

# netpad Win CE 4.0 Quick Start Guide

February 5, 2003

P/N A6122 0009 0003.A



*ISO 9001 Certified  
Quality Management System*



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Psion Teklogix warrants a return-to-factory warranty for a period of one year. In some regions, the warranty exceeds this period. Please contact your local Psion Teklogix office for details. For a list of offices, see “Worldwide Offices” on page 44. The warranty on Psion Teklogix manufactured equipment does not extend to any product that has been tampered with, altered, or repaired by any person other than an employee of an authorized Psion Teklogix service organization. See Psion Teklogix terms and conditions of sale for full details.

## **Service**

When requesting service, please provide information concerning the nature of the failure and the manner in which the equipment was used when the failure occurred. Type, model, and serial number should also be provided. Before returning any products to Psion Teklogix, please call the Customer Services Group for a Return Authorization number.

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Psion Teklogix provides a complete range of product support services to its customers. For detailed information, please refer to “Support Services And Worldwide Offices” on page 43.

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# Approvals And Safety Summary

## CE Declaration Of Conformity

Product: **netpad 1000 Series with Serial Docking Station**

Application of Council Directives: EMC Directive: 89/336/EEC  
Low Voltage Directive: 73/23/EEC

Conformity Declared to Standards: EN 55022: 1998; Class B;  
EN 55024: 1998;  
EN 61000-4-2;  $\pm 4$ kV CD;  $\pm 8$ kV AD  
EN 61000-4-3; 3V/m, 80-1000 MHz, 900 MHz  
EN 61000-4-4;  $\pm 1$ kV Power lines  
EN 61000-4-5;  $\pm 2$ kV Common;  
 $\pm 1$ kV Differential mode  
EN 61000-4-6; 3V<sub>RMS</sub>, 150 kHz-80 MHz  
EN 61000-4-11; AC Mains Ports  
EN 61000-3-2; EN 61000-3-3  
EN 60950: 1992 + A1 + A2 + A3 + A4 + A11

Manufacturer: PSION TEKLOGIX INC.  
2100 Meadowvale Blvd.  
Mississauga, Ontario; Canada L5N 7J9

Year of Manufacture: 2002

Manufacturer's Address in the European Community: PSION TEKLOGIX S.A.  
La Duranne; 135 Rue Rene Descartes  
BP 421000  
13591 Aix-En-Provence  
Cedex 3; France

Type of Equipment: Information Technology Equipment  
Equipment Class: Commercial and Light Industrial

Manufacturer: Psion Teklogix Inc. Ontario

Legal Representative in Europe: Psion Teklogix S.A. France

## CE Declaration Of Conformity

Product: **netpad 3000 Series with Serial Docking Station**

Application of Council Directives: EMC Directive: 89/336/EEC  
Low Voltage Directive: 73/23/EEC

Conformity Declared to Standards: EN 55022: 1998; Class B;  
EN 55024: 1998;  
EN 61000-4-2;  $\pm 4\text{kV}$  CD;  $\pm 8\text{kV}$  AD  
EN 61000-4-3; 3V/m, 80-1000 MHz, 900 MHz  
EN 61000-4-4;  $\pm 1\text{kV}$  Power lines  
EN 61000-4-5;  $\pm 2\text{kV}$  Common;  
 $\pm 1\text{kV}$  Differential mode  
EN 61000-4-6;  $3\text{V}_{\text{RMS}}$ , 150 kHz-80 MHz  
EN 61000-4-11; AC Mains Ports  
EN 61000-3-2; EN 61000-3-3  
EN 60950: 1992 + A1 + A2 + A3 + A4 + A11  
EN 60825-1, AM.2: 2001; Laser Safety

Manufacturer: PSION TEKLOGIX INC.  
2100 Meadowvale Blvd.  
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European Community: PSION TEKLOGIX S.A.  
La Duranne; 135 Rue Rene Descartes  
BP 421000  
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Cedex 3; France

Type of Equipment: Information Technology Equipment  
Equipment Class: Commercial and Light Industrial

Manufacturer: Psion Teklogix Inc. Ontario

Legal Representative in Europe: Psion Teklogix S.A. France

## FCC Information For The USA

### FCC Declaration Of Conformity (DoC)

Applicant's Name & Address: PSION TEKLOGIX INC.  
2100 Meadowvale Blvd.  
Mississauga, Ontario, Canada L5N 7J9  
Tel.: (905) 813-9900

US Representative's  
Name & Address: Psion Teklogix Corp.  
1810 Airport Exchange Blvd., Suite 500  
Erlanger, Kentucky, 41018, USA  
Tel.: (859) 371-6006

Equipment Type / Environment: Computing Devices for Home and Office Use

Trade Name / Model No.: **netpad**

Year of Manufacture: 2002

Standard(s) to which Conformity is Declared:

The **netpad and Serial Docking Station**, supplied by Psion Teklogix, has been tested and found to comply with **FCC PART 15, SUBPART B - UNINTENTIONAL RADIATORS, CLASS B COMPUTING DEVICES FOR HOME & OFFICE USE**.

Applicant: Psion Teklogix Inc.  
Mississauga, Ontario, Canada

Legal Representative in US: Psion Teklogix Corp.  
Erlanger, Kentucky, USA

## CE Marking

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

### R&TTE Directive 1999/5/EC

This equipment complies with the essential requirements of EU Directive 1999/5/EC (Declaration available: [www.pSIONTEKLOGIX.COM](http://www.pSIONTEKLOGIX.COM)).

Cet équipement est conforme aux principales caractéristiques définies dans la Directive européenne RTTE 1999/5/CE. (Déclaration disponible sur le site: [www.pSIONTEKLOGIX.COM](http://www.pSIONTEKLOGIX.COM)).

Die Geräte erfüllen die grundlegenden Anforderungen der RTTE-Richtlinie (1999/5/EG). (Den Wortlaut der Richtlinie finden Sie unter: [www.pSIONTEKLOGIX.COM](http://www.pSIONTEKLOGIX.COM)).

Questa apparecchiatura è conforme ai requisiti essenziali della Direttiva Europea R&TTE 1999/5/CE. (Dichiarazione disponibile sul sito: [www.pSIONTEKLOGIX.COM](http://www.pSIONTEKLOGIX.COM)).

Este equipo cumple los requisitos principales de la Directiva 1995/5/CE de la UE, “Equipos de Terminales de Radio y Telecomunicaciones”. (Declaración disponible en: [www.pSIONTEKLOGIX.COM](http://www.pSIONTEKLOGIX.COM)).

