

***COMPAQ***

**AERO 8000 H/PC PROFESSIONAL  
REFERENCE GUIDE**

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## ***Aero 8000 H/PC Professional Reference Guide***

Compaq Aero 8000 H/PC Professional  
Fourth Edition. October 1999.

**122689-004**

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# TABLE OF CONTENTS

<a href="#">Preface: Before You Begin</a>	<a href="#">1</a>
<a href="#">Welcome</a>	<a href="#">1</a>
<a href="#">Symbols and Conventions</a>	<a href="#">2</a>
<a href="#">Customer Registration</a>	<a href="#">2</a>
<a href="#">Regulatory Notices</a>	<a href="#">3</a>
<a href="#">Finding Information</a>	<a href="#">11</a>
<a href="#">Hardware Specifications</a>	<a href="#">11</a>
<a href="#">Caring for Your Aero 8000</a>	<a href="#">14</a>
<a href="#">Chapter 1: Introducing the Aero 8000</a>	<a href="#">1</a>
<a href="#">Chapter 2: Setting Up for the First Time</a>	<a href="#">1</a>
<a href="#">Using the Backlight</a>	<a href="#">3</a>
<a href="#">Power and Defined Keys</a>	<a href="#">4</a>
<a href="#">Additional Keyboard Functions</a>	<a href="#">5</a>
<a href="#">User-Defined Application Launch Keys</a>	<a href="#">7</a>
<a href="#">Using the Application Launch Keys</a>	<a href="#">9</a>
<a href="#">Using the Touch Pad and Mouse Buttons</a>	<a href="#">10</a>
<a href="#">Chapter 3: Forming a Partnership</a>	<a href="#">1</a>
<a href="#">Electrostatic Discharge Notice</a>	<a href="#">1</a>
<a href="#">Step 1: Determine Computer Requirements</a>	<a href="#">2</a>
<a href="#">Step 2: Install ActiveSync</a>	<a href="#">2</a>
<a href="#">Step 3: Configure the Communications Port</a>	<a href="#">3</a>
<a href="#">Step 4: Connect the Aero 8000 to the Computer</a>	<a href="#">4</a>

<u>Chapter 4: Using Power</u>	<u>1</u>
<u>Using AC Power</u>	<u>1</u>
<u>Connecting to AC Power</u>	<u>2</u>
<u>Battery Information</u>	<u>3</u>
<u>Replacing Batteries</u>	<u>5</u>
<u>Resetting Your Aero 8000</u>	<u>9</u>
<u>Chapter 5: Windows CE</u>	<u>1</u>
<u>General Information</u>	<u>1</u>
<u>Programs</u>	<u>3</u>
<u>Microsoft ActiveSync</u>	<u>4</u>
<u>Calculator</u>	<u>6</u>
<u>Calendar</u>	<u>7</u>
<u>Organizing Appointments</u>	<u>10</u>
<u>Changing Options for Calendar</u>	<u>11</u>
<u>Contacts</u>	<u>12</u>
<u>Adding and Working with Contacts</u>	<u>12</u>
<u>Organizing Contacts</u>	<u>13</u>
<u>Inbox</u>	<u>15</u>
<u>Messages</u>	<u>22</u>
<u>Working with Folders</u>	<u>25</u>
<u>InkWriter</u>	<u>26</u>
<u>Pocket Access</u>	<u>32</u>
<u>Synchronizing and Copying Pocket Access Information</u>	<u>32</u>
<u>Working with Databases</u>	<u>35</u>
<u>Working with SQL Procedures</u>	<u>35</u>
<u>Working with Tables</u>	<u>40</u>
<u>Pocket Excel</u>	<u>45</u>

<a href="#">Working with Formulas and Functions</a>	<a href="#">49</a>
<a href="#">Pocket Excel Functions</a>	<a href="#">51</a>
<a href="#">Shortcuts</a>	<a href="#">55</a>
<a href="#">Working with Workbooks</a>	<a href="#">58</a>
<a href="#">Synchronizing and Converting Pocket Excel Files</a>	<a href="#">61</a>
<a href="#">Pocket Internet Explorer</a>	<a href="#">63</a>
<a href="#">Locating and Browsing Web Sites</a>	<a href="#">65</a>
<a href="#">Saving, Caching, and Copying Web Pages</a>	<a href="#">66</a>
<a href="#">Changing the Pocket Internet Explorer Display</a>	<a href="#">67</a>
<a href="#">Pocket PowerPoint</a>	<a href="#">72</a>
<a href="#">Pocket Word</a>	<a href="#">76</a>
<a href="#">Synchronization</a>	<a href="#">81</a>
<a href="#">Chapter 6: Compaq Software</a>	<a href="#">1</a>
<a href="#">    Using Compaq Enhanced Security</a>	<a href="#">6</a>
<a href="#">    Using the Unlock Utility</a>	<a href="#">10</a>
<a href="#">    Using Compaq Database Backups</a>	<a href="#">10</a>
<a href="#">    Using the Dictionary Synchronizer</a>	<a href="#">11</a>
<a href="#">    Using the Internet Favorites Synchronizer</a>	<a href="#">12</a>
<a href="#">    Using a SmartCard</a>	<a href="#">13</a>
<a href="#">    Controlling Volume</a>	<a href="#">14</a>
<a href="#">Chapter 7: Using Infrared</a>	<a href="#">1</a>
<a href="#">    Introduction</a>	<a href="#">1</a>
<a href="#">    Establishing an Infrared Connection</a>	<a href="#">1</a>

<b>Chapter 8: Using the Modem</b>	<b>1</b>
Introduction	1
Safety Precautions for Modems	1
Connecting the Modem	2
Accessing the Internet	3
Browsing the Internet	3
International Usage with TravelSafe	4
<b>Chapter 9: Using PC or CompactFlash Cards</b>	<b>1</b>
Introduction	1
Supported PC Cards	1
PC Card Software	2
Operating Guidelines	2
Inserting a PC Card	3
Removing a PC Card	3
Installing the Internal CompactFlash Memory Card	4
<b>Chapter 10: Remote Connection</b>	<b>1</b>
Introduction	1
Connecting to Your PC through a Network	2
Connecting to Your PC through a Modem	5
Connecting to the Internet	6
Connecting to a Network	7
Adjusting Remote Connection Properties	7
Using Terminal	9

<b>Chapter 11: Synchronization</b>	<b>1</b>
Introduction	1
Synchronizing Data	2
Copying Data	4
Tasks	5
Creating and Updating Tasks	6
Organizing Tasks	7
<b>Chapter 12: Voice Recorder</b>	<b>1</b>
Introduction	1
Creating and Managing Recordings	1
Playing Recordings	3
Using Columns to Sort Recordings	4
Using Folders to Organize Recordings	4
<b>Chapter 13: Settings</b>	<b>1</b>
Communications	1
Dialing	2
Display	4
Network	5
Power	6
Taskbar	7
Volume and Sounds	8
World Clock	8
Solitaire	10

<u>Appendix A: Tips &amp; Troubleshooting</u>	<u>1</u>
<u>Tips</u>	<u>1</u>
<u>Technical Support</u>	<u>2</u>
<u>Troubleshooting</u>	<u>3</u>

# *preface*

## **BEFORE YOU BEGIN**

### **Welcome**

#### **Introduction**

Congratulations on your selection of the Compaq Aero 8000. Before using your device, be sure to read through the *Quick Start Guide* for an overview of the initial setup procedures. Please refer to all the other information that came with your device.

#### **What's Here**

In addition to the Compaq Aero 8000 *Quick Start Guide*, you can use this online *Reference Guide* as a comprehensive library of information on the features of your Compaq Aero 8000. Here you can find information on a variety of topics. We suggest that you browse through this online *Reference Guide*. Its hypertext links enable you to move quickly to the information you need.

Even if you are an experienced user, please refer to this online *Reference Guide* first if you encounter any problems. You can find answers to many common questions or error messages.

# Symbols and Conventions

Some or all of the following format conventions may be used in this guide to distinguish elements of text:

- Names of keys are shown in bold type as they appear on the keyboard, for example, **Ctrl**, **Backspace**, **Tab**.
- Keys that you should press at the same time are represented by the key names and the plus (+) symbol, for example, **Ctrl + Alt + Delete**.
- Commands are presented in lowercase, bold type as shown here: **install** or **a:\install**.
- An arrow is used to separate icons or menu options that you should select in succession, for example, select **Start→Settings→Owner**.
- When you need to type information without pressing the **Enter** key, you are directed to "type" the information.
- When you need to type information *and* press the **Enter** key, you are directed to "enter" the information.
- **NOTE:** Text set off in this manner presents commentary, sidelights, or interesting points of information.
- **CAUTION:** Text set off in this manner indicates that failure to follow directions could result in damage to equipment or loss of information.
- **WARNING:** Text set off in this manner indicates that failure to follow directions could result in bodily harm or loss of life.
- **IMPORTANT:** Text set off in this manner presents clarifying information or specific instructions.

## Customer Registration

### In North America

To receive the latest information on your Compaq Aero 8000, as well as special offers on device accessories and software, be sure to register with Compaq by completing and returning the *Register Now* form included with your device.

### Outside of North America

Outside of North America, use the Compaq Info Messenger service to obtain Internet and e-mail access to the latest software updates and service documentation for your device.

Once you register with this free service at [www.compaq.com/infomessenger](http://www.compaq.com/infomessenger) and build your profile(s), Info Messenger searches the Compaq web site and collects information specific to your Compaq Aero 8000 environment. Info Messenger then sends an e-mail alerting you when new and/or updated information is available on a Compaq customized web page.

# Regulatory Notices

## Regulatory Agency Identification Numbers

For regulatory identification purposes your product is assigned a Compaq Series number. The Compaq Series number for this product is Series PE2000. This series number should not be confused with the marketing name (Compaq Aero 8000).

The following accessories have been evaluated for use with your device. These Compaq-approved accessories can be identified by their assigned series numbers listed below. To ensure continued reliable and safe operation of your device, use only the accessories listed below with your PE2000.

**Table 1: Compaq-Approved Accessories**

<b>Accessories</b>	<b>Series Number</b>
PC Companion	PE2000
Vertical Cradle	PE2005B
Rechargeable Li-Ion Battery Pack	PE2001A, PE2001B, or PE2001C
AC Adapter	PE2002
Automobile Adapter	2934A
Integrated Modem	PE2006A or PE2006B

## Federal Communications Commission Notice

Part 15 of the Federal Communications Commission (FCC) Rules and Regulations has established Radio Frequency (RF) emission limits to provide an interference-free radio frequency spectrum. Many electronic devices, including computers, generate RF energy incidental to their intended function and are, therefore, covered by these rules. These rules place computers and related peripheral devices into two classes, A and B, depending on their intended installation. Class A devices are those that may reasonably be expected to be installed in a business or commercial environment. Class B devices are those that may reasonably be expected to be installed in a residential environment (i.e., personal computers). The FCC requires devices in both classes to bear a label indicating the interference potential of the device as well as additional operating instructions for the user.

The rating label on the device shows which class (A or B) the equipment falls into. Class B devices have an FCC ID on the label. Class A devices do not have an FCC ID on the label. Once the class of the device is determined, refer to the following corresponding statement.

### *Class A Equipment*

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. 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. Operation of this equipment in a residential area is likely to cause harmful interference, in which case the user will be required to correct the interference at personal expense.

### *Class B Equipment*

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

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

## **Modifications**

The FCC requires the user to be notified that any changes or modifications made to this device that are not expressly approved by Compaq Computer Corporation may void the Reference authority to operate the equipment.

## **Cables**

Connections to this device must be made with shielded cables with metallic RFI/EMI connector hoods in order to maintain compliance with FCC Rules and Regulations.

## **Declaration of Conformity for Products Marked with the FCC Logo - United States only**

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.

For questions regarding your product, contact:  
Compaq Computer Corporation  
P. O. Box 692000, Mail Stop 530113  
Houston, Texas 77269-2000  
Or, call 1-800-652-6672 (1-800-OK COMPAQ)

For questions regarding this FCC declaration, contact:  
Compaq Computer Corporation  
P. O. Box 692000, Mail Stop 510101  
Houston, Texas 77269-2000  
Or, call (281) 514-3333

To identify this product, refer to the Part, Series, or Model number found on the product.

## **Canadian Notice/Avis Canadien**

### *Class A Equipment*

This Class A digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations

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

### *Class B Equipment*

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

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

## European Union Notice

Telecommunications Terminal Equipment with the CE marking comply with Telecommunication Terminal Equipment and Satellite Earth Station Equipment (TTE and SES) Directive (98/13/EC), the EMC Directive (89/336/EEC), and the Low Voltage Directive (73/23/EEC) issued by the European Community. Compliance with these directives implies conformity to the following European Norms or Regulations (the equivalent international standards and regulations are in parentheses):

- EN55022 (CISPR 22) - Electromagnetic Interference
- EN50082-1 (IEC801-2, IEC801-3, IEC801-4) - Electromagnetic Immunity
- EN 60950 (IEC950) - Product Safety
- CTR21 (ETSI TBR21) - Attachment requirements for connection to the analog PSTNs of terminal equipment

The equipment has been approved in accordance with Council Decision 98/482/EC for pan-European single terminal connection to the Public Switched Telephone Network (PSTN). However, due to differences between individual PSTNs provided in different countries, the approval does not, of itself, give an unconditional assurance of successful operation on every PSTN network termination point. In the event of problems, you should contact your equipment supplier in the first instance.

The equipment is designed to work with all EU telephone networks. However, the equipment may have interworking difficulties for some connections on the EU public networks. Dialing by loop disconnect pulses is not intended to be used on the PSTN. This feature is only supported in consideration of PBX or other equipment which requires pulse dialing. Network compatibility is dependent upon software switch settings which are set automatically by the country selection. The user should contact the equipment supplier in case of difficulty in network settings.

## German Safety Regulation Requirements

The Compaq Aero 8000 devices that bear the "GS" approval mark meet the requirements of ZH 1/618 (German Safety Regulations for Display Work Places in the Office Sector) when used in conjunction with docking bases, keyboards, and monitors that bear the "GS" approval mark. The Compaq Zero 8000 devices are not intended for continuous use in an office environment in a stand-alone mode.

## Energy Star Compliance

As an Energy Star Partner, Compaq Computer Corporation has determined that this product meets the Energy Star guidelines for energy efficiency. The Energy Star Computers Program was created by the EPA to promote energy efficiency and reduce air pollution through more energy-efficient equipment in homes, offices and factories. Compaq products achieve this by reducing the power consumption when not being used. Using the power-saving features will reduce energy use and maximize battery life.

## Battery Warning

**WARNING:** Your computer contains both a lithium-ion battery pack and two nickel metal hydride batteries. There is a risk of fire and burns if the battery pack is handled improperly. Do not disassemble, crush, puncture, short external contacts, or dispose of in fire or water. Do not attempt to open or service the battery pack. Replace only with the battery pack designated for this product.

In North America, dispose of nickel metal hydride or lithium ion batteries by taking advantage of the Compaq battery recycling program. You will be provided with a postage-paid battery pack mailer preaddressed to a reclamation facility where the metals are recycled. Call the telephone number listed for your location in Appendix A for more information.

In Europe, do not dispose of batteries with general household waste. Dispose of or recycle them by using the public collection system or returning them to Compaq, your authorized Compaq partners, or their agents.

## U.S. Regulations Governing the Use of Modems

This equipment complies with Part 68 of the FCC rules. Located on the bottom of the Series PE2002 is a label that contains, among other information, the FCC Registration Number and Ringer Equivalence Number (REN) for this equipment. Upon request, you must provide this information to your telephone company.

### *Ringer Equivalence Number*

The REN is useful to determine the quantity of devices you may connect to your telephone line and still have all of those devices ring when your telephone number is called. In most areas (but not all), the sum of the RENs of all devices connected to one line should not exceed five (5.0). To be certain of the number of devices you may connect to your telephone line, as determined by the REN, you should contact your local telephone company to determine the maximum REN for your calling area.

The REN for this device is 0.5B.

An FCC Compliant 6-position modular plug is provided with this equipment. This equipment is designed to be connected to the telephone network or premises wiring using a compatible 6-position modular jack which is FCC Part 68 Compliant (jack type: RJ-11C). If your telephone equipment causes harm to the telephone network, the telephone company may discontinue your service temporarily. If possible, they will notify you in advance. But, if advance notice is not practical, you will be notified as soon as possible. You will also be informed of your right to file a complaint with the FCC.

Your telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the proper functioning of your equipment. If they do, you will be notified in advance to give you an opportunity to maintain uninterrupted telephone service. If you experience trouble with this telephone equipment, contact your local telephone company for information on obtaining service or repairs. The telephone company

may ask that you disconnect this equipment from the network until the problem has been corrected or until you are sure that the equipment is not malfunctioning.

This equipment may not be used on coin service provided by the telephone company. Connection to party lines is subject to state tariffs.

For the Compaq Customer Support Center and your nearest Compaq authorized reseller in North America, call 1-800-345-1518 or write:

Compaq Customer Support Center  
P.O. Box 692000  
Houston, Texas 77269-2000

## Telephone Consumer Protection Act of 1991

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone facsimile machine unless such message clearly contains, in a margin at the top or bottom of each transmitted page, or on the first page of the transmission, the date and time it is sent and an identification of the business, or entity, or individual sending the message and the telephone number of the sending machine or such business, or entity, or individual.

## Canadian Regulations Governing the Use of Modems

**NOTE:** The Industry Canada label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational, and safety requirements. The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing the equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. In some cases, the company's inside wiring associated with a single line individual service may be extended by means of a certified connector assembly (telephone extension cord). The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

**CAUTION:** Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority or an electrician.

**NOTE:** The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices, subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5.

The Ringer Equivalence Number (REN) for this device is 0.2.

For the location of the authorized Canadian maintenance facility nearest you, call 1-800-263-5868 or contact:

Compaq Canada, Inc.  
45 Vogell Road  
Richmond Hill, Ontario L4B 3P6

## Australian Modem Statements

### *General*

Modems connected to the Australian telecommunications network must be marked in accordance with the Labeling Notice. This modem has been specifically configured to ensure compliance with the ACA Standards. Do not adjust your modem or software outside the values indicated below. To do so would result in the modem being operated in a non-compliant manner.

### *Modem Commands*

**Table 2: Australian Modem Commands**

Command	Default
ATA	-
ATB	B0
AT&G	&G0

### *Call Attempts/Retries*

Applications software shall be configured so that no more than 3 attempts are made to establish a connection to a given number.

**NOTE:** If the modem can detect service tones, up to 10 attempts can be made. If the call sequence is unsuccessful, there shall be a delay of at least 30 minutes before attempting to call the number again.

Failure to set the modem, and any application software used with the modem, to the values shown above will result in the modem being operated in a non-compliant manner. Consequently, this would be in violation of the Labeling Notice for this equipment, and the Telecommunications Act 1997 prescribes penalties for the connection of non-compliant equipment.

**WARNING:** For safety reasons, only connect equipment with a telecommunications compliance label. This includes customer equipment previously labeled "Permitted" or "Certified".

## New Zealand Modem Statements

The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

This equipment is not capable, under all operating conditions, of correct operation at the higher speeds for which it is designed. Telecom will accept no responsibility should difficulties arise in such circumstances.

This device is equipped with pulse dialing while the Telecom standard is DTMF tone dialing. There is no guarantee that Telecom lines will always continue to support pulse dialing.

Use of pulse dialling, when this equipment is connected to the same line as other equipment, may give rise to bell tinkle or noise and may also cause a false answer condition. Should such problems occur, the user should not contact the Telecom Faults Service.

Some parameters required for compliance with Telecom's Telepermit requirements are dependent on the equipment (PC) associated with this device. The associated equipment shall be set to operate within the following limits for compliance with Telecom's Specifications:

- There shall be no more than 10 call attempts to the same number within any 30 minute period for any single manual call initiation, and
- The equipment shall go on-hook for a period of not less than 30 seconds between the end of one attempt and the beginning of the next attempt.
- This equipment should not be used under any circumstances which may constitute a nuisance to other Telecom customers.
- This equipment shall not be set to make automatic calls to the Telecom '111' Emergency Service.

# Finding Information

References are provided as printed materials and as online information that is accessible from a CD-ROM used on your desktop computer. The following printed references come with your Compaq Aero 8000:

- *Safety and Comfort Guide*
- *Quick Start Guide*
- Options Information
- Important Safety Information
- *Register Now Card* (North America only)
- Warranty and Service Information
- Program License Agreement

In addition to this online Reference Guide, the following online and electronic references are also available:

- Online Help; located on the Compaq Aero 8000. Select **Start**→**Help**.
- Microsoft *ActiveSync* Help; located on the *Desktop Software for ActiveSync* CD-ROM, to be installed on your desktop computer.
- Microsoft PC companion Home Page; located at [www.microsoft.com/windowsece](http://www.microsoft.com/windowsece).
- Compaq Aero 8000 Home Page; located at [www.compaq.com/products/](http://www.compaq.com/products/).

# Hardware Specifications

**Table 3: Compaq Aero 8000 Hardware Specifications**

Processor	High performance Hitachi SH4 processor designed for Windows CE	
RAM	16 or 32 megabytes, expandable to 64 MB	
ROM	16 megabytes (32 MB in Japan)	
Video Memory	1 megabyte	
Expansion Slots	1 PC Card (Type II), 1 Compact Flash (Type I & II), 1 standard SDRAM DIMM, 1 internal Flash Card slot	
Display	800 x 600 SVGA screen	
Battery	Backup	Two rechargeable NiMH AAA cell batteries
	Main	One rechargeable Li-Ion battery pack
Audio	Internal microphone and speaker, external jacks for microphone and headphone	

**Table 3: Compaq Aero 8000 Hardware Specifications**

Infrared	IrDA on side of device, rate up to 4 megabits per second
Communications	Integrated 56 Kbps V.90 modem, serial port, IR port
Smart Card	One Smart Card slot
Size	8.5" x 10.9" x 9.8" (21.6 x 27.7 x 24.9 cm)
Weight	2.9 lbs. (1.32 kilograms)

## Series PE2000 Optional Power Supply Specifications

Table 4: Compaq Aero 8000 Optional Power Supply Specifications

Product Identification	Series PE2000
Input Requirements	Low Range
Rated Input Voltage	100 to 120 v
Rated Input Frequency	56/60 Hz
Rated Input Current	250 mA
Output Power	Low Range
Rated Output Voltage	5 Vdc
Rated Output Current	1.5 A

**NOTE:** This product is designed for IT power systems in Norway with phase-to-phase voltage not exceeding 240 Vrms.

# Caring for Your Aero 8000

This chapter provides recommended guidelines for taking care of your Aero 8000. Following these guidelines will help ensure the longevity of your device and reduce the risk of damage. They include:

- routine care
- travel guidelines
- shipping guidelines

## Routine Care

To keep your Aero 8000 in good condition and working properly, follow these guidelines:

- Operate the device with the main and backup batteries installed, even when using external power. This ensures that it will have the necessary power to operate when disconnected from external power.
- Keep the device away from excessive moisture and temperature extremes. Do not expose the device to liquids or precipitation.
- To prevent damage to the screen, do not place anything on top of the device when it is closed.
- Store the device in a protective case when not in use.

**CAUTION:** Compaq cases are designed for carrying convenience only. The cases do not protect the device against damage caused by excessive shock and vibration.

- To clean the device, wipe the screen and the exterior with a soft, damp cloth moistened only with water.

**CAUTION:** To reduce the risk of electric shock or damage to the internal components, do not spray liquid directly on the screen or allow excess liquid to drip down inside the device. Using soap or other cleaning products on the screen may discolor the finish and damage the screen.

- Avoid exposing the device to direct sunlight or strong ultraviolet light for extended periods of time. Also avoid scratching the surface of the screen and banging it against hard objects.

## Travel Guidelines

For safety and convenience when traveling with your Aero 8000, follow these guidelines:

- Back up your data before you leave. (For more about using the Backup and Restore utilities, see [Using Compaq Software](#).)
- Take a backup copy of your data with you. (For more about backing up data onto an optional ATA Flash RAM PC Card or CompactFlash Card, see [Using Compaq Software](#).)
- Disconnect all external equipment from the device.
- Take the AC adapter with you.
- Hand-carry your device in a protective case. Do not check it with your luggage.
- Do not close objects between the keyboard and screen.
- Be aware of potential effects of airport security devices on your Aero 8000.

**IMPORTANT:** There are three types of airport security devices: X-ray machines, magnetic detectors (the device you walk through), and security magnetic wands. You can send your device through airport X-ray machines. However, Compaq recommends that you do not send the device through magnetic detectors or expose it to security magnetic wands.

- Check with the airline if you plan to use the device on the plane. In-flight use of electronic devices is at the discretion of the airline.

## International Travel

Before traveling internationally with your Aero 8000, be sure to:

- Check local customs regulations.
- If using an external modem or PC Card modem, be sure you have the correct modem and cable for the country you are visiting. Telephone lines differ from country to country.

## Shipping Guidelines

When shipping the Aero 8000, follow these guidelines:

- Safeguard your data by making a backup copy.
- If shipping the backup copy, be sure that the medium (diskette, tape, or PC Card) is not exposed to electrical or magnetic impulses while stored or in transit.
- Be sure the PC Card and CompactFlash slots are empty.
- Turn off the device and disconnect all external devices.
- Close the device.
- Pack the device and all external devices (such as cords and cables) in their original packing boxes or in similar packaging with sufficient packing material to protect them.

# *chapter 1*

## **INTRODUCING THE AERO 8000**

### **Introducing the Device**

Congratulations on purchasing the Compaq Aero 8000 powered by the Microsoft Windows CE operating system. The size and capabilities of this device let you keep your most important business and personal information up-to-date and close at hand. ActiveSync increases the power of your device by letting you synchronize the information on your desktop or laptop computer with your device.

## Unpacking the Box



Before setting up your device, be sure your shipping box includes the following items:

1. Aero 8000 device
2. AC Adapter
3. Power Cord
4. Auto-sync Cable
5. Rechargeable Lithium Ion Battery Pack
6. Smart Card

Not pictured:

- Modem Cable
- CD-ROM Discs (2)
- Documentation

**NOTE:** To order accessories that did not come with your Aero 8000 model, refer to the *Accessories* card included on the Compaq software CD.

## Front and Left Side Components



**Table 1: Front and Left Side Components**

<b>Item</b>	<b>Component</b>	<b>Function</b>
1	Lid Latch	Secures the lid when the unit is closed.
2	Screen	Displays on-screen information.
3	Microphone	Speak into the microphone to record a voice memo. Works whether device is open or closed.
4	Power Button	Press once to turn on the device. Press again to turn off.
5	VGA Port	Accepts a VGA video cable.
6	Serial Port	Connects serial devices such as a printer cable.
7	Sync Port	Connects the auto-sync cable for connection to a desktop or docking station.
8	AC Power Connector	Connects to external (AC) power via the AC adapter.
9	CompactFlash Slot	Accepts a Type I or Type II CompactFlash card.
10	Speaker	Produces sound for the alarm, playback of voice memos, and other audio effects.
11	Touch Pad	Press and move your finger on the pad to manipulate the cursor.
12	Mouse Buttons	Use like left and right buttons on a regular mouse.

## Front and Right Side Components



**Table 2: Front and Right Side Components**

Item	Component	Function
1	Notification Button/LED	Flashes once when device is turned on. Flashes continuously when an alarm you have set goes off. Press once to stop the alarm.
2	Audio In	Accepts audio input for recording or playback.
3	Audio Out	Distributes audio output.
4	Record Button/LED	Press once to record. Press again to stop recording.
5	Power On LED	Appears when the unit is connected to AC power.
6	Battery Charge LED	Appears when the unit is charging.
7	PC Card Slot	Accepts a Type I or Type II PC card.
8	Infrared Port (IR)	Allows for wireless infrared communication.
9	Smart Card Slot	Accepts a credit card-sized Smart Card. Simply slide in the card when needed.
10	Modem Port	Connects an RJ-11 modem cable.
11	PS/2 Port	Allows for connection of up to two devices, such as a keyboard and mouse, using an optional "Y" cable.

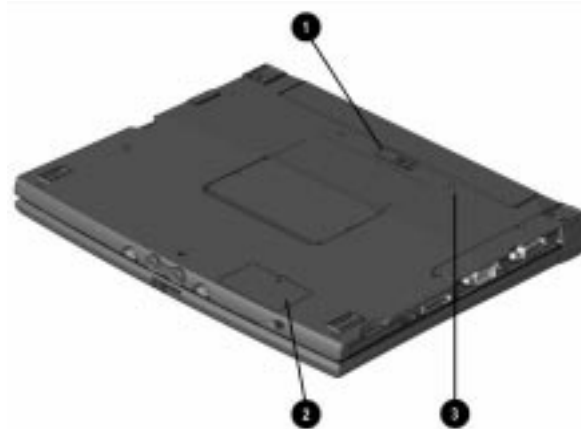
## Top and Rear Components



**Table 3: Top and Rear Components**

<b>Item</b>	<b>Component</b>	<b>Function</b>
1	Battery Pack	Powers the device as a rechargeable lithium-ion (Li-Ion) battery pack.
2	Strap Inserts	Allows for connection of a shoulder strap for easier carrying.

## Bottom Panel Components



**Table 4: Bottom Panel Components**

<b>Item</b>	<b>Component</b>	<b>Function</b>
1	Main Battery Latch	Slide the latch to the side to release the main battery.
2	Backup Battery Door	Holds two NiMH AAA batteries used for backup power to the device.
3	Reset Button	Restarts the operating system.  <b>CAUTION:</b> Pressing the Reset button will permanently delete all of your unsaved information.

# *chapter 2*

## SETTING UP FOR THE FIRST TIME

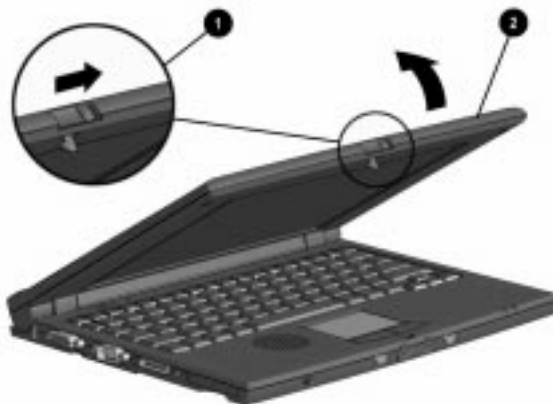
### Setting Up for the First Time

To set up your Aero 8000 for the first time, follow the instructions below.

1. Install the new Lithium-Ion battery pack by sliding the pack into the slot on the back of the device.



2. Raise the lid of the Aero 8000 by sliding the lid release to the right.



3. Connect the unit to AC power for three hours to allow the battery pack to charge.



4. Press the power button to turn on power.



5. Follow the instructions on the screen to complete the setup process.
  6. To learn more about your Aero 8000, take the Welcome Tour by pressing **Fn+Alt**.
- Once setup is complete, you may want to connect your Aero 8000 to a desktop computer and load valuable Compaq software.

# Using the Backlight

Backlighting allows you to better see the screen of the Aero 8000 in compromised lighting conditions. When using AC power, you can set the device to its brightest level for easy viewing. If you are using battery power, you may want to conserve power and lower the device's BackLight level.

You can control the Aero 8000 backlight setting using the following directions:

## Setting the BackLight Levels

To set the Aero 8000 BackLight levels, follow these steps:

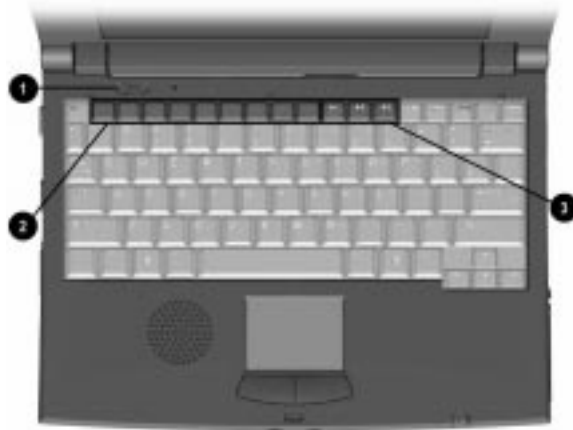
1. Double-click the Compaq Utilities icon on the desktop.
2. Double-click the BackLight icon.
3. Adjust the slider in **AC Brightness Level** to the brightness desired when you are using AC power.
4. Adjust the slider in **Battery Brightness Level** to the brightness desired when you are running on a battery.
5. Click **OK**.

