



**USER GUIDE**

*English*

The **CE** symbol on our products signifies that they have been certified in accordance with the EMC directive 89/336/EEC and the Low Voltage directive 73/23/EEC when applicable.

The products fulfill the requirements of the following standards:

*EN 50 081-1:1992 Electromagnetic compatibility, Generic Emission Standard.*

*EN 50 082-1:1992 Electromagnetic compatibility, Generic Immunity Standard.*

*EN 55 022: Electromagnetic compatibility, Emission Standard.*

*EN 61 000-4: Electromagnetic compatibility, Immunity Standard.*

*EN 61 000-2: Electromagnetic compatibility, Immunity Standard.*

*UL 1950: UL Standard for Safety of Information Technology Equipment.*

First edition (January 2000).

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## INTRODUCTION TO **C-Pen<sup>800</sup>**

Congratulations - you have just bought yourself a photographic memory! C-Pen is a Mobile Information Collector that reads, remembers, processes and transfers printed text cordlessly to your Windows-equipped PC. C-Pen is in essence an electronic high-lighter that saves the text you are marking. Carry it with you wherever you go!



### Your Personal Digital Assistant

Make it a habit to bring your portable text collector with you, and you are always ready to read and save text from books, papers, brochures or business cards. You can easily record price-lists, timetables, wine-tips or witty quotes. You don't have to tear out pages any more.

Your saved text files can later be transferred to your PC. It is also possible to use C-Pen to read text directly into a Windows application in your PC.

### Powerful features

**C Read** is the basic function of C-Pen. Move C-Pen over the text, and the text will be placed in the pen, where you can save it as a file for later processing.

**C Direct** enables you to transfer the read text directly from C-Pen into your PC. The text will be placed at the cursor position in for instance a Word or Excel document.

- C Address** is an application in C-Pen for storing and looking up contact information such as addresses, phone numbers and e-mail addresses. **C Address** can be synchronized with Microsoft Outlook and supports the vCard standard.
- C Calendar** works as an ordinary calendar with the advantage of displaying the information in many different ways once you have the information in your C-Pen. You can choose to view a whole month, a single week or a day and you can either read or write event/task information into your C-Pen.
- C Write** gives you the possibility to enter characters by writing with C-Pen as an ordinary pen. This is useful when editing text, entering file names, looking up words in **C Dictionary** or searching for a contact in **C Address**.
- C Dictionary** is a software package that enables your C-Pen to translate words. It is very easy to use, simply slide your C-Pen over the word you require translated and within less than a second the result is displayed. Each language software package contains a two-way Oxford or Norstedts dictionary.
- C Message** sends text messages and is used in combination with a mobile cellular phone. With **C Fax** you can send fax messages, while **C SMS** is used when you want to send text

messages, SMS, to someone's mobile phone or an e-mail to their e-mail account. You can either send complete files from **Notes** or write a short message with **C Write** directly into **C Message** and then send it.

## Optimum reading conditions

C-Pen uses *Optical Character Recognition* (OCR) to read text. OCR is the process of turning an image of characters into computer-readable text.

As C-Pen is moved over the text, its internal light source illuminates the characters and a camera takes images of the text. During the OCR, C-Pen analyzes the images taken by its camera and translates them into text characters.

The OCR quality will depend on the reading conditions. The most common confusions between characters with OCR are:

e → c	l → I	t → c
r+n → m	i → l	c → o

The following conditions affect the quality of the character recognition:

- **The print quality of the text**  
High-quality printed text produces, of course, maximum OCR accuracy. With lower-quality pages, e.g. fax copies, OCR accuracy may be poorer. You can calibrate the C-Pen to optimize its performance under difficult conditions; see **Calibration** p. 76.

! **Please note** that C-Pen only recognizes machine-printed characters such as laser-printed or typewritten text.

C-Pen does not recognize handwritten text.

- **Position and movement of C-Pen**

It is important how you hold and move C-Pen over the printed text. Please read the Quick Start folder to learn how to use C-Pen correctly. It is crucial that you follow these instructions in order to get the best results.

- **The language of the text**

See **Text Language**, p. 76.

- **Deformed characters**

Anything that is not a printed character, and any character distorted by a mark or smudge on the paper could be unrecognizable.

- **Overlapped characters**

Characters in the text should not overlap.

- **Italics and underlined text**

Italics are, for some fonts, difficult for C-Pen to read. Underlined text is also difficult for C-Pen to read because the underline changes the shape of descenders of the letters q, g, y, p, and j.

- **Text colors - text and surface**

C-Pen cannot read some combinations of text colors on colored surfaces, such as red or yellow text on a white or red background.

- **Small or large character sizes**

The size of the characters should be 7–20 points.

## User documentation and support

There are different sources to support your use of C-Pen:

- This *User Guide* contains a description of C-Pen and instructions for reading, editing and saving files. The applications **Notes**, **C Address**, **C Dictionary**, **C Direct**, **C Write**, **Storage**, **Settings** and **Info** are explained. You will also learn how to connect C-Pen to a PC.
- The attached CD contains the C-Pen Windows Software for communication between C-Pen and your PC, as well as a *Read me* and an *Installation help* file on how to install and configure your computer for infrared communication.
- When using C-Pen together with your PC, you have access to on-line help, which is automatically installed on your PC, when you install the C-Pen Windows Software. The help topics are mostly related to the C-Pen Windows Software. The instructions for using **C Direct** is more thorough in the on-line help than in this *User Guide*.
- Visit our web site to get the latest C-Pen news and free software upgrades. On our web site you will also find *troubleshooting*, *FAQ (Frequently Asked Questions)* and several language versions of the *User Guide*.

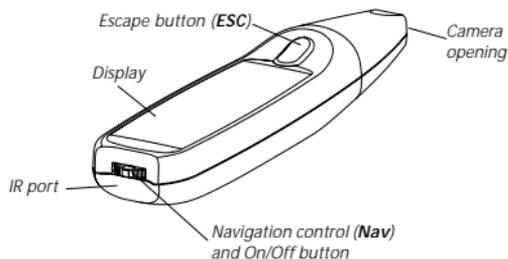
## Care & Safety

- Keep C-Pen away from direct sunlight, heat, moisture and dust.
- Do not expose C-Pen to extreme variations in temperature.

- Make sure the camera opening is free from dust or any other objects.
- Clean C-Pen with a dry cloth. Do not use detergents or other chemicals when cleaning C-Pen.
- Use only 1.5 V AAA batteries of type LR03 (alkaline).
- Make backup copies of your C-Pen files regularly and keep the copies in a safe place.

## PRESENTATION OF THE PEN

### Parts of the pen



**On/Off Nav** Turns C-Pen on or off, when pressed for two seconds.

This button is also used as a control for moving around in menus and texts (turn control left or right) and to select an item or an option (press briefly).

**Display** Used to display read text and for communication between C-Pen and the user. The orientation of the text on the display can

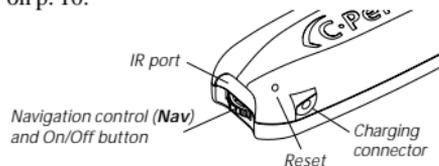
be changed to suit left-handed users. See **System Settings**, p. 79.

**IR port** The infrared (IR) port is used for wireless data transfer between C-Pen and a PC that is also equipped with an IR port.

**ESC** Closes menus.

**Charging Connector** To this connector you insert the charging plug in order to reload the battery when the C-Pen battery level is low.

**Reset** If the pen seems to have “locked up” you can gently press something similar to an unfolded paperclip into the reset hole, see the picture on p. 10.



**!** *Please note* that the camera opening is not protected in any way. This enhances C-Pen’s reading ability.

### Display objects

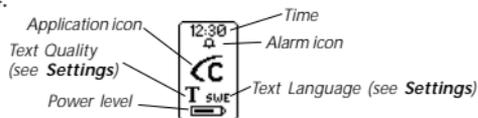
C-Pen uses the following display objects to communicate with you:

- status field
- application icon

- menu
- check box
- dialog box
- edit field
- dialog button

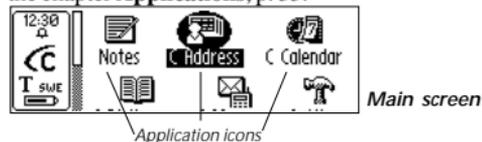
### Status field

The area on the left side of the display is called the status field. This field displays the time, current application in use, text settings (**Text Quality** and **Text Language**) and C-Pen's power level. See also **Settings**, p. 75 and Battery p. 14.



### Application icon

The applications are represented by application icons in the **Main screen**. The applications will all be described in the chapter **Applications**, p. 33.



### Menu

Menus provide different options. A scroll bar indicates if there are more menu items available above or below.



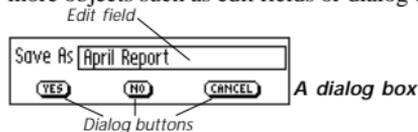
### Check box

Check boxes also provide different options. A check box remains checked until you uncheck it or check another of the alternative boxes in the list.



### Dialog box

A dialog box appears when you need to enter information or give commands to C-Pen. A dialog box contains one or more objects such as edit fields or dialog buttons.



### Edit field

It is possible to enter and edit text in an edit field. An edit field is recognized by its frame, see the figure above.

### Dialog button

Dialog buttons are used in dialog boxes to give simple instructions to C-Pen.



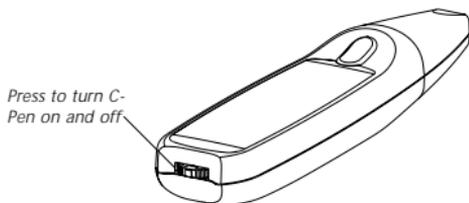
Common dialog buttons

## GETTING STARTED

### Turning C-Pen On and Off

To turn C-Pen on and off, press the **On/Off** button until the display is activated/deactivated.

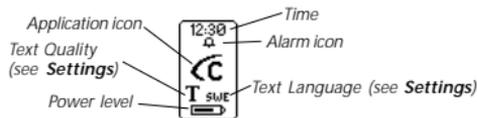
C-Pen turns off automatically after 4 minutes of non-use. To change the automatic power-off time, see **System Settings**, p. 79.



