SONY

# Magic Link

# User's Guide

## PIC-1000

### Personal Intelligent Communicator

Before using your Magic Link,
please read this guide thoroughly
and keep it for future reference.

## Owner's Record

The model number and the serial number are located on the bottom. Record the serial number in the space provided below. Refer to these numbers whenever you call upon your Sony dealer regarding this product.

Model No. PIC-1000 Serial No. _____

## WARNING

**To prevent fire or shock hazard, do not expose the unit to rain or moisture.**

**To avoid electrical shock, do not open the cabinet. Refer servicing to qualified personnel only.**

**Note**: This equipment has been tested and found to comply with the limits for a class B digital device, pursuant to Part 15 of FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

You are cautioned that any changes or modifications not expressly approved in this manual could void your authority to operate this equipment.

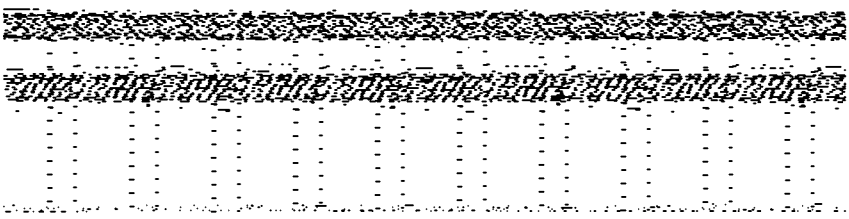
The contents in the memory of the product may disappear or change as a result of incorrect operation, external noise interferences, battery replacement, or repair service. Therefore, be sure to make a hard copy of important data in the memory.

## SAVE THESE INSTRUCTIONS

If your PIC-1000 model should malfunction, all repairs will be performed by an authorized Sony Service Center.

This equipment has been registered with the FCC for direct connection to the telephone network. Under the FCC program, no customer is authorized to repair this equipment. This applies to equipment both in and out of warranty. If such unauthorized repair is performed, the registration of the equipment for direct connection to the network will be null and void. If the equipment is still in warranty, the remainder of the warranty period will also be null and void. It is the responsibility of users requiring service to report the need for service to a Sony dealer.





# Important safety instructions

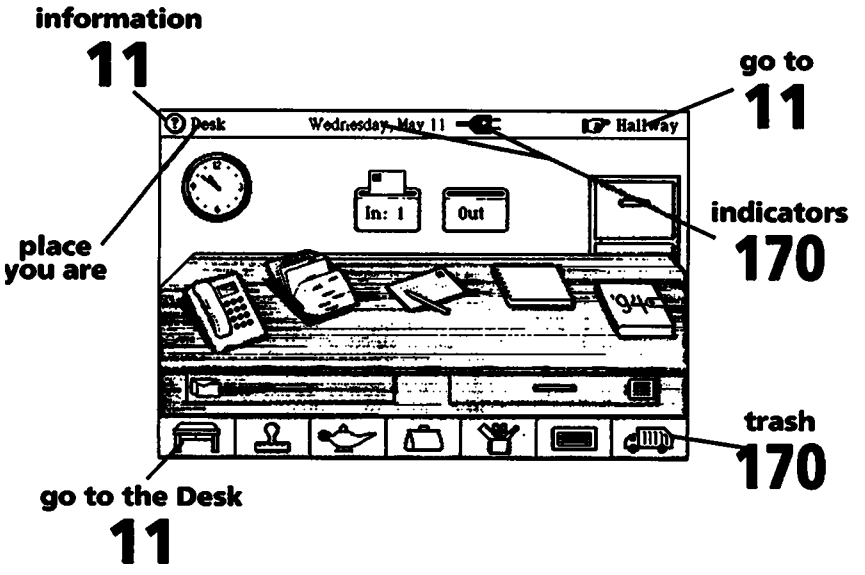
When using the PIC-1000, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

1. Read and understand all instructions.
2. Follow all warnings and instructions marked on the product.
3. Unplug this product from the wall outlet before cleaning. Do not use liquid cleaners or aerosol cleaners. Use a damp cloth for cleaning.
4. Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink, or laundry tub, in a wet basement, or near a swimming pool.
5. Do not place this product on an unstable cart, stand, or table. The product may fall, causing serious damage to this product.
6. Slots and openings in the cabinet and the back or bottom are provided for ventilation. To protect it from overheating, these openings must not be blocked or covered. The openings should never be blocked by placing the product on the bed, sofa, rug, or other similar surface. This product should never be placed near or over a radiator or heat register. This product should not be placed in a built-in installation unless proper ventilation is provided.
7. This product should be operated only from the type of power source indicated on the marking label. If you are not sure of the type of power supply to your home, consult your dealer or local power company.
8. Do not allow anything to rest on the power cord. Do not locate this product where the cord will be abused by persons walking on it.
9. Do not overload wall outlets and extension cords as this can result in the risk of fire or electric shock.
10. Never push objects of any kind into this product through cabinet slots as they may touch dangerous voltage points or short out parts that could result in a risk of fire or electric shock. Never spill liquid of any kind on the product.
11. To reduce the risk of electric shock, do not disassemble this product, but take it to a qualified service personnel when some service or repair work is required. Opening or removing covers may expose you to dangerous voltages or other risks. Incorrect reassembly can cause electric shock when the appliance is subsequently used.
12. Unplug this product from the wall outlet and refer servicing to qualified service personnel under the following conditions:
    A. When the power cord or plug is damaged or frayed.
    B. If liquid has been spilled into the product.
    C. If the product has been exposed to rain or water.
    D. If the product does not operate normally by following the operating instructions. Adjust only those controls that are covered by the operating instructions because imporper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
    E. If the product has been dropped or the cabinet has been damaged.
    F. If the product exhibits a distinct change in performance.
13. Avoid using a PIC-1000 (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
14. Do not use the PIC-1000 to report a gas leak in the vicinity of the leak.

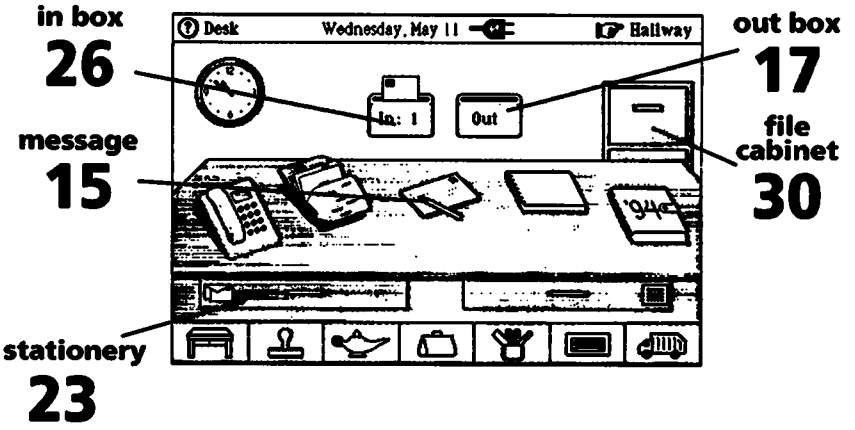
# Contents

# Contents by picture

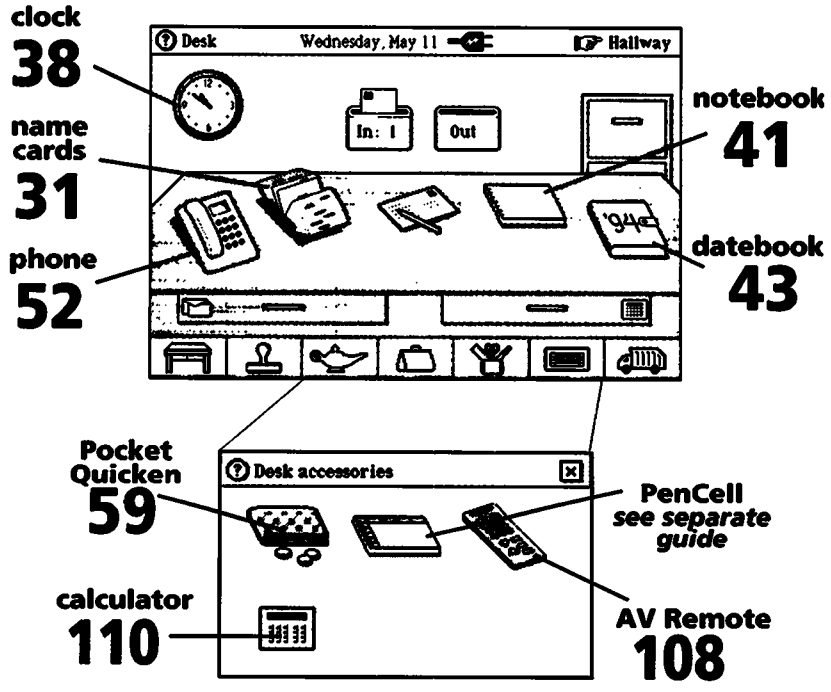
## Basic features



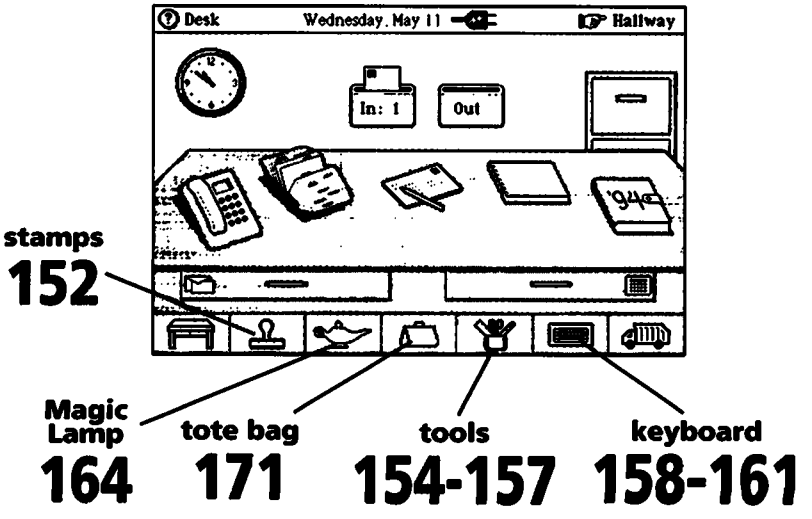

## Messages

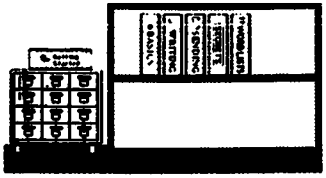


## Personal information




## Magic Link features





Library
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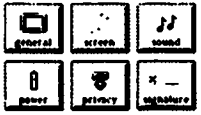

Controls
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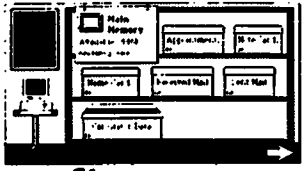

Storeroom
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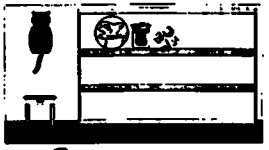

Game room
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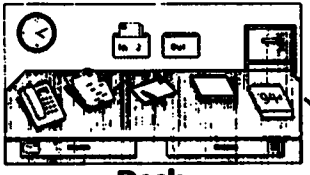

Desk
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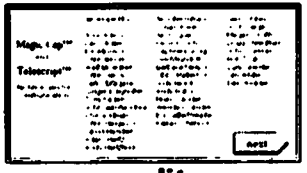
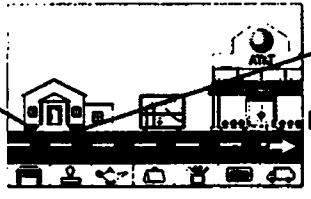


credits

Hallway



Downtown
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# BASICS

Once you've installed the size AAA batteries or connected to AC outlet with the supplied AC power adaptor, you're ready to go. If you've installed a rechargeable battery (NP-500 or NP-500H, not supplied), you'll probably want to keep the Magic Link plugged in until the battery is charged. But you can begin exploring the Magic Link's universe of places and sending messages straight away.

