



Myfriend **User's Guide**

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Chapter 1

Introduction to *Myfriend*

WHAT IS *Myfriend*?

Myfriend is a portable device designed for work, study and leisure time.

Thanks to its wide high definition display, *Myfriend* is ideal for reading Microsoft Reader LIT eBooks.

Based on Microsoft Windows CE 3.0 operating system, *Myfriend* has a built-in modem, allowing users to either navigate the Internet with the use of the Microsoft Internet Explorer browser, or send and receive emails.

The built-in microphone located on the front allows you to record vocal messages, while the speaker makes it possible to listen to audio MP3 files.

Myfriend FOR WORKING

Myfriend is an ideal device for the immediate use of manuals, dictionaries, guides, codes, graphics, and documents. Texts and hypertexts can easily be updated through the Internet, and all this is available into a small portable device.

Myfriend FOR STUDYING

With *Myfriend* you will always have at hand dictionaries, encyclopaedias, educational material and notes with the use of advanced search functions. The built-in speaker can be of great help in order to learn a foreign language. All this can be found in just one device.

Myfriend FOR LEISURE TIME

Myfriend is a simple and practical device that can be used during leisure time, at home or travelling. With *Myfriend* you can take your favourite books and magazines anywhere you go, play games and listen to music in your moments of relax.

PACKAGING CONTENTS

The package contains the following items:

- ✓ *Myfriend*
- ✓ One back-up stylus
- ✓ AC adapter
- ✓ “First time user” guide with Cd-ROM

The device is shipped in protective packaging. Save and use for transporting or long-term storage of the unit.

Chapter 2

A closer look at *Myfriend* - Hardware

FRONT VIEW



1 Display

The *Myfriend* liquid crystal display (LCD) is an example of high quality technology. The 7,5" high definition display makes both reading eBooks and using the device an enjoyable experience.

The Portrait mode emulates the proportions of a book, making *Myfriend* even more user friendly.

Thanks to its high quality colour technology, the display supports more than 65 thousand colours, making *Myfriend* the ideal device for viewing images and graphics.

Myfriend display is Clear Type compatible, a technology adopted by Microsoft Reader to offer the best reading experience possible on a liquid crystal display.

2 Microphone

Using the built-in microphone found on the front right hand side of *Myfriend*, you can record vocal messages.

Myfriend is designed to perfectly record all sounds within 25-30 cm, the normal reading distance. To record voice, you just have to speak with a natural voice at this distance.

3 Rocker Switch

The Rocker switch implements some functions already present on the keyboard which appear on *Myfriend's* display. It can be used in place of the arrow keys Up, Down and Enter.

To activate the functions of the arrow keys Up and Down, move the Rocker switch up or down. To activate the function Enter, just press down on the key.

4 Power On/Off

Power on/off starts or puts the device on standby.

To turn on the device, just press the key once and after less than a second *Myfriend* is ready for use.

To turn off the device, keep the key pressed for at least 3 seconds. Once turned off, *Myfriend* will store the last screen, so when it is turned on again this will appear.



Turning off Myfriend may cut off the connections in progress.

TOP VIEW



1 Modem

The 56K built-in modem allows you to navigate the Internet and download emails.

To connect, plug into *Myfriend* the RJ-11 connector of the telephone cable that is already connected to the telephone socket.

2 USB (Universal Serial Bus)

USB allows *Myfriend* to establish communications with a desktop PC and other devices. A USB cable (not included) is needed for this purpose.

3 PCMCIA

External removable storage media such as Memory Cards, PC Cards, GSM and GPS devices, can be added to expand *Myfriend*'s functionality.



Note! For some PCMCIA cards it is necessary to check the availability of the Windows CE drivers.

4 IrDA

IrDa infrared port allows for a wireless connection of *Myfriend* to a laptop or desktop PC.

5 Earphones

Plug-in the earphones into the jack.



Caution! To avoid injuries, turn down the volume before wearing headphones. When earphones are plugged-in, the speaker is disconnected.

6 Stylus

Lodging for the stylus.

BOTTOM VIEW



1 Power Supply

Allows you to connect to AC power through the AC adapter included in the package.



When light near the jack is turned on, the internal battery is being in recharging.



It is possible to use Myfriend while recharging the internal battery.

2 Reset Button

The reset button can used in case the software crashes.

To reset the device, press the button by using the tip of the stylus.

3 Serial port

Allows you to establish communications with peripherals or to a PC.

4 Smart Card Reader

A slot designed to insert a smart card in SIM format.

5 Smart Media

A slot designed for Smart Media memory cards.

BACK VIEW

1 Speaker

Designed to listen to music and sounds.

2 Battery switch

Activates or deactivates *Myfriend*'s internal battery.

To activate the internal battery, move the switch down by using the tip of the stylus. Moving the switch up deactivates the internal battery so that *Myfriend* is able to work only using the external source of power.



Caution! If not absolutely necessary, do not deactivate the main battery because all data will be lost. Always try to reset the device as previously described.

Chapter 3

Getting *Myfriend* started

THE STYLUS

The stylus is used to select commands by tapping on *Myfriend's* touch screen. The stylus is an ideal tool to execute commands precisely and efficiently.

The sound made by the stylus when touching the screen corresponds to the “click” of the mouse.

The stylus can be used to select icons or input data into the device:

1. to select, drag the stylus on the display;
2. to view the options, tap and keep the stylus pressed on the desired icon.

In a short time you will see how easy and fun it is to use the stylus.

FEEDING AND RECHARGING BATTERIES

AC Adapter

The **AC adapter** can be used either to recharge the battery or to work with the device connected to AC power.

When the yellow light near the jack is turned on, charging of the battery is in progress.

Start Up



Before turning on the device, control that the battery is charged or that Myfriend is properly connected to AC power.

A few simple, effective and safe steps are needed to start up *Myfriend*.

Simple, within the first few minutes you will perfectly know how to use *Myfriend*.

