

CASSIOPEIA

User's Guide

Your CASSIOPEIA comes with a *Hardware Manual* in addition to this *CASSIOPEIA User's Guide*. Be sure to read the *Hardware Manual* first.

Before using your CASSIOPEIA for the first time, carefully read the **Safety Precautions** in the *Hardware Manual*.

Keep this *CASSIOPEIA User's Guide* on hand for reference whenever using your CASSIOPEIA.

Resetting the CASSIOPEIA

If your CASSIOPEIA responds slowly, stops responding as expected, or “freezes,” try resetting it. A reset causes the CASSIOPEIA to restart and re-adjust memory allocation.

Unsaved data in open windows may be lost.

To reset the CASSIOPEIA, use the stylus to press and hold the Reset button for about two seconds.

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- Specifications, peripherals, and other items can change suddenly to meet market needs. Such changes can cause the contents of this manual to become inaccurate.

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Contents

Chapter 1 Getting Started	8
1-1 Starting Up Your CASSIOPEIA	8
To start up your CASSIOPEIA	8
1-2 Programs	9
Starting Up Programs Using the Icon Menu	10
1-3 Top Menu	11
To start up a program from the Top Menu	11
Uninstalling Programs	11
Assigning a Program to the Icon Menu	12
1-4 Common Program Operations	13
System Tray	13
Using the Command Bar	14
1-5 Inputting Text	15
Switching Between Input Panels	15
Typing with the Keyboard	16
Writing with Character Recognizer	17
1-6 Notes	17
Creating a New Freehand Document	18
Creating a New Text Document	19
Creating a New E-mail Message Using a Text Document	20
Naming a Document	20
Using the List Screen	21
Renaming and Moving Documents	22
1-7 Using Clock	23
Setting the Clock	23
Specifying the Date and Time Formats	26
1-8 Using Calculator	27
Key Functions	27
Using the COPY Key	28
Exiting Calculator	28
About Calculation Errors	28
Calculation Examples	29
Chapter 2 Using the PIM Programs	30
2-1 What is a PIM program?	30
PIM Program Data Synchronization	30
2-2 Calendar	31
2-2-1 Inputting Calendar data	31
Inputting New Calendar data	31
Editing a Repeat Pattern	33
Editing Appointments	34
Transferring Calendar Data to Another Program	35

2-2-2 Viewing Calendar data	36
Daily View	36
Weekly View	37
3-Month View	39
2-2-3 Making Calendar Settings	40
Coloring a Date	40
Setting a Reminder Alarm	42
2-3 Contacts	43
2-3-1 Inputting Contacts Data	43
Inputting New Data	43
Editing Contacts Data	44
2-3-2 Viewing Contacts Data	45
List Screen	45
Changing the List Screen Fields	45
Data Screen	47
Searching for Data	47
2-4 Tasks	49
Working with Tasks	49
Transferring Tasks Data to Another Program	51
Chapter 3 Using the Internet	53
3-1 Introduction	53
CASSIOPEIA Internet Functions	53
What do I need to connect to the Internet?	53
Dial-up Connection	53
LAN Connection	53
3-2 Connections	54
Communication Setups	54
Dial-up Connection Setup	54
LAN Connection Setup	54
Configuring a Dial-up Connection	55
Configuring a LAN Connection	63
Editing a Connection Setup	65
Copying a Connection Setup	65
Deleting a Connection Setup	66
3-3 Mail	67
Starting Up Mail	67
Using the Account/Folder List	69
Account/folder list	69
Managing Accounts	70
Sending and Receiving Mail	72
Creating an Outgoing Mail Message	74
Using Phrase Memory	78
Inputting Schedule Format Data Into a Mail Message	80
Displaying a Mail Message	81
Received Message Operations	82
Creating Folders and Managing Mail Messages	87
Configuring Mail Program Properties	90

3-4 Internet	93
Using the Browser Screen	93
Configuring Internet Program Properties	95
Displaying a Web Page	96
Using Bookmarks	97
Managing Your Bookmarks	98
Saving a Web Page	101
Managing Saved Pages	102
Saving Web Page Graphic Elements	103
Chapter 4 Imaging and Music Programs	104
4-1 Photo Viewer	104
Image File Formats Supported by Photo Viewer	104
4-1-1 Recording	104
Recording Operations	105
Adjusting Camera Screen Brightness	108
4-1-2 Using the Thumbnail Index Screen	109
Selecting the Thumbnail Index Screen Folder	110
Refreshing a Thumbnail Index	110
Creating a Mail Message with an Attached Image	110
Changing to a Different Screen	111
4-1-3 Playing Back Images using Snapshot Screen	111
Displaying a Specific Snapshot	111
Using the Snapshot Screen	112
Changing the Snapshot Screen View	113
Scrolling Images on the Snapshot Screen	113
Displaying the File Properties of a Snapshot	113
Changing to a Different Screen	114
4-1-4 Playing Back Images using Slideshow Screen	114
Displaying the Slideshow Screen	114
Using the Slideshow Screen	115
Making Slideshow Settings	116
Changing to a Different Screen	116
Adjusting Slideshow Screen Brightness	116
4-1-5 Folder and File Operations	117
Folder Operations	117
File Operations	118
4-2 Movie Player	119
4-2-1 Using the Movie Player Thumbnail Index Screen	119
Thumbnail Index Screen Operations	120
Selecting the Thumbnail Index Screen Folder	120
Refreshing a Thumbnail Index	121
Creating a Mail Message with an Attached Movie	121
Thumbnail Index Screen Folder and File Operations	121
4-2-2 Using Movie Playback Screen	122
Playing Back Movies	122
Controlling Playback Using CASSIOPEIA Buttons	123
Capturing a Still Image from a Movie	124

Displaying the File Properties of a Movie	124
Making Playback Speed and Repeat Settings	125
Adjusting Playback Screen Brightness	125
4-3 Music Player	126
Playback Screen Operations	126
Controlling Playback Using CASSIOPEIA Buttons	127
Using Repeat	128
Turning Off the Display	128
Enabling Cursor Button Operation while the Display is off	128
Using Background Playback	128
Play List Screen Operations	128
Chapter 5 Utilities	131
5-1 Backup	131
Backing Up Data	131
Restoring Data	133
Deleting a Backup File	134
5-2 File Manager	135
File Manager Screen and Basic Operation	135
File and Folder Operations	135
Chapter 6 Using Your CASSIOPEIA with Your Computer ..	138
6-1 Getting Ready	138
Setting Up for Data Communication	138
Communication Properties	139
Chapter 7 Setting Up Your CASSIOPEIA	140
7-1 Setup Basics	140
Selecting a Setup Menu Item	141
7-2 Using the Setup Screens	141
Owner Information	141
Password	142
Color Scheme	142
Brightness	143
Align Screen	144
Volume & Sounds	145
Power	146
Memory	146
Appendix A: Character Recognizer	148
Start using Character Recognizer	149
Personalizing Character Recognizer	152
Troubleshooting	154
Decuma Alphabet Outlines	155
Appendix B: Troubleshooting	159
Resetting the CASSIOPEIA	159
Batteries lose power	159
If you forget your password	159

If you run out of CASSIOPEIA memory	160
Screen freezes or responds slowly	160
Screen is blank	161
Screen is dark	161
Inaccurate response to stylus taps	161
Slow or no response	161
Modem connection problems	161
Network connection problems	162
Cable and cradle connection problems	162
Storage card error message	162

Chapter 1 Getting Started

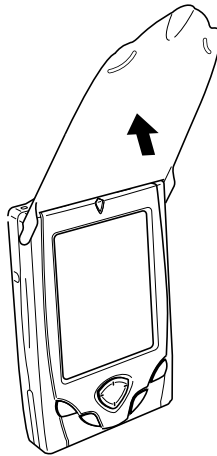
1-1 Starting Up Your CASSIOPEIA

NOTE

When you start up your CASSIOPEIA for the first time, you must perform an Initial Setup procedure to configure the system. See the separate *Hardware Manual* for details about the initial setup procedure. The following assumes that you have already performed the initial setup procedure for your CASSIOPEIA.

To start up your CASSIOPEIA












1. Open the CASSIOPEIA's cover.







2. Press the power button.
 - The screen that appears first is the one that was on the display when you last turned off your CASSIOPEIA.

1-2 Programs


Your CASSIOPEIA comes with the following programs pre-installed.

Icon	Program Name	This is an program for:
	Calendar	Managing your appointments
	Contacts	Managing your contact information (names, phone numbers, addresses, e-mail addresses, etc.)
	Tasks	Managing things you need to remember to do
	Notes	Creating memos using freehand or typed text
	Mail	Sending and receiving e-mail
	Internet	Surfing the Internet
	Clock	Keeping track of the current time in your Home City and in one other Destination City The time kept by the clock is used as the system time for other programs and utilities.
	Calculator	Performing mathematical calculations
	Settings	Calibrating the stylus and changing other CASSIOPEIA configuration settings
	Connections	Configuring dial-up, LAN, and cable connection parameters
	Backup	Backing up data to a storage card

The bundled CD-ROM also contains the following programs, which you can install as you need them.


Icon	Program Name	This is an program for:
	Photo Viewer	Viewing still images and recording with the optionally available digital camera card
	Music Player	Playing MP3 files
	Movie Player	Playing CMF (CASIO Movie File) movie files
	File Manager	Displaying the contents of main memory and storage card files, and performing various other file operations

- See PC Connect online help for information about how to install the above programs.

After you install a program, you can start it up or switch to another program using the Top Menu. Press the Top Menu button  to display the Top Menu.

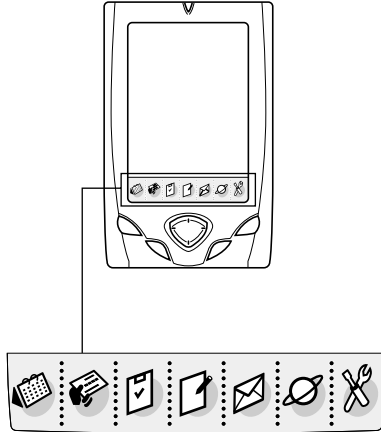
- See “1-3 Top Menu” on page 11 for more information.








About “myCasio introduction”

Tapping  on the Top Menu displays a “myCasio introduction” screen that describes a portal for a wide range of contents services. In order to use myCasio, you must first register as a user from your computer. For details, visit “<http://www.mycasio.com>”.

Starting Up Programs Using the Icon Menu

You can start up certain programs by tapping their icons in the icon menu located under the CASSIOPEIA display screen.



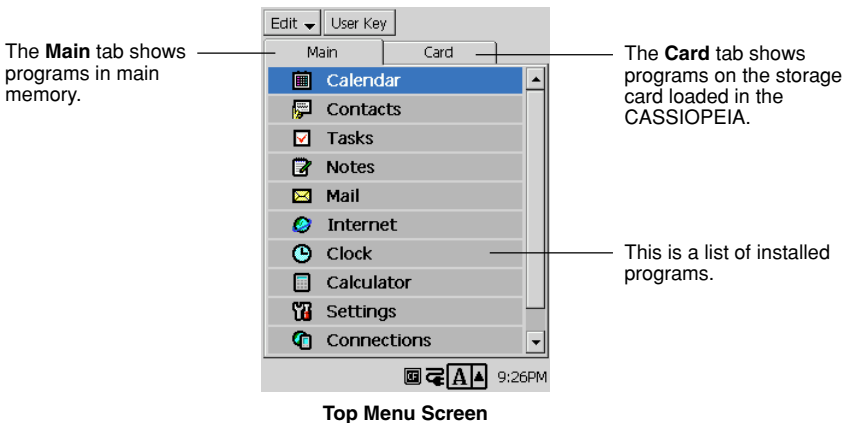
Icon	Program
	Calendar
	Contacts
	Tasks
	Notes
	Mail
	Internet
	User key: You can assign the program you want to this icon (page 12). The initial default assignment to this key is Settings.

1-3 Top Menu

Press the Top Menu button  to display the Top Menu.

You can use the Top Menu to perform the following operations.


- Start up programs
- Uninstall programs
- Assign a program to the icon menu



Important!

- The Top Menu **Main** tab can display up to 32 programs, while the **Card** tab can show up to 64 programs. Any programs in excess of these limits are not displayed on the Top Menu.

To start up a program from the Top Menu

1. Press the Top Menu button  to display the Top Menu.
2. Double-tap the name of the program you want to start up.
 - This starts up the program.
 - To start up a program that is on a storage card, tap the **Card** tab first and then double-tap the program name.

Uninstalling Programs

You can uninstall programs you do not use in order to free up memory space. Note that you can uninstall the following programs only.

- Programs you install in main memory or onto a storage card
- Programs that come pre-installed in main memory, *EXCEPT FOR* Clock, Settings, Connections and Backup

To uninstall a program

1. On the Top Menu, tap the program you want to uninstall.
 - You can skip the above step if the name of the program you want to uninstall is already highlighted.
2. Tap **Edit** ▼ → **Delete Application**.
3. In response to the confirmation message that appears, tap **Yes** to uninstall the program or **No** to cancel without uninstalling anything.

NOTE

- If you later need a program, you can re-install it from the bundled CD-ROM. See PC Connect online help for more information.

Assigning a Program to the Icon Menu

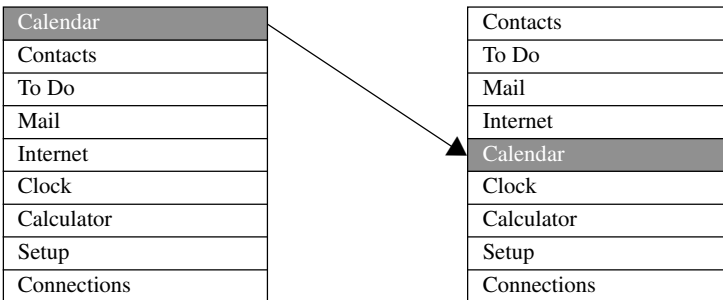
You can use the following procedure to assign a program to the far right icon menu icon.

To assign a program to the icon menu

1. On the Top Menu, tap the program you want to assign to the icon.
 - You can skip the above step if the name of the program you want to assign is already highlighted.
2. Tap **User Key**.
3. In response to the confirmation message that appears, tap Yes to assign the program or No to leave the current assignment as it is.

To change the sequence of Top Menu programs

1. On the Top Menu screen, tap the name of the program you want to move.
2. Tap **Edit ▼** → **Move Icon**.
3. Specify the destination of the move by tapping another program name.
 - The program you select in step 1 is moved to the location above the program you tap in step 3. The following example shows what would happen if you select Calendar in step 1 and then tap Clock in step 3.



NOTE

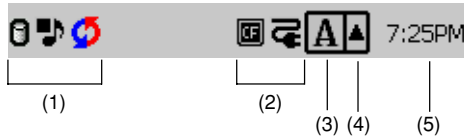
- You cannot move programs between the **Main** tab and **Card** tab.

1-4 Common Program Operations


This section describes operations that are common to all programs.

System Tray



The System tray is always on the display, below the CASSIOPEIA touch screen.



(1) Program Status Indicators

- These icons show the status of any programs you currently have running. This area can show up to 30 icons at one time.
- If all the icons cannot fit in the space provided, tap the  button on the right to scroll the icons and view those that do not fit.










Important!

 is displayed in the system tray while your CASSIOPEIA is accessing memory. Following are precautions you should observe whenever  is in the system tray.

- Do not press the reset button.
- Do not eject a card from the CASSIOPEIA.
- Do not connect cables to or disconnect cables from the CASSIOPEIA
- Do not turn off CASSIOPEIA power.

(2) System Status Indicators

These icons provide information about the system. Tapping an icon displays one of the setting screens described below.

This icon:	Means this:	And displays this screen when tapped:
	The card slot contains a card. This icon appears when the PC Card Unit is attached to your CASSIOPEIA.	CF Slot Information dialog box
	Dial up connection is in progress.	Current dial up connection status
	CASSIOPEIA is running under external power.	Power Management screen (page 146)
	Built-in battery is being charged.	
	Built-in battery is fully charged.	
	Built-in battery is sufficiently charged.	
	Built-in battery is low.	
	Built-in battery is extremely low.	
	The system is checking the power supply status. This icon appears only for a few seconds after you turn on power.	

(3) Input panel button

Tap to display or hide the input panel (page 15).

(4) Input panel switch

Tap to display a list of input methods (page 15).


(5) Clock

Displays the current time (Home City time or Destination city time). Tapping the time displays the Clock screen (page 23).


Using the Command Bar


The Command Bar is located at the top of the screen in all programs. Though the menus and buttons that appear in the Command Bar depend on the program you are using, there are a number of basic operations that are common to all programs.



 Tap to back step to the screen that was on the display prior to the current screen.

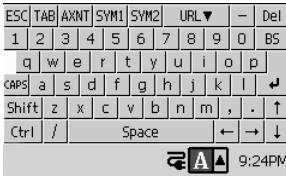
 Tap to display help about operations you can perform on the current screen.

 Tap to quit the currently displayed program and display the Top Menu.

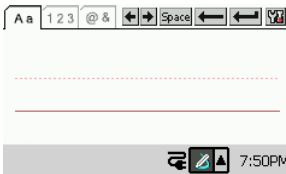
 The ▼ symbol indicates a menu. Tapping a menu displays its commands, which you can execute by tapping the one you want.

1-5 Inputting Text

Use one of the on-screen input panels to input text. There are two types of input panels: a keyboard and a character recognizer.



Keyboard: Tap the keys of the onscreen keyboard to input text.



Character Recognizer: Use the stylus to write characters on the touch screen. Character Recognizer converts your characters into typed text.

Important!

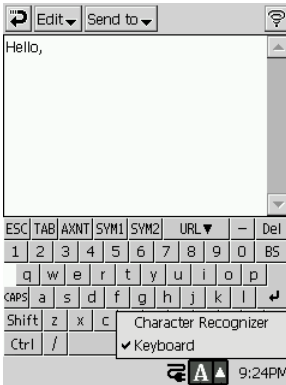
- Use only unaccented English characters, numbers, and spaces, and the following symbol characters in file and folder names.

!#\$%&^(+,-,:=@[]^_`{ }~

Any other character or symbol may become corrupted and lead to problems with system operation.

Switching Between Input Panels

Use the buttons shown in the figure below to switch between input panels, and to show and hide the input panel.



(1) (2)

(1) Input panel button

Tap to display or hide the input panel.

(2) Input panel switch

Tap this button to display a menu of available input panel types (Keyboard or Character Recognizer). Tap the name of the input panel you want to use.

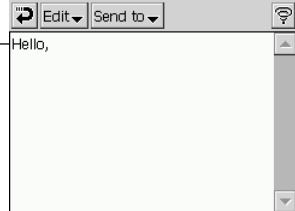
NOTE

- The currently selected input panel appears automatically whenever you encounter a situation that requires text input. You can temporarily hide the input panel and view the screen beneath it by tapping the **input panel button**.

Typing with the Keyboard

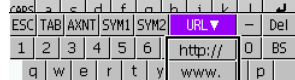
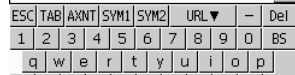
To type with the on-screen keyboard, tap the **input panel switch** and select **Keyboard**. Next, use the stylus to tap the keyboard keys.

Characters appear as you type them.



The keyboard has the input options described below.

- Tap the **URL** ▾ key to display a menu of commonly used URL elements (http://, www., etc.) Tap the element you want to input.
- Tap **AXNT** to shift the keyboard to its accented character mode.
- Tap **SYM1** or **SYM2** to shift the keyboard to its symbol input mode.
- You can also use the following procedure to input an upper-case alphabetic character without shifting the keyboard.



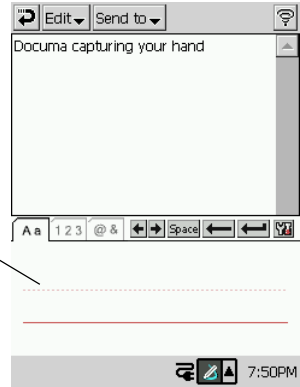
To input upper-case alphabetic characters without shifting the keyboard

1. When the keyboard is on the display, use the stylus to press and hold the key of the letter you want to input.
2. Slide the stylus up on the key and then release it.
 - This inputs the upper-case character for the key you pressed.

Writing with Character Recognizer

Your CASSIOPEIA comes with character recognition software that lets you write characters by hand. Character Recognizer supports word-by-word, non-cursive handwriting. To write using the character recognizer, tap the input panel switch and select Character Recognizer. Write in the designated input area in the lower part of the screen. The handwritten characters are converted to typed characters that appear at the cursor in the active application.

Write word-by-word, non-cursively here, using the waistline and baseline of the input area.



For specific instructions on using Character Recognizer, see Appendix A.

1-6 Notes

The Notes program provides you with tools for creating quick and easy memos. Notes can be used to create either freehand documents or text documents.

- Freehand document: A freehand document contains characters and diagrams drawn on the screen with the stylus.
- Text document: A text document contains text you input with an input panel.

Important!

- You cannot mix freehand figures and input panel text in the same document.
- The maximum text document size is 64 kbytes. If you open a text document that is larger than 64 kbytes, you will be able to see only its first 64 kbytes. Trying to save a text file that is larger than 64 kbytes will cause part of the text document to be lost.

Starting up Notes displays a list screen like the one shown below.

Tap to display a screen for creating a new freehand text document.

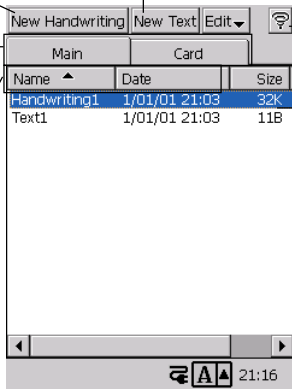
Tap to display a screen for creating a new typed text document.

The **Main** tab shows Notes documents in main memory, while the **Card** tab shows Notes documents on the storage card loaded in the CASSIOPEIA.

Tap to return to the Top Menu.

This is a list of stored files. Tapping a file name once selects it, and tapping a selected file name a second time opens the file.

Tap a header title to sort documents by their names, creation dates, sizes, or types. Each tap of a header title toggles sorting between ascending and descending order.



List screen

Creating a New Freehand Document

Perform the steps below to create a new document that contains freehand figures.

To create a new freehand document

- On the list screen, tap **New Handwriting**.
 - This displays a blank freehand document screen.
- Use the stylus to draw and write the figures you want.
 - The operations you can perform on the freehand document screen are described below.

Tap to display a menu of the following commands.

Tap a pen color to select it.

Tap to save the document and return to the Top Menu.

Pen thickness: Select Fine, Normal, or Bold as the pen thickness.

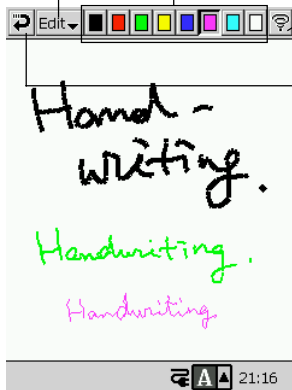
Undo: Undoes the last action. Only one undo is allowed.

All Clear: Clears everything from the screen.

Rename/Move: Saves a document under a specified name.

Delete Note: Deletes the currently selected document.

Cancel: Cancels input.



Tap to save the document and return to the list screen.

- After everything is the way you want, tap to save your document and return to the list screen.
 - Notes automatically assigns a name to the new document.

NOTE

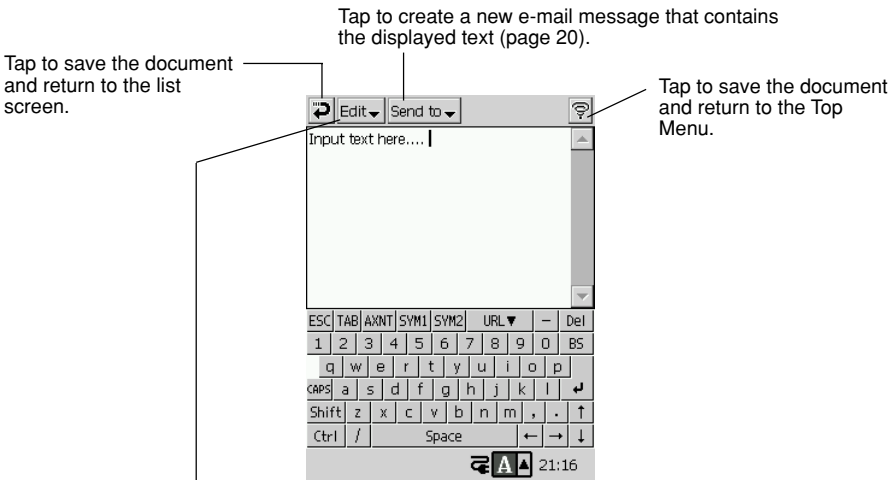
- If you want to change the name of a document or move it to another location (in main memory or on a card), tap **Edit ▼** → **Rename/Move**. See “Naming a Document” on page 20 for more information.

Creating a New Text Document

Perform the steps below to create a new text document.


To create a new text document

1. On the list screen, tap **New Text**.
 - This displays a blank text document screen.
2. Use the input panel to input the text you want.
 - See “1-5 Inputting Text” on page 15 for more information about the input panel.
 - The operations you can perform on the text document screen are described below.



Tap to display a menu of the following commands.

- Undo:** Undoes the last action. Only one undo is allowed.
- Cut:** Cuts the selected text and places it on the clipboard.
- Copy:** Copies the selected text and places it on the clipboard.
- Paste:** Pastes the clipboard contents at the current cursor location.
- Clear:** Clears the selected text.
- Select All:** Selects everything on the screen.
- Rename/Move:** Saves a document under a specified name.
- Delete Note:** Deletes the currently selected document.
- Cancel:** Cancels input.

- After everything is the way you want, tap  to save your document and return to the list screen.
 - Notes automatically assigns a name to the new document.

NOTE

- If you want to change the name of a document or move it to another location (in main memory or on a card), tap **Edit ▼** → **Rename/Move**. See “Naming a Document” on page 20 for more information.

Creating a New E-mail Message Using a Text Document

A simple operation creates a new e-mail message using the contents of the displayed Notes text document.

To create a new e-mail message using a text document

- On the text document screen, tap **Send to ▼** → **Mail**.
 - This saves the text document in Notes, starts up Mail, and displays a message editing screen with text elements assigned as shown below.

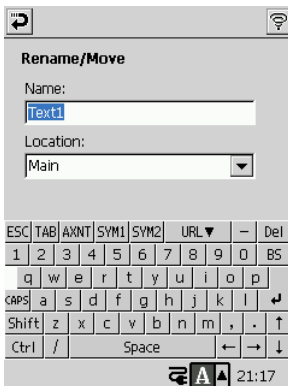



- Specify the address of the recipient, and make any changes to the subject and body text that you want.
 - See “3-3 Mail” on page 67 for more information about writing and sending e-mail messages.

Naming a Document

You can assign a new name to a freehand or text document using the procedure below. You can also specify the location where you want to save the new document file.

- On a document screen, tap **Edit ▼** → **Rename/Move**.
 - This displays the Rename/Move dialog box.



2. Type the name you want to give to the document in the **Name** box.
 - If you do not specify a file name, Notes will assign a name automatically.
3. Tap the **Location** box ▼ button and select a storage location from the menu that appears.
 - You can specify Main (CASSIOPEIA main memory) or Card (Memory card) as the storage location. The Card option is available only when a storage card is loaded in the CASSIOPEIA.
4. Tap 
 - The document is saved in accordance with your settings, and then the list screen appears.

Using the List Screen


You can use the list screen to perform a number of operations involving Notes documents.

To open and edit a document

On the list screen, double-tap the document you want to open.

This opens the document. After this you can edit the file using the procedures described under “To create a new freehand document” on page 18, and “To create a new text document” on page 19.

To copy a document

1. On the list screen, tap the document you want to copy.
2. Tap **Edit** ▼ → **Create Copy**.
 - This creates a copy of the document you selected and displays the copy. Notes automatically assigns a name to the copied document, which is the same as the original document name plus a sequential number ((1), (2), etc.).
3. Edit the contents of the copied document, if you want.
4. After you are finished, tap 
 - This saves the copy of the document and returns to the list screen.

To delete a document

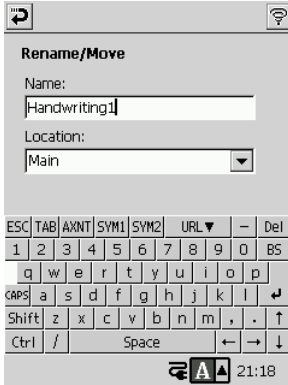
1. On the list screen, tap the document you want to delete.
2. Tap **Edit** ▼ → **Delete**.
3. In response to the confirmation message that appears, tap **Yes** to delete the document or **No** to cancel without deleting anything.


Renaming and Moving Documents

You can use the Rename/Move dialog box to both rename and move a document.

To rename or move a document

1. On the list screen, tap the name of the document you want to rename or move to select it.
2. Tap **Edit ▼** → **Rename/Move**.
 - This displays the **Rename/Move** dialog box.



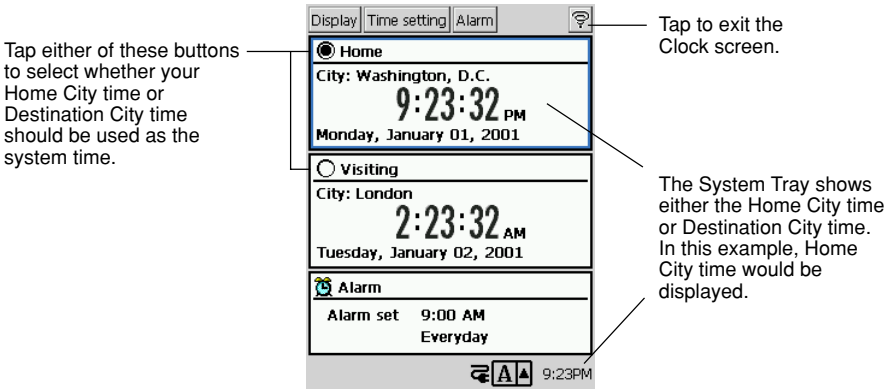
3. Type the name you want to give to the document in the **Name** box.
 - You can leave the current name as it is, if you want.
4. Tap the **Location** box ▼ button and select a storage location from the menu that appears.
 - You can specify Main (CASSIOPEIA main memory) or Card (Memory card) as the storage location. The Card option is available only when a storage card is loaded in the CASSIOPEIA.
 - You can leave the location as it is, if you want.
5. After you are finished, tap .
 - This performs the rename or move operation in accordance with your specifications, and returns to the list screen.

1-7 Using Clock

You can display the Clock screen by tapping Clock on the Top Menu (page 11) or by tapping the clock on the System Tray (page 13).

You can perform the following operations with the Clock program.