## Magic Link basics

- **Touch the desk in the bottom-left corner of the screen.**

  You can always return to the Desk by touching this button. If you ever feel "lost," touch here to return to the Desk.

- **Touch an object on the screen with the supplied special pen or your finger when you want an object to do something.**

  Most objects on the screen do something when you *touch* them. Be sure to use your finger or the supplied special pen so that you don't damage the screen.

- **Press down on an object and slide your finger across the screen.**

  Make some objects *move* by sliding them to the position you want, and letting go.

- **Touch the tool holder at the bottom of the screen to choose writing implements.**

  You can draw or write on the screen. Many places—the blank area of messages, pages in the notebook—are ready for writing and drawing.

- **Type using the keyboard.**
  Make the keyboard appear by touching the small keyboard at the bottom of the screen.

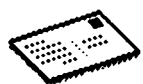
- **Make a window disappear by touching the *x* in its top-right corner.**
  The keyboard has its *x* on the bottom right.

- **Touch the question mark beside the name of a scene or window to see more information about it.**
  The name in the top left corner of the screen is the name of the current scene.


- **Touch the pointing hand or the scene name in the top-right corner of the screen to go to that scene.**
  There is always the name of a scene in the top-right corner of the screen, with a hand pointing at the name. Touch the hand to go to the scene named.


- **Arrows mean *there's more here.***
  Arrows on the hallway floor and on the street downtown show that the hallway and streen continue. Arrows on a name card point to additional information on that card. Touch an arrow to show what else is there.

- **Touch enclosed messages to see their contents.**
  A small card or envelope is an entire message. Touch the small message to see the message in full.




# Moving around

Your Magic Link has a geography modelled on that of the world, with rooms along hallways and buildings along a street. To perform different activities in the world, you move from place to place. Similarly, to do different things with your Magic Link, you'll move among the places in its world.

## Go to a place

**Touch the pointing hand or place name in the top-right corner of the screen to go to that place.**


## Go to the Desk

**Touch the desk in the bottom left corner of the screen to return to the Desk at any time.**

There are other rooms in your Magic Link geography and even other buildings. You enter rooms through doors. Just touch a door to go into the room behind it. Each of the Magic Link rooms is a complete place appropriate for certain activities. The room for books, for example, is called the Library.

## Ask for a scene description

1 **Touch the question mark or the place's name in the top-left corner of the screen.**

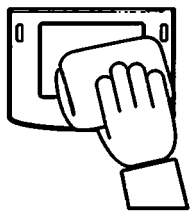
A brief description appears.


2 **Touch the *x* in the top-right corner of the scene's description to make the description window disappear.**

# Caring for Magic Link

For best results, follow these simple mentenance procedures below.

## Before turning on your Magic Link each day



**Clean the screen and the special pen.** The touch screen is extremely sensitive. Wipe the screen and the tip of the special pen with a soft cloth or tissue daily before you use your Magic Link to aboid scratches and damages to the screen.

**Check the main battery level.** When the main battery level is low, change the batteries to fresh alkaline batteries or a fully charged rechargeable battery pack (NP-500 OR NP-500H), or charge the rechargeable battery using the AC power adaptor. You can use your Magic Link while charging the rechargeable battery pack.

*Check battery levels, p.174*

## After using the Magic Link each day

**Charge the battery pack.** When you use your Magic Link with an optional rechargeable battery pack, recharge it daily using the AC power adaptor. The Magic Link will not operate when the battery is very low.

*Rechargeable battery, p. 178*

## Carrying around

**Put your Magic Link in the supplied carrying case** when carrying it to protect the touch screen.

## Keeping your Magic Link in good condition

**Use the supplied special pen for operation. Do not use other implements**, otherwise your Magic Link's touch screen might be scratched. If the touch screen is scratched, repair service will require payment even during the warranty period.

**Do not place anything on your Magic Link, drop it, or hit it with excessive force.** Placing objects, such as a book, or resting your elbow on your Magic Link will damage it.

**Do not use the supplied special pen if it is broken or damaged,** otherwise your Magic Link's touch screen will be scratched. If the supplied special pen breaks and needs to be replaced, contact your Sony service center.

**Do not put anything in the DC IN 12V jack** other than the power adaptor plug.

**Do not connect to multiple lines or a PBX.** Your Magic Link is designed and approved for a single-party lines only.

**Do not wrap the Magic Link** in a cloth, blanket, or other material when it is connected to the AC power adaptor. If you do so, the increased temperature could cause malfunctions or accidents.

**The bottom of your Magic Link and its AC adaptor might get warm.** This is not a malfunction. However, if the AC power adaptor gets excessively hot, disconnect it and have it checked by your Sony dealer or service center.

**If you expose your Magic Link to the conditions below, your Magic Link may malfunction.**

- heat sources such as radiators or air ducts
- direct sunlight
- excessive dust
- moisture or rain
- mechanical vibration or shock
- the heat of a dashboard or of a car parked in the sun
- strong magnets or speakers
- ambient temperature of more than 40°C (104°F) or less than 0°C (32°F). At low temperatures, the screen may be dark or unclear. The screen will return to normal under normal temperatures.
- high humidity

**Do not let anything fall or spill onto your Magic Link.** If this should accidentally happen, disconnect the power source and have it checked by qualified personnel before operating it further.

**Only use the recommended power sources:** AAA alkaline batteries, a rechargeable battery pack, or the supplied AC power adaptor.

**Use only the AC power adaptor supplied.** Any other power adaptor may cause malfunction.

**Be sure to disconnect the AC power adaptor** from your Magic Link when it is not to be used for a long time.

**Pull on the plug, not the cord** to unplug the AC adaptor.

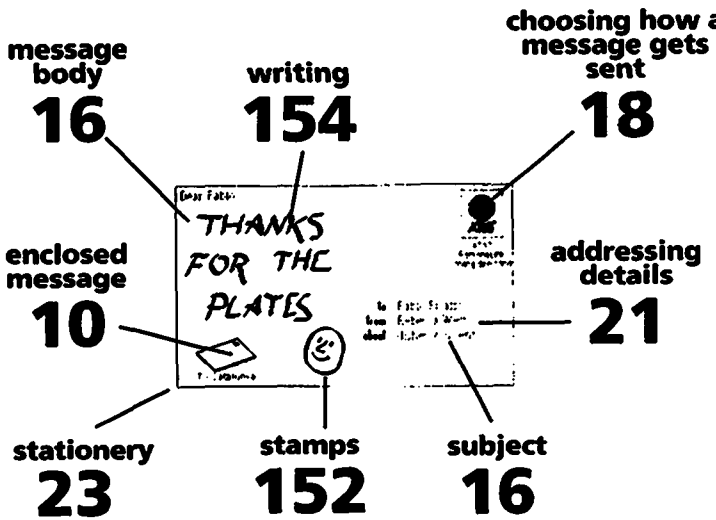
# MESSAGES

Your Magic Link can send and receive messages. These messages appear on the Magic Link screen, where you prepare them and read them. They travel electronically to their destination, arriving in a matter of minutes, even to overseas correspondents.

Magic Link makes it easy to send messages to users of other Magic Links or other communicators that use Magic Cap, to the millions of people who use electronic mail, or to fax machines. Brief messages often serve to convey important information, as do telephone calls. But unlike phone calls, Magic Link messages don't require that the person you want to reach be available immediately. You can send a message while your friend is asleep or while your colleague is in a meeting.

With your Magic Link, you can jot a note, call attention to special subjects, direct its delivery with stamps, and send it off whenever you'd like. And you can read incoming messages when it's convenient, not just as they come in.

The next few pages of this manual cover some of the places in your Magic Link designed for handling messages.



# Sending a message

Creating a message from scratch and sending it takes just a few steps.

## Create a message, address it, and send it

**1 Touch the pencil and postcard on the desk.**

A new, blank postcard hops out of the stationery drawer and expand to fill the screen. In front of the new postcard appears a list of the contacts in your name card collection.

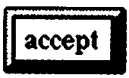
If you haven't already filled out a name card for yourself, the Magic Link leads you through a few simple steps to fill out this important name card and personalize your Magic Link. Once you've finished adding your own name card, go ahead and touch the pencil-and-postcard again.

**2 Touch a name in the list to choose the message's addressee.**

The name is highlighted in black.


*Adding a card, p. 32*
*Addresses and electronic mail, p. 33*

**3 Once you have the correct name selected, touch *accept*.**




The card is now addressed to the addressee you selected. Next, create a new postcard-style message and add some text to it following the next few steps.

**4 Touch *about* near the bottom-right corner of the message.**


The keyboard appears on the screen and a typing point appears after the word *about* to indicate that's where typed text will go.

**5 Type the subject of your message using the keyboard.**

about: dish

The words in the *about* space appear in the list of messages that the recipients see in their in boxes. Advanced users can use special features of messaging services to manage their messages according to these words.

**6 Touch below the words *Dear____*, near the top-left corner of the screen and type the body of the message.**

Dear Greg A.,

The keyboard appears so you can begin typing.

**7 Touch the stamp on the card.**


You need to sign up for a mail service in order to send messages other than by fax. The stamp shows which service this message uses.

*Signing up for AT&T PersonaLink Services, p. 133*
*Signing up for America Online, p. 140*

**8 Choose the mail service for sending the card by touching the arrows.**


If the addressee of your message has a fax number listed on their card, you can choose to fax.

**9 Once you've addressed and written your message, touch *send* at the right side of the screen to send the message.**


The message is sent right away if your Magic Link is connected to a phone line. If it isn't connected to a phone line, all messages you've created are placed in the out box until you connect your Magic Link to a phone line.

*Out box, p. 17*

# Out box

When you touch the send button to send a message, Magic Link places the message in the out box. The message will now wait until it has a way to get out of your Magic Link and be delivered to its addressee. As you send more messages, they will keep going into the out box, ready to be sent in a batch. There are several paths they might take, depending on the service you have joined and any communications accessories attached to your Magic Link:

## Send the messages in the out box

**Connect your Magic Link to the phone line.**

All the messages is stored in the out box until you connect the Magic Link to a phone line.

While messages are in the out box waiting to go out, you can look at them again. Remove a message from the out box to keep it from being sent.

## Remove a message from the out box

**Press your finger or the special pen down on the out box and slide downward on the screen.**


The message that went into the out box last slides out, and then the cards appears on the desk.

# Choosing how a message gets sent

You can send your messages via AT&T PersonaLink Services or America Online when you join one of these communication services. You can send messages through other services like the internet through either the AT&T PersonaLink Services or America Online mail service. You can send messages to any fax machine without signing up for a mail service.

When you send a message, it is delivered from your Magic Link to its recipient or recipients through a communication medium. If you are sending to a fax machine, this communication medium is a regular phone line. But if you are sending a message other than fax to someone else with your Magic Link, the message will be carried by a communcation service such as AT&T PersonaLink Services or America Online.

You can change how a message gets sent using the stamp in the top-right corner of a postcard-style message. On letter types of stationery, the stamp is on the envelope. Touch the *address* button to show the envelope.

## Set the service for a message

**1 Add electronic addresses or the fax number when you make the person's name card.**

*Adding a card, p. 32*

**2 While looking at a message, touch the stamp in its top-right corner.**


The mail service choices reflect the addresses and fax numbers listed on the addressee's name card.

*Addresses and numbers, p. 33*

**3 Touch the arrow next to the name of the service until you see the service name you want.**


**4 Touch the *x*.**

# Faxing

The instructions on this page explain how to fax any page or card that you see on the screen—including messages, datebook pages, and notebook pages.

