

netpad

EPOC Quick Start Guide

February 5, 2003

P/N A6122 0002 0005.A



ISO 9001 Certified
Quality Management System



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Psion Teklogix warrants a return-to-factory warranty for a period of one year. In some regions, the warranty exceeds this period. Please contact your local Psion Teklogix office for details. For a list of offices, see “Worldwide Offices” on page 50. The warranty on Psion Teklogix manufactured equipment does not extend to any product that has been tampered with, altered, or repaired by any person other than an employee of an authorized Psion Teklogix service organization. See Psion Teklogix terms and conditions of sale for full details.

Service

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

Support Services

Psion Teklogix provides a complete range of product support services to its customers. For detailed information, please refer to “Support Services And Worldwide Offices” on page 49.

Disclaimer

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Approvals And Safety Summary

CE Declaration Of Conformity

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

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

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

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

Year of Manufacture: 2002

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

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

Manufacturer: Psion Teklogix Inc. Ontario

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

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Low Voltage Directive: 73/23/EEC

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

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Cedex 3; France

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

Manufacturer: Psion Teklogix Inc. Ontario

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

FCC Information For The USA

FCC Declaration Of Conformity (DoC)

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

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

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

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

Year of Manufacture: 2002

Standard(s) to which Conformity is Declared:

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

Applicant: Psion Teklogix Inc.
Mississauga, Ontario, Canada

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

CE Marking

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

R&TTE Directive 1999/5/EC

This equipment complies with the essential requirements of EU Directive 1999/5/EC (Declaration available: www.pSIONteklogix.com).

Cet équipement est conforme aux principales caractéristiques définies dans la Directive européenne RTTE 1999/5/CE. (Déclaration disponible sur le site: www.pSIONteklogix.com).

Die Geräte erfüllen die grundlegenden Anforderungen der RTTE-Richtlinie (1999/5/EG). (Den Wortlaut der Richtlinie finden Sie unter: www.pSIONteklogix.com).

Questa apparecchiatura è conforme ai requisiti essenziali della Direttiva Europea R&TTE 1999/5/CE. (Dichiarazione disponibile sul sito: www.pSIONteklogix.com).

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

Este equipamento cumpre os requisitos essenciais da Directiva 1999/5/CE do Parlamento Europeu e do Conselho (Directiva RTT). (Declaração disponível no endereço: www.pSIONteklogix.com).

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

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

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

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

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

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



Use of the 802.11 netpad in France:

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

FCC Information To The User

Radio And Television Interference

This equipment radiates radio frequency energy and if not used properly—that is, in strict accordance with the instructions in this manual—may cause interference to radio communications and television reception. It has been tested and found to comply with the limits for a Class B digital device pursuant to part 15 of the FCC Rules. Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and
2. This device must accept any interference received, including interference that may cause undesired operation.

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

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

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

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

Radio Frequency Emissions

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

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

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

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

Important Safety Instructions

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

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

Emissions Information For Canada

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

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

Infrared Device Safety

Class I LED Product

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

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

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

Integrated Scanner Safety

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

Battery Safety Precautions

CAUTION!

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

VORSICHT!

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

Lithium-Ion Battery Safety Precautions

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

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

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

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

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

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

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

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

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

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

I. Introduction

This guide provides information on the operation and features of the Psion Teklogix netpad. For additional information, refer to the *netpad EPOC User Manual*, the online help, the documentation supplied with the application you are using, and PsiWin online help, available on your PC when PsiWin is installed.

I.1 Applications Installed On The netpad

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

The following standard programs are available:

- **Word**, a word processor for writing letters and other documents.
- **Sheet**, for spreadsheets, tables, and graphs.
- **Contacts**, an address book.
- **Agenda**, a diary program for appointments and lists of things to do.
- **Email**, for sending and receiving e-mail, SMS and fax messages.
- **Opera**, for browsing the World Wide Web.
- **Calc**, a calculator with general and scientific features.
- **Jotter**, a notebook for jotting down ideas quickly.
- **Time**, for alarms and a world map with international times and dialling codes.

