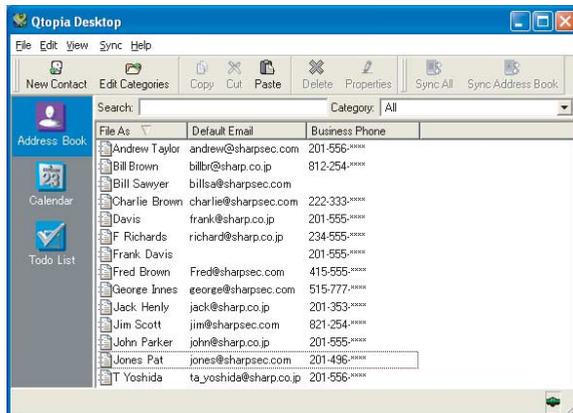# SHARP

Qtopia Desktop for Zaurus

OPERATION MANUAL

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CAUTION

- The manufacturer is not responsible and provides no warranty for any malfunction, problems, or other damage caused by misuse of this product and its accessories by you or a third party.
- This product and its accessories are subject to change without notice for reasons of product improvement.
- Some of the accessories and optional parts described in this manual may not be available at the time you purchase this product.
- Some of the accessories and optional parts described in this manual may be unavailable in some countries.
- Screens and icons in this manual may differ from the actual ones displayed on the PC.
- This manual uses the following substitute expression:
  "SL-5600" → "device"
  "Qtopia Desktop for Zaurus" → "Qtopia Desktop"

  Important:

  - *Please use either Intellisync for Zaurus or Qtopia Desktop for Zaurus on your PC.*
    Both programs cannot be run at the same time.
  - *If the device has been removed from the Docking Station, make sure to wait for 30 seconds before replacing it on the Docking Station. If connected immediately after the device is removed, the device may not be properly recognized as a USB device.*
  - *Before starting synchronization, close all applications on a device.*

- *This application does not support synchronizing with multiple devices at the same time. One PC can synchronize with a single device. If a program folder of a PC is shared with multiple users, only users who have installed this application can use it.*

- *Some characters (symbols, European-language characters, special characters, etc.) may be affected by synchronization and may become garbled.*

- *Only entries with date information from January 1, 1980 (GMT) to December 31, 2037 (GMT) will be supported for synchronization. (birthday and anniversary information excluded)*

- *Adjust the device and PC times before starting synchronization.*

- *Sometimes synchronization may not perform properly with non-English based operating systems.*

- *If you are currently using Qtopia Desktop for the SL-5600 and remove it and install the Qtopia Desktop software for the SL-5500, data in the Notes, Start Date and Completed Date fields in the Todo List will be deleted. This is because the Qtopia Desktop for the SL-5500 does not support these fields.*

Table of Contents

CHAPTER 1: BEFORE YOU BEGIN

This chapter introduces the Qtopia Desktop and guides you on how to get started using the software.

Introduction to Qtopia Desktop

By installing Qtopia Desktop on your personal computer, you can synchronize data between the SL-5600 (the device) and your PC.

This application will play a part in the personal information management (PIM) role of the device and manage data from your PC by synchronizing it with the device. The applications Qtopia Desktop can support are:

• Address Book

• Calendar

• Todo List

From Qtopia Desktop, you can create new entries and modify them as you would on the device.

Minimum System Requirements

Minimum System Requirements

• 100% IBM® Compatible PC

• Microsoft® Windows® 98/98SE/2000 Professional/Me/XP

• Pentium® 200MHz or higher for Microsoft Windows 98/98SE/2000 Professional/ Me, Pentium/Celeron® 300MHz or higher for Microsoft Windows XP

• 80MB Available Hard Disk Space for installation

• 64MB RAM (Recommend 128MB RAM) for Microsoft Windows 98/98SE/2000 Professional/Me, 128MB RAM (Recommend 192MB RAM) for Microsoft Windows XP

• CD-ROM Drive

• 1 Available USB Port or Serial Port with Optional Serial Cable CE-170TS

• Mouse or Compatible Pointing Device

Installing Qtopia Desktop and the USB Drivers

To use Qtopia Desktop, it is necessary to install both Qtopia Desktop and the USB driver. Refer to the Start-up Guide provided with the device and the Installation CD-ROM for installation instructions. After that, the explanation assumes that both Qtopia Desktop and the USB driver have been installed.

Notes for Windows XP and Windows 2000 users:

• This application can only be installed and used by the Administrator or person with Administrator level privilege. For examples, if an Administrator logs onto a PC and installs this application, then only that Administrator is able to use it.

• This application does not support use by multiple users. No more than one copy of this application can be installed in one personal computer.

About the USB port

• If the USB port on your PC or the USB hub connected to the device does not operate properly, perform the following steps.
  • When your PC comes equipped with several USB ports, connect the device to another USB port.
  • When other USB devices are connected to your PC and used simultaneously, disconnect them from your PC.

• Operation on a PC that is upgraded from Windows 95 may not be possible.

• A PC whose USB port is added by the user because the PC is not equipped with a USB port at the time it leaves the factory may not operate properly.

• Activating the power saving mode (suspend, resume, or sleep function etc.) of some PCs may result in the USB port not functioning properly. In this case, disable the power saving mode.

• If the USB driver does not operate properly when you connect the device to your PC via the USB hub, connect it directly to the USB port on your PC. Using the USB extension cable may result in the USB driver not operating properly.

