HP Jornada 600 Series Handheld PC

User's Guide

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Contents

1. Welcome 1
   - Using this guide 2
   - Learning about HP Jornada 4
2. Getting started 9
   - HP Jornada hardware features 10
   - Setting up your HP Jornada 12
   - Using your HP Jornada 20
3. Connecting to your desktop PC 25
   - Connecting for the first time 25
   - Connecting to your desktop partner 33
   - Connecting to another PC 35
   - Browsing your HP Jornada desktop 36
   - Synchronizing data 37
   - Transferring files 43
   - Transferring PIM data from older palmtop PCs and handheld PCs 44
4. Staying organized 49
   - Using Microsoft Pocket Outlook 49
   - Using HP viewer 53
   - Capturing data with HP quick pad 56
   - Recording and playing voice memos 58
5. Getting down to business 61
   - Working with Microsoft Pocket Office 62
   - Using Microsoft InkWriter 67
   - Backing up and restoring data 68
   - Using OmniSolve from Landware 69
   - Using bFAX Pro from bSquare 70
   - Using bFIND from bSquare 71
6. Accessing e-mail and the Web 73
   - Deciding how and why you want to connect 73
   - Using your connections 93

7. Optimizing your HP Jornada 101
Adding programs, fonts, sounds, and images 102
Accessories 106
Managing memory 110
Managing battery power 112
Fine-tuning performance 117
Security 121
Traveling with your HP Jornada 123
About system macros 125
8. Troubleshooting 127
Maintaining your HP Jornada 127
Troubleshooting basic problems 128
Troubleshooting remote connections 132
Display 134
Resetting 135
Warranty, support, and service 137
Appendix A, Ergonomics 143
Setting up and using equipment 143
What is RSI? 143
What causes RSI? 143
RSI symptoms 144
Avoiding RSI 144
Setting up your working environment 144
Reducing eye strain 144
Preventing muscle stiffness 145
Taking frequent short breaks 145
Glossary 147
Index 151
HP software product license agreement 161

Welcome | 1

Congratulations on purchasing the Hewlett-Packard Jornada 600 Series Handheld PC (H/PC), a mobile device powered by the Microsoft® Windows® CE operating system. The HP Jornada 600 Series H/PC is available in four models: the HP Jornada 680e, 680, 690e, and 690. This User's Guide includes instructions for all four models. The differences in specifications are:

- Model 680e—no built-in modem, 16MB RAM.
- Model 680—built-in modem, 16MB RAM.
- Model 690e—no built-in modem, 32MB RAM.
- Model 690—built-in modem, 32MB RAM.
  (Note that on models 690 and 690e, a maximum of 16MB can be allocated for storage memory.)

If you are familiar with Microsoft Windows products and notebook PCs, you will notice that your HP Jornada has many of the same characteristics, making it easy for you to be productive quickly.

In this chapter, you will find:

- An overview of this User's Guide and other sources of help and information
- A list and brief descriptions of the built-in applications, including Microsoft Windows CE, Handheld PC Professional Edition software and special HP applications
- An introduction to HP Jornada features and a description of the advantages of using the HP Jornada

Using this guide

This User's Guide will give you a quick and effective introduction to your HP Jornada. Although great care has been taken to ensure the accuracy of procedures and artwork, some of the screens displayed on your HP Jornada may differ from the ones that appear in this User's Guide.

Detailed, step-by-step instructions for using the programs on your HP Jornada are also included in online Help, so you do not have to carry this guide when you travel. (For more information on using online Help, see the **Using Help on your HP Jornada** section in chapter 2.)

Conventions

This User's Guide includes certain visual cues that will help you find the information you want easily.

	A shortcut, another way to do something, or expanded information about the topic.
	Caution or warning information about the topic. This is important information that should be observed to prevent loss of data or damage to your HP Jornada.
	Helpful information related to the topic.

Finding information

This guide describes what is included with your HP Jornada, provides an overview of the installed programs, and describes how to set up communications between your device and desktop PC and between your device and the Internet. The following table lists the different types of information available to help you use your HP Jornada. Note that although this book introduces the programs on your device, it does not describe them completely. For more information, see the comprehensive online Help for each program.

Information	Source
Programs	This User's Guide –or– Online Help on your device. On the **Start** menu, tap **Help**.
Unfamiliar technical terms	The glossary located at the end of this User's Guide.
Synchronizing and exchanging files with a desktop PC (including information on connecting while travelling	This User's Guide –or– Online Help on your device. On the **Start** menu, tap **Help**. –or– Windows CE Services online Help on your desktop PC. In the Mobile Devices window, click **Help**, and then click **Windows CE Services Help Topics**.
ToolTips	Any toolbar button. Tap and hold the button and the button name will appear. (To avoid activating the toolbar button, drag off the button before lifting the stylus.) For more information, see the **Using your HP Jornada** section in chapter 2.
Troubleshooting information on connections	This User's Guide –or– The Communications Troubleshooter on your desktop PC. In the Mobile Devices window, click **Help**, and then click **Communications Troubleshooter**.
Software updates, device drivers, and lists of compatible accessories	The Hewlett-Packard Jornada Web site at www.hp.com/jornada.
Up-to-date information on Windows CE–based devices	The Microsoft Windows CE Web site at www.microsoft.com/windowsce.
Information on this release of Windows CE	Readme.doc file (located in the Windows CE Services folder on your desktop PC).

The complete text of this User's Guide is available on the HP Web site at www.hp.com/jornada. You can download the User's Guide to your desktop PC and view it using the Adobe™ Acrobat Reader, available from the Adobe Web site at www.adobe.com.

Learning about HP Jornada

Hewlett-Packard has taken mobile computing to new levels of compatibility and convenience. With HP Jornada, you'll notice many benefits not found in other, similar computers. For example you can:

- Move the data you already have on an older palmtop or handheld PC to your HP Jornada. You can transfer information from older Windows CE devices and even some non–Windows CE devices. (See the **Transferring PIM data from older palmtop PCs** section in chapter 3.)
- Use e-mail without a modem. Conveniently send e-mail automatically when you synchronize with your desktop PC. (See the **Synchronizing data** section in chapter 3.)
- Take more data with you. A desktop Microsoft Word file may take up to 85 percent less space on your HP Jornada. (See the **Transferring files** section in chapter 3.)
- Send voice messages to friends and colleagues—even those who do not have Windows CE devices. You can save voice messages in the compatible Wave audio format. (See the **Recording voice memos** section in chapter 4.)
- Keep Word, Access, and Excel files stored at work and at home synchronized. Update any file in any location, and once you synchronize, the file will be updated in every place it is stored. (See the **Synchronizing data** section in chapter 3.)
- Read online news and information while offline, or download Web pages for viewing later. (See the **Browsing the Web** section in Chapter 6.)
- Work any time, any place, with up to 7 hours of battery life. (See the **Managing battery power** section in chapter 3.)
- Synchronize mail messages, contacts, appointments, and tasks with your desktop or notebook PC in just a few steps. (See the **Synchronizing data** section in chapter 3.)
- Carry your HP Jornada with you. The HP Jornada weighs only 510 g (1.1 lb), including batteries.

- Expand your functionality with PC Card accessories. (See the **Accessories** section in chapter 7.)
- Get it all in one package. Your HP Jornada comes complete with a built-in modem (models 680 and 690 only).

HP Jornada is your mobile computing companion. Several valuable features allow you to stay organized and in touch while you're on the road. For instance:

- The HP Jornada viewer application displays PIM data (contacts, calendar, and tasks) at a glance, allowing you to navigate to or view the data you need immediately. You can even view notes attached to appointments.

- The HP Jornada dialup application leads you through the steps required to configure a dial-up connection and to access your e-mail and the Web. When you are ready to connect, just use the convenient dialup window on your HP Jornada desktop.

- The HP Jornada quick pad provides a convenient place to jot down notes, names, telephone numbers, and other data for short-term storage. Information can be saved in quick pad for fast retrieval or sent to the appropriate database for long-term storage.

- The HP Jornada backup application can back up and restore information to/from an optional CompactFlash Card or PC Card, safeguarding against loss of data while you are on the road—even if power is lost.

HP Jornada programs

Your HP Jornada already includes the full suite of software that you need to function as a mobile professional. Detailed information can be found in later chapters.

The programs listed below are pre-installed in ROM, so you will never need to reinstall them.

Microsoft Pocket Office

On the **Start** menu, point to **Programs**, point to **Office**, and then tap one of the following choices.

- **Pocket Word**—Take notes and compose documents, or transfer Microsoft Word files from your desktop PC to read and review while you are away from your office.

- **Pocket Excel**—View and edit price lists or financial forecasts on your HP Jornada, or fill out your expense form before you even land at the home office.

- **Pocket Access**—Take database information with you on the road, and fill in custom forms to update Access databases when you return to your office.

- **Pocket PowerPoint**—Create professional presentations on your desktop, and then take them with you to show on your HP Jornada. Or, use a PC Card VGA adapter (F1252A) to project them to an external monitor or VGA projector.

Microsoft Pocket Outlook

On the **Start** menu, point to **Programs**, point to **Pocket Outlook**, and then tap one of the following choices.

- **Calendar**—Never miss a meeting. Keep track of important dates and events or manage your schedule.

- **Contacts**—Take your address book with you so that you always have access to names, addresses, and telephone numbers. If you update your HP Jornada contacts list, just synchronize with your desktop PC and your contacts will always be up to date.

- **Inbox**—Send and receive e-mail messages and synchronize your HP Jornada Inbox with Microsoft Outlook™ or Exchange™ on your desktop PC partner in a matter of minutes.

- **Tasks**—Keep track of to-do lists. Set an alarm or a reminder and HP Jornada will make sure you do not forget a task!

Microsoft Explorers

On the **Start** menu, point to **Programs**, and then tap **Internet Explorer** or **Windows Explorer**. Or, double-tap the **Internet Explorer** or **My Handheld PC** icons on the desktop.

- **Pocket Internet Explorer**—Browse the Web from your HP Jornada or subscribe to channel content with this streamlined version of Microsoft Internet Explorer 3.0.

- **Windows Explorer**—Browse the files and folders on your HP Jornada.

Communication

On the **Start** menu, point to **Programs**, point to **Communication**, and then tap one of the following choices.

- **ActiveSync™**—Synchronize your HP Jornada with your desktop or notebook PC over a network or dial-up connection from a remote location.

- **PC Link**—Establish the connection between your HP Jornada and desktop PC partner with a single tap.

- **Remote Networking**—Connect to a dial-up server, RAS account, or Internet service provider.

- **Terminal**—Connect to online services that require VT-100 or TTY terminal emulation.

- **bFAX Pro**—Send Word documents or typed notes and receive faxes with bFAX Pro from bSquare.

Special HP Applications

On the **Start** menu, point to **Programs**, point to **HP Applications**, and then tap one of the following choices.

- **HP viewer**—Display Calendar, Task, and Contact information (Pocket Outlook) in as much detail as you need so that you are always in control of your schedule. Month View, Week View, and Day View help you manage your calendar even more efficiently. (HP viewer is also accessible through a desktop icon and an HP hot key.)

- **HP dialup**—Configure connections to the Internet and e-mail accounts or corporate network, and then dial in from a convenient pop-up window on your HP Jornada desktop. (HP dialup is also accessible through a desktop icon.)

- **HP quick pad**—Write simple notes and reminders on this electronic notepad, and then move the important information to Pocket Outlook or a Word document.

- **HP backup**—Protect your valuable data even when you are away from your office by backing up your Pocket Outlook data or your entire device to a CompactFlash or PC Card.

On the **Start** menu, point to **Programs**, point to **HP Utilities**, and then tap one of the following choices.

- **HP settings**—Adjust screen controls and sound volume to suit any work environment. Or, choose from four preset profiles for different environments, and change all options with the touch of a button.

- **HP hot keys**—Open programs, files, or folders with a single keystroke. The HP Jornada hot keys and hard icons are fully customizable, so you can configure them for one-touch access to your favorite programs or frequently used documents.

- **HP macro**—Automate common tasks using a powerful scripting language. HP Macro allows you to create a set of recorded commands and actions that you can repeat or play back by pressing a specific key combination.

Accessories

On the **Start** menu, point to **Accessories**, and then tap one of the following choices.

- **Microsoft InkWriter**®—Jot quick notes or create sketches while in a meeting.

- **Microsoft Voice Recorder**—Record voice memos or vital information.

- **Calculator**—Perform simple calculations in an on-screen calculator, and then copy the results to any open document.

- **World Clock**—Keep track of the time anywhere in the world and display useful travel information for both your home city and the city you are visiting.

- **bFIND**®—Search for a word or text string in any database, file, file name, or e-mail message stored on your HP Jornada.

- **OmniSolve**®—Perform complex mathematical and business calculations with this full-featured calculator from Landware.

Games

- **Solitaire**—Pass the time at the airport, on the train, or during a not-so-interesting meeting or lecture with this classic game.

Getting started | 2

This section will help you start using your Hewlett-Packard Jornada 600 Series Handheld PC (H/PC). You will learn how to set up your HP Jornada, discover how to customize the Microsoft Windows CE operating system to work for you, and you will have a brief introduction to Windows CE. When you have finished this chapter, you will have all the information you need to begin working with your HP Jornada.

This chapter includes step-by-step instructions to help you:

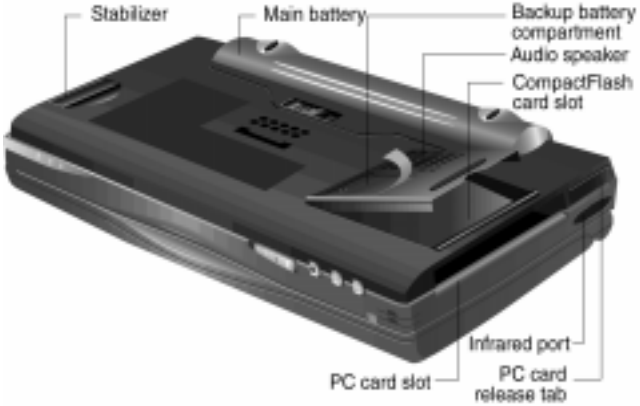
- Identify the hardware features of your HP Jornada
- Install the main batteries
- Connect the AC adapter
- Activate the backup battery
- Run the Windows CE Welcome Wizard
- Put your HP Jornada to work for you

HP Jornada hardware features

The views below will introduce you to the various connectors, ports, and other features of your HP Jornada.

- **Stylus and stylus slot**—Keeps your stylus within easy reach. (For more information, see the **Using the stylus and touch screen** section in this chapter.)
- **Appointment notification LED**—Notifies you of scheduled appointments, alarms, and reminders. (For more information on setting alarms and reminders, see the **Using Microsoft Pocket Outlook** section in chapter 4.)
- **Recording LED**—Indicates that Voice Recorder is recording or playing a voice memo.
- **Audio buttons**—Enable you to record and play voice memos without even opening your HP Jornada. (For more information, see the **Recording voice memos** section in chapter 4.)
- **Telephone connector (RJ-11)**—Enables you to connect a telephone line to the built-in modem (models 680 and 690 only), keeping you in touch with the world. (For more information, see the **Connecting the telephone line** section in chapter 6.)
- **DC jack and AC power adapter**—Connect your HP Jornada to AC power anywhere in the world to charge the main battery or to connect to your desktop PC.
- **Battery charging LED**—Indicates the charging status of the main battery while connected to AC power.

- **HP hard icons**—Scroll through documents, switch applications, or open programs and files with the touch of a button. (See the **Customizing the HP hot keys and hard icons** section in chapter 7.)
- **Microphone**—Allows you to record voice memos.
- **Reset button**—Quickly reinitializes the Windows CE operating system. (*Warning: When you reset your HP Jornada, you will lose all unsaved data in any open documents.* See the **Resetting** section in chapter 8.)
- **Keyboard**—Allows easy entry of extended and international characters and includes an embedded numeric keypad.
- **HP hot keys**—Allow one-touch access to your favorite programs, folders, documents, or frequently used settings. (See the **Customizing the HP hot keys and hard icons** section in chapter 7.)



- **Infrared port (SIR IrDA–compliant transceiver)**—Enables you to send and receive files by infrared beam between your HP Jornada and another HP Jornada or palmtop PC, or between your HP Jornada and an infrared-equipped printer or desktop PC. (For more information, see the **Connecting by infrared** section in chapter 3 and the **Infrared transfer** section in chapter 8.)
- **Stabilizer**—Stabilizes the unit when the expansion module is extended (while a PC Card is installed).
- **CompactFlash Type I card slot**—Enables you to add storage memory or use accessories on CompactFlash cards. (For more information, see the **Using PC Cards and CompactFlash Cards** section in chapter 7. For a list of recommended accessory cards, go to the HP Web site at www.hp.com/jornada.)

- **PC Card Type II card slot**—Enables you to use PC Cards (also called PCMCIA Cards) to expand memory, connect to an external monitor, or add other functionality to your HP Jornada. For information on how to use PC Card accessories, see the **Using PC Cards and CompactFlash Cards** section in chapter 7. (For a list of recommended PC Cards, go to the Hewlett-Packard Web site at www.hp.com/jornada.)
- **PC Card release tab**—Ejects a PC Card from the slot.
- **Backup Battery Compartment**—Holds a 3-V CR2032 coin-cell backup battery. (For information on replacing the backup battery, see chapter 7.)
- **Audio speaker**—Plays system sounds or voice memos.

- **Security cable slot**—Allows you to keep your HP Jornada safe with the connection of an optional thin-wire security cable.
- **Serial port (RS-232C)**—Connect your HP Jornada to your desktop PC to transfer files or synchronize Pocket Outlook data, or connect your HP Jornada directly to a printer, external modem, or other device. (For more information, see the **Connecting for the first time** section in chapter 3.)

Setting up your HP Jornada

Follow the steps in this section to start using your HP Jornada for the first time. As part of the setup process, you will install the main battery, activate the backup battery, turn on the device, and complete the Windows CE Welcome Wizard. To set up your HP Jornada, you will need to have your HP Jornada, the HP Jornada Standard Battery, the AC adapter, and the power cable.

Follow these steps in the order they are presented. Do not activate the backup battery before installing and charging the main battery.

Installing the main battery

The HP Jornada Standard Battery provides power to your HP Jornada while it is not connected to AC power. Under normal operating conditions, the battery should provide power for up to 7 hours; however, battery life will vary depending on how you use your HP Jornada.

The main battery fits into the bottom of your HP Jornada, as shown in the following diagram.

This bottom view of the HP Jornada shows how to install the main battery.

To install the main battery

1. Place the main battery in the battery slot on the bottom of your HP Jornada and push firmly until it snaps into place.

After you install the main battery, your HP Jornada will turn on automatically. However, you should connect the AC adapter and activate the backup battery before using your device.

The main battery should be partially charged when removed from the box. However, you should charge the main battery fully before operating your HP Jornada on battery power. Charging the main battery takes approximately 3.5 hours. When the battery is fully charged, charging stops automatically; the battery will not overcharge if left connected to AC power.

Do not mutilate, puncture, or dispose of batteries in fire. The batteries can burst or explode, releasing hazardous chemicals. Replace batteries only with the types recommended in this User's Guide. Discard used batteries according to the manufacturer's instructions.

Connecting the AC adapter

To avoid running out of battery power, you can operate your HP Jornada on AC power using the supplied AC adapter. The AC adapter accepts 100 to 240 V, enabling you to connect to AC power anywhere in the world. When you travel, you may need adapters to accommodate different electrical outlets, but the HP Jornada AC adapter will safely convert AC line voltage to the DC voltage required by your HP Jornada.

Use only the supplied AC adapter (model HP F1279A, input specifications 100-240 V AC, 50-60 Hz, 1.4 A).

While your HP Jornada is connected to AC power, the main battery is charged automatically. The color of the LED indicates the status of the battery: red indicates that battery is charging, and green indicates that the battery is charged to full power.

The AC adapter includes two parts: the power cable and the adapter.

To connect to AC power

1. Connect the cable from the AC adapter to the DC jack on the right side of your HP Jornada.
2. Connect the power cable to the AC adapter.
3. Plug the power cable into an AC power outlet.

Activating the backup battery

The backup battery protects your data when the main battery runs out of power. The backup battery does not provide enough power to operate your HP Jornada, but it will preserve your data while you replace the main battery or while you connect to AC power to recharge. The 3-V CR2032 coin-cell backup battery is preinstalled. When you begin using your HP Jornada, you do not need to remove the cover plate or install the backup battery—simply activate the backup battery by using the following procedure.

To prevent loss of data, replace the backup battery as soon as a warning message appears on your screen indicating that backup battery power is low. (For detailed instructions on replacing the backup battery, see the **Managing battery power** section in chapter 7.)

To activate the backup battery

1. Remove the yellow sticker from the bottom of your HP Jornada.
2. Pull out the tape that protrudes from the battery compartment.

Using the stylus and touch screen

Use the stylus in much the same way you would use a mouse to navigate and select objects on screen. You can also use your fingertip to tap the touch screen, but the stylus provides the greatest accuracy.

For convenience, the stylus is stored in the stylus slot on the front of the HP Jornada. To remove the stylus, push on the stylus to release the catch as you slide it out of the slot.

The top of the stylus pops up to make it easy to remove the stylus. Pressing the top has no effect on the stylus function.

To navigate by using the stylus, follow these tips:

- Instead of clicking the mouse, simply tap the stylus on the touch screen to select an icon or activate a button.
- Double-tap instead of double-clicking the mouse.
- Hold down the alt key as you tap instead of right-clicking the mouse.

To replace the stylus, insert the pointed end of the stylus into the slot and push until it clicks into place.

Following the Welcome Wizard

After you install the main battery, your HP Jornada will turn on automatically. At startup, the Hewlett-Packard welcome screen appears. Then, after a few moments, the Windows CE Welcome Wizard begins. The Welcome Wizard presents a brief orientation that helps you to calibrate the touch screen and configure device settings such as the World Clock and Owner Identification.

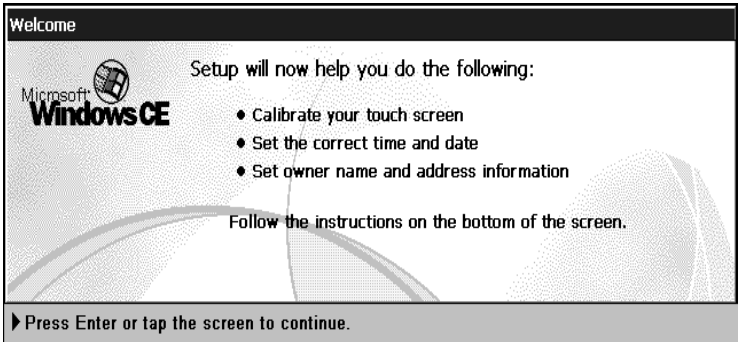
Before you begin working, you may need to adjust the brightness and contrast of the display to compensate for different lighting conditions and viewing angles. You can use the keyboard to adjust both contrast and brightness.

To adjust screen brightness and contrast

1. To adjust the contrast, hold down the alt key as you press < or > .
2. To adjust the brightness, hold down the alt key as you press [or] .

To maximize battery life, minimize the brightness setting and then adjust contrast to achieve readability.

The following sections describe the Welcome Wizard. To complete the Welcome Wizard, follow the instructions displayed in the taskbar area at the bottom of your screen. After you complete the Welcome Wizard, you can begin using your HP Jornada.



If your HP Jornada freezes during operation, you may need to perform a soft reset. To reset, use the stylus to press the reset button located on the left side of the HP Jornada keyboard. Your HP Jornada will restart automatically. Unsaved data in any open documents will be lost. For more information, see the **Resetting** section in chapter 8.

Calibrating the touch screen

Before you can use the stylus to navigate, you must calibrate the touch screen to align the image on the screen with the touch-sensitive coating. The first screen of the Welcome Wizard prompts you to calibrate the touch screen by tapping a series of targets at different locations on the screen.

From time to time, you might notice that the accuracy of your stylus tap diminishes. When this happens, you can return to this screen to calibrate your touch screen.

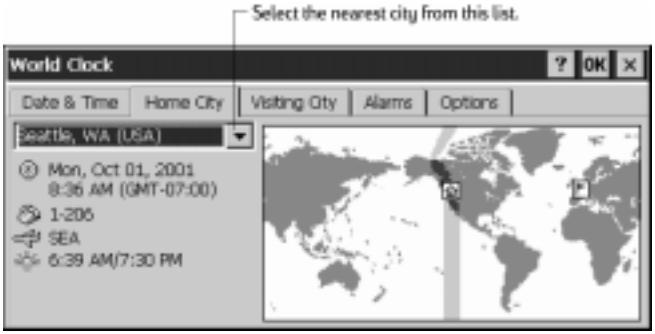
To calibrate the touch screen

1. On the **Start** menu, point to **Settings**, tap **Control Panel**, and then double-tap the Stylus icon.
   –or–
   Press num lk ctrl alt ±

You can also use the Stylus control panel to set options for double-tap rate and physical distance between taps.

Selecting your Home City

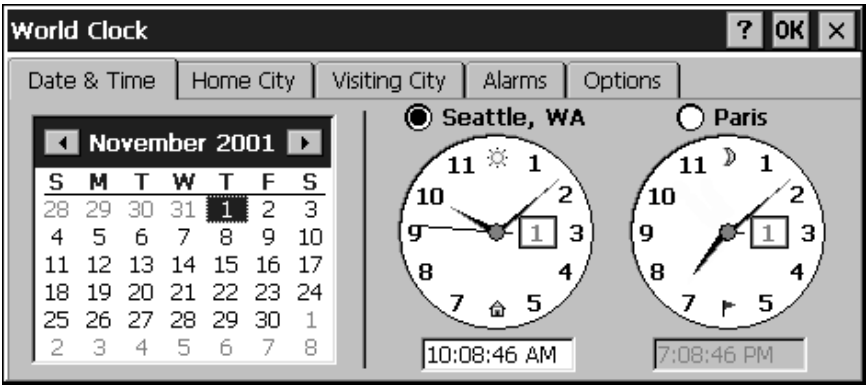
Windows CE displays current time and regional information for the city you designate as your "Home City." Tap the city nearest your home from the drop-down list on the **Home City** tab. If your city is not listed, you can use the World Clock control panel to add it later. (See the **World Clock** topic in online Help.)



Setting the World Clock

Windows CE uses the system clock to monitor your alarms and appointments as well as to ensure proper synchronization of the most current files and appointments with your desktop PC. So make sure you set the correct time and date. To set the time, type the current time in the box below the clock face, or drag the hands on one of the clocks to the correct time. To set the date, tap the current date on the calendar. (Tap ◀ or ▶ to change month or tap the month or year.)

You can set the clock settings again later using the World Clock control panel. (See the **World Clock** topic in online Help or tap the clock in the status area of the taskbar.)



Adding owner information

You can set Windows CE to display owner information, such as your name, address, and telephone number. You can also type a note to be displayed; for example, offering a reward for the safe return of your HP Jornada. To display your owner information each time you start your HP Jornada, select the **Display Owner Identification** check box under **At Power On**.

You can change the information you type here at any time using the Owner control panel. (See the **Settings** topic in online Help.)

Configure the built-in modem

Your HP Jornada and the built-in modem (models 680 and 690 only) are designed to meet the regulatory requirements within the country of purchase only. To use the modem, you must first set the modem configuration using the HP country selector application.

The HP country selector starts automatically after you have completed the Welcome Wizard. (You can also start this application at any time by double-tapping the HP country selector icon in the Control Panel.)

In the HP country selector application, select the country where you purchased your HP Jornada. Do not select another country, and do not use the HP Jornada built-in modem in a country other than the country of purchase. If you travel to another country, it is recommended that you use a PC Card modem that has been approved for use in that country to ensure that the regulatory requirements are met. For a list of approved PC Card modems, go to the HP Jornada Accessories page on the Hewlett-Packard Web site at www.hp.com/jornada.

Using your HP Jornada

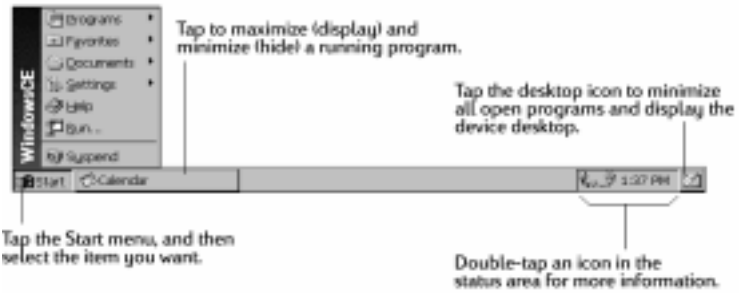
After you complete the Welcome Wizard, you can begin using your HP Jornada and its built-in programs.

