

# User Manual



MOBILE PHONE ORGANIZER

3000700

3000700



**Declaration of conformity**

ALVA BV declares the MPO 5500 conforms to the directives of the 1999/5/EU Council.

This equipment complies with the European R&TTE directive.

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# 1 ABOUT THIS MANUAL

## 1.1 Welcome

Your new Mobile Phone Organiser (MPO) prepares you for your entry into the world of mobile communications. Welcome! The MPO is a compact, easy to carry all-in-one device for use in a variety of mobile situations. Use the MPO to make phone calls, to send SMS text messages and to manage your personal information. The MPO has many built-in features to make your life easier, such as: a phone and address directory, notebook, clock and alarm system, agenda and an easy to use calculator. In addition, your MPO can be connected to a PC or laptop using its built-in USB port in order to synchronize your information.

The MPO has been specially designed for visually impaired people. All functions are accessible to you in braille and speech. Information can be entered into the MPO using an 8-key braille keyboard. Enjoy today's wireless communication, information and entertainment services at home or on the road now!

## 1.2 MPO User Manual

This manual provides comprehensive instructions for the end-user. It has been organized in a manner such that most sections can be read and understood without the need to refer to other parts of the manual.

**Chapter 2: Safety precautions** provides you guidelines with which you must be familiar before using your MPO.

**Chapter 3: Finding keys and connectors** teaches you where to find all the keys, slots and connection ports.

**Chapter 4: Getting to know your MPO** teaches you the specific function of each key and introduces you to the speech support. Make sure you are familiar with the function of every key before you start using your MPO.

**Chapter 5: Preparing your phone for use** guides you in making preparations to start using the phone. You will learn how to charge the battery, insert a SIM card and change your PIN code.

**Chapter 6: Editing text in notes and SMS** explains how to use the text editor to type and edit text in a note or SMS message.

**Chapter 7: Using notes** explains how to create, edit and manage notes.

**Chapter 8: Using the phone** explains how to make and answer a phone call and how phone lists can assist you.

**Chapter 9: Using SMS** explains how to send, receive, forward and reply to text messages.

**Chapter 10: Using contacts** explains how to add new contacts and how to quickly find a contact's information.

**Appendix A: Care and maintenance** provides all the necessary information with respect to care and maintenance of your MPO, so you can enjoy it for many years to come.

**Appendix B: Technical specifications** lists all the technical specification items of the MPO.

**Appendix C: Shortcuts** list all the shortcuts that are available for you to quickly execute commands without the need to use the menus.

**Appendix D: SIM card definitions** explains some techniques related to mobile phones: SIM card, PIN code and PUK code.

**Appendix E: Braille indicators** lists all the braille indicators which the MPO uses to indicate the type of content on the braille array.

**Appendix F: Context menus** shows an overview of all commands available throughout the various menus. The Context menu is always available to you at the press of a button.

**Appendix G: Keys/connectors overview** shows an overview of all the keys and connectors with a short description of their function.

**Appendix H: Troubleshooting** informs you how to handle in case the MPO would malfunction.

### 1.3 Using this manual

Throughout this manual the following conventions are used to indicate specific user information:

- Braille character. The braille character to be typed is surrounded by square brackets []. For example: [m]
- Braille output. The output on the braille array is surrounded by single quotes. For example: 'b'.
- Key name. The key to be pressed is surrounded by square brackets []. For example: [Cancel]
- List title. The title of a list to appear is written in capitals. For example: PHONE
- List item. The name of a list item to select is written in italic. For example: *Settings*
- Message information. Information is written next to a line number. For example: LINE 1



## 2 SAFETY PRECAUTIONS

This section provides various safety guidelines. Read this information before using your MPO. Failure to comply with these guidelines could result in injury or conflict with governmental regulations.

### UL REGULATION

The long-term characteristics or the possible physiological effects of Radio Frequency Electromagnetic fields have not been evaluated by UL.

### PERSONAL SAFETY

Avoid using the phone while you are walking around, especially in the presence of vehicle traffic. Find a safe place to stand or sit first.

### HOSPITAL USAGE

It is strongly recommended that you switch your phone off when you are in a hospital or when you are near medical equipment. Follow all rules and regulations required by the respective authorities.

### AIRPLANE USAGE

You are advised not to use phones while traveling on an airplane. Do not use phones on airplanes. This can cause interference with the navigational equipment. Use of mobile phones on airplanes is generally not permitted.

### PACEMAKERS

If you use a pacemaker:

- Keep the MPO at a minimum distance of 20 cm or 8 inches from your pacemaker when the phone is switched on.
- Never carry the MPO in your inner pocket when the phone is switched on.

- If there is any reason to suspect that interference is occurring, switch off the phone immediately.

### **HEARING AIDS**

Consult the dealer of your hearing aid if the MPO interferes with your hearing aid.

### **OTHER MEDICAL EQUIPMENT**

Operation of any radio transmitting equipment, like the MPO, may interfere with inadequately protected medical equipment. Consult your doctor to determine if the medical equipment is sufficiently protected.

### **TRANSPORTATION VEHICLES**

The RF signals of the MPO may interfere with some inadequately protected electronic systems in your transportation vehicle. These could include systems like ABS, speed control, fuel injection and airbag systems. Consult the manufacturer or the representative regarding your vehicle.

### **EXPLOSIVE ENVIRONMENTS**

Switch off your phone if you are in an area with a potentially explosive atmosphere, such as gas stations, fuel depots or chemical plants. Obey all signs and instructions. Sparks in such areas could cause an explosion or fire, resulting in body injury or death.

### **QUALIFIED SERVICE**

Attempts to service the MPO by an unauthorized person may result in voiding the product warranty.

## **EMERGENCY CALLS**

In order to make or receive calls the phone must be switched on and be used in a service area with adequate signal strength.

### **MAKING AN EMERGENCY CALL**

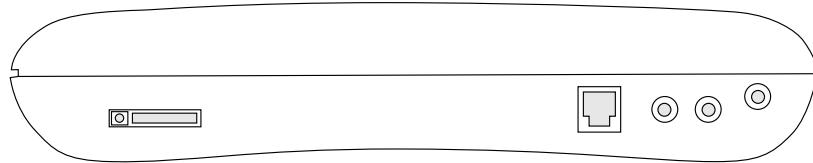
1. If the phone is not on, switch it on.
2. Press twice **[OK]**.
3. Type the emergency number for your present location.
4. Press **[OK]**.
5. Give all necessary information as accurately as possible.  
Do not terminate the call until you are given permission to do so.



### 3 FINDING KEYS AND CONNECTORS

All of the MPO's keys can be found on the top side of the unit.  
All of the connectors can be found on the rear side.

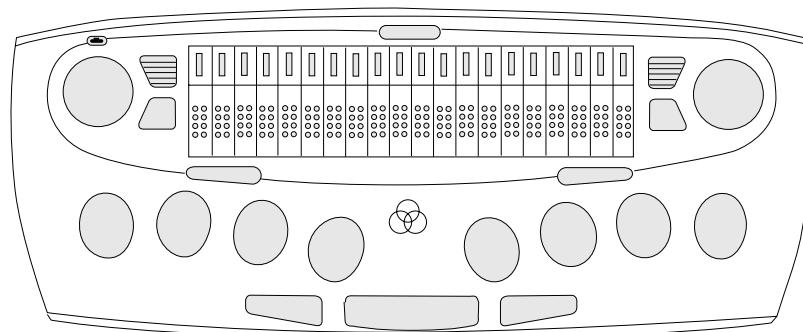
#### 3.1 The connectors



On the rear side you will find 5 connectors. A single connector is located on the left side. Four connectors are grouped together on the right side. The connectors from right to left are arranged as follows:

- Power connector. Use this connector to connect a power adapter for charging the battery.
- Stereo headset connector: marked with an 'I' below the connector. Use this connector to connect a stereo headset to your MPO.
- Phone headset connector: marked with a 'II' below the connector. Use this connector to connect a mono headset to your MPO.
- USB connector: marked with a 'III' below the connector. Use this connector to connect your MPO with a PC or laptop.
- SIM slot. Use this slot to insert your SIM card. The SIM slot contains the SIM card holder. The SIM card holder must hold your SIM card. The SIM card holder can be ejected by depressing the small round push button on the left of the SIM slot.

### 3.2 Finding the keys on the top side



As you hold the MPO with the keys facing upwards and the connectors oriented away from you, all of the braille keys and line of braille cells are situated on the top surface of the unit.

- ON/OFF switch.
- A 9-key braille keyboard.
- Two menu keys.
- Six navigation keys.
- Six audio keys.
- Two braille scroll keys.
- Twenty touch cursors.

#### 3.2.1 The braille array and touch cursors

The Braille array is located on the upper half of the MPO and centered horizontally. The braille array consists of 20 braille cells. Above each braille cell is a corresponding touch cursor button.

### 3.2.2 The ON/OFF switch

The ON/OFF switch can be found directly above the line of touch cursors in the middle on the top edge of your MPO.

### 3.2.3 The braille keyboard

The space bar is the middle key located in the group of three keys situated on the edge of the MPO closest to you. The space bar is the ninth key in the set of keys which comprise the braille keyboard. The other eight braille keys can be found directly above the space bar: four braille keys on the left and four braille keys on the right. Place the four fingers of your left hand on top of the left set of four braille keys. Place four fingers of your right hand on top of the right braille keys. Your hands are now positioned over an 8-dot braille keyboard.

Your left forefinger is on key **[1]**, your left middle finger is on key **[2]**, your left ring finger is on key **[3]** and your left little finger is on key **[7]** or the **[Backspace]** key. Your right forefinger is on key **[4]**, your right middle finger is on key **[5]**, your right ring finger is on key **[6]** and your right little finger is on key **[8]** or the **[New Line]** key.

Use the forefingers, middle fingers and ring fingers of your left and right hand to type standard braille characters. Use the little finger of your left hand to operate the **[Backspace]** key. Use the little finger of your right hand to operate the **[New Line]** key. Use your left or right thumb to depress the space bar.

### 3.2.4 The braille scroll keys

On the left and right sides of the MPO immediately below the braille array are the left and right braille scroll keys. The key on the left is the **[Scroll Left]** key and the key on the right is the **[Scroll Right]** key.

### 3.2.5 The menu keys

To the left of the space bar you will find the **[Programs]** key. To the right of the space bar you will find the **[Menu]** key.

### 3.2.6 The navigation keys

Three navigation keys are located in the upper left corner of the MPO. The larger round key on the left is a four-way rocker switch called the **[Cursor Pad]** and has four tactile indicators representing the four directional positions in which this key can be pressed: press left: **[Cursor Left]**, right: **[Cursor Right]**, up: **[Cursor Up]** and down: **[Cursor Down]**.

The other two navigation keys are located directly to the right of the cursor pad. The keys are triangularly shaped and point towards each other. The upper key is the **[Cancel]** button and has a ribbed texture whereas the lower key is the **[OK]** button and has a smooth texture.

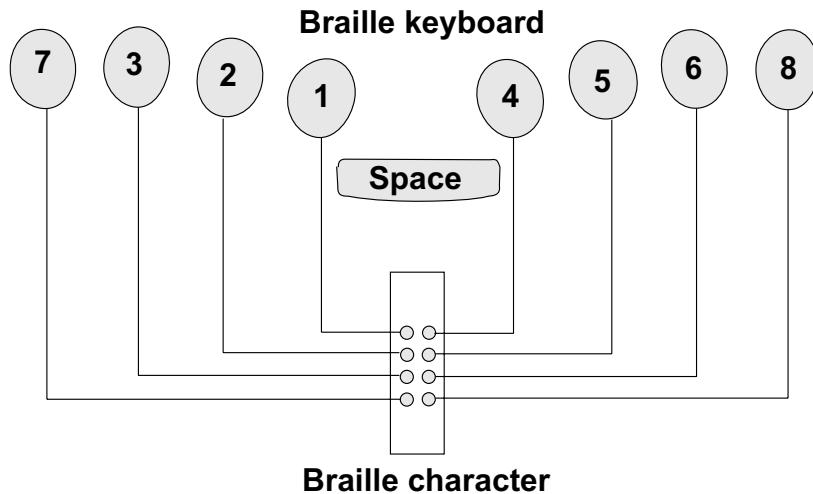
### 3.2.7 The audio keys

Three audio keys are located in the upper right corner of the MPO. The larger round key on the right is a four-way rocker switch called the **[Audio Pad]** and has four tactile indicators representing the four directional positions in which this key can be pressed: press left: **[Stop Speech]**, right: **[Mute Speech]**, up: **[Volume Up]** and down: **[Volume Down]**.