• Do not repeatedly connect/disconnect the USB cable.

About the Desktop after installation

When Qtopia Desktop is installed, Qtopia Desktop shortcut icon will be displayed on the PC desktop and 🔲 will be displayed in the Windows system tray (in the bottom-right corner of the task bar).

> 🔲   This icon indicates that the Zaurus Manager is resident. The Zaurus Manager must be resident to start synchronization when the SYNC button is pressed on the Docking Station (see page 13).

Uninstalling Qtopia Desktop

The instructions below are for Windows XP users, if you use a different OS, uninstall by using Add/Remove Programs from Control Panel.

1. Close all software installed from the supplied Installation CD-ROM. Right-click the 🔲 icon in the Windows system tray and then click "Exit" from the menu.

2. Click **Start**, then click Control Panel. The Control Panel window will open.

3. Click Add or Remove Programs.

4. Select Sharp Zaurus Software.

5. Click the **Change/Remove** button. Check the screen displayed and then click the **OK** button.

6. Select **Modify** and then click the **Next** button.

7. Select the same communication method used at the time of installation, then click the **Next** button.

8. Remove the check mark of Qtopia Desktop for Zaurus and then click the **Next** button. Qtopia Desktop for Zaurus will be uninstalled. Follow the on-screen instructions.

> _Note:_ _If "**Remove**" is selected in step 6 of the above procedure, all applications installed from the Installation CD-ROM will be uninstalled._

Qtopia Desktop Overview

Click **Start → (All) Programs → Sharp Zaurus 2 → Qtopia Desktop → Qtopia Desktop**.
The Qtopia Desktop top screen (Address Book main screen) will be displayed.

Menu bar

Tool bar

Launcher icons

Status bar

Index screen   Status icon
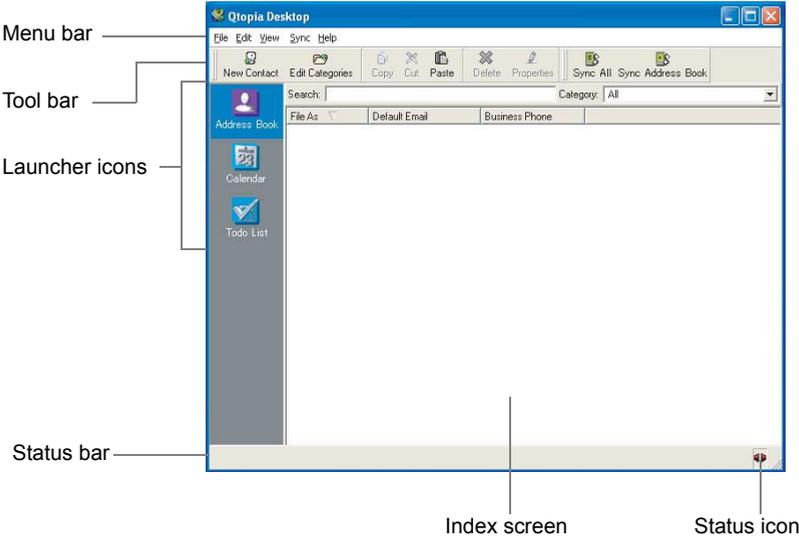
Menu bar

The number of menus and menu commands will vary according to the application you select.
Click each menu name to display the menu commands, and then click the desired command. You can also access the shortcut menu, if available. Some menus and menu commands will be dimmed depending on the status when you access them as with other PC applications.

Tool bar

This bar works as a kind of shortcut version of the menu bar described above for easier one-click access.
Commands are grouped into three categories:

- Global (common) commands (Sync All, etc.)*
- Main commands (New Contact, Edit Categories, etc.)*
- View commands (Month, etc.)*
   * depending on the application. View commands (Month, etc.) will be displayed only in the Calendar section.

By right-clicking the mouse button, you can access these menus.

- Global (To display/hide Global commands, check on/off.)
- Main (To display/hide Main commands, check on/off.)
- View (To display/hide View commands, check on/off.)
- Line up

> ### *Note:*
>
> - *If you hide these groups, right-click the menu bar to display them.*
> - *You can move groups by dragging the left edge "▍" anywhere on your desktop. When you drag inside the tool bar area, you can align menu blocks by selecting "Line up."*

Launcher icons

By clicking each application icon, you can open the main screen of each application. In the Index area on the right, you can see all the entries of each application.

	Address Book:	The Address Book application will allow you to manage: create, modify and delete personal information (contacts).
	Calendar:	The Calendar application will allow you to organize and keep track of your schedule (events, meetings, etc.). You can view your schedule by day, week or month.
	Todo List:	The Todo List application will allow you to manage tasks you wish to be reminded of.

Status bar

You can see the status Qtopia Desktop.

Status icons

You can see the communication status as follows:

 :   Your PC is synchronizing with the device.

 :   Your PC is not synchronizing with the device.

Index screen

You can see entries created by each application in the list view, icon view, etc. By right-clicking the mouse button on the Index screen, you can access the pop-up menu such as Copy, Select All, etc.

About the Docking Station SYNC button

Press the Docking Station SYNC button or tap the **Sync Start** button of the device (displayed by tapping the PC Link icon on the Settings Home screen) to start the **Qtopia Desktop** synchronization process ("Sync All").
Use the following operation to disable the SYNC button on the Docking Station or the **Sync Start** button of the device.

