PenCentra 130

User's Guide

Manual d' Utilisation

Benutzerhandbuch

Manual del Usuario

Manuale Utente

FUJITSU

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Agency Compliance

UL Notices

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Cautions

- For continued protection against the risk of fire, replace only with the same type and rating of fuse.

- There is a danger of explosion if the backup battery is incorrectly replaced. Replace only with the same or equivalent type recommended by the manufacturer. Dispose of used batteries according to manufacturer's instruction.

- Changes or modifications not expressly approved by Fujitsu Personal Systems, Inc. could void this user's authority to operate the equipment.

</div>

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Warnings

- The backup battery may explode if mistreated. Do not recharge, disassemble, or dispose of in fire.

- For a spare battery pack, order only Fujitsu Model FMW51BP1.

- To charge the battery pack FMW51BP1 externally, use only a PenCentra external battery charger FMW51BC1.

</div>

FCC Notices

DECLARATION OF CONFORMITY
according to FCC Part 15

Responsible Party Name: **Fujitsu Personal Systems, Inc.**
Address: **5200 Patrick Henry Drive**
Santa Clara, CA 95054
Telephone: **408-982-9500**

Declares that product: **Model: PenCentra 130**
Complies with Part 15 of the FCC Rules

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.

David Woo - Mgr. Agency Compliance   6-15-99
Full Name / Title   Date

Note: *For more detailed information about the FCC rules and their applicability to the PenCentra 130 pen tablet, refer to Appendix C of this document. The following table provides the part numbers for each of the PenCentra 130 configurations.*

Screen Type	Modem?	Country/Cord	Part Number
CRF	YES	US/US	FMW5100FA01
CRF	NO	UK/UK	FMW5101FB01
CRF	NO	Germany/Euro	FMW5101FD01
CRF	NO	France/Euro	FMW5101FF01
CTM	YES	US/US	FMW5100SA01
CTM	NO	UK/UK	FMW5101SB01
CTM	NO	Germany/Euro	FMW5101SD01
CTM	NO	France/Euro	FMW5101SF01

Table of Contents

Before You Get Started

Welcome

Congratulations on purchasing a PenCentra 130 Handheld Personal Computer Pro (H/PC Pro) powered by the Microsoft® Windows® CE operating system. This enterprise-level pen computer provides a rugged ergonomic design, high performance, and minimal weight. The PenCentra 130 delivers Working Mobility™ by putting the power of information in the palm of your hand.

About this Guide

This guide provides an introduction to your PenCentra 130, the Microsoft Windows CE operating system, and the installed applications. The following chapters are contained in this document:

Chapter 1: Introducing the PenCentra 130
This chapter introduces you to the features of your PenCentra 130. Included are descriptions of the material included with your system and optional peripherals specially designed for the PenCentra 130.

Chapter 2: Using the PenCentra 130
This chapter provides steps for the initial setup of your system, as well as a brief description of the software loaded on the system. Also included are instructions for a variety of procedures, such as printing and customizing your PenCentra 130.

Chapter 3: Using Microsoft CE Applications
This chapter offers details on the various Windows CE applications, such as Pocket Word, Pocket Access, and Pocket Excel. Included are instructions for setting up the Windows CE Services software on your desktop or laptop computer to allow synchronization of data between the PenCentra 130 and your desktop or laptop.

Chapter 4: Using the PenCentra 130 Productivity Package
This chapter provides instructions on using additional programs such as handwriting recognition, productivity, and FPSI-developed applications.

Chapter 5: Care and Maintenance of the PenCentra 130
The PenCentra 130 is a high-quality electronic device, and should be treated as such. This chapter instructs you in the proper care and maintenance of your system.

Chapter 6: Troubleshooting the PenCentra 130
This chapter offers troubleshooting tips and techniques in the event you run into a problem when operating your pen tablet.

Appendix A: Glossary
The Glossary contains a description of Microsoft and Fujitsu Personal Systems, Inc. terms used throughout this guide.

Appendix B: Hardware Specifications
This appendix contains detailed information about your PenCentra 130 specifications.

Appendix C: Agency Notices
This appendix contains notices required by the Federal Communications Commission.

Where to Find Information

This guide describes your PenCentra 130 hardware, provides an overview of the programs included, and describes how to set up communications between your PenCentra 130, your desktop computer, and the Internet. The following table is a guide to the different types of information available to help you use your PenCentra 130. For more information, see the comprehensive on-line Help for each program.

For Information On...	Use This Reference...
PenCentra 130 H/PC Pro Hardware	This User's Guide
	Fujitsu Personal Systems Inc. web site: http://www.fpsi.fujitsu.com/
Windows CE Programs	This User's Guide
	On-line Help on your device. Select **Start** and then **Help**.
CIC Programs	This User's Guide
	On-line Help on your device. Select **Start** and then **Help**.
	Communication Intelligence Corp. web site: www.cic.com
bSQUARE Programs	This User's Guide
	On-line Help on your device. Select **Start** and then **Help**.
	bSQUARE web site: www.bsquare.com
Synchronizing and exchanging files with a desktop computer (including information on connecting while traveling)	This User's Guide
	On-line Help on your device. Select **Start** and then **Help**.
	Windows CE Services on-line Help on your desktop computer. In the Mobile Devices window, click **Help**, then **Windows CE Services Help Topics**.

For Information On...	Use This Reference...
Toolbar buttons	Tap or click and hold on a toolbar button to see its name. Drag off the toolbar button before lifting to avoid activating the button.
Troubleshooting information on connections	The Communications Troubleshooter on your desktop computer. In the Mobile Devices window, click **Help**, then **Communications Troubleshooter**.
Up-to-date information on Windows CE-based devices	Microsoft Windows CE web site: http://www.microsoft.com/windowsce/
Information on this release of Windows CE	Readme.doc file (located in the Windows CE Services folder on your desktop computer).

Chapter 1

Introducing the PenCentra 130 H/PC Pro

The PenCentra 130 is a high-performance, pen-based computer designed to support Microsoft Windows CE. This chapter provides an overview of the PenCentra and its features.

Included with the PenCentra 130

The following items are included with your PenCentra 130:

- Lithium ion battery pack

- AC Adapter

- Microsoft Windows CE Services CD-ROM

- Screen Protectors (quantity: 2)

- PenCentra 130 Pen

- Internal 56 Kbps* fax/modem (V.90): 53 Kbps receive/33.6 Kbps send/14.4 Kbps fax

    * The internal modem is available in North America only. The 56 Kbps rate is nominal; due to FCC restrictions, actual rates are limited to 53 Kbps.

Options Available for the PenCentra 130

The following optional peripherals and accessories items are available to support your PenCentra 130:

- Auto Adapter (FMWCB2)

- Spare Pen (FMW51PN1)

- Pen Tether (FMW51ST1)

- Docking Station (FMW51DS1)

- 16MB RAM Expansion Module (FMW51EM16)

- 32MB RAM Expansion Module (FMW51EM32)

- 8MB Flash ROM Expansion Module (FMW51FL8)

- Harsh Environment Case (FMWCC36)

- Spare Battery Pack (FMW51BP1)

- External Battery Charger (FMW51BC1)

- Handstrap (FMWHS3)

- Screen Protectors, 12-pack (FMWSP6)

- Compact Folding Deskstand (FMWDS4)

- System Holster (FMWCC34)

- Harsh Environment Case Holster (FMWCC37)

- Slipcase (FMWCC33)

- Portfolio Case (FMWCC35)

- Mobile Keyboard:

    - US (FMWKB3A)
    - UK (FMWKB3B)
    - France (FMWKB3F)
    - Germany (FMWKB3D)

PenCentra 130 Hardware Features

Features and controls that you use to operate the PenCentra 130 are described below and illustrated in Figures 1-1 and 1-2. Additional details on using these features and controls are provided later in this manual.

Front / Left / Top Features

- **Screen**
  The screen is the area in which your applications and data are displayed. The screen is also the area in which you enter data with the pen.

- **Status Indicators**
  There are three status indicators that provide event notification and power status.

- **Pen/Pen Holder**
  The pen -- or *stylus* -- is the main pointing device used for navigation and entering data. When not in use, it should be stored in the PenCentra 130 pen holder or optional carrying case.

- **Record Button**
  The Record button is used to initiate recording of sound on the system via the microphone.

- **Microphone**
  The microphone allows you to record sound files, such as voice memos.

- **Hotpads**
  Hotpads allow you to change settings for the display, sound, and mouse button emulation. Three programmable hotpads are also available for customization.

- **IrDA Port**
  Provides an infrared interface for communication with devices compliant with IrDA Standard Revision 1.1.

- **Suspend/Resume Button**
  Allows you to suspend and resume system operation in order to extend battery life.

- **Modem Jack ***
  Allows you to connect a standard telephone plug to the PenCentra's internal 56 Kbps modem.

  * The internal modem is available in North America only.

- **Reset Button**
  The Reset button restarts the PenCentra 130.

- **PC Card Doors**
  These doors allow you to access the PC Cards installed in the PC Card slots.

- **Kensington™ Lock Attachment Point**
  The lock attachment point lets you attach an optional Kensington-type security cable.

- **Notification Button**
  The Notification button is used to acknowledge a notification from the system, such as a meeting reminder.
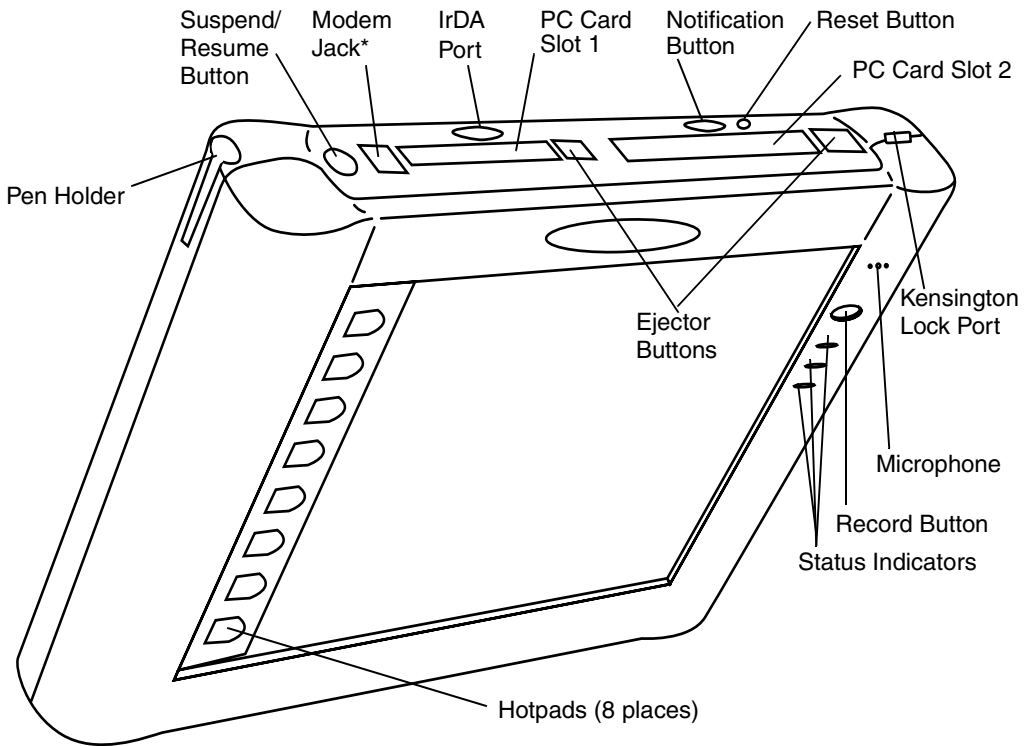
Figure 1-1   PenCentra Front/Left/Top View

* The internal modem is available in North America only.

Rear / Right / Bottom Features:

- **Removable Battery Pack**
  The battery pack can be removed for replacement or charging in an optional external charger.

- **Battery Pack Latch**
  Secures the removable battery in position.

- **Pen Tether Attachment Slot**
  The pen tether slots allow you to attach an optional pen tether.

- **Handstrap Attachment Points**
  These are used to attach an optional handstrap.

- **Speaker**
  The built-in speaker allows you to play back audio files without external hardware.

- **Memory Access Door**
  Allows you to gain access to the RAM, ROM, and flash memory modules inside your PenCentra.

- **Microphone Jack**
  Allows you to connect an external microphone

- **Headphone Jack**
  Allows you to connect headphones to your PenCentra 130.

- **Serial Port**
  This port is used for connecting the synchronization cable between your PenCentra 130 and a desktop computer. This port can also be used as a standard serial port.

- **USB Port**
  Allows you to connect Universal Serial Bus-compliant devices to the PenCentra 130. Note that only USB devices with Windows CE 2.11-compliant drivers will work in this port.

- **DC Input**
  Allows you to connect the AC Adapter or an optional Auto Adapter.

- **PS/2-Style Keyboard/Mouse Port**
  The PS/2-style port lets you attach a PS/2-style keyboard or mouse. This port only supports a 5V keyboard or mouse.

- **High-Usage Docking Contacts**
  These contacts allow you to use the pen tablet in an optional docking station.

Pen Tether Slot

Memory Access Door

Handstrap Attachment Points

Handstrap Attachment Points

Speaker

Headphone Jack

Serial Port Door

Microphone Jack

USB Port

DC Input

PS/2-style Keyboard/Mouse Port

Removable Battery Pack

Battery Pack Latch

High-Usage Docking Contacts
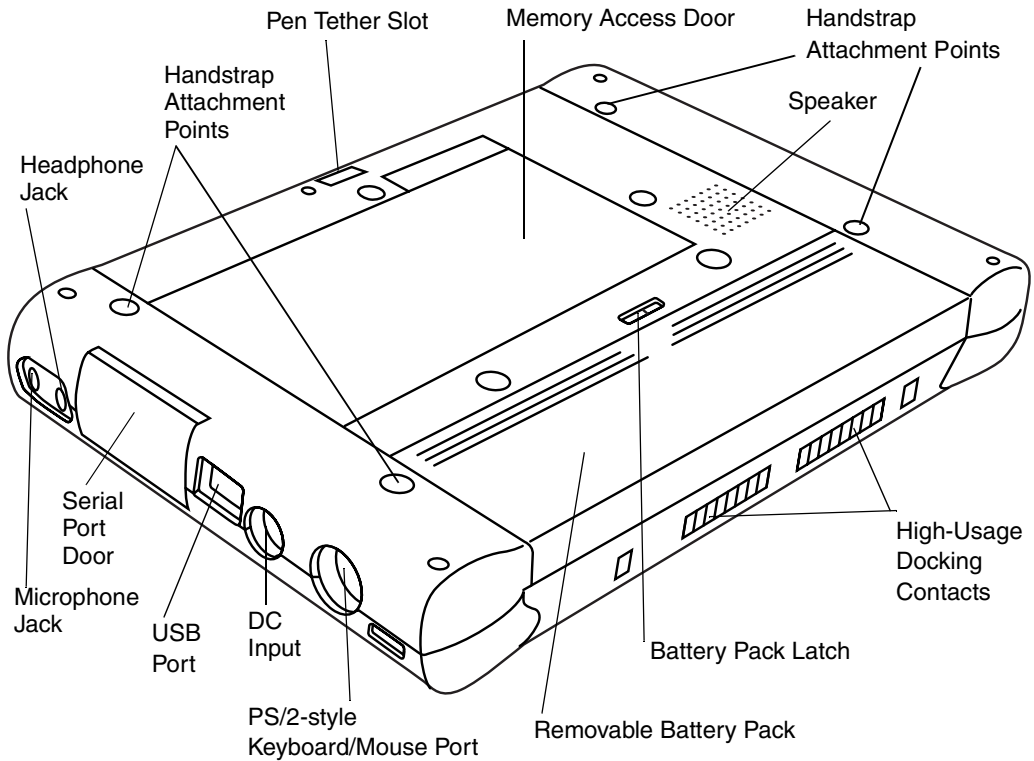
Figure 1-2   PenCentra Rear/Right/Bottom View

Status Indicators

There are three status indicators located on the front of the system, adjacent to the right-hand side of the screen. These lights indicate the information about system status:

Table 1-1   System Status Indicators

Display Icon	Name	LED State (Significance)	Description
	Notification Indicator	Orange (Notification of event)	The notification indicator flashes when a pre-determined event is detected by the system (such as a meeting reminder). The notification indicator is reset by pressing the notification button on the top of the system.
	DC Input	Off (No battery, no DC Input) Orange (Charging) Green (Charge complete) Yellow (Thermal Alarm)	When this indicator is lit, the system is running on external DC power.
	Battery	Off (Battery is between 20% and 100% charged) Orange, blink (every 2-4 seconds) (Between 5% and 20%) Orange, no blink (Between 0% and 5%)	This LED indicates low battery conditions.

Connectors and Peripheral Interfaces

The connectors and peripheral interfaces on the PenCentra 130 can accommodate a variety of different devices. Figures 1-1 and 1-2 show the locations of the connectors and interfaces on the PenCentra 130, as described in Table 1-2.

Table 1-2   Peripheral Connectors

Connector/ Peripheral	PenCentra 130 Icons	Purpose
Microphone Jack		Connect an external microphone. The internal microphone is disabled when you plug in an external microphone.
Record Button		Initiates the recording of audio files (such as voice memos) on the PenCentra.
Notification Button		The notification button is used to turn off the notification indicator, and launch the message that generated the notification.
Kensington Lock		The Kensington™ Microsaver security slot allows you to secure the PenCentra using Kensington-compatible locking devices.
PC Cards		Install one or two Type II PCMCIA Cards. If only one card is installed, either slot can be used.
IrDA Port		The infrared transceiver built into the PenCentra allows you to communicate with other devices that are compliant with IrDA Standard Revision 1.0 or 1.1. Effective range for infrared communication is about three feet, and within 15 degrees off of center. A clear line-of-sight path must exist between the IrDA port on the PenCentra and the IrDA transceiver on the other device.

Table 1-2   Peripheral Connectors (Continued)

Connector/ Peripheral	PenCentra 130 Icons	Purpose
Modem Jack		Connect a telephone line to the internal modem using a standard RJ-11 telephone plug. The modem is only available on North American models of the PenCentra 130.
Suspend/ Resume Button		Allows you to suspend and resume system operation.
High-Usage Contacts		Used when the PenCentra is installed in an approved optional docking device. The contacts allow system access via PS/2 keyboard, USB-Host, RS-232C serial input, and DC input.
PS/2-Style Port		Allows the connection of a 5-volt PS/2-style keyboard, mouse, or barcode reader. Note that the system must be suspended prior to installing a device to this port.
DC Input		Connect an external power source such as the AC Adapter or the optional Auto Adapter.
USB Port		Connect Universal Serial Bus-compliant devices
Headphone Jack		Connect mono headphones or powered external speakers. The internal speaker is disabled when you plug in external headphones or speakers.
Serial Port		Connect an external device with a serial interface. Primarily used to connect the synchronization cable between the PenCentra 130 and your desktop system. (Note that this icon appears on the inside of the serial port door). Pin 9 of the serial port supports 5-volt, 500 mA maximum current.

Table 1-2   Peripheral Connectors (Continued)

Connector/ Peripheral	PenCentra 130 Icons	Purpose
Battery Latch		This spring-loaded latch/switch secures the removable battery in its slot.
Speaker		Allows you to hear audio files.

PenCentra 130 Software

The PenCentra 130 contains a number of Microsoft Windows CE and third-party applications. A summarized description of each is provided below. Detailed information about these programs is located in Chapter 3 of this manual.

Windows CE Applications

The PenCentra 130 is a Microsoft Windows CE /PC Pro-compliant system. Windows CE consists of three general elements: thw Windows CE operating system, the Windows CE Pocket Office, and Microsoft Windows CE Services.

