WORKABOUT PRO Hand-Held Computer With Windows Mobile 2003 SE

User Manual

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ISO 9001 Certified
Quality Management System

PSION TEKLOGIX

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FCC DECLARATION OF CONFORMITY (DoC)

Applicant's Name & Address:	ASKEY COMPUTER CORP. 10F, NO. 119, ChienKang Rd., Chung-Ho, Taipei, Taiwan, R.O.C. Contact Person: Piyang Chiang Telephone No.: (510) 440-8694 47849 FREMONT BLVD. FREMONT, CA, 94538, USA
US Representative's Name & Address:	PSION TEKLOGIX 1810 Airport Exchange Blvd., Suite 500 Erlanger, KY, 41018, USA Contact Person: Kyle Day Telephone No.: (859) 372-4329
Equipment Type/Environment:	Computing Devices
Trade Name / Model No.:	WORKABOUT PRO, Model 7525
Year of Manufacture:	2004

Standard(s) to which Conformity is Declared:

The WORKABOUT PRO, model 7525, supplied by Askey Computer Corp., has been tested and found to comply with FCC PART 15, SUBPART B - UNINTENTIONAL RADIATORS, CLASS B COMPUTING DEVICES FOR HOME & OFFICE USE.

I, the undersigned, hereby declare that the equipment as tested is representative within manufacturing tolerance to units.

Applicant	**Legal Representative in U.S.**
Signature	
Piyang Chiang	Kyle Day
Full Name	Full Name
General Manager	V.P. Channel Sales
Position	Position
Askey International Corp	Erlanger, KY 41018, USA
Place	Place
Feb. 4, 2004	Feb. 4, 2004
Date	Date

CE Marking

When used in a residential, commercial or light industrial environment the product and its approved UK and European peripherals fulfil all requirements for CE marking.

R&TTE Directive 1999/5/EC

This equipment complies with the essential requirements of EU Directive 1999/5/EC (Declaration available: www.psionteklogix.com).

Cet équipement est conforme aux principales caractéristiques définies dans la Directive européenne RTTE 1999/5/CE. (Déclaration disponible sur le site: www.psionteklogix.com).

Die Geräte erfüllen die grundlegenden Anforderungen der RTTE-Richtlinie (1999/5/EG). (Den Wortlaut der Richtlinie finden Sie unter: www.psionteklogix.com).

Questa apparecchiatura è conforme ai requisiti essenziali della Direttiva Europea R&TTE 1999/5/CE. (Dichiarazione disponibile sul sito: www.psionteklogix.com).

Este equipo cumple los requisitos principales de la Directiva 1995/5/CE de la UE, “Equipos de Terminales de Radio y Telecomu-nicaciones”. (Declaración disponible en: www.psionteklogix.com).

Este equipamento cumpre os requisitos essenciais da Directiva 1999/5/CE do Parlamento Europeu e do Conselho (Directiva RTT). (Declaração disponível no endereço: www.psionteklogix.com).

Ο εξοπλισμός αυτός πληροί τις βασικές απαιτήσεις της κοινοτικής οδηγίας EU R&TTE 1999/5/ΕΚ. (Η δήλωση συμμόρφωσης διατίθεται στη διεύθυνση: www.psionteklogix.com)

Deze apparatuur voldoet aan de noodzakelijke vereisten van EU-richtlijn betreffende radioapparatuur en telecommunicatie-eindappa-ratuur 199/5/EG. (verklaring beschikbaar: www.psionteklogix.com).

Dette udstyr opfylder de Væsentlige krav i EU's direktiv 1999/5/EC om Radio- og teleterminaludstyr. (Erklæring findes på: www.psionteklogix.com).

Dette utstyret er i overensstemmelse med hovedkravene i R&TTE-direktivet (1999/5/EC) fra EU. (Erklæring finnes på: www.psionteklogix.com).

Utrustningen uppfyller kraven för EU-direktivet 1999/5/EC om ansluten teleutrustning och ömsesidigt erkännande av utrustningens överensstämmelse (R&TTE). (Förklaringen finns att läsa på: www.psionteklogix.com).

Tämä laite vastaa EU:n radio- ja telepäätelaitedirektiivin (EU R&TTE Directive 1999/5/EC) vaatimuksia. (Julkilausuma nähtävillä osoitteessa: www.psionteklogix.com).

PSION TEKLOGIX tímto prohlašuje, že toto zařízení je ve shodě se základními požadavky a dalšími příslušnými ustanoveními směrnice 1995/5/ES (NV č. 426/2000 Sb.) a Prohlášení o shodě je k dispozici na www.PsionTeklogix.com.

Toto zařízení lze provozovat v České republice na základě generální licence č. GL - 12/R/2000.

PSION TEKLOGIX týmto vyhlasuje, že toto zariadenie spĺňa základné požiadavky a všetky príslušné ustanovenia Smernice 1995/5/ES (NV č. 443/2001 Z.z.) a Vyhlásenie o zhode je k dispozícii na www.PsionTeklogix.com.

Toto zariadenie je možné prevádzkovať v Slovenskej republike na základe Všeobecného povolenia č. VPR-01/2001.

Use of the 802.11b WORKABOUT PRO C & S in France:
Owing to French Government restrictions, the 802.11b WORKABOUT PRO C & S is limited to indoor use. They may be used outdoors, on private property, only with prior authorization from the French Ministry of Defense.

For GSM/GPRS Users in North America:

Although the GSM/GPRS Expansion Module is a three band device only the 1900 (PCS) band is used in North America

FCC Information To Users

Federal Communication Commission Interference Statement

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

tion. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one of the following measures:

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

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

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

IMPORTANT NOTE:

FCC Radiation Exposure Statement:

This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment. End users must follow the specific operating instructions for satisfying RF exposure compliance.

This device complies with FCC RF Exposure limits set forth for an uncontrolled environment, under 47 CFR 2.1093 paragraph (d)(2)

The equipment has been SAR-evaluated for use in PDA.

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

Some equipment in hospitals and aircraft are not shielded from radio frequency energy. Do not use the WORKABOUT PRO onboard aircraft, or in hospitals, without first obtaining permission.

Do not use near pacemakers. The product may affect the operation of some medically implanted devices such as pacemakers, causing them to malfunction. Avoid placing your product next to such devices. Keep a minimum distance of 20 cm

between the device and the product to reduce the risk of interference. If you have any reason to suspect that interference is taking place, turn off the WORKABOUT PRO and contact your cardiologist for assistance.

Note: *In August 1996 the Federal Communications Commission (FCC) of the US adopted an updated safety standard for human exposure to radio frequency energy emitted by FCC regulated transmitters. The design of this product complies with the FCC guidelines and those standards.To maintain compliance with the FCC RF exposure guidelines, if you wear the Workabout Pro on your body, use the supplied, or Psion Teklogix approve, carrying case. If you do not use a body-worn accessory, ensure the antenna is at least 1.5 cm from your body when transmitting.*

Use of non-approved accessories may violate FCC RF exposure guidelines'

Emissions Information For Canada

This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations. To prevent radio interference to the licensed service, this device is intended to be operated indoors and away from windows to provide maximum shielding. Equipment (or its transmit antenna) that is installed outdoors is subject to licensing.

Cet appareil numérique de la classe B respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada. Afin d'éviter toute interférence radio avec le service autorisé, l'appareil doit être utilisé à l'intérieur, tout en tant éloigné de toute fenêtre afin de garantir le maximum de protection. Si cet équipement (ou son antenne émettrice) est installé à l'extérieur, il est alors soumis à licence.

Warning to Users

Warning:Changes or modifications not expressly approved by Psion Teklogix Inc. could void the user's authority to operate the equipment.

This product complies with CDRH 21 CFR 1040 Class I/Class II and IEC 60825-1:1993+A1:1997+A2:2001 laser product.

Important: ***Waste Electrical and Electronic equipment (WEEE) directive 2003/96/EC.***

This Product, and its accessories, comply with the requirements of the Waste Electrical and Electronic Equipment (WEEE) Directive 2002/96/EC. If your end-of-life Psion Teklogix product or accessory was first placed on the European Union market after August 12th, 2005, contact your local country representative for details on how to arrange recycling.

For a list of international subsidiaries, please go to: *www.psionteklogix.com*.

Laser/LED Warnings

For your own safety, it is critical that you comply with the following warnings:

Caution

The laser/LED aperture is located in the front of terminal. Do not look into the laser/LED beam or point the beam at people or animals.

Caution

Using controls or adjustments, or performing procedures other than those specified herein may result in hazardous radiation exposure.

Caution

The use of optical instruments with this product will increase eye hazard.

This product may contain a laser scanner that emits less than 1.4mW maximum radiant power at a wavelength of 650nm or 680nm.

Do Not Operate In An Explosive Atmosphere

Operating Psion Teklogix equipment where explosive gas is present may result in an explosion.

Do Not Remove Covers Or Open Enclosures

To avoid injury, the equipment covers and enclosures should only be removed by qualified service personnel. Do not operate the equipment without the covers and enclosures properly installed.

For qualified personnel: Remove the battery pack *before* removing the cover and enclosures.

CAUTION!

Danger of explosion if a battery is incorrectly handled, charged, disposed of or replaced. Replace only with the same type recommended or sold by the manufacturer—i.e., Model WA3000 or Model WA3002. Dispose of used batteries according to the instructions listed under the heading “Lithium Ion Battery Safety Precautions” on page 276. Carefully review all battery safety issues.

VORSICHT!

Explosiongefahr bei unsachgemäßem Austausch der Batterie Ersatz nur durch denselben oder einen vom Hersteller empfohlenen gleichwertigen Typ. Entsorgung gebrauchter Batterien nach Angaben des Herstellers.

CAUTION!

Use only Psion Teklogix approved power adaptors.

1 INTRODUCTION

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1.1 About This Manual

This manual describes how to configure, operate and maintain the WORKABOUT PRO hand-held computer.

Chapter 1: Introduction
provides a basic overview of the WORKABOUT PRO hand-held.

Chapter 2: Basic Checkout
describes the steps required to get the unit ready for operation.

Chapter 3: Getting To Know The WORKABOUT PRO
describes the features and outlines how to charge and maintain the battery. This chapter also provides information about indicators, SD/MMC card installation and general maintenance.

Chapter 4: Working With Windows Mobile 2003 SE
describes the Microsoft® Windows Mobile 2003 SE's *Today* screen and how to use it. This chapter also outlines basics like moving around a window, displaying menus, and so on.

Chapter 6: Settings
provides a description of the Windows Mobile 2003 SE *Settings* options and how to use them.

Chapter 7: Programs
provides a description of the Windows Mobile 2003 SE *Programs* options and how to use them.

Chapter 5: Connecting To A LAN With 802.11b
describes how to insert and configure an 802.11b radio.

Chapter 8: Expansion Modules
provides instructions about installing expansion modules—the PCMCIA module, the GSM/GPRS module and the scanner module.

Chapter 9: Peripheral Devices & Accessories
describes the peripherals and accessories available for your hand-held.

Chapter 10: Specifications
details radio, hand-held computer, scanner and battery specifications.

Appendix A: Support Services And Worldwide Offices
provides the helpdesk phone number at the Mississauga, Ontario, Canada office and details the support services available. This appendix also lists worldwide office addresses and phone numbers, along with web access information.

Appendix B: Port Pinouts
describes port pinouts.

1.2 Text Conventions

Note: *Notes highlight additional helpful information.*

Important: ***These statements provide particularly important instructions or additional information that is critical to the operation of the equipment.***

Warning: ***These statements provide critical information that may prevent physical injury, equipment damage or data loss.***

1.3 About The WORKABOUT PRO Hand-Held Computer

The WORKABOUT PRO is a ruggedized hand-held personal computer, running the Microsoft® Windows Mobile 2003 SE operating system. It is intended for use in commercial and light industrial applications with a focus on real time wireless data transactions. This hand-held is optimized for mobile computing applications and third party expansion. Psion Teklogix offers two models of this hand-held that operate with the Windows Mobile 2003 SE operating system: WORKABOUT PRO C and WORKABOUT PRO S. Any differences between the units are clearly indicated in this manual.

1.3.1 Features

WORKABOUT PRO Models

- WORKABOUT PRO C
  - Colour touchscreen display
  - 64 MB Flash
  - 128 MB RAM
  - Integrated Bluetooth
- WORKABOUT PRO S
  - Colour touchscreen display
  - 64 MB Flash

- 128 MB RAM
- Integrated Bluetooth

Processor:

- 400 MHz Intel Xscale PXA255

Operating System:

- Microsoft Windows Mobile 2003 SE

Programming Environment:

- HTML, XML
- Psion Teklogix Mobile Devices SDK
- Windows Mobile 2003 Standard SDK
- .NET Compact Framework
- WORKABOUT PRO Hardware Development Kit

Wireless Communications:

- Optional expansion modules for:
- 802.11b (via Compact Flash slot)
  GSM/GPRS (via expansion interface)
  CDMA/lxRTT (via expansion interface) *(future project)*
- Integrated Bluetooth class II, version 1.1 16.4 ft or 5m range standard on WORKABOUT PRO C and S
  Note: WAN, 802.11b and Bluetooth are available simultaneously on WORKABOUT PRO C and S models.

Application Software:

- Pocket Internet Explorer

User Interface:

- Colour Touchscreen Display
  - 3.5" (8.9cm) diagonal, 1⁄4 VGA, 240 x 320 transflective portrait mode TFT
  - 16-bit colour
  - Adjustable backlight
  - Sunlight readable for outdoor use
  - High reliability LED backlight
- Touchscreen (standard)

  - Passive stylus or finger operation
    Signature capture
- Keyboards
  - Alphanumeric (C models)
  - Numeric (S model)
  - Ergonomic ambidextrous one-hand operation
  - Backlit, high durability hard-capped keys
- Indicators and Controls
  - Internal speaker with volume control
  - LED indicating battery charge status

Bar Code Applications:

- Optional 2D Imager expansion module*
- Optional 1D SE 1223HP laser scanner expansion module*
- Optional field-upgradeable/replaceable pistol grip*

* Note: All are field upgradeable

Expansion Slots:

- One SD/MMC memory card slot—user accessible
- 100 Pin High-Speed Expansion connector, accessible through end-cap or back cover
  Supports serial, USB, PCMCIA
- Type II Compact Flash slot accessible through end-cap

Other Expansion Modules:

- Type II PCMCIA slot—field upgradeable

External Ports:

- USB 1.1 Host port on base of tethered USB devices (printers, etc.)
- Low Insertion Force Docking Station Port with:
  USB 1.1 device port
  USB 1.1 Host port
  Battery charging

Power Management:

- Optional full-shift Standard Lithium-ion (3.7V, 1700 mAh)
- Optional High-Capacity Lithium-ion (3.7V, 2350 mAh)

- Also accepts standard consumer available AA Alkaline batteries (C models)
- Quick swap pack
- Advanced Smart Battery w/ gas gauge
- 3 power source options: Runs off battery, AC or automotive power supplies
- Built-in charger
- Rechargeable, user replaceable, coin cell backup battery

Environmental (Standard):

- Operating temp: 14ºF to 122ºF (-10ºC to +50ºC)
- Storage temp: -13ºF to 140ºF (-25ºC to +60ºC)
- Humidity: 5-95% RH non-condensing
- Rain/Dust: IEC 529, classification IP54
- Shock: Multiple 4 ft. (1.2m) drops to polished concrete

Power Accessories

- AC power supply (charge and operate hand-held)
- Cigarette lighter power supply (charge and operate hand-held)
- 1 slot battery charger
- Quad battery charger
- Desktop Docking Station (charges hand-held and spare battery)
- Vehicle cradle with optional charge capability

Communication Accessories:

- Quad Dock (4-site) with 10/100BaseT Ethernet and charge functions
- Desktop Docking Station (charges hand-held and spare battery) provides USB host and device ports and supports optional 10/100 Base T Ethernet module
- Powered/non-powered cradle for vehicle applications
- Port Replicator for vehicle cradles (field installable option) includes 3 RS232 ports plus USB device port.

Carrying Accessories:

- Handstrap, pistol grip with trigger, holster, belt loop, protective vinyl carrying case (with optional shoulder strap).

1.3.2 The WORKABOUT PRO C Hand-Held Computer

Figure 1.1 WORKABOUT PRO C

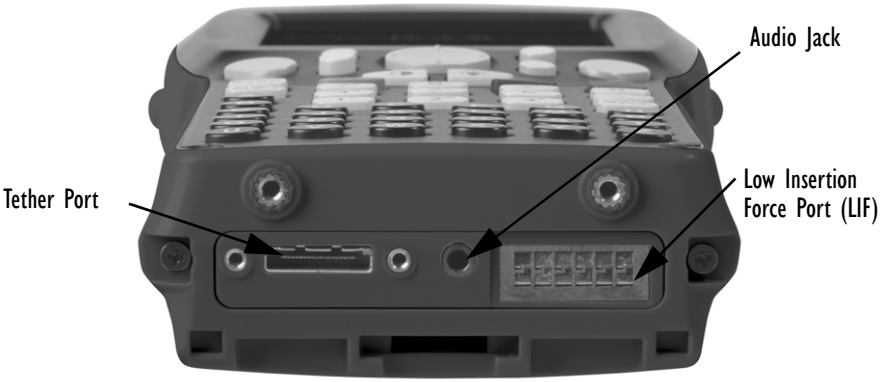

Figure 1.2 Tether Port, Low Insertion Force (LIF) Port And Audio Jack

1.3.3 The WORKABOUT PRO S Hand-Held Computer

Figure 1.3 WORKABOUT PRO S

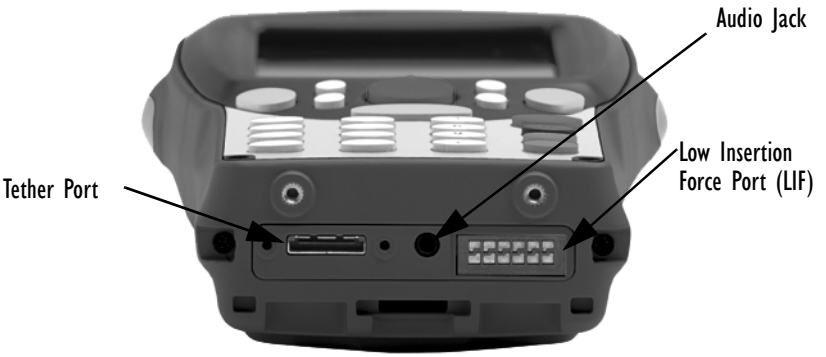

Figure 1.4 Tether Port, Low Insertion Force (LIF) Port And Audio Jack

1.3.4 Regulatory Labels

Warning: ***Using controls or adjustments or performing procedures other than those specified herein may result in hazardous radiation exposure.***

Figure 1.5 Scanner Module–Laser Warning Label

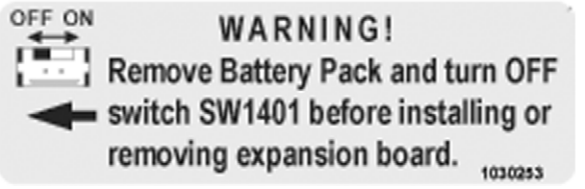

Figure 1.6 End- Cap–Expansion Module Warning

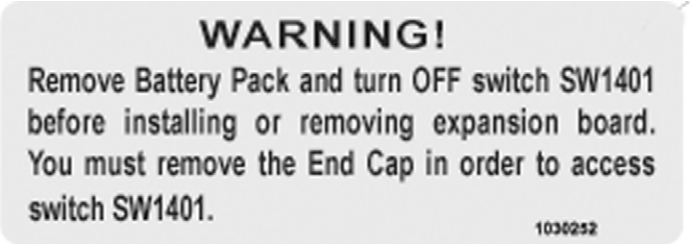

Figure 1.7 Back Plate–Expansion Module Warning Label

Figure 1.8 Manufacturer Label–WORKABOUT PRO C Unit

Figure 1.9 FCC Compliance Label

Figure 1.10 Standard Capacity Battery Label

Figure 1.11 High-Capacity Battery Label

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2.1 Preparing The WORKABOUT PRO For Operation

2.1.1 The Main Battery

The WORKABOUT PRO C can be powered with one of the following batteries:

- Standard Battery
- High-Capacity Battery, *or*
- 3 AA alkaline batteries.

The WORKABOUT PRO S can be powered with one of the following battery packs:

- Standard Battery, *or*
- High-Capacity Battery

2.1.2 Charging The Battery

Important: ***It is critical that you review the battery safety guidelines in "Lithium Ion Battery Safety Precautions" on page 276 before charging the battery.***

Battery packs shipped from the factory are charged to approximately 40%. They must be fully charged prior to use. Full capacity may not be reached until at least 5 full charge/discharge cycles have been performed.

Batteries can be charged using a variety of chargers and docking stations along with a WORKABOUT PRO internal charger. When using the internal charger, a suitable power source is required. All chargers and docking stations are described in *Chapter 9: Peripheral Devices & Accessories* beginning on page 267.

2.1.3 The Backup Battery

To preserve data stored in your WORKABOUT PRO while you swap the main battery, the unit is equipped with an internal backup battery—a standard Lithium Alloy Manganese Dioxide coin battery—a Maxell ML2032.

The backup battery is trickle charged from the main battery pack and has a limited life span. To maximize the life of the backup battery, avoid excessive discharging and recharging of the backup battery by keeping the main battery fully charged. The backup battery is not user-replaceable. If the backup battery requires replacement, the WORKABOUT PRO must be returned to a Psion Teklogix approved service centre.

Important: ***If you are powering up a new unit, a warning message may appear on the screen indicating that the backup battery capacity is low. To recharge the internal battery, you must fully charge the WORKABOUT PRO with the main battery installed in the unit. An overnight charge is recommended.***

2.2 Turning The WORKABOUT PRO On and Off

2.2.1 Installing The Battery And Switching The Unit On

- Turn the fasteners at the base of the battery cover counter-clockwise to unlock the cover and remove it. The top of the stylus is slot-shaped to help you loosen the fasteners.
- Slide the *charged* battery into the unit. Replace the battery cover, and turn the fasteners at the base of the battery cover clockwise to lock the battery in place.

Note: *If you are using a docking station or an external power supply, you can insert an uncharged battery, dock the unit and switch it on.*

To switch on the WORKABOUT PRO:

- Press and hold down the <ENTER/ON> key for at least one second.
- When the LED flashes green, release the <ENTER/ON> button.

The desktop *Today* screen is displayed.

Note: *If the unit was already in use—the unit may be off (suspend state)—pressing <ENTER/ON> 'wakes' the unit from this state. The screen in which you were working prior to the suspend state is displayed.*

2.2.2 Switching The Unit Off (Suspend)

- Press the <BLUE> key, and then press <ENTER/ON> to switch off the WORKABOUT PRO.

2.3 The Companion CD

Your WORKABOUT PRO is shipped with a Companion CD that runs automatically when inserted, providing applications along with helpful information about your hand-held and its operating system–Windows Mobile 2003 SE.

Start Here–walks you through installing Outlook 2002 along with ActiveSync. ***Before you begin the installation process***, make certain that you carefully review the installation notes.

Enhancing Your Experience–provides access to some additional applications that you can install on your unit.

Learn More–provides access to the Windows Mobile web page and the Psion Teklogix web page.

About This CD–provides copyright information about the CD.

Help–provides access to the main Microsoft web page and the Psion Teklogix web page.

2.4 Connecting The WORKABOUT PRO To A PC

Note: *Refer to "Linking A WORKABOUT PRO To A PC" on page 282 for more details about the desktop docking station and how to link to a PC.*

The WORKABOUT PRO can be connected to a PC using the desktop docking station.

- Insert the unit in the desktop docking station.
- Use a Client USB connector to complete the communication link between the hand-held and the PC.

2.4.1 Using Microsoft® ActiveSync® To Work With Files

ActiveSync®–Microsoft PC connectivity software–can be used to connect the WORKABOUT PRO to PCs running this software. ActiveSync can be installed from the *Companion CD* included with your WORKABOUT PRO.

By connecting the hand-held to a PC through your desktop docking station and running ActiveSync on the PC, you can view WORKABOUT PRO files, drag and drop files between the WORKABOUT PRO and the PC, connect to the Internet, and so on.

2.5 Aligning (Calibrating) The Touchscreen

Refer to "Aligning (Calibrating) The Touchscreen" on page 36 for details.

2.6 Resetting The WORKABOUT PRO Hand-Held

Warm Reset

To execute a warm reset:

- Press and hold down the <BLUE> key and the <ENTER/ON> key simultaneously for a minimum of six seconds.

A warm reset closes open applications; any unsaved data are lost. Installed programs and saved data are preserved.

Note: *You do not need to reset your WORKABOUT PRO after configuring the radio.*

Cold Reset

Important: ***A cold reset returns the WORKABOUT PRO to factory settings. All data and settings are lost. Files and data stored in flash are preserved.***

There are two options when executing a cold reset: reset to BootLoader or reset directly to Mobile 2003 SE operating system.

To execute a cold reset and access the BootLoader menu:

- Press and hold down the left <SCAN> key, the <BLUE> key and the <ENTER> key simultaneously for a minimum of six seconds.

After a cold reset, the BootLoader menu appears.

- Type **1** to continue loading the Windows Mobile 2003 SE operating system.

Once the operating system loads, a cab file containing utilities, drivers and software updates is automatically installed, and the unit executes a warm start.

To execute a cold reset and launch the Mobile 2003 SE operating system immediately:

- Press and hold down the <BLUE>, <ORANGE> and <ENTER> keys for minimum of 6 seconds.

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3.1 Features Of The WORKABOUT PRO C

Figure 3.1 Front Of WORKABOUT PRO C

Figure 3.2 Back Of WORKABOUT PRO

3.2 Features of the WORKABOUT PRO S

Figure 3.3 Front Of WORKABOUT PRO S

3.3 The Batteries

The WORKABOUT PRO C hand-held can operate with a Standard Lithium Ion battery pack, a High Capacity Lithium Ion battery pack or three AA alkaline batteries. The WORKABOUT PRO S can operate with either a Standard or a High Capacity Lithium Ion battery pack; it does ***not*** support AA alkaline batteries.

If you are using a Lithium Ion battery pack, preparing the hand-held unit for operation requires that the battery pack be charged before it is installed in the unit.

To maintain data during a battery swap, the WORKABOUT PRO is also equipped with a coin backup battery. Refer to “Battery Swap Time” on page 25 for additional information.

3.3.1 Battery Safety

Important: ***Before attempting to install, use or charge the battery pack, it is critical that you review and follow the important safety guidelines in the section entitled "Lithium Ion Battery Safety Precautions" beginning on page 276.***

3.3.2 Removing And Installing The Battery Pack

Removing The Battery Cover

- Turn the fasteners at the base of the battery cover counter-clockwise to unlock the cover. The top of the stylus has a screwdriver shaped end to help you loosen the fasteners.
- Lift and remove the cover.

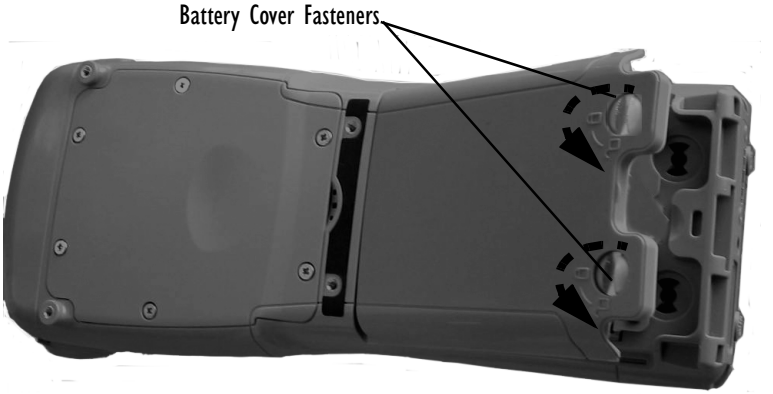

Figure 3.4 The Battery Cover

Installing The Battery

- Insert the ***charged*** battery in the unit.
- Replace the battery cover, and turn the fasteners at the base of the battery cover clockwise to lock the battery in place.

Note: *If you are using a docking station or other external power source, you can insert an uncharged battery, dock the unit and switch it on.*

3.3.3 Battery Swap Time

Battery swap time is between 10 and 15 minutes—you will not lose data if the battery is replaced within this time frame.

Keep in mind that user data is stored in a RAM-based folder by default—data in these RAM folders is lost if the main and backup batteries are completely drained, or if the unit is cold reset. The safest place to store data is in the \Storage (onboard FFS) folder or on an SD or MMC memory card.

To protect against data loss, the unit will automatically shut down with enough reserve in the main battery to last up to 72 hours.

3.3.4 Charging The Battery

Batteries shipped from the factory are charged to approximately 40% of capacity. They must be fully charged prior to use. Full capacity may not be reached until at least 5 full charge/discharge cycles have been performed.

Keep in mind also that, along with the main battery, the WORKABOUT PRO is equipped with an internal, backup battery that preserves data stored on the unit while the main battery is swapped.

Important: ***The backup battery is trickle charged from the main battery. To maximize battery life, avoid excessive discharging and recharging of the backup battery by keeping the main battery fully charged.***

IF YOU ARE POWERING UP A NEW UNIT, a warning message may appear on the screen indicating that the backup battery capacity is low. To recharge the backup battery, you must fully charge the WORKABOUT PRO with the main battery installed in the unit. An overnight charge is recommended.

3.3.4.1 Chargers And Docking Stations

Important: ***FOR DETAILED INFORMATION about chargers and docking stations, refer to*** *Chapter 9: Peripheral Devices & Accessories* ***beginning on page 276.***

For battery safety, refer to "Lithium Ion Battery Safety Precautions" beginning on page 276.

Lithium Ion battery packs must be charged before use. These batteries can be charged with a variety of chargers and docking stations. These include:

- Desktop Docking Station (Model #WA4002)—operates as both a charger

and a docking station. Operating as a charger, both the battery installed in the hand-held and a spare battery can be charged simultaneously.

- Quad Docking Station (Model #WA4004)—can charge the battery of up to four WORKABOUT PROs inserted in the docking station.
- Single Battery Charger (Model #WA3001)—charges a single battery.
- Quad Battery Charger (Model #WA3004)—charges up to four spare Standard or High-Capacity WORKABOUT PRO battery packs.

It can take up to 5 hours to charge a battery. The WORKABOUT PRO's intelligent charging system protects the battery from over-charging by terminating the charge process when the battery is at maximum capacity.

Note: *Refer to "Monitoring The Battery And Maximizing Run Time" on page 39 for additional information about the battery.*

Important: ***To avoid damaging the battery, chargers will not begin the charge process until the battery temperature is between 0° C to 45 °C (32° F to 113° F).***

3.4 Switching The Hand-Held On And Off

Switching On The WORKABOUT PRO

- Press and hold down the <ENTER/ON> key for at least one second.
- When the LED flashes green, release the <ENTER/ON> button.

The startup *Today* screen is displayed.

Note: *If the WORKABOUT PRO is in suspend state, pressing <ENTER/ON> key 'wakes' the unit from this state. The screen in which you were working before the computer entered suspend state is displayed.*

Switching Off The WORKABOUT PRO (Suspend)

Important: ***Keep in mind that turning off the WORKABOUT PRO does <u>not</u> result in a complete reboot; rather, the unit enters a power-saving, "suspend" state. When the unit is turned on from suspend state, operation resumes within a few seconds.***

To switch off the WORKABOUT PRO:

- Press the <BLUE> key, and then press the <ENTER/ON> key.

3.5 The WORKABOUT PRO C Keyboard

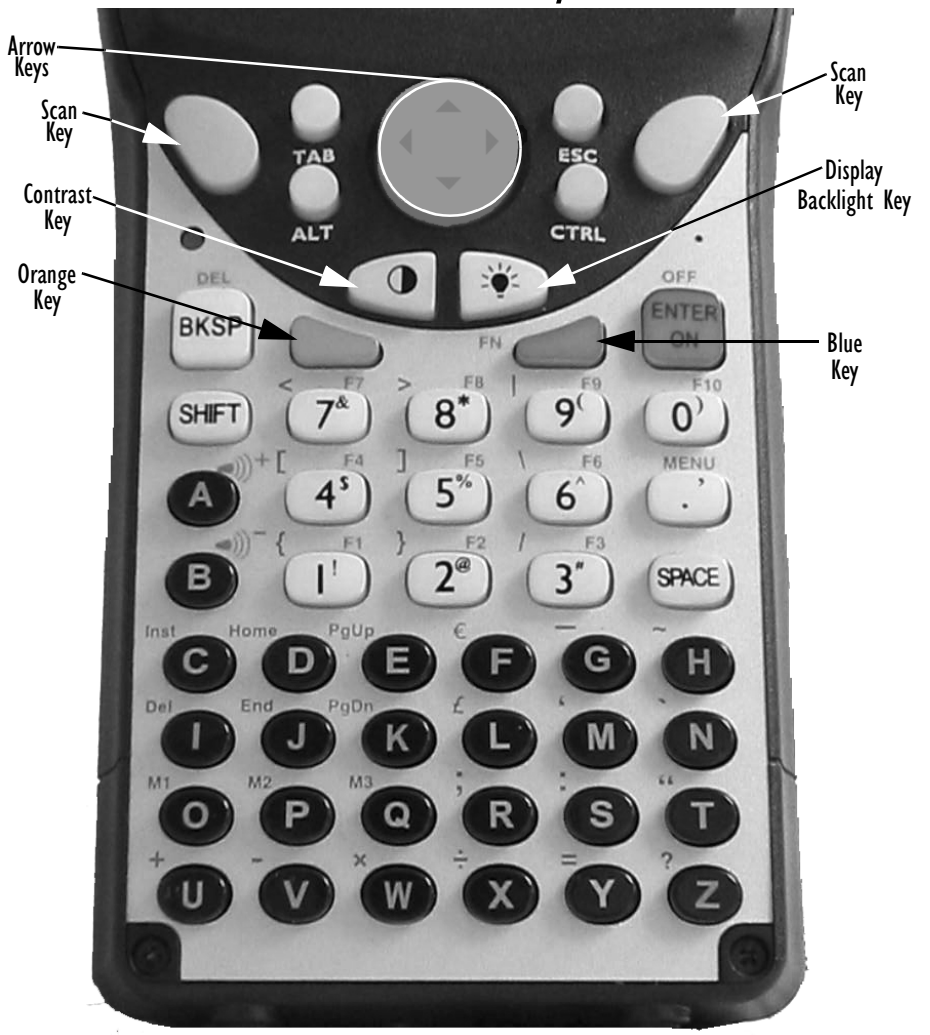

Figure 3.5 The Keys

WORKABOUT PRO C units are designed with a 55-key alphanumeric keyboard. Along with the standard keyboard keys, these units are equipped with an <ORANGE> and a <BLUE> modifier key to provide access to additional keys and system functions. These functions are colour coded in *orange* and *blue* print above the keyboard keys.

Note: *Almost all keys can be reprogrammed to suit your requirements.*

3.5.1 Modifier Keys

The <SHIFT>, <CTRL>, <ALT>, <ORANGE> and <BLUE> keys are *modifier* keys. Pressing a modifier key changes the function of the next key pressed. For example, on a WORKABOUT PRO C, a square bracket is printed in *orange* print above the <4> key. Pressing the <ORANGE> key followed by the <4> key displays a square bracket rather than the number 4.

The <SHIFT>, <CTRL> and <ALT> keys operate like a desktop keyboard except that they are not chorded (two keys held down simultaneously). The modifier key must be pressed first followed by the key whose function you want modified.

3.5.1.1 Activating Modifier Keys

When a modifier key is pressed once, it is represented in the *shift-state indicator* icon in the taskbar at the bottom of the screen. When the next key is pressed, the modifier key becomes inactive, the *shift-state indicator* icon disappears from the taskbar, and the *soft keyboard* icon is once again displayed.

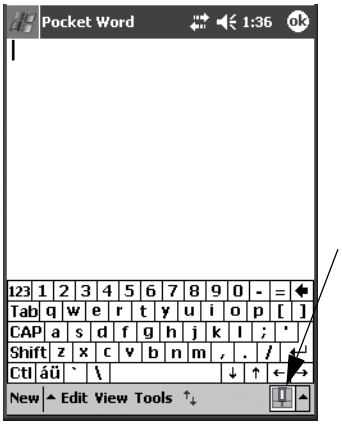

Figure 3.6 Shift-State Indicator Icon

3.5.1.2 Locking Modifier Keys

Note: *The locking behaviour of the modifier keys can be changed so that, for example, pressing any of these keys* ***once*** *will lock the keys 'on'. Refer to "One Shots" on page 82 for details. Note too that by default, the <ORANGE> key is locked 'on' when pressed only once.*

When a modifier key is pressed twice to lock it 'on', it will remain active until it is pressed a third time to unlock or turn it off.

To help you identify when a modifier key is locked 'on', the key is represented in the *shift-state indicator* icon with a black frame around it.

Figure 3.7 Shift-State Indicator Icon – Locked Modifier Key

Once a modifier key is unlocked, the *shift-state indicator* icon is replaced by the *soft keyboard* icon in the taskbar.

3.5.2 The Keys

The <SHIFT> Key

The <SHIFT> key is used to display uppercase alpha characters and provide access to the symbols above the numeric keys. Pressing this key twice locks it 'on' so that when you press an alpha key, an upper case character is displayed. When you press a numeric key, the associated symbol on the numeric key is displayed on the screen.

Pressing <BLUE> <SHIFT> allows the <SHIFT> key to act as a <CAPS> key, displaying uppercase characters.

The Arrow Keys

The Arrow keys are located on the grey, circular key at the top of the keyboard, directly below the display. The arrow keys move the cursor around the screen—up, down, left and right. The cursor is the flashing box or underline character that indicates where the next character you type will appear.

The <BKSP/DEL> Key

The <BKSP> key (sometimes referred to as destructive backspace) moves the cursor one character to the left, erasing the incorrectly entered key stroke.

The <DEL> key (<BLUE> <BKSP>) erases the character at the cursor position.

The <CTRL> And <ALT> Keys

The <CTRL> and <ALT> keys modify the function of the next key pressed and are application dependent.

The <TAB> Key

Typically, the <TAB> key moves the cursor to the next field to the right or downward.

The <ESC> Key

Generally, this key is used as a keyboard shortcut to close the current menu, dialog box or activity and return to the previous one.

The <SPACE> Key

Pressing this key inserts a blank space between characters. In a Windows dialog box, pressing the <SPACE> key enables or disables a checkbox.

The <SCAN> Keys

Pressing either of the <SCAN> keys—the two yellow keys situated in upper-left and upper-right corner of the keyboard—activates the scanner beam. For units that ***do not have*** internal scanners, these keys are inoperable.

The Function Keys—<F1> to <F10>

Function keys <F1> to <F10> perform special, custom-defined functions. These keys are accessed by pressing <BLUE> followed by numeric keys <1> to <10>. They can be used with the Windows Mobile 2003 SE operating system or another application.

The Macro Keys—<M1> to <M3>

Macro keys <M1> to <M3> contain up to 20 programmable characters (“positions”) and executable keys. These keys are accessed by pressing <ORANGE> followed by alpha keys <O>, <P> or <Q>. When pressed, the macro key executes a custom-defined string of characters, including executable keys.

3.5.3 The Keypad Backlight

The intensity of the keypad backlight and the conditions under which this backlight is activated can be configured using the Backlight icon—tap on Start, Settings to display this icon. Refer to “Backlight” on page 99 for details about this option.

3.6 The WORKABOUT PRO S Keyboard

Figure 3.8 WORKABOUT PRO S Keyboard

The WORKABOUT PRO S is equipped with a numeric keyboard. Along with standard keys, this unit is equipped with an <ORANGE> and a <BLUE> modifier key to provide access to alpha keys along with additional keys and system functions.

Note: *Almost all keys can be reprogrammed to suit your requirements.*

3.6.1 Modifier Keys

The <CTRL>, <ALT>, <ALPHA/ORANGE> and <FN/BLUE> keys are *modifier* keys. Pressing a modifier key changes the function of the next key pressed. For example, alpha keys are displayed in *orange* print above the numeric key <1>. Pressing the <ALPHA/ORANGE> key followed by the <1> key displays the letter *a* rather than the number *1*.

The <CTRL> and <ALT> keys operate much like a desktop keyboard except that they are not chorded—two keys cannot be held down simultaneously. The modifier key must be pressed first followed by the key whose function you want modified.

Activating Modifier Keys

When a modifier key is pressed once, it is represented in the *shift-state indicator* icon in the taskbar at the bottom of the screen. When the next key is pressed, the modifier key becomes inactive, the *shift-state indicator* icon disappears from the taskbar, and the *soft keyboard* icon is once again displayed.

Locking Modifier Keys

Note: *The locking behaviour of the modifier keys can be changed so that, for example, pressing any of these keys* ***once*** *will lock the keys 'on'. Refer to* *"One Shots" on page 82* *for details. Note too that by default, the <ORANGE> key is locked 'on' when pressed only once.*

When a modifier key is pressed twice to lock it 'on', it will remain active until it is pressed a third time to unlock or turn it off.

To help you identify when a modifier key is locked 'on', the key is represented in the *shift-state indicator* icon with a black frame around it.

Figure 3.9 Shift-State Indicator Icon – Locked Modifier Key

Once a modifier key is unlocked, the *shift-state indicator* icon is replaced by the *soft keyboard* icon in the taskbar.

3.6.2 The Keys

The <ALPHA> Key

This key is used to access the alpha characters displayed in *orange* print above numeric keys <1> through <9>.

The <Pg/Up> And <Pg/Dn> Keys

Pressing the <ALPHA/ORANGE> key followed by the <UP> or <DOWN> arrow key activates the <Pg/Up> and <Pg/Dn> keys.

The <CAPS> Key

When this key is pressed, uppercase alpha characters are displayed. Press <ALPHA/ORANGE> <.> to activate this key.

The Arrow Keys

The arrow keys contained in the round disk-shaped key at the top of the keyboard moves the cursor around the screen—up, down, left and right.

The <BKSP/DEL> Key

This key moves the cursor one character to the left, erasing the incorrectly entered key stroke. The <DEL> key (<FN/BLUE> <BKSP>) erases the character at the cursor position.

The <CTRL> And <ALT> Key

These keys modify the function of the next key pressed—both are application dependent.

The <TAB> Key

The <TAB> key usually moves the cursor to the next field to the right or downward. Pressing <ALPHA/ORANGE> <TAB> move the cursor backward.

The <ESC> Key

Generally, this key is used as a keyboard shortcut to close the current menu, dialog box or activity and return to the previous one.

The <SPACE> Key

Pressing the <SPACE> key inserts a blank space between characters. In a Windows dialog box, the <SPACE> key enables or disables a checkbox. This key is accessed by pressing <ALPHA/ORANGE> followed by the numeric key <0>.

The <SCAN> Keys

The WORKABOUT PRO S is equipped with five yellow <SCAN> keys. Two <SCAN> keys are located on either side of the unit, next to the screen. Three additional <SCAN> keys are located near the top of the keyboard. Pressing a <SCAN> key activates the scanner beam. For units without internal scanners, these keys are inoperable.

The Function Keys—<F1> to <F10>

Perform special, custom-defined functions. These keys are accessed by pressing <FN/BLUE> followed by numeric keys <1> to <0>. They can be used with the Windows Mobile 2003 SE operating system or another application.

3.6.3 Accessing Alpha Characters

All alpha characters are printed on the WORKABOUT PRO S plastic in *orange* type above the numeric keys. To access an alpha character, you must first press the <ALPHA/ORANGE> key and then press the numeric key above which the alpha character you want to type is printed.

Because the alpha keys on this unit are laid out much like the letters on a telephone—generally in groups of three letters per numeric key—you need to take a few extra steps to access the alphabetic characters. The examples following help illustrate how to access alpha characters.

3.6.3.1 Choosing A Single Alpha Character

The examples following illustrate how to access, A, B and C, all of which are printed in *orange* characters above the numeric key <2>.

Important: ***The letters you choose appear in the taskbar, providing a visual indicator of which letter will be displayed on the screen.***

To choose the letter *a*:

- Press the <ALPHA/ORANGE> key, and press the numeric key <2>.

Note: *To choose the second, third or fourth alpha character assigned to a numeric key, you'll need to lock the <ALPHA/ORANGE> key 'on'. By default, the <ALPHA/ORANGE> key is locked 'on' when pressed once. However, depending on how your unit is set up in the One Shots tab, you may find that you need to press the <ALPHA/ORANGE> key twice to lock it 'on'. Refer to "One Shots" on page 82 for details.*

To choose the ***second*** letter in the sequence—in this example, the letter *b*:

- Press the <ALPHA/ORANGE> key twice to lock it 'on'. A *shift-state indicator* icon in the taskbar will represent the orange key with a black frame around it to indicate that this key is locked 'on'.
- Press numeric key <2> ***twice*** to display the letter *b*.

To choose the ***third*** letter in the sequence—in this example, the letter *c*:

- Press the <ALPHA/ORANGE> key twice to lock it 'on'.
- Press numeric key <2> ***three times*** to display the letter *c*.

Note: *Keep in mind that there is a timeout if you pause for one second between key presses when selecting the second, third or fourth letters on a key. For example, suppose you want to type the letter 'c'–you'd need to press the <2> key three times. With the <ORANGE> key locked 'on', if you press <2> twice and then pause between key presses for 1 second, the letter 'b' will be selected automatically.*

3.6.3.2 Creating Uppercase Letters

To display capital letters, you need to first activate the <CAPS> key. You'll find this key in *orange* print above the <.> (period) key.

- Press <ALPHA/ORANGE> followed by the <.> (period) key to turn on the <CAPS> key.

All alpha keys are displayed in uppercase until you press <ALPHA/ORANGE> <.> again to switch the <CAPS> key off.

3.6.3.3 Choosing Multiple Alpha Characters

- Press the <ALPHA/ORANGE> key ***twice*** to lock it 'on'.

Each time you press a numeric key from <2> through <9>, an alpha character will be displayed on the screen. Remember that you can refer to the taskbar for a visual indication of which alpha key will be displayed on the screen.

Important: ***Once you have finished typing alpha characters, remember to turn off or unlock the <ALPHA/ORANGE> key. Check the taskbar to make certain that the shift-state indicator icon (refer to Figure 3.9 on page 32) is replaced by the soft keyboard icon.***

3.6.4 The Keypad Backlight

The intensity of the keypad backlight can be configured using the *Backlight* icon accessed by tapping on Start, Settings. Refer to "Backlight" on page 99 for details about this option.

3.7 The Display

3.7.1 Adjusting The Backlight

The display backlight can be adjusted using the keyboard.

- Press the Backlight key <☀> to cycle from the lightest to darkest settings, and then back to lightest. Press <ORANGE> <☀> to cycle backward from darker to lighter.

To set the backlight intensity and the duration of time that the backlight will remain on, you'll need to choose the *Backlight* icon. Tap on **Start, Settings** and then, tap on the **System** tab. Refer to "Backlight" on page 99 for details about the *Backlight* icon.

3.7.2 Aligning (Calibrating) The Touchscreen

If your touchscreen has never been aligned (calibrated) or if you find that the stylus pointer is not accurate when you tap on an item, follow the steps below.

- Tap on **Start, Settings**. Tap on the **System** tab to display the *Screen* icon.

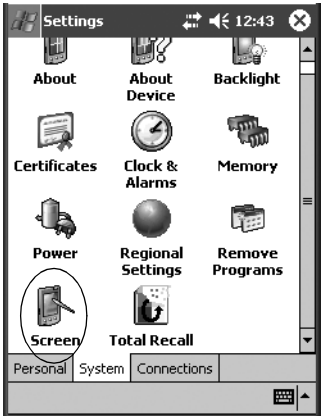

Figure 3.10 Screen Alignment Tab

- Tap on the **Screen** icon to display the *Alignment* tab.

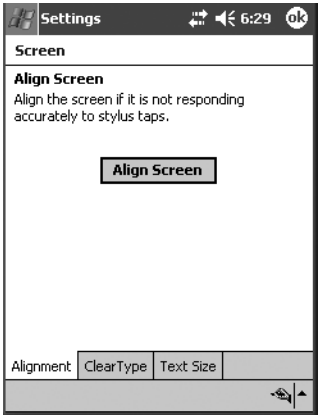

Figure 3.11 Alignment Screen

- Tap on the **Align Screen** button, and follow the directions on the screen to align (calibrate) the screen.

Note: *This window provides two additional tabs: ClearType and Text Size. Tapping on the ClearType tab allows you to enable the ClearType option to smooth screen font appearance. The Text Size tab allows you to increase or decrease the size of the font displayed on the screen.*

3.8 Indicators

The WORKABOUT PRO uses an LED (Light Emitting Diode), onscreen messages and audio tones to indicate the various conditions of the hand-held, the batteries, the scans and so on.