Welcome to Microsoft Windows CE

Congratulations on purchasing a mobile device powered by the Microsoft Windows CE operating system. The size and capabilities of your HP Jornada let you keep your most important business and personal information up to date and close at hand. Windows CE Services with ActiveSync™ increases the power of your HP Jornada by letting you synchronize the information on your desktop or notebook PC with your device.

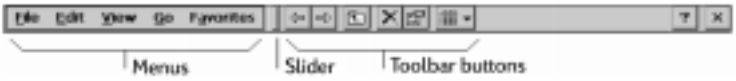
Using the Start menu and Taskbar

Use the **Start** menu to open settings, online Help, recently used documents, and programs such as the HP Applications. Just tap **Start**, and then tap the program or item you want to open. In addition to the **Start** menu, the taskbar contains buttons for the programs you have running, a status area, and a desktop icon.



Using the command bars

Each program has a command bar located at the top of the program window. The command bar displays both menu names and toolbar buttons. Tap the slider and drag to switch between displaying toolbar buttons only or menu names and toolbar buttons. You can drag the slider to display only the buttons and menu names you want. You can also drag the slider down to move the toolbar buttons under the menus.



Using Help on your HP Jornada

You can get Help for specific programs, including Windows CE, as follows:

- For detailed procedures and overview information about a program, on the **Start** menu**,** tap **Help,** and then tap the program name.
- For Windows CE Help, tap the ? button in any program or dialog box where it appears.
- To learn the function of a specific button or control, tap and hold on a toolbar button and its name will appear in a ToolTip. Drag the stylus off the toolbar button before lifting to avoid activating the button.

Online Help uses the same font setting as Pocket Internet Explorer. Changing the font size in Pocket Internet Explorer will also change the font size in Help.

Turning your HP Jornada on and off

One of the most convenient features of Windows CE and HP Jornada is "instant on." With instant on, there is no waiting for HP Jornada to start up or shut down; you can start working immediately by pressing the On/Off key on the upper right corner of the keyboard. When you are finished, turn off your HP Jornada by pressing the On/Off key or by tapping **Suspend** on the **Start** menu. Turning off your HP Jornada simply suspends operation. When you turn it on again, you can resume working.

You can also set options in the Power control panel to turn your HP Jornada on and off automatically. For example, you can set your HP Jornada to turn on when you tap the touch screen or when you open the cover. To conserve battery power, you can set HP Jornada to auto-suspend or to turn itself off after a preset period of continuous idle time. By default, your HP Jornada will auto-suspend after 3 minutes while running on battery power. (For more information on these options and tips for conserving battery power, see the **Managing battery power** section in chapter 7.)

Using the HP Jornada keyboard

To provide full functionality in a smaller size, the HP Jornada keyboard lets you accomplish common tasks with a few convenient key combinations:

- To turn the caps lock on or off, press and hold the Fn/AltGr key as you press the left caps lk shift key. While caps lock is on, the symbol appears in the status area of the taskbar.
- To activate (or deactivate) the numeric keypad, press and hold the Fn/AltGr key as you press the num lk ctrl key. While the numeric keypad is activated, the NUM LOCK symbol appears in the status area of the taskbar.

Be sure the numeric keypad is deactivated while you set your password and before you turn off your HP Jornada.

- To type accented or international characters, press and hold the Fn/AltGr key as you press the key combination corresponding to the character (international versions only). International versions of the HP Jornada have slightly different keyboard layouts.
- To generate extended characters or keyboard commands, hold down the Fn/AltGr key or alt as you press a key. Holding down the Fn/AltGr key will activate the character or command printed in black, while pressing alt will activate the character or command printed in yellow.

You can also use the Keyboard control panel to adjust how quickly characters repeat when you hold down a key. To open the Keyboard control panel, press K.

Using HP Jornada settings

The HP Jornada settings application gives you access to many useful controls. Use the HP Jornada settings control panel to:

- Adjust your screen brightness and contrast in different lighting conditions
- Adjust speaker volume or quickly mute all sounds
- Check the remaining battery power
- Check the amount of system memory available
- Activate the password delay timer

HP Jornada settings also enable you to save your preferred sound, contrast, and brightness settings in a custom profile, so you can change all your options with a single tap.

To open HP settings

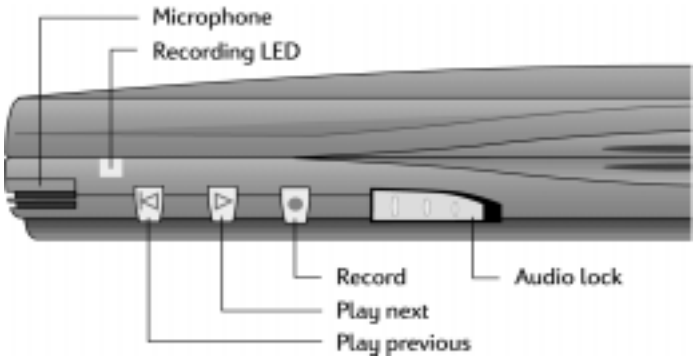
1. On the **Start** menu, point to **Programs**, point to **HP Utilities**, and then tap **HP settings**.
   –or–
   Tap the HP Jornada settings hard icon on the left side of the screen.

For more information about the HP Jornada settings application, refer to the **Using the HP settings application** section in chapter 7 or the **HP settings** topic in online Help.

Using the audio buttons

The audio buttons on the front of your HP Jornada enable you to record and play voice memos without even opening the cover. For more information on recording voice memos, see the **Recording and playing voice memos** section in chapter 4.

The red recording LED indicates that your HP Jornada is recording. Simply speak into the microphone to record your notes.



When you use the audio buttons to play or record voice memos, your HP Jornada will turn on. The device will turn off automatically (auto-suspend) according to the options you set in the Power control panel (the default time is 3 minutes).

3 Connecting to your desktop PC

Your HP Jornada 600 Series Handheld PC works perfectly as a standalone computer. But to get the most out of your HP Jornada, you will want to connect to your desktop or notebook PC. This chapter describes how to establish a connection between your HP Jornada and a desktop PC, and how to use your HP Jornada with a desktop PC—or with any PC that has Microsoft Windows CE Services installed. You will learn to:

- Connect to your desktop PC
- Set up Windows CE Services
- Establish a partnership between your HP Jornada and your desktop PC
- Use Windows CE Services to browse the contents of your HP Jornada
- Synchronize Microsoft Pocket Outlook data and e-mail messages with Microsoft Outlook or Schedule+ and Exchange
- Transfer files between your HP Jornada and a desktop PC
- Connect to and transfer files between your HP Jornada and a corporate network or home desktop PC over the Internet or by telephone line

Connecting for the first time

You can connect your HP Jornada to a desktop PC using a serial connection (with either the docking cradle or the sync cable) or a network connection (with an optional PC Card network interface card), or you can connect to an infrared-equipped desktop or notebook PC (using the infrared port). Before you connect, you must install Windows CE Services on the desktop PC. Then, you can connect your HP Jornada and establish a partnership.

Setting up Windows CE Services and establishing a partnership

Microsoft Windows CE Services with ActiveSync enables you to synchronize the information on your desktop PC with the information on your HP Jornada. Synchronization compares the data on your device with your desktop PC and updates both computers with the most recent information. For example:

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

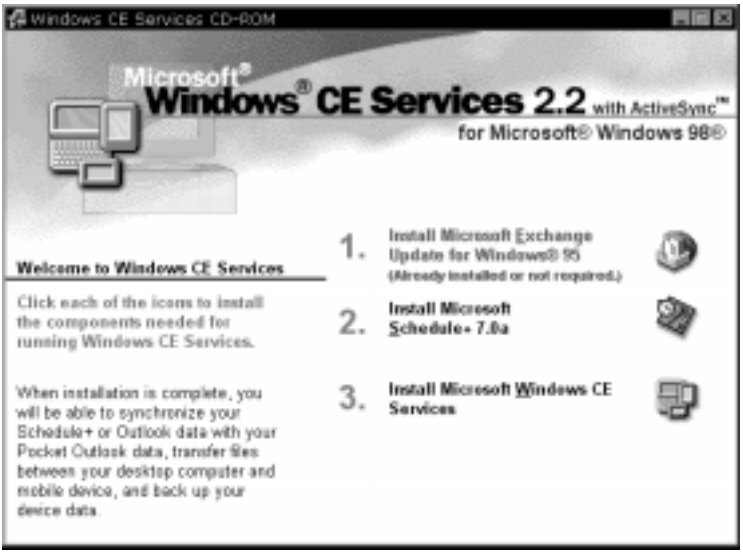
With Windows CE Services, you can:

- Back up and restore your HP Jornada data
- Add and remove programs on your HP Jornada
- Move and copy files (rather than synchronize files) between your device and your desktop PC

Windows CE Services includes several components. The Windows CE Services Setup Wizard detects which software components are needed and prompts you to set up only the necessary components. For instance:

- If you do not already have Outlook or Schedule+ installed, the Setup Wizard will attempt to install Schedule+ version 7.0a
- The Setup Wizard can add Inbox extensions to enable you to transfer messages to your desktop mail client—Exchange or Outlook

You may need to restart your PC after installing each component.



The Desktop Software for Microsoft Windows CE compact disc includes the following software options for your desktop PC.

- **Windows CE Services**—Enables you to connect your HP Jornada to a desktop or notebook PC running Windows 95 or Windows NT.
- **Microsoft Exchange Update**—Adds an option to the Tools menu in Exchange, allowing you to synchronize your HP Jornada Inbox with your Windows Inbox.
- **Microsoft Schedule+ 7.0a**—A schedule management program for Windows 95 or NT.
- **Ethernet Components**—Network drivers for Windows CE.
- **Microsoft Pocket Streets**—A maps-and-navigation program for Windows CE.
- **Mobile Channels Viewer**—A Web content viewer that enables you to view Web content from selected sites while you are offline.
- **Windows 95 infrared drivers version 2.0**—Enables you to install an infrared port on a desktop PC.
- **Windows 95 Dial-Up Networking version 1.2 upgrade**—Enables you to establish a remote connection to your desktop PC by modem.
- **Microsoft Internet Explorer version 4.01**—The most recent version of the Internet browser for Windows 95 or Windows NT from Microsoft.
- **Windows NT Service Pack 3**—System updates for Windows NT.

There are many Windows CE programs available, including freeware and shareware. Go to www.microsoft.com/windowsce, or try searching the Web on the keyword "Windows CE" to find additional programs for your HP Jornada. Be sure to install only programs that are compiled for SH3 processors.

Installing Windows CE Services

The minimum PC requirements for running Windows CE Services are as follows:

- Desktop PC with a 486/33DX or higher processor (Pentium® P90 recommended)
- Microsoft Windows NT Workstation 4.0 or Windows 95 (or later)
- 8 MB of memory (12 MB recommended) for Windows 95 (or later), and 16 MB of memory (32 MB recommended) for Windows NT Workstation
- Hard disk drive with 10 to 50 MB of available hard disk space (actual requirements will vary, based on selection of features and current system configuration)
- Available 9-pin serial communications port
- CD-ROM drive
- VGA or higher resolution graphics card (SVGA 256-color recommended)

To install Windows CE Services

1. Insert the Desktop Software for Microsoft Windows CE compact disc into the CD-ROM drive on your desktop PC.
2. The Windows CE Services Setup Wizard should start automatically. If it does not start, click **Run** on the **Start** menu, and then type *d:\setup*, where *d* is the letter assigned to your CD-ROM drive.
3. Follow the instructions that appear on your screen to set up Windows CE Services, and then restart your desktop PC.
4. After you restart your PC, the Windows CE Services **Get Connected** dialog box appears, prompting you to connect your HP Jornada.
   - If you connect using the docking cradle or sync cable, connect your device as described in the next section, **Connecting by serial connection**, and then click **Start**.
   - If you connect by infrared, click **Cancel**, and then skip to the section **Connecting by infrared**, later in this chapter.

Connecting by serial connection

The HP Jornada uses a serial connection to communicate with a desktop PC. Use the sync cable that was included with your HP Jornada to connect the docking cradle or the device to a 9-pin serial communications port on your desktop PC. If the 9-pin serial port on your PC is in use by another device, or if your computer has no 9-pin serial port, you can obtain an adapter from your computer's manufacturer.

Be sure that your desktop PC is on before placing your HP Jornada in the docking cradle or connecting the sync cable. If the desktop PC is off, your HP Jornada or desktop PC may freeze, forcing you to reset or restart. For information on resetting your HP Jornada, see the **Resetting** section in chapter 8.

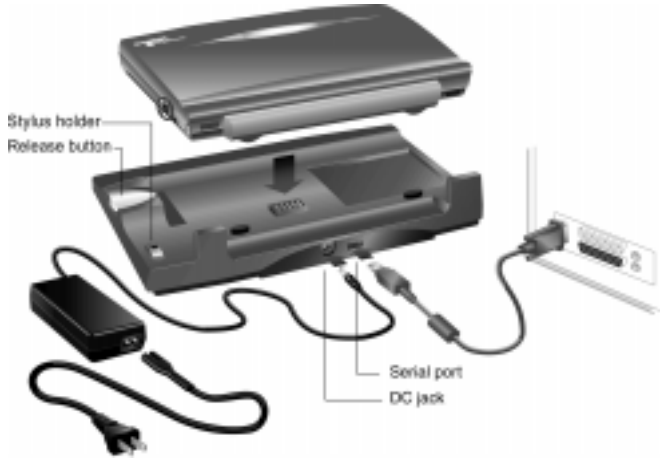
To connect using the docking cradle

1. Connect the 9-pin end of the sync cable to a serial port on your desktop PC.
2. Fully insert the flat end of the sync cable, arrow side up, into the serial port on the back of the docking cradle.
3. Turn off your HP Jornada and disconnect any cables (telephone cable, AC adapter, sync cable, etc.) from your HP Jornada.
4. Connect the AC adapter to the DC jack on the back of the docking cradle, and then plug in the power cable.

Do not connect your HP Jornada to more than one source of AC power. You must disconnect the AC adapter from your HP Jornada before placing in it in the docking cradle to avoid damaging your HP Jornada.

5. Align your HP Jornada in the docking cradle, and push down firmly until the HP Jornada snaps into place.

Your HP Jornada should start automatically and establish a connection to the desktop computer. To remove your HP Jornada from the docking cradle, push the release button on the cradle, and carefully lift your HP Jornada from the cradle.



If you are traveling without your docking cradle or you need to synchronize files with your home computer while the docking cradle is connected to your office PC, you can connect your HP Jornada directly to a desktop PC using only the sync cable. (You can also connect and synchronize by infrared. For more information, see the **Connecting by infrared** section in this chapter.)

To connect directly (without the docking cradle)

1. If it is attached, disconnect the telephone cable from your HP Jornada.
2. Connect the AC adapter to the DC jack on the right side of the HP Jornada, and then plug in the power cable.
3. Insert the 9-pin end of the sync cable into a serial port on your desktop PC.
4. Fully insert the flat end of the sync cable, arrow side up, into the serial port on your HP Jornada.

Establishing a partnership

After you set up Windows CE Services on your desktop PC, you are prompted to establish a partnership between your desktop PC and your HP Jornada. The partnership enables your desktop PC to recognize your HP Jornada when transferring files or synchronizing data.

You can establish partnerships between your HP Jornada and up to two desktop PCs, for example, your home PC and your office PC. If you regularly synchronize your HP Jornada with both desktop PCs, you can ensure that important files, contacts, and calendar information are always up-to-date and identical on both desktop PCs, as well as on your HP Jornada.

If your HP Jornada has more than one desktop PC partner, you cannot synchronize e-mail messages.

A single desktop PC can partner with any number of H/PCs or palmtop PCs. This is useful if you have more than one Windows CE device, or if several mobile professionals share a single desktop PC.

Following the New Partnership Wizard

The New Partnership Wizard will help you create a partnership and offer you options for synchronizing Pocket Outlook data, e-mail messages, and files between your HP Jornada and desktop PC. When the **New Mobile Device Detected** dialog box appears on your desktop PC, click **Synchronize**, and then follow the instructions on the screen of your desktop PC to complete the New Partnership Wizard.

The wizard prompts you to type a name and a description for your HP Jornada. The name can be anything you choose (up to 15 alphanumeric characters, no spaces) and should provide an easy way for you to identify your HP Jornada. The description could be the make and model of the device (for example, HP Jornada 680 H/PC) or a property control number.

You can later change the device name and description by using the Communications control panel on your HP Jornada. On the Start menu, point to Settings, tap Control Panel, and then double-tap the Communications icon.

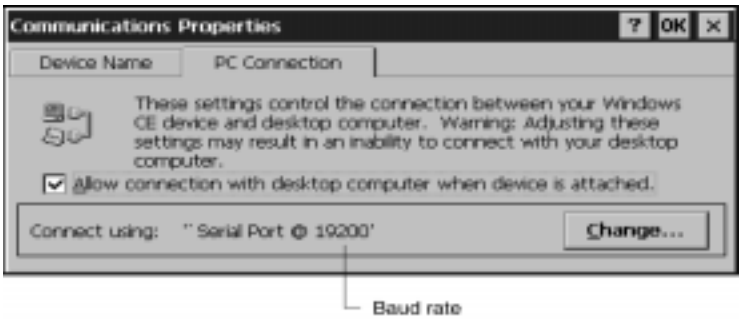
The wizard also prompts you to choose settings for synchronization. If you enable synchronization, you can set ActiveSync either to synchronize automatically each time you connect your HP Jornada to your desktop PC, or to synchronize continuously, whenever the synchronized information changes, for as long as the computers are connected.

Regardless of the options you choose while completing the wizard, you can also synchronize at any moment by choosing the **Synchronize Now** command from the **Tools** menu of the Mobile Devices window. For more information, see the **Synchronizing data** section in this chapter.

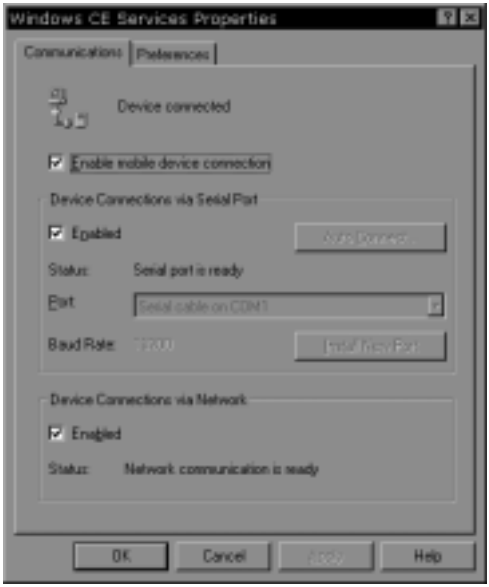
Troubleshooting partnerships

If you are unable to establish a connection between your HP Jornada and your desktop PC, double-tap the connection icon in the status area of the taskbar on your HP Jornada. The **Connection Status** dialog box may provide information about the problem.

You should also confirm that both the desktop PC and the HP Jornada are communicating at the same baud rate. To check the baud rate on your desktop PC, click **Communications** on the **File** menu of the Mobile Devices window. You can check and change the baud rate on your HP Jornada by using the Communications control panel. On the **Start** menu, point to **Settings**, tap **Control Panel**, and then double-tap the Communications icon.



Verify that the sync cable from your docking cradle or HP Jornada is connected to the port listed on the **Communications** tab of the **Windows CE Services Properties** dialog box (this is the port you selected when setting up Windows CE Services).



Finally, on the **Communications** tab of the **Windows CE Services Properties** dialog box, clear the **Enabled** check box under **Enable mobile device connection**, and then click **Apply**. After the connection is disabled, re-select the **Enabled** check box and click **Apply** to enable the connection again.

If these steps fail to correct the problem, use the Windows CE Services Communications Troubleshooter. The Communications Troubleshooter provides detailed diagnostic steps to identify and correct common problems.

To start the Communications Troubleshooter

1. On the desktop PC **Start** menu, point to **Programs**, point to **Microsoft Windows CE Services**, and then click **Mobile Devices**.
2. On the **Help** menu in the Mobile Devices window, click **Communications Troubleshooter**.

Connecting to your desktop partner

After you have established a partnership, you have several options for connecting your device to your desktop partner in the future. You can set Windows CE Services to automatically detect your HP Jornada and establish a connection whenever you connect the sync cable. Using the COM port on your desktop PC is the easiest way for you to connect, unless you use that port for other peripherals.

To enable automatic connection

1. On the desktop PC **Start** menu, point to **Programs**, point to **Microsoft Windows CE Services**, and click **Mobile Devices**.
2. On the **File** menu in the Mobile Devices window, click **Communications**.
3. Under **Device Connections via Serial Port**, click **Enable Auto Connect**.

If you use the COM port of your desktop PC for other devices, or if you have disconnected your HP Jornada and need to re-establish the connection, you can establish a manual connection using the PC Link program on your HP Jornada.

To connect manually

1. On the HP Jornada **Start** menu, point to **Programs**, point to **Communications**, and then tap **PC Link**. The **Connection Status** dialog box appears. After a few moments a sound indicates that the connection has been established.

To close the connection

1. On your HP Jornada, double-tap the connection icon in the status area of the task bar.
2. In the **Connection Status** dialog box, tap **Disconnect**.

Connecting by infrared

You can use the infrared port on your HP Jornada to connect to a desktop or notebook PC that is running Windows 95 (or later). Once connected, you can transfer files and synchronize Pocket Outlook data and e-mail messages just as if you had connected using a sync cable or a docking cradle.

Before you can connect by infrared, you must set up and configure an infrared port on your desktop or notebook PC. Many notebook PCs have a built-in infrared port; however, you may need to install a third-party infrared transceiver on your desktop PC. For more information about installing and configuring that device for use with your desktop PC, refer to the instructions that came with your infrared port.

The Desktop Software for Microsoft Windows CE compact disc also includes infrared device drivers for Windows 95.

To configure Windows CE Services for infrared connection

1. Insert the Desktop Software for Microsoft Windows CE compact disc into the CD-ROM drive on your desktop PC, and then run Setup.exe.
2. Click **Optional Components**, and then select the Windows 95 Communications Driver setup program.
3. When the setup program prompts you to specify a communications port, select a virtual port (typically COM3).
4. When setup is complete, restart your desktop PC, and then open the Mobile Devices window.
5. In the Mobile Devices window, click **Communications** on the **File** menu.
6. Under **Port**, select the infrared port you installed when you set up the infrared device.
   –or–
   Click **New** to install the port. (If you install a new port, you may need to reinstall Windows CE Services.)

To configure your HP Jornada for infrared connection

1. On your HP Jornada **Start** menu, point to **Settings**, tap **Control Panel**, and then double-tap the Communications icon.
2. On the **PC Connection** tab, if it does not say **Connect using Infrared Port,** tap **Change**, and then select **Infrared Port** from the list of available connections.

To establish an infrared connection

1. Line up the infrared port on your HP Jornada with the infrared device on your notebook or desktop PC.
2. On your HP Jornada **Start** menu, point to **Programs**, point to **Communications**, and then tap **PC Link**.

Connecting to another PC

In some cases, you may need to connect your HP Jornada to a desktop PC other than your partner. Or, if you have logged on to your desktop PC under a different user name or performed a full reset of your H/PC, your desktop PC will not recognize your HP Jornada as its partner.

In these cases, when you connect your HP Jornada to the desktop PC, the **New Mobile Device Detected** dialog box appears, offering you the option to synchronize, browse, or to restore data from an existing backup file.

If you choose **Synchronize**, the New Partnership Wizard will begin, and your HP Jornada will be designated as a partner of the desktop PC. Contacts, Calendar, and Task information and information from any other services you choose to synchronize will be copied from the desktop PC to your HP Jornada.

If you choose **Browse**, your HP Jornada will be connected as a guest. As a guest, you can view files and folders on the HP Jornada, transfer files and folders, and manually back up or restore; however, you cannot synchronize data or automatically back up and restore data.

If you choose **Restore**, you are given the option to restore data from an existing backup file on the desktop PC. Restoring data in this way will replace all existing data on the HP Jornada with the data in the backup file on your PC.

If you have lost your HP Jornada or replaced it with another HP Jornada, you can use the Restore function to set up a new device with the exact same data and settings as the old one, provided you had previously performed a full backup to the desktop PC. When you connect the new device to your desktop PC for the first time, choose **Restore** rather than **Synchronize** or **Browse**. For more information, see the **Backing up and restoring data** section in chapter 5.

Browsing your HP Jornada desktop

While your HP Jornada is connected to a desktop PC, you can use Windows CE Services to browse the contents of your HP Jornada from your desktop. Your HP Jornada appears as an icon in the Mobile Devices window on your desktop PC. When you double-click the HP Jornada icon, the contents of your HP Jornada are displayed as any other folder on your desktop PC. You can cut, paste, and copy files between folders on your HP Jornada or transfer files between your HP Jornada and your desktop PC simply by dragging the file icons between the appropriate folders.

For more information about transferring files, including details on converting file types between Pocket Office and Office 97 programs, see the **Transferring files** section later in this chapter.

You cannot open files or start programs stored on your HP Jornada by double-clicking their icons in the Mobile Devices window on your desktop PC. When you double-click the icon for a file or program that is stored on your HP Jornada, Windows CE Services displays the properties for that file or program, as if you had clicked **Properties** on the **File** menu.

The Mobile Devices window on your desktop PC displays the contents of your HP Jornada (shown here with Internet Explorer 4.0 and Active Desktop).

Synchronizing data

Windows CE Services with ActiveSync enables you to synchronize data between your HP Jornada and desktop PC, so the names you add to your Contacts database and the appointments you add to your Calendar while traveling can be automatically updated on your desktop PC when you return. You can also synchronize messages in your HP Jornada Inbox with Microsoft Outlook or Microsoft Exchange on your desktop PC. And, you can synchronize files in the Synchronized Files folder on your HP Jornada with files in the My Documents folder (Windows 95) or Personal folder (Windows NT) on your desktop PC.

You can set ActiveSync either to synchronize automatically each time you connect your HP Jornada to your desktop PC or to synchronize continuously whenever the synchronized information changes, for as long as the computers are connected. You can also synchronize at any moment by choosing **Synchronize Now** from the **Tools** menu in the Mobile Devices window.

Do not remove your HP Jornada from the docking cradle, disconnect the sync cable, or turn off your HP Jornada while synchronization is in progress.

Synchronizing selected data

You can synchronize some or all of the following items:

- **Pocket Outlook data**—Synchronize the Calendar, Contacts, or Tasks information on your HP Jornada with information stored in Outlook or Schedule+ on your desktop PC.
- **E-mail messages**—Share messages between selected folders in your HP Jornada Inbox and Microsoft Exchange or Outlook on your desktop PC. For more information, see the **Synchronizing e-mail messages** section in this chapter.
- **Files**—Synchronize the contents of the Synchronized Files folder (inside My Documents) on your HP Jornada with files stored in your My Documents folder (Windows 95) or in your Personal folder (Windows NT) on your desktop PC.

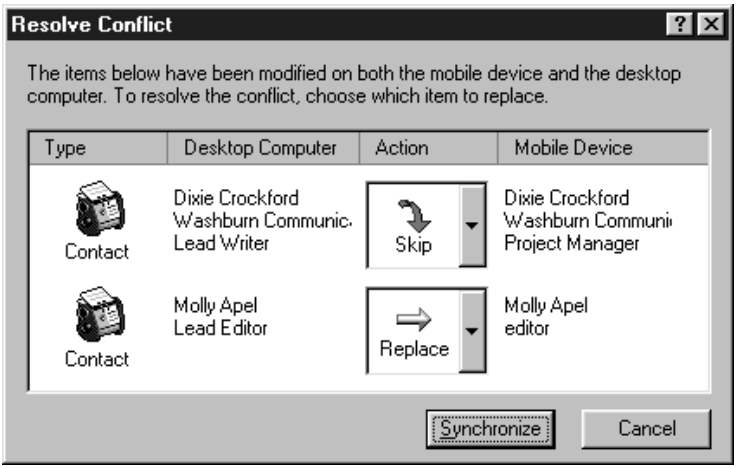
To specify data to synchronize

1. On your desktop PC, open the Mobile Devices window, and then select your HP Jornada icon.
2. On the **Tools** menu, click **ActiveSync Options**.
3. On the **General** tab of the **ActiveSync Options** dialog box, select the check boxes beside the services you want to synchronize.
4. To set specific options (for example, to indicate how many weeks of Calendar data to synchronize, or to synchronize only active tasks), select the appropriate service, and then click **Options**.

Reducing the amount of data to synchronize, for example, by synchronizing only 1 or 2 weeks of Calendar data, can significantly speed up the synchronization process. If you use Microsoft Outlook, Windows CE Services synchronizes only 2 weeks of calendar data by default.

