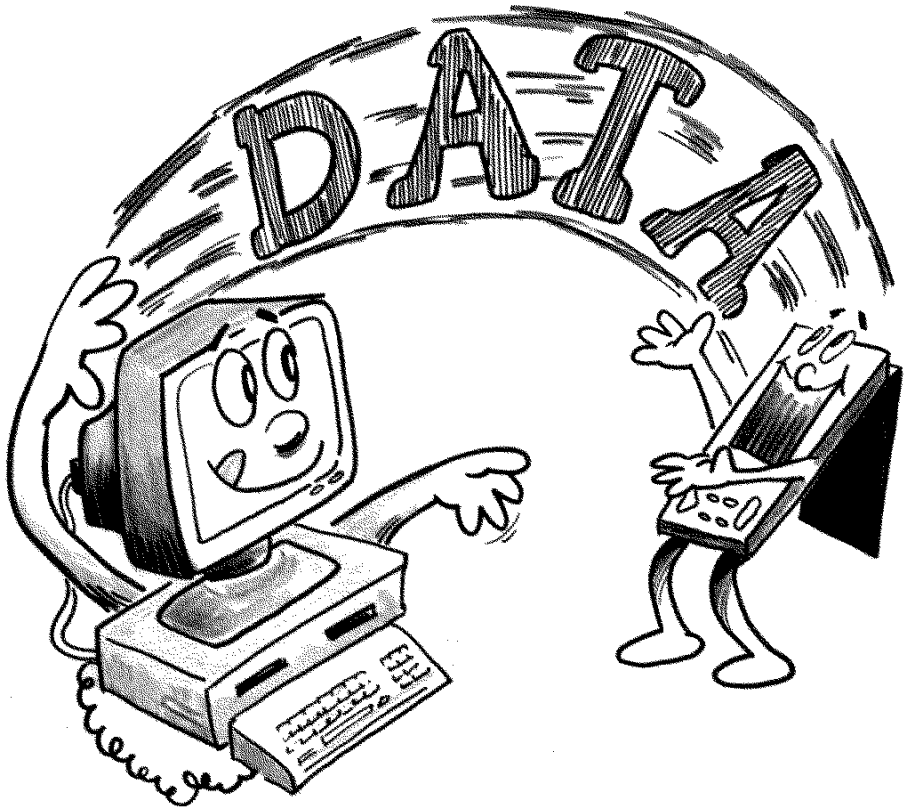


12 Additional Features



Contents



Introduction.....	12-3
Finding Your Data	12-3
To search for data.....	12-3
Protecting Your Data	12-4
To set, change, or clear a Password.....	12-4
To reset a forgotten Password	12-5
Resetting Avigo	12-5
To lock Avigo	12-6
To unlock Avigo	12-6
Managing Avigo Memory	12-6
To view memory status.....	12-7
To delete unwanted applications	12-7
To optimize memory	12-7
Synchronizing with Your PC	12-8
To use Wired (Serial Port) Synchronizing	12-8
To use Wireless (Infrared) Synchronizing	12-9
Copying Applications.....	12-9
Using World Time	12-10

Introduction

In this chapter, you'll learn how to use Avigo's additional features to help you find, protect, and synchronize your Avigo data with your PC. You'll also be able to optimize data storage.



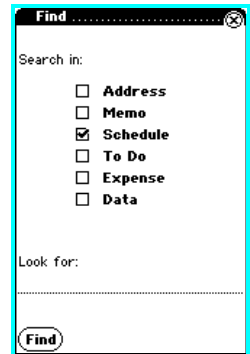
You can take notes for a monthly conference call or any recurring event by attaching a note to the event. Then, simply click on the note and edit it each time the event occurs.

Finding Your Data

Avigo gives you the ability to search through all your entries for specific characters or words up to 16 characters long. You can search in one or more applications. **Find** will look for data matching the characters (keyword) you are interested in locating.

To search for data:

1. Tap on the **find** icon to display the **Find** screen.
2. Enter the keyword to search for by:
 - Drag selecting, copying, and pasting a keyword from a previously displayed application.
 - Tap on the line below Look for and use the displayed keyboard to enter one.
3. Choose which application(s) you wish to search in by checking the appropriate boxes.
4. Tap **(Find)** to begin the search. If the keyword is found, the entry in which it is found will be displayed with the keyword selected. You can tap **(Go To)** to stop searching and display the entry in which the word was found, tap **(Find)** to continue searching.



If you need to cancel the search for any reason, tap **(X)**. If the search is unsuccessful, tap **(OK)**. To start another search, tap **(Find)** again. To exit the **Find** screen, tap **(X)**.

Protecting Your Data

Avigo allows you to protect your valuable data with a password. This helps you prevent or control access to data. By using a password which you set, Avigo provides you with two levels of data protection: locking Avigo and designating private entries.

Locking your Avigo prevents others from using it. When Avigo is locked, immediately after power up, Avigo will request a password be entered in order to proceed.