3.8.1 The LED

A single, two-coloured LED is located on the left side of the unit, just above the <BKSP> key. When you press <ENTER/ON>, the LED flashes green to indicate that the unit has been powered up. The LED table below outlines the behaviour of the LED while the unit is docked in a charger.

Keep in mind that the application running on the WORKABOUT PRO can dictate how the LED operates. Review the documentation provided with your application to determine LED behaviour.

If the unit is attached to an external power supply, the hand-held LED reflects the battery charge status.

LED Behaviour	Charge Status
Solid Green	Charge complete.
Blinking Green	Charge in progress.
Solid Red	Temperature outside charge range.
Blinking Red	Battery is not charging. Battery fault.

Table 3.1 WORKABOUT PRO LED BEHAVIOUR

3.8.2 Audio Indicators

The audio speaker provides a variety of sounds when a key is pressed, a keyboard character is rejected, scan input is accepted or rejected, an operator's entry does not match in a match field or the battery is low. To specify how you want your WORKABOUT PRO to respond under various conditions, refer to "Sound & Notifications" on page 96.

The volume keys are located above <A> and <B> on WORKABOUT PRO C models and to the left and right of the arrow key on WORKABOUT PRO S models. The *increase* volume key is labelled with a plus symbol and the *decrease* volume key is labelled with a minus symbol.

3.8.2.1 Adjusting Speaker Volume On The WORKABOUT PRO C

- Press the <BLUE> key twice to lock the key 'on' and then, press <A>—the *increase volume* key or <B>—the *decrease volume* key until the volume meets your requirements.
- Remember to press the <BLUE> key again to turn it 'off'.

3.8.2.2 Adjusting Speaker Volume On The WORKABOUT PRO S

- Press the <FN/BLUE> key twice to lock the key 'on' and then, press the <RIGHT> arrow key—the *increase volume* key or the <LEFT> arrow key—the *decrease volume* key until the volume meets your requirements.
- Remember to press the <FN/BLUE> key again to turn it 'off'.

3.9 Monitoring The Battery And Maximizing Run Time

Note: *When the main battery is at 50% capacity, a 'low battery' warning is displayed. When the battery is at approximately 10% capacity, a 'very low main battery' notification bubble appears.*

Under normal operating conditions, fully charged Standard Batteries hold a charge for up to 8 hours. High-Capacity batteries can hold a charge for up to 12 hours.

As Lithium Ion batteries age, their capacity decreases gradually, and they are generally considered depleted after approximately 2 years of use (less than 60% of original capacity remaining). Keep in mind however that heavy usage or operating the unit at temperature extremes will shorten the battery life.

Lithium Ion batteries do not require conditioning cycles and the WORKABOUT PRO battery system (including chargers) requires no user interaction to maintain peak performance.

To maximize the run time of your batteries, consider the following:

- The display backlight is the largest drain on the battery. Try to keep its brightness as low as possible.
- The hand-held is 'event' driven—that is, when the unit is not in use, it reverts to *sleep* mode (even when it appears to be running), saving battery power. Events include a key press, touchscreen taps and scan triggers. Power consumption is reduced if you avoid unnecessary events, and allow the unit to *sleep* as much as possible.
- The battery is a 'smart battery' with built-in intelligence.
  Tapping on the *Power* icon under Start, Settings, System tab displays a dialog box that provides detailed information about the battery status of the main and backup batteries installed in your unit.
- When the hand-held is switched off, it goes into a low-power, suspend state but continues to draw a small amount of power from the battery. This should not be an issue unless the unit is left in suspend state for more than a week—in this case, the battery should be removed.

3.9.1 Storing Batteries

Long term battery storage is not recommended. If storage is necessary:

- Always try to use a 'first-in first-out' approach to minimize storage time.
- Lithium Ion batteries age much faster at elevated temperatures. Store batteries at temperatures between 0° C and 20° C.

- Always charge batteries to at least 40 to 60% before storing them. Batteries can be damaged by an over-discharge phenomenon that occurs when an empty battery is stored for a long period of time such that the cell voltage drops below a lower limit.
- To minimize storage degradation, recharge stored batteries to 40 to 60% every 4 or 6 months to prevent over-discharge damage.
- A 'never used' Li-Ion battery that has been stored for 3 years may have limited or no useful life remaining once put into service. Think of batteries as perishable goods.

3.10 Uploading Data In A Docking Station

Important: ***Review the documentation provided with the user application installed in your WORKABOUT PRO before performing data uploads.***

The desktop docking station and quad docking station allow the WORKABOUT PRO to link to an Ethernet network. They are typically used to upload transaction data to a server computer when a radio link is not available.

Note: *Refer to "Chargers And Docking Stations" on page 277 for more details.*

The desktop docking station can complete batch uploads to a Client USB connected PC or server. An optional 10/100baseT Ethernet module is also available.

Unlike the desktop docking station, the quad docking station supports only TCP/IP connections to a PC or server through a 10/100baseT Ethernet connection.

When a WORKABOUT PRO is properly inserted in a docking station, a *dock* icon is displayed in the navigation bar at the top of the screen. The unit also detects the presence of the Ethernet network.

3.11 Bluetooth Radio

Note: *Integrated Bluetooth class II radios are standard on WORKABOUT PRO C and S units. Keep in mind also that Bluetooth is available simultaneously with WAN and 802.11b on a single unit.*

The WORKABOUT PRO is equipped with an on-board Bluetooth radio. This type of radio enables short range data communication between devices. The Bluetooth also provides the capability to use a Bluetooth-enabled cellular phone as a data modem, exchanging information with other Bluetooth devices and providing network access. Refer to "The Bluetooth GPRS Phone" on page 170 for setup details.

3.12 The SD/MMC Card—Adding Memory

To add additional non-volatile memory to your hand-held, you can insert a Secure Digital/Multi-Media Card (SD/MMC) through the battery compartment.

3.12.1 Inserting The Card

- Remove the battery cover and the battery.

A hinged door at the top of the battery compartment protects the connectors.

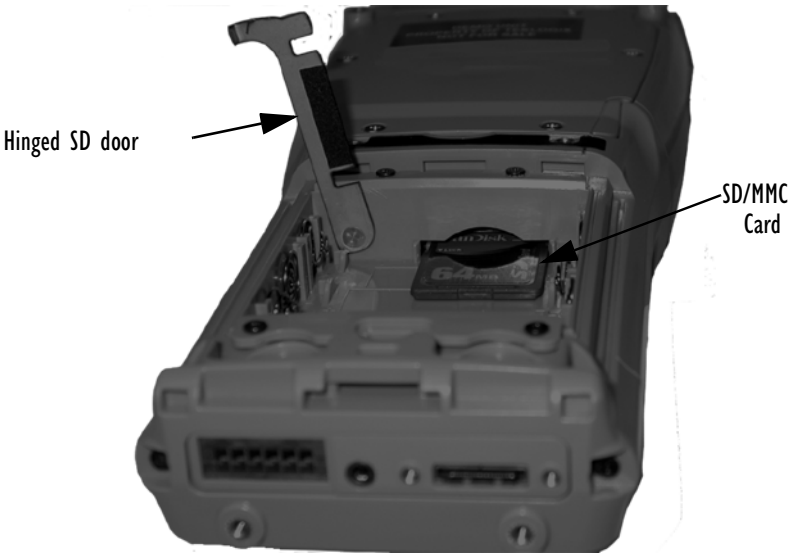

Figure 3.12 Inserting the SD/MMC Card

- Lift the hinged SD door by gently pulling upward on the metal tab.
- Orient the SD/MMC card according to the legend stamped into the battery well plastic.
- Place the card in the slot with the card contacts down, and slide it inward until it latches into place.
- Swing the hinged door back into place.

To remove the card:

- Gently press it inward slightly until the detent unlatches, and the card is expelled from the slot.

3.13 General Maintenance

3.13.1 Caring For The Touchscreen

The top of the touchscreen is a thin, flexible polyester plastic sheet with a conductive coating on the inside. The polyester can be permanently damaged by harsh chemicals and is susceptible to abrasions and scratches. Using sharp objects on the touchscreen can scratch or cut the plastic, or crack the internal conductive coating.

The chemicals listed below must not come into contact with the touchscreen:

- sodium hydroxide,
- concentrated caustic solutions,
- benzyl alcohol, and
- concentrated acids.

If the touchscreen is used in harsh environments, consider applying a disposable screen protector (WA6110). These covers reduce the clarity of the display slightly but will dramatically extend the useful life of the touchscreen. When they become scratched and abraded, they are easily removed and replaced.

3.13.2 Cleaning The WORKABOUT PRO

Important: ***Do not immerse the unit in water. Dampen a soft cloth with mild detergent to wipe the unit clean.***

- Use ***only*** mild detergent or soapy water to clean the hand-held unit.
- Avoid abrasive cleaners, solvents or strong chemicals for cleaning. The plastic case is susceptible to harsh chemicals. The plastic is partially soluble in oils, mineral spirits and gasoline. The plastic slowly decomposes in strong alkaline solutions.
- To clean ink marks from the keypad and touchscreen, use isopropyl alcohol.

4 Working With Windows Mobile 2003 SE

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4.1 Navigating In Windows Mobile 2003 SE And Applications

Graphic user interfaces like Windows Mobile 2003 SE for portable devices or desktop Windows (2000, XP, etc.) utilize 'point and click' navigation. On the WORKABOUT PRO, this is accomplished using a touchscreen and stylus rather than a mouse.

4.1.1 Navigating Using A Touchscreen And Stylus

Note: *If the touchscreen is not registering your screen taps accurately, it may need recalibration. Refer to "Aligning (Calibrating) The Touchscreen" on page 36.*

A touchscreen is a standard feature on all WORKABOUT PROs. Each is equipped with a *stylus*—a pointing tool that looks like a pen—stored in a slot at the top of the unit. The stylus is used to select objects on the touchscreen.

- Tap on the appropriate icon to open files and folders, launch applications and programs, make selections, and so on.

4.2 Windows Mobile 2003 Desktop—Today Screen

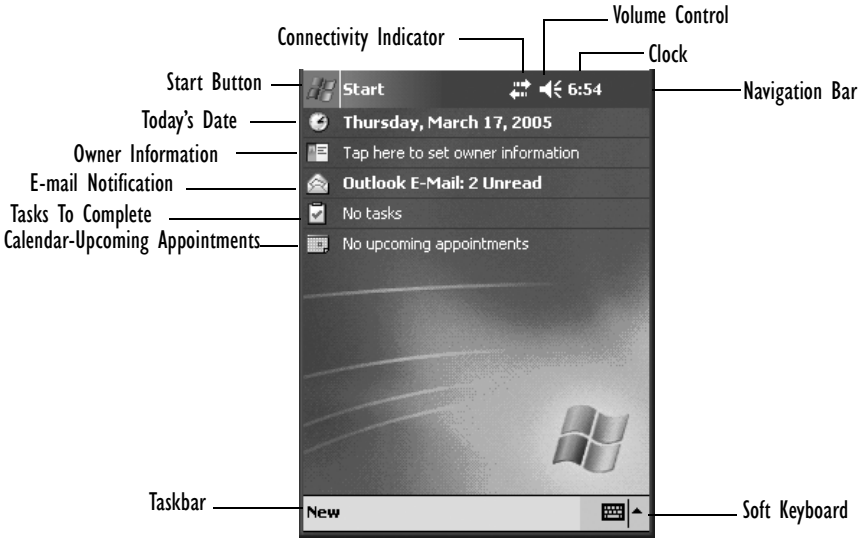

Figure 4.1 Windows Mobile 2003 Desktop

The *Today* screen displays all your important information—tasks, unread e-mails and upcoming appointments—all in one place. The *Start* menu provides access to everything else you'll need.

4.2.1 Windows Mobile 2003 Navigation Bar

The navigation bar along the top of the screen provides icons that, when tapped, open their associated programs.

Figure 4.2 Navigation Bar

Note: *When a peripheral is attached to the tether or LIF port of the WORKABOUT PRO, an associated icon is displayed briefly in the navigation bar to indicate that the hand-held has recognized the connection.*

Start Button

Tap on the **Start** button to display the *Start* menu.

Connectivity Indicator

The *Connectivity Indicator* icon provides a shortcut to the *Connections* tab in the *Settings* window. This tab provides access to Bluetooth, network, network card and internet connection setups.

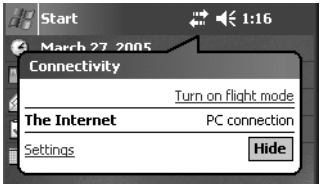

Figure 4.3 Connectivity Shortcut

Volume Control

Tapping on this icon displays a sliding tab that allows you to adjust the speaker volume or turn the speaker on and off.

Figure 4.4 Volume Adjustment Shortcut

Clock

Tapping on this icon displays a bubble which indicates the current date and time. It also indicates the power connection—either AC or battery. Finally, this icon lists any upcoming appointments.

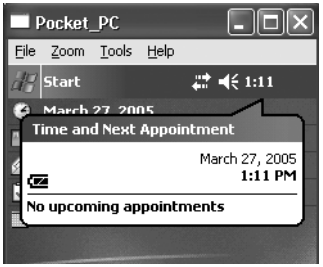

Figure 4.5 Time Shortcut

4.2.2 Today's Date, Clock And Alarm

This option displays the current date. If you need to adjust the date or set an alarm:

- In the *Today* screen, tap on **today's date**.

The *Clock & Alarms* screen is displayed.

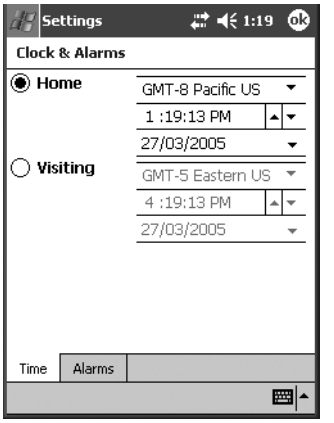

Figure 4.6 Clock Screen

- Tap on the drop-down menu arrows to set the GMT, time and date.

An option to set the date and time for a visiting time zone is also available.

To set an alarm:

- Tap on the **Alarms** tab.

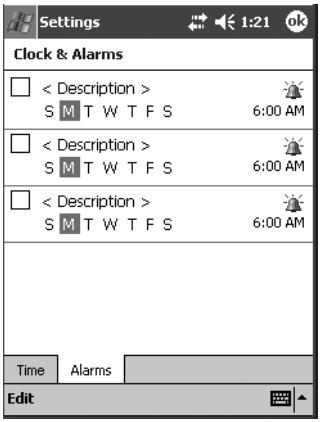

Figure 4.7 Alarms Screen

You can set a maximum of three alarms.

- Tap in the **checkbox** to enable an alarm.
- Tap the **day** on which you want the alarm to go off–**Sunday** through **Saturday**.

- Tap on the **clock** and set the time of the alarm. Keep in mind that it can only be set for hours–minutes cannot be specified.
- Tap on **OK** to save your changes.

4.2.3 Ownership Information

This option allows you to add your personal information to the WORKABOUT PRO. Some of this information will be displayed in the desktop *Today* screen.

- Tap on **Owner** to display a screen in which you can type information.

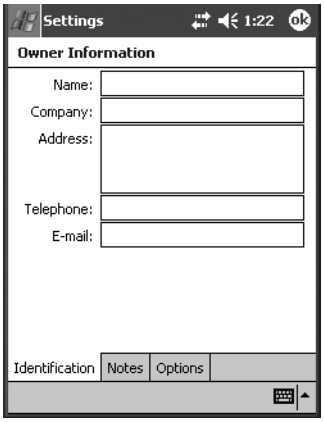

Figure 4.8 Ownership Information Screen

- Type your **name**, **company name**, **address**, **telephone number** and **e-mail address**.

Note: *You can type information using the WORKABOUT PRO keyboard, or you can tap on the soft keyboard icon in the bottom right corner of the taskbar to display an onscreen keyboard.*

The *Ownership* screen has two additional tabs–*Notes* where you can add any pertinent, additional information and *Options* where you can specify whether you want the desktop to display your 'identification' information or your 'note' information.

4.2.4 E-mail Notification

If you have any e-mail, it will be indicated in the *Today* desktop screen. To view your e-mail, tap on the **E-mail Notification** option.

Refer to "Messaging–The Inbox" on page 193 for details about setting up your Inbox. To synchronize this option with your PC, refer to "Synchronizing E-mail With Outlook" on page 194.

4.2.5 Task Notification

Tasks lets you create lists of entries representing your responsibilities, upcoming projects, and so on. If you've assigned any tasks, this option lets you know how many active tasks you have.

Note: *You can synchronize the Task Notification option using ActiveSync so that any tasks are displayed on your WORKABOUT PRO as well as your PC. Refer to "ActiveSync Options" on page 178 for details.*

- Tap on the **Tasks** option to display a list of tasks.

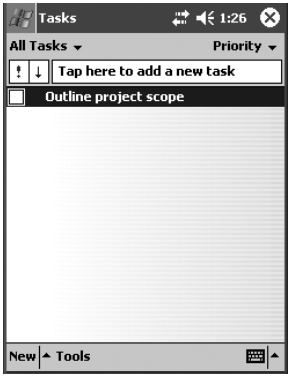

Figure 4.9 Viewing And Creating Tasks

Creating A Task

- Tap in the **Tap here to add a new task** field. The text is replaced with a blinking cursor, and the soft (onscreen) keyboard appears.
- Tap the stylus on the soft keyboard, *or* use the WORKABOUT PRO keyboard to type your task description.
- Tap anywhere in the blank part of the screen, or press <ENTER> to add the task to your list.

Editing A Task

- Tap on a **task** in the task list to select it, and then tap the **Edit** menu to display a detailed task screen where you can define task characteristics.

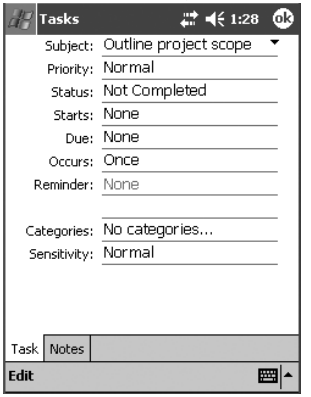

Figure 4.10 Task Details Screen

Each of the nine items in this screen, when tapped, displays a drop-down menu where you can choose from a list of options, *or* you can type the text directly using either the soft keyboard or the WORKABOUT PRO keyboard.

- Once you've completed all the appropriate fields, tap on **OK** to save your changes.

Note: *You can also tap on the Notes tab to add additional information about the task your are defining.*

Deleting A Task

- Press and hold the stylus on a task until a pop-up menu is displayed.
- Tap on **Delete Task**.

Marking A Task As Completed

- In the **Tasks** list, tap the **checkbox** next to the items that are completed.

Sorting Tasks

- Tap on the drop-down menu in the upper right-hand part of the screen.

You can choose from **Status**, **Priority**, **Subject**, **Start Date** or **Due Date**. The tasks are arranged in the list according to the criterion you chose.

Limiting The Tasks Displayed In The Task Screen

- Tap on the drop-down list in the upper left-hand corner of the screen.

You can choose **Recent**, **All Tasks**, **No Categories**, **Active Tasks**, or **Completed Tasks**. The tasks are displayed in the screen according to the preference you chose.

4.2.6 Calendar Of Upcoming Appointments

This option is used to map out all your upcoming appointments, meetings and so on in the weeks, months and even years ahead.

Note: *You can synchronize the Calendar using ActiveSync so that any meetings, appointments and so on are displayed on your WORKABOUT PRO Today screen as well as on your PC. Refer to "ActiveSync Options" on page 178 for details.*

- Tap on the **Calendar** option in the *Today* screen, or tap on **Start, Calendar** to display the calendar.

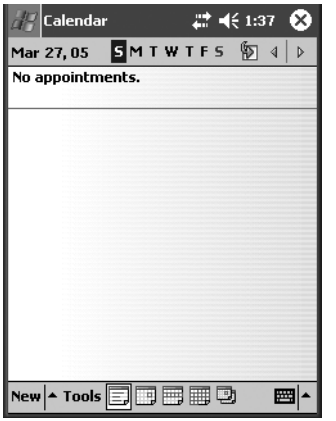

Figure 4.11 Calendar

In the taskbar at the bottom of the calendar, a number of icons allow you to view your calendar in one of five ways depending on which icon you choose. These include the *Today* icon to view today's agenda, the Day icon to view today's hourly schedule, the Week icon to view the entire week's schedule and the Month and Year icons to view the month's and year's schedule, respectively.

4.2.6.1 Creating And Editing Appointments

- In the **Calendar** screen, tap the **New** menu.

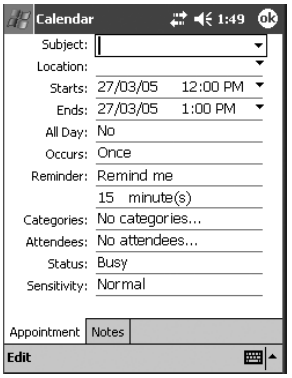

Figure 4.12 Appointment Detail Screen

- In the **Subject** field, name the appointment.
- Type additional information about the appointment in the other fields provided.

Note: *Refer to "Adding Reminders" on page 53 for details about reminders. Refer to "Using Categories" on page 54 for information about this option.*

- Tap on **OK** to save your changes and close the screen.

4.2.6.2 Adding Reminders

- Tap an **appointment** to display it in a *Summary* screen, and tap the **Edit** menu.

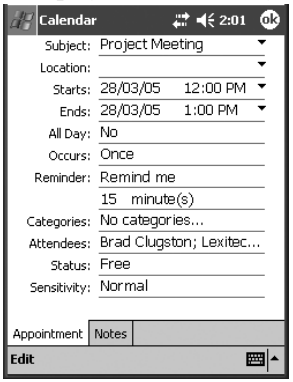

Figure 4.13 Appointment Details Screen

If you want to be reminded in advance of an appointment:

- In the first **Reminder** field, choose **Remind me** from the drop-down menu.

- In the second **Reminder** field, tap on the number in the field to display a drop-down menu where you can define a numeric value of 1, 5, 10, 15, 30. Tap on **minute(s)** to display a drop-down menu from which you can choose the time unit for your reminder—minute(s), hour(s), day(s) or week(s).
- Tap **OK** to finish. You are returned to the view you were in before adding the reminder.
- Tap the appointment in the **Calendar** screen to display it in a summary screen. The reminder is indicated by the small, ringing bell icon.

4.2.6.3 Using Categories

Categories help you organize and track the different kinds of data you keep on your hand-held.

To assign an appointment to a category:

- Tap on an **appointment** to display it in its *Summary* screen, and tap on the **Edit** menu. The *Appointment Details* screen is displayed. (Refer to Figure 4.13 on page 53 to view a sample screen.)
- If necessary, use the scroll bar to display the **Categories** field.
- Tap the **Categories** field to display the Categories screen.

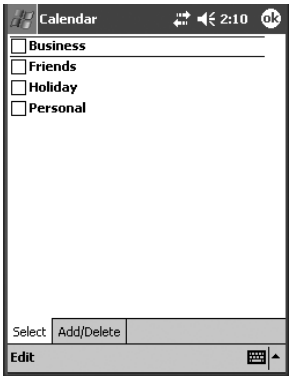

Figure 4.14 Categories Screen

- Tap in the **checkbox next to the category** to which you want to assign the appointment.
- Tap **OK**. Your appointment is assigned to the category or categories you chose.

4.2.6.4 Deleting Appointments

- Press and hold the stylus on the **appointment** you want to delete.
- Tap on **Delete Appointment** in the pop-up menu.

4.3 Start Menu

To display the *Start* menu:

- Tap on the **Start** button in the upper-left corner of the Windows Mobile 2003 SE navigation bar.

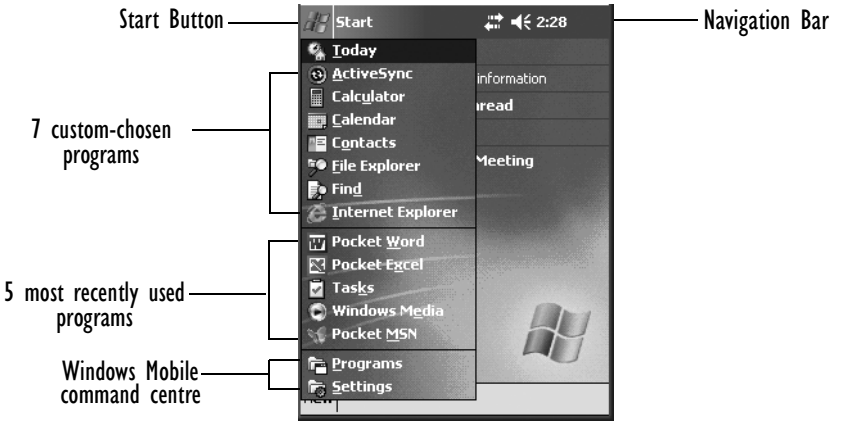

Figure 4.15 Start Menu

- Tap on the **Start** menu item with which you want to work.

4.3.1 Customizing The Start Menu

You can choose the items you want to appear in the *Start* menu—items you use most often.

- Tap on **Start, Settings**.

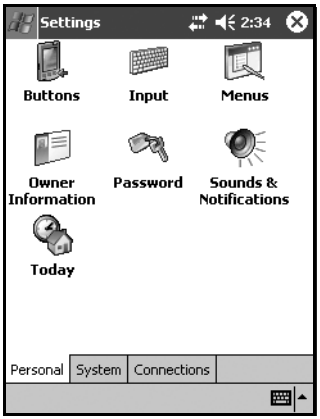

Figure 4.16 Personal Settings Screen

- In the *Personal* tab, tap on the **Menus** icon.

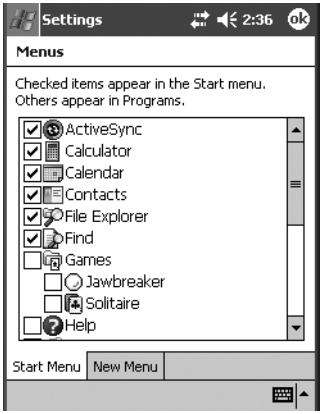

Figure 4.17 Menus Screen

- Tap the stylus in the **checkboxes** next to the items you want to appear in your *Start* menu. When you've finished your selections, tap on **OK**.

Note: *Keep in mind that you are limited to a maximum of 7 programs choices at one time.*

4.4 New Menu

The *New* menu provides quick access to a number of options such as tasks, contacts, along with some applications. To display the *New* menu:

- Tap on **New** in the taskbar at the bottom of the *Today* screen.

Figure 4.18 New Menu

4.4.1 Customizing The New Menu

To choose from a list of possible items to be displayed in the New menu:

- Tap on **Start, Settings** followed by the **Menus** icon. Tap on the **New Menu** tab.

Figure 4.19 New Menu Tab

- Tap in the **checkbox** next to the items you want listed in the *New* menu. Checkmarked items will be displayed in the *New* menu.

4.5 Managing Files And Folders

Windows Mobile 2003 SE files are stored in folders and sub-folders that are accessible with *File Explorer*. You can open, save, rename, copy and paste files in the same manner as you would on any desktop PC.

- Tap on **Start, File Explorer**.
  If this option is not available in the *Start* menu, tap on **Start, Programs**. Tap on the *File Explorer* icon.

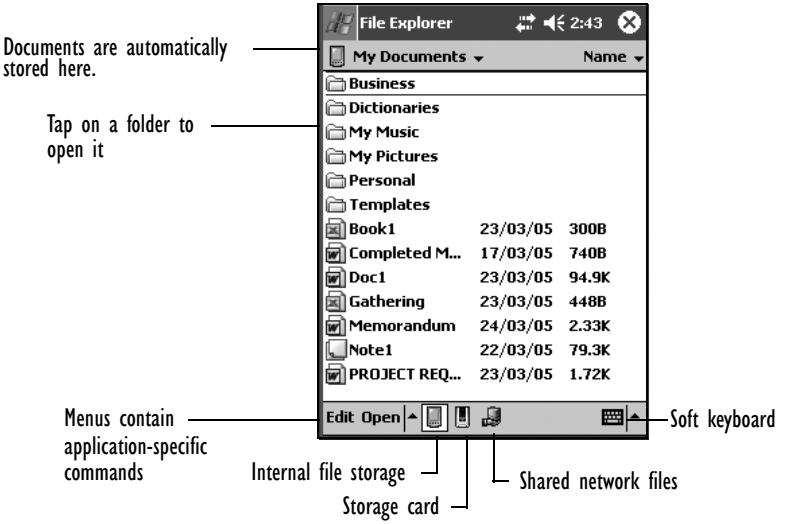

Figure 4.20 File Explorer Screen.

4.5.1 Creating A New Folder

- Tap **Start, File Explorer**.
- Tap **Edit** in the menu bar.
- Tap **New Folder**.
- Use the WORKABOUT PRO keyboard or the soft keyboard to assign a name to the folder.

4.5.2 Renaming A File

- Press and hold the stylus on the file you want to rename. A ring of dots is displayed followed by a pop-up menu.
- Tap **Rename**. The file name is highlighted. Type a new name.

4.5.3 Copying A File

- Press and hold the stylus on the file you want to copy. A ring of dots is displayed followed by a pop-up menu.
- Tap on **Copy** in the pop-up menu.
- Navigate to the location where you want to copy the file.

- Press and hold the stylus in a blank area of the screen—away from other icons—until a pop-up menu is displayed.
- Tap **Paste** to copy the file to the new location.

4.5.4 Deleting A File

- Press and hold the stylus on the file or folder you want to delete until a pop-up menu is displayed.
- Tap **Delete** to remove the file.

4.6 Using Menus

Menus in Windows Mobile 2003 SE differ slightly from your desktop PC in minor ways–they differ in the location of menus and the number of options available in each menu.

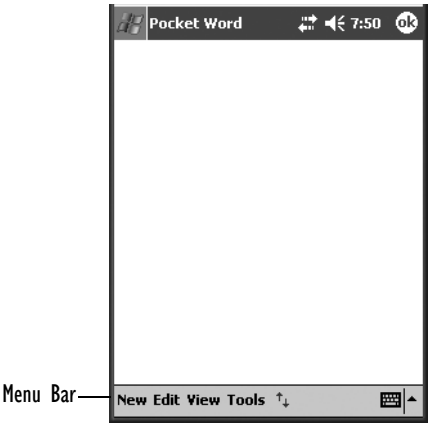

Figure 4.21 Menu Bar

The menu bar in the Windows Mobile 2003 SE appears at the *bottom* rather than at the top of a program screen.

4.6.1 Menu Bars

To execute a command available in the menu bar:

- Tap on a **menu** to display the commands associated with it.
- Tap on the **command** you want to execute.

4.6.2 Pop-Up Menus

Pop-up menus are available in many screens and programs. They offer quick access to a group of useful commands in addition to those available in the menu bar. To display a pop-up menu:

- Gently press and hold the stylus on the screen. A ring of dots is displayed on the screen followed by a pop-up menu.

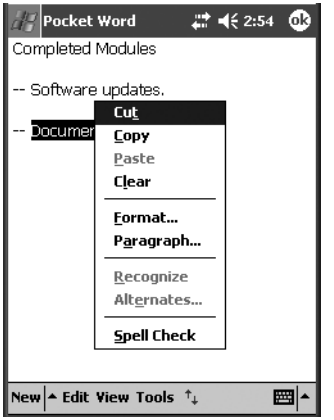

Figure 4.22 Pop-Up Menu

- Tap on the **command** you want to execute.

4.7 The Taskbar

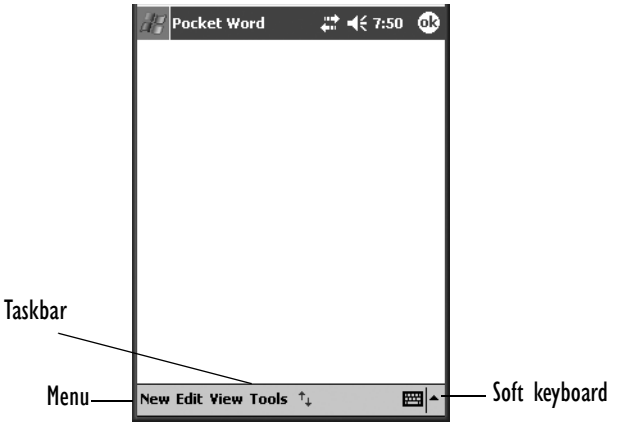

Figure 4.23 The Taskbar

The WORKABOUT PRO is equipped with a taskbar at the bottom of the screen. It displays menus and an icon representing the soft keyboard.

The taskbar also displays active modifier keys—<SHIFT>, <ALT>, <CTRL>, <ORANGE> and <BLUE>. When a modifier key is pressed, the *soft keyboard* icon located in the right-hand corner of the taskbar is replaced by the *shift-state indicator* icon. To distinguish a 'locked' modifier key—a key that has been locked 'on'—from a modifier key that is only active until the next key is pressed, 'locked' keys are encircled in a black frame in the *shift-state indicator* icon. Refer to "Activating Modifier Keys" on page 28 for details.

4.8 Programs–Using Applications

- Tap **Start, Programs** to display the programs installed on your WORKABOUT PRO.

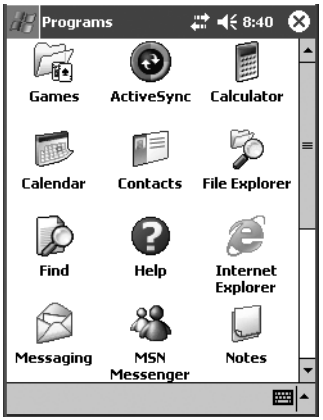

Figure 4.24 Program Screen Icons

Opening An Application

- Tap on an icon in this screen to launch the associated program.

Minimizing An Application

- Tap on the **X** button in the upper-right corner of an application screen to minimize the application.

Note: *Although it looks like a Close button, this button does **not** close the application—it only minimizes it.*

Closing An Application

- Tap on **Start, Settings**. Tap on the **System** tab and then the **Memory** icon—the *Memory* screen is opened.
- Tap on the **Running Program** tab to view a list of running applications.

Figure 4.25 Memory Screen—Running Programs Tab

- Tap on the application you want to shut down, and then tap on the **Stop** button. Tap on **Stop All** if you want to shut down all running applications, or tap on **Activate** to enable an application.

4.9 Settings

- Tap **Start, Settings** to display the setting options for your WORKABOUT PRO.

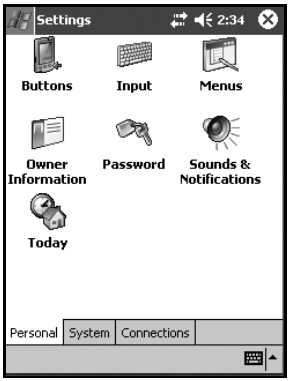

Figure 4.26 Settings Icons

Settings are divided into three tabs—*Personal*, *System* and *Connections*. Refer to *Chapter 6: Settings* for details about the options available to you.

4.10 Help

Tapping on the *Help* option displays a screen in which you can tap on the topic about which you require information.

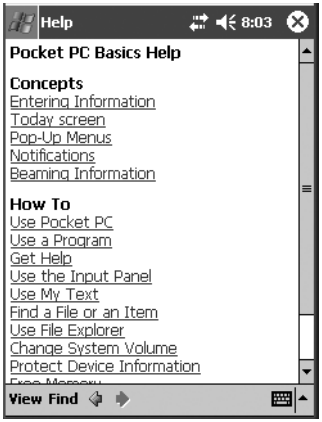

Figure 4.27 Help Screen

4.11 Entering Text

Note: *For additional information about tailoring text entry using the soft keyboard, the transcriber along with the block recognizer and letter recognizer, refer to "Input" on page 89.*

You can enter text using either the Windows Mobile 2003 SE soft keyboard or the WORKABOUT PRO keyboard. You can also use the *Transcriber* to handwrite information directly on the touchscreen using your stylus.

- Open an existing document or create a new one—you can tap on the **New** menu at the bottom of the screen to create a new document.

If you're using the WORKABOUT PRO keyboard, there are no special steps. Just begin typing—the text, spaces, etc. will appear in the document.

4.11.1 Soft Keyboard

The soft keyboard is laid out just like the keypad on a PC keyboard. By tapping the stylus on letters and modifier keys like the <SHIFT> key, you can enter text in a document.

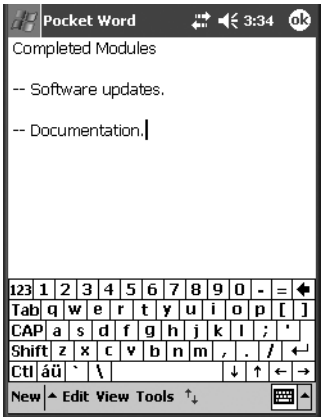

Figure 4.28 Soft Keyboard

If the soft keyboard is not already displayed:

- Tap on the **arrow** in the keyboard icon at the bottom-right corner of the screen, and choose **Keyboard** from the pop-up menu.
- Tap on the letters in the keyboard to enter text in your document.

To switch to a numeric keyboard:

- Tap on the **123** key in the upper-left corner of the soft keyboard.
- Tap on this key again to return to the standard keyboard.

4.11.2 The Transcriber

To access the *Transcriber*, with your document opened:

- Tap on the arrow next to the keyboard icon, and choose **Transcriber** from the pop-up menu.
- Review the introductory screen. It provides some shortcut symbols you can draw on your screen to work with the *Transcriber*.
- When you've finished reading the introductory screen, tap **OK**.

The *Transcriber* menu and icon bars are displayed at the bottom of the document.

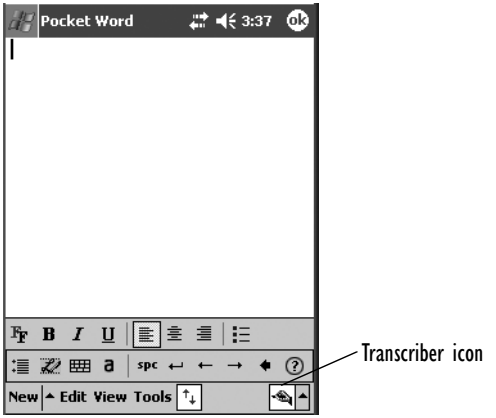

Figure 4.29 Transcriber Screen

- Use your stylus to write a few words anywhere on the screen.

After a few seconds, your words are recognized (or not) and transcribed into your document.

Note: *Proper character recognition is more successful if you write using large letters.*

Editing Text Within The Transcriber

With your document open, make certain that you are in *transcriber* mode—the *Transcriber* icon should be displayed in the lower-right corner of the taskbar.

- Double-tap to select a word or triple-tap to select a paragraph, ***or***

  Draw a line through the text you want to select and wait a few seconds until the Transcriber highlights the text.
- Once the text is highlighted, write the new text that is to replace the highlighted information, ***or***

  Press and hold the stylus on the selected text to display a pop-up menu. Choose Cut, Copy, Paste or Clear (delete).

Note: *You can also use the taskbar tools or the shortcuts listed in the introductory screen to help you edit a document within the Transcriber.*

4.11.3 Block Recognizer And Letter Recognizer

While the *Transcriber* attempts to recognize natural handwriting and transcribe it, *Block Recognizer* and *Letter Recognizer* attempt to teach you how to conform your handwriting to what the hand-held can recognize.

Block Recognizer

- Open a document, and tap on the arrow in the bottom-right corner of the screen. Choose **Block Recognizer**.

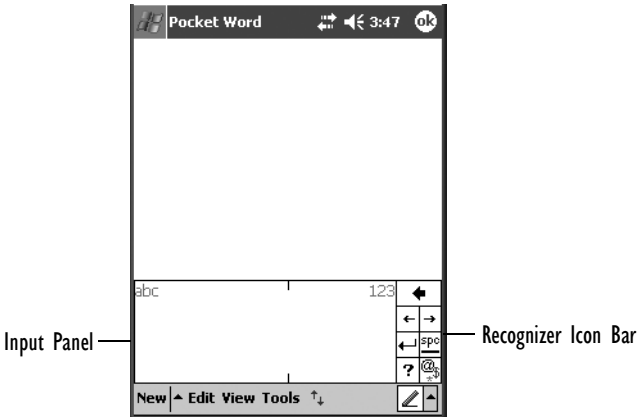

Figure 4.30 Block Recognizer Screen

There are two points to remember when using Block Recognizer. First, limit your writing to the ***Block Recognizer input panel***—do not write in the body of the document. Second, write only ***uppercase letters*** with your stylus.

- Tap on the *?* icon in the *Recognizer Icon Bar* to display the *Character Recognizer* screen. This screen provides a visual demonstration of how to enter letters that will be recognized. Tap on a character in the soft keyboard for a demonstration of how to form a recognizable letter.
- In the *Block Recognizer* panel, write letters to the left (abc) and numbers to the right (123) on the input panel. ***Remember to write using uppercase letters***—they will be printed on the screen as lowercase unless you follow the step below to create an uppercase letter.
- To create an uppercase character, draw a line straight up the 'abc' panel.
- Use the *Recognizer Icon Bar* to move around the screen, add spaces, special characters and so on.

Letter Recognizer

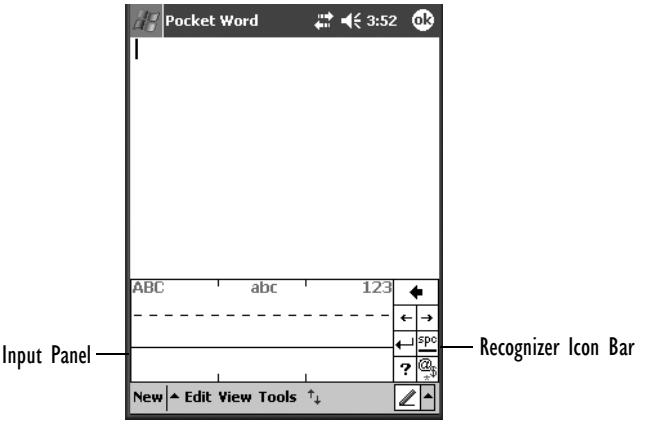

Figure 4.31 Letter Recognizer

There are two points to remember when using *Letter Recognizer*. First, limit your writing to the ***Letter Recognizer Input Panel***—do not write in the body of the document. Second, write only ***lowercase letters*** with your stylus.

- Tap on the *?* icon in the *Recognizer Icon Bar* to display the *Character Recognizer* screen. This screen provides a visual demonstration of how to enter letters that will be recognized. Tap on a character in the soft keyboard for a demonstration of how to form a recognizable letter.
- To create an uppercase character, write a lowercase letter on the left side (ABC) of the input panel.
- To create a lowercase character, write a lowercase letter in the middle (abc) of the input panel.
- Write numbers on the right side (123) of the input panel.

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5.1 Installing The 802.11b Radio

Note: *An instruction sheet is enclosed with each Psion Teklogix 802.11b radio to walk you through the installation steps.*

The WORKABOUT PRO operates with an 802.11b Direct Sequence Spread Spectrum radio. The CF (Compact Flash) card is easily installed in the unit.

- To begin, remove the battery pack. If your unit is using AC power, disconnect it.
- Remove the stylus from the end-cap.
- Remove the end-cap at the top of the WORKABOUT PRO—unscrew the four Phillips head screws from the cap.

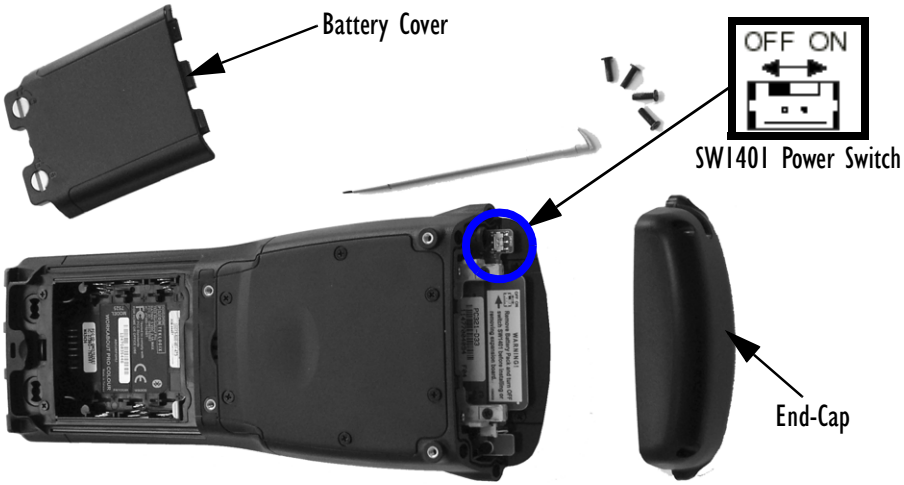

Figure 5.1 The End-Cap And The SW1401 Power Switch

- Slide the SW1401 switch to the left to shut off internal battery power.
- With the back of the hand-held facing you, slide the radio (label up) into the CF slot at the top of the unit until it clicks into place.

Figure 5.2 Inserting A CF Card

Once the radio is installed, you'll need to attach a mechanical card stopper to hold the radio in place. Replacements can be ordered separately.

Figure 5.3 Mechanical Stopper

- Fit the mechanical stopper over the card, and use the four screws provided to secure the stopper in place. Tighten the screws to a torque of 2 kg(f)-cm (0.145 lb-ft, 0.196 N-m), or until finger tight.

Figure 5.4 Mechanical Stopper Installed

- Slide the SW1401 switch to the right to turn power back on.
- Replace the end-cap, and tighten the four Phillips screws to secure the end-cap.
- Install the battery, and replace the backplate.

Important: ***The WORKABOUT PRO does not support hot swapping cards. All power sources must be switched off before inserting a card in the unit.***

5.2 Connecting To A LAN Using An 802.11b Radio

Networks that have already been configured are preferred networks and are listed in Wireless Networks. You can choose to connect to only preferred networks or to have the WORKABOUT PRO search for and connect to ***any*** available network.

1. Tap on **Start, Settings**. Tap on the **Connections** tab followed by the **Network Cards** icon.

The *Configure Wireless Networks* screen is displayed with the *Wireless* tab opened. This tab lists existing networks to which you can connect, and it allows you to add a new network or modify the settings for an existing network.

Note: *To change network settings, tap the stylus on a network. If the network for which you are looking is not listed, tap on 'Add new...' and follow the instructions on the screen.*

2. In the **Networks to access** drop-down menu, choose **All Available**, **Only access points** or **Only computer-to-computer** depending on the type of network(s) to which you connect.

3. To connect only to networks you have already configured, disable the checkbox next to **Automatically connect to non-preferred networks**.

Note: *If you choose to automatically connect to non-preferred networks, your WORKABOUT PRO will detect any new networks and provide the screens necessary to configure them.*

5.2.1 Entering New Settings

A wireless network can be added manually or it can be added automatically when the network is detected.

Note: *If the network is automatically detected. you can skip step 1 and step 2.*

1. To manually enter new settings, tap on **Start, Settings**. Tap on the **Connections** tab.

2. Tap on the **Network Cards** icon. In the *Wireless* tab, tap on **Add new**.

3. In the *General* tab, type a network name. If a network was detected, the network name is automatically entered and cannot be changed.

4. In the *Connects to* drop-down menu, choose what your network will use to connect—**Work** or **Internet**.

5. To use an ad-hoc connection, enable **This is a device-to-computer (ad-hoc) connection**.

6. Tap on **OK** to save your changes.

5.2.2 Authentication Settings

You can add a network automatically when a network is detected, or you can enter setting information manually. Contact your network administrator for the appropriate authentication information.

Note: *If the network is automatically detected, you can skip step 1 and step 2.*

1. To manually enter new settings, tap on **Start, Settings**. Tap on the **Connections** tab.

2. Tap on the **Network Cards** icon. In the *Wireless* tab, tap on **Add new...**.

3. To use data encryption, tap **Network Key, Data encryption (WEP enabled)**. WEP (Wired-Equivalent Privacy) encryption prevents others from accidentally accessing your network.

4. To use *Shared Key* authentication, tap on **Network Authentication (Shared mode)**. ***You'll need a network key*** if you choose this option.

   802.11b supports two subtypes of network authentication services: *Open* and *Shared*. Under *Open* authentication, any wireless station can request authentication. The station that needs to authenticate with another wireless station sends an authentication management frame that contains the identity of the sending station. The receiving station then sends back a frame that indicates whether it recognizes the identity of the sending station.

   Under *Shared* authentication, each wireless station is assumed to have received a secret shared key over a secure channel that is independent from the 802.11b wireless network communications channel.

5. To use an automatically assigned network key, enable the checkbox next to **The Key is provided for me automatically**, ***or***

   To assign a Network key manually, **disable** the checkbox next to **The key is provided for me automatically**, and enter the information manually.

   This text box is used to specify a 5 or 13 ASCII character sequence or an equivalent 10 or 26 Hexadecimal digit sequence that matches the active WEP key on the access point.