Effective, with a few tabs you will calibrate the touch screen, customize functions and set date and time.

Safe, because you just need to follow the set up wizard to customize and make the most out of your *Myfriend*.

Before you can use *Myfriend*, you first need to:

- turn on *Myfriend* by gently pressing the Power on/off button;
- tap on the display to calibrate the device;
- on the display a target will appear, carefully press the stylus on the centre of the target and repeat as the target moves on the screen;
- tap again on the screen to end calibration;
- set date and time;
- set owner information.



*Such information are not mandatory and can be modified anytime by selecting: **Start - Settings - Control panel - Owner.***

- tap again on the screen to end calibration.

Chapter 4

A closer look at *Myfriend* - Software

OPERATING SYSTEM

Once started up, *Myfriend* offers a user friendly interface thanks to its operating system which is similar to Microsoft Windows on a PC desktop.

Microsoft Windows CE 3.0

Microsoft Windows CE 3.0 is an operating system designed so that PDAs can share data with PCs and connect to the Internet.

Desktop

The icons on *Myfriend*'s desktop are the same as those found on any desktop PC: My Computer, Recycle Bin, Internet Explorer as well as the Start button located at the bottom left hand corner.

The Desktop icon is located at the bottom right hand corner and on its left other icons can be found.

- ✓ Input Panel - to open the built-in keyboard to input data;
- ✓ Power Status - displays the current power source;
- ✓ Time.

Start Menu

The **Start Menu** contains the following functions:

Programs	a list of the installed programs
Favorites	a list of web pages contained in the Favourites folder
Documents	a list of the last 10 documents used
Settings	contains Control Panel and TaskBar
Help	on line user's guide to Windows CE
Run...	launch of programs and opening of documents by specifying their path

Suspend to turn off *Myfriend* either tap on **Suspend** or press the Power on/off button

Control Panel

Allows you to modify Windows CE default settings.

To open the Control Panel double tap on the **My Computer** icon or select **Start – Settings – Control Panel**. Once you have opened the Control Panel, select **View - Details**.

Backlight

This function allows you to set the display's brightness. To open this window, double click on the **Backlight** icon.

To set the brightness of the display, adjust the slider to fine-tune the settings for this purpose, then tap on **Apply** to enable the new settings.

Communications

Through this window is possible to configure a PC connection and to setup the type of connection to be used.

To open this dialogue box, double tap on the **Communications** icon.

To configure the connection to a PC, select **PC Connection** within the **Communication Properties** menu. The function **Allow connection with desktop computer when device is attached** must be selected, for this purpose tap on the **Change** button and choose the desired connection within the drop-down menu.



*If you cannot find the desired connection in the drop-down menu, you can create a new one through: **Start - Programs – Communication Remote Networking**.*

The **Device Name** tab within the **Communication Properties** window, allows you to modify the name used when identifying your device from other computers. In the **Device Name** dialogue box, type in the name of your device without spaces and in the **Device description** dialogue box, type in a brief description.

Date/Time

To open this window double tap on the **Date/time** icon.

The **Date/Time** window is user friendly. The month and year set by default appear on the top left hand side, to change them, tap on the arrows on either side of the month shown. To change the date, select it in the calendar.

The time setting appears on the top right hand side, below you will see the drop-down menu to set the time zone.

To set the time use the **Input Panel** or drag the little arrows near the value for time.

To set a different time zone, select it from the drop-down **Time Zone** menu.

To activate the daylight savings time, select it from the menu.

To enable the new settings, tap on the **Apply** button and then **OK**.

Dialing

To open this window, double tap on the **Dialing** icon.

Through this function you can use *Myfriend's* built-in modem to connect to the Internet. Modifying the setting of the **Dialing Properties** menu, you can configure the **Dialing Location** that is the connection to the telephone network.

You can set up as many **Dialing Locations** as you need, for example to dial up from work, home or while travelling.

The Dialing Location corresponds to the place you are calling from. For example, if you are calling from a hotel, the number you dial will have to include the number of the switchboard. If you travel a lot for work, it is possible to configure different dialling locations for each city and country. It is also possible to set up a dialling location that is not necessarily associated to a specific geographical area. For example, it is possible to create various dialling parameters using different phone cards or telephone companies.

To modify the Dialing Location, select the desired country and area code, then type in or modify the prefixes for calling and finally select the desired options near the **Dial** box.

To set up a new Dialing Location, tap on the **New** button, type in the desired location using the Input Panel and then tap on **OK**.

The **Dialing Patterns** option opens a dialogue box where it is possible to configure the number that will be dialled. This function is necessary in order to create a remote connection to ISP devices. You need to select the letter **G** in the boxes for Local, Long Distance or International Calls.

To deactivate the call waiting system, select the deactivate **Call Waiting** menu and choose the correct number sequence in the drop-down menu or type in a new one using the Input Panel.

Display

This function allows you to modify the backlighting, select a background image and theme for your desktop.

To open this window, double tap on the **Display** icon.

Within the **Background** tab, select the **Image** you want as the background of your desktop.

To locate an image in another folder, select **Browse**. If you want the image to cover the entire desktop, select **Tile image on background**.

The **Appearance** tab allows you to select a colour for each setting.

The **Scheme** drop-down menu allows you to select 13 different colour schemes which can be immediately viewed on the **Apply** button.

Myfriend allows to create a customised colour and store it.

The drop-down **Item** menu allows you to select the item desired and change its colour by tapping on the button found on the right.

By tapping on the **Apply** button, you can immediately view the result. Once you have selected the desired colour, tap on **Save** and a dialogue box will open: type in your name of choice for the colour scheme you have created.

Using the **Backlight** tab, you can set the display to dim after a certain time. You can tick one of the two following options:

- ✓ Automatically turn off backlight while on battery power
- ✓ Automatically turn off backlight while on external power

Once you have specified the amount of time, the display will dim automatically.

Then tap on **OK**.