### Battery

The battery power level is shown in the battery indicator at the bottom of the status field.

If the battery power is getting low, the message “*Battery level low*” appears on the display. You should recharge the battery to ensure that information, which is not previously saved, is not lost.



In order to recharge the battery just insert the charging adapter’s plug to the C-Pen charging connector. The charging adapter is included in the C-Pen package.

If the battery level is too low you get the message “*Battery level too low! Shutting down.*” You must recharge the battery to be able to continue using C-Pen.

### Navigating and selecting

**Nav** (the navigation control) is used for navigation and to select an object.

Turn **Nav** left or right to navigate between

- menu items
- dialog buttons
- edit fields
- check boxes
- lines or characters in text

Turn to navigate between objects



As you move between objects, they become highlighted (inverted) one by one.

Pressing **Nav** briefly when an object is highlighted is referred to as *selecting* that object.

The result when selecting an object is explained for each situation later in this manual. Below are some general remarks about selecting objects.

## Menus

Selecting a menu item marked with a ▶ will display further alternatives in a new menu.



Selecting CANCEL will close the menu. Instead of selecting CANCEL, you can press **ESC**.

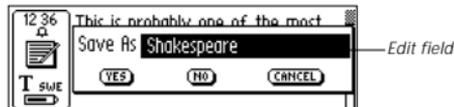
## Dialog buttons

In a dialog box you instruct C-Pen how to continue by selecting a dialog button:

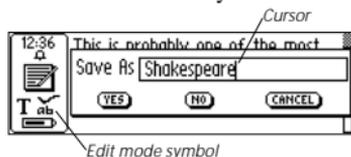
- OK** You accept a suggestion in a dialog box.
- YES** Your answer is “Yes” to a question in a dialog box.
- NO** Your answer is “No” to a question in a dialog box.
- CANCEL** The dialog box closes and you return to your earlier position. Instead of selecting CANCEL, you can press **ESC**.

## Edit fields

To be able to edit text in an edit field you have to select it.



A cursor will appear in the edit field and the status field shows the edit mode symbol. See **Editing text**, p. 21.



## Check boxes

To mark an alternative in a list of check boxes, navigate to the alternative of your choice:



Execute the change by selecting the alternative. The checkbox becomes checked:



## READING AND SAVING TEXT

Please follow the instructions in this chapter in order to get the best results from your C-Pen. Take a few minutes to learn how to use C-Pen correctly. See also **Optimum reading conditions** p. 7.

### Reading text

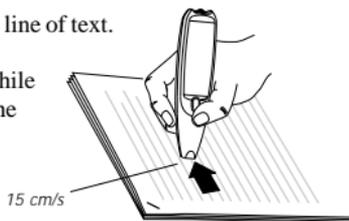
To read a line, follow the steps below.

1. Turn C-Pen on. Make sure that the text settings are set to the appropriate values. The text settings are **Text Language**, **Read Mode** and **Text Quality**. There is also a possibility to calibrate the C-Pen for best performance. Refer to **Settings**, p. 75, to read about the different settings and how to modify them.

2. Place C-Pen over the first character you want to read. Hold C-Pen with the pen tip flat against the surface. Aim at the centre of the line. C-Pen reads one line at a time.



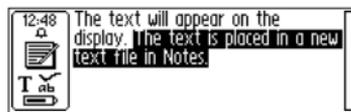
3. Move C-Pen over the line of text. Keep the pen tip flat against the surface while reading. Make sure the autotrigger (at the pen tip) is pressed backwards into the pen.



4. Lift the pen at the end of the line.

! **Please note** that the text surface must also be totally flat in order to achieve maximum reading accuracy.

The **Text** screen will appear.



Text screen

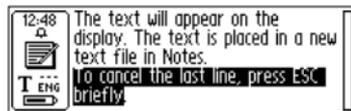
The read text is placed in a new text file in **Notes**, see p. 34. You can also create a new, empty text file by selecting **New...** and then **FILE** in **Notes**, before you start reading.

! **Please note** that you can move C-Pen either left-to-right or right-to-left over the text. You can read up to 15 cm/second.

### Reading another line

Read the second line the same way you read the first. A space or a line break is inserted between the lines, see **Read Mode**, p. 76.

The last line is highlighted (inverted), i.e. white text on a black background. To cancel the last line, press **ESC** briefly.



## Deleting a line

To delete any of the lines, do in the following way:

1. Place the cursor (the flashing triangle) in front of the line and press **Nav**. The **Text menu** opens, see p. 36.
2. Scroll through the menu items until you find **Select** and press **Nav**. The line becomes highlighted.
3. Press **ESC** briefly. The line disappears and you are ready to read a line again.

## Saving text

Press **Nav** to open the **Text menu** (see **Notes**, p. 34) and choose **Exit**. The **Save As** dialog box appears. Choose **YES** if you want to save the text, **NO** if you want to discard the text or **CANCEL** if you want to return to the text. The dialog box also contains an edit field with a suggested file name. You can change the file name before you save the file; see **Editing text** on the following pages.

## EDITING TEXT

To be able to edit text in a text file or in an edit field you have to enter edit mode.

### Entering edit mode

You enter edit mode in different ways depending on your starting-point. You can enter edit mode in the **Text screen** or in edit field.

#### Entering edit mode in the Text screen

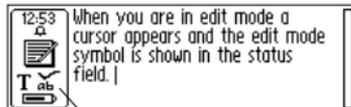
Press **Nav** in the **Text screen** to open the **Text menu**. Select **Edit / C Write** to enter edit mode. You can now edit text either by using the **Edit menu** (see below) or by using **C Write** (see p. 26).

#### Entering edit mode in an edit field

Press **Nav** when the edit field is highlighted to enter edit mode. You can now edit text either by using the **Edit menu** (see below) or by using **C Write** (see p. 26).

### Edit menu

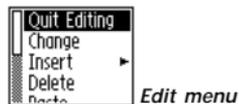
When you are in edit mode a cursor appears and the edit mode symbol is shown in the status field.



*Edit mode symbol*

In edit mode you move the cursor one character at a time by turning **Nav**. Or, you can move to the beginning or the end of the text with the **Go to** option in the **Edit** menu.

Move the cursor to a position where you want to edit the text. Press **Nav** to open the **Edit menu**.



Depending on if you want to edit in **C Address** or a text in **Notes** the options in the **Edit menu** are slightly different.

The items you can come across in the **Edit menu** are:

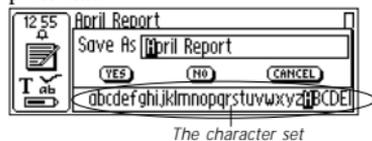
- Quit Editing** Leaves the edit mode in the **Text screen**.
- Done** Leaves the edit mode in an edit field.
- Change** Changes the character to the right of the cursor.
- Insert** Inserts new characters, space or line breaks at the cursor's position.
- Cut** Cuts a selection (available only if characters have been selected).
- Copy** Copies a selection (available only if characters have been selected).
- Paste** Pastes a cut or copied selection (available only if a selection has been cut or copied).
- Delete** Deletes a character or a selection.
- Go to** Moves the cursor to the beginning or the end of the text.

- Select** Highlights characters or a whole text.
- Settings** Sets the text settings of the text you are reading. Also the options **Calibration** and **C Write Feedback** are included here.
- Cancel** Closes the edit menu.

Some of the menu items are explained more in detail below:

### Change

Place the cursor to the left of the character you want to change and select **Change** from the menu. Turn **Nav** to select the new character from the character set and then press **Nav**.



As default the **C Write Feedback** is enabled and you can see how the characters should be drawn if you want to use C-Pen as a normal pen during editing. This visual feedback is a quick way to remember how the letters are to be written. See p. 27 for how to turn on/off the **C Write Feedback**.

### Insert

Move the cursor to the place where you want the insertion and select **Insert** from the menu. You can choose between inserting a space, a line break, a character or multiple characters.

Select **Character** in the insert menu to insert one character. Then turn **Nav** to select a character from the character set and press **Nav**. The character set closes automatically after the insertion.

To insert more than one character, select **Multiple Characters**. Turn **Nav** to select a character from the character frame and press **Nav**. The character set remains on the display and you can continue inserting characters. When you are finished, press **ESC** or alternatively the **DONE** button (in the end of the character set) to return to the text you are editing.

As default the **C Write Feedback** is on and you can see how the characters should be drawn if you want to use C-Pen as a normal pen during editing. This visual feedback is a quick way to remember how the letters are to be written. See p. 27 for how to turn on/off the **C Write Feedback**.

## Select

Use the **Select** command to edit more than one character at a time. Then select **Characters** and turn **Nav** to mark multiple characters. Press **Nav** and choose **Cut**, **Copy** or **Delete** from the menu.

If you select **All**, the whole text will be selected.

## Cut, Copy and Paste

To be able to choose **Cut**, **Copy** or **Paste** you must have selected text. If you have chosen **Cut** or **Copy** you can **Paste** the text section at the cursor's position by pressing **Nav** and select **Paste** in the appearing menu.

## Delete

Place the cursor to the left of the character you want to delete and select **Delete** from the menu.

If you have selected text, the whole selection will be deleted, see **Select** above.

## Settings

In **Settings** you can change text settings, calibration and the **C Write** visual feedback. More detailed explanations of the settings can be found in **Settings**, p. 75. The available settings are:

- **Text Language:** Select the language of the text you are reading.
- **Read Mode:** Select **Continuous** or **Separate lines**.
- **Text Quality:** Select **Normal** or **Inverted**.
- **C Write Feedback:** Mark the checkbox if you want the **C Write** visual feedback to be on. See p. 27.
- **Calibration:** you can either calibrate C-Pen or revert to the default setting. See p. 76.

## Quit Editing

Quit edit mode by selecting **Quit Editing**.

## C Write

**C Write** is a feature that allows you to draw characters by using C-Pen as an ordinary pen. C-Pen can track its own movement over a surface and recognize the movement as a letter, digit or a symbol. **C Write** is an alternative to using the character frame when inserting characters in a text.

To be able to use **C Write**, the surface you “write” on must have a distinct pattern. Printed text is the best choice.

