

# HP Jornada 430/430se Palm-size PC

## User's Guide



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# 1 | Welcome

The Hewlett-Packard Jornada 430/430se Palm-size PC (P/PC) is a mobile computer running the Microsoft® Windows® CE operating system. It allows you to store your business and personal information, manage your appointments and contacts, and check e-mail while on the road. It then allows you to upload updated information to your desktop or notebook PC after returning to the office.

In addition to Microsoft Windows products, the HP Jornada has built-in programs from Hewlett-Packard, BSQUARE™, EZOS, Utopiasoft, and LandWare that help you manage the system, manage tasks, and perform financial calculations. You can also load programs from the HP Jornada compact disk or from the Web.

## What's in the box

The HP Jornada package includes the following items:

- The Palm-size PC
    - HP Jornada and stylus
    - Rechargeable battery
    - AC adapter, DC cable, and power cable
    - Travel cable
    - Earphones. (Free with 430se model only. The earphones are not covered by HP's 1-year warranty.)
    - Clip Case. (Free with 430se model only. The Clip Case is not covered by HP's 1-year warranty.)
  - Software to connect to your desktop PC
    - Desktop Software for Microsoft Windows CE compact disk—Contains Microsoft® ActiveSync™ 3.0 with Windows® CE Services for both the HP Jornada and desktop PC. Also includes the Getting Started with Microsoft® ActiveSync™ user guide.
-

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- Documentation
  - HP Jornada Quick Start Card—A guide to getting started quickly with the HP Jornada
  - Documentation pack—This User's Guide and the Regulatory Information Leaflet
  - HP Jornada Accessory Guide—Information on accessories and products that can help you get the most from the HP Jornada
- Free software
  - HP Jornada compact disk—Free programs that can be loaded onto the HP Jornada

### Using the manual

Although great care has been taken to ensure the accuracy of procedures and screen art, some actual screens may be different than the ones that appear in this User's Guide.

### Using HP Jornada's built-in programs

This section lists the HP Jornada's built-in programs. These programs are installed in ROM and cannot be erased or removed.

- **Calendar**—Keeps track of important dates and events, and helps manage your schedule.
  - **Channels**—Downloads Web information to the HP Jornada so that it can be viewed offline.
  - **Contacts**—Stores names, addresses, and telephone numbers. When you update your contacts list, you can synchronize it with your desktop PC, so that contacts are always up to date.
  - **HP settings**—Allows you to change settings such as screen brightness, to display system information such as memory status, and to change display, button, and battery driver settings.
  - **Inbox**—Sends and receives e-mail messages. Also synchronizes with Microsoft Outlook or Microsoft Exchange on your desktop PC.
  - **Note Taker**—Allows you to jot quick notes or to create sketches while in a meeting.
-

- **Tasks**—Keeps track of to-do lists. Allows you to set an alarm or a reminder.
  - **Hum™ from Utopiasoft™** —Allows you to play music on the HP Jornada.
  - **Voice Recorder**—Records reminders or vital information when there is no time to type. The dedicated Record button allows you to record messages with one hand.
  - **Communication**—Sets up connections and allows you to connect to your desktop PC.
  - **HP utilities**—HP keyboard (driver for external keyboard; U.S. English only).
  - **bTask from BSQUARE**—Allows you to switch between applications or view the ones currently running. It also allows you to close applications with a single step.
  - **Calculator**—Performs simple calculations in an on-screen calculator. Allows you to copy the results to any open document.
  - **EZOS EzExplorer**—Finds files and documents on the P/PC.
  - **OmniSolve from LandWare**—Performs complex mathematical and business calculations.
  - **Connections**—Sets up connections for communications with other computers or the Internet.
  - **ActiveSync**—Initiates synchronization with your desktop computer from your HP Jornada.
  - **PC Link**—Establishes the connection between the HP Jornada and desktop PC partner.
  - **Solitaire**—Passes the time at the airport, on the train, or during a not-so-interesting meeting or lecture.
  - **Settings**—Adjusts settings for buttons, communications, the stylus, and more.
  - **HP security**—Allows you to set a primary password and a reminder password, and allows you to log security events.
  - **HP backup**—Backs up Contacts, Calendar, and Tasks data or your entire P/PC to a CompactFlash (CF) Memory Card.
  - **Find**—Searches for appointments, channel items, contacts, mail messages, Note Taker notes, tasks, or voice recordings.
  - **Help**—Gives you access to online help.
-

## Finding more information

The following table is a guide to the different types of information available to help you use the HP Jornada. Although this book introduces the programs on your P/PC, it does not describe them completely. For more information, see the comprehensive online Help for each program.

Information	Source
Programs	This User's Guide. –or– Online Help on your P/PC. Tap <b>Start</b> and then <b>Help</b> .
Synchronizing and exchanging files with a desktop PC (including information on connecting while traveling)	This User's Guide. –or– Online Help on your P/PC. Tap <b>Start</b> and then <b>Help</b> . –or– Microsoft ActiveSync Help on your desktop PC. In the Microsoft ActiveSync window, click <b>Help</b> , and then click <b>Microsoft ActiveSync Help</b> .
Toolbar buttons and dialog box items	Tap and hold on a toolbar button or dialog box item to see its name or a short description. Drag off the toolbar button or item before lifting to avoid activating it.
Troubleshooting information on connections	Microsoft ActiveSync Help on your desktop computer. In the Microsoft ActiveSync window, click <b>Help</b> , and then click <b>Microsoft ActiveSync Help</b> .
Up-to-date information on Windows CE-based devices	<a href="http://www.microsoft.com/windowsce">www.microsoft.com/windowsce</a> .

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Information on this release of Microsoft ActiveSync	The Release Notes on your desktop computer. Click <b>Start</b> , point to <b>Programs, Microsoft ActiveSync</b> , and then click <b>Release Notes</b> .
Software updates, device drivers, and lists of compatible accessories	The Hewlett-Packard Jornada Web site at <a href="http://www.hp.com/jornada">www.hp.com/jornada</a> .

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The complete text of this User's Guide is also available on the Hewlett-Packard Web site at [www.hp.com/jornada](http://www.hp.com/jornada). You can download the User's Guide to your desktop PC and view it using the Adobe™ Acrobat Reader, available from the Adobe Web site at [www.adobe.com](http://www.adobe.com).

## Registering the HP Jornada

To register the HP Jornada, go to [www.hp.com/jornada](http://www.hp.com/jornada).

## Understanding conventions

This User's Guide includes visual cues to help you find tips and warnings.



A shortcut, another way to do something, or expanded information about the topic.



Caution or warning information about the topic. This is important information that should be observed to prevent loss of data or damage to the HP Jornada.

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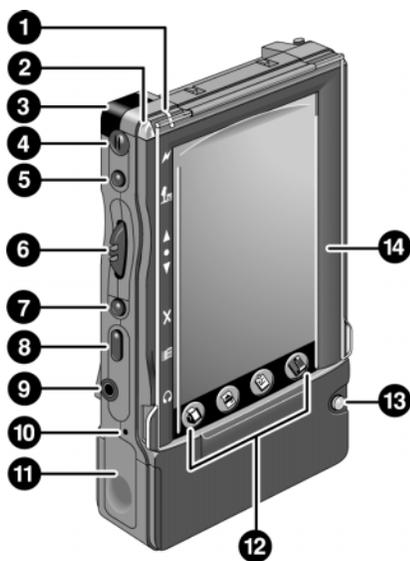
## 2 | Setting up

This chapter explains how to:

- identify hardware features
- use the Action button
- use the stylus
- set up the HP Jornada for the first time
- care for the HP Jornada

### Identifying the hardware features

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

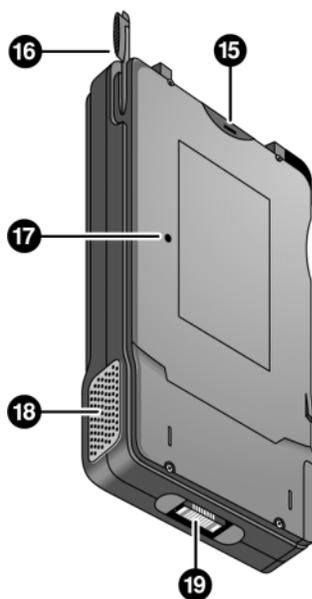


Front view of the HP Jornada

1. AC Charging LED—When connected to AC power, this LED glows with one of two colors:
-

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- **Amber**—Indicates that the battery is charging (connected to AC power).
  - **Green**—Indicates that the battery is fully charged.
2. Notification LED—Blinks red when you have an appointment. Glows red when you are recording.
  3. Infrared port (IrDA-compliant transceiver)— Enables you to send and receive files by infrared beam between P/PCs, between the P/PC and a Handheld PC (H/PC), or between the P/PC and a desktop PC. (For more information, see the **Connecting by infrared** section in chapter 6.)
  4. Microphone—Allows you to record voice memos.
  5. Record button—Starts the Voice Recorder. When held, turns on the P/PC when it is off, and records until the button is released.
  6. Action button—See the **Using the Action button** section in this chapter.
  7. Exit button—Exits dialog windows and menus.
  8. Start button—Displays the **Start** menu. Also turns on the P/PC when it is off, and, if held, brings up HP settings.
  9. Earphone jack—Accepts a plug for standard earphones. Playback is in stereo.
  10. Battery door release—When pressed with the stylus, releases the battery door.
  11. Battery door—Slides down when the battery door release is pressed. Open only when replacing the battery.
  12. Hard icon panel—Allows one-touch access to four applications. By default, the applications are Contacts, Calendar, Tasks, and OmniSolve, but these can be reconfigured. To do this, tap **Settings** from the **Start** menu, tap **Buttons**, tap the **Program** tab, and then follow the directions on the control panel.
  13. Power On/Off button—Press to power on and off.
  14. Display cover—Open the display cover when you want to tap the screen.
-



Back view of the HP Jornada

15. CompactFlash Type I and II Card slot—Enables you to add memory or use accessories on CompactFlash (CF) Cards. (For a list of recommended accessory cards, go to the Hewlett-Packard Web site at [www.hp.com/jornada](http://www.hp.com/jornada).)
  16. Stylus—Use the stylus as a mouse substitute. For example, tap to select a button or menu item, double-tap to open an application, drag the stylus across words or items to select them.
  17. Reset button—Restarts the HP Jornada. For more information about soft and full resets, see the **Resetting** section in chapter 11.
  18. Audio speaker—Lets you listen to system sounds or voice memos.
  19. P/PC connector —Connects the P/PC to the travel cable.
-

## Using the Action button

The **Action** button can be pressed and rocked:

- pressing it executes a highlighted item
- rocking it allows you to scroll

## Using the stylus

The stylus can be used in several ways:

- to write, type, and draw on the screen
- to double-tap on the screen, which opens applications
- to select text or drawings
- to lever out CompactFlash Cards
- to press the **Reset** button on the back of the HP Jornada
- to release the battery door



The display cover must be open when you write or tap on the screen.

---

## Setting up for the first time

As part of the setup process, you:

- install the battery
- connect the AC adapter
- complete the Windows CE Welcome Wizard

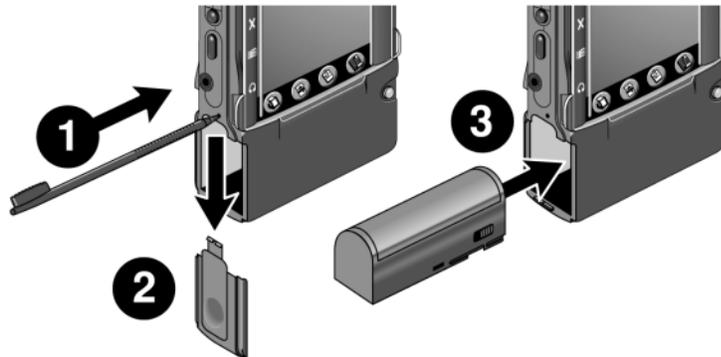


Follow the steps described below in the order they are presented.

---

## Installing the battery

The main battery powers the HP Jornada when it is not connected to AC power. The battery fits into a compartment on the bottom of the HP Jornada, as shown in the figure.



This view of the left side of the HP Jornada shows how to insert the battery.

### To install the main battery

1. Unpack the main battery.
  2. Open the battery compartment. Insert the tip of the stylus into the battery door release. Slide the battery door open toward the bottom of the P/PC.
  3. Insert the battery pack into the battery compartment. If the battery does not slide in easily, check the battery orientation and try again. If you are putting the battery in correctly, you do not need to force it.
  4. Slide the battery door closed until it locks into place.
  5. The HP Jornada turns on automatically. The first screen you see is the Hardware Button instruction screen. It describes the location and function of the HP Jornada's hardware buttons. Press the **Action** button to continue.
  6. Connect to AC power as described in the next section.
-



Before using battery power, charge the battery overnight by connecting the AC adapter (see the **Connecting the travel cable and AC adapter** section in this chapter). While charging, you may see backup battery low messages. These do not appear once the battery is fully charged. If you do not charge overnight, the backup battery low messages may continue to appear. You can use the P/PC while charging.

### About the backup battery

The rechargeable backup battery is a permanent part of the HP Jornada, so you do not need to install or replace it.

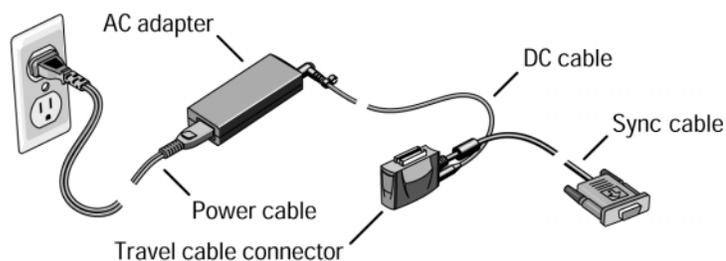
The backup battery is being charged automatically when the P/PC is connected to AC power.

Make sure you connect to AC power to charge as soon as you see a backup battery low warning. Continue to charge until the backup battery level is “good” (check the **Status** tab of the Power panel; see the **Using the Status tab** section in chapter 3).

Do NOT replace your main battery when the backup battery is low.

### Connecting the travel cable and AC adapter

You can operate the HP Jornada on AC power using the AC adapter. The AC adapter accepts voltages from 100 V to 240 V, so you can use it anywhere in the world. However, you may need a plug adapter to accommodate different electrical outlets.



The travel cable and AC adapter

### To connect to AC power

1. Unpack the AC adapter, then connect the power cable and the DC cable to the AC adapter body.
2. Connect the DC cable to the travel cable connector.
3. Plug the travel cable connector into the HP Jornada.
4. Plug the power cable into an AC power outlet.

---

Use the AC adapter to plug the HP Jornada into external power whenever possible, especially when connecting to a desktop PC or other peripheral, or when letting the LED indicator flash for extended time periods. For more information, see the **Optimizing battery life** section in chapter 3.

---



### Running the Welcome Wizard

1. When you see the Microsoft Windows CE Welcome screen, press the **Action** button.
2. Open the display cover. The display cover must be open when you write or tap on the screen.
3. Using the stylus, tap and hold the center of the target. Repeat as the target moves around the screen. Press **Action** to accept the settings.
4. Follow the Welcome Wizard to complete the HP Jornada setup.

---

Tap the HP Jornada display to open menus, press buttons, or select menu items. To select text or drag a control, slide the pen tip firmly across the display.

---



### Caring for the HP Jornada

Follow these suggestions for long and trouble-free use.

- To clean the screen, wipe it with a damp, lint-free cloth.
  - Do not drop the HP Jornada. Accidental damage is not covered under the Hewlett-Packard express warranty.
-

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- Radiated interference from other electronic equipment may affect the appearance of the display. To return the display to normal, remove the P/PC from the source of the interference.
- The HP Jornada is designed to operate at temperatures between 0 to 40 °C (32 to 104 °F). It is designed to maintain data at temperatures between 0 to 55 °C (32 to 131 °F).

Subjecting the P/PC to temperatures outside those ranges may damage the P/PC or result in loss of data. Be especially careful not to leave the HP Jornada in direct sunlight or in a car where temperatures can rise to harmful levels.

---

# 3 | Managing battery power

This chapter explains the importance of maintaining power to the HP Jornada. It also explains how to:

- view the remaining battery power
- charge the batteries
- change the main battery
- use Power Properties
- conserve battery power

## Maintaining power to the HP Jornada

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

---

When taking out the main battery, keep in mind that when the P/PC is without power, data retention is guaranteed for only 1 minute, *and only if the backup battery level is "good"* (check the **Status** tab of the Power panel; see the **Using the Status tab** section in chapter 3). You do not need to take out the main battery except to replace it with a spare battery (F1287A).

---



The HP Jornada uses a rechargeable lithium-ion battery, which supplies power whenever the P/PC is not connected to AC power. Under normal operating conditions, the battery should last for up to 6 hours of continuous use without recharging. Battery life varies, however, depending on how you use the P/PC.

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The rechargeable backup battery is a permanent part of the HP Jornada, so you do not need to install or replace it.

The backup battery is being charged automatically when the P/PC is connected to AC power. Continue to charge until the backup battery level is “good.” While charging, backup battery low messages may continue to appear.

Do NOT replace your main battery when the backup battery is low.

You should respond immediately when a message warning of low battery power is displayed. When the battery power is low, simply connect the HP Jornada to AC power to recharge.

---

## Viewing the remaining battery power

To view the remaining battery power

1. Tap **Start**, then **HP settings**.

–or–

Hold the **Start** button for 1 second.

The remaining battery power is displayed on a status bar at the bottom of the **Settings** tab.

## Charging the main and backup batteries

To charge the batteries

1. Connect the HP Jornada to AC power.

The AC Charging LED indicates the charging status of the main battery:

- **Amber**—Indicates that the battery is charging (connected to AC power).
- **Green**—Indicates that the battery is fully charged.

The AC Charging LED is illuminated only if the P/PC is connected to AC power.

