

Magic Cap<sup>®</sup> version 3.1

# Using Magic Cap

The User's Guide for the DataRover 840

by Icras, Inc.



## Using Magic Cap

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This manual was developed and written by Wendy Schramm.

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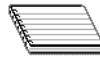
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## Part I

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# All About Magic Cap

This user's guide provides step-by-step instructions for the most common Magic Cap™ features. This guide emphasizes communication-related tasks—sending and receiving messages, and accessing the Web—and it provides steps for managing storage space on your DataRover 840.

Note that this user's guide documents Magic Cap version 3.1 (Rosemary).

Chapter 1 provides an overview of this user's guide and of the Magic Cap software. Chapter 2 teaches you the basic skills you need to get started. After these introductory chapters, the rest of the user's guide provides step-by-step instructions for the most commonly used Magic Cap features.

If you haven't already done so, go through the interactive tutorial, *Getting Started*, available on the DataRover 840. The tutorial helps you set up Magic Cap and guides you through the basics so you can begin sending and receiving electronic mail messages and accessing the Web right away. To use the tutorial, tap the *getting started* button that appears on your DataRover 840 screen. If the button is not on the screen, tap the *Desk* image at the bottom of the screen, and then tap the question mark that appears in the upper left corner of the Desk scene.



# An Overview of Magic Cap

## Organization of this guide

This guide is divided as follows.

**All About Magic Cap** introduces the concepts of the Magic Cap software, and gets you started exploring Magic Cap. You'll learn how to navigate in Magic Cap and you'll learn about some basics features.

**Email and Web browsing** explains how to send and receive messages and how to access the Web.

**Managing Storage Space and Protecting Your Information** provides tips for managing how information is stored in your DataRover 840 and all the things you can do to protect that information.

**Note:** Refer to the guide, *DataRover 840 Getting Started Guide*, for information about setting up your DataRover 840.

# Using this guide

Each part of this guide contains step-by-step instructions for the most commonly used Magic Cap features. Each step describes the action you'll take. To the right of most steps are images of the buttons, fields, and objects in Magic Cap that you'll tap, type into, or do something with. Button names and objects that you are instructed to tap appear in *italics*. For example, in the step below, you'll tap the *send* button. Its image is shown to the right of the step.

- 1 Tap the *send* button to place your message in the Out box.

Magic Cap sends your message.



In addition to the step-by-step instructions, you will also find useful tips throughout this guide.



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**Tip:** Look for helpful tips in boxes like this one

Tip boxes like this one contain helpful hints, quicker ways of getting places and doing things, creative suggestions, and some generally cool and fun stuff to do.

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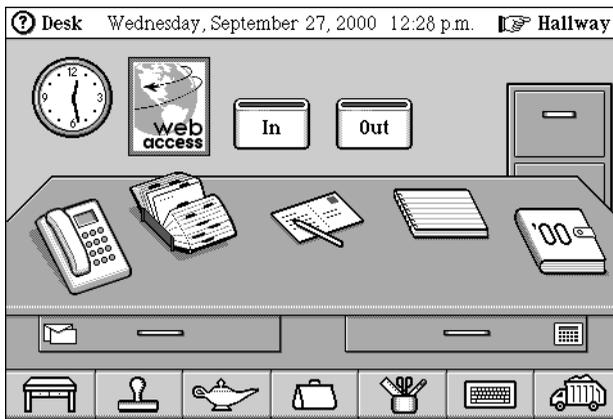
## Scenes and places

The geography of the Magic Cap software is modeled on that of the world, with rooms along a Hallway and buildings along a street Downtown. To perform different activities in the world you move from place to place. Similarly, to do different things with your DataRover 840 you move among the places in its world.

The way you get from place to place and use the objects you see is by tapping them. Use the stylus that came with your DataRover 840 or use your finger. Most objects take you somewhere else or do something when you tap them.

There are three main *scenes* in Magic Cap: the **Desk**, the **Hallway**, and **Downtown**. Beyond that, there are scenes for other places in Magic Cap like the **Telephone**, **Datebook**, **File cabinet**, and so on.

## The Desk

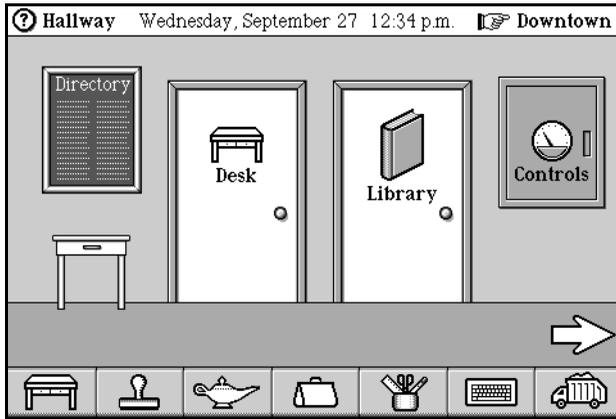


The Desk is the heart of your DataRover 840. From the Desk you can begin virtually any DataRover 840 activity. On the Desk are the objects that you'll use most frequently—a **Telephone**, a **Name card file**, a **blank postcard** for creating electronic messages, a **Notebook**, and a **Datebook**.

The **In box** on the wall contains new messages you have received and the **Out box** contains new messages waiting to be sent. Also on the wall is the **Clock**, and the **web access poster**, from which you access the World Wide Web. Behind the Desk is the **File cabinet**, in which you can file your messages, notebook pages, and other items.

There are two **drawers** in the Desk; one holds various kinds of **stationery** used to create messages and the other holds other **desk accessories**.

## The Hallway



The Hallway provides access to rooms that contain information stored on your DataRover 840, such as games in the **Game room** and books in the **Library**. Tap a door or object in the Hallway to look inside it. For example, tap the door labelled *Desk* to see the Desk. Other doors are labelled **Library**, **Storeroom**, **Controls**, and **Game room**. There is also a **Directory** at either end of the Hallway. Tap it and then tap the name of a room you want to enter.

Tap one of the **arrows** on the Hallway floor, or press down on the Hallway floor and slide to the left or right to navigate through the Hallway.

## Downtown



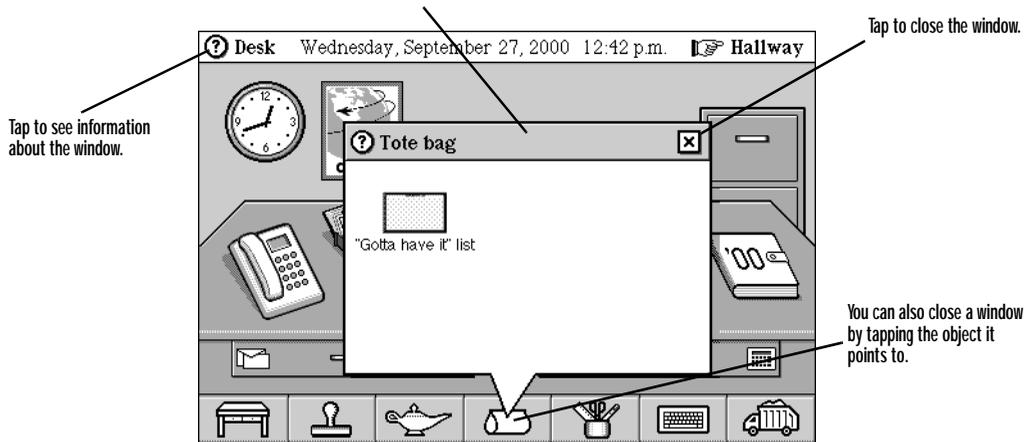
The Downtown buildings and objects represent places that are not contained in your DataRover 840 (aside from the house which leads you to the Hallway and the Desk). When you subscribe to a new service or add a Magic Cap-compatible software package to your DataRover 840, it is often represented as a building Downtown. Simply tap a building or object to use it or see what's inside. For information about using the services available in the Internet Center, see the chapter entitled, "Internet Center." If you don't find information in this user's guide about a building you see Downtown, refer to additional documentation that came with your DataRover 840 or with that software package.

Tap one of the arrows on the street to navigate through the Downtown scene, or press down and slide either direction. Alternatively, tap one of the *Directories* to see a list of Downtown buildings and then tap one of the names to enter that building.

# Windows

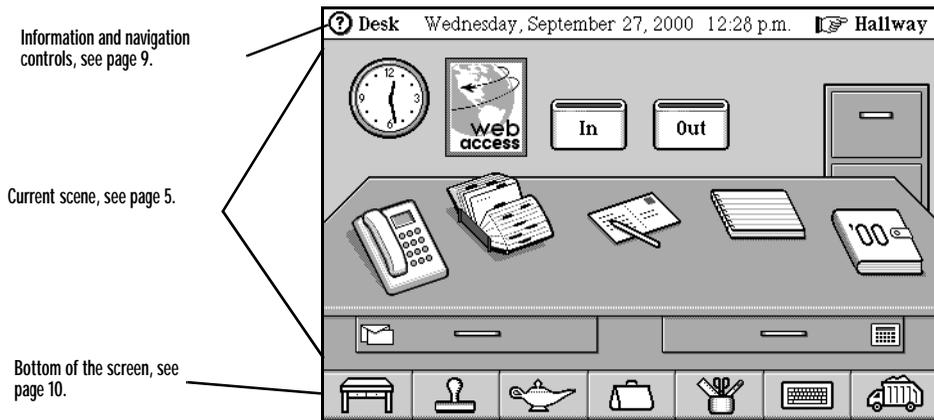
Some objects you tap don't take you to a different place, they simply open a window in which you can do something. For example, all of the objects at the bottom of your screen display a window when you tap them.

To move a window that is obstructing your view of something, press down in the title bar and drag the window to where you want it.

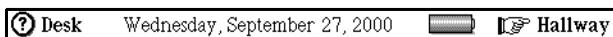


# Parts of the screen

The screen of the DataRover 840 is divided into three parts. Along the top of the screen is a strip of information about the scene you're viewing. Along the bottom of the screen is a row of buttons that perform certain functions when you tap them. Between these two permanent strips is the current scene, which changes as you navigate through Magic Cap.



## The top of the screen



The strip along the top of the screen contains information and navigation controls. Tap the *circled question mark* located at the left to read information about where you are. The *battery indicator* shows the charge level of the main battery. Tap the *battery indicator* to read information about the symbols you might see there. Tap the *pointing hand* located at the right to go to a different place or scene.

The date is displayed at the top of the screen. You can also display the current time.

When you are looking at a collection of many things like your Name card file or your messages, the date is replaced by arrows at the top of the screen which you can use to move backward and forward through the items. While your DataRover 840 is connected to a service provider, the Web, or while the Telephone is in use, you will see various images at the top of the screen which represent communications in progress. Tap an image to open its window.

## The bottom of the screen



The strip along the bottom of the screen contains seven buttons for frequently used features.



Tap the *Desk* whenever you want to return to the Desk scene.

See “The Desk” on page 5.



Inside the **Stamper** is a catalog of stamps. Tap the *Stamper* to open it. Use stamps to decorate and personalize email messages, stationery, notebook pages, and name cards, to record brief voice messages, and to direct special handling of email messages as they travel to their destinations. Most stamps are available for each scene, and some scenes have additional stamps available that are specially designed for that scene. For example, when you’re adding information to a name card in the Name card file, use the Stamper to add stamps for a new telephone number or address.



Inside the **Magic lamp** are a few simple commands that are available everywhere—searching, filing, printing, and faxing are some examples. In certain rooms and places, you’ll see additional commands that are available only from that room or place. For example, the backup command appears in the Magic lamp, but only when you’re in the Storeroom. The Magic lamp also gives shortcuts to many functions and it holds rules about how the DataRover 840 behaves. In the Magic lamp you can turn rules on and off, alter existing rules, and create new ones.



The **Tote bag** is a convenient place to put things so you can move them from place to place. You put an object into the Tote bag by pressing down on the object and sliding it on top of the Tote bag. When the Tote bag becomes highlighted to show that it's ready to accept an object, let go. The object drops into the Tote bag. To retrieve the last object you dropped into the Tote bag, press down on the Tote bag and drag the object out, then let go. To see everything that's in the Tote bag, tap it to open it. To move a copy of an object out of the Tote bag, leaving the original, hold down the *option* key as you drag the object out.

Text in the Tote bag appears as a **text coupon**. Text coupons are strings of characters that are created when you cut or copy text or when you type text using the **Labelmaker** of the Keyboard. A text coupon changes to normal text when you drag it on top of a labelled object to rename it, or when you place it with other text—on an email message, for example.



The **Tool holder** contains writing and drawing tools. This is the place to look when you need an eraser, or a crayon or pencil to draw on the screen. Tap the *Tool holder* to open it. Tap one of the arrows at the bottom of the Tools window to look at the different tools that are available. Tap any tool to select it.



Sometimes a picture of a pencil or another tool appears in the place of the Tool holder. This indicates that the tool is activated; when you tap the screen, the tool leaves its mark or performs the action for which it was designed.



The **Keyboard** is your way of typing text on the DataRover 840. Tap the small image of the *Keyboard* to start using it. Hold down *option* and tap the Keyboard to see the extended keyboard with the Labelmaker. Use the Labelmaker to create a label which can be used to rename an object that already has a label, such as stationery.



When you want to get rid of something on the screen, press down on it, slide it into the **Trash truck**, and then let go. The Trash truck slurps up the object and it's gone. To empty the Trash truck, tap it, tap *empty*, and then tap

the *x* to close the window. By default, the Trash truck holds up to six objects before it starts discarding objects permanently, or until you empty the Trash truck. You can change this default by changing the rule in the Trash truck.

See “Decrease how much the Trash truck holds” on page 200.

## Quick reference

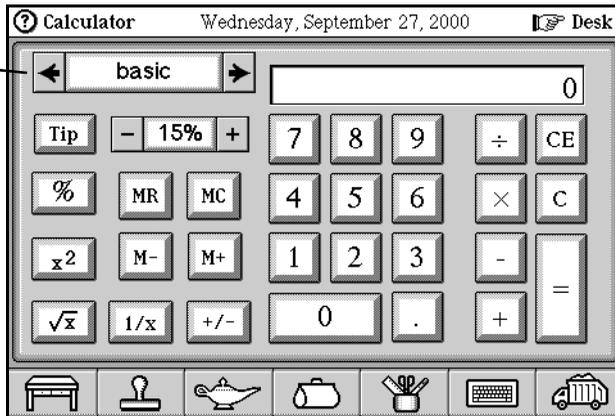
This user’s guide details communication-related tasks—sending and receiving email messages, and accessing the Web—and it provides steps for managing storage space on your DataRover 840. For a comprehensive guide to all the features Magic Cap has to offer, look for the book by General Magic, Inc. entitled *Magic Cap Complete* (Addison-Wesley publishing company: 1995). That said, here is a quick reference to some other commonly-used scenes in Magic Cap that are not detailed in this guide.

## Calculator

Tap the *Calculator* in the right-hand drawer of the Desk to use the Calculator.



Use this chooser to select one of the other calculator types.



# Clock

Tap the *Clock* in the Desk scene to change your DataRover 840's date and time when you travel and to view times around the world.



Tap to display the scene you see here.

Tap to view times around the world and to change the date and time when you travel.

Tap to change the time.

Tap to change the date.

# Datebook

Tap the *Datebook* in the Desk scene to look at your scheduled appointments.



Tap to create a new appointment.

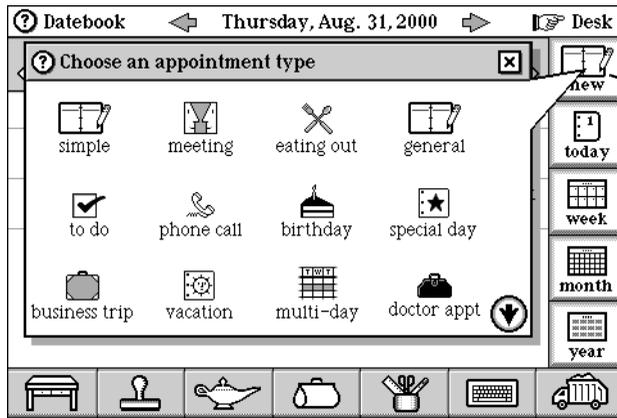
Tap to see appointments scheduled for today.

Tap to see the calendar for the current week.

Tap to see the calendar for the current month.

Tap to see the calendar for the current year.

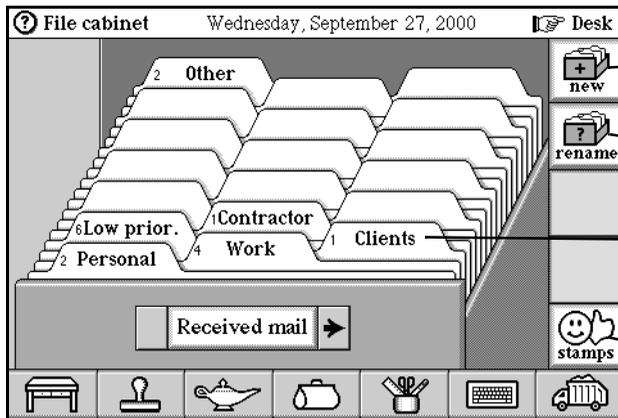
Tap to see or edit the appointment.



Tap to select from among the available appointment types, or create a new type and drop it onto the Datebook's *new* button to add it.

## File cabinet

Tap the File cabinet in the Desk scene to look at items you've filed into the File cabinet.



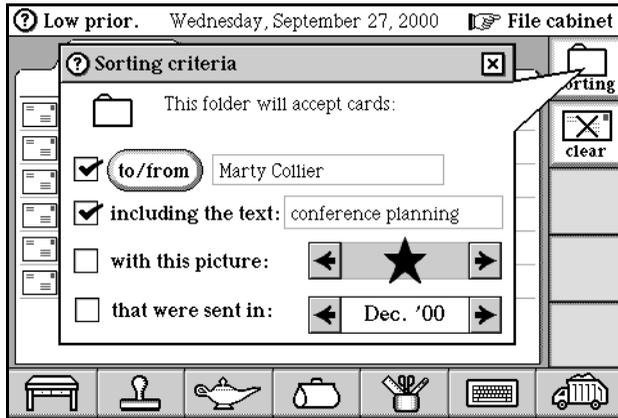
Tap to create a new drawer.

Tap to rename an existing drawer

Tap a folder's tab to view its contents.

Tap to add or remove a stamp that is used as a sorting criterion for filing messages.

Tap a folder to look at its contents and set up its sorting criteria for automatic filing when you use the *file all* button in the In box.

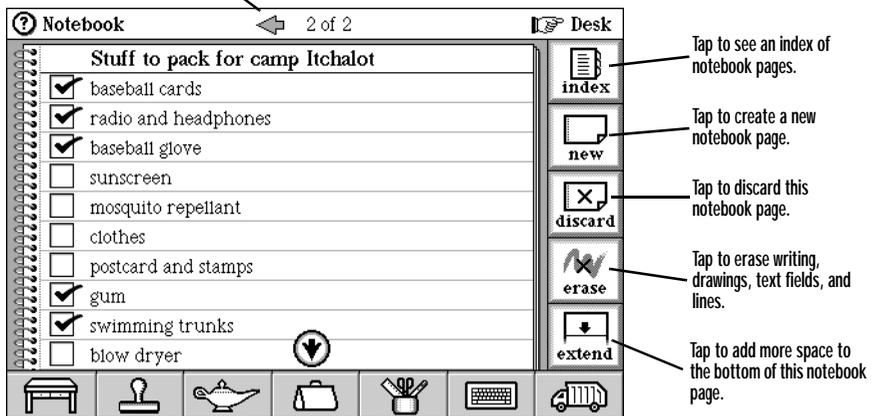


## Notebook

Tap the *Notebook* in the Desk scene to create lists and notes to help keep you organized.



Use the arrows to see other notebook pages.





# The Basics of Using Magic Cap

This chapter covers the basics of using the Magic Cap software on your DataRover 840. Topics covered include basic navigation and using objects, typing, writing and drawing, using stamps, and rules.

## Navigating and using objects

In this section you'll begin to explore the basics of Magic Cap including navigating from place to place, using windows, moving objects, throwing items away, adjusting the volume, and filing.

### Go to the Desk

The first scene you see is the Desk.

- ▶ Tap the *Desk* at the bottom left corner of the screen to go to the Desk.



You can always return to the Desk by tapping this button. If you ever find that your DataRover 840 has lost you in some unfamiliar place, tap the image of the *Desk* to return to the Desk scene.

## Go to a different scene or place

Here are a couple of ways to get around in Magic Cap.

- ▶ Tap the *pointing hand* to go to the scene or place named.

 Downtown

The name of the scene you were last at always appears in the top right corner of the screen as shown above.

**Note:** To see a list of places you've been to recently, hold down *option* and tap the *pointing hand*. In the list that appears, tap the name of the place to which you want to go.

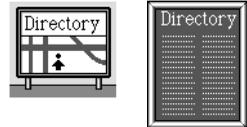
- ▶ From the Downtown scene, tap the *house* to return to the hallway of the building that represents your DataRover 840.

From the house you can go to the Desk and Hallway scenes.



- ▶ Tap a *Directory* icon to see a list of the buildings Downtown or a list of rooms in the Hallway.

Tap a name in the list to go to that place.



## Go to a favorite place

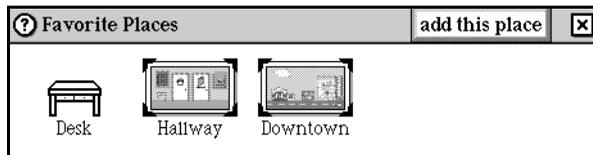
In Magic Cap, you can create shortcuts that enable you to quickly get to the places you frequently visit.

- 1 Hold down *option* and tap the *Desk*.

The Favorite Places window opens. It contains images that represent shortcuts to places you frequently visit.



*Option-tap* the Desk.

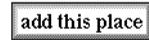


**Note:** To open the Favorite Places window from the Desk scene, tap the image of the Desk without holding down *option*.

- 2 Tap an image in the window to go to its place.



- 3 To add a shortcut to the current place, go to that place, *option*-tap the *Desk*, and then tap *add this place*.



For example, if you want to create a shortcut to a Notebook page, go to that page, *option*-tap the *Desk* image to open the Favorite Places window, and then tap *add this place*.

**Note:** An image in the window will flash if a shortcut already exists.

- 4 To remove a shortcut, slide it into the Trash truck.

## Get information about something

- ▶ Tap the *circled question mark* in the upper left corner of scene and window names.



The name in the top left corner of the screen is the name of the current scene. When you tap the *circled question mark*, an information window about the scene opens.

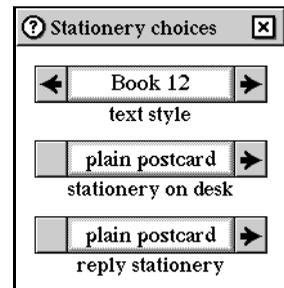


## Use choice boxes

When you can select among several things, a choice box (also called a chooser) opens. It has left and right arrows that you tap to scroll through the settings. There are several ways you can select something from one of these windows.

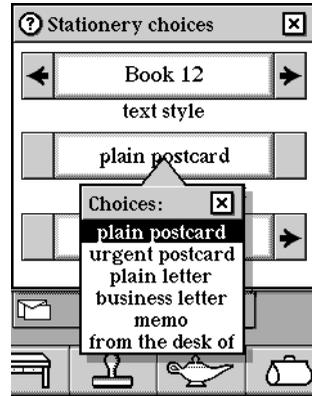
- ▶ Tap one of the arrows to see the next or previous item.

Hold down *option* and tap one of the arrows to go to the beginning or end of the list of items.



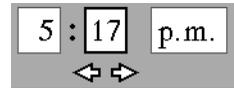
- ▶ Tap on the item name that appears between the arrows to open the entire list, then tap the item you want.

When you tap an item from the list, it highlights to show that you've selected it.



- ▶ In a numeric choice box, tap one of the arrows to increase or decrease in increments of 1.

Hold down *option* and tap one of the arrows to increase or decrease in increments of 10 instead of 1.



## Close a window

Sometimes a window opens when you tap an object. Many windows close by themselves after you take an action, but you can close a window by following this step.

- ▶ Tap the *x* in the upper right corner of a window.

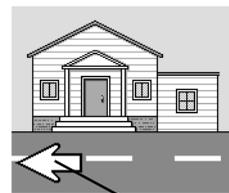
On the Magic Cap Keyboard, the *x* is at the bottom right.



## Use arrows to see more

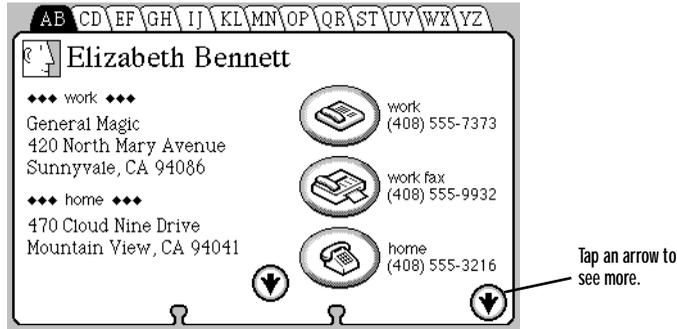
- ▶ Arrows mean there's more to see.

Arrows on the Hallway floor and on the Downtown street show that the Hallway and street continue.



Tap an arrow to see more.

Arrows on a card (such as a name card) point to additional information on that card. Tap an arrow to show what else is there.



## Move an object

- ▶ Press down on an object, slide it across the screen, and then let go.

You can move an object just about anywhere on the screen. You can slide it out of your way or move it into a container, such as the Trash truck or the Tote bag.



Try it. On the Desk, tap the *Stamper*. In the window that opens you'll see some of the many different stamps you can use. Tap the *animations* drawer to see the stamps inside. Tap the *cat* in the center of the window. The cat appears at the scene or place you last were looking at—for example, the Desk. You can move the cat by pressing down on it, sliding it to a new position, and then letting go. If you drop him, don't worry—he always lands on his feet.



See "Use stamps in the Stamper" on page 50.

## Throw something away

- ▶ Press down on the object, slide it into the Trash truck, and then let go.

The Trash truck changes to show that there's trash in it.

Trash truck is empty.



Trash truck contains objects.



Many scenes in Magic Cap have a *discard* button or a *remove* button that you use to throw something away. When you tap one of these buttons, the item on the screen hops into the Trash truck following a confirmation message.



---

### Tip: Discarding something without confirmation

When you tap *discard*, a window opens asking you to confirm. To discard something without being asked to confirm, hold down *option* and tap *discard*.

---

## Rescue something out of the Trash truck

- ▶ Press down on the *Trash truck*, slide the object out, and then let go.

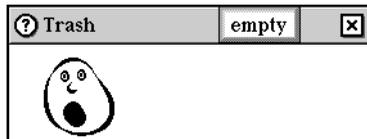
The last thing you threw away appears on your screen.



- ▶ Or, tap the *Trash truck* to see what's inside, and then slide an object out.



When you tap the Trash truck, a window opens showing all of the objects in the Trash truck. Slide an object out of the Trash truck to rescue it.



**Note:** The Trash truck holds up to six objects before it starts getting rid of them permanently. The trash drum sound alerts you that an item in the Trash truck has been permanently removed. To change the criteria for these rules, tap the *Trash truck*, tap the *circled question mark* in the upper left corner of the Trash truck window, and then tap *rules for trash*.

See “Decrease how much the Trash truck holds” on page 200.

## Empty the Trash truck

Empty the Trash truck to permanently remove the items it contains. You save valuable memory when you get rid of email messages, extra pages, and other items that you’re not using.

- 1 Tap the *Trash truck*.

The Trash window opens.



- 2 Tap *empty*.



**Note:** The *empty* button does not appear in the Trash truck window if the Trash truck is already empty.



---

### Tip: Emptying the Trash truck without confirmation

To empty the Trash truck without confirmation, hold down *option* and tap the *Trash truck*.

---

## Adjust the volume

- 1 Hold down *option* and tap the *Magic lamp*.

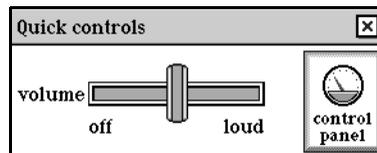
The Quick controls window appears.

Option-tap  
the Magic  
lamp.



- 2 Slide the volume bar to adjust the volume.

Slide the bar all the way to the left to turn the volume off.



## File the card or page that's on the screen

In addition to email messages, you can also file enclosures and most cards and pages.

- 1 With the page or card that you want to file on the screen, tap the *Magic lamp*.

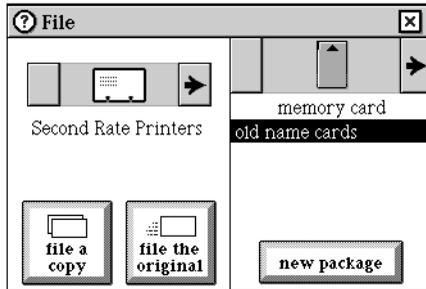


The Commands window opens.

- 2 Tap the *file* button.



The File window opens.



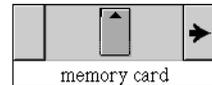
- 3 Using the arrows, select the item you want to file.

You can file a single card, and a stack of cards if there is more than one (for example, cards in the Name card file).

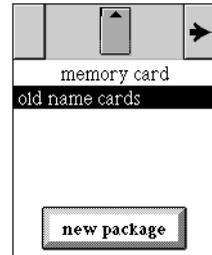


- 4 Tap one of the arrows until you see the place to which you want to file.

You can file to a package on a **storage card** or in **Built-in storage**, or to a folder in your File cabinet. Built-in storage is storage that is available in your DataRover 840. A storage card is a card you insert into the slot in your DataRover 840 to increase the amount of storage available. Items stored in the File cabinet (located in the Desk scene) take up room in Built-in storage. For more information about storage cards, see "Using storage cards" on page 211.



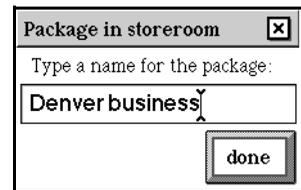
- 5 To file to an existing package on a storage card, tap one of the arrows until you see the name of your storage card, and then select the package name in the list.



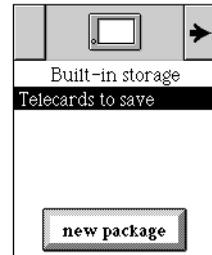
To file to a new package on a storage card, tap one of the arrows until you see the name of your storage card, and then tap the *new package* button.

The Package name window opens, in which you can enter a name for the new package.

Type the name for the new package and tap the *done* button.



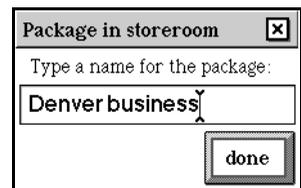
- 6 To file to an existing package in Built-in storage, tap one of the arrows until you see *Built-in storage*, and then select the package name in the list.



To file to a new package in Built-in storage, tap one of the arrows until you see *Built-in storage*, and then tap the *new package* button.

The Package name window opens, in which you can enter a name for the new package.

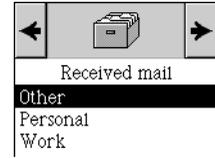
Type the name for the new package and then tap the *done* button.



**Note:** Because the amount of space in Built-in storage is limited, it is recommended that you file items to a storage card instead of to Built-in storage.

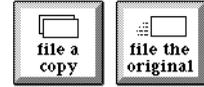
- 7 To file to a folder in a drawer of the File cabinet, tap the folder name you want to use. Or, tap the *new folder* button to create a new folder, type the name for the folder, and then tap the *done* button.

If you want to file in a new file cabinet drawer, you first need to create a new drawer and a folder in that drawer.



- 8 Tap either the *file a copy* button or the *file the original* button.

When you file a copy of an item, the original item remains, and a copy of it is filed. When you file the original, the item is moved to the destination you specify.

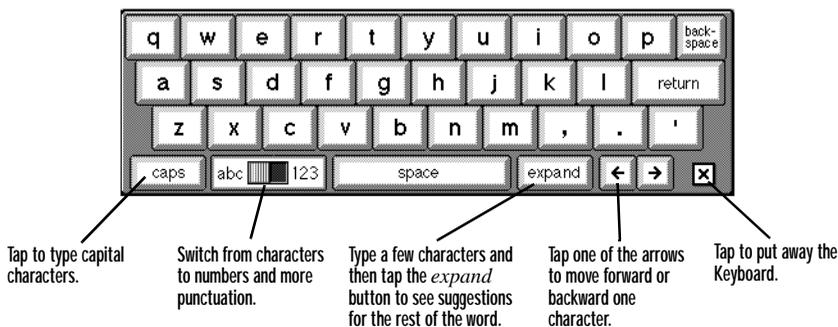


## Typing

You can write email messages and notes either with the stylus or with your finger, or you can use the DataRover 840 Keyboard.

**Note:** The Magic Cap software can't interpret your writing, so you must use the Keyboard to type information that it needs to understand, like name cards, telephone numbers, and the subject of an email message.