Additionally, individual entries can be protected from unauthorized access by designating them to be private. Private entries are hidden and may only be viewed by supplying a password. To designate an entry as being private, check the private box when adding or editing the entry. To make hidden entries visible, open the menu on the Title bar and tap **Show private**. To hide private entries, open the menu on the Title bar and tap **Hide private**.

To set, change, or clear a Password:

1. Tap the **apps.** icon to display the **Applications** screen.
2. Tap on the **Security** icon.
3. Tap on **Set Password**.

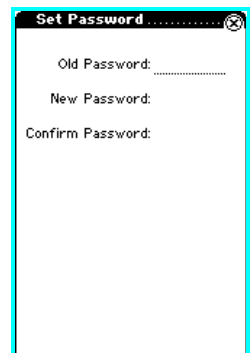


4a. To create a new password:

- Enter a new password in the **New password** line using the displayed keyboard.
- Enter the new password in the **Confirm password** line using the displayed keyboard.

4b. To change an existing password:

- Enter the old password in the **Old password** line using the displayed keyboard.
- Enter the new password in the **New password** line using the displayed keyboard.
- Enter the new password in the **Confirm password** line using the displayed keyboard.



4c. To clear an existing password:

- Enter the old password in the **Old password** line using the displayed keyboard.
- Tap on the **New password** line to display the keyboard.
- Tap (✓) to close the keyboard without entering anything in it.
- Tap on the **Confirm password** line to display the keyboard.
- Tap (✓) to close the keyboard without entering anything in it. You will receive a message stating that your password has been cleared.

To reset a forgotten Password:

It is a good idea to record your current password in a secret place in case you forget it and to avoid losing valuable data. If you forget your password and have no record of it, you can disable the password and then set a new one. However, resetting a password will cause all private entries to be deleted.

1. Tap on the **apps.** icon to display the **Applications** screen.
2. Tap on the **Security** icon.
3. Tap (Reset Forgotten Password). A message will be displayed:
“Tapping (OK) will clear the existing password and delete all private entries.”
4. Tap (OK) to confirm your action or tap (Cancel) to return to the previous screen without making any changes.



Resetting Avigo



If you want to clear the password and all entries from Avigo's memory, you can do so by pressing the recessed **Reset** button on the back of the organizer with a paper clip or other pointed instrument. You may want to back up Avigo's memory in case you decide to restore the memory later. A message will appear:

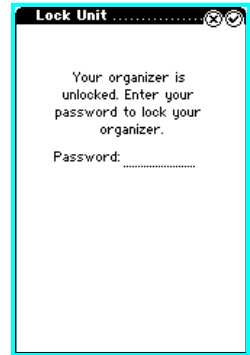
“Configure your unit? YES deletes all data and resets memory. NO saves your data.”

Tap (Yes) to clear the password and all entries from Avigo's memory.



Note: Tapping (No) will not clear the password.

To lock Avigo:

1. Tap on the **apps.** icon to display the **Applications** screen.
2. Tap on the **Security** icon.
3. Tap **Lock Unit** to display the **Lock unit** screen. A message will be displayed: **Your organizer is unlocked. Enter your password to lock your organizer.**
4. Type in the current password in the **Password** line.
5. Tap  to confirm your action or tap  to return to the previous screen without making any changes.
6. Tap **OK** to close the confirmation message box.



To unlock Avigo:

1. Tap the **apps.** icon to display the **Applications** screen.
2. Open the **Security** application.
3. Tap on **Unlock Unit** to display the **Unlock unit** screen. A message will be displayed: **Your organizer is locked. Enter your password to unlock the organizer.**
4. Enter the current password in the **Password** line.
5. Tap  to confirm your action or tap  to return to the previous screen without making any changes.
6. Tap **OK** to close the confirmation message box.

Managing Avigo Memory

Memory management involves deleting unwanted applications which have been copied from your PC. Memory management also involves re-organizing (optimizing) the storage locations of your data. You can manually optimize memory or set up your Avigo to automatically optimize memory on a daily or weekly basis when your Avigo is turned off. By taking these measures, you can ensure that you have the maximum amount of memory available to create and edit entries.

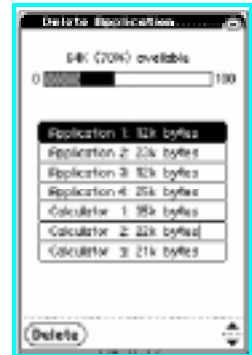
You should check memory status periodically to determine if your current memory resources are adequate.

To view memory status:

1. Tap on the **apps.** icon to display the **Applications** screen.
2. Tap on the **Memory** icon. A status bar at the top will reveal currently used and available memory. Detailed information about installed applications is displayed below. If number of entries for each application is displayed, you can open the menu and choose **Show entry size** to display how much space is occupied by the entries for each application. To re-display number of entries for each application, open the menu and choose **Show entry count**.