The other two audio keys are located directly to the left of the audio pad. The keys are triangularly shaped and point towards each other. The upper key is the **[Disconnect]** key and has a ribbed texture whereas the lower key is the **[Connect]** key and has a smooth texture.

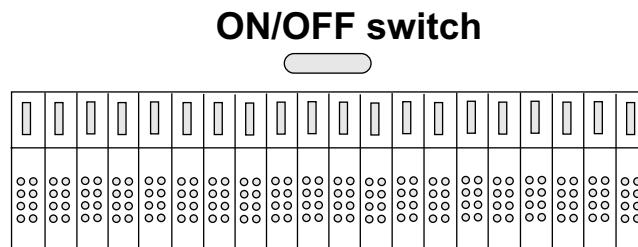
## 4 GETTING TO KNOW YOUR MPO

### 4.1 Using the braille keyboard



Eight braille keys and the space bar comprise the braille keyboard. Use keys [1] through [8] to type information in braille. Press [7] (which is also the [Backspace] key) to delete the character to the left of the cursor. Press [8] (which is also the [New Line] key) to start a new line.

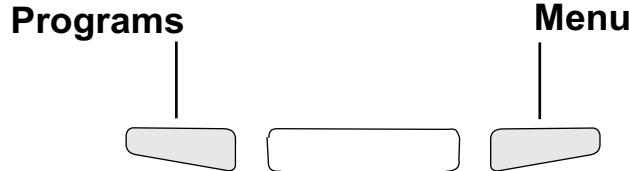
#### 4.2 Using the ON/OFF switch



Use the **[ON/OFF]** button to switch ON and OFF the MPO. Repeatedly pressing **[ON/OFF]** toggles the MPO between ON and OFF.

The MPO can be switched ON and OFF separately from the phone. This allows you to use the MPO while the phone is switched OFF, for example in an airplane. It is also possible to have the phone switched ON while the MPO is switched OFF, so that phone calls can still be received. Press and hold the **[Disconnect]** key for 2 seconds to switch OFF the phone. Press and hold the **[Connect]** key for 2 seconds to switch ON the phone.

#### 4.3 Using the menu keys

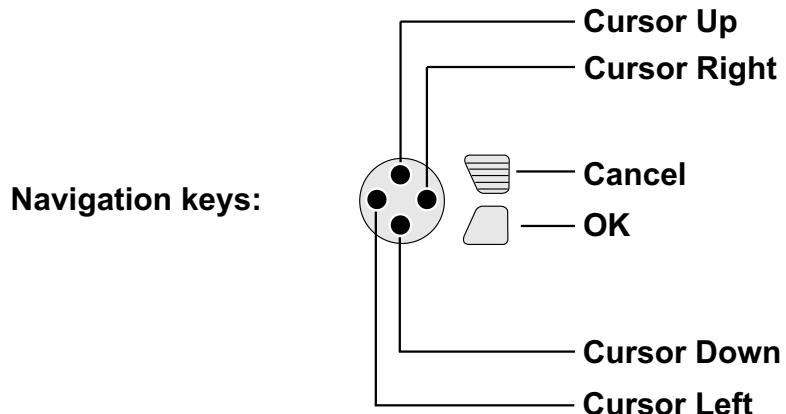


Press the **[Programs]** key to open the Programs menu. The Programs menu is horizontally structured and contains all of the MPO's programs. Press **[Menu]** to open a Context menu within a program. A Context menu is also horizontally structured and contains commands applicable to the active

program. The Menu key is only functional if a program has a context menu. Otherwise, the menu key has no effect.

#### 4.4 Using the navigation keys

On the upper left Cursor pad, press left: [Cursor Left], right: [Cursor Right], up: [Cursor Up] and down: [Cursor Down] to navigate through the menus and to move the cursor. Use the [OK] key and [Cancel] key to confirm and abort actions in dialogs and menus.



##### 4.4.1 Navigating through menus

The MPO has two menu types: horizontal menus and vertical menus. Horizontal menus show menu items side-by-side. Vertical menus show menu items below one another. Most menus are vertical menus. A few of the menus are horizontal menus, such as the Programs menu and the Context menu. The braille indicator 'b' precedes a horizontal menu.

Use the [Cursor Left] and [Cursor Right] keys to navigate through a horizontal menu. Press [OK] to select a menu item. You can also press [Cursor Down] to select a menu item.

After a menu item has been selected, a vertical menu will appear. Use the **[Cursor Up]** and **[Cursor Down]** keys to navigate through a vertical menu. Press **[OK]** to select a menu item. Press **[Cancel]** to go back one level in the menu. You can also press **[Cursor Right]** to select a menu item and press **[Cursor Left]** to go back one level.

#### 4.4.2 Moving the cursor

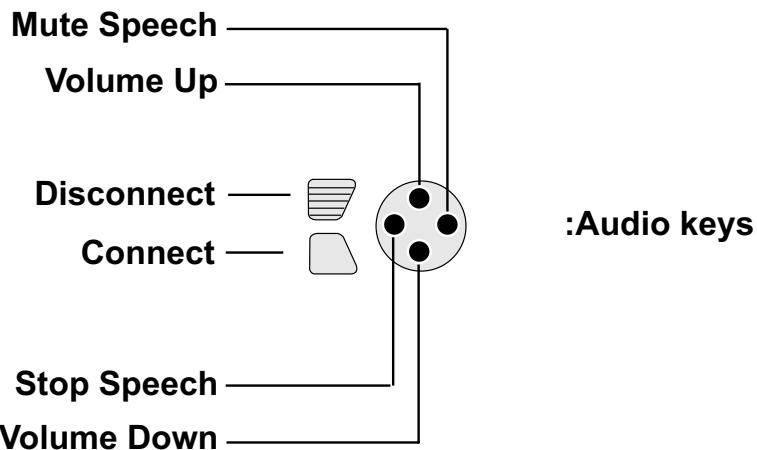
The cursor is also known as the insertion point which blinks somewhere on the braille array. Use the **[Cursor Left]** and **[Cursor Right]** keys to move the cursor by one character position. Braille characters are inserted at the cursor position. As you type, the blinking cursor will move along to indicate the insertion point. Use the **[Cursor Down]** and **[Cursor Up]** keys to move the cursor to the next or previous line, respectively.

#### 4.4.3 Confirmation keys

From within a dialog: press **[OK]** to confirm an action or press **[Cancel]** to abort an action. In menus: press **[OK]** to go to the next menu level or press **[Cancel]** to go back one menu level.

## 4.5 Using the audio keys

On the upper right Audio pad, press left: **[Stop Speech]**, right: **[Mute Speech]**, up: **[Volume Up]** and down: **[Volume Down]** to control the audio output. Use the **[Connect]** key to answer a phone call or to dial a number. Use the **[Disconnect]** key to end a phone call.



### 4.5.1 Audio output control

Press **[Mute Speech]** as a toggle to mute and enable the speech.

During a phone call you can continue using your MPO to make notes or to look up information. If the speech support is disrupting during a phone call, use the **[Mute Speech]** key to mute the speech.

Press **[Stop Speech]** to interrupt the speech at any time. Newly rendered speech will automatically resume speech output.

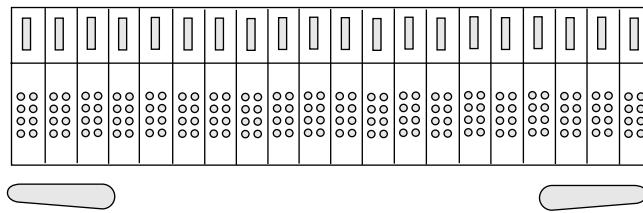
Press **[Volume Up]** to increase the speech volume. Press **[Volume Down]** to decrease the speech volume.

#### 4.5.2 Phone commands

The phone can be switched ON and OFF independent of the MPO. The MPO can be switched ON and OFF by using the **[ON/OFF]** key.

Press and hold **[Connect]** for 2 seconds to switch ON the phone. Press and hold **[Disconnect]** for 2 seconds to switch OFF the phone.

Press **[Connect]** to answer a phone call or to dial a number.  
Press **[Disconnect]** to end a phone call.



**Scroll Left**

**Scroll Right**

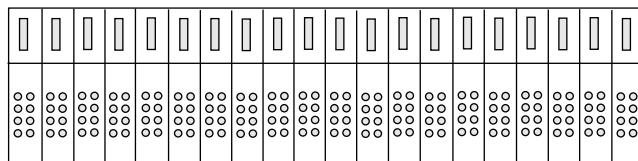
#### 4.6 Using the braille scroll keys

Use the braille scroll keys to scroll through text. Press **[Scroll Left]** to read the previous 20 characters on the braille array. Press **[Scroll Right]** to read the next 20 characters on the braille array. Note that only complete words are shown on the braille array.

## 4.7 Using the touch cursors

Use the touch cursors or hotkeys to quickly access horizontal menu items, to quickly select text or to query your current menu position.

### Touch Cursors



#### 4.7.1 Quickly accessing menu items

Instead of navigating through a horizontal menu using the **[Cursor Left/Right]** keys and then pressing the **[OK]** button on the desired item, you can make use of the touch cursors to activate a menu item by simply pressing a touch cursor button above the item.

#### 4.7.2 Quick text selection

To quickly select text in an edit field you can make use of the touch cursors: press **[Space]+[Touch Cursor]** to mark the beginning and the end of a text selection. To move the cursor: press the corresponding touch cursor at the desired text location.

#### 4.7.3 Current menu position

To quickly query your current menu position you can use the touch cursors. Press the touch cursor above the braille indicator at the first position of the braille array. A message dialog will appear with information about your current position. Press any key to close the dialog.

#### 4.8 Speech support

A speech synthesizer automatically speaks to you as you navigate through menus and text. The combination of synchronized speech and braille output enables you to read and navigate faster than with speech alone. Pressing the touch cursor above the braille indicator at the left of the braille array quickly announces your current menu position. Use the audio keys to adjust the speech output. You can instantly mute the speech and exclusively use the braille output in situations where it is important that you don't disturb people in close proximity to you or during a phone conversation. You can also use the audio keys to adjust the volume level to suit the surrounding ambiance.

#### 4.9 Synchronizing data between MPO and PC

Data on your MPO can be synchronized with data on a PC or laptop. Synchronization is done by using the USB connection. Like this, you can:

- Synchronize note documents between Outlook's Notes on your PC or laptop and the Notes program on your MPO.
- Synchronize appointments between Outlook's Calendar on your PC or laptop and the Agenda program on your MPO.
- Synchronize contact records between Outlook's Contacts on your PC or laptop and the Contacts program on your MPO.
- Create and convert Word documents on your PC or laptop and store them for use in the Notes program on your MPO.

For this purpose, you must install and run Microsoft's ActiveSync(R) software on your PC or laptop. This software is included on the CD-ROM.

## 5 PREPARING TO USE YOUR PHONE

Before you use the MPO for the first time, insert the SIM card in the rear-side slot and fully charge the battery. You can then switch the MPO ON. Once you have successfully typed in the PIN code provided with the SIM card, you are able to place and receive phone calls. For more information about the SIM card, PIN and PUK code, refer to appendix D. Read the following sections for specific information detailing how to prepare your MPO for first-time use.

### 5.1 Charging the battery

1. Plug the lead from the charger into the jack of the MPO. The jack for the power adapter is located on the right rear side.
2. Plug the MPO adapter into a standard wall outlet. It takes about 3 hours to fully charge a new or depleted battery.
3. After the battery has been fully charged, disconnect the charger from the MPO and remove it from the wall outlet.

### 5.2 Inserting the SIM card

1. Make sure that the MPO's phone is switched off.
2. Press the button to the left of the SIM card slot in order to eject the SIM card holder. The SIM card slot is located on the back left of your MPO.
3. Remove the SIM card holder and rotate it 180 degrees.
4. Slide the SIM card in the holder with the flat metal portion of the card facing up. The beveled corner on the SIM card must match up with the beveled corner on the SIM card holder.
5. Once again, rotate the SIM card holder now containing the SIM card 180 degrees.
6. Lock the SIM card in place by carefully sliding the SIM card holder back into its slot within the MPO.

### 5.3 Changing your PIN code

If you prefer you can change the default PIN code to a PIN code that you can more easily remember. To prevent possible misuse of your phone, choose a non-obvious PIN code, such as your date of birth. Never store your PIN or PUK code on the MPO. Instead, store the PIN and PUK codes where they will not be easily found.