Use **C Write** in the following way:

1. Enter edit mode.
2. Position the cursor on C-Pen’s display.
3. Place C-Pen against a text surface.
4. Form a letter, see **C Write Prototypes**, p. 29.
5. Lift the pen from the surface.

When the pen is lifted from the surface an image will briefly turn up, showing the letter shape as perceived by your C-Pen. You do not have to wait for this image to disappear to write your next letter.



Visual feedback

As default the visual feedback, **C Write Feedback**, is enabled and the letters are shown whenever you can choose a character in the character set. The **C Write**

**Feedback** is meant to support you on how to draw the chosen character if you want to use C-Pen as a normal pen.

The **C Write Feedback** utility can be switched on/off in **Settings**:

1. Go to **Settings**.
2. Select **C Write Feedback**.
3. Uncheck/check the check box according to your personal preferences.
4. Select **OK**.

### Basic rules when using C Write

- In order to obtain maximum accuracy when writing with C-Pen, your characters should resemble the prototypes on the following pages as much as possible. *Start here*
- A character must be drawn in *one single stroke*. 
- The dot indicates the starting point of the stroke.
- The height of the character should be 1 - 4 cm.
- It is important that the pen tip is in contact with the surface while you are writing.
- The writing surface must have a distinct pattern, such as a printed text. Solid colors or simple repetitive patterns (lines, squares, grids) should be avoided.

## Capital letters

When you enter edit mode the status field will change appearance. The edit mode symbol indicates that **C Write** will generate lowercase letters.



The edit mode symbol shows the **C Write** Lowercase icon

In order to write a capital letter, you have to write the shift sign first, see **C Write Prototypes**. Only the first letter will be a capital. The status field will reflect this choice.



**C Write** Capital letter icon

If you write two shift signs, **C Write** will enter Caps Lock mode. All letters will be capitals until you write a shift sign again.



**C Write** Caps Lock mode icon

## Symbols

Press the pen tip briefly against the surface to enter symbol mode. The status field displays the Symbol mode icon.



**C Write** Symbol mode icon

Write one of the symbols in the symbol table. You are automatically brought back to normal mode. If you want to quit symbol mode without writing a symbol, you have to write a backspace sign.

## C Write Prototypes

*Letters, digits and shift*

Shift	Space	Backspace	New line	
!	—	—	/	
Aa	Bb	Cc	Dd	Ee
a	b	c	d	e
Ff	Gg	Hh	Ii	Jj
f	g	h	i	j
Kk	Ll	Mm	Nn	Oo
k	L	m	n	o

Pp	Qq	Rr	Ss	Tt
				
Uu	Vv	Ww	Xx	Yy
				
Zz				
				
1	2	3	4	5
				
6	7	8	9	0
				

### Special characters

Çç	Ææ	Øø			
					

### Accents and umlauts

Write the letter first and then the accent or umlaut.

Example: ä = a + 

¨	°	^	´	˘	˜
					

### Symbols

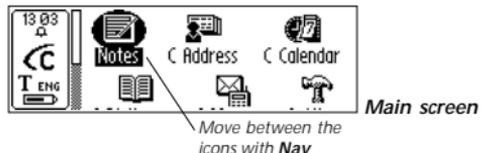
Enter symbol mode by pressing the pen tip briefly against the surface.

.	,	:	;	/	\
					

(	)	[	]	{	}
C	)	[	]	E	3
-	+	*	\$	@	“
—	+	×	S	O	N
#	_	<	>	?	i
h	=	<	>	?	U
!	i	£	§	B	%
v	!	L	S	B	∞

## APPLICATIONS

C-Pen's application icons are shown in the **Main screen**. You can move between the icons by using **Nav**. Press **Nav** to start an application.



**Notes** contains text files. See p. 34.



C Address

**C Address** is an address book, where you can store business cards and search for contact information. It can be synchronized with Microsoft Outlook. See p. 38 and 89.



C Calendar

**C Calendar** works as an ordinary calendar with the advantage of displaying the information in many different ways once you have the information in your C-Pen.



C Dictionary

**C Dictionary** can read and translate words in-between the languages you have chosen to buy for your C-Pen. See p. 58.



C Message

**C Message** is used to send SMS, E-mail and fax messages in combination with a mobile cellular phone. See p. 67.



Settings

**Settings** contains parameters you can change such as power-off time and reading options. See p. 75.



Info

**Info** contains information about your C-Pen's serial number, OS version number, free memory space, etc. See p. 81.



Storage

**Storage** can store files during transport in-between computers. See p. 82.



C Direct

**C Direct** contains information on how to transfer text from C-Pen directly into a Windows program by means of infrared communication. See p. 83 and 90.



C Write

**C Write** contains information about and examples on how to write letters with C-Pen. See p. 26 and 83.

## Notes

Notes contains the text files you have read and saved. Enter **Notes** by selecting the **Notes** icon in the **Main screen**.

Inside **Notes**, move between items using **Nav**.



*Your list of text files starts here*

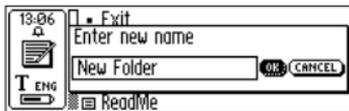
### Creating a new file or folder

Selecting **New...** will open a dialog box. Select **FILE** to create a new file.



*Please note* that if you are in the **Main screen** or in **Notes** you do not have to do this command to create a file. New file will automatically be created when you start to read with C-Pen (except when you already are in the **Text screen**). New text files will be placed in **Notes**.

Select **FOLDER** to create a new folder. A dialog box appears. Select the edit field to give the folder a name.



Use your C-Pen to read a name or press **Nav** to enter edit mode. To save the folder, select **OK**. The folder is placed in **Notes**.

If you want to save a file within a specific folder, you must create the file within the folder. Open the folder, select **New...** and then select **FILE** in the dialog box.

### The Command menu

The **Command menu** contains commands for handling texts. Open the menu by selecting a text file.



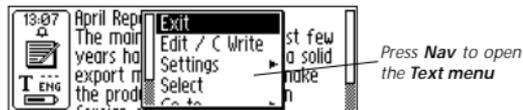
*Press Nav to open the Command menu*

The options in the **Command menu** are:

- Open** Opens the selected file.
- Rename** Renames the selected file. A dialog box with an edit field appears.
- Delete** Removes the selected file.
- Properties** Displays the file size of the selected file. The **Creation date** and **Modified date** will be shown as well.
- Send** opens a new menu in which you can choose to send the file as SMS, SMS-Email or fax message.
- Cancel** Closes the **Command menu**.

### The Text menu

In the **Text screen** you move the cursor line by line with **Nav**. You can insert a new line at the cursor position (the flashing triangle) by reading a new line with C-Pen.



Press **Nav** if you want to edit the text, go to the beginning or end of the text, change text settings or stop working with the text. Pressing **Nav** opens the **Text menu**.

The items in the **Text menu** are:

- Exit** Closes the text. If the text has been changed you are prompted to save it before it is closed. Select **SAVE AS...** if you want to save the changed file with a new name.
- Edit/CWrite** Enters edit mode. See p. 21.
- Settings** ▶ Opens the text settings of the text you are reading. See **Settings**, p. 75.
- Select** Highlights a read line/word.
- Go to** ▶ Moves the cursor to the beginning or the end of the text.
- Cancel** Closes the **Text menu**.

## C Address

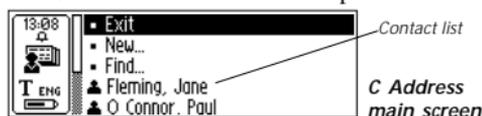
**C Address** is an application in C-Pen for storing and looking up contact information such as addresses, phone numbers and e-mail addresses to people and organizations you communicate with.

C-Pen can store up to 1000 contacts and when the number of contacts exceeds 50 they will automatically be divided into folders.

Start **C Address** by selecting the **C Address** icon in the **Main Screen**.



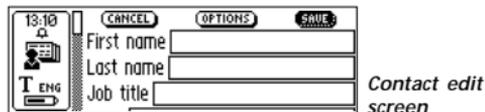
The **C Address** main screen will open:



Below the menu items **Exit**, **New...** and **Find**, you will find your listed contacts.

### Enter a new contact

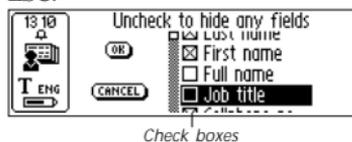
To enter a new contact, select **New...** in **C Address** main screen. The **Contact edit** screen will open:



In the **Contact edit** screen, turn **Nav** to go to the first field, called **First name**. Read the first name of your contact with your C-Pen, for instance from a business card or a telephone list. Redo the reading if you are not satisfied or turn **Nav** to move to the next field, **Last Name**. Continue reading text into the following fields in the same way.

You can always move to any field you want by turning **Nav**. If you want to redo a reading with C-Pen, just go to the field that you want to change and read again. Enter edit mode if you want to edit the content of the field, see p. 21.

You can change the choice of contact details (addresses, phone numbers, e-mail addresses etc.) in **OPTIONS**. Select **OPTIONS** and scroll through the options. Check or uncheck the boxes according to your personal preferences. When you are finished, select **OK** or just press **ESC**.



You can discard the information you have entered in a contact file by selecting **CANCEL**. Select **YES**, when a dialog box appears, asking if you want to discard all changes.

Selecting **TOP** at the end of the field list brings you to **SAVE**. If you choose **SAVE**, the changes will be saved and then the **Contact edit** screen automatically closes.

Select **SAVE** when you are finished. The **Save as** dialog box appears. The suggested file name is the name you entered in the **Full name** field. If this field is empty or unchecked the suggested file name will be “**Last name, First Name**”. You can edit the file name or you can read a new file name with your C-Pen.

A file name must not be longer than 64 characters. Invalid characters like ‘\’ or ‘.’ will be replaced with a blank space. If the file name already exists, a number suffix will be added to the file name, for instance ‘John Mill (2)’ if ‘John Mill’ already exists.

Select **YES** to save the contact file. A new contact is added to your contact list.

### The contact menu

The **Contact menu** contains options for working with contact files. Open the menu by selecting a contact in the contact list.



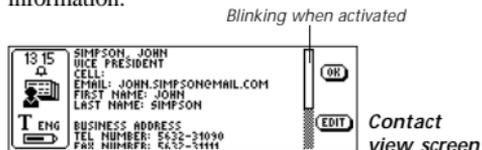
The options in the **Contact menu** are:

- View** Lets you view the information you have entered about a contact.
- Edit** Lets you edit the information you have entered about a contact.
- Delete** Deletes the contact file.

