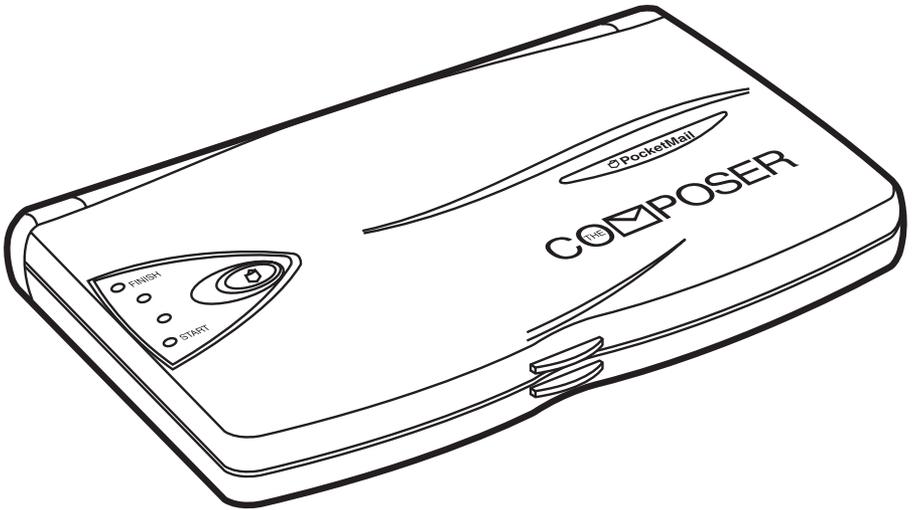




## PocketMail® Composer™



**CUSTOMER  
SUPPORT  
INFORMATION**

Order toll-free in the U.S.: Call **877-877-BBOX** (outside U.S. call **724-746-5500**)  
FREE technical support 24 hours a day, 7 days a week: Call **724-746-5500** or fax **724-746-0746**  
Mailing address: **Black Box Corporation**, 1000 Park Drive, Lawrence, PA 15055-1018  
Web site: [www.blackbox.com](http://www.blackbox.com) • E-mail: [info@blackbox.com](mailto:info@blackbox.com)

**FEDERAL COMMUNICATIONS COMMISSION****and INDUSTRY CANADA****RADIO FREQUENCY INTERFERENCE STATEMENTS**

**Class B Digital Device.** This equipment has been tested and found to comply with the limits for a Class B computing device pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. However, there is no guarantee that interference will not occur in a particular installation. This equipment generates, uses, and can radiate radio frequency energy, and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. If this equipment does cause harmful interference to radio or telephone reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult an experienced radio/TV technician for help.

**Caution**

**Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.**

To meet FCC requirements, shielded cables and power cords are required to connect this device to a personal computer or other Class B certified device.

*This digital apparatus does not exceed the Class B limits for radio noise emission from digital apparatus set out in the Radio Interference Regulation of Industry Canada.*

*Le présent appareil numérique n'émet pas de bruits radioélectriques dépassant les limites applicables aux appareils numériques de classe B prescrites dans le Règlement sur le brouillage radioélectrique publié par Industrie Canada.*

**EUROPEAN UNION DECLARATION OF CONFORMITY**

This equipment complies with the requirements of the European EMC Directive 89/336/EEC.



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*Any other trademarks mentioned in this manual are acknowledged to be the property of the trademark owners.*

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# Quick Start Guide

## Looking at the Inside of the PocketMail® Composer™

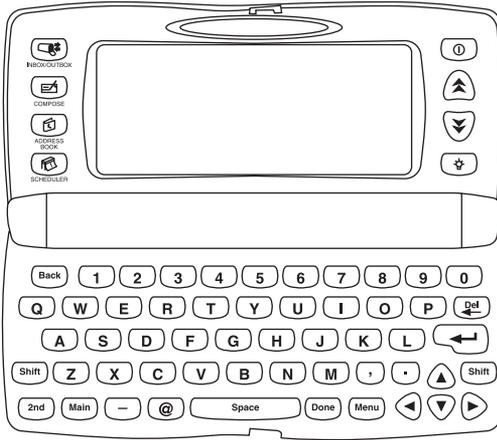


Figure Q-1. Inside of the PocketMail Composer.

## Looking at the Outside of the PocketMail Composer

The PocketMail button and the Progress Bar lights are located on the outside top of the Composer.

- The PocketMail button activates sending and receiving PocketMail messages.
- Progress lights monitor the progress of the PocketMail messages being sent and received, breaking down the transmission into four equal units.

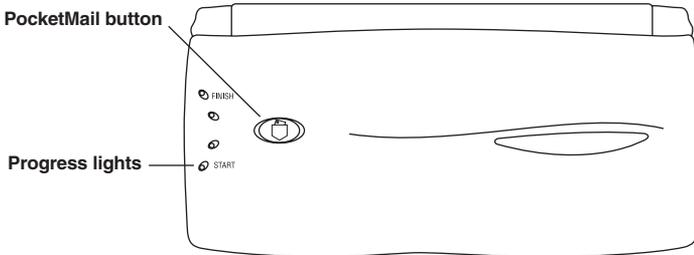
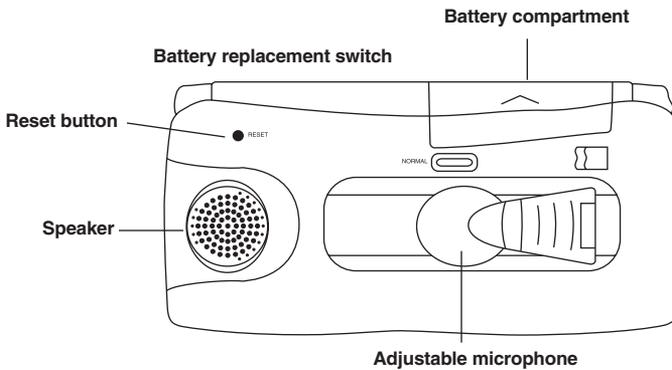


Figure Q-2. Outside top of the Composer.

## Looking at the Bottom of the PocketMail Composer

The outside bottom of the Composer houses its communications and power hardware.

- Adjustable microphone arm and speaker allow you to align the microphone with the telephone receiver to communicate with the PocketMail server.
- The AA battery compartment houses the two AA batteries required to power the Composer.

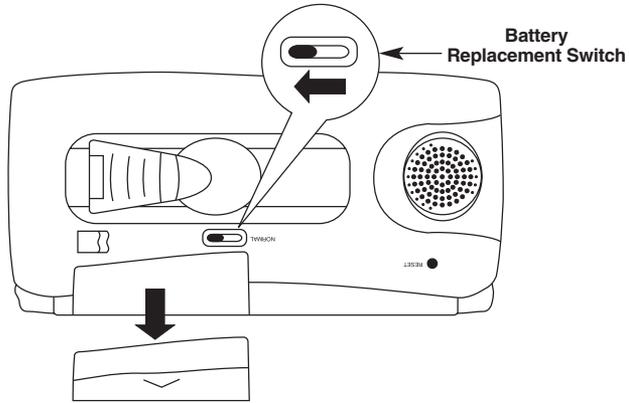


**Figure Q-3. Bottom of the Composer.**

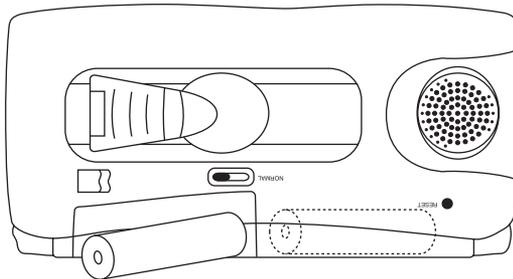
## Installing the Batteries

Before you install the batteries, make sure the Composer is turned off.

To install batteries in your PocketMail Composer:



**Figure Q-4. Moving the battery replacement switch to the open position.**



**Figure Q-5. Installing the batteries.**

1. Move the battery replacement switch to the open position, as shown in Figure Q-4. Note that a red dot appears next to the switch, as explained in Step 4, below.
2. Release the battery compartment and install two AA batteries as shown in Figure Q-5.
3. Close the battery compartment as shown in Figure Q-6.

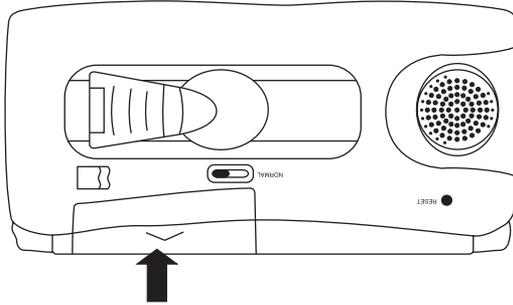


Figure Q-6. Closing the battery compartment.

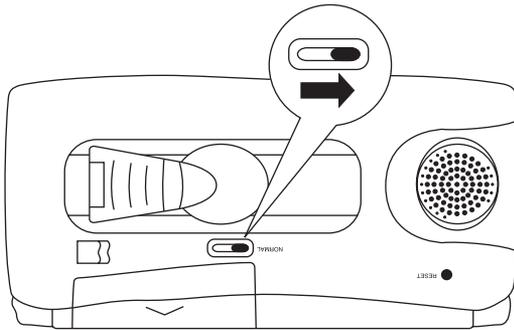


Figure Q-7. Closing the battery replacement switch.

4. Move the battery replacement switch back to the closed position as shown in Figure Q-7.

## NOTE

The Composer will not function if the battery replacement switch is not correctly repositioned.

5. Your Composer is ready for use.

## Turning the PocketMail Composer On and Off

You can turn on the Composer by pressing any one of the following buttons:

- Pressing  turns on the Composer and displays the “Welcome to PocketMail” screen followed by the Main screen. After you activate your PocketMail service, it will go straight to the Main screen.