The Keyboard appears when you tap typed text or when you tap the Keyboard icon at the bottom of the screen. You can change the mode of the Keyboard so that it allows you to type a variety of characters.



## Type and edit text

You can type email messages and pages in the Notebook, and fill out different forms. If there's a labelled field to type in, you can tap in the box and then type.

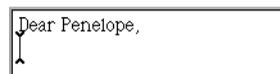
- 1 Tap the **Keyboard** icon at the bottom of the screen.

The Keyboard expands to fill the lower half of the screen.



Or tap the place on the screen where you want to type.

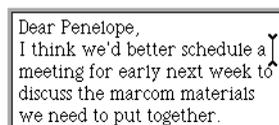
A small vertical *typing point* appears in that place, showing where the typed text will go.



- 2 Tap the keys of the Keyboard to type your text.

- 3 Tap text on the screen to move the typing point to that spot.

As you type, your DataRover 840 automatically extends the size of the page to fit everything you type. When you are writing, drawing, or using stamps, tap the *extend* button to add more space to the bottom of the page.



- 4 Tap one of the arrows to see parts of the page that don't show on the screen.

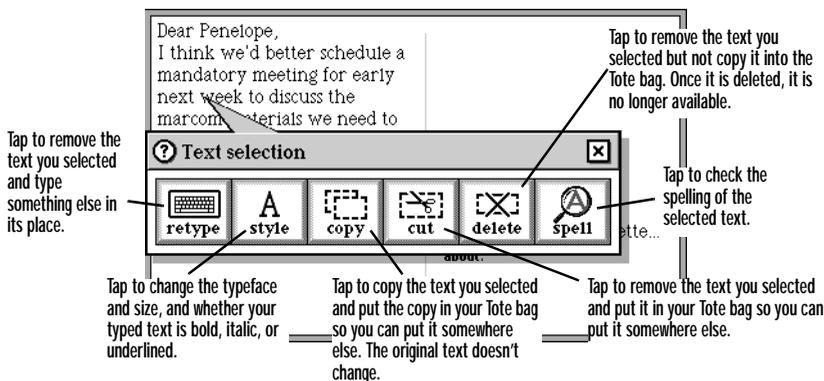


- 5 Tap the left or right arrow on the Keyboard to move the typing point one character at a time.



## 6 Select a piece of text—a word or a few words—by pressing down and sliding slowly across the text.

If the text you want to select extends past what is visible on the screen, Magic Cap will automatically scroll down as you slide downward. Once you have selected the text, the Text Selection window opens in which you can edit the text.



### Tip: Selecting text

You can also select a text block without sliding across the text. Tap at the beginning or end of the text you want to select to position the typing point. Then, hold down *option* and tap at the other end of the text you want to select, or use the arrow keys to move the typing point until you've reached the end of the text you want to select. Hold down *option* and tap or slide to extend the selected text.

## 7 Tap the *retype* button to replace the selected text.



The selected text disappears and the typing point remains at that spot so you can type the new text.

The tickets for your flight to San Diego are at the travel agent. A copy of your itinerary is enclosed. I'll

Type the new text.

The tickets for your flight to San Diego are at the travel agent. A copy of your itinerary is enclosed. I'll reschedule your

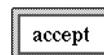
8 Tap the *style* button to change the way the text looks.

The Text style window opens in which you can change the typeface, size, and style.



Tap a checkbox to select bold, italic, or underline, and then tap the *accept* button.

style:  bold  italic  underline



You can select more than one style. As you select different attributes for your text, the sample text at the bottom of the Text style window changes so you can see what it will look like.

Once you tap the *accept* button, the text changes to have the text style attributes you selected.

The tickets for your flight to San Diego are at the **travel agent**. A copy of your itinerary is enclosed. I'll

9 Tap the *copy* button to make a copy of the selected text.

A copy of the text you selected hops into your Tote bag. You can then place this text coupon somewhere else, such as in another email message.



See "Position text taken from the Tote bag" on page 31.

10 Tap the *cut* button to remove the selected text and place it in the Tote bag.

The text you selected is removed and hops into your Tote bag so you can move it somewhere else.



11 Tap the *delete* button to delete the selected text.

The text you selected is removed. When you delete text, it is immediately thrown away; it doesn't go into the Tote bag or the Trash truck.



12 Tap the *x* to put away the Keyboard and to deselect any selected text.





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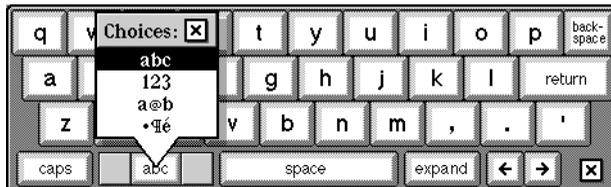
### Tip: Using the *expand* button

When you are typing messages, name cards, and similar information, your DataRover 840 may suggest how to complete the word that you're typing. For example, if you start typing the name of a city, your DataRover 840 shows the rest of the name highlighted in black. You can keep typing, tap the *expand* button to see another suggestion, or tap *return* to accept the suggestion. You can tap *expand* at any time while typing to see suggestions for completing the word you have begun typing.

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## Change the mode of the Keyboard

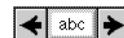
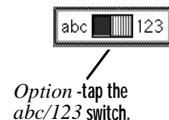
The Magic Cap Keyboard can display a variety of characters. There are four different *modes*: characters and punctuation, used for typing names and most text; numbers and punctuation, used for typing things like postal addresses and phone numbers; network, used for typing e-mail addresses and web page URLs; symbols and accents, used for typing mathematical symbols and other commonly used symbols. Follow these steps to change the mode of the Keyboard.



- 1 With the Keyboard open, hold down *option* and tap the *abc/123* switch.

The switch changes to look like the chooser in step 2.

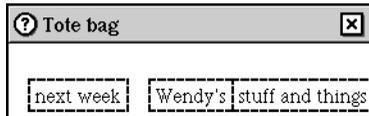
- 2 Use the arrows to scroll through the modes available, or tap in the center of the arrows to display the list of modes and then select a mode from the list.



## Position text taken from the Tote bag

When you copy or cut text, the text hops into the Tote bag and is stored there as a text coupon until you place it somewhere else. (A *text coupon* is a string of text characters that is created when you cut or copy text or when you type from the Labelmaker of the Keyboard.)

- 1 Tap the *Tote bag* to see what's inside it.

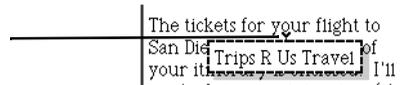


- 2 Press down on the text coupon you want to use and drag it out.

The tickets for your flight to San Diego are at the top. A copy of your itinerary is enclosed. I'll

The text in the Tote bag will go here.

- 3 Position the text coupon using the typing point as your guide and then let go.



The new text appears.

## Type uppercase letters

Use the *caps* key to type uppercase letters. The *caps* key is highlighted when uppercase mode is on and not highlighted when lowercase mode is on.

- 1 To type a single uppercase letter, tap the *caps* key on the Keyboard, and then tap the letter key you want.



The *caps* key is highlighted to show that the uppercase keyboard is active. When you type a character, the Keyboard automatically reverts to type lowercase letters.



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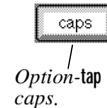
**Tip:** Typing a capital letter using the *option* key

Alternatively, you can hold down *option* while typing to type an uppercase letter.

---

- 2 To type several uppercase letters, hold down *option* and tap the *caps* key.

The *caps* key is highlighted and the Keyboard is locked in uppercase mode.



To return to lowercase, tap the *caps* key again to unlock the uppercase mode.



## Type numbers and punctuation

- ▶ To type numbers and most punctuation characters, tap the *abc/123* switch so that it flips to the *123* position.

The Keyboard changes to display numbers and punctuation characters until you again tap the *abc/123* switch.

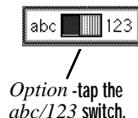


## Type symbols and other characters

The Keyboard can display additional characters. For example, to type a name like *Françoise*, a word like *øl*, or a symbol like §, you'll need to use the accents and symbols. Using the selection box and buttons on the Keyboard, you can change the Keyboard to display several types of keyboards: symbols, accents, Labelmaker, and Web, if you have the web browser software installed.

- 1 Hold down *option* and tap the *abc/123* switch.

The image changes to display arrows in place of the switch.



- 2 Tap one of the arrows until the symbols keyboard appears.



- 3 Type the characters you want.

- 4 Hold down *option* and tap the *abc/123* switch to return to the lowercase letters keyboard.



Option -tap the *abc/123* switch.

## Type accents and other characters

- 1 Type the character you want on the Keyboard.



- 2 Hold down *option* and tap the *abc/123* switch.

The image changes to display arrows in place of the switch.



Option -tap the *abc/123* switch.

- 3 Tap one of the arrows until the symbols keyboard appears.



- 4 To type a single accent character, hold down *option*.

The Keyboard changes to show the accent characters that are available.

- 5 Tap the accent you want to use.

- 6 To type several accent characters, tap the *accents* button in the lower left corner of the Keyboard.



The Keyboard changes to show the accent characters that are available.

- 7 Type the accent you want.



- 8 Hold down *option* and tap the *abc/123* switch to return to the lowercase letters keyboard.



Option -tap the *abc/123* switch.

## Use the Labelmaker to rename objects

Use the Labelmaker to rename objects that have labels, such as stationery you create and file drawers in the File cabinet.

- 1 Hold down *option* and tap the *Keyboard*.

The extended keyboard appears with the Labelmaker at the top right.

*Option*-tap the *Keyboard*.



- 2 Type a label using the *Keyboard*.

The label appears to the left of the Labelmaker.



- 3 Press down on the label, drag it over the object you want to rename, and then let go.

The new label replaces the object's old label. If the object is not in your current scene, drag the label into the Tote bag and position it later.

See "Position text taken from the Tote bag" on page 31.

**Note:** When you position the new label over the object you are renaming, the border around the object highlights to indicate that the new label is positioned correctly.

## Search for typed text or an image

- 1 Tap the *Magic lamp*.

The Commands window opens.



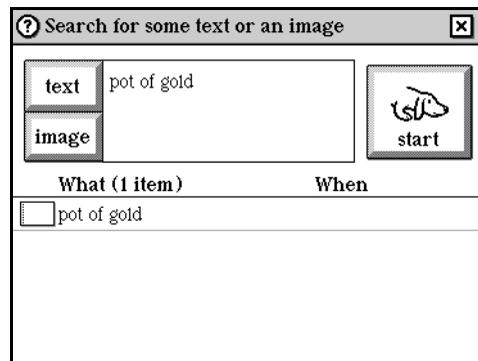
- 2 Tap the *search* button.

The Search window opens.



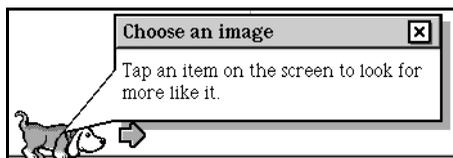
- 3 To search for text, tap the *text* button to open the *Keyboard*, type the text you want to search for, and then tap the *start* button.

The search dog sniffs around until she finds an occurrence of the text. These items appear in the search list as they are found. When the search is complete, the stop button is replaced by the start button.



**4 To search for an image, tap the *image* button.**

The window closes and the Choose an image window opens instructing you to tap the image you want to search for.



**Note:** A copy of the image you want to search for must be in the current scene. If it is not, close the Choose an image window and go to a scene that has the image you want to search for.

**5 Tap the image you want to search for.**

The Search window reopens and the search begins.



**6 To stop a search while it is in progress, tap the *stop* button.**



**Note:** If you try to tap an item in the search list or try to do anything else while the search is in progress, the stop sign will flash until you tap it to stop the search.

**7 To continue a search that you have paused, tap the *start* button.**



- 8 To look at an item in the search list, tap it.

The item appears. If more than one occurrence of an item was found, the search dog waits patiently for your next command.



- 9 Tap one of the arrows to go to the next item found.



- 10 To discontinue looking at the items found, tap the *search dog* and then tap the *x* to close the Search window, or *option-tap* Sniffy.

## Spelling checker

Built into Magic Cap is a spelling checker called Spell Finder™ that you can use to check the spelling of all the text you've typed in a particular scene, or just the text you select. Spell Finder uses its own dictionary of words and words that appear in the **Typing & Text** book in the Library to check spelling.

### Select text and check its spelling

Follow these steps to check the spelling of text typed in the current scene.

- 1 To check the spelling of all the text in the current scene, tap the *Magic lamp*.



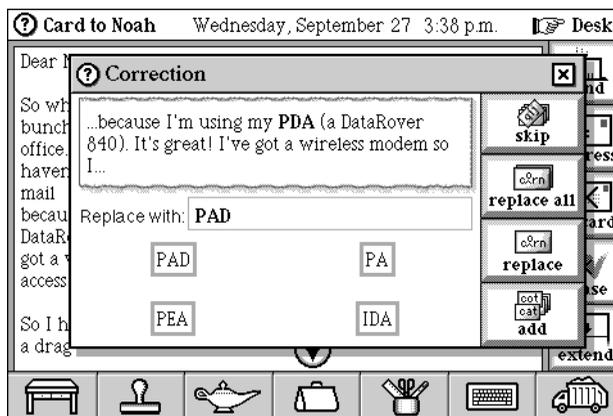
The Commands window opens.



2 Tap the *spell* button.



If Spell Finder finds a word it doesn't recognize, the Correction window opens with the word highlighted.



If there are alternative words available, those words are displayed in the bottom half of the Correction window.

From the Correction window you can replace the highlighted word or all occurrences of the word with one of the suggested alternatives, you can skip the highlighted word, you can add it to the list of spelling words, or you can replace the word by typing over it.

3 Tap the *skip* button to leave the highlighted word as is.

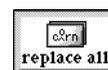


*Option-skip* skips all occurrences of the highlighted word.

4 To select a replacement word other than the one shown in the *Replace with:* field, tap one of the alternatives shown in the bottom half of the Correction window.

The word you selected hops into the *Replace with:* field.

5 Tap the *replace all* button to change every occurrence of the highlighted word to the replacement word shown in the *Replace with:* field.



- 6 Tap the *replace* button to change the highlighted word to the replacement word shown in the *Replace with:* field.



- 7 To replace the selected word with a word other than those listed, tap in the *Replace with:* field to open the Keyboard, and then type over the word shown.

Replace with: PAD.

- 8 Tap the *add* button to add the highlighted word to the list of spelling words.



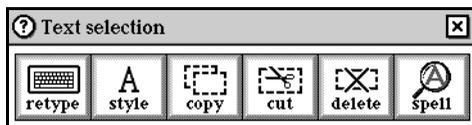
---

### Tip: Check spelling of selected text

In addition to checking the spelling of an entire page of text, you can also check the spelling of selected text only. Follow these steps.

- 1 Select the text you want to check.

The Text selection window opens.



Tap the *spell* button to use the spelling checker.



---

When Spell Finder has completed, an announcement appears indicating that the spelling check is complete.

## Hot text

Hot text is a feature whereby your DataRover 840 tries to interpret text you tap, and offers actions appropriate to the text, such as dialing a phone number when you tap on one, or downloading a web page when you tap on a URL. Your DataRover 840 can interpret the following types of text:

- names that are in your Name card file
- email addresses
- Internet web addresses (URLs)
- complete telephone numbers
- dates

If you tap the name of someone for whom you have a name card, a window opens offering to contact that person. If you tap on an email address, a window opens offering to open a new message addressed to the person at that email address. If you tap on an Internet web address (URL), a window opens offering to link you to that web page. If you tap on a telephone number, it offers to dial the number for you. Tapping a date offers to go to that day in your Datebook.

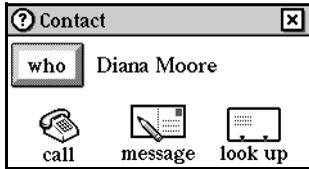
### Use hot text

Follow these steps to use the hot text windows.

**Note:** In any of the hot text windows, tap the *edit* button to close the window and return to the text.

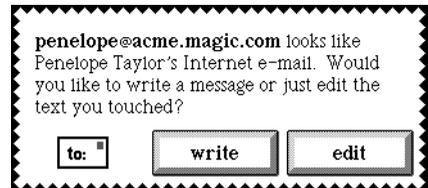
- 1 When you tap a name that exists in the Name card file, a confirmation window opens in which you can tap the *contact* button or the *edit* button.

The Contact window, shown below, opens when you tap the *contact* button. If you want to edit the text, tap the *edit* button to open the Keyboard.



In the Contact window, tap the *call* button to see the telephone numbers you have for this person, tap the *message* button to open a new email message, or tap the *look up* button to go to the name card for this person.

- 2 When you tap an email address, a confirmation window opens in which you can tap the *write* button to open a new email message, or tap the *edit* button to edit the text.



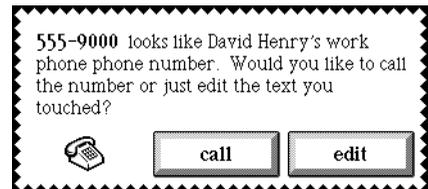
**Note:** If this email address is not found in your Name card file, Magic Cap offers to create a new name card for this person with this email address. In that case, the name card appears with the Name window open so that you can edit the information. If the address is for a company, tap the box next to "this is a company" to change to a company name card.



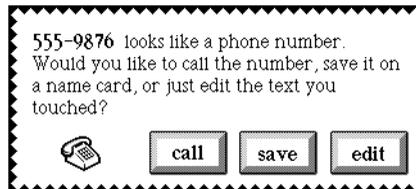
- 3 When you tap a URL, a confirmation window opens in which you can tap the *link* button to go to the web page, tap the *save* button to create a new name card for this address (appears if the URL is not found in the Name card file), or tap the *edit* button to open the Keyboard and edit the text.



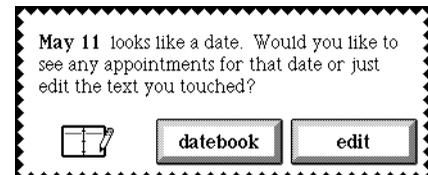
- 4 When you tap a telephone number, a confirmation window opens in which you can tap the *call* button to dial the number using your DataRover 840, or tap the *edit* button to open the Keyboard and edit the text.



**Note:** If this telephone number is not found in your Name card file, Magic Cap offers to create a new name card for this person with this phone number. In that case, the name card appears with the Name window open so you can type a name for the name card.



- 5 When you tap a date, a confirmation window opens in which you can tap the *datebook* button to go to that date in the Datebook, or tap the *edit*



**button to open the Keyboard and edit the text.**

Hot text recognizes the following date formats:

today  
tomorrow  
yesterday  
month (as in “February”)  
month year (as in “February 2000”)  
month day (as in February 2”)  
m/dd/yy (as in “2/22/00”)



### **Tip:** Disabling the hot text feature

If you disable the hot text feature, the windows that appear when you tap text that the Magic Cap software recognizes no longer appear.

- 1 In the Library, tap the *Typing & Text* book to open it.  
The Library is located in the Hallway.
- 2 Tap the *contents* button to look at the table of contents for the book.
- 3 Tap *Controls* to go to the text controls page.
- 4 Tap the check box for *hot text* to disable the setting.

If you only want to temporarily disable hot text, simply hold down the option key when tapping text Magic Cap would recognize.

---

## Writing and drawing

Use the stylus that came with your DataRover 840 to write and draw on the screen. The stylus is specially designed so that it won't scratch the screen. To write or draw anywhere on an email message, select a tool from the Tool holder at the bottom of the screen. There are pencils, text tools for creating a text field you can type in; shapes; lines; and tools that move, copy, and stretch objects in your email message.

## Write and draw

You can draw and write in many places on the screen, such as the blank area of messages and pages in the Notebook.

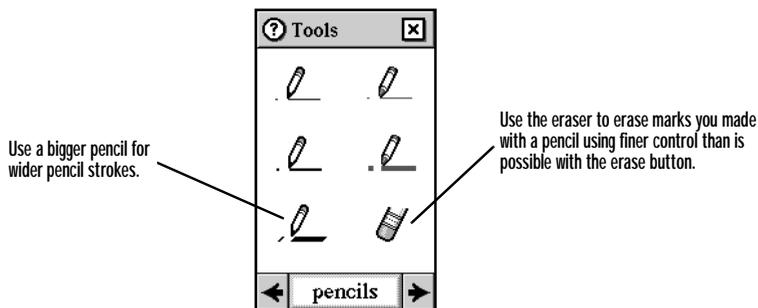
- 1 If the Tool holder is displayed at the bottom of the screen, tap it and then select one of the pencils from the Tools window.



If a pencil is displayed in the place of the Tool holder, it is the currently selected tool.



The pencil you selected hops into the Tool holder's spot to show that it is the tool currently in use.



- 2 Use the stylus to write or draw on the screen.

**Note:** Use the **eraser** in the Pencils window to erase pencil strokes, or tap the *erase* button at the right side of the screen to erase the last complete pencil stroke you made.

See "Erase marks" on page 48.

**Note:** To move or copy pencil marks, use the **arranging tools**.

See "Move, copy, and stretch objects" on page 47.

## Erase pencil marks

Use the eraser to erase pencil marks. The eraser does not erase typed text, shapes, or lines made with text field, shape, or line tools.

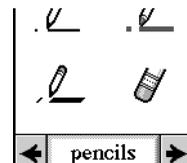
- 1 Tap the **Tool icon** at the bottom of the screen.

The Tools window opens.



- 2 Tap the **eraser**.

The eraser hops into the Tool holder's spot.



- 3 Press down on the screen and slide over the pencil marks that you want to erase.

The eraser appears as a small square on the screen.

Slide the eraser over the marks to erase.



- 4 Tap the **eraser tool** at the bottom of the screen to select a different tool.



The eraser only erases pencil strokes. Tap the *erase* button at the right side of the screen to erase typed text, shapes, or lines. You can tap the *erase* button to erase the last complete pencil stroke that you made.

See "Erase marks" on page 48.

## Place text wherever you want on a page

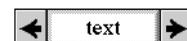
Use the **text tool** to place a text field anywhere you want on a page. The text tool is handy when you've been writing, drawing, or using stamps on a page and you want to type some text at a particular place.

- 1 Tap the **Tool holder icon**.

The Tools window opens.

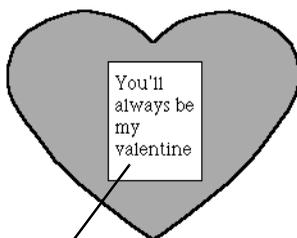
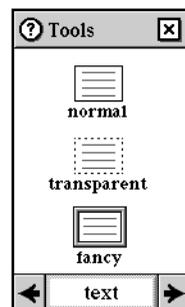


- 2 Tap one of the arrows at the bottom of the Tools window until you see the text tools.



### 3 Select the type of text field that you want to use.

There are three types of text fields: normal, transparent, and fancy. **Normal** and **fancy** use a different type of border to surround the text you type in the text field. Both types use an opaque background. **Transparent** text fields use a transparent background.



Normal text fields use an opaque background.

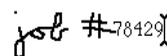


Transparent text fields use a transparent background.

### 4 Tap the screen where you want to place the text field.

A typing point appears and the Keyboard is displayed. For the normal and fancy text fields, a box appears as well. For the transparent text field, only the typing point appears.

### 5 Use the Keyboard to type text.



## Draw shapes and lines

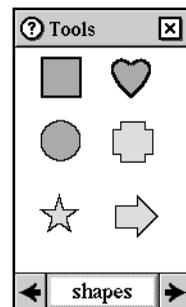
### 1 Tap the *Tool holder*.

The Tools window opens.



- 2 To use one of the shape tools, tap one of the arrows at the bottom of the Tools window until you see the shapes tools, and then touch the shape that you want to use.

The shape hops into the Tool holder's spot at the bottom of the screen.



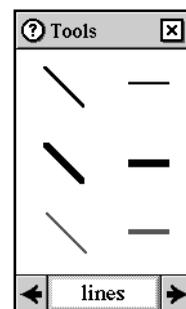
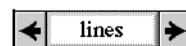
Press down on the screen where you want to place the shape and then slide to stretch the shape to the size that you want it to be.

To move the shape somewhere else on the screen, press down on the shape and drag it where you want it to be.

See "Move, copy, and stretch objects" on page 47.

- 3 To use one of the line tools, tap one of the arrows at the bottom of the Tools window until you see the lines tools, and then select the line that you want to use.

To draw lines that will slant, use one of the slanted lines. To draw vertical or horizontal lines, use one of the horizontal lines. The line hops into the Tool holder's spot at the bottom of the screen.



Press down on the screen where you want the line to begin and then slide across to stretch it to the length that you want it to be.

- 4 To turn off the current tool, tap its image at the bottom of the screen.  
The Tool holder replaces the selected tool at the bottom of the screen and the Tools window opens.
- 5 Tap the x in the Tools window to close the window.



## Move, copy, and stretch objects

- 1 Tap the *Tool holder*.

The Tools window opens.



- 2 Tap one of the arrows until you see the arranging tools.



### Tip: Shortcut to the arranging tools

Hold down *option* and tap in the title bar of the Tools window.

*Option-tap*  
the title bar.

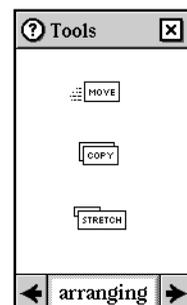


- 3 Tap the arranging tool that you want to use.

Use **move** to move pencil strokes, text fields, shapes, lines, and objects. Press down on the object and drag to reposition it.

Use **copy** to make a copy of an object made with one of the tools. Press down on the object and drag away from it to position the copy.

Use **stretch** to change the size of a text field, shape, or line. Press down on the object and drag away from it to make it larger, or drag toward it to make it smaller.



**Note:** Some objects, such as large shapes, can be moved without using the move tool. Press down and drag the shape where you want it to be. The move tool makes it easier to move objects like pencil strokes, text fields, small shapes, and lines.

## Erase marks

While you're preparing an email message, writing on a notebook page, adding a note to an appointment, or using a sticky-note, an *erase* button appears at the right side of the screen. Tapping the *erase* button removes writing, text typed in a text field, and lines. To remove enclosures, stamps, or shapes, drag them into the Trash truck.

**1 Tap the *erase* button.**

The item being erased is highlighted with a starburst.



**2 To continue erasing, tap the *erase* button again.**

You can keep erasing marks by tapping *erase* repeatedly.



---

### Tip: Erasing the entire page

Hold down *option* and tap the *erase* button.

All handwriting, drawing, lines, and text fields are erased, but text you typed remains.

*Option-tap  
erase.*



---

## Extend the page

If you're writing or drawing and need more room on the page, you can extend the page and then use the arrows to see parts of the page that don't appear.

**1 While you are preparing a message or notebook page, tap the *extend* button.**

The bottom of the page is extended so you can add more stuff to it.



**2 Tap one of the arrows to see the parts of the page that don't show on the current page.**





---

**Tip:** Going to the top or bottom of a page or card

Hold down *option* and tap the *up arrow* to see the top of the page or card, or hold down *option* and tap the *down arrow* to see the bottom of the page or card.

---

## Using stamps

Use stamps in your email messages to personalize them, to convey emotions, or just to add some fun to a message. Many stamps are useful as well as decorative. The best way to learn what stamps are available is to tap the *Stamper* and go exploring.

The stamps that appear in the Stamper change depending on location. The bottom drawer of stamps is reserved for the current scene. For example, when you're writing a message, special stamps for messages, including one with your signature, appear in the Stamper.

**Note:** Stamps can only be received by other DataRover 840s or devices that run the Magic Cap software. Although the text of the message is sent, stamps, writing, and drawings are stripped out when sending to devices that don't use the Magic Cap software.

## Use stamps in the Stamper

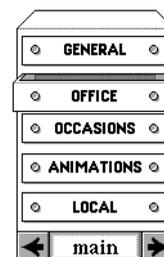
- 1 Tap the *Stamper* at the bottom of the screen.

The Stamps window opens, in which you see the stamps available from the drawer that is open at the right.



The stamps shown are those from the open drawer. Tap another drawer to see the stamps it contains.

- 2 Tap one of the drawers to see the stamps inside it.



- 3 Tap one of the arrows located at the bottom of the drawers to look forward or backward through the other available drawers.

There are other sets of drawers that contain more stamps.

- 4 Tap the stamp that you want to use.

The stamp appears on the screen.



---

### Tip: Selecting more than one stamp at a time

To use more than one stamp, hold down *option* and tap the stamp that you want to use. The Stamps window stays open so you can select another stamp.

---

- 5 To move a stamp somewhere else on a page or in a scene, press down on the stamp, drag it where you want it, and then let go.

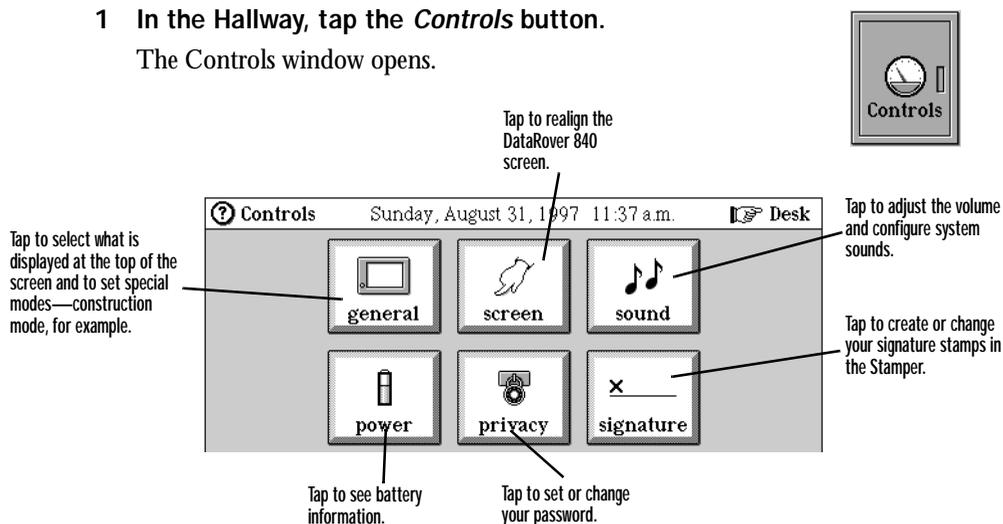
## Using the Controls panel

The Controls panel allows you to adjust the various settings on your DataRover 840 so that you can customize the way it operates.

### Use the Controls panel

- 1 In the Hallway, tap the *Controls* button.

The Controls window opens.



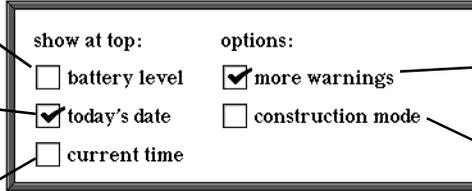
**2 To set the general settings, tap the *general* button.**

The General controls appear.

Tap to show the battery level at the top of the screen.

Tap to show the date at the top of the screen.

Tap to show the current time at the top of the screen.



Tap to switch on or off the confirmation messages that appear before some actions.

Tap to switch on or off construction mode.

**Tap the checkbox next to a setting to switch it on or off.**

A checkmark indicates a setting is switched on.

**3 To realign the tap-sensitive screen, tap the *screen* button.**

Follow the instructions that appear.

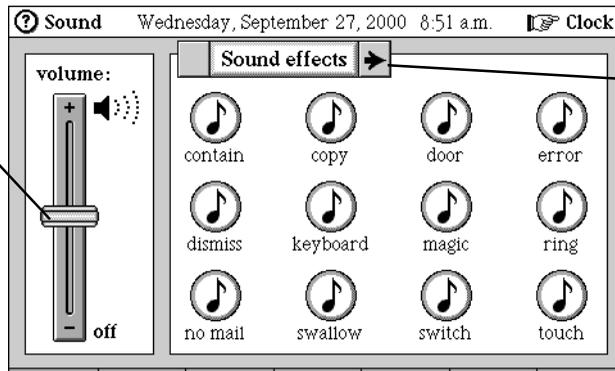


**4 To adjust the volume of your DataRover 840 or to change one of the system sounds, tap the *sound* button.**

The Sound window opens.



Slide the volume bar to adjust the volume.



Tap to see additional sounds.

To adjust the volume, slide the volume bar.

Slide the bar all the way down to turn the volume off.

**Note:** The volume control is also available by holding down *option* and tapping the *Magic lamp*.

5 To see battery information, tap the *power* button.

The Power window opens.



Shows charge levels of main and backup batteries

batteries: main backup

shut off automatically: after - 5 + minutes idle

even when plugged in

card battery: Wee OK

Shows charge level of storage card battery.

Shows the automatic shut-off settings. See "Changing the automatic shut-off settings" on page 211.

6 To set or change your password, tap the *privacy* button.

The Privacy window opens.



