Pocket LOOX User's Manual

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Notation Used in this Manual

■ Sample Screens and Illustrations

The screens and illustrations in this manual are samples. The screens and illustrations can vary slightly by model and with circumstances.

■ Notation in Text

Icon	Meaning
Important	This gives items requiring attention during use or items that must be avoided. Always read these notes.
Critical Point	This gives information related to operations. Read these notes as necessary.
	This gives the manual to read.
	This indicates a CD-ROM.

■ Product Designations

This manual uses the following product name abbreviations.

Product Name	Notation in this Manual
Pocket LOOX	This device
Microsoft® Pocket PC 2003	Pocket PC 2003
Microsoft® Windows® XP Professional	Windows XP
Microsoft® Windows® XP Home Edition	Windows XP
Microsoft® Windows® 2000 Professional	Windows 2000
Microsoft® Word	Word
Microsoft® Excel	Excel
Microsoft® Outlook®	Outlook
Microsoft® ActiveSync®	ActiveSync
Microsoft® Internet Explorer	Internet Explorer
Microsoft® Pocket Word	Pocket Word
Microsoft® Pocket Excel	Pocket Excel
Microsoft® Pocket Outlook®	Pocket Outlook
Microsoft® Pocket Internet Explorer	Pocket Internet Explorer

Safety Precautions

■ Icons for Safe Usage

Icon	Meaning
⚠ CAUTION	This icon indicates that if the contents of the message are ignored and the device mishandled, this can result in death or serious injury.
⚠ WARNING	This icon indicates that if the contents of the message are ignored and the device mishandled, this can result in injury or material damage.

In order to distinguish the type of contents for danger and damage warnings, the following symbols are used together with the above icons.

Icon	Meaning
⚠	△ The symbol within the triangle indicates that the item is a warning or caution. Within the symbol is indicated the concrete nature of the warning. (The example on the left is a caution against getting fingers trapped.)
🚫	⊘ indicates that the message is about behavior that must be avoided (prohibited behavior). Within the symbol is indicated the concrete nature of the prohibition. (The example on the left is a general prohibition.)
❗	● indicates that the contents should always be followed. (The example on the left is a general mandatory item.)

Data Storage Media and Customer Responsibilities

The only effective protection for the data stored in a computer, such as on a hard disk, is for you, Purchaser to regularly back up the data. Fujitsu and its affiliates, suppliers, service providers and resellers shall not be responsible for any software programs, data or other information stored or used on any media or part of any Product returned to Fujitsu or its service providers for Warranty Service or other repair, including but not limited to the costs of recovering such programs, data or other information. It is solely your responsibility as the Purchaser to back up any software programs, data, or information stored on any storage media or any part of a Product returned for Warranty Service or repair to the designated service centers.

High Safety Required Use

This Product is designed, developed and manufactured as contemplated for general use, including without limitation, general office use, personal use, household use and ordinary industrial use, but is not designed,developed and manufactured as contemplated for use accompanying fatal risks or dangers that, unless extremely high safety is secured, could lead directly to death, personal injury,severe physical damage or other loss (hereinafter 'High Safety Required Use'), including without limitation, nuclear power reactioncore control in nuclear atomic facility, airplane automatic aircraft flight control, air traffic control, operation control in mass transport control system,medical instrument for life support system, missile launching control in weapon system. You shall not use this Product without securing the sufficient safety required for the High Safety Required Use.

⚠ WARNING

Electrical shock

In the unlikely event of an abnormality with this device involving heat or smoke, abnormal smell, or abnormal noise, immediately switch off the power for this device and unplug the power plug for the AC adapter from the socket.

Make sure that the smoke stops, then notify the contact point for inquiries concerning Fujitsu products or the store you purchased this device from. Do not attempt to make repairs yourself. That would be dangerous.

Using the device in an abnormal state can result in electrical shock and fire.

Electrical shock

If foreign matter (metal, liquid, etc.) gets inside this device, immediately switch off the power for this device and unplug the power plug for the AC adapter from the socket.

Then, notify the contact point for inquiries concerning Fujitsu products or the store you purchased this device from. Using the device in this state can result in electrical shock and fire.

Be particularly careful in households with young children.

Electrical shock

If this device is dropped or otherwise subject to strong shock and damage, switch off the power for this device and unplug the power plug for the AC adapter from the socket.

Then, notify the contact point for inquiries concerning Fujitsu products or the store you purchased this device from.

Using the device in this state can result in electrical shock and fire.

Distraction

Do not use this device while driving an automobile.

Doing so can interfere with safe driving and cause an accident. First park the automobile safely, then use this device.

Electrical shock

Connect the AC adapter to the ordinary household electrical supply (100-240 VAC).

Electrical shock

Do not plug or unplug the AC adapter with wet hands. Doing so can cause electrical shock.

Electrical shock

Do not touch the metal parts of connectors or the AC adapter. Doing so can cause electrical shock.

Fire

If dust gets on the AC adapter electrodes or the socket, wipe it off with a dry cloth. Continuing to use this device with the dust can result in fire.

Electrical shock

Do not use this device if the AC adapter power cable is damaged or the socket is loose. Using this device under these conditions can result in electrical shock and fire.

Electrical shock

Do not damage or work on the AC adapter power cable. If you place a heavy object on it, yank on it, bend or twist it too forcibly, or heat it, this can damage the power cable and result in electrical shock and fire.

Electrical shock

Do not disassemble or alter this device yourself. Doing so can result in electrical shock and fire.

Electrical shock

Do not use this device if the LCD screen is not working and can not display anything.

For repairs, contact the contact point for inquiries concerning Fujitsu products or the store you purchased this device from. Using the device in this state can result in electrical shock and fire.

Electrical shock

Do not use this device anywhere with excessive humidity, dust, or oily smoke, for example a kitchen, or any location with poor ventilation, or anywhere with an open flame. Doing so can result in electrical shock and fire.

Electrical shock

Do not use this device anywhere water can get on it, for example in rooms with bath tubs or showers. Doing so can result in electrical shock and fire.

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PRECAUTIONS ON RADIO WAVE

Wireless Interoperability

This product is designed to achieve compatibility with a two-way communication system for wireless LAN products based on DS-SS (Direct Sequence Spread Spectrum) radio technologies. Additionally, this product complies with the Wi-Fi wireless LAN standard defined by the Wi-Fi Alliance, an organization for verifying interconnectivity of wireless LAN products.

Environmental Influence of Radio Wave Emission

- Like other high-frequency devices, this product emits high-frequency electro-magnetic energy. However, the level of the energy emitted from this product is controlled to a much lower level, compared to wireless devices like mobile phones.
- Since this product operates within the guidelines based on the high-frequency safety standards and recommendations, we have confidence in user safety of this product. The standards and recommendations reflect the unified view of the scientific community and are based on studies and discussions by study groups and committees composed of scientists engaged in ongoing and extensive literature research and interpretation.
- Under certain circumstances or environment, the building owner or the authorized representative of an organization may restrict use of this product. Such cases include the following:
  - Use of this product in an airplane
  - Use of this product in an environment where there is a risk of interference with other devices or services
- If the policy applicable to use of wireless devices is not clear to you with a certain organization or in a certain environment (in an airport, for example), contact the person responsible to make sure that use of this product is permitted before turning on its power.

Health Influence of Radio Wave Emission

The output power from this product is much lower than the FCC radio wave emission limit. Still, care should be taken to use this product so that potential is minimized to the person contacting the device under the normal operation. Avoid contacting the antenna section of this product whenever you can.

Precautions on Radio Interference

- This product generates, uses and emits high-frequency energy.
- Setting and/or using this product against the instructions in this manual may create hazardous interference with wireless communications.
- If this product is causing hazardous interference with a radio or television receiver (which can be checked by powering on/off the device), remove the interference by following the steps below.
  - Re-set the antenna orientation and/or position.
  - Relocate this product and/or the receiver concerned to be wider apart.

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1   Notice Concerning Usage

Please watch out for the following, which can cause malfunction and accidents.

■ LCD Display Characteristics

The following are characteristics of the LCD display. Please understand that they do not signal any breakdown of the equipment.

- TFT LCD displays use high-level technology. The screen is comprised of over 230,000 pixels (dots) (for this device). Therefore, there may be dots on the screen that do not light up or that never turn off. Please understand that these do not signal any breakdown of the equipment.
- Due to the nature of the manufacturing process, the colors for the LCD display used in this device can vary from product to product. Also, temperature fluctuation and the like can cause a certain level of color unevenness.

■ Handling Precautions

- Do not subject this device to mechanical shock or vibration.
- Do not disassemble this device.
- If this device is used for prolonged periods of time, the temperature of the surface of this device rises and becomes hot. This is because heat radiates from the device as a whole once the temperature within the device reaches a certain level. It does not signal breakdown of the device.

■ Locations to Avoid for Usage and Storage

Avoid using this device in locations such as the following.

- Locations with extremely high or low temperatures
  Operating temperatures of this device are 0 ~ 40°C and storage temperatures is –25 ~ 60°C
- Locations subject to direct sunlight
- Locations subject to mechanical shock or vibration
- Excessively dusty locations
- Locations where water or any other liquid might get on this device
- Locations with high humidity
- Locations where Bluetooth™ signals could be harmful (hospitals, within aircraft, in crowded trains, etc.)
- The wireless device marked as shown above uses 2.4 GHz. It uses the DS-SS modulation method and the estimated distance over which the device might cause interference is within 40 m.
- This device uses the 2.4-GHz band. This band is also used by industrial, scientific and medial equipment such as microwave-ovens and other similar radio stations, on-premise radio stations for identifying movable bodies used under license on factory production lines and license-free, specified low-power radio stations and amateur radio stations (hereafter referred to as "other radio stations").
- Check that three is no medical institute or factory in the vicinity prior to using this device.
- If any radio interference ever occurs with "other radio stations", immediately change the channel on this device, change the location of use or stop the operation on the device.
- For other issues that require clarification or assistance, contact your dealer or the "Contact point for inquiries concerning Fujitsu personal products".

◆ How to Stop the Bluetooth™ Functions

In locations such as hospitals, aircraft, and crowded trains, where Bluetooth™ signals could be harmful, either stop using it or use this device with its Bluetooth™ functions stopped.

■ Cleaning

⚠ WARNING

In order to prevent electrical shock or injury, always execute the following before cleaning.
- Switch Off the power for this device and disconnect the AC adapter.
- If this device is connected to a computer, remove this device from its cradle.

◆ Cleaning the Main Unit

To clean this device, wipe it gently with a soft dry cloth.

If the dirt is stubborn, use a cloth dipped in water or water with diluted neutral cleaning solution and well-wrung out. When wiping off this device with diluted neutral cleaning solution, wipe off the cleaning solution with a cloth dipped in water and well-wrung out. When wiping this device, be careful not to let any water get into it. Never use paint thinner, benzene, or any other strongly volatile solution or any washcloth with chemicals imbedded in it.

◆ Cleaning the Touch Screen (LCD display)

Gently wipe the touch screen clean with a soft, dry cloth or eyeglasses cloth.

Important
- ◆ Never rub the touch screen surface with anything hard or press strongly against it. Doing so could break the touch screen.

2 Battery

This product operates on an external power via the AC adaptor or on a battery pack. To operate this product on a battery pack, it is necessary to charge it beforehand. While using this product, if ⬚ appears on the upper right corner on the screen, promptly recharge the battery or replace it with a charged spare battery pack.

■ Installing/Removing a Battery Pack

Follow the procedures below for installing/removing a battery pack.

Important

◆ **Do not leave this product without a battery pack.**
While the battery pack is being replaced, the internal backup battery preserves the data being worked on, data that you have created and applications that you have added. Since the backup battery is exhausted in about thirty minutes if it has been fully charged, battery replacement should be performed quickly. Leaving the device for a long time without a battery pack may result in data loss.

◆ **Be sure to lock the battery pack's lock when using or carrying the device.**
Until you lock the battery pack's lock, the power of this product cannot be switched on. Additionally, do not release the lock unless you are installing/removing a battery pack. Carrying this product while the lock is released may cause the battery pack to fall and be damaged.

Critical Point
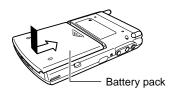
● **Installing/Removing Separate Expansion Battery Pack**
The separately purchased expansion batteries can also be installed and remedied by following the same procedure.
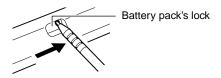
◆ **Installing**

When using this product for the first time after purchasing it, install a battery pack after turning the backup memory switch on.

1 Place a battery pack onto the location indicated in the figure, and slide it up to install it.

Battery pack

2   Slide the battery pack's lock toward the 🔒 side, using a stylus pen.

Battery pack's lock
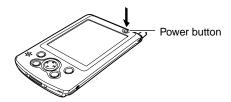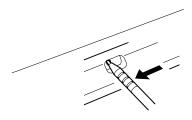
◆ **Removing**

1   If the power of this product is turned on, turn it off by pressing the power button.

Power button

2   Slide the battery pack's lock toward the 🔓 side, using a stylus pen.

3   After sliding the battery pack, lift it and remove it.

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■ Charging

The following three charging methods are available:
- Charging in the cradle
- Direct charging with the AC adaptor
- Charging with a charger
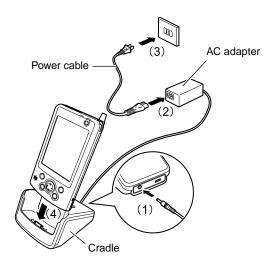
When using this product for the first time, install a battery pack after turning the backup memory switch on, referring to "Information Before You Start"

◆ Charging in the Cradle

You can charge this product by setting it in the cradle.
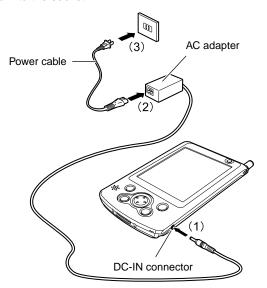
As shown below, (1) connect the AC adaptor to the cradle, (2) connect one end of the power cable to the AC adaptor, (3) connect the other cable end into the socket and (4) place this product in the cradle.

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◆ Direct Charging

Connect the AC adaptor to this product and charge its battery.

As shown below, (1) connect the AC adaptor to this product's DC-IN connector, (2) connect one end of the power cable to the AC adaptor and (3) connect the other cable end into the socket.

◆ Charging with a Charger

To charge a battery pack separately, you can use a charger sold separately.

(1) connect the accompanying AC adaptor to the charger, (2) connect one end of the power cable to the AC adaptor, (3) connect the other cable end into the socket and (4) set the battery pack onto the charger.

◆ Behavior during Charging and Charging Time

• During charging, the indicator on the power button flashes green.

• Charging takes about four hours (when charging for the first time after the purchase or charging a battery pack for the first time after purchasing it, it takes longer). When charging is completed, the indicator lights up green.

■ Checking the Remaining Battery Capacity

After turning on this product's power, you can check the remaining battery capacity following the procedure below.

1   Tap 🏀 → "Settings" → "System" tab → "Power" → "Battery" tab.

Check the remaining battery capacity at "**Battery power remaining**".

■ Considerations

◆ Remaining Battery Capacity and Data Protection

Note the following concerning protection of data stored in this product.

Important

◆ The internal backup battery operates when the battery pack used is being replaced or is totally exhausted to temporarily preserve the data being worked, data created that you have created and applications you have added. The backup battery can operate for about thirty minutes when it is fully charged. Thus, data loss may occur if this product is left without a battery pack for a long time or recharging is not performed properly.

◆ Even when the device's power is turned off, the battery is operating to preserve the data being worked on, data you have created and applications you have added. Therefore, leaving the device for a long time without recharging will lead to total exhaustion of both the battery pack and the backup battery, leading to data loss.

◆ In order to prevent data loss, if 🔋 appears on the upper right corner on the screen, promptly charge the battery or replace it with a charged spare battery pack.
Fujitsu shall not be liable for loss of your data due to failure to recharge properly or to replace the battery pack. Please be aware of the above provision in case of any data loss.

◆ To avoid any possible data loss, regularly back up your data.

◆ Notes on Charging

- When using this product for the first time or after a long interval, or when the remaining battery capacity is low, charge the battery before using it.
- Give a generous amount of time for charging to have the battery fully charged.
- Note that an excessively high or low ambient temperature reduces the battery charge capacity.
- In order to avoid battery deterioration, charge it once in two weeks, even if you are not using this product.

◆ Battery's Service Life

The battery has a certain service life. Repeated charging/discharging over time gradually shortens its operable hours. When you have realized that the battery's operable time has become extremely short, replace it with a battery pack separately sold (the internal backup battery needs to be replaced by a competent repair shop).

Also note that the battery's service life varies depending on the operating conditions. Comply with the following precautions.

- Do not leave this product in a high/low-temperature environment. It would accelerate exhaustion and deterioration of the battery.
- Instead of repeating complete discharging and recharging, repeating moderate charging frequently extends its service life.

3 Switching the Power On/Off

You can easily switch the power on/off, with some precautions to follow.

◆ Powering On

Important

◆ **Note for power on**
When planning to use this product for a long time or to use it for the communications purpose, or when performing operations that consume large amounts of power, we recommend use of this device with the AC adaptor connected to it.

◆ **Note for using a battery pack**
In the following cases, the battery may not be charged. Check the remaining battery capacity and recharge it as needed.
- At the time of purchase
- About seven days or later after the last charging
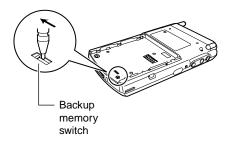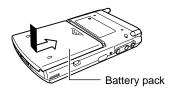
◎ **Information Before You Start**

When using this product for the first time after purchase, turn on the backup memory switch on and supply power to the memory.
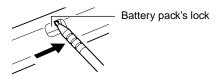
1 Use the stylus pen to slide the backup memory switch to the ON position.
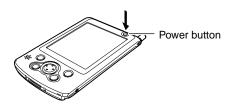
Backup
memory
switch

2 Place a battery pack onto the location indicated in the figure, and slide it up to install it.

Battery pack

3   Slide the battery pack's lock toward the 🔒 side, using a stylus pen.

Battery pack's lock

◎   **Normal Power On**

1   When using this product with the AC adaptor, see "Direct Charging" to connect the AC adaptor to the device.

2   Press the power button.

Power button

◆   **Power Off**
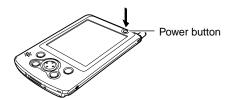
1   Tap 🔘 on the upper right corner on the screen to end the current operation.

This saves all data used in the current operation.

Important

◆ Even though the device resumes the data from the last session when the power is turned on again after power off, we recommend to make it a rule to explicitly save data whenever you turn off the power. Without this data-saving practice, data could be lost in case of application failure or battery exhaustion.

2   Press the power button.

Power button

Important

◆ **Note for disconnecting the AC Adaptor**
When disconnecting the AC adaptor while using this product to switch to battery-driven operation, check that the battery is charged. For details on how to check the remaining battery capacity, see "Checking the Remaining Battery Capacity".

◆ **Note for prolonged out-of-service time**
Follow the steps below when putting this product out of service for a long time:
1. Back up the current data, data you have created and applications you have added.
2. Disconnect the AC adaptor.
3. Remove the battery pack.
4. Slide the backup memory switch to the CLEAR position.

4   Resets

Resetting is required when an OS or application failure has occurred.

There are two types of resets:
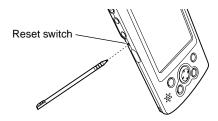
- **Normal reset**
- **Full reset**

■ Normal Reset

Normal reset is equivalent to restarting a computer, and is required when a trouble has occurred such as loss of response from the application.