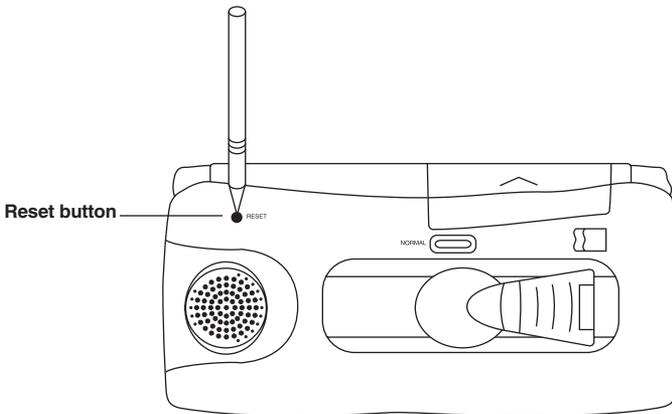
- Pressing  turns on the Composer and displays the contents of your Inbox with the last email message selected. Pressing  a second time displays the Outbox (messages sent or pending).
- Pressing  turns on the Composer and displays the Compose screen with the cursor in the To: field.
- Pressing  turns on the Composer with the Address Book displayed.
- Pressing  turns on the Composer with the Scheduler displayed in Calendar View. Displays a two-month overview of appointments and special dates.

These functions are discussed in the rest of this manual.

**NOTE**

**The Composer conserves battery power by turning itself off if left idle for three minutes. Any work in progress is saved beforehand.**

As with any computer, the Composer screens can “freeze” occasionally. If this happens, press the Reset button, as shown in Figure Q-8. This procedure does not result in any loss of data in most circumstances.



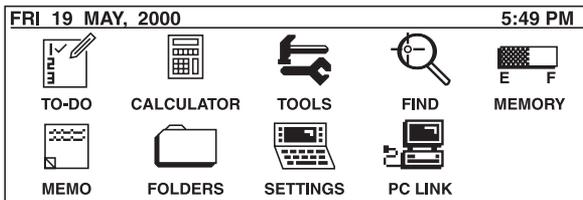
**Figure Q-8. Location of the reset button.**

## Working with the Main Screen

The Main screen is displayed whenever you turn on the Composer by pressing . The icons appearing in this screen represent PocketMail work areas.

### NOTE

**The first time you turn on the Composer, a screen appears with information about how to activate your PocketMail account. For further details, see “Signing Up for PocketMail Service.”**



**Figure Q-9. Main screen.**

The following PocketMail work areas are available:

- To-Do: to keep a brief list of action items.
- Calculator: provides basic mathematical functions.
- Tools: for managing your PocketMail account.
- Find: searches for a word or phrase anywhere in the Composer.
- Memory: gives access to memory management functions.
- Memo: for general notes.
- Folders: to access folders that you can customize for managing messages.
- Settings: to specify your Composer settings and preferences.
- PC Link: connects your PC to backup, restore, or upgrade the Composer software.

See the rest of this manual for more information on these functions.

## Signing Up for the PocketMail Service

The first time you use your Composer, a screen providing contact information and a place to enter your user name and the activation code is displayed. You may activate your PocketMail service by visiting the PocketMail Web site at [www.pocketmail.com](http://www.pocketmail.com). You will be asked to quote the serial number (on the underside of the Composer), your credit card number, and your chosen email user name.

### NOTE

**A typical user name would be, for example, “tjones” for a person named “Tom Jones.” Each user name must be unique, so you may need to provide an alternative. Possible alternatives for Tom Jones would be “jonest” or “tom\_jones.”**

You will be given an activation code in return.

#### TO ACTIVATE YOUR POCKETMAIL COMPOSER

1. Press the Power button . The Activate Device screen is displayed.



**Figure Q-10. Activate Device screen.**

2. Go to the PocketMail Web site at: <http://www.pocketmail.com>
3. Follow the Web site’s instructions on setting up your account.
4. Press  when you are finished. The Welcome screen should now be displayed.

You are now ready to begin sending and receiving PocketMail messages.

### Creating Your First PocketMail Message

The procedures set out in this and the next two sections use demonstration messages to show you how to create, send, receive, check, and manage messages.

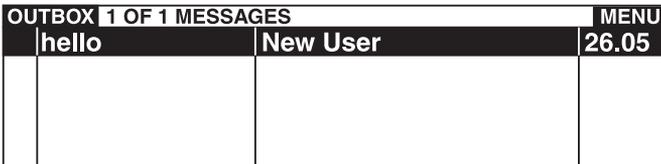
*To create a message:*

1. Open the Composer and press . A blank message screen is displayed with the cursor in the To: field. Note that the From: field, located above the To: field, defaults to your username and address.



**Figure Q-11. Compose screen.**

2. In the To: field, type the following: hello.
3. Use the  key to move the cursor to the Subject field.
4. In the Subject field, type the following: New User.
5. Press  to move to the Message area.
6. Type the following message: "This is my first PocketMail message"
7. Press  to complete and save the message. The Outbox is displayed showing you that your message is stored until you dial into the PocketMail server and send it.



**Figure Q-12. Outbox.**

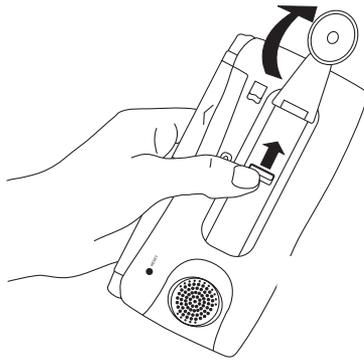
8. Close the Composer to get ready to send your message.

## **Sending Your Message**

The Composer sends your message by communicating with the PocketMail server over the phone lines. The sound of the communication is a high-speed chatter, much like that of a fax machine.

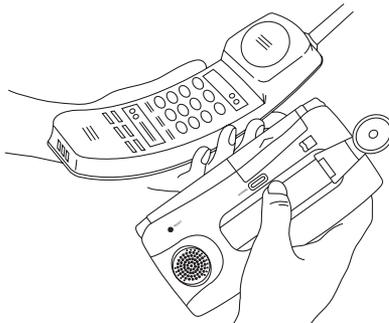
*To send your message:*

1. On the back of the Composer, gently lift the microphone up to the open position.



**Figure Q-13. Lifting the microphone.**

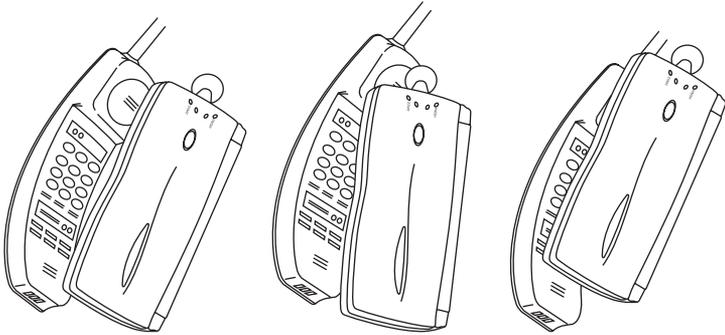
2. Measure the Composer against the telephone receiver and adjust the microphone slide for the best possible fit. The rubber cup of the Composer's microphone should fit snugly over the telephone ear piece and the Composer speaker should be as close to the telephone mouthpiece as possible.



**Figure Q-14. Adjusting the microphone slide.**

**NOTE**

Bad alignments such as those shown in Figure Q-15 are likely to result in unsuccessful transmissions.



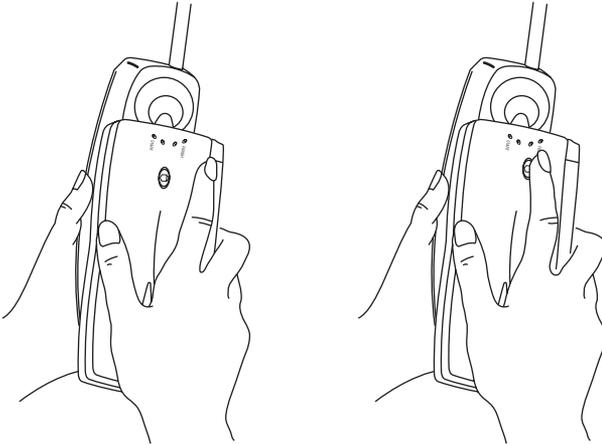
**Figure Q-15. Bad alignments.**

3. With the Composer now properly adjusted to the telephone receiver, dial the number on the label on the back of the unit: 1-800-762-5386 in the USA, 1-800-320-6727 for USA pay phones or for Canada, or 1-408-689-0100 for international. (Toll charges may apply for the 408 number.) Listen for the voice prompt, which will say: "Welcome to PocketMail. Press the PocketMail button."



**Figure Q-16. Dialing.**

- Position the Composer correctly against the telephone receiver, then press the PocketMail button (on the outside top of the Composer) until you hear a high pitched beep, then release the button.



**Figure Q-17. Pressing the PocketMail button.**

**NOTE**

**Press the PocketMail button once only for about one second until you hear a high pitched beep. Pressing it a second time cancels the transmission.**

- Listen for the communication chatter as the Composer talks to the PocketMail server. Do not remove the Composer until the communication is complete. See Steps 6 and 7.
- Monitor the transmission with the progress lights on the top of the Composer.



**Figure Q-18. Progress lights.**

7. The transmission is complete when the chatter ceases and the progress lights go off. If the transmission is successful, you will hear three beeps in a rising pitch sequence. If the transmission failed, you will hear two tones in a falling pitch sequence. If you received messages in your Inbox, you will hear a three tone sequence: low-high-low.
8. Remove the Composer from the telephone receiver, listen to the voice prompt, and then hang up the telephone.
9. Return the Composer's microphone to its original position by folding the arm down.

