Windows Mobile Quick Reference Guide – Professional / Classic

Version 2.0   By *Chris De Herrera, Microsoft MVP*

Introducing Microsoft Windows Mobile

There are three different versions of Windows Mobile: Standard (commonly called Smartphone), Classic (commonly called Pocket PC) and Professional (commonly called Pocket PC Phone Edition). This guide is for the Professional or Classic

This reference is applicable to Windows Mobile 6.1, 6 and 5.0

Today Screen

- Start Button
- Battery
- Volume
- Wireless Status
- Soft Keys

Navigation
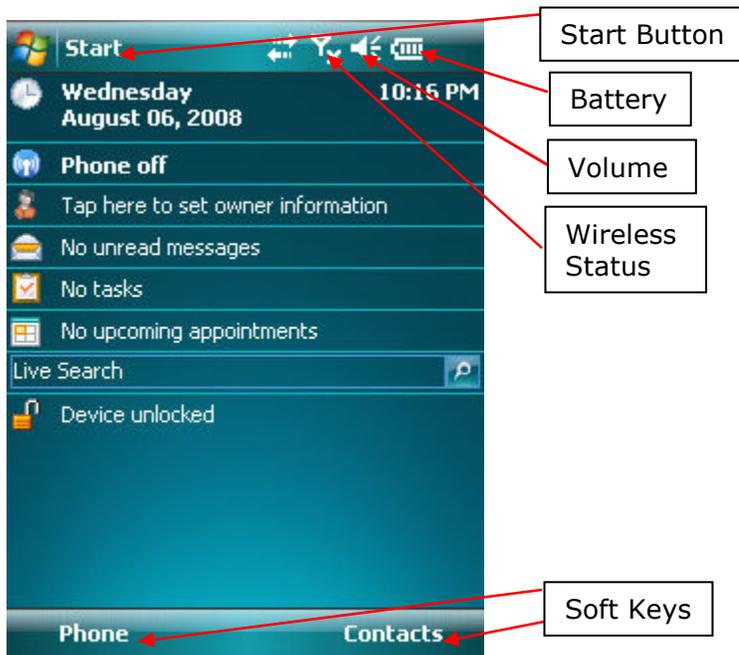
- Soft Keys
- Contacts
- Calendar
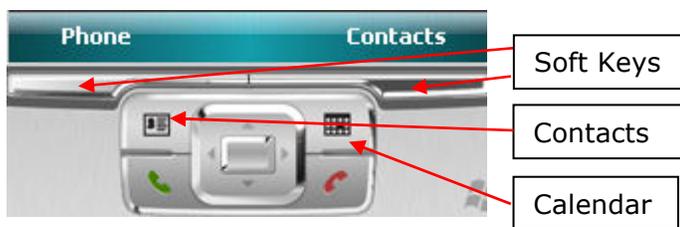
Two Soft Keys – Selections displayed above keys
Up / Down / Left / Right navigation –Directional Pad or keyboard arrows, via the touch screen
Green phone – Accept incoming call, Display dialing screen, Dials phone number entered
Red Phone – End call, Return to the Today Screen
Click and hold – Press the stylus to the screen to display the right click menu
OK / **X** – Hide the window, application runs in background
Display Menu - Click on the **Start** button to display the drop down menu of applications. The **Program** folder is where all applications that are installed are displayed unless they are viewable directly on the Start menu.

Notifications

Here are the common notifications users will see:

Today Screen:

In Applications:

Notification Legend:

📞	Missed Phone Call	📶	No Cellular Signal
▣	Voicemail	📶	Cellular Signal Strength
✉	New E-Mail or Text Message	📶	Cellular Signal Strength, Connected for Data
🔔	Appointment Reminder	💬	Additional Notifications

3G Cellular Network Data Connection available:

GPRS	CDMA
3G – High Speed	Ev – EvDO
E – Edge	1x – 1xRTT
G – GPRS	

⇄	Connected to your PC via ActiveSync or Windows Mobile Device Center	7:55	Display Time on all screens (see Customization)
📶	Wi-Fi is enabled and the user can select a network	ok	Hide Window
📶	Wi-Fi is connected	🔊	Speaker On
▥	Battery Level	🔇	Speaker Off
🔌	Charging Battery	📳	Vibrate
🔵	Bluetooth is enabled		

Customizing

Power On Password – Require a password to access your device after powering it on
Note: If you forget your password you must perform a hard reset and lose all your data.
Steps: Start – Settings – Lock
Today Screen – Choose what items are displayed
Steps: Start – Settings – Today - Items
Display Time on All Screens
Steps: Start – Settings – System – Clock & Alarms – More
Color Scheme – Choose other color schemes
Steps: Start – Settings – Today
Buttons – Choose applications to launched when selected buttons are pressed
Steps: Start - Settings – Buttons
Input – Adjust the input method – Keyboard, Block Recognizer, Letter Recognizer, Symbol Pad, Transcriber, Word Completion, Options
Steps: Start – Settings – Input
Text Size – Adjust the default size of the text on your device
Steps: Start – Settings – System – Screen – Text size
Volume – Adjust the volume of device sounds and phone
Steps: Click on the Speaker in the notification area. Select slider volume or vibrate
Sounds – Change the default sounds for functions
Steps: Start – Settings – System – Sounds

