

easyPDA User Manual



Version 2.4.0

www.easypda.com

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1. Installation

easyPDA must be installed on your Pocket PC/PDA and your PC in order to function properly. Note that TomTom NAVIGATOR must be updated to version 5.210 or later and that any previous versions of easyPDA must be uninstalled before the installation of this version can be initiated.

The install process is performed as follows way (requires access to the installation file: *easyPDA.zip*):

1. Connect your Pocket PC to your PC (ActiveSync).
2. Double click *easyPDA.zip*.
3. Choose installation on *PC* or *PC & Pocket PC*.
4. Choose Personal or Shared installation.
5. Choose installation path (Click *YES* to use default path, nothing else is supported).

Accept suggested updates during install. easyPDA requires .NET Compact Framework 2.0 service pack 1 which will be installed automatically if you accept the updates.

1.1 Import contacts from SIM card

If you need to import your contacts from the SIM card to easyPDA this can be done using the *SIM Manager* application. The application is part of Windows Mobile Phone Edition.

2. Starting easyPDA

easyPDA can be launched in several ways. After installing easyPDA the Pocket PC/PDA will launch easyPDA automatically at startup.








Alternatively you can select *Start* menu and click *Programs*.

Click the easyPDA icon  to launch easyPDA.

You can also click the easyPDA shortcut on the Today Screen.

3. On Screen Notifications

In the lower part of the sidebar to the left of the easyPDA main screen 3 possible notification icons can be seen, from top to bottom:

1. Missed call(s) - 
2. New message - 
3. Battery status:
 - a.  - Battery charging
 - b.  - Battery level critical
 - c.  - Battery level low
 - d.  - Battery level medium
 - e.  - Battery level high/full

The *Missed Call* and *New Message* icons will blink until clicked. The battery level critical icon will blink too to indicate the following:

Warning: In order to avoid data loss, please recharge your battery as soon as possible.

Clicking the *Missed Call* icon will launch the call history so you can view information on the missed call.

Clicking the *New Message* icon will launch the inbox so you can view your new message(s).

4. Telephone menu in easyPDA



On the first screen in the easyPDA main menu you can see the Dial icon. Click this to activate the Telephone menu.

The Telephone menu:



4.1 Dial Number




When you click *Dial Number* a new window that allows you to dial a number you input or a number on your speed dial opens. We recommend that you use Call Contacts (see 4.3) if you wish to call a contact from your contact list.

4.2 Speed Dial




When you click *Speed Dial* a list of your speed dial contacts is shown. This list is initially empty since you have to add speed dial contacts yourself. The speed dial menu should be used for quickly accessing those contacts you dial on a regular basis. It is possible to add 20 contacts to the Speed Dial list.

To add a contact to the Speed Dial list:

1. Press 
2. This will open a list of your contacts (from Pocket Outlook).
3. Select a contact from the list by pressing it. The contact is added to the *Speed Dial* list.

To remove a contact from the *Speed Dial* list:

1. Select the contact using the navigation buttons on the PDA.
2. Press 

To dial a contact from the *Speed Dial* list:

1. Select the contact either by using the navigation buttons on the PDA or by clicking on the contact directly in the list.
2. If the selected contact only has 1 phone number this number is dialed immediately. If the contact has 2 phone numbers you are asked to select which number to dial.

4.3 Call Contacts



When you click *Call Contact* a list of your contacts (from Pocket Outlook) that has one or more phone numbers attached is shown. Up to 2 phone numbers per contact are shown on the list. If a contact has more than 2 phone numbers attached, the work and mobile phone numbers are shown.

You can go through the contacts by using the 4 buttons at the bottom of the screen:



This button scrolls to the previous letter, e.g. if the list at the moment shows contacts starting with E the list will after button press select the last contact starting with D.



This button shows the next letter, e.g. if the list at the moment shows contacts starting with E the list will after button press show contacts starting with F.



This button scrolls upwards by one contact.



This button scrolls downwards by one contact.



This button closes the dialup feature. When clicking it you return to the easyPDA main menu.