## Enabling the Auto Dimmer

To enable the auto dimmer on the Aero 8000, follow these steps:

1. Double-click the Compaq Utilities icon on the desktop.
2. Double-click the BackLight icon.
3. Select **Enable Auto Dimmer**.
4. Adjust the **Battery Dim Level** to the level you want the screen to dim.
5. Select a time increment from **Dim Timeout** to set the time since the unit was last used (a key pressed or touch pad used) before beginning the dim.
6. Click **OK**.

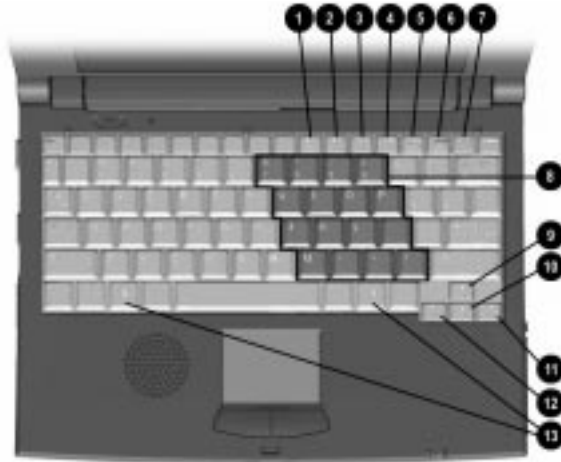
# Power and Defined Keys



**Table 5: Power and Defined Keys**

<b>Item</b>	<b>Component</b>	<b>Function</b>
1	Power On Button	Press once to turn on the device. Press again to turn off.
2	Application Launch Keys	Used to open applications quickly.
3	User Definable Keys	Programmable keys used to bring up the user's favorite applications, programs, Internet sites, etc.

# Additional Keyboard Functions



**NOTE:** Locations and legends of keys vary by geographic region.

**Table 6: Additional Keyboard Functions**

Item	Component	Function
1	Mute Key	Press in conjunction with the <b>Fn</b> key to mute the unit's sound output. Press again to return sound.
2	Volume Down Key	Press in conjunction with the <b>Fn</b> key to decrease sound output.
3	Volume Up Key	Press in conjunction with the <b>Fn</b> key to increase sound output.
4	External Video	Press in conjunction with the <b>Fn</b> to turn on/off the video output to an external monitor. Press again fro simultaneous LCD and CRT. Press a third time for LCD only.
5	Battery Status	Press in conjunction with the <b>Fn</b> key to display main battery and backup battery power status.
6	Backlight Off	Press in conjunction with the <b>Fn</b> key to toggle the backlight on and off.
7	Num Lock Key	Press in conjunction with the <b>Fn</b> key to enable the numeric keypad.
8	Numeric Key Pad	Use when <b>Num Lk</b> is enabled. Allows numeric key pad to function as number keys.

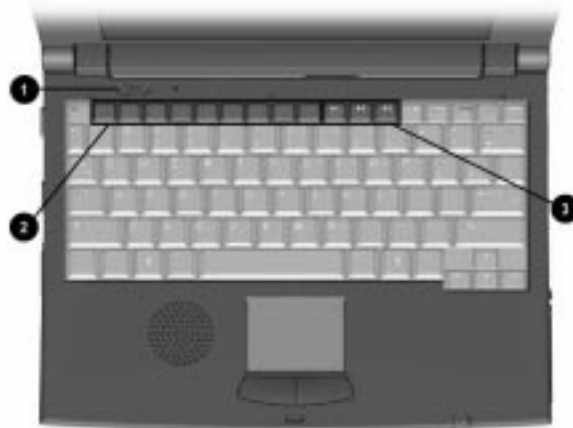
**Table 6: Additional Keyboard Functions**

<b>Item</b>	<b>Component</b>	<b>Function</b>
9	Brightness Up Key	Press in conjunction with the <b>Fn</b> key to increase the backlight brightness.
10	Brightness Down Key	Press in conjunction with the <b>Fn</b> key to decrease the backlight brightness.
11	Contrast Up Key	Press in conjunction with the <b>Fn</b> key to increase the display contrast.
12	Contrast Down Key	Press in conjunction with the <b>Fn</b> key to decrease the display contrast.
13	Windows Key	Press to display the Start menu.

# User-Defined Application Launch Keys

## Introduction

The Aero 8000 allows you to customize the function of up to 36 user-defined keys on your device's keyboard. These keys are located at the top of the keyboard, shown in items ❷ and ❸ below.



The first set of 12 shortcuts is available by pressing the corresponding key. For example, pressing the Tasks key displays your current task list. Access the second set of keys by pressing the desired key in conjunction with the **SHIFT** key. The third set of keys is available by pressing the **CTRL** key in conjunction with the desired key.

The nine keys displaying the icons for Microsoft applications such as Inbox, Tasks, and Pocket PowerPoint are already defined in their path. You can change this path using the Launch Key Properties dialog box.

For example, rather than the system opening a blank spreadsheet each time it opens Pocket Excel, you can set the path on the Pocket Excel application launch key to open a specific spreadsheet, such as an expense report or budget. However, if you want to keep the path of the Pocket Excel key, you can set the **SHIFT** + Pocket Excel key to access your expense report and set the **CTRL** + Pocket Excel key to access your budget.

In addition, there are three keys (displaying a diamond following by the number 1, 2, or 3) that are completely user-definable. You can use these keys in the same manner as you use the other application launch keys.

## Programming the User-Definable Application Launch Keys

To program (change the path) of an application launch key, follow these steps:

1. Access the Launch Key Properties dialog box by double-clicking the Compaq Utilities icon and double-clicking the Launch Keys icon.
2. Select the tab corresponding to the key you want to edit. For example, select the **Ctrl - Launch Keys** tab to set **CTRL** + launch key.
3. Double-click in the path field corresponding to the key you want to customize so the current text is highlighted.
4. Press the **Delete** key to clear the field.
5. Enter the path you want or, if you are unsure of the path, click the icon to browse for a file.

**NOTE:** If you want the icon's path to reset to the default, click the **Reset** button corresponding to the icon.

6. Click **Save** when you are done.










**NOTE:** Click **Reset to Default Values** to reset all of the launch key paths.

# Using the Application Launch Keys

The application launch keys provide a fast and convenient way to get to many of your favorite programs. To start a program, press the key corresponding to the icon for the program you want to start.

The following table lists the application launch keys and their corresponding programs.

**Table 7: Application Launch Key Programs**

Key	Program Launched
	<b>Inbox:</b> Send and receive e-mail.
	<b>Microsoft Pocket Internet Explorer:</b> Access the Internet.
	<b>Calendar:</b> Keep track of your appointments and create meeting requests.
	<b>Contacts:</b> Keep track of your friends and colleagues.
	<b>Tasks:</b> Keep track of your tasks.
	<b>Microsoft Pocket Word:</b> View and create Pocket Word documents.
	<b>Microsoft Pocket Excel:</b> View and create Pocket Excel documents.
	<b>Microsoft Pocket PowerPoint:</b> View PowerPoint presentations.
	<b>Microsoft Pocket Access:</b> View and create Access databases.

**NOTE:** There are many Windows CE programs available, including freeware and shareware. Visit [www.microsoft.com/windowsce](http://www.microsoft.com/windowsce) or try searching the Web on the keyword "Windows CE" to find additional programs for your device.

## Using the Touch Pad and Mouse Buttons

The Aero 8000 touch pad is used like a mouse on a desktop PC. Simply press, hold, and drag your finger on the pad and watch the cursor on your Aero 8000 screen reflect your movements. To select an item, slide your finger on the pad until the cursor is over the item. Tap once on the pad and the item is selected. Double-tap an icon to open an application.

Also available are two mouse buttons located near the touch pad. Use these buttons as you would use the left and right mouse button on your desktop PC's mouse. Move the cursor and click the left mouse button once to select an item. Double-click an icon to open an application. Click the right mouse button to display a menu. You can then select items from the menu by using the touch pad.

# *chapter 3*

## **FORMING A PARTNERSHIP**

### **Introduction**

Your Aero 8000 acts much like a "computer assistant" - it supplements the capabilities of your regularly used computer when you cannot be at your desk. The device does this through partnering with your regular computer. A partnership is the process of establishing a connection with your regularly used computer for the purpose of synchronizing and transferring data between the computer and the Aero 8000.

Forming a partnership involves four steps, each of which is discussed in this chapter:

[Step 1: Determine Computer Requirements](#)

[Step 2: Install ActiveSync](#)

[Step 3: Configure the Communications Port](#)

[Step 4: Connect the Aero 8000 to the Computer](#)

Additional information on forming a partnership can be found in the ActiveSync Help that you installed on your computer.

### **Electrostatic Discharge Notice**

Electrostatic discharges can interfere with the normal functioning of electronic devices. This may cause the Compaq Aero 8000 to function abnormally, and data corruption or loss of unsaved data can occur. To return to normal operation, reset the Aero 8000 as described in the section titled, [Resetting Your Aero 8000](#).

To avoid data loss due to electrostatic discharge or other incidents, it is recommended that you regularly backup your data. Please refer to the section titled, [Using the Backup and Restore Utilities](#).

# Step 1: Determine Computer Requirements

Before establishing a partnership, be sure your computer meets the minimum configuration requirements listed below:

- 486/33DX or higher processor
- Microsoft Windows 95 (or later)  
or  
Windows NT Workstation 4.0 (or later)
- 8 MB of memory (Windows 95)  
or  
12 MB of memory (Windows NT Workstation 4.0)
- 10 MB of available hard disk space
- Available 9- or 25-pin serial port (adapter required for 25-pin serial port)
- CD-ROM drive
- VGA or higher resolution graphics card
- Microsoft Mouse or compatible pointing device

**NOTE:** Some third-party applications may have additional configuration requirements. Refer to the documentation included with these applications for more information.

# Step 2: Install ActiveSync

ActiveSync is the software that allows you to synchronize data between your Aero 8000 and your computer. Follow the steps below to install ActiveSync on your computer.

**IMPORTANT:** Before installing this software, be sure your computer meets the minimum configuration requirements listed earlier in this chapter.

1. Insert the Microsoft CD into the computer's CD-ROM drive.
2. Follow the instructions included with the CD and on the computer screen to install ActiveSync and other software.

## Step 3: Configure the Communications Port

Before connecting, you must configure your computer's COM port so that it can communicate with your Aero 8000.

**NOTE:** This procedure covers only the configuration for an auto-sync or serial cable connection. For information on connecting with an infrared port, RAS, or network, see [Using the Infrared Feature](#) or "Get Connected" in the ActiveSync Help that you installed on your computer.

### Using Windows NT Workstation

Select **Start**→**Settings**→**Control Panel**. Choose the Ports icon. Configure a COM port for your Aero 8000 with the following settings: 115,200 baud, 8 data bits, 1 stop bit, no parity, hardware flow control.

### Using Windows 95 (or later)

Select **Start**→**Settings**→**Control Panel**. Double-click the System icon and select the **Device Manager** tab. Configure a COM port for your Aero 8000 with the following settings: 115,200 baud, 8 data bits, 1 stop bit, no parity, hardware flow control.

## Step 4: Connect the Aero 8000 to the Computer

Once ActiveSync is installed on your computer and the communications port is configured, you are ready to connect your Aero 8000 to the computer. To do so, follow the steps below.

**CAUTION:** Route cords and cables so that they will not be walked on, tripped over, or pinched by items placed upon or against them. Pay particular attention to the power plug, electrical outlet, and the point where cords and cables exit the device.

1. Connect the 9-pin end of the auto-sync cable to the serial connector on your computer. (Some computers may require a 9-to-25 pin adapter in order to connect the auto-sync cable).
2. Connect the 16-pin end of the auto-sync cable to the serial connector on your device.



**NOTE:** The first time you connect your Aero 8000 to the computer, the New Partnership Wizard appears on the screen. Follow the instructions to establish a connection between the two devices. The next time you connect, your data will be synchronized automatically, provided that you accept the default settings.

**IMPORTANT:** Refer to [Synchronization](#) for more information on establishing a connection and synchronizing data.

# *chapter 4*

## **USING POWER**

### **Using AC Power**

The AC Adapter included with your Aero 8000 allows you to connect to AC power via an electrical outlet. When connected to AC or other external power (such as automobile power), the device functions normally, except battery power is not used. A plug icon appears in the status area of the taskbar to indicate that the device is connected to external power.

**WARNING:** To reduce the risk of electrical shock, fire, or damage to the device, do not use converter kits sold for appliances to power the device.

**NOTE:** The rechargeable Li-Ion battery pack automatically recharges while the device is connected to external power. The amber indicator light appears and the battery charging icon displays in the taskbar while the battery pack charges.

Use the AC adapter to plug the Aero 8000 into external power whenever possible, especially when you are using a modem card, Ethernet card or other peripheral, or if you are connecting to a desktop computer.

# Connecting to AC Power

It is not necessary to turn off your Aero 8000 before connecting to AC power. To connect to AC power, follow the steps below:

**CAUTION:** Make sure that the electrical outlet you plug the AC adapter into is easily accessible at all times. To disconnect power from the device, unplug the AC adapter from the electrical outlet.

1. Connect one end of the power cord to an electrical outlet.
2. Connect the power cord to the AC Adapter.
3. Plug the other end of the cable into the AC connector on your Aero 8000.



The device automatically switches to AC power without interrupting operation.

## Power Cords

If you were not provided with a power cord for your computer or for an AC power accessory intended for use with your computer, you should purchase a power cord that is approved for use in your country.

The power cord must be rated for the product and for the voltage and current marked on the product's electrical ratings label. The voltage and current rating of the cord should be greater than the voltage and current rating marked on the product. In addition, the diameter of the wire must be a minimum of 0.75 mm<sup>2</sup>/18AWG, and the length of the cord must be between 5 feet (1.5 meters) and 6.5 feet (2 meters). If you have questions about the type of power cord to use, contact your Compaq authorized service provider.

A power cord should be routed so that it is not likely to be walked on or pinched by items placed upon it or against it. Particular attention should be paid to the plug and electrical outlet.

**WARNING:** To reduce the risk of personal injury, electric shock, fire, or damage to the equipment:

- Do not disable the power cord grounding plug. The grounding plug is an important safety feature.
- Plug the equipment into a grounded (earthed) electrical outlet that is easily accessible at all times.
- Disconnect power from the equipment by unplugging the power cord from the electrical outlet.
- Do not place anything on power cords or cables. Arrange them so that no one may accidentally step on or trip over them.
- Do not pull on a cord or cable. When unplugging from the electrical outlet, grasp the cord by the plug.

## Battery Information

Your Aero 8000 has a dual power supply that consists of:

- main battery (a rechargeable Li-Ion battery pack)
- backup batteries (2 rechargeable NiMH AAA cell batteries)

The main battery powers the Aero 8000 when it is not connected to an external power source. The backup batteries, which come preinstalled, protect your saved data when the main battery is drained or has been temporarily removed (for example, when you are replacing the main battery).

## Checking Battery Power Levels

To see the estimated amount of remaining battery power for the main and backup batteries, press the Battery Status key (**Fn** + battery status). You can also access this information by selecting **Start**→**Settings**→**Control Panel**. Double-click the Power icon, then select the **Battery** tab.

**NOTE:** The amount of remaining battery power is an estimate. The actual amount of remaining power can vary, depending on your Aero 8000 usage and operating conditions.

## Recognizing Low Battery Indicators

To protect against data loss, the following precautionary measures are built into your device:

- Low battery icons notify you when the condition of any battery drops below Good.
- A warning message appears on the screen when any battery reaches a critical low level.
- A final warning message and a low battery shutdown (which saves all data in memory) occur when the batteries are too low to run the device.

## *Low Battery Icons*

The Aero 8000 displays various battery icons in the status area of the taskbar when the battery is low. When you see a low or very low battery icon, save your work, turn off the device, and recharge the battery as soon as possible.

## *Critical Low Battery Warning*

If no action is taken to resolve the low battery condition described above, a critical low battery warning appears on the screen when the battery enters a very low state. When you see this warning, take immediate action by saving your data, then connect the AC adapter to your device until the battery pack recharges.

**CAUTION:** To avoid losing data stored in memory, do not allow the backup batteries to run down. Connect to AC power as soon as you are notified that backup battery power is low. Do not remove the main and backup batteries at the same time. Doing so will cause data, configuration settings, and user-installed programs to be lost.

## *Low Battery Shutdown*

When the main battery is too low to run the device, a final warning message appears notifying you that your Aero 8000 can no longer run and will be shut off. This is followed by an automatic shutdown which saves all data and suspends operation until the device is connected to external power.

# Conserving Battery Power

To get the longest life from your batteries, follow these guidelines when using your Aero 8000:

- Use external power for PC Card operations.  
PC Card modems and other PC Cards use large amounts of power to operate and can quickly drain the batteries in your device. Use AC power or automobile power for PC Card operations whenever possible.
- Limit PC Card use when you must use battery power.  
When using battery power, limit the amount of time that you use the PC Card, and remove it from the PC Card slot when it is not in use.
- Use external power for communications connections.  
Extended connections (communicating via the modem, serial port, or IR port) can quickly drain batteries. Use the AC adapter to connect to an external power source when your PC companion is communicating through one of these channels.

- Limit the use of backlight.
  - Minimize backlight use when you are operating on battery power.
  - When using the backlight and battery power, use the lowest level of backlight needed to see the screen.
  - Use Backlight Properties in the Compaq Utilities to automatically dim backlight brightness when running on battery power.
- Shorten auto-suspend time.

Your Aero 8000 is configured to automatically suspend operation to conserve battery power if you have not used the keyboard or touch pad after three minutes. To shorten auto-suspend time, follow these steps:

1. Select **Start**→**Settings**→**Control Panel**, then double-click the Power icon.
2. Select the Power Off tab, then select another auto-suspend setting.

**NOTE:** Your Aero 8000 does not auto-suspend while communicating through the modem, serial port, IR port, or docking station.

- Enable suspend while on external power.

To auto-suspend the device while it is connected to AC power or automobile power, follow these steps:

1. Select **Start**→**Settings**→**Control Panel**, then double-click the Power icon.
2. Select the **Power Off** tab, then place a check in the appropriate checkbox.

- Turn off sounds.

Select **Start**→**Settings**→**Control Panel**, then double-click the Volume & Sounds icon and turn off sound events that you do not need.

## Replacing Batteries

**WARNING:** To reduce the risk of injury or damage to the battery pack, do not crush, puncture, or incinerate the battery pack or short the metal contacts. Do not attempt to open or service the battery pack.

Observe the following precautions when replacing batteries:

- Use only battery packs purchased through Compaq or a Compaq-authorized dealer.
- Keep track of the main and backup battery life by frequently checking battery status. If the batteries used for both power supplies are low at the same time, data stored in memory can be corrupted or lost.

**IMPORTANT:** Before replacing any batteries, Compaq recommends performing a data backup. For complete instructions on this, see [Using the Backup and Restore Utilities](#).

## Replacing the Main Battery

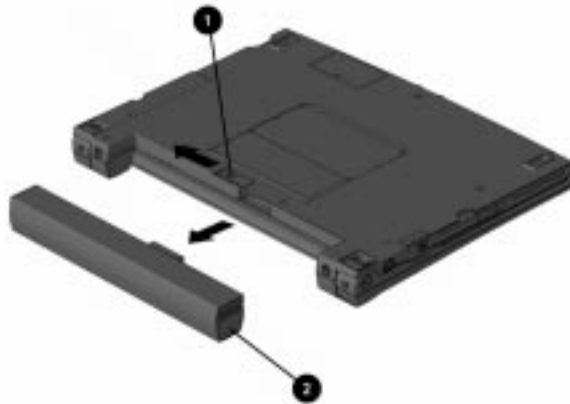
When replacing the main battery, use a rechargeable Li-Ion battery pack.

**WARNING:** This device contains a lithium ion battery pack. There is a risk of fire and chemical burn if the battery pack is handled improperly. Do not disassemble, crush, puncture, short external contacts, dispose in water or fire, or expose to temperatures higher than 140°F (60°C). Do not attempt to open or service the battery pack.

**CAUTION:** Do not remove both the main and backup batteries at the same time. Doing so will cause data, configuration settings, and user-installed programs to be lost.

To replace the main battery, follow these steps:

1. Save your work.
2. Turn off the Aero 8000 by pressing the power button.
3. Close the device and turn it over.
4. Release the battery by sliding the latch, then removing the old battery pack from the device.



5. Install the new rechargeable Li-Ion battery pack.



6. Connect the device to AC power and allow the battery pack to charge for three hours.
7. Turn over your device, raise the lid, and press the power button to resume operation.

## Replacing the Backup Battery

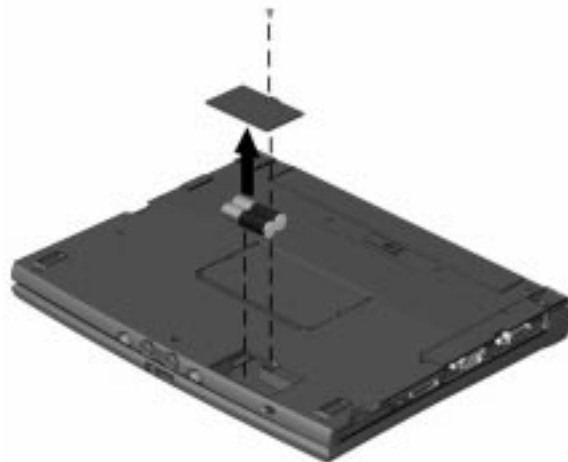
Two NiMH AAA cell batteries (available through your local reseller) come preinstalled in the device. Be sure to replace the backup batteries as soon as possible when they no longer hold a charge (such as when the low battery icon appears in the status area of the taskbar).

**WARNING:** This device contains an internal battery-powered real-time clock circuit. There is a risk of explosion and injury if the batteries are incorrectly replaced or improperly handled. Do not attempt to recharge, disassemble, immerse in water, dispose of in fire, or expose to temperatures higher than 140°F (60°C). Do not attempt to open or service the batteries. Replace the batteries only with batteries designated for this product and approved by Compaq.

**CAUTION:** Do not remove both the main and backup batteries at the same time. Doing so will cause data, configuration settings, and user-installed programs to be lost.

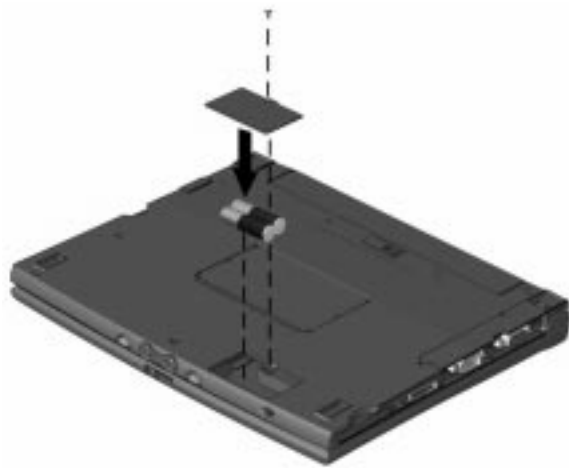
To replace the backup batteries, follow these steps:

1. Save your work.
2. Turn off the Aero 8000 by pressing the power button.
3. Close the device and turn it over.
4. Loosen the screw on the backup battery compartment cover using a small flat head screwdriver.
5. Remove the compartment cover and old batteries.



6. Wipe the surface of the new backup batteries with a soft cloth, then place them in the backup battery compartment.

7. Replace the compartment cover and tighten the screw.



## **Disposal and Recycling of Used Batteries**

Disposal of batteries should comply with country, state, province, and local regulations.

# Resetting Your Aero 8000

During a severe system lockup or when a malfunction cannot be corrected any other way, you may need to completely reset and restart your device. Your Aero 8000 can be reset two different ways, depending upon your situation and the action that is called for: normal reset, which does not affect data that has been saved in memory, and full reset, which erases memory contents and settings.

## Performing a Normal Reset

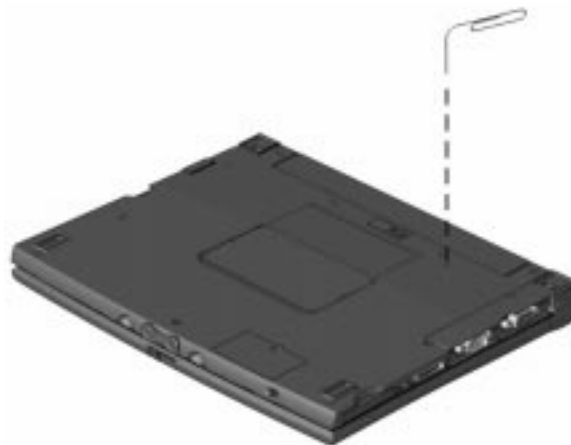
A normal reset restarts your Aero 8000 much like pressing **Ctrl + Alt + Del** restarts a computer. To perform a normal reset, follow these steps:

**WARNING:** All unsaved work will be lost.

1. Save all work (if possible).

**IMPORTANT:** Do not press the power button to turn off the device.

2. Close the lid and turn over the device.
3. Using a paper clip tip, press the reset button.



4. The device automatically restarts.

## Performing a Full Reset

A full reset restarts your device and removes all information that was stored in memory, such as your data files and your system settings.

**NOTE:** If you saved your data using one of the backup and restore utilities provided with your Aero 8000, it is possible to restore your saved data after performing a full reset. For more on using the backup and restore utilities, see "Using Compaq Software".

To perform a full reset, follow these steps:

1. If using external power, disconnect the device from the AC adapter.
2. Close the lid and turn over the device.
3. Remove the main and backup batteries.
4. Wait at least 5 minutes, then replace the batteries.
5. Turn over the device, open it, and press the power button to restart the Aero 8000.
6. Run through the Welcome Tour again to reestablish your system settings.

**NOTE:** If you previously saved data using the backup utility, you will be prompted to restore your saved data. Select **Yes** if you wish to do so.

# *chapter 5*

## WINDOWS CE

### General Information

#### Starting Programs

Select the Start menu and then select the program name to open a program that isn't listed on the desktop.

#### Using Context Help

For information about a program or dialog box, select **Start→Help** while using the program or dialog box. To see the name of a toolbar button, select and hold the cursor on the button. Drag the cursor off the button so the system does not actually carry out the command.

#### Opening the Shortcut Menu

Press **ALT** and click anywhere on the desktop.

#### Switching Between Menu and Toolbar

Use the slider to control the display of menus and the toolbar. To quickly switch between menus and toolbar buttons, select the slider. Drag the slider left or right to display menus, toolbar buttons, or a combination of both. To see both menus and toolbar buttons, drag the toolbar below the menu bar.

#### Moving a File to a CompactFlash Card

1. Open the file you want to move.
2. Select **File→Save As**.
3. Save the file in the folder named for the storage card.

## Deleting Information

You can delete such items as appointments, contacts, messages, notes, recordings, and tasks.

1. Select the desired item in the list.
2. Click the Delete button.

## Using Windows Explorer

Windows Explorer works almost exactly the same on your mobile device as it does on your PC. See the topics below for information about the differences in operation for Windows Explorer on your device.

## Navigating in File View

### *Going Forward and Backward*

You can go up a level by selecting **Go→Back**. To go down a level, select **Go→Forward**.

### *Using the Go Menu*

To quickly access the **My Documents** folder, select **Go→My Documents**. To see all of the folders you have accessed, select **Go→History**. Double-click a folder to return to it.

### *Viewing Files as Icons or Lists*

1. Select **View→Large Icons** or **Small Icons** to view icons.
2. Select **View→Details** to view a list.

## Working with Files and Folders

### *Creating a New Folder*

1. If necessary, open the folder where you want the new folder to reside.
2. Select **File→New Folder**.

### *Adding a Folder to Your Favorites List*

1. Open the folder.
2. Select **Favorites→Add to Favorites**.
3. Type the shortcut name in the **Name** box.

To open a favorite file or folder, select **Favorites** and then select the folder. To organize your favorites, select **Favorites→Organize Favorites**.

## Transferring a File using Infrared

To send a file, select the file, line up the infrared ports, and select **File→Send to→Infrared Recipient**. To receive a file, line up the infrared ports and select **File→Receive**.

## Switching to the Internet

Type a URL in the Address bar.

## Programs

The basic set of Windows CE programs is installed on your Compaq Aero 8000. You can switch to any program by selecting from the **Start** menu or by pressing a program button on the device. The program buttons use icons to identify which programs they access.

**NOTE:** The pre-installed programs on your device are stored in ROM (read-only memory) and cannot be removed or lost. You can install additional software that will be placed in RAM (random access memory). Programs placed in RAM can be removed. See the ActiveSync Help on your desktop computer for information on installing third party software.

**Table 8: Windows CE Programs**

Program	Description
Calendar	Keep track of your appointments and create meeting requests.
Contacts	Keep track of your friends and colleagues.
Inbox	Send and receive e-mail.
Tasks	Keep track of your tasks.
Microsoft Pocket Access	View and create Pocket Access databases.
Microsoft Pocket Excel	View and create Pocket Excel documents.
Microsoft Pocket PowerPoint	View PowerPoint presentations.
Microsoft Pocket Word	View and create Word documents.
ActiveSync	Initiates synchronization with your desktop computer from your device.
PC Link	Initiates a connection with your desktop computer.
Remote Networking	Set up connections with other computers or the Internet.
Terminal	View and download files from a bulletin board or send and receive e-mail.

**Table 8: Windows CE Programs**

<b>Program</b>	<b>Description</b>
Microsoft Voice Recorder	Record your spoken ideas.
Microsoft InkWriter	Create handwritten or typed notes and drawings.
World Clock	Set the date, time, and alarm for your home city and the city you are visiting.
Calculator	Perform calculations.
Solitaire	Entertain yourself while on the road.
Microsoft Pocket Internet Explorer	Browse the Internet.
Windows Explorer	Allows you to manage your files.

## Microsoft ActiveSync

### Introduction

This chapter provides information on Microsoft ActiveSync and synchronization possibilities. These features allow you to successfully synchronize files between your Aero 8000 and your desktop computer. This process includes:

- installing ActiveSync
- setting up a partnership
- synchronizing and converting files

Microsoft ActiveSync enables you to synchronize the information on your desktop computer with the information on your device. Synchronization is the process of comparing the data on your device with your desktop computer and updating both computers with the most recent information. For example:

- Keep Pocket Outlook data up-to-date by synchronizing your mobile device with your choice of Microsoft Outlook (Inbox synchronization with Outlook Express is not currently supported), Microsoft Schedule+, or Microsoft Exchange on your desktop computer.
- Synchronize Word and Excel documents, Access and other ODBC databases and tables, and InkWriter documents between your device and desktop computer. Your files are automatically converted to the correct format.

With ActiveSync, you can also:

- back up and restore your device data.
- add and remove programs on your device.
- copy (rather than synchronize) files between your device and your desktop computer.

## Installing ActiveSync and Setting Up a Partnership

1. If you want to upgrade to Microsoft Outlook 98, install it first.
2. Locate the synchronization cable that came with your device. Use this cable to connect your device to your desktop computer.
3. Insert the Desktop Software for Microsoft Windows CE compact disc into your CD-ROM drive.
4. The ActiveSync Setup Wizard starts automatically. If it doesn't, type d:\setup where d is your CD-ROM drive.
5. Follow the directions on your screen.

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

If you are synchronizing with a computer running Windows 95, you can also use an IR connection to synchronize. For more information, see ActiveSync Help.

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

## Synchronizing and File Conversion

One way to move documents to your device is to simply connect your device and desktop computer, open your device icon in the Mobile Devices folder, and drag the files. Copies of the files will be placed on your device, and files will be automatically converted to a format that the device can read.

However, if you have documents that you update frequently on both your device and desktop computer, you may want to synchronize the copy on your desktop computer with the one on your device so that you always have an up-to-date copy on both computers. To do so, store the files you want to synchronize in the Synchronized Files folder on the device and desktop computer. During synchronization, files are updated in both locations.

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

When you transfer a file from your desktop computer to your device, the file is converted to a format that the device can read. During file conversion, some of the file's attributes may be changed or removed, and the file extension is changed. For example, when you transfer a Microsoft Word file to your device, some of the file's formatting may be removed or changed, and the file extension is changed to .pwd (Pocket Word).

When this file is transferred back to the desktop computer, the file extension is converted back to .doc, but any changed or removed formatting will still be lost. Therefore, if you are using the Synchronized Files folder to transfer files and you want to preserve all formatting in the original document, keep a copy of the original file in another folder.

See ActiveSync Help for specific information on how file attributes are affected during conversion.