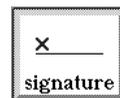
Touch 'set password' to add a security password for your communicator.

set password

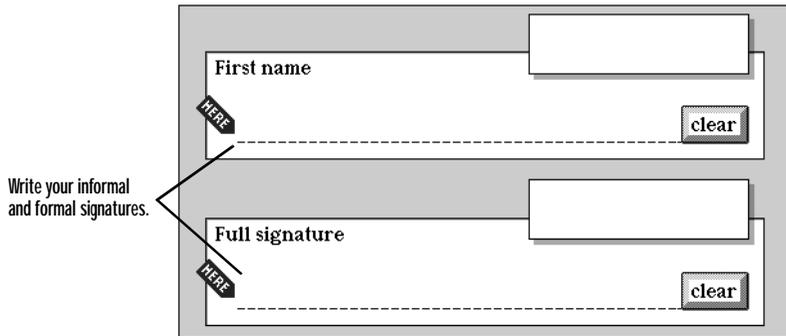
ask password when turning on: once per day

Tap to set a password. See "Setting up passwords" on page 207.

7 To create and change your signature stamps, tap the *signature* button.



The Signatures window opens. Your signature stamps are accessible in the Stamper when you are creating a new email message



## Rules in Magic Cap

Throughout the Magic Cap software there are rules that you can use to customize the way your DataRover 840 behaves. There are rules in most scenes in Magic Cap and you can switch them on or off, or you can change the text of the rule so it behaves differently to suit your needs. You can look at the rules for a particular scene by tapping the *Magic lamp* and then tapping the *rules* button when you are at that scene. You can also look at most of the rules available in Magic Cap by using the **Rules** book in the Library. The rules available for a particular scene are described in that section of this guide. This section describes how to use the Rules book in the Library, how to switch a rule on or off, how to change the text of a rule, how to copy a rule, and how to discard a rule.

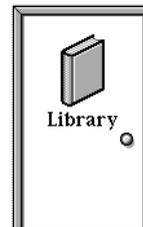
### Use the Rules book

The Rules book lists most of the Magic Cap rules in one scene. The Rules book is useful because it allows you to change several rules at once without navigating to each rules' scene. You can also change a particular rule from within its scene. Follow these steps to use at the Rules book.

- 1 Tap the *pointing hand* to go to the Hallway.



- 2 Tap the *Library door* to go inside.



- 3 Tap the *Rules book* to open it.  
The book hops off of the shelf and opens.



- 4 Tap the *contents* button.  
The table of contents for the book appears. It lists all the sections of Magic Cap for which there are rules you can change from the Rules book.



- 5 Tap an entry in the table of contents to go to that section of the Rules book.  
The book opens to the page you selected, and lists the rules for that scene.

Contents	
Trash rules	4
File Cabinet rules	6
Storeroom rules	8
Tracking rules	10
Clock rules	12
Datebook rules	14
Messages rules	16
In box rules	18
Out box rules	20
Name cards rules	22

3

- 6 Tap the arrow to see more of the page.  
Some sections have more rules than will fit on the page.



## Switch a rule on or off

To activate a rule you must ensure that it is switched on.

- In the list of rules for a scene, tap the checkbox next to a rule to switch it on or off.



A checkmark appears in the checkbox when the rule is switched on. No checkmark indicates that the rule is switched off.

## Change the settings of a rule

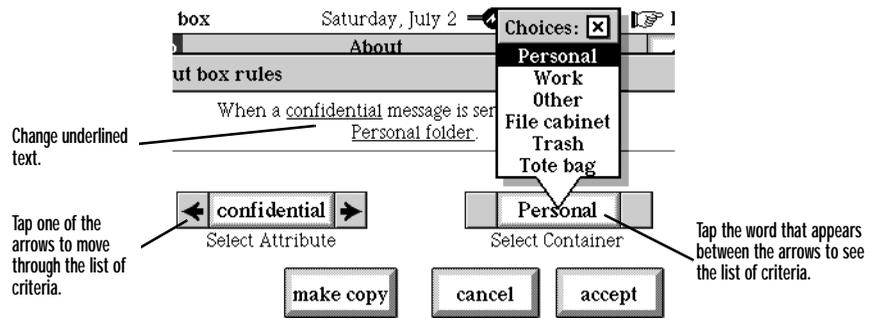
Some rules can only be switched on and off but others have settings that you can change to suit your needs. When you're looking at the list of rules for a scene, any underlined text you see can be changed.

**Note:** Rules that don't have any underlined text can only be switched on or off; you can't change or copy them.

### 1 In the list of rules, tap the rule that you want to change.

Be sure to tap the text of the rule, not the checkbox. Tapping the checkbox switches the rule on or off.

The rule is displayed at the top of the window. You can change any underlined text.



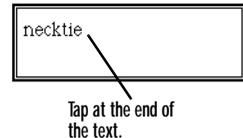
### 2 If a selection box appears, tap one of the arrows to move forward or backward through a list of options.



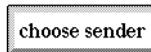
Or, tap the word that appears between the arrows to see the entire list, and then select the option you want to use.

The text of the rule changes to reflect the new option you selected.

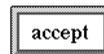
### 3 If a text field appears, you can change the text by typing over it. Tap at the end of the text and then type the new text.



- 4 If a button appears, tap it to see the window in which you can select a new setting.



- 5 Tap the *accept* button when you're done changing the rule's settings.



The new text of the rule appears.

Opening a rule to edit it automatically switches the rule on if it was off. A checkmark appears in the checkbox when the rule is switched on.



## Make a copy of a rule

You would make a copy of a rule if you want to use the same basic rule but have more than one set of criteria. For example, the In box has a rule that tells your DataRover 840 to collect email messages from a communication service at the same time each day. You might want to make a copy of this rule with instructions to collect at a different time of day so that your DataRover 840 automatically collects your messages twice a day.

- 1 Tap the *Magic lamp*.

The Commands window opens.



- 2 Tap the *rules* icon.

The list of rules for the current scene appears.



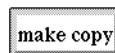
- 3 Before you make a copy of the rule, first change the settings of the rule to suit your needs.

You do this by tapping the text of the rule to open the window where you can edit the rule's settings.

- 4. When a message containing the text "magic" is sent, file it in the Work folder.
- 5. When any other message is sent, file it in the File cabinet.

Tap the rule you want to change.

- 4 After you make your changes to the rule, tap the *make copy* button.



A copy of the rule appears in the list with the changes you made.

5. When a message containing the text "magic" is sent, file it in the business folder.

See "Change the settings of a rule" on page 56.

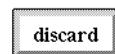
Opening a rule to edit it automatically switches the rule on if it was off. A checkmark appears in the checkbox when the rule is switched on.

## Discard a rule

You can discard only the rules that you have created by making a copy of an existing rule and changing its criteria. You can't discard rules that came with your DataRover 840.

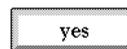
See "Make a copy of a rule" on page 57.

- 1 In the list of rules, tap the text of the rule that you want to discard and then tap the *discard* button.

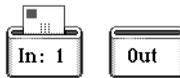


A window opens in which you can confirm that you want to discard this rule.

- 2 Tap the *yes* button to discard the rule.



**Note:** The *discard* button does not appear for rules that you can't discard, such as the rules that came with your DataRover 840.



## Part II

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# Email and Web browsing

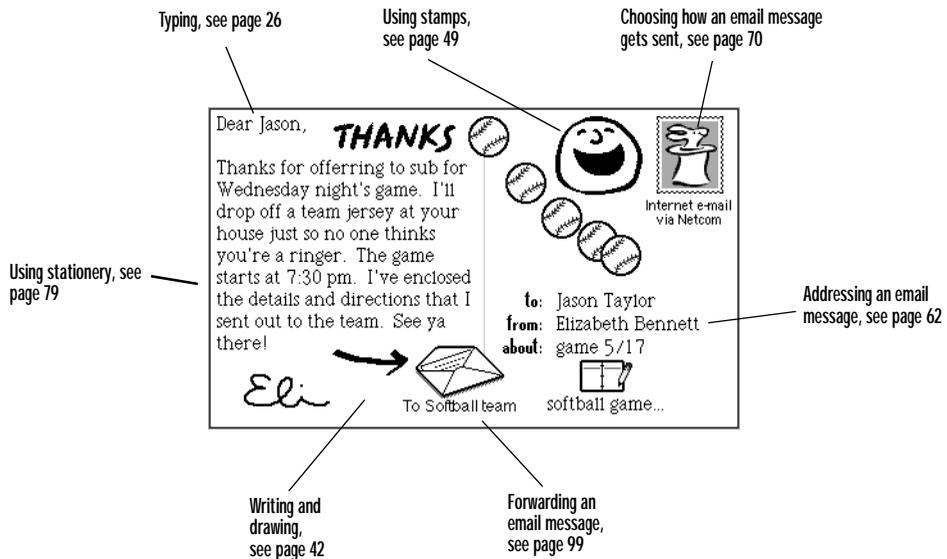
## Internet mail, browsing the Web, and other communication features

The DataRover 840 includes software for mobile Internet email access and Web browsing. The DataRover 840 provides access to standard Internet mail services that support POP3 and SMTP, including access to your current corporate or personal mailboxes at existing Internet Service Providers (ISP) and corporate mail servers. The DataRover 840 optionally includes a specially designed, full-featured, easy to use graphical web browser. The web browser supports graphics, text, and forms, and it encompasses many of the same browsing features offered on a desktop computer, such as bookmarks to your favorite URLs, and page caching.

Your DataRover 840 is designed to make it easy for you to send and receive email messages. All you do is type or write your email message, add stamps, and select the recipient; your DataRover 840 takes care of the rest. Your email messages travel electronically to their destinations, arriving in a matter of minutes. You can send email messages to people with other DataRover 840s, to the millions of people who use email on computers, and to fax machines.



# Sending Email Messages



# Creating and sending email messages

This section covers the basic information you need to know to create and send an email message.

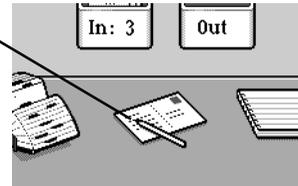
## Select the stationery

First you need to select the stationery on which to write or type your email message. You can either use the stationery that's on the Desk or you can select from one of the other types available in the **Stationery drawer**, on the left side of the Desk.

See "Using stationery" on page 79.

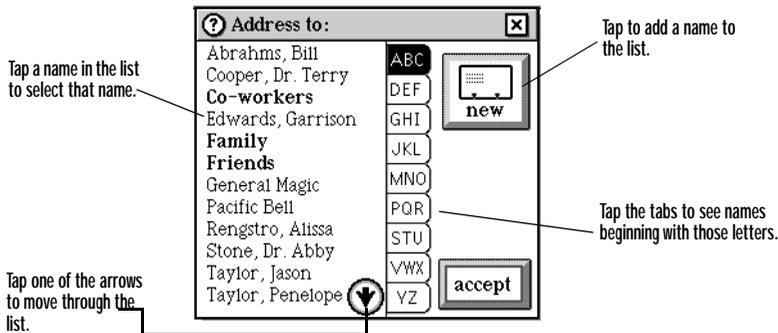
► **Tap the *pencil and postcard* on the Desk.**

A blank postcard hops out of the Stationery drawer and fills the screen. This postcard is your new email message. The **Address to** window opens, in which you can address your email message.

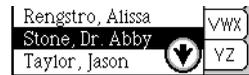


## Address an email message

The Address to window—a list of the people and companies in your Name card file—appears each time you create a new email message. The Name card file is where you keep all of the names, addresses, and telephone numbers of all the people, companies, groups, and services you contact. Select the recipient for your new email message from this window.

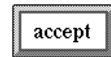


- 1 Tap the name of the person or company to whom you want to address your email message.



The name is highlighted. Tap one of the arrows or lettered tabs to see a different part of the list.

- 2 Tap the *accept* button.



The email message is now addressed to the person you selected. To add or replace addressees, or to see the envelope if you are using letter stationery, tap the *address* button.

**Note:** When you address an email message to a group, the addressing portion of the email message displays the names of individuals in the group rather than the group name.

If the name is not listed in the Address to window, it means that you need to add a name card for this person. Tap the *new* button and follow the instructions that appear on the screen.



### Tip: Addressing an email message to more than one person

To address your email message to more than one person, select a name in the Address to window, hold down *option*, and then tap the *accept* button. This leaves the Address to window open so you can select another name in the list.



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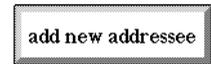
## Tip: Adding a cc: or bcc: recipient

There are four address types: **to**, **cc** (carbon copy), **bcc** (blind carbon copy), and **reply to**. The default address type is *to*. To add a recipient that uses one of the other address types, follow these steps.

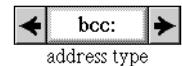
- 1 With an email message on the screen, tap the *address* button at the right side of the screen.



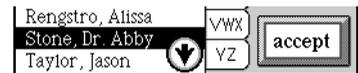
- 2 Tap the *add new addressee* button.  
The Choose a name window opens.



- 3 Tap one of the arrows in the *address type* chooser until the address type you want to use appears.



- 4 Tap the name of the recipient and then tap the *accept* button.



Use the *bcc* address type when you want to send a copy of the email message to someone, but you don't want other addressees to know they received a copy. The recipient's name won't show up on the addressing portion of the email message that recipients receive. Use the *reply to* address type to direct the delivery of replies to this email message to an alternate email address.

---

## Remove a name from a list of addressees

- 1 In the addressing portion of an email message, hold down *option* and press down on the name you want to remove.

If the recipient's name doesn't appear, follow the steps in the tip below to see the entire list of recipients.

**to:** Alissa Rengstro  
Bill Thomas •  
and 2 others  
**from:** Penelope Taylor  
**about:** meeting next week

**Note:** A bullet (•) next to a name indicates that the delivery method shown by the delivery stamp is for this addressee.

- 2 Slide the name into the Trash truck and let go.





---

## Tip: Seeing the entire list of addressees for an email message

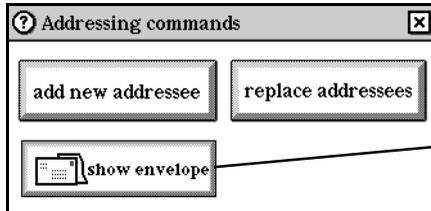
If you are sending an email message to more than three people, you'll see just a partial list of the names. To see the entire list, tap the phrase *and 2 others*.

---

## Add or change addressees

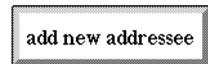
- 1 With an email message on the screen, tap the *address* button at the right side of the screen.

The Addressing commands window opens.

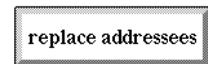


The *show envelope* button appears when you're using stationery that is enclosed in an envelope. Tap this button to see the addressing information.

- 2 To add a recipient, tap the *add new addressee* button, select a recipient, and then tap the *accept* button.



- 3 To replace all of the current recipients, tap the *replace addressees* button, select the new recipient(s), and then tap the *accept* button.



## Put a subject on an email message

The subject of an email message is what you type in the **about** space. It appears in the list of email messages that the recipients of this email message will see in their in boxes and allows recipients to automatically file email messages by subject.

- 1 With the email message on your screen, tap the word *about*.

The Keyboard appears and you see a typing point after the word *about*.

to: Abby Stone  
from: Penelope Taylor  
about: |

- 2 **Type the subject of your email message and then tap *return* on the Keyboard.**



The subject you typed appears in the address portion of the email message, and a typing point now appears under the words *Dear Abby* so you can continue typing the text of your email message.

**to:** Abby Stone  
**from:** Elizabeth Bennett  
**about:** vacation plans

## Type or write your email message

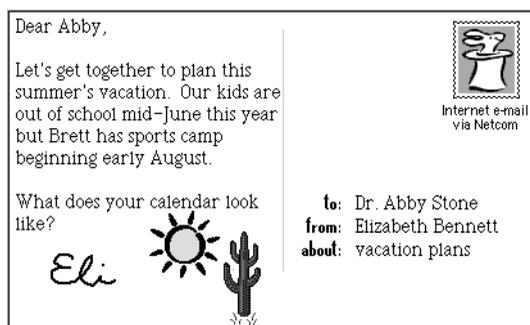
Magic Cap offers many tools and other objects you can use to create the content of your email messages. At the bottom of the screen are the Keyboard for typing, tools for writing and drawing, and stamps for decorating and conveying emotion in your email messages.

See "Typing" on page 26.  
See "Writing and drawing" on page 42.  
See "Using stamps" on page 49.

**Note:** Magic Cap encodes its multi-media email messages in MIME, the de facto industry standard for email message content. Email messages sent to other Magic Cap devices decode all of this content so that the entire email message is received intact. Typically, email messages received by way of other mail readers can decode the typed text, but strip out rich content like stamps, handwriting, styled text, attachments, and drawings. However, some mail readers may be able to decode some of the Magic Cap rich content.

- 1 **Type or write the body of your message under the salutation.**

The first name of the person to whom you are addressing your message automatically appears in the salutation. Type or write your message beneath this salutation.



- 2 Tap the *x* in the lower right corner of the Keyboard to close the Keyboard.

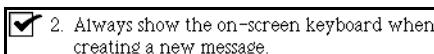


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**Tip:** Automatically opening the Keyboard for new email messages

By default, the pencil tools are active when you create new email messages. Use these steps to instead have the Keyboard automatically open, if you prefer to type your email messages.

- 1 With a new email message open, tap the *Magic lamp*.
- 2 Tap the *rules* icon.
- 3 Tap the checkbox to switch on the rule about displaying the Keyboard.



A checkmark indicates that the rule is switched on.

---

## Send a voice recording with an email message

Using a **sound stamp**, you can record a brief audio message to send along in an email message. The recipient of your email message tapes the *sound stamp* to hear what you recorded.

See note on page 66.

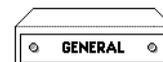
**Note:** Recorded sound stamps take up a lot of storage in a DataRover 840. Also, it takes longer to send and receive email messages that contain recorded sound stamps.

- 1 With the email message on your screen, tap the *Stamper*.



The Stamps window opens.

- 2 Tap the *general drawer*.



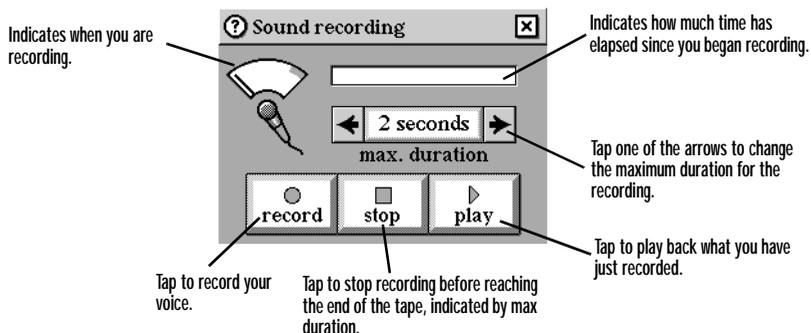
- 3 Tap the *sound stamp*.

The stamp appears on your email message.



4 Tap the **sound stamp** that is on your email message.

The Sound recording window opens, in which you can set the recording controls.



5 Tap the **record** button to record your voice.

Speak into the microphone on your DataRover 840.



Tap the **stop** button to stop recording before the time is up.

Tap the **play** button to play back what you have just recorded.

You can record over your voice message by tapping **record** again.

6 Tap the **x** when you are finished recording.

The sound stamp changes to show that it has a recorded voice message.



7 Tap the **sound stamp** to hear the voice message.



## Send an attachment with an email message

Follow these steps to attach a notebook page, a name card, an appointment from your Datebook, or another email message.

See note on page 66.

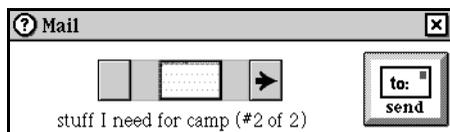
- 1 With the item you want to send on your screen, tap the *Magic lamp*.

The Commands window opens.



- 2 Tap the *mail* button.

The Mail window opens.



- 3 Using the arrows, select the item that you want to send.

In general, you can send a single card, and a stack of cards if there is more than one (for example, cards in the Notebook).

- 4 Tap the *send* button.

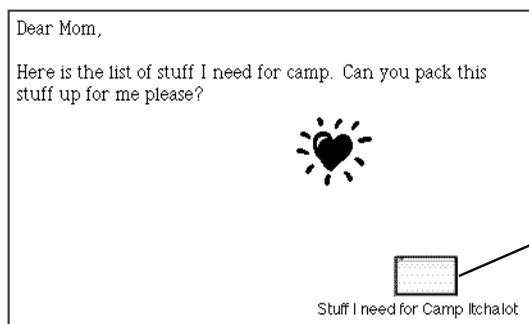
A blank email message appears, and in front of it, the Address to window appears.



- 5 Select a name in the list and then tap the *accept* button.



- 6 Write or type a note to go along with the attachment.



Attached notebook page. The recipient taps here to see the attachment.

- 7 Tap the *send* button.



## Choose a communication service

The **delivery stamp** in the upper right corner of an email message or envelope is how you select the delivery method for the selected recipient. If, for example, a recipient has email accounts with more than one service and has a fax machine, you'll use the delivery stamp to select from among these delivery methods. The next time you send an email message to this recipient, Magic Cap will use the delivery method you last used for this recipient.

**Note:** You need to sign up for a communication service in order to send email messages other than by fax or pager.

- 1 Select the recipient for whom you want to select a delivery method. To do this, tap the recipient's name in the addressing portion of the email message.

to: Alissa Rengstro  
Bill Thomas •  
and 2 others  
from: Penelope Taylor  
about: meeting next week

**Note:** If there is only one recipient, you don't have to select the name.

A bullet (•) appears next to the name, and the stamp on the email message changes to show how the email message will be sent for this recipient.

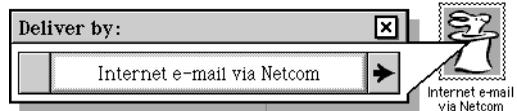
See "Seeing the entire list of addressees for an email message" on page 65.

- 2 Tap the *delivery stamp* of the email message.

On letters, the delivery stamp is on the envelope. Tap *address* and then tap *show envelope* to see the delivery stamp.



- 3 Tap one of the arrows to choose the method by which you want to send the email message.



- 4 Tap the x to close the window.



Text appears below the stamp that tells you how the email message is being sent to the selected recipient.



## Send an email message

Once you have created and addressed your email message, tap *send* to place it in the Out box so your DataRover 840 knows it's ready to be sent.

**Note:** If you don't want to send your email message right away, either disconnect the telephone line before you tap *send* or change the Out box rule about when email messages get sent. That way, the email messages you create will accumulate in the Out box until you're ready to send them.

See "Out box rules" on page 85.

- ▶ Tap the *send* button at the right side of the screen to send the email message.



**Note:** If the email message contains scribbles, drawing, handwriting, stamps, styled text, or attachments, the *send* button's image will change to show that the email message contains rich content, as shown below.



The email message hops into your Out box and is sent right away if your DataRover 840 has a live phone connection. If it doesn't, the email message goes into the Out box and stays there until you connect.

If you subscribe to more than one communication service, a list of services appears so that you can select to which service you will connect.

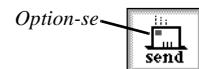


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### Tip: Sending email messages and collecting new email messages

When you use the *send* button to send an email message, your DataRover 840 sends email messages but doesn't collect any email messages you may have. To override this feature so that your DataRover 840 both sends and collects email messages, follow the step below.

In the Out box, hold down *option* and tap the *send* button.



When you send email messages in this manner, Magic Cap will not open the window that allows you to select the service providers with which to connect (if you have configured your DataRover 840 for more than one ISP). Instead, Magic Cap assumes the same set of service providers you selected the last time you connected.

---

**Note:** While your DataRover 840 is sending and receiving email, you can use it to do other things at the same time. Just tap the *x* to close the Communicating window if it is obstructing your view.

## Specify your dialing location

To send and receive email messages, send faxes, browse the Web, and make telephone calls using your DataRover 840, you must connect to a communications service, either by way of a wireline phone connection (plugging a telephone line to your DataRover 840) or wirelessly through an external modem (plugged into either the Magic Bus port or a modem card in one of the storage slots of the DataRover 840.)

See "Connect to a communication service and select a dialing location" on page 14 of *DataRover 840 Getting Started Guide*.

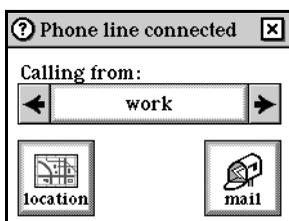
Before dialing to establish a connection to a communication service, Magic Cap needs to know where you're dialing from so that it can dial correctly. The window entitled, **Phone line connected** is where you'll select from among the various **dialing locations** you have set up. When you plug in a phone line, your DataRover 840 detects it and automatically displays this window. If you are using a wireless access method, like an external modem card, you'll have to open this window manually. Use the steps that follow to specify your dialing location.

- 1 If you are using a wireline phone connection, plug a telephone line into your DataRover 840.

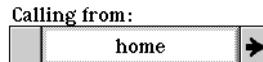
**Note:** If you were already connected to a phone line, hold down *option* and tap the *Telephone* to open the Phone line connected window.

If you are using a wireless access method hold down *option* and tap the *Telephone*.

The Phone line connected window opens.



- 2 Tap one of the arrows until you see the location you are calling from.



If your dialing location doesn't appear in this list, you can add it by tapping the *location* button and then adding the information for the new location.



See "Add or change a dialing location" on page 137.

- 3 Tap the *mail* button to send and receive your email messages.



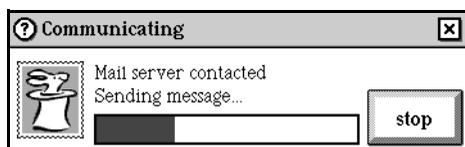
**Note:** If you're connecting to a phone line for the first time, you won't have any dialing locations set up, so the dialing location will be set to "none." First add a dialing location and then refer back to this section.

See "Add or change a dialing location" on page 137.

## Stop delivery of an email message

Your Out box uses rules to decide when to send email messages. Your DataRover 840 is initially set up to send each email message as soon as you put it in the Out box. If it's set up that way and you have a live phone connection, the

**Communicating window** opens and you hear your DataRover 840 begin to dial. You can stop your DataRover 840 from sending the email message by tapping the *stop* button in this window.



► **In the Communicating window, tap the *stop* button.**



The email message is not sent. If you leave the email message in the Out box, it's sent the next time your DataRover 840 connects to the communication service. To remove the email message from the Out box so it isn't sent, press down on the *Out box* and slide the email message out.

See "Remove an email message from the Out box" on page 84.

**Note:** If you are connecting to more than one service provider (you've selected more than one from the **Collect from window**), tapping the *stop* button will disconnect from the current service provider only. *Option-stop* to cancel the queued connections to all service providers.



### Caution

Tapping the *x* to close the Communicating window doesn't stop the email message from being sent. If you accidentally close the window, just tap the tiny image of the postcard at the top of the screen to open the window again, and then tap the *stop* button to stop the email message from being sent.

---



### Tip: Changing the rules for sending

The Out box rules allow you to control when email messages are sent. For example, you can set your DataRover 840 to send email messages when a certain number of them have accumulated in the Out box, or right away if the email message is stamped urgent. Your DataRover 840 can also file email messages you are sending according to criteria you set. In the Out box, tap the *Magic lamp* to look at the rules.

See "Out box rules" on page 85.

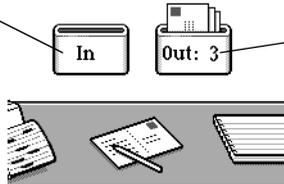
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## Different ways to send and receive email messages

Because your DataRover 840 is designed principally to send and receive email messages, there are many different places from which you can send and collect your email.

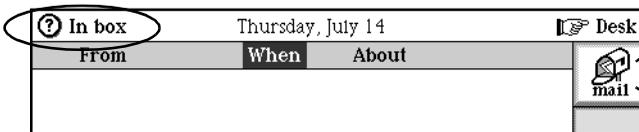
## From the Desk

To send and receive mail, hold down *option* and tap the *In* box.



To send and receive mail, hold down *option* and tap the *Out* box.

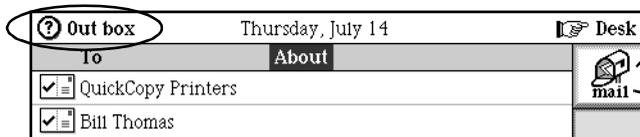
## From the In box



To send and receive mail, tap the *mail* button.

To only receive mail, hold down *option* and tap the *mail* button.

## From the Out box



To send and receive mail, tap the *mail* button.

To only send mail, hold down *option* and tap the *mail* button.

## From the Phone line connected window



Confirm that your dialing location is correct, then tap the *mail* button to send and receive email.

## Fax pages from your DataRover 840

You can fax pages in the Telephone log, Name card file, Notebook, and File cabinet. You can also fax virtually any screen you are looking at.

See also "Receiving a fax" on page 94.

**Note:** The steps that follow do not describe the way you would typically send an email message to a fax machine. To fax an email message, tap the *delivery stamp* and select *fax*. However, if you want to take advantage of the full page faxing feature, follow the steps below.

To send a fax to someone, a fax number must be listed on that person's name card. When you send a fax, the DataRover 840 uses the telephone line until the information is transmitted. If the fax machine line is busy, you will have to try again later.

The faxed version will be a piece of paper, so animations, sounds, and similar features won't move or be audible.

- 1 With the card or page that you want to fax visible on your screen, tap the *Magic lamp*.

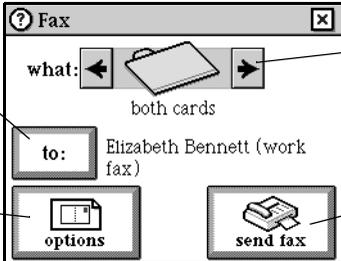


The Commands window opens.

- 2 Tap the *fax* button.



The Fax window opens.



Tap to select the person to whom you want to send a fax.

Tap to select additional faxing options.

Tap one of the arrows to select the item you want to fax.

Tap to send the fax once you've connected to a telephone line.

- 3 Using the arrows, select the item you want to fax.

You can fax a single card, a stack of cards if there is more than one (for example, cards in the Name card file), and the screen you are viewing.



**4 Tap the *to* button.**

The Choose a name window opens, in which you can address the fax.



**5 Select a name in the list and then tap the *accept* button.**

The fax number appears above the *new* button. If a fax number doesn't appear, you'll need to add it to the person's name card.



See "Add information to a name card" on page 129.

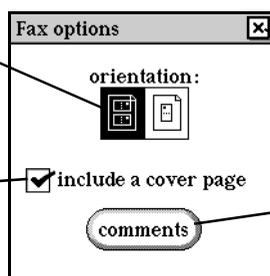
**6 To change the faxing options, tap the *options* button.**

The Fax options window opens.



Currently set for portrait orientation. Tap the other image for landscape orientation.

A checkmark indicates that a cover page will be attached. Tap the checkbox to change the setting.

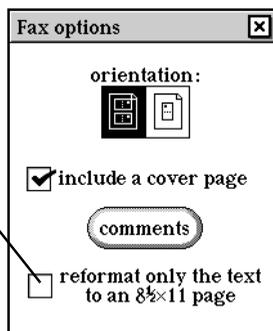


Tap to close the window after you have made your changes.

Tap to include typed comments or delivery instructions.

For email messages and notebook pages that span more than one screen, an option for reformatting the page appears in the Fax options window.

Tap to reformat the text so that it expands to fit on an 8.5 by 11 inch page.



- 7 To select the orientation, tap the portrait or landscape image.

orientation:

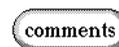


- 8 To include a cover page, tap the checkbox for *include a cover page*.

include a cover page

The *comments* button appears.

- 9 Tap the *comments* button to type the comments or delivery instructions that you want to include on the cover page.



When you have finished typing your comments, tap the *x* to close the window and return to the Fax options window. Stamps and scribbles in the comments window will not be faxed.

- 10 To reformat the text so that it expands to fit on an 8.5 by 11 page, tap the checkbox to switch it on.

reformat only the text to an 8½×11 page

With this setting on, the recipient receives a text-only message that looks as if it was faxed from a computer. With this setting off, the recipient receives the message or page just as it appears on your DataRover 840 screen, complete with stamps and a border representing the screen's boundaries.

**Note:** This option appears only when you've selected portrait orientation.

- 11 Tap the *x* to close the Fax options window.



- 12 Tap the *send fax* button.



## Beam a page to another DataRover 840

Your DataRover 840 can send any card or page on your screen to another DataRover 840 by using an invisible infrared beam much like that used by a remote control. For example, you can jot down a quick note on your notebook and beam it to someone near you who has a DataRover 840.

**Note:** Communicators using Magic Cap version 3.1 cannot beam data to communicators that use previous versions of Magic Cap.

- 1 Point the infrared sensor of one DataRover 840 directly at the infrared sensor of the other, less than 5 feet (1.5 m) away.

The two DataRover 840 sensors should be closer if in direct sunlight or bright lights. Be sure that there is nothing obstructing the path between the two sensors.

- 2 With the card or page that you want to send on your screen, tap the *Magic lamp*.



The Commands window opens.

- 3 Tap the *beam* button.



Your DataRover 840 searches for another DataRover 840 within beaming range and places the owner's name on the *to* line. If more than one DataRover 840 is in range, tap *to* and select the name of the person to send to, then tap the *accept* button.

- 4 Tap the *send* button.



