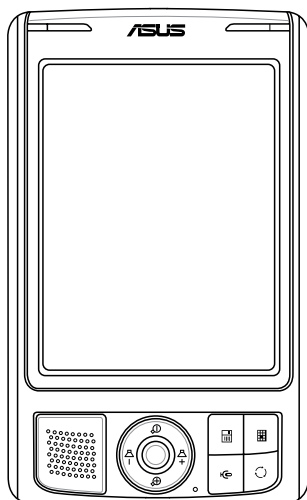




MyPal A639



User Manual

E3210

First Edition

May 2007

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MyPal A639 specifications

Processor	Marvell® PXA 270 Processor, 416MHz
Operating system	Microsoft® Windows Mobile® 6 (Pocket PC)
Memory	1GB Flash ROM 64MB SDRAM
Display	3.5-inch, brilliant transfective TFT LCD 65,000 Full-color QVGA, 240x320 resolution Touch Screen
Battery	1300 mAh removable/rechargeable Li-ion
Expansion slot	SD card slot (SDIO/SD/MMC)
Communication	Bluetooth® v 2.0 (EDR) IR port: SIR 115.2kbps max. USB 1.1 Client WLAN 802.11b/g
Audio	3.5 mm stereo
GPS	SiRF Star III / GPS chip with built-in GPS Antenna
Size	122 mm x 73.2 mm x 18.8 (19.45) mm
Weight	187 grams (with battery)

(Specifications are subject to change without notice.)

IMPORTANT To avoid damaging your Pocket PC and accessories, it is best to operate this unit (including the protection case) within a temperature range of 20-30 °C (68-86 °F) and 50% humidity. Anything that goes beyond or below the ideal temperature range may damage the unit, and may shorten the battery life.



Package contents

Your package includes several accessories for the Pocket PC. After unpacking, check the items against the list below and make sure that they are in good condition. If any item is missing or damaged, contact your dealer or retailer immediately.

Standard items

- ASUS MyPal A639 Pocket PC
- USB travel sync cable
- AC adapter
- Microsoft Getting started CD: includes Microsoft® ActiveSync® 4.5
- Stylus
- Protection case
- Removable/ rechargeable 1300mAh Li-ion battery
- Manual
- Quick Start Guide
- Car kit (car holder and gooseneck)
- Car charger
- Warranty card
- Cradle

Optional accessories

- | | |
|--------------------------------------|-----------------------------|
| • Stylus x 3 / package | • Car charger and converter |
| • 26-pin to DC in adapter | • Battery |
| • External antenna | • Leather protection case |
| • USB travel sync cable | |
| • AC adapter | |
| • Car kit (car holder and gooseneck) | |
| • Stereo headset with microphone | |
| • Bluetooth headset | |

Chapter 1 Getting Started

Introducing MyPal

The ASUS® MyPal A639 is truly a good companion wherever you go. Powered by a 416MHz Marvell® PXA270 processor, equipped with 64MB SDRAM and 1GB Flash ROM, and bundled with the Microsoft® Windows Mobile® 6 plus a host of useful utilities, you have everything you need in your pocket!

MyPal A639 comes with additional Wi-Fi feature that allows you to connect to wireless LAN and Internet. MyPal A639 has a single SD card slot.

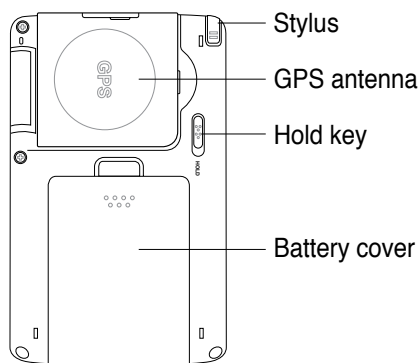
Front features



- **Power LED** - shows a steady red light when the battery is charging; steady green when the battery is fully charged and the device is connected to an AC power source.
- **Bluetooth/GPS/Wi-Fi LED** - lights up blue when the Bluetooth® feature is on; lights up green when GPS is on; lights up red when Wi-Fi is on.
- **LCD touch screen** - allows you to enter, read, send, receive or edit data by tapping on it. The screen lumination is increased or decreased by changing the backlight settings.

- **Speaker** - allows you to hear alarms and other sound output from the device.
- **4-way navigation button** - functions like the four arrow keys on a keyboard. This button allows you to move through the program icons, folders, or files in a menu by scrolling up or down, left or right.
If ASUS® MyPal is bundled with GPS map software, you may use the buttons to zoom in, zoom out and adjust the volume.
- **Launch button** - functions like the enter/return key on a keyboard. Press once to launch a selected program, list folder contents, or open a file.
- **Contacts button** - opens your contacts list at any time.
- **Calendar button** - opens the Calendar program at any time.
- **Mode Switcher button** - allows you to switch between Today, Windows Media Player and Rotate screen. The Mode Switcher button can also function as a Task Switcher, which allows you to switch between currently running programs on your device.
- **Notes button** - opens the Notes program at any time.

Back features



- **Stylus** - used for tapping or writing on the LCD touch screen.
- **GPS antenna** - used as a signal receiver that pinpoints your exact location. This information is retrieved from satellites. Flip open this panel when using the GPS. If signal reception is not strong enough, you can connect an optional external antenna to the socket on the top side of this panel.
- **Hold key** - provides a safety measure to avoid users from accidentally tapping the screen or turning on the device. Move the switch towards

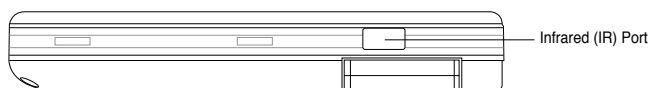
the word **Hold** to turn off the screen and prevent it from turning back on even when you tap the screen or press a button. Move the switch towards the opposite direction to disable this feature.

- **Battery cover** - provides protection to the battery compartment of the device.

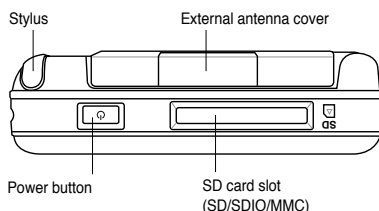
NOTES As a precaution, the Power button is automatically disabled when you remove the battery cover. You can only turn on the power when the battery cover is installed to the unit. The battery cover is removable, and allows you to remove or replace the main battery.

Side features

- **Infrared (IR) port** - allows you to copy or send data to another device with an IR port. For a successful exchange of data, the IR port of both devices must be properly aligned and facing each other within the IR communication range.



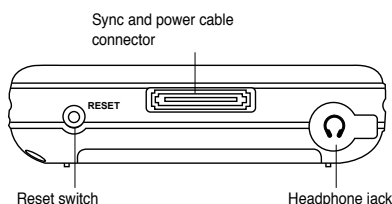
Top features



- **External antenna cover** - covers the external antenna port. If the GPS signal is weak, connect an optional external antenna to the port.
- **SD card slot** - accommodates an SD memory card, MMC memory card or an SDIO interface card (e.g. 802.11b/g, modem, etc.)
- **Power button** - turns the device power on or off if you press the button quickly.

NOTE To shutdown the device, press the **Power** button for about four seconds then tap **Yes**. All open files will be unsaved.

Bottom features







- **Headphone port** - connects to a headphone.
- **Sync and power cable connector** - connect the 26-pin USB sync cable directly to this connector to synchronize your device with your computer.

This also charges the battery at the same time.

- **Reset switch** - allows you to perform a soft reset in case the device malfunctions, or when an application hangs. Press the tip of the stylus on this switch to reset the system.

NOTE

To perform a clean reset, press and hold the Volume Down button  while simultaneously pressing the Mode Switcher button  and pressing the stylus on the reset switch. Then a warning message appears. Press  to do clean reset, or press  to leave the operation screen. Performing a soft reset will not change the data in the device; while performing a clean reset will delete all data.

Make sure to decrypt all files in the storage card before clean reset. Fail to do so may cause the files unable to be opened again after clean reset.

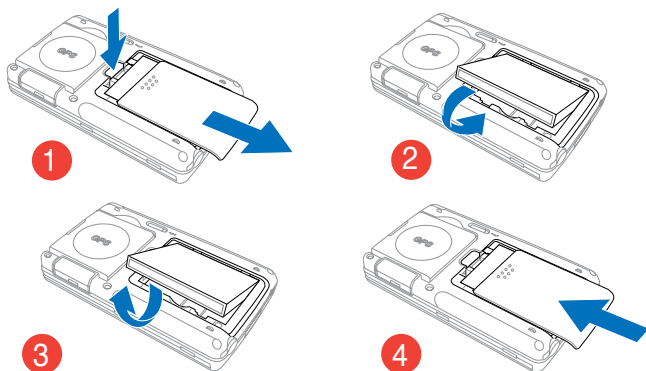


The GPS car kit

The GPS car kit includes:

- **Car holder** - holds the Pocket PC.
- **Gooseneck** - securely attaches the Pocket PC to the car's windshield.

Installing and removing the battery



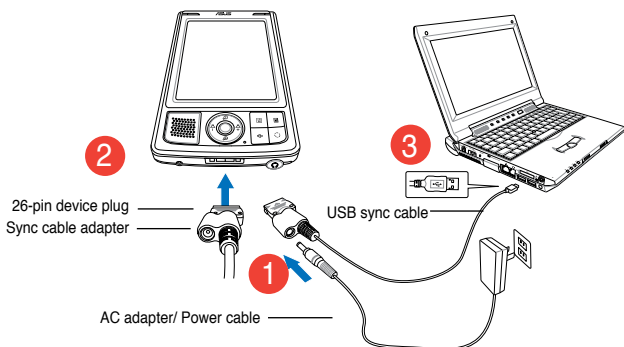
NOTE

Opening the battery cover automatically turns off the power. There is a mechanism at the upper left side of the battery compartment that switches the power off automatically when you slide out the battery cover. This is a safety measure for protecting the power circuitry, so please make sure not to lose the battery cover.

Connecting to a power source

IMPORTANT

You need to charge the battery before using the device for the first time.



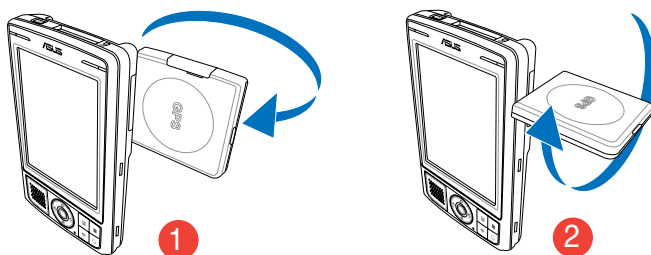
NOTE

As soon as the power cable is connected to a power source, the battery will start charging and the power LED will show a steady red light. See “Changing the battery power settings” in Chapter 2 on how to display the battery power status.

Setting up GPS

To receive GPS signal:

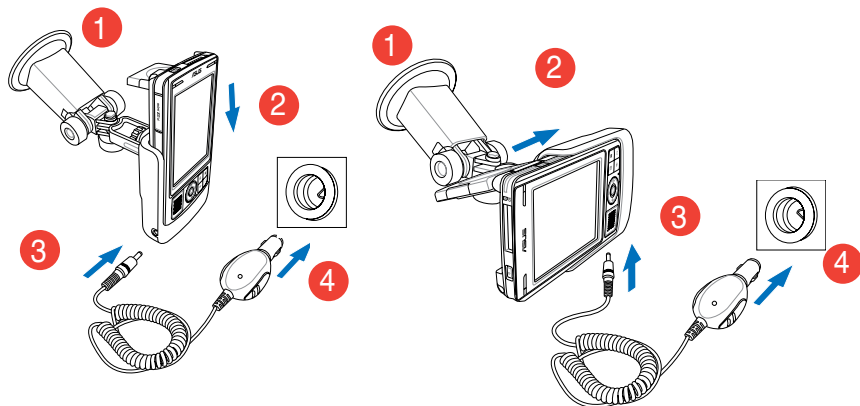
Flip open the GPS antenna panel from the back of the device. You may rotate the panel as illustrated below.



NOTE

For best signal reception, the GPS antenna panel should be oriented parallel to the ground. If the GPS signal reception is weak, purchase and use an optional external antenna. Flip open the antenna cover that is above the panel, then plug in the external antenna to the antenna port.

To use the GPS car kit:



Vertical orientation

Horizontal orientation

NOTE

Gently bend the gooseneck when adjusting the orientation. Do not forcibly bend the gooseneck. The device must be carefully placed into the holder to avoid damaging the 26-pin device connector and causing the device to breakdown.

Additional storage

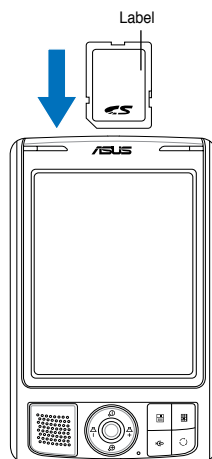
MyPal A639 comes with the standard SD card slot. The SD card slot can be inserted with SD or MMC memory cards. It also supports SDIO cards of various functionalities including 802.11b/g, modem, etc.

Installing and removing SD/ MMC/SDIO card

1. With the label side (usually the side with the card manufacturer's name) face up, and the barcode/ serial number side face down, insert the card into the SD card slot located on top of the device.
2. Push the card all the way into the slot until it fits completely. If properly installed, the SD or MMC card edge aligns with the top edge of the device. SDIO cards usually have an extended part that protrudes over the slot edge.
3. To remove, press the card slightly until it ejects out. You may then safely remove the card.

NOTE

An SD/MMC/SDIO/ card fits only in one orientation, and slides smoothly into the slot if inserted correctly. **DO NOT** force the card into the slot!

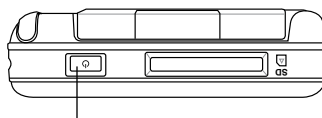


Activating MyPal

You need to properly calibrate and activate your device before using it. This process ensures accurate positioning when entering text and selecting menus.

Calibrating and activating your device

1. Press the power button.



Power button

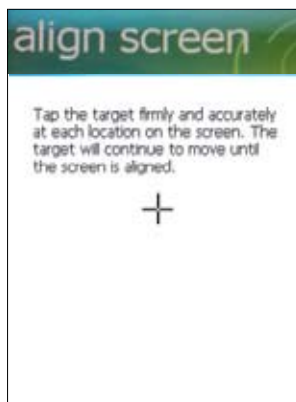
2. The Welcome screen appears when you turn on the device for the first time, or after performing a clean reset. Tap anywhere on the screen to continue.

NOTE To perform a clean reset, refer to the description on page 4.



3. Tap the center of the cross to perform the align screen process. You may have to do this step a few times to properly calibrate.

NOTE To launch the Align Screen function at any time, tap  > **Settings** > **System** tab > **Screen** icon > **Align Screen** button.




4. Follow the succeeding on-screen instructions.
5. Tap anywhere on the Complete screen when you are done with the alignment and settings. You are now ready to use your device.

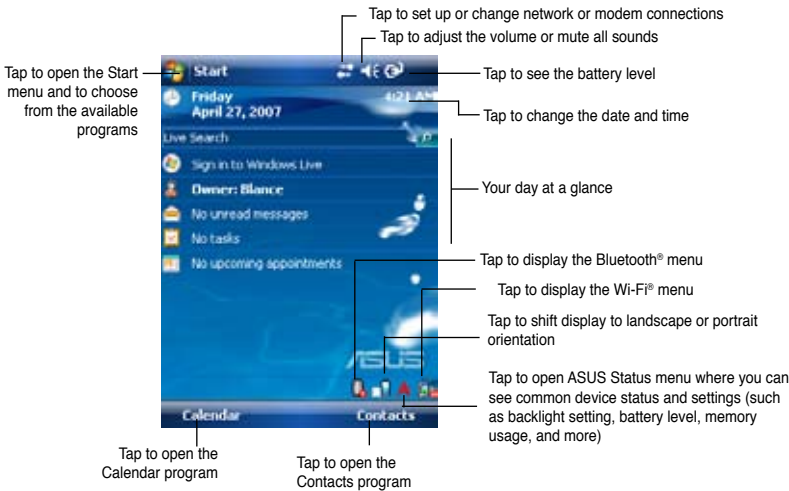
Basic screens on MyPal

Today screen

Normally, the Today screen appears when you turn on your device for the first time each day.