To change your PIN code, follow these steps:

1. Make sure the MPO is switched ON.
2. Press **[Programs]**. The Programs menu will appear.
3. Use **[Cursor Left/Right]** to select *Settings*.
4. Press **[OK]**.
5. Use **[Cursor Up/Down]** to select *Phone settings*.
6. Press **[OK]**. The PHONE SETTINGS list will appear.
7. Use **[Cursor Up/Down]** to select *Change pin*.
8. Type the old PIN code and press **[OK]**.  
If you mistakenly type an invalid or incomplete PIN code, the following message will appear: The PIN code is invalid; please retype your PIN code. As directed, press a key on the MPO and retype the old PIN code. If you type an incorrect PIN code 3 times in succession, the SIM card will be blocked from further use. If this occurs, you will be required to enter the PUK code in order to unblock the SIM card.
9. Type the new PIN code. Press **[OK]**.
10. Retype the new PIN code for confirmation and press **[OK]**.

Your PIN code is now changed. Use the new PIN code each time you switch ON the phone.

## 6 EDITING TEXT IN NOTES AND SMS

The MPO provides text-editing capabilities, which can be used to create and edit text within notes and SMS text messages. Editing and navigating through text such as placing the cursor, selecting text, and cut/copy/paste functions are all straightforward operations. In addition, a number of shortcuts for commonly used commands are provided for your convenience.

### 6.1 Using speech to edit text

The MPO is equipped with built-in speech support for all editing functions. Text can be read aloud from any position and continue reading through the end of the note or message.

Action	Shortcut
Read from cursor position to the end of the text.	[Space]+[2] +[3] +[5] +[6] +[7] +[8]
Stop speech and leave cursor at the last spoken word.	[Space] or [Stop Speech]

### 6.2 Typing text

Use keys [1] through [8] on the braille keyboard to type braille characters into the MPO's editor. Press [7] to delete the character to the left of the cursor. Press [8] to start a new line. Press [Space]+[t] to insert a tab character or indent a line.

### 6.3 Moving within text

To move the cursor within text, the following shortcuts are available:

Action	Shortcut
Read the previous 20 characters on a line. If cursor is on the first 20 characters of a line: move to the end of the previous line.	[Scroll Left]
Read the next 20 characters on a line. If cursor is on the last 20 characters of a line: move to the beginning of the next line.	[Scroll Right]
Move cursor by one position to the left.	[Cursor Left]
Move cursor by one position to the right.	[Cursor Right]
Move cursor one line upwards.	[Cursor Up]
Move cursor one line downwards.	[Cursor Down]
Move cursor to top of file.	[Space]+[1]+[2]+[3]
Move cursor to bottom of file.	[Space]+[4]+[5]+[6]
Move cursor to first character on the line.	[Space]+[1]+[2]
Move cursor to last character on the line.	[Space]+[4]+[5]

### 6.4 Selecting, copying/pasting and deleting text using the Context menu

At any time you can use the Context menu, to support you in editing text in the text editor or in an edit field. Pressing [Menu] opens the Context menu. In the Context menu several edit commands are available, like cut, copy, paste or delete. The Cut command removes the currently selected data and stores it on the clipboard. The Copy command copies the currently selected data and stores it on the clipboard. The Paste command inserts a copy of the clipboard contents and puts it at the current cursor position. With the Delete command the currently selected data can be deleted. To use the Context menu:

1. Select the text that you want to cut, copy or delete. Or, move the cursor to the position where you want to paste text.
2. Press **[Menu]**. The Context menu will appear.
3. Use **[Cursor Left/Right]** to select *Edit*.
4. Press **[OK]**. A vertical menu with a number of edit commands will appear.
5. Use **[Cursor Up/Down]** to select the preferred edit command.
6. Press **[OK]** to execute the selected edit command.

For an overview of all edit commands in the Context menus, refer to appendix F.

## 6.5 Selecting, copying/pasting and deleting text using shortcuts

To select, copy, paste and delete text the following shortcuts are available:

Action	Shortcut
Select text.	[Space]+ [Space]+ <b>[Touch Cursor]</b>
Press <b>[Space]+[Touch Cursor]</b> to mark the beginning and the end of a text selection.	
Select all the text in a note or text message.	[Space]+[a]
Copy selected text to clipboard.	[Space]+[c]
Cut selected text to clipboard.	[Space]+[x]
Paste selected text from clipboard to current cursor position.	[Space]+[v]
Undo the last clipboard action. The last copy, cut or paste action can be undone.	[Space]+[z]
Delete the character at the current cursor position.	[2]+[7]
Delete the word at the current cursor position.	[3]+[7]
Delete line at the current cursor position.	[2]+[3]+[7]



## 7 USING NOTES

The Notes editor provides a variety of tools for easily creating and managing notes. Notes can be stored in any of the variety of categories (or folders), depending on the content of a particular note. The following categories are available: *Unfiled, Archive, Family, Hobby, Home, Info, Leisure, Minutes, Study, Work* and *Trash*.

Every note must have a title. By default, the MPO uses the first 40 characters of the note's content as the title of the note. However, you can also create your own note title. Notes are always stored in a category with a unique title. A category is simply a collection of Note titles.

Within a note you can use the Find function to find a word or a string.

Notes can be moved from one category to another or deleted. A deleted note is moved to the *Trash bin*. To permanently delete a note, delete it from the *Trash bin*.

### 7.1 Adding a note

#### 7.1.1 Adding a new note to the “unfiled” category

1. Press **[Programs]** to open the Programs menu.
2. Use **[Cursor Left/Right]** to select *Notes*.
3. Press **[OK]**. The NOTES CATEGORY LIST will appear.
4. Press **[OK]** to select *New note*. The NOTES EDITOR will appear.
5. Begin typing your new note. See also chapter “6 Editing text in notes and SMS”.
6. Press **[OK]** after you have finished typing your note. The first 40 characters of your note are automatically used as the title of the note. The note is saved in the *Unfiled* category.

Read below for details on saving notes with a different title and in another category.

#### 7.1.1.1 **Changing title or category**

From within the Notes editor, you can change the title of a note or its category at any time. Above the Notes text editor are two edit fields for changing the title of the note and the category where it is saved. You can reach these fields directly from the Notes text editor by the following procedure:

1. Move the cursor to top of text.
2. Press **[Cursor Up]** to select *Title*.
3. Type a new name for the title. If you do not want to change the title then proceed to the next step.
4. Press **[Cursor Up]** to select *Category*. The list of categories will appear.
5. Use **[Cursor Left/Right]** to select the category of your choice. If you do not want to change the category then proceed to the next step.
6. Press **[Cursor Down]** twice to continue editing your note.
7. After you have finished the note, press **[OK]**. This will close and save the note with the chosen name and category.

#### 7.1.2 **Adding a new note to a particular category**

1. Press **[Programs]** to open the Programs menu.
2. Use **[Cursor Left/Right]** to select *Notes*.
3. Press **[OK]**. The NOTES CATEGORY LIST will appear.
4. Use **[Cursor Up/Down]** to select the desired category.
5. Press **[OK]** to open the desired category.
6. Press **[OK]** to select *New note*. The NOTES EDITOR will appear.
7. Begin typing your note. See also chapter “6 Editing text in notes and SMS”.
8. Press **[OK]** after you have finished your note. The first 40 characters of your note are automatically used as the title of the note. The note is saved in the selected category.

### 7.1.3 Editing a filed note

To edit an existing note stored in a particular category, follow these steps:

1. Press **[Programs]** to open the Programs menu.
2. Use **[Cursor Left/Right]** to select *Notes*.
3. Press **[OK]**. The NOTES CATEGORY LIST will appear.
4. Use **[Cursor Up/Down]** to select a category.
5. Press **[OK]** to open the selected category.
6. Use **[Cursor Up/Down]** to select the title of the desired note to be opened.
7. Press **[OK]** to open the selected note. The NOTES EDITOR will appear.
8. Begin editing the content of the note. You will notice that the cursor is located at the same position where you stopped editing the note last time. See also chapter “6 Editing text in notes and SMS”.
9. Press **[OK]** to save the note.

## 7.2 Managing notes

### 7.2.1 Moving a note

To move a note from one category to another, follow these steps:

1. Press **[Programs]** to open the Programs menu.
2. Use **[Cursor Left/Right]** to select *Notes*.
3. Press **[OK]**. The NOTES CATEGORY LIST will appear.
4. Use **[Cursor Up/Down]** to select the category where the note is currently stored.
5. Press **[OK]**. The category name is presented as well as the list of all notes titles contained within the category.
6. Use **[Cursor Up/Down]** to select the note that you want to move.

There are two methods which you can use to move the selected note to another category. The first method uses the

Notes Context menu whereas the second accomplishes the move in fewer steps by using shortcuts.

#### 7.2.1.1 Using the Context menu to move a note

1. Press [Menu]. The Context menu will appear.
2. Use [Cursor Left/Right] to select *Edit*.
3. Press [OK] to open the Edit menu.
4. Use [Cursor Up/Down] to select *Move note*.
5. Press [OK]. The MOVE NOTE dialog will appear.
6. Use [Cursor Left/Right] to select the target category to where you want the note to be moved.
7. Press [OK] to move the note.

#### 7.2.1.2 Using shortcuts to move a note

1. Press [Space] + [m]. The MOVE NOTE dialog will appear.
2. Use [Cursor Left/Right] to select the target category to where you want the note to be moved.
3. Press [OK] to move the note.

#### 7.2.2 Deleting a note

1. Press [Programs] to open the Programs menu.
2. Use [Cursor Left/Right] to select *Notes*.
3. Press [OK]. The NOTES CATEGORY LIST will appear.
4. Use [Cursor Up/Down] to select the category containing the target note to be deleted.
5. Press [OK]. The category name is presented as well as the list of all notes titles contained within the category.
6. Use [Cursor Up/Down] to select the note that you want to delete.

There are two methods in which you can delete the selected note. The first method uses the Notes Context menu whereas the second accomplishes the deletion in fewer steps by using shortcuts.

#### 7.2.2.1 Using the Context menu to delete a note

1. Press [Menu]. The Context menu will appear.
2. Use [Cursor Left/Right] to select *Edit*.

3. Use **[Cursor Up/Down]** to select *Delete note*.
4. Press **[OK]**. The DELETE NOTE dialog will appear.
5. Press **[OK]** to delete the note. The note is moved to the Trash bin.

#### 7.2.2.2 Using shortcuts to delete a note

1. Press **[7]**. The DELETE NOTE dialog will appear.
2. Press **[OK]** to delete the note. The note is moved to the Trash bin.

#### 7.2.3 Finding words or text strings

Within a note you can use the Find function to search a word or a text string of maximally 80 characters. Searching starts from the current cursor position up to the end of the note.

1. Press **[Menu]**. The Context menu will appear.
2. Use **[Cursor Left/Right]** to select *Go*.
3. Use **[Cursor Up/Down]** to select *Find*.
4. Press **[OK]**. The SEARCH TEXT dialog will appear.
5. Type the word or text string and press **[OK]** to start searching.

In case a match is found, the cursor moves to the first character in the match. If you press **[Space] + [f]** the search will proceed to find the next match. In case no match is found, the NO MATCH dialog will appear; press any key to return to the SEARCH TEXT dialog.

For the complete contents of the Notes Context menu, refer to the appendix.



## 8 USING THE PHONE

Before you can make phone calls, the phone module must be switched ON. However, you will also need a PIN code in order to activate the phone. Once the phone has been switched ON, all phone functions are available to you. Even if the phone has not been activated with a valid PIN code, you can still make emergency phone calls. To deactivate the PIN code security, see section “13.2 Phone settings”.

Selecting Phone from the Programs menu will open the PHONE CATEGORY list containing five options for choosing how to place a phone call. In addition to manually dialing a number, you can choose an existing telephone number that is stored in one of the following lists: *Contacts*, *Missed calls*, *Received calls* and recently *Dialed numbers*.

### 8.1 Switching ON the phone module

1. Press and hold [**Connect**] for 2 seconds. The ENTER PIN SECURITY dialog will appear.
2. Type your PIN code.
3. Press [**OK**]. The phone module is now ON.

#### 8.1.1 PIN and PUK code security

An INVALID PIN CODE message will appear if you mistype your pin code. Press [**OK**] to return to the ENTER PIN SECURITY dialog. If you mistype your PIN code three times in succession, the SIM card will be blocked from further usage. You will then be presented with the ENTER PUC SECURITY dialog. Carefully type the PUK code and press [**OK**]. If you mistype the PUK code three times in succession, the SIM card will be blocked and you will need to contact your service provider.