Este equipamento cumpre os requisitos essenciais da Directiva 1999/5/CE do Parlamento Europeu e do Conselho (Directiva RTT). (Declaração disponível no endereço: [www.pSIONTEKLOGIX.COM](http://www.pSIONTEKLOGIX.COM)).

Ο εξοπλισμός αυτός πληροί τις βασικές απαιτήσεις της κοινοτικής οδηγίας EU R&TTE 1999/5/EK. (Η δήλωση συμμόρφωσης διατίθεται στη διεύθυνση: [www.pSIONTEKLOGIX.COM](http://www.pSIONTEKLOGIX.COM))

Deze apparatuur voldoet aan de noodzakelijke vereisten van EU-richtlijn betreffende radioapparatuur en telecommunicatie-eindapparatuur 199/5/EG. (verklaring beschikbaar: [www.pSIONTEKLOGIX.COM](http://www.pSIONTEKLOGIX.COM)).

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

Dette utstyret er i overensstemmelse med hovedkravene i R&TTE-direktivet (1999/5/EC) fra EU. (Erklæring finnes på: [www.pSIONTEKLOGIX.COM](http://www.pSIONTEKLOGIX.COM)).

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

Tämä laite vastaa EU:n radio- ja telepääteläitedirektiivin (EU R&TTE Directive 1999/5/EC) vaatimuksia. (Julkilausuma nähtävillä osoitteessa: [www.pSIONTEKLOGIX.COM](http://www.pSIONTEKLOGIX.COM)).



Use of the 802.11 netpad in France:

Owing to French Government restrictions, the French 802.11 netpad is limited to indoor use. They may be used outdoors, on private property, only with prior authorization from the French Ministry of Defense.

## FCC Information To The User

### Radio And Television Interference

This equipment radiates radio frequency energy and if not used properly—that is, in strict accordance with the instructions in this manual—may cause interference to radio communications and television reception. It has been tested and found to comply with the limits for a Class B digital device pursuant to 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.

These limits are designed to provide reasonable protection against harmful interference in a residential installation. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation distance between the equipment and the receiver.
- If you are using the equipment with a mains adaptor, plug it into an outlet which is on a different circuit from that to which the receiver is connected.
- Consult an experienced radio/TV technician for help.

For customers in the USA, the following booklet prepared by the Federal Communications Commission may be of help: “How to

Identify and Resolve Radio-TV Interference Problems”. This booklet is available from the US Government Printing Office, Washington, DC 20402 - Stock No 004-000-00345-4.

## Radio Frequency Emissions

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

Do not use near pacemakers. The product may affect the operation of some medically implanted devices such as pacemakers, causing them to malfunction. Avoid placing your product next to such devices. Keep a minimum distance of 15 cm between the device and the product to reduce the risk of interference. If you have any reason to suspect that interference is taking place, turn off the netpad and contact your cardiologist for assistance.

**Note:** *In August 1996 the Federal Communications Commission (FCC) of the US adopted an updated safety standard for human exposure to radio frequency energy emitted by FCC regulated transmitters. The design of this product complies with the FCC guidelines and those standards.*

*To maintain compliance with the FCC RF exposure guidelines, if you wear the netpad on your body, use the supplied or approved carrying case, holster, or other body-worn accessory (see page 22 for details). If you do not use a body-worn accessory, ensure the antenna is at least 1.5 cm from your body when transmitting. Use of non-approved accessories may violate FCC RF exposure guidelines.*

## Important Safety Instructions

This equipment was tested for FCC compliance under conditions that included the use of shielded cables and connectors between it and the peripherals. It is important that you use shielded cable and connectors to reduce the possibility of causing radio and television interference. Shielded cables, suitable for the netpad, can be obtained from an authorised Psion Teklogix dealer.

If the user modifies the equipment or its peripherals in any way, and these modifications are not approved by Psion Teklogix, the FCC may withdraw the user's right to operate the equipment.

## Emissions Information For Canada

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

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

## Infrared Device Safety

### Class I LED Product

This product includes an Infrared device for transmitting and receiving files from devices supporting the IrDA format. Although this invisible beam is not considered harmful, and complies with EN60825-1 (IEC825-1), we recommend the following precautions when the Infrared device is transmitting:

- Do not stare into the Infrared beam.
- Do not view directly with optical instruments.

No parts in the device may be serviced by the user.

## Integrated Scanner Safety

For your own safety, it is critical that you comply with the warnings described in “The Scanner” on page 34.

## Battery Safety Precautions

### CAUTION!

Danger of explosion if a netpad battery is incorrectly handled, charged, disposed of or replaced. Replace only with the same or equivalent type recommended by the manufacturer. Dispose of used batteries according to the instructions described in “Lithium-Ion Battery Safety Precautions”, below. Carefully review all battery safety issues listed in that section.

### VORSICHT!

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

## Lithium-Ion Battery Safety Precautions

Do not store batteries at temperatures in excess of +60°C; the optimum storage temperature for maximum battery life is +10°C to +35°C.

***Important: It is critical that this safety information be reviewed and that all warnings be strictly followed.***

BATTERIES ARE CONSIDERED HAZARDOUS WASTE. Used batteries must be disposed of in accordance with the manufacturer's instructions, taken to an appropriate local battery recycling facility, or returned to one of the following Psion Teklogix offices for proper disposal.

Teklogix Inc.  
2100 Meadowvale Blvd.  
Mississauga, Ontario  
Canada  
L5N 7J9

Teklogix Corp.  
1810 Airport Exchange Blvd.  
Suite 500  
Erlanger, Kentucky  
USA 41018

Teklogix S.A.  
Parc Club Du Golf-Bat 1.  
13856 Aix-En-Provence  
Cedex 3  
France

***Warning: TO PREVENT the battery from leaking acid, generating heat or exploding, adhere to the precautions listed below.***

- ***Use only with the authorized Psion Teklogix power adaptor.***
- ***Do not dispose of in fire.***
- ***Do not incinerate or subject battery cells to temperatures in excess of 100°C (212°F). Such treatment can vaporize the liquid electrolyte causing cell rupture. Incineration may result in harmful emissions or explosion.***
- ***Do not charge, use or store batteries below -30° C (-22° F). Batteries must be handled in accordance with all applicable state and federal laws and regulations.***
- ***The battery incorporates built-in safety devices. To ensure their proper function, do not disassemble or alter any parts of the battery.***

