WORKABOUT PRO Hand-Held Computer With Windows Mobile 5.0 **Quick Reference Guide**

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ISO 9001 Certified Quality Management System



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I. Basic Preparation

Thank you for choosing the WORKABOUT PRO. You've purchased a handheld with a wide range of options to help you tailor the unit to meet your exact requirements now and in the future.

Your WORKABOUT will provide many years of productive use.

Important: All approval and safety information is outlined in the 'WORKABOUT PRO Hand-Held Computer With Windows Mobile 5.0 User Guide', PN 8000107. It is important that you review all safety guidelines before charging a battery or operating a scanner.

This quick start guide provides basic information on the operation and features of Psion Teklogix WORKABOUT PRO hand-held computers equipped with the Windows Mobile 5.0 operating system. For more detailed information, refer to the WORKABOUT PRO Hand-Held Computer With Windows Mobile 5.0 User Manual, PN 8000107 or the documentation supplied with the application you are using.

Typically, WORKABOUT PROs are configured at the factory and arrive ready for use.

I.I Charging The Battery

Batteries shipped from the factory are not charged. 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.

 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.

I.2 Installing The Battery

- Turn the fasteners at the base of the battery cover counter-clockwise to unlock the cover and remove it.
- Insert the *charged* battery. 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, you can insert an uncharged battery, dock the unit and switch it on.

1.3 Battery Swap Time

Note: Remember to switch off the WORKABOUT PRO before removing the battery.

Assuming the default power saving parameters and battery reserve level have not been altered from their default settings, battery swap time is approximately 5 minutes. When the main battery is removed, the backup battery will maintain the hand-held data for this period of time; you will not lose data providing that the main battery is replaced within 5 minutes.

To protect against data loss, the unit will automatically shut down with enough reserve in the main battery to last up to 99 hours, the default setting. Even when the hand-held shuts down, the backup battery will continue to draw a trickle charge from the main battery to maintain the data stored in the unit until a new main battery can be installed.

I.4 Switching The Unit On

- Press and hold down the [ENTER/ON] key for at least one second to switch the unit on.
- When the LED flashes green, release [ENTER/ON].

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.

1.5 Switching The Unit Off (Suspend)

 Press the [BLUE] key, and then press [ENTER/ON] to switch off the WORKABOUT PRO.



2.2 WORKABOUT PRO S Features





2.3 The Keyboard

Note: Any differences between the WORKABOUT PRO C and S keys are clearly indicated.

2.3.1 WORKABOUT PRO C Keyboard



2.3.2 WORKABOUT PRO S Keyboard



The keyboard is equipped with a set of standard keys along with an [ORANGE] and a [BLUE] modifier key to provide access to additional keys and system functions. These additional keys are colour coded in *orange* and *blue* print above the standard keys.

2.3.3 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 the WORKABOUT PRO C keyboard, 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 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, it is represented in the *shift-state indicator* icon in the softkey bar at the bottom of the screen to make it easier to determine whether or not a modifier key is active. If the *shift-state indicator* icon is not visible (you can only see the *soft keyboard* icon), you may need to take a few steps to display the *shift-state indicator* icon.

- Tap on Start>Settings followed by the Buttons icon.
- Tap on the **One Shots** tab at the bottom of the screen.
- Tap in the checkbox next to Show modifier key state to display the shift-state indicator icon.



Locking Modifier Keys

When a modifier key is locked 'on', it will remain active until it is pressed again to unlock or turn it off.

Note: The locking behaviour of the modifier keys can be changed so that, for example, pressing a key once will lock the key 'on'. Follow the steps above to display the 'One Shots' tab if you need to adjust the behaviour of a modifier key. Note too that by default, the [ORANGE] key is locked 'on' when pressed only once.

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.



Once a modifier key is unlocked or turned off, it is no longer displayed in the shift-state indicator icon.

2.3.4 The Keys

The [ALPHA] Key (WORKABOUT PRO S Only)

Used to access the alpha characters displayed in *orange* print above numeric keys [1] through [9].

The [CAPS] Key (WORKABOUT PRO S Only)

Displays uppercase alpha characters. Press [ALPHA/ORANGE] [.] to activate this key.

The [SHIFT] Key (WORKABOUT PRO C Only)

Used to display uppercase alpha characters and provide access to the symbols above the numeric 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

Moves the cursor one character to the left, erasing the incorrectly entered key stroke. [DEL] key ([BLUE] [BKSP]) erases the character at the cursor position.

The [CTRL] And [ALT] Key

Modify the function of the next key pressed and are application dependent.

The [TAB] Key

Usually moves the cursor to the next field to the right or downward. Pressing [ORANGE] [TAB] move the cursor backward.

The [ESC] Key

Generally used as a keyboard shortcut to close the current menu, dialog

box or activity and return to the previous one.

The [SPACE] Key

Inserts a blank space between characters. In a Windows dialog box, the [SPACE] key enables or disables a checkbox. On the *S* model, press [ALPHA/ORANGE] [0] to access this key.