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

## Remote Synchronization

You can synchronize with your desktop computer while away from the office by connecting to your network or directly to your computer via a modem attached to your computer.

## Getting Help on ActiveSync

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

# Calculator

## Switching Between Views

You can switch between Standard (view full calculator) and Pop-Up (view entry box only) views. If you are in the Standard view and want to display the Pop-Up view, click the **Pop-Up** button. To display the Standard view from the Pop-Up view, click the **Standard** button.

## Using the Paper Tape

The paper tape appears on the left side of your Aero 8000 screen and displays the most recent 100 lines of calculation. You can select a value from the paper tape, copy it, and paste it into another program.

If you are entering a number that you have previously used in a calculation, and it appears on the paper tape, you may use that information as a shortcut. Simply double-click on the line of the paper tape containing the number and that number (and function, if necessary) appears in the entry box.

You can clear all information from the paper tape by selecting **Edit→Clear Paper Tape**.

## Storing Numbers

The Calculator contains memory functions that allow you to store numbers. Click the **M+** button to activate the memory storage function. An **M** appears in the box to the left of the entry box. If you store another number in memory, the system adds this to the number currently in memory.

To add the displayed number to the number already in memory, click the **M+** button again. You can check the number in memory by clicking the **MR** button. If you need to clear the information in memory, click **MC**.

# Calendar

## Introduction

Use Calendar to schedule appointments, meetings, and other events. You can check your appointments in one of several views (Day, Week, Month, Year, and Agenda) and set Calendar to remind you of your appointments with a sound or other notification method.

If you use Schedule+ or Outlook on your desktop PC, you can synchronize Calendar entries between your Aero 8000 and PC. For more information, see [Synchronizing Appointments](#).

## Appointments

### *Going to a Date*

1. Select **Go→Go To Date** and pick a date.
2. Select **View→Day, Week, Month, or Year** and select a date.
3. Select **Go→Go To Today** to go to the current day.

### *Adding an Appointment*

1. Select **File**→**New Appointment**.
2. Enter a description and a location.
3. Adjust the date and time, if necessary.
4. Click the **Notes** button to add appointment notes. Then click in the **Notes** area and enter your notes.
5. Click the **Categories** button to assign an appointment to a category. Then select a category from the list and select other desired options.

**NOTE:** To quickly add an appointment in Day view, click the time and enter the description. Enter a location in parentheses if you want Calendar to recognize it as the location.

### *Adding or Deleting an All-Day Event*

1. Select **File**→**New All Day Event**.
2. Complete the information in the appointment card.

**NOTE:** To delete an all-day event, select **View**→**Agenda**, click on the event, and then select **Edit**→**Delete Item**.

### *Setting a Reminder*

1. Open the meeting or appointment.
2. Select **Reminder**.
3. Click the Reminder button (has a picture of a bell) and select how soon before the appointment you want to be notified.
4. Click **Reminder Options** to change the notification type. The options available depend on the device you are using.

### *Sending a Meeting Request*

Before you can send a meeting you have scheduled, you must enter e-mail addresses in Contacts and set up Inbox so that it can connect with the source of your e-mail. You also must have a default e-mail service selected to send meeting requests.

1. Select **Tools**→**Options** and select an e-mail service from the **Mail transport** list. If you synchronize e-mail between your device and PC, select ActiveSync from the **Mail transport** list.
2. Select **File**→**Meeting**.
3. Enter the description and location.
4. Select the date, time, and other information.
5. Select the attendees' names and e-mail addresses under **Contact**. The meeting request is sent the next time you connect to your mail server.

### *Finding an Appointment*

1. Select **Tools**→**Find**.
2. Enter the search data (name, time, or other data) in **Find**. If you have looked for this item before, select its name from the list.
3. Verify Appointments (all) or Appointments (recurring only) is listed in **Type**.
4. Click **Find Now**.

## **Changing Appointments**

### *Editing an Appointment*

Double-click the appointment and make the necessary changes on the appointment card.

**NOTE:** To select an all-day event, switch to Day or Agenda view and open the event in the All Day Events list. If you want to change the time duration in Day or Week view, select the appointment and drag the upper or lower triangle to the desired time.

### *Editing the Recurrence Pattern*

1. Select the This item occurs once list on the appointment card check box.
2. Choose a pattern from the list, or select Edit Pattern to open the Edit Pattern wizard and create a new recurrence pattern.
3. Follow the steps in the wizard.

**NOTE:** To remove a recurrence pattern, click **Remove Recurrence** in the Edit Pattern wizard.

### *Moving an Appointment*

In Day or Week view, drag the appointment to the new day or time slot. You may just want to make changes to the appointment.

### *Adding Notes*

1. Click the Categories/Notes button in an appointment card.
2. Click in the Notes area.
3. Select **View** and select an input method.
4. Enter your notes.

When you are in the notes area, the InkWriter input methods, formatting functions, and editing functions are available to you. For more information, see [InkWriter](#).

# Organizing Appointments

## Changing Your Schedule's Design

1. Select **View**→**Day, Week, Month, Year** or **Agenda**.
2. Select **View**→**Number of Days** in Day or Week view to set the number of days to display.
3. Select **View**→**Half-Hour Slots** in Day or Week view to display half-hour time increments.
4. Select **View**→**Wide Day View** in Day view to remove the month calendar and active task list. Only appointment information displays.

## Reordering Columns

You can reorder the columns by selecting **Tools**→**Customize Columns**. To add a field, select it from the **Available fields** list, and click **Add**. You can display up to 10 columns. To remove a field, select it from the **Show these fields** list and click **Remove**. To arrange fields, select a field and click **Move Up** or **Move Down**. To restore the default fields, click **Reset**.

## Changing Categories

Categories may be changed by selecting **Edit**→**Category List**. To add a category, enter it in the **New category** box, and click **Add**. To delete a category, select it in the list and click **Delete**. Items assigned to deleted categories keep their assignments. To restore the default categories, click **Reset**.

**NOTE:** The categories you create in Calendar are also available in Contacts and Tasks.

## Displaying a Subset of Your Schedule

1. Click the **All Items** button. If you have used the filter before, the button displays the name of the category you used last.
2. Select the category you want to display.
3. Select **All Items** to clear the category you selected in step 2 and to view all of your appointments.

**NOTE:** If you do not see the **All Items** button, slide the gripper to the left.

4. If no categories appear in the list, you have not assigned appointments to any categories. Double-click an appointment, click the Categories button, and select the category you want.

## Printing Appointments

1. Select **File**→**Print**.
2. Select the printing options you want in **Printer**.
3. Select a start date and end date.
4. In **Fields**, select the type of information you want to print for each appointment.
5. In **Selection**, select to print **Appointments** or **Events**. To print your whole calendar, select **All Data**.

**NOTE:** **Port** lists the available printer ports. If Network is selected from the Port list, enter the path to the network printer in the **Net Path** box.

## Changing Options for Calendar

Select **Tools**→**Options** and select your desired options.

**NOTE:** You can view the list of mail services available for sending meeting requests by selecting **Mail transport**. To see features, such as notes or reminders, select **Show icons** and select the icons to display. To view your appointment information in another font, click **Choose Font...** and select desired options.

## Synchronizing Appointments

Calendar items stored on your device can be synchronized with Schedule+ or Outlook on your desktop PC. The Appointment synchronization service is automatically enabled in ActiveSync.

New items entered on one computer are copied to the other during synchronization. When you synchronize, typed notes from your device are added to your Schedule+ or Outlook data, while handwritten notes and drawings are saved as metafiles (pictures) and added to Outlook only. For specific instructions on setting up and using ActiveSync, see [Synchronization](#)

# Contacts

## Introduction

Contacts maintains a list of your friends and colleagues so that you can easily find the information you're looking for, whether you're at home or on the road. You can enter both personal and business information. If you use Schedule+ or Outlook on your desktop PC, you can synchronize contacts between your Aero 8000 and PC.

## Adding and Working with Contacts

### Creating a Contact

1. Select **File**→**New Contact**.
2. Enter the contact's name.
3. Enter information in the appropriate fields.
4. Select the Business (displays the image of a briefcase) or Personal (displays the image of a house) button and continue entering information in the appropriate fields.

You can assign a category or add a note to a contact by selecting the Categories/Notes button (displays the image of a note). Click **Other** and select a field to add a field.

### Updating a Contact

Updating a contact is as easy as double-clicking the contact in the contacts list and making the change(s) to the contact card.

### Duplicating a Contact Card

You can make a duplicate of a contact card while in the contact list by selecting the entry and selecting **Edit**→**Create Copy**.

### Finding a Contact

1. Select **Tools**→**Find**.
2. Enter the name, phone number, or other data you want to find. If you have looked for this item before, select its name from the list.
3. Verify Contacts appears in **Type**.
4. Click **Find Now**.

## Viewing Details about a Contact

Contacts contain details that you can view by opening the contact and selecting the Business, Personal, or Categories/Notes button, depending on the details you want to view. You can even sort the contact information to narrow your scope.

## Sending a Message to a Contact

Before you can send a message to a contact, you must set up a connection to a mail server and set up Inbox. Select one or more contacts to receive your message, but take note that combined e-mail names are limited to 255 characters. Select **Tools→Send Mail to Contact** and compose your message in Inbox. When you are done, select **File→Send**.

## Transferring a Contact using Infrared

Using the infrared ports to send contacts gives you a quick way to exchange data. Select the contact to send and line up the infrared ports. Select **File→Send** and the contact transfers. You can receive a contact by lining up the infrared ports and selecting **File→Receive**.

## Adding Notes

You can add notes to a contact card by clicking the Categories/Notes button and then selecting the Notes area. Select **View** and select an input method to begin entering your notes. When you are in the notes area, the InkWriter input methods, formatting functions, and editing functions are available. For more information, see [InkWriter](#).

## Organizing Contacts

### Sorting the Contact List

Select the heading of the column you want to sort by. The triangle in the column heading indicates ascending or descending order. Select the heading again to reverse the order.

### Reordering Columns

1. Select **Tools→Customize Columns**.
2. To add a field, select it from the **Available fields** list and click **Add**. You can display up to 10 columns.
3. To remove a field, select it from the **Show these fields** list and click **Remove**.
4. To arrange fields, select a field and select **Move Up** or **Move Down**.
5. To restore the default fields, click **Reset**.

## Changing Categories

1. Select **Edit**→**Category List**.
2. To add a category, enter it in the **New category** box, and click **Add**.
3. To delete a category, select it in the list and click **Delete**. Items assigned to deleted categories keep their assignments.
4. To restore the default categories, click **Reset**.

**NOTE:** The categories you create in Contacts are also available in Calendar and Tasks.

## Displaying a Subset of Your Contacts

1. Click the All Items button. If you have used the filter before, the button displays the name of the category you used last.
2. Select the category you want displayed.
3. To view all of your tasks, select All Items to clear the category you selected in step 2.

**NOTE:** If no categories appear in the list, you have not assigned any contacts to categories. Open a contact, click the Categories/Notes button, and select the category you want.

## Printing Contacts

You can print contacts by selecting **File**→**Print** and selecting the printing options you want. Select **Port** to list the available printer ports. If Network is selected from the Port list, enter the path to the network printer in the **Net Path** box.

## Changing Options for Contacts

Change contact options by selecting **Tools**→**Options** and selecting the desired options. All of your contacts are recorded with the default country and area code you selected. To view your contact information in another font, select **Choose Font** and select desired options.

## Synchronizing Contacts

Contacts stored on your Aero 8000 can be synchronized with Schedule+ or Outlook on your desktop PC. The Contact synchronization service is automatically enabled in ActiveSync. New items entered on one computer are copied to the other during synchronization. When you synchronize, typed notes from your handheld device are added to your Schedule+ or Outlook data, while handwritten notes and drawings are saved as metafiles (pictures) and added to Outlook only. For specific instructions on setting up and using ActiveSync, see [Synchronization](#).

# Inbox

You can send and receive e-mail by synchronizing with your PC, or by connecting to a POP3 or IMAP4 server. Inbox contains an e-mail service for each method you use. For example, if you receive e-mail through synchronization and through a connection to an IMAP4 server, Inbox contains two services: ActiveSync and IMAP4 Mail. Each e-mail service has its own folder hierarchy with four default folders: Inbox, Outbox, Deleted (local), and Sent. The messages you receive and send through the mail service are stored in these folders. You can also create additional folders within each hierarchy. For more information, see [Working with folders](#).

When using synchronization, messages are directly or remotely synchronized between ActiveSync service in the device Inbox and a PC using ActiveSync and Microsoft Exchange or Microsoft Outlook. The ActiveSync service in the device Inbox has already been set up for you. You can also copy individual messages using Windows CE Inbox Transfer and Microsoft Outlook.

When connecting to a POP3 or IMAP4 server, you use a modem to connect to your Internet service provider (ISP), or use a modem or Ethernet card to connect to the local area network to which your mail server is connected. In addition to creating a connection to your ISP network, you must create an e-mail service in Inbox.

## Synchronizing E-Mail

### *How Inbox Synchronization Works*

After enabling the Message synchronization service, e-mail messages are synchronized as part of the general synchronization process. During synchronization:

- Messages are copied from the Inbox folder of Exchange or Outlook on your desktop PC to the ActiveSync folder on your device. By default, you'll receive only the last three days, the first 100 lines of each new message and no mail attachments or meeting requests.
- The messages on the two computers are linked. When you delete a message on your device, it's deleted from your desktop computer as well the next time you synchronize.
- Messages in the Outbox folder on your device are transferred to Exchange or Outlook and then sent from those programs.

**NOTE:** Message synchronization with Microsoft Outlook Express is not supported. To use message synchronization, your Aero 8000 device must have a single partnership with a desktop PC. If you enable message synchronization and combine information, and then cancel the synchronization service, messages can remain permanently out of date. To resolve this problem, first save important files, delete the partnership icon, and then create a new partnership. Storing large amounts of messages on your device lowers performance. Keep the number of messages in the Inbox folder on your desktop PC as low as possible so less information downloads during synchronization. For more information on synchronization, see [Synchronization](#).

## *Enabling Message Synchronization*

The Message synchronization service is not automatically enabled. If you did not select this service when you created the partnership with your device, you must enable it in ActiveSync.

1. Disconnect your Aero 8000 from your desktop PC.
2. Open the Mobile Devices folder on your desktop PC and select your mobile device.
3. Select **Tools**→**ActiveSync Options**.
4. Select **Message under Synchronization Services**, then click **OK**. ActiveSync goes through the Initializing Synchronization process, but actual synchronization does not occur.
5. Select **Tools**→**ActiveSync Options**.
6. Select **Messages**→**Options** to set message synchronization options.

Now your messages are synchronized based upon your synchronization settings. Automatically upon connection, automatically whenever messages are out-of-date, or manually whenever you choose **Synchronize Now**. For more information on synchronization, see [Synchronization](#).

## *Copying Inbox Messages*

You can use Windows CE Inbox Transfer to copy or move specific messages between Exchange or Outlook and your Aero 8000, and you can move them into folders other than the Inbox. Because the messages on the two computers are not linked, you can modify or delete messages from one location without affecting the other.

You can also use this method to move messages to your desktop computer that you've received on your device from other services, such as paging and faxing services.

To open Windows CE Inbox Transfer, open Microsoft Outlook on your desktop PC and select **Tools**→**Windows CE Inbox Transfer**. Synchronize your messages to automatically send messages from Outlook. For more information, see ActiveSync Help.

# **Connecting to a Mail Server**

## *Setting Up a Mail Service*

1. To connect to your POP3 or IMAP4 mail server, you need to set up an Inbox mail service and a remote connection to the Internet or network to which the mail server is connected. For more information on setting up a remote connection, see [Remote Connections](#).
2. Get the following information from your ISP or network administrator: POP3 or IMAP4 server name, SMTP host name, user name, password, and domain name (for network connections only).
3. Open Inbox and select **Services**→**Options** and select the **Services** tab.

4. Click **Add**.
5. Select POP3 Mail or IMAP4 Mail from the **Service type** list. POP3 is the most common mail protocol for ISPs.
6. Enter a unique name for the service. This name cannot be changed later.
7. Click **OK**.
8. Follow the steps in the setup wizard.

Other mail protocols, such as the protocol used by AOL, are not supported. In addition, services that use special authentication, such as MSN, are not supported. However, you can gain access to the Internet through these services. There may be third-party programs available that would enable you to send and receive mail through proprietary protocols. Try searching the Web on the keyword "Windows CE" to find third-party programs for your device.

If you use the same service to connect to different mailboxes, set up and name a different service for each connection.

### *Setting Service Definitions*

The Mail Service Setup wizard appears after you add a service. If you are adjusting the settings of an existing service, select **Services**→**Options**, select the service you are using, and then **Properties**. In the Service Definition dialog box, complete the following entries as needed:

1. Enter the name of the connection you created to connect the specified POP3 mail server in the **Connection** box. If you are using a network (Ethernet) connection, select **Network Connection**. If you're not using a network connection and you haven't set up a remote connection, select **Create new connection**. In Remote Networking, create a remote connection to use when connecting through the IMAP4 Mail service. For more information on setting up a remote connection, see [Remote Connections](#).
2. (POP3 only) Enter the name of the POP3 host mail server you use to receive and send messages in the **POP3 Host** box. For more information, contact the mail system administrator when the mail account is created.
3. (IMAP4 only) Enter the name of the mail server you use to receive and send messages in the **Server** box.
4. Enter the user name or mail box ID assigned to you by the mail system administrator in the **User ID** box.
5. Enter the password you use to access this mail account in the **Password** box. If you do not want to be prompted to enter the password each time you connect, select **Save password**.
6. (Windows NT only) Enter your domain name in the **Domain** box.
7. Enter the name in the **SMTP Host** box if your mail service uses a separate server for SMTP. For more information, contact the mail system administrator.

8. Enter a return address in the **Return Address** box. The default return address is username@POP3host name or username@Servername.
9. Click **Next** to continue.

### *Setting General Preferences*

In the **General Preferences** dialog box, choose any of the following settings, all of which are optional:

1. Select **Disconnect service after actions are performed** to automatically disconnect from the server upon completion of all pending actions. When you connect, all actions are pending. This option minimizes connect time and cost.
2. Select the time interval (in minutes) at which you want the service to check for new mail from the **Check for new mail every** list. If the two preceding options are both turned off, then your device stays connected but you must check for new mail manually.
3. (POP3 only) Select **Display a message** box when new mail arrives to be informed that new mail has arrived.
4. (IMAP4 only) Select **Play a sound** to be informed that new mail has arrived.
5. (POP3 only) Select **Send using MIME format** in order to send and receive an extended character set. Using MIME may be necessary to correctly receive and display all of the letters of certain written languages.
6. To save space on your device you can choose to download messages from only the last few days by selecting **Only display messages from the last 3 days**.
7. Click **Next** to continue.

### *Setting Inbox Preferences*

In the Inbox Preferences dialog box, select the options that determine how you connect and transfer messages. These settings are optional.

1. Select **Get message headers only** to save space and time by downloading only headers. You can select which messages you want to read or download at a later time.
2. Set the message length (number of lines) in **Include number lines of the message body** that you want to save in storage memory. The number of lines is approximate.
3. Select **Get full copy of messages** to receive the full copy of all messages. However, selecting this option increases the amount of time needed to download messages.
4. Select **Get meeting requests** to download and store copies of meeting requests. This option is available for Microsoft Exchange servers only, and the mail system administrator must enable the Microsoft Rich Text Format.
5. (POP3 only) Select **Get file attachments** to download and save files attached to messages. Selecting this option may use significant RAM and take longer to download.
6. Click **Finish**.

You can use the POP3 Mail service by select **Services** and selecting the POP3 Mail service you created. Then select **Services**→**Connect**. To disconnect, select **Services**→**Connect** again.

### *Downloading Messages from the Server*

When you download messages, you need to create two connections: a remote connection and a mail server connection. The remote connection connects you to your ISP or network. The mail server connection downloads messages from your mail server to Inbox on your device. When you select **Services**→**Connect** in Inbox, Inbox starts a remote connection using the connection you specified when setting up the current mail service. If you are already connected through a remote connection other than the one you specified in the mail service, you are asked if you want to use the current connection. If you choose not to, you must disconnect from the current connection before you can check for new messages. For more information on setting up a remote connection, see [Remote Connections](#).

1. Select the **Services** menu and make sure that the service you want to use is selected (has a bullet next to it).
2. Select **Services**→**Connect**. The messages on your device and mail server are synchronized.
3. Select **File**→**Get Full Copy** while in the message window if you read a message and decide that you need the full copy. You can also tap **Services**→**Get Full Copy** while in list view. Receiving entire messages consumes storage memory. Select **Services**→**Connect** to disconnect when you are finished.

## **Reading and Responding to Messages**

### *Downloading Messages*

You can receive the full content for individual e-mail messages without changing settings or options. Select the message and then select **Services**→**Get Full Copy**. When receiving e-mail from a remote service, you automatically receive message headers. To receive the entire message, adjust the message length limit for that remote service. When synchronizing with your PC, you automatically receive up to 100 lines of a message. To make sure you receive the entire message, change your options in ActiveSync. For more information, see ActiveSync Help on your PC.

**NOTE:** Receiving entire messages drains memory.

### *Replying to or Forwarding a Message*

1. Open the message.
2. Select **Compose**→**Reply to Sender**, **Reply to All**, or **Forward**.
3. Enter your response.
4. Click **Send**.

Selections in the Options dialog box determine whether the original text is included.

### *Adding the Sender to Contacts*

Open the message and select **Compose**→**Add Sender to Contacts**. A new contact card opens with the sender's name and e-mail address already entered. Enter other desired information.

### *Checking Inbox Status*

Check your Inbox status by selecting **Compose**→**Status**. You can view details such as the number of messages and attachments to be sent, deleted, copied, and downloaded the next time you connect or synchronize.

### *Finding a Message*

1. Select **File**→**Find Message**.
2. Enter the name, text, or other data you want to find. If you have looked for this item before, select its name from the list.
3. Select Mail Messages in **Type**.
4. Click **Find Now**.

### *Including the Original Message in a Reply*

1. Select **Services**→**Options** and select the **Compose** tab.
2. Select **Include Body under Reply**.
3. Select **Indent** to indent the original message.
4. Select **Add leading character** and add the character you want to add leading characters such as or \* to the original message lines.

### *Enlarging the Message Font*

1. Open the message you want to read.
2. Select **File**→**Large Font**.
3. Select **File**→**Large Font** again to return the font to its original size.

## **Composing and Editing Messages**

### *Composing and Sending a Message*

1. Select **Compose**→**New Message**.
2. Enter the address of one or more recipients. If the recipient is listed in Contacts or Address Book, enter a few letters of the recipient's name and select **Compose**→**Address Book**.
3. Select **File**→**Attachments**→**Add Attachment** to attach a file.
4. Click **Send**. If you are working offline, the message moves to the Outbox folder and is sent the next time you connect.

## *Saving a Message*

Select **File**→**Save** to save the message you are composing or editing. The message is not sent and is saved in the Inbox folder of the active service.

## *Saving Copies of Sent Messages*

After mailing, messages are not saved on your device unless you select the following:

1. Select **Services**→**Options** and select the **Compose** tab.
2. Select **Keep a copy sent mail in Sent folder**.

## *Address Book Options*

Many mail servers, including Microsoft Exchange servers, have the ability to verify names with an online address book, called a directory service, using LDAP (Lightweight Directory Addressing Protocol). Inbox can use both a directory service and your Contacts list to verify names you enter in the To, Cc, and Bcc boxes. When you create a mail service, your mail server is added to the Address tab, and you are given the opportunity to enable it. If you did not enable it or if you want to use additional services, follow these steps:

1. Select **Services**→**Options**→**Address**.
2. Select which e-mail address field to check in Contacts in the **In Contacts, get addresses from** list. Contacts are checked first unless you check **None**.
3. Select the check box next to your mail server and click **OK**.
4. Select **Add** to add a directory service.
5. Enter the name of the service that stores the Address Book in the **Server** box.
6. Ask your network administrator if authentication is necessary for your server. If so, select **Authentication is necessary on this server**, and enter a user ID and password.
7. Select **Check name against this server** to have Inbox check this Address Book and then click **OK**.

To delete an Address Book, select **Services**→**Options**→**Address**. Then select the Address Book and click **Remove**. You can change an Address Book's settings by selecting **Services**→**Options**→**Address**. Then select the Address Book and click **Properties**.

## *Changing the Address Book*

1. Select **Services**→**Options**→**Address**.
2. Select which e-mail address list to check in Contacts from the **In Contacts, get address from** list. Contacts is checked unless you select **None**.
3. Select an Address Book in the **Installed services** box.

To change an installed Address Book's settings, select the Address Book and click **Properties**.

# Messages

## Moving or Copying a Message

**CAUTION:** When you move a message to your device, it and its attachments are permanently deleted from the server. Depending on the line limit you have set, the complete message may not be moved.

1. Select the message.
2. Select **File→Move To** or **File→Copy to**.
3. Select the destination folder.

If you are working offline, the message is moved or copied from the server the next time you connect.

### *Deleting a Message*

1. Select the message and select **File→Delete**. Messages are moved to the Deleted folder and deleted when you disconnect from your mail service or exit Inbox.
2. Select **Services→Options** and select the **Delete** tab.
3. Select **Immediately** to have messages delete as soon as you select **File→Delete**. The **Manually** option holds deleted messages in the Deleted folder until you select **File→Empty Deleted Items**.

The **On connect/disconnect** option holds deleted messages in the Deleted folder until you disconnect from the server. To delete server messages, your Aero 8000 must be connected to the server.

### *Emptying the Deleted Folder*

Empty the Deleted folder by selecting **File→Empty Deleted Items**. This permanently deletes messages in the Deleted folder. To check or adjust the current settings for deleting messages, select **Services→Options** and select the **Delete** tab.

Usually when a message is deleted from the Mailbox folder on your Aero 8000, it is moved to the Deleted folder and removed from the desktop PC and device the next time you synchronize. Deleting messages while synchronizing with your PC can result in messages becoming "stuck" in the Deleted folder on the device. Use the following steps to permanently remove the message from your device:

1. Move the message from the Deleted folder to the Inbox folder.
2. Create a new folder.
3. Move the message from the Inbox folder to the folder you created.
4. Synchronize your Aero 8000 with your desktop PC.

5. Open the folder you created and delete the message.
6. Select **File**→**Empty Deleted Items**.

### *Clearing Messages*

When receiving mail from a remote server, select **Service**→**Clear All**. Memory space is expanded on the device without actually deleting messages on the server. The next time you connect, the messages are downloaded again.

### *Unmarking a Message*

To unmark a message that is marked for download, move, or copy, double-click the marked message.

### *Working with Meeting Requests*

You must have Microsoft Outlook or Microsoft Exchange installed on your PC to use meeting requests on your device. If you are using Exchange, your system administrator must activate Rich Text Format on the IMAP or POP3 server. When using this format, Inbox also downloads attachments. To save memory, attachments are deleted once they are downloaded to your device unless you select the setting **Get file attachments** in the Inbox Preferences dialog box.

### *Receiving Meeting Requests*

To receive meeting requests from a remote server, you must select the Get meeting requests setting in the Inbox Preferences dialog box. If you only receive message headers and/or a limited number of lines per message, select the message and select **Services**→**Get Full Copy**. You automatically receive meeting requests when you synchronize your device with your PC.

**NOTE:** To receive message requests from a remote server, the remote server must use Microsoft Exchange and be configured properly. For more information, see your system administrator.

### *Responding to a Meeting Request*

1. Open the meeting request.
2. Select the **Accept**, **Tentative**, or **Decline** button. The response is sent the next time you synchronize with your desktop PC or connect to a remote server.

## **Working with Message Attachments**

### *Receiving Attachments*

When synchronizing with your desktop PC, you must select **Include File Attachments** from the Inbox Synchronization Options box in ActiveSync. For more information, see ActiveSync Help.

You can receive attachments from a remote e-mail service by selecting the setting **Get file attachments** in the Inbox Preferences dialog box. Embedded images and OLE objects cannot be received as attachments but can be viewed as an attachment when using IMAP4 to receive e-mail.

Because ActiveSync is needed to convert file attachments, attachments received from a remote server may not be converted to a file type that the device can display.

**NOTE:** If you receive the Error retrieving from POP3 server message, set the number of lines to be downloaded to a higher number, such as 100 lines.

### *Checking Attachment Status*

Any attachments sent with an e-mail message will be listed at the bottom of the message in its own window. To hide this window, while viewing a message, select **File→Attachments→Show Attachments**.

Attachments that have not been downloaded appear shaded. To mark an attachment for downloading, double-click it. The attachment will be downloaded the next time you connect or synchronize. To download the attachment immediately while connected, select **Services→Get Full Copy**.

### *Opening an Attachment*

With the message open, double-click the attachment's icon at the bottom of the e-mail message.

### *Storing Attachments*

1. Select **Services→Options** and select the **Storage** tab.
2. Select to store messages on internal RAM or an external Compact Flash storage card.
3. Select your storage card from the list if you use more than one card.

Once you make the above selection, all e-mail messages are moved to the selected storage card.

### *Deleting an Attachment*

1. Select the attachment to delete an attachment from a message you are sending.
2. Select **Edit→Clear**. To delete an attachment you have received, delete the message.

### *Attaching a File to a Message*

1. Open the message.
2. Select **File→Attachments→Add Attachment**.
3. Select the file you want to attach.

**NOTE:** OLE objects cannot be attached to Inbox messages.

# Working with Folders

You can send or receive e-mail by synchronizing with your PC, or by connecting to a POP3 or IMAP4 server. Each way of getting e-mail has its own folder hierarchy. Each hierarchy has three default folders: Inbox, Outbox, and Sent. You can create additional folders within each hierarchy.

Messages received by synchronization are stored in the ActiveSync folder. Each time you synchronize with your PC, messages are downloaded into the Inbox folder and sent from the Outbox folder. Other folders you create on your device are not synchronized.

Messages or message headers received from a POP3 server are stored in a folder that bears the same name you entered for the service when you created it. Each time you connect and disconnect from the server, messages are downloaded into the Inbox folder and sent from the Outbox folder. The server ignores other folders you create on your device.

Messages or message headers received from an IMAP4 server are stored in a folder that bears the same name you entered for the service when you created it. IMAP4 folders work differently than POP3 folders. Each time you connect and disconnect from the server, messages are downloaded to the Inbox folder and to any other folders you have created and marked as Offline. If you do not mark a folder as Offline, you will only be able to read and respond to messages in that folder when you are connected to the server. Messages are sent from the Outbox folder when you connect and disconnect from the server. If you have opted to save sent messages, they are stored in the Sent folder.

## Creating a Folder

1. Select **File**→**Folder**→**New Folder**.
2. Type a name for the folder.

## Renaming a Folder

1. Select the folder you want to rename.
2. Select **File**→**Folder**→**Rename Folder**.
3. Type the new name for the folder.

**NOTE:** You cannot rename default folders such as Inbox, and folders you create for IMAP4 mail servers.

## Deleting a Folder

1. Select the folder you want to delete.
2. Click the **Delete** button.

**NOTE:** You cannot delete default folders such as Inbox.

## Designating a Folder as Offline

Only IMAP4 folders can be designated as offline. Select the folder you want to designate as offline, and select **Services**→**Offline Folder**. If a folder is not designated as offline, you are only able to read and respond to messages in that folder when connected to the server. All IMAP4 default folders, such as Inbox, are automatically designated as offline.

## Synchronizing Folders while Connected

When you connect to your desktop PC or to a POP3 server, the Inbox and Outbox folders on your Aero 8000 are synchronized with the corresponding folders on your PC or POP3 server. To synchronize after the initial connection, select **Services**→**Send/Receive Mail**. When you connect to an IMAP4 server, Inbox, Outbox, and all folders marked as offline are synchronized. To synchronize after the initial connection to a server, select **Services**→**Synchronize Folders**.

# InkWriter

## Introduction

Using InkWriter with Rich Ink technology, you can write or draw on the screen, or type using the keyboard. You can also edit and format what you've written or drawn. When you write on the screen, you can apply formatting, such as bold and italic, to the words you write. When you draw, you can resize and reshape the drawing and group it with other drawings. If you do not see a menu or toolbar button, move the gripper to the left to see more buttons or to the right to see more menus.

## Creating and Managing Documents

### *Creating a Document*

1. Select **File**→**New**.
2. Select **Document** or **Document from Template**.
3. If you want to draw, select **View**→**Drawing** and use the touch pad to draw. To type, select **View**→**Typing**.
4. When finished, select **File**→**Save**.

You can also create a drawing in Writing view by crossing three ruled lines on the first stroke of the drawing.