Executing normal reset causes the current data to be discarded.

To execute normal reset, press the reset switch on the left-side of the device body with the stylus pen, as shown in the figure below.

Reset switch

Important

◆ When pressing the reset switch, be sure to use the accompanying stylus pen. Using a ball-poin pen or the like may damage the device body.
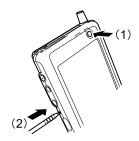
■ Full Resets

Full reset is equivalent to recovery on a computer, and restores the state of this product at the time of purchase. This operation is needed when problems such as inability to start the OS occur.

Executing full reset causes the following data to be discarded:
- Current data
- Data you have created
- Applications you have added

To execute full reset, (1) hold down the power button, and (2) press the reset switch on the left-side face of the device body with the stylus pen, as shown in the figure below.

5   Connecting to a Computer
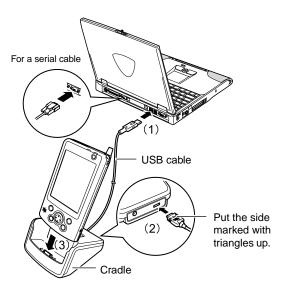
Connecting to a computer enables data exchanges between this product and the computer.

■ Connecting

This product can be connected to a computer using any of the following methods.
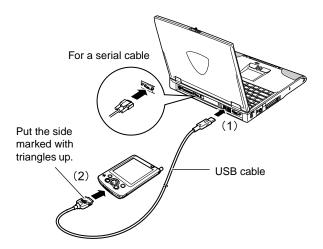
◆ Connecting Using the Cradle

As shown in the following figure, (1) connect one end of the accompanying USB cable or a separately available serial cable into the computer's connector, (2) connect the other cable end to the cradle and (3) place this product into the cradle.

For a serial cable

USB cable

(1)

(2) Put the side marked with triangles up.

(3)

Cradle

◆ Connecting Using a Cable
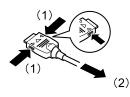
As shown in the following figure, (1) connect one end of the accompanying USB cable or a separately available serial cable into the computer's connector and (2) connect the other cable end to this product's external connection port.

For a serial cable

Put the side marked with triangles up.

(2)

(1)

USB cable

Critical Point

● <u>**To remove the cable:**</u>
(1) Hold down the buttons at both ends of the connector and (2) disconnect the cable.

(1)

(1)

(2)

6 Installing Expansion Units

You can enhance this product's functionality by installing expansion units such as a memory.

■ Expansion Units That Can Be Used with This Device

The following units can be installed in this product.

- CF card
  Installing a memory card enables you to save high-volume data files such as digital camera pictures and additional software applications. You can also install an I/O type CF card (such as a data communications card).
- SD card
  Installing a memory card enables you to save high-volume data files such as digital camera pictures and additional applications. Note that I/O type SD cards are not supported.
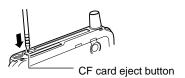
■ Setting a CF Card

Follow the procedure below to set/remove a CF card.
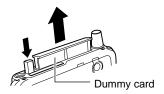
◆ Setting

1 Press the CF card eject button.

The button head comes out.

CF card eject button

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2 Press down the button that has come out to pull out the dummy card by holding its projected section.

Dummy card

Critical Point
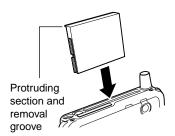
● Keep the removed dummy card in safekeeping.

3 Set a CF card in place.
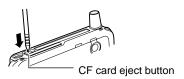
Set the card so that its protruding section and removal groove may face the rear side of the device body.

Protruding section and removal groove
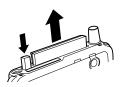
◆ Removing

1 Press the CF card eject button.

The button head comes out.

CF card eject button
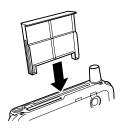
2 Press down the button that has come out to pull out the CF card by holding its projected section.

3 Set the dummy card in place.
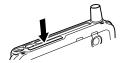
■ Setting an SD Card

Follow the procedure below to set/remove an SD card.

◆ Setting
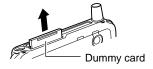
1 Push the dummy card and release it when you hear a click.

The dummy card is ejected.

Important

◆ The card ejection mechanism uses a spring. Be prepared as the card may be pushed out with some force.

2 Pull out the dummy card.

Dummy card

Critical Point
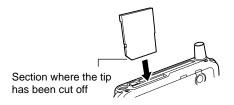
● Keep the removed dummy card in safekeeping.

3   Set an SD card in place.
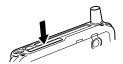
With the cut-off section of the card facing the left-hand side, insert the card until you hear a click.

Section where the tip
has been cut off

◆ Removing
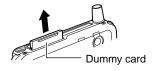
1   Push the SD card and release it when you hear a click.

The SD card is ejected.
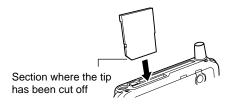
Important

◆ The card ejection mechanism uses a spring. Be prepared as the card may be pushed out with some force.

2   Pull out the SD card.

Dummy card

3 Set the dummy card in place.

With the cut-off section of the dummy card facing the left-hand side, insert the card until you hear a click.

Section where the tip
has been cut off

SECTION

2

1 Initial Screen and Application Startup
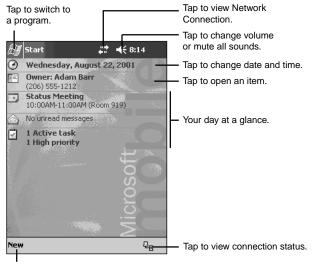
This section explains the initial screen for this device and methods for starting/ending application.

■ Today Screen

The Today screen is the initial screen for this device. This screen shows important information for the day at a glance. The Today screen is displayed in cases such as the following.

- Each day, the first time the power switched on
- When this device has not been used for more than four hours (initial setting)
- When you tap → "Today" in that order

■ Screen Configuration

Tap to switch to a program.

Tap to view Network Connection.

Tap to change volume or mute all sounds.

Tap to change date and time.

Tap to open an item.

Your day at a glance.

Tap to view connection status.

Tap to create a new item.

| Start | ⌘ ◀€ 8:14 |
| Wednesday, August 22, 2001 |
| Owner: Adam Barr |
| (206) 555-1212 |
| Status Meeting |
| 10:00AM-11:00AM (Room 919) |
| No unread messages |
| 1 Active task |
| 1 High priority |

New

Critical Point

● **Customizing the Today screen**
  You can change the Today screen background, items displayed, etc. Tap 🎴 → "Settings" →
  "Personal" tab → "Today" in that order to make the settings.

◆ **Status Icons**

The status icons are displayed at the bottom right of the Today's screen. You can check
the status of this device with the status icons. The status icons and the meanings are as
follows.

Status Icon	Meaning
◀€	All audio is On. To switch Off (◀x) all the audio, tap here and check with the dialog box displayed. You can also use this same dialog box to adjust the volume.
�😊	The battery is charging.
🔋	The battery is fully charged.
🔋	The battery is running low.
🔋!	The battery is running extremely low.
⟷	The device is connected to a network.
🖳	The device is connected to a computer.
🔄	Synchronization with a computer has been started.
👤	You have an instant message.
✉	You have mail.

■ Starting/Switching Applications

You can start or switch an application from the 🎴 menu or with an application button.

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■ Starting/Switching from the ⊞ Menu

1   Tap the ⊞ menu.

**2   From the displayed menu, select the application you want to start or switch
     to.**

The selected application is started. If the application you selected has already been
started, this device switches to that application.

To start an application not registered for the ⊞ menu, tap ⊞ → "Programs" in that
order, then tap the application you want from the displayed application list.

Critical Point

● **To change an application displayed on the ⊞ menu**
You can change the applications displayed when you tap the ⊞ menu.

■ Starting/Switching Applications from Application Buttons

The applications registered to the application buttons on the front of this device can be
started or switched to by pressing the corresponding application buttons. For each
button, one application is started by pressing and releasing the button and another
application is started by holding down the button for about one second (long press).

Critical Point

● <u>**To change an application assigned to an application button**</u>
You can change the applications started by pressing the application buttons.

■ Differences between Switching Applications and Ending Applications

Even when you switch the application you are using or tap the ⊗ at the top right, the application is not ended. (The currently displayed application is closed and this device returns to the previously started application.)

Details on how to completely end an application are given in "Ending Applications".

■ Ending Applications

1 Tap 🎮 → "Settings" → "System" tab in that order.

2 From the list of setting items, tap "Memory" → "Running Programs" tab in that order.

3 Select the application to end.

Critical Point

● **Ending from the LX Launcher**
You can also end from the LX Launcher task.
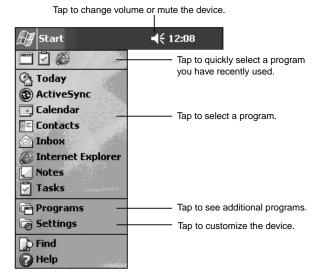
2   Operations Common to All Programs

This section explains the operations common to all programs.

■ Navigation Bar and Command Bar

The blue section that is displayed at the top of the screen is the navigation bar. The current time, the programs running, etc. are displayed.

The gray section always displayed at the bottom of the screen is the command bar. An operation menu, buttons, etc. are displayed.

Tap to change volume or mute the device.

Tap to quickly select a program you have recently used.

Tap to select a program.

Tap to see additional programs.

Tap to customize the device.

This is the navigation bar.

New button.   Input panel button.

Menu names.   Buttons
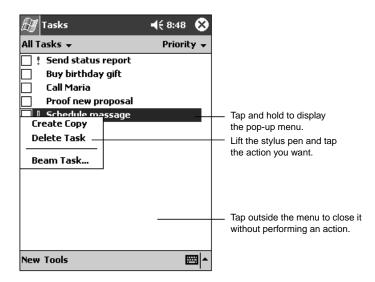
■ Pop-Up Menus

Using pop-up menus makes it possible to execute desired operations quickly and easily.

1 If you tap-and-hold the item for the operation with the stylus pen, a pop-up menu is displayed.

2 Remove the stylus pen from the screen, then tap the desired operation from the menu.

The pop-up menu displayed depends on the application.

🎯 **Tasks** 🔊 8:48 ✖	
All Tasks ▾ Priority ▾	
☐ ❗ **Send status report**	
☐ **Buy birthday gift**	
☐ **Call Maria**	
☐ **Proof new proposal**	
☐ ▯ **Schedule massage**	— Tap and hold to display the pop-up menu.
Create Copy	
Delete Task	— Lift the stylus pen and tap the action you want.
Beam Task...	
	— Tap outside the menu to close it without performing an action.
New Tools ⌨ ▴	

If you tap anywhere other than the menu, the pop-up menu is closed without any operation being executed.
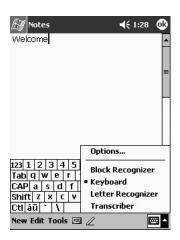
3 Data Input

You have several options for entering new information:

- Use the input panel to enter typed text, either by using the soft keyboard or Character Recognizer.
- Write directly on the screen.
- Draw pictures on the screen.
- Speak into your Pocket PC microphone to record a message.
- Use ActiveSync to synchronise or copy information from your desktop computer to your Pocket PC. For more information on ActiveSync, see the documentation accompanying the "Companion CD" or ActiveSync Help.
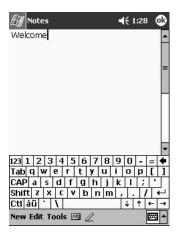
Use the input panel to enter information in any programme on your Pocket PC. You can either type using the soft keyboard or write using Character Recognizer. In either case, the characters appear as typed text on the screen.

To show or hide the input panel, tap the Input Panel button.

The methods for inputting data to this device are as follows.

◎ **Input using soft keyboard**

Text is input using the input panel displayed on the screen. This method is usually used for inputting text.

◎ **Writing**
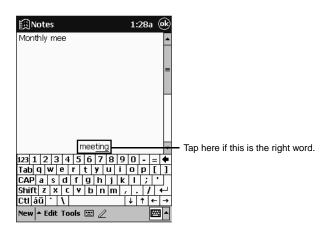
You can write characters directly on the screen with the stylus pen just like writing on paper. The characters you write this way are stored as is.

Tap the Pen button and use your stylus pen like a pen.

■ Soft Input Panel

When you use the input panel, your Pocket PC anticipates the word you are typing or writing and displays it above the input panel. When you tap the displayed word, it is inserted into your text at the insertion point. The more you use your Pocket PC, the more words it learns to anticipate.

Tap here if this is the right word.

> To change word suggestion options, such as the number of words suggested at one time, tap ▣, **Settings**, **Personal** tab, **Input**, and then the **Word Completion** tab.

◆ To type with the soft keyboard
1   Tap the arrow next to the **input method** button and then **Keyboard**.
2   On the soft keyboard that is displayed, tap the keys with your stylus pen.

◆ To use Character Recognizer
1   Tap the arrow next to the **Input method** button and then **Letter Recognizer**.
2   Write a letter in the box.

When you write a letter, it is converted to typed text that appears on the screen.

You can cut, copy, and paste text by tapping and holding the selected words and then tapping an editing command on the pop-up menu, or by tapping the command on the **Edit** menu.

In any programme that accepts writing, such as the Notes programme and the **Notes** tab in Calendar, Contacts, and Tasks, you can use your stylus pen to write directly on the screen. Write the way you do on paper. You can edit and format what you've written and convert the information to text at a later time.

◆ To write on the screen

Tap the **Pen** button to switch to writing mode. This action displays lines on the screen to help you write.

Tap the Pen button and use your stylus pen like a pen.

Some programs that accept writing may not have the Pen buttton. See the documentation for that programme to find out how to switch to writing mode.

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◆ To select writing

If you want to edit or format writing, you must select it first.

1 Tap and hold the stylus pen next to the text you want to select until the insertion point appears.

2 Without lifting, drag the stylus pen across the text you want to select.
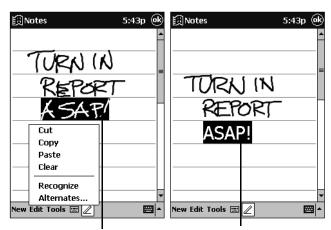
If you accidentally write on the screen, tap **Edit** and then **Undo** and try again. You can also select text by tapping the **Pen** button to deselect it and then dragging the stylus pen across the screen.

You can cut, copy, and paste written text in the same way you work with typed text: tap and hold the selected words and then tap an editing command on the pop-up menu, or tap the command on the **Edit** menu.

◆ To convert writing to text

Tap **Tools** and then **Recognize**.
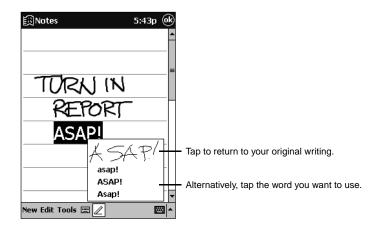
If you want to convert only certain words, select them before tapping **Recognize** on the **Tools** menu (or tap and hold the selected words and then tap **Recognize** on the pop-up menu). If a word is not recognised, it is left as writing.

Select the text you want to convert and tap Recognize on the pop-up menu.

The writing is turned into text.

If the conversion is incorrect, you can select different words from a list of alternatives or return to the original writing. To do so, tap and hold the incorrect word (tap one word at a time). On the pop-up menu, tap **Alternates**. A menu with a list of alternate words appears. Tap the word you want to use, or tap the writing at the top of the menu to return to the original writing.

Tap to return to your original writing.

Alternatively, tap the word you want to use.
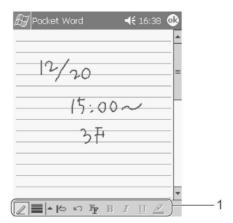
Tips for getting good recognition
- Write neatly.
- Write on the lines and draw descenders below the line. Write the cross of the "t" and apostrophes below the top line so that they are not confused with the word above. Write full stops and commas above the line.
- For better recognition, try increasing the zoom level to 300% using the **Tools** menu.
- Write the letters of a word closely and leave big gaps between words so that the Pocket PC can easily tell where words begin and end.
- Hyphenated words, foreign words that use special characters such as accents, and some punctuation cannot be converted.
- If you add writing to a word to change it (such as changing a "3" to an "8") after you attempt to recognise the word, the writing you add will not be included if you attempt to recognise the writing again.

◎ **Inputting Writing with Pocket Word**

When you tap the "View" menu → "Writing" in that order, the ruled line is displayed and you can input by writing.

1 This is the toolbar

🖉🖉 Tap "View" →"Toolbar" to switch the operation mode. When writing with the stylus pen, switch to the view with the frame. When you want to execute a format change or other operation on written text, switch to the display without the frame.

≡ Tap here to change the line thickness for characters.

🔄 This is used to input a space. Tap, switch to the display with the frame, then drag the section where you want to input the space. While you are dragging, an arrow is displayed on the screen to show you how large the space will be. A space the size of the dragged section is inserted. If you drag in the opposite direction, the space is deleted.

🔄 Returns to the previous operation.

🖉 Marks with the light pen. Drag the range to be marked, then tap.

Critical Point
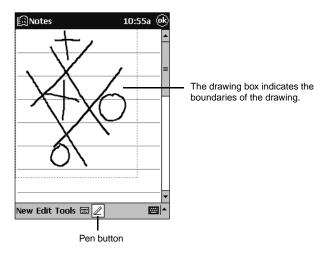
● **When writing is handled as drawing**
If your writing extends over three or more of the ruled lines, it is handled as drawing.

You can draw on the screen in the same way that you write on the screen. The difference between writing and drawing on the screen is how you select items and how they can be edited. For example, selected drawings can be resized, while writing cannot.

◆ **To create a drawing**

Cross three ruled lines on your first stroke. A drawing box appears. Subsequent strokes in or touching the drawing box become part of the drawing. Drawings that do not cross three ruled lines will be treated as writing.

The drawing box indicates the boundaries of the drawing.

Pen button

You may want to change the zoom level so that you can more easily work on or view your drawing. Tap **Tools** and then a zoom level.

◆ **To select a drawing**

If you want to edit or format a drawing, you must select it first.

• Tap and hold the stylus pen on the drawing until the selection handle appears. To select multiple drawings, deselect the **Pen** button and then drag to select the drawings you want.

You can cut, copy, and paste selected drawings by tapping and holding the selected drawing and then tapping an editing command on the pop-up menu, or by tapping the command on the **Edit** menu. To resize a drawing, make sure the **Pen** button is not selected and drag a selection handle.

■ Editing Text

◎ **Adding characters**

1 Tap the location where you want to add characters.
The cursor is displayed flashing.

2 Input the characters.
The characters are added at the cursor position.

◎ **Deleting characters**

**1 To delete a single character, tap immediately after the character to delete it.
To delete multiple characters, drag the range to be deleted.**
When one character is being deleted, the cursor flashes. When multiple characters
are being deleted, the character string in the dragged range is inverted.

2 Tap ⬚.
When one character is deleted, the character immediately before the cursor is
deleted. When multiple characters are deleted, the entire inverted range is deleted.

◎ **Changing Text**

1 Drag the character string you want to change.
The selected range is inverted.

2 Input the new characters, then ⬚.
The text is replaced with the new characters.

◎ **Copying Text**

1 Drag the character string you want to copy.
The selected range is inverted.

2 Tap the "Edit" menu → "Copy" in that order.

3 Tap the location to which you want to copy.
The cursor flashes.

4 Tap the "Edit" menu → "Paste" in that order.
The copied text is inserted at the position of the cursor.

◎ **Moving Text**

1 Drag the character string you want to move.
The selected range is inverted.

2 Tap the "Edit" menu → "Cut" in that order.

3 Tap the location to which you want to move the text.
The cursor flashes.

4 Tap the "Edit" menu → "Paste" in that order.
The cut text is inserted at the position of the cursor.
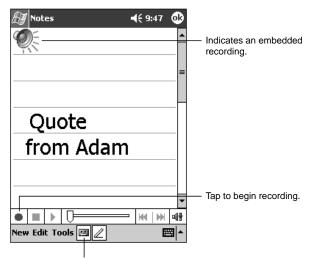
4 Sound Recording

**The recording function enables you to capture thoughts, reminders or voice
messages quickly. The recorded messages can be inserted into your document
or stored as audio file.**

You can record using the recording tool bar.
- Pocket Word
  Tap the "View" menu → "Recording" in that order to display the recording tool bar.
- Notes
  Tapping 🖾 displays the recording tool bar.