- You can make time and date settings, which are used by the CASSIOPEIA system.
- You can specify two cities, one as your Home City and one as your Destination City, and display the current time in each on the Clock screen. You can select either your Home City or Destination City as the system time, which means you can easily change to a different time zone when traveling.



Clock screen

- You can set an alarm.
- You can specify the date and time formats, which are applied to all other programs.

Setting the Clock

You can make the following settings for both your Home City and Destination City.

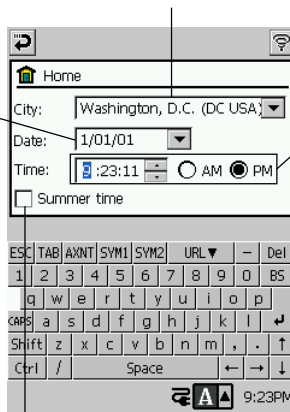
- City
 - Date and time
- The Home City time and Destination City time are linked, which means that setting one automatically changes the other.
- Summer time (Daylight Saving Time)

To make Clock settings

1. Display the Clock screen.
2. Select either Home City or Destination City.
 - Tap the button next to Home City or Destination city to select it.
3. Tap **Time setting**.
 - This displays the setting screen for the city you selected in step 2.
4. Make the settings you want.

Tapping the ▼ button displays a list of cities (and their GMT differentials) from which you can select the one you want.


Tapping the ▼ button displays a calendar, which you can use to specify a date.



Tapping the hour, minutes, or seconds digits in the **Time** box displays an input panel for setting the time. You can input a value or use the \pm buttons to change the time setting. If you are using 12-hour timekeeping (page 26), be sure to specify either AM or PM for your alarm time setting.

Select this option when you want to change to summer time (Daylight Saving Time).

NOTE

- If the Home City and Destination City times do not match, it may mean that the Destination City is in an area that uses summer time. If this is the case, select the **Summer time** check box, which causes the time in the Destination City to advance one hour.
 - To ensure correct time readings for Calendar Reminder records, make sure you select the correct summer time on/off setting for the city.
5. After everything is the way you want, tap .
 6. In response to the confirmation message that appears, tap **Yes** to apply your settings or **No** to cancel without changing anything.
 - If you want to clear the message and return to the time setting screen at this point, tap **Cancel**.

To set an alarm

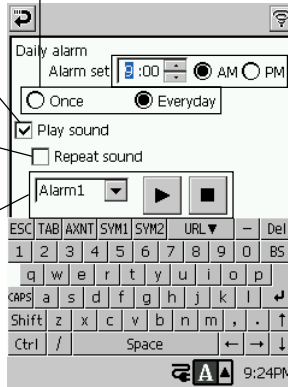
1. Display the Clock screen.
2. Tap **Alarm**.
 - This displays the alarm setting screen.
3. Make the settings you want.

Select **Once** if you want the alarm to sound only once, or **Everyday** to have the alarm sound at the same time every day.

Select this option if you want the alarm sound to be played when the alarm time is reached.

Select this option if you want the alarm sound to keep repeating until you stop it.

This setting becomes available when turn on the **Play sound** option. Tap the ▼ button to display a menu of available sounds. To play the currently selected sound, tap ▶. Tap ■ to stop play of the selected sound.



Tapping the hour or minutes digits in the **alarm time** box displays an input panel for setting the alarm time. You can input a value or use the +/- buttons to change the alarm setting. If you are using 12-hour timekeeping (page 26), be sure to specify either AM or PM for your alarm time setting.

4. After everything is the way you want, tap to return to the Clock screen.

NOTE

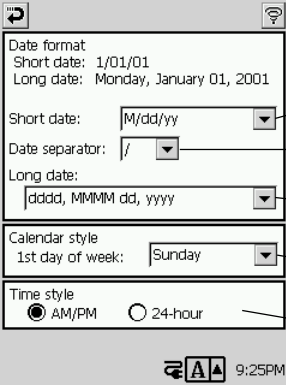
- The alarm sounds when the system time (currently selected Home City or Destination City time) reaches the alarm time you set.
- Note that the alarm time setting does not change if you change the system time city (Home City or Destination City) before the alarm time is reached.
- If an alarm time arrives while you are playing audio through headphone using Music Player, Movie Player, or some other application, the alarm buzzer sounds from the CASSIOPEIA, but it does not sound through the headphones.

Specifying the Date and Time Formats

The date and time formats you specify with the following procedure are used on setting screens, programs (Calendar, etc.), and any other operation that uses a date or time.


To set the date and time formats

1. Display the Clock screen.
2. Tap **Display**.
 - This displays the date and time format specification screen.
3. Make the settings you want.



The screenshot shows the 'Date format' settings screen. It includes sections for 'Date format', 'Calendar style', and 'Time style'. Callouts point to specific dropdown menus and radio buttons:

- Click this button to display a menu of short version date formats. (points to the dropdown for 'Short date')
- Click this button to display a menu of separators for the short version date formats. (points to the dropdown for 'Date separator')
- Click this button to display a menu of long version date formats. (points to the dropdown for 'Long date')
- Click this button to specify either Monday or Sunday as the first day of the week. (points to the dropdown for '1st day of week')
- Select either 12-hour or 24-hour as the timekeeping format. (points to the radio buttons for 'Time style')

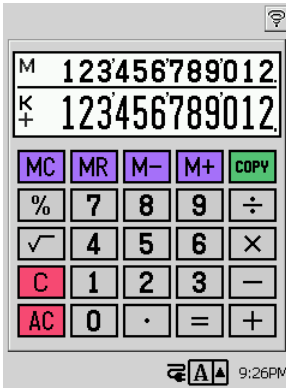
4. After the settings are the way you want, tap  to return to the Clock screen.

NOTE

- The short version date formats you can specify differ according to the separator symbol you select.

1-8 Using Calculator

Calculator provides you basic arithmetic, percent, and square root calculation capabilities. To display the Calculator screen, tap **Calculator** on the Top Menu (page 11).



Calculator screen


Key Functions

When you want to do this:	Use:
Input values	The number keys
Input arithmetic operations	+ , - , × , ÷
Execute a calculation and display its results	=
Clear the calculator, except for calculator memory	AC
Clear the calculator display, without clearing calculator memory	C
Perform square root calculations	√
Perform percent calculations	%
Clear calculator memory	MC
Recall calculator memory contents	MR
Subtract the currently displayed value from memory contents	M-
Subtract a calculation result from memory contents	M- (in place of =)
Add the currently displayed value to memory contents	M+
Add a calculation result to memory contents	M+ (in place of =)

Using the COPY Key

Tapping the **COPY** key copies the calculation result on the calculator screen to the clipboard. You can then paste the copied result into any program that supports pasting (Notes, Mail, etc.)

Exiting Calculator

Tap the  icon in the upper right corner of the Calculator screen to exit the calculator.

About Calculation Errors

An error indicator appears on the display and further calculation becomes impossible whenever an error occurs.

Any of the following conditions produces an error.

- Whenever the number of digits in the mantissa of an intermediate or final result exceeds 12
- Whenever the number of digits in the mantissa of a value in calculator memory exceeds 12 digits. In this case, the unit automatically retains the previous value stored.
- Division by zero
- Attempting to calculate the square root of a negative value

To clear an error

Tap **C** to clear an error and continue with the same calculation from the point immediately before the error occurred.

To clear the entire calculation and start again, tap **AC**.

To perform constant calculations

1. On the calculator screen, input the first value of the operation, tap an arithmetic operator key twice, and then input the second value of the operation.
 - You can perform a constant calculation using **+**, **-**, **×**, or **÷**.
 - The first value you input (the one to the left of the arithmetic operator) is the one that will be used as the constant.
 - Tapping an arithmetic operator key twice causes the indicator **K** to appear on the display to indicate that a constant calculation is being performed.
2. Tap **=** to display the result of the operation.
 - Inputting $4 \times \times 2 =$ would produce a result of 8.
3. Tap **=** again to multiply the result by the constant.
 - Tapping **=** again with the example shown under step 2 would produce a result of 32 (8×4).
 - Each subsequent tap of **=** multiplies the last result obtained by the constant. Continuing with the above example, tapping **=** would produce the following results: $= 128$ (32×4), $= 512$ (128×4), $= 2048$ (512×4), and so on.

To correct entries during calculations

- If you enter a wrong value, tap **C** to clear the value and then input the correct one.
- If you tap the wrong arithmetic key (**+**, **-**, **×**, or **÷**), simply tap the correct arithmetic key before inputting anything else.

Calculation Examples

The following shows a number of examples that illustrate how to use Calculator.

53 + 123 – 63 =	AC 53 + 123 = 63 =	0.
963 × (23 – 56) =	23 = 56 × 963 =	113.
(56 × 3 – 89) ÷ 5.2 + 63 =	56 × 3 = 89 ± 5.2 + 63 =	–31'779.
1234567890 × 741852 =	1234567890 × 741852 =	78.1923076923
$\sqrt{3} \times 5 =$	C AC 3 √ × 5 =	E 915.866658332
12 + 23 =	23 + + 12 =	915.866658332
45 + 23 =	45 =	0.
78 + 23 =	78 =	8.6602540378
7 – 5.6 =	5.6 = 7 =	K+ 35
2 – 5.6 =	2 =	K+ 68.
2.3 × 12 =	12 × × 2.3 =	K+ 101.
4.5 × 12 =	4.5 =	K– 1.4
45 ÷ 9.6 =	9.6 ÷ ÷ 45 =	K– –3.6
78 ÷ 9.6 =	78 =	K× 27.6
12% of 1500	1500 × 12 %	K× 54.
Percentage of 660 against 880	660 ÷ 880 %	K+ 4.6875
15% add-on of 2500	2500 × 15 % +	K+ 8.125
25% discount of 3500	3500 × 25 % =	180.
What will the selling price and profit be when the purchasing price of an item is \$480 and the profit rate to the selling price is 25%?	480 + 25 % =	75.
If you made \$80 last week and \$100 this week, what is the percent increase?	100 = 80 %	2'875.
80 × 9 = 720	MC 80 × 9 M+	2'625.
–) 50 × 6 = 300	50 × 6 M–	640.
20 × 3 = 60	20 × 3 M+	160.
480	MR	25.
	M720.	720.
	M420.	300.
	M480.	60.
	M480.	480.

Chapter 2 Using the PIM Programs

2-1 What is a PIM program?

The letters “PIM” stand for “Personal Information Manager,” which is a collection of programs that help keep your personal information in order. Your CASSIOPEIA comes with Calendar, Contacts, and Tasks PIM programs built in.

Calendar Calendar is a program for managing your appointments. Information about appointments, meetings, and other commitments you input into Calendar can be displayed in a variety of different formats. You can even set alarms to keep you reminded of appointments.

Contacts Contacts is the place where you can store the names, addresses, phone numbers, e-mail addresses and other information about friends, acquaintances, and family members.

Tasks Tasks is a program that helps you keep track of things you need to remember to do.

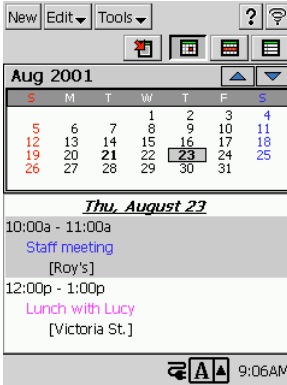
PIM Program Data Synchronization

You can connect your CASSIOPEIA to a computer and synchronize Calendar, Contacts, Tasks, and Mail data with Microsoft Outlook data.

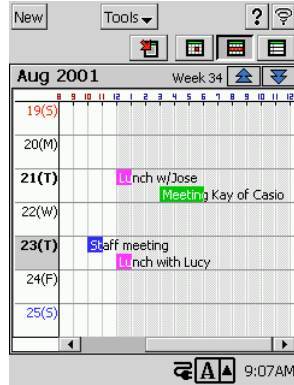
- See the separate *Hardware Manual* for information about connecting your CASSIOPEIA to a computer.
- Note that you must have PC Connect installed on your computer before it can exchange data with your CASSIOPEIA. See the *Quick Start Guide* for information about how to install PC Connect, and PC Connect online help for information about how to use it.
- See the Outlook online help for information about using it.

2-2 Calendar

Calendar is a program for managing your appointments. Information about appointments, meetings, and other commitments you input into Calendar, can be displayed in a variety of different formats. You can even set alarms to keep you reminded of appointments.



Daily View



Weekly View

You can view Calendar data using a Daily View, Weekly View, or 3-Month View. See “2-2-2 Viewing Calendar Data” on page 36 for more information about the various views.

2-2-1 Inputting Calendar data

Inputting New Calendar data

Each Calendar record can contain an appointment time and description, as well as an alarm time and other additional information.

To input new Calendar data


1. Start up Calendar.
2. Tap **New** to display the appointment input screen.




3. Input the date and description of the appointment.


Times	The upper time is the start time, while the lower time is the end time of the appointment. You can specify a date using the calendar that appears when you tap a date ▼ button, or you can input a date into a box. You can specify a time by selecting one from the list that appears when you tap a time ▼ button, or you can input a time into a box.
All Day Event	Check this box for an appointment for which there is no time setting (such as a birthday or anniversary).
Description	Input a description of the appointment. You can also specify a description by selecting one from the list of previously input descriptions that appears when you tap the Descriptions ▼ button.
Location	Input the location of the appointment. You can also specify a location by selecting one from the list of previously input locations that appears when you tap the Location ▼ button.
Reminder	Check this box when you want an alarm to sound before the appointment start time. You can specify how long before the appointment you want the alarm to sound from one minute to 99 weeks. The initial default setting for this item is 15 minutes.

4. You can also make the following settings if you want.

Repeat	Use this item to set up an appointment that repeats once a week, once a month or once a year. See “Editing a Repeat Pattern” on page 33 for more information about this setting.
Notes	If you want to input memo text, tap here to display the memo input screen, which you can use to type memo text. To exit the memo input screen, tap  .
Show time as* ...	Use this box to select the method for making the appointment public.
Private*	Check this box when you want to make the appointment private data.

* These items are used only for synchronizing appointment data with Microsoft Outlook running on your computer and Outlook data is public and shared over the network. See the documentation that comes with Outlook for more information.

5. After everything is the way you want, tap  to save the data and close the appointment input screen.

- Tapping  saves the Calendar data and displays the Daily View screen of the date where you input the data.

NOTE

- To close the appointment input screen without saving the Calendar data you input, tap **Edit ▼** → **Cancel**. This discards the data you input and closes the appointment input screen.
- Appointment data is displayed using the following colors according to its current **Show time as** setting.

Show time as	Data Color
Free	Turquoise
Tentative	Pink
Busy	Blue
Out of Office	Green

- An appointment for which the **Private** option is selected is always displayed in red.

Editing a Repeat Pattern

You can use the **Repeat** box to specify an appointment that repeats on the same day of the week each week, on the same day of month each month, etc.

■ To edit a repeat pattern

The screenshot shows an appointment editing interface. At the top, there are buttons for 'Edit', 'Send to', and a calendar icon. Below these, the appointment title is 'Every Friday effective 8/24/01 from 10:00 AM - 11:00 AM'. There is a checkbox for 'All day event'. The 'Description' field contains 'Salse meeting'. The 'Location' field is empty. There is a 'Reminder' section set to '15 minute(s)'. The 'Repeat' dropdown menu is open, showing 'Every Friday' selected. Below the repeat dropdown, the same appointment title is repeated. There is a 'Notes' field with the placeholder text 'Tap here to add notes...'. The 'Show time as' dropdown is set to 'Out of Office(Green)'. There is a checkbox for 'Private(Red)'. At the bottom, there is a status bar showing a clock icon, a keyboard icon, and the time '11:35AM'. Two callout boxes with arrows point to the 'Repeat' dropdown and the 'Private(Red)' checkbox.

This shows the appointment data in accordance with the repeat type you select.

Tap ▼ and then select the repeat type you want.

1. On the appointment input screen, tap the **Repeat** box ▼ button and then select the **Edit Pattern** item from the list of options that appears.
 - This causes the dialog box shown below to appear.

The screenshot shows a dialog box titled 'What time does the appointment start and end?'. It has three dropdown menus: 'Start' set to 'AM 10:00', 'End' set to 'AM 11:00', and 'Duration' set to '1 hour(s)'. Below these is a 'Remove Recurrence' button. At the bottom, there are three buttons: '< Back', 'Next >', and 'Finish'. Below the dialog box is a keyboard layout with various keys labeled: ESC, TAB, AXNT, SYM1, SYM2, URL, -, Del, 1-0, BS, q-w-e-r-t-y-u-i-o-p, CAPS, a-s-d-f-g-h-j-k-l-;, Shift, z-x-c-v-b-n-m-, ., ↑, Ctrl, /, Space, ←, →, ↓. At the bottom right, there is a status bar showing a clock icon, a keyboard icon, and the time '10:42AM'.

This dialog box operates as a kind of wizard. Make settings in accordance with the instructions that appear on the display.


2. Make the repeat pattern settings you want.

3. After you are finished making the settings you want, tap **Finish**.
 - This returns to the appointment input screen.

Editing Appointments

This section describes how to edit and delete existing Calendar data. It also explains how to cut, copy, and paste existing data.

To edit an appointment

1. On the Daily View or Weekly View screen, double-tap the appointment you want to edit.
 - This displays the appointment input screen.
2. Use the same procedure as those under “Inputting New Calendar data” on page 31 to make the changes you want.
3. After everything is the way you want, tap  to save the appointment and close the appointment input screen.

To delete an appointment

1. On the Daily View or Weekly View screen, tap the appointment you want to delete so it is highlighted (selected).
2. Tap **Edit ▼** → **Delete**.
3. In response to the confirmation message that appears, tap **Yes** to delete the appointment or **No** to cancel the delete operation without deleting anything.

NOTE

If the appointment you are deleting is a repeat appointment, tapping **Delete** in step 2 causes the message shown below to appear.



Tap **Yes** to delete all of the applicable repeat appointments, or **No** if you want to delete only the currently selected appointment, which is part of a repeat series. Tapping **Cancel** returns to step 1 of the procedure without doing anything.

To copy and paste an appointment

1. On the Daily View or Weekly View screen, tap the appointment you want to copy so it is highlighted (selected).
2. Tap **Edit ▼** → **Copy** to copy the appointment to the clipboard.
3. Display the Daily View screen for the date where you want to paste the appointment that is on the clipboard.
 - You can select a date using either the Weekly View or 3-Month View screen.
4. Tap **Edit ▼** → **Paste** to paste the appointment data from the clipboard to the currently displayed Daily View.
 - You could now use the procedures under “To edit an appointment” on page 34 to edit the pasted appointment, if you want.

NOTE

Copying a repeat appointment copies only the one single appointment that you select for copying.

To cut and paste an appointment

1. On the Daily View or Weekly View screen, tap the appointment you want to cut so it is highlighted (selected).
2. Tap **Edit ▼** → **Cut** to cut the appointment and place it onto the clipboard.
3. Display the Daily View screen for the date where you want to paste the appointment that is on the clipboard.
 - You can select a date using either the Weekly View or 3-Month View screen.
4. Tap **Edit ▼** → **Paste** to paste the appointment data from the clipboard to the currently displayed Daily View.
 - You could now use the procedures under “To edit an appointment” on page 34 to edit the pasted appointment, if you want.

NOTE

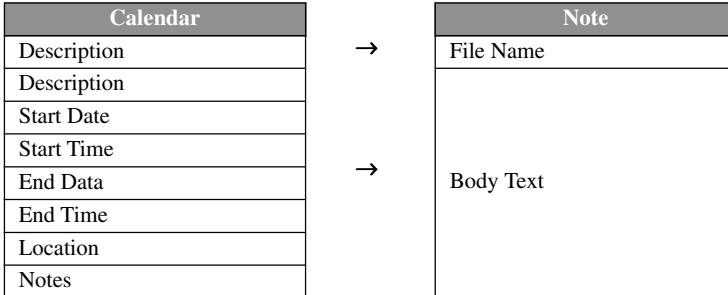
Cutting a repeat appointment (see “Editing a Repeat Pattern” on page 33) cuts only the one single appointment that you select for cutting.

Transferring Calendar Data to Another Program

You can transfer data you are editing on the appointment input screen to the Notes, Tasks, or Mail program.

To transfer Calendar data to Notes

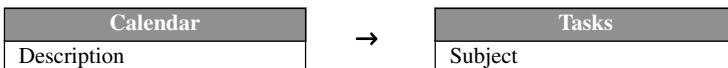
1. On the appointment input screen, tap **Send to ▼** → **Notes**.
 - This starts up Notes and displays an input screen with appointment elements assigned as shown below.



2. Edit the contents of the transferred text, if you want.
 - See “Creating a New Text Document” on page 19 for information about working with a Notes text document.

To transfer Calendar data to Tasks

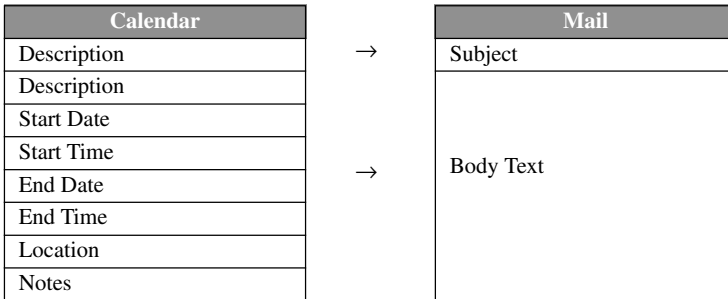
1. On the appointment input screen, tap **Send to ▼** → **Tasks**.
 - This starts up Tasks and displays an input screen with appointment elements assigned as shown below.



2. Make task priority and other settings, if you want.
 - See “2-4 Tasks” on page 49 for information about inputting Tasks data.

Transferring Calendar Data to Mail

- On the appointment input screen, tap **Send to** ▼ → **Mail**.
 - This starts up Mail and displays a message editing screen with text document elements assigned as shown below.




- Specify the address of the recipient, and make any changes to the subject and body text that you want.
 - See “3-3 Mail” on page 67 for more information about writing and sending e-mail messages.

2-2-2 Viewing Calendar data

Calendar lets you view your appointment data using any one of three different views: Daily, Weekly, or 3-Month. This section tells you how to select and interpret each view.

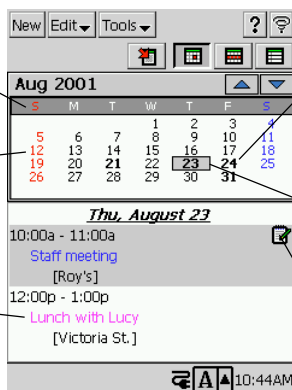
Daily View

The Daily view appears first, with today’s date selected in the calendar, whenever you start up Calendar. It also appears whenever you tap .

The starting day of the week is in accordance with how you set up **First day of week** with the **Tools** menu.

You can specify a color for each date. See “Specifying a Color for a Date” on page 32 for more information.

The color of the data depends on the **Show time as** setting and whether the **Private** option is turned on or off. See the NOTE on page 32 for more information.









Dates that contain appointment data are indicated on the calendar in bold.

The currently selected date has a box around it. This box is the *date cursor*.


This icon indicates that the appointment has memo data attached to it. Tap this button to display the memo.

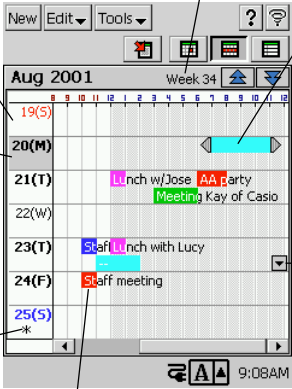
- The data area starts to scroll about one second after you select a date if the date contains too much data to fit. Tap on the data area to stop the scrolling.
- After stopping auto scrolling, you can use the scroll bar to scroll up and down.

Daily View Operations

- Tapping a date in the calendar selects that date and displays its Calendar data.
- Tap the  button above the calendar to change to the previous month's calendar, or  to change to the next month's calendar.
- Tap  for the Weekly view or  for the 3-Month view. These views all include the date where the date cursor is currently located in the Daily view.
- Tap  to jump to today's date.
- A Note icon () is shown on the Daily view when there is a note attached to the appointment.

Weekly View

Display the Weekly view by tapping . This view shows a graphic representation of your schedule for a specific week.



The starting day of the week is in accordance with how you set up **First day of week** with the **Tools** menu.

Date cursor, indicating the currently selected date.

Week number of the week where the date cursor is located

Tapping an appointment selects it, which is indicated by triangular handles at either end.






- Drag the handles to change the start time and end time of the appointment.
- You can also drag the appointment on the screen to another day or time.

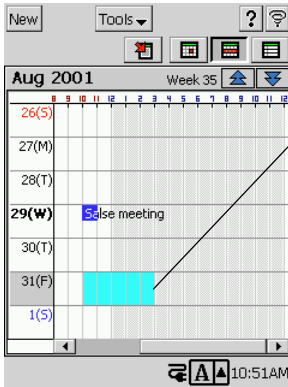
Scroll buttons appear overlapped appointments cannot fit in two lines. Use the scroll buttons to scroll the data on the screen.

An all-day appointment is indicated by "*".

The color of the data depends on the **Show time as** setting and whether the **Private** option is turned on or off. See the NOTE on page 32 for more information.

Weekly View Operations

- Tapping a date selects it.
- Tap the  button to change to the previous week or  to change to the next week.
- Double-tap an appointment's data to display an editing screen for that appointment.
- Tap  for the Daily view or  for the 3-Month view. These views all include the date where the date cursor is currently located in the Weekly view.
- Tap  to jump to today's date.
- You can input a new appointment by dragging the start and end boundaries of the appointment time and then tap **New**.



Dragging a time boundary causes the area between the two boundaries to become highlighted in light blue. Tapping **New** creates a new appointment with the start time and the end time in accordance with the boundary locations.

- Tapping an appointment selects it, which is indicated by triangular handles at either end.

	<p>Drag the handles to change the start time and end time of the appointment.</p>
	<p>You can also drag the appointment on the screen to another day or time.</p>


Switching the Time between 12-hour and 24-hour Formats

You can switch between 12-hour and 24-hour timekeeping using **Clock** (see “1-7 Using Clock” on page 23). The setting you select affects the time and timetable display on the Calendar Weekly View as shown below.

- The current time display examples below show what appears at 9:00am and 3:00pm.

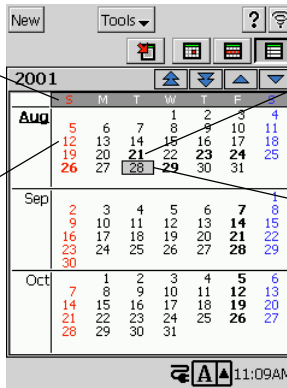
	Current Time	Timetable
12-hour format	9:00A/3:00P	12, 1, 2, ... 11, 12, 1, 2, ... 10, 11
24-hour format	9:00/15:00	0, 1, 2, ... 11, 12, 13, 14, ... 22, 23

3-Month View

Display the 3-Month view by tapping .

The starting day of the week is in accordance with how you set up **First day of week** with the **Tools** menu.








You can specify a color for each date. See “Specifying a Color for a Date” on page 32 for more information.



Dates that contain appointment data are indicated in bold.

The currently selected date has a box around it. This box is the *date cursor*.

3-Month View Operations

- Tapping a date selects it. You can also use the cursor button to move the date cursor. Right or down moves forward, while left or up moves back.
- Tap the  button to scroll one month the back or  to scroll one month forward.
- Tap the  button to scroll three months forward or  to scroll three months back.
- Tap  for the Daily view or  for the Weekly view. These views all include the date where the date cursor is currently located in the 3-Month view.
- Tap  to jump to today’s date. This operation jumps to the calendar that contains today’s date.

2-2-3 Making Calendar Settings

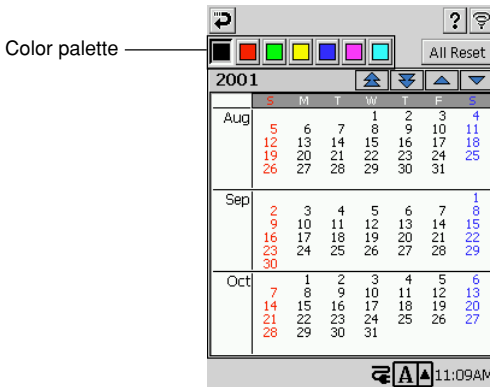
This section describes the settings you can make with Calendar.






Coloring a Date

You can use seven colors to color dates on the Daily View and 3-Month View screens. You can color a single date by tapping it, or a series of dates by dragging the stylus across them on a calendar.

To color dates

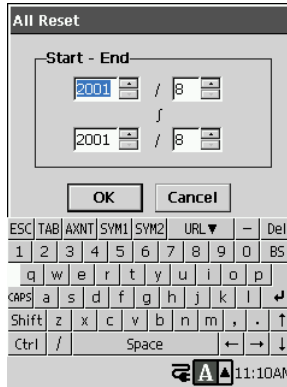
1. On the **Tools** menu, tap **Date Color Setting** to display the 3-Month date color setting dialog box.



2. On the color palette that appears, tap the color you want to use for date coloring.
3. Tap a date to color it. To color a series of dates, drag the stylus across them.
4. Repeat steps 2 and 3 as required.
5. After the dates are the way you want them, tap  to close the dialog box.
 - Tap the  button to scroll one month back or  to scroll one month forward.
 - Tap the  button to scroll three months back or  to scroll three months forward.

To restore date color defaults for a specific period

- From the 3-Month date color setting dialog box, tap **All Reset** to display the **All Reset** dialog box.



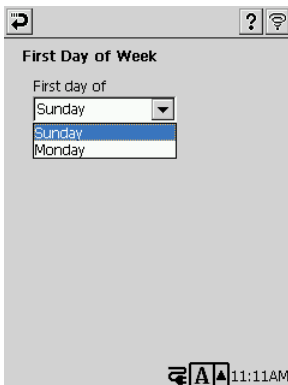
- Specify the start month and end month of the period for which you want to restore date color defaults.
- After the settings are the way you want, tap **OK** to return to the 3-Month date color setting dialog box.
 - The above procedure restores date colors to the following defaults.


Day of the Week	Default Color
Sunday	Red
Saturday	Blue
Monday, Tuesday, Wednesday, Thursday, Friday	Black

Specifying the First Day of the Week

Use the following procedure to specify either Sunday or Monday as the first day of the week for the Daily, Weekly, and 3-Month views.

- On the **Tools** menu, tap **First day of Week** to display the dialog box shown below.



2. Select either Sunday or Monday as the first day of the week.
3. After making the setting you want, tap  to apply your selection and close the dialog box.

Setting a Reminder Alarm

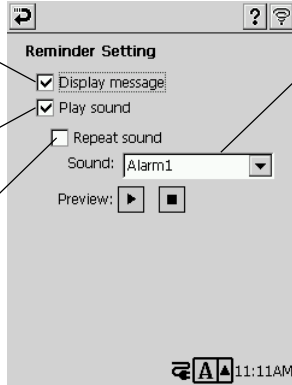
Reminder alarms help to ensure that you do not miss important appointments.