## Checking Your Messages

Dialing in to the PocketMail server has a dual function: the Composer sends your outgoing messages and picks up any messages that are waiting for you. Incoming messages will appear in your Inbox after the transmission has completed.

*To check your messages:*

1. Open the Composer and press . The Inbox is displayed first. If you sent the New User message detailed earlier, there should be three messages welcoming you to PocketMail, as shown in Figure Q-19. The solid box to the left of the address indicates that the message has not been read.

INBOX 1 OF 3 MESSAGES			MENU
<input type="checkbox"/>	PocketMailServ...	Welcome!!	26.05
<input checked="" type="checkbox"/>	CustomerService	Problems	26.05
<input checked="" type="checkbox"/>	PocketMailServ...	Thanks again	26.05

Figure Q-19. Inbox.

2. Press  a second time to go to the Outbox. An S to the left of the address, as shown in Figure Q-20, indicates that the message was sent successfully.

OUTBOX 1 OF 1 MESSAGES			MENU
s	hello	New User	26.05

**Figure Q-20. Outbox.**

3. To read one of your messages, select it and press . This opens the message and shows the text in the display area. For more information on working with messages, see **Chapter 4**.

## **Managing PocketMail Messages**

The following two Composer functions are particularly helpful for managing your email.

- Mailbox Consolidation sends copies of incoming messages from your other email accounts to your PocketMail account. See **Section 5.1** for more information.
- Message Title Preview saves time and memory resources by allowing you to preview messages before you download them. This feature is beneficial if you receive many email messages daily. See **Section 5.2** for more information.

# 1. Specifications

**Processor:** DSP and low power microprocessor

**Memory:** 512 kbyte user, 512 kbyte system

**Display:** 8 lines x 40 characters (240 x 80 pixels)

**Keyboard:** QWERTY layout (rubber keys)

**Serial Data Port:** Half duplex; 19.2 kbps, RS-232 level 3-pin connection

**Indicators:** LEDs: Send, Receive, New Messages

**Data Communication Hardware:** PocketScience proprietary DSP-based modem

**Low Battery Detect:** Indicates when less than 10% of total battery life remains

**Power Management:** Auto Power Off after 3 minutes

**Temperature Tolerance:** Operating: 32 to 104°F (0 to 40°C); Storage: -4 to +149°F (-20 to +65°C)

**Humidity:** Operating: 35 to 85% relative humidity; Storage: 20 to 93% relative humidity, noncondensing

**Primary Power Source:** (2) AA batteries

**Size:** 6.3"H x 3.1"W x 0.9"H (16.2 x 8 x 2.4 cm)

**Weight:** 0.5 lb. (233 g) including batteries

## 2. Introduction

### 2.1 About the PocketMail Composer

The Composer combines a number of state-of-the-art technologies in one small package to keep you in touch with colleagues, friends, and family, wherever you are. Use the Composer communication features to send email or faxes and receive email from almost any telephone. Use the Composer's organizer features to keep track of all your commitments.

Here's what the Composer and PocketMail service allow you to do:

- **Compose:** Prepare messages quickly using addresses from the integrated Address Book.
- **Mailbox Consolidation:** Receive messages from your other email accounts over the PocketMail service.
- **Message Title Preview:** Save your time and memory resources by previewing messages before deciding whether to download them.
- **Fax capability:** Send faxes from the Composer.
- **Windows Link:** Backup and restore PocketMail data to your personal computer.
- **CompanionLink:** Synchronize the Composer address book, scheduler, and To-Do list with Microsoft Outlook.
- **PocketRules:** Filter out unwanted email.
- **Multiple folders:** File and sort your messages according to date, subject, author, or size.
- **Scheduler:** Plan appointments and keep reminders of special dates.
- **To-Do:** Keep a prioritized list of upcoming tasks.
- **Memo:** Make notes on any subject.
- **Calculator:** Perform basic mathematical calculations.

## 2.2 About the PocketMail Service

Your PocketMail service is maintained on a server (a type of computer) located at the PocketMail offices. Your PocketMail address refers to that server, rather than the Composer itself. You use the Composer to access a portion of the server allocated to you.

Imagine that you are part of a traditional business network in which everyone has a post office box. Each morning you write letters and put them in your Out tray. Later in the day you go to the post office to mail your outgoing letters and pick up any incoming mail. The mail service transports your letters, to be picked up by your associates from their post office boxes whenever they check them.

In the PocketMail scenario, the Composer is like your desk. There you compose emails or faxes and put them in the Outbox. Dialing into the PocketMail server is the equivalent of the trip to the post office. The Composer sends your outgoing email and picks up any incoming messages that may be waiting there. The PocketMail server forwards each of your outgoing messages to the server maintained by the addressee's email service provider. Each recipient will log in to their email service and pick up the message you have sent.

### NOTE

See page 11 for instructions on activating the PocketMail service.

## 2.3 The PocketMail Composer

The front of the Composer has a button and four Progress Bar lights.

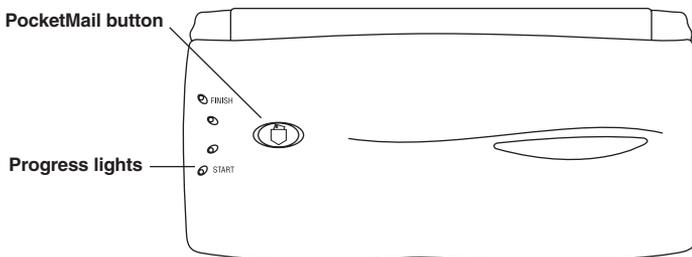


Figure 2-1. Outside top view.

The bottom of the Composer has a speaker and a retractable microphone for sending and receiving messages over phone lines.

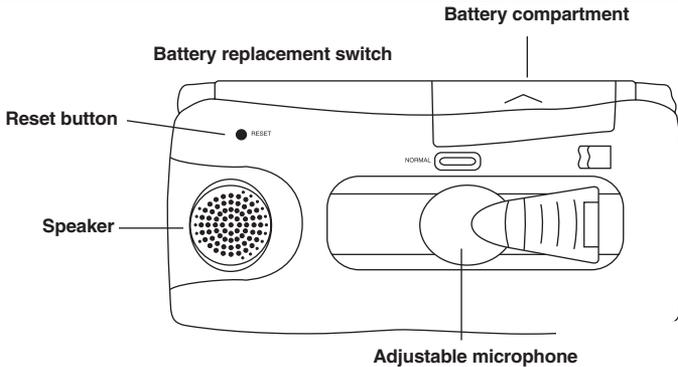


Figure 2-2. Bottom view.

## NOTE

See pages 6 through 8 for battery installation instructions.

## 2.4 What the Package Includes

The PocketMail package includes the following:

- Composer
- Windows Link and CompanionLink CD and cable
- (2) AA batteries
- This users' manual

If anything is missing or damaged, please call Black Box Technical Support at 724-746-5500.

## 2.5 System Requirements

To use the Composer, you need the following:

- Contents of the Composer package (see above).
- PocketMail service.

## 2.6 Compatible Telephones

The Composer operates with most conventional telephones, including corded, cordless, digital PBX, analog mobile phones, digital mobile phones, and pay telephones. Some types of telephones may be less reliable for communications with the PocketMail service than others. If you suspect that you are not achieving

successful communications, try using another telephone. When aligning the unit on the telephone, make sure that the microphone hole is authentic. Some cellular telephones have false microphone holes.

### 2.7 Synchronize Your PocketMail Composer with Your PC

Windows Link and CompanionLink are optional software components supplied with your Composer. Installing Windows Link on your personal computer allows you to transfer data between your Composer and the PC. You can compose, read, and organize your messages on your Composer or computer and transfer your messages from one to the other.

CompanionLink synchronizes information in a personal information manager (like Microsoft Outlook). Your calendar, notepad, to-do list, or address book can be synchronized with your Composer.

### 2.8 Getting Help

If you need help in setting up or using the Composer or the PocketMail Service, you can visit the PocketMail Web site at [www.pocketmail.com](http://www.pocketmail.com).

### 2.9 The PocketMail Web Site

The PocketMail Web site ([www.pocketmail.com](http://www.pocketmail.com)) provides information about the PocketMail Service and allows you to set up your account. You can also use this Web site to:

- Set up mailbox consolidation so that you can receive email messages from other email accounts over the PocketMail Service.
- Clear your old messages from your PocketMail account.
- Clear all messages from your PocketMail account.
- Set up rolling mailbox that makes room for new messages by deleting older ones when your account reaches the 4 MB limit.
- Read frequently asked questions (FAQs).
- Get help with forwarding business email messages from applications such as Lotus Notes or Microsoft Outlook.

## 3. Getting Started

### 3.1 Starting and Using the PocketMail Composer

You can turn on the Composer in the following ways:

- Pressing  turns on the Composer and displays the “Welcome to PocketMail” screen followed by the Main screen. After you activate your PocketMail service, it will go straight to the Main screen.
- Pressing  turns on the Composer and displays the contents of your Inbox with the last email message selected. Pressing  a second time displays the Outbox (messages sent or pending).
- Pressing  turns on the Composer and displays the Compose screen with the cursor in the To: field.
- Pressing  turns on the Composer with the Address Book displayed.
- Pressing  turns on the Composer with the Scheduler displayed in Calendar View. Displays a two-month overview of appointments and special dates.

The first time you turn on the Composer, the “Welcome” screen appears. If you choose to set a password for security, an “Enter Password” field appears at the bottom of the screen each time the Composer is turned on. You cannot go beyond the Password screen unless you enter the correct password.