## 8.2 Making a phone call

1. Make sure that the phone module is switched ON. See section “8.1 Switching ON the phone module”.
2. Press **[Programs]**.
3. Use **[Cursor Left/Right]** to select *Phone*.
4. Press **[OK]**. The NETWORK CHECK message will appear. The MPO will now try to establish a network connection. If a successful network connection is established, the name of a service provider will appear.
5. Press **[OK]**. The PHONE CATEGORIES list will appear. Read below for instructions on how to choose a telephone number.

If the phone is switched OFF and you press and hold **[Connect]** for 2 seconds, the MPO will automatically try to establish a network connection enabling you to skip a few steps in making a phone call.

## 8.3 Choosing a telephone number

To place a call, you can either dial a number manually or choose from one of the following options: *Contacts*, *Missed calls*, *Received calls* or recently *Dialed numbers*. Choose the option of your preference.

### 8.3.1 Manual dial

1. Use **[Cursor Up/Down]** to select *New number*.
2. Press **[OK]**. The DIAL NUMBER dialog will appear.
3. Type the telephone number.
4. Press **[OK]**. To place the phone call, see section “8.4 Completing a phone call”.

### 8.3.2 Choosing a number from the Contacts phone list

The *Contacts phone list* contains the names of persons which you have previously stored in the Contacts list. To add contacts to your contacts list, see chapter “10 Using Contacts”.

1. Use [**Cursor Up/Down**] to select *Contacts phone list*.
2. Press [**OK**]. The CONTACTS PHONE LIST will appear.
3. Use [**Cursor Up/Down**] to select the name of a contact that you want to call.
4. Press [**OK**]. To place the phone call, see section “8.4 Completing a phone call”.

If you selected a contact that has been assigned to two or more numbers, the SELECT NUMBER list will appear. Use [**Cursor Up/Down**] to select the desired phone number. Press [**OK**]. To place the phone call, see section “8.4 Completing a phone call”.

### 8.3.3 Choosing a number from the Missed calls list

The *Missed calls list* contains the names and numbers of persons who tried to call you but did not succeed, because you did not answer the call or because the phone was switched OFF. Step through the list and select the name or number that you want to call back.

1. Use [**Cursor Up/Down**] to select *Missed calls*.
2. Press [**OK**]. The MISSED CALLS list will appear.
3. Use [**Cursor Up/Down**] to select the desired name or number of the person that you want to call back.
4. Press [**OK**]. To place the phone call, see section “8.4 Completing a phone call”.

### 8.3.4 Choosing a number from the Received calls list

The *Received calls list* contains the names and numbers of persons who phoned you recently. Step through the list and select the name or number that you want to call back.

1. Use [Cursor Up/Down] to select *Received calls*.
2. Press [OK]. The RECEIVED CALLS list will appear.
3. Use [Cursor Up/Down] to select the desired name or number of the person that you want to call.
4. Press [OK]. To place the phone call, see section “8.4 Completing a phone call”.

### 8.3.5 Choosing a number from the Dialed numbers list

The *Dialed numbers list* contains the names and numbers of persons who you phoned recently. Step through the list and select the name or number that you want to call again.

1. Use [Cursor Up/Down] to select *Dialed numbers*.
2. Press [OK]. The DIALED NUMBERS list will appear.
3. Use [Cursor Up/Down] to select the desired name or number of the person that you want to call.
4. Press [OK]. To place the phone call, see section “8.4 Completing a phone call”.

## 8.4 Completing a phone call

1. After you have chosen a phone number, the MPO will try to establish a connection with the recipient. The ESTABLISHING CONNECTION message will appear:  
**LINE 1: Connecting:** Recipient's info.
2. The CONNECTED message will appear if a connection is established successfully. You can begin the conversation once the person answers your call. During the phone call, the CONNECTED message shows:  
**LINE 1: Active:** Duration of phone call.  
**LINE 2: Calling:** Recipient's info.

If the MPO fails to make a connection, the CONNECTION FAILED message will appear. Press [OK] to return to the Programs menu.

3. Press [**Disconnect**] to end the phone call. The CALLING LOG message will appear:  
**LINE 1:** *Total time*: Total calling time.  
**LINE 2:** *Called*: Recipient's info.
4. Press [**OK**] to return to the Programs menu.

## 8.5 Answering a phone call

1. A ring tone will notify you of an incoming call. The INCOMING CALL message will appear:  
**LINE 1:** *Phone*: Caller's info.
2. Press [**Connect**] to accept the call. The CONNECTED message will appear:  
**LINE 1:** *Active*: Duration of phone call.  
**LINE 2:** *Calling*: Caller's info.
3. Press [**Disconnect**] to end the phone call. The CALLING LOG message will appear:  
**LINE 1:** *Total time*: Total calling time.  
**LINE 2:** *Called*: Caller's info.

Based on the Caller's info or if you want to continue using the MPO, you can also decide to neglect the call by pressing [**Disconnect**]. However, the name and/or number of the caller will be stored in the Missed calls list.

## 8.6 Managing phone lists

### 8.6.1 Deleting the missed calls list, received calls list or dialed numbers list

To delete all phone numbers and names from one of the lists, follow these steps:

1. Press [Programs] to open the Programs menu.
2. Use [Cursor Left/Right] to select *Phone*.
3. Press [OK]. The PHONE CATEGORIES list will appear.
4. Use [Cursor Up/Down] to select the category of numbers that you want to delete.
5. Press [OK]. The CATEGORY NAME will appear. Name is the name of the selected category. The list of phone numbers currently stored in this category will also appear.
6. Press [Menu]. The Context menu will appear.
7. Use [Cursor Left/Right] to select *Edit*.
8. Press [OK].
9. Use [Cursor Up/Down] to select *Delete all*.
10. Press [OK]. All phone numbers will now be removed from the list.

### 8.6.2 Copying/pasting and deleting data

To copy data from a phone dialog and paste and store it as information into another application, for example Notes, follow these steps:

1. Make sure that you are in an edit field (braille indicator = 'e') in one of the following dialogs: DIAL NUMBER, CONNECTED or CALLING LOG.
2. Press [Menu]. The Context menu will appear.
3. Use [Cursor Left/Right] to select *Edit*.
4. Press [OK]. A vertical menu with a number of edit commands will appear.
5. Use [Cursor Up/Down] to select *Copy*.

6. Press [OK]. The data in the edit field is now stored on the clipboard. From the clipboard the data can be pasted into another application.

For the complete list of the Phone Context menu, refer to appendix F.



## 9 USING SMS

Your MPO is capable of sending and receiving text messages up to 160 characters in length. These messages, also known as SMS (Short Message Service), are similar to email since you can read, write, send and store them in categories. The recipient to whom you send an SMS message must also have an SMS equipped phone in order to receive your message.

SMS is a special service offered by your service provider. When you send a text message, it is sent to the provider's message center for distribution. Your message will remain in the message center until it can be delivered to the recipient. Similarly, when someone sends you a text message, the message is stored in the message center until it can be delivered to your MPO.

If you are not sure whether you are subscribed to SMS, or if you don't know the message center number, contact your service provider.

Use the MPO's SMS text editor to type or edit a text message. See chapter "6 Editing text in notes and SMS" for more details.

### 9.1 Sending a new text message

First make sure that the MPO is switched ON, see also section "8.1 Switching ON the phone module". To create and send a text message, follow these steps:

1. Press **[Programs]**. The Programs menu will appear.
2. Use **[Cursor Left/Right]** to select **SMS**.
3. Press **[OK]**. The SMS CATEGORY LIST will appear.
4. Press **[OK]**. The SMS EDITOR will appear.
5. Type your text message. Remember that a text message can not exceed 160 characters in length. A beep will sound if you attempt to exceed the 160 character limit.

6. Press **[OK]** when you have finished your text message. The DIAL OR SELECT NUMBER list will appear, listing all your contacts as contained by the Contacts list. For further details, see chapter “10 Using Contacts”.
7. Use **[Cursor Up/Down]** to select the recipient’s name or telephone number. If you select *New number*, the DIAL NEW NUMBER dialog will appear: type the number and press **[OK]**.
8. Press **[OK]**. The CONNECTING AND SENDING message will appear:  
**LINE 1: Send: Recipient’s info.**

When a message is successfully sent, it is stored in the *Sent items* list. If a connection can not be established, the message will be temporarily stored in the *Outbox*. The most recently sent messages are located at the top of the list.

### 9.1.1 The Outbox

If the MPO fails to establish a network connection, the text message will automatically be stored in the *Outbox*. To send the message at a later stage, when a network connection is available, follow these steps:

1. Press **[Programs]**. The Programs menu will appear.
2. Use **[Cursor Left/Right]** to select *SMS*.
3. Press **[OK]**. The SMS CATEGORY LIST will appear.
4. Use **[Cursor Up/Down]** to select *Outbox*.
5. Press **[OK]**. The OUTBOX list will appear.
6. Use **[Cursor Up/Down]** to select the text message that you want to send.
7. Press **[Menu]**. The Context menu will appear.
8. Use **[Cursor Left/Right]** to select *File*.
9. Press **[OK]** to open the vertical File menu.
10. Use **[Cursor Up/Down]** to select *Send*.
11. Press **[OK]** to send the text message.

Instead of using the Context menu, the shortcut **[Space] + [s]** can be used to send the selected text message.

### 9.1.2 Messages stored in the Outbox

The Outbox contains text messages that have not yet been send. To read, edit and/or send one of these text messages, follow these steps:

1. Press **[Programs]**. The Programs menu will appear.
2. Use **[Cursor Left/Right]** to select *SMS*.
3. Press **[OK]**. The SMS CATEGORY LIST will appear.
4. Use **[Cursor Up/Down]** to select *Outbox*.
5. Press **[OK]**. The OUTBOX list will appear.
6. Use **[Cursor Up/Down]** to select a message.
7. Press **[OK]** to open the SMS EDITOR with the selected text message that can now be read or edited.
8. Press **[Cancel]** to discard any changes and return to the Outbox. If you press **[OK]** any changes will be stored and the DIAL OR SELECT NUMBER list will appear. Send the text message to a chosen recipient. See also “9.1 Sending a new text message”.

### 9.1.3 Messages stored in the Send items list

The Send items list contains text messages that have been send to a recipient. To read, edit and/or resend one of these text messages, follow these steps:

1. Press **[Programs]**. The Programs menu will appear.
2. Use **[Cursor Left/Right]** to select *SMS*.
3. Press **[OK]**. The SMS CATEGORY LIST will appear.
4. Use **[Cursor Up/Down]** to select *Sent items*.
5. Press **[OK]**. The SENT ITEMS list will appear.
6. Use **[Cursor Up/Down]** to select a message.
7. Press **[OK]** to open the SMS EDITOR with the selected text message that can now be read or edited.
8. Press **[Cancel]** to discard any changes and return to the Sent items list. If you press **[OK]** any changes will be stored and the DIAL OR SELECT NUMBER list will appear. Send the text message to a chosen recipient. See also “9.1 Sending a new text message”.

## 9.2 Receiving a text message

1. A ring tone will notify you of a new text message. The INCOMING SMS message will appear:  
LINE 1: SMS: Sender's info.
2. Press [OK] to read the message. Use [Scroll Left] and [Scroll Right] to scroll through the message.
3. Press [OK] when you have finished reading the message. The message will then be stored in the READ ITEMS list. Using the READ ITEMS list, you can review the content of a previously received message.

Note that there is a maximum to the number of stored text messages on your SIM card. The exact number varies per SIM card and is generally about 25 to 50 text messages.

### 9.2.1 Reading messages stored in the Read items list

The Read items list contains all text messages that you have received and read. To read, edit and/or resend one of these text messages, follow these steps:

1. Press [Programs]. The Programs menu will appear.
2. Use [Cursor Left/Right] to select SMS.
3. Press [OK]. The SMS CATEGORY LIST will appear.
4. Use [Cursor Up/Down] to select *Read items*.
5. Press [OK]. The READ ITEMS list will appear.
6. Use [Cursor Up/Down] to select a message.
7. Press [OK] to open the SMS EDITOR with the selected text message that can now be read or edited.
8. Press [Cancel] to discard any changes and return to the Read items list. If you press [OK] any changes will be stored and the DIAL OR SELECT NUMBER list will appear. Send the text message to a chosen recipient. See also "9.1 Sending a new text message".

### 9.2.2 Forwarding a text message

There are two methods which you can use to forward a previously received message. The first method uses the SMS Context menu whereas the second forwards the message in fewer steps by using shortcuts. To forward a text message, make sure that you have first selected the text message from the Send, Received or Read items list.