- **Data**, a customizable database program.
- **Sketch**, for drawing pictures.
- **Record**, for recording and editing voice memos and sounds.
- **Program**, the editor in which you can create programs using the built-in programming language.
- **Spell**, for checking spelling, thesaurus, solving anagrams and crossword clues.
- **Comms**, for terminal emulation and file transfer.

1.2 Caring For The netpad

Screen

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

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

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

Charging

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

Backup Battery

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

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

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

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

Drop Rating

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

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

IP Rating

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

Operating Temperature

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

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

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

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

Storage Temperature

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

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

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

Humidity

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

Magnetic Fields And Static Electricity

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

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

Service

Do not attempt to dismantle the netpad.

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

1.3 Additional Programs And Third Party Applications

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

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

2. Getting Started

2.1 Features Of The netpad

The EPOC netpad is a 32-bit mobile tablet computer with a 1/2 VGA touch-sensitive screen. netpad is lightweight, shock and water-resistant, and designed for use in a wide range of business areas including field service, field sales, transport, health care, hospitality, manufacturing and insurance. It is available in variants with internal GSM/GPRS, 802.11b radios and scanners.

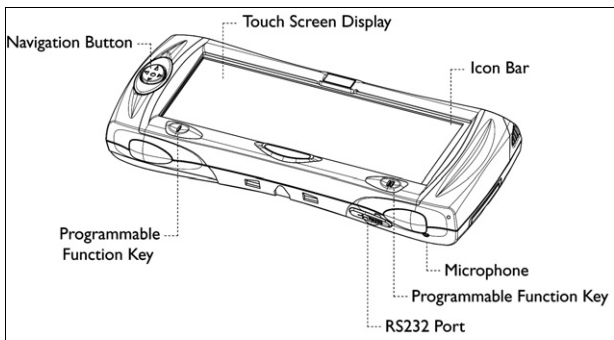


Figure 2.1 netpad Front

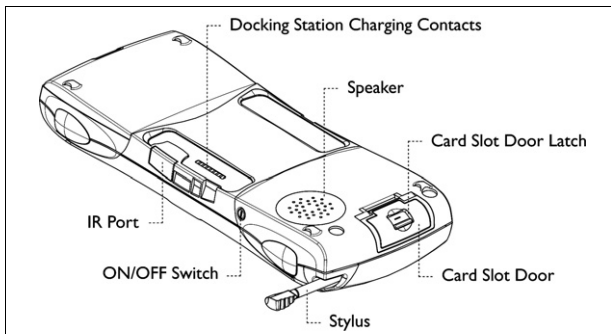


Figure 2.2 Back Of netpad

2.2 Preparing The netpad For Use

2.2.1 Fitting The Antenna

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

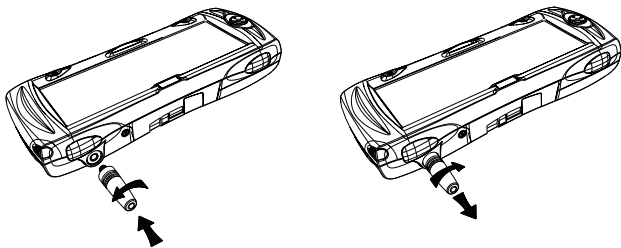


Figure 2.3 Antenna Insertion And Removal

2.2.2 Use Of The Soft Belt Holster

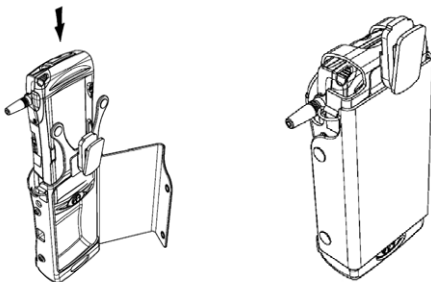


Figure 2.4 Insertion Of netpad In Holster

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

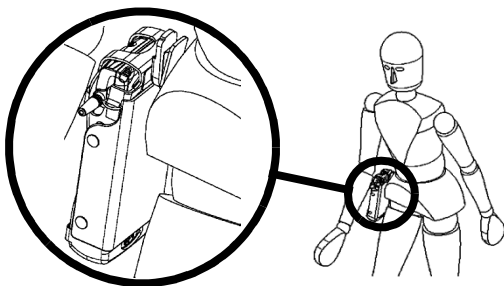


Figure 2.5 Holster Position On Body

2.2.3 Power Management

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

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

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

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

The netpad can be powered from AC when used in the docking station (see page 47). When the netpad is powered from the docking station, it will also charge the battery pack.