SET PASSWORD	
No password is assigned	
Password:	<input type="password"/>
Reenter password:	<input type="password"/>
Press DONE when finished	

Figure 3-1. Set password dialog.

### NOTE

**DO NOT FORGET YOUR PASSWORD.** If you need to reset your password, the unit will lose all existing data. To reset the password, you need the guidance of a PocketMail technician.

## 3.2 Navigation and Editing in PocketMail Composer Screens

The keystroke sequences for moving to and selecting Composer functions are simple: use the arrow buttons     to move an item, then press  to select it. Other keys to help you navigate are:



These accelerator keys take you to the top and bottom of the current screen or, in Scheduler for example, the keys enable you to flip through a sequence of screens.



Not all screens have menus. If there is one, the word “Menu” is displayed at the top right of the screen. Press the Menu key to display the list of options, then use the arrow buttons to move to your choice. Press Enter to select.



Takes you back to the previous screen without saving any changes you have made in the current screen. Pressing this key two or three times takes you back to the Main screen.



Takes you directly to the Main screen from any other screen.

### EDITING

When you create a new item of any sort, the Composer provides you with a blank form in edit mode. Once you save the item, you must re-open it in edit mode before you can make changes to it. To do this, first view the item, then press Enter.

The standard QWERTY keys function as you would expect. Other keys providing special functions are:



Press this key to activate the characters that are printed in a different color above the regular keys on the keypad.



Caps Lock: Press 2nd and then the Shift key to have all subsequent letters you type appear in upper-case format. Press 2nd and then the Shift key to cancel the Caps Lock.



Press this key to save original data or changes you entered.

Additional editing sequences that you will find helpful are:

- To move to the end of a line: Press **2nd** and then press ◀ or ▶.
- To select one or more characters: Hold **Shift** and then press ◀ or ▶.
- To select one or more lines of text: Hold **Shift** and press ▼ or ▲.
- To copy selected text to the clipboard: Press **2nd**, then press the letter “C.”
- To cut selected text to the clipboard: Press **2nd**, then press the letter “X.”
- To paste the clipboard contents: Press **2nd**, then press the letter “V.”

### 3.3 Working with the Main Screen

When you turn on the Composer by pressing the power button, the Main screen appears immediately after the “Welcome” screen. You can access the Main screen from any other screen by pressing the Main button. The date and time are shown at the top of the Main screen. The icons shown represent PocketMail functions that you can choose.

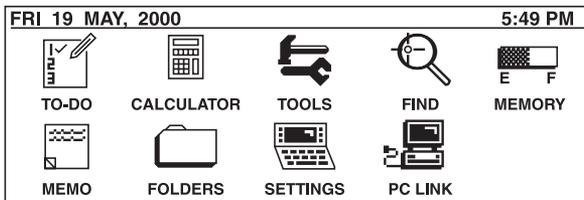


Figure 3-2. Main screen.

- To-Do: to keep a brief list of action items.
- Calculator: provides basic mathematical functions.
- Tools: for managing your PocketMail account.
- Find: searches for a word or phrase anywhere in the Composer.
- Memory: gives access to memory management functions.
- Memo: for general notes.
- Folders: to access folders that you can customize for managing messages.

- Settings: to specify your Composer settings and preferences.
- PC Link: connects your PC to backup, restore, or upgrade the Composer software.

### 3.4 Viewing the Status of Messages

When you first open your Inbox or Outbox, you see the list of messages that are inside. From left to right, the first column shows the message status, the second shows the author's email address (or recipient's email address if in the Outbox), the third shows the subject, and the fourth shows the date.

INBOX 4 OF 4 MESSAGES			MENU
R	acw@accsoft.com...	Time Trial	26.05
F	fred@pocketmail...	Great device	26.05
▶	tom.jones@bigpo...	Waiting for you...	26.05
■	ben@info.net	Hi	26.05

Figure 3-3. Inbox.

The status indicators for the Outbox are slightly different than those for the Inbox.

OUTBOX 4 OF 4 MESSAGES			MENU
H	acw@accsoft.com...	Time Trial	26.05
I	fred@pocketmail...	Great device	26.05
S	tom.jones@bigpo...	Waiting for you...	26.05
	ben@info.net	Hi	26.05

Figure 3-4. Outbox.

The table below shows the status indicators for messages in the Inbox.

**Table 3-1. Inbox status indicators.**

<b>Indicator</b>	<b>Explanation</b>
right-facing triangle	Message marked for Get or Delete by pressing the space bar.
blank	PocketMail message has been read.
R	Reply: PocketMail message has been read and replied to.
F	Forward: PocketMail message has been read and forwarded.
outline of box	Only the subject line for the message is downloaded.
solid black box	Unread full message.

Table 3-2 shows the status indicators for messages in the Outbox.

**Table 3-2. Outbox status indicators.**

<b>Indicator</b>	<b>Explanation</b>
blank	An unsent message.
S	Sent: The PocketMail message has been sent.
H	Hold: The PocketMail message is on hold and will not be sent as long as this indicator is displayed. To remove the H, select the message and type H. You can also edit the message and press Done when you are ready to send the message.
I	Incomplete: The PocketMail message is incomplete. A recipient address and message contents are required before it can be sent.

### 3.5 Using the Address Book

The address book allows you to store individual email addresses, fax numbers, and other contact information. You can also create and store groups of email addresses and fax numbers for use as distribution lists.

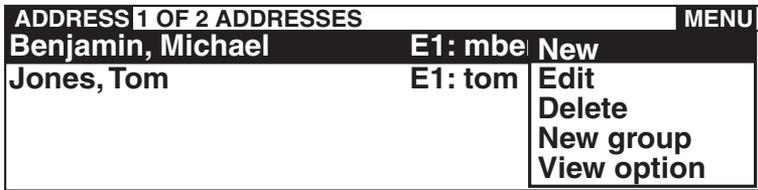
When composing a message, you have the option to type in an email address or fax number directly, or you can use the address book's lookup feature to automatically enter the address or fax number. This makes the address book particularly helpful for messages to those people you contact frequently.

#### 3.5.1 CREATING, EDITING, AND DELETING ADDRESSES

Address information is organized in records. Each record represents a person or business with whom you communicate. Within each record are several lines for email addresses and fax numbers in addition to lines for telephones, postal addresses, and other information about the person or business.

*To create a new Address Book record:*

1. Press  . The Address list screen is displayed.



**Figure 3-5. Address list screen.**

2. Press  and select New from the menu. A blank address record is displayed.
3. Type the contact information in the appropriate lines, using the arrow buttons to move between lines.
4. Press  to save the address record.

*To edit an Address Book record:*

1. Press  and select the record you want to edit. Use the arrow buttons to navigate through the list.

2. Press  .
3. Use the arrow keys to move to the field you wish to change, then perform the edit.
4. Press  to save the updated address record.

After storing an address in the Address Book, you can quickly add it to an email message or fax. For instructions, see **Section 3.5.3**.

*To delete an Address Book entry:*

1. Press  and select the address record you want to delete.
2. Press  .
3. Press Y (Yes) to confirm that you want to delete this address record.

ADDRESS 1 OF 2 ADDRESSES		MENU
Benjamin, Michael	E1: mbe	New
Jones, Tom	E1: tom	Edit
		Delete
		New group
		View option

**Figure 3-6. Deleting an Address Book record.**

### 3.5.2 FINDING AN ADDRESS

Once an address record is stored in the Address Book, it is easy to find it for updating or editing.

*To find an address record:*

1. Press  to display the list of address records.
2. Press the first letter of the addressee’s last name to move directly to that section of the address book. Now use the arrow keys to move to the desired addressee.
3. Press  to view the selected address.

4. Press  again to put the record into edit mode.

### 3.5.3 ACCESSING THE ADDRESS BOOK FROM A MESSAGE

*To access the Address Book from a message:*

1. Press  and then select Menu.
2. Select Lookup from the Menu. The Address Book records are shown in alphabetical order.
3. Press the first letter of the addressee's last name to move directly to that section of the address book. Now use the arrow keys to move to the desired addressee.
4. Press . If only one type of address (email or fax) exists for this person, it is inserted into the message header. If both types of address exist, they are now presented for your selection. Move to the desired address and press .

### 3.5.4 ADDING ADDRESSES FROM THE INBOX

You can add addresses from messages you have received in your Inbox directly to the Address Book.

*To add to the Address Book directly from the Inbox:*

1. Press .
2. Select the PocketMail message using the arrow button.
3. Select  and choose Add Address from the Menu. The Address Book opens with the sender's address automatically listed in the Email #1 field.
4. Type in the name and other pertinent information.
5. Press  to save the record and return to the Inbox.

## 4. Sending and Receiving PocketMail Messages

### 4.1 Composing Messages and Faxes

When you compose an email message, the message is stored in the Outbox. When you connect with the PocketMail Service, all messages in your Outbox are sent automatically.

#### 4.1.1 COMPOSING AN EMAIL MESSAGE

For an explanation of basic navigation and editing functions, see **Section 3.2**.

*To compose an email message:*

1. Press . The compose message screen appears with the cursor in the To field.
2. Type in the email address of the person you will send the message to or use the lookup feature from the address book as described in **Section 3.5.3**.

#### NOTE

**You can send a message to more than one person at a time, as described in Section 4.1.4.**

3. Press  to move up to the From field. Your PocketMail address is inserted here as a default. You can type in a different email address than your PocketMail address if you'd like the recipient to respond to a different account. For more information, see **Section 5.5**.
4. Press  to move to the Cc field. Enter an address, or addresses, to which you want to send a copy of this message.