Resolving synchronization conflicts

If the same item (for example, an appointment or a task) has been modified on both the desktop PC and on the HP Jornada, ActiveSync will indicate that a Synchronization conflict has occurred. When the **Resolve Conflicts** dialog box appears, you can either resolve the conflict by selecting one of the items to replace or you can ignore the conflict, leaving the data on both computers unchanged.



You can resolve each conflict manually, at the time of synchronization, or you can resolve conflicts automatically by setting a default option for conflict resolution.

To set a default option for conflict resolution

1. Open the Mobile Devices window, and then select your HP Jornada icon.
2. On the **Tools** menu, click **ActiveSync Options**.
3. On the **General** tab of the **ActiveSync Options** dialog box, click **Advanced**.
4. Select the option you prefer to resolve conflicts.

Synchronizing e-mail messages

You can synchronize your HP Jornada Inbox with the e-mail program (Microsoft Outlook or Exchange) on your desktop PC partner. By synchronizing, you can take important messages with you when you travel, or you can use your desktop PC to send messages that you create on your HP Jornada.

When you synchronize:

- Messages are copied from the Inbox folder on your desktop computer to the Inbox folder on your HP Jornada (by default, only the messages received in the past 3 days are synchronized, and no attachments are copied).
- Messages on the two computers are linked. So, for instance, if you delete a message on your HP Jornada, it will also be deleted on your desktop PC the next time you synchronize.
- Messages in the Outbox folder on your HP Jornada are transferred to the Outbox on your desktop PC and then sent from that program.

Synchronizing from a remote location

The ActiveSync program on your HP Jornada enables you to synchronize files, e-mail messages, and Pocket Outlook data with your desktop PC, even when you are away from the office. You can do this by remote dial-up connection or LAN connection to your desktop PC. You can also connect to a computer not on a network (such as your home computer) and synchronize using a modem.

Before you can synchronize remotely, the desktop PC or network server must be configured for Remote Access Services (Windows NT) or Dial-Up Networking (Windows 95 or later), and you must create a connection on your HP Jornada by using either the HP Jornada dialup application or the Remote Networking program. For information about setting up connections with HP dialup, see the **Setting up a remote connection to your network** section in chapter 6. For Remote Networking information, see the **Accessing a computer not on a network** section in this chapter. After you have set up for either type of connection, you can synchronize data. See the **To start remote synchronization** procedure later in this chapter.

Accessing a computer on your corporate network

To access a PC on your corporate network from a remote location, you must have an account provided by your network administrator, and you must set up a connection to your network server using HP dialup (see chapter 6). In addition, you must set up the target PC to receive your calls as follows.

- The target PC must be turned on.
- Windows CE Services must be set up on the target PC. (See the **Installing Windows CE Services** section earlier in this chapter.) Also, the **Auto Connect** option should be set to **At all times**.
- Windows CE Services must be running, and the **Waiting for mobile device to connect** status message must be shown in the Mobile Devices window.
- In the **Windows CE Services Properties** dialog box, **Enable a network connection** must be selected.
- Any folders or drives you want to access must be shared.

If you will be dialing in to a desktop PC running Windows 95, you must also have Dial-up Networking components set up on the target desktop PC.

Accessing a computer not on a network

If you want to dial in to a computer that is not on a network (such as your home PC with Windows 95 and Microsoft Plus! pack), you must set up the target PC to receive your calls as follows.

- The target desktop PC must be turned on.
- The target desktop PC must have a modem installed and configured and must be set to receive incoming calls. (Refer to the instructions from the manufacturer of your desktop PC modem.)
- Dial-up Networking (Windows 95) or Remote Access Service (Windows NT) must be set up and configured so that your target PC can act as a server. (See your Windows documentation for further instructions.)
- Windows CE Services must be set up on the target PC (for instructions, see the **Installing Windows CE Services** section in this chapter). The **Auto Connect** option should be set to **At all times**.
- Windows CE Services must be running, and the **Waiting for mobile device to connect** status message should appear in the Mobile Devices window.
- In the **Windows CE Services Properties** dialog box, **Device connection via network** must be enabled.
- Any folders or drives you want to access must be shared.

You need the following information to establish a Remote Networking connection:

- Your Windows user name and password, if you are required to log on to your computer
- Telephone number of the modem

To create a connection to a computer not on a network (such as a home computer), you will need to create a new connection using Remote Networking on your HP Jornada.

To create a Remote Networking connection

1. On the **Start** menu, point to **Programs**, point to **Communication**, and then tap **Remote Networking**.
2. In the Remote Networking folder, double-tap **Make New Connection**.
3. In the **Make New Connection** dialog box, tap **Dial-up**, and then tap **Next**.
4. If you have the HP Jornada 680 or 690, select **Built-In Modem** from the list of modems. If you have the HP Jornada 680e or 690e, select the appropriate option for the modem you have installed.
5. Tap **TCP/IP Settings**, and then tap the **General** tab. Make sure the **Use Server-assigned IP Address** check box is selected.
6. On the **Name Servers** tab, tap **Server-assigned addresses**, and then tap **OK**.
7. Tap **Next**, and then fill in the telephone number you wish to dial. Tap **Finish**. A new icon appears, labeled with the name you chose, in your Remote Networking folder. This connection will also appear in your remote synchronization dialog box.

To set a dialing location for a Remote Networking connection, double-tap the icon for the connection in the Remote Networking folder. In the **Dial-up Connection** dialog box, tap **Dial Properties**, and then fill in the information as you would for a network or ISP connection using the HP Jornada dialup application.

To start remote synchronization

1. On your HP Jornada **Start** menu, point to **Programs**, point to **Communication**, and then tap **ActiveSync**.

2. If you are connecting using a modem or dial-up connection, select the connection you will use from the list. All connections you have created either with the HP Jornada dialup application or Remote Networking will appear in this list.
   –or–
   If you are connecting over a network, tap **Network Connection**.
3. In the **Connect to** list, select the name of the desktop PC to which you will connect. The **Connect to** list displays only the PCs with which you have already established a partnership.
4. In the **User Logon** dialog box, type your user name, password, and domain if necessary, and then tap **Connect**.

Transferring files

You can copy files between your HP Jornada and desktop PC by dragging icons to or from the HP Jornada icon in the Mobile Devices window, or by using the **Cut**, **Copy**, and **Paste** commands on the **Edit** menu.

Some files may need to be converted before you can use them on your HP Jornada. By default, Windows CE Services automatically converts files to the appropriate file type. However, you can choose not to convert files, or you can specify the conversions for each file type by changing options in the **File Conversion Properties** dialog box.

To set file conversion options

1. Open the Mobile Devices window.
2. On the **Tools** menu, click **File Conversion**.
3. Click either the **Device to Desktop** or **Desktop to Device** tab.
4. Select the file type, and then click **Edit** to change conversion options. In most cases, you will be offered a single conversion option or no conversion at all.

When Office 97 files are converted to their corresponding Pocket Office formats, the Pocket Office files are compressed, so they require much less storage memory than they do on your desktop PC. During conversion, certain formatting or attributes may also be removed from the Pocket Office version; however, all formatting should be restored when the file is returned to the desktop PC. For specific details, see the sections on Microsoft Office programs in chapter 5 or refer to online Help for that program on your HP Jornada. Only Microsoft PowerPoint® 97 files can be converted to Pocket PowerPoint.

Transferring PIM data from older palmtop PCs and handheld PCs

If you have an older palmtop PC or handheld PC, you can transfer personal information manager (PIM) data (Contacts, Calendar, and Tasks data) to your HP Jornada, saving you the task of re-entering entire lists of contacts or tasks. You can also copy all files, folders, and programs you have added from an older model Windows CE device to your HP Jornada.

The transfer process you follow and the type of data that can be migrated depends on the make and model of the palmtop or handheld PC, and whether it uses Windows CE Services to connect to your desktop PC.

Migrating data from older Windows CE palmtop PCs

If your data is stored on a palmtop or handheld PC that uses an older version of Windows CE, you must first back up the data to your desktop PC by using the version of Windows CE Services or H/PC Explorer that came with the device. Then, upgrade to Windows CE Services 2.2 on your desktop PC, and restore the data to your HP Jornada. Use the following procedure to migrate files, appointments, and other personal data stored on your old palmtop PC.

The following procedure will replace all files, programs, and Pocket Outlook data you have added to your HP Jornada with the information stored on the palmtop PC.

To migrate data from an older Windows CE device to your HP Jornada

1. Connect the older Windows CE palmtop PC to the desktop PC and establish a partnership between the two.
2. Synchronize the palmtop PC with the desktop PC using H/PC Explorer 1.0 or Windows CE Services.
3. Perform a full backup of your data:
   - In the Mobile Devices window on your desktop PC, click **Backup/Restore** on the **Tools** menu.
   - In the window that appears, on the **Backup** tab, select the options you prefer.
   - Click **Backup Now** to initiate the process.
   - Note the directory in which your data has been saved.

4. Note the Communications, Owner, and World Clock alarm settings on your palmtop PC. Also note Options and User Preferences settings for third-party programs. (These settings are not restored automatically.)
5. Disconnect the palmtop PC.
6. If H/PC Explorer version 1.0 is set up on your desktop, uninstall it using the Remove Programs control panel. (For more information, refer to online Help on your desktop PC.)
7. Insert the Desktop Software for Microsoft Windows CE compact disc that came with your HP Jornada and set up Windows CE Services 2.2. (For more information, see the **Installing Windows CE Services** section in this chapter.)
8. Connect your HP Jornada to the desktop PC.
9. On your desktop PC, in the **New Mobile Device Detected** dialog box, click **Restore** to restore data to your HP Jornada from the backup file created in step 3.
10. Disconnect the sync cable from your HP Jornada or remove your device from the docking cradle, and then press the reset button on your HP Jornada to complete the restoration operation.
11. Reconnect the sync cable to your HP Jornada or place it in the docking cradle to reconnect to the desktop PC. In the **New Mobile Device Detected** dialog box, click **Synchronize** to establish a partnership and synchronize your data.

Migrating data from non–Windows CE palmtops

If your data is stored on an HP 100/200LX Palmtop PC or an HP OmniGo Organizer, you must first transfer the data to your desktop PC. Use the Hewlett-Packard PIM Translation Utility (for HP devices only) to import the data into Schedule+ 7.0a on your desktop PC. After you have imported the data into Schedule+, you can update the information on your HP Jornada by synchronizing with Schedule+ using Windows CE Services 2.2.

The HP PIM Translation Utility is available on the HP Jornada Handheld PC compact disc included with your HP Jornada. This procedure migrates only Phone Book and Appointment Book data.

Before translating PIM data files, you must install the version of Schedule+ 7.0a found on the Desktop Software for Microsoft Windows CE compact disc on your desktop PC.

To install the HP PIM Translation Utility onto the desktop PC

1. Insert the HP Jornada Handheld PC compact disc into the CD-ROM drive on your desktop PC.
2. On the main menu of the HP Jornada Handheld PC compact disc installation screen, click **HP PIM Translation Utility**.

PIM data translation

You can translate only one file at a time. To translate multiple PIM data files, you need to repeat the Translation operation for each file separately.

To translate appointment data

1. Double-click the HP PIM Translation Utility icon to start the program.
2. In the Welcome screen, click **Appointments**.
3. Specify the appointment data file to translate in the **Open File** dialog box that appears, and then click **OK**. If the file you specify is not a PIM database file of the appropriate type, you will get an error message.
4. In the Appointment Book Translation Note screen, click **OK**. The Data Translation Progress screen appears, showing the progress of current translation activity.
5. When the translation is complete, a message appears. Click **OK** to return to the Welcome screen.

Limitation on appointment translation

Although the Appointment Book applications on the HP 100LX/200LX palmtop PCs and HP OmniGo 100/120 organizers and the Calendar application on the HP Palmtop PC support daily, weekly, monthly, and yearly repeated events, the Schedule+ application supports only daily and yearly repeated events. Because all translation goes through Schedule+, there is no direct mapping from earlier HP Palmtop products to Schedule+ for repeating weekly and monthly events. As long as you do not edit imported repeating weekly or monthly events in Schedule+ before you synchronize them with the HP Palmtop PC, they will translate correctly into repeating events on the palmtop PC. If, however, you edit them in Schedule+, they lose their weekly/monthly attribute and are treated as single events.

To translate a Phone Book data file

1. Double-click the HP PIM Translation Utility icon to start the program.
2. In the **Welcome** screen, click **Phone Book**.
3. In the **Open File** dialog box, specify the Phone Book data file to translate, and then click **OK**.
4. In the Phone Book Translation Field Map window, select mapping options. For more information, see the following sections.
5. When translation is complete, a message appears. Click **OK** to return to the Welcome screen.

Phone Book field mapping

The HP PIM Translation Utility attempts to map the fields in your Phone Book data file to standard fields in a Schedule+ record. As long as your Phone Book fields have standard names (that is, you have not modified the Phone Book database field structure), the translation is straightforward. The suggested mapping appears in a table in the Phone Book Translation Field Map screen:

- The left column shows the names of fields extracted from the Phone Book data file. (Only the fields that have data are included.)
- The right column shows the names of Schedule+ fields.
- An arrow in the center column indicates that the data in a Phone Book field in the left column will be copied to the corresponding Schedule+ field in the right column. Note that multiple Phone Book fields (for example, Address1 and Address2) can be mapped to the same Schedule+ field (for example, Business address). No arrow in the center column indicates that there is no mapping and, therefore, the data will not be copied. You can add or modify the suggested mappings before translating the data. For example, if you have customized the name of a Phone Book field so that the HP PIM Translation Utility does not know how to map it, you can define a mapping for it yourself.

Name mapping

The Name field in the Phone Book data file can be mapped in three ways in Schedule+:

- If the name in the Phone Book data file is entered as Name1, Name2 [Name3] (that is, with a comma after the first word), it is always mapped to the two name fields in Schedule+ with Name1 = Last Name and Name2 [Name3] = First Name.
- If the name in the Phone Book data file does not have a comma after the first word, you can choose one of two options for its mapping:
  - Last name/First name— (default) Name1 [Name3] Name2 maps to Name1 = Last Name and [Name3] Name2 = First Name.
  - First name/Last name—Name1 [Name3] Name2 maps to Name1 [Name3] = First Name and Name2 = Last Name.

In all cases, Last name is mapped to a single word, with any additional words such as [Name3] becoming part of First name.)

Mapping additions

If a field appears in the left column with no mapping (that is, no arrow in the center column) select a field name from the drop-down list of the Schedule+ field immediately to the right of the field whose mapping you want to define. The field name appears in the appropriate cell in the right column and a mapping arrow appears in the center column.

Mapping changes

If a field in the left column is mapped to the wrong field in the right column, change the mapping by selecting a different Schedule+ field name from the drop-down list for the corresponding cell in the right column.

Mapping removal

If a field in the left column should not be mapped to anything, click **None** from the drop-down list for the corresponding cell in the right column. The **None** option is not available for the Name field.

Translation status review

After each translation is finished, whether it completed successfully or was interrupted, the results are written onto the Status screen. Click the **Status** button on the Welcome screen to see the history of any translations begun during the current execution of the HP PIM Translation Utility.

Staying organized | 4

Your Hewlett-Packard Jornada 600 Series Handheld PC comes with a variety of programs designed to help you stay organized. Use Microsoft Pocket Outlook and HP Jornada viewer to manage your contacts, tasks, and calendar while you are away from your office. When you return, you can synchronize your HP Jornada with your desktop or notebook PC to ensure that the Pocket Outlook databases on your HP Jornada are always up to date with the Microsoft Outlook or Schedule+ data on your desktop.

Pocket Outlook also lets you set alarms and reminders so that you never forget an appointment or meeting. And, if you want a personal reminder, you can record voice memos to yourself with Microsoft Voice Recorder.

In this chapter you will find information about and basic procedures for:

- Pocket Outlook
- HP viewer
- HP quick pad
- Voice Recorder

For more information on these and other programs that come with your HP Jornada, see online Help.

Using Microsoft Pocket Outlook

Your HP Jornada comes with Microsoft Pocket Outlook, which includes Calendar, Contacts, Tasks, and Inbox. Using Microsoft Windows CE Services, you can synchronize information on your HP Jornada with information in Microsoft Outlook, Microsoft Schedule+, or Microsoft Exchange on your desktop computer. Each time you synchronize, Windows CE Services compares the changes you made to data on your device and desktop PC and updates both computers.

With Inbox, you can send and receive e-mail messages, either by synchronizing with the mail program on your desktop PC (either Outlook or Exchange) or by connecting directly to your mail server through an Internet or network account.

To start Pocket Outlook

1. On the **Start** menu, point to **Programs**, point to **Pocket Outlook**, and tap either **Calendar**, **Contacts**, **Inbox**, or **Tasks**.
   –or–
   Tap one of the Calendar, Contacts, Inbox, or Tasks hot keys.

To switch quickly from one Pocket Outlook applications to another, tap the **Go** menu on the toolbar of the current Pocket Outlook application.

Keeping appointments with Calendar

Use Calendar to schedule appointments, meetings, and other events. Quickly check your appointments in one of several views (Day, Week, Month, Year, and Agenda).

To create a new appointment

1. On the **Start** menu, point to **Programs**, point to **Pocket Outlook**, and tap **Calendar**.
   –or–
   Tap the Calendar hot key.
2. On the **File** menu, tap **New Appointment**.
3. Type a description and the location of your appointment.
4. Select the time and date of your appointment.
5. To add notes, tap the Notes button, and then tap once in the notes area. Type your notes.
6. To assign the appointment to a category, tap the Categories button, and then select a category from the list.
7. Select other desired options, and when you are finished tap **OK**.

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

Before you can send a meeting request, you must enter e-mail addresses in Contacts and set up Inbox to send and receive messages (see the **Using Inbox** section in chapter 6).

To create a meeting request

1. On the **Start** menu, point to **Programs**, point to **Pocket Outlook**, and then tap **Calendar**.
   –or–
   Tap the Calendar hot key.
2. On the **Tools** menu, tap **Options**, and then choose a mail transport:
   - If you send and receive messages using synchronization, select **ActiveSync**.
   - If you connect to an ISP or network, select the service you set up in Inbox or the HP Jornada dialup application.
3. Tap **OK**.
4. On the **File** menu, tap **Make Meeting**.
5. Enter the meeting information.
6. Select the contacts you want to invite.
7. Select other desired options, and then tap **OK**.

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

Your HP Jornada will remind you about your appointments and meetings by playing a sound, flashing the notification light, and/or displaying a message on the screen. To choose the way you prefer to be notified, tap **Options** on the **Tools** menu. Tap **Alarm**, and then tap **Reminder Options**.

Managing names and addresses with Contacts

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

To create a new contact

1. On the **Start** menu, point to **Programs**, point to **Pocket Outlook**, and tap **Contacts**.
   –or–
   Tap the Contacts hot key.
2. On the **File** menu, tap **New Contact**.
3. Type a name.
4. Tap **Business** or **Personal** and type information in the appropriate fields. Supply an e-mail address to send meeting requests and e-mail messages to this contact.
5. To add a note or assign the contact to a category, tap **Notes/ Categories**. Then, select the notes area and enter your notes, or select a category from the list.
6. When you are finished, tap **OK**.

You can send up to 25 contact cards at a time to another Windows CE–based device. To do this, line up the infrared ports on the two devices so that they are within 1 meter (3 feet) of one another. On the Contacts list, select the item(s) you want to send, and then on the **File** menu, tap **Send**. If you are receiving items, tap **Receive**. Category information and notes are not transmitted with the contact.

Keeping track of your workload with Tasks

The Tasks program helps you keep track of what you need to do. Enter the details for a task on the task card, and then assign a category. You can even associate a date with the task and then set a reminder for yourself.

You can sort the list on any column by tapping the column heading (the column used for sorting the list displays a triangle in the heading). If you sort by status, active tasks are listed before completed tasks. Or, you can filter your list to show only a specific status of a task or tasks belonging to a specific category. When your list is filtered, the filter button is selected. Overdue tasks are displayed in red, bold text.

To create a new task

1. On the **Start** menu, point to **Programs**, point to **Pocket Outlook**, and tap **Tasks**.
   –or–
   Tap the Tasks hot key.
2. On the **File** menu, tap **New Task**.
3. Type a description of the task.
4. Select the start date, due date, and other information.
5. To add a note to a task, tap the Notes button, and then tap once in the note-taking area. Type your note, and then tap **OK**.
6. When you are finished, tap **OK**.

Managing your e-mail with Inbox

Use Inbox to send and receive e-mail messages. You can access your e-mail by synchronizing with your desktop PC or by connecting to a mail server through an Internet or network account. (For more information, see the **Using Inbox** section in chapter 6 and the **Synchronizing e-mail messages** section in chapter 3.)

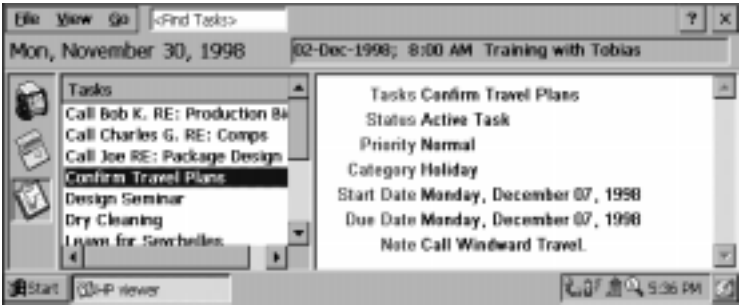
Using HP viewer

HP viewer gives you a quick and versatile way to view the information in your Pocket Outlook Calendar, Contacts, and Tasks databases. HP viewer displays the information you choose in as much detail as you want, including detailed contact information, tasks and notes on a single screen, or all the appointments and tasks scheduled for a single day, a week, or up to 6 months at a time. HP viewer also enables you to view a single field for any record or to switch instantly to Pocket Outlook for editing.

By default, the HP viewer icon is displayed on the Windows CE desktop.

To start HP viewer

1. On the **Start** menu, point to **Programs**, point to **HP Applications**, and then tap **HP viewer**.
   –or–
   Press the HP viewer hot key.



HP viewer shows your Pocket Outlook information quickly.

HP viewer uses the same font settings as Pocket Internet Explorer. Changing the font or font size in Pocket Internet Explorer will also change the way information is displayed in HP viewer.

You can quickly switch from HP viewer to Pocket Outlook to look at the selected date in all Calendar views.

To switch to Pocket Outlook

1. On the **Go** menu, tap the appropriate program or view.

HP viewer displays the current date and your next scheduled appointment below the toolbar in the Today Banner of the HP viewer window. To quickly view detailed information about the appointment, tap the appointment title in the Today Banner.

To switch between Calendar, Contacts, and Task information

1. Tap the appropriate icon on the left side of the HP viewer window.

Viewing Calendar information

HP viewer lets you view your calendar in Day, Week, Month, or n-Month view.

- Tap the Calendar icon on the left side of the HP viewer window to display Calendar information.
- Tap a View button on the toolbar to change views.
- Tap the Go to Date button on the toolbar to view information for a specific date.

n-month (displays 3 months)

Month

Week

Day

Today (GoTo Today command)

Date (GoTo Date command)

Day View offers a fast way to browse your schedule for the current day or up to 7 days that you select.

To enable Day Zoom in n-Month View, Month View, or Week View, press the spacebar to display appointments and tasks for the selected date(s). Tap an icon next to an appointment or event to expand a note or to display more information about that appointment or event.

You can set HP viewer to always display Day Zoom for the date you select by tapping on the toolbar.

Week View enables you to display 1, 2, or 3 weeks of your calendar at a time. Press as you tap or on the scroll bar to increase or decrease the number of weeks displayed. Tap an event to display detailed information about that event.

Use Month View to display 5 weeks of data on a single screen, or use n-Month View to display calendars for several months at a time. Tap a day to display detailed information about appointments or events scheduled on that day.

Viewing Contacts information

HP viewer lets you view all information for a particular contact on a single screen.

- Type in the **Find File As** box to display only contacts matching the letter(s) you type.
- Tap a tab on the left side of the contact list to jump to contacts that begin with a letter on the tab. To jump to contacts that begin with the second letter on the tab, tap the tab again.
- To change the field on which the contact list is sorted, tap the field name at the top of the list, and then choose a field from the **Select Primary Key** dialog box.

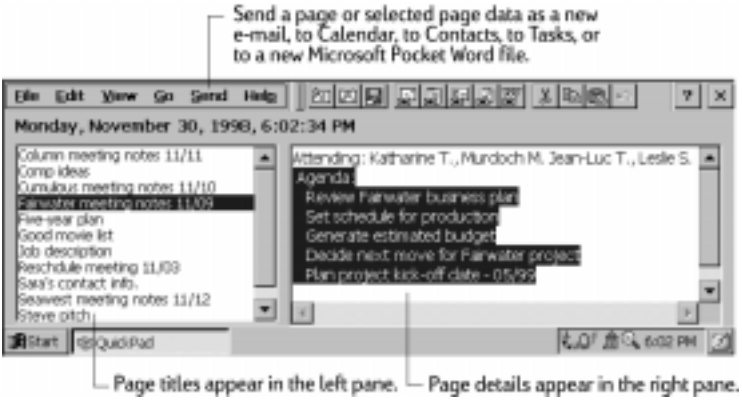
Viewing Tasks information

You can also use HP viewer to view task information for any field, including Notes.

- Type in the **Find Task** box to display only tasks that match the letter(s) you type.

Capturing data with HP quick pad

Use HP quick pad to enter all the notes and information you acquire during your day. Quickly record names, telephone numbers, quick notes to yourself. You can save this information in HP quickpad or create appointments, tasks, e-mail messages, even Pocket Word documents from a single application.



With quick pad, you can check the date and time at a glance, review your current appointments and tasks, and quickly find a telephone number or address from your contact list.

Quickly jot notes and reminders or new contact information on the notepad. Then, save your notes in quick pad or send them to the appropriate database, such as your Contacts or Tasks list.

To start HP quick pad

1. On the **Start** menu, point to **Programs**, point to **HP Applications**, and tap **HP quick pad**.
   –or–
   Press the HP quick pad hot key.

To save information in HP quick pad

1. On the **File** menu, tap **New Page** to create a blank notepad page.
2. Tap once in the notepad area, and then type the information you want to save.
3. On the **File** menu, tap **Rename Page**, and then type a descriptive name for the information.
4. On the **File** menu, tap **Save**.

You can create as many pages as you like. Retrieve information by selecting the page title from the drop-down list, or by tapping **Find in Page** on the **Edit** menu, and then typing a word or words to search for.

To organize information for use in other programs

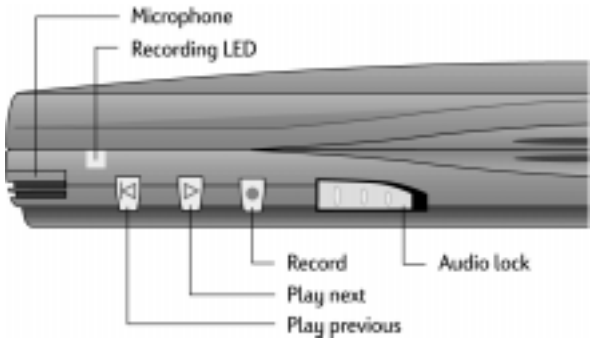
1. In HP quick pad, open the page containing the information, and select the text you want to export.
2. On the **Send** menu, select the program in which you want to use the information:
   - Tap **As E-mail Message** to create an e-mail message containing the selected text.
   - Tap **To Calendar**, **To Contacts**, or **To Tasks** to create an entry in one of the Pocket Outlook databases.
   - Tap **As New Pocket Word Document** to create a Pocket Word document containing the selected text.
3. In the dialog box that appears, add any necessary information (for example, the start or end date of a task or appointment, or addressees for an e-mail message), and then tap **OK**.

Recording and playing voice memos

You can use Microsoft Voice Recorder to quickly capture thoughts, reminders, and ideas. Since your recordings are captured in the compatible Wave (.wav) format, you can send personalized voice messages to friends and colleagues as e-mail attachments that can be opened in most Web browsers on a desktop PC.

Use the audio buttons on the front of your HP Jornada to record and play voice memos without even opening the cover. To avoid inadvertently pressing one of the audio buttons, slide the audio lock to the left. When the buttons are unlocked, the green dot is visible.

Voice Recorder is intended for recording personal voice memos and is not suitable for recording presentations, music, or lectures. Some static or electrical noise may be heard during playback.



To record a voice memo without opening your HP Jornada

1. Press and hold the record button on the front panel of the HP Jornada. If the speaker is not muted, a beep sounds when recording begins. The red recording LED indicates that recording is in progress.
2. Speak into the microphone to record your voice memo.
3. To stop recording, release the record button. Two beeps indicate that recording has stopped.