- Rename** Renames the contact file.
- Top** Brings you to the top of the **C Address main screen (Exit)**.
- Cancel** Closes the **Contact menu**.

### View a contact

Select **view** to view a contact. The contact information is presented in the **Contact view screen**. When opened the scroll bar rectangle blinks, which indicates that the scroll bar is active, and you are able to scroll through all contact information.



To select **OK** or **EDIT**, first press **Nav** to deactivate the scroll bar – the rectangle stops blinking – then turn **Nav** to go to the buttons.

### Edit a contact

There are two ways to edit a contact:

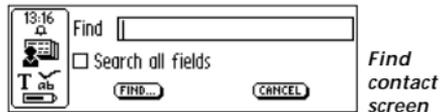
1. Select a contact in the contact list. Then select **Edit** in the **Contact menu**.
2. Select **EDIT** in the **Contact view screen**.

In both cases the **Contact edit screen** will open, displaying the stored information in the fields. You can move between the fields by turning **Nav**. If you want to change

the content in a field, you can read a new field text with C-Pen or edit the text in the usual way.

### Find a contact

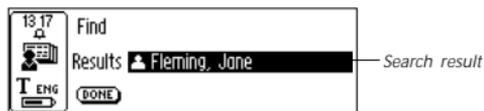
To find a contact, navigate to the **C Address main screen** and select **Find**. The **Find contact screen** will open. Enter the search text either by using **C Write**, or inserting characters from the character set.



If the **Search all fields** check box is checked, *all* information stored in **C Address** will be searched in order to find matching text.

If the check box is not checked only names will be searched, (**First name**, **Last name** and **Full name**).

Select the **FIND** button to start the search. The **Find contact screen** closes and a contact list containing the contacts with matching information will be displayed. You can select these files, just as you do in the contact list.



Select **DONE** to close the screen and return to the **C Address main screen**.

If no matching text is found, a dialog box appears telling you “Nothing found”. Select **OK** to go back to the **Find Contact screen**.

### Delete a contact

Select a contact in the contact list and select **Delete**. A dialog box asks you to confirm that you are sure. Select **YES**. The contact is now deleted.

### Exit C Address

You can exit **C Address** from the **C Address main screen** by selecting **Exit** or by pressing **ESC**.

## C Calendar

### Introduction

**C Calendar** is an application, which works as an ordinary calendar but with the advantage that you can display the information in many different ways once you have the information in your C-Pen. You can choose to view the whole month, a single week or a day and you can either read or write the information into your C-Pen.

### Using C Calendar

Start **C Calendar** by highlighting the **C Calendar** icon in the C-Pen **Main screen** and press **Nav**.



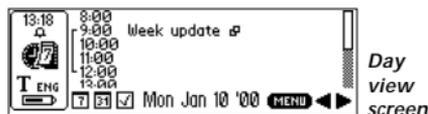
The present date is displayed on the **Day view screen** and you can now choose to continue to view/edit events/tasks for the current day or change to the **Week view screen**, **Month view screen** or the **Task list**, see p. 53. You can change view screen with the **View screen buttons**, see p. 48.

In **C Calendar** the scroll bar is always present to the right on the display.

### Day view screen

The **Day view screen** is reached by clicking the **Day view button**, see p. 48, at the bottom line of the display and the **Menu button** is then automatically highlighted, see p. 49.

When you are in the **Day view screen** another day can be viewed by clicking the **Back/Forward buttons** at the bottom line, see p. 49.

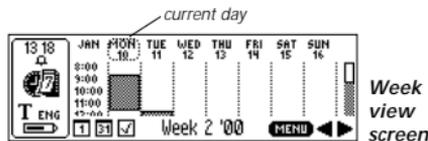


The **Day view screen** is used to view all the events during one particular day and the title of the event is listed to the right of the start time. Depending on the chosen event alternatives (such as repetition, note and alarm), different icons can be shown to the right of the event title.

Brackets are used to show the events length and possible overlapping of other events.

### Week view screen

The **Week view screen** displays a single week at the time and the screen is reached by selecting the **Week view button**, see p. 48, at the bottom line of the display. The **Menu button** is then automatically highlighted.



Another week can be viewed by clicking the **Back/Forward buttons** at the bottom line, see p. 49.

The **Week view screen** is used to view all the events

during one particular week and the events are shown as checkered boxes. The size of the box corresponds to the length of the event and the position corresponds to the start time.

If the current day is in the chosen week, there is a circle around the date as can be seen in the figure above.

### Month view screen

The **Month view screen** displays a single month at the time and the screen is reached by selecting the **Month view button**, see p. 48, at the bottom line of the display. The **Menu button** is then automatically highlighted.



Another month can be viewed by clicking the **Back/Forward buttons** at the bottom line, see p. 49.

The **Month view screen** is used to view all the events during one month and the events are shown as small boxes to the right of the date. The size of the boxes corresponds to the length of the event and the position corresponds to the start time.

When viewing the current month the current date is inverted, as shown in the figure below.

### Menu button

Selecting the **Menu button** opens the **C Calendar Main menu**.



*C Calendar Main menu*

In the menu you can choose among the alternatives listed below. Please note that the alternatives **New...**, **Select...** and **Go to XX** are depending on if you are in the **Task list**, day, week or month view screen, see below.

Pressing the **Menu button** opens the **C Calendar main menu** with the following alternatives:

- Exit** Closes **C Calendar** and returns to the **C-Pen Main screen**.
- New...** Opens a new event/task in the **Event edit screen/Task edit screen**.
- Select week** Enables the selection of a whole week at a time in the **Month view screen**. When a week is highlighted and **Nav** is pressed, the chosen week's **Week view screen** will be displayed.
- Select day** Enables selection of a day in the current **Week view screen**. When a day is highlighted and **Nav** is pressed, the chosen day is opened in the **Day view screen**.
- Select event** Enables selection of one of the listed events in the current **Day view screen**. When an event is highlighted and **Nav** is pressed, all the event details are displayed. See the **Details screen** p. 54.

- Select task** Enables selection of one task in the currently displayed **Task list**. When a task is highlighted and **Nav** is pressed, all the task details are displayed. See the **Details screen** p. 54.
- Find...** Opens the **Find dialog**. See also **Find an event** p. 55.
- Go to day/week/month...** Where XX is alternatively month, week or date depending on in which view screen you are. **Go to day/week/month...** opens a dialog in which you can enter a particular month, week or date. As default the present month/week/date is selected.
- Settings...** Show the settings and enable you to edit them.
- Cancel** Closes the **C Calendar main menu**.

### View screen buttons

To the left at the bottom line of the display there are three buttons. The buttons are altered depending on where you are in **C Calendar** and they change between the following four alternatives:

- Month button** Is on the display represented by the button with number 31. When the **Month button** is pressed the **Month view screen** appears, see p. 46.
- Week button** Is on the display represented by the button with number 7. When the **Week**

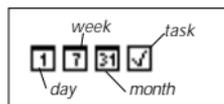
**button** is pressed the **Week view screen** appears, see p. 45.

### Day button

Is on the display represented by the button with number 1. When the **Day button** is pressed the **Day view screen** appears, see p. 44.

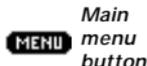
### Task button

Is different from the other three buttons. When the **Task button** is pressed the **Task list**, see p. 53, is opened and pressing the **Menu button** will open the **C Calendar main menu**. The option **Select task** enables you to check or uncheck the listed tasks, see p. 55.



Day, week, month and task buttons

When a view has been chosen the cursor automatically highlights the **Menu button**.



### Back/Forward button

To the right at the bottom line of the display there are two buttons with an arrow on them and they are called **Back/Forward button**. The right arrow button is the **Forward button** and changes the date forward in time while the left arrow button, the **Back button**, changes the date backwards.



If you want to change a date long time ahead the present date you can press the **Menu button** and then select the option **Go to day/week/month...** in the **C Calendar Main menu**, p 46.

### Create an event

A new event can be created in two different ways. Either by pressing the **Menu button**, see p. 46, while you are in the day, week or month view screen and then selecting **New....** See **Event edit screen**, p. 50. Read the text directly or enter edit mode and write the text into the edit fields with **C Write**. Alternatively you can read directly while in a view screen and the read text will automatically be placed in the title edit field of the **Event edit screen**, see p. 50.

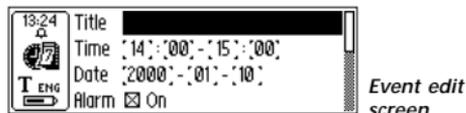
### Create a task

A new task can be created in two different ways while in the **Task list**, see p.53. You can either press the **Menu button** while in the day, week or month view screen and then select **New....** Read the text directly or enter edit mode and write the text into the edit fields with **C Write**. Alternatively you can read directly, while in the **Task list**, and the read text will automatically be placed in the title edit field of the **Task edit screen**, see p. 54.

### Event edit screen

The **Event edit screen** is opened by pressing the **Menu button** while in the day, week or month screen view and then selecting **New....** . It can also be opened from the

**Details screen** by selecting **Edit....** In both cases you can edit all the fields on the screen.



You can either read an event title directly into the first edit field, Title, or enter edit mode by pressing **Nav** and then use **C Write**. The same goes for the edit field called Note in which you can enter the event details.

The next option is reached by turning **Nav**.

The time and date are changed by highlighting the first set of figures (in Date that is the year), then pressing **Nav** and turn it to the preferred value. When you are done, press **Nav** and you will automatically enter the next set of figures (in Date that is the month) where you can turn **Nav** directly to change the value. The checkboxes are checked/unchecked by pressing **Nav**.

For further information about the event options and the **Repeat button** see **Event options** below. If a repetitive event is shown in the **Details screen** and you select **Edit...** after pressing the **Menu button**, two optional checkboxes are displayed. You can choose to edit the event only the *current day* or for an *interval* between dates. If an interval is chosen the default is set to the full interval, but can be changed if you want to. Clicking **OK** will open the event to be edited during the chosen interval.