You can also send any message by fax by touching the stamp on the message and then selecting *fax* from the *deliver by:* list. In addition, services like AT&T PersonaLink can send faxes to any fax number.

*Sending a fax, in the booklet - Read This First p.19*

**To send a fax**
Your Magic Link must be connected to a telephone line at the time you send. You can prepare the message and then send it when you have a chance to connect to a phone line.

**Fax printouts**
The faxed version will be a piece of paper, and animations, sounds, and similar features will not move or be audible on the piece of paper.

**You can only send**
The Magic Link can not receive faxes. You can only send a fax using your Magic Link.

## Send a fax

1 **When you're ready to fax, connect your Magic Link to a phone line.**

*Sending a message, p. 15*

2 **Touch the Magic Lamp at the bottom of the screen.**

3 **Touch *fax*.**


4 **Touch *to:*.**


5 **Choose the person or company to whom you want to send a fax.**


6 **Touch *accept*.**


7 **Touch *send fax*.**

# Sending to more than one addressee

Your Magic Link can send identical copies of a message to many different people. This powerful addressing capability is one of the ways in which your Magic Link is more efficient than traditional "paper" mail.

## Add a name to a list of addressees

1 **While you're writing a message, touch *address* at the right side of the screen.**


2 **Touch *add new addressee*.**


3 **Touch the name of the addressee you would like to add.**
It is highlighted in black.


4 **Touch *accept*.**


## Replace all the addressees

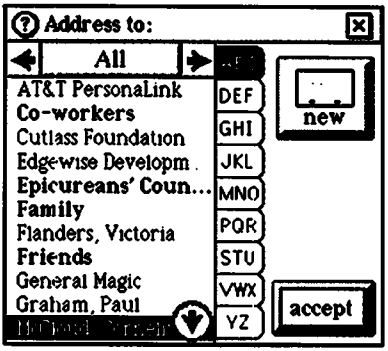
1 **While you're writing a message, touch *address* at the right side of the screen.**


2 **Touch *replace addressees*.**


3 **Touch the name of the addressee the message is to be sent to.**


4 **Touch *accept*.**

# Addressing details




Before you can send a message, you need to address it. There's a standard way to address a message, using a list of all the people, businesses, and groups in your names file.

Some messages are addressed automatically such as those you send in reply to messages you've received.

When you edit the list of addressees by touching *address*, next to the list of addresses is a control that lets you choose among different address types. You may want to specify certain addressees as carbon-copy (cc.) recipients.

## Add a carbon-copy recipient

**1** **With your message on the screen, touch *address* at the right side of the screen.**

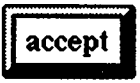

**2** **Touch *add new addressee.***


**3** **Touch the right arrow in the *address type* control until *cc:* appears.**


**4** **Touch the name of the addressee you would like to add.**

The name is highlighted in black.


**5** **Touch *accept*.**




When you go to address a message, you might find that the person you would like to be the addressee isn't already in your addresses collection.

## Create a new name card

1 **If the name you need doesn't appear in the list beneath the words *Address to:*, touch *new*.**


2 **Touch *person* to make a name card for a person.**


3 **Type the person's first (and middle) names using the keyboard.**


4 **Touch *return* on the keyboard.**


5 **Type the person's last name on the keyboard.**


6 **Touch *next*.**

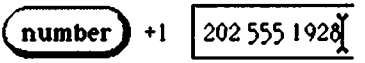

7 **Choose the mail service that you want to use to send the message.**

In this example, *fax* is chosen.


8 **Touch *next*.**


9 **Follow the instructions that appear on the screen to complete the sending information.**

For a fax, type the fax number, including the area code.




10 **Touch *done*.**


11 **Touch *accept*.**


**You can send by different means to different addressees**

To see or change the addressing information for an individual addressee, touch the addressee's name. A bullet • will appear next to the name whose addressing information is being shown. Touch the stamp to choose the means for the addressee marked with a bullet.

# Stationery

For simple notes, you can usually use the postcard-style message that you get by touching the postcard and pencil in the middle of the desk. But not all notes fit easily on a postcard. Your Magic Link offers different kinds of stationery.

To use other kinds of stationery, touch the stationery drawer near the bottom-left of the desk. A box appears, showing the contents of the drawer. The drawer contains several stacks of different kinds of stationery.

## Choose a stationery

**1 Touch the stationery drawer at the left side of the desk.**

**2 Touch a stationery that you want to use.**

plain letter

# Envelopes

You can make messages that have envelopes. With such messages, the envelope has information about the addressee or addressees and the means by which the message is sent; the content of the message goes inside.

Messages with envelopes have more available room in which you can write and put stamps than postcard-style messages.

## Sending a message with an envelope

**1 Touch a letter in the stationery drawer.**

The drawer closes and the letter appears.

plain letter

**2 Choose an addressee from the list by touching the name and then *accept*.**


**3 Prepare your message: write it by hand, or type with the keyboard, then add stamps.**

**4 Touch *address* at the right side of the screen to check the envelope.**

If the message on your screen has an envelope, you'll need to look at the envelope for addressing information.


**5 Touch *show envelope*.**

The envelope appears.

The button labelled *show envelope* only appears if the message has an envelope. When you're looking at the envelope, this button changes to *hide envelope*.


**6 Touch *send*.**


**Notes**

When you discard a message, you'll also discard any envelope that goes with the message.

# Creating new stationery

You can create a new kind of stationery and add it to those already in the stationery drawer.

## Create a new kind of stationery

**1** **Touch the stationery which you want to use as a base for your new stationery.**

**2** **Rather than addressing the message to anyone, just touch the *x* in the list of possible addressees.**

**3** **Prepare your message: write it by hand or type with the keyboard, then add stamps.**

**4** **Once you've added all the text, stamps, and other objects that you want to be part of your new stationery, touch *Desk*.**


**5** **Hold down the OPTION button and press down on the message that you've just made. Then slide it down the screen until it's covering the stationery drawer.**


**6** **Let go.**
The new kind of stationery falls into the drawer.

You can make new stationery from messages that other people send to you. Just customize their messages and then follow steps 3-5 above.

**Editing existing stationery**
Hold down the OPTION button and touch one of the pieces of stationery in the stationery drawer to change it. To change the default stationery on the desk, hold down the OPTION button and slide a piece of stationery into it.

# Receiving messages - In box

When you connect to a communications service, you can receive messages as well as send them. In order to receive messages, however, you have to sign up for a service like America Online or AT&T PersonaLink Services before you connect. When someone sends you information on your Magic Link, it comes as a message. You can look at your messages by opening up the in box on the Magic Link's desk.

## Look in your in box

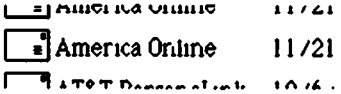
**1 Touch the desk to return to the Desk.**


**2 Touch the in box in the center of the screen.**

A list of the messages in the in box fills the screen.

**3 Touch one of the lines listing a message.**

The message fills the screen.




Whenever you send a message, your Magic Link automatically collects any messages that other people have sent you. Sometimes you might want to collect your messages without sending anything.

## Collect new messages

**Once you're in the In box, touch *mail*.**


**Multiple services**

If you have signed up for more than one service, your Magic Link will need to connect to each of the services individually. When you touch *mail*, you'll see a list of your services. Check off the ones you want to collect from and touch *accept*.

# Replying

You'll usually want to reply to a message you've received. Some special messages, like meeting requests, have a simple reply button on the message itself. But it is nearly as easy to respond to ordinary cards and letters.

## Reply to a message

1 **While looking at a message, touch *reply* at the right side of the screen.**


2 **Write or type your reply.**

3 **Touch *send* at the right side of the screen to send off your reply.**

# Filing messages

The file cabinet behind the desk is a place to keep messages that you've sent and received. It contains folders, much like the file cabinets you might encounter in an office. Your Magic Link can automatically sort messages into folders that you designate. Messages that you receive are filed into the *Received mail* drawer. Messages that you send are filed in the *Sent mail* drawer.

**Conserving valuable space**
If you're not going to need a message again, discard it. This saves space inside your Magic Link for new messages. You can also file messages to optional memory cards and to personal computers through the optional computer link product.

*Storeroom, p. 121*

## File a message

**1 While looking at a message that is in the in box, touch *file* at the right side of the screen.**

A list of the folders in the file cabinet appears.


**2 Touch the arrows to choose the file cabinet drawer.**


**3 Touch the name of the folder you want.**


**4 Touch *file the original*.**

The message is filed away.

## Sort messages into the folders

1 **From the Desk, touch the in box on the wall, near the center of the screen.**


All the messages in your in box appear in a list.

2 **Touch *file all*, at the right side of the screen.**


The messages are sorted automatically into the file cabinet.

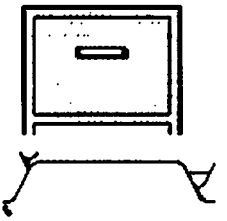
**Where your messages go**

Unless you specify otherwise, all your messages go into the *Other* folder in the appropriate drawer.

*Changing how messages are filed, next page*

## Name a folder

1 **Touch the file cabinet behind the desk.**



2 **Touch one of the blank tabs.**

The keyboard appears.

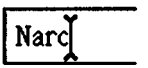
3 **Type the name for the new folder.**


4 **Touch the *x* at the bottom of the keyboard to make the keyboard disappear.**

## Make a new drawer

1 **Inside the file cabinet, touch *new* near the top-right corner of the screen.**


2 **Type the name of the new drawer on the keyboard.**



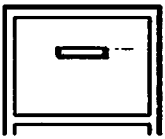

3 **Touch *done*.**

# Changing how messages are filed

You can specify exactly which cards, pages, and messages will go into a folder when filing. If you make a folder called *family*, you might want your Magic Link to sort into it all messages from or to members of your family.

## Change sorting criteria

**1 Touch the file cabinet behind the desk.**



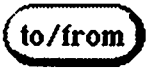
**2 Touch the tab of a folder to see inside that folder.**

You might want to follow the instructions for naming a folder at this point to make a new folder. Or you can use a folder that you named earlier.

*Name a folder, p. 29*

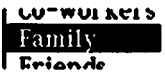
**3 Touch *sorting*.**


**4 Touch *to/from*.**




**5 Touch *Family* in the list that appears.**

In this example, you set the folder to contain messages from people listed in your *family* group. You can choose other individuals or groups.




**6 Touch *accept*.**


**7 Touch the check-box next to *to/from* to check it off.**

# NAME CARDS

The name cards are where your Magic Link keeps all the names, addresses, and telephone numbers of people, companies, groups, and services that you might contact. You can enter information into the collection yourself and you can change any of the information that's there. On the Magic Link screen, the name cards look and work something like a file of paper address cards.

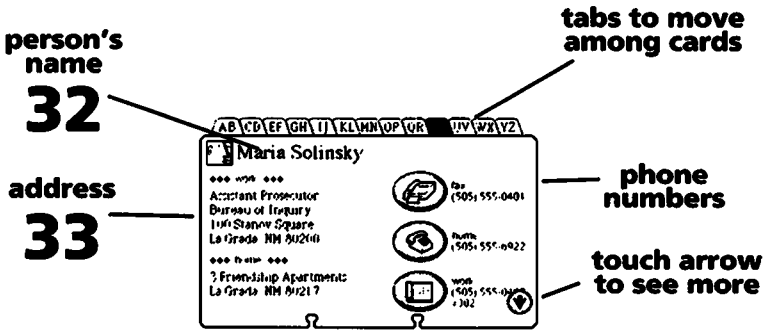
Many of the addresses listed in your collection will be supplied by the senders of messages that you receive. Whenever you send a message, an address card goes with it. Therefore, other people with communicators can contact you quickly and conveniently. Only your name and the addresses and numbers on your card are sent, so you can use stamps or handwriting to enhance your own card without sending them every time you send a message.