   After you have finished recording, your HP Jornada remains on until it auto-suspends according to the options you set in the Power control panel.

If you have enabled password protection for your HP Jornada, you cannot play voice memos using the audio buttons. You must either play back voice memos using the Voice Recorder program, or disable password protection (see the **Security** section in chapter 7).

To play a voice memo without opening your HP Jornada

1. Slide the audio lock to the right. (The green dot indicates that the audio buttons are unlocked.)
2. Press either the play next button or the play previous button on the front panel of the HP Jornada.

   Voice recorder begins playing all recordings in sequence.

   - To fast forward in the current recording, press and holdthe play next button.
   - To rewind in the current recording, press and hold the play previous button.
   - To skip to the next recording, press play next.
   - To replay the previous recording, press play previous.
   - To pause playback, press record.
   - To resume playback, press either play next or play previous within 10 seconds of pausing.

To record and to play a voice memo from within Voice Recorder

1. On the **Start** menu, point to **Programs**, point to **Accessories**, and then tap **Voice Recorder**.
   –or–
   Press the Voice Recorder hot key.
2. Tap the **Record** button on the toolbar. A beep sounds when recording begins, and the red recording LED indicates that recording is in progress.
3. Speak into the microphone to record your voice memo.
4. To stop recording, tap the **Stop** button on the toolbar. The new recording appears in the recording list.
5. To play a recording, double-tap it in the recording list. To pause playback, tap **Play/Pause**. Tap **Play/Pause** again to resume playback.

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

Conserving memory

Voice memos may consume large amounts of storage memory on your HP Jornada. If you record or store lots of voice memos, you may need to take steps to conserve memory.

- Delete voice memos you no longer need. Select the recording in the list, and then tap **Delete** on the **File** menu. Note that voice memos are deleted immediately; they are not moved to the Recycle Bin and cannot be recovered.
- Adjust the amount of storage memory available on your HP Jornada using the Memory tab in the System control panel.
- Add more memory to your device with a CompactFlash Card or PC Card. (For a list of recommended cards, go to the Hewlett-Packard Web site at www.hp.com/jornada.)
- Use HP Mobile Voice to store your voice memos in a compressed format. You can choose Mobile Voice format from the list of recording formats (on the **Tools** menu, tap **Recording Format**). This saves space, but lowers the quality of the recording, so try to speak close to the microphone to increase clarity.

Getting down to business | 5

Your Hewlett-Packard Jornada 600 Series Handheld PC can help you stay productive and be efficient, even when you are away from your desktop or notebook PC. You have access to Microsoft Pocket Office and other pre-installed programs to help you calculate expenses and conduct searches. Your HP Jornada also includes the HP Jornada backup application, which keeps things running smoothly.

In this chapter, you will learn more about:

- Microsoft Pocket Office, which includes:
  - Microsoft Pocket Word
  - Microsoft Pocket PowerPoint
  - Microsoft Pocket Excel
  - Microsoft Pocket Access
- Microsoft InkWriter
- HP Jornada backup application
- OmniSolve from Landware
- bFAX from bSquare
- bFIND from bSquare

Working with Microsoft Pocket Office

Microsoft Pocket Office makes it easy to work in the familiar Office environment, even when you are away from your desktop or notebook PC. You can start any of the Pocket Office programs by double-tapping the appropriate icon on the desktop or by pressing the appropriate HP hot key. For more detailed information about these programs, see the Microsoft Pocket Office topic in online Help.

Using Microsoft Pocket Word

You can create and edit documents or templates in Pocket Word just as you do in Microsoft Word on your desktop computer. Begin by placing the cursor in the document page and start typing in either Outline or Normal view. A spelling checker is provided to verify spelling accuracy, and you can quickly format text using buttons and menu commands similar to those found in Microsoft Word on your desktop PC. You can access international characters and symbols for currencies from the **Tools** menu.

Pocket Word allows you to save documents in several file formats so that your files can be opened by other users or other programs. If you transfer documents between your HP Jornada and desktop PC, Windows CE Services automatically converts the files to the appropriate file type. If you send files by e-mail, be sure you save your document in a format that can be opened by the recipient:

file type	extension	open with
Pocket Word document	.pwd	Pocket Word
Pocket Word template	.pwt	Pocket Word
Word 6.0/95/97 document	.doc	Microsoft Word 97
Word 6.0/95/97 template	.dot	Microsoft Word 97
Rich Text Format	.rtf	most word processing programs
ASCII text	.txt	any text editor

To start Pocket Word

1. On the **Start** menu, point to **Programs**, point to **Office**, and then tap **Microsoft Pocket Word**.
   –or–
   Press the Microsoft Pocket Word hot key.

To create a document using Pocket Word

1. On the **File** menu, point to **New**, and then tap **Document**.
2. Type the document.
3. On the **File** menu, tap **Save**.
4. Type a name for your file, and then tap **OK**.

To see more of your document, on the **View** menu, tap **Full Screen**.

Using Microsoft Pocket PowerPoint

You can deliver professional online presentations with Pocket PowerPoint. Simply create the presentation in Microsoft PowerPoint 97 on your desktop PC and transfer the presentation to your device. You cannot create slides on your HP Jornada; however, you can customize the title slide in the presentation and change the order of the subsequent slides to suit a particular client or audience.

You can show the presentation directly on your HP Jornada, or you can use an HP VGA out card to connect an external monitor or a projector and show the presentation to a large group. This option allows you to view PowerPoint speaker notes on the HP Jornada display while your presentation is showing on the external monitor. Your Pocket PowerPoint file will include the text, pictures, notes, and layout position of the original Microsoft PowerPoint presentation, but will not include animations or slide transitions. Animations are displayed as a single, still frame.

To start Pocket PowerPoint

1. On the **Start** menu, point to **Programs**, point to **Office**, and tap **Microsoft Pocket PowerPoint**.
   –or–
   Double-tap the Microsoft Pocket PowerPoint icon on the desktop.

To show a presentation

1. Using Windows CE Services, copy the presentation from your desktop PC to your HP Jornada.
2. On the **Start** menu, point to **Programs**, point to **Office**, and tap **Microsoft Pocket PowerPoint**.

3. In the **Open Presentation** dialog box, select the presentation you want to show, and then tap **OK**.
4. To change the presentation display and slide-advance options, on the **Tools** menu, tap **Set Up Show**.
5. To show the presentation, tap **View Show** on the **View** menu. If you chose **Manual** under **Presentation Display** in step 4, use the **Previous** and **Next** buttons to control the slides.

You can tailor a presentation by adding a new title slide to your presentation. To do so, tap **Title Slide** on the **Tools** menu.

To show a slide presentation on a VGA-compatible monitor

1. Insert an HP VGA out card into your HP Jornada, and then connect the card to a monitor or projector according to the instructions that came with the card.
2. Start PowerPoint, and open the presentation (see **To show a presentation** earlier in this chapter).
3. On the **Tools** menu, tap **Set Up Show**.
4. From the **View Show On** list, select one of the VGA out options.
5. To start the show, tap **View Show** on the **View** menu.

You can make the display fade to black during a presentation. To do so, press B. To make the screen fade to white, press W. Press B or W again to resume the presentation.

Using Microsoft Pocket Excel

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

Pocket Excel allows you to save workbooks in several file formats so that your files can be opened by other users or other programs. If you transfer workbooks between your HP Jornada and desktop PC, Windows CE Services automatically converts the files to the appropriate file type. If you send files

by e-mail, be sure you save your workbook in a format that can be opened by the recipient.

To start Pocket Excel

1. On the **Start** menu, point to **Programs**, point to **Office**, and then tap **Microsoft Pocket Excel**.
   –or–
   Double-tap the Microsoft Pocket Excel icon on the desktop.

To create a workbook using Pocket Excel

1. On the **File** menu, point to **New**, and then tap **Workbook**.
2. Create your worksheet.
3. On the **File** menu, tap **Save**.
4. Type a name for your file, and then tap **OK**.

If your workbook contains sensitive information, you can protect it with a password. To do so, open the workbook and tap **Password** on the **File** menu. Password-protected workbooks cannot be synchronized.

Using Microsoft Pocket Access

You can use Pocket Access to view and update data derived from Microsoft Access, Microsoft SQL Server, and other ODBC databases on your HP Jornada. You can open the database and update data in the corresponding tables or you can fill out electronic forms. Eventually, you should synchronize the new information with a larger database on your desktop PC or your corporate network. You can also use Pocket Access to create new databases, tables, and SQL procedures directly on your device.

Programmers can use Microsoft ActiveX™ Data Objects for Windows CE (ADOCE) and Microsoft Visual Basic™ or Microsoft Visual C++™ to develop custom database solutions. For more information on creating custom database solutions, go to the Microsoft Web site at www.microsoft.com/windowsce.

To create a new database and table

1. On the **Start** menu, point to **Programs**, point to **Office**, and then tap **Microsoft Pocket Access**.
   –or–
   Double-tap the Microsoft Pocket Access icon on the desktop.

2. On the **View** menu, tap **Database View**, and then tap **Open/New Database** on the **File** menu.
3. Type a name for the database and tap **OK**.
4. Double-tap the Create a New Table icon.
5. In the **Field Name** box, type a name.
6. From the **Data Type** list, select a data type.
   - The data type of a field cannot be changed after the table is saved.
   - Text boxes have a size limit of 255 characters. To enter longer notes, select the Memo data type.
   - To enter numbers with decimal points, select the Float data type.
   - To enter numbers between -32,768 and +32,767, select the Integer data type.
   - To enter smaller numbers, select the Small Integer data type.
7. To set the size limit of a field, enter an amount in the **Field Size** box. You cannot change field sizes after the table is saved.
8. To index the field, select **Yes** from the **Indexed** list. Indexing a field allows Pocket Access to find and sort information faster for that field.
9. Repeat these steps until you have created all the fields you want for your table.
10. On the **File** menu, tap **Save Table**.

If you have tables that you do not want to keep updated on the device (such as product catalogs), mark them as read-only when transferring them from the desktop to the device to save time during future synchronization sessions. Windows CE Services will not check for updates the next time you synchronize.

Printing your Pocket Office documents

You can print your Pocket Office and other documents from your HP Jornada in three different ways:

- By connecting directly to a PCL printer using the optional HP parallel printer cable (F1274A). For a list of compatible printers, refer to the HP parallel printer cable User's Guide that came with your HP Jornada.
- By connecting via infrared port (only with an infrared-equipped PCL printer).
- By transferring the file to your desktop PC and printing it from within a program on the desktop PC.

For instructions on printing directly to a printer using the HP parallel printer cable, see the HP parallel printer cable User's Guide.

To print directly to a printer via infrared

1. Open the file or document you want to print.
2. On the **File** menu, tap **Print**. The **Print** dialog box appears.
3. Choose the PCL printer you will be printing to and select the IrDA port option.
4. Set other print options as necessary.
5. Tap **OK,** and then line up the infrared port on your HP Jornada with the infrared port on the printer.

Using Microsoft InkWriter

InkWriter, a text, graphics, and ink processor with Rich Ink technology, makes it easy to write and draw the way you do on paper, but with the benefit of being able to edit and format your writings and drawings. With InkWriter, you can enter information in the way that is easiest for you: type using the keyboard or write or draw on screen using the stylus.

To create an InkWriter document

1. On the **Start** menu, point to **Programs**, point to **Accessories**, and then tap **InkWriter**.

2. Create your document:
   - To type, tap **Writing** on the **View** menu, and then use the keyboard.
   - To draw, tap **Drawing** on the **View** menu, and then drag the stylus to draw on the touch screen. You can also create a drawing in Writing view by crossing three of the ruled lines on the first stroke of the drawing.
3. When you are finished, tap **Save** on the **File** menu.

Backing up and restoring data

To prevent loss of data, you should back up your HP Jornada data frequently. You can back up your HP Jornada two convenient ways:

- Use Windows CE Services to back up all data to your desktop PC.
- Use the HP Jornada backup application to back up all data or only PIM data (HP quick pad, Contacts, Calendar, and Tasks databases) to a PC Card or CompactFlash Card or to internal memory.

Using Windows CE Services Backup at your PC

The Windows CE Services Backup feature creates a complete duplicate of all data stored on your HP Jornada. If you routinely connect to your desktop PC, this is the best method of data backup. The backup file is saved on the hard disk of your desktop PC.

When you restore data from a backup file created by Windows CE Services, all data on your HP Jornada is replaced by the data in the backup file, including files you have created, programs you have installed, and any system settings and options you have set.

To access the Windows CE Services Backup feature, tap **Backup** on the **Tools** menu in the Mobile Devices window. For more information about Windows CE Services Backup, see online Help.

Using the HP Jornada backup application

To ensure the complete safety of your data, use the HP Jornada backup application to back up to an optional CompactFlash Card (such as the HP CompactFlash Card, model F1233A). By backing up to a CompactFlash Card, you can safeguard your data even while you are traveling or while you are away from your desktop PC. HP backup lets you choose to back up all data or only PIM data (Calendar, Contacts, and Tasks, and HP quick pad notes). For information on using CompactFlash Card accessories with your HP Jornada, see the **Using PC Cards and CompactFlash Cards** section in chapter 7.

If you have both a CompactFlash Card and a PC Card installed, two folders appear in the My Handheld PC folder. The folder called Storage card2 represents the CompactFlash Card.

You can also back up data to a folder on your HP Jornada; however, this will not preserve the information in case you lose power or need to perform a full reset. (See the **Resetting** section in chapter 8.)

To back up data

1. On the **Start** menu, point to **Programs**, point to **HP Applications**, and then tap **HP backup**.
2. Tap **Backup**.
3. Choose one of the backup options:
   - Select **Back up all data** to back up all information stored in RAM, including files you have created and programs you have installed. (Certain system settings and passwords are not backed up.)
   - Select **Back up PIM databases** to back up only your Contacts, Tasks, and Calendar databases and HP quick pad notes.
4. Follow the instructions on your screen to complete the backup process.

For additional protection, you can copy the backup file (*.dbe or *.dbb) from your HP Jornada to your desktop PC.

To restore from a backup file

1. On the **Start** menu, point to **Programs**, point to **HP Applications**, and then tap **HP backup**.
2. Tap **Restore all data** or **Restore PIM databases**.
3. Select the backup file you want to restore, and then tap **Restore**.

When you restore, your HP Jornada must have the same regional settings as when you completed the backup. Otherwise, you will not be able to restore the files. To change regional settings, on the **Start** menu, point to **Settings**, tap **Control Panel**, and then double-tap the Regional Settings icon. Select your region from the drop-down list.

Using OmniSolve from Landware

OmniSolve is a financial application that offers the same features as the HP business calculator. It is designed specifically for real estate, retail, and business professionals who use Handheld PCs to make financial decisions

quickly and accurately. OmniSolve employs a "form filling" metaphor to provide you with a rich problem-solving environment that is unparalleled in its ease of use, power, and flexibility.

To start OmniSolve

1. On the **Start** menu, point to **Programs**, point to **Accessories**, and then tap **OmniSolve.**

For detailed procedures about using OmniSolve, refer to online Help.

Using bFAX Pro from bSquare

You can send and receive faxes with your HP Jornada by using bFAX Pro. bFAX Pro allows you to send documents you have created in other programs, receive faxes and view them as graphic files, and manage fax documents stored on your HP Jornada. bFAX includes bVIEW, which enables you to preview faxes before you send them. For detailed procedures about using bFAX Pro and bVIEW, see online Help.

Before you can send and receive faxes, you will need to connect a telephone line to your HP Jornada and configure your modem. If you are using an external or PC Card modem, follow the instructions included with the modem to install and configure it for use with your HP Jornada.

For more information on connecting a telephone line to your HP Jornada and setting dialing options, see the **Connect the telephone line** section in chapter 6.

To start bFAX Pro

1. On the **Start** menu, point to **Programs**, point to **Communication**, and then tap bFAX Pro.

If you need to send several faxes, send them one at a time rather than all at once. The internal modem (models 680 or 690 only) might interrupt the transmission when several faxes are sent at one time. To send faxes one at a time, select a fax, and then on the **Fax** menu, tap **Send Fax**. Do not click **Send all Faxes in Outbox**. If sending is interrupted, you will need to perform a soft reset to disconnect the modem. For more information, see the **Resetting** section in chapter 8.

Using bFIND from bSquare

With bFIND you can search for a word or text string in any database, file, filename, or e-mail message stored on your HP Jornada. Simply enter the characters you want to search for in the initial bFIND dialog box, and bFIND retrieves all occurrences of that string. bFIND is integrated with existing programs, so, double-tapping one of the search results within bFIND launches the program in which the string was found and opens the document containing that search string.

bFIND includes default script files for the standard Windows CE programs, databases, and file types. These script files help bFIND interpret search results and drive other applications to complete the searches that are started within bFIND. You can search any or all of the following areas:

- E-mail messages
- Contacts, Appointments, and Tasks databases
- Other databases (Pocket Access databases, for example)
- File contents (including Pocket Word and Pocket Excel files)
- File names (searches files and folders)
- bFAX packages

To start bFIND

1. On the **Start** menu, point to **Programs**, point to **Accessories**, and then tap **bFIND**.

For detailed procedures about using bFIND, see online Help.

Accessing e-mail and the Web | 6

With your Hewlett Packard Jornada 600 Series Handheld PC (H/PC), you can keep in touch with your office, home, and clients through e-mail and the Internet. You can connect in many ways using your HP Jornada and various accessories. This chapter will guide you through the options best suited to your needs.

This chapter provides information that allows you to:

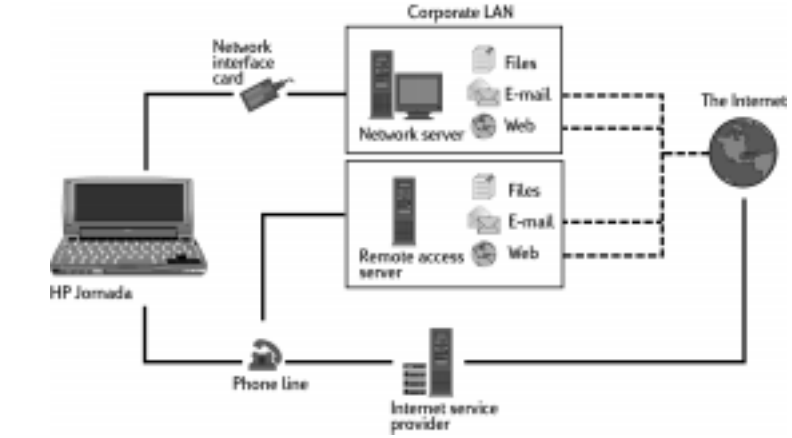
- Decide why and how you want to connect
- Set up your HP Jornada to access personal e-mail and the Internet
- Set up your HP Jornada to access corporate e-mail and your network or PC when you are away from the office (offsite)
- Set up your HP Jornada to access corporate e-mail and network resources when you are in the office (onsite)
- Set up additional connections with the HP Jornada dialup application or Remote Networking
- Use your connections with Inbox and Microsoft Pocket Internet Explorer

Deciding how and why you want to connect

The method you use for sending and receiving your e-mail, browsing the Internet, and accessing other remote resources depends on your goals and situation. Do you:

- Need access to personal (non-corporate) e-mail and the Internet?
- Need access to corporate e-mail and network services when you are on the road or out of the office?
- Need access to corporate e-mail and network services when you are onsite at your company?
- Have more than one e-mail account (for example, personal and business)?
- Want access to your CompuServe™ mail?

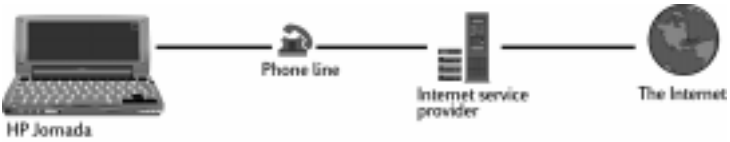
Your answers to these questions will help you determine which equipment you can use in combination with your HP Jornada to keep in touch online. The following illustration depicts the different solutions to your online needs.



Which connection options are right for you?

For explanation of some of the terms used in the descriptions that follow or in the HP dialup application, check the glossary at the end of this User's Guide.

Accessing personal e-mail and the Internet



If you want e-mail and Internet service only (with no access to a company network), you will need:

- **An installed modem**—If you have the HP Jornada 680 or 690, you have an internal modem, so you are ready to go. If you have the HP Jornada 680e or 690e, you can choose from a variety of available PC Card modems. (For more information about compatible PC Card modems, go to the HP Jornada Accessories page on the Hewlett-Packard Web site at www.hp.com/jornada.)

- **A PPP (Point-to-Point Protocol) or SLIP (Serial Line Internet Protocol) account**—An Internet service provider (ISP) will provide you with important information, such as a user name, password, dial-up telephone number, server names, and so on.
- **A dial-up connection set up on your HP Jornada**—HP dialup makes this step easy.
- **Access to a telephone line**—You can connect to an analog telephone line with your HP Jornada 680 or 690. Or, if you have the HP Jornada 680e or 690e, you can connect to the telephone line supported by your PC Card modem.

If you use the HP Jornada 680 or 690, you must use an analog telephone line to connect your modem. Connecting to a digital telephone line can damage your modem.

Installing and configuring a modem

The HP Jornada 680 and 690 have a built-in 56K V.90 modem for easy communication, so no installation is required. Note that the UK version of the built-in modem does not support certain dialing properties. The built-in modem on this model does not detect a dial tone before dialing. By default, the Wait for dial tone before dialing box is checked. The modem will dial even if there is no dial tone. It also does not support the pulse dial option. The modem dials using tone dial only. By default, tone dialing is selected.

The HP Jornada 680e and 690e support a variety of available PC Card modems. (For more information about compatible PC Card modems, go to the HP Jornada Accessories page on the Hewlett-Packard Web site at www.hp.com/jornada.) Follow the manufacturer's instructions included with the PC Card modem to install and configure it for use with your HP Jornada.

Getting an account with an Internet service provider

To access the Internet and e-mail, you will need to contact an ISP to set up a PPP account. SLIP accounts are offered by some ISPs instead of PPP accounts. Your HP Jornada supports the use of SLIP as well as PPP.

Your ISP will be able to give you all the configuration information you need to connect your HP Jornada to the Internet and e-mail service. Be sure to note the following:

- Your account user name.
- Your account password.

- Telephone number of your ISP modem.
- IP and DNS addresses, if necessary.
- Your e-mail user name or ID. (This may be the same as the user name for your ISP account.)
- Your e-mail password. (This may be the same as the password for your ISP account.)
- The POP3 or IMAP4 host name of your ISP.
- The SMTP host name of your ISP (if required by your ISP).

Setting up a dial-up connection to your ISP

After you have established an account with an ISP, you can set up a connection on your HP Jornada and connect to the Internet and your e-mail whenever you want. To make this configuration process easier, use the HP Jornada dialup application. HP dialup leads you through the process of configuring your connections, including:

- Setting up a connection to your ISP.
- Setting up an e-mail service (if you choose E-mail service as an option).
- Setting up a Web service (if you choose Web service as an option).
- Setting up a dialing location.

The following sections describe the process that HP dialup will lead you through and the type of information you will need to provide.

ISP connection

The first section of the setup program allows you to save and name your ISP connection. You can create more than one connection (for example, one connection to your corporate network and one to your personal ISP). Choose a connection name that will make it easy to determine which connection you want when you are ready to dial up. At this point, you will also complete the following tasks:

Choose E-mail and/or Web service—You can choose one or both options. Most ISPs offer both e-mail and Web services.

Choose Typical or Advanced setup—Typical setup will automate most of the connection configuration by using default settings. Advanced setup allows you more control over setup options. Typical and Advanced setup options are offered at the beginning of each stage of the setup process: ISP service setup, E-mail service setup, and Web service setup.

Input ISP information—This includes the information you collected from your ISP, such as the dial-up telephone number and IP, DNS, and WINS address settings. Many ISPs automatically or dynamically assign both IP and DNS addresses. If your ISP does not assign these automatically, you should clear the Server-assigned addresses option and type the addresses.

When you enter the IP address, you can also choose to use SLIP if your ISP uses this protocol. PPP is the default protocol, but SLIP is supported as well.

You also have the option to choose software and IP header compression options. Ask your ISP if these options are recommended for your account.

E-mail service

If you choose to configure an e-mail service, HP dialup will prompt you to enter the following information:

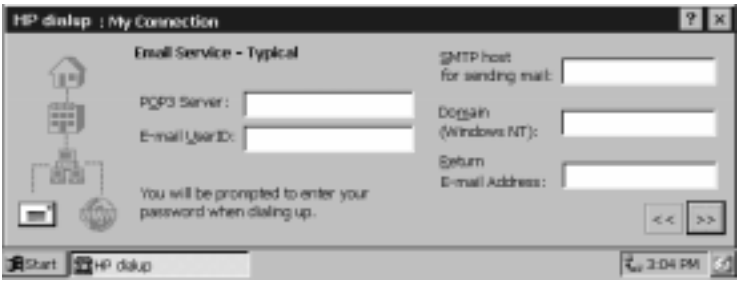
UserID and password—The user name (UserID) and password you use to access your e-mail account may be the same as the user name and password you use to connect to your ISP. However, some ISPs assign a different name and password for this service.

Service type—Your ISP may use POP3 or IMAP4 for receiving mail. In addition, some ISPs use SMTP (Simple Mail Transfer Protocol) for sending messages. This is an optional setting; refer to your ISP to find out if this applies to your configuration.

Settings—You can choose a variety of E-mail service settings. If your ISP supports MIME (Multipurpose Internet Mail Extensions) encoding (POP3 servers only), you can select an option to allow binary files, such as graphics and audio files, to be sent as attachments to e-mail messages. You can also set e-mail services to:

- Disconnect after actions are performed
- Check for new mail at specified intervals
- Display a message or sound an alarm when new mail arrives
- Only display messages from a specified number of recent days
- Download only message headers (you can review headers and decide whether to download message bodies the next time you connect)
- Download full copies of all messages (you can review messages and decide whether to download attachments the next time you connect)

The default options represent the settings used by many ISPs. If you are not sure, or you do not have guidance from your ISP, try the default settings.



Fill in your E-mail service information.

Web service information

If you choose to configure Web services, HP dialup prompts you to set options such as your Home and Search pages, AutoDial and Auto Disconnect, plus Advanced options. Advanced options include enabling cookies, caching (and cache size), and security settings.

Proxy Server—Typically, a proxy server is only necessary if you are connecting to the Internet over a network. When establishing a dial-up connection to your ISP, you should clear the **Use Proxy Server** check box.

Home and Search pages—Set addresses for your Home and Search pages using this option.

AutoDial and AutoDisconnect—These options allow HP Jornada to connect and disconnect automatically from your ISP when an application (such as Inbox or Pocket Internet Explorer) requires access. Remember that your device must be connected to the telephone line before a connection is possible.

Pocket Internet Explorer appearance—Select the appropriate check box to show pictures, play sounds, or make the Web page fit in your device screen. Turning off pictures and sounds can increase the speed with which Web pages are displayed.

Advanced settings—Control some advanced Web service features with HP dialup. You can enable cookies and caching (up to 10 percent of available memory) and set security levels with this option.

Advanced security settings include the option to select from two versions of SSL (Secure Socket Layer) or PCT (Private Communication Technology). These protocols maintain the security and integrity of the transmission channel by using encryption, authentication, and message-authentication codes.

When you use HP dialup to connect to your ISP, the Web options you set in HP dialup take precedence over any options you may have set in Pocket Internet Explorer.

Location information

Your location settings set your dialing options with respect to your dialing location. These settings include the city and state/province you are dialing from, country code, area code, plus other dialing options. You will also be able to save and name this group of settings as a profile, so that you can choose among more than one profile when you dial up. For instance, you can create one connection profile for dialing from your office and another profile for dialing from your home.

After you collect the necessary information, you are ready to start the HP Jornada dialup application.

To create your connection profile

1. Double-tap the HP dialup icon on your HP Jornada desktop. The first dialog box appears.
2. Fill in the information requested in each screen.
3. When you are finished, tap **Done**.

After you complete this configuration process, you can select the connection profile from the drop-down list in the **HP dialup** window.

If you have created one connection profile using HP dialup, you can create another by tapping the **Edit** button next to the **Connection** box in the **HP dialup** window. Then, tap **Create New Connection**.

Connecting the telephone line

After you have configured your connection to your ISP, you are ready to connect your telephone line to your built-in modem or PC Card modem and then dial in. Use this procedure to connect to an analog telephone line. Follow the instructions provided by your modem manufacturer to connect to the telephone line supported by your modem.