#### 9.2.2.1 Using the Context menu

1. Press **[Menu]**. The Context menu will appear.
2. Use **[Cursor Left/Right]** to select *File*.
3. Press **[OK]**.
4. Use **[Cursor Up/Down]** to select *Send*. The SMS EDITOR is opened along with the text message. If desired, you may edit the text. See also chapter “6 Editing text in notes and SMS”.
5. Press **[OK]**. The DIAL OR SELECT NUMBER list will appear.
6. Use **[Cursor Up/Down]** to select the recipient's name or telephone number. If you select *New number*, the DIAL NEW NUMBER will appear: type the number and press **[OK]**.
7. Press **[OK]** to send the message. The CONNECTING AND SENDING message will appear: **LINE 1: Send: Recipient's info.**

#### 9.2.2.2 Using the shortcut method

1. Press **[Space]** + **[s]**. The SMS EDITOR will open along with the text message. If desired you may edit the text. See also chapter “6 Editing text in notes and SMS”.
2. Press **[OK]**. The DIAL OR SELECT NUMBER list will appear.
3. Use **[Cursor Up/Down]** to select the recipient's name or telephone number. If you select *New number*, the DIAL NEW NUMBER will appear: type the number and press **[OK]**.

4. Press [OK] to send the message. The CONNECTING AND SENDING message will appear:  
**LINE 1: Send:** Recipient's info.

### 9.2.3 Replying to a text message

There are two methods with which you can reply to a message you have received. The first method uses the SMS Context menu, whereas the second method uses shortcuts and requires fewer steps. To reply to a text message, make sure that you have selected the text message from the Received or Read items list.

#### 9.2.3.1 Using the Context menu

1. Press [Menu]. The Context menu will appear.
2. Use [Cursor Left/Right] to select *File*.
3. Press [OK].
4. Use [Cursor Up/Down] to select *Reply*. The SMS EDITOR will be opened in an empty text message. Type your text message. See also chapter "6 Editing text in notes and SMS".
5. Press [OK] to send the message.

The CONNECTING AND SENDING message will appear:  
**LINE 1: Send:** Recipient's info.

#### 9.2.3.2 Using the shortcut method

1. Press [Space] + [r]. The SMS EDITOR will be opened in an empty text message. Type a text message. See also chapter "6 Editing text in notes and SMS".
2. Press [OK] to send the message.

The CONNECTING AND SENDING message will appear:  
**LINE 1: Send:** Recipient's info.

For a complete list of the SMS Context menu, refer to appendix F.

## 10 USING CONTACTS

Managing personal contact information is very easy with the MPO. Each contact is stored as a separate record that contains a variety of information, that you can specify in the Contacts editor. There are two methods you can use to search for contacts: by *Last name* or by *Contact name*.

For efficiency, contacts can be duplicated and then edited accordingly. Individual contacts can also be deleted.

Benefit from the possibility to use the MPO's integrated phone in combination with stored contacts. By pressing [**Connect**], the MPO will immediately call the telephone number associated with a particular contact.

### 10.1 Personal contact information

Within the Contact editor you can specify any of the following personalized information:

<i>First name</i>	The contact's first name.
<i>Last name</i>	The contact's last name.
<i>Company</i>	Name of company.
<i>Phone</i>	Primary phone number.
<i>Mobile</i>	Cell phone number.
<i>Fax</i>	Fax number.
<i>E-mail</i>	E-mail address.
<i>Address</i>	Postal address.
<i>City</i>	City.
<i>State</i>	State.
<i>Postal code</i>	Postal code.
<i>Country</i>	Country.
<i>Comments</i>	Additional remarks.

## 10.2 Adding a new contact

1. Press [**Programs**]. The Programs menu will appear.
2. Use [**Cursor Left/Right**] to select *Contacts*.
3. Press [**OK**]. The CONTACTS CATEGORY LIST will appear.
4. Press [**OK**]. The CONTACT EDITOR will appear.
5. Use [**Cursor Up/Down**] to select an item.
6. Press [**OK**] and enter the contact's information as prompted.
7. Press [**Cursor Left**] to return to the list. Similarly, complete the record entry by filling in the remaining contact information.
8. Press [**OK**] to save the record.

## 10.3 Duplicating a contact

As a convenience, you can duplicate an existing contact record and then modify the content of the new record to save time.

1. Press [**Programs**]. The Programs menu will appear.
2. Use [**Cursor Left/Right**] to select *Contacts*.
3. Press [**OK**]. The CONTACTS CATEGORY LIST will appear.
4. Use [**Cursor Up/Down**] to select your preferred search method in order to locate a specific record and then press [**OK**].
5. Use [**Cursor Up/Down**] to select a contact.
6. Press [**Menu**]. The Context menu will appear.
7. Use [**Cursor Left/Right**] to select *Edit* and press [**OK**].
8. Use [**Cursor Up/Down**] to select *Copy of contact*. The CONTACT EDITOR will open along with the content of the new contact record.
9. Use [**Cursor Up/Down**] to select the item that you want to change.
10. Press [**OK**] and type the new information.

11. Press [**Cursor Left**] to return to the list. Similarly, change any of the contact's personal items as described.
12. Press [**OK**] to save the new record.

For the complete list of the Contacts Context menu, refer to appendix F.

#### 10.4 Viewing contact information sorted by last name

1. Press [**Programs**]. The Programs menu will appear.
2. Use [**Cursor Left/Right**] to select *Contacts*.
3. Press [**OK**]. The CONTACTS CATEGORY LIST will appear.
4. Use [**Cursor Up/Down**]. Select *Last names* in order to view contacts sorted by last name.
5. Press [**OK**]. The LAST NAMES list will appear.
6. Use [**Cursor Up/Down**] to select a last name. The names are listed alphabetically. Each line represents a record that contains the following information:  
*Last name, First name, Company, City, Address.*

Press [**OK**] to open the CONTACT EDITOR and view the complete content of the contact record.

#### 10.5 Viewing contact information sorted by company name

1. Press [**Programs**]. The Programs menu will appear.
2. Use [**Cursor Left/Right**] to select *Contacts*.
3. Press [**OK**]. The CONTACTS CATEGORY LIST will appear.
4. Use [**Cursor Up/Down**]. Select *Company names* in order to view contacts sorted by company name.
5. Press [**OK**]. The COMPANY NAMES list will appear.
6. Use [**Cursor Up/Down**] to select a company name. The names are listed alphabetically. Each line represents a record that contains the following information:  
*Company name, Last name, First name, City, Address.*

Press [OK] to open the CONTACT EDITOR and view the complete content of the contact record.

#### 10.6 Editing a contact

1. Press [Programs]. The Programs menu will appear.
2. Use [Cursor Left/Right] to select *Contacts*.
3. Press [OK]. The CONTACTS CATEGORY LIST will appear.
4. Use [Cursor Up/Down]. Select an item such as *Last names* or *Company Names* in order to alphabetically sort the contact records accordingly.
5. Press [OK]. The corresponding list of names will appear.
6. Use [Cursor Up/Down] to search for a particular contact.
7. Press [OK]. The CONTACT EDITOR will open.
8. Use [Cursor Up/Down] to select an item within the record.
9. Press [OK] and type the information.
10. Press [Cursor Left] to return to the item list. Similarly, complete the record by filling out the required information for the contact.
11. Press [OK] to save the record.

#### 10.7 Deleting contacts

1. Press [Programs]. The Programs menu will appear.
2. Use [Cursor Left/Right] to select *Contacts*.
3. Press [OK]. The CONTACTS CATEGORY LIST will appear.
4. Use [Cursor Up/Down] to select your preferred search method and press [OK].
5. Use [Cursor Up/Down] to select a contact.
6. Press [Menu]. The Context menu will appear.
7. Use [Cursor Left/Right] to select *Edit* and press [OK].
8. Use [Cursor Up/Down] to select *Delete contact*. The DELETE CONTACT message will appear.
9. Press [OK] to delete the contact.

You can also use the shortcut [**Backspace**] to delete a selected contact.

For the complete list of the Contacts Context menu, refer to appendix F.



## 11 USING THE AGENDA

The MPO's agenda allows you to schedule appointments by a start time and to specify its duration. Appointments are activities, meetings or events for which you want to be reminded. In the Appointment editor you can enter the following items for each appointment: *Subject, Date, Start time, Duration, Location and Comments*.

You can view future and historical appointments. Future appointments include those which occur on the current day as well as appointments scheduled on an upcoming day. Historical appointments are appointments from yesterday or from an earlier date. Future and historical appointments are sorted chronologically with the most recent appointment at top of the list.

Appointments can be individually deleted. If enabled, the *Auto remove* function will automatically delete an appointment that is older than a specified number of days.

The MPO presents the day of the week in braille by a single character: m = Monday, t = Tuesday, w = Wednesday, t = Thursday, f = Friday, s = Saturday and S = Sunday. However, in speech the days are announced completely.

### 11.1 Adding a new appointment

1. Press **[Programs]**. The Programs menu will appear.
2. Use **[Cursor Left/Right]** to select *Agenda*.
3. Press **[OK]**. The AGENDA will appear.
4. Press **[OK]**. The APPOINTMENT EDITOR will open.
5. Use **[Cursor Up/Down]** to select an appointment item.
6. Type the information. Fill out the information as prompted for each appointment item.
7. Press **[OK]** to save the appointment.

## 11.2 Editing an appointment

1. Press **[Programs]**. The Programs menu will appear.
2. Use **[Cursor Left/Right]** to select *Agenda*.
3. Press **[OK]**. The AGENDA will appear.
4. Use **[Cursor Up/Down]** to select the desired category.
5. Press **[OK]**. The appointment list corresponding to the selected category will appear.
6. Use **[Cursor Up/Down]** to select an appointment. The appointments are listed chronologically with the closest unmissed appointment at top of the list. Each line shows the following information:  
*Day of the week, Date, Time, Subject.*
7. Press **[OK]**. The APPOINTMENT EDITOR will open.
8. Use **[Cursor Up/Down]** to select an appointment item.
9. Fill in the appointment information as prompted.
10. Press **[OK]** to save the appointment.

## 11.3 Viewing future appointments

1. Press **[Programs]**. The Programs menu will appear.
2. Use **[Cursor Left/Right]** to select *Agenda*.
3. Press **[OK]**. The AGENDA will appear.
4. Use **[Cursor Up/Down]** to select *Future appointments*.
5. Press **[OK]**. The FUTURE APPOINTMENTS list will appear.
6. Use **[Cursor Up/Down]** to select an appointment. The appointments are listed chronologically with the most recent appointment at top of the list. Each line shows the following information:  
*Day of the week, Date, Time, Subject.*
7. Press **[OK]** to view the entire appointment record.

## 11.4 Viewing history

1. Press **[Programs]**. The Programs menu will appear.
2. Use **[Cursor Left/Right]** to select *Agenda*.
3. Press **[OK]**. The AGENDA will appear.

4. Use **[Cursor Up/Down]** to select *History*.
5. Press **[OK]**. The HISTORY list will appear.
6. Use **[Cursor Up/Down]** to select an appointment. The appointments are listed chronologically with the most recent appointment at top of the list. Each line shows the following information:  
*Day of the week, Date, Time, Subject.*
7. Press **[OK]** to view the entire appointment record.

### 11.5 Deleting an appointment

1. Press **[Programs]**. The Programs menu will appear.
2. Use **[Cursor Left/Right]** to select *Agenda*.
3. Press **[OK]**. The AGENDA will appear.
4. Use **[Cursor Up/Down]** to select the category that contains the appointment to be deleted and press **[OK]**.
5. Use **[Cursor Up/Down]** to select the appointment.
6. Press **[Menu]**. The Context menu will appear.
7. Use **[Cursor Left/Right]** to select *Edit* and press **[OK]**.
8. Use **[Cursor Up/Down]** to select *Delete appointment*. The DELETE APPOINTMENT message will appear.
9. Press **[OK]** to delete the appointment.

You can also use the shortcut **[Backspace]** to delete a selected appointment.

For the complete list of the Agenda Context menu, refer to appendix F.



## 12 USING THE UTILITIES

The MPO provides you with a number of useful utilities. At the push of a button, information such as *Time and Date*, *Network* and *Phone status*, *Battery status* and *System information* is made available to you. An alarm and basic calculator are also provided.