---

## Changing the main battery

Follow this procedure when you replace the main battery with a spare battery (accessory F1287A).

---

Do NOT replace your main battery when the backup battery is low or data loss may occur.



When taking out the main battery, keep in mind that when the P/PC is without power, data retention is guaranteed for only 1 minute, *and only if the backup battery level is "good"* (check the **Status** tab of the Power panel; see the **Using the Status tab** section in chapter 3).

---

### To change the main battery

1. Turn off the P/PC.
2. Release the battery door by pushing the stylus into the small hole above the door. Then, slide the door down and off. See the figure in the

**Installing the battery** section in chapter 2.

3. Slide the old battery out of the battery slot.
4. Slide the new battery into the battery slot. If the battery does not slide in easily, check the battery orientation and try again. If you are putting the battery in correctly, you do not need to force it.
5. Replace the battery door, and slide it up until it snaps shut.
6. Turn on the P/PC.

The rechargeable backup battery is a permanent part of the HP Jornada, so you do not need to install or replace it.

---

Before using battery power, charge the battery by connecting the AC adapter.



You can use the P/PC while charging. Charging the battery takes approximately 3 to 4 hours.

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The switch on the battery does not have any electrical function. When the battery is drained, you can flip the switch so that the red dot shows. This can help to remind you that the battery needs to be recharged, which is convenient if you have other batteries.

## Using Power Properties

Power Properties displays information about the current state of your battery and allows you to control options that can conserve battery power.

### To use Power Properties

1. Tap the **Start** button, tap **Settings**, and then tap **Power**. If you are not familiar with using the Start menu, read **Using the Start Menu and taskbar** section in chapter 5.

–or–

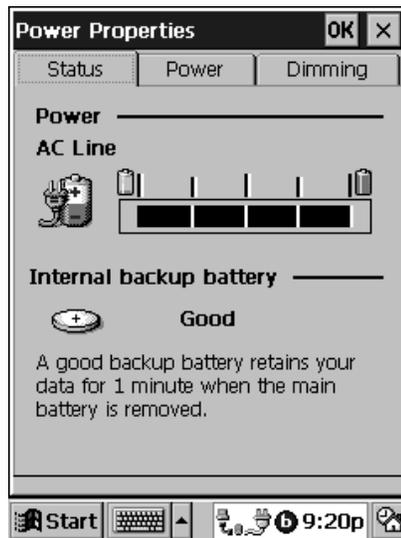
If the power plug icon is on the taskbar, double-tap it.

2. Tap the **Status**, **Power**, or **Dimming** tab (see the next section for details).
3. Select your preferences. For more information, read the following paragraphs, or tap the **Help** button.
4. Tap **OK** to save the changes and exit, or tap the **Close** button (**X** in the upper right corner) to abandon the changes.

### Using the Status tab

The **Status** tab displays the status of the main and backup batteries.

---



Status tab

## Using the Power tab

The **Power** tab lets you customize how and when your P/PC suspends operation to help maximize battery life:

- Touch screen to power on**—Select this option to allow your P/PC to awake from suspend mode when you tap the screen or hard icon panel.
 

The **Touch screen to power on** option is checked by default. When you uncheck this option, you are no longer able to use the hard icon panel to power on the P/PC.
  - Suspend while on battery power**—To conserve battery power, your P/PC automatically suspends operation after a period of continuous idle time while running on battery power. Select the amount of idle time from the dropdown list.
  - Enable suspend while on AC power**—Select this option to automatically suspend operation after a period of continuous idle time while running on AC power. Select the amount of idle time from the dropdown list.
-

## Using the Dimming tab

The **Dimming** tab lets you control backlight dimming to help conserve battery power:

- **Automatically dim while on Battery Power**—By default, this option is selected with an idle time of 1 minute. It conserves battery power by automatically dimming the backlight.
- **Automatically dim while on AC Power**—Select this option to automatically dim the backlight after a period of continuous idle time while running on AC power. Select the amount of idle time from the dropdown list.

## Optimizing battery life

The following tips can optimize battery life, ensuring the longest use of your P/PC between charges:

- Shorten auto-suspend time. To set auto-suspend time: from the **Start** menu, tap **Settings**, tap **Power**, and then tap the **Power** tab.
  - Set the display to dim automatically after a short time. To set dimming: from the **Start** menu, tap **Settings**, tap **Power**, and then tap the **Dimming** tab.
  - Minimize brightness and use contrast to increase readability. To set brightness and contrast: from the **Start** menu, tap **HP settings**. For more information about HP settings, see the **Using HP settings** section in chapter 4.
  - Turn off sounds you do not need or mute the system speaker. To mute sounds: from the **Start** menu, tap **HP settings**. For more information about HP settings, see the **Using HP settings** section in chapter 4.
  - Connect to AC power when connected to any peripherals requiring power.
  - Connect to AC power when connected to your desktop PC.
-

# 4 | Learning about the buttons, hard icons, and settings

This chapter describes how to:

- turn the HP Jornada on and off
- lock the hardware buttons
- use and reconfigure the hard icons
- adjust settings, such as brightness and volume
- set a password

## Turning the HP Jornada 430/430se on and off

One of the most convenient features of Windows CE and the HP Jornada is “instant on.” With instant on, you do not have to wait for the P/PC to start up or shut down; you can start working immediately by pressing the **On/Off** button at the lower right corner of the P/PC.

Alternately, you can turn on the P/PC by:

- Pressing the **Start** button
- Pressing the **Record** button
- Holding the stylus down on one of the hard icons
- Tapping the screen

When you are finished, turn off the P/PC by pressing the **On/Off** button. Turning off the HP Jornada simply suspends operation. When you turn it on again, you can start working where you left off.

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To conserve battery power, you can set the HP Jornada to auto-suspend after a preset period of continuous idle time. By default, the P/PC auto-suspends after 3 minutes while running on battery power. (For more information on auto-suspend and tips for conserving battery power, see the **Optimizing battery life** section in chapter 3.)

---

## Locking the hardware buttons

Pressing the **Record** button or the **Start** button powers on the P/PC. To avoid powering on the P/PC accidentally (which would drain the battery), you can lock the hardware buttons that are on the left side of the P/PC.

### To lock the buttons

1. Press and hold the **On/Off** button to lock the buttons. When the volume is not muted, a sound indicates that Button Lock is enabled, and the lock icon  appears in the taskbar.

### To unlock the buttons

1. When the buttons are locked, press and hold the **On/Off** button to unlock the buttons. When the volume is not muted, a sound indicates that Button Lock is disabled, and the lock icon  disappears from the taskbar.

When Button Lock is enabled, all hardware buttons are disabled, except for the **On/Off** button. You can change the button lock settings on the **Drivers** tab of HP settings.

## Using the hard icons

To launch Contacts, Calendar, Tasks, or OmniSolve, tap the appropriate icon at the bottom of the display. If you double-tap the icon, the Edit windows for Contacts, Calendar, and Tasks are displayed.

---



### To reconfigure the hard icons

1. Tap **Settings** from the **Start** menu.
2. Tap **Buttons**.
3. Tap the **Program** tab.
4. Tap the name of the hard icon (under **Program buttons**) that you want to reconfigure.
5. Select the program under **Button assignment** that you want to associate with the hard icon.
6. Tap **OK**.

## Adjusting settings

You can adjust P/PC settings to suit the way you work. Tap **Start** and then **Settings** to see the settings available on your P/PC.

You might want to adjust the following:

- **Buttons**, to associate program buttons with specific programs and to adjust the **Action** button
- **Communications**, to set up a name and description for the P/PC and to adjust the connection to your desktop PC
- **Dialing**, to adjust dialing location settings and patterns, such as country codes
- **Password**, to limit access to your P/PC

For information on a particular setting, you can do either of the following:

- Open the setting, tap **Start**, and then tap **Help**.
  - Open the setting, and then tap and hold on the label of the item you want more information about, as shown in the figure below.
-



Tap and hold to see a description of the item.

## Using HP settings

The HP settings control panel has three tabs:

- **Settings**—Allows you to adjust screen brightness and contrast, speaker volume. Also displays remaining battery power.
- **Memory**—Displays total and available (free) Storage and Program memory.
- **Drivers**—Allows you to select the display colors and customized button settings, and to select how the battery is optimized.

### To start HP settings

1. Tap the **Start** button, and then tap **HP settings**.

–or–

Hold the **Start** button for 1 second.

## Using the Settings tab

### To set brightness, contrast, and volume

1. Open HP settings and tap the **Settings** tab.
-

2. Adjust the contrast, brightness, and volume sliders, and then select or deselect the **Mute** check box to mute or restore the system volume. Or simply select one of the four preset profiles.

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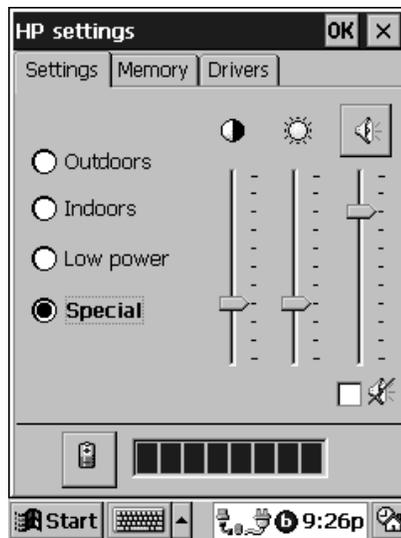
You can adjust brightness, contrast, and volume by using the **Action** button. Rock it to cycle through the profiles, and press it to select the preferred one.

---



### To change the preset profiles

1. Open HP settings and tap the **Settings** tab.
2. Select the radio button of the profile you want to change.
3. Adjust sound, brightness, and contrast sliders to your preference.
4. Tap **OK** to save the changes and exit, or tap the **Close** button (**X** in the upper right corner) to abandon the changes.



Settings tab



---

You can switch to the Volume & Sounds control panel by tapping the **Speaker** button.

You can switch to the Power control panel by tapping the **Battery** button next to the battery status bar.

---

## Using the Memory tab

### To adjust how memory is allocated between storage and programs

1. Open HP settings and tap the **Memory** tab.
2. Switch to the System control panel by tapping the **Windows** button next to the memory status display, and then tap the **Memory** tab.
3. Move the slider to the left or right.
4. Tap **OK** to save the changes and exit, or tap the **Close** button (**X** in the upper right corner) to abandon the changes.

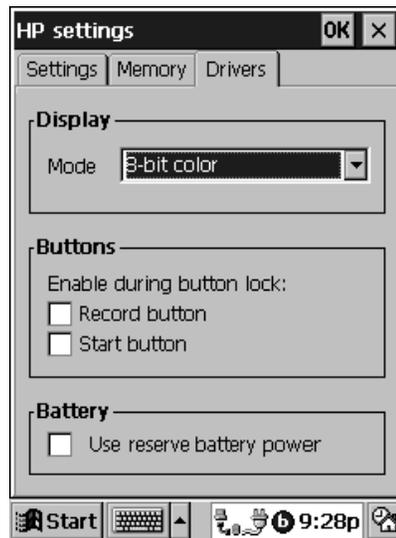
## Using the Drivers tab

### To change the number of colors displayed

1. Open HP settings and tap the **Drivers** tab.
2. Select a display mode (8- or 16-bit) from the **Mode** dropdown list.
3. To save the changes, tap **OK**. A dialog box asks you to perform a soft reset. Tap **OK** and then perform the soft reset (see the **Soft reset** section in chapter 11.)

To abandon the changes, tap the **Close** button (**X** in the upper right corner).

---



Drivers tab

### To change button lock options

1. Open HP settings and tap the **Drivers** tab.
2. If you want the **Record** button or **Start** button to remain active during button lock mode, select the corresponding option.
3. Tap **OK** to save the changes and exit, or tap the **Close** button (**X** in the upper right corner) to abandon the changes.

### To maximize battery life when you are running low on power

1. Open HP settings and tap the **Drivers** tab.
  2. Select **Use reserve battery power**.
  3. Tap **OK** to save the changes and exit, or tap the **Close** button (**X** in the upper right corner) to abandon the changes.
-



---

The **Use reserve battery power** allows your P/PC to use up more of the battery's reserve power. This power is normally reserved for retaining your data after the P/PC has reached a "very low" battery status. Enabling the **Use reserve battery power** check box option reduces the data retention period from 14 days to approximately 7 days.

---

## Using HP security

The HP security control panel has three tabs:

- **Password**—Allows you to set a primary password and a reminder password. You use the reminder password if you forget your primary password.
- **Activation**—Allows you to set a password delay timer.
- **Log**—Allows you to log security events.

### To start HP security

1. Tap the **Start** button, tap **Settings**, and then tap **HP security**.
2. If you have already enabled password protection, you need to enter your primary password to modify settings.



---

The HP security primary and reminder password are case-sensitive. If you set a password (using lower and/or upper case characters) with HP security, you need to type the password in the exact same way to unlock the P/PC.

The Microsoft Password feature is not case-sensitive.

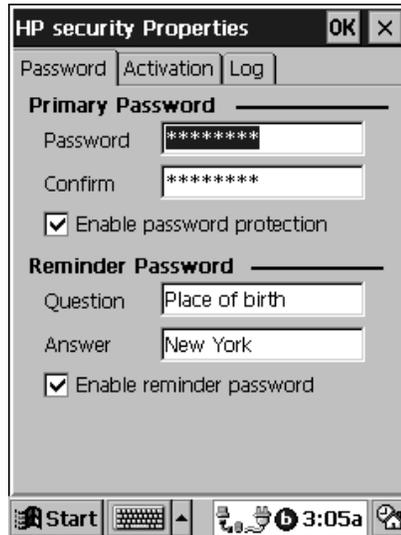
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## Using the Password tab

### To set your primary password

1. Open HP security and tap the **Password** tab.
  2. Enter a Primary Password in the **Password** text box, and then enter the same password in the **Confirm** text box. Passwords can be 1 to 40 characters long.
  3. Tap the **Enable Password Protection** checkbox.
-

You can also set a primary password with the Microsoft Password feature (tap **Start**, **Settings**, and then **Password**).



Password tab

If you forget your primary password, you can still unlock your P/PC with the reminder password. However, you cannot access the **HP security Properties** tab to reset your primary password.



If you forget your primary password, the **ONLY** way to reset it is to follow these steps: 1) perform a full backup either to the desktop PC or to a CF card using HP backup, 2) perform a full reset on your P/PC, and then 3) restore the backup file to your P/PC.

You can only backup to your desktop PC if you previously saved your password when connecting with ActiveSync. If you did not save your password, use HP backup to backup to a CF card. For information on full backups and restores, see the **Backing up and restoring data** section in chapter 9. For information on performing a full reset, see the **Full reset** section in chapter 11.

### To set a reminder password

1. Open HP security and tap the **Password** tab.
2. Enter any question in the **Question** text box, and then enter your answer in the **Answer** text box. The reminder question and answer can be 1 to 40 characters long. The answer is case-sensitive and can be enabled only if the primary password is enabled.
3. Tap the **Enable Reminder Password** checkbox.



If you forget your primary password, the only way to unlock your P/PC is through the reminder password.

---

### Using the Activation tab

#### To set a password delay timer

1. Open HP security and tap the **Activation** tab.
2. Under **Password Delay**, tap the **Delay Password activation** checkbox, and then enter the number of minutes to delay. The minimum is 1 minute, and the maximum is 240 minutes.
3. Under **Reminder Password**, enter the number of bad logon attempts that you want to allow. The minimum is 1 attempt, and the maximum is 20 attempts. You can modify this only if the reminder password is enabled.

### Using the Log tab

#### To enable logging

1. Open HP security and tap the **Log** tab.
2. Tap the **Enable Logging** checkbox.

#### To export a log file

1. Open HP security and tap the **Log** tab.
  2. Select a log file, and then tap the **Export Log** button.
-

3. Enter a file name. The **Options** button allows you to choose a location and file type. The **Create In>>** button allows you to choose or create a folder in which to store the file. By default, the file is stored in the My Documents folder.

### To delete the log files

1. Open HP security and tap the **Log** tab.
2. Tap the **Clear Log** button.

### About the log database

The following events are logged when logging is enabled:

- Successful logon to HP security
- Unsuccessful logon to HP security
- Modification of HP security settings
- Modification of the primary password
- Expiration of the primary password during system logon
- Modification of the primary password after logon with the reminder password during system logon
- Successful authentication during system logon
- Unsuccessful authentication during system logon

To prevent the log database from taking up too much storage space, the log database is limited to 550 records. Records are deleted on a first-in-first-out basis.

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32 Hewlett-Packard Jornada 430/430se Palm-size PC

# 5 | Learning to use the desktop

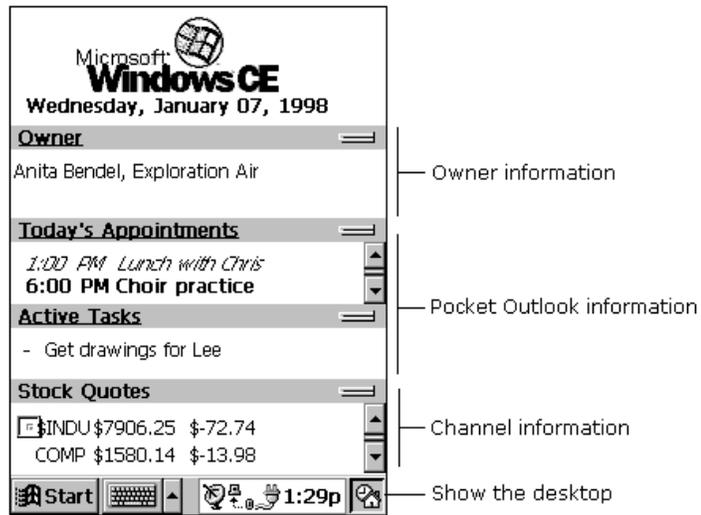
This chapter describes how to:

- use the Active Desktop™
- use the Start menu, taskbar, command bar, and online help
- type, write, and draw
- close applications
- find files and other information
- use shortcuts to help you work faster

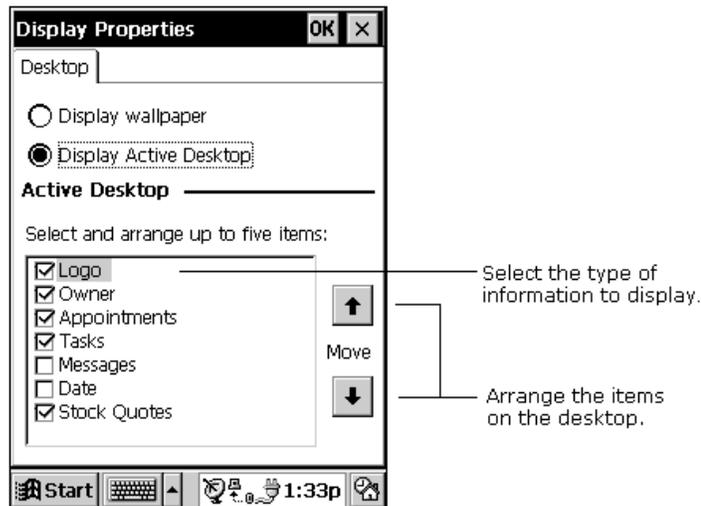
## Using the Active Desktop

You can use the Active Desktop to display important information, such as today's appointments and tasks. You can also display channel information, such as stock quotes. For more information, see the **Displaying mobile desktop components** section in chapter 7.