Indicates an embedded
recording.

Tap to begin recording.

Tap to show or hide the recording toolbar.
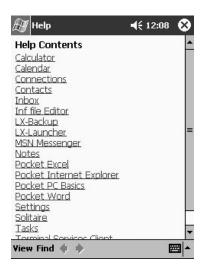
5   Help

You can check in the help to see how to operate the applications built into this device and other applications installed on it.

The help function explains how to operate the programs built into this device.
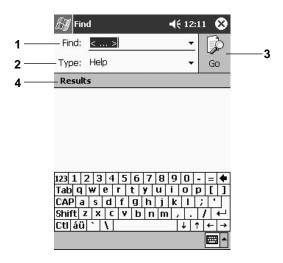
Tapping 🎙 → "Help" in that order displays the help screen for the active application.

6   Searches

You can find the information you need quickly, search for file names and for text strings included in files.

Tapping 🏠 → "Search" in that order displays the search screen.

1   **Input the text string you want to search for. Tapping ▼ displays previously searched for text strings. This is used to search for the same text string again.**

2   **Selects the type of information to search for.**

3   **Tapping here starts the search.**

4   **The results of the search are displayed. Tapping the information for a file displays that file.**
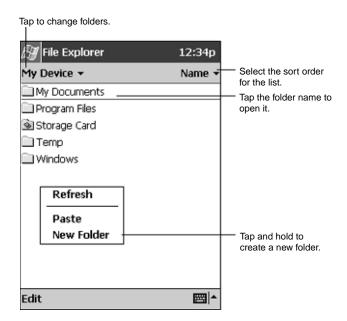
You can also use File Explorer to search files.

7   File Operations Using File Explorer

You can manage files using File Explorer.

Tap ![icon] → "Programs" → "File Explorer" in that order to display the File Explorer screen.

Tap to change folders.

Select the sort order for the list.

Tap the folder name to open it.

Tap and hold to create a new folder.

◎   **Creating a new folder**

1   Move to the directory level in which you want to create the new folder.

2   Tap the "Edit" menu → "New Folder" in that order.

3   Input the folder name, then tap ⏎ to finalize it.

◎ **Deleting Folders/Files**

1 Tap the folder/file you want to delete and hold down on it.

2 From the displayed pop-up menu, select "Delete".
A dialog box is displayed to confirm that you want to delete the folder or file.

3 Tap "Yes".

◎ **Copying Folders/Files**

1 Tap the folder/file you want to copy and hold down on it.

2 From the displayed pop-up menu, select "Copy".

3 Move to the folder you want to copy to.

4 Tap the "Edit" menu → "Paste" in that order.

◎ **Moving Folders/Files**

1 Tap the folder/file you want to move and hold down on it.

2 From the displayed pop-up menu, select "Cut".

3 Move to the folder you want to move to.

4 Tap the "Edit" menu → "Paste" in that order.

◎ **Changing the Names of Folders/Files**

1 Tap-and-hold the folder/file you want to change the name of.

2 From the displayed pop-up menu, select "Rename".

3 Input the desired new name, then tap ↵ to finalize it.

Critical Point

● **When sending files with email**
You can specify a file with File Explorer and send it with email. On the pop-up menu for the file you want to send, tap "Send via Email" to display the Inbox. For details on sending from the Inbox, see "Preparing and Sending/Receiving Email".
● **Using infrared communications**
From File Explorer, you can communicate with other devices via infrared.

SECTION

3

1   Connection Settings

This sets the parameters necessary for using the Internet.

This section explains connecting using a CF modem card. For details on connecting in any other way, see help.

■ Preparations

The requirements for connecting to the Internet are as follows.
- This device
- CF modem card

It is also necessary to sign up for service with an Internet service provider. Sign up for Internet service before making these settings.
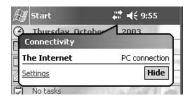
For access to your company network, check the settings and other information with the network administrator beforehand.

■ Settings for Connecting to the Internet
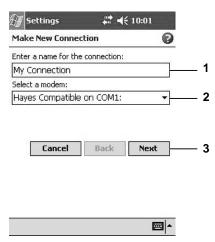
1   Set your CF modem card in the CF card slot.

When your FC card is set in this device for the first time, the "A new modem was detected." dialog box is displayed.
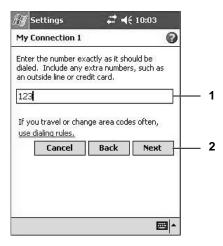
2   Tap "Internet".
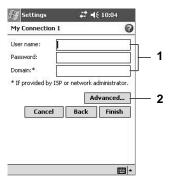
3   Operate as follows.
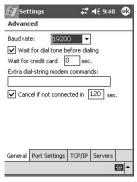
1   Input any name that will remind you what the contents of these connection settings are. The name of the service provider is often a good choice.

2   Make sure it is the name for the CF card you installed.

3   Tap "Next".

**4   (1) Enter the access point (phone number) for your Internet service provider.
(2) Tap "Next".**

5 (1) Input your user name, password and domain, then (2) tap "Advanced".
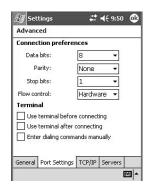
The detailed settings screen is displayed. Make settings if necessary, according to the provider's instructions.

Genaral setting

Port Settings

TCP/IP setting

Servers settings

6 When you finished the advanced settings, tap ⚫.
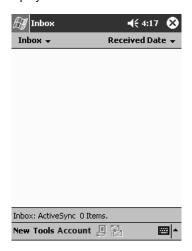
The display returns to the screen where you entered your user name, password and domain.

7 Tap "Finish".

■ Settings for Sending/Receiving Email

1 Tap 🎯 → "Inbox" in that order.

The Inbox screen is displayed.

Inbox	◀€ 4:17 ❌
Inbox ▾	Received Date ▾

Inbox: ActiveSync 0 Items.

New Tools Account 📇 📇   ⌨|▲

2 Tap the "Account" menu → "New Account" in that order.
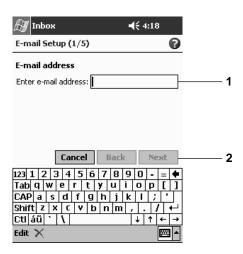
The Email setup screen (1/5) is displayed.

Critical Point
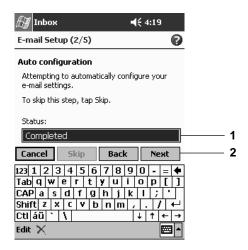
● **What is a service**
The setting information for one email address is considered as one service. If you have multiple email addresses, each one is registered as a separate service. When sending/receiving email you can switch among these services.
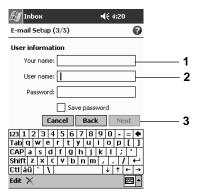
3   (1) Input the email address. (2) Tap "Next".

4   (1) Check the "Status:"and if it is "Completed", tap "Next".

5   Input the user information.
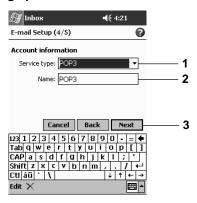
1 Input your own name. This is the sender name given to the receiver.

2 Input the "User name" and "Password" required for connecting to the email server.

3 Tap "Next".

Critical Point

● **User names and passwords**
Some providers use different designations. For example, the user name may be called the email account, user ID, or email login name. The password may be called the email password or login password.
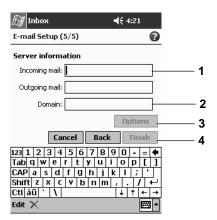
6   Execute the following operation.

1 Select "POP3" or "IMAP4". "POP3" is the most widely used.

2 Input a service name. The name of the service provider is often a good choice.

3 Tap "Next".

7 Input the server information.

1. Input the reception email server and transmission email server names specified by the provider.
2. Set this for network connection. This does not need to be specified when connecting with a CF card.
3. Set this as necessary. For the options, see help.
4. Tap "Finish".

This completes the Inbox settings.

2   Viewing Web Pages

Once you have completed the settings for connecting to the Internet, you can view Web pages using Pocket Internet Explorer.

This section explains how to view Web pages using a CF modem card. For details on connecting in any other way, see help.

■ Connecting/Disconnecting

◆ Connection Method

1   Set the card in this device.

2   Tap   → "Internet Explorer" in that order.

3   Input the necessary items.

- Input the user name and password for connecting to the provider.
- Tap OK.

The connection is started and Pocket Internet Explorer is started up.

◆ Disconnecting

The method for ending the connection is as follows.

1   Tap the navigation bar   → "Exit" in that order.

■ Basic Pocket Internet Explorer Operation

◆ Screen Configuration

Tap ![icon] → "Internet Explorer" in that order.

Microsoft®
Pocket Internet Explorer

Welcome to Pocket Internet
Explorer. Not online yet? Find out
how to get connected and save
offline content.

PocketPC.com

View Tools

Favorites button.
Home button.
Refresh button.

The operations of the buttons are as follows.

⬅   This returns the display to the previous page.

🔄   During reading-in, this stops the reading-in. At any other time, this updates
      the page to the latest status.

🏠   This returns the display to the page set as the homepage. The homepage
      can be set with the "Tools" menu → "Options" → "Homepage".

☆   This display is a list of your favorites.

◆ Specifying and Opening Web Pages

Critical Point

● <u>When the address bar is not displayed</u>
Tap the "View" menu → "Address Bar" in that order to display the address bar.

When you start Pocket Internet Explorer, the homepage is displayed first.

1 Input the URL for the Web page you want to display in the address bar.

2 Tap ⟳ at the right of the address bar.

The specified Web page is displayed.

◆ Using Favorites
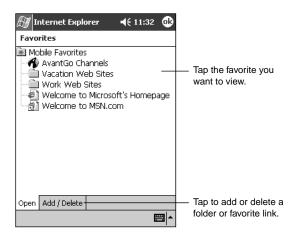
Registering pages that you view frequently in "Favorites" makes it easier to view them again.

1 While you are displaying the page you want to register in the favorites, tap ☆ on the command bar.

The "Favorites" screen is displayed.

2 Tap the "Add/Delete" tab → "Add" in that order.

3   (1) Change the name to be displayed in the favorites list if necessary, then (2) Tap "Add".

Tap the favorite you want to view.

Tap to add or delete a folder or favorite link.

The Web page is registered in the favorites list.

Critical Point

● **Deleting a Web page from the favorites**

1   Tap ⭐ on the command bar → "Add/Delete" in that order.
2   Select the page to be deleted from the favorites list, then tap "Delete".

To display a Web page registered in the favorites, tap ⭐ on the command bar, then tap the desired page from the favorites.

3 Sending/Receiving Email

You can use send/receive email through the Internet. Email sending and receiving use the Pocket Outlook Inbox.

This section explains sending/receiving email using a CF modem card. For details on connecting in any other way, see help.

■ Email Writing and Sending/Receiving

In order to send and receive email, it is necessary that the settings for connecting to the email server are already completed.
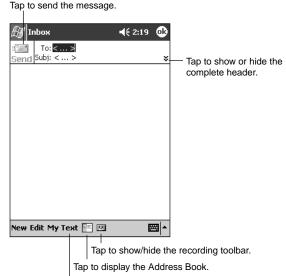
◆ Writing Email

This section explains how to write the new piece of email.

1 Tap 🎵 → "Inbox" in that order.

The Inbox list is displayed.

2 Tap "Inbox" and select the service to be used for connection. This operation is not necessary if only one service is registered.

Tap to send the message.

Tap to show or hide the complete header.

Tap to show/hide the recording toolbar.

Tap to display the Address Book.

Tap to insert common messages.

3 Tap the "New" menu item.

4 Input the "To" and "Subj.", then input the text.

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Critical Point

● <u>**Attaching files to email**</u>
On the email writing screen, tap the "Edit" menu → "Attach File" in that order. A list of files is displayed, so tap the one you want to send.

● <u>**Using My Text**</u>
On the new email writing screen, you can write email easily by selecting frequently used text from My Text. Tap "My Text", then select the text to input into your email from the list of texts registered in My Text.

● <u>**Editing texts registered in My Text**</u>
On the Inbox screen, tap the "Tools" menu → "Edit My Text messages" in that order. The My Text message screen is displayed, so tap the desired message and edit it.

5   When input is complete, tap ▦ to the left of "To" and "Subj."

The email you have written is stored and placed in the "Outbox". If you are connected to the email server, your email is sent immediately.

Critical Point

● <u>**When not temporarily storing email you have written**</u>
For email that is still being edited and that you do not want to put in the "Outbox" yet, tap ▦ to end. The email you have written is put in "Pending".
After you edit email in "Pending" again, tap (ok) to move it to the "Outbox".

■ Connecting to the Email Server and Sending/ Receiving
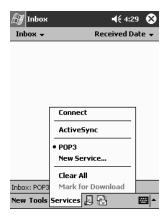
When you connect the email server, your email is automatically sent/received.
- Any email in the "Outbox" is sent.
- Any unread mail on the email server is received. Received email is put in the "Inbox.

The following operations are carried out with the Inbox. For details, see help.

1 Set the card in this device.

2 Tap the "Accounts" menu → "Connect".

The services registered with "Settings for Sending/Receiving Email" are displayed in the menu.

3 Tap 🔁.

The connection screen for the service you are connecting to is displayed.

4 Input the password etc., then tap "OK".

The connection is started. Any email in the "Outbox" is sent and any unread mail on the email server is placed in the "Inbox".
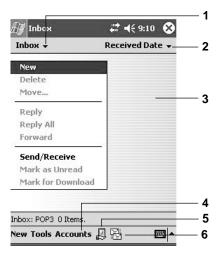
5 When email sending/reception is complete, tap the "Accounts" menu → "Disconnect" in that order.

The connection with the email server is ended.

■ Basic Inbox Operations

◆ Screen configuration

Tap 🕮 → "Inbox" in that order.

1. **Select the folder and service displayed.**

2. **Select the order for email list display.**

3. **The sender addresses and subjects of the emails are displayed. If you tap-and-hold, a pop-up menu is displayed and you can carry out such operations as deleting or forwarding the email or replying to it.**

4. **At "Tools", you can set options; at "Account", you can select the service.**

5. **Tapping here connects you to the selected service.**

6. **Tapping here connects you to the selected service and sends and receives email.**

◆ **Viewing Received Email**

1 Tap ![icon] → "Inbox" in that order.

A list of the email is displayed. If you want to look at email from other services, tap "Inbox", then select the other service.

2 In the email list, tap the email you want to view.

3 Tapping ![ok] here returns the display to the Inbox screen.

◆ **Replying to/Forwarding Email**

◎ **Replying**

1 Display the received email according to Steps 1 and 2 of the procedure in "Viewing Received Email".

2 Tap ![icon] on the command bar →"Reply".

For "Reply", the email you write is sent only to the sender of the original email. To reply to all the addresses on the original email, including the cc's, tap "Reply to all".

3 Write your email reply.

4 Tap ![icon] to the left of "To", "Subj."

The email you have written is put in the "Outbox". If you are connected to the email server, your email is sent immediately.

◎ **Forwarding**

1 **Display the received email according to Steps 1 and 2 of the procedure in "Viewing Received Email".**

2 **Tap 🖆 on the command bar → "Forward".**

3 **Specify the email address to forward to as the "To". When forwarding to an email address registered in your Contacts, you can tap 📧 , then select the contact.**

4 **Prepare your forward email, then tap 📧 to the left of "To", "Subj."**

The email you have written is put in the "Outbox". If you are connected to the email server, your email is sent immediately.

For details on the method for sending email in the "Outbox", see "Connecting to the Email Server and Sending/Receiving".

◆ **Deleting Email**

1 **From the list of the email in the Inbox, tap-and-hold the email you want to delete.**

2 **Tap "Delete" from the displayed pop-up menu.**

The deleted email is moved to "Recycled items (local)".

Critical Point

● **To completely delete email in "Recycled items (local)"**
Tap the "Tools" menu → "Empty Recycle Bin" in that order.

◆ Managing Email

Important

◆ **Operating on folders with this device**
When executing the following operations on folders on this device, then connecting to your email server, the operations depend on the service used (ActiveSync, SMS/POP3/IMAP4). For details, see the Inbox help.
• Moving or deleting email
• Creating or editing folders

Email is managed with preset folders prepared by each service. The basic programs of these preset folders are as follows.
• Drafts
Contains email being edited
• Recycled items
Contains deleted email
• Inbox
Contains received email.
• Outbox
Contains email to be sent in the next connection.
• Sent box
Contains email that has been sent.

◎ Creating New Folders

New folders can be created for such tasks as managing email.
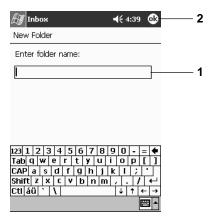
1 Tap the "Tools" menu → "Manage Folders" in that order.
The folder management screen is displayed.

2 (1) Select the folder to create the new folder under (normally, the Inbox).
(2) Tap the "New" menu.

2

3   (1) Input the folder name. (2) Tap ⊙k .

2

1

◎   **Moving Email**

1   From the email list, tap-and-hold the email you want to move.

2   From the displayed pop-up menu, tap "Move to folder".
The screen for specifying the folder to move to is displayed. Email can not be moved to a service folder.

3   Tap the folder to move the email to, then tap ⊙k .
The email is moved to the destination folder.

◎ **Changing Folder Names**

It is not possible to change the name of an existing folder. Only the names of folders that have just been created can be changed.

1 Tap the "Tools" menu → "Manage folders" in that order.

The folder management screen is displayed.

2 Tap the folder whose name you want to change, then tap "Change name".

The folder name change screen is displayed.

3 (1) Input the folder name. (2) Tap OK .

◎ **Deleting Folders**

It is not possible to change the name of an existing folder. Only the names of folders that have just been created can be changed.

1 Tap the "Tools" menu → "Manage folders" in that order.

The folder management screen is displayed.

2 Tap the folder you want to delete, then tap ▥ .

The"Delete?" is displayed.

3 Tap "Yes".

The selected folder is deleted.

4 Tap OK to complete the operation.

4   Exchanging Instant Messages

You can use the Pocket PC edition of MSN Messenger to exchange instant messages and hold conversations (called chats) with multiple people.

This section explains simple MSN Messenger usage methods. For further details, see the help for this device or the MSN Messenger help.

■ **Preparations**

◆ **Obtaining Accounts**

Using MSN Messenger requires either of the following accounts.
- Passport account
- Microsoft Exchange email account

Critical Point

● **Obtaining a Passport Account**
A Passport account is a Microsoft or Hotmail account. A Passport account can be obtained from the following Web pages.
- Microsoft Passport account (http://www.passport.com)
- Hotmail Passport account (http://www.hotmail.com)
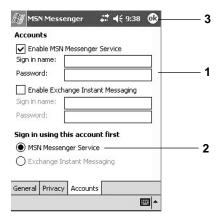
◆ **Settings**

After obtaining a Passport account or Microsoft Exchange email account, make the settings for MSN Messenger.