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Menus – Choose applications to display in Start Menu
Steps: Start – Settings – Menu
Power – Display remaining battery, adjust power off timeout on battery and external power
Steps: Start – Settings – System – Power
Backlight – Adjust the brightness of the display on battery and external power (lower extends battery life)
Steps: Start – Settings – System - Backlight
Settings – The options you can choose to setup your Windows Mobile device
Steps: Start – Settings. There are three tabs – Personal, System and Connections.

Special Applications

Search – The ability to search Contacts, Calendar and files for a specific word or phrase
Steps: Start – Programs - Search. Enter word or phrase, select items to search
Help – Windows Mobile's Help system
Steps: Start – Help. This is context sensitive to the application that was open prior to launching Help.
Getting Started – Help on specific topics (6.1 optional)
Steps: Start – Programs – Getting Started
Install Programs – You can install .CAB files directly in Windows Mobile
Steps: Start – Programs – File Explorer. Click on .CAB files in File Explorer to install the application. Use either internal or flash storage if available.
Remove Programs – You can remove applications you have installed internally or in flash storage
Steps: Start – Settings – System – Remove Programs. Select program and choose Uninstall.

Using the Wireless Manager

The Wireless Manager allows you to turn on and off different wireless technologies such as Cellular (GSM and CDMA), Wi-Fi, Bluetooth, and Exchange ActiveSync. Also, this is where you can turn off all wireless access for Flight Mode such as when you travel on an airplane. Not all devices will have all these wireless options.

Steps: Tap on 🔲, then tap on the Wireless Manager link.

The following sections walk through the setup of cellular, Wi-Fi and Bluetooth connections which provide internet access.

Setting up Cellular Data Connections

Activate GSM or CDMA using the Wireless Manager.
A cellular data connection is required to access the internet, download mails, sync wirelessly with an Exchange server etc. The Cellular Connection should be already setup by default if you purchased your device from your carrier. However if you need to setup another GSM network you need to have the Username and Password and for GSM the APN.

Steps: Start – Settings – Connections – Connections – Add New Modem Connection. Name the connection and select the Cellular Line (GPRS, 3G) or CDMA.

Follow the wizards and select and enter the username and password and APN as requested. The defaults can be used for the DNS and IP address.

Setting up a Wi-Fi Connection

Activate Wi-Fi using the Wireless Manager.

A list of networks will be displayed.   Select the SSID for your network and press the first soft key labeled OK. You may be prompted for the passkey depending on whether security is enabled for the Wi-Fi network. A prompt for Internet or Work is displayed. Select Internet.

Communicating with Bluetooth devices

Activate Bluetooth using the Wireless Manager. Initially you must pair your Bluetooth device with your Windows Mobile device.

Steps: Tap on Start, Settings – Connections – Wireless Manager – Settings – Bluetooth – Add new device
Continue through the wizard to complete the connection.

Setting up a Email-Account

After you have set up a data or Wi-Fi-connection you may want to start accessing your emails from your mobile device.

Steps: Start – Messaging – Menu – Options – New Account. Enter your Email-Address, your password (that authenticates you at the mail server), tick "store password". Tap Next. Tap Next again to let your device search for the correct server settings automatically. If the settings are found, you are done. If not: Select "Internet E-Mail" from the dropdown list. Enter your name (as you want it to be shown in the "From"-field), the name of the account to be displayed in Messaging. Tap Next. Enter the incoming mail server and chose the account type - PO3 or IMAP. Tap Next. Enter the username and password. Tap Next. Enter the outgoing mail server. If it requires authentication, tap that option, if the account information is different from the incoming mail server, tap the advanced option and enter the correct credentials. Tap Next. Chose how often mail is downloaded (or disable this option) then tap Done.

Resetting Your Device

When using Windows Mobile you may periodically need to perform a reset of your device. There are two kinds of resets:
Soft Reset – Reboot your Windows Mobile device. Make sure you wait 15 seconds after selecting any items on the screen to allow the system to complete storing any changes.
Professional/Classic – Use the stylus to press the reset button on the bottom of the unit.
Standard – Press and hold the power button and wait until your device turns off.
Hard Reset – Erase all your data on your Windows Mobile device.   There is no option to recover from a hard reset. *The process of performing a hard reset is device specific. You will need to look in your manual or contact your OEM or carrier for assistance.*

Support

Carriers and OEMs offer technical support for Windows Mobile and ActiveSync. Some charge for support after the first 90 days.

Microsoft Support:
https://forums.microsoft.com/windowsmobile/

Feedback

Please send your feedback on the Windows Mobile Quick Reference Guide to **QRG at PocketPCFAQ.COM**

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