This page is designed to provide basic tips on how to use PDA's running Pocket PC 2002. These tips are for the Dell Axim X5 and the HP iPAQ. If you have questions or suggestions for this page please let us know.

The second section lists additional equipment that can be purchased for these devices. Part numbers for equipment that is mentioned in the first section are provided in the second section of this document.

A TECHNICAL APPROVAL IS REQUIRED TO PURCHASE THE DELL AXIM X5 AND THE IPAQ.

What's a screen protector and should I use one?

A screen protector is a clear, thin piece of plastic that can be applied over the screen of your PDA. Screen protectors can provide protection from dust, debris and other material that can scratch your screen. It is advisable to change the screen protector at least once a month to prevent the adhesive backing from getting stuck to the screen.

How often should I charge the battery?

The batteries in these units should be charged whenever possible. The Pocket PC Operating System does not "turn off" when you turn the machine off. The unit goes into a suspend mode which will continue to drain the battery at a minimal level. If the unit is left out of the charger for extended periods of time the battery may fully discharge. This will require a "hard reset" and all information and user installed applications will be lost.

What battery should I buy?

Dell offers two batteries, the standard battery is 1220 mAh. It is recommended that you order the optional high capacity 3400 mAh battery. The extra battery can be kept charged in the cradle.

HP offers several batteries for the iPAQ and the expansion packs as well The 2840mAh battery is recommended for the iPAQ. Expansion packs are available for the iPAQ. These units contain a battery and an additional slot for a Compact Flash   Storage   Card.
The 1840 mAh battery is recommended for the expansion pack. A battery charger is also available for the expansion pack battery.

How do I stop running programs?

If you have several applications opened at the same time and have not exited out of them they will continue to run and will be using system resources which could cause your device to run slower. To see which programs are running and/or terminate these programs:

Tap **Start**; Tap **Settings**; Tap **System**; Tap **Running Programs**, Select the Program you want to Stop; Tap **Stop**: Tap **OK**; Tap **X**

Do I need the cradle to charge my battery?

There are chargers and cables available for the Dell and HP so you can charge and sync your data without using the cradle. These items are easier to use when traveling.
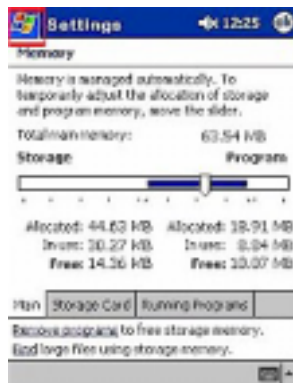
How do I adjust the screen brightness?

Adjusting the brightness level of your screen can make viewing easier under different lighting conditions. Since the screen backlight uses most of your battery power, turning the brightness level down will extend battery life.

Tap **Start**; Tap **Settings**; Tap **System**; (IPAQ only - Tap **Backlight**); Tap **Brightness**; You can use the slider bar to adjust the brightness level of the screen when the unit is using the on AC (External) power. Tap the **Battery Power** tab and check the box next to the "Dim if device is idle for more than" you can choose how soon the unit will automatically shut down if you leave it on and are not using it. This will help pro-long battery life if you leave the unit un-attended for long periods of time. Tap the **External Power** tab and make the same adjustments if you want. Tap the **OK** icon; Tap the **X** icon.

What if I can't see the START Icon?

If you have a program running and want to access another program but can't see the Start Icon: Tap the **Microsoft Flag** Icon in the upper left corner of the screen.

What if I can't see SETTINGS on the menu?

If your Start menu has more programs on it than can fit on the screen, there will be a **black arrow** on the bottom of the menu. Tap on this **arrow** and you will see the rest of the menu.

What if I can't find the application on the Start Menu?

If the program you want is not listed on the Start Menu:
Tap **Start**; Tap **Programs**; The rest of your installed programs will be accessible in the window that opens. Tap the program icon you want to use.

Infrared (IRDA)