If there is only one phone number for a contact you can dial just by clicking the contact on the list.

If there is more than one phone number listed for a contact you can click the contact and a list of registered phone numbers for the contact will be shown. Click the phone number you wish to dial.

You can also dial by clicking the *Dial* button



4.4 Call History



When pushing the Call History button you enter a new menu. Here you can choose to see All Calls, Missed Calls, Received Calls, and dialed numbers by clicking the drop-down box at the top of the screen.

When you have chosen a list, you have the following options:

You may call a contact from the list by selecting the contact then press




Deleting items from the list is done by using the trashcan icons:

You delete the selected contact from the call history by pushing this button:



You delete all the items in the selected list by pressing this button:



To delete all items from the Call History, select All Calls from the drop-down box at the top of the screen, double-click on any of the items in the list and then press: 

4.5 Back to main menu



Clicking this button will take you back to the main menu.

5. Send SMS with easyPDA

Click the *Send SMS* icon in the easyPDA main menu to activate the SMS feature.

Next a list of your contacts from Pocket Outlook, who have a mobile phone number attached, will be shown.

You can go through the list of contacts by using the 4 buttons at the bottom of the screen:



This button scrolls to the previous letter, e.g. if the list at the moment shows contacts starting with E the list will after button press select the last contact starting with D.



This button shows the next letter, e.g. if the list at the moment shows contacts starting with E the list will after button press show contacts starting with F.



This button scrolls upwards by one contact.



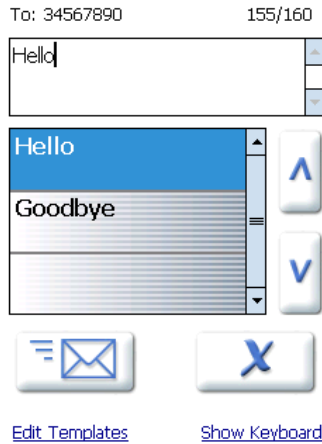
This button scrolls downwards by one contact.



This button closes the dialup feature. When clicking it you return to the easyPDA main menu.

5.0 SMS Editing Window

Create a SMS message by clicking the contact you wish to send the message. When clicking a contact from the list, the SMS editing window appears.



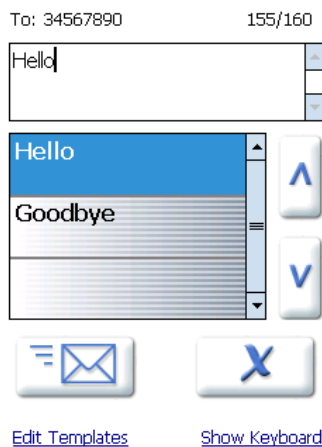
At the top of the screen by the word *To*: You see which mobile phone number you've selected. To the right on the same line is the text ("0/160"). This text shows how many characters that are written in your message and the maximum limit (160). This means if you've written 3 characters in your message the text will show: 3/160.

Below is a text field in which you can build/write your message.

In the middle of the screen is a list of messages (templates) that you can send. You can go through the list of templates by using the buttons to the right of the list.

5.1 Write/edit a SMS

In the SMS editing window you can both write and click your way through your message.



Text field

List of templates

Button on the left: **Send SMS**

Button on the right: **Close the editing window.**

By clicking a message in the list of templates you'll add it to the text field at the position of the cursor. If you want to add text that is not in a template to the message you can click the text "Show Keyboard" at the bottom of the screen. This will bring up the Keyboard on the screen and you can enter your text. When you're done, click on the "Hide Keyboard" text that has replaced the "Show Keyboard" text.

5.2 Send or cancel message

To send your message click *Send*. If the message is sent the following message will be shown:



If the message can't be sent at the moment the following message is shown:




Below the "Message Failed!" message, two buttons are shown: "Retry?" and "Cancel"

Click "Retry?" if you want to try sending the message again and "Cancel" if you want to cancel the message (Clicking *Cancel* will return you to the contact list).

Click *Close* to leave the editing window without sending the message.