1. **Windows CE Operating System.** The operating system installed on your PenCentra 130.

2. **Microsoft Windows CE Pocket Office**, consisting of:

   - **Microsoft Pocket Access**
     View ODBC databases and create Access information.

   - **Microsoft Pocket Excel**
     Create and view Excel documents.

   - **Microsoft Pocket PowerPoint**
     Allows you to present PowerPoint presentations.

   - **Microsoft Pocket Word**
     Lets you create and view Word documents.

- **Microsoft Pocket Outlook**
  Pocket Outlook consists of the Calendar, Contacts, Tasks, and Inbox applications. These help you to manage your day-to-day information, including appointments, email, and personal data.

- **Microsoft Pocket Internet Explorer**
  Allows you to set up connections with other computers or the Internet.

- **Microsoft InkWriter**
  Lets you create handwritten or typed notes and drawings.

- **ActiveSync**
  Initiates synchronization with your desktop computer from your PenCentra 130.

- **Microsoft Voice Recorder**
  Records your spoken words.

- **PC Link**
  Initiates a connection with your desktop computer.

- **Terminal**
  Lets you view and download files from a bulletin board or send and receive email.

- **World Clock**
  Sets the date, time, and alarm for your home city and the city you are visiting.

- **Calculator**
  Lets you perform calculations

3. **Microsoft Windows CE Services** is included on CD-ROM for installation on your desktop system. Windows CE Services allows you to synchronize your data between the PenCentra 130 and your desktop.

Productivity Package Applications

Along with the Microsoft Windows CE applications, FPSI has included a number of programs that enhance the operation and usability of the PenCentra 130. These are collectively known as the "Productivity Package".

- **CIC QuickNotes**
  QuickNotes allows you to take notes on your PenCentra. QuickNotes automatically timestamps, compresses, and saves your notes for future retrieval.

- **CIC Speller**
  CIC Speller is a utility that checks your spelling, finds unfamiliar words, retrieves document statistics, and performs a Find and Replace function.

- **CIC Jot**
  Jot is a character recognizer for your PenCentra 130 that recognizes each character immediately after it is written. Jot recognizes two different character sets: Full character set and natural character set.

- **CIC Handwriter**
  Handwriter is a full context-sensitive word recognizer. Handwriter allows you to write whole words or sentences before recognition.

- **CIC On-Screen Keyboard**
  The on-screen keyboard allows you to enter data using an on-screen, "virtual keyboard".

- **CIC InkTools**
  InkTools provides signature capture and verification.

- **bSQUARE bFAX**
  The bFAX utility allows you to send faxes from your PenCentra 130.

- **bSQUARE bFIND**
  The bFIND utility allows you to quickly and easily find information on your PenCentra 130.

Chapter 2

Using the PenCentra 130

This chapter covers the fundamental concepts, basic system operation and use, and system functions of your PenCentra 130. You should familiarize yourself with this information before you attempt to operate the system.

Before Setting Up the PenCentra 130

Before you set up your PenCentra 130, there are two very important steps to perform:

- The display screen can be damaged with improper use. Be sure to **install one of the included screen protectors on your system**. Reference the data sheet that accompanies the screen protector for installation instructions.

- **The system should be charged for a full 48 hours** prior to first using it. The 48-hour period ensures that the main battery pack and the backup battery are fully charged.

Setting Up the PenCentra 130

Turning the device off and on (suspending/resuming)

The suspend/resume button is used to stop and start the operation of your PenCentra 130. Suspending system operation with this button does not shut the system down, it simply "puts it to sleep" until you're ready to use it.

To resume system operation, press the suspend/resume button on the top of the system (see Figure 2-1). When you press the button, the system immediately "wakes up" and resumes at the same point as when you suspended operation.

PC Card Slots

Reset Button

Suspend/Resume Button
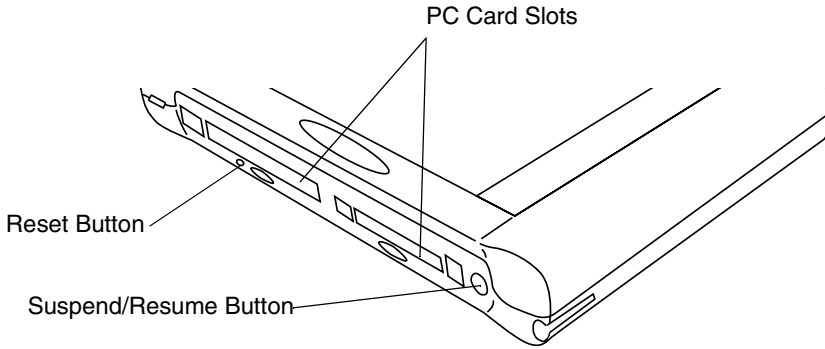
Figure 2-1   Location of Suspend/Resume Button

When you have finished working with your PenCentra, or when you will not be using it for an extended period, you should suspend operation to conserve battery power. There are two ways to suspend the system:

*Note: It is good practice to **always** save your active data before suspending the system. Doing so ensures that no data is lost in the event of power interruption.*

- Save your work, then press the suspend/resume button. The system operation will immediately suspend. When you resume operation, the system will resume at the point at which you suspended operation, or,
- Save your work, then click the Start icon on your desktop. Click on Suspend from the Start menu. The system operation will immediately suspend. When you resume operation, the system will resume at the point at which you suspended operation.

Resetting the system

Note: • Pressing the reset button while there is active data on your screen will result in that data being lost.

• It is not necessary to use excessive pressure when depressing the reset button. Excessive pressure could result in damage to the system.

In the event your system freezes up and does not respond to pen taps or keystrokes, it may become necessary to reset the system. To reset the system, lightly press the reset button (see Figure 2-1) using the tip of your PenCentra pen. When the reset button is pressed, the system reboots.

Using the Pen

You can use the PenCentra pen to generate and capture electronic "ink", to select items, and to navigate through programs on the pen tablet. The pen can be used like a two button mouse when used in conjunction with the right-mouse button hotpad. Programs that support handwriting recognition allow you to write characters directly on the screen with the pen.

> **Caution**
>
> • Ensure that a screen protector is installed on the pen tablet screen before you use the pen. The warranty does not cover a screen that is scratched as a result of not using a screen protector.
>
> • Do not use a ballpoint pen or any sharp object on the pen tablet. Doing so can mar or scratch the screen surface.

To toggle between using the pen for inking and using it as a mouse, click on the small pen icon in the system tray at the bottom right of the screen.

Here are some hints on using the pen like a two-button mouse on a desktop system:

- **To select an object,** tap the mouse tip on the object once. This functions like a mouse button click with the left mouse button.

- **To "double-click" an object,** tap twice on the object quickly.

- **To "right-click",** tap the pen tip once on the right-mouse button hotpad, then tap the desired object. (Hotpads are described in the section of this chapter entitled "Using the Hotpads"). The right mouse function is only valid for a single tap.

- **To move, or "drag", an object on the screen,** place the pen tip directly over the object, then as you hold the pen tip against the screen, move the pen.

Calibrating the pen

You calibrate the pen to adjust the distance error between where the pen actually touches the screen and where the system "thinks" the pen is touching. position on the screen relative to the position of the pen tip. If the event you wish to invoke is not displayed under the pen tip when you use the pen, you should calibrate the pen.

Pen calibration may be required due to the following situations:

- The pen is being used for the first time.

- The previous user of the PenCentra 130 pen tablet writes with the opposite hand or at a different pen angle.

- The system has been in use for some time and the pen has not been recalibrated.

To Calibrate the Pen

1. Open the Control Panel from the Start menu, and double-tap the Stylus icon. Select the Calibration property sheet, then click on Recalibrate.

2. Position the PenCentra 130 pen tablet as you normally would during use. Be sure to hold the pen at the angle that you regularly use. Touch the screen only with the pen tip; if you inadvertently touch the screen with your finger or hand during the calibration process, faulty calibration may result.

3. Perform the calibration steps according to the instructions on the screen. The calibration utility displays a cross-hair symbol in the middle and corners of the screen, one corner at a time. Hold the pen as you normally would while using the system and, as accurately as possible, tap the center of each crosshair as it is displayed.

   A dialog box is displayed after you tap the last of the four cross-hair symbols. Tap the screen within 30 seconds if you wish to save your new calibration settings. If you don't tap the screen within 30 seconds, the default calibration settings will be used.

4. When the Stylus Properties window reappears, choose one of the following steps.

   - If you are satisfied that you tapped the cross-hairs accurately, tap OK. The taps that you performed in step 3 are then used to calibrate the screen.

   - If you do not want to use the new calibration, tap the cancel box (X).

   - If you want to enter a new calibration, tap Recalibrate. The calibration instructions reappear.

If you have successfully performed the procedure above, the pen is now calibrated, and you can use the system as you normally would.

Replacing the Pen

With use, the pen tip may become worn or may pick up abrasive particles that can scratch the screen. A damaged or warped tip may not move freely, causing unpredictable results when using the pen. If your pen exhibits these problems, replace the pen.

Inserting/Removing PC Cards

There are two PC Card slots in your PenCentra 130. With the system display facing you, slot 1 is located on the left and slot 2 is on the right (see Figure 2-2). To install a PC Card, insert it into the selected slot with the label facing towards the screen. The shutter covering the slot folds into the system as you insert the card. Ensure that the card is properly seated by firmly pushing it in until it stops. When the card is properly seated, the ejector button rises to be flush with the system surface.

To remove a PC Card, first ensure that it is not running. Using the back end of your PenCentra pen, press the ejector button for the card you are removing. When the button is pressed, the PC Card is ejected from the slot. Gently pull the card from the slot.

Ejector Button

PC Card Slot 2

Ejector Button

PC Card Slot 1
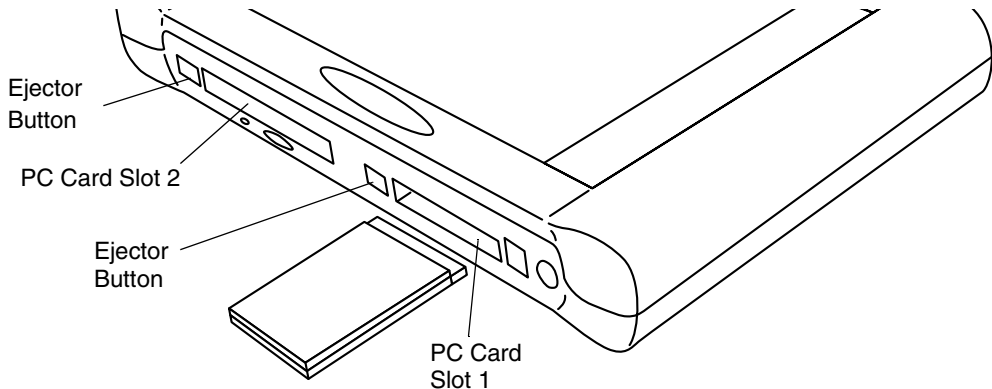
Figure 2-2   Inserting/Removing PC Cards

Powering the PenCentra 130

The PenCentra 130 can be powered by either its rechargeable battery pack or by AC power adapter.

Removing and Installing a Battery Pack

To remove the PenCentra 130 battery pack, perform the following steps:

1. Save any active data and suspend your system.

2. Hold the system face down, with the arrow on the battery compartment pointing towards you (see Figure 2-3).
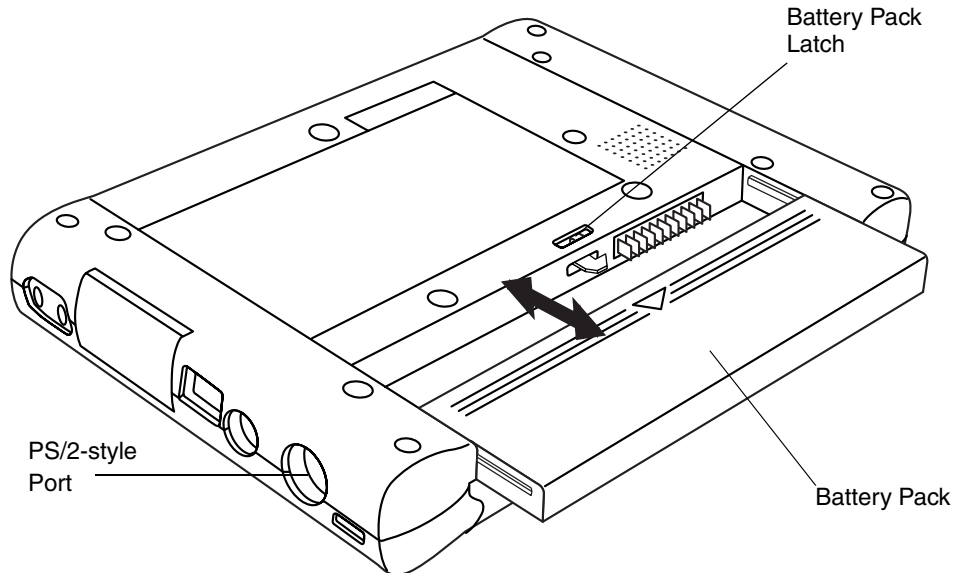
Figure 2-3   Removing/Installing the Battery Pack

3. Using the system pen, push the spring-loaded battery latch to the left.

4. While the battery latch is pushed to the left, slide the battery pack out of the battery tray by pulling it towards you. When the battery is clear of the latch mechanism, release the battery latch.

5. Resume system operation.

To install a new or recharged battery pack, slide it into the battery tray and firmly push it in until the latch clicks into place.

Charging the Battery Pack

There are two ways to charge your battery pack: while it is installed in the system or with an optional battery charger (FPSI part number FMW51BC1). To use the optional external battery charger, refer to the literature included with the unit.

Note: *An installed battery can be recharged while the system is running or suspended. If the system is running, the amount of time required to charge the battery is determined by the number and type of applications being used.*

To recharge the battery pack while it is installed in the system, plug the AC adapter into the DC input jack on the right side of the system. Insert the AC adapter's electrical plug into a wall socket. When DC power is connected to the system, the DC Input LED on the front of the system is lit (reference the "Status Indicators" section of Chapter 1 for more information).

Conserving Power / Optimizing Power Management

You can extend the charge life of your battery pack by conserving battery power. A fully charged battery pack can run the system under normal use for approximately 8 hours. Your results may vary, depending upon the applications you use. Here are some suggestions to help you conserve battery power:

Note: *Certain power optimization features may have been disabled by your reseller when the pen tablet was customized.*

• Open the Power Properties screen from the Control Panel. Click on the Power Off tab, and set the length of idle time before you want the system to automatically suspend. The shorter the period, the longer your battery will remain charged.

• Use an external power source such as the AC adapter to power the system whenever possible.

• Reduce the backlight brightness using the backlight brightness hotpad (reference the section of this chapter entitled "Using the Hotpads").

• When you know you won't be using the system for a long period of time, manually suspend the pen tablet by pressing the suspend/resume button.

Using a Keyboard or Mouse with the PenCentra 130

Although the pen, on-screen keyboard, and handwriting recognition applications allow you to enter any type of data into your PenCentra 130, there may be occasions when you prefer to use a mouse or an optional PenCentra 130 keyboard.

Attaching a Keyboard or Mouse

1. Before attaching a keyboard or mouse to your PenCentra 130, suspend system operation by either pressing the suspend/resume button, or clicking on Start/ Suspend.

2. Plug the keyboard or mouse plug into the PS/2-style port on the right-hand side of the pen tablet (see Figure 2-3 for the port location).

Note: *When a mouse is installed, the mouse icon on the control panel appears in the place of the Stylus icon. When a mouse is not installed, the Stylus icon appears. When a mouse is installed, the stylus is still functional.*

3. Resume system operation.

Using the Keyboard Function Keys

When a PenCentra 130 keyboard is attached to your pen tablet, you can use the function keys as shortcut keys to the most commonly-used Windows CE applications. The following table lists the function keys and the application that is invoked when you press the key.

Table 2-1   Default Application Shortcut Keys

Function Key	Application Shortcut
F1	Inbox
F2	Microsoft Internet Explorer
F3	Calendar
F4	Contacts
F5	Tasks
F6	Microsoft Pocket Word
F7	Microsoft Pocket Excel
F8	Microsoft Pocket PowerPoint
F9	Microsoft Pocket Access
F10	Calculator
F11	World Clock
F12	Connecting to Port

Using the Hotpads

The PenCentra 130 hotpads are arranged vertically on the left-hand side of the screen. The following table identifies each hotpad on the PenCentra 130, and offers a description of its use.

Table 2-2   PenCentra 130 Hotpads

Icon	Name	Description
	Backlight Brightness Hotpad	This hotpad changes the LCD backlight brightness by cycling through the following states: Color Reflective LCD (outdoor/indoor display): Low ->Medium ->High ->Off -> Low... Color Transmissive LCD (indoor display): Very Low -> Low -> Medium -> High -> Very Low... The hotpad defaults to whatever level was set when the system was suspended. This hotpad does not repeat if held down.
	Increase Contrast Hotpad	When tapped, LCD contrast becomes lighter by one step. The contrast range is 16 steps. This hotpad repeats if held down.
	Decrease Contrast Hotpad	When tapped, LCD contrast becomes darker by one step. The contrast range is 16 steps. This hotpad repeats if held down.
	Right Mouse Button Hotpad	Tapping this hotpad causes the next pen tap to be interpreted by the system as a right-mouse click. All subsequent taps are interpreted as left-mouse clicks, unless preceded by a tap of this hotpad.
	Volume Hotpad	This hotpad adjusts the volume of the signal fed to the internal speaker and the headphone jack. This hotpad cycles through the following states: High -> Medium -> Low -> Off -> High... This hotpad does not repeat if held down.

Table 2-2   PenCentra 130 Hotpads (Continued)

Icon	Name	Description
	Programmable Hotpads #1, 2, and 3	When one of the programmable hotpads is tapped, it causes an associated application to be launched. If the associated application is already running when the hotpad is pressed, that application is brought to the foreground (a second instance of the application is not started). You can define which application will be launched by configuring the Application Launcher utility located in the Control Panel. Each programmable hotpad can represent up to five different programs. These hotpads do not repeat; pressing them more than once has the same effect as pressing them once.

Chapter 3

Using Microsoft CE Applications

The wide variety of programs delivered with the PenCentra 130 can be divided into three general categories: Windows CE applications, Windows CE Services, and Productivity Package applications. The Windows CE applications and CE Services are covered in this chapter; the Productivity Package applications are covered in Chapter 4.

> *Note:* *Some of the applications covered in this chapter may not be applicable, depending upon the customization performed by your reseller or IS department.*

Windows CE Applications

Microsoft Pocket Office

The Microsoft Office companion programs consist of Microsoft Pocket Word, Microsoft Pocket Excel, Microsoft Pocket Access, and Microsoft Pocket PowerPoint. These programs work with the Windows versions of the same programs on your desktop computer to give you easy access to up-to-date copies of your documents.

You can create or edit Excel and Word files, PowerPoint presentation notes, and Access databases and tables on your PenCentra 130. Word and Excel templates are available to help you quickly create documents. Once you have created or edited a document on your PenCentra 130, synchronize it with your desktop computer to copy the new document to your desktop computer. For more information on synchronization, see the section of this chapter entitled "Sychronizing Files and File Conversion".

To access the Office companion programs, select **Start**, **Programs**, **Office**, and then the program you want to open.