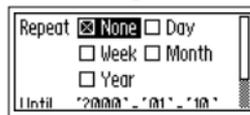
Pressing **OK** will save the event while **Cancel** will discard all changes. After pressing **OK/Cancel** you automatically return to the previous screen.

## Event options

The **Event edit screen**, see p. 50, contains of the following options:

- Title** Event title. You can either read directly into the edit field or enter **C Write** and write the text. Maximum length of the text string is 15 characters.
- Time** Start and end time in hours and minutes. As default the start time is set to the present hour with the duration of one hour.
- Date** Start date of the event. Year, month and day can be set. As default the last viewed date in the **Day view screen** is set as start date.
- Alarm** Check/uncheck the start of an audio reminder of the event. The start time can be set up to one hour before the event. The alarm is independent on whether C-Pen is turned on or off.
- Note** Further notes concerning the event are placed in this edit field either by reading text or by entering **C Write** and write the text.
- Repeat** Events can be set to be repeated in a certain interval, see **Repeat checkboxes** below, until a chosen end date. Pressing the **Repeat button** opens a dialog in which you can set the

interval of repetition as well as the end date.

A dialog box titled "Repeat" with a close button (X) in the top right corner. It contains several checkboxes: "None" (checked), "Day", "Week", "Month", and "Year". Below these is a date field labeled "Until" with the value "?000"-?01"-?00".

*Repeat dialog*

The **Repeat checkboxes** are:

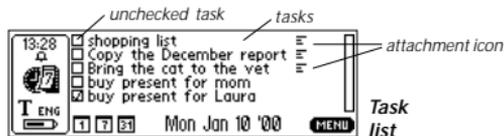
- Day** Every day.
- Week** The same day every week.
- Month** The same date every month.
- Year** The same date every year.

! *Please note* that the alarm check box is only available if the start time is chosen in future time.

## Task list

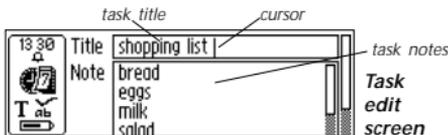
When the **Task view button** is pressed the **Task list** is opened and all the tasks in the calendar are displayed in the order they were entered in **C Calendar**. The cursor is set to automatically highlight the **Menu button**.

The tasks are showed with their title and their state, i.e. checked or unchecked. The **attachment icon** is shown beside a task if there are further notes belonging to that task. Tasks are checked/unchecked in the **Details screen**, see below.



## Task edit screen

The **Task edit screen** is opened from the **Task list** in two different ways. Either you press the **Menu button** and then select the option **Select task** in the menu. Pressing **Nav** when the preferred task is highlighted automatically opens the **Task edit screen**. Alternatively you can start reading text while in the **Task list**. Then the **Task edit screen** is opened and the read text is placed in the first edit field (Title).

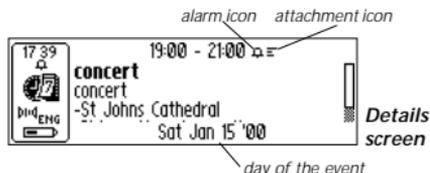


Pressing **OK** will save the task and the updated **Task list** is then automatically displayed. Pressing **Cancel** will discard all changes made to the event.

## Details screen

The **Details screen** can be opened in two ways. By pressing the **Menu button** in the **Day view screen** and then choose **Select event** in the menu you can edit an event. Highlight an event and press **Nav** to open the **Details screen**. If you want to check the details of a task you choose **Select task** after pressing the **Menu button** while you are in the **Task list**. Highlight a task and press **Nav** to open the **Details screen**.

All information about the selected event/task is displayed on the screen.

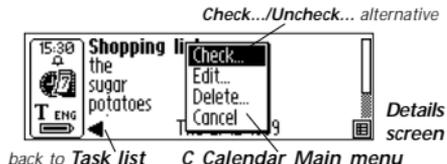


When pressing **Nav** a menu appears with the alternatives **Done**, **Check**, **Edit...**, **Delete...** and **Cancel**. Pressing **Cancel** will bring you to the previous screen.

A task can be checked/unchecked in the **Details screen** by pressing **Nav** and then selecting **Check.../Uncheck...** in the menu.

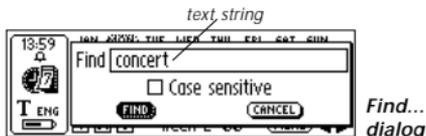
## Check/uncheck a task

Tasks are checked/unchecked in the **Details screen**, see p. 54, by pressing **Nav** and then selecting **Check.../Uncheck...** in the menu.



## Find an event

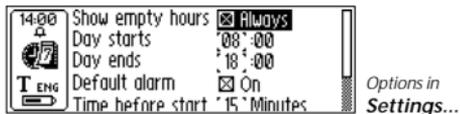
The **Menu button** contains the option **Find...**, which is used to find a text string among all the stored events. The text string to be found can be read or written into the edit field. You can also decide if your search is to be *case sensitive* or not.



If there are events containing the text string, they are displayed on the screen.

### Settings...

By pressing the **Menu button** and choosing **Settings...**, the list of settings in **C Calendar** is opened.



The setting options are:

- Show empty hours** Determines whether to draw full hours or not in the **Day view screen**, when there are no events during that time.
- Day starts** Determines at which time the default day will start and has also effect on the different view screens. The default day will be shown from the start time unless there are events listed before that time.
- Day ends** Determines at which time the default day will end and has the same effect as the setting **Day starts**, see above.
- Default alarm** Is used to enable/disable default alarm for all new events.

**Time before start** Works together with the **Default alarm** setting to enable an audio alarm for events on a specified time before the start time.

**Use large fonts** Enables the usage of large fonts when ever that is possible in **C Calendar**.

### Delete an event or a task

An event or task is deleted by selecting **Delete...** in the **C Calendar Main menu** while you are viewing the event/task on the **Details screen**.

### Exit C Calendar

**C Calendar** is exited by selecting **Exit** in the **C Calendar Main Menu**. Alternatively you can press **ESC** a few times in order to get to the C-Pen **Main screen**.

## C Dictionary

### Introduction

**C Dictionary** is a software package, which enables your C-Pen to translate a word from one language to another within less than one second. It is possible to translate one word at a time, but you can also read several words at the same time and then select and translate word by word.

Additionally you can write words yourself with **C Write** and quickly get them translated.

Every package contains one bilingual **Oxford** or **Norstedts** dictionary. The available languages are listed both on the C-Pen Windows Software CD and at our web site:

<http://www.cdictionary.com>

### Installation of dictionaries

If you want to buy a dictionary, you can do so at our web site <http://www.cdictionary.com>

There you will also find C-Pen updates, latest news and current prices.

1. Buy a license for the dictionary you want in order to acquire the dictionary license key. To buy a dictionary license you use your credit card for on-line purchasing. You must also attach your C-Pen's serial number. The dictionary license key is valid for this C-Pen's serial number only. If the credit card number is valid, you receive your dictionary license key.
2. Download the dictionary, see **How to download dictionaries**, p. 59.

3. Enter your **dictionary license key**, see **Enter dictionary key** below (p. 59).

### How to download dictionaries

If you want additional dictionaries:

1. Place your C-Pen in front of your computer's IR port and double-click *My C-Pen* on your PC. The C-Pen Viewer is opened.
2. Double-click **C Dictionary** in *My C-Pen*.
3. Click the *My C-Pen* icon to the left in the C-Pen Viewer and then locate and click the folder **/Dicts**. All dictionaries available are stored in this folder. The folder is placed on the C-Pen Windows Software CD.
4. Select and copy the dictionary file (files with the extension *dictionary.dic*) you want to download to your C-Pen. Click **C Dictionary** and then paste the files. Another option is to select the files and then drag and drop them on the **C Dictionary** icon.
5. Disconnect your C-Pen by selecting *Disconnect C-Pen* in the C-Pen Viewer's **File** menu.

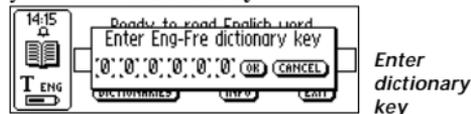
You can also download dictionaries from

<http://www.cdictionary.com>, where you will find an updated list of available dictionaries.

### Enter dictionary key

1. Pick up your C-Pen, start **C Dictionary** by selecting the **C Dictionary** icon in the Main menu. A dialog appears in which you can select the dictionary according to your preferences and then press **OK**. Enter your **dictionary license key** in the "enter key dialog box".

Turn **Nav** to enter the first digit in the dictionary key. Then press **Nav** to go to the next position and continue in the same way until **OK** is selected. Press **Nav** and you are able to use the dictionary. If you press **ESC** you will exit **C Dictionary**.



- The dictionary you selected is now ready to be used. The same license key is valid for both parts of the dictionary, but you just have to type it in once. Press **INFO** in the **C Dictionary main screen** to view your **dictionary license key**.

### To uninstall dictionaries

*Please make sure* you have your **dictionary licence key** written down. If you loose your key you also loose your dictionary !

- Place your C-Pen in front of your computer's IR port and double-click *My C-Pen*.
- Double-click **C Dictionary**.
- Select the dictionaryname.dic file representing the dictionary you want to remove.
- Open the **File** menu.
- Select Delete.
- Answer yes to the question if you want to delete the dictionary.

If you want to install the dictionary again:

- Download the dictionary, see **How to download dictionaries**, p. 59.
- Enter your **dictionary license key**, see **Enter dictionary key**, p. 59.

### Additional Information

Additional information, such as explanations to the dictionaries and a list of abbreviations used, is available on the C-Pen Windows Software CD. The information is located in a set of files in the same folder as the dictionaries, **/Dicts**.

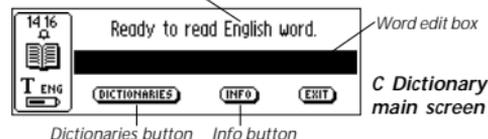
### Using C Dictionary

Start **C Dictionary** by selecting the **C Dictionary** icon in the **Main screen** and press **Nav**.



C-Pen is now ready to translate words. If you want to change dictionaries before you start reading, see **Dictionaries button** p. 66.