1. Click "Sync" on the menu bar.

2. Remove the check from "Sync Auto Start" (Click the check).

Note:

• *After the above operation, synchronization can be started from Qtopia Desktop.*

• *Use the following procedure to reset Sync Start from the Docking Station SYNC button or from the device (Display (resident) Zaurus Manager in the Windows system tray).*

    1.Click "Sync" and then check "Sync Auto Start" on the menu bar.

    2.Click "File" and then "Settings" on the menu bar. The Qtopia Desktop Settings screen will be displayed.

    3.Click the General icon on the left of the screen and click the "settings" button on the Connection tab screen.
    The Zaurus Manager dialog box will appear.

    4.Check "Display Zaurus Manager icon on the taskbar".

    5.Click OK, and then click OK.
    *(*see page 13 *concerning the Zaurus Manager.)*

Zaurus Manager Setting

> **When you have not set (changed) the passcode nor changed the connection method on the device, reading this section is unnecessary. Change this setting, only when necessary.**

The procedure for setting up applications for communication between the device and your PC (Zaurus File Transfer, Backup/Restore, Intellisync for Zaurus, Qtopia Desktop for Zaurus, etc.) must be set up properly for communication.

- When you have set or changed the Security passcode on your device, enter and save the same passcode on this Zaurus Manager screen. Otherwise you will be asked the passcode every time communication between the device and your PC is initiated.

- If you changed the connection method in the PC Link setting on your device, change the following setting into the same method as on the device. Otherwise communication between the device and your PC cannot be performed.

Confirm the Zaurus Manager setting contents according to the following instructions and change them as required.

1. Turn off the power on the device, connect it to the PC (see the separate Start-up Guide), then turn the power back on again. Wait for a few moments (approx. 15 seconds).

2. On your PC, click the Start menu, then **(All) Programs** → **Sharp Zaurus 2** → **Zaurus Manager**
   (Or right-click the Zaurus Manager icon 🔲 in the Windows system tray and select "**Zaurus Manager**" from the menu).
   The Zaurus Manager screen will appear.
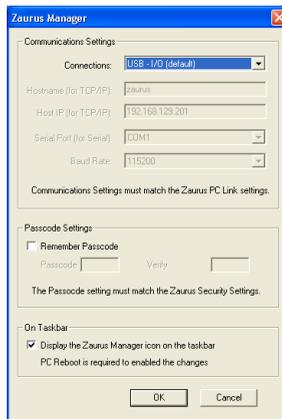
3. Confirm the **Communication Settings**.
   This will set the method of connection with the device.

USB - I/O (default)	Select "USB - I/O (default)" to set the communication to the USB connection with the Docking Station.
USB - TCP/IP (advanced)	For future function expansion. (The following name and IP Address columns apply when this method has been selected.)
Serial	Select "Serial" to set the communication to the serial connection. (Optional Serial Cable CE-170TS is required.) In this case, it is necessary to set the port and baud rate. **Port:** The default setting is "COM1". Select a COM port that does not conflict with others. **Baud Rate:** The default setting is "115200". Lower the baud rate if the number of communication errors is excessive.

Note:

- *On the device, use the following steps to check or change the PC Link Setting. For Details, see the separate Operation Manual.*

  1. *On the Settings Home screen, tap the PC Link icon. The PC Link screen will appear.*

  2. *Select "USB - I/O (default)" or "Serial" to change the setting into the same method as on the Zaurus Manager screen, when necessary.*

4. Confirm the **Passcode Settings**.

   When communication between the device and the PC is initiated, verification of both passcodes on the device and the PC will be made, and communication will be made. Communication will start when the passcodes match.
   Perform the settings on this screen according to the following instructions.

   1. *Check the "Remember Passcode".*

   2. *Enter the same passcode as that on the device to both the input spaces.*
      - *When a passcode has not been set on the Zaurus Manager screen, the screen for passcode input will be displayed every time communication is initiated. When the passcode is entered on that screen, communication will be initiated.*

      - *When a passcode has not been set on the device, do not check the "Remember Passcode" on the Zaurus Manager screen.*

5. Confirm the **Resident Setting on the taskbar**.

   Set whether or not the Zaurus Manager icon 🔳 is to be displayed (resident) in the Windows system tray. (The default setting is checked.)
   This check is required to start synchronization for Qtopia Desktop for Zaurus using the Docking Station SYNC button or the Sync Start button of the device.

   - *Residence of the 🔳 icon is not required for execution of Zaurus File Transfer or Backup/Restore. To cancel the 🔳 icon residency temporarily, right-click the 🔳 icon and then click "Exit" from the menu. (However, after a reboot, the icon will be displayed again.) To cancel the residency continuously, check off this box and reboot the PC.*

6. Confirm the above setting contents and click OK.

CHAPTER 2: SYNCHRONIZING DATA

This application will play a part of the personal information management (PIM) role of the device and manage data from your PC by synchronizing it with the device. The applications Qtopia Desktop can synchronize are Address Book, Todo List, and Calendar.

Setting Up Qtopia Desktop Preferences

Be sure to set up the Qtopia Desktop preferences before performing synchronization. Default settings will help you to start synchronization without delay.

1. Start Qtopia Desktop.

2. Click "File" and then "Settings" on the menu bar.

The Qtopia Desktop Settings screen will be displayed.