NOTE When the device is already on and the screen displays another program, you may return to the Today screen any time by tapping  > **Today**.


As shown in the sample below, the Today screen lets you see at a glance the summary of the important information for the day.

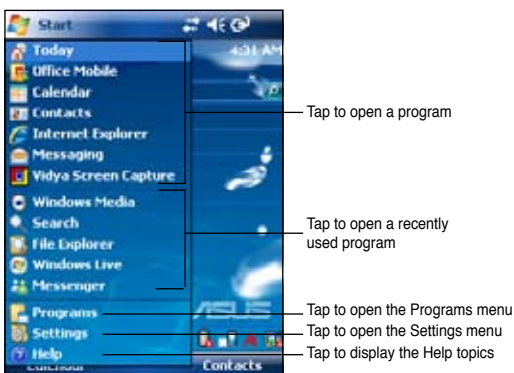


From the Today screen, tap any of the listed items with the stylus to display the details. See “Chapter 2: Basics” on how to modify the current tasks or activities, or to add new items or information.

Start menu

From the Start menu, you can select programs, settings, and help topics.

To display the Start menu, tap the  icon from the top of the screen.



Menu bar

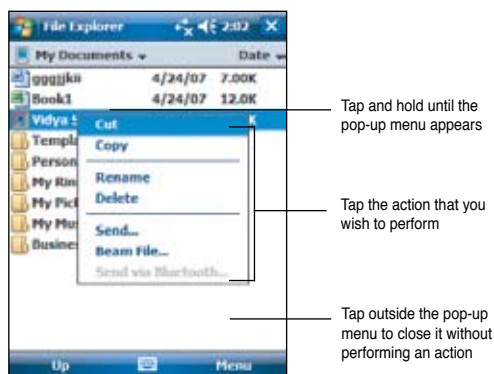
At the bottom of the screen of a program is the Menu bar. You can use the menus and buttons on the Menu bar to perform commands and actions.

The menus and buttons vary depending on the programs you are using.

Pop-up menus

With the pop-up menus, you can easily choose an action for an item.

For example, you can use the pop-up menu in **File Explorer** to delete, copy, or beam an item.



To access a pop-up menu, tap and hold the stylus on the item that you wish to perform action on. When the menu appears, lift the stylus, and tap the action that you want to execute. To close the pop-up menu without performing an action, tap anywhere outside the menu.

NOTE The pop-up menus are also available in most other programs on your device. However, the pop-up menu items vary depending on the program or application.


Chapter 2 Basics

Viewing system information

Your device allows you to easily display the built-in specifications.

NOTE You cannot change the information you see in the system information screens.

To display the system information:

1. Tap  > **Settings** > **System** tab > **System Information** icon
2. To display the device specifications, tap **Device Info** tab. This will display various information such as the device ID, system memory, and wireless capabilities.
3. Tap the **Version** tab to view other information about the device.

Entering information

You can enter information in your device in any of the following ways:

- Use the input panel to enter text using either the soft keyboard, the Letter Recognizer, the Block Recognizer, or the Transcriber
- Write directly on the screen with the stylus
- Draw pictures on the screen
- Speak into the device microphone to record a message
- Use the Microsoft® ActiveSync® to synchronize or copy information from your desktop computer to your device


Entering text using the Input Panel

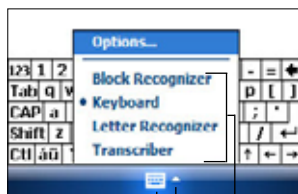
Use the Input Panel to enter information in any program on your device. You can either type using the **soft keyboard** or write using the **Letter Recognizer**, **Block Recognizer**, or **Transcriber**. In either case, the characters appear as typed text on the screen.

To show or hide the input panel, tap . To see input options, tap .

NOTE  appears beside  only when the input panel is not hidden.

To type with the soft keyboard:

1. Tap  > **Keyboard**.
2. Tap the keys on the on-screen keyboard with the stylus to enter information.




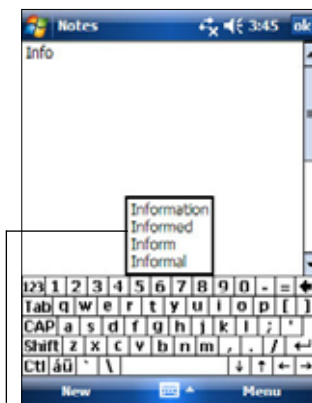
Tap to show or hide the input panel
Tap to display the input method options
Select an input method

Word completion feature

When you use the Input Panel and the soft keyboard, your device anticipates the word you are typing 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 device, the more words it learns to anticipate.

To change options on the word completion feature:



1. Tap  > **Settings** > **Personal** tab > **Input** > **Word Completion** tab.
2. Make your desired changes then tap **ok**.

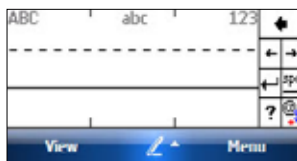


Tap here if this is the word you wish to use

To use Letter Recognizer:


With the Letter Recognizer, you can write letters on the screen with the stylus as you would on paper.


1. Tap  > **Letter Recognizer**.
2. Write a letter within the writing area.
When you write a letter, it is converted to a typed text that appears on the screen. For instructions and a demonstration on using the Letter Recognizer, tap  next to the writing area.

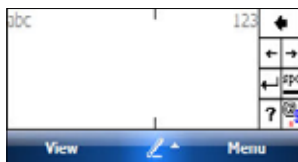


To use Block Recognizer:

With the Block Recognizer, you can input character strokes that are similar to those used on other devices.



1. Tap  > **Block Recognizer**.
2. Write a letter within the writing area.

When you write a letter, it is converted to a typed text that appears on the screen. For instructions and a demonstration on using the Block Recognizer, tap  next to the writing area.



To use Transcriber:

With Transcriber, you can use the stylus to write anywhere on the screen as you would on paper. Unlike Letter Recognizer and Block Recognizer, you can write a sentence or additional information. Pause after writing and let Transcriber convert the written characters to typed characters.

1. Tap  > **Transcriber**.
 2. Write anywhere on the screen.
- For instructions and demonstration on using Transcriber, with Transcriber open, tap  at the lower right corner of the screen.




To edit typed text:

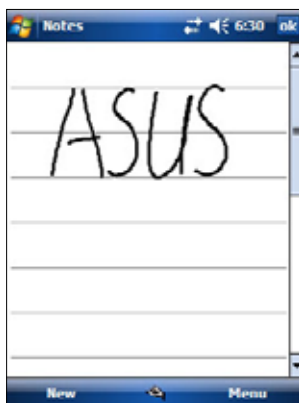
1. Select the text that you wish to edit using either one of the following:
 - drag the stylus over the text
 - tap twice to select a word
 - tap three times to select a paragraph
2. Tap **Menu** on the Menu bar and select an action, or use one of the tools in the Input Panel to enter a new text.

Writing on the screen

In the Notes program, you can use the stylus to write directly on the screen. Write the way you do on paper.

To write on the screen:

1. Tap  > **Programs** > **Notes** > **New**
2. The screen displays a blank space with lines to help you write.
3. Write your text.



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

To edit your writing:

1. If you accidentally write on the screen, tap **Menu** > **Undo Ink** to delete the last writing.
2. To select a text, tap **Menu** > **Draw** to switch to preview mode from writing mode. Drag the stylus across the text you want to select.
3. Tap **Menu** on the Menu bar then select an action, or use one of the tools in the Input Panel to enter a new text.

To select a zoom level:

- Tap **Menu** > **Zoom**. From the list, tap a zoom percentage.

To insert date:

- Tap and hold the stylus until the insertion point appears, tap **Insert Date** on the popup menu.



Drawing on the screen

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:

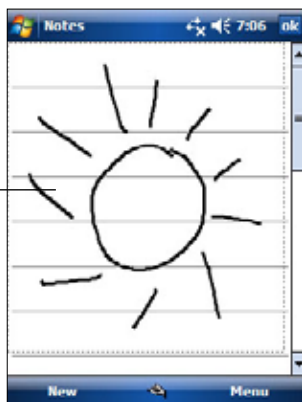
1. Use the stylus to make a stroke that extends over three lines on the screen. A drawing box appears around the stroke.

NOTE If the drawing does not cross over three lines, the drawing box does not appear.

2. Continue drawing. If your subsequent strokes extend outside the box, you will notice that the drawing box expands to enclose all the strokes.

The drawing box indicates the boundaries of the drawing

NOTE To easily work on or view your drawing, change the zoom level by tapping **Menu > Zoom** and selecting your desired zoom.






To edit your drawing:

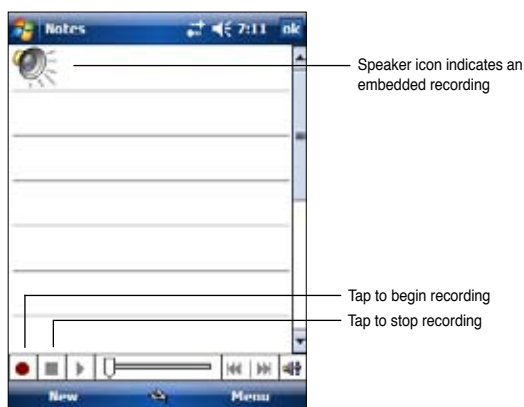
1. Tap and hold the stylus on the drawing until the selection handle appears. To select multiple drawings, drag to select the drawings you want.
2. Tap and hold the selected drawing, then tap an editing command on the pop-up menu or tap a command on the **Menu**.
3. Resize the drawing by dragging a selection handle to your desired size.

Recording a message

In any program where you can write or draw on the screen, you can also quickly capture thoughts, reminders, and phone numbers by recording a message. In Calendar, Tasks, and Contacts, you can include a recording in the Notes tab. In the Notes program, you can either create a standalone recording or include a recording in a written note. If you want to include the recording in a note, open the note first. In the Inbox program, you can add a recording to an e-mail message.

To create a recording:

1. Tap  > **Programs** > **Notes** > **Menu** > **View Recording Toolbar**.
2. Hold your device with the microphone near your mouth or other source of sound.
3. Tap  (red button) to begin recording. To stop recording, tap  . You will hear two beeps when you stop recording.
4. The new recording appears in the Notes list, or as an embedded icon. To play the recording, tap it from the list, or if embedded in a note, tap the **Speaker** icon.



To change the recording format:

1. In the note list, tap **Menu > Options > Global Input Options** link > **Options** tab.
2. Select your desired recording format from the **Voice recording format** pull-down menu then tap **ok** when done.



NOTE Compared to other settings, the **Pulse Code Modulation (PCM)** provides slightly better sound quality but takes up 50 times more storage space than Mobile Voice recordings.

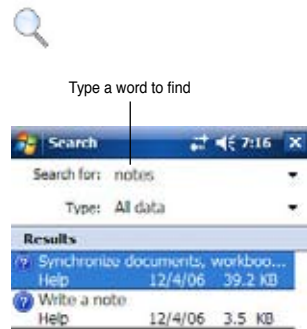
Finding and organizing information

The **Search** and **Help** features on your device helps you quickly locate information.


Using the Search function

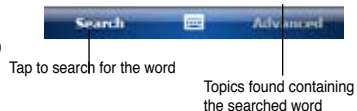
To search for information:

1. Tap  > **Help > Search**.
or tap  > **Programs > Search** icon
2. Enter the text that you want to find, select a data type, then tap **Search** to start the search. To quickly find information that is taking up space on your device, select **Larger than 64 KB** in Type.



To use the Help feature:

1. Tap  > **Help**.
2. Tap a link to the topic that you wish to display.



Using the File Explorer

To use the File Explorer to find and organize files:

- Tap  > **Programs > File Explorer** icon to display the files in your device.

Customizing your device

You can customize your device by adjusting the settings, using the built-in programs, and installing additional software.

To see the available options:


- Tap  > **Settings** > **Personal** or **System** tab.

NOTE Tap and hold the slider on the right side of the screen to display other Settings icons.




Changing the date and time

To change the date and time settings:

1. Tap  > **Settings** > **System** tab > **Clock & Alarms** icon.
2. Under the **Time** tab, make your desired settings.

NOTE Tap the **More** tab and select **Display the clock in the title bar in all programs** to display the clock on the top right corner of the screen all the time.


To change the alarm settings:

1. Tap  > **Settings** > **System** tab > **Clock & Alarms** icon > **Alarms** tab.
2. Make your desired settings.

Changing the start menu



To change the menu items:

1. Tap  > **Settings** > **Menus** icon.
2. Check the box opposite the items that you wish to appear on the **Start Menu**.
3. Tap **ok**.


NOTE Items that are not added in the Start menu can be found in the Programs.



Changing the owner information



To change the owner information:


1. Tap  > **Settings** > **Owner Information** icon.
2. Key-in the data that you wish to appear on the Today screen.
3. Add notes to the owner information by tapping the **Notes** tab.
4. Key-in your desired text.
5. Tap the **Options** tab, then select the items that you wish to appear on-screen whenever you turn on the device. Tap **ok** when done.



Setting a password




To set a password for your device:

1. Tap  > **Settings** > **Lock** icon.
2. Check the box **Prompt if device unused**, then select the period from the available options by tapping the down arrow.

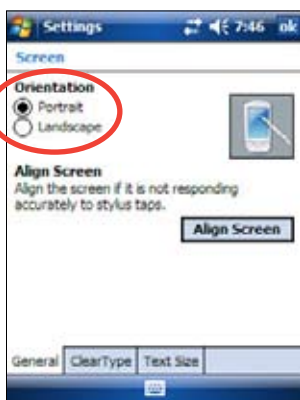
3. Select the password type, **Simple 4 digit** or **Strong alphanumeric**.
4. Key-in a password. If you selected the Strong alphanumeric type of password, you need to key-in the password twice.
5. Tap the **Hint** tab to create a kind of reminder in case you forget your password.
6. Tap **ok** when done.

Changing the screen display orientation

To change the screen display orientation:

1. Tap  > **Settings** > **System** tab > **Screen** icon.
2. Select your desired orientation, then tap **ok**.

Portrait orientation




Tap to change the screen display orientation


Landscape orientation



To enable the ClearType feature:

1. Tap  > **Settings** > **System** tab > **Screen** icon > **Clear Type** tab.
2. Check the **Enable Clear Type** box, then tap **ok**.


To change the screen text size:

1. Tap  > **Settings** > **System** tab > **Screen** icon > **Text Size** tab.
2. Move the slider toward the **Smallest** or **Largest** until you attain your desired text size. Tap **ok**.


NOTE The slider is set on the middle by default.

Changing the screen theme

To change the screen theme:


1. Tap  > **Settings** > **Today** icon.
2. Select your desired theme from the available options.
or
Check the box **Use this picture as the background**, then tap **Browse** to select an image from your picture files.
3. Tap **ok** when done.

To specify the items to appear on the Today screen:

1. Tap  > **Settings** > **Today** icon > **Items** tab.
2. Check the box opposite your desired items. Tap **ok** when done.

Changing the button assignments

To change the button assignments:

1. Tap  > **Settings** > **Buttons** icon.
2. Highlight a button by tapping on it.
3. Tap the down arrow to display the programs that you can assign to the button.
4. Repeat steps 2 to 3 to change other button assignments.
5. Tap **ok** when done.





To customize the button settings:

1. Tap the **Up/Down Control** tab.
2. Tap the slider to your desired settings of Up/Down button reaction time.
3. Tap the **Advance** tab to set options for the key light and hold switch.
4. Tap **ok** when done.

Using Mode Switcher and Task Switcher


On the rightmost group of buttons on the device (see Chapter 1), its right button functions, by default, as the Mode Switcher button which allows you to quickly toggle between the Today screen, Windows Media Player, and Rotate screen. The Mode Switcher box appears on-screen when you press this button.