Likewise, every time you get a message, with it comes a name card that describes how to contact whoever sent you the message. This way, you'll be able to reply without ever having to type out a name, telephone number, or address.

This section describes about how to use the name cards to keep track of your contacts, how to enter new people and companies into your collection, and how to edit information that's already there.

**Your own name card** includes the name that will appear on messages and faxes you send. The word *you* appears in parentheses on this card; it won't appear on things you send.

Once you've signed up for a service, your address card may also be *certified* and include electronic addresses by which people who use other communications service can reach you.



# Adding a card

You can add a new card to your name card collection for anyone you might like to contact by sending a message, sending a fax, or phoning. The new card can include addresses and telephone numbers. It is also the central place in your Magic Link for storing information about a person or organization.

Once you have created a name card, you can add telephone numbers or addresses to it. You can add them right away or later on. You can add as many addresses and numbers as you like.

## Create a new name card

**1 Touch the name cards collection on the desk.**

**2 Touch *new* near the top-right corner of the screen.**


**3 Create a card for a person by touching *person*.**


Touch *company* if the new card is for a company and *service* if the card is for a service. Adding new companies and services works much like adding a person. Adding a group works a little differently, since you need to list the names that belong to that group.

*Create a group, page 35*

**4 Type the person's first and any middle names.**


**5 Touch *last*.**


**6 Type the person's last name on the keyboard.**


**7 Touch *done*.**

The card now shows a few empty spaces for addresses and phone numbers.


**8 Touch the blank space for an address or phone number on the card.**

◆◆◆ home ◆◆◆

**9 Follow the instructions that appear on the screen to complete the new phone number or address.**

## Add a number or an address

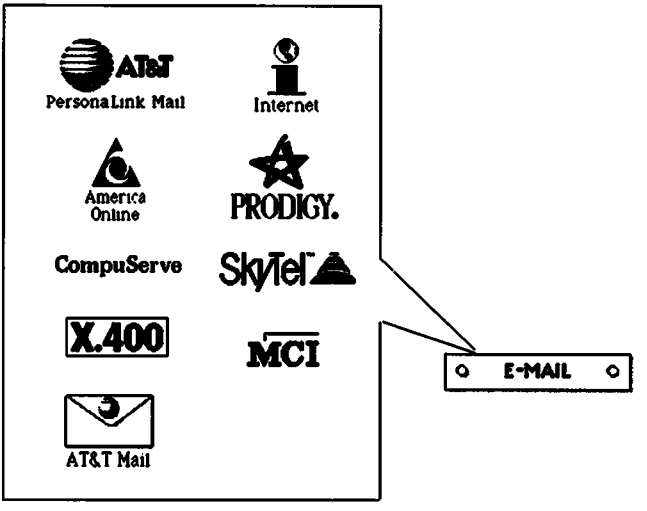
**1 While looking at an address card, touch the stamper at the bottom of the screen.**

**2 Touch one of the address or phone stamps that appear, such as the *other address* stamp.**

other address

**Electronic mail addresses**

Your Magic Link can hold addresses for anyone connected to the worldwide Internet through one of the many popular electronic networks. Touch the *e-mail* drawer for electronic mail addresses.



# Changing cards

Sometimes, you'll want to get rid of old name cards from your collection or edit the information on a card. Each address card takes up some of the memory in your Magic Link. This memory is limited. By deleting old cards, you make room for new ones. You can also use optional memory cards to store name cards.

*Memory cards, p. 123*

## Throw out a card

**To remove a name card of person or company from your namr card collection, touch *discard* on the right side of the screen.**


## Change existing information

1 **Touch *change* at the right side of the screen.**


2 **Touch the phone number or address that you want to change.**

◆◆◆ home ◆◆◆
11261 Magdalena
Los Altos Hills CA

3 **Follow the instructions that appear on the screen.**

## Discard an address or number

1 **Touch *change* at the right side of the screen to unlock the information on a card.**


2 **Press your finger down on an address or number and slide it into the trash in the bottom-right corner of the screen.**

### Changing address and phone descriptions

You can change the description of an address or phone number such as *work* or *home*. Hold down the OPTION button and touch the address or phone you want to change.

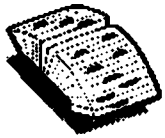
### Changing phone extensions

Only *work* phone numbers usually have extensions. If you need to change the extension, make sure that the phone description is work.

# Groups

Your Magic Link lets you group together names you have in your name card collection. Once you have created a group, you can send messages to everyone in it by addressing the message to the group's name. This group feature can make short work of addressing notes to your whole family, everyone on your block, or the entire U.S. Senate.

## Create a group



1 **Touch the name card collection on the desk.**


2 **Touch *new* near the top-right corner of the screen.**


3 **Make a card for a group by touching *group*.**


4 **Type out the group's name.**


5 **Touch *done*.**

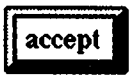
## Put someone in a group


1 **Make sure the group's card is on the screen.**


2 **Touch *add* near the top-right corner of the screen.**

3 **Choose a name from the list that appears by touching it.**

Touch a lettered tab to show the right part of the list for the name you want.




4 **Touch *accept* beside the list of names.**

## Remove someone from a group

1 **While looking at the group's address card, touch the name you want to remove.**


2 **Touch *remove* near the right side of the screen.**


**Using stamps to define a group**

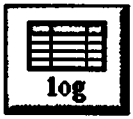
You can drop a stamp into the picture to the left of the group's name on its name card. Every card that has that stamp will automatically become part of the group. You can then add anyone to the group just by dropping the stamp on a name card.

# Communication logs

Each name card contains numbers and addresses for a company or a person or lists the membership of a group. Attached to each card is a communication log that records all the messages and telephone calls you've made to or received from whoever is listed on the card.

## Examine a communication log

**While looking at an address card, touch *log* at the right side of the screen.**




The log displays messages you've sent and received as well as telephone calls made with your Magic Link. Touch any of the lines describing a message to look at that message. Touch any of the lines describing a telephone call to see the record of that call.

*Phone call logs, page 56*

# CLOCK AND CALENDAR

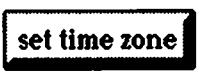
Your Magic Link needs to have the date and time set correctly in order to keep accurate track of appointments, to handle time-critical tasks, and to log communications correctly.

## Set the time

**1** **Touch the clock on the wall above the left side of the desk.**
The clock display fills the screen.

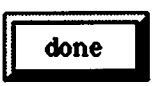
**2** **Touch *set time* at the right side of the screen.**


**3** **Touch *set time zone*.**

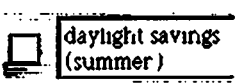



**4** **Touch the name of a city in your time zone to choose that city.**


**5** **Touch *done*.**




**6** **If you are currently on daylight saving time—during the late spring, all summer, and the early fall in most places—touch the *daylight savings* indicator so that a check appears.**



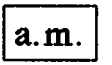

**7** **Press down on the hour hand of the clock at the left side of the screen. Move the hour hand to the correct hour.**

**8** **Set the minute hand in the same way.**

**Set using the digital clock**

You can also set the time using the digital clock.
— Touch a number to make arrows appear below.
— Touch the arrows to adjust.

**9** **Be sure to set the *a.m./p.m.* indicator. It changes when you touch it**




**10** **Touch *done*.**


## Set the date

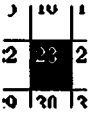
**1** **Touch the clock on the wall above the left side of the desk.**

The clock display fills the screen.

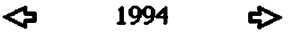

**2** **Touch *set date* at the right side of the screen.**


**3** **Touch the arrows beside the month name to adjust the month.**


**4** **Touch today's date in the month's calendar.**




**5** **If necessary, touch the arrows beside the year to set it correctly.**




**6** **Touch *done*.**

# World clock

Your Magic Link includes a clock that shows times around the world. This clock might be useful when you travel or make telephone calls. In order for the world clock to work correctly, you need to tell it which time zone you are in and whether or not daylight savings time is in effect.

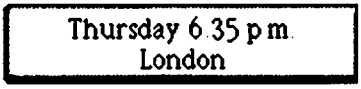
## Display the time in another city

**1 Touch the clock on the wall above the left side of the desk.**

The clock display fills the screen.

**2 Touch *world* at the right side of the screen.**

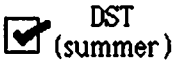

**3 Touch one of the four rectangular city buttons that surround the map.**




**4 Touch the name of a city.**


**5 If you know that the city uses daylight saving time and it's the summer season, when daylight saving time is in effect, touch *DST*.**

The world clock automatically changes cities in North America and cities in continental Western Europe to daylight saving time on the proper days in spring, and then back again in the fall. You still should check this box if appropriate. The clock handles *next* season's change.




**6 Touch *done*.**

# NOTEBOOK

The notebook is a collection of blank pages for you to organize however you like. Scribble on the notebook's pages directly with the supplied special pen or your finger. Type on the notebook's pages using the keyboard. The notebook has six kinds of page: plain paper, lined paper, graph paper, basic list, checklist, and two-column lists.

## Use the notebook

1 **Touch the notebook near the center of the desk.**

2 **Write or type on the page that appears.**

*Write by hand, p. 154*

## Erase what you've just made

**Touch *erase* to erase the last stroke of the pen, shape, line, or text block that you made.**

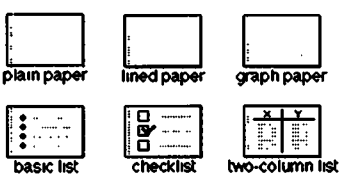

Touch *erase* repeatedly to erase more.

## Make a new page

1 **While looking at a page in the notebook, touch *new* at the right side of the screen.**


2 **Touch the page type you want to use.**

A new page is added into the notebook and the new page appears.




## Discard a notebook page

**Get rid of the page on the screen by touching *discard* at the right side of the screen.**

# Notebook index

The notebook has a picture index that makes it easy to find the drawings you've made and notes you've taken.

## Turn to a page using the index

1 **In the notebook, touch *index* at the right side of the screen.**


2 **To turn to one of the pages in the index, touch the small picture of that page.**

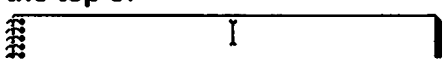
## Name a page in the notebook

1 **While you're looking at the page in the notebook that you want to name, touch the keyboard at the bottom of the screen.**

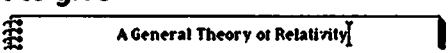
The keyboard appears.

2 **Touch the name area on the top of the page.**

A typing point appears.



3 **Type the name you want to give the page.**




4 **Touch the *x* at the bottom of the keyboard.**

Once you've named a notebook page, its name appears in the index.

# DATEBOOK

The datebook is a place for you to record, arrange, and review the dates and appointments you make with other people. Touch the datebook on the desk to go to the current day in the datebook. If you were looking at another date, the datebook will open to that page.

## Open the datebook

**Touch the datebook on the right side of the desk.**

If you haven't already filled out a name card for yourself, the Magic Link leads you through a few simple steps to fill out this name card. Once you've finished adding your own name card, go ahead and touch the datebook again.

## Change views


1 **While you're looking at the datebook schedule, touch *today*, *week*, *month*, or *year* at the right side of the screen.**

2 **Touch the part of the view that refers to a specific time you want to see.**

For example, while you're looking at a month, touch a day to see that day. While looking at today's view, touch an appointment to see the details of that appointment.

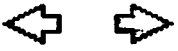
# Making appointments

Making a new entry in your datebook means telling your Magic Link a few things about the appointment you're planning. By providing it with details about your appointments, you let your Magic Link log your activities and make it easy to schedule events.

## Create an appointment using the stamp

1 **Touch the datebook on the right side of the desk.**

2 **If you need to schedule something for another day, move to that day by touching one of the arrows at the top of the screen or using the *week*, *month*, or *year* view.**

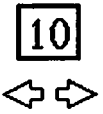


3 **Touch *new* at the right side of the screen.**
The stamps for creating an appointment appear.