*The language from which you translate*



To translate a word, just read the word with C-Pen as usual. One of the following situations occur:

1. The word is found in the dictionary and the translation is presented on the screen, see **Translation screen** p. 62.
2. No exact match of the word is found in the dictionary and a list of alternatives is displayed, see **Word selection list**, p. 63.
3. Several words are read. The words are shown on a new screen where you can select the words to be translated, see **Word selection screen**, p. 64.
4. A dialog box appears, telling that the word cannot be found in the dictionary.

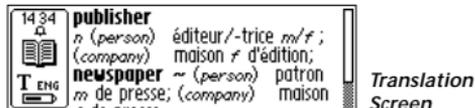
When you are reading a word there is a possibility that the word (or part of the word) in front of and/or behind the accurate word also is included. If this is the case **C Dictionary** acts according to the following rules:

- If two words are read, the longest word is translated.
- If three words are read, the middle word is translated.
- If more than three words are read, the **Word selection screen** is displayed, see p. 64.

### Translation screen

The **Translation screen** displays the translation of the selected word. A scroll bar appears if only part of the text is shown. Turn **Nav** to scroll the text.

The meaning of bold and italic characters is explained in **Info**, see **Info button** p. 66.



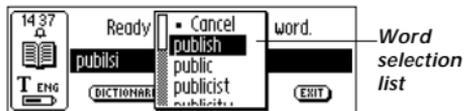
Close the **Translation screen** by pressing **Nav** or **ESC**.

Pressing the pen tip briefly against the surface will delete the current reading and bring you back to the **C Dictionary main screen**.

A new word can be read without closing the screen.

### Word selection list

If the current read word does not match any word in the dictionary, the application will search for similar words and present these alternatives in a **Word selection list**.



The reason to why a word is not found can be that the word is misspelt or that the OCR has given an erroneous result. Another reason can be that the word is inflected (e.g. chairs instead of chair).

The most probable word is presented at the top of the list and the others in probability order. A maximum of ten words are displayed. Select the matching word to see the translation.

A **Word selection list** can also be displayed if more than one word is found with the same spelling as the current read word, but with different meanings.

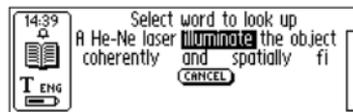
Close the **Word selection list** by selecting **Cancel** or by pressing the **ESC** button.

Pressing the pen tip briefly against the surface will delete the current reading and bring you back to the **C Dictionary main screen**.

You can start to read a new word without closing the list.

### Word selection screen

If more than three words are read the **Word selection screen** appears. Turn **Nav** to select a word.



Word selection screen

The selected word is looked up and either the **Translation screen**, **Word selection list** or **Can't find** dialog box is displayed.

Close the **Word selection screen** by pressing **ESC** or by selecting the **CANCEL** button.

Pressing the pen tip briefly against the surface will delete the current reading and bring you back to the **C Dictionary main screen**.

You can start to read a new word without closing the screen.

### Word edit box

The read word/words are directed to an edit box where you can edit them in the usual way.

1. To be able to edit you must first close the dialogs, lists or screens that might have turned up after reading.
2. The edit box is already selected. Press **Nav** and a cursor will indicate that you are in edit mode.
3. Press **Nav** again to open the **Edit menu** or use **C Write** to edit the word.
4. When you have finished editing, select **Done** in the **Edit menu**.
5. The edited word will now be looked up in the dictionary.

### Word references

Some words in the dictionaries contain references to other words. The references are displayed in **bold** and *italic* style. If you press **Nav** when a word reference is displayed, a menu appears and you can choose to:

- look up the reference
- cancel the menu
- close the translation containing the reference

If you choose to look up the reference, the word will be translated.

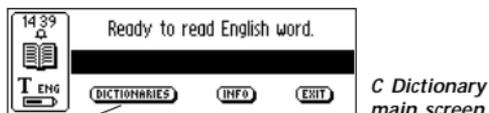
### Text Language

The **Text Language** is automatically set to the language you are translating from; i.e. German is set for the German-

English dictionary. Exiting **C Dictionary** will restore the **Text Language** to the language that was set before entering **C Dictionary**.

### Dictionaries button

The **DICTIONARIES** button in **C Dictionary**'s main screen:



*Dictionaries button*

gives you access to the **list of dictionaries** on your C-Pen. Choose the dictionary you want to use by checking its box, and then select **OK**.

If you want to use the same dictionary the next time you use your C-Pen you do not have to repeat this procedure, since the dictionary setting is stored when C-Pen is turned off.

### Info button

The **INFO** button displays information about the currently selected dictionary; number of words and manufacturer of the database. Your **dictionary license key** is also shown.

### Exit C Dictionary

You can exit **C Dictionary** from the **C Dictionary main screen** by selecting **EXIT**. Alternatively you can press **ESC** a few times and you will get back to the **Main screen**.

## C Message

### Introduction

**C Message** is an application for sending text messages and it is used in combination with a mobile cellular phone. **C Message** consists of **C Fax** and **C SMS**. The application **C SMS** is used when you want to send text messages, SMS, to someone's mobile phone or an e-mail to their e-mail account.

You can either send complete files from **Notes** or write a short message with **C Write** directly into **C Message** and then send it. The SMS standard limits the messages sent with **C SMS** to a length of 160 characters. Fax messages are not limited.

! **Please note** that **C Fax** and **C SMS** require a mobile cellular phone equipped with an IR eye and a fax modem.

### Using C Message

There are two ways to send a message, either from **C Message** or directly from **Notes**.

If you want to send a new text not stored in **Notes** you can select the **C Message** icon in the C-Pen **Main screen**.



The **C Message main screen** is opened and you can now send a fax or SMS by selecting **C Fax** or **C SMS**.



*C Message  
main  
screen*

In order to send a text file stored in **Notes** you have to open **Notes**, select the file and in the appearing menu select **Send**. A new menu contains the **C Message** options and you can choose the alternative according to your preferences.

If **C Fax** is chosen the **C Fax main screen** is opened, see p. 69. Selecting **New fax...** will open the **Contact list**, see p. 70, from which you can select the contact you want to send the message to. Please note that only the contacts listed with a fax number will be shown in the **Contact list**. If the recipient is not listed you can select **NEW...** and fill in the contact information in the **Message setup screen**, see p. 71.

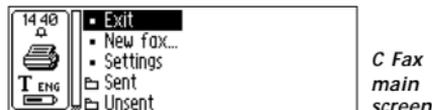
If **C SMS** is selected the **C SMS main screen** is opened, see p. 69. Selecting **New SMS...** or **New SMS-Email...** will open the **Contact list**, see p. 70, from which you can select the contact you want to send the message to. Please note that only the contacts listed with a cellphone number (for SMS message) or e-mail address (for e-mail) will be shown in the **Contact list**. If the recipient is not stored you can select **NEW...** and type in the contact information in the **Message setup screen**, see p. 71.

Successfully sent messages are stored in the folder named **Sent**. Messages not sent, due to transmission error or the user selecting **CANCEL**, are stored in the folder named **Unsent**.

Before sending the message check that the C-Pen IR eye is in range of the cellular phone's IR eye and that the phone's IR communication is turned on. Also make sure that the fax modem is turned on.

### C Fax main screen

When **C Fax** is selected in the **C Message main screen** the **C Fax main screen** is opened.



*C Fax  
main  
screen*

The options in the **C Fax main screen** are:

- Exit** Exits **C Fax** and returns to **C Message main screen**.
- New fax...** Opens the **Contact list**, see p. 70.
- Settings** Setting options for **C Fax**.
- Sent** Successfully sent fax messages are stored in this folder.
- Unsent** Unsent fax messages, due to transmission error or the user selecting **CANCEL**, are stored in this folder.

### C SMS main screen

When **C SMS** is selected in the **C Message main screen** the **C SMS main screen** is opened.



*C SMS  
main  
screen*

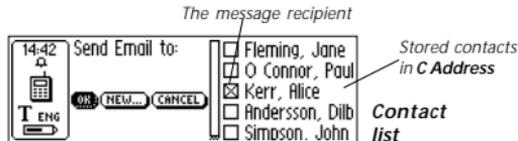
The options in the **C SMS main screen** are:

- Exit** Exits **C Fax** and returns to **C Message main screen**.
- New SMS...** Opens the **Contact list**, see p. 70.
- New SMS-Email...** Opens the **Contact list**, see p. 70.
- Sent** Successfully sent SMS messages are stored in this folder.
- Unsent** Unsent SMS messages, due to transmission error or the user selecting **CANCEL**, are stored in this folder.

### Contact list

The **Contact list** is opened when you select **New fax...**, **New SMS...** or **New SMS-Email...** If there are no contacts listed with an e-mail/fax/sms number the **Contact list** will not be displayed. Instead you go directly to the **Message setup screen**, see p. 71.

The contacts listed in your address book, **C Address**, are showed and you can select a contact by checking its check box. If you want to send a message to a person not listed in your address book you can select the **NEW...** and read/write the information directly into the **Message setup screen**, see p. 71.



If you want to add the new contact information to your address book you can click the **ADD TO C ADDRESS button** at the bottom line in the **Message setup screen**.

### Message setup screen

The **Message setup screen** is opened when you select either **OK** or **NEW...** in the **Contact list**, see p. 70. There are different options depending on if a fax, SMS or SMS-Email is to be sent.

The buttons in the **Message setup screen** are:

- ADD TO C ADDRESS** Adds the new information now inserted to the setup screen, as a new contact in your address book in **C Address**.
- SEND** Starts to send the message if the connection to the mobile phone is ok. The sent message is stored in the **Sent** folder. If the connections did not work, the message is stored in the **Unsent** folder.
- CANCEL** Cancels the **Message setup screen** and returns to the previous screen. The message is stored in the **Unsent** folder.

14:42  
To Kerr, Alice  
Fax number 033-286 11 11  
Subject  
CC

*Message setup screen for fax*

The **fax options** are:

- To** The name of the recipient.
- Fax number** The recipient's fax number.
- Subject** Message subject.
- CC** Name/Email address of other person/persons to get a copy of the message.
- From** The name of the sender/user.
- Message** The message to be sent.