- ***Do not short-circuit the battery by directly connecting any of the exposed terminals with metal objects such as wire. Do not transport or store the battery together with metal objects such as necklaces, hair pins, etc.***
- ***Do not use or leave the battery near a heat source such as a fire or heater.***
- ***Do not immerse the battery in water.***
- ***When charging, use the battery charger specifically designed for the battery.***
- ***Do not crush, puncture, open, dismantle, or otherwise mechanically interfere with batteries.***
- ***Do not directly solder the battery.***
- ***Do not connect the battery to an electrical outlet, vehicle cigarette lighter, etc.***
- ***Do not put battery into a microwave oven or pressurized container.***
- ***Do not use the battery in combination with primary batteries (such as dry-cell batteries) or batteries of different capacities or brands.***
- ***Immediately remove the battery from the device or battery charger and stop use if the battery gives off an odour, generates heat, becomes discoloured or deformed, or in any way appears abnormal during use.***
- ***Do not continue charging the battery if it does not recharge within the specified charge time.***
- ***The battery may burst or ignite if the battery leaks. Always ensure that it is away from any exposed flames.***

- *If a battery should leak, do not allow the contents to come into contact with your skin or your eyes. If it does, wash immediately with plenty of cold water and seek medical advice.*
- *Do not store the battery in extremely high temperatures (e.g., a vehicle, strong direct sunlight, etc.). This may cause the battery to overheat or ignite, and it may also reduce the performance and service life of the battery.*
- *Do not use in areas where static electricity is greater than what the manufacturer guarantees.*
- *Keep batteries out of reach of children.*

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# I. Introduction

This guide provides information on the operation and features of the Psion Teklogix netpad. For additional information, refer to the *netpad Win CE User Manual*, the online help, or the documentation supplied with the application you are using.

## I.1 Applications Installed On The netpad

The netpad is capable of running a wide variety of applications but the ones available on your particular netpad depend on the purpose for which the netpad is provided. A number of standard applications exist and custom programs can be installed easily.

The following standard programs are available:

- **Wordpad**, a word processor for writing letters and other documents.
- **Inbox**, for sending and receiving e-mail.
- **Internet Explorer**, for browsing the World Wide Web.
- **Calculator**, a calculator with general features.

### I.1.1 About ActiveSync

The Microsoft PC connectivity software, ActiveSync, can be used to connect the netpad to PCs running Windows 95/98/2000/ME or NT 4.0. By connecting the netpad to a PC with a cable and running ActiveSync on the PC, you can:

- **View your netpad files** from Windows Explorer by using the *Mobile Device* icon in the PC's My Computer window.
- **Drag and drop files** between the netpad and the PC in the same way that you would between PC drives, and they will be

automatically converted to the appropriate file format at the same time.

- **Synchronize e-mail and your address book** on the netpad with the PC to keep them in step with each other.
- **Back up** your netpad files to the PC, then restore them from the PC to the netpad again, if needed.

For detailed information, please refer to the documentation supplied with Microsoft Active Sync or the *netpad Win CE User Manual*.

## 1.2 Caring For The netpad

### Screen

When used with the approved stylus, the netpad screen is very resistant to wear and impact and should last for a considerable time. Use of any object, other than the approved stylus, may result in damage to the netpad screen.

To maintain the life of the netpad screen, keep the screen clean. To clean the screen: switch off the netpad and use a soft, clean, dry cloth to gently wipe the screen. (If the netpad is set to turn on automatically when the screen is tapped, you should turn this preference off before cleaning the screen.)

***Warning: Under no circumstances use chemical solvents to clean the screen.***

### Charging

To avoid damage to the netpad or the netpad battery packs, use only Psion Teklogix approved chargers and docking stations.

## Backup Battery

The netpad has a rechargeable backup battery designed to retain data while the main battery pack is charging or changed over.

The backup battery is trickle charged from the main battery pack and has a limited lifespan. To maximize the life of the backup battery, avoid excessive discharging and recharging of the backup battery by keeping the netpad battery pack fully charged.

***Important: If both the main battery pack and the backup battery are allowed to fully discharge, all user data held in RAM will be lost.***

The backup battery is not user replaceable. If the backup battery requires replacement the netpad must be returned to a Psion Teklogix approved service centre.

## Drop Rating

The netpad is designed to survive being dropped on any face, onto concrete, from a height of 1.5 m (5 ft.).

Dropping the netpad from greater heights or onto harder surfaces may result in damage to the netpad.

## IP Rating

The netpad is rated to IP67 and can survive submersion in water to a depth of 1 m (3.3 ft.) for up to 30 minutes. Submersion below this depth or for longer periods may result in damage to the netpad.

## Operating Temperature

The netpad is designed to operate within the temperature limits of -20°C to +60°C (-4°F to 140°F); and -20°C to +55°C (-4°F to 131°F)

for scanner variants. Use of the netpad outside of these temperature limits may reduce its life.

Avoid exposing the netpad to sudden changes in temperature, since such exposure may result in damage.

***Important: As a safety precaution, charging the netpad battery should be limited to the temperature range: -20°C to +60°C (-4°F to 140°F); and -20°C to +55°C (-4°F to 131°F) for scanner variants. Outside of these limits, the safety circuits of the netpad battery pack will not allow the battery to charge.***

## Storage Temperature

The netpad is designed to be stored within the temperature ranges of -25°C to +70°C (-13°F to 158°F); and -25°C to +60°C (-13°F to 140°F) for scanner variants. Storage of the netpad outside of these temperature limits may reduce its life.

To prolong the life of the netpad battery packs during normal storage, store the netpad (and the battery pack) between +10°C and +35°C (+50°F and +95°F).

When storing the netpad for a long period of time, the main battery should be removed and stored fully discharged.

## Humidity

The netpad is designed to operate in humidity ranging from 0 to 95%. Use of the netpad in environments with condensing humidity or humidity outside these limits may result in damage to the netpad.

## Magnetic Fields And Static Electricity

The magnet of the netpad speaker may corrupt data stored on magnetic media. Do not keep the netpad next to credit cards or other magnetic media.

Avoid exposing the netpad to strong magnetic fields or static electricity. Such exposure may cause loss of data or result in damage to the netpad.

## Service

Do not attempt to dismantle the netpad.

There are no user-serviceable parts inside, and any attempt to dismantle the netpad will invalidate the warranty.

## 1.3 Additional Programs And Third Party Applications

Psion Teklogix has partnered with a number of companies to provide a suite of connectivity and database tools for the netpad. Details are available on the Psion Teklogix Partner Program web site at:

*<http://partners.pSIONteklogix.com/partners/>*

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# 2. Getting Started

## 2.1 Features Of The netpad

This netpad is a Windows CE.Net OS-based mobile tablet computer with a 1/2 VGA touch-sensitive screen. netpad is lightweight, shock and water-resistant, and designed for use in a wide range of business areas including field service, field sales, transport, health care, hospitality, manufacturing and insurance. It is available in variants with internal GSM/GPRS, 802.11b radios and scanners.