The [SCAN] Keys

Activate the scanner beam while pressed. For units without internal scanners, these keys can be remapped to serve other functions.

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 5.0 operating system or another application. Keep in mind that the following function keys are used by the Windows Mobile 5.0 operating system: [F1] - softkey 1, [F2] - softkey 2, [F6] - volume up, and [F7] - volume down. Function keys [F1], [F2], [F5] and [F6] labelled in grey boxes next to the [TAB], [ALT], [ESC] and [CTRL] keys are provided so that you can remap these keys for your application.

The Macro Keys [M1] to [M3] (WORKABOUT PRO C Only)

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, a macro key executes a custom-defined string of characters, including executable keys.

2.4 The Display & Keypad Backlight

Adjusting The Display Backlight From The Keyboard

 Press the Backlight key [*] to cycle through from light to dark, and then back to lightest. Press [ORANGE] [*] to cycle backward from darker to lighter.

Setting The Display & Keypad Intensity

 Tap on Start>Settings. Tap on the System tab followed by the Backlight icon. • Tap on the Intensity tab.



2.4.1 Aligning (Calibrating) The Touchscreen

On WORKABOUT PROs, the 'point and click' action of a PC mouse is accomplished by tapping a stylus on the touchscreen. If the touchscreen has never been calibrated or if the stylus pointer is not accurate when you tap on an item:

 Tap on Start>Settings. Tap on the System tab to display the Screen icon.



• Tap on the Screen icon to display the Alignment tab.



• Tap on the Align Screen button and follow the directions.

2.5 Indicators

WORKABOUT PROs use an LED (Light Emitting Diode), onscreen messages and audio tones as indicators.

2.5.1 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 the application to determine LED behaviour.

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

2.5.2 Audio Indicators

The audio speaker provides a variety of sounds and can be configured to emit a sound under various conditions. Refer to 'Sound And Notification' in the 'WORKABOUT PRO Hand-Held Computer With Windows Mobile 5.0 User Manual' for details.

Adjusting The Speaker Volume

The volume keys are located above the [A] and [B] keys on WORKABOUT PRO C models and above arrow keys on WORKABOUT PRO S models.

The *increase volume* key is labelled with a plus symbol \checkmark ; the *decrease*

volume key is labelled with a minus sign <

On WORKABOUT PRO C models:

- Lock the [BLUE] key 'on'.
- Press the *increase volume* [A] key or the *decrease volume* [B] key until the volume meets your needs.
- Press the [BLUE] key again to 'unlock' it.

On WORKABOUT PRO S models:

- Lock the [FN/BLUE] key 'on'.
- Press the *increase volume* [RIGHT] arrow key or the *decrease volume* [LEFT] arrow key until the volume meets your needs.
- · Press the [FN/BLUE] key again to 'unlock' it.

3. Navigating In Windows Mobile

3.1 Navigating A Touchscreen

All WORKABOUT PROs are equipped with a touchscreen and a stylus. To prevent damage to the touchscreen, use only the stylus provided – *never* use a screw driver or other sharp objects.

To open an icon or a file, launch an applet or open a folder:

• Tap on the appropriate icon.

Note: If the touchscreen is not registering your screen taps accurately, refer to "Aligning (Calibrating) The Touchscreen" on page 13.

3.2 Navigating The Today Screen



3.2.1 The Navigation Bar



Tapping an icon in the navigation bar produces the following results:

Start Button

Displays the Start menu.

Connectivity Indicator

Acts as a hotkey, providing a shortcut to the *Connections* tab in the *Settings* window. This tab provides access to Bluetooth, network, network card and Internet connection setups.

Volume Control

Displays a sliding tab to adjust the speaker volume. You can also turn the speaker on or off.

Battery Indicator

Acts as a hot key, displaying the Battery tab where you can view the main and backup battery charge.

3.3 Today's Date, Clock And Alarm

👭 Settings	# 4€ 1	:15 ok
Clock & Alarm	5	
Home	GMT-8 Pacific U	s 🔻
	1:16:36 PM	• •
_	10/24/2006	•
() Visiting	GMT-5 Eastern	US 🔻
	4:16:36 PM	- V
	10/24/2006	Ŧ
Time Alarms	More	

Note: To warn you of an upcoming meeting or appointment, tap on the Alarms tab, and tap in the checkbox to enable an alarm. Choose the day and time of the alarm.

3.4 Ownership

👫 Setting	5	<i>‡</i> ‡ 4 € 1:40	ok	
Owner Info	rmation			
Name: Company: Address:				In the Today screen, tap the stylus on Owner: to display this screen. Type your personal information in
Telephone: E-mail:				the appropriate fields.
Identification	Notes Opti	ons		
	1222			

Note: You can type information using the WORKABOUT PRO keyboard, or you can tap on the soft keyboard icon in the softkey bar to display an onscreen keyboard.

3.5 Email Notification

If you have any email, it will be indicated next to the Email notification listing in the *Today* screen.

Refer to 'Messaging – The Inbox' in the WORKABOUT PRO Hand-Held Computer with Windows Mobile 5.0 User Manual (PN 8000107) for details about synchronizing your email.