### *Creating a Template*

1. Select **File**→**New**.
2. Enter a format text for the template.
3. Select **File**→**Save As**.
4. Enter a name for your template in the **Name** box.
5. Select InkWriter Template (.pdt) in the **Type** box.

You can also select a predesigned template from **File**→**New**→**Document from Template**.

### *Selecting a Page Style*

Select **Tools**→**Options**→ and select the **Page Style** tab. Select one of the four page styles to use in Writing view.

To view text against a yellow background, select **Yellow background**. While in Typing view, no lines display. While in Drawing view, a grid pattern is always displayed. If **Yellow Background** is selected, the background is yellow in all views.

### *Adjusting Saving Options*

Select **Tools**→**Options** and select the **Save** tab. Select desired options.

### *Transferring a Document using Infrared*

To send a document, open the document, line up the infrared ports, and select **File**→**Send To**→**Infrared Recipient**. To receive a document, open Windows Explorer, line up the infrared ports, and select **File**→**Receive**.

### *E-mailing a Document*

If an e-mail program is installed on your device and the program supports attachments, open the document and select **File**→**Send To**→**Mail Recipient**. The e-mail program opens and the InkWriter document is automatically attached to the message. For more information, see [Inbox](#).

## **Editing Documents**

### *Finding Typed Text in a Document*

1. Select **Edit**→**Find** in Typing view.
2. Enter the text you want to find.
3. Select desired search options and click **Find Next**.

### *Replacing Typed Text*

1. Select **Edit**→**Replace** in Typing view.
2. In the **Find what** box, type the text you want to find.
3. In the **Replace with** box, type the replacement text.
4. Click **Find Next**.
5. Click **Replace** to replace individual instances, or **Replace all** to replace all instances.

### *Selecting Text and Drawings*

You can select text in Typing view by selecting or clicking and dragging the cursor across the text. To select text in Writing view, click the **Select** button and drag the cursor across the text you want to select. To select a drawing in Drawing view, click the **Select** button and draw a box around the area of the drawing you want to select.

Select a drawing in Typing or Writing view by selecting the drawing. To select a word while typing, double-click anywhere in the word. To select a paragraph while typing, triple-click anywhere in the paragraph.

### *Zooming In on Text and Drawings*

From any view, select **View**→**Zoom** and select a percentage. You can enter an exact percentage by selecting **View**→**Zoom**→**Custom**, and enter a percentage in the **Zoom** box.

### *Wrapping Text to Screen*

From any view, select **View**→**Wrap to Window**. Notes wrap to a six-inch width when **Wrap to Window** is not selected.

### *Viewing Full Screen*

From any view, select **View**→**Full Screen**. To use the toolbar, select **Restore** at the bottom of the screen.

## **Formatting Text**

### *Creating Bulleted Lists*

From Typing view:

1. Click the **Bullets** button.
2. Type the first item.
3. Press **ENTER**, type the next item, and repeat as needed.
4. Click the **Bullets** button again to end the list.

From Writing view:

1. Write a list of items.
2. Click the Select button, and select the list.
3. Click the Bullets button.

### *Selecting a Different Font or Style*

1. Select the text in Writing or Typing view.
2. Select **Format→Font, Ink, Drawing...**
3. Select desired options.
4. Select **Set as Default** to set the new font and/or style as the default for all new documents. To apply the default font and style to selected text, select **Apply Default**.
5. Select a new line thickness from the **Pen Weight** list. You can also select a new line or font color from the **Line Color** list.

### *Changing Font Formatting*

Select the desired text in Typing or Writing view and click the Bold, Italic, or Underline button.

To change the color of the text, select **Format→Font, Ink, Drawing...** and select the color you want from the **Line Color** list.

### *Adjusting the Paragraph Alignment*

Select the paragraph whose alignment you want to change in Typing or Writing view and then select the Align Left, Center, or Align Right button. To see more formatting options, select **Format→Paragraph**.

### *Indenting a Paragraph*

Select the paragraph or paragraphs you want to indent in Typing or Writing view and select **Format→Paragraph**. Adjust the indentation settings as needed.

## **Formatting Drawings**

### *Correcting a Drawing's Shape*

It's not always easy to draw the perfect rectangle, circle, triangle or straight line. Use Ink-Writer's Shapes command to make your drawings more precise.

1. Select **View→Drawing** and create a drawing with the basic shape you want.
2. Select the drawing.
3. Select **Format→Shapes**.
4. Select desired shape.

### *Aligning a Drawing*

To align drawings together, select two or more drawings and use one of the following commands:

- To align drawings to the left of the selection area, select the Align left button.
- To align drawings to the right of the selection area, select the Align right button.
- To align drawings to the top of the selection area, select the Align top button.
- To align drawings to the bottom of the selection area, select the Align bottom button.

**NOTE:** The above buttons become active once you select two or more drawings.

### *Centering a Drawing*

To center drawings on a vertical or horizontal axis, select two or more drawings and use one of the following commands:

- To center drawings vertically in the selection area, select the Center Vertically button.
- To center drawings horizontally in the selection area, select the Center Horizontally button.

**NOTE:** The above buttons become active once you select two or more drawings.

### *Changing the Layered Order of Drawings*

Select two or more drawings and then use one of the commands below:

- To bring a drawing to the top of the stack, select **Format→Bring to Front**.
- To move a drawing to the bottom of the stack, select **Format→Send to Back**.
- To bring a drawing up one level in the stack, select **Format→Bring Forward**.
- To move a drawing back on level in the stack, select **Format→Send Backward**.

### *Grouping Drawings*

Select two or more drawings and click the Group Objects button. This button becomes active once you select two or more drawings. To ungroup drawings, select the drawings and select the Ungroup Objects button.

### *Changing Line Thickness and Color*

1. Select the drawing.
2. Select the Font, Ink, Drawing button.
3. Select a thickness from the **Pen Weight** list.
4. Select a color from the **Line Color** list.

### *Filling a Drawing with Color*

1. Select the drawing.
2. Select the Font, Ink, Drawing button.
3. Select a color from the **Fill Color** list.

## **Printing Documents**

Select **File**→**Print** and select the printing options you want. **Port** lists the available printer ports. If Network is selected from the **Port** list, enter the path to the network printer in the **Net Path** box.

### *Changing Options for InkWriter*

Select **Tools**→**Options** and select the **General** tab. Then select desired options. To automatically scroll when needed, select **Scroll upon reaching last line**.

### *Setting a Password for a Document*

1. Select **File**→**Password**.
2. Type and verify the password.
3. Select **File**→**Save** to retain the password.

You cannot synchronize documents that are password protected. You must remove the password protection in the appropriate program on your PC or device, and then synchronize. Once synchronized, you can reset password protection.

## **Synchronizing Documents**

Documents are synchronized using the File synchronization service in ActiveSync. The service is enabled automatically. Documents on your device are automatically synchronized with documents in a folder on your desktop computer named device name\_Synchronized Files.

You can view documents in this folder by double-clicking your device icon in the Mobile Devices window. This folder is stored in one of the following locations:

- Windows 95: My Documents\device name\_Synchronized Files
- Windows NT: WINNT\Profiles\your username\Personal\device name\_Synchronized Files

ActiveSync converts documents during synchronization. For more information on document conversion, see ActiveSync Help on your desktop PC. If you mark a document as hidden on your desktop, the document is deleted from your device the next time you synchronize. When you delete a document on either your desktop computer or your device, the document is deleted in the other location the next time you synchronize.

# Pocket Access

## Introduction

Microsoft Pocket Access is a companion program that contains Microsoft Access features that are essential for mobile professionals. You can synchronize information from Access, SQL Server, and other ODBC databases with Pocket Access on your device. Access files (.mdb) and SQL Server database (or other ODBC database) information is converted into a Pocket Access (.cdb) file. While on the road, you can update and query data in the corresponding tables. Once you return home or back to the office, synchronize the new information with the data accessed from your PC.

You can also create databases on your device while you are away and synchronize the information with your PC when you return. During synchronization, Pocket Access files (.cdb) are converted to Access files (.mdb). Pocket Access databases are limited to 65,536 records.

The Windows CE Store enables you to store tables and SQL procedures created on your device without creating a database. To view information located in the Windows CE Store, select **File**→**Recent Files**→**Windows CE Store**. Tables located in the Windows CE Store cannot be synchronized with your PC. However, you can copy the information from your device to your PC.

Pocket Access Help explains the features and procedures for using Pocket Access as it is sold with your device. However, programmers can use Microsoft ActiveX Data Objects for Windows CE (ADOCE) and Microsoft Visual Basic or Visual C++ to develop custom database solutions. For more information, see [www.microsoft.com/windowsce/](http://www.microsoft.com/windowsce/).

## Synchronizing and Copying Pocket Access Information

### Introduction

Databases are synchronized using the Table synchronization service in ActiveSync. The service is not enabled automatically. Once you have enabled Table synchronization, select which tables and fields you want to synchronize. If you want to make sure you don't change information as you're viewing it on your mobile device, you can set tables to be "Read-Only" on your Aero 8000.

ActiveSync converts presentations during synchronization. For more information on presentation conversion, see ActiveSync Help on your desktop PC.

## Enabling Table Synchronization

Databases are synchronized through the Table synchronization service. The service is not automatically enabled. If you did not select this service when you created the partnership with your device, you must enable it in ActiveSync. Use the following steps to enable synchronization:

1. Disconnect your Aero 8000 from your desktop PC.
2. On your PC, open the Mobile Devices folder and select your mobile device.
3. Click **Tools→ActiveSync Options**.
4. Click Table and then click OK under Synchronization Services. ActiveSync goes through the Initializing Synchronization process, but actual synchronization does not occur.
5. Once you have selected which databases on your PC or mobile device you want to synchronize, your files will be synchronized during ActiveSync, or whenever you choose Synchronize Now.

## Synchronizing PC Database Information

1. On your PC, open the Mobile Devices folder and select your mobile device.
2. Click **Tools→ActiveSync Options**.
3. Select Table and click Options.
4. Click Add in the Database Synchronization Options dialog box.
5. Double-click the database you want to synchronize. To synchronize information other than Access database information, select ODBC Database from the File of Type list. An ODBC database must already be set up as an ODBC data source.
6. Select the tables and fields you want to synchronize in the Import from Database to Mobile Device dialog box.
7. Click the plus sign (+) to view individual fields within a table or to mark the table as Read-Only.

**NOTE:** If you do not want to synchronize only certain tables and fields, or set tables as read-only, drag and drop the Microsoft Access database file into the Mobile Devices folder. This option is not available with Microsoft SQL Server databases.

### *Adjusting Synchronization Options for PC Databases*

1. On your PC, open the Mobile Devices folder and select your mobile device.
2. Click **Tools**→**ActiveSync Options**.
3. Select Table and click Options.
4. Select the database and click Remove to stop synchronizing a database.
5. Select the database and click **Properties**→**Browse** to change the location of the database on your PC.

You can change other properties by removing the database and adding it with the new properties. By clicking Default in the Import from Database to Mobile Device dialog box, you can quickly select all tables and fields within a database.

To stop synchronizing a database for a short period of time, you do not need to remove it from the Database Synchronization Options dialog box. Instead, clear Keep tables synchronized in the Import from Database to Mobile Device dialog box.

### *Synchronizing Mobile Device Database Information*

1. On your PC, open the Mobile Devices folder and select your device.
2. Double-click the My Documents folder.
3. Drag and drop the database onto your PC desktop. ActiveSync converts the information and places it in the /Program Files/ActiveSync/Profiles/device name folder. The file is named Dbx.mdb.

To synchronize information to another type of database other than an Access database, click Browse in the Export from Mobile Device to Database dialog box. Select the database and select ODBC Database in the File of Type list. An ODBC database must already be set up as an ODBC data source.

Database information is synchronized when using ActiveSync or when you choose Synchronize Now.

**NOTE:** If you do not want to synchronize only certain tables and fields, or set tables as read-only, drag and drop the Microsoft Access database file into the Mobile Devices folder. This option is not available with Microsoft SQL Server databases.

**NOTE:** You do not have to specify a database or database location when synchronizing tables and SQL procedures in the Windows CE Store.

### *Copying Windows CE Store Information*

On your PC, click **Tools**→**Export Database Tables**.

Clear the check mark beside any table you do not want to copy. The table synchronization service does not need to be enabled. Information copied to the PC is converted by ActiveSync, but it is not synchronized.

# Working with Databases

## Creating a Database

By default, Pocket Access database files are stored in the device name\My Documents folder. If you save the database files in another location on your Aero 8000, ActiveSync does not know where to look for the file when you synchronize. Adjust the synchronization options for PC databases in ActiveSync to reflect the location.

If you create tables and/or SQL procedures before creating a database, the system moves this information to the Windows CE Store.

**NOTE:** You cannot delete a database from Pocket Access. Delete the database from Windows Explorer.

To create a database, follow these steps:

1. Select **File**→**Open/New Database** while in Database view.
2. Enter a name for the database.
3. Create any necessary tables or SQL procedures.

## Opening a Database

Once you have created a database, you can open it by selecting **File**→**New Database** while in the Database view. Double-click the database you want to open and the system opens the information.

## Printing Data

You can print data by selecting **File**→**Print** while in the Table view. Column widths you set in Datasheet view determine the column widths of printed data.

# Working with SQL Procedures

## Introduction

The Find and Filter commands are fast and easy ways to locate and organize information based on one field. Using the Sort command, you can sort information based on more than two fields only if those fields are adjacent to each other. To develop more complex queries, you must create an SQL procedure. SQL (Structured Query Language) is the computer language Pocket Access uses to compute search and filter requests. When you use the Find, Sort, and Filter commands, Pocket Access generates the SQL procedure for you. Pocket Access supports only a subset of the SQL language.

## Using the SQL View

The Edit pane, located under the SQL Address bar in SQL view, displays the last SQL procedure run by Pocket Access. If you have used the Find, Sort, or Filter commands, the generated SQL procedure displays. You can edit and/or create new SQL procedures in the Edit pane.

The List pane, located under the Edit pane, includes the last 15 SQL procedures that have successfully run from the SQL window since you started Pocket Access. SQL procedures listed in the List pane are not automatically saved.

**NOTE:** Even if you haven't used the Find, Sort, or Filter commands, you may see an SQL procedure in the Edit pane. Even opening a table or switching from Datasheet view to SQL view generates a simple SQL procedure.

## Creating an SQL Procedure

You can create a new SQL procedure from within the SQL view. Simply select Create new procedure from the Address bar and enter the SQL procedure in the Edit pane. Save the procedure by selecting **File→Save Procedure**.

## Running an SQL Procedure

While you are in the Database view, running a query is as simple as selecting SQL Procedures and then double-clicking the procedure you want to run. Results display in the Datasheet view.

## Renaming an SQL Procedure

If you need to rename a query, access the Database view. Select SQL Procedures and select the SQL procedure. Select **Edit→Rename Procedure**. Enter the new name in the To box.

## SQL Reference

Pocket Access supports a subset of the SQL language. The following SQL reference lists the code that can be used in Pocket Access SQL procedures, and any limitations. If you are new to using SQL or need more information, see Access Help on your PC.

### **SELECT statement**

SELECT fieldlist

FROM tablename

To sort data from more than one table, use an INNER JOIN operation. You can use double or single quotes to delimit field names that contain spaces or special characters.

### **ORDER BY clause**

SELECT fieldlist

FROM tablename

ORDER BY fieldname [ASC | DESC][, fieldname2 [ASC | DESC], ...]

To sort data from more than one table, use an INNER JOIN operation. You can include up to four fields with the ORDER BY clause; however, you cannot use fields with a Binary data type in the ORDER BY clause.

### **WHERE clause**

SELECT fieldlist

FROM tablename

WHERE criteria [AND | OR criteria]

The criteria expression can include:

- [NOT] fieldname comparison operator value
- fieldname IS [NOT] NULL
- fieldname IS [NOT] TRUE
- fieldname IS [NOT] FALSE
- fieldname IS [NOT] LIKE "string%"

To sort data from more than one table, use an INNER JOIN operation. Implied join operations using the WHERE clause are not supported. The LIKE statement matches only string constants followed by a wildcard. The string may be empty or null. Valid comparison operators for the WHERE clause are: "=", "<", ">", "<=", ">=", or "<>".

### **INNER JOIN operation**

SELECT fieldlist

FROM table1 INNER JOIN table2

ON table1.field1 = table2.field1

[() INNER JOIN table2

ON table1.field2 = table2.field2[]] ...

You must use the above INNER JOIN syntax. Outer join and implied join operations are not supported. Up to four tables can be joined. When using an INNER JOIN operation, only the equality comparison operator (=) is supported and at least one of the tables in each INNER JOIN operation must be indexed on the joined field.

The results of an INNER JOIN operation created using a fieldlist that contains fields from only one table is updateable. All other INNER JOIN operations create read-only results.

### **DELETE statement**

DELETE \*

FROM tablename

[WHERE criteria]

### **INSERT INTO statement**

INSERT INTO tablename [fieldlist]

VALUES (value1[, value2 ...])

You cannot insert data into fields with a varbinary or long varbinary data type. When any field in the table is a varbinary or long varbinary data type, you must provide a list of fields.

**CREATE TABLE statement**

CREATE TABLE tablename  
 (fieldname datatype[, fieldname datatype ...])

Each table in a database or the Windows CE Store must have a different name. The CREATE TABLE statement offers different data type choices than Design view. See the table below for a list of valid data types, and notes detailing any unique characteristics these data types have in Pocket Access.

**Table 9: Valid data Types**

Data Type	Notes
Varchar[(n)]	A null-terminated character string of length n. Maximum length is 255 characters. If n is not specified, the length will be one character.
Text	A variable length string that can hold up to 32,733 characters.
Varbinary[(n)]	A binary value of less than 256 bytes. If n is not specified, the size will be 1 byte. This data type is called Binary in Design view.
Long Varbinary	A binary value up to 65,469 bytes in size. This data type is called OLE Object in Design view.
Integer or int	A 4-byte signed integer.
small int	A 2-byte signed integer.
float	A double-precision floating point number.
datetime	Automatically formats date and time.
bit	A logical or Boolean value (0 equals false and non-zero equals true).

### **ALTER TABLE statement**

ALTER TABLE tablename

TO tablename2

| ADD fieldname datatype [BEFORE fieldname2]

| DROP fieldname

| MOVE fieldname [BEFORE fieldname2]

| RENAME fieldname TO newfieldname

**NOTE:** The last field in a table cannot be dropped.

### **CREATE INDEX statement**

CREATE INDEX indexname ON tablename

(fieldname [ASC | DESC] [CASESENSITIVE] [UNKOWNFIRST])

You can sort capital letters after lower case letters by using the CASESENSITIVE attribute. To display fields with null (empty) values at the start of the resulting table, use the UNKOWNFIRST attribute.

The CASESENSITIVE and UNKNOWNFIRST attributes are unique to Pocket Access and other databases created for your mobile device. These attributes may not be supported in other database systems.

### **CREATE DATABASE statement**

CREATE DATABASE databasename

### **DROP statements**

**Table 10: DROP Statements**

<b>Statement</b>	<b>Action</b>
DROP TABLE tablename	Drops a table.
DROP INDEX tablename.indexname	Drops an index.
DROP DATABASE databasename	Drops a database.
ALTER TABLE tablename DROP fieldname	Drops a field.

# Working with Tables

## Creating a Table

Review the type of data, size of the field, and whether to sort the information before you attempt to create a table. Pocket Access cannot display certain types of information such as images and OLE objects. Any fields not interpreted by Pocket Access are assigned the Binary or OLE Object data type during synchronization. If all the fields contain information Pocket Access cannot interpret, the table cannot be synchronized between your desktop PC and the Aero 8000.

You can create a table by following these steps:

1. Double-click the Create a new table icon while in Database view.


**NOTE:** Tables created on your Aero 8000 must be created using the Create a new table icon or by using the CREATE TABLE syntax in an SQL procedure.

2. Enter a name for the field in the **Field Name** box. The table name cannot be more than 31 characters long.
3. Select a data type from the **Data Type** list.

**NOTE:** You cannot change a field's data type after you save the table.

4. Enter an amount in the **Field Size** box to set the size limit of a field. The default size is 50 characters.

**NOTE:** You cannot change a field's size after you save the table.

5. Select Yes from the **Indexed** list to index the field. Select Ascending or Descending from the **Sort** list. You can use indexing to find and sort information faster for that field.
6. Repeat these steps until you have created all the fields you want for your table.
7. Select **File**  **Save Table** to save the table.

## About Data Types

When creating a table, keep in mind that using the Text data type limits you to a size limit of 255 characters. You can enter longer notes by selecting the Memo data type. You can enter numbers with decimal points by using the Float data type. The Integer data type allows you to enter numbers between -32,768 and +32,767. To enter smaller numbers, select the Small Integer data type.

The Binary and OLE Object data types denote place holders for certain types of information Pocket Access cannot display, such as images and OLE objects. Data up to 255 bytes is synchronized with a Binary data type, and data from 255 bytes to 64K is synchronized with an OLE Object data type.

**NOTE:** You cannot change a data type once a table is saved.

If you are aware that Pocket Access cannot interpret a certain field, you can select to not synchronize that field within a given table. This process decreases the time it takes for your Aero 8000 to synchronize with your PC. For more information, see [Synchronization](#).

## Adding Data

You can add data while in either the Database or Tabular views. While in the Database view, double-click the table's icon. If you are in Tabular view, move to the empty row at the bottom of the table. You are now ready to enter data in the appropriate fields. The system saves any new data upon leaving the table or switching to another view.

## Reordering Fields

You can reorder fields within a table by following these steps:

1. Access the Database view.
2. Select the table and select **View→Design View**.
3. Select the box to the left of the field you want to move.
4. Select **Edit→Move Field Up** to move the field up or select **Edit→Move Field Down** to move the field down. The field moves within the data list.

## Renaming a Table

Pocket Access allows you to rename a table while in the Database view. Select the table and click **Edit→Rename Table**. The present name for the table appears in the **From** box. Enter the new name in the **To** box and click **OK**.

## Deleting Data

If at any point you need to delete a table, field within a table, record, or SQL procedure, Pocket Access provides you with a quick deletion function. Pocket Access displays a message warning that you are deleting information before completing any deletion.

To delete a table or SQL procedure, simply select the item within the Database view and click **Edit→Delete Table** or **Edit→Delete Procedure**. You can delete a field while in the Design view by selecting the field and clicking **Edit→Delete Field**. If you want to delete a record, access the Table view and select the record. Select **Edit→Delete Record** and Pocket Access deletes the information. If you are in SQL view, you can delete information by selecting the data and then selecting **Edit→Clear**.

## Viewing Data

Once you have created a table or SQL procedure, you can view the data in a number of ways as well as customize what you are viewing.

### *Using the Address Bar*

The Pocket Access Address bar is similar to the Address bar in Windows Explorer. While in Table, Design, or SQL view, Pocket Access displays the present table or SQL procedure in the Address bar. To change the displayed information, select the arrow at the far right of the Address bar and select a new table or SQL procedure.

### *Displaying Different Views*

You can view Pocket Access information in a number of different views.

**Table 11: Viewing Pocket Access Information**

Select	Function
<b>View→Database View</b>	View all tables and queries contained within a database.
<b>View→Display→Split</b>	View the table in Form and Tabular format at the same time.
<b>View→Display→Form</b>	View the table as a form.
<b>View→Display→Tabular</b>	View the table in Tabular format.
<b>View→Design View</b>	View a table's design for editing.
<b>View→SQL View</b>	View an SQL procedure to add or edit a query.

### *Hiding Columns in Tabular Format*

You can hide any columns appearing on your table. While in the Tabular view, hide a column by selecting the column and clicking **View→Column→Hide**. If you want to reveal a hidden column, select **View→Column→Unhide**.

### *Hiding Gridlines in Tabular Format*

Hide gridlines by selecting **View→Column→Gridlines**. If a check appears next to Gridlines, the lines appear. If the check is absent, the lines are hidden.

### *Zoom In on Data*

The zoom feature in Pocket Access allows you to "zoom in" or increase the view of the information on your screen. To zoom in, select **View→Zoom→**the desired percentage. You can manually enter a percentage by selecting **View→Zoom→Custom...**, and enter a percentage in the **Zoom** box.

## Editing Data

### *Selecting Data*

Before you edit any data within a table or SQL procedure, you must select the information. To select a column within a table, select the column header. To select a row, select the row header to the left of the field name. You can select all data by selecting **Edit→Select All Records**. To select data in a field or SQL statement, click and hold the cursor across the desired data to highlight the information.

### *Editing Data in a Field*

Data within a field also may be edited. Simply select the data you want to edit while you are in the Table or SQL view. Select **Edit→**the desired action.

### *Pasting Data into Pocket Access Files*

Pocket Access allows you to paste data from within tables, spreadsheets, or documents into a table of SQL procedure. Open the desired table, spreadsheet, or document and select the data for copying. Select **Edit→Copy**. Instead of copying the information, you can cut or remove it from its current location. Select the information and select **Edit→Cut**. Open the desired table in Pocket Access and select where you want to paste the information. Select **Edit→Paste** to add cells or rows to the end of the table or select **Edit→Paste Append Record** to add cells or rows in the middle of a table.

**NOTE:** If the information you are pasting into Pocket Access contains more columns than the table, the extra column information is ignored. In addition, you cannot paste information into a field with an incompatible data type. For example, text data cannot be pasted into a field with an integer data type.

### *Pasting Data into Other Files*

You can copy or cut information from Pocket Access and paste it into other tables, spreadsheets, and documents. Open the desired table and select the data you want to copy. Select **Edit→Copy** to copy the information or select **Edit→Cut** to remove the information to place in another area.

Open the file and select where you want to paste the information. Select **Edit→Paste** and the information appears in the new location.

# Finding Data

## *About Finding and Sorting Data*

There are a variety of ways to locate and organize information using Pocket Access. Use the Find, Filter, and Sort commands to look for specific information in a field. The Find command locates specific information you want to view and moves the insertion point to the matching data. The Filter command displays only certain data within a table. Both Find and Filter can be used on only one field at a time. Use the Sort command on two or more adjacent fields to arrange data in alphabetical or mineralogical order.

If you want to search for information based on more than one field, you will need to create a query, or SQL procedure, using an SQL statement. For more information, see [Working with SQL Procedures](#).

## *Finding Data*

Data may be hard to find in even the simplest of tables. You can perform a quick search by using the following steps while in the Datasheet view or you can create a more complex search using an SQL procedure:

1. Select **Records**→**Find**.
2. Enter the data you are searching for in the **Find what** box.
3. Select the field you want to search from the **Look In** list. You can select All Fields and Pocket Access searches all available fields.
4. Select Whole field in the **Match** list to search for an exact match. For example, "Will" finds "Will" but not "William"; OR  
Select Beginning of field in the **Match** list to match only the first part of the field. For example, "12" finds "120" but not "1512".

**NOTE:** If you began your search in the middle of the table and you want to search the entire table, select **Start from Top**.

5. Click **Find**. To find another match, select **Records**→**Find Next**.

## *Replacing Data*

You can replace any data within a table by using the following steps while in the Datasheet view:

1. Select **Records**→**Replace**.
2. Enter the data you are replacing in the **Find what** box.
3. Enter the data you want to replace the old data in the **Replace with** box.
4. Select the field you want to search from the **Look In** list. You can select All Fields and Pocket Access searches all available fields.

5. Select Whole field in the **Match** list to search for an exact match. For example, "Will" finds "Will" but not "William" OR

Select Beginning of field in the **Match** list to match only the first part of the field. For example, "12" finds "120" but not "1512".

**NOTE:** If you began your search in the middle of the table and you want to search the entire table, select **Start from Top**.

6. Click **Find**.

To replace another match, select **Records**→**Find Next**.

### *Sorting Data*

In Datasheet view, select the fields you want to use for sorting records. When selecting more than one field, the fields must be adjacent to each other. In addition, when two or more adjacent fields are selected, they are sorted left to right unless you select them in a right-to-left order. You can create more complex sorts by developing an SQL procedure.

To sort in ascending or descending order, select **Records**→**Sort Ascending** or **Records**→**Sort Descending**.

### *Filtering Data*

Filtering data allows you to pinpoint the exact information you want to result from your Pocket Access. You can attach a filter while in the Datasheet view.

1. Select **Records**→**Filter** and select the field you want to filter from the **Field** list.
2. Enter the name on which you want to run the filter from the **Value** box.
3. Click **Run Filter** and Pocket Access runs the filter for results. The filter displays all the data that matches your filter criteria. If you want to display data that does not match your criteria, select **Exclude these values**. You can also choose to show all records in the table by select **Records**→**Filter**→**Show All**.

**NOTE:** If you want to create more complex filters, you must develop an SQL procedure.

## **Pocket Excel**

### **Introduction**

You can use Pocket Excel much the same way as you use Excel on your PC. You can enter formulas and functions, and then filter data to see the subset of information you want. Split panes so that you can view labels appearing at the top and/or left edge of a sheet. You can also freeze the top and left-most panes in a worksheet to keep row and column labels or other data visible as you scroll through a sheet. For more information, see [Entering and Locating Data](#).

## Entering and Locating Data

### *Inserting Cells, Rows or Columns*

Select the location where you want to insert cells and select **Format→Insert Cells**. In the **Insert** box, select how you want the cells, rows, or columns inserted. To insert more than one row or column, select the same number.

### *Going to a Cell*

You can access any cell by selecting **Tools→Go To** and typing the cell reference (example: C4). If the cell has a defined name, you can type the name instead of the reference. To go to the cell or range currently selected, in the dialog box, select **Current Region**.

### *Entering a Value in a Cell*

Enter a value in a cell by first selecting the cell into which you want to enter information. If the cell is not visible, select **Tools→Go To**, type the reference (example: A4), and click **OK**. Type the value and press **ENTER** or select another cell.

### *Entering Text*

Enter text by selecting the cell. If the cell is not visible, select **Tools→Go To**, type the reference (example: A4), and click **OK**. Type the text and press **ENTER**. The text is automatically left aligned.

### *Automatically Entering a Sequence of Values*

Select both the range containing the data you want to copy and the adjacent destination cells. Select **Edit→Fill**. In **Fill Type**, select **Series**. Select the direction you want from the **Direction** list and select the type of series and step value (increment) from **Series Type**.

### *Finding or Replacing Data*

1. Select **Edit→Find/Replace**.
2. Enter the data you want to find or replace in the **Find What** box.
3. Select **Match case** and **Match entire cells** as needed.
4. Select either **Formulas** or **Values** from the **Look in** list.
5. Click **Find** or **Replace**. In the Replace dialog box, type the replacement text or value, and then select **Find**.
6. Select the appropriate button on the toolbar. To stop searching and replacing at any time, select the Close box.

You can repeat your most recent search by selecting **Edit→Find Next**. To move the Find/Replace toolbar, drag the bar on the left side.

### *Sorting Data*

1. Select the range you want to sort.
2. Select **Tools**→**Sort**.
3. Select the first column you want to sort on in **Sort by**.
4. Select **Ascending** to sort the column in ascending order. The default sort is descending.
5. Repeat steps 3 and 4 in the **Then by** lists for additional columns as needed.

You can undo a sort by selecting **Edit**→**Undo Sort** and exclude headers from a sort by clearing **Header row in list**.

### *Filtering Data*

1. Select a cell in the list you want to filter or select the range.
2. Select **Tools**→**AutoFilter**. Arrows appear at the top of each of the selected columns.
3. Select an arrow in one of the columns.
4. Select a value (filter criterion) from the list to display only rows containing that value.
5. Select **Custom** to display the Custom AutoFilter dialog box, where you can specify comparisons.
6. Repeat steps 3 and 4 to further refine the displayed rows.

You can turn off the AutoFilter by selecting **Tools**→**AutoFilter**. Click All from the filter list in each of the selected columns to again display all rows.

## **Editing Data**

### *Editing Cell Contents*

1. Select the cell.
2. Select the Formula bar to activate.
3. Edit the contents.
4. Press **ENTER** to enter the changes in the cell. You can undo an action by selecting **Edit**→**Undo Typing in Cell X**.

### *Moving Data*

1. Select the cell or range containing the data you want to move.
2. Select **Edit**→**Cut**.
3. Select the cell where you want to paste the data. For a range, select the upper-left cell.
4. Select **Edit**→**Paste**.

### *Copying Data*

1. Select the cell or range containing the data you want to copy.
2. Select **Edit**→**Copy**.
3. Select the cell where you want to paste the data. For a range, select the upper-left cell.
4. Select **Edit**→**Paste**. Use **Paste Special** to paste formulas, values, or other options.