6. To increase security, tap the **802.1x** tab followed by **Use IEEE 802.1x network access control**.
   802.1x is the IEEE standard that offers additional security for local area networks. It provides authentication for user devices attached to an Ethernet network, whether wired or wireless. A security protocol packet such as TLS or MD5 encapsulated in an "EAP" is used in conjunction with the "802.1x" standard to authenticate users at the MAC layer. Available EAPs are listed in the drop-down menu next to the EAP type.
7. Choose the appropriate **EAP** (Extensible Authentication Protocol) type.

5.2.3 Deleting A Network

Your WORKABOUT PRO keeps a record of each wireless network to which it connects. The Wireless Networks box in the Wireless tab can get quite full.

To delete an option from the Wireless Networks list:

1. Tap and hold the stylus on the **network connection** you want to delete.
2. Choose **Delete** from the pop-up menu.

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The *Settings* screen is divided into three tabs—*Personal*, *System* and *Connections*

- Tap on **Start, Settings** to display this screen.

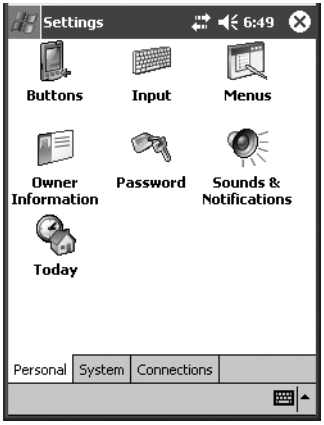


Figure 6.1 Settings Tabs

6.1 Personal Settings

The *Personal* tab allows you to tailor the general behaviour of your WORKABOUT PRO, defining input methods, *Start* menu options, owner information, password assignment, and sound specifications. You can also determine which items will appear in the *Today* screen.

6.2 Buttons Icon

- Double-tap on this icon to display your options.

Note: *The 'Program Buttons' option is not available on the WORKABOUT PRO.*

6.2.1 Up/Down Control

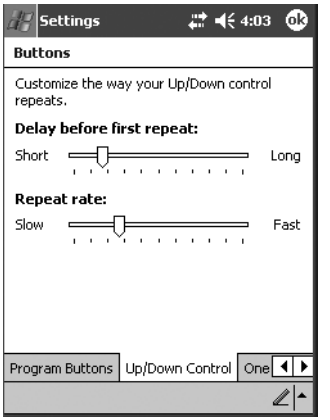


Figure 6.2 Buttons–Up/Down Control Tab

Sliding the *Delay before first repeat* bar to the left decreases the delay between key repeats while sliding the bar to the right increases the repeat delay time.

Sliding the *Repeat rate* bar to the left slows the rate at which a key repeats when pressed. Sliding the bar to the right increases the key repeat rate.

6.2.2 One Shots

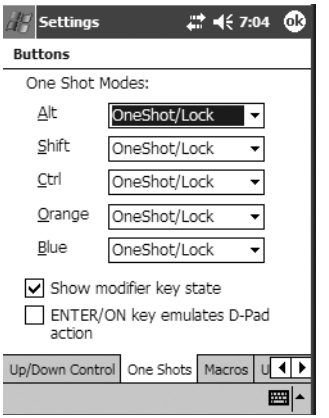


Figure 6.3 One Shot Tab

The options in this tab allows you to determine how modifier keys on your WORKABOUT PRO behave. For each modifier key–<ALT>, <SHIFT>, <CTRL>,

<ORANGE> and <BLUE>—you have the following options in the drop-down menu: Lock, OneShot, and OneShot/Lock.

When a modifier key is pressed, it is represented in the soft keyboard in the taskbar at the bottom of the screen. Modifier keys that are locked 'on' are bordered in a black frame.

Important: ***Once you've assigned a One Shot mode to a modifier key, you need to tap on the <OK> button at the top of the tab to activate your selection.***

Lock

If you choose *Lock* from the drop-down menu, pressing a modifier key ***once*** locks it 'on' until you press the modifier key a second time to unlock or turn it off.

OneShot

If you choose *OneShot*, the modifier key remains active only until the next key is pressed.

OneShot/Lock

OneShot/Lock allows you to combine these functions. When you choose this option and you *press the modifier key* ***once***, it remains active only until the next key is pressed.

If you *press the modifier key* ***twice***, it is locked 'on', remaining active until the modifier key is pressed a third time to turn it 'off'.

Show Modifier Key State

When you enable *Show modifier key state*, each time a modifier key is pressed, a *Shift-State Indicator* icon replaces the soft keyboard icon in the taskbar at the bottom of the screen. A modifier key displayed in the *Shift-State Indicator* icon with a black frame around it indicates that the key is locked 'on'.

ENTER/ON Key Emulates D-Pad

Enabling this option forces the <ENTER> key to behave as it would on a directional pad. *ENTER/ON key emulates D-Pad action* is disabled by default. This option should be enabled or disabled according to personal preference or the requirements of the application you are using.

6.2.3 Keyboard Macro Keys

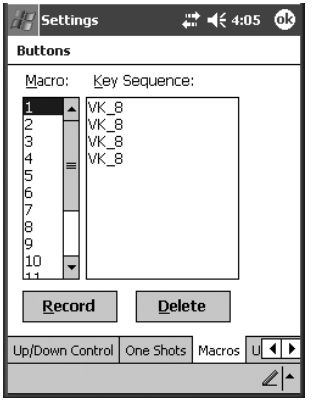


Figure 6.4 Macro Dialog Box

A macro has 20 programmable characters (or "positions"). The macro keys can be programmed to replace frequently used keystrokes, along with the function of executable keys including <ENTER>, <BKSP> and <DEL> (<BLUE>-<BKSP>), function keys, and arrow keys.

Recording And Saving A Macro

You can program up to 15 macro keys.

- In the *Macro* menu, highlight a macro key number—for example, macro 1 to assign a macro to macro key <M1>. Tap on the **Record Macro** button.

A *Record Macro* screen is displayed instructing you to *Enter the key strokes to record*.

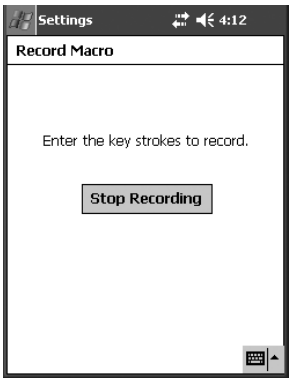


Figure 6.5 Recording A Macro

- Type the macro sequence you want to assign to the Macro key. You can type text and numbers, and you can program the function of special keys into a macro.
- When you've finished recording your macro sequence, tap on the **Stop Recording** button.

A new screen—*Verify Macro*—displays the macro sequence you created.

- Tap on the **Save** button to save your macro.

Executing A Macro

- Press the macro key to which you've assigned the macro. For example, if you created a macro for macro key '1', press <M1> (<ORANGE><O>) to execute the macro.

Deleting A Macro

- In the *Macros* tab, highlight the macro number you want to delete.
- Tap on the **Delete** button.

6.2.4 Unicode Mapping

- Tap on the **Unicode Mapping** tab to display this screen.

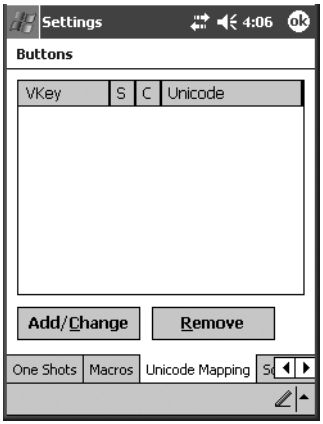


Figure 6.6 Unicode Mapping Tab

The *Unicode Mapping* tab is used to map combinations of virtual key values and <CTRL> and <SHIFT> states to Unicode™ values. This tab shows the configured Unicode character along with the Unicode value. For example, "a (U+0061)"

indicates that the character “a” is represented by the Unicode value “0061”, and so on. Keep in mind that Unicode configurations are represented as hexidecimal rather than decimal values.

All user-defined Unicode mappings are listed in the *Unicode Mapping* tab in order of virtual key value, and then by order of the shift state. If a Unicode mapping is not listed, the Unicode mapping is mapped to the default Unicode value.

Adding And Changing Unicode Values

Important: ***Changes to Unicode mappings are not saved until you exit the Unicode Mapping tab by tapping on <OK>.***

- Tap on the **Add/Change** button.

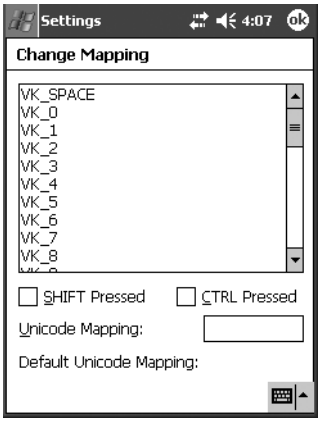


Figure 6.7 Adding And Changing Unicode Values

- Highlight a value in the Unicode mapping list.
- Position the cursor in the **Unicode Mapping** field, and type a Unicode value for the highlighted key.

Note: *To add a shifted state—<SHIFT> and/or <CTRL>, tap on the checkbox next to ‘SHIFT Pressed’ and/or ‘CTRL Pressed’.*

Removing Unicode Values

- In the *Unicode Mapping* tab, highlight the item you want to delete, and tap the **Remove** button.

6.2.5 Scancode Remapping

A scancode is a number that is associated with a physical key on a keyboard. Every key has a unique scancode that is mapped to a virtual key, a function, or a macro. Scancode Remapping allows you to change the functionality of any key on the keyboard. A key can be remapped to send a virtual key (e.g. VK_F represents the 'F' key; VK_RETURN represents the <ENTER/ON> key, etc.), perform a function (e.g. turn the scanner on, change volume/contrast, etc.) or run a macro.

There are three different tables of scancode mappings: the *Normal table*, the *Blue table* and the *Orange table*. The Normal table defines unmodified key presses; the Blue table defines key presses that occur when the <BLUE> modifier is on; the Orange table defines key presses that occur when the <ORANGE> modifier is on. The default mappings of these scancodes can be overwritten for each of these three tables using the Scancode Remapping tab accessed from the Keyboard Properties dialog box.

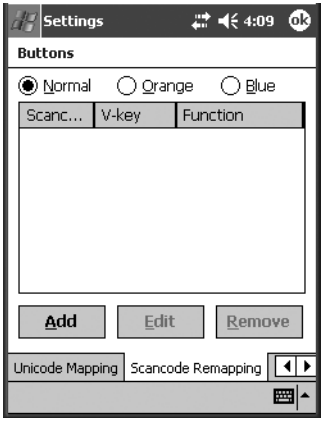


Figure 6.8 Scancode Remapping

The first column in the Scancode Remapping tab displays the Scancodes in hexidecimal. If the scancode is remapped to a virtual key, that virtual key is displayed in the next column labelled 'V-Key'. A virtual key that is 'Shifted' or 'Unshifted' is displayed in the third column labelled 'Function'.

If the scancode is remapped to a function or a macro, the first and second columns remain blank while the third column contains the function name or macro key number (e.g., Macro 2).

Adding A Remap

To add a new remapping:

- Tap the **Add** button at the bottom of the dialog box.

The *Remap Scancode* dialog box is displayed.

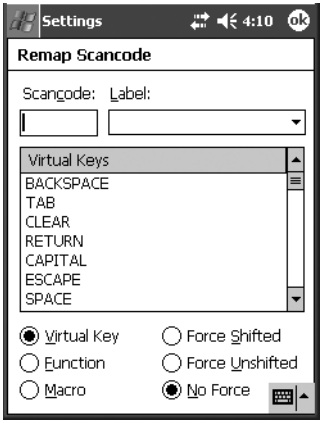


Figure 6.9 Remapping A Key

- Type the scan code in hexidecimal in the field labelled **Scancode**.

Note: *The 'Label' field displays the default function of the scancode you are remapping.*

Virtual Key, Function And Macro

The radio buttons at the bottom of the dialog box allow you to define to what the scan code will be remapped: Virtual Key, Function or Macro.

When *Virtual Key* is selected, you can choose to force <SHIFT> to be on or off when the virtual key is sent. If *No Force* is selected, the shift state is dependent on whether the shift state is on or off at the time the virtual key is sent.

When *Function* is selected, a list of valid functions appears in the dialog box.

When *Macro* is selected, the macro keys available on your unit are listed in the dialog box.

- Choose **Virtual Key**, **Function** or **Macro**.
- Choose a function from the *Function list*, and tap on **OK**.

Editing A Scancode Remap

To edit a scancode:

- In the *Scancode Remapping* tab, tap on the remap you want to edit.
- Tap on the **Edit** button, and make the appropriate changes.
- Tap on **OK** to save your changes.

Removing A Remap

To delete a remap:

- In the *Scancode Remapping* tab, highlight the scancode you want to delete, and tap on the **Remove** button.
- Tap on **OK**.

Input

6.3 Input

This icon provides access to text input options you can use to tailor the soft keyboard, block recognizer, letter recognizer and transcriber along with voice recording options.

6.3.1 Input Method Tab

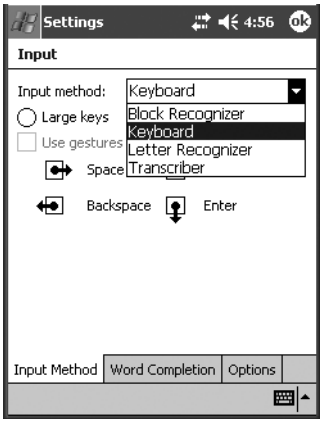


Figure 6.10 Input Method Tab

A drop-down menu next to *Input method* allows you to tailor your methods of input—*Block Recognizer*, *Keyboard*, *Letter Recognizer* and *Transcriber*.

Block Recognizer

Block Recognizer teaches you how to conform your handwriting to what the hand-held can recognize.

Important: ***Refer to "Block Recognizer And Letter Recognizer" on page 66 for additional details.***

Keyboard Options

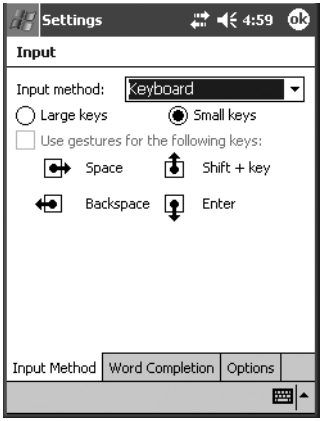


Figure 6.11 Keyboard Options

This screen is displayed when you choose *Keyboard* in the *Input method* drop-down menu. You can use it to customize the soft keyboard. You can choose *Large Keys* or *Small Keys* to increase or decrease the size of the keys displayed on the soft keyboard.

If you enable *Use gestures for the following keys*—these keys are removed from the soft keyboard. Gestures are handwriting shortcuts for the keyboard keys.

Letter Recognizer Options

Letter Recognizer teaches you how to conform your handwriting to what the hand-held can recognize.

Important: ***Refer to "Block Recognizer And Letter Recognizer" on page 66 for additional details.***

To display additional letter recognition options, tap on the **Options** button in the *Letter Recognizer* screen.

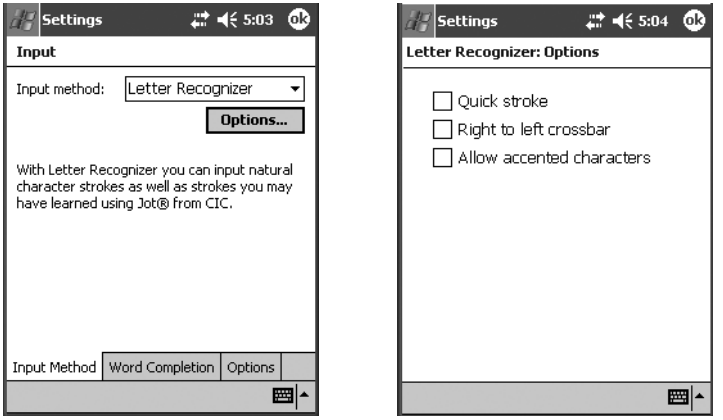


Figure 6.12 Letter Recognizer Quick Settings

These options allow the *Letter Recognizer* to better interpret any specialized strokes and accents you may wish to use.

Transcriber Options

When you choose *Transcriber* as the input method, three tabs of options are available to you—*Quick Settings*, *Inking* and *Advanced*.

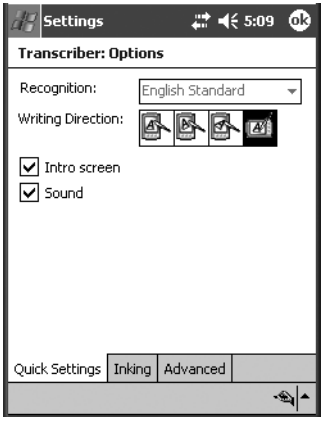


Figure 6.13 Transcriber—Quick Settings Tab

Quick Settings

The *Quick Settings* tab allows you choose the writing direction–the icons indicate direction. In addition, you can choose to enable or disable the display of the Intro screen and the sound each time you launch the *Transcriber*.

Inking

In the *Inking* tab you are presented with a number of options. *Recognition Delay* allows you to determine the time delay between writing something on the *Transcriber* screen and its recognition into printed text.

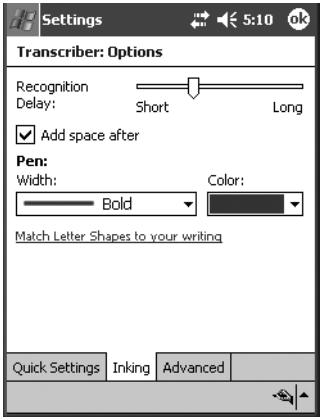


Figure 6.14 Transcriber–Inking Tab

Enabling *Add space after* automatically adds a space after each word you write.

The *Pen* option allows you to choose the line *Width* and *Colour*.

Finally, tapping on *Match Letter Shapes to your writing* displays a screen in which you can learn how best to form letters to help the hand-held to recognize the most often used characters.

Advanced

In this tab, *Shorthand* allows you to create a shortened word that the *Transcriber* will recognize and expand into a complete word automatically. You can also insert data such as a date or run a program.

Figure 6.15 Transcriber–Advanced Tab

6.3.1.1 Word Completion

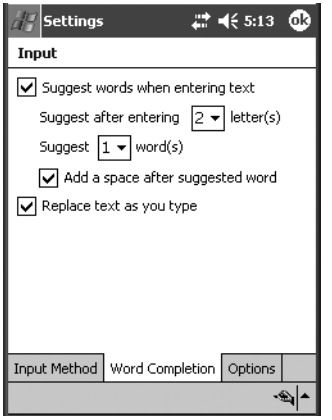


Figure 6.16 Word Completion Tab

This tab speeds the writing process regardless of which input method you choose. When you begin entering a word, this option displays what it assumes is the complete word. You can tap on the word presented rather than typing it in its entirety.

6.3.2 Options–Additional Choices

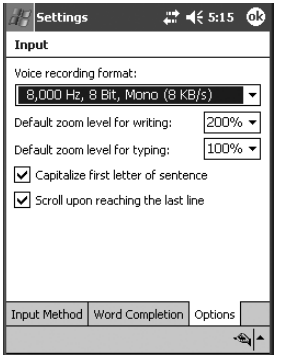


Figure 6.17 Input Options Tab

This tab offers a few choices including choosing a voice recording format, zoom percentage for writing and typing, automatic capitalization of the first letter in a sentence and automatic scrolling when you've reached the bottom of the screen.

6.4 Menus

Tapping on *Start*, *Settings*, *Menu* icon displays options to you customize menus.

6.4.1 Start Menu Tab

This tab allows you to define the items that will be listed in your *Start* menu.

Figure 6.18 Start Menu Tab

- In the *Start Menu* tab, tap on the items you want to appear in your *Start* menu.

The chosen items will be listed in your *Start* menu.

6.4.2 New Menu Tab

This tab allows you to determine the items that will be listed in the *New* menu that is available in the *Today* screen taskbar.

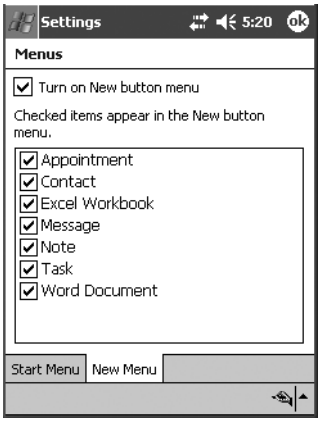


Figure 6.19 New Menu Tab

- If it's not already checked, tap in the checkbox next to **Turn on New button menu** and then choose the items you want to appear in the *New* menu.

You'll notice that an arrow is displayed next to the *New* menu in the taskbar attached to programs such as Excel, Word and so on.

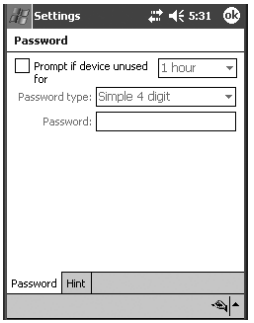
- Tap on the arrow and then on an option in the menu to launch a program.

6.5 Owner Information

This icon allows you to add your personal information to the WORKABOUT PRO. Some of this information will be displayed in the desktop *Today* screen.

Important: ***Refer to "Ownership Information" on page 49 for details about this option.***

6.6 Password



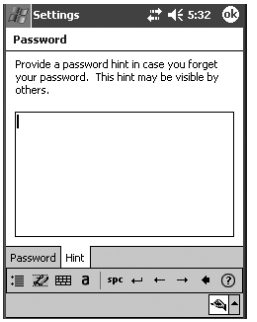


Figure 6.20 Password And Hint Tab

- To assign a password, enable **Prompt if device unused for**, and choose the amount of idle time after which you will be prompted to enter a password.
- In the *Password type* drop-down menu, choose the type of password you want to assign.
- Enter your password in the **Password** field.

In the *Hint* tab, you can enter a description to help you remember your password.

6.7 Sound & Notifications

This icon allows you to specify when your WORKABOUT PRO will emit sounds.

6.7.1 Sounds

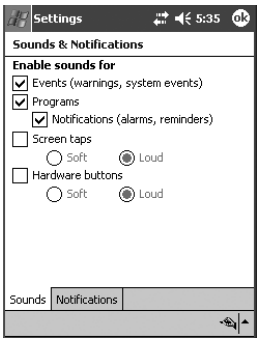


Figure 6.21 Sounds Tab

- Tap in the checkboxes and radio buttons to enable the event(s) that will cause your unit to emit a sound.

6.7.2 Notifications

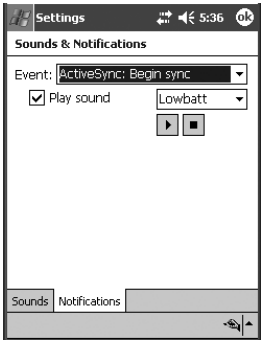


Figure 6.22 Notifications Tab

This tab allows you to determine how you are notified about different events.

- Choose an event from the **Events** drop-down menu.
- Choose the type of reminder—a special sound, a message or a flashing light —from the drop-down menu next to **Play sound**.

6.8 Today Screen

This icon allows you to tailor the appearance of the *Today* screen– the desktop screen.

6.8.1 Appearance

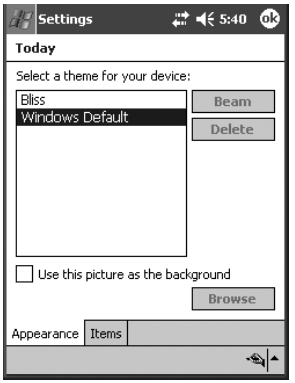


Figure 6.23 Appearance Tab

This screen allows you to customize the background displayed on the *Today* screen.

- Choose the background you want to use from the list.

6.8.2 Items

Figure 6.24 Items Tab

This tab allows you to choose and sort the items that will be listed in the *Today* screen.

- Tap in the checkbox to the left of the items you want displayed in the *Today* screen.
- To rearrange the list of items, highlight the item you want to move up or down and tap on the **Move Up** or **Move Down** button. Keep in mind that the *Date* cannot be moved.

6.9 System Settings

To display the icons grouped in the System tab:

- Tap on **Start, Settings**, and tap on the **System** tab.

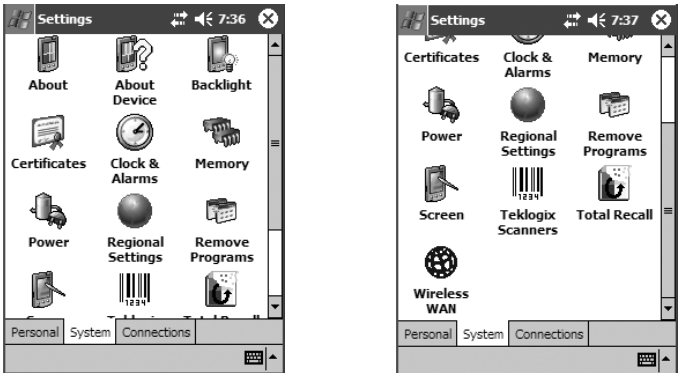


Figure 6.25 System Tab

6.10 About

Tapping on *Start*, *Settings*, *System* tab, and then the *About* icon displays a grouping of tabs that provide device information.

Version Tab

This tab outlines the Windows Mobile 2003 SE version, processor information, memory size and a description of the expansion card, if one is in use.

Device ID Tab

This tab provides fields in which you can assign a *Device name* and *Description* (optional) for the WORKABOUT PRO. This name is used by the WORKABOUT PRO to identify itself to other devices.

Keep in mind that this must be a unique name across a network. If you are unable to connect to a network because another device with the same name is already connected, you'll need to assign a new name here.

Copyrights

The *Copyright* tab lists the copyright information for the software loaded on your WORKABOUT PRO.

6.11 About Device

Tapping on the *About Device* icon under *Settings*, *System* tab provides access to two tabs related to your WORKABOUT PRO. The *Properties* tab lists hardware information related to properties related to your WORKABOUT PRO. The *Copyright* tab lists the copyrights that apply to the your hand-held.

6.12 Backlight

Tapping on *Start*, *Settings*, *System* tab followed by the *Backlight* icon allows you to determine the power properties of the WORKABOUT PRO.

6.12.1 Battery Power

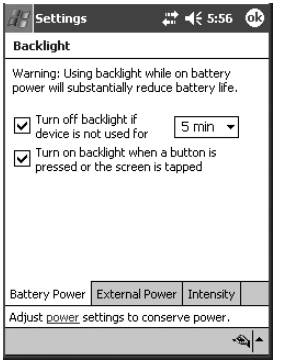


Figure 6.26 Battery Tab

This tab allows you to tailor the unit's backlight behaviour to best preserve battery life.

- To define how long the backlight should stay on when the WORKABOUT PRO is not in use, tap in the checkbox to the left of **Turn off backlight if device is not used for**.
- Tap on the drop-down menu, and choose the number of seconds or minutes the backlight will remain on when the hand-held is idle.
- To **Turn on backlight when a button is pressed or the screen is tapped**, tap in the checkbox to the left of this option.

6.12.2 External Power

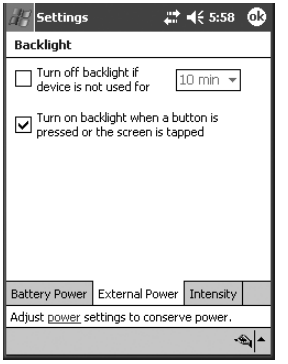


Figure 6.27 External Power Tab

This tab determines the behaviour of the backlight when the hand-held is using external rather than battery power. Refer to "Battery Power" on page 100 for details about these options.

6.12.3 Intensity

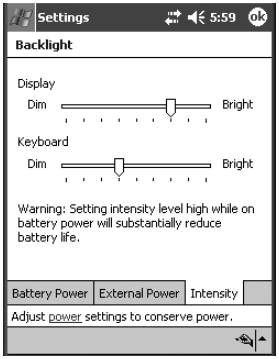


Figure 6.28 Intensity Tab

This tab is used to adjust the light intensity of the display backlight and the keyboard backlight. Sliding the bar to the left lowers the light intensity, and sliding it to the right raises the intensity.

6.13 Certificates

A public key is transmitted as part of a certificate. The certificates listed in the *Certificates* tabs ensure that the submitted public key is, in fact, the public key that belongs to the submitter. The hand-held checks that the certificate has been digitally signed by a certification authority that the hand-held explicitly trusts.

Your WORKABOUT PRO has certificates already preinstalled in the unit. Two types of certificates can be stored on your WORKABOUT PRO: *personal certificates* that establish your identity and *root certificates* that establish the identity of the servers with which you can connect.

- Tap on **Start, Settings**, and then tap on the **System** tab.
- Tap on the **Certificates** icon.

Personal Tab

Figure 6.29 Personal Tab

The *Personal* tab lists the name of the certificate issuer and the expiration date. You can tap on an item in the list to view additional information about a particular certificate.

- To view more information about a personal certificate, tap on a certificate in the list.
- To delete a certificate, tap and hold the stylus on the item you want to delete until a pop-up menu is displayed. Tap on the **Delete** command.

Root Certificates

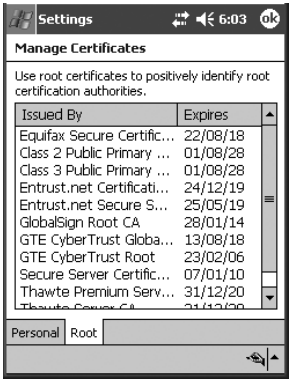


Figure 6.30 Root Tab

- To view details about a certificate—who issued the certificate, to whom it was issued, the issue date and the expiry date—tap on a certificate in the list.
- To delete a certificate, tap and hold the stylus on a certificate.
- In the pop-up menu, tap on the **Delete** command.

6.13.1 Choosing A Certificate

Normally, certificates already configured for your network are chosen automatically by the WORKABOUT PRO. If a certificate cannot be chosen automatically, you must choose it from the *Certificates* list.

- To choose a certificate, tap the desired certificate. Your WORKABOUT PRO will connect automatically.

6.14 Clock & Alarms

Located under *Start*, *Settings*, *System* tab, the *Clock & Alarm* icon allows you to set the current date and time, and it allows you to set up to three alarms.

Important: ***Refer to"Today's Date, Clock And Alarm" on page 47 for details about setting up these options.***

6.15 Memory

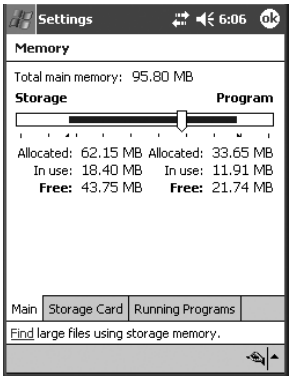


Figure 6.31 Main Tab

6.15.1 Main Tab

This tab indicates the memory allocated for file and data storage and for program storage

- Slide the tab to the left or right to adjust the file and data storage versus program storage–the values change as you slide the tab back and forth.

6.15.2 Storage Card

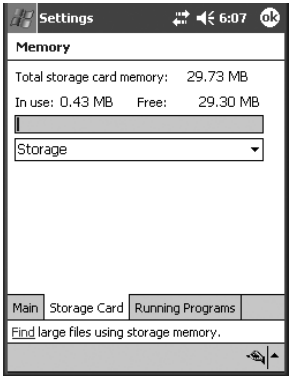


Figure 6.32 Storage Card Tab

The *Storage Card* screen indicates the total storage card memory along with the amount in use.

6.15.3 Running Programs

Figure 6.33 Activating And Closing Applications

This tab acts as a task manager, allowing you to activate or stop any running programs.

To close an application:

- Tap on the application(s) you want to end, and then tap on the **Stop** button. Tap on **Stop All** if you want to shut down all running applications, ***or***

  Tap on **Activate** to make an application active.

Note: *Keep in mind that the 'X' button in the upper-right corner of an application screen does not close the application—it only minimizes it.*

Power

6.16 Power Icon

This icon allows you to view and manage battery use.

6.16.1 Battery Tab

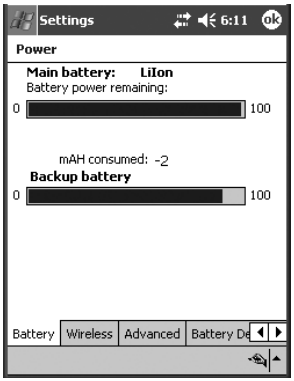


Figure 6.34 Battery Tab

This tab allows you to view the remaining battery capacity of the main battery and the internal, backup battery.

6.16.2 Wireless Tab

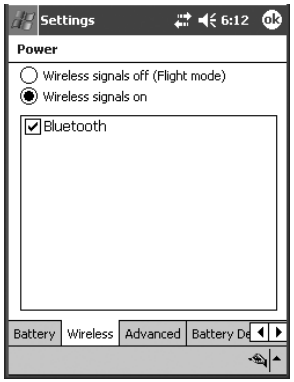


Figure 6.35 Wireless Options

This tab allows you to turn the WORKABOUT PRO's wireless capabilities on and off.

6.16.3 Advanced Tab

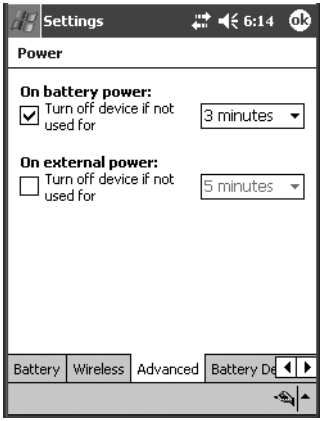


Figure 6.36 Advanced Tab

The *Advanced* tab allows you to manage battery consumption.

On Battery Power

When the WORKABOUT PRO is operating on battery power, this option allows you to determine how long the unit will remain on when it is not in use.

- Tap in the checkbox to the left of **On battery power** to enable this option. Tap in the drop-down menu to choose the number of minutes your unit can remain idle before it shuts down.

On External Power

When the hand-held is drawing external rather than battery power, this option allows you to determine the number of minutes the unit will remain on when not in use.

- Tap in the checkbox to the left of **On external power** to enable this option. Tap in the drop-down menu to choose the number of minutes your unit can remain idle before it shuts down.

6.16.4 Battery Details

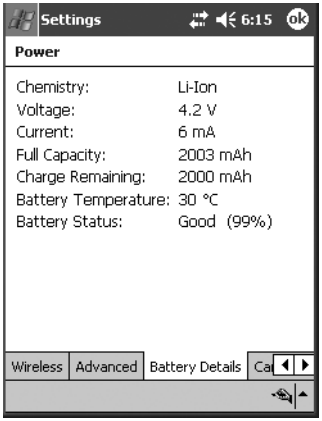


Figure 6.37 Battery Details Tab

This tab lists the specifications and battery capacity status of the battery installed in the WORKABOUT PRO. This is a view-only screen.

6.16.5 Card Slots

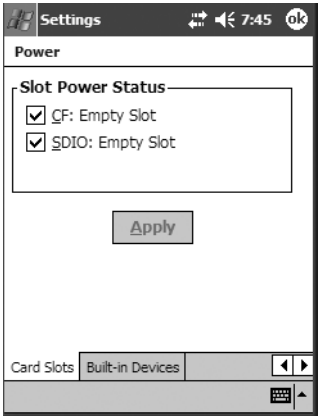


Figure 6.38 Card Slots Tab

When you enable one or more of the options listed in this tab, power is supplied to the enabled slot(s). Tapping on the **Apply** button activates your choices.

6.16.6 Built-In Devices

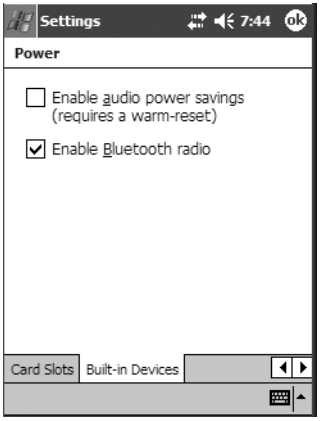


Figure 6.39 Built-In Device Tab

This tab allows you to enable power to the device(s) installed in your unit. Keep in mind that contents of this screen varies depending on the devices installed in your hand-held. Tapping on the **Apply** button activates your selections.

Regional Settings

6.17 Regional Settings

To display the *Regional Settings* screen, tap on **Start, Settings**, and then tap on the **System** tab followed by the **Regional Settings** icon.

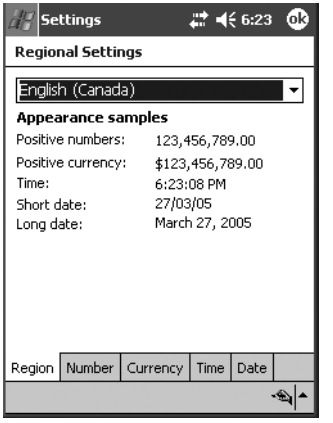


Figure 6.40 Region Tab

- Tap on the drop-down menu to choose your language and region.

Once you've selected a language and region, you may need to adjust the way numbers, currency, the time and the date appear in your WORKABOUT PRO.

- Tap on the tab associated with each of the items and choose how you want items to be displayed on your WORKABOUT PRO.

6.18 Remove Programs

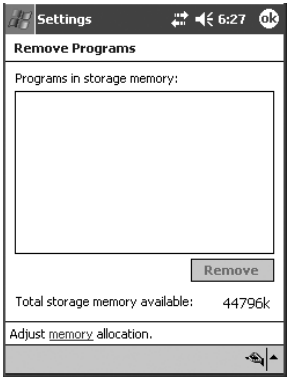


Figure 6.41 Remove Programs Screen

Tapping on the *Remove Programs* icon displays a screen listing the programs that can be removed from your unit.

- To remove a program in storage memory, highlight it and then click on the **Remove** button.

6.19 Screen Icon

This icon allows you to *align* (calibrate) your touchscreen, turn *ClearType* on and off and adjust the size of the text displayed on the WORKABOUT screen.

- Tap **Start, Settings**.

- Tap on the **System** tab, and then tap on the **Screen** icon.

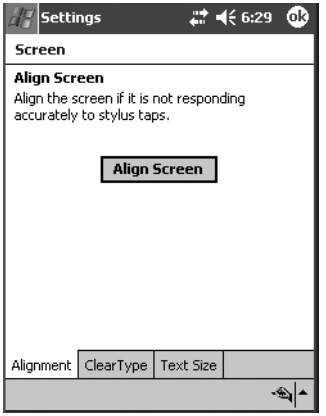


Figure 6.42 Alignment Screen

Important: ***Refer to "Aligning (Calibrating) The Touchscreen" on page 36 for details about this option.***

Teklogix Scanners

6.20 Scanner Settings

The *Teklogix Scanners* icon in the *Settings* menu provides access to dialog boxes in which you can tailor bar code options and choose the bar codes your scanner will recognize.

- Tap on **Settings**, and then tap on the **System** tab followed by the **Teklogix Scanner** icon.

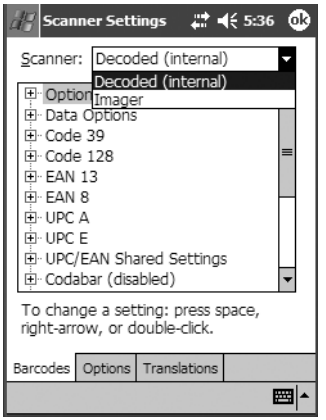


Figure 6.43 Barcode Tab

The drop-down menu to the right of the *Scanner* option allows you to choose the type of scanner you are using with your hand-held: Decoded (internal) or Imager.

The symbologies listed in the *Barcodes* tab change to reflect the scanner you choose and the bar codes it supports.

Important: ***To improve the decode speed and performance, enable (set to 'ON') only those codes that are required by the application.***

Keep in mind that some bar code types are only available when an internal imaging scanner is installed. All internal scanners can be configured using these dialog boxes.

6.20.1 Decoded (Internal) Scanners

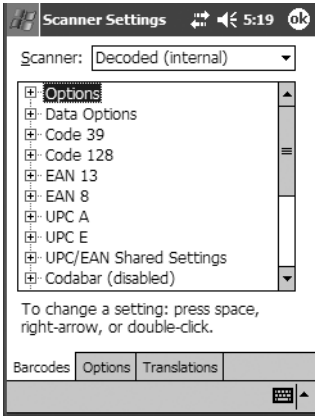


Figure 6.44 Decoded Scanner Settings

6.20.1.1 Options — Decoded (Internal) Scanner

Dot Time (msec)

The value selected for "Dot Time (msec)" determines (in milliseconds) how long the targeting dot remains on before the scanner switches to a normal scan sweep. When you double-tap on this parameter, a dialog box is displayed in which you can enter a value of 0 msec, 200 msec or 400 msec. A value of 0 (zero) disables the target dot.

Laser On Time

The value assigned to this parameter determines how long the laser will remain on when the scan button or trigger is pressed.

Double-tapping on this parameter displays a dialog box in which you can enter a value between `5` and `99`, each number representing `0.1` seconds.

Low Power Timeout

To extend laser life, you can select the time the scanner remains active following a successful decode. The scanner wakes from low power mode when a bar code is scanned – a successful decode restores the to normal blinking.

When you double-tap on this parameter, a dialog box is displayed in which you can choose a value of 30 sec, 1 min, 2 min or 3 min.

Parameter Scanning

Setting this parameter to *on* enables decoding of parameter bar codes.

Linear Security Level

There are four levels of decode security for linear code types (e.g., Code 39, Interleaved 2 of 5). Higher security levels should be selected for decreasing levels of bar code quality. As security levels increase, the scanner's aggressiveness decreases. This parameter allows you to select the security level appropriate for your bar code quality.

Double-tapping on this parameter displays a dialog box in which you can enter a value from 1 to 4.

Linear security level 1 specifies that the following code types must be successfully read twice before being decoded:

Code Type	Length
Codabar	All
MSI Plessey	4 or less
D 5 of 5	8 or less
I 2 of 5	8 or less

Table 6.1 Linear Security Level 1

Linear security level 2 specifies that all types of codes must be successfully read twice before being decoded.

Linear security level 3 specifies that code types other than the following must be successfully read twice before being decoded. The following codes must be read three times:

Code Type	Length
MSI Plessey	4 or less
D 2 of 5	8 or less
I 2 of 5	8 or less

Table 6.2 Linear Security Level 3

Linear security level 4 requires that all code types be successfully read three times before being decoded.

Bi-Direction Redundancy

Note: *This parameter is only valid if a" Linear Security Level" is enabled.*

When this parameter is enabled (set to *on*), a bar code must be successfully scanned in both directions (forward and reverse) before being decoded.

2D Scanning Mode

When you double-tap on this parameter, a dialog box is displayed in which you can choose one of the following scanning modes: *Smart Raster*, *Always Raster*, *Programmable Raster*, *Slab Pattern*, *Cyclone Pattern* or *Semi-Omni Pattern*.

2D Raster Height And 2D Raster Expand Rate

These parameter determine the laser pattern's height and rate of expansion.

Note: *These parameters are only used when either Programmable Raster or Always Raster is assigned to the "2D Scanning Mode" parameter. "2D Raster Height" and "2D Raster Expand Rate" are intended for very specific applications, and are usually not required for normal scanning purposes.*

Double-tapping on this parameter displays a dialog box in which you can enter a value from 1 to 15.

6.20.1.2 Data Options — Decoded (Internal) Scanner

Transmit Code ID Char

A code ID character identifies the scanned bar code type. In addition to any single character prefix already selected, the code ID character is inserted between the prefix and the decoded symbol.

When you double-tap on this parameter, a dialog box is displayed in which you can choose a transmit code: *None*, *AIM* or *Symbol*.

Scan Data Format

This parameter allows you to change the scan data transmission format. Double-tapping on "Scan Data Format" displays the following options from which you can choose a data format: data (as-is), data <S1>, data <S2>, data <S1><S2>, <P> data, <P> data <S1>, <P> data <S2> and <P> data <S1><S2>.

Prefix <P>, Suffix <S1> And Suffix <S2>

A prefix and/or one or two suffixes may be appended to scan data for use in data editing.

When you double-tap on these parameters, a dialog box is displayed in which you can enter a value from 0 to 255.

Delete Char Set ECIs

Setting this parameter to *on* enables the scanner to delete any escape sequences representing Character Set ECIs – Extended Channel Interpretations (also known as GLIs) from its buffer before transmission.

When this parameter is enabled, the scanner transmits data from PDF417 and MicroPDF417 bar codes containing Character Set ECIs, even when the ECI Protocol is disabled.

ECI Decoder

Setting this parameter to *on* enables the scanner to interpret any Extended Channel Interpretations (ECIs) supported by the scanner. This parameter has no effect on symbols that were not encoded using ECIs.

If this parameter is set to *off* and a symbol that was encoded using an ECI escape is scanned, the scanner transmits the ECI escape followed by the uninterpreted data.

6.20.1.3 Code 39

Enabled

Setting this parameter to *on* enables "Code 39".

Enable Trioptic Code 39

Note: *"Trioptic Code 39" and "Full ASCII" should* ***not*** *be enabled simultaneously. The scanner does not automatically discriminate between these two symbologies.*

Trioptic Code 39 symbols always contain six characters. Setting this parameter to `on` allows this type of symbology to be recognized.

Convert To Code 32

Note: *"Code 39" must be enabled in order for this parameter to function.*

Setting this parameter to *on* allows the scanner to convert the bar code from "Code 39" to "Code 32".

Code 32 Prefix

Note: *"Convert to Code 32" must be enabled in order for this parameter to function.*

When this parameter is enabled (set to *on*), the prefix character "A" is added to all "Code 32" bar codes.

Set Length L1 And Set Length L2

Lengths for "Code 39" can be set for *Any length*, *Length within a range*, *One discrete length* or *Two discrete lengths*. The length of a code refers to the number of characters (i.e., human readable characters), including check digit(s).

Double-tapping on this parameter displays a dialog box labelled *Set Code Lengths* where you can define the code length that will be decoded by your scanner.

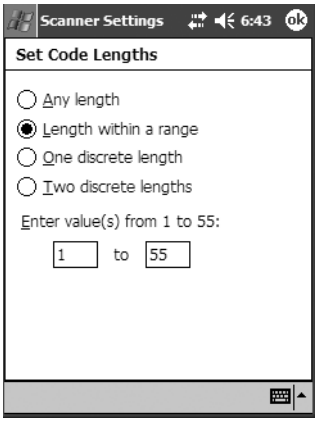


Figure 6.45 Set Code Lengths

Choosing *One discrete length* allows you to decode only those codes containing a selected length. Choosing *Two discrete lengths* allows you to decode only those codes containing two selected lengths. *Length within a range* allows you to decode a code type within a specified range from 1 to 55.

Check Digit Verification

When this parameter is enabled (set to *on*), the integrity of a "Code 39" symbol is checked to ensure that it complies with specified algorithms.

Note: *Only those "Code 39" symbols that include a Mod 43 check digit are decoded when this parameter is enabled.*

Transmit Check Digit

If the check digit is to be transmitted with the data, this parameter must to enabled (set to *on*).

Full ASCII

If this parameter is enabled (set to *on*), the characters +, %, and / are used as escape characters. The combination of an escape character and the next character is converted to an equivalent ASCII character.

Decode Performance

If this parameter is enabled (set to *on*), one of three decode levels can be chosen in the "Decode Performance Level" parameter.

Decode Perf. Level

This parameter provides three levels of decode performance or "aggressiveness" for Code 39 symbols. Increasing the performance level reduces the amount of required bar code orientation – this is useful when scanning very long and/or truncated bar codes. Keep in mind that increased levels reduce decode security.

When you double-tap on this parameter, a dialog box is displayed in which you can enter a decode performance level of between 1 and 3.

Field Size/Chars

Field Size

The field size is the length of the field after the first character is stripped and the prefix and suffix characters are added. If the field size is non-zero, only bar codes of that length are passed through.

Prefix Char

This character, if non-zero, is added before a successfully decoded bar code. Press the key you want to insert in the dialog box attached to this parameter. The ASCII/Unicode key value of the keypress is displayed.

Pressing the <ESC> key in this dialog box resets the data to zero.

Suffix Char

Note: *The appended character is treated as any other keyboard character. For example, if <BKSP> is pressed, the usual action for that key is performed. If your unit is operating with the Psion Teklogix ANSI emulation application, the hand-held transmits the escape sequence associated with the function immediately after the bar code data.*

This character, if non-zero, is added after a successfully decoded bar code. Press the key you want to insert in the dialog box attached to this parameter. The ASCII/Unicode key value of the keypress is displayed.

Pressing the <ESC> key in this dialog box resets the data to zero.

Strip Leading

This parameter determines the number of characters that will be removed from the beginning of the bar code before the prefix character is added.

Note: *For Code 39 bar codes, the "AIAG Strip" is performed before the "Strip Leading".*

Strip Trailing

The value entered in this parameter determines the number of characters that will be removed from the end of the bar code before the suffix character is added.

6.20.1.4 Code 128 Settings

Enabled

Set this parameter to *on* to enable "Code 128" or *off* to disable it.