## Using stationery

The postcard-style message that you get by tapping the *pencil and postcard* on the Desk is fine for short, simple notes. Your DataRover 840 offers many other types of stationery and makes it easy to create your own. Stationery is kept in the left drawer of the Desk. The plain postcard stationery is the default. A copy is sitting on top of the Desk, so it's always handy. Use the *choices* button, available in the stationery drawer, to change the default text style used for typed text, and to change the default stationery and the stationery used when you reply to email messages.

### Use different stationery

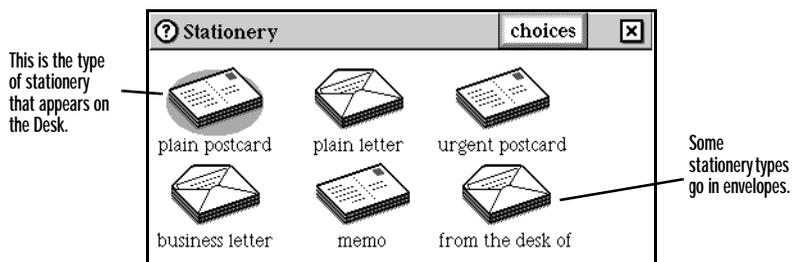
If you would rather not use the plain postcard stationery, you can select a different type from the Stationery drawer.

- 1 Tap the *Stationery drawer* at the left side of the Desk.

The Stationery window opens.



## 2 Tap the type of stationery that you want to use.



A blank piece of the stationery appears on the screen and then the Address to window opens, in which you can choose a recipient for your email message.

See "Address an email message" on page 62.

## Change the default stationery or default text style

The default stationery is the kind that appears on the Desk. Use the *choices* button to change your default stationery, reply stationery, and text style.

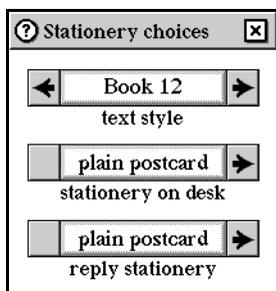
### 1 Tap the *Stationery drawer*.

The Stationery window opens.

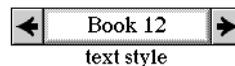


### 2 Tap the *choices* button.

The Stationery choices window opens.



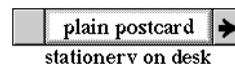
- 3 To change the default text style used for typed text, tap one of the arrows in the *text style* selection box until you see the text style you want to use.



The text style you select is used for text you type on email messages.

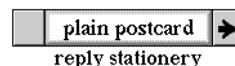
See note on page 66.

- 4 To change the default stationery, tap one of the arrows in the *stationery on desk* selection box until you see the stationery that you want to use.



The type of stationery you select appears on the Desk.

- 5 To change the stationery that is used when you reply to email messages, tap one of the arrows in the *reply stationery* selection box until you see the stationery that you want to use.



The type of stationery you select is used as the default whenever you reply to an email message.

## Making new stationery

You can make new stationery by customizing any of the existing types in the Stationery drawer. To create personalized stationery, follow these steps.

- 1 Tap the *Stationery drawer*.

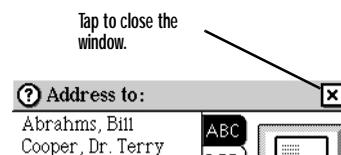
The Stationery window opens.



- 2 Tap the type of stationery that you want to use as a model for your new stationery.

The Address to window opens.

- 3 Close the Address to window so that the email message is left unaddressed.



- 4 Customize your new stationery by using typed text, styled text, handwriting, lines and shapes, and stamps.

See "Typing" on page 26.  
See "Writing and drawing" on page 42.  
See "Using stamps" on page 49.

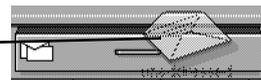
- 5 Tap the *pointing hand* to return to the Desk.



A small image of the stationery appears on the Desk.

- 6 Hold down *option* while sliding the new stationery into the Stationery drawer.

*Option*-slide  
the new  
stationery into



The new stationery (labelled "new") drops into the drawer. It's now available for you to use.

See "Rename a type of stationery" on page 82.

**Note:** To remove a type of stationery from the drawer, use the **move** tool.

See "Move, copy, and stretch objects" on page 47.

## Rename a type of stationery

When you create a new type of stationery, it is labelled "new." To change the name to something more meaningful, follow these steps.

- 1 Hold down *option* and tap the *Keyboard* to open the Labelmaker.

Hold down  
*option* and tap  
the *Keyboard*.



- 2 Type a new label for the stationery.



- 3 Press down on the label and slide it into the Tote bag.



The picture of the Tote bag expands to show that the label is in it.

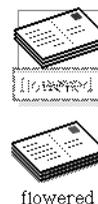
- 4 Tap the *Stationery drawer*.

Ensure that the stationery you want to rename is visible in the Stationery window.



- 5 Press down on the *Tote bag* and slide the label over the current label of the stationery that you want to rename, and then let go.

When the label is positioned correctly over the stationery, a light colored border appears around the stationery. The new label appears beneath the stationery.



## Looking at email messages that you are sending

By default, there is a rule that tells your DataRover 840 to send an email message as soon as you put one in the Out box. If your DataRover 840 has a live phone connection, it sends the email message. If it doesn't, a window appears informing you that a phone line is not connected, and the email message stays in the Out box. To prevent email messages from being sent before you're ready, you can disconnect the phone line, switch off the rule that sends email messages right away, or leave email messages on the Desk instead of in the Out box. While an email message is still in the Out box or on the Desk, you can look at it and change it before sending it.

See "Out box rules" on page 85.

### Look in your Out box

- 1 On the Desk, tap the *Out box*.

The number on the Out box indicates how many email messages you are sending. When you tap the Out box, a list of those email messages appears. In the list, the image next to the addressee shows whether the email message is a postcard or letter. The subject of the email message also appears.



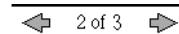
There are 3 email messages in this Out box.

- 2 Select an email message in the list to look at it.

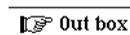
The email message appears. You can make changes to it by tapping any part of the email message.

To	About
<input checked="" type="checkbox"/> International Pen Pals	
<input checked="" type="checkbox"/> Penelope Taylor	list for camp
<input checked="" type="checkbox"/> Nicholas Rose	soccer game

- 3 Tap one of the arrows at the top of the screen to look forward or backward through the list of email messages in your Out box.



- 4 From the Message scene, tap the *pointing hand* to return to the list of email messages in the Out box.



- 5 Tap the *mail* button to send email messages that are in the Out box.



Any email messages that have been sent to you are transferred from your communication service mailbox into your In box, and then outgoing email messages are transferred from your Out box to your communication service mailbox.

## Remove an email message from the Out box

- 1 Tap the *Out box*.

A list of the email messages in the Out box appears.



- 2 To throw the email message away, press down on the image of the email message and slide it into the Trash truck.

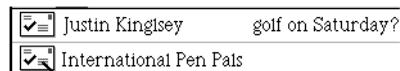


- 3 To change the email message, tap the email message in the list to open it, and then tap any part of the email message.

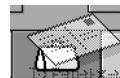
A window appears asking you to confirm that you want to change the email message.

- 4 To move the email message to the Desk, press down on the image of the email message and then slide it into the Tote bag.

Be sure to press down on the image and not the text to the right of the image.



Press down here and slide into the Tote bag.



- 5 Tap the *Desk*.



- 6 Press down on the *Tote bag* while sliding the email message out onto the Desk.



- 7 When you are ready to send the email message, tap the *send* button in the message scene, or return to the Desk and slide the email message into the Out box.



## Out box rules

The following is a list of rules available in the Out box. Refer to “Rules in Magic Cap” for general instructions on switching a rule off or on, changing the text of a rule, copying a rule, and discarding a rule.

See “Rules in Magic Cap” on page 54.

1. Send everything in the out box as soon as it contains at least 1 item(s).

This rule instructs your DataRover 840 to send everything in the Out box as soon as it contains at least a certain number of items. You can set this number between 1 and 16. If you switch this rule off, no email messages will be sent until you explicitly connect to the communication service by tapping the *mail* button from the Out box, In box, or Phone line connected window. This rule is switched on by default.

2. Send everything in the out box as soon as it contains an urgent message.

This rule instructs your DataRover 840 to send everything in the Out box as soon as it contains an email message that you’ve stamped with an urgent stamp. This rule is switched on by default.

3. When a confidential message is sent, file it in the File cabinet.

This rule instructs your DataRover 840 to file an email message that you've stamped with an urgent, confidential, or low-priority stamp into one of the following containers: into the Personal, Work, or Other folder in the Sent mail drawer (located in the **File cabinet**); into a particular folder of the File cabinet that you had previously specified when you set up the sorting criteria for the folder; or into the Trash truck or the Tote bag. This rule is switched off by default.

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4. When a message containing the text "magic" is sent, file it in the Work folder.

Use this rule when you want to file an email message whose subject contains a certain key word. The filing options are the same as for rule 3. This rule is switched off by default.

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5. When any other message is sent, file it in the File cabinet.

This rule instructs your DataRover 840 to file email messages that don't meet the criteria of the two previous rules (if those rules are switched on) into the container specified. The filing options are the same as for the rules 3 and 4. This rule is switched off by default.

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# Receiving Email Messages

When you receive information on your DataRover 840, it comes as an email message. When you establish a phone connection and collect your email messages from a communication service, they go into the In box that sits above the Desk. You can look at your email messages by tapping the In box, and then selecting an email message in the list. After you read an email message, you can reply to the sender, forward a copy to someone else, or simply throw it away. You can also file email messages to the File cabinet, or onto a **storage card**. Email messages you receive from people who use DataRover 840s include all of the typed text, styled text, handwriting, drawings, scribbles, attachments, and stamps that the sender used to create the email message.

**Note:** Magic Cap encodes its multi-media email messages in MIME, the de facto industry standard for message content. Email messages sent to other Magic Cap devices decode all of this content so that the entire email message is received intact. Typically, email messages received by way of other mail readers can decode the typed text, but strip out rich content like stamps, handwriting, styled text, attachments, and drawings. However, some mail readers may be able to decode some of the Magic Cap rich content.

This chapter discusses collecting and looking at email messages sent to you; replying, forwarding, and discarding those email messages; and rules that govern how your DataRover 840 handles incoming mail.

# Receiving and looking at email messages

When you send email messages, your DataRover 840 also retrieves any email messages that have been sent to you. You can connect to the communication service to get your email messages at any time by holding down *option* and tapping the *In box*, or by tapping the *mail* button in the In box scene.

See “Different ways to send and receive email messages” on page 74.

## Collect new email messages

Follow these step to collect your email messages from a communication service. Some communication services allow you to collect your email messages at the same time each day using rules.

See “Automatically collect email messages” on page 96.

### 1 Establish a live phone connection and then set your calling location.

See “Specify your dialing location” on page 72.

### 2 On the Desk, tap the *In box*.

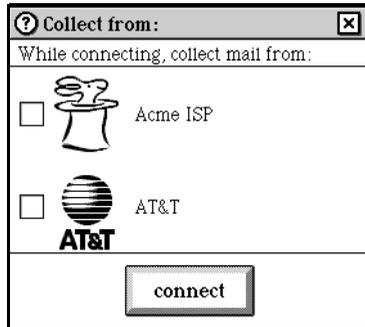
The In box scene appears.



### 3 Tap the *mail* button.

If you have signed up for more than one communication service, the **Collect from window** opens, in which you can select one or more communication services from which to collect mail. Selected services are checkmarked. Your DataRover 840 dials a separate telephone number to access each service.





The Communicating window appears, in which you can monitor the mail collection process. It displays a status message which indicates how many email messages are in your service provider mailbox and how many email messages were downloaded to your DataRover 840. Note that by default, email messages you have previously downloaded to your DataRover 840 are left in your mailbox. So although you may have 20 email messages in your mailbox, only new, unread email messages are downloaded. To delete email messages in your mailbox, see "Get a mailbox report of email messages" on page 92.

Tap the *cancel* button in the Communicating window to cancel the download progress and disconnects from the service provider. If you've requested connection to more than one service provider, tapping the *cancel* button affects the current service provider only.



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### **Tip:** Collecting new email messages without sending those in the Out box

Your DataRover 840 normally sends email messages that are in the Out box when it collects new email messages. However, you can follow the step below to override this feature.

Hold down *option* and tap the *mail* button.

*Option-*  
*tap mail.*



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## Look at email messages in your In box

- 1 On the Desk, tap the *In box*.

A list of the email messages in the In box appears.



2 Select the email message you want to look at by tapping it.

The email message appears.

From	When	About
<input checked="" type="checkbox"/> Minh Tran	11:22 a.m.	
<input checked="" type="checkbox"/> Abby Taylor	11:14 a.m.	
<input type="checkbox"/> Penelope Taylor	11:11 a.m.	



**Tip:** Extracting name cards from an email message

If you have turned off the rules that automatically collect name cards from email messages, the **extract name cards** feature allows you to manually extract name cards from an email message. With the email message on the screen, tap the *Magic lamp* and then tap the *extract name cards* button.

See “Extract name cards from an email message” on page 128.

3 Tap the arrow to see any part of the email message that doesn't fit on the screen.



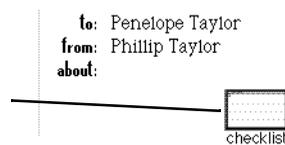
4 Tap the *show* button at the right side of the screen to see the envelope if the email message came in one, and then tap the *show* button again to see the email message inside the envelope.



5 Tap an attachment to look at it.

These options are available when viewing enclosures: reply, forward, discard, and file.

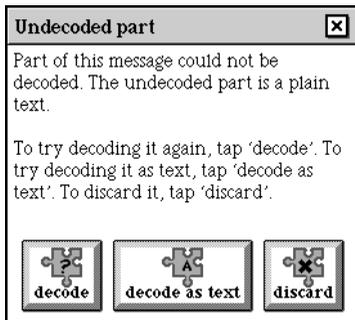
Tap to look at the attachment.



**Note:** If an email message includes an enclosure sent from a non-Magic Cap mail program, and Magic Cap can't “decode” it (convert it to some viewable format), the enclosure displays as a placeholder like the one below.



Tap this placeholder to open the Undecoded part window.

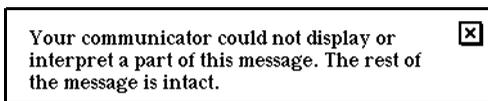


If you have a package from a third-party developer that can decode MIME parts that aren't decoded by Magic Cap, use the *decode* button to decode the object so it can be viewed on your DataRover 840. Otherwise, forward the email message along with the enclosure to a computer that can decode it. Tap the *decode as text* button to convert the enclosure into text that you can view on your DataRover 840. Tap the *discard* button to discard the undecoded part from your DataRover 840.

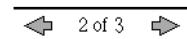
**Note:** If an email message you receive contains a **part removed** image like the one below, that indicates that some part of the email message was stripped out because it could not be interpreted. The email message may have been corrupted. You may want to ask the sender to resend the email message.



Tapping the image opens an announcement similar to the one below.



- 1 Tap one of the arrows at the top of the screen to look forward or backward through the list of email messages in your In box.





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**Tip:** Going to the first or last email message in the In box

Hold down *option* and tap one of the arrows to see the first or last item in the In box.

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**Note:** Your DataRover 840 has a limited amount of space in which to store information. You can free up space by throwing away things you don't need, like old email messages. Once you have read an email message, throw it away to free up space in your DataRover 840.

See "Preventing low storage situations" on page 199.

## Get a mailbox report of email messages

A mailbox report is a way of seeing what email messages are waiting to be collected from your communication service mailbox. For each email message listed, your options are to collect, delete; or you can just leave it in the provider mailbox.

- 1 Establish a phone connection and then set your dialing location.

See "Specify your dialing location" on page 72.

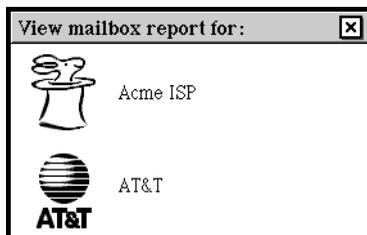
- 2 Tap the *In box*.



- 3 Tap the *report* button.



**Note:** If you are signed up for more than one service provider, the window shown below opens in which you can select which service's mailbox report you want to see. Tap one of the services listed to go to that mailbox report. If you are signed up for one service only, you will not see this window.



The Mailbox report scene appears. It lists the email messages currently in your service provider mailbox. Email messages with a checkmark have been previously downloaded to your DataRover 840; email messages without a checkmark have not been downloaded. By default, your DataRover 840 leaves email messages in the service provider mailbox after downloading them to your DataRover 840.

Report for hello		11/13 4:16 p.m.		In box	
From	About	When	Size	Collect	Delete
<input checked="" type="checkbox"/> Noah Taylor	WS	12:30 p.m.	0.5K	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> GeromeI Smith	98K Text File en...	12:19 p.m.	81K	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/> GeromeI Smith	120+ K enclosed	12:05 p.m.	134K	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/> Steve B. Cister		11:41 a.m.	5K	<input type="radio"/>	<input type="radio"/>

4 messages as of 12:31 p.m. 

- 4 To obtain an updated report, tap the *update* button.

Your DataRover 840 connects to your service provider, and then updates the mailbox report.



**Note:** Each time you collect email messages or take any action using a mailbox report, the report is updated automatically.

- 5 To collect an email message, tap the *Collect* checkbox.

From	About	When	Size	Collect	Delete
 Noah Taylor		10:48 a.m.	0.5K	<input checked="" type="checkbox"/>	<input type="radio"/>

The image of the email message changes to show that it will be collected once you tap the *update* button.

- 6 To delete an email message, tap the *Delete* checkbox.

From	About	When	Size	Collect	Delete
<input checked="" type="checkbox"/> Noah Taylor		10:48 a.m.	0.5K	<input type="radio"/>	<input checked="" type="checkbox"/>

The image of the email message changes to show that it will be deleted from the mailbox once you tap the *update* button. Note that if the image of an email message does not have a checkmark, you haven't yet read the email message so you may want to download it first before deleting it from your mailbox.

- To collect an email message and then delete it from the mailbox in one step, tap both the *Collect* and *Delete* checkboxes.

From	About	When	Size	Collect	Delete
Noah Taylor		10:48 a.m.	0.5K	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The image of the email message changes to show that it will be collected and then deleted from the mailbox once you tap the *update* button.



**Tip:** Collecting or deleting all email messages in the mailbox at once

*Option*-tap the *Collect* checkbox to select all of the email messages in the mailbox report, and then tap *update* to collect them. Similarly, *option*-tap the *Delete* checkbox to select all of the email messages in the mailbox report, and then tap *update* to delete them from the mailbox.

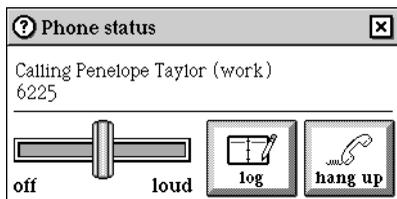
**Note:** Your DataRover 840 collects as many email messages as is possible based on the amount of storage available in your DataRover 840 and based on the rules settings.

## Receiving a fax

In addition to receiving email messages, your DataRover 840 can receive faxes. You must have your dialing location set and a phone line connected to your DataRover 840. When the DataRover 840 receives an incoming call it will take you through the following steps:

- Establish a phone connection.

When your DataRover 840 receives the incoming call, the Phone Status window opens.



**2 Tap the *receive fax* button.**

The Receiving fax window opens in which you can view the status of the incoming fax. To cancel before the transmission is complete, tap the *cancel* button.

The received fax is placed in the In box once it has been transmitted.

**3 In the Fax receive scene or in the Desk scene, tap the In box.**

The In box scene opens.



**4 Select the fax that you want to look at by tapping its image in the list.**

The fax stationery appears. It shows who sent the fax and how many pages it includes.

**5 Tap one of the images of the pages to look at the fax.**

If the sender included a cover page, it will be the first page.

**6 To scroll up and down, use the arrows. To scroll horizontally, press down on the screen and slide to move to another area of the screen.**

**7 To view the size of the received fax, tap the *size* button.**

**8 To throw away the received fax, tap the *discard* button.**

**Note:** You can see the **fax receive scene** by tapping the **services** button in the Phone scene. The fax receive scene contains the **receive fax now** button and an image of your In box in which received faxes are placed once they are transmitted to your DataRover 840. You can use your DataRover 840 to receive faxes from services that allow you to request documents. Use your DataRover 840 to dial the service. When you are instructed to press the receive button on your fax machine, use the *receive fax now* button on your DataRover 840 to receive the fax.

**Note:** Do not insert a storage card while receiving/sending a fax, as doing so may cause the receiving fax to be corrupted.

## Automatically collect email messages

There are two rules in the In box that instruct your DataRover 840 to automatically connect to a service provider and collect your email messages. You can connect at the same time every day or you can check at regular intervals during the day.—every hour between 9:00 a.m. and 4:00 p.m., for example. If you subscribe to more than one communication service, you can make a copy of the rule for each one.

**1 Tap the *In box*.**

A list of the email messages that are in the In box appears.



**2 Tap the *Magic lamp*.**

The Commands window opens.



**3 Tap the *rules* icon.**

The list of In box rules appears.



**4 To collect email messages at the same time every day, tap the text of the rule shown at the right.**

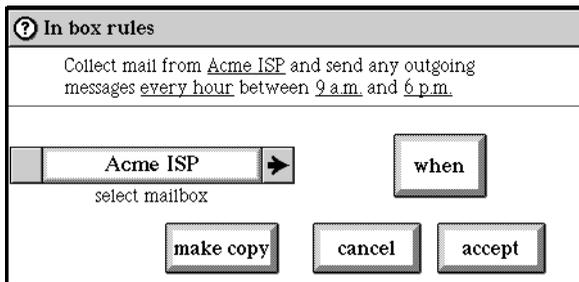
1. Collect mail from Acme ISP and send any outgoing messages every day around 3 a.m.

The rule is displayed at the top of the window. You can change any underlined text.

The screenshot shows a window titled "In box rules" with a question mark icon. The main text reads: "Collect mail from Acme ISP and send any outgoing messages every day around 3 a.m.". Below this, there is a field containing "Acme ISP" with a right-pointing arrow and the text "select mailbox" underneath. To the right of this field is a time selection interface with a box containing "3", a colon, a box containing "00", and a box containing "a.m.". Below the time selection are two double-headed arrows. At the bottom of the window are three buttons: "make copy", "cancel", and "accept".

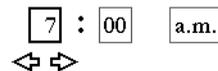
5 To collect email messages at regular intervals during the day, tap the rule shown at the right.

- 2. Collect mail from Acme ISP and send any outgoing messages every hour between 9 a.m. and 6 p.m.



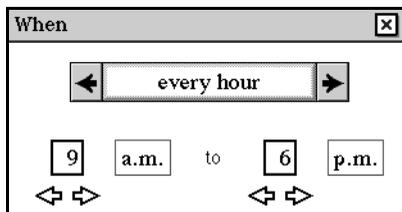
6 If you subscribe to more than one communication service, tap one of the arrows in the select mailbox chooser until you see the mailbox you want to use.

7 To change the time, tap one of the boxes to select it.



The box becomes highlighted to show that it is selected.

If you are changing the rule that collects email messages at regular intervals during the day, you must first tap the *when* button, and then select the interval and time span from the window that opens.



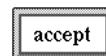
8 Tap one of the arrows until you see the time you want to use.



9 Tap the *a.m./p.m.* box to change the setting.



- 10 Tap the *accept* button to save the new settings for the rule.



Alternatively, to make a new rule with the changes you have just specified, tap the *make copy* button.

- 11 Touch the checkbox for the rule to switch it on.



A checkmark indicates that the rule is switched on.

## Reformat the text of an email message

Internet email messages contain carriage returns to format lines for 80-character terminals. On DataRover 840s, these carriage returns are unnecessary and cause the text to be displayed unevenly because the DataRover 840 can't usually accommodate 80 characters per line. There are two ways to reformat the text of Internet email messages. There is an In box rule that automatically reformats every Internet email message that you receive, and there is a *format text* command in the Magic lamp that allows you to reformat a particular email message manually. Follow these steps to use the format text command.

See "In box rules" on page 101.

- 1 With the Internet email message on your screen, tap the *Magic lamp*.



The Commands window opens.

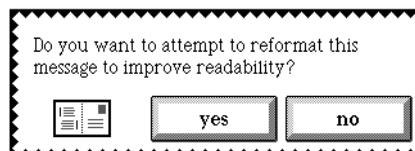
- 2 Tap the *format text* button.



A confirmation window appears.

- 3 Tap the *yes* button to format the text.

The lines of text are reformatted. Carriage returns used for lists and tables are not reformatted.



## Reply to an email message

Follow these steps to reply to an email message that you've received.

- 1 With the email message on your screen, tap the *reply* button at the right side of the screen.



A blank piece of stationery appears. It is preaddressed and includes a **reply** stamp.

- 2 Write or type your reply.

- 3 Tap the *reply stamp* to return to the original email message, if it's still stored on your DataRover 840.



- 4 Tap the *send* button at the right side of the screen to send your reply.



---

### Tip: Replying to everyone

When you tap the *reply* button, your reply is sent to the originator of the email message. To send your reply to everyone on the *to* list and send a carbon copy to everyone on the *cc* list, hold down *option* and tap the *reply* button.

---

## Forward an email message

Follow these steps to forward a copy of an email message to someone else.

- 1 With the email message on your screen, tap the *forward* button.



The Address to window opens.

- 2 Select the name of the person to whom you want to forward this email message and then tap the *accept* button.



See "Addressing an email message to more than one person" on page 63.

A page of the default stationery appears on which you can write or type an email message. The forwarded email message appears as a small image in the lower right corner.

- 3 Write or type a message which will be sent with the attachment.

- 4 Tap the *send* button when you're ready to send your email message.



## Discard an email message

Follow these steps to discard one or all email messages from your In box once you have collected them. Refer to "Get a mailbox report of email messages" on page 92 if you want to delete email messages in your service provider mailbox.

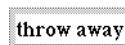
**Note:** The Magic Cap software has rules you can configure to automatically discard email messages from your mailbox based on certain criteria. For example, you can set up a rule that discards all email messages from a particular sender. Check with your service provider to see if they support these rules.

- 1 With the email message on your screen, tap the *discard* button.



A window opens asking you to confirm that you want to throw away the email message.

- 2 Tap the *throw away* button.



The email message drops into the Trash truck. Until you empty the Trash truck, or until it has reached its capacity, you can retrieve items from it.

See "Rescue something out of the Trash truck" on page 22.



---

### Tip: Discard all email messages in the In box

To discard all email messages in the In box, tap the *clear* button and then tap the *yes* button to confirm.



# In box rules

The following is a list of rules available in the In box. Refer to “Rules in Magic Cap” for general instructions on switching a rule off or on, changing the text of a rule, copying a rule, or discarding a rule.

See “Rules in Magic Cap” on page 54.

These rules differ from the rules available in the Internet Center. These rules control how often your DataRover 840 checks your mailbox and what happens to your email messages once they are downloaded into your DataRover 840. The rules in the Internet Center provide you controls over the email messages while they are still in your service provider mailbox. For example, you can control whether email messages are deleted from your mailbox once you’ve downloaded them, the maximum size of an email message you choose to download, and whether you collect email messages from a particular sender.

See also “Internet Center rules” on page 174.

- |   |
|---|
| <input type="checkbox"/> 1. Collect mail from <u>Acme ISP</u> and send any outgoing messages every day around <u>3 a.m.</u> |
|---|

This rule instructs your DataRover 840 to automatically send outgoing mail and collect new mail from the communication service specified at the time you've indicated each day. Your DataRover 840 must have a live phone connection at the time specified. If you also want to collect your mail from another communication service, make a copy of this rule and select a different communication service. This rule is switched off by default.

**Note:** Using this rule may conflict with the “ask when connect” feature. The “ask when connect” feature is available in the Internet Center when editing either a POP mailbox or a dialup access number. When the “ask when connect” feature is switched on, Magic Cap prompts for your login information in order to establish a connection and/or collect mail. Of course, this requires that you are there to answer the prompt when your DataRover 840 is connecting to an ISP. If you have one of the auto-collection rules set to collect at say, 4:00 a.m., chances are you won't be there to type in your password and therefore the connection won't happen.

See “Prompt for mailbox password” on page 169.

See “Prompt for dialup password” on page 170.

- 
- |   |
|---|
| <input type="checkbox"/> 2. Collect mail from <u>Acme ISP</u> and send any outgoing messages every hour between <u>9 a.m.</u> and <u>6 p.m.</u> |
|---|

This rule instructs your DataRover 840 to automatically send outgoing mail and collect new mail from the communication service specified at regular intervals during the day. Your DataRover 840 must have a live phone connection at the times specified. If you want to collect your mail from more than one communication service, you can make copies of this rule and indicate a different service for each copy. This rule is switched off by default. (See previous note.)

3. When a message arrives by way of the Internet, format it to improve its readability.

When you receive an Internet email message, your DataRover 840 adjusts the auto-wrapping to reformat the email message so that it is more readable. This rule is switched on by default.

See "Reformat the text of an email message" on page 98.

---

4. When a message from Noah Taylor arrives, play the Shlurrp sound.

This rule causes your DataRover 840 to play the sound indicated whenever an email message from the specified sender arrives. This rule is switched off by default.

---

5. When any message arrives, play the Magic sound.

This rule causes your DataRover 840 to play the sound indicated whenever any email message arrives. This rule is switched on by default.

---

6. When a confidential message arrives, file it in the Personal folder.

Use this rule to file an email message that is stamped with an **urgent**, **confidential**, or **low-priority** stamp into one of the following containers: into the Personal, Work, or Other folder in the **Received mail drawer** of the File cabinet; into a particular folder of the File cabinet that you had previously specified when you set up the sorting criteria for the folder; or into the Trash truck or the Tote bag. This rule is switched off by default.

---

7. When a message from John Harris arrives, file it in the Work folder.

Use this rule to file email messages from the sender indicated into the container you specify. The filing options are the same as for the other rules. This rule is switched off by default.

8. When a message with the Smiley stamp arrives, file it in the Trash.

Use this rule to file an email message with a particular stamp into the container you specify. The filing options are the same as for the other rules. This rule is switched off by default.

---

9. When a message marked urgent arrives, post an announcement saying "An urgent message arrived!".

This rule instructs your DataRover 840 to post the announcement you specify whenever an email message with an *urgent*, *confidential*, or *low-priority* stamp arrives. This rule is switched off by default.

---

10. When a message containing the text "necktie" arrives, file it in the Work folder.

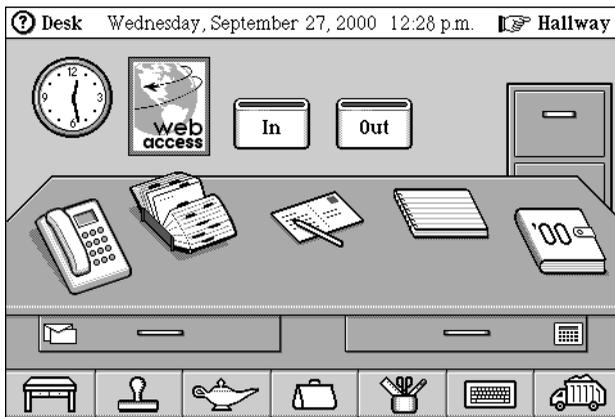
Use this rule to file an email message whose subject contains a certain key word. The filing options are the same as for the other rules. This rule is switched off by default.

---

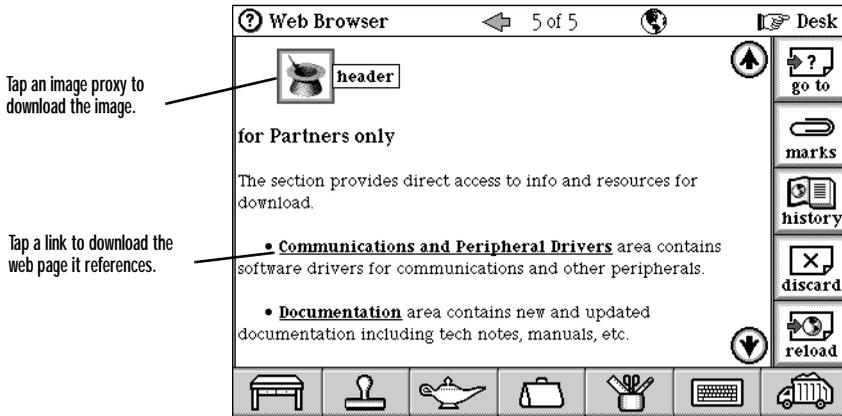
# Browsing the Web

## Overview of the web browser

The DataRover 840 web browser works much like web browsers for desktop computers but has special features designed to make its work better with the smaller screen of your DataRover 840. To access the web browser, tap the *web access poster* in the Desk scene.



**Note:** To use the DataRover 840 web browser, you must be signed up with an ISP and you must have configured your DataRover 840 with the dialup information necessary to connect. Turn to "Select an Internet service provider" on page 27 of *DataRover 840 Getting Started Guide* for configuration instructions.