1. On the **Tools** menu, tap **Reminder Setting** to display the **Reminder Setting** dialog box.

Select this option when you want a message to appear on the screen when the alarm time is reached.

Select this option if you want the alarm sound to be played when the alarm time is reached.

Select this option if you want the alarm sound to keep repeating until you stop it.



This setting becomes available when you turn on the **Play sound** option. Tap the ▼ button to display a menu of available sounds. To play the currently selected sound, tap ▶. Tap ■ to stop play of the selected sound.

2. After everything is the way you want, tap  to close the reminder alarm setting screen.

NOTE

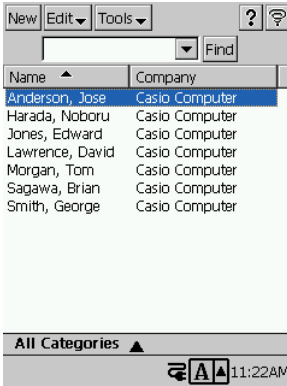
- If an alarm time arrives while you are playing audio through headphone using Music Player, Movie Player, or some other application, the alarm buzzer sounds from the CASSIOPEIA, but it does not sound through the headphones.

Important!

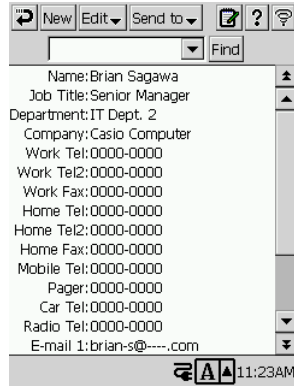
- Calendar is preset with time differentials for a number of cities around the globe. It also includes information about whether each city uses summer time (DST), and about the period when summer time is in effect in each city (from what week of what month, to what week of what month).
- When you use the Clock to change to a different city, the times of currently registered Calendar appointments are automatically adjusted in accordance with the time differential and summer time information preset for the newly selected city.

2-3 Contacts

Contacts is the place where you can store the names, addresses, phone numbers, e-mail addresses and other information about friends, acquaintances, and family members. You can view Contacts records using either a list screen or a detailed data screen.



List screen



Data screen

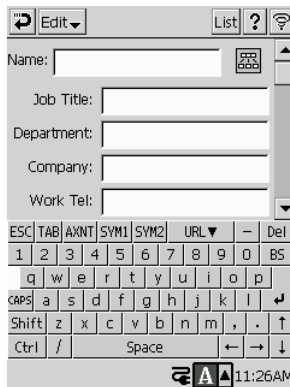
2-3-1 Inputting Contacts Data


This section describes how to input new Contacts data and how to edit existing records.

Inputting New Data



To input new data using Contacts

1. Display the Contacts list screen or data screen.
2. Tap **New** to display the Contacts input screen.



Tapping the  button to the right of this box displays a Confirm Name dialog box, which you can also use for name input.

3. Using the input panel, enter a name and other contact information. You will need to scroll down to see all available fields.

4. To assign the record to a category, scroll the screen down, tap **Categories** and then select a category from the list that appears. Later you will be able to display records grouped by their categories.
5. If you want to input note text, tap **Notes** to display the note text input screen.
 - Tap  to exit the note text input screen.
6. After everything is the way you want, tap  to save the record and close the input screen.
 - Tapping the **List** button displays the list screen.


NOTE

- To close the contacts input screen without saving the Contacts data you input, tap **Edit ▼** → **Cancel**. This discards the data you input and closes the Contacts input screen.


Editing Contacts Data

This section describes how to edit and delete existing Contacts records. It also explains how to duplicate existing data.

To edit a Contacts record

1. On the list screen, double-tap the Contacts record you want to edit.
 - This displays the data screen.
2. Tap anywhere on the data screen that appears.
 - This displays the Contacts input screen.
3. Use the same procedure as those under “To input new data using Contacts” on page 43 to make the changes you want.
4. After everything is the way you want, tap  to save the record and close the Contacts input screen.

To copy a record

1. On the list screen, tap the record you want to copy.
2. Tap **Edit ▼** → **Create Copy**.
 - This creates a copy of the record you selected in step 1, and displays its editing screen.
3. Use the same procedure as those under “To input new data using Contacts” on page 43 to make the changes you want.
4. After everything is the way you want, tap  to save the record and close the Contacts input screen.

To delete a Contacts record

1. On the list screen, tap the record you want to copy.
2. Tap **Edit ▼** → **Delete**.
3. In response to the confirmation message that appears, tap **Yes** to delete the appointment or **No** to cancel the delete operation without deleting anything.

2-3-2 Viewing Contacts Data

You can view Contacts records using either a list screen or a data screen.

List Screen

The list screen provides an abbreviated list of Contacts records. The records that appear depend on the category or categories that are specified.

This Notes icon is shown when the currently selected record includes data in its Notes field. Tapping this icon displays the contents of the Notes field.

Tapping here displays a list of categories. Select a category to display its contents on the list screen.

In addition to the name, you can specify display of Company, Work, Tel, E-mail, or other information using the procedure below.

Tapping a record once highlights it, indicating it is selected. Tapping a selected record displays the data screen of the record.

Changing the List Screen Fields


The field on the left of the list screen is always Name. Initially, the field on the right is **Company**, but you can use the following procedure to change to another field, if you want.

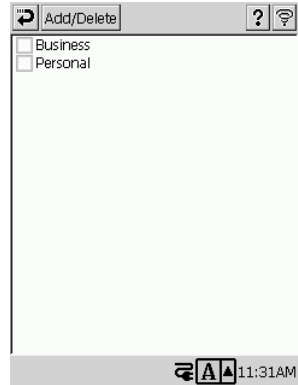
To change the list screen fields

1. Display the list screen.
2. Tap **Tools** ▼ → **Changing the Content**.
 - This displays the field selection dialog box.
3. Tap the field name to which you want to change.
4. Tap to close the field selection dialog box.

To change the record category

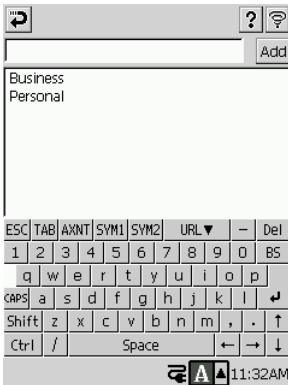
1. On the list screen, tap here to display the categories menu.


- Tap the category whose records you want to view.
 - This displays the contents of the category you select in the list screen.
 - If you want to display the records for more than one category, tap **Multiple Categories**. This causes a dialog box like the one shown here to appear. Put a check mark into each of the categories whose records you want to include, and then tap .




To create a new category

- On the list screen, display the categories menu (see “To change the record category” on page 45), and then tap **Multiple Categories**.
 - This displays the **Multiple Categories** dialog box.
- Tap **Add/Delete**.
 - This displays the **Add/Delete** dialog box.



- Input the name of the category you want to create.
- Tap **Add**.
 - This creates a new category with the name you specified in step 3.
 - After you are finished creating categories, tap  to close the **Add/Delete** dialog box.

To delete a category

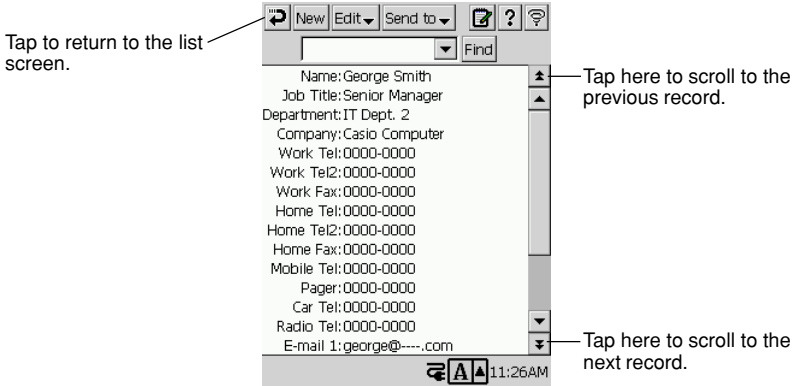
- On the list screen, display the categories menu (see “To change the record category” on page 45), and then tap **Multiple Categories**.
 - This displays the **Multiple Categories** dialog box.
- Tap **Add/Delete**.
 - This displays the **Add/Delete** dialog box.
- Tap the category you want to delete, and then tap **Delete**.
 - This deletes the selected category.
- After you are finished deleting categories, tap  to close the **Add/Delete** dialog box.

Data Screen

The data screen shows the details of each Contacts record. You can transfer data from the Contacts data screen to Mail as e-mail text, or to Notes as a text document.

To display the data screen

On the list screen, double-tap the Contacts record whose data screen you want to view.



To transfer Contacts data to Mail

1. On the data screen of the record you want to transfer, tap **Send to ▼ → Mail**.
 - This starts up Mail and displays a message editing screen with the contents of the Contacts record in the body text.
2. Specify the address of the recipient and subject, and make any changes to the body text that you want.
 - See “3-3 Mail” on page 67 for more information about writing and sending e-mail messages.

To transfer Contacts data to Notes

1. On the data screen of the record you want to transfer, tap **Send to ▼ → Notes**.
 - This starts up Notes and creates a text document that contains all the contents of the Contacts record data screen you displayed in step 1.
2. Edit the Notes text document, if you want.
 - See “Creating a New Text Document” on page 19 for information about working with a Notes text document.

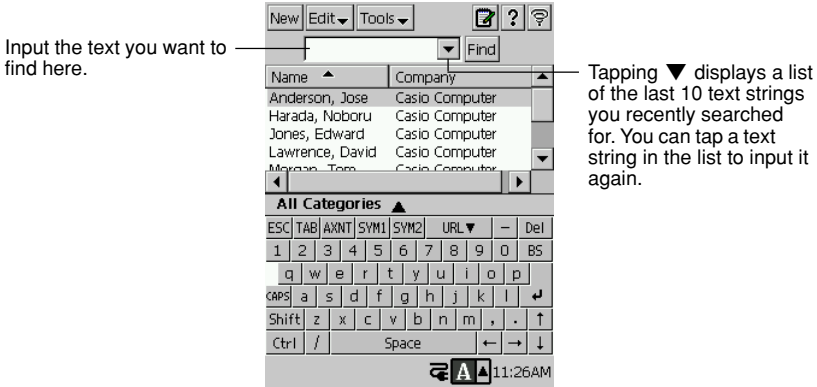
Searching for Data

Use the procedure below to search for Contacts records that match a string of text you specify.

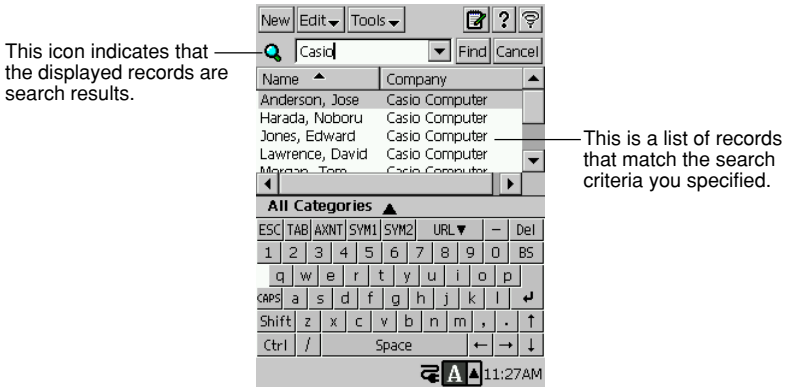
- The search function checks all fields for the text you specify.

To search for text

1. On the list screen or data screen, input the text you want to find in the text box at the top of the screen.



2. Tap the **Find** button to start the search.



3. To clear the search results and return the screen to normal, tap **Cancel**.

NOTE

- Performing a search operation causes the category setting to change automatically to **All Categories**.
- While a list of search results is on the screen, you can input new text and perform another search, if you want.
- The message “No matches were found for the text you specified.” appears when there are no matches your text string.
- Starting a new data input, delete, or copy operation while a search result screen is on the display automatically clears the search result screen.

2-4 Tasks

Tasks is a program that helps to keep you reminded of things you need to do. Starting up Tasks displays a list screen like the one shown below.

Tap to display a new task input screen.

Tap a header title to sort documents by their checked/unchecked status, names, or priorities. Each tap of a header title toggles sorting between ascending and descending order.

This icon indicates a Microsoft Outlook recurrent task transferred to CASSIOPEIA from a computer during data synchronization.

Tap to display online help.

Tap to return to the Top Menu

This is a list of tasks. Tapping a task once selects it, and tapping a selected task a second time opens its editing screen.

List screen

Working with Tasks

The following are the procedures for creating a new task, editing an existing task, etc.

To create a new task

1. Start up Tasks.
 - This displays the Tasks list screen.
2. Tap **New** to display the new task input screen.

Input a name for the task.

You can select one of three priorities for a task: High, Normal, or Low. The default priority is Normal.

3. After everything is the way you want, tap to save your task and return to the list screen.

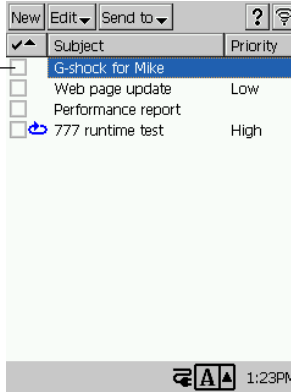
NOTE

- To close the task input screen without saving the data you input, tap **Edit ▼** → **Cancel**. This saves the task and returns to the list screen.


To check and uncheck a task

You can use the Tasks list screen to check a task after you perform it.

Tap a check box to toggle it between being checked and unchecked.




NOTE

- Checking a recurrent task (indicated by  next to the check box) creates a checked task for the currently scheduled task only. The recurrent task remains in effect.



- The sort order of the tasks on the list screen does not change automatically when you check or uncheck a task, even if the list is currently sorted on the check box column. To resort the tasks, tap one of the header titles.
- You can also check and uncheck tasks on the task input screen.

To edit a task

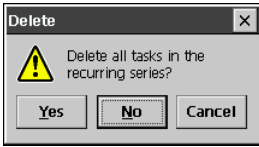
1. On the list screen, double-tap the task you want to edit.
 - This displays the task input screen.
2. Edit the Subject, Priority, and Completed fields as you wish.
3. After everything is the way you want, tap  to save your task and return to the list screen.

To delete a task

1. On the list screen, tap the task you want to delete.
2. Tap **Edit ▼** → **Delete**.
3. In response to the confirmation dialog box that appears, tap **Yes** to delete the task or **No** to cancel without deleting anything.

NOTE

- The confirmation message shown below appears when you perform step 2 of the above operation when the task you selected is a recurrent task.



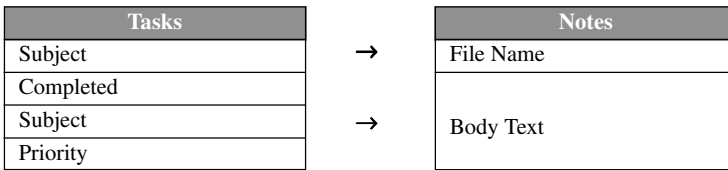
Tap **Yes** to delete all of the tasks in the recurrent series, or **No** to delete only the currently scheduled task of the series. To cancel without deleting anything, tap **Cancel**.

Transferring Tasks Data to Another Program

You can transfer task data from the Tasks list screen to Notes, Calendar, or Mail.

To transfer Tasks data to Notes

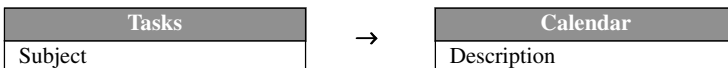
1. On the Tasks list screen, tap the task you want to transfer.
2. Tap **Send to ▼** → **Notes**.
 - This starts up Notes and displays an input screen with Tasks elements assigned as shown below.



3. Edit the contents of the transferred text, if you want.
 - See “Creating a New Text Document” on page 19 for information about working with a Notes text document.

To transfer Tasks data to Calendar

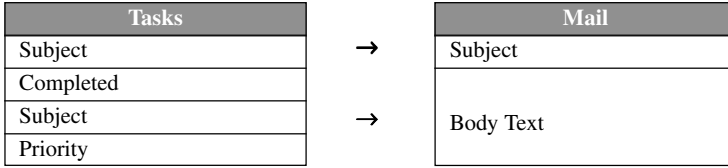
1. On the Tasks list screen, tap the task you want to transfer.
2. Tap **Send to ▼** → **Calendar**.
 - This starts up Calendar and displays a new appointment screen with task elements assigned as shown below.



3. Input data for the other appointment fields as required.
 - See “Inputting New Calendar data” on page 31 for more information about creating a new appointment record.

To transfer Tasks data to Mail

1. On the Tasks list screen, tap the task you want to transfer.
2. Tap **Send to ▼** → **Mail**.
 - This starts up Mail and displays a message editing screen with task elements assigned as shown below.



3. Specify the address of the recipient, and make any changes to the subject and body text that you want.
 - See “3-3 Mail” on page 67 for more information about writing and sending e-mail messages.

Chapter 3 Using the Internet

3-1 Introduction

CASSIOPEIA Internet Functions

Your CASSIOPEIA comes with three programs that let you perform data communication over the Internet.

- Internet This Web browser program makes it possible for you to visit Websites on the Internet. In addition to being frames-capable, the Internet program also supports bookmarks and the saving of pages of off-line viewing.
- Mail Mail is a program for sending and receiving e-mail. It supports multiple accounts, as well as sending and receiving attached files. Received mail can be saved to folders either in main memory or on a storage card.
- Connections This program provides a central location where you can configure connection setups for the Internet and Mail programs. Connections eliminates the need to configure separate connection settings for Mail and Internet.

What do I need to connect to the Internet?

The following describes what you need in order to connect to the Internet using either a dial-up connection or a network connection.

Dial-up Connection

Before you can connect to the Internet with a dial-up connection, you first need to contract the services of an Internet service provider (ISP).

You also need to obtain the required devices, cables, and other hardware in order to physically connect to a telephone line. Your CASSIOPEIA supports connection to a phone line using any one of the following configurations.

- Mobile phone and mobile phone connection cable
- CompactFlash card type card modem, modular cable, analog telephone line
- PC card type card modem, CASSIOPEIA optional PC Card Unit (PC Card Adapter), modular cable, analog telephone line
- External modem, special serial cable, modem cable, modular cable, analog phone line

LAN Connection

To connect to the Internet through a LAN (network), you need access rights to the network at your company, etc.

You also need to obtain the required devices, cables, and other hardware in order to physically connect to the network. Your CASSIOPEIA supports connection to a network using either of the following configurations.

- CompactFlash card type LAN card, Ethernet cable
- PC card type LAN card, optional PC Card Unit (PC Card Adapter), Ethernet cable

3-2 Connections

Connections is a program that lets you configure various settings to enable data communication between your CASSIOPEIA and a computer. You can use Connections to configure the following settings.

- Parameters (including mail server parameters) for connecting to the Internet using dial-up connection and LAN connections
- Parameters for cable connection with a computer

This section covers Internet connections only. For information about cable connection with a computer, see Chapter 6 of this manual.

Communication Setups

One set of Connections parameters for a particular setup is called a “connection setup.” Connections supports two types of connection setups: dial-up connection setups and LAN connection setups.

Dial-up Connection Setup

A dial-up setup is used when you plug into a telephone line and dial up a server to connect to the Internet, normally through your provider. The following are some of the parameters you need to configure when creating a dial-up connection setup.

- Connection name
- Server settings (phone number, connection ID, password, etc.)
- Modem settings (for configuring the modem you are using)
- Mail account settings (mail address, user ID, password, and other settings for using Mail)
- Proxy server settings

You can store more than one dial-up connection setup in Connections and select the one you need when you need it.

LAN Connection Setup

A LAN setup is used when connect to the Internet through a LAN (network) at your office, etc. The following are some of the parameters you need to configure when creating a LAN connection setup.

- Setup name
- LAN card adapter information
- LAN parameters (IP address, domain name, DNS, etc.)
- Mail account settings (mail address, user ID, password, and other settings for using Mail)
- Proxy server settings

You store only one LAN connection setup in Connections.

Configuring a Dial-up Connection

Basically, you configure a dial-up setup by inputting information given to you by your Internet Service Provider. Make sure you get the following information from your provider.

- Telephone number This is the phone number you need to dial to connect to your provider's computer. Normally it is called the "access point." You need to select an access point that supports the type of phone (mobile, analog, etc.) you are using.
- Connection ID This is the name by which your provider's computer recognizes you when you dial it up. Depending on your provider, the connection ID may be called a "log in ID," "log in name," or something similar. It is important to remember that your connection ID is for dial up only, and it is different from the user name you use when connecting to your provider's mail server.
- Password The password is used to help ensure that the person using your connection ID is really you. Depending on your provider, the password may be called a "authorization password," "log in password," "connection password," or something similar. It is important to note that this password may be different from the password you need when connecting to your provider's mail server.
- Name server This is a kind of address that indicates where on the Internet your provider's computer is located. Normally a provider will have two name server addresses, a "primary DNS" (DNS 1) and a "secondary DNS" (DNS 2). A name server address is a number in the format 000.000.000.000.
- POP server This is the server name used for receiving mail.
- SMTP server This is the server name used for sending mail.
- User ID This is your user name for connecting to your provider's mail server. Normally, your user ID is the part of your mail address to the left of @.
- Password This is your password for connecting to your provider's mail server.

NOTE

- The information described above is the bare minimum that you would normally need to connect to the Internet through a provider. Contact your provider's customer support if you need to configure other settings that are not described above.

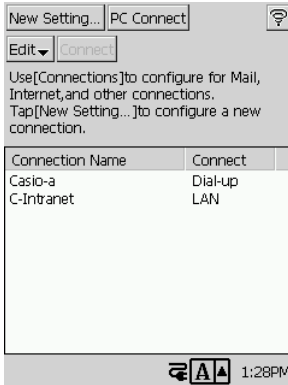
To configure a dial-up connection setup

NOTE

With some data communication or modem cards, you need to insert the card into the CASSIOPEIA's card slot before you perform the steps below. For details, see the instructions that come with the card you are using.

1. On the Top Menu, double-tap **Connections**.

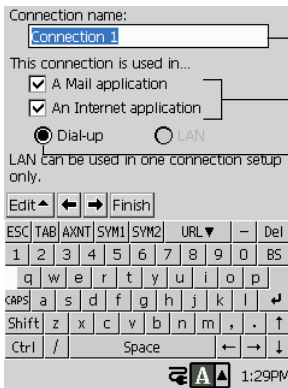
- This starts up Connections and displays a screen like the one shown below.



— Sets up you already have configured are listed here.

2. Tap **New Setting...**

- This displays a screen like the one shown below for specifying the connection setup name.




— Input the name you want to give to the new connection setup.

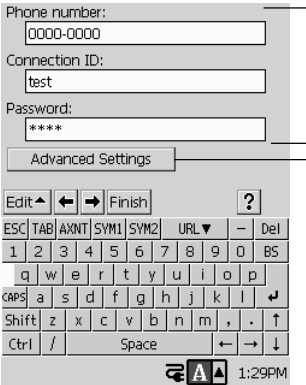
— Specify which program should use this setup.

— Select **Dial-up** connection

Connection setup screen

3. After you are finished, tap .

- This displays a screen for configuring the access point setup.




The screenshot shows the 'Access point setup screen'. At the top, there are three input fields: 'Phone number:' with '0000-0000', 'Connection ID:' with 'test', and 'Password:' with '****'. Below these is a button labeled 'Advanced Settings'. At the bottom, there is a keyboard interface with 'Edit' and 'Finish' buttons, a '?' icon, and a status bar showing '1:29PM'.

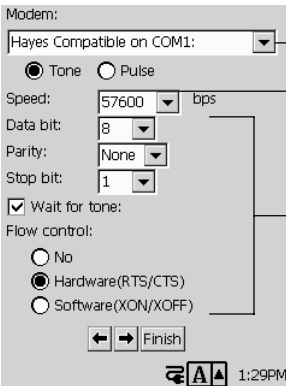
Input the access point phone number, and your connection ID and password as supplied to you by your provider.

You can tap here to display a screen for configuring the number of tries when dialing, security protocol, and IP address. See “Configuring Advanced Dial-up Settings” on page 60 for more information.

Access point setup screen

4. After you are finished, tap .

- This displays a screen for configuring the modem you are using.



The screenshot shows the 'Modem setup screen'. At the top, there is a dropdown menu for 'Modem:' set to 'Hayes Compatible on COM1:'. Below it are radio buttons for 'Tone' (selected) and 'Pulse'. There are several dropdown menus for 'Speed:' (57600 bps), 'Data bit:' (8), 'Parity:' (None), and 'Stop bit:' (1). A checkbox 'Wait for tone:' is checked. Under 'Flow control:', there are radio buttons for 'No', 'Hardware(RTS/CTS)' (selected), and 'Software(XON/XOFF)'. At the bottom, there is a keyboard interface with 'Finish' and a '?' icon, and a status bar showing '1:29PM'.


Tap here to display a list of supported modems.

Set the speed (data rate) in accordance with your access point and modem speeds.

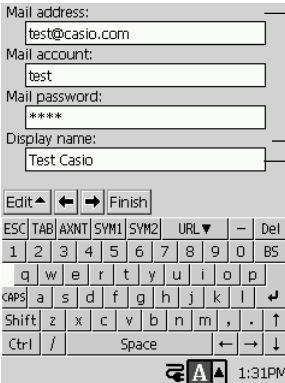
Normally you can leave these settings at their initial defaults. Change them only if your provided specifically tells you to do so.

Modem setup screen

- The screens shown in steps 5 and 6 below do not appear if you selected **An Internet Application** only in step 2 without selecting **A Mail Application**. In such a case, skip to step 7 of this procedure.

5. After you are finished, tap .


- This displays a screen for configuring your mail account setup.



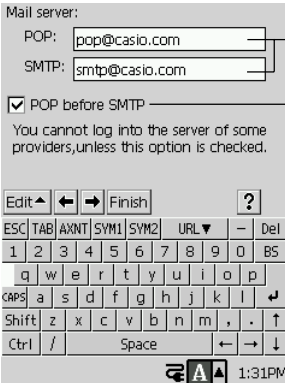
Input information supplied by your provider.

Input the name you want to be displayed along with your mail address in outgoing mail.

Mail account setup 1 screen

6. After you are finished, tap .

- This displays another screen for configuring your mail account setup.




Input POP3 and SMTP server names supplied by your provider.

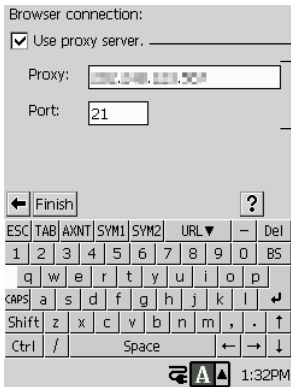
Select this item if your provider requires authorization to pick up mail before you are allowed to send mail. Check with your provider to find out if you need **POP before SMTP**.

Mail account setup 2 screen

The screen shown in step 7 does not appear if you selected **A Mail Application** only in step 2 without selecting **An Internet Application**. In such a case, skip to step 8 of this procedure.

7. After you are finished, tap .


- This displays a screen for configuring you Web browser settings.



If your connection uses a proxy server for Web browsing, select this option and input the required information below. Check with your service provider for information about whether or not you can use a proxy server.

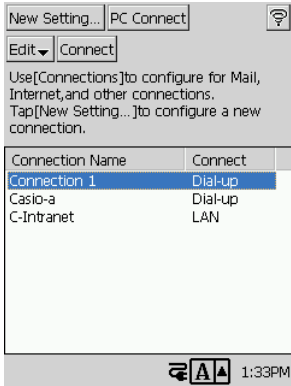
Input the IP address and port number.

Browser setup screen

8. If necessary, tap the  button to backtrack through setting screens to check that settings are correct.

9. After confirming that all the settings are correct, tap **Finish**.

- This registers your new connection setup and returns to the initial Connections screen.



Check the list to confirm that the name of the connection setup you just configured is included.

Configuring Advanced Dial-Up Settings

The following procedure describes how to configure advanced settings that appear when you tap the **Advanced settings** button on the Access Point Setup screen (page 57).

1. On the Access Point Setup screen, tap **Advanced Settings**.

Use these settings to specify the number of tries and the interval between tries when a connection fails because your access point line is busy.

Use this setting to specify whether authorization protocol is required when connecting. Normally you should leave the **Do not use** option selected. Trying changing to the **Use** option if you have trouble connecting.

Dial-up advanced setup 1 screen

2. After you finished, tap **→**.

Normally you should leave the **Auto detect** option selected. If your provider uses a fixed IP address, uncheck the **Auto detect** option and input the fixed IP address.

Input the required information here as supplied by your provider. Normally, you should specify DNS1 and DNS2 only when the **Auto detect** option is unchecked.

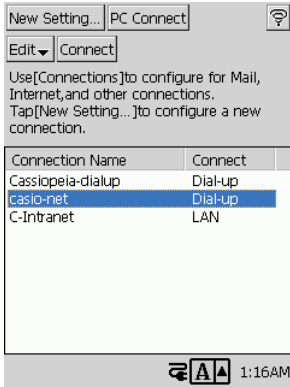
Dial-up advanced setup 2 screen

3. After all the settings are the way you want, tap **OK** to save them and return to the Access Point Setup screen.

Testing a Dial-up Connection Setup

Perform the following steps to test a connection setup you created using the procedure under “To configure a dial-up connection setup”.

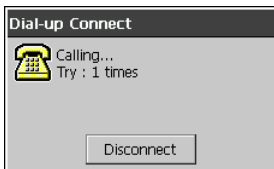
1. Turn off your CASSIOPEIA and connect it to the device you plan to use to dial-up your service provider.
 - You can connect to a mobile phone or install a modem card. See the separate *Hardware Manual* for details about using a cell phone or modem card.
2. Turn on your CASSIOPEIA.
3. On the Top Menu, double-tap **Connections**.
 - This starts up Connections.
4. On the Connections screen, tap the connection setup you want to use so it is highlighted.



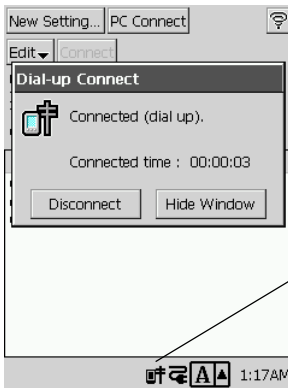
5. Tap **Connect**.
 - This displays the dialog box shown below.



6. Tap **Connect**.
 - This displays the dialog box shown below as your access point is dialed.




7. A dialog box like the one shown below appears when a dial-up connection is established. Your CASSIOPEIA is now connected to the Internet.