Include Sym

Setting "Include Sym" to *on* causes the group separator(s) and start code contained in this type of bar code to be displayed on the screen.

Note: *This option is available only when 'EAN/UCC 128' is selected.*

Variations

When using Code 128, you can choose the bar code variation the scanner will recognize. The options available are Standard, UCC 128 and EAN/UCC 128.

- Double-tap on **Variations** to display a dialog box listing your options.
- Tap on a variation to highlight it, and then tap on **OK**.

If you choose *None*, a check is not executed.

Standard

Enable (set to *on*) Standard if Code 128 is desired.

UCC 128

UCC 128 is a variation of Code 128.

EAN/UCC 128

To successfully scan this type of bar code, EAN/UCC 128 must be enabled (set to *on*). EAN/UCC bar codes include group separators and start codes.

Field Size/Chars

Refer to page 117 for details.

6.20.1.5 UPC/EAN

This parameter allows you to enable the following UPC (Universal Product Code) and EAN (European Article Numbering) bar codes: UPC-A, UPC-E, UPC-E1, UPC-8, EAN-13, Bookland EAN-13 and Bookland EAN.

Supplementals

'Supplementals" are additionally appended characters (2 or 5).

Double-tapping this parameter displays a list of options. If *Ignore* is chosen, UPC/EAN is decoded and the supplemental characters are ignored. If *Decode* is chosen, UPC/EAN symbols are decoded ***with*** supplementals. *Autodiscriminate* works in conjunction with the Supp. Redundancy parameter.

Supp. Redundancy

With "Autodiscriminate" selected in the "Supplementals" parameter, "Supp. Redundancy" adjusts the number of times a symbol without supplementals is decoded before transmission.

When you double-tap on this parameter, a dialog is displayed in which you can enter a value between 2 and 20. A value of 5 or above is recommended when *Autodiscriminate* is selected and you are decoding a mix of UPC/EAN symbols with and without supplementals.

UPC-A, UPC-E And UPC-E1 Check Digit

If you enable (set to *on*) one or more of these parameters, the check digit is included with the decoded bar code data.

UPC-A, UPC-E And UPC-E1 Preamble

When you double-tap on one of these parameters, a dialog box is displayed where you can choose one of three options for lead-in characters for UPC-A symbols transmitted to the host device: *System Char* – system character transmitted with the data, *Country code and System Char* – both the country code ("0" for USA) and system character are transmitted with the data or *None* – no preamble is transmitted. The lead-in characters are considered part of the symbol.

Conv. UPC-E To UPC-A

This parameter converts UPC-E (zero suppressed) decoded data to UPC-A format before transmission. After conversion, data follows UPC-A format and is affected by UPC-A programming selections (e.g., Preamble, Check Digit).

Conv. UPC-E1 To UPC-A

This parameter converts UPC-E1 (zero suppressed) decoded data to UPC-A format before transmission. After conversion, data follows UPC-A format and is affected by UPC-A programming selections (e.g., Preamble, Check Digit).

EAN-8 Zero Extend

When this parameter is enabled (set to *on*), five leading zeros are added to decoded EAN-8 symbols, making them compatible in format to EAN-13 symbols. Disabling this parameter (setting it to *off*) returns EAN-8 symbols to their normal format.

Security Level

This parameter controls the tolerance for decoding edge-to-edge UPC/EAN bar codes. Double-tapping on this parameter displays a dialog box in which you can choose a level from 0 to 3. Lower values have a lower tolerance for misreads, but they also increase the time it takes to decode the bar code.

Linear Decode

"Linear Decode" applies to code types containing two adjacent blocks (e.g., UPC-A, EAN-8, EAN-13). When enabled (set to *on*), a bar code is transmitted only when both the left and right blocks are successfully decoded within one laser scan. This option should be enabled when bar codes are in proximity to each other.

UPC Half Block Stitching

Setting this parameter to *on* enables "UPC Half Block Stitching" for the SE 3223 omnidirectional engine only.

6.20.1.6 Codabar

Enabled

Set this parameter to *on* to enable "Codabar" or *off* to disable it.

Set Length L1 And Set Length L2

Lengths for "Codabar" can be set for *Any length*, *Length within a range*, *One discrete length* or *Two discrete lengths*. The length of a code refers to the number of characters (i.e., human readable characters), including check digit(s).

Double-tapping on this parameter displays a dialog box labelled *Set Code Lengths* where you can define the code length that will be recognized by your scanner.

Choosing *One discrete length* allows you to decode only those codes containing a selected length. Choosing *Two discrete lengths* allows you to decode only those codes containing two selected lengths. *Length within a range* allows you to decode a code type within a specified range from 5 to 55.

CLSI Editing

When enabled, (set to *on*), this parameter strips the start and stop characters and inserts a space after the first, fifth, and tenth characters of a 14-character Codabar symbol.

Note: *Symbol length does not include start and stop characters.*

NOTIS Editing

When enabled (set to *on*), this parameter strips the start and stop characters from decoded Codabar symbol.

Field Size/Chars

Refer to page 117 for details.

6.20.1.7 Code 93

Enabled

Set this parameter to *on* to enable "Code 93" or *off* to disable it.

Set Length L1 And Set Length L2

Lengths for "Code 93" can be set for *Any length*, *Length within a range*, *One discrete length* or *Two discrete lengths*. The length of a code refers to the number of characters (i.e., human readable characters), including check digit(s).

Double-tapping on this parameter displays a dialog box labelled *Set Code Lengths* where you can define the code length that will be recognized by your scanner.

Choosing *One discrete length* allows you to decode only those codes containing a selected length. Choosing *Two discrete lengths* allows you to decode only those codes containing two selected lengths. *Length within a range* allows you to decode a code type within a specified range from 4 to 55.

Field Size/Chars

Refer to page 117 for details.

6.20.1.8 Interleaved 2 of 5

Enabled

Set this parameter to *on* to enable "Interleaved 2 of 5" or *off* to disable it.

Set Length L1 And Set Length L2

Lengths for "Interleaved 2 of 5" can be set for *Any length*, *Length within a range*, *One discrete length* or *Two discrete lengths*. The length of a code refers to the number of characters (i.e., human readable characters), including check digit(s).

Double-tapping on this parameter displays a dialog box labelled *Set Code Lengths* where you can define the code length that will be recognized by your scanner.

Choosing *One discrete length* allows you to decode only those codes containing a selected length. Choosing *Two discrete lengths* allows you to decode only those codes containing two selected lengths. *Length within a range* allows you to decode a code type within a specified range from 4 to 14.

Check Digit Verification

When enabled (set to *on*), this parameter checks the integrity of an I 2 of 5 symbol to ensure it complies with a specified algorithm – either USS (Uniform Symbology Specification) or OPCC (Optical Product Code Council).

Transmit Check Digit

If this parameter is enabled (set to *on*), the check digit is included with the bar code data.

Convert To EAN 13

If this parameter is enabled (set to *on*), the I 2 of 5 bar code is converted to EAN 13.

Field Size/Chars

Refer to page 117 for details.

6.20.1.9 MSI Plessey

Enabled

Set this parameter to *on* to enable "MSI Plessey" or *off* to disable it.

Set Length L1 And Set Length L2

Lengths for "MSI Plessey" can be set for *Any length*, *Length within a range*, *One discrete length* or *Two discrete lengths*. The length of a code refers to the number of characters (i.e., human readable characters), including check digit(s).

Double-tapping on this parameter displays a dialog box labelled *Set Code Lengths* where you can define the code length that will be recognized by your scanner.

Choosing *One discrete length* allows you to decode only those codes containing a selected length. Choosing *Two discrete lengths* allows you to decode only those codes containing two selected lengths. *Length within a range* allows you to decode a code type within a specified range from 6 to 55.

Check Digits

Double-tapping on this parameter displays a dialog box in which you can choose One or Two check digit(s).

If this parameter is set to *One*, it is assumed that the last digit is a check digit. If "Check Digits" is set to *Two*, it is assumed that the last two digits are check digits.

Note: *If Two check digits is selected, an MSI Plessey "Check Digit Algorithm: must also be selected. See page 9-88.*

Transmit Check Digit

If this parameter is enabled (set to *on*), the check digit is included with the bar code data.

Check Digit Algorithm

When the *Two MSI Plessey* check digits option is selected, an additional verification is required to ensure integrity. Double-tapping on this parameter displays a dialog box n which you can choose the algorithm to be used: MOD 10/MOD 11 or MOD 10/MOD 10.

Field Size/Chars

Refer to page 117 for details.

6.20.1.10 Discrete 2 of 5

Enabled

Set this parameter to *on* to enable "Discrete 2 of 5" or *off* to disable it.

Set Length L1 And Set Length L2

Lengths for "Discrete 2 of 5" can be set for *Any length*, *Length within a range*, *One discrete length* or *Two discrete lengths*. The length of a code refers to the number of characters (i.e., human readable characters), including check digit(s).

Double-tapping on this parameter displays a dialog box labelled *Set Code Lengths* where you can define the code length that will be recognized by your scanner.

Choosing *One discrete length* allows you to decode only those codes containing a selected length. Choosing *Two discrete lengths* allows you to decode only those codes containing two selected lengths. *Length within a range* allows you to decode a code type within a specified range from 1 to 12.

Field Size/Chars

Refer to page 117 for details.

6.20.1.11 2D PDF-417

Enable

Setting this parameter to `on` enables PDF-417 two dimensional (2D) coding.

Field Size/Chars

Refer to page 117 for details.

6.20.1.12 2D Micro PDF-417

Enable

Setting this parameter to `on` enables "2D Micro PDF-417" bar code scanning. Micro PDF-417 is a multi-row symbology that is useful for applications requiring greater area efficiency but lower data capacity than PDF-417.

Code 128 Emulation

When this parameter is enabled (set to *on*), the scanner transmits data from certain Micro PDF-417 symbols as if it was encoded in Code 128 symbols.

If Code 128 Emulation is enabled, the following Micro PDF-417 symbols are transmitted with one of the following prefixes:

]C1 if the first codeword is 903-907, 912, 914, 915

]C2 if the first codeword is 908 or 909

]C0 if the first codeword is 910 or 911

If Code 128 Emulation is set to off, the Micro PDF-417 symbols are transmitted with one of the following prefixes:

]L3 if the first codeword is 903-907, 912, 914, 915

]L4 if the first codeword is 908 or 909

]L5 if the first codeword is 910 or 911

Field Size/Chars

Refer to page 117 for details.

6.20.1.13 2D RSS Code (Reduced Space Symbology)

Enable

Setting this parameter to *on* enables "2D RSS Code" scanning capability.

Enable RSS-14

RSS-14 code can be either purely linear or split in half with one half stacked on top of the other half. Stacking the code reduces the bar code length, and providing the nominal height of the code is maintained, it can be omni-directionally scanned.

Enable RSS Limited

'RSS-Limited" is restricted, in that it can only encode 14 digit GTINs (global trade item number) that begin with either a *0* or a *1*. It is not stackable and is not designed to be read omni-directionally.

Enable RSS Expanded

'RSS Expanded" uses the same application identifiers as UCC/EAN-128 codes but it can be split into sections and stacked several rows high, reducing the length of the symbol, while increasing the capacity of data that can be stored. "RSS Expanded" code can be omni-directionally scanned.

Field Size/Chars

Refer to page 117 for details.

6.20.1.14 Composite

Important: ***To successfully read this type of bar code, the two types of symbologies included in a composite bar code must be enabled. In addition, "Center Bar Code Only" must be disabled.***

A composite symbol includes multi-row 2D components making it compatible with linear and area CCD scanners along with linear and rastering laser scanners.

The options available for this parameter represent multi-level components of a composite symbol.

Enable CC-C And Enable CC-AB

To activate these components, set these parameters to *on*.

Enable TLC-39

This composite component integrates MicroPDF417 with the linear code. Setting this parameter to *on* enables this parameter.

6.20.2 Imager

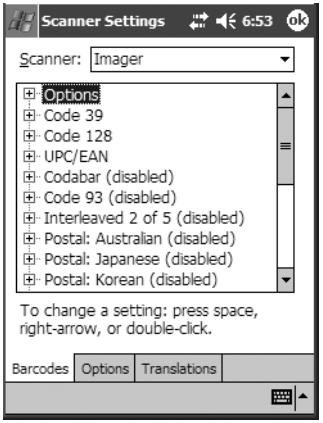


Figure 6.46 Imager

- Tap on the **Scanner** drop-down menu, and choose **Imager**.

6.20.2.1 Options – Imager

TekImager Enabled

Setting this option to *on* enables the imager installed in your hand-held.

Dot Time (msec)

The value selected for "Dot Time (msec)" determines (in milliseconds) how long the targeting dot remains on before the scanner switches to a normal scan sweep. When you double-tap on this parameter, a dialog box is displayed in which you can enter a value of between 0 and 3000. A value of 0 disables the target dot.

Center Bar Code Only

Note: *This parameter must be disabled when reading Composite bar codes.*

When more than one bar code is visible in a single snap shot, this parameter allows you to specify that only the centre image within the imager framing marker will be read. When this parameter is set to *on*, the target dot is pointed at the centre image and only that image is returned.

Auto Exposure

Important: ***This parameter value should only be changed by qualified Psion Teklogix personnel. It should be left at the default value – 'on'.***

Setting this parameter to *on* allows the imager to make automatic gain, integration and illumination adjustments based on ambient light before capturing the bar code. If the adjustment is insufficient, further adjustments are made automatically before another image is captured.

Fast Converge

Note: *"Auto Exposure" must be set to 'on' in order for this parameter to function.*

Keep in mind that while this parameter can improve imager performance, "Fast Converge" increases battery power consumption.

Setting this parameter to *on* speeds the "Auto Exposure" process. It allows the imager to rapidly snap a number of bar code capture attempts while finding ideal values for gain, integration and illumination.

Max Gain, Max Integration And Max Illumination

Important: ***These parameter values should only be changed by qualified Psion Teklogix personnel.***

These parameters represent internal units used by the Symagery imager. The "Auto Exposure" parameter automatically adjusts the "Max Gain", "Max Integration" and "Max Illumination" parameters to produce the best bar code read. Keep in mind that "Auto Exposure" must be set to *on* in order for these parameter values to be automatically adjusted.

Double-tapping on any of these parameters displays an associated dialog box in which an allowable range is displayed: Max Gain – 357 to 7920, Max Integration – 0 to 65535, Max Illumination – 0 to 7.

6.20.2.2 Code 39 Settings

Enabled

Set this parameter to *on* to enable "Code 39" or *off* to disable it.

Field Size/Chars

Refer to page 117 for details.

6.20.2.3 Code 128 Settings

Enabled

Set this parameter to *on* to enable "Code 128" or *off* to disable it.

Field Size/Chars

Refer to page 117 for details.

6.20.2.4 UPC/EAN

This parameter allows you to enable the following UPC (Universal Product Code) and EAN (European Article Numbering) bar codes: UPC-A, UPC-E, UPC-E1, UPC-8, EAN-13, Bookland EAN-13 and Bookland EAN.

Enabled

Set this parameter to *on* to enable "UPC/EAN" or *off* to disable it.

Addendum

An addendum is a separate bar code, supplementary to the main bar code. This parameter provides three options: *Disabled*, *Optional* and *Required*. Depending on the value chosen for this parameter, an addendum is recognized or ignored.

- Double-tap on "Addendum" to display a dialog box listing your options.
- Use the stylus to highlight an item, and tap on **OK**.

When "Addendum" is set to *Disabled*, the scanner does not recognize an addendum. If this parameter is set to *Optional*, the scanner searches for an addendum and if one exists, appends it to the main bar code. When the parameter is set to *Required*, the scanner does not accept the main bar code without an addendum.

Prefix/Suffix

Prefix Char

This character, if non-zero, is added before a successfully decoded bar code. Press the key you want to insert in the dialog box attached to this parameter. The ASCII/Unicode key value of the keypress is displayed.

Pressing the <ESC> key in this dialog box resets the data to zero.

Suffix Char

This character, if non-zero, is added after a successfully decoded bar code. Press the key you want to insert in the dialog box attached to this parameter. The ASCII/Unicode key value of the keypress is displayed.

Pressing the <ESC> key in this dialog box resets the data to zero.

Strip Leading

This parameter determines the number of characters that will be removed from the beginning of the bar code before the prefix character is added.

Note: *The appended character is treated as any other keyboard character. For example, if <BKSP> is pressed, the usual action for that key is performed. If your hand-held is operating with the Psion Teklogix ANSI emulation application, the hand-held transmits the escape sequence associated with the function immediately after the bar code data.*

Strip Trailing

The value entered in this parameter determines the number of characters that will be removed from the end of the bar code before the suffix character is added.

6.20.2.5 Codabar

Enabled

Set this parameter to *on* to enable "Codabar" or *off* to disable it.

Field Size/Char

Refer to page 117 for details.

6.20.2.6 Code 93

Enabled

Set this parameter to *on* to enable "Code 93" or *off* to disable it.

Field Size/Char

Refer to page 117 for details.

6.20.2.7 Interleaved 2 of 5

Enabled

Set this parameter to *on* to enable "Interleaved 2 of 5" or *off* to disable it.

Field Size/Chars

Refer to page 117 for details.

6.20.2.8 Postal: Australian

Enabled

Set this parameter to *on* to enable "Postal: Australian" or *off* to disable it.

Size/Chars

Refer to page 117 for details.

6.20.2.9 Postal: Japanese

Enabled

Set this parameter to *on* to enable "Postal: Japanese" or *off* to disable it.

Size/Chars

Refer to page 117 for details.

6.20.2.10 Postal: Korean

Enabled

Set this parameter to *on* to enable "Postal: Korean" or *off* to disable it.

Field Size/Chars

Refer to page 117 for details.

6.20.2.11 Postal: PlaNET

Enabled

Set this parameter to *on* to enable "Postal: PlaNET" or *off* to disable it.

Field Size/Chars

Refer to page 117 for details.

6.20.2.12 Postal: PostNET

Enabled

Set this parameter to *on* to enable "Postal: PostNET" or *off* to disable it.

Field Size/Chars

Refer to page 117 for details.

6.20.2.13 Postal: Royal Mail

Enabled

Set this parameter to *on* to enable "Postal: Royal Mail" or *off* to disable it.

Field Size/Chars

Refer to page 117 for details.

6.20.2.14 2D DataMatrix

Enabled

Set this parameter to *on* to enable "2D DataMatrix" or *off* to disable it.

Field Size/Chars

Refer to page 117 for details.

6.20.2.15 2D Maxicode

Enabled

Set this parameter to *on* to enable "2D Maxicode" or *off* to disable it.

Field Size/Chars

Refer to page 117 for details.

6.20.2.16 2D PDF-417

Enabled

Set this parameter to *on* to enable "2D PDF-417" or *off* to disable it.

Field Size/Chars

Refer to page 117 for details.

6.20.2.17 2D Micro PDF-417

Enabled

Set this parameter to *on* to enable "2D Micro PDF-417" or *off* to disable it.

Field Size/Chars

Refer to page 117 for details.

6.20.2.18 2D QR Code

Enabled

Set this parameter to *on* to enable "2D QR Code" or *off* to disable it.

Field Size/Chars

Refer to page 117 for details.

6.20.2.19 2D RSS Code

Enabled

Set this parameter to *on* to enable "2D RSS Code" or *off* to disable it.

Field Size/Chars

Refer to page 117 for details.

6.20.2.20 Aztec

Enabled

Set this parameter to *on* to enable "Aztec" or *off* to disable it.

Field Size/Chars

Refer to page 117 for details.

6.20.2.21 Composite

A composite symbol includes multi-row 2D components making it compatible with linear and area CCD scanners along with linear and rastering laser scanners.

Important: ***To successfully read this type of bar code, the two types of symbologies included in the composite must be enabled. In addition, "Center Bar Code Only" must be disabled.***

6.20.3 Options Tab

This tab allows you to tailor the double-click parameters and the display options associated with your scanner.

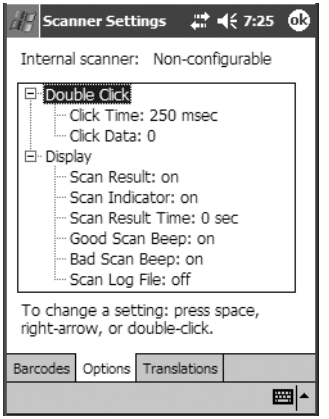


Figure 6.47 Options Tab

Double Click Parameters

Click Time (msec)

This parameter controls the maximum gap time (in milliseconds) for a double-click. If the time between the first and second clicks of the scanner trigger is within this time, it is considered a double-click. The allowable range is 0 to 1000. A value of zero disables this feature.

A double-click produces different results depending on whether or not a value is assigned in the "Click Data" parameter. When a value is not assigned for the "Click Data", double-clicking the scanner trigger overrides the target dot delay set in the

"Dot Time" parameter and initiates a normal scan sweep. If a value is assigned for the "Click Data" parameter, double-clicking the scanner trigger inserts the "Click Data" value rather than initiating a scan.

Click Data

For both integrated and external scanners, this parameter determines which character is sent to the application installed in your hand-held following a double-click. A dialog box appears, asking that you press the key you want to insert. The ASCII/Unicode key value of the keypress is displayed.

Pressing the <ESC> key in this dialog box resets the data to zero.

Display Parameters

Scan Result

When this parameter is enabled (set to *on*), the type of bar code and the result of the scan appear on the screen. Note that this information is only displayed after a successful decode and is visible only while the scanner trigger is pressed. When the trigger is released, this information is cleared from the screen.

Scan Indicator

When this parameter is enabled (set to *on*), the laser warning logo appears on the display whenever the scanner is activated.

Scan Result Time (sec)

The value assigned to the "Scan Result Time (sec)" parameter determines how long the scan results of a successful scan are displayed on the screen. Time is measured in seconds, and a value of "0" (zero) disables the parameter. When you choose this option, a dialog box appears where you can enter a value.

Note: *To remove the scan result from the screen before the "Result Time" has expired, point the scanner away from the bar code and press the trigger.*

Good Scan Beep And Bad Scan Beep

These parameters determine whether or not the hand-held emits an audible scanner 'beep' when a good (successful) scan or a bad (unsuccessful) scan is performed. Set these parameters to either *on* to enable the beeper or *off* to disable it.

Scan Log File

If this parameter is enabled, the input barcode and the modified/translated output bar code are logged in the file \Flash Disk\ScanLog.txt. Keep in mind that if the "Scan Log File" is enabled, there is a slight performance effect when performing multiple scans since the log file is written to persistent storage.

6.20.4 Translations

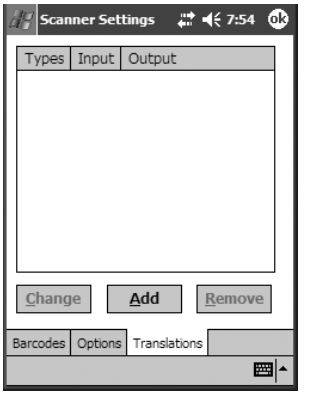


Figure 6.48 Translation Tab

- In the *Translation* tab, choose the **Add** button.

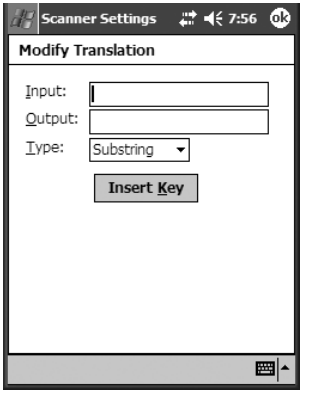


Figure 6.49 Translation Dialog Box

Input

This value is compared with the decoded bar code reading. If there is a match, the "Output" string is translated into the decoded bar code.

Output

If there is a match between the decoded bar code and the corresponding "Input" string, the decoded bar code will be translated into the "Output" string. This string entry parameter can be null, or it may contain any combination of standard and special characters (e.g., function keys, <ENTER>, etc.).

Type

The value chosen from this drop-down menu determines what is compared with the decoded bar code reading – the beginning of decoded bar code, the end of decoded bar code, the entire decoded bar code or anywhere within the decoded bar code (default).

6.21 Wireless WAN

A WORKABOUT PRO equipped with a GSM/GPRS or CDMA/1xRTT radio provides wide area networking capabilities.

6.21.1 Taskbar Icons

Wireless WAN icons in the taskbar indicate the status of your wide area network connection. Note that these icons are only visible when a GSM/GPRS or CDMA/1xRTT radio is installed in the unit, and the interface is enabled.

The letter in the signal strength icon (G for GSM/GPRS and X for CDMA/1xRTT) indicates that a packet data service is available and initialized. Keep in mind that the signal strength icon is displayed without a letter if packet data service is not available or if it is available but not yet initialized.

User interaction is required (e.g. the user is required to enter a PIN).

A non-recoverable (fatal) error has occurred.

GSM/GPRS Status Indicators

Signal strength is between 1% and 20%.

Signal strength is between 21% and 40%.

Signal strength is between 41% and 60%.

Signal strength is between 61% and 80%.

Signal strength is between 81% and 100%.

A GPRS packet data connection is active.

CDMA/1xRTT

Signal strength is between 1% and 20%.

Signal strength is between 21% and 40%.

Signal strength is between 41% and 60%.

Signal strength is between 61% and 80%.

Signal strength is between 81% and 100%.

A CDMA/1xRTT packet data connection is active.

6.21.2 Establishing A Connection

To display the main *Wireless WAN* dialog box:

- Tap on **Start, Settings**. Tap on the **System** tab followed by the **Wireless WAN** icon.

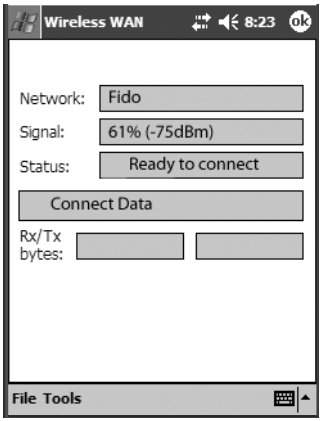


Figure 6.50 Wireless WAN Screen

Note: *If you are prompted to enter a PIN, refer to "Entering A PIN Number" on page 140 for details.*

The *Status* field indicates when the unit is ready to connect–the *Connect Data* button is enabled.

- Tap on the **Connect Data** button.

The progress of the connection is tracked in the *Status* field.

- PPP link to modem active
- Authenticating user
- User authenticated
- Connected

Note: *Keep in mind that these states may be displayed fairly quickly if the progress of the connection is rapid.*

When the connection state reaches *PPP link to modem active*, the taskbar icon changes to indicate an active connection. The *Connect Data* button changes, displaying *Disconnect.*

6.21.3 Disconnecting From A Network

To disconnect from the network:

- Tap on the **Disconnect** button, and then on **OK**.

When the WORKABOUT PRO network connection is severed, the *Status* field displays *Ready to Connect*.

A unit equipped with a GSM/GPRS expansion board displays the signal strength in the main *Wireless WAN* screen, even while a connection is active. Units equipped with Sierra Wireless Aircard modems do not display the signal strength while a connection is active.The *Rx bytes* and *Tx bytes* fields estimate the amount of data transmitted and received, respectively.

6.21.3.1 Shutting Down The Wireless WAN User Interface

While it is not usual to shut down the GSM/GPRS user interface, you can accomplish this by tapping on **File** menu and choosing the **Exit** command in the *Wireless WAN* screen.

Note: *Once you've shut down the user interface, you can only enable the radio by tapping on the Wireless WAN icon to display the dialog box.*

6.21.4 Advanced Information

In most cases, when a GSM/GPRS radio and SIM are installed in your hand-held, setup is automatic. Follow the steps outlined under the heading “Establishing A Connection” on page 138 to make a connection. The information in this section is for advanced setup purposes.

6.21.4.1 Entering A PIN Number

If a PIN is required, a PIN entry dialog box is displayed.

Figure 6.51 PIN Number

- Type your PIN, and press <ENTER>.

Note: *If you exceed the number of allowable attempts, a PUK entry window is brought to the foreground. You’ll need to enter a new PIN number.*

Once the correct PIN or PUK is entered or if none was required, the modem is instructed to perform a GSM network registration followed by a GPRS attach. The main *Wireless WAN* dialog box reflects the progress of the initialization.

- Searching for modem
- Initializing modem
- SIM is ready
- Searching for network
- Registered on network
- Searching for GPRS
- Ready to connect

If the modem loses the connection to the GSM network, the following states are repeated: *Searching for network*, *Registered on network*, *Searching for GPRS* and *Ready to connect*.

6.21.4.2 Error States

The following temporary error states (i.e., these states may disappear without interaction) may be displayed:

- Emergency calls only

  The modem has found a network but is not allowed to register (e.g. no roaming agreement between networks). The modem keeps searching for another network.

- No network found

  A network is not currently available. The modem continues searching for a network.

- GPRS not available

  The current network does not support GPRS.

- GPRS not allowed

  The modem is not allowed to use GPRS on the current network (e.g. no GPRS roaming agreement between network; a roaming agreement for voice may still be in place). It is also possible that you do not have a subscription for GPRS at all.

The remaining error states are permanent:

- SIM is missing

  The SIM card is missing. After the SIM has been inserted a warm boot may be required.

- SIM failure

  The SIM card is permanently disabled (e.g. because the wrong PUK has been entered too many times). A new SIM is needed.

- Modem failure

  The modem did not respond to commands as expected. If a warm boot does not clear this condition, the modem may need to be replaced.

- NDIS error

  An internal software error has occurred. If a warm boot does not clear this condition, Psion Teklogix technical support may need to investigate further.

6.21.5 Tools Menu

The *Tools* menu in the main *Wireless WAN* dialog box offers some additional, advanced setup features.

6.21.5.1 Data Connection Configuration

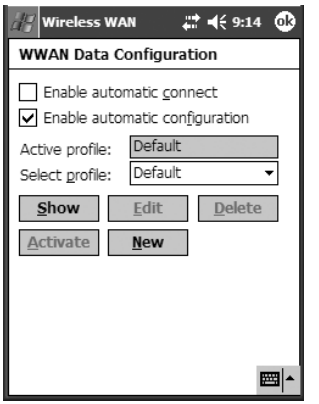


Figure 6.52 Wireless WAN Data Configuration Screen

If the *Enable automatic connect:* checkbox is checked (unchecked by default), the Wireless WAN user interface will attempt to establish a GPRS connection whenever GPRS is available (e.g. after resume from suspend without further user interaction).

To activate the automatic connection mode:

- Tap on the **OK** button.

While automatic connection mode is enabled, the *Connect Data* button in the main Wireless LAN dialog box changes to *Disable Auto*.

To close the currently active connection (if any) and disables the automatic connection mode:

- Tap on **Disable Auto**.

Important: ***Automatic connection mode should not be used if applications other than the Wireless WAN user interface (e.g. Connection Manager) are expected to open and close connections.***

If the automatic connection mode is enabled and another application closes the GPRS connection then the WWAN user interface will immediately try to re-establish the connection.

In most cases, ***the data connection is configured automatically and no user interaction is required.*** This is true even if multiple SIM cards from different operators are used with the same device. The connection parameters are adjusted automatically when a new SIM card is detected (this may require a warm boot). The connection parameters are retrieved from a database.

Manual configuration should be necessary only if:

- One or more parameters in the database are incorrect or a new operator is not yet in the database. (The database should be corrected for subsequent software releases.)
- An operator has assigned individual GPRS user names and passwords.
- A very large site has their own APN. Such connections always have to be configured manually.
- A customer has subscribed for a static IP address. By definition this must be configured manually.

Important: ***For CDMA/1xRTT, automatic configuration is not available – connections must be configured manually. Under APN, the packet service access number must be entered (typically "#777").***

In the following section, all the parameters that need to be configured for a connection (such as APN, user name, password, DNS server addresses etc.) are referred to as a profile. Every profile is identified by an arbitrary, unique name. The profile named *Default* is special in that it is always present and can neither be edited nor deleted. (A sample dialog box is presented in Figure 6.52 on page 142.) The *Default* profile uses parameters from a built-in database. The home network (the network that issued the SIM) is used for the database look-up. While there can be many configured profiles, only one profile can be active at any time.

If connection profiles are configured manually then the *Enable automatic configuration:* checkbox should normally be unchecked.

In one particular use case, manually configured profiles may be combined with automatic configuration. If multiple SIM cards are used with the same device, each SIM card being from a different operator and some or all of them requiring a manually set up profile, automatic configuration may be used to automatically pick the correct manually configured profile for each SIM card. For this to work each profile has to be configured while the corresponding SIM card is inserted in the device and initialized (i.e. the status is at least SIM is ready).

The *Select profile* drop-down list in the data configuration profile selects which profile a subsequent action applies to. A profile named *Default* is always present and contains the current parameters from the database. The following actions are available:

Show

The parameters for the selected profile are displayed when you tap on this button. For the *Default* profile, the publicly known password is shown – otherwise, the password is hidden.

Edit

The parameters of the selected profile can be edited when you choose the *Edit* button. Keep in mind that you cannot edit the *Default* profile.

Delete

The selected profile is deleted. You cannot delete the *Default* profile.

New

Tapping on the *New* button allows you to create a new profile.

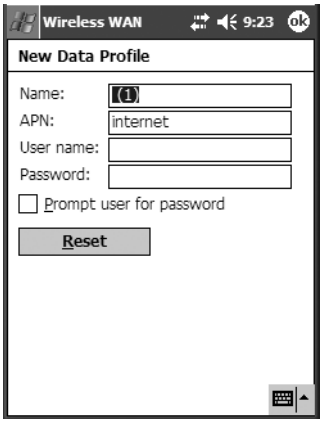


Figure 6.53 Creating A New Profile

The name of the newly created profile must be different from all existing profiles. Also, the name cannot be *Default*. When the *New Data Profile* dialog box is opened, a proposal for a unique name is filled in the corresponding entry field. If a

manually configured profile has a secret password and unauthorized access to the device is a concern even after the SIM PIN has been entered, the password should not be entered in the *New Data Profile* dialog box and the *Prompt user for password:* checkbox should be checked instead. In this case, you will be prompted for the password each time a connection is initiated (the *Connect Data* button in the main *Wireless WAN* dialog box is selected).

Activate

When this button is chosen, the selected profile is made the active profile. Activation is possible only if the *Enable automatic configuration:* checkbox is unchecked.

Reset

The *Reset* button in the *New Profile* and *Edit Profile* dialog boxes resets all entry fields to the values they had when the dialog box was opened.

Advanced IP

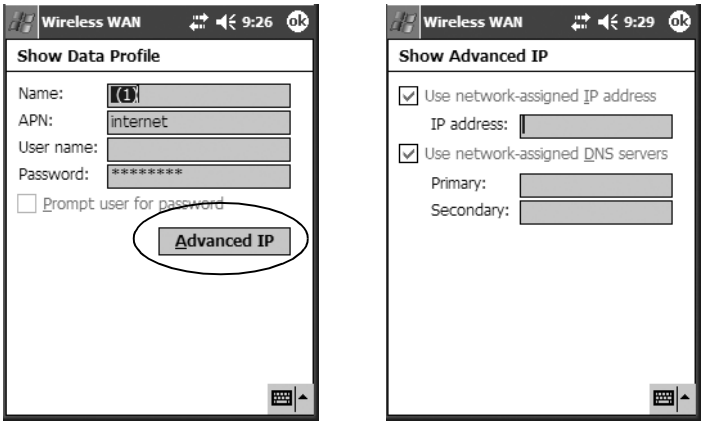


Figure 6.54 Assigning IP Information

The *Advanced IP* button in the *Show Profile* and *Edit Profile* dialog boxes opens another dialog box that allows you to configure a static IP address as well as the IP addresses for the primary and secondary DNS server.

6.21.5.2 Security Configuration

The *Security Configuration* dialog box is called up through the *Tools* menu.

Note: *Security configuration is not available with CDMA modems.*

The *Security Configuration* dialog box allows you to enable, disable and change the PIN. You will need the current PIN to make any of these changes. The PIN must be enabled in order to be changed. (If the PIN is disabled, the *New PIN* entry field is greyed out.)

Note: *Keep in mind that some network operators do not allow the SIM PIN to be disabled. A new PIN must consist of 4 to 8 numeric digits.*

The *Require PIN on resume* checkbox is independent of the aforementioned settings. By default, this checkbox is unchecked. While the checkbox remains unchecked, any PIN entered on startup or through the *Security Configuration* dialog box and submitted successfully to the modem is stored in memory for as long as the device is not rebooted. This stored PIN is then used without further user interaction whenever the modem requires a PIN (such as resume after suspend or modem removal). The stored PIN is also automatically entered in the *Current PIN* text box whenever the *Security Configuration* dialog box is called up.

If unauthorized access to the device is a concern, the *Require PIN on resume* checkbox should be checked. In this case, you will be prompted whenever a PIN is required and the PIN is not stored.

6.21.5.3 Network Configuration

Note: *Network configuration is not available with CDMA modems.*

In the main *Wireless WAN* screen:

- Tap on the **Tools** menu, and choose **Network**.

By default the GSM radio modem automatically chooses from the available and allowed networks (allowed networks are the home network and all other networks with which the home network has a roaming agreement). You may find there are some situations in which you want to override this default behaviour. For example, you may want to disable roaming if you find yourself in a border area where the home network is not available but a foreign roaming partner is available. Abroad, you may find that an available network does not have GPRS roaming agreements. In this case, you'll need to manually select the network which you know to support GPRS roaming.

Automatic network selection is enabled or disabled by checking or unchecking *Enable automatic network select* in the *Network* dialog box. When automatic network selection is disabled, you must select a network manually.

Available networks can also be viewed without changing any settings. Scanning for available networks is a lengthy operation – a progress bar is shown while the scan is active. For every network that is found, the network name, country, status and numeric network identifier (MCC/MNC, Mobile Country Code followed by the Mobile Network Code) is displayed.

Note: *Your home network operator will need to let you know which other networks have roaming agreements. Even when a network is listed with an 'Available' status, it does not necessarily follow that it can be used or that the roaming agreement covers GPRS.*

A status of 'Forbidden' indicates that the network cannot be used. If you choose a network that is not covered by a roaming agreement, the status in the main WWAN dialog box changes to 'Emergency calls only', 'No network found', 'GPRS not available' or 'GPRS not allowed'.

6.21.5.4 Driver Mode Configuration

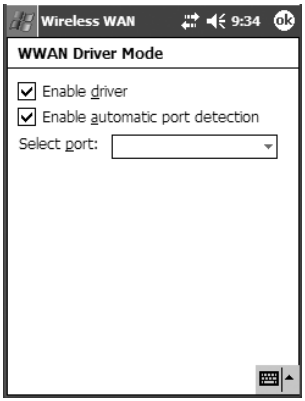


Figure 6.55 Driver Mode

By default, the Wireless WAN driver is enabled (the *Enable driver:* checkbox is checked). The driver must be disabled in order to use the modem for anything other than GPRS (e.g. dial-up data, fax, or in order to manually submit AT commands to the modem for development, testing, approvals, etc.). If the *Enable driver:* checkbox is ***not*** checked, the driver is shut down as soon as the *OK* button in the *Driver Mode* dialog box used.

If, on the other hand, the Wireless WAN driver is not running and the *Enable driver:* checkbox is checked, the Wireless WAN driver is started as soon the *Driver Mode* dialog box is closed using the *OK* button.

Note: *When the driver is not running, no network status or signal strength can be displayed.*

Since all currently supported GSM modems are automatically detected, the *Enable automatic port detection* checkbox should always be checked. If this checkbox is not checked, a serial port can be selected manually. This experimental feature allows the driver to be used with an internal GSM modem that was not recognized by the automatic detection or an external GSM modem connected to a serial port of the computer through USB or through Bluetooth. An external modem connected to a serial port must support 115.2kbit/s, 8bit, no parity and hardware flow control.

6.21.5.5 Modem Information

The fields in this dialog box cannot be edited – they only display information about the WORKABOUT PRO modem.

If the network operator has not programmed a user's phone number into his SIM, the *Phone:* field remains empty.

If the main menu shows an error status, at least partial modem information may be available.

Modem Power Modes

The power mode of the modem is controlled through the *Power* icon rather than through the *Wireless WAN* user interface.

To adjust PC Card and CF card modems settings:

- Tap on **Start, Settings**, and then tap on the **System** tab followed by the **Power** icon.
- Tap on the **Card Slots** tab.

If the checkbox for a modem is unchecked, power is not applied to the modem and a driver is not loaded (neither the serial port driver nor the Wireless WAN driver). If the checkbox is checked, power is applied to the modem and the drivers are loaded when the hand-held is turned on. Power is removed from the modem when the WORKABOUT PRO enters suspend mode.

To adjust settings for a modem module that is built into the unit:

- Tap on **Start, Settings**, and then tap on the **System** tab followed by the **Power** icon.
- Tap on the **Built-In Devices** tab.

Disabled

Power is *not* applied to the modem and a driver is *not* loaded.

Enabled–Off in Suspend

Power is applied to the modem and the drivers are loaded when the unit is turned on. Power is removed from the modem when the hand-held enters *suspend* mode.

Enabled - Automatic Off

When the hand-held enters *suspend* mode, the modem remains powered up. If the WORKABOUT PRO is not turned on again during the next 60 minutes, the unit briefly wakes up from unit mode, shuts down the modem, and enters unit mode again. This is the default mode.

Enabled - Always On

When the WORKABOUT PRO enters *suspend* mode, the modem remains powered indefinitely.

At the cost of a slightly increased power consumption in *suspend* mode, the modes where the modem remains powered up during *suspend* mode have several advantages. When the unit wakes up from *suspend* mode the modem is ready immediately– modem or network initialization is not required. A packet data session can then remain active during *suspend* mode. In these modes, the modem is also able to wake up the hand-held if the network status changes or there is incoming data on a packet session.

6.22 Total Recall

Total Recall is a Psion Teklogix utility developed to maintain applications and settings during cold boots. This utility is based on a backup and restore concept.

- Tap on **Start, Settings**. Tap on the **Total Recall** icon.

Figure 6.56 Total Recall Screen

In the drop-down menu, you can choose from four options: *Create Backup Profile*, *View Selected Profile*, *Restore Selected Profile* and *Delete Selected Profile*. Keep in mind however that until a profile is created, the only available option is Create Backup Profile.

6.22.1 Creating A Backup Profile

- Tap on the **Next** button to begin the process.

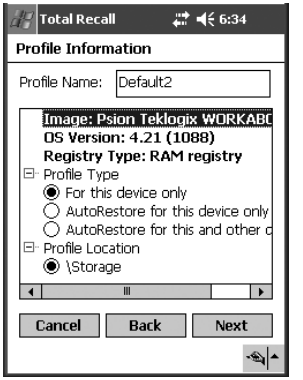


Figure 6.57 Profile Details

Profile Information

This dialog box lists the possible storage destinations for the profile file.

- To begin, type a name for the profile in the field labelled Profile Name.

This dialog box also lists the image type—OS Version and Registry Type for the WORKABOUT PRO.

- Tap on the ⊞ icon to expand your settings for Profile Type and Profile Location.
  - For this device only—creates a backup that is manually restored by the operator.
  - AutoRestore for this device only—creates a profile that automatically restores itself following a cold boot.
  - AutoRestore for this and other devices—creates a profile that automatically restores after resuming from a cold boot, but it will not contain the touchscreen calibration coordinates or the Wireless radio settings.
  - Profile Location—allows the operator to specify where the profile is to be saved. The location for the profile will typically be Flash or a Storage card.
- Tap on the **Next** button to display the next dialog box—**Add Files**.

Add Files

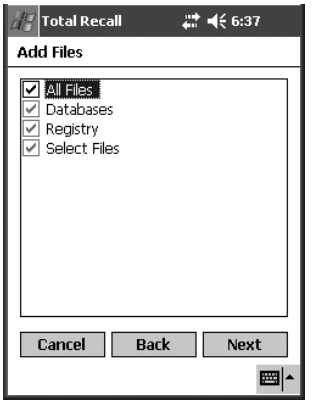


Figure 6.58 Adding Files

By default, **All Files** is selected so that all installed or copied files, database entries,

and the Registry will be saved. You can, however, limit the backup to database, and/or the registry only.

- Tap on the **Next** button to view your selections.

View Selections

Depending on what you have selected for inclusion in your profile, you can view a list of the selected files, databases, and/or registry.

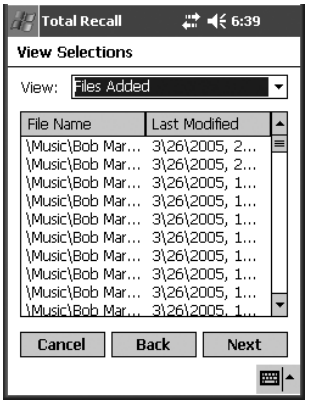


Figure 6.59 Viewing Selections

- Tap on the **Next** button to display the next screen.

Performing The Backup

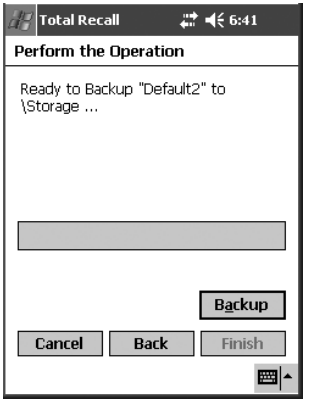


Figure 6.60 Performing The Backup

- Tap on the **Backup** button to start the process and create a profile.

A message is displayed in the *Total Recall* screen stating that the backup was completed successfully.

- Tap on **Finish** to exit *Total Recall.*

6.22.2 Restoring A Profile

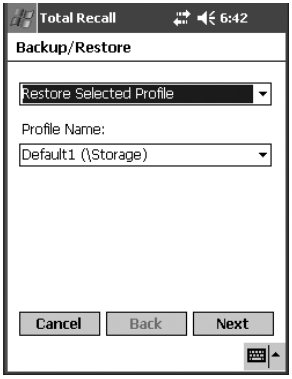


Figure 6.61 File Restoration

To manually restore a profile:

- Choose **Restore Selected Profile** from the drop-down menu, and choose the **Profile Name** you want to restore in the drop-down menu.

Note: *You can also manually restore an auto restore profile located in flash or a storage device.*

Connections

6.23 Connections

Note: *'Beam' is not available with the WORKABOUT PRO. This unit is not equipped with an IrDA port.*

You can set up *Internet* and *corporate network connections* so that you can browse the Internet, send and receive e-mail and synchronize information using ActiveSync. Your WORKABOUT PRO has two groups of connection settings: *My ISP* and *My Work Network*. *My ISP* is used to connect to the Internet. *My Work Network* is used to connect to a private network like the corporate network at your place of business.

6.23.1 Connecting To The Internet

To activate the connection, make certain that any necessary equipment is installed in your hand-held such as an Ethernet card.

1. You'll need the following information from your ISP to make an internet connection: ISP server phone number, user name and password.
2. Tap **Start, Settings**, and then tap on the **Connections** tab.

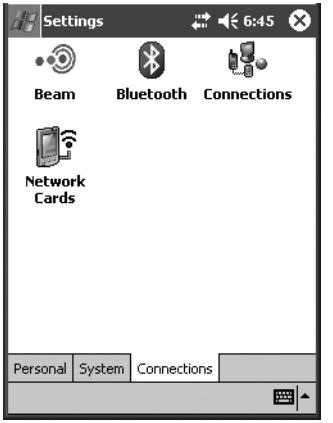


Figure 6.62 Connections Tab

3. Tap on the **Connections** icon.
4. Under **My ISP**, tap on **Add a new modem connection**.
5. In the **Select a modem** drop-down menu, choose a modem connection. If you haven't already created a modem connection, refer to "Modem Connection Setup" below.
6. To connect to the Internet, launch the program you want to use. For example, launch Internet Explorer on your WORKABOUT PRO to browse the Internet. Your hand-held automatically connects.

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

6.23.2 Modem Connection Setup

Before you begin, you'll need the following information from your ISP or network administrator: telephone number, user name, password, domain name and TCP/IP settings.

If your WORKABOUT PRO does not have access to a mobile phone network, insert a modem card in the unit.

1. Tap **Start, Settings**. Tap on the **Connections** tab followed by the **Connections** icon.
2. To create a new connection in either My ISP or My Work Network, tap on **Add a new modem connection**.
3. In the *Make New Connection* screen, type a name for the connection.

