

WorkPad

Quick Reference



WorkPad Quick Reference

Second Edition, April 1998

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Contents

Quick Start for the WorkPad.....	2
Introduction.....	3
What is a PDA?.....	3
WorkPad Tutorial.....	3
WorkPad Components and Features.....	4
Contrast Dial.....	5
Stylus.....	5
Batteries.....	5
Turn Off & Lock Device.....	5
HotSync™ Feature	6
Synchronizing the WorkPad with Lotus Notes.....	6
Steps to Synchronize	6
Remote Synchronization.....	7
Steps to Synchronize the WorkPad with a Laptop.....	7
Features that Synchronize with the Desktop.....	7
Date Book.....	8
Address Book	8
To Do List	8
Standalone Features that Do Not Synchronize with the Desktop.....	8
E-mail	9
Viewing Messages.....	9
How to Enter Text and Numbers	9
The On-Screen Keyboard.....	9
Graffiti® Power Writing Software.....	10
Security.....	10
Assigning a Password.....	10
Hiding Private Records	11
Showing Private Records.....	11
How to Secure the WorkPad.....	12
Securing the WorkPad Using Menu Choices.....	12
Securing the WorkPad Using the Stylus	12
Help.....	12

Quick Start for the WorkPad

See page 4 for a diagram of features.

To Synchronize Information between Lotus Notes and the WorkPad (see page 6)

1. Place the WorkPad in its cradle.
2. Press the HotSync button  on the WorkPad cradle (lower right-hand corner).
- ☆ **You may need to adjust the contrast dial located on the left side of the WorkPad.**
3. When prompted on your computer, enter your Notes password.
4. The message "HotSync Completed" will display once synchronization is complete.

Features that Synchronize between the WorkPad and Lotus Notes (see pages 7 and 8)



Date Book: Select this button to display calendar appointments synchronized from Lotus Notes.



Address Book: Select this button to display Personal Name and Address Book (PNAB) information synchronized from Lotus Notes.



To Do List: Select this button to display To Do List entries synchronized from Lotus Notes.

Use the Stylus to Make Selections and Enter Data on the WorkPad (see page 5)



The stylus is located on the back right-hand side of the WorkPad.

Assigning a Password for the WorkPad (see page 10)

It is important to assign a password to secure your WorkPad.

Introduction

What is a PDA?

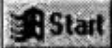
A Personal Digital Assistant (PDA) is a small hand-held computing device that provides some of the functions of a standard computer, but can be carried conveniently in a purse or a pocket.

The PDA chosen for our mobile business users is distributed by IBM under the product name of the IBM WorkPad®. (The IBM WorkPad is produced for IBM by 3Com, and is the same device as the 3Com PalmPilot™ Professional).

A software package called EasySync™ has been installed on your computer to transfer the following information from Lotus Notes to the WorkPad:

