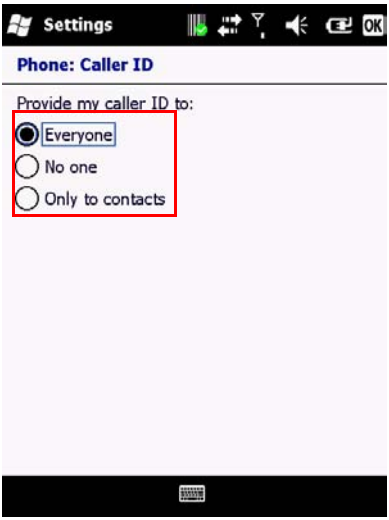
- **Block incoming calls:** All calls, When roaming, Off.
- **Block outgoing calls:** All calls, International, International except to home country, Off.

4. Tap **OK** to save and exit.

Displaying Caller ID

Caller ID allows your number to be displayed to the party you dial.

1. Tap **Start > Settings > Personal > Phone > Services**.
2. Tap **Caller ID > Get Settings**.
3. Select **Everyone**, **No one** or **Only to contacts**.



4. Tap **OK** to save and exit.

Call Forwarding

Call forwarding allows you to forward calls to another number.

1. Tap **Start > Settings > Personal > Phone > Services**.
2. Tap **Caller Forwarding > Get Settings**.
3. To forward all calls to one number:

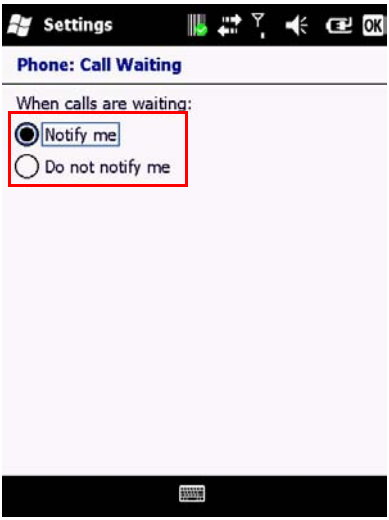
- Select the check box next to **Forward all incoming phone calls** and enter the number in the field below.

4. Tap **OK** to save and exit.

Call Waiting

Call waiting notifies you of an incoming call when you're on the phone with another party.

1. Tap **Start > Settings > Personal > Phone > Services**.
2. Tap **Caller Waiting > Get Settings**.
3. Select **Notify me** or **Do not notify me**.

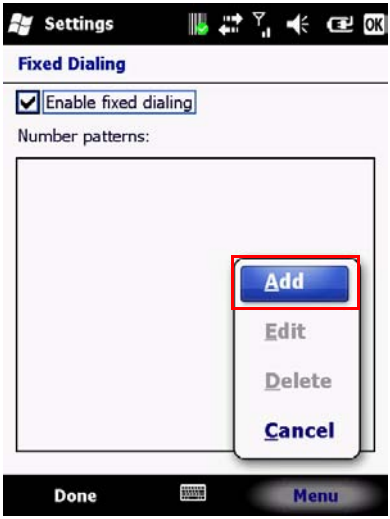


4. Tap **OK** to save and exit.

Fixed Dialing

Fixed dialing allows outgoing calls to only specific numbers. This function can be used by parents to restrict the phone numbers their child can dial.

1. Tap **Start > Settings > Personal > Phone > Services**.
2. Tap **Fixed Dialing > Get Settings**.
3. Select the check box next to **Enable fixed dialing**.
4. Tap **Menu > Add**.



5. Enter the name and phone number.
6. Tap **OK** to save and exit.

Selecting a Network Manually

1. Tap **Start > Settings > Personal > Phone > Network**.
2. In the Network selection list, tap **Manual**.

3. Select the network you want to use from the list of available networks.
4. Tap **OK** to save and exit.

In-Call Options

If you receive another incoming call while on the phone, the H-21 provides options for managing multiple calls at the same time. When you are notified of the incoming call, you can ignore, accept, switch, or set up a conference call between all three parties.

Answering Another Call

- Tap **Answer** to accept the second call and put the first call on hold.
- Tap **Swap** to switch between two calls.
- To end the second call and return to the first call, press the **END** key.

Conference Call

1. To start a conference call, do one of the following options:
   - Put a call on hold and dial a second number
   - Accept a second incoming call when you have one in progress
2. Tap **Menu > Conference**.

Turning On/Off the Speakerphone

Speakerphone allows you to use the H-21 hands-free or let others hear your conversation using the built in speakerphone.

- Tap **Speaker On** during a call to turn the speaker on.
- Tap **Speaker Off** to turn the speaker off.

Muting the Microphone

To turn off the microphone during a call so the caller cannot hear you, do the following:

1. Tap **Mute** to turn the microphone off.
2. Tap **Unmute** to turn the microphone on.

Contacts and Messaging

This chapter instructs you on using Contacts to manage addresses and phone numbers, and Messaging to send and receive SMS, MMS, and e-mail messages.

Using Contacts

Contacts allows you to store phone numbers, e-mail addresses, birthdays, and other information that relates to a contact. Simply tap on a contact to quickly call or text message them. If you use Outlook on your PC, you can synchronize contacts between your device and PC.

Creating a New Contact

1. Tap **Start > Contacts > New**.
2. Select **Outlook Contact**.
3. Enter information for the new contact.

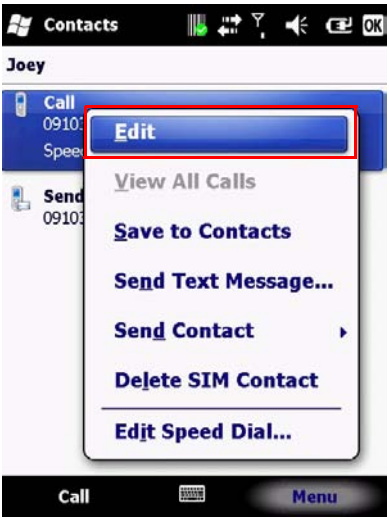
4. Tap **OK** to save and exit.

Viewing and Editing Contact Information

1. Tap **Start > Contacts**.
2. Tap the contact whose information you want to view.

NOTE: You can quickly search through contacts by entering the first letter of the contact.

3. Tap **Menu > Edit**.

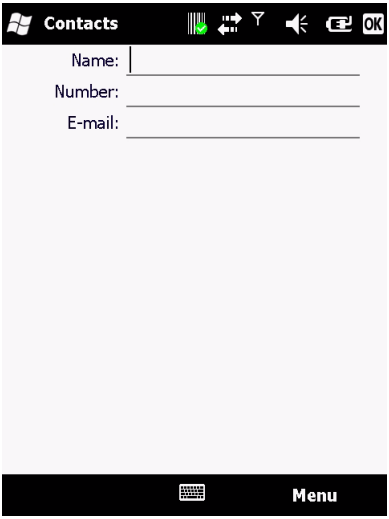


4. Make any necessary changes.
5. When finished making changes, tap **OK** to save and exit.

Creating a SIM Contact

Contacts can be stored directly to your SIM card memory.