> *Note:* *More information on the procedures described in this chapter, as well as information on additional procedures, can be found in online Help on your PenCentra 130. Select **Start, Help,** and then the program you want information on. Because Windows CE programs work similarly to their counterparts on the desktop computer, online Help covers basic procedures and the differences between the companion programs and desktop programs. If you need more information on using an Office program, see the documentation that came with the desktop version of the program.*

Pocket Word: Creating Documents

You use Pocket Word to create documents, such as letters, meeting minutes, and reports. You can also use Pocket Word to open and edit documents created in the desktop version of Word. When you are ready to save a document you created or edited, you can save it in a variety of formats, including Pocket Word (.pwd), Rich Text Format (.rtf), and Word (.doc). If you plan to send the document through e-mail to someone who will be using Word, not Pocket Word, be sure to save it in the Word (.doc) format.

There are three ways to enter text in Pocket Word

- **Using the on-screen keyboard**. To open the on-screen keyboard, double-click on the on-screen keyboard icon at the bottom of the display screen. Enter data with the on-screen keyboard as you would with a regular keyboard.

- **Using a keyboard**. Install a PS/2-style keyboard to the system's PS/2 plug, and enter data using that device.

- **Using Handwriting Recognition**. Refer to the section of Chapter 4 entitled "CIC Handwriter" for details on using the handwriter recognition software supplied with your PenCentra 130.

You can type text in either Outline view (see Figure 3-1) or Normal view, and you can easily switch from one view to the other, using the **View** menu. Work in Outline view when taking notes in meetings; use headings to highlight the main points and body text to add details.
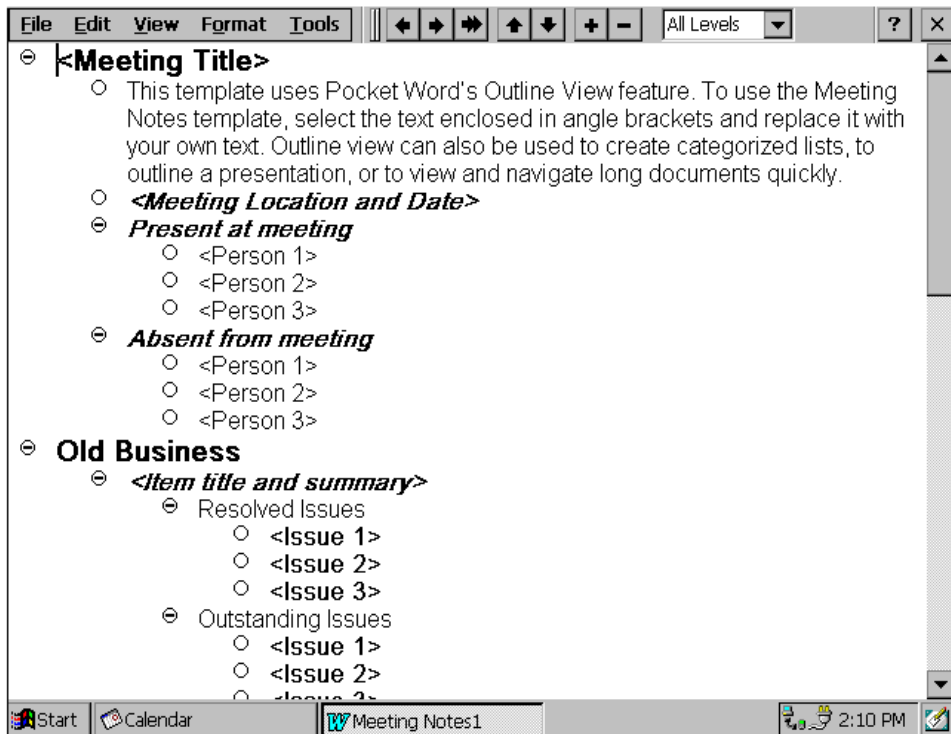
Figure 3-1   Pocket Word Outline View

Taking notes using Pocket Word

1. Select **File, New,** and then **Document from Template**.

2. Select **Meeting Notes** and then **OK.**

3. Select **File** and then **Save**.

4. Enter a name, choose a storage location, and then select **OK.**

5. Replace the text in the Template.

*Note: To see more of your document, select **Full Screen** on the **View** menu.*

Pocket Excel: Creating Workbooks

You can use Pocket Excel to create workbooks, such as expense reports (see Figure 3-2) and mileage logs. You can also use Pocket Excel to open and edit workbooks created in the desktop version of Excel. When you are ready to save a workbook you created or edited, you can save it in a variety of formats, including Pocket Excel (.pxl) and Excel (.xls). If you plan to send the document through e-mail to someone who will be using Excel, not Pocket Excel, be sure to save it in the Excel (.xls) format.

Pocket Excel provides fundamental spreadsheet tools, such as formulas, functions, sorting, and filtering. You can split panes to easily view different areas of a large worksheet. You can also "freeze" the top and left-most panes in a worksheet to keep row and column labels or other data visible as you scroll through a sheet.

To log expenses using Pocket Excel:

1. Select **File, New,** and then **Workbook from Template**.

2. Select **Expense Report** and then **OK**.

3. Select **File** and then **Save**.

4. Enter a name, choose a storage location, and then select **OK**.

5. Replace the text in the template.

	A	B	C	D	E	F	G	
1	Expense Report							
2	Purpose:		Period From:		To:			
3								
4	Date	Description	Lodging	Transport	Fuel	Meals	Phone	E
5			$ -	$ -	$ -	$ -	$ -	$
6			$ -	$ -	$ -	$ -	$ -	$
7			$ -	$ -	$ -	$ -	$ -	$
8			$ -	$ -	$ -	$ -	$ -	$
9			$ -	$ -	$ -	$ -	$ -	$
10			$ -	$ -	$ -	$ -	$ -	$
11			$ -	$ -	$ -	$ -	$ -	$
12			$ -	$ -	$ -	$ -	$ -	$
13			$ -	$ -	$ -	$ -	$ -	$
14			$ -	$ -	$ -	$ -	$ -	$
15		Total:						
16								
17								
18								
19								
20								
21								
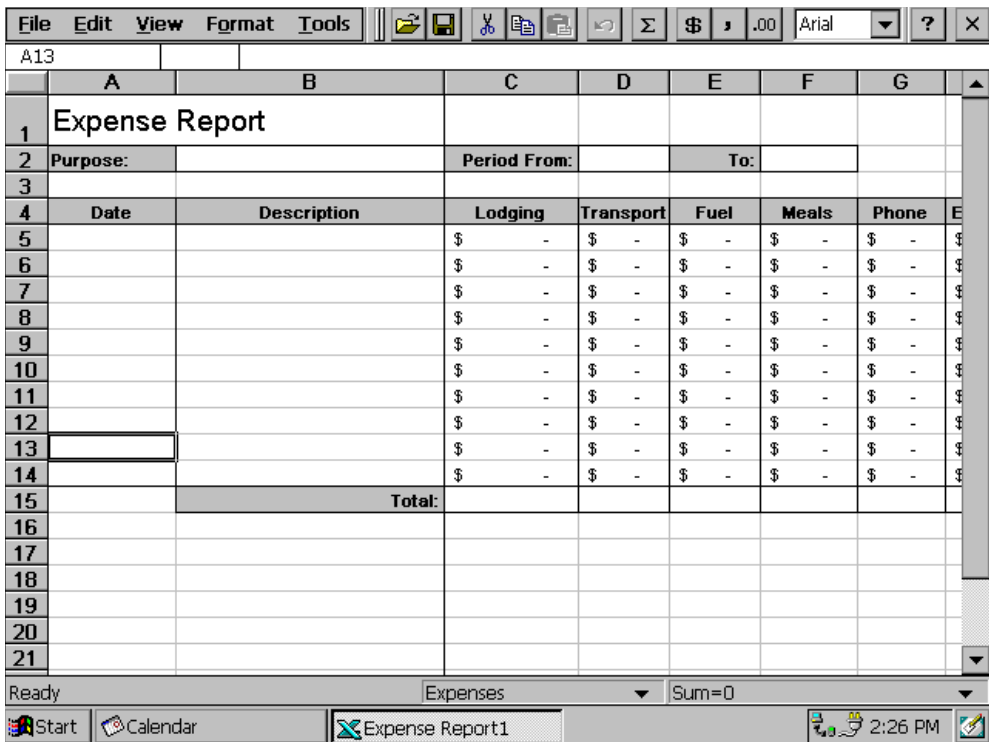
Figure 3-2   Pocket Excel Spreadsheet

Pocket Access: Viewing and Creating Data

Use Pocket Access to view and update data derived from Microsoft Access, Microsoft SQL Server, and other ODBC databases you have created on the desktop computer. Simply create the database on your desktop computer and then transfer the data to your PenCentra 130. For example, a sales organization might use Access on the desktop computer to create a master database of products and order forms (see Figure 3-3). The sales force can synchronize their PenCentra 130s with the master database to get up-to-date product information and to upload completed client order information. For more information on synchronizing, see the section of this chapter entitled "Microsoft Windows CE Services."

You can also use Pocket Access to create new databases, tables, and SQL procedures directly on your PenCentra 130.
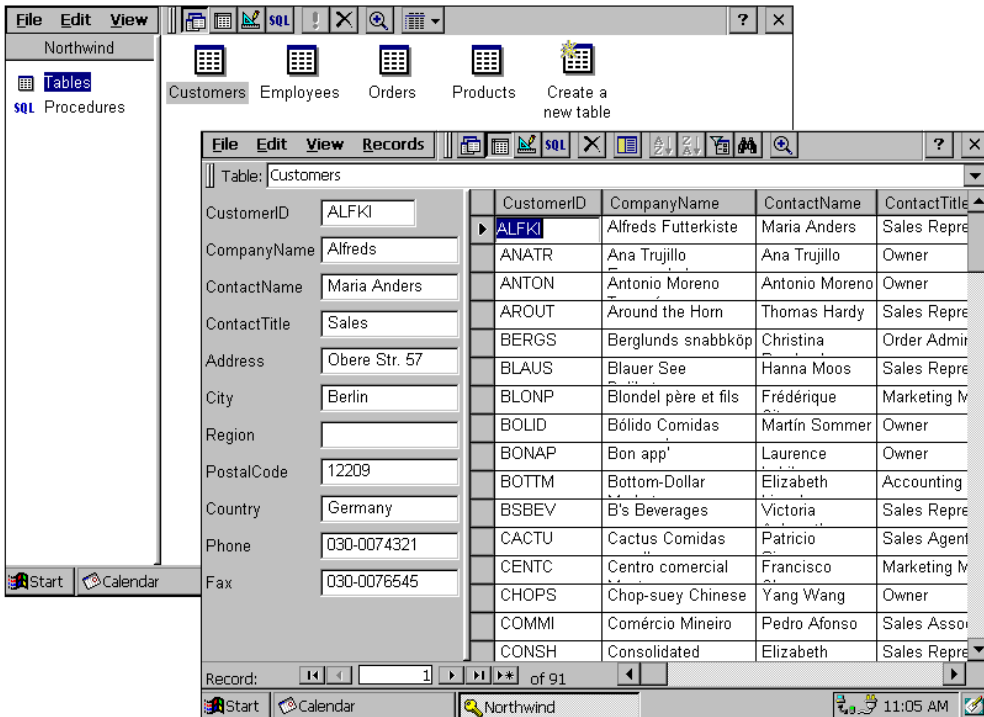
Figure 3-3   Pocket Access Database

To create a new database and table on your PenCentra 130:

1. Select **Start**, **Programs**, **Office**, and then **Microsoft Pocket Access**. If Access is already running, select **File** and then **Open/New Database**. If you do not see this command on the menu, select **View** and then **Database View.**

2. Enter a name for the database and select **OK**.

3. Double-tap or double-click the **Create a new table** icon.

4. In the **Field Name** box, enter a name.

5. From the **Data Type** list, select a data type. A field's data type cannot be changed after the table is saved.

6. **Text** boxes have a size limit of 255 characters. To enter longer notes, select the **Memo** data type.

7. To enter numbers with decimal points, select the **Float** data type.

8. To enter numbers between -32,768 and +32,767, select the **Integer** data type.

9. To enter smaller numbers, select the **Small Integer** data type.

10. To set the size limit of a field, enter an amount in the **Field Size** box. A field's size cannot be changed after the table is saved.

11. To index the field, select **Yes** from the **Indexed** list. Indexing a field allows Pocket Access to find and sort information faster for that field.

12. Repeat these steps until you have created all the fields you want for your table.

13. Select **File** and then **Save Table**.

Note: *If you have tables that you don't want to keep updated on your PenCentra 130, mark them as read-only when transferring them from the desktop to save time during future synchronization sessions. Windows CE Services will not check for updates the next time you synchronize.*

Pocket PowerPoint: Showing Presentations

Use Pocket PowerPoint to quickly and easily deliver a professional presentation on your PenCentra 130 (for one-on-one presentations). Simply create the presentation in Microsoft PowerPoint on your desktop computer and then transfer the presentation to your PenCentra 130. Your Pocket PowerPoint file will include the text, pictures, notes, and layout position of the original Microsoft PowerPoint presentation, but will not include animations or slide transitions.
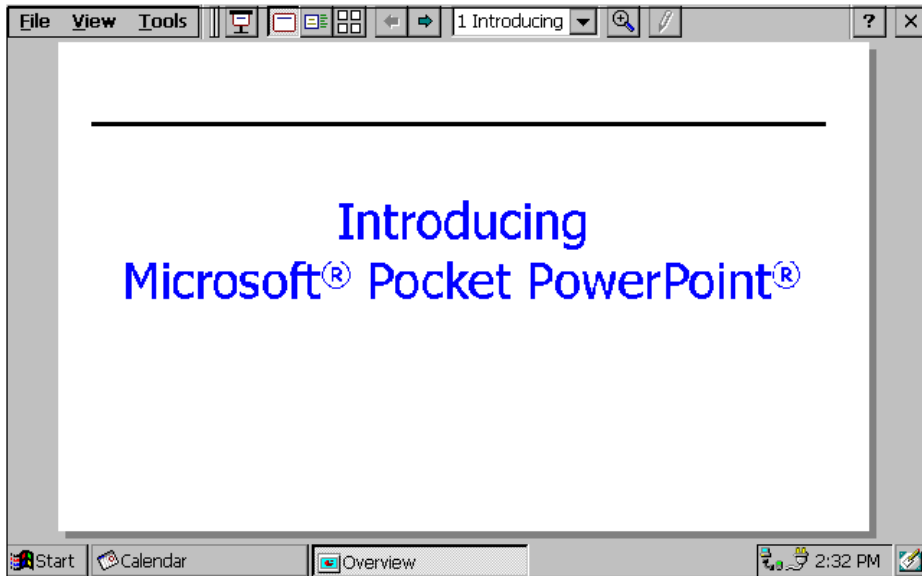
Figure 3-4   Pocket Power Point Display

To show a presentation:

1. Using Windows CE Services, copy the presentation from your desktop computer to your PenCentra 130. For more information, see the section of this chapter entitled "Microsoft Windows CE Services."

2. Select **Start**, **Programs**, **Office**, and then **Microsoft Pocket PowerPoint**.

3. In the **Open Presentation** dialog box, select the presentation you want to show, and then **OK**.

4. To change the presentation display and slide advance options, select **Tools** and then **Set Up Show**.

5. To start the show, select **View** and then **View Show**. If you chose **Manual** in step 4, use the **Previous** and **Next** buttons to control the slides.

6. You can tailor a presentation while on the road by adding a new title slide to your presentation. To do so, select **Tools** and then **Title Slide.**

Voice Recorder and InkWriter

Voice Recorder and InkWriter are programs for quickly capturing your ideas, notes, and thoughts. With Voice Recorder, you can record reminders and ideas. With InkWriter, you can take handwritten and typed notes and create drawings.

Note: *More information on the procedures described in this chapter, as well as information on additional procedures, can be found in online Help on your PenCentra 130. Select **Start, Help,** and then the program on which you want information.*

Voice Recorder: Capturing Ideas and Thoughts

You can quickly capture ideas, reminders, and phone numbers with Voice Recorder.
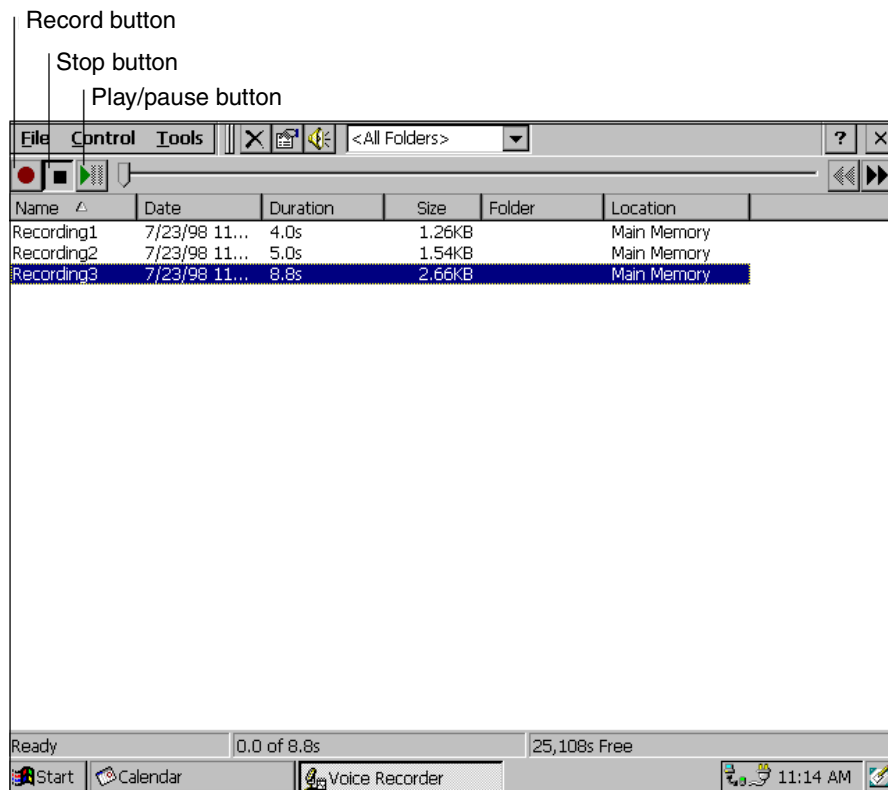
Figure 3-5   Voice Recorder Player

To record and play a recording:

1. Select **Start**, **Programs**, **Accessories**, and then **Microsoft Voice Recorder**.

2. Hold your PenCentra 130's microphone near your mouth or other sound source.

3. Select the **Record** button. You'll hear a beep when recording begins.

4. To stop recording, select the **Stop** button. The new recording appears in the recording list.

5. To play a recording, double-tap or double-click it in the recording list. To pause playback, select the **Play/Pause** button. Select **Play/Pause** again to resume playback.