#### NOTE

**For information on how to retrieve addresses from the Address Book, see Section 3.5.3.**

5. Press  to move to the Sub field, and type in the subject of the message. This should be a brief description that gives the recipient an idea about the contents of your message.
6. Press  to move to the body of the message, and type in the contents.

7. Press  to save the message. The message is now in your Outbox, queued to be sent the next time you connect to the PocketMail server.

## NOTE

**If you don't want to send the message the next time you connect to the PocketMail server, you can mark the message to be held. It remains on hold until you change its status. Once the hold status is removed, the message will be sent during your next connection to PocketMail. For more information on status indicators, see Section 3.4.**

### 4.1.2 COMPOSING A FAX

The steps to send a fax are similar to those for an email message. As with email, when you compose and save a fax, it is stored in the Outbox. The next time you connect to the PocketMail server over the phone, any faxes in your Outbox are sent, along with any email messages.

*To compose a fax:*

1. Press . A blank composition form is displayed. Press .
2. If this addressee's fax number is in your Address Book, select Look Up. If not, select Enter fax.

If you are using the Address Book, use the arrow keys to select this addressee from the list. Select the required fax number and press .

If you are using the Enter fax method, a blank Name and Fax # form is displayed. Enter the details and press .

## NOTE

**You can send a fax to more than one person at a time, as described in Section 4.1.3.**

3. Press  to move to the Cc field. Enter an address, or addresses, to which you want to send a copy of this message.

### NOTE

You can retrieve a Cc address from the Address Book just as you can a To address.

4. Press  to move to the Sub field. Type in a subject for the message.
5. Press  to move to the body of the message, and type in the contents.
6. Press  to save the message. The message is placed in your Outbox, queued to be sent during your next connection to the PocketMail server. When a fax is sent successfully, the PocketMail server sends you a confirmation message.

### NOTE

If you don't want to send the message the next time you connect to the PocketMail server, you can mark the message to be held. It remains on a hold until you change its status. For more information on status indicators, see Section 3.4.

## 4.1.3 MULTIPLE ADDRESSES

There are two methods for multiple addressing. You can create a group in the address book, then enter the group as the collective addressee of a message by accessing the address book. Or you can simply enter multiple addresses into the To or Cc field of a message when you compose it. The maximum number of recipients for a PocketMail message is 25. You can make an Address Book group for email addresses or fax numbers.

*To create and use an Address Book Group:*

1. Press  and then press .
2. Choose New Group. Enter a name for this group: “Sales Team” or “My Tribe,” for example.
3. Press  to move to #1, then choose Lookup from the menu.
4. The address book records are shown in alphabetical order. Select an addressee in the same way you would when accessing the address book from a message.
5. Select the email address or fax number and press .

### NOTE

**It is not possible to have email addresses and fax numbers in a single group.**

6. Repeat steps 3, 4, and 5 for each member of this group.
7. Press  to save the group in the address book.

Once you create a group, you can access it from the To or Cc field of a new message in the same way as an ordinary address.

*To enter multiple addresses directly:*

In the To or Cc field of the message:

1. Enter the first email address or fax number, either manually or by accessing the address book.
2. Type a comma or semicolon. A second To or Cc field will be displayed. Enter the second address or fax number. Repeat this step for each addressee.

### 4.2 Sending PocketMail Messages and Faxes

When you press  after composing an email or fax, it is transferred to your Outbox and queued for sending. The next time you connect to the PocketMail server, the messages in the Outbox are sent.

If you want to draft an email or fax and edit it at a later time, you can mark it with a hold status. Simply highlight the message and press H to hold it in the Outbox. It will remain in your Outbox until you remove the hold status.

For information on how to connect to and communicate with the PocketMail server, see the Quick Start Guide in the beginning of this manual. For information on compatible phones you can use with the Composer, see **Section 2.6**.

### 4.3 Reading PocketMail Messages

Your Inbox and each personal folder will hold a maximum of 294 messages. If you receive a warning notice from the PocketMail server that your Inbox is full, you may move messages to a personal folder and then connect to the PocketMail server again to get your additional messages. If your message folders and/or organizer features fill up all available memory, delete as many messages and other items as you can and then use the Memory feature from the main screen to run the Compress utility.

After you connect to the PocketMail server, a list of messages you have received appears in the Inbox. You can open and read a message from the Inbox or from any folder you have transferred a message to.

#### NOTE

**You can also receive messages from other email accounts in your PocketMail account. This feature can be set up using mailbox consolidation. For more information, see Section 6.6.**

*To read a message:*

1. Select the message you want to read and press  to open the message. The content of the message is displayed.
2. If there is a scroll bar to the right of the screen, then there is additional text in the message body that is not currently shown. Use the  and  or the arrow buttons to navigate the message.
3. Press  when you have finished reading the message.

## NOTE

After a message has been read, the status indicator on the far left disappears.

4. Move between messages in the list, deleting or filing selected messages.
  - To go to the previous message in the list, press .
  - To go to the next message in the list, press .
  - To delete a message, press .
  - To move one or more messages to another folder, mark the message(s) busy pressing spacebar, press , and then select Move from the menu.

## 4.4 Replying to PocketMail Messages

You can send a reply to a PocketMail message you have received using the Reply options. Sending a reply that does not include the text of the original message reduces your connection time when sending the reply.

*To reply to a PocketMail message:*

1. Press  and select the message you want to reply to.
2. Select  and choose on of the following options:
  - Reply all w/text: Your reply will contain the text of the original message and will be sent to the sender together with anyone else included in the To or Cc fields of the original message.
  - Reply all: Same as for “Reply all w/text” except that the original text is not included.
  - Reply w/text: Your reply will contain the text of the original message and will be sent to the sender only.
  - Reply: Your reply will go to the original sender only, without the original text.

## NOTE

Selecting one of these options automatically places the cursor at the beginning of the message body field. Re: is automatically placed before the original subject field text.

3. Type in the contents of your reply. Replying to email is just like composing a new email message. For more information, see **Section 4.1.1**.

4. Press . Your reply is saved and transferred to the Outbox. It will be sent the next time you connect to the PocketMail server.

### 4.5 Forwarding PocketMail Messages

You can easily forward email messages using the Composer.

*To forward a PocketMail message:*

1. In your Inbox, select a message, and press  to open it.
2. Press  and select Forward.
3. Press . The cursor is automatically placed in the To field.
4. Type in the name of the person or people to whom you want to forward the message. The original email text is automatically added to the bottom of the message body field.

#### NOTE

**You can also retrieve addresses from the Address Book. For more information, see Section 3.5.3.**

5. Optionally, you may enter additional text in the message body area above the original text.
6. Press  to save the message and transfer it to the Outbox. The message will be sent the next time you connect to the PocketMail server.

### 4.6 Resending PocketMail Messages

The Resend feature allows you to resend an email or fax message that is still queued in your Outbox. You can resend a PocketMail message to the same person or to other recipients not listed the first time you sent it.

*To resend a PocketMail message:*

1. In your Outbox, select a message, and press  to open it. It should be marked with an S to show that it has already been sent.
2. Edit the body of the message, and enter the addresses of new recipients, if necessary.

## NOTE

**You cannot resend a message unless you edit the message text in some way.**

3. Press **Done** to save the message to the Outbox. The message is re-queued and will be sent again the next time you connect to the PocketMail server.

## 4.7 Deleting PocketMail Messages

You can delete selected messages one at a time, or all at once.

*To delete a single message:*

Select the message you want to delete, and press **Del**.

*To delete several messages at once:*

1. Mark the messages you want to delete by pressing the space bar when the message is highlighted. A triangle appears on the far left side showing that it is marked.
2. Press **Menu** and choose Delete Marked from the menu.

## 4.8 Working with Folders

The Composer provides several types of folders for storing your messages:

- **Inbox:** contains email messages that have been sent to you.
- **Outbox:** contains email messages sent by you or due to be sent the next time you connect to the PocketMail server.
- **My Folders:** contains four folders you can name and a shortcut to your Inbox.

## 4.9 Moving PocketMail Messages Between Folders

You can move PocketMail messages between folders to organize them. For example, you might want to move a message to a folder you've created for business or a folder you've created for communications with family members. You can customize the names of folders to best suit your filing system. See **Section 5.8** for instructions.

*To move PocketMail messages between folders:*

1. Open the folder that contains the messages you want to move by pressing  .
2. Select the messages you want to move and then press the Space bar. This marks the messages for moving.
3. Select Menu, and choose Move Marked from the menu by pressing  . The Move to Folder screen appears showing a list of folders.
4. Select a folder to move the messages to.
5. Press  to complete the task.

### NOTE

**You can move messages between your customized folders in the same way. Just open the folder containing the messages you want to move, mark them to be moved, and select the folder you want to move them to.**

## 4.10 Sorting PocketMail Messages

You can sort your messages in a variety of ways to better manage your PocketMail. You can specify different sorting categories in ascending or descending order. For example, you can sort messages chronologically so the newest message is first or alphabetically by the name of the person who sent the message.

*To sort PocketMail messages by name:*

1. In the index view of any folder, select  .
2. Choose Sort from the menu.
3. Press  . The Sort By menu appears.
4. Choose Sort by Name from the menu.
5. Press  to perform the sort.

## 5. Advanced Features

### 5.1 About Mailbox Consolidation

The PocketMail Service can collect copies of your email from your other existing accounts and send them to your Composer. With this feature, you can access your other email accounts no matter where you are. For more information, see **Section 6.6**.

### 5.2 About Message Title Preview

Message Title Preview saves time and memory resources by allowing you to preview messages before you download them. This feature is beneficial if you receive many email messages daily. For more information, see **Section 6.4**.

### 5.3 Accessing the PocketMail Web Site

The PocketMail Service Web site is available 24 hours a day, 7 days a week for customer support services.