1. Tap **Start > Contacts**.
2. Tap **New > SIM Contact**.
3. Enter the name and phone number of the contact.

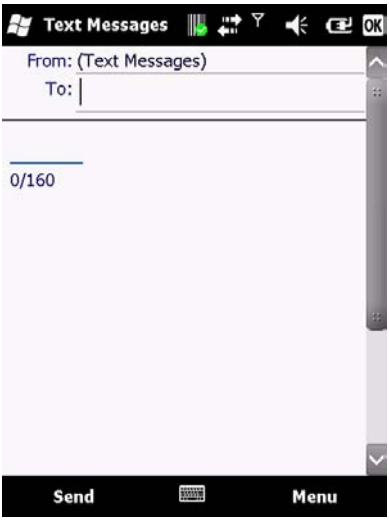


4. Tap **OK** to save and exit.

Using Text Messaging

Writing a New Text Message

1. Tap **Start > Text Messages**.
2. Tap **Menu > New**.
3. Do one of the following options:



- In the **To** field, enter the recipient's number.

  NOTE: Insert a semicolon (;) between numbers to send to multiple contacts.

- Tap **Menu > Add Recipient** and select a contact from the contacts list.

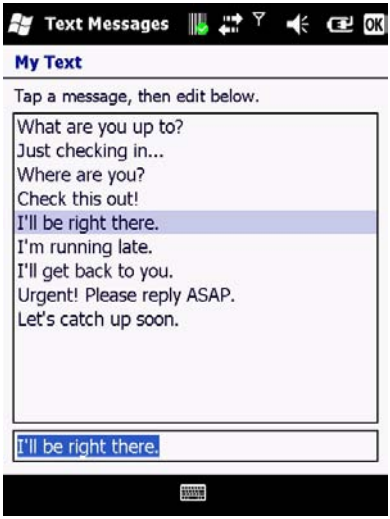
4. Enter your message and tap **Send**.
   Text messages are sent immediately.

Using Preset Text Messages

You can insert frequently used messages into your text message. While writing a message, tap **Menu > My Text** and select the preset message to insert.

To edit a preset message:

1. Tap **Menu > My Text > Edit My Text Messages**.
2. Select a message and edit.



3. Tap **OK** to save and exit.

Reading a Text Message

1. Tap **Start > Text Message**.
2. In the message list, tap the text message you want to read.

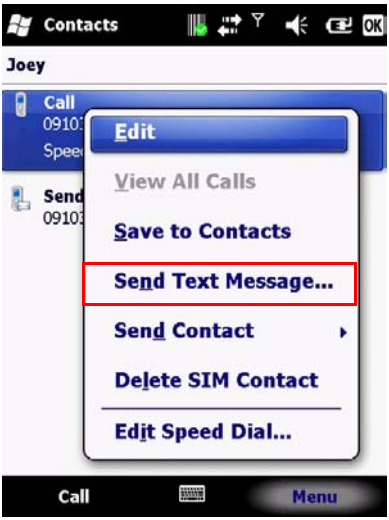
Requesting Message Delivery Notification

1. Tap **Start > Text Messages**.
2. Tap **Menu > New**.
3. Tap **Menu > Message Options**.
4. Select the check box next to **Request message delivery notification**.

5. Tap **OK** to save and exit.

Sending a Text Message to a Contact

1. Tap **Start > Contacts**.
2. Select the contact you want to send a text message to, and tap **Menu > Send Text Message**.



3. Write your message, and tap **Send**.

Sending E-mail

Setting Up an Internet E-mail Account

Before you set up your e-mail account, please prepare the following information:

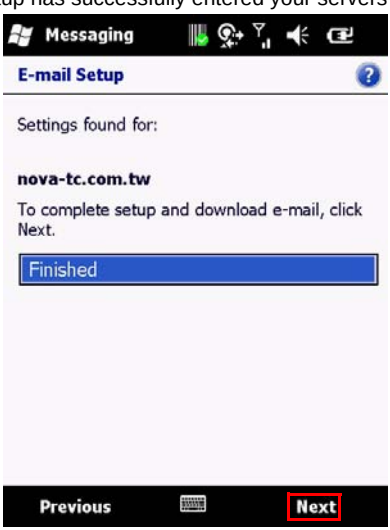
Item	Description
User name	The first part of your e-mail address, which appears before the “at” sign (@).
Password	A strong password. You can save your password, so that you do not need to enter it each time you connect to your e-mail server.
Domain name	The domain name may be required.
Server type	The type of e-mail server that hosts your mailbox (POP3 or IMAP4).
Account name	An account name. You must use a unique name for each account that you set up.
Network	The type of network your e-mail server connects to.

Item	Description
Incoming mail server	The name of your e-mail server (POP3 or IMAP4).
Require SSL connection	Ensures that received e-mail for this account uses an SSL connection. **NOTE:** If you select this and your ISP does not support an SSL connection, you will not be able to connect to receive e-mail.
Outgoing mail server	The name of your outgoing e-mail server (SMTP).
Outgoing server required authentication	Your outgoing e-mail server (SMTP) may require authentication. **NOTE:** Your user name and password from above will be used.
Outgoing sever settings	Your outgoing e-mail server may require different authentication settings than your incoming e-mail server.
Different user name for outgoing server	An option that allows you to enter separate settings for your outgoing e-mail server.
User name	Your outgoing e-mail server user name.
Password	Your outgoing e-mail server password.
Domain name	The outgoing e-mail server domain name.
Require SSL connection (outgoing mail server only)	Enables you to send personal information more securely. **NOTE:** If you select this and your ISP does not support an SSL connection, you will not be able to send e-mail.

To set up your account:

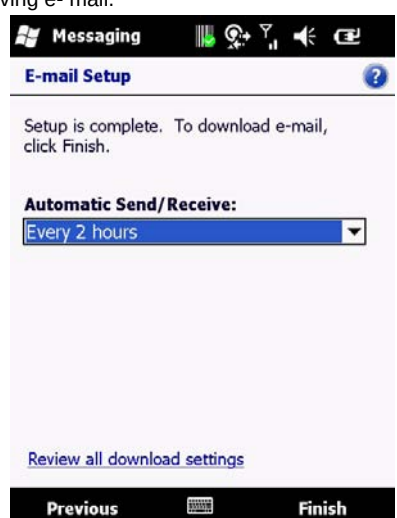
1. Tap **Start > E-mail > Setup E-mail**.
2. Enter your e-mail address.
3. Select the check box next to **Try to get e-mail settings automatically from the Internet** and tap **Next**.

4. After Auto Setup has successfully entered your servers settings, tap **Next**.



5. Enter the name you want to appear when you send e-mail and tap **Next**.

6. In the **Automatic Send/Receive** drop down menu, select a frequency for sending/receiving e- mail.



7. Tap **Review all download settings** to edit your e-mail settings.

8. Tap **Finish** to start downloading messages.

Composing an E-mail Message

1. Tap **Start > E-mail**.
2. Select an e-mail account.
3. Tap **Menu > New**.
4. Enter recipient e-mail addresses in the **To**, **Cc**, or **Bcc** field. Insert a semicolon (;) between multiple addresses.

5. Enter a subject in the **Subject** field.
6. Enter a message.
7. Tap **Send**.
   E-mail messages are stored in Outbox and are sent to recipients the next time you synchronize to your PC or connect to your e-mail server and send and receive mail.

Reading an E-mail Message

1. Tap **Start > E-mail**.
2. Select an e-mail account.
3. Tap the e-mail you want to read in the message list.

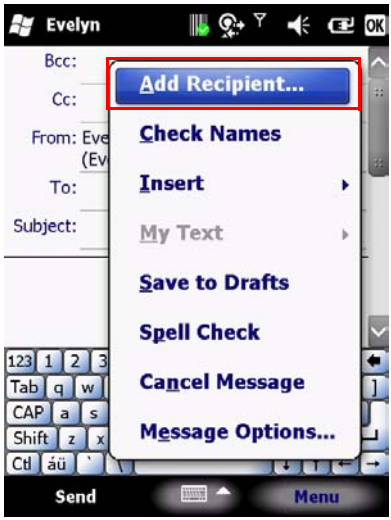
E-mail Message Options

1. Tap **Start > E-mail** and select an e-mail account.
2. Tap **Menu > New**.
3. Tap **Menu > Message Options**.
4. Select the options to change (Priority, Security, Permission, Language).

