

# Clio™

## C-1050 Series User Manual



VADEM™

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Clio C-1050 User Manual

Second Edition (September 1999)

Part Number DA-00183

### **FOR YOUR RECORDS**

For your assistance in reporting this product in case of loss or theft, please record the model number and serial number (located on the bottom of the device) below. Please retain this information.

Model Number \_\_\_\_\_

Serial Number \_\_\_\_\_

Date of Purchase \_\_\_\_\_

Place of Purchase \_\_\_\_\_

# Contents

---

About this Manual	x
Important Safety Instructions	xii
Operating Precautions	xiii
Where to Find Information	xiv
<i>Conventions</i>	<i>xvi</i>

<b>1</b>	<b><i>Getting Acquainted with Clio</i></b>	<b>1-1</b>
	Attaching to AC Power	1-3
	Calibrating and Personalizing the Device	1-4
	Managing Power	1-5
	<i>Cycling Power</i>	<i>1-6</i>
	<i>Notification LED/Switch</i>	<i>1-7</i>
	Power Manager Control Panel	1-7
	<i>Battery Status Tab</i>	<i>1-8</i>
	<i>Suspend Options Tab</i>	<i>1-10</i>
	<i>Backlight Tab</i>	<i>1-11</i>
	Managing Battery Pack Life	1-12
	<i>Recharging the Main Batteries</i>	<i>1-12</i>
	<i>Using Batteries Efficiently</i>	<i>1-13</i>
	Using Display Modes	1-14
	<i>Using Clio in Keyboard Mode</i>	<i>1-14</i>
	<i>Using Clio in Tablet Mode</i>	<i>1-15</i>
	<i>Adjusting Contrast/Brightness</i>	<i>1-15</i>
	Using the Stylus	1-16
	Exploring the Desktop	1-17
	<i>My Handheld PC</i>	<i>1-17</i>
	<i>Taskbar</i>	<i>1-18</i>
	<i>Start Menu</i>	<i>1-18</i>
	<i>Online Help</i>	<i>1-18</i>
	Using Windows and Internet Explorer	1-19

---

---

<i>Windows Explorer</i>	<b>1-19</b>
<i>Internet Explorer</i>	<b>1-19</b>
Communications and Connectivity	<b>1-20</b>
<i>Connecting to the Modem</i>	<b>1-20</b>
<i>Using Infrared</i>	<b>1-21</b>
Removing or Replacing the Battery Pack	<b>1-22</b>
<i>Removing the Battery</i>	<b>1-23</b>
<i>Replacing the Battery</i>	<b>1-24</b>
Memory	<b>1-26</b>
<i>Using Optional Flash Cards</i>	<b>1-26</b>
<i>Installing a Compact Flash Card</i>	<b>1-28</b>
<i>Installing ROM</i>	<b>1-30</b>
Resetting Clio	<b>1-32</b>
Clearing Memory	<b>1-33</b>

## **2**      *Setting up a Partnership with a Desktop PC*    **2-1**

Connecting with the Travel Dock	<b>2-2</b>
Setting up Communications	<b>2-4</b>
Customizing Synchronization	<b>2-7</b>
Synchronizing Files and File Conversion	<b>2-9</b>
<i>Drag and Drop</i>	<b>2-10</b>
<i>Synchronized Files</i>	<b>2-10</b>
Backup and Restore	<b>2-11</b>
Remote Synchronization	<b>2-11</b>

## **3**      *Setting Up Remote Networking*    **3-1**

Connecting to an ISP	<b>3-2</b>
Connecting to a Network	<b>3-3</b>
<i>Creating a Dial-up Connection to a Network</i>	<b>3-4</b>
<i>Creating a Network (Ethernet) Connection</i>	<b>3-5</b>
Synchronizing with a Desktop Computer	<b>3-6</b>
Creating a Dial-up Connection to a Modem	<b>3-9</b>

---

Inbox: Sending and Receiving E-mail Messages	<b>3-10</b>
<i>Setting up Inbox for Connecting to a Mail Server</i>	<b>3-10</b>
<i>Connecting to a Mail Server</i>	<b>3-13</b>
<i>Downloading Messages from a Mail Server</i>	<b>3-13</b>
<i>Disconnecting From a Mail Server</i>	<b>3-14</b>
<i>Managing Messages and Folders on a Mail Server</i>	<b>3-14</b>
<i>Synchronizing E-mail Using ActiveSync</i>	<b>3-15</b>
Creating an Email Message	<b>3-18</b>
Getting Help on Connectivity	<b>3-18</b>

## **4**      *A Tour of Windows CE*      **4-1**

Programs	<b>4-2</b>
Using the Start Menu and Taskbar	<b>4-4</b>
Using the Command Bar	<b>4-5</b>
Finding Files and Exploring the Web	<b>4-5</b>
Printing	<b>4-6</b>
Customizing Clio	<b>4-7</b>
<i>Communications</i>	<b>4-7</b>
<i>Dialing</i>	<b>4-7</b>
<i>Display</i>	<b>4-8</b>
<i>Keyboard</i>	<b>4-8</b>
<i>Network</i>	<b>4-8</b>
<i>Owner</i>	<b>4-8</b>
<i>Password</i>	<b>4-9</b>
<i>Power Manager</i>	<b>4-9</b>
<i>Regional Settings</i>	<b>4-9</b>
<i>Remove Programs</i>	<b>4-10</b>
<i>Stylus</i>	<b>4-10</b>
<i>System</i>	<b>4-10</b>
<i>Tablet Mode AutoStart</i>	<b>4-10</b>
<i>Volume and Sounds</i>	<b>4-11</b>
<i>World Clock</i>	<b>4-11</b>

---

<b>5</b>	<b><i>Using the Microsoft Office and Other Companion Programs</i></b>	<b>5-1</b>
	Pocket Word: Creating Documents	5-2
	Pocket Excel: Creating Workbooks	5-4
	Pocket Access: Viewing and Creating Data	5-6
	Pocket PowerPoint: Showing Presentations	5-8
	Voice Recorder and InkWriter	5-10
	<i>Voice Recorder: Capturing Ideas and Thoughts</i>	5-10
	<i>InkWriter: Creating Notes and Drawings</i>	5-12
	Microsoft Pocket Outlook	5-14
	<i>Calendar: Scheduling Meetings and Appointments</i>	5-15
	<i>Contacts: Tracking Friends and Colleagues</i>	5-18
	<i>Tasks: Keeping a To Do List</i>	5-19

<b>6</b>	<b><i>Using the Bundled Programs</i></b>	<b>6-1</b>
	Vadem ViewFinder™	6-2
	<i>Viewing, Finding and Editing Your Personal Information</i>	6-3
	<i>Archiving and Restoring Notes</i>	6-4
	CalliGrapher® 5.3	6-6
	<i>Starting CalliGrapher</i>	6-6
	<i>Recognition Mode</i>	6-7
	<i>ScreenDraw mode</i>	6-9
	BSQUARE® bFAX® Pro	6-10
	<i>Sending a Fax via the Built-In Modem</i>	6-11
	<i>Receiving a Fax</i>	6-11
	BSQUARE bUSEFUL™ Backup Plus	6-12
	<i>Starting a bUSEFUL Backup</i>	6-12
	<i>Some Helpful Tips and Tricks about bUSEFUL</i>	6-12
	BSQUARE Publisher and Viewer	6-15
	<i>Starting and running BSQUARE bREADY Publisher</i>	6-15
	<i>Starting and Running the BSQUARE bREADY Viewer on your Clio</i>	6-16

---

## A *Clio Troubleshooting Guide and Tips* **A-1**

### What should I do if... **A-1**

- ...the power button won't turn the device on?* **A-1**
- ...my screen is dark?* **A-2**
- ...Clio's Notify button is not working?* **A-2**
- ...the system is not responding properly to the stylus taps?* **A-2**
- ...my Clio will not respond to screen taps or keystrokes?* **A-3**
- ... my battery is not holding a charge?* **A-3**
- ...I can't install the battery?* **A-4**
- ...my Clio doesn't open and close properly?* **A-4**
- ...my Clio's AC adapter is not charging the unit?* **A-4**
- ...my Clio is not receiving audio?* **A-4**
- ...I can't insert a PC card into the card slot?* **A-5**
- ...I forget my power-on protection password?* **A-5**
- ...the LCD on my Clio is flickering?* **A-5**
- ...my Clio's battery LED is not working?* **A-6**
- ...my Clio's serial port is not working?* **A-6**

### How do I... **A-6**

- ...minimize an application or window?* **A-6**
- ...quickly access the desktop?* **A-6**
- ...create a shortcut to my favorite application or file on the desktop?* **A-6**
- ...end an application that is not responding?* **A-7**
- ...tell if the Caps Lock is active?* **A-7**
- ...access the context menus (right mouse click in Windows 95)?* **A-7**
- ...check battery levels?* **A-7**
- ...find out how much memory I have left for storage and applications?* **A-7**
- ...maximize my battery life?* **A-8**

---

<i>B</i>	<i>Hardware Specifications</i>	<b><i>B-1</i></b>
<i>C</i>	<i>Regulatory Information for the C-1050 Series</i>	<b><i>C-1</i></b>
<i>D</i>	<i>Supported PC Cards</i>	<b><i>D-1</i></b>
<i>E</i>	<i>Limited Warranty</i>	<b><i>E-1</i></b>
<i>F</i>	<i>Vadem Software License Agreement</i>	<b><i>F-1</i></b>
<i>G</i>	<i>BSQUARE® EULA</i>	<b><i>G-1</i></b>
<i>H</i>	<i>Software Programs</i>	<b><i>H-1</i></b>
<i>Glossary</i>		<b><i>Glossary-1</i></b>
<i>Index</i>		

# *Preface*

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Congratulations on purchasing Clio, the ideal PC Companion powered by the Microsoft® Windows® CE operating system. The size and capabilities of this device let you keep your most important business and personal information up-to-date and close at hand. Windows ActiveSync® with CE Services increases the power of Clio by letting you synchronize the information on your desktop or laptop computer with this device. Picture yourself in the following situations:

- You're on a business trip, getting important customer feedback that you want to discuss with your colleagues back in the office. Using Calendar, Contacts, and Inbox, you schedule a meeting and send it to your colleagues while still on the road.
- You are on the road taking customer orders. Using Pocket Access, you create records for each customer with their order information. At night, you connect to your network and update the global database with your new orders. You also download updates to the product information database you use when making sales.
- You glance at the time and realize that you are going to be late for the bus. You grab Clio and catch the bus just in time. Because ActiveSync keeps the information on your device always up-to-date, while on the bus, you leisurely read and respond to the e-mail messages you did not have a chance to get to during the day. Once at home, you use your device to dial into the network at your company and send your replies.

- 
- During a few spare minutes in the airport, you check your e-mail and send a note to your daughter wishing her luck at the gymnastics meet.

## *About this Manual*

Table P-1 provides a description of each section in this manual.

**TABLE P-1 Contents of this Manual**

<b>Section</b>	<b>Content</b>
Chapter 1: Getting Acquainted with Clio	Essential information about Clio, including its hardware, software applications, supported PC cards, and essential set-up tasks you should perform.
Chapter 2: Setting up a Partnership with a Desktop PC	Instructions for setting up a partnership and synchronizing Clio with a desktop PC.
Chapter 3: Setting Up Remote Networking	Instructions for configuring and using dialup and network connections. Instructions for sending and receiving email messages with the Inbox program.
Chapter 4: A Tour of Windows CE	Description of the features of the Windows CE desktop environment.
Chapter 5: Using Microsoft Office and Other Companion Programs	Information about using the Microsoft applications bundled with Clio.
Chapter 6: Using the Bundled Programs	Information about using the Vadem applications bundled with Clio: ViewFinder, Calligrapher, BSQUARE bFAX Pro, bUSEFUL BACKUP Plus and bREADY Publisher and Viewer.

**TABLE P-1 Contents of this Manual**

<b>Section (Continued)</b>	<b>Content</b>
Appendix A: Clio Troubleshooting Guide and Tips	Symptom, Cause, and Solution information for commonly encountered difficulties
Appendix B: Hardware Specifications	System specifications for Clio
Appendix C: Regulatory Information for the C-1050 Series	Regulatory information regarding Clio
Appendix D: Supported PC Cards	Listing of PC Cards supported by Windows CE
Appendix E: Vadem Limited Warranty	Complete text of Vadem limited warranty
Appendix F: Vadem Software License Agreement	Complete text of software license agreement
Appendix G: BSQUARE <sup>®</sup> End-User License Agreement (EULA)	BSQUARE <sup>®</sup> bFAX <sup>®</sup> Pro, BSQUARE <sup>®</sup> bUSEFUL <sup>™</sup> BACKUP Plus, bREADY <sup>™</sup> Pub- lisher and Viewer EULA
Appendix H: Software Programs	Complete listing of software programs included with C-1050 Series
Glossary	Translations of commonly used terms

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## *Important Safety Instructions*

Follow basic safety precautions to reduce the risk of fire, electric shock, or personal injury:

1. **Read and understand all instructions.**
2. **Follow all warnings and instructions marked on the product.**
3. **Never install telephone wiring during a lightning storm.**
4. **Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.**
5. **Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.**
6. **Use caution when installing or modifying telephone wires.**
7. **Avoid using a telephone (other than a cordless type) or modem during an electrical storm. There may be a remote risk of electric shock from lightning.**
8. **Use only the power adapter supplied with Clio. If you need to replace the supplied power adapter, go to the Vadem web site, <http://www.vadem.com>, for information on how to order a replacement.**
9. **Do not overload wall outlets and extension cords as this can result in the risk of fire or electric shock.**
10. **Never spill liquid of any kind on the product.**
11. **To reduce the risk of electric shock, do not disassemble the product. Instead, take it to qualified service personnel when service or repair work is required. Opening or removing covers may expose you to dangerous voltage or other risks. Incorrect reassembly can cause electric shock when the product is next used.**

## *Operating Precautions*

Clio is a precision digital instrument. Be sure to observe the following important precautions in order to prevent malfunction that can result in improper operation or corruption of data in memory.

- Never continue to use the device when battery power is low. Low battery power can cause corruption or loss of data stored in memory. Recharge batteries as soon as possible after low power is indicated. Charge whenever possible.
- Avoid using the device in areas subjected to the conditions listed below. Such conditions can create the danger of fire or personal injury, as well as damage to and malfunction of the device.
  - Electrostatic charge
  - Extreme heat
  - Very high humidity
  - Sudden temperature change
  - Large amounts of dust

Also note the following important precautions. Failure to do so can create the danger of fire, personal injury, as well as damage to and malfunction of the device.

- Never drop the device, allow it to be hit by other objects or otherwise subject it to strong impact.
- Never place heavy objects on top of the device.
- Never disassemble the device.
- Never insert foreign objects into the connectors or slots of the device.
- Never allow water or other liquids to come into direct contact with the device.

- 
- Always use the stylus that comes with the device when operating its touch screen, and only use the shiny end of the stylus.
  - Never use paint thinner, benzene, or other volatile agents to clean the device or its display panel. Instead, use a soft cloth moistened with water. Wring out all excess liquid from the cloth before wiping the device or display panel.

### *Where to Find Information*

This manual describes your Clio hardware, provides an overview of the programs included, and describes how to set up communications between your device and your desktop computer. Table P-2 is a guide to the different types of information available to help you use your device. Note that although this book introduces the programs on your Clio, it does not describe them completely. For more information, see the comprehensive online Help for each program.

**TABLE P-2 Clio Information**

<b>Information</b>	<b>Source</b>
Program Documentation	This User's Manual -or- Online Help on your device. Select <b>Start &gt; Help</b> .
Synchronizing and exchanging files with a desktop computer	This User's Manual. -or- Online Help on your device. Select <b>Start &gt; Help</b> . -or- Microsoft ActiveSync online Help on your desktop computer. In the ActiveSync window, click <b>Help &gt; Windows CE Services Help Topics</b> .

**TABLE P-2 Clio Information (Continued)**

<b>Information</b>	<b>Source</b>
Toolbar buttons	Tap and hold on a toolbar button to see its name. Drag off the toolbar button before lifting to avoid activating the button.
Troubleshooting information on connections	The Communications Troubleshooter on your desktop computer. In the ActiveSync window, click <b>Help &gt; Communications Troubleshooting</b> .
Up-to-date information on Windows CE-based devices	The Microsoft Windows CE Home Page: <a href="http://www.microsoft.com/windowsce">http://www.microsoft.com/windowsce</a>
Information on this release of Windows CE	Readme.doc file (located in the Microsoft ActiveSync folder on your desktop computer).
Extensive online support for Clio specific tips, troubleshooting and FAQs (Frequently Asked Questions)	The Vadem Home Page: <a href="http://www.vadem.com">http://www.vadem.com</a>
Information about accessories, software and upgrades for Clio	The Vadem Home Page: <a href="http://www.vadem.com">http://www.vadem.com</a>
Vadem Technical Support	Email to: <a href="mailto:custsupport@vadem.com">custsupport@vadem.com</a>
Vadem Technical Support, Service and Repair	1-888-GO-VADEM

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## Conventions

This manual uses several conventions to present information of special importance.

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**Warning:** Warnings are cautions and alerts of things that can interfere with or damage the function of this device.

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**Note:** Notes highlight helpful and important things to keep in mind when using this mobile device. These include things like tips and tricks, shortcuts, and hints.

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Lists of items, points to consider, or procedures that do not need to be performed in a specific order appear in bullet format:

- Item 1
- Item 2

Procedures that must be followed in a specific order appear in numbered steps:

1. **Perform this step first**
2. **Perform this step second**

**NOTE:** The notation [tap] or [double-tap] may appear in this document. It signifies a stylus or finger tapping the touch screen.

The following general text conventions are used to denote special circumstances.

---

[ENTER]	Specific keyboard keys are shown in square brackets and are capitalized.
[ALT]+[F4]	Keys with a plus sign (+) between them must be pressed simultaneously
{POWER}	Buttons and knobs are depicted in round brackets and are capitalized and italicized.
\\HKEY\CURRENT_USER	Path names to PC or Windows CE resources are shown in Courier font.
<b>Start&gt;Settings&gt;Control Panel</b>	Clio paths to resources are shown usually in bold font
cd \letters\business\legal [ENTER]	PC keyboard entries or URLs you are expected to enter exactly as shown are indicated in Courier font.
http://www.Vadem.com	

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# 1 *Getting Acquainted with Clio*

---

Before you start using Clio, you will need to charge the unit until the orange indicator light on the front turns to green, indicating a fully charged battery.

This chapter will show you how to:

**1. Attach to AC power and charge the batteries.**

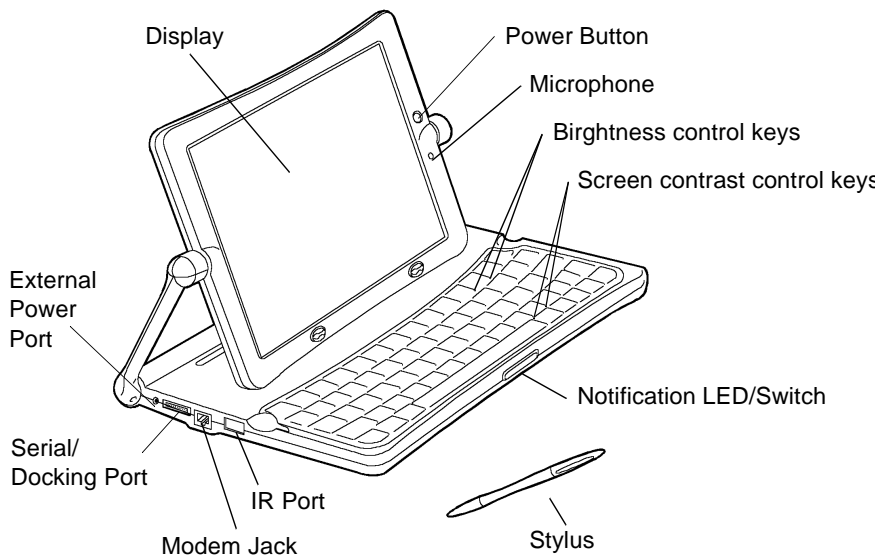
When attached to AC power, the battery pack and backup battery charge automatically, even when Clio is in use. Refer to “Attaching to AC Power” on page 1-3.