### *Copying Data to Adjacent Cells*

1. Select the range containing the data you want to copy and the adjacent destination cells.
2. Select **Edit**→
3. Select Copy in **Fill Type**.
4. Select the direction you want from the **Direction** list.

### *Clearing Data from Cells*

1. Select the cell or range containing the data you want to clear.
2. Select **Edit**→**Clear**.
3. Select **All** to clear cell formatting and contents, **Formats** to clear just cell formatting or **Contents** to clear just cell contents. You can undo this action by select **Edit**→**Undo Clear**.

### *Deleting a Row or Column*

1. Select one or more rows or columns that you want to delete.
2. Select **Format**→**Delete Cells**.
3. Select how you want the cells, rows, or columns deleted in the **Delete Cells** box.

## **Formatting Data**

### *Formatting Numbers*

1. Select the cell or range.
2. Select **Format**→**Cells** and click the **Number** tab.
3. Select the desired format.

You can view a broader selection of number formats by selecting **Format**→**Cells** and clicking the **Number** tab. You can view the format as you type. Example:

- Currency: \$25
- Percentage: 25%
- Date or Time: 8-15-97 1:30 PM
- Fraction: =1/4 (Without the equal sign, the fraction is interpreted as a date.)

### *Formatting Text*

1. Select the cell or range.
2. Select the font and size you want from the Font list.
3. Select the Bold or Italic button to change the style.
4. Select the Align Left, Center, or Right Align button to change the alignment.

You can view more formatting options by selecting **Format**→**Cells** and make the changes on the **Alignment** and **Font** tabs.

### *Setting the Default Font*

1. Select **Format**→**Cells** and select the **Font** tab.
2. Select the font you want and select **Set As Default**.
3. Click **Yes** to confirm your changes.
4. Select **Format**→**Cells**, select the **Font** tab, and **Apply Default** to apply the default font and style to the selected cell or range.

### *Changing the Font in a Cell or Range*

1. Select the cell or range.
2. Select the font you want from the **Font** list.
3. Select the size you want from the **Font Size** list.
4. Select **Format**→**Cells** and select the **Font** tab, for more formatting options.

### *Changing the Cell Alignment*

1. Select the cell or range.
2. Click the Align Left, Center, or Align Right button.
3. Select **Format**→**Cells** and select the **Alignment** tab, for more formatting options.

### *Change Cell Borders and Fills*

1. Select the cell or range.
2. Select **Format**→**Cells** and select the **Borders & Fills** tab.
3. Select the borders, border color, and fill color you want.

## **Working with Formulas and Functions**

### **Naming a Cell or Range**

1. Select the cell or range.
2. Select **Tools**→**Define Name**.

3. Type the name.
4. Click **Add**.

You can delete a name by selecting the name and clicking **Delete**. Paste a list of cell names and locations on the worksheet by selecting **Paste List**.

## Entering a Formula

1. Select a cell.
2. Select the formula bar.
3. Begin the formula with an equal sign (=).
4. Enter values, cell references, name references, operators, and functions as appropriate.  
Example:  
=(B4/25)+100  
=Revenue-Expenses
5. Press **ENTER** to enter the formula in the cell.

## Inserting a Function

1. Select **Tools**→**Insert Function**.
2. Select a function category in **Category**.
3. Select a function in **Function**. You can review the function in the **Description** area.

## Referring to a Cell or Range in a Formula

1. Begin entering a formula.
2. Select the cell or range where the reference belongs.
3. Finish entering the formula.
4. Press **ENTER**.

## Referring to a Cell on Another Worksheet

Enter, into your formula, the worksheet name followed by an exclamation point (!) and the cell, range, or name reference. Example: =ThirdQtr!Earnings

## Creating a 3-D Reference

Specify, in your formula, two or more sheets in a workbook. Use a colon between the first and last worksheet names. Example: =SUM(Sheet2:Sheet6!\$A\$2:\$C\$5)

## Automatically Calculating Values

1. Select the range of values you want to calculate.
2. Select the AutoCalculate area on the right of the status bar to display a list of calculation types.
3. Select the calculation type from the list. The result appears in the AutoCalculate area.

## Automatically Summing Values

1. Select the cell where you want to insert the sum.
2. Click the AutoSum button.
3. Check the proposed range, enclosed in a dotted border and displayed in the formula bar. If necessary, adjust the range by dragging the border, selecting a new range, or editing the range in the formula bar.
4. Press **ENTER**.

## Pocket Excel Functions

The following functions are available in Pocket Excel:

### Database Functions

DAVERAGE  
DCOUNT  
DCOUNTA  
DGET  
DMAX  
DMIN  
DPRODUCT  
DSTDEV  
DSTDEVP  
DSUM  
DVAR  
DVARP

## **Date and Time Functions**

DATE  
DATEVALUE  
DAY  
HOUR  
MINUTE  
MONTH  
NOW()  
SECOND  
TIME  
TIMEVALUE  
YEAR

## **Financial Functions**

DDB  
FV  
IRR  
NPER  
NPV  
PMT  
PV  
RATE  
SLN  
SYD

## **Information Functions**

ERROR.TYPE  
ISBLANK  
ISERROR  
ISERR  
ISLOGICAL  
ISNA  
ISNONTEXT  
ISNUMBER  
ISTEXT  
N  
NA()

## Logical Functions

AND  
FALSE  
IF  
NOT  
OR  
TRUE

## Lookup Functions

CHOOSE  
COLUMNS  
HLOOKUP  
INDEX  
MATCH  
ROWS  
VLOOKUP

## Math and Trigonometry Functions

ABS  
ASIN  
ATAN  
ATAN2  
COS  
COUNTIF  
DEGREES  
EXP  
FACT  
INT  
LN  
LOG  
LOG10  
MOD  
PI()  
POWER  
PRODUCT  
RADIANS  
RAND()  
ROUND  
SIN  
SQRT  
SUM  
SUMIF  
TAN  
TRUNC

## Statistical Functions

AVERAGE  
COUNT  
COUNTA  
COUNTBLANK  
MAX  
MIN  
STDEV  
STDEVP  
VAR  
VARP

## Text Functions

EXACT  
FIND  
LEFT  
LEN  
LOWER  
MID  
PROPER  
REPLACE  
REPT  
RIGHT  
SUBSTITUTE  
T  
TRIM  
UPPER  
VALUE

# Shortcuts

## Selecting

Table 12: Selecting Shortcuts

To Select	Press
A cell	Arrow keys
A range	<b>SHIFT</b> + arrow keys
A row	<b>SHIFT</b> + <b>SPACEBAR</b>
Multiple rows	<b>SHIFT</b> + <b>SPACEBAR</b> and <b>SHIFT</b> + <b>UP</b> and <b>DOWN</b> arrow keys
A column	<b>CTRL</b> + <b>SPACEBAR</b>
Multiple columns	<b>CTRL</b> + <b>SPACEBAR</b> and <b>SHIFT</b> + <b>LEFT</b> and <b>RIGHT</b> arrow keys
Entire worksheet	<b>CTRL</b> + <b>A</b>
From current cell to first or last cell in row or column	<b>CTRL</b> + <b>SHIFT</b> + arrow keys
From current cell to beginning of worksheet	<b>CTRL</b> + <b>ALT</b> + <b>SHIFT</b> + <b>HOME</b>
From current cell to last cell in worksheet	<b>CTRL</b> + <b>ALT</b> + <b>SHIFT</b> + <b>END</b>
From current cell to beginning of a row	<b>ALT</b> + <b>SHIFT</b> + <b>HOME</b>
From current cell to end of row	<b>ALT</b> + <b>SHIFT</b> + <b>END</b>
From current cell down one screen	<b>ALT</b> + <b>SHIFT</b> + <b>PAGE DOWN</b>
From current cell up one screen	<b>ALT</b> + <b>SHIFT</b> + <b>PAGE UP</b>

# Navigating

**Table 13: Navigating Shortcuts**

<b>To Select</b>	<b>Press</b>
Complete a cell and move down	<b>ENTER</b>
Complete a cell and move up	<b>SHIFT + ENTER</b>
Complete a cell and move right	<b>TAB</b>
Complete a cell and move left	<b>SHIFT + TAB</b>
Move to the first or last cell in a row or column	<b>CTRL + arrow keys</b>
Move to the beginning of a row	<b>ALT + HOME</b>
Move to the end of a row	<b>ALT + END</b>
Move to the beginning of a worksheet	<b>CTRL + ALT + HOME</b>
Move to the end of a worksheet	<b>CTRL + ALT + END</b>
Move one screen down	<b>ALT + PAGE DOWN</b>
Move one screen up	<b>ALT + PAGE UP</b>
Move to next sheet	<b>CTRL + ALT + PAGE DOWN</b>
Move to previous worksheet	<b>CTRL + ALT + PAGE UP</b>
Move to the next/previous workbook	<b>CTRL + &gt;</b> or <b>CTRL + &lt;</b>
Zoom	<b>ALT + Z</b>
Reverse zoom	<b>ALT + SHIFT + Z</b>

## Entering and Editing Data

**Table 14: Entering and Editing Data Shortcuts**

<b>To Select</b>	<b>Press</b>
Complete an entry	<b>ENTER</b>
Cancel an entry	<b>ESC</b>
Complete a cell and move down	<b>ENTER</b>
Move to the beginning of a line	<b>ALT + HOME</b>
Move to the end of a line	<b>ALT + END</b>
Delete the contents of the selected cell	<b>SHIFT + BACKSPACE</b>
Activate cell	<b>CTRL + E</b>
Fill down	<b>CTRL + D</b>
Fill to the right	<b>CTRL + R</b>
Fill the selected range with the current entry	<b>CTRL + ENTER</b>
Open the Replace With dialog box	<b>CTRL + H</b>
Calculate all open sheets	<b>CTRL + =</b>
Hide row	<b>CTRL + 9</b>
Unhide row	<b>CTRL + SHIFT + 9</b>
Hide column	<b>CTRL + 0</b>
Unhide column	<b>CTRL + SHIFT + 0</b>
Enter current date	<b>CTRL + ;</b>
Enter current time	<b>CTRL + :</b>

## Formatting Data

Table 15: Formatting Data Shortcuts

To Select	Press
Bold	<b>CTRL + B</b>
Italic	<b>CTRL + I</b>
Underline	<b>CTRL + U</b>
General format	<b>CTRL + SHIFT + ~</b>
Decimal format	<b>CTRL + SHIFT + !</b>
Time format	<b>CTRL + SHIFT + @</b>
Date format	<b>CTRL + SHIFT + #</b>
Currency format	<b>CTRL + SHIFT + \$</b>
Percentage format	<b>CTRL + SHIFT + %</b>
Exponential format	<b>CTRL + SHIFT + ^</b>

## Working with Workbooks

### Setting a Password for a Workbook

Protect your workbook with a password. Select **File→Password** to access a password dialog box. Type and verify the password you want to protect your file. Select **File→Save** to save your workbook and retain the password.

**NOTE:** You cannot synchronize workbooks that are password protected. You must remove the password protection in the appropriate program on your PC or device, and then synchronize. Once synchronized, you can reset password protection.

### Switching to Another Worksheet

In the middle of the status bar, select the current worksheet's name (example: Sheet1) to display a list of worksheets. Select the worksheet you want to switch to from the displayed list.

### Adding a Worksheet

You can add a worksheet by selecting **Format→Sheet→**

## Removing a Worksheet

Remove a worksheet by selecting **Format**→**Sheet**→**Sheets**. Select the worksheet you want to remove and click **Delete**.

## Renaming a Worksheet

You can rename a worksheet. Switch to the worksheet you want to rename and select **Format**→**Sheet**→type the worksheet's new name.

## Reordering Worksheets in a Workbook

Select **Format**→**Sheet**→**Sheets**. Select the worksheet you want to move and click **Move Up** or **Move Down** as many times as needed.

## Adjusting the View of a Worksheet

### *Displaying and Hiding Window Elements*

Click **View** and select the elements you want displayed.

### *Splitting the Window*

Drag the split bar located above the vertical scroll bar or to the right of the horizontal split bar. You can remove the split by dragging the split bar out of the window. A split window is saved with the worksheet and displayed as split the next time you open that worksheet in Pocket Excel.

### *Freezing Panes on a Worksheet*

Select the cell where you want to freeze panes and select **View**→**Freeze Panes**. You can unfreeze panes by selecting **View**→**Unfreeze Panes**.

### *Zooming In on Data*

1. Select **View**→**Zoom**.
2. Select the magnification you want. You can enter a percentage by selecting **Custom** and entering the percentage.

Zoom settings apply to the entire workbook and are saved when you save the workbook.

### *Using the Full Screen*

Select **View**→**Full Screen**. Exit the Full View screen by clicking **Restore**. This setting is not saved with the workbook.

### *Adjusting Column Widths*

1. Select one or more columns.
2. Point to the right border in the column heading and drag the two-headed arrow.

### *Adjusting Row Heights*

1. Select one or more rows.
2. Point to the lower border in the row heading and drag the two-headed arrow.

### *Hiding a Row or Column*

1. Select a cell in the row or column you want to hide. You can select more than one adjacent row or column.
2. Select **Format**→**Row** or **Column**.
3. Select **Hide**.

### *Displaying a Hidden Row or Column*

1. Select **Tools**→**Go To**.
2. Type a reference for a cell in the hidden row or column (example: E4).
3. Click **OK**.
4. Select **Format**→**Row** or **Column**.
5. Select **Unhide**.

### *Fitting Rows and Columns to Data*

1. Select the rows or columns you want to automatically fit to their contents.
2. Double-click the lower border of the row heading or the right border of the column heading.

### *Inserting Symbols*

1. Place the cursor where you want to insert the symbol.
2. Select **Tools**→**Insert Symbols**.
3. Select the symbol you want and click **Insert**.

If you select a different font, or subset of a font, a different set of symbols displays. To use additional symbols that are available on your desktop PC, connect your Aero 8000 to your PC and open the Mobile Device window. Copy the .ttf file from the Font folder on your desktop PC to the device name\My Handheld PC\Windows folder in the Mobile device window. In the Synchronized File dialog box, click **No, just copy these files**. For more information, see ActiveSync Help on your desktop PC.

### *Printing a Worksheet*

1. Select **File→Print**.
2. Select the print options you want.

You can set the print area by selecting **File→Print Area→Set Print Area**. Clear the print area by selecting **File→Print Area→Clear Print Area**. The **Port** list displays the available printer ports. If Network is selected from the **Port** list, enter the path to the network printer in the **Net Path** box.

## **Synchronizing and Converting Pocket Excel Files**

### **Synchronizing Pocket Excel Files**

Pocket Excel files are synchronized using the File synchronization service in ActiveSync. This service is enabled automatically. Your device files are synchronized with files in a folder named device name\_Synchronized Files on your desktop PC.

You can view files in this folder by double-clicking your device icon in the Mobile Devices window on your desktop computer. This folder is stored in one of the following locations on your PC:

- Windows 95: My Documents\device name\_Synchronized Files
- Windows NT: WINNT\Profiles\your username\Personal\device name\_Synchronized Files

If you mark a file as hidden on your desktop, the file is deleted from your Aero 8000 the next time you synchronize. When you delete a file on either your desktop computer or your Aero 8000, the file is deleted in the other location the next time you synchronize.

### **Converting Pocket Excel Files**

#### *Introduction*

ActiveSync converts Excel files (.xls) and templates (.xlt) created in Excel version 5.0 (or later) during synchronization. If an e-mail program is installed on your Aero 8000 and you receive an Excel file created in Excel version 5.0 or later, your Aero 8000 converts the file. Simply open the attachment from the e-mail program, or open the file in Pocket Excel to view the information.

During conversion, some formatting attributes may be changed or lost. To avoid losing these attributes permanently, close the file after viewing it rather than saving the file on your Aero 8000. If you want to save the file, save the file with a different file name. For more information about conversions performed by ActiveSync, see ActiveSync Help on your desktop PC.

## *Changes in Formatting*

**Alignment:** Horizontal, vertical, and wrap text attributes remain the same, but vertical text appears horizontal.

**Borders:** Borders appear as a single line.

**Cell patterns:** Patterns applied to cells are removed.

**Fonts:** Fonts not supported by your Aero 8000 are mapped to the closest font available. The original font is listed on your device. When converted back to Excel, the data displays in the original font.

**Number formats:** Numbers formatted using Microsoft Excel 97 conditional formatting feature are displayed in Number format.

## *Changes to Formulas and Functions*

If an Excel file contains a function that is not supported by Pocket Excel, the function is removed and only the returned value of the function appears. The formulas described below are also converted to values:

Formulas entered as an array or containing an array argument. Example:  
=SUM({1;2;3;4}).

Formulas containing external link references or an intersection range reference.

Formulas containing references past row 16384 are replaced with #REF!.

## *Changes to Protection Settings*

Most worksheet and workbook protection features are disabled but not removed during conversion. Workbooks that are password protected cannot be synchronized. You must remove the password protection in Excel or Pocket Excel and then synchronize. Once synchronized, you can reset password protection.

## *Changes in Zoom Settings*

The zoom settings are not retained during conversion. Excel supports a per worksheet zoom setting while Pocket Excel's zoom setting is applied to the entire workbook.

## *Changes to Worksheet Names*

Names that reference worksheets within the same workbook are displayed accurately, but names that refer to other workbooks, arrays (for example, = { 1;2;3;4}), array formulas, or intersection ranges are removed from the name list. If a name is removed from the list, it is left in formulas and functions, causing those formulas to resolve as "#NAME?". All hidden names are unhidden.

### *Changes to AutoFilter Settings*

AutoFilter settings are removed during conversion. If you have an AutoFilter applied to a worksheet that causes rows to be hidden, the rows remain hidden after converting the file to Pocket Excel. Use the **Unhide** command to display hidden rows.

### *Unsupported Worksheet Features*

The following features aren't supported in Pocket Excel and are removed or modified during conversion:

- Chart objects are removed.
- Hidden sheets are unhidden.
- Chart sheets, VBA modules, macro sheets, and dialog sheets are removed and replaced with a blank sheet.
- Text boxes, drawing objects, pictures, and controls are removed.
- Pivot table data is converted to values.

## **Pocket Internet Explorer**

### **Introduction**

With Pocket Internet Explorer you can view Web sites on your device. You can view Web pages on the Internet and/or Intranet. You must use a modem or an Ethernet card to connect to the Internet service provider (ISP) or network.

### **Getting Connected**

#### *Connecting to the Internet*

Before you can view Web pages, you must set up a remote connection to your ISP or network.

1. Select **Start→Programs→Communication→Remote Networking**. Double-click the connection you want to use.
2. Enter any necessary user information. To adjust the way the number is dialed, click **Dialog Properties**.
3. Click **Connection**.

If you are having problems connecting, you may need to access the Internet using a Proxy server.

### *Setting Up an Automatic Internet Connection*

Use the steps below to set up an automatic Internet connection. Once this connection is set up, the remote connection of your choice will automatically be dialed when Pocket Internet Explorer needs to access the Internet or corporate network.

1. Select **View**→ and click the **Auto Dial** tab.
2. Select the **Use AutoDial** check box.
3. Specify the remote connection to be used.
4. Select **Auto Disconnect** if you want to automatically disconnect from the Internet after a certain amount of idle time (time when your device has not been used).
5. In **Disconnect If Idle For** enter how long your device must be idle before disconnecting from the Internet.

### *Setting Up a Proxy Server*

Proxy servers are often used when connecting to the Internet for added security.

1. Select **View**→**Options** and click the **Proxy Server** tab.
2. Select **Use Proxy Server**.
3. Enter the proxy server address and port.

To bypass the proxy server for local address, such as corporate Intranet pages, select **Bypass Proxy for Local Addresses**.

### *Enabling Cookies*

1. Select **View**→**Options** and select the **Advanced** tab.
2. Select **Enable Cookies**.

### *Selecting Security Options*

1. Select **View**→**Options** and select the **Advanced** tab.
2. Select **Security Settings**.
3. Select the security protocols you want.

SSL2 is Secured Sockets Layer Level 2, a standard protocol for secure transmissions. All secure Internet sites support this protocol.

SSL3 is Secured Sockets Layer Level 3, a proprietary protocol that is intended to be more secure than SSL2. Some Internet sites do not support this protocol.

PCT is Private Communications Technology, a proprietary protocol developed by Microsoft that is significantly more secure than SSL2. Some Internet sites do not support this protocol.

# Locating and Browsing Web Sites

## About Security

Pocket Internet Explorer supports the security protocols used by secure sites. When accessing a secure site, you can send personal information safely. To determine if a Web site is secure, check for a lock icon on the Pocket Internet Explorer button on the status bar.

## Searching for an Internet Site

Select **Go→Search the Web**.

## Going to an Internet Address

1. Select **View→Address Bar**, if necessary to display the Address bar.
2. Enter the address.
3. Press **ENTER**.

## Viewing Previously Visited Sites

1. Select **Go→History**.
2. Select the page you want to view.

## Adding and Viewing Favorites

1. Go to the page you want to add.
2. Select **Favorites→Add to Favorites**.
3. If necessary, locate the folder you want.
4. Confirm or change the name.

To view your favorite Web sites, select **Favorites** and the Web site you want to view. To organize your Favorites list, select **Favorites→Organize Favorites**. Your Favorites list is available in both Pocket Internet Explorer and Windows Explorer.

## Browsing Web Pages

To move to a page you have previously viewed, select **Go→Back**. To move to the next page (provided you have viewed it previously), select **Go→Forward**. Return to your home page by selecting **Go→Home Page**.

## Refreshing Current Page

Select **View**→**Refresh**.

## Stop Loading a Page

Select **View**→**Stop**.

## Viewing Current Page Properties

1. Select **File**→**Properties**.
2. Select the **General** tab to view the protocol, page type, size, and address.
3. Select the **Security** tab to view security information about the page.

## Viewing HTML Source Code

1. While viewing the page, select **File**→**Save As** and save the file.
2. Open the file in a word processing program, such as Pocket Word.

## Changing Home and Search Page Settings

1. Open the page you want to use as your home or search page.
2. Select **View**→**Options** and select the **Default Pages** tab.
3. Select either **Home Page** or **Search Page**.
4. Select **Use Current Page** to make the current page the default. To change back to the original default page, select **Use Default Page**.

## Creating a Desktop Shortcut to an Internet Site

1. Display the page for which you want a shortcut.
2. Select **File**→**Send To**.
3. Select **Desktop as Shortcut**. You can also select **Desktop Shortcut** on the page's shortcut menu (hold down **ALT** and select the page).

# Saving, Caching, and Copying Web Pages

## Saving a Copy of the Current Page

You can save Web pages and view them later when you're disconnected from the Internet or Intranet without using cached memory.

1. Select **File**→**Save As**.
2. Specify a folder location and give the file a name.

## Viewing a Cached Page while Disconnected

As you view pages on the Internet, they are cached in the Temporary Internet Files folder in My\_device name. Browsing among cached pages is faster than returning to their Internet sites. However, once you exit Pocket Internet Explorer cached memory is cleared.

1. Before you disconnect, select **File→Offline**.
2. Select **Go→History** once you have disconnected.
3. Select the page you want to view.

## Adjusting Settings for Cache Memory

Pocket Internet Explorer's cache is by default 10 percent of your device's total memory storage. If you're having problems with memory storage, try clearing Pocket Internet Explorer's cache.

1. Select **View→Options** and click the **Advanced** tab.
2. If you want to allow caching (temporary storage), click **Enable Caching**.

**NOTE:** Caching drains memory.

3. Move the **Size Of Cache** slider to increase or decrease the storage devoted to caching.
4. Select **Empty Cache When Exiting** if you want the folder emptied when you close Pocket Internet Explorer.
5. Select **Empty Cache Now** to empty the folder immediately.

## Copying a Web Page to a Document

1. Select all or part of the Web page you want to copy.
2. Select **Edit→Copy**.
3. Go to the document where you want to place the information and select the location.
4. Select **Edit→Paste**.

## Changing the Pocket Internet Explorer Display

### Changing the Font Size

Select **View→Fonts**, and select desired size.

### Displaying a Page in a New Window

Select **File→New Window**.

## Fitting the Page to the Window

Select **View**→**Fit To Window**.

## Displaying or Hiding the Address Bar

Select **View**→**Address Bar**.

## Changing the Default Appearance of Pages

1. Select **View**→**Options** and select the **Appearance** tab.
2. Select desired options. To save memory, clear **Show Pictures** and **Play Sounds**.

## Protecting Important Information

You may keep valuable data on your device, such as names and phone numbers of important contacts, credit card numbers, and confidential documents. Here are some ways to protect your important information.

- **Use a password:** You can set a password that must be entered before you can access Windows CE. Select **Start**→**Settings**→**Password**.

**NOTE:** Choose a password that's easy to remember. If you forget it, you must perform a full reset to use your device again. A full reset erases all of your data.

- **Back up your data:** You can create and maintain a backup file that contains your device program data. If, for example, you accidentally remove both the main and backup batteries and lose your data, you can restore it from the backup file. For more information, see ActiveSync Help.

## Save As dialog box

**Up one level:** Navigates upward in the folder structure.

**New Folder:** Enter the name you want.

**List:** Displays folders and files as icons.

**Details:** Displays folders and files in a list, providing file details such as size, type, and date last modified.

**Name:** Type a name for the file.

**Type:** Select the file type for the file you are saving. The available types vary, depending on the program you are using.

**Print dialog box:** **NOTE:** Options available depend on the program you are using. Some options may not be visible or may be disabled within individual programs. For more information on specialized printing functions, see individual program's help files on your device.

**Printer:** Lists available printers. The one you select remains the default printer until you change it.

**Port:** Lists the available printer ports.

**Net Path:** When Network is selected from the Port list, enter the path to the network printer.

**Paper Size:** Lists the available paper sizes.

**Draft Mode:** Allows you to print a document at a lower resolution. This is usually faster. This option may not be available on the selected printer.

**Color:** Print in color.

**Print Range:** Specifies whether to print the whole document or only the selected part.

**Orientation:** Allows you to specify Portrait or Landscape.

**Margins:** Resets the margin amounts.

**Start date and End date:** Allows you to specify a date range of information to print.

**Fields:** Specifies which columns of information to print.

**Selection:** Select to print Appointments, Events or All Data to print an entire calendar.

## Browse dialog box

**Up One Level:** Navigates upward in the folder structure.

**New folder:** Creates a new folder. Enter the name you want.

**List:** Displays folders and files as icons.

**Details:** Displays folders and files in a list, providing file details such as size, type, and date last modified.

**Name:** Displays the name of the selected folder or file.

**Type:** Select the file type you want to display. To display all files in the current folder, select All Documents (\*.\*)).

## Color dialog box

**Basic colors:** Shows the basic colors available. To define a custom color, select the basic color closest to it, and then select Define.

**Custom colors:** Displays any custom colors you have defined. To change the settings for a custom color, click a custom color box, and then select a different color. To define a new custom color, click an empty custom color box, select a different color, and then select Add to Custom Color.

**Define:** Defines a custom color. If unavailable, you are already viewing custom colors. To define a custom color, select in the color matrix, or select the color using the hue, saturation, and luminosity definitions or the red, green, and blue definitions.

**Add to Custom Colors:** Adds the custom color you defined.

**Color/Solid:** On the left, this box displays the amount of white and black in the current color. On the right, this box displays 100% of the color with no white and black. Adjust using the slider at right. To select 100% of color with no white or black, type **ALT + O**. To change the color, change the values described below. Or experiment by selecting and dragging on the color matrix.

**Hue:** The value of a color wheel. Red = 0, Yellow = 60, Green = 120, Cyan = 180, Magenta = 200, and Blue = 240. Shortcut: **E** or **ALT + E**.

**Sat:** Saturation level; the amount of color in a specified hue, up to 240.

**Lum:** Luminosity, or brightness. As you change the luminosity, the values for red, green, and blue change.

**Red:** The amount of red in the selected color.

**Green:** The amount of green in the selected color.

**Blue:** The amount of blue in the selected color.

## Font dialog box

**NOTE:** Options available depend on the program you are using. Some options may not be visible or may be disabled within individual programs.

**Font:** Displays the current font. To change fonts, select the arrow and select the one you want from the list.

**Size:** Displays the current size. To change sizes, select the arrow and select the one you want from the list.

**Font Style:** Formats text as bold, italic, underline, or a combination of these items.

**Color:** Displays the current color if your device supports color. To change colors, select the arrow and select the one you want from the list.

**Preview:** Displays text formatted with the selection options.

**Apply Default:** Restores the default formatting, overriding changes you have made.

**Set as Default:** Uses the current settings as the default text formatting, which will be applied to new documents you create.

## Open dialog box

**Up One Level:** Navigates upward in the folder structure.

**New folder:** Creates a new folder. Enter the name you want.

**List:** Displays folders and files as icons.

**Details:** Displays folders and files in a list, providing file details such as size, type, and date last modified.

**Name:** Displays the name of the currently selected folder or file.

**Type:** Select the file type you want to display. To display all files in the current folder, click All Documents (\*.\*)).

## Setting a Password for a Document

1. Select **File**→**Password**.
2. Type and verify the password.
3. Select **File**→**Save** to save the document. You must save the document to retain the password.

You cannot synchronize password-protected Word or Excel files. You must remove the password protection in Word or Excel, and then synchronize your Aero 8000 with your desktop PC. Once the document has been synchronized and converted to a Pocket Word or Pocket Excel file, you can set password protection using the above steps.

# Pocket PowerPoint

## Introduction

Use Pocket PowerPoint to quickly and easily deliver a professional online presentation. Simply create the presentation in Microsoft PowerPoint on your desktop PC and then transfer the presentation to your Aero 8000. You can show the presentation directly on your device, or connect your device to a VGA monitor and show the presentation to a large group.

## Preparing a Presentation

While you are on the road you can add a new title slide, or first slide, to the presentation on your device to customize the presentation for a specific audience. The title slide you create in Pocket PowerPoint is the only slide you can edit in Pocket PowerPoint. The rest of the slides must be created and updated on your desktop PC. However, once you are on the road, you can change the order of your slides and update your notes.

## Creating a New Title Slide

You can create a new slide by selecting **Tools→Title Slide** and entering the text for the slide. Click **Font** and you can change the font in the slide. Change the alignment by clicking **Position**.

Use the **Preview** feature to view your slide. Click anywhere on the slide to return to the Title Slide. If you need to make any edits to your slide, select **Slide→Title Slide** and make your changes.

## Editing Notes in Notes Page View

Notes can be edited in the Page View of your presentation. Select **View→Notes Page View** and select the information you want to edit. Make your changes and save your work.

## Sorting Slides

The slide sorter allows you to sort the slide within your presentation. Select **Tools→Slide Sorter** and select on the slide you want to move. Select the **Move Slide** buttons as needed.

## Hiding One or More Slides

The slide sorter also allows you to hide an unnecessary slide. Select **Tools→Slide Sorter** and select on the slide you want to hide. Select **Hide Slide** and the slide disappears from view in the presentation.

# Viewing and Displaying Slides

## *Specifying the Display Method*

You can display your slide presentation by different methods. Select **Tools**→**Set Up Show** and select the device from the displayed list. This list displays information only for device drivers you have already installed.

## *Advancing Slides Manually or Automatically*

Select **Tools**→**Set Up Show**. Select **Manually** to move through the slides using the **Previous** and **Next** commands. You can set the slides to move automatically after a set period of time by selecting **Automatically Every** and entering the frequency in seconds. If you want to repeat the show, click the **Repeat continuously** box.

## *Running a Presentation*

Selecting **View**→**View Show** allows you to start or stop a presentation. You can choose to advance the slides manually by selecting **View**→**Previous** or **View**→**Next** to display slides.

**NOTE:** If your Pocket PowerPoint presentation is running slowly, has display problems, or causes an out-of-memory message, try one of the following:

- Close all open programs.
- Allocate more memory. Select **Start**→**Settings**→**Control Panel** and double-click the System icon. Use the **Memory** tab to adjust program memory.

## *Navigating through Slides*

Select **View**→**Previous** or **View**→**Next**.

## *Going to a Slide by Number*

Select the slide's number you want from the **Slide Number** list.

## *Zooming In or Out on a Slide*

Select the **Zoom** button once to zoom in on a slide. Select again to zoom out on a slide.

## *Annotating a Slide*

Annotating, or editing, a slide is available in PowerPoint. Select **Tools**→**Setup Show** and select **Manually**. Select **View**→**View Show** and select the **Annotate** button. Use the touch pad to draw or write on the slide. Click the **Annotate** button again to stop annotation or to change slides. You can erase by pressing **E**.