To customize Mode Switcher:

1. Tap  > **Settings** > **System** tab > **Mode Switcher** > **Display settings** tab.
2. The three programs mentioned earlier are selected by default to be included in the Mode Switcher box. You may remove a program by deselecting the corresponding checkbox.
3. To change the ordering of the programs, tap  or  button.
4. Select the checkbox under  if you want to add an Exit icon to the Mode Switcher box.
5. Tap **ok** when done.

If you want to change the button assignment to become the Task Switcher button, follow the steps below. Task Switcher allows you to toggle between currently running programs.

To enable Task Switcher:


1. Tap  > **Settings** > **System** tab > **Mode Switcher** > **Basic** tab, then select Task Switcher.
2. Tap **ok**.

NOTE

In the Basic tab, you can increase the delay time for showing the Mode Switcher or Task Switcher box to give you more time to make selections.






Setting the backlight

To set the backlight:

1. Tap  > **Settings** > **System** tab > **Backlight** icon.
2. Adjust the display brightness by dragging the slider towards **Dark** or **Bright** until you achieve your desired screen brightness.
3. Tap the **Advance** tab and customize the backlight settings when using battery power and AC power.
4. Tap **ok** when done.

Changing the battery power settings

To change the battery power settings:

1. Tap  > **Settings** > **System** tab > **Power** icon to display the battery power status. This screen shows the detected percentages of the remaining battery power. You may not change the information on this screen.
2. Tap the **Advanced** tab to customize the settings for the battery to conserve power.
3. Tap the **CPU Mode** tab to set the processing power to use when using programs.
 -  **Maximum** - allows better CPU performance. Set to this mode when playing games or playing video. However, setting to Turbo mode may reduce the battery life.
 -  **Normal** - allows for a normal CPU speed and more stable performance. Set to this mode when listening to MP3 audio files or for applications that do not require very fast CPU speed.
 -  **Power Save** - sets the CPU to a lower speed. This mode has a lower CPU performance but extends the battery life. Set to this mode when using text based applications such as Word, Excel, etc.
 - For automatic power saving, tick the circle beside  **Auto**. This mode adjusts the CPU speed depending on the program that you are running.
4. Tap **ok** when done.


Selecting sounds and notifications



Your device can remind you of things you have to do in several ways. For example, if you have set up an appointment in Calendar, a task with a due date, or an alarm in Clock, you will be notified in any of the following ways.


- A message box appears on the screen
- A sound is played (you can select the type of sound)
- A light flashes on the device

To set sounds and notifications:

1. Tap  > **Settings** > **Personal** tab > **Sounds & Notifications** icon > **Sounds** tab then select the items that you wish to enable.
2. Tap the **Notifications** tab and set the event notification details.
3. Tap **ok** when done.

Changing the audio settings

To change the Audio settings:

1. Tap  > **Settings** > **System** tab > **Audio** icon.
2. Adjust the volume, balance, treble, and bass, and 3D settings by dragging the slider to the left or to the right until you achieve your desired sound output.
3. Tap **ok** when done.


NOTE Tap the **Default** button to restore the default audio settings.

To change the Microphone settings:

1. Tap **Mic** tab from the audio settings screen.
2. In **MIC Gain Control**, choose either to manually adjust the gain control or let the device automatically adjust the recording volume. Adjust the volume to high or low by dragging the slider to the left or to the right.


NOTE Tap **Default** to revert to the default settings.

Changing the wakeup settings

1. Tap  > **Settings** > **Personal** tab > **Wakeup** Source icon.
2. Check the boxes of the items to control what functions/conditions will turn on the device's power. Pressing any one of the function buttons on the front panel wakes up the device.
3. Tap **ok** when done.

Changing the USB settings

To change the USB settings:

1. Tap  > **Settings** > **Connections** tab > **USB Settings** icon.
2. Choose a USB Interface.
 - **Transmission as Network Interface** - configures your device as a network card so that you can connect it to a PC to browse the Internet, etc.
 - **Transmission as Serial Interface** - allows a serial connection between your device and PC. Select this when using ActiveSync.
 - **Simulation as Card Reader** - turns your device into a mass storage unit similar to a card reader.
 - **Simulation as Flash Disk** - turns your device into a mass storage unit similar to an external flash disk. The internal flash is more than 800MB for map storage and more.
3. Tap **ok** when done.

To change the USB charging mode:


1. Tap **USB Charger** tab from the **USB Settings** screen.
2. Choose a USB charging mode.
 - **Slow Charging** - to use this mode, your PC needs to support 100mA.
 - **Fast Charging** - to use this mode, your PC needs to support 500mA.
3. Tap **ok** when done.

NOTE


To avoid overcharge, charging automatically stops after 5 hours. In Fast Charging mode, the device is able to be fully charged within 5 hours, but in Slow Charging mode, it is necessary to connect the device again to the power source to get it fully charged.

Changing the memory settings


To display the memory allocation:

1. Tap  > **Settings** > **System** tab > **Memory** icon.
2. Tap **ok** when done.

To check the storage card memory:

1. Tap  > **Settings** > **System** tab > **Memory** icon > **Storage Card** tab to display the memory information for the selected storage card.
2. If you wish to free storage card memory, delete some files from the storage card. Use the File Explorer to delete files. See “Using the File Explorer” for information.

To view the running programs:


1. Tap  > **Settings** > **System** tab > **Memory** icon > **Running Programs** tab.
2. If you wish to free some system memory currently used by the running programs, select a program then tap **Stop**.
To stop all running programs, tap **Stop All**.

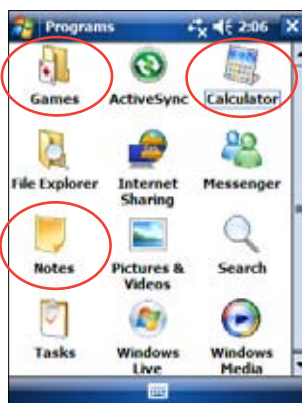
Using simple applications

Your device includes several simple applications that are useful in your day-to-day use of your device.

NOTE	The major applications that came with the Microsoft® Windows Mobile® 6.0 are discussed in other chapters.
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To access the applications:

1. Tap  > **Programs**.
2. Tap an icon to launch a specific application program.



Calculator



Tap the **Calculator** icon to use basic calculator functions.

Games



Tap the **Games** icon to display the available games.

Bubble Breaker




The main objective of this game is to burst all the bubbles. To do so, tap two or more bubbles of the same color that are connected to each other. The more bubbles you burst at a time, the higher your score.

Solitaire



The main objective of this game is to use all the cards in the deck to build up four suit stacks in ascending order, beginning with the aces.

NOTE

For details on the game rules, see the Help information on your device by tapping  > **Help** > **Contents** > **Play Games**.


Pictures & Videos



Use **Pictures & Videos** to view pictures and play back videos of various formats stored in your device or in a storage card. You can then send them to your friends, view a slideshow of your pictures, play back the video or set a picture as background on the Today screen.

Refer also to the online help on your device for more information on using this feature.

To use Pictures:

1. Tap  > **Programs** > **Pictures & Videos** icon.
2. Tap the thumbnail of the picture or video that you wish to open.
3. When the picture or video appears on the screen, tap **Menu** to zoom (zoom in, zoom out or fit the image to window), play slide show, edit your picture or play back the video.

4. Tap **Menu > Set as Today Background...** to use the picture as your wallpaper in the Today screen.
or
Tap **Menu > Beam picture...** if you wish to send the picture to another device with IR port.
5. Tap **Send** on the Menu bar to attach the picture to an e-mail.

To use Auto Correct:

- Tap **Menu > Edit > Menu > Auto Correct** to automatically adjust the picture.

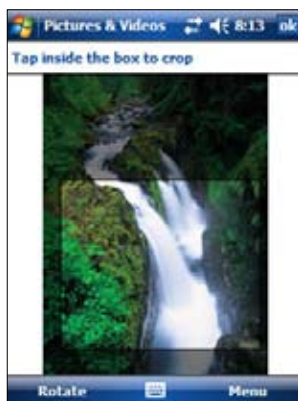
NOTE Tap **Menu > Undo** to reverse the last action made. Tap **Revert to Saved** to reverse all actions done on the picture.

To rotate the picture:

- Tap **Menu > Edit > Rotate** from the Menu bar. Each tap of **Rotate** turns the picture 90 degrees clockwise.

To crop the picture:

1. Tap **Menu > Edit > Menu > Crop**.
2. Drag the stylus pen over the screen to select the part of the picture you want retain.
3. Tap inside the crop box to crop the picture.
4. Tap **Undo** to reverse the last action made.



To save the picture:

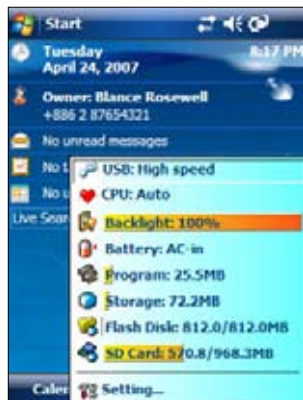
- Tap **Menu > Save As** in order to save the changes after editing the picture.

Checking Device Status

Quickly view essential device information such as storage usage and battery life by using ASUS Status.

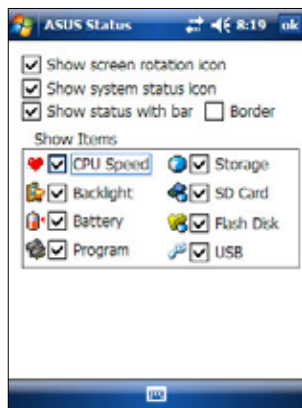
To open ASUS Status:

1. Tap the ASUS Status icon at the lower right corner of the screen.
2. A menu opens displaying general information about your device. Tap an item to access more options for that particular item.




To change Asus Status settings:

1. Tap the **ASUS Status** icon at the lower right corner of the screen then tap **Setting...**
2. Make the desired selections from the available items. You can remove items from the ASUS Status menu by clearing the box beside the items under **Show Items**.
3. Tap **ok** to make the changes.



NOTE

If you clear the box beside the **Show system status** icon, the ASUS Status icon will not show on the Today screen. To make the ASUS Status icon appear again, tap  > **Settings** > **System** tab > **ASUS Status** icon.

Chapter 3

Synchronize and Enhance

Microsoft® ActiveSync®

The Microsoft® ActiveSync® is one of the important bundled programs in MyPal. With ActiveSync, you can synchronize the information on your desktop computer with the information on your device. Synchronization compares the data on your device with your desktop computer and updates both computers with the most recent information. To get the latest version of Microsoft® ActiveSync®, visit the website: www.microsoft.com/windowsmobile/activesync.

For example:

- Keep Pocket Outlook data up-to-date by synchronizing your device with Microsoft Outlook data on your desktop computer.
- Synchronize Microsoft Word and Microsoft Excel files between your device and desktop computer. Your files are automatically converted to the correct format.

NOTE	By default, ActiveSync does not automatically synchronize all types of information. Use the ActiveSync options to turn synchronization on or off for specific information types.
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With ActiveSync, you can also:

- Copy (rather than synchronize) files between your device and desktop computer
- Control when synchronization occurs by selecting a synchronization mode. For example, you can synchronize continually while connected to your desktop computer or only when you choose to synchronize.
- Select which information types are synchronized and control how much data is synchronized. For example, you can choose to synchronize your appointments of the past two weeks only, appointments older than two weeks are not synchronized.

For more information about using ActiveSync:

1. Start ActiveSync on your desktop computer.
2. On the ActiveSync menu bar, click **Help > Microsoft ActiveSync Help**.

Installing ActiveSync® on your computer

The ActiveSync program is already installed on your device. To synchronize information on your device with your computer, you must also install ActiveSync on your computer. Install ActiveSync from the Getting Started CD that came with your product package.

NOTE Before starting the ActiveSync installation, make sure that you have Microsoft® Outlook® installed on your computer. If you don't have Outlook or have Outlook 98 or Outlook 2000 installed, you are encouraged to update to the Outlook via www.microsoft.com.

To install ActiveSync on your computer:

1. Turn on your computer and monitor.

IMPORTANT Do not connect your device to your computer until you have finished installing ActiveSync.

2. Place the Getting Started CD into the optical drive of your computer. The CD autoruns and displays the initial screen, then the Main Menu from which you can start the installation.
3. Read the **Overview** before installing ActiveSync to make sure that you perform the installation sequence correctly, and then click "Next".
4. Follow the instructions on the succeeding screens.

If you have previously installed ActiveSync in your computer, the installation wizard detects it and prompts you with a message.

Click **Next** to continue installing and replace the current version.

Click **Cancel** to quit and keep the current version.

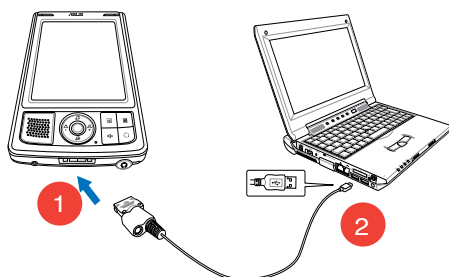
5. Wait until the wizard finishes copying all the necessary files, and updates your system.

NOTE You may connect your Pocket PC to your computer right after installing ActiveSync. Make sure that the **Transmission as Network Interface** or **Transmission as Serial Interface** option is selected in **Settings > Connections** tab > **USB Settings**.

Synchronizing your device

Connecting your device to a computer

1. Connect the 26-pin device plug of the sync cable to the 26-pin connector at the bottom of your device.
2. Connect the other end of the sync cable to a USB port on your computer.



Setting up a sync relationship

Immediately after you have completed the installation, the **Sync Setup** wizard will start automatically to help you establish a sync relationship and customize your synchronization settings. At this point, you can decide exactly which types of information you would like to synchronize with your computer.

*A **sync relationship** is a file that allows you to synchronize your device with your desktop computer. This file is stored on your desktop computer. An additional file that enables your desktop computer to recognize your device is stored on your device.*

To set up a sync relationship:

1. On the Synchronization Setup Wizard screen, click **Next**.
2. Select the type of information that you wish to synchronize, then click **Next**. If you wish to customize a synchronized item, highlight the item then click **Settings**.

On the Calendar Synchronization Settings window, for example, select from the options on how you wish to synchronize the appointments on your device with your computer, then click **OK**.

3. Click **Finish** to complete the sync relationship setup.



Immediately after you set up a sync relationship, ActiveSync starts automatically and initiates the first synchronization between your device and your computer.

Refer to the succeeding sections for more details on synchronization.



Checking synchronized information

After your first synchronization, take a look at Calendar, Contacts, and Tasks on your device. You will notice that the calendar information in Microsoft Outlook on your computer was copied to your device, and the information that you have on your device was copied to your computer.



NOTE Open Microsoft Outlook on your desktop computer to see the details of copied information from your device.

Manually initiating synchronization

Once you have set up ActiveSync and completed the first synchronization process, you can initiate synchronization from your device at any time.

To manually initiate synchronization:

1. Tap  > **Programs** > **ActiveSync** to display the ActiveSync screen.




Tap to stop/start synchronization

Tap to change synchronization settings

2. To start synchronization, connect your device to your computer, then tap **Sync**.

To end synchronization, tap **Stop**.

You may synchronize via IR (infrared port) or before changing synchronization settings. To do this, you need to stop synchronization with your computer first.

NOTE For more information on synchronization, tap  while in the ActiveSync screen, then tap **Help**.

Synchronization options

The Microsoft ActiveSync program allows you to customize your synchronization settings at any time. You can select the items to synchronize, set the synchronization schedule, and specify the synchronization rules.

To display the synchronization options:

- From the ActiveSync window on your desktop computer, click on the **Options** icon, or
- From the menu bar, click on **Tools**, then **Options**.

To select items to synchronize:

1. Check the box beside the item that you wish to synchronize.
2. Highlight a checked item then click on **Settings** to specify synchronization options for the item.

For example, highlight **Calendar** then click on **Settings** to display the **Calendar Synchronization Settings** window. Customize the available settings, then click **OK** when done.

3. Do the same for the other checked items.

NOTE You cannot set the options for unchecked items.