Note: *You can play all of your recordings, one after another. Select the recording you want to play first, select **Control** and then **Play Sequential**. The selected recording and following recordings will be played. A short beep will sound between recordings.*

InkWriter: Creating Notes and Drawings

InkWriter, a text, graphics, and ink processor with Rich Ink technology, makes it easy to write and draw the way you do on paper, but with the benefit of being able to edit and format what you've written and drawn. With InkWriter, you can enter information in the way that's easiest for you. You can type using the keyboard, or you can write and draw directly on the screen using your stylus or pointing device.
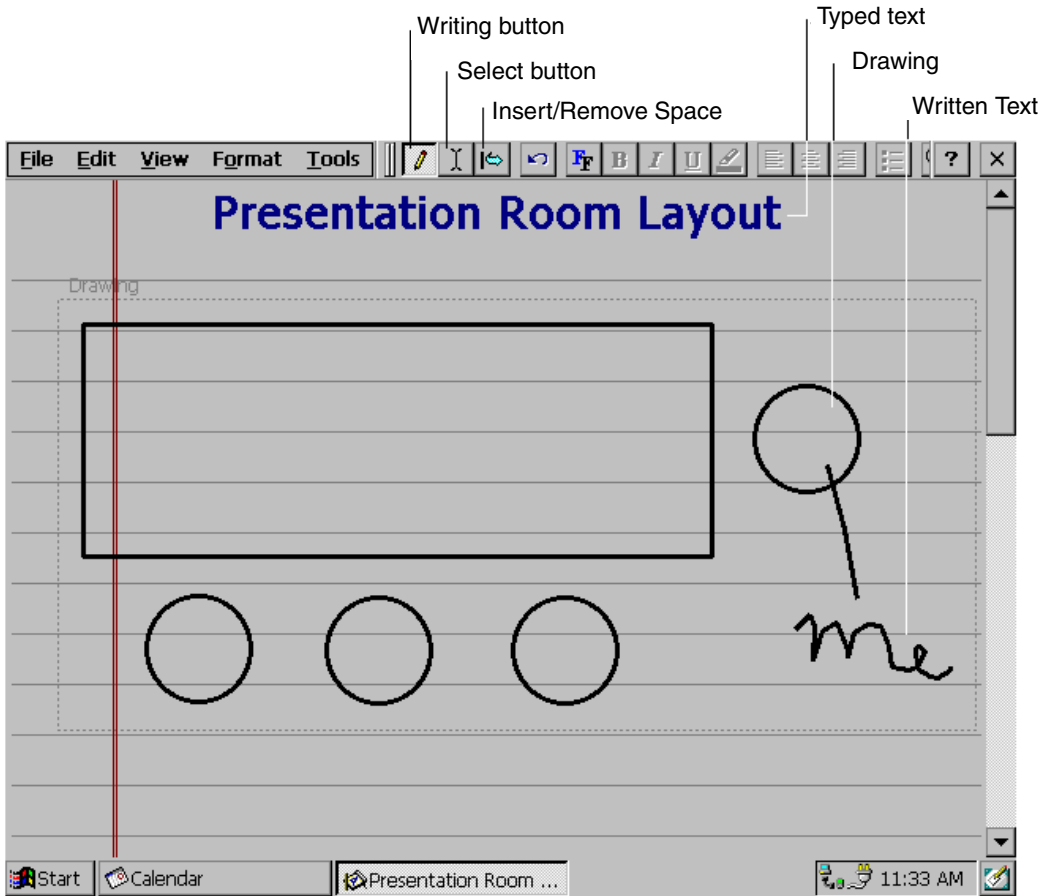
Figure 3-6   Using InkWriter to Create Drawings

To create an InkWriter document:

1. Select **Start**, **Programs**, **Accessories**, and then **InkWriter**.

2. Create your document:

- To write, select **View** and then **Writing** and use the stylus like a pen. If you are using a pointing device, click and drag to write on the screen.
- To type, select **View** and then **Typing** and use the keyboard.
- To draw, select **View** and then **Drawing** and use the stylus like a pen. If you are using a pointing device, click and drag to draw on the screen. You can also create a drawing in Writing view by crossing three of the ruled lines on the first stroke of the drawing.

3. When you are finished, select **File** and then **Save**.

Note: *InkWriter can help you draw perfect circles, rectangles, triangles, and lines. In Drawing view, draw the shape you want and use the Select tool to select it. Then, tap on the shape. When the four-headed arrow appears, click on it. Select Choose Shapes, and select the shape to which you want to convert the shape.*

Microsoft Pocket Outlook

The Microsoft Pocket Outlook program includes Calendar, Contacts, Tasks, and Inbox. Using Windows CE Services, you can synchronize information in Microsoft Outlook™, Microsoft Schedule+, or Microsoft Exchange on your desktop computer with your PenCentra 130. Each time you synchronize, Windows CE Services compares the changes you made on your PenCentra 130 and desktop computer and updates both computers. For more information, see the section of this chapter entitled "Microsoft Windows CE Services."

Calendar, Contacts, and Tasks each consists of a card view and list view. The card view is where you enter or view the details for each entry. The list view is where you view all entries. With Inbox, you can send and receive e-mail messages, either through synchronization with Outlook or Exchange on your desktop computer or by connecting directly to your mail server through an Internet or network account.

You can access Pocket Outlook by selecting **Start**, **Programs**, **Pocket Outlook**, and then the tool you are interested in.

Note: *More information on the procedures described in this chapter, as well as information on additional procedures, can be found in online Help on your PenCentra 130. Select **Start, Help,** and then the program on which you want information.*

Calendar: Scheduling Meetings and Appointments

Use Calendar to schedule appointments, meetings, and other events. You can check your appointments in one of several views (Day, Week, Month, Year, and Agenda) and easily switch among the views by selecting the corresponding toolbar button.

New Appointment Button   View Buttons
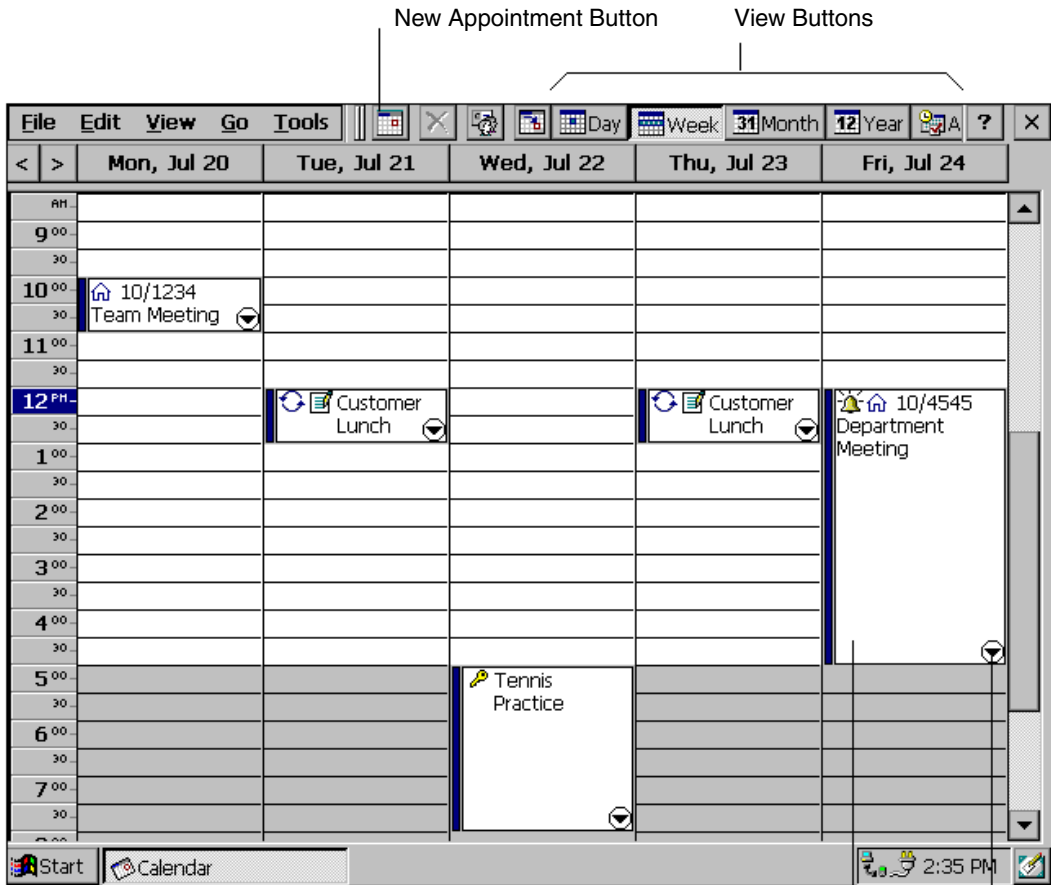
Double-tap or double-click to display or edit the appointment card.

Select to display/hide more information.

Figure 3-7   Pocket Outlook Calendar (Weekly View)

To create a new appointment:

1. From any view, select the **New Appointment** button.

2. Enter a description and a location.

3. Select the time and date.
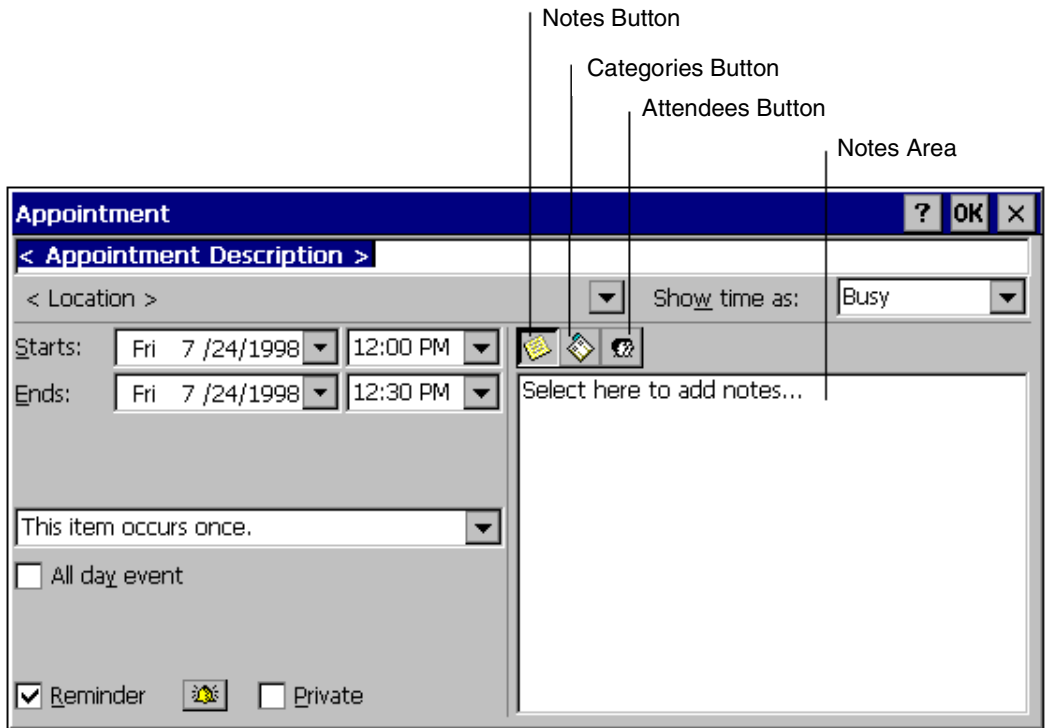
Figure 3-8   Pocket Outlook Appointment Screen

4. To add notes, select the **Notes** button, and then select the notes area. Enter your notes.

5. To assign the appointment to a category, select the **Categories** button and select a category from the list.

6. Select other desired options and then **OK** when finished.

Note: *To quickly add an appointment in Day or Week view, select the time and type the description and location. Enter the location in parentheses if you want Calendar to recognize it as the location. For example, "Lunch (Cafeteria)."*

If you need to schedule a meeting with people who use Outlook, Pocket Outlook, or Schedule+, you can use Calendar to schedule the meeting. When attendees receive a meeting request, they can choose to accept or decline the meeting. If they accept, the meeting is automatically added to their schedule. In addition, their response is automatically sent back to you, and your calendar is updated.

Before you can send a meeting request, you will need to enter e-mail addresses in Contacts and set up Inbox to send and receive messages. For information on using Contacts and Inbox, see "Contacts: Tracking Friends and Colleagues" and "Inbox: Sending and Receiving E-mail Messages" later in this chapter.

To create a meeting request:

1. Select **Tools, Options**, and then choose a mail transport. If you send and receive messages using synchronization, select **ActiveSync**. If you connect to an ISP or network, select the service you set up in Inbox.

2. Select **File** and then **Make Meeting**.

3. Enter the meeting information.

4. Select the contacts you want to invite.

5. Select other desired options and then **OK**.

Inbox automatically creates a meeting request and sends it to the attendees the next time you connect to your mail server or synchronize with your desktop computer.

> *Note:* *Your PenCentra 130 will remind you about your appointments and meetings by sounding an alarm, flashing the notification light, or displaying a message on the screen. To change how your are notified, select **Tools** and then **Options**. Select the **Alarm** button and then **Reminder Options.***

Contacts: Tracking Friends and Colleagues

Contacts maintains a list of your friends and colleagues so that you can easily find the information you're looking for, whether you're at home or on the road. Using the PenCentra 130's infrared port, you can also quickly share Contacts information with other Windows CE-based mobile device users.

Figure 3-9   Pocket Outlook Contacts Screen

To create a new contact:

1. Select **File**, then **New Contact**.

2. Enter a name.

3. Select the **Business** or **Personal** button and enter information in the appropriate fields. Supply an e-mail address if you want to send meeting requests and e-mail messages to this contact.

4. To add a note or assign the contact to a category, select the **Notes/Categories** button. Then select the notes area and enter your notes, or select a category from the list.

Note: *You can send up to 25 contact cards at a time to another Windows CE-based device. Line up the infrared ports on the two devices so that they are within three feet (one meter) of one another and that the viewing angle between the devices is not more than 15 degrees from center line. Be sure that there is a clear line-of-sight path between the devices. In the Contacts list, select the item(s) you want to send, then **File**, and then **Send**. If you are receiving items(s), select **File** and then **Receive**.*

Notes/Categories Button

Personal Button

Business Button
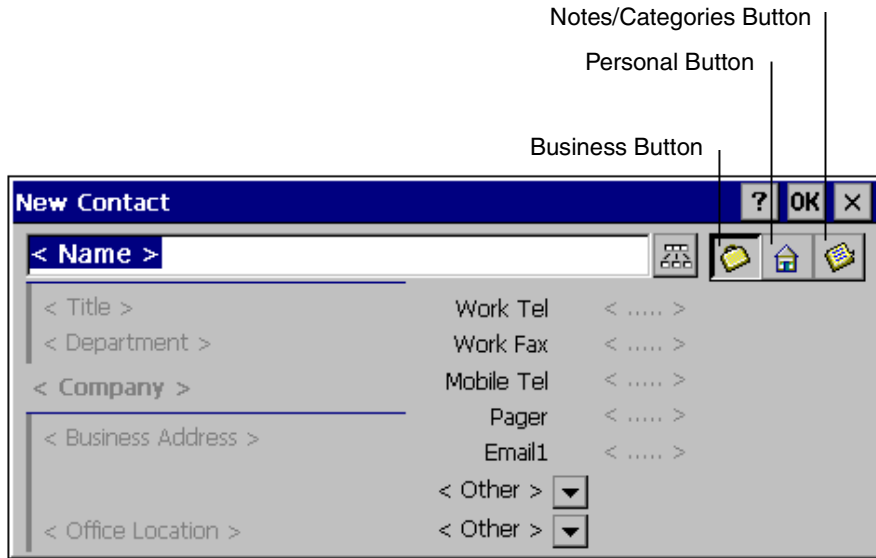
Figure 3-10   Adding a New Contact

Tasks: Keeping a To Do List

Use Tasks to keep track of what you have to do. Overdue tasks are displayed in bold (and in red on color devices).

New Task Button

Double-tap or double-click to display or edit a task card.
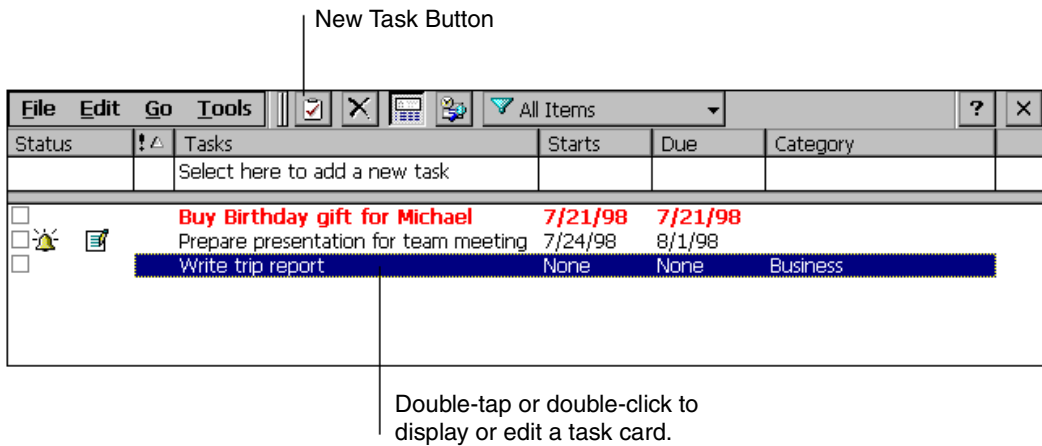
Figure 3-11   Keeping a To Do List

To create a new task:

1. Select the **New Task** button.

2. Enter a description.

3. Select the start date, due date, and other information.

4. To add notes, select the **Notes** button and then the notes area. Enter your notes.

5. To assign the task to a category, select the **Categories** button and select a category from the list.

6. Select other desired options and then **OK**.

Note: *To mark a task as complete, in the task list, select the check box in the Status column. To delete all completed tasks, select **Edit** and then **Delete Completed Tasks**.*
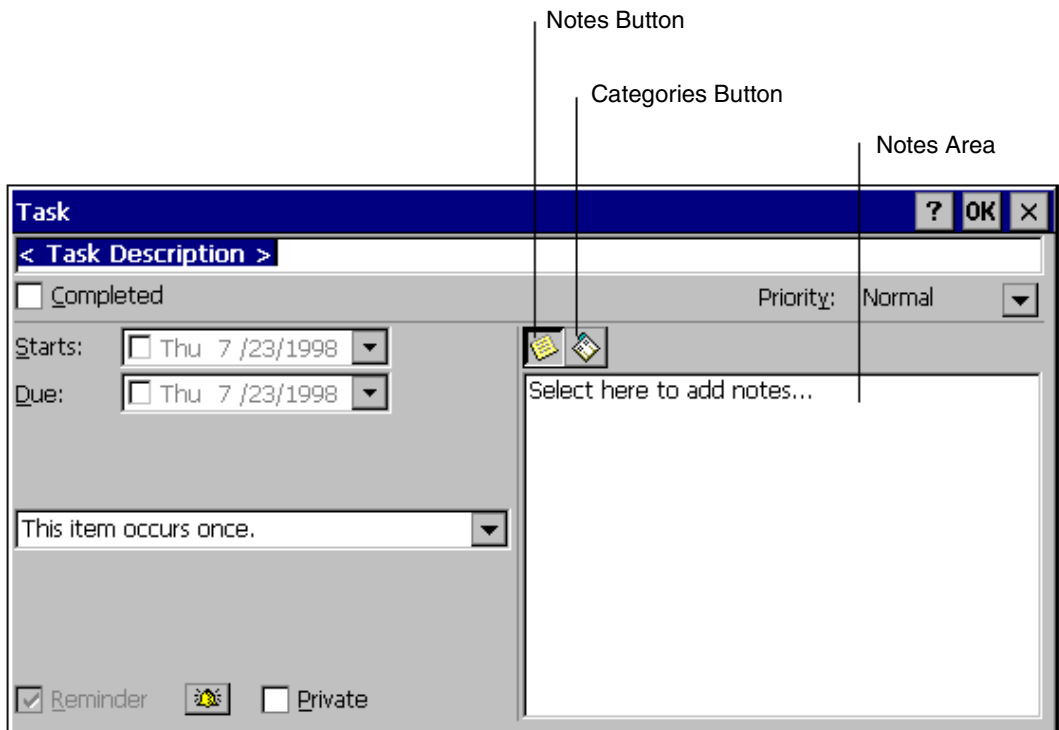
Figure 3-12   Creating a New Task

Inbox: Sending and Receiving E-mail Messages

Use Inbox to send and receive e-mail messages. You can access your e-mail by connecting to a mail server through an Internet or network account or by synchronizing with your desktop computer.