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To select the type of information you want to display on the desktop, tap **Start**, **Settings**, **Display**, and then **Display Active Desktop**.

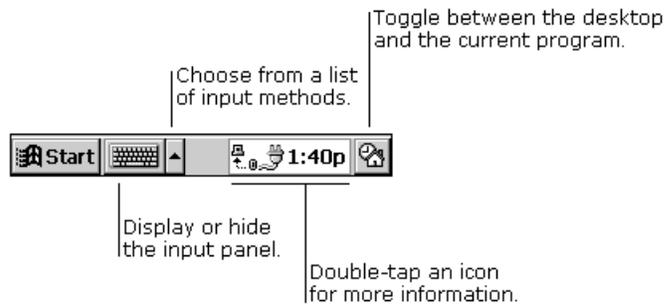


## Using the Start Menu and taskbar

Use the **Start** menu on the taskbar to switch programs, display settings, find information, and view Help for the current program.



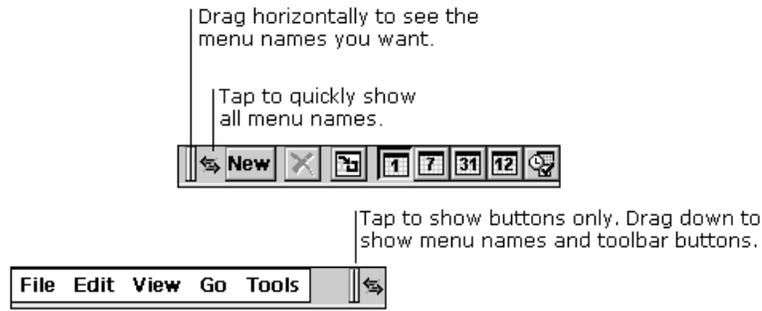
On the taskbar, you can also do the following.



You can change what you see on the **Start** menu and taskbar by tapping **Start**, **Settings**, and then **Taskbar**.

## Using the command bar

The command bar at the top of the P/PC screen includes both menu names and toolbar buttons. You can decide which you want to display.



## Typing, writing, and drawing on the HP Jornada

With your P/PC, you can quickly type, write, and draw in the way that is most convenient for you. You can type with the soft keyboard, write using character recognition, or write and draw directly on the screen using your stylus.

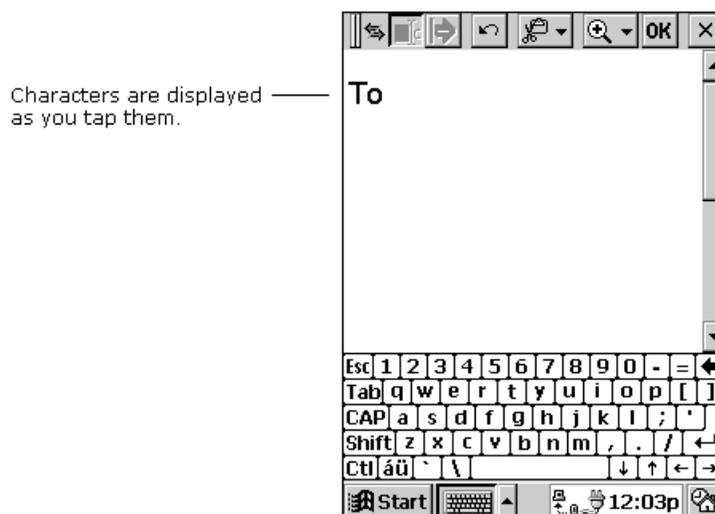
In Note Taker, and in notes that you attach to entries in Calendar, Contacts, and Tasks, you can use your stylus to write on the screen. For more information, see the **Creating notes and drawings** section in chapter 9.

You can enter information in any program on your P/PC by typing with the soft keyboard or writing using character recognition. First select the input method you want to use in your P/PC's input panel. Tap the **Input Method** arrow to see your choices.

### Typing with the keyboard

To type, tap the **Input Method** arrow on the taskbar and select **Keyboard**. Then tap the keys with your stylus.

---



You can adjust keyboard settings to suit the way you work. Tap **Start**, **Settings**, and then **Input Panel**. Select **Keyboard** as the input method, and then tap **Options**.

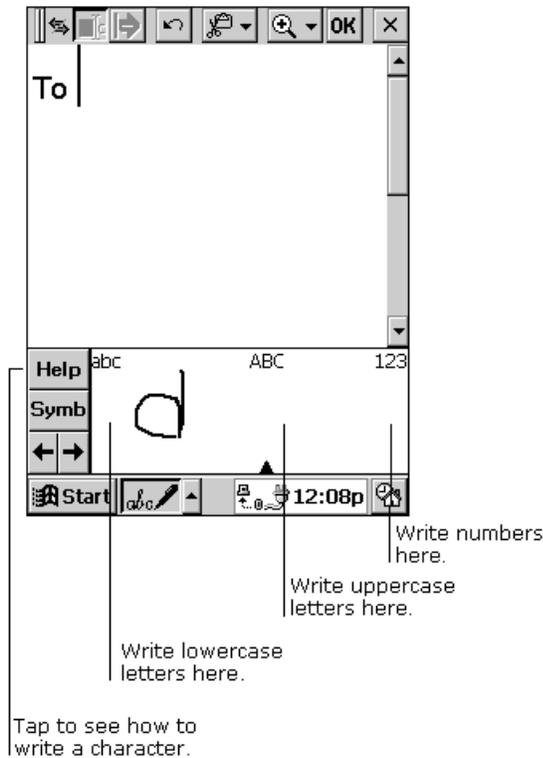
Enable swipe shortcuts (gestures) on your keyboard so that you can do the following:

- To insert a space, swipe across the keyboard from left to right.
- To delete a character, swipe across the keyboard from right to left.
- To enter a carriage return, swipe the keyboard from top to bottom.
- To enter the character in uppercase, starting on a key, swipe up.

## Using character recognition

You can use the character recognition software, CIC® Jot™, to write. Tap the **Input Method** arrow on the taskbar and select **Jot Character Recognizer**. When you write a letter in the box, your handwritten character is converted to typed text that appears on the screen.

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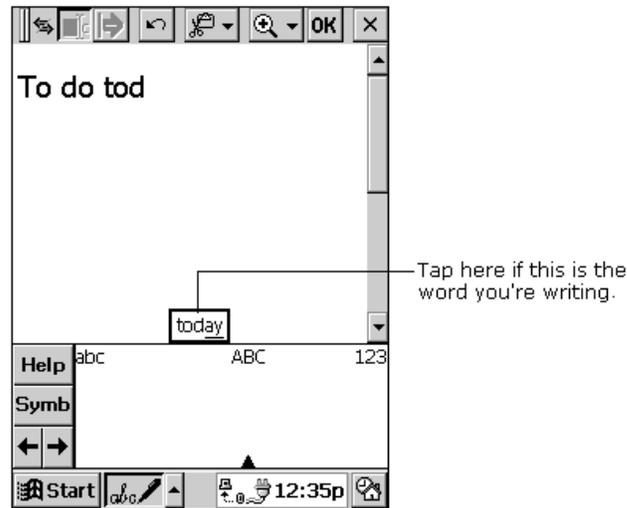


Some letters must be written in a particular way to be recognized. To see how to write letters, tap the **Help** button for an online demonstration or see Appendix A.



Drag your stylus across the panel horizontally from right to left to delete a character. Drag from left to right to type a space.

As you type or write, your P/PC anticipates the word you are writing and displays it above the input panel. When you tap the displayed word, it is inserted into your text at the insertion point. The more you use your P/PC, the more words it learns to anticipate.



To customize the suggested words, tap **Start**, **Settings**, **Input Panel**, and then the **Word Completion** tab.

## Closing applications

Use bTask to close applications with a single step, switch between applications, or view the applications currently running.

If your P/PC runs slow or locks up while running applications, you may have too many applications running at the same time. Use bTask to close some applications and speed up the system.

---

Tasks are closed automatically when memory is running low.




---

### To start bTask

1. From the **Start** menu, tap **Programs**, and then tap **bTask**. The bTask icon is added to the taskbar.

### To close the active application or all open applications

1. Tap the bTask icon on the taskbar.
  2. Tap **Close Active** or **Close All**.
-

### To switch between open applications

1. Tap the bTask icon on the taskbar.
2. Tap the application to which you want to switch.

### To close bTask

1. Tap the bTask icon on the taskbar.
2. Tap **Exit**.

## Finding files and documents

EzExplorer from EZOS is your gateway to all the applications, documents, and other files on your P/PC. It displays information using familiar folder and file names. In EzExplorer, you can browse, copy, move, delete, and rename the files and folders in your system, and you can create shortcuts to frequently used items.

### To start EzExplorer

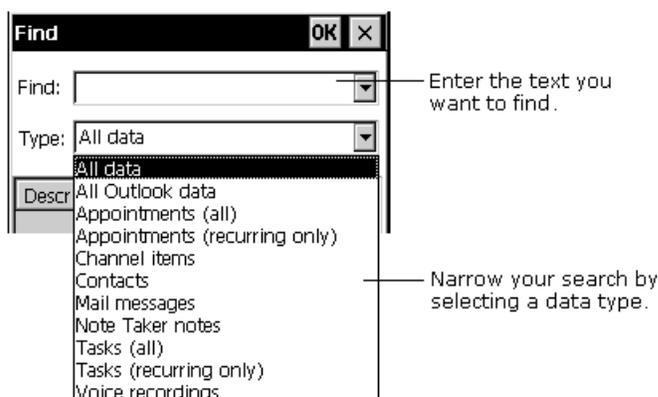
1. From the **Start** menu, tap **Programs**, and then tap **EzExplorer**.

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

## Finding information

The Find feature on your P/PC helps you quickly locate information. Tap **Start** and then **Find**. Enter the text you want to find, select a data type, and then tap **OK** to start the search.

---



## Viewing information

Most programs provide a list view, showing the items or files you have already created in that program. You can display the list in the manner that is most helpful for you.

You can sort the list on a particular column by tapping the column heading.

In Calendar, Contacts, and Tasks, you can assign entries to particular categories and then filter the list to show a specific category.

In Note Taker, Voice Recorder, and Inbox, you can place files or messages in folders, and then filter the list to show only the files or messages in a specific folder.

## Learning the shortcuts

The following tips and shortcuts help you work faster.

- Turn on the HP Jornada by pressing the **On/Off** button, by pressing the **Start** button, by pressing the **Record** button, by holding the stylus down on one of the hard icons, or by tapping the screen.
  - Press the **Start** button to bring up the **Start** menu.
  - Hold down the **Start** button to bring up **HP settings**.
  - Hold down the **Record** button to start recording. Recording stops when you release the button.
-

To play all of your recordings one after another, press the **Action** button twice. A short beep sounds between recordings.

- Press the **Action** button to execute a highlighted item. Rock this button to scroll up and down through dropdown lists.
- Press the **Exit** button to exit dialog windows.
- Reconfigure the hard icons so that they start the applications that you use most often. To do this, tap **Settings** from the **Start** menu, tap **Buttons**, tap the **Program** tab, and then follow the directions on the control panel.
- Use the AC adapter to plug the HP Jornada into external power whenever possible, especially when connecting to a desktop PC or other peripheral, or when letting the LED indicator flash for extended time periods. For more information, see the **Optimizing battery life** section in chapter 3.
- In Calendar, to choose the way you prefer to be notified, on the **Tools** menu, tap **Options**, tap the **Alarm** button, and then tap **Reminder Options**.
- If you have lost the HP Jornada or replaced it with another HP Jornada, you can set up the new P/PC with the same data and settings as the old one, if you previously performed a full backup using ActiveSync or HP backup.

If you used ActiveSync to back up your data, then follow the instructions for restoring information to your mobile device in Microsoft ActiveSync Help on your desktop computer. If you backed up the P/PC using HP backup, then restore the information as described in the **Using HP backup** section in chapter 9.

- Speed up the synchronization process by synchronizing regularly. If you use Microsoft Outlook, ActiveSync synchronizes only 2 weeks of calendar data by default. To change the setting, in the ActiveSync window, click **Tools**, **Options**, and on the **Sync Options** tab, select **Calendar**, click **Settings**, and select the options you want.
  - To open the World Clock control panel quickly, double-tap the clock in the status area of the taskbar.
  - To close applications, use bTask, or from the **Start** menu, tap **Settings**, tap **System**, tap **Task Manager**, select the application you want to close, and then tap **End Task**.
-

# 6 | Connecting to a desktop PC

This chapter describes how to:

- establish a partnership between the HP Jornada and your desktop PC using Microsoft ActiveSync
- connect to another PC (no partnership established)
- synchronize data, e-mail messages, and channels
- browse the contents of the HP Jornada
- transfer files between the HP Jornada and desktop PC
- set up a new P/PC from a full backup

## Understanding ActiveSync

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

## Using ActiveSync

You use ActiveSync to:

- Keep Pocket Outlook data up-to-date by synchronizing your mobile device with your choice of Microsoft Outlook, Microsoft Schedule+, or Microsoft Exchange on your desktop computer.
  - Synchronize Voice Recorder and Note Taker documents between your device and desktop computer. Your files are automatically converted to the correct format.
  - Back up and restore your P/PC data.
  - Add and remove programs on your P/PC.
  - Copy (rather than synchronize) files between your device and your desktop computer.
-

## Minimum PC requirements for ActiveSync

The minimum PC requirements for running ActiveSync are as follows:

- Microsoft® Windows NT® Workstation 4.0 with Service Pack 3 or greater or Windows® 95/98
- Desktop computer with a Pentium processor for Windows NT
- Desktop computer with a 486/66 DX or higher processor (Pentium P90 recommended) for Windows 95/98
- 16 MB of memory for Windows 95/98 (more memory gives improved performance) or Windows NT Workstation 4 (32 MB recommended for Windows NT)
- Hard disk drive with 10 to 50 MB of available hard disk space (actual requirements vary based on selection of features and your current system configuration)
- Available 9- or 25-pin serial communications port (adapter required for 25-pin communication port)
- One CD-ROM drive
- VGA graphics card or compatible video graphics adapter at 256 color or higher
- Keyboard
- Microsoft Mouse or compatible pointing device

Options for either the Windows NT Workstation 4.0 or Windows 95/98:

- Audio card/speakers for sound
- Microsoft Office 95 or Microsoft Office 97
- Windows 95/98 Infrared adapter for synchronization
- Modem for remote synchronization
- Ethernet LAN connection for remote synchronization

Requirements for Mobile Channels Support

- Microsoft Internet Explorer 4.0 or higher. Internet Explorer 5.0 is included on the CD, which requires 56 to 98 MB of hard disk space.
-

### Microsoft Outlook® 2000 System Requirements

- Processor: Pentium 75MHz or greater
- Operating system: Windows ® 95 or Windows NT ® 4.0 Service Pack 3 or later

### Available hard-disk space for installation

- Approximately 153 MB (actual installed space varies according to the configuration options you choose)

## Establishing a partnership with a desktop PC

To setup a partnership for the first time, you:

- install ActiveSync
- connect the P/PC to the desktop PC
- complete the New Partnership Wizard

---

Follow the steps in this section in the order they are presented.

---



## Installing ActiveSync

For more information on installing ActiveSync, read the “Getting Started with Microsoft® ActiveSync™” user guide.

---

If you have previously installed Windows CE Services on your desktop PC, do NOT uninstall it. Install ActiveSync as an upgrade.

---



### To install ActiveSync

1. Insert the Desktop Software for Microsoft Windows CE compact disk into the CD-ROM drive on your desktop PC.
  2. The ActiveSync Setup Wizard should start automatically. If it does not, click **Run** on the **Start** menu, and then type d:\setup, where "d" is the letter assigned to your CD-ROM drive.
  3. Follow the directions on your screen to install and configure ActiveSync. After ActiveSync is installed, the
-

**Get Connected** dialog box is displayed. You do not need to restart your desktop PC.

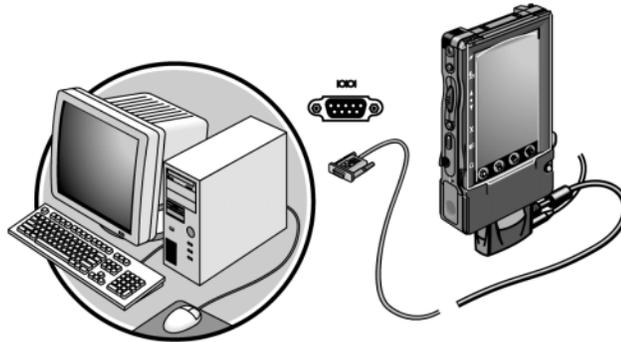
4. Connect the P/PC to the desktop PC using the travel cable, as described next.