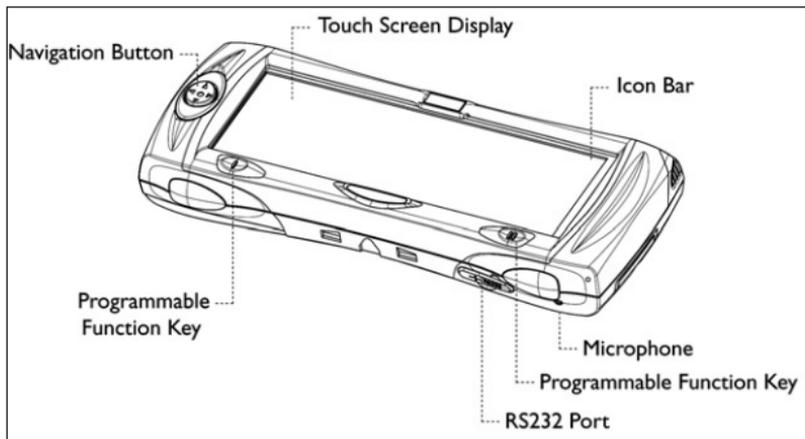


Figure 2.1 netpad Front

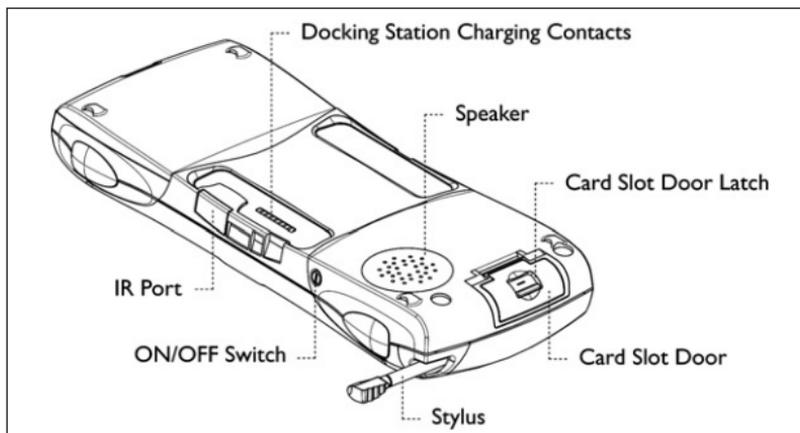


Figure 2.2 Back Of netpad

## 2.2 Preparing The netpad For Use

### 2.2.1 Fitting The Antenna

Before using netpad units fitted with either the GPRS or 802.11 radio, the antenna must be installed. The antenna should be installed as shown in Figure 2.3 below. To install the antenna turn it counter clockwise; to remove the antenna turn it clockwise.

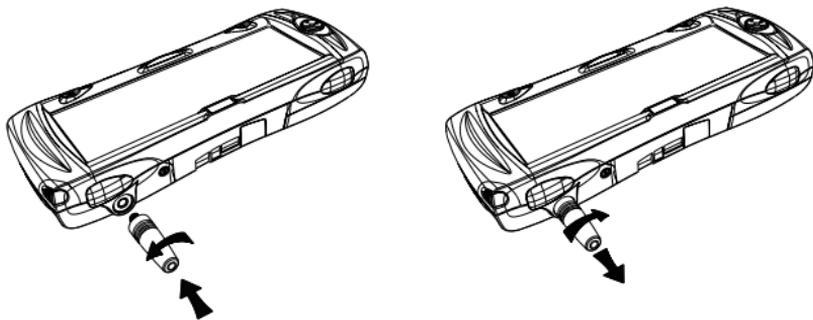


Figure 2.3 Antenna Insertion And Removal

## 2.2.2 Use Of The Soft Belt Holster

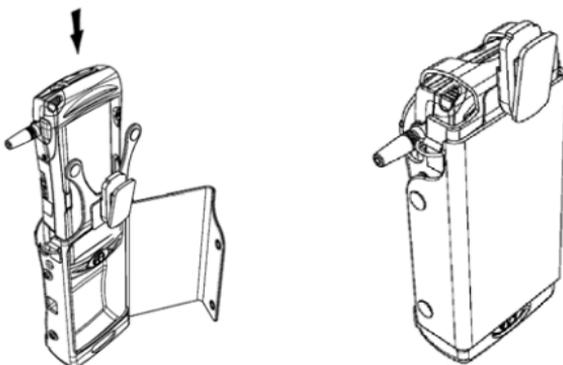


Figure 2.4 Insertion Of netpad In Holster

**Important:** *The netpad and holster have been tested to ensure compliance with the latest FCC RF exposure guidelines. For continued compliance when using the netpad and holster combination, the face shown should be fitted against the body! The user must not modify the holster in any way.*

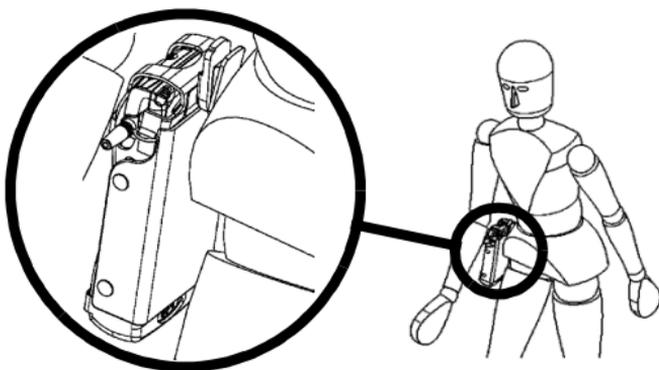


Figure 2.5 Holster Position On Body

## 2.2.3 Power Management

The netpad is powered by a Lithium Ion rechargeable battery pack, which under optimal operating conditions will provide power for a full shift. The netpad will warn you when the main battery charge is low.

**Note:** *How long your batteries last will depend upon how you use your netpad. The netpad will use considerably more battery power when you are recording sounds, have the brightness turned up, are using files stored on a multimedia card, or are using Infrared.*

*You can take steps to help prolong your battery's life:*

- *Turn the screen brightness down.*
- *Set automatic switch-off in the Power control panel.*
- *Use files on the internal disk instead of an MMC, as the netpad requires more power to write to the multimedia card.*

The netpad can be powered from AC when used in the docking station (see page 41). When the netpad is powered from the docking station, it will also charge the battery pack.