Email messages you send and receive through synchronization are stored here.

When you set up the Inbox, a service is added to the Inbox window. Mail folders are stored under the service name.

The double-arrow icon marks offline folders. Messages in these folders can be viewed even when you are not connected.

Connect Button
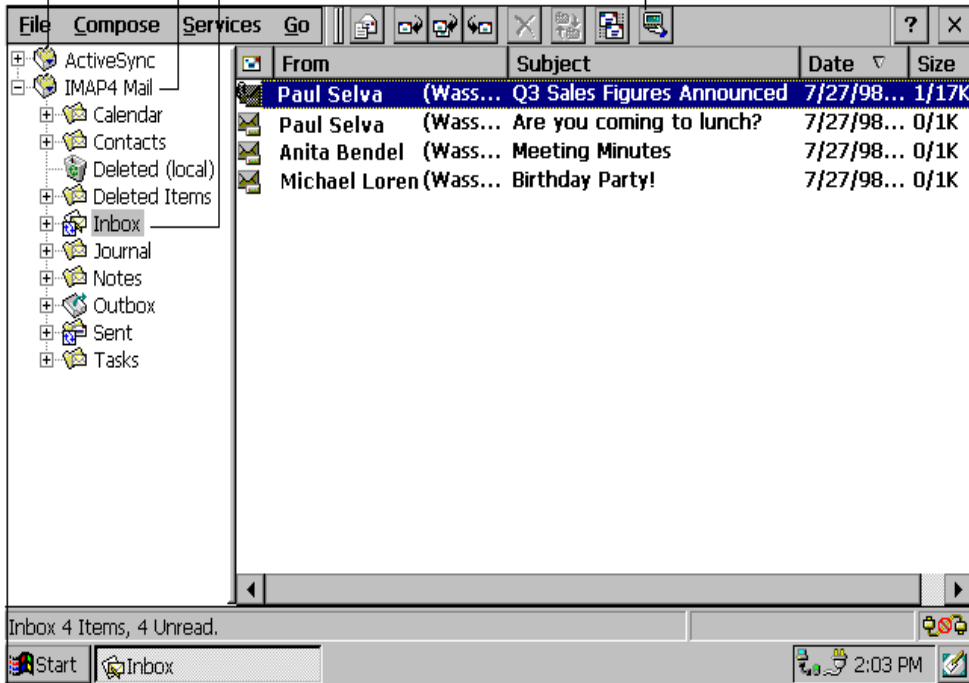
Figure 3-13   Sending and Receiving E-mail

Connecting to a mail server

You can send and receive messages by connecting directly to your mail server. Use a modem to connect to your Internet service provider (ISP), or use a modem or Ethernet card to connect to the local area network that your mail server is connected to. In addition to creating a connection to your ISP or network, you must give Inbox the information it needs to communicate with your mail server.

> *Note:* *Inbox does not currently support connecting with proprietary mail protocols such as AOL and MSN™. However, you can still gain access to the Internet through these services. There may be third-party programs available that would enable you to send and receive mail through proprietary protocols. Try searching the Internet on the keyword "Windows CE" to find third-party programs for your PenCentra 130.*

Setting up Inbox for connecting to a mail server

1. Get the following information from your ISP or network administrator: POP3 or IMAP4 server name, SMTP host name, user name, password, and domain name (for network connections only).

2. Select **Start**, **Programs**, **Pocket Outlook**, and then **Inbox**.

3. Select **Services** and then **Options**.

4. On the **Services** tab, select **Add**.

5. Choose **IMAP4 Mail** or **POP3 Mail**, enter a name for the connection, and then select **OK**.

6. In the **Mail Service Definition** dialog box, enter the information from step 1. In **Connection**, choose the remote connection you want to use. (If you are receiving e-mail through a network connection, Select **Network Connection**.) If you have not created a connection, select **Create new connection**, double-tap or double-click the **Make New Connection** icon, and follow the instructions in the wizard. When finished, select **Inbox** in the Taskbar and continue setting up Inbox. For more information, see "Chapter 6: Getting Connected Remotely."

7. In the **Mail General Preferences** dialog box, select desired options.

8. In the **Mail Inbox Preferences** dialog box, select desired options.

   - In **When Getting Messages**, choose how you want messages downloaded by default. Choosing **Get full copy of messages** will take up more storage space on your PenCentra 130. Choosing **Only synchronize Inbox folder hierarchy** (IMAP4 only) will speed up the time it takes to download your messages.

- In **When Getting Full Copy**, choose whether you want to download file attachments and meeting requests when you get full copies of messages. This setting applies whether you have chosen to download full copies of messages by default, or if you selectively download full copies of messages by opening the message and selecting the **Get Full Copy** button. In addition, if you want to receive meeting requests, your Exchange Server administrator must enable support for Rich Text Format for your account. Ask your administrator if this feature is enabled for you.

Downloading messages

To send and receive e-mail, select the **Services** menu and make sure that the service you want to use is selected (the selected service has a bullet next to it.) Then, select the **Connect** button. When you connect to the mail server, the messages on your PenCentra 130 and mail server are synchronized: new messages are downloaded to the PenCentra 130 Inbox folder, messages in the Outbox folder are sent, and messages that have been deleted on the server are removed from the Inbox. These folders are stored under the service you created when setting up Inbox. Double-tap or double-click a message in the message list to open it. If you read a message and decide that you need the full copy, select the **Get Full Copy** button.

Disconnecting from the server

To disconnect Inbox from your mail server, select the **Connect** button again. You also need to disconnect your dial-up connection by double-tapping or double-clicking the icon in the status bar and selecting **Disconnect**.

Managing messages and folders

By default, messages are displayed in one of four folders in the service you created: Inbox, Deleted (local), Outbox, and Sent. The Deleted (local) folder contains messages that have been deleted on the PenCentra 130. If you are using IMAP4, you may see a Deleted Items folder. This folder is for deleted messages on the server. The behavior of the Deleted and Sent folders depends on the Inbox options you have chosen.

If you want to organize messages into additional folders, select **File**, **Folder**, and then **New Folder**. Then, drag messages into the folder you created. The behavior of the folders you create depends on whether you are using POP3 or IMAP4.

Select the Get Full Copy button to download
the rest of the message the next time you connect.

File	Edit	Compose

From: Paul Selva
To: Lilly Herder
Subject: FW: Q3 Sales Figures Announced
Date: Tuesday, July 28, 1998 2:06 PM

The attached Excel document lists the Q3 sales figures by product.
Please verify your numbers before the department meeting.

<Message truncated after 100 lines>

Q3.xls (0k/14k)

Start   Inbox   FW: Q3 Sales Figures...   2:15 PM

Double-tap or double-click an attachment to mark it
for downloading the next time you connect. If it has
already been downloaded, double-tap or double-
click it to open it.

Figure 3-14   Downloading E-mail Messages

If you are using POP3, when you drag messages to a folder you created, the link is
broken between the messages and their copies on the mail server. The next time you
connect, the mail server will see that the messages are missing from the PenCentra
130 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 the
messages you move to the folders you create from anywhere except your PenCentra
130.

If you are using IMAP4, the folders you create and the messages you move are
mirrored on the server. For example, if you move two messages from the Inbox
folder to a folder called Family, the server will create a copy of the Family folder and
copy the messages into that folder. Therefore, messages are available to you anytime
you connect to your mail server, whether it is from your PenCentra 130, laptop

computer, or desktop computer. This synchronization of folders occurs when you create a new folder, move messages into a folder, exit the Inbox program, or select **Synchronize Folders** on the **Services** menu. If you want to view the messages in a folder while disconnected from your mail server, select the folder and then **Offline Folder** on the **Services** menu.

ActiveSync: Synchronizing E-mail

Another way to access your e-mail is by synchronizing your PenCentra 130 and desktop computer. Using Windows CE Services on your desktop computer, you can send and receive e-mail messages by exchanging information between Inbox on your PenCentra 130 and Inbox in either Outlook or Exchange on your desktop computer. When you synchronize, any changes made on either computer are transferred to the other. If you have received new messages in Inbox on your desktop computer, the messages are copied to your PenCentra 130. If you delete a message on the PenCentra 130, it is deleted from the desktop the next time you synchronize. If you compose and send new e-mail messages on your PenCentra 130, the messages are moved to the desktop computer and sent the next time you synchronize. In addition, changes you've made to Calendar, Contacts, and Tasks are updated.

If you are receiving e-mail by synchronizing with your desktop computer, the PenCentra 130 Inbox is set up by default. However, because e-mail messages are not synchronized by default, you will need to set up Windows CE Services on your desktop computer to include e-mail messages when synchronizing. To do so, select your PenCentra 130 icon in the Mobile Devices folder on the desktop and then click **ActiveSync Options** on the **Tools** menu. Click the **Options** button to set options such as how much of a message to download and whether you want attachments included. You will not be able to change these settings from your PenCentra 130. For specific instructions on setting up and using synchronization, see "Chapter 7: Microsoft Windows CE Services."

Downloading messages

To send and receive e-mail, connect to your desktop computer and initiate synchronization. The way you initiate synchronization depends on how you are connected to your desktop computer and the settings you have chosen in Windows CE Services. For more information, see "Chapter 7: Microsoft Windows CE Services."

When you synchronize, the first 50 lines of new messages in Inbox on the desktop computer are copied to the Inbox folder on your PenCentra 130, and messages in the Outbox folder are sent. These folders are stored under the ActiveSync service in Inbox. Double-tap or double-click a message in the message list to open it.

Managing messages and folders

Messages are stored in one of four folders in the ActiveSync service: Inbox, Deleted (local), Outbox, and Sent. The behavior of the Deleted and Sent folders depends on the Inbox options you have chosen.

If you want to store messages in a folder other than Inbox, select **File**, **Folder**, and then **New Folder**. Create the folder and then drag messages into it. Doing so breaks the link between these messages and their copies on the desktop computer. When you synchronize next, the messages in the folder you created will not be synchronized. In addition, the desktop computer will see that the messages are missing from the PenCentra 130 Inbox folder and delete them from the Inbox folder on the desktop so that both Inbox folders match. This prevents you from getting duplicate copies of a message, but it also means that you will no longer have access to the messages you move out of Inbox except from your PenCentra 130.

Sending a message

To send a message:

1. Select **Compose** and then **New Message**.

2. Select the **To** field and enter the address of one or more recipients, or select **Address Book** to select addresses from the Contacts list or an address service.

3. Select the **Subject** field and enter a title for the message.

4. Select the message body and type your message.

5. To attach a file, select the **Add Attachment** button.

6. Select the **Send** button.

   If you are not connected to your mail server, the message is moved to the Outbox folder and will be sent the next time you connect or synchronize.

Send Button

Add Attachments Button

Address Book Button
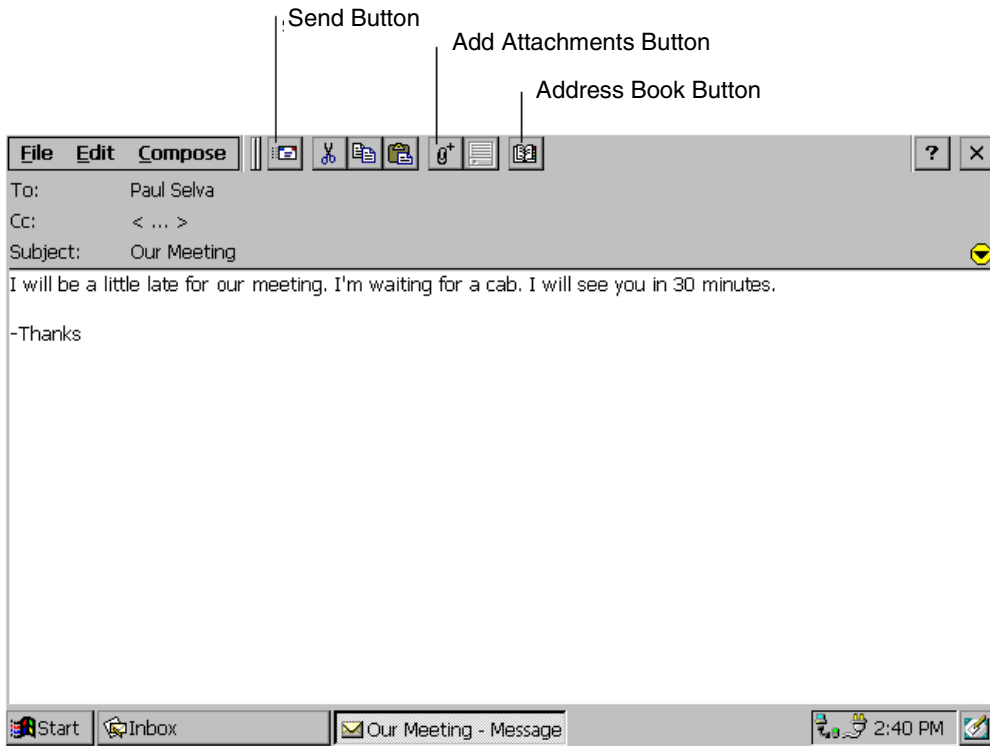
Figure 3-15   Sending an E-mail Message

Getting Connected Remotely

If you want to use your PenCentra 130 to connect to your desktop computer, a network, or the Internet while away from your office, you must create a dial-up connection. This is called *remote networking*. You have the following remote networking options:

- Connect to your Internet service provider (ISP). Once connected, you can send and receive e-mail messages and view Web pages. If this is the method you want to use, see "Connecting to an ISP."

- Connect to the network at your company or organization. Once connected, you can send and receive e-mail messages, view intranet Web pages, and access files on the network. If this is the method you want to use, see "Connecting to Your Network."

- Connect to your desktop computer to synchronize remotely. Once connected, you can synchronize information such as your Pocket Outlook data. If this is the method you want to use, see "Connecting to Your Desktop Computer to Synchronize Remotely." For more information on synchronization, see "Windows CE Services."

Connecting to an ISP

You can connect to your ISP by creating a dial-up connection. Once connected, you can send and receive e-mail messages and view Web pages.

To create a dial-up connection to an ISP:

1. If your PenCentra 130 does not have a built-in modem, install a modem card.

2. Get the following information from your ISP: ISP dial-up access telephone number, user name, and password.

3. Select **Start**, **Programs**, **Communications**, and then **Remote Networking**.

4. Double-tap or double-click the **Make New Connection** icon.

5. Enter a name for the connection, such as "ISP Dial-Up," select **Dial-Up Connection**, and then select **Next**.

6. Select your modem type.

7. You should not need to change any settings in the **Configure** or **TCP/IP Settings** dialog boxes. Most ISPs now use server-assigned addresses. If the ISP you are connecting to does not use server-assigned addresses, enter the addresses in the **TCP/IP Settings** dialog box. When finished, select **Next**.

8. Enter the access phone number and select **Finish**.

Once you have created the dial-up connection, you simply double-tap or double-click the connection, enter your user name and password, and select **Connect** any time you want to connect. Once connected, you can use Pocket Internet Explorer to visit Web pages or Inbox to send and receive e-mail. Before you can use Inbox, you need to provide the information it needs to communicate with the mail server. For specific instructions, see "Inbox: Sending and Receiving E-mail Messages" in Chapter 5.

Connecting to Your Network

If you have access to a network, you can send e-mail, access file servers, view intranet pages, and possibly access the Internet. You can connect to your network in one of two ways:

- Create a dial-up connection using a RAS account. Before you can create this dial-up connection, your network administrator will need to set up a RAS account for you. If this is the method you want to use, see "To create a dial-up connection to a network."

- Use an Ethernet card and a net tap to connect to the network. If this is the method you want to use, see "To create a network (Ethernet) connection."

To create a dial-up connection to a network:

1. If your PenCentra 130 does not have a built-in modem, install a modem card.

2. Get the following information from your network administrator: corporate dial-up access telephone number, user name, password, and domain name.

3. Select **Start**, **Programs**, **Communications**, and then **Remote Networking**.

4. Double-tap or double-click the **Make New Connection** icon.

5. Enter a name for the connection, such as "Corporate Dial-Up," select **Dial-Up Connection**, and then select **Next**.

6. Select your modem type. You should not need to change settings in the **Configure** or **TCP/IP Settings** dialog boxes. When finished, select **Next**.

7. Enter the access phone number and select **Finish**.

   Once you have created the dial-up connection, you simply double-tap or double-click the connection, enter your user name, password, and domain, and select **Connect** any time you want to connect. Once connected, you can use Pocket Internet Explorer to visit intranet Web pages and Inbox to send and receive e-mail. Before you can use Inbox, you need to provide the information it needs to communicate with the mail server. For specific instructions, see "Inbox: Sending and Receiving E-mail Messages" earlier in this chapter.

To create a network (Ethernet) connection:

You do not need to create a new connection in Remote Networking on your PenCentra 130 for a network connection. Instead, you must install and configure an

Ethernet card. You must have an NE2000-compatible Ethernet card. The drivers for the card already exist on your PenCentra 130.

1. Insert the Ethernet card into your PenCentra 130 and connect it to your network cable.

2. You may see a message warning about battery power. If you have an A/C Adapter, plug it into your PenCentra 130.

3. Perform one of the following steps, depending upon whether the **Settings** dialog box opens automatically.

   - If the **Settings** dialog box is displayed automatically, enter the information for your server. See your network administrator if you need assistance. You should not have to change these settings.

   - If the **Settings** dialog box is not displayed automatically, go to **Start**, **Settings**, **Control Panel**, and double-tap or double-click **Network**. Select your Ethernet driver and select **Properties**.

4. Select **Start**, **Settings**, **Control Panel**, and double-tap or double-click **Network**. In the **Identification** tab, enter your name, password, and domain.

Once connected, you can use Pocket Internet Explorer to visit intranet Web pages and Inbox to send and receive e-mail. Before you can use Inbox, you need to provide the information it needs to communicate with the mail server. For specific instructions, see "Inbox: Sending and Receiving E-mail Messages" in Chapter 5.

Connecting to Your Desktop to Synchronize Remotely

To synchronize remotely, the following conditions must be met:

- You must first establish a partnership between your PenCentra 130 and desktop computer while at your desktop computer.

- The desktop computer must be turned on and you must be logged in. Schedule+, Exchange, or Outlook must be running with your user profile.

- In the lower-right corner of the Mobile Devices window, the connection status must show **Waiting for mobile device to connect**.

- In the **ActiveSync Options** dialog box in Windows CE Services, synchronization must be enabled. (Or you can select **Automatically synchronize if data is out-of-date**.)

- If you are communicating through a modem connected to the desktop computer, the modem must be turned on. Also, the **Auto Connect** should be set to **At all times** in Windows CE Services. Otherwise, a Mobile Devices window must be open.

- If you are communicating with the desktop computer through a dial-up or network connection, you must be logged on to the network on the desktop computer. Before you leave, select **Enable a network connection** in the **Windows CE Services Properties** dialog box.

If your computer must be turned off while you are away from your office, you cannot synchronize remotely. However, you can dial in directly to your network to receive your e-mail. For more information, see "Connecting to Your Network."

If the above conditions are met, you can synchronize with your desktop computer while away from the office in one of three ways:

- Create a dial-up connection using a RAS account. Before you can create this dial-up connection, your network administrator will need to set up a RAS account for you. Once connected to the network, your PenCentra 130 will find your desktop computer and initiate synchronization. If this is the method you want to use, see "To create a dial-up connection to a network." Once the connection has been created and you are connected, select **Start**, **Programs**, **Communications**, and then **ActiveSync** on your PenCentra 130. In the **ActiveSync** dialog box, select the dial-up connection you created as the method to connect and the name of the computer you want to connect to.