Fitting The Battery

Before you can use the netpad you must fit the battery—slide it into place until it clicks, as shown in Figure 2.6 on page 25.

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

Charging The netpad Battery Pack

To charge the battery, attach the battery pack to the netpad and place the complete netpad in a netpad docking station (for instructions, please refer to page 47), or place the battery in one of the optional battery chargers. The standard (850 mAH) netpad battery will normally be fully charged within 2 to 2.5 hours (3 hours for a 1400 mAH battery pack).

How Do I Check The Battery Power?

To check the battery power, tap the **Menu** icon to the right of the screen (see “The Screen, Command Icons, And Toolbar” on page 32), and select the *Information* menu, then **Battery**. The Summary panel gives a brief description of the state of the main battery and the backup battery as well as a percentage of charge remaining.

Changing Battery Packs

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

1. Switch the netpad off.
2. Press on the battery pack latch to remove it (see Figure 2.6 on page 25).
3. Push in the replacement battery pack.

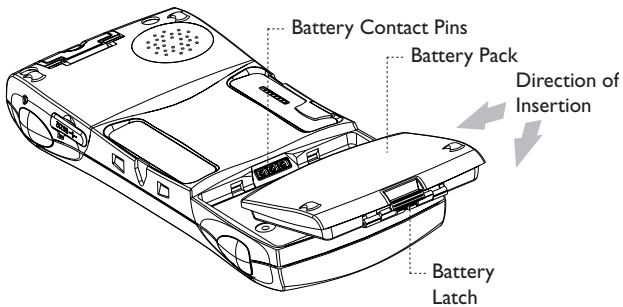


Figure 2.6 Battery Insertion

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

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

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

Prolonging Battery Life

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

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

Internal Backup Battery

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

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

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

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

2.2.4 Multimedia Cards

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

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

Inserting And Removing An MMC

- Open the card slot door located on the side of the unit by sliding the retaining latch. Push the MMC into place until it clicks. Close the door.

- To remove an MMC, open the door and push the card. Store your MMC safely, particularly if it contains valuable data.

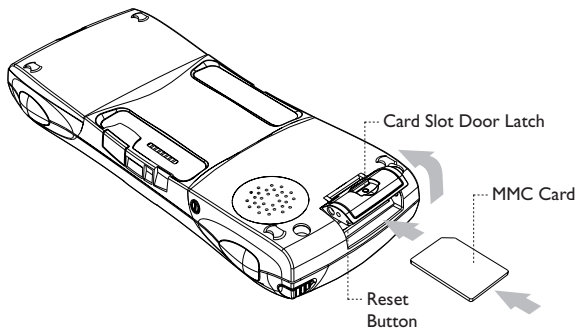


Figure 2.7 MMC Slot Location

2.2.5 Installing And Removing The SIM Card

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

The SIM card slot is located behind the Card Slot door on the right-hand side of the netpad; and is located below the Multimedia card (MMC) slot (see Figure 2.8 on page 28).

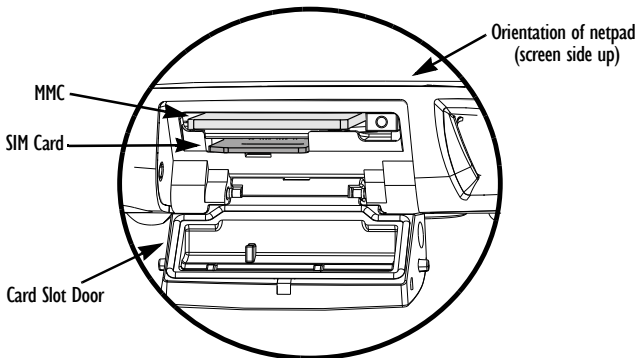


Figure 2.8 Location Of SIM Card And MMC

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

Inserting The SIM Card

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

- Remove the battery pack from the netpad.
- Open the card slot door located on the side of the unit by sliding the retaining latch.
- Push the SIM card into place until it is fully inserted. Note the orientation of the card, shown in Figure 2.9 on page 29, with the notch of the card on the left, trailing side. Close the door.

