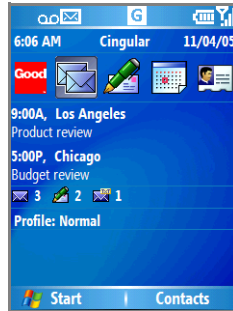
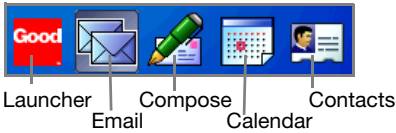
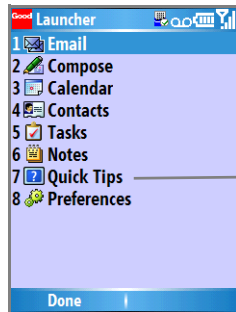


# Quick Start Card for Windows Mobile™ Smartphone 2003 and 5.0 Handhelds



Select GoodLink from the Start menu, or select the Good icon on the Home screen.



For help with GoodLink, select Quick Tips.

## Screen Indicators

	Data service on (required for GoodLink synchronization)		Unread message with attachment
	New, unread message		Opened message with attachment
	Replied to message		Forwarded message
	Message is Flagged as Complete		Message is Flagged for Follow Up
	High-priority message		Composing message
	Meeting request		New mail
	SMS or text message		Working offline
	Data being sent or received		Outgoing message

Notifications in the on-screen alert bar include new email, completed More requests, completed Contacts Lookup operations, and reminders. Select # to dismiss the notification or \* to view the notification.

## Navigation

Item	Description
Five-way Navigation pad	Use the five-way navigation pad on your phone to move around the screen. You can move up, down, left, or right.
Action (center) Key	Use to select a highlighted item. Press the center of the five-way navigation to select items.
Thumb Wheel	Use the thumb wheel located on the side of the handheld, to browse through a menu. Press the thumb wheel to select an item. Pressing the thumb wheel works the same as pressing Menu using the right soft key when you are on a view screen (for example, read screen in Email).
Soft Keys	Use the two soft keys located directly below the screen to select a menu. The menus change depending upon the application. On many screens, the right soft key is Menu.
Menu Key	Press Menu to display options or to perform a command within an application.
Back Arrow Key	Press the back arrow key to return to the previous screen. If you are in a text entry field or compose area of an email, pressing the back arrow key deletes the characters to the left of the cursor. The button below the thumb wheel is also a back button.
Left Key	Press the left key to return to a field at the top of the screen. For example, if you are scrolling through a long list of contacts and want to return to the Find field, press the left arrow key.
Home	Press the Home key to return to the Home Screen. The Home screen also includes icons, (such as the Email, Compose, Calendar and Contacts), you can select to start the application. It does not include an icon for Notes or Tasks, which can be accessed through the Good Launcher. Press the Home key twice to return to the Good Launcher from within any GoodLink application.
Good Launcher	The Good Launcher includes a menu of all of the GoodLink applications and preferences. From the Home screen, select the Good logo to open the Good Launcher. You can return to the Good Launcher at any time by selecting Menu, and then Good Launcher while using a GoodLink application.
Start Menu	From the Home screen, use the Start menu to access all other (non-GoodLink) applications.
Notifications	You receive an on-screen alert to notify you when a particular event occurs. For example, if a new email arrives or an appointment is coming up, a yellow alert appears on the bottom of the screen. Press * to view the notification or # to dismiss it.

## Preferences and Options

Item	Description
Setting GoodLink Preferences	To set GoodLink Preferences, select Preferences from the Good Launcher. Select a category to set the associated preferences.
Setting System Preferences	From the Start menu, select Settings to personalize your handheld. Select Profiles to set sounds settings. For example, if you want to turn off the handheld's ringer, select the Silent profile. The current profile type is displayed on the Home screen.
Working Offline	Select Menu, Options, and then Work Offline from the Email application. You can continue to view and compose messages.

Item	Description
Send/Receive Now	Select Menu, Options, and then Send/Receive Now from the Email application to trigger immediate data flow to and from the handheld.
Set Password	Select Password from the Settings screen. Select Prompt for password checkbox. Choose the length of time the handheld can be turned off, after which you'll be prompted for the password. Enter and confirm the password. Your GoodLink administrator may require a password, restrict the password format and maximum timeout values, and specify that all handheld data be automatically erased if you enter an incorrect password too many consecutive times.
Set Notifications	Select Notifications (alerts) from the GoodLink Preferences screen. Notifications are available for email, address lookup completed, reminders, more data loaded, optionally using an on-screen alert, sound, and vibration.