### Fitting The Battery

Before you can use the netpad you must fit the battery—slide it into place until it clicks, as shown in Figure 2.6 on page 24.

**Important:** *Take care when replacing batteries! The netpad will warn you when its main battery is getting low, in plenty of time to change/charge it. The backup battery is designed to maintain the memory for several hours. However, prolonged reliance on the backup battery does reduce its life.*

## Charging The netpad Battery Pack

To charge the battery, attach the battery pack to the netpad and place the complete netpad in a netpad docking station (for instructions, please refer to page 41), or place the battery in one of the optional battery chargers. The standard (850 mAH) netpad battery will normally be fully charged within 2 to 2.5 hours (3 hours for a 1400 mAH battery pack).

## How Do I Check The Battery Power?

To check the battery power, open the **Battery** icon from the Control Panel. The Battery tab gives a brief description of the state of the main battery.

## Changing Battery Packs

If you are using your netpad away from the charger and a spare battery pack is available, you can change batteries when the battery warning is displayed. To do this:

1. Switch the netpad off.
2. Press on the battery pack latch to remove it.
3. Push in the replacement battery pack.

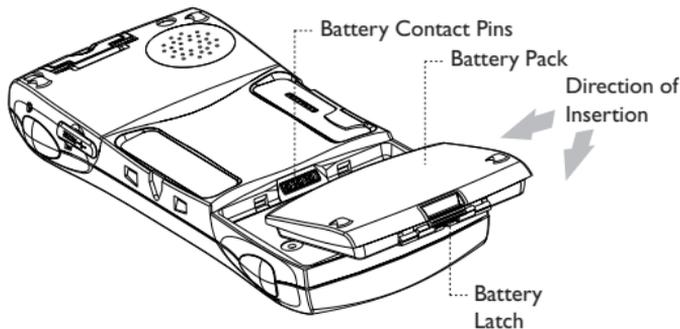


Figure 2.6 Battery Insertion

***Important:*** *Always switch off the netpad before removing the main battery.*

*Never remove the battery from the netpad while it is in the docking station.*

*Never use a netpad without a battery in the docking station.*

## Prolonging Battery Life

When your netpad is switched off, it is on “standby” and will continue to use a small amount of battery power. If you are going to leave your netpad switched off for a long period of time, you are advised to back up your data beforehand because the batteries will eventually run out.

***Note:*** *To check the battery power, open the **Power** icon from the Control Panel.*

## Internal Backup Battery

The netpad has a rechargeable backup battery designed to retain data while the main battery pack is charging or changed over. The backup battery is trickle charged from the main battery pack and has a limited lifespan. To maximize the life of the backup battery, avoid excessive discharging and recharging of the backup battery by keeping the netpad battery pack fully charged.

***Important:*** *If both the main battery pack and the backup battery are allowed to fully discharge, all user data held in RAM will be lost.*

The backup battery is not user replaceable. If the backup battery requires replacement, the netpad must be returned to a Psion Teklogix approved service centre.

**Important:** *If both the batteries run out of power you will lose all your information on the internal disk.*

## 2.2.4 Multimedia Cards

Multimedia cards (MMCs) are non-volatile memory cards, which fit into a dedicated slot in the netpad and can be used to store application software and/or data.

The MMC slot is located on the right hand side of the netpad.

### Inserting And Removing An MMC

- Open the card slot door located on the side of the unit by sliding the retaining latch. Push the MMC into place until it clicks. Close the door.
- To remove an MMC, open the door and push the card. Store your MMC safely, particularly if it contains valuable data.

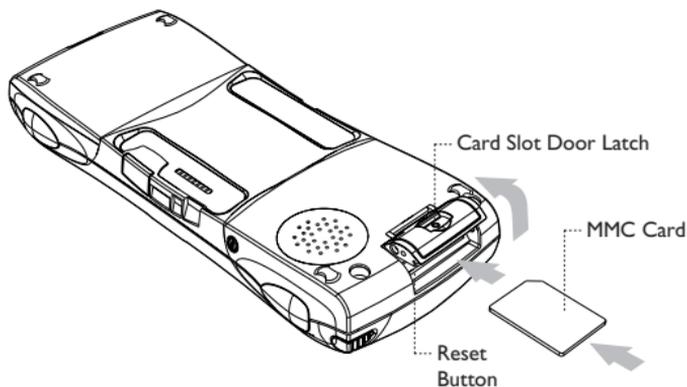


Figure 2.7 MMC Slot Location

## 2.2.5 Installing And Removing The SIM Card

A netpad fitted with a GSM/GPRS radio requires a Subscriber Identity Module (SIM) card installed in order for the netpad to access the GSM network. The SIM card fits into a dedicated slot in the netpad.

The SIM card slot is located behind the Card Slot door on the right-hand side of the netpad; and is located below the Multimedia card (MMC) slot (see Figure 2.8).

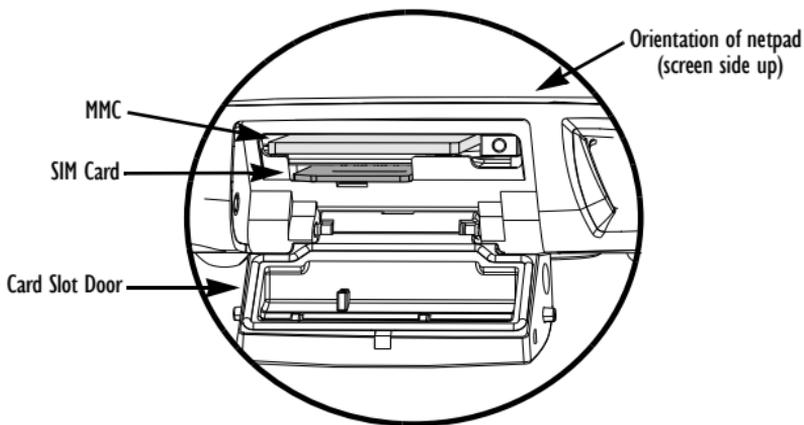


Figure 2.8 Location Of SIM Card And MMC

**Important:** *The MMC slot and SIM card slot are located very close together. When inserting or removing the SIM card be careful not to drop the SIM card into the MMC slot.*

## Inserting The SIM Card

**Warning:** *To prevent damage to the SIM card, ensure that the netpad is switched off and the battery removed before inserting the SIM card.*

- Remove the battery pack from the netpad.
- Open the card slot door located on the side of the unit by sliding the retaining latch.
- Push the SIM card into place until it is fully inserted. Note the orientation of the card, shown in Figure 2.9, with the notch of the card on the left, trailing side. Close the door.