5. Tap **OK** to save and exit.

Sending an E-mail to a Contact

1. Tap **Start > E-mail**.
2. Tap **Menu > New**.
3. Tap **Menu > Add Recipient**.



4. Select the contact you want to send an e-mail to.
5. Enter a subject, compose your message, and tap **Send**.

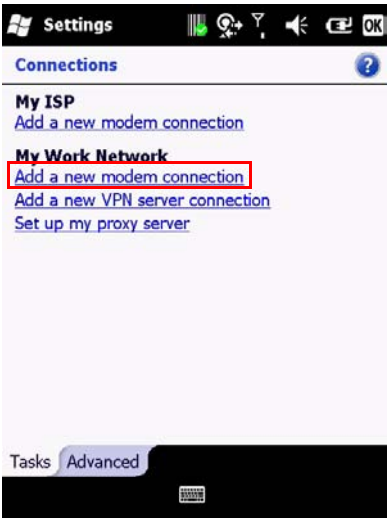
Connecting to the Internet

This chapter instructs you on how to access the Internet using the H-21. You can establish a connection via GPRS or Proxy for browsing the Web, downloading e-mails, using MSN Messenger, and more. To manually set up a connection, obtain the following information from your Internet Service Provider (ISP):

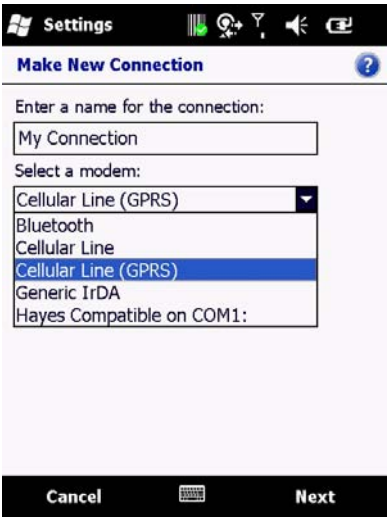
- User name
- Password
- Access point name (required for GPRS connection)
- Domain name (required for accessing a corporate network or an intranet)

Creating a GPRS Connection

1. Tap **Start > Settings > Connections > Connections > Tasks**.
2. Tap **Add a new modem connection**.



3. Enter the following information:



- Enter a name for the connection.
- In the **Select a modem** drop down menu, select Cellular Line (GPRS) and tap **Next**.

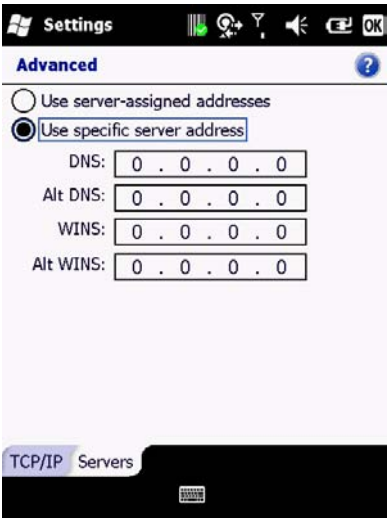
4. In the **Access point name** field, enter the access point name and tap **Next**.

5. In the **User name** field, enter your user name for the GPRS network, if required.

- In the **Password** field, enter your password, if required.

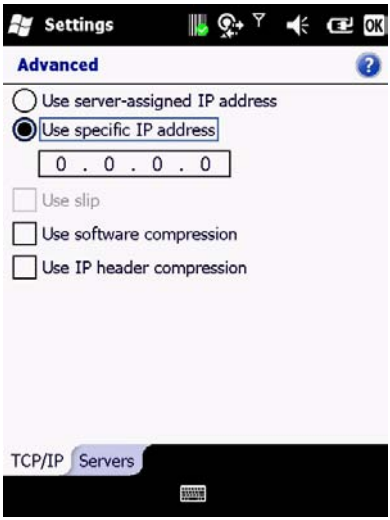
- In the **Domain** field, enter your domain name, if provided by your ISP.

6. Tap **Advanced > Servers.**
7. Select the check box next to **Use specific server address** and enter the following information:



- In the **DNS** field, enter the primary Domain Name System (DNS) address, if required.
- In the **Alt DNS** field, enter the secondary DNS address, if required.

8. Tap the **TCP/IP** tab.
9. Select the check box next to **Use specific IP address** and enter the Internet Protocol (IP) address for the device, if required.



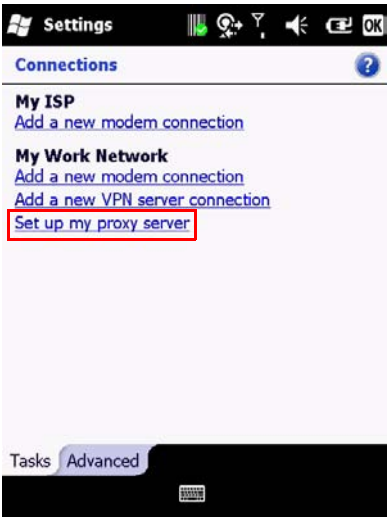
The device uses this connection when you open a program that connects to the Internet.

10. Tap **OK** to update the settings.
11. Tap **Finish** to complete the connection setup.

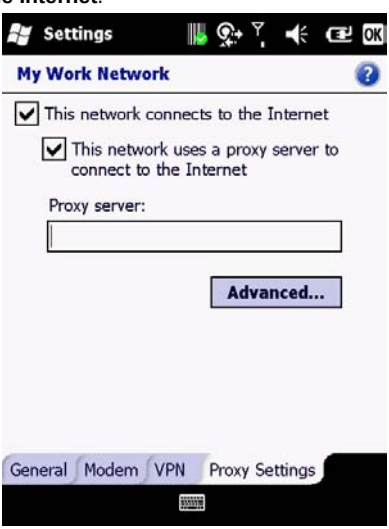
Creating a Proxy Connection

Every network connection is different. You should gather all of the relevant information or network settings you need before starting this process.

1. Tap **Start > Settings > Connections > Connections > Tasks**.
2. Tap **Set up my proxy server**.



3. Select the check box next to **This network connects to the Internet**.
4. Select the check box next to **This network uses a proxy server to connect to the Internet**.



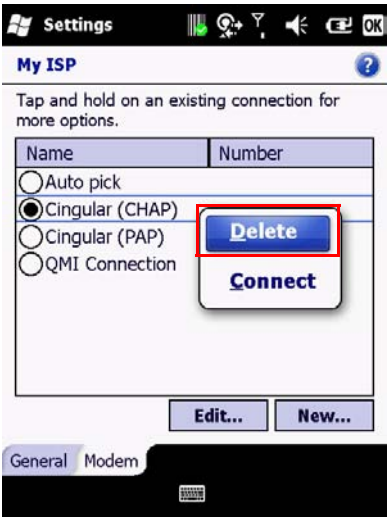
5. Enter the proxy server name under the **Proxy server** field.
6. If the proxy server uses a different port or requires a user name and password tap **Advanced**.

- Select the proxy type to change its settings.
- Enter a user name, password, and/or port number in the proper fields.