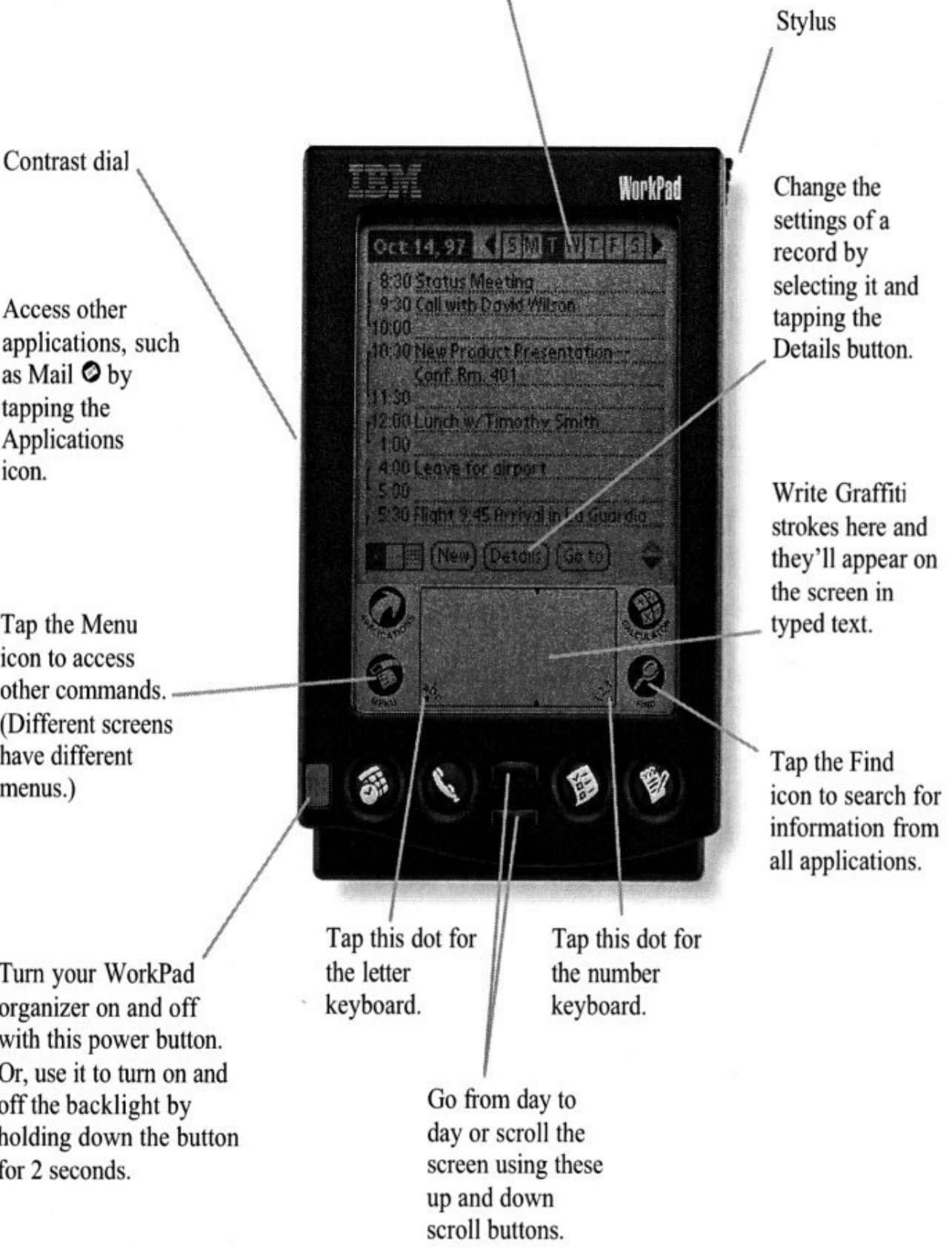
- Calendar Invitations and Appointments
- To Do Lists
- Personal Name and Address Book Entries

WorkPad Tutorial

1. From the  menu in Windows, choose Programs → IBM WorkPad Desktop 2.0 → IBM WorkPad Tutorial.
2. Complete the **Overview** and **Tutorial** sections.

WorkPad Components and Features

Most objects on the screen are active. For example, tap a time to change it, or tap a day button to switch days, or tap a note to read it.



Contrast Dial

- The contrast dial is located on the left side of the WorkPad and is used to adjust screen brightness.