*To access the Web site:*

1. Open a Web browser and enter the following URL: <http://www.pocketmail.com>
2. Log into the Web site using your PocketMail account name and password. You have the option of a secure login, which activates encryption between your PC and the PocketMail Service Web site. Once you are logged into the PocketMail Web site, you can perform the following tasks.
  - Mailbox Consolidation: The PocketMail Service can collect copies of your email messages from your existing accounts and send them automatically to your Composer. Using this feature, you can access your existing electronic mail accounts from anywhere.
  - Clear All Messages: The Clear All Messages option lets you erase all messages in your PocketMail account.
  - Clear Old Messages: The Clear Old Messages option clears all the old messages in your PocketMail account. All messages will be erased except the number of newest messages that you specify (as a preference).

- **Delete Old Email with Rolling Mailbox:** This option deletes your oldest email when new email arrives. By automatically deleting older email, new mail can arrive continuously without you exceeding your 4 MB storage capacity on the PocketMail server.
- **Forward Mail from Other Accounts:** If your primary email account is located within a corporate network or certain Internet or online services, you can forward your mail from this account to your PocketMail address automatically. Contact your corporate system administrator or online service for instructions. Some email programs will allow you to forward mail from your PC desktop without the help of a system administrator.

## 5.4 Accessing PocketMail Messages from Your PC

There are limits to the amount of data the Composer can download from the PocketMail server. Messages are limited to a maximum of 6000 characters and cannot have attachments. You may therefore want to download very long messages or messages with attachments to your PC, using a standard desktop email software package such as Eudora, Microsoft Outlook Express, or Netscape Mail.

*To access PocketMail messages from your PC:*

Mail Server	<i>pop.pocketmail.com</i>
Account Name:	your PocketMail username. If, for example, your PocketMail address is <i>jsmith@pocketmail.com</i> , your username is “jsmith.”
Password:	your PocketMail account password

Visit the PocketMail Web site for more detailed instructions on setting up your email client software.

### NOTE

**Email received by the PocketMail server remains there until you delete it or for 30 days. PocketMail messages will be deleted from the server after 30 days.**

## 5.5 Using an Alternate Reply-to Address

You can have people automatically reply to an email account other than your PocketMail account (*username@pocketmail.com*), by using an alternate reply-to address. This is useful if you want to keep one primary email account (on your PC, for example) and receive your mail at that one address.

To set up an alternate reply-to address as your default Reply-To address:

1. In the Main screen, select  and press .
2. Select Personal Information from the menu and press .
3. Use the arrow buttons to navigate to the Email #1, #2, or #3 fields, and enter the email address where responses to your messages should be sent.
4. Use the arrow buttons to move the cursor to the desired reply to address. Press  and then  to select that address as the reply to.
5. Use the arrow buttons to navigate to other fields and type in the desired information.
6. Press  to end the task and save the settings.

## 5.6 Setting PocketMail Preferences

You can customize your Composer to best fit your communication needs by setting the following preferences.

- **Personal Information:** Stores your personal information in Address Book format. This is where you specify the email address to which people should reply to your messages.
- **Signature:** Add a signature string to the bottom of all of your outgoing messages.
- **Memory:** Shows the percentage of total memory currently available on the Composer. Also itemizes the number of items in the Inbox, Outbox, Address Book, and Folders.
- **Display:** Set screen contrast (light to dark) using Page Up and Page Down.
- **Password:** Specify a password that must be entered before accessing your Composer. You can also change an existing password using this preference.

### NOTE

**DO NOT FORGET YOUR PASSWORD.** If you need to reset your password, the unit will lose all existing data. To reset the password, you need the guidance of a PocketMail technician.

- **Clock:** Set the time and date, the local city, and a daily alarm.
- **Key Click:** Turn key click sound on and off.

- **Inbox Alert:** Specify a notification when you receive a message in your Inbox. You can specify an audio (sound) alert, a visual (LED flash) alert, both audio and visual, or no alert.
- **Device Information:** Display the specifications for your Composer, including model number, PMID number, software version, DSP software version, and DSP hardware version.

*To set the Composer preferences:*

1. Go to  in the Main screen and press .
2. Choose a preference from the menu and press .
3. Set the options and enter information as appropriate for the selected preference.
4. Press  to apply and save your preference selections. Your preferences take effect immediately.

## 5.7 Adding a Signature to PocketMail Messages

You can specify a signature (a personalized text string) that is automatically added to the bottom of each outgoing email message. For example, many people like to have their name and phone number appear at the end of every message they send.

*To specify a signature for your messages:*

1. In the Main screen, select .
2. Choose Signature from the menu and press .
3. Set the Signature option to On by pressing Enter, then type the text for your signature.
4. Press  to save the setting.

This signature will now be added to all of your PocketMail messages.

## 5.8 Renaming Folders

You can rename the customizable folders to suit your requirements. The default names are Folder1, Folder2, Folder3, and Folder4.

## NOTE

**You cannot rename the Inbox or Outbox.**

*To rename or add a folder:*

1. In the Main screen, select  .
2. Select the folder you want to rename, press  and choose Rename.
3. Delete the existing name by pressing  .
4. Type in your new folder name and press  .

# 6. Using PocketTools

## 6.1 Working with PocketTools

PocketTools provide further customization options for your PocketMail service. Any PocketTools settings that you specify are sent to the PocketMail server the next time you communicate with it. They do not take effect for that communication, however, but do take effect for the following one.

*To display PocketTools:*

1. In the Main screen, select .
  2. Choose a PocketTool and press Enter.
- PocketRules
  - Message Size Limit
  - Message Title Preview
  - Spam Filter
  - Mailbox Consolidation
  - Clear PocketMail from Mailbox
  - Get Account Usage Update

## 6.2 Blocking and Allowing Email Messages

You can save time and memory resources by blocking or allowing the downloading of email messages according to the characteristics you specify as “PocketRules.”

When you block mail, you pre-select those addresses, subjects, domains, or message text that you do not want to download to the Composer. For example, you might want to block messages that include the text “special offer” or “make money fast.”

When you allow mail, you preset those addresses, subjects, domains, or message text that you want to download to the Composer. For example, you might want to allow only messages from colleagues where you work.

### CAUTION

**All mail that is not allowed is automatically deleted. You cannot retrieve it at a later time.**

You can only use the block and allow features one at a time. You cannot simultaneously set both block and allow rules. You can also choose to block SPAM mail. For instructions, see **Section 6.5**.

*To block or allow email messages on the Composer:*

1. In the Main screen, select .
2. Choose PocketRules and press Enter.
3. Choose Block to block certain types of messages, or Allow to specify the types of messages you want to receive. You can only set one of these options at a time.
4. Type in the specifics for the Block or Allow filter: From, Domain, Subject, Message. Enclose strings of text in quotes.
5. To clear any conditions you have set for blocking or allowing messages, choose Reset.
6. Press  to save these settings.

### NOTE

**Your conditions for blocking or allowing messages are sent to the PocketMail server the next time you communicate with it. They do not take effect for that communication, however, but do take effect for the following one.**

## 6.3 Setting the Message Size Limit

PocketMail is preset to download the first 4,000 characters of every PocketMail message you receive. You can speed up the download process by setting a lower message size limit. Or, to read the full text of longer messages, you can increase the message size limit. You can specify a size limit between 100 and 6,000 characters.

### NOTE

**You can access your PocketMail messages using any standard desktop electronic software package, including Eudora, Microsoft Outlook Express, and Netscape Mail.**

To set the size limit for messages:

1. In the Main screen, select .
2. Choose Message Size Limit from the menu, and press .
3. Specify a number between 100 and 6,000.
4. Press  to save the setting.

## NOTE

**Your new Message size limit settings you specified are sent to the PocketMail server when you next connect with the server. However, they do not take effect during the communication session. They take effect for subsequent connections.**

### 6.4 Setting Message Title Preview Options

Message Title Preview (MTP) allows you to preview messages before downloading them. This saves time and memory, since you do not automatically download the entire contents of the messages you receive. Message Title Preview includes the following options.

- **Message Title Preview (MTP):** Use this option to specify downloading entire messages or only the headers of each message.
- **Message Body Preview:** Use this option to specify downloading the beginning of messages. The first 80 characters of the message are shown to help you decide if you want to download the entire message. Before you can use this feature, Message Title Preview must also be turned on.
- **PocketMail Session Time Limit:** The time limit you specify is the time the Composer will download full messages until it switches to just loading MTPs for messages. For example, if you set the time limit to two minutes, then the Composer will download all full messages if the total PocketMail connection time is under two minutes. After two minutes, MTP will be turned on and only header messages will be downloaded to the Composer. Before you can use this feature, Message Title Preview must also be turned on.

After specifying these settings and sending them to the PocketMail server, the messages you receive appear in the Inbox screen as they normally would. There is a status indicator, however, to the left of each message subject that indicates whether the message is only the header or that it is a full message. See **Section 3.4**.

To set Message Title Preview options:

1. In the Main screen, select .
2. Choose Message Title Preview from the menu, and press .
3. Select On for Message Title Preview.
4. To download the first 80 characters of a message, select On for Message Body Preview. To use this feature, Message Title Preview must also be turned On.
5. To download full messages for only a specified time, enter the maximum number of minutes (1 through 9) for downloading PocketMail messages in the PocketMail Session Time Limit field. Full messages are downloaded if they are under the maximum number of minutes you specify. Otherwise, only the headers will be downloaded.
6. Press  to save the setting or continue specifying other Message Title Preview options.

Your changes take effect after you connect to the PocketMail server.

## 6.5 Using the SPAM Filter

The term SPAM refers to email messages that are similar to the junk mail that arrives at your home, that is, messages that are sent to you unrequested and often by people you don't know. The SPAM filter allows you to block some of these messages.