7. Tap **OK** to save and exit.

Deleting a Connection

1. Tap **Start > Settings > Connections > Connections > Tasks**.
2. Tap **Manage existing connections**.
3. Tap and hold on the connection you want to delete.
4. Select **Delete**.



5. Tap **OK** to save and exit.

Using Internet Explorer

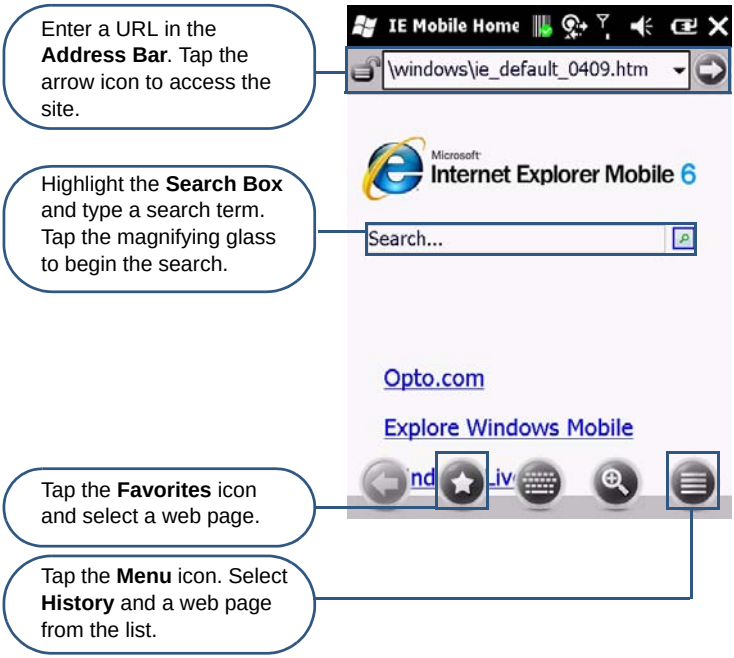
Internet Explorer Mobile is web browser optimized for use on your mobile phone. You can use Internet Explorer Mobile to browse the Internet after setting up a valid Internet connection. See “Connecting to the Internet” on page 83.

Browsing the Internet

NOTE: A valid connection must be established before you can browse the Internet.

NOTE: Accessing the Internet using your mobile phone may incur extra charges from your mobile service provider. Contact your mobile service provider for more information.

1. Tap **Start > Internet Explorer**.
2. Do one of the following options:



Adding a Web Page to the Favorite List

1. Tap **Start > Internet Explorer**.
2. Navigate to the page you want to add as a favorite.
3. Tap the **Favorites** icon.

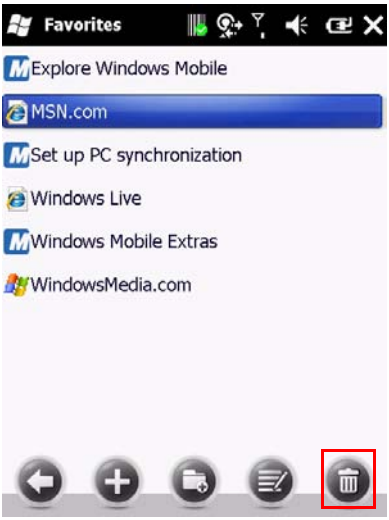
4. Tap the **Add** icon.

5. Confirm or change the name and Web page address.
6. Select a folder for the favorite.

7. Tap **Add**.

Deleting a Favorite

1. Tap **Start > Internet Explorer**.
2. Tap the **Favorites** icon.
3. Select the favorite to delete.
4. Tap the **Delete** icon.



5. Tap **Yes** to confirm the deletion.

Changing the Size of Text on Web Pages

1. Tap Start > Internet Explorer.
2. Tap Menu > View > Text size and select the size you want (Largest, Larger, Medium, Smaller, Smallest)

Showing or Hiding Pictures on Web Pages

1. Tap **Start > Internet Explorer**.
2. Tap **Menu > Tools > Options**.
3. Tap **Other**.
4. Select the check box next to **Show Pictures**.

5. Tap **OK** to save and exit.

Viewing a Page in Full Screen Mode

1. Tap > Internet Explorer.
2. Do either of the following:

• Tap Menu > View > Full Screen.

• Tap and hold on the screen with stylus, and then tap Full Screen on the pop-up menu.

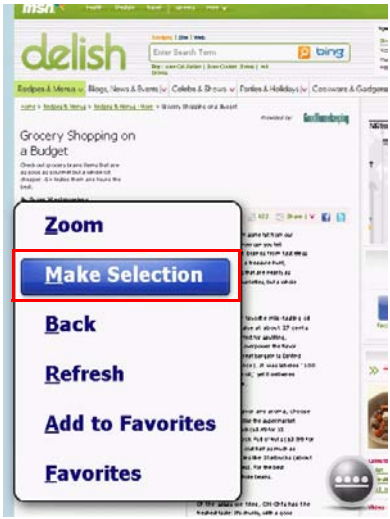
Sending a Link via E-mail

1. Tap **Start > Internet Explorer**.
2. Go to the page you want to send.
3. Tap **Menu > Tools > Send Link**.

4. Select an e-mail account.
   A new message is created with the page address inserted in the message body. You can then enter the recipient's phone number and edit the message.
5. Tap **Send** to send the message.

Copying Text from a Web Page

1. In **Internet Explorer Mobile**, tap and hold the page, and tap Select All Text.
2. Tap and hold the page.
3. Tap **Make Selection** on the pop-up menu.



4. Highlight the text to copy using the stylus.
5. Tap **Copy**.

6. Open an application where the text can be pasted.
7. Tap and hold on the screen.
8. Tap **Paste** on the pop-up menu.

Clearing Temporary Files, Cookies, or History

1. Tap **Start > Internet Explorer**.
2. Tap **Menu > Tools > Options**.
3. Tap **Browsing History**.
4. Select one of the following file types and tap **Clear**:

- Temporary Files
- Cookies
- History

5. When prompted to delete all files, tap **Yes**.
6. Tap **OK** to save and exit.

Using Wireless Manager

Wireless Manager is a program that lets you to turn on or off your cellular phone, Bluetooth, and Wi-Fi connections.

Opening Wireless Manager

To open the Wireless Manager, do one of the following:

- Tap **Start > Settings > Connections > Wireless Manager**.

- Tap the Signal Strength icon at the top of the screen, and tap Wireless Manager.

Enabling and Disabling a Feature

1. Tap **Start > Settings > Connections > Wireless Manager**.
2. Customize the following options:

- Tap the first button to toggle between turning on or off **Wi-Fi**.
- Tap the second button to toggle between turning on or off **Bluetooth**.
- Tap the third button to toggle between enabling or disabling the **Cellular Phone**.

Connecting to a Wi-Fi Network

Wi-Fi allows you to access the internet by connecting to a wireless network, or hotspot.

Connecting to a Wi-Fi Network

1. Tap **Start > Settings > Connections > Wireless Manager**.
2. Tap **Menu > Wi-Fi Settings**.

3. Select the desired wireless network and tap **Connect**.
4. In the **Connects to** drop down menu, select one of the following options and tap **Next**:
   - **The Internet** for connecting to the Internet.
   - **Work** for connecting to a private network.
5. Enter a network key if required.
6. Tap **Finish** to complete setup.

Creating a Wireless Connection

1. Tap **Start > Settings > Connections > Wireless Manager**.
2. Tap **Menu > Wi-Fi Settings**.
3. Select **Add New**.
4. Enter the following information and tap **Next**.