5.3 Edit SMS templates


Do the following to edit your templates:

1. Click  in the easyPDA main menu.
2. Click an arbitrary contact in the list of contacts.
3. In the bottom left corner: Click the text: "Edit Templates".


Next the following screen is shown:

	Text field for editing an SMS Template	
	List of templates and buttons to go through the templates	
		Button on the left: <i>Add</i> new template/message Button on the right: <i>Save</i> the message you're editing.
		Button on the left: <i>Delete</i> the selected template. Button on the right: <i>Close</i> the editing window.
Templates 2	Show Keyboard	


If you want to add a new message to the list of templates do the following:

1. Click the text field in the upper part of the screen and edit the text (you can show the keyboard as explained in section 4.2).
2. Click 

If you want to edit an existing message you must do the following:

1. Click the desired message in the list of templates.
2. Edit the text as needed.
3. Click 

If you want to delete a template from the list do the following:

1. Choose the wanted message in the list of templates.
2. Click 

If you want to stop editing templates:

1. Click 






6. Send an e-mail with easyPDA



Click "*Send e-mail*" icon in the easyPDA main menu to activate the e-mail feature.

A list of your contacts (from Pocket Outlook) with e-mail addresses attached will be shown.

You can go through the list by using the 4 buttons in the bottom of the screen:

-  This button shows the previous letter, e.g. if the list at the moment shows contacts starting with E the list will thereafter show contacts starting with D.
-  This button shows the next letter, e.g. so if the list at the moment shows contacts starting with E the list will thereafter show contacts starting with F.
-  This button scrolls upwards one contact.
-  This button scrolls downwards one contact.
-  This button will close the "*Send e-mail*" feature. When you click it you will return to the easyPDA main menu.

6.1 E-mail editing window

Create an e-mail by clicking the contact to which you want to e-mail. When clicking a contact from the list the e-mail editing window appears.



At the top of the screen next to the word *To:* a text indicating which e-mail address you want to send the message to is shown. If there is more than one e-mail address registered to that contact you can choose between them by clicking the drop down list (the little triangle to the right of the e-mail address) and choose the address you wish to use.

Below the e-mail address is a text field where you can build/write your message.

In the middle of the screen there is a list of messages you can send (templates). You can go through the templates by using the buttons to the right of the list.

6.1.1 Write/edit e-mail

In the e-mail editing window you can both write and click your way through the contents of your message.


By clicking the template on the list, you add the text to the text field at the position of the cursor. If you want to add text that is not included in the list of templates you can click *Show Keyboard*, which will bring up the keyboard so you can enter text. When you are done click the *Hide Keyboard* text that replaced the *Show Keyboard* text.

6.2 Send or cancel message

To send your message click  and the following message will be shown:



Note: Your message has then been transferred to Pocket Outlook's Outbox. The email will be sent at the next synchronization using Microsoft ActiveSync.

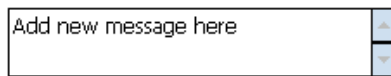
Click  to leave the editing window without sending the message.

6.3 Edit e-mail templates

To edit your templates do the following:

1. Click the *Send e-mail* icon in the easyPDA main menu.
2. Click an arbitrary contact in the list of contacts.
3. In the lower left corner, click the text: *Edit Templates*.

This screen appears:


 A rectangular text input field with a light gray border and a small vertical scroll bar on the right side. The text "Add new message here" is displayed inside the field.

Text field for editing e-mail message


 A rectangular area containing a list of templates. The top item is "Default Message". To the right of the list are two vertical scroll buttons: an upward-pointing arrow and a downward-pointing arrow.

List of templates and scroll buttons to go through the list



Button to the left: *Add* new template/message.
Button to the right: *Save* the message you are editing.



Button to the left: *Delete* the selected template.
Button to the right: *Close* the editing window.

Templates 1

[Show Keyboard](#)

If you want to add a new message to the list of templates you must do the following:

1. Click the text field at the top of the screen and edit the text (you can find information on showing the keyboard in section 5.2 Write/edit e-mail).