Input Panel

It allows you to set the Input Panel feature.

To open this window double tap on the **Input Panel** icon.

The **Options** settings allows you to type in faster. To open this application double tap on the **Options** button and the **Input panel Properties** dialogue box will open. Enlarging key size will in turn enlarge the key size, making it easier to type.

The keys not only respond to the Stylus taps' pressure, but also to its movements. The device responds in different ways to the dragging of the Stylus outside the key while keeping it on the screen:

- ✓ Dragging upwards => capital letter;
- ✓ Dragging rightwards => space;
- ✓ Dragging downwards => enter;
- ✓ Dragging leftwards => backspace.

This function makes it easier to type in data.

Keyboard

To open this window double tap on the **Keyboard** icon.

Keyboard properties allows you to configure both the **Repeat rate** and **Repeat Delay**. Ticking the **Enable character repeat** box activates two options:

- ✓ **Repeat Delay** allows you to set the amount of time between the Stylus' taps before repetition starts;

- ✓ **Repeat Rate** allows you to modify the amount of characters written in one tap.

Then tap on **OK**.

Network

This function allows you to change the settings of the network drivers installed in your device and to gain access to network resources.

To open this application double tap on the **Network** icon.



Because most servers use the DHCP protocol, it is not necessary to change the default settings.

Owner

To open this window double tap on the **Owner** icon.

The Owner Properties window includes two tabs: **Identification** and **Notes**.

When the Identification tab is selected, you can type in **Name**, **Company**, **Address** as well as your phone numbers.

If you tick the **Display Owner Identification** box, this information will be displayed when you turn on the device.

You can use the **Notes** tab to add any additional information not included in the User Identification. If you tick the **Display user notes at power on** box, this information will be displayed when you turn the device.

Then tap on **OK**.

Password

This function allows you to provide *Myfriend* with a password-based security system to prevent unauthorised access to your device.

To open this application double tap on the **Password** icon.

To set the primary password, type in four numbers of your choice both in the **Password** and **Confirm** dialogue box, then select the **Enable Password Protection** box, finally tap on **OK**.

Power

The power application displays information about the current state of the device's battery and allows you to configure an automatic power-off of the device to preserve battery charge.

To open the Power application, tap on **Start - Settings - Control Panel** and then double tap on the **Power** icon.

To open the **Power Properties** screen, double tap on the Power icon, then you can choose one of the following options by adding a tick sign:

- ✓ Auto-suspend the device while operating on battery power
- ✓ Auto-suspend the device while operating on AC power

Then choose an idle time value from the drop-down box. After the specified amount of idle time, the device will auto-suspend.



*When battery power is low, a message will appear on the screen and the corresponding icon will be shown on the bottom right hand side of the toolbar. Just double tap on it to open the **Power Properties** dialogue box.*

If *Myfriend* turns off because the battery is dead, you have three days to recharge battery without losing any data. Until you recharge the battery you will not be able to use *Myfriend*.

Regional settings

This function allows you to modify numbers, currency, date and time.

To open this window double tap on the **Regional Settings** icon and then select the tab for the type of information you want to change.



The features available depend on the language selected.

Stylus

To open this window double tap on the **Stylus** icon.

- ✓ The **Double-Tap** allows you to calibrate tap speed. With *Myfriend* you can preview the results and if necessary modify the changes;
- ✓ The **Calibration** tab allows you to recalibrate your screen (as occurred during start up). This allows you to customise tap accuracy.

To start, tap on **Recalibrate**.

Recalibration involves tapping the centre of a target which will appear five times on the screen: in the centre, on the upper left hand side, the lower left hand side, the lower right hand side and the upper right hand side.

Finally, you will have 15 seconds to tap on the screen and confirm recalibration. If not, recalibration will be automatically terminated and data not saved.

Then tap on **OK**.

System

To open this window double tap on the **System** icon.

The **System** tab contains information on the operating system, the computer and registration data.

The **Memory** tab allows you to adjust the available RAM memory.

You can allocate unused RAM to **Storage Memory** or **Program Memory** according to your needs. Just move the slider to the right to allocate more memory for storage or to the left to allocate more memory for programs.

Then tap on **OK** to save settings.



Volume & Sounds

To open this window double tap on the **Volume and sounds** icon.

In the window **Volume & Sounds properties** we have two tabs: **Volume** and **Sounds**.

The **Volume** tab allows you to set the volume of sounds and activate event sounds. On the left hand side of the **Sound** tab, an **Event name list** can be found, it is possible to give each event a different sound. A speaker icon marks the events matched with a default sound.

Selecting an event from the **Event** name list, it is possible to match it with a sound from the drop-down **Sound** event list.

You can tap on **Browse** to select new sounds (in .wav format) either in the folder or memory card. Tapping on Play  and Stop  you can listen to the sounds. In the drop-down Scheme menu you can choose one of *Myfriend*'s default schemes and by tapping on **Save As** you can save customized schemes.

Chapter 5

Internet Options

Using *Myfriend* you can exchange information with another device, PC or the Internet. To create a new connection you must configure *Myfriend* through: **Start - Programs - Communications - Remote Networking**.

CONNECTING TO AN INTERNET SERVICE PROVIDER (ISP)

To surf on Internet you must be connected to an Internet Service Provider (ISP), and to do this, the following information is needed:

- ✓ ISP phone number
- ✓ ISP registered user name
- ✓ password

Once you have activated the connection you can send and receive emails and surf on Internet.



Before using remote connection to connect to an ISP you have to modify the Dialling Number, refer back to Dialing.

Create a connection

On your desktop double tap on **Make New Connection** and type a name for the connection.

Select **Dial-up Connection**. Select the modem type by tapping on **Select a modem**.

Type in: Country code (if the access is international), local area code, Telephone number, user name and password. Then tap on Finish.

Once the connection is created it appears on the Desktop or in **Start - Programs - Communications - Remote Networkings**. To modify the settings:

- ✓ Tap on the connection icon;
- ✓ Choose **Properties** within the **File** menu.