1   Tap → Program → "MSN Messenger" in that order.

The MSN Messenger screen is displayed.

2   Tap the "Tools" menu → "Options" → "Account" tab.

3   Input the items required on the account setting screen.

3 — *(points to OK button in top right of screen)*

1 — *(points to Sign in name / Password fields)*

2 — *(points to MSN Messenger Service radio button)*

1　**Select a Passport or Exchange account, then input the sign-in name and password.**

2　**Select the account to sign in first.**

3　**Tap OK.**
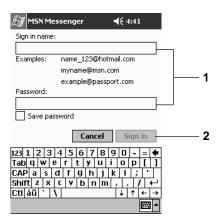
■ Sign-in and Sign-out

You must sign in to use MSN Messenger and you sign out when you exit MSN Messenger.

◆ Sign-in

1　**Set the CF card in place.**

2　**Tap ⊞ → "Programs" → "MSN Messenger" in that order.**

3　**Tap the screen and sign in.**

4   (1) Input your sign-in name and password. (2) Tap "Sign-in".

5   When connecting to the Internet for the first time, input the required items. (This is not necessary from the second time on.)

1 Input the user name and password for connecting to your provider.

2 Normally, this does not need to be input.

3 To store the password, tap the checkbox to select it ☑.

4 Tap "OK".

The MSN Messenger screen is displayed.

◆ Sign-out

1 Tap the "Tools" menu → "Sign-out" in that order.

■ Basic MSN Messenger Operations

◆ Screen Configuration

When you sign in, the following screen is displayed.

1 Displays your own status, online, offline, temporarily away from your seat, busy with a call, etc.

2 Displays the status of other participants. You can chat with those who are online.

3 You can set-up the additional participants, your own status and options.

◆ Adding/Deleting Contacts

You register chat contacts beforehand.

1 Tap the "Tools" menu → "Add Contact" in that order.

2 (1) Input the sign-in name for the contact to be added. (2) Tap "Next".
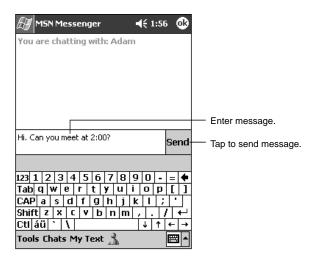
The completion screen is displayed and the new chat contact is added.

◆ Adding/Deleting Contacts

You register chat contacts beforehand.

1 Tap the "Tools" menu → "Add Contact" in that order.

2 (1) Input the sign-in name for the contact to be added. (2) Tap "Next".

The completion screen is displayed and the new chat contact is added.

Enter message.

Tap to send message.

When adding a chat contact, tap the "Tools" menu → "Add Contact" in that order, then add the contact according to the instructions on the screen.

To delete a chat contact, tap-and-hold the name of the contact to be deleted, then tap "Delete Contact".

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◆ Chatting

You can exchange instant messages and chat with other participants.

1 Tap those you want to chat with from among those chat contacts who are online.

2 (1) Use the input panel to input your message into the text box displayed in the center of the screen. (2) Tap "Send".

The message you sent is delivered to the other party and your messages back and forth are displayed as a dialog on the screen.

When an instant message arrives for you from a chat contact, you are notified with a pop-up.

Critical Point

● **Using My Text**
You can write messages simply by selecting frequently used phrases registered in My Text.

If you tap "Chat", you can switch to a separate chat with the contact who sent the new message. If you tap "Ignore", the chat with the current contacts is continued.

SECTION

4

1 Summary

As functions for using this device as a notebook, you can use the Pocket PC edition of Microsoft Outlook (Pocket Outlook). This chapter is a simple explanation of Pocket Outlook information, see the help.

■ Pocket Outlook Functions

The functions you can use with Pocket Outlook are as follows. This section explains how to use "Calendar", "Contacts", "Tasks", and "Notes".

Function	Summary
Calendar	This program can be used as a schedule pad. You can write appointments on the calendar and set alarms for appointments.
Contacts	This program can be used as a contact list. You can record addresses, telephone numbers, email addresses, etc.
Tasks	You can manage a list of tasks to do. You can also set alarms for tasks.
Notes	You can use this device as a notebook. You can write characters and figures and also record sound.
Inbox	This sends and receives email and manages email.

Critical Point

● When using Microsoft Outlook on a computer, you can synchronize this device and the computer.

■ Reminder Settings
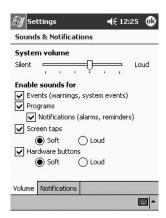
When there is something that must be done, such as a task or appointment, an alarm, message, or other notice can be given when the scheduled time arrives.

The reminder methods are as follows. You can also specify multiple forms of reminder for the same event.
- A message box is displayed on the screen.
- An alarm is sounded. You can specify the type of sound.
- The indicator flashes.

The setting messages as follows.

1 **Tap → "Settings" → "Personal" tab → "Sounds and Notifications" in that order.**

2 **(1) Tap the "Volume" tab. (2) Select the "Programs" → "Reminder (alarm, appointments, etc.)" checkbox .**

3 **Tap the "Notification" tab and specify the reminder method.**
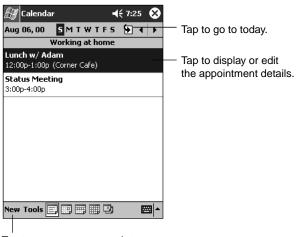
- If you want an audible reminder, select the checkbox ☑ and specify the type of sound from the list box on the right.

4 **Tap 🆗.**

2   Calendar

This program can be used as a schedule pad. This application can be used as a schedule pad. Appointments can be checked on calendars of various formats. You can also set reminder by alarm or message for the calendar date and time.

■ Screen Configuration

Tap ![icon] → "Calendar" in that order. The Calendar is displayed in the selected format.

Tap to go to today.

Tap to display or edit the appointment details.

Tap to create a new appointment.

1   Displays today's appointments. For a monthly or annual calendar, the calendar for today's month or year is displayed.

2   Each time you tap here, the display proceeds to the next appointments in the units of the displayed calendar: day, week, month, or year. Each time you tap ◄, the display moves back to the previous appointments.

3   This displays the calendar. If you tap-and-hold here, a pop-up menu is displayed showing operations you can carry out on the appointment list.

4   You can write a new appointment.

5   You can set calendar options, such as the font size and time interval.

6   You can switch the display format for the calendar.
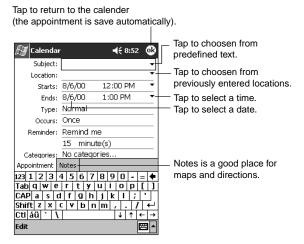
◆ Switching the Display

You can switch the display by tapping the icon on the command bar. The screens displayed for each icon are as follows.

Icon	Screen Name	Summary
	Agenda display	Lists the appointments for one day.
	Day display	Displays the appointments for one day in a timetable.
	Week display	Displays the appointments for one week. Tapping on a date switches to the daily display for that day.
	Month display	Displays the appointments for one month. Tapping on a date switches to the daily display for that day.
	Year display	Displays the calendar for the year. Tapping the date switches to the day-by-day display screens.

■ Creating New Appointments

1 Select the date and time for the new appointment.
- **"Day Display" screen or "Week Display" screen**
  Tap the time or date into which you wish to enter the appointment.
- **"Month Display" screen or "Year Display" screen**
  Tap the date into which you wish to enter the appointment, then tap the time on the "Day display" screen.

2 Tap the "New" menu item.

3 Tap the item you want to input, then input the necessary items.

Tap to return to the calender
(the appointment is save automatically).

Tap to choosen from predefined text.

Tap to choosen from previously entered locations.

Tap to select a time.
Tap to select a date.

Notes is a good place for maps and directions.
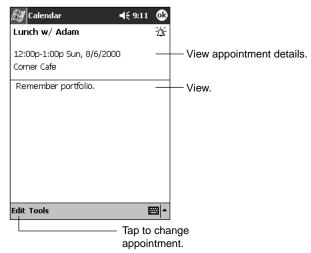
4 When the input is complete, tap 🆗.

The appointment is saved and the display returns to the Calendar screen.

■ Using the Summary Screen

The "Summary" screen is displayed when you tap an appointment on the "Agenda display" screen or the "Day display" screen.

View appointment details. — 12:00p-1:00p Sun, 8/6/2000, Corner Cafe

View. — Remember portfolio.

Tap to change appointment. — Edit Tools

■ Revising/Deleting an Appointment

◆ Revising an Appointment

1 The summary screen for the appointment to be revised is displayed.

2 Tap the "Edit" menu.

3 Input the revised items in the same manner as when creating a new appointment.

4 When the revision is complete, tap 🆗.
The display returns to the appointment list.

◆ Deleting an Appointment

1 In Calendar, tap-and-hold the appointment to be deleted.

2 On the "Pop-up" menu → tap "Delete Appointment".
The selected appointment is deleted.

3 Tap "Yes".

■ Automatic Creation of a Meeting Reminder

The Calendar can be used to send a meeting notice email to an Outlook or Pocket Outlook user.

Critical Point

● **Before writing a meeting notice**
- The email addresses for the meeting attendees must be input in Contacts beforehand.
- The settings for the Inbox handling email sending/reception must be complete.

1　**Input the appointment.**

2　**Tap the command bar input panel button (or the like) on the appointment input screen, to switch off the input panel display.**

3　**Tap the attendees.**

　　　A list of the email addresses already input to the Contacts are displayed.

4　**From the email address list, select the contacts to send the meeting notice introduction to by tapping them to select them.**

5　**Tap .**

　　　The meeting notice is created automatically and placed in the Outbox.

　　　The next time you synchronize with the computer or connect to the network, the meeting notice is sent to the attendees.
　　　The sending method can be specified by tapping the "Tools" menu, "Option" →　"Meeting Attendance Request Reply Method".
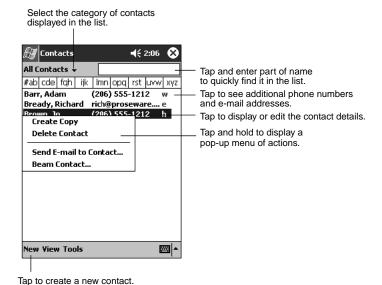
3 Contacts

In Contacts, addresses, telephone numbers, email addresses, etc. can be registered. Also, the registered data can be shared quickly between this device and another Pocket PC using.

■ Screen Configuration

Tap → "Contacts" in that order.

Select the category of contacts displayed in the list.

Tap and enter part of name to quickly find it in the list.

Tap to see additional phone numbers and e-mail addresses.

Tap to display or edit the contact details.

Tap and hold to display a pop-up menu of actions.

Tap to create a new contact.

Critical Point

● **Changing the Contacts display method**
Tap the "Tools" menu → "Option" in that order to change the display method.

■ Creating a New Contact

1   Tap the "New" menu.

2   Tap the item to be input, then input the required item.

3   When the input is complete, tap ⓞⓚ.

The information is stored and the display returns to the Contacts list screen.

■ Searching the Contacts
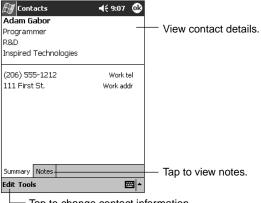
You can search using the input box under the navigation bar.

1   Input the character string you want to search for.

2   The search results are displayed.

To display the contact list again after the search, either clear the character string from the input box or tap ⬤ to the right of the input box.

■ **Using the Summary Screen**

To display the "Summary" screen, tap a contact on the Contacts list.

View contact details.

Tap to view notes.

Tap to change contact information.

■ **Revising/Deleting Contacts**

◆ **Revising Contacts**

1 In the Contacts list, tap the contact to be revised.
The summary screen is displayed.

2 Tap the "Edit" menu.
The contact list editing screen is displayed.

3 Input the revised items in the same manner as when creating a new contact.

4 When the revision is complete, tap .
The display returns to the Calendar list.

◆ **Deleting a Contact**

1 In the Calendar, tap-and-hold the contact to be deleted.
To select multiple contacts, drag and specify the range. Next, tap-and-hold the selected range.

2 From the displayed pop-up menu, tap "Delete Contact".
"Continue?" is displayed.

3 Tap "Yes".
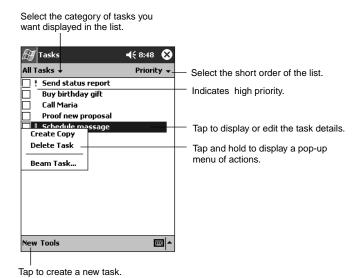
4 Tasks

Tasks that need to be executed can be managed in Tasks. You can also set alarms for registered tasks.

■ Screen Configuration

Tap 🎮 → "Tasks" in that order.

Select the category of tasks you want displayed in the list.

Select the short order of the list.

Indicates high priority.

Tap to display or edit the task details.

Tap and hold to display a pop-up menu of actions.

Tap to create a new task.

Critical Point

● **Changing the Tasks display method**
Tap the "Tools" menu → "Options" in that order to change the display method.

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■ Creating a New Task

1 Tap the "New" menu item.

2 Tap the item to be input, then input the required item.

3 When the input is complete, tap 🆗.

The information is stored and the display returns to the Tasks screen.
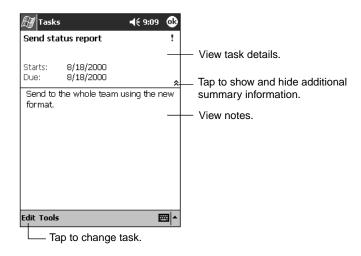
Critical Point

● **Creating a Task list simply**

Tap the "Tools" menu → select "Input Bar" ☑ to display the "Input" bar.
To set high priority, tap ⊡ to set low priority, tap ⊡ .

■ Using the Summary Screen

To display the "Summary" screen, tap a task on the Task list.

— View task details.

— Tap to show and hide additional summary information.

— View notes.

Tap to change task.

■ Revising/Deleting Tasks

◆ Revising a Task

1   From the Task list, tap the task to be revised.
The summary screen is displayed.

2   Tap the "Edit" menu.

3   Input the revised items in the same manner as when creating a new task.

4   When the revision is complete, tap ⓞⓚ.
The display returns to the Task list.

◆ Deleting a Task

1   From the Task list, tap-and-hold the task to be deleted.
To select multiple contacts, drag and specify the range. Next, tap-and-hold the selected range.

2   From the displayed pop-up menu, tap "Delete task".
The selected task or tasks are displayed.
"Continue?" is displayed.

3   Tap "Yes".
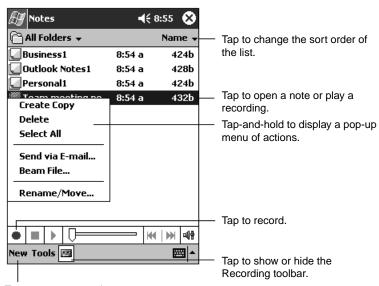
5   Notes

This device can be used as a notepad when you want to write something down quickly. In addition to text and figures, you can also record sound.

■ Screen Configuration
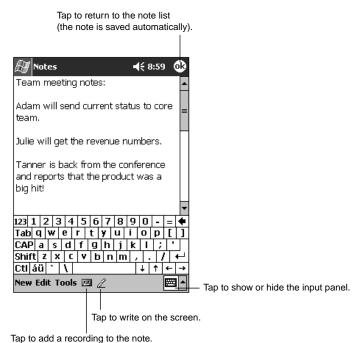
Tap 🎵 → Notes in that order.

Tap to change the sort order of the list.

Tap to open a note or play a recording.

Tap-and-hold to display a pop-up menu of actions.

Tap to record.

Tap to show or hide the Recording toolbar.

Tap to create a new item.

■ Creating a New Note

1   Tap the "New" menu item.

2   Input the contents of the note.

Tap to return to the note list
(the note is saved automatically).

```
┌─────────────────────────────────┐
│ 🎵 Notes          ◀€ 8:59  ⓞⓚ  │
│ Team meeting notes:          ▲  │
│                                 │
│ Adam will send current status to core │
│ team.                        ≡  │
│                                 │
│ Julie will get the revenue numbers. │
│                                 │
│ Tanner is back from the conference │
│ and reports that the product was a │
│ big hit!                     ▼  │
│ ┌─────────────────────────────┐ │
│ 123 1 2 3 4 5 6 7 8 9 0 - = ← │
│ Tab q w e r t y u i o p [ ] │
│ CAP a s d f g h j k l ; ' │
│ Shift z x c v b n m , . / ↵ │
│ Ctl áü ` \        ↓ ↑ ← → │
│ New Edit Tools 🖼 ✎       ⌨ ▲ │
└─────────────────────────────────┘
```

Tap to show or hide the input panel.

Tap to write on the screen.

Tap to add a recording to the note.

3   When the input is complete, tap ⓞⓚ.

The information is saved and the display returns to the note list screen.

SECTION

5

1 Program List

This displays a list of the applications built into this device and accessory applications.

■ Built-In Programs

Icon	Program Name	Function Summary	Reference
	ActiveSync	You can connect this device and computer and synchronize the data on this device and on the computer.	"ActiveSync Summary"
	Pocket Internet Explorer	Views Web pages over the Internet.	"Viewing Web Pages"
	Windows Media Player for Pocket PC	Plays back MP3 and Windows Media audio and video.	Windows Media Player for Pocket PC
	Notes	You can use this device as a note pad. In addition to text and figures, you can also record sound.	"Notes"
	Task"	Manages tasks. Can also set alarms for registered tasks.	"Tasks"
	Inbox	You can send and receive email and manage received email.	"Sending/Receiving Email"
	Calendar	You can use this device as a Calendar pad. You can write appointments into the calendar and set alarms for appointments.	"Calendar"
	Contacts	You can use this device as an address book. You can record addresses, telephone numbers, email addresses, etc.	"Contacts"
	Find	You can search for character strings included in file names and data in files.	"Searches"
	Help	Displays help. You can check the basic operations of this device using this help file.	"Help"
	MSN Messenger	Exchanges instant messages.	"Exchanging Instant Messages"
	Pocket Excel	This is the Pocket PC edition of Microsoft Excel, which is used on computers.	"Pocket Excel"
	Pocket Word	This is the Pocket PC edition of the Microsoft Word used on computers.	"Pocket Word"

Icon	Program Name	Function Summary	Reference
	File Explorer	Manages files and folders.	"File Explorer"
	Beam	You can use the infrared communications port to exchange data with other Pocket PCs and other devices with infrared communications ports.	"Infrared reception"
	Calculator	You can calculate using the calculator.	"Calculator"
	Game	You can play solitaire (card game).	"Game"
	LX Launcher	Displays a list of application icons so you can start applications easily. This is the Pocket PC edition of Microsoft Excel, which is used on computers.	"LX Launcher"
	LX Backup	Backs up the data on this device's RAM to a CF card or SD/MMC card.	"LX Backup"
	LX Diagnostic	LX diagnostic is an application that test the device hardware.	"LX Diagnostic"
	Automatic storage device startup/Inf File Editor	You can set so that when a CFcard/SD/MMC card is set in this device, the application on it is started automatically.	"Automatic storage device startup"
	Pocket Plugfree	Connects through Bluetooth™.	"Pocket Plugfree"

■ Bundled Applications

Additional applications are stored on the "Applications CD". These applications must be installed on Pocket LOOX in order to be used. Please refer to your CD to setup the applications.