***Important:*** The first time you charge Clio, be sure that your device remains connected to AC power for twelve hours to fully charge both batteries. You may use Clio during this time, but do not remove it from the AC connection. This is only required the first time you charge Clio.

**2. Calibrate and personalize Clio.**

Refer to “Calibrating and Personalizing the Device” on page 1-4.

The names and locations of key components on your Clio are shown below. Figure 1-1 shows a top view of Clio in Keyboard Mode, and Figure 1-2 shows a bottom view of Clio.



**FIGURE 1-1** Top view of Clio in Keyboard Mode

---

**Warning:** Be careful when opening Clio. The hinge arm may pinch skin or clothing that is in contact with the back of the device when it is opened. Always rest Clio on a flat surface before opening.

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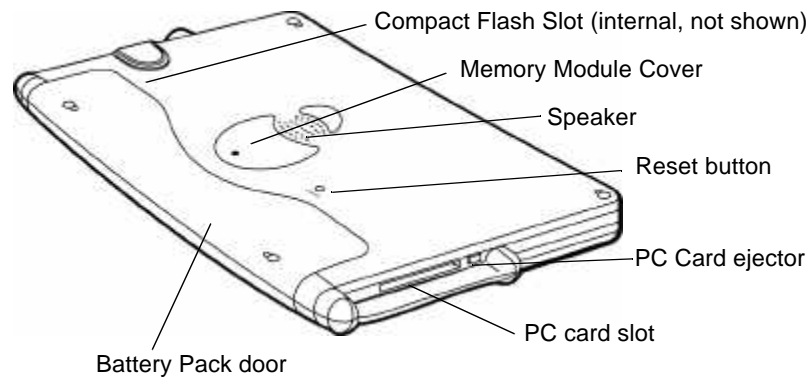


FIGURE 1-2 Bottom View of Clio

## *Attaching to AC Power*

To attach Clio to AC power, plug the mini-connector end of the AC adaptor cable into Clio and the two-pronged end into a standard 110V AC power outlet. You can also attach the device to AC power using the Travel Dock (refer to “Connecting with the Travel Dock” on page 2-2).

When you attach Clio to AC power, the batteries automatically recharge. You can use the device while your batteries are recharging. In fact, it is recommended that you always use AC power when you are near an outlet to insure your batteries stay fully charged for when you travel.

**Important:** Use only the AC power adapter supplied with Clio. If you need to replace the adapter, go to the Vadem web site, <http://www.vadem.com>, for information on how to order replacement.

## *Calibrating and Personalizing the Device*

The first time you power on, the “Welcome to Windows CE for the Handheld PC” wizard appears on your screen. Just follow the instructions as they appear.

**1. Calibrate the screen:**

- a. *Remove the stylus from its holder.*
- b. *At the center of each cross or target (+) that appears on the display, tap using the stylus.*
- c. *Press the ENTER key when you are done.*

---

**Note:** Always use the Clio stylus to touch the Clio screen. Do not use any stylus or pen other than the Clio stylus. Using a different pen or stylus may damage your screen. Do not rest the heel of your hand on the screen, as it is quite sensitive to contact and will not work accurately when there is more than one point of contact.

---

**2. Set the world clock.**

When the World Clock dialog appears:

- a. *In the Home tab, select a city in your time zone.*
- b. *Optionally, in the Visiting tab, select another city for which you would like to track local time, then tap OK.*
- c. *In the Date and Time tab, select the date and specify the time in your Home and Visiting cities.*
- d. *Tap OK in the upper right of the dialog.*

**3. Enter your personal information.**

When the **Owner Properties** dialog appears, enter your personal information, then tap Done in the lower right corner of the dialog.

## *Managing Power*

Clio uses two types of batteries and will maintain memory for at least two weeks when the device is turned off:

- The rechargeable *main* battery pack, which comes packaged with the device. It provides approximately 12 hours of power under normal use.
- A built-in, rechargeable *backup* battery. This battery pack recharges whenever you recharge the device. Its purpose is as an emergency power source to maintain memory when the main battery pack is removed for short periods.

---

**Note:** The device cannot be turned on using only the backup battery.

---

---

**Warning:** All data will be lost if the main battery is drained or removed and the backup battery is also drained. Replace the main battery as soon as possible after removing it. Always charge Clio whenever possible to protect your data.

---

## Cycling Power

Clio is ready to use as soon as you power on. Unlike a PC, Clio does not need to boot up or shut down.

There are three ways to power on and off:

- *Power Button.* To power on, press the Power Button (large button recessed into the frame to the right of the display). To power off, press this same button.
- *Opening and Closing Clio.* This is an optional feature you can set using the Power Manager Control Panel. When this feature is enabled and you close Clio with the screen facing down, it powers off. When you open Clio, it powers on.
- *Docking with the PC.* When you dock Clio to your PC using the Travel Dock or Serial Cable, your Clio will automatically power on as part of establishing a partnership with your PC (refer to Chapter 2, “Setting up a Partnership with a Desktop PC”).

---

**Note:** If the screen does not appear to be on after you power on the device, you may need to adjust the screen brightness and contrast (refer to “Adjusting Contrast/Brightness” on page 1-15). The Clio screen takes a few seconds to reach full brightness after you turn on the device.

---

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## Notification LED/Switch

Clio features a Notification LED/switch on its lower front edge. To interpret signals from the LED, refer to Table 1-1.

**TABLE 1-1** Notification LED/switch

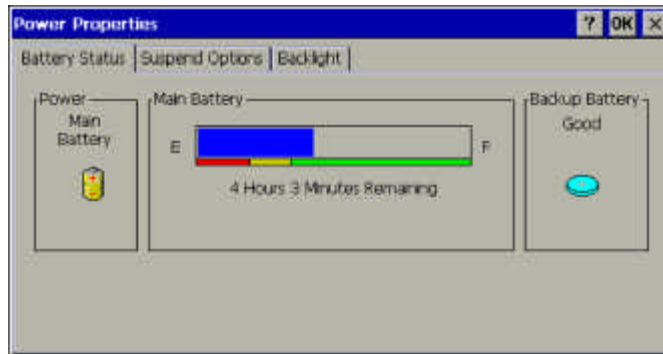
Indicator	Meaning
Steady green light	Clio is attached to AC power and the battery pack is fully charged.
Steady orange light	Clio is attached to AC power and the battery pack is charging.
Red blinking light	An alarm or reminder of an important event or appointment that occurs while Clio is turned off. Press the LED/switch to turn on Clio and to turn off the alarm/reminder after it lights up.

## *Power Manager Control Panel*

If you select the Power Manager icon in the Control Panel, a dialog box will be displayed that contains information about the Power status of the device. It contains three tabs that allow you to check your battery level and customize options to improve battery life.

## Battery Status Tab

Figure 1-3 shows the Power Properties dialog box with the Battery Status tab displayed.



**FIGURE 1-3** Battery Status Tab in the Power Properties Dialog Box

The Battery Status tab displays the battery level as a meter with green (good), yellow (low) and red (very low) zones. You can quickly determine whether your battery is empty or full by looking at the meter. The status of the internal, rechargeable backup battery is also shown.

An estimated battery life is displayed for the Main Battery is also shown. The estimated battery life is a continuous calculation based on current use. It may fluctuate based on various factors including the brightness setting of the display, whether or not the modem is being used or even if the user is actively typing or letting the device sit idle. In some cases you may see “Unknown Time Remaining” for a short time before the device has time to calculate estimated battery life. The value should be taken as only an estimate of remaining battery life, not an exact time.

---

**Note:** To preserve your data stored in RAM memory, Clio will automatically power off after the battery level enters into the red zone. If you attempt to turn the device on again, it may turn on briefly, then turn off again to protect memory. Use the AC Adapter as soon as possible to recharge the device. In order to protect your data, you should never leave the device for long periods of time without recharging the battery. When power becomes low on the device, dialog boxes appear to alert you of the problem.

---

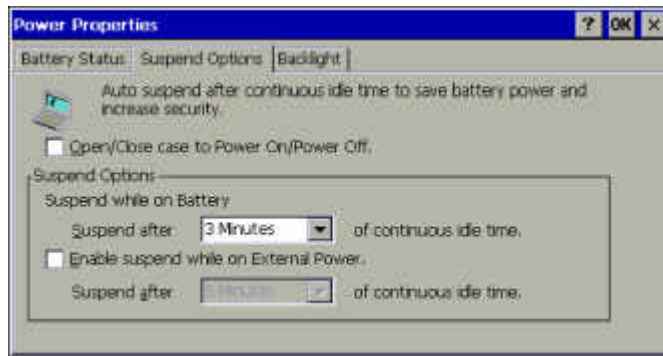
When AC Power is applied, the Main Battery icon changes to the External Power icon (Figure 1-4), to indicate that the device is running on AC and the Main Battery is recharging.



**FIGURE 1-4** External Power Icon

## Suspend Options Tab

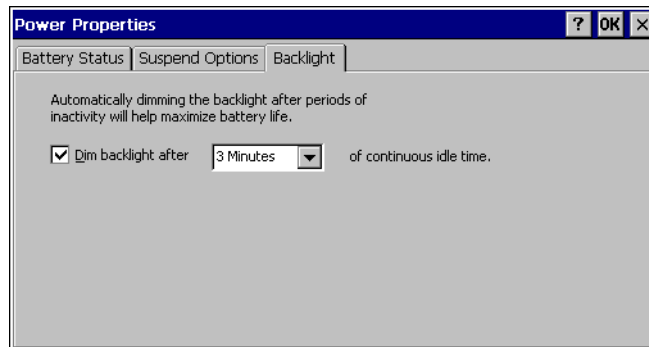
The Suspend Options tab (Figure 1-5) allows you to set options for automatically powering the device on or off. You can choose to have Clio turn on and off automatically whenever you open or close the case. In addition, you can set a timeout to automatically power off the device after an idle period to preserve battery power.



**FIGURE 1-5 Suspend Options Tab in the Power Properties Dialog Box**

## Backlight Tab

The Backlight tab (Figure 1-6) allows you to set a timeout to automatically dim the backlight after an idle period. Enabling this feature will maximize the battery life of your device under normal operating conditions. Touching the screen or any key on the keyboard will automatically brighten the backlight back to its original setting.



**FIGURE 1-6** Backlight Tab in the Power Properties Dialog Box

## *Managing Battery Pack Life*

When fully charged, the main battery pack supports up to 12 hours of use. The backup battery provides an emergency power source to protect your memory contents if the main battery pack is removed for short periods of time. When attached to AC power, both batteries charge automatically, even when Clio is in use.

### **Recharging the Main Batteries**

---

**Warning:** Never continue to use Clio when the battery pack is low. Complete loss of battery pack power will destroy your data. Recharge the batteries as soon as low power is indicated.

---

To recharge the main battery pack and built-in rechargeable backup battery:

- *If you have a travel dock* that is plugged into a wall outlet, attach Clio to the travel dock.
- Otherwise, attach the AC Adapter directly to Clio.

---

**Note:** The Notification LED/Switch turns orange whenever AC is applied and the battery is charging. Be sure to check the LED when you plug Clio into the AC Adapter or dock. The LED turns green when the battery is fully charged.

---

The backup battery is provided for use by the system on an emergency basis, where the main battery pack cannot be recharged as necessary or when the main battery pack must be removed. Be sure to replace the main battery pack without delay.

## Using Batteries Efficiently

Here is a list of things you can do to maximize your battery pack's life and charge:

- Charge the battery pack as soon as the first low battery pack warning appears. Keep the battery fully charged whenever possible.
- Use AC power as much as possible, especially when you are using PC cards. These cards consume a lot of power.
- If you are low on power, turn off sounds on the device using the Volume and Sound Control Panel. These sounds consume a lot of power.
- If possible, use AC power when using the Clio built-in modem as it requires more power.
- Turn on the dim backlight feature, described above, to maximize battery life when the device is idle.
- Choose a lower brightness setting if possible. The backlight consumes a lot of power.

## *Using Display Modes*

The display screen is designed to make Clio as easy to use, under as many conditions, as possible.

### **Using Clio in Keyboard Mode**

To open the screen in keyboard mode:

1. **Place Clio face up on a flat surface with the Notification LED/switch facing you.**
2. **Lift up on the screen and push the top of it away from you, keeping the screen inline with the screen arms.**
3. **Pivot the screen to optimize its readability under different lighting conditions.**

Refer to Figure 1-7.



**FIGURE 1-7** Opening the Display in Keyboard Mode

To close Clio:

1. **Align the screen with the screen arms.**
2. **Close the screen by pushing it down to meet the body of Clio.**

### Using Clio in Tablet Mode

Once the screen is open, you can convert it to tablet mode:

1. **Pivot the screen so that it is facing away from the keyboard and is aligned with the screen arms.**
2. **Push the screen down to meet the body of Clio (but with the display facing up), as shown in Figure 1-8.**

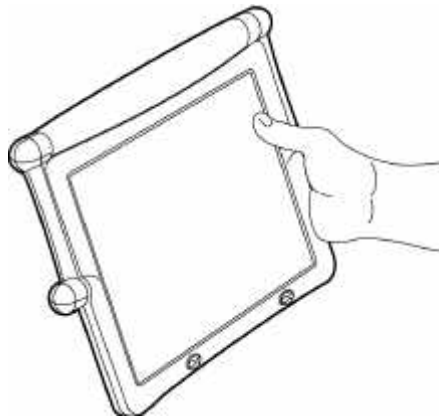


FIGURE 1-8 Display in Tablet Mode

### Adjusting Contrast/Brightness

To adjust display *contrast*, press ALT+LESSTHAN(<) to decrease or ALT+GREATERTHAN (>) to increase contrast. To adjust display

*brightness*, press ALT+PLUS (+) to increase or ALT+ MINUS (-) to reduce brightness.

## *Using the Stylus*

Clio comes with a stylus, a pencil-shaped device for tapping or dragging to select or to move displayed items. To reduce the risk of scratching the Touch Screen, use the grey end of the stylus. You can use the stylus much as you would a mouse. For example:

- Tap icons on your screen to select them.
- Double-tapping works like double-clicking a mouse.
- Press ALT and tap to access context-sensitive menus (equivalent to right-button click on a mouse).
- To move something on the display, or to draw lines or curves, press continuously and drag.
- If the CalliGrapher program is active (refer to “CalliGrapher® 5.3” on page 6-6), you can write on the screen in block or cursive styles and the system will capture your input, as if you had used the keyboard.

---

**Note:** You may use your finger instead of the stylus, but do not use any other stylus or pen. Using a different pen or stylus may damage your screen. Also, do not rest the heel of your hand on the screen, as it is quite sensitive to contact and will not work accurately when there is more than one point of contact.

---

## *Exploring the Desktop*

The Clio Windows CE desktop contains shortcuts to programs and features the standard “My Handheld PC” icon, Start menu and taskbar.

The following section briefly describes Clio’s desktop features. For more in-depth information on Windows CE applications, see Chapter 4, “A Tour of Windows CE”.

### **My Handheld PC**

The “My Handheld PC” folder contains standard Windows folders, such as the Control Panel, Databases, My Documents, Program Files, and Windows.

Use these resources to create new folders, create shortcuts to the desktop, navigate files, add files to the Favorites list (on Start menu), view files as icons or list, transfer files using infrared, and switch to the internet.

For more specific information on the folders contained within the “My Handheld PC” folder, see the Clio online help.

## Taskbar

The taskbar is displayed along the lower edge of the desktop. It displays the programs you are currently running, the Desktop icon, and status tray. When selected, the Desktop icon minimizes all opened programs to display the desktop.

The taskbar icons display the following information from left to right:

- your battery status, including whether you are using AC current or battery.
- your network connection status
- access to Calligrapher resources (For more information on Calligrapher see “CalliGrapher® 5.3” on page 6-6).
- contrast, brightness, volume and video screen settings, as well as battery charge information.
- the current time

## Start Menu

The Start menu is found on the left-most end of the taskbar. Tapping the Start icon opens the menu, where you will find directories containing all software application programs, your favorite documents, recently used documents, and Clio settings. The Run facility lets you set up and run software. The Suspend function lets you save your session settings to return to your current settings when disconnected.

## Online Help

Clio contains an online help system that you can access from many ways. From the Start Menu, choose the Help icon. From applications, choose the question mark [?] icon.

The online help system contains the most up-to-date information about Clio's features and functions.

## *Using Windows and Internet Explorer*

Clio uses its own version of Windows Explorer and Internet Explorer.

### **Windows Explorer**

The Windows Explorer program is useful for viewing, transferring and organizing files. It is also accessed from the "My Handheld PC" icon.

To open this program, tap **Start > Programs > Windows Explorer**.

### **Internet Explorer**

Internet Explorer lets you view HTML files and acts as your Internet browser.

To open this program, tap **Start > Programs > Internet Explorer**. To view an HTML file residing on your Clio, select **File > Open**, then choose the file. To connect to the Internet and use Internet Explorer as your browser, see *Connecting to an ISP* on page 3-2.

## *Communications and Connectivity*

Clio provides a modem jack, an IR (infrared) port, a serial/docking port, a PC Card slot, and a Compact Flash slot. This section describes the use of each of these features.

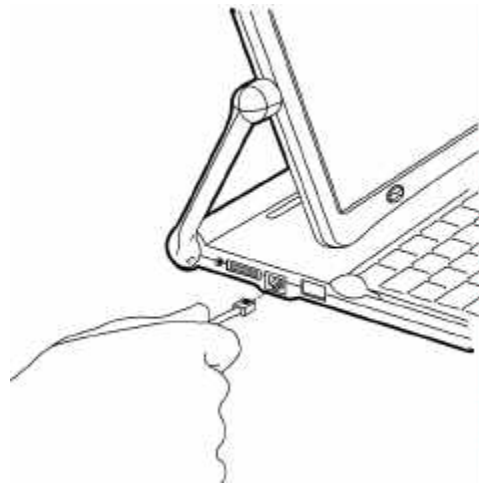
### **Connecting to the Modem**

To use the internal modem, plug any analog phone line into the standard RJ11 jack on the side of Clio (Figure 1-9).

---

**Warning:** Only use an analog phone line with the built-in modem on Clio. Digital phone lines may damage the built-in modem. Digital phone lines can sometimes be found in hotels or corporate buildings using PBX systems. Check before using an unknown phone line.

---



**FIGURE 1-9** Plugging in the Modem Cable

To use the built-in modem, choose “Built-in modem on COM5:” as the modem type. Refer to Chapter 3, “Setting Up Remote Networking” for information on creating dial-up connections.

## Using Infrared

You can establish an IR (infrared) connection between Clio and another device that runs Windows CE using the infrared port.

To create an IR connection:

1. **Power on both devices.**
2. **Place Clio and the other Windows CE device so that their IR ports are directly facing each other (refer to Figure 1-10).**



**FIGURE 1-10** Infrared Connection

*To send a file*, highlight the file then select **File > Send To > Infrared Recipient** in the Windows Explorer menu. *To receive a file*, select **File > Receive** in the Windows Explorer menu. Other programs may support infrared. Check the documentation for other programs for details.

---

**Note:** The IR port and the serial port cannot work simultaneously.

---

### *Removing or Replacing the Battery Pack*

For certain operations, such as installing more memory or installing certain types of PC cards, you will need to remove the battery pack. Also, if the battery becomes defective, you'll need to replace it. Follow the steps in this section to safely handle the battery pack.

---

**Warning:** Never open the battery pack door or remove the battery pack without **FIRST** shutting off the device. **REMOVING THE BATTERY WHILE THE DEVICE IS ON MAY CAUSE YOU TO LOSE ALL OF YOUR DATA.**

---

1. **Remove the battery pack door.**
2. **With Clio face down on a flat surface and the back of the device facing you, grasp the tabs on the back of the battery pack door and lift away from you (Figure 1-11).**

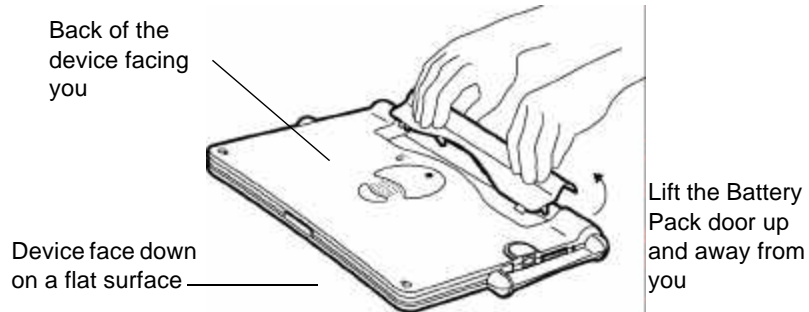


FIGURE 1-11 Removing the Battery Pack Door

### Removing the Battery

3. Rotate the tab of the battery pack away from the battery contacts and lift the battery pack out of the device. Refer to Figure 1-12.