### Connecting by travel cable

The HP Jornada uses a serial connection to communicate with a desktop PC. The serial connection is established with the travel cable (included with the HP Jornada) and a 9-pin serial communications port on your desktop PC.

#### To connect the HP Jornada to your desktop PC

1. Insert the 9-pin end of the travel cable into a serial port on your desktop PC.



2. Plug the travel cable into the HP Jornada and connect to AC power.
3. Turn on the P/PC. ActiveSync checks the communication port, and starts the New Partnership Wizard, which leads you through the steps listed in the next section.



---

You can also connect to a desktop PC using an infrared port (if the desktop PC also has an infrared port). For more information, see the **Connecting by infrared** section in this chapter.

---

## Establishing a partnership

Partnerships enable your desktop PC to recognize the HP Jornada when transferring files or synchronizing data.

### To follow the New Partnership Wizard

1. The Wizard asks if you would like to set up a partnership. Select **Yes**, and then click the **Next** button.
2. The Wizard asks you to select Synchronization Settings. When a check box is selected, that information is synchronized. To customize what gets synchronized, click the **Settings** button after selecting a type of information. Click **Next**.
3. Setup is complete. After you click **Finish** to exit, synchronization starts. Let synchronization complete before using the P/PC.

---

You can later change the device name and description using the Communication control panel on the HP Jornada. On the **Start** menu, tap **Programs**, tap **Communication**, and then tap **Connections**.

---



## Troubleshooting partnerships

If you are unable to establish a connection between the HP Jornada and your desktop PC, try the ActiveSync Troubleshooter. The Troubleshooter provides detailed diagnostic steps to identify and correct common problems.

### To start the Troubleshooter

1. On the **Help** menu in the ActiveSync window, click **Microsoft ActiveSync Help**, double-click the ActiveSync Troubleshooter book, and double-click ActiveSync Troubleshooter.

## Connecting and disconnecting

After you have established a partnership, ActiveSync automatically detects the HP Jornada and establishes a connection whenever you connect the travel cable.

---

ActiveSync automatically ends the connection when you disconnect the travel cable.

## Connecting by infrared

You can also use the infrared port on the HP Jornada to connect to a desktop or notebook PC that is running Windows 95 (or later). The Desktop Software for Microsoft Windows CE compact disk includes infrared device drivers for Windows 95.

### To configure ActiveSync for infrared connection

1. Set up and configure an infrared port on your desktop or notebook PC.

For more information about installing and configuring that device for use with your desktop PC, refer to the instructions that came with your infrared port.

2. On the **File** menu in the Microsoft ActiveSync window, click **Get Connected**, and follow the instructions on the screen.

### To configure the HP Jornada for infrared connection

1. On the HP Jornada **Start** menu, tap **Settings**, then tap **Communications**.
2. Tap the **PC Connection** tab. If the control panel does not show **Connect using Infrared Port**, tap **Change Connection**, and then select **Infrared Port** from the list of available connections.

### To establish an infrared connection

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



Line up the IR ports on the two devices so that they are within 20 centimeters (8 inches) of one another.

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## Connecting to another PC

You can follow the procedure for connecting to another (non-partner) PC when:

- you need to connect your P/PC to a desktop PC other than your partner
- your desktop PC does not recognize your P/PC as its partner

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The other desktop PC must have ActiveSync installed.



---

### To connect to a non-partner PC

1. Physically connect the HP Jornada to a PC. The New Partnership Wizard begins automatically.
2. In the **Set Up a Partnership** screen, select **No, I don't want to synchronize information**, and then click the **Next** button. You are connected as a guest.

As a guest, you can browse, move, and copy files. When you disconnect your P/PC from the desktop PC, the settings selected in ActiveSync for the guest P/PC are deleted.

---

Your desktop PC will not recognize your P/PC if you log on to the desktop PC with a different user name, if you perform a full reset of the HP Jornada by removing all power, or if you allow the batteries to die.



You can establish partnerships between the HP Jornada and up to two desktop PCs (for example, your home and your office PC).

A single desktop PC can partner with any number of H/PCs or P/PCs. This is useful if you have more than one computer running Windows CE or if a single desktop PC is shared.

---

## Synchronizing data

ActiveSync allows you to select when to synchronize data between the HP Jornada and desktop PC. You can choose any of these options:

- synchronize automatically each time you connect the HP Jornada to your desktop PC

- synchronize continuously whenever the synchronized information changes, for as long as the computers are connected
- synchronize at any moment by clicking the **Sync** button in the Microsoft ActiveSync window

#### To select when to synchronize

1. In the ActiveSync window, click **Tools, Options**, and then the **Sync Mode** tab.
2. Select one of the three radio buttons: **Continuously while the device is connected, Only upon connection**, or **Manually**.



You can always synchronize manually by clicking the **Sync** button in ActiveSync window.

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#### Synchronizing selected data

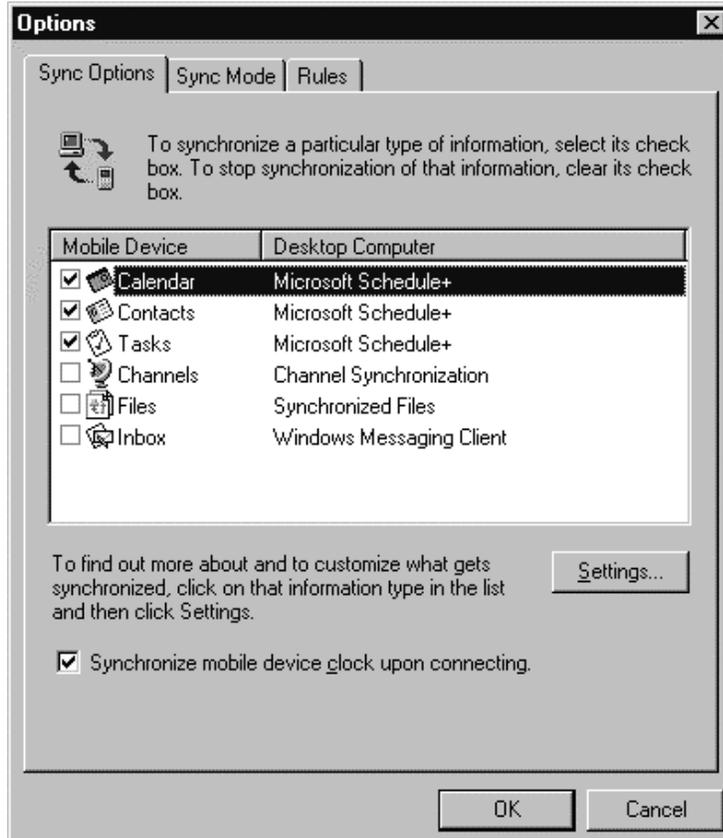
You can also choose which items to synchronize:

- **Calendar, Contacts, or Tasks information**—Exchange and update information on the HP Jornada with information stored in Outlook or Schedule+ on your desktop PC.
- **E-mail messages**—Share messages between selected folders in the HP Jornada Inbox and Exchange or Outlook on your desktop PC. By default, only 3 days of messages are synchronized. For information on Inbox, see the **Setting up Inbox** section in chapter 7.
- **Channels**—Download Internet, intranet, or other Web-formatted content to the P/PC. For information on channels, see the **Using Channels** section in chapter 7.

#### To specify data to synchronize

1. On the **Tools** menu of the ActiveSync window, click **Options**, and then click the **Sync Options** tab.
  2. Select the data you want to synchronize. By default, e-mail (message) synchronization is disabled (see the figure on the next page).
-

3. To set specific options (for example, to indicate how many weeks of Calendar data to synchronize, or to synchronize only active tasks), click **Settings**.
4. Repeat steps 2 and 3 for each information type.



Speed up the synchronization process by synchronizing regularly. If you use Microsoft Outlook, ActiveSync synchronizes only 2 weeks of calendar data by default.



### Synchronizing e-mail messages

During synchronization, messages are copied from the Inbox folder of Exchange or Outlook on your desktop computer to the Inbox folder on your P/PC.

Messages in the Outbox folder on your P/PC are also transferred to Exchange or Outlook, and then sent from those programs.

The messages on the two computers are linked, so when you delete a message on your P/PC, it is also deleted from your desktop computer the next time you synchronize.

### Synchronizing channel information

During synchronization, channel information (Web content) is copied to your P/PC. It can be viewed either from Channels or on your Active Desktop as a mobile desktop component, depending on the channel format you have subscribed to. See the **Using Channels** and **Displaying mobile desktop components** sections in chapter 7 for more information.

### Resolving synchronization conflicts

If the same item (for example, an appointment or a task) has been modified on both the desktop PC and on the HP Jornada, ActiveSync indicates that a synchronization conflict has occurred.

#### To resolve a synchronization conflict

1. When an alert informs you that there are unresolved items, on the **Tools** menu of the ActiveSync window, click **Resolve items**.
2. Follow the directions on the screen.

You can also resolve conflicts automatically by setting a default option for conflict resolution.

#### To set a default option for conflict resolution

1. On the **Tools** menu of the ActiveSync window, click **Options**, and then click the **Rules** tab.
2. Under **Conflict Resolution**, select a new setting.

### Browsing the HP Jornada desktop

While the HP Jornada is connected to a desktop PC, you can use ActiveSync to browse the contents of the HP Jornada from your desktop.

---

## To browse the HP Jornada desktop

1. On the **File** menu of the ActiveSync window, click **Explore**. Windows Explorer opens the Mobile Device folder.

You can cut, paste, and copy files between folders on the P/PC, or transfer files between the P/PC and your desktop PC, simply by dragging the file icons between the appropriate folders.

## Transferring files between your P/PC and the desktop PC

All files you create on your P/PC, such as Voice Recorder and Note Taker files, are stored in the My Documents folder. You can see these files by double-clicking your P/PC icon in the ActiveSync window on your desktop computer.

You can copy files between the HP Jornada and desktop PC in two ways:

- by dragging icons to or from the P/PC icon in the ActiveSync window on your desktop PC
- by using the **Cut**, **Copy**, and **Paste** commands on the **Edit** menu

## Transferring Note Taker files

When Note Taker files are copied to the desktop computer, ActiveSync converts them to .doc files, and they can be opened in Microsoft Word. Similarly, when Microsoft Word (.doc) files are copied to the P/PC, ActiveSync converts them to Note Taker (.pwi) files.

## Transferring Voice Recorder files

Voice Recorder files remain .wav files on both your P/PC and desktop computer. Synchronization gives you a handy way to move your Voice Recorder files to your desktop computer.

A special playback codec, provided with the ActiveSync installation, is needed to play P/PC .wav files recorded in Mobile Voice format on your desktop computer. PCM files can be played on any desktop PC.

---

## Setting up another P/PC from a full backup

If you have lost the HP Jornada or replaced it with another HP Jornada, you can set up another P/PC with the same data and settings as the old one by using a full backup from either ActiveSync or HP backup.

### To set up a new P/PC from a full backup

1. If you used ActiveSync to back up your data, then follow the instructions for restoring information to your mobile device in Microsoft ActiveSync Help on your desktop computer.
2. If you backed up the P/PC using HP backup, then restore the information as described in the **Using HP backup** section in chapter 9.

## Printing

If you want hard copies of files on your P/PC, you must transfer them to your desktop PC for printing. You cannot print files directly from the P/PC (unless you install third party software).

---

# 7 | Using Channels and Inbox

This chapter explains how to:

- use Channels
- set up a dial-up connection and Inbox to send and receive messages
- use Inbox
- send and receive CompuServe e-mail
- set up an Ethernet connection
- use Windows CE Inbox Transfer

## Using Channels

A channel (or mobile channel) is a Web site or other Web-formatted content that is available for offline viewing on your P/PC. Channels allows Internet, intranet, or other Web-formatted content to be automatically downloaded to your P/PC from your desktop computer via synchronization. For more information on synchronizing channels, see ActiveSync Help on the desktop computer and see the **Synchronizing data** section in chapter 6.

Content can be updated on a regular basis, such as updates from a news channel, or on a one-time basis, such as movie listings from an entertainment channel.

Channels and automatic updates to them are managed on the desktop computer by Internet Explorer 4.0 or higher. Use Internet Explorer on your desktop computer to view channels offline.

## Requirement for mobile channels support

- Microsoft Internet Explorer 4.0 or higher

Internet Explorer 5.0 is included on the Desktop Software for Microsoft Windows CE compact disk. Internet Explorer 5.0

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requires 56 to 98 MB of hard disk space and a 486/66 or higher processor. Service Pack 3 or higher is required for Windows NT systems (also included on the CD).

## Getting started with channels

A special Web site has been set up to help you get started using channels. For information on getting started with channels on your P/PC, go to:

[www.microsoft.com/windowsce/Products/download/chan-start.asp](http://www.microsoft.com/windowsce/Products/download/chan-start.asp).

If the Web site is down, you can follow these steps:

### To make the current Web page available offline

1. In Internet Explorer 5.0, click the **Favorites** menu, and then click **Add to Favorites**.
2. Select the **Make available offline** check box.
3. To specify a schedule for updating that page, and how much content to download, click **Customize**.
4. Follow the instructions on your screen.

The channel is added to the Internet Explorer Channel Bar, and the channel information is downloaded to your desktop or laptop computer. Once the channel information has been downloaded, you need to transfer the information to your P/PC.



In Internet Explorer 4.0, offline viewing is called "subscribing."

---

## Personalizing channels on the P/PC

Some channels are divided into content areas, and you can choose which you want to download. You can also specify the amount of information transferred to your P/PC, and you can remove channels.

### To choose which content areas you want to download to your P/PC

1. Double-tap the Channel icon to switch to Channels, or tap **Start**, then **Channels**.
-

2. Tap **File**, and then **Channels**.
3. Select the channels and content areas you want.

#### To specify the amount of channel information that is transferred to your P/PC

1. Tap **View**, and then **Options**. Channel information is stored on your P/PC, and new content replaces older content.

#### To remove a channel and all of its content

1. Tap **File**, and then **Channels**.
2. Clear the channel that you want to remove.

### Viewing channel content on the P/PC

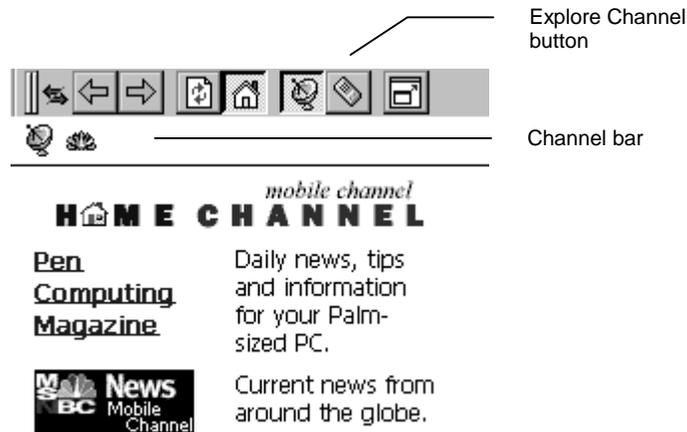
Whenever new content is available for one of your channels, you see the Channel icon in the status area of the taskbar.

#### To view channel content

1. Double-tap the Channel icon to switch to Channels, or tap **Start**, then **Channels**.



2. Tap an icon on the Channel bar, or tap the **Explore Channel** button to quickly navigate to a channel or to a specific page within a channel. For more information about Channels, see online Help on the P/PC.



## Displaying mobile desktop components

The P/PC includes an Active Desktop feature that can display specialized channel content for quick reference. Similar to Channels, content for mobile desktop components is synchronized with the desktop computer. For example, a content provider might create a mobile desktop component that updates and displays key financial market indices during the day.

### To display mobile desktop components on the Active Desktop

1. Tap **Start**, **Settings**, and then **Display**.
2. Select the components you want to display.

## Sending and receiving messages with Inbox

With Inbox, you can keep in touch with your office, home, and clients by sending and receiving e-mail messages in any of these ways:

- send and receive messages using a dial-up connection to an ISP or an Ethernet connection to your Corporate Network (see this section and the **Setting up an Ethernet connection** section in this chapter).

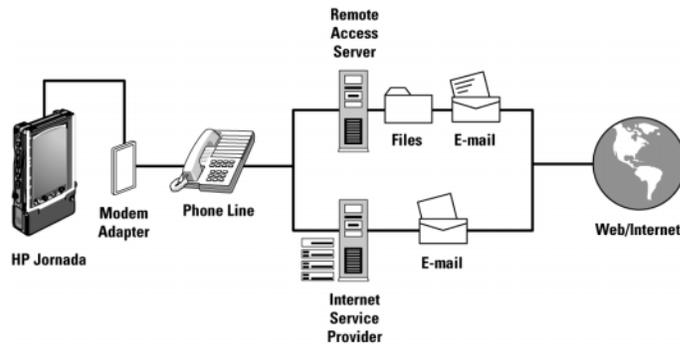
- synchronize messages with Microsoft Exchange or Microsoft Outlook on your desktop computer (see the **Synchronizing e-mail messages** section in chapter 6)
- transfer individual messages using Windows CE Inbox Transfer (see the **Using Windows CE Inbox Transfer** in this chapter)

## Setting up a dial-up connection and Inbox

To use Inbox to send and receive messages using a dial-up connection to an ISP or your corporate network, you need to:

- have access to a phone line
- install a CF card modem
- get a PPP (Point-to-Point Protocol) or SLIP (Serial Line Internet Protocol) account to an Internet Service Provider (ISP)
- set up a dial-up connection on the HP Jornada
- set up Inbox

The following sections describe these steps in detail. The following figure depicts how the connection is made.