This allows you to send and receive emails using **Inbox** and navigate the **Internet** using Internet Explorer.



Before sending and receiving emails you need to set up an Inbox mail service. Refer to “Set up an email service.”

Chapter 6

Software

BSQUARE BACKUP

Allows you to create a back-up copy of your data and to restore it if needed.

The **Auto-Backup** application allows you to carry out an efficient back-up.

Otherwise you can manually copy the data using the **Options** menu.

File

New Backup	Allows you to cancel all previous steps and starts over after you have confirmed your choice
Open	Allows you to open the back-up file
Start Backup	Allows you to open the dialogue box in which you can choose the name of the file, the extension and the steps to follow. Using a password you can protect the file. Tapping on OK , starts the creation of a file
Start Restore	It is activated when you have to restore a file. Double tapping on the back-up file, a dialogue box will open: on the left you can see the list of the files and on the right how they will be restored
About	Gives information about the programs and reference sites
Exit	To quit the program

View

Changes how the file icons are displayed.

List	Only displays the file list, name and tick box
Details	Displays size, extension and date of modification
Selection Information	Displays all file information

Tools

Select/Unselect	it allows you to choose the files to be saved in the back-up copy	
Backup Wizard	displays the steps to follow to either back-up or restore	
View log	displays information about back-up and restore results	
Options	opens the menu containing the following tabs:	
	Preferences	Allows to Show/Hide file stored in ROM, defining the extension or date to be set.
	Back-up	General Tab:
		Use data compression - activates/deactivates the zipping of back-up file to save space.
		Verify Data when backup is complete - checks that back-up is successful.
		Advanced tab, select from the drop-down menu:
		Do not modify file's archive bit - if you don't want to change back-up data.
		Mark backup file as archived - to include them in the copy
		Unmark backup file as archived - if you don't want to include them in the copy
	Restore	Allows you to solve problems if the back-up data is the same as the system. You can customise it if it is a file, database, or configurations data.
	Logging	Allows you to define the log file (which includes a list of the back-up files).
	Other	Allows you to activate/deactivate the Auto back-up option when the program is launched. Enter the date and time the back-up file was set up. You can also limit file size.

BSQUARE BFind

To open the program select *Start - Programs – Bsquare BFind*.

It has the same functions as the Windows Find application. It allows you to:

- ✓ search file by name,
- ✓ search for text in a file, email message or a database.

The toolbar displays three buttons: **Search**, **Results** and **Shortcut**, each corresponding to a different function.

Search allows you to search for a file, **Results** shows you the results of your search, **Shortcut** displays where the file is stored on your computer.

Type in the word or words you are searching for in the **Look for** dialogue box on the right. Select **Search location** on the left and tap on **Search** to start searching.



If you do not select an option bFind will not work.

The **File** menu has five options:

- ✓ **Use script**
- ✓ **Use Tray Icon**, allows you to place an icon corresponding to a program in the bottom right hand corner of the toolbar (near the clock). To open the program double tap on the icon.
- ✓ **Edit associations**, allows you to combine an icon with a different program. (e.g. You can combine the email icon with X-Audio Player).
- ✓ **About**, allows you to view information about the computer company and the link to its Internet site.
- ✓ **Exit**.

Shortcut has seven options:

- ✓ **Add results**, adds new search results to existing links.
- ✓ **Add last search**, adds the last search to existing links.
- ✓ **Custom shortcut**, allows you to add a link manually. Double tapping on it, opens a window in which you have to type in the name of the file you want to link and the name of the link. The original file will not be changed.
- ✓ **Delete shortcut**, deletes all selected links.
- ✓ **View Shortcut**, opens the link. If it is a search result or a manual link the file will open, if it is a search it will display the search screen.
- ✓ **Large Icons** and **Small Icons**, allows to set the icons' size.

BSQUARE VOICE RECORDER

To open the application, select *Start – Programs – Bsquare Voice Recorder*.

It allows you to record vocal messages using *Myfriend*'s built-in microphone.

It is easy to use. It has a **File** and an **Options** menu and its functions are similar to those of a tape recorder: play, pause, stop, rec, ffw, rew.

The **File** menu has five options:

- ✓ **Open**, opens the **Open file** dialogue box to search for a recording stored in *Myfriend*;
- ✓ **Rename**, allows you to rename a message;
- ✓ **Delete**, deletes a vocal message;
- ✓ **Properties**, displays the properties of a message including: **Name**, **size**, **details**.

You will see a volume slider located below the menu and toolbar.

At the bottom of the screen, you will see a slider that allows you to listen to different parts of the message.

MICROSOFT INBOX

Allows you to organise your emails. To open Inbox, double tap on the icon found on the desktop or select *Start - Programs - Inbox*.

Inbox has four default folders: **Deleted, Inbox, Outbox, Sent**.

Emails will be stored in these folders. You can create new folders within the default one by selecting **File - Folder - New Folder**, then type in a name and tap on **OK**.

Setting up your email service

Once opened the **Inbox** within the **Services** menu, select **Options** from the **Services** tab and tap on **Add**.

In the **Service Type** drop-down menu, select the protocol type: POP3 or IMAP4.

In the **Service Name** box, type in the name you want to give to your account.

Then tap on **OK**.

In the **Mail Service Definition** dialogue box fill in:

- ✓ **Connection** - either select the connection from the drop-down menu or create a new one using **Create new connection...**
- ✓ **Server** - enter the name of the mail server you use to receive and send emails (e.g.: pop3.yourprovider.com).
- ✓ **User ID** - enter the user name assigned to you.
- ✓ **Password** - enter the password that you use to access this email account.
- ✓ **SMTP Host** - insert name of the server to be used when sending emails (e.g.: smtp.yourprovider.com).
- ✓ **Return Address**, enter your email address.

