User's Guide

Motion C5v

Motion F5v

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The end user may access only one operating system language version.

L'utilisateur final ne peut accéder qu'à une seule version linguistique du système d'exploitation.

Der Endbenutzer darf nur auf eine Sprachversion des Betriebssystems zugreifen.

De eindgebruiker heeft slechts toegang tot één taalversie van het besturingssysteem.

L'utente finale può accedere a una sola lingua del sistema operativo.

El usuario final sólo podrá acceder a una versión de idioma del sistema operativo.

Loppukäyttäjä voi käyttää vain yhtä käyttöjärjestelmän kieliversiota.

Användaren har endast tillgång till en språkversion av operativsystemet.

Slutbrugeren har kun adgang til ét af operativsystemets sprogversioner.

Sluttbruker kan aksessere kun én av operativsystemets språkversjoner.

O utilizador final pode alcançar somente uma versão de língua do sistema de exploração.

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Revision A02

Contents

Chapter 1 Getting Started 1

Finding information 1
Overview 2
Setting up the system 5
Restoring and backing up the system 6

Chapter 2 Features 7

Front panel buttons 8
Battery gauge 9
Pen 10
Display 10
Security 10
Windows Security button 11
Fingerprint reader 11
Cameras (optional) 12
    Web camera 12
    Documentation camera 12
Bar code scanner (optional) 13
RFID reader (optional) 14
Smart card reader (optional) 14
Microphones 14
Speaker 15
Docking connector 15
Wi-Fi (802.11a/g/n wireless) 15
Mobile Broadband with GPS (optional) 16
    Mobile Broadband 16
    GPS receiver 16
Bluetooth wireless 16
Battery 17
Power adapter 17

Chapter 3 Using the System 19

Using Motion Dashboard 20
Using the Motion utility in the notification area 21
Using the pen 21
Using Tablet PC Input Panel 22
Configuring pen options 23
Using personalized handwriting recognition 23
Configuring front panel buttons 24
Using the display 25
    Adjusting the display brightness 25
    Changing the screen orientation 25
    Changing the display rotation sequence 25
Using the bar code scanner 26

Using the RFID reader (optional) 27
Using the cameras (optional) 28
Using the web camera 28
Using the documentation camera 28
Using the smart card reader (optional) 29
Using the built-in microphones 30
Using speech recognition 30
Speech recognition 30
Using the battery 32
Checking battery power 32
Charging the battery 32
Removing and replacing the battery 33
Hot swapping the battery 34
Long-term battery storage 34
Battery and power management tips 35
Disposing of used batteries 35
Using power management 36
Using Sleep 36
Using Hibernate 37
Using Wi-Fi (802.11a/g/n) 37
Enabling or disabling Wi-Fi 37
Setting up a Wi-Fi connection 38
Using Mobile Broadband with GPS (optional) 38
Enabling Mobile Broadband with GPS 38
Using the SIM card slot 39
Using the GPS receiver 40
Using the Connection Manager 40
Using Bluetooth 41
Enabling or disabling Bluetooth 41
Setting up a Bluetooth device 41
Using Motion OmniPass and the fingerprint reader 43
Capturing a fingerprint 43
Using password replacement 46
Using the password wizard 46
Logging on to a remembered site 47
Setting up strong logon security 47
Using Windows Security Center 48
Setting up users and passwords 49
Setting up Windows user accounts 49
Setting a BIOS password 49
Setting up a hard disk drive password 50
Finding additional software 50

Chapter 4 Care and Maintenance 51
General care 51
Standard display 52
View Anywhere display 52
Cleaning in a health care environment 53
Disinfecting procedures 53
Training and documentation considerations 53
Cleaning solutions 54
Cleaning the fingerprint reader 54
Pen 55
Replacing pen tips 55
Ordering new pens 55
Traveling with the system 56
Traveling by air 56
FAA Wireless air travel requirement 56
Creating a backup archive 57
Restoring data 57
Using Windows Recovery Environment 57
Using Windows 7 to restore individual files 58

Appendix A Troubleshooting and Support 59
Troubleshooting 59
Frequently asked questions 63
Specifications 64
Warranty and insurance programs 65
Service and support 65

Index 67

Getting Started 1

The Motion® C5v and Motion F5v are portable, semi-rugged pen-based computers designed for health care, manufacturing, utilities, warehousing, field service workers, or anyone else that needs the mobility and flexibility of a tablet computer.

The C5v and F5v integrate traditional computer features with digital ink, data capture, and speech recognition. The C5v and F5v differ from convertible and slate devices in the following ways:

- Minimize ports and connectors, creating a semi-sealed device that is easy to clean and disinfect.
- Include several built-in data capture technologies—such as a RFID reader, camera, and bar code scanner—that eliminate the need for external devices.
- Deliver an optimal balance of performance and portability.

If you have never used a pen-based computer, use the information in this section to get started. If you are already familiar with pen-based computers, skip to the next chapter to learn about the features of the C5v and F5v.

Note: Because you typically use a pen instead of a mouse with tablet computers, we use the term *tap* instead of *click* in most situations.

Finding information

If you are viewing this PDF document on the screen, you can use the following methods to find information:

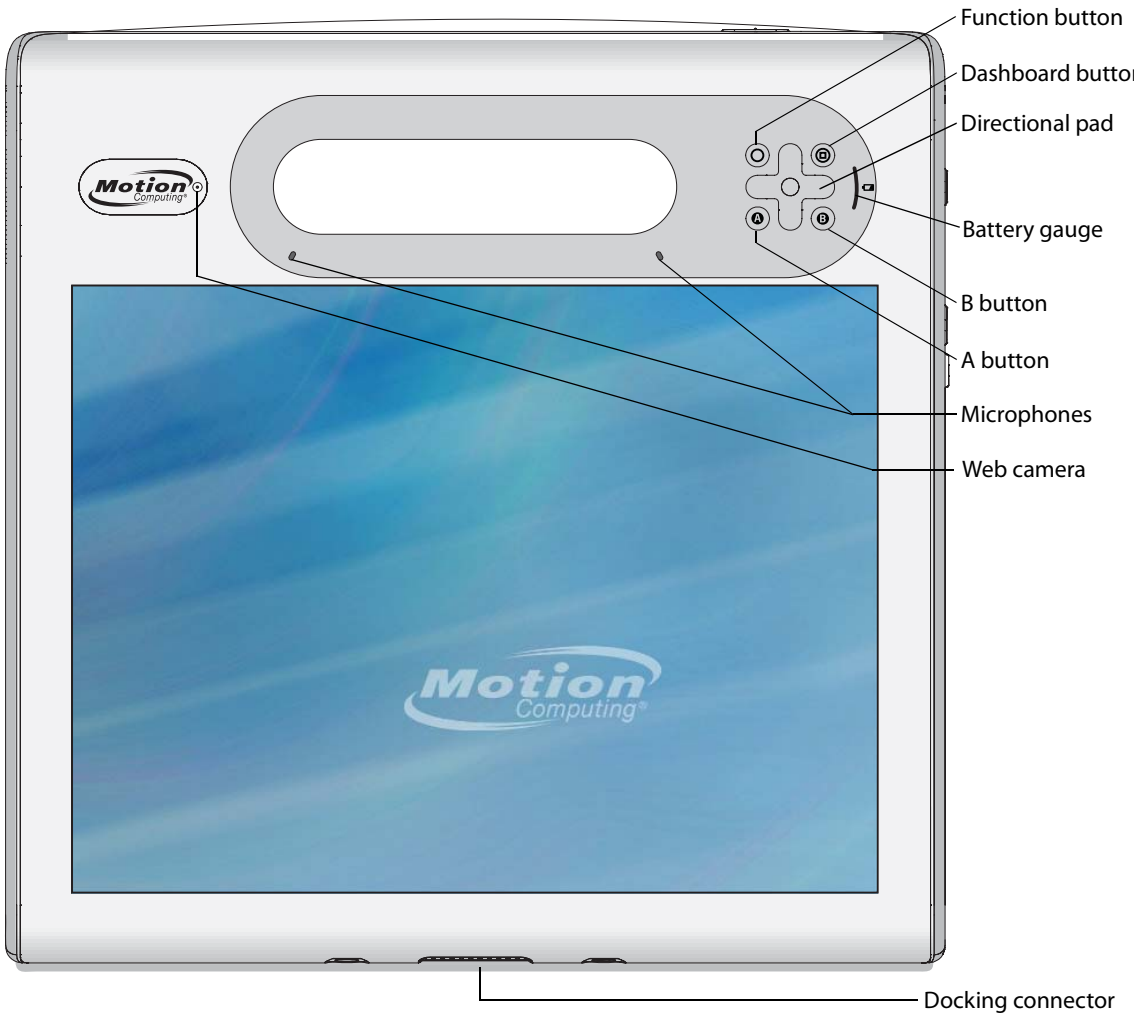
- In the Bookmarks pane, click or tap a topic to view it. If the Bookmarks pane is not visible, select **View** > **Navigation Tabs** > **Bookmarks**.
- On the Contents page, click or tap a topic to view it.
- To search the document, select **Edit** > **Find**.

For safety information, see the *Safety and Regulatory Notices Guide* packaged with the unit.

Overview

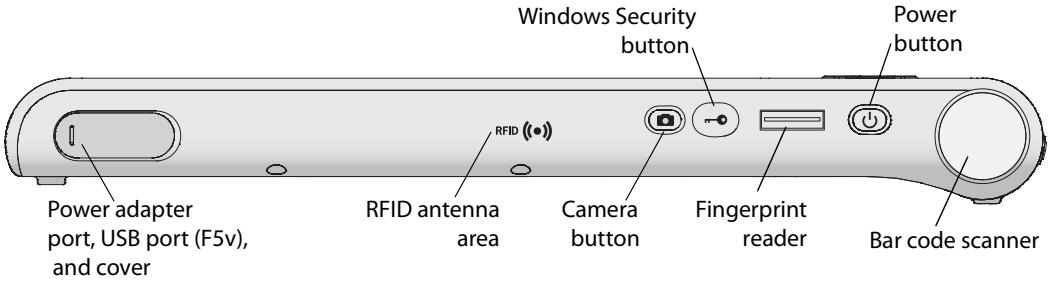
The following illustrations show the features of the system.

Front



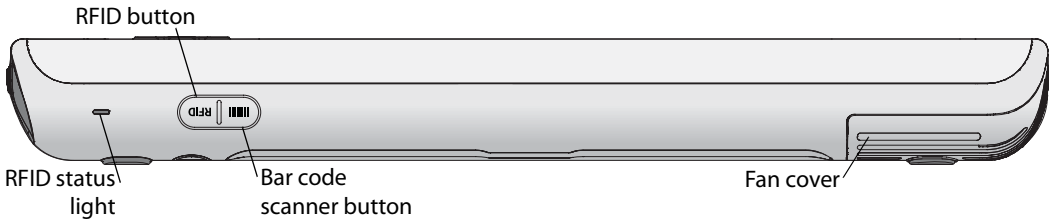
	Function button	Activate secondary functions for other buttons (page 8).
	Dashboard button	Open Motion Dashboard (page 8).
	Directional pad	Use for basic navigation. Equivalent to the arrow keys on a keyboard. The center button is equivalent to Enter (page 8).
	A button	Set up a custom action (page 8).
	B button	Set up a custom action (page 8).
	Battery gauge	Show battery status (page 9).
	Microphones	Record sounds and use for speech recognition (page 14).
	Web camera (optional)	Interact over the web (page 12).
	Docking connector	Interface for the Docking Station.

Right side



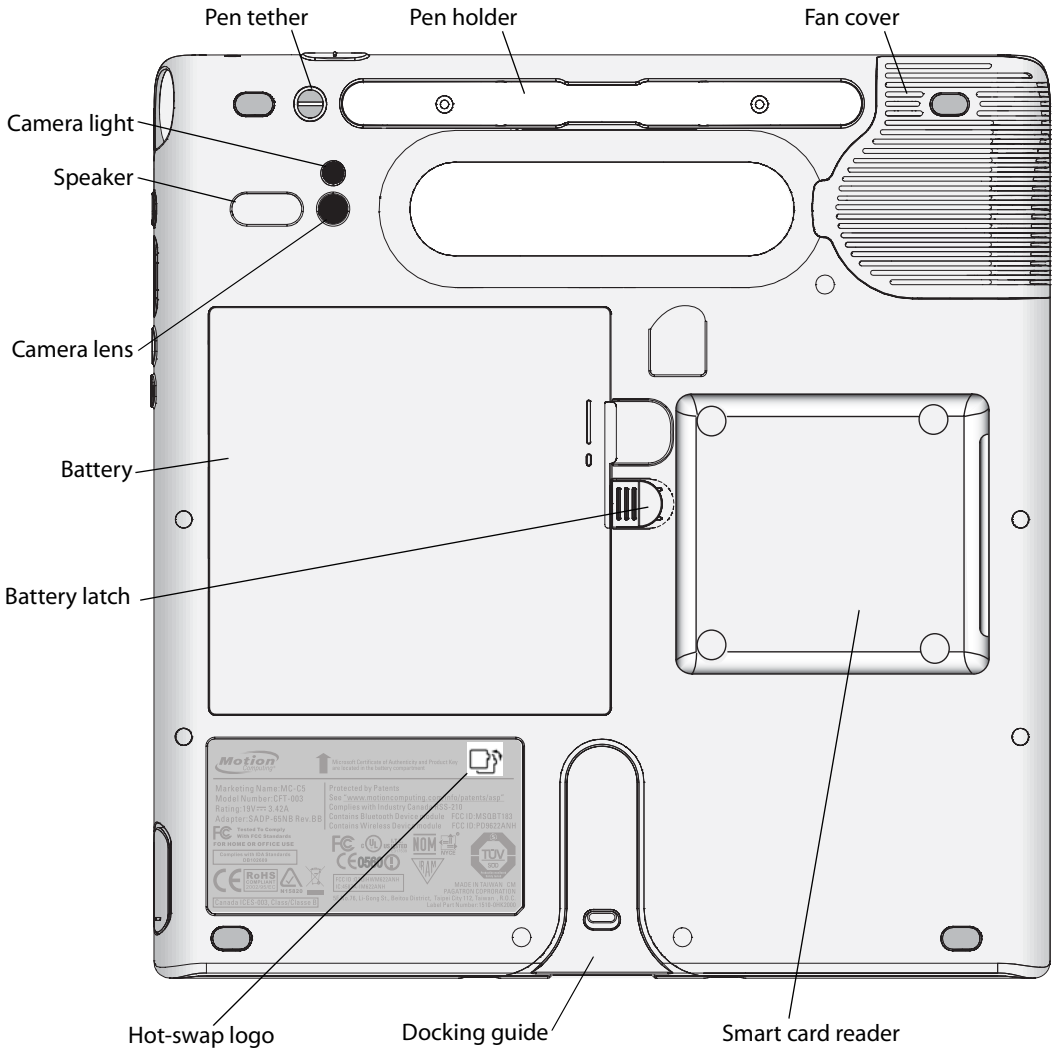
⎓	Power adapter port, USB port (F5v only), and cover	Connect the power adapter (page 17). *F5v only*: Connect accessories requiring a USB port.
RFID	RFID (optional) antenna area	Scan area for reading RFID tags (page 14).
	Camera (optional) button	Use to trigger the built-in documentation camera (page 12).
	Windows Security button	Use to log on to or lock the system. Equivalent to Ctrl+Alt+Del on a keyboard (page 11).
	Fingerprint reader	Scan your fingerprints for added security. You can also use the fingerprint reader as a navigation device (page 11).
	Power button	Turns the system on and off.
	Bar code scanner (optional)	Reads codes from bar code labels (page 13).