### 12.1 Viewing the time and date

1. Press [**Programs**]. The Programs menu will appear.
2. Use [**Cursor Left/Right**] to select *Utilities*.
3. Press [**OK**]. A vertical menu will appear.
4. Press [**OK**]. The TIME, DATE and ALARM dialog will appear.
5. Use [**Cursor Up/Down**] to view *Time* or *Date*.

To set the time and date, see section “13.5 Time and date settings”.

### 12.2 Viewing network and phone status

This utility allows you to view the strength of the GSM signal in your area, the name of the current network provider, the status of the phone (ON/OFF) and your own telephone number.

1. Press [**Programs**]. The Programs menu will appear.
2. Use [**Cursor Left/Right**] to select *Utilities*.
3. Press [**OK**]. A vertical menu will appear.
4. Use [**Cursor Up/Down**] to select *Network and phone*.
5. Press [**OK**]. The NETWORK AND PHONE STATUS dialog will appear. Use [**Cursor Up/Down**] to step through the status information:  
**LINE 1:** *Signal*: network signal strength.  
**LINE 2:** *Network*: network name.  
**LINE 3:** *Phone module*: phone status (ON/OFF).

### 12.3 Viewing battery status

This utility allows you to view the current battery strength as an indication of the remaining operation time of the MPO.

1. Press **[Programs]**. The Programs menu will appear.
2. Use **[Cursor Left/Right]** to select *Utilities*.
3. Press **[OK]**. A vertical menu will appear.
4. Use **[Cursor Up/Down]** to select *Battery status*.
5. Press **[OK]**. The BATTERY STATUS dialog will appear:  
**LINE 1:** *Battery*: battery strength. Possible values: *Full*, *Medium*, *Low*, *Critical* and *Charging*.

### 12.4 Viewing system info

This utility allows you to view the software version, manufacturer's info and website address to consult for technical support.

1. Press **[Programs]**. The Programs menu will appear.
2. Use **[Cursor Left/Right]** to select *Utilities*.
3. Press **[OK]**. A vertical menu will appear.
4. Use **[Cursor Up/Down]** to select *System info*.
5. Press **[OK]**. The SYSTEM INFO dialog will appear. Use **[Cursor Up/Down]** to step through the system information:  
**LINE 1:** *System version*: software version info.  
**LINE 2:** *Manufacturer*: name of manufacturer.  
**LINE 3:** *Contact*: Website address.

### 12.5 Using the alarm

Using the MPO's integrated alarm/clock you will get notified by a ring tone at the alarm time. To set the alarm time, follow these steps:

1. Press **[Programs]**. The Programs menu will appear.
2. Use **[Cursor Left/Right]** to select *Utilities*.

3. Press [OK]. A vertical menu will appear.
4. Press [OK]. The TIME, DATE and ALARM dialog will appear.
5. Use [Cursor Up/Down] to select *Alarm time*.
6. Type the alarm time you wish to set.
7. Use [Cursor Up/Down] to select *Alarm*.
8. Use [Cursor Left/Right] to select *ON* and press [OK].

A ring tone and message will notify you of an alarm. The alarm will sound at maximum volume for 60 seconds unless you interrupt it. Press any key to turn OFF the alarm. To reactivate the alarm: manually set *Alarm* back to *ON*. Note that you can only get notified of an alarm if your MPO is switched ON.

## 12.6 Using the calculator

You can use the calculator to perform basic calculations. Use the braille keyboard to enter numbers and operations.

Operations can include: + (plus), - (minus), x (times), / (divide by), % (percent) and = (result).

Operator	Action			Example
[+]	Number1	+	Number2	[6] [+] [10] [=] '16'
[−]	Number1	-	Number2	[6] [−] [10] [=] '-4'
[x]	Number1	x	Number2	[6] [x] [10] [=] '60'
[/]	Number1	/	Number2	[6] [/] [10] [=] '0.6'
[%]		1	+ Number / 100	[6] [+] [10] [%] [=]
		1	- Number / 100	'6.1'
			Number / 100	[6] [−] [10] [%] [=]
				'5.9'
				[6] [x] [10] [%] [=]
				'0.6'
				[6] [/] [10] [%] [=]
				'60'
[=]	Result of expression			
[+] + [=]	Number	+	Number	[6] [+] [=] '12'
[x] + [=]	Number	x	Number	[6] [x] [=] '36'

Operator	Action	Example
[/] + [=]	1 / Number	[6] [/] [=] '0.16666666'
[-] + [=]	- Number	[6] [-] [=] '-6'

### 12.6.1 Typing digits

Type the digit [0] to [9] in your calculations. The MPO will always speak strings of numbers as separate digits.

Before pressing [=] to calculate a result, an expression can first be edited. Use **Cursor Left/Right** to reposition the cursor and **Backspace** to delete a character to the left of the cursor. As you type an operator or Number, it is inserted at the cursor position.

To delete the last entered data, use the shortcut [3] + [7]. To clear the display, use the shortcut [2] + [3] + [7].

A beep will sound if you type an invalid character.

### 12.6.2 Memory storage

You can make use of the clipboard as temporary memory storage to *Cut* and *Copy* numbers. Moreover, you can paste numbers from the clipboard as you need them.

### 12.6.3 Changing the evaluation order

Expressions are evaluated from left to right. For example:  $A - B/C = (A - B)/C$ . However, you can use square brackets to change the evaluation order. For example:  $A - [B/C] = A - (B/C)$ .

### 12.6.4 Using the Calculator Context menu

Instead of typing operators as braille characters you can alternately use their corresponding commands from the Calculator Context menu.

1. Press [**Programs**]. The Programs menu will appear.
2. Use [**Cursor Left/Right**] to select *Utilities*.
3. Press [**OK**]. A vertical menu will appear.
4. Use [**Cursor Up/Down**] to select *Calculator*.
5. Press [**OK**]. The CALCULATOR will appear.
6. Press [**Menu**]. The Context menu will appear.
7. Use [**Cursor Left/Right**] to select *Operation*.
8. Use [**Cursor Up/Down**] to select the desired operator.
9. Press [**OK**] to execute the operation.

For a complete list of commands in the Calculator Context menu, refer to appendix F.



## 13 CUSTOMIZING YOUR MPO

The MPO's behavior can be personalized in a variety of ways.

### 13.1 User settings

The MPO can store your personal information, including your *Name*, *Address*, *Cell phone number* and *Company name*.

1. Press **[Programs]**. The Programs menu will appear.
2. Use **[Cursor Left/Right]** to select *Settings*.
3. Press **[OK]**. A vertical menu will appear.
4. Use **[Cursor Up/Down]** to select *User settings*.
5. Press **[OK]**. The USER SETTINGS dialog will appear. Use **[Cursor Up/Down]** to select an item and then specify your personal information as follows:  
**LINE 1:** *Name*: Your full name.  
**LINE 2:** *Address*: Your complete address.  
**LINE 3:** *Mobile*: Your cell phone number.  
**LINE 4:** *Company*: Your company's name.

### 13.2 Phone settings

Several phone related settings can be adjusted, such as: switching the phone ON/OFF, selecting a ring tone, turning OFF INCOMING CALL messages, changing your PIN code or deactivating the PIN code security.

1. Press **[Programs]**. The Programs menu will appear.
2. Use **[Cursor Left/Right]** to select *Settings*.
3. Press **[OK]**. A vertical menu will appear.
4. Use **[Cursor Up/Down]** to select *Phone settings*.
5. Press **[OK]**. The PHONE SETTINGS dialog will appear. Use **[Cursor Up/Down]** to select an item and then adjust your settings accordingly:  
**LINE 1:** *Phone*: Switch the phone ON or OFF.  
**LINE 2:** *Ring tone*: Select your preferred ring tone.

**LINE 3: Notify caller:** Switch the INCOMING CALL message ON or OFF.

**LINE 4: Change PIN:** Change your PIN code. Enter 0000 to deactivate the PIN code security.

### 13.3 SMS settings

The following SMS related settings can be adjusted: SMS notification tone, and enabling or disabling the INCOMING SMS notification message.

1. Press **[Programs]**. The Programs menu will appear.
2. Use **[Cursor Left/Right]** to select *Settings*.
3. Press **[OK]**. A vertical menu will appear.
4. Use **[Cursor Up/Down]** to select *SMS settings*.
5. Press **[OK]**. The SMS SETTINGS dialog will appear. Use **[Cursor Up/Down]** to select an item and then adjust any of the following settings:  
**LINE 1: SMS ring tone:** Select your preferred ring tone.  
**LINE 2: SMS notification:** Turn ON or OFF the INCOMING SMS notification message.

### 13.4 Notes settings

Depending on your country of origin and the braille code with which you are most familiar, you may select from one of the following: USA grade 2 or UK grade 2. This allows you to type and read in contracted braille.

1. Press **[Programs]**. The Programs menu will appear.
2. Use **[Cursor Left/Right]** to select *Settings*.
3. Press **[OK]**. A vertical menu will appear.
4. Use **[Cursor Up/Down]** to select *Notes settings*.
5. Press **[OK]**. The NOTES SETTINGS dialog will appear. Use **[Cursor Right/Left]** to select a braille mode.

### 13.5 Time and date settings

This option allows you to set the current time and date as well as the format.

1. Press [**Programs**]. The Programs menu will appear.
2. Use [**Cursor Left/Right**] to select *Settings*.
3. Press [**OK**]. A vertical menu will appear.
4. Use [**Cursor Up/Down**] to select *Date and time*.
5. Press [**OK**]. The DATE AND TIME SETTINGS dialog will appear. Use [**Cursor Up/Down**] to select an item and then adjust your settings:  
**LINE 1: Time**: Type the current time.  
**LINE 2: Date**: Type the current date.  
**LINE 3: Time format**: Select the time format: 24 hr or 12 hour AM/PM.  
**LINE 4: Date format**: Select the date format: dd/mm/yy, dd/mm/yyyy, mm/dd/yy or mm/dd/yyyy.

### 13.6 Audio settings

Several audio settings can be adjusted. Your MPO has two sound output sources: the phone output and the speech synthesizer. The volume of both output sources can be controlled independent of each other. On the other hand, the master volume allows you to control both sources simultaneously. The microphone's sensitivity is also adjustable.

1. Press [**Programs**]. The Programs menu will appear.
2. Use [**Cursor Left/Right**] to select *Settings*.
3. Press [**OK**]. A vertical menu will appear.
4. Use [**Cursor Up/Down**] to select *Audio settings*.
5. Press [**OK**]. The AUDIO SETTINGS dialog will appear. Use [**Cursor Up/Down**] to select an item and then adjust any of the following settings:  
**LINE 1: Master volume**: choose within the range from 0-9.

**LINE 2:** *Phone volume*: choose within the range from 0-9.

**LINE 3:** *Sound volume*: choose within the range from 0-9.

**LINE 4:** *Microphone level*: choose within the range from 0-9.

The master volume can also be controlled by using the **[Volume Up]** and **[Volume Down]** keys.

### 13.7 Speech settings

Several MPO speech characteristics can be adjusted: rate, pitch and spoken punctuation level. In addition, you can specify whether characters or words are echoed as you type, or whether the MPO is silent.

1. Press **[Programs]**. The Programs menu will appear.
2. Use **[Cursor Left/Right]** to select *Settings*.
3. Press **[OK]**. A vertical menu will appear.
4. Use **[Cursor Up/Down]** to select *Speech settings*.
5. Press **[OK]**. The SPEECH SETTINGS dialog will appear. Use **[Cursor Up/Down]** to select an item and then adjust your settings as follows:

**LINE 1:** *Pitch*: choose within the range from 0-9.

**LINE 2:** *Rate*: choose within the range from 0-9.

**LINE 3:** *Echo*: Select *Characters*, *Words* or *None*.

**LINE 4:** *Punctuation*: Select *All*, *Some* or *None*.

## 13.8 Braille settings

The following braille settings can be adjusted: the country specific braille table, the cursor style, whether or not the braille cursor blinks and dot pressure. For the appearance of the cursor you can choose between Underlined (dots 7 and 8) or Block (all dots).

1. Press [**Programs**]. The Programs menu will appear.
2. Use [**Cursor Left/Right**] to select *Settings*.
3. Press [**OK**]. A vertical menu will appear.
4. Use [**Cursor Up/Down**] to select *Braille settings*.
5. Press [**OK**]. The BRAILLE SETTINGS dialog will appear. Use [**Cursor Up/Down**] to select an item and then select from any of the following settings:  
**LINE 1:** *Braille table*: Select a braille table.  
**LINE 2:** *Braille cursor*: Select an *Underlined* or *Block* cursor shape.  
**LINE 3:** *Blinking*: Select *On* or *OFF*.  
**LINE 4:** *Dot pressure*: Select from the range between 0-5.