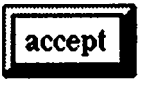

4 **Select the kind of appointment by touching one of the stamps.**
When a stamp that you're planning disappears in the window, create an appointment using the time bar.


5 **Touch *time*.**
The window to set the time appears.


6 **Use the arrows and the numbers displayed to change the time of your appointment.**




7 **Once you've entered, touch *accept*.**

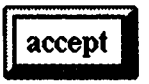



8 **To continue entering other information about your appointment, touch the other buttons or the appropriate area.**

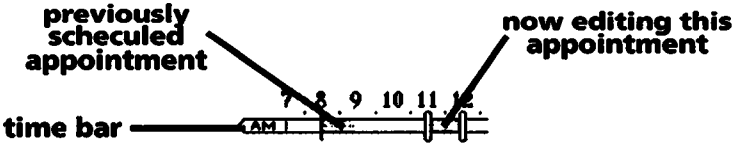
description:

**9 Enter the information.**
To add the list, touch *new* and type the new entry.

**10 Once you've selected the information you want, touch *accept*.**




**11 Once you've entered all the information you'd like,touch *done* to go back to the day view and see the new appointment in context.**
The appointment time you created appears in the time bar on the top of the view.

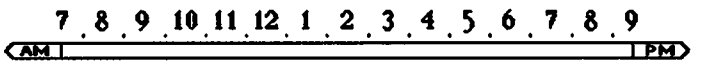




**Seeing the rest of the day**
Touch the small letters AM or PM at the ends of the time bar to shift the time bar to show a different part of the day.

## Create an appointment using the time bar

**1 Touch the datebook on the right side of the desk.**

**2 Touch a time in the bar near the top of the screen to create a new appointment at that time.**




**3 Type the information about the appointment.**
Once you've created the appointment and put away the keyboard, you can touch the appointment to add more information.

You can add a stamp to an appointment.

## Put a stamp to an appointment

1 **Touch the stamper at the bottom of the screen.**
The stamp window appears.

2 **Touch the stamp you want to use.**
The window disappears.

3 **Press down on the stamp and slide it over the apointment.**

# Changing appointments

The datebook lets you do many of the ordinary things you might do with a paper calendar—reschedule appointments, cancel meetings.

## Cancel a meeting

1 **Press your finger down on an appointment.**

10:30 a.m. meeting with Victoria Flanders

2 **Now slide your finger—and the appointment with it—into the trash in bottom right corner of the screen.**

3 **Let go.**
The appointment falls into the trash.

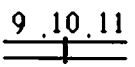
## Reschedule an appointment

1 **To reschedule an appointment, touch the line that tells about it.**

10:30 a.m. meeting with Victoria Flanders

Details about the entry appears on the screen.

2 **Touch the correct starting time in the time bar near the top of the screen.**




3 **Press down at the other end of the bar and slide to the correct ending time.**

4 **When you've finished rescheduling, touch *done* to save your changes.**

# Scheduling a meeting and inviting someone

After you've scheduled a meeting with someone, you might want to send a message to inform the other party. Provided the meeting has someone in the space marked *who*, your Magic Link will know to whom to address the meeting notification. When the recipient gets a meeting invitation, touching *yes* accepts the invitation, transferring the meeting to the recipient's datebook. You'll also get a message back that will change your meeting from *tentative* to *confirmed*.

## Invite someone to a meeting

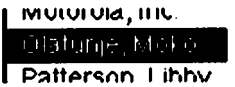
1 **Touch *new* at the right side of the screen.**


2 **Touch *meeting* to make an appointment.**

3 **Optionally, set the *date*, *time*, *what*, and *where*.**


4 **Touch *who* near the left side of the screen.**


5 **Choose someone from the list that appears by touching a name.**




6 **Touch *accept*.**


7 **Touch *invite*.**
Your Magic Link asks if you want to create an invitation. Touch *yes* to do so.


8 **When you're satisfied with the invitation, touch *send* to place the message in your out box, ready to be sent.**

# Reminder alarms

Any appointment you record in your datebook can have a reminder alarm associated with it. Your Magic Link will make a sound and post a message on the screen to remind you of the appointment.

Some appointments are there just for the alarm. An appointment with a reminder and no other information is an alarm like the one you might set on an alarm clock.

## Add a reminder alarm to an appointment

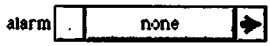
**1 Schedule a meeting in the datebook.**

*Making appointments, p. 44*

Make sure that you put a time in the space labelled *time*.

**2 Touch *alarm+* near the bottom-right corner of the screen.**


**3 Touch the *alarm* arrow to set a reminder time.**

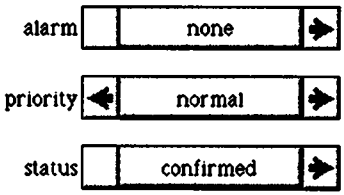



**4 Touch the *x*.**

Note that the image of the bell changes on the *alarm+* button to show that you've set a reminder alarm.

**Other appointment details**

Follow similar steps as for setting a reminder alarm to change the priority or status of an appointment. You can set the status to *tentative* to remind yourself that a meeting hasn't been confirmed yet. Or you can set a meeting to *high* priority and then invite people. If they add the appointment to their Magic Link datebooks, it will already be set to high priority.



# Repeating appointments

Some appointments happen repeatedly, according to a schedule. Your Magic Link lets you make repeating appointments so that you can schedule weekly meetings and birthdays. You can schedule repeating appointments in very much the same way as you make ordinary, one-time appointments.

## Schedule a weekly appointment

1 **Touch the datebook on the desk.**


2 **Touch *new* at the top right side of the screen.**


3 **Touch *simple*.**

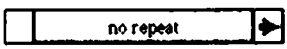

4 **Touch *time* after you have created a new appointment.**


5 **Use the arrows and the numbers displayed to change the time of your appointment.**

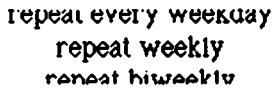

6 **Touch *accept* once you've finished setting the time.**


7 **Touch *repeat* at the right side of the screen.**


8 **Touch *no repeat*.**
A list of possible repeat intervals appears. You can also touch the arrows to adjust




9 **Touch *repeat weekly*.**



**9 Touch the *x* to make the repeat options disappear.**

You've now created a weekly meeting. Note that weekly appointments are automatically scheduled to occur every week for one year from their start date.

**10 Touch *done* to keep the new meeting recorded in your datebook.**

# PHONE

If you own the optional Sony telephone headset, you can make phone calls using your Magic Link. You can dial manually with a keypad displayed on the screen or choose the name of the person you want to call from a list. The Magic Link keeps records of the calls you make.

Even without a telephone headset, your Magic Link can help you make telephone calls. It can display telephone numbers and you can use the timer and telephone log features manually.

While you're calling, you'll notice two different views on the phone. The *keypad* is a manual-dial telephone with an on-screen keypad for dialing numbers. The *names* panel depends on the list of people and businesses in your name card collection. Choose someone from this list and then choose which of the numbers you want to dial.

## Off-hook dialer only

Your Magic Link works as an off-hook dialer, but not as a speakerphone. That is, even though you can hear the numbers being dialed and someone answer at the other end, however loud you talk, they won't hear you. You can use an optional telephone headset with your Magic Link to turn Magic Link into a full-function telephone.

# Phone setup

For your Magic Link to know how to dial numbers correctly, it needs to know where you're calling from. Since you might often move back and forth from home to work or from city to city carrying your Magic Link, it lets you set up a list of common places so that you can tell it quickly when you've moved from one area code to another.

You'll need to follow the instructions below if you have to use a special prefix to dial the telephone. Many companies, for example, have phone systems that require dialing 9 before all outgoing calls.

## Change among existing locations

**1 Touch the phone on the desk.**

**2 Touch *setup* at the right side of the screen.**


**3 Touch one of the locations listed.**
The location changes.


**Magic Link needs the phone location set properly**
Your Magic Link uses its phone connection to send and receive messages, to send faxes, to connect to services, and to make telephone calls. For it to make calls properly, you must set your phone location. Every time you connect to a phone line, Magic Link will display a window to see that the location is set correctly.

**Magic Link is not designed for PBXs**
Your Magic Link is not intended for use with business PBXs.

**Pulse dialing**
If your line uses only pulse dialing, not tone dialing, touch the *tone/pulse* switch to set it to *pulse*.

**Dialing 9 and dialing from work**
Many people have to dial the digit 9—or another number—to get an outside line from their office telephones. Your Magic Link needs to be told about this digit to place telephone calls properly when the digit is required. If you need to dial 9, be sure to type a 9 in the box marked *Digit to dial for outside line, if needed* when you follow the instructions on the next page. You can also put digits such as **70* into this box if you need to use those digits to disable call waiting.

## Tell your Magic Link where you are

**1** **Touch the phone on the desk.**

**2** **Touch *setup* at the right side of the screen.**


**3** **Touch the stamper at the bottom of the screen.**

**4** **Touch *work, home,* or *other.***
Choose whichever is appropriate. You can type in a new name if you want to.


**5** **Touch *next.***


**6** **Use the arrows that appear to choose the correct country if it isn't displayed already.**


**7** **Touch *next.***


**8** **Type out your code or your city code.**
Do not include your country code unless you chose **other** for the country.

**9** **Touch *next.***
You now get to enter any digit—such as 9—that you have to dial for an outside line. If you can dial outside calls directly, leave this space blank.


**10** **Touch *done.***

# Call by name

Your Magic Link phone lets you call people by choosing their names, rather than by remembering their telephone numbers.

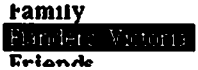
## Call someone by name

1 **Make sure that your Magic Link is connected to a phone line.**

2 **Touch the phone on the left side of the desk.**

3 **Touch *names* at the right side of the screen.**


4 **Touch the name of the person or company you wish to call.**
The name is highlighted and the set of phones listed in your Addresses collection appears.




5 **Touch one of the telephones to dial.**
Some people have so many telephone numbers that they don't all fit on the screen at once. Touch the arrows that appear to see all the phones.


## Hang up

**Touch *hang up* in the status window.**


**Touching the *x* doesn't hang up**
If you touch the *x* to put away the phone status window, you're still on the line. Touch the indicator 0:00:09 to see the status window again.

# Phone call logs

Once you've placed a call, you might want to take some notes. These notes will be stored so that you can get at them from the name card of the person whom you are calling.

## Take notes during a phone call

1 **After dialing a number, touch *log*.**


2 **Scribble or type notes in the space provided.**

Notes get x from a.

## Review notes from a call

1 **Touch the name card on the desk.**

2 **Find the address card for the person or company you called by touching the lettered tabs near the top of the screen.**


3 **Touch *log* at the right side of the screen, once the correct card is on the screen.**


4 **Touch the line in the log of communications that describes the phone call you want to review.**

| When | What |
|---|---|
| 10:30 a.m. | Phone call |

The notes you took fills the screen.

# Manual dialing

You can use your Magic Link to call someone for whom you just have a number, without a name card, just using the digits. The phone offers everyday manual dialing in addition to its call-by-name features.

## Dial a call manually

1 **Make sure your Magic Link is connected to a telephone line.**

2 **Touch the phone at the left side of the desk.**

3 **Type the number you want to dial on the phone number keys.**


4 **Once the number is complete, touch *dial* to tell the phone to go ahead and dial.**


The phone status appears. At the same a small time indicator appears at the top of the screen to show that you're still on the line. Touch the indicator 0:00:09 to see the status window again.

## Hang up

**Touch *hang up* to disconnect.**


**Touching the *x* doesn't hang up**

If you touch the *x* to put away the phone status window, you're still on the line. Touch the indicator 0:00:09 to see the status window again.