Top side



	RFID (optional) status light	Shows the status of the RFID scanner (page 14).
RFID	RFID scanner (optional) button	Use to trigger the RFID scanner (page 14).
	Bar code scanner (optional) button	Use to trigger the bar code reader (page 13).
	Fan cover	Protects the fan assembly.

Back



Pen tether	Attach the pen tether.
Pen holder	Store the pen when not in use (page 10).
Fan cover	Protects the fan assembly.
Camera (optional) lens	Capture images to the hard disk drive (page 12).
Camera (optional) light	Provides light for the documentation camera (page 12).
Speaker	Listen to audio (page 15).
Battery	Powers the system when it is not plugged in or docked (page 17). ***Note:*** The Microsoft® Windows® Certificate of Authenticity is located under the battery.
Battery latch	Opens the battery compartment's door.
Hot-swap logo	Indicates that you can hot swap the battery (page 34).
Docking guide	Aligns the unit with the Docking Station.
Smart card reader (optional)	Reads and writes information on a smart card (page 14).

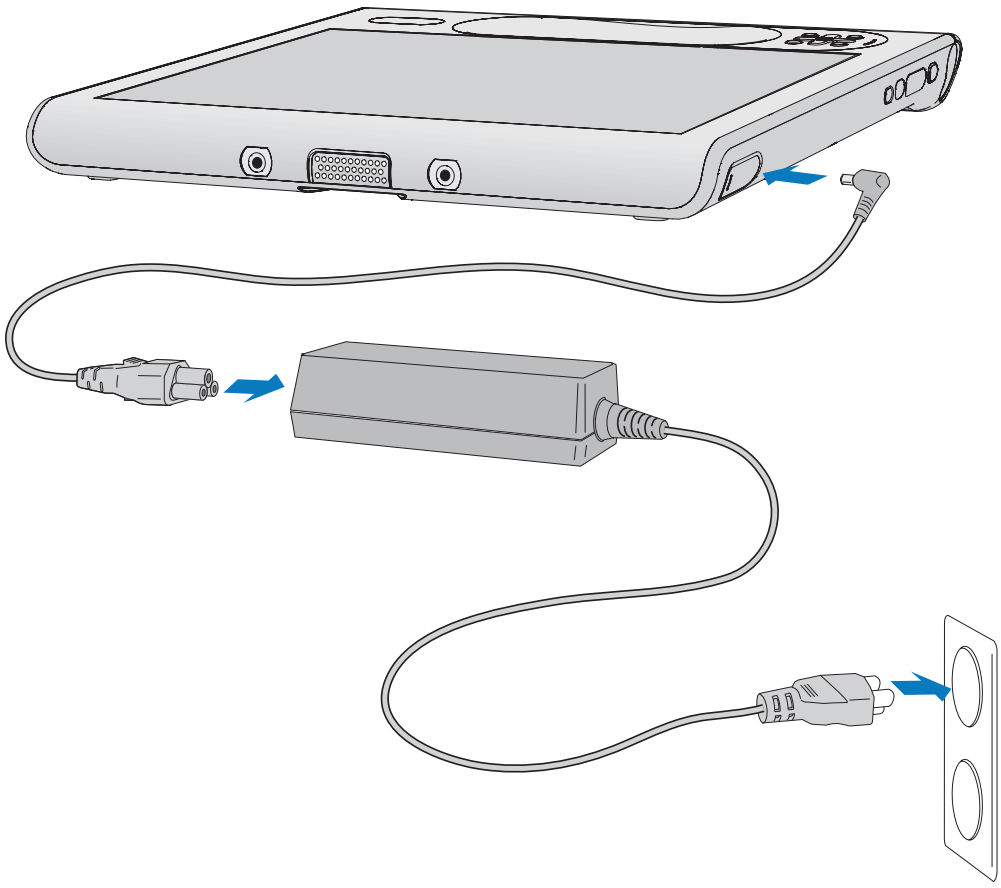
Setting up the system

The tablet is self-contained, so you can start using it immediately. If you are using a Docking Station, refer to the instructions that came with the docking station. Use the following steps to get started.

For safety information, see the *Safety and Regulatory Guide* packaged with the system.

Step 1: Plug in the power adapter

- Plug the power cord into the power adapter and the tablet, then plug the power cord into an outlet.



Note: You should keep the system plugged in until the battery is fully charged.

Step 2: Turn on the system

- Press the power button.

  Windows 7 starts and the Welcome screen is displayed.

Step 3: Calibrate the digitizer

With tablet PCs, you will frequently use a pen instead of a mouse and keyboard to interact with the computer. Use the pen to move the pointer around the screen, and tap the screen to click. Use Tablet PC Input Panel to enter text (page 22).

The digitizer detects the position of the pen on the screen. You should calibrate the digitizer the first time you start the system, and again whenever the pointer does not align with the pen tip.

To calibrate the digitizer

1. Press the Dashboard button ( ) to start Motion Dashboard.

   You can use Motion Dashboard to configure the system and to start commonly used applications. See "Using Motion Dashboard" on page 20.

2. Tap the **Pen & Tablet** tab.

3. Tap **Calibrate Digitizer**.

4. Follow the instructions in the calibration program.

Note: If you are left-handed, see "How do I adjust the system for left-handed use?" on page 64.

Step 4: Get familiar with the system

Motion Computing® offers free Web-based Quick Start Training that you can use to familiarize yourself with the features of your tablet PC. If you are new to tablet computing, you can use the training to get started quickly. You can find the training at http://training.motioncomputing.com/products/training_online_resources.asp.

You can use the personalize handwriting recognition tool to familiarize the tablet PC with your handwriting.

To access the tool, select **Start > All Programs > Accessories > Tablet PC > Personalize Handwriting**.

Restoring and backing up the system

For information about restoring and backing up the tablet PC, see the following sections:

- "Creating a backup archive" on page 57.
- "Restoring data" on page 57.
- "Using Windows 7 to restore individual files" on page 58.

Features 2

Motion Computing tablet PCs provide the power and features of a traditional computer, while giving you the added mobility and versatility of a portable computer.

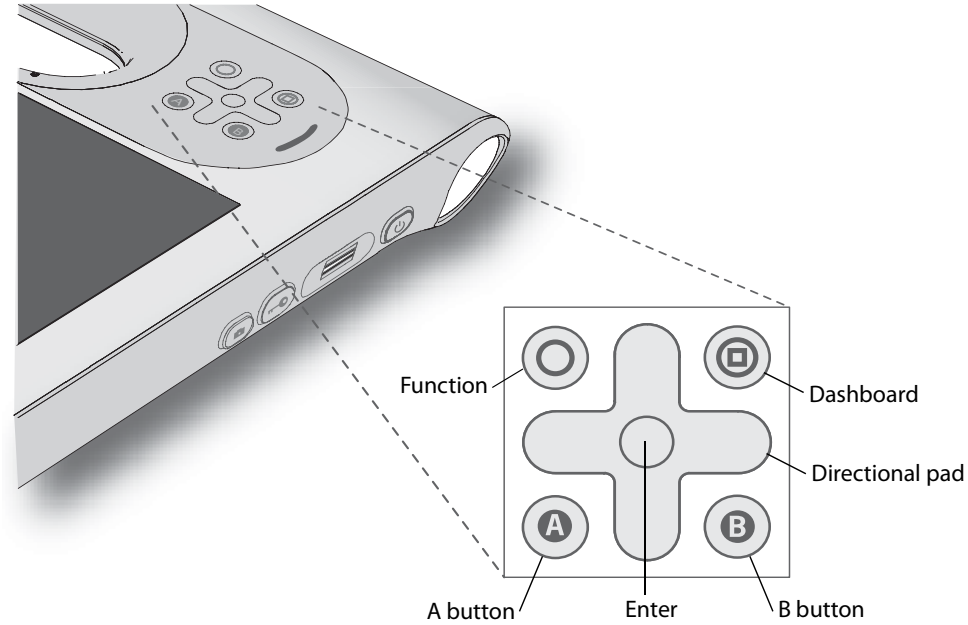
Use the information in this chapter to get more familiar with the hardware features of the system, such as the buttons, camera, RFID reader, bar code scanner, and wireless adapters.

The system includes the following features:

- Intel® Core™ vPro™ Processor (i7-640UM or i5-520UM)
- DDR3 800 MHz SDRAM
- 32-MB to 256-MB video RAM with Intel Dynamic Video Memory Technology
- 10.4" XGA TFT LCD with 1024 × 768 native resolution
- Intel Display Power Saving Technology
- Integrated Wi-Fi® (802.11a/g/n) networking
- Integrated Bluetooth®
- Integrated mobile broadband and global positioning system (GPS) receiver (optional)
- Integrated fingerprint reader
- Integrated 1.3 megapixel web camera and 3.0 megapixel documentation camera (optional).
- Integrated 1D/2D Barcode reader (optional)
- Integrated 13.56-MHz passive RFID reader (optional)
- Smart card reader (optional); ISO 7816 PC/SC compliant, contact type smart card reader/writer
- Ability to hot swap the battery

Front panel buttons

You can use the buttons on the front of the unit to perform many functions without having to use the pen. The buttons are customizable, so you can modify their functions to suit the way you work. See "Configuring front panel buttons" on page 24.

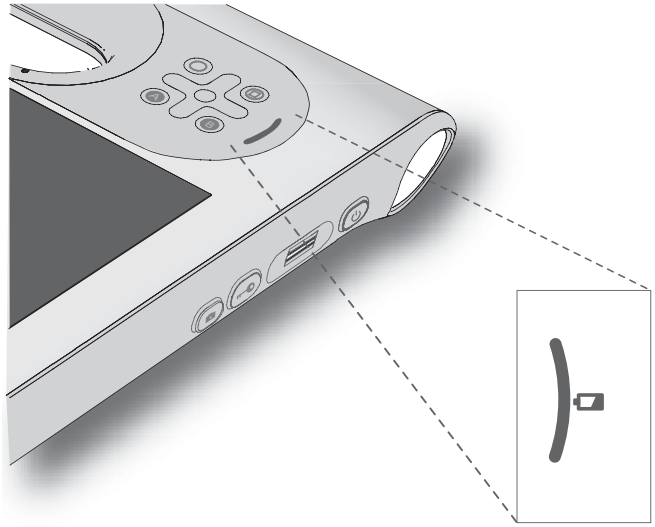


Button	Primary	Secondary (Function+button)
Function	Activates secondary function for other buttons	N/A
Dashboard	Starts Motion Dashboard	
Directional pad	Use to move the pointer or navigate through documents. Equivalent to arrow keys on a keyboard.	Left = Shift+Tab Right = Tab Up = Page Up Down = Page Down
Enter	Makes a selection. Equivalent to the Enter key on a keyboard.	Windows logo key
A	Application-specific	Rotates the display orientation.
B	In the default setting, the button activates the bar code scanner. If the button is reset, it becomes application-specific.	Cancels the current task. Equivalent to the Esc key.

The directional pad orientation rotates to match the display orientation. To move the pointer in a certain direction, press that direction on the pad regardless of orientation. For example, "up" in landscape orientation becomes "left" in portrait orientation.

Battery gauge

You can use the battery gauge on the front of the unit to monitor the status of the battery. The following illustration shows the battery gauge.



When the tablet is running on the battery, the battery gauge shows the current level of charge.

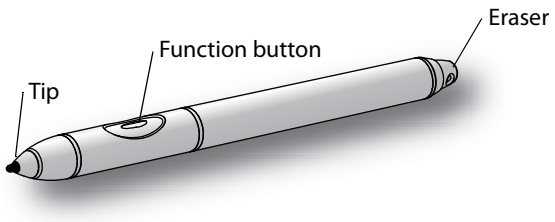
Status	Description
Four green LED lights	The battery is three-fourths to fully charged.
Three green LED lights	The battery is one-half to three-fourths charged.
Two green LED lights	The battery is one-fourth to one-half charged.
One green LED light	The battery is less than one-fourth charged.
Flashing amber LED lights	The battery is low.

When the battery is charging, the battery gauge shows the current level of charge.

Status	Description
One amber LED light	The battery is less than one-fourth charged.
Two amber LED lights	The battery is one-fourth to one-half charged.
Three amber LED lights	The battery is one-half to three-fourths charged.
Four amber LED lights	The battery is three-fourths to fully charged.
Four green LED lights	The battery is fully charged.

Pen

An important difference between traditional PCs and tablet PCs is that you frequently use a pen instead of a mouse and keyboard to interact with the computer. The pen includes a pressure-sensitive tip, a function button, and an eraser. The pen contains no batteries and requires no external power.



For information about using the pen, see “Using the pen” on page 21.

Display

The system includes a 10.4" XGA TFT LCD display with the following features:

- A highly readable LCD (liquid crystal display) with a wide viewing angle.
- 1024 × 768 native resolution.
- Intel Display Power Saving Technology.
- A protective layer that offers a firm writing surface and minimizes glare.
- A digitizer panel that enables handwritten entry and windows navigation with the pen.

The optional View Anywhere® display enhances outdoor viewing and bright-light indoor viewing. The View Anywhere display includes all the features of the standard display, while adding increased sunlight contrast ratio, increased brightness, and decreased glare.

Security

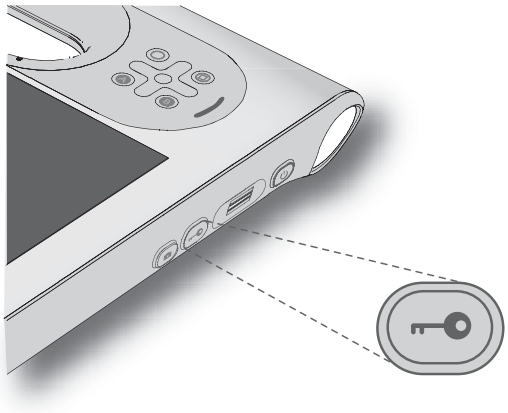
Your system includes several features that you can use to enhance the security of your data and serve as the foundation for complementary security technologies. The core security features include password-protected Phoenix TrustedCore BIOS with HDD locking and networking control, optional ComputraceComplete tracking software, a built-in fingerprint reader, Dashboard Security Center, and TPM (Trusted Platform Module) 1.2.

With the built-in TPM and Infineon Security Platform Tools, you can create and manage digital certificates for user and platform authentication. These features are most commonly used by enterprises and enabled by the system administrator. To download and install the TPM, go to http://www.motioncomputing.com/support/driver_download.asp, select the link to the operating system for your tablet PC, then scroll down to **(TPM) Trusted Platform Module Software**.

The optional Computrace®Complete solution offers Computer Theft Recovery, Data Protection, Secure Asset Tracking and a Recovery Guarantee.