To connect an analog telephone line to your HP Jornada

1. Connect the telephone cord to the telephone jack.
2. Connect the other end of the telephone cord to the telephone connector on the side of your HP Jornada or to your PC Card modem (following the instructions provided by your modem manufacturer).

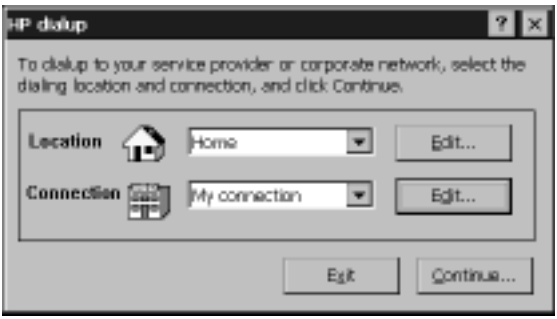
If your HP Jornada has an internal modem (models 680 or 690), use the HP country selector application to configure the modem for use with your country's telephone system before you connect. For more information, see the **Traveling with your HP Jornada** section in chapter 7.

Dialing in

When you are ready to dial in to your ISP, use the **HP dialup** window.

To connect to your ISP

1. Double-tap the HP dialup icon on your desktop. The **HP dialup** window appears.



2. Select a location and a connection from the drop-down boxes, and then tap **Continue**.

3. In the **HP dialup** dialog box, confirm the user name and password you use to connect to your ISP, and then select the modem you will use to dial the call.
4. Check the telephone number, and then tap **Dial**. A progress message appears to tell you when you are connected to your ISP, and then an icon appears in the taskbar while you remain connected.

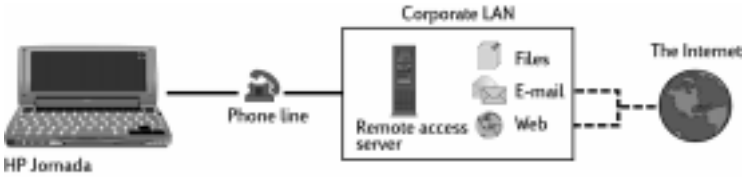
After you are connected to your ISP, use the Inbox program to send and receive e-mail or use Pocket Internet Explorer to browse the Web. (For more information, see the **Sending, receiving, and processing your e-mail** and **Browsing the Web or your intranet with Pocket Internet Explorer** sections in this chapter.)

To disconnect from your ISP

1. Double-tap the HP connection icon in the status area of the taskbar.
2. In the **HP dialup** window, tap **Disconnect**.

When the HP connection icon is displayed in the status area of the taskbar, your HP Jornada is connected to your service provider. Be sure to disconnect from your service provider and to unplug the phone line from your HP Jornada when it is not in use.

Connecting to corporate e-mail and network from offsite



If you want dial-up access to corporate e-mail and Internet services when you are offsite, you will need:

- **An installed modem**—If you have the HP Jornada 680 or 690, you have an internal modem, so you are ready to go. If you have the HP Jornada 680e or 690e, you can choose from a variety of available PC Card modems. (For more information about compatible PC Card modems, go to the HP Jornada Accessories page on the Hewlett-Packard Web site at www.hp.com/jornada.)

- **An account with your corporate network set for dialing in to your network server**—Your network administrator can provide you with important information, such as a user name, password, dial-up telephone number(s), server names, and so on.
- **A dial-up connection set up on your HP Jornada**—HP dialup makes this step easy.
- **Access to a telephone line**—You can connect to an analog telephone line with your HP Jornada 680 or 690. Or, connect to the telephone line supported by your PC Card modem if you have the HP Jornada 680e or 690e.

If you use the HP Jornada 680 or 690, you must use an analog telephone line to connect your modem. Connecting to a digital telephone line can damage your modem.

Installing and configuring a modem

The HP Jornada 680 and 690 have a built-in 56K V.90 modem for easy communication, so no installation is required. The HP Jornada 680e and 690e support a variety of available PC Card modems. (For more information about compatible PC Card modems, go to the HP Jornada Accessories page on the Hewlett-Packard Web site at www.hp.com/jornada.) Follow the manufacturer's instructions included with the PC Card modem to install and configure it for use with your HP Jornada.

Establishing a network dial-up account

Before you can log on to your network using a modem, you must establish a network account with your network administrator. Most likely, you will dial in to a server that has a modem installed to receive your call. The information you need for this connection is similar to the information needed to connect to the Internet through an ISP:

- Your account user name.
- Your account password.
- Telephone number of the network server modem.
- IP, DNS, and WINS addresses, if necessary.
- Your e-mail user name or ID. (This may be the same as your network user name.)
- Your e-mail password. (This may be the same as your network password.)
- The network POP3 or IMAP4 host name.
- The network SMTP host name (if required).

Setting up a remote connection to your network

After your network administrator has set up your account, you need to create a connection on your HP Jornada so that you can connect to your network, e-mail, and intranet (possibly including the Internet) easily whenever you want to. Use HP dialup to create the connection on your HP Jornada. HP dialup leads you through the process of configuring for your connections, including:

- Setting up a connection to your network.
- Setting up an e-mail service (if you choose E-mail Service as an option).
- Setting up a Web service (if you choose Web Service as an option). In this case, the Web may be your corporate intranet or the Worldwide Web.
- Setting up a dialing location.

You will have the opportunity to set the following options during the dial-up configuration process.

Service provider connection

This portion of the program allows you to name and save your network connection. You can create more than one connection (for example, one connection to your corporate network and one to your personal ISP). Choose a connection name that will make it easy to determine which connection you want when you are ready to dial up. At this point, you will also complete the following tasks:

Choose E-mail and/or Web service—You can choose one or both options. Your network administrator can tell you which options are available to you.

Choose Typical or Advanced setup—Typical setup will automate most of the connection configuration by using default settings. Advanced setup allows you more control over setup options. Typical and Advanced setup options are offered at the beginning of each stage of the setup process: Service Provider (in this case, your network administrator), E-mail Service, and Web Service.

Input Service Provider information—This includes information provided by your network administrator, such as the dial-up telephone number and IP, DNS, and WINS address settings. Many networks automatically (or, dynamically) assign both IP and DNS addresses. If your network does not assign these automatically, you should clear the Server-assigned addresses option and type the addresses.

When you enter the IP address, you can also choose to use SLIP (Serial Line Internet Protocol) if your network uses this protocol. PPP (Point-to-Point Protocol) is the default protocol for this option, but SLIP is supported as well. If you have a SLIP account, select the **Use SLIP** check box during the IP setup portion of the HP Jornada dialup configuration process.

You also have the option to choose software and IP header compression options. Ask your network administrator if these options are recommended for your account.

E-mail service

If you choose to configure an e-mail service, HP dialup will prompt you to enter the following information:

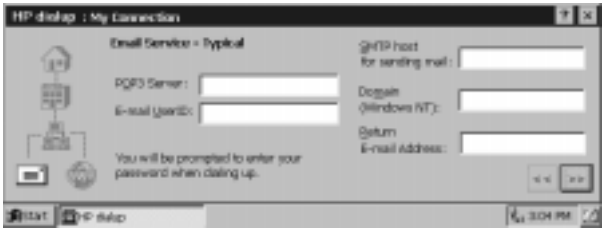
UserID and password— The user name (UserID) and password you use to access your e-mail account may be the same as the user name and password you use to log on to your network. However, sometimes another name and password are used for this service.

Service types—Your network may use POP3 or IMAP4 protocol for receiving mail. In addition, some networks use SMTP for sending messages. Refer to your network administrator to find out if this applies to your configuration.

Settings—You can choose a variety of E-mail service settings. If your mail server supports MIME formatting (Multipurpose Internet Mail Extensions) encoding (POP3 servers only), you can select an option to allow binary files to be sent as attachments to e-mail messages. You can also set e-mail services to:

- Disconnect after actions are performed.
- Check for new mail at specified intervals.
- Display a message or sound an alarm when new mail arrives.
- Only display messages from a specified number of recent days.
- Download only message headers. (You can review headers and decide whether to download message bodies the next time you connect.)
- Download full copies of all messages. (You can review messages and decide whether to download attachments the next time you connect.)

The default options offer the settings used by many service providers. If you are not sure, or you do not have guidance from your network administrator, try the default settings.



Web service information

If you choose to configure Web services, HP dialup prompts you to set options such as your Home and Search pages, AutoDial and Auto Disconnect, and Advanced options. Advanced options include enabling cookies, caching (and cache size), and security settings.

Proxy Server—Typically, you must specify a proxy server if you are connecting to the Internet over a network. Check with your network administrator to find out if you need to use a proxy server, and if so, the address of the server.

Home and Search pages—Set addresses for your Home and Search pages using this option.

AutoDial and Auto Disconnect—These options allow HP Jornada to connect and disconnect automatically from your Web service when an application (such as Inbox or Pocket Internet Explorer) requires access. Remember that your device needs to be connected to the telephone line before a connection is possible.

Pocket Internet Explorer appearance—Select the appropriate check box to show pictures, play sounds, or make the Web page fit in your device screen. Turning off pictures and sounds can increase the speed with which Web pages are displayed.

Advanced settings—Control some advanced Web service features with HP dialup. You can enable cookies and caching (up to 10 percent of available memory) and set security levels with this option.

Advanced security settings include the option to select from two versions of SSL (Secure Socket Layer) or PCT (Private Communication Technology). These protocols maintain the security and integrity of the transmission channel by using encryption, authentication, and message-authentication codes.

When you use HP dialup to connect to your ISP, the Web options you set in HP dialup take precedence over any options you may have set in Pocket Internet Explorer.

Location information

Your location settings set your dialing options with respect to your dialing location. These settings include the city and state/province you are dialing from, country code, area code, plus other dialing options. You will also be able to save and name this group of settings as a profile, so you can choose among more than one profile when you dial up. For instance, you can create one connection profile for dialing from your office and another profile for dialing from your home.

After you collect the necessary information, you are ready to start HP dialup.

To create your connection profile

1. Double-tap the HP dialup icon on your HP Jornada desktop.
2. Fill in the information requested in each screen.
3. When you are finished, tap **Done**.

After you complete this configuration process, you can select the connection profile from the drop-down list in the **HP dialup** window.

If you have already created one connection profile using HP dialup, you can add another by tapping the **Edit** button next to the **Connection** box in the **HP dialup** window, and then tapping **Create New Connection**.

Connecting the telephone line

After you have configured a connection to your network, you are ready to connect the telephone line to your built-in modem or PC Card modem and then to dial in. Use this procedure to connect to an analog telephone line. Follow the instructions provided by your modem manufacturer to connect to other types of telephone lines that may be supported by your modem.

To connect the telephone line to your HP Jornada

1. Connect the telephone cord to the telephone jack.
2. Connect the other end of the telephone cord to the telephone connector on the side of your HP Jornada or to your PC Card modem (following the instructions provided by your modem manufacturer).

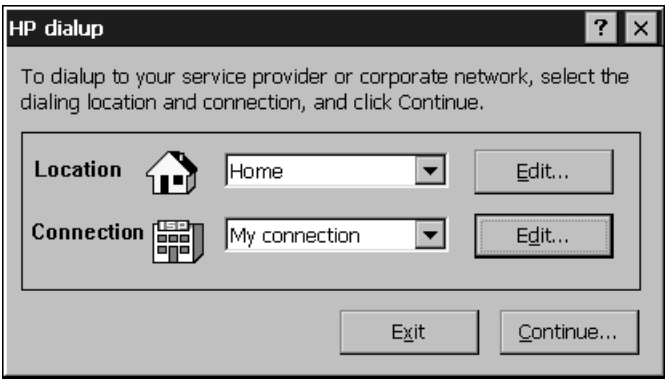
If your HP Jornada has an internal modem (models 680 and 690), use the HP country selector application to configure the modem for use with your country's telephone system before you connect. For more information, see the **Traveling with your HP Jornada** section in chapter 7.

Dialing in

Use HP dialup to dial in to your network.

To connect to your network

1. Double-tap the HP dialup icon on your desktop. The **HP dialup** window appears.



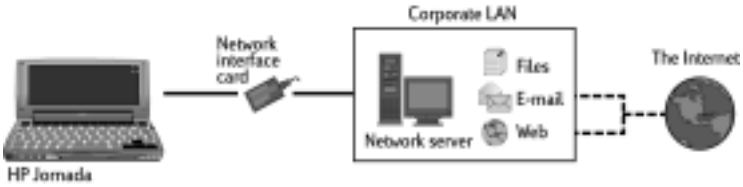
2. Select a location and a connection from the drop-down boxes, and then tap **Continue**.
3. In the **HP dialup** window, confirm the user name and password you use to log on to your network, and then select the modem you will use to dial the call.
4. Check the telephone number, and then tap **Dial**. A progress message appears to tell you when you are connected to your network, and then an icon appears in the taskbar while you remain connected.

After you are connected to your network, use the Inbox program to send and receive e-mail or use Pocket Internet Explorer to browse your corporate intranet or the Web. For more information, refer to the **Sending, receiving, and processing your e-mail** and **Browsing the Web or your intranet with Pocket Internet Explorer** sections in this chapter.

To disconnect from the network

1. Double-tap the HP connection icon in the status area of the taskbar.
2. In the **HP dialup** window, tap **Disconnect**.

Connecting to corporate e-mail and network resources onsite



If you want corporate e-mail and Internet service only (with no access offsite), you will need:

- **An installed network interface card (NIC)**—that is properly configured with the IP address of your DNS and WINS servers. (Your network administrator can give you this information.)
- **An account with your corporate network—**including an IP address for your HP Jornada, if it is not dynamically assigned.
- **A network (LAN) connection—**a network cable with the appropriate connector for your NIC.

Installing the network interface card (NIC)

Before you can connect directly to a network, you must install an NIC and properly configure it with the IP address of your DNS and WINS servers. (Check with your network administrator for this information.)

You must use an NIC to connect your HP Jornada directly to a LAN. NICs are available from several manufacturers as PC Card accessories. (For a list of recommended PC Card NICs, go to the Hewlett-Packard Web site at www.hp.com/jornada.) Install the PC Card NIC in the PC Card slot on your HP Jornada, and then attach the network cable according to the instructions provided by your card manufacturer.

In addition to the PC Card NIC, you will need to install the appropriate driver software to configure the NIC. Drivers for Proxim 7400 and Socket LP-E LAN

cards are included on the HP Jornada. Drivers for other cards must be obtained from the card manufacturer. Install software drivers as you would any other third-party program. (For more information, see the **Installing programs** section in chapter 7.)

Establishing an account or guest privileges on the network

Contact your network administrator to set up an account or guest privileges on the network. The network administrator will give you the information you need to log on to the network just as you do with your desktop PC, including user name, password, domain name, and IP address (if applicable).

Use the Network control panel to configure the NIC with the information your network administrator has provided.

To configure the NIC

1. On the **Start** menu, point to **Settings,** and then tap **Control Panel**.
2. Double-tap the Network icon. The **Network Configuration** dialog box appears.
3. On the **Adapters** tab, select the driver or adapter, and then tap **Properties**. Check with your network administrator if you do not know which settings to use.
4. On the **Identification** tab, enter your user name, password, and domain name. This information will be saved, so you will not have to type it every time you connect to a network resource.

Connecting the network cable and logging on

The final step before you can log on to the network is to connect your NIC to the network cable. Follow the manufacturer's instructions included with your PC Card and contact your network administrator for further assistance. Now, you can log on just as you do from your desktop PC.

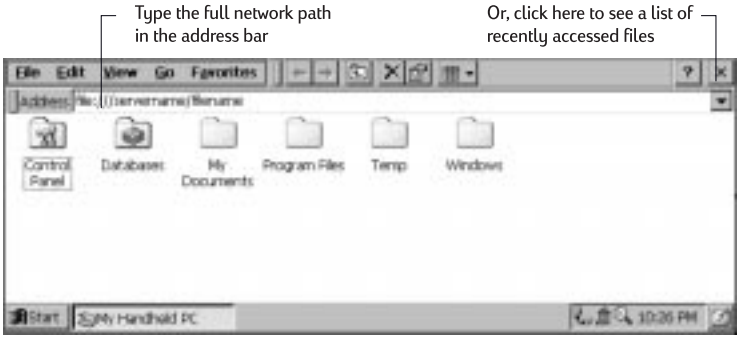
To log on to the network with your HP Jornada

1. Insert the NIC into the PC Card slot on your HP Jornada. The network will establish a connection automatically; once you are connected a connection icon will appear in the status area of the taskbar. (For more information, see the **Inserting a PC Card** section in chapter 7.)

After you have connected your HP Jornada to the network, you can access a file on a network file server by typing the complete path to the file in the Windows CE address bar.

To access a file on a network

1. On the **Start** menu, point to **Programs**, and then tap **Windows Explorer**.
2. Be sure the address bar is visible—on the **View** menu, be sure a check mark appears next to **Address Bar**.
3. In the address bar, type the full network path to the file you want to open, using the format file:///servername/share/filename.



Windows Explorer keeps a list of the most recently used Internet and network resources, so you will not have to type the path each time. Select a network path or URL from the drop-down list.

Creating and modifying connections

You may set up more than one connection using HP dialup; for example, you may create separate connections for access to your personal e-mail and for network access. After you have set up the first e-mail/Internet or network connection, use HP dialup to create another connection. You can also use HP dialup to modify existing connections; for instance, you may want to change the dial-up telephone number or the dialing location.

To create an additional connection or location

1. Double-tap the HP dialup icon on your desktop. The **HP dialup** window appears.
2. Select the location or connection that you want to modify from the drop-down lists, and then tap **Edit**.
3. In the **Connections** or **Locations** dialog box, tap **Create New Connection** or **Create New Location**. The dialog boxes will appear just as they did when you created the first connection.
4. Fill in the necessary information, according to the type of connection you wish to make. (Refer to sections earlier in this chapter.)
5. When you are finished, tap **Done**. Your new connection or location will appear in the drop-down list in the **HP dialup** window.

To modify an existing connection or location

1. Double-tap the HP dialup icon on your desktop.
2. Select the connection or location that you want to modify from the drop-down lists.
3. Tap **Edit**.
4. In the **Connection** or **Location** dialog box, tap **Modify**.
5. Make the modifications you want, and then tap **Done** to save your changes.

Creating connections without the HP Jornada dialup application

You can also create connections to your ISP or network by configuring the necessary programs manually. Before you can dial up, you will need to:

- Install and configure a PC Card modem (models 680e and 690e only). Follow the instructions provided by your modem manufacturer.
- Establish an account with an Internet Service Provider (ISP) or your corporate network administrator (for remote access to your corporate network). Note the same information that is presented in the previous sections in this chapter.
- Set up a Remote Networking connection.
- Set dialing patterns and dialing locations.

- Set up an e-mail service in Inbox and/or a Web service in Pocket Internet Explorer. For more information, see the **Using Inbox** and **Browsing the Web or your intranet with Pocket Internet Explorer** sections later in this chapter.
- Connect your HP Jornada to a telephone line.

To set up a Remote Networking connection

1. If your HP Jornada does not have a built-in modem, install a PC Card modem.
2. Get the following information from your service provider (ISP or network administrator): dial-up access telephone number, user name, password, and domain name.
3. On the **Start** menu, point to **Programs**, point to **Communication**, and then tap **Remote Networking**.
4. Double-tap the Make New Connection icon. The **Make New Connection** dialog box appears.
5. Enter a name for the connection, such as "Corporate Dial-Up," tap **Dial-Up Connection**, and then tap **Next**.
6. Select your modem type from the list. You should not need to change settings in the **Configure** or **TCP/IP Settings** dialog boxes (if you are not sure, check with your network administrator). When you are finished, tap **Next**.
7. Enter the access telephone number and tap **Finish**.

Once you have created the dial-up connection, simply double-tap the connection, enter your user name, password, and domain, and tap **Connect** any time you want to connect. Once connected, you can use Pocket Internet Explorer to visit Web pages and use Inbox to send and receive e-mail. Before you can use Inbox, you need to set up an e-mail service. See the **Using Inbox** section later in this chapter.

To set a dialing location for a Remote Networking connection, double-tap the icon for the connection in the Remote Networking folder. In the **Dial-up Connection** dialog box, tap **Dial Properties**, and then fill in the information as you would for a network or ISP connection using HP dialup.

Using your connections

After you have set up for the connection that best meets your needs, you are ready to use that connection for sending and receiving e-mail, browsing the Web, or receiving your CompuServe mail.

Using Inbox

You can use the Inbox program to send and receive e-mail over the Internet with your HP Jornada. You can also exchange e-mail over your company's intranet, either by remote dial-up (using your modem) or by direct connection (with an NIC). Using Windows CE Services, you can synchronize information in Microsoft Outlook, Microsoft Schedule+, or Microsoft Exchange on your desktop computer with your HP Jornada. Each time you synchronize, Windows CE Services compares the changes you made on your HP Jornada and desktop PC and updates both computers, including changes to the messages in your Inbox. For more information, see chapter 3, **Connecting to your desktop** or refer to online Help.

HP dialup automatically sets up an Inbox service for you. However, you can also set up Inbox services from within the Inbox program.

To set up e-mail service (Internet Mail)

1. Get the following information from your ISP or network administrator: POP3 or IMAP4 server name, SMTP host name, user name, password, and domain name (for network connections only).
2. On the **Start** menu, point to **Programs**, point to **Pocket Outlook**, and then tap **Inbox**.
3. In Inbox, on the **Services** menu, tap **Options**.
4. On the **Services** tab, tap **Add**.
5. Choose **IMAP4 Mail** or **POP3 Mail**, enter a name for the connection, and then tap **OK**.
6. In the **Mail Service Definition** dialog box, enter the information from step 1. Select the remote connection you want to use from the **Connection** list, and then tap **Next**. (If you are receiving e-mail through a network connection, tap **Network Connection**.)

7. If you have not created a connection, tap **Create new connection**, double-tap the Make New Connection icon, and follow the instructions in the wizard. When finished, tap **Inbox** in the taskbar and continue setting up the Inbox. For more information, refer to the **Remote Networking** topic in online Help.
8. If this is the first time you have created an e-mail service, click **No** in the **Enable Address Issue** dialog box.
9. In the **Mail General Preferences** dialog box, select the desired options, and then tap **Next**.
10. In the **Mail Inbox Preferences** dialog box, select the desired options:
    - Under **When Getting Messages**, choose how you want messages downloaded by default. Choosing **Get full copy of messages** will take up more storage space on your HP Jornada. Choosing **Only synchronize Inbox folder hierarchy** (IMAP4 only) will speed up the time it takes to download your messages.
    - Under **When Getting Full Copy**, choose whether you want to download file attachments and meeting requests when you get full copies of messages. This setting applies whether you have chosen to download full copies of messages by default, or if you selectively download full copies of messages by opening the message and tapping the **Get Full Copy** button. In addition, if you want to receive meeting requests, your Exchange Server administrator must enable support for Rich Text Format for your account.

    For more information about Inbox settings, see the **Inbox settings** section later in this chapter.

Sending, receiving, and processing your e-mail

You can use a dial-up connection to send messages directly from your HP Jornada, or you can use Inbox synchronization to send the messages you compose on your HP Jornada from your desktop computer (see the **Synchronizing data** section in chapter 3).

If you send messages directly from your HP Jornada, you will first need to configure a connection to your ISP or network, and then set up an e-mail service. You can use the HP dialup application to set up both the connec-

tion and the e-mail service, or you can create a connection using Remote Networking, and then set up the e-mail service in Inbox.

After you have created the connection and e-mail service, use Inbox to connect to your service provider and retrieve your mail.

To connect to your service provider from Inbox

1. On the **Services** menu, tap the connection you would like to dial.
2. Type your user name, password, and domain name, if necessary.
3. Tap **Dial Properties** if you need to modify a location or choose a different one.
4. Tap **Connect**. A message will appear to show you the status of your connection. When your connection is established, you can send and receive mail.

You can connect to your e-mail account and download messages to your HP Jornada even if your desktop PC (partner) e-mail service is not Outlook or Exchange (for instance, if your e-mail service is Lotus Notes). However, you can only synchronize with your desktop PC mail if your desktop PC uses Outlook or Exchange as its mail client.

Inbox settings

When you connect to a mail server, the messages on your device and mail server are synchronized: new messages or message headers are downloaded to the HP Jornada Inbox folder, messages in the HP Jornada Outbox folder are sent, and messages that have been deleted from your Inbox are removed from the server.

You can set Inbox to download all your messages or only new message headers to the Inbox folder. By default, only messages from the last 3 days will be downloaded.

Downloading only message headers saves storage space and requires less connect time. By default, only message headers and the first 100 lines of text are downloaded, and the original messages remain on the mail server. If you read a message header and decide that you want the full copy, tap the **Get Full Copy** button on the Inbox toolbar. The full text of the message will be retrieved the next time you connect.

To change the default settings, or to set options for retrieving file attachments and meeting requests, tap **Options** on the **Services** menu, select the service you want to modify, and then tap **Properties**. Inbox displays three tabs with options for the selected service.

Attachments

When you send an attached file, such as a Pocket Word file, be sure the recipient can read the file type you are sending. Pocket Word files (.pwd) can only be read by other Windows CE devices such as the HP Jornada. You can choose to save the file as .txt or .rtf if you are unsure, or you can choose to save the file as a Word file (.doc). For information about the file types associated with a particular program, refer to the **Pocket Office** section in chapter 5.

MIME settings

By default, Inbox uses MIME encoding when sending attachments from e-mail services that use the POP3 protocol. If you experience problems sending or receiving file attachments, try disabling the MIME encoding.

To disable MIME encoding

1. In Inbox, on the **Services** menu, tap **Options**, and then select the e-mail service from the **Installed services** list.
2. Tap **Properties**, and then tap **Next**.
3. In the **General Preferences** dialog box, clear the **Send using MIME format** check box.

For detailed descriptions of the settings related to reading and sending e-mail attachments, see the Inbox topic in online Help.

If you choose to download attachments along with your messages, you can save them on your HP Jornada or storage device. To save memory, you can save attachments automatically to a storage card.

To save attachments automatically to a storage card

1. On the **Services** menu, tap **Options**.
2. On the **Storage** tab, select the **External Storage Card** radio button. Tap **OK**.

Message deletion

When you delete messages from your HP Jornada while you are still connected to your service provider, the messages will be deleted from the server as well. If you delete the message after you disconnect, the message will be deleted from the server the next time you connect.

Message deletion is permanent. Deleted messages are not moved to the Recycle Bin, and they cannot be recovered.

When you delete a message, any files attached to the message are also deleted. To save a file attachment before you delete the message, open the file attachment in the program that created it (for example, Pocket Word), and then tap **Save As** on the **File** menu. See online Help for more information.

Browsing the Web or your intranet with Pocket Internet Explorer

You can use Pocket Internet Explorer to browse the Web or your corporate intranet with your HP Jornada. Pocket Internet Explorer allows you to view Web sites in their entirety directly on your HP Jornada. Download forms from your corporate intranet and save them for later use, or save your favorite online news page to read later when you are offline.

After you have set up an online connection with your ISP or your network account, you are ready to dial up and start browsing the Web or your intranet. You can set Pocket Internet Explorer to automatically dial a connection you create whenever you use Pocket Internet Explorer.

If you did not use HP dialup to create your ISP or network connection, you must set up a Remote Networking account first. (See the Creating connections without HP dialup section in this chapter.)

If you set up the Web service using HP dialup, you can set different Web browsing options and preferences for each connection; the options you set in HP dialup determine the way Web pages are displayed. If you change options in Pocket Internet Explorer, the settings remain in effect only for the current Web session; the changes are not saved. If you use Remote Networking to connect, you must set options in Pocket Internet Explorer, and these settings will be used each time you connect.

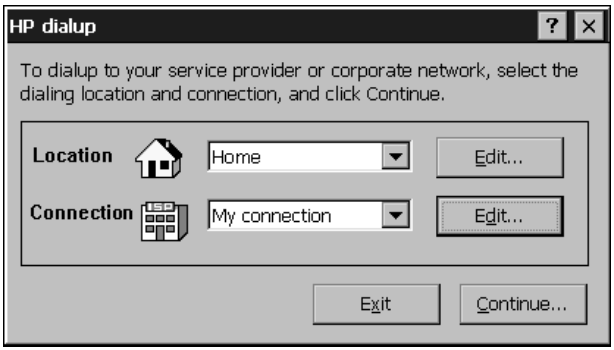
To edit or set connection information in Pocket Internet Explorer

1. In Pocket Internet Explorer, on the **View** menu, tap **Options**.
2. In the **Options** dialog box, on the **AutoDial** tab, tap **AutoDial**.
3. Choose the remote dial-up connection to be used.
4. Tap **Auto Disconnect** if you wish to disconnect automatically from the Internet after a specified period of idle time.
5. Use the other **Options** tabs to set information such as **Appearance**, **Default Pages**, **Proxy Server**, and **Advanced features**.
6. When you are finished, tap **OK** to save the changes.