3. Click the General icon on the left of the screen.

The screen has two tabs for general settings telling you how to set up preferences:

Connection Tab:	This will set the way Qtopia Desktop communicates with the device. Click the "settings" button and the Zaurus Manager screen will be displayed. (see page 13)
Sync Tab:	This will set how Qtopia Desktop synchronizes with the device.
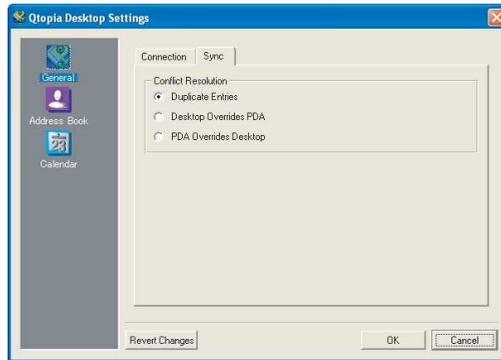
Conflict Resolution:	Will set the basic operation of Qtopia Desktop when a conflict occurs.
Duplicate Entries	Will Duplicate entries between Qtopia Desktop.
Desktop Overrides PDA	Will overwrite the data on the device with the data from Qtopia Desktop when a data conflict occurs.
PDA Overrides Desktop	Will overwrite the data in Qtopia Desktop with that of the device when a data conflict occurs.

4. Click "OK" to save the settings.

Click the "Revert Changes" before clicking "OK" to undo your operation.

Note: *For detailed information on the Address Book settings,* see page 21.
For detailed information on the Calendar settings, see page 26.

Synchronizing with Qtopia Desktop

You can select how to synchronize with the device:

• Synchronize all applications (Address Book, Calendar and Todo List) of the device at one time, or, synchronize one application at a time.

Note:

  • *Always confirm the following items before carrying out the synchronization.*

    • *Always connect the device to an external power source (AC adapter).*

    • *Never turn off the device power supply while executing synchronization. Also, do not disconnect from the Docking Station.*

    • *Maintain sufficient device Internal Flash memory capacity. If insufficient, synchronization may not be carried out correctly.*

- *Before starting synchronization, close all applications on the device.*
- *Do not operate the device during synchronization.*
- *Do not press the SYNC button on the Docking Station during synchronization.*

Follow these steps to synchronize with all applications (Menu "Sync All"):

1. Turn the device power off.

2. Connect the AC adapter to the Docking Station and plug the USB connector of the Docking Station into the USB port of your PC. (Before plugging it in, turn your PC on.)

3. Place a device on the Docking Station connected to your PC and turn the device on.

4. Start Qtopia Desktop.

5. Click "Sync" and then "Sync All" on the menu bar.
Synchronization will begin.

Follow these steps to synchronize with a single application (Menu "Sync"):

1. Turn the device power off.

2. Connect the AC adapter to the Docking Station and plug the USB connector of the Docking Station into the USB port of your PC. (Before plugging it in, turn your PC on.)

3. Place the device on the Docking Station connected to your PC and turn the device on.

4. Start Qtopia Desktop and display the desired application screen.

5. Click "Sync" and then "Sync" on the menu bar.
Synchronization will begin.

Note:

- ***Pressing the SYNC button on the Docking Station instead of performing step 5 will carry out the Sync All command. (see page 12)***
- *When removing the device from the Docking Station connected via a USB cable, follow the instructions for removing the USB cable according to your PC requirements.*

- *Make sure that the synchronization process is completely finished when disconnecting the connection cable from your PC or removing the device from the Docking Station. Do not disconnect the cable from your PC or remove the device from the Docking Station during synchronization.*
- *The communication (the synchronization process) will not be carried out when the device detects a low battery level or insufficient Internal Flash memory.*
- *The following events will terminate the communication:*
  - *Turning the device off*
  - *Disconnecting the communication signal by removing the cable, etc.*
  - *Shutting down the PC or logging off*
- *When synchronization suddenly becomes impossible after previously operating correctly, tap the PC Link icon on the Settings Home screen of the device, then tap **Clear Sync Info** on the screen that will be displayed to clear the device synchronization information.*

- *Fields or functions which Qtopia Desktop and the device do not have in common will not be synchronized.*
- *Since the Birthday and Anniversary field data for **Address Book** are handled as character strings, the following restrictions apply.*
  - *When the Date format is "D/M/Y" (for example, "10/01/1980"), synchronization may not be performed correctly in some cases because this format cannot be distinguished from "M/D/Y" (for example, "1/10/1980").*
  - *When inputting directly without using the mini-calendar, specify a Date format other than "D/M/Y" (for example, "1/25/1980," "25.1.1980," "1980-01-25," etc.) to ensure correct synchronization.*
  - *Data received by the device from the PC will be registered using the Date format specified by the PC.*
- *Synchronization may require a considerable amount of time when a large amount of Birthday and Anniversary data has been input into the **Address Book** has been registered in the device.*
- *The category list will not be synchronized. Therefore, when category names are modified or deleted in the category list, they may not be assigned correctly to each application entry after synchronization. When the category name has been modified in the category list the modified category name is added to the category list after synchronization.*

CHAPTER 3: PIM APPLICATIONS

This chapter explains how to use the following PIM applications that Qtopia Desktop will synchronize: Address Book, Calendar, and Todo List.