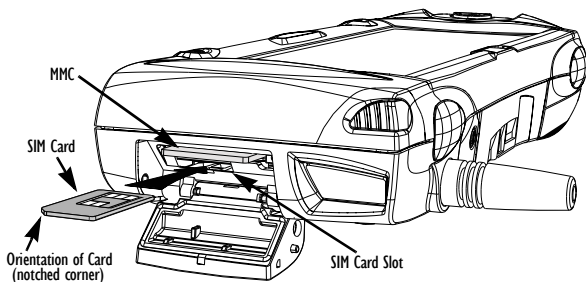


Figure 2.9 Insertion Of SIM Card

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

If the SIM card is inserted incorrectly, it must be removed by following the instructions on page 30: “Removing The SIM Card”.

Removing The SIM Card

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

- Open the card slot door and grasp the card on the cross-hatch area (see Figure 2.10 on page 30), using the special removal tool supplied, a pair of tweezers, or long-nosed pliers. Pull the card out carefully.

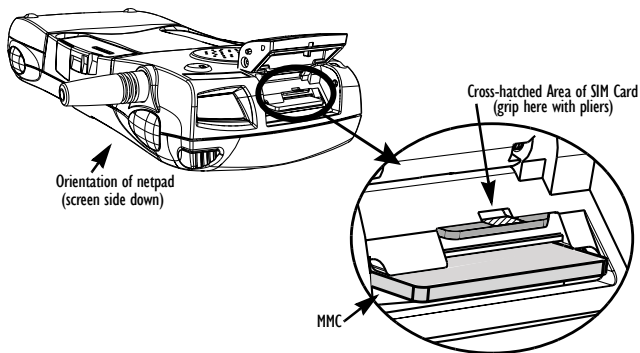


Figure 2.10 Removal Of SIM Card

2.3 Turning On And Off

To switch on:

press the **On/Off** button on the top. When you first do this, you'll see the System screen.

Note: *The ability to turn on the unit by tapping the screen is configured and controlled by a setting under the Power Icon on the Control Panel. The netpad can also be switched on under program control, such as when an alarm rings.*

To switch off:

press the **On/Off** button on the top. You can switch off at any time. You do not have to save your information first, as it is automatically saved for you. However, if you are working with a file on the MMC, save the file before switching off the netpad and removing the card.

Note: *If you do not use the netpad, it will automatically switch off after 5 minutes to save battery power. Switch it on again, and you can continue from where you left off. (The time for automatic switch off can be modified via the Control Panel.) The netpad also has other features for minimizing its power consumption and maximizing battery life. These features can be accessed via the Control Panel.*

2.4 Finding And Using The Stylus

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

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

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

- the program icons, to open a program.
- the command icons, for "shortcuts" to System functions, e.g. the menu bar, cutting and pasting, Infrared, zooming in and out.

Note: *If the screen doesn't respond to your taps, you may need to re-calibrate it. You can do this by opening the **Screen** icon from the Control Panel*

2.5 The Screen, Command Icons, And Toolbar

The netpad screen has a column of permanent “command icons” on the right-hand side. From top to bottom, these are:

Menu:

Displays the menus for the current program. Menus are displayed along the top of the screen.

Contrast and brightness control:

Tap the icon repeatedly to cycle through the default brightness levels.

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

Zoom control:

Tap the icon repeatedly to cycle through the zoom settings. The settings depend on the application you are in, and are stored independently for each application.

Keyboard:

Displays the Psiboard, the on-screen keyboard.