2 Standard Pocket PC 2003 Built-In Programs

This section explains the programs that come built-in with Pocket PC.
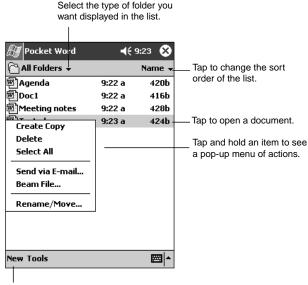
■ Pocket Word

With Pocket Word, you can create documents in the same way as when creating Word documents on a computer. In addition to text, drawings and sound may also be stored in these documents. You can create new documents on this device, transfer documents created on a computer to this device and edit them on this device, and transfer documents created on this device to a computer and edit them there. You can also synchronize files on this device and on the computer, so you can keep the most up-to-date data on both units. Note however that there are points to watch out for concerning data compatibility.

Documents created can be managed in separate folders. This section provides a simple explanation of Pocket Word operation. For more details, see help.

◆ Screen Configuration

Tap 🎝 → "Programs" → "Pocket Word" in that order.

Select the type of folder you want displayed in the list.

Tap to change the sort order of the list.

Tap to open a document.

Tap and hold an item to see a pop-up menu of actions.

Tap to create a new document.

◆ File Operations

To copy/delete a file or move a file to another folder, operate as follows.

Copying/deleting files

1   In the file list, tap-and-hold the file you want to copy/delete.

2   From the pop-up menu displayed, tap "Copy" or "Delete".

If you tap "Copy", a copy is made with the name "Copy Source File Name (1)".
(The number in the parentheses is the number of files copied.)
If you tap "Delete", "Completely delete selected item?" is displayed, so tap "Yes".

Moving files

1   In the file list, tap-and-hold the file you want to move.

2   From the pop-up menu displayed, tap "Change Name/Move".

3   At "Folder" on the "Change Name/Move" screen, specify the folder to move the file to, then tap ⓞⓚ.

The file is moved.

◆ Input Modes

The input modes you can use with Pocket Word are as follows.

Typing

You can input using the software input panel.

Handwriting

You can handwrite characters directly on the screen.

Drawing

You can use the stylus pen to draw freely on the screen.

Recording

You can insert sound into documents.
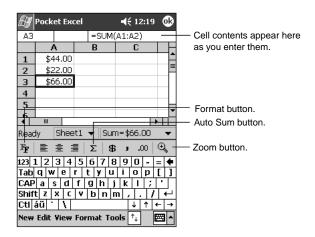
■ **Pocket Excel**

The same as when using Microsoft Excel on a computer, you can edit workbooks (files created with Excel) with Pocket Excel. You can create new workbooks on this device, transfer workbooks created on a computer to this device and edit them on this device, and transfer documents created on this device to a computer and edit them there. You can also synchronize files on this device and on the computer, so you can keep the most up-to-date data on both units. Note however that there are points to watch out for concerning data compatibility. Documents created can be managed in separate folders. This section provides a simple explanation of Pocket Excel operation. For more details, see help.

◆ **Screen Configuration**

Tap → "Programs" → "Pocket Excel" in that order.

The configuration of the file list screen is basically the same as for Pocket Word. See "Screen Configuration".

Cell contents appear here as you enter them.

Format button.

Auto Sum button.

Zoom button.

◆ File Operations

The operations for copying/deleting a file or moving a file to another folder are basically the same as for Pocket Word.

Critical Point

● **Pocket Excel save formats**

Pocket Excel has a variety of save formats, including Pocket Excel (.pxl) and Excel (.xsl). The format the file is saved in can be specified by tapping the "Tools" menu → "Save As" → "Save As Type" in that order when the file is displayed.

To check the type of a file in the Pocket Excel file list, from the pop-up menu for the file, tap "Change name/Move".

◆ Usage Hints

◎ **Widening the Screen**

In order to display the worksheet as wide as possible on the screen, switch to full-screen display. Tap "View" → "Full Screen". When you switch to full screen display, the tool bar, row and column numbers, and other window elements are no longer displayed. The worksheet can be displayed over the entire screen. To return to the original display, tap "Close Full Screen" displayed at the top right of the screen.

Critical Point

● **To switch display of individual window elements on/off**

You can switch display of the tool bar, row and column numbers, and other window elements on/off. Tap "View" and select ☑ only those elements that you want to display.

◎ **To Fix a Cell Frame**

If there are any cells that you want displayed even when the screen is scrolled, you can fix the window frame in units of rows and columns.

1 Select the range of cells for which the frame is to be fixed.

2 Tap the "View" menu → "Freeze Panes" in that order.

The column to the left side of the selected cell and the row above the cell are fixed. To end this setting, tap the "View" menu → "Unfreeze Panes" in that order.

◎ **Splitting the Screen and Displaying Different Areas**

Since you can scroll through each part of the split screen, you can display different regions on the same worksheet at the same time. This is useful for viewing and editing different areas on large worksheets.

1 Select the cell to split at.

2 Tap the "View" menu → "Split" in that order.

A double line is displayed splitting the screen above or to the left of the selected cell.

To end the split display, tap the " View" menu → "Remove Split" in that order.

◎ **Switching off the display for specified rows/columns**

You can switch off the display in units of rows or columns.

1 Select the row(s) or column(s) you do not want to display.

2 Tap "Format" → "Row" or "Column" → "Hide" in that order.

To end this setting and display the row/column again, tap the "Format" menu → "Row"/"Column", "Unhide" in that order.

◎ **Setting Passwords for Files**

You can protect the file by setting a password for it. While editing the file you want to protect, select the "Edit" menu → "Password" in that order, then set the password. From the next time, the password must be input in order to open that file.
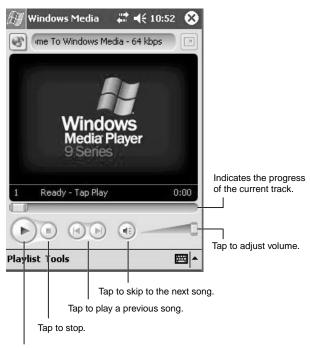
■ **Windows Media Player for Pocket PC**

You can use Windows Media Player for Pocket PC to play back audio and video in the following formats.
• MP3
• Windows Media Audio (wma)
• Windows Media Video (wmv)

◆ **Screen Configuration**

Tap 🎯 → "Windows Media Player".

Indicates the progress of the current track.

Tap to adjust volume.

Tap to skip to the next song.

Tap to play a previous song.

Tap to stop.

Tap to play or pause.

■ **Pocket Internet Explorer**

For details on Pocket Internet Explorer, please refer help.

■ **Pocket Outlook**

For details on Pocket outlook, please refer help.

■ **MSN Messenger**

For details please refer help.

3 Other Built-in Application

This section introduces built-in programs that are in addition to the standard Pocket PC 2003 programs.

Critical Point

● For details on each application, see help.

■ LX Launcher

LX Launcher makes it easier to launch pre-registered applications. You can register applications that you use frequently with classifications that are easy for you to use. This application can also set a picture you like to be displayed as the screen background.

◆ Startup

There are two ways to start the LX Launcher, from the 🎯 menu or from the Applications button.

◎ Starting from the 🎯 Menu
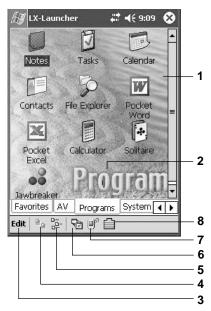
Tap 🎯 → "Programs" → "LX Launcher" in that order.

◎ Starting from the Applications button.

Press the Applications button at the bottom right of the Navigation button.

◆ **Screen Configuration**

1 Application icon

This is a registered program. Tapping one of these icons starts the application. Tapping-and-holding an icon displays a pop-up menu that allows you to register/delete/edit the application.

2 Tab

Switches the program type.

3 Edit

Adds and deletes tabs, changes the wallpaper, etc.

4 Switching to large icon display

Switches to large program icons.

5 Switching to small icon display

Switches to small program icons.

6   Task

Displays a screen for closing other applications currently running.
Tap the application to close among the running tasks, then tap "Stop". The selected
application is closed. If you tap "Stop all", all the displayed applications are closed.

7   Wireless function

This is where you can either turn on or off the Wireless LAN or Bluetooth. You can
either used one of the Wireless function at a time.

8   Battery level indicator

■ Automatic Storage Device Startup/Inf File Editor

Automatic storage device startup refers to the following three applications for automatically starting up the application in a CF card or SD/MMC card when it is set in this device.

- **Automatic startup editing tool:** Creates the automatic startup file (autorun.inf).
- **Automatic startup setting tool:** Sets whether or not to start up programs from cards automatically.
- **Automatic startup tool:** Reads in the automatic startup file from the card and runs the application on the card or in the main memory.

Critical Point

● The only applications that can be started automatically are executable files. If you set a card containing only data files, the application related to the files is not started.

◆ Creating the Automatic Startup File

Automatically starting up a CF/SD/MMC card application requires the automatic startup file (autorun.inf). The automatic startup editing tool is used to set the automatic startup file.

1　Load the CF card/SD/MMC card containing the application.

Write enable the card before setting it.

2　Tap 🎯 → "Programs" → "Inf File Editor" in that order.

Important

◆ When user applies Pocket LOOX with the system password security, please set the Autorun function to "Disable". In the case Autorun is set to "Enable", a program can be started without canceling the password lock.

3 Operate as follows.

1 Tap the card in which the automatic startup file was created.

2 Tap the executable file on the card or in the main memory.

3 Tap "Create".

The automatic startup file is created and written onto the card.

4 Tap ⓞⓚ.

◆ Startup Settings

This sets whether or not to start the application automatically when the card is set in place.

1 Load the CF card/SD/MMC card containing the program and the automatic startup file.

2 Tap 🎴 → "Settings" → "System" tab in that order.

3 Select whether automatic startup will be enabled or disabled. (2) Tap ⓞⓚ.

When "Enable" is selected ◉, the applications called in automatic startup files are started up automatically.

When "Disable" is selected ◉, the applications called in automatic startup files are not started up automatically.

■ **LX-Backup**

LX-Backup is an application that backs up the data on this device's RAM to Flash Disk, CF card or SD/MMC card. If the memory in this device is ever cleared, for example by a full reset, you can restore your data from this backup data.

Important

◆ **Contents set for "Inbox" "Service"**
Some of the contents set for "Inbox" "Service" can not be backed up to a memory card. Therefore, the contents of "Service" can not be fully recovered even by restoring the data. Write down the contents of "Service" on a piece of paper ahead of time. After a restoration, create a new service with the contents you wrote down, then use that new service from then on.

◆ **Backing up**

1 If possible, connect the AC adaptor.

If the AC adaptor can not be used, check that the remaining battery capacity is adequate.
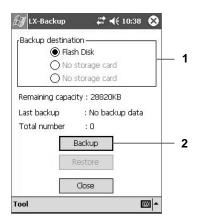
2 Close any programs that are running.

3 Set the CF card/SD/MMC card in place.

Critical Point

● **Checking the contents of a card**
Use File Explorer to check the contents of the CF card, SD/MMC card and check that it is OK to store backup data on the card. The contents of the backup card can not be checked from the LX-Backup Tool screen.

4   Tap [icon] → "Programs" → "LX-Backup" in that order.

5   **(1) Tap either of the memory cards or Flash Disk as the backup destination. (They are displayed as "Memory Card" and "Memory Card 2", depending on the order in which they were set in place.) (2) Tap "Backup".**

The backup starts.

◆ **Restoring**

1   **Follow Steps 1-4 of the procedure in "Backing up".**

2   **(1) Tap either of the memory cards or Flash Disk to select it ◉ as the backup destination. (They are displayed as "Memory Card" and "Memory Card 2", depending on the order in which they were set in place.) (2) Tap "Restore".**
     The restore starts.

◼ LX Diagnostics

The LX Diagnostics application checks this device for faults and displays the cause of the problem and the solution.

◆ Usage Method

The usage method for the LX Diagnostics application is as follows.

1   Please follow the step below before checking.

- Close any applications that are running.

  For details on how to close applications that are running, see "Closing Applications" .

- When a wireless model is used with this device, diagnosis on both wireless LAN and Bluetooth™ cannot be done simultaneously. Either of these functions must be turned on before starting this program (the diagnosis on the other function is skipped).

  For details on how to switch the functions, see "LX Menu".

- If the audio status icon is Off (🔇), switch it On (🔊).

- If the volume is 0, tap the audio status icon (🔊) to raise the volume.

- If One-Touch Mute is enabled, tap the audio status icon (🔊) to raise the volume.

2   Tap 🏁 → "Programs" → "LX Diagnostics" in that order.

3   Tap "Start Diagnostics".

The diagnostics start.

When the diagnostics end, the following screen is displayed.

4   If there is a problem, tap "Hint" and check the cause of the problem and the solution.

Correct the problem according to the information given. If you cannot solve the problem yourself, write down the contents of the information and contact the "Contact point for inquiries concerning Fujitsu personal products".

5   Tap "Close" to close the application.

SECTION

6

1 ActiveSync Summary

This section explains what you can do with ActiveSync.

■ ActiveSync

ActiveSync is an application for exchanging data between this device and a computer. It can do the following.

*   **Synchronize**

    To synchronize means to compare the data on this device and on the computer and where they are different, to make them the same. For example, the following can be done.

    -   ActiveSync compares the Pocket Outlook data on this device and the Outlook data on the computer and when one of them has older appointment and contact information, ActiveSync updates that information to the new information.
    -   ActiveSync automatically converts back and forth between Pocket Word/Pocket Excel data on this device and Word/Excel data on the computer. This makes it possible to always have the latest information.

Critical Point

● When computer Word/Excel data is converted to Pocket Word/Pocket Excel data, formats and functions not contained in Pocket Word/Pocket Excel are dropped out.

You can set the details for synchronization, when to synchronize and which files to synchronize.

*   **Data backup**

    ActiveSync can back up the data from this device onto the computer. That way, in the unlikely event of the data in this device being lost, you can restore it by writing the data stored on the computer back into this device.

*   **File and folder copying**

    You can copy files and folders between this device and the computer.

*   **Application installation**

    You can install programs using the computer's CD-ROM drive or that were downloaded from the Internet to the computer.

*   **Viewing Web pages**

    You can view Web pages on this device using your computer's Internet connection environment.

Critical Point

● For details on how to set/use ActiveSync, see the ActiveSync help.

■ Installing

When you install Microsoft ActiveSync, you are prompted to connect your Pocket LOOX and create a partnership. The Fujitsu USB sync driver (in Companion CD) must be installed to establish a connection.

The first time you connect, the New Partnership Wizard on your desktop PC helps you to establish a partnership and sets synchronize options.

ActiveSync is on ⊙ "Companion CD". For details on how to install it, refer to the CD contents.

■ Starting Synchronization

With the default settings for ActiveSync, when this device is set in its cradle, ActiveSync starts automatically and synchronization starts. Also, while this device is in its cradle, if information on either the computer or this device is updated, it is immediately synchronized. When synchronizing manually, start synchronization with the following procedure.

- **Starting synchronization from the computer**

  Tap the "File" menu → "Synchronize" in that order, then click 🌐 (synchronize). Synchronization is started.

Critical Point

- When you want to synchronize only certain information, right-click the "Information type" item name, then click "Synchronization".

- **Starting synchronization from this device**

1 Tap 🔧 → 🌐 in that order.

2 Tap 🌐.

  Synchronization is started.
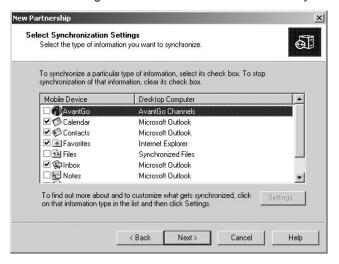
■ Detailed Synchronization Settings

The ActiveSync "Options" set the timing for synchronization and which files to synchronize.
To start the "Options" dialog, tap the "Tools" menu → "Options" in that order.
Alternatively, click 📑 (Options).

◆ Synchronization Settings

The "Synchronization Settings" tab sets which information is to be synchronized.

1 Mobile device

Select ☑ the items you want to synchronize with a computer.

2 Settings

This is for detailed settings for synchronization. When you select an item from "Mobile Device", its button goes into the pushed state.

■ Synchronization Settings

The "Synchronization Settings" tab sets which information is to be synchronized.

◆ Synchronization Mode

The "Synchronization Mode" tab sets when synchronization is executed.

Synchronize continuously while device is connected

As long as this device is in its cradle, if information is updated on either the computer or this device, it is synchronized immediately.

Synchronize only when connecting
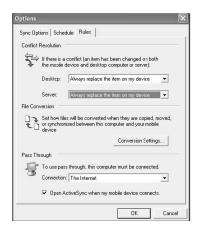
Synchronization is only started when this device is first placed in its cradle.

Synchronize manually

Synchronization is started when you click the "File" menu → "Synchronization" in that order or click 🔄 (synchronization) on the computer or tap 📲 → 🔵 → 🔄 on this device.

■ Synchronization Options

The "Synchronization Options" tab sets when synchronization is executed.

1   Resolving Conflicts

Select the way how to resolve a conflict when it occurs.

-   Leave conflicts unresolved

When a conflict occurs, this setting leaves undecided the decision as to which contents to unify on. In this case, "Synchronization completed. 1 conflict item" is displayed after synchronization ends.
If you click the "Resolve conflicts" that is displayed at the same time, the "Resolve conflicts" dialog is displayed and you can specify how to resolve the conflict.

-   Always replace with computer item.

If a conflict occurs, the information is always unified to the computer version.

-   Always replace with this device's item.

If a conflict occurs, the information is always unified to the version on this device.

2   Set replacement

Relationships are assigned for mutual replacement of files between the computer and this device.

3   Connecting

This selects where to connect when viewing Web pages on this device using your computer's Internet connection environment. When using a company LAN at work, select "Company Network"; when using a dial-up connection at home, select "Internet".

4   Open ActiveSync when connecting to the mobile device.

When this device is set in its cradle, the "Microsoft ActiveSync" window is automatically opened.

■ Copying Files

To copy files from the computer to this device, operate as follows.

1 Set this device in the cradle connected to the computer.

2 If ActiveSync is not set to be opened automatically, double-click (Microsoft ActiveSync) on the desktop to start ActiveSync.

3 Click the "File" menu → "Explorer" in that order or click (Windows Explorer).

The "Mobile Device" window is opened and the folders and files on this device are displayed.

Critical Point

● You can also open the "Mobile Device" window by double-clicking (Mobile Device) in the "My Computer" window.

4 Open the folder to copy into, then drag the file to be copied using the computer's "Windows Explorer" or the like.

■ Synchronizing Files

To synchronize any files other than Pocket Outlook files, use the synchronization folder. When "Files" is selected during ActiveSync installation or "Files" is selected from the "Synchronization Settings" tab in the ActiveSync Options dialog, then the synchronization folder is created with the default name of "My Documents". This synchronization folder can be opened from the desktop shortcut.
If you put the files you want synchronized into the synchronization folder, they are synchronized the next time synchronization is executed.

2 Synchronizing Web Pages and Email

You can use ActiveSync to transfer Web pages viewed on the computer and email received on it to this device so you can read them on the go.

■ Synchronizing Web Pages

If you find a Web page using your computer but do not have time to read it right away, you can transfer it to this device to read on the go. Another advantage of taking in Web pages with your computer ahead of time is that this allows you to read them on this device regardless of communications conditions and the like.

◆ Transferring Favorites

When you install ActiveSync, "Mobile Device Favorites" is added to the computer's Internet Explorer "Favorites" menu.
With the "Favorites" menu → "Add to Favorites", if you create a favorite in the "Mobile Device Favorites", it is transferred to this device's favorites during synchronization.
What is transferred in this case is just the URL for the Web page added to the favorites. To view the contents of this page requires that you connect to the Internet.

Critical Point

● Transferring a favorite requires Internet Explorer Version 4.0.1 Service Pack 1 or later.