4. Click **OK** when done.

Chapter 4

Microsoft® Pocket Outlook

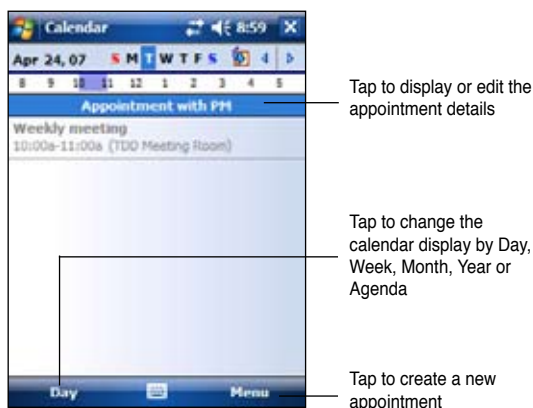
Microsoft® Pocket Outlook includes Calendar, Contacts, Tasks, Notes, and Messaging. You can use these programs individually or together. For example, you can use an e-mail address stored in Contacts to address e-mail messages in Messaging.

Using ActiveSync®, you can synchronize information in Microsoft Outlook or Microsoft Exchange on your desktop computer with your device. You can also synchronize this information directly with a Microsoft Exchange server. Each time you synchronize, ActiveSync compares the changes you made on your device and desktop computer or server and updates both computers with the latest information. For information on using ActiveSync, see ActiveSync Help on your desktop computer.

You can switch to any of the Pocket Outlook programs by tapping .

Calendar

Use Calendar to schedule appointments, including meetings and other events. You can check your appointments in one of several views (Agenda, Day, Week, Month, and Year) and easily switch views using the View menu.



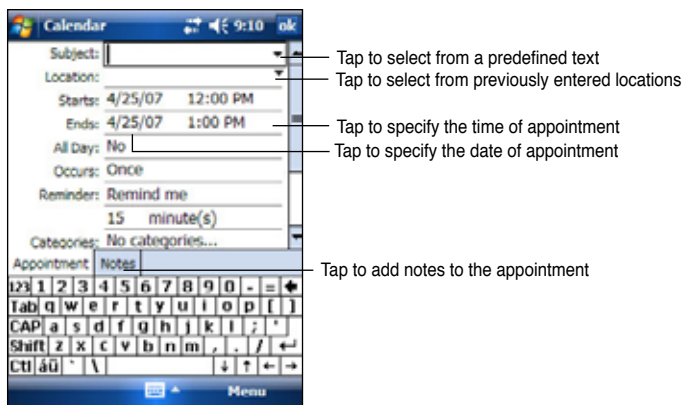
NOTE

You can customize the Calendar display, such as changing the first day of the week, by tapping **Menu > Options**.

Creating appointments


To create an appointment:

1. If you are in Day or Week view, tap your desired date for the appointment,
2. Tap **Menu** > **New Appointment**.



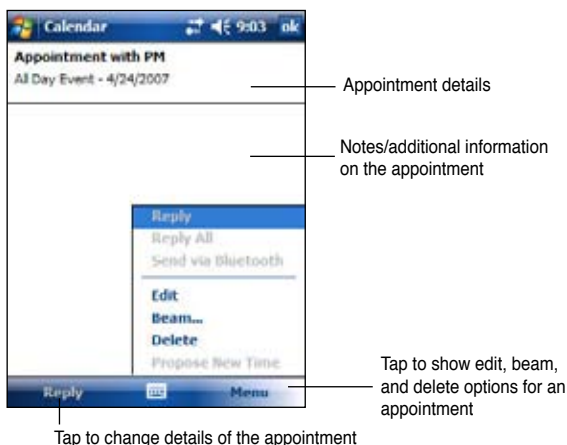
3. Using the input panel, enter a description and a location. Tap to select the field.
4. If needed, tap the date and time to change them.
5. Enter other desired information. You will need to hide the input panel to see all available fields.
6. To add notes, tap the **Notes** tab. You can enter text, draw, or create a recording. For more information on creating notes, see the section "Notes" later in this chapter.
7. When done, tap **ok** to return to Calendar.

NOTE

Tap **Menu** > **Options...** > **Appointments** tab to set the device to remind you of all your new appointments. Your device will remind you according to the options set in , **Settings**, **Personal** tab, **Sounds & Notifications**.

Using the summary screen

When you tap an appointment in Calendar, a summary screen appears. To change the appointment, tap **Edit**.



Creating meeting requests

You can set up meetings with users of Outlook and Pocket Outlook. The meeting request will be created automatically and sent either when you synchronize Inbox or when you connect to your e-mail server.

To create a meeting request:

1. Tap **Menu > Options > Appointments** tab to indicate how you want meeting requests sent.
2. If you send and receive e-mail messages through ActiveSync, select **ActiveSync**.

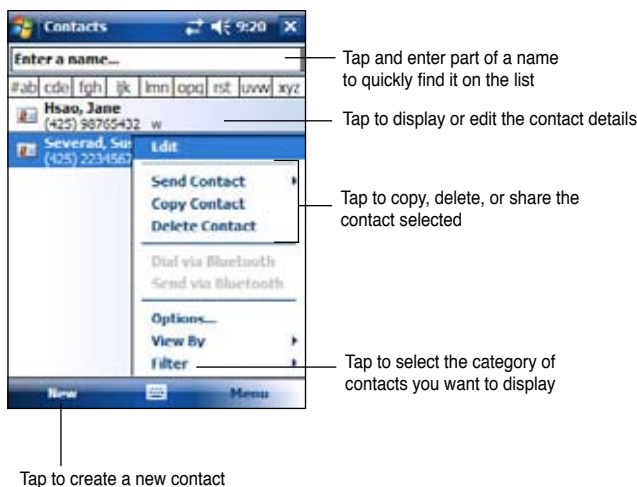
To schedule a meeting:

1. Create an appointment.
2. In the appointment details, hide the input panel, then tap **Attendees**.
3. From the list of e-mail addresses you have entered in Contacts, select the meeting attendees. Tap **Add** to select more contacts. Tap **ok** when done.

The meeting notice is created automatically and placed in the Outbox folder. For more information on sending and receiving meeting requests, see Calendar and Messaging online help on the device.

Contacts


Contacts maintains a list of your friends and colleagues so that you can easily find the information you look for, whether you are at home or on the road. Using the Bluetooth or the infrared port (IR) on the device, you can quickly share Contacts information with other device users.

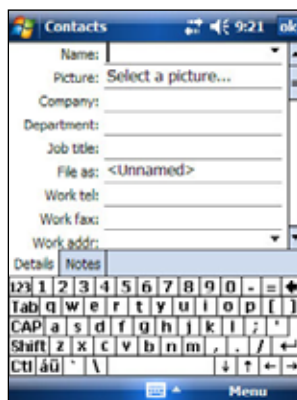


NOTE To change the way information is displayed in the list, tap **Menu > Options**.

Creating contacts

To create a contact:

1. Tap  > **Contacts** > **New**.
2. Using the input panel, enter a name and other contact information. You will need to scroll down to see all available fields.
3. To assign the contact a category, scroll to and tap **Categories**, then select a category from the list. On the contact list, you can display the contacts by category.

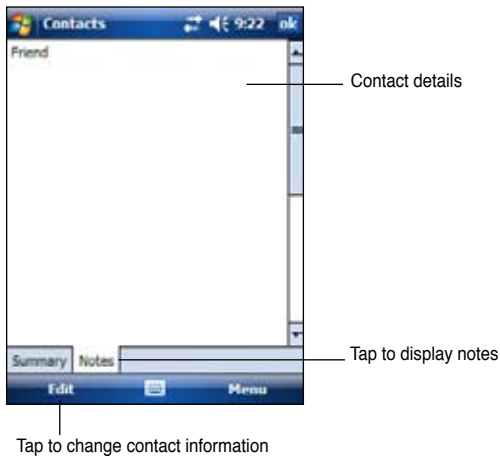


4. To add notes, tap the **Notes** tab.
You can enter text, draw, or create a recording.
For more information on creating notes, see the section “Notes” later in this chapter.
5. Tap **ok** to return to the contact list when done.




Using the summary screen

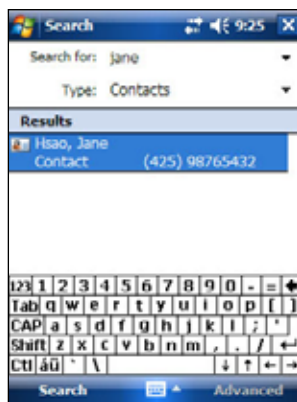
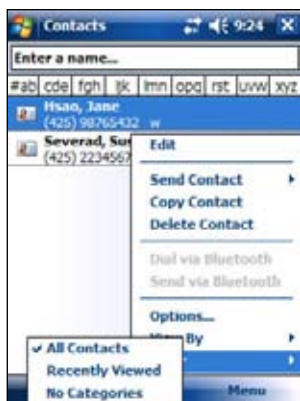
Tapping a contact on the contact list displays a summary screen. To change the contact information, tap **Edit**.



Finding a contact

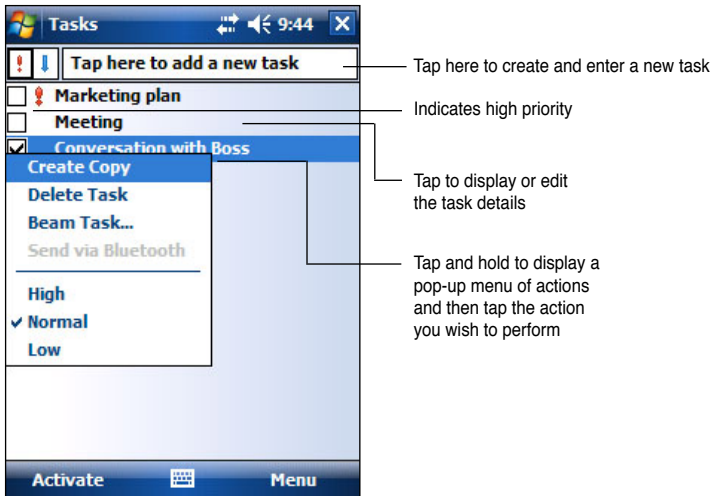
There are four ways to find a contact.

1. In the contact list, enter a contact name in the box under the navigation bar. To show all contacts again, clear text from the box or tap the Undo button to the right of the box.
2. Tap **Menu > Filter** and then select the type of contact that you wish to display. To show all contacts again, select All Contacts. To view a contact not assigned to a category, select No Categories.
3. To view the names of companies your contacts work for, in the contact list, tap **Menu > View By > By Company**. The number of contacts that work for that company will be displayed to the right of the company name.
4. Tap  > **Programs > Search**. Enter the contact name, select Contacts for the type, and tap Search.




Tasks

Use Tasks to keep track of what you have to do. Tap **Menu > Sort by** or **Filter** to sort or filter displayed tasks respectively.



Creating tasks

To create a task:

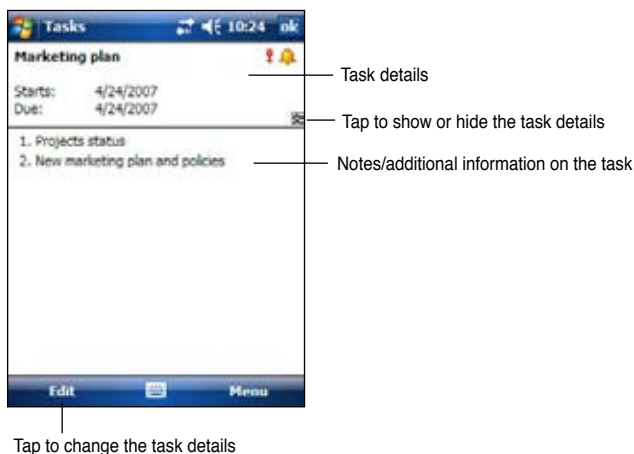
1. Tap  > **Programs > Tasks > Menu > New Task** to display a blank task form.
2. Using the input panel, enter a description.
3. Enter a start date and due date, or enter other information by tapping the field first. If the input panel is open, you will need to hide it to see all available fields.
4. To assign the task to a category, tap **Categories** and select a category from the list. On the task list, you can display tasks by category.



5. To add notes, tap the **Notes** tab. You can enter text, draw, or create a recording. For more information on creating notes, see the section “Notes” later in this chapter.
6. Tap **ok** to return to the task list when done.

Using the summary screen

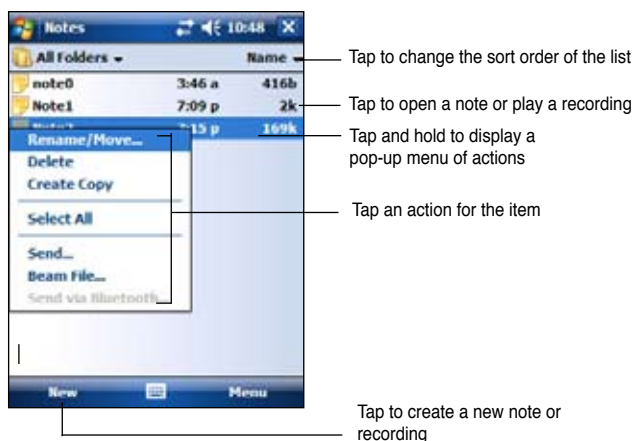
Tapping a task on the task list displays a summary screen. To change the task details, tap **Edit**.



Notes

Quickly capture thoughts, reminders, ideas, and phone numbers with Notes. You can create a written note or a recording. You can also include a recording in a note. If a note is open when you create the recording, it will be included in the note as an icon. If the note is displayed, it will be created as a standalone recording.

You may change the default Notes options including the writing mode, template, file storage, and record button action.



To set the default input mode for entering note text:

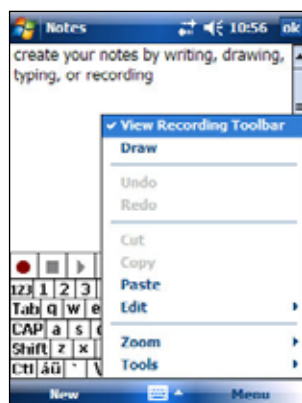
1. Tap > **Programs** > **Notes** > **Menu** > **Options**.
2. In the Default mode box, select one of the following:
 - **Writing** if you want to draw or enter handwritten text in a note.
 - **Typing** if you want to create a typed note.
3. Tap **ok**.

NOTE On the Options screen, tap > **Help** to know more about the other settings.

Creating notes

To create a note:

1. Tap > **Notes** > **New**.
2. Create your note by writing, drawing, typing, or recording. For more information about using the input panel, writing and drawing on the screen, and creating recordings, see Chapter 2.
3. Tap **ok** to save the note and return to the Notes list.



NOTE Tap **Menu** > **View Recording Toolbar** to display recording tools and make a recording.

Messaging

Use Messaging to send and receive e-mail messages in one of these ways:

- Synchronize e-mail messages with Microsoft Exchange or Microsoft Outlook on your desktop computer
- Send and receive e-mail messages by connecting directly to an e-mail server through an Internet service provider (ISP) or a network

Synchronizing e-mail messages

You can e-mail messages as part of the general synchronization process. You will need to enable mail synchronization in ActiveSync. For more information on enabling mail synchronization, see the ActiveSync online help on your desktop computer.

During synchronization:

- Messages are copied from the mail folders of Exchange or Outlook on your desktop computer to the ActiveSync folder in Inbox on your device. By default, you will receive messages from the past five days only and the first 100 lines of each message.
- E-mail messages in the Outbox folder on your device are transferred to Exchange or Outlook, then send from those programs.
- E-mail messages in subfolder must be selected in ActiveSync on your desktop computer in order to be transferred.

NOTE	You can also synchronize e-mail messages with your desktop computer from a remote location. For more information on connecting your device, see Chapter 7.
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Connecting directly to an e-mail server

In addition to synchronizing e-mail messages with your desktop computer, you can send and receive e-mail messages by connecting to an e-mail server using a modem or network card connected to your device. You need to set up a remote connection to a network or an ISP, and a connection to your e-mail server. For more information, see Chapter 7.