- Use an Ethernet card to connect to the network. Once connected to the network, your PenCentra 130 will find your desktop computer and initiate synchronization. If this is the method you want to use, see "To create a network (Ethernet) connection." Once the connection has been created and you are connected, select **Start**, **Programs**, **Communications**, and then **ActiveSync** on your PenCentra 130. In the **ActiveSync** dialog box, select **Network Connection** as the method to connect and the name of the computer you want to connect to.

- Create a dial-up connection to a modem connected directly to your computer. The modem must be set up to answer incoming calls. If this is the method you want to use, see "To create a dial-up connection to a modem attached to your desktop computer." Once the connection has been created and you are connected, select **Start**, **Programs**, **Communications**, and then **ActiveSync** on your PenCentra 130. In the **ActiveSync** dialog box, select the dial-up connection you created as the method to connect and the name of the computer from the **Connect to** list.

To create a dial-up connection to a desktop modem

Note: *If you are a Windows 95 user, you will need to install the Dial-Up Networking Upgrade 1.2 and create a user account if User Level Access is enabled in Dial-Up Networking. If you are a Windows 98 user, you will need to add a second dial-up adapter. For more information, see Windows CE Services Help.*

1. Follow the modem manufacturer's directions to install a modem on your desktop computer.

2. Note the telephone number for your desktop computer modem.

3. On your desktop computer, open the Mobile Device folder. Click **File** and then **Communications**.

4. Under **Device Connections via Serial Port**, click your modem in the **Ports** list.

5. Click **Enable mobile device connection**.

6. Click **Enabled** in both **Device Connections via Serial Port** and **Device Connections via Network**.

7. Follow the steps in "To create a dial-up connection to an ISP" to create the connection. Substitute the phone number you noted in step 2 for the ISP dial-in number.

Getting Help on Connecting Remotely

More information on the procedures described here, as well as information on additional procedures, can be found in the following locations:

- "Inbox: Sending and Receiving E-mail Messages" in this chapter.

- "Microsoft Windows CE Services" in this chapter.

- Online Help on your PenCentra 130. Select **Start, Help,** and then **Inbox**, **Remote Connections**, or **Synchronization**.

- Windows CE Services online Help on the desktop computer. Open the Mobile Devices folder and then click **Windows CE Services Help Topics** on the **Help** menu. Troubleshooting information is also contained here.

Microsoft Windows CE Services

Microsoft Windows CE Services with ActiveSync enables you to *synchronize* the information on your desktop computer with the information on your PenCentra 130.

Synchronization is the process of comparing the data on your PenCentra 130 with your desktop computer and updating both computers with the most recent information. For example:

- Keep Pocket Outlook data up-to-date by synchronizing your PenCentra 130 with your choice of Microsoft Outlook (Inbox synchronization with Outlook Express is not currently supported), Microsoft Schedule+, or Microsoft Exchange on your desktop computer.

- Synchronize Word and Excel documents, Access and other ODBC databases and tables, and InkWriter documents between your PenCentra 130 and desktop computer. Your files are automatically converted to the correct format.

- With Windows CE Services, you can also:

    - Back up and restore your PenCentra 130 data.

    - Add and remove programs on your PenCentra 130.

    - Copy (rather than synchronize) files between your PenCentra 130 and your desktop computer.

Installing Windows CE Services and Setting up a Partnership

1. If you want to upgrade to Microsoft Outlook 98, install it first.

2. Use a standard serial cable to connect your PenCentra 130 to your desktop computer.

3. Insert the Desktop Software for Microsoft Windows CE CD-ROM into your CD-ROM drive.

4. The Windows CE Services Setup Wizard should start automatically. If it doesn't, click the **Start** button, then select **Run**. In the **Open** box, type *d*:**\setup**, where *d* is your CD-ROM drive. Click the **OK** button.

5. Follow the directions on your screen.

Once installation is complete, a wizard will instruct you to connect your PenCentra 130 and desktop computer and guide you through setting up a partnership and performing your first synchronization. Some items, such as messages, are not synchronized by default. To change the type of items that get synchronized after you've completed the wizard, select your device icon in the Mobile Devices folder and then click **ActiveSync Options** on the **Tools** menu.

If you are synchronizing with a computer running Windows 95/98, you can also use an infrared connection to synchronize. For more information, see Windows CE Services Help.

> *Note: Regularly back up your PenCentra 130 data on your desktop computer using Windows CE Services in case information on your PenCentra 130 is ever corrupted or lost. Connect your PenCentra 130 and then click **Backup/Restore** on the **Tools** menu in the Mobile Devices folder on your desktop computer. Your first back up may take some time, depending on how much information you have on your PenCentra 130. Subsequent backups will be faster if you select **Incremental.***

Synchronizing Files and File Conversion

One way to move documents to your PenCentra 130 is to simply connect your device and desktop computer, open your device icon in the Mobile Devices folder, and drag the files. Copies of the files will be placed on your PenCentra 130, and files will be automatically converted to a format that the PenCentra 130 can read. However, if you have documents that you update frequently on both your PenCentra 130 and desktop computer, you may want to synchronize the copy on your desktop computer with the one on your PenCentra 130 so that you always have an up-to-date copy on both computers. To do so, store the files you want to synchronize in the Synchronized Files folder on the PenCentra 130 and desktop computer. During synchronization, files are updated in both locations.

> *Note: On the PenCentra 130, the Synchronized Files folder is in the My Documents folder. On the desktop computer, the Synchronized Files folder is called "device Synchronized Files", where "device" is the name of your PenCentra 130. If you are using Windows 95/98, the folder is located in the My Documents folder (c:\My Documents\device Synchronized Files). If you are using Windows NT, the folder is located in the Personal folder (c:\Winnt\Profiles\your username\Personal\device Synchronized Files).*

When you transfer a file from your desktop computer to your PenCentra 130, the file is converted to a format that the PenCentra 130 can read. During file conversion, some of the file's attributes may be changed or removed, and the file extension is changed. For example, when you transfer a Microsoft Word file to your PenCentra 130, some of the file's formatting may be removed or changed, and the file extension is changed to.pwd (Pocket Word). When this file is transferred back to the desktop computer, the file extension is converted back to .doc, but any changed or removed formatting will still be lost. Therefore, if you are using the Synchronized Files folder to transfer files and you want to preserve all formatting in the original document, keep a copy of the original file in another folder. See Windows CE Services Help for specific information on how file attributes are affected during conversion.

Note: *If you have password protection on an Excel or Word file on your PenCentra 130, you must first turn off the password protection before the file is synchronized with the desktop computer. To do so, open the file, select **File**, select **Password**, and clear the **Password** field*

Remote Synchronization

Note: *Be sure to log out of CE Services prior to removing the serial cable. If you do not log out, CE Services will continue to look for a connection when the cable is not installed.*

You can synchronize with your desktop computer while away from the office by connecting to your network or directly to your computer via a modem attached to your computer. For more information, see "Connecting to Your Desktop Computer to Synchronize Remotely" earlier in this chapter.

Getting Help on Windows CE Services

For additional setup, usage, and troubleshooting information, see online Help on the desktop computer by choosing **Windows CE Services Help Topics** on the **Help** menu in the Mobile Devices folder.

Chapter 4

Using the PenCentra 130 Productivity Package

This chapter contains information about the additional applications on your PenCentra 130 -- collectively known as the Productivity Package. The Productivity Package consists of applications that allow you to take notes, send faxes, perform handwriting recognition, use an on-screen keyboard, search for files, and check your spelling, along with several other system refinements. The Windows CE-based programs that are loaded on your PenCentra 130 are discussed in Chapter 3.

CIC QuickNotes

CIC QuickNotes allows you to take notes on your PenCentra 130, while automatically compressing the file and timestamping each note. Using QuickNotes also allows you to search by text or stamp; you can add your own text or stamps for a variety of data classifications.

Using QuickNotes

To open the QuickNotes program, click on the Start button and select QuickNotes from Start menu. The QuickNotes screen opens immediately.
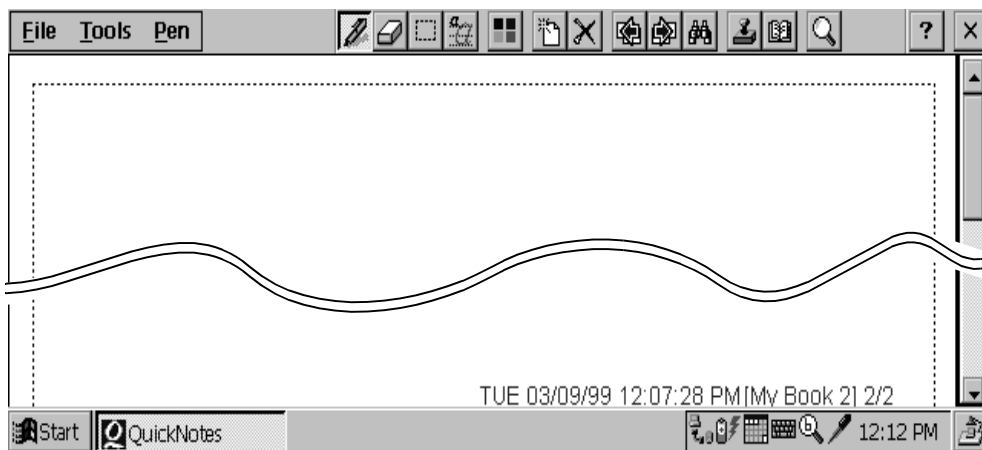

Figure 4-1   QuickNotes Start Screen

Working with Books

The pages of notes that you take are kept in books. There can be up to four books on your PenCentra 130. To select the book you are working in go to the Tools menu and select Options. From Options you can also delete a book, this will erase its contents, or you can rename the book from the default name by just highlighting the name and typing a new one.

Setting the Basic Options.

When working in QuickNotes there are some basic options that you can configure to customize the look of your note taking interface.

Smoothing is a technique wherein the program will process the ink input so as to make it appear smoother. This can be toggled on and off in the Options menu.

Having information **Stamps** displayed is a handy way to visually assess the contents of a note page with a glance. Stamps can be turned on and off in the options menu.

At the bottom of every note page is the **Status line** telling you the time and date the note was created, and which book it is in. The status line can be turned on or off in the Options menu.

Ink Snap speed is the time period for which QuickNotes waits after you finish writing and pick up your stylus. Once this time period is up QuickNotes will resize the ink and put it in the correct position. Redraw Timing can also be changed here.

Grid lines will lay a square grid of lines on the screen as a reference when inking. This can be very helpful when writing to keep ink objects uniform and aligned.

Text and Background Color can be set in the Options menu. You can choose one of the predefined colors or create a custom color.

Putting Contact Information into Notes

To insert a reference to a contact into your Contact Database go to the Tools menu and select Contact Database. The Contact Dialog box will appear, select a contact from your list and press the OK button. The contact will appear at the bottom of the note.

Using stamps with QuickNotes

Stamps are small icons that QuickNotes will insert in a note page to help organize and differentiate each note in a book. To insert a Stamp go to the Tools menu and

select Stamps or use the Stamp button on the Toolbar. There are three different types of stamps and five different individual stamps within each type. Simply select the type, then the stamp itself and hit OK. To remove a stamp go to the page you want to remove the stamp from, open the stamps dialog and from the type you selected choose None. Stamps can be turned on and off in the Options menu by checking the Stamps box.

Setting Ink Preferences

QuickNotes gives you the option of setting different parameters for the displayed ink to suit your preferences.

1.   To enable inking select the pen button on the Toolbar.

2.   You can change the ink color, and ink width from the Pen menu.

3.   Ink color can also be set from the Color Toolbar button.

4.   You can insert three different shapes: line, rectangle, and circle. These shapes are completely scalable giving you the exact shape you desire. To access the shapes dialog go to the Pen menu and select Draw.

Erasing Ink

Ink is easily removed from the note page by using the eraser. Select the eraser button from the Toolbar. If you need to erase a larger area or be very precise with the ink you are erasing, the eraser size can be altered in the Pen menu. The eraser will only erase standard ink, it will not erase Ink Snap objects.

You can also use the Remove Last Stroke command from the Pen menu. This command can be used multiple times to remove all strokes in reverse sequence.

Recording a Voice Note

QuickNotes will also allow you to record a Voice Note to go with a note page. To record a voice note, go to the Tools menu and select Voice Note. Press the circle button to begin recording, you will hear a tone signaling that recording has begun. When you are finished press the square button, you will hear another tone signaling that recording has stopped.

To delete a voice note make the note page with the voice note you wish to delete the current page then select Delete Voice Note from the Tools menu.

> *Note:*   *You can only record one voice note per note page if you want to replace the voice note you must close and reopen the Voice Recorder and record another voice note.*

Using Find

You can use the Find command to search for text or stamps in your notes for quicker access. Select Find from the Tools menu or use the Find button on the Toolbar and either select the stamp to search for or enter the text you wish to find. Find searches for text entered in InkSnap mode with the keyboard.

Using Ink Snap

QuickNotes has a powerful and innovative feature called Ink Snap. Ink Snap allows you to write anywhere on the display and have the ink scaled down to a more usable size and placed in uniform rows greatly saving display space.

To enable Ink Snap press the Ink Snap button on the Toolbar or select it from the Tools menu. When Ink Snap has been enabled the Ink Snap toolbar will be displayed at the top of the screen.

Ink Snap objects can be manipulated like any other QuickNotes object by using the cut, copy, and paste controls. You can also make an object bold or underline it by selecting it with your stylus and selecting the command from the InkSnap menu.

To select an InkSnap object place the pen tip on the object and hold until the object is highlighted. The object can be dragged and dropped by lifting the pen then touching and holding on the selected object while dragging to the new desired location.

Ink Snap speed can also be adjusted from the Options dialog in the File menu.

Editing and Manipulating Objects.

Ink objects can be manipulated in a number of different ways to facilitate their organization and help make the content more readable.

To select ink, select Edit from the Tools menu or press the Select button on the Toolbar, this puts you in select mode (note that the toolbar and menu changes in this mode). Drag a selection box around the desired ink using your stylus. Once the ink is selected it can be cut, copied or pasted on any page in any book or even in another application.

A selected object can also be moved by dragging the selection box with your stylus. It can also be scaled in the same manner by dragging the scaling box in the lower right hand corner of the selection box.

You can alter the thickness of the ink object by first selecting it then from the Edit menu select the Change Thickness item. You can also copy an object to bitmap for

use in another application, by selecting the copy to bitmap option in the InkSnap menu.

Sending a Fax

QuickNotes gives devices with modems and bFAX software the ability to fax a note directly from the application. To fax a page first make that page the current page and from the file menu select send fax. Your fax software will then take over and complete the task.

Sending an Email with QuickNotes

If you should desire to send your note page as an e-mail QuickNotes allows this by simply going to the file menu and selecting send e-mail. If there are multiple e-mail protocols installed on the device a dialog box will be displayed asking you to select the e-mail system you wish to use. The page that is selected will be e-mailed when the PenCentra 130 is next docked to a system with e-mail capabilities.

Browsing your Notes

To browse through your current book use the arrow buttons on the toolbar. To view the entire note page press the zoom button or select zoom from the edit menu. This is also handy for moving around the note page quickly. You can also jump directly to the page of your choice. Select Jump to Page from the Tools menu. Enter the page you wish to jump to and press OK.

CIC Speller

CIC Speller is a utility program that checks for spelling errors, finds unfamiliar words, gets document statistics, enters text using a macro feature and finds or replaces strings in a document. Speller works in text windows where you can type in characters. Speller works with most applications running under Windows CE.

Check spelling in a window

- Choose Check Spelling from Speller's menu. You will be prompted to select the text window that you wish to spell check. Tap to select the text window for spell checking. Speller begins spell checking in the window. If the window is not supported, a message box appears. If spelling errors are found, Speller shows the spelling error and suggests corrections.

- Select Ignore to skip over the spelling error.

- Select Change to replace the spelling error with the suggested correction.

- Select Undo to go back to the last error.

- Select Add to add the word to the custom dictionary.

Note: *You can edit the displayed text directly and press Change to put it back to the document window.*

Using the Quick Text / Macro feature

Macros are shortcuts to enter long words or phrases. For example, you can type sf followed by SPACE and Speller replaces it with San Francisco if it is so defined.

To activate this feature, choose Quick Text/Macro from the Speller's menu. Once turned on, it works with most Windows CE applications.

To create macros: Choose More - My Macros from Speller's menu. My Macros window appears.

To add a new macro: Enter the macro name and the macro text, then press Save. Note that you can only enter lowercase letters for a macro name.

To delete a macro: Select it from the list and press Delete.

To edit a macro: Double tap it from the list or select it and press Edit.

Looking up the spelling of a word

Choose Lookup Word from Speller's menu. The Lookup Word window appears. You can lookup a word in one of two ways:

- By typing your best guess of the word, and pressing Similar Words button.

- By typing the first few characters of the word and pressing Completion button.

Press More to get more words, and press Copy to copy the selected word and paste it to other windows.

Getting statistics of a document

Choose More/Document Statistics from Speller's menu. You are prompted to select the text window to gather statistics. The Document Statistics window appears with statistics such as character and word count.

Finding and replacing text in a window

Choose More then Find/Replace from Speller's menu. You are prompted to select the text window in which to find or replace text. The Find/Replace window appears. Enter the text string you want to find. If you want to replace it with another string, check the Replace with label and enter the string. Press Find to start the search.

Managing your custom dictionary

Choose More/My Dictionary from Speller's menu. My Dictionary window appears. To add a new word, enter the word and press Add. To delete a word, select the word from the list and press Delete. To change the custom dictionary, press Change.

> *Note:* *Speller's custom dictionary is shared with Microsoft Pocket Word's custom dictionary.*

CIC Jot

Jot is a fast and easy to use handwriting recognition system for your PenCentra 130. It is designed for maximum speed and accuracy while using a minimal amount of memory. Jot has a patented user interface that allows convenient and natural handwritten input on small devices.

You get fast, accurate recognition with Jot's natural character set and unique user interface.

You can write anywhere on the screen. Jot recognizes characters - uppercase letters, lowercase letters, numbers, gestures and macros - according to where you write them. The Mode Mark - pointers that appear on the side of your PenCentra 130's display and form an imaginary line across the screen - act as your reference.

- Letters written below the Mode Mark are recognized as lower case.

- Letters that extend from the lower half of the screen to the upper half (across the imaginary line) are recognized as upper case.

- Write numbers above the Mode Mark.

- Write most characters with a single stroke.

- Mode Mark is adjustable.

You can enter the same character shape to write an upper and a lower case letter, depending on where you write on the screen.

Jot Tutorial

The best way to learn about using Jot 2.0 is to walk through the Jot tutorial. Jot 2.0 provides an animated tutorial with detailed demonstrations of character shapes and placement. To open the Jot tutorial, click on Start/Programs, then select Jot/Jot Tutorial.

Jot Trainer

You can customize Jot to suit your writing style by enabling character shapes that you use. To start the Trainer, click Start/Programs, then select Jot/Jot Trainer.

CIC Handwriter

CIC Handwriter is a full context-sensitive word recognizer. Handwriter allows you to write whole words or sentences before recognition. The recognizer includes almost all types of character shapes.

Using the Online Help

Open the online help by tapping the ? button in Recognizer Properties (Recognizer Properties can be opened from the Control Panel window or by double-tapping the pen icon in the System Tray).

Getting to Know Handwriter

To use the pen for pointing instead of writing, tap the pen icon in the System Tray.