2. Click 

If you want to change an existing template do the following:

1. Click the desired template.
2. Edit the text as needed.

3. Click 

If you want to delete a template from the list do the following:

1. Choose the desired template from the list.

2. Click 

3. Click Yes to confirm deletion

If you want to stop editing templates click



7. Inbox



The *inbox* icon shows Pocket Outlook, where you can find your e-mails. In Pocket Outlook choose Outbox to see your outgoing e-mails including the e-mails you've written and sent with easyPDA.

8. Lock Unit

With easyPDA you can lock the screen and the hardware buttons in order to avoid unwanted entries and actions.

In order to lock the unit, click the *Lock* icon in the easyPDA menu:



To unlock the unit again press the *Unlock* icon and press again at the new location of the icon to verify that you want to unlock:



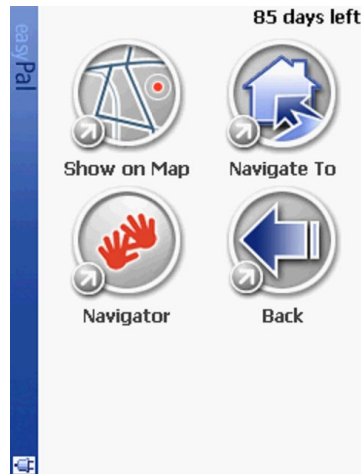
Note: This will disable the hardware button for answering a call too, so unit must be unlocked before answering is possible.

9. Navigation



In the easyPDA main menu you can find the *Navigation* icon. Click this to activate various navigational features in TomTom NAVIGATOR.

The Navigation menu:



9.1 Show on Map



When you press *Show on Map* a list of your contacts (from Pocket Outlook) is shown. The addresses shown on the list are primarily work addresses. If a contact doesn't have a work address the home address is shown (if a contact doesn't have an address the contact does not appear on the list).

Select a contact to have its address shown on the map in TomTom NAVIGATOR.

9.2 Navigate to Address



When you press *Navigate To* a list of your contacts is shown. Select a contact to navigate to its address. TomTom NAVIGATOR will try to calculate a route from your present location to the address (requires that the GPS antenna is turned on and has found a GPS position).

9.3 Navigator



Pressing the *Navigator* icon opens TomTom NAVIGATOR.

10. Calendar



The calendar icon shows the calendar features of your Pocket PC where you can see your appointments. Here you can create and update appointments like in the Outlook calendar on the PC.

The appointments can be synchronized with your computer using the ActiveSync application, so you only have to enter the information once, provided that ActiveSync is configured for it.

11. Settings



The Settings menu gives access to customization features of easyPDA. The Settings menu has 3 tabs: *General*, *Menu* and *Look and Feel*.

11.1 General

This tab allows you to enable/disable the following features:

1. Enable/Disable Telephone Menu
2. Enable/Disable SMS Menu
3. Enable/Disable E-mail Menu
4. Enable/Disable Navigation Menu
5. Display/Hide Battery Level on the lower left of the screen
6. Enable/Disable A-/A+ Buttons in the contact lists

General

- Enable Telephone Menu
- Enable SMS Menu
- Enable e-mail Menu
- Enable Navigation Menu
- Display Battery Level
- Enable A-/A+ Buttons

Restore Default Settings

General Menu Look and Feel Language

[Back](#)

[Show Keyboard](#)

11.2 Main Menu

The *Main Menu* gives you the possibility to handle shortcuts and icons in easyPDA. The *Main Menu* is made up of a list of current shortcuts and methods to modify and delete these and make new ones.

Main Menu

Image

Text

Shortcut ...

Telephone	▲	▲
Send SMS	☰	▲
Send e-mail	□	▲
Navigation	▼	▼
Lock	▼	▼

[Back](#) [Show Keyboard](#)

11.2.1 Create a New Shortcut

Press the *New* button to create a new shortcut. First select an image for the shortcut icon from the *image* dropdown list.

Then write a short text in the *Text* field to accompany the icon. The text will be shown below the icon in the main menu.

Select the *Shortcut* field and browse to find the desired executable file in the dialog that opens. The executable file must be an .exe-file.