If you set up AutoDial in Pocket Internet Explorer, you can connect to the Internet simply by starting the program and entering the address of a Web site. (Be sure your telephone line is connected properly first.) If you prefer to dial up independently of Pocket Internet Explorer, you may want to clear the AutoDial option. To connect using HP dialup, use the following procedure.

To browse the Web or your intranet

1. Double-tap the HP dialup icon on your desktop.



2. In the **HP dialup** window, select a location and a connection from the drop-down boxes, and then tap **Continue**.
3. In the **Dial** dialog box, confirm the user name and password you use to connect to your ISP or network and select the modem you will use to dial the call.

4. Check the telephone number, and then tap **Dial**. A progress message appears to tell you when you are connected to your ISP or network.
5. After you connect to your ISP or network account, you may use Pocket Internet Explorer to browse.

If you did not use the HP Jornada dialup application to create your connection, you will need to activate the connection you want in Remote Networking. On the **Start** menu, point to **Programs**, point to **Communication**, and then tap **Remote Networking**. In the Remote Networking folder, double-tap the icon of the connection you want. Tap **Connect** to begin dialing.

Although it includes most of the features of the Internet Explorer Web browser, Pocket Internet Explorer has been streamlined to work efficiently on the compact HP Jornada. Animations are not displayed on your HP Jornada. Animated graphics may appear as a single still frame, or may not appear at all. You may also have difficulty viewing Web pages that require ActiveX controls or plug-ins. For more information about using Pocket Internet Explorer, refer to online Help.

Retrieving your CompuServe mail

If you are a member of CompuServe, you can use Inbox to receive your CompuServe e-mail on your HP Jornada. To do this, you will need to:

- Use the Web browser and Internet account on your desktop PC (partner) to go to the CompuServe Web site at www.csi.com/communications.
- Follow the instructions that are provided at that site for creating a POP3 mailbox. Be sure to choose a mailbox password that your HP Jornada can support; that is, use only letters and numbers in your password.
- Create a connection with HP dialup on your HP Jornada. You will have all the account information you need when you finish creating your POP3 mailbox at the CompuServe site.
- Set up (and name) the Inbox mail service connection. See the **Using Inbox** section in this chapter.

After you have completed these initial setup procedures, you will be able to send and receive your CompuServe e-mail just as you would with any other Internet e-mail account.

If you have an account with another online service, check with the service provider to see if the service supports access via Windows CE.

7 Optimizing your HP Jornada

This chapter details ways you can optimize your HP Jornada using Control Panel and HP Utilities, and ways you can expand the features and functionality of your HP Jornada by adding software and accessories. This chapter also offers tips on traveling with your HP Jornada and keeping your HP Jornada safe. These tips will help you become more efficient and make working with your HP Jornada more comfortable and fun.

In the following pages, you will learn about:

- Adding to your HP Jornada—Add programs, fonts, sounds, and desktop wallpaper.
- Using accessories—Use CompactFlash and PC Cards with the expansion module.
- Managing memory—Learn how to allocate storage and program memory for optimal performance.
- Managing battery power—Learn how to replace, and how to get the most from your batteries.
- Fine-tuning performance—Use control panel to set various options, including customizing the HP hot keys and setting general system settings.
- Traveling with your HP Jornada—Follow simple guidelines for optimizing your device for use while away from the office, including a check list of everything you need to take with you.
- Protecting your HP Jornada—Safeguard your HP Jornada from theft and data loss.
- Creating system macros—Automate common tasks with the HP macro utility.

Adding programs, fonts, sounds, and images

This section describes how to add functionality to your HP Jornada by installing software and how to customize the Windows CE desktop and working environment.

Installing programs

You can add even more functionality to your HP Jornada by installing third-party software. A wide variety of commercial software is available for the Microsoft Windows CE operating system, ranging from custom business applications and system utilities to games and entertainment. Some programs are available on the HP Jornada Handheld PC compact disc and the Desktop Software for Microsoft Windows CE compact disc included with your HP Jornada. Other programs are available from software distributors and on the Worldwide Web.

The only programs that will run on your HP Jornada are those designed specifically for Windows CE. You cannot run programs designed for Windows 95 or Windows NT on your HP Jornada.

The HP Jornada Handheld PC compact disc includes many productivity-enhancing programs such as:

- Inso® Outisde In® file viewer software for viewing popular desktop file formats
- Pocket Quicken™ from On The Go Software (for U.S. only)
- TrueSync® CE 2.0 from Starfish Software for synchronizing your HP Jornada with the REX™ Classic and REX Pro Cards
- Trio Phone Manager for sending/receiving SMS with a GSM phone (for Europe and Asia Pacific only)
- WestTek™ JetCet™ color printing utilities (30-day trial)
- Image Expert CE from Sierra Imaging
- Java for Windows CE from Microsoft Corporation
- HP PIM Translation Utility

The minimum system requirements for installing programs from the HP Jornada Handheld PC compact disc are as follows:

- Microsoft Windows 95, Windows 98, or Windows NT 4.0

- Desktop PC with a 486/66 or higher processor
- 2X or faster CD-ROM drive
- VGA or higher resolution graphics card
- Web browser (Netscape Navigator 2.0 or higher or Microsoft Internet Explorer 2.0 or higher)

Explore the HP Jornada Handheld PC compact disc to enjoy these free software programs. For more information about a particular program, go to the Web site of the manufacturer of that program.

Many other useful programs are available from the Hewlett-Packard Web site at www.hp.com/jornada. Hewlett-Packard does not support the use of programs that have not been certified by Microsoft.

Typically, you install software to your H/PC by first loading the installation files onto your desktop PC, as described in the following procedure.

If a program is designed for direct installation, you may be able to download or install the program from the Web to your HP Jornada. The Web site should provide instructions for installing the program.

To install software

1. Download the software program or installer from the Web to your desktop PC.
   –or–
   Insert the floppy disk or compact disc into the appropriate drive on your desktop PC.
2. Connect your HP Jornada to your desktop PC using the docking cradle or sync cable and establish a partnership. (For more information, see chapter 4.).
3. If the program includes an installer program (typically named Setup.exe or Install.exe), double-click the installer program on the desktop PC. The installer program will copy the necessary files to your HP Jornada.
   –or–
   If the program does not have an associated installer or setup program, drag the program file (typically an *.exe file type) to the HP Jornada icon in the Mobile Devices window. If the **No converter selected** dialog box appears, click **OK** to copy the file without conversion.

4. If prompted by the installer, perform a soft reset of your H/PC. For more information, see the **Resetting** section in chapter 8.

Install software by dragging the program file to the Mobile Devices window only if no installer program is available. Software installed in this way may not appear on the **Remove Programs** list, and you may have to manually delete the program if you wish to remove it from your HP Jornada.

After you have installed a program on your HP Jornada, you can use Windows CE Application Manager to remove the program or to reinstall the program after it has been removed. If you do not have enough storage memory on your HP Jornada, you may want to use Application Manager to temporarily remove programs you no longer use or programs that you use infrequently.

To add or remove programs with Application Manager

1. Connect your HP Jornada to your desktop PC, and then open the Mobile Devices window.
2. On the **Tools** menu in the Mobile Devices window, click **Application Manager**.
3. In the list of programs, select the program you wish to install, and then click **Add**.
   –or–
   Select the program you want to delete, and then click **Remove**.

Removing programs

You can use either Application Manager (on your desktop PC) or the Remove Programs control panel (on your HP Jornada) to remove programs.

To remove a program from your HP Jornada with the Remove Programs control panel

1. On the **Start** menu, point to **Settings**, and then tap **Control Panel**.
2. Double-tap the Remove Programs icon.
3. In the **Programs** list, select the program you want to remove.
4. Tap **Remove**.

Programs stored in ROM cannot be removed. (For a list of these programs see the **HP Jornada programs** section in chapter 1.)

Adding fonts

Your HP Jornada comes with a selection of built-in fonts. You can add Windows fonts (.fon files) or TrueType fonts (.ttf files) to your HP Jornada for use in Pocket Word documents and Pocket Excel spreadsheets. Because fonts take up a significant amount of storage memory, install only the fonts you need, and delete those you do not need. (The built-in fonts cannot be deleted.)

To add fonts

1. Connect your HP Jornada to a desktop PC, and then start Windows CE Services.
2. In Windows Explorer on the desktop PC, select the font files you want to copy.
3. Drag the font files to the Windows folder on your HP Jornada. If you are copying a Windows font, you will be prompted to select the point sizes and styles you want to copy.

Adding sounds

Your HP Jornada can play Wave sounds (.wav files). You can copy a sound file from your desktop PC to your HP Jornada without converting the file. If you want to use a sound as part of a sound scheme or to signal an alarm or a reminder, copy the sound file to the Windows folder on your HP Jornada. For more information, see the **Setting Alarms** topic in online Help.

Adding desktop wallpaper

Your HP Jornada can display 256-color bitmap images (.bmp files) or Windows CE bitmaps (.2bp files). You can copy bitmap images from your desktop PC to your HP Jornada without converting the files, and you can use these images as desktop wallpaper on your Windows CE desktop.

To add desktop wallpaper

1. Connect your HP Jornada to a desktop PC and start Windows CE Services.
2. Drag the bitmap image you want to copy from its location on your desktop PC to the HP Jornada icon in the Mobile Devices window.
3. On your HP Jornada **Start** menu, point to **Settings**, and then tap **Control Panel**.

4. Double-tap the Display icon.
5. On the **Background** tab, tap **Browse**, and then select the bitmap file to display as your background.

Accessories

The following optional accessories also are available from Hewlett-Packard. (HP item numbers are listed in parentheses.) Check the Hewlett-Packard Web site at www.hp.com/jornada for updates to this list.

- Extended Battery (HP F1282A)—Provides up to 24 hours of battery life (depending on usage)
- External Keyboard (English US keyboard only; HP F1275A)—Highly portable keyboard supports touch-typing and includes soft case
- Leather case (HP F1227A)—Protects your HP Jornada in style
- External Charger (HP F1284A)—Allows simultaneous charging of your HP Jornada and an additional battery
- Parallel printer cable (HP F1274A)—Allows connection to PCL3 printers (For a list of recommended printers, see the HP Web site.)
- HP VGA out card (HP F1252A)—Enables you to connect your HP Jornada to an external monitor or projector for presentation
- Serial adapter (HP F1295A)—Provides a standard 9-pin mechanical interface

Using PC Cards and CompactFlash Cards

PC Cards and CompactFlash Cards provide a wide range of additional functionality, such as additional memory, removable storage, connection to an external monitor, or connection to a network. Many cards have been tested specifically for compatibility with the HP Jornada. For a list of recommended compatible cards, go to the Hewlett-Packard Web site at www.hp.com/jornada.

Before you can use a particular card, you may need to install the software driver for that card. The software drivers for the Windows CE operating system should be included with the card or be available from the card's manufacturer. Install software drivers as you would any other software or program. For more information, see the **Installing programs** section in this chapter.

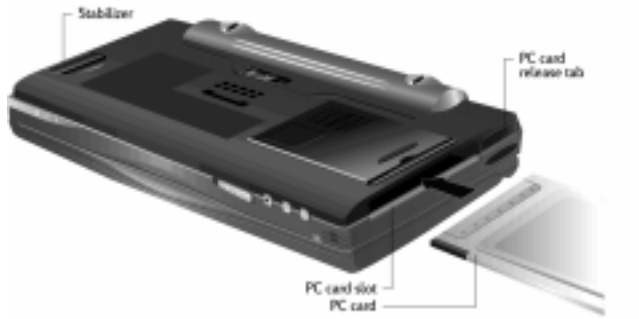
Non-memory CompactFlash Cards that require a cable connection (for example, network interface cards, pagers, or modem cards), must be inserted in the PC Card slot rather than the CompactFlash Card slot. To insert a CompactFlash Card into the PC Card slot, you will need a PC Card adapter. For a list of recommended PC Card adapters, go to the Hewlett-Packard Web site at www.hp.com/jornada.

Installing a PC Card or CompactFlash Card

When you install expansion cards, the PC Card and CompactFlash memory modules appear as folders in the My Handheld PC folder. If you have two cards installed, the folder called Storage card1 represents the first card you installed, and the folder called Storage card2 represents the second card. In some cases, additional folders may appear; for example, Storage card3, Storage card4, etc. You can eliminate unused folders by performing a soft reset. (For more information, see the **Resetting** section in chapter 8.)

Many PC Cards use considerable power, and can quickly drain your battery. Connect to AC power while using PC Cards.

The HP Jornada has a unique expansion module with two slots to accommodate both a PC card and a CompactFlash Card in a small, portable size. You can install either a PC Card or CompactFlash Card, or install both at the same time.



PC Card

The PC Card fits in the slot on the left side of the HP Jornada.

To install a PC Card

1. Carefully slide the card into the PC Card slot. The expansion module will extend from the bottom of the unit.

To remove a PC Card

1. Press the PC Card release tab. Do not obstruct the slot opening or hold down the expansion module. The PC Card will be pushed out of the slot slightly.
2. Grasp the PC Card and pull it completely out of the slot. When using thicker PC Cards (for instance PCMCIA I/O Cards), you may initially feel some slight resistance when pulling out the card.
3. After you have removed the card, ensure that the expansion module recedes back into the device. Gently push it into the device, if necessary.
4. Fold the PC Card release tab back into the side of the device.

CompactFlash Card

The CompactFlash Card slot is located at the bottom of the unit, on top of the PC Card slot. Pressing the latch-bar will flip open the slot door.

To install a CompactFlash Card

1. Press the latch-bar located at the opening of the slot with your finger while holding down the opposite end of the expansion module with your thumb, as shown in the diagram below.

2. Slide the CompactFlash Card into the slot. The finger pull (raised edge) on the CompactFlash Card should face up, and the main label down.
3. Close the expansion module by pushing down until it clicks into place.

To remove a CompactFlash Card

1. Press the latch-bar located at the opening of the expansion module with your finger. The expansion module will spring open.

To open the expansion module when taking out an installed CompactFlash Card, you may find it convenient to use the stylus instead of your finger to push down into the groove between the CompactFlash Card and the latch-bar.

2. Remove the CompactFlash Card. Insert your fingernail into the notch on the card to pull the card from the unit.

Do not use excessive force when opening the expansion module or when installing or removing a PC Card or CompactFlash Card.

Using the auto run feature

Your HP Jornada includes an auto run feature, which enables you to automatically start a program stored on a PC Card or CompactFlash Card simply by inserting the card into your HP Jornada. This feature is designed for use by advanced users.

To use the auto run feature, create a text file named Autorun.inf and copy the file to the PC Card or CompactFlash Card. The Autorun.inf file contains the command to start a single program that is also stored on the PC Card or CompactFlash Card.

To create an auto run file

1. Install the PC Card or CompactFlash Card containing the program you want to run automatically. (See instructions earlier in this chapter.)
2. In Pocket Word, create a document containing the following text:

   [autorun.sh3]
   open=filename.exe

   where *filename.exe* is the name of the program (.exe file) in the root directory of the PC Card or CompactFlash Card.
3. On the **File** menu, tap **Save As**.
4. Under **Name**, type *autorun*.
5. Under **Type**, select **Unicode Text Document**.
6. Browse to the root folder of the PC Card or CompactFlash Card, and then tap **OK**.
7. In Windows Explorer, browse to the root folder of the PC Card or CompactFlash Card.
8. Select the file Autorun.txt, and then tap **Rename** on the **File** menu.
9. Rename the file Autorun.inf.

The next time you insert the PC Card or CompactFlash Card, the program you named in the Autorun.inf file will start automatically.

To prevent the program on the PC Card from starting automatically, hold down the shift key as you insert the PC Card or CompactFlash Card.

Managing memory

The memory on your HP Jornada is allocated between storage memory and program memory. You can specify how much of the total memory is used for storage and how much is used for running programs. If you notice that your HP Jornada is running slowly or that your programs do not run consistently, try increasing program memory. If you need more memory for files and documents, increase storage memory.

On models 690 and 690e, a maximum of 16MB can be designated as storage memory.

To adjust memory allocation

1. Exit any applications that are running.
2. On the **Start** menu, point to **Settings**, and then tap **Control Panel**.
3. Double-tap the System icon.
4. On the **Memory** tab, move the slider to the left to increase program memory, or move the slider to the right to increase storage memory.

You may be able to make more memory available by refreshing your system memory.

To refresh your system memory

1. Close all open documents and exit any applications that are running.
2. Use the stylus to press the reset button on the left side of the keyboard, performing a soft reset.

   For more information, see the **Resetting** section in chapter 8.

The Recycle Bin on your HP Jornada desktop works in the same way as the Recycle Bin on your desktop PC. When you delete a file on your HP Jornada, the file is moved to the Recycle Bin. It is not actually removed from memory until you empty the Recycle Bin.

You can set options that limit the amount of memory reserved for the Recycle Bin or to bypass the Recycle Bin and delete files immediately.

To set Recycle Bin options

1. Hold down alt as you tap the Recycle Bin icon.
2. On the pop-up menu, tap **Properties**.

Tips for conserving memory

- Synchronize only one or two weeks of Calendar data and only selected Contacts or Tasks. (For more information, see the **Synchronizing selected data** section in chapter 3.)
- Set options in Inbox to download only message headers and not to download attachments. (For more information, see the **Using Inbox** section in chapter 6.)
- Use Application Manager to remove programs you do not need (see the **Installing programs** section in this chapter).

- Remove fonts, sounds, and wallpaper you do not need.
- Delete files and voice memos you do not need, or transfer them to your desktop PC for storage and delete them from your HP Jornada.

You can increase the storage memory by adding a memory module on a CompactFlash or PC card. For more information, see the **Accessories** section in this chapter.

Managing battery power

Because the data and files you save on your HP Jornada are stored in RAM, it is extremely important that you maintain a continuous power supply to your HP Jornada at all times. If your HP Jornada runs out of power, all information you have entered will be lost. The Windows CE operating system and programs are stored in ROM, and cannot be erased; however, any programs you have added and custom settings in existing programs will be lost.

Data stored on a PC Card or CompactFlash Card will be saved, even if your H/PC loses power. To protect your data, back up regularly to a PC Card or CompactFlash Card by using HP backup.

HP Jornada uses two types of batteries. The main battery supplies power whenever your HP Jornada is not connected to AC power. The backup battery protects your data when the main battery is not installed (for instance, while you exchange the main battery).

Main battery

The main battery is the HP Jornada Standard Battery, a rechargeable lithium ion battery pack. Use only the HP Jornada Standard Battery (HP F1281A) or the HP Jornada Extended Battery (HP F1282A) with your HP Jornada. These batteries are designed only for use with the HP Jornada 600 series H/PC and should not be used to power other devices.

Under normal circumstances, the main battery will provide up to 7 hours of continuous use without recharging. Actual battery life will vary depending on screen brightness, what applications you use, and operating conditions. When the main battery runs very low, your HP Jornada will shut down, and you will be unable to restart it until you replace the main battery, recharge the battery, or connect to AC power.

When you replace the main battery, your new battery must be charged before your HP Jornada will turn on. For information on charging the main battery, refer to the **Connecting the AC adapter** section in chapter 2.

Ensure that the backup battery is in good condition before you remove the main battery. If the backup battery is low or you are not sure, connect to AC power before you remove the main battery.

To replace the main battery

1. Turn off your HP Jornada and disconnect the sync cable if it is attached.
2. Slide the audio lock to the left if it is unlocked. (No green dot should be visible. The green dot indicates that the audio buttons are unlocked.)
3. Slide the battery release button on the bottom of the HP Jornada.
4. Pull the original battery pack away from the device.
5. Insert the new battery pack and push firmly until it clicks into place.

Backup battery

The coin-sized, lithium ion backup battery does not provide enough power to operate your HP Jornada. It is intended only to protect your data until the main battery is recharged.

Ensure that the main battery is charged before you remove the backup battery. If the main battery is low or you are not sure, connect to AC power before you remove the backup battery.

To replace the backup battery

1. Using a small, Philips screwdriver, unscrew the cover plate from the backup battery compartment. Be careful not to misplace the small screw.
2. Remove the backup battery.
3. Insert a new 3-V CR2032 coin cell battery into the backup battery compartment with the positive (+) side facing up.
4. Replace the cover plate and the screw.

Do not mutilate, puncture, or dispose of batteries in fire. The batteries can burst or explode, releasing hazardous chemicals. Replace batteries with only the types recommended in this User's Guide. Discard used batteries according to the manufacturer's instructions.

Using the Power control panel

Use the Power control panel to check the status of your main and backup batteries and to set options that can increase battery life. These include setting options for power off or auto-suspend, setting options for power on, and setting controls to automatically dim the backlight.

To open the Power control panel

1. On the **Start** menu, point to **Settings**, tap **Control Panel**, and then double-tap the Power icon.
   –or–
   Double-tap the power status icon in the status area of the taskbar.

The power status icon appears in the taskbar only under certain conditions, such as when battery power is low or when your HP Jornada is connected to external power.

Checking battery status

The power area in the Power control panel indicates whether your HP Jornada is running on battery power or connected to AC power, and displays the status of both the main and backup batteries. In addition, the battery icon in the status area of the taskbar indicates whether the HP Jornada is operating on AC or battery power and displays the status of the main battery:

Icon	Indicates
	Running on AC power
	Main battery charging
	Running on battery power, main battery low
	Backup battery low
	Backup battery very low

It is important that you respond immediately when a message warning of low battery power is displayed. When the main battery is low, simply connect the HP Jornada to AC power to recharge. (You can use your HP Jornada while the battery is charging.) When the backup battery is low, replace it as soon as possible. It is recommended that you back up your data and run the HP Jornada only on AC power until you have replaced the backup battery.

Conserving battery power

Under normal circumstances, the HP Jornada Standard Battery should provide up to 7 hours of continuous use; however, certain tasks require more battery power and deplete the main battery faster. Follow these tips to maximize battery life.

Setting auto-suspend

To conserve battery power, Windows CE will automatically turn off or suspend your HP Jornada after a period of continuous idle time.

To set or shorten auto-suspend time

1. On the **Start** menu, point to **Settings**, tap **Control Panel**, and then double-tap the Power icon.
   –or–
   Tap the HP settings hard icon, and then tap the battery icon on the **Settings** tab.
2. On the **Power Off** tab, select **Enable suspend while on battery power**.
3. In the box that appears, set the time interval before auto-suspend.

   The default idle time is 3 minutes. To change the idle time, select a number from the list. Increasing the idle time may decrease your battery life.

Select **Enable suspend while on AC line power** if you want to suspend your HP Jornada when it is connected to AC power. You may suspend your HP Jornada while the main battery is being recharged.

Setting power on options

You can also set options to automatically turn on your HP Jornada when you touch the screen or open the lid; however, these options will not cause your HP Jornada to turn off (for example, when you close the lid).

To set power on options

1. On the **Start** menu, point to **Settings**, tap **Control Panel**, and then double-tap the Power icon.
   –or–
   Tap the HP settings hard icon, and then tap the battery icon on the **Settings** tab.
2. On the **Power On** tab, select options for turning on your HP Jornada.

Setting the dimming control

Dimming the backlight on your HP Jornada display can conserve battery power. Use the **Dimming Control** tab to set options for automatically dimming the backlight while on battery power or while connected to AC power.

To set automatic dimming

1. On the **Start** menu, point to **Settings**, tap **Control Panel**, and then double-tap the Power icon.
2. On the **Dimming Control** tab, select **Automatically dim while on battery power** and/or **Automatically dim while on AC power**.
3. Select a time interval from the list to set how long your HP Jornada must be idle before the backlight is dimmed.

Other tips for conserving battery power

- **Reduce the brightness of the display**—Compensate for low light by increasing the contrast. (See the **Using the HP settings application** section in this chapter.) Use the Power control panel to set the auto-dimming feature.
- **Suspend frequently**—Use the Power control panel to shorten the length of continuous idle time before your HP Jornada auto-suspends. Press the On/Off key or tap **Suspend** on the **Start** menu to turn off your HP Jornada when it is not in use, even for a short time.
- **Always use AC power when connecting your HP Jornada to your desktop PC**—Note that your HP Jornada will not auto-suspend while it is connected.

- **Turn off sounds**—Use the HP settings application to mute the HP Jornada speaker, or use the Sound & Volume control panel to turn on only the most necessary system sounds.
- **Avoid using PC Cards while on battery power**—Some PC Cards (especially PC Card modems) use considerable power and will quickly drain your battery.

Use the AC adapter to plug your HP Jornada into external power whenever possible, especially when connecting to a desktop PC, when using a PC Card modem, network interface card (NIC), or other peripheral. Do not let the alarm notification LED flash for a long time.

Fine-tuning performance

This section offers information that will help you customize your HP Jornada to match your working style.

Setting general options

As on your desktop PC, use Control Panel to change most of your HP Jornada options.

To open Control Panel

1. On the **Start** menu, point to **Settings**, and then tap **Control Panel**.

Double-tap any of the icons in Control Panel to explore the options for that feature. Specific Control Panel options are described below. For more information about a particular control panel, see the **Settings** topic in online Help.

- **Communications**—Use the Communications control panel to set options for establishing a connection between your HP Jornada and desktop PC.
- **Dialing**—Use the Dialing control panel to manually create dialing locations and set dialing options for connecting to a service provider or remote computer.
- **Display**—The Display control panel allows you to set the background image and the appearance of your Windows CE desktop.
- **Keyboard**—The Keyboard control panel allows you to set options for how quickly characters repeat when you hold down a key on your HP Jornada keyboard.

- **HP backup**—Use the HP backup control panel to back up or restore data when you are away from your desktop PC. For more information, see the **Backing up your data** section in chapter 5.
- **HP hot keys**—Use the HP hot keys control panel to customize your HP Jornada hot keys and hard icons. For more information, see the **Customizing the HP hot keys and hard icons** section in this chapter.
- **Owner**—The Owner control panel allows you to store personal information, such as your name and address, and to choose whether to display this information each time you turn on your HP Jornada.
- **Network**—Use the Network control panel to configure your network interface cards and drivers, and to type your user name and password for connecting to a network.
- **Password**—The Password control panel allows you to protect data stored on your HP Jornada with a password. You can choose to be prompted to enter the password each time you turn on your HP Jornada.
- **Power**—The Power control panel is the place to check the condition of your batteries and set options that can conserve battery power. For more information, see the **Managing battery power** section in this chapter.
- **Regional Settings**—The Regional Settings control panel allows you to set the format for time, date, numbers, and currency based on your geographic region. Choose from preset schemes or set individual options.
- **Remove Programs**—The Remove Programs control panel is the best way to delete or uninstall programs you no longer use.
- **Stylus**—The Stylus control panel enables you recalibrate the stylus or to set options for double-tap speed and area.
- **System**—The System control panel displays information about the hardware and software configuration and enables you to adjust the allotment of program memory and storage memory.
- **Volume & Sounds**—The Volume & Sounds control panel allows you to set the speaker volume and turn on and off the sounds associated with different system events. You can save your options as a sound scheme, just as you do on your desktop PC.
- **World Clock**—The World Clock control panel allows you to set the system time, set alarms and reminders, and select your Home and Visiting cities. World Clock also displays almanac information, such as the nearest airport, sunrise and sunset times, and travel distance between selected cities.

To open the World Clock control panel quickly, double-tap the clock in the status area of the taskbar.

Customizing the HP hot keys and hard icons

The HP hot keys (on the top row of the keyboard) and the HP hard icons (along the right edge of the screen) give you one-touch access to your favorite programs. Simply press a hot key or tap a hard icon to open the corresponding program. Or, use the HP hot key application to assign any program or file on your HP Jornada to one of the hot keys or hard icons.

Icon	Indicates
	Open HP settings
	Page up
	Page down
	Switch applications

HP hard icons

To start the HP hot keys application

1. On the **Start** menu, point to **Programs**, point to **HP Utilities**, and then tap **HP hot keys**.

When you start the HP hot keys application, the current hot key assignments are displayed in a list on the **Hot keys** tab. The default key assignments correspond to the program icons printed on the HP hot keys.

To assign a program or file to a hot key or hard icon

1. Start the HP hot keys application.
2. On the **Hot keys** tab or the **Hard icons** tab, select the key you want to change.
3. Under **Assign to**, select a program from the drop-down list.
   –or–
   Tap **Browse** to select a program or file that is not displayed. (Certain files or programs will not run when invoked by a hot key or hard icon.)

To see which programs are currently assigned to the HP hard icons, tap and hold any hard icon. A pop-up window shows the current hard icon assignments.