Stylus

- The stylus is used to write on the touch-sensitive screen and to make menu choices. Tapping on the screen with the stylus is like clicking your mouse on a computer. Use the tip of the stylus to tap targets or make strokes on the WorkPad screen.
 - The stylus is located in a storage silo on the back right-hand side of the WorkPad.
 - To use the stylus, slide it out from the silo, and grasp it in your fingers as you would a pen or pencil.
- ☆ **Never use a pen or other sharp object to write on the WorkPad screen. The WorkPad's display screen will be damaged if it is scratched.**

Batteries

Two (2) AAA alkaline batteries are needed for the WorkPad. To install batteries:

1. Remove the battery door from the rear of the WorkPad by pushing on the thumb recess and sliding the battery door out.
 2. Install the two batteries making sure to follow the required orientation of the + and - ends of the batteries as indicated on the diagram on the interior of the battery compartment.
 3. Replace the battery door, making sure that it clicks into position and is flush with the back of the WorkPad. You have one minute to change batteries before the memory is reset.
- ☆ **Do not force the battery door. When the batteries are correctly installed, the battery door will slide smoothly into place. For more information on replacing batteries, please refer to the *IBM WorkPad User's Guide*.**
- To display the battery level indicator, tap the Applications icon at the bottom left corner of the WorkPad. The battery indicator and time will be located at the bottom of the screen. When the batteries are running low, the system will automatically warn you that you need to change the batteries.

Turn Off & Lock Device

- The Turn Off & Lock feature must be used to secure the WorkPad. Tap the Applications icon, tap the Security icon, and select the Turn Off & Lock Device option. See the *Security* section below to set a password for the WorkPad.

HotSync™ Feature

Synchronizing the WorkPad with Lotus Notes

- Synchronization will transfer information from Lotus Notes to the WorkPad and from the WorkPad to Lotus Notes.
- During the synchronization process, Calendar invitations, appointments, To Do Lists, Personal Name and Address Book (PNAB) entries will be transferred from Lotus Notes to the WorkPad. Also, any Date Book, Address Book or To Do List information entered on the WorkPad will be transferred to Lotus Notes.

HotSync button



Steps to Synchronize

1. Place the WorkPad in its cradle.
 2. Press the HotSync button on the cradle.
 3. The HotSync process will begin, and a progress window will appear on both your computer and the WorkPad.
 4. When prompted, type your Lotus Notes password in the dialog box on your keyboard and click the OK button. Once the password is entered, a HotSync progress window will display while transferring information. The system will beep and flash the message "HotSync Completed" when data from Lotus Notes and the WorkPad are synchronized.
 5. Review the downloaded information. Immediately delete any items that might contain *confidential* or *highly restricted* information.
- ☆ **Any items deleted from your WorkPad will also be deleted from Lotus Notes when you synchronize.**
 - ☆ **You can only synchronize to your desktop. You cannot synchronize to anyone else's desktop.**

Remote Synchronization

You can synchronize the IBM WorkPad with your laptop while travelling to keep the WorkPad updated.

Steps to Synchronize the WorkPad with a Laptop

1. Replicate your Notes database and disconnect from the network by choosing AOC network from the taskbar and clicking on the Disconnect button.
 2. Change the location to **Standalone** in Lotus Notes.
 3. Connect the cable from the WorkPad to the laptop.
 4. On the WorkPad, tap the Applications icon, then the HotSync icon and choose Local Sync.
 5. When prompted, type your Lotus Notes password in the dialog box on your keyboard and click the OK button. Once the password is entered, a HotSync progress window will display while transferring information. The system will beep and flash the message "HotSync Completed" when the data from Lotus Notes and the WorkPad are synchronized.
 6. Review the downloaded information. Immediately delete any items that might contain *confidential* or *highly restricted* information.
- ☆ **Any items deleted from your WorkPad will also be deleted from Lotus Notes when you synchronize.**
 - ☆ **The WorkPad will fail if you do not change the Lotus Notes location area to the correct setting (Connected or Standalone).**
 - ☆ **You may get a message stating "You have synchronized from a different location before." This is a normal message.**
 - ☆ **Laptop users may receive an additional cable to use in place of the cradle while traveling.**

Features that Synchronize with the Desktop



Press any one of the four round application buttons to simultaneously turn on the WorkPad and an application. For example: touch the Date Book button (the first button on the row) to turn on the WorkPad and bring up your current day's schedule.