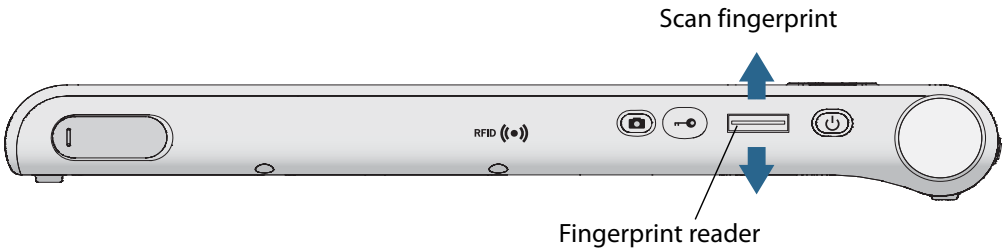
Windows Security button

You can use the Windows Security button to log on to or lock the system. Pressing the Windows Security button is equivalent to pressing Ctrl+Alt+Del on a keyboard.



Fingerprint reader

Using the fingerprint reader, you can log on to the system by scanning your fingerprint instead of entering a password. This feature presents another level of security for the system.



You can use the OmniPass™ application to associate your fingerprint with passwords for Web pages and other applications. For information about setting up and using the fingerprint reader, see “Capturing a fingerprint” on page 43.

Cameras (optional)

Your tablet may include both a built-in web camera and documentation camera.

Web camera

The web camera is a 1.3-megapixel camera that supports color images and streaming video. It is located on the front of your tablet. You can use the web camera for interacting with people online.

For information on using the web camera, see “Using the web camera” on page 28.

Documentation camera

You can use the documentation camera to take pictures and save them to the hard disk drive. The documentation camera is a 3-megapixel, auto-focus camera. The camera lens is on the back of the tablet, and includes a light to illuminate the subject.

The camera can capture pictures in BMP, JPG, PNG, GIF, and TIFF formats, and it has a maximum resolution of 2048 × 1536 pixels. By default, the camera captures pictures in BMP format with a resolution of 1280 × 960 pixels.

For information about using the camera, see “Using the documentation camera” on page 28.

Bar code scanner (optional)

The system is available with an optional integrated 1D and 2D bar code scanner that you can use to retrieve information from bar codes.

A bar code is a series of shapes on a contrasting background that can be optically read by a bar code scanner. Bar codes can be used for asset tracking, identification, process control, health care and pharmaceutical applications.

The following symbologies are enabled by default:

- Aztec Code
- Code 128
- EAN-128
- EAN-UCC-CC-AB
- Code 39
- DataMatrix
- UPC-A
- UPC-E
- EAN-8
- EAN-13
- Interleaved 2 of 5
- PDF417
- Micro PDF417
- RSS-14
- RSS Limited

You can configure the bar code scanner to read the following symbologies. For information about configuring the bar code scanner, go to the Motion Knowledge Base Web page at www.motioncomputing.com/kb/ and search on "symbologies".

- Codabar
- Codablock A
- Codablock F
- EAN-UCC-CC-C
- Code 93
- UPC-E1
- EAN ISBN
- EAN-ISMN
- EAN ISSN
- MSI
- MaxiCode
- Plessey Code
- QR Code
- RSS Expanded
- TLC 39
- Straight 2 of 5 TwoBar
- Telepen
- Code 11
- Australia Post
- BPO*
- Dutch Post
- Japan Post*
- Planet
- Postnet*

*These symbologies are special cases and, if enabled, may interfere with the scanner's ability to scan other Code128 barcode types, such as:

- CIP 128
- EAN-128 Irregular
- ISBT-128

For more information about the bar code scanner, see "Using the bar code scanner" on page 26.

RFID reader (optional)

Your system may include an integrated 13.56 MHz RFID (Radio Frequency Identification) reader that you can use to retrieve information from RFID tags.

RFID tags use radio frequency (RF) transmissions to identify a product, animal, or person. RFID does not require direct contact or line-of-sight scanning, and can be scanned through many materials, including clothing. An RFID tag can store much more data than a typical bar code, and some RFID tags can both transmit and record data. RFID can be used for asset tracking, identification, process control, health care, and pharmaceutical applications.

The RFID reader supports the following formats:

- ISO/IEC 14443A/B
- ISO/IEC 15693
- ISO/IEC 18000-3

For information about using the RFID reader, see "Using the RFID reader (optional)" on page 27.

Smart card reader (optional)

Your tablet may include the optional smart card reader located on the back of the tablet, next to the battery. Using smart card software, this device can read information from and write information to the smart card when the card is inserted into the reader. The smart card is an ISO 7816 PC/SC compliant, contact type smart card reader/writer.

For information about using the smart card reader, see "Using the smart card reader (optional)" on page 29.

Microphones

The system is equipped with two liquid-resistant, array microphones that you can use to record audio, dictate notes, and use voice commands without the need for an external microphone.

For information about using the microphones, see "Using the built-in microphones" on page 30.

Speaker

The system includes a sealed speaker that can be used for audio warnings or confirmation, dictation, videos, or other multimedia applications.

Docking connector

The docking connector is used to attach the unit to a docking station. When the unit is docked, you can use the ports on the docking station to connect a monitor, keyboard, mouse, or other external USB devices.

For more information about the Docking Station and other accessories, go to the Motion Computing accessories page at www.motioncomputing.com/accessories.

Wi-Fi (802.11a/g/n wireless)

You can use the integrated Wi-Fi (802.11a/g/n) adapter to connect to the Internet and other computers wirelessly. You can use Wi-Fi in many schools, hospitals, clinics, airports, and hotels.

Note: Wireless access requires an 802.11a, 802.11b, or 802.11g access point. Internet access requires a working Internet connection.

Your ability to use Wi-Fi depends on several conditions:

- Distance from the access point.
- Ability to connect to the access point.
- Access rights, which may require a user name and password.
- Security settings, such as whether the network broadcasts a network name or uses encryption.

For more information, see “Using Wi-Fi (802.11a/g/n)” on page 37.

Mobile Broadband with GPS (optional)

Your tablet may have an embedded Qualcomm® Gobi2000™ module. The Gobi™ module lets you connect to a variety of mobile broadband networks for sending and receiving data wirelessly. It also includes a global positioning system (GPS) receiver.

Mobile Broadband

By using mobile broadband, you can browse the Internet, send and receive email, connect to your company's intranet, and use Web-based applications. You can typically use mobile broadband anywhere you can use your mobile phone.

Mobile broadband is based on cellular network technology, so you can use it in more places than other wireless technologies. With Mobile Broadband, your tablet PC connects to a network provider's base station, which in turn is connected to the Internet. Unlike Wi-Fi, you do not need to buy base stations or search for Wi-Fi hotspots.

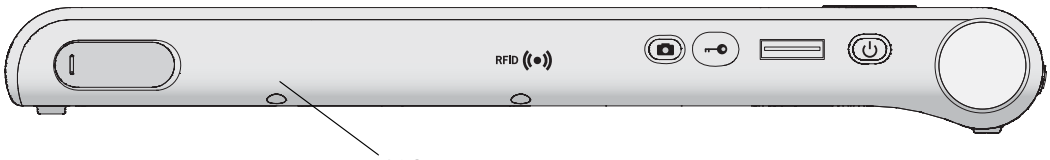
For more information, see "Using Mobile Broadband with GPS (optional)" on page 38.

GPS receiver

The GPS receiver uses satellites to determine the current location, altitude, heading, and horizontal velocity of the tablet. You do not need a network connection or an account with a mobile broadband network carrier to use the GPS receiver.

Use the Connection Manager software to start, stop, and manage the GPS receiver. For information on the Connection Manager, see "Using the Connection Manager" on page 40.

For optimal performance when using the GPS receiver, keep the right, bottom side of the tablet PC clear of obstructions as the antenna is located in that area (shown below). For example, do not hold the tablet in this area when using the GPS receiver.



GPS receiver
antenna area

Bluetooth wireless

The system has an integrated Bluetooth adapter. With Bluetooth, computers and other devices—such as mice, keyboards, and PDAs—can be interconnected using a short-range wireless connection. Bluetooth devices can connect wirelessly at distances up to 33 feet (10 meters).

For more information, see "Using Bluetooth" on page 41.

Battery

The system includes a high-capacity Lithium-ion battery that fits in to the back of the unit. Under normal conditions, you can run the system on battery power for about three hours. You can maximize battery life by optimizing your power scheme. See “Using power management” on page 36.

For information about charging and checking battery status, see “Using the battery” on page 32.

DANGER: To avoid personal injury, handle the battery with care. Do not open, puncture, short, or expose it to fire or water. Keep the battery in an environment with ambient temperature of less than 104°F (40°C). For example, do not leave the battery in a closed car in hot weather for an extended time. For more information, see the *Safety and Regulatory Guide* packaged with the system.

Power adapter

The power adapter provides power to the system and charges the battery when it is attached. The power adapter includes a power cord and an AC adapter.

WARNING: Use only the Motion power adapter with the system. Do not use the adapter to power any other electronic devices.

Using the System 3

The Motion® C5v and Motion F5v run Microsoft Windows® 7, which includes ink-to-text and handwriting recognition, voice recognition, and security features to help defend against viruses, worms, and other threats. And unlike PDAs or other handheld devices, the C5v and F5v run any Windows 7-compatible application.

Use the information in this chapter to learn about common tasks, such as using the pen to enter text, using Motion Dashboard, using speech recognition, and customizing the tablet to fit the way you work.

Using Motion Dashboard

Motion Dashboard puts many common settings and tasks at your fingertips. For example, you can enable or disable Bluetooth and Wi-Fi, calibrate the digitizer, or check the remaining battery power.

To start Motion Dashboard

- Press the Dashboard button ( ) on the front of the unit.

  To open a category, tap the appropriate icon on the left side.

When you change a setting on Motion Dashboard, the change occurs immediately. You do not need to tap **Apply** or **OK**.

For more information, see Motion Dashboard Help.

Using the Motion utility in the notification area

Click the Motion utility icon ( ) in the notification area (

). You may need to click the up arrow ( ) to view the icon.

You can access the following features from the Motion utility icon:

- **Battery Health**
  Selecting this option opens a window that shows information about correct battery conditioning to prolong the life of the battery and shows the current battery charge level.
- **Motion Dashboard**
  Selecting this option opens the Motion Dashboard.
- **Options**
  Selecting this option opens another window to select the following options:
  - **Show Hard Drive Activity** - When this option is selected, the Motion utility icon blinks when there is hard drive activity.
  - **Automatic Display Rotation** - When this option is selected, the tablet automatically changes viewing orientation (landscape to portrait or vice versa) when the tablet is physically rotated.

Using the pen

You can use the pen to write on the display and interact with the operating system. A pen can feel more natural in your hand than a mouse, and you can use the pen while standing or walking. The following table shows various mouse actions and their pen equivalents.

Mouse action	Pen equivalent
Point	Point
Click	Tap
Double-click	Double-tap
Drag	Drag
Right-click	Tap and hold
Right-click	Press Function button and then tap

You can use Tablet PC Input Panel instead of a keyboard to enter text. For more information, see “Using Tablet PC Input Panel” on page 22.

Some software applications, such as Microsoft Word and Microsoft PowerPoint, support ink drawing and ink annotations. Some applications, such as art or drawing programs, are designed specifically for ink input. For more information about a particular application, open the application help and search for “pen”, “ink”, or “digitizer“.

Store the pen in the pen holder when not in use. To put the pen in the pen holder, press it until it clicks into place. To remove the pen, press down on one end, grab the other end, and remove from the holder.

For information about replacing pen tips, see “Replacing pen tips” on page 55.

Important: The system responds to the Motion pen only. Do not use a traditional pen, pencil, or stylus with the system.

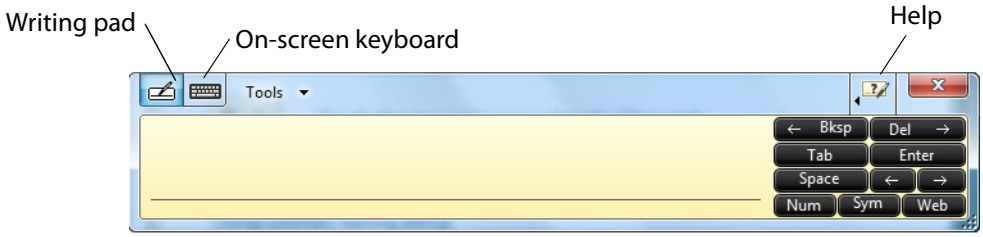
Using Tablet PC Input Panel

You can use Tablet PC Input Panel instead of a keyboard to enter text on the tablet. Use the writing pad or the character pad to convert your handwriting to text, or tap characters using the on-screen keyboard.

To start Input Panel

- Do one of the following:
  - Tap at the place you want to enter text, such as a text box. Then tap the floating Tablet PC Input Panel icon ( ).
  - Tap the Input Panel tab on the left edge of the screen (default).

The following illustration shows Input Panel open to the writing pad.



To switch between the writing pad and the on-screen keyboard, tap the appropriate button.

To switch to the character pad, tap **Tools**, then **Write character by character**.

For a demonstration, tap the help icon, then tap the topic you would like to see demonstrated.

For more information about using Input Panel, tap **Tools**, then **Help Topics**.

Configuring pen options

You can use pen options to enable or disable the pen function button and the pen eraser.

To configure pen options

1. Open Motion Dashboard to the Pen & Tablet panel (page 20).
2. Tap the **Pen & Input Devices** button.
3. In the Pen and Touch window, tap the **Pen Options** tab.
4. For **Pen buttons**, do one of the following:
   - To enable the function button, select **Use pen button as a right-click equivalent**.
   - To enable the eraser, select **Use the top of the pen to erase ink**.

Using personalized handwriting recognition

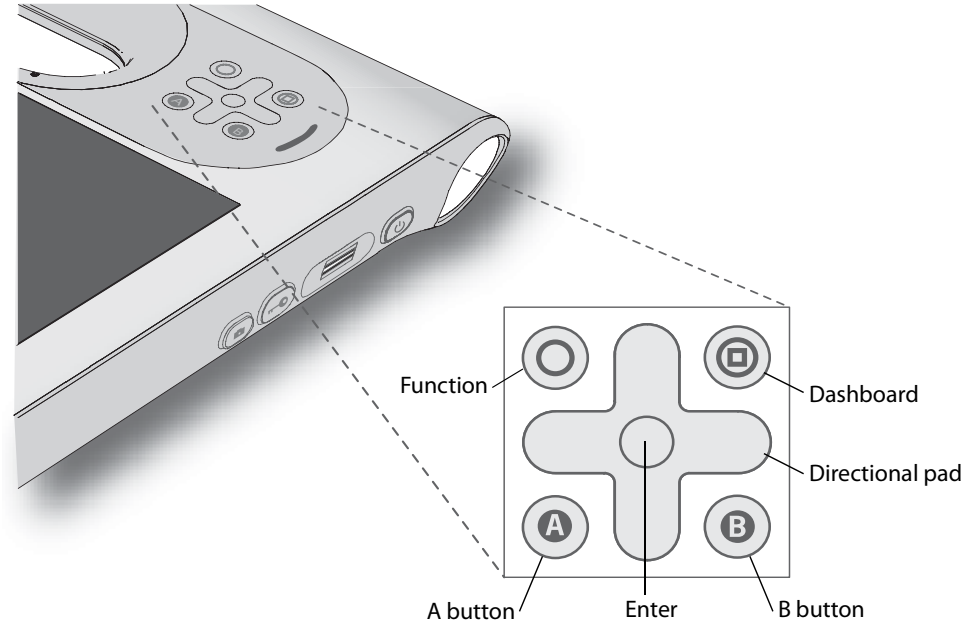
You can use the handwriting personalization tool to improve your handwriting recognition results.