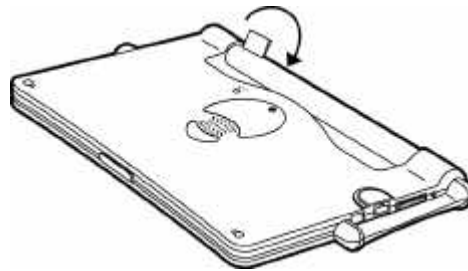


FIGURE 1-12 Rotating the Battery Pack away from the Battery Contacts

---

**Warning:** Never operate Clio with the Battery Pack removed. When removing the battery pack, replace it as quickly as possible and be careful not to leave it out of the system for an extended period of time.

---

## Replacing the Battery

1. **Open the battery compartment as described in steps 1-3 above.**
2. **Insert the battery pack.**

Orient the battery pack so the tab is on the side matching the three battery contacts on Clio (and so that the tab is facing away from Clio).

Insert the battery pack into Clio. Make sure both ends snap in securely. (Figure 1-13).

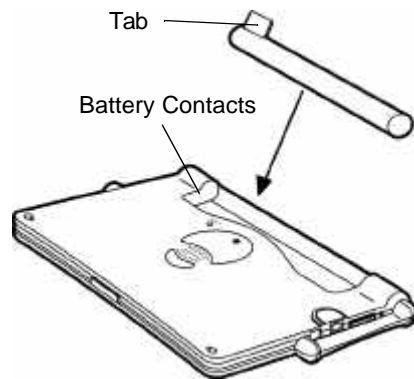


FIGURE 1-13 Inserting the Battery Pack

3. **Rotate the battery pack so that its tab makes a connection with the three Battery Contacts on Clio.**

Refer to Figure 1-14.

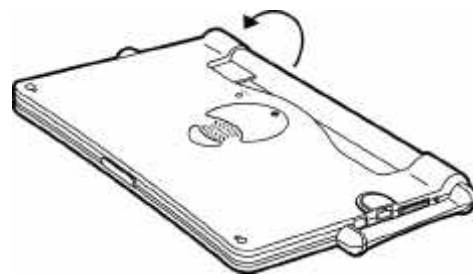
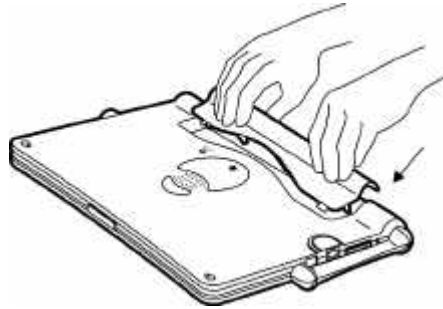


FIGURE 1-14 Rotating the Battery Pack toward the Battery Contacts

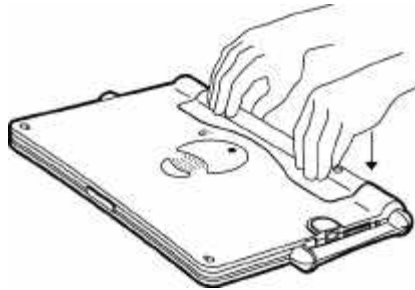
**4. Replace the battery pack cover.**

Insert the tabs on the curved side of the door into the body of Clio (Figure 1-15), then press down on the straight side and snap into place (Figure 1-16).

**Note:** If the battery pack door does not close completely, the device will not power on.



**FIGURE 1-15** Inserting Door



**FIGURE 1-16** Closing Door

## *Memory*

Clio uses three types of memory:

- *Optional Flash Cards*, which can be used to store files.
- *ROM*, which contains the operating system and built-in programs.
- *RAM*, which contains additional programs and data.

This section describes installation and use of each type of memory.

### **Using Optional Flash Cards**

You can use many kinds of Type I or Type II PC cards with Clio. Flash memory PC Cards can be used to store files. Modem and ethernet PC Cards can be used for communications. VGA PC Cards can be used to give presentations. Windows CE supports many such cards with its built-in drivers. Other cards come with their own drivers. A list of supported PC Cards is provided in Appendix D, "Supported PC Cards."

### **Installing a PC Card:**

#### **1. Insert your PC card into the PC card slot.**

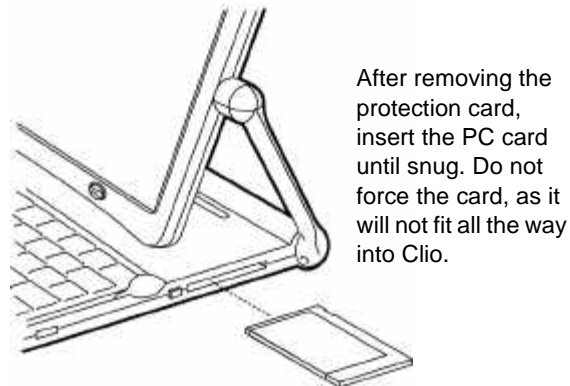
If you have not used a PC card with the device before, you need to remove the protection card that is in the slot. To do this, grasp the tab on the end of the card and pull it out.

Insert the PC card connector end first until it is snug and the eject button pops out. Do not force the card, it will still stick out slightly from the slot when fully inserted.

Refer to Figure 1-17.

**Note:** If the card stops and the Eject button has not popped out, you may have inserted the PC Card upside down.

Remove the PC Card, flip it over and try again.



**FIGURE 1-17** Inserting a PC Card

- 2. If this is the first time you have inserted this PC Card, you may be prompted by the device to identify or format the card.**

Follow the instructions on the display.

Flash memory PC Cards will appear as the **Storage Card** folder inside the **My Handheld PC** folder.

## Removing a PC Card

---

**Note:** Carefully follow these steps when removing a PC Card. Otherwise, you may lose your data.

---

To remove a PC card from Clio:

1. **Exit all programs that are using files that reside on your PC card.**
2. **Power off Clio.**
3. **Eject the card.**  
Press the button beside the PC card slot.
4. **Replace the protection card.**  
This prevents dust from entering the slot.

## Installing a Compact Flash Card

You can use a compact flash card to store files as you would a PC card.

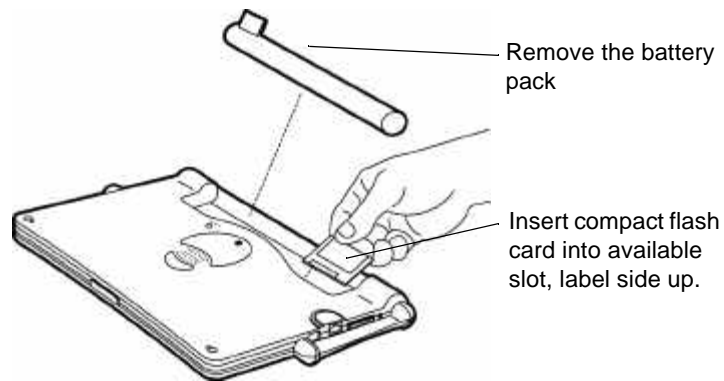
---

**Note:** The Compact Flash slot is an internal slot. If swapping a compact flash card back and forth from a digital camera, you may wish to use a PC card adapter in the external slot.

---

To insert or change a compact flash card:

1. **Follow the steps to remove the battery pack (see “Removing or Replacing the Battery Pack” on page 1-22).**
2. **Insert the compact flash card in the available slot.**  
If there is a compact flash card currently in the slot, remove it first. Refer to Figure 1-18.



**FIGURE 1-18** Inserting a Compact Flash Card

**3. Replace the battery pack.**

---

**Warning:** When removing the battery pack, please replace it as quickly as possible and be careful not to leave it out of the system for an extended period of time. The backup battery provides an emergency power source for up to two hours, **BUT IF IT DRAINS YOU WILL LOSE ALL OF YOUR DATA.**

---

**4. Replace the battery pack cover and snap into place.**

Insert the tabs on the curved side of the door into the body of Clio, then press down on the flat side and snap into place. If the battery pack door is not completely closed, the device will not power on.

Compact flash cards will appear as the **Storage Card 1** folder inside the **My Handheld PC** folder.

## Installing ROM

---

**Warning:** Never open the battery pack door or remove the battery pack without **FIRST** shutting off the device. **REMOVING THE BATTERY WHILE THE DEVICE IS ON MAY CAUSE YOU TO LOSE ALL OF YOUR DATA.**

---

You can upgrade the ROM module in Clio:

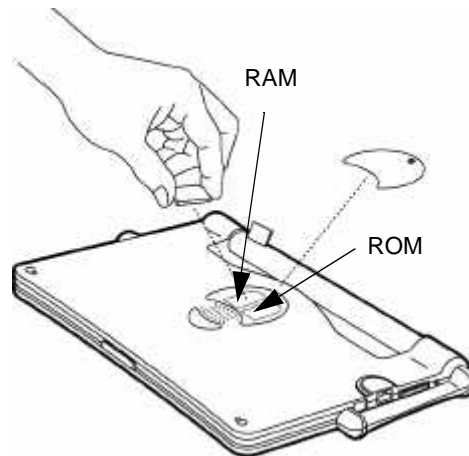
- A new ROM module may be necessary to upgrade to a new release of the operating system.

To replace the ROM:

1. **Synchronize information to your desktop PC.**  
Backup any files or programs you need. Refer to “Synchronizing Files and File Conversion” on page 2-9.
2. **Disconnect any AC power connection, including the travel dock.**
3. **Open the battery pack door and rotate the battery pack away from contacts.**
4. **Remove the memory module cover, using a phillips screwdriver.**
5. **Remove the ROM module currently in the device.**

Under the memory module cover are two modules. With Clio face down and its Notification LED/switch light facing you, the ROM module is on the right and the RAM on the left. Put your fingers around the ROM module and lift it out.

Refer to Figure 1-19.



**FIGURE 1-19** Inserting a ROM Module

**6. Install the new ROM module.**

The ROM and RAM modules have unique connectors that will not accept the wrong module. Align the connectors on the module with the connectors in the Clio. Then firmly and evenly snap into place. Make sure the module is firmly seated in place. Do not force it.

**7. Replace the memory module cover.**

Be sure the cover is firmly in place. Clio will not power on if the cover is not in place. Replace the screw and carefully tighten. Do not overtighten the screw.

**8. Replace the battery pack (see “Removing or Replacing the Battery Pack” on page 1-22 for instruction).**

**9. Optionally, reconnect AC power.**

**10. Power on the device.**

**11. Synchronize with your desktop PC to restore your data.**

---

**Note:** Always read and follow the specific instructions that came with your ROM module. There may be important updated information.

---

### *Resetting Clio*

If the device does not turn on after you install the battery pack and attach the device to AC power, first check if the contrast and brightness are set correctly (see “Adjusting Contrast/Brightness” on page 1-15). If the device still does not turn on or appears frozen, you may need to reset the device.

---

**Warning:** You will lose any unsaved changes in files or programs when you reset Clio. All running applications will exit upon reset.

---

To reset the device, use the Clio stylus to push the reset switch. This switch is recessed on the bottom of the device (Figure 1-20), recessed behind a hole to protect it from accidental triggering. It is labeled RESET.

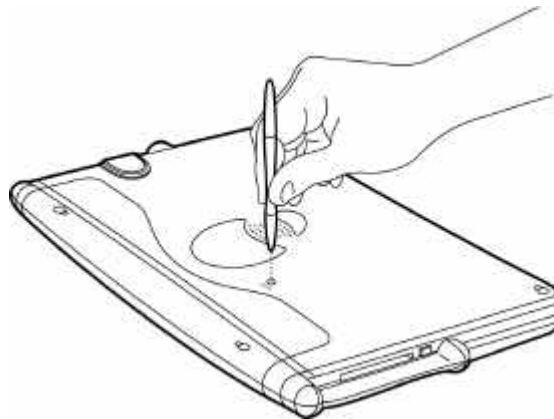


FIGURE 1-20 Resetting Clio

## *Clearing Memory*

---

**Warning:** Clearing memory will completely erase all data on the system. This should only be done as an emergency procedure or when you wish to completely erase all data; for example, when assigning your device to a new owner.

---

To clear memory:

1. **Synchronize information to your desktop PC.**  
Backup any files or programs you need.  
Refer to “Synchronizing Files and File Conversion” on page 2-9.
2. **Remove the memory module cover.**
3. **Press the silver and black Memory Erase button (under the memory module cover), and simultaneously press the RESET switch with the stylus.**

With Clio face down and its Notification LED/switch facing you, the Memory Erase button can be found adjacent to the RAM module.

4. **Replace the memory module cover.**  
Be sure the cover is firmly in place.
5. **Power on the device.**
6. **Synchronize with your desktop PC to restore your data.**

## 2 *Setting up a Partnership with a Desktop PC*

---

Microsoft ActiveSync® with Windows CE Services enables you to *synchronize* the information on your desktop computer with the information on Clio. Synchronization compares the data on Clio and your desktop computer, then updates both with the most recent information. For example:

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

With ActiveSync, you can also:

- Back up and restore Clio data.
- Add and remove programs on Clio.
- Copy (rather than synchronize) files between Clio and your desktop computer.

Synchronizing or exchanging files with your PC requires:

- A physical connection with Clio via a Travel Dock or network connection.

Refer to “Connecting with the Travel Dock” on page 2-2.

- Installation of ActiveSync with Windows CE Services and setting up a “partnership” between Clio and your Desktop PC.

Refer to “Setting up Communications” on page 2-4.

The travel dock connects Clio to AC power and the serial port of the PC in one step, helping you to keep your device synchronized and your battery pack fully charged.

### *Connecting with the Travel Dock*

You can connect the device to your PC with the Travel Dock, included with Clio.

To connect Clio and a PC and/or recharge the device with the travel dock:

1. **Connect the travel dock to a free serial port on your PC using the included null modem cable (DB9F-to-DB9F).**
2. **Connect the mini-plug on the supplied AC Adapter to the travel dock. Connect the two-prong end of the AC adapter to a standard wall outlet.**

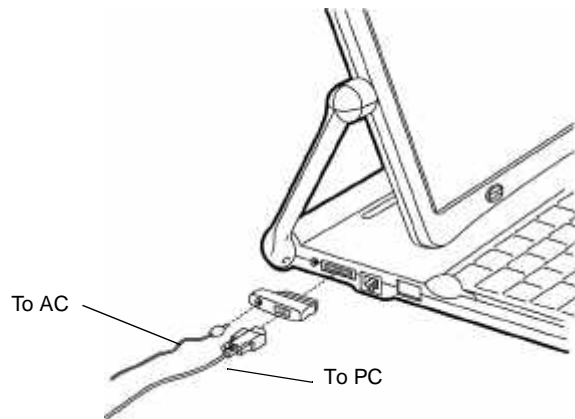
**3. Insert the travel dock into the serial/docking port.**

AC power is supplied to Clio through the serial/docking port when using the Travel Dock.

Refer to Figure 2-1.

**4. Verify that AC power is correctly supplied to Clio by checking the Notification LED/switch on the front of the device.**

The LED should be orange when the batteries are charging and green when fully charged.



**FIGURE 2-1** Travel Dock Connector

---

**Note:** After setting up the travel dock, leave it connected to your PC and plugged in with the AC adapter, so you can conveniently charge and synchronize Clio in one step.

---

## *Setting up Communications*

After you have calibrated and personalized Clio (refer to “Calibrating and Personalizing the Device” on page 1-4), you can install ActiveSync with Windows CE Services and set up a partnership between Clio and your computer.

To install ActiveSync and set up a partnership with a desktop PC:

1. **Optionally, upgrade to Microsoft Outlook 98, Microsoft Outlook 2000, or Schedule Plus 7.0A before installing ActiveSync.**

The installation tailors the partnership to the existing system configuration; therefore, the PIM software you will use should be installed on your PC before installing ActiveSync.

2. **Connect Clio to your desktop computer.**

Refer to “Connecting with the Travel Dock” on page 2-2.

3. **Launch the ActiveSync setup wizard.**

Insert the Desktop Software for Microsoft ActiveSync with Windows CE Services compact disc into your CD-ROM drive on your desktop PC. The Setup Wizard (Figure 2-2) starts automatically and finds the port with the Clio attached.



**FIGURE 2-2** Windows ActiveSync Setup Wizard

**Note:** If the wizard does not launch automatically, type `d:\setup`, where *d* is your CD-ROM drive.

The Setup Program automatically searches your PC's COM ports for a device. If it reports no device found, check your serial cable connection, make sure your Clio is turned on, and repeat.

4. **Follow the directions as they appear on your screen.**

For most users, the Typical installation works best.

5. **Set up a partnership with your desktop PC.**

The wizard guides you through installing ActiveSync, setting up a partnership (Figure 2-3) and performing your first synchronization.

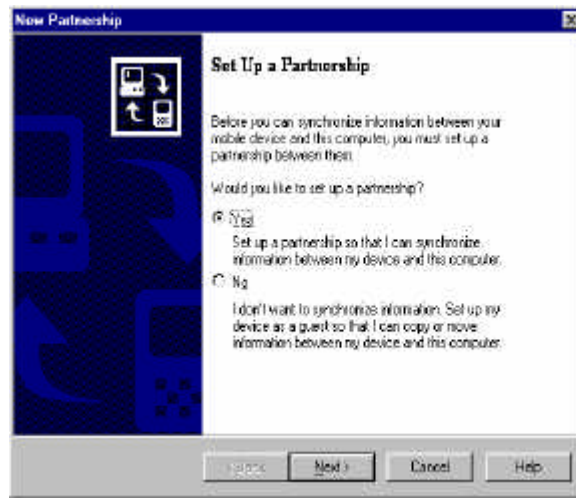


FIGURE 2-3 Setting up a Partnership

- *Frequency.* You can synchronize *Manually* only when you tap Synchronize Now, *On Connection* whenever Clio and the PC are connected, or *Continuously*, as information is updated.

- *File Type.* You can have synchronization apply to appointments, channel items, contacts, files, messages, tables, and/or tasks.
6. **When you are finalized, your device will synchronize for the first time.**

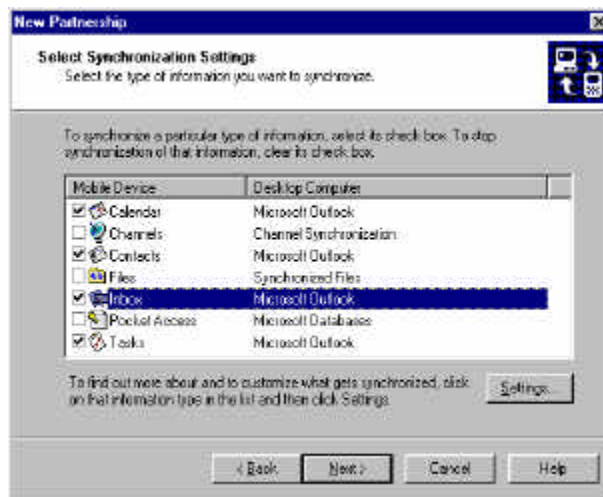
If you chose manual synchronization during setup, you will need to choose **Synchronize Now** in the Tools menu of the Mobile Devices folder.

## Customizing Synchronization

The default frequency and file types work well for most users. To change either setting after you've completed the wizard:

1. **Select your device icon in the Mobile Devices folder and then tap Tools > Synchronization Options.**

You can tap **Tools > Synchronization Options** to make new choices about the synchronization of the partnership (Figure 2-4).



**FIGURE 2-4** Mobile Devices ActiveSync Options

As follows:

- *Appointments.* All appointments in Outlook or Schedule Plus (or another calendaring program if you have third-party software that supports ActiveSync).
- *Channel Items.* Advanced users may require this new technology.