When you connect to the e-mail server, new messages are downloaded to the device Inbox folder, messages in the device Outbox folders are sent,

and messages that have been deleted on the e-mail server are removed from the device Inbox folder.

Messages that you receive directly from an e-mail server are linked to your e-mail server rather than your desktop computer. When you delete a message on your device, it is also deleted from the e-mail server the next time you connect, based on the settings you selected in ActiveSync.

You can work online or offline. When working online, you read and respond to messages while connected to the e-mail server. Messages are sent as soon as you tap **Send**, which saves space in your device.

When working offline, once you have downloaded new message headers or partial messages, you can disconnect from the e-mail server and decide which messages to download completely. The next time you connect, Inbox downloads the complete messages you have marked for retrieval and sends the messages you have composed.

When you connect to your e-mail server or synchronize with your desktop computer, by default, you will receive messages from the last three days only, and the mail is less than 0.5KB in size. If the mail size is larger than 0.5KB, you need to download it through hyperlink. The original messages remain on the e-mail server or your desktop computer.

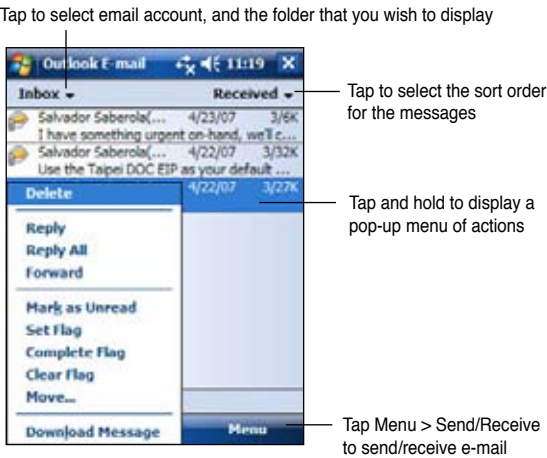
You can mark the messages that you want to retrieve in full during your next synchronization or e-mail server connection. In the message list, tap and hold the message that you want to retrieve. On the pop-up menu, tap **Download Message**. The icons in the Inbox message list give you visual indications of message status.

You can specify your downloading preferences when you set up the service or select your synchronization options. You can change them at any time.

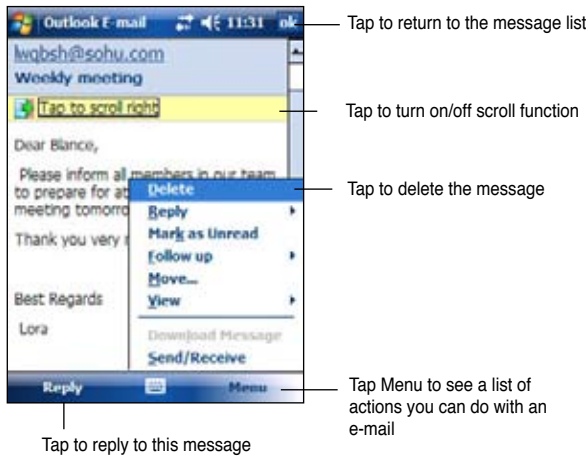
- Change options for Inbox synchronization using ActiveSync options. For more information, see ActiveSync Help on your desktop computer.
- Change options for direct e-mail server connections in Inbox on your device. Tap **Menu > Tools > Options**. On the Accounts tab, tap the account that you wish to change. Tap and hold the account and select **Delete** to remove an account.

Reading messages in Inbox

The messages you receive appear in your Inbox folder. By default, the most recently received messages appear on top of the list. Unread messages appear in boldface.



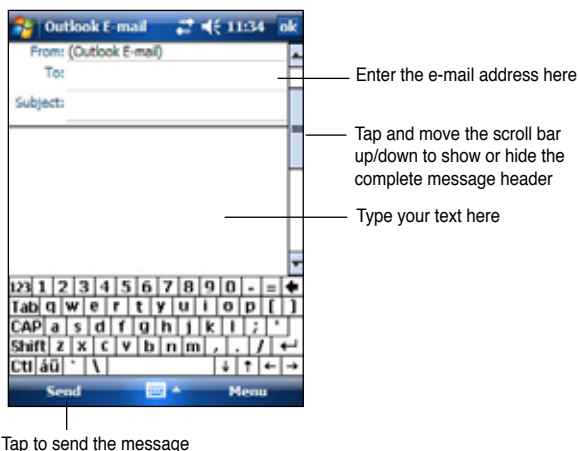
Tap an e-mail message from your Inbox to display it.



Composing messages

To compose a message:

1. Tap **New** to display a blank e-mail screen.



2. In the **To** field, enter the e-mail address of your recipient. You may either type the e-mail address or select a name from the **Contacts** list by tapping "**To**".

If you wish to send a copy of your e-mail to other recipients, use the stylus pen to scroll up to display the **Cc:** and **Bcc:** lines in the message header.

The addresses in the **To:** and **Cc:** can be viewed by all recipients.

The addresses in the **Bcc:** are hidden from the recipients.

To address your e-mail to several recipients, type the e-mail addresses separated by a semicolon. A semicolon is automatically added between e-mail addresses if you select from your Contacts list.

All the names in the Contacts list with e-mail addresses appear in the e-mail address book.

3. Enter a subject and compose your message.
4. Tap **Send**.

NOTE	To enter preset or frequently used messages, tap Menu > My Text and select your desired message. To create or edit a preset message before adding it to the message body, tap Menu > My Text > Edit My Text Messages , select a message to change or select a blank line at the bottom of the list, then enter your text and tap ok .
-------------	--

To save composed messages:

If you are working offline, the message is moved to the **Outbox** folder and will be sent the next time you connect.

If you do not wish to send the message immediately, tap **ok** after composing the message to save it to the Drafts folder.

When you are ready to send the message, open the **Drafts** folder and tap the message. Tap **Send** to **send** the message.

Managing e-mail messages and folders


The behavior of the folders you create depends on whether you are using ActiveSync, SMS, POP3, or IMAP4.

- If you use ActiveSync, e-mail messages in the Inbox folder in Outlook will automatically be synchronized with your device. The folders you create and the messages you move will then be mirrored on the server.
- If you use SMS, messages are stored in the Inbox folder.
- If you use POP3 and you move e-mail messages to a folder you created, the link is broken between the messages on the device and their copies on the mail server. The next time you connect, the mail server will see that the messages are missing from the device Inbox and delete them from the server. This prevents you from having duplicate copies of a message, but it also means that you will no longer have access to messages that you move to folders created from anywhere except the device.
- If you use IMAP4, the folders you create and the e-mail messages you move are mirrored on the server. Therefore, messages are available to you anytime you connect to your mail server, whether it is from your device or desktop computer. This synchronization of folders occurs whenever you connect to your mail server, create new folders, or rename/delete folders when connected.

Chapter 5

Companion Programs

The companion programs consist of Microsoft® Word Mobile, Microsoft® Excel Mobile, Microsoft® PowerPoint Mobile, Windows Live®, and Windows Media™ Player for Pocket PC.

To switch to a companion program on your device, tap **Programs** on the  menu, then tap the program that you wish to open.


Word Mobile

Word Mobile works with Microsoft Word on your desktop computer to give you easy access to copies of your documents. You can create new documents on your device, or you can copy documents from your desktop computer to your device. Synchronize documents between your desktop computer and your device so that you have the most up-to-date content in both locations.

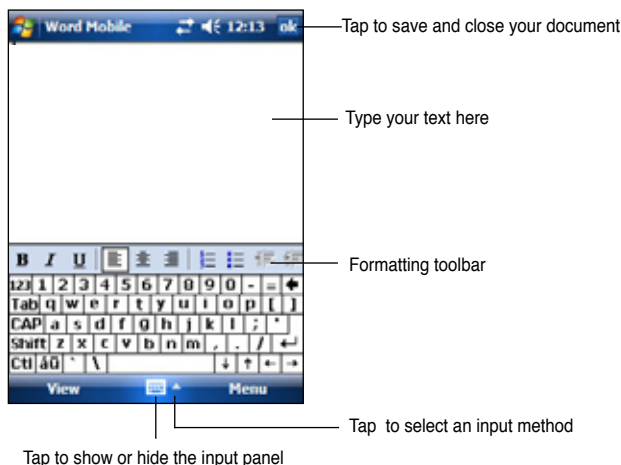
Use Word Mobile to create documents, such as letters, meeting minutes, or trip reports.

Creating Word Mobile documents

To create a new Word document:

1. Tap  > **Programs** > **Word Mobile** to launch the application.
If you have existing Microsoft Word or Word Mobile documents in your device, a list of the documents appears.
2. Tap **New** on the Menu bar to display a blank document.
3. Use any of the tools in the input panel to type your text.

NOTE If you tap **Menu** > **Options** and choose a template, that template appears with the appropriate text and formatting already provided.

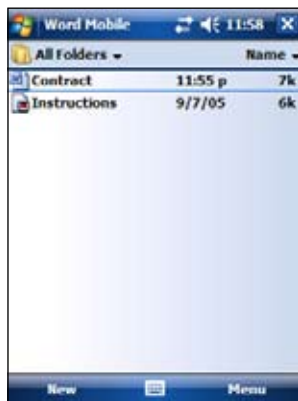
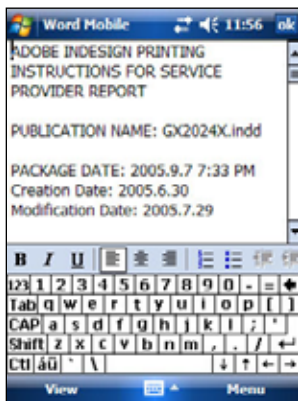


Saving Word Mobile documents

To save a Word Mobile document:

When you have finished editing your document, tap **ok**.

By default, the document is saved using the first line as the file name. For example, if your first line in the document has the words **Things to do**, these words appear as the file name in your Word documents list.

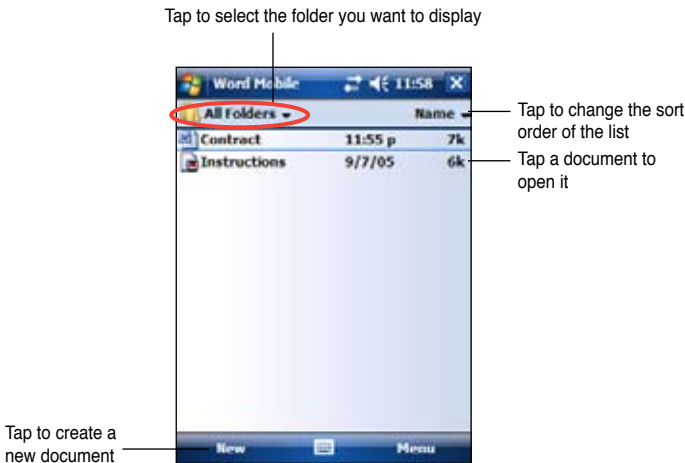


To specify save options:

1. With the document open, tap **Menu > File > Save As** to open the **Save As** screen.
2. Type a file name in the **Name** field.
3. Tap the down arrow in the **Folder** field, then select a folder where you want to save the file.
4. Tap the down arrow in the **Type** field to select a file format.
5. Tap the down arrow in the **Location** field to indicate the location of your saved file, either in the main memory of your device, or in a storage card, if available.
6. Tap **Save**.

Opening an existing Word Mobile document

Word Mobile contains a list of the files stored on your device. Tap a file in the list to open. To delete, make copies of, and send files, tap and hold a file in the list, then select the appropriate action on the pop-up menu.



NOTE

If you opened an existing Word file, tap **Menu > File > Rename/Move...** if you want to change the file name, folder and storage location to use for saving the file. You can open only one Word Mobile document at a time. When you open a second document, you will be asked to save the current document first.

Viewing documents

If you are opening a Word document created on a desktop computer, select **Wrap to Window** on the **View** menu so that you can see the entire document.

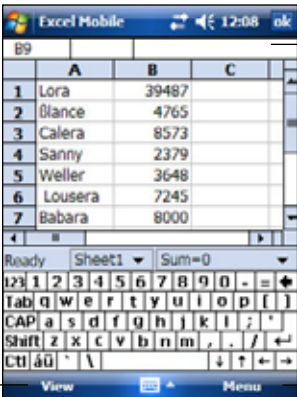
You can also adjust the viewing size of a document by zooming.

To zoom in or out of a document:

Tap **View > Zoom**, then select your desired percentage.

Excel Mobile

Excel Mobile provides fundamental spreadsheet tools, such as formulas, functions, sorting, and filtering. To display the toolbar, tap **View > Toolbar**.



Cell contents appear here as you type, or when you select the cell


Tap to access view options

Tap to open a menu of Excel functions

NOTE

You can open only one Excel Mobile document at a time; when you open a second document, you will be asked to save the first.


Creating an Excel Mobile document

1. Tap  > **Programs > Excel Mobile**.
2. Tap **New** to display a blank worksheet.

NOTE

If you tap **Menu > Options** in the file list and choose a template, that template appears with the appropriate text and formatting already provided when you create a new worksheet.

Opening an existing Excel Mobile document

1. Tap  > **Programs** > **Excel Mobile** to display a list of Excel Mobile files.
2. Tap the file that you wish to open.

Saving an Excel Mobile document

To save an Excel Mobile document:

When you have finished editing your document, tap **ok**.

By default, your document is saved as **Book1** as the file name. You can change the file name to one that is more descriptive of your document. See the procedure below for saving options.

To specify save options:

1. With the document open, tap **Menu** > **File** > **Save As...** to display the **Save As** screen.
2. Change the file name by simply typing a new one in the **Name** field.
3. Tap the down arrow in the **Folder** field to select a folder where you wish to place the file.
4. Tap the down arrow in the **Type** field to select a file format.
5. Tap the down arrow in the **Location** field to indicate the location of your saved file, e.g. main memory, flash disk, or storage card, if available.
6. Tap **Save**.

To rename/move a file:

1. With the document open, tap **Menu** > **File** > **Rename/Move...** to display the **Rename/Move** screen.
2. Change the file name in the **Name** field.
3. Tap the down arrow in the **Folder** field to select a folder where you wish to move the file.
4. Tap the down arrow in the **Location** box to select the folder location.
5. Tap **ok** when done.

Tips for working in Excel Mobile

Take note of the following when working on large worksheets in Pocket Excel:

- **View in full-screen mode** to see as much of your worksheet as possible. Tap **View > Full Screen**. To exit full-screen mode, tap **Restore**.
- **Show and hide window elements**. Tap **View > Show**.
- **Freeze and unfreeze panes on a worksheet**. First select the cell where you want to freeze panes. Tap **View > Freeze Panes**. You might want to freeze the top and leftmost panes in a worksheet to keep the row and column labels visible as you scroll through a sheet. To unfreeze panes, tap **View > Unfreeze Panes**.
- **Split panes** to view different areas of a large worksheet. Tap **View > Split**. Drag the split bar to where you want it. To remove the split, tap **View > Remove Split**.
- **Show and hide rows and columns**. To hide a row or column, select a cell in the row or column that you want to hide. Tap **Menu > Format > Row or Column > Hide**. To show a hidden row or column, tap **Menu > Edit > Go To**, and type a reference that is in the hidden row or column. Tap **Menu > Format > Row or Column > Unhide**.

For more information on using Excel Mobile, tap  > **Help**.

PowerPoint Mobile


PowerPoint Mobile works with Microsoft PowerPoint on your computer to give you easy access to copies of your PowerPoint presentations. Copy PowerPoint presentation files from your computer to your device and view them on-the-go. Synchronize presentation files in your computer and your device so that you have the most up-to-date contents in both locations.

NOTE	You can only view PowerPoint presentation files in PowerPoint Mobile.
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Opening a PowerPoint presentation file

If you have previously copied PowerPoint Mobile presentation files into the device, a list of the documents appear after you tap the PowerPoint Mobile icon.