Connecting to an ISP or corporate network (Remote Access Server)

## Installing and configuring a modem

The HP Jornada 430/430se supports CompactFlash Card modems. The CF Card modem fits into the CF slot. For information on installing CF Cards, see the **Inserting and Removing CompactFlash Cards** section in chapter 10. For a list of compatible CF card modems, go to [www.hp.com/jornada](http://www.hp.com/jornada).

## Getting an account with an Internet service provider

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

Your ISP gives you the configuration information you need to connect the HP Jornada to e-mail service.

## Setting up to send and receive messages

To set up to send and receive messages, you:

- set up a dial-up connection to your ISP
- set up Inbox

## Setting up a dial-up connection to your ISP

After you have established an account with an ISP, you can set up a connection on the HP Jornada.

### To set up a dial-up connection

1. Install a CF card modem or use an external modem connected to your P/PC through a serial cable.
  2. On the **Start** menu, tap **Programs**, tap **Communication**, and then tap **Connections**.
  3. In the Connection folder, double-tap **Make New Connection**.
  4. In the **Make New Connection** dialog box, type a name for the connection, select **Dial-Up Connection**, and then tap **Next**.
-

5. In the **Select a modem** dropdown list, make sure the modem you have inserted is selected. If the modem name does not appear here, the modem may not be inserted fully. Remove and reinsert the modem, then check the modem list again.
6. Tap **Next** and fill in the country code, area code, and phone number provided by your Internet Service Provider. Tap **Finish**. A new icon with the name you specified appears in your Connection folder. This connection also appears on the **Start** menu in the **Communication** submenu.

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You should not need to change any settings in the **Configure** 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, select **Next**.

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## Setting up Inbox

Before you can send and receive e-mail, you need to set up Inbox to use the connection you just created.

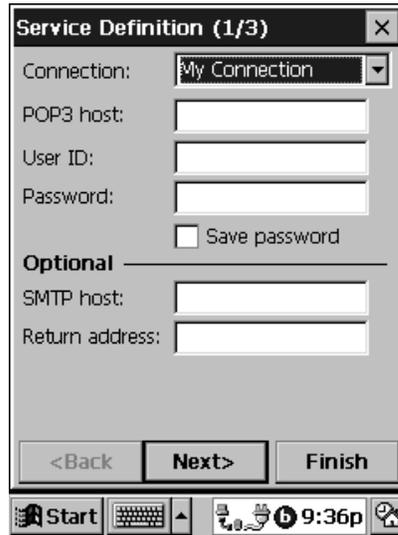
### To setup Inbox to use a dial-up connection to your ISP or corporate network

1. From the **Start** menu, tap **Inbox**.
2. Tap **Compose**, **Options**, the **Services** tab, and then the **Add** button. The Services window is displayed.



3. If the connection is to an Internet service provider, select Internet Mail as the service name. Tap **OK**. The Service Name window is displayed.
-

4. Use the keyboard to enter a unique service name, and then tap **OK**.
5. In the Service Definition (1/3) window, choose the name of your dial-up connection from the dropdown list.



6. Display the keyboard, and type in the name of your POP3 (or POP or PO) host, your User ID, and your password as provided by your Internet Service Provider. You can also type in the name of the SMTP host and the return address.
7. Tap the **Next** button.
8. Select your general preferences, and then tap the **Next** button.
9. Select your Inbox preferences, and then tap **Finish**.
10. Tap **OK** on the Options window.

## Using Inbox

After setting up a dial-up connection and Inbox, you are ready to connect your phone line to your modem, and then dial in.

---

### To connect to your ISP

1. Plug your modem's phone cord into a standard phone jack, making sure you connect to a phone line supported by your modem. Follow the instructions provided by the manufacturer. Most CompactFlash Card modems use analog phone lines.
2. To use your new connection, double-tap the new icon in the Connection folder (or select the new icon from the **Start/Programs/Communication** menu).
3. Fill in the User Name and Password provided by your Internet Service Provider.
4. Tap **Dial Properties**. Select a location, and then enter your country and area code.
5. Tap **Edit** if you need to edit the dialing pattern for local, long distance, or international calls.  
  
To see the **Edit** button you must hide the keyboard. Tap the keyboard icon in the taskbar to hide the keyboard, tap again to display it.  
  
When you are finished editing, tap **OK**.
6. Tap **Connect** to begin dialing.

---

If you are unable to find an analog phone line, use the line dedicated to a fax machine. Fax machines use only analog lines.

---



### Downloading e-mail messages

#### To download e-mail messages

1. From the **Start** menu, tap **Inbox**.
2. Establish a connection to the server by tapping **Service** and selecting the connection you want to use.
3. Tap **Connect** to start downloading.

#### To download e-mail messages when you are already connected to the server

1. Tap **Service**.
  2. Tap **Refresh**.
-

The mail that you receive using a dial-up connection appears in the Inbox folder on your P/PC, together with the mail you synchronize with your desktop computer. Messages that you receive remotely are linked to your mail server rather than your desktop computer.

### Working online

You can work online, which means that you read and respond to messages while connected to the server. Messages are sent as soon as you tap **Send**, which saves space on your P/PC.

### Working offline

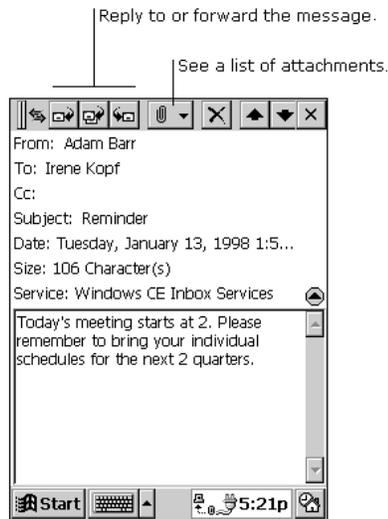
You can also work offline. Once you have downloaded new message headers or partial messages, you can disconnect from the server and then decide which messages to download completely.

The next time you connect, Inbox downloads the complete messages you have marked for retrieval and sends the messages you have composed (see **Receiving messages** for details).

### Receiving messages

When you receive a message, double-tap it to open it.

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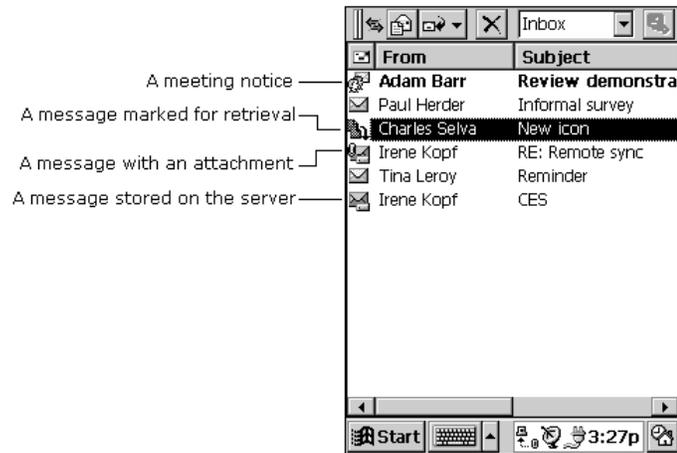


When you connect to your Internet mail service, by default Inbox downloads only the first 100 lines of each new message to the Inbox folder. No mail attachments are downloaded.

When you synchronize with your desktop computer, only the first 100 lines of each new message are downloaded. The original messages remain on the mail server or your desktop computer.

### To mark the messages that you want to retrieve in their entirety

1. Select the message, tap **Service**, and then tap **Retrieve Full Copy**. The icons in the Inbox message list give you visual indications of message status.
2. The next time you synchronize or connect to your mail service, the messages you marked are downloaded completely.



## Changing downloading preferences

You specify your downloading preferences when you set up the service or select your synchronization options. You can change them at any time.

### To change Inbox delivery options for mail synchronization

1. See ActiveSync Help on the desktop computer.

### To change Inbox delivery options for remote mail (mail received via a dial-up connection)

1. In Inbox on your P/PC, tap **Service**, and then tap the service name.
2. Tap **Service** again, and tap **Properties**.

You need to download a full message before you can view its attachments.

## Scheduling meetings and processing requests

Microsoft Exchange users can use Inbox to schedule meetings remotely. Your network administrator must enable Microsoft rich text support for any accounts that are accessed by mobile device users.

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To process meeting requests, you need to download the complete message, either by marking specific messages for downloading or by choosing to download all messages completely during the service setup. In addition, make sure to enable the **Meeting requests** option during the service setup.

## Sending messages

### To compose a new message

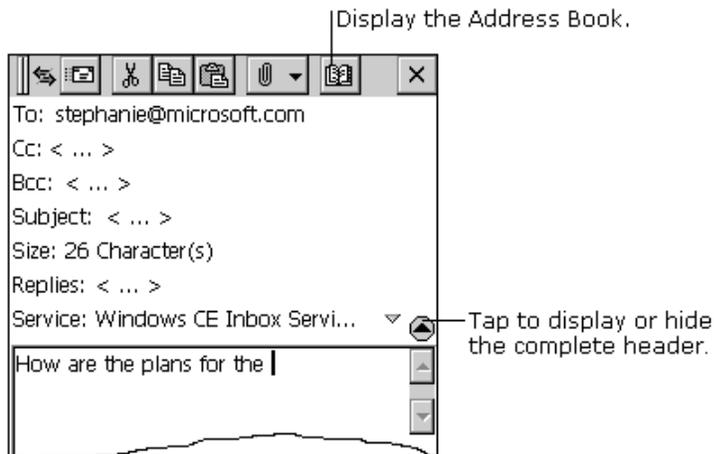
1. Tap **Compose**, and then **New Message**.

–or–

Tap the **New Message** button on the toolbar.

2. Enter an e-mail address in the **To** box, or select a name from the Address Book.

All e-mail addresses entered in the e-mail fields in Contacts appear in the Address Book.



### To send your message

1. Tap **File** and then **Send**.

–or–

Tap the **Send** button on the toolbar.

Messages are placed in your Outbox folder on your P/PC and are delivered to their destination in one of two ways:

- They are transferred to the Outbox folder in Exchange or Outlook on your desktop computer the next time you synchronize.
- They are transmitted to your mail server the next time you connect remotely. In Inbox, make sure the appropriate service is selected on the **Service** menu. Then tap **Connect**.

## Disconnecting from your ISP

### To disconnect the dial-up connection

1. Double-tap the Connection icon on the taskbar.
2. Tap **Disconnect**.

## Sending and receiving CompuServe e-mail

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

- Use the Web browser and Internet account on your desktop PC (partner) to go to the CompuServe Web site at [www.csi.com/communications](http://www.csi.com/communications).
  - Follow the instructions that are provided at that site for creating a POP3 mailbox. Be sure to choose a mailbox password that the HP Jornada can support (that is, clear text).
  - Create a connection on the HP Jornada, as described in the **Setting up a dial-up connection to your ISP** section in this chapter. You have all the account information you need when you finish creating your POP3 mailbox at the CompuServe site.
  - Set up (and name) the Inbox mail service connection. See the **Setting up Inbox** section in this chapter.
-

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

## Setting up an Ethernet connection

The HP Jornada can also connect to networks via Ethernet cards (CompactFlash Type II cards). Check the manufacturer's installation instructions for information on how to set up the connection.

## Using Windows CE Inbox Transfer

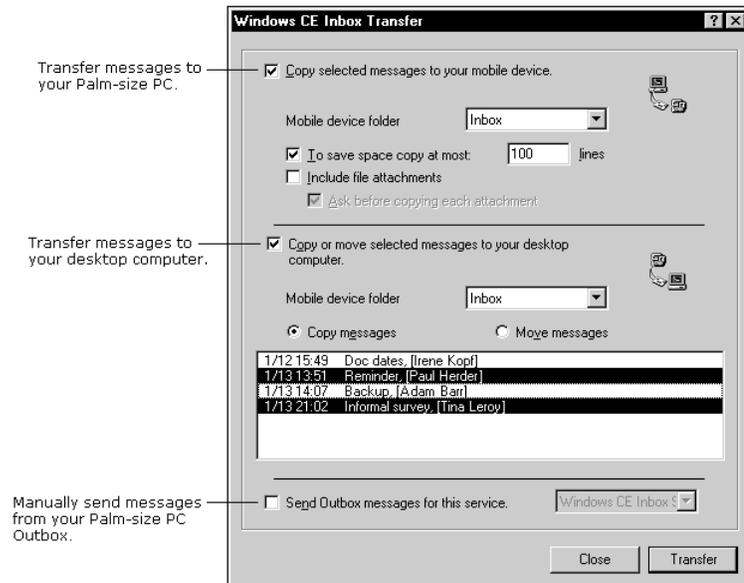
You can use Windows CE Inbox Transfer to copy or move specific messages between Exchange or Outlook and your P/PC, and you can move them into folders other than the Inbox. The messages on the two computers are not linked. You can modify or delete messages from one location without affecting the other.

You can also use this method to move messages to your desktop computer that you have received on your P/PC from other services, such as paging and faxing services.

### To transfer messages

1. Connect the P/PC to the desktop computer.
  2. In either Exchange or Outlook, click **Tools**, then **Windows CE Inbox Transfer**, and then indicate what you want to do.
-

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# 8 | Managing appointments and the address book

The Hewlett-Packard Jornada 430/430se comes with programs designed to help you stay organized. You can manage your contacts, tasks, and calendar while you are away from your office. When you return, you can synchronize the HP Jornada with your desktop or notebook PC to ensure that the databases on the HP Jornada are always up to date with the Microsoft Outlook or Schedule+ data on your desktop.

You can also set alarms and reminders so you never forget an appointment or meeting. This chapter contains information about and basic procedures for:

- Calendar
- Contacts
- Tasks

Calendar, Contacts, and Tasks have a card view and a list view. Card view allows you to enter or view the details for each entry. List view allows you to view all entries.

You can switch to these programs at any time by tapping them on the **Start** menu.

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More information on the procedures described in this chapter, as well as information on additional procedures, can be found in online Help on the P/PC. Tap **Start**, **Help**, and then the item you want information on.



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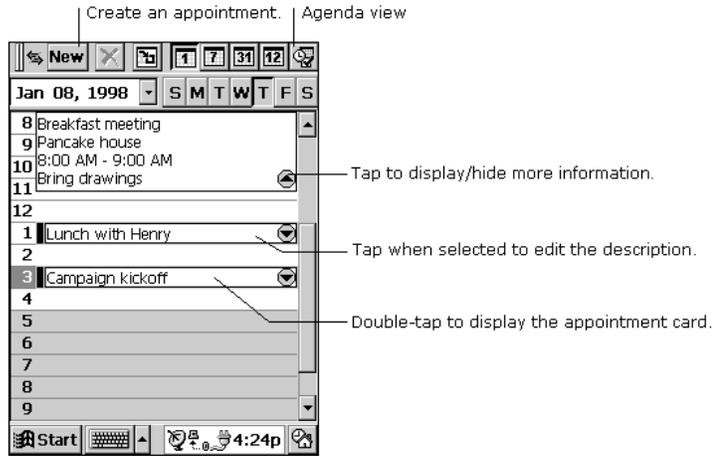
## Calendar— Scheduling meetings and appointments

Use Calendar to schedule appointments, meetings, and other events. Check your appointments in one of several views (Day, Week, Month, Year, and Agenda). Switch among the views by tapping the corresponding command bar button.

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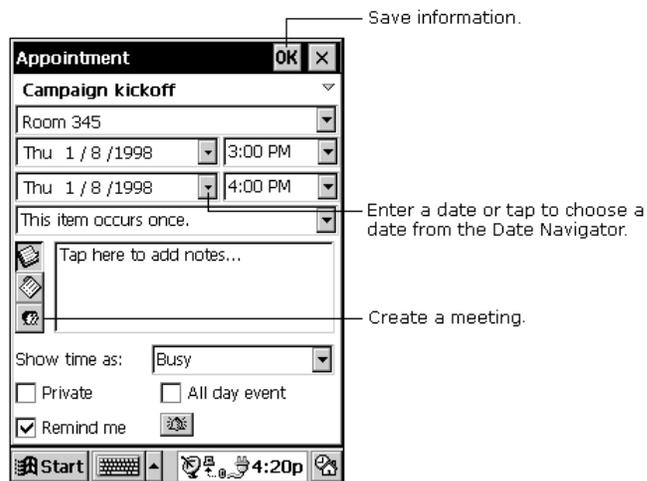
You can display today's appointments on your Active Desktop. Tap **Start**, **Settings**, **Display**, **Display Active Desktop**, and then select **Appointments**.



Enter the details for an appointment on the appointment card.



You can quickly display a new appointment card by double-tapping the Calendar hard icon.



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 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, you need to enter e-mail addresses in Contacts and set up Inbox to send and receive messages. For information on using Contacts and Inbox, see the **Contacts— Tracking friends and colleagues** section in this chapter, and the **Setting up Inbox** section in chapter 7.

### To create a meeting request

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



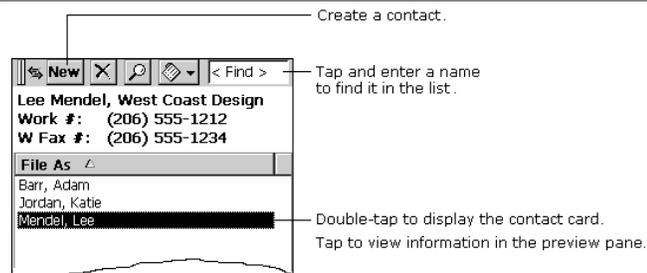
Your P/PC reminds you about your appointments and meetings by sounding an alarm, flashing the notification light, or displaying a message on the screen. To change how you are notified, tap **Tools** and then **Options**. Tap the **Alarm** button and then **Reminder Options**.

