

JetSend® for Windows CE Devices

Version 2.0

Quick Guide

This quick guide explains how to use JetSend on your Microsoft® Windows® CE-based mobile device. With JetSend for Windows CE Devices, you can exchange documents, images, appointments, tasks, and contact information with any other JetSend-enabled device. See the *JetSend for Windows CE Devices Web Reference* for further information

(<http://www.jetsend.hp.com/mobilesolutions/webreference.html>).

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Setting preferences

Default location of Exchanger files

- ▶ This procedure sets the default location for Exchanger files. The contents of this folder appear when you open JetSend for Windows CE Devices. The folder is where all received image and text document files are placed.
 - ▶ My Documents is the folder that is used unless you change it.
- 1 Select **Start > Programs > JetSend > Exchanger**.
 - 2 Select **File > Preferences**.
 - 3 On the **General** tab, use the browse button for the **Folder** field to locate and select the folder. (You can also type the information.)

Setting automatic receive

- ▶ This procedure allows you to place your device in receive mode automatically when you start JetSend Exchanger.
- 1 Select **Start > Programs > JetSend > Exchanger**.
 - 2 Select **File > Preferences**.
 - 3 On the **General** tab, select the **Automatically receive when JetSend Exchanger is launched** checkbox. (To set receive mode manually after you open Exchanger, clear the checkbox.)

Default quality, color, and file format

- This procedure sets the default characteristics for documents and images that you exchange.
 - Quality and performance are a function of both the settings and the sending or receiving device. See the *JetSend for Windows CE Devices Web Reference* for details on options (<http://www.jetsend.hp.com/mobilesolutions/webreference.html>).
 - Options for quality: **High** (higher quality image, lower quality text, longer transfers), **Normal** (average), **Text** (lower quality image, higher quality text, shorter transfers).
 - Options for color: **Color** (longer transfers), **Grayscale** (average), **Monochrome** (shorter transfers).
 - Options for file format when receiving information: **Default**, **JetFile**, **Tiff**
See the *JetSend for Windows CE Devices Web Reference* for information about the JetFile file format (<http://www.jetsend.hp.com/mobilesolutions/webreference.html>).
- 1 Select **Start > Programs > JetSend > Exchanger**.
 - 2 Select **File > Preferences**.
 - 3 On the **Send** tab, select the defaults you want.
 - 4 On the **Receive** tab, select the defaults you want.
-Or-
Select **Prompt for action** to designate that you want to set these settings individually for each file you receive.
 - 5 After you finish setting the defaults you want, select **OK**.

Default action for receiving contact, appointment, and task information

- This procedure sets the default action when your mobile device receives duplicate contact or calendar information.
 - Options: **Duplicate** (adds the new information to the existing information and creates a duplicate), **Overwrite** (replaces the existing information), **Prompt** (allows you to designate whether you want to merge or overwrite the information individually for each file you receive)
- 1 Select **Start > Programs > JetSend > Exchanger**.
 - 2 Select **File > Preferences**.
 - 3 On the **Outlook** tab, select the defaults you want to use when receiving contacts, appointments, and tasks, and then select **OK**.

Adding network connections

- ▶ JetSend lets you exchange information using two JetSend services: Network or Infrared (explained in “Sending images and text files” and “Sending contacts, appointments, and tasks” on page 6). You can set up Network connections for your specific environment.
 - ▶ To send and receive information across a network with JetSend, a network card must be installed and properly configured in the mobile device.
- 1 Select **Start > Programs > JetSend > Exchanger**.
 - 2 Expand the list of configured network connections by selecting the plus sign next to the Network icon.
 - 3 Double-click (or double-tap) the New Connection icon.
 - 4 In the **New Network Recipient** dialog box, enter **Name** and **IP Address**. Then select **OK**.



Using the Exchanger functions

Importing and exporting files

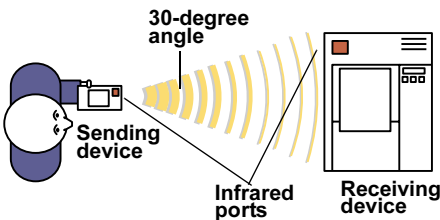
- Use the import procedure to copy files to the JetSend Exchanger folder. (For information about setting which folder is the JetSend Exchanger folder, see “Default location of Exchanger files” on page 2.)
- Use the export procedure to copy received files to the appropriate folders.

- 1 Select **Start > Programs > JetSend > Exchanger**.
- 2 To import: Select **File > Import**, locate and select the file you want to import, and then select **OK**. The file is copied into the current folder.

To export: Select the files you want to copy, select **File > Export**, locate the folder into which you want to copy the files, and then select **OK**.

Creating an infrared connection

On the two devices, align the infrared ports with each other.



- The two devices must be within 3 ft (1 m) of each other, but no closer than 2 in (5.08 cm).
- The infrared ports of the two devices must be lined up within a 30-degree angle of each other.
- There must be no obstacles between the infrared ports of the two devices.


Sending images and text files

- You can send text or image files using Network or Infrared services by dragging the file to the corresponding icon in the Exchanger.
 - You can send or receive multiple files at the same time.
- 1 Select **Start > Programs > JetSend > Exchanger**.
 - 2 Make sure that the receiving device is turned on and ready to accept your exchange.
 - **Infrared:** Set up an infrared connection between your mobile device and the receiving device.
 - **Network:** Make sure that the mobile device is connected to the network.
 - 3 On the sending device, drag the files to a JetSend service on the right side of the screen.
 - 4 For network exchanges, drag the files to the specific network recipient. Or drag the files to **New Connection**, enter the name and IP address for the connection, and click **OK**.
 - 5 When the exchange is complete, check the receiving device to verify that the exchange took place.