- *Contacts*. All address book or contact information in Outlook or Schedule Plus (or another contacts program if you have third-party software that supports ActiveSync).
  - *Files*. Allows synchronization of desktop and Clio files. If you do not select this, you can still drag and drop files between systems.
  - *Messages*. Refers to email in your Inbox.
  - *Tables*. Refers to Access database tables.
  - *Tasks*. All “to do” items in Outlook or Schedule Plus (or another tasks program if you have third-party software that supports ActiveSync).
2. **Optionally, check synchronization status.**

When the Mobile Devices window appears at the end of the installation, you can tap **Tools > Synchronization Status** to display status information about the synchronization of the partnership (Figure 2-5).



FIGURE 2-5 Mobile Devices ActiveSync Status

## *Synchronizing Files and File Conversion*

When you transfer a file from your desktop computer to your device, the file is converted to a format that the device can read. During file conversion, some of the file's attributes may be changed or removed, and the file extension is changed.

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

---

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

---

## Drag and Drop

Files can be dragged and dropped from Clio to the PC workstation and vice-versa. To do this, connect Clio and desktop computer, double-tap the desktop computer's device icon (in the Mobile Devices folder), and drag the files between the PC and the Mobile Devices folder. The files will be converted and copied onto Clio.

## Synchronized Files

Where updates occur frequently on both Clio and desktop computer, you can synchronize the two instances of a file so that you always have an up-to-date copy on both computers. To do this, store such files in the Synchronized Files folder on both systems. During synchronization, files are updated in both locations.

---

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

---

## *Backup and Restore*

Regularly back up your device data on your desktop computer using ActiveSync, or use BSQUARE bUSEFUL BACKUP Plus (see page 6-12), to prevent losing information if your device is ever corrupted or lost. To do this, connect your systems, then tap **Tools > Backup/Restore** in the Microsoft ActiveSync folder on your desktop computer. Your first backup may take some time, depending on how much information you have on your device. Subsequent backups will be faster if you select *Incremental instead of Full*.

---

**Note:** Check the Automatic backup option to perform incremental backups each time your Clio is connected to your desktop PC. The automatic backup minimizes the possibility of data loss.

---

## *Remote Synchronization*

You can synchronize with your desktop computer while away from the office by connecting to your network or directly to your computer via a modem attached to your computer. For more information, refer to “Synchronizing with a Desktop Computer” on page 3-6.

## Setting up a Partnership with a Desktop PC

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## 3 *Setting Up Remote Networking*

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With a dialup connection, you can connect to your desktop computer, a network, or the Internet while away from your office. This is called *remote networking* and Clio provides the following remote networking options:

- *Use the Internet Connection Wizard to connect.*
- *Connecting to an ISP (Internet Service Provider).* Once connected, you can send and receive e-mail messages and view Web pages.

If this is the method you want to use, refer to “Connecting to an ISP” on page 3-2.

- *Connecting to a Network.* Once connected, you can send and receive e-mail messages, view intranet Web pages, and access files on the network.

If this is the method you want to use, refer to “Connecting to a Network” on page 3-3.

- *Synchronizing with a Desktop Computer.* Once connected, you can synchronize information such as your Pocket Outlook data.

If this is the method you want to use, refer to “Synchronizing with a Desktop Computer” on page 3-6.

## *Connecting to an ISP*

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

To create a dial-up connection to an ISP:

1. **Obtain the following information from your ISP:**
  - ISP dial-up phone number
  - POP3 or IMAP4 server name
  - SMTP host name
  - User name
  - Password
  - Domain name (for network connections only)
2. **If you use a PCMCIA card, insert it into Clio.**
3. **Select Start > Programs > Communications, then Remote Networking.**
4. **Double-tap the Make New Connection icon.**
5. **Enter a connection name (e.g., “ISP Dial-Up”), select Dial-Up Connection, then select Next.**
6. **Select your modem type.**

To use the built-in modem on Clio, select “Built-in modem on COM 5:”
7. **Optionally, select configuration and TCP/IP settings.**

You should not need to change any settings in the Configuration or TCP/IP Settings dialog boxes. Most ISPs now use server-assigned addresses. If the ISP you are connecting to does not use server-assigned addresses, enter the addresses in the TCP/IP Settings dialog box. When finished, tap **Next**.
8. **Enter your access phone number and tap Finish.**

Once created, the dial-up connection is available anytime. To use it, double-tap its icon, enter your user name and password,

then tap **Connect**. Once connected, you can use Pocket Internet Explorer to visit Web pages or Inbox to send and receive e-mail.

---

**Note:** Before you can use Inbox, you need to provide the information it needs to communicate with the mail server. For specific instructions, refer to “Inbox: Sending and Receiving E-mail Messages” on page 3-10.

---

## *Connecting to a Network*

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

- Create a dial-up connection using a RAS (Remote Access Service) account. Before you can create this dial-up connection, your network administrator will need to create a RAS account for you on the network.  
If this is the method you want to use, refer to “Creating a Dial-up Connection to a Network” on page 3-4.
- Connect to the network using an Ethernet PC Card.  
If this is the method you want to use, refer to “Creating a Network (Ethernet) Connection” on page 3-5.

## Creating a Dial-up Connection to a Network

To create a dial-up connection to a network:

1. **Obtain the following information from your network administrator:**
  - Corporate dial-up access telephone number
  - User name and Password
  - Domain name
2. **If you use a PCMCIA modem card, insert the card into Clio.**
3. **Tap** Start > Programs > Communications, **then** Remote Networking.
4. **Double-tap** the Make New Connection icon.
5. **Enter a connection name (e.g., “Corporate Dial-Up”), select** Dial-Up Connection, **then tap** Next.
6. **Select the Dial-Up Connection.**
  - Dial-Up Connection: is used for softmodem, wireless modem, or PCMCIA modem card to send and receive email or to access the Internet (or shared resource).
  - Direct Connection: is used for infrared port, serial cable, or Ethernet card. The infrared port and serial cable are used to transfer files (.doc, .pxl, etc.) from Clio to the PC or vice versa. The Ethernet card is used to network Clio to another mobile device or to the PC Internet connection.

**Note:** The serial cable connection provides the same data transfer rate as the SIR infrared connection. On the other hand, the infrared connection saves you the hassle of using a wire to connect the devices. An Ethernet card can connect Clio to the Internet at extremely fast speeds. It can also network other

devices/PCs to Clio.

- 7. Optionally, select configuration and TCP/IP settings, then tap Next.**

You should not need to change any settings in the Configuration or TCP/IP Settings dialog boxes.

- 8. Enter your access phone number and tap Finish.**

Once created, the dial-up connection is available anytime. To use it, double-tap its icon, enter your user name and password, then tap **Connect**. Once connected, you can use Pocket Internet Explorer to visit Web pages or Inbox to send and receive e-mail.

## Creating a Network (Ethernet) Connection

You do not need to create a new connection in Remote Networking on your device for a network connection. Instead, you must install and configure an Ethernet card. The drivers for the card may already exist on your device.

To create a network (Ethernet) connection:

- 1. Insert the Ethernet card into your device and connect it to your network cable.**

**Note:** For a list of supported cards, refer to Appendix D, “Supported PC Cards.”

- 2. If you have an A/C Adapter, plug it into your device.**

Ethernet PC Cards consume a significant amount of power.

- 3. In the Settings dialog box, enter the information for your server.**

Tap **Start > Settings > Control Panel**, then double-tap **Network**:

a. **Select your Ethernet driver, then tap Properties.**

Most networks use DHCP, so you should not have to change these settings.

b. **In the Identification tab, enter your name, password, and domain.**

See your network administrator if you need assistance.

Once connected, you can use Pocket Internet Explorer to visit intranet Web pages and Inbox to send and receive e-mail.

**Note:** Before using Inbox, you need to provide the information it needs to communicate with the mail server. For instructions, see “Inbox: Sending and Receiving E-mail Messages” on page 3-10.

## *Synchronizing with a Desktop Computer*

To synchronize remotely, the following conditions must be met:

- You must first establish a partnership between your device and desktop computer while at your desktop computer. The partnership cannot be established remotely.  
Refer to “Setting up Communications” on page 2-4.
- The desktop computer must be powered on and you must be logged in. Schedule+, Exchange, or Outlook must be running with your user profile.
- In the lower-right corner of the ActiveSync window, the connection status must display “Waiting for mobile device to connect.”
- Synchronization must be enabled or set to “Automatically synchronize if data is out-of-date.”  
To verify this, check the **ActiveSync Options** dialog box.
- Auto Connect must be set to “At all times” in **ActiveSync**.

- If you are communicating with the desktop computer through a dial-up or network connection, you must be logged on to the network on the desktop computer.  
Select “Enable a network connection” in the **ActiveSync Properties** dialog box.

---

**Note:** If your computer must be turned off while you are away from your office, you cannot synchronize remotely. However, since your email resides on the network’s mail server, you can still receive messages by dialing in directly to your network. Refer to “Connecting to a Network” on page 3-3.

---

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

- Create a dial-up connection using a RAS (Remote Access Service) account.  
If this is the method you want to use, refer to “Creating a Dial-up Connection to a Network” on page 3-4.  
Once the connection has been created and you are connected, select **Start > Programs > Communications > ActiveSync** in the Clio **Start** menu. In the **ActiveSync** dialog box, select a dial-up connection and the name of a computer with which to connect.  
Once connected to the network, your device will find your desktop computer and initiate synchronization.
- Use an Ethernet card to connect to the network.  
If this is the method you want to use, refer to “Creating a Network (Ethernet) Connection” on page 3-5.  
Once the connection has been created and you are connected, select **Start > Programs > Communications > ActiveSync**.

In the **ActiveSync** dialog box, select **Network Connection** as the method to connect and the name of the computer with which to connect.

Once connected to the network, your device will find your desktop computer and initiate synchronization.

- Create a dial-up connection to a modem connected directly to your computer.

The modem must be set up to answer incoming calls.

If this is the method you want to use, refer to “Creating a Dial-up Connection to a Modem” on page 3-9.

Once the connection has been created and you are connected, select **Start > Programs > Communications > ActiveSync**.

In the **ActiveSync** dialog box, select a dial-up connection the name of a computer from the **Connect to** list.

## *Creating a Dial-up Connection to a Modem*

To create a dial-up connection to a modem attached to a desktop computer:

1. **Perform any relevant prerequisite steps:**
  - a. *If you are a Windows 95 user, install the Dial-Up Networking Upgrade 1.2.*
  - b. *If User Level Access is enabled in Dial-Up Networking, create a user account.*
  - c. *If you are a Windows 98 user, you will need to add a second dial-up adapter.*

For more information about any of these prerequisites, see ActiveSync Help.

2. **Follow the modem manufacturer's directions to install a modem on your desktop computer.**
3. **Note the telephone number for your desktop computer modem.**
4. **On your desktop computer, open the Mobile Device folder.** Tap File > Communications.
5. **Under “Device Connections via Serial Port”, tap your modem in the Ports list.**
6. **Tap “Enable mobile device connection.”**
7. **Tap “Enabled” in both “Device Connections via Serial Port” and “Device Connections via Network.”**
8. **To create the connection, refer to “Connecting to an ISP” on page 3-2.**

Substitute the phone number you noted in step 3 for the ISP dial-in number.

## *Inbox: Sending and Receiving E-mail Messages*

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

This section shows you how to:

- 1. Set up your mailbox to use a mail server**

Clio connects and synchronizes with third party electronic mail servers that use the POP and IMAP protocol.

- 1. Synchronize email with the server**

Once connections are set up, follow these procedures to synchronize transmission of messages between your PC, or your email server.

- 2. Send a message**

Take a few minutes to familiarize yourself with Clio's messaging facility.

### **Setting up Inbox for Connecting to a Mail Server**

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**Note:** Inbox does not currently support connecting with proprietary mail protocols such as AOL and MSN™. However, you can still gain access to the Internet through these services. There may be third-party programs available that would enable you to send and receive mail through proprietary protocols.

---

- 1. Obtain the following information from your ISP or network administrator:**

- POP3 or IMAP4 server name
- SMTP host name

- User name
  - Password
  - Domain name (for network connections only).
2. **Select Start > Programs > Pocket Outlook > Inbox.**
  3. **Select Services > 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.**
  7. **In Connection, choose the remote connection you want to use.**

For example, if you are receiving e-mail through a network connection, select “Network Connection.”

If you have not created a connection, select “Create new connection”, double-tap the **Make New Connection** icon, then follow the instructions in the wizard. When finished, tap **Inbox** in the taskbar and continue.

8. **In the Mail General Preferences dialog box, select desired options.**
9. **In the Mail Inbox Preferences dialog box, select desired options:**
  - In **When Getting Messages**, choose how you want messages downloaded by default:
    - “Get full copy of messages” will take up more storage space on your device.
    - “Only synchronize Inbox folder hierarchy” (IMAP4 only) will speed up the time it takes to download your messages.

- In **When Getting Full Copy**, choose whether you want to download file attachments and meeting requests with messages.

This setting applies whether you have chosen to download full copies of messages by default, or to selectively download full copies of messages (by opening the message and selecting the **Get Full Copy** button).

---

**Note:** If you want to receive meeting requests, your Exchange Server administrator must enable support for Rich Text Format for your account. Ask your administrator if this feature is enabled for you.

---

#### 10. Tap **Finish**.

The service connection appears on the Installed services box in the Options dialog box.

### Creating Another Connection

You can create other mail connection configurations just as you created your initial ISP or Network Connection.

1. Tap **Start > Programs > Pocket Outlook > Inbox**.
  - a. Tap **Services > Options**.
    - From the Connection menu in the POP3 Service Definition Window, select "Create new connection."
    - Double-tap the Make New Connection icon, then follow the instructions from the Wizard.
    - When finished, tap Inbox in the taskbar and continue to fill in your POP or IMAP information and other options you prefer.

## Connecting to a Mail Server

You can send and receive messages by connecting directly to your mail server. To do this, either:

- Connect to your Internet service provider (ISP) via modem.
- Connect to the local area network that includes your mail server, via modem or Ethernet PC card.

## Downloading Messages from a Mail Server

To send and receive e-mail:

1. **Verify that the service you want is selected.**

Tap the **Services** menu and make sure that the service you want to use has a bullet next to it.

2. **Tap Connect.**

When you connect to the mail server, the messages on your device and mail server are synchronized:

- New messages are downloaded to the device Inbox folder
- Messages in the Clio Outbox folder are sent
- Messages that have been deleted on the server are removed from the Clio Inbox.

These folders are stored under the service you created when setting up Inbox. Double-tap a message in the message list to open it. If you read a message and decide that you need the full copy, tap **Get Full Copy**.

## Disconnecting From a Mail Server

To disconnect Inbox from a mail server, tap **Services/Disconnect**. You must also disconnect your dial-up connection by double-tapping the icon in the status bar and selecting **Disconnect**.

## Managing Messages and Folders on a Mail Server

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

To organize messages into additional folders:

1. **Select File > Folder, then New Folder.**
2. **Name the new folder.**
3. **Drag messages into the folder you created.**

The behavior of the folders you create depends on whether you are using POP3 or IMAP4. Differences in behavior are described below.

- *If you are using POP3*, when you drag messages to a folder you created, the link is broken between the messages and their copies on the mail server. The next time you connect, the mail server will see that the messages are missing from the device Inbox and delete them from the server. This prevents you from having duplicate copies of a message, but it also means that you will no longer have access to the messages you move to the folders you create (from anywhere except the device).
- *If you are using IMAP4*, the folders you create and the messages you move are mirrored on the server. For

example, if you move two messages from the Inbox folder to a folder called Family, the server will create a copy of the Family folder and copy the messages into that folder. Therefore, messages are available to you anytime you connect to your mail server, whether it is from your device, laptop computer, or desktop computer. This synchronization of folders occurs when you create a new folder, move messages into a folder, exit the Inbox program, or select **Services > Synchronize Folders**. If you want to view the messages in a folder while disconnected from your mail server, select the folder and then **Services > Offline Folder**.

### **Synchronizing E-mail Using ActiveSync**

Another way to access your e-mail is by synchronizing your device and desktop computer. Using ActiveSync on your desktop computer, you can send and receive e-mail messages by exchanging information between Inbox on your device and Inbox in either Outlook or Exchange on your desktop computer.

When you synchronize, any changes made on either computer are transferred to the other:

- If you have received new messages in Inbox on your desktop computer, the messages are copied to your device.
- If you delete a message on the device, it is deleted from the desktop the next time you synchronize.
- If you compose and send new e-mail messages on your device, the messages are moved to the desktop computer and sent the next time you synchronize. In addition, changes you've made to Calendar, Contacts, and Tasks are updated.

If you are receiving e-mail by synchronizing with your desktop computer, the device Inbox is set up by default. However, because e-mail messages are not synchronized by default, you will need to set up ActiveSync Services on your desktop computer to include e-mail messages when synchronizing. To do so, select your device icon in the ActiveSync folder on the desktop and then tap **Tools > ActiveSync Options**. Tap **Options** to set options such as how much of a message to download and whether you want attachments included. You will not be able to change these settings from the device.

### **Downloading Messages Using ActiveSync**

To send and receive e-mail, connect to your desktop computer and initiate synchronization. The way you initiate synchronization depends on how you are connected to your desktop computer and the settings you have chosen in ActiveSync.

When you synchronize, the first 100 lines of new messages in Inbox on the desktop computer are copied to the Inbox folder on your device, and messages in the device Outbox folder are sent. Double-tap a message in the message list to open it.

## Managing Messages and Folders Using ActiveSync

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

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

## *Creating an Email Message*

To create a message:

1. **Tap** Compose > New Message.
2. **In the To field, enter the address of one or more recipients.**  
You can also tap **Address Book** to select addresses from the Contacts list or an address service.
3. **In the Subject field, enter a title for the message.**
4. **Select the message body and type your message.**
5. **To attach a file, tap** Add Attachment.
6. **Tap** Send.

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

## *Getting Help on Connectivity*

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

- Online Help on the device. Select **Start > Help**, then **Inbox**, **Remote Connections**, or **Synchronization**.
- Microsoft ActiveSync online Help on the desktop computer. Open the Microsoft ActiveSync icon, then tap **Help Topics** on the **Help** menu. Troubleshooting information is also contained there.

## 4 *A Tour of Windows CE*

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Your device comes with a keyboard, touch screen, and stylus. You use the keyboard just as you do on your desktop computer. The stylus and touch screen replace the pointing device; you select and move objects on the screen by tapping and dragging them with the stylus. The stylus also allows you to write on the screen just as you do with a pen and paper.

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**Note:** If you have difficulty accurately selecting objects with your stylus, press CTRL+ALT+PLUS (+) to calibrate the screen.

---

## *Programs*

The Windows CE programs that come with your device are stored in ROM (read-only memory) and cannot be removed or lost. You can install additional programs that will be placed in RAM (random access memory). Table 4-1 provides a listing of programs and descriptions.

**TABLE 4-1 Programs Bundled with Clio**

<b>Program</b>	<b>Description</b>
Calendar	Keep track of your appointments and create meeting requests.
Contacts	Keep track of your friends and colleagues.
Inbox	Send and receive e-mail.
Tasks	Keep track of your tasks.
Microsoft Pocket Access	View ODBC databases and create Access information.
Microsoft Pocket Excel	View and create Excel documents.
Microsoft Pocket PowerPoint	Present PowerPoint® presentations.
Microsoft Pocket Word	View and create Word documents.
ActiveSync	Initiate synchronization with your desktop computer from your device.
PC Link	Initiate a connection with your desktop computer.
Remote Networking	Set up connections with other computers or the Internet.
Terminal	View and download files from a bulletin board or send and receive e-mail.
Microsoft Voice Recorder	Record your spoken ideas.
Microsoft InkWriter®	Create handwritten or typed notes and drawings.

---

**TABLE 4-1 Programs Bundled with Clio**

<b>Program</b>	<b>Description</b>
World Clock	Set the date, time, and alarm for your home city or the city you are visiting.
Calculator	Perform calculations.
Solitaire	Entertain yourself while on the road.