- Network name
- Network type
- If you want to connect to another device instead of a network through an access point, select **This is a device-to-device (ad-hoc) connection**.

5. Enter the following information and tap **Next**.

- Authentication type
- Data Encryption type
- Network key
- Key index

6. Enter the following information:

- Select **Use IEEE 802.1x network access control** to use EAP (Extensible Authentication Protocol).
  - Select EAP type: **PEAP** or **Smart Card** or **Certificate**.

7. Tap **Finish** to complete setup.

Editing a Wireless Network

1. Tap **Start > Settings > Connections > Wireless Manager**.
2. Tap **Menu > Wi-Fi Settings**.
3. Tap and hold the network you want to edit.
4. Tap **Edit** on the pop-up menu.

5. Many any necessary changes to the wireless network settings.
6. Tap **Finish** to save changes.

Using ActiveSync

This chapter instructs you on how to use ActiveSync to synchronize information on your H-21 with information on your PC. Use ActiveSync to:

- Synchronize Outlook e-mail, contacts, calendar, tasks, pictures, video, and music.
- Get up to date e-mail, contacts, calendar appointments, and tasks even when your PC is turned off.
- Copy files between your device and your PC without synchronizing.
- Control what type of information and how much information is synchronized.

System Requirements

Before downloading ActiveSync, make sure your PC meets the minimum requirements.

Supported Operating Systems:

- Microsoft Windows 2000 Service Pack 4 (SP4)
- Windows Server 2003 SP1
- Windows Server 2003 SP1 for Itanium-based Systems
- Windows Server 2003 Standard x64 Edition
- Windows XP Media Center Edition
- Windows XP Professional x64 Edition
- Windows XP SP1
- Windows XP SP2
- Windows XP SP3
- Windows XP Tablet PC Edition

Other Requirements:

To sync your e-mail, contacts, and tasks, make sure you're running Microsoft Outlook 2002, 2003, or 2007.

Installing and setting up ActiveSync

1. Log on to www.microsoft.com/windowsmobile
2. Download ActiveSync.
3. Run the install wizard and follow the on screen instructions.
4. Connect the H-21 to your PC using the provided USB cable.
   The Synchronization Setup Wizard starts automatically.
5. Follow the instructions on screen to complete the wizard.
   In the Sync Setup Wizard, you can:
   - Create a synchronization relationship between your PC and the device.

- Choose information types to synchronize.

Where to Download ActiveSync

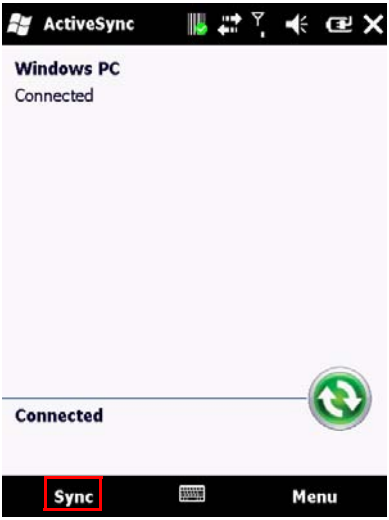
The latest version of ActiveSync can be downloaded by visiting www.microsoft.com/windowsmobile.

Synchronizing Your Information

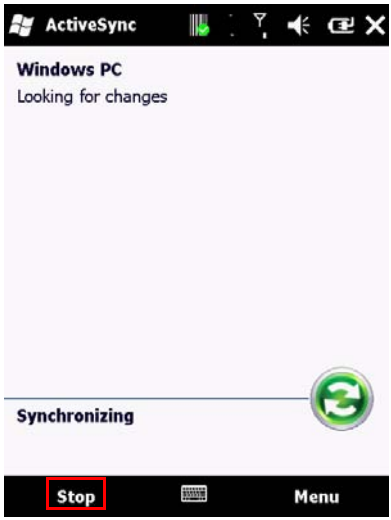
To synchronize using ActiveSync, you must install ActiveSync on your PC before connecting your device to the PC. See “Installing and setting up ActiveSync” on page 107.

Starting and Stopping Synchronization Manually

1. Turn on the device.
2. Connect the device to your PC using a USB cable.
3. Tap **Start > ActiveSync**.
4. To start synchronizing, tap **Sync**.



5. To stop synchronizing, tap **Stop**.



Changing ActiveSync Settings

Changing Which Information is Synchronized

1. Tap **Start > ActiveSync**.
2. Tap **Menu > Options**.
3. Do one or more of the following:

- Select the check box for the items you want to synchronize. If you cannot select a check box, you might have to clear the check box for the same information type elsewhere in the list.
- Clear the check box for any items you want to exclude.
- To customize synchronization of particular information, select the information type then click **Settings**.

Synchronization using Bluetooth

Before you synchronize using Bluetooth, make sure there is a valid Bluetooth partnership set up on your H-21. See “Pairing With Devices in Range” on page 114.

1. Tap **Start > ActiveSync**.
2. Tap **Menu > Connect via Bluetooth**.

NOTE: Ensure that the device and PC are within close range.

3. Tap **Sync**.
4. When finished, tap **Menu > Disconnect Bluetooth**.

This chapter instructs you how to set up a Bluetooth connection for sending information over a WPAN or Wireless Personal Area Network.

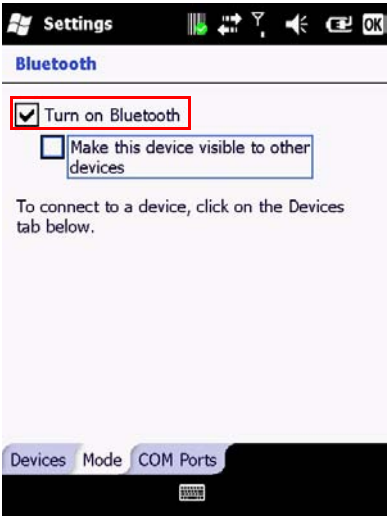
Bluetooth Modes

There are three Bluetooth operational modes:

- **On**. Bluetooth is enabled and your device can send and receive information with other Bluetooth devices in range.
- **Off**. Bluetooth is disabled and can neither send nor receive information.
- **Visible**. Bluetooth is enabled and visible to all other Bluetooth devices in range.

Enabling Bluetooth

1. Tap Start > Settings > Bluetooth > Mode.
2. Select the check box in front of Turn on Bluetooth.



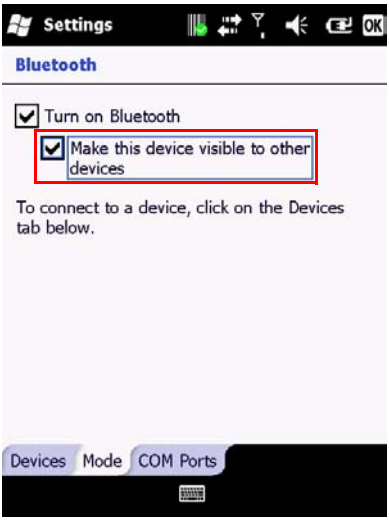
3. Tap OK to save and exit.