## Text Entry

Item	Description
Text Entry Modes	Use the numbers on your phone's keypad to enter text. You can use multi-tap, predictive text (sometimes called iTap or T9), or numeric mode to enter text or numbers.
Multi-tap	In multi-tap mode, press the number assigned to a letter one or more times until the letter you want appears. For example, to enter the letters A, B, or C you use the number 2 key. Press once for A, twice for B, and three times for C. To lock in the letter, press the right navigation key, hit the space key, or pause for a moment, and then enter the next letter.
Predictive	Predictive text input mode tries to determine the word you are trying to enter. You press the number key assigned to each letter. For example, if you want to enter the word Good, press 4 6 6 3. The system tries to determine the word you are entering. Use the up and down navigational keys to select from the list of presented choices.
Determining Input Mode	The input mode is also displayed in the top right corner of your phone's screen. When you are in a GoodLink edit field, select Menu and then Text Entry. A check appears next to the current text entry mode. Underlined letters or T9 indicate that you are in predictive text mode. If they are not underlined, you are in multi-tap mode. If numbers are displayed, you are in numeric input mode. In Multi-tap or T9 mode, the first letter of a sentence is automatically capitalized. <ul style="list-style-type: none"> <li>• abc indicates lowercase, multi-press mode</li> <li>• ABC indicates uppercase, multi-press mode</li> <li>• <u>ABC</u> indicates caps lock, multi-press mode</li> <li>• <u>Abc</u> indicates the initial capitalization, multi-press mode</li> <li>• t9 indicates lowercase, predictive text mode</li> <li>• T9 indicates caps lock, predictive text mode</li> <li>• <u>T</u>9 indicates initial capitalization, predictive text mode.</li> <li>• 123 indicates numeric mode</li> </ul>
Switching Input Modes	To switch input modes, use the * key or select Menu, Text Entry, and then select an entry mode. You may have to press and hold the key to get to the mode you want. The display in the top right corner changes as you change modes.
Entering Numbers	Use multi-press to cycle through the values of a key or press and hold the number you want to enter.
Entering Symbols	Press and hold the # key for a symbol map or press the * key and select Symbols. Press multiple times to cycle through available symbols. Enter two spaces to enter a period.

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<b>Item</b>	<b>Description</b>
Entering a New Line	Press the Action (center) key to enter a new line.
Selecting Text	To select the word to the left of the cursor, press 6. Press 8 to select the word to the right of the cursor. Press 2 to select the line above and 8 to select the line below the cursor.
Copying and Pasting Text	To copy text, select a word or line of text and press 5. You can also select Menu, Edit, and then Copy. To paste text, select Menu, Edit, and then Paste.
Deleting Text	Press the back arrow key to delete text that is left of the cursor.

## Using Email

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<b>Task</b>	<b>Description</b>
Creating a Message	Select the Compose icon from the GoodLink Home screen. Enter the recipient's email address in the To field. Select Menu and Add Recipient to add additional recipients. To add a new line, press the Action key. Use the left soft key to send the message.
Using Fast Addressing	If you have Fast Addressing turned on, GoodLink presents you with a list of email addresses that match the text you are entering in the To or CC field. If you want to lookup an email address in the Global Address Lookup (GAL), select Lookup. To turn Fast Addressing on or off, select Menu and then Fast Addressing. A check appears if it is turned on.
Selecting Messages	To select one or more messages, press the 2 key to select messages above and press 8 to select message below. To return to the first message in the folder, press 1. Press 7 to go to the last message.
Cancelling Compose	To cancel a message while you are composing it, select Menu, Options, and then Cancel Compose.

## Using Contacts

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<b>Task</b>	<b>Description</b>
Viewing Contacts	Select the Contacts icon from the Home screen. A list of all of your contacts appears. To display the contents of a different contacts folder, select the folder name at the top of the screen. Select Contact to send email, an SMS message, or phone the contact. Select Menu to add, modify, or delete a contact.
Finding Contacts	Select the Contacts icon from the Home screen. Begin entering the contact name in the Find field. Only contacts that match the characters you enter appear in the list. By default, all of your contacts are searched. If you want to search a particular folder, select it in the upper left corner of the screen. You can select All, Personal Contacts, or Company History.

## Using the Phone

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<b>Task</b>	<b>Description</b>
Dialing the Phone	Press the green phone key from within a GoodLink application. Enter the phone number you wish to call. The call history is listed below the number entry field. It lists incoming and outgoing calls. You can also select a number from the call history and then press the green phone key to dial the number.
Dialing by Name	Press the green phone key and use the keypad to enter the name of the person you want to call. For example, if you want to call "Joe," press 5 6 3. As you enter characters, the names are matched against those stored in your contacts. You can also enter the first initial, space, and then last name. Select the contact, use the right arrow key to cycle through available phone numbers, and then press the green phone key to make the call. You can also open GoodLink Contacts and select the contact you want to call.
Using Speed Dial	To add a number to speed dial, select a phone number from contacts or call history, press Menu, and then Add to Speed Dial. Assign a speed dial number. You can enter up to 99 entries. To dial a number, press and hold the speed dial number.

## Shortcuts

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<b>Key</b>	<b>Description</b>
1	Top
2	Select up
3	Page up
4	Select left
5	Copy
6	Select right
7	Bottom
8	Select down
9	Page down
0	Good Launcher
*	View alert
#	Dismiss alert

For information about using Calendar, Notes, and Tasks, refer to the *GoodLink User's Guide*.



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