Sending contacts, appointments, and tasks

- You can send contacts, appointments, and tasks, using Network or Infrared services, from within the appropriate Microsoft Pocket Outlook program on your Windows CE device.
 - You can send or receive multiple files at the same time.
- 1 Start the Calendar, Contacts, or Tasks program.
 - 2 Make sure that the receiving device is turned on and ready to accept your exchange.
 - **Infrared:** Set up an infrared connection between your mobile device and the receiving device.
 - **Network:** Make sure that the mobile device is connected to the network.
 - 3 On the sending device, locate the information you want to exchange.
 - 4 On the sending device, select the appropriate option:
 - **Appointments:** Select **Tools > JetSend Calendar**.
 - **Contacts:** Select **Tools > JetSend Contact**.
 - **Tasks:** Select **Tools > JetSend Task**.
 - 5 Select a recipient, either **Infrared** or **Network** (if available).
 - 6 If you are sending an appointment, select a start date and end date.
 - 7 Select **Send**.
 - 8 When the exchange is complete, check the appropriate Pocket Outlook component on the receiving device to see if the information has been added.

Receiving images and text files

- You can receive documents and image files, using Network or Infrared services, from a variety of JetSend-enabled devices, regardless of the program you use to begin the receiving process. However, to view the information you receive, you must use the appropriate program.
 - You can send or receive multiple files at the same time.
- 1 On the receiving device, select **Start > Programs > JetSend > Exchanger**.
 - 2 Select the  icon at the top of the screen to place the mobile device in receive mode. While in receive mode, the device listens on all available transports for any incoming JetSend activity.
 - 3 On the sending device, start the exchange by infrared or network.
 - 4 When the exchange is complete, open the file in the Viewer on the mobile device to verify that the document or image arrived in the default location of Exchanger files. (See “Viewing files” on page 8. You may need to select **View > Refresh** to see the received files.)

Receiving contacts, appointments, and tasks

- You can receive contacts, appointments, and tasks, using Network or Infrared services, from within any Microsoft Pocket Outlook program or the Exchanger program, regardless of the program you use to begin the receiving process. However, to view the information you receive, you must use the appropriate program.
 - You can send or receive multiple files at the same time.
 - You can set the default for how JetSend handles received contacts, appointments, and tasks that duplicate ones already in your mobile device. (See “Default action for receiving contact, appointment, and task information” on page 3.)
- 1 On the receiving device, start the Calendar, Contacts, or Tasks program.
 - 2 Select **Tools > JetSend Receive** to place the mobile device in receive mode. While in receive mode, the device listens on all available transports for any incoming JetSend activity.
 - 3 On the sending device, start the exchange by infrared or network.
 - 4 When the exchange is complete, check the appropriate Pocket Outlook component on the receiving device to see if the information has been added.

Using the Viewer functions

Viewing files

- You can view files in these formats: .bmp, .jpg, .gif, .tif, .txt, .jsf (JetFile). See the *JetSend for Windows CE Devices Web Reference* for information about the JetFile file format (<http://www.jetsend.hp.com/mobilesolutions/webreference.html>).
 - To view documents with other file formats on your mobile device, open the document using the program associated with the file format.
 - You can zoom in, zoom out, and rotate images.
- 1 Select **Start > Programs > JetSend > Viewer**. (You can also open the Viewer by double-clicking a file in the Exchanger.)
 - 2 Select **File > Open**, and then open the file you want to view.

Changing fonts

- This procedure sets the font only for the current document.
 - Options: Any of the standard Windows CE fonts, sizes, and styles.
- 1 Select **Start > Programs > JetSend > Viewer**.
 - 2 Select **Edit > Font**.
 - 3 In the **Font** dialog box, select the font characteristics you want, and then select **OK**.

Converting documents and images

- You can convert any image format supported by JetSend into any of the other supported image formats (except .gif). However, images cannot be saved as text. (For supported formats, see “Default quality, color, and file format” on page 3.)
 - You can convert a .gif file to another supported image file format, but you cannot convert a supported file to a .gif file.
- 1 Select **Start > Programs > JetSend > Viewer**.
 - 2 Select **File > Open**, and then open the image file.
 - 3 Select **File > Save As**.
 - 4 Select the location and type of file you want, and then select **OK**.

Uninstalling

- 1 On the handheld PC, select **Start > Settings > Control Panel**, and then select **Remove Programs**.
-Or-
On the palm-size PC, select **Start > Settings > Remove Programs**.
- 2 In the **Remove Program Properties** dialog box, select **JetSend for Windows CE Devices**.
- 3 Select **Remove**, and then select **Yes** to confirm.
- 4 Select **OK** to close the **Remove Program Properties** dialog box.

Resources for information and help

TOPIC	RESOURCE
Customer support, troubleshooting, and questions	JetSend website: http://www.jetsend.hp.com
JetSend for Windows CE Devices	JetSend website: http://www.jetsend.hp.com Online Help on the mobile device for JetSend: ● Select Start > Help . If JetSend is running, the Online Help appears. If JetSend is not running, select JetSend for Windows CE Devices .
Windows CE	Online Help on the mobile device for Windows CE: ● Select Start > Help > Windows CE Basics .
Windows CE Services	Online Help on your desktop computer for Windows CE Services: ● Click Start , point to Programs , point to Microsoft Windows CE Services , and click Help .
Windows CE devices	Microsoft Windows CE website: http://www.microsoft.com/windowsce/
Infrared connections	Infrared Data Association website: http://www.irda.org .

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