System command icon:

When you are in a program, the System command icon displays the System screen. From the System screen, tapping the icon displays the Program bar containing the icons for the programs installed on your netpad.

When you are in a program, the program’s Toolbar is usually displayed to the left of the command icons. This Toolbar contains four icons with the name of the program above them. Tapping on the name displays the list of open files and folders. Below the name are four icons that vary from program to program and are the most commonly used functions for each program.



2.6 How To Reset The netpad

If you find that you cannot exit a program normally, move to the System screen and select the **List open files** command from the *File* menu. Select the program from the list and press the **Close file** button. If this does not work, or if your netpad appears to have “locked up”, you can always perform a “soft reset”. This should restart your netpad while preserving most of your information.

It is worth trying a soft reset if the keys on the netpad do not appear to respond, or if the netpad appears to switch on and you are sure that the batteries are good (especially if the contrast adjustment still appears to work), but the screen is otherwise blank.

To perform a soft reset:

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

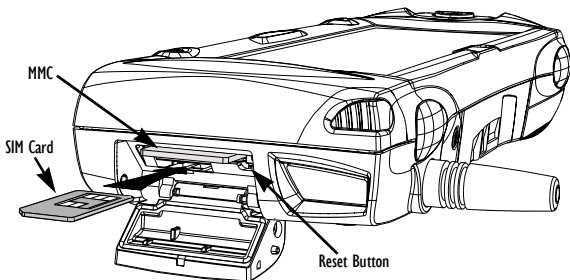


Figure 2.11 Reset Button Location

Press the On/Off button to restart the netpad—you will hear two beeps during boot-up to indicate the reset. After a soft reset, any changes to open files will be lost. Your other files on the internal disk

will almost always be safe.

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

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

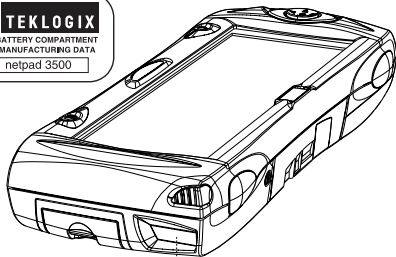
To perform a hard reset:

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

2.7 The Scanner

When fitted with a bar code scanner, the netpad may be used to read industry standard bar codes.

To scan a bar code, point the scanner window at the bar code, ensuring that the scanner window is not obstructed and that you are between 5 cm (2 in) and 60 cm (24 in) from the bar code. Activate the scanner as instructed in the software application’s operating instructions. The scanning beam should be energized until a successful decode is achieved or three seconds have elapsed.



Scanner Window ...

Figure 2.12 Scanner Location

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

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

2.8 First Steps

When you first switch on the netpad, you will see the System screen. This is the “desktop” where you can view your files and folders, and change settings that control how the netpad works.

- All the information you enter into the netpad is contained in files; their names are displayed in the System screen, beside icons that represent the programs that created them.
- All your files are stored in folders. When you start using the netpad, the contents of the *Documents* folder is displayed.
- The System screen’s *Title bar* shows you which folder is currently displayed on the screen. When you start, you are in the *Documents* folder on the *C (Internal) drive*.

You can have as many folders as you wish, and create folders within other folders. Folders can contain files created in a variety of programs; they are not restricted to files from a single program.

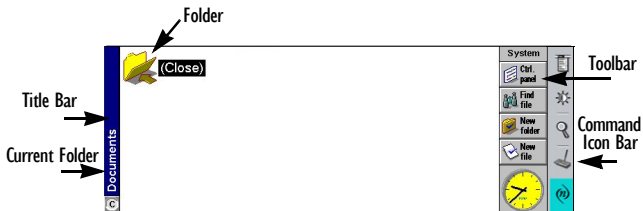
2.8.1 Aligning The Touch Screen

You can ensure that the touch screen is properly calibrated using the Screen menu.