## Contacts— Tracking friends and colleagues

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



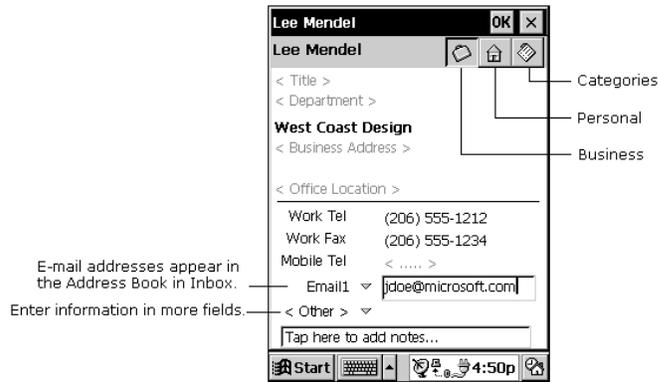
You can quickly create a contact card by double-tapping the Contacts hard icon.



Enter the details for a contact on the contact card. You can enter both business and personal information.

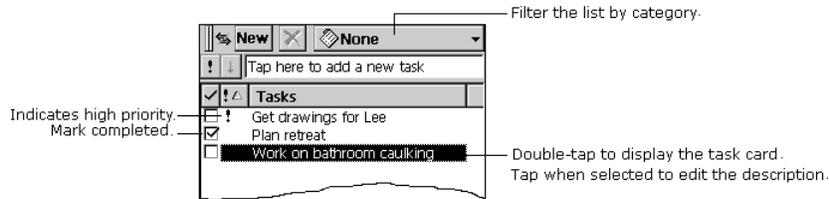


To change the type of information that appears in your list, tap **Tools** and then **Customize Columns**.

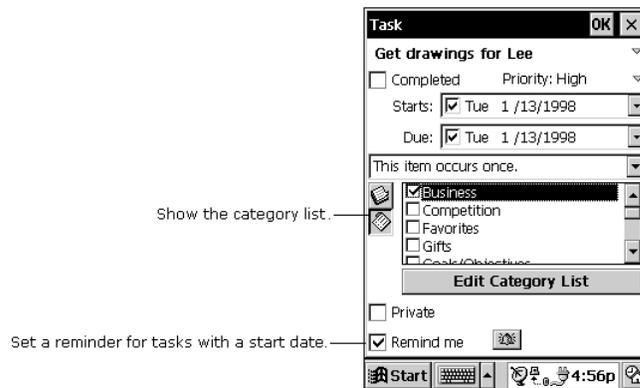


## Tasks— Keeping a to-do list

Use Tasks to keep track of what you have to do. Overdue tasks are displayed in red.



Enter the details for a task on the task card. You can assign a task to a category, and if you associate a date with a task, you can set a reminder for it.



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All active tasks (tasks that have a start date before the current date and are not marked completed) are displayed in the Active Tasks box in the Agenda view of Calendar.

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Display your active tasks on the Active Desktop. For more information, see the **Using the Active Desktop** section in chapter 5.

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# 9 | Managing information and calculations

This chapter contains information about:

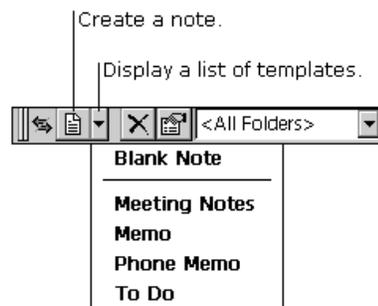
- Microsoft Note Taker
- Voice Recorder
- backing up and restoring data
- the OmniSolve calculator from LandWare

## Creating notes and drawings

Note Taker with Rich Ink technology makes it easy to write, draw, and make lists quickly, the way you are used to writing on paper—but even better, because you can edit and format what you have written or drawn.

To use Note Taker, tap **Start**, then **Note Taker**.

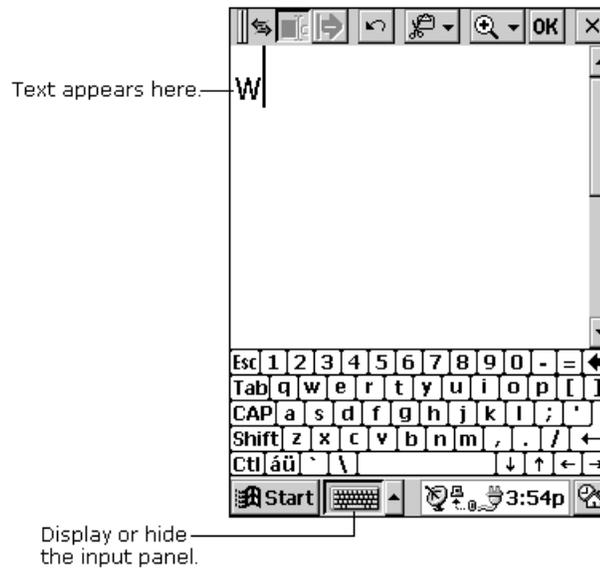
You can create a new note by tapping the **New** button, or you can tap the **New** arrow and tap a template to start with a note in which the formatting and structure are already in place.



## Entering information

With Note Taker, you can enter information in the way that is easiest for you. You can use the input panel to type using the keyboard, or you can write using the character recognizer. You can also write and draw directly on the screen.

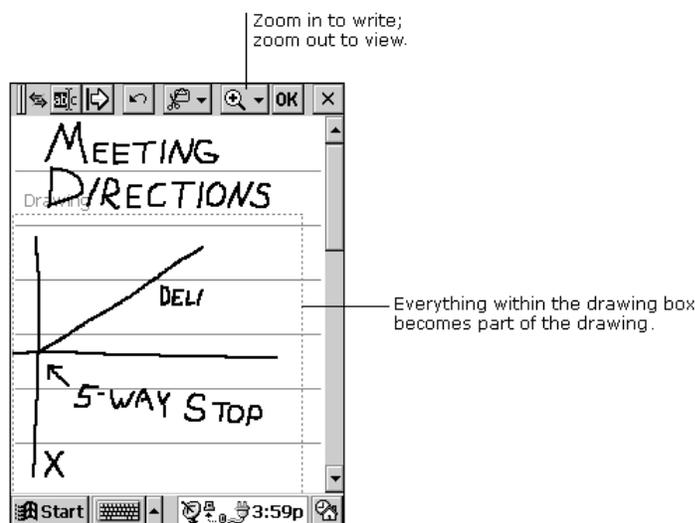
When you display the input panel, you see the insertion point, indicating where the text will be placed.



When you hide the input panel, the insertion point disappears, and you can write or draw anywhere on the screen.

## Writing and drawing

You can use your stylus to write and draw directly on the screen.



To create a drawing, on your first stroke, cross three ruled lines. A drawing box appears. Subsequent strokes in or outside the border of the drawing box become part of the drawing.

You might want to switch to full-screen display so that you can see as much as possible on the screen. Tap **View**, then **Full Screen**. Tap **Restore** to see the command bar again.



## Editing and formatting a note

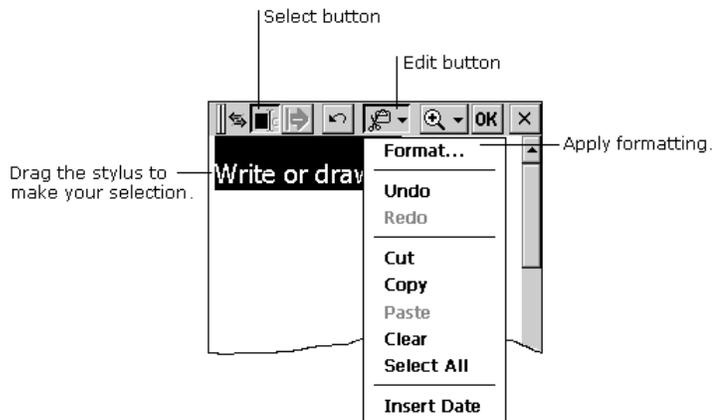
You can edit text you have entered using a keyboard or character recognizer. You can also edit handwritten notes and drawings. To select the text or picture you want to edit, hide the input panel, tap the **Select** button, and drag your stylus over the text or drawing.

Instead of tapping the **Select** button, you can press and hold the **Action** button as you drag the stylus.



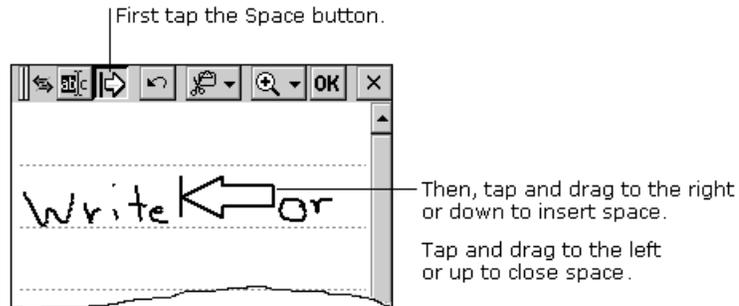
Tap the **Edit** button to see your editing options. The options available depend on what you have selected: text, handwriting, or a drawing.

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You can apply formatting to a selection, or you can set default formatting that is applied to everything you then type, write, or draw.

You can also use the **Space** button to increase or decrease the space between elements on your screen.



Instead of tapping the **Space** button, you can insert and remove space by pressing and holding the **Exit** button as you drag the stylus.

## Saving your notes

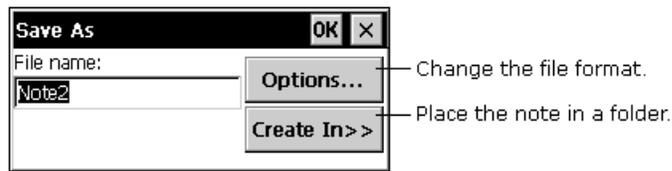
When you have finished a note, tap **OK** to save it and return to your list of notes. Note Taker automatically names your note as follows.

The first 21 characters of the first line of typed text are used as the note name.

If no text is included in the note, but the note has been assigned to a folder, the notes are given the folder name and an incremental number (Tradeshow1, Tradeshow2, and so on).

If no text is included and no folder is assigned, the notes are named **Note1**, **Note2**, etc.

To name a note yourself, to place it in a folder, or to change the file format, tap **File** and then **Save As**.



Each note in Note Taker is a file. Note Taker files are saved in Note Taker (.pwi) format, which synchronizes with Microsoft Word files, as described in Chapter 6. You have two additional choices for file formats:

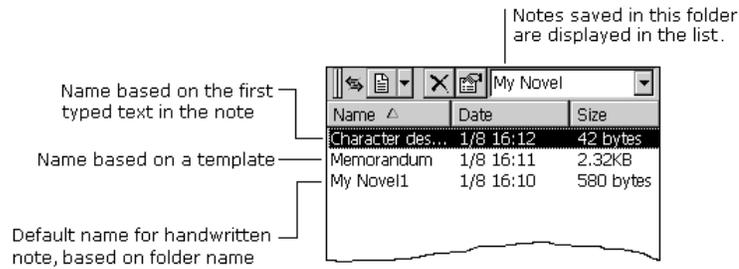
To import the file into a program that supports rich text, save the note in **Rich text format** (.rtf). Handwritten words and drawings are lost.

To import the file into a program that does not support rich text, save the note as a **Text only note** (.txt). Handwritten words and drawings, and all formatting, are lost.

## Organizing your notes

You can keep track of your notes by renaming them and placing them in folders. For example, you can create a folder called My Novel and place all relevant notes in that folder. All the notes in the selected folder appear in the list view.

---



## Recording voice memos

Quickly capture thoughts and reminders, ideas, and phone numbers with Voice Recorder. Use it in the way that is most convenient for you: using the hardware buttons on your P/PC or using the buttons on your screen.



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

You can use the buttons on your P/PC to record and play recordings one-handed.

### Making a recording

<u>To</u>	<u>Do this</u>
Record	Press and hold the <b>Record</b> button. You hear one beep when it is ready to record.
Stop recording	Release the <b>Record</b> button. You hear two beeps when recording stops.

### Playing a recording

<u>To</u>	<u>Do this</u>
Play	Press the <b>Action</b> button.
Pause/resume	Press the <b>Action</b> button.

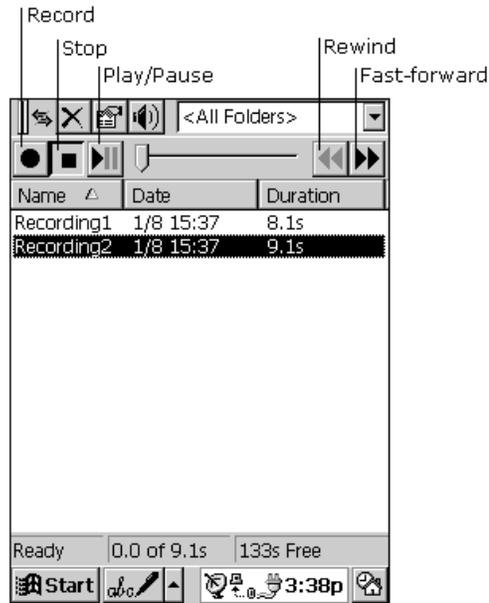
- Stop Press the **Exit** button (returns to the beginning of the recording).
- Play all Press the **Action** button twice (plays all messages in the list).

### Navigating

- | <u>To</u>                             | <u>Do this</u>  |
|---------------------------------------|---|
| Fast-forward, while playing           | Rock and hold the <b>Action</b> button in the scroll-down position. |
| Rewind, while playing                 | Rock and hold the <b>Action</b> button in the scroll-up position.   |
| Scroll through the list of recordings | Rock the <b>Action</b> button up or down and then quickly release.  |

### Using the screen buttons

Instead of using the P/PC buttons, you can tap the buttons on your screen to record and play your recordings. A progress bar and a status bar provide visual indications of the process.





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To skip part of a recording, move the slider to any place in the recording before you play it.

---

## Adjusting memory

If your P/PC runs out of memory while recording, you hear several beeps and see an out-of-memory message on your screen. You can adjust the allocation of memory on your P/PC by tapping **Start**, **Settings**, **System**, and then the **Memory** tab.

If you run out of memory frequently, use a CompactFlash Memory Card for storing files that you rarely need. For more information on CompactFlash Memory Cards, see the **Inserting and Removing CompactFlash Cards** section in chapter 10.

### To save a recording to a CompactFlash card

1. Tap the **Tools** menu, and then tap **Options**.
2. On the **General** tab, tap the **Save to storage card** check box, and then tap **OK**.



---

Voice Recorder uses approximately 300 bytes per second for recording, using the Mobile Voice format. For example, a 10-second note uses approximately 3K.

---

## Choosing a recording format

You can record your voice in either the PCM or Mobile Voice format. PCM format is the default format.

PCM files are larger than Mobile Voice files, but they sound better. Mobile Voice files are compressed and approximately 25 times smaller than the original size. This enables you to store more recordings, although the sound quality is less than optimal.

To switch between the PCM and Mobile Voice formats, tap **Tools** and then tap **Recording Format**.

Your recordings are saved as .wav files, which you can transfer to your desktop computer for playback, editing, and archiving. You need desktop software that can play .wav files, and you need the same codec used to make the recording. You can get the Mobile Voice codec by installing ActiveSync (see the **Installing**

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**ActiveSync** section in chapter 6) or go to the following Web site:  
[www.microsoft.com/windowsce/info/](http://www.microsoft.com/windowsce/info/).

If you want to e-mail your recording from your P/PC, use the PCM file format.



## Organizing recordings

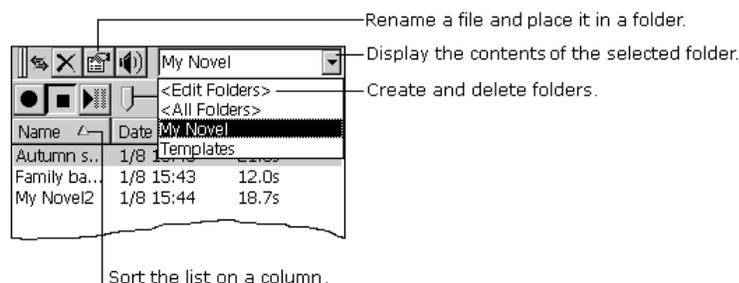
Your recordings are saved automatically and given the names **Recording1**, **Recording2**, and so on, by default. These recordings are listed in the Voice Recorder window.

### To quickly rename a recording

1. Tap the recording to select it.
2. Tap it again, and then enter the new name.

You can organize your recordings by renaming them and placing them in folders. For example, you can create a folder called My Novel and place all relevant recordings in that folder.

If you display recordings for a particular folder in the Voice Recorder window, any new recordings you make while that folder is selected are placed in that folder. They are given the folder name and an incremental number (My Novel1, My Novel2, and so on).



## Backing up and restoring data

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

- Use ActiveSync to back up all data to your desktop PC.

- Use the HP backup application to back up all data or only Calendar, Task, and Contact (PIM) databases to internal memory or a CompactFlash Card.

## Using ActiveSync Backup at your PC

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

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

To access the ActiveSync Backup feature, click **Backup/Restore** on the **Tools** menu in the ActiveSync window.

## Using HP backup

HP backup provides a convenient way to back up data while you are traveling or while you are away from your desktop PC. You can back up the information to a CompactFlash Card for secure storage. You can also back up data to a folder on the HP Jornada. However, this does not preserve the information if you lose power or need to perform a full reset.



The backup file (.dbs or .dbb) is always placed in the My Documents directory. When saving to a CompactFlash Card, a My Documents directory is automatically created.

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### To back up data

1. On the **Start** menu, tap **Settings**, and tap **HP backup**.
  2. Tap **Backup**, and then choose one of the backup options:
    - Select **Backup all data** to back up all information stored in RAM, including files you have created, programs you have installed, and any system settings and options you have set.
    - Select **Backup PIM databases** to back up only your Contacts, Tasks, and Calendar databases.
-

3. Follow the instructions on your screen to complete the backup process.

#### To restore from a backup file

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

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The HP Jornada must have the same regional settings when you restore as you had when you completed the backup. Otherwise, you cannot restore the files. To change regional settings, on the **Start** menu, tap **Settings**, and then tap **Regional Settings**.