## Redial

**Touch *redial* to dial the number that you last called.**


## Clear the dialing display

**Touch *clear* to remove the number displayed so that you can enter a new number.**

# Save a number in a speed-dial button

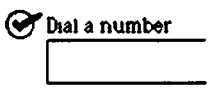
**1 Touch one of the speed-dial buttons beneath the *dial*, *clear*, and *save* buttons.**

To change a speed-dial button that already has a number, hold down OPTION and touch the button.

**2 Touch the keyboard at the bottom of the screen.**

The keyboard appears.

**3 Type out the number to dial on the keyboard.**




**4 Touch the *x* across from the words *phone button*. This accepts the entry.**

**Special phone features**

Your Magic Link phone is expandable to take advantage of special telephone services or features, such as voice mail. These features are controlled from the *services* part of the Magic Link phone using an appropriate Magic Link software package. Contact your special service supplier to see if you can get such a software package.

**Billing methods**

Your Magic Link can automatically charge calling-card calls to a particular calling card. The *setup* portion of the phone has a control to select from AT&T calling and charge cards, *normal* (no automatic calling card billing), and cards you add.

Touch *billing:* to add a billing method. Touch one of the items in the list and then *change* to add your card number. Touch *add* if you would like to add a new billing method.

**Save the number you're calling in a speed-dial button**

Hold the OPTION button and press down on the number display, then slide the number coupon down the screen. Drop the coupon directly into a speed-dial button.

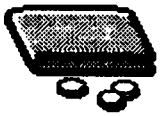
# Pocket Quicken

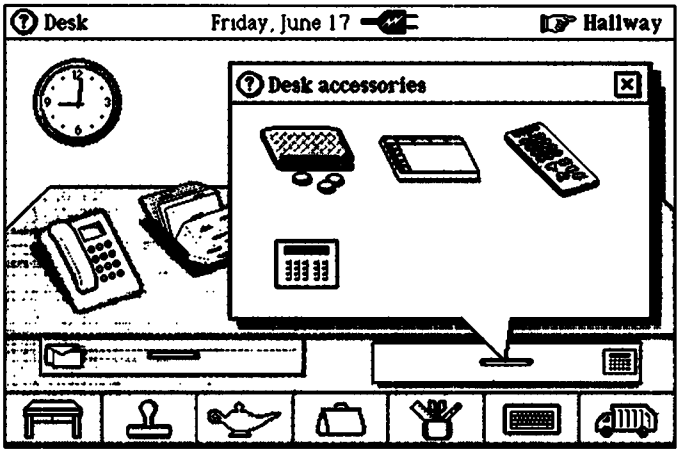
Pocket Quicken keeps your business and personal finances organized while you are on the go. Use Pocket Quicken to record and review your personal and business spending wherever you are—anytime, anyplace. Pocket Quicken helps you keep track of checks, cash expenses, credit card purchases, ATM withdrawals, and much more!

*For desktop Quicken users, p. 106*


## Open Pocket Quicken

**When you first turn on your Magic Link, you're looking at the Desk. Open the desk drawer on the right and touch the wallet to open Pocket Quicken.**






## Return to the Desk

**To return to the Desk at any time, touch the picture of the desk in the bottom left corner of the screen.**

# The Pocket Quicken wallet

When you open Pocket Quicken, you see the Pocket Quicken wallet. Pocket Quicken is designed to work like your wallet when you spend money. In the Pocket Quicken wallet, you just touch the payment method you want to use—cash, credit card, or check.

## How to use the wallet

Touch *new* to set up a new checking, savings, or credit card account.


*Credit card accounts, p. 64*

*Bank accounts, p. 68*

Touch the cash in the wallet to record a cash expense transaction.

*Cash transactions, p. 62*

When you add a credit card account, Pocket Quicken adds a credit card to the wallet. Touch the credit card in the wallet to record a credit card purchase.


*Credit card purchases, p. 66*

When you add a checking account, Pocket Quicken adds a stack of checks to the wallet. Touch the checks to record a check that you have written from any Pocket Quicken checking account.


*Checks, p. 70*

Touch *banking* to record a deposit, withdrawal, transfer, or ATM purchase.


*Banking activity, p. 72*

Touch *personal* to see your accounts and to review your personal transactions by expense category or income category.


*Review personal categories, p. 91*

Touch *business* to review your business transactions by expense category, income category, or business envelope.


*Review business categories, p. 92*

## General Pocket Quicken tips

**Getting Help anywhere in Pocket Quicken**
To get help, touch the question mark in the upper left corner of any screen or window.

**Pocket Quicken learns your transactions and saves you time.**
If you enter a payee name, Pocket Quicken saves the payee in a list for easy selection the next time you want to use it. Pocket Quicken also remembers the category information for the payee you select.

**It's easy to get back to the wallet.**
Touch the place name in the top-right corner of the screen to go to that place.


**Back up your data from time to time.**
See the storeroom section of this guide for information about how to back up your data to a personal computer or an electronic card.

*Data backups, p. 125*

# Cash transactions

While you are on the go, Pocket Quicken helps you track the cash transactions that are often difficult to remember when you get home To record a cash transaction, touch the cash in the wallet.

## Record a cash receipt

**1 In the wallet, touch the cash.**
When you touch the cash, Pocket Quicken displays the cash receipt.

**2 Enter the merchant name.**
Pocket Quicken will remember the merchant and the expense category you choose for the merchant. After you use a merchant once, you can touch the Merchant button in a payment transaction to choose the name from a list of all the merchants you have used. Or, just start entering the name—Pocket Quicken will finish entering it for you.

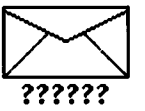
**3 Enter a dollar amount and touch the date to set the date for the transaction.**

**4 Touch the question mark at the bottom of the cash receipt and choose an expense category—for example, "Breakfast".**


If you want to choose an expense category from a different group, touch a different drawer in the cabinet.

*Categories, pp. 90-97*

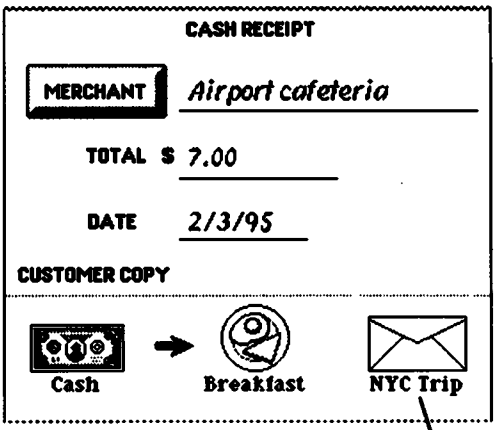
**5** **If you choose a business expense category, Pocket Quicken adds an envelope to the right of the category so that you can store the information by trip, client, job, or project. To change the envelope, touch it and choose an existing envelope or set up a new one.**




*Business envelopes, pp. 98-100*

**6** **Touch *save*.**

If you chose a personal expense category, Pocket Quicken stores this transaction under *personal* in the wallet. If you chose a business expense category, Pocket Quicken stores the transaction under *business*.


**When you choose a business expense category such as "Breakfast," Pocket Quicken adds a business envelope that you can label as a trip, job, project, or client.**

# Credit card accounts

You'll probably want to add one or more credit card accounts to the Pocket Quicken wallet so that you can record credit card charges, payments, and credits for each credit card. Pocket Quicken provides your credit card account balances at a glance.

You can add up to six credit cards to the Pocket Quicken wallet. With Pocket Quicken, you can easily track valuable information about your credit card spending.

## Set up a credit card account

**1 In the wallet, touch *new*.**

Pocket Quicken displays several different account types.


**2 Touch one of the credit card account types.**

**3 Change the name for the new credit card account if you want to.**

**4 Enter the ending balance from your last credit card statement and the closing date from that statement.**

For example, if your last credit card statement shows an ending balance of $300.00 and it includes transactions through 11-1-95, enter that amount and date.

If you use desktop Quicken, enter the ending balance from your Quicken credit card account.

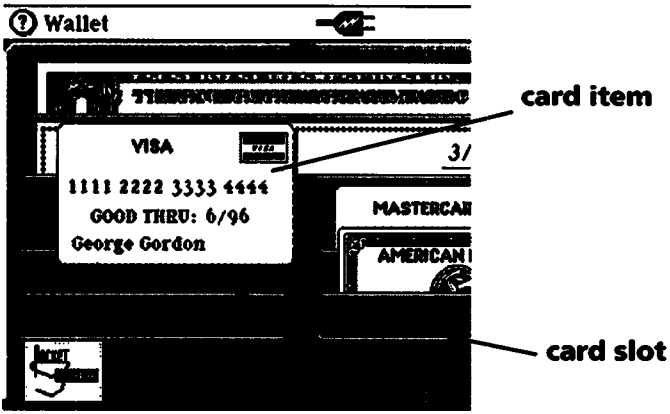

**5 Touch *accept*.**

Pocket Quicken sets up the account for you. You will see a new credit card in the wallet.


**To see the accounts you have set up so far**
Touch *personal* in the wallet.

*Review your accounts, p. 82*

# Personalize your credit cards




**1 If you want to change the location of a credit card in the wallet, drag the credit card to a different slot in the wallet.**

Release the card when the image of the card is on top of the slot you want to use.

**2 To personalize the credit card, drag the card out of its slot.**

**3 After you have moved the card out of the slot, touch the item you want to change on the face of the card.**

You can change the credit card number, the expiration date, or the cardholder name.

**4 When you have finished personalizing the credit card, drag the card to any empty slot in the wallet.**

**Protect your credit card number with a password**

It might be a good idea to set up a password for your Magic Link.

*Privacy and passwords, p. 118*

# Credit card purchases

After you set up one or more credit card accounts in Pocket Quicken, you're ready to record transactions that affect the balance of those accounts.

## Record a credit card purchase

1 **In the wallet, touch a credit card.**

*Credit card accounts, p 64*

2 **Enter the merchant name.**
Pocket Quicken will remember the merchant and the expense category you choose for the merchant. After you use a merchant once, you can touch the Merchant button in a payment transaction to choose the name from a list of all the merchants you have used. Or, just start entering the name—Pocket Quicken will finish entering it for you.

3 **Enter the dollar amount and touch the date to set the date of the purchase .**

4 **At the bottom of the charge receipt, on the left, a credit card account appears. If you did not make the purchase from this account, touch the account and choose a different one.**

Visa

5 **To the right of the account, touch the question mark for the expense category and choose an expense category—for example, "Airline."**
If you want to choose from a different group of expense categories, touch a different drawer in the cabinet.

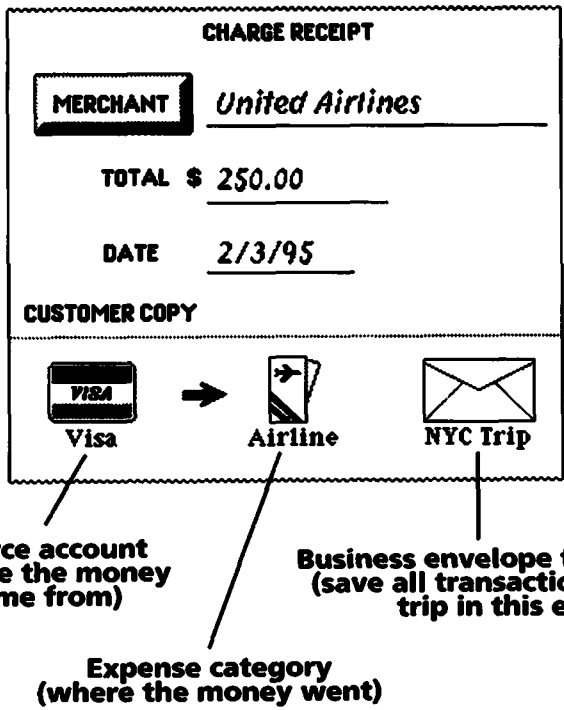
choose category

*Categories, pp. 90-97*

**6** **If you choose a business expense category, Pocket Quicken adds an envelope to the screen so that you can store the information by business trip, client, job, or project. To change the envelope, touch it and choose an existing envelope or set up a new one.**


*Business envelopes, pp. 98-100*

**7** **Touch *save*.**
If you chose a personal expense category, Pocket Quicken stores this purchase under *personal* in the wallet. If you chose a business expense category, Pocket Quicken stores the purchase under *business*.