1. In the System screen, tap on Control Panel on the Toolbar, or select the command from the *Tools* menu.
2. Tap the **Screen** icon.
3. The **Screen settings** dialogue comes up. Tap the **Calibrate** button at the side of the page, then follow the instructions on the screen. You will be asked to tap the centre of each point indicated on the screen. At the conclusion of the test, the calibration will be completed when you accept the new settings by tapping on the **Yes** button.

2.8.2 Navigating Between Files And Folders

- Tap on a folder icon to move to that folder, tap on the **Close folder** icon to close it and move back up a level.
- Tap on a file to select it, tap again to open it. If the file name is displayed in bold, the file is open, and tapping it will move straight to the file.



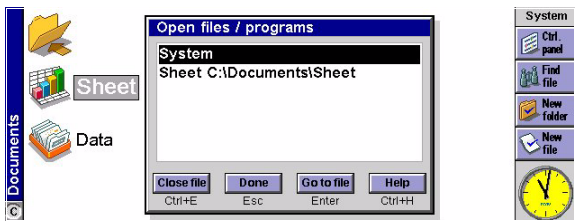
2.8.3 Starting Programs

When you open or move to a file, the correct program for this file is started automatically. You can also start programs by tapping on the appropriate program icon.

- If necessary, tap the **System** icon (n) at any time to move to the System screen.
- Tap on it again to display the *Program* icon bar, which contains more program icons.

You don't have to close one program before opening another, just tap on another program icon, and that program will open too.

You can see what files and programs are open from the System screen by using the *List open files* command from the *File* menu, or by tapping on the name in the top right corner of the screen.



2.8.4 Programs And Files

When you run a program, it will usually display the currently open file, or the file that you last looked at. If you want to write a new letter, draw a new picture, create a new database and so on, you'll need to create a new file for the particular program involved.

To create a new file:

select the **Create new file** command on the *File* menu and type in the name for the new file (see “Entering Information” on page 39). The file will now be created, and the current file will be closed and saved at the same time. You can start entering your information.

You can also use this command in the System screen to create a new file. Usually, this creates a file using the standard settings; creating a file from within a program creates a file that already has any settings or preferences you have set up in the program.

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

2.8.5 Entering Information

You can enter information and complete tasks using the stylus or the Psiboard. The Psiboard is displayed by tapping the **Keyboard** command icon.



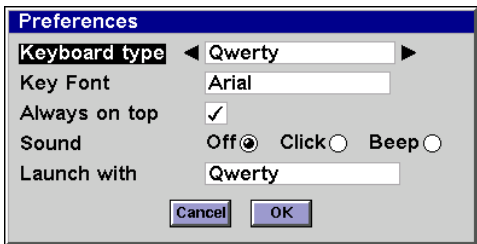
You can:

- Move the keyboard by tapping the title bar and dragging it.
- Resize the keyboard by dragging the bottom right-hand corner.
- Minimize the keyboard by tapping the **underline** symbol on the top right-hand corner of the keyboard.

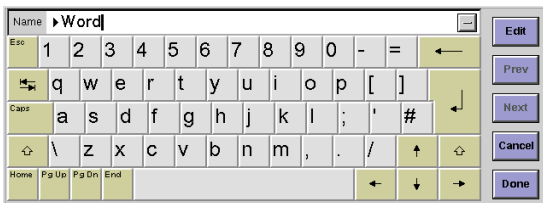


- Maximize the keyboard again when you need to type something, by tapping the **underline** symbol.

Tap the **P** symbol to display and set the keyboard preferences; for example if you're using a program such as Word in which you need to type a lot of text, you may want to set 'Always on top' to prevent the Psiboard from disappearing every time you tap on another part of the screen. Then, to move the Psiboard out of the way, minimize it.



When you are in a dialogue in which you need to enter information, Psiboard is displayed in a different mode. When you tap twice in a line, the keyboard opens. As you type the text is shown. When you tap **Done**, the keyboard closes and the line of text is entered in to the dialogue. You can use the **Next** and **Prev** buttons to move between items on the dialogue.