## 13.9 Keyboard settings

Several keyboard settings can be adjusted

The cursor repeat option can be turned OFF so that when a cursor key is held down, the action will only occur once. When the cursor repeat option is ON, the repeat action begins after 1 second.

The functionality of the audio and navigation keys can be swapped in order to accommodate your dominant hand.

You may disable the audible beep that alerts you when an invalid character or command key is pressed.

1. Press [**Programs**]. The Programs menu will appear.

2. Use **[Cursor Left/Right]** to select *Settings*.
3. Press **[OK]**. A vertical menu will appear.
4. Use **[Cursor Up/Down]** to select *Keyboard settings*.
5. Press **[OK]**. The KEYBOARD SETTINGS dialog will appear. Use **[Cursor Up/Down]** to select an item and then select any of the following settings:  
**LINE 1:** *Key repeat*: Select *On* or *OFF*.  
**LINE 2:** *Navigation keys*: Select *Left* or *Right*.  
**LINE 3:** *Key beeps*: Select *On* or *OFF*.

### 13.10 Startup settings

In general, the application that you used last will automatically open when you switch the MPO ON. You can adjust this start up behavior and start up with the Programs menu instead.

1. Press **[Programs]**. The Programs menu will appear.
2. Use **[Cursor Left/Right]** to select *Settings*.
3. Press **[OK]**. A vertical menu will appear.
4. Use **[Cursor Up/Down]** to select *Startup settings*.
5. Press **[OK]**. The START UP SETTINGS dialog will appear. Use **[Cursor Right/Left]** to select between *Last work* and *Programs menu*.

### 13.11 Power management settings

The MPO offers you several ways to save on battery consumption. You can adjust the time after which your MPO will go into suspend mode after a period of inactivity. You can also disable braille or audio output to lengthen the operation time of the battery.

1. Press **[Programs]**. The Programs menu will appear.
2. Use **[Cursor Left/Right]** to select *Settings*.
3. Press **[OK]**. A vertical menu will appear.
4. Use **[Cursor Up/Down]** to select *Power management*.
5. Press **[OK]**. The POWER SETTINGS dialog will appear. Use **[Cursor Up/Down]** to select an item and then select

from any of the following settings:

**LINE 1:** *Suspend*: Choose within the range from 0-60 (minutes). Zero (0) means that the MPO will never go into suspend mode.

**LINE 2:** *Disable*: Select *Braille*, *Sound* or *None*.

If the MPO has gone into Suspend mode, press **[ON]** in order to resume normal operation.

### 13.12 Restoring factory default settings

At any time you can restore the factory default settings.

1. Press **[Programs]**. The Programs menu will appear.
2. Use **[Cursor Left/Right]** to select *Settings*.
3. Press **[OK]**. A vertical menu will appear.
4. Use **[Cursor Up/Down]** to select *Restore defaults*.
5. Press **[OK]**. The RESTORE DEFAULTS dialog will appear.
6. Press **[OK]**. The default factory settings will be restored.





## APPENDIX A: CARE AND MAINTENANCE

Although your MPO has been exceptionally well-designed using highly durable materials to reduce the risk of damage, you should nevertheless follow a few basic guidelines.

Adhering to these guidelines will ensure that the warranty limitations are not inadvertently violated as well as extend the life of the product for your enjoyment for years to come. When using your MPO, battery, charger, or accessory:

- Keep your MPO and accessories out of the reach of small children.
- Keep your MPO away from moisture. Humidity and liquids can result in corrosion of the electronic circuits.
- Do not use or store your MPO in areas prone to dust or dirt. This can damage moving parts such as the keys and the braille cells.
- Do not store your MPO in excessively warm surroundings such as direct sunlight. High temperatures can shorten the life of electronic devices, damage batteries and melt plastics.
- Do not store your MPO in cold surroundings. As the MPO warms up to its normal operating temperature, moisture can form inside the MPO. This can damage the electronic circuits.
- Never attempt to open or disassemble your MPO. Unauthorized tampering, altering or disassembling of your MPO can result in damage or invalidate the warranty.
- Avoid dropping, knocking or shaking your MPO since rough handling of the product can damage internal and external components.
- Do not use harsh chemicals, cleaning solvents, or strong detergents to clean your MPO. Instead, wipe it with a soft cloth that has been slightly dampened with a mild soap-and-water solution.

If the MPO, battery, charger or any accessory is not working



properly, arrange to have it inspected at your nearest authorized service center. If required, they will arrange for service and repair.

“Caution”. This unit has a Lithium Ion battery inside. If this unit or battery needs service, dispose this battery according to chemical regulation waste only.

## APPENDIX B: TECHNICAL SPECIFICATIONS

Item	Value
Size (WxDxH)	240x109x47 mm / 9.8"x4.3"x1.9"
Weight	Approx 800 gram / 1 lb 9 oz
Phone	Tri-band GSM
Braille array	Internal Tri-band antenna 20 braille cells
Audio	8-dots braille keyboard Internally powered microphone 8 Ohm speaker
I/O connectors	USB 2.0 port OTG 2.5 mm stereo jack for phone and speech 3.5 mm stereo audio output 5 mm power supply/charger jack
Power	7.2 V 1800 mAh rechargeable Li-ion battery Over 8 hours continuous operating time 15V 1.25A AC adapter 5W power consumption
Memory capacity	64 MB RAM
Operating system	Windows CE.net (4.1)
Operating conditions	-20°C to +35°C / -4F to 95F
Storage conditions	20% to 70% humidity -20°C to +35°C / -4F to 95F 0% to 95% humidity



## APPENDIX C: SHORTCUTS

In order to reduce the amount of time required to scroll through menus and lists, the MPO provides a variety of shortcuts for quicker access to many of the MPO's functions. A shortcut is a combination of one or more buttons, which are pressed simultaneously in order to directly execute a command.

### GENERAL COMMANDS

Command	Shortcut
Move to first item or line	[Space] + [1] + [2] + [3]
Move to last item or line	[Space] + [4] + [5] + [6]
Speak current character	[Space] + [2] + [5]
Speak current word	[Space] + [3] + [6]
Speak current line	[Space] + [7] + [8]

### EDITING COMMANDS

Command	Shortcut
Move cursor to previous line	[Cursor up]
Move cursor to next line	[Cursor down]
Move cursor left	[Cursor left]
Move cursor right	[Cursor right]
Move cursor to top of text	[Space] + [1] + [2] + [3]
Move cursor to end of text	[Space] + [4] + [5] + [6]
Move cursor to first character on current line	[Space] + [1] + [2]
Move cursor to last character on current line	[Space] + [4] + [5]
New line	[8]
Tab (indent line)	[Space] + [t]
Backspace	[7]
(delete character left of the cursor)	
Delete character (at the cursor)	[2] + [7]
Delete word	[3] + [7]
Delete line	[2] + [3] + [7]

Mark selection begin/end	[Space] + [Touch Cursor]
Select all	[Space] + [a]
Copy to clipboard	[Space] + [c]
Cut to clipboard	[Space] + [x]
Paste	[Space] + [v]
Undo last clipboard action	[Space] + [z]
Read document from current cursor position to end	[Space] + [2] + [3] + [5] + [6] + [7] + [8]
Stop reading document and leave cursor at last spoken word	[Space] or [Stop speech]

### SELECTION CONTROL COMMANDS

Command	Shortcut
Select next value	[Cursor right]
Select previous value	[Cursor left]
Select first value	[Space] + [1] + [2]
Select last value	[Space] + [4] + [5]

### PROGRAM MENU COMMANDS

Command	Shortcut
Open Notes	[Programs] + [n]
Open Phone	[Programs] + [p]
Open SMS	[Programs] + [m]
Open Contacts	[Programs] + [c]
Open Agenda	[Programs] + [a]
Open Utilities	[Programs] + [u]
Open Settings	[Programs] + [s]

## NOTES COMMANDS

Command	Shortcut
Move note to another category	[Space] + [m]
Empty Trash bin	[Space] + [e]
Save note	[Space] + [s]
Find	[Space] + [f]

## PHONE COMMANDS

Command	Shortcut
Answer call	[Connect]
Disconnect call	[Disconnect]
Switch phone on	[Connect] (Press and hold 2 seconds)
Switch phone off	[Disconnect] (Press and hold 2 seconds)

## SMS COMMANDS

Command	Shortcut
Create new SMS message	[Space] + [n]
Reply to SMS message	[Space] + [r]
Resend or forward SMS message	[Space] + [s]

### CONTACTS COMMANDS

Command	Shortcut
Call the contact	[Connect]

### UTILITIES COMMANDS

Command	Shortcut
Calculator	[Programs] + [+]
Time, date and alarm	[Programs] + [t]
Network signal signal	[Programs] + [x]
Battery status	[Programs] + [y]
System info	[Programs] + [z]

### CUSTOMIZE COMMANDS

Command	Shortcut
Volume up	[Volume up]
Volume down	[Volume down]
Mute speech	[Mute speech]
Stop speech	[Stop speech]
System info	[Programs] + [z]
Soft reset	[ON/OFF] + [Programs] + [Menu]
Hard reset	[ON/OFF] + [Programs] + [Menu] + [Cancel] + [Disconnect]

## APPENDIX D: SIM CARD DEFINITIONS

### SIM CARD AND PIN CODE

PIN stands for Personal Identity Number. SIM stands for Subscriber Identity Module. A PIN code is usually supplied with a SIM card. The PIN code protects your phone against unauthorized use; without a PIN code, the SIM card is unable to access the network and therefore cannot be used. Your PIN code enables your SIM card to access your provider's network. Each time your phone is switched ON, you will be prompted to type your PIN code. If you type an incorrect PIN code three times in succession, the SIM card will be blocked. You will then be required to type in the PUK code in order to unblock the SIM card. If no PIN code was supplied with your SIM card, contact your service provider.

### PUK CODE

PUK stands for Personal Unblocking Key. The PUK code is required to unblock a SIM card that has been blocked. A PUK code is usually supplied with a SIM card. If no PUK code was supplied with your SIM card, contact your service provider.



## APPENDIX E: BRAILLE INDICATORS

A braille indicator is the first character shown on the braille array. It suggests the type of information shown in braille to the right of the indicator. The following braille indicators are used:

- ‘b’      Menu bar.  
The menu bar is a horizontal menu. Select one of the menu items to open its corresponding vertical menu.  
The following braille indicators for menu items are used:
- ‘c’      Category.  
A category is a predefined folder. The MPO contains a fixed number of categories. A category contains one or more item titles. Open a category to view its list of item titles.
- ‘t’      Item title.  
A item title is a record that contains data. Open the title to view the content of a record.
- ‘e’      Edit field.  
Data can be typed into an edit field. The data is stored in a record.
- ‘n’      New item.  
Enables you to create a new item title. A new item title is stored as a new record.
- ‘m’      Menu item.  
A menu item is an item in a vertical menu. Select a menu item to execute its corresponding action.
- ‘s’      Selection control.  
A selection control shows you a list of values. Make your choice by selecting one of the values.
- ‘!’      Warning.  
A warning is a vital message that may require you to take action. Be sure you understand the warning before pressing a key to continue.

- ‘?’      Question.  
A question will appear to you. Answer the question by pressing **[OK]** or **[Cancel]**.
- ‘:’      Remark.  
A remark provides additional information to you. Press any key to continue.

## APPENDIX F: CONTEXT MENUS

Pressing [Menu] opens a Context menu that offers you with a number of context sensitive commands for use in the following programs: *Notes*, *Phone*, *SMS*, *Contacts*, *Agenda* and *Calculator*.

### NOTES CONTEXT MENU

	'b'	'm'	Action
<b>File</b>			
	<i>New note</i>		Opens the NOTES EDITOR with a blank note.
	<i>Open</i>		Opens the NOTES EDITOR with the selected note.
	<i>Close</i>		Closes the NOTES EDITOR.
<b>Go</b>			
	<i>Find</i>		Searches a word or text string.
	<i>Go to top</i>		Goes to the first note in the list.
	<i>Go to end</i>		Goes to the last note in the list.
<b>Edit</b>			
	<i>Move note</i>		Opens the MOVE NOTE dialog, which allows you to select the category to where you want to move the note.
	<i>Delete note</i>		Deletes the selected note from the list.
	<i>Empty trash bin</i>		Deletes all notes from the trash bin.