Infrared allows you to send and receive files from other PDA's and laptops. You can also send documents to an IRda enabled printer. The infrared port on the Dell and HP is located on the top of the unit. This port is usually active unless you manually disable it. When working in the field, the device will attempt to receive the infrared rays from the sun. It is recommended that you disable the IRda port until you need it. To disable the Infra red:
Tap **START**; Tap **SETTINGS**; Tap **CONNECTIONS** tab; Tap **BEAM** icon; **Uncheck** the box by RECEIVING "Receive all incoming beams and select discoverable mode." Tap the **OK** icon; Tap the **X** icon. When you need to use the IRDA, simply repeat these steps and check the RECEIVE box.
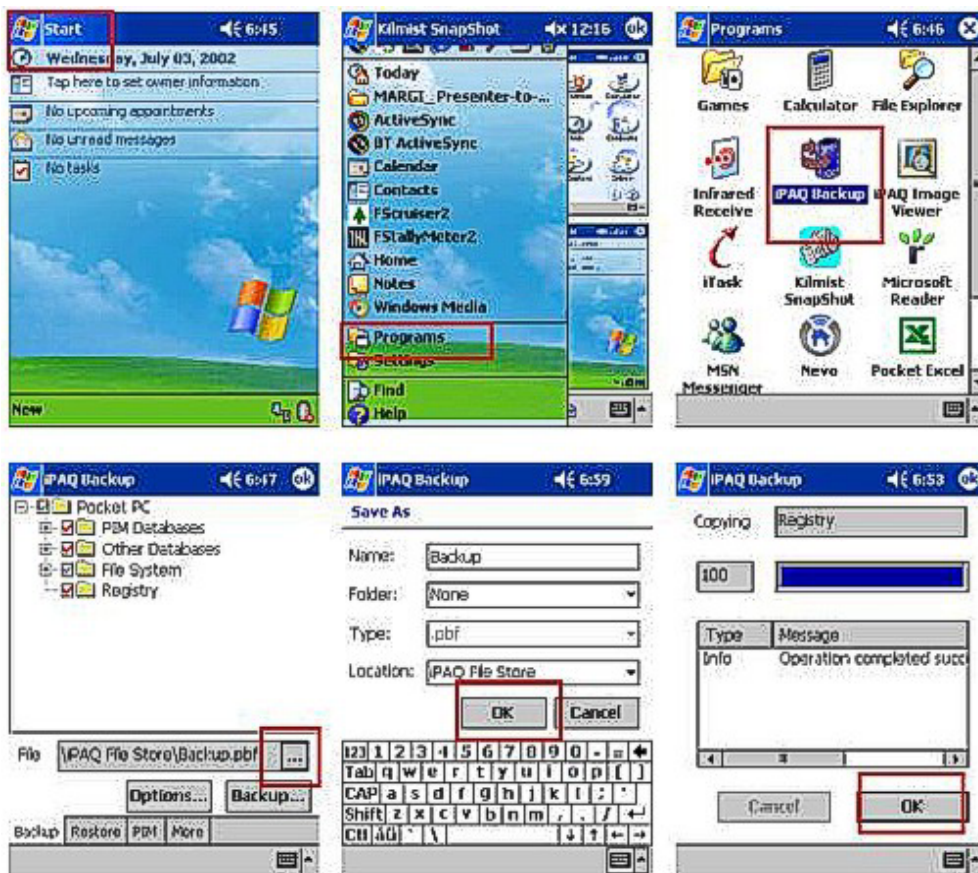
If you drop these devices or the battery dies you may lose the data that is on the unit. It is important make backup copies of your data at regular intervals. Both units come with a backup utility.

HP iPAQ

Tap **Start**; Tap **Programs**; Tap **IPAQ Backup**;
Check the items you want to back up, by default all files are checked. Tap the Box with the three …
Next to FILE, to designate where you want the backup file stored and give it a unique name. It is recommended that you store the backup file in iPAQ File Store rather then the main memory. This area is ROM and is more stable then the Main Memory (RAM) area. Tap **Ok**; Tap **Backup**

DELL

Tap **Start**; Tap **Programs**; Tap **Data Backup**; Tap the items you want to backup; Tap the **down arrow** by the "Backup To:" and choose the location you want the data in. Name your file in the Filename box; Tap **Start**

You should also save your field data to a storage card. This can be done on the PDA when a storage card is in the unit. It is recommended that you create a My Documents folder on the storage card before saving data to the card. Tap **Start**;Tap **File explorer**; If necessary, tap the black arrow on the gray bar at the top of the screen; Tap **My Device**; Tap **Storage Card (on iPAQ) or card 1 or 2 on Dell**; Tap **Edit** on the bottom tool bar; Tap **New Folder**; Type **My Documents** as folder name.
To add other folders under this folder, tap the **My Documents** folder Tap **Edit**, tap **New Folder** and enter another folder name. To back up data to the card, navigate to the folder you have your field data in using File Explorer. Tap and HOLD your stylus on the file or folder you want to copy Tap **Copy** ; Tap the down arrow in Gray Toolbar at the top of the screen and navigate back to the storage card and the folder you want the data in. Tap **Edit**; Tap **Paste**; Tap the **X** icon

EXTRA EQUIPMENT

The following is a partial list of equipment that can be purchased for these two devices. Manufacturers' part numbers are provided. Where an additional part number is provided it is a MobilePlanet part number. All MobilePlanet part numbers begin with MP.
There are often many products available that will meet the same requirements. Unless otherwise noted, the products listed here have been tested by SDTDC or other FS employees.
Likewise, there are numerous outlets where these items can be purchased. The links provided here are for your information.