The five buttons on the right side of your screen in the web browser scene help take you where you want to go. Here's what they do:



The *go to* button opens the Go to location window in which you can specify a URL to download.

Tapping *option-go to* opens the Request queue window which lists items that are waiting to be retrieved once you connect.



The *marks* button displays URLs that are saved as bookmarks.



The *history* button displays a list of the last 20 downloaded web pages. This default can be changed to accommodate up to 50 pages.

Tapping *option-history* displays an index of downloaded web pages.

	The <i>discard</i> button throws away the displayed web page.
	Tapping <i>option-discard</i> throws away the displayed web page without confirmation.
	The <i>reload</i> button refreshes the displayed web page.
	Tapping <i>option-reload</i> loads all images not previously displayed on the page.
	Tap the <i>globe</i> at the top of the screen to open the Communicating window. From this window you can check connection status and download progress. While connected, the <i>disconnect</i> button appears. Tap it to disconnect from the ISP. <i>Option-tap</i> the <i>globe</i> to return to the web browser scene.
	Use the arrows at the top of the screen to view downloaded pages.

**Note:** Once a connection is established, you can use the existing connection to send and collect email messages, and to update a mailbox summary from the ISP to which you are connected.

## Using the web browser

### Connecting to an ISP

If you are connected to a phone line, requesting a web page automatically dials to connect to your ISP if you aren't already connected. Once you are connected to your ISP, subsequent requests for web pages (accomplished by tapping the *go to* button and typing a URL, or by tapping a link to another web page) begin right away.

If you are not connected to your ISP when you attempt to download a web page, your options are to **queue** the request or to **connect** and download right away.

See also "Requesting web pages offline" on page 109.



---

### Tip: Selecting an ISP with which to connect

If you're signed up with more than one ISP, you'll need to choose the ISP with which to connect. The default is the ISP at the top of the list in the

- 1 In the web browser scene, tap the *Magic lamp*.



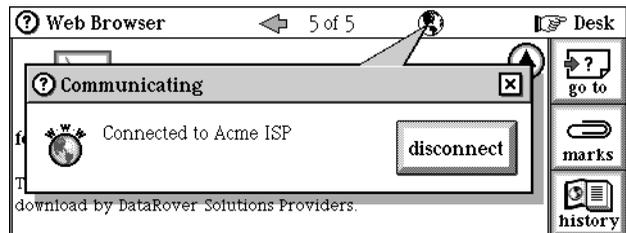
- 2 Use the Internet provider chooser to select an ISP.



---

## Disconnect from an ISP

- 1 While you are connected to an ISP, a spinning globe appears at the top of the screen. Tap the *globe* icon to open the Communicating window.



- 2 Tap the *disconnect* button to disconnect from the ISP.

## Download a web page

Follow these steps.

- 1 In the Desk scene, tap the *web access poster*.  
The web browser scene opens.



- 2 Plug in a phone line to your DataRover 840 and select a dialing location.

- 3 To download a web page by typing its URL, tap the *go to* button.



The Go to location window opens in which you enter the URL that you want to download.



**Note:** The Keyboard automatically opens to the *a@b* mode, which includes most of the characters you'll need to type URLs and e-mail addresses. Hold down the *caps* key to type an underscore (`_`), a colon (`:`), or a tilde (`~`).

- 4 Type the URL, and then tap the *go* button.

The *queue* button appears only when you haven't already connected to an ISP.

See "Connecting to an ISP" on page 107.

The Communicating window opens, showing retrieval progress.

- 5 To stop receiving a page, tap the *cancel* button in the Communicating window.

**Note:** By default, only the 5 most recently downloaded pages are saved.

## Requesting web pages offline

You can request as many URLs as you want without connecting to an ISP, memory permitting. The web browser stores these requests until you're ready to connect to your ISP. Web pages are retrieved in the order requested.

- 1 Ensure that you are disconnected from the ISP.

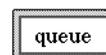
You know that you're connected if you see the spinning globe image at the top of the screen. To disconnect, tap the *globe* button to open the Communicating window, and then tap *disconnect* button.

- 2 In the web browser scene, tap the *go to* button.

The Go to location window opens showing the last URL requested.



- 3 For each web page you wish to retrieve, type the URL and tap the *queue* button.



This places the request in the queue for downloading the next time you explicitly connect to your ISP.

Note that tapping a link that is on another web page, tapping a bookmark to a web page, and tapping a web page listed in the history index will queue the requests when the rule, *Queue requests when a link item is tapped instead of automatically connecting*, is switched on. It is switched on by default.



#### Tip: Reviewing a list of your pending requests

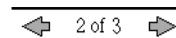
Tap *option-go to* to look at the list of pending requests. Once you establish a connection to your ISP, these requested URLs will be downloaded to your DataRover 840. To remove a URL from the list, simply slide it into the Trash truck.

---

## Viewing downloaded web pages

Once you've downloaded a web page, you can look at it while you're connected and downloading other pages, or you can look at it while disconnected from your ISP. The principal difference is that tapping on a link to another web page while offline (not connected) will queue your request rather than download the page.

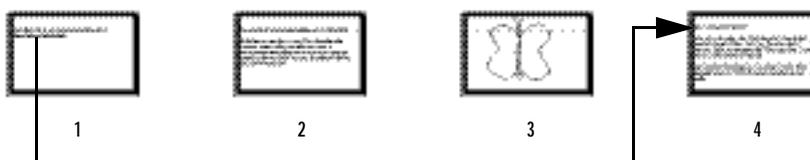
- 1 Tap the left-right arrows at the top of your screen to view each downloaded page.



These arrows appear if you have more than one page downloaded.

**Note:** By default, these arrows do not behave like the “back” and “forward” arrows do on a desktop browser. As you download pages using the web browser, each new page is added to the end of the “stack” of pages. The arrows represent the order in which the pages were downloaded. If you tap on a link to go to another page and then tap the back arrow, the web browser will display the previous downloaded page in the stack, which may not necessarily be the page containing the link you touched. The figure below illustrates this point.

Here is the order in which these web pages were downloaded.



Tapping the *back* arrow while viewing page 4 displays page 3, not page 1, the page from which you initiated the link.

There is a rule in the web browser that you can use which causes pages to be positioned in the stack so that the “back” and “forward” arrows do act as they would in a desktop browser. With this rule switched on, tapping the *back* arrow while viewing page 4 displays page 1, the page from which you initiated the link. Refer to “Web browser rules” on page 117 for information about this rule.

- 2 To scroll a page, tap the down arrow or up arrow, or press down and slowly slide the page.



Graphics can be moved across the screen horizontally using the same tap-and-slide method.

### 3 To download a link to another web page, tap it.

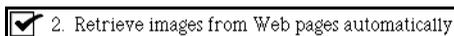
Links are represented as underlined text, images, or image proxies. If an object on a web page is a link, option-tapping it will display the URL in a window entitled, Link information window.

See “Viewing information about a link” on page 113.

If you are connected to an ISP and you tap a link while your pages are downloading, the linked page will be added to the end of your request list if the rule “If more than one web page is requested, queue additional requests for subsequent retrieval” is switched on. If this rule is off, tapping a new link will clear all pending requests and begin downloading the linked page.

**Note:** If a downloaded page shows an image proxy, the rule about downloading images may be turned off. You can view images in any of three ways:

- Turn on the rule “Retrieve images from web pages automatically” to receive all images automatically during future downloads.



- View a single image by tapping its proxy.



- Load all images on the page by holding down the option key and tapping *reload*.



### 4 To download an image, tap its image proxy.

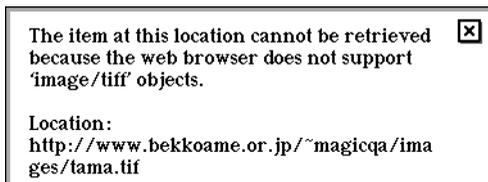
An image proxy includes a label if one is available. Your DataRover 840 connects to your service provider if there is not a connection already established, and then downloads the image.

With large images, slide left or right to scroll the image horizontally, or scroll up or down to scroll the image vertically.

If a web page requires a userid and/or password for access, Magic Cap opens a window in which you can enter the authorization information. Until the DataRover 840 is powered off, valid authorization information is saved so that you don't have to enter the authorization information more than once.



**Note:** If the image type is one that can't be downloaded, you'll see the following window. Currently, Magic Cap supports GIF and JPEG images.



Following the above announcement, the image proxy is replaced by the “undecipherable image” icon.



- 5 To refresh a web page, tap the *reload* button.

The most current version of the web page is downloaded.



- 6 *Option*-tap the web page to view a window that shows the page's title and URL.

- 7 To delete a page, tap the *discard* button.



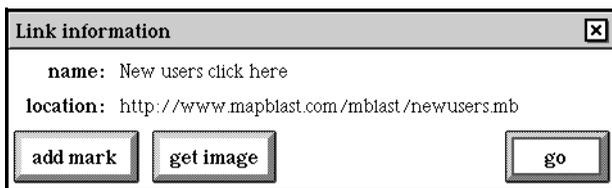
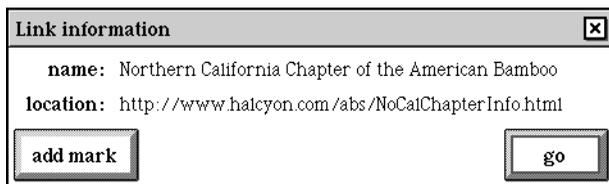
**Note:** In general, Magic Cap supports HTML 3.2 with these exceptions: tables, Java Applets, and Java scripts.

## Viewing information about a link

Links to other web pages are represented as underlined text, images, or image proxies. Follow these steps to view information about a link in the Link information window.

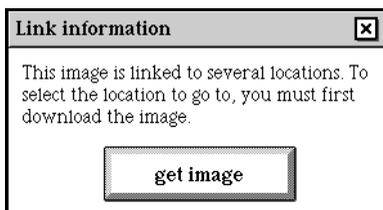
**1 To view information about a link, *option*-tap the link.**

The link might be represented as an image proxy, underlined text, or a downloaded image. Once you *option*-tap the link, the Link information window opens.

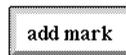


The *get image* button appears in the Link information window if the link is an image proxy.

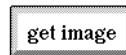
**Note:** If the image proxy represents an image map, the window shown below opens in place of the Link information window. An image map is an image that when downloaded, provides links to multiple web pages. Tap the *get image* button to download the image map.



**2 To add a bookmark for this link, tap the *add mark* button In the Link information window.**

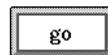


**3 To download this image, tap the *get image* button In the Link information window.**



This is the same as tapping on the image proxy.

**4 To go to the web page that this link represents, tap the *go* button In the Link information window.**



## Creating and using bookmarks

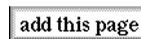
Follow these steps to create a bookmark to a web page.

- 1 To create a bookmark for a page while its on your screen, tap the *marks* button.



The Bookmarks window opens.

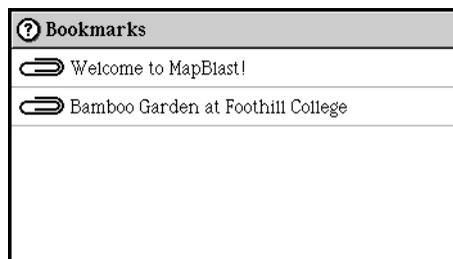
- 2 To add a bookmark for the page, tap the *add this page* button.



To add a bookmark without opening the Bookmarks window, *option*-tap the *marks* button.

- 3 To go to a bookmarked page, select the book icon for the page in the Bookmarks window.

If the page is currently cached in memory, the page appears on the screen. Otherwise, the page is downloaded.



- 4 To remove a bookmark from the list, slide it into the Trash truck.

## Looking at a history of downloaded web pages

The **history** feature opens a window that lists all of the web pages you've downloaded. It's a handy way to revisit a page when you can't remember its URL. Pages are listed by title and date.

**1 In the web browser scene, tap the *history* button.**

The History window opens listing the last 20 web pages you've downloaded.



History	
Page	Last visited
Bamboo Garden at Foothill College	12:08 p.m.
Welcome to MapBlast!	12:01 p.m.

**Note:** There is a rule that controls how many entries the History window can contain. Twenty is the default, but you can store from 6 to 50 entries.

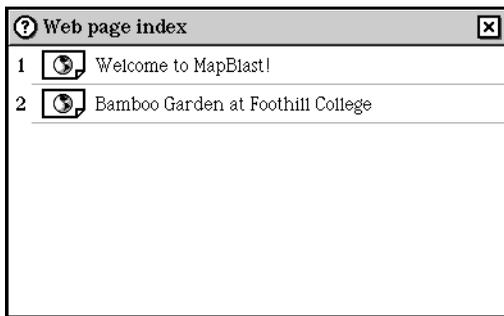
**2 Select a web page in the History window to go to it.**

If the page is currently cached in memory, the page appears on the screen. Otherwise, the page is downloaded if there is a live phone connection, or is queued until you do connect.

**3 Tap the *clear history* button in the History window to delete all entries from the list.**

- 4 To see an index of those web pages currently stored on your DataRover 840, *option-tap* the *history* button.

The Web page index window opens.



Tap a web page in the Web page index to go to that page.

## Web browser rules

Just like in other areas of Magic Cap, the web browser has rules that you can customize to control its features. Download web pages with or without graphics, keep downloaded pages or their bookmarks in memory, even enter URLs offline to save until you have a live phone connection. You'll activate many of these features using the web browser rules.

The following is a list of rules available in the web browser. Refer to "Rules in Magic Cap" for general instructions on switching a rule off or on, changing the text of a rule, copying a rule, and discarding a rule.

See "Rules in Magic Cap" on page 54.

1. When retrieving a web page, interpret its contents as Universal (UTF-8) characters instead of Western (Latin-1)

This rule instructs your DataRover 840 to decode the contents of documents using the selected standard. English language documents use Western (Latin-1) if the rule is switched off; Japanese documents downloaded using an English language version of the web browser use Universal (UTF-8) This rule is switched off by default.

---

2. Retrieve images from web pages automatically

This rule controls whether or not images are automatically downloaded. When this rule is switched on, JPEG graphics are downloaded without prompting. If this rule is off, individual images can be downloaded by tapping the image's proxy icon, like the one shown below.



3. Retrieve animations as still images to save memory

This rule allows you to control whether to download animated gifs as animations or as still images. Animated gifs are usually a series of gifs. When you switch this rule on, so that animations are downloaded as still images, the first gif in the animation series is downloaded. This rule is switched off by default.

---

4. Full display of tables using the most accurate parsing available

When this rule is switched on, tables are not reformatted for the DataRover 840's specific screen size; instead, tables are displayed as they would be on a desktop browser. Switch this rule off to reformat tables for better readability on the DataRover 840. This rule is switched on by default.

5. Automatically disconnect after 3 minute(s) of no activity

This rule shuts down the phone connection after the specified amount of time has elapsed. This rule is switched off by default.

---

6. Queue requests when a link item is tapped instead of automatically connecting.

When the DataRover 840 is not connected to a communication service, tapping on a link from a web page will initiate a connection to the communication service. Use this rule to control whether tapping on a link item initiates a connection or whether it queues the request. This rule is switched off by default.

---

7. If more than one item is requested, queue additional requests for subsequent retrieval.

When this rule is switched on, tapping a link will clear all pending requests and download that page. Turn this rule off to cause the linked page to be added to the end of the request list. This rule is switched on by default.

---

8. Keep only the last 5 visited web page(s) in the web browser.

Use this rule to control the total number of web pages cached in your DataRover 840. Downloading more than the specified number of pages results in overwriting of older cached pages. This rule is switched on by default.

---

9. Warn me before retrieving an item larger than 20K.

This rule causes your DataRover 840 to check a web page's size prior to downloading it and to open a confirmation window if the web page is greater than the specified size. This rule is switched on by default.

---

10. Remember up to 20 pages in the history list. The history list can contain at most 50 pages.

This rule allows you to set how many web pages your DataRover 840 remembers. These pages are listed in the History window when you tap the *history* button. The setting range for this rule is 8 to 50. If this rule is switched off, the limit is 50. This rule is switched on by default.

11. When retrieving a web page, do not interpret its HTML tags. Show the page as HTML source text instead.

This rule enables you to view the HTML source text for a web page, as the example below illustrates.



12. Always insert new web page after the current page. This more closely mimics other web browsers.

This rule causes the web browser to more closely mimic desktop browser behavior with respect to the “back” and “forward” arrows at the top of the screen. By default, these arrows navigate through the downloaded pages in the order that pages are placed in the stack—each new page is added to the end of the stack. Therefore, if you tap a link and then tap the “back” arrow, web browser displays the page preceeding the current page, which may not be the page from which you initiated the link. A desktop browser, on the other hand, displays the previous page when you click on the “back” button. Switch this rule on to more closely mimic the navigation of a desktop browser.

---

13. Report Magic JavaScript errors

Version 4.0 of the web browser supports JavaScript when used with the optional “Magic JavaScript” package, available on the Icras web site. Use this rule to control whether errors are displayed when JavaScript processing errors are encountered. This rule is switched off by default.

---

14. Ignore JavaScript in downloading HTML

When you are using version 4.0 of the web browser with the optional “Magic JavaScript” package (available on the Icras web site), this rule allows you to control whether to process JavaScript. This rule is switched off by default.

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# Name Cards

The Name card file is where your DataRover 840 keeps the names, addresses, and telephone numbers of all the people, companies, groups, and services that you contact. Your DataRover 840 uses the information on name cards to address email messages and faxes, and to telephone people. Tap the Name card file on your Desk to look at your name cards, to add new name cards and to change any of the information that's already there.

Your Name card file is automatically updated with the senders' current email address each time you receive an email message from them. Here's how it works. Every time you receive an email message, the sender's name card comes with it. The name card is automatically added to your Name card file if you don't already have it, or the name card in your Name card file is updated if the information has changed. When you receive a name card with an email message, Magic Cap tries to decide whether it is a new name card or new information that can be added to an existing name card. You are always prompted in the ambiguous case about keeping the two name cards separately or merging them together. If you choose to, you can turn this feature off.

This chapter describes how to use the Name card file to keep track of your contacts, how to enter new name cards, and how to change information that's already there.

# Using the Name card file

Your Name card file is arranged alphabetically. There are index cards for each letter pair so that you can easily find the name card you're looking for.

## Look at name cards

A name card lists the name and can list any of the following information: home, work, or other addresses; phone numbers such as home, work, fax, pager, car, cellular; web site URLs; email addresses; notes; and stamps that indicate the name card is part of a group.

- 1 On the Desk, tap the *Name card file*.

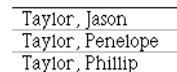
The Name cards scene appears.



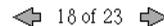
- 2 Tap a tab to see the index card for the letter pair shown.



- 3 Touch a name on the index card to look at that name card.



- 4 Tap one of the arrows to look forward or backward through the name cards and index cards in your Name card file.



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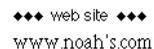
## Tip: Using a name card to contact someone

Here are some nifty tricks you can use to contact someone using the name card.

Tap an email address on a name card and Magic Cap offers to open a new email message addressed to that email address.



Tap a web site URL on a name card and Magic Cap offers to go to that site if you have a live phone connection.



Tap a phone number on a name card and Magic Cap dials that number.



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## Adding a name card

Your DataRover 840 uses the name cards from your Name card file to address email messages and to dial telephone numbers. So you'll want to create name cards for the people and companies with whom you want to communicate. The Name card file is also a handy place to keep all types of contact information about people, much like a business or personal telephone directory.

If you've already received an email message from someone, a name card with their email address will already be in the Name card file, so you won't have to create a name card. If you want to send an email message or use your DataRover 840 to call someone, you'll first need to create a name card that includes the contact information. Creating name cards with the Magic Cap software is very easy and was designed so that it involves as little typing as possible. You'll use stamps to select the type of information to add to the name card and then type the address, telephone number, or other information.



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### **Tip:** Switching off automatic name card collection

By default, Magic Cap extracts the sender's name and email address from email messages you receive and either creates a new name card in the Name card file, or updates an existing name card with the latest information. If you don't want Magic Cap to automatically update the Name card file with the name cards, you can switch off the feature.

See "Name card file rules" on page 134.

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## Create a new name card

Follow these steps to create a new name card.

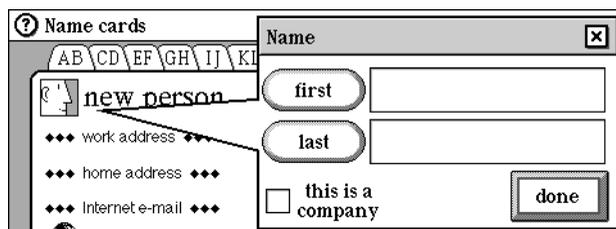
- 1 On the Desk, tap the *Name card file*.

The Name cards scene appears.



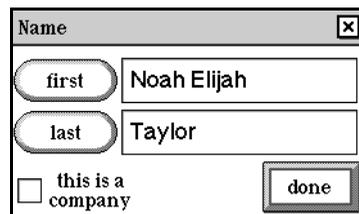
- 2 Tap the *new* button near the top right corner of the screen.

The name card appears with the Name window open and the typing point in the field labelled *first*.



- 3 To create a name card for a person, type the first name (followed by a space and the middle name, if you wish), tap *return* on the Keyboard, and then type the last name.

You can also tap the *last* button to move to the last name field.



- 4 To create a name card for a company, tap the checkbox labelled *this is a company*, and then type the company name.



- 5 Touch the *done* button.

The card now shows empty spaces for addresses, an Internet email address, and telephone numbers. Tap one of these stamps to enter the information for it.



See "Adding postal addresses, email addresses, and phone numbers" on page 128.

## Create a group name card

You can group together any set of names you have in your Name card file by creating a group name card. Once you have created a group, you can send email messages to everyone in the group by addressing the email message to the group's name. Once you have created the group's name card, you can add and remove members or look at a name card for any of the members listed.

- 1 In the Name card file, tap the *Magic lamp*.

The Commands window opens.

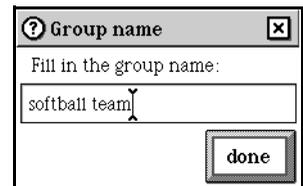


- 2 Tap the *new group* button.

A group name card appears with the Group name window open.



- 3 Type the group's name and then tap the *done* button.



- 4 To add someone to the group, tap the *add* button.

The Choose a name window opens.



- 5 Select a name in the list and then tap the *accept* button.

To see more of the list, tap a lettered tab or one of the scroll arrows.

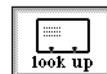


- 6 To remove someone from a group, select the name that you want to remove and then tap the *remove* button.



**Note:** The group card is updated when the name card of someone belonging to that group is removed.

- 7 To look at a group member's name card, select the name and then tap the *look up* button.



## Extract name cards from an email message

If you have turned off the rules that cause Magic Cap to automatically update your Name card file with the latest contact information it reads from email messages, use the following steps when you want to selectively extract name cards from email messages you receive and add them to the Name card file.

- 1 With the email message on your screen, tap the *Magic lamp*.



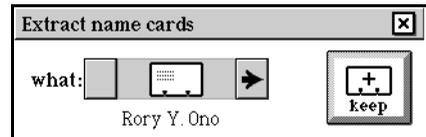
The Commands window opens.

- 2 Tap the *extract name cards* button.

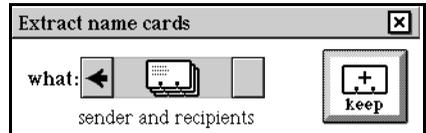


The Extract name cards window opens.

- 3 To keep only the sender's name card, tap the *keep* button.



To keep the name cards of the sender and all other recipients of this email message, select *sender and recipients* and then tap the *keep* button.



## Adding postal addresses, email addresses, and phone numbers

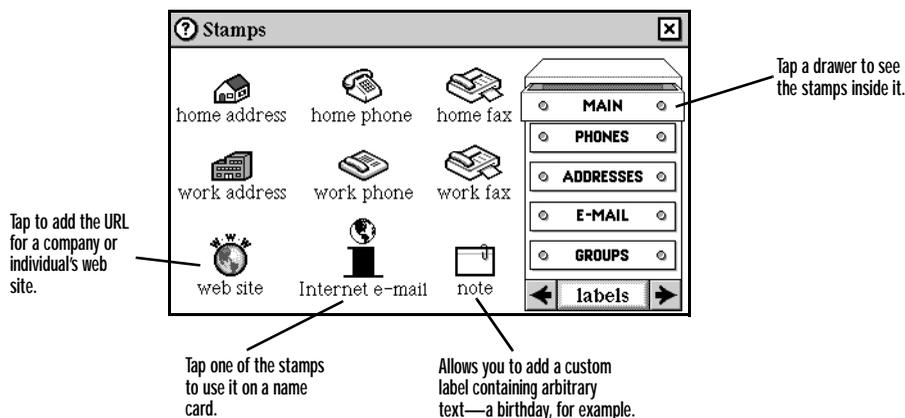
Use stamps in the Stamper to add information to name cards. Add email stamps to a name card of someone to whom you want to send email messages. Add phone stamps if you will use your DataRover 840 to dial a number, or to have phone numbers handy. If you add a web site stamp to a name card, you can tap it to download that web page directly from the name card instead of going to the web browser scene. Use the other stamps to add whatever information is relevant and useful.

## Add information to a name card

Follow these steps to add addresses, phone numbers, and other information to name cards.

### 1 With a name card on your screen, tap the *Stamper*.

The Stamps window opens, revealing the stamps available in the drawer labelled *Main*.



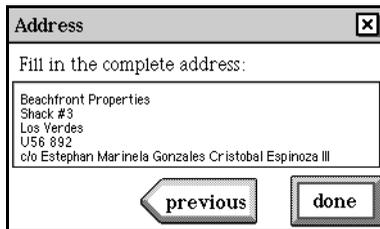
The Main drawer contains the more commonly used stamps for name cards. If you don't find what you need here, select one of the other drawers to see the stamps available in it.

### 2 Tap one of the stamps to add it to the name card, or tap a different drawer and then select one of the stamps available there.

The stamp you select hops onto the name card, and a window opens in which you type the information. Depending on the type of stamp, you may see a series of windows into which you will type information to define the stamp.

### 3 Type the information requested.

The information you are asked to provide depends on the type of stamp. For a phone number, you'll select the country and provide the area code and number. For an US or Canadian postal address, you'll select the country and provide the street address, city, state, and zip code. For countries other than the US and Canada, you'll see the window that follows. As you type, the text will automatically shrink to accommodate long addresses.



For a web site, you'll enter the URL.

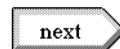
◆◆◆ web site ◆◆◆  
http://www.bamboogarden.o  
rg/

If you are adding information to an email stamp, you'll need the email address of the person or company. Note that if you've already received electronic mail from this person, the name card may already be in your Name card file and will already have the email address on it.

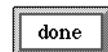
◆◆◆ Internet e-mail ◆◆◆  
 p\_taylor  
@acme.com

**Note:** When adding information for an email address or a web site, the Keyboard automatically opens to the *a@b* mode which includes most of the characters you'll need to type URLs and email addresses. Hold down the *caps* key to type an underscore ( ), a colon (:), or a tilde (~).

#### 4 Tap the *next* button if it appears.



#### 5 Tap the *done* button.

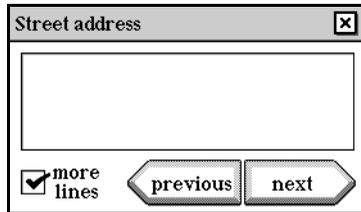




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### Tip: Adding more lines for a longer address

Use the *more lines* checkbox to add more lines for a longer street address. Tap *more lines*, and the text field expands to give you more space.



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## Change information on a name card

Follow these steps to change the information on a name card and to remove information from a name card.

- 1 With a name card on your screen, tap the *change* button.



The *change* button becomes highlighted to indicate that the change mode is turned on, and borders appear around the items you can change.

- 2 Tap the item you want to change.



- 3 Follow the instructions that appear on the screen to change the information for the selected item.
- 4 To remove an item from a name card, slide it into the Trash truck, and then let go.
- 5 Tap the *change* button again to turn off the change mode.



## Discard a name card

Discard name cards you don't need to free up space on your DataRover 840. Optionally, you can file old name cards to a storage card.

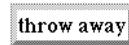
See "Preventing low storage situations" on page 199.

- 1 With a name card on your screen, tap the *discard* button.



A window appears asking you to confirm that you want to discard the name card.

- 2 Tap the *throw away* button.



The name card hops into the Trash truck.

## Sending a name card

This section describes different ways in which you can send a name card from your Name card file to another DataRover 840. You can send the name card enclosed in an email message, or you can fax or beam it.

### Send a name card enclosed in an email message

- 1 With the name card that you want to send on your screen, tap the *Magic lamp*.



The Commands window opens.

- 2 Tap the *mail* button.



The Mail window opens with a small image of the name card.

**Note:** You can send all of your name cards by filing the name cards to a **package** and then emailing the package.

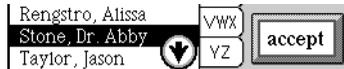
See "Send a package to someone else" on page 194.

- 3 Tap the *send* button.



The Address to window opens.

- 4 Select a name in the list to address the email message and then tap the *accept* button.



A blank email message appears with the attached name card in the lower right corner.

- 5 Write or type an email message to go with the attachment.

- 6 Tap the *send* button to send the email message with the attached name card.



## Fax a name card

You can fax a copy of a name card, all of your name cards, or a picture of your screen by using the fax button from the Magic lamp.

See "Fax pages from your DataRover 840" on page 76.

## Send a name card by infrared beam

You can send a copy of a name card using the data beaming feature from the Magic lamp.

See "Beam a page to another DataRover 840" on page 78.

# Name card file rules

The following is a list of rules available in the Name card file. Refer to “Rules in Magic Cap” for general instructions on switching a rule off or on, changing the text of a rule, copying a rule, or discarding a rule.

See “Rules in Magic Cap” on page 54.

1. Automatically collect the sender's name card from each incoming message.

This rule instructs your DataRover 840 to automatically collect the sender's name card only from the email messages that you receive. With this rule switched on you will not receive name cards for other recipients of the email message. This rule is switched on by default.

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2. Automatically collect the name cards of all the recipients of incoming messages.

This rule instructs your DataRover 840 to automatically collect name cards for all of the recipients of the email messages that you receive. This rule is switched off by default.

**Note:** If you have both of these rules switched off, you can manually extract the name cards from any email message you receive by using the *extract name cards* feature.

See “Extract name cards from an email message” on page 128.

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3. Postal address labels by default use the country last used in a postal label.

This rule allows you to control whether you must specify the country for addresses. When switched off, you will always be prompted for the country when entering address information for these stamps: the home address and work address labels that appear on a new name card, the address stamps in the Main drawer of the Stamper. When switched on, Magic Cap no longer prompts for the country first, but instead assumes the country last specified and skips ahead to the country-specific address information. This rule is switched off by default.

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# Telephone

You can use your DataRover 840's Telephone to call someone or to listen to recorded messages, messages on your answering machine, or voice mail. Using the features on the Telephone of your DataRover 840, you can dial a telephone number simply by tapping a name on a list, a phone button on a name card, a speed dial button, or by dialing manually. Your DataRover 840 automatically dials the area code and any dial-out prefixes necessary, handles billing, displays a timer to let you know how long you've been on the Telephone, and even has a phone log you can use to take notes.

## Setting up the Telephone

Your DataRover 840 needs to know where you're calling from in order to dial numbers correctly. If you take your DataRover 840 with you when you travel, you can set up a list of the locations that you call from most frequently so that you can quickly tell your DataRover 840 when you've moved from one place to another. Once you add these, they appear each time you connect to a phone line so that you

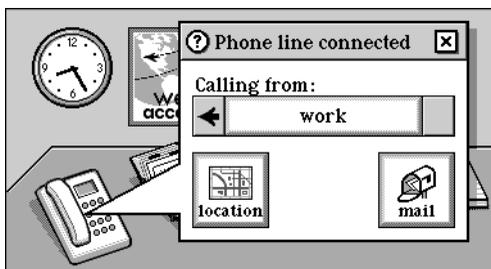
can select your dialing location. The following figure is an example of the scene in which you set up new dialing locations, change the settings for existing dialing locations, and select your current dialing location.

Calling from	Country	Area code	Prefix
<input type="radio"/>  work	+1	(408)	9
<input checked="" type="radio"/>  home	+1	(415)	
<input type="radio"/>  Castlerock Bed & B...	+1	(206)	8/9/8

When you check the circle next to a dialing location, it becomes the system's dialing location and your DataRover 840 dials out according to the settings for that particular dialing location. To look at and change these settings, tap a dialing location —*home*, for example. The Dialing location setup scene opens which lists the settings for the selected dialing location.

## Specify where you are dialing from

Your DataRover 840 automatically dials the correct area code and dial-out prefix for you once you have provided information on the location you are calling from. Each time you connect your DataRover 840 to a telephone line, you see the **Phone line connected window**. Simply select the location from which you are dialing by tapping one of the arrows; your DataRover 840 does the rest. To add a dialing location, tap the *location* button and follow the steps that begin on page 137.