**PHONE CONTEXT MENU**

'b'	'm'	Action
<b>Call</b>	<i>Dial new number</i>	Opens the DIAL NUMBER dialog with a blank edit field where you can type a phone number.
	<i>Call selected number</i>	Calls the selected number.
<b>Go</b>	<i>Go to top</i>	Goes to the first name/number in the list.
	<i>Go to end</i>	Goes to the last name/number in the list.
<b>Edit</b>	<i>Undo</i>	Undoes the last copy, cut, paste or delete clipboard action.
	<i>Cut</i>	Cuts data to the clipboard. Data that is cut to the clipboard is removed from the current edit field but can be pasted elsewhere.
	<i>Copy</i>	Copies data to the clipboard. Data that is copied to the clipboard can be pasted elsewhere.
	<i>Paste</i>	Pastes data from the clipboard to the current cursor position. Any selected data is overwritten.
	<i>Delete</i>	Deletes the character to the left of the cursor in the current edit field.
	<i>Delete all</i>	Deletes all data in the current edit field.

### SMS CONTEXT MENU

'b'	'm'	Action
<b>File</b>		
	<i>New</i>	Opens the SMS EDITOR with a blank message.
	<i>Open</i>	Opens the SMS EDITOR with the selected text message.
	<i>Reply</i>	Opens the SMS EDITOR with blank message with the recipient's number filled in.
	<i>Send</i>	Opens the SMS EDITOR with the selected text message. Forward the message by selecting a recipient's number.
	<i>Close</i>	Closes the SMS EDITOR.
<b>Go</b>		
	<i>Go to top</i>	Goes to the first text message in the list.
	<i>Go to end</i>	Goes to the last text message in the list.
<b>Edit</b>		
	<i>Undo</i>	Undoes the last copy, cut, paste or delete clipboard action.
	<i>Cut</i>	Cuts text to the clipboard. Text that is cut to the clipboard is removed from the text message but can be pasted elsewhere.
	<i>Copy</i>	Copies text to the clipboard. Text that is copied to the clipboard can be pasted elsewhere.
	<i>Paste</i>	Pastes text from the clipboard to the current cursor position. Any currently selected text is overwritten.
	<i>Delete</i>	Deletes the character to the left of the cursor.
	<i>Delete all</i>	Deletes all text in the text message.

**Options**

*About* Shows MPO version information.

**CONTACTS CONTEXT MENU**

'b'	'm'	Action
<b>File</b>		
	<i>New contact</i>	Opens the CONTACT EDITOR with a blank contact.
	<i>Open</i>	Opens the CONTACT EDITOR with the selected contact.
	<i>Close</i>	Closes the CONTACT EDITOR.
<b>Go</b>		
	<i>Go to top</i>	Goes to the first contact in the list.
	<i>Go to end</i>	Goes to the last contact in the list.
<b>Edit</b>		
	<i>Delete contact</i>	Deletes the selected contact from the list.
	<i>Copy of contact</i>	Opens the CONTACT EDITOR with a duplicate of the selected contact.
	<i>Undo</i>	Undoes the last copy, cut, paste or delete clipboard action.
	<i>Cut</i>	Cuts text to the clipboard. Text that is cut to the clipboard is removed from the text message but can be pasted elsewhere.
	<i>Copy</i>	Copies text to the clipboard. Text that is copied to the clipboard can be pasted elsewhere.
	<i>Paste</i>	Pastes text from the clipboard to the current cursor position. Any currently selected text is overwritten.
<b>Options</b>		
	<i>Call</i>	Automatically dials the selected number.
	<i>About</i>	Shows MPO version information.

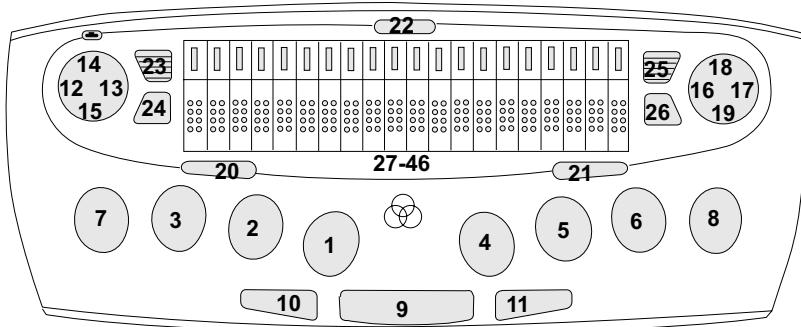
## AGENDA CONTEXT MENU

'b'	'm'	Action
<b>File</b>		
	<i>New appointment</i>	Opens the APPOINTMENT EDITOR with a blank appointment.
	<i>Open</i>	Opens the APPOINTMENT EDITOR with the selected appointment.
	<i>Close</i>	Closes the APPOINTMENT EDITOR.
<b>Go</b>		
	<i>Go to top</i>	Goes to the first appointment in the list.
	<i>Go to bottom</i>	Goes to the last appointment in the list.
<b>Edit</b>		
	<i>Delete appointment</i>	Deletes the selected appointment from the list.
	<i>Undo</i>	Undoes the last copy, cut, paste or delete clipboard action.
	<i>Cut</i>	Cuts data to the clipboard. Data that is cut to the clipboard is removed from an edit field but can be pasted elsewhere.
	<i>Copy</i>	Copies data to the clipboard. Data that is copied to the clipboard can be pasted elsewhere.
	<i>Paste</i>	Pastes data from the clipboard to the current cursor position. Any currently selected data is overwritten.
<b>Options</b>		
	<i>Auto remove</i>	Opens the AUTO REMOVE dialog. Enter the number of days after which historical appointments are automatically deleted.
	<i>About</i>	Shows MPO version information.

**CALCULATOR CONTEXT MENU**

'b'	'm'	Action
<b>Operation</b>		
	<i>Plus +</i>	Number1 + Number2
	<i>Minus -</i>	Number1 - Number2
	<i>Times x</i>	Number1 x Number2
	<i>Divide by /</i>	Number1 / Number2
	<i>Equals =</i>	Expression result
<i>Percent %</i>		
		Number / 100
		1 - Number / 100
		1 + Number / 100
<b>Edit</b>		
	<i>Undo</i>	Undoes the last typing action (except a paste action).
	<i>Cut</i>	Cuts numbers to the clipboard. The clipboard can be used as memory to store data.
	<i>Copy</i>	Copies numbers to the clipboard. The clipboard can be used as memory to store data.
	<i>Paste</i>	Pastes numbers from the clipboard.
	<i>Clear</i>	Resets the calculator to zero.

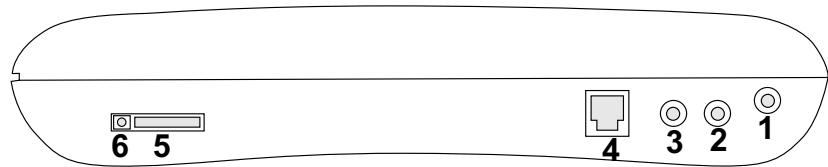
## APPENDIX G: KEYS/CONNECTORS OVERVIEW



No.	Key/Function
1-6	<b>[Braille Keys]</b> Type braille characters using the braille keys [1], [2], [3], [4], [5] and [6].
7	[7] also referred to as <b>[Backspace]</b> Delete character to the left of the cursor.
8	[8] also referred to as <b>[New Line]</b> Insert a new line.
9	<b>[Space]</b> Insert a space or blank character.
10	<b>[Programs]</b> Opens the Programs menu, which shows all of the available MPO programs.
11	<b>[Menu]</b> Opens the programs Context sensitive menu. <b>[Cursor Pad]</b> Navigate through menus and move the cursor.
12	<b>[Cursor Left]</b> Text: move cursor left. Horizontal menu: go to previous item. Vertical menu: go back one menu level.

No.	Key/Function
13	<b>[Cursor Right]</b> Text: move cursor right. Horizontal menu: go to next menu item. Vertical menu: go to next menu level.
14	<b>[Cursor Up]</b> Text: move cursor up to previous line. Horizontal menu: no function. Vertical menu: go to previous menu item.
15	<b>[Cursor Down]</b> Text: move cursor down to next line. Horizontal menu: go to next menu level. Vertical menu: go to next menu item.
	<b>[Audio Pad]</b> Control the speech.
16	<b>[Stop Speech]</b> Switch speech off.
17	<b>[Mute Speech]</b> Mute speech.
18	<b>[Volume Up]</b> Increase the speech volume.
19	<b>[Volume Down]</b> Decrease the speech volume.
20	<b>[Scroll Left]</b> Show the previous 20 braille characters in a text.
21	<b>[Scroll Right]</b> Show the next 20 braille characters in a text.
22	<b>[ON/OFF]</b> Switch ON or OFF the MPO.
23	<b>[Cancel]</b> Dialog: abort an action. Menu: go back one menu level.
24	<b>[OK]</b> Dialog: confirm an action that you want to make. Menu: go to next menu level.

No.	Key/Function
25	<b>[Disconnect]</b> End a phone call. Switch OFF the phone (press and hold for 2 seconds).
26	<b>[Connect]</b> Answer a phone call.
27-46	<b>[Braille array]</b> & <b>[Touch Cursors]</b> The braille array is used for reading. There are a total of 20 braille characters, each of which contains eight dots. Located above each braille character is a Touch Cursor or hotkey, which can be used to quickly select a character or word.



No.	Connector/Function
1	Power adapter jack. Accepts the power adapter for charging the battery.
2	Stereo headset connector. Connection to stereo headset.
3	Phone headset connector. Connection to mono headset.
4	USB connector. Connection to PC or laptop.
5	SIM card slot. Contains the SIM card within the SIM card holder.
6	Eject button. Ejects the SIM card holder.

## APPENDIX H: TROUBLESHOOTING

In case the MPO malfunctions for unknown reasons you can do a soft reset. Only in case a soft reset has no effect you should execute a hard reset.

### SOFT RESET

A soft system reset will restart the MPO. All personal data and records in the MPO are retained. To perform a soft reset, press and hold for 2 seconds **[ON/OFF]** + **[Programs]** + **[Menu]**. A sound and blinking dots on braille cells 1 to 3, tells you that the system is resetting.

### HARD RESET

A hard system reset will restart the MPO and restore the factory default settings. All personal data and records in the MPO are lost. To perform a hard reset, press and hold for 2 seconds **[ON/OFF]** + **[Programs]** + **[Menu]** + **[Cancel]** + **[Disconnect]**. A message informs you that you are about to lose all data. Press **[OK]** to continue. Press **[Cancel]** to abort the hard reset.

## APPENDIX I: FCC STATEMENT

This device complies with 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.

Information to user:

The users manual or instruction manual for an intentional or unintentional radiator shall caution the user that changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

### RADIO FREQUENCY (RF) EXPOSURE AND SAR

Your Product Name is a low-power radio transmitter and receiver. When it is turned on, it emits low levels of radio frequency energy (also known as radio waves or radio frequency fields). Governments around the world have adopted comprehensive international safety guidelines, developed by scientific organizations, e.g. ICNIRP (International Commission on Non-Ionizing Radiation Protection) and IEEE (The Institute of Electrical and Electronics Engineers Inc.), through periodic and thorough evaluation of scientific studies. These guidelines establish permitted levels of radio wave exposure for the general population. The levels include a safety margin designed to assure the safety of all persons, regardless of age and health, and to account for any variations in measurements. Specific Absorption Rate (SAR) is the unit of measurement for the amount of radio frequency energy absorbed by the body when using a mobile phone. The SAR value is determined at the highest certified power level in laboratory conditions, but the actual SAR level of the mobile phone while operating can be well below this value. This is because the mobile phone is designed to use the minimum power required to reach the

network. Therefore, the closer you are to a base station, the more likely it is that the actual SAR level will decrease.

Before a phone model is available for sale to the public, it must be tested and certified to the FCC that it does not exceed the limit established by the government-adopted requirement for safe exposure. The tests are performed in positions and locations (that is, at the ear and worn on the body) as required by the FCC for each model. For body worn operation, this Product Name has been tested and meets FCC RF exposure guidelines when the Product Name is positioned a minimum of 15 mm from the body without metal parts between the phone and the body. Use of other accessories may not ensure compliance with FCC RF exposure guidelines.

The maximum measured SAR value for body-worn use has been 0.215W/kg.

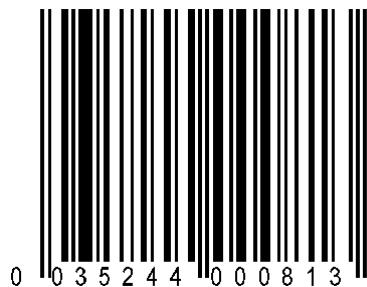
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