Making Your Device Visible

To allow other Bluetooth devices to detect your device and send you information, follow these steps:

1. Tap Start > Settings > Bluetooth > Mode.

2. Select the check box in front of Make this device visible to other devices.

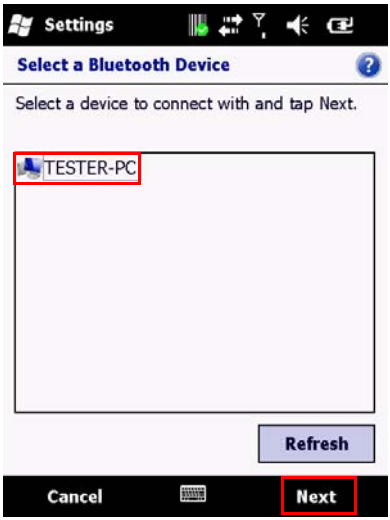


3. Tap OK to save and exit.

Pairing With Devices in Range

Pairing with another Bluetooth device allows you to exchange information in a secure manner. Make sure the two devices are within a range of 10 meters, and Bluetooth is turned on and in visible mode.

1. Tap Start >Settings > Bluetooth > Devices.
2. Tap Add new device.
   A list of Bluetooth enabled devices within range displays on screen.
3. Select the device to connect to and tap Next.



4. For a more secure connection, enter a passcode. The same passcode must be entered on the other device. If you do not want to use a passcode, tap Next.
   If the connection is successful, a Device Added confirmation message displays on screen.

5. Select the service to use from the other device.

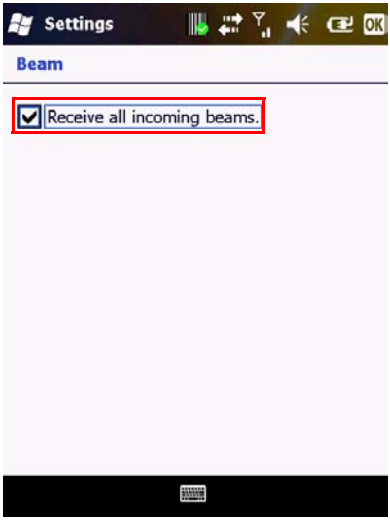
6. Tap Save.

Beaming Information

To use Bluetooth to receive beams, ensure Bluetooth is turned on and that your device is visible and within close range.

To enable incoming beams:

1. Tap Start > Settings > Connections > Beam.
2. Select the check box next to Receive all incoming beams.

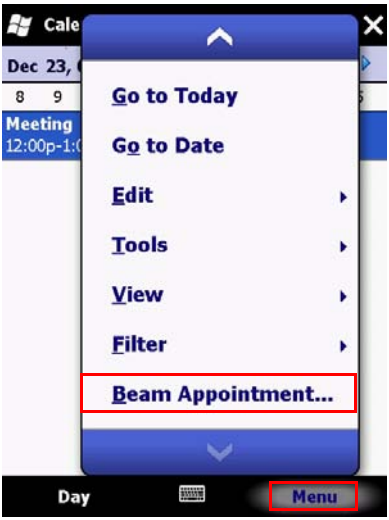


3. Tap OK to save and exit.

To beam an item:

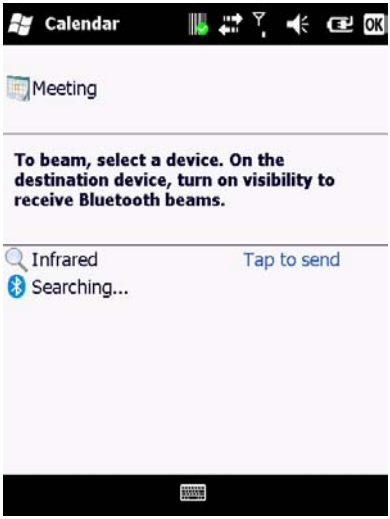
You can beam information from your H-21 such as an appointment in Calendar, a task in Tasks, a contact card in Contacts, a picture in Pictures, or a file in File Explorer.

1. From the program, select the item you want to beam.
2. Tap Menu > Beam.



NOTE: NOTE: The screenshot illustrates how to beam an appointment from the Calendar program.

3. Your device will search for and display visible devices.



4. From the list of devices, select the device to which you want to send the item.
5. Tap OK to save and exit.

The H-21 comes equipped with a barcode scanner for reading barcodes. Either with a 1D laser scanner or with a 2D camera module. In this chapter, learn how to enable the barcode scanner and adjust the various settings.

Setting Up Barcode Reader

Enabling Barcode Reader

The barcode reader is disabled by default and must be activated before use.

1. Tap **Start > Settings > System tab > Scanner Setting > Basic Settings**.
2. Select the check box next to **Enable barcode reader**.
3. Select the check box next to **Enable trigger key** and select from **Side** (Scan Left and Right Key), F1, or F2.

4. Tap **OK** to save and exit.

Setting to Multiple or Single Read Mode

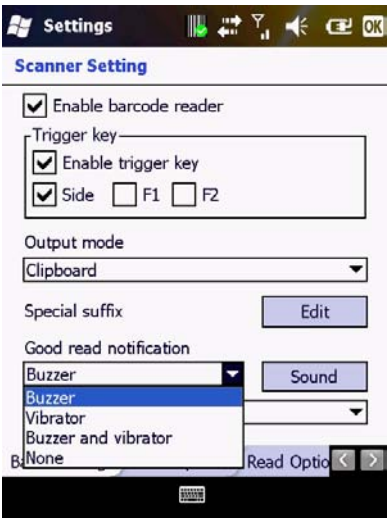
Multiple read mode allows multiple barcodes to be read with just one triggering. Single read mode reads only one barcode during one triggering.

1. Tap **Start > Settings > System tab > Scanner Setting > Read Options**.
2. Select **Single** or **Multiple** from the drop down menu next to **Read mode**.
3. Tap **OK** to save and exit.

Setting Good Read Notification

When the barcode scanner successfully decodes a reading, you can set the H-21 to notify you with a sound effect, vibration, both, or none.

1. Tap **Start > Settings > System tab > Scanner Setting > Basic Settings**.
2. Select the desired notification from the drop down menu under **Good read notification**.



3. Change the sound effect by selecting from the drop down menu under Sound.
4. Tap **OK** to save and exit.

Selecting Recognized Barcode Types

The H-21 is capable of scanning and decoding various barcode types. To select or deselect the barcode types to scan for, perform the following steps:

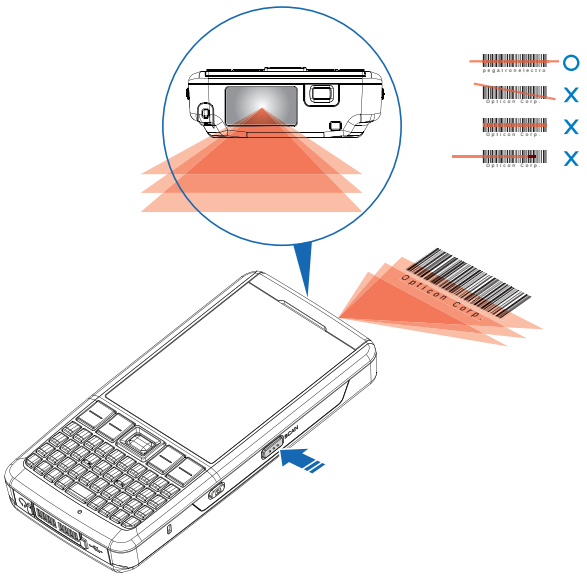
1. Tap **Start > Settings > System tab > Scanner Setting > Code Options**.
2. Select the check box next to the barcode types you want the reader to recognize.
3. Deselect the check box next to the barcode types you don't want the reader to recognize.
4. Tap **OK** to save and exit.