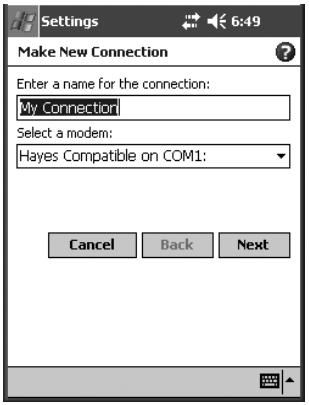


Figure 6.63 Make A New Connection Screen

4. In the drop-down menu below *Select a modem*, tap on your modem type.

Note: *If your modem is not listed in the drop-down menu, choose Hayes Compatible on COM1.*

5. Tap on the **Next** button.

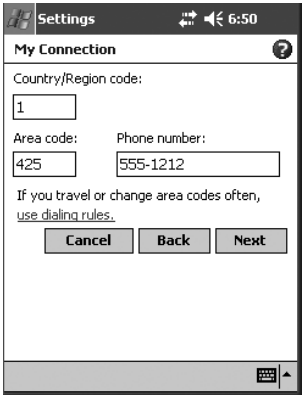


Figure 6.64 Phone Connection Screen

6. In the next screen, enter the phone number ***exactly*** as you want it dialed. If, for example, you need to dial ***9*** for an outside line, enter the ***9*** at the beginning of the phone number.
7. Tap on the **Next** button.

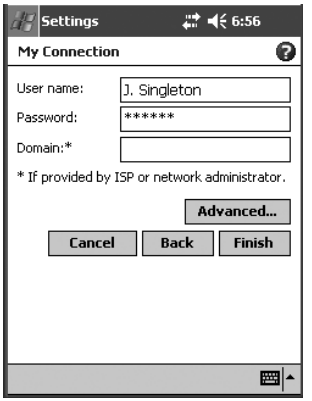


Figure 6.65 User Name, Password and Domain

8. Type the **User Name**, **Password** and **Domain Name** as provided by your ISP or network administrator.

Note: *Generally, you will **not** need to change any of the Advanced settings. For information about the Advanced settings, refer to "Advanced Modem Settings" below.*

Changes are only required in the following instances:

To change the baud rate settings, dialing string commands or credit card options.

To change port settings.

To enter TCP/IP settings because the server to which you are connecting does not dynamically assign addresses.

9. Tap on the **Finish** button.

If you need to edit the Advanced settings, refer to "Advanced Modem Settings" below.

6.23.2.1 Advanced Modem Settings

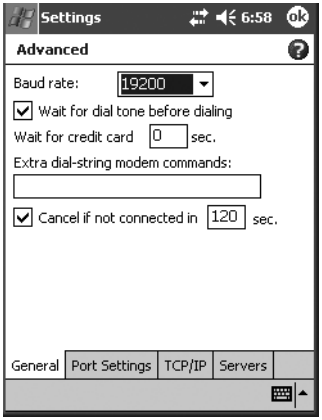


Figure 6.66 General Tab

Baud Rate

- In the **Baud rate** drop-down menu, choose a new baud rate. Check your modem documentation for the appropriate baud rate.

Wait For Dial Tone Before Dialing

- To speed connection when using a modem, disable this option–tap in the checkbox to the left of this option.

Wait For Credit Card

- If you're paying for calls with a credit card, enter the number of seconds you want the WORKABOUT PRO to wait for a credit card prompt.

Extra Dial-String Modem Commands

- Type your credit card number in this field.

Cancel If Not Connected In

- Tap in the checkbox next to this option to enable this option to make certain that the WORKABOUT PRO does not stay on line too long while waiting to connect with a network.

  Enter the number of seconds after which the call will be cancelled.

Note: *By default, you WORKABOUT PRO cancels the call if a connection is not made after two minutes.*

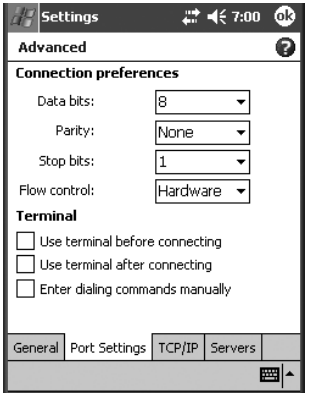


Figure 6.67 Port Settings Tab

Important: ***These settings should not be changed unless instructed by your ISP or network administrator.***

Data Bits

This parameter determines the number of bits for the data going through this port. Possible values are: 4, 5, 6, 7, 8.

Parity

This parameter determines the type of parity checking used on the data going through the port. The options are: none, odd, even, mark and space.

Stop Bits

This parameter specifies the number of stop bits—1, 1.5, 2—used for asynchronous communication.

Flow Control

This parameter selects the type of flow control used in your hand-held computer. The WORKABOUT PRO can perform Software or Hardware handshaking, or you can choose None.

Terminal

The Terminal settings along with your modem allows your WORKABOUT PRO to connect to an online service or a corporate server that requires TTY or VT-100 terminal emulation. You could, for example, connect to other computers, Telnet sites and host computers. This option is similar to the HyperTerminal program capabilities on your PC.

TCP/IP Settings

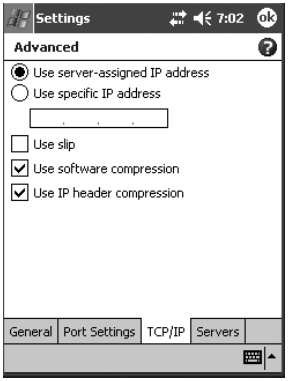


Figure 6.68 TCP/IP Tab

Important: ***If your server assigns IP addresses dynamically, you will not need to change these settings. If you need to make changes, contact your ISP or network administrator for addresses.***

Server Settings

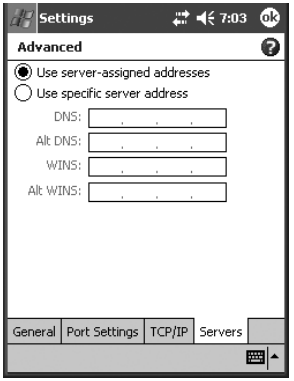


Figure 6.69 Servers Tab

Important: ***If your server assigns IP addresses dynamically, you will not need to change these settings.***

Servers requiring assigned IP addresses may also need a way to map computer names to IP addresses. The WORKABOUT PRO supports two name resolution options: DNS and WINS.

Your ISP or network administrator can determine which name resolution you need, and can also provide the server address. In addition, you will want to ask if alternate addresses are available. An alternate address may allow you to connect when the primary server is not available.

6.24 Setting Up A Network Card

Network (802.11b) cards are used to connect directly to a network. You'll be able to browse the Internet, download e-mail and so on. You do not need to create a new connection on your WORKABOUT PRO.

Before you begin, make certain that your network card is inserted in the WORKABOUT PRO.

1. Obtain the following information from your network administrator: user name, password and domain name.
2. When the network card is inserted in your unit for the first time, the *Network Settings* screen is displayed automatically so that you can configure the card. If it does not appear, or if you want to change settings, tap on **Start, Settings**. Tap on the **Connections** tab and then on the **Network Cards** icon.
3. If you need to specify server information, tap on the appropriate **adaptor**, and then tap on the **Name Servers** tab.

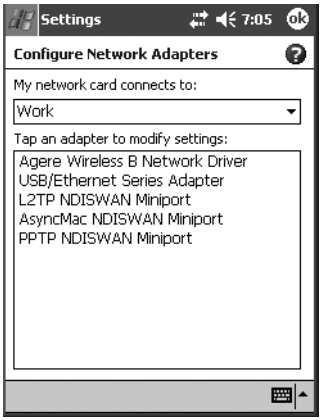


Figure 6.70 Name Servers Screen

Note: *Because most networks use DHCP, you should not need to change these settings unless instructed to do so by your network administrator.*

4. If necessary, use a network cable to connect the network card to your network. Refer to your the documentation shipped with your network card for details.
5. To activate the connection, launch the desired program (e.g., Internet Explorer). The WORKABOUT PRO will connect automatically.

6.24.1 Changing Network Card Settings

If you use your network card in two locations like work and home, you'll need to change the network to which the network card connects.

1. Tap on **Start, Settings**. Tap on the **Connections** tab and then, on the **Network Cards** icon.
2. In the drop-down menu below *My network card connects to*, choose either **The Internet** or **Work**.

6.24.2 VPN Connection Setup

A VPN connection provides a secure connection to servers through the Internet.

Before you begin, you need the following information from your network administrator: password, domain name, TCP/IP settings and a host name or IP address of the VPN server.

1. Tap on **Start, Settings**. Tap on the **Connections** tab followed by the **Connections** icon.
2. Under *My Work Network*, tap on *Add a new VPN server connection*.
3. In the *Name* field, type a name for this connection.
4. In *Host name/IP*, type the **VPN server name** or **IP address**.
5. In the *VPN type* drop-down menu, choose the type of authentication for your WORKABOUT PRO: **IPSec/L2TP** or **PPTP**. Your network administrator will let you know which option applies to your unit.
6. Tap on **Next**.
7. Choose the type of authentication in this screen. If you choose *A pre-shared key*, type the key provided by your network administrator.
8. Tap on **Next**.
9. Type your **user name**, **password** and **domain name**. If a domain name was not provided to you, try the connection without entering a domain name.

Note: *Normally, you will not need to change any advanced settings. You will need to make changes only under only the following circumstances:*

The server to which you are connecting does not dynamically assign addresses, and TCP/IP settings need to be entered.

Server DNS or WINS settings need to be changed.

If you need to edit the Advanced settings, refer to "Advanced Modem Settings" on page 157 for details about this tab.

10. Tap on **Finish**.
11. Launch a program like Internet Explorer to activate the connection. The VPN connection will start automatically.

6.24.3 Managing An Existing Connection

Once you've defined a connection, a new option appears in the first Connections screen—*Manage existing connections*.

6.24.3.1 Editing A Connection

1. Tap on **Settings, Connections** tab. Tap on the **Connections** icon.
2. Tap on **Manage existing connections**.

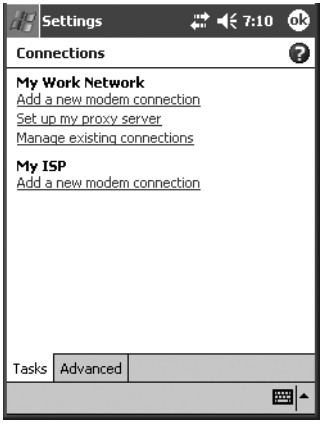


Figure 6.71 Modem Screen

- To edit your connection, tap on the **Edit** button. This will take you back to the *Connection* screen where you can make any necessary changes.

- To launch a connection from this screen, press and hold the stylus on the connection you want to activate. Choose **Connect** from the pop-up menu.
- To delete a connection, press and hold the stylus on the connection you want to delete. Choose **Delete** from the pop-up menu.

Note: *You can also create a new connection using this screen. Tap on the **New** button to begin.*

6.24.3.2 Changing A Connection Setting Name

Your WORKABOUT PRO has two sets of connection settings: *My ISP* and *My Work Network*. If you want to change one or both of these options to something more familiar to you, follow the steps that follow.

1. Tap on **Start, Settings**. Tap on the **Connections** tab followed by the **Connections** icon.
2. Under *My Work Network* or *My ISP*, tap on **Manage existing connections**.
3. Tap on the **General** tab.

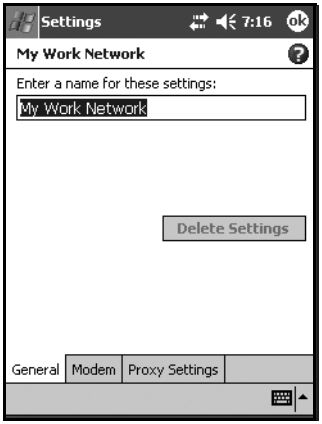


Figure 6.72 General Tab

4. Type the name you prefer in the field below *Enter a name for these settings*.
5. Tap on **OK**.

6.24.4 Selecting A Network

Important: ***Normally, you will not need to change these settings. Contact your ISP or network administrator before making any changes.***

Private networks are used for work-related activities. Internet networks are used for home connection to your ISP. The *My Work Network* settings are used for private network connections (corporate networks), while *My ISP* settings are used for Internet network connections.

When you use programs such as *Messaging* or *Internet Explorer*, your WORKABOUT PRO automatically connects using private network settings under *My Work Network* or Internet settings under *My ISP*, depending on specifications. You can determine how your WORKABOUT PRO connects.

1. Tap **Start, Settings**. Tap on the **Connections** tab followed by the **Connections** icon.
2. Tap on the **Advanced** tab.

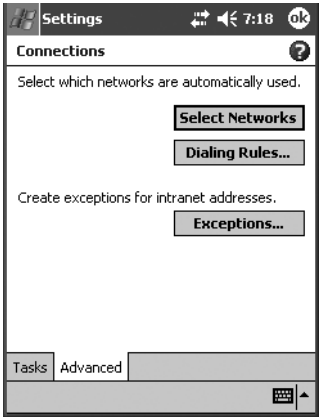


Figure 6.73 Connections Advanced Tab

3. Tap on **Select Networks**.
4. In the appropriate lists, choose **My ISP** or **My Work Network**.

6.24.5 Ending A Connection

- When connected through a modem or VPN connection, tap on the **connectivity** icon– –in the menu bar, and then tap on **Disconnect**.
- When connected with a cable or cradle, detach the cable from your WORKABOUT PRO.
- When connected through a network (Ethernet) card, remove the card from the WORKABOUT PRO.

6.24.6 Proxy Server Setup

Note: *If you are connected to your ISP or private network during synchronization, the WORKABOUT PRO will download the appropriate settings during synchronization from your PC. If these settings are not on your PC, or if they need to be changed, you'll need to set up the proxy server connection manually.*

To set up the proxy server connection manually, you'll need the following information: proxy server name, server type, port, type of Socks protocol used and the user name and password.

1. Tap **Start, Settings**. Tap on the **Connections** tab followed by the **Connections** icon.
2. Under *My Work Network*, tap on **Set up my proxy server**.

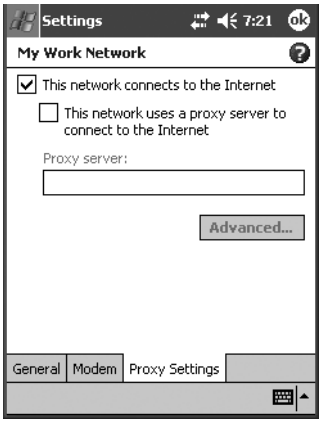


Figure 6.74 Proxy Settings Tab

3. Enable (add a checkmark next to) **This network connects to the Internet** and **This network uses a proxy server to connect to the Internet**.

4. In the *Proxy server field*, type the proxy server name.
5. Tap on **OK** to save your changes.

Note: *If you need to change advanced settings such as a port number or proxy server type, you'll need to tap on the **Advanced** button rather than tapping on OK. Advanced settings are described in "Changing Advanced Proxy Server Settings" on page 166*

6.24.6.1 Changing Advanced Proxy Server Settings

1. To change advanced settings such as port number or proxy server type, tap on the **Advanced** button.

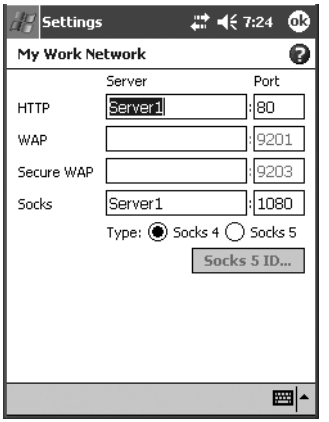


Figure 6.75 Advanced Proxy Server Screen

2. For the appropriate server type, type the proxy server name and port.
3. Choose **Socks 4** or **Socks 5**.
4. If you choose *Socks 5*, tap on **Socks 5 ID**, and type the user name and password used to connect to your proxy server. Tap on **OK**.

6.24.7 Wireless Network Setup

Refer to *Chapter 5: Connecting To A LAN With 802.11b* beginning on page 69 for details about setting up your wireless radio.

6.25 Bluetooth Setup

Bluetooth is a short-range wireless technology (approximately 10 meters) that enables data communication between digital devices and is intended for Personal Area Networks (PAN). It also provides the capability to use a Bluetooth-enabled cellular phone as a data modem, exchanging information with other Bluetooth devices and providing network access.

6.25.1 Bluetooth Mode

- Tap **Start, Settings**. Tap on the **Connections** tab followed by the **Bluetooth** icon.

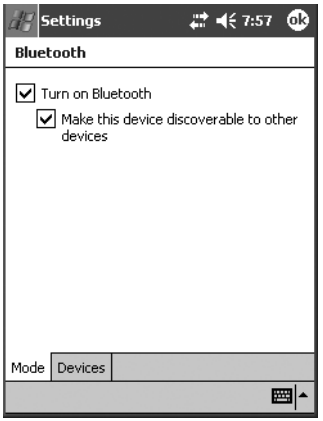


Figure 6.76 Bluetooth Mode Tab

When *Turn on Bluetooth* is enabled (a checkmark is displayed in the checkbox), Bluetooth features are available. If this option is disabled, you cannot send or receive information using Bluetooth.

When *Make this device discoverable to other devices* is enabled, other Bluetooth devices within range (approximately 10 meters) can detect your WORKABOUT PRO and can establish a bond or use a Bluetooth service. If this option is enabled, other devices can detect your unit whether or not a bond has been created.

6.25.2 Scanning For A New Device

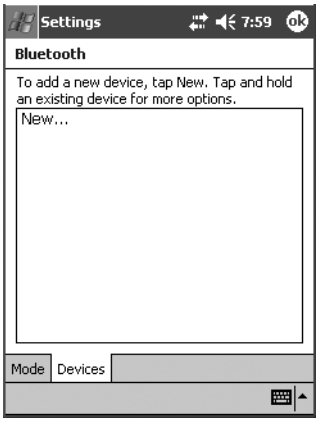


Figure 6.77 Bluetooth Devices Tab

- Tap on the **Devices** tab.

To add a new device:

- Tap on **New...**.

The WORKABOUT PRO scans for a Bluetooth device within a 10 meter range. Any Bluetooth devices within range appear in the Bluetooth list box

Figure 6.78 Adding A Device

- Highlight the device you want to add. Tap on **Next**.

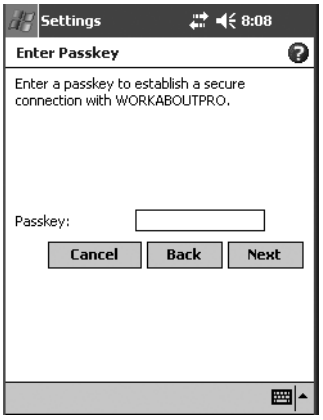


Figure 6.79 Passkey (PIN) Screen

- Type your passkey (PIN). Tap on **Next**.

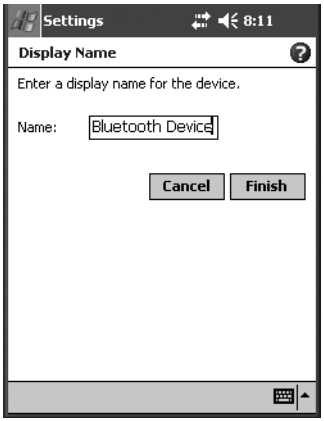


Figure 6.80 Display Name

- In the *Display Name* screen, edit the name of the device. This is ***optional***.
- Tap on **Finish**.

Note: *To connect to a Bluetooth-equipped device that's already been added, tap on the item in Bluetooth list box.*

6.25.3 The Bluetooth GPRS Phone

Once you've completed the Bluetooth settings, you can go ahead and set up communication through your Bluetooth-equipped phone.

1. Before you begin, make certain that the Bluetooth phone is turned on, that the Bluetooth radios in your WORKABOUT PRO and phone are enabled (turned on), and that the hand-held and phone are within 10 metres of each other. Both should be discoverable.
2. Tap on **Start, Settings** and then tap on the **Connections** tab.
3. Tap on the **Connections** icon. In the next screen, tap on **Add a new modem connection**.

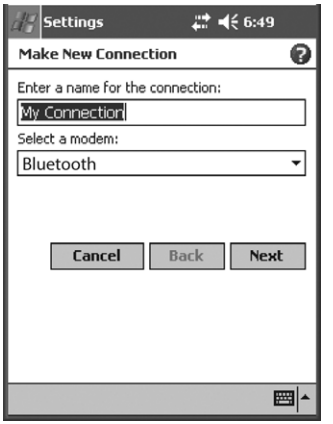


Figure 6.81 Make New Connection Screen

4. Type a name for the connection.
5. Tap on the **Select a modem** drop-down menu, and choose **Bluetooth**. Tap on the **Next** button.
6. Make certain that the phone is discoverable. Some phones also need to be pairable in order to accept a bonding request. Refer to your phone documentation for additional information.
7. If the phone appears in the *My Connections* list, skip to step 13.
8. In the list, tap the **phone** and then tap on the **Next** button.
9. In the *PIN* screen, type a personal identification number (PIN)—you can enter up to 16 characters.
10. Enter the ***same*** PIN on the phone.

11. If you wish, you can edit the name of the phone in the *Name* field.
12. Tap on the **Finish** button.
13. In the *My Connections* list, tap on the phone and then on the **Next** button.
14. Enter the dial-up phone number for this connection, and tap on the **Next** button.
15. In the *User name*, *Password* and *Domain* fields, enter the logon information for this connection, and tap on **Finish**.

You can begin using the Bluetooth phone connection, for example, to send and receive e-mail, browse the Internet with Internet explorer, and so on.

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The *Programs* menu provides access to all the applications available on your WORKABOUT PRO.

- Tap on **Start, Programs** to display this screen.

Tapping on an icon in this screen launches the associated program.

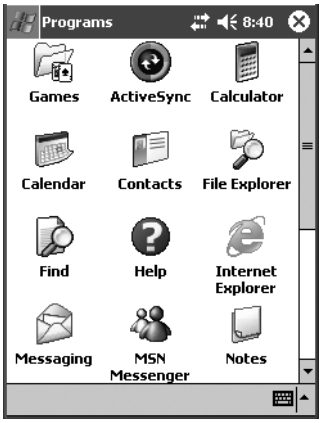


Figure 7.1 Programs Tabs

Games

7.1 Games

Your WORKABOUT PRO is equipped with a few standard games—Jawbreaker and Solitaire should you feel the need to pass the time.

ActiveSync

7.2 ActiveSync®

ActiveSync®—Microsoft PC connectivity software—can be used to connect the WORKABOUT PRO to PCs running this software. By connecting the hand-held to a PC through your desktop docking station and running ActiveSync on the PC, you can view WORKABOUT PRO files, drag and drop files between the WORKABOUT PRO and the PC, connect to the Internet, and so on.

ActiveSync can be installed from the Companion CD included with your WORKABOUT PRO.

7.2.1 ActiveSync Options

1. In the ActiveSync program on your PC, tap on **Tools, Options** to display the *Sync Options* tab. The *Sync Options* tab is selected by default.

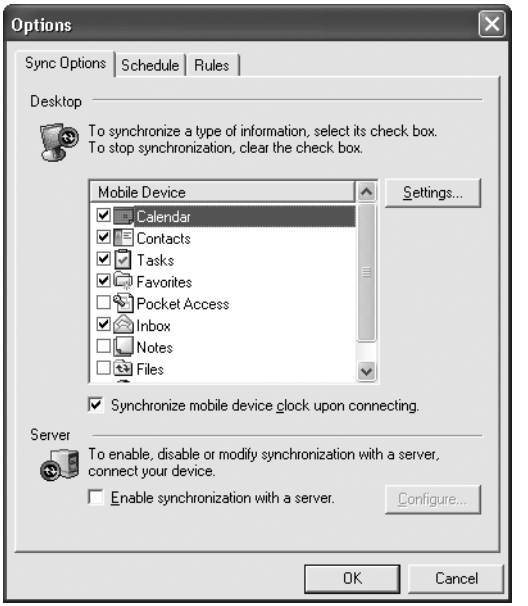


Figure 7.2 Sync Options Tab

2. Tap in the checkboxes to enable (checkmark) the types of information you want ActiveSync to synchronize.
3. If your corporation has a Microsoft Exchange Server with Exchange Server ActiveSync installed and you need to synchronize with it, tap in the checkbox to *Enable synchronization with a server*, and tap **Configure** to set it up.

   Keep in mind that you can only synchronize items with one or the other—for example, if you sync your Inbox with the server, you cannot sync it with your PC.

7.2.2 Scheduling Synchronization

To choose when your data will be synchronized:

1. Tap on the **Schedule** tab in the *Options* dialog box.

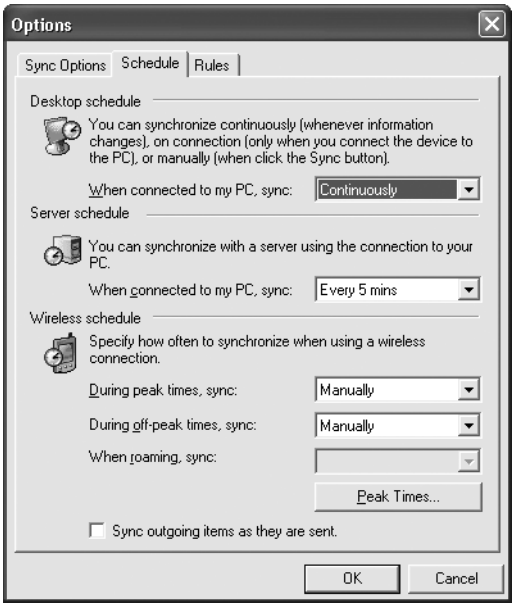


Figure 7.3 Schedule Tab

2. Choose when you want ActiveSync to synchronize by tapping on the drop-down menu next to Wh*en connected to my PC, sync*. You can choose **Continuously**, **On Connection** or **Manually**.
3. To synchronize with a server, choose how often by tapping on the drop-down menu in the *Server Schedule* area.
4. In the *Wireless Schedule* area, tap on the drop-down menu to determine how often ActiveSync will synchronize during the busiest e-mail traffic times and slower e-mail times. Tap the **Peak Times** button to set up your peak times.

7.2.3 Connecting To The Internet With ActiveSync

If your computer is connected to the Internet and your WORKABOUT PRO is connected to your computer with ActiveSync, then your WORKABOUT PRO is connected to the Internet—provided that the *ActiveSync Pass Through* option is enabled.

To enable *Pass Through* in ActiveSync:

- In ActiveSync on your PC, tap on the **Options** icon to display the *Options* screen. Tap on the **Rules** tab.

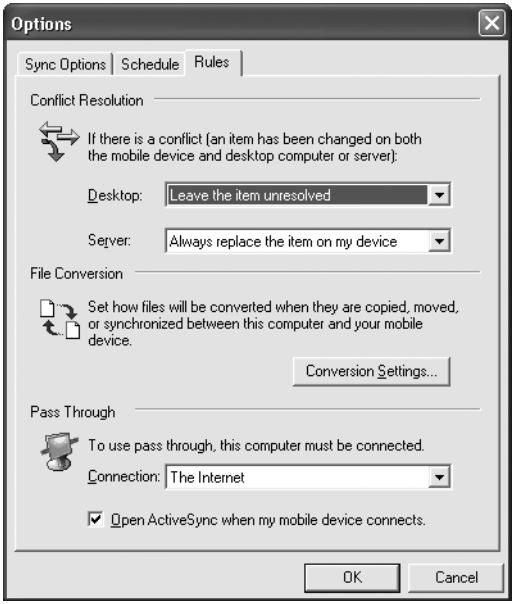


Figure 7.4 ActiveSync Rules Tab

- In the *Pass Through* section at the bottom of the screen, make certain that the **Connection** drop-down menu is set to **The Internet**.

To connect to the Internet with ActiveSync:

- Connect your PC to the Internet.
- Connect your WORKABOUT PRO to your PC.
- On your WORKABOUT PRO, check your connection by tapping **Start, Programs, ActiveSync** to make certain it says *Connected*, ***or***

  On your PC, in the *ActiveSync Details* screen, make certain that it says **Connected**.

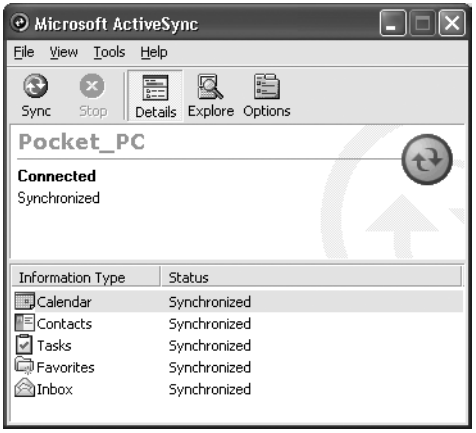


Figure 7.5 ActiveSync Connected

Your WORKABOUT PRO is now connected to the Internet.

Calculator

7.3 Calculator

Tapping on *Start, Programs, Calculator* displays a standard calculator with regular functions.

- Use your stylus to tap the calculator buttons.

Calendar

7.4 Calendar

This option is used to map out all your upcoming appointments, meetings and so on in the weeks, months and even years ahead.

Important: ***Refer to "Calendar Of Upcoming Appointments" on page 52 for details about this option.***

Contacts

7.5 Contacts

The Windows Mobile 2003 SE operating system is equipped with a *Contacts* program that synchronizes with the Contacts module of the Outlook program on your PC—so what you do on one happens to the other.

Note: *To synchronize Contacts using ActiveSync, refer to "ActiveSync Options" on page 178 for details.*

Contacts make it easy to e-mail anyone in your list. You're not limited to e-mail addresses—you can also create lists of friends' home addresses and phone numbers, and so on.

- Tap on **Start, Programs, Contacts**, *or*
  If *Contacts* is listed in your *Start* menu, tap on **Start, Contacts**.

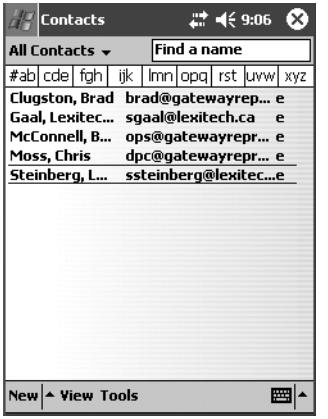


Figure 7.6 Contacts Screen

7.5.1 Adding Contacts

- Tap on **New** to display a *New Contact* screen.

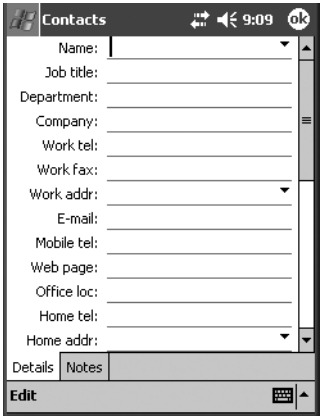


Figure 7.7 New Contact Form

- Type the information into the applicable fields for the contact you want to add.
- Tap **OK**—your contact now appears on the *Contacts* screen.

7.5.2 Importing Contacts From Other Programs

- In Outlook on your PC, tap F**ile, Import and Export...** to display the *Import and Export Wizard*.
- Tap on **Import from another program or file**, and tap on **Next**.
- Tap the type of file you want to import, and tap on **Next**.
- Continue making the selections and tapping **Next** until you are finished, and then tap **Finish**.
  Your contacts are imported into Outlook and are ready to use.

7.5.3 Creating Contact Categories

Categories help you organize your contacts according to criteria you specify.

To create a category:

- In the *Contacts* screen, tap the contact you wish to assign to a category. The summary screen for the contact is displayed.
- Tap on the **Edit** menu to display the *Contacts* editing screen.
- Use the scroll bar to move down to the *Categories* field.
- Tap the stylus on the **Categories** field to display your options. Tap on the **Add/Delete** tab.

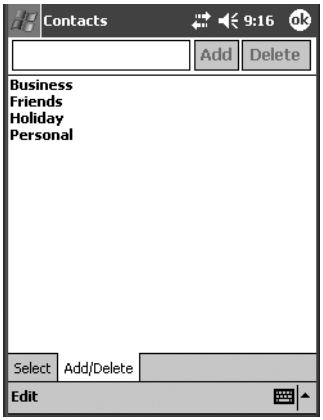


Figure 7.8 Add/Delete Tab

- In the text box at the top of this screen, type the new category you want to include.
- Tap on **Add**.

7.5.4 Assigning Contacts To Categories

In the *Contacts* screen:

- Tap the contact you want to assign to a category. The *Summary* screen for the contact is displayed.
- Tap on the **Edit** menu to display the *Contacts* editing screen.
- Use the scroll bar to move down to the *Categories* field. By default, contacts are assigned to *No Categories*.
- Tap the **Categories** field to display the current category options.
- Tap in the checkbox next to the category you want to put the contact into, and tap **OK**.

The contact is assigned to the category you chose.

7.5.5 Viewing Contacts

The *Show* menu at the top of the Contacts screen lets you sort how you want to view your contacts–*Recent, All Contacts* and *No Categories*.

- Tap **Start, Contacts**.
- Tap the **All Contacts** drop-down menu at the top-left corner of the *Contacts* screen.

Figure 7.9 Contacts Screen Show Menu

- Tap a menu option to determine how you want the contacts to be displayed.
  - **Recent**–displays a list of those contacts you access most recently.
  - **All Contacts**–displays all your contacts.
  - **No Categories**–displays contacts not assigned to a category.

7.6 File Explorer

Windows Mobile 2003 SE files are stored in folders and sub-folders that are accessible through File Explorer. You can open, save, rename, copy and paste files in the same manner as you would on any desktop PC.

Important: ***Refer to "Managing Files And Folders" on page 57 for details about this program.***

7.7 Find

- Tap **Start, Programs**, and then tap on the **Find** icon.

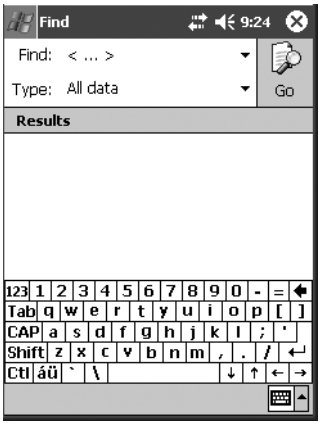


Figure 7.10 Find Screen

This screen allows you to search through the help files for a particular topic.

- In the *Find* field, type the item for which you're looking.
- To narrow your search, tap on the **Type** drop-down menu and choose from a list of preexisting programs. To search through all files, leave this option at *All Data*.

Help

7.7.1 Help

- Tap on **Start, Programs**, and then tap on the **Help** icon.

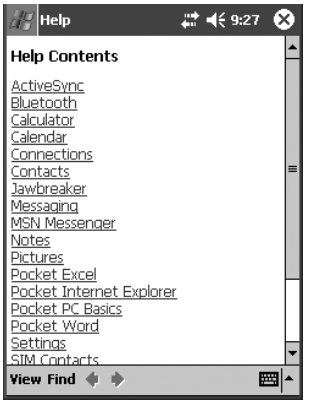


Figure 7.11 Help Screen

- Tap on the item in the *Help* list for which you require information.

Internet Explorer

7.7.2 Internet Explorer

You can connect to Internet Explorer in two ways: by connecting the WORKABOUT PRO directly to the Internet or by connecting through your PC while the hand-held is attached via ActiveSync (see "ActiveSync®" on page 177).

7.7.3 Browsing Web Sites

There is little difference between the standard Internet Explorer found on your PC and that found on your WORKABOUT PRO, sometimes referred to as Pocket Internet Explorer. You can enter URLs, set a 'home page', turn images on and off, e-mail links to friends, and so on.

To go to a web site:

- Connect your WORKABOUT PRO to the Internet. (Refer to "Connecting To The Internet With ActiveSync" on page 179 for details.)
- Tap on **Start, Programs, Internet Explorer** to open *Pocket Internet Explorer*.
- Tap on the address bar—the field near the top of the screen where URLs are entered—to highlight the current URL.
- Type a new URL in the address bar.

7.7.4 The View Menu

Turning Images On And Off

- Tap on **Start, Program, Internet Explorer**, and tap on the **View** menu.
- Tap on **Show Images** to add or remove the check mark.

Figure 7.12 The View Menu

Fitting The Page To The Screen

You are provided with three layout options—*One Column, Default* and *Desktop*.

To choose a layout:

- In the *Pocket Internet* screen, tap on **View, Layout** and then choose an option.

Figure 7.13 Screen Layout Options

One column–puts almost all Web page content into one column that is as wide as the screen. You will not need to scroll horizontally.

Default–maintains a layout similar to that you'd see on your desktop computer. Most of the content is arranged so that you can see most of it without needing to scroll horizontally.

Desktop–maintains the same layout and size as that on your PC. You'll need to scroll both horizontally and vertically.

7.7.5 Changing Security Options

Pocket Internet Explorer supports protocols used by Secure Sockets Layer (SSL). A connection using SSL allows you to send personal information safely. To find out if your connection uses this protocol:

- In the *Pocket Internet* screen, tap on **View, Properties**.

Figure 7.14 Internet Explorer Properties Screen

To change your security settings:

- Tap on **Tools, Options, Security** tab.

Figure 7.15 Internet Explorer Security Tab

Cookies collect information about your identity and preferences so that a page can tailor information to your needs. The page sends the file, and it is stored on your WORKABOUT PRO. To stop the Pocket Internet Explorer from collecting cookies:

- Tap in the checkbox to the left of *Allow cookies* to disable this option.
- Tap on **OK** when you've completed your changes.

7.7.6 Changing Options

Freeing Storage Space

- Tap on **Tools, Options, Memory** tab.

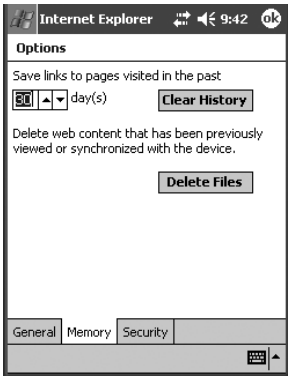


Figure 7.16 Internet Explorer Memory Tab

To free storage:

- Tap on **Delete Files**. All pages stored on your WORKABOUT PRO—including offline favorites content—are deleted.
- Tap on **Clear History** to delete all cached links.

Setting A Home Page And Changing Character Sets

To change your default Home page to the page you are currently viewing:

- Tap on the **General** tab.

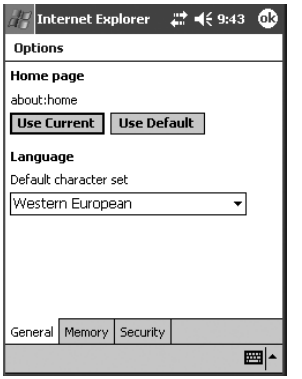


Figure 7.17 Internet Explorer General Tab

- Tap on **Use Current**.

To change character sets to view text in a different language:

- Tap on **Tools, Options**, and tap on the **General** tab.
- Tap in the drop-down menu below *Default character set*, and choose the character set that represents the language you want to view.

7.7.7 Organizing Favorite Web Sites

You can create a list of favorite web sites on your WORKABOUT PRO just as you can on your PC. You can also transfer favorites from your PC.

The WORKABOUT PRO stores these in a special area called Mobile Favorites.

Viewing Mobile Favorites

- Tap on **Start, Internet Explorer**.

- Tap on the **Mobile Favorites** icon at the base of the *Explorer* screen– .

Figure 7.18 Favorites Screen

This screen shows your current favorite web sites. The WORKABOUT PRO lists a few sites already in the list by default.

- Tap on a favorite to open the website.

Adding Mobile Favorites

- In *Internet Explorer*, open the web page you want to add to your favorites.
- Tap on the **Mobile Favorites** icon– to display the *Favorites* screen.
- Tap on the **Add/Delete** tab.

Figure 7.19 Internet Explorer Add/Delete Tab

- Tap on **Add...** to display the *Add Favorites* screen. The fields are automatically completed with data from the web page that is currently loaded in the WORKABOUT PRO Internet Explorer.

Figure 7.20 Add Favorites Screen

- Tap on **Add** to add this web site to your *Mobile Favorites*.

Note: *To delete a web site from your list, in the Add/Delete tab (Figure 7.34 on page 204), highlight the site you want to remove. Tap on <Delete>.*

7.7.8 Synchronizing A Favorite Link

- In *Internet Explorer* on your PC, go to the web site you want to add to your *Mobile Favorites.*
- Next, tap on **Favorites, Add to Favorites...** to display the *Add Favorite* dialog box.

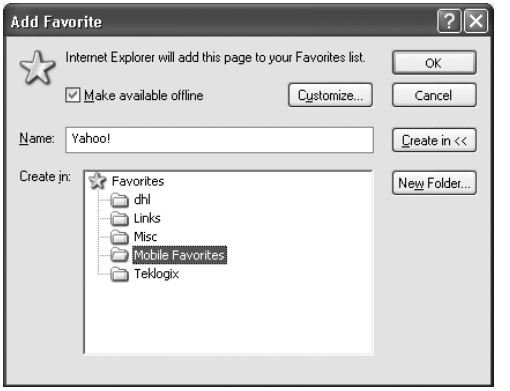


Figure 7.21 Add Favorite PC Screen

- In the *Create in* list, tap on the **Mobile Favorites** folder to select it.
- If you want to be able to view the site on your WORKABOUT PRO when it is not connected, tap in the checkbox next to *Make available offline* to enable it.

Note: *Making a site available offline allows you to read the web page at any time on your hand-held without being connected to anything. Keep in mind that all parts of the web page are added, including images. These files can take up considerable memory so if memory is an issue, leave this option disabled (unchecked).*

- Tap on **OK**.

The next time you synchronize using ActiveSync, the site will be added to your WORKABOUT PRO Favorites.

7.8 Messaging–The Inbox

The *Messaging* program is used to send and receive e-mail on your WORKABOUT PRO. To send and receive e-mail, you'll need to synchronize your PC or connect to a Post Office Protocol 3 (POP3) or Internet Message Access Protocol 4 (IMAP4) mail server.

For each of these methods, you need to set up an e-mail account with one exception–Outlook e-mail accounts are set up by default.

7.8.1 Folders

If you use an Outlook e-mail account, messages in the Inbox folder in Outlook are automatically synchronized with your WORKABOUT PRO. You can use ActiveSync on your PC to synchronize additional folders. The folders and messages you move are mirrored on the server.

For POP3 accounts, if you move e-mail messages to a folder you create, the link between the messages on the WORKABOUT PRO and the copies on the mail server are broken. When you next connect, the mail server will recognize that the messages are missing from the WORKABOUT PRO Inbox folder and delete them from the server, preventing duplication of messages. Keep in mind however that you will not have further access to messages that you moved to folders from anywhere except with the hand-held.

For IMAP4 accounts, the folders you create and the messages you move are reflected on the server, making messages available any time whether you connect to your mail server from your WORKABOUT PRO or your PC.

7.8.2 Synchronizing E-mail With Outlook

By synchronizing the WORKABOUT PRO Messaging program with Outlook on your PC, your e-mail is available on both the hand-held and on your PC.

Note: *Synchronizing e-mail does not require that the WORKABOUT PRO have an independent connection to the Internet.*

- In ActiveSync on your PC, tap on the **Options** icon

in the tool bar at the top of the screen.

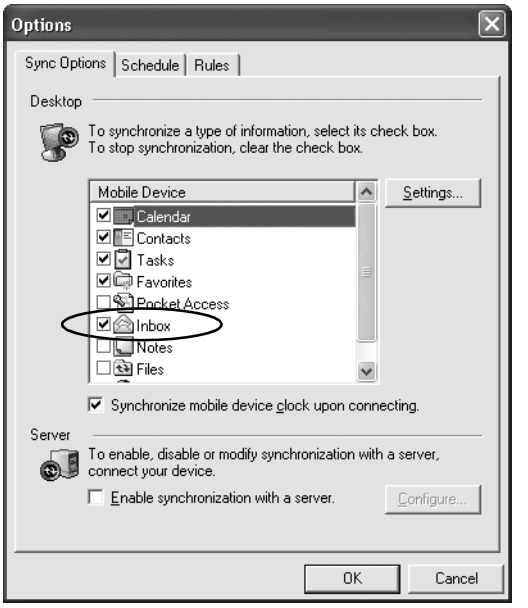


Figure 7.22 Sync Options–PC Screen

- Make certain that a check mark is displayed in the checkbox next to *Inbox*. Tap on **OK**.

Once you check *Inbox* for synchronization, Outlook e-mail messages are synchronized as part of the general synchronization process. The next time you synchronize with ActiveSync, the e-mail in Outlook on your PC will be transferred to the Messaging program on your WORKABOUT PRO.

7.8.3 Changing Synchronization Settings

- In ActiveSync on your PC, double-tap the **Inbox** item in the *Sync Options* tab.

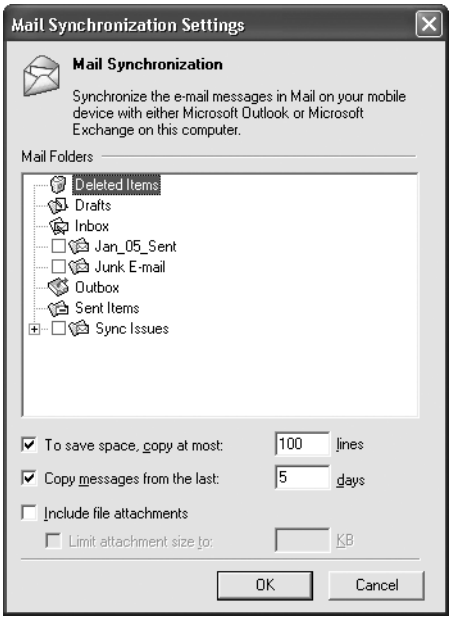


Figure 7.23 Mail Synchronization PC Screen

- Add a checkmark next to the folders in this screen that you want to synchronize with your WORKABOUT PRO.
- To control the number of lines copied to the WORKABOUT PRO, put a check mark next to *To save space, copy at most* and specify the maximum number of lines of text.
- To indicate how far back you want the WORKABOUT PRO to synchronize e-mail, put a check mark next to *Copy messages from the last* and type the number of days.
- If you want to accept file attachments, add a check mark next to Incl*ude file attachments*. To limit the size, tap on *Limit attachment size*, and specify a size in the KB box.
- Tap on **OK**.

7.8.4 Mail Server Accounts–Creating, Editing & Deleting

Creating An Account

- In the *Messaging* screen taskbar, tap on the **Accounts** tab.

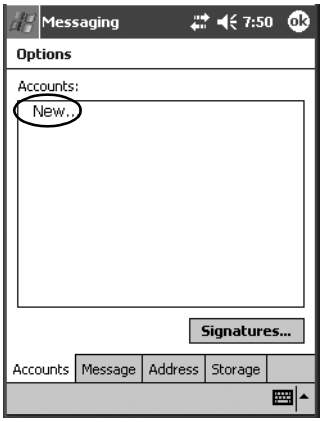


Figure 7.24 Messaging Account Screen

- In the *Messaging Options* screen, tap on **New...**, and complete the fields in the screens that are displayed.

Figure 7.25 E-mail Address Screen

- Type your e-mail address–for example, *username@servername.com.*

- Tap on **Next**.

Figure 7.26 E-mail Auto Configuration Screen

Auto configuration attempts to connect to your e-mail server and download necessary settings so that you do not need to enter them manually.

If Auto Configuration is successful, you may begin downloading messages from the server.

If ***Auto configuration is <u>not</u> successful***, you'll need to continue with the New Account wizard screens. You'll need the following information.

- Account type.
- POP3 or IMAP4 server name.
- Domain name (for network connections only).

- Tap **Next**.

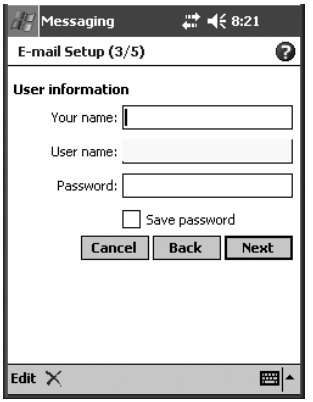


Figure 7.27 User Information Screen

- Type your **name** and **password** in the fields provided. Tap **Next**.

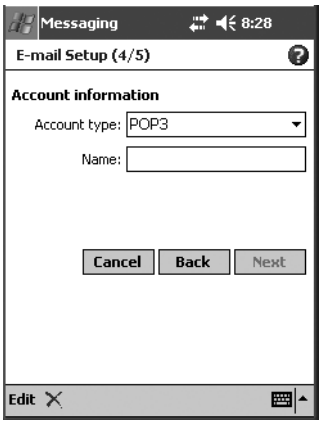


Figure 7.28 Account Information Screen

- In the *Account type* drop-down menu, choose the appropriate protocol. POP3 is the most common protocol.
- In the *Name* field, type a unique name for this account such as Work or Home. Keep in mind that this ***cannot*** be changed at a later date.
- Tap **Next**.

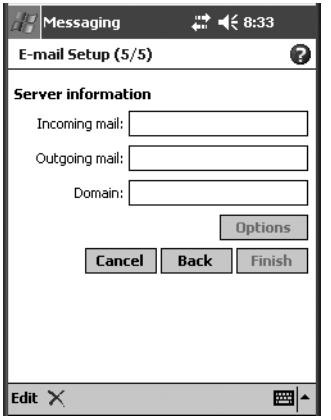


Figure 7.29 Server Information

- In the *Incoming mail* field, type the name of your e-mail server.
- In the *Outgoing mail* field, type the name of your **Simple Mail Transfer Protocol (SMTP)**.