> *Note*: *For information regarding PIM applications, refer to the device's on-line help and the operation manual.*
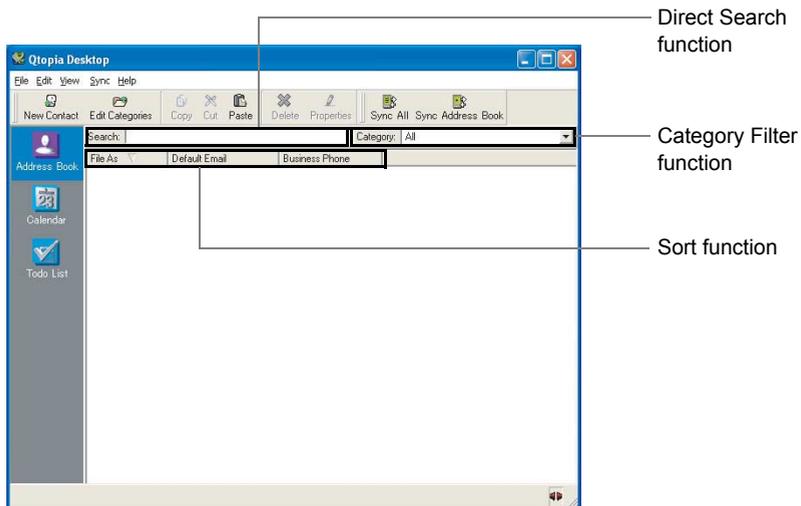
Address Book

The Address Book application will allow you to manage: create, modify, delete personal information (contacts).

Opening and Reading the Address Book Application

1. Click the Address Book application icon in the Launcher icon frame.

The Qtopia Desktop will launch and the Address Book main screen will be displayed.

Direct Search function

Entries listed in the left-hand corner of the Index screen (List View) will be searched. For example, when the File As label is listed in the left-hand corner, enter a few letters of the first name.
The Entry that includes these letters will be searched.

1. Click the Search entry box to set the cursor.

2. Enter the first few letters of the first name.

The selected entry will be immediately highlighted on the Index screen.

Note: *In the Search field you can use edit functions such as cut and paste by right-clicking the mouse button for easier input.*

Category Filter function

By grouping entries, you can display entries by category on the Index screen.

1. Click the Category drop-down list to open the list.

2. Click the desired category.

The entries included in the category will be displayed.

Sort Function

You can sort entries in the Index list by clicking labels such as File As and Default Email at the top of the Index list.

1. Click the desired tab.

Entries will be sorted by the label you click.

Note:

- *Every time you click the label, the entries will be sorted in ascending order (▽ : arrow facing downwards) or in descending order (△ : arrow facing upwards).*
- *By pointing the cursor between labels (File As and Default Email, for example), you can control the label width for easier viewing.*
- *The display position can be changed by dragging "label" to the left or right.*

To customize the Address Book Index screen

This setting will allow you to display the desired contacts item (field) in the Address Book Index screen.

1. Click "File" and then "Settings" on the menu bar.
The Qtopia Desktop Settings screen will be displayed.

2. Click the Address Book icon on the left of the screen, if not selected.

3. To add a new field, click the desired field in the Available Field list and then "Add >>."

   • To remove the current field, click the desired field in Selected Field list and then "<< Remove."

   • To change the order of the fields displayed on the Index screen, select the desired field and then click "Up" or "Down."

4. If necessary, repeat step 3 above to add or remove more than one field.

5. Click "OK" to save the settings.
Click the "Revert Changes" before clicking "OK" to undo your operation.

Creating a New Address Book Entry

1. Click "New Contact" on the tool bar.

The Contact Properties dialog box will be displayed telling you to fill out the required fields.

2. Enter the required items or select appropriate items by switching tabs. (Home, Business, etc.)

3. Click "OK" at the bottom of the screen to save the setting.

   Note: *For information on entry items, refer to the device's on-line help and operation manual.*

To group entries into a specific category:

1. Click "New Contact" on the tool bar or double-click the desired entry on the Index screen.

The Contact Properties dialog box will be displayed.

2. Click the Name and Email tab and check the desired category name in the Categories box.

You can check several category names on one entry.

3. Enter or change the required items and click "OK" to save the setting.

Now the entry belongs to the categories, in which you have placed it.

Adding/Modifying/Removing Email Address

On the Contact Properties dialog box, you can add, modify or remove an Email address by performing the following steps. After adding, modifying, removing an Email address, click "OK" to save the settings. To change the settings of an Email address displayed on the Address Book main screen ("Default Email"), click the desired Email address in the Email box and then click "Set Default".

To add a new Email address:

1. Click the Entry box to the left of the "Add" button in the Email box to set the cursor and enter the Email address.

2. Click "Add".

To modify the Email address:

1. Click the desired Email address in the Email box.

2. Click "Edit" and modify the Email address in the Entry box.

3. Click "OK".

To remove the Email address:

1. Click the desired Email address in the Email box.

2. Click "Remove".

Viewing Address Book Entry Details

1. Click the desired entry and then click "Properties" in the tool bar, or double-click the desired entry and then click the Summary tab.

The entry summary will open.

2. Modify settings by switching tabs, if necessary.

3. Click "OK" to save the modification.

Modifying the Address Book Entry

1. Double-click the desired entry.

2. Modify settings by switching tabs, if necessary.

3. Click "OK" to save the modification.

Creating a New Category

1. Click "Edit Categories" on the tool bar or click "Edit" in the Categories box in the Contact Properties dialog box.

   The Edit Categories dialog box will be displayed.

2. Click "New Category" and enter the desired category name.

   The name highlighted in the Name box ("New Category") is replaced with the name you have entered.