◆ Transferring Web Pages

When you install ActiveSync, "Create Mobile Device Favorites" is added to the computer's Internet Explorer "Tools" menu.
When you use this menu, the data for Web pages in "Mobile Device Favorites" in the "Favorites" are copied and during synchronization, the contents of the Web pages are transferred to this device.

Critical Point

● Transferring a Web page requires Internet Explorer Version 5.0 or later.

◎ **Creating Mobile Favorites**

The method for downloading transfer Web pages from the Internet is as follows.

1 Display the Web page to transfer.

2 On Internet Explorer on the computer, click the "Tools" menu → "Create Mobile Favorite" in that order.

3 (1) If necessary, change the name of the favorite. (2) Set the update schedule. (3) Click "OK".

The next time synchronization is executed, the Web page is transferred to this device.

Critical Point

● When the update schedule is specified, the newest information is downloaded to the computer periodically.
● Even if no update schedule is specified, you can update to the newest information manually from Internet Explorer on the computer by clicking the "Tools" menu → "Synchronize" in that order.
● To add to the update Calendar or specify the depth of the links for downloading, execute the following operations.
  1 With Internet Explorer on the computer, click the "Favorites" menu → "Mobile Favorites" in that order, then right-click the displayed favorites.
  2 Click "Properties".
  3 With the "Schedule" tab, you can add to the update schedule and with the "Download" tab, you can specify the depth of the links for downloading etc.

◎ **To Conserve Memory**

When a Web page is transferred to this device, the memory area is compressed. The following operations are executed to conserve memory.

• With "Mobile Favorites" Properties, set the link depth for downloading to "1".

• With the following procedure, change the settings to not download pictures and sounds.
  1 If ActiveSync is set not to start automatically, double-click (Microsoft ActiveSync) on the desktop, start ActiveSync.
  2 Click the "Tools" menu → "Options" in that order. Or click (Options).
  3 Click "Favorites", then click "Settings".
  4 (1) On the "User Settings" tab, click the "Synchronize pictures" and "Synchronize sounds" checkboxes to unselect them. (2) Click "OK".

◆ **Mobile Channel**

Mobile Channel provides text-centric Web pages to make them easier to view on Pocket PCs. On the computer, if you execute the procedure called "Read", the Web page is downloaded to the computer and transferred to this device during synchronization.

Critical Point

● Reading Mobile Channel requires Internet Explorer Version 4.0 or higher.

■ **Synchronizing Email**

In the ActiveSync "Options" dialog, if the "Inbox" is selected, the Pocket Outlook Inbox and computer Outlook Inbox. Email synchronization allows the following. For details on the "Options" dialog settings, see "Detailed Synchronization Settings".

- Unread and newly arrived messages on the computer are transferred to the Inbox of this device during synchronization. When there is no time to read email on the computer, you can read them on the go.
- If you create email on this device and put it in the "Outbox" folder, it is transferred to the "Outbox" folder on the computer during synchronization and can be sent from the computer. This allows you to write emails on the go and send them all afterwards.

Critical Point

● If you delete email on this device, the copy of that email on the computer is also deleted during synchronization. Be careful not to delete important email by mistake.

3 Synchronizing Pocket Word/Pocket Excel

Pocket Word/Excel files can be synchronized with computer Word/Excel files. This section explains the points to watch out for during synchronization.

■ Linking with Word

When the synchronization folder is used, files can be synchronized between Pocket Word on this device and Word on the computer. The points to watch out for during synchronization are as follows.

- When synchronization is executed, Word documents (with the doc extension) on the computer are converted to Pocket Word data format (with the psw extension). At this time, information for functions that Pocket Word does not have (for example, double ruled lines for tables) is dropped out. For details on file compatibility, see the ActiveSync help.
- If a Pocket Word document is deleted on this device, the same Word document is also deleted from the synchronization folder on the computer during synchronization. For critical documents, do not put the original in the synchronization folder; put in a copy instead.
- If you edit a Pocket Word document on this device, then synchronize, some of the functions not found in Pocket Word are deleted without being restored in the Word document. For complex Word documents that use many formats, do not put the original in the synchronization folder; put in a copy instead.

■ Linking with Excel

When the synchronization folder is used, files can be synchronized between Pocket Excel on this device and Excel on the computer. The points to watch out for during synchronization are as follows.

- When synchronization is executed, Excel documents (with the xls extension) on the computer are converted to Pocket Excel data format (with the pxl extension). At this time, information for functions that Pocket Excel does not have (for example, macros) is dropped out. For details on file compatibility, see the ActiveSync help.
- If a Pocket Excel document is deleted on this device, the same Excel document is also deleted from the synchronization folder on the computer during synchronization. For critical documents, do not put the original in the synchronization folder; put in a copy instead.
- If you edit a Pocket Excel document on this device, then synchronize, some of the functions not found in Pocket Excel are deleted without being restored in the Excel document. For complex Excel functions that use many formats, do not put the original in the synchronization folder; put in a copy instead.

4 Backing Up and Restoring

This section explains how to back up the data of this device to your computer and restore it from your computer.
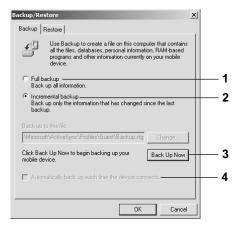
■ Backing up Data

IMPORTANT

◆ **Always backup**
Always backup just in case. If you can not back up to a computer, see "LX Backup" and back up to the Flash Disk, CF card or SD/MMC card.

1 Set this device in its cradle connected to the computer.

2 If ActiveSync is set not to start automatically, double-click (Microsoft ActiveSync) on the desktop to start ActiveSync.

3 Click the "Tools" menu → "Backup/Restore" in that order.

4 This sets how to backup.

1 This backs up all the data on this device. Select this when backing up for the first time.
2 This backs up only the files that have changed since the previous backup.
3 Starts the backup.
4 If you click this checkbox to select it, the backup is executed automatically when this device is set in its cradle.

5   To save these settings, click "OK". To start the backup immediately, click "Backup".

When the backup is started, "Backup processing is complete." is displayed after the end of the backup.

6   Click "OK".

Critical Point

● The first time you back up, execute a batch backup. After the batch backup has been completed once, if you set to execute differential backups automatically, from then on the latest information will be backed up reliably.

■ Restoring Data

If the memory in this device is cleared, for example by a full reset, restore the data with the following procedure.

1   Set this device in its cradle connected to the computer.

2   If ActiveSync is set not to start automatically, double-click ⊕ (Microsoft ActiveSync) on the desktop to start ActiveSync.

3   If the "New Partnership" dialog is displayed, click No to set ⊙, then click "Next".

4   Click the "Tools" menu → "Backup/Restore" in that order.

5   Click the "Restore" tab, then click "Restore".

If the "Select Partnership" dialog is displayed, select the name of the device on which the files to be restored from are stored, then click "OK".
The "Continue Restoration" dialog is displayed.

6   Click "Restore".

The restoration starts. After the restoration completes, "Restoration complete" is displayed.

7   Click "OK".

8   Remove this device from its cradle.

9   Read "Normal reset", then execute a normal reset.

Critical Point

● When you synchronize for the first time after a restoration, the "Append/Replace" dialog box may be displayed. If so, click one of the following three options.
  – Append this device's item to the item on this computer
  – Replace this device's item with the item on this computer
  – Do not synchronize this type of data at this time

SECTION

7

1 Connection Configurations That Can Be Used

This section explains connection devices and connection modes available on this device.

◆ Connecting through Wireless LAN

Our wireless Pocket LOOX models are equipped with wireless LAN modules. These models can be wirelessly connected to your corporate LAN or access to the Internet from shops offering wireless LAN services.

◆ Connecting through Wired LAN

Inserting a NE2000-compatible wired LAN card into this device allows you to connect to your corporate LAN or other network.

◆ Connecting with a CF Modem card.

When a CF modem card is set in this device, you can make dial-up connections to the Internet.

◆ Connecting through Bluetooth™

Our wireless Pocket LOOX models are equipped with Bluetooth modules. You can exchange data with another one of these devices or with another device equipped with Bluetooth (cell phone, notebook computer, etc.) without needing to connect a cable.

◆ Connecting through Infrared

This device is equipped with an infrared communication port. You can exchange data with another one of these devices or with another device equipped with an infrared communications ports (cell phone, notebook computer, etc.) without needing to connect a cable.

◆ Connecting with the Cradle

Using the cradle enables you to connect to a computer.

2   Wireless LAN Connections

This section explains how to connect your Pocket LOOX to your corporate LAN or gain access to the Internet from a shop offering a wireless LAN service via a wireless LAN.

■ What is a Wireless LAN?

◆ Features

A wireless LAN connects devices using radio frequency technology without using cables. It allows mobile users to carry and use their wireless LAN-enabled devices within reach of radio signals and has the following features. (The following are general features of wireless LANs and do not represent the specifications of this device.)

- Provides transmission rates of 11 to 54 Mbps (depends on the wireless LAN standard applied). Currently, there are three wireless LAN standards as shown below.
    - IEEE802.11b: Uses 2.4 GHz band and provides transmission rates of 11 Mbps. Requires IEEE802.11b-compatible wireless LAN cards and access points. The wireless LAN module contained in this device complies with IEEE802.11b.
    - IEEE802.11g: Uses the same 2.4 GHz band as IEEE802.11b and provides faster transmission rates up to 54 Mbps. Requires IEEE802.11g-compatible wireless LAN cards and access points.
    - IEEE802.11a: Uses 5.2 GHz band and provides transmission rates of 54 Mbps. Requires IEEE802.11a-compatible wireless LAN cards and access points.
- Provides the following security mechanisms.
    - Network name (SSID): An SSID (service set identifier) is a common network name used to protect the system against unauthorized access.
    - Network key (WEP key): A WEP key is used to encrypt data to help prevent unauthorized users from accessing the data.

| Important |

◆ **Be sure to observe the following!**
Signals sent from wireless LAN devices can affect the operation of electronic medical equipment. In some cases, they could cause an accident, so in the following locations, either switch off the power to this device or stop the Bluetooth functions.
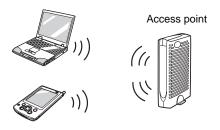
◆ Connection Modes

There are two wireless LAN connection modes.

❑ Infrastructure mode

Multiple devices are connected using transceiver devices called "access points. On an access point side, network settings (network name, network key, etc.) are configured; on a device side, wireless LAN is set up to the access point's settings. For details on access points, refer to the relevant manuals.

Access point

❑ Ad Hoc connection

In Ad Hoc connection, devices communicate directly with each other, without the use of an access point. All devices connected in this mode use the same SSID and WEP settings.

◆ In order to secure good communications

To ensure good communications, observe the following:
• Other wireless LAN devices with which you want to communicate should be in a range up to a line of sight. The maximum communications distance may be reduced by the ambient environment (walls, furniture, etc.) or the building structure.
In particular, in reinforced concrete buildings, communications may be impossible between rooms that are separated by walls or floors reinforced with steel.

- Use your Pocket LOOX with Bluetooth at least 2 meters away from other equipment (electrical equipment/AV equipment/office computer equipment/digital cordless telephones/faxes, etc.). If you must use Pocket LOOX with Bluetooth near a microwave oven, then a distance of at least 3 meters from the microwave oven, as the reception is subject to interference with regard to microwaves. If you come too close to other equipment while its power is on, this device may stop communicating normally or cause noise in or interfere with radio or television reception. (On certain UHF and satellite broadcast channels, television pictures may be disrupted.)
- When a broadcast station, transmitter, or the like is nearby and normal communications are not possible, move to a different location. If the signal field in the area is too strong, normal communications may be impossible.
- Interference with Bluetooth™
  Since wireless LANs (IEEE802.11b/g) and Bluetooth™ use the same frequency band (2.4 GHz), if you use this device near another devices equipped with Bluetooth, signal interference will occur, causing transmission speed drop and lost connections. In such a case, take the following countermeasures.
    - Use this device at least 10 meters from Bluetooth devices.
    - When using this device within 10 meters of a Bluetooth™ device, switch off either of these devices.
- It is not possible to concurrently use a wireless LAN and Bluetooth™.

Note: Enable Wireless LAN or Bluetooth™ via the LX-Launcher.

LX-Launcher screen appear.

1. Tap Pocket LOOX icon to go to next.
2. Tap Use Wireless LAN to enable.

■ Settings

This section explains how to connect to a wireless access point.

1 Tap → "Settings" → "Connection" tab → "Advanced" in that order.

2 Tap "Network Card" tab.

3 Operate as follows.

1 To connect to your company's network, select "Work settings"; to connect to internet from your home, select "The internet settings".

2 Tap "WiFi driver".

4   Operate as follows.

■ When DHCP server functions are enabled on an access point:

Check that "Use server-assigned IP address" is selected ◉, then tap ⓞⓚ.

■ When a fixed IP address has been registered to an access point:

1 Tap "Use server-assigned IP address" to select it ◉.

2 Set the information such as IP address.

3 Tap the "Name Server" tab.

4 Set information concerning the DNS server and WINS server.

5 Tap ⓞⓚ.

The "Adapter" dialog box is displayed.

5   Tap ⓞⓚ.
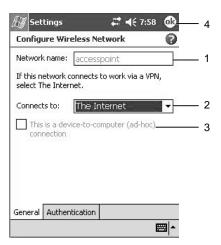
The display returns to the "Configure Network Adapters" screen.

6   Tap "Wireless" tab.
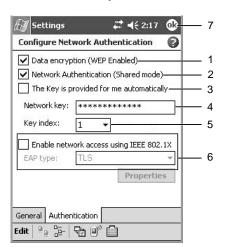
If there is a nearby active access point, a list of network names (SSID) is displayed.

7   Tap the desired network name (SSID) or tap "Add new settings".

8   Operate as follows.

1 When you tapped "Add new settings", input the network name set as an access point.

2 To connect to your company's network, select "Work settings"; to connect to internet from your home, select "The internet settings".

3 Check that this checkbox is deselected ☐ (for ad hoc connection not requiring an access point, select this checkbox ☑).

4 Tap **ok**.

9 Tap the "Authentication" tab, then operate as follows.
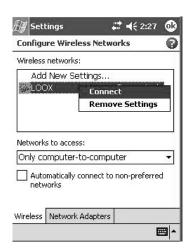
1   Check that this checkbox is selected ☑ when the network key (WEP key) has been set on an access point. If the network key has not been set, tap ☐ to select it and tap **ok**.

2 When the network authentication is set to "Shared mode", tap ☑ to select it. When it is set to open, check that this checkbox is deselected ☐.

3 Tap this checkbox to deselect it ☐.

4 Input the network key according to the setting on the access point.

5 Input the key index according to the setting on the access point.

6 When the access point has been set to use the IEEE 802.1x authentication, tap ☑ to select it and select the encryption method from EAP Types.
When the IEEE 802.1x authentication is not used, check that this checkbox is deselected ☐.

7 Tap ⓞⓚ.

The display returns to the "Wireless Network Configurations" screen.

Tapping and holding the network name from the "Wireless Network" and tapping "Connection" in the displayed pop-up menu enables you to connect to the access point.

Critical Point

● You can check the MAC address for a wireless LAN built into a wireless model by tapping 🏁 → "Settings" → "System" tab → "System Information" in that order.

3 Wired LAN Connections

This section explains how to install a NE2000-compatible wired LAN card to this device and connect to an internal LAN using a LAN cable.

■ What is a Wired LAN?

◆ Features

A wired LAN connects devices using cables. While a wired LAN has physical restrictions of being tied down by the use of cables, it provides the following advantages. (The following are general features of wireless LANs and do not represent the specifications of this device.)
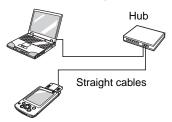
- Depending on the LAN standard used, it provides faster data transfer rates (10 to 100 Mbps). Currently, there are two wired LAN standards as shown below.
    - IEEE802.3 10BASE-T: Provides a data rate of 10 Mbps and requires 10BASE-T-compatible LAN cards, hubs, and LAN cables.
    - IEEE802.3 10BASE-TX: Provides a data rate of 1000 Mbps and requires 10BASE-TX-compatible LAN cards, hubs, and LAN cables.
- Unlike wireless communications, wired LANs are less susceptible to radio frequencies in an environment, thereby stable communications being ensured.
- Wired LANs cost less to build than wireless LANs.

◆ Connection Configurations

There are two modes of wired LAN connections.
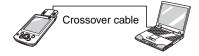
❑ Multi-Device Connection

Multiple devices are connected using a device, called a hub, which has multiple slots through LAN cables (straight cables).

Hub

Straight cables

❑ One-to-One Connection

Two devices are directly connected with a crossover LAN cable.

Crossover cable

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■ Settings

This section explains how to connect to a corporate LAN

1 Set a LAN card in the CF Card slot.

2 Tap 🔉 → "Settings" → "Connections" tab → "Advanced" in that order.

3 Tap "Network Adapter" tab.

4 Operate as follows.

1 To connect to your company's network, select "Work settings"; to connect to Internet from your home, select "The internet settings".

2 Tap your LAN card name.

5 Operate as follows.

■ For a DHP server:

Check that "Use server-assigned IP address" is selected ◉, then tap ⓞⓚ.

■ When specifying a fixed IP address

1 Tap "Use server-assigned IP address" to select it ◉.

2 Set the information such as IP address.

3 Tap the "Name Server" tab.

4 Set information concerning the DNS server and WINS server.

5 Tap ⓞⓚ.

The "Adapter" dialog box is displayed.

6 Tap ⓞⓚ.

The display returns to the "Network Adapter Configurations" screen.

7 Tap ⓞⓚ.

The display returns to the "Connection" tab on the "Settings".

8 Tap ⓞⓚ.

Now, you can connect to a network such as a corporate LAN.

4   Bluetooth™ Connections

This section explains how to exchange data with other Bluetooth device using Bluetooth™.

■ What is Bluetooth™?

◆ Features

Bluetooth™ is a wireless communication technology that transfers data using the frequency range of 2,400 to 2483.5 MHz.

It has the following features. (The following are general features of wireless LANs and do not represent the specifications of this device.)

- Allows you to encrypt data to prevent unwanted access to it. It also supports authentication using a password called "passkey."
- Bluetooth devices need not to face each other and can maintain uninterrupted connections even when in a pocket or briefcase.

Important
<hr>
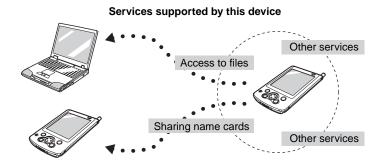
◆ **Be sure to observe the following!**
The signals given off by Bluetooth equipment can affect the operation of electronic medical equipment. In some cases, Bluetooth™ equipment could cause an accident, so in the following locations, either switch off the power to this device or stop the Bluetooth™ functions.

◆ In hospitals/in trains/in aircraft/at gas stations and other locations with flammable gas/near automatic doors and fire alarms.

◆ Service

When connecting to other Bluetooth device, select the connection method prepared for each function, called the "Service." Which services can be used and which cannot be used depends on the device you are connecting to. Also, even services for functions that the other device has cannot be used if this device does not support them.