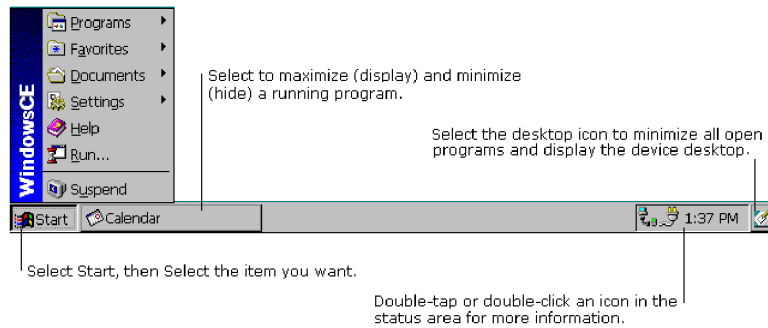
---

**Note:** There are many Windows CE programs available, including freeware and shareware. Visit <http://www.microsoft.com/windowsce/> or try searching the Web on the keyword “Windows CE” to find additional programs for your device.

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## Using the Start Menu and Taskbar

Use the **Start** menu to open programs, settings, Help, and recently used documents. Just select **Start**, and then select 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 (Figure 4-1).



**FIGURE 4-1** Start Menu and Taskbar

## Using the Command Bar

Each program has a command bar located at the top of the program window (Figure 4-2). The command bar displays both menu names and toolbar buttons. Select the *slider* to switch between displaying toolbar buttons only or menu names and toolbar buttons. You can drag the slider to display the buttons and menu names you want. You can also drag the slider down to move the toolbar buttons under the menus.



FIGURE 4-2 Command Bar

## Finding Files and Exploring the Web

To find files on your device, select **Start > Programs > Windows Explorer**. When you create and save a file on your device, it is stored in a folder called My Documents unless you select another location. You can copy or move a file from one location to another by selecting the file and then using the **Copy** or **Cut** and **Paste** commands on the **Edit** menu.

To view Web pages, select **Start > Programs > Internet Explorer**:

- For pages that are stored on your device, select, **File > Open**, then tap **Browse** and locate the file.
- For pages on the Internet or an intranet, type a URL in the Address box.

To access Internet or intranet Web pages, you must first set up a connection between your device and the Internet or an intranet.

---

**Note:** To view the HTML source code of a Web page on your device, tap **File > Save As** to save the page on your device. Then, in Pocket Word, tap **File > Open**, select “All Documents” from the **Type** list, then select the page you saved.

---

## *Printing*

Microsoft Pocket Word, Microsoft Pocket Excel, Microsoft InkWriter and Pocket Outlook support printing. In order to print, you will need to connect to a PCL 3 printer. Clio can print directly to IrDA (infrared) capable PCL printers. Choose **Print** under the **File** menu within these programs. Select PCL Laser or PCL Inkjet, depending on the type of printer. Choose IRDA as the Port.

To print to a serial printer, use the travel dock and connect the printer to the DB9 connector on travel dock. You will need appropriate printer driver support for Windows CE. Contact your printer manufacturer for printer driver support for Windows CE.

In addition, you can transfer files to your desktop PC and print them from your desktop.

## *Customizing Clio*

Clio uses the standard Microsoft CE Control panel. You can customize and adjust settings on Clio by using the Control Panel. To open the Control Panel, tap **Start > Settings > Control Panel**. Double tap any icon to bring up properties for that item.

A list of icons and their functions follows. For detailed information about the properties of any Control Panel item, tap the “?” in the upper right corner of the dialog box for online Help.

### **Communications**



Assigns a name to Clio for use in communicating with other computers. You can also specify whether to allow a connection with a desktop computer and the port specifications for that connection.

### **Dialing**



Specifies dialing settings, including area code, country code, dial type, and the code to disable call waiting. You can store multiple dialing patterns (e.g., “Work”, “Home”, etc.).

## Display



Changes the background (wallpaper) and appearance (window color scheme) on the Windows CE desktop. You can add a bitmap by copying a .bmp file to your the Windows directory on Clio. Then select this .bmp file in the Appearance tab.

## Keyboard



Toggles character repeat on and off, and specifies delay and rate for repeated characters.

## Network



Selects the network adapter and provides identification of the device to the network.

## Owner



Provides fields in which owner information can be entered. A notes tab also allows other information to be entered and to be displayed when powering on, for example, “Reward for return of this device.”

## Password



Allows you to set a password to restrict access when Clio emerges from suspend mode. Once set, password access cannot be circumvented: Clio must be reset. Thus, if you set a password, write it down in a retrievable place. Password mode can be toggled on and off.

## Power Manager



Displays battery pack status and provides power management option selections.

Alternatively, battery status can be viewed from the status bar.

## Regional Settings



Allows you to customize Clio to display text in a local language, as well as format numbers, currency, time and date for regional preference.

## Remove Programs



Lists programs that can be removed. Tap to select a program from the list, then tap Remove.

## Stylus



Adjusts how Windows CE recognizes your double taps (as slow or rapid successive taps). You can also recalibrate your screen.

## System



Displays system and memory properties. You can allocate memory between storage memory and program memory.

## Tablet Mode AutoStart



Runs programs automatically when Tablet mode is enabled. By default, CalliGrapher is selected to run when Clio is opened in Tablet Mode.

## Volume and Sounds



Lets you adjust volume and select sounds to accompany programs, notices, and events. Toggles sound on or off, enables audible clicks and taps (for keys and screen taps).

You can also add a sound by copying a .wav file to the Windows directory on Clio. To play the sound, select the .wav file in the Sound tab.

## World Clock



Allows you to specify a Home time zone and Visiting city (from a list that you can customize), local time for each, and the date. You can also set alarms to alert you.



## 5 *Using the Microsoft Office and Other Companion Programs*

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The Microsoft Office companion programs consist of Microsoft Pocket Word, Microsoft Pocket Excel, Microsoft Pocket Access, and Microsoft Pocket PowerPoint. You can access the Office companion programs by tapping **Start > Programs > Office**, and then the program you want to open.

Other Microsoft companion programs include Voice Recorder and InkWriter. You can access these companion programs by tapping **Start > Programs > Accessories**, and then the program you want to open. To access Microsoft Pocket Outlook, tap **Start > Programs > Pocket Outlook**, and then the component program that you want to open.

---

**Note:** More information on the procedures described in this chapter can be found in online Help on Clio. Tap **Start > Help**, then the program name. Because programs work in similar ways to their counterparts on the desktop computer, online Help covers basic procedures and the differences between the companion programs and desktop programs. If you need more information on using a companion program, refer to the documentation that came with the desktop version of the program.

---

## *Pocket Word: Creating Documents*

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

To type text in Pocket Word, tap or tap the screen to place the insertion point and start typing. Use the spelling checker to verify accuracy. You can quickly format the text, using buttons and menu commands. You can format as you go or apply formatting later.

You can type text in either Outline view or Normal view, and you can easily switch from one view to the other, using the **View** menu. Work in Outline view when taking notes in meetings. As shown in Figure 5-1, use the formatting of the templates to highlight main points and provide formatting for detail text.

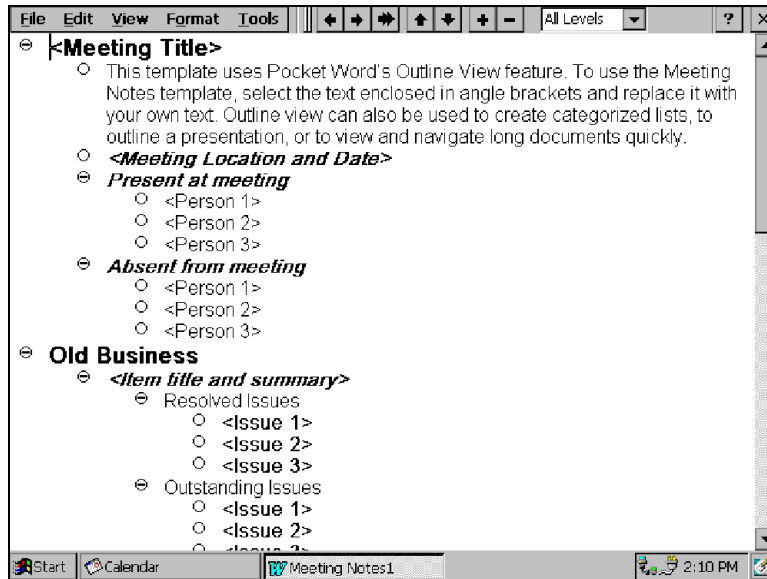


FIGURE 5-1 Pocket Word: Meeting Minutes Template

To take meeting minutes using Pocket Word:

1. **Tap File > New > Document from Template.**
2. **In the Template dialog box, tap Meeting Notes, then OK.**
3. **Tap File > Save.**
4. **Enter a name, choose a storage location, then tap OK.**
5. **Overtyping the text in the template with your agenda items and notes.**

---

**Note:** To see more of your document, tap **View > Full Screen.**

---

## Pocket Excel: Creating Workbooks

You can use Pocket Excel to create workbooks, such as expense reports and mileage logs. You can also use Pocket Excel to open and edit workbooks created in the desktop version of Excel.

When you are ready to save a workbook you created or edited, you can save it in a variety of formats, including Pocket Excel (.pxl) and Excel (.xls). If you plan to send the document through e-mail to someone who will be using Excel, not Pocket Excel, be sure to save it in the Excel (.xls) format.

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

1	Expense Report						
2	Purpose:		Period From:		To:		
3							
4	Date	Description	Lodging	Transport	Fuel	Meals	Phone
5			\$ -	\$ -	\$ -	\$ -	\$ -
6			\$ -	\$ -	\$ -	\$ -	\$ -
7			\$ -	\$ -	\$ -	\$ -	\$ -
8			\$ -	\$ -	\$ -	\$ -	\$ -
9			\$ -	\$ -	\$ -	\$ -	\$ -
10			\$ -	\$ -	\$ -	\$ -	\$ -
11			\$ -	\$ -	\$ -	\$ -	\$ -
12			\$ -	\$ -	\$ -	\$ -	\$ -
13			\$ -	\$ -	\$ -	\$ -	\$ -
14			\$ -	\$ -	\$ -	\$ -	\$ -
15		Total:					
16							
17							
18							
19							
20							
21							

FIGURE 5-2 Pocket Excel: Expense Report Template

To log travel expenses using Pocket Excel:

1. **Tap** File > New > Workbook from Template.
2. **In the Template dialog box, tap** Expense Report, **then** OK.
3. **Tap** File > Save.
4. **Enter a name, choose a storage location, and then select** OK.
5. **Overtyp**e the text in the template.

---

**Note:** If your workbook contains sensitive information, you can protect it with a password. To do so, open the workbook, tap **File > Password**. Every time you open the workbook, you will need to enter the password, so pick one that is easy for you to remember but hard for others to guess. Workbooks with password protection cannot be synchronized.

---

## Pocket Access: Viewing and Creating Data

Use Pocket Access to view and update data from Microsoft Access, Microsoft SQL Server, and other ODBC databases on your desktop computer. Simply create the database on your desktop computer and then transfer the data to your device. You can also use Pocket Access to create new databases, tables, and SQL procedures directly on your device.

**Note:** 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, see <http://www.microsoft.com/windowsce/>.



FIGURE 5-3 Pocket Access: Database Table

To create a new database and table on Clio:

1. **Tap** Start > Programs > Office > Microsoft Pocket Access.
  2. **When Pocket Access appears, with the cursor in the Name field, enter a name for the database and tap OK.**
  3. **Double-tap the Create a new table icon.**
  4. **In the Field Name box, enter a name.**
  5. **Under Data Type column head, tap to display a drop-down menu and select a data type:**
    - **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.
    - For smaller numbers, use **Small Integer**.
  6. **To limit the size of a field, enter an amount in the Field Size column.**
- Note:** Data Type and Field Size cannot be changed after the table is saved.
7. **To index the field, tap Yes under the Indexed column head.**
  8. **When all the fields you want for your table have been entered, tap File > Save Table.**

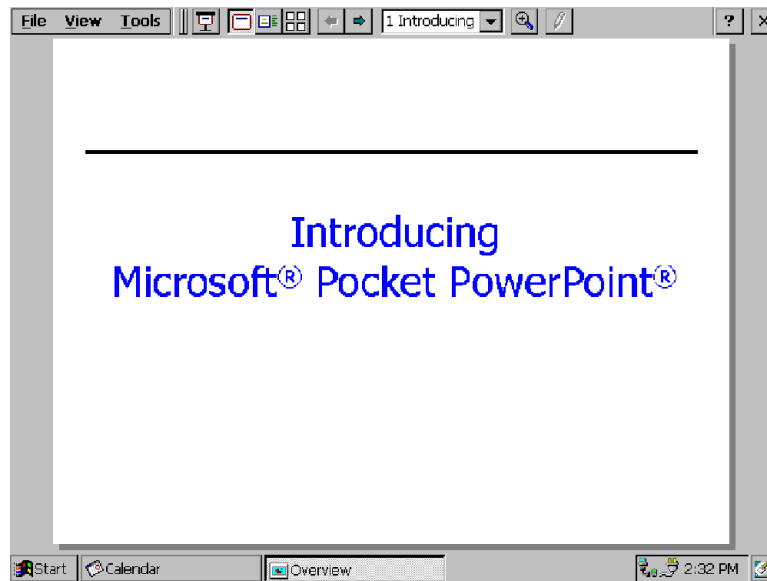
---

**Note:** For tables that do not need to be updated on Clio, mark them as read-only when transferring from the desktop.

---

## *Pocket PowerPoint: Showing Presentations*

Use Pocket PowerPoint to quickly and easily deliver a professional presentation on your device (for one-on-one presentations) or connect your device to a VGA monitor (using a VGA PC Card) and show the presentation to a larger group. Simply create the presentation in Microsoft PowerPoint on your desktop computer and then transfer the presentation to your device. Your Pocket PowerPoint file will include the text, pictures, notes, and layout position of the original Microsoft PowerPoint presentation, but will not include animations or slide transitions.



**FIGURE 5-4** Pocket Powerpoint: Giving Presentations

To show a Powerpoint presentation:

1. **Using ActiveSync, copy the presentation from your desktop computer to your device.**
2. **Tap** Start > Programs > Office > Microsoft Pocket PowerPoint.
3. **In the Open Presentation dialog box, select the presentation you want to show, and then OK.**
4. **To change the presentation display and slide advance options, select** Tools > Set Up Show.
5. **To start the show, tap** View > View Show.

If you chose Manual in step 4, use the Previous and Next buttons to control the slides.

---

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

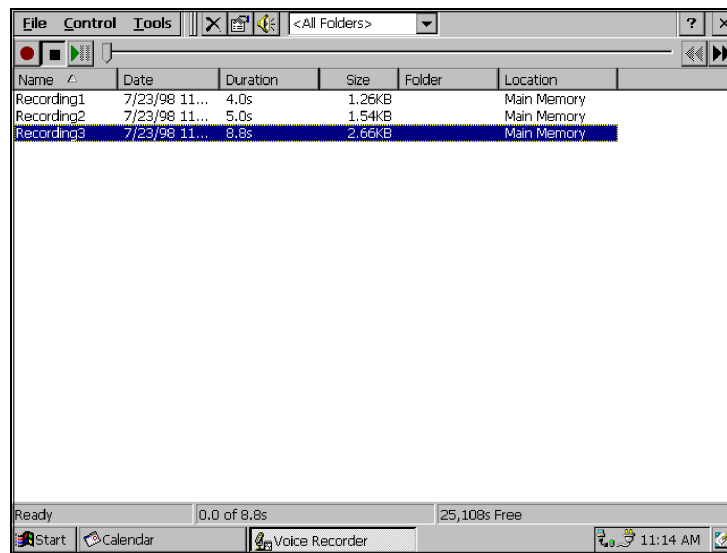
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## *Voice Recorder and InkWriter*

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

### **Voice Recorder: Capturing Ideas and Thoughts**

Quickly capture thoughts, reminders, ideas, and phone numbers with Voice Recorder.



**FIGURE 5-5** Voice Recorder Window, displaying Recordings

To record and play a recording:

1. **Select** Start > Programs > Accessories > Microsoft Voice Recorder.
2. **Hold your mobile device's microphone near your mouth or other source of sound.**
3. **Tap Record (stop sign button).**  
You'll hear a beep when recording begins.
4. **To stop recording, tap Stop (square button).**  
The new recording appears in the recording list.
5. **To play a recording, double-tap it in the recording list.**  
To pause playback, tap the **Play/Pause** button. Tap **Play/Pause** again to resume playback.

---

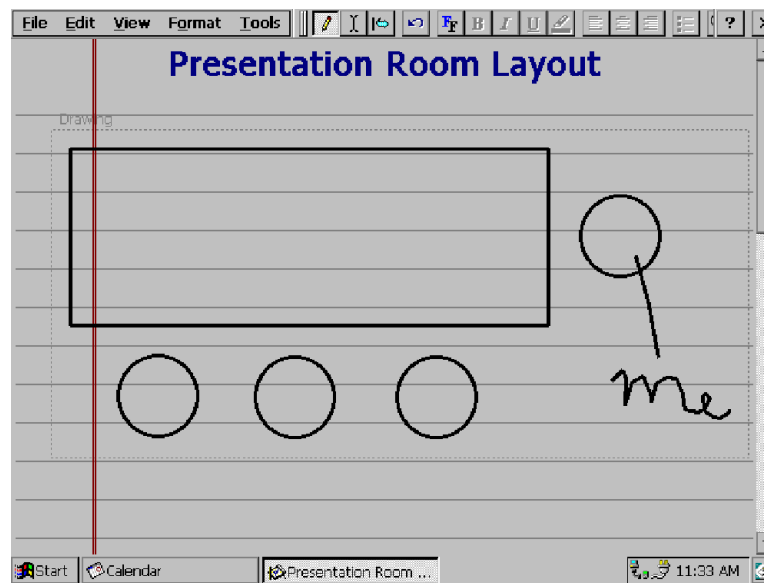
**Note:** You can play all of your recordings, one after another. Select the recording you want to play first, then tap **Control > Play Sequential**. The selected recording and following recordings will be played. A short beep will sound between recordings.

---

## InkWriter: Creating Notes and Drawings

InkWriter, a text, graphics, and ink processor with Rich Ink technology, makes it easy to write and draw the way you do on paper, but with the benefit of being able to edit and format what you've written and drawn.

With InkWriter, you can enter information in the way that's easiest for you. You can type using the keyboard, or you can write and draw directly on the screen using your stylus or pointing device, as shown in Figure 5-6.



**FIGURE 5-6** Sample InkWriter Document

To create an InkWriter document:

1. **Select** Start > Programs > Accessories > InkWriter.
2. **Create your document:**
  - To write, select **View > Writing**, then use the stylus like a pen.
  - To type, select **View > Typing**, then use the keyboard.
  - To draw, select **View > Drawing**, then use the stylus like a pen.  
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 finished, select** File > Save.

**Note:** InkWriter can help you draw perfect circles, rectangles, triangles, and lines. In Drawing view, draw the shape you want and use the Select tool to select it. Then, tap **Format > Shapes**, and select the shape you want.

## *Microsoft Pocket Outlook*

The Microsoft Pocket Outlook program includes Calendar, Contacts, Tasks, and Inbox. Using ActiveSync, you can synchronize information in Microsoft Outlook™, Microsoft Schedule+, or Microsoft Exchange on your desktop computer with your device. Each time you synchronize, ActiveSync compares the changes you made on your device and desktop computer and updates both computers.

Calendar, Contacts, and Tasks each consists of a card view and list view:

- The card view is where you enter or view the details for each entry.
- The list view is where you view all entries.

With Inbox, you can send and receive e-mail messages, either through synchronization with Outlook or Exchange on your desktop computer or by connecting directly to your mail server through an Internet or network account. Refer to “Inbox: Sending and Receiving E-mail Messages” on page 3-10.

You can access Pocket Outlook by tapping **Start > Programs > Pocket Outlook**, and then an Outlook program.

### Calendar: Scheduling Meetings and Appointments

Use Calendar to schedule appointments, meetings, and other events (Figure 5-7). You can check your appointments in one of several views (Day, Week, Month, Year, and Agenda) and easily switch among the views by selecting the corresponding toolbar button.