3. Click "OK" to save the settings and add new categories to the category list.

To modify the category:

1. Click the desired category in the Edit Categories dialog box.

2. Modify the category in the Name box.

3. Click "OK" to save the settings.

To delete the category:

1. Click the desired category in the Edit Categories dialog box.

2. Click "Delete Category" and then "Yes" to delete the category.

   Note: *"Business" and "Personal" cannot be modified or deleted.*

Address Book Commands

The Address Book main screen will offer the following menu commands, which can be accessed from the menu bar and the tool bar.

Menu Commands

File	
New Contact	Opens a Contact Properties dialog box to create a new entry.
Edit Categories	Opens the Edit Categories dialog box.
Properties	Opens the Properties dialog box.
Delete	Deletes the entry selected on the Index screen.
Settings	Sets up the method of connection.
Sniff Alarm	When checked, an alarm will be displayed on the PC screen at the time to which the event alarm is set (Default). When click "Sniff Alarm" and the check is removed, alarms will not be displayed on the PC screen.
Exit	Exits Qtopia Desktop.

Edit	
Copy	Copies one or more entries.
Cut	Cuts one or more entries.
Paste	Pastes one or more entries.
Delete	Deletes the entry selected on the Index screen.
Select All	Selects all entries on the Index screen at one time.

View	
List	Lists the entries.
Small Icons	Displays entries using small icons.
Large Icons	Displays entries using large icons.

Sync	
Sync	Synchronizes Address Book files.
Sync All	Synchronizes Address Book, Calendar and Todo List files.
Sync Auto Start	(See page 12.)

Help	
Manual	Displays Qtopia Desktop Help.
About	Displays copyright information.

Tool Commands

| New Contact	Opens a Contact Properties dialog box to create a new entry.
Edit Categories	Opens the Edit Categories dialog box.
Copy	Copies one or more entries.
Cut	Cuts one or more entries.
Paste	Pastes one or more entries.
Delete	Deletes the entry selected on the Index screen.
Properties	Opens the Properties dialog box.
Sync All	Synchronizes Address Book, Calendar and Todo List files.
Sync Address Book	Synchronizes Address Book files.

Calendar

The Calendar application will allow you to organize your schedule. You can view your schedule by day, week or month.

Opening and Reading the Calendar Application

1. Click the Calendar application icon in the Launcher icon frame.

The Qtopia Desktop will launch and the Calendar main screen (Monthly view) will be displayed.

Monthly View
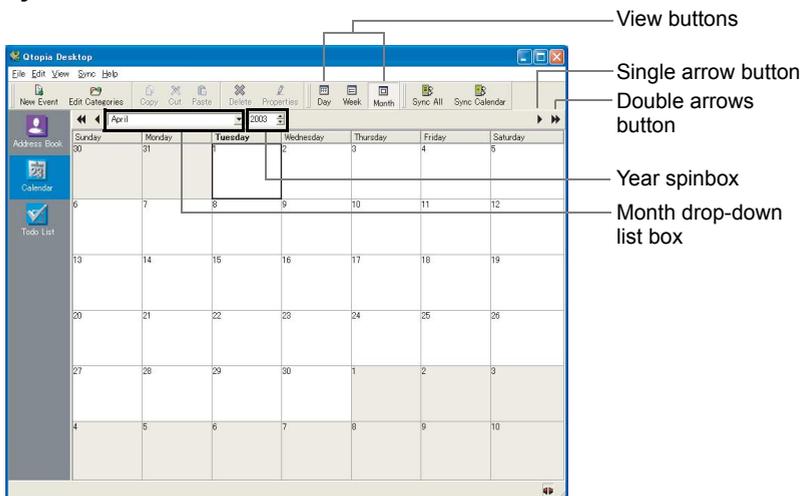
Single arrow button : Displays the previous (◀) or next (▶) month.

Double arrows button : Displays January (◀◀) or December (▶▶).

Month drop-down list box : Shows 12 months. Click the desired month to jump to the month directly.

Year spinbox : Click the up or down arrow to change the year one by one.

To change "Weeks start on"

This setting will allow you to display the Monthly View and Weekly View beginning with Sunday as the starting day (default) or starting with Monday.