Finally press the *Save* button and the new shortcut is added to the list. It is only possible to save the shortcut when all fields (*image*, *text* and *shortcut*) have been filled out.

The position of the shortcut may be moved as described in chapter 11.2.3.

11.2.2 Edit Shortcut

Select the shortcut you wish to edit from the list. The shortcut's details are shown in the various text fields in the menu and may now be changed. Editing a shortcut's details is much like making a new shortcut:

If a different icon is needed for the shortcut, you may select one from the *Image* drop-down list.

If a different text/name is needed for the shortcut, you may write it in the *Text* field.

If the shortcut has to start a different executable, it is selected from the file browser dialog by selecting the *Shortcut* field.

When the shortcut is changed to your liking press the *Save* button and the 'new' shortcut appears on the list.

Changing a shortcut's executable may have devastating effects and therefore some of easyPDA's built-in shortcuts will not have their executables changed. User-defined shortcuts are on the other hand, always editable.

11.2.3 Move Shortcut

The list of shortcuts is ordered the way they appear in easyPDA. If the order needs to be changed, select a shortcut and press either the *up* or *down* button next to the list. At every press of the button the shortcut moves through the list.

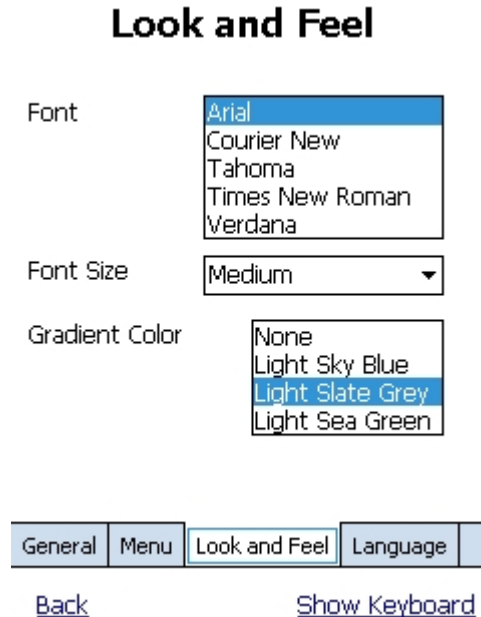
Some shortcuts have fixed positions on the list and cannot be moved. This is, amongst others, the *Exit* button that will always have the last position on the list. For this reason it is also impossible to move other shortcuts past *Exit*. Shortcuts with fixed positions are: *Settings*, *Copyright*, *Activate* (if easyPDA isn't registered) and *Exit*.

11.2.4 Delete Shortcut

Select the shortcut for deleting from the list and press the *Delete* button. Some of the shortcuts cannot be deleted since this would wreck the functionality of easyPDA. If such a shortcut is selected from the list the *Delete* button becomes disabled thus making it impossible to delete the shortcut by accident.

11.3 Look and Feel

The *Look and Feel* menu enables you to change the appearance of fonts and colors used throughout easyPDA.



To change the font used in easyPDA change any of the selections in the *Font* and *Font Size*. Select the desired font from the *Font* list. The default font is arial. Select the desired font size from the *Font Size* drop down box. The default size is Medium. Use the *Gradient Color* list to change the color used for background of listboxes. The default color is Light Sea Green.

11.4 Saving changes

The changes made in the *Settings* menu will come into effect only after the *back* button has been pressed and 'yes to save changes' has then been confirmed. This applies to *General*, *Main Menu* and *Look and Feel*. If 'No to save changes' is selected the shortcuts in the main menu will be untouched and all the changes made in the Setup menu will be lost.

Note: If any bad edits or deletions are made: press the back button, select 'No to save changes' and the shortcuts revert to their state prior to the edit.

12. Copyright



Click the copyright-icon in the easyPDA main menu to access information on easyPDA. Here you can find information such as which version of easyPDA you are using. It's a good idea to note the version number if you need help beyond this document.

13. Hide easyPDA



Clicking this icon hides easyPDA. You can easily start easyPDA again by doing as described in section 2.