## Using Notes Page View

### *Switching between Slide View and Notes Page View*

You can switch between Slide view and Notes Pages view by selecting **View→Slide View** or **View→Notes Page View**.

### *Changing the Font Sizes of Notes*

Changing font size is as simple as selecting **View→Notes Page View** and selecting the **Zoom** button. Continue selecting the **Zoom** button until you reach the desired font size.

### *Editing Notes in Notes Page View*

To switch to Notes Page view, select **View→Notes Page View** and edit the notes as desired.

## Synchronizing Pocket PowerPoint Files

Pocket PowerPoint files are synchronized using the File synchronization service in ActiveSync. The service is enabled automatically. Your device files are synchronized with files in a folder on your PC named device name\_Synchronized Files. This folder is stored in one of the following locations on your PC:

- Windows 95: My Documents\device name\_Synchronized Files
- Windows NT: WINNT\Profiles\your username\Personal\device name\_Synchronized Files

ActiveSync converts presentations during synchronization. For more information on presentation conversion, see ActiveSync Help on your PC.

**NOTE:** If you mark a file as hidden on your desktop, the file is deleted from your device the next time you synchronize. When you delete a file on either your desktop computer or your Aero 8000, the file is deleted in the other location the next time you synchronize.

# Shortcuts

**Table 16: Pocket PowerPoint Shortcuts**

<b>To</b>	<b>When running a slideshow, press</b>
Advance to the next slide	<b>N</b> , <b>ENTER</b> , right arrow or <b>SPACEBAR</b>
Return to the previous slide	<b>P</b> , left arrow or <b>BACKSPACE</b>
End a slide show	<b>ESC</b>
Zoom in or out	<b>ALT + Z</b>
Turn annotation on or off	<b>A</b>
Erase annotations	<b>E</b>
Black out or restore display	<b>B</b>
White out or restore display	<b>W</b>
Advance to the next slide	right arrow
Return to the previous slide	left arrow
Go to a slide by number	(slide number) + <b>ENTER</b>

# Pocket Word

## Introduction

You can create and edit documents and templates in Pocket Word just as you do in Microsoft Word. A spelling checker is provided to verify spelling accuracy, and you can quickly format text using buttons and menu commands that are similar to the version of Word on your PC. You can work with files in either Normal or Outline view.

Pocket Word documents are usually saved as .pwd files, but you can also save documents in other file formats, such as .rtf. During synchronization, Microsoft Word (.doc) files are converted to Pocket Word (.pwd) files, and vice versa. Microsoft Word templates (.dot) are converted to Pocket Word templates (.pwt).

## Selecting and Editing Text

### *Selecting Text*

**Table 17: Selecting Text**

To select	Do this
Any amount of text	Drag the stylus over the text
A word	Double-click the word
A single paragraph	Triple-click within the paragraph
An entire document	Select <b>Edit</b> → <b>Select All</b>
A picture	Select the picture

## Finding Text

1. Select the part of the document you want to search. If you want to search the entire document, do not select an area.
2. Select **Edit**→**Find**.
3. Enter the text you want to find. For a paragraph, type **^p**; a tab stop, type **^t**; one space, type **^w**.
4. Select the search options you want.
5. Select **Find Next**. Select **Edit**→**Find Next** to continue searching.

## Replacing Text

1. Select the part of the document you want to search. If you want to search the entire document, do not select an area.
2. Select **Edit→Replace**.
3. Enter the text you want to find and the text you want to replace it. For a paragraph, type **^p**; a tab stop, type **^t**; white space, type **^w**.
4. Select the replacement options you want.
5. Select **Find Next**.
6. Select the appropriate button on the Find/Replace toolbar.

## Moving, Copying, or Deleting Text

1. Select the text you want to move, copy, or delete.
2. Select the Cut button to move or delete text. Select the Copy button to copy the text.
3. Move the cursor to the desired location, and select the Paste button to paste the information. To undo an earlier action, select the Undo button. To restore the action, select **Edit→Redo**.

## Checking Spelling

1. Select **Tools→Spelling**.
2. Press **ENTER** to accept the replacement for the first highlighted word.
3. Repeat step 2 for additional words.

If you select outside the spelling toolbar and then want to continue checking spelling, select Resume. To move the spelling toolbar, drag the bar on the left side.

## Changing Spelling Options

A custom spelling dictionary (Custom.dic) is created on your device when you add a word as you check spelling. You can also copy a custom dictionary from your desktop computer to your device.

1. Select **Tools→Options**.
2. Make the changes you want.

To use a different custom dictionary, select **Change** and browse to locate the new dictionary. To make changes in the dictionary, select **Edit**. The dictionary opens in Pocket Word. Make any changes you want and then save the dictionary.

# Formatting Text

## *Creating Bulleted and Numbered Lists*

1. Select the Bullets or Numbering button.
2. Type the first item.
3. Press **ENTER**, type the next item, and repeat as needed.
4. Select either of the buttons again to end list formatting.

You can change the number style for the selected list by selecting **Format→Paragraph**. In the **Format** list, select the number style you want.

## *Setting the Default Font*

1. Select **Format→Font**.
2. Select the font options you want.
3. Select **Set As Default**.
4. Select **Yes** to confirm that your changes are applied to subsequent documents you create. To apply the default font and style to selected text, in the Font dialog box, select **Apply Default**.

## *Choosing a Different Font for Selected Text*

1. Select the text you want to change. To select all text, select **Edit→Select All**.
2. Select the font you want from the **Font** list.
3. Select a size from the **Font Size** list.
4. Select **Format→Font** to see more formatting options.

## *Changing Font Formatting*

Select desired text and select the Bold, Italic, or Underline button. To change the color, select **Format→Font** and select the color you want from the Color list. To see more formatting options, select **Format→Font**.

## *Adjusting the Paragraph Alignment*

1. Select the paragraph you want to align.
2. Select the Align Left, Center, or Align Right button. To see more formatting options, select **Format→Paragraph**.

### *Indenting a Paragraph*

1. Select the paragraph you want to indent.
2. Select **Format**→**Paragraph**.
3. Adjust the indentation settings as needed.

### *Setting Tabs*

Select **Format**→**Tabs** and change the tab settings as needed.

## **Adjusting the Display**

### *Wrapping Text in the Window*

Select **View**→**Wrap to Window**.

### *Displaying the Document using the Full Screen*

Select **View**→**Full Screen**. To exit Full Screen view, select **Restore**. To move the Restore button, drag the bar on the left side.

### *Displaying or Hiding Scroll Bars*

Select **View**→**Horizontal Scroll Bar** or **Vertical Scroll Bar**.

### *Zooming In or Out*

Select **View**→**Zoom**, and select the desired percentage. For Custom, enter the exact percentage and click **OK**.

## **Working in Outline View**

### *Switching between Normal and Outline Views*

Select **View**→**Normal** or **Outline**.

### *Assigning and Changing Outline Levels*

1. Select **View**→**Outline**.
2. Select the appropriate buttons on the toolbar.

### *Inserting Symbols*

1. Place the cursor where you want to insert the symbol.
2. Select **Tools**→**Insert Symbols**.
3. Select the symbol you want, and then click **Insert**.

If you select a different font, or subset of a font, a different set of symbols is displayed. To use additional symbols that are available on your PC, connect your device to your PC and open the Mobile Device window. Copy the .ttf file from the Font folder on your PC to the device name/My Handheld PC/Windows folder in the Mobile Device window. In the Synchronized File dialog box, select **No, just copy these files**. For more information, see ActiveSync Help on your PC.

### *Printing a Document*

1. Select **File→Print**.
2. Select the printing options you want.

Port lists the available printer ports. If Network is selected from the **Port** list, enter the path to the network printer in the **Net Path** box.

### *Setting a Password for a Document*

1. Select **File→Password**.
2. Type and verify the password.
3. You must save the document (**File→Save**) to retain the password.

You cannot synchronize password protected Microsoft Word documents. You must remove the password protection in Word, and then synchronize your device with your PC. Once the document has been synchronized and converted to a Pocket Word document, you can set password protection.

# Synchronization

Documents are synchronized using the File synchronization service in ActiveSync. This service is enabled automatically. Your device files are synchronized with files in a folder named device name\_Synchronized Files on your PC.

You can view files in this folder by double-clicking your device icon in the Mobile Devices window on your desktop computer. This folder is stored in one of the following locations on your PC:

- Windows 95: My Documents\device name\_Synchronized Files
- Windows NT: WINNT\Profiles\your username\Personal\device name\_Synchronized Files

If you mark a file as hidden on your desktop, the file is deleted from your device the next time you synchronize. When you delete a file on either your desktop computer or your device, the file is deleted in the other location the next time you synchronize.

## Converting Documents

### *Introduction*

ActiveSync converts Word documents (.doc) and templates (.dot) created in Word version 6.0 or later to Pocket Word documents (.pwd) or templates (.pwt) during synchronization. For more information, see ActiveSync Help.

If an e-mail program is installed on your mobile device and you receive a Word document or template created in Word version 6.0 or later attached to a message, Pocket Word will convert the file on your device. Pocket Word is also capable of converting InkWriter and NoteTaker documents (.pwi) to Pocket Word documents. Simply open the attachment from your e-mail program, or open the file in Pocket Word to view the information.

During conversion some formatting attributes may be changed or lost. To avoid losing these attributes permanently, close the file after viewing it rather than saving the file on your device. If you save the file, save the file with a different file name.

## Changes Caused by Word Document Conversion

### *Changes to Formatting*

**Borders and Shading:** Borders and shading are not displayed in Pocket Word, but are restored when converted back to a Word document. Shading is not restored when used in a table, but simple borders are restored.

**Character formatting:** Bold, italic, strikethrough, superscript, subscript, and hidden text are retained and displayed. Other effects are changed or removed.

**Colors:** Colors are retained and mapped to colors available on your device.

**Fonts and font sizes:** Fonts not supported by your mobile device are mapped to the closest font available in Pocket Word. To use additional fonts, copy the .ttf files from your PC into the Fonts directory (\Windows\Fonts) on your device.

**Page formatting:** Headers, footers, footnotes, columns, page set-up information, and style sheets are removed during conversion to Pocket Word. Pocket Word does support built-in headings.

**Paragraph formatting:** Tabs, alignment, bullets, indentation, simple numbered lists, and paragraph spacing are retained and displayed in Pocket Word.

**Changes to Pictures:** Pictures are converted to a bitmap format supported by your mobile device. When converting to your PC, pictures are converted to bitmap formats supported by your PC applications. Pictures that are linked, but not stored, in a Word document are not displayed in Pocket Word. Frames are removed during conversion.

**Table of Contents Changes:** Table of Contents text and some of the formatting is preserved. However, any text set at right-aligned tab stops may wrap to the next line.

**Index Changes:** Index text and some of the formatting is preserved.

**Changes to Tables:** Tables appear as tab-delimited text. Cells containing wrapped text or cells containing tabs or paragraph markers may be difficult to read. Simple tables are displayed accurately and restored when you convert the Pocket Word file back to a Word document.

**Changes to OLE Objects:** OLE Objects are converted to a bitmap format supported by your mobile device. When converting to your PC, these objects are converted to bitmap formats supported by applications on your PC. Pictures that are linked, but not stored, in a Word document are not displayed in Pocket Word.

**Changes to Revisions Marks, Annotations, and Comments:** Revision marks are visible but cannot be changed. Annotations and comments are removed during conversion.

**Changes Caused by .pwi File Conversion:** When you open a .pwi file in Pocket Word, handwritten notes and drawings are converted to bitmaps and can no longer be edited. If you save the file in Pocket Word as any kind of file type, including .pwi, you will never be able to edit the handwritten notes or drawings. If you want edit handwritten notes or drawings at a later time, either do not save the file in Pocket Word or save the file with a different file name.

When converting Pocket Word documents (.pwd) to .pwi files most attributes are retained. However, some types of formatting, such as numbering, are lost during conversion.

# Shortcuts

Table 18: Pocket Word Shortcuts

To	Press
Make the selected text bold	<b>CTRL + B</b>
Make the selected text italic	<b>CTRL + I</b>
Underline the selected text	<b>CTRL + U</b>
Left-align a paragraph	<b>CTRL + L</b>
Center a paragraph	<b>CTRL + E</b>
Right-align a paragraph	<b>CTRL + R</b>
Format a bulleted paragraph	<b>CTRL + SHIFT + L</b>
Format a numbered paragraph	<b>CTRL + SHIFT + J</b>
Increase indent	<b>CTRL + M</b>
Decrease indent	<b>CTRL + SHIFT + M</b>
Increase hanging indent	<b>CTRL + T</b>
Underline selected text	<b>CTRL + U</b>
Decrease hanging indent	<b>CTRL + SHIFT + T</b>
Zoom	<b>ALT + Z</b>
Reverse a zoom	<b>ALT + SHIFT + Z</b>
Move up one paragraph	<b>CTRL + ALT + up arrow</b>
Move down one paragraph	<b>CTRL + ALT + down arrow</b>
Open the Font dialog box	<b>CTRL + SHIFT + F</b>
Increase the font size	<b>CTRL + SHIFT + &gt;</b>
Decrease the font size	<b>CTRL + SHIFT + &lt;</b>
Remove character format	<b>CTRL + SHIFT + Z</b>
Remove paragraph format	<b>CTRL + Q</b>
Show all text or headings in outline view	<b>ALT + SHIFT + A</b>
Show all headings with Heading X style in outline view	<b>ALT + SHIFT + X</b> (where <b>X</b> is the heading level number)

**Table 18: Pocket Word Shortcuts**

<b>To</b>	<b>Press</b>
Move paragraphs up and down in an outline	<b>CTRL + SHIFT + {</b> and <b>CTRL + SHIFT + }</b>

# chapter 6

## COMPAQ SOFTWARE

### Introduction

This chapter provides information on using the Compaq applications included with your Aero 8000. Some Compaq applications are preinstalled on your Aero 8000, and some are installed from the Compaq CD. For help using the applications, read this information or refer to the online Help supplied with the applications.

To learn about updates that may have occurred to your Aero 8000 device after this document was printed, access the **Start** menu on your device, then select **My Documents** and **Compaq Updates**.

**NOTE:** If updated information is not available, Compaq Updates will not appear on the screen.

### Getting on the Internet

Once the new profile is copied to your Aero 8000, make a dial-up connection by selecting **Start**→**Communication**→**Remote Networking**. For more information on accessing the Internet, see [Using the Modem](#), and see the ActiveSync Help that you installed on your computer.

### Using the Internet Setup Utility

Configuring a device for Internet access can be a complicated, time-consuming process. The Internet Setup Utility simplifies this process by automating the way you set up profiles to use when accessing the Internet on your Aero 8000.

The Internet Setup Utility allows you to transfer your existing Internet service provider (ISP) profile information from your computer to your mobile device, select profiles from a list of pre-defined ISPs, or create new, custom profiles for use on your Aero 8000.

The Internet Setup Utility consists of two major components: the Internet Setup Utility client and the Internet Setup Utility server. The client (which must be installed on your computer from the Compaq CD) collects ISP information and provides you with an easy-to-understand user interface. The server (which is preinstalled on your Aero 8000) runs on your Aero 8000 and transfers ISP information to and from the device.

## Setting Up a Profile

To set up a profile, follow these steps:

1. Be sure the Internet Setup Utility is installed on your computer.
2. Connect the mobile device to your computer via the auto-sync cable or an infrared link.
3. On the computer, open Internet Setup Utility by selecting **Start**→**Programs**→**Aero 8000**→**Internet Setup Utility**. A welcome screen appears.
4. Follow the instructions on the screen to begin the setup process.
5. When the profiling options screen appears, select the type of profiling you want:
  - **Express:** Select this to automatically transfer your computer ISP profile to the Aero 8000 with very little involvement from you.
  - **Pre-Defined:** Select this when you don't have any ISP information on your computer or when you want a different ISP configuration for your device. With this option, Internet Setup Utility gives you a pre-defined list of ISPs to select from.

**NOTE:** You may need to obtain the following information from your provider: ISP name, dial-up number (country code + area code + number), server (TCP/IP) settings, authentication data, Internet mail settings, proxy server settings for Web browser, and DNS (domain name server). You may also need to provide a diskette of the latest script files for your ISP if prompted by the program.

**IMPORTANT:** Because Internet service providers often change their settings, the pre-defined ISP profile you want may not be valid. If your provider has recently changed settings, use the Custom ISP option to set up the profile. Contact your provider for assistance in setting this up.

- **Custom:** Select this to modify or create your own ISP profile. Internet Setup Utility guides you through the process, providing recommended configuration settings but letting you modify them as needed. Be sure you have the following information from your Internet service provider: ISP name, dial-up number (country code + area code + number), server (TCP/IP) settings, authentication data, Internet mail settings, proxy server settings for Web browser, and DNS (domain name server).

Once the necessary information is supplied, Internet Setup Utility begins the profiling process. A progress bar appears on screen indicating that the profile data is being compiled and transferred to your device.

## Printing

You can print files that reside on your Aero 8000 by:

- connecting to a printer equipped with a serial port using the auto-sync cable or any standard serial cable.
- sending files through the IR port to an IR-equipped printer.
- transferring files to a Windows CE–equipped computer and printing from the computer.
- using the Compaq-recommended printing solutions found on the Internet at [www.compaq.com](http://www.compaq.com).

**NOTE:** When printing from the computer, Microsoft application files are printed using the print defaults established in the computer version of the application.

## Setting the Alarm

To remind yourself of important events, you can set the alarm on your Aero 8000 two different ways:

- **Outlook Calendar:** To set an alarm for an event in your Calendar, add the calendar entry you want to be reminded of, then set the alarm using the **Reminder** box. For more information on setting an alarm through the Calendar, see [Calendar](#).
- **World Clock:** To set a general alarm, open the World Clock application from the Control Panel, then select the **Alarms** tab.

To turn off an alarm once it sounds, press the alarm button on the front panel of your PC companion.

## Using the Backup and Restore Utilities

The Aero 8000 stores your personal information (data you have entered and third-party applications you have installed) in the RAM (random access memory). However, a power loss or other disruption of power can cause your data to be deleted from the device.

Your Aero 8000 provides you with several ways to protect against this kind of data loss. You can:

- back up data to the computer.
- back up data to an ATA Flash RAM PC Card or CompactFlash card.
- back up data to flash memory located in your Aero 8000. (Flash memory is an area in your device that securely stores saved information even if there is a power loss.)

You can back up and restore your Aero 8000 data using the following utilities:

- **Microsoft Backup/Restore.** For comprehensive and secured backup protection, use this ActiveSync utility to periodically back up your data onto your computer's hard drive. You can manually back up data or set this utility to back up automatically each time you connect to your Aero 8000. For detailed instructions, see "Backup and Restore" in the ActiveSync Help that you installed on your computer.
- **Compaq Backup and Restore.** For comprehensive and convenient backup protection, these utilities let you back up and restore your entire Aero 8000 memory contents to an ATA Flash RAM PC Card (purchased separately). You can then carry a PC Card-based copy of your data with you at all times for quick retrieval. For more on this, see the next topic, "Using Compaq Backup and Restore".
- **Compaq Database Backups.** When you do not have access to your computer or a PC Card, use the Database Backups utility (preinstalled on your Aero 8000) to back up as much data as possible onto your device. Use this utility for emergency backups when the main and backup batteries are almost depleted. Depending on the amount of space available in memory, your Contacts, Tasks, Calendar, and other application and system data can be backed up. For more on this, see "Using Compaq Database Backups" later in this section.

**NOTE:** To avoid losing your data in the event that your Aero 8000 is lost, stolen, or becomes defective, Compaq recommends periodic backups to the computer or ATA Flash RAM PC Card. Depending on your Aero 8000 usage, you may want to perform a backup as often as once a day.

## Using Compaq Backup and Restore

Use the Compaq Backup and Restore utilities to save the entire contents of your Aero 8000 memory to a PC Card, CompactFlash Card, or internal CompactFlash (purchased separately), which can be carried everywhere your device goes for easy retrieval while on the road.

**NOTE:** These utilities are designed for use with ATA Flash RAM PC Cards which are approved by Microsoft as Windows CE 3.0 compatible. A minimum card size of 10 MB is recommended. For a list of Compaq-tested PC Cards, visit the Aero 8000 home page at [www.compaq.com/products/handhelds](http://www.compaq.com/products/handhelds).

### *Backing Up Data*

Each time you use the Compaq Backup utility, your data files, databases, preferences, Windows CE system data, and applications are copied to the ATA Flash RAM PC Card. The subdirectories on your Aero 8000 are also duplicated on the PC Card.

To perform a backup, follow these steps:

1. Connect to external power or make sure that you have good batteries in your device.
2. Insert the ATA Flash RAM PC Card into the PC Card slot, or insert the CompactFlash Card on your Aero 8000.
3. Double-click the Compaq Utilities icon.
4. Double-click the To PC Card icon.
5. At the prompt, close all active programs before proceeding.
6. In the dialog box that appears, check Dual Backup if you want to operate in dual backup mode. (Dual backup creates two top-level folders on the PC Card: \BackupA and \BackupB. It toggles between these folders each time it copies data, thus retaining copies of the last two backups that you have made. Single backup copies only to \BackupA and always overwrites the last backup.)
7. Click the **Backup** button to begin the backup process.
8. When backup is complete, remove the PC Card and keep it close by for easy retrieval.

### *Backup Tips*

- Use dual backup mode if you have sufficient space on your PC or CompactFlash Card.
- If you run out of space on your PC Card when using dual backup mode, delete the \BackupB folder on the PC Card and use single backup mode.

### *Restoring Data*

To restore data onto your Aero 8000, follow these steps:

1. Reset your Aero 8000 to its original factory settings by following the procedure in [Resetting Your Aero 8000](#).
2. Turn on the Aero 8000 and insert the ATA Flash RAM PC Card into the PC Card slot or the CompactFlash Card slot.
3. Run the Restore utility by double-clicking the Compaq Utilities icon.
4. Double-click the From PC Card icon.
5. Follow the instructions that appear on the screen.
6. When the restore process is complete, press the reset button to restart your device.
7. Set the correct time and date using the World Clock applet in the Control Panel.

### *If Errors Occur*

If Restore detects that you don't have a good backup file from which to perform the restore, you can still perform a manual restore by copying selected files and folders from your PC Card to your Aero 8000.

For more information on this and other errors, visit the Compaq web site at [www.compaq.com/products/handhelds](http://www.compaq.com/products/handhelds).

# Using Compaq Enhanced Security

To help protect against unauthorized use of your Aero 8000, four levels of password security are provided.

**IMPORTANT:** For immediate protection, Compaq recommends setting up the first two levels of security (login password and password reminder) through the Password utility in the Control Panel of your device.

For a detailed explanation of the four levels of Compaq security, read the following topics in this section.

## Understanding the Password Levels

- **Login Password:** The most basic level of protection. If set, your login password or the administrator password must be entered to access Windows CE. This occurs each time you turn on your device (provided you have not set the password delay feature). You are allowed five attempts to enter this password. If the correct password is not entered on the fifth attempt, one of two things happens:
  - If you set a password reminder, the Compaq Password Reminder screen appears.
  - If you did not set a password reminder, the device prompts you to erase your passwords and all of your data, or to enter one of two lockout modes (Lockout or Administrator Lockout). See the following sections for more on this.
- **Password Reminder:** If set, this screen appears after you have made five unsuccessful attempts in a row to enter the login password. It displays a question that you have created, to which your response phrase or the administrator password must be entered. You have five attempts to enter the correct response. If the correct response is not entered on the fifth attempt, the device prompts you to erase your passwords and all of your data, or to enter one of two lockout modes (Lockout or Administrator Lockout). See the following section for more on this.
- **Lockout:** If an administrator password has been enabled, the device enters Lockout mode. To gain access to the device again, the administrator password or the unlock key (a character combination) must be entered. After 10 unsuccessful entries in succession, the device transitions to Administrator Lockout mode.
- **Administrator Lockout:** This mode occurs when all password attempts have been unsuccessful. You will not be able to access your device until the unlock key is entered.

**IMPORTANT:** When the unlock key is used to gain access to your Aero 8000, your login password and the administrator password are removed. To reestablish security, you will need to reset these passwords.

## Setting Passwords

For maximum security, you can set three different kinds of passwords on your Compaq Aero 8000. All passwords are set through the Control Panel. The login password and password reminder are set in the Passwords application. Your login password must be restricted to eight (8) characters or less. The administrator password can be up to 40 characters in length.

**NOTE:** The passwords are not case-sensitive; however, any punctuation used when setting the passwords must also be used when subsequently entering the passwords in order for the passwords to be recognized.

## Setting the Login Password

To set your login password, follow these steps:

1. On your device, select **Start**→**Settings**→**Control Panel** and double-click the Password icon.
2. Select the **Owner** tab.
3. If a password has been previously set, enter that password in the **Password** box, and click **Check Password** to verify it. This gives you access to the remainder of the Password application. This step is necessary only if a password has been previously set.
4. To set a new password or change an existing password, type the new password into the **New Password** box, then into the **Confirm Password** box.
5. Save your new settings by clicking **OK**.

Your login password is now set. The login password screen will appear each time you turn on your device, provided you have not enabled the password delay feature.

## Disabling Power-On Security

You can disable the power-on security feature. Clearing the **Enable Power On Security** check box in the Password Properties screen prevents the system from displaying a password security screen when you power on the Aero 8000.

**NOTE:** When you disable power-on security, the system erases your password and displays a warning. Erasing your password prevents accidental lockouts by those who use this feature and forget their system passwords. Although asterisks (\*) still appear in the password fields of the Password Properties screen, there is no retention of your system password.

## Enabling SmartCard Security

To set SmartCard security, follow these steps:

1. On your Aero 8000, select **Start**→**Settings**→**Panel** and double-click the **Password** icon.
2. Select the **Owner** tab.
3. Select **Enable SmartCard Security**.
4. Insert the SmartCard into the SmartCard slot on the Aero 8000.
5. Click **OK**.

## Setting the Password Reminder

To set the password reminder, follow these steps:

1. Select **Start**→**Settings**→**Panel** and double-click the Passwords icon.
2. Select the **Owner** tab.
3. In the **Password** box, type the login password you previously set. Asterisks will appear as you type.
4. Click the **Check Password** button to verify the password and gain access to the other password fields.
5. In the **Reminder Question** area, type a question to which only you know the answer. The question may be up to 80 characters long, and should be something to which the answer can be easily recalled.
6. Type the answer in the **New Response** box. The answer may be up to 40 characters long. Asterisks will appear as you type.
7. Retype the answer in the **Confirm Response** box.
8. Save your settings by clicking **OK**.

Your password reminder is now set. Remember, the password reminder screen appears only after five incorrect login passwords are entered in a row.

## Setting the Administrator Password

To set the administrator password, follow these steps:

1. Select **Start**→**Settings**→**Control Panel** and double-click the Password icon.
2. Select the **Administrator** tab.
3. Type the password in the **Admin Password** box.
4. Click the **Check Password** button to verify the password.

**NOTE:** If you are updating your administrator password, you will be prompted to enter your original administrator password before being allowed to create a new one.

5. Save your settings by clicking **OK**.

The administrator password is now set.

**IMPORTANT:** When the login password is enabled in conjunction with this password, the administrator password can be used to access the Aero 8000 at any level of password security except Administrator lockout mode.

## Setting the Password Delay Feature

The password delay feature allows you to temporarily bypass the login password screen that appears each time you turn on your Aero 8000 device. This gives you immediate access to Windows CE when you turn on the device. The login password screen can be bypassed up to four hours from the last time the login password was entered. To set the password delay feature, follow these steps:

1. Select **Start**→**Settings**→**Panel** and double-click the Password icon.
2. Select the **Owner** tab.
3. In the **Password** box, enter the login password you previously set. Asterisks will appear as you type.
4. Click the **Check Password** button to verify the password and gain access to the other password fields.
5. Use the drop-down list box to select the amount of time you wish to temporarily bypass the login screen: 15 minutes, 30 minutes, 1 hour, 2 hours, 3 hours, or 4 hours.

When the time has expired, the login screen will appear the next time you turn on your device and you will be prompted to enter the login password.

## Using the Unlock Utility

The Compaq Unlock utility is part of the enhanced security built into your Aero 8000. Use this utility to generate a special code that allows you to regain access to a handheld unit that has entered either Lockout or Administrator Lockout mode.

**NOTE:** It is recommended that H/PC owners who use the enhanced security features obtain a copy of the Compaq Unlock utility before they encounter a lockout situation.

Lockout mode results when a user fails to enter a valid password in all security levels. The handheld PC displays the following message:

*"This H/PC has entered Administrator Lockout mode, because you failed to enter a valid password. You will not be able to use this H/PC until it has been unlocked using the Compaq Unlock utility."*

The Compaq Unlock utility runs on your desktop PC. The utility requires the user to enter special data displayed on the screen of the locked H/PC. It generates an alphanumeric unlock code which, when entered in the H/PC, releases it from Lockout mode.

**NOTE:** The Compaq Unlock utility is case-sensitive; therefore all alphanumeric characters must be entered exactly as displayed.

The Compaq Unlock utility is available for a nominal fee through the Compaq At Home web site. To purchase a copy:

1. Open the URL <http://goesd.com/compaq> in your web browser.
2. Click **Handheld** under **Categories**.
3. Click **View all Handheld titles**.
4. Scroll to the bottom of the page and click the **Next** button.
5. Scroll to the **Compaq Unlock Utility** and click on it.
6. Click the **ADD** button to purchase a copy and download it at your convenience.
7. Install the Compaq Unlock utility on your desktop, so that it will be available when needed to recover from Lockout mode.

## Using Compaq Database Backups

To use the Backup/Restore utility, follow these steps:

1. Double-click the icon in the system tray to open the utility.
2. A popup box appears with three choices: **Backup**, **Restore**, and **Delete Latest Backup**. Select an option to manually perform any of these database operations.

# Using the Dictionary Synchronizer

The Dictionary Synchronizer lets you synchronize the custom dictionary used in Microsoft Word with the custom dictionary used in Pocket Word on your Aero 8000. Sharing a custom dictionary is useful when performing spell checking in either application.

To synchronize dictionary terms, follow these steps:

1. Be sure the Dictionary Synchronizer is installed on your computer.
2. Connect the auto-sync cable or establish an IR link between the computer and Aero 8000.
3. On the computer, select **Start→Programs→Compaq Utilities→Dictionary Synchronizer**.
4. In the screen that appears, select **Synchronize**.
5. A status indicator appears while the synchronization occurs.
6. When synchronization is complete, click the **OK** button to close the application.

Your custom dictionaries are now synchronized. You can update the dictionaries at any time by repeating this process.

## Database Backups Control Panel Application

Use the Database Backups Control Panel application to specify periodic backups of data.

To use Database Backups, follow these steps:

1. Select **Start→Settings→Control Panel** and double-click Database Backups. The dialog box appears.
2. Select Database Backups. Backs up the Contacts, Tasks, Calendar, Appointments, and selected system data directly to your Aero 8000 so that this information can be easily retrieved in case of a power failure or other disturbance to the system. Using Database Backups, you can also:
  - Specify the number of days between backups. The default value is 7 days.
  - Enable or disable the Auto Backup feature. Auto Backup tells the system to perform a database backup each time it transitions from battery power to AC power, provided that at least 12 hours have elapsed since the last backup was done. Using Auto Backup decreases the number of periodic backups that must be performed while using battery power.
  - View the date and time of the last backup, as well as the amount of space occupied by the current backup.

## Asset Viewer Control Panel Application

Use the Asset Viewer Control Panel application to track and manage information unique to your Aero 8000.

To use Asset Viewer, follow these steps:

1. Select **Start**→**Settings**→**Control Panel** and double-click Asset Viewer. The dialog box appears.
2. Select Asset Viewer. Provides information specific to your Aero 8000, such as model number, serial number, and memory size. This information is useful when making a technical support phone call and to give system administrators the data needed to understand their inventory.

## Using the Internet Favorites Synchronizer

The Internet Favorites Synchronizer lets you share favorite Internet addresses (bookmarks) between the browser on your computer and the browser on your Aero 8000. Using this program, you can:

- synchronize bookmarks (put the same list of bookmarks and folders on the computer and Aero 8000).
- copy selected bookmarks and folders by dragging and dropping them between the two devices.