To send and receive emails, you have to synchronise *Myfriend* with Microsoft Outlook on the desktop computer or connect to an ISP email server.

Once you are connected, tap on the **Send/Receive** button or select *Services - Send/Receive* from the menu.

Composing email messages

Tap on **Compose** and select **New message** from the drop-down menu.

Enter the address of one or more recipients in the **To** box, or select a name by tapping on the **Address book** button found on the toolbar.

Compose the message using the Input Panel. To attach a file, tap on the **Add attachment** button.

Tap on **Send** from the **File** drop-down menu. The message is moved to the Outbox folder and can be sent in the following ways:

- transfer the message on a desktop PC and send it from here;
- send the message from *Myfriend*.

Connecting to an email server

You can send and receive email messages by connecting to an email server through your modem. For this purpose, you have to create a connection both to an ISP and to an email server. Received messages will be downloaded in the Inbox folder while those found in the Outbox folder will be sent and then moved to the Sent folder. The message you delete from your email server will also be deleted from the Inbox folder and vice versa.

Message List

By default, messages are organised chronologically so new ones will be on the top of the list.

To open a new message double tap on it within the Inbox folder. Unopened messages are in bold type.

By default, Inbox does not download attachments and only downloads the first 100 lines of the message when you connect either to an email server or using PC synchronisation.



The original copy of the message remains stored on the email server or on the computer.

To mark the messages that you want to completely download during the next synchronisation or connection to the email server, tap on the message and select **Get full copy** within the **Services** drop-down menu. The message will be marked by a small icon.

To view the attachments you have to download the entire message. Attachments are marked by a paper clip icon at the end of the message. Tap on the icon to open the attachment if completely downloaded. Otherwise, it is marked and will be downloaded at the next synchronisation or connection to the email server.

Organizing messages and working with folders

By default, messages are stored in one of the four folders: **Deleted**, **Inbox**, **Outbox** and **Sent**.

The Deleted folder contains the deleted messages.

To work with the **Deleted** and **Sent** folders, tap on the **Services** drop-down menu, select **Options** and, in the **Read** tab, select the desired option, and tap on **OK**.

To create new folders to organise your messages, select **File - Folder - New Folder** from the drop-down menu. To move or copy a message from one folder to another, tap on **File** and select **Move to** or **Copy to**.



You can move or copy a message from one folder to another also by dragging and dropping it in your folder of choice.

MICROSOFT INTERNET EXPLORER

The Internet Explorer version installed on *Myfriend* is specially designed for its operating system. It's ideal to navigate the Internet.

You can view web pages either online or offline:

- ✓ *online*, you have to connect to an ISP (see Chapter 5: [Internet Options](#));
- ✓ *offline*, you have to connect *Myfriend* to a desktop PC using a USB cable or a IrDA port (see Chapter 5: [Internet Options](#)).

To open Pocket Internet Explorer tap on **Start - Programs – Internet Explorer** or double tap on the icon found on the desktop. A dialogue box will appear asking you to confirm the connection. Once connected, the program will search the page you have specified as your Home Page in the **Internet Options** menu. To modify, select **View – Internet Options**.

The **Internet Options** dialogue box will appear:

- ✓ in the **Start Page** box you can select your home page of choice. To set a blank page as your home page, do not fill in this box.
- ✓ in the **Search Page** box you can specify the address of your favourite search engine which will be viewed when tapping on **Search** or **Go - Search**;
- ✓ in the **Cache Size** box you can allocate a section of your local storage memory to temporarily store data, in this case Web pages;
- ✓ ticking the option **Use LAN**, *Myfriend* will use one of the local connections available;
- ✓ in the **Autodial name** box you can select the default setting choosing from the drop-down menu (to create a new connection see Creating a connection);
- ✓ ticking on **Access Internet using a Proxy Server** box, will open two other dialogue boxes which must be filled in to use a Proxy server.

Tap on **OK** to enable the settings.

MICROSOFT POCKET WORD

Pocket Word allows you to create and edit documents just as you do in Microsoft Word on a Desktop PC.

It allows you to read documents written on any desktop PC, to modify them or create new ones using *Myfriend*.



To type text, you must use the Input panel. Refer back to Input Panel

To open Microsoft Pocket Word double tap on the icon found on your desktop or select **Start - Programs - Microsoft Pocket Word**, a document will open. To open other documents tap **File - New - Document**.

To use a template, select **File - New - Document from Template**. Then select the desired template and tap an **OK**.

To open an existing document tap **File - Open** and the window **My Documents** will open. Tap on the file name to open and then **OK**, or double tap on the name of the file.

Using **Input Panel** you can create new documents with Pocket Word. To use the Input Panel, tap on the icon located on the bottom right hand corner of the toolbar.

To edit the text in a document, drag the stylus over it. Tapping on **Edit**, you can cut, copy and paste the selected text.

You can adjust the paragraph alignment selecting **Align left**, **Centre** or **Align right** or by selecting **Format - Paragraph**. You can also create bulleted and numbered lists.

You can save the document in different extensions such as Pocket Word (.pwd), Word 97 Document (.doc), RTF Document (.rtf), Text only (.txt), etc.

Selecting **Find** or **Replace** within the **Edit** menu, you can search for the text inside a document.

To zoom the page in or out, select **View - Zoom** and select the desired percentage.

POCKET ON-SCHEDULE

Pocket on Schedule works with other programs. It allows you to write emails and documents, create folders to organise calendars and appointments and create databases.

File Menu

New Contact...