This icon appears in the system tray while a dial-up connection is connected.

- You can now use your CASSIOPEIA to browse Websites and to send and receive e-mail. See “3-3 Mail” on page 67 and “3-4 Internet” on page 93 for more information.
8. To terminate the dial-up connection, tap **Disconnect**.

NOTE

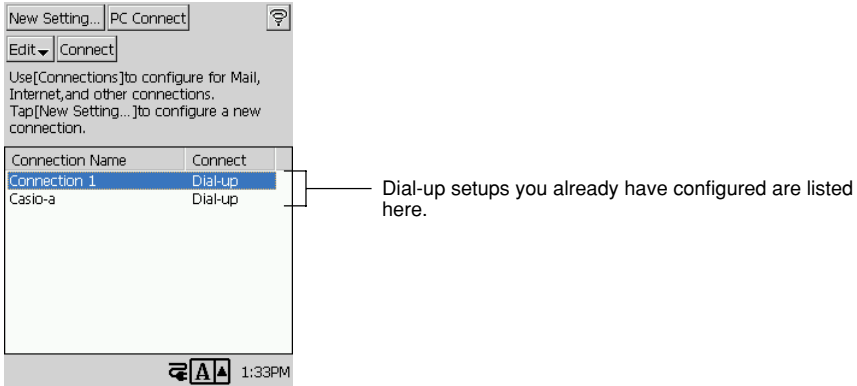
- Tapping the **Hide Window** button on the Dial-up Connection dialog box or tapping anywhere outside of the dialog box causes it to move to the back where it is hidden. In this case, your telephone connection is maintained, even though you cannot see the Dial-up Connection dialog box on your screen.
- To bring the Dial-up Connection dialog box back to the front so you can see it, tap the  icon in the system tray.
- If you experience problems with establishing or maintaining a dial-up connection, check the connections between your CASSIOPEIA and phone or modem, and check your dial-up connection setup. If you can't locate the cause or solution of your problem, see the Troubleshooting Guide at the back of this manual.

Configuring a LAN Connection

Use the LAN connection setup when you want to connect to the Internet through a LAN (network) at your office, etc. Note that you should contact the system administrator of the network to which you are connecting for the information you need when configuring the setup.

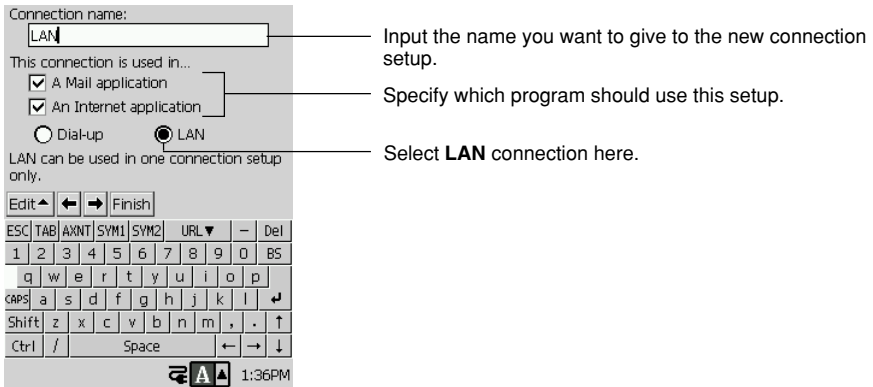
To configure a LAN connection setup

1. On the Top Menu, double-tap **Connections**.
 - This starts up Connections and displays a screen like the one shown below.




2. Tap **New Settings...**

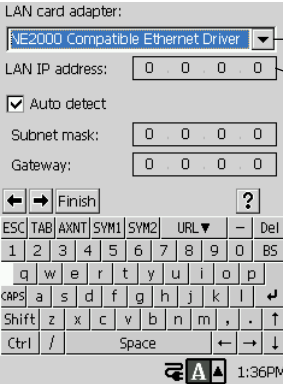
- This displays a screen like the one shown below for specifying the connection setup name.



Connection setup screen

3. After you are finished, tap .

- This displays a screen like the one shown below.



LAN card adapter: **NE2000 Compatible Ethernet Driver**

LAN IP address: 0 0 0 0

Auto detect


Subnet mask: 0 0 0 0

Gateway: 0 0 0 0

← → Finish ?

ESC TAB AXNT SYM1 SYM2 URL ▼ - Del


1	2	3	4	5	6	7	8	9	0	BS
q	w	e	r	t	y	u	i	o	p	
caps	a	s	d	f	g	h	j	k	l	↵
Shift	z	x	c	v	b	n	m	,	.	↑
Ctrl	/		Space					←	→	↓

 1:36PM

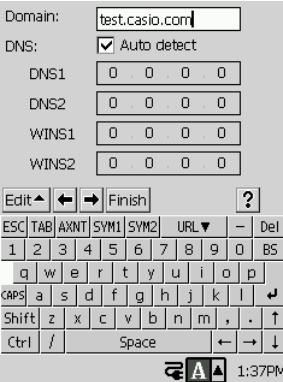
Tap here and then select the LAN card you are using for your LAN connection.

If you want to use a fixed LAN IP address for the CASSIOPEIA, specify the address here. If you want the IP address detected automatically, select the **Auto detect** option.

LAN setup 1 screen

4. After you are finished, tap .

- This displays a screen like the one shown below.



Domain: test.casio.com

DNS: Auto detect

DNS1: 0 0 0 0

DNS2: 0 0 0 0


WINS1: 0 0 0 0

WINS2: 0 0 0 0

Edit ← → Finish ?


ESC TAB AXNT SYM1 SYM2 URL ▼ - Del

1	2	3	4	5	6	7	8	9	0	BS
q	w	e	r	t	y	u	i	o	p	
caps	a	s	d	f	g	h	j	k	l	↵
Shift	z	x	c	v	b	n	m	,	.	↑
Ctrl	/		Space					←	→	↓

 1:37PM

Input a domain name and DNS address. If you want the DNS address detected automatically, select the **Auto detect** option.



LAN setup 2 screen

- After you are finished, tap .
 - This displays a screen like the one shown below.



LAN connection log in:

Connection ID:

Password:


Edit   Finish

ESC	TAB	AXNT	SVM1	SVM2	URL	▼	-	Del		
1	2	3	4	5	6	7	8	9	0	BS
q	w	e	r	t	y	u	i	o	p	
caps	a	s	d	f	g	h	j	k	l	↵
Shift	z	x	c	v	b	n	m	,	.	↑
Ctrl	/		Space				←	→		↓

  1:38PM

Select this operation to require verification when connecting to the LAN.
 After selecting this option, input a **Connection ID** and **Password**.



LAN setup 3 screen

- After you are finished, tap .
 - This displays a screen for configuring your mail account setup.
 - From here, perform steps 5 through 9 of the procedure under “To configure a dial-up connection setup” on page 56.

Editing a Connection Setup

Use the procedure below to edit the contents of an existing connection setup.

To edit the contents of a connection setup

- On the Top Menu, double-tap **Connections**.
 - This starts up Connections.
- Tap the connection setup you want to edit.
- Tap **Edit ▼** → **Modify Setting**.
 - This displays the Connection Setup Name screen of the setup you selected in step 2.
- Tap the  and  buttons to navigate between setup screens and change settings as you like.
 - The procedures you should use for changing settings are identical to those you use for creating a new setting. See pages 56 through 59 for information about dial-up connection settings, and page 63 through 65 for information about LAN settings.
- After everything is the way you want, tap the **Finish** button on any of the setup screen.
 - This registers the edited connection setup and returns to the initial Connections screen.

Copying a Connection Setup

Sometimes it is easier to create a new dial-up connection setup by copying an existing setup and making changes in the copy as required. In many cases, all you need to do is copy an existing setting, change the access point phone number, and you are done.

NOTE

Note that you can copy a dial-up connection setup only. You cannot copy the LAN connection setup.

To copy an existing connection setup

1. On the Top Menu, double-tap **Connections**.
 - This starts up Connections.
2. Tap the connection setup you want to copy.
3. Tap **Edit ▼** → **Copy Setting**.
 - This creates a copy of the connection setup you selected in step 2. The setup copy is automatically assigned the same name as the original setup, with a number added at the end.

Example: Original Setup Name: CASIO Dial-up
Setup Copy Name: CASIO Dial-up (2)

Deleting a Connection Setup

Use the procedure below to delete a connection setup you no longer need. Note that since you can have only one LAN connection setup registered, you need to use this procedure to delete your existing setup before you can create a new LAN setup.

To delete a connection setup

1. On the Top Menu, double-tap **Connections**.
 - This starts up Connections.
2. Tap the connection setup you want to delete.
3. Tap **Edit ▼** → **Delete Setting**.
4. In response to the confirmation message that appears, tap **Yes** to delete the setup, or **No** to cancel without deleting anything.

3-3 Mail

“Mail” is an application that makes it possible for you to send and receive e-mail with your CASSIOPEIA. The following are some of the useful features and functions available with Mail.

- Support for multiple accounts
- Powerful mail management tools for creating folders, batch moving multiple messages, copying, deleting, and moving messages to a storage card, etc.
- Support for sending and receiving attached files
- Phrase memory for quick and easy mail message writing

NOTE

- Mail supports e-mail with a POP3 mail server. Mail does not support IMAP4.
- Use the Connections program to configure your dial-up connection setup and mail account. See “3-2 Connections” on page 54 for more information.

Starting Up Mail

Starting Up Mail for the First Time

When you start up mail for the first time, you must perform a procedure to set up new mail account. If you have already used Connections to configure a connection setup, simply start up Mail and follow the instructions that appear on the CASSIOPEIA screen to setup your new account.

If you have not yet configured a connection setup, starting up Mail will display a dialog box asking if you want to go to Connections and create a setup.

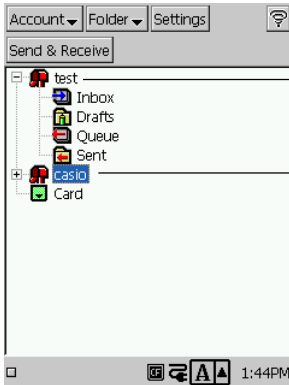
To start up Mail for the first time

1. On the Top Menu, double-tap **Mail**.
 - This starts up Mail and displays a message like the one shown below.



2. Tap **Yes**.

- This creates mail accounts for all of the connection setups you have configured in Connections, and displays the account/folder list shown below.



Existing accounts are listed here. The connection setup name you assign in Connections is displayed as the account name.

Mail accounts are created for all the connection setups you have configured in Connections.

Account/folder list

NOTE

- Note that the above procedure is also required the first time you start up Mail after deleting all Mail accounts.
- If you do not have any connection setups configured in Connections, starting up Mail causes the message shown below to appear.



Tap **Yes** to start up Connections and display the new connection setup screen. See “3-2 Connections” on page 54 for information about configuring connection setups.

Starting Up Mail After Setting Up an Account

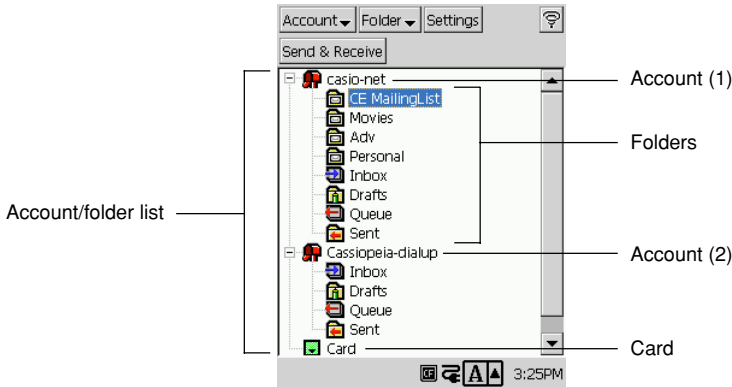
After you set up one or more mail account the first time you start up Mail, starting it up again displays the account/folder list. Note, however, that if you added a new connection setup with Connections since the last time you used Mail, starting it up causes a message like the one shown below to appear.



Tap **Yes** to configure a mail account for the new connection setup.

Using the Account/Folder List

The account/file list that appears when you start up Mail provides you with a central location for performing a variety of Mail message management tasks. The following shows a sample account/file list that contains two accounts.



The examples in the following explanations are all based on the above sample list screen.

Account/folder list

- The account/file list shows all of the accounts that currently exist in Mail. Tapping the + to the left of an account name expands the account to show its contents.
- Each account has four permanent default folders named Inbox, Drafts, Queue, and Sent. Note that these folders are created automatically for each account, and they cannot be deleted.
- Tapping an account or folder highlights it, which means the account or folder is selected. The currently selected account or the account that contains the currently selected folder is the account your CASSIOPEIA will use for sending and receiving Mail messages.
- A card icon is displayed in the account/folder list if your CASSIOPEIA has a storage card in its slot. Though you cannot configure an account and store it on a storage card, you can move mail messages to folders on the card. See “Creating Folders and Managing Mail Messages” on page 87 for more information.

Account ▼ Menu

Use this menu to create a new account, and to select an existing account to edit or delete it. See “Managing Accounts” on page 70 for more information.

Folder ▼ Menu

Use this menu to create a new folder, and to select a folder to rename or delete it. See “Creating Folders and Managing Mail Messages” on page 87 for more information.

Settings Button

Tapping this button displays a dialog box for editing the signature block for outgoing messages, and for changing a variety of settings related to message creation, receipt, and display. See “Configuring Mail Program Properties” on page 90 for more information.

Send & Receive Button

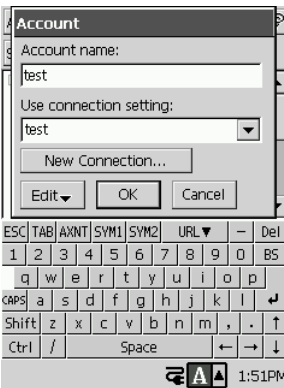
Tap this button to send and receive mail messages using the currently selected mail account. See “To send and pick up mail” on page 72 for more information.

Managing Accounts

The procedures in this section describe how to edit a mail account that was created automatically when you start up the Mail program, and how to create a new account from scratch.

To edit an existing mail account

1. On the account/folder list screen, tap the account you want to edit.
2. Tap **Account ▼** → **Edit Account**.
 - This displays the dialog box shown below.



3. If you want to rename the account, input the new name into the **Account name** box.
4. To change the connection setup associated with the account, tap the **Use connection setting** box and then select the setup you want from the list that appears.
 - Note that you cannot change to another connection setup when you have only one configured on your CASSIOPEIA.

- After everything is the way you want, tap **OK** to save your changes.
 - If you changed the connection setup in step 4, the confirmation message shown below appears when you tap **OK**.



- If you really want to change the setting, tap **Yes** to save the changes and return to the account/folder list.
- To cancel without changing anything, tap **No**.

To delete an account

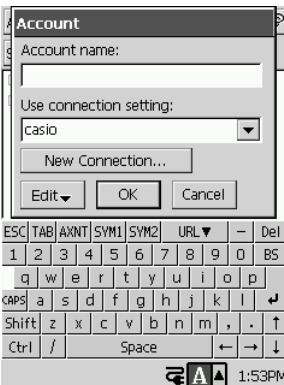
- On the account/folder list screen, tap the account you want to delete.
- Tap **Account ▼** → **Delete Account**.
 - This displays the confirmation message shown below.



- If you really want to delete the account, tap **Yes**.
 - To cancel without deleting anything, tap **No**.

To create a new account

- On the account/folder list screen, tap **Account ▼** → **New Account**.
 - This displays the dialog box shown below.



2. In the **Account name** box, input the name you want to give to the new account.
3. Tap the ▼ button next to the **Use connection setting** box, and then select a connection setup from the list of providers that appears.
4. Tap **OK**.
 - This creates the new account and returns to the account/folder list screen.

NOTE

If you do not want to select an existing setup in step 3 of the above procedure, tap **New connection setup** and then create a new setup. See “3-2 Connections” on page 54 for details on creating a new connection setup.

Sending and Receiving Mail

There are three different ways you can send and pick up mail.

- **Send and pick up mail at the same time**

This operation is performed from the account/folder list screen, and it sends all mail currently in the Queue folder and picks up all mail waiting on the server.

- **Pick up mail**

This operation is performed from the account/folder list screen, and it picks up all mail waiting on the server, without sending any mail.

- **Send mail**

This operation sends all mail currently in the Queue folder only, without picking up any mail. You can also send one particular mail message alone.

- The procedure below can be used to send and receive mail at the same time or to pick up mail.
- Use the procedure under “Creating an Outgoing Mail Message” on page 74 to send mail only.

To send and pick up mail

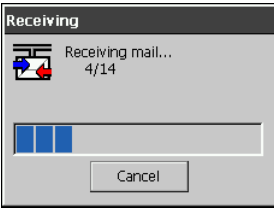
1. Start up Mail and display the account/folder list.
2. Select the account you want by tapping it.
3. Tap **Send & Receive**.
 - This displays a dialog box like the one shown below.



4. Tap either **Receive** or **Send & Receive**, depending on the type of operation you want to perform.
 - If you are using a dial-up connection, the dialog box shown below appears. Tap **Connect**.



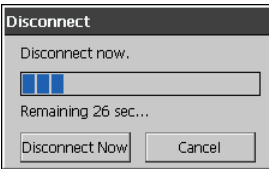
5. Your CASSIOPEIA connects to the server and displays a dialog box like the one shown below. The receive operation is performed first, followed by send.



6. A dialog box showing the results of the session appears after the send/receive operation is complete.
- The actual contents of the dialog box depends on the results of your session.



7. Tap **OK**.
- If you are using a dial-up connection, the dialog box shown below appears. If you do not do anything, the time counts down and the connection is terminated automatically.



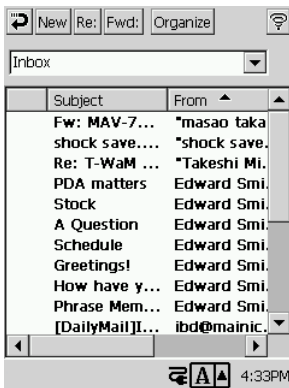
- If you want to disconnect immediately, tap the **Disconnect Now** button.
- Tap **Cancel** if you want to remain connected to the Internet without automatic disconnect.

Creating an Outgoing Mail Message

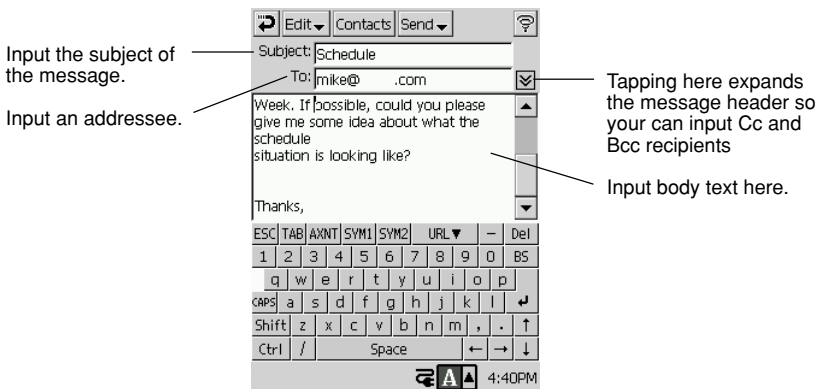
This section tells you how to compose and send a Mail message, and how to edit an existing Mail message.

To compose a new Mail message


1. Start up Mail and display the account/folder list.
2. Open a folder under the account you want to use to send the message by double-tapping it.
 - This displays a list of mail messages in the folder. The Queue folder will be used here as an example.

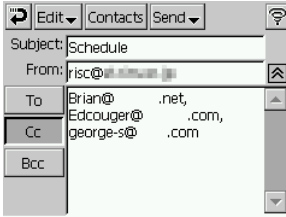



3. Tap New.
 - This displays the message editing screen.



4. Input a subject, addressee, and the body text of the message.
 - You can input an addressee from Contacts, if you want. See “To input a mail address from Contacts” on page 76 for more information.
 - You can input body text using text and expressions you saved in phrase memory, if you want. See “Using Phrase Memory” on page 78 for more information.
 - You can attach files to your mail message, if you want. See “To attach a file to a message” on page 76 for more information.

- If you want to include Cc or Bcc addressees as recipients of the message, tap .
 - This expands the mail header. Tap the **Cc** or **Bcc** button and then input the applicable mail address in the text box to the right of the buttons.




- Tapping  returns the header to its original size.
- After your Mail message is the way you want, tap **Send** ▼ → **Queue**.
 - This stores your Mail message in the Outbox folder. All of the mail messages in the Outbox folder is sent the next time you perform a Mail send (or send and pick up) operation.
 - If you want to send the Mail message you just wrote right away, tap **Send** ▼ → **Send Now** in step 5 instead of **Send** ▼ → **Queue**.

NOTE

- You can also use the **Signature** tab on the setup screen to create a signature block that is added to the end of your messages. See page 91 for more information.
- Tapping the **From** field in the screen in step 4 displays a dialog box like the one shown below. If you have more than one mail account configured in Mail, you can use this dialog box to change to another mail account for sending the message you are creating.



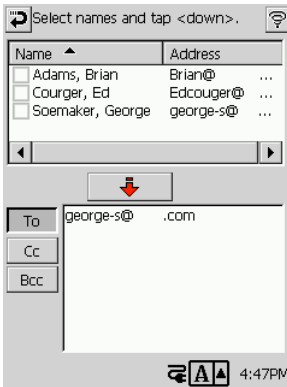
- Tapping  before you reach step 5 in the above procedure saves your message in the Drafts folder. You can recall a message in the Drafts folder to work on it later.



To delete a message you are editing

- On the message editing screen, tap **Edit** ▼ → **Delete Mail**.
- In response to the confirmation message that appears, tap **OK** to delete the message or **Cancel** to cancel without deleting anything.

To input a mail address from Contacts

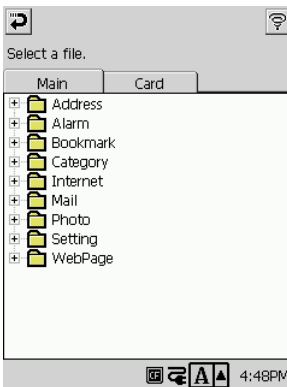
1. On the message editing screen, tap the **Contacts** button.
 - This displays the screen shown below.




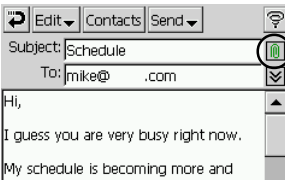
2. Put a check mark next to all of the people you want to include as addressees of the message.
3. Tap .
 - This inputs all of the addresses you checked into the text box at the bottom of the screen.
4. If you want, tap the **Cc** and/or **Bcc** buttons and repeat steps 2 and 3 for Cc and Bcc mail addresses.
5. After everything is the way you want, tap .
 - This returns to the message editing screen.


To attach a file to a message

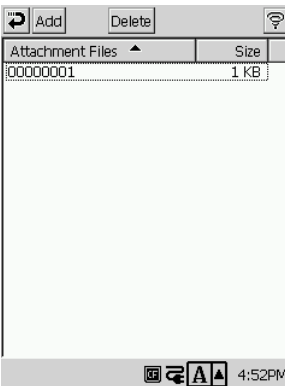
1. On the message editing screen of the message to which you want to attach the file, tap **Edit ▼ → Attach Files**.
 - This displays a file selection screen.




2. Tap the + next to the folder that contains the file you want to attach to expand the folder.
3. Tap the file you want to attach.
 - This attaches the file and returns to the message editing screen with the  displayed, which indicates that a file is attached.



4. If you want to attach more files, tap .
 - This displays the attached file screen, which shows the names and sizes of any files you have attached up to this point.



5. Tap **Add**.
 - This displays a file selection screen
6. As in step 2, tap the + next to the folder that contains the file you want to attach to expand the folder.
7. Tap the file you want to attach.
 - This attaches the file and returns to the message editing screen.
8. Repeat steps 5 through 7 to attach more files, if you want.
9. After you are finished selecting all the attached files you want, tap the  button on the attached file screen.
 - This returns to the message editing screen.

NOTE

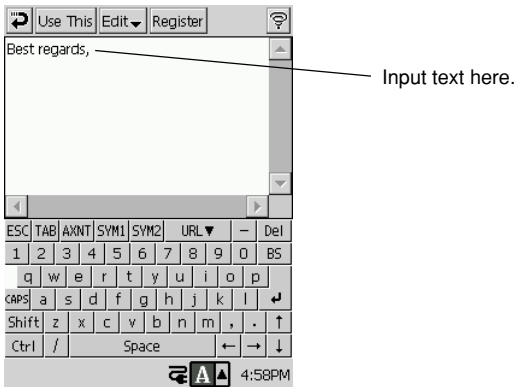
- If you have a storage card inserted in the CASSIOPEIA’s card slot, you can click the **Card** tab on the file selection screen and select a card file for attachment.
- To remove a file you selected for attachment, tap its name on the attached file screen and then tap the **Remove** button.

Using Phrase Memory

Phrase memory lets you store up to 255 frequently used words, expressions, and sentences for later recall when inputting Mail Text.

To input text into phrase memory

1. On the message editing screen, tap anywhere inside the body text field.
 - This locates the cursor at the point you tap.
 - Make sure none of the body text is selected (highlighted).
2. Tap **Edit ▼** → **Phrase memory**.
 - This displays the phrase memory list.
3. Tap the **New** button.
 - This displays the phrase memory editing screen.



4. Input the text you want to save in phrase memory.
5. After everything is the way you want, tap **Register**.
 - This saves the text you input and returns to the phrase memory list.
6. Tap **Use This** to return to the message editing screen.

NOTE

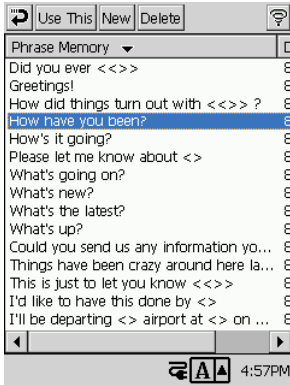
- Tapping **Use This** on the phrase memory editing screen before tapping **Save** returns to the phrase memory list without saving anything.
- Tapping **Use This** on the phrase memory editing screen returns to the message editing screen with the text you input inserted at the cursor position. You can also use the procedure below to save select existing text and save it in phrase memory.

To save selected body text in phrase memory

1. On the message editing screen, drag the stylus across the text you want to save in phrase memory so it is selected (highlighted).
2. Tap **Edit ▼** → **Phrase memory**.
 - This displays the phrase memory editing screen with the text you selected in step 1 in the input area.
3. Edit the text if you want.
4. Tap **Register**.
 - This saves the text and returns to the phrase memory list.
5. Tap **Use This** to return to the message editing screen.

To insert phrase memory text into Mail body text

1. On the message editing screen, move the cursor the location where you want to input the phrase memory text.
 - Make sure none of the body text is selected (highlighted).
2. Tap **Edit ▼** → **Phrase memory**.
 - This displays the phrase memory list.




3. Tap the phrase memory text you want to insert.
4. Tap the **Use This** button.
 - This returns to the message editing screen and inserts phrase memory text you selected at the cursor position.

To delete phrase memory text

1. On the message editing screen, tap anywhere inside the body text field.
2. Tap **Edit ▼** → **Phrase memory**.
 - This displays the phrase memory list.
3. Tap the phrase memory text you want to delete.
4. Tap the **Delete** button.
 - This deletes the selected text from phrase memory.

To edit phrase memory text

1. On the message editing screen, tap anywhere inside the body text field.
2. Tap **Edit ▼** → **Phrase memory**.
 - This displays the phrase memory list.
3. Double-tap the phrase memory text you want to edit.
 - This displays the phrase memory editing screen.
4. Edit the text.
5. After everything is the way you want, tap **Register**.
 - This saves the edited text and returns to the phrase memory list.
6. Tap  to return to the message editing screen.

Inputting Schedule Format Data Into a Mail Message

You can exchange Calendar data between two BE-300 units by e-mail using a special “Calendar format.” The following procedure describes how to create a Calendar format mail message to send Calendar data to another BE-300 unit user. See “To transfer Calendar format body text of a received mail message to Calendar” on page 87 for information about what you need to do after you receive a Calendar format mail message.

To create a Calendar format mail message

1. On the message editing screen, move the cursor the location in the body text field where you want to input the Calendar format text.
2. Tap **Edit ▼** → **Calendar Format**.
 - This automatically inserts the text shown below at the cursor position in the body text field.

```
* Schedule Start
* Subject : SubjectSentence
* StartDate: 9/2/2001
* EndDate: 9/2/2001
* StartTime : 13:00
* EndTime : 15:00
* Location : LocationSentence
* Notice : NoticeSentence : NoticeEnd
* Schedule End
```

3. Input the required information for all of the fields between Schedule Start and Schedule End.
 - The following shows an example of completed Calendar format text.

```
* Schedule Start
* Subject : Market Research Meeting
* StartDate: 9/2/2001
* EndDate: 9/2/2001
* StartTime : 13:00
* EndTime : 15:00
* Location : Center Meeting Room
* Notice : Please submit materials for researching
business trends : NoticeEnd
* Schedule End
```

NOTE

- Do not input a day of the week for the date. This format does not support day of the week data. When inputting the date, be sure to use the same format as the one you selected for the system date (page 26).
- When inputting the time, use 24-hour format. This format does not support 12-hour format with AM and PM indications.
- You can use phrase memory to input text into the text fields of the Calendar data format. To do so, simply locate the cursor in a text field and then perform the operation under “To input text into phrase memory” on page 78.
- Make sure you input Calendar format data correctly. Using an incorrect date format, inputting a carriage return on the wrong place, and other input mistakes can result in improper Calendar data.

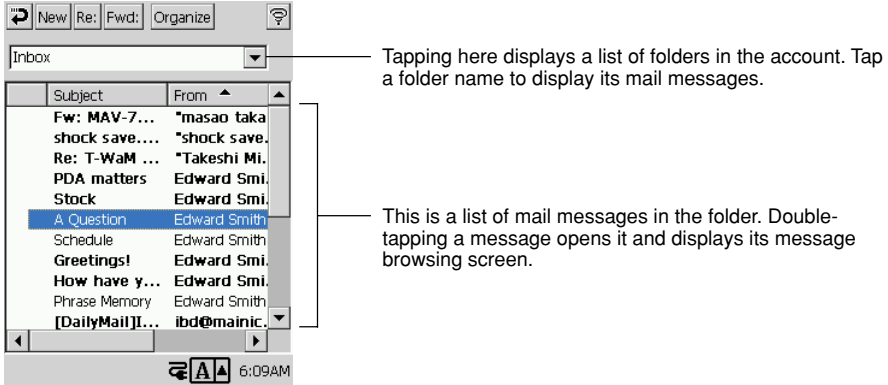
Displaying a Mail Message

A Mail list screen lets you see the subjects and other information for mail messages you have received and sent. You can also use a message browsing screen to view the body text and other details of a particular message

Mail list screen

The Mail list screen shows a list of all the mail messages contained in a particular folder (Inbox, Sent Items, or other folder). Double-tapping a folder on the account/folder list screen opens the folder and displays its Mail list screen.