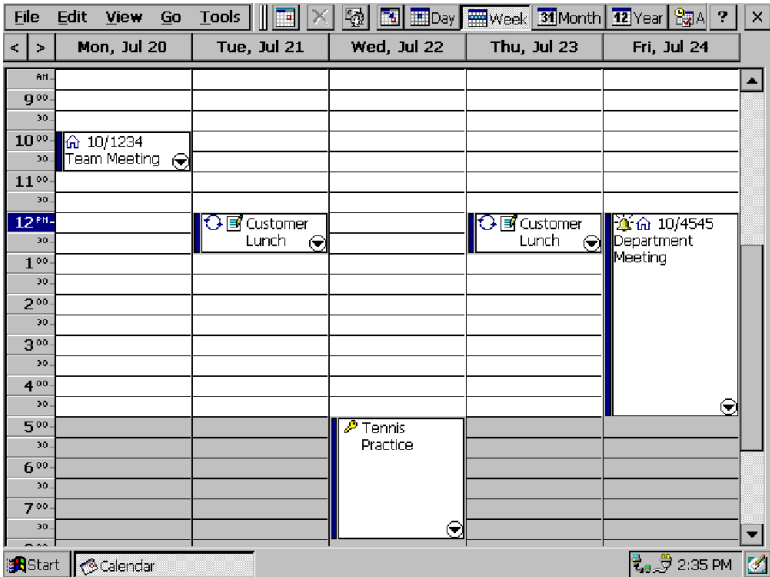
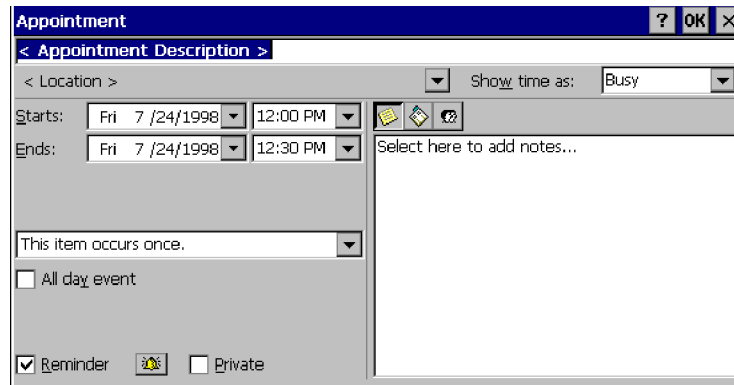


FIGURE 5-7 Microsoft Outlook Calendar

To create a new appointment:

1. **From any view, tap New Appointment.**

The Appointment dialog box appears (Figure 5-8).



**FIGURE 5-8** New Appointment dialog box

2. **Enter a description and a location.**
3. **Select the time and date.**
4. **To add notes, tap Notes, then select the notes area and enter your notes.**
5. **To assign the appointment to a category, tap Categories and select a category from the list.**
6. **Select other desired options, then tap OK when finished.**

---

**Note:** More information on the procedures described in this chapter can be found in online Help on Clio. Tap **Start > Help**, then the program name.

---

If you need to schedule a meeting with people who use Outlook, Pocket Outlook, or Schedule+, you can use Calendar to schedule the meeting. When attendees receive a meeting request, they can choose to accept or decline the meeting. If they accept, the

meeting is automatically added to their schedule. In addition, their response is automatically sent back to you, and your calendar is updated.

Before you can send a meeting request, enter e-mail addresses in Contacts and set up Inbox to send and receive messages. Refer to “Contacts: Tracking Friends and Colleagues” on page 5-18 and “Setting up Inbox for Connecting to a Mail Server” on page 3-10.

To create a meeting request:

1. **Tap Tools > Options, then choose a mail transport.**  
If you send and receive messages using synchronization, select ActiveSync. If you connect to an ISP or network, select the service you set up in Inbox.
2. **Tap File > Make Meeting.**
3. **Enter meeting information.**
4. **Select the contacts you want to invite.**
5. **Select other desired options, 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 computer.

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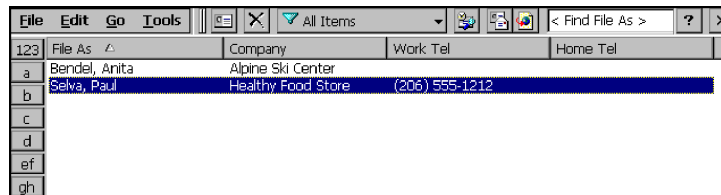
**Note:** Your device will remind you about appointments and meetings with an alarm. To change how you are notified, select **Tools > Options**. Tap **Alarm**, then **Reminder Options**.

---

## Contacts: Tracking Friends and Colleagues

Contacts maintains a list of your friends and colleagues so that you can easily find the information about them (Figure 5-9).

Using the Clio IR port, you can also quickly share Contacts information with other Windows CE-based mobile device users.

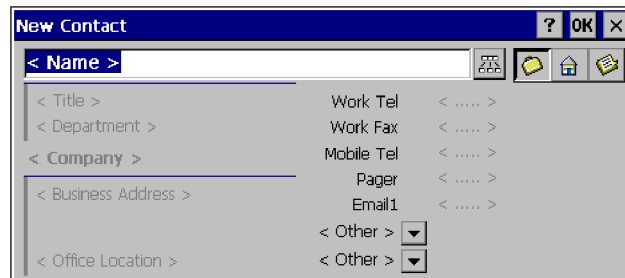


**FIGURE 5-9** Contacts Window

To create a new contact:

1. **Tap New Contact.**

The New Contact dialog box appears (Figure 5-10).



**FIGURE 5-10** New Contact Dialog Box

2. **Enter a name.**

3. **Tap Business or Personal and enter information in the appropriate fields.**

Supply an e-mail address if you want to send meeting requests and e-mail messages to this contact.

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

**Note:** You can send up to 25 contact cards at a time to another Windows CE-based device. Line up the IR ports on the two devices so that they are within three feet (one meter) of one another. In the Contacts list, select the item(s) you want to send, then File, and then Send. If you are receiving items(s), select File and then Receive.

### Tasks: Keeping a To Do List

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

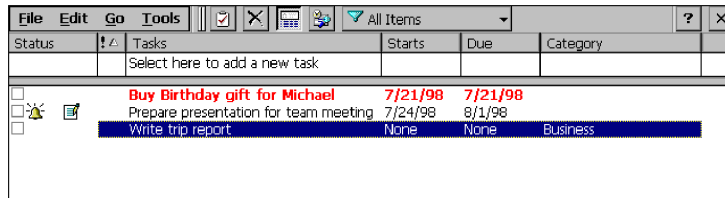
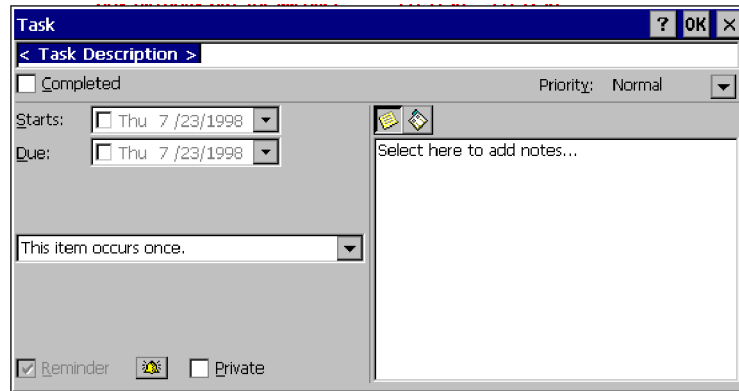


FIGURE 5-11 Tasks Window

To create a new task:

1. **Tap New Task.**
2. **The Task dialog box appears (Figure 5-12).**



**FIGURE 5-12** Task Dialog Box

3. **Enter a description.**
4. **Select start date, due date, and other information.**
5. **To add notes, tap Notes, then the notes area. Enter your notes.**
6. **To assign the task to a category, tap Categories, then select a category from the list.**
7. **Select other desired options, then tap OK.**

---

**Note:** To mark a task as complete, tap its check box in the **Status** column. To delete all completed tasks, tap **Edit > Delete Completed Tasks**.

---

## 6 *Using the Bundled Programs*

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In addition to the Microsoft Office companion programs discussed in the previous chapter, Vadem has included several programs specifically designed for Clio. You can access these programs by tapping **Start > Programs > Vadem**. The bundled programs discussed in this chapter are:

- “Vadem ViewFinder™” on page 6-2.
- “CalliGrapher® 5.3” on page 6-6.
- “BSQUARE® bFAX® Pro” on page 6-10.
- “BSQUARE bUSEFUL™ Backup Plus” on page 6-12.
- “BSQUARE Publisher and Viewer” on page 6-15

## Vadem ViewFinder™

ViewFinder is a program designed to let you quickly view and find your personal information, including contacts, calendar, tasks and notes. You can see what your day looks like in one screen, and you can also globally search across all of your personal information.

The contacts, calendar and tasks information in ViewFinder is shared with the Microsoft Pocket Outlook programs so you can enter and view information in either ViewFinder or Pocket Outlook interchangeably. ActiveSync works the same whether you change information in ViewFinder or Pocket Outlook. The personal notes in ViewFinder are stored separately and can be archived and restored to memory or your desktop PC.

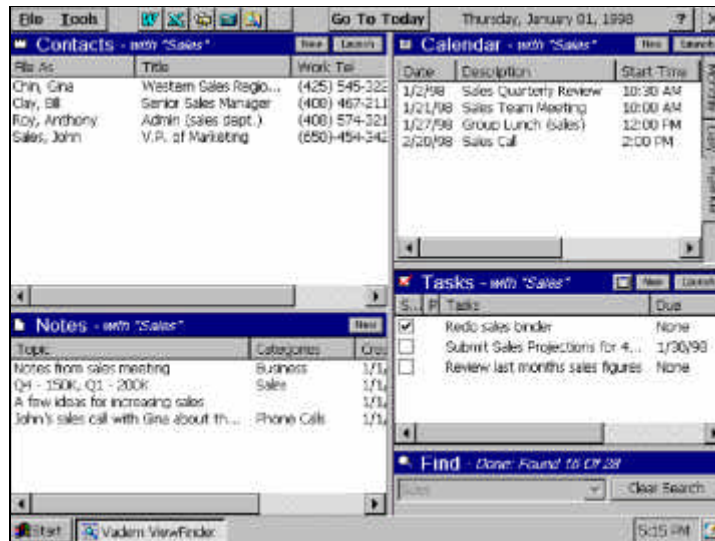


FIGURE 6-1 ViewFinder Window

## Viewing, Finding and Editing Your Personal Information

To look at your day:

1. **Select Start > Programs > Vadem > ViewFinder to launch ViewFinder.**
2. **Tap Go To Today to see the current day's calendar and tasks, as well as all your contacts and notes.**
3. **Tap on the Monthly, Daily or Agenda tabs to change the Calendar view. The Agenda tab shows all future events.**

To edit information:

1. **Double-tap an appointment, task, contact or note to view and edit detailed information.**
2. **Tap the New button in the Contacts, Calendar, Notes or Tasks window to create a new contact, appointment, note or task, respectively.**
3. **Create or edit the item in the dialog box that appears.**
4. **Tap OK after creating or editing a new item. Tap X to close the dialog box without saving changes.**

To find information:

1. **Type the word or text you want to find in the Find window. You may need to tap the Clear Search button if you had searched before.**
2. **Tap the Begin Search button.**
3. **ViewFinder displays a filtered view showing all contacts, appointments, tasks and notes containing the search word(s).**
4. **Tap the Clear Search button when you are done**

5. **Select Tools > Options and tap the Find tab to change the find options. The default is to search for all words, ignoring case.**

## Archiving and Restoring Notes

To archive your notes:

1. **Tap the Clear Search button in the Find window if a search filter is active. Notes cannot be archived or restored if a filter is active.**
2. **Tap the Note icon to the left of the Notes title in the window.**
3. **Select Archive...**
4. **Tap the Change... button if you want to change the default location of the archive. You can archive to RAM memory or to a PC Card or Compact Flash card for persistent storage of notes.**
5. **Tap the Begin button to create the archive.**

To restore your notes:

1. **Tap the Clear Search button in the Find window if a search filter is active. Notes cannot be archived or restored if a filter is active.**
2. **Tap the Note icon to the left of the Notes title in the window.**
3. **Select Restore...**
4. **Tap the Change... button if you want to change the default location of the archive.**
5. **Tap the Begin button to restore from the archive.**

To archive your notes to your PC:

1. **First, archive your note to a file in RAM or Flash on Clio, as described above.**
2. **Establish a partnership with your PC and use ActiveSync to transfer the archive file to your PC.**
3. **As an alternative, you can email the archive file as an attachment. Use Inbox to send a message to your PC email account, attaching the file, if you are traveling.**

Additional online help can be viewed by tapping the “?” icon at the top of the ViewFinder screen.

## *CalliGrapher*<sup>®</sup> 5.3

CalliGrapher is an electronic inking and handwriting recognition program that allows you to write or draw on the Clio screen, then store your writing as ink, or have your writing converted to text.

The *Recognition* mode of CalliGrapher converts your writing – cursive, print or mixed mode – to text for input into any program. The *ScreenDraw* mode of CalliGrapher captures your writing and drawing as an ink overlay on the Clio screen. You can then save your ink to a file.

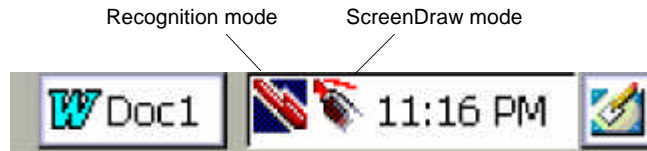
### **Starting CalliGrapher**

You can start CalliGrapher in three ways:

- Select the Calligrapher desktop icon.
- Select **Start > Programs > Vadem > CalliGrapher**.
- By default, CalliGrapher will start when you put Clio into tablet position.

**Note:** You can change this default setting from the Clio control panel. Open the control panel by selecting **Start > Settings > Control Panel**, then select **Tablet Mode Autostart**.

When CalliGrapher is running, two icons are displayed in the taskbar (lower right of the screen, as in Figure 6-2): the Recognition mode icon and the ScreenDraw mode icon. The highlight shows which mode is on.



**FIGURE 6-2** Recognition mode and ScreenDraw mode

Tap the icons to switch between modes or tap the icon that is highlighted to turn its mode off. Press and hold on the icons to open the CalliGrapher pop-up menu.

**Note:** CalliGrapher remembers your preferred settings in Clío's tablet mode and in Clío's keyboard mode and switches between them automatically.

## Recognition Mode

In Recognition mode, you can write anywhere on the screen and your handwriting is converted to text (Figure 6-3). The text is then sent to the application which is currently active.

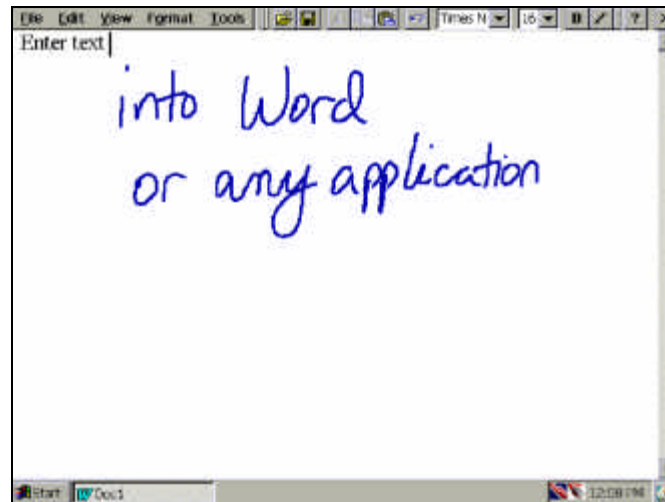


FIGURE 6-3 Recognition mode

Here are some tips for using CalliGrapher Recognition mode most effectively:

1. **Use the entire screen as your writing surface. You don't need to limit yourself to the location of the cursor.**
2. **Characters about 1/2" - 1" tall are recognized most accurately. You'll quickly see how to adjust your handwriting for easy translation.**
3. **Write straight across the screen. Do not write diagonally or let your writing drift.**
4. **Try not to rest your palm on the screen. The Clio screen is touch sensitive and will interpret your palm as input.**
5. **You can write several lines of text at a time. Do try to put enough space between words to make them easily separated. You don't need to pause between words.**

See Clio's online Help for a complete list of editing, spell-checking, and text selection tips available in this mode.

## ScreenDraw mode

In ScreenDraw mode, you may use Clio as a writing tablet or as a drawing surface. Use the stylus to draw lines and free-hand shapes, or make notes in your own handwriting. Your drawing is displayed as the original ink, writing or scribbling without interpretation by the handwriting recognition program. If you make a mistake, draw a line crossing the lines that you wish to erase, and then pause with your stylus resting on the screen.

Drawings can be saved in their original state for later use. You may also convert drawings to bitmap (.bmp) or .gif files using the optional Calligrapher ToolKit.

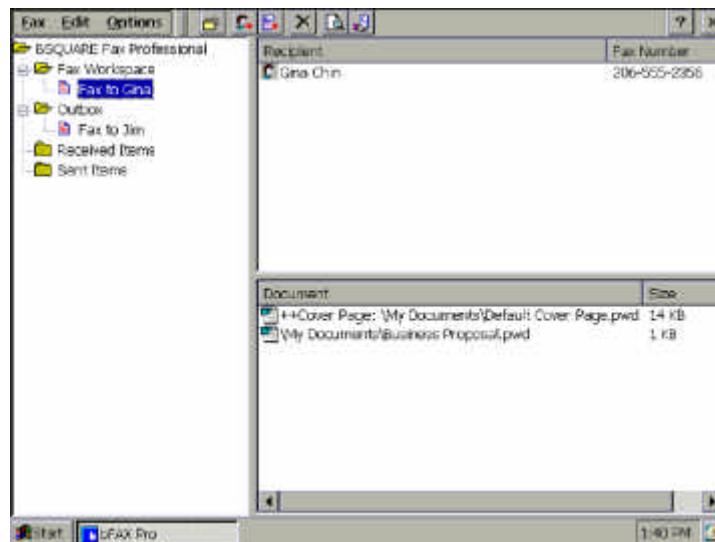
## ScreenDraw Menu Options

The following application features are found under the Calligrapher menu. Access the menu by pressing and holding, or double-tapping, the CalliGrapher ScreenDraw icon.

- To add interest and variation to your InkNote drawings, you can change the **Ink Width** and **Ink Color** applied to your drawing. Choose from 9 ink colors, and a variety of ink widths. Ink options are found by double-tapping the Calligrapher ScreenDraw icon to bring up the Calligrapher menu. From the menu, choose **Options/Ink**.
- To erase a drawing, select **Clear Ink** from the menu.
- To save an ink note, select **Save InkNote**. Save the ink note using any name you choose, but preserve the .ink extension.
- To convert ink to text, select **Recognize Ink**. (The conversion process may not work effectively with freehand drawings.)

## *BSQUARE® bFAX® Pro*

BSQUARE's bFAX Pro lets you send and receive faxes. It works with both the built-in Clio modem and PC Card modems. bFAX Pro is fully integrated with the Contacts database to make sending to recipients easy and quick. You can fax documents created in Pocket Word, Pocket Excel, Contacts, or any other Windows CE application that supports printing. You can customize the cover page with your company logo and information. You can also bundle fax jobs for sending later in a single, money-saving connection. Refer to Figure 6-4.



**FIGURE 6-4** bFAX Window

### **Sending a Fax via the Built-In Modem**

1. **Attach an analog phone line to the modem jack.**
2. **Select Start > Programs > Vadem > BSQUARE bFAX Pro.**
3. **Select Options > Communications... Choose Built-in Modem on COM5: in the “Modem To Use” field. This option will be remembered the next time you fax.**
4. **Select Edit > Add Recipient... A dialog box appears in which you can add recipients.**
5. **Tap the Contacts button to see a list of fax numbers from your Contacts database. Check off the recipients you want to add and tap OK.**
6. **Double-tap the Default Cover Page in the Document window to edit it in Pocket Word.**
7. **Select Edit > Add Document... to add other documents to the fax.**
8. **Select Fax > Send Fax...**
9. **Choose your dialing location and set the other dialing options.**
10. **Tap the Dial button to begin.**

### **Receiving a Fax**

1. **Attach an analog phone line to the modem jack.**
2. **Select Start > Programs > Vadem > BSQUARE bFAX Pro.**
3. **Select Fax > Receive Fax...**
4. **Choose a file name and location to save the fax. It will be stored in tif format. Tap OK.**
5. **bFax will wait for a call and receive the fax.**

## *BSQUARE bUSEFUL™ Backup Plus*

Avoid data loss on your Clio. The bUSEFUL™ Backup gives you peace of mind by backing up your device.