The pen icon changes depending on whether writing or mouse mode is active. When the pen is active only for pointing, the pen icon changes to an arrow.

Clicking

You can "click" with the pen, just as you would with a mouse.

- Tapping the tip of the pen on the tablet is the same as clicking the left mouse button.

- Double-tapping the pen's tip is the same as double-clicking the left mouse button.

Writing

Before writing with the pen, first verify that the Pen icon on the Taskbar has been selected. Then follow these steps:

1. Place the insertion point where you want the new text to appear.

2. With the pen's tip touching the surface, move the pen across the screen of the device. What you write appears on-screen as ink, and after a moment the ink changes to printed text.

Erasing

You can erase text by selecting the text, then tapping the Delete or Backspace key. You can also use the erase gesture on the selected text.

Selecting

Select any amount of text by dragging the pen over it, with the pen tip touching the tablet. Note that if the pen is active only for pointing (the pen icon in the System Tray is an arrow), you can directly move the pen over the text area to select it. However, if the pen is active for writing (a pen icon is present in the System Tray), you must first hold down the pen for a moment before dragging it (holding down the pen changes it to selecting mode from within writing mode).

Getting to Know the Recognizer

Following these suggestions helps Handwriter recognize the characters you write.

Handwriter is a discrete character recognizer, which means it easily accepts unconnected letters.

However, since people often connect adjacent letters, even when they are printing, Handwriter has built-in recognition for many commonly connected pairs.

Writing Case-identical Letters

Writing with Handwriter is the same as writing on a blank sheet of paper: there are no lines to provide a frame of reference for the recognizer. For example:

- Without any other information, the recognizer cannot determine whether a "c" is an upper- or lowercase letter.

- The only way to identify the case is to write the letter in context. For many letters, size is the only difference between upper- and lowercase (Cc, Mm, Oo, Pp, Ss, Uu, Vv, Ww, Xx, Yy, Zz). If you write one of these case-identical letters by itself, Handwriter recognizes it as lowercase. For accuracy, write case-identical letters next to at least one other letter, and make capital letters larger.

Writing Punctuation Marks

When you write a character, you are aware — and can see on-screen — exactly what you intended to write. Handwriter however, might interpret what you wrote differently. This is especially likely with punctuation marks, if you write them alone. For example, a comma by itself could look like a right parenthesis. Ensure correct recognition of punctuation marks by writing them in the context of other characters.

Spacing Between Characters and Words

By default, Handwriter automatically inserts a space between words as they are recognized.

To manually insert a space after words have been recognized, position the cursor where you want the space, then write the space gesture (-).

Stop Handwriter from automatically inserting a space by turning off this feature in the Advanced section in Recognizer Properties dialog box.

Tips for Using the Recognizer

Use the following tips to help ensure that Handwriter recognizes all of your characters.

Be distinct: Some characters resemble one another. For example, a "5" can look like an "S", a "U" can look like a "V", etc. When you write characters, pay special attention to the order and direction of your strokes; this is one of the ways Handwriter recognizes what you write.

Separate your characters: Handwriter recognizes upper- and lowercase printed characters. Except for the connected pairs, write each character separately.

Distinguish uppercase from lowercase: When you write case-identical letters, make uppercase letters twice as big as lowercase letters. Handwriter uses a dictionary that favors lowercase letters. If you are using a string of characters with an unusual mix of upper- and lowercase letters, you can improve recognition by turning off the spell checker. For instructions, see "Customizing Recognition".

When writing an uppercase "K", draw the height of the right stroke even with or higher than the left stroke.

Distinguish Letters from Numbers

Letters and numbers may look alike. For example, when writing the number "1055", differentiate your "5" from an "S" by either making the top corners of the "5" sharper, or by writing a two-stroke "5". A two-stroke "5" may look like an "S" on paper, but Handwriter never confuses them because an "S" is written with only one stroke:

Distinguish a "one" from a lowercase letter "l" by placing a tail on the number.

Distinguish "+" from "t" by making the crossbar considerably longer than the vertical stroke.

Other Tips

- Make sure that loops are fully closed. An open "g" might be recognized as a "y", and an open "a" might be recognized as a "u".

- Handwriter recognizes normal retraces, such as you might make when writing a "B" with a single stroke. However excessively retraced characters might not be recognized.

Customizing Handwriter Settings

By changing its settings, you can customize Handwriter's appearance and operation.

To do this, select **Recognizer Properties** from the **Control Panel** icon. **Recognizer Properties** dialog box appears with the **General** tab displayed. Alternately, you can access Recognizer Properties by double-tapping the pen icon in the System Tray.

Choosing the Recognizer

In the **General** tab you have the option of selecting which recognizer to use.

You can select only the Recognizers that have been installed. If only Handwriter is installed you can only select Full Character Set. If Jot is installed then you will also have the choice of selecting either Natural Character Set or the Simplified Uppercase Character Set. For Jot, see section 2.

Handwriter is a full context sensitive word recognizer. Jot is a character recognizer. Jot begins recognition after each character is written. Handwriter will allow you to write whole words or sentences before recognition.

Customizing Ink Settings

In the Appearance tab you can control ink width and color:

- To customize the width of the ink stroke, select a size, then tap OK.

- To customize the color of the ink, select Change Color, then select a color box, then tap OK.

Select another tab, or tap **OK** to return to your document.

Timeout

From the Timeout tab there are two kinds of timeout you can control: Recognition Timeout and Selection Timeout.

Recognition Timeout

Sometimes, particularly as a new user, when you write a multistroke character (a character made up of more than one stroke, such as an "A"), Handwriter might interpret each stroke as a separate character:

This occurs when the recognition timeout is set faster than you write. Handwriter interpreted what you wrote before you finished all the strokes.

As you gain more experience with Handwriter, you can reset this feature to improve the response time.

Selection Timeout

When you pen down Handwriter will try to take the ink and recognize it. If you need to select something or drag and drop an item you must hold the pen down a certain amount of time without moving so Handwriter knows you do not want recognition. Move this slider until you select a time you feel comfortable with.

Customizing Recognition

Select the Advanced tab to customize character recognition and start the Macro Editor and Trainer:

- To turn the spell checker on or off, select the box next to Enable Recognition Dictionary.

- The spell checker uses a dictionary that favors the recognition of real words. For example, if you write "fovr", Handwriter recognizes it as "four".

- To control spacing between words, tap the box next to Automatically insert a Space after a pause (complete words only).

Note: *This feature only works with Spell Checking. Be sure to check the Enable Recognition Dictionary box. However, if you pause after writing fewer than three characters (such as "an..."), you will have to insert a space manually after the last character.*

Select another tab, or tap OK to return to your document.

Using the Macro Editor

Speed up your work by creating and editing circle gestures with the Macro Editor.

Circle gestures are short-cuts for writing phrases or performing actions. Use them anywhere you'd insert text, including standard edit fields of any Windows application.

To start the Macro Editor, tap **Macro Editor** on the **Advanced** tab. The **Circle Gesture Macro Editor** dialog box opens:

You are presented with a list of circle gestures, some of which have pre-assigned functions.

You can create your own circle gestures as well as change the pre-defined ones.

- To create a new circle gesture:

    1. Select an unused circle gesture, then tap **Edit**.

    2. Select an action or enter text in the large box.

    3. Tap **Save**, then tap **OK,** to return to the **Recognizer Properties** dialog box.

To change a circle gesture:

    1. Select the circle gesture, then tap **Edit**.

    2. Change the text or action in the appropriate boxes.

Note: *If you clear the macro by mistake, close the Macro Editor without saving, then re-open it and start over.*

    3. Tap Save, then tap OK, to return to the **Recognizer Properties** dialog box.

To write a circle gesture, write the letter, then immediately draw a circle around it.

Using the Trainer

You can personalize the way Handwriter interprets what you write, by using the Recognition Tuner. When you tap Trainer on the Advanced tab, the Handwriter Trainer appears:

- To fine-tune a particular character, tap that character's tab.

- To fine-tune all the characters in sequence, tap next.

- To reset the Trainer to its defaults, tap Reset to Default.

Tap OK to return to the **Recognizer Properties** dialog box.

CIC On-Screen Keyboard

The On-Screen Keyboard allows you to enter data into your PenCentra 130 using a virtual keyboard.

CIC InkTools

Provides signature capture and verification. For instructions in using InkTools, refer to the online help by clicking Start/Help, then selecting InkTools.

bFAX

Creating a New Fax

To create a new fax, tap the New Fax button, or choose New Fax from the Fax menu. An item named "New Fax" appears in the Fax Workspace. Type a new name for your fax and press Enter.

Adding/Removing Recipients

After creating or selecting a fax, either from the Fax Workspace or from the Outbox, you can add recipients. With bFAX you can make use of the integrated PenCentra 130 Contacts list and fax to multiple recipients.

Adding a Recipient

Tap the Add Recipient button, tap Add Recipient from the Fax menu, or double tap the empty area of the Recipient window. The Add Recipient dialog box will appear.

With bFAX you can either enter the information or tap the Contacts box and scroll to select one or more recipients from your PenCentra 130 Contacts list.

The new recipient appears in the Recipient list for the selected fax.

Removing a Recipient

Select the recipient you wish to delete from the Recipient list and tap the delete button, or choose Delete from the Edit menu. Note: This will delete recipients only from the Recipient window. They will remain in your PenCentra 130 Contacts list.

Adding/Removing Documents

After creating or selecting a fax, either from the Fax Workspace or from the Outbox, you can add documents to it. bFAX allows you to send as many documents as you wish.

Adding a Document

Tap the Add Document button, choose Add Document from the Fax menu, or double tap in an empty area of the Document window. A dialog box will appear, allowing you to browse for the file you wish to send. Select the desired file and choose Open to add it to the Document window. Note: Once added to the fax, documents will remain in the Document window until removed.

Removing a Document

In the Document window, tap the document you wish to delete. Then tap the delete button, or choose Delete from the Edit window. Note: This will delete documents only from the Document window. They will remain in your PenCentra 130 Contacts list.

Sending a Fax

Once you have created or selected a fax from the Fax Workspace or Outbox list and ensured that it has at least one document and one recipient, you are ready to send it.

Sending a Fax

Tap the Send Fax button, or choose Send Fax from the Fax menu. Confirm that the Dialing preferences are set correctly on the confirmation dialog box that appears, and tap the Dial button. To omit the confirmation screen from future faxing operations, tap the check-box labeled "Don't show this again."

To change settings or to reactivate the confirmation screen, choose Communications from the Options menu and tap Dialing.

> *Note:* To send a fax, the fax/modem must be correctly inserted and connected to a live phone line.

Adding/Removing Documents

After creating or selecting a fax, either from the Fax Workspace or from the Outbox, you can add documents to it. bFAX allows you to send as many documents as you wish.

Adding a Document

Tap the Add Document button, choose Add Document from the Fax menu, or double tap in an empty area of the Document window. A dialog box will appear, allowing you to browse for the file you wish to send. Select the desired file and choose Open to add it to the Document window. Note: Once added to the fax, documents will remain in the Document window until removed.

Removing a Document

In the Document window, tap the document you wish to delete. Then tap the delete button, or choose Delete from the Edit window. Note: This will delete documents only from the Document window. They will remain in your PenCentra 130 Contacts list.

bFIND

bFIND is a search utility that searches for files, file contents, databases, contacts, and more.

Creating a Search

1. To begin a search, enter the item that you are searching for into the Look For field. You can choose to ignore letter case by checking the Ignore Case checkbox. Check Whole Word if you want to search for an exact match of what is typed in the Look For field.

2. In the Search Location group box, check the locations in which you want to search.

If you enter a file name in the Look For field, bFIND searches for it using the default filter *filename* *.* as the file filter. If the Look For text contains an extension delimiter such as ".", bFIND will use the text as is.

Due to memory considerations, bFIND will abort the current search after it has found more than 50 items. If bFIND does not find the item you are looking for within the current 50 items, create a more specific search by modifying the search string or locations.

> *Note:* *The default search searches through the root directory (My Handheld PC). If you want to run a search of the entire PenCentra 130, choose Include Subfolders by checking it or by using Alt-I.*

Choosing Search Locations

You have the option of selecting one or more search locations by placing a check mark in the check box next to your choice. Default script files have been provided for the standard Windows CE applications, databases, and file types. These script files help interpret search results and drive other third-party applications to complete searches that are started within bFIND.

Appointments Database: bFIND searches the database used by the Windows CE Appointments (Calendar) application.

Contacts Database: bFIND searches the database used by the Windows CE Contacts application.

Email Messages: bFIND searches the email messages stored on the PenCentra 130.

File Contents: bFIND searches the contents of all files that match the File Filter.

File Names: bFIND will search the names of all files and folders to see if the file name or folder name matches the search text.

Pocket Word Documents: This is a customized File Contents search. It searches only for Pocket Word files (*.pwd).

Pocket Excel Documents: This is a customized File Contents search. It searches only for Pocket Excel files (*.pxl).

Tasks Database: bFIND searches the database used by the Windows CE Tasks application.

bFAX Packages: bFIND searches the database used by the bFAX applications.

Other: Depending on the user's configuration, other search locations may be displayed.

Any database that is found on the PenCentra 130 without a script will still appear in the Search Location group box. For example, if you use Pocket Internet Explorer, "Cookies" and "URL Cache" will appear.

For additional information on using the bSQUARE products, go to the bSQUARE web site: www.bsquare.com.

Chapter 5

Care and Maintenance of the PenCentra 130

This chapter provides pointers on how to care for and maintain your PenCentra 130 pen tablet.

Protecting the Display Screen

The PenCentra 130 pen tablet is designed to provide you with years of service. Using a screen protector will help ensure that the screen remains as clear as possible. When installed, the screen protector becomes a durable, replaceable, antiglare writing surface that protects the display screen from abrasion.

To obtain additional screen protectors use Fujitsu part number FMWSP6 (12-pack) when ordering. Additional information about installation is included with the screen protectors.

Caution

During normal use of the pen tablet, small particles from the environment can become embedded in the pen tip and scratch the screen. To prevent scratching the screen, ensure that a screen protector is installed before using your pen tablet. The warranty does not cover a screen that is scratched as a result of not using a screen protector.

Installing a Screen Protector

To install a new screen protector on your pen tablet:

1. If a screen protector is already installed on the display screen, remove it before installing the new screen protector. The screen protector is held onto the display screen surface by a thin strip of adhesive around the edges. A notch in one corner of the screen protector allows you to slide your fingernail under the screen protector for easy removal.

2. Clean the adhesive residue from the screen surface by gently wiping the residue using a soft cotton cloth dampened with denatured alcohol. Ensure that all film has been removed from the screen before applying a new screen protector.

3. Remove the protective coating from the adhesive side of the new screen protector first.

4. Apply the screen protector to the display screen surface. When doing so, orient the screen protector with the adhesive side of the screen protector facing the display screen and the notched corner of the screen protector toward the lower left corner of the display screen.

5. Remove the protective plastic cover from the face of the screen protector.

6. Apply pressure to the screen protector with your finger using a continuous wiping motion along the edges. The adhesive sets completely within 48 hours. To ensure a good seal between the screen protector and the display, do not lift the screen protector from the display once it has been applied.

7. Clean any residue left behind by the protective coating from the exposed surface of the screen protector by wiping gently with a soft cotton cloth dampened with denatured alcohol. Wipe the screen protector with a soft dry cloth to remove any low-tack adhesive; this will help to prevent the pen tip from squeaking.

The screen protector is now installed.

Storing the PenCentra 130

Store the PenCentra 130 pen tablet in Suspended state with a fully charged battery pack installed. The PenCentra 130 battery pack always provides power to some system components, even when the system is in the Suspended state. If you plan to store the system with the battery pack removed, be sure to save any active data prior to storing; failure to do so could result in lost data.

Protecting the PenCentra 130 Pen Tablet in Harsh Environments

The PenCentra 130 pen tablet is designed for use in environments where there is no direct exposure to rain, mist, sprays, dirt, or other abrasive particles. The optional PenCentra 130 harsh environment case (FMWCC36) and the PenCentra 130 screen protector (FMWSP6) provide some protection in these environments, as well as from physical damage due to shock or vibration.

Note that the harsh environment case does *not* render the pen tablet waterproof, dustproof, or submersible.

The pen tablet is easily used while installed in the harsh environment case. For additional information on the PenCentra 130 harsh environment case as well as additional carrying cases and holsters, contact your reseller.

Avoiding Overheating

Excessive heat can damage internal components of the pen tablet over a period of time. To avoid overheating your PenCentra 130, do not charge the pen tablet while it is in the harsh environment case unless the system is either suspended or off.

Cleaning the Display Screen

To clean the pen tablet display screen, wipe the screen surface gently using a soft cotton cloth slightly dampened with water or denatured alcohol. Using denatured alcohol may result in streaking. If this occurs, gently buff the surface with a soft, dry cloth.

Caution

The PenCentra 130 pen tablet is not waterproof. Do not pour liquids on the pen tablet or wash the pen tablet with a heavily soaked cloth.

Care and Maintenance of the PenCentra 130

Chapter 6

Troubleshooting the PenCentra 130

Solutions to some common problems are described in the following sections. If you are experiencing a problem with your PenCentra 130 pen tablet that you cannot solve by taking the actions described, contact your local help desk or your reseller for further assistance. If you need troubleshooting information for Windows CE Services, click **Windows CE Services Help Topics** on the **Help** menu in the Mobile Devices folder.

System Will Not Resume Operation

If the system will not resume operation after system operation has been suspended, the battery pack may either be discharged to a critically low level or there is the much less likely possibility that the battery pack is defective. To correct this problem, either connect an external power supply (such as the AC adapter), or install a charged battery pack in the pen tablet.

Display Screen Is Blank or Difficult to Read

If the display screen on your PenCentra 130 pen tablet appears blank or is unreadable, check the following:

- The backlight time-out may have expired. Tap on the display screen to reactivate the display. Note that this is a normal, power-saving feature.

- The system brightness may be set too low, causing the screen to appear too dark. Use the backlight brightness hotpad to adjust the screen brightness.

- *Color Reflective systems only*: The display contrast settings may be set to extreme high or low level causing the screen to appear blank. Try adjusting the contrast setting using the hotpads. Note that the ambient temperature will affect the display contrast. You may need to adjust the contrast periodically to compensate for changes in temperature.

- If the device doesn't respond when you briefly press the suspend/resume button, try holding the button down for a full second.

- Make sure your battery cover is locked.

Infrared Data Transfer Is Not Working

If you are experiencing problems transferring data between Windows CE-based devices, note the following:

- Transfer only one file, or no more than 25 contact cards at a time. For more information on contact cards, reference the section of Chapter 3 entitled "Contacts: Tracking Friends and Colleagues".

- Can the IrDA port on the pen tablet "see" the IrDA port on the other device? A direct line-of-sight path must exist between the IrDA port on the pen tablet and the IrDA port on the other device.

- The distance between the two devices must be less than 3 feet (1 meter), but more than two inches.

- The viewing angle from the IrDA port on the pen tablet must not be more than 15 degrees from a center line between the IrDA port on the pen tablet and the IrDA port on the other device.

- Adjust the room lighting. Some types of light interfere with infrared communication (including direct sunlight). Try moving to a different location or turning off some lights.

Pen Tablet Is Not Responding to the Pen

If your pen tablet is not responding to the pen, check the following:

Note: *A quick way to tell if the pen is responding is to try to adjust the volume hotpad. This will help determine if the system is not responding or if the application is locked up.*

- Ensure that the pen tip is clean. Replace the pen if it is damaged.

- If available, connect a USB-style mouse to the system to see if it responds to click commands. If the system doesn't respond to the mouse, the application or system may have crashed, and it may be necessary to reset the system.