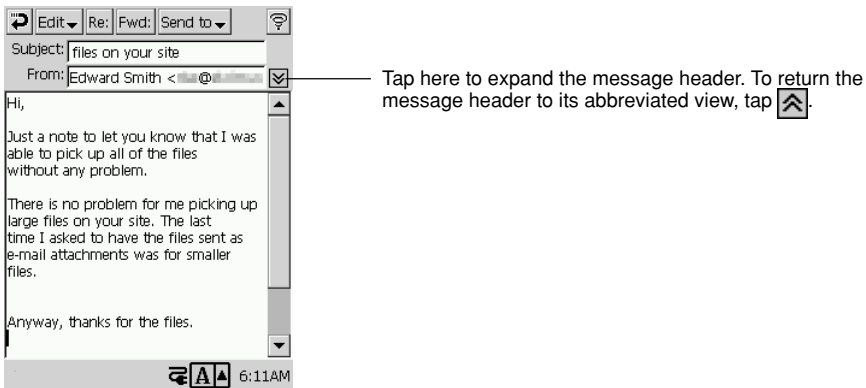
The following shows a typical Inbox screen.



Message browsing screen

This screen shows the contents of a particular mail message. Double-tapping a message on the Mail list screen opens it and displays its message browsing screen.

A typical message browsing screen is shown below.



NOTE

- Double-tapping a mail message on the Drafts list or Output list screen displays the message contents in the message editing screen, not the message browsing screen. See “To compose a new Mail message” on page 74 for information about the operations you can perform on the message editing screen.

Received Message Operations

This section details the various operations you can perform on mail messages you receive from others.

NOTE

This section assumes you are already familiar with the Mail list screen and message browsing screen. If you are not, see “Displaying a Mail Message” on page 81.

To reply to a mail message

Perform either one of the following operations.

- On the message list screen of the folder where the message is located, tap the message to highlight it, and then tap the **Re:** button.
- Display the message browser screen of the message, and then tap the **Re:** button.

Either of the above displays a new message editing screen that contains the text of the original message. Now you can use the procedures under “To compose a new Mail message” on page 74 to compose your reply.

NOTE

- If the message to which you are replying has multiple recipients, tapping **Re:** displays a dialog box asking if you want to send a reply to every one. Tap **Yes** to send your reply to all recipients, or **No** to reply only to the sender.

To forward a mail message to another recipient

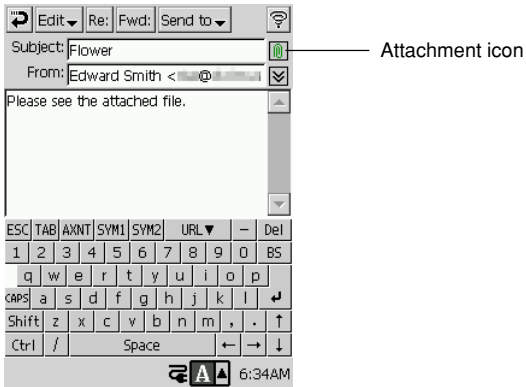
Perform either one of the following operations.


- On the message list screen of the folder where the message is located, tap the message to highlight it, and then tap the **Fwd:** button.
- Display the message browser screen of the message, and then tap the **Fwd:** button.

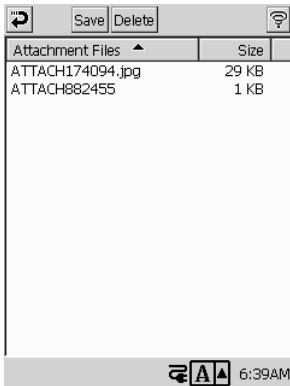
Either of the above displays a new message editing screen that contains the text of the original message. Now you can use the procedures under “To compose a new Mail message” on page 74 to specify the addressee and add body text, if you want.

To view the contents of an attached file

A message that has a file attached to it is indicated by an attachment icon that appears on the message browser screen.




1. On the message browser screen, tap .
 - This displays the attached file screen.



- Double-tap the attachment file whose contents you want to view.
 - If the attached file is an image file (JPG, BMP, GIF, etc.), a screen like the one shown below appears on your display.




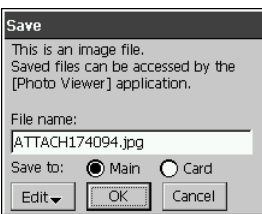
Tap  to return to the attached file screen.

NOTE

- If the attached file is not an image file, double-tapping it causes the program associated with the file to start up, and then the file opens.
- Your CASSIOPEIA cannot open any attached file that is not associated with a currently installed program.

To save an attached file to main memory or to a storage card

- On the message browser screen, tap .
 - This displays the attached file screen.
- Tap the file you want to save.
- Tap the **Save** button.
 - This displays a dialog box like the one shown below.



- Input a file name and specify the location (main memory or card) where you want to save the file.
 - You must have a storage card inserted in your CASSIOPEIA's slot in order to select card as the storage location.
- Tap the **Save** button.

NOTE

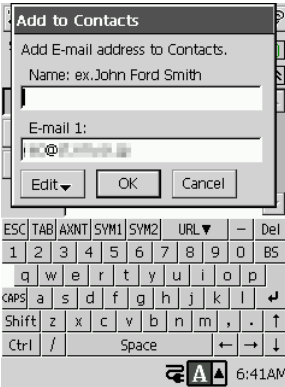
- The above procedure always stores files to default folders that are determined according to the file type. Image files, for example, are always stored to the \My Documents\Photo folder.

Displaying an HTML Mail Message

The message browser screen of HTML format mail messages have an **html Mail** button. Tapping the **html Mail** button starts up the Internet program (page 93), and displays the contents of the message in HTML format.

To add a received message header address to Contacts

1. On the message browser screen header field (From, To, or CC), drag the stylus across the address you want to add to Contacts so it is highlighted.
2. Tap **Edit ▼** → **Register in Contacts**.
 - This displays the screen shown below.



3. In the **Name** field, input the name of the person whose mail address you are adding.
4. Tap **OK**.
 - This creates a new Contacts record containing mail address under the name you input.


NOTE

- To add other information to the record, start up Contacts.
- Inputting special symbols or other characters not normally used in a name may cause the name characters to become garbled.

To list the hyperlinks in a received mail message

1. On the message browser screen of the message whose hyperlinks you want to list, tap **Edit** ▼ → **Hyperlinks**.
 - This displays the hyperlink list screen like the one shown below, which shows all mail address and URLs contained in the mail message.



2. Tap  to return to the message browser screen.

To add a mail address inside of body text to Contacts

1. Display the hyperlink list for the message that contains the address.
2. Tap the **Register in Contacts** button.
 - This displays the add address screen.
3. In the **Name** field, input the name of the person whose mail address you are adding.
4. Tap **OK**.
 - This creates a new Contacts record containing the mail address under the name you input.

NOTE

- To add other information to the record, start up Contacts.

To transfer the body text of a received mail message to Notes

1. On the message browser screen of the message you want to transfer, tap **Send to** ▼ → **Notes**.
 - This starts up Notes and displays an input screen with the body text of the mail message as shown below.



2. Edit the contents of the transferred text, if you want.
 - See “Creating a New Text Document” on page 19 for information about working with a Notes text document.

To transfer Calendar format body text of a received mail message to Calendar

1. On the message browser screen of the message you want to transfer, tap **Send to ▼** → **Calendar**.

- This starts up Calendar and displays a new appointment screen with Calendar format text elements assigned as shown below.

Schedule Format Mail Message		Calendar
#Subject		Subject
#Start Date		Start Date
#End Date		End Date
#Start Time	→	Start Time
#End Time		End Time
#Location		Location
#Description		Description

- See “Inputting Schedule Format Data Into a Mail Message” on page 80 for information about the how to format mail body text as Calendar data.
2. Input data for the other appointment fields, if you want.
 - See “Inputting New Calendar data” on page 31 for more information.

NOTE

- If your CASSIOPEIA is unable to interpret the information contained in the mail message, it displays an alert message when you tap **Send to ▼** → **Calendar** in step 1.
- Note that you cannot transfer Calendar format text to Calendar if the text includes e-mail quote characters (page 91).

Creating Folders and Managing Mail Messages

In addition to the four permanent default folders (Inbox, Drafts, Outbox, Sent Items) created by Mail, you can also create your own folders and build a filing system that suits your needs. You can also create folders on a storage card and save mail messages there, which frees up valuable main memory space.

To create a new folder

1. Start up Mail and display the account/folder list.
2. Select the account where you want to create the folder by tapping it in the account/folder list.
3. Tap **Folder ▼** → **New**.
 - This displays a dialog box for inputting the folder name.
4. Input the name you want to give the folder and then tap **OK**.

To rename a folder

1. On the Mail account/folder list screen, tap the folder whose name you want to change.
2. Tap **Folder ▼** → **Rename**.
 - This displays a dialog box for inputting the folder name.
3. Input the new name you want to give the folder and then tap **OK**.

To delete a folder

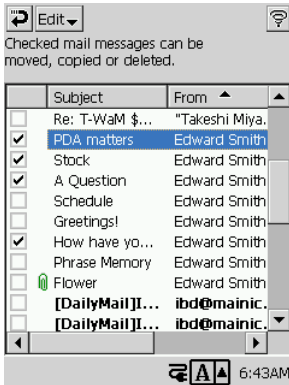
Warning!

Deleting a folder also deletes all mail messages inside of it.

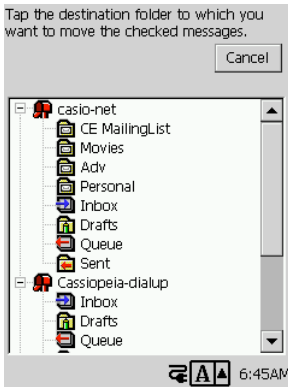
1. On the Mail account/folder list screen, tap the folder you want to delete.
2. Tap **Folder** ▼ → **Delete**.
3. In response to the confirmation message that appears, tap **Yes** to delete the folder or **No** to cancel without deleting anything.


To move mail messages from one folder to another

1. Display the message list screen of the folder that contains the message you want to move.
 - To move a message from the Inbox folder to another folder, for example, display the account/folder list screen and then double-tap the Inbox folder.
2. Tap the **Organize** button.
 - This displays a message selection screen like the one shown below.




3. Place check marks into the boxes next to all the messages you want to move.
 - To check all of the messages in the folder, tap **Edit ▼** → **Check All**. To uncheck all of the messages, tap **Edit ▼** → **Uncheck All**.
4. Tap **Edit ▼** → **Move to**.
 - This displays a dialog box for selecting the destination folder.




5. Double-tap the folder to which you want to move the selected messages.
 - As soon as you do, all of the selected mail messages are moved to the destination folder.
 - After the move operation is complete, the display returns to the message selection screen in step 2.
6. Tap  to return to the message list screen.


To copy mail messages from one folder to another

1. Display the message list screen of the folder that contains the messages you want to copy.
2. Tap the **Organize** button.
 - This displays the message selection screen (page 88).
3. Place check marks into the boxes next to all the messages you want to copy.
4. Tap **Edit ▼** → **Copy to**.
 - This displays a dialog box for selecting the destination folder.
5. Double-tap the folder to which you want to copy the selected messages.
 - As soon as you do, all of the selected mail messages are copied to the destination folder.
 - After the copy operation is complete, the display returns to the message selection screen in step 2.
6. Tap  to return to the message list screen.

To delete mail messages

1. Display the message list screen of the folder that contains the messages you want to delete.
2. Tap the **Organize** button.
 - This displays the message selection screen (page 88).
3. Place check marks into the boxes next to all the messages you want to delete.
4. Tap **Edit ▼** → **Delete**.
5. In response to the confirmation message that appears, tap **OK** to delete the messages or **Cancel** to cancel without deleting anything.
6. Tap  to return to the message list screen.

To change the read/unread status of mail messages

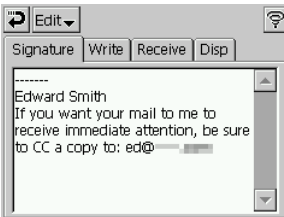
1. Display the message list screen of the folder that contains the messages whose read/unread status you want to change.
2. Tap the **Organize** button.
 - This displays the message selection screen (page 88).
3. Place check marks into the boxes next to the messages whose status you want to change.
4. To make all of the checked messages unread messages, tap **Edit ▼ → Mark Unread**. To make all of the checked messages read messages, tap **Edit ▼ → Mark as Read**
5. Tap  to return to the message list screen.


Configuring Mail Program Properties

The procedures in this section describe how to use the Mail program's Properties dialog box to create a signature block for outgoing messages, and how to configure other settings for creating, picking up, and displaying mail messages.

To display Mail properties

1. On the account/folder list screen, tap the **Settings** button.
 - This displays the Mail Properties dialog box, with the **Signature** tab displayed first.



2. Tap one of the tabs and makes the settings you want.
 - See "Mail Program Properties" below for details about the settings you can make with each of the tabs.
3. After everything is the way you want, tap .
 - This returns to the account/folder list screen.

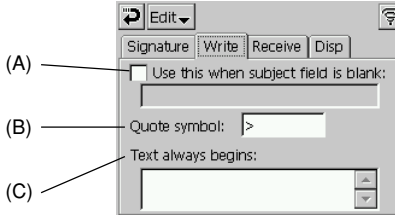
Mail Program Properties

This section provides details about all of the settings you can make on the Mail program Properties dialog box.

Signature Tab

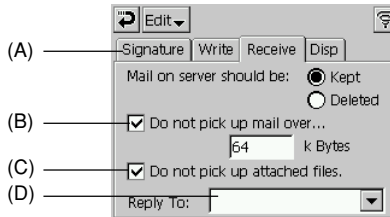
- Input text you want to use as your signature block into the text box on this tab. Signature block text is added automatically to the end of mail messages you send.
- If you do not want to use a signature block, simply leave the text box on the **Signature** tab blank.

Write Tab



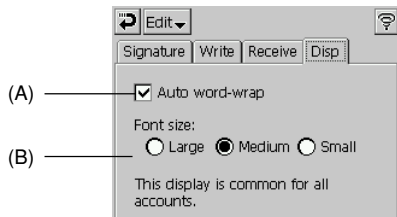
- (A) Selecting this option causes the text in the text box below it to be input into the Subject field of all outgoing messages for which you do not input subject text.
- (B) Input the character you want to use as a quote character, which is inserted at the head of each line of original message text that is automatically inserted into your message when you reply to a message (page 82) or forward a message to another recipient (page 82).
- (C) Use this box to input text that you want to be inserted automatically into the body text field of all new mail messages you compose.

Receive Tab



- (A) Selecting the **Kept** option causes mail messages to be left on your server after you pick them up. Selecting **Deleted** causes mail messages to be deleted from your server after you pick them up.
- (B) Selecting this option causes any mail messages that are larger than the limit you specify in the text box below the option not to be picked up.
- (C) Checking this option saves mail messages only, without any files that may be attached.
- (D) Use this box to specify a reply e-mail address when you want reply mail to go to an address that is different from the one you use for sending mail.

Disp Tab



- (A) Checking this option causes word wrapping of text inside the body text field of the message browser screen.
- (B) Use this setting to specify one of three sizes for Mail program display text. This setting controls the body text field of the message editing screen and message browser screen.

3-4 Internet

Internet is a Web browser program that lets you view Web pages on the Internet. The following are the functions available with the Internet program.

- Support for frames
- Full-screen display of a particular frame
- 50% reduction of a page display image
- Web page save to main memory or a storage card for off-line viewing
- Saving of specific Web page images
- Bookmarks with arrange function
- 20-record historical log
- On-screen manual disconnect/connect button

NOTE

- Use the Connections program to configure your dial-up connection setup and proxy server settings. See “3-2 Connections” on page 54 for more information.
- Accessing a very large page can cause the Internet application to shut down suddenly. If this happens, restart the Internet application and try accessing the page again.

Using the Browser Screen

Starting up Internet displays a browser screen like the one shown below.


Address bar



Page contents

The following are brief descriptions of the buttons and menus that are available on the browser screen.

Address bar

When you want to display a specific page, input its URL (Website address) into the address bar, and then tap .

Button

Returns to the page you were viewing before the current page.

Button


After returning to a previous page using the  button, tap the  button to move back forward through the pages.

 **(STOP) Button**

Tap this button to stop loading of a page that is not fully loaded yet. Note that tapping this button does not disconnect you from your server, if you are connected.

 **(Reload) Button**

Reloads the currently displayed page.

 **(Bookmark) Button**

Displays the bookmark screen (page 97).

 **(Connect/Disconnect) Button**

Connects to or disconnects from the access point specified on the Internet Properties dialog box (page 95).

 **(Frame) Button**

When viewing a page that contains frames, tap this button when you want to select a different frame.

 **Button**

Quits the Internet program.

Func ▼ Menu

This menu contains commands that let you perform the operations described below.


To do this:	Select this command:
Save the currently displayed page (page 101)	Save Web Page
Save an image on the currently displayed page (page 103)	Save Parts
Open a previously saved page (page 102)	Open Web Page
Toggle display of the page URL on and off	Show URL
Toggle display of page images on and off	Show Graphics
Toggle the page size between normal (100%) and small (50%)	Small Display
Select the display font size (large, medium, small)	Font
Select display character encoding (ISO8859-1, ISO8859-2)	Encoding
Expand the selected frame to fill the entire screen	Full-screen Frame
Copy selected text to the clipboard	Copy Selected Area
Display program properties (page 95)	Setting
Display program version information	Version

Configuring Internet Program Properties

Before you use the Internet program to surf the Net, you must first configure its properties as described in this section.


Important!

Before trying to perform the following procedure, you should first configure a connection setup for Internet Web browsing. See “3-2 Connections” on page 54 for more information.

1. Start up the Internet program, and then tap **Func ▼** → **Settings**
 - This displays the Properties dialog box.
2. On the **Connection** tab, configure the settings described below.
 - Tap the **▼** button next to the “Configuration” box, and then select a connection setup from the list of providers that appears.
 - If you want the telephone connection to be maintained even when you quit the Internet program, select the “Do not disconnect after quitting.” option.
3. Next, tap the **Web** tab and then configure the settings described below.
 - If you want a particular page to appear first whenever you start up the Internet program, input the URL of the page into the “Start page” text box. You can leave the text box blank if you do not want to specify any start page.
 - Some Websites place verification information files, called “cookies” into the memory of computers that access them. If you want to allow Websites to put cookies on your computer’s hard disk, check the “Accept cookies” option. Unchecking this option will not allow cookies to be placed on your hard disk, but it can also make it impossible for you to visit certain Websites.
 - If you want to enable Java script on your CASSIOPEIA, select the “Use Java script” option.
 - You can configure the Internet program so it displays a Web page you have saved in CASSIOPEIA memory whenever you start up the Internet browser. See “Displaying a Saved Web Page When Starting Up the Internet Browser” for more information.
4. After everything is the way you want, tap 
 - This returns to the browser screen.


Displaying a Saved Web Page When Starting Up the Internet Browser

Use the following procedure to set up the Internet program so a Web page you have saved in CASSIOPEIA memory appears whenever the Internet browser is started up.

1. Start up the browser, navigate to the location in CASSIOPEIA memory where the Web page is located, and display the page.
2. Select all of the text displayed in the address bar, and then tap **Func ▼** → **Copy Selected Area**.
3. Tap **Function ▼** → **Setting**.
 - This displays the Properties dialog box.
4. Tap the **Web** tab.
5. Tap the “Start page” text box so the cursor is displayed inside it.
6. Tap **Edit ▼** → **Paste**.
7. Tap  to close the dialog box.


Displaying a Web Page

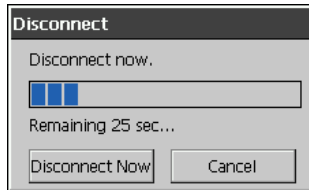
To display a Web page

1. Start up Internet.
2. In the address bar, input the URL of the page you want to view.
3. Tap the  button.
 - The message shown below appears if you are not connected to your server at this time. Tap **Connect**.



Note that the above message appears only when you are using a dial-up connection.

3. Once the connection is established and you are logged in, the page whose URL you specified in step 2 should appear on the browser screen.
4. After the page is fully displayed, you could terminate the connection and view it off-line. To terminate your connection, tap the  button.
 - If you are using a dial-up connection, the dialog box shown below appears. If you do not do anything, the time counts down and the connection is terminated automatically.




- If you want to disconnect immediately, tap the **Disconnect Now** button.
- Tap **Cancel** if you want to remain connected to the Internet without automatic disconnect.



NOTE

If the start page you have specified is a page on the Internet, your CASSIOPEIA uses the currently selected connection setup to dial up your service provider to display the start page whenever you start up the Internet program. See “Configuring Internet Program Properties” on page 95 for information about the start page.


To terminate a dial-up connection

When using a dial-up connection, your CASSIOPEIA automatically dials up your Internet service provider whenever you perform any of the following operations with the Internet program.

- Whenever you start up the Internet program when the Start Page is a page on the Internet
- When you input a URL into the address bar and tap the  button
- When you select a bookmark (page 97) for a page that is on the Internet

You can also launch the dial-up process manually by tapping the browser screen's  button. Tapping the browser screen's  button while connected breaks the connection.

To display a full-screen view of a particular frame

1. When a page that contains frames is displayed on the browser screen, tap the  button.
 - This displays a frame selection screen with the currently selected frame indicated by a red boundary around it.
2. Tap **Func ▼** → **Full-screen Frame**.
 - This causes the selected frame to be enlarged so it fills the entire screen.


Using Bookmarks

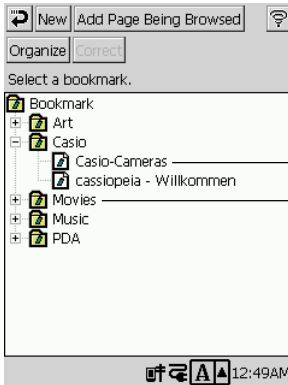
The Internet program's bookmark function lets you save the URL's and titles of pages for future reference. When you need to visit a page again, simply select its bookmark.

NOTE

- Do not use special symbols or accented characters in a Web page title.

To bookmark the currently displayed page

1. On the browser screen, display the page you want to bookmark.
2. Tap the  button.
 - This displays the bookmark screen shown below.

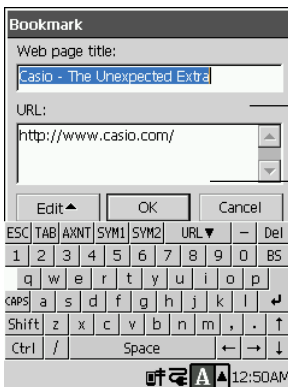


Bookmarks

Folder


You can manage your bookmarks by storing them in folders. You can use **Organize** at any time to move bookmarks between folders and to delete bookmarks you no longer need.

3. Tap the **Add Page Being Browsed** button.
 - This displays a dialog box with the current page's URL and title.




The page title is inserted here automatically. With some pages, this box may remain blank.


The page address is inserted here automatically.

4. Change the page title and URL, if you want.
5. After everything is the way you want, tap **OK**.
 - This returns to the bookmark screen.
 - To return to the browser screen from the bookmark screen, tap .


To register a new bookmark manually

1. On the browser screen, tap the  button.
 - This displays the bookmark screen.
2. Tap the **New** button.
 - This displays a dialog box for inputting the URL and title.
3. Input the page title and URL you want, and then tap **OK**.
 - This returns to the bookmark screen.

To edit an existing bookmark

1. On the browser screen, tap the  button.
 - This displays the bookmark screen.
2. Select the bookmark you want to edit by tapping it.
3. Tap the **Edit ▼** button.
 - This displays a dialog box for inputting the URL and title.
4. Edit the page title and URL.
5. After everything is the way you want, tap **OK** to save your changes.
 - This returns to the bookmark screen.


To use a bookmark to jump to a page

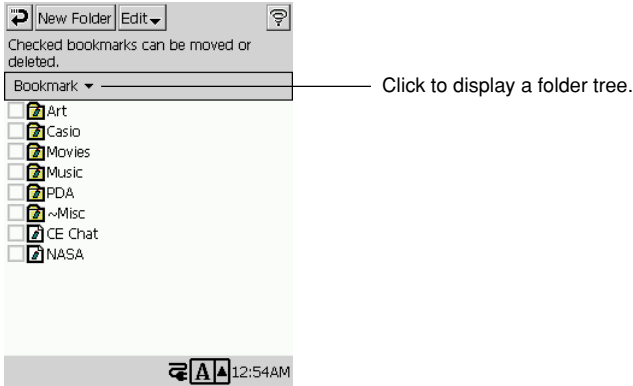
1. On the browser screen, tap the  button.
 - This displays the bookmark screen.
2. Double-tap the bookmark whose page you want to view.
 - This returns to the browser screen, which displays the page for the bookmark you double-tapped.


Managing Your Bookmarks

You can manage your bookmarks by storing them in folders. This means you can group your bookmarks according to topic, purpose, or any other classification that suits your needs.

To create a new folder

1. On the browser screen, tap the  button.
 - This displays the bookmark screen.
2. Tap the **Organize** button.
 - This displays the bookmark organizer screen.




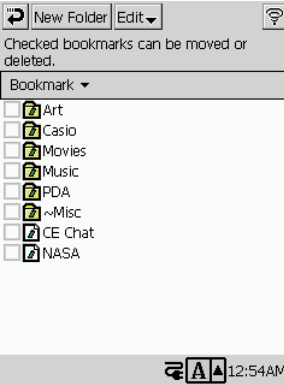
3. Navigate to the folder in which you want to create a new folder.
 - To create a folder inside of an existing folder, double-tap the existing folder to display its contents.
 - If the currently displayed folder is located inside of another folder, you can click the ▼ button to display the folder hierarchy, and select a higher folder there.
4. Tap the **New Folder** button.
 - This displays a dialog box for inputting the new folder name.
5. Input the new name you want to give the folder and then tap **OK**.
 - This returns to the bookmark screen, which now shows your newly created folder.
 - To return to the browser screen from the bookmark screen, tap .

To rename a folder

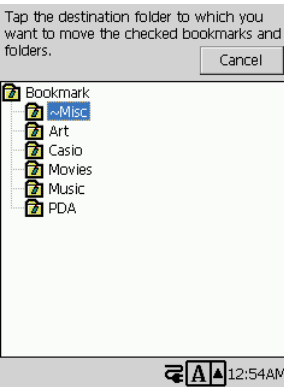
1. Display the bookmark screen.
2. Select the folder whose name you want to change by tapping it.
3. Tap the **Edit** button.
 - This displays a dialog box for inputting the folder name.
4. Input the new name you want to give the folder and then tap **OK**.
 - This returns to the bookmark screen.

To move a bookmarks and folders to another folder

1. On the browser screen, tap the  button.
 - This displays the bookmark screen.
2. Tap the **Organize** button.
 - This displays the bookmark organizer screen.




3. Place check marks into the boxes next to all the bookmarks and folders you want to move.
 - Tapping **Edit** ▼ → **Check All** checks all the bookmarks and folders. Tapping **Edit** ▼ → **Uncheck All** unchecks all the bookmarks and folders.
4. Tap **Edit** ▼ → **Move to**.
 - This displays a dialog box for selecting the destination folder.



5. Select the folder you want by tapping it.
 - Tapping the destination folder moves all the checked bookmarks and folders there.

To delete bookmarks and folders

1. On the browser screen, tap the  button.
 - This displays the bookmark screen.
2. Tap the **Organize** button.
 - This displays the bookmark organizer screen.
3. Place check marks into the boxes next to all the bookmarks and folders you want to delete.
4. Tap **Edit ▼ → Delete**.
5. In response to the confirmation message that appears, tap **OK** to delete the selected bookmarks and folders, or **Cancel** to cancel without deleting anything.

NOTE

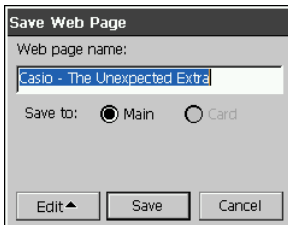
Note that deleting a folder also deletes all bookmarks and folders inside of it.

Saving a Web Page

You can use the following procedure to save a page to main memory or a storage card and view it later off-line.

To save a Web page

1. On the browser screen, display the page you want to save.
2. Tap **Function ▼ → Save Web Page**.
 - This displays the Save Page dialog box.



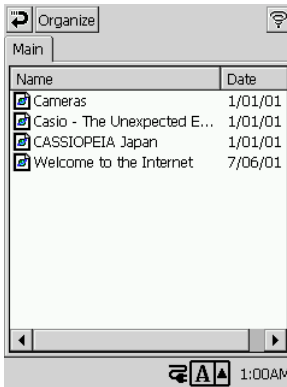
3. Input a file name and specify the location (main memory or card) where you want to save the page.
 - You must have a storage card inserted in your CASSIOPEIA's slot in order to select card as the storage location.
4. After you are finished, tap **Save**.
 - This starts the save operation, which is indicated by the message "Saving..." appearing on the display. To cancel the save operation part way through, tap the **Cancel** button on the message dialog box.
 - The message dialog box disappears when the page save operation is complete.

NOTE

- Do not terminate a connection while a save operation is in progress.
- Pages saved using the above procedure are always stored in \My Documents\WebPage, either in main memory or on a storage card.
- Saving a Web page causes the displayed page to be reloaded. This means you need to be connected to the Internet in order to save a Web page.
- You may not be able to save or display a Web page correctly if you use special characters or accented characters in a Web page name.
- You cannot save a Web page you are browsing off line.

To open a saved Web page

1. On the browser screen, tap **Function ▼** → **Open Web Page**.
 - This displays a dialog box like the one shown below.




To open a page you have saved on a storage card, tap **Card**.

2. Double-tap the page you want to open.
 - This displays the page.


Managing Saved Pages

You can move and copy saved pages between main memory and a storage card. You can also rename and delete pages as required.


To move saved pages between main memory and a storage card

1. On the browser screen, tap **Function ▼** → **Open Web Page**.
 - This displays a dialog box for opening a Web page.
2. Tap the **Organize** button.
 - This displays a web page organizer screen.
3. Tap the **Main** tap or **Card** tab to select the location of the pages you want to move.
4. Place a check mark into the boxes next to all of the pages you want to move.
 - Tapping **Edit ▼** → **Check All** checks all the pages. Tapping **Edit ▼** → **Uncheck All** unchecks all the pages.
5. Tap **Edit ▼** → **Move to Card** or **Move to Main**.
 - This moves the pages you selected in step 4.
6. To return to the browser screen, tap  twice.