### **Starting a bUSEFUL Backup**

Tap **Start > Programs > bSQUARE > bUSEFUL Backup Plus**.

1. **Select the bUSEFUL wizard to back up your device. Tap Next.**
2. **Select Back Up the Entire Device (the default) or select the items to back up. Tap Finish.**
3. **Specify the location to store your backup.**
  - a. *Tap the Browse button.*
  - b. *Locate the directory or storage device you wish to use.*
  - c. *Name the backup file.*
  - d. *Tap OK.*
  - e. *Choose a password if you need greater security.*

---

**Warning:** If you lose your password, your file may not be recoverable.

---

4. **Tap OK to begin the backup process.**

### **Some Helpful Tips and Tricks about bUSEFUL**

#### **Backing Up and Restoring**

When backing up and restoring, do not attempt to complete other tasks on your Clio. This includes synchronizing with the desktop, using other files, or shutting down the device while the backup or restore operation is in progress. Completing other tasks may cause unexpected results.

## **Deleting Old Backups**

Because old backup files can take up a large amount of space, it's important to delete backups you won't need. Be sure to check all associated folders: files could be located in the directory where you installed bUSEFUL Backup Plus, or in the My Documents folder.

## **Setting Up a Size Limit for a Backup File**

Under the Tools/Options-Backup tab, note the option to adjust the size limit per backup file. The default selection is No Size Limit. If you choose to limit the size per backup file, an original .buf (backup file) file will be created along with additional files until the backup is complete.

For example, if you choose the limit of 720 KB per backup file, a large backup may have 4 files. The first has the original icon for the .buf file, the second has an extension of .001, then .002, etc. Files other than the original have a "System" icon. If you move the original .buf file to a new location, you must also move the additional backup files to that location or they will not be restored.

When backing up large amounts of data, you may receive the message, "There is not enough space available to perform the backup. Do you wish to continue? Yes/No." If you choose Yes, your backup may not be complete with all data. See Start/Settings/Control Panel/System - Memory tab to view and adjust the Storage Memory.

## **Not Enough Space to Back Up**

If you receive the message "There is not enough space to perform the backup", it's advisable to copy old backup files to a Compact

Flashcard or to your desktop PC, and reset your device. The results of having low memory may be unpredictable.

### Restoring Compressed Files

If the number of bytes being restored is larger than the total number of bytes, this is due to a backup being compressed more than once. This is typical when using any compression-type application. If you go to the Tools/Option-Backup tab, and disable the Use Compression When Backing Up option, you will notice the numbers will equal when you restore again.

### Restoring from a Flash Card

If you use a flashcard for your backup, and you choose to remove bUSEFUL Backup Plus from your device, you will need to copy the following files to your flashcard in order to restore your backup file:

- bUSEFUL Backup Plus.exe
- Bsqcore.dll
- Bsqcompress.dll
- Bsqwizard.dll

**Note:** To see .dll files, go to the Windows folder. Choose **View > Options** from the menu, then enable **Show All Files**. Uncheck the Hide file extensions check box.

When restoring these files from the flashcard back to your Clio, make sure the files are restored to the Windows folder before launching the application.

## *BSQUARE Publisher and Viewer*

BSQUARE Publisher and Viewer lets you collect and organize data from your desktop or network into electronic "books" with "chapters" on a desktop machine, and then download the information to your Clio for easy reference while mobile. As an electronic book publisher, bREADY is the easiest, most convenient way to publish and/or read electronic books. bREADY Viewer enables you to view any HTML, text or PocketWord file.

### **Starting and running BSQUARE bREADY Publisher**

On your Desktop PC computer:

1. **Double click the bREADY Publisher Icon.**  
Automatically a new book appears.
2. **Go to the File menu and select Book Properties.**
3. **Enter the book title and author.**
4. **Single click OK.**
5. **Go to the Insert menu and select a book component. For example, select Chapter.**
6. **Create a title for your Chapter. Click OK or Enter. Under Chapter 1, go to the Insert menu and select a characteristic.**
7. **Go to the Tools menu and select Publish Book.**  
Publish to Device **converts the file to a document format readable on your Clio.**
8. **Click Publish. You can now view the document on your Clio.**

Now let's use bREADY Viewer on your Clio.

## **Starting and Running the BSQUARE bREADY Viewer on your Clio**

The BSQUARE bREADY Viewer displays files in book format on your Clio. You can annotate, bookmark and search a book any book you open in the bREADY Viewer.

- 1. From the Start menu, select Programs>bSquare>bVIEWER.**
- 2. Tap Book>Open.**
- 3. Select the book you want to read.**
- 4. Tap OK.**

See the bREADY Viewer online Help for more information about bViewer features.

# *Appendix A Clio Troubleshooting Guide and Tips*

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This section contains useful tips and troubleshooting information for Clio. Be sure to visit the Vadem Home Page, <http://www.vadem.com>, for a complete list of tips, troubleshooting information and answers to Frequently Asked Questions (FAQs).

## *What should I do if...*

### **...the power button won't turn the device on?**

- The main battery may not have enough charge to power the device. Plug in the AC adapter, wait a few seconds, and then try pressing the power button again.
- DO NOT remove the main battery if the device will not turn on, as you may lose important data. Always try applying AC power using the AC Adapter first.
- Typing on the keyboard WILL NOT power on the device if it is off, as with some notebook PCs. You must use the power button located to the right of the display.
- Make sure to depress the power button all the way until it clicks, then release the button.
- Adjust the contrast—ALT+LESSTHAN (<) or ALT+GREATERTHAN (>), and the brightness —ALT+MINUS (-) or ALT+PLUS (+). The screen may have been darkened to the point where it appears to be off.

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- After trying the above, make sure the main battery is installed and the battery door is correctly seated and closed securely. There is a safety switch that will not allow the device to operate if the battery door is not correctly snapped into place.
  - Make sure the memory module cover is seated and screwed down correctly. There is a safety switch that will not allow the device to operate if the memory module cover is not on properly.
  - If none of the above turns the device on, use the stylus to press the reset button located on the underside of the device, then try to power the device on again.

#### **...my screen is dark?**

- Prolonged exposure to sunlight may cause your Clio's screen to temporarily darken. This is normal for LCD screens and is not permanent.
- Adjust the contrast—ALT+LESSTHAN (<) or ALT+GREATERTHAN (>), and the brightness —ALT+MINUS (-) or ALT+PLUS (+). The screen may have been darkened to the point where it appears to be off.

#### **...Clio's Notify button is not working?**

Make sure you have the correct date and time information in Clio's World Clock window, and also confirm that you have selected the audio and video alarm options you expect. If these measures don't work, call Vadem Service at 1-888-GO VADEM.

#### **...the system is not responding properly to the stylus taps?**

- You may need to recalibrate the stylus settings. To do this, tap on **Start > Settings > Control Panel**, then double-tap on the **Stylus** icon.

- Alternatively, you may use the keyboard to access the calibration screen by pressing the CTRL, ALT, and “=” keys simultaneously.
- If the CalliGrapher application is active (you can verify this by looking at the taskbar, near the time display, for a pen icon with a blue background), you may need to hold the stylus down until you hear a beep (approximately 1/2 second) before dragging the stylus to move or select an object or text.
- Alternatively, you may deactivate the CalliGrapher application by tapping on the pen icon in the taskbar once, making the blue background disappear. To re-enable CalliGrapher, simply tap the icon again, and the blue background will reappear.

**...my Clio will not respond to screen taps or keystrokes?**

- Trying powering the device on and off again using the power button. It may have turned off automatically after an idle period. Typing on the keyboard WILL NOT power on the device if it is off, as with some notebook PCs. You must use the power button located to the right of the display.
- You may need to reset your device, using the recessed “reset” button located on the bottom of your device. This should only be done when all other attempts to remedy the situation have failed.

**... my battery is not holding a charge?**

Plug the AC adapter into the unit and allow the unit to charge for 8 hours and verify the battery pack charge. If the battery still does not hold the charge, re-seat the battery pack and connect the AC adapter to the unit.

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If the battery still doesn't charge, you may need to replace the AC adapter or the battery. Call Vadem Service at 1-888-GO VADEM.

**...I can't install the battery?**

Check for visibly damaged external parts, including battery contact.  
Review battery installation instructions in the manual

**...my Clio doesn't open and close properly?**

Check and make sure the battery pack cover is properly placed on the unit. See "Removing or Replacing the Battery Pack" on page 1-22.

**...my Clio's AC adapter is not charging the unit?**

If you have verified that the AC current is not recharging Clio's battery, (see "Power Manager Control Panel" on page 1-7) you may need to replace the AC adapter. Contact Vadem Service at 1-888-GO VADEM for a replacement.

**...my Clio is not receiving audio?**

First, go to the Volume & Sound properties in the Control Panel. In the Volume window, make sure the Volume slider is at least a mid-range level of loudness. Verify that Sounds and Clicks are enabled.

If you are having trouble receiving sounds from your Microsoft CE applications, select the Sounds window. You'll note that to enable individual events, you can select sounds and events to alert you. From the Scheme drop-down window, verify that All Sounds, or Windows CE Default is selected.

### **...I can't insert a PC card into the card slot?**

First, check to make sure the protective slot card has been removed. If the slot is empty, make sure the PC card is inserted properly (right-side up, contacts facing the unit). Finally, check for damage in the external area by the PC card slot. Call Vadem Service at 1-888-GO VADEM.

### **...I forget my power-on protection password?**

If you forget your password, you must clear the memory of your Clio to reset the password. Unfortunately, clearing memory will cause **ALL** data, files, user information, and other settings **TO BE LOST**. To perform this operation, refer to "Clearing Memory" on page 1-33.

**TIP:** When you synchronize your password protected device to your PC, you will be prompted for the device password during synchronization. If you choose the "save password" option, you will not need to enter your password when connecting your device to the PC. This will allow you to access your device via the PC later even if you forget your password, to retrieve files and synchronize. However, you will still need to clear memory if you forget your password.

### **...the LCD on my Clio is flickering?**

First, try adjusting the brightness and contrast. If this does not clear the problem, with Clio's power on, flex both hinges. Tap and vibrate Clio and the screen.

If this does not work, with Clio in open mode, feel for heat just above the right hinge. If Clio feels warm or hot, **IMMEDIATELY** shut off the unit and call Vadem Service at 1-888-GO VADEM.

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### **...my Clio's battery LED is not working?**

If Clio's battery is fully charged, or you are connected to AC power via the AC power adapter, call Vadem Service at 1-888-GO VADEM.

### **...my Clio's serial port is not working?**

Sometimes you'll need to reset the connection, by resetting your Clio, disconnecting and replacing the serial port cable, or, if connected to your PC, rebooting your machine to recognize Clio.

## *How do I...*

### **...minimize an application or window?**

Tap on the application box on the taskbar. To maximize it, tap on the application box again.

### **...quickly access the desktop?**

In the lower right corner, there is a small, square desktop icon that looks like a desk pad, paper, and pencil. Tap the icon to access the desktop, and tap it again to return to the last active application window.

### **...create a shortcut to my favorite application or file on the desktop?**

From the desktop, double-tap on the **My Handheld PC** icon, and browse to the correct file. Once you find the desired file, tap on it to highlight it, then press **Ctrl + C** (to copy). Go back to the desktop, and hold down the **Alt** key while tapping on the screen. This will bring up a small menu. Tap **Paste Shortcut**.

**...end an application that is not responding?**

Press **Ctrl + Alt + Del** at the same time. The **Task Manager** box will appear, then you can highlight the non-responsive task, and press **End Task**.

**...tell if the Caps Lock is active?**

Clio displays a *blue capital A in a white box* inside the taskbar at the bottom of the screen when Caps Lock is active.

**...access the context menus (right mouse click in Windows 95)?**

- Simply hold down the ALT key while tapping on the screen.

**...check battery levels?**

Go to **Start > Settings > Control Panel** and double-tap the **Power Manager** icon. You will see a bar graph that shows capacity, remaining amount, and estimated time remaining as well.

Alternatively, you can tap Clio's **Multimedia** icon in the taskbar tray. The **Power Manager** bar graph displays.

**...find out how much memory I have left for storage and applications?**

Go to **Start > Settings > Control Panel** and double-tap the **System** icon. You will see allocated and in use numbers for both storage and program memory.

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### ...maximize my battery life?

- Use the external AC power adapter whenever possible. This is especially important during high battery drain events, such as when a PCMCIA or Compact Flash card is being used, when the modem is in use, and when connecting and/or synchronizing with your desktop computer. Also, keeping the AC Power plugged in whenever possible ensures your Clio is fully charged and ready to go whenever you are.
- Do not let the LED indicator flash for long periods of time. This is a small drain on the battery, but it all adds up!
- Do not use the brightest backlight setting, if possible. The backlight consumes the most power.
- Shorten the auto-suspend time. Go to **Start > Settings > Control Panel** and double-tap the **Power Manager** icon. Once the Power Manager applet is open, change to the **Suspend Options** tab. You can lower the “Suspend on battery power” setting to as little as 1 minute, and you can also “Suspend while on external power” which will allow the battery to charge faster.
- Shorten the time until the backlight dims. Go to **Start > Settings > Control Panel** and double-tap the **Power Manager** icon. Once the **Power Manager** applet is open, change to the **Backlight** tab. You can lower the dimming setting to as little as 15 seconds. This setting is only in effect while on battery power only.
- Turn off sounds you don’t need by going to **Start > Settings > Control Panel > Volume & Sounds**. Click on the **Sounds** tab, and all the events that have a sound will be listed in the left hand pane with a speaker icon next to them. Highlight one you won’t need, then change the *Event Sound* listing to (*None*).

# *Appendix B Hardware Specifications*

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This appendix contains hardware specifications for Clio, including:

- TABLE B-1, “Physical Description of C-1050 Series”
- TABLE B-2, “Power”
- TABLE B-3, “Processor and Input/Output”
- TABLE B-4, “Communications”
- TABLE B-5, “Expansion”

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**TABLE B-1 Physical Description of C-1050 Series**

<b>Attribute</b>	<b>Value</b>
Dimensions	8.7 in. x11.25 in.x1 inch (288mm x 222mm x 24.5mm)
Weight	3.2 pounds, with main battery pack

**TABLE B-2 Power**

<b>Attribute</b>	<b>Value</b>
Main Battery Pack	Lithium Ion Rechargeable Battery Pack, Part Number CA-LI
Backup Battery	Rechargeable Lithium Coin Cell, built-in
DC Jack	DC9V @ 1.1A

**TABLE B-3 Processor and Input/Output**

<b>Attribute</b>	<b>Value</b>
CPU	NEC MIPS VR4121 RISC processor
Keyboard	63-Key QWERTY layout, 16.5mm center-to-center
Display	CCFT Backlit, 65,000 Color DSTN, 640x480 pixels, .30 dot pitch
Memory	32MB SDRAM 24MB ROM
Serial Port	RS-232 serial port via serial/docking connector Supports data transfer rate up to 115 Kbps
Infrared Transceiver	FIR, SIR IrDA compliant

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**TABLE B-3 Processor and Input/Output**

<b>Attribute</b>	<b>Value</b>
Indicator Lights	Green : Fully Charged Battery and AC Power Applied Orange : Battery Charging and AC Power Applied Red : Alarm/Appointment Notification
Audio In	Omnidirectional microphone (voice quality)
Audio Out	1.5" or Speaker that can play standard .wav files

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**TABLE B-4 Communications**

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<b>Attribute</b>	<b>Value</b>
Modem	Built-in 56Kbps V.90 data/fax modem and RJ11 connector Compatible with ITU-T Standards Data Modes: V.21 0-300bps, Bell 103 V.22, V.22bis - automode 1200bps, 2400bps V.32 - adaptive rate 4800 - 9.6kbps V.32bis - adaptive rate 4800 - 14.4kbps V.32terbo - adaptive rate 4800 - 19.2kbps V.34 2400-28.8kbps V.90+ adaptive rate 2400bps to 33.6kbps plus 200 bps aux. channel ADSI 2.0 (1200bps) send/receive modulation V.23 - 1200bps/75bps (Minitel) V.8bis negotiation Fax Modes: V.29 9600bps V.29 7200bps V.27ter 4800bps V.27ter 2400bps V.17 14.4kbps with short-train Data Link Layers: Async and HDLC framers V.42, MNP 1-4 error correction V.42bis and MNP compression

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**TABLE B-5 Expansion**

<b>Attribute</b>	<b>Value</b>
PC Card	Type II PC Card slot
Compact Flash	Type II Compact Flash slot (internal)
Serial/Docking	RS-232 serial port and DC power port for docking connec- tions

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# *Appendix C Regulatory Information for the C-1050 Series*

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## FCC Registration

This device complies with Part 15 of the FCC rules. Operation is subject to the following two conditions:

- (1) this device may not cause harmful interference, and
- (2) this device must accept any interference received, including interference that may cause undesired operation.

## Telephone Consumer Protection Act of 1991

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

## FCC Part 68 Requirements

The Federal Communications Commission (FCC) has established Rules which permit this device to be directly connected to the telephone network. Standardized jacks are used for these connections. This equipment should not be used on party lines or coin phones.

This equipment complies with Part 68 of the FCC Rules. On the back of the computer is a label that contains, among other information, the FCC registration number and ringer equivalence number (REN) for this equipment. If requested, this information must be provided to the telephone company.

This equipment uses the following USOC jacks: RJ11C

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The REN is used to determine the quantity of devices which may be connected to the telephone line. Excessive REN's on the telephone line may result in the device not ringing in response to an incoming call. In most, but not all areas, the sum of the REN's should not exceed five (5.0). To be certain of the number of devices that may be connected to the line, as determined by the total REN's contact the telephone company to determine the maximum REN's for the calling area.

If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. If advance notice isn't practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the operation of the equipment. If this happens, the telephone company will provide advance notice in order for you to make the necessary modifications in order to maintain uninterrupted service.

If trouble is experienced with this equipment, please contact Vadem for repair and (or) warranty information. If the trouble is causing harm to the telephone network, the telephone company may request you remove the equipment from the network until the problem is resolved.

This equipment is designed to be connected to the telephone network or premises wiring using a compatible modular jack which is FCC Part 68 compliant.

#### IC (Industry Canada)

This device does not exceed Class B limits for radio noise emissions from digital apparatus set out in the radio interference regulations of Industry Canada.

Le present appareil numerique n'emet pas de bruits radioelectriques depassant les limites applicables aux appareils numeriques de la classe B prescrites dans le Reglement sur le brouillage radioelectrique edicte par le ministere des Communications du Canada.

#### UL/CUL Listing

This information technology equipment is UL- and CUL-listed for the uses described in this manual.

#### Radio and Television Interference

This equipment generates and uses radio frequency energy, and, if not installed and used properly in strict accordance with the manufacturer's instructions, may cause interference to radio and television reception. This device has been tested and found to comply with the limits for a Class B digital device in accordance

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with the specifications of Part 15 of FCC rules, which are designed to provide reasonable protection against such interference in a residential installation.

However, there is no guarantee that interference will not occur in a particular installation. If this device does cause interferences to radio or television reception, which you can determine by monitoring reception when the device is on and off, try to correct the problem with one or more of the following measures.

- Reorient the receiving antenna.

- Relocate the device with respect to the receiver.

- Relocate the device and / or the receiver so that they are on separate branch circuits.

If necessary, consult your dealer or an experienced radio / television technician for additional suggestions. You may find the following booklet, prepared by the Federal Communications Commission, helpful: *How to Identify and Resolve Radio-TV Interference Problems*, Stock No. 004-000-0345-4, U.S. Government Printing Office, Washington, DC 20402.

In accordance with Part 15 of the FCC rules, the user is cautioned that any changes or modifications to the equipment described in this manual that are not expressly approved by Vadem, could void the user's authority to operate the equipment.

#### For Canadian Users

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

Before installing this equipment, the user should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. In some cases, the user may extend the company's inside wiring for single-line, individual service by means of a certified connector assembly (telephone extension cord). The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations. Currently, telecommunications companies do not allow users to connect their equipment to jacks except in precise situations that are spelled out in tariffing arrangements with those companies.

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

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

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

#### Ringer Equivalence

The Ringer Equivalence Number (REN) of this device is 0.4B.

**Notice:** The **Ringer Equivalence Number (REN)** assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed 5. The equipment uses a CA11A jack.