To open a PowerPoint Mobile file:

1. Tap  > **Programs** > **PowerPoint Mobile** to display a list of PowerPoint files.
2. Tap the file you wish to open.

Viewing a PowerPoint Mobile file

To go to the previous or next slide:

1. While viewing a PowerPoint file, tap the arrow on the lower-left side of the screen to open the menu.
2. In the menu, tap **Next** or **Previous** to go forward or go back in your PowerPoint Mobile file. Tap **Go to Slide** to immediately go to a specific slide in your presentation.

NOTE	While viewing a PowerPoint file, you can also tap the screen to go to the next slide.
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To zoom in on a slide:

1. While viewing a PowerPoint file, tap the arrow on the lower-left side of the screen to open the menu.
2. In the menu, tap **Zoom In**. In the lower-right side of the screen, drag the red box with the stylus pen to go to a specific area on the slide.
3. Tap the magnifying glasses to zoom in or zoom out of the slide. Tap **Fit to Screen** to fit the slide to the whole screen.

NOTE	When you are in a view other than Fit to Screen, the menu is not available.
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Viewing a Custom Show (slideshow)

1. While viewing a PowerPoint file, tap the arrow on the lower-left side of the screen to open the menu.
2. Tap **Custom Show** then select the custom show you want to view.

Setting show options

1. While viewing a PowerPoint file, tap the arrow on the lower-left side of the screen to open the menu.
2. Tap **Show Options**. In the **Orientation** tab, select the slideshow orientation you want to use.
3. Tap the **Playback** tab. Tap **Override playback options for all files** if you do not want to use the embedded settings of a PowerPoint file that you created in your desktop computer.
4. Select your desired options. When done, tap **ok**.

Windows Live®

Windows Live® on your device is an instant messaging program that allows you to:

- See who among your contacts is online and chat with them by sending and receiving instant messages.
- Access your hotmail account, if you have one, and send and receive e-mails.

To use Windows Live®:


You must have a Microsoft Passport™ account or a Microsoft Exchange e-mail account.

You must have a Passport to use the MSN Messenger Service. If you have a Hotmail® or MSN account, you already have a Passport. Once you have obtained either a Microsoft Passport or Microsoft Exchange account, you are ready to set up your account.

Sign up for a Microsoft Passport account at <http://www.passport.com>.

Get a free Microsoft Hotmail e-mail address at <http://www.hotmail.com>.

To sign in to Windows Live® Messenger

1. Tap  > **Programs** > **Messenger**.
2. Tap **Sign in**. Then tap **OK** on the pop-up dialogue box



3. Tap **Accept**. Then enter your e-mail address and password and tap **Next**.
4. Select **Save password** if you don't want to enter your password again in the future and tap **Next**.



5. Select the check boxes if you want the Windows Live to show on the the today screen. Then tap **Next**.
6. Select what you want to sync on your device by checking the check boxes.



NOTE

If you already use Messenger on your computer, your contacts will show up on your device.

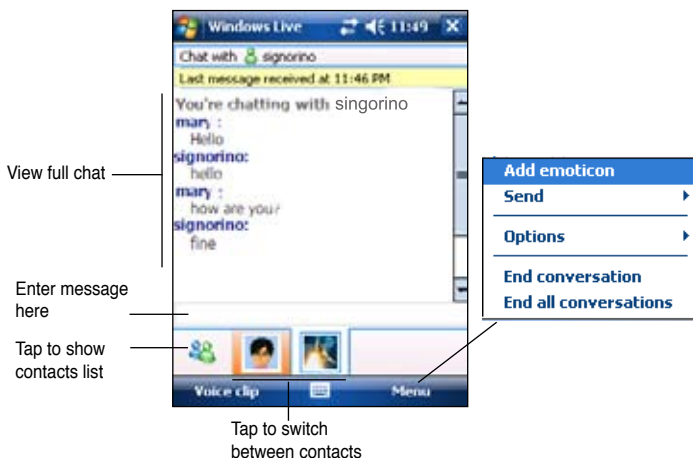
Messenger contacts

The Messenger screen shows all of your messenger contacts at a glance, divided into **Online** and **Offline** categories. From this view, while connected, you can chat, send an e-mail, block the contact from chatting with you, or delete contacts from your list using the pop-up menu.




Chatting with contacts

Tap a contact name to open a chat window. Enter your message in the text entry area at the bottom of the screen, then tap **Send**. To invite another contact to a multi-user chat, tap **Menu > Options > Add participant**, then tap the contact that you want to invite.



Using Hotmail

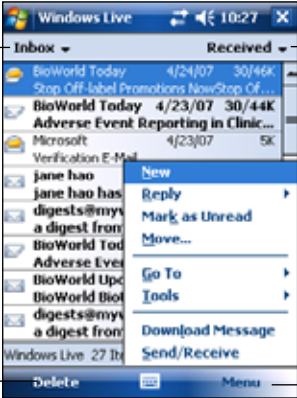
With Windows Live, you can access your hotmail mailbox on your Pocket PC and send and receive e-mails.

- 1. To open Hotmail, tap  > **Programs** > **Windows Live**.

Tap to display the message folders

Tap a message to open it

Tap to delete an e-mail

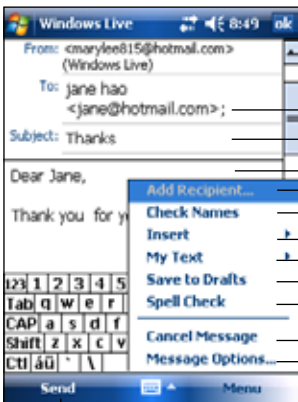


Tap to sort the messages by order of message type, senders' name, time, subject, etc.

After selecting a message, choose what you want to do with the e-mail from the menu.

Tap to open the menu

- 2. Compose and send e-mails to contacts



Enter the recipient's e-mail address

Enter a subject

Enter the message

Tap to add a recipient from Outlook Contacts

Tap to check names

Tap to attach an image, voice note, or file

Tap to choose a preset message

Tap to save the message to the Drafts folder


Tap to do a spelling check

Tap to cancel the message without sending it


Tap to set the priority, language encoding, and more for the message

Tap to send the e-mail

NOTE

On the Hotmail screen, tap  > **Help** for more information.

Windows Media Player for Pocket PC

Use Microsoft® Windows Media Player for Pocket PC to play digital audio and video files that are stored on your device or on a network. To switch to Windows Media Player for Pocket PC, tap  > **Windows Media**.



Use Microsoft Windows Media Player on your desktop computer to copy digital audio and video to your Pocket PC. You can play Windows Media and MP3 files on your Pocket PC.

NOTE For more information on using Windows Media Player for Pocket PC, tap  > **Help**.

Chapter 6

Internet Explorer Mobile

Use Microsoft Internet Explorer Mobile to view Web or WAP pages in any of these ways.

- During synchronization with your desktop computer, download your favorite links and mobile favorites that are stored in the Mobile Favorites sub-folder in the Internet Explorer on the desktop computer.
- Connect to an Internet service provider (ISP) or network and browse the Web. To do this, you need to create the connection first. See Chapter 7 for information on creating a connection.

When connected to an ISP or network, you can also download files and programs from the Internet or intranet.

Using Internet Explorer Mobile

You can use Internet Explorer Mobile to browse mobile favorites and channels that have been downloaded to your device without connecting to the Internet. You can also connect to the Internet through an ISP or a network connection to browse the Web.

To launch Internet Explorer Mobile:

1. Tap  > **Internet Explorer** to display mobiles services.
2. Tap **Menu** > **Home** to display the Internet Explorer Mobile with links to some useful Web sites.
3. Tap any of the Web site buttons to go to a specific site.



Changing View settings

To change View settings:

1. Tap **Menu** > **View** then select view options. Tap **Full Screen**, for example, to set explorer window to full-screen mode. To disable full-screen mode, tap and hold anywhere on the explorer, then select **Full Screen** again.
2. Tap **Zoom** to see another pop-up for selecting your desired text size display.



Browsing the Internet

To browse the Internet:

1. Set up a connection to your ISP or corporate network using **Connections**. See Chapter 7 for details.
2. Do one of the following to connect and start browsing:
 - Tap **Favorites** on the Menu Bar, then tap the favorite that you wish to view.
 - Enter the Web address in the **Address Bar** that you want to visit then tap **Go**.

Mobile Favorites folder

Only the items stored in the Mobile Favorites sub-folder on your desktop computer will be synchronized with your device. This folder was created automatically when you installed ActiveSync.

Favorite links

During synchronization, the list of favorite links in the Mobile Favorites folder on your desktop computer is synchronized with Internet Explorer Mobile on your device. Both computers are updated with changes made to either list each time you synchronize. Unless you mark the favorite link as a mobile favorite, only the link will be downloaded to your device, and you will need to connect to your ISP or network to view the content. For more information on synchronization, see ActiveSync Help on the desktop computer.

Mobile Favorites

If you are using Microsoft Internet Explorer 4.01 or later on your desktop computer, you can download mobile favorites to your device. Synchronizing mobile favorites downloads Web content to your device so that you can view pages while you are disconnected from your ISP and desktop computer.

Use the Internet Explorer plug-in installed with ActiveSync to create mobile favorites quickly.

To create a mobile favorite:

1. In Internet Explorer on your desktop computer, click **Tools > Create Mobile Favorite**.
2. To change the link name, enter a new name in the **Name** box.
3. Click **OK**. Internet Explorer downloads the latest version of the page to your desktop computer.
4. If you want to download the pages that are linked to the mobile favorite you just created, in Internet Explorer on the desktop computer, click **Favorites > Mobile Favorites**, then right-click a specific mobile favorite item, then click **Properties**. In the **Download** tab, specify the number of links deep you want to download. To conserve device memory, go only one level deep.
5. Synchronize your device and your desktop computer. Mobile favorites that are stored in the **Mobile Favorites** folder in Internet Explorer are downloaded to your device.



NOTE

You will need to manually download content or set a schedule to keep the information updated on your desktop computer and device.

Before synchronizing with your device, in Internet Explorer on your desktop computer, click **Tools > Synchronize**. You will see the last time content was downloaded to the desktop computer, and you can manually download content if needed or set a schedule to automatically update contents. To set a schedule to update a specific mobile favorite, select a specific mobile favorite from the list then click **Properties** button. On the Schedule tab, you can set the mobile favorite to use a specific schedule to update its content.

You can add a button to the Internet Explorer toolbar for creating mobile favorites. In Internet Explorer on your desktop computer, click **View > Toolbars > Customize**.

Saving device memory

Mobile favorites take up storage memory on your device. To minimize the amount of memory used:

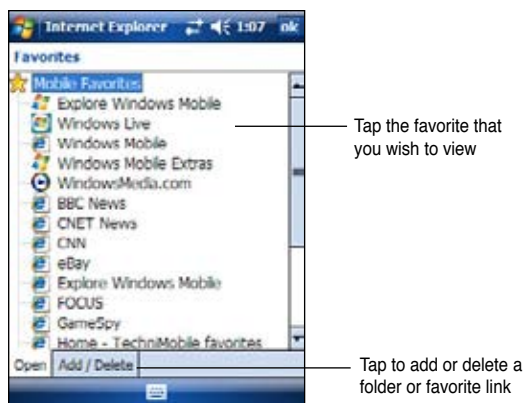
- In the settings for the Favorites information type in ActiveSync options, turn off pictures and sounds, or stop some mobile favorites from being downloaded to the device. For more information, see ActiveSync Help.
- Limit the number of downloaded linked pages. In Internet Explorer on your desktop computer, click **Favorites > Mobile Favorites**, then right-click a specific mobile favorite item you want to change, then click **Properties**. In the **Download** tab, specify 0 or 1 for the number of linked pages you want to download.

Viewing mobile favorites and channels

To view mobile favorites and channels:

1. Tap **Menu > Favorites** to display your list of favorites.
2. Tap a Favorites page that you wish to view.

You will see the page that was downloaded the last time you synchronized with your desktop computer. If the page is not on your device, the favorite is dimmed. You need to synchronize with your desktop computer again to download the page to your device, or connect to the Internet to view the page.



Adding/Deleting mobile favorites and folders

To add a favorite:

1. Tap **Menu > Favorites > Add/Delete** tab.
2. Tap the **Add** button to show the **Add Favorite** screen.
3. Type a name for the favorite that you wish to add in the **Name** field.
4. Type in the URL address in the **Address (URL)** field.
5. Choose a folder where to place the favorite from the **Create in** selection box.
6. Tap **Add** to return to the Favorites screen, which now shows the favorite that you added.

NOTE To delete a favorite, tap the favorite you want to delete then tap **Delete** button.

To add a folder:

1. Tap **Menu > Favorites > Add/Delete** tab.
2. Tap the **New Folder** button.
3. Type a name for the folder that you wish to create.
4. Tap **Add** to return to the Favorites screen, which now shows the folder that you added.

NOTE To delete a folder, tap the folder you want to delete then tap **Delete** button.

Chapter 7 Get Connected

You can set up connections to the Internet and corporate network at work to do such activities as browse the Internet or intranet, send and receive e-mail and instant messages, and synchronize information using ActiveSync.


Connections can be made using a **modem**, **wireless network**, or **network (Ethernet)** card. A modem connection can be used to set up connections with an external modem, or through your mobile phone network using a cellular line.

Your device has two groups of connection settings: **My ISP** and **My Work Network**. My ISP settings are used to connect to the Internet, and My Work Network settings can be used to connect to any private network, such as a corporate network you use at work. Simply fill in the settings and get ready to start connecting. For more information, see the sections “Connect to the Internet” or “Connect to Work.”

You may also establish connection to another device with infrared (IR) or Bluetooth features. For more information, see the section “Infrared (IR) connection” later in this chapter, or “Chapter 8 Bluetooth® connection.”


Connecting to the Internet

To connect to the Internet:

1. Obtain the following information from your ISP: **ISP server phone number**, **user name**, and **password**.
2. Tap  > **Settings** > **Connections** tab > **Connections**.
3. Under My Network, tap **Add a new modem connection**.
4. Create a modem connection. For more information, see section “Set up modem connections.”
5. To start the connection, begin using the desired program. For example, switch to **Pocket Internet Explorer** and browse a **Web page**. Your device automatically connects.

NOTE	To set up a network card or wireless network connection to your ISP, add a new connection under My Work Network .
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Connecting to Work

1. Obtain the following information from your network administrator:
server phone number, user name, and password.
2. Tap  > **Settings** > **Connections** tab > **Connections**.
3. Under **My Work Network**, set up either a modem, network card, wireless network, or VPN server connection. Refer to the section “Set up connections” for the procedure.
4. To start the connection, start using a desired program. For example, switch to Pocket Internet Explorer and browse to a Web page. Your device automatically starts connecting.



Setting up connections

Modem connections

To set up a modem connection:

Obtain the following information from your ISP or network administrator: telephone number, user name, password, domain name, and TCP/IP settings.

If your device does not have access to a mobile phone network, insert a modem card.



1. Tap  > **Settings** > **Connections** tab > **Connections**.
2. To create a new connection, in either **My ISP** or **My Work Network**, tap **Add a new modem connection**, then follow the instructions in the New Connection wizard.
3. To view additional information for any screen in the wizard or while changing settings, tap .

NOTE	To change modem connection settings in either My ISP or My Work Network , tap Manage existing connections > Modem tab . Select the desired modem connection, tap Edit , and follow the instructions on the screen.
-------------	---

VPN server connections

A VPN connection helps you to securely connect to servers, such as a corporate network, via the Internet. Ask your network administrator for your user name, password, domain name, TCP/IP settings, and host name or IP address of the VPN server.

To set up a VPN server connection:

1. Tap  > **Settings** > **Connections** tab > **Connections**.
2. To create a new VPN server connection, in My Work Network, tap **Add a new VPN server connection**, then follow the screen instructions.
3. To view additional information for any screen in the wizard or while changing settings, tap .


NOTE

To change existing settings, in My Work Network, tap **Manage existing connections** > **VPN** tab. Select your desired VPN connection under the VPN tab, tap **Edit**, then follow the instructions on the screen.

Proxy server settings

If you are connected to your ISP or private network during synchronization, your mobile device should download the proper proxy settings from your PC. If these settings are not on your PC or need to be changed, ask your ISP or network administrator for the proxy server name, server type, port, type of Socks protocol used, and your user name and password.