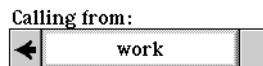
**Note:** Your DataRover 840 uses the telephone line to send and receive email messages, to send and receive faxes, to connect to services, and to make telephone calls. To place calls properly, you must set your telephone location.

**1 Connect a telephone line.**

The Phone line connected window opens.

**Note:** You can also hold down *option* and tap the *Telephone* on the Desk to open the Phone line connected window.

**2 Tap one of the arrows until you see the location from which you are dialing.**



If your location is not listed, tap the *location* button to add a new dialing location.

## Add or change a dialing location

Follow these steps to add or change a dialing location.

**Note:** If you're setting up a dialing location for a country other than the United States, buttons for settings that do not apply (such as area codes and local tolls) do not appear.

**1 Tap the Telephone, and then tap the *location* button.**

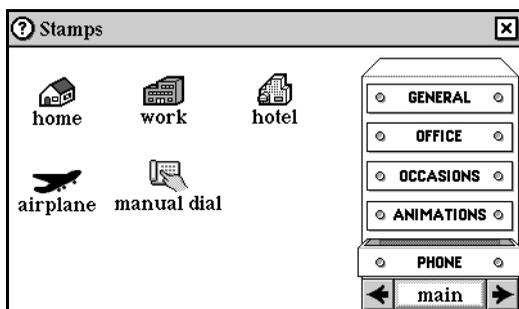
The list of dialing locations appears.



**Note:** If you are adding a dialing location, continue through these steps. If you want to change the configuration information for an existing dialing location, select the dialing location and then skip ahead to step 4.

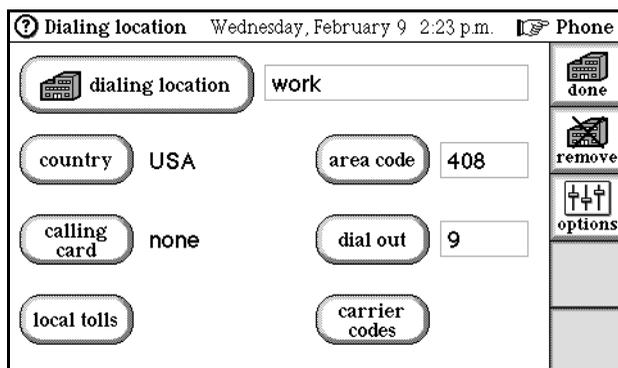
**2 Tap the *Stamper*.**

The Stamps window opens.

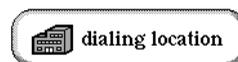


- 3 Tap one of the stamps to add it as a dialing location.

The Dialing location setup scene opens.

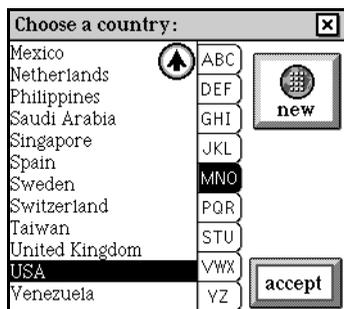
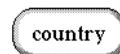


- 4 Touch the *dialing location* button and type a description for this dialing location.



- 5 To select a country, tap the *country* button.

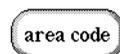
The Choose a country window opens.



Select a country and then tap the *accept* button.

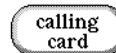
See "Add a new country and its dialing codes" on page 139.

- 6 Tap the *area code* button and then type the area code (or city code if this location is outside of the United States) for this dialing location.



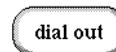
After you've typed the area code, tap the *x* to close the Keyboard.

- 7 To set up the calling card information so that calls from this location are billed to a calling card, tap the *calling card* button.



See "Charging telephone calls" on page 157.

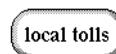
- 8 If you must dial a digit or something else in order to get an outside line from this location, tap the *dial out* button.



If you are dialing from work, you may have to dial a digit, such as 9, to get an outside line. If you can dial outside calls directly, leave this space blank.

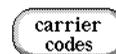
See "Dial 9, or another symbol, for an outside line" on page 141.

- 9 To set up local tolls information, use the *local tolls* button.



See "Dial 1 before some local calls" on page 142.

- 10 To specify the access codes required before dialing long distance and international numbers, tap the *carrier codes* button.



See "Select a long distance or international carrier" on page 143.

- 11 To set other dialing options (such as audible dialing, dialing speed, tone or pulse dialing), tap the *options* button.



- 12 Tap the *done* button.

You have finished setting up a dialing location. It now appears in the list of dialing locations, and it appears in the Phone line connected window each time you connect to a telephone line.



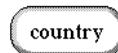
**Note:** To remove a dialing location from the list, select the dialing location in the Dialing location window, and then tap the *remove* button.

## Add a new country and its dialing codes

There are two ways in the Magic Cap software to add a country to the countries list. One way is to go to the **Countries book** in the Library and add a country. The other way is to add a new country while you're setting up a dialing location. Follow these steps to add a country and its dialing codes so that the country can be selected as part of a dialing location.

- 1 In the *Dialing location setup* scene for a selected dialing location, tap the *country* button.

The Choose a country window opens.



- 2 Tap the *new* button.

The Name and country code window opens.



- 3 Type the country name, the country code, and then tap the *next* button.

The Dialing codes window opens.

A window titled "Name and country code" with a close button (X) in the top right. It contains two input fields: "name" with the text "Noah's Island" and "code" with the text "64". A "next" button is located at the bottom right.

- 4 In the *dial out* field, type the number you must enter to dial out of this country.

The dial out code is used when making international calls from this country.

In the *national* field, type the number used when dialing city or area codes inside the country, and then tap the *next* button.

The US direct access window opens.

A window titled "Dialing codes" with a close button (X) in the top right. It contains two input fields: "dial out" with the text "00" and "national" with the text "33". "previous" and "next" buttons are located at the bottom.

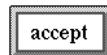
**Note:** The following step assumes you're using the US-localized version of Magic Cap. If you're using the Japanese-localized version of Magic Cap, the direct access dialing information for Japan will appear.

- 5 Type the code for dialing directly into the US from this country when billing to a calling card, and then tap the *done* button.

The Choose a country window reappears.

A window titled "US direct access" with a close button (X) in the top right. It contains a text input field with the text "1 800 881 011". "previous" and "done" buttons are located at the bottom.

- 6 With the new country selected, tap the *accept* button.



## Dial 9, or another symbol, for an outside line

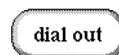
If you need to dial a digit or another symbol to get an outside line when you're dialing out, follow these steps.

- 1 Tap the *Telephone*, and then tap the *location* button.  
The list of dialing locations appears.



- 2 Select the dialing location that you want to change.

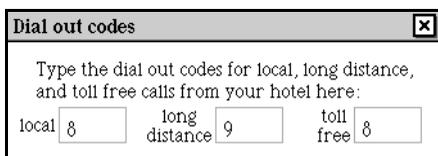
- 3 Tap the *dial out* button and type the digit your telephone system accepts to get an outside line from this dialing location.



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### Tip: Dialing out from a hotel

If the dialing location you are changing is a hotel in the US, Canada, or Germany, tapping the *dial out* button causes the Dial out codes window shown below to appear. Use this window to specify the digits to dial out for local, long distance, and toll free calls from your hotel.

A screenshot of a "Dial out codes" dialog box. It has a title bar with a close button (x). The text inside says "Type the dial out codes for local, long distance, and toll free calls from your hotel here:". Below this are three input fields: "local" with the number 8, "long distance" with the number 9, and "toll free" with the number 8.

local	long distance	toll free
8	9	8

- 4 Tap *x* to close the Keyboard.
- 5 Tap the *done* button to return to the dialing location setup area of the Telephone.



## Disable call waiting

Follow these steps to temporarily disable call waiting while your DataRover 840 is using the telephone line so that your call won't be disrupted.

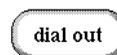
- 1 Tap the **Telephone**, and then tap the *location* button.

The list of dialing locations appears.



- 2 Select the dialing location that you want to change.

- 3 Tap the *dial out* button.



- 4 Type **\*70** (or the code your telephone system accepts to disable call waiting) and then tap **x** to close the Keyboard.



- 5 Tap the *done* button to return to the dialing location setup area of the Telephone.



## Dial 1 before some local calls

From some areas, you must dial 1 before dialing a local number that begins with a certain prefix. Follow these steps to specify those prefixes for which your DataRover 840 must first dial a 1.

- 1 Tap the **Telephone**, and then tap the *location* button.

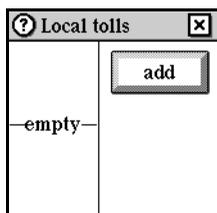
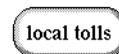
The list of dialing locations appears.



- 2 Select the dialing location that you want to change.

3 Tap the *local tolls* button.

The Local tolls window opens.



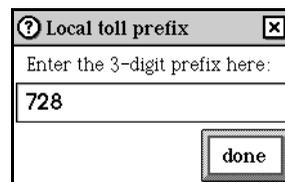
4 Tap the *add* button.

The Local toll prefix window opens.



5 Type a prefix and then tap the *done* button.

The Local tolls window reappears so that you can add more prefixes. You can also change or remove prefixes from this list by selecting a prefix and then tapping the *change* or *remove* button.



6 Tap *x* to close the Local tolls window.



**Note:** If you must also dial the area code for calls to these prefixes, tap the *options* button and switch on the *always dial area code* setting.

## Select a long distance or international carrier

To ensure that your long-distance carrier or international carrier is handling your call rather than the carrier associated with the telephone line you are using, follow these steps.

1 Tap the *Telephone*, and then tap the *location* button.

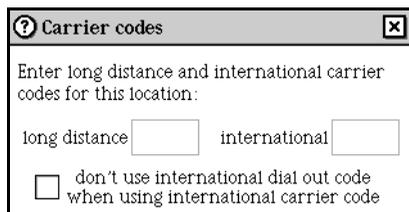
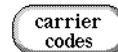
The list of dialing locations appears.



2 Select the dialing location that you want to change.

3 Tap the *carrier codes* button.

The Carrier codes window opens.



4 To specify the carrier code for a long distance carrier, type the access code in the long distance field.

To specify the carrier code for an international carrier, type the access code in the international field.

If your international carrier requires that the international dial out code be omitted when using the international carrier code, tap the checkbox labelled *don't use international dial out code when using international carrier code*.

This is usually the case because the international carrier code includes the international dial out code.

5 Tap x to close the Carrier codes window.



6 Tap the *done* button to return to the dialing location setup area of the Telephone.



**Note:** If you get an error when trying to bill a call from your DataRover 840 to your calling card or credit card from a dialing location, you may need to switch off this feature. Delete the code so that the field is blank.

## Always dial area code

From some dialing locations you may need to always precede the number you are dialing with its area code. Follow these steps to turn on this feature for a dialing location.

1 Tap the Telephone, and then tap the *location* button.

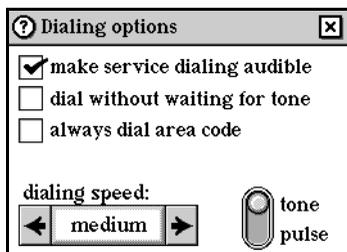
The list of dialing locations appears.



2 Select the dialing location that you want to change.

3 Tap the *options* button.

The Dialing options window opens.



4 Tap the checkbox labelled *always dial area code* to switch it on.  always dial area code

A checkmark indicates the setting is switched on. When the checkbox is switched on, an additional checkbox labelled *don't dial national access locally* appears.

To disable dialing of a national access number for local numbers, tap the checkbox labelled *don't dial national access locally*.  don't dial national access locally

## Switch to tone or pulse dialing

The telephone line you are dialing from uses either tone or pulse dialing. Follow these steps to change this setting.

1 Tap the Telephone, and then tap the *location* button.

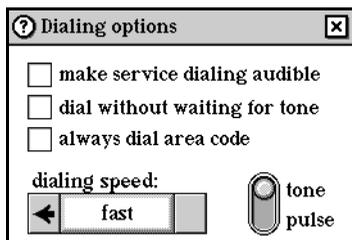
The list of dialing locations appears.



2 Select the dialing location that you want to change.

3 Tap the *options* button.

The Dialing options window opens.



4 Tap the *tone/pulse* switch to change the setting.



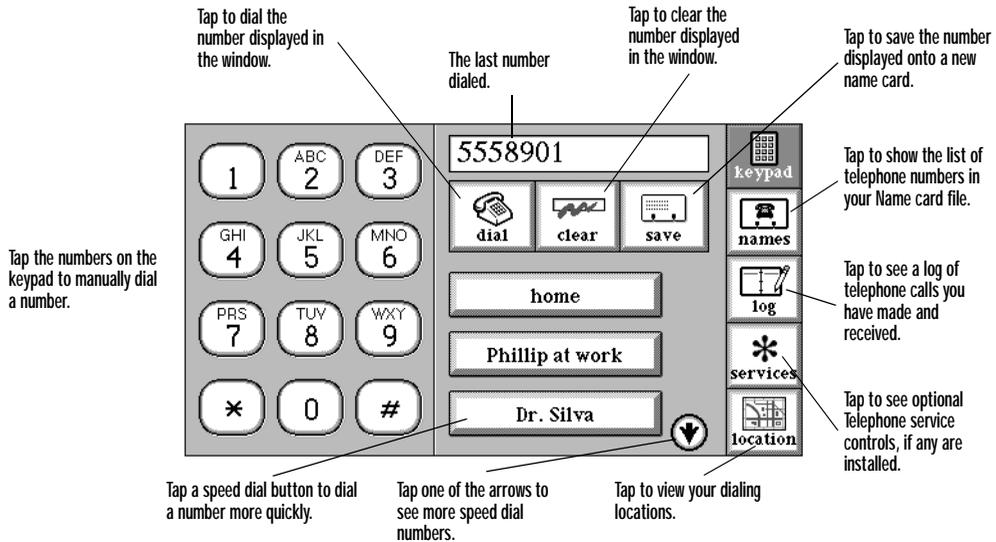
5 Tap x to close the Dialing options window.



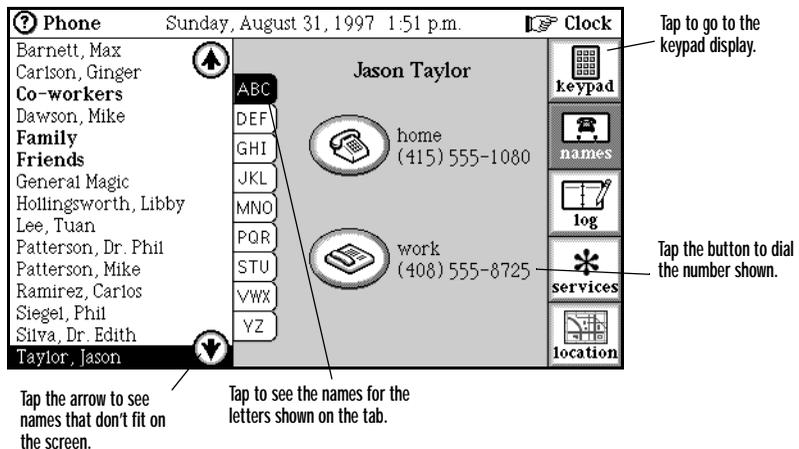
## Using the Telephone

There are several ways to call someone using your DataRover 840's Telephone. You can select a name from a list of people or companies that have telephone numbers listed on their name cards; you can program telephone numbers into the speed dial buttons and tap a button to place a call; or you can manually dial a telephone number using the Telephone's keypad. From a name card, you can tap a telephone button to dial the number shown. You can also place a call from anywhere in your DataRover 840 using the *contact* button in the Magic lamp.

There are two different dialing displays on the DataRover 840's Telephone: **keypad** and **names**. Tap the *keypad* button at the right side of the screen and then use the on-screen keypad to dial numbers.



The **Names** scene shows a list of the people and companies in your Name card file. Tap the *names* button at the right side of the screen to see the Names scene. Select a name in the list and then tap one of the numbers listed to dial it.



## Call someone from the names list

- 1 Connect to a telephone line and set your dialing location.

See "Specify where you are dialing from" on page 136.

- 2 On the Desk, tap the *Telephone*.

The Phone scene appears.



- 3 Tap the *names* button at the right side of the screen.

The list of names from your Name card file appears.



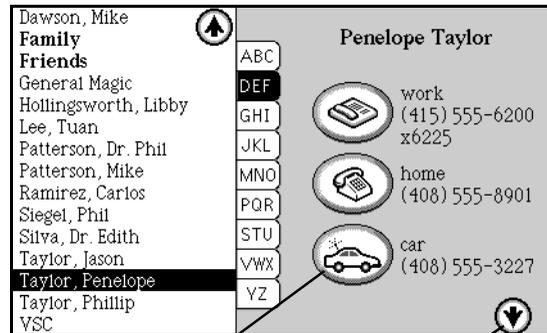
- 4 Tap the name of the person or company you want to call.

The name is highlighted and the person's telephone numbers are listed.



- 5 Tap one of the telephone number buttons to dial the number.

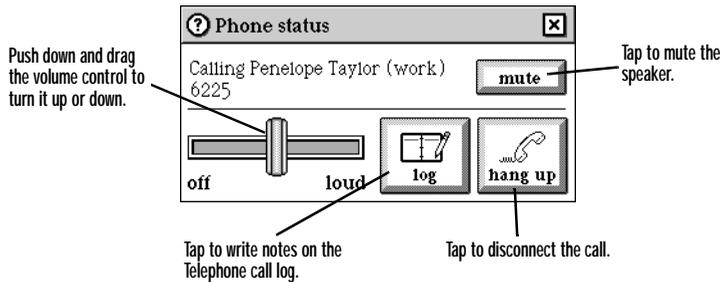
Some people have more telephone numbers than will fit on the screen. Tap the arrow to see more telephone numbers.



Tap the button next to a telephone number to dial the number.

Tap the arrow to see other numbers in the list.

The Phone status window appears. At the top of the screen, a timer keeps track of the length of your call.



- 6 To take notes and look at the log for a call, tap the *log* button.

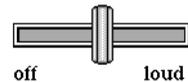


A blank telephone log page appears, in which you can take notes and look at the record of the date, time, and length of your call.

- 7 Tap the *hang up* button to disconnect the call.



- 8 Slide the volume control to adjust the volume.

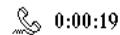


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**Tip:** Tapping the phone status indicator to hang up

When you tap the *x* to close the Phone status window, a small time indicator appears at the top of the screen to show that you are still on the line.

Tap the indicator at the top of the screen to see the Phone status window and then tap the *hang up* button.



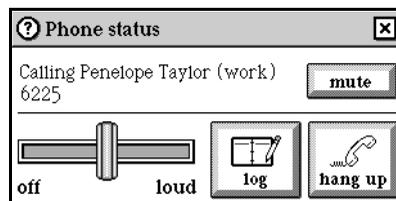
Or to hang up without opening the window, hold down *option* and tap the indicator.

---

## Hanging up the Telephone

Once you place a telephone call using your DataRover 840, you can hang up using the *hang up* button in the Phone status window.

- 1 In the Phone status window, tap the *hang up* button.



- 2 If the Phone status window is not visible, tap the phone status indicator that appears at the top of the screen when a call is in progress.



The Phone status window opens in which you can hang up the Telephone

## Dial a telephone number manually

Follow these steps to dial a number using the Telephone keypad.

- 1 Connect to a telephone line and set your dialing location.

See "Specify where you are dialing from" on page 136.

- 2 On the Desk, tap the *Telephone*.

The Phone scene appears.



- 3 Tap the *keypad* button.

The keypad of the Telephone appears.



- 4 Tap the keys on the keypad to enter a telephone number.

The number last dialed may appear in the display. The new number you enter will replace the numbers currently in the display.

**Note:** When you are manually dialing a number on the Telephone keypad, you can type a comma in the number to add a pause when dialing. This allows the telephone system to process a sequence of commands. For example, some telephone systems need a pause after dialing 9 to get an outside line.

- 5 Once you have entered a number in the display, tap the *dial* button to connect to the number.



The Phone status window appears. It displays the number you dialed, a mute button, a volume control, a log button which opens a page on which you can take notes from your phone call, and a button to hang up.

The *dial* button is replaced with the *hang up* button when a call is in progress. Once you hang up from the call, this button is replaced by the *redial* button while the number is in the display. Use this button to redial the last phone number dialed.

- 6 To clear the number currently in the display, tap the *clear* button.



To clear the last digit in the display only, hold down *option* and tap the *clear* button.

- 7 To save the number currently in the display onto a new name card, tap the *save* button.



## Connect to a communication service manually

In some situations—some countries that are outside of the United States, for example—the Magic Cap software cannot dial automatically to access a communication service. This is due to special dialing timing requirements for international calls. In this case, you will have to use the Telephone's manual dialing feature to send and receive email messages and to send faxes. You may also use manual dialing in situations where you need control over the timing of the dialing—dialing out through a switchboard, for example.

- 1 If you haven't yet done so, set up a new telephone location stamp for manual dialing.



See "Add or change a dialing location" on page 137.

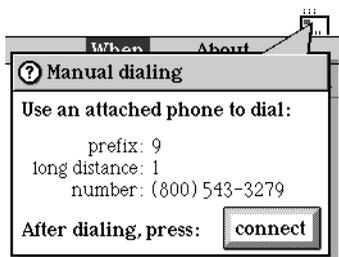
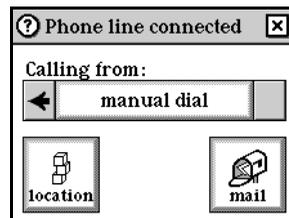
When setting up the manual dialing location, be sure to specify all of the relevant information, such as the credit card, dialing prefix, and country, so that all the numbers necessary for dialing will be correctly displayed in the Manual dialing window and dialed automatically.

**2 Connect your DataRover 840 to the telephone line.**

The Phone line connected window opens.

**3 In the Phone line connected window, select the manual dialing location and then tap the *mail* button.**

The Manual dialing window opens.



**4 Using a telephone connected to the same line as your DataRover 840, dial the digit that gets you an outside line—9, for example—and wait for the connection to be established.**

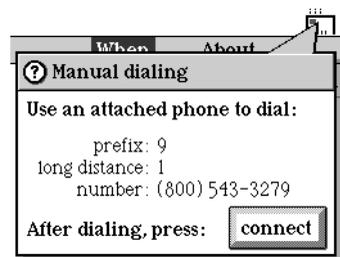
You can also tap the numbers in the Manual dialing window to dial them.

In some situations—calling from some overseas locations, for example—you may need to dial long distance access codes, telephone numbers, or calling card numbers using a regular telephone instead of using your DataRover 840. When you are ready to connect to the communication service, your DataRover 840 can take over.

**5 Dial the communication service access number.**

This is the telephone number that appears in the Manual dialing window. You can either dial the number manually on the telephone, or you can tap the number in the Manual dialing window.

**6 When you hear the modem whistle, tap the *connect* button.**



## Call from another country

Your DataRover 840 has many built-in features that make it easy to dial from another country. All you do is tell your DataRover 840 where you're calling from and who you want to call and it does the rest, appending all appropriate dial-out access codes for you.

You can also change the dialing codes for countries and add new ones.

See "Add a new country and its dialing codes" on page 139.

- 1 Tap the Telephone, and then tap the *location* button.

The list of dialing locations appears.



- 2 Tap the *Stamper*.

The Stamps window opens.

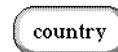


- 3 Select a stamp to add a dialing location.

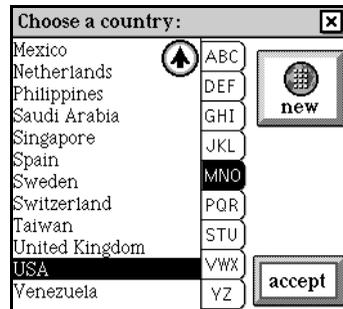
The Dialing location setup scene opens.

- 4 Tap the *country* button.

The Choose a country window opens.



- 5 Select a country and tap the *accept* button.



**Note:** If the country you are calling from isn't displayed, follow the steps for adding a new country to the list.

See "Add a new country and its dialing codes" on page 139.

**Note:** Some international telephone systems use pulse dialing, not tone dialing, so you may need to change the setting when dialing from outside the US.

See "Switch to tone or pulse dialing" on page 145.

## Use speed dial buttons

Follow these steps to program speed dial buttons.

- 1 Tap the Telephone, and then tap the *keypad* button.

The Telephone's keypad appears.

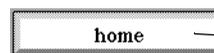


- 2 To store a phone number in an unused speed dial button, tap one of the unused speed dial buttons.



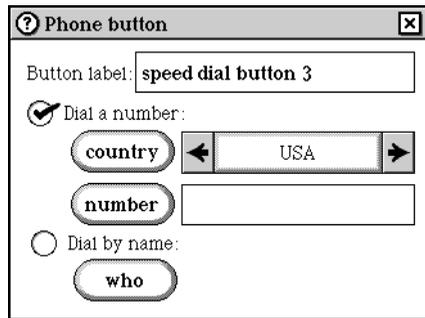
If you have previously stored a number in a speed dial button, tapping the button causes your DataRover 840 to dial the number. If you haven't yet stored a number in the speed dial button, the Phone button window opens.

Or, to change a speed dial button that already has a number stored in it, hold down *option* and tap the button to reprogram it.

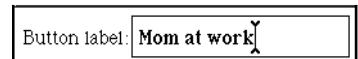


Option-tap a speed dial button to reprogram it.

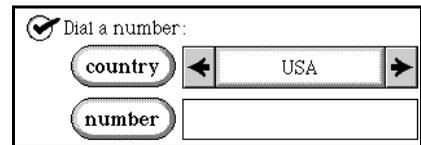
The Phone button window opens.



- 3 Tap the words *Button label* or tap in its field to open the Keyboard, and then type a label for the speed dial button.



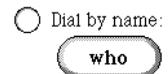
- 4 To specify the phone number that the speed dial button will use, select the country using the *country* choice box, and then type the number in the *number* field.



The phone number is now stored in the speed dial button.

- 5 Or, to select a phone number from your Name card file, tap the *who* button.

The Choose a name window opens, in which you can select the name of the person or company whose telephone number you want to store in the speed dial button.

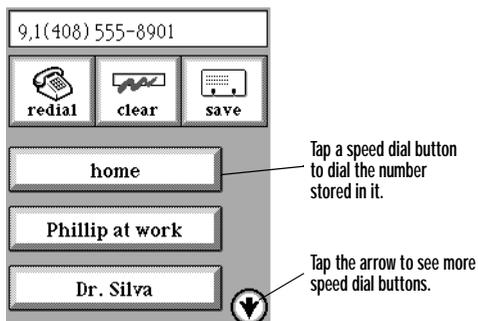


Select a name in the list and then tap the *accept* button.

The phone number is now stored in the speed dial button.



- 6 To use a speed dial button to dial the number stored in it, connect to a telephone line and tap the speed dial button.



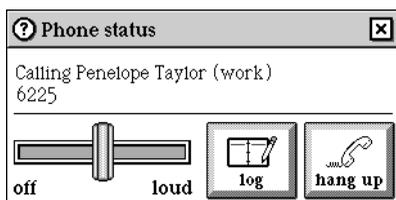
The Phone status window opens and your DataRover 840 dials the phone number.

## Receiving a telephone call

If your DataRover 840 is connected to a phone line and you receive a telephone call, follow these steps to answer the telephone call using your DataRover 840.

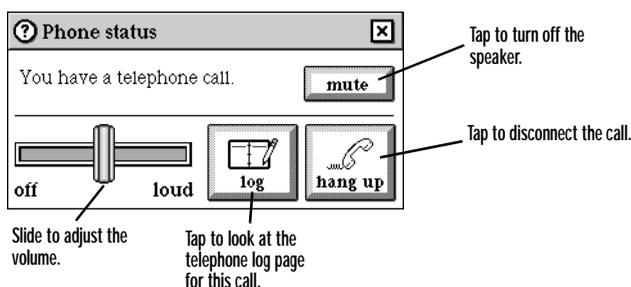
- 1 Establish a phone connection.

When your DataRover 840 receives the incoming call, the Phone Status window opens.



2 Tap the *answer* button to receive the call.

The Phone status window changes to show that you are connected to an outside call.



If the incoming call is a fax, the *receive fax* button appears in the window.

See "Receiving a fax" on page 94.

## Charging telephone calls

In the Dialing location setup scene, tap the *calling card* button to add, change, or remove calling cards for that dialing location. You can select different calling cards for different dialing locations. For example, you may want to bill some calls to your corporate credit card and others to your personal calling card.

### Select how to pay for a telephone call

1 Tap the **Telephone**, and then tap the *location* button.

The list of your dialing locations appears.



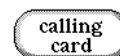
2 Tap the *name* of the dialing location to which you wish to add a calling card.

The dialing location setup area of the Telephone appears.



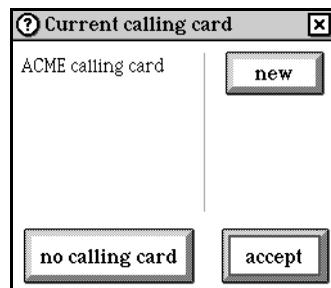
3 Tap the *calling card* button.

The Current calling card window opens.



**4 Select a calling card and tap the *accept* button.**

Any calls you make from this dialing location are billed by the method selected. If the calling card you want to use doesn't appear in the list, see "Change calling card information" for instructions on adding information for a calling card.



**Note:** Tap the *no calling card* button to have calls billed to your telephone.

## Add information for billing telephone calls

Use the following steps to add a credit card or calling card to which your telephone calls can be billed.

**1 Tap the Telephone, and then tap the *location* button.**

The list of your dialing locations appears.



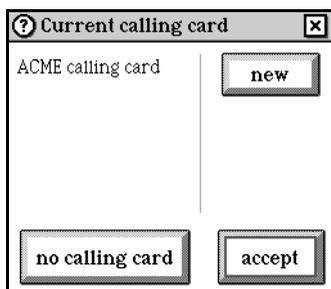
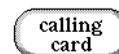
**2 Tap the name of the dialing location to which you wish to add a calling card.**

The dialing location setup area of the Telephone appears.

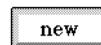


**3 Tap the *calling card* button.**

The Current calling card window opens.

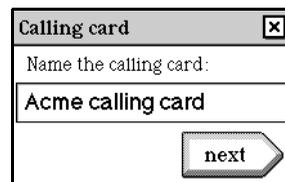


- 4 To add a new credit card or calling card to the list, tap the *new* button.



The Calling card window opens.

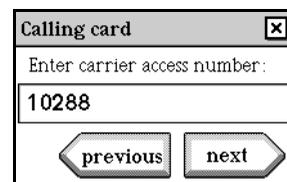
- 5 In the field that appears, type the name of the credit card or calling card you want to add to the list and then tap the *next* button.



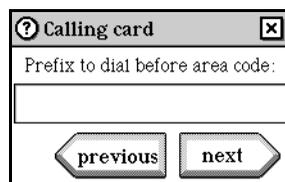
- 6 In the field that appears, type the card number and then tap the *next* button.



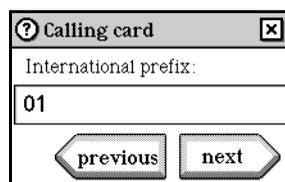
- 7 In the field that appears, type the *carrier access number* (the access number for your calling card) and then tap the *next* button.



- 8 To dial a prefix before the area code of domestic numbers, type the prefix in the field that appears and then tap the *next* button.

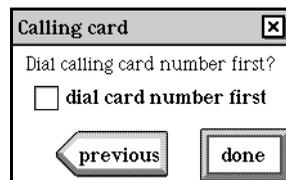


- 9 To dial a prefix before international calls, type the prefix in the field that appears and then tap the *next* button.



- 10 To dial the calling card number before the telephone number, tap the *dial card number first* checkbox, and then tap the *done* button.

Some calling cards require that you dial the card number and PIN before you dial the telephone number.



You have finished entering all the information for a new calling card. If you want to bill calls from this dialing location to this card, make sure the card is selected and then tap the *accept* button.

## Change calling card information

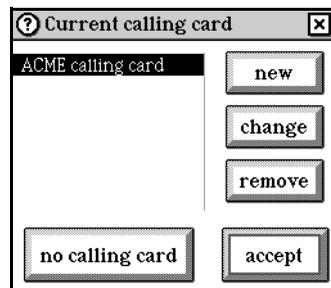
Follow these steps to change the information for a calling card you've added.

- 1 First, access the list of calling cards by tapping the *calling card* button in the Dialing location setup scene.

To access the Current calling card window, tap the *Telephone*, tap the *location* button, select the dialing location, and then tap the *calling card* button.

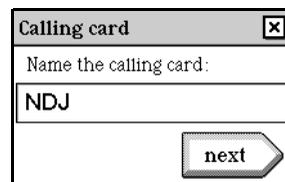
- 2 To change the information for one of the cards in the list, select the card and then tap the *change* button.

The Calling card window opens.



- 3 In each field that appears, type any changes, and then tap the *next* button to continue to the next window.