To use the handwriting recognition personalization tool

1. Open Input Panel (page 22).
2. Tap **Tools**, then tap **Personalize Handwriting Recognition**.
3. Follow the instructions in the handwriting personalization tool.

Configuring front panel buttons

As you become more familiar with your system, you may want to customize the buttons on the front panel. You can configure the buttons to start your favorite program, run a command, or enter a key combination.



To configure the front panel buttons

1. Open Motion Dashboard to the Pen & Tablet panel (page 20).
2. Tap the **Tablet PC Settings** button.
3. In the Tablet PC Settings window, tap the **Buttons** tab.
4. Select the button combination you want to change. The currently selected buttons appear in red.
5. Tap **Change**.
6. Select the appropriate action for the button.

   For some actions, you must enter more information, such as the location of a program to start. You can select an action for **Press** and another for **Press and hold**. For more information, tap **What is press and hold?**

Note: To reset the buttons to their default values, tap the **Reset** button.

Using the display

Use the information in this section to customize your display settings. You can adjust the brightness level, rotate the display, and change the order in which the display rotates.

Adjusting the display brightness

Use this procedure to change the brightness of the display.

To adjust the display brightness

1. Open Motion Dashboard to the Display panel (page 20).
2. Set the Brightness slider to the desired level.

   To maximize battery life, set the brightness level to the dimmest setting that you are comfortable with.

Changing the screen orientation

You can easily change the screen orientation to fit your current task. You may want to use the portrait orientation for filling out forms or reading an e-book. At other times, you may want a landscape orientation for Web browsing or sketching.

You can also use the front panel buttons to change the screen orientation. Press Function+A (page 8).

To change the screen orientation

1. Open Motion Dashboard to the Display panel (page 20).
2. Tap **Rotate Screen**.

Note: If you change the screen orientation, you may need to recalibrate the pen. See "Calibrate the digitizer" on page 6.

Changing the display rotation sequence

Use this procedure to change the order in which the display rotates.

To change the rotation sequence

1. Open Motion Dashboard to the Pen & Tablet panel (page 20).
2. Tap the **Tablet PC Settings** button.
3. On the Display tab, tap **Go to Orientation**.
4. Select orientations for 1, 2, and 3.

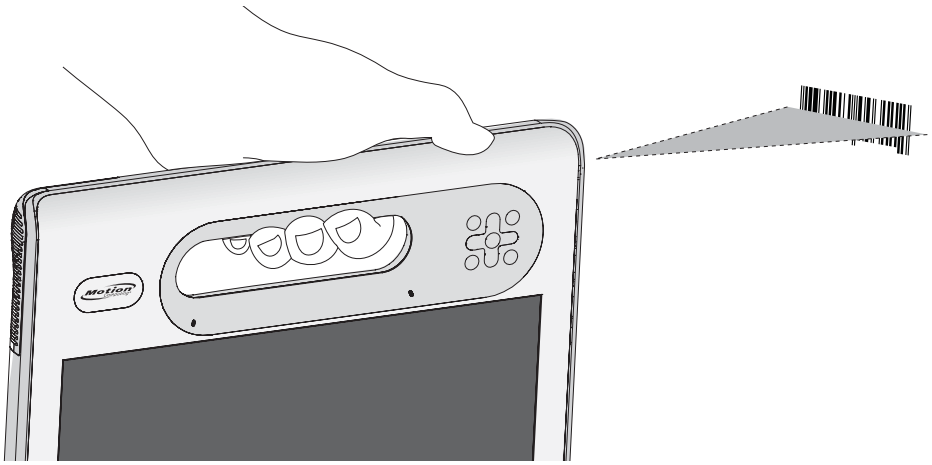
   You can select **None** to skip a particular view in the rotation sequence.
5. Click **OK**.

Using the bar code scanner

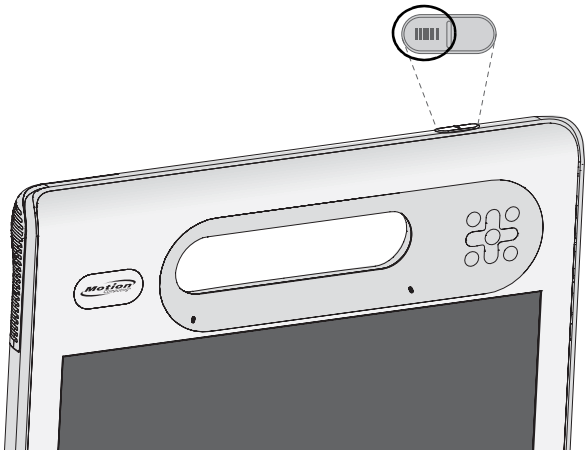
You can use the built-in bar code scanner to retrieve information from bar codes. For more information about the bar code scanner, see “Bar code scanner (optional)” on page 13.

To use the bar code scanner

1. Open the application that you want to receive the bar code data and place the insertion point in the appropriate field.
2. Hold the unit by the handle with the scanner lens in front of you.
3. Aim the scanner lens at the bar code.



4. Press and release the bar code scanner button on the top of the unit. Ensure that the scan beam covers the entire bar code.



If the scan was successful, the data will appear in the application and you will hear a chime sound as confirmation.

Bar code scanner tips

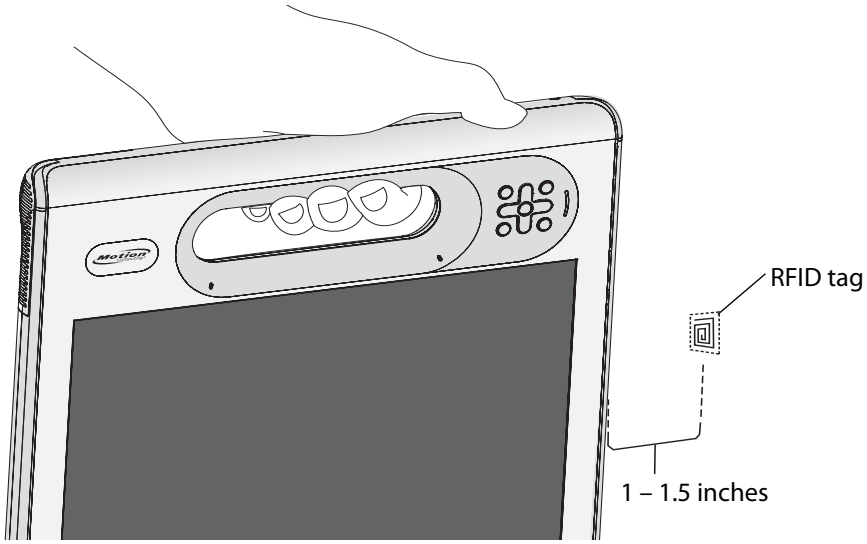
- You will typically get the best scans if the lens is six to seven inches from the bar code.
- If you are having trouble scanning a bar code, use two hands to steady the unit while you scan.

Using the RFID reader (optional)

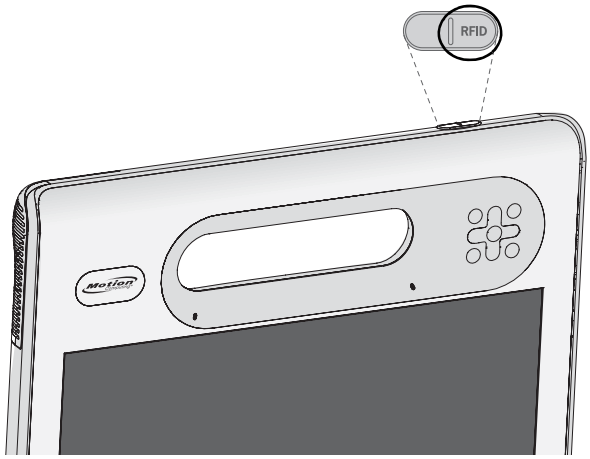
Your tablet may include a built-in RFID reader. You can use the RFID reader to retrieve information from RFID tags. For more information about the RFID reader, see “RFID reader (optional)” on page 14.

To use the RFID reader

1. Hold the unit by the handle with the right edge in front of you.
2. Aim the right edge of the unit at the RFID tag. Ensure that the tag is 1–1.5 inches (25–40 mm) from the RFID antenna scan area.



3. Press and release the RFID button on the top of the unit. The RFID light will come on to indicate that the unit is scanning.



The RFID light goes off and the unit beeps to indicate a successful scan. The ASCII and Hex data appears in the RFID Tag Data window.

Note: RFID tags are typically used with specialized applications. See your system administrator for more information.

Using the cameras (optional)

Your tablet may include the built-in web and documentation cameras.

Using the web camera

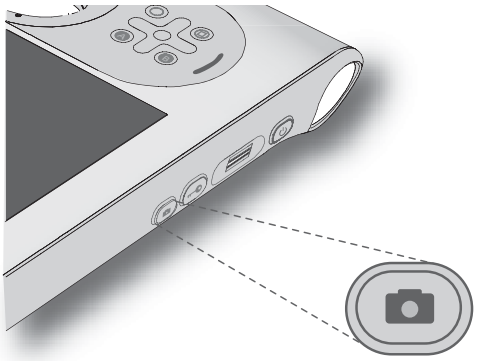
You can use the built-in web camera to interact with people online. Use the software of your choosing to operate the web camera. For more information about the web camera, see “Cameras (optional)” on page 12.

Using the documentation camera

You can use the built-in documentation camera to take pictures and save them to your hard drive. For more information about the documentation camera, see “Cameras (optional)” on page 12.

To use the documentation camera

1. Press the Camera button to activate the camera and open the viewfinder.



2. Press the Camera button again to take a picture. If you don’t take a picture after a few seconds, the viewfinder closes automatically.
3. In the Pictures window, do one of the following:
   - To delete the picture, tap **Delete**. In the confirmation dialog box, tap **Yes**.
   - To copy the picture, tap **Copy to Clipboard**. You can then paste the picture into an image editing program.
   - To close the Pictures window, tap **Close**.
   - To save the picture, tap **Save**. In the Save As dialog box, specify a location and a file format, such as BMP, JPG, or GIF.

Documentation camera tips

- Hold the camera steady and allow it to focus.
- If your pen is tethered, ensure that the tether is not in front of the camera lens.
- Ensure you have adequate lighting.
- You can use the Pictures window to take and review multiple pictures. Use the slider bar at the bottom of the Pictures window to switch among active pictures.

Using the smart card reader (optional)

Some tablets contain the optional smart card reader. Using smart card software, this device reads information from the smart card when the card is inserted into the reader.

Depending on the smart card software you are using:

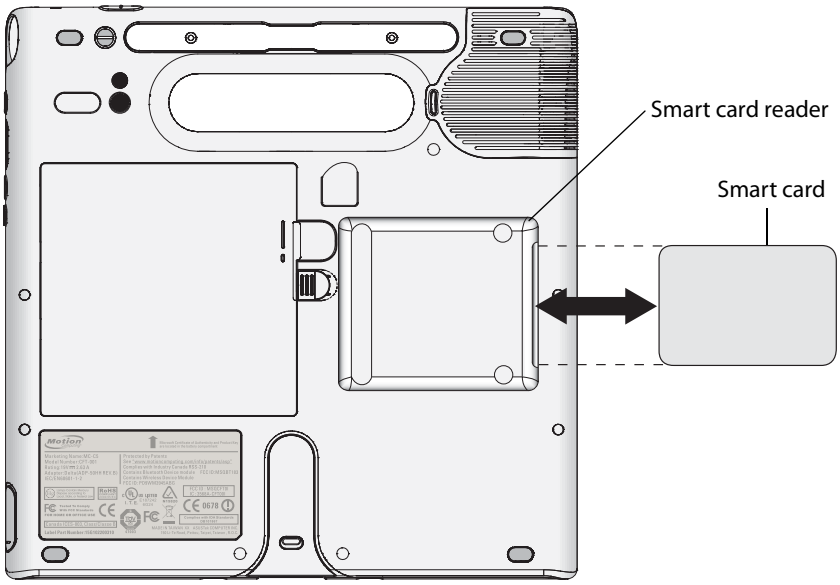
- You may receive an acknowledgement for when the smart card is fully engaged in the reader.
- You may receive a prompt or be required to shut down the software before removing the smart card.
- Some smart cards may require you to insert the smart card for authentication, and then remove the smart card when authentication is completed.
- Some smart cards may require keeping the card in the reader while the smart card software is running.

To insert the smart card

1. Place the smart card in front of the smart card reader with the metal contacts of the embedded chip facing the back of the tablet.
2. Slide the smart card into the smart card reader until the card is firmly seated in the reader.

To remove the smart card

1. Depending on your smart card software, you may be required to first shut down the smart card software before removing the card. With this type of software, removing the smart card while the tablet is running can result in logging off or shutting down the tablet.
2. Pull the card straight out of the reader.



Using the built-in microphones

You can use the built-in array microphones to record audio, dictate notes, and use voice commands. The two microphones are used at the same time to optimize sound detection for speech recognition and voice recording.

You can use the Speak Anywhere acoustics software to fine tune the built-in microphones to suit your environment. The software enables you to use the microphones in a variety of settings, including small or large groups, noisy environments, or for individual dictation or voice commands. The software improves the microphone reception by:

- Removing all sounds outside of the user-defined angle of acceptance.
- Minimizing background and ambient noise.
- Removing echo caused by the microphone picking up the speaker output (feedback).

Using speech recognition

You can use speech recognition to interact with your computer by voice. You can dictate documents and emails, or use voice commands to control programs.

- **Dictation mode**. With Dictation mode, the computer listens to everything you say and converts your words to text. You can use dictation mode to enter text directly into any document or text box.
- **Voice command mode**. With Voice command mode, the computer listens for specific words that correspond to a list of available voice commands. You can use commands to switch between programs, save documents, copy, paste, or undo.

Speech recognition

Before you can use speech recognition, you must configure the microphones and train the system for the characteristics of your voice. You can also take the speech tutorial to learn how to talk to your tablet.

To set up the microphones

1. In Control Panel, tap the **Ease of Access** category, then tap **Speech Recognition**.
2. Tap **Set up microphone**.
3. If you are using the integrated microphones, select **Other**.
4. Follow the instructions in the setup program.

   If the microphones are set to an appropriate level, the meter will stay in the green zone while you read the sentences. If the level is too low or too high, use Motion Dashboard to adjust the microphone levels (page 20).

To train your computer to recognize your speech

1. In Control Panel, tap the **Ease of Access** category, then tap **Speech Recognition**.
2. Tap **Train your computer to better understand you**.
3. Follow the instructions in the setup program.

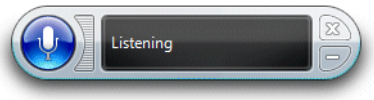
To take the speech tutorial

1. In Control Panel, tap the **Ease of Access** category, then tap **Speech Recognition**.
2. Tap **Take Speech Tutorial**.
3. Follow the instructions in the tutorial program.