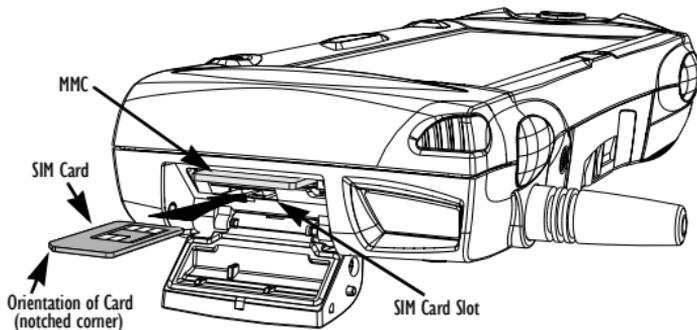


Figure 2.9 Insertion Of SIM Card

**Important:** *Ensure that the SIM card is inserted in the correct orientation as shown. Once inserted, the SIM card can only be removed using a pair of tweezers or long-nosed pliers. If the SIM card is inserted incorrectly, the unit will not connect to the GSM network.*

*If the SIM card is inserted incorrectly, it must be removed by following the instructions on page 29: “Removing The SIM Card”.*

## Removing The SIM Card

**Warning:** *To prevent damage to the SIM card, ensure that the netpad is switched off and the battery removed before removing the SIM card.*

- Open the card slot door and grasp the card on the cross-hatch area (see Figure 2.10), using the special removal tool supplied, a pair of tweezers, or long-nosed pliers. Pull the card out carefully.

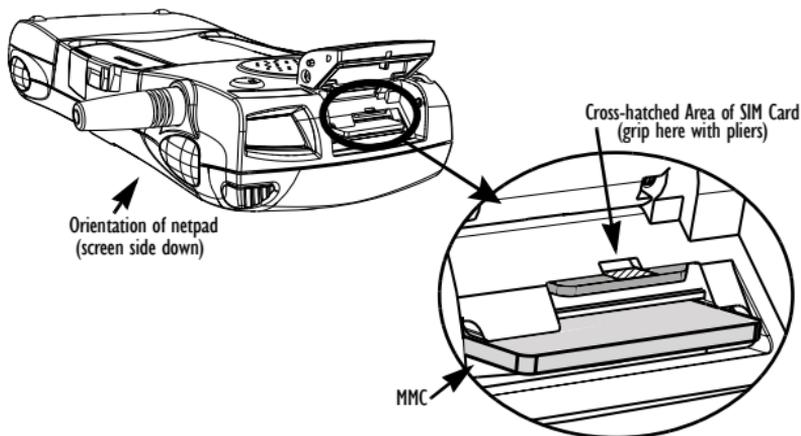


Figure 2.10 Removal Of SIM Card

## 2.3 Turning On And Off

### **To switch on:**

press the **On/Off** button on the top.

***Note:** If the serial cable is connected to the PC and the netpad, the netpad will automatically switch on when ActiveSync on the PC is searching for a connection.*

### **To switch off:**

press the **On/Off** button on the top. You can switch off at any time. You do not have to save your information first, as it is automatically saved for you.

However, if you are working with a file on the MMC, save the file before switching off the netpad and removing the card.

***Note:** If you do not use the netpad, it will automatically switch off after a few minutes to save battery power. To continue using the netpad where you left off, switch the netpad on again using the On/Off button. The power saving options are available via the Control Panel. The automatic switch-off time may have different settings, depending on whether the netpad is in the docking station or not.*

## 2.4 Finding And Using The Stylus

The stylus is located in a holder at the right. To remove it, slide the stylus out of the top of the netpad. To replace it, push it back in.

Tap lightly on the screen using the stylus. You can use your fingers to tap on the screen, though it is best to use the stylus to avoid fingerprints or smudges on the screen. **Do not** tap the screen with any object that has a sharp tip or you may damage the screen. Don't use any type of ink pen, as the ink may be impossible to remove. See "Caring For The netpad" on page 16 for instructions on how to clean the screen.

You can usually tap on ("click on") an item with the stylus to select or change it. For example, you can:

- Double-tap (or click) a program icon, to open a program.
- Single-tap (or click) the soft keys, for "shortcuts" to system functions.
- Tap-and-hold to right-click. Right-clicking can interrupt the functionality of other tap-and-hold items, such as scrollbars.

**Note:** *If the screen doesn't respond to your taps, you may need to re-calibrate it. You can do this by holding down the **On/Off** button for 3 seconds.*

## 2.5 The Screen, Command Icons, And Toolbar

The netpad screen has a column of permanent “command icons” on the right-hand side. Some of these are user-configurable via the Soft Keypad Settings icon in the Control Panel.

From top to bottom, the defaults for these soft keys are:

### **Start Menu:**

This icon is user-definable. Left-clicking displays the Control Panel. Right-clicking displays the command shell.

### **Backlight control:**

Left-clicking displays the Brightness/Contrast control panel. Right-clicking is inactive.

**Important:** *Battery life is considerably reduced when the brightness is increased.*

### **Explorer:**

This icon is user-definable. Left-clicking displays the Windows Explorer. Right-clicking displays Internet Explorer.

### **Keyboard:**

Left-clicking displays the Software Input Panel (SIP), the on-screen keyboard. Right-clicking is inactive.

### **System command icon:**

Left-clicking displays the Start Menu. Right-clicking displays the Soft Keypad Settings control panel.



## 2.6 How To Reset The netpad

If you find that you cannot exit a program normally, right-click on the taskbar and select *Task Manager* from the context menu. Select the task that appears to be unresponsive and click on the **End Task** button.

If this does not work, or if your netpad appears to have “locked up”, you can always perform a “soft reset”. This should restart your netpad while preserving most of your information. It is worth trying a soft reset if the keys on the netpad do not appear to respond, or if the netpad appears to switch on and you are sure that the batteries are good, but the screen is otherwise blank.

### To perform a soft reset:

gently press the stylus onto the reset button. This is located inside the card slot door cover to the side of the MMC slot.