To quickly restore the default hot keys or hard icons, which correspond to the icons printed on the keys or the screen, tap **Restore defaults** on the **Hot keys** tab or the **Hard icons** tab.

Using the HP settings application

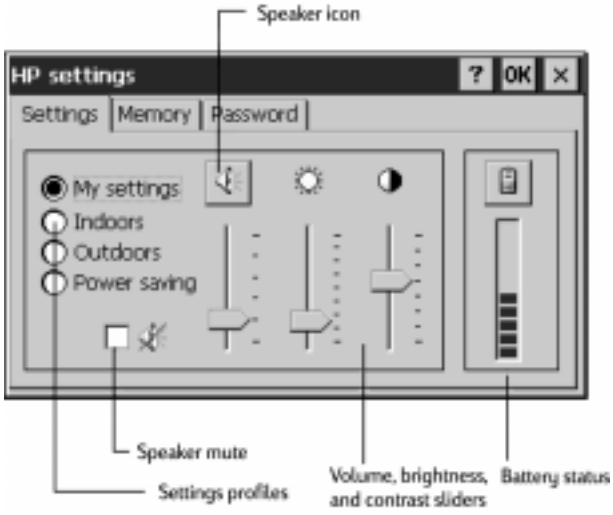
The HP settings application allows you to change or adjust display and sound settings and allows you to check the status of constantly changing information about your HP Jornada at a glance, such as available memory and battery power. It also enables you to set the password delay feature for added security.

To open HP settings

1. On the **Start** menu, point to **Programs**, point to **HP Utilities**, and then tap **Settings**.
   –or–
   Press the HP settings hard icon.

Setting brightness, contrast, and volume

The **Settings** tab includes slider controls for brightness, contrast, and volume, and a check box that mutes all system sounds. Move the sliders to adjust the settings to a comfortable level.



Tap the speaker icon to switch to the Volume & Sounds control panel.

Changing HP settings profiles

Your HP Jornada has four preset HP settings profiles: My settings, Indoor, Outdoor, and Power saving. You can launch any profile by selecting it. You can also adjust any of the settings in any profile to suit your preference.

To change profiles

1. On the **Start** menu, point to **Programs**, point to **HP Utilities**, and then tap **Settings**.
   –or–
   Press the HP settings hard icon.
2. On the **Settings** tab, select the profile you want to change.
3. Adjust sound, brightness, and contrast sliders to your preference.
4. Tap **OK** to exit. Your new settings are saved automatically.

Displaying power and memory information

The **Settings** tab also displays the power status of your main battery. The **System** tab shows the available PC Card memory, the Program memory, and the Storage memory.

Security

This section provides some tips to safeguard your HP Jornada—and the data it holds—from theft or loss.

Adding owner information

If you lose your HP Jornada, owner properties can provide an easy way for someone to identify you as the rightful owner and return your HP Jornada. You may have entered your name and address as part of the Windows CE Welcome Wizard. If you did not, or if you want to update your information (for example, to include the address of the hotel or office you are visiting), use the Owner control panel.

To add or change Owner properties

1. On the **Start** menu, point to **Settings**, and tap **Control Panel**.
2. Double-tap the Owner icon.
3. On the **Identification** tab, type your name, address, and/or phone number.
4. On the **Notes** tab, type any other information you want displayed (for example a temporary address or to offer a reward for the safe return of your HP Jornada).

To display your owner properties information each time you turn on your HP Jornada, select the **Display Owner Identification** check box under **At Power On** on the **Identification** tab.

Password control panel

You can set a password to prevent others from accessing the data on your HP Jornada. If you enable password protection, you must type your password each time you turn on your HP Jornada. If you frequently turn your HP Jornada on and off to avoid draining the batteries, you can use the Password Delay Timer to set a short interval, so you will not need to retype your password if you turn on your HP Jornada within the time period that you specify.

To set a password

1. On the **Start** menu, point to **Settings**, and tap **Control Panel**.
2. Double-tap the Password icon.

   If you have already set a password, you must enter the current password to open the Password control panel.
3. On the **Password Settings** tab, type your password.
4. Retype your password in the **Confirm Password** box.
5. Under **Power-On Protection**, select the **Enable Password Protection** check box.

If you forget your password, you must perform a full reset, erasing all data you have stored on your HP Jornada. For more information, see the **Resetting** section in chapter 8.

To set the Password Delay Timer

1. On the **Start** menu, point to **HP Utilities**, and then tap **HP settings**.
2. On the **Password** tab, select either **Immediately after suspend** or **After suspending for**, and then select a time period from the list.

You must set a password before you can set the Password Delay Timer. If you have not set a password, tap **Set Password** to switch to the Password control panel.

Traveling with your HP Jornada

The compact size and portability of the HP Jornada make it the perfect traveling companion. With the synchronization and connectivity solutions of the HP Jornada, the power of your desktop computer is always at your fingertips, whether you are working from across town or from across the country.

Follow the tips in the sections below to make sure your trip goes smoothly.

What to take with you

Be sure to pack everything you need to use your HP Jornada:

- **AC adapter and power cable**—If you are traveling to a foreign country, be sure you also obtain an adapter for the plug on your power cable. Or, you may be able to buy a power cable for the country you are visiting in a local store or HP distributor.
- **Modem card and cable**—If you have HP Jornada model 680e or 690e, you'll need your PC Card modem to connect to the Internet or dial in to your office.
- **Access numbers**—Check with your service provider or network administrator to find out if they provide local dial-up access. A local number can save plenty in long-distance charges.
- **Sync cable**—If you will connect to a desktop PC at your destination, pack the sync cable. You do not need to take the docking cradle.
- **Extra main battery (F1281A)**—Carry a spare in case you are stranded or unable to connect to AC power for a long period of time.
- **CompactFlash Card**—Protect your data while you travel by backing up to a CompactFlash Card.

Before you leave

Before you put your HP Jornada in your briefcase, take a few minutes to prepare, and your trip will run smoothly.

- **Identify your HP Jornada**—If you will be traveling for an extended period, update the owner properties to include your address or contact information at your destination.
- **Ensure proper modem configuration**— The built-in modem (models 680 and 690 only) is designed to meet the regulatory requirements within the country of purchase only. If you travel to another country, it is recommended that you use a PC Card modem that has been approved for use in that country to ensure that the regulatory requirements are met. For a list of approved PC Card modems, go to the HP Jornada accessories page on the Hewlett-Packard Web site at www.hp.com/jornada.
- **Synchronize**—Make sure your calendar, contacts, and tasks databases are up-to-date before you leave. Synchronize all items just before you back up and disconnect.
- **Back up your data**—Perform a full backup to your desktop computer and to a PC Card or CompactFlash Card. Carry the storage card with you—if your HP Jornada loses power during the trip, you will be back up and running in no time. For more info, see the **Backing up** section in chapter 5.
- **Charge batteries**—Make sure that your main battery is fully charged and that your backup battery is good. Use the Power control panel to check battery status, and connect to AC power if the main battery is low or replace the backup battery if it is low. For more information, see the **Managing battery power** section in this chapter.
- **Lock the audio buttons to prevent inadvertent activation of the record function**—Slide the audio lock to the left, so the record or playback functions will not be activated by accident.
- **Set your desktop computer to allow dial-in**—If you plan to dial in to your desktop computer or synchronize from your destination, make sure you prepare your desktop computer accordingly, and that no one will turn it off while you're away. For details on setting up your desktop computer for remote synchronization, see the **Synchronizing from a remote location** section in chapter 3.

About system macros

The HP Macro utility enables you to automate common tasks using a powerful scripting language. A system macro is a set of recorded commands and actions that you can repeat or play back by pressing a specific key combination.

HP macro includes a list of system values or preprogrammed macros that automate common functions. You can use system values as simple macros, or you can create more complex macros by nesting system values and entering commands using the HP macro programming language.

For example, you could use the system value **put date** to insert the current date into a Pocket Word document, or you could include this system value in a complex macro that automatically opens a meeting notes template and inserts the date and time at the top of the page. You could assign either macro to a hot key (for example,) or add it to the HP macro menu.

Starting HP macro

HP macro must be running before you can create, edit, or play a macro. By default, HP macro starts when you start your HP Jornada. While HP macro is running, the HP macro icon appears in the status area of the taskbar. If the HP icon is not displayed, you can start HP macro manually.

To start HP macro

1. On the **Start** menu, point to **HP Utilities**, and tap **HP macro**. The HP macro icon appears in the status area of the taskbar.

Using HP macro

The HP macro menu gives you access to the macro editing window, as well as a convenient way to invoke macros you have created. To display the HP macro menu, tap the HP macro icon in the status area of the taskbar.

- To create or edit a macro, tap **Macro Control**, and then tap **Macro List** on the HP macro menu.
- To play a macro, tap the name of the macro on the HP macro menu.

For complete instructions on creating, editing, and playing macros, including the HP macro command reference, refer to the **HP macro** topic in online Help.

Troubleshooting | 8

If you encounter difficulties while using your HP Jornada 600 Series Handheld PC, this chapter will help you find answers. If you need information about troubleshooting Microsoft Windows CE Services, click **Windows CE Services Help Topics** on the **Help** menu in the Mobile Devices window.

The information in this chapter will help you:

- Maintain your HP Jornada in its best working order
- Troubleshoot basic problems
- Troubleshoot problems with the display
- Troubleshoot problems with remote connections
- Troubleshoot problems connecting by infrared
- Reset your HP Jornada

Maintaining your HP Jornada

When treated properly, your HP Jornada will be a reliable desktop PC companion. Follow these tips to ensure long and trouble-free use:

Keep the unit clean

Touching the HP Jornada screen with your hand will leave a trace of natural oil that may make it difficult to read the screen. To clean the screen, use a commercial glass cleaner sprayed on a soft cloth. Avoid spraying the screen directly.

Be sure to turn off your HP Jornada before cleaning the touch screen.

Be careful not to get sand and dirt inside the unit. If you think your HP Jornada has sand or dirt inside the unit case, contact your authorized Hewlett-Packard dealer.

Follow general safety precautions

To keep your HP Jornada in good operating condition, follow these guidelines:

- Only open your HP Jornada case as far as the hinges allow.
- Do not use excessive force when inserting or removing CompactFlash Cards or PC Cards or when opening or closing the expansion module.
- Always keep the sync cable attached while syncing with your partner PC.
- Only use a modem that has been approved for use with your HP Jornada (Models 680e and 690e only). For a list of approved modems, go to the Hewlett-Packard Web site at www.hp.com/jornada.

Avoid damage

Be careful to keep your HP Jornada from being dropped, bumped, or crushed. Dropping or placing something heavy on top of your HP Jornada can cause damage to delicate components such as the display. Accidental damage is not covered under the Hewlett-Packard express warranty.

Avoid radiated interference

Radiated interference from other electronic equipment may affect the appearance of the display and the modem function of the HP Jornada. Removing the HP Jornada from the source of the interference will return the display and the modem function to normal.

Avoid high temperatures

Your HP Jornada is designed to operate at temperatures between 0 to 40 ºC (32 to 104 ºF) and to maintain data at temperatures between 0 to 55 ºC (32 to 131 ºF). Subjecting the device to temperatures outside this range may damage the unit or result in loss of data. Be especially careful not to leave your HP Jornada in direct sunlight or in a car where temperatures can rise to harmful levels.

Troubleshooting basic problems

If you have a specific problem, review the information below to see if you can quickly find the answer. Or, visit the HP Jornada Web site at www.hp.com/jornada for current information about common difficulties.

Problem	*Diagnosis*/Remedy
HP Jornada does not turn on when not connected to AC power.	*Battery power is too low to run device*. Connect to AC power, and then turn on your HP Jornada. (Charge the battery regularly to avoid running out of battery power.) For information on charging the main battery and checking battery status, refer to the **Installing the main battery** section in chapter 2.
The HP Jornada does not display the Welcome screen properly when you install the main battery or connect to AC power for the first time or after full reset.	Remove the main battery and disconnect the AC adapter, and then reinsert the main battery and reconnect to AC power. The unit will now start up normally, and the Welcome screen will appear.
Battery runs out of power very quickly.	You are using your HP Jornada in ways that drain the batteries quickly. See the **Managing battery power** section in chapter 7.
Backup battery has been installed or replaced recently, but backup battery warning still appears.	*Backup battery has not been activated*. Check that the tape has been completely removed from the backup battery compartment. If necessary, remove the cover from the backup battery compartment, remove the tape, and reinstall the backup battery. For more information, see the **Replacing the backup battery** section in chapter 7.
HP Jornada does not auto-suspend when connected to a desktop PC or when using the modem.	The HP Jornada is designed to stay on while connected to a computer. This is the correct behavior. No action is needed.
HP Jornada automatically shuts down.	*Main battery is too low to run device*. When a critically low-battery condition is encountered, the HP Jornada initiates a safety shutdown. Connect to AC power and charge the main battery. Do not remove the backup battery.
HP Jornada does not turn on when connected to AC power.	*HP Jornada is locked up*. Connect the HP Jornada to external power, and perform a soft reset. (See the **Resetting** section in this chapter. Caution: You will lose any unsaved data when performing a soft reset.)

Problem	*Diagnosis*/Remedy
HP Jornada locks up.	*Program memory is low.* For detailed instructions on making more program memory available, see the **Memory management** section in chapter 7.
HP Jornada locks up when running applications.	*HP Jornada is locked up*. Connect to AC power and perform a soft reset. (See the **Resetting** section in this chapter.) Note: Check battery power level regularly to ensure that the main battery is not running low on power.
HP Jornada does not turn on or display appears to be off, even though power is on.	*The display contrast is too light*. Press alt + to increase contrast. (For more information, see the **Using HP Settings** section in chapter 2.)
HP Jornada runs very slowly.	*There is insufficient program memory or the memory needs to be refreshed*. For detailed instructions on making more memory available, see the **Memory management** section in chapter 7. You can add additional memory to your HP Jornada. See the **Accessories** section in chapter 7 for a list of accessories that will increase your HP Jornada memory.
Insufficient memory error occurs when running an application.	*HP Jornada has run out of program memory for the application*. For detailed instructions on making more program memory available, see the **Memory management** section in chapter 7.
HP Jornada does not detect PC Card.	*PC Card is not inserted properly or drivers are not installed on your HP Jornada*. Remove and re-insert the PC Card correctly. If this does not fix the problem, check the documentation for the PC Card for information on installing drivers on the HP Jornada. (For more information about compatible PC Card modems, see the HP Jornada Accessories page at www.hp.com/jornada.)

Problem	*Diagnosis*/Remedy
HP Jornada will not establish a connection with a desktop PC.	*The HP Jornada is not properly seated in the docking cradle, the sync cable is not connected properly to the PC or the HP Jornada, or communications are not configured correctly.* Reconnect the cable correctly or see Windows CE Services Help for more information.
Serial port does not function.	*Disconnecting from a dialup connection established using HP dialup can cause the serial port to fail*. Reset the serial port (see the procedure in the **Remote Connections** section later in this chapter).
Web pages are not displayed according to the options you set in Pocket Internet Explorer.	If you set up the Web service using HP dialup, the options you set in HP dialup determine the way Web pages are displayed. Options you change in Pocket Internet Explorer affect only the current Web session; these changes are not saved.
The HP viewer seemsto launch slowly.	*Contacts, Calendar, and Tasks databases are very big*. Limit the size of your databases by synchronizing only selected contacts, appointments, and tasks. For more information, see the **Synchronizing selected data** section in chapter 3.
Pressing the Pocket Internet Explorer hot key does not	*My Handheld PC or Windows Explorer may be open*. Pressing the Pocket Internet Explorer hot key will switch between any open folders (e.g., Control Panel, launch the program. My Documents, or My Handheld PC) and Pocket Internet Explorer. This is the correct behavior.
HP Jornada will not send e-mail messages from Inbox.	*Message header is too big*. If your address list exceeds 32 KB, Inbox cannot send the message.
Cannot retrieve e-mail messages, or somee-mail messages are missing.	*Older messages are not being retrieved.* By default, Inbox displays only messages sent in the last 3 days. Change this setting, or set Inbox to display all messages. For more information, see the **Inbox settings** section in chapter 6.

Problem	*Diagnosis*/Remedy
File attachments to e-mail messages are corrupted.	*Sender's or recipients' mail server does not supportMIME encoding.* Turn off MIME encoding. If you created your e-mail service using HP dialup, see **Creating and modifying connections** in chapter 6 for instructions on changing settings for the e-mail service. If you created your e-mail service in Inbox, tap Options on the Services menu to modify properties for the e-mail service.
There is a clicking sound heard on the telephone line.	*While your HP Jornada is connected to a telephone line, it might cause a clicking sound that can be heard through any telephone handset on the same extension.* To eliminate the clicking sound, disconnect the telephone line from your HP Jornada. When not in use, always disconnect your HP Jornada from the telephone line.
While printing multiple files, printing message box does not disappear after printing the first file is finished.	*There is insufficient program memory or the memory needs to be refreshed.* For detailed instructions on making more memory available, see the **Memory management** section in chapter 7. You can add additional memory to your HP Jornada. See the Accessories section in chapter 7 for a list of accessories that will increase your HP Jornada memory.
Some of the icons from the desktop disappear.	*There is insufficient program memory or the memory needs to be refreshed.* For detailed instructions on making more memory available, see the **Memory management** section in chapter 7. You can add additional memory to your HP Jornada. See the **Accessories** section in chapter 7 for a list of accessories that will increase your HP Jornada memory.

Troubleshooting remote connections

This section offers troubleshooting help for trying to connect your HP Jornada to other computers. For problems communicating with your desktop, see Windows CE Services Help.

Unable to dial out using the modem

- Verify that the modem is installed correctly (models 680e and 690e only) and connected to the telephone line.
- If you are using the internal modem (models 680 and 690 only), verify that you are using an analog telephone line. (Most home telephone lines are analog, while most office telephone lines are digital.)
- Verify you have set dialing properties for this connection correctly.
- Check to see if the modem is waiting for a dial tone. To do this, on the **Start** menu, point to **Programs**, point to **Communication**, and then tap **Remote Networking**. Select your connection, and then tap **Properties** on the **File** menu. In the **Dial-Up Connection** dialog box, tap **Configure** and then tap the **Call Options** tab. Verify that **Wait for dial tone before dialing** is selected.
- In certain countries you may have to clear the **Wait for dial tone before dialing** check box.
- Allow more time for the call to go through if you are attempting to make an international call. On the **Call Options** tab described in the previous step, clear the **Cancel the call if not connected within** option or increase the number of seconds allowed.

Able to dial out, but unable to make a proper connection

- Verify that the network you are attempting to connect with supports PPP (Point-To-Point protocol) or SLIP (Serial Line Internet Protocol).
- Verify that you have the correct dialing location selected. On the **Start** menu, point to **Settings**, tap **Control Panel**, and then double-tap the **Dialing** icon. Make sure that the location settings reflect your current location, that the dialing pattern for the location is appropriate, and that the local country and area code are correct.

Connection is unreliable

- Make sure the modem is firmly seated and connected to both your HP Jornada and the telephone jack.
- Disable call waiting. On the **Start** menu, point to **Settings**, tap **Control Panel**, and then double-tap the **Dialing** icon. Select **Disable call waiting by dialing** and enter the disable code specified by your telephone company.

Network connection is not listed in the ActiveSync dialog box

- Close the dialog box, wait a few minutes, and try again.
- Reset your HP Jornada. (See the **Resetting** section in this chapter.)

Infrared transfer between Windows CE–based devices

If you are unable to transfer information between Windows CE–based devices by infrared, try the following.

- Transfer only one file, or no more than 25 contact cards at a time.
- Position the infrared ports so that they line up and are less than 1 meter (3 feet) but more than 5 centimeters (2 inches) apart.
- Make sure nothing is blocking the path between the two infrared ports.
- Adjust the room lighting. Some types of lighting interfere with infrared communication. Try moving to a different location or turning off some lights.

The HP Jornada cannot send files to or receive files from a Windows CE 1.0 device via Infrared. Windows CE 1.0 does not support the FastIR file transfer protocol used by your HP Jornada.

Display

If you are having trouble viewing your data, here are some suggestions.

Screen is blank

If your HP Jornada fails to respond when you briefly press the On/Off button, be sure you have pressed the button firmly. If that does not work:

- Make sure the main battery is installed properly.
- Adjust the display contrast. On some devices, the screen can darken or lighten to the point that it appears to be turned off.
- Reset your HP Jornada. (See the **Resetting** section in this chapter.)
- Recharge the main battery.

Screen is dark

Prolonged exposure to direct sunlight may cause your HP Jornada screen to temporarily darken. This is a normal occurrence with LCD screens and is not permanent.

Resetting

Occasionally, you will need to reset your HP Jornada, for example, after you restore data from your desktop PC or when the operating system stops responding. There are two methods of resetting:

- **Soft reset**—A soft reset (also called "warm boot") is similar to restarting your desktop PC. It restarts the operating system and preserves any saved data.
- **Full reset**—A full reset (also called "hard reset") restores your HP Jornada to its original state, erasing all information you have entered.

To ensure the safety of your information in case a full reset is necessary, you should regularly back up your data to your desktop PC (using Windows CE Services) or to a CompactFlash or PC Card (using the HP Jornada backup application). For more information on backing up data, see the **Backing up and restoring data** section in chapter 5.

Soft reset

Perform a soft reset after restoring data from a backup file or when your HP Jornada appears to be frozen or locked up.

To perform a soft reset

1. Disconnect the sync cable and/or the telephone line from your HP Jornada.
2. Use the stylus to press the Reset button.

When you perform a soft reset you will lose unsaved data in all open documents or programs.

Full reset

Perform a full reset only when your HP Jornada does not respond to a soft reset. A full reset will erase all data you have entered, including all files, system settings, and programs you have installed. If you have forgotten your password, you will also need to perform a full reset.

Performing a full reset erases all files, programs, and appointments you have entered. You can restore only data that has been backed up to your desktop PC or to a PC Card or CompactFlash Card. (For more information, see the **Backing up and Restoring data** section in chapter 5.)

To perform a full reset

1. Disconnect all cables, including the AC adapter from your HP Jornada.
2. Remove the main battery.
3. Remove the backup battery. For more information, see the **Replacing the backup battery** section in chapter 7.)
4. Wait at least 5 minutes, and then reinstall the batteries and reconnect the AC adapter. (For more information, see the **Setting up your HP Jornada** section in chapter 2.) Your HP Jornada should turn on automatically and display the Windows CE Welcome Wizard. For more information about this wizard, see the **Completing the Welcome Wizard** section in chapter 2.
5. Restore data to your HP Jornada from your most recent backup file. For more information, see the **Backing up and Restoring data** section in chapter 5.

Warranty, support, and service

Limited one-year warranty

Your HP Jornada H/PC comes with a limited one-year warranty.

What is covered

Your HP Jornada H/PC (except for the coin-cell backup battery, or damage caused by this battery) and accessories are warranted by Hewlett-Packard against defects in materials and workmanship for one year from the date of original purchase. If you sell your unit or give it as a gift, the warranty is automatically transferred to the new owner and remains in effect for the original one-year period beginning at the time of purchase. During the warranty period, we will repair or, at our option, replace at no charge a product that proves to be defective, provided you return the product, shipping prepaid, to a Hewlett-Packard service center. (Replacement may be made with a new or re-conditioned device, or with a newer model of equal or better functionality.)

This warranty gives you specific legal rights, and you may also have other rights that vary from state to state, province to province, or country to country.

What is not covered

Backup battery and damage caused by the battery are not covered by the Hewlett-Packard warranty. Check with the battery manufacturer about battery and battery leakage.

This warranty does not apply if the product has been damaged by accident or misuse, or as the result of service or modification by other than an authorized Hewlett-Packard service center.

No other express warranty is given. The repair or replacement of a product is your exclusive remedy. ANY OTHER IMPLIED WARRANTY OR MERCHANTABILITY OR FITNESS IS LIMITED TO THE ONE-YEAR DURATION OF THIS WRITTEN WARRANTY. Some states, provinces, or countries do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you. IN NO EVENT SHALL HEWLETT-PACKARD COMPANY BE LIABLE FOR CONSEQUENTIAL DAMAGES. Some states, provinces, or countries do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation or exclusion may not apply to you.

Products are sold on the basis of specifications applicable at the time of manufacture. Hewlett-Packard shall have no obligation to modify or update products, once sold.

Consumer transactions in Australia, New Zealand, and the United Kingdom

The preceding disclaimers and limitations shall not apply to consumer transactions in Australia, New Zealand and the United Kingdom, and shall not affect the statutory rights of consumers.

For consumers in Australia

The above warranty terms and any other warranty statement enclosed with this product, except to the extent lawfully permitted, do not exclude, restrict, or modify and are in addition to the statutory rights implied by the Trade Practices Act of 1974 or any corresponding State or territory legislation applicable to the sale of this product to you. If you have any queries about your rights, contact the Hewlett-Packard Customer Care Center at 61-3-88778000.

For consumers in New Zealand

The above warranty terms or any other warranty statement enclosed with this product, except to the extent lawfully permitted, do not exclude, restrict, or modify and are in addition to the statutory rights implied by the Consumer Guarantees Act of 1993 applicable to the sale of this product to you. If you have any queries about your rights contact the Hewlett-Packard End User Support line at 0800-733547.

Year 2000 warranty

Subject to all of the terms and limitations of the HP Limited Warranty Statement provided with this HP product, HP warrants that this HP product will be able to accurately process date data (including, but not limited to, calculating, comparing, and sequencing) from, into, and between the twentieth and twenty-first centuries, and the year 1999 and 2000, including leap year calculations, when used in accordance with the Product documentation provided by HP (including any instructions for installing patches or upgrades), provided that all other products (e.g. hardware, software, firmware) used in combination with such HP product(s) properly exchange date data. The duration of the Year 2000 warranty extends through January 31, 2001.

HP makes no representation or warranty respecting the accuracy or reliability of information about non–HP products. Such information is provided by the manufacturers of those products, and customers are urged to contact the manufacturer directly to verify Year 2000 readiness.

Customer support

If you have questions that this User Guide does not answer (after checking the contents and index), you can contact Hewlett-Packard Worldwide Support and Services for Handheld Products at the telephone numbers listed in the following table. If your HP Jornada requires service, contact Hewlett-Packard for service information, shipping instructions, and out-of-warranty service charges before you send your unit to HP for repair. In countries not listed in the table, contact your Hewlett-Packard authorized dealer or sales office.

Service

For diagnostic instructions and other service information, contact one of the technical support numbers listed. *Please do not ship your unit for service without first contacting a Hewlett-Packard office.* If your unit qualifies for in-warranty service, be ready to supply a dated proof of purchase.

In countries not listed in the following table, contact your Hewlett-Packard authorized dealer or sales office.

Before you contact us for help, be sure to:

1. Review the manuals whenever possible.

2. Have the following information about the product:
   - Model number
   - Serial number
   - Purchase date
3. Have your product ready to use. The support personnel may ask you to run tests and other operations.
4. Organize your question or problem. The more detailed information you can provide, the quicker the support personnel can help you.

Web site

You can also obtain product information as well as tips and hints on how to get more from your handheld product at our worldwide Web site. This computer service is provided free of charge; you pay only for telephone charges and Internet service fees. To connect to this Web site from a computer via the Internet, go to www.hp.com/jornada.

Contacting Hewlett-Packard worldwide

You will be pleased to know that our commitment to quality does not stop at the sale. Our worldwide customer support network is available to give you personal telephone service should you need it.

Country/Region	Telephone
Argentina	54-11-47788380
Australia	61-3-88778000
Austria	43-711-4201080
Belgium (Dutch)	32-2-6268806
Belgium (French)	32-2-6268807
Brazil	55-11-8296612
Canada	1-905-2064663
Chile	56-800-360999
China	86-10-65645959
Czech Republic	420-2-61307310
Denmark	45-39-294099

Country/Region	Telephone
Finland	358-20347288
France	33-1-43623434
Germany	49-1-805258143
Greece	30-1-6896411
Hong Kong	800-967729
Hungary	36-1-3430310
India	91-11-6826035
Indonesia	62-21-3503408
Ireland	353-1-6625525
Israel	972-9-9524848
Italy	39-2-26410350
Japan	81-3-33358333
Korea	82-2-32700700
Malaysia	60-03-2952566
Mexico	52-1800-4726684
Netherlands	31-20-6068751
New Zealand	64-9-3566640
Norway	47-22-116299
Philippines	63-2-8673551
Poland	48-22-8659999
Portugal	351-1-3180065
Russia	7-095-9169821
Singapore	65-2725300
South Africa	27-11-8061030
Spain	34-91-7820109
Sweden	46-8-6192170
Switzerland (German)	41-1-4332728
Switzerland (French)	41-1-4332729

Country/Region	Telephone
Taiwan	886-2-27170055
Thailand	66-2-6614000
Turkey	90-212-2245925
UK	44-870-6083003
USA Pre-sales Information Support & Service	 1-800-443-1254 (toll-free, no operator is available) 1-970-635-1000 Palmtops & Organizers (toll call)
Venezuela	58-800-47888 or 58-2-2078488
Vietnam	84-0-8823-4530

All Customer Care Centers are available during office hours. Pre-sales Information in the USA is available 24 hours per day, 7 days per week. Support & Service in the USA can be contacted from 5 am to 5 pm Pacific Time, Monday through Friday.