Date Book

- Use the Date Book button to display and schedule personal calendar appointments.
 - Press the Date Book button repeatedly to cycle through weekly and monthly calendar views.
 - Select an appointment with the stylus and tap Details, then tap Note to display notes or attendees for an appointment. (You may also tap the icon located to the right of an appointment to display notes and attendees.)
 - The WorkPad cannot be used to schedule group invitations.
 - Date Book entries and To Do List entries can be marked as private. Use the Details option in the Date Book or To Do List to mark an appointment private. Select the item, tap Details, tap the box next to Private.
- ☆ **See the *Security* section below for information on how to Assign a Password and Hide or Show Private Records.**

Address Book

- Use the Address Book button to display your Lotus Notes Personal Name and Address Book that has been transferred from Lotus Notes to the WorkPad. The Address Book gives you easy access to names, addresses, and phone numbers.

To Do List

- Designed as a convenient method to create reminders and track your To Do activities.
 - Tap the Detail option to assign priorities and due dates.
- ☆ **If you reassign a To Do to another person, a duplicate To Do will appear on the WorkPad.**

Standalone Features that Do Not Synchronize with the Desktop


- **Calculator:** Performs quick calculations.
- **Find:** Searches for specific text in your Date Book, Address Book, or To Do List.
- **Memo Pad:** Provides a place to take notes that are not associated with Date Book, Address Book, or To Do items.
- **Expense Report:** This feature will not interface with The Coca-Cola Company's Business Expense Form. You must use this form to receive reimbursement for your expenses.

E-mail

E-mail messages will not be synchronized unless the feature is manually enabled. When e-mail is enabled, all unread messages will be copied from Lotus Notes to the WorkPad and you can view, reply to, and create e-mail messages on the WorkPad. To prevent any confidential e-mail or material intended for internal use only from being synchronized to the WorkPad, the e-mail setting in the EasySync software is disabled.

☆ **E-mail attachments do not transfer to the WorkPad.**

To Activate E-mail:

1. Click on the HotSync manager icon  from the Windows taskbar.
2. Choose Custom and select Notes Mail.
3. Select the Change button.
4. Click on the box next to Enable Notes Mail Conduit. This will enable synchronization of e-mail messages to the WorkPad.

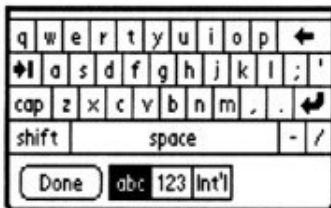
Viewing Messages

1. Tap the Applications icon at the bottom left of the WorkPad screen.
2. Tap the Mail icon. A list of unread messages will be displayed.
3. Tap a message to display the message content.

How to Enter Text and Numbers

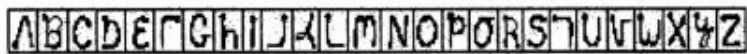
Text can be entered by using either the on-screen keyboard or the Graffiti® power writing software. You must be in an “editing mode” to enter information. For example, press the **Address** button and tap the **New** option with the stylus. You will see a flashing cursor on the screen. You are in the editing mode when you see the flashing cursor.

The On-Screen Keyboard



Once in the editing mode, use the (abc) or (123) icons located at the bottom of the WorkPad to bring up the on-screen typewriter or numeric keyboard. Tap the (abc) button to display the alphabet keyboard, and tap the desired letters on the keyboard. Click the Done option when finished.

Graffiti® Power Writing Software



Graffiti power writing software is an alternative to using the on-screen keyboard. It converts characters drawn with the stylus into letters and numbers.

Graffiti software consists of a printed alphabet in which most characters are written as a single stroke. A few of the letters have been simplified to dramatically increase speed and accuracy of recognition. Refer to your manual, the Graffiti reference card, or the tutorial on your computer for details.