After you have set up speech recognition, you can start it from Control Panel.

To use Dictation and Voice Commands

1. In Control Panel, tap the **Ease of Access** category, then tap **Speech Recognition**.
2. Tap **Start Speech Recognition**.
3. Ensure that the Speech Recognition window is open and listening.



4. Do one of the following:
   - For voice commands, say the appropriate command. For a list of commands, open Windows Help and Support and search for "speech commands".
   - For dictation, open the program you want to use and start speaking.

For more information about speech recognition, open Windows Help and Support and search for "speech recognition".

Using the battery

The system runs on battery power when it is not plugged in. The battery is located on the back of the unit.

To maximize the performance of the battery, deplete the battery charge to less than 10% every 30 days. To deplete the battery, use the tablet on battery power without AC power until the battery charge is less than 10%.

Checking battery power

You can check the remaining battery power from Motion Dashboard, from the battery icon in the notification area, or from the battery itself.

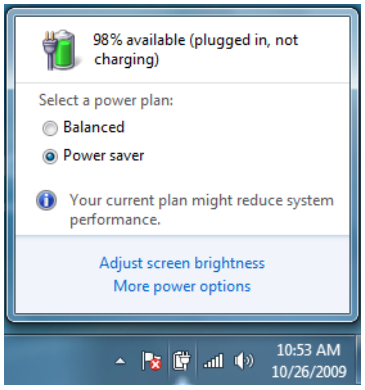
To check the battery power from Motion Dashboard

- Open Motion Dashboard to the Power panel (page 20).

To check the battery power from the notification area

- Place the pointer over the battery icon in the notification area.

The battery icon shows a graphical representation of the remaining battery power.



To check the battery gauge

- Locate the gauge on the front of the tablet. For more information, see “Battery gauge” on page 9.

Charging the battery

When the system is connected to AC power, the battery automatically charges until it reaches full charge, whether the unit is on or off.

For information about the battery status light on the front of the unit, see “Battery gauge” on page 9.

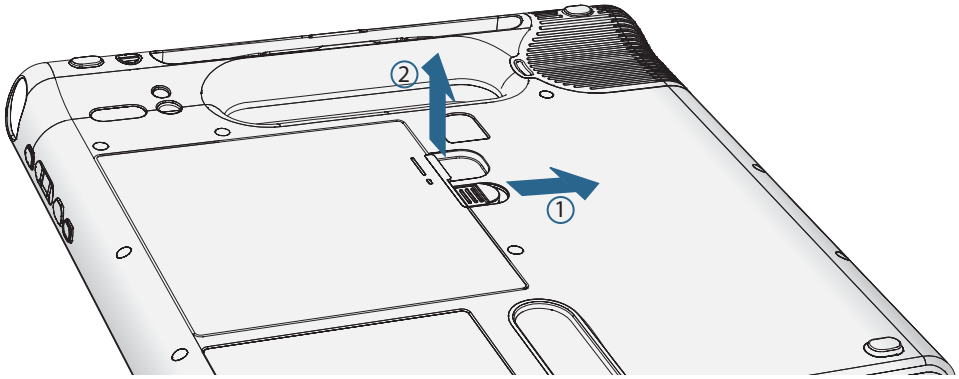
DANGER: To avoid injury, keep the battery within the recommended temperature range when charging it. If the battery has been subjected to extreme temperatures, wait until it cools to room temperature before recharging it. For more information, see the *Safety and Regulatory Guide* packaged with the system.

Removing and replacing the battery

Before you remove the battery, ensure that the tablet is plugged in, turned off, or in Hibernate (page 37) or Sleep mode (page 36). If you are hot-swapping the battery (page 34), you can do so while the tablet is on and running on battery power.

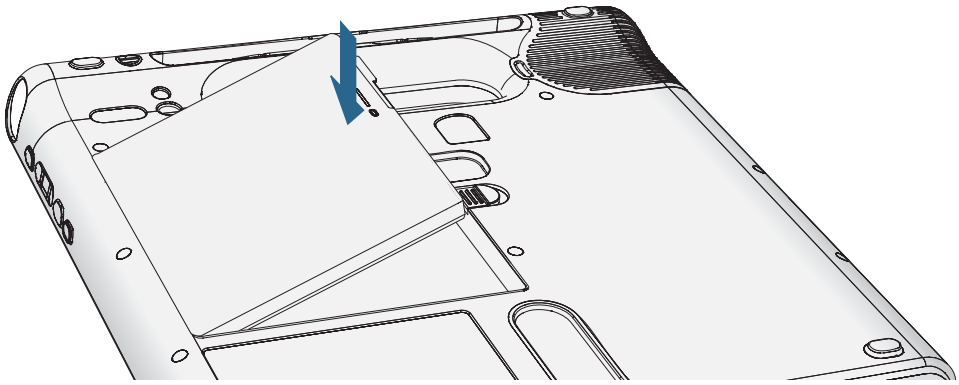
To remove the battery

1. With the back of the unit facing you, slide and hold the battery latch.
2. Insert your finger under the finger grip and remove the battery from the battery compartment.



To replace the battery

1. Place the tabbed end of the battery into the battery compartment.
2. Press the battery down until it locks in to place.



Hot swapping the battery

Changing a tablet battery while the tablet is in use and running on battery power is called "hot swapping." You can hot swap a battery only if you have a *second* charged battery to replace the battery that is low on power.

While hot swapping the battery, you will notice the following behaviors:

- The tablet's display gets dimmer. Once the charged battery is in the tablet, the tablet's display brightens again.
- The battery gauge's LED lights turn off. Once the charged battery is in the tablet, the LED lights turn on again.
- The power button is disabled. (The power button is disabled at any time the tablet has no battery and is not running on AC power through the power adapter.)

Important: You have one minute to hot swap the battery. If you do not insert a charged battery within one minute, the tablet goes into hibernate mode. If the tablet is in sleep mode and you do not insert a battery within one minute, the tablet wakes up, then goes into hibernate mode.

To hot swap the battery

1. Remove the battery (page 33).
2. Insert the new battery (page 33).

Important: Use only Motion Computing batteries with the system.

Long-term battery storage

Do not store any batteries with a full charge; this can cause a permanent loss of charging capacity. For long-term storage, ensure that the charge level is between 20% and 40% (two contiguous LEDs illuminated), and remove the battery from the tablet. Check stored batteries every 90 days to determine the charge status. If only one LED or no LED is illuminated, recharge the batteries to a level between 20% and 40%.

For optimum care, store the battery in a cool, dry environment. Never expose the battery to temperatures above 60ºC (140ºF).

Note: In storage, the batteries will self-discharge at a rate of 10% of the total capacity per month.

Battery and power management tips

- To lengthen the battery's usable life, use AC power when you can. The battery will charge automatically while you run on AC power, so leave the battery in the unit while you are working.
- Use AC power when using a CD or DVD drive.
- When running on battery power, place the system in Hibernate (page 37) or Sleep (page 36) mode if you are going to leave it unattended for more than a few minutes.
- Remember that the display, processor, wireless cards, and accessory drives all draw on the battery, so adjust properties and disable unused accessories while running on battery power. Open the Motion Dashboard to change the power and device settings.
- When running on battery power, adjust the display brightness to the dimmest setting you are comfortable with. See "Adjusting the display brightness" on page 25.

Disposing of used batteries

A Lithium-ion (Li-ion) battery should be disposed of at a hazardous materials recycling center when it is no longer serviceable. Do not throw it in a waste receptacle because the battery could be deposited in a landfill.

Using power management

Windows 7 includes a comprehensive suite of power management functions that can help you maximize your tablet's performance or conserve power.

To select a power plan

1. Open Motion Dashboard to the Power panel (page 20).
2. For Power Plan, select the appropriate option.

For information about creating and using power plans, see the Dashboard Help. For more information about power management settings, open Windows Help and Support and search for "power options".

The following sections describes sleep and hibernate.

Using Sleep

Sleep is a state in which your tablet PC's internal devices are turned off to save power. When you put your tablet to sleep, your work is saved to the hard disk. When your tablet wakes, Windows restores your previous work session within seconds.

You can put your tablet to sleep manually from the Start button, or you can set it up to go to sleep when you press the power switch.

To set up the power switch to put the computer to sleep

1. Open Motion Dashboard to the Power panel (page 20).
2. Select one or both of the following:
   - For Power switch on battery, select **Sleep**.
   - For Power switch plugged in, select **Sleep**.
3. To put the computer to sleep, press the power switch.

To resume your work, press the power switch again.

Using Hibernate

Hibernation is a state in which the computer shuts down to save power but first saves everything in memory on the hard disk. When you restart the computer, your desktop is restored exactly as you left it. Use hibernation to save power when you will be away from the tablet for an extended time.

You can put your tablet on Hibernate manually from the Start button, or you can set it up to hibernate when you press the power switch.

To set up the power switch to put the computer on Hibernate

1. Open Motion Dashboard to the Power panel (page 20).
2. Select one or both of the following:
   - For Power switch on battery, select **Hibernate**.
   - For Power switch plugged in, select **Hibernate**.
3. To put the computer on Hibernate, press the power switch.

To resume your work, press the power switch again.

Using Wi-Fi (802.11a/g/n)

Use the information in this section to set up a Wi-Fi connection. Wireless access requires an 802.11a, 802.11b, or 802.11g access point. Internet access requires a working Internet connection.

DANGER: FAA regulations require that you disable any wireless connection when traveling by air. Failure to disable the wireless connection on the system while traveling by air can cause communications problems with aircraft instruments.

Enabling or disabling Wi-Fi

Before you can establish a Wi-Fi connection, you must enable the Wi-Fi adapter. You can enable the Wi-Fi adapter using Motion Dashboard.

Note: Wireless cards consume battery power. To reduce power consumption when running on battery power and when Wi-Fi is not being used, disable Wi-Fi in the Motion Dashboard.

To enable or disable Wi-Fi

1. Open the Motion Dashboard to the Wireless panel (page 20).
2. Select or clear the **Enable Internal 802.11 Wireless** check box.

Setting up a Wi-Fi connection

Use this procedure to create a Wi-Fi connection.

To set up a Wi-Fi connection

1. Open the Motion Dashboard to the Wireless panel (page 20).
2. Ensure that **Enable Internal 802.11 Wireless** is selected.
3. Tap the **Properties** button.
4. In the Network Connections center, tap the wireless network connection.
5. Tap **Connect To**, then select a network.

   If you are connecting to a secure network, you may need to enter authentication information. If you are connecting to an unsecured network, you may be prompted to select whether to connect to the unsecured network or connect to a different network.

For more information about Wi-Fi, see "Wi-Fi (802.11a/g/n wireless)" on page 15.

Using Mobile Broadband with GPS (optional)

Use the information in this section to enable Mobile Broadband and the GPS receiver. Mobile Broadband access requires an account with a Mobile Broadband network carrier. To use the GPS receiver, you do not need a network connection or an account with a mobile broadband network carrier. For more information, see "Mobile Broadband with GPS (optional)" on page 16.

WARNING: FAA regulations require that you disable any wireless device when traveling by air. Failure to disable the wireless device on the tablet while traveling by air can cause communications problems with aircraft instruments.

Enabling Mobile Broadband with GPS

Before you can establish a Mobile Broadband connection or use the GPS receiver, you must enable Mobile Broadband with GPS in Motion Dashboard.

Note: Wireless cards consume battery power. To reduce power consumption when running only on battery power and when Mobile Broadband is not being used, disable Mobile Broadband and GPS in the Motion Dashboard.

To enable Mobile Broadband with GPS

1. Open the Motion Dashboard to the Wireless panel (page 20).
2. Select the **Enable Mobile Broadband with GPS** check box.

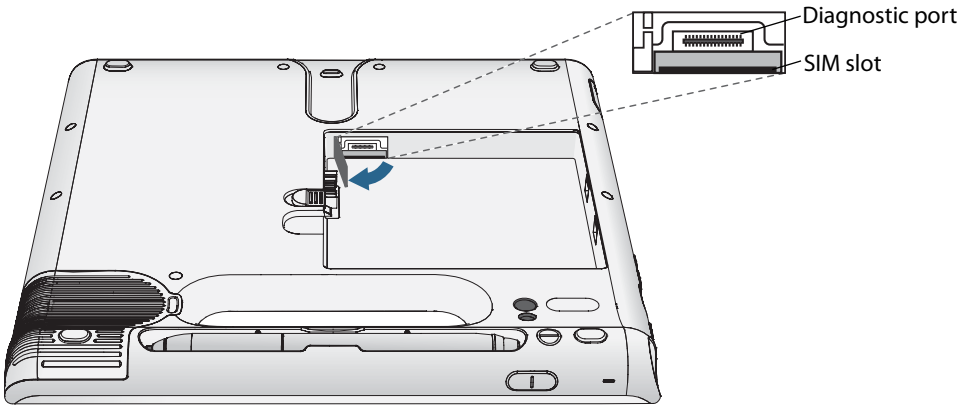
Using the SIM card slot

The SIM card slot holds one SIM (Subscriber Identity Module) card. A SIM card is a smart card, about the size of a postage stamp, that stores information about your wireless account.

You need to use a SIM card only if you are using Mobile Broadband on a GSM/UMTS/HSPA network. Contact your service provider for details.

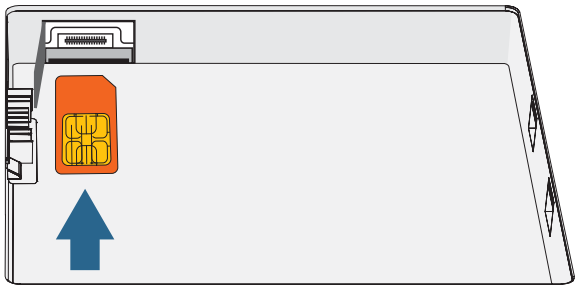
To insert a SIM card

1. Turn off the system and remove the battery (page 33).
2. Locate the SIM slot door and open it.



Note: The SIM slot and a diagnostic port are behind the SIM slot door. The SIM slot is below the diagnostic port.

3. Place the SIM card label side down on the battery tray. Ensure that the notch on the SIM card is in the upper right corner.



4. Slide the SIM card into the SIM card slot until it clicks into place. You may need to use a paper clip to push the SIM card all the way in.

To remove a SIM card

1. Turn off the system and remove the battery (page 33).
2. Open the SIM slot door.
3. Press the card in slightly until it pops out. You may need to use a paper clip to push the SIM card in to release it.

Using the GPS receiver

The Gobi module includes a GPS receiver. The GPS receiver provides the current location, altitude, heading, and horizontal velocity of the tablet through the Connection Manager user interface and through a virtual communications port.

You can use the Connection Manager to start, stop, and manage the GPS receiver. See "Using the Connection Manager" on page 40.

Note: To use the GPS receiver, you do not need a network connection or an account with a Mobile Broadband network carrier.

Using the Connection Manager

The Connection Manager lets you configure the Gobi module with network profiles that enable the Gobi module to function on various mobile broadband carrier networks. A network profile includes a mobile broadband network name and the information required to connect to the network.

The Connection Manager also lets you start, stop, and manage the GPS receiver that comes with the Gobi module.