		Allows you to create a new contact and add it to the Address Book. The contact to identify personal data such as name and address. This option includes six tabs: Work, Home, Phone numbers, Emails, Notes and Status
	Work	Allows you to type in work data
	Home	Allows you to add home address, birthday, set a reminder for birthdays, spouse and children.
	Phone Numbers	Allows you to add various phone numbers: home, work, assistant's, home fax, work fax and pager
	Emails	Allows you to enter up to four email addresses, web page address which you can visit or write an email to
	Notes	Allows you to add notes
	Status	A summary containing: date of set-up, date of modifications, author, folder and data base extension

New Activity

		Allows you to add a new activity
	Date	Allows you to set an interval of dates (starting and ending date), time interval, place and object of meeting, view mode (busy, available, out of office, try again), a list of different options, reminder (a message set at a certain time to remind you that you have an appointment and repeat it daily if needed)
	Recurring	Is it a one-off task or daily, weekly, monthly or yearly? You can choose from the following: Once Daily Weekly Monthly Yearly
	Notes	Allows you to add notes
	Status	A summary containing: date of set-up, date of modifications, author, folder and data base extension

New Task		
	Main	Allows you to enter the starting, due and ending date, work status (selected by a drop-down menu), priority and project name, progress rate, sub-status (including four tabs) and reminder
	Details	It includes working hours, sub-project, version, sub-type, category (see Contacts), the possibility to write emails, owner (your email from the drop-down menu).
	Recurring	Is it a one-off task or daily, weekly, monthly or yearly? You can choose from the following: Once Daily Weekly Monthly Yearly
	Notes	Allows you to add notes
	Status	A summary containing: date of set-up, date of modifications, author, folder and data base extension

New Document		
	Main	Allows you to enter a HTML document, assign an icon among the four options and enter a keyword, author, time and category. To enter the document, tap on Browse and select the file of your choice
	Notes	Allows you to add notes
	Status	The option Folder defines the folder in which the document you entered will be saved

New Notes		
	Main	Allows to enter notes, date, time and select the colour the colour of the icon that will distinguish this note from the others.

New Journal Entry		
	Main	Allows you to select date, time and any file by tapping on Browse and choose a category
	Notes	Allows you to add notes

New Folder		
		Allows you to create a new folder within <i>Myfriend's</i> My Documents' folder or create a sub-directory within the existing folder. In Folder Name type in the name the name of the folder and then define if it a folder (called Group Folder) or sub-directory

Go Menu

Previous folder	Allows you to return to the previous folder
Next folder	Allows you to go to the following folder
Contacts	Contains your list of contacts
Calendar	Double tap on the desired date to enter a new task
Tasks	Displays tasks
Notes	Displays icons set through New – Notes
Phone log	Displays dialled numbers
Info center	A list of the documents containing web pages

For more information on this program, please refer to the Help information provided with Pocket-On Schedule.

ODYSSEY QVP – QUICK VIEW PLUS

To open, select *Start - Programs - QVP*.

It allows to view 225 different formats either documents or images. By using the stylus you can open, print, copy, paste, zip a file and add it to an exiting database.

Thanks to this application *Myfriend* can view files created by different computers, programs or different versions of the same program.

This application is easy to use. Once opened, you will see *Myfriend*'s memory displayed as a tree diagram, organised in directories and sub-directories.


Double tapping, the selected folder or file will open. To return to the previous step, select *View - Show File Tree*, or tap on the toolbar buttons.

The **Rocker switch** allows you to skip from a file to another, as if you were turning the pages of a book.

X-AUDIO PLAYER

To open this application select **Start - Programs - X-Audio Player**.

It allows you to listen to audio MP3 files with the following functions:

- ✓ Play  a file or a playlist,
- ✓ Add a file to a playlist,
- ✓ Combine two playlists,
- ✓ Create new playlists.

A **Playlist** contains a list of the music you want to play on your device. The application (player) will play a piece of music one after the other according to the list order.

Random, plays music randomly.

Repeat, allows you to repeat a selected piece of music.

Program, allows you to play tracks in your favourite order.

File menu:

- ✓ **Open file**, opens an existing file;
- ✓ **Open playlist**, opens an existing playlist;
- ✓ **Add file**, adds a file to the playlist;
- ✓ **Add playlist**, combines a playlist to the current one;
- ✓ **Save playlist**, saves the current playlist in a file.

Through the **Option** menu, you can change default settings such as volume level and sound quality.

The following buttons will appear on the left hand side of the screen:

- ✓ **Delete**, deletes a file from the playlist;
- ✓ **Open**, opens the **Open file** window to search for a piece of music stored in *Myfriend*;
- ✓ **Fast Forward**, allows you to play the next piece of music;
- ✓ **Rewind**, allows you to play the previous piece of music;
- ✓ **Repeat**, allows you to replay a piece of music;
- ✓ **Repeat playlist**, allows you to replay the whole playlist.

Chapter 7

Microsoft Reader

Microsoft Reader allows you to read eBooks. You can download eBooks directly from the Internet to *Myfriend* or to your desktop PC and then copy them on *Myfriend*.

To open Microsoft Reader select **Start - Programs - Microsoft Reader**. You will then see a list of books to choose from by tapping on the title of the book.

Microsoft Reader allows you to search for a specific text or a definition of a word, to copy or highlight a part of a text, add notes, bookmarks and images.



*You can change font size by tapping on the title found in the upper left hand side of every page and selecting **Settings** from the drop-down menu.*

Microsoft Reader has a *Help* option where you can find information on how to use the program. To open Help double tap on *Help* or, if you are reading a book, tap on the title, then select *Help* from the drop-down menu.

DOWNLOADING BOOKS

You can download eBooks either from the Internet or from the memory card after having saved on them from your PC.



Note: Microsoft Reader only reads “.lit” files. Always make sure that you download files of this type.

USING THE LIBRARY

To view the list of books stored either on *Myfriend* or on the memory card, tap on the Library button found on the MS Reader toolbar. If you are reading a book, tap on the title and then select **Library** from the context menu.

To read a book, tap on its title.