3.6 Task Notification



In the Today screen, tap the stylus on the Task Notification icon to display this screen.

Tap here, and type a task description using the soft keyboard or the hand-held keyboard. Tap anywhere in the blank part of the screen, or press [ENTER] to add the task to your Today screen Active tasks list.

To mark the task as completed, tap on the active task in the Today screen. Tap in the checkbox next to the task. The check mark indicates that the task has been completed. It will no longer appear as an Active task in the Today screen.

Note: To edit a task, tap on the task in this screen to display the Tasks detail screen. Tap on the Edit menu and make any changes or add details about the task.

3.7 Using The Calendar



In the Today screen, tap the stylus on the Calendar softkey in the softkey bar to display your appointments.

—To create a new calendar entry, tap and hold the stylus in the body of the calendar. Choose *New Appointment* from the pop-up menu.

Tap on the *Day* softkey to change the format of the calendar — you can choose to display the calendar as Day, Week, Month, Year or Agenda.

Note: To synchronize the calendar with your PC, refer to 'Active Sync Options' in Chapter 7 of the 'WORKABOUT PRO Hand-Held Computer With Windows Mobile 5.0 User Manual' for details.

3.8 Start Menu

 Tap on the Start button in the upper-left corner of the navigation bar to display the menu.



• Tap on the item with which you want to work.

3.8.1 Customising The Start Menu



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

3.9 Managing Files And Folders

• Tap on Start>Programs. Tap on the File Explorer icon.



3.9.1 Creating A New Folder

- Tap Start>Programs>File Explorer.
- In the File Explorer softkey bar, tap on Menu>New Folder.
- · Type a folder name.

3.9.2 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.

3.9.3 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.

3.9.4 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.

3.10 Using Menus

Menus in Windows Mobile 5.0 are available at the *bottom* of the application screen.

To execute a command available in the softkey bar:

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

3.10.1 Pop-Up Menus

Pop-up menus are available in many screens and programs, offering quick access to a group of useful commands. 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.



• Tap on the command you want to execute.

3.11 Programs

Tap on Start>Programs to display the programs installed on your unit.

Tap on the icon representing the program you want to launch.

To minimize a program screen, tap on the X in the upperright corner. Keep in mind that this will *minimize* rather than close the program.



3.11.1 Closing An Application

- Tap on Start>Settings. Tap on the System tab and then the Memory icon.
- In the Memory dialog box, tap on the Running Program tab to view a list of running applications.

Tap on the application you want to shut down, and tap on the Stop button.

Tap on Stop All to shut down all active applications.

Tap on Activate to enable an application.

📌 Settings	;‡‡ -{ € 5:52 ok					
Memory						
Running Programs Lis	Running Programs List:					
ActiveSync Word Mobile File Explorer						
Activate Sto	p Stop All					
Main Storage Card Run	ning Programs					
Find large files using storage memory.						

3.12 Settings

Tap on Start>Settings to display the options installed on your unit.

Tap on the tab containing the setting icon you want to launch.

Tap on the icon representing the setting you want to launch.



3.13 Help

Tap on Start>Help to display Help screen.

Tap on the topic about which you want additional information.



3.14 Entering Text

You can enter text using the onscreen, *soft keyboard* or using the WORKA-BOUT PRO keyboard.

3.14.1 The Soft Keyboard

If the soft keyboard is not displayed, tap the soft keyboard icon in the softkey bar.

Tap on the letters in the soft keyboard that you want to appear in your document.

To switch to the numeric keypad, tap on the '123' key in the upper-left corner of the soft keyboard.

Tap on '123' again to return to the standard keypad.



Note: If the 'shift-state indicator icon' is displayed in the softkey bar (rather than the soft keyboard icon), tapping on it will also display the onscreen, soft keyboard.

To review additional text entry options, refer to the WORKABOUT PRO Hand-Held Computer With Windows Mobile 5.0 User Manual.

4. General Maintenance

4.1 Caring For The Touchscreen

The touchscreen 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.

Protect the touchscreen from corrosive products such as:

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

If the touchscreen is used in harsh environments, applying a disposable screen protector dramatically extends the life of the touchscreen.

4.2 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 unit.
- Avoid abrasive cleaners, solvents or strong chemicals. 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.

5. Support Services & Worldwide Offices

Psion Teklogix provides a complete range of product support services to its customers worldwide. These services include technical support and product repairs.

To locate the service address and phone number nearest to you, refer to the WORKABOUT PRO Hand-Held Computer With Windows Mobile 5.0 User Guide, PN 8000107, or visit our website:

www.psionteklogix.com

6. Program License Agreements

6.1 End User License Agreements

Refer to the WORKABOUT PRO Hand-Held Computer With Windows Mobile 5.0 User Guide, PN 8000107 for a description of the following end user license agreements (EULA):

- Microsoft End User License Agreement
- Psion Teklogix Inc. End User License Agreement

The *Windows Mobile Version 5.0 EULA* terms are described on the next page of this document.

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