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## Using OmniSolve

OmniSolve is a financial application designed specifically for real estate, retail, and business professionals who use P/PCs to make financial decisions quickly and accurately. OmniSolve employs a “form filling” metaphor to give you a problem-solving environment that is easy, powerful, and flexible.

#### To start OmniSolve

1. From the **Start** menu, tap **Programs**, and then tap **OmniSolve**.

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

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# 10 | Customizing the HP Jornada

This chapter describes how to:

- play music
- add sounds
- add desktop wallpaper
- find new software
- add programs
- remove programs
- add accessories
- insert and remove CompactFlash Cards

## Playing music on the HP Jornada

Use the Utopiasoft Hum MP3 Player to play music (.mp3 or .wav files) on the HP Jornada. Hum plays any MP3 file in stereo.

### To start Hum

1. From the **Start** menu, tap **Utopiasoft Hum**. The Hum screen is displayed.

To play MP3 songs, you need to first create a “playlist.” A playlist is a collection of songs that you can continuously play on the Hum player, just like you would play a list of songs on an audio CD. On the Hum player, you can sort, add, or remove the songs on a playlist to suit your preference.

For detailed procedures on how to create a playlist, add MP3 files to your P/PC, and play MP3 files, refer to online Help.

You can run other programs on your P/PC while playing the Hum player. However, you may hear extraneous noise when you move the stylus on the display.

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## Adding sounds

The HP Jornada plays sounds (.wav files). You can copy a new sound file from your desktop PC to the HP Jornada without converting the file.

### To add sounds

1. Connect the HP Jornada to a desktop PC.
2. On the **File** menu of the ActiveSync window, click **Explore**. Windows Explorer opens the Mobile Device folder.
3. Drag the .wav file you want to copy from its location on your desktop PC to the Mobile Device folder.

### To use the new sound

1. On the HP Jornada **Start** menu, tap **Settings**, and then tap **Volume & Sounds**.
2. Tap the **Sounds** tab.
3. Choose an event name from the **Event name** list.
4. Choose the new sound from the **Event sound** list.
5. Tap **OK**.

## Adding desktop wallpaper

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

To add desktop wallpaper, use the same procedure as for adding sounds (see the previous section).

### To use the new wallpaper

1. On the HP Jornada **Start** menu, tap **Settings**, and then tap **Display**.
  2. Choose the **Display wallpaper** radio button.
-

3. Choose the new bitmap image from the **Wallpaper image** dropdown list, and examine the preview image on the right side of the dialog box.
4. If desired, tap the **Tile** checkbox.
5. Tap **OK**.

## Finding third-party software

You can add more capabilities to the HP Jornada by installing third-party software. A variety of commercial software is available for Windows CE, including custom business applications, system utilities, and games.

You can get a variety of programs and other useful information from:

- the HP Jornada compact disk and the Desktop Software for Microsoft Windows CE compact disk included with the HP Jornada
- software distributors and their web sites, including the HP web site at [www.hp.com/jornada/solutions/solution.html](http://www.hp.com/jornada/solutions/solution.html)

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You cannot run programs designed for Windows 95 or Windows NT on the HP Jornada. The programs that run on the P/PC must be designed specifically for Windows CE Palm-size PCs.

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## Minimum PC requirements for HP Jornada compact disk

The minimum PC requirements for the HP Jornada compact disk are as follows:

- Microsoft Windows 95, Windows 98, or Windows NT 4.0
  - 486 66MHz or faster processor
  - 2x or faster CD-ROM drive
  - VGA (640 x 480) 256-color monitor
  - Web browser: Netscape Navigator 2.0 or higher, or Microsoft Internet Explorer 2.0 or higher
-

## Adding programs

You can add programs to the HP Jornada by dragging the installer program or program file to the ActiveSync window, or by running the Application Manager (on your desktop PC).

### To install programs

1. Download the software program or installer from the Web to your desktop PC.

–or–

Insert the floppy disk or compact disk into the appropriate drive on your desktop PC.

2. Connect the HP Jornada to your desktop PC.
3. If the program includes an installer program (typically named Setup.exe or Install.exe), double-tap the installer program on the desktop PC. The installer program copies the necessary files to the HP Jornada.

–or–

If the program does not have an associated installer or setup program, drag the program file (typically an \*.exe file type) to the HP Jornada icon in the ActiveSync window. If the **No Converter Selected** dialog box appears, tap **OK** to copy the file without conversion.



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

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### To add programs with Application Manager

1. Connect the HP Jornada to your desktop PC, and then open the ActiveSync window.
  2. On the **Tools** menu in the ActiveSync window, click **Add/Remove Programs**.
  3. Select the program's check box.
-

## Removing programs

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

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

### To remove programs with Application Manager

1. Connect the HP Jornada to your desktop PC, and then open the ActiveSync window.
2. On the **Tools** menu in the ActiveSync window, click **Add/Remove Programs**.
3. Select the program's check box to remove it from your P/PC.

–or–

Select the program and click **Remove** to remove it from both your P/PC and desktop PC. See ActiveSync Help for details.

### To remove programs from the HP Jornada with the Remove Programs control panel

1. On the **Start** menu, tap **Settings**, and then tap **Remove Programs**.
2. Select the program you want to remove from the **Programs** list.
3. Tap **Remove**.

---

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

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## Adding accessories

You can purchase the following optional accessories.

- Spare Travel Cable (F1800A)—Connects the P/PC to the desktop PC. Requires an AC adapter to charge the P/PC.
- Sync Cable (F1258A)—Connects the P/PC to the desktop PC. Needed only if you buy a Docking Cradle.
- External Keyboard (English US keyboard only; F1275A)—To use this, you must also purchase a Docking Cradle.
- Battery Pack (F1287A)
- AC Adapter (F1290A)—Requires a travel cable, docking cradle or external charger to connect to P/PC.
- External Charger (includes spare battery pack; F1293A)—Requires an AC adapter to charge the P/PC.
- Serial Adapter (F1295A)—To use this, you must also purchase a Docking Cradle.
- Stylus pack (F1806A)
- Docking Cradle (F1804A)—Allows connection to an AC adapter, a desktop PC, and other accessories such as the External Keyboard and Serial Adapter.
- Leather case (F1794A)



Go to the Hewlett-Packard website at [www.hp.com/jornada](http://www.hp.com/jornada) to check for new accessories. Combination accessory packages are also available (for distribution in US only).

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## Inserting and Removing CompactFlash Cards

CompactFlash Type I and II Cards give the HP Jornada additional capabilities, such as additional memory, removable storage, cellular modems, and Ethernet cards. Many cards have been tested specifically for compatibility with the HP Jornada. For a list of recommended compatible devices, go to the Hewlett-Packard Web site at [www.hp.com/jornada](http://www.hp.com/jornada).

You may also need to install a software driver for a particular card. The software drivers for Windows CE should be included with the card or be available from the card manufacturer.

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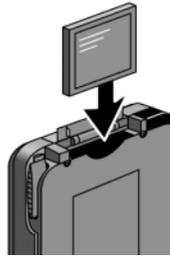
### To insert the CF card

1. Turn off the P/PC, and close the display cover.
2. Open the CF card door by pressing onto the fingernail recess and flipping the door open.
3. Connect the P/PC to AC power.
4. Push the card, connector-side first, gently but completely into the slot. The P/PC turns back on.
5. Replace the door by flipping it back into place.

---

If you want to use the CF card while on battery power, select **Yes** in the **PC Card detected in slot 1** dialog box.

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View showing how to insert a CF card

### To remove the CF card

1. Close all applications on the P/PC that have open files on the CF card.
  2. Turn off the P/PC, and close the display cover.
  3. Open the CF card door by pressing onto the fingernail recess and flipping the door open.
  4. Use the end of the stylus to lever the CF card out. The P/PC turns back on.
  5. Replace the door by flipping it back into place.
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# 11 | Troubleshooting

If you encounter difficulties while using your HP Jornada 430/430se, this chapter helps you find answers.

If you need information about troubleshooting Microsoft ActiveSync, see the **Troubleshooting partnerships** section in chapter 6.

The information in this chapter helps you:

- Troubleshoot basic problems
- Troubleshoot problems with remote connections
- Troubleshoot problems with the display
- Troubleshoot problems connecting by infrared

## Troubleshooting basic problems

If you have a specific problem, review the information below to see if you can find the answer quickly. Or, go to the HP Jornada Web site at [www.hp.com/jornada/support](http://www.hp.com/jornada/support) for current information about common difficulties. You can also find new software, drivers, and updated support documentation on this web site.

Problem	Diagnosis / Remedy
HP Jornada does not turn on when not connected to AC power.	<i>Battery power is too low to run the P/PC. Connect to AC power, and then turn on your HP Jornada. (Charge the battery regularly to avoid running out of battery power.)</i>
Battery runs out of power quickly.	<i>You are using your HP Jornada in ways that drain the batteries quickly. See the <b>Optimizing battery life</b> section in chapter 3.</i>

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<p>HP Jornada does not auto-suspend when connected to a desktop PC or when using the modem.</p>	<p><i>The HP Jornada is designed to stay on while connected to a computer.</i> This is the correct behavior. No action is needed.</p>
<p>HP Jornada automatically shuts down/suspends.</p>	<p><i>Batteries are too low to run the P/PC.</i> When a critically low battery-power condition is encountered, the HP Jornada initiates a safety shutdown. Connect to AC power and charge the battery.</p> <p>-or-</p> <p><i>Auto-suspend activated.</i> To optimize battery power, the HP Jornada auto-suspends if it is idle for 1 minute immediately after power is turned on. The P/PC also auto-suspends if it is continuously idle for 3 minutes.</p>
<p>HP Jornada does not turn on when connected to AC power.</p>	<p><i>HP Jornada is locked up.</i> Connect the HP Jornada to external power, and perform a soft reset. (See the <b>Resetting</b> section in this chapter.) (Caution: You may lose any unsaved data when performing a soft reset.)</p>
<p>HP Jornada locks up when running applications or it runs slowly.</p>	<p><i>HP Jornada is locked up.</i> Connect to AC power, and perform a soft reset. (See the <b>Resetting</b> section in this chapter.) Note: Check battery power regularly to ensure that the battery is not running low on power and avoid running several applications at the same time. Use bTASK to close applications that are not in use.</p>
<p>HP Jornada does not turn on or display appears to be off, even though power is on.</p>	<p><i>The display contrast is too light.</i> (For more information, see the <b>Using HP settings</b> section in chapter 4.)</p>

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Backup file created with the HP backup application on another HP handheld device cannot be restored to the HP Jornada 430/430se.	<p><i>File format is not compatible, or file cannot be found.</i></p> <p>Only a PIM database backup file (.dbb) can be restored from another HP handheld device to the HP Jornada 430/430se. Make sure that you save the backup file (.dbb) in the My Documents directory on the other handheld device, and that the My Documents directory is copied to the CompactFlash Card used for the restore action.</p>
The display is not sensitive to the tap of the stylus.	<p><i>The calibration of the stylus may be offset. Recalibrate the screen by tapping <b>Start</b>, <b>Settings</b>, and then <b>Stylus</b>. You can prolong the life of the screen digitizer by recalibrating the screen regularly.</i></p>
Data is lost.	<p><i>Main battery was removed for more than 1 minute. Do not remove the main battery except when replacing it with a spare one.</i></p> <p><i>HP Jornada was not charged for more than 2 weeks. Without charging data will be retained for up to 2 weeks.</i></p> <p><i>A hard reset (cold boot) was performed. Backup regularly and make sure you backup before storing your HP Jornada for longer periods.</i></p>

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## Troubleshooting remote connections

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

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

- Make sure the network to which you are trying to connect supports Point-to-Point Protocol (PPP). Your Internet service provider or network administrator can verify this.
- Verify that the location is correct. Tap **Start**, **Settings**, then **Dialing**. Make sure that the **Location** field reflects your current location; that the location's dialing pattern is appropriate; and that the local country and area code are correct.

### Connection is unreliable

- Make sure the modem is firmly seated and connected to your device and the telephone jack.
- Disable call waiting. Tap **Start**, **Settings**, then **Dialing**. Select **Disable call waiting**. Then enter the disable code specified by your telephone company.

### Unable to use infrared transfer between Windows CE-based devices

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

- Transfer only one file, or no more than 25 contact cards, at a time.
  - Position the infrared ports so that they line up and are less than 20 centimeters (8 inches) but more than 2 inches apart.
  - Make sure nothing is between the two infrared ports.
  - Adjust the room lighting. Some types of light interfere with infrared communication. Try moving to a different location or turning off some lights.
-

## Troubleshooting viewing problems

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

### Screen is blank

If the device does not respond when you briefly press the On button:

- Make sure your battery cover is locked.
- Adjust the display contrast. On some devices, the screen can darken or lighten to the point that it appears to be powered off. For information on adjusting contrast, see the **Using the Settings tab** section in chapter 4.
- Reset the device. After a full reset, the screen remains blank for approximately 3 seconds after pressing the **On/Off** button.
- Charge the main battery by connecting to AC power.
- After a full reset, the screen remains blank for approximately 3 seconds after pressing the **On/Off** button.

### Screen is dark

Prolonged exposure to direct sunlight may cause your device screen to temporarily darken. This is normal for LCD screens and is not permanent.

### Screen is hard to read

The display can be hard to read if the P/PC has been off for a long time. The display returns to normal after using it for about 1 minute.

If you are having a hard time viewing a Note Taker document, try changing the size of the view. To do this, tap the Zoom arrow on the command bar and select a zoom percentage.

If you are having a hard time viewing Calendar, Tasks, or Contacts data, try enlarging the display font. To do this within Calendar, Tasks, or Contacts, tap **Tools, Options**, and then select **Use large font**.

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## Troubleshooting HUM™ MP3 player

Problem	Diagnosis / Remedy
Music becomes distorted or “broken up” when working with some other applications.	<i>The other applications require computational resources that affect the playback quality. Certain operations, like transferring files between the P/PC and the desktop PC, cause this problem. To ensure smooth playback, do not open more than two applications while Hum is playing.</i>
Changes made to Volume or Mute control in HP Settings are not updated in Hum, and vice versa.	<i>Changes made in Hum or HP settings do not take effect immediately. Remember to stop the Hum player before you mute the system in HP settings; this helps save battery power.</i>
Tapping on an area close to the actual Hum graphical button can activate the control.	<i>Accurate tapping on Hum’s control is dependant on the Hum “skin” that you are using. The actual control of the buttons may fall outside of the graphical button that your Hum “skin” is showing.</i>
Double-tapping on the control causes Hum to stop working (lock up).	<p><i>Activating controls on Hum requires only single-tapping. When Hum seems to stop working, try doing one of the following:</i></p> <ul style="list-style-type: none"> <li>• Single tap on Hum’s logo (yellow musical note) on the task bar.</li> <li>• Single tap on the bTASK logo on the task bar.</li> <li>• Press the <b>Power</b> switch off and then on once.</li> </ul> <p><i>Any one of the above wakes up Hum from lock-up mode, and a dialog box appears. Close the dialog box. Hum is active again.</i></p>

Inserting a different Compact Flash card that has the same Playlist name as the previous card causes Hum to stop responding (lock up).	<p><i>Hum locked up because it cannot distinguish between the two cards.</i></p> <p>Connect to AC power and perform a soft reset.</p> <p><b>TIP:</b> After inserting a new CompactFlash card, tap <b>Tracks</b> and then <b>Update List</b> to update the Playlist.</p>
Cannot use a Playlist with extension “.m3u”.	<i>The Hum player version in the HP Jornada does not support a Playlist with extension “.m3u”.</i>

## Resetting

Occasionally, you may need to reset the HP Jornada; for example, you may reset after you restore data from your desktop PC or when the operating system stops responding.

There are two methods of resetting:

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

To ensure the safety of your information in case a full reset is necessary, you should regularly back up your data to your desktop PC (using ActiveSync) or to a CompactFlash Card (using the HP backup application). For more information on backing up data, see the **Backing up and restoring data** section in chapter 9.

### Soft reset

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

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When you perform a soft reset you lose unsaved data in all open documents or programs. To close all open documents and programs, use the Task Manager. On the **Start** menu, tap **Settings**, tap **System**, and then select the **Task Manager** tab.

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### To perform a soft reset

1. Use the stylus to press the **Reset** button on the back of the HP Jornada, as illustrated above.

### Full reset

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



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Performing a full reset erases all files, programs, and data you have entered. You can restore only data that has been backed up to your desktop PC or CompactFlash Card. (For more information, see the **Backing up and restoring data** section in chapter 9.)

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### To perform a full reset

1. Disconnect the AC adapter from the HP Jornada.
  2. Remove the battery.
  3. Use the stylus to press the Reset button for at least 5 seconds.
  4. Reinsert the battery.
  5. Restore data to the HP Jornada from your most recent backup file. For more information, see the **Backing up and restoring data** section in chapter 9.
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# 12 | Support and service

## Web site

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

## Customer support

If you have questions that this User's Guide or the Web site does not answer (after checking the contents and index), you can contact Hewlett-Packard Worldwide Support and Services for Handheld Products at the telephone numbers listed in the following table.

If the device requires service, contact Hewlett-Packard for service information, shipping instructions, and out-of-warranty service charges before you send your device to HP for repair.

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

## Service

For diagnostic instructions and other service information, contact one of the technical support numbers listed. Please do not ship your device for service without first contacting a Hewlett-Packard office. If your device qualifies for in-warranty service, be ready to supply a dated proof of purchase. In countries not listed in the following table, contact the Hewlett-Packard authorized dealer or sales office.