- If you are using a network connection, type your domain name in the *Domain* field.
- Tap **Finish** when you've completed all fields.

Editing An Account

- In the *Messaging* screen taskbar, tap on the **Accounts** menu. Choose the **Accounts** command.
- In the *Accounts* screen, tap on the **account** you want to edit. Complete the fields in the screens that are displayed.

Deleting An Account

- In the *Messaging* screen taskbar, tap on the **Accounts** menu. Choose the **Accounts** command.
- Tap and hold the stylus until a pop-up menu is displayed. Choose **Delete**.

7.8.5 Downloading Messages From A Remote Server

Note: *If you receive your e-mail messages through ActiveSync, just begin synchronization. No other steps are required to download messages. The steps in this section outline how to download messages from a* ***remote server****.*

- In the Messaging screen, tap Accounts>Connect to open a connection.
- Tap **Accounts**. Ensure that the account you choose is marked with a bullet.
- Tap **Connect**.

  When you tap on Connect, the messages in your WORKABOUT PRO and e-mail server are synchronized.
- Tap on a message in the message list to open it.
- If you decide that you need a complete copy of the message, tap **Edit, Mark for Download** while the message window is open, ***or***
- In the message list (with the message closed), tap and hold the stylus on the message you want to download. In the pop-up menu, choose **Mark for Download**.
- Tap **Accounts, Disconnect** when you're finished.

7.8.6 Replying And Forwarding Messages

- Open the message in the Inbox.

When you open a message in the Inbox, the tools used to work with the messages are displayed in the taskbar along the bottom of the screen.

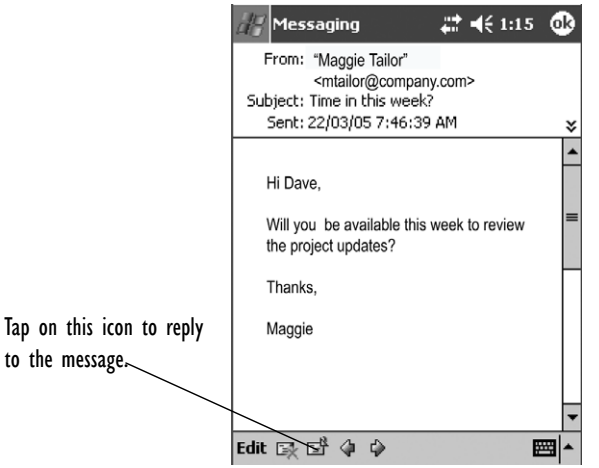


Figure 7.30 Replying To A Message

- Tap on this icon in the taskbar to display a pop-up menu. Choose the appropriate command—**Forward, Reply All**, or **Reply**.
- In the *Reply* screen, type your response.
- To check the spelling in your response, tap on the **Tools** menu and choose **Spell Check**.
- When you're done, tap on the **Send** button in the upper-left corner of the response screen.

7.8.7 Receiving Attachments

An e-mail attachment or one downloaded from a server appears as an icon at the bottom of the message.

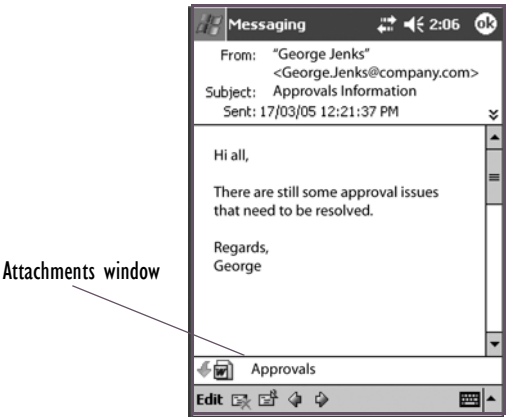


Figure 7.31 Attachments

When you tap on the attachment icon, it opens provided it has been fully downloaded.

Note: *If you are using an IMAP4 account, you can mark an attachment to be downloaded the next time you connect.*

If you receive messages through synchronization:

1. Launch ActiveSync on your PC.
2. Tap on **File, Mobile Device**, and then choose your mobile device.
3. Tap on **Tools**, and choose **Options**.
4. Choose the **message account**, choose **Settings**, and then choose **Include File Attachments**.
5. If you're receiving messages through a remote e-mail server and are using an IMAP4 account:

   In Messaging on your WORKABOUT PRO, tap on **Accounts, Accounts,** and then choose **IMAP4**.

   Tap on the **Next** button until you the *Server Information* screen is displayed. Tap on **Options**.

   Tap on **Next** *twice*, and then choose **Get full copy of messages** and **When getting full copy, get attachments**.

7.8.8 Creating And Sending A Message

1. In the *inbox message* list, tap on the **Accounts** menu, and choose **Outlook E-mail** or the e-mail account you prefer.
2. In the taskbar at the bottom of the screen, tap on **New**.

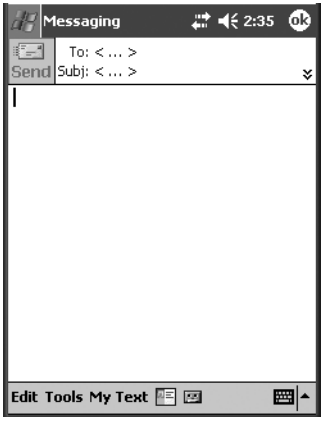


Figure 7.32 Creating A Message

3. In the *To* field, type the e-mail address of the recipient(s) to which you are sending the message, separating each with a semi-colon.
4. To access addresses from your *Contacts* list, tap the stylus on the **To** field.
5. Type a **Subject** and then type your message in the body of the screen.
6. To check your spelling, tap on **Tools, Spell Check**.
7. When you're done, tap on the **Send** button in the upper-left corner of the screen.

7.8.9 Attaching A File

1. With the message you've composed open, tap on the **Tools** menu and then choose **Add Attachment**.
2. Choose the file you want to attach.

Note: *OLE objects cannot be attached to messages.*

7.8.10 Deleting A Message

- In the *message* list, tap and hold the stylus on the message you want to delete. In the pop-up menu, choose **Delete**.

If you want to select more than one message:

- Tap and drag the stylus across the messages you want to delete.
- Tap and hold the stylus on the selected messages. In the pop-up menu, choose **Delete**.

Messages are moved into the Deleted Items folder.

7.8.11 Storage Options

To save memory, you can specify where you want attachments stored and when items will be permanently deleted from the WORKABOUT PRO.

- In the message list (Inbox), tap on **Tools, Options**, and then tap on the **Storage** tab.

Figure 7.33 Messaging Storage Tab

Storing Attachments

To store attachments on a storage card rather than internal RAM:

- Tap on the checkbox next to *Store attachments on storage card*.

Removing Deleted Items

To specify when items in the *Deleted Items* folder are permanently removed:

- Tap on the drop-down menu below *Empty deleted items*.
- Choose how you want items deleted.

7.9 MSN Messenger

MSN Messenger allows you to chat with friends and coworkers who use MSN Messenger or Windows Messenger.

7.9.1 Setting Up Your MSN Account

To use MSN Messenger, you'll need an Internet connection and a .NET Passport account to log into MSN's messaging servers.

Note: *MSN and Hotmail e-mail addresses are valid Passports accounts.*

1. Set up a connection on your mobile device such as a modem or wireless connection. Refer to "Connections" beginning on page 153 for details.
2. Set up an MSN account.
   To set up an MSN account, go to http://www.passport.com.
   To set up a hotmail account, go to http://www.hotmail.com.
3. Once you've set up your account, you're ready to use MSN Messenger.

7.9.2 Getting Started

1. Tap **Start, Programs**, and then tap on the **MSN Messenger** icon.

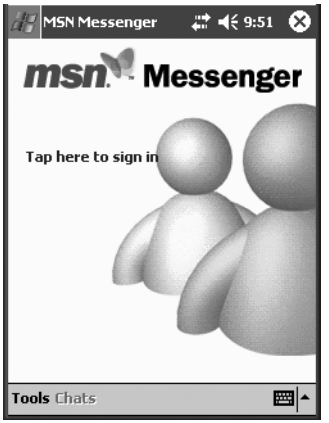


Figure 7.34 Startup MSN Messenger Screen

2. Tap on the **Tools** menu, and choose **Options**. Tap on the **Accounts** tab.

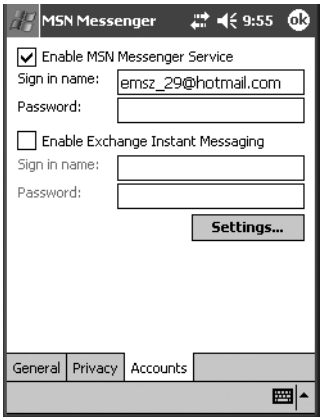


Figure 7.35 MSN Messenger Accounts Tab

3. Enable (add a checkmark) to **Enable MSN Messenger Service** and/or **Enable Exchange Instant Messaging**.
4. If you enabled both accounts, tap on the **Settings** button and choose which account to sign in to first.
5. Tap on **OK**.

7.9.3 Signing In To MSN Messenger

1. Tap on **Start, Programs, MSN Messenger** icon. Tap anywhere in the MSN Messenger startup screen.

Figure 7.36 MSN Messenger Sign In Screen

2. In the field below *Sign in name*, type your MSN .NET (or Hotmail) e-mail account.
3. In the *Password* field, type your MSN.NET Passport password, and tap **Sign in**.

7.9.4 Signing Out

- Tap on the **Tools** menu. Choose **Sign Out**.

7.9.5 Adding Contacts

The people you plan to chat with are known as your *contacts* in MSN Messenger.

Important: ***These contacts are not to be confused with those identified in Contacts program described beginning on page 181.***

MSN Messenger contacts are stored on MSN's servers, not on your device—you cannot view them unless you're online and signed in. Contacts created in the Contracts program are synchronized with Outlook's Contacts module.

You cannot send an instant message to someone until you've added that person as a contact in MSN Messenger.

To add a contact:

1. Sign in to *MSN Messenger* on your WORKABOUT PRO.
2. Tap on **Tools, Add a Contact**.

Figure 7.37 Add A Contact Screen

3. In the *Sign-in Name* field, enter the contact's full Passport (or Exchange) e-mail address.

4. Tap on **Next**.

You'll see a "Success!" message. A failure message is displayed if you mistyped the e-mail address or if your contact doesn't have a valid Passport account.

5. Tap **OK**.

Your contact is listed on the main MSN Messenger screen whenever you sign in to the service.

7.9.6 Deleting Contacts

1. After signing in, in the main MSN Messenger screen, press and hold the tip of the stylus on the contact's name.
2. In the pop-up menu, choose **Delete Contact**.
3. In the screen warning you that you're about to delete a contact permanently, tap on **Yes**.

7.9.7 Managing Your Privacy

Blocking And Unblocking A Contact

To ***block*** a contact:

1. In the startup MSN Messenger screen, press and hold the stylus on a contact's name.
2. Choose **Block** in the pop-up menu.

On the MSN Messenger start screen, you'll see a red slash through the icon next to this contact's name. Blocked contacts do not know they've been blocked. To them, your status will always be 'not online'.

To ***unblock*** a contact:

1. In the startup MSN Messenger screen, press and hold the stylus on a contact's name.
2. Choose **Unblock** in the pop-up menu.

Contact Notification

If you want to be notified when someone has added you to their contact list:

1. In the startup MSN Messenger screen, tap on **Tools, Options, Privacy** tab.
2. Check the box marked *Alert me when I am added to a Passport contact list*.

When someone adds you to their contact list, a dialog box appears on your WORKABOUT PRO that allows you to block them immediately should you choose.

Changing Your Status

To change your status:

1. Tap on **Tools, My Status**.

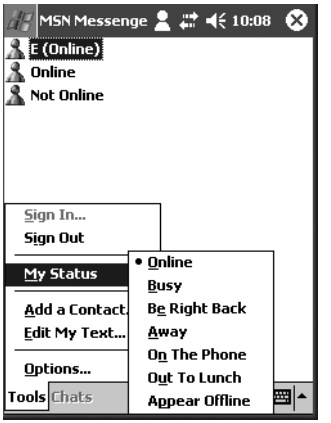


Figure 7.38 My Status Menu

2. When you're signed in but unable (or unwilling) to reply to messages, choose a status such as *Away* or *Busy*.
3. Choose **Appear Offline** if you want to see your contacts even though it will appear to them that you're not signed in.

Notes

7.10 Notes

The Notes application is an electronic notepad you can use to jot down your ideas quickly. You can enter text using the soft keyboard, the WORKABOUT PRO keyboard, or you can write on the screen using your stylus. You can also record a message.

Notes can also be shared through e-mail and synchronization with your PC.

- Tap on **Start, Programs, Note** launch this application, ***or***
  In the *Today* screen, tap on the **New** menu in the taskbar, and choose **Note**.

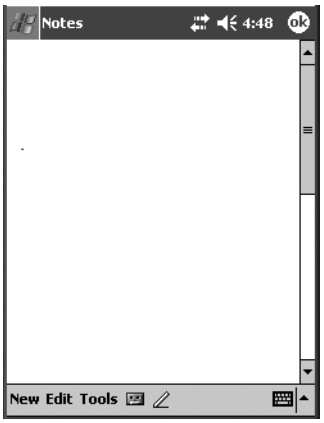


Figure 7.39 Notes Screen

7.10.1 Creating A Note

1. Choose an entry mode for your note.
   To enter text with the *soft keyboard*, *Transcriber* or the *Block* or *Letter Recognizer*, tap the stylus on the soft keyboard icon to choose your text input method.
   To use your stylus to handwrite on the screen, tap on the pen icon .
   Lines will be displayed on the *Notes* screen as guides.

Important: ***Refer to "Entering Text" on page 63 for details about these options.***

2. Compose your note using the method you've chosen.
3. Tap on **OK** when you're done.
   Your note is automatically saved. The file name is the first line of the note if you used the keyboard–otherwise, it's named Note1, Note2 and so on.

7.10.2 Converting Notes To Text

When you use the pen tool, you can write notes in your own handwriting and keep them as is, if you like. You can also teach the WORKABOUT PRO to recognize your handwriting and convert it into printed text.

To convert handwriting into text:

1. Tap on the pen tool and compose a note using your stylus.

Figure 7.40 Handwriting A Note

2. Tap on **Tools, Recognize**.

The text in the note is converted from handwritten to printed text.

Figure 7.41 Converting Handwriting Into Print

Note: *To convert only a specific portion of your handwritten note into printed type, tap the stylus just before the first letter of the text, pause for a second, and then drag your stylus across the text you want to select. Then, tap on* ***Tools, Recognize*** *to convert only the highlighted text.*

Failed Conversions

The Recognize tool sometimes gets the conversion wrong. If some words are not converted properly:

1. Press and hold the stylus on the incorrectly converted word.
2. In the pop-up menu, choose **Alternative** to display a list of possible alternatives to the incorrectly converted word. Your handwritten version is displayed along the top of the menu.

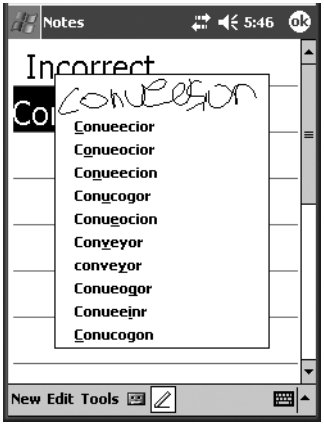


Figure 7.42 Incorrect Conversions

3. Tap on the correct word in the list.
4. If the word is not listed, as is the case in the sample screen, tap on the soft keyboard icon to display the soft keyboard, and type the correct word.

7.10.3 Renaming A Note

1. Press and hold the stylus on the file name in the *Notes* screen that you want to rename. In the pop-up menu, choose **Rename/Move**, ***or***
   Tap the file name to select it, and tap on **Tools, Rename/Move**.
2. In the *Name* field, type the name you want to assign to the file, and tap **OK**.

7.10.4 Recording Notes

It's sometimes easier to record a note than to write it down just to make certain that you've captured an idea before it drifts away. To make an audio recording:

1. Open a new *Note*.

2. Tap on the recording icon to display the *Record/Playback* toolbar at the bottom of the note.

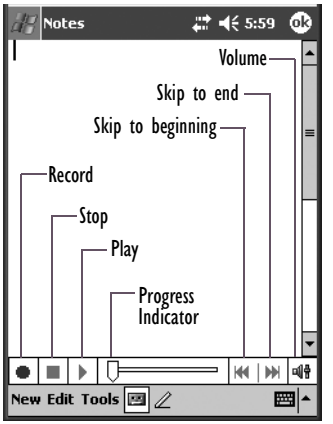


Figure 7.43 Recording Screen

3. Tap on the **Record** button—a beep alerts you that your device is now ready to record.
4. Begin speaking into the microphone on the WORKABOUT PRO, or move the hand-held to within a few feet of the source of the sound you want to record.
5. Tap on the **Stop** button when you've completed your recording.
6. Tap on **OK** to save the note.

A speaker icon is displayed in the note indicating the presence of a recording within the note.

Figure 7.44 Recorded Note

- To play the recorded note, tap on the **speaker** icon.

7.10.5 Synchronizing A Note

Like Messaging, Tasks, Contacts and so on, the Notes program can be synchronized with Outlook on your PC. In this way, all notes, recordings and drawings created in the Notes program are copied to your PC and can be edited in Outlook's Notes module.

To synchronize Notes with Outlook:

1. Connect your WORKABOUT PRO to your PC.
2. In the ActiveSync screen on your PC, tap on the **Options** icon

to display the *Options* tab.

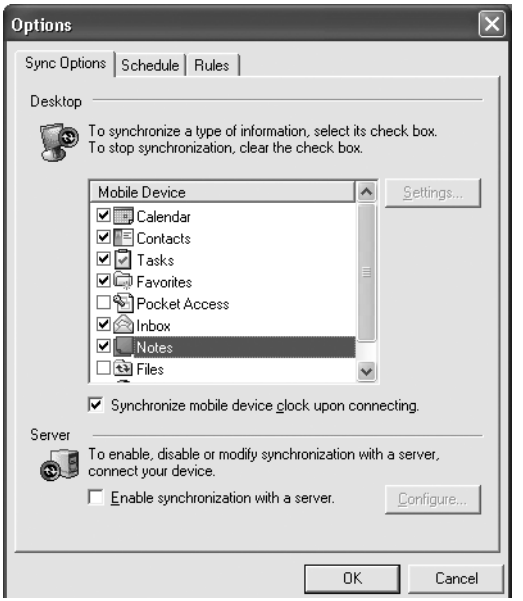


Figure 7.45 PC Sync Options Tab

3. Make certain that **Notes** is selected in this tab, and tap on **OK**.

When you next synchronize your WORKABOUT PRO with ActiveSync, all your notes are copied to your PC.

7.11 Pictures

Pictures is a photo viewing program. This program also provides a number of tools that allow you to crop, adjust picture contrast and brightness, zoom in and out of photos and save your adjustments.

Important: ***The Pictures program can only display .bmp or .jpg formats. Photos in other formats will need to be converted on your PC before they are transferred to the WORKABOUT PRO.***

7.11.1 Moving Photos To The WORKBOUT PRO

1. Connect your device to your PC with ActiveSync.
2. On your PC, using Windows Explorer (right-click My Computer and click on Explorer), drag photos from their folder to the Mobile Device, My Pictures folder.

7.11.2 Opening A Photo

1. Tap on **Start, Program, Pictures**. You'll see a thumbnail of your photos.

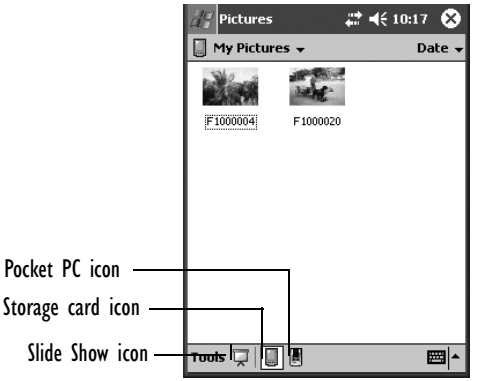


Figure 7.46 Pictures Thumbnail Photo

Note: *If you've stored your photos on a storage card, you'll need to tap on the storage card icon to display your photos.*

2. Tap on a thumbnail to open a photo.

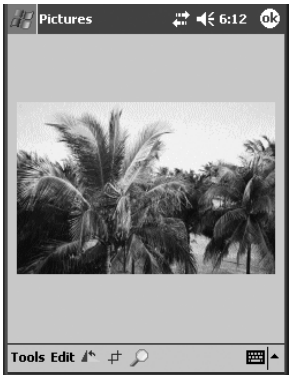


Figure 7.47 Viewing A Photo

7.11.3 Deleting A Photo

1. Press and hold the stylus on the photo you want to delete to display a pop-up menu. Tap on **Delete**.
2. Confirm your choice when prompted.

7.11.4 Editing A Photo

- Tap a thumbnail photo to open it.

To display the editing tools:

- Tap **Edit, Brightness and Contrast**. A new set of tools is displayed above the taskbar.

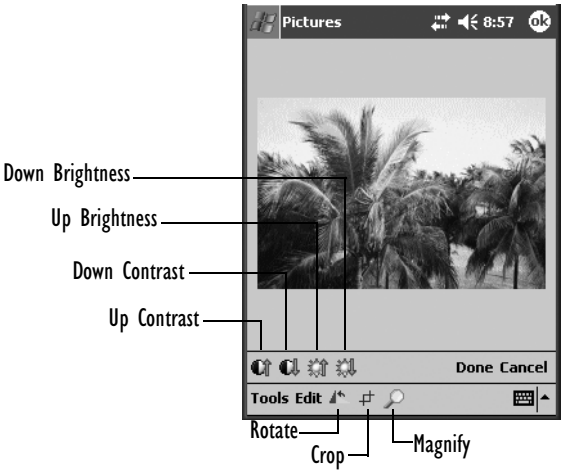


Figure 7.48 Editing Photos

Adjusting Contrast And Brightness

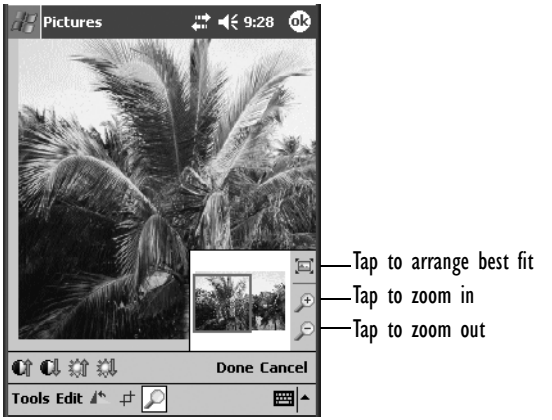
- Tap the **Up Contrast** icon or the **Down Contrast** icon to increase or decrease the photo contrast.
- Tap the **Up Brightness** icon or the **Down Brightness** icon to increase or decrease the photo brightness.
- Tap on the **Rotate** icon to flip the photo.
- Tap **OK** when you're done, and tap on **Yes**, **No** or **Cancel** when prompted.

Cropping A Photo

- Tap on the **Crop** icon and then drag the stylus diagonally across the screen to select the area of the image you want to crop.
- Tap inside the box when prompted. Your photo is cropped.

Zooming In And Out

- Tap the **Magnify** icon—a smaller version of the photo is displayed on the screen.



- Tap on the **Zoom In** icon to zoom in and the **Zoom Out** icon to zoom out.
- To bring a particular portion of the photo into view, press and hold the stylus inside the red box. Drag it to bring a segment of the photo into view on the WORKABOUT PRO screen.
- Tap on the **Best Fit** icon to display the entire photo as large as possible within the screen again.
- Tap on **Done** when you have finished your adjustments, ***or***

  Tap on **Cancel** to discard your changes.

Once you've finished your edits:

- Tap on **OK** to close the image. You'll be asked if you want to save the changes. Tap on **Yes**, **No** or **Cancel**.

Note: *Tapping on **Yes** overwrites the original version of the photo.*

*Keep in mind also that resaving a .jpg photo can result in loss of quality. It's better to tap on **Cancel**, then tap on **Tools, Save Picture As**, and type a new name for the photo.*

7.11.5 Creating A Slide Show

To view a slide show:

- Tap on the **Slide Show** icon in the taskbar.

The slide show begins—in slide show mode, photos are displayed for about five seconds, one after the other.

To display the slide show tool bar:

- Tap anywhere on the photo.

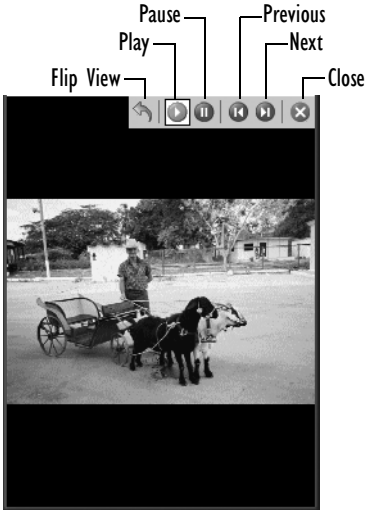


Figure 7.49 Slide Show Bar

Flip View Button—switches between landscape and portrait.

Play Button—resumes playing the slide show if you've paused it.

Pause Button—pauses slide show.

Previous Button—returns to the previous screen.

Next Button—skips to the next photo.

Close Button—shuts down the slide show and returns to the main Pictures screen.

Pocket Excel

7.11.6 Pocket Excel

Pocket Excel is an abridged version of Microsoft Excel, an electronic spreadsheet program. In addition to providing the tools to manipulate text and numeric values like statistics, percentages, using formulas that perform calculations, and so on, this program can also include graphics such as pie charts.

Pocket Excel allows you to copy Excel workbooks from your PC onto your WORKABOUT PRO and update them while you're away from your desk.

When you synchronize your WORKABOUT PRO with your PC, the file—a Pocket Excel workbook with a .pxl extension—is converted into a Microsoft Excel workbook with an .xls extension, and visa versa.

To launch Pocket Excel:

- Tap on Star**t, Programs, Pocket Excel**. A blank workbook is displayed.

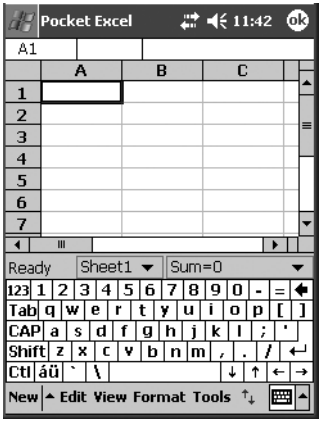


Figure 7.50 Pocket Excel Workbook

- If a list of workbooks is displayed rather than a new sheet, you'll need to create a new workbook. To create a workbook:
- In *Pocket Excel*, tap the **New** menu, ***or***

  In the *Today* screen, tap on the **New** menu, and then tap on **Excel Workbook**.

7.11.7 Workbook Components

To better understand the components of a workbook, review the diagram below.

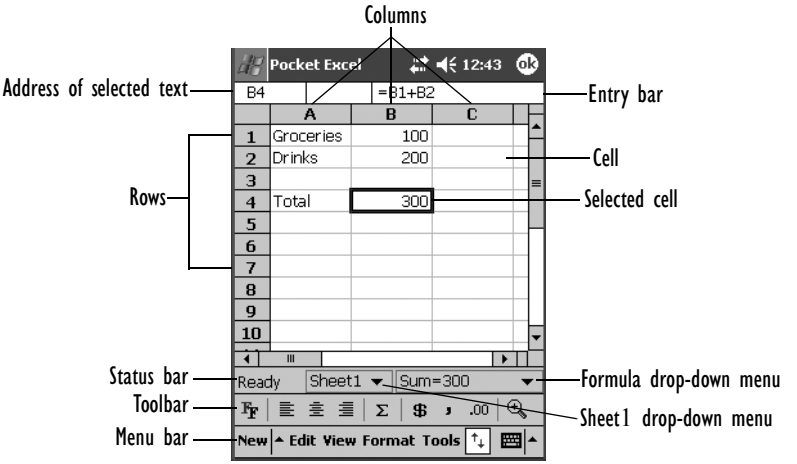


Figure 7.51 Excel Components

- If the toolbar is not visible, tap on the **Show/Hide Toolbar** icon .

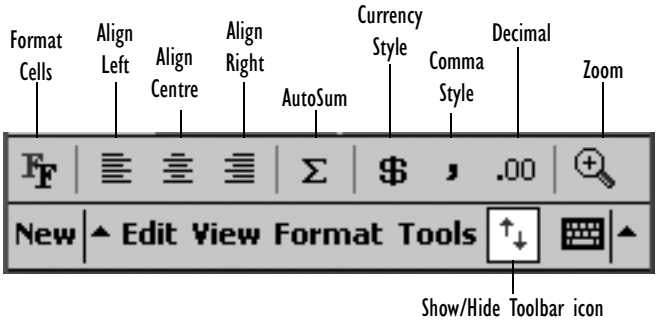


Figure 7.52 Pocket Excel Toolbar

By default, a new workbook has three worksheets in it. Each worksheet has 256 columns and 16,384 rows.

7.11.8 Moving Between Worksheets

To move between worksheets:

- Tap on the **Sheet1** drop-down menu, and choose a worksheet.

7.11.9 Adding, Deleting And Renaming Worksheets

To add, remove or rename a worksheet from within a workbook:

- Tap on **Formats, Modify Sheets**.

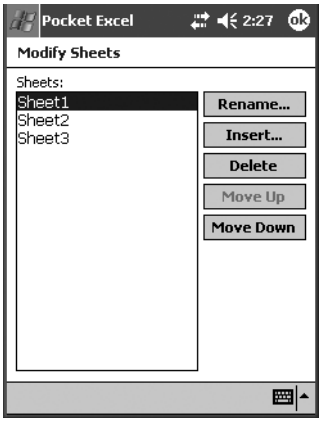


Figure 7.53 Modify Sheets

- Tap on the sheet you want to modify in the left column.
- Tap **Rename** to assign a new name, **Insert** to add a new worksheet, **Delete** to remove the worksheet, and **Move Up** or **Move Down** to change the order of the worksheets.

7.11.10 Entering Data In A Worksheet

- Tap on the cell in which you want to type text or numbers. A border appears around the cell.

- Begin typing text or numbers. As you type, a blinking cursor is displayed in the entry bar at the top of the screen. This is where the data appears before it is placed in a cell.

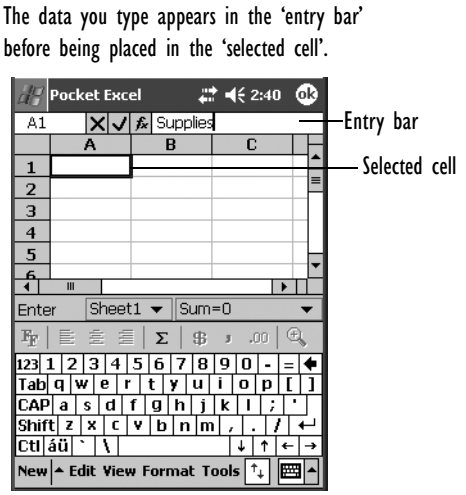


Figure 7.54 Entering Data

- Tap the check mark to the left of the entry bar, or tap on <Enter> on the soft keyboard to place the data into the cell.

Cancelling An Entry

- Tap on the '**x**' button to the left of the entry bar.

Editing Cell Text Or Numbers

- Tap at the end of the data in the entry bar, and then change the text using the text entry method you prefer—soft keyboard, WORKABOUT PRO keyboard, and so on.

Entering Symbols

To enter symbols like hatch symbol (#) or to change the character set:

- Tap on **Tools, Insert Symbol**.
- In the *Font* drop-down menu, choose the font you would prefer to use.
- In the *Subset* drop-down menu, choose the character set you'd like to use.

Copying And Pasting

- Tap the cell that contains the data you want to copy.
- Tap on **Edit, Copy** from the menu in the taskbar, ***or***

  Tap and hold the stylus in the cell you want to copy. In the pop-up menu, choose **Copy**.
- Tap in the cell where you want to paste the data.
- Tap on **Edit, Paste**, ***or***

  Tap and hold the stylus in the cell where you want to paste the data. In the pop-up menu, choose **Paste**.

7.11.11 Working With Cells, Rows and Columns

Excel offers a number of formatting and editing tools to help you create a professional and accurate spreadsheet.

Formatting Cells

- Tap on the cell you want to format, or select a group of cells by dragging the stylus across them.
- Tap on **Format, Cells**.
- In the tabs at the bottom of the screen, choose the specific cell characteristics you want.

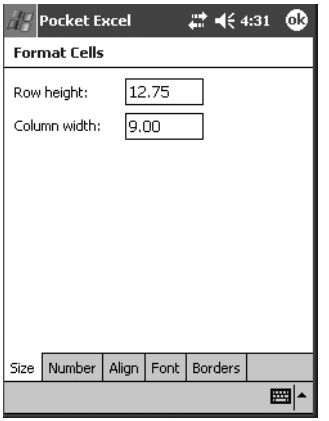


Figure 7.55 Format Cells Size Tab

Size Tab—Cell height ranges from 0 to 409. Cell width ranges from 0 to 255. Decimals are acceptable for both height and width.

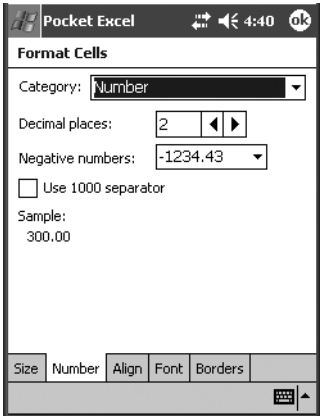


Figure 7.56 Format Cells Number Tab

Number Tab—Numbers can represent currency, a date, a percentage, and so on. The Category: drop-down menu allows you to choose what the number in a spreadsheet represents. For example, choose Currency for monetary units. Other categories have options attached to them. For example, tapping on Time in the Category: drop-down menu displays a secondary window—Type—where you can choose how you want time represented in the spreadsheet.

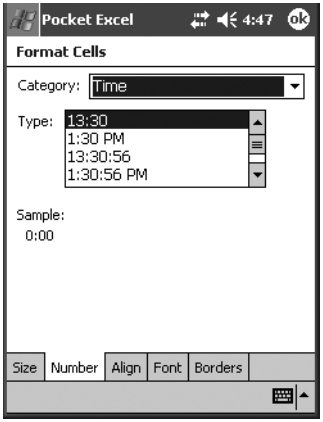


Figure 7.57 Additional Options

Align Tab–The drop-down menus below the 'Horizontal:' and 'Vertical:' options allow you to arrange text in the cells. Tapping in the checkbox next to 'Wrap text' wraps lines of text to fit in a cell.

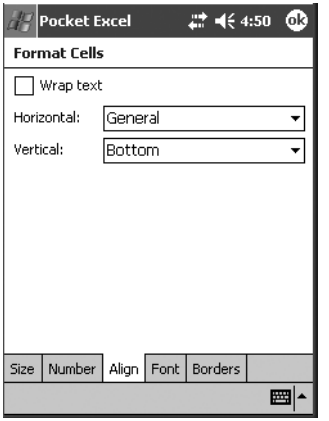


Figure 7.58 Cell Alignment Tab

Font–The options in this tab allow you to choose a font, the colour and size of the font, along with the style–Bold, Italic and Underline.

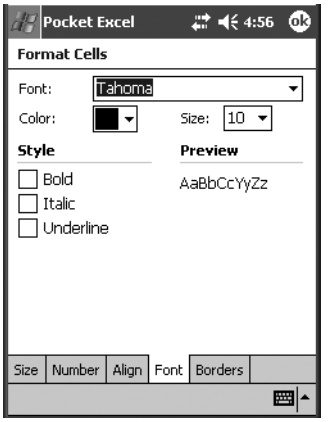


Figure 7.59 Font Tab

Borders—This tab determines the appearance of a cell—the colour of cell borders, on which side of the cell borders will be displayed and any cell shading.

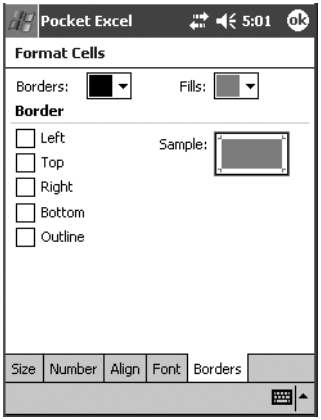


Figure 7.60 Borders Tab

- When you've set your formatting options, tap on **OK**.

The cell you selected reflects the formatting you specified.

Inserting Rows And Columns

To insert a cell, row or column:

- Tap a cell in the workbook next to which you want to insert a cell, row or column.
- Tap **Format, Insert Cells...**, *or*

  Tap and hold the stylus on a cell. In the pop-up menu, choose **Insert**. The *Insert Cells* screen appears.

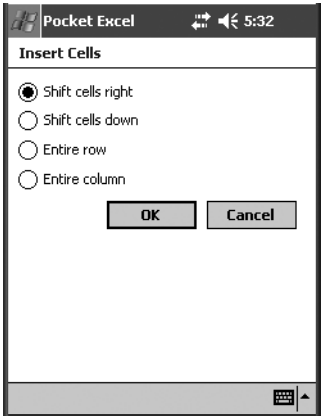


Figure 7.61 Insert Cells Screen

- Tap in one of the radio buttons:

  Shift cells right—inserts the cell to the left of the selected cell, and shifts existing information to the right.

  Shift cells down—inserts a cell above the selected cell, and shifts the existing cells down.

  Entire row—inserts an entire row above the selected cell.

  Entire column—inserts an entire column to the left of the selected cell.

Deleting Cells, Rows And Columns

- Tap a cell that you want to delete, or if you want to delete an entire row or column, tap on a cell in the row or column you want to delete.
- Tap on **Format, Delete Cells**, ***or***

  Press and hold the stylus on a cell, and tap on **Delete** in the pop-up menu.

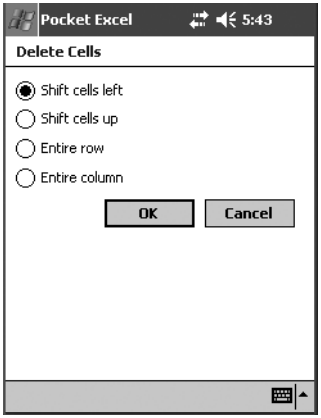


Figure 7.62 Delete Cells

Shift cells left—deletes the selected cell and shifts existing information to the left.

Shift cells up—deletes the selected cell and shifts existing information up.

Entire row—deletes an entire row and shifts existing information up.

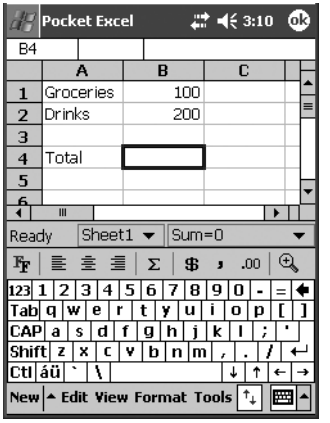
Entire column—deletes an entire column and shifts existing information to the left.

7.11.12 Creating Formulas

A formula is an equation beginning with an = sign that performs operations on your data. The operations can be mathematical and can use numbers, text or cell addresses.

You can enter formulas manually, or you can use the Insert Function command that lists a collection of standard formulas.

Inserting Formulas Manually.



In this example, the total expense will appear in the selected cell, next to 'Total'.

Figure 7.63 Manually Entered Formulas

- Tap the stylus in the cell where you want the result of the formula to appear.
- Tap the stylus in the entry bar, and begin the formula by typing an equal sign '='.

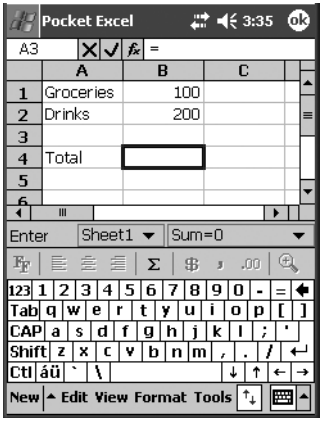


Figure 7.64 Beginning A Formula

In the example above, the objective is to add the expenses together, placing the total in the cell next to 'Total'.

- Tap the stylus in cell B1—the cell containing the value, 100—the value 'B1' appears in the entry bar.

- Since in this example, we want to add values together, tap the stylus on the plus sign '+' in the soft keyboard—tap the <CAPS> key in the soft keyboard to display this symbol.
- Tap the stylus in cell B2—the cell containing the value, 200.
- Tap on the check mark icon to the left of the entry bar. The total of cells B1 and B2 are displayed in the cell that you selected at the outset.

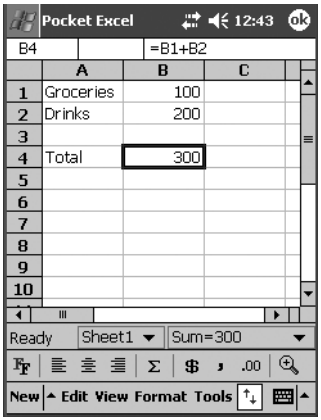


Figure 7.65 Formula Results

Note: *Formulas are automatically recalculated whenever any changes are made to the cells where the formula is applied.*

Using The Insert Function Command

- Tap the cell in which you want the result of the formula to appear.
- To display the *Insert Function* screen, tap on **Tools, Insert Function**, ***or***

  Tap on the ***fx*** button to the left of the entry bar. (If this button is not visible, tap the stylus in the entry bar.)

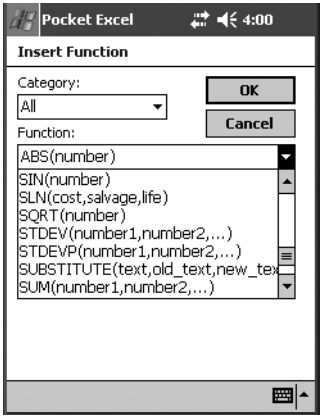


Figure 7.66 Insert Function Screen

- Tap on the formula you want to use—for this example, the SUM formula was used—'SUM(number1,number2,...)'.
- Tap on **OK**.

Important: ***The formula is displayed in the entry bar of the worksheet. This formula is a model. The information in the parentheses must be replaced by your data.***

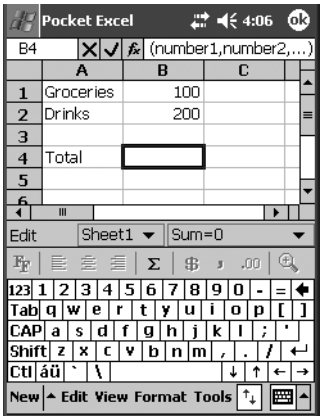


Figure 7.67 Inserting A Function

In this example, in the parentheses, the SUM function sample indicates that numbers (or cell coordinates) be separated by commas.

- In the entry bar, delete the example information in the parentheses—in this example, (number1,number2...).

- With the cursor positioned between the parentheses, tap the stylus on the first cell you want to include in this formula, and then type a comma.
- Tap the stylus on the next cell you want included in the formula, remembering to separate each entry with a comma.
- When you're done, tap on the check mark to the left of the entry bar.

The formula is calculated and the total is entered in the cell you selected at the outset.

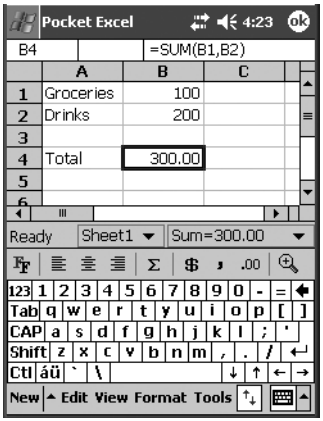


Figure 7.68 Completed Formula

Pocket Word

7.12 Pocket Word

If you've used Microsoft Word on your Mac or PC, Pocket Word will be familiar to you. Keep in mind however that Pocket Word was designed for a small screen and limited memory.

The first noticeable difference is the file format of the documents—Pocket Word documents have a .psw extension rather than the Microsoft Word extension .doc. During file transfer, files are converted automatically when transferred between your PC and the WORKABOUT PRO.

Keep in mind, however, that a Word document created on your PC can lose key formatting features such as styles and tables if you make changes to it on your WORKABOUT PRO.

- Tap on **Start, Programs, Pocket Word**.

When you initially open Word, a blank page is displayed. If you've already create a Pocket Word document, a list of files is displayed.

7.12.1 Creating A New Document

- In *Pocket Word*, tap on **New** in the taskbar at the bottom of the screen, ***or***
  In the *Today* screen, tap on the **New** menu, and choose **Word Document** from the menu.

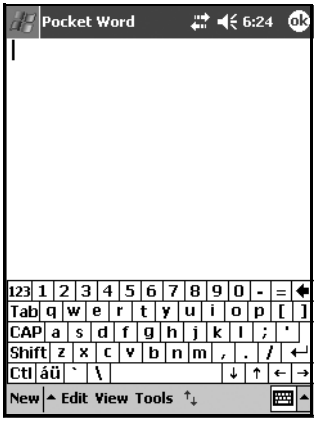


Figure 7.69 Pocket Word Document

7.12.2 Creating A New Document From A Template

- In *Pocket Word*, tap on **Tools, Options** to display the *Options* screen.

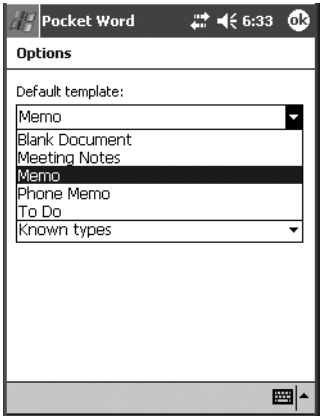


Figure 7.70 Pocket Word Options Screen

Pocket Word provides five templates: Blank Document, Meeting Notes, Memo, Phone Memo, and To Do.

- Once you've chosen a template, tap on OK.
- Tap the New menu in the bottom-left corner of the screen.

The new document is displayed with the template format you chose—in this example, the Memo template.

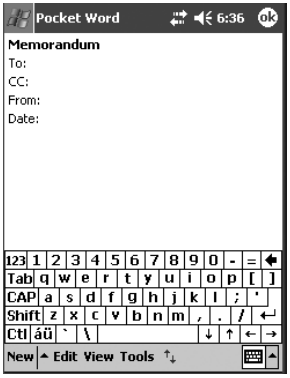


Figure 7.71 Template Word Document

Note: *Once you choose a template, each time you open a new document, it will be presented in the template you chose. Follow the steps under "Creating A New Document From A Template" on page 232 to switch back to the default, Blank Document template, or another template.*

7.12.3 Opening An Existing Document

- Tap on **Start, Programs, Pocket Word**.
- Tap on a document in the list to open it.

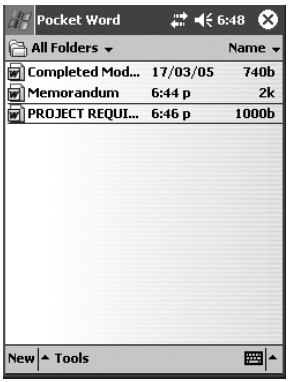


Figure 7.72 Pocket Word Document List

7.12.4 Saving Documents

- Within a document, tap **Tools, File, Save Document As**.

Figure 7.73 Save Document As Screen

You can use this screen to change the following: the document name, folder location, document type, storage location.

- Once you've made your selections, tap **OK** to save your document.

Note: *A few points to keep in mind—If you choose None for the Folder: option, your document is filed in My Documents by default.*

If you aren't planning to e-mail your document, keep it in the default format because ActiveSync will convert it to a .doc file when you synchronize with your PC.

If you are planning to e-mail your document, save it as a Rich Text Document (.rtf), Plain Text Document (.txt) or one of the Word Document (.doc) formats to ensure that the file can be opened and read without difficulties.

7.12.5 Reverting To A Previously Saved Version

Important: ***You cannot undo the Revert To Saved command—think carefully before you choose this option.***

- Before closing a document, tap on **Tools, File, Revert to Saved**.
- You will be prompted to verify that you do indeed want to undo all document changes. Tap on **Yes**.

Your document remains on the screen, but all changes you've made since opening the document are reversed.

7.12.6 Data Entry Modes

Pocket Word offers a variety of data entry modes: Keyboard, Writing and Recording.

Typing Modes

- Open a Word document.
- If the soft keyboard is not displayed, tap on the keyboard icon in the lower-right corner of the taskbar.
- Use your stylus to tap on the soft keyboard keys.

Note: *In addition to the soft keyboard, you can enter text using Block Recognizer, Letter Recognizer or Transcriber. Refer to "Entering Text" on page 63 for details.*

You can also use the WORKABOUT PRO keyboard for data entry.

Handwriting Mode

- In a Word document, tap **View, Writing**.
- Using your stylus, write as clearly as you can, using the ruled lines on the screen as a guide.