**AVIS:** L'étiquette d'Industrie Canada identifie le matériel homologué. Cette étiquette certifie que le matériel est conforme à certaines normes de protection, d'exploitation et de sécurité des réseaux de télécommunications. Toutefois, le Ministère n'assure pas que le matériel fonctionnera à la satisfaction de l'utilisateur.

Avant d'installer ce matériel, l'utilisateur doit assurer qu'il soit permis de le raccorder aux installations de l'entreprise locale de télécommunications matériel. Le matériel doit également être installé en suivant une méthode de raccordement acceptée. Dans certains cas, les fils intérieurs de l'entreprise utilisés pour un service individuel à ligne unique peuvent être prolongés au moyen d'un dispositif de raccordement homologué (cordon rallonge téléphonique interne). L'abonné ne doit pas oublier qu'il est possible que la conformité aux conditions énoncées ci-dessus n'empêchent pas la dégradation du service dans certaines situations. Actuellement, les entreprises de télécommunication ne permettent pas que l'on raccorde leur matériel à des jacks d'abonné, sauf dans les cas précis prévus par les tarifs particuliers de ces entreprises.

Les réparations de matériel homologué doivent être effectuées par un centre d'entretien canadien autorisé désigné par le fournisseur. La compagnie de télécommunications peut demander à l'utilisateur de débrancher un appareil à la

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suite de réparations ou de modifications effectuées par l'utilisateur, ou à cause de mauvais fonctionnement.

Pour sa propre protection, l'utilisateur doit assurer que tous les fils de mise à la terre de la source d'énergie électrique, des lignes téléphoniques et des canalisations d'eau métalliques, s'il y en a, soient raccordés ensemble. Cette précaution peut être particulièrement importante dans les régions rurales.

**AVERTISSEMENT:** L'utilisateur ne doit pas tenter de faire ces raccordements lui-même; il doit avoir recours à un service d'inspection des installations électriques, ou à un électricien, selon le cas.



## Appendix D Supported PC Cards

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TABLE D-1 lists PC Card (PCMCIA) peripherals that have been tested for use with Windows® CE™. For the most up to date information on compatible PC Cards, go to <http://www.microsoft.com/windowsce>.

**TABLE D-1 Supported PC Cards**

Hardware Category	Company Name	Product Name
Miscellaneous	Socket Communications	Page Card
Miscellaneous	Socket Communications	Serial I/O
Modem/Analog	Apex Data	Mobile Plus V.34.33.6Kbps modem
Modem/Analog	Compaq	288 Fax Modem
Modem/Analog	Compaq	Speedpaq 288 Telephony Modem
Modem/Analog	EXP	DataFax 1414
Modem/Analog	EXP	ThinFax 1414LXM
Modem/Analog	Hayes Microcomputer	Optima 14.4 + FAX for PCMCIA
Modem/Analog	Hayes Microcomputer	Optima 28.8 + FAX for PCMCIA
Modem/Analog	Microcom	TravelCard 28.8P
Modem/Analog	Microcom	TravelCard FAST 28.8P
Modem/Analog	Motorola	Montana 33.6
Modem/Analog	Practical Peripherals	ProClass (PC144T2)

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**TABLE D-1 Supported PC Cards (Continued)**

Hardware Category	Company Name	Product Name
Modem/Analog	Practical Peripherals	ProClass (PC288T2)
Modem/Analog	Simple Technology	33.6 Communicator
Modem/Analog	Motorola	SecurID V.34
Modem/Analog	U.S. Robotics/Megahertz	PC Card Modem (XJ1144)
Modem/Analog	U.S. Robotics/Megahertz	PC Card Modem (XJ2288)
Modem/Analog	U.S. Robotics/Megahertz	SP1336
Modem/Analog	U.S. Robotics/Megahertz	Sportster 14.4 PC Card FaxModem
Modem/Analog	U.S. Robotics/Megahertz	Sportster 28.8 V.34 PC Card FaxModem
Modem/Analog	U.S. Robotics/Megahertz	XJ/CC1336
Modem/Analog	Xircom	CreditCard Modem 28.8
Modem/Analog	Xircom	CreditCard Modem 33.6
Secondary Storage /Memory	IBM Calluna	Microdrive PC Card Type II Hard Disk Drive
Storage/Flash Memory	MagicRam	Turbo Flash Memory
Storage/Flash Memory	PNY Electronics	VersaCard P-CF004-PA
Storage/Flash Memory	PNY Electronics	VersaCard P-CF008-PA
Storage/Flash Memory	PNY Electronics	VersaCard P-CF015-PA
Storage/Flash Memory	SanDisk	10 MB FlashDisk
Storage/Flash Memory	SanDisk	2 MB FlashDisk
Storage/Flash Memory	SanDisk	CompactFlash 2MB
Storage/Flash Memory	SanDisk	CompactFlash 4MB
Storage/Flash Memory	SanDisk	CompactFlash 6MB
Storage/Flash Memory	SanDisk	CompactFlash 8MB
Storage/Flash Memory	SanDisk	CompactFlash 10MB
Storage/Flash Memory	SanDisk	CompactFlash 15MB
Storage/Flash Memory	Simple Technology	PCMCIA ATA Flash 12MB
Storage/Flash Memory	Simple Technology	PCMCIA ATA Flash 4MB

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**TABLE D-1 Supported PC Cards (Continued)**

Hardware Category	Company Name	Product Name
Storage/Flash Memory	Simple Technology	PCMCIA ATA Flash 8MB
Storage/Flash Memory	Verbatim	20 MB



## *Appendix E Limited Warranty*

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**HARDWARE:** Vadem ("Vadem") warrants to the original purchaser ("Customer") that this product will be free from defects in workmanship and materials, under normal use, for one year from the date of original purchase from Vadem or its authorized retailer. If this product does not operate as warranted above during the applicable warranty period, Vadem may, at its option and expense, replace the defective product or part with a comparable product or part, repair the defective product or part, or, if neither replacement nor repair is reasonably available, refund to Customer the purchase price for the defective product or part. Proof of date of original purchase will be required. Replacement products or parts may be new or reconditioned. Vadem will warrant replaced or repaired products or parts and hardware upgrades to which Customer is entitled by agreement between Customer and Vadem for a period of ninety (90) days from shipment of such product, part or upgrade, or through the end of the original warranty, whichever is longer. All products or parts that are replaced become the property of Vadem. Accessory products, if any, are not covered under this Limited Warranty. Vadem shall not be responsible for Customer's software, firmware, or other information, contained in, stored on, or integrated with any products returned to Vadem for repair, whether under warranty or not.

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# *Appendix F Vadem Software License Agreement*

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Vadem Internet Connection Wizard, developed by Vadem.  
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# Appendix G BSQUARE<sup>®</sup> EULA

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## Appendix H Software Programs

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Clio contains a variety of specially-developed applications. These software programs, developed by Vadem and its partners, are shown in the table below.

**TABLE H-1 Vadem Bundled Programs**

<b>Program</b>	<b>Description</b>
Vadem™ViewFinder™	View and find contacts, calendar, tasks and notes in one screen
ParaGraph® Calligrapher®	Natural hand recognition software that can store handwriting as ink or convert it to typed text.
Citrix ICA Thin Client	Run full featured programs from a Citrix server using thin client
Internet communications setup wizard	Setup wizard for remote mail service or ISP
Contrast and brightness icon	Enables screen brightness and contrast adjustment in tablet mode.
Westtek™ JetCet™ Print standard edition	Complete printing solution necessary to support the travelling professional
Westtek PowerPoint™ Companion	Converts Microsoft Pocket Word documents to Microsoft Pocket PowerPoint
BSQUARE® bUSEFUL Backup Plus	Avoid potential data loss by backing up all data or portions of data on a device in under a minute.
BSQUARE® bFAX Pro	Sends and receives fax through built-in modem or PC card modem

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The following table lists the Microsoft CE programs installed on Clio. These programs are stored in ROM and cannot be erased.

**TABLE H-2 Microsoft CE Programs**

<b>Program</b>	<b>Description</b>
Calendar	Keep track of your appointments and create meeting requests.
Contacts	Keep track of your friends and colleagues.
Inbox	Send and receive email.
Tasks	Keep track of your tasks.
Microsoft Pocket Access	View ODBC databases and create Access information.
Microsoft Pocket Excel	View and create Excel documents.
Microsoft Pocket PowerPoint	Present PowerPoint presentations.
Microsoft Pocket Word	View and create Word documents.
ActiveSync	Initiate synchronization with your desktop computer from your device.
PC Link	Initiate a connection with your desktop computer.
Remote Networking	Set up connections with other computers or the Internet.
Terminal	View and download files from a bulletin board or send and receive email.
Microsoft Voice Recorder	Record your spoken ideas.
InkWriter	Create handwritten or typed notes and drawings.
World Clock	Set the date, time, and alarm for the home city and the city you are visiting.
Calculator	Perform calculations.
Solitaire	Entertain yourself while on the road.

For information on available Windows CE programs, including freeware and shareware, visit <http://www.microsoft.com/windowsce/> or search the Web on keyword "Windows CE."

# Glossary

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**AC adapter** A connector that provides external power (not battery power) to your device. See “Attaching to AC Power” on page 1-3 for information about installation and use.

**ActiveSync (formerly known as Windows CE Services)** The desktop computer program used to synchronize, transfer, and manage data and files between your device and desktop computer.

**appointment** An entry in Calendar.

**attachment** An item included with an e-mail message.

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

**baud rate** The speed at which a modem transmits data. This is set at 19200 by default on your device.

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

**COM port** See *communications port*.

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

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

**compact flash card** A modem, network, or storage card that you plug into your device.

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

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

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

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

**direct connection** A connection between your device and another computer by means of a serial cable or IR ports.

**download** The process of transferring data from your desktop computer to your device.

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

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

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

**full reset** See *reset*.

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

**Inbox synchronization** A feature in Microsoft ActiveSync that enables you to synchronize mail between your device and desktop computer. Your computer must be on and running Microsoft Exchange 5.5 or Outlook 97/98.

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

**Internet connection** A communications method used to establish a link between your device and a server that provides access to the Internet, typically, an Internet service provider.

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

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

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

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

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

**mobile device** A computer that runs Microsoft Windows CE.

**Microsoft ActiveSync** The shortcut on the desktop computer that contains ActiveSync and the Windows CE Services components.

**modem card** See *compact flash card* and *PC Card*.

**My Documents folder** The folder that stores files you create on your device. You can view the contents of this folder in the Explorer window in ActiveSync.

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

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

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

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

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

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

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

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

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

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

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

**reset** Depending on the state of your device, a process that either causes the device to reboot or erases all data stored in RAM. For more information, see “Resetting Clio” on page 1-32 of this manual.

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

**serial cable** A cable provided by your manufacturer to connect your device to your desktop computer.

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

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

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

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

**synchronization service** A service in ActiveSync that allows for synchronization of specific items between the device and desktop computer. You can synchronize appointments, contacts, tasks, e-mail messages, and files.

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

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

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

# Index

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## Symbols

“Built-in modem on COM 5” 1-21

## A

AC power 1-3  
adjusting contrast/brightness 1-15  
agreement, end user license G-3  
agreement, software license F-1  
AutoStart icon 4-10

## B

backlight 1-11  
backlight control keys 1-2  
backup 2-11  
    entire device 6-12  
    partial 6-12  
backup battery 1-12  
backup using bFAX 6-10  
battery pack  
    efficient use 1-13  
    installing 1-22–1-25  
    removing 1-22  
battery pack door 1-3  
bFAX Pro 6-10  
brightness adjustment 1-15  
BSQUARE bFAX Pro end user license  
    agreement G-3  
BSQUARE Publisher and Viewer 6-15–  
    6-16  
BSQUARE Viewer 6-16  
bundled programs 6-1–6-16  
    bFAX Pro 6-10  
    BSQUARE Publisher and Viewer 6-15  
    Calligrapher 6-6  
    Vadem ViewFinder 6-2  
bUSEFUL Backup Plus 6-12–6-14

deleting old 6-13  
restoring compressed files 6-12  
size limit 6-14  
tips and tricks 6-12  
using flashcard 6-12  
using password with 6-12

## C

calibrating the stylus 1-4  
Calligrapher 6-6  
    Ink options 6-9  
    ink to text conversion 6-9  
    menu options 6-9  
    recognition mode 6-6  
    Screendraw mode 6-6  
CalliGrapher software license  
    agreement F-1  
clearing memory 1-33  
Clio  
    calibrating 1-4  
    control panel 4-7–4-11  
    personalizing 1-4  
    setting up 1-1–1-33  
    specifications B-1  
command bar 4-5  
communications 1-20–1-28  
    modem 1-20  
    PC cards 1-26–1-28  
    setup 2-4–2-6  
    specifications B-4  
communications icon 4-7  
compact flash cards 1-28–1-29  
components  
    backlight control keys 1-2  
    battery pack door 1-3  
    display 1-2  
    external power port 1-2

- 
- IR port 1-2
  - memory erase button 1-33
  - memory module cover 1-3
  - modem jack 1-2
  - Notification LED/switch 1-2
  - notification LED/switch 1-7
  - PC card ejector 1-3
  - PC card slot 1-3
  - power button 1-6
  - reset button 1-3
  - screen contrast control keys 1-2
  - serial/docking port 1-2
  - speaker 1-3
  - stylus 1-2, 1-16
  - configuring Clio 1-1–1-33
  - connecting
    - dialup connection to a network 3-4
    - ethernet connection to a network 3-5
    - ISP 3-2–3-3
    - network 3-3–3-9
    - travel dock 2-2–2-3
  - connectivity, see “communications”
  - contrast adjustment 1-15
  - control panel 4-7–4-11
    - AutoStart 4-10
    - communications 4-7
    - dialing 4-7
    - display 4-8
    - keyboard 4-8
    - network 4-8
    - owner 4-8
    - password 4-9
    - power 4-9
    - regional settings 4-9
    - remove programs 4-10
    - stylus 4-10
    - system 4-10
    - volume and sounds 4-11
    - world clock 4-11
  - customizing synchronization 2-7–2-8
  - cycling power 1-6
- D**
- desktop PC, synchronization with 3-6–3-8
- E**
- email
    - synchronizing using ActiveSync 3-15–3-16
  - email, creating 3-18
  - email, sending and receiving 3-10–3-17
  - end user license agreement G-3
  - expansion specifications B-5
  - external power icon 1-9
  - external power port 1-2
- F**
- FAX (via bFAX)
    - receive 6-11
    - send 6-11
  - finding information xiv–xv
- I**
- inbox 3-10–3-17
    - connecting to a mail server 3-10–3-12
  - information, finding xiv–xv
  - InkWriter 5-8, 5-12
  - input/output specifications B-2
  - installing PC cards 1-26
  - installing the battery pack 1-22–1-25
  - Internet Explorer 4-5
  - IR port 1-2
  - ISP, connecting to 3-2–3-3
- K**
- keyboard icon 4-8
  - keyboard mode 1-14–1-15
- dialing icon 4-7
  - dialup connection to a modem 3-9
  - display 1-2–1-15
    - adjusting 1-15
    - backlight 1-11
    - keyboard mode 1-14–1-15
    - tablet mode 1-15
  - display icon 4-8
  - downloading messages using
    - ActiveSync 3-16
  - dragging with stylus 1-16

---

## L

LED signals 1-7  
license agreement F-1  
  end user G-3  
limited warranty E-1

## M

mail  
  creating connection 3-12  
  disconnecting 3-12  
  downloading 3-12  
  managing files 3-12  
mail server  
  connecting 3-13  
  creating connection 3-12  
  disconnecting 3-14  
  downloading messages 3-13  
  managing messages and folders 3-14  
  setting up inbox 3-10–3-12  
main battery pack  
main v. backup battery  
managing messages and folders using  
  ActiveSync 3-17  
managing power (see “power  
  management”)  
memory 1-26–1-34  
  clearing 1-33  
  compact flash cards 1-28–1-29  
  RAM 1-30–1-32  
  resetting 1-32–1-33  
  ROM 1-30–1-32  
memory erase button 1-33  
memory module cover 1-3  
microphone 1-2  
Microsoft Calendar  
  Tasks 5-19  
Microsoft Companion Programs  
  InkWriter 5-8, 5-12  
  VoiceRecorder 5-8, 5-10  
Microsoft Office  
  Pocket Access 5-6  
  Pocket Excel 5-4  
  Pocket PowerPoint 5-8  
  Pocket Word 5-2  
Microsoft Office programs 5-1–5-20

## Microsoft Outlook

  Calendar 5-15  
  Contacts 5-18  
Microsoft Pocket Outlook 5-14  
modem 1-20  
  “Built-in modem on COM 5” 1-21  
  analog phone line only 1-20  
modem jack 1-2

## N

network icon 4-8  
network, connecting by dialup 3-4  
network, connecting by ethernet 3-5  
network, connecting to 3-3–3-9  
notification LED switch 1-2  
Notification LED/switch 1-2  
notification LED/switch 1-7

## O

on switch 1-2  
operating precautions xiii–xiv  
owner icon 4-8

## P

partnerships 2-1–2-11  
password icon 4-9  
PC card 1-26–1-28  
  ejector 1-3  
  installing 1-26  
  list D-1  
  removing 1-28  
  slot 1-3  
PCMCIA cards list D-1  
personalizing Clío 1-4  
physical description B-2  
Pocket Access 5-6  
Pocket Excel 5-4  
Pocket Outlook 5-14  
Pocket PowerPoint 5-8  
Pocket Word 5-2  
power  
  attaching to AC power 1-3  
power button 1-2, 1-6  
power icon 4-9

---

power management 1-5-1-7  
  cycling power 1-6  
  external power icon 1-9  
  main v. backup battery  
  power manager control panel (see  
    “power manager control panel”)  
power manager control panel 1-7-1-11  
  backlight tab 1-11  
  battery status tab 1-8-1-9  
  suspend options tab 1-10  
power on/off 1-6  
power specifications B-2  
precautions xiii-xiv  
printing 4-6  
processor specifications B-2

## R

RAM 1-30-1-32  
recognition mode, CalliGrapher 6-7  
regional settings icon 4-9  
regulatory information C-1  
remote networking 3-1-3-18  
  connecting to a network 3-3-3-9  
  connecting to an ISP 3-2-3-3  
  dialup connection to a network 3-4  
  ethernet connection to a network 3-5  
remote synchronization 2-11  
remove programs icon 4-10  
removing a PC card 1-28  
removing the battery pack 1-22  
reset button 1-3  
resetting memory 1-32-1-33  
restore 2-11  
ROM 1-30-1-32

## S

safety instructions xii  
Screen contrast control key 1-2  
screen contrast control keys 1-2  
ScreenDraw mode, CalliGrapher 6-9  
serial docking port 1-2  
serial/docking port 1-2  
setting up Clio 1-1-1-33  
software license agreement F-1  
speaker 1-3

specifications B-1  
  communications B-4  
  expansion B-5  
  input/output B-2  
  physical description B-2  
  power B-2  
  processor B-2  
start menu 4-4  
stylus 1-2, 1-16  
  dragging 1-16  
  tapping 1-16  
  writing with Calligrapher 1-16  
stylus icon 4-10  
synchronization  
  backup and restore 2-11  
  downloading email, using  
    ActiveSync 3-16  
  email, using ActiveSync 3-15-3-16  
  file conversions 2-9-2-10  
  files 2-9-2-10  
  managing messages and folders, using  
    ActiveSync 3-17  
  remote 2-11  
  with a desktop computer 3-5  
  with a desktop PC 3-6-3-8  
synchronization options 2-7  
synchronization, customizing 2-7-2-8  
synchronizing with a desktop PC 2-1-2-  
  11  
system icon 4-10

## T

tablet mode 1-15  
tapping with stylus 1-16  
taskbar 4-4  
To 1-14  
travel dock 1-12, 2-2-2-3  
troubleshooting A-1

## V

Vadem ViewFinder 6-2  
Vadem ViewFinder software license  
  agreement F-1  
ViewFinder 6-2  
VoiceRecorder 5-8, 5-10

---

volume and sounds icon 4-11

**W**

warranty, limited E-1

Windows CE 4-1-4-11

command bar 4-5

Internet Explorer 4-5

printing 4-6

start menu 4-4

taskbar 4-4

world clock 1-4

world clock icon 4-11

writing with Calligrapher 1-16





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