To copy saved pages between main memory and a storage card

1. On the browser screen, tap **Function ▼** → **Open Web Page**.
 - This displays a dialog box for opening a Web page.
2. Tap the **Organize** button.
 - This displays a web page organizer screen.
3. Tap the **Main** tap or **Card** tab to select the location of the pages you want to copy.
4. Place a check mark into the boxes next to all of the pages you want to copy.
5. Tap **Edit ▼** → **Copy to Card** or **Copy to Main**.
 - This copies the pages you selected in step 4.
6. To return to the browser screen, tap  twice.

To delete Web pages

1. On the browser screen, tap **Function ▼** → **Open Web Page**.
 - This displays a dialog box for opening a Web page.
2. Tap the **Organize** button.
 - This displays a web page organizer screen.
3. Place a check mark into the boxes next to all of the pages you want to delete.
4. Tap **Edit ▼** → **Delete**.
5. In response to the confirmation message that appears, tap **OK** to delete the selected pages, or **Cancel** to cancel without deleting anything.
6. To return to the browser screen, tap  twice.

Saving Web Page Graphic Elements

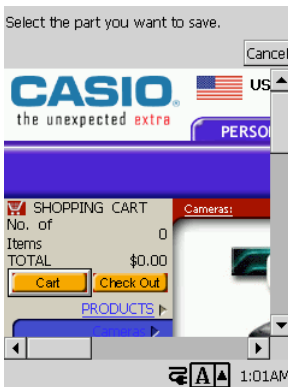
You can use the following procedure to select a particular graphic element on a page and save it as a graphic file.

NOTE

- Do not use special symbols or accented characters in a part name.

To save a Web page graphic element

1. On the browser screen, display the page that contains the graphic element you want to save.
2. Tap **Function ▼** → **Save Parts**.
 - This causes a screen for selecting graphic elements like the one shown below to appear.

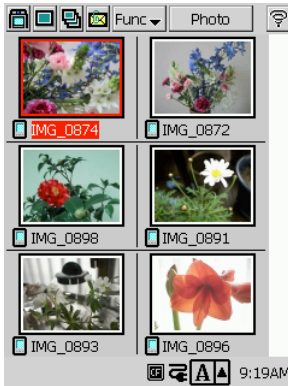


3. On the browser screen, tap the graphic element you want to save.
 - This displays a dialog box for saving graphic elements.
4. Change the file name if you want, and then tap **Save**.
 - This starts the save operation, which is indicated by the message “Saving...” appearing on the display. To cancel the save operation part way through, tap the **Cancel** button on the message dialog box.
 - The message dialog box disappears when the save operation is complete.

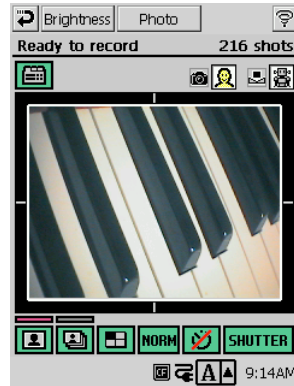
Chapter 4 Imaging and Music Programs

4-1 Photo Viewer

Photo Viewer is a program you can use to view graphic images on your CASSIOPEIA screen. It includes a thumbnail index screen and a slideshow feature. With an optionally available Digital Camera Card, you can even use your CASSIOPEIA to record images for display using Photo Viewer



Thumbnail index screen



Camera screen

NOTE

To use Photo Viewer, you need to install it from the bundled CD-ROM. See Chapter 6 of this User's Guide for information about installing programs on your CASSIOPEIA.

Image File Formats Supported by Photo Viewer

Photo Viewer supports the image file formats listed below.

Note that you may not be able to display particular image files, even if they are one of the formats listed below.

- JPEG (JPEG or JPG)
- BMP
- GIF
- PNG

4-1-1 Recording

Photo Viewer lets you record snapshots. You can also record a series of stop action snapshots over a specific period. Images recorded using Photo Viewer are saved as JPEG format files.

Important!

- You need to purchase an optionally available Digital Camera Card (JK-710DC) to record digital images.
- **Do not install the Mobile Camera Application that comes with the digital camera card onto your CASSIOPEIA.**


Recording Operations

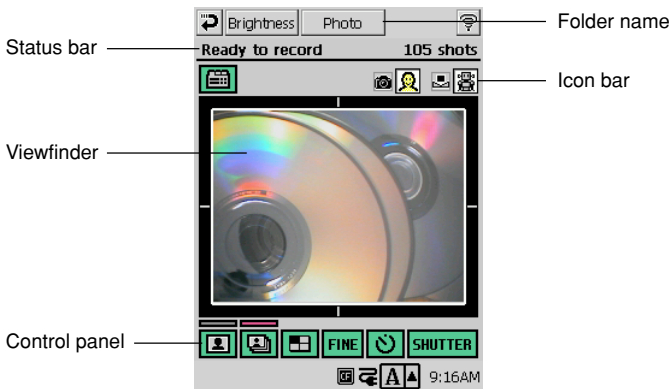
Getting Ready


Check the following points before trying to record.


- Make sure the Digital Camera Card is correctly installed into the card slot of your CASSIOPEIA. See the separate documentation that comes with the Digital Camera Card for details about installation.
- See the separate documentation that comes with the Digital Camera Card for information about adjusting the focus range, rotating the lens, and other Digital Camera Card operations.
- Check the remaining power levels of the battery pack of your CASSIOPEIA. If it is low, recharge it.


To record snapshots


1. Start up Photo Viewer.
2. If the thumbnail index screen appears first, tap  to display the camera screen.



- Check to make sure that the message **Ready to record** is in the status bar. See “Interpreting Status Bar Information” on page 107 for details.
3. Enter the Snapshot Mode by tapping .
- Steps 4 through 7 cover other pre-shutter release settings that are not essential and may be skipped if you want.
4. Specify the image quality.
 - On the control panel, tap the image quality button to cycle through the image quality settings shown below.


 Fine (highest quality, largest file size)


 Normal (medium quality, medium file size)


 Economy (lowest quality, smallest file size)

5. Specify the image size.

- On the control panel, tap the image size button to cycle through the image size settings shown below.


 VGA (640 × 480)

 1/4 VGA (320 × 240)

 1/9 VGA (212 × 160) : This setting can be used for stop action only.

 1/16 VGA (160 × 120) : This setting can be used for stop action only.

6. Make white balance and other settings as required.




- Tap the  button. This causes icons showing the current record settings to appear in the icon bar.
- See “Configuring Record Settings” on page 108 for details about the meaning of each icon and how to make these settings.

7. Specify the folder where you want to store the recorded image.

- The folder name box shows the currently selected folder where image you record will be stored. To select a different folder, tap the folder name box, tap the folder’s name on the dialog box that appears, and then tap **OK**.
- See “4-1-5 Folder and File Operations” on page 117 for information about creating new folders.

8. Rotate the focus adjustment dial of the lens to focus the subject.

9. Record the image.

- Compose the image on the CASSIOPEIA screen and then tap the  button or **OK** button to record the image and store it as a JPEG file.
- To record more images, simply tap the  again.
- To view images you just recorded, tap  to change to the thumbnail index.

NOTE

File names are assigned automatically to images as you record them. See “File Names” on page 107 for more information.

Stop Action Images




Stop Action recording lets you record a series of images that effectively break action into a series of segments. The number of images recorded when you press the  button depends on the image size, as shown in the table below.

Image Size	Number of Images
VGA (640 × 480)	2
1/4VGA (320 × 240)	8
1/9VGA (212 × 160)	12
1/16VGA (160 × 120)	32

The image recording procedure is identical to that under “To record snapshots” on page 105, except that in step 3 you press the  button to enter the Stop Action Mode, instead of pressing the  button.

Configuring Record Settings

On the camera screen, tap  to display the Record Settings dialog box.



Continuous record interval

For this interval:	Select this option:
15 images per second	Short
10 images per second	Normal
5 images per second	Long

White Balance

When shooting under this type of lighting:	Select this option:
Sunlight	Outdoor daylight (☀)
Light bulbs	Incandescent lighting (💡)
Fluorescent light	Fluorescent lighting (💡)
Any type	Auto (📷)

Record Mode

For this type of shot:	Select this option:
Portraits, scenery, etc.	Normal recording (👤)
Business cards	Business card recording (📄)

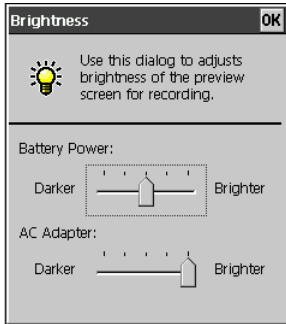
- Selecting the business card recording (📄) disables the white balance setting.

Adjusting Camera Screen Brightness

You can use the following procedure to make separate settings for camera screen brightness during battery-powered operation and external AC power operation.

To adjust the camera screen brightness

1. On the camera screen, tap **Brightness** to display the dialog box shown below.



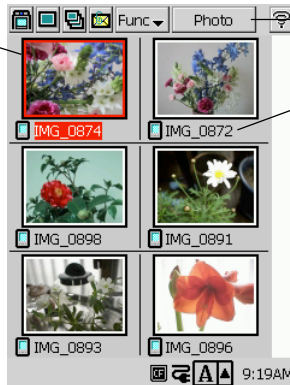
2. Drag the sliders left to reduce brightness and right to increase brightness.
 - Note that the upper slider controls brightness under battery power, while the lower slider controls brightness under AC adapter power.
 - The brightness settings you make are applied to the record preview screen only.
3. After making the settings you want, tap **OK** to apply them.

4-1-2 Using the Thumbnail Index Screen

The thumbnail index screen shows six thumbnails of snapshots.

A red frame indicates the currently selected image. Its file name is also highlighted. Use the cursor keys to select another image.

Thumbnail
Shows the snapshot.



Folder name

File name
[Blue icon] indicates main memory file, [Green icon] indicates storage card file.

Thumbnail index screen

You can perform the following operations from the thumbnail index screen.

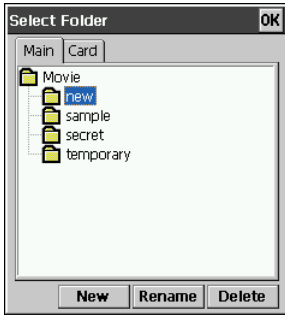
- Select a folder
- Display the snapshot screen
- Display the slideshow screen
- Create, rename, or delete folders
- Rename, move, or delete files
- Automatically generate thumbnails on the thumbnail index
- Create a Mail message with an attached image

Each of these operations is described in detail in the following sections of this manual.

Selecting the Thumbnail Index Screen Folder

The thumbnail index screen shows all of the snapshots in the currently selected folder. To change to another folder, follow the steps below.

1. Tap **Function** ▼ → **Folder...** or tap Folder name box.
 - This displays the **Select Folder** dialog box.



Use this dialog box to create a new folder, or to rename or delete an existing folder. See "Folder Operations" on page 117 for more information.

2. Select the folder you want by tapping it.
3. Tap **OK**.
 - This returns to the thumbnail index screen, which now shows the contents of the folder you selected in step 2.

NOTE

- The thumbnail index automatically generates thumbnail files for the images it displays.
- Photo Viewer can access only folders under My Documents\Photo in CASSIOPEIA nand disk or on a storage card.

Refreshing a Thumbnail Index

You should refresh the thumbnail index when the File Manager screen does not accurately show the image file contents of a folder. The thumbnail index screens show only files for which thumbnails have been generated. Note that thumbnails are not displayed for image files you move to the current thumbnail index screen folder using File Manager (page 135) or some other program. You can make such files appear by performing the thumbnail index refresh operation below.


To refresh a thumbnail index

While the thumbnail index you want to refresh is on the screen, tap the **Func** ▼ menu and then tap **Refresh Thumbnails**.


Creating a Mail Message with an Attached Image

The following procedure creates a new Mail message with the image currently selected on the Photo Viewer thumbnail index screen attached.

To create a Mail message with an attached image




1. On the Photo Viewer thumbnail index screen, select the image want to attach to the Mail message and then tap the  button.
 - This starts up Mail and displays a message input screen with the image you selected attached.
2. Specify the address of the recipient, and make any changes to the subject and body text that you want.
 - See "3-3 Mail" on page 67 for more information about writing and sending e-mail messages.

NOTE

In step 1 of the above procedure, you could also display the snapshot screen of the image you want to attach and then tap .

Changing to a Different Screen

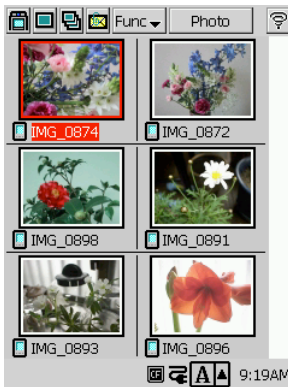
Use the following procedures when you want to change to another screen from the thumbnail index screen.

To go to:	Tap:
The snapshot screen for the selected snapshot	
The slideshow of the folder that contains the selected snapshot	
The camera screen	

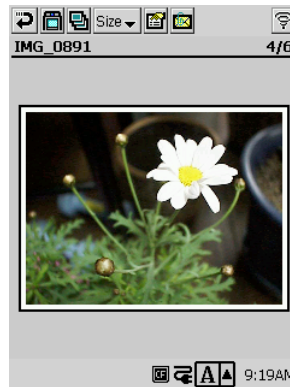
4-1-3 Playing Back Images using Snapshot Screen

Displaying a Specific Snapshot

You can select one of the thumbnails on the thumbnail index screen and then display a large-size image in the snapshot screen.





Thumbnail index screen



Snapshot Screen

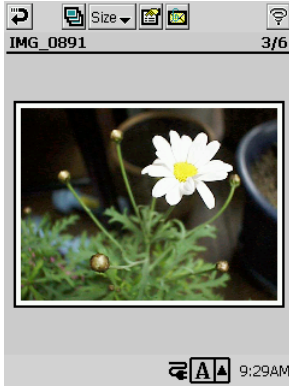
You can display the large-size image of a thumbnail using any of the following methods.

- Double-tap the thumbnail of the image you want to display.
- Tap the thumbnail of the image you want to display so its name is highlighted, and then tap .
- Tap the thumbnail of the image you want to display so its name is highlighted, and then press the CASSIOPEIA's **OK** button.

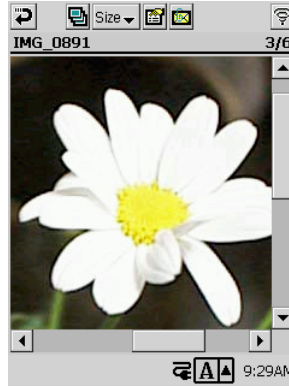
To return to the thumbnail index screen from the snapshot screen, tap the  button.

Using the Snapshot Screen

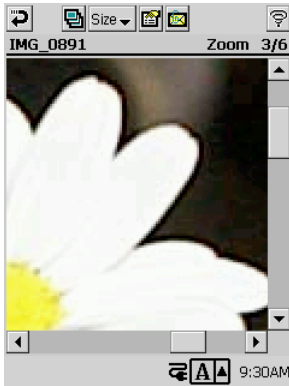
There are four different snapshot screen views: compressed, uncompressed, zoom, and full-screen.



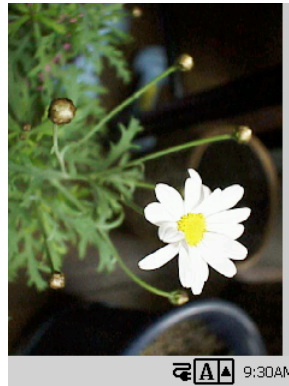
Compressed View



Uncompressed View



Zoom View



Full-screen View

Compressed View This view displays the entire image so it appears like a photograph.

Uncompressed View This view displays the image in actual-size. In this view, you have to scroll the image to view the parts that do not fit on the screen.

Zoom View This view enlarges the image to twice its normal size.

Full-screen View This view rotates the image and adjusts its size so it fits within the screen area.

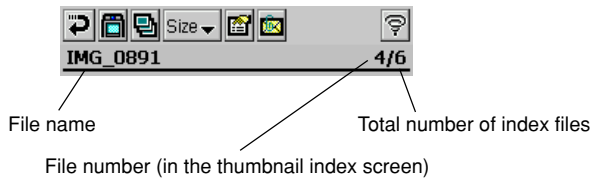
Changing the Snapshot Screen View

Use either of the following procedures to select compressed, uncompressed, zoom, or full-screen as the snapshot screen view.

To change the snapshot screen view

- On the **Size** menu, tap **Compressed**, **Uncompressed**, **Zoom**, or **Full Screen**.
- Press the CASSIOPEIA's **OK** button to cycle through the four views in the sequence: compressed - uncompressed - zoom - full screen.
- Tapping the display while the full screen view is being used switches to the compressed view.

About the Snapshot Screen Status Bar



Scrolling Images on the Snapshot Screen

Use the following procedure to scroll through images on the snapshot screen, without returning to the list screen. Images are scrolled in the sequence they are listed on the thumbnail index screen.


To change the snapshot screen image

To do this:	Press this CASSIOPEIA cursor button:
Scroll back	Up or left
Scroll forward	Down or right

Displaying the File Properties of a Snapshot

The file properties dialog box provides you with information about the file whose image is currently displayed on the snapshot screen.

To display the file properties of a snapshot




1. On the snapshot screen, tap .



2. To close the file properties dialog box, tap **OK**.

Changing to a Different Screen

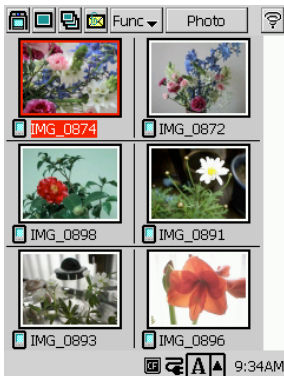
Use the following procedures when you want to change to another screen from the snapshot screen.

To go to:	Tap:
The thumbnail index screen that contains the displayed snapshot	
A slideshow of the folder that contains the displayed snapshot	
The camera screen	

4-1-4 Playing Back Images using Slideshow Screen

Displaying the Slideshow Screen

The slideshow screen lets you sequentially play back snapshots in the condensed view.





Thumbnail index screen



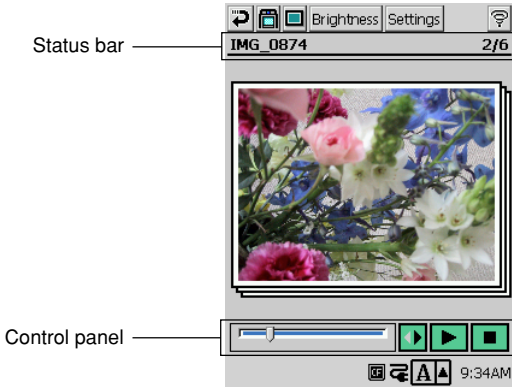
Slideshow Screen

To display the slideshow screen





On the thumbnail index screen or snapshot screen, tap .

To return to the snapshot index from the slideshow screen, tap the  button.

Using the Slideshow Screen



To control image playback with the on-screen control panel

To do this:	Do this:
Start the slide show Images appear in the same sequence they are arranged on the thumbnail index screen, for the amount of time you set using the slideshow settings dialog box described on page 116.	Tap  .
Stop the slideshow	Tap  .
Toggle the slideshow direction between forward and reverse	Tap  .
Jump to a specific image.	Slide  .

To control image playback with CASSIOPEIA buttons

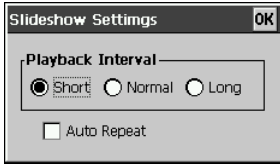
To do this:	Press this button:
Start the slide show	OK
Stop the slideshow	ESC
Scroll forward to the next image	Down or right cursor button
Scroll back to the previous image	Up or left cursor button

NOTE

Status bar information is identical to that described under “About the Snapshot Screen Status Bar” on page 113.

Making Slideshow Settings

Tapping **Settings** button displays a dialog box for controlling the playback interval and the repeat setting.



Playback Interval ... Use this setting to specify how long each image should remain displayed before changing to the next one.

Auto Repeat Check this box if you want the slideshow to restart from the first image in the thumbnail index screen after the last image is reached.

After making the settings you want, tap **OK** to close the dialog box.

Changing to a Different Screen

Use the following procedures when you want to change to another screen from the slideshow screen.

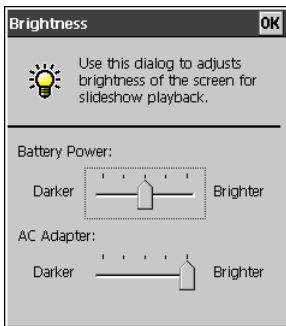
To go to:	Tap:
The thumbnail index screen that contains the displayed snapshot	
The snapshot screen for the displayed snapshot	
The camera screen	

Adjusting Slideshow Screen Brightness

You can adjust the screen brightness level of the slideshow screen. Separate settings can be made for operation under battery power and operation under AC adapter power.

To adjust slideshow screen brightness

1. On the slideshow screen, tap **Brightness** to display the dialog box shown below.



2. Drag the sliders left to reduce brightness and right to increase brightness.
 - Note that the upper slider controls brightness under battery power, while the lower slider controls brightness under AC adapter power.
 - The brightness settings you make are used during slideshow playback only.
3. When the settings are the way you want, tap **OK** to apply them and close the dialog box.

NOTE

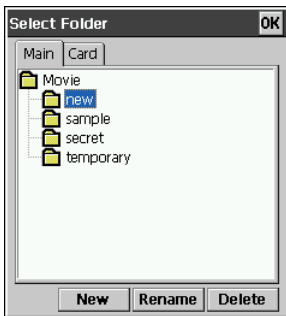
The brightness settings you make here do not affect the brightness of the preview screen during recording. See page 108 for information about recording screen brightness.

4-1-5 Folder and File Operations

You should perform all Photo Viewer folder and file operations on the thumbnail index screen.

Folder Operations

On the thumbnail index screen, tap **Func** ▼ → **Folder...** This displays the **Select Folder** dialog box, which is the screen from which you should start all folder operations.



Select Folder Dialog Box

To create a new folder

1. Display the **Select Folder** dialog box.
2. Tap **New**.
 - This displays the **New Folder** dialog box.
3. Input the name you want to give to the folder into the **Input Name** box, and then tap the **OK** button.

To rename a folder

1. Display the **Select Folder** dialog box.
2. Tap the folder whose name you want to change.
3. Tap **Rename**.
 - This displays the **Rename** dialog box.
4. Input the new name you want to give the folder and then tap **OK**.

To delete a folder

1. Display the **Select Folder** dialog box.
2. Tap the folder you want to delete.
3. Tap **Delete**.
4. In response to the confirmation message that appears, tap **OK** to delete the folder or **Cancel** to cancel without deleting anything.

File Operations

Use the commands on the thumbnail index screen **Func ▼** to perform operations on image files whose formats are supported by Photo Viewer.

To rename a file

1. On the thumbnail index screen, tap the thumbnail of the image whose file name you want to change.
2. Tap **Func ▼** → **Rename**.
 - This displays the **Rename** dialog box.
3. Input the new name you want to give to the file and then tap **OK**.

To move a file

1. On the thumbnail index screen, tap the thumbnail of the image you want to move.
2. Tap **Func ▼** → **Move...**
 - This displays the **Move** dialog box.
3. Select the folder to which you want to move the file, and then tap **OK**.

To move all image files from one folder to another

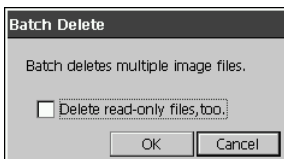
1. Display the thumbnail index screen for the folder that contains the image files you want to move.
 - See “Selecting the Thumbnail Index Screen Folder” on page 110.
2. Tap **Func ▼** → **Batch Move...**
 - This displays the **Batch Move** dialog box.
3. Select the folder to which you want to move all the image files, and then tap **OK**.
 - This moves all the image files displayed on the thumbnail index screen of the folder you selected in step 1 to the folder you specified in step 3.

To delete a file

1. On the thumbnail index screen, select the thumbnail of the image whose image file you want to delete.
2. Tap **Func ▼** → **Delete...**
3. In response to the confirmation message that appears, tap **OK** to delete the image file or **Cancel** to cancel without deleting anything.

To delete all image files in a folder

1. Display the thumbnail index screen for the folder that contains the image files you want to delete.
 - See “Selecting the Thumbnail Index Screen Folder” on page 110.
2. Tap **Func ▼** → **Batch Delete...**



3. Specify whether or not you also want to delete read-only image files checking or unchecking the option on the confirmation dialog box that appears.
4. Tap **OK** to delete all the image files in the folder you selected in step 1, or **Cancel** to cancel without deleting anything.

4-2 Movie Player

Movie Player makes it possible for you to play movie files on the screen of your CASSIOPEIA.



Thumbnail index screen



Movie Playback Screen

NOTE

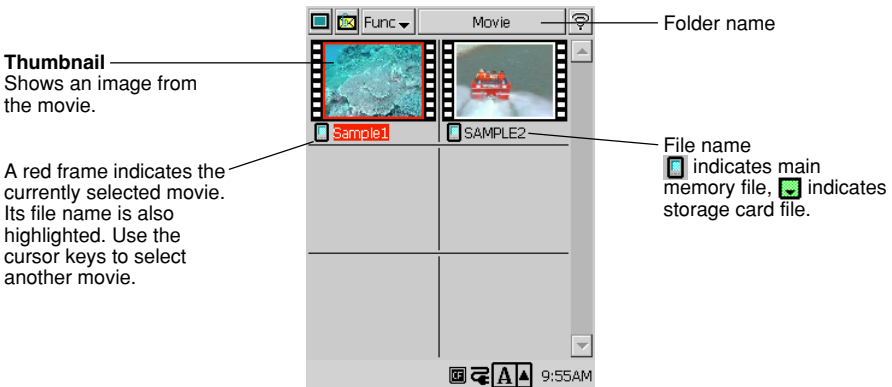
- To use Movie Player, you need to install it from the bundled CD-ROM. See Chapter 6 of this User's Guide for information about installing programs on your CASSIOPEIA.
- Movie Player makes it possible for you to play back CASIO original format CMF files on your CASSIOPEIA. The bundled CD-ROM also includes a program called "Mobile Video Converter," which converts AVI and other video file formats to CMF.

To start up Movie Player

1. Turn on your CASSIOPEIA.
2. On the Top Menu, double-tap **Movie Player**.
 - This starts up Movie Player and displays its thumbnail index screen.

4-2-1 Using the Movie Player Thumbnail Index Screen

The thumbnail index screen shows thumbnails for six movies.



Thumbnail index screen

Thumbnail Index Screen Operations

You can perform the following operations from the thumbnail index screen.

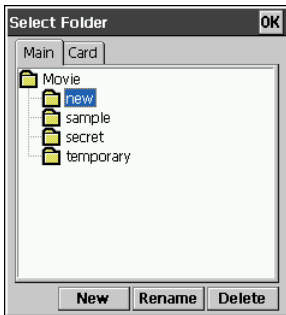
- Select a folder
- Create, rename, or delete folders
- Rename, move, or delete files
- Automatically generate thumbnails on the thumbnail index screen
- Create a Mail message with an attached movie

Each of these operations is described in detail in the following sections of this manual.

Selecting the Thumbnail Index Screen Folder

The thumbnail index screen shows all of the CMF movie files in the currently selected folder. Perform the steps below to change to another folder.

1. Tap **Func** ▼ → **Folder...** or tap the folder name box.
 - This displays the **Select Folder** dialog box.



Use this dialog box to create a new folder, or to rename or delete an existing folder.

2. Select the folder you want by tapping it.
3. Tap **OK**.
 - This returns to the thumbnail index screen, which now shows the contents of the folder you selected in step 2.

NOTE

- The thumbnail index automatically generates thumbnail files for the movies it displays.
- Movie Player can access only folders under My Documents\Movie in CASSIOPEIA nand disk or on a storage card.

Refreshing a Thumbnail Index

You should refresh the thumbnail index when the File Manager screen does not accurately show the movie file contents of a folder. The thumbnail index screens show only files for which thumbnails have been generated. Note that thumbnails are not displayed for movie files you move to the current thumbnail index screen folder using File Manager (page 135) or some other program. You can make such files appear by performing the thumbnail index refresh operation below.


To refresh a thumbnail index

While the thumbnail index you want to refresh is on the screen, tap the **Func** ▼ menu and then tap Refresh Thumbnails.


Creating a Mail Message with an Attached Movie

The following procedure creates a new Mail message with the movie currently selected on the Movie Player thumbnail index screen attached.

To create a Mail message with an attached movie

1. On the Movie Player thumbnail index screen, select the movie you want to attach to the Mail message and then tap the  button.
 - This starts up Mail and displays a message input screen with the movie you selected attached.
2. Specify the address of the recipient, and make any changes to the subject and body text that you want.
 - See “3-3 Mail” on page 67 for more information about writing and sending e-mail messages.

NOTE


In step 1 of the above procedure, you could also display the movie playback screen of the movie you want to attach and then tap .

Thumbnail Index Screen Folder and File Operations


The folder and file operations you can perform on the Movie Player thumbnail index screen are identical to those for the Photo Viewer thumbnail index screen. See “Folder and File Operations” on page 117 for information about creating, renaming and deleting folders, and about renaming, moving, and deleting files.

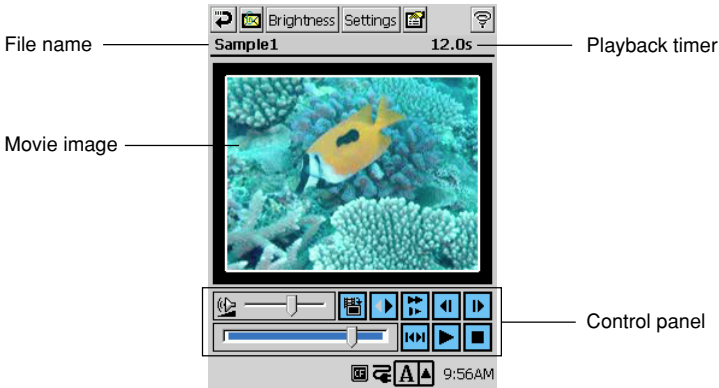
4-2-2 Using Movie Playback Screen




Playing Back Movies

On the Movie Player thumbnail index screen, tap the thumbnail of the movie you want to play, and then tap . This displays the movie playback screen, which you can use to view the movie. You can also use the playback screen to capture still images from a movie.

To playback a movie file

1. Start up Movie Player.
2. On the thumbnail index screen, select the thumbnail of the movie you want to play back, and then tap  to open the file. You can also open a file by double-tapping it.
 - While a thumbnail is highlighted on the thumbnail index screen, you can also open it by pressing the **OK** button.
 - The following shows the appearance of a typical playback screen.