Services supported by this device

◆ In order to secure good communications

To ensure good communications, observe the following:
- Other Bluetooth devices, which you want to communicate with, should be located at line of sight. The maximum communications distance may be reduced by the ambient environment (walls, furniture, etc.) or the building structure.
  In particular, in reinforced concrete buildings, communications may be impossible between rooms that are separated by walls or floors reinforced with steel.
- Communicate at least 2 meters away from other equipment (electrical equipment/AV equipment/office computer equipment/digital cordless telephones/faxes, etc.). (In particular, microwave ovens easily affect Bluetooth™ communications, so be at least 3 meters away from them.) If you come too close to other equipment while its power is on, this device may stop communicating normally or cause noise in or interfere with radio or television reception. (On certain UHF and satellite broadcast channels, television pictures may be disrupted.)
- When a broadcast station, transmitter, or the like is nearby and normal communications are not possible, move to a different location. If the signal field in the area is too strong, normal communications may be impossible.
- Interference with wireless LANs
  Since Bluetooth™ equipment and wireless LANs use the same frequency band (2.4 GHz), if you use this device near equipment that has wireless LAN, signal interference will occur and communications may drop and connections be lost. In such a case, take the following countermeasures.
  - Use this device at least 10 meters from wireless LAN devices.
  - When using this device within 10 meters of a wireless LAN device, switch off either of these devices.
- It is not possible to concurrently use a wireless LAN and Bluetooth™.

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■ Bluetooth™ Connections Using Pocket Plugfree (for wireless model only)

◆ Pocket Plugfree

Pocket Plugfree is a program for connecting through Bluetooth™.

It has a user-friendly interface that is consistent with the Pocket PC 2003 operations system.

Critical Point

● For details on Pocket Plugfree, see the help.

■ List of Services

Pocket Plugfree provides the following services.

Critical Point

● Meaning of "Access" and "Share"
The functions "access" and "share" appear in the services in the table below. The difference between these two is as follows.
- Access: Function for connecting to other Bluetooth™ device (client).
- Share: Function for connecting from other Bluetooth device (server).

Service	Summary of Service
Accessing files Sharing files	File copying/renaming/deleting/editing with another Bluetooth™ device.
Accessing name cards Sharing name cards	Exchanges name cards (name and contact information) with another Bluetooth™ device. Name cards received from another Bluetooth™ device are added to the Pocket Outlook "Contacts".
Accessing calendar	This device exchanges calendars with another Bluetooth™ device. Calendars received from another Bluetooth™ device are added to the Pocket Outlook "Calendar".
Accessing the Internet	Connects to the Internet via a Bluetooth™-equipped cell phone/CF/data access point/computer (set for Internet connection sharing).
Serial port type ActiveSync Network type ActiveSync	- Serial port type ActiveSync: Connects this device to a computer via Bluetooth™ and causes ActiveSync to start synchronization. - Network type ActiveSync: Connects this device to a computer via Bluetooth™ PAN (Personal Area Networking) and causes ActiveSync to start synchronization. The above two services cannot be used simultaneously.
Accessing serial port Sharing serial port	This adds a serial port and connects to another Bluetooth™ device through a COM connection. This is used when the program using the serial port is installed.
Accessing notes	This service exchanges notes with another Bluetooth™ device. Since this device does not have a built-in program related to notes, the contents of notes received from other devices cannot be viewed on this device.
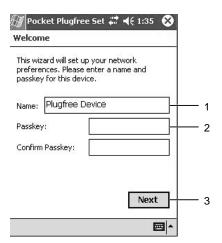
◆ Starting Up and Initial Settings

This section explains how to start up and set Pocket Plugfree.

1 Tap ▦ → "Programs" → "Pocket Plugfree in that order.

When you start Pocket Plugfree for the first time, the setup wizard for making the initial settings is started up.

2 (1) Input your name. (2) Input the pass key you want, and then input it again. (3) Tap "Next".

The "Name" set with "Name" is displayed on another Bluetooth™ device. (The default setting is "Plugfree Device."). You can input up to 16 single-byte English alphanumerics as the pass key.

Critical Point

● When one of the other Bluetooth™ devices accesses this device, it does not usually request the input of the pass key. (If bonding is requested, the input of the pass key is required.) You can set the conditions for requesting the input of the pass key by selecting "My Device" → "Settings" → "Device" in that order.

3 In order to test whether or not Bluetooth™ is operating properly, tap "Test".

When the test ends, the program automatically proceeds to the next step.

Critical Point

● If the test does not go well, "Test ended abnormally. Bluetooth™ module may be switched off. Or, it is required to reset the module. To re-execute the hardware test, click "Test"" is displayed. Tap the Wireless Networking icon 📶 in the LX-Launcher command bar to determine whether Bluetooth™ is inactive, then tap "Test" again.

4   Tap "Next".
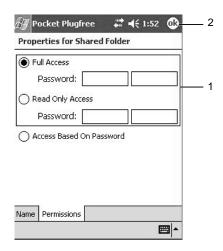
Select the services to use as necessary. (Normally, there is no need to change from the factory settings.)

5   Set the shared folder to be opened to other Bluetooth™ devices.

   1   Tap "Yes".

   2   (a) Input a name of the shared folder. (b) Input the shared folder path. (c) Tap the "Permissions" tab.

Critical Point

- The shared folder name set here is displayed on other Bluetooth™ devices.
- The shared folder name does not need to match an actual folder name. Give the shared folder a name that will be easy for other devices to recognize.
- When you create a new shared folder and leave the settings unchanged, "My Documents\Inbox" will serve as a store for holding notes files sent from other Bluetooth™ devices. The inbox can be changed later. For the instruction on how to set a shared folder, see Help.

---

3   (1) Set the folder access rights. (2) Tap .

- Full access

  Tap this to select it ●, then input the password. After inputting the password in the left box, input it again for verification in the right box. Other Bluetooth™ devices can read, write and delete files on this device.

- Read-only access

  Tap this to select it ●, then input the password. After inputting the password in the left box, input it again for verification in the right box. Other Bluetooth™ devices can only read files on this device.

- Password access

  When you tap this to select it ●, other Bluetooth™ devices can access files stored on this device if the password set with "Full access" or "Read-only access" is input on that other Bluetooth™ device.

4   Tap "Next."

To add other shared folders, tap "Add."

6   Tap "Finish."

7   Click "Yes."
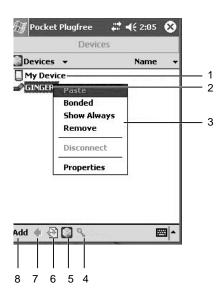
Critical Point

● To re-execute the setup wizard, tap ⬜ on "Device List" screen → "Setup Wizard" in that order.

■ Pocket Plugfree Screen Configuration

◆ Device List

This is the first screen displayed when Pocket Plugfree is started up. At the same time, Bluetooth™ devices in the area are searched for and if any are found, their names are displayed.

1 My Device

The setting screen is displayed.

2   Other Bluetooth™ devices

Bluetooth™ devices in the area are displayed. If a device is set to "Bonded" or "Always display this device in the device list" in "Properties", the device's icon is always displayed in the device list. When ▣ is tapped and other devices searched for again, if a device is not in the Bluetooth™ communications range, the icon for that device is grayed out. (It is only valid if "When they are outside the communications range, devices with the "Bonded" or "Always display" property are displayed grayed out." is selected ☑.)
Tapping one of the devices in the list displays the shared folder set for that device and a list of services that device is equipped with.

3   Pop-up Menu

This pop-up menu is displayed if you tap and hold each of another Bluetooth™ device.

- Bonded: Bonding means establishing a relationship of trust between this device and another Bluetooth™ device. If pass keys are exchanged and they match, a bonded relationship is established. When this is checked, this means that it is possible to connect with this device without inputting the pass key. If this not checked and the device is tapped, the other Bluetooth™ requests you to input the pass key. When you input the pass key, the connection becomes bonded and the check mark is displayed.
- Always displayed: If this is checked, this means that this device set to always be displayed in the device list.
- Delete: Deletes this device from the device list.
- Disconnect: Disconnects the connection with this device.
- Properties: This displays the device address and type for this device. Also, it sets whether or not connection with the device is permitted without a pass key and whether or not to always display it in the device list. For details, see "Properties".

4   🔑

Registers the connection with this device to simplify reconnection.

5   📷

When you tap here, you can enable/disable Bluetooth™ functions and execute the setup wizard.

6   📄

Tap here to search again for Bluetooth™ devices in the area and update the screen.

Tapping **OK** during the search stops the search.

7   ◀
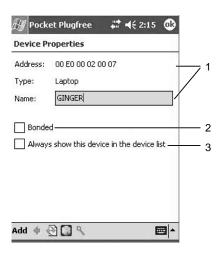
Returns the display to the previous screen.

8   Add

Specifies the device address and adds other Bluetooth™ devices to the device list.

◆ **Properties**

This is the screen displayed when you tap and hold a device in the device list, then tap "Properties" from the displayed pop-up menu.

1   Address/Type/Name

This displays the device address, type (desktop computer, notebook computer, etc), and name.

2   Bonded

To connect a relationship of trust with the device, tap ☑ and select it. When you tap
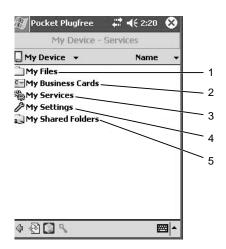
🆗, the other Bluetooth™ device requests you to input the pass key. When you input the pass key, the connection becomes bonded and from then on, you can connect with that device without inputting the pass key.

3   Always displayed:

To always display device in the device list, tap ☑ and select it.

◆ My Device

This is the screen displayed when you select "My Device" from the device list. This screen is for setting basic such basic items as the device name and password and for setting services.

1 Files

This is the folder used for exchanging files with other Bluetooth™ devices. After files form the other devices are copied, they can be pasted and files to be copied to the other device can be selected.

2 Business Cards

Tap and select ☑ the name card to be automatically sent in response to Business Cards requests from other Bluetooth™ devices.

3 Services

Tap ☑ and select the services to use as necessary. Normally, there is no need to change these settings.

4 Settings

This sets such basic parameters as the device name and pass key.

5 Shared Folders

This sets or adds shared folders.
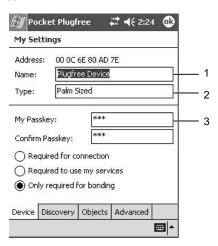
Normally, the shared folders set with Step 5 in "Starting Up and Initial Settings" is displayed.

◆ **Settings**

The settings screen is divided into the "Device" tab, "Detection" tab, "Object" tab, and "Others" tab.

"Device" tab

This sets the name displayed on other Bluetooth™ devices and the pass key input other devices access this device.

1 Name

Sets the name displayed on other devices.

2 Type

Select either "Palm Sized" or "Audio Device." Normally, there will be no problems with the "Palm Sized" setting, but if you cannot connect with some Bluetooth™ headsets, select "Audio Device".

3 Pass key

This sets the pass key input when another device accesses this device.
After inputting the password at "Pass key", select one of the following options.

- Required for connection: Requires the pass key each time another device accesses this device.
- Required to use service: Other devices can access this device and view the services, but each time another device tries to use a service of this device, this device requires the pass key.
- Required only for bonding: Handles devices that access this device as devices that can be trusted and does not require the pass key.
  If bonding is requested, the input of pass key is required.

"Discovery" tab

This sets such parameters as the interval at which to search for other Bluetooth™ devices and whether or not this device can be seen from other devices.

1 Discover devices at start up

Sets how many seconds to search for other devices when Pocket Plugfree is started. Tap ☑ to select it ☐, then input the number of seconds into "Devices to search for".

2 When they are outside commnunications range, devices with the "Bonded" or "Always display" property are displayed grayed out.
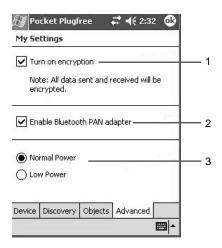
When 📳 is tapped and other devices searched again, if a device for which "Bonded" or "Always display" is set with the Properties is not in the Bluetooth™ communications range, the icon for that device is grayed out.

3 Can other devices reference this device?

This sets whether or not this device can be seen from other devices. Tap "Yes", "No", or "60 seconds" to select it ◉. When you tap "Start", the selected status is enabled.

"Advanced" tab

Normally, there is no need to make the settings on this screen. When making these settings, see the help.

1   Set "Encryption" On.

When you tap and select ☑, data exchanged with other Bluetooth™ equipment is encrypted.

2   Enable Bluetooth PAN Adapter™

Tap ☑ to toggle Enable/Disable Bluetooth™ PAN Adapter. A reset is requested to enable the setting after you changed it.

3   Normal Power/Low Power

This sets the strength of the signals emitted by Bluetooth™.

Note: The signal strength depends on communication environments.

■ File Operations

When the "Access files" or "Share files" service is used, files can be copied/renamed/deleted/edited between this device and other Bluetooth™ devices. Note also that unlike "ActiveSync usage", file copying is only used for exchanging data that requires no data format conversion.

◆ Copying from Other Bluetooth™ Devices

This section explains how to copy files and folders from other Bluetooth™ devices.

1 Tap the other device from the device list screen.

Critical Point

● **When the following screen is displayed**
Input the same pass key as input on the other device, then tap "OK".

2 From the displayed services, tap "File".

3 Tap and hold the file or folder that you want to copy to this device.

4 From the displayed pop-up menu, tap "Copy".

5 (1) Display the device list. (2) Tap "My Device". (3) Tap "Files".

6 Tap the Edit menu → "Paste" in that order.

The file or folder pasted on the above screen is copied directly under "My Device".

7 Tap 🔧 → "Programs" → "File Explorer" in that order to start File Explorer.

8 Open "My Device" and move the copied file to another folder.

◆ Copying to Another Bluetooth™ Device

This section explains how to copy files and folders from this device to another Bluetooth™ device.

1 Tap 🔧 → "Programs" → "File Explorer" in that order to start File Explorer.

2 Move or copy the files to be copied to directly under "My Device".

3 Start Pocket Plugfree. (1) Display the device list. (2) Tap "My Device". (3) Tap "Files".

4 Tap and hold the file or folder that you want to copy to this device.

5 From the displayed pop-up menu, tap "Copy".

6 Tap the other device from the device list screen.

Critical Point

● Input the same pass key as input on the other device, then tap "OK".

7 From the displayed services, tap "File".

8 Tap the Edit menu → "Paste" in that order.

The file or folder is copied to the other device.

◆ Deleting/Renaming/Editing Files on Other Bluetooth™ Devices

When file access is permitted on the other Bluetooth™ device, you can directly delete, rename, or edit files. In order to edit, it is necessary that the program related to the file being edited be installed on this device.

❑ **Deleting**

1 **Execute Steps 1-3 of "Copying from Other Bluetooth™ Devices".**

2 **Tap "Delete" from the displayed pop-up menu.**

❑ **Renaming**

1 **Execute Steps 1-3 of "Copying from Other Bluetooth™ Devices".**

2 **From the displayed pop-up menu, tap "Rename".**

3 **Input the new name.**

Critical Point

● If file renaming fails because file deletion on the other Bluetooth™ device is not permitted, the copy of the file you tried to change remains on the other device. In this case, delete the unnecessary file from the other device.
● Renaming large files can take time.

❑ **Editing**

1 **Execute Steps 1-3 of "Copying from Other Bluetooth™ Devices" .**

2 **Tap the file to edit.**

The program related to the file is started and it can be edited and saved.

■ **Exchanging Business Cards**

When the "Access Business Cards" or "Share Business Cards" service is used,
Business Cards (name and contact information) with another Bluetooth device.

◆ **Sending Business Cards**

Critical Point

● Before starting the sending, use Pocket Outlook "Contacts" to input the information about
yourself you want to send. For details on creating a contact, see "Creating a New Contact".

1   From the device list, tap the other device.

Pocket Plugfree	◀€ 12:11 ✕
Devices ▾	Name ▾

☐ My Device
✍ erg14i
▣ Plugfree Device

Critical Point

● Input the same pass key as input on the other device, then tap "OK".

2   From the displayed services, tap "Business Cards".

3   Tap "Send Business Cards".

Pocket Plugfree	◀€ 12:46 ✕
Business Cards ▾	Name ▾

📇 Send Business Cards
📇 Request Business Cards

4   (1) Tap the Business Cards you want to send to select it ☑. (2) Tap "Send".

When the other device approves reception of the Business Cards, the Business Cards is sent from this device and "(Business Cards) sent correctly" is displayed.

When the other device refuses reception of the Business Cards, "Request denied" is displayed on this device.

◆ **Requesting Business Cards**

Critical Point

● It is necessary that the device from which you request Business Cards be equipped with a function for sending its Business Cards. Please understand that Bluetooth™ PC cards and Bluetooth™ computers from this company do not support functions for sending Business Cards.

● It is necessary that the other device be set so that it can share Business Cards. If the other device is a Pocket LOOX, go to "My Device") and set sharing with the "Business Cards" settings.

1   From the device list screen, tap the other device.

Critical Point

● Input the same pass key as input on the other device, then tap "OK".

2 **From the displayed services, tap "Business Card".**

3 **Tap "Request Business Card".**
The request is sent.
When the other device approves the request, the Business card is sent to this device and displayed as Pocket Outlook "Contacts" data.
When the other device refuses the request, "Request denied" is displayed on this device.

■ Connecting to the Internet

◆ Connecting using a cell phone or CF

A dialup connection to the Internet is made through a Bluetooth™ cell phone or CF.

1 **Put the cell phone or CF in the state to wait for Bluetooth™ signals.**

For details on how to make this setting, see the manual for the cell phone or CF.

2 **Start up Pocket Plugfree and tap the cell phone or CF from the device list screen.**

3 **If you are requested on the cell phone or CF to input the pass key, input it.**

4 **Input the same pass key on this device, then tap "OK".**

5 **From the displayed services, tap "Internet".**

6 **(1) Input the access point for your Internet service provider. (2) Tap 🆗.**

7 **(1) Input the "User name" and "Password" for connecting to the Internet service provider. (2) Tap OK.**

If necessary, tap "Store password" to select it ☑.

For the information for connecting, see the material provided by your Internet service provider.

Critical Point

● **If you are requested on the cell phone or CF side to input the pass key**
On some models, you may be requested to input the pass key. If this happens, input the pass key on the cell phone or CF side, input the same pass key on this device too, then tap "OK".

When this device is connected to the Internet, Pocket Internet Explorer is started up automatically.

◆ Connecting Using Internet Connection Sharing

This method connects to the Internet via a computer set to share its Internet connection.

Critical Point

● The connecting computer must have a Bluetooth™ utility equipped with the personal area networking (PAN) profile.
● For details on how to set Internet connection sharing, see the Bluetooth™ manual for your computer or optional product or the Windows help.

1   From the device list screen, tap the computer for which Internet connection sharing is set.

Critical Point

● Input the same pass key as input on the other device, then tap "OK".

2   From the displayed services, tap "Internet".

3   From the displayed services, tap the "Personal Area Networking (PAN)".

When this device is connected to the Internet, Pocket Internet Explorer is started up automatically.

Critical Point

● **Concerning "Dialup Network (DUN)" and "Local Area Network (LAN)"**
On some computers, the "Dialup Network (DUN)" and "Local Area Network (LAN)" services on the above screen can not be used.

■ Using ActiveSync

Even when this device is not set in its cradle, it can be synchronized with a computer using Bluetooth™. When exchanging data in ways that involve converting data formats, for example synchronizing such files as a computer's Word/Excel files and this device's Pocket Word/Pocket Excel files, use ActiveSync, not "File Operations".

Critical Point

● **Check the following points beforehand.**
   – Make the settings for partnership with a computer on which ActiveSync has been installed.
   – Check that the NetBIOS settings on the computer are valid. For details on how, see the help for your operating system.
   – Remove this device from its cradle before making the Bluetooth™ connection.

1 From the device list screen, tap the computer with which you want to set the partnership.

Critical Point

● Input the same pass key as input on the other device, then tap "OK".

2 From the displayed services, tap "ActiveSync".

When you connect with the computer, the "ActiveSync" screen is displayed automatically and synchronization starts.