Note: *Psiboard is the netpad's default keyboard. If you load a different keyboard you can use this instead. In the Control Panel, select the **Text input** icon, and select the new application from the list.*

2.8.6 Displaying Help

Help can be displayed at any time from the standard netpad programs including the System screen. Help information is contained on a series of “Help cards”. Help is specific to the program that you are using; wherever you are, you can just type a “clue” to search for the information you need.

***Note:** The online help contains more detailed information than is included in this guide.*

To display Help:

Select the **Help** command from the *Tools* menu. In the System screen, general help on the netpad is also available.

To search for help about something:

type your clue into the *Find:* box, and press **Enter**. If the *Quick find* button is selected from the Toolbar, the display will show a list of Help cards with the clue in the title or initial description. Alternatively, if the *Find in all* button is selected, the display will list all cards with the clue in the text. To move between cards, tap on the **Prev** or **Next** buttons, press **Enter**, or use the left and right arrow keys.

To look through the help text:

drag the scroll bar on the side of the Help card, or tap the up and down arrow keys.

To print the current Help card:

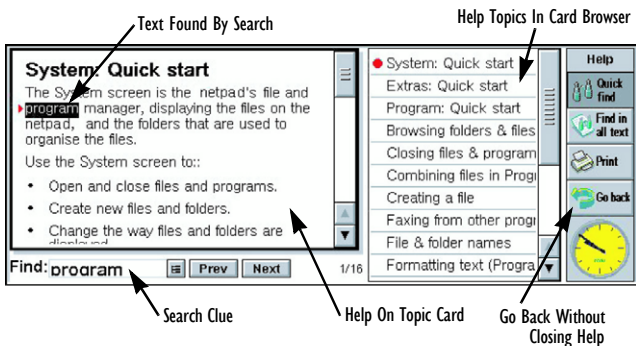
tap the **Print** button on the Toolbar or select **Print** from the *File* menu.

To type in another search word: press **Esc**, and then type in the word to search for as before. To use one of the last five search words again, tap on the button next to the **Find:** box, or press **Tab** and select the word you want to use.

To return to the program you were using:



tap the **Go back** button on the Toolbar, or tap the program's icon.

Note: You can highlight text in a Help card using the stylus or keyboard, and copy it to use in a file of your own. Copy the text by selecting the **Copy** command from the Edit menu. Then go to your own file, and paste it in.



2.8.7 Using Menus

You can usually select a menu command to perform each task.

- Press the **Menu** key on the Psiboard or tap on the  command icon to see the available commands on the *Menu bar*.
- Tap on the menu names and commands, or use the arrow keys to move around the menus. Tap on commands marked with a  or press the **right arrow** key to see further commands.

Note: You can press the short-cut key combinations shown next to the commands as a quick way of selecting them, e.g. **Ctrl+M**, means hold down the **Ctrl** key and press the **M** key at the same time.

A menu command with three dots at the end means that selecting the command will display a “dialogue” where you enter more information (see Section 2.8.8).

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

2.8.8 Using Dialogues

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

Textbox:

where you just type in your information. When you tap in the textbox, Psiboard opens so you can type in.

Listbox:

where you select from a number of options. You will see left and right arrows around the current selection; you can change the selection by tapping on the arrows, by pressing the left and right arrow keys, or by typing the first letter of the option you want. You can usually tap in the box or press the **Tab** key to see a list of the available options.

Checkbox:

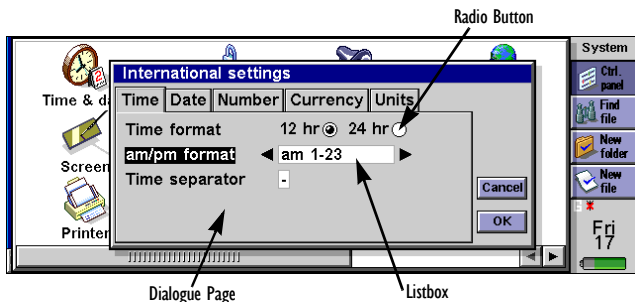
where you make a choice between selecting an option or not selecting it. Just tap on the checkbox, or press the left and right arrow keys to add or remove a checkmark.