14:43  
Email Alice.Kerr@mpo.uk  
Email gateway  
Message  
Message text field

*This number is given by your cellular phone retailer.*

*Message setup screen for SMS-Email*

The **C SMS/SMS-Email** options are:

- Cellphone number** The recipient's cellphone number, needed for SMS messages.
- Email** The recipient's e-mail address, needed for SMS-Email.
- Email gateway** Email gateway, needed for SMS-Email. Is given to you by your cellular phone operator.
- Message** The message to be sent.

All fields can be edited either by reading text or by writing text with **C Write**.

If **OK** was selected in the **Contact list** the chosen contact's name and number are automatically entered in the setup screen.

If **Send** was selected from **Notes** you will find the selected file in the **Message** text field in the **Message setup screen**.

## Settings

There is a **Settings menu** for the fax page setup and it is reached from the **C Fax main screen**.

14:44  
Exit  
New f  
Settings  
Sent  
Unsent  
Sender info  
Logotype  
Footer  
Resolution  
Cancel

*The C Fax Settings menu*

The **Settings menu** contains the following options:

- Sender info** Information about the sender, such as name and company. The information will be inserted on all fax pages once it has been entered. The information is stored in the C-Pen memory and has to be entered only once.
- Logotype** A list of the stored logotypes, from which you can select the one you want to have on your fax page. See p. 74.
- Footer** A list of the stored footer images, in which you can select the one you want to have on your fax page. See p. 74.

**Resolution** The resolution of the fax page with the options **Normal** (low resolution) and **Fine** (high resolution). Please note that transmission of fine resolution fax pages is more time consuming.

**Cancel** Cancels the **Settings menu** and returns to the **C Fax main screen**.

### Download logotype and footer

If you have logotypes and/or footers you want to add to your C-Pen fax pages you can download them from your PC to your C-Pen.

Establish a connection between your C-Pen and your PC. Open the *C-Pen viewer* and copy the image files from your PC and paste them in the **C Fax Logos** folder in **Storage**, see p. 82. Alternatively you can drag the file from the PC folder and drop them on the **C Fax Logos** folder in **Storage**.



The **C Fax Logos** folder in **Storage**

- ! **Please note** that the image files must be uncompressed and of black and white BMP format.

### Exit C Message

You can exit **C Message** from the **C Message main screen** by selecting the **Exit icon**. Alternatively, press **ESC** a few times in order to get back to the C-Pen **Main screen**.

## Settings

**Settings** contains the parameters controlling C-Pen. Enter **Settings** from the **Main screen** by selecting the **Settings** icon. You can also enter text settings from the **Text menu** (p. 36) and the **Edit menu** (p. 21). A list of the available settings appears.

To modify a setting:

1. Turn **Nav** to highlight the setting you want to change. Press **Nav** and a check box or menu appears.
2. Turn **Nav** to highlight the option you want and press **Nav** to check the chosen value.
3. Select **OK** to close the dialog and save the changed setting.
4. You exit **Settings** by selecting **Exit** at the top of the **Settings** menu or alternatively, press **ESC**.

The following settings are available:

- Text Language
- Read Mode
- Text Quality
- C Write Feedback
- Calibration
- System Settings ▶

**Text Language**, **Read Mode** and **Text Quality** are referred to as **text settings**. You must use these text settings in order to achieve the optimal OCR.

## Text Language

Select the language of the text you want to read from the list of check boxes. If you read text containing numbers only, select **Numbers Only** as language.

## Read Mode

Read Mode adjusts C-Pen reading format, and they are:

**Continuous:** A space is inserted between two separate readings with the C-Pen. Suitable when you read a complete paragraph which will be used in a document on your PC.

**Separate lines:** Each reading starts on a new line.

## Text Quality

Use this setting to indicate if the printed text is normal or inverted

**Normal:** Black text on white background.

**Inverted:** White text on black background.

## C Write Feedback

Check the box if you want to enable the visual feedback facility in **C Write**.

## Calibration

The **Calibration** option increases C-Pen's reading ability if the text is not black and/or the background surface is not white. During the calibration process, C-Pen will find the appropriate balance of black and white for the

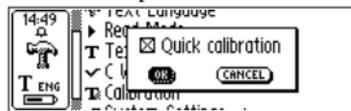
particular surface. If your C-Pen reads badly you can try to calibrate. However, the default setting is meant to manage most cases.

**Calibration** contains two options:



1. **Calibrate**, with the possibilities to:

- **Calibrate** immediately by moving the pen over the text surface, see **How to calibrate** p. 80.
  - Set the **DEFAULT SETTING** which is our factory setting.
2. **Options**, in which you can enable/disable the **Quick Calibration** option.

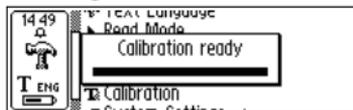


**Quick calibration** enables C-Pen to start a calibration as soon as you press the pen tip flat against the surface and hold it still for about two seconds. **Quick calibration** is a preferred option if you often read texts with very different text contrasts. **Quick calibration** is disabled as default.

## How to Calibrate

**Calibrate** adjusts C-Pen's reading ability according to the contrast between the text and its background. When C-Pen instructs you to calibrate, follow these instructions:

1. Hold C-Pen with the pen tip flat against the surface.
2. A progress indicator appears on C-Pen's screen.
3. Move C-Pen over the text, in circles or back and forth.  
Continue to move C-Pen until the progress bar has reached the end.
4. A message indicates that the calibration is ready:



If the calibration is done from another menu than the **Settings main menu**, you should first hold the pen still for two seconds and then move it over the surface.

When your C-Pen is calibrated the **Text Quality** icon in the status field changes appearance:



The calibration overrides the factory setting. The calibration is not saved when C-Pen is turned off. If you want to revert to the factory setting without turning C-Pen off, select **Calibration** in **Settings** and then **Calibrate**. Select **DEFAULT SETTING** in the dialog box.

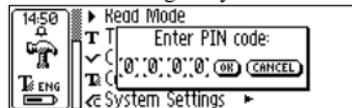
Inverted text must still be set in **Text Quality**. Please remember that it is impossible to read red text. If the calibration does not improve the reading accuracy, return to the default setting.

## System Settings

### PIN code

You can control the access of your C-Pen by a four-digit PIN code. Enter the PIN code setting to enable or disable your PIN (Personal Identification Number).

When the dialog box opens, the zero in the first position blinks. Turn **Nav** to select the first digit in your PIN. Then



press **Nav** to go the next position. Continue in the same way. When you have reached **OK**, press **Nav** and confirm the PIN in a new dialog box.

If a PIN-code is enabled, you must enter the PIN each time C-Pen is turned on. After three unsuccessful attempts, C-Pen will turn off. You get three attempts each time you start C-Pen.

**Warning!** If you start C-Pen by selecting **DISABLE PIN CODE** in the start up dialog box, all data in C-Pen will be lost! You can change or disable your PIN code by selecting **PIN code** in **System Settings**.

<b>Contrast</b>	Display contrast. Select the bar and turn <b>Nav</b> to change the display contrast.
<b>Time</b>	The time showed in the status field can be set according to your preferences.
<b>Sound</b>	The <b>Alarm sound</b> and the <b>System sound</b> can be switched on/off. The <b>System sound</b> is activated in combination with certain message dialogs.
<b>Menu Language</b>	The language that C-Pen uses in its menus and dialog boxes. Select the desired menu language in the list of check boxes.
<b>Font</b>	The font size on C-Pen's display can be altered between <b>Large</b> (default) and <b>Small</b> . <b>Large</b> gives 5 row display, <b>Small</b> gives 7 row display.
<b>Power off time</b>	The time of inactivity in minutes before C-Pen turns off automatically.
<b>Left/Right Hand</b>	A Left/Right-handed option. Check <b>Left</b> or <b>Right</b> to orientate the text on the display for left- or right-handed use. Select <b>OK</b> and press <b>Nav</b> .
<b>Autotrigger</b>	As default the autotrigger is enabled. The <b>Autotrigger</b> can be switched off and then you have to press the former <b>ESC</b> button in order to read text. The <b>ESC</b> button has become the <b>Trigger</b> and then there is no <b>ESC</b> button.

## Info

**Info** contains a list of help and information topics.

<b>Exit</b>	Exits <b>Info</b> .
<b>Getting started</b>	Gives instructions on performing a successful reading. Press <b>Nav</b> or <b>ESC</b> to close the topic.
<b>Troubleshooting</b>	Gives solutions to common problems. Press <b>Nav</b> or <b>ESC</b> to close the topic.
<b>Support</b>	Contains support addresses to C Technologies. Press <b>Nav</b> or <b>ESC</b> to close the topic.
<b>About C-Pen</b>	Contains OS version number, HDB version number and serial number. You should know these numbers if you contact C Technologies for support. Also the amount of free memory space is listed. If the scroll bar is present, select it and turn <b>Nav</b> to scroll through the information. To close the topic, deactivate the scroll bar by pressing <b>Nav</b> or <b>ESC</b> , then select <b>OK</b> or press <b>ESC</b> .

## Storage

**Storage** is a storage area that can be used as a floppy disk when C-Pen is connected to a PC. Storage also contains the folder **C Fax Logos**, see p. 73 and 74, which is used when sending fax messages, see **C Message**.

Selecting a file in **Storage** opens a menu with the following menu items:

- **Open** opens the selected file.
- **Delete** removes the selected file.
- **Properties** displays the selected file's size, creation date and date of last modification.
- **Cancel** cancels the menu.

In order to start **Storage** you have to connect to C-Pen by double-clicking the *My C-Pen* icon on your PC. Then, **Storage** is started by double-clicking the **Storage** icon in C-Pen Viewer on your PC. Files which can be edited in **C-Pen Edit** (e.g. *filename.txt*) are opened by double-clicking the files. Other file types can be opened in two ways:

- copy the file to a temporary folder on your PC and then open it with its default Windows application.
- double-click the file and you will be asked if you want to open a copy instead. Choose to open a copy.

In these cases, if you edit the file and save it, your changes will be saved on your PC and not in your C-Pen. Copying files is done according to Windows standard, i.e. either by using drag-and-drop or Copy/Paste in the **Edit** menu. You can delete files in **Storage** by selecting the file/

files you wish to delete and then pressing the Delete button on your keyboard. The Delete command is also available in the **File** menu but please note that this operation *can not be undone*.