To convert the handwritten words into printed text:

- Tap on **Tools, Recognize**.

Chances are there will be some recognition mistakes. To correct recognition errors:

- Press and hold the stylus on the incorrectly converted word. In the pop-up menu, choose **Alternates**.

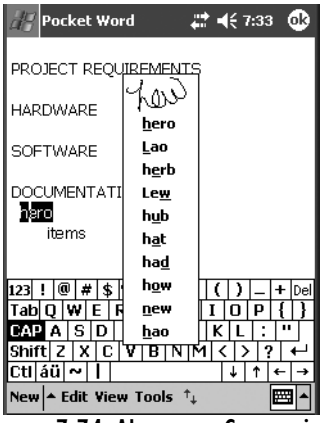


Figure 7.74 Alternate Conversions

- Tap on the correct word in the list.
- If the word is not listed, tap on the soft keyboard icon to display the soft keyboard, and type the correct word.

Recording Mode

To record a voice annotation:

- Tap on **View, Recording**.

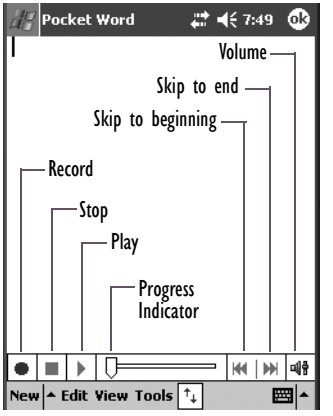


Figure 7.75 Pocket Word Recording Toolbar

- In the toolbar that appears at the bottom of the document, tap on the red **Record** button in the far left corner.
- Speak into the microphone to create your recording.

- To stop the recording, tap on the black square **Stop** button in the toolbar.

To play a voice recording:

- Tap your stylus on the speaker icon in the *Pocket Word* document.

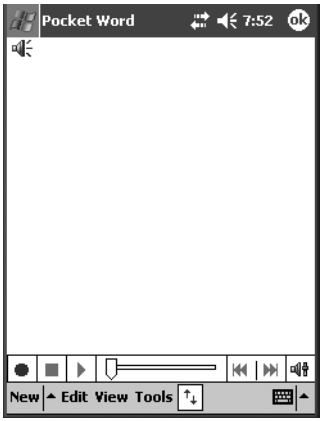


Figure 7.76 Speaker Icon

7.12.7 Formatting Text

Using the Pocket Word Toolbar

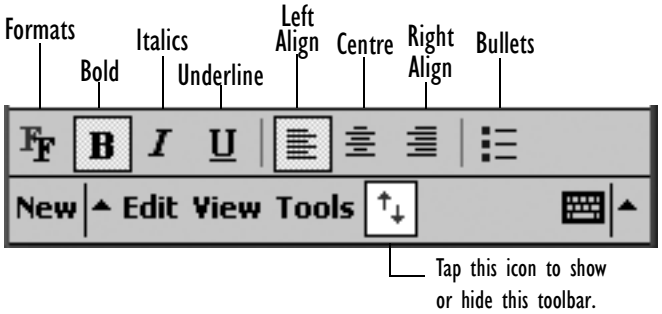


Figure 7.77 Pocket Word Toolbar

Note: *The* **F** *icon in the toolbar provides access to the same screen of formatting options that is presented when you tap on Edit>Format.*

The Pocket Word toolbar allows you to make quick formatting changes without having to open a menu.

To apply a formatting style to text in your document:

- Highlight text to which you want to apply a format.
- Tap the stylus on an icon in the toolbar to apply that format to the highlighted text.

Cutting, Copying And Pasting

- Highlight the text you want to copy by pressing the tip of the stylus just before the block of text and dragging it to the end of the text you want to Cut, Copy or Paste.
- With the text highlighted, tap and hold the stylus on the text block. In the pop-up menu, choose **Cut** or **Copy**, *or*

  Tap on **Edit** and then choose **Cut** or **Copy**.
- Press and hold the stylus at the point in the document where you want to paste the data. In the pop-up menu, choose **Paste**, ***or***

  Tap on **Edit, Paste**.

Your text and the formatting attached to it is pasted in the new location.

Adjusting Paragraph Indents

- Tap anywhere in the paragraph to which you want to apply new paragraph alignment.
- Tap on **Edit, Paragraph**.

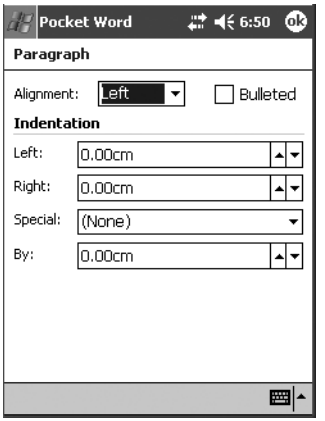


Figure 7.78 Paragraph Align And Indent Screen

- In the *Alignment* drop-down menu, choose the type of alignment you want to assign to the paragraph—**Left, Right** and **Centre**.

- In the *Indentation Left* and/or *Indentation Right* fields, tap the up or down arrows to changed the indentation in increments of 0.25 centimeters.
- To adjust the indentation of only the first line or to create a hanging indent after the first line, tap the stylus in the drop-down menu next to *Special* and choose **First Line** or **Hanging**.
- In the *By* field, adjust the spacing in increments of 0.25 centimeters.

Note: *To change a paragraph into a bulleted point, tap the stylus in the check-box next to 'Bulleted'.*

Undoing Or Redoing An Action

- Tap on **Edit, Undo** to reverse an action.

If you've undone an action and want to redo it:

- Tap on **Edit, Redo**.

Note: *You can undo actions multiple times. Keep in mind however that if you delete a file, you cannot undo the deletion.*

Finding Text

- In a document, tap on **Edit, Find/Replace**.

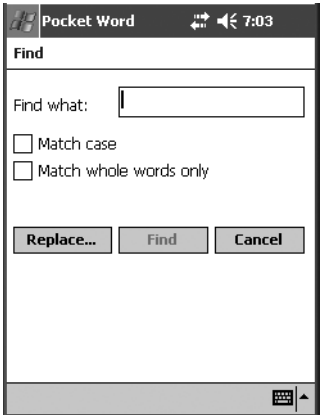


Figure 7.79 Find Screen

- Indicate the word for which you are searching, and tap on **Find** to execute the search.
- To stop searching, tap the **X**.

Replacing A Word

- In a document, tap on **Edit, Find/Replace** to display the *Find* screen, and tap on the **Replace** button.

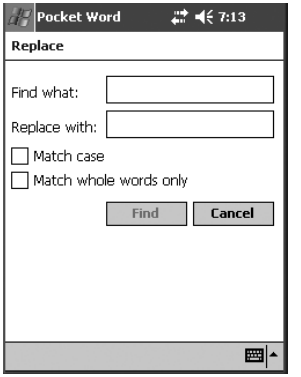


Figure 7.80 Replace Screen

- In the *Find What* and *Replace with* fields, type the text you want to find and the text with which you want to replace it.
- Tap on **Find**.

The first instance of the word is highlighted in your document and the Replace options are displayed in a toolbar near the bottom of the Word document.

Figure 7.81 Replace Options Screen

- To replace this occurrence, tap on **Replace**.
- When the search and replace is complete, tap on **OK**.

7.12.8 Sharing Documents With Your PC

Documents created on a PC are recognized by your WORKABOUT PRO. However, some formatting is lost when ActiveSync converts a Word document to a Pocket Word document. This loss also occurs when you open a .doc file and change it on the WORKBOUT PRO.

For example, suppose your .doc file has a table. Pocket Word cannot display tables–these are displayed as tabbed text. If you close the file without making any changes, the table will be preserved when you copy it back to your PC. However, if you make the slightest change to the table, you'll be prompted to save the file either in Desktop Word or Pocket Word format. Even if you choose Desktop, when you open the document on your PC, the table formatting will be lost.

Important: ***To avoid translation problems, you can work on copies of .doc files. In addition, keep in mind that you can use the Terminal Services Client program to log onto a desktop PC that is also running Terminal Services, and then you can use any program on your PC, including Microsoft Word (rather than Pocket Word). Refer to "Terminal Services Client" on page 241 for details.***

7.13 Tasks

This program helps you stay ahead of your schedule by managing your tasks, appointments, and so on. For details about Tasks, refer to "Task Notification" on page 50.

7.14 Terminal Services Client

This program allows you to log onto a PC that is running Terminal Services Client or Remote Desktop so that you can use all the programs available on the PC while working on your WORKABOUT PRO.

7.14.0.1 Connecting To A Terminal Server

- Start a remote connect to the server using a modem or network card.

Important: ***Refer to "Modem Connection Setup" on page 154 and "Setting Up A Network Card" on page 160 for details about these connections.***

- Tap on **Start, Programs, Terminal Services Client**.

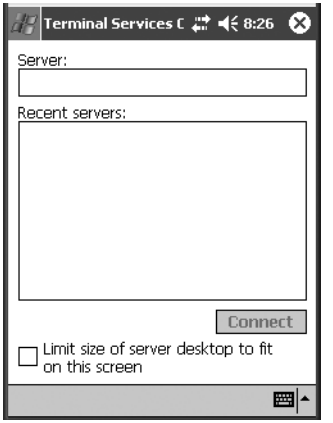


Figure 7.82 Terminal Services Client Screen

1. If the *Recent Servers* list contains any servers to which you have recently connected, tap on the **server**.
2. To connect to a new server, type the server's name in the *Server* field.
3. If you are using applications that have been sized for use with the WORKABOUT PRO, tap the stylus in the checkbox next to **Limit size of server desktop to fit on this screen**.
4. Tap on the **Connect** button.

7.14.1 Moving Around Terminal Services Client

You may notice that the desktop PC's screen is too large to fit in the WORKABOUT PRO screen. If the scroll bars are displayed, you'll see more than one set of scroll bars on your hand-held. To avoid any confusion, it's best to use the five directional buttons at the bottom of the Terminal Services Client screen.

To better accommodate screen size, consider enabling in the checkbox next to 'Limit size of server desktop to fit on this screen'. Refer to Figure 7.82 on page 242.

7.14.2 Improving Display Performance

To speed up display performance by reducing the time it takes to refresh a screen, you can make a quick adjustment on your PC.

1. On your PC, choose **Start, Settings, Control Panel**.
2. Tap on the **Display** icon.
3. Disable the checkbox next to *Transition effects for menus and tooltips*.

7.14.3 Improving Browser Performance

When you reduce the time taken to refresh a Web page, Internet Explorer performance is improved.

1. On your PC, in Internet Explorer, choose **Tools, Internet Options**, and tap on the **Advanced** tab.
2. Disable the check mark next to *Use smooth scrolling*.

7.14.4 Disconnecting Without Ending A Session

Important: ***These commands are accessed from the Start menu in the Terminal Services screen used to access the PC's commands. Do not use the Start menu on your WORKABOUT PRO.***

1. In the *Terminal Services* screen, tap on **Start, Shutdown**.
2. Tap on **Disconnect**.

7.14.5 Ending A Session

1. In the *Terminal Services Client* screen, tap on **Start, Shutdown**.
2. Tap on **Log Off**.

7.15 Windows Media

Windows Media plays audio files on your WORKABOUT PRO that are in Windows Media format (.wma or .asf) or MP3 format (.mp3). This program also plays video files, but only if they are in Windows Media format (.wmv).

Before you launch this program, you may need take a few steps to convert your files on your PC.

7.15.1 Converting A Media File On Your PC

While you can play other video and audio files in other formats (e.g., .wav, .avi, .mpeg), you need to convert them before you can play them on your WORKABOUT PRO.

1. On your PC, launch Windows Movie Maker (**Start, All Programs, Accessories, Entertainment**). If you don't have this program, go to: www.microsoft.com/windowsxp/moviemaker.

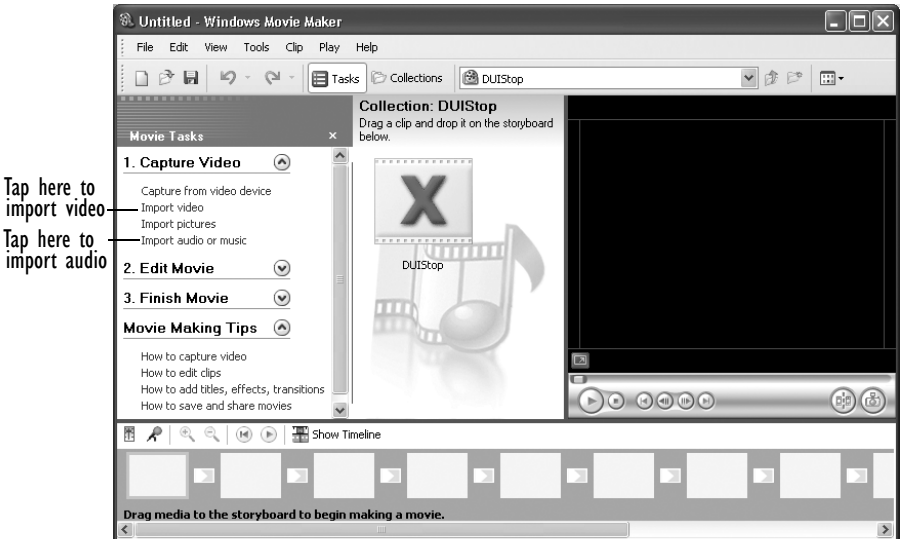


Figure 7.83 Windows Movie Maker

2. In the *Movie Tasks* area under *Capture Video*, tap on one of the following: **Import Video** to import a video file or **Import audio or music** to import an audio file.

The *Import File* dialog box is displayed.

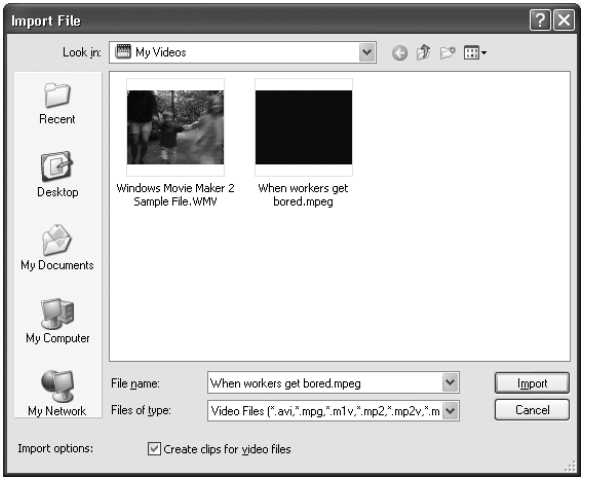


Figure 7.84 Movie Maker Import File Screen

3. Navigate to the location in which the media file resides.
4. Double-tap on the file you want to convert.

Figure 7.85 Collections Window

A video file, like this example, displays one or more frames of the movie. An audio file is represented by an icon with a musical note in it.

5. Drag the file's icon or frame(s) to the timeline at the bottom of the screen:

Drag video files (use the shift key to select all the frames) to the Video timeline.

Drag the audio file icon to the Audio/Music timeline.

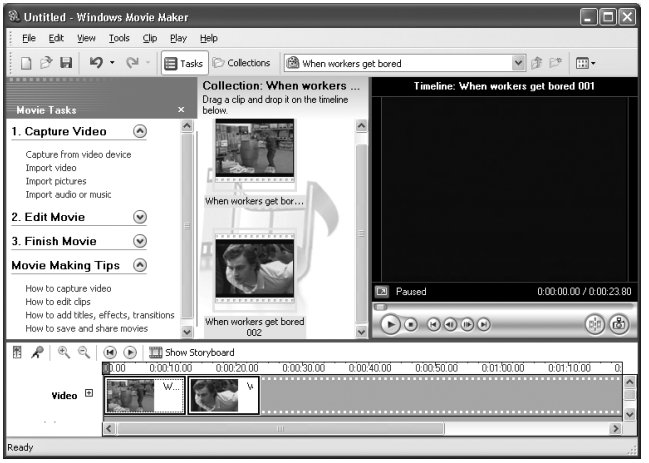


Figure 7.86 Movie Maker Timeline

An audio file is represented in the timeline by a wavy line. A video file can be split into clips or remain as a single frame.

6. In the *Movie Tasks* section, tap on the *Finish Movie* drop-down menu, and choose **Save to my computer** to start the S*ave Movie Wizard*.

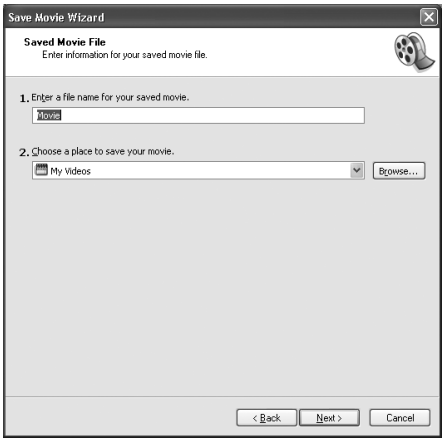


Figure 7.87 Save Movie Wizard

7. In field number 1, assign a file name.
8. In field number 2, choose the location in which this file will be saved.

9. Tap on **Next**

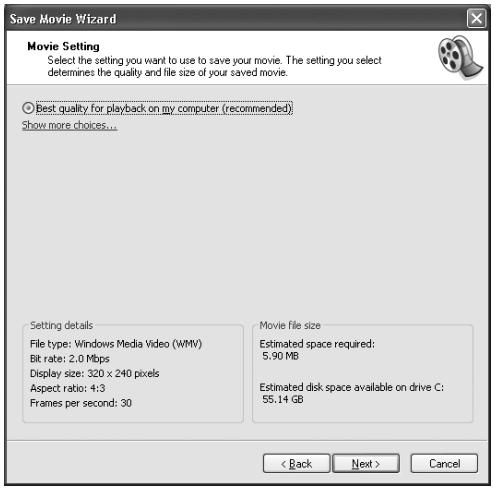


Figure 7.88 Movie Settings Screen

10. While the default playback quality settings are recommended, you can make changes in this screen by tapping on **Show more choices**.
11. Tap on **Next**. The *Saving Movie* dialog box indicates the progress of the file conversion.
12. Tap on **Finish**.

Audio files are saved with a .wma extension, and video files are saved with a .wmv extension.

Note: *If you saved your file somewhere other than your hand-held My Documents folder, you have to place it in that folder to transfer it to your WORKABOUT PRO during ActiveSync.*

7.15.2 Copying Music Files From A CD

You need version 9 or later of Windows Media Player to make use of all the latest features. If you find that your PC either doesn't have Windows Media player or has an earlier version, go to: www.windowsmedia.com/9series/DownLoad/download.asp

1. Connect your PC to the Internet.
2. On your PC, launch Windows Media Player (**Start, My Programs, Accessories, Entertainment**).
3. Insert an audio CD into your PC's CD-ROM drive.

4. Tap on the **Rip** tab at the top of the *Windows Media* screen.

Figure 7.89 Windows Media Rip Screen

The Rip (copy) tab lists all the track titles on the CD you inserted in your PC.

Note: *If you don't see your CD tracks listed, tap on the 'Find Album Info' button* Find Album Info *in the upper-right corner of this screen.*

By default, all songs are selected (marked with a checkmark) to be ripped if you have not previously ripped them.

5. Clear the checkboxes next to the titles you ***do not*** want to rip (copy). You can tap in the check box in the upper-left corner, just above the track check-boxes to clear all of them, and then choose the ones you want to rip.
6. The first time you rip music, a dialog box is displayed where you can choose the format for the files you are creating. Tap on one of the following options:

   Keep my current format settings–By default, the Player uses the Windows Media Audio format, which optimizes the balance between file size and sound quality. *If you choose this option, the songs you selected are ripped to your PC immediately. You won't need to tap on the 'Rip Music' button.*

Change my current format settings—Choose this option if you want to change format, bit rate, storage folder, or other options.

Note: *To tailor the format or audio quality settings at another time, in the Tools menu, choose Options, and then tap on the Rip Music tab.*

Once you've made your selection, tap on OK.

7. Tap on the 'Rip Music' button

to rip (copy) your selections to your PC.

Once the songs have been ripped, they are stored under the 'Library' tab where you can play them. The files you want to move to your WORKABOUT PRO are stored in the 'My Music' folder, a sub-folder on your PC.

7.15.3 Copying Music And Video Files To Your Hand-Held

1. Connect your WORKABOUT PRO to your PC.
2. On your PC, go to My Documents or a sub-folder (My Music or My Videos), depending on the type of file you want to move to your hand-held—or go to the folder in which your media files are stored. Select the media files and choose Copy.
3. Paste the media files to your WORKABOUT PRO My Documents folder (or, a subfolder like My Music or My Videos). ActiveSync synchronizes the files onto your WORKBOUT PRO.

7.15.4 Auto Syncing Music

1. Connect your WORKABOUT PRO to your PC.
2. Open Windows Media Play—**All Programs, Accessories, Entertainment**.

3. Tap on the **Sync** tab in the *Windows Media* screen on your PC.

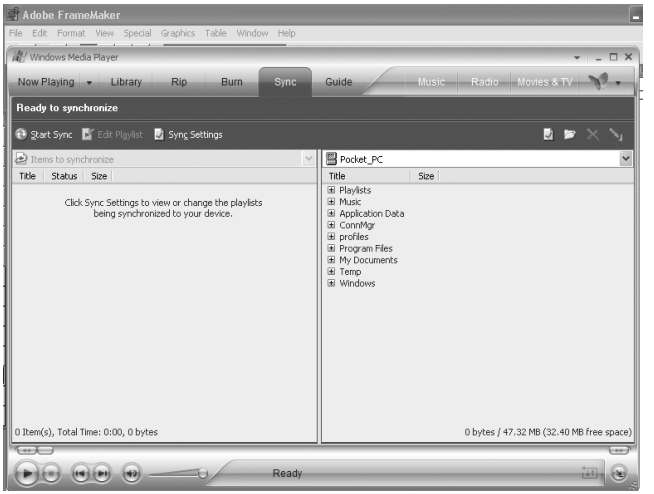


Figure 7.90 Windows Media Sync Tab

4. Tap on **Sync settings**.

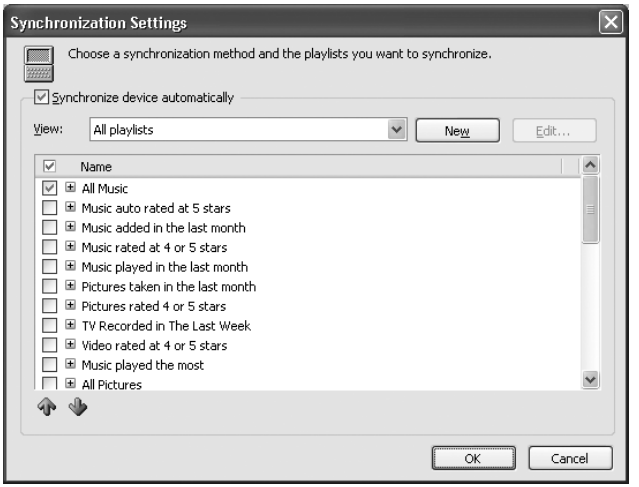


Figure 7.91 Synchronize Settings

5. In the *Synchronization Settings* screen, clear all play list checkboxes, and then tap on the files you want to synchronize—'All Music'.

Important: ***Make certain that 'Synchronize device automatically' is selected.***

6. Tap on **OK**.

Windows Media player checks the media files on the WORKABOUT PRO against the files in the Windows Media Library. Any files that are not music or picture files are deleted from the WORKABOUT PRO. Any music or pictures files that are in the Library but not on the hand-held are added.

Whenever you connect your WORKABOUT PRO to your PC, the music files will be synchronized.

7.15.5 Playing Music And Videos

Playing music and video on your WORKABOUT PRO works much the same as it does on your PC. Windows Media converts your hand-held into a portable MP3 and video player. Keep in mind however that storage is much more limited on your hand-held than it is on your PC.

To play a music or video file:

1. On your WORKABOUT PRO, tap **Start, Programs, Windows Media**.

Figure 7.92 Windows Media Player Screen

2. Tap on **Menu, Library**.

Figure 7.93 Windows Media Library Screen

3. To update the library to include the media file(s) you copied to your WORKABOUT PRO from your PC, tap on **Menu, Update Library**.

Figure 7.94 Windows Media Library Update Screen

4. Tap on **Search** to update the media library. Tap on **Done** once the update has been completed.

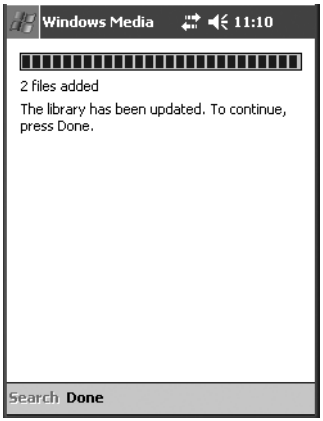


Figure 7.95 Library Update Completion

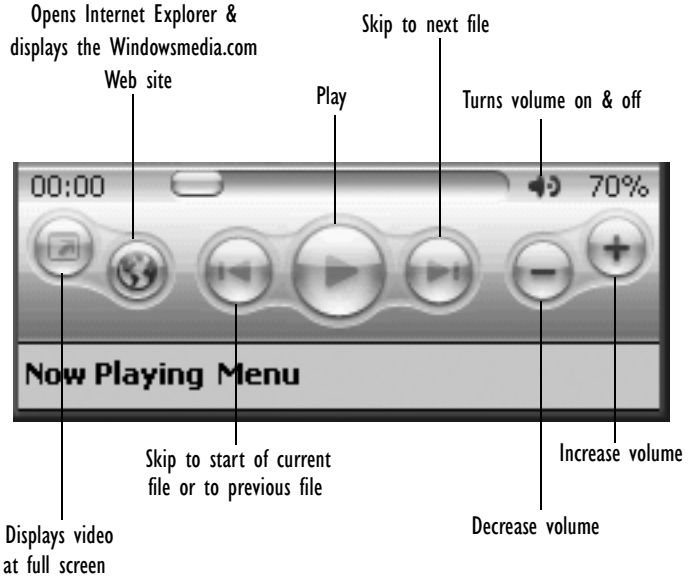
5. In the updated *Library* screen, tap on the item in which your media file is stored—My Music, My Video, and so on. Tap on **Play**.

Figure 7.96 Windows Media Library Screen

The media file you choose plays in the *Windows Media Player* screen. If you're playing music, the CD cover is displayed in the screen.

7.15.6 Windows Media Player Controls

The diagram below describes the function of each of the control buttons on the *Windows Media Player* screen.



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8.1 Expansion Modules

Easily installed expansion modules available for the WORKABOUT PRO allow you to customise this hand-held to meet your specific mobile computing requirements. This chapter outlines how to install the following expansion modules: PCMCIA, GSM/GPRS, SE 1223HP and SE 923HP scanner.

8.1.1 Removing The End-Cap And Back Plate

Warning: ***The installation of this PC Card Expansion Module must be performed using the appropriate anti-static devices. If unavailable, discharge static from your body by touching a grounded metallic object before opening any covers on the unit.***

To install a module, you'll need to remove the end-cap and back plate on the WORKABOUT PRO. This is a simple process of unfastening four screws on the end-cap and six screws on the back plate.

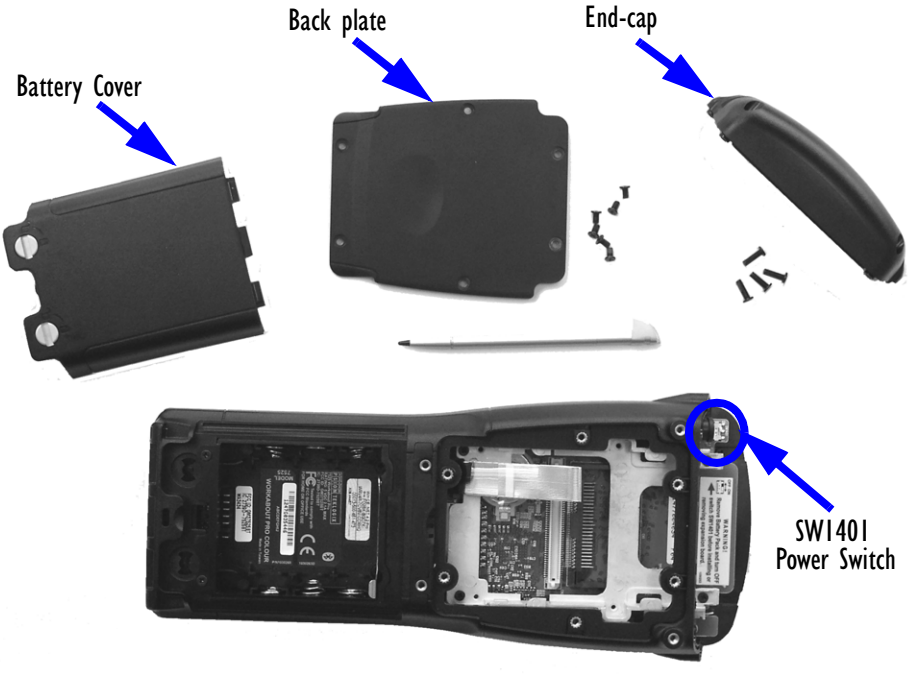

Figure 8.1 Disassembling The WORKABOUT PRO

8.1.2 What's Inside

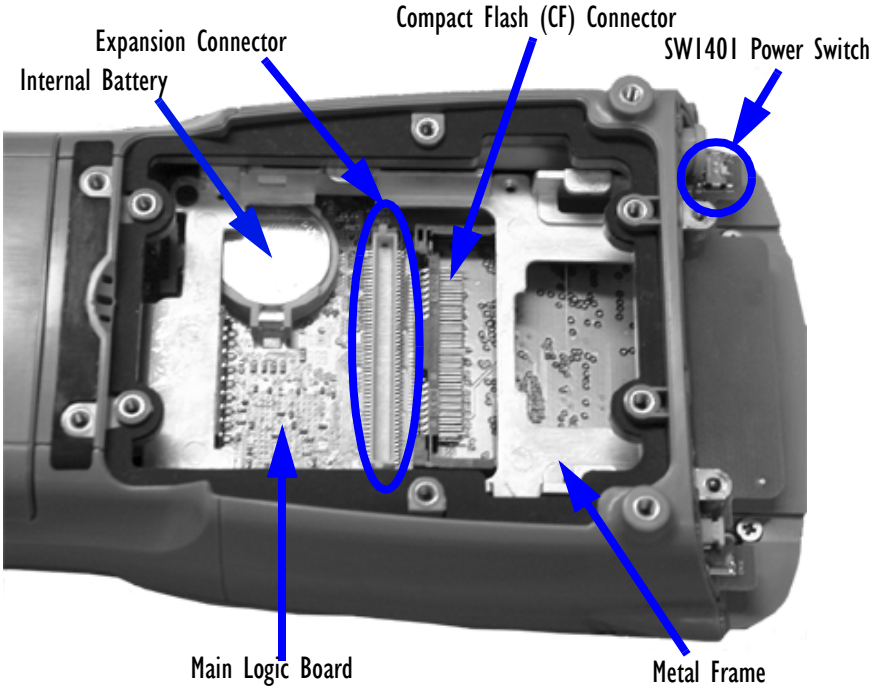

Figure 8.2 Standard Features

8.1.3 Shutting Off Power

Before installing a module or card in the WORKABOUT PRO, all power sources must be turned off.

- Remove the battery. If your unit is using AC power, disconnect it.
- Remove the stylus from end-cap.
- Remove the end-cap, and slide the SW1401 switch to the left to shut off internal battery power.

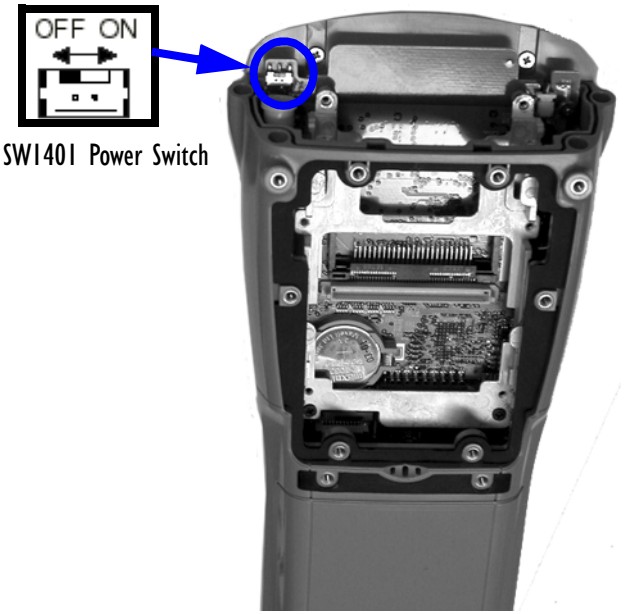

Figure 8.3 SW1401 Power Switch

8.1.4 Installing The PC Card Expansion Module

The PC Card Expansion Module (model WA9001) is designed to work with various PC Cards that extend beyond the PC Card frame, such as radio cards with antennas. The kit consists of a PCMCIA Card, screws, and a mechanical stop that will fit Psion Teklogix CF cards for the WORKABOUT PRO and most other PC Card types.

Important: ***The WORKABOUT PRO does not support hot swapping. All power sources must be turned off before inserting any card or module in the unit.***

To insert a PCMCIA PC card in your WORKABOUT, you will need to install a PCMCIA module equipped with a 100-pin connector. This module snaps onto the expansion connector on your WORKABOUT PRO.

Important: ***Backup any data in RAM first, since it will be erased when the unit is turned off.***

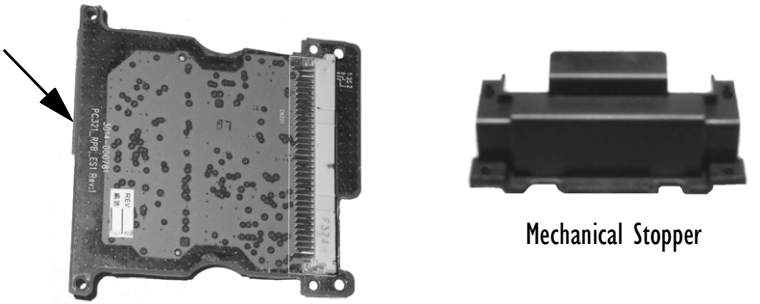

Figure 8.4 PCMCIA Module And Mechanical Stopper

- Remove the battery. If your unit is using AC power, disconnect it.
- Remove the end-cap and back plate.
- Slide the SW1401 switch to the left to shut off internal battery power.
- Remove the two screws at the top of the metal frame.
- Align the PCMCIA Card connector with the expansion connector on the WORKABOUT PRO. Apply slight pressure to snap the module into place on the hand-held.
- Use four of the screws provided to secure the PCMCIA Card into place (additional screws have been provided for convenience). Tighten the screws to a torque of 2 lbs-in (2 kgf-cm), or until finger tight.

Important: ***Once the PCMCIA module is installed in the unit, you do not need to remove the back plate to insert a PCMCIA PC card. Just remove the end-cap and slide the card into the unit.***

- Apply gentle downward pressure to securely seat the card in the connector.

Figure 8.5 Inserting A PCMCIA Card

- Align the mechanical stop and use the four screws provided to secure in place. Tighten the screws to a torque of 2 lbs-in (2 kgf-cm), or until finger-tight.
- Slide the SW1401 switch to the right to turn power back on.
- Replace the end-cap. Tighten the end-cap screws to a torque of 3 lbs-in (3kgf-cm), and replace the back plate and battery.

8.1.5 Installing A GSM/GPRS Module

Warning: ***The installation of this GSM/GPRS module must be performed using the appropriate anti-static devices. If unavailable, discharge static from your body by touching a grounded metallic object before opening any covers on the unit.***

The GSM/GPRS module (model # RA3010) accommodates a GSM radio, a SIM card (sold separately) and is equipped with a built-in antenna, which also acts as a mechanical stop for the CF card. The module snaps onto the expansion connector on your WORKABOUT PRO.

Important: ***Backup any data in RAM first, since it will be erased when the unit is turned off.***

- Remove the battery. If your unit is using AC power, disconnect it.

- Remove the stylus from the end-cap, and then remove the end-cap at the top of the WORKABOUT PRO.
- Slide the SW1401 switch to the left to shut off internal battery power.

Important: ***In order for the WORKABOUT PRO to access the GSM network, ensure that you slide the SIM (Subscriber Identity Module) card into the GSM/GPRS module before installing that unit in the WORKABOUT PRO.***

With the power shut down, you can install the GSM/GPRS module and the antenna.

- Slide the SIM card into the GSM/GPRS module as shown in Figure 8.6, with the card oriented printed side up and its notch on the right side.
- Align the GSM/GPRS connector with the expansion connector on the WORKABOUT PRO. Apply slight pressure to snap the module into place on the hand-held.
- Settle the SIM Card stopper plate into place with its metal tab inserted into the SIM Card stopper plate slot on the GSM/GPRS module (for tab and slot locations see Figure 8.6). Ensure that the scanner flex cable lies on top of the plate.
- Use the four screws provided to secure the module and SIM Card stopper plate in place. Tighten the screws to a torque of 2 lbs-in (2 kgf-cm) or until finger tight

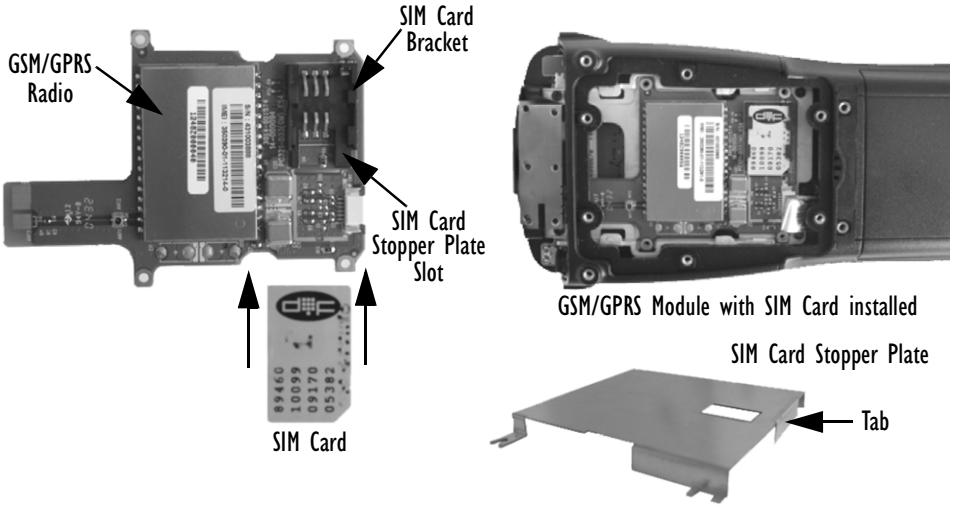

Figure 8.6 Inserting The SIM Into The GSM/GPRS Module

- Fit the antenna at the top of the unit making certain that the antenna contacts are aligned with the contacts on the GSM/GPRS module (see Figure 8.7). Ensure that the tab at the top of the antenna is inserted under the lip of the WORKABOUT PRO's black plastic frame (Figure 8.8).
- Use the screws provided to secure the antenna on the metal frame. Tighten the screws to a torque of 2 lbs-in (2 kgf-cm, or until finger tight.

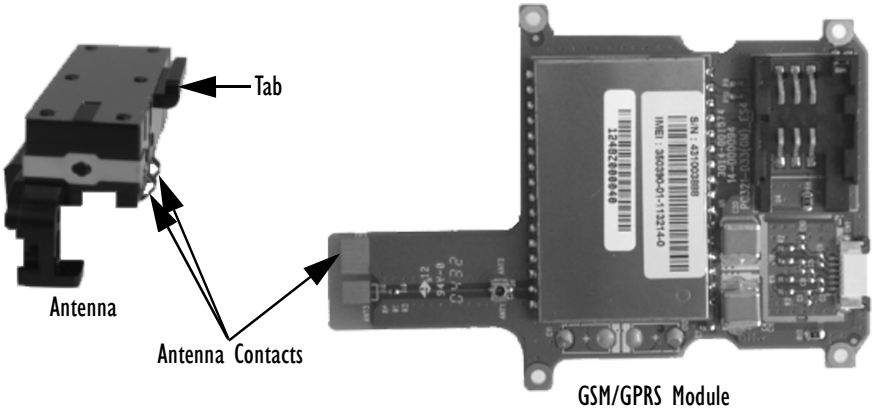

Figure 8.7 Installing The Antenna

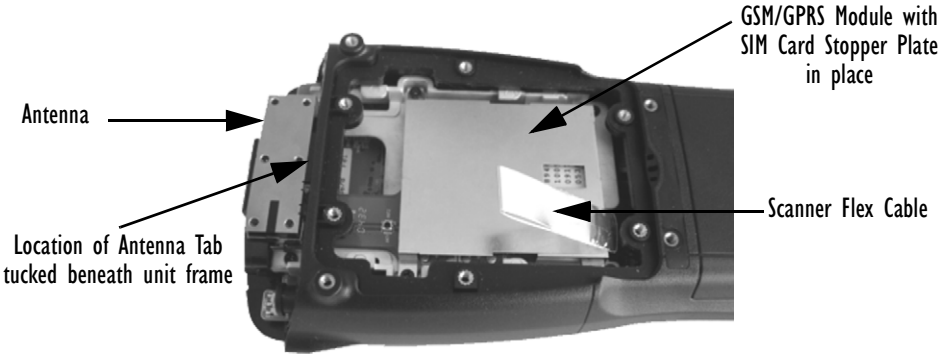

Figure 8.8 An Installed GSM/GPRS

- Slide the SW1401 switch to the right to turn power back on.
- Replace the end-cap. Tighten the end-cap screws to a torque of 3 lbs-in (3kgf-cm), and replace the back plate and battery.
- Verify the installation by turning on the unit and checking that the signal strength icon is available in the taskbar, or that "Expansion Slot - Psion Teklogix GPRS" is listed under **Properties**, in the **Control Panel System Properties** menu.

8.1.6 Installing An SE 1223HP Scanner

Warning: ***Anti-static devices MUST BE USED during the installation of this scanner module. If unavailable, discharge static from your body by touching a grounded metallic object before opening any covers on the unit.***

The SE 1223HP scanner (model # WA9000) is the internal scanner module available with the WORKABOUT PRO. To install it:

- Remove the battery. If your unit is using AC power, disconnect it.
- Remove the stylus and then, remove the end-cap at the top of the WORKABOUT PRO.
- Slide the SW1401 switch to the left to shut off internal battery power.
- Remove the back plate from the unit.

A scanner flex cable is already attached to the WORKABOUT PRO. You need to connect the flex cable to the internal scanner module.

- Remove the adhesive tape which holds the flex cable in a folded position.
- Insert the flex cable into the connector on the scanner module. If necessary, use pincers to hold the flex cable.

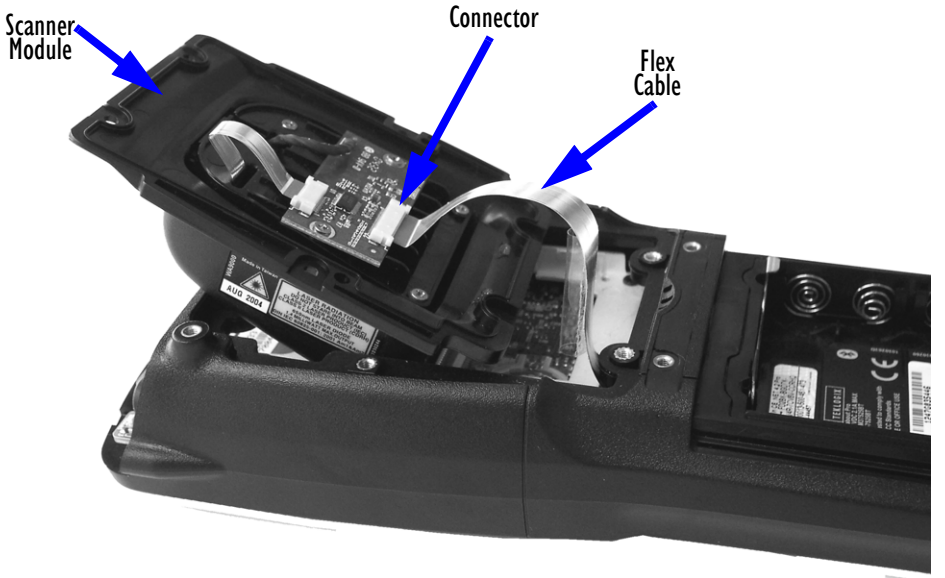

Figure 8.9 Attaching The Flex Cable To The Scanner Module

- Fit the scanner module over the back of the WORKABOUT PRO—it replaces the back plate of the unit.
- Fasten the module in place with the screws provided. Tighten the screws to a torque of 3 lbs-in (3kgf-cm).
- Slide the SW1401 power switch to the right to turn power back on, and replace the end-cap, backplate and battery. Tighten the end-cap screws to a torque of 3 lbs-in (3kgf-cm).

Figure 8.10 Scanner Module Installed In WORKABOUT PRO

8.1.6.1 Enabling The SE 1223HP Scanner

- Simultaneously, press and hold down the <BLUE> <ENTER> and left <SCAN> keys for a minimum of 6 seconds. A `Command>` prompt is displayed on the WORKABOUT PRO screen.
- Type ***s*** to display the `Scanner>` prompt. A list of supported scanners is displayed.
- Type ***2*** and press <ENTER> to activate scanner type SE 1223HP.
- At the `Command>` prompt, type ***1*** *(one)* to reboot the unit to Windows Mobile 2003 SE.

8.1.7 Installing An SE 923HP Scanner

Warning: ***Anti-static devices MUST BE USED during the installation of this scanner module. If unavailable, discharge static from your body by touching a grounded metallic object before opening any covers on the unit.***

The SE 923HP scanner (model # WA9002) is the internal scanner module available with the WORKABOUT PRO. To install it:

- Remove the battery. If your unit is using AC power, disconnect it.
- Remove the stylus and then, remove the end-cap at the top of the WORKABOUT PRO.
- Slide the SW1401 switch to the left to shut off internal battery power.
- Remove the back plate from the unit.

A scanner flex cable is already attached to the WORKABOUT PRO. You need to connect the flex cable to the internal scanner module.

- Remove the adhesive tape that holds the flex cable in a folded position.
- Insert the flex cable into the connector on the scanner module (refer to Figure 8.9 on page 264). If necessary, use pincers to hold the flex cable.
- Fit the scanner module over the back of the WORKABOUT PRO—it replaces the back plate of the unit.
- Fasten the module in place with the screws provided. Tighten the screws to a torque of 3 lbs-in (3kgf-cm), or until finger tight.
- Slide the SW1401 power switch to the right to turn power back on, and replace the end-cap and battery. Tighten the end-cap screws to a torque of 3 lbs-in (3kgf-cm), or until finger tight

8.1.7.1 Enabling The SE 923HP Scanner

- Simultaneously, press and hold down the <BLUE> <ENTER> and left <SCAN> keys for a minimum of 6 seconds. A `Command>` prompt is displayed on the WORKABOUT PRO screen.
- Type ***s*** to display the `Scanner>` prompt. A list of supported scanners is displayed.
- Type ***3*** and press <ENTER> to activate scanner type SE 923HP.
- At the `Command>` prompt, type ***1*** *(one)* to reboot the unit to Windows Mobile 2003 SE.

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9.1 Carrying Accessories

There are a variety of carrying accessories to help the operator work safely and comfortably with the WORKABOUT PRO.

Carrying Accessory	Model Number
Hand Strap	WA6020
Pistol Grip	WA6001
Protective Vinyl Case	WA6090
Soft Shell Holster	WA6050

Table 9.1 Carrying Accessories

Important: ***Do not use adhesives such as Loctite to secure the screws on carrying accessories. These chemicals may damage the plastic casing.***

9.1.1 Attaching The Hand Strap

The hand strap can be attached to the back of the WORKABOUT PRO to provide a secure means for operators to carry the hand-held.

The hand strap is attached to the back of unit using two Phillips head screws provided with this accessory.

- Use a Phillips screwdriver to attach the strap to the two threaded inserts on the back of the WORKABOUT PRO, near the top of the unit

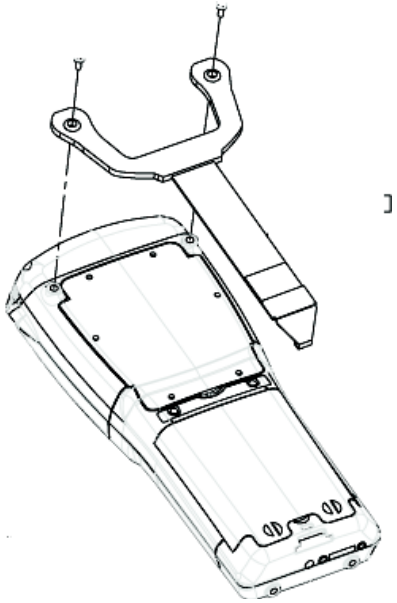

Figure 9.1 Securing The Hand Strap

- Stretch the hand strap toward the base of the WORKABOUT PRO, and hook the bottom of the strap into the slot near the base of the battery pack.