You will be asked to enter the name of the calling card, your card number, the carrier access number, a prefix to dial before an area code, a prefix to dial before international calls, and whether to dial the calling card number first if your carrier requires this.



- 4 When you've finished entering your changes, tap the *done* button.

If you want to use this calling card to bill calls made from this dialing location, make sure the card is selected and then tap the *accept* button in the Current calling card window.

## Remove a calling card

Follow these steps to remove a calling card and all of its information from the DataRover 840.

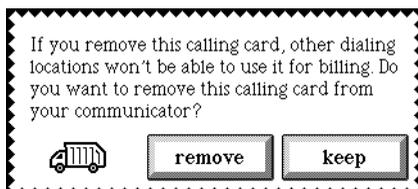
- 1 First, access the list of calling cards by tapping the *calling card* button in the Dialing location setup scene.

The Current calling card window opens.

- 2 To remove a credit card or calling card from the list, select it and then tap the *remove* button.



The following confirmation window opens. Tap the *remove* button to remove the calling card or tap the *keep* button if you don't want to remove the calling card.



# Telephone rules

The following is a list of rules available for the Telephone. Refer to “Rules in Magic Cap” for general instructions on switching a rule off or on, changing the text of a rule, copying a rule, or discarding a rule.

See “Rules in Magic Cap” on page 54.

1. Make a log entry for each phone call.

This rule instructs your DataRover 840 to create a log entry for each telephone call you make using your DataRover 840. This rule is switched off by default.

---

2. Suggest discarding log entries more than a week old, unless they are marked with a save stamp.

Use this rule to control how long telephone log entries are kept in your DataRover 840. If an entry is older than the rule specifies, a window appears asking you to confirm that the entry can be discarded. This rule is switched on by default.

---

3. When any call is received, display an announcement.

This rule instructs your DataRover 840 to display an announcement when a call comes in. This rule is switched on by default.

---

4. When any call is received, play the Ring sound.

This rule instructs your DataRover 840 to play the specified sound when a telephone line is connected and a call comes in. This rule is switched on by default.

---

5. When a phone line is connected, confirm your current location.

With this rule switched on, each time you connect a telephone line to your DataRover 840 the Phone line connected window appears, in which you can confirm or change your dialing location so that your DataRover 840 dials properly. This rule is switched on by default.

---

6. When the phone rings, pick it up as a fax after 4 rings.

This rule instructs your DataRover 840 to answer an incoming telephone call as a fax call after a specified number of rings. This rule is switched off by default.

---



# Internet Center

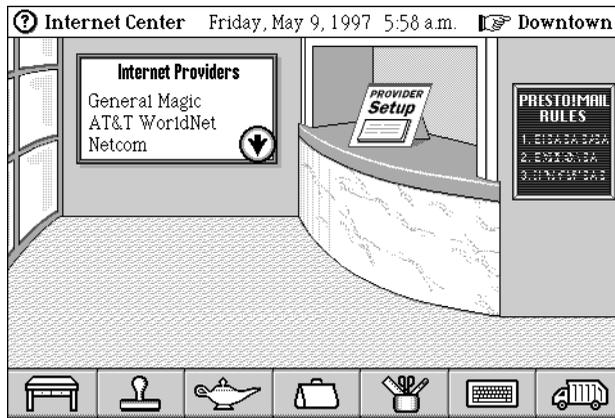
The Internet Center is located Downtown. Use the Internet Center to sign up for an Internet Service Provider (ISP), to add Internet services offered by your provider, and to add or change connection information and other types of information for an ISP. You'll also visit the Internet Center to change the rules that govern your mailbox(es).



# Configuring your Internet service

This section contains information about changing the configuration information for your ISP(s) such as adding alternate dialup telephone numbers, and changing your account name and password. If you haven't yet signed up for an Internet Service Provider, the steps for signing up are covered in the guide, *DataRover 840 Getting Started Guide*.

In the Internet Center, tap an ISP listed on the Internet Providers sign to look at the configuration information.



## Change or add information for an Internet service provider

Follow these steps to change the configuration information for an Internet service provider, or to add a new service.

- 1** In the Internet Providers sign that appears in the Internet Center, tap the ISP you want to change. The Internet Provider window for that provider opens.



## 2 Tap the *services* tab.

Tap a service in the list to look the configuration information for it.

Tap one of the three tabs to look at the configuration settings.

Tap to rename the Internet provider.

Tap to remove the selected Internet provider from your DataRover 840.

Tap to go to the name card for the selected Internet provider, if one exists.

Service	Description
POP mailbox	popd.ix.netcom.com (wendysch@ix.n...
SMTP mailer	smtp.ix.netcom.com
name server	199.182.120.203

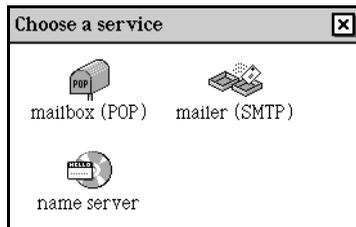
## 3 To change the information for one of the services listed, tap it.

Enter the new information in the edit windows that appear, and then tap the *done* button in the last window to save your changes.

See also "Prompt for mailbox password" on page 169.

## 4 To add a new service, tap the *add service* button.

The Choose a service window opens.



Select one of the services in the window to add it.

Enter the new information in the edit windows that appears, and then tap the *done* button in the last window to save your changes.

## 5 To remove a service, slide it into the Trash truck.

**Note:** To remove an ISP, step back to the Internet Center main scene where you'll find the Internet Providers sign. Slide the ISP you want to remove into the Trash truck.

## Change the connection information

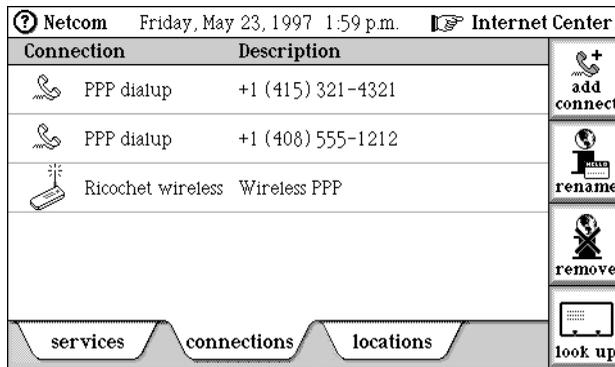
Follow these steps to select additional ways of connecting to your provider, and to change existing connection information. For example, you would follow these steps to add an additional dialup access phone number when you travel, and to configure Magic Cap so that it can use an external modem or plug-in modem card.

- 1 In the Internet Providers sign that appears in the Internet Center, select an ISP by tapping it.

The Internet Provider window for that provider opens.



- 2 Tap the *connections* tab.



- 3 To change the information for a telephone number listed, tap it.

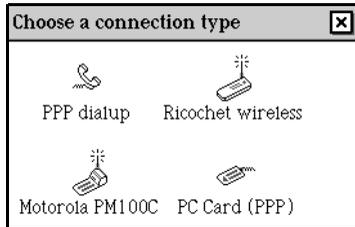
Enter the new information in the edit windows that appear, and then tap the *done* button in the last window to save your changes. Some connection types may require that you hold down the *option* button while tapping the telephone number to edit it.

See also "Prompt for mailbox password" on page 169.

- 4 To add a new telephone number that you can use to connect to your service provider, tap the *add connect* button.



Once you tap the *add connect* button, the Choose a connection type window opens.



Most service providers offer multiple access numbers for multiple geographic locations. If you want to connect to your ISP when you travel, ask your ISP for the access numbers you can use from the places you visit so that you can use those local numbers and reduce your telephone charges. Additionally, if you want to use an external modem or plug-in modem card, you would select it from this window. Additional drivers may be available from the Icras, Inc., Inc. web site, <http://www.datarover.com/>

**Select one of the connection types in the window to add it.**

Magic Cap prompts for the configuration information in a series of edit windows. Enter the information requested and then tap the *done* button in the last window to save your changes. Contact your system administrator if you need assistance.

**5 To remove a telephone number, slide it into the Trash truck.**

## Prompt for mailbox password

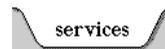
Follow these steps if you prefer to be prompted for your POP mailbox name, password, or both when connecting to your mailbox. You may prefer to be prompted for this information rather than storing it in your DataRover 840.

See note on page 102.

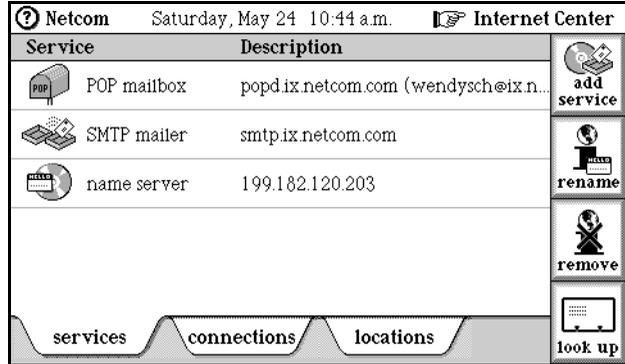
**1 In the Internet Center, select an ISP.**  
The Internet Provider window for that provider opens.



**2 Tap the *services* tab.**

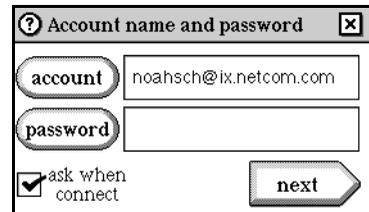


- 3 Tap the mailbox icon.



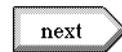
- 4 Remove the information that you want to be prompted for, and then tap the *ask when connect* checkbox.

In this example, the account name will be stored as part of the configuration information, but because the password is not stored, you will always be prompted to enter the password.

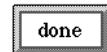


- 5 Tap the *next* button.

The Server name window opens.



- 6 Tap the *done* button.



## Prompt for dialup password

Follow these steps if you prefer to be prompted for your PPP dialup account name, password, or both. You may prefer to be prompted for this information rather than storing it in your DataRover 840.

See note on page 102.

- 1 In the Internet Center, select an ISP.

The Internet Provider window for that provider opens.

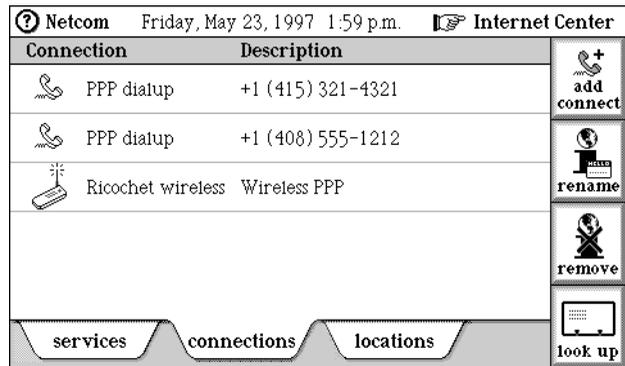


2 Tap the *connections* tab.



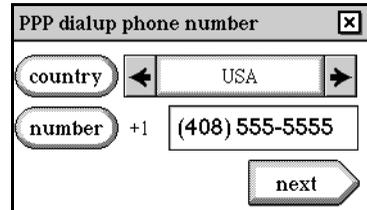
3 To change the password prompt setting for your PPP dialup access, select the telephone number from those listed.

The window entitled, PPP dialup phone number, opens.



4 Tap the *next* button to skip to the next edit step.

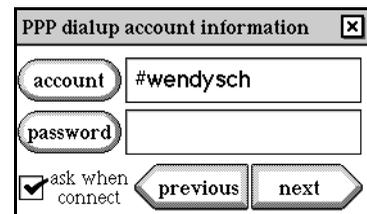
The window entitled, PPP dialup account information, opens.



5 Remove the information that you want to be prompted for, and then tap the *ask when connect* checkbox.

In this example, the account name will be stored as part of the configuration information, but because the password is not stored, you will always be prompted to enter the password.

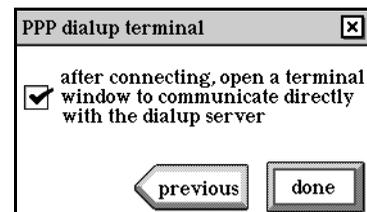
The PPP dialup terminal window opens.



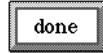
6 If you want to communicate directly with the dialup server for this ISP, switch on the setting in this window.

This feature allows support for both legacy PPP servers that don't use PAP/CHAP for authentication and for dynamic security schemes (such as SecureID).

Once a connection is established, a terminal window opens which the server uses to prompt you for dialup information. You will type responses to the prompts in the window to communicate with the dialup server.



7 Tap the *done* button.



## Select a dialup number for a location

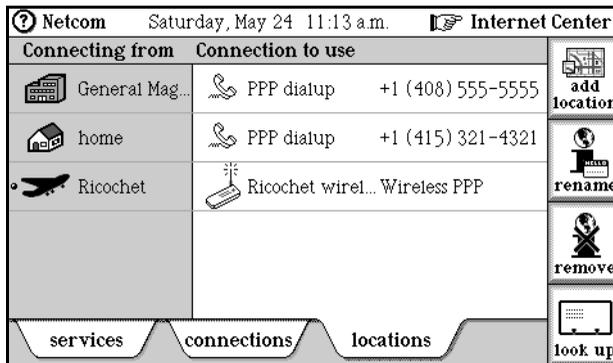
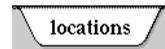
If you use your DataRover 840 to connect to your service provider from various area codes, you'll want to assign a local access number for additional dialing locations. Refer to "Change the connection information" on page 168 to add additional access numbers and then follow these steps to select a dialup number for each dialing location.

1 In the Internet Center, tap the ISP you want to change.

The Internet Provider window for that provider opens.

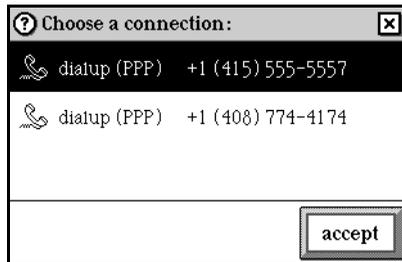


2 Tap the *locations* tab.



- 3** To change the access number for one of the locations listed, tap the **location** name.

The Choose a connection window opens.

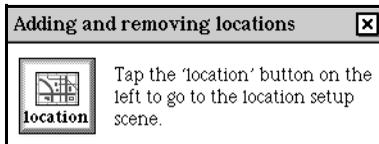


Select an access number in the window and then tap the *accept* button.

- 4** To add or remove a new dialing location, tap the **add location** button.



The Adding and removing locations window opens.



Tap the **location** button in this window to go to the Phone scene where you can add and remove dialing locations.

For instructions about adding and removing dialing locations, refer to "Add or change a dialing location" on page 137. Once you've added a dialing location, step back to the Internet Provider scene.

To change the access number for the location you just added, tap it in the locations view.

Enter the new information in the edit windows that appear, and then tap the *done* button in the last window to save your changes.

# Internet Center rules

- ▶ To access the Internet Center rules, tap the Presto!Mail Rules sign in the Internet Center scene.

These are the rules for the Internet Center. Refer to “Rules in Magic Cap” for general instructions on switching a rule off or on, changing the text of a rule, copying a rule, or discarding a rule.



See “Rules in Magic Cap” on page 54.

1. Once a message is collected, delete it from the provider mailbox.

With this rule switched off, your service mailbox retains a copy of messages after you have collected them, so that you have the opportunity to collect them again or from another device. This rule is switched off by default.

---

2. When done collecting new messages, play the Cheer sound.

Use this rule to control the sound played to signal that new messages have been collected. This rule is switched off by default.

---

3. Play the bag sound when there are no new messages to collect.

Use this rule to control the sound played to signal that there are no new messages to collect from the service mailbox. This rule is switched on by default.

---

4. Don't collect messages larger than 10 K in size.

Use this rule to control whether messages larger than a specified size are downloaded to your DataRover 840. This rule is switched off by default.

---

5. Don't collect messages from foo@bar.com

This rule allows you to filter messages sent from a selected sender. This rule is switched off by default.

---

6. Don't collect messages about "free gifts".

This rule allows you to filter messages that contain a selected subject in the header of the message. This rule is switched off by default.

---





## Part III

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# Managing Storage Space and Protecting Your Information

This section covers managing the information you keep in your DataRover 840 in order to use the space efficiently and to protect your information. For example, you can move items around in your DataRover 840 so that they're stored in a different place, and you can make a backup copy of your information.



# Managing Information

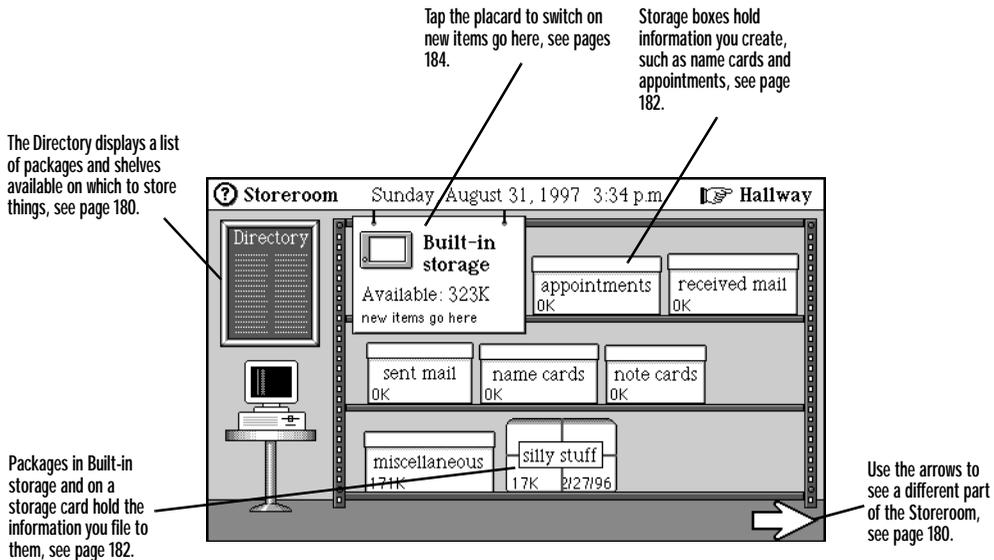
## Storage on your communicator

The Built-in storage of your DataRover 840 is referred to as *memory*. The amount of memory that your DataRover 840 has varies by model. It's usually enough to hold the name cards, appointments, and messages you need on a day-to-day basis, but it may not be enough to archive your extended schedule, messages, and other information. If you plan to store a lot of information on your DataRover 840, it's important that you manage the space available in order to use it most efficiently and to prevent low storage situations. There are other strategies you can use to prevent running low on Built-in storage. For example, you can periodically discard items you don't need, limit the amount of information your DataRover 840 stores automatically, and take advantage of the additional storage space available on storage cards.

See "Preventing low storage situations" on page 199.

## Storeroom

The Storeroom, a room off the Hallway, is designed for viewing and managing the information stored on your DataRover 840. You can discard whole collections of items, or transfer items to a storage card.



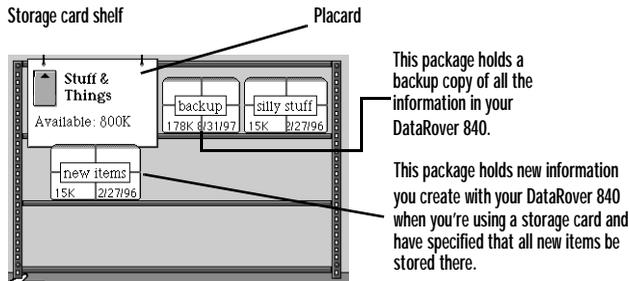
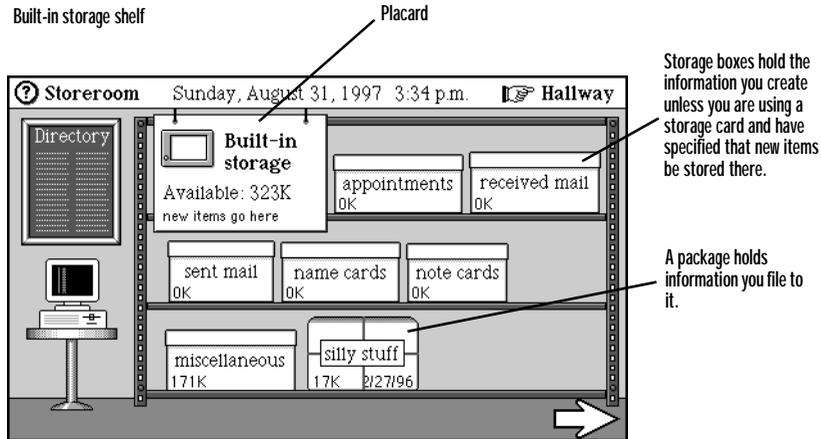
## Navigate through the Storeroom

There are several different ways to navigate in the Storeroom.

- ▶ Tap one of the arrows on the floor of the Storeroom to move backward or forward through the Storeroom.
- ▶ Press down on the Storeroom floor, slide to the right or left, and then let go.
- ▶ Hold down *option* and tap one of the arrows to move to the far left or far right end of the Storeroom.
- ▶ Tap one of the Directories at the far ends of the Storeroom to see a list of shelves. Select one of the names in the list to go to that shelf.

# Using Storeroom shelves

The Storeroom is made up of sets of shelves—one for Built-in storage, one for each storage card currently inserted, and one for Built-in packages. Each shelf has a placard that identifies which area of storage it represents, how much space is available, and whether new items are currently being stored there.



## Storage boxes and packages



These containers represent information about the various features of your DataRover 840. Storage boxes are the boxes with lids on them that you see on the Built-in storage shelf. They hold some of the information you create. The storage boxes cannot be thrown away or removed from the Built-in storage shelf, but you can copy the contents of a storage box, and you can file a copy of an individual item from a storage box to a package on another shelf.

Packages, the boxes that look like they are either open or packed up and tied with twine, hold information you file to them. If you are using a storage card, you may see a package called *new items*. This is the package that holds all new information you create if you have specified that all new information should be automatically stored on the storage card.

See “New items go here” on page 184.

A package is either *packed* or *unpacked*. When a package is packed, the items stored in it are not available for use until you unpack it. For example, if a set of name cards or messages is stored in a package, you will only see the items in the Name cards file if the package is unpacked.

See “Unpack a package” on page 192.

## Size and date

The numbers at the bottom left corner of each box show how much memory the information in the box takes up. This size is measured in kilobytes (K). If you are using a storage card, your DataRover 840 can hold more information, depending on the size of the storage card.

Some packages are dated in the lower right corner. The date shown is the date the package was created.

## Storage cards

Because the amount of space in Built-in storage is limited, it is recommended that you purchase a storage card and use it to store items you want to save rather than storing them in Built-in storage. Storage cards are electronic information holders about the size of credit cards, but slightly thicker. Storage cards offer a place for you to store or back up information contained in your DataRover 840. The amount a card can hold depends on the memory size of the card. When you insert a storage card into your DataRover 840, another shelf is created in the Storeroom, creating more space on your DataRover 840. You can move packages from the Built-in storage shelf to the Storage card shelf in order to free up space in Built-in storage. You can also move a package from the Storage card shelf to the Built-in storage shelf if you want to remove the storage card from your DataRover 840 but you still want access to the information in the package.

See "Store all new items onto a storage card" on page 186.

See "File items from a package to Built-in storage" on page 189.

See "Using storage cards" on page 211.

You can also copy all the information stored on your DataRover 840 into a package on the Storage card shelf. This is referred to as a *backup* package. If you lose your information or inadvertently discard something, you can easily recover the information, provided you have made a backup.

## Managing storage space

Moving things around in the Storeroom really means that you are managing the way your DataRover 840 stores information. By moving a package from the Built-in storage shelf to the Storage card shelf, you are freeing up space in Built-in storage so that your DataRover 840 can store information there more efficiently.

There are three different places you might store items such as name cards and appointments: in a storage box in Built-in storage, in a package on a storage card, and in a package in Built-in storage. By default, items are stored in their respective storage boxes in Built-in storage. For example, new name cards you create are stored in the name card storage box on the Built-in storage shelf. You can also choose to manually file an item into a package in Built-in storage or on a storage card. Unlike storage boxes, packages are created when you file things to them, can be moved to

another shelf, and can be discarded from the Storeroom. Finally, if you have instructed your DataRover 840 to store all new items to a storage card, they are stored in a package called *new items*.

## New items go here



If new items go here appears on the Storage card placard, then all new items you create are stored in a package on the storage card.



If new items go here appears on the Built-in storage placard, then all new items you create are stored in Built-in storage.

The words *new items go here* may appear on either the Built-in storage or the storage card placard. If these words appear on your storage card placard, then any new name cards, notebook pages, and similar items are stored to a new data package called *new items* on the storage card. If these words appear on your Built-in storage placard, new items go into their respective storage boxes in Built-in storage. If you are not using a storage card, new items are stored into the storage boxes in Built-in storage.



---

### Tip: Locating where an item is stored

There's an easy way to tell where an item is stored. With the item on your screen, you may see an image of a package in the upper left corner of the screen. This means that the item is stored in a package in Built-in storage. If you see an image of a storage card, the item is stored in a package on your storage card. If you see no images, the item is stored in its storage box in Built-in storage. Note that packages must be unpacked in order for you to see the items stored in them.

---

A storage card creates additional space in which you can store your information. If you do have a storage card, you need to decide whether to store all new items to the storage card or just selected items. There are advantages and disadvantages to both approaches—the decision depends on how you use your DataRover 840. The following information is intended to help you decide.

## Store new items in Built-in storage

If you use your DataRover 840 principally to send and receive messages, and you don't store a lot of information in the Datebook, Notebook, and File cabinet, you may want to store all new items to Built-in storage instead of to a storage card. If you follow the guidelines to prevent low storage situations, the storage in your DataRover 840 should be adequate for your needs. However, if you require more space, it's recommended that you use a storage card.

### Store all new items in Built-in storage

By default, new items are stored in Built-in storage. If you are using a storage card and have set it up to hold all new items, use the following steps to change the setting so that new items are stored in Built-in storage instead of on a storage card.

- 1 In the Storeroom, tap one of the arrows until you see the Built-in storage shelf.



If the words *new items go here* appear on the placard, then all new items are already being stored in Built-in storage.

- 2 Tap the *Built-in storage* placard.

The words *new items go here* appear on the placard. Your DataRover 840 now places all new information you create into Built-in storage.



## Store new items in Built-in storage and some items on a storage card

Another alternative is to store new items such as name cards and appointments in Built-in storage, and file to a storage card those items that you want to save, such as messages, notebook pages, and old name cards to conserve space in Built-in storage. When you want to look at items that you have filed, simply insert the storage card

and unpack the package to which you filed the item. This strategy of filing some items to a storage card also has the advantage of allowing you to use more than one storage card to organize your information. For example, you might keep all your business messages and related information on one storage card and personal information on another.

See “Store new items in Built-in storage” on page 185.

See “File items to a package” on page 187.

## Store new items on a storage card

If you store a lot of information in the Datebook, Notebook, and File cabinet, you may want to store all new items to a storage card to conserve space in Built-in storage. All new information, such as new name cards, is stored in one package called *new items*. Keep in mind that to see items you create with your DataRover 840, the storage card must be inserted. If you frequently use the PCMCIA slot of your DataRover 840 for more than one card, such as a pager card, you will need to move the items you want to access into Built-in storage when the storage card is not in your DataRover 840. Storing new items to a storage card works best when the storage card remains in the DataRover 840.

See “Store all new items onto a storage card” on page 186.

**Note:** Backing up your information does not include the *new items* package.

**Note:** Even with new items going onto a storage card, space in Built-in storage is still used for various features in your DataRover 840. For example, items filed to new drawers in the File cabinet, items in the Tote bag, and items in the In box are stored in Built-in storage. Additionally, items created by new packages that you buy may be stored in Built-in storage, even though you have specified that new items be stored on the storage card.

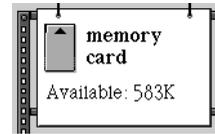
## Store all new items onto a storage card

By default, new items are stored in Built-in storage. If you are using a storage card and want to set it up to hold all new items, use the following steps. You may find it is more efficient to store all new items on a storage card so that you have plenty of room in Built-in storage for normal operations.

- 1** In the Storeroom, tap one of the arrows until you see the Storage card shelf.

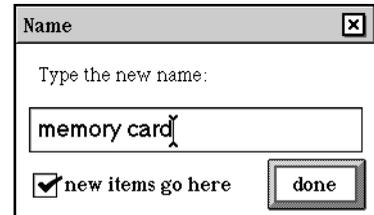


- 2 Tap the *memory card* placard.



- 3 Tap the checkbox next to *new items* to switch it on and then tap the *done* button.

A checkmark indicates that the setting is switched on and that all new items will be stored on the storage card.



## Reorganizing items in the Storeroom

This section discusses how to file individual items to a package, and how to move or copy packages in the Storeroom.

### File items to a package

You can file a name card or similar item you create with your DataRover 840 to a package in Built-in storage or on a storage card. You can file one item or all items of the same type using the following steps. Note that filing items to packages is different than filing to the File cabinet. Items filed in the File cabinet go into file folders and remain in Built-in storage.

- 1 With the item you want to file on your screen, tap the *Magic lamp*.



The Commands window opens.

**Note:** If you see an image of a storage card in the upper left corner of the screen, the item you are looking at is stored on the storage card inserted in your DataRover 840. If you see an image of a package in the upper left corner of the screen, the item you are looking at is stored in a package in Built-in storage.

**2 Tap the *file* button.**

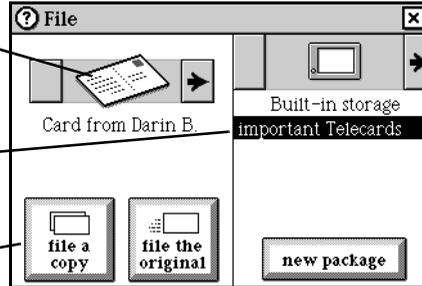
The File window opens.



First, select the item you want to file.

Second, select where to file the item.

Third, choose whether to file a copy of the item or the original.



**3 To file all the items of the same type—for example, all name cards—tap one of the arrows until you see an image of a file folder.**



all 8 cards

**4 Tap one of the arrows to select where you want the package to reside—you may want the package to be stored on a storage card, for example.**



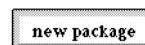
Select the place where the package will reside.

**5 To file to an existing package, select the package name in the list.**



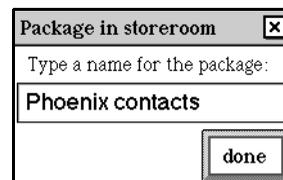
Select a package name in the list to file to an existing package.

**6 To file to a new package tap the *new package* button.**

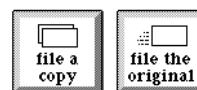


The Package name window opens, in which you can enter a name for the new package.

**Type the name for the new package and tap the *done* button.**



**7 Tap either the *file a copy* button or the *file the original* button.**



When you file a copy of an item, the original item remains and a copy of it is filed. When you file the original, the item is moved to the destination you specify.

**Note:** If you file a copy of an item to a package and then unpack the package, both the original and the copy appear in the scene in which you would expect to see them—notebook pages appear in the Notebook, for example. You can tell whether an item is stored in a package in Built-in storage or on a storage card by the symbol that appears at the top left of the screen.

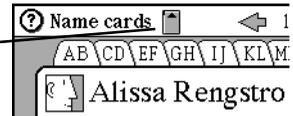
**Note:** When you file a copy of a name card, the original name card remains in Built-in storage and a copy goes into the package. When you unpack the package in which the name card is stored, it appears in the Name card file followed by a (2) or larger number if there are more than 2 copies of the same name card. Because having multiple name cards for the same person can be confusing, it is not advisable to have multiple copies of the same name card. Instead, merge the information onto one name card. To merge two name cards, tap the *change* button with the name card you will be discarding on the screen, slide each address or telephone number into the Tote bag, and then slide them back onto the name card on which you want all the information to appear. Then discard the duplicate name card.

## File items from a package to Built-in storage

Follow these steps to file an item stored in a package into Built-in storage. Do this to have easier access to an item, or if you need to make the package that contains the item inaccessible. For example, if you need to pack the package in which an

item is stored, or if the package is stored on a storage card and you need to remove the storage card, you must first copy the item into Built-in storage in order to have access to it. Items stored in packages are only accessible if the package is unpacked, and items stored on storage cards are only accessible if the package is unpacked and the storage card is inserted into your DataRover 840.

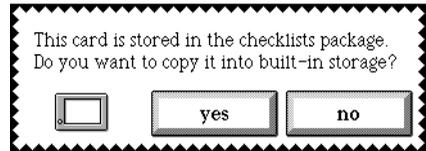
- 1 With the item you want to copy to Built-in storage on your screen, tap the image that appears at the top of the screen next to the scene name.



A window opens asking you to confirm that you want to copy the item to Built-in storage.

- 2 Tap the **yes** button to copy the item into Built-in storage.

A copy of the item is moved into Built-in storage.



## Move a package to another shelf

Follow these steps to move a package to another shelf.

See "Copy a package to another shelf" on page 191.

- 1 In the Storeroom, press down on the package you want to move and then slide it into the Tote bag.