READING AN EBOOK

Tap on **Library** to open a book: the cover and the first page will appear. The button **Go to** found on the left hand side has the following options:

- ✓ **Table of Contents** - you will find hypertext links. Tap on the desired chapter to go directly to the corresponding page.
- ✓ **Most Recent Page** – to go to the most recent page visited. Useful when reading more than one book at the same time.
- ✓ **Begin reading**
- ✓ **Furthest Read** – allows you to go to the highest page number you have read so far.
- ✓ **Annotations** - it includes all bookmarks, highlighted text and images.
- ✓ **About this title**
- ✓ **Cover Image** - using the Rocker Switch you can skip the table of contents and start reading the book.



By tapping on the title of the book, you can go back to the cover, contents, library or change the settings.

In the **Go to** menu you will find:

- ✓ **Library**, displays the stored book list
- ✓ **Shop**, allows you to buy books on the Internet
- ✓ **Help**
- ✓ **Settings**
- ✓ **Return**

To browse pages you can:

1. use the Rocker switch;
2. press on the page number to go to the following page;
3. press on the page number found on the left to go to the previous page;
4. pressing on the page number, a **Slider** will appear allowing you to browse through the pages;
5. the **Slider** displays the first and last page number. Tap on them to go directly to these pages. It also displays four small icons around the page number: two are used to go to the following or previous page, the other two are used to browse by chapter.

SETTINGS



Settings selected for one book will be applied to all the others.

The **Settings** menu has three options:

1. Screen Settings;
2. Notes;
3. Font Settings.

These options can be customised either individually or by tapping on **Settings** from the drop-down **Help** menu.

MS READER FEATURES

Microsoft Reader has different features that cannot be applied when reading a traditional book.

These features can be selected through a context menu which appears when you highlight the text by dragging the stylus on it.

ADDING NOTES

To add notes you can:

- ✓ select the text (by either double tapping on a single word or dragging the stylus on it)
- ✓ select **Add text note** from the context menu
- ✓ a small white dialogue box will appear on the page; type in the note using the **Input Panel**
- ✓ then tap anywhere on the page and an icon representing the note will appear on the left hand side of the page.

Just tap on the icon to view, modify or delete notes.

To delete the note, delete its content and then close the dialogue box. The icon will disappear confirming that the note has been deleted.

ADDING BOOKMARKS

Adding a bookmark is similar to adding a note:

1. select a word or a sentence
2. select **Add bookmark** from the context menu

All bookmarks will be found in the **Notes** menu, you can rename or delete a bookmark by keeping the stylus pressed on the bookmark: a context menu will open and then you can select the desired option.

HIGHLIGHTING TEXT

You can highlight parts of the text:



1. select the text by dragging the stylus on the page;
2. select Add highlighting from the context menu.

By default, the selected text will be highlighted in green. To change the colour, select the text to modify and choose the option Modify highlighting from the context menu. It allows you to either change the colour or return the text to its original state.

ADDING DRAWINGS

To add a drawing:

- 1) select the text that you want to attach the drawing
- 2) select **Add drawing** from the drop-down menu
- 3) begin drawing by dragging the stylus on the display.

At the bottom of the page you will see the options **DONE**,  and **UNDO**. With **UNDO** you can undo all previous actions one by one; tap **DONE** to complete the task; with  you can change the colour of the design also when drawing.

Once you have finished the drawing, tap on Apply and the drawing will be displayed. On the top right hand side you will see a pencil indicating that there is drawing on the page.

DELETING DRAWINGS

To delete a drawing:

1. tap on any word of the text;
2. select **Edit drawing** from the context menu;
3. at the bottom of the page, tap on **UNDO** until the drawing is deleted.



To confirm that the drawing has been deleted, you will no longer see the asterisk at the top right hand corner of the page.

You can view the notes by tapping on the title of the book and select **Notes** from the drop-down menu. To return to the original page, tap on **Back**.

FINDING TEXT

To search for a text within the book, tap on **Find** from the context menu. To look for a new text, use the **Input Panel** which appears along with the dialogue box **Find**. To start searching, tap on the desired option: the page containing the results of your search will appear, the text will be highlighted. To close the **Find** window, tap on the display. To return to the original page, tap on the title of the book and select **Back** from the drop-down menu.

COPYING TEXT

This command stores the highlighted text for other applications.

To copy a part of the text from a book and paste it on another program, select the part of the text you want to copy. Then tap on **Copy** from the drop-down menu and paste it.

USING THE DICTIONARY

To look up a word in **Microsoft Reader** dictionary, select the word and then tap on **Search** from the context menu: a window will then appear with a definition.

APPENDIX A

Troubleshooting

RESET MYFRIEND

If you need to reset the device you can alternatively:

- ✓ restart it through the reset button;
- ✓ activate and deactivate the device using the battery switch found on the back of the device.



Caution: deactivating the battery all data will be lost!

IF YOU FORGET YOUR PASSWORD

You will have to reset *Myfriend* moving the battery switch. All data will be lost.

MEMORY NOT SUFFICIENT

You should delete files that are no longer necessary. Then adjust memory allocation through **Start - Control Panel - System - Memory**.

SCREEN DOES NOT TURN ON

Make sure that the device is turned on. If the device is on but the screen still does not work, connect the device to AC power to check battery status. If this works, the battery may be dead. Otherwise, try to turn on the device using the battery switch found on the back. If none of these proves successful, contact customer service.

SCREEN DIFFICULT TO READ

Adjust the back-lighting of the display selecting **Start - Settings - Control Panel - Back-lighting**. Move the slider to adjust brightness (4 is the standard), then tap on **Apply**.

MYFRIEND DOES NOT START

Make sure that the battery switch (#16) is down, otherwise move it using the **Stylus**.

THE DEVICE DOES NOT RESPOND PROPERLY TO THE STYLUS

Recalibrate the display. Select **Start - Settings - Control Panel - Stylus - Calibration Options - Recalibrate**, see [Stylus](#) for more details.

THE INFRARED CONNECTION (IrDA) DOES NOT WORK PROPERLY

Make sure that both devices have an infrared port and that it is activated, that there are not interferences between the two devices and they are no more than 30 cm apart. Make sure that *ActiveSync* is installed on your PC. If this does not work, contact customer service.