Scanning and Reading Barcode Labels

The H-21 can scan and decode barcode labels. If you prefer to read a barcode on your device right after scanning, open an application in which letters and numbers can be displayed before you activate the barcode reader.

NOTE: NOTE: Barcode Reader must be enabled before you begin. See “Enabling Barcode Reader” on page 121.

1. Open the application in which you want the decoded barcode to display after scanning.
2. Point the barcode reader to a barcode label and press the scan key (left scan key, right scan key, F1, or F2 depending on your trigger key setting).



NOTE: NOTE: Adjust the distance between your device and the label, and make sure the light emitted from the scanner exceeds the width of the label.

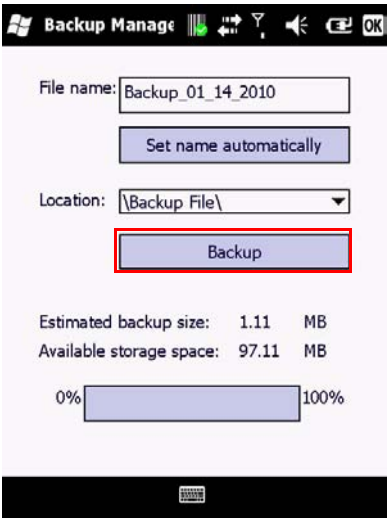
DATA BACKUP

This chapter instructs you on how to backup and recover data. Back up your data regularly to avoid lost or damaged data.

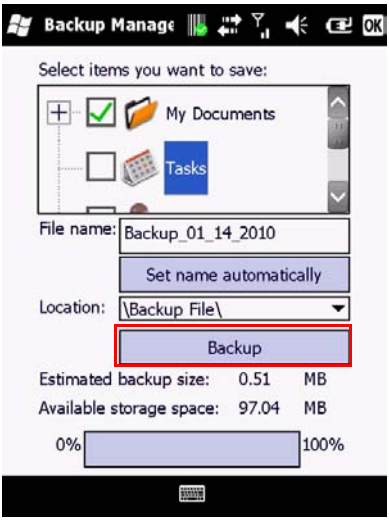
Backing up Data

1. Tap **Start > Backup Manager**.
2. Select one of the following options:

- **Full Backup:**
  - Enter file name and select a location where the data will be stored.
  - Tap **Backup** to backup all data



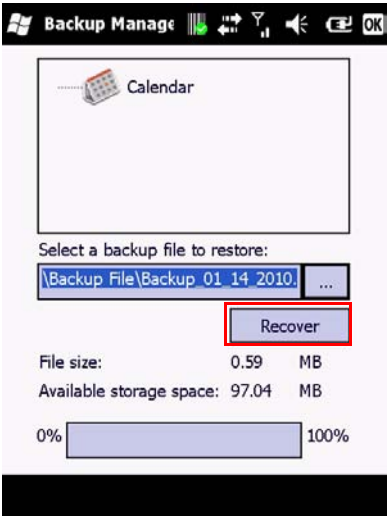
- **Custom Backup:**
  - Select the data you wish to backup.
  - Enter file name and select a location where the data will be stored.
  - Tap **Backup** to backup the data selected



3. Tap **OK** to save and exit.

Recovering Data

1. Tap **Start > Backup Manager**.
2. Tap **Recover**.
3. Select a file to recover.
4. Tap the **Recover** button to recover the file.



5. Tap **OK** to save and exit.

Managing Memory

Checking Available Storage

1. Tap **Start > Settings > System > Memory**.
   - In the **Main** tab, you can see how much storage is available on the main memory of your device.
   - In the **Storage Card** tab, you can see how much storage is available on your storage cards.

Closing a Running Program

1. Tap **Start > Settings > System > Task Manager**.
   A list of running programs displays.
2. Select the program to close from the list.
3. Tap **End Task**.

Third Party Applications

Windows Live Messenger

Send instant messages with Windows Live Messenger.

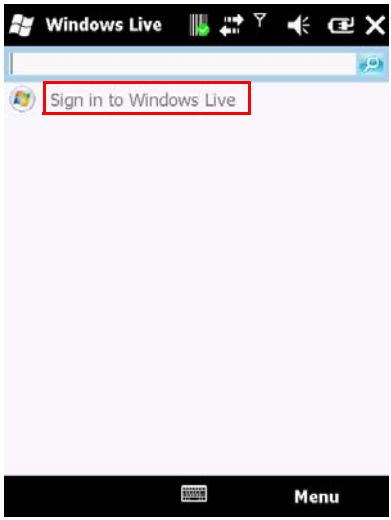
Requirements

Before you can start using Windows Live Messenger, make sure you have the following:

- Internet access configured on your device. To connect to the Internet, See “Connecting to the Internet” on page 83.
- A valid Microsoft .NET Passport or Hotmail account.

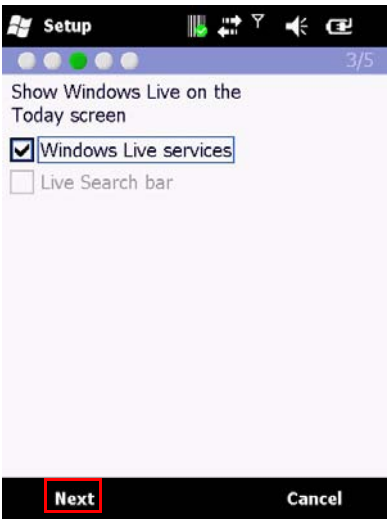
Setting Up Windows Live Messenger

1. Tap **Start > Windows Live**.
2. Tap **Sign in to Windows Live**.

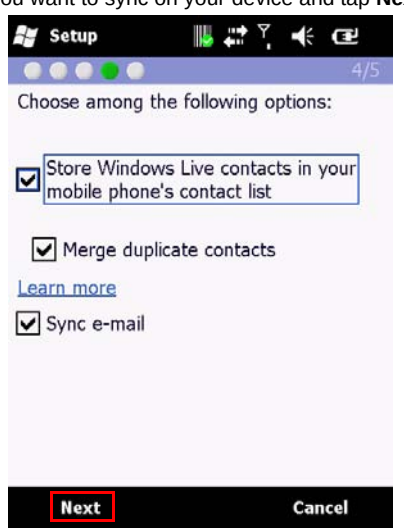


3. Tap **Accept**
4. Enter your e-mail and password and tap **Next**.

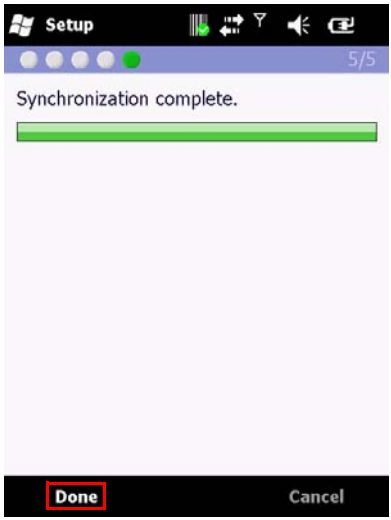
5. Select whether to show Windows Live on the Today screen or not. Then tap **Next**.



6. Select what you want to sync on your device and tap **Next**.



7. Tap **Done** to exit.



Signing in to Windows Live Messenger

1. Tap **Start > Messenger**.
2. Select your account name.
3. Use the side arrows to select a sign in status:
   - Online
   - Appear offline
   - Out to lunch
   - In a call
   - Away
   - Be right back
   - Busy
4. Tap **Sign in**.