- 2 Tap one of the arrows until you see the set of shelves where you want to place the package.



- 3 Press down on the *Tote bag* and then slide the package up on the shelf.



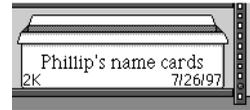
A copy of the package appears on the shelf. To use its contents, you must first unpack it.

See "Unpack a package" on page 192.

4 Tap one of the arrows on the Storeroom floor until you see the shelf that the original package is on.



5 Press down on the software package and slide it into the Trash truck.



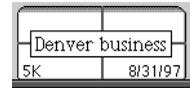
6 Hold down *option* and tap the *Trash truck* to empty the trash.

*Option* -tap the *Trash truck* to empty it.

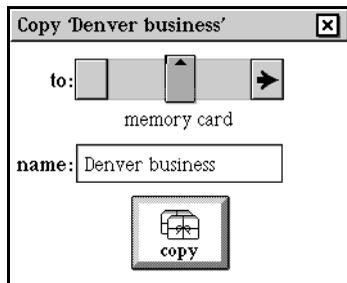


## Copy a package to another shelf

1 In the Storeroom, tap the package you want to copy.  
The Package scene appears.



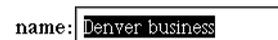
2 Tap the *copy* button.  
The Copy package window opens.



3 Tap the arrow until you see the shelf to which you want to copy the package.



4 To change the package name that appears on the copy, tap in the name field and then type the new name.



5 Tap the *copy* button.  
A copy of the package appears on the shelf you selected.



# Managing packages

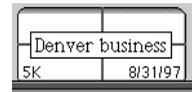
This section describes how to unpack a package, pack up a package, and list a package's contents.

## Unpack a package

You must unpack a package before you can use its contents. Some new Magic Cap software packages, new packages that you create when you file items to a package, information you restore from a backup, and packages you copy from other shelves must be unpacked before you can use them. Some packages, like software packages that you buy, may unpack themselves automatically.

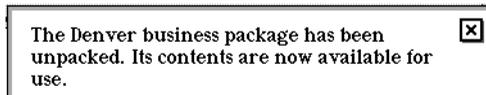
- 1 In the Storeroom, tap the package you want to unpack.

The Package scene appears.



- 2 Tap the *unpack* button.

A window similar to the following appears, confirming that the package has been unpacked.



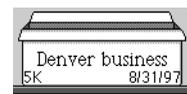
Once you unpack the package, the items it contained appear in the place where they were created. For example, notebook pages appear in the Notebook.

## Pack up a package

Once you pack up a package, the items it contains are unavailable and not visible where they normally can be found until you unpack the package. Follow these steps to pack up a package.

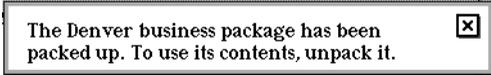
- 1 In the Storeroom, tap the package you want to pack up.

The Package scene appears.



**2 Tap the *pack up* button.**

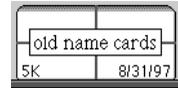
A window similar to the following appears, confirming that the package has been packed up.



**Look at the contents of a package**

Follow these steps to look at the list of items a package contains. From the Package scene, you can file, view, or discard an individual item in the package, you can unpack or pack up a package, and you can make a copy of the package.

**1 In the Storeroom, tap the package you want to look at.**



The Package scene opens listing the items stored in the package.

What	When	Size	
<input type="checkbox"/> Bee Gone Pest Control		<0.1K	<b>unpack</b>
<input type="checkbox"/> Bell Labs		1K	<b>copy</b>
<input type="checkbox"/> Bev's Diner & Filling Station		<0.1K	<b>file</b>
<input type="checkbox"/> Kendall Calloway		<0.1K	
<input type="checkbox"/> Co-workers		0.2K	
<input type="checkbox"/> Alyssa Dorfman		<0.1K	
<input type="checkbox"/> Family		0.2K	
<input type="checkbox"/> Max Frank		<0.1K	<b>discard</b>
<input type="checkbox"/> Friends		0.2K	

The less than sign (<) indicates that this item takes up less than 0.1 K of storage.

**2 Tap one of the arrows to see more of the list.**



**3 To unpack the package, tap the *unpack* button; or if it's unpacked already, tap the *pack up* button if you want to pack it up.**



- 4** To copy the package to another shelf, tap the *copy* button.



- 5** To file the entire package, tap the *file* button, or tap an item and tap the *file* button to file an individual item from the package.



When you tap an item, two new buttons appear—view and discard.

- 6** To go to the item in its scene, tap the *view* button.

If the item is in a packed package, a confirmation window opens asking you to first unpack the package. Tap the *yes* button to unpack the package and view the item.



- 7** To throw the item away, tap the *discard* button.

A confirmation window opens. Tap the *throw away* button to discard the item.

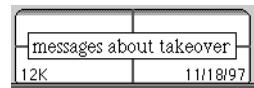


## Send a package to someone else

You can send a package through the mail to someone who has a Magic Cap DataRover 840. For example, you might want to send a package that contains messages about a particular subject, or a package of name cards.

- 1** In the Storeroom, tap the package you want to send.

The package hops off the shelf onto the Storeroom floor, and an information window opens.



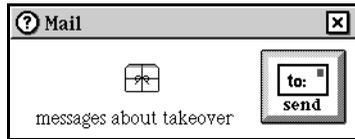
- 2** Tap the *Magic lamp*.

The Commands window opens.



### 3 Touch the *mail* button.

The Mail window opens.



### 4 Tap the *send* button.

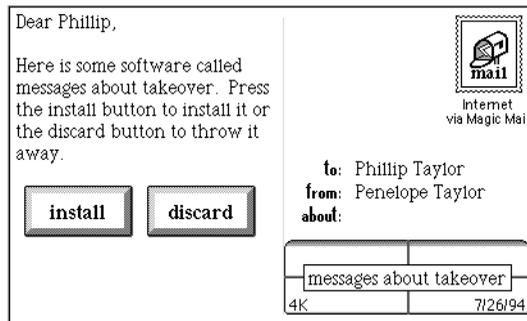
A postcard appears with the Address to window open, in which you can select the person who will receive the package.



### 5 Select a name in the list to address the message and then tap the *accept* button.

The package is attached to the message as an enclosure. Your DataRover 840 uses a special type of stationery that alerts the recipient that a package is enclosed.

### 6 Tap the *x* to put the Keyboard away.



**Note:** If you want to personalize the message, you can change the text by tapping it.

### 7 Tap the *send* button.

When the recipient touches *install*, the enclosed package is automatically installed in the Storeroom.



**Note:** If you are mailing a software package that you have installed onto your DataRover 840, a chooser appears in the Mail window shown in step 3 above. This allows you to send the package with or without changes. The changes include any data you've added to the package. For example, you may have installed a software package to track your personal stock holdings. If you've used the package, it will include changes such as stock information you've downloaded. Magic Cap sends the package without changes by default. Use the chooser to change this setting.

## Backing up your information

It is strongly recommended that you save a copy of the information stored in your DataRover 840 frequently. If something happens to your information or to your DataRover 840, you can restore the information that you have backed up by copying the information back onto your DataRover 840. It's a good idea to back up for the first time soon after you have registered with a communication service. This section explains how to back up all the information on your DataRover 840 to a storage card and how to restore the information back onto your DataRover 840, if you ever need to.

**Note:** Backups require a storage card.

### Back up your information to a storage card

In order to back up your information, you need a storage card. When you back up the information contained in Built-in storage, your DataRover 840 transfers a copy of all of the items you have created onto a storage card.

**Note:** The backup does not copy any information stored on a storage card. To back up a package of information on a storage card, copy the package to another storage card. This is especially important if you are automatically storing all new items to a storage card.

- 1 If you don't have a storage card inserted into your DataRover 840, turn your DataRover 840 off so you can insert one.**

Be sure to turn your DataRover 840 off before inserting a storage card to prevent information loss or malfunctions.

**2 Insert a storage card and then turn your DataRover 840 on.**

If the storage card is not yet set up to hold information, your DataRover 840 displays a window asking you to confirm that you want to set it up. Tap the *set it up* button.

**3 In the Storeroom, tap the *Magic lamp*.**

The Commands window opens.



**4 Tap the *back up* button.**

The Back up window opens.



**5 Tap one of the arrows until you see the name of the storage card.**



**6 To change the name for the backup, tap *name* and type a name for the backup.**

name:

You can accept the name that appears or type another. This name appears on the backup package when you complete the backup.

**7 Tap the *back up* button to copy the information contained in Built-in storage to the storage card.**



While the backup is in progress, it isn't possible to change scenes or do any other operations. Once the backup is complete, a new package with the name you typed appears on the Storage card shelf. The package contains all the information in your DataRover 840.



---

**Tip: Replacing a previous backup**

If you have a previous backup, you can discard it once the new backup is complete by sliding the old backup package into the Trash truck.

- 1 From the Storage card shelf, press down on the old backup package and slide it into the Trash truck.**
  - 2 Hold down *option* and tap the *Trash truck* to empty it.**
-

## Restore a backup from a storage card

Use the following steps to restore the information from a backup package stored on a storage card to your DataRover 840.



### Caution

When you restore the information from a backup package to your DataRover 840, any information you added between the time you did the backup and the time you restore is overwritten, including any software upgrades you have received. If there are items you want to keep, file them to a separate package on a storage card.

See “File items to a package” on page 187.

- 1 In the Storeroom, tap the backup package from which you want to restore**

You may have more than one backup package. The backup packages are dated in the lower right corner. The backup package scene appears.



- 2 Tap the *restore* button.**

A confirmation window opens.



- 3 Tap the *restore* button again to confirm that you want to continue.**

The information stored in the backup is copied back onto your DataRover 840.



**Note:** If you have password protected your communicator, Magic Cap will prompt you to enter your password following the restore.

# Preventing low storage situations

This section discusses what you can do to prevent running out of space on your DataRover 840. Your DataRover 840 is designed to hold certain kinds of information, such as the messages you're reading and composing, important name cards, and upcoming appointments. Your DataRover 840 is designed to be portable, affordable, and robust enough to hold enough name cards, appointments, and messages to be practical for day-to-day use. But there may not be enough space for busy people to archive their extended schedules, messages, and other information.

It is recommended that you purchase a storage card on which to store information you create with your DataRover 840. Storage cards come in various types and sizes—refer to the documentation that came with your DataRover 840 for specific information on the types of storage cards your DataRover 840 supports. If you use a storage card, refer to “New items go here” on page 184 for important information about storing items.

There are strategies you can use to help prevent running low on space. For example, you can periodically discard items you don't need, limit the amount of information you automatically store, and take advantage of the additional storage space available on storage cards. Following is a list of strategies you can employ to use the available space most efficiently.

## Strategies to prevent low storage situations

Following are some guidelines for using your DataRover 840 so that you can prevent low storage situations. Refer to the pages indicated for specific instructions.

- ▶ **Throw away old messages, notebook pages, name cards, and similar items you no longer need, and then be sure to empty the Trash truck.**



- ▶ **Discard messages after you have read them. File messages that you want to save to a package on a storage card.**



- ▶ Use a storage card to store new packages or information you want to save.



- ▶ If you routinely receive a lot of messages, request a mailbox report first and then collect your mail in small batches.



See "Get a mailbox report of email messages" on page 92.

- ▶ Limit how much trash your Trash truck holds.



See "Decrease how much the Trash truck holds" on page 200.

- ▶ Turn off automatic name card collection rules once you have accumulated the name cards you want to keep.

- 1. Automatically collect name cards

See "Name card file rules" on page 134.

- ▶ Set your DataRover 840 to remind you to discard old appointments, filed items, telephone log entries, and tracking reports.

- 3. Suggest discarding appointments

See "Telephone rules" on page 162.

## Decrease how much the Trash truck holds

When you slide something into the Trash truck, the item is stored there until you empty the Trash truck or until it contains more than six items. You can slide an item back out again if you need it. However, items in the Trash truck take up space in memory, so the Trash truck keeps only six items. In the Trash rules window, you can decrease the number of items the Trash truck holds, as well as change the sound you hear that alerts you that an item in the Trash truck has been permanently removed.

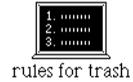
- 1 Tap the *Trash truck* to open it.



- 2 Tap the *circled question mark* in the upper left corner of the Trash window.



- 3 Tap the *rules for trash* icon.  
The Trash rules window opens.

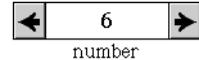


- 4 Tap the text of the rule  
“Only keep the last 6 items  
put in the trash.”

- 1. Only keep the last 6 items put in the trash.
- 2. When an object is discarded permanently, play the Trash drum sound.

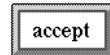
The Trash rules window opens with the text of the rule at the top. Any underlined text can be changed.

- 5 Tap one of the arrows until you see the number you want to use.



The minimum number is 0 and the maximum number is 16. Decrease this number to save memory.

- 6 Tap the *accept* button.



**Note:** If you switch this rule off, nothing you throw away in the Trash truck is permanently removed until you manually empty the Trash truck. It is recommended that you not switch this rule off, because doing so can cause your DataRover 840 to eventually run out of memory.

**Note:** To change the sound your DataRover 840 makes when an item is permanently discarded, tap the text of the rule “When an object is discarded permanently, play the Trash drum sound.”

## Discard suggested items

Tap the *suggestions for discarding* button to generate a list of items that you might want to discard. When you select an item from this list you can file it somewhere else, view it, or discard it.

- 1 In the Storeroom, tap the *Magic lamp*.

The Commands window opens.



## 2 Tap the *suggestions for discarding* icon.

The Suggestions for discarding scene opens and items begin appearing in the list as they are found.



Suggestions for discarding				2/29 10:46 a.m.	👉 Storeroom
	What	When	Size		
<input type="checkbox"/>	dinner	Tue. 3/12	0.2K		more
<input type="checkbox"/>	user interface council	Wed. 3/13	0.2K		file
<input type="checkbox"/>	return video	Tue. 4/2	0.2K		
<input type="checkbox"/>	haircut at Oz	Wed. 4/3	0.2K		
<input type="checkbox"/>	do that thing I keep forg.	Mon. 4/15	0.2K		
<input type="checkbox"/>	dinner	Sat. 4/20	0.2K		
<input type="checkbox"/>	work out at home	Thu. 4/25	0.2K		discard

331K of built-in storage available.

This button appears after the search has been paused. A *stop* sign appears while the search is in progress. Tap *stop* to pause the search. Tap *more* to continue the search.

## 3 Tap the *stop* button at any time to pause the search.

The stop button is replaced by a *more* button.



Tap the *more* button to continue the search.

More items begin appearing in the list.



## 4 To file an item, select the item in the list and then tap the *file* button.

The File window opens in which you can file the item somewhere else so it is no longer taking up space in Built-in storage.



See "File the card or page that's on the screen" on page 24.

## 5 To look at an item, select the item in the list and then tap the *view* button.

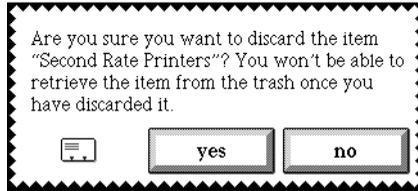
The item appears on your screen. To return to the Suggestions for discarding scene, tap the *pointing hand* in the upper right corner.



- 6 To discard the item, select the item in the list and then tap the *discard* button.



A confirmation window opens.



Tap the *yes* button to discard the item or the *no* button if you want to keep it.



---

**Tip: Selecting all items in a list**

In the Suggestions for discarding scene, you can select or deselect all of the items in the list by *option*-tapping any of the checkboxes. If items are selected, *option*-tapping a checkbox will deselect everything in the list. This feature also works in the Package contents scene and the Mailbox report scene.

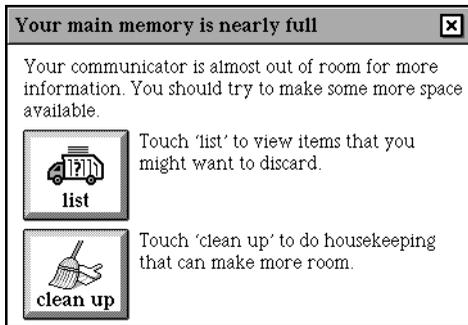
---

## Managing low storage situations

When your DataRover 840 begins to run low on memory, you may notice that some operations take longer and the DataRover 840 responds more slowly to your tap. If you suspect that you are running low on memory, go to the Storeroom and look at the gauges at the far right end. The Storage indicator shows the amount of space currently used in main memory. If more than three-quarters of the available space is used up, you should begin discarding old items that are taking up space, and you should take steps to use the available space more efficiently.

See "Preventing low storage situations" on page 199.

Occasionally you may see an announcement like the one below that the area of your DataRover 840 that stores items you create, either Built-in storage or a storage card, is getting full.



Cleaning up is your DataRover 840's way of freeing up space in memory that you can't free up by throwing old items away. Your DataRover 840 usually initiates housekeeping when it's most convenient for you. For example, when you switch the power off, you may see a window that informs you that your DataRover 840 is going to do some housekeeping and will shut off automatically when it's finished. The following pages discuss initiating a clean up and how to use the low memory and out of memory windows to clean up memory.

## Clean up storage

Follow these steps to clean up space in Built-in storage.

- 1 In the Storeroom, tap the *Magic lamp*.**

The Commands window opens.



- 2 Tap the *suggestions for discarding* icon.**

The Suggestions for discarding scene appears.



See "Discard suggested items" on page 201.

- 3 Tap the *Magic lamp*.**

The Commands window opens.



#### 4 Tap the *clean up* button.

A clean-up window opens.



Now cleaning up so that information will be stored more efficiently. This could take a few minutes.

The clean up may take a couple of minutes. Once it is complete, you see a window that lets you know how much space you've recovered.



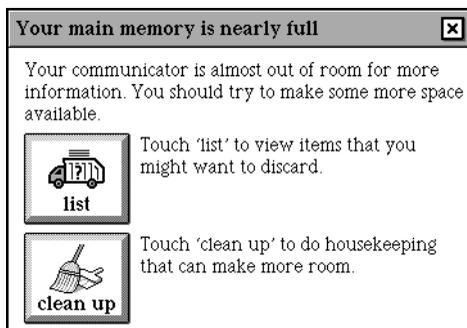
---

#### Tip: Shortcut to the clean-up button

- 1 In the Storeroom, tap the *Magic lamp*.
  - 2 Hold down *option* and tap the *suggestions for discarding* icon.  
The clean-up process starts immediately.
- 

### Clean up using the low storage window

When the storage area of your DataRover 840 begins to run low on space, you may see a window like the one below. From this window, you can generate a list of items that you may want to discard, or you can clean up space in Built-in storage.



**1 Tap the *list* button to look at a list of items you might want to discard.**

The Suggestions for discarding scene appears. You can also generate a list like this by tapping the *suggestions for discarding* icon in the Magic lamp.



See “Discard suggested items” on page 201.

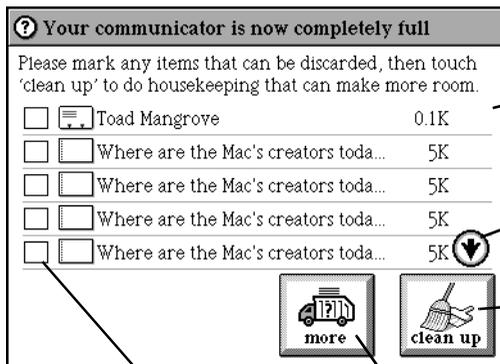
**2 Tap the *clean up* button so that your DataRover 840 frees up space in storage.**

A message appears to let you know that your DataRover 840 is cleaning up. Once it's done, you'll see a message indicating how much Built-in storage was freed up.



## Clean up using the out of storage window

When the storage area of your DataRover 840 is completely full, you will see a window that presents a list of items. In this window you can mark the items to be discarded. Your DataRover 840 then discards the marked items and cleans up in order to free up space in storage. When you see this window, it means the storage area of DataRover 840 is completely full. You cannot put this window away and you must mark items for deletion in order to free up space in storage.



Some items in the list show they will save less than 1K; however, discard these items if you don't need them to save space.

Tap the arrow to see more of the list.

Tap when you have marked the items you want to discard.

Tap a checkbox next to an item. Items with a checkmark will be discarded when you tap clean up.

Tap to search for additional items that might be discarded. This button changes to a stop sign while the list is generated.

- 1 In the window, tap the checkbox next to each item in the list that you want to discard.

Note card (1 of 3) 0.4K

A checkmark appears indicating that an item is marked for deletion.

- 2 Tap one of the arrows to move forward or backward through the list.



- 3 Once you have marked all the items you want to discard, tap the *clean up* button to discard the items and clean up storage.



A clean-up window opens.



Now cleaning up so that information will be stored more efficiently. This could take a few minutes.

The clean up may take a couple of minutes. Once it is complete, you see a window that lets you know how much space you've recovered.

## Setting up passwords

You can set a password to protect the information in your DataRover 840 while you're not using it. Once you set a password, each time you turn your DataRover 840 on you must enter the password. You can set how often password confirmation is required.

A password is only simple protection against casual intrusion and prying eyes. The best security for your DataRover 840 and the information in it comes from carrying it with you.

### Set or clear a password

- 1 Tap *Hallway*.



- 2** In the Hallway, tap one of the arrows until you see the Controls.



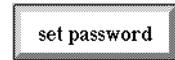
- 3** Tap the *Controls* door.  
The Control panels appear.



- 4** Tap the *privacy* button.  
The Privacy window opens.



- 5** To set a password, tap the *set password* button.  
The numeric keypad appears.



- 6** Enter your password.

Each digit you type appears as an asterisk. Tap the *clear* button to clear the password you just typed.

**Note:** Be sure to write down your password and keep it in a safe place, in case you forget it.

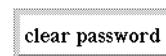
- 7** Tap the *enter* button.

Enter your password again when prompted to confirm.



- 8** To clear your password, tap the *clear password* button.

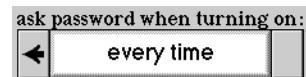
The numeric keypad appears.



- 9** Type your password.

Your password is cleared.

- 10** To change how frequently your DataRover 840 asks you to confirm your password, tap one of the arrows until you see the setting you want to use.



Your password is now set.

# Using Hardware Features

This section discusses some general information about the hardware on your DataRover 840 and discusses how to use the features of the Magic Cap software to check battery levels, use storage cards, connect to a telephone line or an interface cable, and how to realign the touch-screen.

## Batteries and power

There are two types of batteries in your DataRover 840, the main battery and the backup battery. Both types must be in place to ensure that your information isn't lost. Storage cards also use batteries. Refer to the user's guide that came with your storage card to change its batteries.

### Main battery

The main battery is what powers your DataRover 840. It is the rechargeable battery that is included with your DataRover 840. Whenever possible, use the AC adaptor with your DataRover 840 to both conserve main battery life and to recharge the main battery. When the main battery level is low, connect your DataRover 840 to an AC power adaptor and to an AC outlet to recharge the main battery.

## Backup battery

The lithium backup battery preserves your information when the main battery is low and when you remove the main battery, should you ever do so. Before you start to use your DataRover 840, place the supplied lithium battery in the backup battery compartment. Note that you should install the main battery first.

### Check battery levels

The battery level is displayed at the top of the screen. There is also a complete Control panel for monitoring the battery level in your DataRover 840. Use these steps to check the battery level.

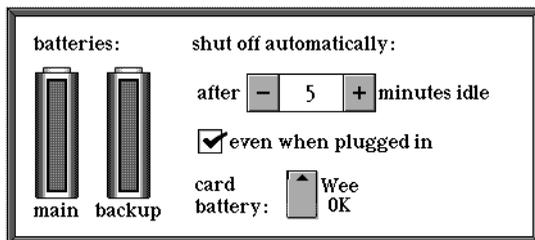
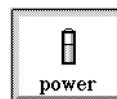
- 1 From the Hallway, tap the *Controls* door.

The Controls appear.



- 2 Tap the *power* button.

An information and settings window opens.



*Batteries* shows the battery level of the main and backup batteries, and of your storage card if you have one inserted in your DataRover 840. If any of the battery levels is low, replace or recharge the batteries. Refer to the *DataRover 840 Getting Started Guide* to recharge the main battery, or to replace the backup battery. Refer to the guide that came with your storage card to replace the storage card battery.

**Note:** When you plug in your AC adaptor, your main battery is recharged while you use your DataRover 840.



---

### Tip: Changing the automatic shut-off settings

To save power, your DataRover 840 is set to shut off automatically after it has been idle for 5 minutes. To change this setting, follow these steps.

- 1 In the Power controls, tap the + to increase the amount of time, or tap the - to decrease the amount of time. after 

-	5	+
---	---	---

 minutes idle

The minimum setting is 1 minute and the maximum setting is 60 minutes.

- 2 Tap the checkbox next to *even when plugged in* to turn it off or on.  even when plugged in

A checkmark indicates that the setting is switched on. When it is switched on, the DataRover 840 will shut off automatically even if it is connected to the AC adaptor.

---

## Using storage cards

This section discusses how to set up a new storage card so that it can hold information from your DataRover 840. For instructions on inserting and removing a storage card, refer to the *DataRover 840 Getting Started Guide* that came with your DataRover 840. For a list of storage cards that are supported for your DataRover 840, contact customer support.

**Note:** Information on storage cards formatted on Magic Cap version 1.0 or Magic Cap version 1.5 devices can be used on Magic Cap 3.1 devices, although not everything will translate to Magic Cap 3.1. Storage cards formatted on Magic Cap 3.1 devices cannot be read on Magic Cap version 1.0 or 1.5 devices.

### Set up a storage card to hold information

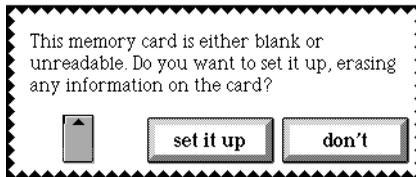
When you insert a new storage card or one that previously held information for another device, you need to set it up to hold information from your DataRover 840.

**Note:** When you set up a storage card for your DataRover 840, any information previously stored on the storage card is lost. If you want to save this information, copy it to another medium or purchase another storage card specifically for your DataRover 840. If you want to translate Magic Cap 1.0 or 1.5 packages on the storage card so that the information can be used on a Magic Cap 3.1 DataRover 840, refer to "Translating data packages into Magic Cap 3.1" on page 214.

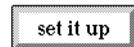
- 1 Switch your DataRover 840 off.
- 2 Insert the storage card into your DataRover 840.
- 3 Switch your DataRover 840 on.

**Note:** You may notice that it takes your DataRover 840 a little longer to turn on after you insert a storage card.

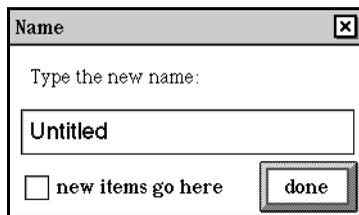
The following window opens.



- 4 Tap the *set it up* button to set up the storage card to hold information from your DataRover 840.

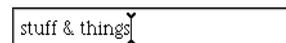


The Name window appears, in which you can type a name for the storage card.



- 5 Type a name for the storage card.

Type the new name:



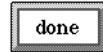
- 6** If you want to store all new items you create with your DataRover 840 on the storage card, tap the checkbox next to *new items go here*.

new items go here

A checkmark indicates that the setting is switched on.

See “New items go here” on page 184.

- 7** Tap the *done* button.



The storage card is now set up to hold information. A new set of shelves for the storage card appears in the Storeroom. If you switched on *new items go here*, any new datebook appointments, notebook pages, name cards, and similar items go into a package called *new items* on one of these shelves.

## Erase everything from a storage card

Use the following steps to erase all information stored on a storage card.

---

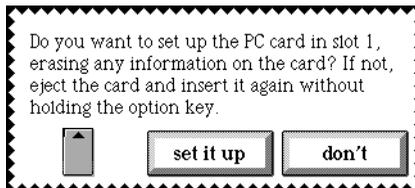
### Caution

Once you erase everything from a storage card, you can no longer see or use the information that was stored on it.

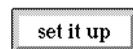
---

- 1** With your DataRover 840 turned on, hold down *option* and insert the storage card.

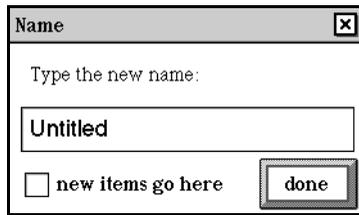
A window opens asking you to confirm that you want to erase the information on the storage card and set it up to hold new information.



- 2** Tap the *set it up* button to erase everything currently on the storage card and to set it up to hold information from your DataRover 840.



The Name window appears, in which you can type a name for the storage card.

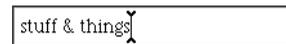


If you don't want to erase the storage card and set it up, tap *don't* in the confirmation window, eject the storage card and then reinsert it.

If you decide not to reformat the storage card, you can skip the rest of the steps below.

**3** Type a name for the storage card.

Type the new name:



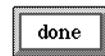
**4** If you want to store all new items you create with your DataRover 840 on the storage card, tap the checkbox next to *new items go here*.



A checkmark indicates that the setting is switched on.

See "New items go here" on page 184.

**5** Tap the *done* button.



The storage card is now set up to hold information. A new set of shelves for the storage card appears in the Storeroom. If you switched on *new items go here*, any new datebook appointments, notebook pages, name cards, and similar items go into a package called *new items* on one of these shelves.

## Translating data packages into Magic Cap 3.1

Follow these steps to translate Magic Cap packages that were created on a DataRover 840 that uses a previous version of Magic Cap, Magic Cap 1.0 for example. Once translated into Magic Cap 3.1, you'll be able to access the information in the package.

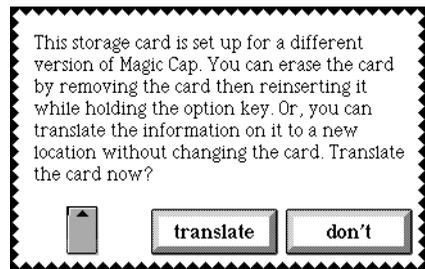
**Note:** Translating packages on a storage card does not change the package nor does it change the integrity of the storage card. Translating a package copies a translated version of the package onto the Magic Cap 3.1 DataRover 840, leaving the original package intact on the storage card. Your DataRover 840 will not be able to use the storage card unless you reformat it on the Magic Cap 3.1 DataRover 840.

**1 Insert a storage card that holds the packages you want to translate.**

A confirmation window opens asking whether you want to convert the data on the storage card to Magic Cap 3.1 format.

**2 Tap the *translate* button in the confirmation window.**

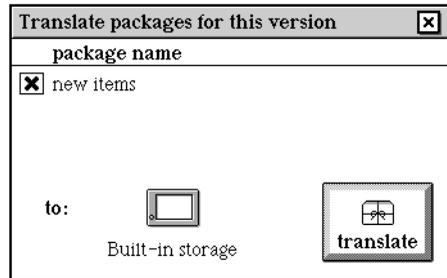
The window entitled Translate packages for this version opens. The window lists the packages contained on the storage card that can be translated.



**3 Tap a checkbox to select or deselect a package to translate.**

**4 Select the destination for the translated package, if available.**

A chooser appears if there is more than one destination available—another storage card, for example. Otherwise, Built-in storage appears as the only destination option. Once the packages are converted into Magic Cap 3.1 format, they appear in the Storeroom.



**5 Tap the *translate* button to proceed.**

The selected packages are translated into Magic Cap 3.1 format and appear in the destination you selected.



# Connecting a telephone line

To send and receive messages, your DataRover 840 needs to be connected to a phone line. Following is a list of important notes about connecting to a telephone line.

- If your telephone outlet is not a modular type, the phone line won't fit. Contact your telephone company for assistance.
- If your line uses tone dialing, your DataRover 840 should be able to dial immediately. If your line only uses pulse dialing, you must set your DataRover 840 to the dialing system of your phone line. Your line may use pulse dialing if you have a telephone with a rotary dial, or if you hear a long series of clicking sounds whenever you dial a number. Set the *tone/pulse* dial mode switch in the setup area of the Telephone.

See "Switch to tone or pulse dialing" on page 145.

- The fax modem inside your DataRover 840 doesn't work with party lines, cannot be connected to a coin-operated telephone, and may not work with a private branch exchange (PBX).
- If your communicator cannot dial, there may be a problem with your phone line. Disconnect your DataRover 840 to see if the problem goes away. If it doesn't, report the problem either to your local telephone company or to your company's telecommunications staff.
- If the telephone company makes a service call to your office and determines that your DataRover 840 is responsible for the problem, the phone company may bill you for the service call. Also, if you don't disconnect your DataRover 840 when it is adversely affecting the phone line, the phone company has the right to disconnect your service temporarily until you correct the problem.
- If disconnecting the DataRover 840 eliminates the problem, your DataRover 840 itself may need service.

# Interface cable

Your DataRover 840 has a MAGIC BUS connector which can be used to connect some types of external modems, a personal computer, an external keyboard, and other accessories, if those accessories are equipped to do so. With most accessories, you can plug in several in a daisy chain. Refer to the user's guide that came with the accessories for instructions on connecting them.



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