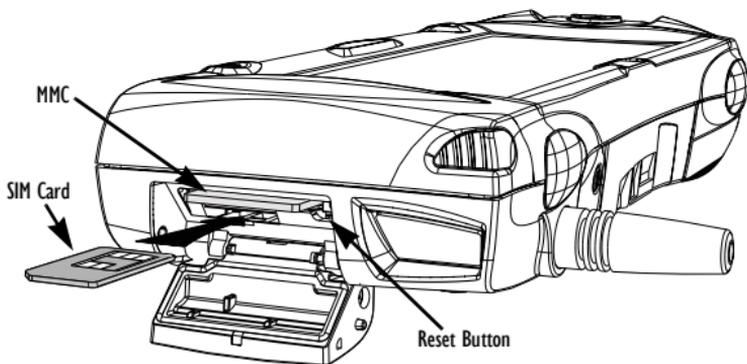


Figure 2.11 Reset Button Location

Press the On/Off button to restart the netpad—you will hear two beeps during boot-up to indicate the reset. After a soft reset, any

changes to open files will be lost. Your other files on the internal disk will almost always be safe.

It is possible (although unlikely) that performing a soft reset after a program failure may cause the netpad to lose the information on the internal disk; it could even prevent the reset from working at all. If this happens, you will have to perform a “hard reset”.

***Important:*** *A hard reset resets the netpad completely, and all information on the Internal disk will be lost.*

### **To perform a hard reset:**

1. Remove the netpad from the docking station (if applicable).
2. Remove the main battery.
3. Press and hold down the On/Off button (on the top of the unit).
4. While continuing to hold down the On/Off button, press and release the Reset button.
5. Release the On/Off button.
6. Refit the battery into the netpad—the unit will power up and you will hear one beep during boot-up.

***Note:*** *Hard resetting the netpad will delete the partnership on the netpad. You may delete and re-create the partnership on the PC, or create another partnership with a new name. Refer to ActiveSync’s online help for more details on this operation.*

## **2.7 The Scanner**

Where fitted with a bar code scanner, the netpad may be used to read industry standard bar codes. To scan a bar code, point the scanner window at the bar code, ensuring that the scanner window is not obstructed and that you are between 5 cm (2 in) and 60 cm (24 in) from the bar code. Activate the scanner as instructed in the software

application's operating instructions. The scanning beam should be energized until a successful decode is achieved or three seconds have elapsed.

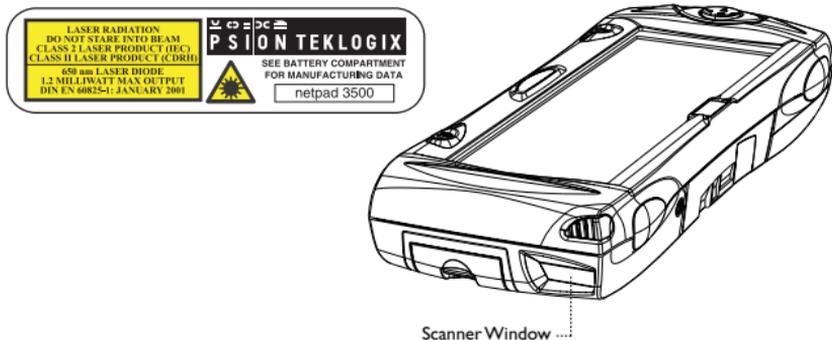


Figure 2.12 Scanner Location

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

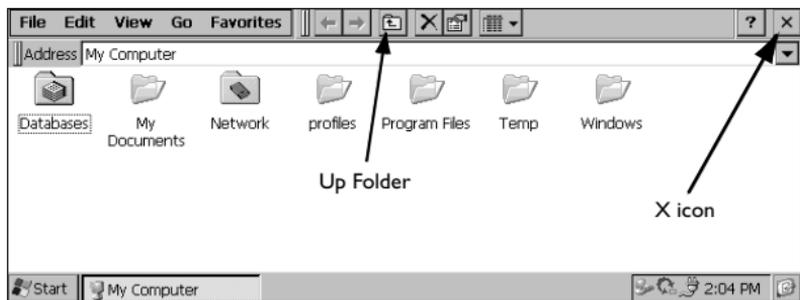
- 1. Do not look into the scanner window.**
- 2. This product contains a laser scanner that emits less than 1.2 mW average radiant power at a wavelength of 650 nm. This product complies with 21 CFR 1040.10, 1040.11 and DIN EN 60825-1: January 2001, and is classified as a Class 2 laser product.**
- 3. CAUTION – Using controls or adjustments, or performing procedures other than those specified herein may result in hazardous radiation exposure.**
- 4. CAUTION – The use of optical instruments with this product will increase eye hazard.**

## 2.8 First Steps

When you first switch on the netpad, you will see the Calibration screen. You must calibrate successfully to continue. After calibration, you will see the *Time/Date* control panel. Input the correct time, date, and time zone information. Click the **OK** button in *Time/Date* control panel to close and save your changes. You will then see the Windows Desktop.

### 2.8.1 Navigating Between Files And Folders

- Double-click on a folder icon to open that folder. Click on the **X** icon to close it. Click on the **Up Folder** icon to move back up one level.
- Click on a file to select it. Double-click to open it.



### 2.8.2 Starting Programs

When you open a file, the correct program for this file is started automatically. You can also start programs by clicking on them from the *Start Menu*. You don't have to close one program before opening another. The taskbar displays all open applications.



## 2.8.3 Programs And Files

### To create a new file:

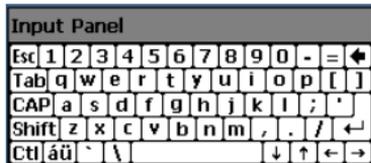
open the program, select the **New** command on the *File* menu and type in the name for the new file (see “Entering Information”, below). The file will now be created. You can start entering your information.

It is a good idea to keep related files together in a folder, to make the files easier to find later.

## 2.8.4 Entering Information

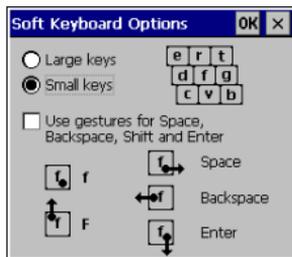
You can enter information and complete tasks using the stylus or the on-screen keyboard. The on-screen keyboard is displayed by clicking the

**Keyboard**  soft key.



To move the keyboard, drag it by the title bar.

To display and set the keyboard preferences, go to the Control Panel and open the **Input Panel** icon. Clicking on the **Options** button will let you set such preferences as button size and special gestures for use with the keyboard.



**Note:** *The on-screen keyboard is the netpad's default keyboard. It is possible that your netpad may have more than one keyboard, if you have third-party software installed. To choose which keyboard to use, go to the Control Panel and click on the **Input Panel** icon. The dropdown menu will show all available keyboards.*

## 2.8.5 Using Menus

You can usually select a menu command to perform tasks.

- Click on the menu you want to access from the menu bar.
- Tap on the menu names and commands, or use the arrow keys to move around the menus. Tap on commands marked with a ► or press the **right arrow** key to see further commands.

