

# Quick Start Guide

Congratulations on purchasing the Pocket PC. This *Quick Start Guide* helps you through a successful setup of your Pocket PC and familiarizes you with the basic skills of using your Pocket PC.

**NOTE:** Depending on the model you purchased, the cabinet color may be different from the color shown in this guide.

## Step 1. Identify Components



## Step 2. Perform the Initial Startup

Initial startup includes setting the battery switch and completing the Welcome Wizard.

1. The battery switch should be set to the ON (down) position for normal operation. Pull out the stylus and use it to slide the battery switch to the ON (down) position.

**CAUTION:** Always leave the battery switch in the ON position for normal operation. Changing the switch will cause your data to be lost.



2. Your Pocket PC will automatically turn on and display the “Welcome” screen.
3. To begin the “Welcome” Wizard, tap the screen with the stylus and follow the onscreen instructions to complete the wizard. The wizard presents a brief orientation to Microsoft® Windows® for Pocket PC, helps you align the touch screen and prompts you to select your city and time zone.

## Step 3. Charge the Battery

Fully charge the battery before starting to use your Pocket PC for the first time.

1. Plug the converter to the AC adapter.
2. Connect to AC power.
  - ❶ Connect the appropriate end of the ActiveSync cable to the bottom of your Pocket PC.
  - ❷ Connect the appropriate end of the AC adapter to the power connector on the ActiveSync cable.
  - ❸ Plug the other end of the AC adapter into a wall outlet.



3. The charge indicator glows amber when charging is in progress. Do not disconnect your Pocket PC from AC power until the battery is fully charged, as indicated by the amber indicator turning into green. This will take a couple of hours.

Whenever possible, keep your Pocket PC connected to the AC adapter and a power source. Doing so keeps the battery charged.

## Step 4. Install Microsoft ActiveSync

You can use Microsoft ActiveSync® technology to synchronize information on your desktop computer and/or a Microsoft Exchange Server with the information on your Pocket PC with the information on the desktop computer and/or the server and updates all locations, keeping you up-to-date with the most recent information.

ActiveSync is already installed on your Pocket PC. You need to install ActiveSync on your desktop computer. Follow the procedure below:

### CAUTION:

- Before installation, make sure that you have Microsoft Outlook installed on your desktop computer. If you do not have Outlook or your version of Outlook is earlier than the version provided on the Companion CD, install Outlook from the Companion CD.
- Do not connect your Pocket PC to your desktop computer before ActiveSync is installed.
- During the New Partnership setup, select "Synchronize with this desktop computer." Do not select "Synchronize with Microsoft Mobile Information Server and/or this desktop computer" unless you are sure that your company is running Microsoft Mobile Information Server 2002 or later. Contact your network administrator or ISP for detailed information.

1. Turn on your desktop computer.
2. Insert the Companion CD into the CD-ROM drive of your desktop computer.
3. Click the arrow on the first screen to enter the main screen and click **Start Here**.
4. In the "Start Here" screen, click **Install ActiveSync 3.7** on the left column.
5. In the "Install ActiveSync 3.7" screen, click **Install** to start installation.
6. In the "File Download" screen, click on **Open** if your operating system is Windows XP or click **Run this program from its current location** if your operating system is Windows 2000/Me/98.
7. Follow the onscreen instructions to install ActiveSync.
8. When prompted, connect your Pocket PC to your desktop computer. Connect the appropriate end of the ActiveSync cable to the bottom of your Pocket PC. Connect the USB end of the cable to a USB port on your desktop computer.



9. The “Add New Hardware Wizard” should automatically install the USB driver. (If you need to specify the location of the driver, click **Browse** and select the drive containing the Companion CD.)
10. Follow the onscreen instructions to establish a partnership and synchronize your Pocket PC with your desktop computer.

After your first synchronization, the data you have stored on your desktop computer such as Calendar, Contacts and Tasks is copied to your Pocket PC. You are now ready to take it along with you when you go.

## *Get Familiar with Your Pocket PC*

### Stylus


Use the stylus to navigate and select objects on the screen. Touch the screen once with the stylus to open items and select options.

### Today Screen

When you turn on your Pocket PC for the first time each day (or after 4 hours of inactivity), you will see the Today screen. On the Today screen, you can see at a glance important information for the day.



### Start Menu

Tap  at the upper left corner of the screen to pop up the Start menu where you can select a program to open, customize your Pocket PC or get help.

### Command Bar



Use the Command bar at the bottom of the screen to perform tasks in programs. The Command bar includes menu names, buttons and the Input panel button.

## Where to Find Information

For information on	See this source
Detailed operating information	<i>User's Manual</i>
Programs on your Pocket PC	<i>User's Manual</i> or Pocket PC online Help
Additional programs that can be installed on your Pocket PC	Companion CD or other CD(s) supplied with your Pocket PC
Connecting to and synchronizing with a desktop computer	<i>User's Manual</i> or ActiveSync Help on your desktop computer
Troubleshooting	<i>User's Manual</i>
Last-minute updates and detailed technical information	The Read Me files in the "Microsoft ActiveSync" folder on your desktop computer or the Companion CD
The latest on Windows Powered Pocket PCs	The Microsoft Mobile Devices Web site: <a href="http://www.pocketpc.com">www.pocketpc.com</a>

Microsoft, Windows, the Windows logo, Windows Media, Outlook and ActiveSync are registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries. Microsoft products are licensed to OEMs by Microsoft Licensing, Inc., a wholly owned subsidiary of Microsoft Corporation.