1. Click "File" and then "Settings" on the menu bar. The Qtopia Desktop Settings screen will be displayed.

2. Click the Calendar icon on the left of the screen.

3. Click the radio button of "Sunday" or "Monday".

4. Click "OK" to save the settings.

Switching Calendar Views

By clicking the Calendar view buttons, you will be able to switch views.
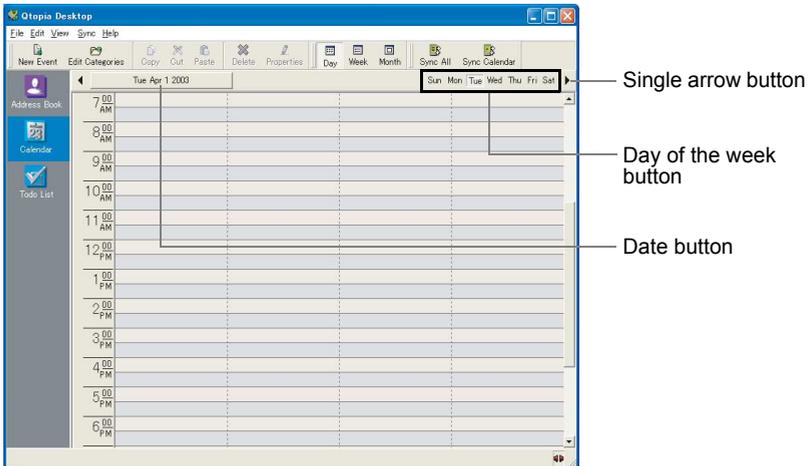
Weekly View
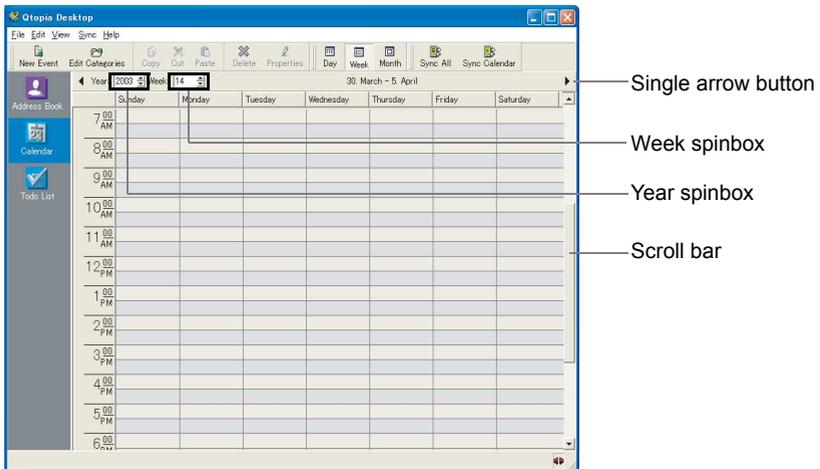
Single arrow button : Displays the previous (◀) or next (▶) week.

Week spinbox : Click the up or down arrow to specify the week of the year. The week will change one by one.

Year spinbox : Click the up or down arrow to change the year one by one.

Scroll bar : Click to display the rest of the time range.

Daily View

Single arrow button : Displays the previous (◀) or next (▶) day.

Day of the week button : Click the desired day of the week.

Date button : Click to display the calendar and then specify the desired date.

Creating a New Event

1. Click "New Event" on the tool bar.

   The Event Properties screen will be displayed telling you to fill in the fields.

2. Enter necessary items or select appropriate items by switching tabs. (General, Repeat)

General	
Description	Enter a description that will make it easy to find.
Location	Enter the location where the event will occur.
Start Date	Specify the start date by changing the spinbox entry. Select the date part and click the up or down arrow, or click ... to display the calendar and then specify the desired date.
End Date	Specify the end date in the same way as the start date.

General	
Start Time	Specify the start time by changing the spinbox entry.
End Time	Specify the end time by changing the spinbox entry.
Repeat	(This option will be checked automatically when you check the Repeat option in the Repeat tab.)
All Day	If you do not want to make the event occur at a specified time.
Alarm	Check when you want to set a reminder prior to the event. There are two choices for alarm volume (Silent, Loud).
Note	Enter a memo, if necessary.
Categories	Check the desired category when you want to set categories. (See "Creating a New Category" on page 23)

Repeat (Set how often the event will occur daily, weekly, monthly or yearly)	
Repeat	Check if you want to make the event a recurring event and make this a repeat settings for the event.
Daily	Select "Daily" under Recurrence and then set how often the event will occur.
Weekly	Select "Weekly" under Recurrence and then set how often the event will occur.
Monthly	Select "Monthly" under Recurrence and then set how often the event will occur. Click one of the following: Repeat by Day: The event will repeat according to day of the event you have created. Repeat by Date: The event will repeat according to date of the event you have created.
Yearly	Select "Yearly" under Recurrence and then set how often the event will occur.
End date	Check and specify the end date by clicking the up or down arrow or clicking ... to specify the date on the calendar that will appear.

3. Click "OK" at the bottom of the screen to save the setting.

Viewing the Event Details

1. Click the desired entry in the desired Calendar view and then click "Properties" in the tool bar.

The Event Properties screen will open.

2. Modify the settings, if necessary.

3. Click "OK" to save the modification.

Modifying the Event

1. Click the desired entry in the desired Calendar view and then click "Properties" in the tool bar.

2. Modify the settings, if necessary.

3. Click "OK" to save the modification.

Creating a New Category

1. Click "Edit" in the Category box in the Event Properties screen.

The Edit Categories dialog box will be displayed.

On the Edit Categories dialog box, you can create, modify, or delete the category. For information on how to create, modify, or delete the category, see page 23.

Calendar Commands

Calendar main screen will offer the following menu commands, which can be accessed from the menu bar and the tool bar.

Menu Commands

File	
New Event	Opens a Properties dialog box to create a new entry.
Edit Categories	Opens the Edit Categories dialog box.
Properties	Opens the Properties dialog box.
Delete	Deletes the entry selected on the Index screen.
Settings	Sets up the method of connection.
Sniff Alarm	(See page 24)
Exit	Exits Qtopia Desktop.

Edit	
Copy	Copies one or more entries.
Cut	Cuts one or more entries.
Paste	Pastes one or more entries.
Delete	Deletes the entry selected on the Index screen.

View	
Day	Views by day.
Week	Views by week.
Month	Views by month.

Sync	
Sync	Synchronizes event files.
Sync All	Synchronizes Address Book, Calendar and Todo List files.
Sync Auto Start	(See page 12.)