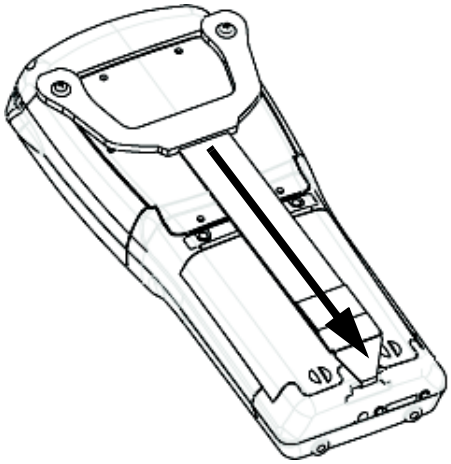

Figure 9.2 Attaching The Hand Strap

9.1.2 Attaching The Pistol Grip

The pistol grip is attached to the four threaded inserts on the back of the WORKABOUT PRO. Four Phillips head screws are provided with this accessory.

Figure 9.3 Pistol Grip

Note: *Prior to installation, make sure the trigger mechanism is securely snapped into the pistol grip body and that the trigger operates properly.*

- Position the pistol grip so that it fits snugly over the back of the unit and the holes in the pistol grip are aligned with the threaded inserts on the back of the WORKABOUT PRO.
- Tighten the screws to a torque of 3 lbs-in (3kgf-cm) to secure the pistol grip in place.

9.1.3 Protective Carrying Case

A carrying case is available for WORKABOUT PROs to shield the unit from damage. It is equipped with a soft plastic window to protect the unit display and keyboard.

Figure 9.4 Carrying Case

9.1.3.1 Using The Swivel Belt Loop With The Carrying Case

The WORKABOUT PRO carrying case is equipped with two rings onto which you can attach a swivel belt loop so that you can hang the unit from your belt. If you prefer, you can also attach a belt clip to this accessory so that you can clamp the unit onto your waistband or belt. (rather than slide your belt through the belt loop).

Figure 9.5 Belt Loop And Belt Clip

- Clip the two hooks on the belt strap to the bottom of the carrying case.
- Slide your belt through the belt loop.

Figure 9.6 Attaching The Belt Loop

Alternatively, you can attach a plastic clip to the swivel belt loop and clip it to your waistband or belt.

Figure 9.7 Belt Clip

9.1.4 Soft Shell Holster

A soft shell holster with removable belt and swivel holster pad can be used to hang a WORKABOUT PRO with a pistol grip from you waist

Figure 9.8 Soft Shell Holster

- Insert the belt in the swivel holster pad.
- Attach the pad on either the left or right side of the holster case, depending on whether you are left- or right-handed.
- Fasten the belt comfortably around your waist. Slide the adjustable ring on the belt to tighten the holster in place.

9.2 The Batteries

Note: *Review "Specifications" on page 299 for detailed information.*

The WORKABOUT PRO will operate with a Standard Lithium Ion battery pack, a High-Capacity Lithium Ion battery pack or three AA alkaline batteries. If you are using a Lithium Ion battery pack, it must first be charged.

In addition to the main battery, the hand-held is equipped with a rechargable coin battery—a Maxell ML2032.

9.2.1 Lithium Ion Battery Safety Precautions

Important: ***It is critical that this safety information be reviewed and that all warnings be strictly followed.***

Warning: ***BATTERIES ARE CONSIDERED HAZARDOUS WASTE and must be returned to Psion Teklogix for proper disposal. All used batteries must be forwarded to one of the following offices:***

Psion Teklogix Inc.
2100 Meadowvale Blvd.
Mississauga, Ontario
Canada
L5N 7J9

Psion Teklogix Corp.
1810 Airport Exchange Blvd.
Suite 500
Erlanger, Kentucky
USA 41018

Psion Teklogix S.A.
La Duranne; 135 Rue Rene Descartes; BP 421000
13591 Aix-En-Provence
Cedex 3; France

Warning: ***TO PREVENT the battery from leaking acid, generating heat or exploding, adhere to precautions listed below.***

- There is a risk of explosion if a WORKABOUT PRO battery is replaced with an incorrect type.
- The battery incorporates built-in safety devices. To ensure their proper function, do not disassemble or alter any parts of the battery.
- Do not short-circuit the battery by directly connecting any of the exposed terminals with metal objects such as wire. Do not transport or store the battery together with metal objects such as necklaces, hair pins, etc.
- Do not dispose of batteries in fire.
- Do not use or leave the battery near a heat source such as a fire or heater.

- Do not immerse the battery in water.
- When charging, use the battery charger specifically designed for the battery.
- Do not pierce, strike, throw or step on the battery.
- Do not directly solder the battery.
- Do not connect the battery to an electrical outlet, vehicle cigarette lighter, etc.
- Do not put battery into a microwave oven or pressurized container.
- Do not use the battery in combination with primary batteries (such as dry-cell batteries) or batteries of different capacities or brands.
- Immediately remove the battery from the device or battery charger and stop use if the battery gives off an odor, generates heat, becomes discoloured or deformed, or in any way appears abnormal during use.
- Do not continue charging the battery if it does not recharge within the specified charge time.
- The battery may burst or ignite if the battery leaks. Always ensure that it is away from any exposed flames.
- If leaking electrolyte sprays into your eyes, rinse them with clean running water, and immediately seek medical attention.
- Do not store the battery in extremely high temperatures (e.g., a vehicle, strong direct sunlight, etc.). This may cause the battery to overheat or ignite, and it may also reduce the performance and service life of the battery.
- Do not use in areas where static electricity is greater than what the manufacturer guarantees.
- Keep batteries out of reach of children.

9.3 Chargers And Docking Stations

Important: ***Keep in mind when ordering a charger or docking station, you must also order the appropriate power cord separately.***

Psion Teklogix offers a variety of chargers and docking stations for the WORKABOUT PRO. These include:

- Single Battery Charger—Model #WA3001
- Quad Battery Charger—Model #WA3004
- Desktop Docking Station—Model #WA4002
- Quad Docking Station—Model #WA4004

9.3.1 Installation–Chargers And Docking Stations

When installing a charger or docking station at your site, consider the following guidelines.

- Keep chargers and docking stations away from excessive dirt, dust and contaminants.
- Chargers will not charge batteries outside an ambient temperature range of 0° C to 45 °C (32° F to 113° F). It is recommended that the charger or docking station be operated at room temperature–between 18° C and 25° C (64° F to 77° F) for maximum performance.

After unpacking your unit:

- Visually inspect the charger for possible damage.
- Install the IEC power cord and apply power.

9.3.2 Power Consumption Considerations

Check to ensure the mains circuit supplying chargers and/or docking stations is adequate for the load, especially if several chargers and docking stations are being powered from the same circuit.

- Quad charger–can consume up to 2A @ 120VAC or 1A @ 240VAC.
- Quad docking station–can consume up to 3A @ 120VAC or 1.5A @ 240VAC.

9.3.3 Operator Controls

WORKABOUT PRO docking stations and chargers have no operator controls or power switches.

9.3.4 Important Charger Safety Instructions

- **SAVE THESE INSTRUCTIONS**–This manual contains important safety and operating instructions for battery charger s.
- Before using the battery charger, read all instructions and cautionary markings on (1) battery charger, (2) battery, and (3) product using battery.
- The mains power cord shall comply with national safety regulations of the country where the equipment is to be sold.
- Use of an attachment not recommended or sold by the battery charger manufacturer may result in fire, electric shock, or personal injury.

- To reduce risk of damage to the electric plug and cord when unplugging the charger, pull the plug rather than the cord.
- Make sure the cord is positioned so that it is not stepped on, tripped over, or otherwise subjected to damage or stress.
- Do not operate the charger with a damaged cord or plug. Replace immediately.
- Do not operate the charger if it has received a sharp blow, been dropped, or otherwise damaged in any way; it should be inspected by qualified service personnel.
- Do not disassemble the charger; it should be repaired by qualified service personnel. Incorrect reassembly may result in electric shock or fire.
- To reduce risk of electric shock, unplug the charger from the outlet before attempting any maintenance or cleaning.
- An extension cord should not be used unless absolutely necessary. Use of an improper extension cord could result in fire or electric shock. If an extension cord must be used, make sure:
    - The plug pins on the extension cord are the same number, size, and shape as those on the charger.
    - The extension cord is properly wired and in good electrical condition and that the wire size is larger than 16 AWG.
- Do not expose the charger to rain or snow.
- Do not place batteries in the charger if they are cold from extended exposure to a freezer or outside temperatures below 10°C (50°F). Allow them to warm up to room temperature for at least two hours.
- Do not use the charger if, after an overnight charge, any of the batteries feel warmer than the charger housing. The charger should be inspected by qualified service personnel.
- Do not use the charger if any of the batteries or the charger get more than lukewarm. The equipment should be inspected by qualified personnel.

9.4 Desktop Docking Station

There are two desktop docking stations available—your choice depends on which type of WORKABOUT PRO you are using. Desktop docking station model WA4002 is designed for use with the WORKABOUT PRO C. Model WA4102 is designed for use with the WORKABOUT PRO S.

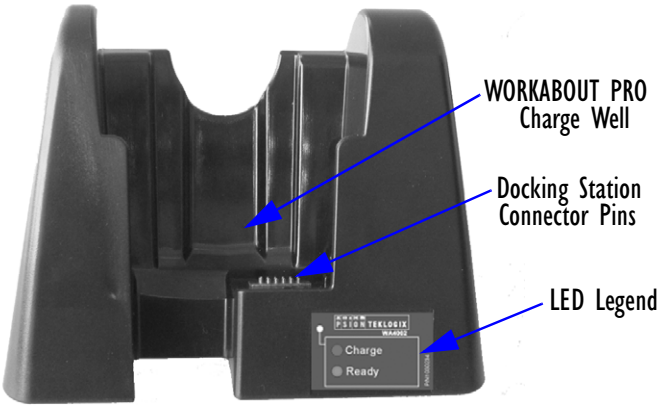

Figure 9.9 Desktop Docking Station

Note: *The desktop docking charger is shipped with its own user manual. It is critical that it be reviewed for additional information and updates.*

The desktop docking station is designed to charge the battery installed in the WORKABOUT PRO along with a spare battery pack.

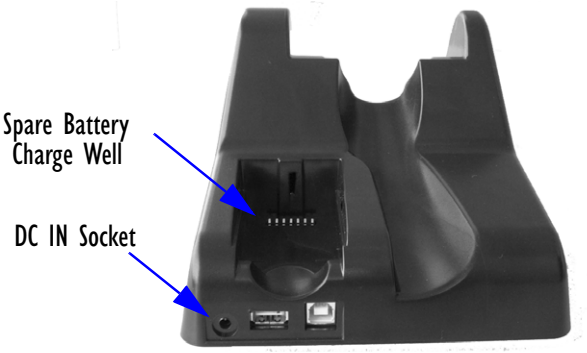

Figure 9.10 Back Of Desktop Docking Station

Important: ***This docking station can only be used to charge Psion Teklogix approved Lithium-Ion batteries—specifically model numbers WA3000 and WA3002.***

9.4.1 Charging A Battery Installed In The WORKABOUT PRO

- Insert the DC power cable to the DC IN socket on the desktop docking station. Plug the pronged end of the cable into an AC outlet.
- Slide the hand-held into the docking station, making certain that the LIF (Low Insertion Force) port on base of the WORKABOUT is securely seated on the docking station connector pins. An icon is displayed in the taskbar of the hand-held indicating that the unit is properly installed in the station— This icon is only displayed when the unit is switched on.

The LED on the WORKABOUT PRO lights up indicating that the unit has external power and battery charging will begin. It is safe to leave the unit in the desktop docking station while it is not in use—the battery will not be overcharged.

9.4.2 Charging A Spare Battery

- Insert the battery in the spare battery charge well at the back of the docking station, aligning the contacts on the battery with the contacts in the spare battery charge well.

9.4.3 Battery Charge Duration

A fully discharged battery can take up to 5 hours to charge. The desktop docking station stops applying power to the battery when it is fully charged—there is no risk of overcharge if the battery remains in the charge well.

9.4.4 Charger LED Indicators

Figure 9.11 Battery Charge Status

The desktop docking station is equipped with a single dual-coloured LED indicator in the lower-right corner of the front panel.

LED Behaviour	Charge Status
Off	No battery detected in the charge well.
Solid red	Charge in progress.
Solid green	Battery is fully charged.

Table 9.2 Desktop Battery Charger LED Behaviour

Note: *Battery charging continues whether the hand-held is switched on or off.*

9.4.5 Troubleshooting The Charging Operation Of The Dock

The quad battery charger troubleshooting section beginning on page 287 also applies to the charging behaviour of the desktop docking station.

9.4.6 Desktop Docking Station Ports

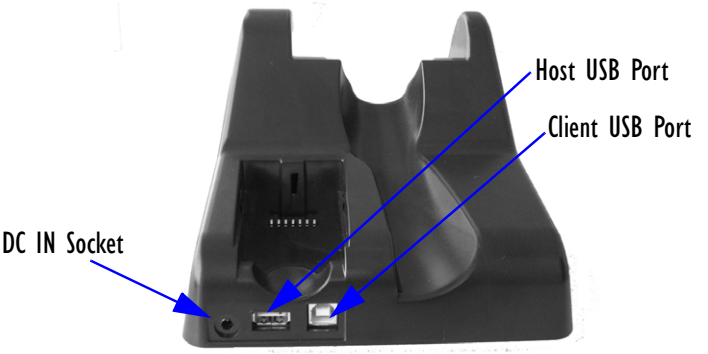

Figure 9.12 Back of Desktop Docking Station

The desktop docking station is equipped with two USB ports—a Host USB port to connect peripherals such as a printer, keyboard, etc. and a Client USB to connect the docking station to a PC.

9.4.7 Linking A WORKABOUT PRO To A PC

The desktop docking station can be connected to a PC so that you can exchange files in the same way that you would between PC drives. A USB cable is included with your docking station.

To link the WORKABOUT PRO to a PC:

- Insert the hand-held in the desktop docking station.
- Insert the USB cable into the docking station Client USB connector. Attach the other end of the cable to a USB port on the PC.

You'll need to install connectivity software on your PC before you can pass information between the hand-held and the PC.

9.4.7.1 Using Microsoft® ActiveSync® To Work With Files

ActiveSync®—Microsoft PC connectivity software—can be used to connect the WORKABOUT PRO to PCs running this software. You'll be able to:

- View WORKABOUT PRO files from Windows Explorer.
- Drag and drop files between the WORKABOUT PRO and the PC in the same way that you would between PC drives.
- Back up WORKABOUT PRO files to the PC, then restore them from the PC to the hand-held again, if needed, and so on.

You can use the Companion CD included with your WORKABOUT PRO to install ActiveSync.

9.4.8 Linking A WORKABOUT PRO To An Ethernet Network

An USB-Ethernet adaptor cable—model number WA4010—is used to connect the WORKABOUT PRO to an Ethernet network through a desktop docking station (model number 4002 or 4102).

Figure 9.13 USB-Ethernet Adaptor Cable

- Insert the adaptor's USB connector into the Host USB port on the desktop docking station.

- Connect your network Ethernet cable to the Ethernet port on the adaptor cable.

9.4.8.1 Network Access

The hand-held unit automatically detects insertion into the desktop dock and loads the appropriate drivers to communicate with the USB-Ethernet converters.

Network Addressing

The host application uses standard TCP/IP protocol to name, locate and communicate with a specific WORKABOUT PRO on the network.

If a link is established between a WORKABOUT PRO and a host, the application on the host and on the hand-held must have a recovery mechanism in the event that the WORKABOUT PRO is removed from the dock, interrupting the link.

9.4.9 Troubleshooting The Docking Station Operations

The indicators, applications and drivers required to use and monitor the desktop docking station as a *dock* (as opposed to a charger) are installed on the WORKABOUT PRO—no applications are present on the docking station itself.

9.5 Single Battery Charger—Model #WA3001

Figure 9.14 Single Battery Charger

The single battery charger is designed to charge a single battery. It has a DC IN socket and is equipped with one LED that indicates the status of the charge process.

9.5.1 Inserting A Battery In The Single Battery Charger

- Insert the DC power plug into the charger. Plug the pronged end of the power cable into an AC outlet.
- Install the battery, aligning the contacts on the battery with the contacts in the battery charge well.

9.5.2 Battery Charge Duration

It can take up to 4 hours to fully charge a battery. The single battery charger stops applying power to the battery when it is fully charged—there is no risk of overcharge if the battery remains in the charge well. The 75% charge indicator is handy if you need a quick recharge—a quick charge often takes less than one hour.

9.5.3 Charge Indicators—The LED

The LED on the top of the charger indicates battery charge progress.

LED Behaviour	Charge Status
Off	No battery detected in the charge well.
Solid green	Battery is fully charged.
Fast flashing green	Battery is charged to 75% capacity.
Slow flashing green	Charge in progress.
Solid red	Battery is outside ambient temperature range of 0° C to 45 °C (32° F to 113° F).
Flashing red	Charge alarm indicating a charging circuit problem. Refer to “Troubleshooting” on page 287 for details.
Flashing red then green in a 3 second cycle	Power up test sequence.

Table 9.3 Single Battery LED Behaviour

Note: *Battery charging continues whether the hand-held is switched on or off.*

9.6 Quad Battery Charger–Model #WA3004

Table 9.4 Quad Battery Charger

The quad battery charger is designed to charge up to four Lithium Ion batteries at one time.

Note: *The gang charger is shipped with a user manual. It is critical that this manual be reviewed for additional information and updates.*

9.6.1 Charging Batteries

- Slide the battery into a charge well, aligning the contacts on the battery with the contacts in the charge well.

9.6.2 Battery Charge Duration

A fully discharged battery can take up to 4 hours to charge. The quad battery charger stops applying power to the battery when it is fully charged–there is no risk of overcharge if the battery remains in the charge well. The 75% charge indicator is handy if you need a quick recharge–a quick charge often takes less than one hour.

9.6.3 Charge Indicators–The LEDs

Each battery charge well is equipped with an LED to indicate the charge status of the battery. When a battery is inserted in the charger, the colour and behaviour of the LED associated with the charge well in use indicates the status of the charge. Refer to Table 9.3 on page 285 for details.

9.6.4 Troubleshooting

9.6.4.1 Excessive Charge Duration

The charger is equipped with a recalibration function—a function that fully discharges and then fully recharges the battery. This process is necessary to recalibrate the battery capacity gauge internal to the battery. The charger attempts recalibration when:

- the battery capacity is at less than 30%, and
- the battery has undergone more than 40 partial charge cycles since the last full discharge.

The recalibration function extends the charge time by up to 2 hours.

9.6.4.2 Indicator Flashing Red

If the indicator flashes red:

- Remove all batteries and disconnect the mains power cable.
- Wait at least 20 seconds, and then plug the cable in again.

If any of the charge well LEDs continue to flash red, the charger is defective and requires service. If all indicators are flashing red, there is a power supply problem and the charger requires service.

9.6.4.3 Power LED Does Not Light Up

- Remove all batteries, and unplug the charger.
- Connect another device to the mains outlet to ensure there is power.
- Remove the IEC mains power cable from the charger, and check it for damage.
- Reconnect the mains cable in the charger and mains outlet.

If the power LED still does not light up:

- Unplug the mains cable, and check the fuse at the rear of the charger.

If the fuse appears to be intact, the charger requires service.

9.6.4.4 Indicator Does Not Light When Battery Installed

- Remove the battery, and clean the contacts on the battery and the charge well.
- Reinstall the battery, and check that it is fully seated in the charger well.
- Inspect the charge well contacts for damage (are they bent, flattened, twisted or broken).

- Try inserting a battery that you know to be working in the charger well.
- Reconnect the mains power cable, and check that the charger well indicator flashes at powerup.

9.7 Quad Docking Station–Model #WA4004

Figure 9.15 Quad Docking Station

Note: *The quad docking station is shipped with a docking manual. It is critical that this manual be reviewed for additional information and updates.*

The quad docking station permits each of four docked WORKABOUT PROs to communicate with a 10/100 BaseT Ethernet network at greater than 2Mbps. It also provides sufficient power to operate and fast charge the batteries in the units.

9.7.1 Quad Docking Station Setup

After unpacking the unit:

- Visually inspect the unit for any damage.
- Install the IEC power cord and apply power.

A green indicator in the lower-right corner of the front panel lights up to indicate that power is present.

- Attach a CAT5 RJ45 network patch cable (supplied) between your network and the RJ45 jack on the rear of the dock.

A green LED is illuminated next to the RJ45 connector when a valid network link is established.

A user application must be loaded onto each WORKABOUT PRO that utilizes the quad dock for communication. When the network is connected and this application is loaded, the quad dock is ready for use.

9.7.2 Quad Indicators

The quad dock is equipped with a power indicator LED and RJ45 link and traffic indicator LEDs. When a valid network link is established, a green LED is illuminated next to the RJ45 connector.

9.7.3 Inserting A WORKABOUT In The Quad Docking Station

- Slide the WORKABOUT PRO into the cradle portion of the quad dock until lightly latched.

The hand-held detects that it is in a quad dock and momentarily displays the appropriate icon in the navigation bar at the top of the screen– . The LED on the hand-held unit lights up to show it has external power and may start charging the battery.

Interaction with the WORKABOUT PRO while in the quad dock is a function of the user application software used to communicate with the host network.

9.7.4 Network Access

The quad docking station has one 10/100 Ethernet port. You can insert up to four hand-held units. The hand-helds are connected to an internal USB hub. The hand-held unit automatically detects insertion into a quad docking station and loads the appropriate drivers to communicate with the USB/Ethernet converters.

9.7.4.1 Network Addressing

Although the USB converters have fixed Ethernet MAC addresses, there is generally no correlation between these addresses and a specific hand-held. The host application uses standard TCP/IP protocol to name, locate and communicate with a specific WORKABOUT PRO on the network.

If a link is established between a WORKABOUT PRO and a host, the application on the host and on the hand-held must have a recovery mechanism in the event that the WORKABOUT PRO is removed from the dock and the link is interrupted.

9.7.5 Battery Charging–LED Behaviour

The quad docking station supplies DC power to enable the WORKABOUT PRO internal fast charger. Charge status is displayed on the hand-held LED–the LED turns red while the battery is being charged and turns green once the charge is complete. If the battery is fully charged when the unit is inserted in the docking station, the LED flashes red for less than a second and then turns green. Battery charging continues whether the WORKABOUT PRO is switched on or off.

It can take up to 5 hours to fully charge the internal battery.

9.7.6 Troubleshooting

The indicators, applications and drivers required to use and monitor the docking station are installed on the WORKABOUT PRO–no indicators or applications are present on the docking station itself.

9.7.6.1 Network Link Unsuccessful

If a network link fails, the WORKABOUT PRO application alerts the operator that the link was unsuccessful.

9.7.6.2 Hand-Held LED Does Not Light When Docked

- Check that the quad docking station has power–is the Power LED on the docking station illuminated?
- Try inserting the WORKABOUT PRO in another well in the quad dock.
- Check for dirt or contamination on the docking contacts at the bottom of the WORKABOUT PRO. Wipe the contacts with a damp cloth if necessary.
- Check the pogo pins inside the dock cradle for dirt. Gently wipe with a damp cloth if they appear to be dirty or discoloured.
- Check that the pogo pins are not bent or damaged.
- Remove and reinsert the WORKABOUT PRO in the cradle, and check that the latch is holding the unit in place (the pogo pins must be compressed for proper contact).
- Make certain that the battery installed in the WORKABOUT PRO is not defective.

9.8 AC Wall Adaptor And Tether Cable

Figure 9.16 WORKABOUT PRO AC Wall Adaptor And Tether Cable

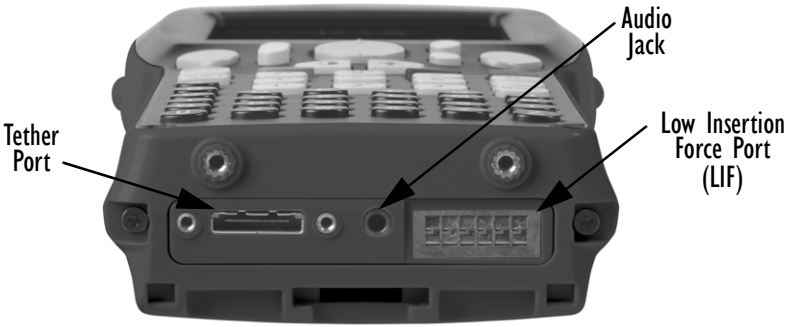

Figure 9.17 Bottom Of WORKABOUT PRO

Connecting a wall adaptor (WA3220) and tether cable (CA1050) to your WORKABOUT PRO will supply AC power to your unit. The tether cable is equipped with a tether port so that you can attach a peripheral device to the hand-held while providing power. A power lead must be ordered separately.

- Insert the tether connector into the tether port on your hand-held. Tighten the screws to secure the cable in place.
- Insert the DC power plug into the DC IN socket on the tether cable, connect the AC power lead to the Universal AC Power Supply.
- Plug the pronged end of the lead into an AC outlet.

9.9 Cigarette Lighter Adaptor

Figure 9.18 Cigarette Lighter Adaptor

The cigarette lighter adaptor is an optional accessory that allows you to power your WORKABOUT PRO through your vehicle cigarette lighter.

- Attach a tether cable (see Figure 9.16 on page 291) to the base of the WORKABOUT PRO.
- Insert the cigarette lighter adaptor DC power plug into the DC IN socket on the tether cable.
- Insert the adaptor in your vehicle cigarette lighter outlet to power your unit.

9.10 The Vehicle Cradle

Figure 9.19 Unpowered Vehicle Cradle

The vehicle cradle is available in two versions—unpowered (WA1000) and powered (WA1010). A port replicator option is available for both types of vehicle cradle.

The vehicle cradle is a highly ruggedized, single station dock. Although it provides quick insertion and removal, the cradle holds the WORKABOUT PRO securely even when operated in high vibration environments.

9.10.1 Vehicle Cradle Mounting Recommendations

Warning: ***Before mounting a vehicle cradle in a vehicle, there are a number of operator safety issues that require careful attention. An improperly mounted cradle may result in one or more of the following: operator injury, operator visibility obstruction, operator distraction and/or poor ease of egress for the operator. Psion Teklogix strongly recommends that you seek professional mounting advice from the vehicle manufacturer.***

Cable routing within a vehicle cab also requires careful consideration, especially for separately tethered scanners and other devices with loose cables. If you are unable to obtain suitable advice, contact Psion Teklogix for assistance (see *Appendix A: Support Services And Worldwide Offices****). Note also that for better protection, the equipment should be mounted inside the vehicle roll cage.***

Pedestal mounts are recommended for all fixed mount locations because they offer optimal operator access. In addition, for safety reasons, only pedestal mounts with fully locking joints should be used in vehicles. Always adjust the pedestal for the optimum viewing angle, and securely tighten the hex and wing screws.

The most effective way to mount the vehicle cradle is to use the four #8-32 threaded inserts on the rear of the unit. Bolts must not extend more than 10mm (3/8") into the cradle.

To accommodate the service loop of the connector cable, leave a 4" clearance at the bottom of the cradle. Leave a 7" (minimum) clearance at the top of the cradle to allow easy removal of the hand-held. Also remember to leave at least a 3" clearance at the sides of the cradle to allow activation of the release knobs. Refer to the detailed assembly instructions that are packaged with the cradle when selecting a mounting location.

9.10.1.1 Mounting Template

The vehicle cradle is shipped with detailed mounting instructions including a drill template.

9.10.2 Wiring Guidelines

Before installing cables between the cradle and other devices, review the following:

- Ensure that drilling holes will not damage the vehicle or its wiring.
- Protect cable runs from pinching, overheating and physical damage.
- Use grommets to protect cables that pass through metal.
- Use plastic straps and tie-downs to secure cables and connectors in their desired location, away from areas where they may get snagged or pulled.
- Keep cables away from heat sources, grease, battery acid and other potential hazards.
- Keep cables away from control pedals and other moving parts that may damage the cables or interfere with the operation of the vehicle.

9.10.3 Using The Vehicle Cradle

If your WORKABOUT PRO is equipped with a shoulder strap or cover, these accessories need to be removed before installing the unit in a vehicle cradle. There is no need to remove handstraps, pistol grips or tethered devices from the unit.

- Slide the WORKABOUT PRO into the cradle, and press firmly downward until it locks into place. On a vehicle, it's a good idea to pull up on the WORKABOUT PRO to be certain that it is secure.
- To remove the unit, press firmly on the RELEASE button on the front face of the unit until it releases from it latch. The hand-held will be slightly raised so that it can be removed.

9.10.4 Maintaining The Vehicle Cradle

Two latches in the cradle hold the WORKABOUT PRO firmly in place. Although these latches are designed for robustness and endurance, they will wear over time and will no longer lock the hand-held securely in the cradle. For replacement parts and instructions contact Psion Teklogix. Partial disassembly is required.

9.10.5 Powered Cradle Installation In High Voltage Vehicles

Warning: ***Voltages exceeding 60VDC are considered hazardous. For powered cradle installations on vehicles with batteries above this voltage, ensure the powered cradle power connector is mounted in a dry location on the vehicle, or that the connector is insulated with an appropriate waterproof material after installation. The connector must also be installed out of the vehicle operator's reach. Exposing an accessible power connector to water or other liquids could create a hazardous situation resulting in serious injury or death.***

Installation of powered cradles in vehicles that operate above 60VDC require special consideration.

Due to the hazardous voltages present on these vehicles, it is necessary to ensure that the powered cradle power supply cable connector is not accessible to the vehicle operator, and does not get exposed to water or other liquids. This can be accomplished in one of the following ways:

- Ensure the power connector is installed in a dry location on the vehicle, away from the vehicle operator's reach (perhaps under a vehicle dash or in a sealed housing).
- Cover the power connector with a waterproof heat shrink material.
- Wrap the connector securely with a waterproof electrical tape in an area out of the vehicle operators reach.

All other installation requirements outlined in this document should also be followed for High Voltage vehicles to insure safe installation and operation of the powered cradle.

9.10.6 Powered Vehicle Cradle Installation

The powered cradle option is designed to allow the WORKABOUT PRO to be powered by a vehicle battery. The battery installed in the hand-held is also recharged by the vehicle battery. This option accepts DC power sources ranging from 10 to 55V, with optional pre-regulator.

The vehicle cradle can be ordered with the powered cradle option installed.

Warning: ***Applying a voltage greater than that specified or reversing or reversing polarity may result in permanent damage to the cradle power option and will void the product warranty.***

9.10.6.1 Wiring Vehicle Power To The Cradle

A 1.8 meter (6 foot) extension power cable (PN 13985) is supplied with your powered vehicle cradle. This cable should be wired to a filtered, fused (maximum 10A) accessory supply on the vehicle. The power cradle draws no more than 8A (less if the accessory supply is greater than 12V). Any additional wiring, connectors or disconnects used should be rated for at least 10A.

The red lead of the power cable attaches to the positive vehicle supply. The black lead connects to the negative supply—this should be connected to a proper terminal block and not to the vehicle body. The power cradle is fully isolated and can be used with both negative and positive chassis vehicles.

You may have the option of connecting power before or after the 'key' switch. It is preferable to wire the power cradle *after* the key switch—that is, it cannot be turned on without the key on. However, if the operator switches the key off repeatedly for long periods during a shift, it may make more sense to wire the cradle *before* the switch.

Keep in mind that the WORKABOUT PRO will continue to operate with or without vehicle power as long as its battery has sufficient charge.

If an unfused power source must be used, a fuse assembly (PN 19440) must be added to the extension power cable (the fuse and instructions are supplied with the cable). Use only a 10A slow blow UL approved fuse in the fuse assembly.

9.10.7 The Port Replicator

Figure 9.20 Port Replicator

The port replicator (Model# WA4005) is an optional accessory that allows tethered devices as well as mounted peripherals (e.g., bar code printers or weigh scales) to be attached to the vehicle cradle. The replicator can be used with or without the cradle power option.

The functionality of the WORKABOUT PRO tether port is replicated into RS-232 serial interfaces by the port replicator. It provides the user with 3 DB9 serial interfaces as well as one Type B USB port (for connecting a Host device).

9.11 Bluetooth Peripherals

The WORKABOUT PRO C (a unit equipped with a colour display)—comes equipped with a Bluetooth radio, making it is possible to communicate with a variety of Bluetooth peripherals, including GSM/GPRS handsets, scanners, printers, and so on.

The range of the Bluetooth radio is limited to approximately 5 meters.

Psion Teklogix provides built-in support for the Bluetooth peripherals listed below.

- GSM/GPRS universal handset
- Bluetooth printer

Keep in mind that Bluetooth and IEEE 802.11b radios both operate in the 2.4GHz band. Although the WORKABOUT PRO includes features to minimize interference, performance of the system will not be optimal if you use both radios simultaneously. Typically, when both radios operate in the hand-held at the same time, they cannot transmit simultaneously—this has a negative impact on overall

system throughput. To minimize the impact on the backbone 802.11b network, Psion Teklogix recommends using Bluetooth peripherals that have low transaction rates (such as printers and scanners).

Refer to "Bluetooth Setup" on page 167 for information about setting up your Bluetooth devices for communication. In addition, review the manual shipped with your Bluetooth device to determine the method used to associate with the WORKABOUT PRO host.

SPECIFICATIONS 10

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Note: *Performance specifications are nominal and subject to change without notice.*

10.1 Hand-Held Computer Specifications

WORKABOUT PRO C Models

Size

- Length: 8.7" (221mm)
- Width: 3" (76mm) at grip area tapering to 3.6" (92mm) at display area.
- Depth: 1.2" (31mm) at grip area tapering to 1.7" (44mm) at display area.

Weight

With battery: 16 oz. (454g); add 2.6 oz. (75g) with SE 1223HP scanner expansion module; add 0.7 oz. (19g) with 802.11b CF card radio.

WORKABOUT PRO S Model

Size

- Length: 7.5” (190mm)
- Width: 2.9” (75mm) at grip area tapering to 3.8" (98mm) at display area (including side scan buttons)
- Depth: 1.2" (31mm) at grip area tapering to 1.7" (44mm) at display area

Weight

With battery: 16 oz. (454g); add 2.6 oz. (75g) with SE 1223HP scanner expansion module; add 0.7 oz. (19g) with 802.11b CF card radio.

Operating System

Microsoft Windows Mobile 2003 SE

Processor

- Intel Xscale PXA255

Power Management

- 3.8V Standard Capacity Li-ion rechargeable battery - up to 8hours of operation.
- 3.8V High-Capacity Li-ion rechargeable battery - up to 12 hours of operation.
- Advanced Smart Battery w/ gas gauge.
- Quick swap battery packs.
- Built-in fast charger.
- Rechargeable, user-replacable internal coin battery.
- Also accepts 3 AA Alkaline batteries.

Communication

Ports	USB Host port on base for tethered USB devices (printers, etc.) Low Insertion Force Docking Station Port with: - USB Device Port - USB Host port - Power in/out

Environmental

Operating Temperature	14°F to 122°F (-10°C to +50°C)
Storage Temperature	-13°F to 140°F (-25°C to +60°C)
Rain And Dust Resistance	IEC 529, classification IP54.
Humidity	5% - 95% RH non-condensing
Shock	Multiple 4 ft. (1.2m) drops to polished concrete.

Approvals

Safety	UL60950-1, CSA C22.2 No 60950-1
EMC	FCC Part 15 Class B EN 55022 EN 55024
Laser	IEC 60825-1, Class 2

	FDA 21 CFR 1040.10, 1040.11 Class II
Bluetooth:	1.1 on C & S models
In Vehicle Cradle	E Mark

10.2 Radio Specifications

802.11b Direct Sequence Spread Spectrum

Transmit Power	100mW max for USA
50mW max for EU countries	
Frequency Range	2.400-2.474 for USA, Canada
2.400-2.484GHz for EU	
Channels	1 to 11 for USA, Canada
	1-13 for EU countries
	1-13 or 14 for Japan
Data Rates	1,2,5.5 and 11Mbps

10.3 SE 1223HP Scanner Specifications

Physical Characteristics	SE 1223HP (Decoded)
Dimensions:	0.76 in. max. H x 1.51 in. max. W x 1.38 in. max. D 1.93 cm max. H x 3.84 cm max. W x 3.51 cm max. D
Weight:	1.33 oz. max. (37.7 gm max.)
Performance Characteristics	
Light Source:	Visible Laser Diode 650 nm
Scan Rate:	35 (± 5) scans/sec (bidirectional)
Scan Angle:	42º ± 2º
Scan Patterns:	Linear
Minimum Print Contrast:	Minimum 20% absolute dark/light reflectance measured at 650 nm
Symbologies:	UPC/EAN, Code 128, Code 39, Code 93, I 2 of 5, Discrete 2 of 5, Codabar, MSI UCC/EAN 128, Tri-Optic Code 39

Programmable Parameters:	Laser On Time, Aim Duration, Power Mode, Trigger Mode, Bidirectional Redundancy, Symbology types/lengths, Data Formatting, Serial Parameters, Beeper Tone
Interfaces:	12 position ZIF connector. Symbol Standard SSI Interface with logic level serial data communications plus trigger, beeper and decode LED signals
User Environment	
Ambient Light, Artificial:	450 ft. candles (4,844 lux)
Ambient Light, Sunlight:	10,000 ft. candles (107,640 lux)
Operating Temperature:	-22° F to 140° F (-30° C to 60° C)
Storage Temperature:	-40° F to 140° F (-40° C to 60° C)
Humidity:	5% to 95% noncondensing
Power, Input Voltage:	5.0 VDC ± 10%
Power, Input Current:	110 mA typical
Power, Standby Current:	130 µA max.
Shock:	2,000 G
Regulatory	
Laser Classification:	Intended for use in CDRH Class II and IEC Class 2 devices
Electrical Safety:	UL, VDE, and CUL recognized component laser

10.4 SE 923HP Scanner Specifications

Parameter	SE 923
Light Source	Visible Laser Diode 650 nm
Scan Rate	39 (± 3) scans/sec (bi-directional)
Scan Angle	53º (typical)
Scan Patterns	Linear
Minimum Print Contrast	Minimum 25% absolute dark/light reflectance measured at 650 nm
Symbologies	UPC/EAN, Code 128, Code 39, Code 93, I 2 of 5, Discrete 2 of 5, Codabar, MSI Plessey
Programmable Parameters	Laser On Time, Aim Duration, Power Mode, Trigger Mode, Bi-directional Redundancy, Symbology types/lengths, Data formatting, Serial Parameters, Beeper Tone Scan Angle
Ambient Light:	Artificial: 450 ft. candles (4844 Lux) Sunlight: 10000 ft. candles (107,640 Lux)

Parameter	SE 923
Operating Temperature:	-4° to 131°F (-20° to 55°C) chassis temperature
Storage Temperature:	-40° to 140°F (-40° to 60°C)
Humidity:	5% to 95% noncondensing
Power: Input Voltage: Input Current: Standby Current:	 3.0-5.5 VDC ± 10% 65 mA typical 8 µA max
Shock	2000 G
Output Power (peak)	0.94mW

10.5 Battery Specifications

10.5.1 Standard Battery Pack

Chemistry Capacity	Lithium Ion Polymer Battery (Li-Polymer)
	1750 mAh nominal at 350mA discharge 20 °C (68° F) to 2.8V(minimum)
Voltage	3.7V nominal (2.8V min. to 4.2V max.)
Cell Configuration	1S2P (2 parallel connected cells)
Cell Type	Lithium-ion Polymer Battery
Max. Discharge Current	1A (-10° C to 60° C) -- (14° F to 140° F)
Charge Algorithm	CC to CV
Max. Charge Voltage	4.2V +/- 0.05V
Max. Charge Current	800 mA
Discharge Cut-off	2.6V min – DS2761 protection circuit initiates
Recommended Fast Charge	1550 mA for 2.5hrs
Max. Fast Charge Time	3.0 hrs.
Recommended Termination Taper Current	50 - 100 mA
Recommended Charge Termination Timeout	30 min.
Charge Temperature	0° C to 45 °C (32° F to 113° F)
Discharge Temperature	-20° C to 60° C (-4° F to 140° F)
Recommended Termination Taper Current	50 - 100 mA
Recommended Charge Termination Timeout	30 min.

Charge Temperature	0° C to 45 °C (32° F to 113° F)
Discharge Temperature	-20° C to 60° C (-4° F to 140° F)
Storage Temperature	-20° C to 60° C (-4° F to 140° F) Storing battery at elevated temperatures is ***not*** recommended.
Cycle Life	300 cycles minimum with no degradation below 80% of nominal capacity based on standard charge / standard discharge rates (to 2.8V) @ 25ºC
Impedance	45m¾ max. @ 1kHz AC only the battery cell
Total Internal Resistance	200 m ¾max., fully charged new pack (including cell resistance and protection circuit resistance) @ 1kHz AC
High Temperature Recovery	>60% nominal capacity after 20 days @ 60° C (full charge) -- (140° F)
Low Temperature Recovery	>80% nominal capacity after 72 hours @ -20° C (full charge) -- (-4° F)
Capacity recovery	-20° C to 60° C (-4° F to 140° F) >80% capacity recovery within 1 month -20° C to 45° C (-4° F to 113° F) >75% capacity recovery within 3 month -20° C to 20° C (-4° F to 68° F) >70% capacity recovery within 1 year

10.5.2 High-Capacity Battery Pack

Chemistry Capacity	Lithium Ion Polymer Battery (Li-Polymer)
	2625 mAh nominal at 350mA discharge 20 °C (68° F) to 2.8V(minimum)
	1800 mAh nominal at 300mA discharge at –20 °C to 2.8V (minimum)
Voltage	3.7V nominal (2.8V min. to 4.2V max.)
Cell Configuration	1S3P (3 parallel connected cells)
Cell Type	Lithium-ion Polymer Battery
Max. Discharge Current	1.7A (-10° C to 60° C) -- (14° F to 140° F) 0.5C (-20° C to 60° C) -- (-4° F to 140° F)
Charge Algorithm	CC to CV
Max. Charge Voltage	4.2V +/- 0.05V
Max. Charge Current	900 mA
Discharge Cut-off	2.6V min – DS2761 protection circuit initiates

Recommended Fast Charge	2325 mA for 4.0 hrs
Max. Fast Charge Time	5.0 hrs
Recommended Termination Taper Current	50 - 100 mA
Recommended Charge Termination Timeout	30 min.
Charge Temperature	0° C to 45 °C (32° F to 113° F)
Discharge Temperature	-20° C to 60° C (-4° F to 140° F)
Recommended Termination Taper Current	50 - 100 mA
Recommended Charge Termination Timeout	30 min.
Charge Temperature	0° C to 45 °C (32° F to 113° F)
Discharge Temperature	-20° C to 60° C (-4° F to 140° F)
Storage Temperature	-20° C to 60° C (-4° F to 140° F) Storing battery at elevated temperatures is ***not*** recommended.
Cycle Life	300 cycles minimum with no degradation below 80% of nominal capacity based on standard charge / standard discharge rates (to 2.8V) @ 25ºC
Impedance	35m¾ max. @ 1kHz AC only the battery cell
Total Internal Resistance	210 m ¾max., fully charged new pack (including cell resistance and protection circuit resistance) @ 1kHz AC
High Temperature Recovery	>60% nominal capacity after 20 days @ 60° C (full charge) -- (140° F)
Low Temperature Recovery	>80% nominal capacity after 72 hours @ -20° C (full charge) -- (-4° F)
Capacity recovery	-20° C to 60° C (-4° F to 140° F) >80% capacity recovery within 1 month -20° C to 45° C (-4° F to 113° F) >75% capacity recovery within 3 month -20° C to 20° C (-4° F to 68° F) >70% capacity recovery within 1 year

10.5.3 Maxell ML2032 Rechargeable Coin Battery

Model	ML2032
System	Lithium Ion
Nominal Voltage (V)	3 V
Nominal Capacity (mAh*)	65
Nominal Discharge Current (µA)	200
Charge/Discharge Cycle Lifetime	
Depth of Discharge = 10%	1,000 (6.5 mAh discharge) (total capacity 6,500 mAh)
Depth of Discharge = 20%	300 (13 mAh discharge) (total capacity 3,900 mAh)
Temperature Ranges	
Operating	-10° C to 60° C (14° F to 140° F)

* Nominal capacity indicates duration until the voltage drops down to 2.0V when discharged at a nominal discharge current at 20° C (68° F).

APPENDIX A

SUPPORT SERVICES AND WORLDWIDE OFFICES

Psion Teklogix provides a complete range of product support services to its customers worldwide. These services include technical support and product repairs.

A.1 Technical Support

Technical Support for Mobile Computing Products is provided via e-mail through the Psion Teklogix customer and partner extranets. To reach the website, go to *www.psionteklogix.com* and click on the appropriate Teknet link on the home page. Then click on the "Log-in" button or the "Register" button, depending on whether you have previously registered for Teknet. Once you have logged in, search for the "Support Request Form".

A.2 Product Repairs

International

For technical support outside of Canada or the U.S.A., please contact your local Psion Teklogix office listed on our worldwide website:

http://www.psionteklogix.com

Click on the heading labelled 'Contacts' to choose a Psion Teklogix technical support representative closest to you.

Canada/U.S.A

Canadian and U.S. customers can receive access to repair services, by calling the toll-free number below, or via our secure website (see *Technical Support*, above).

Note: *Customers calling the toll-free number should have their Psion Teklogix customer number or trouble ticket number available.*

Voice: 1 800 387-8898 (press option '2')

Fax: 1 905 812-6304

A.3 Worldwide Offices

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APPENDIX B

PORT PINOUTS

B.1 Standard Battery Contact Pin Definition

PIN #	Signal Name	Description
1	P+	Power Pin for Battery Pack Positive
2	P+	Power Pin for Battery Pack Positive
3	DQ	One-wire Interface Data Pin
4	T	GND
5	P-	Power Pin for Battery Pack Negative
6	P-	Power Pin for Battery Pack Negative
7	PS	Power Switch Sense Pin

B.2 High-Capacity Battery Contact Pin Definition

PIN #	Signal Name	Description
1	P-	Power Pin for Battery Pack Negative
2	DQ	One-wire Interface Data Pin
3	T	GND
4	P+	Power Pin for Battery Pack Positive
5	PS	Power Switch Sense Pin
–	–	Plastic Rib
6	P-	Power Pin for Battery Pack Negative

B.3 LIF (Low Insertion Force) Port Pinout

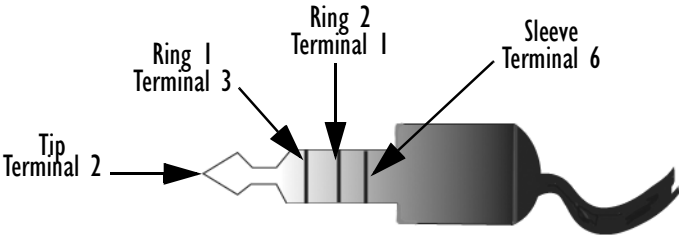
PIN #	Signal Name
1	Ground
2	Ground
3	USB Host Data Plus, For connecting USB devices
4	USB Host Data Minus, For connecting USB Devices
5	USB Host Power, for powering USB devices (5V, 100mA Max)
6	DC Power in, for supplying power to WORKABOUT PRO / charging battery (5V, 3A)
7	DC Power in, for supplying power to WORKABOUT PRO / charging battery (5V, 3A)
8	LIF Detect, determines if a device is attached to the LIF
9	USB Device Data Minus, for operating the WORKABOUT PRO as a USB device
10	USB Device Data Plus, for operating the WORKABOUT PRO as a USB device
11	Ground
12	Ground

B.4 Tether Port Pinout

PIN #	Signal Name
1	Ground
2	USB Host Data Plus, For connecting USB Devices
3	USB Host Data Minus, For connecting USB Devices
4	USB Host Power, for powering USB devices (5V, 100mA Max)
5	TX Data } TX Data and RX Data are only available on terminals with no internal Bluetooth
6	RX Data }
7	Tether Detect, determines if a device is attached to the Tether port
8	DC Power In, for supplying power to WORKABOUT PRO / charging battery (5V, 3A)

PIN #	Signal Name
9	DC Power In, for supplying power to WORKABOUT PRO / charging battery (5V, 3A)
10	DC Power In, for supplying power to WORKABOUT PRO / charging battery (5V, 3A)
11	Not used.
12	Not used.
13	Not used.
14	Not used.
15	Not used.
16	Ground
17	Ground
18	Ground

B.5 Audio Mini-Plug



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