THE INTERNET CONNECTION DOES NOT WORK PROPERLY

Make sure that the cable is properly plugged-in. Make sure that you are using an analogue phone connection.

MAINTENANCE

Use a soft and dry cloth to keep *Myfriend* clean.



Do not use solvents or detergents.

Appendix B

Regulatory Information

Notice to the European Union users

Myfriend complies with the requirements established by the “European Directive R&TTE 99/05/CE” and conforms to the following product specifications:

- ✓ CEI EN 55022 (1995): regulations on electromagnetic emissions
- ✓ CEI EN 55024 (1999): regulations on electromagnetic immunity
- ✓ CEI EN 60950 (2000): regulations on products’ safety
- ✓ ETSI CTR 21 (1998): regulations on the connections to PSTN

The CE label confirms that the device complies with the basic requirements of the R&TTE.

Notification of approval CTR21

This equipment has been approved to Council Decision 98/482/EC for pan-European single terminal connection to the public switched telephone network (PSTN). However, due to differences between the individual PSTNs provided in different countries, the approval does not, of itself, give an unconditional assurance of successful operation on every PSTN termination point.

In the event of problem, you should contact your equipment supplier in the first instance.

EC Declaration of Conformity

See next page!



DECLARATION OF CONFORMITY



Hereby: **IPM- NET S.p.a.**
Via Remo De Feo 1 - 80022 ARZANO (NA)

Declares, that the product: **MYFRIEND**



is in compliance with the essential requirements and other relevant provisions of the European Directive listed below:

- **Directive 1999/05/EC;**

This declaration is based upon compliance of the product to the following standards:

- **EN 55022;**
- **EN 55024;**
- **EN 60950 ;**
- **ETSI CTR 21 ;**

Supplementary informations:

• TEST REPORT EMC	N°569/01	19/09/01	Globe Communications S.p.a.
• TEST REPORT SAFETY	N° LVD 570/01	31/10/01	Globe Communications S.p.a.
• TEST REPORT TLC	N° 012571/01	05/09/01	Globe Communications S.p.a.

Arzano, 12/11/01

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Cap. Soc. € 2.600.000 i.v. - C.F. 0834536158 - 01 01896213333

USA – Federal Communications Commission (FCC)

Customer Information Part 15

This equipment has been tested and found to comply with the limits for a "Class B" digital device, pursuant to Part 15 of the FCC rules and meets all requirements of the Canadian Interference-Causing Equipment Regulations. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in strict accordance with the instructions, may cause harmful interference to radio communications. However, there is no warranty 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 between equipment and the receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Customer Information Part 68

This equipment complies with Part 68 of the FCC rules. On the ***bottom of this equipment*** is a label that contains, among other information, the FCC certification number and ringer equivalence number (REN) for this equipment. If requested, this information must be provided to your Telephone Company.

This equipment uses the following USOC jacks: ***RJ11C***

An FCC compliant telephone cord and modular plug is provided with this equipment. This equipment is designed for connection to the telephone network or premises wiring using a compatible modular jack, which is Part 68 compliant. See Installation Instructions for details.

The REN is useful to determine the quantity of devices that may be connected to the telephone line. Excessive RENs on the telephone line may result in the devices not ringing in response to an incoming call. Typically, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line (as determined by the total RENs) contact your local Telephone Company.

If this terminal equipment, ***MYFRIEND***, causes harm to the telephone network, the Telephone Company will may discontinue your service temporarily. If possible, they will notify you in

advance. But, if advance notice isn't practical, the Telephone Company will notify you as soon as possible. You will be informed of your right to file a complaint with the FCC.

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

If you experience trouble with this telephone equipment, please contact our US service center **Portnet Enterprises, Inc., (608)576-6748** (phone) / **(608)223-0944** (fax) / **service@portnetenterprises.com** (e-mail) for information on obtaining **service or repair**. If the equipment is causing harm to the telephone network, the Telephone Company may request that you disconnect the equipment until the problem is resolved.

There are no user serviceable parts in this equipment.

This equipment may not be used on public coin phone service provided by the Telephone Company. Connection to party line service is subject to state tariffs. (Contact the state public utility commission, public service commission or corporation commission for information.)

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including fax machines, to send any message unless such message clearly contains in a margin at the top or bottom of each retransmitted page or on the first page of the transmission, the date and time it is sent, an identification of the business or other entity, or other individual sending the message, and the telephone number of the sending machine or of such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charge exceed local or long-distance transmission charges.)

Battery Caution Statement



This device is provided with a set of lithium batteries, that may explode if not properly replaced. Do not mutilate, puncture, crush, short-circuit, submerge in water or keep away from heat. For the replacement, contact an authorised IPM-NET service centre. Batteries must be disposed of properly.

When travelling by plane

You must respect flight companies' regulations when using an electronic device on board.

Appendix C

Specifications

DISPLAY	7.5" TFT LCD, 65536 colors, 640 x 960 pixel, 150 dpi, Clear Type compatible in Portrait, resistive touch screen and back-lighting
PROCESSOR	Toshiba MIPS RISC R3000, 129 MHz
MEMORY	32 MB Strata Flash, 64 MB SDRAM
MODEM	V.90 56K built-in, on analogue telephone line
AUDIO	Built-in microphone
	Built-in speaker
	Earphone jack
CONNECTION PORTS	IrDA, USB, RS-232, PCMCIA Type II, Smart Card SIM
SOFTWARE	Microsoft Windows CE 3.0 operating system, Platform Builder
	Microsoft Reader (Sealed eBooks)
	Microsoft Pocket Internet Explorer 4.0 for Windows CE
	Microsoft InBox
	Microsoft Pocket Word
	Odyssey Pocket On-Schedule
	IntraNet Solutions Quick View Plus
	XAudio MP3 Player
	Bsquare Voice Recorder
	Bsquare bBackup
	Bsquare bFind
WEIGHT	1000 g.