Critical Point

● When automatic IP address assignment is enabled, connecting may take about 1-2 minutes.

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SECTION

8

1   Settings

You can set the basic operating environment for this device and make various hardware adjustments.

■ List of Setting Items

To configure settings for this device, use the screen shown below, which is displayed by tapping ![icon] → "Settings" in that order.

From this screen, tap the item that you want to set up.

You can set the following items on the "Personal", "System" and "Connection" tabs.

◆ "Personal" tab

Setting Item	Description
Today	Set information to be displayed on the "Today" screen.
Owner Information	You can set personalized information for this device.
Password	Set the password prompted for when turning on the power or using this device after it has been out of service for a certain period of time.
Buttons	You can assign frequently-used applications to application buttons.
Wakeup Setting	Specify to turn on or not to turn on this device's power when an application button is pressed.
Menus	You can customize the ![icon] menu and "New" menu.
Input	Set the input methods (such as handwriting). You can also set audio recording.
Sounds and Notifications	Set the system sound volume, sound types by context and alarm reminders.

◆ "System" tab

Setting Item	Setting Contents
Brightness	Set the brightness of the backlight.
CPU Setting	Specify to use or not to use the CPU in power-saving mode.
IR Setting	Use to adjust transmissions rate of infrared.
Mic Record Setting	Adjust the input sensitivity and volume for audio recording.
Power	You can set to have the power automatically turned off when this device is out of use for a certain periods of time, in addition to have the remaining battery capacity to be indicated.
System Information	This item displays information on this device's resources (such as the memory size and the OS version).
Audio Setting	Adjusts volume, balance high/low pitch sound.
Backlight	You can specify to turn off the backlight when this device is out of service for a certain period of time.
About	This item displays the CPU name and other important information on this device, and also sets this device's device name under which it can be identified on the network.
Remove Programs	You can remove any applications that you have installed on the device.
Memory	Configure the memory space allocations for storing data and for executing applications. You can also check the memory card utilization with this item.
Regional Settings	Set the date and currency display formats by region (for the Japanese/English-speaking region) so that you can switch the display according to the region you are visiting.
Clock	You can set this device's system clock and switch the display according to the time zone of the places that you visit frequently. You can also set wake-up alarms.
Screen	You can correct the touch screen operation in case display tapping is not responded to correctly.
Certificate	Manage digital certificates used for authenticating the device owner or for authenticating the user that you communications with.
Autorun	Specify to start or not start the application automatically when setting a CF/SD card.

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◆ "Connection" tab

Setting Item	Setting Contents
Beam	Configure the infrared communications settings.
Connections	Connection manager that creates and manage Internet connections.

■ Adjusting the Display

◆ Adjusting the screen brightness

Tap 🎯 → "Settings" → "System" tab → "Brightness" in that order.

1 When using battery power

Adjust the backlight brightness for running this device on the battery power by dragging the knob sideways.

2 When using external power

Adjust the backlight brightness for running this device via the AC adaptor by dragging the knob sideways.

◆ Adjusting the Backlight

Tap 🎯 → "Settings" → "System" tab → "Backlight" in that order.
Set the operations for running the device on the battery power.

1 Idling time before turning off the backlight

Set this checkbox to ☑ to automatically turn off the backlight when this product is out of use for a certain period of time. Tap ▼ to set the time interval before turning of the light.

2 Turn on the backlight when a button is pressed or the display is tapped.

Set this checkbox to ☑ to turn on the backlight when the display is tapped or a button is pressed.
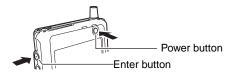
3 "External Power" tab

From the screen that appears when this tab is tapped, you can set operations for running the device via the AC adaptor. You can set the same items as those on the "Battery" tab.

◆ Adjusting the Touch Screen

You can activate this function by either of the following two methods.

- Tap 🖳 → "Settings" → "System" tab → "Screen" in that order.
- Press the Enter button while holding down the Power button on this device.

Power button

Enter button

Tap "Adjust Touch Screen" to start screen adjustment.

Following the instructions on the screen, tap "**+**" to perform adjustment.

■ Adjusting the Memory

◆ Reallocating Memory Space

Tap 🖳 → "Settings" → "System" tab → "Memory" in that order.

1 Drag the knob sideways too adjust memory allocations for storing data and for executing applications.

2 Space for application execution

This bar represents the valid space for executing applications. The blue portion on the bar represents the free space.

3 Space for data storage

This bar represents the valid space for storing data. The blue portion on the bar represents the free space.

4 This section displays details on the memory for application execution.

5 This section displays details on the memory for data storage.

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◆ Checking the Available Memory Capacity

Set a CF/SD card beforehand, and tap ![icon] → "Settings" → System" tab → "Memory" → "Memory Card" tab in that order.

1   Total capacity of the data storage memory card:

This field indicates the total capacity of the memory card inserted in the card slot.

2   Occupied space:

This field indicates the occupied space.

3   Available space:

This field indicates the available capacity.

4   If both a CF and an SD cards are set, use this to select the one subject to information display.

◆ Terminating an Active Application

For the procedure for terminating an application, see "Terminating Applications".

■ CPU Settings

Tap ![icon] → "Settings" → "System" tab → "CPU Setting" in that order.

1   Turbo mode

Set the button to ⦿ improves the processing power, but only with greater power consumption.

2   Standard mode

This is the normal operating mode.

3   Power-saving mode

Set the button to ⦿ reduces the processing power, and also lowers power consumption.

4   Enables automatic power-saving mode.

Set this button to ☑ enables automatic mode adjustment according to the CPU utilization.

■ Setting the Date/Time

Tap ![icon] → "Settings" → "System" tab → "Clock" in that order.

1 Current region/Visiting region

Select from the two region categories, the current or the visiting (overseas).

2 Select the region.

3 Set the time by tapping and setting the hour, minutes and seconds, respectively. Tap ▼ to increase the number, and tap ▼ to reduce it.

4 Tap ▼ to display the Calendar.

Select the date that you want to set.

5 "Alarm" tab

On the screen displayed when this tab is tapped, you can set up to four alarms for a certain time on a certain day of the week.

■ Menu Settings

Tap ![icon] → "Settings" → "Personal" tab → Menu in that order.

1 Select this option ☑ to enable addition selected applications to ![icon] menu.

2 "New menu" tab

Next you can set up "New menu".
On the "New menu" tab, you can set the items that are displayed when the "New" menu is tapped on the "Today" screen.

3 Enable the "New" menu.

Select this option ☑ to add the new menu to the "New" menu in each of the "Calendar", "Contacts", "Notes", "Pocket Word" and "Pocket Excel" applications.

4 Tapping the checkbox ☑ next to an application displays the selected application on the "New" menu.

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■ Setting the Owner Information

Tap ![icon] → "Settings" → "Personal" tab → "Owner Information" in that order.

1 Name/Company/Address/Phone number/Email

Tap each item to enter information on the owner of this device.

2 Display this information when the device's power is turned on.

Select this option ☑ to display the "Owner Information" on the "My Information" screen.

3 "Note" tab

Tap this tab to display the note entry screen.

■ Setting the Password

Tap ![icon] → "Settings" → "Personal" tab → "Password" in that order.

1 The time interval after which password entry is prompted.

To have the password entry screen appear after this device is left out of service for a certain period of time, tap the checkbox (☐ → ☑) and select the length of out-of-service time after which the password entry Prompt if device unsed screen is displayed. If you are not going to set a password, clear the checkbox ☐.

2 Simple four-digit password

Use the key pad to set a four-digit number as the password.

3 Strong alphanumerical password

From the input panel, set a password using at least seven characters by combining single-byte alphanumerical characters (uppercase or lowercase) and delimiters (such as - and _).

4 Password

Tap this option to re-enter the password.

5 Enter a four-digit number from this key pad for setting a simple password.

After you have entered a four-digit number, tap ENTR to display the password setting confirmation screen. Tap CLR to erase the password entered.

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6 Hint

Enter a reminder for the password on the screen that appears when tapping this option.

After you have failed in entering the correct password on the password entry screen four times, what you have entered in this field is displays. Enter information that provides you a hint for recalling your password, but not the password itself or anything directly associated with it.

Critical Point

● **Do not forget your password.**
If you do, you will need to fully reset this device.

■ Power Settings

Tap 🎯 → "Settings" → "System" tab → "Power" in that order.

◆ Battery Tab Screen

1 Main battery

Displays the type of the main battery.

2 Remaining main battery capacity

Displays the remaining battery capacity.

3 Battery backup

Displays the type of the backup battery.

4 Remaining backup battery capacity

Displays the remaining backup battery capacity.

◆ Advanced Tab Screen

1 Battery power: Turns off power when it is not in use.

Select this checkbox ☑ to have the power turned off when running this device on a battery after the out-of-service interval specified by tapping ▼.

2 External power: Turns off power when it is not in use.

Select this checkbox ☑ to have the power turned off when running this device on an external power supply after the out-of-service interval specified by tapping ▼.

■ Today Screen Settings

Tap [icon] → "Settings" → "Personal" tab → "Today" → "Item" tab in that order.

1   **Tap the item for which you want to change the display order to highlight the item, and tap "Move up" or "Move down".**

2   **Tap an item you want to display on the "Today" screen [checkbox].**

3   **Select this option to set the time after which the "Today" screen is displayed after the screen is turned off.**

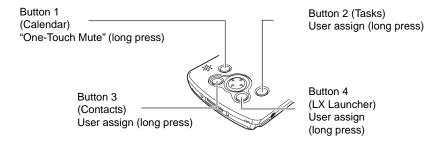   To set the time, tap this option [checkbox] and select the time.

■ Application Buttons Settings

◆ Assigning Applications

The following operation assigns applications to the respective buttons so that an application is started when the relevant application button is pressed.

Pressing and immediately releasing each of the four application buttons and holding it down for about one second (long-pressing) activate different applications. You can assign applications to these buttons two each, that is, eight applications in all.

The factory settings are as follows.

Button 1
(Calendar)
"One-Touch Mute" (long press)

Button 2 (Tasks)
User assign (long press)

Button 3
(Contacts)
User assign (long press)

Button 4
(LX Launcher)
User assign
(long press)

Follow the procedure below to assign applications to the respective buttons.

Tap 🔧 → "Settings" → "Personal" tab → "Buttons" in that order.

1   Buttons

Select the button that you want to set.

Button 1 Button 2 Button 3 Button 4	For each button, set an application to be started when the button is pressed and released immediately.
Button 1 long press Button 2 long press Button 3 long press Button 4 long press	For each button, set an application to be started when the button is pressed and held down for one second or longer.

2   Assignments

Displays the states currently assigned to the respective buttons.

3   Programs to be assigned to the buttons:

Select additional applications to be assigned to the buttons.

4   Reset to the default settings.

Restores the initial settings.

5   "Up/Down Control" tab

Next you can set up "Up/Down Control" settings.

The "Up/Down Control" tab enables you to adjust the response speed when this device's Up or Down button is pressed.

1   Latency before moving starts:

This section adjusts the latency between the time you pressed the Down button and the time the relevant item starts moving.

2   Moving speed:

This section adjusts the speed at which the relevant item moves with the UP or Down button pressed down.

◆ **Setting Startup with Button**

Specify to turn on or not to turn on this device's power when an application button is pressed.

Tap 🔧 → "Settings" → "Personal" tab → "Wakeup Setting" in that order.

When you tap "Turn on power when an application button is pressed." to select it ☑, this device's power is turned on when an application button is pressed.

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■ Infrared Communications Settings

◆ Setting Methods for Receiving Files

This operation sets the method for receiving files sent from other Pocket PCs.

Tap 🐾 → "Settings" → "Connection" → "Beam" in that order.

1 Receive all incoming beams.

Select this checkbox ☑ to receive files beamed from other PCs at any time.

Clear this checkbox ☐ to reject files beamed from other PCs.

◆ Setting Baud Rate for Infrared Communications

This operation sets the baud rate for infrared communications.

Tap 🐾 → "Settings" → "System" tab → "IR Settings" in that order.

1 FIR (max. 4 Mbps)

Sets the maximum transfer rate to 4 Mbps.

2 SIR (max. 115.2 Kbps)

Sets the maximum transfer rate to 115.2 Kbps.

■ Setting Sound and Recording

◆ Setting volume, etc.

Adjusts volume, balance high/low pitch sound.

Tap 🏁 → "Settings" → "System" tab → "Audio Setting" in that order.

Drag the knob sideways to make adjustments.

◆ Setting Recording Through Mic

Adjust the input sensitivity and volume for audio recording.

Tap 🏁 → "Settings" → "System" tab → "MIC Record Setting" in that order.

1 Automatic setting

When you tap this checkbox to select it ☑, the volume is automatically adjusted to the input volume.

2 Setting input volume

Drag the knob sideways to adjust microphone sensitivity.

3 Setting recording volume

Drag the knob sideways to adjust the recording volume.

■ Checking System Information

◆ Checking Assets

Adjust volume, balance high/low pitch sound.

Tap 🏁 → "Settings" → "System" tab → "System Information" in that order.

2 Adding/Removing Applications

You can install/delete applications to/from this device.

■ Applications You Can Add

This device can run applications supported by Pocket PC 2003.
Applications for other operating systems cannot be installed.

■ Adding Applications Using Your Computer

You can connect this device to your computer and install applications from the computer. To do so, ActiveSync must be installed in the computer beforehand.

1 Download an application to your computer or set the CD-ROM containing an application in your computer's CD drive.

2 Set this device in its cradle connected to the computer.

3 Start the application's installer on the computer.

   The application is automatically transferred and installed to this device.

Critical Point

● **If an installer does not accompany the application:**
According to the application's manual, copy the application to this device.

■ Adding Applications from the Internet

You can connect this device to the Internet and download an application. Then start its installer directly on this device to install it.

Critical Point

● **If an installer does not accompany the application:**
According to the application's manual, copy the application to this device.

■ Removing Applications

You can remove any applications that you have installed on the device. However, the pre-installed applications cannot be deleted.

1   Tap ![icon] → "Settings" → "System" tab → "Remove Programs" in that order.

2   Tap and highlight the application you want to delete from "Applications in Data Storage Memory" and tap "Remove".

3   Tap "Yes".

SECTION

9

1   Troubleshooting and Tips

If a fault occurs in your Pocket PC, try to eliminate it with the measures described in this chapter. If you fail to correct the problem, proceed as follows:
- Make a note of the steps and the circumstances that led to the fault. Also make a note of any error messages displayed.
- Switch the Pocket PC off.
- Contact your sales outlet or our hotline/help desk.

■ Installing New Software

You will find information on installing supplementary programs in the ActiveSync help file that you can call up after installing ActiveSync on your PC/notebook.

When installing programmes or drivers, important files may be overwritten and modified. To be able to access the original files in case of problems following installation, you should make a backup copy prior to installation

■ Date or Time of the Pocket PC is Incorrect

- Touch Start.
- Select the Settings entry in the menu.
- Select the System tab.
- Touch the Clock symbol.
- Depending on your preference, you can change the time by moving the click hands or by entering the desired time.
- Touch OK (navigation bar) to confirm your setting.

■ The Display of the Pocket PC Remains Dark

◆ Display lighting is switched off
- Press the Suspend button longer than 1 second.

■ The Information on the Display of the Pocket PC is Difficult to Read

◆ Reflection
- Turn the Pocket PC until you can see the information in the display again.

■ The Pocket PC Switches Off

◆ If you operate the Pocket PC too long with only the battery, the Pocket PC switches into the Suspend mode when the battery charging level is too low.

- Connect the power adapter to charge the battery.
- Press the Suspend button.

■ The Pocket PC does not Start after Switch On

If the Pocket PC does not start after switch on, this may be due to one of the following:

◆ The battery is dead

- Charge the battery.
- Connect the power adapter to the cradle with the Pocket PC.
- Check whether the power adapter is connected correctly to the cradle.
- Check whether the power cable is plugged properly into the power adapter and into the mains outlet. The indicator on the power adapter should illuminate.

The battery is charged. LED is blinking green.

◆ The power adapter is not connected correctly

If the Pocket PC does not start after switch on, this may be due to one of the following:

- Switch the Pocket PC off.
- Check whether the power adapter is connected correctly to the Pocket PC.
- Check whether the power cable is plugged properly into the power adapter and into the mains outlet.
- Then switch the Pocket PC on again

■ **The Pocket PC Stops Working**

If the Pocket PC stops working, this may have the following reasons:

◆ **An application programme has caused the malfunction**

• Restart the Pocket PC (soft reset).

Or

• Reset the Pocket PC to the delivered state with the Full Reset switch.

Critical Point

● When you reset the Pocket PC to the delivered state, your data are lost!
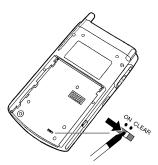
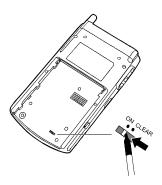• Slide the lock in the direction of the arrow with the stylus.

• Slide the battery slightly in the direction of the arrow (1).
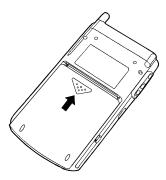• Lift out the battery upward in the direction of the arrow (2).

• Slide the Full Reset switch to the right with the stylus.

ON CLEAR

• After waiting a few moments, slide the Full Reset switch to the left with the stylus.
Please note that your Pocket PC does not start up immediately after actuating the full reset switch, but rather a few seconds after installing the battery and connecting the mains power cable.

ON CLEAR

- Install the battery as shown in the diagram and then slide it in the direction of the arrow until the edge of the battery is flush with the edge of the device.

- Slide the lock in the direction of the arrow with the stylus.

Critical Point

● After approximately 10 seconds a picture appears on the display and a tone sounds.

Important

◆ If the device is switched off with the Full Reset switch, the battery is switched off so that the RAM contents are lost. This means you lose all data (documents, additionally installed programs, personal settings) that you haven't saved elsewhere.

◆ Therefore, remember to make a regular data backup with synchronisation or on corresponding memory cards.

◆ **The battery is dead**

• Connect the power adapter to the Pocket PC to charge the battery.

Or

• Connect the power adapter to the cradle and place the Pocket PC in the cradle for charging.

■ The Battery Discharges Too Quickly

◆ **The battery is either too hot or too cold.**

• Bring the Pocket PC up / down to a normal temperature again. If the operating time of the battery mode is extremely short, the battery is probably old and should be replaced. Please consult your local distributor if you want to buy a new Pocket LOOX 610 battery.

■ The Suspend Button does not Respond Properly

◆ You have pressed the Suspend button too long to switch the Pocket PC on or off.

- Briefly press the Suspend button until the Pocket PC switches on or off.

■ No Sound or Minimal Volume

◆ Check whether the volume is set correctly.

- Touch the loudspeaker symbol in the navigation bar and set the volume with the slide control. Make sure that the sound is switched on (marking in On selection box).

Or

- Touch Start.
- Select the Settings entry in the menu.
- Select the Personal tab.
- Touch the Sounds & Notifications symbol.
- Set the desired volume with the slide control.
- Touch OK (navigation bar) to confirm your setting.

■ Contact Help Desk

If you are unable to solve a certain problem, please contact our help desk. http://www.pc-ap.fujitsu.com/contactus. Please have the following information ready when you call:

- The model name and serial number of the Pocket PC. The serial number is located on a sticker on the backside of the Pocket PC.
- Notes of any messages that appear on the screen and information on acoustic signals.
- Any changes you have made to the hardware or software after receiving the Pocket PC.
- Your system configuration and all peripheral devices connected to your system (e. g. keyboard).
- Country of Purchase.