To download and install the Connection Manager

1. Go to the Motion Computing Support web page at http://www.motioncomputing.com/support/WWANconmgr/gobi/
2. Follow the instructions on downloading and installing the Connection Manager.

To start the Connection Manager

- Tap **Start > All Programs > Motion Connection Manager > MotionCM**.

For more information, see the Connection Manager Help.

Using Bluetooth

You can use Bluetooth® to connect to accessory devices or other computers. The devices can communicate with each other when they are in range. For more information, see “Bluetooth wireless” on page 16.

Enabling or disabling Bluetooth

Before you can set up a Bluetooth device, you must enable the Bluetooth adapter on the tablet. After you enable Bluetooth, the Bluetooth icon ( ) appears in the notification area. You can tap on this icon to get shortcuts to the Bluetooth Settings window, the Bluetooth File Transfer Wizard, and the Add New Connection Wizard.

Note: Wireless cards consume battery power. To reduce power consumption when running on battery power and when Bluetooth is not being used, disable Bluetooth in the Motion Dashboard.

To enable or disable Bluetooth

1. Open Motion Dashboard to the Wireless panel (page 20).
2. Select or clear **Enable Internal Bluetooth Wireless**.

After you enable Bluetooth, the Bluetooth adapter tries to discover other Bluetooth devices within range. When a Bluetooth device is discoverable, it is visible to other Bluetooth devices in range. For information about making a device discoverable, see the device’s documentation.

Setting up a Bluetooth device

Before you can use a Bluetooth device with the system, you need to set up the device. After the device is paired with the system, a passkey is used to create a secure connection between the system and the Bluetooth device.

Note: Although the passkey exchange helps to secure your data, Bluetooth wireless technology should not be considered completely secure.

To set up a Bluetooth connection

1. Ensure that Bluetooth is enabled.
2. Place the Bluetooth device in discoverable mode. Each Bluetooth device may have a different way to make it discoverable. See the manufacturer’s documentation for more information.
3. Click **Start**, then enter “bluetooth device” in the search field.
4. Select **Add a Bluetooth device** from the search results.
5. The **Select a device to add to this computer** window is displayed and Windows searches for your Bluetooth device.
6. If the device is not discovered, see “If the device is not discovered…” on page 42.

7. Select your Bluetooth device after Windows shows the device, then click **Next**.
8. Select a pairing option, then click **Next**.
9. Once the device is added, Windows shows a window confirming that the Bluetooth device has been added.
10. Tap **Devices and Printers** to verify that the device has been added or click **Close** to close the window.

If the device is not discovered…

If the Bluetooth device is not detected after multiple attempts, try the following:

- Ensure that Bluetooth is enabled (page 41).
- Ensure that the device you are adding is discoverable. See the manufacturer's documentation for more information.
- Ensure that the Bluetooth device has good batteries.
- For two computers transferring files, both computers must turn on the device transfer wizard, although only the receiving computer needs to be discoverable. Tap the Bluetooth icon and then **Send a file** or **Receive a file**. When you do this, discovery is automatically turned on for the receiving computer.
- Check which Bluetooth devices are connected. Tap the Bluetooth Devices icon and select **Show Bluetooth Devices**. On the Devices window, you can see Bluetooth devices that are currently connected.If the system still cannot detect the Bluetooth device, contact the device manufacturer for more information.

Bluetooth wireless tips

Motion Computing and its Bluetooth partners have worked to ensure a positive experience with this technology, and to ensure Bluetooth interoperability. In doing so, we have found the following issues:

- If you are running Bluetooth and Wi-Fi at the same time, interference can affect the Bluetooth performance. This is most noticeable when you try to transfer large amounts of data, such as transferring files or printing large documents.
- Some Bluetooth devices will disconnect when they go into power-saving mode. Most devices will automatically reconnect when they become active again.
- Occasionally, some Bluetooth device compatibility issues can occur. If you have problems with interoperability of Bluetooth devices, contact the manufacturer of the device and check its compatibility with the Bluetooth software on the system.
- The tablet comes with Bluetooth software from Microsoft, although you can use other Bluetooth software. For more information, go to the Motion Computing Knowledge Base at www.motioncomputing.com/kb and search for "Bluetooth".

Using Motion OmniPass and the fingerprint reader

Motion OmniPass offers a secure and convenient system for managing your passwords and providing confidentiality for your sensitive data.

To start Motion OmniPass

- In the notification area, double-tap the Motion OmniPass icon ( ).

Also, you can start Motion OmniPass from the Security panel of Motion Dashboard.

The following illustration shows the Motion OmniPass Control Center.

From the OmniPass Control Center, you can manage OmniPass users and settings (distinct from Windows users), change OmniPass settings, manage passwords, and protect your files. For more information, see the OmniPass Help.

Capturing a fingerprint

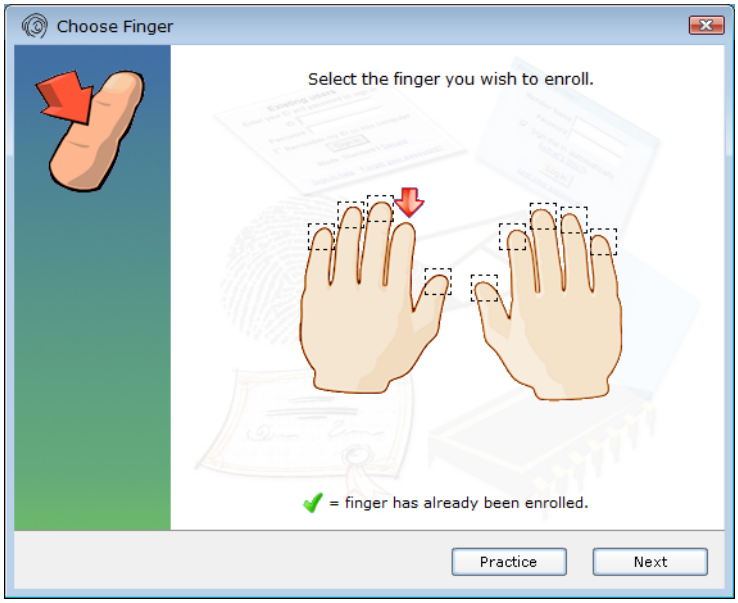
After you capture your fingerprints, you can associate the fingerprints with an OmniPass user. This offers a quick and convenient way to log on to the system, provides global password management, and helps protect your data from unauthorized access.

Use this procedure to enroll a new user and capture a fingerprint for authentication.

To capture a fingerprint

1. Start Motion OmniPass (page 43) and tap **Run Enrollment Wizard**.
2. Enter the Windows account information for the new user and tap **Next**. The fields may default to the user name of the current user.
3. If you are prompted to select an authentication device, select **Fingerprint Device**.

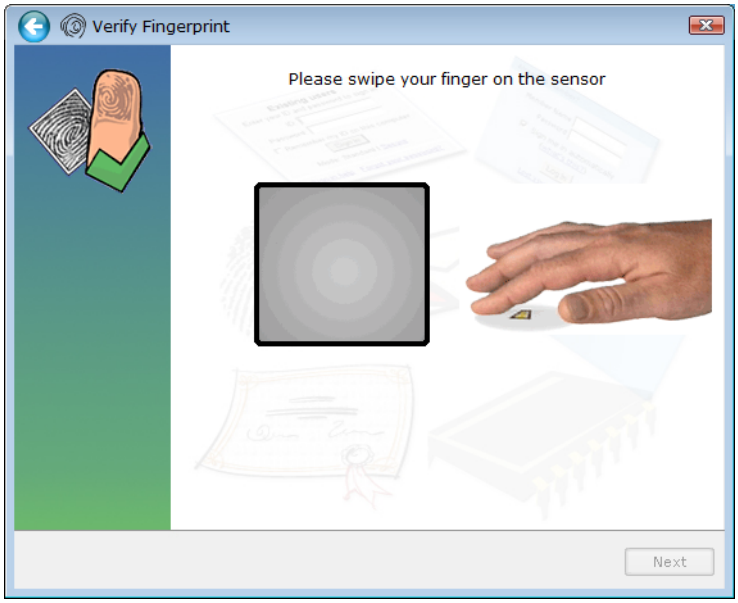
4. In the Choose Finger window, tap on the finger you want to enroll, then tap **Next** or **Practice**. Practice allows you to do a trial run of the fingerprint capture.



5. Place the selected finger over the fingerprint reader and slowly drag your finger across the sensor from right to left or left to right.

   If the capture is successful, a green fingerprint image will appear in the capture area. If the capture is unsuccessful (red fingerprint image), follow the instructions on the screen to improve the scan.

   After you have successfully captured your fingerprint, scan your fingerprint one more time for verification.



6. Tap **Next**, then tap **Yes** if you want to enroll a second fingerprint (recommended). If you injure a finger, you can use a second finger to authenticate.

   You can also capture a second fingerprint later. From the OmniPass Control Center, tap **Run Enrollment Wizard**, then tap **Modify a user's device enrollment**.

7. Select **I am done with enrolling security authentication devices** and tap **Next**.

8. Select your user preferences and tap **Next**. On the Backup User Profile screen, tap **Backup Now**.

9. Select a location for your backup profile and tap **Save**. Enter a password and tap **OK**. On the final screen, tap **Done**.

   You should keep your backup profile in a secure location, such as on an external drive that you can remove and store in a secure environment.

   If your profile is lost or corrupted, you can restore it later. You should back up your profile periodically to protect your configuration and any stored passwords and encryption keys. For more information, see the OmniPass Help.

Fingerprint reader tips

- Be consistent. Hold your finger and scan at the same angle each time. For example, if you enroll your finger with your hand open, hold your hand this way each time you scan.
- The scanner is bi-directional. You can move your finger from right to left or left to right.
- Read the prompts carefully and ensure that you wait for the prompt before you swipe.
- Swiping too fast or too slow can make a capture unsuccessful. Change the swipe speed until you learn what speed works best.
- When scanning, press hard enough to fully contact both the nickel-colored ring and the sensor; you do not have to press hard.
- Rub your fingers together to stimulate the natural skin oils so your fingerprint is easier to detect. Conversely, wipe your finger off so nothing interferes with the scan.
- If you are having trouble enrolling a specific finger, enroll a different finger. Typically, you should scan an index finger, thumb, middle finger, ring finger, and little finger in that order.
- If you are repeatedly having trouble getting a good scan, you may need to clean the sensor. See "Cleaning the fingerprint reader" on page 54.

Using password replacement

OmniPass can manage your passwords for other applications, such as Web sites, Internet email, FTP, or any restricted-access network resource. After OmniPass registers your credentials, you can access any of these restricted areas by using your fingerprint or the master password.

To register passwords

1. When you encounter a user name and password prompt, enter your user name and password, but do not log on. (Do not tap **Enter**, **Submit**, or **OK**.)
2. Right-click the OmniPass icon, and select **Remember Password**. The Windows arrow pointer changes to the OmniPass golden key.
3. Click the key cursor on the window that has the password that you want OmniPass to remember.

   Note: For some applications, you may have to use the password wizard to register passwords. See "Using the password wizard" on page 46.
4. Enter the following information:
   - **Friendly Name.** A descriptive name to identify the password box.
   - **Automatically enter.** Instantly accesses the site without requiring a password or fingerprint scan. If you are logged in to OmniPass and you access a secure Web site, OmniPass will automatically submit your user name and password without prompting for verification.
   - **Automatically click.** Prompts you for your OmniPass/Windows password or fingerprint scan when you access the site (default).
5. Tap **Finish**.
6. If prompted, swipe your fingerprint or enter your master password to authenticate these settings.

Using the password wizard

Certain applications require more sophisticated user input for authentication. For these applications, you may need to use the password wizard to set up password replacement.

To run the password wizard

1. Start Motion OmniPass (page 43).
2. In the left pane, tap **Password Wizard**.
3. Follow the instructions in the wizard program.

Logging on to a remembered site

To log on to a remembered site, open the Web site or application that you have set up with password replacement. See “Using password replacement” on page 46. Swipe your finger or enter the master password when prompted.

To remove a remembered site, tap **Manage Passwords**.

Setting up strong logon security

For an additional level of security, you can enable strong logon security. Strong logon security forces you to authenticate with a specific security device (such as the fingerprint reader or a Smart Card) before allowing access to Windows.

Notes:

- After strong logon security is enabled, the Windows Welcome screen and Windows Fast User Switching are disabled.
- After strong logon security is enabled, if the fingerprint reader or smart card reader fails, you may not be able to log on to the computer.

To enable strong logon security

1. Start Motion OmniPass (page 43).
2. Tap **Change Your OmniPass Settings**.
3. Tap the **Change System Settings** tab.
4. Select the **Enable strong logon security** check box.
5. Tap **Save all changes**.
6. Tap **OK** and restart the computer.

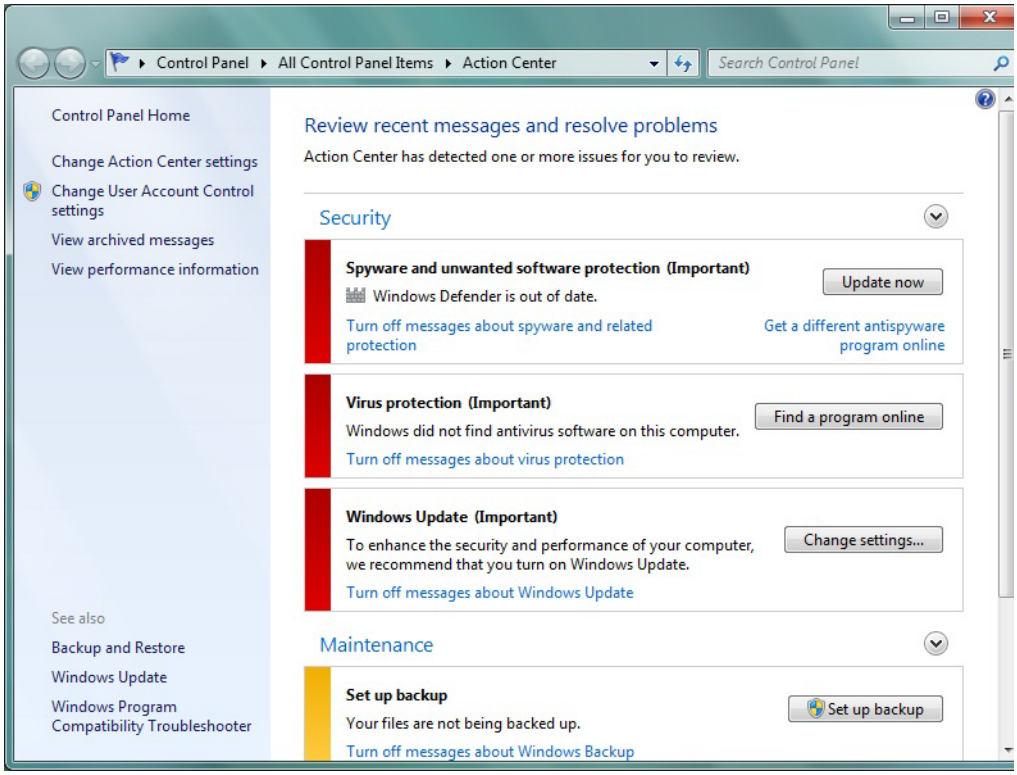
After you restart the computer, you should configure the authentication rules for strong logon security.