Appendix A Ergonomics

This chapter provides guidance and hints to help you work in a comfortable and ergonomically low-risk environment. If you experience pain or discomfort while using this or any other equipment, you should stop working and review this chapter. If the discomfort continues, stop using the equipment and consult a doctor as soon as possible.

Setting up and using equipment

Some people experience physical discomfort while using computers. Sometimes this discomfort leads to Repetitive Strain Injury (RSI), also known as cumulative trauma disorder or repetitive motion injury. Setting up and using equipment properly can help minimize this discomfort. Well-designed and properly adjusted equipment may not be sufficient to eliminate all potential problems. How you perform your computer activities is also important.

What is RSI?

RSI is a type of injury caused by the irritation or inflammation of soft tissues such as muscles, nerves, or tendons. In extreme cases, this irritation can lead to permanent tissue damage. RSI has been a documented problem for workers performing specific tasks such as assembly line work, meatpacking, sewing, playing musical instruments, and working with a computer. It may also result from other activities, such as tennis.

What causes RSI?

RSI is caused by certain demanding activities that exceed the body's ability. Common factors associated with RSI include too many uninterrupted repetitions of an activity or motion, performing an activity in an awkward or unnatural posture, maintaining static posture for prolonged periods, failing to take frequent short breaks, and stress. Certain medical conditions, such as rheumatoid arthritis and diabetes, may contribute to RSI.

RSI symptoms

By following the guidelines on proper setup and use of equipment and work environment, the risk of developing RSI can be minimized. However, if you experience any discomfort, seek professional advice immediately. Typically, the earlier a problem is diagnosed and treated, the easier it may be to resolve.

Avoiding RSI

Recent literature suggests that there may be a relationship between injury to soft tissues, especially in the hands and arms, and the prolonged use of keyboards or other equipment requiring repeated motion of the hands and forearms. Literature also suggests that there are many other risk factors that may increase the chances of such soft-tissue injury. You can minimize the risk of suffering from RSI by following the guidelines detailed in this chapter.

Setting up your working environment

You must have enough space to move around and vary your position. To avoid eye strain, the ceiling, walls, and floors should have a medium level of reflectance (approximately 75 percent of ceiling reflectance, 40 percent of wall reflectance, and 30 percent of floor reflectance). Try to avoid excessive contrast between the screen and its surroundings. The work environment should be as quiet and distraction-free as possible, with background noise below 58 dBA. Where possible, relative air humidity should be in the range of 40 to 60 percent. Recommended room temperature is 19 to 23 ºC (66 to 73 ºF). If possible, adjust the temperature to a comfortable level. The work-place should be well ventilated.

Pay attention to your posture; relax your shoulders and keep your wrists straight. This is easier when your keyboard can be positioned right under your hands while bending your elbows at 90º. Pull your chin in to look down, and try to lean back in the chair. The backrest should support you in the hollow of your back.

Reducing eye strain

Have your eyes checked on a regular basis and ensure your eyeglass prescription is suitable for working on a computer screen. Look away from the screen from time to time. Focus on distant objects briefly. Blinking periodically helps to lubricate the eyes.

Preventing muscle stiffness

Avoid holding your muscles tense for long periods of time. Keep your fingers and body relaxed. Changing tasks frequently helps prevent muscle stiffness. Alternating between typing, writing, filing, and moving around in your work environment helps to keep muscles loose.

Taking frequent short breaks

When you are required to work on your computer for prolonged periods of time, take short breaks frequently. As a general rule, a 5- and 10-minute break every hour is a good idea. It is better to take short breaks frequently than longer breaks less frequently. Data shows that people who work for long periods of time without a break are more prone to injury. Occasionally stretch the muscles in your hands, arms, shoulders, neck, and back. You should stretch at least once an hour.

Glossary

AC adapter A connector that provides external power (not battery power) to your HP Jornada. For information about installing and using the AC adapter, see the **Setting up your HP Jornada** section in chapter 2.

ActiveSync A feature of Windows CE Services that manages data synchronization between your HP Jornada and desktop PC. You can specify the type of data you want to synchronize.

backup file A duplicate copy of your HP Jornada files and data that is stored on your desktop PC or on a PC Card. This file does not include your HP Jornada settings and information stored in ROM, such as factory-installed software. Use your backup file to restore your HP Jornada to its previous state if your device data is damaged or destroyed or if you have performed a full reset.

cache A special high-speed storage mechanism that saves temporary copies of Web pages and other file types as you view them. Your computer can quickly display Web pages you have recently visited, because Pocket Internet Explorer can open them from cache instead of having to load them again from the Web. Increasing the space designated for your cache folder increases how quickly recently visited files are displayed, but decreases the amount of space available for other files on your HP Jornada. You can choose to empty your cache upon exiting Pocket Internet Explorer. This saves space on your device.

cookies A packet of messages a Web server passes to your Web browser. When you enter a Web site that uses cookies, you may be asked to fill out a form with information such as your name and interests. This information is passed to your Pocket Internet Explorer browser as a cookie (in the form of a text file called cookie.txt). The next time you visit that Web site, your Pocket Internet Explorer will pass the cookie back to the Web server, and

the server will use this information to present you, for instance, with custom Web pages filled with information of interest to you. For example, instead of being presented with a generic welcome page, you might receive a welcome page with your name on it.

dial-up connection A connection between your HP Jornada and another computer by modem. You can have a dial-up connection with an ISP, a network, or with a modem attached to a PC.

direct connection A connection between your HP Jornada and another computer by means of the sync cable or IR port.

docking cradle Place your HP Jornada in the docking cradle for instant connectivity with your PC partner. Once you have seated your HP Jornada into the docking cradle you can sync with your PC partner, transfer documents, and send e-mail.

DNS (Domain Name System) An Internet service that translates domain names into IP addresses. For example, the domain name www.jornada.com might translate as 198.125.247.4.

expansion module An expandable slot located on the bottom of your HP Jornada that allows use of both PC Card and CompactFlash Card accessories in a compact, portable package. (For more information on the accordion module, see the **Using PC Cards and CompactFlash Cards** section in chapter 7.)

full reset A process that returns your HP Jornada to its original state by removing all power, thereby erasing all files and data you have saved. For more information, see the **Resetting** section in chapter 8. (Also called "hard reset.")

hard icons The icons located along the right side of your touch screen are hard icons. Tap these icons to scroll up or down, open the HP settings application, show or hide the task bar, and switch between open applications.

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

IP (Internet Protocol) specifies the format of packets, also called datagrams, and the addressing scheme of the Web. Much like a postal system, IP allows you to address a package and drop it into the system, but your

package is not delivered instantly to your recipient. The packets are simply delivered to a server until the recipient downloads them by logging onto the ISP server.

LAN (Local area network) A group of computers, usually in close proximity (either in the same building or in buildings in close proximity), that are linked together to share files and exchange data.

MIME (Multipurpose Internet Mail Extensions) A standard that allows binary data (such as graphics or documents) to be transmitted over the Internet without first being translated into ASCII text. Many e-mail programs use MIME to allow files to be sent or received as attachments to e-mail messages.

NIC (Network interface card) A card that is installed in a computer so that it can be connected to a network. Network interface cards can provide a dedicated, full-time connection to a network.

ODBC (Open DataBase Connectivity) A standard database access method. The goal of ODBC is to make it possible to access any data from any application, regardless of which database management system is handling the data.

partnership An established relationship between your HP Jornada and your PC for the purpose of synchronizing and transferring data. Your HP Jornada can have partnerships with up to two desktop computers.

PCT (Private Communication Technology) A protocol that maintains the security and integrity of Internet communications by using encryption, authentication, and message-authentication codes. The protocol is application independent, and is used by Web browsers and e-mail clients to send data via the Internet. PCT is able to negotiate encryption keys as well as authenticate a server before data is exchanged by the higher level application.

POP (Post Office Protocol) The first protocol used to retrieve e-mail from a mail server. Most e-mail applications (sometimes called e-mail clients) use the POP protocol, although some may use the newer IMAP (Internet Message Access Protocol).

PPP (Point-to-Point Protocol) The default method your HP Jornada uses to communicate with the ISP network server.

RAS (Remote Access Service) account A network account that enables your HP Jornada to access your Windows NT network remotely.

remote connection A connection between your HP Jornada and a remote computer or server.

reset A process that either causes your HP Jornada to restart (soft reset) or causes all data stored in RAM to be erased (full reset). For more information, see the **Resetting** section in chapter 8.

restore A process that returns your device to the state it was in when last backed up. This involves copying your backup data to your HP Jornada.

SLIP (Serial Line Internet Protocol) An older and simpler protocol than PPP. Connecting to the Internet via SLIP is very similar to connecting via PPP.

soft reset The process of restarting your HP Jornada and reinitializing the Windows CE operating system. Performing a soft reset will erase any unsaved data in open documents, but will preserve data that has been saved. (Also called “warm boot.”)

stylus A pen-like utensil designed for navigating on a touch screen.

touch screen A touch-sensitive screen that allows you to open files, launch programs, and select text by touching or tapping the screen with the stylus.

Index

Symbols

*.dbb file 69
*.dbe file 69
*.exe file type 103
.2bp files 105
.bmp files 105
.doc file 96
.fon files 105
.pwd file 96
.rtf file 96
.ttf files 105
.txt file 96
.wav files 105
56K V.90 modem 75
9-pin serial port 29

A

AC adapter 29, 30, 147
  connecting 14
  traveling with 123
AC power cable 14
AC power outlet 15
Access numbers 123
Accessing
  computer not on network 41
  corporate networks 41
Accessories 106
ActiveSync options 32, 38, 39
ActiveSync Options dialog box 38, 39
ActiveSync, overview 7
Adding or removing programs 104
Addresses, managing. *See* Contacts
Alarms, setting 105
Application Manager 104
  Appointment Book Translation Note screen 46
Appointment data, translating 46
Appointment notification LED 10
Asterisk .dbe file 69
Asterisk .exe file 103
Asterisk.dbb file 69
Attachments
  MIME encoding 96
  saving on storage cards 96
Audio buttons
  described 10
  locking 124
Audio speaker, described 12
Audio, voice memos 58
Auto Connect option 41
Auto Disconnect 85
Auto run feature 109
Auto run file, creating 110
Auto suspend failure 129
Auto-suspend, setting 115
AutoDial 85
AutoDial tab 98
AutoDisconnect 78
Autorun.inf file 109, 110

B

Background tab 106
Backing up and restoring data 68, 69, 150
Backup battery compartment, description 12
Backup battery warning, troubleshooting 129

Backup file 147
Battery
  backup 15, 113
  installing main 13
  main 112
Battery charging LED, described 10
Battery drain, troubleshooting 129
Battery power
  auto-suspend 115
  conserving 115
  managing 112
  status 114
Battery, replacing main 113
Baud rate, checking 32
Benefits, overview 4
bFax Pro 70
  bView 70
  described 7
  starting 70
bFind 71
  described 8
  starting 71
bFind dialog box 71
Bitmap images (.bmp files) 105
bmp files 105
Breakage 128
Brightness and contrast, adjusting 16
Browsing
  on HP Jornada desktop 36
  the Web 97

C

Cables
  HP parallel printer 67
  sync 29, 30
  telephone 30
Caching 85, 147
Calculator, described 8
Calendar
  creating appointments 50
  organizing appointments 50
  overview 6
  scheduling meetings 50
  viewing 54
Command bars, using 20
Communication, ActiveSync 147
Communications command 32
Communications control panel 117
Communications icon 32
CompactFlash Card
  installing 107, 109
  overview 106
  removing 109
  when traveling 123
CompactFlash Type I card slot 11
Configuring
  HP Jornada for infrared connection 35
  Windows CE Services for infrared connection 35
Confirm Password box 122
Conflict resolution, default conflict 39
Connecting
  AC adapter 14
  by serial connection 29
  HP Jornada to a PC 25
  HP Jornada to alternate PC 35
Connecting to Internet, personal accounts
  modems 74
  PPP (Point-to-Point Protocol) Account 75
  SLIP (Serial Line Internet Protocol) Account 75
Connecting to PC
  9-pin serial port 29
  with docking cradle 29
  without docking cradle 30
Connection profile, creating 79
Connection Status dialog box 32, 34
Connections 148. *See* connecting
  dialup 75, 79
  network
    creating without HP dialup 91
    modifying with HP Dialup 91
  partnership
    automatic 34
    infrared 34
    manual 34
Contacts
  creating new contacts 52
  managing 51
  overview 6
  viewing 55
Contrast and brightness, adjusting 16
Control panel 32
  opening 117
  regional settings 118
Cookies 85, 147
Corporate networks, remote access 41

Cumulative trauma. *See* Repetitive Strain Injury (RSI)
Cumulative trauma disorder 143. *See also* Repetitive Strain Injury (RSI)
Customizing
general options 117
HP hard icons 119
HP hot keys 119

D

Data
synchronizing general 37
synchronizing selected 38
transferring personal information (PIM) 44
Data, migrating 44
with non–Windows CE palmtops 45
with older Windows CE palmtop PCs 44
Data, PIM (Personal Information Management)
translation 46
Data Translation Progress screen 46
Databases, creating 65
DC jack 10, 15, 29, 30
Default conflict 39
Default conflict resolution 39
Desktop, HP Jornada
browsing 36
files, working with 36
opening files 37
Desktop Wallpaper 105
Device connection via network option 41
Dial dialog box 99
Dialing control panel 117
Dialing locations, setting 42
Dialup application, starting 79
Dialup connection 75, 148
Dialup Connection dialog box 42
Dialup connections
modifying 91
multiple 90
Dialup Networking components 41
Dialup options 79
Dimming, automatic, setting 116
Dimming Control, setting 116
Dimming Control tab 116
Display Control Panel 117
Display difficulties 134
Display Owner Identification check box 19
DNS
address 76
address setting 83
server address 88
DNS address 148
doc file 96
Docking cradle 29
Drivers
Proxim 7400 cards 88
Socket LP-E Lan cards 88

E

E-mail
connecting to service provider from Inbox 95
sending, receiving, processing 94
service, choosing 76
E-mail account, personal
entering information 77
E-mail accounts, corporate
connecting with installed modem 81
no offsite access 88
offsite access 82
setting up 93
E-mail accounts, corporate offsite 81
access 82
connecting with installed modem 82
dialup connections 82
telephone lines 82
E-mail accounts, personal
setting up 77
UserID and password 77
E-mail attachments 96
E-mail connection options, personal 74
E-mail connections, options 73
E-mail messages
deleting 97
retrieval difficulties 131
sending difficulties 131
synchronizing 40

Editing
changing device name 31
HP hard icons 119
HP hot keys 119
HP Jornada for infrared connection 35
memory locations 111
Windows CE Services for infrared connection 35
Electrical interference 128
Enable Address Issue dialog box 94
Enable Password Protection check box 122
Ergonomics
equipment 143
eye strain, reducing 144
muscle stiffness, preventing 145
taking breaks from work 145
work environment 144
Ethernet Components 27
Expansion module 107
Eye strain, reducing 144

F

FastIR file transfer protocol 134
FAX
bFAX Pro 70
sending and receiving 70
viewing with bView 70
Features, hardware 10
Field mapping, Phone Book 47
File attachments
MIME encoding 96
saving on storage cards 96
File Conversion Properties dialog box 43
File formats, Microsoft Pocket Word 62
File types
.rtf file 96
.txt file 96
Pocket Word files (.pwd) 96
Word file (.doc) 96
filename.exe 110
Files
accessing on a network 90
arranging on desktop 36
attachments 96
conversion options 43
opening from desktop 37
transferring 43
fon files 105
Fonts, adding 105
TrueType (.ttf files) 105
Windows (.fon files) 105
Full reset 148

G

Guest privileges, network 89

H

Hard reset. *See* full reset
Help
HP settings 23
using 21
Home and Search pages 78, 85
Home City tab 18
Hot keys tab 119
HP Backup 69
HP Backup control panel 118
HP Backup, overview 7
HP CompactFlash Card 68
HP dialup 85
creating additional connections 91
modifying network connections 91
setting up Inbox service 93
HP Dialup dialog box 81
HP dialup, overview 7
HP Dialup window 80, 86
HP F1228A 68, 123
HP F1233A 106
HP F1227A 106
HP F1252A 106
HP F1274A 106
HP F1275A 106
HP F1281A 112, 123
HP F1282A 106, 112
HP F1284 106
HP F1295A 106
HP hard icons
customizing 119
described 11
restoring default assignment 120

HP hot keys
customizing 119
described 11
failure 131
overview 8
restoring default assignment 120
starting 119
HP hot keys control panel 118
HP Jornada Backup application 68
HP Jornada for infrared connection, setting up 35
HP Jornada Viewer
overview 53
starting 53
switching to Pocket Outlook 54
HP Macro
overview 8
starting 125
HP Macro programming language 125
HP parallel printer cable (F1274A) 67
HP PIM Translation Utility 102
HP quick pad 56, 57
HP quick pad, overview 7
HP settings
changing profiles 121
opening 120
overview 120
HP settings, overview 8
HP Viewer
launching difficulties 131
overview 7

I

Identification tab 122
Image Expert CE from Sierra Imaging 102
IMAP4 host 76
IMAP4 Mail 93
IMAP4 protocol 84
Inbox
connecting to ISP (Internet Service Provider) from 95
managing e-mail 53
sending failure 131
setting up from within Inbox 93
setting up with HP Dialup 93
settings 95
synchronizing e-mail messages 50
using 93
Inbox, overview 6
Information, sources 2
Infrared connection, establishing 35
Infrared port 11, 34, 67
Infrared port (SIR IrDA-compliant transceiver) 11
Infrared transfer difficulties 134
Infrared-equipped PCL printer 67
Installing
applications 102, 103
Microsoft Pocket Outlook 26
Microsoft Schedule+ 26
Microsoft Windows CE Services 28
Interference, electrical 128
Internet connections
corporate account with no offsite access 88
options for personal account 74
options, general 73
Intranet connections 93
IP (Internet Protocol)
address 76
address setting 83
IP (Internet Protocol) address 148
IrDA port option, printing 67
ISP (Internet Service Provider) 148

J

Java for Windows CE from Microsoft Corporation 102

K

Keyboard
described 11
using 22
Keyboard control panel 22, 117

L

LAN (Local Area Network) 88, 149
Location settings 79
Locking up, troubleshooting 130

M

Macro List 125
Macros
starting HP Macro 125

Mail General Preferences dialog box 94
Mail Inbox Preferences dialog box 94
Mail Service Definition dialog box 93
Maintenance, HP Jornada 127
Make New Connection dialog box 42
Mapping
  additions 48
  changes 48
  name 47
  removal 48
Meetings, reminder options 51
Memory
  conserving 111
  displaying information 121
  insufficient 130
  locations, adjusting 111
  managing 110
  refreshing 111
Memory tab 111
Memos, voice
  recording and playing 58
Microphone, described 11
Microsoft Exchange Update, defined 27
Microsoft InkWriter
  described 8
  creating a document with 67
  overview 67
Microsoft Internet Explorer version 4.01 27
Microsoft Pocket Access
  creating a database in 65
  creating a table in 65
  overview 65
Microsoft Pocket Excel
  creating a workbook in 65
  overview 64
  starting 65
Microsoft Pocket Exchange Update 27
Microsoft Pocket Office 5
  overview 62
Microsoft Pocket Outlook 6
  installing 26
  overview 49
  starting 50
  synchronizing with Outlook 49
Microsoft Pocket PowerPoint
  overview 63
  starting 63
Microsoft Pocket PowerPoint presentations 63
Microsoft Pocket Streets, described 27
Microsoft Pocket Word
  creating a document in 63
  overview 62
Microsoft Schedule+ 7.0a 27
Microsoft Voice Recorder, described 8
Microsoft Windows CE Services
  Help 127
Microsoft Windows 95 Dial-Up Networking version 27
Microsoft Windows 95 Infrared Drivers version 2.0 27
Microsoft Windows CE Services
  communications trouble 33
  overview 27
  setting up for infrared connections 35
Microsoft Windows NT Service Pack 3 27
Migrating data
  how to 44
  with non-Windows CE palmtops 45
  with older Windows CE palmtop PCs 44
MIME formatting (Multipurpose Internet Mail Extensions) 84
Mobile Channels Viewer, defined 27
Mobile Devices window 37, 103
Modem card and cable 123
Modem list options 42
Modem, setting location 124
Modems
  configuring for your country 19
  connection difficulties 133
  dialing difficulties 133
  installing and configuring 75
Monitor, viewing difficulties 134
Muscle stiffness, preventing 145
My Handheld PC folder 107

N

Name mapping 47
Navigation tips, Stylus 16
Network
  accessing computer not on network 41
  guest privileges 89
Network (LAN) connection 88
Network Configuration dialog box 89

Network connections
accessing corporate accounts 41
choosing e-mail or Web service 83
creating with HP dialup 91
creating without HP dialup 91
ISP (Internet Service Provider) 83
modifying with HP dialup 91
onsite logon 89
remote locations 83
service providers 83
setting up 83
settings 84
Network control panel 118
Network interface card (NIC) 88
New Mobile Device dialog box 31
New Partnership Wizard 31
NIC (Network interface card) 149
configuring 89
No converter selected dialog box 103
Notes tab 122

O

Office documents, printing 66
OmniSolve from Landware
described 8
overview 69
starting 70
Open File dialog box 46
Open Presentation dialog box 64
Options dialog box 98
Owner control panel 118
Owner properties, altering 122

P

Part numbers
HP F1228A 68, 123
HP F1233A 106
HP F1252A 106
HP F1274A 106
HP F1275A 106
HP F1281A 112, 123
HP F1282A 106, 112
HP F1284 106
HP F1295A 106
HPF1248A 106
Partnership between PC and HP Jornada 149
automatic connections 34
future connections 33
manual connections 34
overview 31
troubleshooting 32
using New Partnership Wizard 31
Password control panel 118, 122
Password delay timer, setting 123
Password, setting 122
Password settings tab 122
Password tab 123
PC card 68
installing 107, 108
overview 106
removing 108
PC card adapters, recommended 107
PC card detection
difficulties with 130
PC Card release tab 12
PC Card Type II card slot 12
PC Connection
difficulties with 131
PC Link, described 7
PCT (Private Communication Technology) 149
Performance, fine-tuning 117
Personal Information (PIM), transferring 44
Phone Book
field mapping 47
translating 47
PIM (Personal Information Management)
data translation 46
Pocket Access, overview 6
Pocket Excel, overview 6
Pocket Internet Explorer 6. *See also* Microsoft Pocket Internet Explorer
browsing the Web 97
connection 98
setting up AutoDial 98
Pocket PowerPoint, overview 6
Pocket Word, overview 5
POP3 149
POP3 Mail 93
POP3 mailbox 100
POP3 protocol 84

Ports
9-pin serial 29
infrared 34
Power
displaying information about 121
troubleshooting 128
turning off and on 21
Power control panel 21, 118
description 118
opening 114
overview 114
Power Off tab 115
Power on options, setting 116
PPP (Point-To-Point protocol) 133
PPP (Point-to-Point Protocol) 75, 84, 149
Printing
IrDA port option 67
Microsoft Pocket Office documents 66
via infrared 67
Programs
available from HP Web site 103
installing 102
on HP Jornada CD 102
Programs, adding or removing 104
Programs, additional 28
Programs from HP Jornada CD
minimum system requirements 102
Proxim 7400 card 88
Proxy server 78, 85
pwd.file 96

Q

Quick pad, HP 56

R

Radiation 128
Recording LED, description 10
Recording, voice memos 58
Recycle Bin, options 111
Regional Settings control panel
description 118
Reinstating or removing applications 104
Reminder options (meetings and tasks) 51
Remote Access Services (RAS) 150
Remote connections
creating 42
dialing location set up 42
overview 150
Remote locations
synchronizing from 40
Remote Networking, described 7
Remote Networking folder 42
Remove command 104
Remove Programs control panel 118
Repetitive motion injury 143. *See also* Repetitive Strain Injury (RSI)
Repetitive Strain Injury (RSI) 143
avoiding 144
cause 143
defined 143
symptoms 144
Reset button, described 11
Resetting 135
full 135, 148
soft 135, 150
Resolve Conflicts dialog box 39
Restore 69
Restore function 36
Restore PIM databases 69
Restoring data 68, 69, 150
Retrieving data 71
Rich Ink technology 67
rtf file 96

S

Safety precautions 128
Schedule+ version 7.0a, installing 26
Screen, viewing difficulties 134
Security 121
Security cable slot, described 12
Security settings 85
Select Primary Key dialog box 56
Send using MIME format check box 96
Serial Port (RS-232C) 12
Setting Alarms 105
Settings tab 115, 120, 121
Settings, using 22
Short cuts, quick pad 56
Shutting down, troubleshooting 129
SIR IrDA–compliant transceiver. *See* Infrared port, description

Slide presentations
creating with Microsoft Pocket PowerPoint 63
showing on VGA-compatible monitors 64
SLIP (Serial Line Internet Protocol) 75, 133
SLIP (Serial Line Internet Protocol) account 84
SMTP 84
SMTP host 76
Socket LP-E LAN card 88
Software drivers, installing 106
Sound
adding 105
adjusting 117
Stabilizer 11
Start menu, using 20
Stylus and Stylus slot 10
Stylus control panel 118
adjusting tap rates and distance 17
described 118
Stylus navigation tips 16
Suspend 116
SVGA 256-color 28
Sync cable 29, 30, 123
Synchronization 26
reducing data and time 38
Resolve Conflicts dialog box 39
resolving conflicts 39
with ActiveSync 26
Synchronize command 31
Synchronizing
data 37
e-mail messages 38, 40
files 38
from a remote location 40
Microsoft Pocket Outlook data 38
selected data 38
System control panel 118
System tab 121
System values 125

T

Tables, creating 65
Taskbar, using 20
Tasks
creating new tasks 53
overview 6, 52
viewing 56
Telephone cable 30
Telephone connector (RJ-11) 10
Telephone connector (RJ-11), description 10
Telephone lines
access 75
clicking sounds on line 132
connecting for corporate accounts 86
connecting to modems 80
Temperature moderation 128
Terminal 7
ToolTips, using 21
Touch screen
calibrating 17
troubleshooting diminished tap accuracy 17
Transferring data
difficulties 134
Personal Information (PIM) 44
Transferring files 43
Translating
appointment data 46
phone book 47
Traveling with HP Jornada 123
ttf files 105
TTY terminal emulation 7
txt file 96

U

Unicode Text Document 110
Use Server-assigned IP Address check box 42
Using the HP settings application 23

V

VGA-compatible monitor 64
Viewing
Calendar information 54
Calendar, Tasks, and Contacts 54
Contacts information 55
difficulties 134
Tasks 56

Viewing Pocket Outlook information. *See* HP Jornada Viewer
Voice memos 58
  playing without opening HP Jornada 59
  recording and playing within Voice Recorder 59
  recording without opening HP Jornada 58
Voice Recorder, voice memos 59
Volume & Sound control panel 118, 121

W

Waiting for mobile device to disconnect message 41
Warm boot. *See* soft reset
wav files 105
Wave sounds (.wav files) 105
Web, browsing 97
Web service, choosing 76
Web service, corporate accounts
  connecting to 87
  disconnecting from 88
Web service information, inputting 78, 85, 86
Web service information, personal account 79
Web sites
  additional applications 28
  incorrect display 131
Welcome Wizard 16
WestTek JetCet color printing utilities 102
Windows 95
  Dial-Up Networking version 1.2 upgrade 27
Windows 95
  infrared drivers version 2.0 27
Windows CE
  address bar 90
  Application Manager 104
  bitmaps (.2bp files) 105
Windows CE based devices
  infrared transferring difficulties 134
Windows CE Services
  about 27
  backing up and restoring on PC 68
  Communications Troubleshooter 33
  installing 28
  Properties dialog box 32, 41
  setting up 26
  Setup Wizard
    about 26
    Inbox extensions, adding 26
    requirements 28
    transferring messages 26
Windows Explorer, overview 6
Windows folder 105
Windows NT Service Pack 3 27
WINS address setting 83
WINS server address 88
Workbooks, creating 65
World Clock
  control panel 118
  described 8
  setting 18

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