# Bank accounts

You'll probably want to add a checking account so that you can record checks, deposits, withdrawals, and transfers in that account. Set up a Pocket Quicken checking account for any account you use to write checks (a money market account, for example).

Use the same technique to add a savings account. You can add as many checking and savings accounts as you need. You cannot record checks in a savings account, but otherwise checking and savings accounts work the same way.

After you set up a checking or savings account in your Pocket Quicken wallet, you're ready to record transactions that affect the balances of your accounts.

To record a check you wrote in Pocket Quicken, touch the checks in the wallet. To record a deposit, withdrawal, or transfer in a checking or savings account, touch the *banking* button to the right of the wallet.

*Checks, p. 70*

*Banking activity, p. 72*

## Set up a checking or savings account


**1 In the wallet, touch *new*.**
Pocket Quicken displays several different account types.


**2 Touch the *Checking* account type.**
If you're setting up a savings account, touch the *Savings* account type.

**3 Enter a name for the new account.**
For example, "First Statewide" or "Bob's Checking"

**4 Enter the ending balance from your last bank statement and the closing date from that statement.**
For example, if your last bank statement shows an ending balance of $300.00 and it includes transactions through 3-1-95, enter that amount and date.

If you use desktop Quicken, enter the ending balance from your Quicken bank account (checking or savings).


**5 Touch *accept*.**

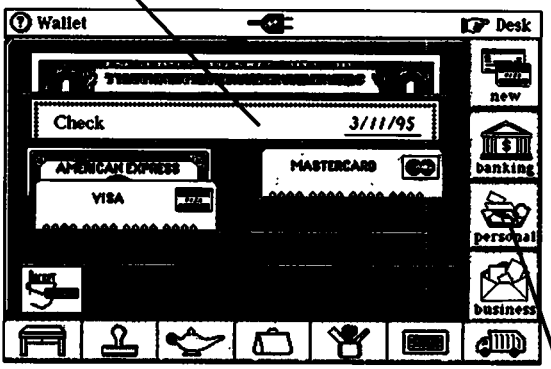

Pocket Quicken sets up the account for you.

If this is the first checking account you have added, Pocket Quicken adds a stack of checks in the wallet.

**6 Add additional checking and savings accounts that you plan to use with Pocket Quicken.**

*Review your accounts, p. 82*

**To record a check you have written, touch the checks in the wallet.**




**To see all the accounts you have set up so far, touch *personal*.**

# Checks

Use Pocket Quicken to record expenses paid by check. Later on, you can review your checks by account, by expense category, or by business envelope. Pocket Quicken can display a transaction list and an ending balance for any Pocket Quicken account. Pocket Quicken can also display a transaction list and a total dollar amount for any expense category or business envelope.

## Record expenses paid by check

**1 In the wallet, touch the stack of checks.**

*Bank accounts, p. 68*


**2 If you need to change the check number or date, touch the number or date and make the adjustment.**

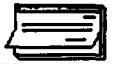
**3 Enter the payee name.**

Pocket Quicken will remember the payee and the expense category you choose for the payee. After you use a payee once, you can touch *Payee* in a check to choose the name from a list of all the payees you have used. Or, just start entering the name—Pocket Quicken will finish entering it for you.

**4 Enter the dollar amount of the check.**

Pocket Quicken spells out the amount on the next line.

**5 At the bottom of the check, on the left, the name of a checking account appears. If the account shown is not the one you used to write the check, touch the account and choose a different one.**

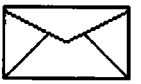


**6 To the right of the account, touch the question mark for the expense category, and choose an expense category—for example, "Groceries."**


If you want to choose from a different group of expense categories, touch a different drawer in the cabinet.

*Categories, pp. 90-97*

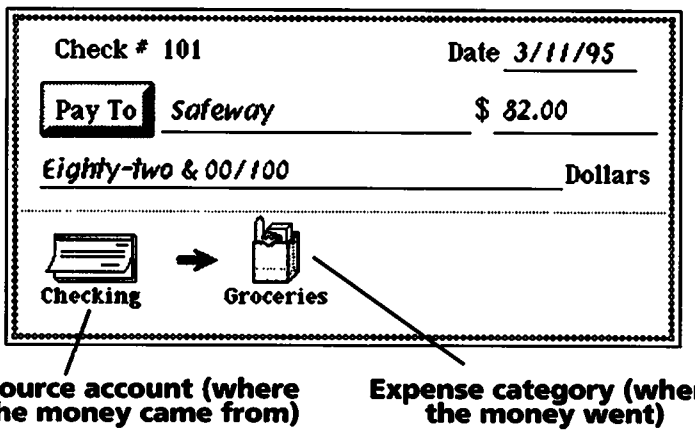
**7 If you choose a business expense category, Pocket Quicken adds an envelope to the screen so that you can store the information by business trip, client, job, or project. To change the envelope, touch it and choose an existing envelope or set up a new one.**




*Business envelopes, pp. 98-100*

**8 Touch *save*.**

If you chose a personal expense category, Pocket Quicken stores this purchase under *personal* in the wallet. If you chose a business expense category, Pocket Quicken stores the purchase under *business*.

# Banking activity

After you set up your bank accounts in Pocket Quicken, you can record your banking activity in those accounts, including deposits, withdrawals, transfers, and ATM card purchases. To save you time, Pocket Quicken provides lists of common deposit and withdrawal transactions, complete with transaction descriptions and category information. You can modify these transactions, delete them, and add your own custom transactions.

When you record a new type of deposit, withdrawal, transfer, or debit card purchase, Pocket Quicken adds the new transaction description to the appropriate list.

Later on, you can review your banking transactions by account, by category, or by business envelope. Pocket Quicken can display a transaction list and an ending balance for any Pocket Quicken account. Pocket Quicken can also display a transaction list and a total dollar amount for any expense or income category or business envelope.

## Banking activities

Touch *deposit* to record a deposit to a Pocket Quicken account.

*Record a deposit, p. 74*


Touch *withdrawal* to record a withdrawal from a Pocket Quicken account.

*Record a withdrawal, p. 76*


Touch *transfer* to record a transfer from one Pocket Quicken account to another Pocket Quicken account.

*Record a transfer, p. 78*


Touch *debit card purchase* to record a purchase that you made using your bank account debit card or ATM card.

*Record an ATM or debit card purchase, p. 80*

**Recording a refund or credit**

You can use a deposit with an expense category to record a refund or credit to an account. For example, if you were overcharged for bank fees and you receive a refund, you can record a deposit with the expense category "Bank Fees" to reduce the total dollar amount for that category.

*Refunds and credits, p. 101*

**Tracking frequent flyer miles**

Set up a Pocket Quicken savings account for your frequent flier mileage. Each time you earn frequent flyer miles, record a deposit in the mileage savings account. The dollar amount of the deposit is the number of miles earned. When you claim an award, record a withdrawal for the amount of the award from your mileage savings account. If you participate in more than one frequent flyer program, set up separate categories for the different programs (United, American, Delta, and so on).

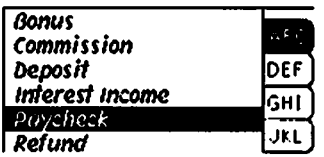
## Record a deposit

**1** **In the wallet, touch *banking*.**


**2** **Touch *deposit*.**

Pocket Quicken displays a list of transaction descriptions. The list includes all previous deposits to Pocket Quicken accounts.


**3** **To use a description from the list, touch it and then touch *accept*. Otherwise, touch *new* to add a new description to the list.**



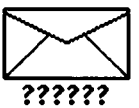

When you choose a description, Pocket Quicken displays the deposit slip.

**4** **Enter the dollar amount and touch the date to set the date of the deposit.**

**5** **Touch the current category or the question mark at the bottom of the deposit slip, to choose a different income category.**


*Categories, pp. 90-97*

**6** **If you choose a business income category, Pocket Quicken adds an envelope to the screen so that you can store the information by business trip, client, job, or project. To change the envelope, touch it and choose an existing envelope or set up a new one.**

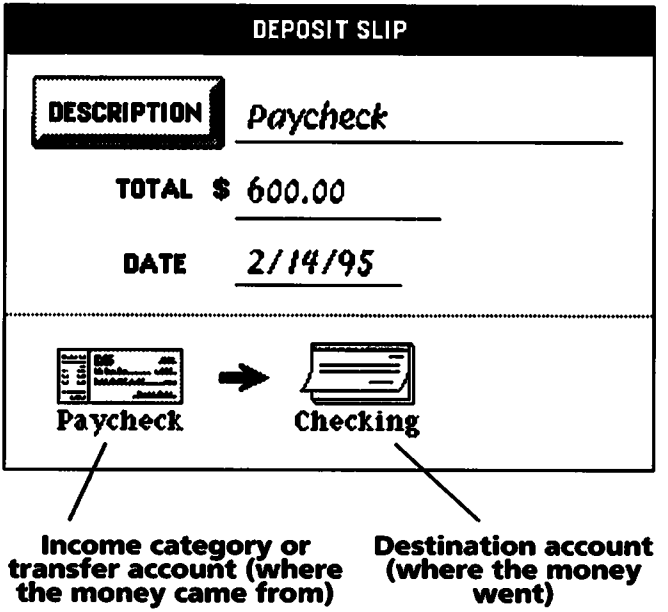



*Business envelopes, pp. 98-100*

**7** **If you did not make the deposit to the account shown to the right of the income category, touch the account and choose a different one.**


**8** **Touch *save*.**

If you chose a personal income category, Pocket Quicken stores this deposit under *personal* in the wallet. If you chose a business income category, Pocket Quicken stores the deposit under *business* in the wallet.

## Record a withdrawal

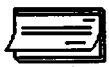
**1** **In the wallet, touch *banking*.**


**2** **Touch *withdrawal*.**
Pocket Quicken displays a list of transaction descriptions. The list includes all previous withdrawal transactions from Pocket Quicken accounts.


**3** **To use a description from the list, touch it and then touch *accept*. Otherwise, touch *new* to add a new description to the list.**
When you choose or add a description, Pocket Quicken displays the withdrawal slip.


**4** **Enter the dollar amount and touch the date to set the date of the withdrawal.**

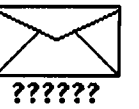
**5** **If you did not make the withdrawal from the account shown at the bottom of the withdrawal slip, touch the account and choose a different one.**




**6** **To choose a different expense category, touch the current item—the cash account (for a cash withdrawal) or an expense category (for an item such as finance charges).**
If you want to choose from a different group of expense categories, touch a different drawer in the cabinet.