You can also use PocketRules to block messages that have specific senders, domains, subjects, or messages. For instructions, see **Section 6.2**.

### NOTE

**The PocketMail SPAM filter blocks the most commonly known SPAM email. Because senders of SPAM email constantly alter their email addresses and domain names to circumvent anti-SPAM technology, we cannot guarantee that the PocketMail SPAM filter will block all unwanted messages.**

*To turn the SPAM filter On and Off:*

1. In the Main screen, select .
2. Choose SPAM Filter from the menu and press Enter.
3. Select On to turn the filter on, or Off to toggle it off.

4. Press  to save the setting.

Your changes take effect after you connect to the PocketMail server.

## 6.6 Using Mailbox Consolidation

You can use the Mailbox Consolidation option to direct your email messages from other accounts to your PocketMail account. Mailbox Consolidation retrieves email from other accounts and consolidates all your messages in your PocketMail account. Mailbox Consolidation works with most Internet email providers using POP3 or IMAP4, including AOL.

### NOTE

**HotMail is not currently supported by Mailbox Consolidation.**

Before you can turn on Mailbox Consolidation on your Composer, you must first set up Mailbox Consolidation on the PocketMail Web site ([www.pocketmail.com](http://www.pocketmail.com)). Go to the “Customers Only” section and follow the instructions. After initializing Mailbox Consolidation, it may take up to 60 minutes to take effect. Once Mailbox Consolidation is activated, you can turn it on and off using PocketTools.

*To turn on Mailbox Consolidation:*

1. In the Main screen, select .
2. Choose Mailbox Consolidation from the menu and press Enter.
3. Choose Enable to turn on Mailbox Consolidation or Disable to toggle it off.
4. Press  to save the setting.

This setting takes effect after you connect to the PocketMail server.

## 6.7 Clearing Your Mailbox

PocketTools allows you to determine how long your email messages remain on the PocketMail server. You can also use the PocketMail Web site to delete messages or activate the rolling mailbox feature. For more information, see the PocketMail Web site ([www.pocketmail.com](http://www.pocketmail.com)).

## NOTE

**Only one Clear option is allowed by the PocketMail Service at a time.**

*To specify what messages are cleared on the PocketMail Server:*

1. In the Main screen, select  .
2. Choose Clear PocketMail Mailbox from the menu, and press Enter.
3. Choose one of the following options:

**Clear All Messages:** to automatically clear all your email from the server.

**Clear All Except for Last:** to clear all messages except for the block you specify.

If, for example, you specify Clear All Except for the last 12 hours,” everything received on the server in the 12 hour period prior to your next connection to the server will be preserved. Everything else will be cleared.

4. Press  to save the settings.

Your changes take effect the next time you connect to the PocketMail server.

## 6.8 Reviewing Your Account Usage

This feature provides an update of your account usage information.

*To review account usage:*

1. In the Main screen, select  .
2. Choose Get Account Usage Update from the menu and press Enter. A dialog box appears telling you that your usage report will be emailed to you.
3. Press  . Your request is communicated to the PocketMail server the next time you connect to it, and a usage report will appear in your Inbox when you log off.

# 7. Personal Organizer

## 7.1 Overview of Organizer Features

The Composer provides simple and easy-to-use functions in the following areas:

- Scheduler: for quick and easy scheduling of appointments, anniversaries (special dates), or any other activities that you need to plan.
- To-Do: allows you to create a prioritized task list.
- Memo: to make general notes on any subject.
- Calculator: provides basic mathematics functions.

## 7.2 Using the Scheduler

The Scheduler allows you to:

- keep two types of schedule entries: appointments and anniversaries (special dates).
- view your schedule by calendar view or day view.
- set an alarm to alert you to imminent appointments.

APR 2000							MAY 2000			MENU
S	M	T	W	T	F	S	S	M	T	
						1				Go to Today
2	3	4	5	6	7	8	7	8	9	Go to Date
9	10	11	12	13	14	15	14	15	16	View Today
16	17	18	19	20	21	22	21	22	23	Appointments All
23	24	25	26	27	28-29		28	29	30	Anniversaries All
30										

Figure 7-1. Scheduler in calendar view.

Calendar View is the default view. From it you can:

- see which days in a two-month period have appointments or anniversaries (special dates) and whether appointments are in the morning or afternoon.
- navigate to Day View for any particular day to see more details.

- go to a list of appointments, for today or for all days.
- go to a list of all anniversaries (special dates).

Day View provides a summary of appointments and anniversaries (special dates) for the currently selected day. From Day View, you can create, edit, and delete schedule entries.

## 7.2.1 CREATING A NEW SCHEDULE ENTRY

The main steps to creating a new entry are:

1. Go to Day View for the day on which you wish the entry to appear.
2. Select either New Appointment or New Anniversary from the menu.
3. Enter the details.
4. Save the entry by pressing  .

*To navigate to a particular Day View:*

1. Press  . Calendar View displays two months to a view. Use  and  to scroll forward and back through different months.
2. Highlight the day for which you wish to create an entry, by either:
  - pressing  and selecting Go to Today or Go to Date, or
  - navigating with the arrow buttons.
3. Press  .

*To create a new appointment:*

In Day View

1. Press the  button.
2. Select New Appointment from the menu. A blank appointment screen is displayed with the cursor in the Description field.
3. Type a description of your appointment. Be aware that Day View displays only the first 26 characters of this description.
4. Press  or  to position the cursor in the Start Time field.

5. Type the hour and press , then type the minute. The cursor moves to the AM-PM field.
6. For a morning appointment, leave the AM-PM indicator at the default “AM.” To change to “PM” for an afternoon appointment, type the letter “P.”
7. Press  to position the cursor in the End Time field. This field defaults to one hour after the start time. To change this field, edit it in the same way you edited the Start Time field.
8. Press  to position the cursor in the Alarm field. The default is “N” for no alarm. Change to “Y” if you want to set the alarm.
9. Press  to save the appointment entry.

*To create a new anniversary (special date):*

#### In Day View

1. Press .
2. Select Anniversary from the menu. A blank anniversary screen is displayed with the cursor in the Description field.
3. Type a description of your anniversary (special date). Be aware that Day View displays only the first 26 characters of this description.
4. Press Enter or  to position the cursor in the Date field. The Date field defaults to the currently selected day.
5. If you want a different day than the selected day, type another date. Press  to save your anniversary entry.

## 7.2.2 WORKING IN CALENDAR VIEW

Press  to display Scheduler in Calendar View.

APR 2000							MAY 2000				MENU
S	M	T	W	T	F	S	S	M	T		
						1				Go to Today	
2	3 <sup>h</sup>	4 <sup>m</sup>	5 <sup>a</sup>	6	7	8	7	8	9	Go to Date	
9	10	11	12	13	14	15	14	15	16	View Today	
16	17	18	19	20	21	22	21	22	23	Appointments All	
23	24	25	26	27	28	29	28	29	30	Anniversaries All	
30											

**Figure 7-2. Scheduler in calendar view.**

Scheduler defaults to Today each time you open it. The selection block highlights the currently selected day. The month containing the currently selected day is always displayed to the left; the next month, for display purposes only, is displayed to the right.

Note the position of the small squares to the right of days 4, 5, 6, and 7 in Figure 7-2:

- low indicates a morning appointment
- high indicates an afternoon appointment
- middle indicates an anniversary

### *Calendar View Menu Options*

Press the  button to display the following menu options.

- Go to Today: moves the selection block to today's date in Calendar view
- Go to Date: moves the selection block to the date you specify
- View Today: takes you to Day View for today
- Anniversaries All: displays a list of all existing anniversaries (special dates)
- Appointments All: displays a list of all existing appointments

### 7.2.3 WORKING IN DAY VIEW

From the Main screen, press the  twice to display Day View for the currently selected date. You can also use this method to go directly to Day View when the Composer is switched off. For other paths to Day View, see **Section 7.2.1**.

SUN 23 APR, 2000		MENU
<b>Anniversary</b>	<b>Traceys Birthda</b>	<b>New Appointment</b>
12:00P-01:00P	Visit Mike	<b>New Anniversary</b>
03:00P-04:00P	camping trip	<b>Edit</b>
		<b>Delete</b>

**Figure 7-3. Scheduler in Day View.**

Day View presents a two-column list of the day's entries showing the type of entry in the left column and the first 26 characters of the description in the right. Anniversaries (Special Dates) appear at the top of the list, followed by appointments in order of their Start Times.

Use the arrow keys to move to a particular entry. Press  to display the full details of the entry. The Bell symbol appears between the start and end times of an appointment when the alarm is set.

#### *Day View Menu Options*

Press the  button to display the following menu options.

- New Appointment: opens a blank appointment window
- New Anniversary: opens a blank anniversary (special date) window
- Edit Entry: opens the currently selected entry for editing
- Delete: displays a "Confirm Deletion" dialog for the currently selected entry

### 7.2.4 EDITING AND DELETING SCHEDULE ENTRIES

*To edit an appointment or anniversary:*

1. Go to the relevant Day View or use the Calendar View menu to view either the list of All Appointments or the list of All Anniversaries.

2. Use the arrow keys to move to the entry you want to edit.
3. Press **Menu** and select Edit.
4. The full details of the appointment or anniversary (special date) are displayed with the cursor in the Description field.
5. Basic editing functions are available. Use the arrow keys to move between fields. Press **Done** to save your edits or press **Back** to return to the previous screen without saving.

## NOTE

See Section 3.2 for further information about these functions.