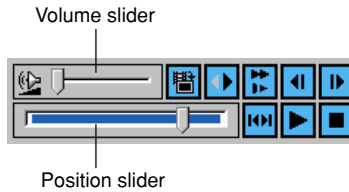
- Tap the  button or press the **OK** button to start playback.
- Tap  or press the **OK** button to stop playback.
- To display the thumbnail index screen, tap  or press **ESC**.

NOTE


Playback is stopped automatically whenever you start up another application or perform any other operation that makes Movie Player inactive.




Playback Screen Control Panel


The following describes the functions of the buttons and sliders of the Playback Screen’s control panel.





Volume slider Drag right to increase volume and left to decrease it.

 Jumps to the beginning of the movie during forward play or the end of the movie during reverse play.


 Toggles between forward play  and reverse play . This button is disabled if the movie file does not allow reverse playback.


 High-speed or slow-speed movie playback in accordance with the settings you make with the procedure under “Making Playback Speed and Repeat Settings” on page 125. This button is disabled if the movie file does not allow changes in playback speed.


 Plays back a movie at normal speed.

 Stops playback.

Position Slider Drag this slider left or right to move to a specific location in a movie.

 Moves the playback position back.

 Moves the playback position forward.

 Saves the currently displayed frame as a still image. See “Capturing a Still Image from a Movie” on page 124 for details.

Controlling Playback Using CASSIOPEIA Buttons

The following describes CASSIOPEIA button operations that you can use while the Playback Screen is on the display.

During Playback

- Press the **OK** button to stop playback.

While Playback is Stopped

- Press the **OK** button to start normal speed playback.




Anytime

- Press the right cursor button to close the current file and display the playback screen of the next file (in thumbnail index screen sequence).
- Press the left cursor button to close the current file and open the previous file in the thumbnail index screen.
- Press the down cursor button for forward playback.
- Press the up cursor button for reverse playback.

Capturing a Still Image from a Movie

Use the following procedure to capture a still image from a movie and save it as a JPEG file.

To capture a still image from a movie

1. Play back the movie that contains the image you want to capture.
2. Stop playback so the image is on the Playback Screen.
3. Use the  and  buttons to maneuver to the image you want.
4. Tap the  button.
5. In the dialog box that appears, tap **Yes**.


NOTE

- Screen capture files are stored in the nand disk in the My Documents\Photo folder.
- You can view screen capture files using Photo Viewer.

Displaying the File Properties of a Movie

The file properties dialog box provides you with information about the file whose contents are currently displayed on the playback screen.

To display the file properties of a movie

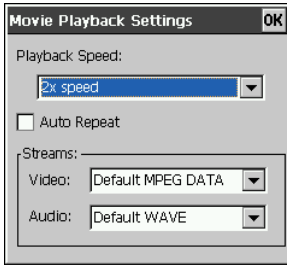
1. On the playback screen, tap .



2. To close the file properties dialog box, tap **OK**.

Making Playback Speed and Repeat Settings

Playback speed and repeat settings are made using the **Options** dialog box that appears when you tap Options.



Playback Speed Use this list box to select a faster or slower speed for movie playback.

The speeds available depend on the type of file you currently have open. The message **Disabled** appears here if the file you currently have opened does not allow its playback speed to be changed.

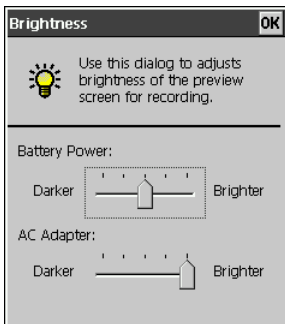
Auto Repeat Check this option to have the file you are playing back automatically repeat until you stop it.

Streams A stream is similar to the track of a tape recording. These list boxes show the streams contained in the currently open file. If a file has multiple streams, you can select one of them here.

When all the settings are the way you want, tap **OK** to close the dialog box and apply them.

Adjusting Playback Screen Brightness

Use the **Brightness** dialog box to adjust the brightness of the Playback Screen. To display the dialog box, tap **Brightness**.



- Drag the sliders left and right to specify the brightness of the screen.
- Use the **Battery Power** slider to set the level to be applied when you are running your CASSIOPEIA under battery power.
- Use the **AC Adapter** slider to set the brightness level when you are powering your CASSIOPEIA with its AC adapter.
- Two sliders are provided to let you set different brightness levels for operation under battery power and operation under AC adapter power.

When the settings are the way you want, tap **OK** to close the dialog box and apply them.

4-3 Music Player

Music Player makes it possible for you to play MP3 files on your CASSIOPEIA. Playback can be output through the CASSIOPEIA's headphones plugged into the audio output jack.

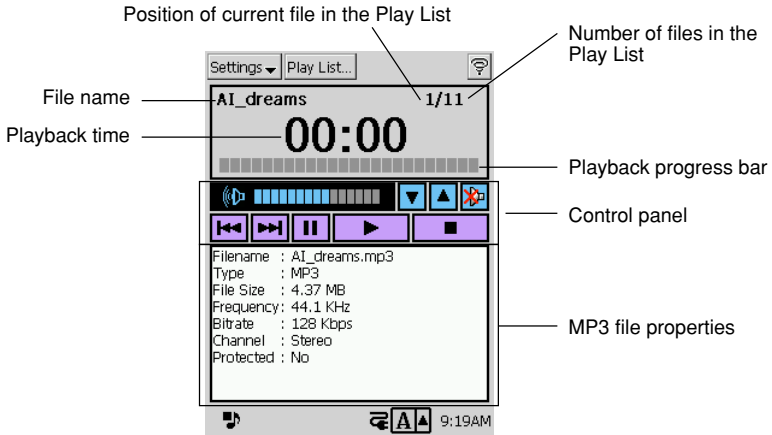
NOTE



- Music Player can play only files stored in the nand disk My Documents\Music folder or a storage card My Documents\Music folder. It will not play files located in any other folder.
- To use Music Player, you need to install it from the bundled CD-ROM. See Chapter 6 of this User's Guide for information about installing programs on your CASSIOPEIA.
- You may not be able to play back certain MP3 formats.

Playback Screen Operations

To playback audio files

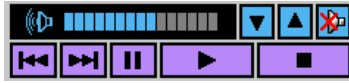
1. Start up Music Player, which causes the Playback Screen to appear.
 - The following shows the appearance of a typical playback screen.












2. Tap  or press the **OK** button.
 - This starts playback of the currently selected play list.
 - See “Play List Screen Operations” on page 128 for information about selecting and editing a play list.
3. Tap  or press the **ESC** button to stop playback.

Playback Screen Control Panel

The following describes the functions of the buttons and sliders of the Playback Screen's control panel.



-  Starts playback.
-  Stops playback.
-  Pauses playback. Tapping this button again resumes playback from where it was originally paused.
-  Skips back to the beginning of the previous file and resumes playback.
-  Skips forward to the beginning of the file following the currently playing file and resumes playback.
-  Mutes audio output. Tapping this button again unmutes audio output.
-  Reduces volume.
-  Increases volume.
-  This graphic sound level meter shows the current volume setting.

Controlling Playback Using CASSIOPEIA Buttons

The following describes the **OK** button and **ESC** button operations you can use while the playback screen is on the display.

During Playback

- Press the **OK** button to pause playback.
- Press the **ESC** button to stop playback.

While Playback is Paused

- Press the **OK** button to resume playback.

While Playback is Stopped

- Press the **OK** button to start playback.

Anytime

- Press the top of the cursor button to increase volume, or the bottom of the cursor button to decrease it.
- Press the right side of the cursor button to skip forward to the beginning of the file following the currently playing file.
- Press the left side of the cursor button to skip back to the previous file.

Using Repeat

Turning on repeat causes the currently selected play list to play in an endless loop, until you stop playback.

On the playback screen, display the **Settings** menu and then tap **Repeat** to toggle repeat on and off. A check mark is next to the **Repeat** item on the **Settings** menu while repeat is turned on.

NOTE

- To turn off repeat, tap **Settings** and then **Repeat** again to uncheck it.

Turning Off the Display

You can conserve battery power during audio file playback by turning off the CASSIOPEIA's display.

On the playback screen, display the **Settings** menu and then tap **Display Off** to turn off the display.

NOTE

- When the **Display Off** option of the **Settings** menu is checked, the display automatically goes blank whenever an audio file is playing back. Display power is restored when you press the **OK** button or the **ESC** button to stop playback.
- Display power is also restored automatically when the end of playback is reached. If repeat playback is turned on, the display remains blank until you manually stop playback.
- To turn off the **Display Off** option, tap **Settings** and then **Display Off** to uncheck the option.



Enabling Cursor Button Operation while the Display is off



You can perform certain operations (control audio volume, skip between files) while the display is turned off. To do so, you must use the following procedure to enable cursor button operation while the display is turned off.

To enable cursor button operation while the display is turned off

On the Settings menu, select the Enable Up/Down Key option.

Using Background Playback

You can set up Music Player so it continues to run and play back music in the background while you are running other programs. A  icon in the system tray tells you that Music Player is playing in the background, while the  indicates that Music Player is stopped.

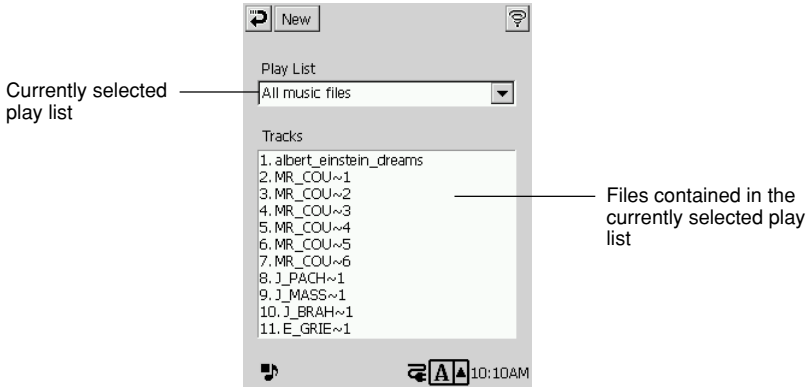
Tapping  or  makes Music Player the active program, which allows you to operate its buttons and other controls.

Play List Screen Operations


You can create a play list of MP3 files that are in nand disk or on a storage card. This way you can play back the files you want in the sequence you want. A play list can contain up to 100 files.

To display the play list screen

On the playback screen, tap the **Play List...** button to display the play list screen.



To select a play list

1. On the playback screen, tap the **Play List...** button.
 - This displays the play list screen.
2. Tap the down arrow next to the **Play List** box, and select the play list from the menu of options that appears.
3. After selecting a play list, tap  to return to the playback screen.

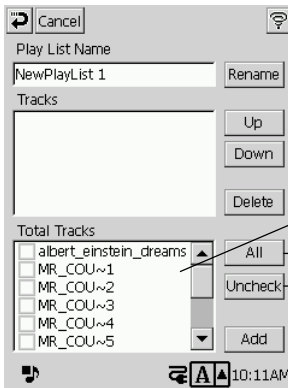
NOTE

- If you select **All music files** on the menu in step 2, Music Player plays back all the MP3 files it can find, starting from the smallest one first. If you are using a storage card, Music Player plays back all files in the nand disk first, and then plays back all files on the storage card next.
- Note that the **All music files** option only appears on the menu if you have only one play list.

To create a new play list

1. On the playback screen, tap the **Play List...** button.
 - This displays the play list screen.

2. Tap the **New** button.
 - This displays the play list editing screen.



All playable MP3 files in main memory and on the storage card My Documents folders

Tap to select (check) all the tracks in the Total Tracks list.

Tap to deselect (uncheck) all the tracks in the Total Tracks list.

3. Input the name you want to assign to the play list into the **Play List Name** box.
4. In the **Total Tracks** list, select the files you want to include in your play list. Next, tap the **Add** button.
 - This adds the checked files to the **Tracks** List.
5. Use **Tracks** List to arrange the sequence of the files.
 - Tap the name of the file you want to move, and then use the **Up** and **Down** buttons to move the file up or down.
 - Tapping the **Delete** button deletes the currently selected file from **Tracks** List.
6. After everything is the way you want, tap .
 - This returns to the play list screen with the name of your newly created play list selected.

NOTE

- Taping the **Cancel** button during step 6 discards the play list you are creating and returns to the play list screen.

To edit an existing play list

1. On the playback screen, tap the **Play List...** button.
 - This displays the play list screen.
2. Tap the down arrow next to the **Play List** box, and select the play list you want to edit from the menu of options that appears.
3. Tap the **Edit** button.
 - This displays the play list editing screen.
 - Now you can perform the steps starting from step 3 under “To create a new play list” on page 129 to edit the play list.

To delete an existing play list

1. On the playback screen, tap the **Play List...** button.
 - This displays the play list screen.
2. Tap the down arrow next to the **Play List** box, and select the play list you want to delete from the menu of options that appears.
3. Tap the **Delete** button.
 - This deletes the selected play list.

Chapter 5 Utilities

5-1 Backup

The Backup program lets you quickly and easily back up all data (Calendar, Contacts, Tasks, and Mail data, files, installed programs, setup information) in your CASSIOPEIA main memory data to a storage card.

Backed up data can be used to restore your system should it start to malfunction due to some data error.

Read this first!

- Always reset your CASSIOPEIA before backing up or restoring data. Make sure you perform a reset operation. See the separate *Hardware Manual* for information about how to reset your CASSIOPEIA.
- Be sure to power your CASSIOPEIA with the AC adapter whenever performing a backup or restore operation.
- Do not perform any button or screen operations on the CASSIOPEIA while a backup or restore operation is in progress. Do not touch the CASSIOPEIA at all until the backup or restore operation is complete.
- Make sure the storage card you are using for backup has enough unused space to store the data.
- As a general rule, you need about 10MB of free space on a storage card to store backup data.

Time Required for Backup

The backup operation always takes a fixed amount of time, regardless of the amount of data you are backing up.

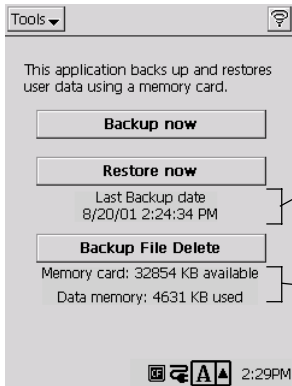
Backing Up Data

Use the following procedure to back up data. Make sure you read the precautions under “Read this first!” on page 131 before starting.

To back up data

1. Connect the AC adapter to your CASSIOPEIA.
2. Reset the CASSIOPEIA.
3. Insert a storage card with sufficient free space to store the backup data into the CompactFlash Card slot of the CASSIOPEIA.
4. On the Top Menu, double-tap **Backup**.

- This starts up Backup and causes the dialog shown below to appear.

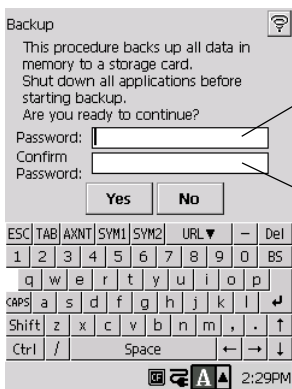


If the storage card already contains backup data, the date of the last backup appears here.

This area shows the amount of free space on the storage card and the amount of CASSIOPEIA data memory that is used.

5. Tap **Backup now**.

- This causes the dialog shown below to appear.



If you want to assign a password to the backup file, input up to 10 characters for the password here. For added security, each letter you input is shown as an asterisk in this box.

Input the same password here for confirmation.

- If you do not wish to assign a password, go to step 6 without inputting anything.
6. Tap **Yes** to start the backup or **No** to close the dialog without backing up anything.
 - The “Backup in Progress” dialog appears while the backup operation is being performed.
 - The message “Backup completed:” appears on the display after the backup operation is complete.
 7. After backup is complete, tap **OK** to quit Backup.

NOTE

If the backup operation is interrupted or unsuccessful for any reason and there is a previous backup file on the storage card you are using, the previous file remains intact on the card.

To interrupt a backup operation

1. Tap the **Cancel** button on the message box that is on the screen while a backup operation is in progress.
 - This causes the message “Do you really want to cancel?” to appear.
2. Tap **Yes** to cancel the backup operation or **No** to resume it.

Restoring Data

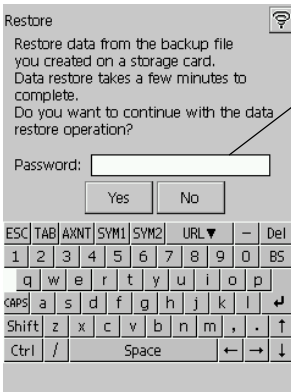
The following applies whenever you perform a restore operation.

- If the same file or setup data exists in both CASSIOPEIA memory and on the storage card, the data in CASSIOPEIA memory is overwritten with the data on the storage card.
- Any file or setup data in CASSIOPEIA memory for which there is no corresponding file or setup data on the storage card data is deleted.
- All applications currently installed on the CASSIOPEIA are deleted and re-installed with the backed up versions.

Use the following procedure to restore data. Make sure you read the precautions under “Read this first!” on page 131 before starting.

To restore data

1. Connect the AC adapter to your CASSIOPEIA.
2. Reset the CASSIOPEIA.
3. Insert the storage card that contains the data you want to restore into the CompactFlash Card slot of the CASSIOPEIA.
4. On the Top Menu, double-tap **Backup**.
 - This starts up Backup.
5. Tap **Restore now**.
 - This restarts the CASSIOPEIA, which is indicated by the message “Starting...” appearing on its display. Next, the touch screen calibration screen appears. Calibrate the touch screen. The following dialog box appears after the restart process is complete.



If the data is protected by a password, input the password here. If the data is not password protected, go to step 6 without inputting anything here.

6. Tap **Yes** to start the restore or **No** to close the dialog without restoring anything.
 - The “Restore in Progress” dialog appears while the restore operation is being performed.
 - The message “Restore complete!” appears on the display after the restore operation is complete.
7. After restore is complete, tap **OK** to quit Backup.
 - This automatically resets the CASSIOPEIA and restarts it.

Deleting a Backup File

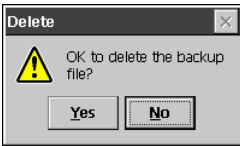
You can use the following procedure to delete the backup files you created using Backup. Delete a file when you no longer need it, when you want to free up space on a storage card, etc.

Important!

Deleting a backup file cannot be undone. Make sure you really do not need a file before you delete it.

To delete a backup file

1. Insert the storage card that contains the backup file you want to delete into the CompactFlash Card slot of the CASSIOPEIA.
2. On the Top Menu, double-tap **Backup**.
 - This starts up Backup.
3. Tap **Backup File Delete**.
 - This causes the dialog shown below to appear.



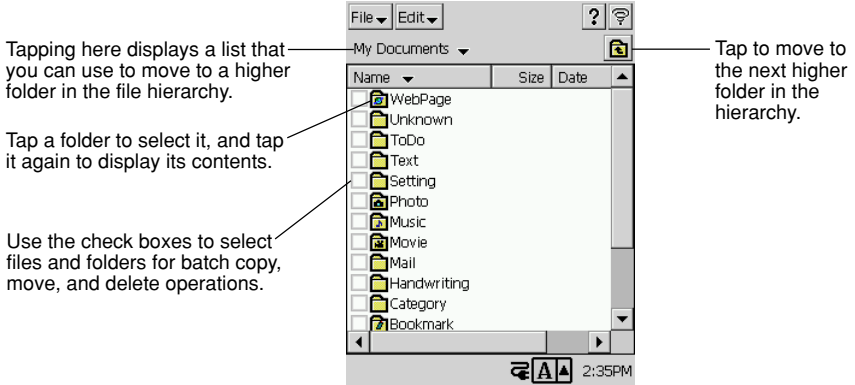
4. Tap **Yes** to delete the backup file or **No** to close the dialog without deleting anything.

5-2 File Manager

File Manager provides you with the tools to perform a variety of different operations involving files and folders in main memory and on a storage card.

File Manager Screen and Basic Operation

Tapping File Manager on the Top Menu starts up File Manager and displays a list of files and folders.



NOTE


- Some system files and other hidden files are not displayed by File Manager.
- In the case of very large files, the file size value may not fit within the space provided for the **Size** column.
- Note that you cannot start up other programs from File Manager.

To refresh the File Manager screen

Tap **File ▼** → **Refresh** to refresh the File Manager screen with the latest information.

File and Folder Operations

To create a new folder

1. Navigate to the folder in which you want to create a new folder.
2. Tap **File ▼** → **New Folder**.
 - This displays a new folder dialog box.
3. Input the name you want to give the folder and then tap .

To select all files and folders on the File Manager screen

Tap **Edit ▼** → **Select All**. This causes all files and folders currently on the File Manager screen to become selected (checked).

To copy a file or folder

NOTE

You can use the same procedure to copy a file or a folder. The following shows the procedure for copying a file.

1. Select the file you want to copy by putting a check mark next to it.
 - You can select multiple files and copy them.
2. Tap **Edit ▼** → **Copy**.
 - This specifies the currently selected file as the original file.
3. Display the folder to which you want to copy the file.
4. Tap **Edit ▼** → **Paste**.
 - This copies the source file into the currently displayed folder.

NOTE

- If you tap **Paste** while the source file folder is on the display, a copy of the file is created in the same folder. In this case, the new file is given the same name as the original, but with “Copy of” automatically added to the beginning of the name.
- Once you tap the **Copy** button, the original files remain selected until you perform another copy operation or a cut operation. This means you can make multiple copies of the original file by tapping the **Paste** button again.

To move a file or folder


You can use the same procedure to move a file or a folder. The following shows the procedure for moving a file.

1. Select the file you want to move by putting a check mark next to it.
 - You can select multiple files and move them.
2. Tap **Edit ▼** → **Cut**.
3. Display the folder to which you want to move the file.
4. Tap **Edit ▼** → **Paste**.
 - This moves the file from its original folder to the displayed folder.

NOTE

- Moving a folder also moves all of the files and sub-folders inside it.
- Note that you can perform only one paste operation following a cut. You cannot perform multiple paste operations like you can with copy.

To rename a file or folder

1. Select the file or folder you want to rename by tapping it.
2. Tap **File ▼** → **Rename**.
 - This displays a rename dialog box.
3. Input the new name and then tap .
 - You cannot change the extension of a file.

To delete a file or folder

1. Select the file you want to delete by putting a check mark next to it.
 - You can select multiple files and delete them.
2. Tap **File ▼** → **Delete**.

Important!

- Deleting a folder also deletes all files and folder inside it.
 - A file or folder delete operation cannot be undone.
3. In response to the confirmation message that appears, tap **Yes** to delete the file or folder, or **No** to cancel without deleting anything.

Important!

- Performing the reset operation causes all user files and folders that are not contained in the My Device\Nand Disk folder to be deleted. To keep a file or folder from being deleted by the reset operation, store it in the My Device\Nand Disk folder or on a storage card.

Chapter 6 Using Your CASSIOPEIA with Your Computer

6-1 Getting Ready

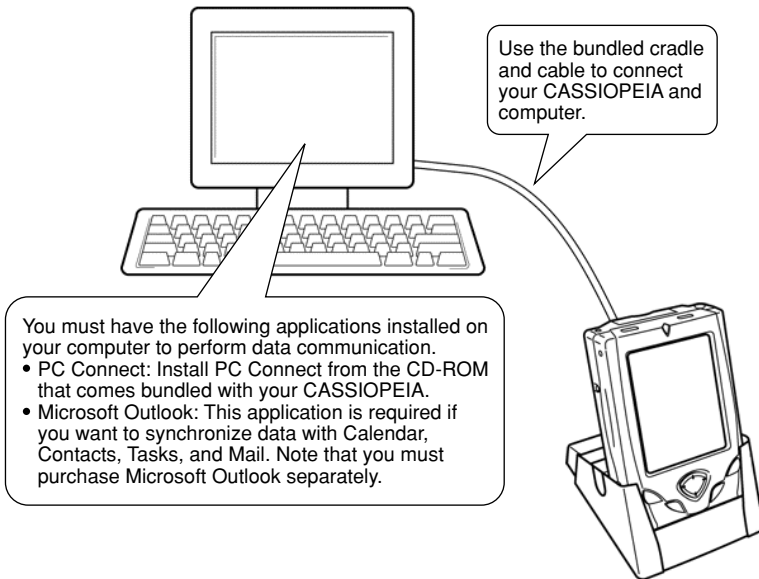
You can connect your CASSIOPEIA to your computer and perform the types of operations listed below.

- Synchronization of CASSIOPEIA Calendar, Contacts, Tasks, and Mail data with your computer's Microsoft Outlook data
- Copy files between your CASSIOPEIA and computer
- Backup CASSIOPEIA data on your computer's hard disk
- Restore factory default data and settings

NOTE

Use the folder synchronization function when you want to transfer an MP3 file, image, CMF file, or other data file to a Nand disk or storage card. Preset application-specific folder names are used for storage of each type of data file on a Nand disk or storage card. See the sections of this manual that describe each application for information about folder names.

Setting Up for Data Communication



Perform the following three steps to set up for data communication between your CASSIOPEIA and computer.

(1) Install Microsoft Outlook on your computer.

- You do not need to perform this step if you already have Outlook installed. Also, you can skip this step if you do not need to synchronize data between your CASSIOPEIA and computer. You can install Outlook later, if you want.

- Outlook 97, 98, and 2000 are all supported.
- Microsoft Outlook must be purchased separately.
- See the user documentation that comes with Outlook for information about how to install it.


(2) Install PC Connect on your computer.

- Install PC Connect from the CD-ROM that comes bundled with your CASSIOPEIA.
- See the separate *Hardware Manual* for information about computer system requirements for PC Connect.
- See the *Quick Start Guide* for information about how to install PC Connect.

(3) Connect your CASSIOPEIA to your computer.

- See the separate *Hardware Manual* for information about connecting your CASSIOPEIA to a computer.

NOTE

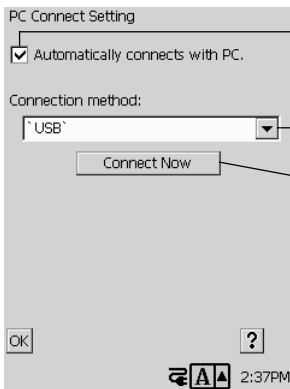
- See PC Connect online help for information about how to use it.
- Certain computer hardware and/or software configurations may not allow PC Connect to run properly.
-  is displayed in the system tray while there is a connection between your CASSIOPEIA and computer.
- If you are unable to open a connection for some reason, try removing the CASSIOPEIA from its cradle, or disconnecting the USB cable or serial cable from the CASSIOPEIA. Next, reconnect and try again.

Communication Properties

Use the Connect Setting dialog box to configure settings for the connection between your CASSIOPEIA and computer.

To configure Connect Setting

1. On the Top menu, double-tap **Connections**.
2. Tap **PC Connect**.
 - This displays the **Connect Setting** dialog box. Make the settings you want.



Select this option when you want the CASSIOPEIA to automatically establish a connection with your computer over a cable connection.

You can select either USB or serial port as the computer connection method.

Tap this button when you want to establish a connection with your computer right now. This button is available only when there is a cable connection between the CASSIOPEIA and computer. You do not need to tap the **Connect Now** button if the **Automatically connects with PC** option turned on (checked).

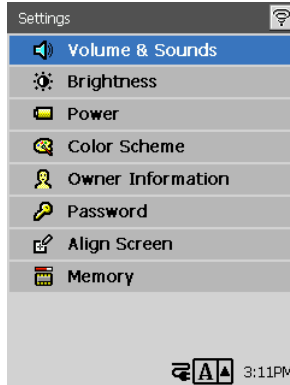
3. After everything is the way you want, tap **OK**.

Chapter 7 Setting Up Your CASSIOPEIA

7-1 Setup Basics

This section describes various hardware, system, and other settings you can make to setup the CASSIOPEIA to meet your specific needs.

On the Top Menu, double-tap **Settings** to display the setup menu shown below.



Setup Menu

Select the menu item for the type of settings you want to change.

To do this:	Select this menu item:
<ul style="list-style-type: none"> • Input information about yourself. • Specify whether owner information should appear when you turn on the CASSIOPEIA. 	Owner Information
<ul style="list-style-type: none"> • Register a 4-digit numeric password. • Configure the CASSIOPEIA so it requires input of a password when it is turned on. Data cannot be accessed unless the password is input. 	Password
<ul style="list-style-type: none"> • Specify CASSIOPEIA screen colors. 	Color Scheme
<ul style="list-style-type: none"> • Adjust screen contrast and brightness. • Specify the idle time before the screen automatically dims. 	Brightness
<ul style="list-style-type: none"> • Adjust the touch screen alignment. • Perform this procedure whenever you feel the figures on the screen are not aligned properly with the area you tap with the stylus. 	Align Screen
<ul style="list-style-type: none"> • Turn touch screen tap sounds on and off. • Adjust the headphone volume. 	Volume & Sounds
<ul style="list-style-type: none"> • View the current battery pack . • Specify the idle time before auto power off is triggered. 	Power
<ul style="list-style-type: none"> • View remaining program memory and storage memory capacity. • View remaining storage card capacity (when you have a storage card loaded in the CASSIOPEIA). • Shutdown programs that are running. 	Memory

MEMO

See page 24 for information about setting the current time and date.


Selecting a Setup Menu Item

You can use any one of the following methods to select a setup menu item and display the corresponding setup screen.

- Double-tap the menu item you want.
- Tap the menu item you want once so it is highlighted, and then tap it again.
- Use the up and down cursor keys to move the highlighting to the menu item you want, and then press the **OK** button.

To exit a setup screen, tap its **close** button to return to the setup menu.

To exit the setup menu

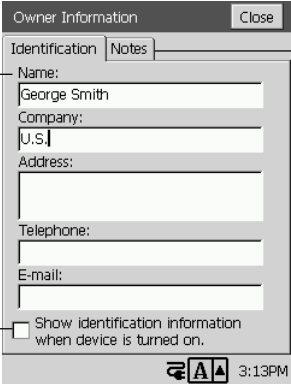
Tap the  button in the upper right corner of the setup menu to return to the Top Menu.

7-2 Using the Setup Screens

This section describes all of the operations you can perform using the setup screens that appear when you select a setup menu item.

Owner Information

Use this screen to input information about yourself. You can also specify whether owner information should appear whenever you turn on the CASSIOPEIA.



The screenshot shows the "Owner Information" screen with a "Close" button in the top right. Below the title are two tabs: "Identification" (selected) and "Notes". The form contains the following fields:

- Name: George Smith
- Company:
- U.S.:
- Address:
- Telephone:
- E-mail:

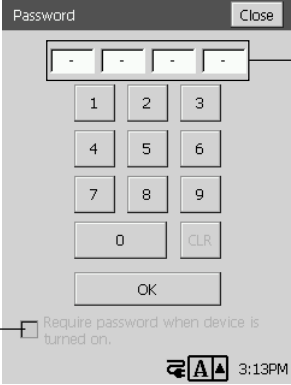
At the bottom, there is a checkbox labeled "Show identification information when device is turned on." which is currently unchecked. The bottom status bar shows icons for connectivity and the time 3:13PM.