Radio buttons:

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

If a dialogue line is grey, it is currently not available, usually because you have to select something else first. For example, if you have not checked the box to set an alarm for an Agenda entry, the lines to set the alarm time and date are grey. Some dialogue lines only appear when another option has been chosen.

Some dialogues comprise a number of “pages”, each page has a “tab” at the top. Tap on the tab, or move the highlight to the tab name, to go to that page. You can also move a dialogue around the screen by holding the stylus on the dialogue title bar and dragging it across the screen.



Dialogue Buttons

Dialogues may have on-screen buttons. Tap on the button. Some buttons have a standard keypress equivalent:

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

How To Display A Calendar

In most dialogues in which you can type a date, move to the date line then tap again or press **Tab** to display a calendar.

Today’s date is circled, and the date currently displayed in the dialogue is highlighted. To select another date, move to the date you want and press **Enter**. Use the buttons on the top line, or further presses of the **Tab** key, to display a three month or twelve month calendar. Use the “dog ears” to move between the pages of the calendar.

You can also display a calendar from the Agenda program. See the *Agenda* document for more details.

2.8.9 Copying Information Between Programs

You can insert information created in one program into a different program. This is known as “inserting” an “object”.

For example, you may want to add a picture to a letter you are writing. To do this, write the letter as normal, for example using the Word program. Then, while in Word, tap the **Insert sketch** button on

the Toolbar or select the command from the *Insert* menu. This will start the Sketch program (if it is installed), where you can create the picture. Close Sketch when you have finished and the picture will be inserted into your letter.

Sometimes the object you insert can be displayed as an icon, for example, if you insert a large amount of Word text into an Agenda entry. (Agenda is netpad's standard calendar program.) Alternatively, you may prefer to see the actual information added, e.g. a map to view in the Word file.

For example, you may wish to:

- insert tables of figures and graphs from a spreadsheet such as Sheet into a Word file. You can add labels and titles to the graph in Sheet before inserting it in the Word file.
- keep a map of how to find a restaurant as a sketch, perhaps attached to an Agenda entry for the day that you're going there.
- create a Sketch file of your signature, and insert the signature when you write letters in the Word processor.
- keep handwritten notes and ideas in Sketch. You can then insert them into the Jotter notepad program or a Word file if necessary.

3. The netpad Docking Station

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

3.1 Using The Docking Station

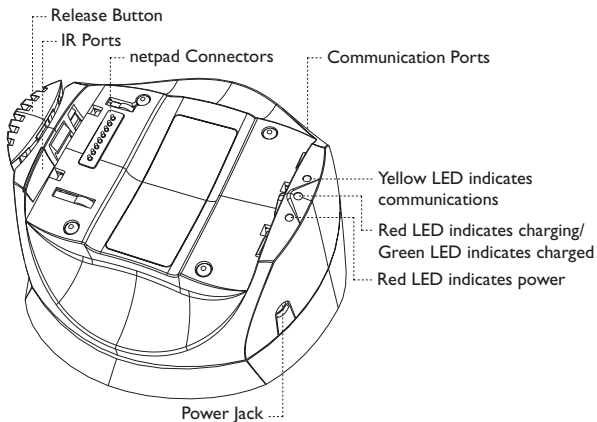


Figure 3.1 Docking Station Features

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

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

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

3.2 Communications Settings

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

In the *Link to desktop* dialogue (from the *Tools* menu in System screen), the Link options are: **Off**, **Cable**, or **Infrared**.

- **Cable** specifies using the RS232 communications port on the left-hand side of the machine.
- **Docker** specifies using the RS232 communications port on the right-hand side of the docking station.
- **Infrared** specifies using the IR port on the back of the netpad.

For details on configuring the *Modems* dialogue of the Control Panel, please refer to the *netpad EPOC User Manual*.

4. Support Services And Worldwide Offices

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

4.1 Technical Support

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

4.2 Product Repairs

International

For product repairs, please contact your local Psion Teklogix office (see “Worldwide Offices” on page 50).

Canada/U.S.A

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

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

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

Fax: 1 905 812-6304

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

4.3 Worldwide Offices

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