To change proxy server settings:

1. Tap  > **Settings** > **Connections** tab > **Connections** icon.
2. Under **My Work Network** category, tap **Setup my proxy server**.
3. Check the boxes beside **This network connects to the Internet** and **This network uses a proxy server to connect to the Internet**.
4. In the **Proxy server** box, enter the proxy server name.
5. To change the server and port settings for HTTP, WAP, Secure WAP, and Socks, tap **Advanced**.
6. Tap **ok** when done.

Network card connections


Use a network (Ethernet) card to connect directly to a network. Once connected, you can view the Internet or intranet, or download e-mail. You do not need to create a new connection on your device. For more information, see your network administrator. Make sure to purchase and configure a network card that is compatible with your device.

To set up a network card:

1. Obtain the following information from your network administrator: **user name**, **password**, and **domain name**.
2. Insert the network card into your device.
3. The first time you insert the card, Network Settings appears automatically so that you can configure the network card. If it does not appear, or to change settings later, tap  > **Settings** > **Connections** tab > **Network Cards**.
4. If you need to enter specific server information, tap the appropriate adapter, and then tap Properties. Most networks use DHCP, so you should not have to change these settings unless your network administrator instructs you to do so.
5. If necessary, connect the network card to the network by using a network cable. For information, refer to the documentation that came with your network card.
6. To start a connection, insert the network card, and begin using a desired program. For example, switch to **Pocket Internet Explorer** and browse a **Web page**. Your device automatically starts connecting. If you use your network card with two networks, such as a private network at work and one at home for the Internet, you need to change the network to which the network card connects.

NOTE You may need proxy server and VPN connection settings. For more information, see your network administrator.

Ending a connection


- When connected via modem or VPN, tap  on the navigation bar, then tap Disconnect.
- When connected via cable or cradle, detach your device from the cable or cradle.

- When connected via Infrared, move the device away from the other computer or device.
- When connected via a network (Ethernet) card, remove the card from your device.
- When connected via a wireless network, switch off the connection.

Setting up a WAP gateway

To access WAP sites through Pocket Internet Explorer, configure your device to use a WAP gateway. Use the following steps to create a new set of connections to the Internet with WAP gateway settings.


NOTE	Some device models do not support the WAP sites viewing feature.
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1. Get the following information from your ISP: **ISP server phone number**, **user name**, and **password**. Also, contact your mobile phone service provider and ask for your WAP gateway server name and port number.
2. Tap  > **Settings** > **Connections** tab > **Connections**.
3. Tap **Edit my proxy server**. If a proxy server has not been set up, tap **Set up my proxy server**.
4. In **Programs that automatically connect to the Internet should connect using**, tap **New** and enter a name for the ISP connection.
5. On the **Proxy Settings** tab, select **This network connects to the Internet** and **This network uses a proxy server to connect to the Internet**.
6. If necessary, in the **Proxy server** box, enter the proxy server name.
7. Tap **Advanced** > **WAP**.
8. In the **Server** box, enter the **WAP gateway server name**. Under **Port**, enter the port number. The most common WAP port number is 9201.
9. Enter any logon credentials required by the WAP gateway server.

Using dialing rules

Additional numbers may need to be dialed depending on your given location when connecting. For example, if you want to dial from work, a 9 prefix must often be dialed, or an area code is needed.

To avoid creating a new modem connection for each situation, set dialing rules for the locations from which you often connect to. Three dialing locations, Home, Mobile, and Work, have been created for you, and you can create more. If a connection cannot be made, your device gives you an opportunity to change the dialing location.

1. Tap  > **Settings** > **Connections** tab > **Connections** > **Advanced** tab > **Dialing Rules...** button.
2. Tap the box beside **Use dialing rules**.
3. Select a location.
 - **Home** - Dials the number as a local call without the prefix 9.
 - **Work** - Dials the number as local call with the prefix 9.
4. Tap **Edit...** button and make your desired changes.
5. Tap **ok** when done.


NOTE	To create a new location, tap New and follow the directions on the screen. To view additional information, tap  .
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Using Terminal Services Client

Use Terminal Services Client to log onto a computer and use all of the programs available on that computer from your Pocket PC. For example, instead of running Word Mobile, you can run the desktop computer version of Word and access all of the doc files on that computer from your device.

To have remote access to a computer, it must be running the Terminal Services or Remote Desktop program in Windows 2000 or XP.

To connect and have remote access to a computer:

1. On your Pocket PC, tap  > **Programs** > **Terminal Services Client**.
2. Specify the server name that is used by the Terminal Services or Remote Desktop program in the computer.

You can also select the server name from the Recent servers list if you have previously connected to a computer.
3. To run a program from the computer that are specifically sized for use with your Pocket PC, you can select the **Limit size of server desktop to fit on this screen** option to better fit the program on the device screen.
4. Tap **Connect**.

Navigating within Terminal Services Client

The contents of the window on the computer may be too wide to fit the screen of your Pocket PC. You may see two sets of scroll bars on your device: one for scrolling the computer window contents, and one for scrolling your device's Terminal Services Client screen. To scroll the computer window contents, use the five directional buttons at the bottom of the Terminal Services Client screen.

Logging off or disconnecting from the remote computer

To log off without disconnecting from the computer:

1. On the computer window, tap **Start > Shut Down**.
The Shut Down Windows dialog box appears.
2. Tap **Log off <username>**, and tap **ok**.


To disconnect and end the remote session with the computer:

1. On the computer window, tap **Start > Shut Down**.
The Shut Down Windows dialog box appears.
2. Tap **Shut down**, and tap **ok**.

Infrared (IR) connection

Setting beam options

To set the beam options:

1. Tap  > **Settings > Connections** tab.
2. Tap **Beam** icon to display the Settings screen.
3. By default, your device detects incoming infrared (IR) beams and prompts you to accept them. If you do not want your device to detect or receive beams, clear the **Receive all incoming beams** check box on the Settings screen.

Receiving infrared beams

To receive a file via infrared beam:

1. When another infrared device within range beams file or data to you, your device receives the file or data and prompts a receiving data status.
2. After data transmission, tap **Yes** to save file to your device or **No** to reject.



NOTE Make sure to align the IR ports so that they are unobstructed and within the required range. Received files are automatically saved in the My Documents folder.

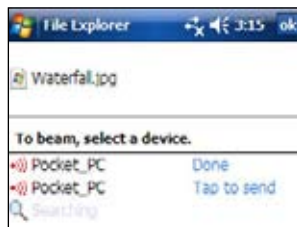
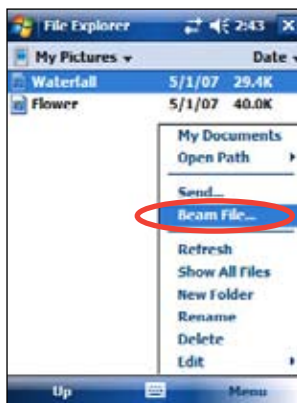
Sending infrared beams

To send a file via infrared beam:

1. Tap and hold a file to beam, then tap **Beam File...** from the pop-up menu.
2. Align the IR ports of the devices so that they are unobstructed and within a close range. If the ports are not aligned, a message appears asking you to do so.

When an IR port is found, a screen message appears indicating the sending process.

The message **Done** appears when the file transfer is complete.



Chapter 8 Bluetooth®

Bluetooth is a short-range wireless communications technology. Devices with Bluetooth capabilities can exchange information without requiring a physical connection. Unlike infrared, you do not need to line up devices to exchange information through Bluetooth. The devices only need to be within a range of about 10 meters (30 feet) in an open space environment. You can even beam information to a device in a different room, as long as it is within the specified range.


Bluetooth allows your Pocket PC to:


- Locate other Bluetooth devices within the vicinity
- Discover the services that those devices offer
- Connect to, use, and disconnect from those services
- Enable or disable individual services
- Use security features including authentication, authorization, and encryption

NOTE If you experience problems using Bluetooth® in a **landscape** display orientation, revert to **portrait**.

Using Bluetooth

The Bluetooth icon is located on the lower right corner of the Today screen.

When Bluetooth is enabled (turned ON), the icon is blue , and the Bluetooth LED blinks blue.

When Bluetooth is disabled (turned OFF), the icon is grayed with a red X on its lower right corner .

Tapping the icon displays a menu that allows you to:


- Turn Bluetooth on or off.
- Open the Bluetooth Manager.
- Customize Bluetooth Settings.

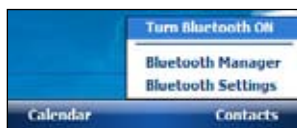


Bluetooth icon

Bluetooth settings

To configure Bluetooth settings:

1. Tap  > **Bluetooth Settings**.
2. Tap one of the tabs at the bottom of the Settings screen to access and modify various settings.



General

Allows you to:

- Select or create a user profile.
- Check the Bluetooth status (ON/OFF).
- Turn Bluetooth ON or OFF.
- Tap a link to the Bluetooth Manager.



Accessibility

Allows you to:

- Specify a name that identifies your Pocket PC as a Bluetooth device.
- Check the Bluetooth Device Address (BDA).
- Specify whether to allow all other Bluetooth devices or only paired devices to connect to your Pocket PC.
- Specify whether to allow remote devices to detect your device.



Services

Under **Bluetooth Services**, you may enable/disable services such as File Transfer, Information Exchange, Serial Port, Personal Network server and Audio Gateway. Tap a service from the list, then choose whether to enable and share the selected service to other devices and whether to require authorization as well as passkey authentication between Bluetooth devices.

- **File Transfer** - allows other Bluetooth devices to have access to files on your Pocket PC and to perform file-related operations such as to get files, delete files, etc. Tap **Advanced** to set a target directory on your device that remote devices can access.

See the section “Remote device services” for more information.

- **Information Exchange** - allows you to specify a contact to be sent to Bluetooth devices when they request for your business card. Tap **Advanced**, then tap to choose a contact as your default business card.
- **Serial Port** - indicates the serial port address assignments. Tap **Advanced** to check the current serial port addresses. These cannot be changed. See the section “Remote device services” for details.
- **Personal Network Server** - allows hosting of a Bluetooth-based personal area network. See the section “Remote device services” for details.
- **Audio Gateway** - allows your Pocket PC to connect to a remote headset or other audio device.



Bluetooth Manager

The Bluetooth Manager allows you to pre-configure, manage, and use various types of Bluetooth connections to connect to remote devices.

To open the Bluetooth Manager:

- Tap  > **Bluetooth Manager**.

There are two tabs in the Bluetooth Manager:

- **My Shortcuts** - displays a list of pre-configured connections, if any. Tap **New** to make a new connection with other devices via Bluetooth. Tap and hold a connection icon to open a pop-up menu containing options for connecting to devices, disconnecting, checking connection status, and more.
- **Active Connections** - displays active incoming and outgoing connections. Tap **New** to make a new connection. Tap and hold a connection icon to open a pop-up menu containing options for disconnecting from devices and for checking connection status.

Bluetooth Connection Wizard

The Bluetooth Connection Wizard helps you set up connections with remote Bluetooth devices.

To launch the Bluetooth Connection Wizard:

1. Tap **New** from the Bluetooth Manager Menu bar. The Bluetooth Connection Wizard screen appears.
2. Select a type of connection that you want to set up. Tap **Next**.
3. Follow the on-screen instructions to set up the connection.

NOTE Refer to the device online help for more information on Bluetooth.



Business Card Exchange

The Business Card Exchange feature allows you to send or receive a business card to or from a remote device, or exchange business cards with multiple remote devices.

To access Business Card Exchange:

1. Tap **Menu > Business Card Exchange** from the Menu bar.
2. Select the action that you wish to make.

NOTE On this screen, tap the link **Select the business card** to go to the Information Exchange settings.




Remote device services

Wireless serial port

Using a Bluetooth serial port is equivalent to using a physical serial cable connection between two devices. As with a physical connection, you have to configure the application that will use the serial port.

To configure the Bluetooth Serial Port:

1. Tap  > **Bluetooth Settings > Services** tab.
2. From the Services list, select **Serial Port..**
3. Tap **Advanced**. Note the assigned Outbound COM Port (port 8) and configure the application that will use the Bluetooth serial port to send data to this port.

NOTE Refer to the application's documentation for more information about configuring your application's Outbound COM port.


4. On the Bluetooth Manager's My Shortcuts screen, open the Bluetooth Serial Port connection to the remote device.
5. Send/receive data from the application.

Dial-up networking

The Dial-up Networking feature allows you to connect your Pocket PC to another Bluetooth-enabled device through a phone line. Once connected, you can browse the Internet, check/read emails, etc. on your Pocket PC.

The Bluetooth device that will provide the Dial-up Networking service to your Pocket PC should have access to a telephone system, either a hard-wired or a cellular connection, and capable of answering a call. Such device can be a Bluetooth-enabled mobile phone, Bluetooth-enabled desktop computer attached to a telephone system, or Bluetooth modem.

To set up Dial-up Networking:

1. Tap  > **Bluetooth Manager**.
2. Create a connection to the device that will provide telephone access. See the section “Bluetooth Connection Wizard”.
3. On the My Shortcuts screen, tap and hold the newly created shortcut, then select **Connect** from the pop-up menu.
4. On the first Bluetooth connection screen, double-tap **New Connection...**
5. On the second Bluetooth connection screen, enter a name for the connection, dial-up phone number, and the other prompted information. Then tap **ok**.
6. Enter the required information on the succeeding screens.

Bluetooth File Explorer

The Bluetooth File Explorer appears automatically after a file transfer connection is established. This feature allows you to do the following:

- Navigate the directory structure of the remote device.
- View the files and folders on the remote device.
- Create new folders on the remote device.
- Send files to, and copy or get files from the remote device.
- Delete files from the remote device.

NOTE

The file operations on the remote device are limited to the configured FTP root directory and subdirectories of the remote device.

The Bluetooth File Explorer also allows you to set a folder in your device for receiving inbound files. You may configure this folder for each of your connection shortcuts. See the section “To set a local folder”.

Bluetooth File Explorer menus

- File** ➡ Send a File...
 Create a Folder
 Get
 Delete
- Tools** ➡ Set Local Folder
 Refresh

To change the remote device folder:

1. To move **down** in the directory structure of the remote device, tap the **New Folder** from the main window of Bluetooth File Explorer.
2. To move **up** in the directory structure of the remote device, tap the down-arrow to the right of the currently selected folder and select the **New Folder** from the drop-down list.

To create a folder on the remote device:

1. Select the folder in which you wish to place the new folder.
2. From the File menu, tap **Create a Folder**.
3. Enter a name for the new folder while the default name **New Folder** is highlighted.

To send a file to the remote device:

1. From the File menu, tap **Send a File...** to display the Open screen.

The Open screen includes the following:

Folder - tap the down-arrow and select the folder that contains the file you wish to send.

Type - default and only option is “All Files (*.*)”.

A list of files in the selected folder - tap a file that you wish to send.

Cancel button - abort the Send a File... operation.

2. Tap your desired operation.

The file that you selected is automatically sent when tapped, after which the Bluetooth File Explorer re-appears.

To get a file from the remote device:

1. Select the folder containing the file.
2. Tap the file that you wish to get or copy.
3. From the File menu, tap **Get**.

OR

Tap and hold the desired file and select **Get** from the pop-up menu.

The file is copied to the local folder listed in the Local Folder field at the bottom of the screen.

To delete a file from the remote device:

1. Tap the file that you wish to delete.
2. From the File menu, tap **Delete**.
3. Tap **ok** in the confirmation dialog box.

OR

Tap and hold the desired file and select **Delete** from the pop-up menu

To set a local folder for incoming files:

1. From the Tools menu, tap **Set Local Folder**.
2. Use the drop-down menu at the top of the screen to go to your desired folder.
3. Tap **ok** to return to the main screen of the Bluetooth File Explorer.
You will see the Local Folder field is updated to reflect the new folder selection.

NOTE


The Local Folder information is associated with the currently open shortcut and is saved with the active profile. You can separately configure your Local Folder for each connection shortcut.