Annotations with arrows point to:

- The "Name" field: "Tap the field where you want to input data, and then input."
- The "Notes" tab: "Tap this tab to input miscellaneous information."
- The "Show identification information when device is turned on." checkbox: "Select this option to have your personal information appear whenever your CASSIOPEIA is turned on."

Password

Use this screen to configure the CASSIOPEIA so it requires input of a password when it is turned on. Data cannot be accessed unless the password is input.

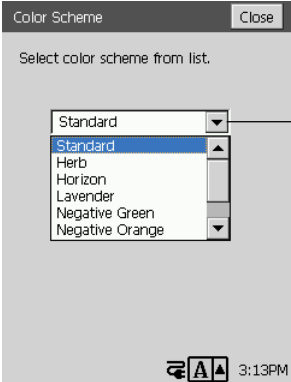


Use the on-screen keyboard to specify a 4-digit password. After you tap **OK** to register the password, you will not be able to access the password setup screen until you input the current password.

Select this option to limit access only to those who can input the registered password.

Color Scheme

You can use this setting screen to select from among eight color schemes that change the colors of command bars, buttons, background, and other display elements.



Tap here to display a list of color properties, and then tap the one you want to select.

NOTE

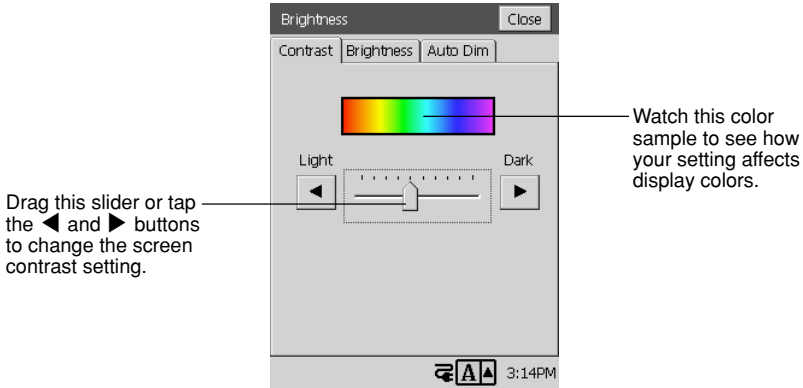
The setting you make here does not immediately affect any programs you have running when you change the setting. The color scheme will be applied only after you quit the programs and then restart them. See “Memory” on page 146 for information about quitting a program.

Brightness

The brightness setting screen has three tabs named Contrast, Brightness, and Auto-Dim.

Contrast Tab

Use this tab to change screen contrast, which affects the relative lightness and darkness of display colors.



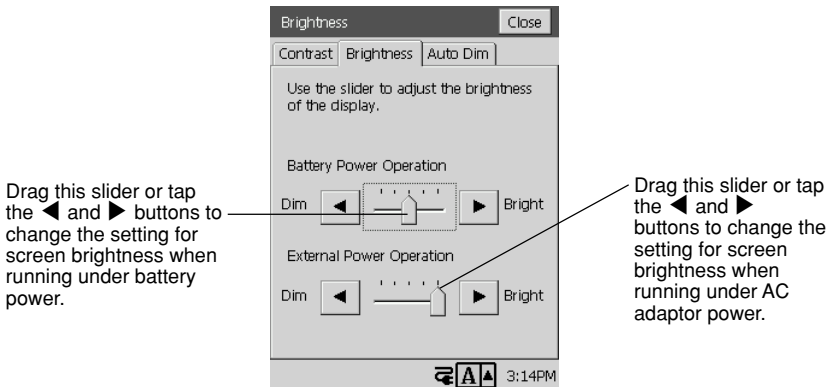
NOTE

You can also use the following button operations at any time to adjust screen contrast without displaying the brightness setting screen.

To do this:	Perform this button operation:
Make contrast darker	Hold down Power button and press the up cursor button.
Make contrast lighter	Hold down Power button and press the down cursor button.

Brightness Tab

Use this tab to adjust the brightness of the backlight. You can make separate settings for screen brightness under battery operation and AC adaptor operation.



NOTE

You can also use the following button operations at any time to adjust screen brightness without displaying the brightness setting screen.

To do this:	Perform this button operation:
Make the screen brighter	Hold down Power button and press the right cursor button.
Make the screen dimmer	Hold down Power button and press the left cursor button.

Auto-Dim Tab

You can use this tab to set up the CASSIOPEIA so its screen dims automatically whenever it is left idle for a specific amount of time. This helps to extend battery life.

Select this option to enable auto dim when you are running under battery power.

Select this option to enable auto dim when you are running under AC adaptor power.

Use these boxes to specify the idle time before auto dim is triggered.

Brightness Close

Contrast | **Brightness** | Auto Dim

Battery life can be extended by automatically dimming the display after a preset idle time.

Auto display dimming when:

Using battery power and device is idle for more than
15 seconds

Using external power and device is idle for more than
15 seconds

3:14PM

Align Screen

Use this setup screen to align the touch screen whenever you feel the figures on the screen are not aligned properly with the area you tap with the stylus.

Tap here to start the touch screen alignment procedure.

Align Screen Close

Adjust the touch screen if your device is not responding accurately to screen taps.

Tap the Align Screen button or press the [OK] hardware button.

Align Screen

3:14PM

NOTE

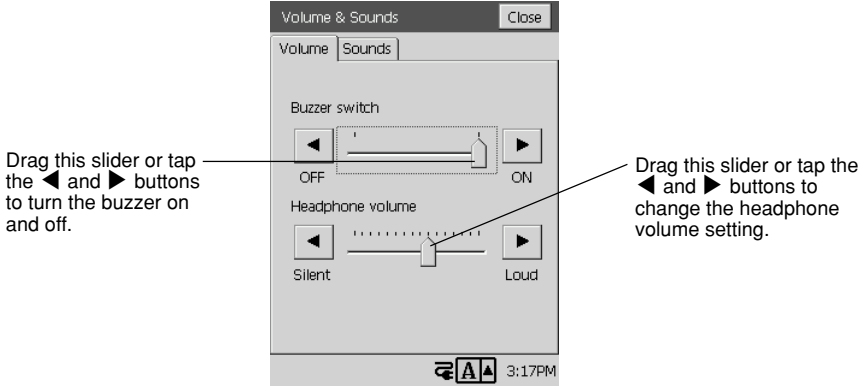
- You can also start a screen alignment operation at any time without going through the setup menu by holding down the power button as you press the **OK** button.

Volume & Sounds

The Volume & Sounds setup screen has two tabs, named Volume and Sounds.

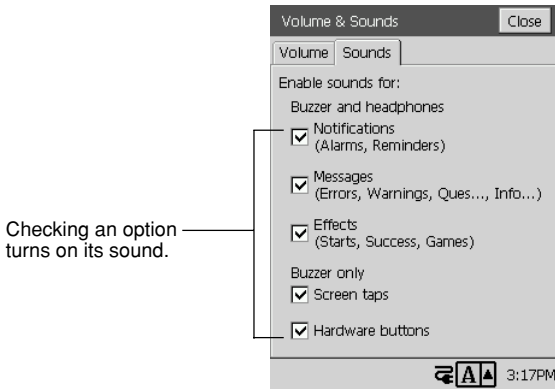
Volume Tab

Use the settings on this tab to turn the CASSIOPEIA's buzzer sound on and off, and to adjust the volume level of the headphones.



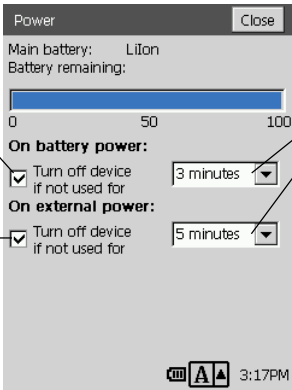
Sounds Tab

Use this tab to enable and disable the various sounds (alarm sound, screen tap confirmation sound, etc.) produced by the CASSIOPEIA.



Power

The Power setup screen shows you remaining battery capacity. You can also use it to configure auto power off, which turns off the CASSIOPEIA if it is left idle for a specific amount of time.



The screenshot shows the 'Power' settings window. At the top, it says 'Main battery: LiIon' and 'Battery remaining:' followed by a progress bar from 0 to 100. Below that, there are two sections: 'On battery power:' and 'On external power:'. Each section has a checked checkbox for 'Turn off device if not used for' and a dropdown menu for the idle time. The 'On battery power:' dropdown is set to '3 minutes' and the 'On external power:' dropdown is set to '5 minutes'. At the bottom, there are icons for a keyboard, a speaker, and a battery level indicator, along with the time '3:17PM'.

Select this option to enable auto power off when you are running under battery power.

Select this option to enable auto power off when you are running under external power.

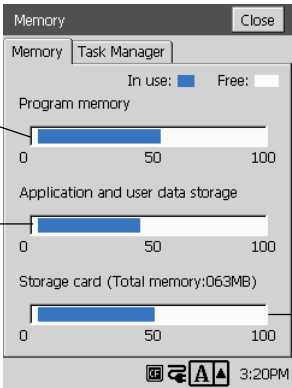
Use these boxes to specify the idle time before auto power off is triggered.

Memory

The Memory setup screen has two tabs named Memory and Task Manager.

Memory Tab

The Memory tab shows you current memory usage.



The screenshot shows the 'Memory' settings window with two tabs: 'Memory' and 'Task Manager'. The 'Memory' tab is selected. It shows three progress bars: 'Program memory', 'Application and user data storage', and 'Storage card (Total memory:063MB)'. Each bar has a scale from 0 to 100. The 'Program memory' bar is at approximately 25%, 'Application and user data storage' is at approximately 30%, and 'Storage card' is at approximately 40%. At the bottom, there are icons for a keyboard, a speaker, and a battery level indicator, along with the time '3:20PM'.

This bar indicates current program memory usage.

This bar indicates current storage memory usage.

This bar indicates current storage card usage (when a card is loaded in the CASSIOPEIA).

Task Manager Tab

You can use the Task Manager tab to shutdown a specific program that is running, or to shutdown all programs that are running. Shutting down a program frees up program memory space.



- In the **Active Programs** list, tap the program you want to end.
- To end all programs that are currently running, tap **Stop All**.

Increasing Available Storage Memory

You can free up more storage memory by performing the following steps.

- Move files from main memory to a storage card.
- Delete files you no longer need from main memory.

You can perform both of these tasks using File Manager. See “5-2 File Manager” on page 135 for more information.

Appendix A: Character Recognizer



Your CASSIOPEIA uses Decuma Character Recognizer developed by Decuma AB. The Decuma Character Recognizer supports word-by-word, non-cursive handwriting.

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Start using Character Recognizer

- Introduction**
- How to write with Character Recognizer**
- Pen gestures**

Personalizing Character Recognizer

- Options**
- Personalize**
- Settings**
- Version**

Troubleshooting

Decuma Alphabet Outlines

Start using Character Recognizer

Introduction

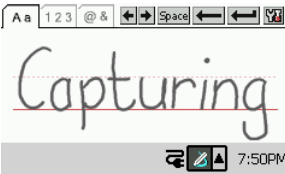
Character Recognizer converts your handwriting into typed text and can be used with any application to input text.

Instead of pen and paper, you use the Stylus and the Touch Screen. Simply write in the designated input area in the lower part of the screen and the typed characters appear at the cursor in the active application.

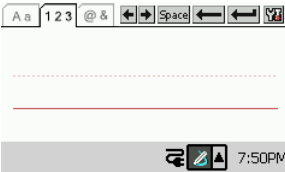
To select Character Recognizer, tap the **Input panel switch** and select Character Recognizer from the menu of available input panel types.

How to write with Character Recognizer

Character Recognizer supports word-by-word, non-cursive handwriting. Write word-by-word as you normally would, using the waistline and baseline of the input area. Writing neat characters that clearly ascend and descend along the waistline and baseline area makes them easier to recognize correctly. If you reach the end of the input area, simply continue at the beginning again. This causes the input area to clear automatically.

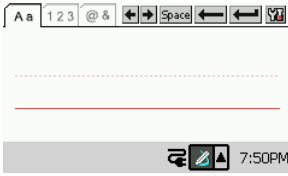


When using Character Recognizer, your handwriting can be recognized in three different modes: as general characters, as numbers, and as punctuation marks and special characters.



These different modes help you avoid conflicts between characters that are similar in shape, and improve character recognition. To change between modes, simply tap the desired tab and write your characters.

General characters



Select the tab marked A a to write letters and accented letters.

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z

À Á Â Ã Ä Å Ç È É Ê Ë Ì Í Î Ï Ñ Ò Ó Ô Õ Ù Ú Û Ü
à á â ã ä å ç è é ê ë ì í î ï ñ ò ó ô õ ù ú û ü ß

The numbers, punctuation marks, and special characters shown below are also supported in this mode if written with care.

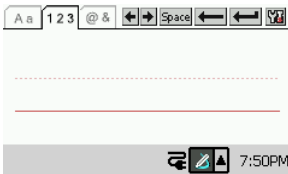
The number ‘0’ has to be written with a diagonal stroke, as shown in the Decuma Alphabet Outline below. This will distinguish the number ‘0’ from the letter ‘o’. To be able to write ‘-’, ‘_’ and ‘~’ without any conflicts with the gesture for ‘Space’, you have to disable this gesture using **Settings**.

Ø123456789

., : ; ‘ “ ? ! - _ ~ / \ = @ & % ¢ \$ + £ § © ®

Accented characters are disabled by default. You can enable them using **Settings**.

Numbers



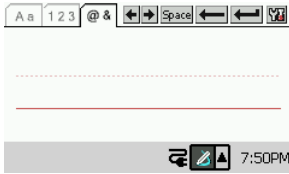
Select the tab marked 1 2 3 to write numbers.

0123456789

The punctuation marks and special characters shown below are also supported in this mode if written with care.

.,:; ‘ “ - * + = () / < > [] { } % # ¢ \$ + £ ¥

Punctuation marks and special characters



Select the tab marked @ & to write punctuation marks and special characters.

.,:; ‘ “ ? ! ; _ ~ / \ = * + () < > [] { } | # @ & % ¢ \$ + £ ¥ \$ © ® °

Pen gestures

You can insert a space or a carriage return, or delete a character by tapping the corresponding button on the Character Recognizer input panel. The same actions can also be performed using gestures. Gestures help you keep your focus on the input area and maintain the natural flow of your handwriting.

Form gestures as shown by the figures below. The arrow at the end of the stroke indicates the direction the stroke should be drawn, and is not actually written.

Space



Backspace



Carriage return



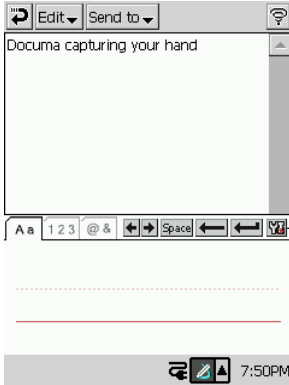
You can enable or disable individual gestures with **Settings**.

Personalizing Character Recognizer

Options

You can improve the recognition of your writing by teaching Character Recognizer your handwriting style. Character Recognizer also gives you the opportunity to define your own characters as shortcuts for lengthy text you write frequently.

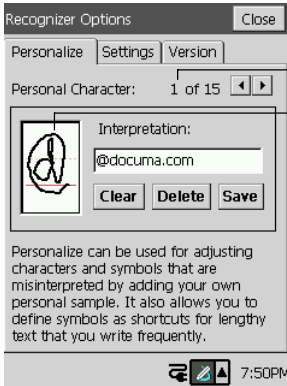
These features and other ways to customize Character Recognizer to suit your handwriting and needs, can be found by tapping the **Options** button on the Character Recognizer input panel.



Display Options by tapping the **Options** button

Personalize

Character Recognizer allows you to define personal characters you want to use as shortcuts. You might want to add a star to represent your e-mail address or a heart to represent the name of a close friend. Add your character by tapping the **Personalize** tab in **Recognizer Options**.



You can add up to 15 personal characters.

Write your character in the box representing the input area and write the interpretation in the text box next to it.

The interpretation can contain up to 35 characters.

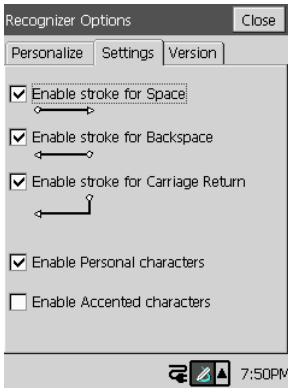
Your character can contain up to 5 strokes.

You can also use this feature to compensate for frequently misinterpreted characters. Let us presume that the Character Recognizer mistakes your 'B' for a 'D'. Enter **Personalize** and write the letter 'B' the way you always write it in the box representing the input area. Then write 'B' in the interpretation field. In this way you can avoid a misinterpretation of your handwritten characters.

You can enable or disable your personal characters using **Settings**.

Settings

The Recognizer **Options Settings** tab allows you to customize Character Recognizer features. All the features can be enabled or disabled to suit you and your way of writing.



Version

The **Recognizer Options Version** tab shows version of the Character Recognizer application on your CASSIOPEIA.

Troubleshooting

Since every style of handwriting is unique, you might experience problems with your way of writing.

If the recognition problem is limited to a few characters, you should begin by looking at the Decuma Alphabet Outlines. Compare the way these characters are written with your own handwriting to determine the problem. Once you determine the cause, you can either adapt your own handwriting to suit Character Recognizer or teach Character Recognizer to recognize your characters. See **Personalize** for further information.

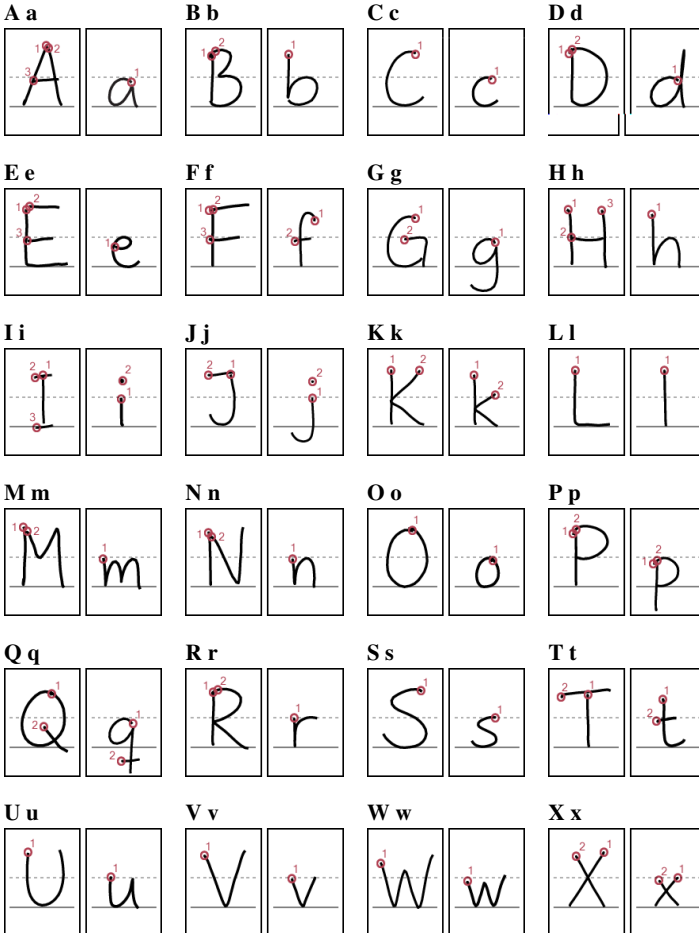
You may experience problems when writing characters in some input fields, such as fields for numbers, date or time, where you are allowed to input only limited kinds of characters. You will avoid this problem by changing the input panel to Keyboard. To select Keyboard, tap the Input panel switch and select Keyboard from the menu.

Decuma Alphabet Outlines

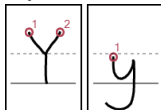
These outlines of written characters serve as a guide of how to form characters for Character Recognizer to recognize. The circles and numbers show where strokes begin and in what order they should be written.

In addition to the characters shown here, a wide variety of handwritten characters are included in the alphabet library.

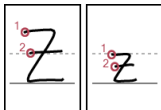
Characters



Y y

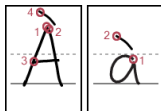


Z z

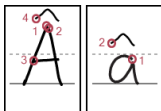


Accented characters

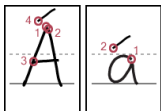
À à



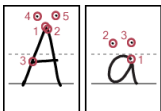
Â â



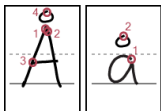
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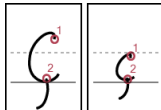
Ä ä



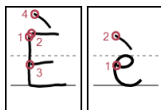
Å å



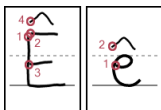
Ç ç



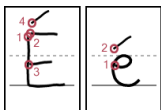
È è



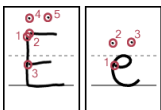
Ê ê



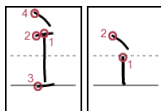
É é



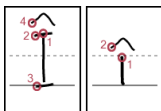
Ë ë



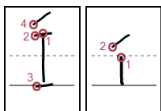
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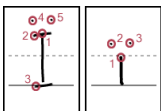
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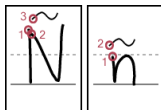
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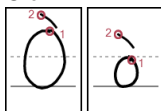
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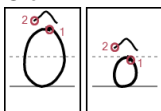
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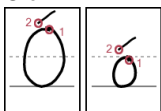
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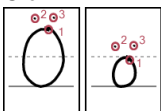
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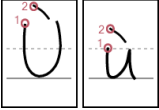
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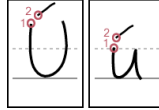
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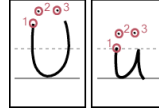
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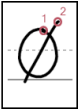
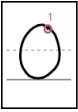


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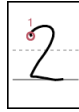
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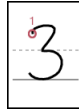
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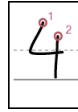
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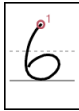
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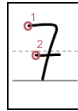
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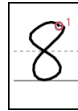
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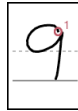
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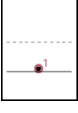


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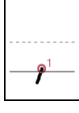


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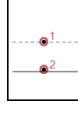
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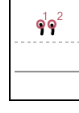
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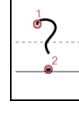
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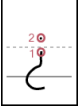
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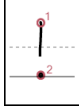
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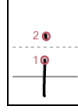
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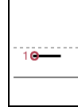
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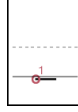
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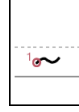
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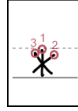
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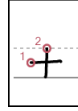
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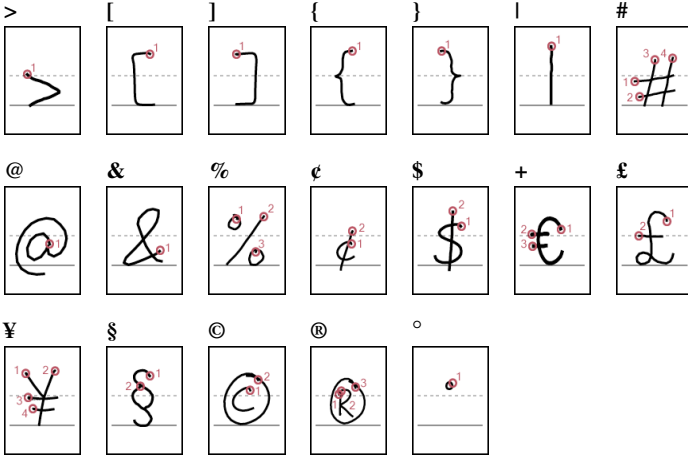


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Appendix B: Troubleshooting

Resetting the CASSIOPEIA

If your CASSIOPEIA responds slowly, stops responding as expected, or “freezes,” try resetting it. A reset causes the CASSIOPEIA to restart and re-adjust memory allocation. Note that unsaved data in open windows may be lost when you reset.

To reset the CASSIOPEIA

Use the stylus to hold down the Reset button for about two seconds.

See the *Hardware Manual* for details.

Batteries lose power

An icon in the system tray shows your current battery capacity. Be sure to recharge the battery as soon as possible after it goes low.

Under normal conditions, you can get many hours of use from a full charge. Here are a few tips to help you get the most from the battery.

Use external power whenever possible

Use the AC adapter to plug your CASSIOPEIA into external power whenever possible, especially when:

- Establishing a remote connection (some modems use a lot of power).
- Connecting to a computer.

Shorten auto power off time

While on battery power, your CASSIOPEIA automatically turns off if you do not operate its buttons or use the stylus for a specified period. You can maximize battery life by keeping this auto power off trigger time short. See “Power” on page 146 for information about setting the auto power off trigger time.

Turn off sounds you do not need

The CASSIOPEIA produces sounds in response to a number of events, such as warnings, appointments, screen taps, and hardware button presses. To optimize battery life, turn off any sounds you do not need. See “Volume & Sounds” on page 145 for information about turning off sounds.

If you forget your password

It is impossible to access any of the data stored in CASSIOPEIA memory without inputting the proper password. If you forget your password, you will have to use the procedure under “Restoring Factory Defaults” in the *Hardware Manual* to return the CASSIOPEIA to its initial factory default settings. Note, however, that this also deletes all data stored in CASSIOPEIA memory and all programs you have installed, and also initializes all CASSIOPEIA settings.

If you run out of CASSIOPEIA memory

Memory on your CASSIOPEIA is shared between storage memory and program memory. Storage memory is used to store the information you create and programs you install. Program memory is used to run programs on your CASSIOPEIA. The CASSIOPEIA automatically manages the allocation between storage and program memory. However, in some situations, such as when memory is low, the CASSIOPEIA may not be able to automatically adjust the allocation. If you receive a message stating that storage or program memory is unavailable, try the following solutions.

Storage memory

- Move data to a storage card.
 - Insert a storage card into the CASSIOPEIA, start up File Manager (page 135), and move files you do not need on a regular basis from the main memory file (My Device\NandDisk\file) to the storage card.
 - Move received mail messages you normally do not need from the Inbox folder to the storage card. To move files, use Mail to create a new folder on the storage card and then move the messages to that folder. See “To move mail messages from one folder to another” on page 88 for more information.
- Delete unnecessary files. Use File Manager (page 135) to delete files you no longer need from main memory.
- Delete Web pages you saved from the Internet that you no longer need. See “To delete Web pages” on page 103 for more information.
- Delete installed programs that you no longer need. See “To uninstall a program” on page 11 for more information.

Program memory

- Stop programs you are not currently using. Display the Top Menu and then double-tap **Settings**. On the Settings menu, double tap **Memory** and then tap the **Task Manager** tab. This displays a list of programs that are currently running. Tap the programs you want to quit and then tap **Stop**. If you want to quit all programs that are currently running, tap **Stop All**.
- Clear storage memory as described in the preceding section. This will free some storage memory so that it can be allocated to program memory.
- Reset the CASSIOPEIA using the procedure under “To reset your CASSIOPEIA” in the *Hardware Manual*.

Screen freezes or responds slowly

Reset your CASSIOPEIA. See “To reset your CASSIOPEIA” in the *Hardware Manual*.

Screen is blank

If the CASSIOPEIA does not respond when you briefly press the Power button, press and hold the button for a full second. If that does not work, try the following steps, performing the next step only if the one you just performed did not solve the problem.

1. Plug the CASSIOPEIA into AC power.
2. Recharge the battery.
3. Adjust display brightness. While holding down the Power button, press the right or left cursor buttons to adjust brightness.
4. Adjust display contrast. While holding down the Power button, press the up or down cursor buttons to adjust contrast.
5. Reset the CASSIOPEIA. See “To reset your CASSIOPEIA” in the *Hardware Manual*.

Screen is dark

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

Inaccurate response to stylus taps

Adjust the touch screen alignment. You can launch the touch screen alignment procedure by holding down the Power button and pressing the OK button.

Slow or no response

Reset the CASSIOPEIA. See “To reset your CASSIOPEIA” in the *Hardware Manual*.

Modem connection problems

You may encounter the following problems when using a modem.

Cannot dial out

- Remove your CASSIOPEIA from the cradle or disconnect the cable. You cannot connect using a modem if your CASSIOPEIA has an active connection with the computer.
- Verify that the modem is firmly seated and connected to your CASSIOPEIA and the telephone jack.
- Make sure the telephone line is analog. (Analog telephone lines transmit data in analog instead of digital form. Your home telephone line is most likely analog, while office telephone lines are often digital.)
- If you create a modem connection for an external modem, select Hayes Compatible on COM1 as your modem. If you are using a modem card, select the modem card as your modem.
- To use an external modem, you need to use a NULL modem cable and appropriate adapters to connect the external modem to your CASSIOPEIA.
- Make sure the modem is waiting for a dial tone. Make sure the “Wait for tone” option is selected on the Modem Setup screen of the modem you are using. See “To configure a dial-up connection setup” on page 56 for more information.

Can dial out but cannot make a proper connection

- Make sure the network to which you are trying to connect supports the Point-to-Point Protocol (PPP). Your Internet service provider or network administrator can verify this.
- Verify that you are using the right phone number for the modem you are trying to reach.
- Make sure the “Wait for tone” option is selected on the Modem Setup screen of the modem you are using. See “To configure a dial-up connection setup” on page 56 for more information.

Connection is unreliable

- Make sure the modem is firmly seated and connected to your CASSIOPEIA and the telephone jack.

Network connection problems

The following solutions may help if you encounter problems when using a network card for network connections.

- Verify that you have an Ethernet card that is compatible with your CASSIOPEIA.
- Make sure that the proper drivers for your card are installed on the CASSIOPEIA. For more information, see the owner’s manual for the network card.
- Verify with your network administrator that your user name and password are correct.
- Verify with your network administrator that the network you are trying to connect to is available, or try to connect to it from another computer.
- Verify that you have added necessary server information.

Cable and cradle connection problems

The following solutions may help if you encounter problems when connecting to your computer.

- Ensure the CASSIOPEIA is turned on.
- If a modem or Ethernet card is inserted into your CASSIOPEIA, remove it.
- Ensure that you do not have any other active connections.
- Ensure the cable is securely plugged into the COM port or USB port on your computer. Use the cable that came with the CASSIOPEIA, without any extra cables or extenders attached.
- Plug the other end of the cable securely into the correct port on your CASSIOPEIA. If you are using a cradle, push your CASSIOPEIA securely into the cradle.

Storage card error messages

“Error! (READ/WRITE)

See your User’s Guide for details.”

- This error can occur after the CASSIOPEIA is subjected to strong impact, electrostatic charge, or electrical noise. Try performing the operation again.
- Check the battery level and recharge it if it is low.
- Check if the storage card is loaded correctly. If it is, there may be a problem with the storage card.

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