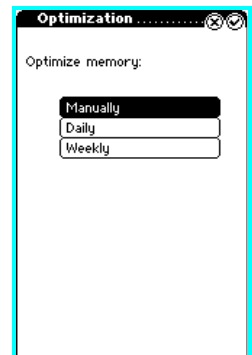
To delete unwanted applications:

1. Open the menu and select **Delete Apps...** to display the **Delete Application** screen. A list of applications which have been copied from your PC will be displayed.
2. Tap on the application you wish to delete and then tap **Delete**. The memory status bar will be updated automatically.



To optimize memory:

1. Open the menu and select **Optimization...** to display the **Optimization** screen.
2. Choose **Manually**, **Daily** or **Weekly**.
 - **Manually** if you want to optimize memory by tapping on **Optimize memory** every time.
 - **Daily** or **Weekly** if you want Avigo to manage this for you automatically.
3. Tap **✓** to confirm your choices or tap **✗** to return to the previous screen without making any changes.



Note: If you chose **Manually**, tap on **Optimize memory** and then tap on **Start** to optimize memory whenever desired. If you chose **Daily** or **Weekly**, enter a time in the **at** box and if **Weekly**, choose a day of the week. Memory optimization will take place according to your choices and if the unit is turned off.

Synchronizing with Your PC

Synchronization allows you to update PC and Avigo entries so that no difference exists between the entries at both locations. Changes made to entries on the PC will be duplicated to entries on Avigo and vice versa.

There are two ways to synchronize your Avigo with your PC:

- Using the wired (Avigo dock station and PC serial port) method.
- Using the wireless (Infrared) method.

Note: Synchronization software on the PC may not support Infrared communication or synchronization initiated from the Avigo organizer. For more information, refer to the online documentation.

To use Wired (Serial Port) Synchronizing:

1. Set up the Avigo dock station on a flat surface near your PC (*Figure 1*).

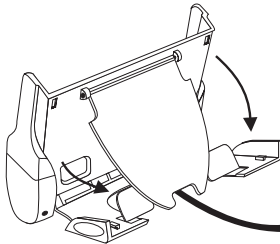


Figure 1

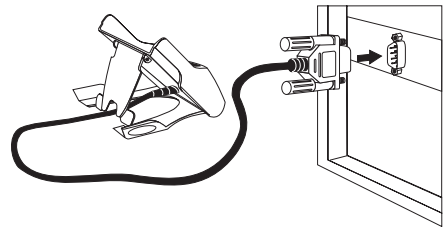


Figure 2

2. Connect the cable to the PC serial port you will use. If necessary, use a 9-pin-to-25-pin adapter. Make sure that all the connectors are securely connected (*Figure 2*).
3. Position your Avigo over the dock station and begin gently sliding it into the dock station. Make sure the grooves on the right and left sides of Avigo engage the alignment tracks in the dock station (*Figure 3*).
4. Continue sliding Avigo into the dock station until the electronic pins in the dock station are fully engaged in Avigo.
5. Make sure that the appropriate PC software is running on the PC. Refer to the PC software documentation for instructions on synchronizing using that software.

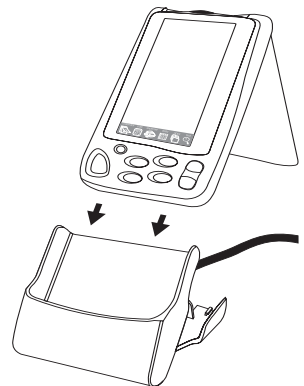
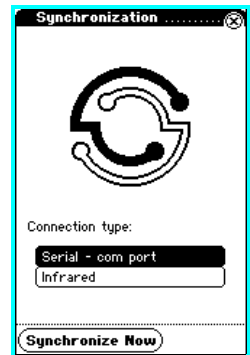


Figure 3

6. Select the **apps.** icon to display the **Applications** screen.
7. Select the **Sync** icon.
8. Under **Connection type**, select **Serial - com port**.
9. Tap **Synchronize Now**. The synchronization process will start.



To use Wireless (Infrared) Synchronizing:

Wireless synchronization is controlled by synchronization software on the PC. Before initiating synchronization from the PC, do the following:

1. Make sure that the appropriate synchronization software is running on the PC.
2. Tap on the **apps.** icon to display the **Applications** screen.
3. Tap on the **Sync** icon.
4. Under **Connection type**, select **Infrared**.
5. Follow the instructions for wireless synchronizing provided by the synchronization software on the PC.

Copying Applications

You can copy applications such as **Financial Calculator** from your PC to Avigo whenever desired. Copying is controlled by the PC software. For further information on copying languages and applications, refer to the *Avigo Manager online help*.

Using World Time

World Time allows you to create a list of five cities (your home city and four other cities around the world) for which you can quickly view the time. You do not have to worry about Daylight Savings Time since it has already been calculated by Avigo. Whenever Daylight Savings Time occurs, Avigo will automatically update your World Time settings.

1. Choose the **apps.** icon to display the **Applications** screen.
2. Tap on the **World Time** icon.
3. Tap on one of the fields to display the **City/Location** screen.
4. Tap on a city from the list.
5. Repeat steps three and four as desired.
6. Tap ✓ to confirm your action or tap ✕ to return to the previous screen without making any changes.