Before you contact us for help, be sure to:

1. Review the manuals whenever possible.
  2. Have the following information about the product:
-

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

## Contacting Hewlett-Packard worldwide

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

Country/Region	Telephone
Argentina	54-1-7788380
Australia	61-3-88778000
Austria	43-711-4201080
Belgium (Dutch)	32-2-6268806
Belgium (French)	32-2-6268807
Brazil	55-11-8296612
Canada	1-905-2064663
Chile	56-800-360999
China	86-10-65645959
Czech Republic	420-2-61307310
Denmark	45-39-294099
Finland	358-20347288
France	33-1-43623434
Germany	49-1-805258143
Greece	30-1-6896411

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Hong Kong	800-967729
Hungary	36-1-3430310
India	91-11-6826035
Indonesia	62-21-3503408
Ireland	353-1-6625525
Israel	972-9-9524848
Italy	39-2-26410350
Japan	81-3-33358333
Korea	82-2-32700700
Malaysia	60-03-2952566
Mexico	52-1800-4726684
Netherlands	31-20-6068751
New Zealand	64-9-3566640
Norway	47-22-116299
Philippines	63-2-8673551
Poland	48-22-8659999
Portugal	351-13180065
Russia	7-095-9169821
Singapore	65-2725300
South Africa	27-11-8061030
Spain	34-91-7820109
Sweden	46-8-6192170
Switzerland (German)	41-1-4332728
Switzerland (French)	41-1-4332729
Taiwan	886-2-27170055
Thailand	66-2-6614000
Turkey	90-212-2245925
UK	44-870-6083003

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USA

Pre-sales Information      1-800-4431254  
(toll-free, no operator is  
available)

Support & Service      1-970-635-1000  
Palmtops & Organizers  
(toll call)

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Venezuela      58-800-47888 or  
58-2-2078488

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Vietnam      84-0-88234530

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

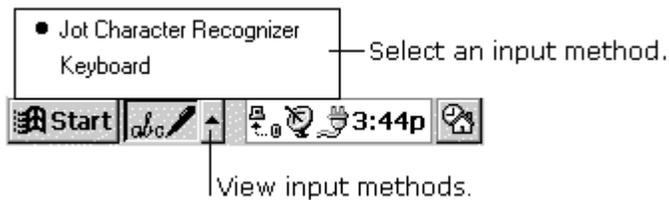
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# A | Jot Character Recognizer

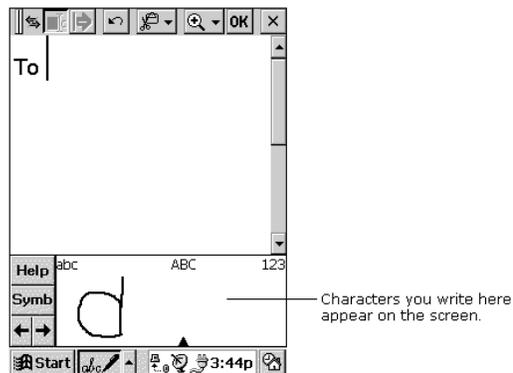
The character recognition software, CIC Jot, gives you a fast and easy-to-use method for entering information in any program on your device: just write in the input panel. Each character you write is translated into typed text and displayed on the screen.

This appendix describes how to use the Jot character recognizer. It also provides tables showing how and where to draw characters on the screen for each of the two character sets: the Natural Character Set and the Simplified Uppercase Character Set.

Select character recognition as your input method by tapping the **Input Method** arrow on your taskbar and tapping **Jot Character Recognizer**.

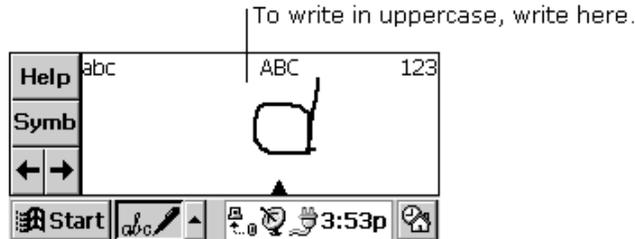
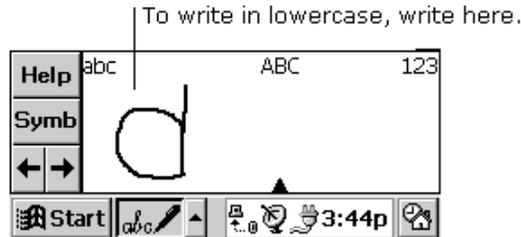


Using your stylus, write a character in the input panel. The character is translated into typed text and displayed at the insertion point on the screen.



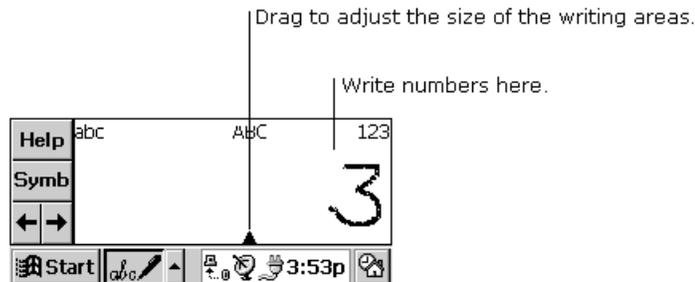
## Areas of the Input Panel

You can write letters in either uppercase or lowercase. How the letter is interpreted and displayed depends on where you write it in the input panel. For example, you can write a letter in lowercase or uppercase, and it will appear in lowercase if you write it in the lowercase letter area (**abc**) of the input panel.



You can also write punctuation and editing marks, and add or delete space in the letter areas (**abc** and **ABC**) of the input panel. For example, draw a horizontal line from left to right to add space, and from right to left to backspace. See the tables at the end of this appendix for details.

You can write numbers in the number area (**123**) of the panel.



You can also enter common punctuation marks in the number area. This allows you to write telephone numbers, birthdays, and Social Security numbers entirely in the number area. See the tables at the end of this appendix for details.

## Symbols

Enter symbols, such as @ or #, on the symbol input panel. Display the symbol panel by tapping the **Symb** button on the input panel or by drawing a vertical line from bottom to top, anywhere in the panel.

When you've drawn the symbol, wait and Jot will display the main panel again automatically, or tap the **Symb** button to return to the main panel immediately.

See the tables at the end of this appendix for a list of symbols that can be entered in this panel.

## Help Writing Characters

The software recognizes several alternative ways of writing a character. If a character you are writing is misinterpreted, you can use Help to see an animated demonstration of how to write the letter. Tap the **Help** button on the input panel, and then tap **Next**. Select the character you want to see, and tap **Show**.

## Options

You can adjust settings to suit the way you work. Tap **Start, Settings**, then **Input Panel**. Select **Jot Character Recognizer** as the input method, and then tap **Options**.

One of your options is to use the Simplified Uppercase Character Set. For more information about how and where to write characters using this character set, see "Simplified Uppercase Character Set" later in this appendix or select this character set in the **Options** dialog box and then tap the **Help** button on the input panel.

## Natural Character Set

The tables in this section show how to use the Natural Character Set to write letters, numbers, punctuation marks, editing marks,

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and symbols. For each character, the tables show alternatives for writing the characters. The dots indicate where the strokes begin; strokes with no dots can be written in either direction. Where appropriate, the stroke sequence is numbered.

### Using the letter areas

You can enter letters, punctuation, and editing marks in the letter areas (**abc** and **ABC**) of the input panel.

#### Letters

Character	Stroke options	Character	Stroke options
a	a a A A	n	n N N
b	b b B B	o	o o
c	c	p	p p
d	d d D D	q	q q
e	e e	r	r R R
f	f f	s	s
g	g g G G	t	t T
h	h h H	u	u U
i	i i	v	v V
j	j j J J	w	w
k	k k	x	x X
l	l l L	y	y Y
m	m m	z	z Z

#### Punctuation

Character	Stroke options	Character	Stroke options
period	.	at	@

Character	Stroke options	Character	Stroke options
comma		double quote	
apostrophe		tab	
question		space	
exclamation		backspace	
ampersand			

### Editing

Character	Stroke options	Character	Stroke options
forward delete		paste	
cut		undo	
cop		carriage return	

### Using the number area

You can enter numbers, punctuation, and editing marks in the number area (**123**) of the input panel.

A horizontal line drawn from left to right is recognized as a space character in the letter area of the input panel and as a dash in the number area.



### Numbers

Character	Stroke options	Character	Stroke options
<b>0</b>		<b>5</b>	
<b>1</b>		<b>6</b>	

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Character	Stroke options	Character	Stroke options
<b>2</b>		<b>7</b>	
<b>3</b>		<b>8</b>	
<b>4</b>		<b>9</b>	

Punctuation

Character	Stroke options	Character	Stroke options
period		/	
comma		\	
dash		[	
tilde		]	
+		=	
*		backspace	

Editing

Character	Stroke options	Character	Stroke options
cut		undo	
cop		tab	
paste			

Writing accented letters

To write an accented letter, write the letter in the letter area and the accent in the number area.

Accented letters

Accent mark	Stroke options	Accent mark	Stroke options

Accent mark	Stroke options	Accent mark	Stroke options
à		ā	
á		ä	
â		ã	

### Using the symbol panel

In the symbol panel, you can enter symbols and characters that can't be entered in the standard input panel.

Character	Stroke options	Character	Stroke options	Character	Stroke options
.				&	
,		!		1	
'		?		2	
-		\$		3	
_		%		±	
~		/		x	
@		\		÷	
<		"		¼	
>		+		½	
[		:		¾	
]		;		®	
[		=		©	
]		#		^	

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Character	Stroke options	Character	Stroke options	Character	Stroke options
{	}	*	✕ ✱	§	§
}	{	£	£	¢	¢
Æ	Æ	¶	¶	‡	‡
æ	æ	◻	◻	...	...
ç	ç	°	°	•	•
ç	ç	«	«	-	---
à	à	»	»	-	---
°	°	¨	¨	ı	<ı
·	·	-	---	ı	>ı
é	é	·	·-	f	f
i	i	¬	¬	§	§
þ	þ	·	·	§	§
þ	þ	·	·	ˆ	ˆ
ð	ð	ı	ı-	˜	˜
ó	ó	-	- /	‘	‘
ø	ø	™	™	’	’
ø	ø	€	€	“	“
ø	ø	€	€	”	”
μ	μ	%	%	,	,

Character	Stroke options	Character	Stroke options	Character	Stroke options
¥		†		”	

## Simplified Uppercase Character Set

You can choose to use this character set instead of the Natural Character Set by selecting it in the **CIC Jot Options** dialog box. This character set gives you fewer options for entering each character, as you're writing in uppercase only, but allows for greater flexibility in writing the letters, so you can write faster.

The tables in this section show how to use the Simplified Uppercase Character Set to write letters, numbers, punctuation marks, editing marks, and symbols. For each character, the tables show alternatives for writing the characters. The dots indicate where the strokes begin; strokes with no dots can be written in either direction. Where appropriate, the stroke sequence is numbered.

### Using the letter areas

You can enter letters, punctuation, and editing marks in the letter areas (**abc** and **ABC**) of the input panel.

#### Letters

Character	Stroke options	Character	Stroke options
<b>A</b>		<b>P</b>	
<b>B</b>		<b>Q</b>	
<b>C</b>		<b>R</b>	
<b>D</b>		<b>S</b>	
<b>E</b>		<b>T</b>	

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Character	Stroke options	Character	Stroke options
<b>F</b>		<b>U</b>	
<b>G</b>		<b>V</b>	
<b>H</b>		<b>W</b>	
<b>I</b>		<b>X</b>	
<b>J</b>		<b>Y</b>	
<b>K</b>		<b>Z</b>	
<b>L</b>		<b>C</b>	
<b>M</b>		<b>æ</b>	
<b>N</b>		<b>B</b>	
<b>O</b>			

Editing

Character	Stroke options	Character	Stroke options
space		cop	
back delete (backspace)		paste	
forward delete		undo	
cut		carriage return	

Using the number area

In addition to numbers, you can enter punctuation and editing marks in the number area (**123**) of the input panel.

A horizontal line drawn from left to right is recognized as a space character in the letter area of the input panel, and as a dash in the number area.



### Numbers

Character	Stroke options	Character	Stroke options
0		5	
1		6	
2		7	
3		8	
4		9	

### Punctuation

Character	Stroke options	Character	Stroke options
{		/	
}		^	
=		%	
+		.	
*			

### Editing

Character	Stroke options	Character	Stroke options
undo		paste	
cut		carriage return	
cop		dash -	

## Writing accented letters

To write an accented letter, write the letter in the letter area and the accent in the number area.

### Accented letters

Accent mark	Stroke options	Accent mark	Stroke options
à		ã	
á		ä	
â		å	

## Using the symbol panel

In the symbol panel, you can enter symbols and characters that can't be entered in the standard input panel.

You can enter punctuation in the punctuation area (**punct**) and symbols in the symbol area (**symb**).

### Punctuation

Character	Stroke options	Character	Stroke options
period		&	
comma		^	
apostrophe		<	
?		>	
!		{	
dash		}	
underscore		\$	

Character	Stroke options	Character	Stroke options
/		*	
\		+	
[		%	
]		TAB	
=		~	

Symbols

Character	Stroke options	Character	Stroke options	Character	Stroke options
!		±		þ	
@		x		Ð	
#		÷		ð	
\$		¼		ø	
%		½		ø	
&		¾		ß	
*		®		µ	
"		©		¥	
:		§		£	
;		¶		¢	

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Character	Stroke options	Character	Stroke options	Character	Stroke options
<b>?</b>		<b>Æ</b>		<b>α</b>	
<b>+</b>		<b>æ</b>		<b>«</b>	
<b>=</b>		<b>ç</b>		<b>»</b>	
<b>[</b>		<b>ç</b>		<b>°</b>	
<b>]</b>		<b>a</b>		<b>-</b>	
<b> </b>		<b>º</b>		<b>¬</b>	
<b>!</b>		<b>¸</b>		<b>·</b>	
<b>1</b>		<b>ç</b>		<b>´</b>	
<b>2</b>		<b>i</b>		<b>¨</b>	
<b>3</b>		<b>b</b>		<b>-</b>	
<b>.</b>		<b>•</b>		<b>^</b>	
<b>™</b>		<b>-</b>		<b>~</b>	
<b>€</b>		<b>-</b>		<b>‘</b>	
<b>£</b>		<b>¡</b>		<b>’</b>	
<b>%</b>		<b>)</b>		<b>“</b>	
<b>†</b>		<b>f</b>		<b>”</b>	

Appendix A | Jot Character Recognizer | 123

Character	Stroke options	Character	Stroke options	Character	Stroke options
#		\$		,	
..		š		”	

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## B | Migrating data from other handheld PC devices

### Migrating from non-Windows CE HP handheld PC devices

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

The HP PIM Translation Utility is available from the HP Jornada compact disk and on the web at [http://www.hp.com/cposupport/handheld\\_computers/software/setup.exe.html](http://www.hp.com/cposupport/handheld_computers/software/setup.exe.html).

This procedure migrates only Appointment Book and Phone Book data. Before translating PIM data files, you must install the version of Schedule+ 7.0a found on the Desktop Software for Microsoft Windows CE compact disk on your desktop PC.

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

### Translating appointment data

Although daily, weekly, monthly, and yearly repeated events are supported in the Appointment Book applications on the HP 100LX/200LX palm-size PCs and HP OmniGo 100/120 organizers and in the Calendar application on the HP Jornada, the Schedule+ application supports only daily and yearly repeated events. Because all translation goes through Schedule+, no direct mapping is available from the older device to Schedule+ for repeating weekly and monthly events. As long as you do not edit imported repeating weekly or monthly events in Schedule+

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before you synchronize them with the HP Jornada, they translate correctly into repeating events on the HP Jornada. If, however, you edit them in Schedule+, they lose their weekly/monthly attribute and are treated as single events.

### To translate appointment data

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

## Translating Phone Book data

This section describes how to translate Phone Book data, and describes Phone Book field mapping and how to modify it.

### To translate a Phone Book data file

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

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

- The left column shows the names of fields extracted from the Phone Book data file. (Only the fields that have data are included.)
- The right column shows the names of Schedule+ fields.
- An arrow in the center column indicates that the data in a Phone Book field in the left column is copied to the corresponding Schedule+ field in the right column. Note that multiple Phone Book fields (for example, Address1 and Address2) can be mapped to the same Schedule+ field (for example, Business address). No arrow in the center column indicates that there is no mapping and, therefore, the data is not copied.

You can add or modify the suggested mappings before translating the data. For example, if you have customized the name of a Phone Book field so that the HP PIM Translation Utility does not know how to map it, you can define a mapping for it yourself.

## Name mapping

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

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

- First name/Last name - Name1 [Name3] Name2 maps to Name1 [Name3] = First Name and Name2 = Last Name.

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

## Mapping additions

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

## Mapping changes

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

## Mapping removal

If a field in the left column should not be mapped to anything, click None from the dropdown list for the corresponding cell in the right column. The None option is not available for the Name field. Translation status review After each translation is finished, whether it completed successfully or was interrupted, the results are written onto the Status screen. Click the Status button on the Welcome screen to see the history of any translations begun during the current execution of the HP PIM Translation Utility.

## Migrating from Palm III and newer products

Palm V™ and Palm III™ series connected organizers can synchronize data with Microsoft Outlook 97/98. Chapura PocketMirror is included with the Palm™ Desktop organizer software so that your HotSync® operations can synchronize data between your Palm Computing handheld and Microsoft Outlook.

To use Chapura's PocketMirror conduit, first install the Palm™ desktop software that is included with your Palm IIIx™ or Palm V™ organizer. If you choose to synchronize with Microsoft

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Outlook, the PocketMirror conduit will be installed with the Palm desktop software. For more information, go to the Palm website at [www.palm.com](http://www.palm.com).

## Migrating from older Palm organizers

If you would like to use PocketMirror to synchronize your PalmPilot or Pilot organizer with Microsoft Outlook, you will need to purchase the commercial version of the software from Chapura™, the maker of PocketMirror. Check with Chapura directly.

## Migrating from other non-HP Windows CE devices

If you already synchronized your data with Microsoft Outlook, you do not need to do anything. If you want to transfer your data from your existing CE device to Jornada, you need to synchronize your current CE device with either Schedule+ or Microsoft Outlook. For more information on how to do this, consult your current CE device user guide or contact technical support for your current CE device manufacturer.

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