A menu command with three dots at the end means that selecting the command will display a “dialogue” where you enter more information (see “Using Dialogues”, on page 39).

If a menu command is grey, it means that it's not currently available; e.g. you cannot *Copy* unless you have first selected something to copy.

## 2.8.6 Using Dialogues

A “dialogue” appears when you need to make selections and enter further information. You can move between dialogue items by tapping on them, or using the up and down arrow keys. Dialogues contain one or more of the following elements:

***Textbox:***

where you just type in your information. When you tap in the textbox, you will need to open the on-screen keyboard to enter text.

***Dropdown:***

where you select from a number of options. You will see left and right arrows around the current selection; you can change the selection by tapping on the arrows, by pressing the left and right arrow keys, or by typing the first letter of the option you want.

***Checkbox:***

where you make a choice between selecting an option or not selecting it. Just tap on the checkbox, or press the left and right arrow keys to add or remove a checkmark.

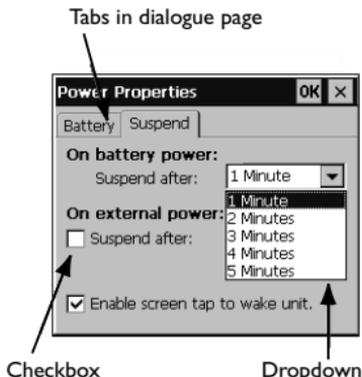
***Radio buttons:***

where you make one choice from a number of options. Just tap on an option, or use the left and right arrow keys to make a selection.

If an item is grey, it is currently not available. For example, if you do not have a transfective display, the *Backlight On* checkbox in Backlight Properties will be greyed out.

Some dialogues comprise a number of “pages”, each page has a “tab” at the top. Tap on the tab, or move the highlight to the tab name, to go to that page. You can also move a dialogue around the

screen by holding the stylus on the dialogue title bar and dragging it across the screen.



## Dialogue Buttons

Dialogues usually include standard buttons such as **Ok** and **X**. Some buttons have a standard keypress equivalent:

- Usually, you can tap the **OK** button or press the **Enter** key if you want to save information and remove the dialogue.
- Tap the **Cancel** button, the **X** button, or press the **Esc** key if you want to close the dialogue without saving the information.
- For dialogues that ask a question, you can tap the **Yes** button or press the **Y** key for 'yes'; tap the **No** button, press the **N** key, or press the **Esc** key for 'no'.

### 2.8.7 Copying Information Between Programs

You can insert information created in one program into a different program. For example, you may want to compose text in Wordpad before copying it into an e-mail message in the Inbox. If you try to insert an object into a program that is not designed to handle that

type of object, you will be unable to Paste. Trying to copy a file from Windows Explorer into a Wordpad document will not work because Wordpad will keep the Paste option greyed out until it detects that text is ready to be pasted.

## 3. The netpad Docking Station

This section describes the netpad docking station. The docking station is used as a convenient “drop-in” holder for the netpad, supplying power and communications through the docking station connector.

### 3.1 Using The Docking Station

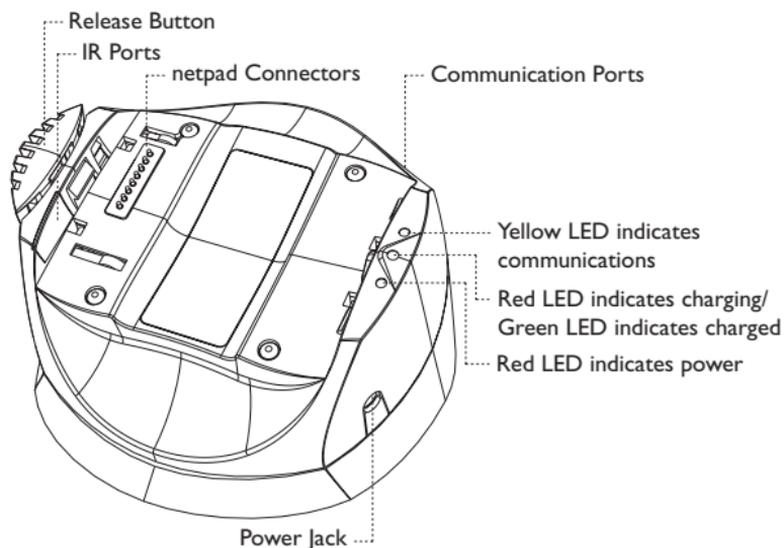


Figure 3.1 Docking Station Features

To insert the netpad into the docking station, align the two devices, and press down on the netpad until the connection is made. To eject, press down on the release button at the top of the docking station. The netpad will be pushed up and out of the docking station.

While the netpad is in the docking station, the communications port on the netpad can still be used. The docking station communications port is available for convenience.

You can rotate the orientation of the docking station on its stand. Hold the top of the docking station in one hand and the bottom in the other. Lift the top part to release it and rotate through 90°. When you let go of the top part, it will click into place.

## 3.2 Communications Settings

When performing PC communications, it is necessary to define the communication settings.

In the **PC Connection** icon in the Control Panel, verify that the checkbox that allows connection to the desktop is checked.

- **Serial Port 3** specifies using the RS232 communications port on the netpad.
- **Docking Station** specifies using the RS232 communications port on the docking station.
- **Infrared Port** specifies using the IR port on the back of the netpad.

To change the connection type, click on the **Change...** button and select the connection from the dropdown list.

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## 4. Support Services And Worldwide Offices

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

### 4.1 Technical Support

Technical Support for the netpad is provided via e-mail through the Partner Program website. To reach the website, go to *www.psionteklogix.com* and click on the Partner Program link, which takes you to the Partner Program page. Then click on the “Log-in” button or the “Register” button, depending on whether you have previously registered for Teknet or the Partner Program. (Your UserID and password are the same for TekNet and the Partner Program.)

### 4.2 Product Repairs

#### *International*

For product repairs, please contact your local Psion Teklogix office (see “Worldwide Offices” on page 44).

#### *Canada/U.S.A*

Canadian and U.S. customers can receive access to repair services, by calling the toll-free number below, or via our secure website.

**Note:** *Customers calling the toll-free number should have their Psion Teklogix customer number or trouble ticket number available.*

Voice: 1 800 387-8898 (press option “2”)

Fax: 1 905 812-6304

Web Site: <http://service.psionteklogix.com>

## 4.3 Worldwide Offices

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E-mail: [info@psionteklogix.be](mailto:info@psionteklogix.be)

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[www.psionteklogix.com](http://www.psionteklogix.com)

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