*To delete an appointment or anniversary (special date):*

1. Go to the relevant Day View or use the Calendar View menu to view the list of All Appointments or the list of All Anniversaries.
2. Use the arrow keys to move to the entry you want to delete.
3. Press **Menu** and select Delete from the menu.
4. Press **↩** to select Yes in the Delete Confirmation dialog. If you want to say “No” to the confirmation, use the **⬅** arrow key to select No, then press Enter. Or, you may press Y or N to select Yes or No.

## 7.3 Using the To-Do List

The To-Do feature allows you to create a brief list of To-Do items that you may sort by priority, date, or description.

*To access the To-Do list:*

Press **ⓘ** and, once the main screen is displayed, select .

TODD 3 OF 6 TODD ENTRIES		MENU
1	Assignment 2	New
5	Buy new frying pan	<b>Edit</b>
2	Feed Mike's Rabbit	Delete
3	Make doctors appointment	Sort
1	Pay rent	12.01
2	Pickup mail from box	05.06

Figure 7-4. To-Do list.

The To-Do list screen presents a three-column list of entries showing, from left to right, Priority, Description, and Date. The status line at the top of the screen shows which item is currently selected and a scroll bar on the right side shows whether there are more entries above or below those currently displayed.

The following menu options become available when you press  .

- New: displays a blank To-Do item for editing.
- Edit: opens the currently selected item for editing.
- Delete: displays a “Confirm Deletion” dialog for the currently selected entry.
- Sort: offers options to sort by Priority, Description, or Date.

*To create a new To-Do item:*

1. Access the To-Do list.
2. Press  and select New from the menu. A blank To-Do item is displayed with the cursor in the Description field.
3. Type a brief description of the item.

## NOTE

**Only the first 26 characters of the description are shown in the To-Do list view. You must go into the item itself to view any text beyond 26 characters.**

4. Press  or  to move to the Date field.
5. Type the date for this item, then move down to the Priority field.
6. Use the arrow keys to select a priority level for this item.
7. Press  to save the details you have entered. You'll be returned to the To-Do list.

*To edit a To-Do item:*

1. In the To-Do list, use the arrow keys to move to the item you wish to edit.
2. Press  and select Edit from the menu.

3. The details of the item are displayed with the cursor in the Description field.
4. Basic editing functions are available. Use the arrow keys to move between fields. Press  to save your edits or press Back to return to the To-Do list without saving.

*To delete a To-Do item:*

1. In the To-Do list, use the arrow keys to move to the entry you want to delete.
2. Press the  button and select Delete from the menu.
3. Press Enter to select Yes in the Delete Confirmation dialog. If you want to say “No” to the confirmation, use  to select No, then press .
4. You’ll be returned to the To-Do list.

*To sort the To-Do list:*

1. Press  and select Sort. The Sort by menu is displayed.
2. Choose to sort the list by Priority, Description, or Date.
3. You’ll be returned to the To-Do list which will be in the order you have specified.

### NOTE

**The To-Do list defaults to this sort order the next time you use it.**

## 7.4 Using the Memo

The Memo feature provides a place to keep notes on general subjects not suited to the Scheduler, To-Do, or Address Book.

To access the Memo:

Press  and, once the main screen is displayed, select  .

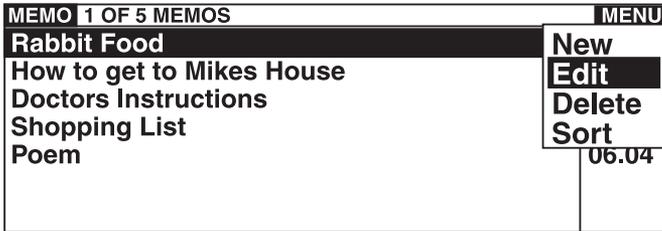


Figure 7-5. Memo list.

The Memo list screen presents a two-column list showing the Title and Date of each memo. The status line at the top of the screen shows which item is currently selected and, if there are more memos above or below those currently displayed, a scroll bar appears on the right hand side.

The following menu options become available when you press  .

- New: displays a blank memo for editing.
- Edit: opens the currently selected memo for editing.
- Delete: displays a “Confirm Deletion” dialog for the currently selected memo.
- Sort: offers options to sort by Title or Date.

To create a new memo:

1. Access the Memo list.
2. Press  and select New from the menu. A blank Memo item is displayed with the cursor in the Title field.
3. Type a title for the memo. Press Enter or  to move to the Memo field.
4. Type the text of your memo, then press  . You are returned to the Memo list.

**NOTE**

**The date in the Memo list defaults to the creation date of the memo.**

*To edit a memo:*

1. In the Memo list, use the arrow keys to move to the memo you want to edit.
2. Press  and select Edit from the menu.
3. The memo is displayed with the cursor in the Title field.
4. Basic editing functions are available. Use the arrow keys to move between fields. Press  to save your edits or press  to return to the Memo list without saving.

*To delete a memo:*

1. In the Memo list, use the arrow keys to move to the entry you want to delete.
2. Press the  button and select Delete from the menu.
3. Press Enter to select Yes in the Delete Communication dialog. If you wish to say “No” to the confirmation, use the  arrow key to select No, then press .
4. You’ll be returned to the Memo list.

*To sort the Memo list:*

Press  and select Sort. The Sort by menu is displayed.

Sort the list by Title or Date.

You’ll be returned to the Memo list in the order you have specified.

**NOTE**

**The Memo list defaults to this sort order the next time you use it.**

## 7.5 Using the Calculator

The calculator application is an 8-digit decimal calculator.

The result of the calculation is put into the clipboard and can be pasted into other applications using **2nd** and PASTE (V).

The various keys associated with calculator functions, do not require **Shift** or **2nd** to operate.

Pressing MR C once recalls the memory. Immediately pressing it a second time clears the memory.

## 7.6 Using Memory Management

Selecting the Memory icon from the main screen will show the percentage of total memory currently available on the Composer and the total amount of memory fragmentation. Fragmented memory can be made available for use by selecting Compress memory from the menu. Memory also itemizes the number of items in the Inbox, Outbox, Scheduler, Address Book, and Folders.

If your message folder and/or organizer features fill up all available memory, delete as many messages as other items as you can. Then select Memory from the main screen, press the Menu button, and press Enter to run the Compress utility.

### NOTE

**Your Inbox, Outbox, and each personal email folder will hold a maximum of 294 messages regardless of available space.**

## 8. Frequently Asked Questions

### 8.1 Receiving PocketMail Messages

Q.How can I tell if a PocketMail message is waiting for me at the PocketMail Service?

A.You must dial in to the PocketMail Service as described in the Quick Start section at the beginning of this manual. After you hear the beeps indicating successful completion, hang up the telephone and check your Inbox for messages.

### 8.2 Sending PocketMail Messages

Q.How do I know if my messages were sent and received properly?

A.After communication with the PocketMail Service, you are notified of successful transmission in three ways: by a voice prompt, by a beep, and by the status information that appears on the Outbox screen.

On the Outbox screen, you can verify successful transmission by checking the Status column at the far left. Successful messages are indicated with an S, whereas unsent messages have either an I, and H, or no letter at all.

Q.I am sending PocketMail messages to my friends, but they are not receiving them. Why not?

A. There may be one or more errors in addressing or sending the message. Check the following:

- Does the message have an S in the status column of the Outbox?
- Verify complete email addresses in the To field. The proper format is user@domain.com, user@domain.net, etc..
- After composing the message, did you press  to save it to the Outbox?
- Check the steps for connecting to the PocketMail Service described in the Quick Start section at the beginning of this manual.
- Did you confirm a complete communications session by watching the Progress Bar lights on the front of the Composer and waiting for the beeps?
- Confirm that you have the correct email address for the recipient.

- How long has it been since you sent the message? Sometimes it takes several hours for other email services to deliver a message.

### 8.3 Using Your PocketMail Composer

#### **What should I do if my Composer will not turn off?**

As with any computer, your Composer's screen can "freeze" occasionally. If this happens, press the recessed Reset button on the bottom of the unit using a pointed object such as an unfolded paperclip. This simple reset procedure does not result in any loss of data in most circumstances.

#### **What should I do if I cannot remember my password?**

If you lose your password, PocketMail Customer Service can guide you through the steps to completely reset your Composer. This will result in the loss of all information on your device if you have not used the software on the included CD-ROM to back up this data. Please contact PocketMail customer service for further assistance.

#### **Will I lose my data if I reset my device?**

Simply pressing the recessed Reset button on the bottom of the unit will under most circumstances not result in any loss of information stored on your device. However, PocketMail Customer Service can provide instructions for resetting your Composer back to its original state. These steps should only be taken if recommended by PocketMail Customer Service due to a lost password or other serious problems. Again, a normal reset is not likely to cause any loss of data.

## Appendix. Caring for the PocketMail Composer

The Composer contains sophisticated circuitry that can be damaged if it is not handled with care. You should take a few precautions in caring for the Composer so that it gives you many years of reliable and trouble-free use.

- Keep the Composer away from extreme heat. Do not leave it on the dashboard of a car or near any other source of heat. Do not leave it in any place that is extremely damp or dusty.
- Do not drop the Composer or subject it to severe impact or extreme force.
- Make sure that the Composer is adequately protected when carrying it with other objects. Do not carry it loose in a bag or briefcase. Instead, find a pocket or secure compartment within your bag.
- Clean the Composer only with a soft, dry cloth. Do not use solvents.
- Do not carry the Composer around in your back pocket, because it may break when you sit down.
- The Composer is not waterproof. Do not use it or store it where fluids can splash onto it. Raindrops, water spray, juice, coffee, steam, and perspiration will also cause it to malfunction.
- Replace the batteries as soon as they become weak. Failing to replace weak batteries may result in leakage or lost data. A Battery Low screen pops up to inform you when the battery is low.



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