Signing out of Windows Live Messenger

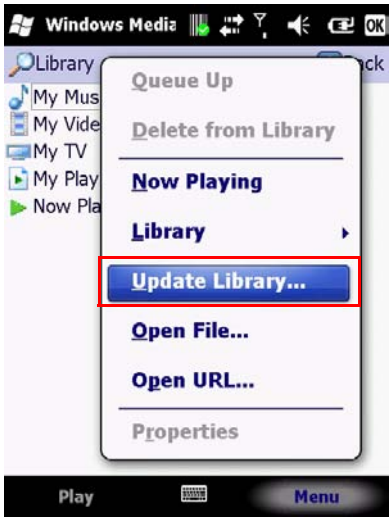
1. Tap **Menu > Sign out**.

Windows Media

Play audio and video files on the H-21 using Windows Media Player.

Transferring Music and Videos to Your Device

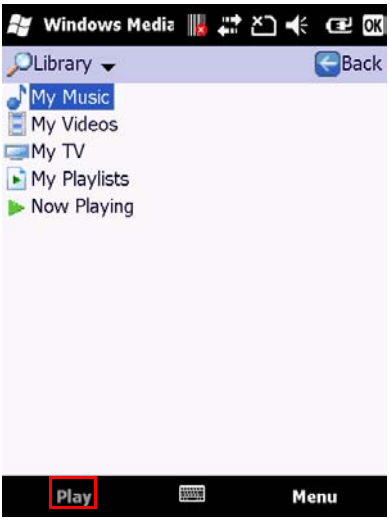
1. Open **Windows Media Player** on your PC.
2. Connect the H-21 to your computer using a USB cable.
3. Click **Sync** in Windows Media Player.
4. Drag the media files you want to sync, to the Sync List.
5. Click **Start Sync**. The file will be synchronized to your device.
6. After transferring your media files, update your mobile device Media Library:
   - Tap **Start > Windows Media**.
   - Tap **Menu > Update Library**.



- Tap **Done** when update is completed.

Playing a Media File on Your Device

1. Tap Start > Windows Media
2. Select a category (My Music, My Videos, My TV, My Playlists, Now Playing).
3. Select an item and tap **Play**.



Office Mobile

Excel Mobile

Excel Mobile allows you to create, view, and edit spreadsheets on your device.

Creating a New Spreadsheet

1. Tap **Start > Office Mobile > Excel Mobile**.
2. Compose your spreadsheet.
3. Tap **Menu > File > Save As**.

4. Enter a name for the document and tap the **Save** button.

PowerPoint Mobile

PowerPoint Mobile allows you to view PowerPoint slides on you device.

Starting a PowerPoint Presentation

1. Tap **Start > Office Mobile >PowerPoint Mobile**.
2. Tap the down arrow to browse for the document.

3. Select the file and tap **Open**.

Word Mobile

Word Mobile allows you to create and edit Microsoft Word documents, templates, plain text files, and/or rich text format files.

Creating a Document

1. Tap **Start > Office Mobile > Word Mobile**.
2. Compose your document.
3. Tap **Menu > File > Save As**.

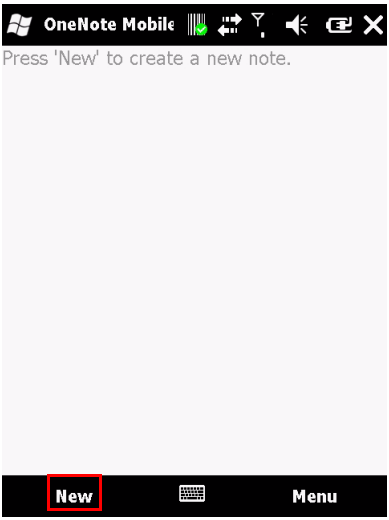
4. Enter a name for the document and tap the **Save** button.

OneNote Mobile

OneNote Mobile allows you to compose notes using the touchscreen keyboard or keypad.

Creating a New Note

1. Tap **Start > Office Mobile > OneNote**.
2. Tap **New**.



3. Compose your note.
4. Tap **Done** to save and exit.

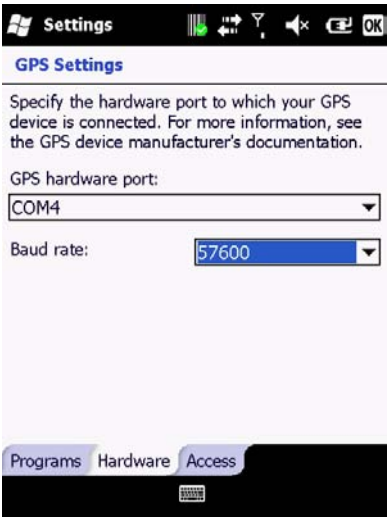
GPS

The H-21 has a built-in GPS (Global Positioning System) signal receiver. To start navigating you must install a mapping software. Follow the instruction of your mapping software to begin using the navigation functions.

GPS Settings

You may need to specify the GPS hardware port when installing the mapping software.

1. Tap **Start > Settings > System > External GPS < Hardware**.
2. Enter following values:



- **GPS hardware port:** COM4.
- **Baud rate:** 57600.

Using AGPS

AGPS stands for Assisted Global Positioning System. AGPS enabled you to acquire a location faster with the aid of cellular towers. Some benefits of AGPS:

- Faster location acquisition
- Conserves battery power
- Location acquisition indoors

To enable AGPS:

1. Tap **Start > Settings > System > AGPS Settings**.
2. Select the check box next to **Enable AGPS**.

3. Tap **OK** to save and exit.

Receiving Better Satellite Signals

It can take several minutes the first time you establish a GPS connection. If the device cannot detect the satellite signal, try the following:

- Move the device to an open space without buildings or trees around it.
- Make sure there are no wireless communication devices (e.g. radar-detecting devices and mobile phones) nearby since these products may cause unstable signal reception.
- Connect an external Bluetooth GPS receiver (not included) to your device to enhance the reception.

Important Notice about Using GPS

CAUTION! Do not use the GPS system when driving.

- The GPS is a navigation aid only and should not be used for precise location measurement.
- The GPS is built and operated by the US Defense Department. The accuracy of location data may be affected by changes made by the Department.
- Enabling the GPS function will consume more battery power.

Specifications

Item	Description
ID Shape	Bar Type
Dimension/Weight	136x66.5x22.07mm
OS	Windows Mobile 6.5 Professional
Band	WCDMA: 800 (band VI), 850 (band V), 1900 (band II) and 2100 MHz (band I) GSM: 850, 900, 1800 and 1900 MHz
Network	GPRS/EDGE/UMTS/HSDPA/HSUPA
CPU chipset	Qualcomm MSM 7225 (ARM11 528MHz)
Memory	ROM: 256MB / RAM: 256MB
Display	2.8inch VGA LCD
Input	Qwerty Keyboard 39 Keys
Camera	3M pixel AF
Wi-Fi	WLAN 802.11 b/g
GPS/AGPS	Yes (AGPS is contingent on Carrier service)
Bluetooth	Bluetooth 2.1+EDR
USB	USB 2.0 High-Speed / OTG full-speed
Scanner	1D scanner / 2D camera unit
Battery	3060 mAh Lithium-ion polymer, removable
Expansion Slot	Micro-SD High Capacity
BT Profile	SPP, OPP, PAN, DUN, OBEX, HSP, HFP, AVRCP, A2DP, HID
Third Party Applications	Windows® Live Messenger, Windows® Media, Office® Mobile
Environmental	IP 64; Drop Test @ 1.5M on concrete