Help	(See page 24.)

Tool Commands

| New Event	Opens a Properties dialog box to create a new entry.
Edit Categories	Opens the Edit Categories dialog box.
Copy	Copies one or more entries.
Cut	Cuts one or more entries.
Paste	Pastes one or more entries.
Delete	Deletes the entry selected on the Index screen.
Properties	Opens the Properties dialog box.
Day	Views by day.
Week	Views by week.
Month	Views by month.
Sync All	Synchronizes Address Book, Calendar and Todo List files.
Sync Calendar	Synchronizes Calendar files.

Todo List

The Todo List application will allow you to manage tasks you wish to be reminded of.

Opening and Reading the Todo List Application

1. Click the Todo List application icon in the Launcher icon frame.

   The Qtopia Desktop will launch and the Todo List main screen will be displayed.
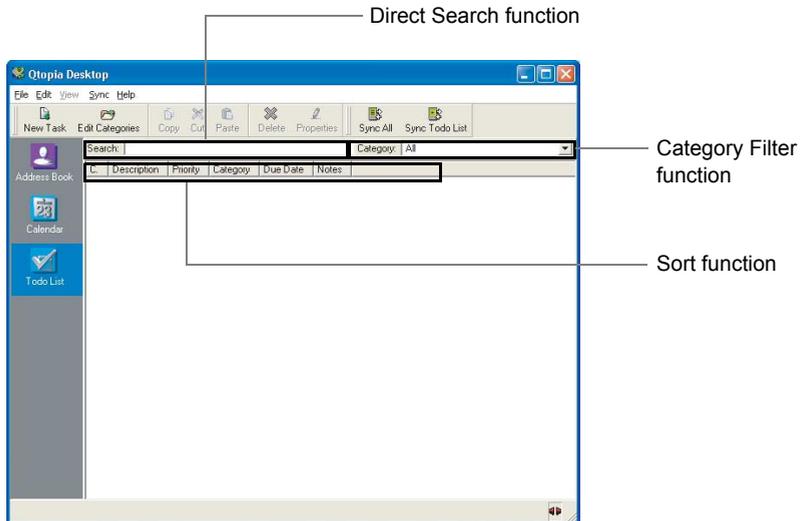
Direct Search function

Entering the first few letters of the description will allow you to search for entries that include these letters.

1. Click the Search entry box to set the cursor.

2. Enter the first few letters of the description.

   The selected entry will be immediately highlighted on the Index screen.

Category Filter function

By grouping entries, you can display entries by category on the Index screen.

1. Click the Category drop-down list to open the list.

2. Click the desired category.

   The entries included in the category will be displayed.

Sort Function

You can sort entries in the Index list by clicking labels such as C. (Checked status button) and Priority at the top of the Index list.

1. Click the desired tab.

Entries will be sorted by the label you click.

Note:

- *Every time you click the label, the entries will be sorted in ascending order (arrow facing downwards) or descending order (arrow facing upwards).*
- *By pointing the cursor between labels (Description and Priority, for example), you can control the label width for easier viewing.*

Creating a New Task Entry

1. Click "New Task" on the tool bar.

The Properties screen will be displayed telling you to fill out the required fields.

2. Enter necessary items or select appropriate items.

- When selecting the date, be sure to check the box first and then select the date. If the box is unchecked, the task is not specified and the due date is not displayed on the Index screen.

3. Click "OK" to save the setting.

Note: For information on entry items, refer to the device's on-line help and operation manual.

Viewing Todo List Entry Details

1. Click the desired entry and then click "Properties" in the tool bar, or double-click the desired entry.

The task will open.

2. Modify the settings, if necessary.

3. Click "OK" to save the modification.

Modifying the Todo List Entry

1. Double-click the desired entry.

2. Modify the settings, if necessary.

3. Click "OK" to save the modification.

Creating a New Category

1. Click "Edit Categories" on the tool bar.

The Edit Categories dialog box will be displayed.

On the Edit Categories dialog box, you can create, modify, or delete the category. For information on how to create, modify, or delete the category, see page 23.

Todo List Commands

Todo List main screen will offer the following menu commands, which can be accessed from menu bar and tool bar.

Menu Commands

File	
New Task	Opens a Properties dialog box to create a new entry.
Edit Categories	Opens the Edit Categories dialog box.
Properties	Opens the Properties dialog box.
Delete	Deletes the entry selected on the Index screen.
Settings	Sets up the method of connection.
Sniff Alarm	(See page 24)
Exit	Exits Qtopia Desktop.

Edit	
Copy	Copies one or more entries.
Cut	Cuts one or more entries.
Paste	Pastes one or more entries.
Delete	Deletes the entry selected on the Index screen.
Select All	Selects all entries on the Index screen at one time.

Sync	
Sync	Synchronizes Todo List files.
Sync All	Synchronizes Address Book, Calendar and Todo List files.
Sync Auto Start	(See page 12.)

Help	(See page 24.)

Tool Commands

New Task	Opens a Properties dialog box to create a new entry.
Edit Categories	Opens the Edit Categories dialog box.
Copy	Copies one or more entries.
Cut	Cuts one or more entries.
Paste	Pastes one or more entries.
Delete	Deletes the entry selected on the Index screen.
Properties	Opens the Properties dialog box.
Sync All	Synchronizes Address Book, Calendar and Todo List files.
Sync Todo List	Synchronizes Todo List files.

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