To configure authentication rules

1. Start Motion OmniPass (page 43).
2. Tap **Change Your OmniPass Settings**.
3. Tap **Set user authentication rules and policies**.
4. Select the appropriate authentication rules.
5. Tap **OK**.

Using Windows Security Center

Windows Security Center provides a central location for you to manage the tablet's security settings and learn more about improving security. If a problem is detected (such as an out-of-date antivirus application), the Security Center sends you an alert and provides recommendations for how to remedy the situation.



To learn more, open Motion Dashboard to the Security panel, then tap **Windows Security Center**.

Setting up users and passwords

You can use different types of user accounts and passwords to create various levels of protection for computer and its data, depending on the level of security that you need.

Setting up Windows user accounts

You can use Windows user accounts to help secure the files on the tablet from other users. You must have an administrator account on the tablet to add a new user to the tablet.

To set up a Windows user account

1. In Control Panel, tap the **User Accounts and Family Safety** category.
2. Tap **Add or remove user accounts**, and then tap **Create a new account**.
3. Enter the appropriate information for the new user account, and then tap **Create Account**.

Setting a BIOS password

You can use a BIOS password to secure the basic input/output system of the tablet.

WARNING: Read this section carefully to understand the implications of creating a BIOS system password. If you forget the password, you will not be able to access the BIOS. If this happens, contact Motion Computing Technical Support at www.motioncomputing.com/support. Have the serial number ready. You can find the serial number in System Properties.

To find the serial number

1. In Control Panel, tap the **System and Security** category, then tap **System**.
2. In the **System** section of the page, view the **Model**. The serial number is prefixed with "S/N=."

To set a BIOS password

1. Start the system. When the Motion Computing splash screen appears, tap the screen with the pen. On the TrustedCore menu, tap **Password Options**. If you miss the splash screen, restart the computer and try again.
2. In the Password Options window, enter a password using the on-screen keyboard. Enter the password again to confirm it.
3. Do one of the following:
   - If you want to require a password every time the computer starts, select the **Enable password on boot** option.
   - If you want to require a password only to start the BIOS, clear the **Enable password on boot** option.
4. Tap **OK**.

To clear the password, leave the password fields blank, then tap **OK**.

Setting up a hard disk drive password

You can use a hard disk drive password to protect the tablet and the hard disk drive. The tablet cannot be started without the HDD password, and the data on the disk drive cannot be accessed, even if it is removed and attached to a different computer.

To set up an HDD password

1. Start the system (page 5).
2. When the Motion Computing splash screen appears, tap the screen with the pen. On the TrustedCore menu, tap **Launch System Setup**. If you miss the splash screen, restart the tablet and try again.
3. In the PhoenixBIOS Set Up Utility, tap **Security** on the menu bar.
4. Double-tap **Enter** for **Set Hard Disk Password**.
5. Enter a password using the on-screen keyboard and tap **Enter**. Enter the password again to confirm it and tap **Enter**.
6. Tap **Exit**, then select **Exit Saving Changes**.

To clear the password, double-tap **Enter** for **Set Hard Disk Password**. Enter the current password, then tap Enter twice to leave the **Enter New Password** fields blank.

Finding additional software

For information about other software for the your tablet PC, go to the Motion Computing software page at www.motioncomputing.com/products/software_motion.asp.

You will find links to software solutions for purchase as well as free downloads from Motion software and service partners.

Care and Maintenance 4

Proper care and maintenance will keep your tablet PC working and in good condition for a long time. This chapter describes the care and maintenance procedures for the system. For general information about care of the tablet PC and its components and accessories, see the *Safety and Regulatory Guide* packaged with the system.

WARNING: Follow the guidelines listed below when maintaining the tablet PC and its components. Improper use may damage the unit and its components and void the warranty.

General care

- Protect the system from exposure to extreme temperatures, shock, liquids, and strong magnetic fields.
- If you are storing the system for a long time, unplug the power adapter and remove the battery after partially discharging it.
- Do not place heavy objects on top of the unit.
- Do not open the case. Opening the case will void your warranty.

Standard display

- Clean fingerprints and most marks from the display surface by wiping it with the soft cloth (provided). Do not pour liquids directly onto the display surface itself. Do not use an abrasive cleaner on the display. If liquid is spilled on the display, wipe it up immediately. For more information, see "Cleaning in a health care environment" on page 53.
- Avoid using tissues or paper towels to clean the display surface. These contain wood fibers that can scratch the display.
- Use only a Motion Computing pen on the display. Do not write on the display with an ink pen or pencil, or any other object that could damage the display surface.
- Protect the display surface from unnecessary contact by using a case when transporting the unit.
- Avoid exposing the display to direct sunlight for long periods of time.

View Anywhere display

- Clean fingerprints and most marks from the display surface by wiping it with the soft cloth (provided). Do not spray or pour liquids directly onto the display surface itself. Do not use an abrasive cleaner on the display. If liquid is spilled on the display, wipe it up immediately. For more information, see "Cleaning in a health care environment" on page 53.
- If needed, clean with any alcohol-based product recommended for anti-reflective glass. Other cleaning products might leave a residue.
- Avoid using tissues or paper towels to clean the display surface. These contain wood fibers that can scratch the display.
- Use only a Motion Computing pen on the display. Do not write on the display with an ink pen or pencil, or any other object that could damage the display.
- Protect the display surface from unnecessary contact by using a case when transporting the unit.
- Avoid exposing the display to direct sunlight for long periods of time.

Cleaning in a health care environment

This section describes the cleaning procedures for the tablet PC in a health care environment.

Disinfecting procedures

You should periodically disinfect the system according to the institutional polices of surface and equipment safety and cleanliness. Motion has tested a variety of antimicrobial solvents and information on specific products is available upon request.

According to the Centers for Disease Control and Prevention, "items that do not ordinarily touch the patient or touch only intact skin are not involved in disease transmission, and generally do not necessitate disinfection between uses on different patients".[1] We recommend using an EPA-approved low-level disinfectant when general cleaning is required. For a list of cleaning solutions tested by Motion Computing, see "Cleaning solutions" on page 54.

If the system becomes soiled with blood or other body fluids, a hospital-approved low-level disinfectant that is tuberculocidal/virucidal when used at recommended dilutions and contact times can be used.

Visibly soiled areas should first be cleaned and then disinfected, or a detergent disinfectant can be used. For disinfection, the cleaned areas should be moistened with the appropriate germicide and allowed to air dry.[2]

If the system is used with patients who are infected or colonized with vancomycin-resistant enterococci or other drug-resistant microorganisms judged by the infection control program (based on current state, regional, or national recommendations, to be of special or clinical or epidemiologic significance or with highly virulent microorganisms such as Ebola or Lassa), then the unit should be dedicated to one patient or patient cohort or subjected to low-level cleaning between patient uses.[1]

Training and documentation considerations

All users of tablet computers in the health care environment should be provided with training on proper cleaning procedures. Cleaning procedures should be added to the institution's policies and procedures for infection prevention.

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1. Centers for Disease Control and Prevention. "Sterilization or Disinfection of Medical Devices-General Principles." 2002. <www.cdc.gov/ncidod/dhqp/bp_sterilization_medDevices.html> (20 Sept. 2006).
2. Centers for Disease Control and Prevention. "Sterilization or Disinfection of Patient-Care Equipment-HIV Related." 2000. <www.cdc.gov/ncidod/dhqp/bp_sterilization_patient_care.html> (20 Sept. 2006).

Cleaning solutions

Motion Computing maintains a list of tested cleaning solutions and chemical disinfectants on the Motion Computing web site. To access the list, follow the instructions provided below for your tablet PC.

For the C5v

1. Go to http://www.motioncomputing.com/products/tablet_pc_c5.asp.
2. Click the **standard cleansers** link.

For the F5v

1. Go to http://www.motioncomputing.com/products/tablet_pc_f5.asp.
2. Click the **standard cleansers** link.

WARNING: Do not use any solution that is corrosive or abrasive to clean or disinfect the tablet PC.

If you are concerned whether a cleaner or disinfectant will harm your tablet PC, contact Motion Computing support.

Cleaning the fingerprint reader

Under normal circumstances, you should clean the fingerprint reader once a month, or whenever necessary.

To clean the fingerprint reader

1. Shut down the system, unplug it, and remove the battery.
2. Lightly spray a cotton swab with household window cleaner.
3. Gently rub the sensor surface with the cotton swab, slowly rotating the swab so a new, clean surface of the swab is constantly exposed to the sensor surface. Do not allow cleaner to drip or run down into the electronics around the sensor.

   Do not use bleach, solvents, or abrasives. Do not spray or pour any liquid directly on the sensor.
4. After cleaning, gently rub the surfaces again with a clean, dry cotton swab. Use a clean swab each time you clean the sensor.

Pen

- Store the pen in the pen holder or in a case when not in use.
- Do not store the pen vertically on the tip. Constant pressure on the tip can affect the pen-to-digitizer interaction.
- Change the pen tip regularly. See “Replacing pen tips” on page 55.
- Do not immerse the pen in liquid. It contains electronic components that could be damaged.
- In certain environments, particles or debris can stick to the pen tip or the display. To avoid damaging the display, clean it frequently with the provided cleaning cloth. Also, change pen tips regularly, especially if you drop the pen onto a rough surface that could damage the tip or embed debris in it. Damaged pen tips can scratch the display.

Replacing pen tips

Pen tips eventually wear down or get damaged, so the pen includes extra tips and a tool for replacing them.

With typical use, you should change the pen tip every 90 days. If you use the pen in a dirty environment, you should change the pen tip every 30 days. Particles can become embedded in the pen tip and scratch the display.

To replace the pen tip

1. Grasp the old tip with the replacement tool. Use the notch on the ring to grab the tip.
2. Pull the old tip out of the pen.
3. Insert a new tip, placing the flat end of the pen tip in first.
4. Apply slight pressure to push the tip in to place.

Ordering new pens

To order additional pens, go to the Motion Computing accessories page at https://store.motioncomputing.com/.

Traveling with the system

Use the following tips when you travel with the system.

- Remove all accessories and cables. Remember to pack those you will need while traveling, including at least one pen.
- Put the unit into a case to protect the display.
- Protect the pen by keeping it in the pen holder or in a case during travel.
- Pack the unit securely in a briefcase or hand-carried luggage, and keep it separate from toiletries, liquids, and food. Do not pack it in checked luggage.
- Keep the system stable during travel. Secure it to prevent it from sliding around in overhead bins and car trunks.
- Before extended use in the field or long trips away from AC power, adjust the power properties to maximize battery conservation. You can adjust the power properties from Motion Dashboard. See “Using power management” on page 36.
- For international travel, obtain and use the appropriate adapters for your destination’s electrical outlets. A current converter is not necessary.
- You may want to carry proof of ownership or a merchandise passport when traveling internationally.
- Consult your insurance company and credit card company to learn about emergency travel assistance in case the system becomes lost or disabled.

Traveling by air

Use the following tips when traveling by air.

- Have a fully charged battery in case security personnel ask you to start the system.
- Have it hand-inspected or sent through the X-ray scanner, but never carry it through the metal detector.
- Turn off the system or place it in hibernation mode for takeoff and landing.

FAA Wireless air travel requirement

The FAA requires that you suspend wireless operations, such as Wi-Fi and Bluetooth, before boarding a plane.

DANGER: Do not transport Li-ion batteries in checked baggage. The baggage hold can get very hot, which can overheat the Li-ion battery and result in an explosion. You can take up to two spare batteries in carry-on luggage, in addition to the one in the unit. Transporting batteries in checked baggage or transporting more than two spare batteries is a violation of federal transportation regulations.

Creating a backup archive

If you want to roll back your tablet to a predetermined state, you can create a backup archive.

To create a complete PC backup archive

1. From the Control Panel, tap the **System and Security** category, then tap **Backup and Restore**.
2. Tap **Create a system image** in the left navigation bar, then follow the instructions.

Note: You will need an external USB hard disk drive or DVD drive attached to store the backup copy.

To back up individual files

1. From the Control Panel, tap **System and Security** category, then tap **Backup and Restore**.
2. Tap **Set up back up**.
3. Follow the instructions to back up selected files to protect against loss or accidental deletion.

Restoring data

If you experience a problem, you can use the Windows Recovery Environment to repair your Windows 7 files, or you can restore your computer to the state it was in when it left the factory. If a serious problem occurs and Windows 7 will not restart, the Windows Recovery Environment Repair will automatically start. Additionally, you can create your own backup data archives and restore those later. For more information, see "Creating a backup archive" on page 57.

Using Windows Recovery Environment

When using the Windows Recovery Environment, you will need a keyboard connected to the tablet.

To repair Windows 7 files

1. After the initial BIOS screen, press and hold the **F8** key.
2. On the **Advanced Boot Options** screen, select **Repair your computer** and press the **Enter** key.
3. Select a keyboard layout and click **Next**.
4. Select a user name and enter the password, and then click **OK**.
5. On the **System Recovery Options** menu, click **Startup Repair**.

To restore from your complete PC backup archive

1. After the initial BIOS screen, press and hold the **F8** key.
2. On the **Advanced Boot Options** screen, select **Repair your computer** and press the **Enter** key.
3. Select a keyboard layout and click **Next**.
4. Select a user name and enter the password, and then click **OK**.
5. Attach the USB hard disk drive or DVD drive that you used to store your complete PC backup archive.
6. On the **System Recovery Options** menu, click **System Image Recovery**.
7. Follow the instructions in the **Re-image your computer** dialog.

To restore the original factory image

1. After the initial BIOS screen, press and hold the **F8** key.
2. On the **Advanced Boot Options** screen, select **Repair your computer** and press the **Enter** key.
3. Select a keyboard layout and click **Next**.
4. Select a user name and enter the password, and then click **OK**.
5. On the **System Recovery Options** menu, click **Reinstall Windows**.
6. Click Yes to reinstall Windows.

   Your current data will be saved in a Windows.old directory.

   After the image has been restored, the Set Up Windows screen is displayed.

Using Windows 7 to restore individual files

You can restore data that you archived.

To restore backup files

1. In the Control Panel, tap the **System and Security** category, then tap **Backup and Restore**.
2. Tap **Restore Files**.
3. Follow the instructions to restore individual files and folders that have been accidentally deleted or damaged.

Troubleshooting and Support

A

Motion Computing products are thoroughly tested for performance and quality, but occasionally problems still occur. If you do not find the information you are looking for in this section, go to the Motion Computing support page at www.motioncomputing.com/support.

Troubleshooting

Use the information in this section to identify and resolve common issues. If an issue has more than one potential cause, the most common cause is listed first.

Power

The tablet does not turn on

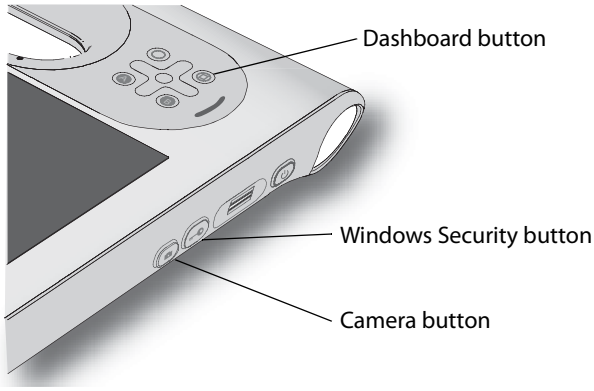
- The unit might not be plugged in or the battery might be depleted. Plug the unit in to AC power.