Pen Tablet is Not Responding to the Keyboard

If the pen tablet is not responding to the keyboard, make sure that you suspend and then resume the system before attempting to use the keyboard. It must be suspended and resumed before the keyboard will be recognized.

Pen Not Calibrated

If the pen appears to be selecting an area of the screen other than the location at which you tap, you should calibrate the pen. See "Calibrating the Pen" in Chapter 2 for details.

Audio Volume Too Low

If the audio volume on your pen tablet speaker or external headphones is too low, check the following:

- Ensure that the volume level set with the Volume hotpads is set to an audible level. There are four different levels at which the Volume hotpad can be set. Tap it a few times to see if there is an increase in volume.

- Ensure that the volume level in the Control Panel/Volume and Sounds properties window are set to the maximum levels.

Remote connection problems

This section covers situations you may encounter when trying to connect your PenCentra to other sources of information. For problems with communicating with your desktop, see Windows CE Services Help.

Can't dial out with the device modem

- If using a PC Card modem, verify that the modem is firmly seated and connected to your PenCentra and the telephone jack.

- Make sure the telephone line is analog. (Analog telephone lines transmit data in analog instead of digital form. Your home telephone line is most likely analog, while office telephone lines are often digital.)

- Make sure you've correctly set dialing properties for this connection.

- Make sure the modem is waiting for a dial tone. Select **Start**, **Programs**, **Communication**, and then **Remote Networking**. Tap or click your connection once to select it, and then select **Properties** on the **File** menu. In the **Dial-Up Connection** dialog box, select the **Configure** button and then select the **Call Options** tab. Select **Wait for dial tone before dialing**.

- For international calls, allow more time for the call to go through. On the **Call Options** tab described in the previous bullet, clear the **Cancel the call if not connected within** option or increase the number of seconds allowed.

Can dial out but can't make a proper connection

- Make sure the network to which you are trying to connect supports Point-to-Point Protocol (PPP). PPTP connections are not currently supported. Your Internet service provider or network administrator can verify this.

- Verify that the location is correct. Select **Start**, **Settings**, **Control Panel**, and then double-tap or double-click the **Dialing** icon. Make sure that the location settings reflect your current location, that the location's dialing pattern is appropriate, and that the local country and area code are correct.

The connection is unreliable

- If using a PC Card modem, make sure the modem is firmly seated and connected to your PenCentra and the telephone jack.

- Disable call waiting. Select **Start**, **Settings**, **Control Panel**, and then double-tap or double-click the **Dialing** icon. Select **Disable call waiting by dialing** and enter the disable code specified by your telephone company.

Network connection is not listed in the ActiveSync dialog box

- Close the dialog box, wait a few minutes, and try again.

Appendix A

PenCentra 130 H/PC Pro Hardware Specifications

The following table provides general hardware specifications of the PenCentra 130 H/PC Pro by category.

PenCentra 130 Specifications	
Physical Specifications	
Dimensions	8.9" x 6.5" x 1.3" (226mm x 165.5mm x 33.6mm)
Weight	2 lbs. with battery (.91 kg)
Processing Specifications	
CPU	NEC VR4121-131
Processor Speed	131 MHz
Memory / Storage Specifications	
Main RAM	16 MB on main board (48 MB maximum)
Masked ROM	24 MB
Flash ROM (non-volatile storage)	8 MB on main board (16 MB maximum)
Input/Output Specifications	
Display	• Indoor/Outdoor Color Display 8" VGA (640 x 480), 256 colors Color-reflective DSTN with frontlight • Indoor-Only Color Display 8" VGA (640 x 480), 256 colors Color transmissive DSTN with backlight
Digitizer	• Resistive, 10-bit resolution touchscreen • One-million-character durability rating

PenCentra 130 Specifications (Continued)	
Backlight Control	Color Reflective Display (indoor/outdoor): Low-Medium-High-Off (via hotpad) Color Transmissive Display (indoor only): Very Low-Low-Medium-High (via hotpad) The backlight control defaults to last setting used.
VGA Controller	16-bit with hardware acceleration
VRAM	2 MB SDRAM
Interface Specifications	
PC Card Slots	• Two Type-II • PCMCIA version 2.1 • 5 V/3.3 V, 500 mA maximum power • "Radio Ready" for WAN PC Card radios
Modem	• Rockwell internal 56 Kbps (V.90/K56 Flex) controllerless data/fax modem (North America only) • RJ-11 jack on top of system • Ring wakeup (internal or PC Card modem)
Integrated Interfaces	• USB-Host (Type-A connector) 5 V, 500 mA maximum current • PS/2-style keyboard (full-size, 6-pin DIN connector) 5 V, 500 mA maximum current • RS-232C serial port (full-size DB-9 connector) Note that Pin 9 on this serial port has 5 V, 500 mA maximum current support; Pin 9 on the optional docking station serial port does not support 5 V. • RJ-11 modem jack • DC Power
Infrared	IrDA version 1.1 (FIR, 4 Mbps)
Audio	• PCM voice recording and playback (half-duplex) • Internal microphone and speaker • Microphone and headphone jacks (3.5 mm)

PenCentra 130 Specifications (Continued)	
High-Usage Docking Contacts	• USB-Host (5 V, 500 mA maximum current) • RS-232C serial Note that Pin 9 on this serial port does not support 5 V current. • PS/2-style keyboard (5 V, 500 mA maximum current) • DC-in
User Controls	• Hotpads: Brightness, contrast, volume, right mouse, programmable (3) • Suspend/Resume (on/off) button • Record button • Reset button • Notification button
Status Indicators (LEDs)	• Notification • Charging • Low battery
Power Specifications	
Main Battery	• Removable, lithium ion • 10.8 V @ 1300 mAh • Dimensions: 6.3" x 1.0" x 0.5" • Weight: 5.25 oz. (150 g) • Warm-swappable • Recharge time: 90 minutes (90%) • Life: Up to 10 hours operation, depending on backlight and application usage • Suspend Life: 5 days

PenCentra 130 Specifications (Continued)	
Backup Battery	• Internal NiMH, 3.6 V @ 70 mAh
	• Charge time: 90% - 2 days, 100% - 4 days
	• Automatically recharges from main battery when the system is on.
	• Suspend life (fully charged backup battery, no main battery): 2 days
Additional Specifications	
Reliability	• 50,000 hours MTBF
	• Heavy-duty Lexan housing with rubber handgrips
	• Breakaway serial port door hinges
Security Features	• Kensington lock slot
	• Owner password capability

Appendix B

Glossary

AC adapter
An adapter that provides external power (not battery power) to your PenCentra 130 H/PC.

ActiveSync
A component of Windows CE Services that manages data synchronization between your PenCentra 130 and desktop computer when you are working remotely. You can specify the type of data you want to synchronize.

Application Manager
The Windows CE Services feature that enables you to add and remove software on your PenCentra 130. In the Mobile Devices window, click Tools and then click Application Manager.

appointment
An entry in Calendar.

attachment
An item included with an e-mail message.

backup file
A duplicate copy of the program data on your PenCentra 130. This file does not include settings and information stored in ROM, such as factory-installed software. Use your backup file to return your PenCentra 130 to its previous state if your system data is damaged or destroyed, or if you have performed a full reset.

baud rate
The speed at which a modem transmits data. This is set at 19200 Kb/sec by default on your PenCentra 130.

calibrate
The process that determines how the stylus and touch screen interact. You can calibrate both the screen alignment and the stylus double-tap settings.

COM port
See *communications port*.

command bar
The combination toolbar and menu bar used in Windows CE.

communications port
A serial communications port used to connect equipment, such as mobile devices, modems, and printers.

connection
The ability to interact with another device, computer, or the Internet by means of a serial, infrared, Ethernet, or dial-up connection.

data
Information that is stored in any of your Windows CE program files.

desktop computer
A computer running Microsoft Windows 95/98 or Windows NT to which you connect your PenCentra 130.

dial-up connection
A connection between your PenCentra 130 and a remote computer by means of a modem. You can connect to an ISP, a network, or a modem attached to a PC.

direct connection
A connection between your PenCentra 130 and another computer by means of a serial cable or infrared ports.

download
The process of transferring data from your desktop computer to your PenCentra 130.

e-mail
Messages and other items that you send and receive with Inbox.

Explorer window
The window that appears when you double-click a device icon in the Mobile Devices window. In the Explorer window, which is part of Windows CE Services, you can view and copy files between your PenCentra 130 and your desktop computer.

file conversion
The process of converting Windows-compatible files on your desktop computer to Windows CE-compatible files on your PenCentra 130, and vice versa.

FPSI
Fujitsu Personal Systems, Inc. (www.fpsi.fujitsu.com).

full reset
See *reset*.

HEC
An optional Harsh Environment Case, used to provide extra protection for your PenCentra 130.

IMAP4
(Internet Message Access Protocol) An e-mail protocol supported by some mail servers.
When using IMAP4, the folders you create on your desktop computer or PenCentra 130
are mirrored on the mail server so that the contents of the folders are available from any
computer with access to your mail server.

Inbox synchronization
A feature in Windows CE Services that enables you to synchronize mail between your
PenCentra 130 and desktop computer. Your computer must be on and running Microsoft
Exchange 5.5 or Outlook 97/98.

Inbox Transfer
A feature in Microsoft Outlook and Microsoft Exchange that enables you to transfer
specific e-mail messages between your PenCentra 130 and desktop computer.

Internet connection
A communications method used to establish a link between your PenCentra 130 and a
server that provides access to the Internet, typically, an ISP.

Internet service provider (ISP)
A company that provides access to the Internet.

intranet
A network designed for information sharing within a company or organization.

IrDA (infrared) connection
A connection between your PenCentra 130 and another computer or device (such as a
printer) by means of the IR port on each device.

JOT
The character recognition software loaded on your PenCentra 130. (Developed by
Communications Intelligence Corporation: www.cic.com)

local folder
A folder that is available only from the location in which it was created. In POP3, any
folder you create on your PenCentra 130 is a local folder, and any messages it contains can
only be viewed from the PenCentra 130.

message header
A line of summary information, such as sender and subject, for an e-mail message.

mobile device
A computer that runs Microsoft Windows CE.

Mobile Devices folder
The folder on the desktop computer that contains the Windows CE Services components.

modem card
See *PC Card*.

My Documents folder
The folder that stores files you create on your PenCentra 130. You can view the contents of this folder in the Explorer window in Windows CE Services.

network connection
A connection between your PenCentra 130 and a network by means of an Ethernet card inserted into your PenCentra 130.

OEM
Original equipment manufacturer. The OEM for the PenCentra 130 is FPSI.

offline folder
When using IMAP4, a folder that contains messages that are available when working online or offline.

partnership
The process of establishing a connection between your desktop computer and your PenCentra 130 for the purpose of synchronizing and transferring data. Your PenCentra 130 can have partnerships with up to two desktop computers.

PC Card
A removable card, such as modem, Ethernet, or storage card, that conforms to the PCMCIA specification.

PC Link
The program on your PenCentra 130 that you use to connect and synchronize with your desktop computer when using a serial cable or IR.

POP3
(Post Office Protocol) An e-mail protocol supported by most mail servers.

port settings
The settings used to configure a communications port on a computer.

PPP
(Point-to-Point Protocol) The protocol that your PenCentra 130 uses to communicate with your Internet service provider's network server.

RAM
Random Access Memory

ROM
Read-only Memory

RAS (Remote Access Service) account
A network account that enables your PenCentra 130 to remotely access your corporate network.

remote connection
A connection between your PenCentra 130 and a remote computer. You make a remote connection by using a modem or an Ethernet card.

Remote Networking
The Windows CE folder where you establish a dial-up connection between a mobile device and a remote computer.

reset
Depending on the state of your PenCentra 130, a process that either causes the system to reboot or erases all data stored in RAM.

restore
To return your PenCentra 130 to the state it was in when it was backed up. This involves copying your backup data to your PenCentra 130.

serial cable
A cable to connect your PenCentra 130 to your desktop computer.

serial connection
A connection between your PenCentra 130 and a desktop computer or external modem by means of a serial cable.

slider
The vertical double bar on the command bar used to switch between displaying toolbar buttons and menu names.

stylus
A pointing device, similar to a pen, used to make selections (tap) and enter information on the touch screen.

synchronization
The process of comparing the data on your PenCentra 130 with the corresponding data on your desktop computer and updating either computer with the most up-to-date data.

synchronization service
A service in Windows CE Services that allows for synchronization of specific items between the PenCentra 130 and desktop computer. You can synchronize appointments, contacts, tasks, e-mail messages, and files.

TCP/IP
(Transmission Control Protocol/Internet Protocol)
The protocol that your PenCentra 130 uses to communicate remotely.

toolbar
A bar at the top of the screen that contains buttons that perform specific tasks.

touch screen
A touch-sensitive screen on your PenCentra 130 that can recognize the location of a touch on its surface (typically done by using a stylus) and translate that touch into a desired action (such as making a selection or moving the cursor).

Windows CE Services
The desktop computer program used to synchronize, transfer, and manage data and files between your PenCentra 130 and desktop computer. You open Windows CE Services by double-clicking the Mobile Devices folder.

Appendix C

Agency Notices

FCC Notices

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.

Changes or modifications not expressly approved by Fujitsu Personal Systems, Inc., could void the user's authority to operate the equipment.

Notice to Users of Radios and Television

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 the 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 that is on a different circuit than the receiver.
- Consult the dealer or an experienced radio/TV technician for help.

Shielded interconnect cables must be employed with this equipment to ensure compliance with the pertinent RF emissions limits governing this device.

Notice to Users of the US Telephone Network

Note: *All configurations of the PenCentra 130 do not have an internal modem. The following information applies only to those systems with an internal modem.*

The PenCentra 130 pen tablet is supplied with an internal modem which complies with Part 68 of the FCC rules. On the pen tablet is a label that contains the FCC Registration Number and Ringer Equivalence Number (REN) of this system, along

with other information. If requested, users must provide their telephone company with the following information:

- The telephone number to which the pen tablet is connected

- The Ringer Equivalence Number (REN) for this equipment

- The information that the system requires a standard modular jack type USOC RJ-11C which is FCC Part 68-compliant

- The FCC Registration Number

This equipment is designed to be connected to the telephone network or premises wiring using a standard modular jack type USOC RJ-11C which is FCC Part 68-compliant.

The REN is used to determine the number of devices you may connect to your telephone line and still have all those devices ring when your number is called.Too many devices on one line may result in failure to ring in response to an incoming call. In most, but not all, areas, the sum of all of the devices should not exceed five (5). To be certain of the number of devices you may connect to your line, as determined by the RENs, contact your local telephone company.

If this equipment causes harm to the telephone network, your telephone company may discontinue your service temporarily. If possible, they will notify you in advance. If advance notice is not practical, they will notify you as soon as possible. You will also be advised of your right to file a complaint with the FCC.

This fax modem also complies with fax branding requirements per FCC Part 68.

If you experience trouble with this equipment, please contact your support representative.

Your telephone company will probably ask you to disconnect this equipment from the telephone network until the problem is corrected and you are sure that the equipment is not malfunctioning.

This equipment may not be used on coin service telephones provided by your telephone company. Connection to party lines is subject to state tariffs. Contact your state's public utility commission, public services commission, or corporation commission for more information.

FCC rules prohibit the use of non-hearing aid compatible telephones in the following locations or applications:

- All public or semipublic coin-operated or credit card telephones.

- Elevators, highways, tunnels, (automobile, subway, railroad, or pedestrian) where a person with impaired hearing might be isolated in an emergency.

- Places where telephones are specifically installed to alert emergency authorities such as fire, police, or medical assistance personnel.

- Hospital rooms, residential health care facilities, convalescent homes, and prisons.

- Workstations for the hearing impaired.

- Hotel, motel, or apartment lobbies.

- Stores where telephones are used by patrons to order merchandise.

- Public transportation terminals where telephones are used to call taxis or to reserve lodging or rental cars.

- In hotel and motel rooms at least ten percent of the rooms must contain hearing aid compatible telephones which will be provided to hearing impaired customers on request.

DOC (Industry Canada) Compliance Notices

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus as set forth in the radio interference regulations of the Canadian Department of Communications.

Le présent appareil numérique n'émet pas de bruits radioélectriques dépassant les limites applicables aux appareils numériques de classe B prescrites dans le règlement sur le brouillage radioélectrique édicté par le Ministère des Communications du Canada.

Notice to Users of Radios and Television

This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment regulations.

Cet appareil numérique de la classe B respecte toutes les exigences du règlement sur le matériel brouilleur du Canada.

Notice to Users of the Canadian Telephone Network

The Canadian Industry Canada label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective,

operational, and safety requirements. The Department does not guarantee the equipment will operate to the user's satisfaction.

Repairs to telecommunication equipment should be made by a Canadian authorized maintenance facility. Any repairs or alterations not expressly approved by Fujitsu Personal Systems, Inc. or any equipment failures may give the telecommunications company cause to request the user to disconnect the equipment from the telephone line.

The connecting arrangement code for this equipment is CA11A.

The Load Number is 0.2.

The Load Number assigned to each telephone terminal device denotes the percentage of the total load to be connected to a telephone loop or circuit to be used by the device to prevent overloading. The termination on a loop may consist of any combination of devices such that the total of the load numbers of all devices does not exceed 100.

Caution

For safety, users should ensure that the electrical ground of the power utility, the telephone lines, and the metallic water pipes are connected together. Users should **not** attempt to make such connections themselves but should contact the appropriate electric inspection authority or electrician. This may be particularly important in rural areas.

Avis Aux Utilisateurs Du Réseau Téléphonique Canadien

L'étiquette canadienne Industrie Canada identifie l'équipement certifié. Cette certification signifie que l'équipement satisfait certaines normes de protection, d'exploitation et de sécurité des réseaux de télécommunications. Le département ne garantit pas le fonctionnement de l'équipement à la satisfaction de l'utilisateur.

Le PenCentra 130 possede un modem interne conforme aux normes de certification d'Industrie Canada pour protéger les réseaux de télécommunications et satisfaire aux normes de sécurité. Avant de connecter cet équipement à une ligne téléphonique, l'utilisateur doit vérifier s'il est permis de connecter cet équipement aux installations de télécommunications locales. L'utilisateur est averti que même la conformité aux normes de certification ne peut dans certains cas empêcher la dégradation du service.

Les réparations de l'équipement de télécommunications doivent être effectuées par un service de maintenance agréé au Canada. Toute réparation ou modification, qui n'est pas expressement approuvée par Fujitsu Personal Systems, Inc., ou toute défaillance de l'équipement peut entrainer la compagnie de télécommunications à exiger que l'utlilisateur déconnecte l'équipement de la ligne téléphonique.

Le code d'arrangement de connexion de cet équipement est CA11A.

Le numéro de charge est 0.2.

Le numéro de charge assigné à chaque terminal téléphonique indique le pourcentage de la charge totale pouvant être connecté à une boucle ou à un circuit téléphonique, utilisé par ce périphérique afin de prévenir toute surcharge. La terminaison d'une boucle peut être constituée de n'importe quelle combinaison de périphériques de sorte que le total de numéros de charge de tous les périphériques n'excède pas 100.

Avertissement

Pour assurer la sécurité, les utilisateurs doivent vérifier que la prise de terre du service d'électricité, les lignes téléphoniques et les conduites d'eau métalliques sont connectées ensemble. Les utilisateurs NE doivent PAS tenter d'établir ces connexions eux-mêmes, mais doivent contacter les services d'inspection d'installations électriques appropriés ou un électricien. Ceci peut être particulièrement important en régions rurales.

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