**NOTE:** The Internet Favorites Synchronizer only works with Microsoft Internet Explorer and Netscape Navigator.

## Synchronizing Bookmarks

To synchronize the bookmarks and folders on both devices, follow these steps:

1. Be sure the Internet Favorites Synchronizer is installed on your computer.
2. Connect the auto-sync cable or establish an infrared link between the computer and your device.
3. On the computer, open the application by selecting **Start**→**Programs**→**Utilities**→**Favorites Synchronizer**.
4. From the Bookmark menu, place a check mark next to the Internet browser (Explorer or Netscape) installed on your computer.
5. Click **Synchronize** to begin the synchronization process. A status indicator appears on the computer screen to track progress.

**NOTE:** To determine the currently selected communications port and the connection status, select **Communications** from the Bookmark menu.

## Copying Bookmarks

To copy selected bookmarks or folders from one device to another, follow these steps:

1. Be sure the Internet Favorites Synchronizer is installed on your computer.
2. Connect the auto-sync cable or establish an infrared link between the computer and your device.
3. On the computer, open the application by selecting **Start→Programs→Compaq Utilities→Internet Favorites Synchronizer**.
4. From the Bookmark menu, place a check mark next to the Internet browser (Explorer or Netscape) installed on your computer.
5. Using the mouse, drag and drop the item(s) you want to copy from one pane to another. (The left pane represents the Pocket Internet Explorer, the right pane represents your computer Internet browser.)

An indicator appears on the computer screen as the files are copied from one device to another.

## Using a SmartCard

A SmartCard is similar in size and shape to a credit card, but it includes a small computer chip used for storage. This chip stores your passwords and owner information and allows you to take your personal access information on the road.

Simply insert your SmartCard into the SmartCard slot on your device and the system allows you access depending on the login password information contained on the card. You can select **Enable SmartCard Security** in the Password Properties dialog box to require the system to store information on a SmartCard. If SmartCard security is enabled, you may insert the SmartCard instead of entering a password. For more information, see [Using Compaq Enhanced Security](#).

# Controlling Volume

**WARNING:** To reduce the risk of personal injury, turn down the volume before putting on headphones.

Using the internal audio features on the Aero 8000, you can record and play back sounds in digital audio files.

To adjust the playback level and speaker volume adjust the volume through Volume & Sounds Properties in the Control Panel or by using the function keys on the keyboard.

**NOTE:** When the volume is muted, system beeps are still audible.

# *chapter 7*

## **USING INFRARED**

### **Introduction**

The built-in infrared (IR) port on your Aero 8000 provides a convenient, "wireless" way to send and receive data. Through the lens on the right side of the device, an invisible beam of IR light creates a point-to-point link with other infrared-equipped devices such as computers, printers, and other Aero 8000s.



### **Establishing an Infrared Connection**

Establishing an infrared connection involves three steps:

- Step 1: Configure the software
- Step 2: Set up the infrared devices
- Step 3: Transfer information

#### **Step 1: Configure the Software**

To set up the IR communications ports on the sending and receiving devices, refer to "Connecting with an Infrared Port" in the ActiveSync Help that you installed on your computer.

## Step 2: Set Up the Infrared Devices

To prepare for IR communication between your Aero 8000 and another IrDA-compliant device, follow these guidelines:

- Be sure the IR ports on both devices are turned on and facing each other at a distance no greater than one meter (3.28 feet) and no less than 5 centimeters (2 inches) apart.
- Aim the ports directly at each other. (The maximum capture angle is 30 degrees. Do not point one port more than 15 degrees away from the center line of the other port.)
- Remove all obstacles between the IR ports.
- Certain types of fluorescent lamps can interfere with IR communication. If this happens, turn off the lights or move to another location with different lighting.
- When transmitting to another device, select **Receive** on the Windows CE Explorer File menu of the receiving device before sending.
- When transmitting to a computer or another mobile device, make sure that each device has a unique computer (machine) name. See the online Help for the operating system you are using for instructions on assigning a computer name.

## Step 3: Transfer Information

Your Aero 8000 is designed to transfer information to other computers and devices that have Windows CE installed.

To transfer files from your Aero 8000 once the devices have been properly set up, follow these steps:

1. On the device sending the file, go to Windows CE Explorer and select the file you want to transfer.
2. On the **File** menu, select **Send To→Infrared Recipient** to begin the transfer process. A dialog box appears on screen displaying the status of the file as it is sent. The transferred file will be stored in the root folder of the Windows CE Explorer.

**NOTE:** It may take several attempts before the devices establish an IR connection and begin transferring information.

## Printing with the IR Port

Your Aero 8000 can print directly to a printer equipped with an IR port. You can print the following kinds of information from your device:

- Pocket Word, Pocket Excel, and Pocket Power Point files
- Contacts and Tasks lists
- A view of your schedule or agenda in Calendar
- Inbox messages

For more information about printing, see the ActiveSync Help that you installed on your computer.

# chapter 8

## USING THE MODEM

### Introduction

Depending on your geographic region, your Aero 8000 may include a built-in modem for making dial-up connections over an analog telephone line (the kind used in most homes and offices). You can use the modem to send and receive e-mail, explore the Internet, send faxes, and connect to other services. Additional software and services may be required in order to perform some tasks.

**NOTE:** If your model does not have an internal modem, you can use a PC Card modem or an external modem to perform modem tasks. For information on using a PC Card with your Aero 8000, see [Using PC Cards](#).

### Safety Precautions for Modems

Always follow these basic safety precautions when using a modem or telephone that is not cordless.

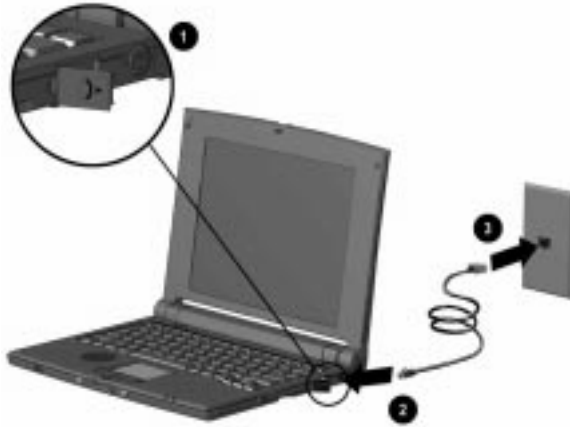
**WARNING:** When using this device, basic safety precautions should always be followed to reduce the risk of fire, electric shock, and injury to persons, including the following:

- Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub; in a wet basement; or near a swimming pool.
- Avoid using this product during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use this product to report a gas leak in the vicinity of the leak.
- Use only the power cord and batteries indicated in this manual. Do not dispose of batteries in a fire. They may explode. Check with local codes for possible special disposal instructions.
- If this product was not provided with a telephone line cord, use only No. 26 AWG or larger telecommunication line cord in order to reduce the risk of fire.
- SAVE THESE INSTRUCTIONS.

# Connecting the Modem

To connect the built-in modem, follow these steps:

1. Open the modem jack cover (indicated by a telephone icon).
2. Plug one end of the modem cable that came with your Aero 8000 into the analog telephone jack.
3. Plug the other end of the modem cable into the telephone jack.



4. Establish a dial-up connection through the Remote Networking application. (Select **Start→Programs→Communications→Remote Networking.**)

**NOTE:** For information on the software and COM port settings needed to create a dial-up connection, refer to the ActiveSync Help that you installed on your computer.

# Accessing the Internet

To use the Internet with your Aero 8000, you will need to do the following:

1. Connect and configure your modem.
2. Establish an Internet Service Provider (ISP) profile using the Internet Setup Utility. (See [Using Compaq Software](#), for more information.)
3. Make a dial-up connection by selecting **Start**→**Programs**→**Communications**→**Remote Networking**.

# Browsing the Internet

Browsing the Internet on a mobile device can be different from browsing it on a desktop PC. Below are some tips for using the Internet more efficiently with your Aero 8000.

- The Aero 8000 does not support large amounts of graphics. To avoid problems while browsing, disable the **Show Picture** option in Pocket Internet Explorer. This allows you to open web pages that contain graphics without the graphics being displayed.
- Performance with (and support for) Windows CE varies among Internet service providers. If you experience difficulty accessing the Internet, call your service provider to determine if they support the Windows CE 3.0 operating system. For more information on accessing the Internet, see the ActiveSync Help that you installed on your computer.

# International Usage with TravelSafe

TravelSafe is an application designed to diminish the need to enter manual modem dialing strings when traveling internationally. You select the country where you will be using your modem, and TravelSafe adjusts your modem's settings for you. In countries not on TravelSafe's selection list, you can still use your Aero 8000's modem by manually entering the appropriate dialing strings.

TravelSafe can be found in the **Compaq Utilities** folder or:

1. Click on **Start**→**Programs**→**Communication** and then select **TravelSafe**. A TravelSafe dialog box appears.
2. Select from the drop-down list the **COM Port** on which your modem is installed. TravelSafe's default is **COM Port 6**, which is where the Aero 8000's internal modem is installed. If your Aero H/PC does not have an internal modem installed, you can still use TravelSafe by installing an approved PC Card modem. In this case, select the COM Port that is assigned to the PC Card modem.
3. Select from the drop-down list the **Country** where you intend to use your modem. After TravelSafe has properly set up the modem, the flag of the country you have selected will be displayed in the lower right-hand corner of the TravelSafe application.
4. Click on **Apply**. TravelSafe will attempt to communicate with your modem to set the necessary modem properties according to your selections. If you receive an error message, verify that the COM Port you selected is correct, and try again. Once the selections have been set, they can be changed by repeating steps 1 - 4 in these instructions.
5. Click on the **Hide** button to put the TravelSafe icon in your System Tray. To close TravelSafe, double-click the TravelSafe icon in the System Tray to maximize the application, and then click on the "X" in the upper right-hand corner.

# *chapter 9*

## **USING PC OR COMPACTFLASH CARDS**

### **Introduction**

Your Aero 8000 comes equipped with a versatile feature that allows you to connect credit card-sized options called PC Cards (PCMCIA Cards) or CompactFlash Cards. These cards expand the capability of your Aero 8000 by providing modem, network, ATA flash storage, and other capabilities. Because they are small and light-weight, these cards are mobile.

### **Supported PC Cards**

There are three types of PC Cards, each of which vary in thickness (Type I, Type II, and Type III). The PC Card slot in your device accommodates only Type I or Type II PC Cards. In addition, the Aero 8000 supports 16-bit PC Cards only.

Some PC Cards consume large amounts of power. When a PC Card drains too much power from the batteries, the Aero 8000 automatically shuts down to protect against data loss.

To avoid draining the batteries when using a PC Card with your Aero 8000, do the following:

- Connect the device to external power.
- Use lower-voltage PC Cards, which consume less power.

For a list of PC Cards that have been tested and approved for use with the Aero 8000, visit the Aero 8000 web site at [www.compaq.com/products/handhelds](http://www.compaq.com/products/handhelds).

## PC Card Software

Your Aero 8000 automatically recognizes a wide range of PC Cards approved for use with Windows CE. If you are instructed to install card-specific device drivers provided by a PC Card manufacturer, be sure to install only device drivers specifically designed for Windows CE. Do not install card and socket service enablers. If you are unclear about installation instructions, call your PC Card manufacturer for more information.

## Operating Guidelines

- Do not save data to a PC Card when the batteries on your device are low, as this can result in loss of data. Be sure the batteries are in good condition or connect to external power before attempting to save your data.
- Do not turn off your device while the PC Card is performing an operation (such as saving data), as this can result in data loss.
- Do not eject a PC Card while it is performing an operation, as this can result in data loss.
- Do not expose the PC Card to dirt, moisture, or liquids.
- Always carry PC Cards in protective cases or sleeves when they are not being used.

## Inserting a PC Card

To insert a PC Card, follow these steps:

1. With the 68-pin connector facing in and the label containing the arrow facing up, insert the card into the PC Card slot.
2. Gently push the card into the slot until it is seated. If inserted correctly, the card is ready to use right away.

**CAUTION:** Forcing a PC Card into the PC Card slot can damage the slot.



## Removing a PC Card

You do not have to stop a PC Card from running before removing it from the card slot. However, you should wait until a PC Card operation is complete before attempting to remove the PC Card.

To remove a PC Card, follow these steps:

1. Press the PC Card eject button next to the PC Card slot until the eject button pops out.
2. Press the PC Card eject button and remove the PC Card.

# Installing the Internal CompactFlash Memory Card

**WARNING:** Use only Compaq-approved memory cards in your Aero 8000. Using an unapproved card may damage your device.

**WARNING:** Disconnect all power to the device before installing the memory card. Failure to do so can damage the equipment and expose you to the risk of electrical shock.

**CAUTION:** Electrostatic discharge can damage electronic components. Before touching any part beneath the keyboard, be sure you are discharged of static electricity by touching a grounded metal object.

To install an internal memory card, follow these steps:

1. Back up your Aero 8000 data onto the computer using the Microsoft Backup/Restore utility.
2. Turn off the Aero 8000 by pressing the power button.
3. Disconnect the device from external power.
4. Remove the main and backup batteries. (The backup battery compartment screw is attached to the backup battery cover and does not come out.)
5. Wait at least 5 minutes until all residual power is gone.
6. Lift the Aero 8000 lid.
7. Begin removing the keyboard by pressing up on the three tabs holding the keyboard in place.

**CAUTION:** The keyboard is attached to the unit by a ribbon cable. Be sure not to damage the cable when manipulating the keyboard.

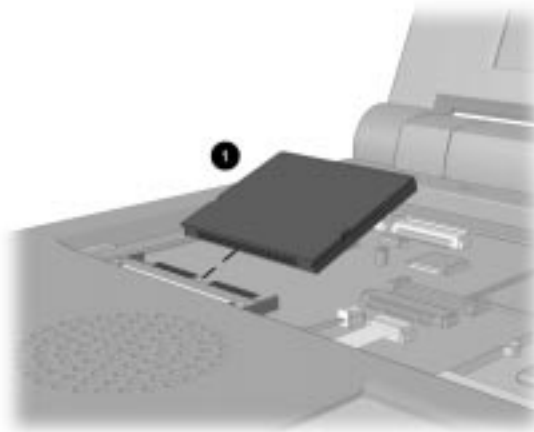


8. Tilt the keyboard up from the top and pull toward the screen to free the bottom portion of the keyboard.



**WARNING:** The Compaq internal CompactFlash card should be installed label side down. The card has grooves to prevent improper installation. Do not force the card into the slot as damage may occur to the card or your Aero 8000 device.

9. Place the keyboard face down on the unit, leaving the cable attached.
10. Align the holes on the module with the gold pins in the internal memory card slot and push the module into the slot until it is connected.



11. Replace the keyboard by aligning the tabs on the bottom of the keyboard and tilting the keyboard into place.
12. Snap the three top tabs to secure the keyboard.

13. Reinstall the main and backup batteries and replace the battery covers.
14. Press the power button to turn on the device.
15. Restore the backup data onto your Aero 8000 using the Microsoft Backup/Restore utility.

# *chapter 10*

## REMOTE CONNECTION

### Introduction

In order to establish communications between your Aero 8000 and your desktop PC, you first need to install ActiveSync on your PC. ActiveSync allows you to synchronize, back up and restore your device, add and remove programs from your device, and copy data between your device and your PC.

Once ActiveSync is installed on your desktop PC, you are prompted to create a partnership with your handheld device using a serial cable connection. After the partnership is created, you can set up additional connections for your varied mobile computing needs:

- If you have a modem connected to your device and you have a RAS account, you can establish a dial-up network connection to your PC. Connect through a RAS server if you need to connect remotely and you don't have a dedicated modem on your PC.
- With an Ethernet card for your mobile device, you can connect directly to your PC through a network on which you have an account without using a modem. You need to be in a location where you can connect to the network's cable system.
- If you have modems installed on both your mobile device and desktop PC, you can establish a PC modem connection between your device and PC. Connect by modem when you want to synchronize or transfer data while you are away from your PC without going through a network.
- If your device is not equipped with a built-in modem, you need to install a compact flash card modem or external modem in order to use a RAS or PC modem connection. See your modem manufacturer's instructions for details on installation. Once the compact flash card modem or external modem is installed, create a RAS or PC modem connection.

**NOTE:** Connect to your PC using one type of connection at a time. Multiple connections to your PC can't be accomplished simultaneously. In order to synchronize with your PC through a network or PC modem connection, your computer needs to be powered on, and Microsoft Outlook or Exchange needs to be running.

# Connecting to Your PC through a Network

## Creating a Network (Ethernet) Connection

**NOTE:** You must have a NE2000 Compatible Ethernet card.

1. On your device, insert the Ethernet card.
2. Select **Obtain an IP address via DHCP** in the NE2000 Compatible Ethernet Driver Settings dialog box.
3. Click **OK**.
4. Select **Start→Settings→Control Panel** and double-click the Network icon. Select the **Adapters** tab.
5. Select NE2000 Compatible Ethernet Driver.
6. Select the **Identification** tab. Enter the **User Name**, **Password**, and **Domain** name you use to log on to your PC.
7. Open the Mobile Device folder, click **File** and make sure **Enable Network Connection** is checked.

You do not need to make a new connection on your device for the Ethernet card. When connecting, simply select **Network Connection**. If you want to synchronize with your desktop PC using an Ethernet card, leave your PC running while you are away. You do not need to leave your PC running in order to connect to a remote network.

## Creating a Dial-Up Network Connection

Ask your network administrator to create a RAS account. Once the account is set, ask your network administrator for the following information: dial up phone number, password, and computer name.

1. Select **File→Enable Network Connection** from the Mobile Devices folder on your desktop PC.
2. Make a new connection on your device using the information in step 1. You should be able to use the default TCP/IP settings provided in the Make New Connection wizard. If you can't connect using these default settings, contact your network administrator for specific TCP/IP information.

If you want to synchronize with your PC, your PC must be left running. You do not need to leave your PC running in order to connect to a remote network.

## Creating a New Connection on Your Device

You must create a connection for each computer or network that you want to access remotely, unless you are using an Ethernet card. When using an Ethernet card, simply select **Network Connection** in the ActiveSync dialog box.

1. Select **Start→Programs→Communication→Remote Networking**.
2. Double-click the Make New Connection icon.
3. Enter a name for the connection in the Make New Connection dialog box.
4. Select **Dial-Up Connection** and click the **Next** button.
5. Select the modem you want to use and click **Configure**. Use the default settings provided under **Connection Preferences**. If you can't connect using these setting, see your ISP or network administrator for specific information. If you want to always enter a phone number before connecting, select **Manual Dial**. Select **OK**.
6. Select TCP/IP Settings. In the **General** tab, make sure Use Server-assigned IP address is checked. In the **Name Servers** tab, make sure Use Server-assigned addresses is checked, and select **OK**. If you are unable to connect with these default settings, see your ISP or network administrator for specific TCP/IP information.
7. Select the **Next** button and type the telephone number.
8. Select the **Finish** button.

The connection you just created appears as an icon in the Remote Networking folder.

The connection appears as an icon on the Connections screen. If you are creating a PC modem connection for an external modem, select Hayes Compatible on COM1 as your modem. When connecting your device to your PC using an external modem, use the modem cable or adapter provided by the manufacturer of your modem.

## Preparing the Remote Computer

Make sure your PC and/or network server is available for communications, as described below:

- The PC must be turned on. Schedule+, Exchange, or Outlook must be running with your user profile.
- In the lower right corner of the Mobile Devices window, the connection status must show Waiting for mobile device to connect.
- In the ActiveSync Options dialog box in ActiveSync, synchronization must be enabled. (Or you can select **Automatically synchronize** if data is out-of-date.)
- If you are communicating through a modem connected to the PC, the modem must be turned on. Also, the **Auto Connect** should be set to At all times in ActiveSync. Otherwise, a Mobile Devices window must be open in order to synchronize remotely.

- If you are communicating with the PC via a RAS connection or Ethernet LAN, you must be logged on to the network on the remote computer. Before you leave make sure Enable a network connection is selected in the ActiveSync Properties dialog box.

See ActiveSync Help for more information on configuring ActiveSync.

**NOTE:** When connecting to an Internet service provider or corporate network using Ethernet, the server must be running before a connection can be made. If the telephone number is busy, or if static causes a disruption, wait a minute and try again.

## Synchronizing using a Remote Connection

When accessing a computer or network remotely, you must prepare a head of time so that communications run smoothly.

1. Connect the phone line to your device's internal or external modem. If you are using an Ethernet card, insert the card into your device.
2. Select **Start**→**Programs**→**Communication**→**ActiveSync**.
3. Select the connection you created for the remote computer from the **Choose a method to connect to the selected PC** list. If you are using an Ethernet card, select Network Connection.
4. Select the desktop PC from the **Connect to** list.
5. Enter your user information and select **Connect**.

To update after the initial synchronization, select **Sync Now**. To disconnect, select **Disconnect**. To close the connection, double-click the Communications icon in the taskbar, and then select **Disconnect**. If you are synchronizing with a PC running Windows NT, do not enter a domain name in the **Domain** field of the User Logon dialog box.

If Network Connection doesn't appear when using ActiveSync with an Ethernet card, wait a few minutes and try again. If it still doesn't appear, reset the device and try again. If you receive an error stating "*Connected, synchronization error. Combine/Discard required on the desktop computer*", or if some items stay out-of-date after synchronization, you will need to synchronize directly with your PC using a cable or infrared. You will need to enable the synchronization service for files, Inbox messages, and channels. For more information, see individual programs' help files on your device or ActiveSync Help on your PC.

# Connecting to Your PC through a Modem

## Creating a Connection to a Modem Attached to Your PC

1. Follow the modem manufacturer's directions to install a modem on your PC.
2. Note the telephone number for your PC modem.
3. Open the Mobile Devices folder on your PC.
4. Select **File→Communications**.
5. Select your modem from the **Ports** list under Device Connections via Serial Port. If your modem isn't listed, click **Install New Port** to add it to the list.
6. Select **Enable mobile device connection**.
7. Select **Enable in both Device Connections via Serial Port and Device Connections via Network Enabled**.
8. Make a new connection on your device using the information in step 2.

If your PC is running Windows 95, you will need to install Dial-Up Networking Upgrade 1.2. If your PC is running Windows 95 and User Level Access is enabled in Dial-Up Networking, you must create a user account. If your PC is running Windows 98, you must add a second dial-up adapter. For more information, see ActiveSync Help on your PC.

## Creating a New Connection on Your Device

You must create a connection for each computer or network that you want to access remotely unless you are using an Ethernet card. (When using an Ethernet card, select **Network Connection** in the ActiveSync dialog box.)

1. Select **Start→Programs→Communication→Networking**.
2. Double-click the Make New Connection icon.
3. Enter a name for the connection in the Make New Connection dialog box.
4. Select **Dial-up Connection**.
5. Select the **Next** button and select the modem you want to use.
6. Select **Configure**.
7. Use the default settings under **Connection Preferences**. If you cannot connect using these settings, see your ISP or network administrator for specific information. If you want to always enter a phone number before connecting, select **Manual Dial** and click **OK**.
8. Select TCP/IP Settings. In the **General** tab, verify that Use Server-assigned IP address is selected. Verify **Use Server-assigned addresses** is selected in the **Name Servers** tab.
9. Select **Next** followed by **Finish**.

# Connecting to the Internet

## Introduction

Besides connecting to ActiveSync on your desktop PC, you can use your mobile device to connect to the Internet. Connecting to the Internet allows you to browse the World Wide Web (WWW) and exchange e-mail.

You need to install a CompactFlash card modem or external modem on your mobile device, if your device is not equipped with a built-in modem. See your modem manufacturer's instructions for details on installation. When connecting your device to your PC using an external modem, use the modem cable or adapter provided by the manufacturer of your modem. Once the CompactFlash card modem or external modem is set up, set up an Internet service provider connection.

## Creating an Internet Connection

**NOTE:** PPTP accounts are not supported on your device.

Set up a Point-to-Point Protocol (PPP) account with the Internet service provider (ISP), and obtain the following information:

- Telephone number
- User name
- Password

Once you have an account, create a new connection on your device to the ISP. You do not need to do any special configuration to ActiveSync on your PC. When creating this connection you should be able to use all of the default TCP/IP settings provided in the Make New Connection wizard. If you can't connect using the default settings, contact your ISP or access your ISP's Web site for specific TCP/IP information.

## Connecting to the Internet

1. Connect your device's modem to a phone line.
2. Select **Start**→**Programs**→**Remote Networking**.
3. Double-click the connection you have created for Internet connections.

# Connecting to a Network

## Introduction

In order to synchronize with your PC while you are away from your office you must leave your PC on and Microsoft Outlook or Microsoft Exchange running. There may be times when this is not practical. You can connect directly to a network through a network or RAS connection. You will be able to get your e-mail and browse the Internet, but you will not be able to synchronize any other files or items. To receive e-mail, create either a POP3 or IMAP4 mail service in Inbox.

## Connecting to a Remote Network

If you connect to a remote network, you will only be able to receive e-mail and browse the Internet. To receive e-mail, create either a POP3 or IMAP4 mail service in Inbox.

1. Select **Start**→**Programs**→**Communications**→**Remote Networking**.
2. Double-click the remote connection icon you want to use.
3. The first time you connect using the connection, enter your user name, password and domain. To prevent having to reenter your password on subsequent connections, select **Save password**.
4. Select **Connect**. To disconnect, select **Disconnect**.

## Adjusting Remote Connection Properties

### Modifying Connection Settings

1. Select **Start**→**Programs**→**Communication**→**Remote Networking**.
2. Select the icon for the connection you need to modify.
3. Select **File**→**Properties**.
4. Select desired options.

## Turning Off Software Compression

1. Select **Start**→**Programs**→**Communication**→**Networking**.
2. Select the icon for the connection you need to modify.
3. Select **File**→**Properties**.
4. Select **TCP/IP Settings**.
5. Clear **Use software compression** in the **General** tab.
6. Reset your mobile device according to the manufacturer's instructions.

**NOTE:** While turning off software compression shortens the time it takes to complete a connection, it also slows the rate of data transmission. Only turn off software compression if you connect frequently and transfer small amounts of data in each session.

## Changing the Baud Rate for Your Aero 8000

**IMPORTANT:** Changing this setting may disable communications with your PC. Make sure the baud rate you select for your device matches the baud rate on your PC. For more information on changing the baud rate on your PC, see ActiveSync Help.

1. Select **Start**→**Settings**→**Panel**.
2. Double-click the Communications icon.
3. Select **Change Connection** in the **PC Connection** tab.
4. Select the desired baud rate.

# Using Terminal

## Introduction

You can connect your device to an online service or corporate server that requires TTY or VT-100 terminal emulation. Terminal allows you to, for example, view and download files from a bulletin board or send and receive e-mail.

Use Terminal only when communicating with services that require terminal emulation. If you use an Internet, RAS, or network connection, you can access information through synchronization or by connecting directly to a network.

## Creating a New Terminal Session

1. Select **Start**→**Programs**→**Communication**→**Terminal**.
2. Double-click the Make a New Session icon.
3. Enter the name for the session in the **Session Name** box.
4. Select the name of your modem in the **Select a Modem** list.
5. Enter the numbers for the remote computer in the **Area Code**, **Telephone Number**, and **Country Code** boxes.
6. Select **Force long distance** or **Force local dialing**.
7. Select OK to connect unless you need to adjust the emulation properties.

The session you created appears as an icon in the Terminal folder. To disconnect, select **File**→**Cancel**.

## Connecting using an Existing Session

In the Terminal window, double-click the icon for the session you want to use. When your H/PC has connected to the online service, the Terminal window appears.

You can create a desktop shortcut for the session, and connect by double-clicking it. To disconnect, select **File**→**Cancel**.

## Adjusting Session Properties

1. Select the icon for the session you want to modify in the Terminal window.
2. Select the **Properties** button.
3. In the **Communications** tab, modify the settings as needed. Select the **Emulation** tab to modify emulation settings.
4. Select the type of terminal to emulate in the **Choose an emulation type** list.

5. Select the code page option for the character set you want in the **Code page selection** list.
6. Select to display text you type before sending in the **Local Echo** box.
7. Set your font preference in the **Use small font by default** box.
8. Select **Inbound** or **Outbound** settings in the **CR→CR/LF** box.
9. Set your scrolling preference in the **Automatic Scrolling** box. Click **OK**. To clear the buffer, select **Edit→Clear Buffer**.

# *chapter 11*

## **SYNCHRONIZATION**

### **Introduction**

To establish communications between your Aero 8000 and your desktop PC, you first need to install ActiveSync on your PC. ActiveSync enables you to synchronize (keep a matching copy of data), back up and restore your device, add and remove programs from your device, and copy data between your device and your PC. Once ActiveSync is installed on your PC, you are prompted to create a partnership with your device using a serial cable connection. After the partnership is created you can connect your device and PC using a serial cable, an infrared device, a modem, or an Ethernet card.

You can share data between your handheld device and desktop PC by synchronizing or by copying data. Synchronization allows you to update data between your device and computer automatically. Any changes you make to the data in one location, including deleting it, is mirrored in the other location the next time you synchronize. You can also copy data between your device and desktop computer using drag and drop. Any changes you make to copied data does not affect the original.

Some synchronized and copied data must be converted before you can work with it on your mobile device. The conversion process may remove or change some formatting attributes. For more information, see help topics for specific programs or ActiveSync Help.

# Synchronizing Data

## What gets Synchronized

ActiveSync provides many synchronization services. The synchronization services for some programs are enabled automatically, while others must be enabled manually. To see which services are enabled, open the Mobile Device window on your PC and select your device. Click **Tools**→**ActiveSync Options**. Synchronization services including a check mark are enabled.

Depending on which programs are installed on your device, you may be able to enable other synchronization services. For complete steps to enabling synchronization services, see help files in specific programs on your device or ActiveSync Help on your PC.

## Setting Up a Serial Cable Connection

If you are using default communication port settings, you should have established a serial cable connection when you created a partnership. If you have changed any of your communication port settings or are having problems connecting using a cable, follow these steps:

1. Open the Mobile Devices folder in ActiveSync.
2. Click **File** and make sure **Enable Serial Connection** is checked.
3. Determine which communications port the cable is connected to on the back of your desktop computer. This port should be labeled.
4. Click **File** and then click **Communications** in ActiveSync. In the **Port** list, click the correct communications port.
5. Verify the baud rate is 19200. The baud rate selected on your PC displays in the **Baud Rate** field. It must match the baud rate selected on your device. If you have changed the baud rate on one computer, change the baud rate on the other.

For more information on changing the baud rate on your desktop computer, see ActiveSync Help.

## Synchronizing using a Serial Cable

The serial cable establishes a direct link between your mobile device and desktop computer. You must use a cable connection when creating a partnership. Cable connections are also handy when you are synchronizing many files and need access to your desktop computer during transfer.

If you are using default communication port settings, you should have established a cable connection when you created a partnership. While your device is on, connect the cable between your device and your PC. PC Link is activated. Synchronization automatically takes place if you selected either **Continuous** or **On Connect** as your synchronization option. If you selected **Manual**, in the Mobile Devices window on your PC, click **Tools** ⇨ **Synchronize Now**. Connection Status lists the number of out-of-date items.

**NOTE:** If you are synchronizing with a PC running Windows NT, do not enter a domain name in the **Domain** field of the User Logon dialog box.

## Setting Up an Infrared Connection

To set up an infrared connection, you need:

- Your mobile device.
  - A PC running Windows 95/98.
  - ActiveSync compact disc.
  - Drivers from you infrared adapter's manufacturer.
1. Install and configure an infrared port following the manufacturer's instructions on your desktop PC.
  2. Install the Windows 95 infrared driver. Insert the ActiveSync compact disc, and run Setup.exe.
  3. Click **Optional Components** from the ActiveSync Setup dialog box.
  4. Run Setup.exe from the Setup Windows 95 Infrared Communications Driver v2.0 directory. When asked to specify a virtual port, choose a port that does not exist on your PC (COM3 usually works).
  5. Open the Mobile Devices folder.
  6. Click **File**→**Communications**.
  7. Click the virtual port you created. If the virtual port is not listed, click **Install New Port** to add the infrared port. If you install a new port, you may need to reinstall ActiveSync.
  8. Click **Start**→**Settings**→**Control Panel**. Double-click the Infrared icon.
  9. Click the **Options** tab in the Infrared Monitor dialog box. Make sure **Enable infrared communications on** is checked.

## Synchronizing using Infrared (IR)

If you have an infrared (IR) port on your PC, you can quickly create a direct connection. Simply align the IR ports and initiate the connection from your mobile device. This method also allows you to switch quickly between multiple devices.

1. Select **Start**→**Settings**→**Communications** and click the PC Connection tab on your Aero 8000.
2. Select **Change Connection**.
3. Select **Infrared Port**.
4. Place the device within a few feet of the PC, lining up the IR ports.
5. Select **Start**→**Programs**→**Communication**→**PC Link**.
6. Close the connection by double-clicking the Communications icon in the taskbar, and then selecting **Disconnect**.