Please follow your units' purchasing procedures when buying any equipment.

KEYBOARDS
DELL
IPAQ

BATTERIES
DELL
IPAQ

Expansion Pack for IPAQ

Portable Chargers and Sync Cables

POCKET PC TIPS / FAQS

KEYBOARDS
Dell and HP offer portable keyboards that can be used to make data entry easier. They are not designed for outdoor environments, but can be used in office settings or inside a vehicle.

DELL
Keyboard PN: 310-2925
http://www.dell.com/us/en/fed/products/model_pda_keyboard_2_axim5_advanced.htm

IPAQ
Keyboard PN: 249693-001

http://www.shopping.hp.com/cgi-bin/hpdirect/shopping/scripts/product_detail/product_detail_view.jsp?BV_SessionID=@@@@1997853512.1057206799@@@@&BV_EngineID=cccdadcikeggihgcfngcfkmdfondfgf.0&product_code=249693-001&cross_link=1

BATTERIES
DELL
Dell PN: 312-0074 for 3400 mAh battery
http://www.dell.com/us/en/fed/products/model_pda_battery_2_axim5_advanced.htm

IPAQ

HP PN: 290-486-B21 for 2840 mAh extended battery
MobilePlanet PN: MP965299
http://www.mobileplanet.com/product.asp?pf%5Fid=MP965299&dept%5Fid=3702&mscssid=52EN786BJFF58KUEGFDV83T7T9UJ9DC7

Expansion Pack for IPAQ

HP PN: 249708-B21
MobilePlanet PN: MP965274
http://www.mobileplanet.com/product.asp?cat%5Fid=101&cat%5Fname=Pocket+PC+Devices&dept%5Fid=3709&pf%5Fid=MP965274&listing=1&mscssid=52EN786BJFF58KUEGFDV83T7T9UJ9DC7

Expansion Pack Battery 1840 mAh
HP PN: 253514-B21
MobilePlanet PN: MP965277
http://www.mobileplanet.com/product.asp?cat%5Fid=101&cat%5Fname=Pocket+PC+Devices&pf%5Fid=MP965277&dept%5Fid=3702&mscssid=52EN786BJFF58KUEGFDV83T7T9UJ9DC7

Expansion pack battery charger
HP PN: 253516-B21
MobilePlanet PN: MP965278
http://www.mobileplanet.com/product.asp?pf%5Fid=MP965278&dept%5Fid=3702&mscssid=52EN786BJFF58KUEGFDV83T7T9UJ9DC7

Portable Chargers and Sync Cables

IPAQ
HP PN: 253629-001
MobilePlanet PN: MP965236
http://www.mobileplanet.com/product.asp?pf%5Fid=MP965236&dept%5Fid=3701&mscssid=52EN786BJFF58KUEGFDV83T7T9UJ9DC7

Autosync cable IPAQ
HP PN: 250178-B21
MobilePlanet: PN MP965230
http://www.mobileplanet.com/product.asp?pf%5Fid=MP965230&dept%5Fid=3703&mscssid=52EN786BJFF58KUEGFDV83T7T9UJ9DC7

DELL
4 in one sync charger
MobilePlanet PN: MP301694
Mfr PN: TKAXIM4N1
http://www.mobileplanet.com/product.asp?cat%5Fid=101&cat%5Fname=Pocket+PC+Devices&dept%5Fid=3702&pf%5Fid=MP301694&listing=1&mscssid=52EN786BJFF58KUEGFDV83T7T9UJ9DC7

MobilePlanet PN: MP289903
Additions PN: ADD-PDS-02

http://www.mobileplanet.com/product.asp?cat%5Fname=Pocket+PC +Devices&cat%5Fid=101&dept%5Fid=3712&pf%5Fid=MP289903& listing=1&mscssid=52EN786BJFF58KUEGFDV83T7T9UJ9DC7

Dell Federal Website http://www.dell.com/us/en/fed/default.htm (This is not the FS Dell Contract ordering site!)

HP Federal Website: http://government.hp.com/howtobuy.asp?agencyid=1

Related Links

Battery Information http://www.cewindows.net/battery.htm

If you would like to have a question added to these pages or comment on this information please contact:
George Broyles at: 909.599.1267 Ext. 277
gbroyles@fs.fed.us