## C Direct

**C Direct** gives you the opportunity to enter text from your C-Pen directly at the cursor position in Windows programs, such as Excel or Word.

When you read text with C-Pen, it will appear as usual on C-Pen's display. To transfer the text to the PC program, direct C-Pen's IR-eye towards the PC's IR port. The text will disappear from C-Pen's display and be transferred to the cursor position in the PC program.

For further information on how to use **C Direct**, see p. 90.

## C Write

**C Write** is a feature that allows you to draw characters by using C-Pen as an ordinary pen. **C Write** makes it possible to quickly write new texts into your C-Pen but it is also an important tool during editing.

C-Pen can track its own movement over a surface and recognize the movement as a letter, digit or a symbol. **C Write** is an alternative to use the character frame when inserting characters in a text.

For further information on how to use **C Write**, see p. 26.

## CONNECTING TO A PC

C-Pen can be connected to a PC by Infrared (IR) communication. A working IR connection with a PC is required to install and remove applications in C-Pen. To enable this communication certain hardware and software must be installed and configured properly on your PC. The following is required:

1. IR port. Laptop computers often have a built-in IR port. Refer to your computer's manual to find out whether your computer is equipped with an IR port and if so, where it is located. Most desktop computers do not have a built-in IR port. In this case you must use an external IR adapter. Refer to your retailer if you do not have an IR adapter.
2. Infrared drivers for Windows 95/98 are included on the C-Pen Windows Software CD. Please read the *Installation Help* on the C-Pen Windows Software CD. It is crucial to install the infrared driver properly.
3. The C-Pen Windows Software. This software is installed using the C-Pen Windows Software CD.

### Installing software

The Infrared drivers and the C-Pen Windows Software are installed when you run the installation programs on the CD. Infrared drivers are possibly already installed on your computer. The option **Documentation** contains the *User Guide, Help, Read Me* and *Installation Help*. Click the file you want to read.

Infrared hardware on laptops can be configured in many different ways. Please read the *Installation Help* on the C-Pen Windows Software CD before installing infrared software. If you have questions which the *Installation Help* and *ReadMe* file on the CD does not solve, please refer to the C-Pen Windows Software *Help*, your laptop retailer or manufacturer.

To install the C-Pen Windows Software:

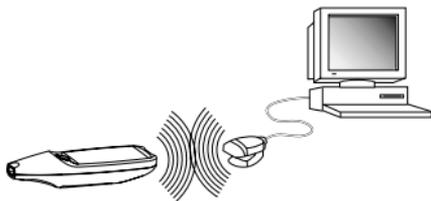
1. Put the C-Pen Windows Software CD into your computer's CD-ROM drive and the installation program will start automatically. If the installation does not start, open the Start menu in the Windows taskbar, select Run and type d:\cpen.exe, where d: is the drive letter for your CD-ROM drive.
2. Select your C-Pen model.
3. To install the C-Pen Windows Software, click **Software installation** and then **C-Pen**. Please read the *Installation Help* if you are uncertain which options you should select during the installation.

If no infrared drivers are installed on your computer, click **Software installation** and then **IR** to start the IR installation program. Please read the *Installation Help* in order to install the IR driver properly. It is crucial to select the proper options in order to get the IR to work.

The installation program also enables you to view the C-Pen Introduction, which demonstrates how you should use C-Pen for best results. To play the demo, click **C-Pen introduction**.

## Connecting C-Pen to a PC

To connect C-Pen to your PC, position C-Pen so that it is aligned with the PC's IR port as shown in the figure.



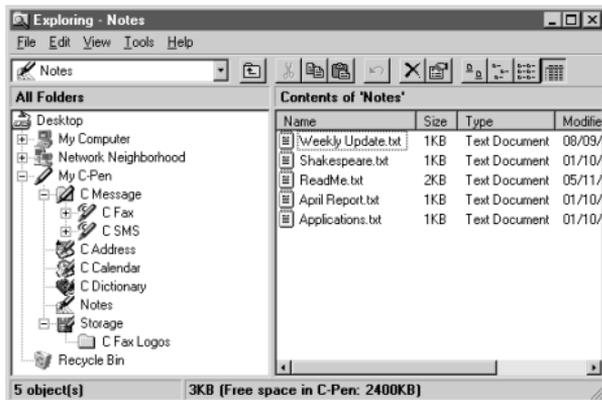
The installation program has placed C-Pen icon (*My C-Pen*) on your computer's desktop. When C-Pen is within range of the computer's IR port you can double-click the icon. If the computer's IR port connects to C-Pen, an IR icon will appear in the status field on C-Pen's display. On most laptops the built-in IR port - a red or black glossy square - is found on the back or side of the computer.

## Getting help

To get more detailed help using the C-Pen Windows Software, first open the C-Pen Viewer (by double-clicking *My C-Pen* icon) and from the *Help* menu select the *C-Pen Help Topics*. You can also press F1 on your keyboard to enter the C-Pen Windows Software Help.

## C-Pen Viewer

Open the C-Pen Viewer by double-clicking the *My C-Pen* icon. The C-Pen Viewer enables you to browse the contents of your C-Pen.



The user interface looks like Windows Explorer and you will recognize the applications from the **Main screen** in C-Pen. Use C-Pen Viewer to open and browse files in your C-Pen, to create new folders and to remove applications from your C-Pen.

Your C-Pen Viewer might look different compared to the figure above, depending on which options you have enabled in the Explorer's View menu.

## Installing and removing applications

The applications in your C-Pen can be removed and new ones installed. The C-Pen application's file name is ".car" (C-Pen Archive). The files do not have to be placed in any specific folder on your PC, C-Pen will find them regardless.

To install a new application in C-Pen simply double-click on the ".car" file you want and the installation will begin. You have to turn C-Pen off and on again to complete the process.

To remove an application from C-Pen select the application in the C-Pen Viewer and choose **Uninstall C-Pen Application** from the **File** menu and follow the instructions on the screen. You have to turn C-Pen off and on again to complete the process.

Some applications are part of the basic C-Pen functionality and cannot be uninstalled. You can see if it is possible to uninstall an application by selecting it and then open the **File** menu. The application can be uninstalled if the menu option **Uninstall C-Pen Application** is enabled.

## Transferring files

Transfer files between C-Pen and the PC the same way as when working with a floppy disk or a hard drive. In C-Pen Viewer, find the file you want to transfer (e.g. a text file in **Notes**) and drag the file to a folder on your PC.

When transferring files from the PC to C-Pen, remember that each application accepts only its own kind of files.

**Notes**, for example, may only contain text files. Also see **Storage** p. 82.

## C Address

**C Address**, the C-Pen address book, is available in the C-Pen Viewer on your PC. Double-clicking on **C Address** in the C-Pen Viewer presents the address files stored in C-Pen, listed by their contact name.

The address files are stored as vCard files (*filename.vcf*) and can be opened by a vCard viewer such as Netscape Communicator or Microsoft Outlook/Microsoft Outlook Express on your PC. Double-click on the file and then click **Yes** in the dialog. Please note that this will open a copy of the file and that your changes will be saved on your hard drive, not in C-Pen.

To put an edited address file back into C-Pen, simply drag it from a folder on your PC and drop it into the **C Address** application in the C-Pen Viewer. Note that the dropped file cannot have the same name as an existing file in **C Address**. If it does, you are prompted to change its name or replace the existing file in C-Pen.

It is possible to synchronize your address files in **C Address** with those in Microsoft Outlook (but not Microsoft Outlook Express). Simply click your right mouse button on the *My C-Pen* icon on the PC desktop and the option **C Sync** will appear. Selecting it will start an easy-to-use application allowing you to specify the extent of synchronization. Please note that this application only works if you have Microsoft Outlook installed on your computer.

## C Direct

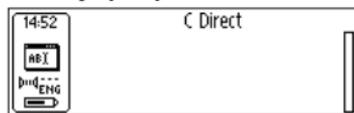
**C Direct** gives you the opportunity to enter text from your C-Pen at the cursor position in Windows programs, such as Excel or Word.

To activate **C Direct** place C-Pen in front of the IR port on your PC, click the *My C-Pen* icon with the right mouse button and select **C Direct** from the context menu. The **C Direct** icon will appear in the system tray in the lower right corner of your screen. The icon is partly yellow when **C Direct** is on (connected) otherwise the icon is totally grey. The system tray holds icons of frequently used functions in Windows e.g. volume control and time.



System tray

The display on your C-Pen will show “C Direct”.



When you now read text with C-Pen, it will appear as usual on C-Pen's display. To transfer the text to the PC program, direct C-Pen's IR-eye towards the PC's IR port. The text will disappear from C-Pen's display and be transferred to the cursor position in the PC program.

The easiest way to control **C Direct** is from the **C Direct** icon in the system tray in Windows. By clicking the icon, you can choose **Connect**, **Disconnect** or **Exit C Direct**. To activate **C Direct** you can simply double-click the icon. For more information on how to use **C Direct**, please refer to the C-Pen Windows Software Help.

## C-Pen Edit

**C-Pen Edit** is a simple text editor that lets you edit files stored in C-Pen directly on your PC, without having to first move them to your PC.

**C-Pen Edit** can communicate directly with your C-Pen to open and save files. If you are using **C-Pen Edit** and open a file from C-Pen, it can be saved either to your hard drive or directly back into C-Pen. The same applies when you open a file from your hard drive.

**C-Pen Edit** provides basic text editing, such as cut, copy, paste, find and replace. If you double-click on a text file in **Notes** in the C-Pen Viewer, it is automatically opened in **C-Pen Edit**.

## Closing the connection

Close the connection between your C-Pen and your PC by selecting *Disconnect C-Pen* from the **File** menu in the C-Pen Viewer.

## TECHNICAL SPECIFICATIONS

<i>Size:</i>	140x35x20mm
<i>Weight:</i>	85 g
<i>Display:</i>	5-7 rows
<i>Processor:</i>	Intel® StrongARM™ 100 MHz
<i>Memory:</i>	512 kB RAM 8 MB flash memory
<i>Battery lifetime:</i>	2–3 weeks normal use
<i>Reading speed:</i>	15 cm/s
<i>Character sizes:</i>	7–20 points

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