To refresh the list of displayed files and folders on the remote device, simply tap **Refresh** from the Tools menu.

Send via Bluetooth

You can conveniently send your Outlook contacts, calendar items, and tasks individually or collectively to the remote device via Bluetooth.

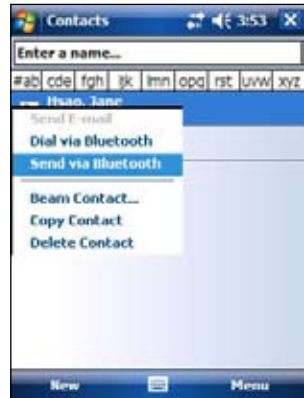
To send data via Bluetooth:

1. Tap , then open either Contacts, Calendar, or Tasks.
2. Tap and hold the item you wish to send to the remote device, then tap **Send via Bluetooth** from the pop-up menu.

OR

Tap **Menu > Send via Bluetooth**.

3. On the Select a Bluetooth Device screen, tap the name of the destination, then tap **ok**.



Dial via Bluetooth

The **Dial via Bluetooth** option allows you to select a contact from the contacts list, and have your paired cell phone dial the contact's phone number. If a contact has more than one phone number, select the number that you wish to dial.

To dial via Bluetooth:

1. On the Contacts screen, tap and hold a contact and select **Dial via Bluetooth**.
2. If your device is paired with more than one cell phone, or if a phone is not yet selected, tap the phone icon next to **Select a phone**, and choose the phone that you wish to use.
3. Select the number that you wish to dial, then tap **Dial Number**.

After the number is sent to the cell phone, the connection on the device is closed.

After the cell phone completes the dialing process, you can use the phone the normal way.

Bluetooth Personal Area Network

A Bluetooth personal area network is a private, temporary, ad-hoc network of up to eight (8) devices. A Bluetooth personal area network allows you to easily exchange information that normally requires a TCP/IP network. Most chat utilities, multi-player games, etc. are fully functional in a Bluetooth personal area network environment.

Bluetooth private area networks are subject to the same security settings (service availability, authorization, authentication, and encryption) that govern other Bluetooth communications.

One Bluetooth device must be the host of the personal area network. Other Bluetooth devices join the network as clients. The host can accept and reject clients on an individual basis.

To set up a Bluetooth personal area network:

1. In the Bluetooth Manager, tap **New > Join a personal network**.
2. On the wizard screen, select **Host a personal network**, then tap **Next**.
3. Add remote devices to the Bluetooth personal network, if desired.
 - a. Tap the **Add** button and select the device that you wish to add.
 - b. Add other devices, if desired. There can be up to eight devices, including the host.
4. After adding devices, tap **ok** to complete the setup and close the wizard.



NOTE Adding devices is optional. You do not have to add devices to the personal network while configuring the host. You can let other devices join the personal network later.


To join a personal network:

1. In the Bluetooth Manager, tap **New > Join a personal network**.
2. On the wizard screen, select **Join a personal network**, then tap **Next**.
3. Select the host of the personal network, then tap **Next** to establish a connection to the personal area network.

If you are asked to enter the IP network settings, select **Use server-assigned IP address**, then tap **ok**.




Setting up High Quality Audio setup or Hands-free/Headset setup

1. Tap  icon > **Bluetooth Manager**.
2. Tap **New > High Quality Audio setup** or **Hands-free/ Headset setup > Next**.
3. Follow the on-screen instructions to complete the setup.

NOTE Please ensure the Hands-free device you are trying to connect to is ready to receive incoming connection requests. Please refer to the device's manual for more information.

Setting up ActiveSync via Bluetooth

1. Tap  icon > **Bluetooth Manager**.
2. Tap **New > ActiveSync via Bluetooth > Next**.
3. Follow the on-screen instructions to complete the setup. Please make sure the COM Port number that is set on the ActiveSync program on the computer is the same as the COM Port setting on MyPal.
4. On the Bluetooth Connection Wizard screen, select the name of the computer to synchronize MyPal with then tap **Next**.
5. Select the COM Port setting used by the computer and tap **Next**.
6. Tap **Finish**.

Chapter 9 Wi-Fi

MyPal A639 comes with a built-in Wireless Fidelity (Wi-Fi®) feature that allows you to connect to wireless local area networks and the Internet. Using the IEEE 802.11b/g standard for wireless LAN, MyPal A639 can connect at speeds of up to 17 Mbps to an access point (Infrastructure mode) or to another wireless device (Ad-hoc mode).

Using Wi-Fi

The Wi-Fi icon on the Today screen gives you easy access to the Wi-Fi (Wireless Fidelity) feature on your device. Tapping the icon displays a menu that allows you to:

- Turn Wi-Fi on or off.
- Configure Wi-Fi settings.


NOTE You can use the Bluetooth® and Wi-Fi features simultaneously.



Wi-Fi icon

Turning on Wi-Fi

To turn on Wi-Fi:

1. Tap  > **Enable Wi-Fi**.
The Pocket PC then automatically scans for all available wireless networks within the Wi-Fi range.
2. From the list of detected wireless networks, select a wireless network that you want to connect the device to.
3. Select whether the wireless network connects to **The Internet** or **Work** network.
4. Tap **OK**. The device then connects to the selected network.



Configuring wireless networks

To configure a wireless network:

1. After selecting a wireless network to connect your device to, tap **Settings**.
The Settings screen then appears.
2. Tap **Network Cards > Wireless** tab.
3. On the Configure Wireless Networks screen, tap on an available wireless LAN, then make your desired changes as necessary.
If the wireless LAN you want to connect to is not on the list, tap **Add New...** Refer to the succeeding sections for details on how to add new wireless LANs.
4. Tap **ok** when done.

To configure a network adapter:

1. Tap the **Network Adapters** tab.
2. Make your desired changes to the available adapters on the list.
3. Tap **ok** when done.
4. After changing the network adapter settings, a message appears instructing you to remove then re-install the network card to have your changes take effect. Tap **ok** to close the window.

Adding a wireless network

If the device fails to automatically detect the wireless network you want to connect to, you can add the network provided you know the wireless network settings. Ask for the wireless network settings from your network administrator.

To add a wireless network:

1. Open the **Configure Wireless Networks** window by:
 - Tapping on **Settings** in the **Multiple Networks Detected** callout.OR

- Tapping  > **Settings** > **Connections** tab > **Network Cards**.



2. In the Wireless tab of the Configure Wireless Networks screen, tap **Add New**.
3. In the General tab of the Configure Wireless Network screen, enter the **Network name** by using the input panel.
Then choose whether the wireless network connects to **The Internet** or **Work** network.
If you want to connect to another wireless device (Ad-hoc mode), select the option, **This is a device-to-device (ad-hoc) connection**. Otherwise, tap the **Network Key** tab to configure the wireless LAN's network security settings.
4. In the **Network Key** tab, select the **Authentication** and **Data Encryption** settings of the wireless LAN you want to add.


NOTE Inquire the network security settings from the network administrator.

5. Tap the **802.1x** tab to configure other network security settings.
6. Tap **ok** to add the wireless network.
The new wireless network is then added to the list under the Wireless tab.
7. Tap and hold the stylus on the new wireless network in the list, then tap **Connect** in the pop-up menu to connect your device to that network.

The Wi-Fi Manager

The Wi-Fi Manager shows connection status and information on a wireless network, and allows you to manually scan your area for available wireless networks.

To open Wi-Fi Manager:

- Tap  > **WLAN Setting**. Or,
- Tap > **Settings** > **Connections** tab > **Wi-Fi Manager**.

There are four tabs in the Wi-Fi Manager:

Wi-Fi Status

This tab indicates whether Wi-Fi is currently connected, and shows information about the wireless connection. Specifically, the following information are displayed:

Status - shows the Wi-Fi connection status.

- **Connected** - the station is associated with one wireless LAN device. This status also indicates the MAC address of the device.
- **Disconnected** - a previous link existed but no beacon was received. The connection to the adapter is terminated.

ESSID - shows the Extended Service Set Identifier (ESSID) to which the wireless device is connected. The text on this field is usually an unreadable alphanumeric string.

BSSID - shows the Basic Service Set ID (BSSID) to which the wireless device is connected. In ESS mode, this is the MAC address of the access point to which your device is connected.

BSS Mode - tells you whether the device is connected to an access point (Infrastructure mode) or to another wireless device (Ad-hoc mode).

Channel - shows the channel used by the wireless device.

IP Address - shows the IP address of the wireless device.

Signal Strength - shows the signal strength level between the Wi-Fi device and the access point (or another wireless device) to which it is currently connected.

Setting



This tab allows you to define settings for establishing a device-to-device wireless connection as well as power saving settings.

NOTE We recommend to set the Power Save to Enable.

IP Info

This tab displays the device's Internet Protocol (IP) information including the host name, domain, DNS server, IP address, etc.

In this tab, you can renew the IP address when the wireless network uses the Dynamic Host Configuration Protocol (DHCP). Tapping the **Renew** button forces the device to refresh its server-assigned IP address. The process may take several seconds while the system updates the IP information.

You can also try to detect if the wireless device is currently connected to the wireless network by tapping the **Ping** button.

Site Survey









This tab allows you to search for available wireless networks within your location. Tap the **Re-scan** button to scan all available wireless networks and display the results on the screen.

Each wireless network is preceded by an icon for easy identification. The network channel, RSSI, and BSSID are also displayed in columns.



Refer to the table of icon indications and column descriptions below.





Table of icon indications:

Icon	Indicates that the wireless network is
	an Access Point with disabled Wired Equivalent Privacy (WEP) encryption
	an Access Point with enabled WEP encryption
	an Access Point with disabled WEP encryption and MyPal is currently connected to this network
	an Access Point with enabled WEP encryption and MyPal is currently connected to this network
	a wireless device with disabled WEP encryption
	a wireless device with enabled WEP encryption
	a wireless device with disabled WEP encryption and MyPal is currently connected to this network
	a wireless device with enabled WEP encryption and MyPal is currently connected to this network

ESSID - shows the Extended Service Set Identifier (ESSID) of the wireless network found in the search.

CH - shows the channel used by a wireless device.

RSSI - shows the Received Signal Strength Indication (RSSI) transmitted by each wireless network. This information is helpful in determining which network you wish to associate your device. This signal is normally represented by a **dBm value**.

Icon	Link Quality
	Excellent
	Good
	Fair
	Poor

NOTE The icon may be green or orange. The green icon indicates the signal received from IEEE 802.11b device, while the orange icon indicates the signal received from IEEE 802.11g device.

BSSID - shows the Media Access Control (MAC) address of the access point, or the Basic Service Set ID (BSSID) in an ad-hoc mode.

Appendix Notices

Federal Communications Commission Statement

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

- 1) This device may not cause harmful interference, and
- 2) This device must accept any interference received, including interference that may cause undesired operation.

This device and its antenna must not be co-located or operating in conjunction with any other antenna or transmitter.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with manufacturer's instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

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

WARNING! The use of shielded cables for connection of the monitor to the graphics card is required to assure compliance with FCC regulations. Changes or modifications to this unit not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment.

Canadian Department of Communications Statement

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications.

This class B digital apparatus complies with Canadian ICES-003.

UL Safety Notices

Required for UL 1459 covering telecommunications (telephone) equipment intended to be electrically connected to a telecommunication network that has an operating voltage to ground that does not exceed 200V peak, 300V peak-to-peak, and 105V rms, and installed or used in accordance with the National Electrical Code (NFPA 70).

When using the Pocket PC, basic safety precautions should always be followed to reduce the risk of fire, electric shock, and injury to persons, including the following:

- **Do not use** the Pocket PC near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.
- **Do not use** the Pocket PC during an electrical storm. There may be a remote risk of electric shock from lightning.
- **Do not use** the Pocket PC in the vicinity of a gas leak.

Required for UL 1642 covering primary (non-rechargeable) and secondary (rechargeable) lithium batteries for use as power sources in products. These batteries contain metallic lithium, or a lithium alloy, or a lithium ion, and may consist of a single electrochemical cell or two or more cells connected in series, parallel, or both, that convert chemical energy into electrical energy by an irreversible or reversible chemical reaction.

- **Do not** dispose the Pocket PC battery pack in a fire, as they may explode. Check with local codes for possible special disposal instructions to reduce the risk of injury to persons due to fire or explosion.
- **Do not** use power adapters or batteries from other devices to reduce the risk of injury to persons due to fire or explosion. Use only UL certified power adapters or batteries supplied by the manufacturer or authorized retailers.

Replaceable batteries

If an equipment is provided with a replaceable battery and if replacement by an incorrect type could result in an explosion (e.g. with some lithium batteries), the following applies:

- if the battery is placed in an OPERATOR ACCESS AREA, there shall be a marking close to the battery or a statement in both the operating and the servicing instructions;
- if the battery is placed elsewhere in the equipment, there shall be a marking close to the battery or a statement in the servicing instructions.

The marking or statement shall include the following or similar text:

CAUTION
RISK OF EXPLOSION IF BATTERY IS REPLACED
BY AN INCORRECT TYPE.
DISPOSE OF USED BATTERIES ACCORDING
THE INSTRUCTIONS

Compliance is checked by inspection.

Operator access with a tool

If a TOOL is necessary to gain access to an OPERATOR ACCESS AREA, either all other compartments within that area containing a hazard shall be inaccessible to the OPERATOR by the use of the same TOOL, or such compartments shall be marked to discourage OPERATOR access.

An acceptable marking for an electric shock hazard is (ISO 3864, No. 5036)

Equipment for restricted access locations

For equipment intended only for installation in a RESTRICTED ACCESS LOCATION, the installation instructions shall contain a statement to this effect.

Checklist of Regulatory Statement

15.21

You are cautioned that any changes or modifications not expressly approved in this manual could void your authorization to use the device.

CAUTION: Any changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Prohibition of co-location

This device must not be co-located or operating in conjunction with any other antenna or transmitter

15.105 Federal Communications Commission (FCC) Requirements, Part 15

This equipment has been tested and found to comply with the limits for a class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation.

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

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

Regulatory information / Disclaimers

Installation and use of this Wireless LAN device must be in strict accordance with the instructions included in the user documentation provided with the product. Any changes or modifications (including the antennas) made to this device that are not expressly approved by the manufacturer may void the user's authority to operate the equipment. The manufacturer is not responsible for any radio or television interference caused by unauthorized modification of this device, or the substitution of the connecting cables and equipment other than manufacturer specified. It is the responsibility of the user to correct any interference caused by such unauthorized modification, substitution or attachment. Manufacturer and its authorized resellers or distributors will assume no liability for any damage or violation of government regulations arising from failing to comply with these guidelines.

CAUTION: To maintain compliance with FCC's RF exposure guidelines, this equipment should be installed and operated with minimum distance 20cm between the radiator and your body. Use on the supplied antenna. Unauthorized antenna, modification, or attachments could damage the transmitter and may violate FCC regulations.

MPE Statement (Safety Information)

Your device contains a low power transmitter. When device is transmitted it sends out Radio Frequency (RF) signal.

Safety Information

In order to maintain compliance with the FCC RF exposure guidelines, this equipment should be installed and operated with minimum distance 20cm between the radiator and your body. Use only with supplied antenna. Unauthorized antenna, modification, or attachments could damage the transmitter and may violate FCC regulations.

Caution Statement of the FCC Radio Frequency Exposure

This Wireless LAN radio device has been evaluated under FCC Bulletin OET 65C and found compliant to the requirements as set forth in CFR 47 Sections 2.1091, 2.1093, and 15.247(b)(4) addressing RF Exposure from radio frequency devices. The radiation output power of this Wireless LAN device is far below the FCC radio frequency exposure limits. Nevertheless, this device shall be used in such a manner that the potential for human contact during normal operation—as a mobile or portable device but use in a body-worn way is strictly prohibit. When using this device, a certain separation distance between antenna and nearby persons has to be kept to ensure RF exposure compliance. In order to comply with the RF exposure limits established in the ANSI C95.1 standards, the distance between the antennas and the user should not be less than 20cm.