Security

PDAs can increase your personal productivity but also increase the risk that Company information may be disclosed without authorization. By taking a few simple steps you can help mitigate these risks:

- When outside the office, do not leave your WorkPad unattended even for a few moments. Its small size makes it very prone to theft. If your WorkPad is stolen, contact Corporate Security at **x62491**.
- Always use the Turn-Off & Lock Device feature. See *How to Lock your WorkPad* below. If you do a hardware reset of your WorkPad, you will need to reactivate the Turn-Off & Lock Device feature.
- Do not leave your WorkPad active when not in use. Always turn it off and lock it.
- After you have synchronized your mail and calendar, quickly review your in-box and mark as "Private" any appointments which might be for internal use only. Immediately delete any message which might be *confidential* or *highly restricted*. If you forget your password, you can use the forgotten password feature but any message marked as Private will be deleted.
- Messages which have been encrypted using Notes encryption or RSA SecurPC™ can not be read on your WorkPad. You will need to access these using your desktop.

The IBM WorkPad is equipped with a Security application so that unauthorized users will not be able to view the records that you wish to protect.

Assigning a Password

1. Tap the Applications icon at the bottom left of the WorkPad screen.
2. Tap the Security icon.
3. Tap the word "Unassigned" next to Password and the password dialog box will appear.

4. Enter a password. Your password should be at least 6 character and hard to guess. You may use the (abc) icon or the (123) icon at the bottom of the screen to enter your password.
 5. Tap the Done option when you have entered the password, then tap the OK option.
 6. Verify your new password by entering the same password a second time.
 7. Tap the Done option, then tap the OK option. (The Password box should now display Assigned.)
- ☆ **If you forget your password, you will lose all information manually entered on your WorkPad.**

Hiding Private Records

You can hide appointments and To Do Lists that you have marked as private.

1. Tap the Applications icon at the bottom left of the WorkPad screen.
 2. Tap the Security icon.
 3. Tap the Hide button next to Private Records. The Hide Records dialog appears. Tap the Hide button. All records and entries marked as Private will not appear in any application on your WorkPad.
- ☆ **The records and entries are not deleted by the Hide button; they are merely hidden. If you forget your password, you can use the Forgotten Password feature. Any Private records will be deleted.**

Showing Private Records

When you have hidden private appointments and To Do Lists, you can use the Security application to once again display the private records.

1. Tap the Applications icon at the bottom left of the WorkPad screen.
2. Tap the Security icon.
3. Tap the Show button next to Private Records. If you have assigned a password the Show Private Records dialog appears.
4. Enter your password.
5. Tap the Show button. The Show Private Records dialog box closes. All records and entries marked as Private will be visible in their respective applications.

How to Secure the WorkPad

To prevent someone from reading the records on your WorkPad if it is lost or stolen, you should always turn off and lock the WorkPad using one of the two methods below. The automatic shut-off or power button will not secure the WorkPad.

Securing the WorkPad Using Menu Choices

1. Tap the Applications icon at the bottom left of the WorkPad screen.
2. Tap the Security icon.
3. Tap Turn Off & Lock Device.
4. Tap Off & Lock. (Your WorkPad is now secured with a password.)

Securing the WorkPad Using the Stylus

1. A single pen stroke from the bottom of the writing area to the middle of the WorkPad screen can be setup to shutdown and lock the unit. Drag your stylus straight up starting from the bottom triangle located between the (abc) and (123) to the middle of the screen.
2. The WorkPad will Turn Off & Lock the system with password protection activated.

Help

For WorkPad technical support or repair, contact the Client Support Center.

If you lose your stylus, contact your workstation planner for a replacement.

If your WorkPad is lost or stolen, contact your workstation planner for a replacement. In addition:

- *Office Complex:* Contact Corporate Security.
- *Field locations:* Fill out a police report and send a copy to Corporate Security.

- ☆ **Power Hours for the WorkPad will be offered. See the Bulletin Board, Computer Training (CRC) for class dates and times.**