The tablet does not shut down

- An application might have stopped responding. Use Task Manager to manually stop the application. For more information, open Windows Help and Search for "task manager".
- The operating system may have stopped responding. Hold the power switch for five seconds to force the tablet to shut down.
- If the tablet does not shut down after holding the power switch for five seconds, do the following:

  1. Remove the battery (see "Removing and replacing the battery" on page 33).
  2. Unplug the power adapter.

3. Press the camera, Windows Security, and dashboard buttons, simultaneously. For the locations of these button, see below.



The tablet will not enter Hibernation mode.

- Hibernation might not be enabled. Use Motion Dashboard to enable Hibernation. See "Using Hibernate" on page 37.

The tablet does not return from Hibernation while on battery power

- The battery might be depleted. Plug the unit in to AC power.

The display goes black while the system is still turned on

- The computer might have turned off the display to save power. To restore the display, touch the screen with the pen or press a button.
- The tablet might have gone into Sleep mode. Press and hold the power switch for about one second.
- The tablet might have gone into low-battery Hibernation mode. Plug the tablet in to AC power, then press and hold the power switch for about one second.

Battery

The battery does not last very long (less than three hours)

- Hot or cold conditions can adversely affect the battery charge. Use AC power if you are operating the tablet in these conditions.
- Accessory devices, such as a DVD player, and applications that make heavy use of the hard drive can drain the battery more quickly.
- The battery may be weakening. Use a different battery if possible.

Display

The display is too dim

- The brightness may be set too low. Use Motion Dashboard to increase the brightness. See "Adjusting the display brightness" on page 25.

The desktop area is larger than the display

- The display resolution may be set higher than the native resolution of the LCD display. In this case, the desktop area scrolls as you move around. Use Windows Display Properties to decrease the display resolution to 1024 × 768 pixels. For more information, open Windows Help and Support and search for "change resolution".

The display is unreadable or distorted

- The display resolution might not match the native resolution of the LCD display. You can use other display resolutions, but you will get the best display quality when the display resolution matches the native resolution of the LCD display. Use Windows Display Properties to set the display resolution to 1024 × 768 pixels. For more information, open Windows Help and Support and search for "change resolution".
- The display driver may have been removed or become corrupted. Use Windows Device Manager to reinstall the driver. For more information, open Windows Help and Support and search for "update driver".

Input

The system does not respond to the pen I am using

- You may be using an improper input device. Only Motion Computing digitizer pens can be used. The system does not respond to other pens or to a plastic stylus.
- You may be using the wrong pen. Occasionally, a particular pen may not work with a particular unit. If you are in an environment with multiple units and pens, try using a different pen. You can also tether the pen to the unit to ensure that a pen stays with it.

The pointer on the screen does not align with the pen

- The pen may need to be calibrated. See "Calibrate the digitizer" on page 6.

When I write, I inadvertently click the function button on the pen

- Adjust how you hold the pen. Avoid resting your finger on the function button. You can also use the Pen and Input Devices window to disable the button. See "Configuring pen options" on page 23.

The function button does not work

- The function button may not be enabled. You can use Tablet and Pen Settings window to enable the function button. See "Configuring pen options" on page 23.
- You may not be pressing the button early enough. Try pressing the function button before you touch the pen to the display surface.

The eraser does not work

- The eraser may not be enabled. You can use Tablet and Pen Settings window to enable the eraser. See "Configuring pen options" on page 23. The eraser works on digital ink only, not text.

The buttons on the unit do not do what I expect them to do

- The button functions may have been customized. You can use the Tablet and Pen Settings window to change the buttons to the desired functions. See "Configuring front panel buttons" on page 24.

Ports and connectors

The unit is in the docking station, but the system does not recognize any accessory devices, such as the external disk drive or monitor

- The unit may not be fully seated in the docking station. Remove the unit from the docking station and then replace it.

Network

The wireless adapter keeps connecting even when I do not want it to

- The wireless adapter is enabled. You can use Motion Dashboard to disable the wireless adapter. See "Enabling or disabling Wi-Fi" on page 37.

Audio

No sound is coming from the speakers

- The volume may be set too low or muted. You can use Motion Dashboard to increase the volume or turn mute off.
- The integrated audio components may have been overwritten. If you install a third-party audio device (such as a USB or Bluetooth device), the integrated audio may stop working. If this occurs, reinstall the SigmaTel® and Knowles® IntelliSonic™ audio drivers. You can find the drivers at www.motioncomputing.com/support/driver_download.asp. If you still have problems after reinstalling the drivers, contact Motion Technical Support.

System

I forgot my BIOS password and cannot access my computer

- You can enter several incorrect passwords before the BIOS temporarily locks the system. You can try again by restarting the system. If you still cannot log on, contact Motion Computing Technical Support at www.motioncomputing.com/support.

An application has stopped responding, but I can still move the pointer and use other applications

- Use Task Manager to manually stop the application. For more information, open Windows Help and Support and search for "task manager".

The computer seems to be operating more slowly than usual

- The hard disk drive may be full or nearly full. You can use Disk Cleanup to free up space on the hard drive. For more information, open Windows Help and Support and search for "disk cleanup".
- The hard disk may need to be defragmented. You can use Disk Defragmenter to consolidate files and folders on the hard drive. For more information, open Windows Help and Support and search for "defragment".

Frequently asked questions

How can I make the battery charge last longer?

- Use a power saver power plan. For more information, see "Using power management" on page 36.
- Set the display brightness to the dimmest level you are comfortable with. See "Adjusting the display brightness" on page 25.
- Disable the wireless adapter and Bluetooth adapter if you are not using them.
- Stop unnecessary background applications and processes.

What do I need to use the system in another country?

- You will need a travel plug adapter. You can find these in airports and travel stores. You do not need to buy a voltage converter; the Motion AC adapter will automatically adjust to different voltages.

How do I clean the standard display screen?

- To clean the acrylic display screen, wipe it with a soft cloth (like the one supplied) onto which you have sprayed a window-type cleaner. Do not spray cleaners, spray or pour any liquid, nor wipe any abrasive cleaner on the screen nor any surface of the unit. Do not use tissues or paper towels to clean the screen. They contain wood fibers and may scratch the surface.

How do I clean the View Anywhere display screen?

- To clean the View Anywhere display screen, wipe it with a soft cloth (like the one supplied). If needed, clean with any alcohol-based product recommended for use on anti-reflective glass. Other cleaning products may leave a residue. Do not spray cleaners, spray or pour any liquid, nor wipe any abrasive cleaner on the screen nor any surface of the unit. Do not use tissues or paper towels to clean the screen. They contain wood fibers and may scratch the surface.

Will scratches affect the performance of the display or digitizer?

- Our testing has not found appreciable loss of performance on a scratched display.

How sensitive is the screen to various elements?

- As with any computer or electronic device, you should protect it from liquids, dirt and sand, other contaminants, and extreme heat.

Will any monitor, USB device, keyboard, or mouse work with the system?

- If the device has a driver for Windows, it will work with the system. For a list of products that have been tested for Windows, go to the Windows Marketplace Tested Products page at winqual.microsoft.com/hcl.

Why is the tablet PC lacking USB and display adapter ports?

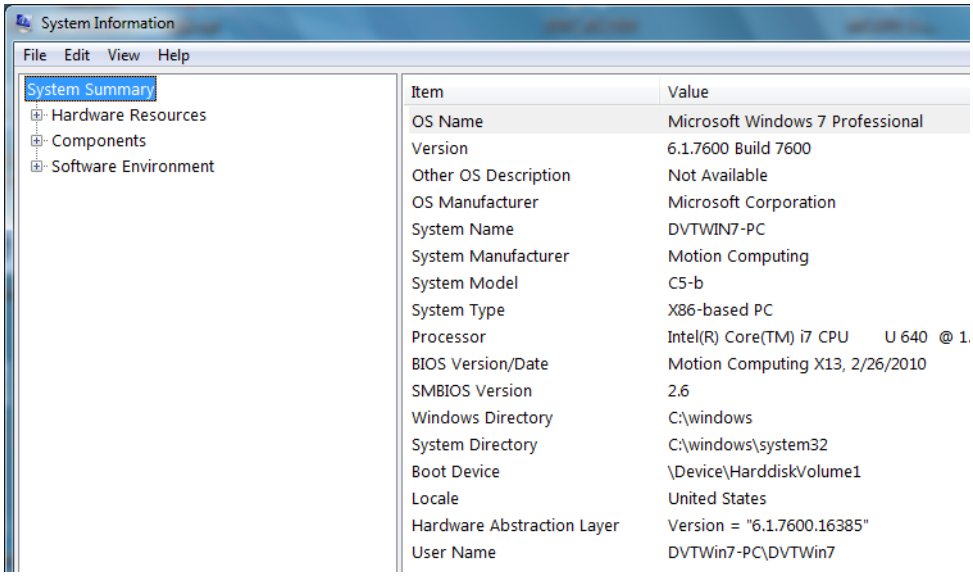
- The tablet PC is designed to be easy to clean and disinfect, so ports and connectors are minimized. The F5v has a USB port. For its location, see the diagram on page 3.

How do I adjust the system for left-handed use?

- Open the Tablet and Pen Settings window (page 23). You can select left- or right-handed and change the location of the menus. You should calibrate the pen if you change any pen options (page 6).

Specifications

You can use System Information to find out more about your hardware and software environment. From the Start menu, choose **All Programs** > **Accessories** > **System Tools** > **System Information**.



You can find the specifications for other Motion Computing products at www.motioncomputing.com/products.

Warranty and insurance programs

Motion Computing currently provides limited warranties on Motion products and accessories. See the Warranty packaged with your Motion product or accessory or visit our Web site at www.motioncomputing.com.

In addition, Motion Computing offers extended warranties along with various screen and configuration insurance programs. Go to the Motion Computing Support and Services page at www.motioncomputing.com/products/services_top.asp.

Service and support

If you need help with your system, go to the Motion Computing Support and Services page at www.motioncomputing.com/support.

This page will provide you links to all the information you need about Motion products, technical support, customer services and professional services.

Index

Numerics

802.11a/b/g
- about 15
- enabling 37
- setting up 38
- using 37

A

AC adapter
- about 17
- using 5

adjusting display brightness 25
amber lights 9
Automatic Updates 48

B

backup procedure 57
battery
- about 17
- checking status 32
- gauge 2, 32
- hot swapping 34
- notification area status 32
- status light 9
- swapping 34
- tips 35
- using 32

BIOS
- opening 49
- setting a password 49

blinking lights 9
Bluetooth
- about 16
- discovery 42
- enabling 41
- setting up 41
- tips 42
- using 41

bookmarks, using 1
buttons
- about 8
- configuring 24
- functions 8

C

calibrating the digitizer 6
calibrating the pen 6
camera
- button 3
- documentation 3, 4
- web 2

cameras 28
capturing a fingerprint 43
care and maintenance
- display 52
- fingerprint reader 54
- general care 51
- pen 55
- repair and recovery 57
- replacement pens 55
- replacing pen tips 55
- screen 52
- View Anywhere display 52

change the display orientation 25
character pad 22
charging the battery 32
checking battery gauge 32
checking battery status 32
cleaning
- display 52
- fingerprint reader 54
- solutions 54

configuring
- front panel buttons 24
- pen options 23
- rotation sequence 25

cord 17
Ctrl+Alt+Del 3, 11
customizing buttons 24

D

Dashboard
- starting 20
- using 20

Dashboard button
- about 8
- configuring 24

dictation mode 30

digitizer pen
about 21
calibrating 6
directional pad 2, 8
disabling
the eraser 23
the pen button 23
display
about 10
brightness 25
features 10
rotating 25
rotation sequence 25
using 25
disposing of used batteries 35
docking connector 15
document, about 1
dynamic brightness 25

E

enabling
802.11a/b/g 37
Bluetooth 41
eraser 23
pen button 23
Wi-Fi 37
eraser
about 21
enabling 23
Esc button
configuring 24

F

FAA wireless air travel requirement 56
features overview 7
finding additional software 50
fingerprint reader
about 11
setting up 43
tips 45
five-way directional controller 2, 8
fixed brightness 25
flashing lights 9
frequently asked questions 63
front panel buttons
about 8
configuring 24
front panel light 9
Function button
about 8
configuring 24

G

getting started 5
green lights 9

H

handwriting recognition
about 21
using 22
hardware overview 2, 7
HDD password, setting up 50
Hibernate
about 37
using 37
hot swapping battery 34

I

indicator light 9
Input Panel
using 22
insurance 65
integrated microphones 14, 30
integrated speaker 15
Internet Options 48

K

key button 11
keyboard 22

L

landscape mode 25
LCD
about 10
care and cleaning 52
View Anywhere 10
Li-ion battery 17
liquid crystal display *See* LCD
Lithium-ion battery *See* Li-ion battery
logging on to a remembered site 47

M

maintenance
backup 57
recovery 57
maintenance procedures 51

microphones
about 14
using 30
mini-plug 17
Motion Dashboard
using 20
Motion Dashboard button 8

N

network profiles 40
definition 40
networking
Bluetooth 16
wireless 15

O

OmniPass
about 11, 43
starting 43
on-screen keyboard 22
ordering replacement pens 55
overview
hardware 7
ports and connectors 2

P

Page Down 8
Page Up 8
password replacement
about 46
using 46, 47
pen
about 21
actions 21
calibrating 6
care and maintenance 55
configuring options 23
plug 17
plugging in 5
portrait mode 25
power adapter
about 17
port 3
using 5
power cord
about 17
using 5

R

recovery procedure 57
removing the battery 33
replacing pen tips 55
replacing the battery 33
right-clicking 21
rotate sequence 25
rotate the display 25
rotating the display 25
running the repair and recovery procedure 57

S

security
features 10
using 10
service 65
setting up 5
802.11a/b/g 38
a BIOS password 49
an HDD password 50
Bluetooth 41
strong logon security 47
the fingerprint reader 43
users and passwords 49
Wi-Fi 38
Windows user accounts 49
Shift+Tab 8
Speak Anywhere 30
speaker 15
specifications 64
speech recognition
about 30
setting up 30, 31
status light 2, 9
strong logon security
about 47
enabling 47
support 65
swapping batteries 34

T

Tab key 8
Tablet & Pen Settings 23, 24
Tablet PC Input Panel
using 22
Task Manager 59, 63
TPM 10
traveling 56

troubleshooting
battery 60
display 61
input 61
network 62
system 62
Trusted Platform Module 10
turning on the unit 5

U

USB port 3
using
802.11a/b/g 37
battery 32
Bluetooth 41
handwriting recognition 22
Hibernate 37
Input Panel 22
microphones 30
OmniPass 43
power management 36
security 10
speech recognition 30
this document 1
Wi-Fi 37

V

View Anywhere display 10
voice commands 30

W

warranty 65
web camera 2
Wi-Fi
about 15
enabling 37
setting up 38
using 37
Windows Firewall 48
Windows Security button 11
Windows Security Center
about 48
using 48
wireless
802.11a/b/g 15
Bluetooth 16
wireless networking 15, 16
writing pad 22