**NOTE:** If you are synchronizing with a PC running Windows NT, do not enter a domain name in the **Domain** field of the User Logon dialog box.

## Copying Data

### Copying Data to Your PC

1. Establish a serial cable or infrared connection between your mobile device and your PC.
2. Double-click your mobile device in the Mobile Devices window of your desktop PC.
3. Locate the file you want to transfer in the Explorer window.
4. Copy the file by dragging it from your PC to the Explorer window for your mobile device.
5. Right-click the file and then click **Cut** to move the file.
6. Open the folder where you want to move the file and click **Paste** in the Explorer window for your mobile device.

## Copying Data to Your Device

1. Establish a serial cable or infrared connection between your mobile device and your PC.
2. Double-click your mobile device in the Mobile Devices window of your desktop PC.
3. Locate the file you want to transfer in the Explorer window.
4. Copy the file by dragging it from your PC to the Explorer window for your mobile device.
5. Right-click the file and then click **Cut** to move the file.
6. Open the folder where you want to move the file and click **Paste** in the Explorer window for your mobile device.

**NOTE:** To store the file on a CompactFlash (CF) card in your device, copy or move the file to the CF card's My Documents folder.

## Tasks

### Introduction

Tasks helps you keep track of what you need to do. Enter the details for a task on the task card. You can assign a task to a category, and if you associate a date with a task, you can set a reminder for it. Overdue tasks display in bold. Mark tasks as complete when you finish them.

All active tasks (tasks that have a start date before the current date and are not marked completed) are displayed in the **Active Tasks** box in the Agenda view of Calendar on your device. If you use Schedule+ or Outlook on your PC, you can synchronize tasks between your device and PC.

# Creating and Updating Tasks

## Creating a Task

Enter the task name in the **Select here to add a new task**. Select the other columns in the same row to set options such as due date. You can create a task with more details by selecting the **New Task** button.

If you have Microsoft Team Manager installed on your desktop computer, you can select **Team Manager** to identify the task as a Team Manager task. This task is added to your Team Manager tasks when you synchronize with your desktop computer.

When using **File→New Task**, you can add a note by selecting the **Select here to add notes** box. You can also assign the task to a category by selecting the **Categories** button.

## Updating a Task

1. Double-tap the entry in the task list.
2. Make the desired changes.

## Marking a Task Complete

Select the check box in the **Status** column of the task list.

## Deleting All Completed Tasks

Select **Edit→Delete Completed Tasks**.

## Finding a Task

1. Select **Tools→Find**.
2. Enter the name, time, or other data you want to find. If you have looked for this item before, select its name from the list.
3. Verify **Tasks (all)** or **Tasks (recurring only)** is listed in **Type**.
4. Click **Find Now**.

## Adding Notes

1. Select the **Notes** button in a task card and then select the **Notes** area.
2. Select **View** and select an input method. Enter your notes.

When you are in the **Notes** area, the InkWriter input methods, formatting functions, and editing functions are available to you.

# Organizing Tasks

## Sorting Tasks

Select the column heading by which you want to sort. The triangle in the column heading indicates ascending or descending order. To reverse the order, select the heading again.

## Reordering Columns

1. Select **Tools**→**Customize Columns**.
2. Select desired options.

You can resize columns in the task list by dragging the bar between column headings.

## Reorganizing Categories

1. Select **Edit**→**Category List**.
2. Add a category by entering it in the New category box and clicking Add.
3. Delete a category by selecting it in the list and selecting Delete. Any items assigned to deleted categories keep their assignments.
4. Select **Reset** to restore the default categories. The categories you create in Tasks are also available in Calendar and Contacts.

## Displaying a Subset of Tasks

1. Select the All Items button. If you have used the filter before, the button displays the name of the category you used last.
2. Select the category you want displayed.
3. Select All Items to clear the category you selected in step 2. If no categories appear in the list, you have not assigned any tasks to categories. Open a task, click the Category button, and select the categories you want.

## Printing Tasks

1. Select **File**→**Print**.
2. Select the printing options you want. **Port** lists the available printer ports. If Network is selected from the **Port** list, enter the path to the network printer in the **Net Path** box.

## Adjusting Tasks Options

1. Select **Tools**→**Options**.
2. Select desired options. The Edit Panel allows you to quickly add and update tasks. To view your task information in another font, click **Choose Font** and select desired options.

## Synchronizing Tasks

You can synchronize tasks stored on your device by using Schedule+ or Outlook on your desktop PC. New items entered on one computer are copied to the other during synchronization. The Task synchronization service is automatically enabled in ActiveSync. When you synchronize, typed notes from your device are added to your Schedule+ or Outlook data, while handwritten notes and drawings are saved as metafiles (pictures) and added to Outlook only.

# chapter 12

## VOICE RECORDER

### Introduction

Quickly capture thoughts and reminders, ideas, and phone numbers with Voice Recorder. As you record or play back a recording, a progress bar and a status bar on the screen provide visual indications of the process.

If your device runs out of memory while you're recording, you'll hear several beeps and see an out-of-memory message on your screen. You can adjust the allocation of memory on your device by selecting **Start**→**Settings**→**Control Panel**→**System** and selecting the **Memory** tab. If you run out of memory frequently, you might consider buying a Compact-Flash storage card for your device.

**NOTE:** Voice Recorder uses approximately 300 bytes per second for recording, using the Mobile Voice format. For example, a 10-second note uses approximately 3K.

### Creating and Managing Recordings

#### Selecting a Recording Format

1. Select **Tools**→**Recording Format**.
2. Select desired options.

Mobile Voice is a 2.4K audio codec (compressor decompressor). It is the recommended format because it provides good voice recording and takes far less storage space than PCM. Pulse Code Modulation (PCM) provides slightly better sound quality. However, PCM recordings may take up to 50 times more storage space than Mobile Voice recordings.

## Making a Recording

1. Hold your mobile device's microphone near your mouth or other source of sound.
2. Select **Control**→**Record New**. You'll hear a beep when recording begins.
3. Select **Control**→**Stop** to stop recording.

The new recording appears in the recording list and is named Recordingx. If you selected a folder before you made the recording, the recording name will be the folder name.

You may also create a recording by simply pressing the external Record button. The LED flashes while recording. Press again to stop recording.

## Renaming a Recording

1. Select the recording from the recording list.
2. Select **File**→**Rename**.

## Modifying a Recording's Properties

1. Select the recording from the recording list.
2. Select **File**→**Properties**.
3. Select desired options.

Choosing **None** from Folder stores the recording in the My Documents folder. To store the recording on a memory card, insert the card into your device and then choose it from Location.

## Viewing a Recording's Status

View the status bar at the bottom of the recording list to see the selected recording's status.

## Hiding or Showing the Controls

Select **Tools**→**Show Controls**.

## Transferring a Recording using Infrared

You can send a recording by selecting the recording, lining up the infrared ports, and selecting **File**→**Send**. To receive a recording, line up the infrared ports, and select **File**→**Receive**.

# Playing Recordings

## Playing a Recording

1. Select the recording.
2. Select **Control**→**Play** to begin playback.
3. Select **Control**→**Pause** to pause playback. Select **Pause** again to resume playback.
4. Select **Control**→**Stop** to stop playback.

## Playing Recordings Sequentially

1. Select the recording you want to play first.
2. Select **Control**→**Play Sequential**. The selected recording and the recordings after it in the list are played back. A short beep sounds between recordings.

## Rewinding or Fast Forwarding Recordings

Select the Back or Forward button. If you fast forward while the recording is playing, Fast Playback is enabled. The recording plays back at an increased speed, but still is audible. To use Fast Playback, the recording must be recorded in a codec that supports Fast Playback, such as Mobile Voice. For all other codec formats, check the manufacturer's documentation for more information.

## Adjusting Playback Volume

1. Select **Tools**→**Volume**.
2. Drag the slider up to increase volume or down to decrease volume. The new volume setting is also recorded in Volume & Sounds in control panel.

# Using Columns to Sort Recordings

## Reordering Columns

1. Select **Tools**→**Options** and select the **Columns** tab.
2. Select the columns you want displayed.
3. Select a column and select **Move Up** or **Move Down** to move a column.

## Sorting by Column

Select the column heading by which you want to sort. The triangle in the column heading indicates ascending or descending order. To reverse the order, select the heading again.

# Using Folders to Organize Recordings

## Creating a Folder

1. Select the <All Folders> list on the toolbar.
2. Select <Edit Folders>.
3. Select **New**.

## Moving a Recording to a Folder

1. Select or open the recording.
2. Select **File**→**Properties**.
3. Select a folder from the list.

## Renaming a Folder

1. Select the <All Folders> list on the toolbar.
2. Select **Edit Folders**.
3. Select the folder to rename.
4. Select **Rename**.

## Deleting a Folder

1. Select the <All Folders> list on the toolbar.
2. Select **Edit Folders**.
3. Select the folder to delete.
4. Select **Delete**.

## Viewing Recordings by Folder

1. Select the <All Folders> list on the toolbar.
2. Select the folder whose recordings you want to view.

## Changing Options for Voice Recorder

1. Select **Tools**→**Options** and tap the General tab.
2. Select desired options.

When Save to external card when available is selected, all new recordings are saved to the installed compact flash card. To turn off beeps that sound when recordings start, clear **Enable beep feedback**.

## Synchronizing Recordings

Recordings are synchronized using the File synchronization service in ActiveSync. This service is not automatically enabled. Once you enable it, your device files are automatically synchronized with files in a folder on your desktop computer named device name\_My Documents.

You can view files in this folder by double-clicking your device icon in the Mobile Devices window on your desktop computer. This folder is stored in one of the following locations on your PC:

- Windows 95: My Documents\device name\_My Documents
- Windows NT: WINNT\Profiles\your username\Personal\device name\_My Documents

Voice Recorder files remain .wav files on both your device and your desktop computer. If you mark a file as hidden on your desktop, the file is deleted from your device the next time you synchronize. When you delete a file on either your desktop computer or your device, the file is deleted in the other location the next time you synchronize.

# chapter 13

## SETTINGS

### Communications

#### Changing the Device Name

You can change the name of your Aero 8000 by selecting **Start→Settings→Control Panel** and double-clicking the Communications icon. Enter the new name of the device in the **Device Name** tab.

#### Adjusting the PC Connection Setting

**IMPORTANT:** Changing this setting may disable communications with your desktop PC.

1. Select **Start→Settings→Control Panel**.
2. Double-click the Communications icon.
3. Select the **PC Connection** tab and make sure **Allow connection with desktop computer when device is attached** is selected.
4. Select **Change**.
5. Select a different connection or baud rate.

**IMPORTANT:** The baud rate on your Aero 8000 must match the baud rate on your desktop PC. If you change the baud rate on one computer, you must change the baud rate on the other. For more information on changing the baud rate on your PC, see ActiveSync Help on your PC.

# Dialing

## Adjusting Dialing Location Settings

1. Select **Start**→**Settings**→**Control Panel**.
2. Double-click the Dialing icon.
3. In the When dialing from list, select the location you want to change.
4. To create a new location, click **New**. Enter the name of the location, and then click **OK**.
5. Enter or edit the area code and local country code as needed.
6. Select **Tone** or **Pulse** from **Dial using**. Most phone lines are tone.

You can automatically disable call waiting by selecting **Disable call waiting by dialing**. Then, select the appropriate number sequence in the list or enter a new sequence.

## Adjusting Dialing Patterns

You can adjust dialing patterns by selecting **Start**→**Settings**→**Control Panel**. Open the Dialing icon, and then select **Dialing Patterns**. Using the codes listed in this topic, revise the dialing patterns as needed.

If you need to use characters other than the ones listed in the Dialing Characters table, use manual dialing. Hyphens and spaces in dialing strings are ignored. Some modems may not respond to special characters, even though your device lets you add them to the dial string.

## Dialing Characters

**Table 19: Dialing Characters**

<b>To</b>	<b>Enter</b>
Dial country code (specified by the dialing program)	<b>E</b>
Dial area code (specified by the dialing program)	<b>F</b>
Dial local number (specified by the dialing program)	<b>G</b>
Insert a pause (typically 2 seconds)	, (comma)
Wait for a credit card tone (specified by the dialing program)	\$ (dollar sign)

**Table 19: Dialing Characters**

<b>To</b>	<b>Enter</b>
Wait for a second tone (typically used after the \$)	<b>W</b>
Tone dial the following numbers	<b>T</b>
Pulse dial the following numbers	<b>P</b>
Transfer to another extension (0.5 sec on hook, 0.5 sec off hook)	<b>!</b> (hookflash)
Wait for “quiet answer” (typically indicated by 6.5 seconds of silence followed by a ringing tone)	<b>@</b>
Use special controls on some systems (tone only)	<b>ABCD</b> or * or #

# Display

## Selecting a Background Image

1. Select **Start**→**Settings**→**Control Panel**.
2. Double-click the Display icon and then select the **Background** tab.
3. Select an image you want from the **Image** list. Click **Browse** to locate an image in another file.

To have the image cover the entire background, select **Tile image on background**.

## Changing the Desktop's Color Scheme

1. Select **Start**→**Settings**→**Control Panel**.
2. Double-click the Display icon and then select the **Appearance** tab.
3. Select a scheme from the **Scheme** list.
4. View your choice in the **Preview** box. If you like the scheme, select **Apply**.

## Creating a Custom Color Scheme

1. Select **Start**→**Settings**→**Control Panel**.
2. Double-click the Display icon and then select the **Appearance** tab.
3. Select a display item from the **Item** list.
4. Select the black square next to the **Item** list.
5. Select a color from the **Basic colors** list and select **OK**.
6. View your color selection(s) in the **Preview** box.
7. Select **Save** to save the scheme.
8. Enter a name for the scheme in the **Save this color scheme as** box and click **OK**.
9. Select **Apply**.

**NOTE:** To create your own custom colors, select an empty square in **Custom colors** of the Color dialog box and then select **Define**. For more information, click the question mark in the Color dialog box.

## Keyboard

1. Select **Start**→**Settings**→**Control Panel**.
2. Double-click the Keyboard icon.
3. Adjust the **Repeat delay** slider to change the amount of time between depressions before repetition starts.
4. Adjust the **Repeat rate** slider to change the repeat rate.
5. Test your new settings.

## Touch Pad (Mouse)

1. Select **Start**→**Settings**→**Control Panel**.
2. Double-click the Mouse icon.
3. Double-click the checkerboard grid at a comfortable speed.
4. Double-click the Test icon to test your settings.

## Network

### Changing Adapter Settings

Because most servers use Dynamic Host Configuration (DHCP), you should not need to change these settings.

1. Select **Start**→**Settings**→**Control Panel**.
2. Double-click the Network icon and select the **Adapters** tab.
3. Select the adapter and then select **Properties**.
4. To receive an IP address automatically using Dynamic Host Configuration (DHCP), select the **IP Address** tab and select **Obtain an IP address via DHCP**. The network configures TCP/IP information for your Aero 8000.
5. To specify the TCP/IP information for your device, select **Specify an IP address**. Enter the IP address, subnet mask, and default gateway obtained from you network administrator.
6. If you have specified an IP address, select the Name Servers tab and enter Domain Name System (DNS) and Windows Internet Name Service (WINS) IP address obtained from your network administrator.

## Setting Up Identification for Remote Networks

1. Select **Start**→**Settings**→**Control Panel**.
2. Double-click the Network icon and select the Identification tab.
3. Enter the user name, password, and domain name you use to log on to the remote network.

## Power

### Checking Battery Power

You can check your battery power by selecting **Start**→**Settings**→**Control Panel** and double-clicking the Power icon. Select the **Battery** tab.

**NOTE:** The **Battery** tab provides general information on battery condition. The amount of useful operating time remaining varies depending on battery type and how you use your device.

### Setting the Device to Turn Off when Idle

1. Select **Start**→**Settings**→**Control Panel**.
2. Double-click the Power icon and select the **Power Off** tab.
3. Select the desired options for suspending operation when not in use.

**NOTE:** Suspending operation helps conserve batteries.

### Regional Settings

1. Select **Start**→**Settings**→**Control Panel**.
2. Double-click the Regional Settings icon.
3. Select the tab for the type of information you want to change and select the desired options. The available characteristics are determined by the region selected on the **Region** tab.

## Removing Programs

1. Select **Start**→**Settings**→**Control Panel**.
2. Double-click the Remove Programs icon.
3. From the **Programs** list, select the program you want to remove.
4. Select **Remove**.

**NOTE:** If you are unable to remove a program, see ActiveSync Help on your PC or the program's documentation for more information.

## Taskbar

### Hiding the Taskbar

The Taskbar that appears at the bottom of the Aero 8000 screen can be hidden by selecting **Start**→**Settings**→**Taskbar** and selecting **Auto hide** on the **Taskbar Options** tab. To display the taskbar, select the narrow horizontal bar at the bottom of the window. To hide the taskbar again, select outside the taskbar.

### Changing Taskbar Settings

Change taskbar settings by selecting **Start**→**Settings**→**Taskbar** and selecting the options on the **Taskbar Options** tab.

### Modifying Start Menu Items

You can modify the items appearing in the Start menu by selecting **Start**→**Settings**→**Taskbar** and selecting the **Start Menu** tab. Select **Add**, and select the program you want to add.

**NOTE:** Programs added to the Start menu no longer appear on the Programs menu. To move a program from the Start menu to the Programs menu, select the **Remove** button.

# Volume and Sounds

## Adjusting Volume and Sounds

Select **Start**→**Settings**→**Control Panel** and double-click the Volume & Sounds icon. Select desired options in the **Volume** tab.

**NOTE:** Turning off sounds saves power and prolongs battery life.

## Changing Event Sounds

1. Select **Start**→**Settings**→**Control Panel**.
2. Double-click the Volume & Sounds icon and select the Sound tab.
3. Select an event from the **Event Name** list.
4. Select a sound from the **Event Sound** list. You can remove a sound from the selected event by clicking **None**.
5. Select **Save As** and then name the sound scheme to save the changes to a different scheme. You can delete a sound scheme by selecting it in the list and clicking **Delete**.

**NOTE:** To quickly turn off all event sounds, select **No sounds** from the **Scheme** list.

# World Clock

## Setting the Date and Time

1. Select **Start**→**Settings**→**Control Panel**.
2. Double-click the World Clock icon and select the **Date & Time** tab.
3. Set the month by selecting the Date box arrow, and then selecting the arrows on either side of the month shown. You can also select the month label to choose from a list of months.
4. Set the date by selecting it in the calendar.
5. Set the time by dragging the hands on the clock or entering the time in the box below the clock.

**NOTE:** To quickly display the **Date & Time** tab, double-click the time display in the taskbar.

## Setting Your Home City

Set your home city by selecting **Start→Settings→Control Panel** and double-clicking the World Clock icon. Select the **Home** tab and select your home city from the list. If your home city is not in the list, select the closest city.

## Adding a City to the List

You can add a city to the list by selecting **Start→Settings→Control Panel** and double-clicking the World Clock icon. Click the **Options** tab, select **Add** and follow the directions on the screen.

To modify information about a city you have added, select the city in the list, click **Edit**, and make the changes you want.

## Setting a Visiting City

Set your visiting city by selecting **Start→Settings→Control Panel** and double-click the World Clock icon. Select the **Visiting City** tab and select the city you are visiting.

When you travel, specify the city you are visiting using the **Visiting City** tab and select the city name in the **Date & Time** tab. The device automatically switches to that city's date and time. If the city is not in the list, select the closest city.

## Setting an Alarm

1. Select **Start→Settings→Control Panel**.
2. Double-click the World Clock icon and select the **Alarms** tab.
3. Enter the alarm description and time.
4. Select the **Options** button to adjust alarm settings.

You can turn off or reset an alarm in the **Alarms** tab by clearing the check box for the alarm. When you select a sound in the **Notification Options** box, your device plays a short sample. Options depend on the device you are using.

# Solitaire

## Playing the Game

Select the Deal button to deal the cards. If you want to display cards in the upper-left stack, select the stack. Move a card to one of the stacks by dragging the card. Then build the row stacks in descending order, alternating between red and black cards. Within the row stacks, turn a card face-up by selecting it. You can move a king to an empty row stack and move an ace to an empty suit stack.

Select the Undo button to undo a move. Build the suit stacks at the top in ascending order, from ace to king. You win the game when all the cards are in the suit stacks.

## Setting Solitaire Options

1. Select the Options button.
2. Select desired options.

## Solitaire Scoring Systems

In Standard scoring, you earn the following points based on time and moves:

- 10 points for each card moved to a suit stack.
- 5 points for each card moved from the deck to a row stack.
- -15 points for each card moved from a suit stack to a row stack.
- -20 points for each pass through the deck after four passes (Draw Three option).
- -100 points for each pass through the deck after one pass (Draw One option).

You receive a bonus when you complete a timed game. The shorter the game, the larger the bonus. In Vegas scoring, your ante is \$52 to begin playing each game. The object is to earn more than you wagered. No time penalty or bonus is given with Vegas scoring. If you select the Keep cumulative score option, you see a running total of your score from game to game. You win \$5 for each card moved to a suit stack.

# *appendix A*

## TIPS & TROUBLESHOOTING

### Tips

#### Introduction

This chapter provides tips on getting the best performance from your Aero 8000, as well as information on identifying and solving typical problems that may occur while using your device. If you need troubleshooting information for ActiveSync, select **Help→ActiveSync Help Topics** in the Mobile Devices folder on your desktop computer.

#### Adjusting Memory

Memory allocation in the Aero 8000 is comprised of storage memory and program memory. You may want to increase the amount of storage memory if you do not have enough space for files. You may want to increase the amount of program memory if your device is running too slow.

#### Increasing Storage Memory

To increase the amount of available storage memory, follow these steps:

**NOTE:** Increasing storage memory will decrease the amount of available program memory.

1. Delete any unnecessary files.
2. Close any applications that are open.
3. Select **Start→Settings→Control Panel** and double-click the System icon.
4. Select the **Memory** tab and adjust the memory slider to increase the amount of storage memory.

## Increasing Program Memory

To increase the amount of available program memory, follow these steps:

**NOTE:** Increasing program memory will decrease the amount of available storage memory.

1. Delete any unnecessary files.
2. Close any applications that are open.
3. Select **Start**→**Settings**→**Control Panel** and double-click the System icon.
4. Select the **Memory** tab and adjust the memory slider to increase the amount of program memory.

## Increasing the Data Transfer Speed

To increase the speed of data transfer between your Aero 8000 and your computer, follow the procedure outlined in "Changing the speed of data transfer" in the ActiveSync Help that you installed on your computer.

## Technical Support

### Servicing the Aero 8000

To get help from Compaq Customer Support or to find a Compaq authorized reseller or service provider, refer to the telephone guide included with your Aero 8000.

Your Compaq authorized reseller or service provider is available to answer your questions and service your device when necessary.

If you return the device for servicing, remember to provide all the necessary passwords, or disable the passwords prior to delivery to the service provider.

### Preparing for a Technical Support Call

To receive the fastest possible solution, have the following available when you place a call to Compaq Customer Support:

- your Aero 8000
- serial number on the bottom of the device
- purchase date on your invoice
- conditions under which the problem occurred
- error message that occurred
- hardware configuration
- hardware and software that you are using.

# Troubleshooting

## Introduction

While your Aero 8000 is configured just for you, problems you encounter while working may not be unique. Eliminating the typical problems described in this section can save you time and money.

See the categories on the following pages to find the possible solution to your problem. If you cannot resolve the problem, contact your Compaq authorized service provider or call Compaq Customer Support for help.

**NOTE:** If you need troubleshooting information for ActiveSync, select **Help**→**ActiveSync Help Topics** in the Mobile Devices folder on your desktop computer.

## Solving Audio Problems

**Table 20: Solving Audio Problems**

<b>Problem</b>	<b>Possible Cause</b>	<b>Solution</b>
Cannot get sound from device.	Volume is muted or too low.	Adjust the volume through Volume & Sounds Properties in the Control Panel.

## Solving Infrared (Communications) Problems

Table 21: Solving Infrared (Communications) Problems

Problem	Possible Cause	Solution
I cannot transfer files using the IR port.	The IR devices are not set up properly.	Set up the devices properly.
	The sending or receiving device is not properly configured for IR.	Configure each device for IR according to the manufacturer's instructions. For additional information, see "Connecting with an Infrared Port" in the ActiveSync Help that you installed on your desktop computer.
	The receiving device is not compatible with the sending device.	Transfer files another way such as through the auto-sync cable or via a PC Card or CompactFlash Card.
I cannot transfer more than one file at a time using the IR port.	The Aero 8000 is designed to transfer one file (or 25 Contact cards) at a time when sending data to another device.	Transfer only the recommended number of files at one time.

## Solving Keyboard Problems

Table 22: Solving Keyboard Problems

Problem	Possible Cause	Solution
The device does not respond to keystrokes.	Device is locked up.	Press the Reset button.  <b>NOTE:</b> Pressing the Reset button will delete unsaved data.

# Solving Memory Problems

Table 23: Solving Memory Problems

<b>Problem</b>	<b>Possible Cause</b>	<b>Solution</b>
The device will not turn on or the device does not recognize the memory.	Memory expansion module is installed incorrectly or not seated properly.	Reinstall the memory expansion module.
	There is an unstable connection between the memory expansion module and the device.	Remove the memory expansion module, clean the edge connector with a soft, dry cloth, and reinstall the module.
	Memory has failed.	Remove the memory expansion module and turn on the device. If the same error occurs, contact Customer Support. If the same error does not occur, clean the module contacts, reinstall the module and turn on the device. If the same error returns, remove the module and operate with less memory until the module is replaced.
Insufficient memory error occurs during an operation.	The device ran out of program memory for the application.	Close all open applications and delete the files that are not being used. Adjust the amount of available program memory. Upgrade memory if needed.

**Table 23: Solving Memory Problems**

<b>Problem</b>	<b>Possible Cause</b>	<b>Solution</b>
The device gets slower each time I use it.	Too many document shortcuts are taking up memory.	See how many recently used document shortcuts exist by pressing the Windows key, then select <b>Documents</b> . Remove seldom used document shortcuts by deleting them from the Windows/ Recent folder.
	Memory needs to be refreshed.	Save your data, then perform a full reset.
Not enough space to save my work.	Device ran out of memory.	Close all open applications and delete files that are not being used. Adjust the amount of available storage memory. Upgrade memory if needed. Use an ATA Flash RAM PC Card or a Compact-Flash Card for additional storage.

## Solving Modem (Communications) Problems

Table 24: Solving Modem (Communications) Problems

Problem	Possible Cause	Solution
I cannot connect my modem at the specified baud rate.	There may be static or other forms of interference on the telephone line.	Disconnect (hang up) and try to connect again.
	The bandwidth of the Internet service provider (ISP) is limited.	You can connect only at the maximum baud rate supported by the ISP.
The dial-up connection is unreliable.	The telephone cable is not connected properly.	Secure the telephone cable connection.
	Call waiting is interrupting the connection.	Disable call waiting. Select <b>Start</b> → <b>Settings</b> → <b>control Panel</b> then select <b>Communications Properties</b> . On the Dialing tab, select <b>Disable call waiting by dialing</b> . Then enter the disable code specified by your local telephone company.
I cannot use the Aero 8000 modem when connected to a computer.	The computer or Aero 8000 may not be properly set up for modem communication.	Make sure you have enabled the device connections on the Communications tab of the Mobile Devices folder on your computer. Make sure a partnership is established with your computer. See the Troubleshooting section in the ActiveSync Help that you installed on your computer.
I cannot access the Internet like I used to be able.	Your Internet service provider has changed the settings.	Contact your ISP and set up a profile using the new settings.
The modem is too loud or too soft when dialing.	The volume needs to be adjusted.	Adjust the volume through <b>Volume &amp; Sounds Properties</b> in the Control Panel.

## Solving Partnership/Serial (Communications) Problems

**Table 25: Solving Partnership/Serial (Communications) Problems**

<b>Problem</b>	<b>Possible Cause</b>	<b>Solution</b>
I cannot establish a connection between the Aero 8000 and my desktop computer.	The auto-sync cable may be loose or defective.	Reconnect the auto-sync cable. Replace the defective cable with a new one.
	There are problems with the serial communications configuration.	See "Communications Problems" in the Active-Sync Help that you installed on your computer.
I cannot synchronize data when connected to the computer.	There are problems with the serial communications connection.	See "Communications Problems" in the Active-Sync Help that you installed on your computer.
	There is a compatibility problem with Microsoft Outlook on the computer.	See the online help included with Microsoft Outlook for information on synchronizing mail.

## Solving PC or CompactFlash Card Problems

Table 26: Solving PC or CompactFlash Card Problems

Problem	Possible Cause	Solution
The PC Card or CompactFlash Card is not recognized as part of the system.	Drivers must be installed.	Check the documentation included with the card for information on installing drivers on your Aero 8000.
	Cables or power cords attaching the PC Card or CompactFlash Card are loose or unplugged.	Check to make sure the cables are properly and securely connected.
	PC Card or CompactFlash Card is not seated properly.	Remove and reinsert the card correctly.
The device shuts down while the PC Card or CompactFlash Card is in use.	The PC Card or CompactFlash Card drains too much power from the device batteries.	Remove the PC Card or CompactFlash Card. Connect the device to external power and reinsert the PC Card or CompactFlash Card.
The PC Card or CompactFlash Card does not work properly.	The card or card driver is not compatible with the Aero 8000.	Refer to the documentation that came with your PC Card or CompactFlash Card. Visit the Aero 8000 home page on the Internet for a list of PC Cards and CompactFlash Cards supported by Compaq.
	PC Card or CompactFlash Card is not seated properly.	Remove the reinsert the card correctly.
	If using a PC Card or CompactFlash Card modem, the modem cable is not plugged in all the way.	Secure the modem cable connection.

## Solving Battery and Power Problems

Table 27: Solving Battery and Power Problems

Problem	Possible Cause	Solution
The Aero 8000 goes into auto-suspend after a short period of inactivity.	When operating on battery power, the Aero 8000 suspends operation after three minutes of idle time (the default setting).	Press the Power button to resume operation, then increase the amount of idle time through the Power icon on the Control Panel.  <b>NOTE:</b> Increasing the idle time drains the batteries more quickly.
The Aero 8000 does not auto-suspend when connected to a computer or using the modem.	The Aero 8000 is designed to stay on while connected to a computer.	No action required.
The device turned off while left unattended.	Device initiated a safety shutdown due to a critical low battery condition.	Replace the batteries or connect the device to external power. Turn on the device.
Device shuts down while the PC Card is in use.	The PC Card drains too much power from the device batteries.	Remove the PC Card. Connect the device to external power and reinsert the PC Card.
Battery life is very short.	You are using the device in ways that drain that drain the battery quickly.	Review your battery usage.

# Solving Screen Problems

**Table 28: Solving Screen Problems**

<b>Problem</b>	<b>Possible Cause</b>	<b>Solution</b>
The screen appears to be off, even though the power is on.	The screen contrast is extremely light.	Increase the contrast using <b>Fn + &lt;</b> or <b>Fn + &gt;</b> .
	The system is configured for an external monitor.	Switch to LCD mode using <b>Fn + PgUp</b> .
	Backlight is off.	Press <b>Fn + Home</b> .
Items on the screen do not display properly.	The angle of the screen needs to be adjusted.	Adjust the angle of the screen until you can see the items on the screens clearly as possible.
Characters are dim.	The screen is too light or too dark. The contrast and/or brightness need to be adjusted.	Adjust the contrast using the <b>Fn + &lt;</b> or <b>&gt;</b> keys. Adjust the brightness using the <b>Fn + arrow up</b> or <b>Fn + arrow down</b> .
The screen gets lighter or darker.	The screen has overheated.	Move the device away from the heat source (such as direct sunlight) and allow it to cool.  <b>NOTE:</b> Prolonged exposure to direct sunlight may cause your screen to temporarily darken.

# Solving Security Problems

Table 29: Solving Security Problems

<b>Problem</b>	<b>Possible Cause</b>	<b>Solution</b>
I cannot access the system using my login password.	You are using the wrong login password.	Enter the correct password or move to the next stage in the password process by entering the wrong password five times in a row.
I cannot access the system using my response phrase.	You are entering the wrong response phrase.	Enter the correct response phrase or more to the next stage in the password process by entering the wrong response five times in a row.
	You are not entering the correct punctuation.	Compaq security passwords are punctuation-sensitive. Type the punctuation exactly as it was typed when you established the password.