*Categories, pp. 90-97*

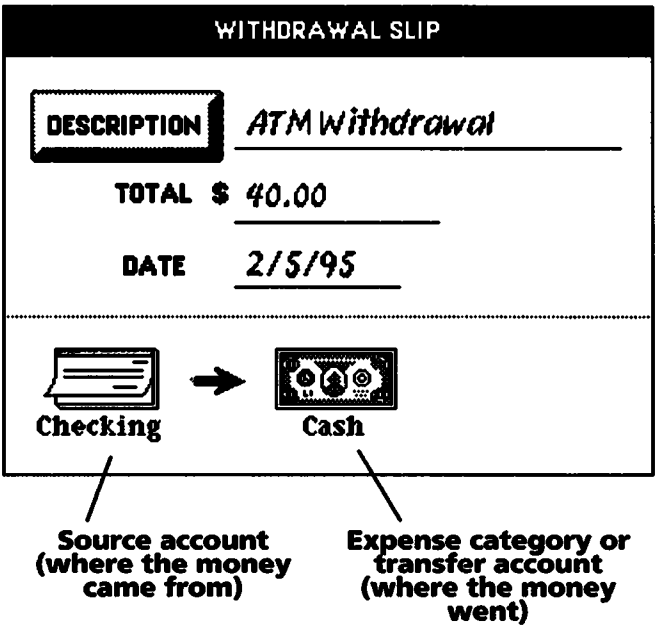
**7** **If you choose a business expense category, Pocket Quicken adds an envelope to the screen so that you can store the information by business trip, client, job, or project. To change the envelope, touch it and choose an existing envelope or set up a new one.**




*Business envelopes, pp. 98-100*

**8** **Touch *save*.**

If you chose a personal expense category, Pocket Quicken stores this withdrawal under *personal* in the wallet. If you chose a business expense category, Pocket Quicken stores the withdrawal under *business* in the wallet.

## Record a transfer

**1** **In the wallet, touch *banking*.**

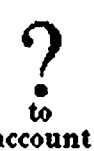

**2** **Touch *transfer*.**
Pocket Quicken displays the transfer slip.


**3** **Enter a description for the transfer.**
Pocket Quicken will remember the description and the account information you choose for the transfer. After you use a description once, you can touch *Description* in the transfer slip to choose the name from a list of all the descriptions you have used. Or, just start entering the name—Pocket Quicken will finish entering it for you.

**4** **Enter the dollar amount and touch the date to set the date of the transfer.**

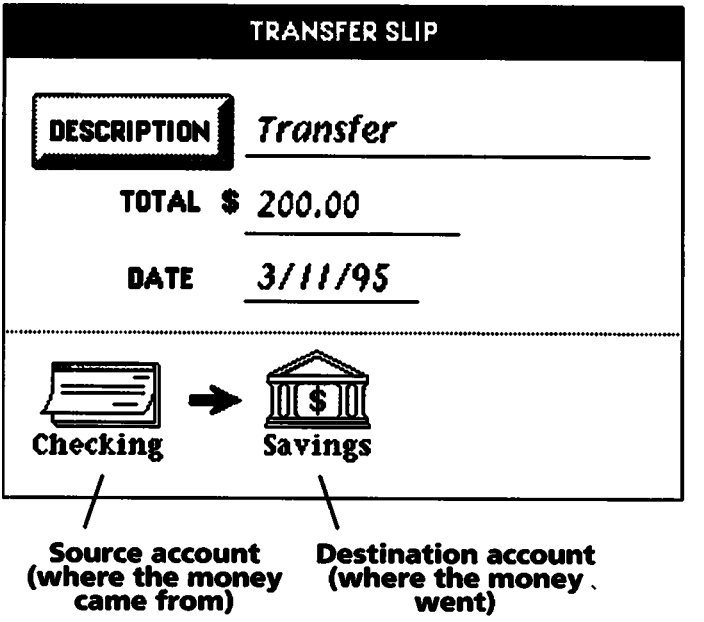
**5** **Touch the question mark for the source account and select the account from which the funds were withdrawn.**


**6** **Touch the question mark for the destination account and select the account that received the funds.**




**7** **Touch *save*.**
Pocket Quicken stores the transfer transaction in two places:

- Pocket Quicken stores the transaction as a withdrawal in the account from which the funds were taken (the source account).
- Pocket Quicken also stores the transaction as a deposit in the account that received the funds (the destination account).



## Record an ATM or debit card purchase

You can make an ATM or debit card purchase from any checking or savings account. Many merchants now accept ATM or debit cards as payment for a purchase.

**1** **In the wallet, touch *banking*.**


**2** **Touch *debit card purchase*.**


**3** **Enter the merchant name.**
Pocket Quicken will remember the merchant and the expense category you choose for the merchant. After you use a merchant once, you can touch the Merchant button in a payment transaction to choose the name from a list of all the merchants you have used. Or, just start entering the name—Pocket Quicken will finish entering it for you.

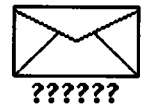
**4** **Enter the dollar amount and touch the date to set the date of the purchase.**

**5** **If you did not make the purchase from the account shown at the bottom of the ATM purchase receipt, touch the account and choose a different one.**


**6** **To the right of the account, touch the question mark for the expense category and choose an expense category—for example, "Groceries".**
If you want to choose from a different group of expense categories, touch a different drawer in the cabinet.


*Categories, pp. 90-97*

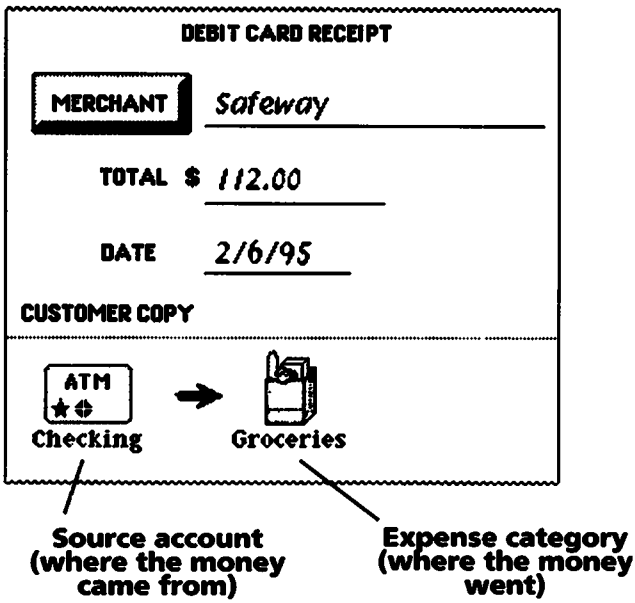
**7** **If you choose a business expense category, Pocket Quicken adds an envelope to the screen so that you can store the information by business trip, client, job, or project. To change the envelope, touch it and choose an existing envelope or set up a new one.**




*Business envelopes, pp. 98-100*

**8** **Touch *save*.**

If you chose a personal expense category, Pocket Quicken stores this purchase under *personal* in the wallet. If you chose a business expense category, Pocket Quicken stores the purchase under *business*.

# Reviewing and changing your accounts

You can review your checking, savings, and credit card accounts at any time. Pocket Quicken also shows an account folder for the Cash account. Touch an account folder if you want to see a list of the transactions in the account.

You can change an account name, balance, or type at any time. Use this technique to make a quick adjustment to an account balance. For example, you might receive a statement that shows your Pocket Quicken balance is off by $1.00, but you don't want to bother tracking down such a minor discrepancy.

*Reconcile your accounts, p. 84*

## Review your accounts

**1 In the wallet, touch *personal*.**

Pocket Quicken displays your account folders with an ending balance for each checking, savings, and credit card account. The ending balance for a checking or savings account includes all the payments and deposits you have recorded. For a credit card account, the ending balance includes all charges and payments.


**2 While you are looking at your account folders, you can touch *new* to set up a new checking, savings, or credit card account.**


**3 While you are looking at your account folders, you can touch an account folder to display a list of all the transactions that you have recorded in the account.**


*Transaction lists, p. 88*

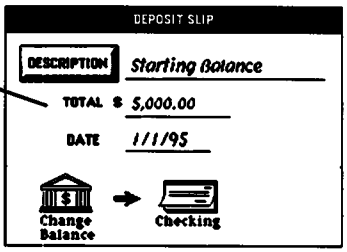
# Change account information

**1 Touch an account folder.**
Pocket Quicken displays a list of all the transactions that you have recorded in the account.


**2 While you are looking at the transaction list, touch *change*.**


**3 Make your changes to the account name, balance, or type and touch *accept*.**

If you have not reconciled the account, edit the Starting Balance transaction at the top of the transaction list to change the account balance.




# Delete an account

**1 Touch an account folder.**
Pocket Quicken displays a list of all the transactions that you have recorded in the account.

**2 While you are looking at the transaction list, touch *delete*.**
Pocket Quicken asks if you really want to discard this account.


**3 Touch *discard* only if you want Pocket Quicken to delete this account permanently.**


**Warning!**
When you delete an account, Pocket Quicken also deletes all the transactions that you have recorded for the account. Once deleted, the transactions cannot be recovered.

# Reconciling your accounts

If you like, you can make sure that your account balance in Pocket Quicken matches that balance shown on your checking, savings, or credit card statement.

To reconcile, you touch in the checkmark column to mark transactions as cleared, then compare the Cleared amount in Pocket Quicken with the ending balance shown on your bank statement. The Cleared amount in Pocket Quicken is the total of all the transactions with a checkmark in the checkmark column.

**If you use desktop Quicken**
You will probably want to reconcile your accounts in Quicken after transferring transactions from Pocket Quicken.


*For desktop Quicken users, p. 106*

## Reconcile your accounts

**1 When your statement arrives, touch *personal* in the wallet.**
Pocket Quicken displays all your accounts.


**2 Touch the folder for the account that you want to reconcile.**
Pocket Quicken displays a list of all the transactions in the account.

**3 Compare the Cleared balance shown in the bottom-left corner of the transaction list with the beginning balance on your bank statement.**

✓ **CLEARED:** 5,000 00

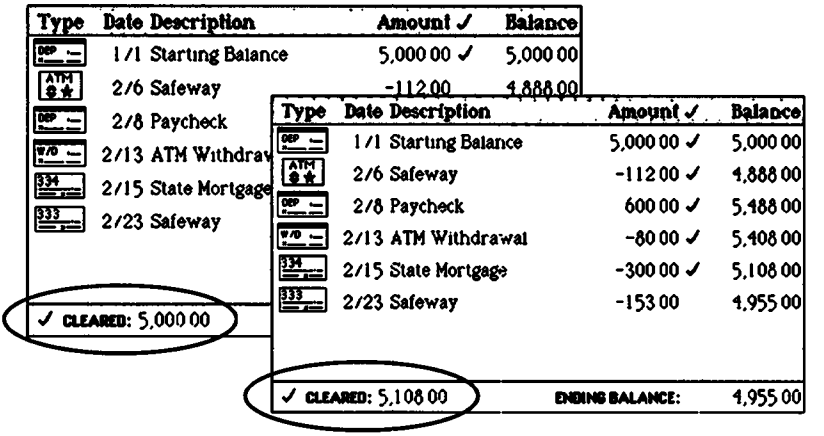
If the Cleared balance does not match the beginning balance, enter an adjustment. If this is the first time you have reconciled your account, you can edit the Starting Balance transaction at the top of the transaction list to match the beginning balance shown on your bank statement.

If you need to enter a transaction that is on the statement (for example, bank fees or interest earned), touch *new* to the right of the list. If you need to change a transaction in the list, touch the transaction.

**4 Check each transaction that appears in your statement against the transactions in the account folder. Touch the checkmark column of a transaction to place or remove a checkmark.**

✓ **CLEARED:** 5,108.00

When you finish marking transactions, the Cleared balance at the bottom of the screen should match the ending balance on your bank statement. The Cleared balance is the total of all transactions that have been marked as cleared with a checkmark.




**5 If the Cleared balance does not match the ending balance, you may have missed a transaction or checked one off by mistake.**

Review the transactions that you have marked with a checkmark.

# Trimming your accounts

Pocket Quicken transactions take up very little space in memory. Nevertheless, after using Pocket Quicken for some time, you might want to remove (or trim) some transactions from one or more of your accounts to free up some memory.

After Pocket Quicken trims transactions, it adds an adjustment to make sure the account balance remains the same after the trim. The date for the adjustment transaction is always the day before you trimmed transactions.

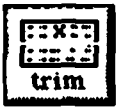
You can trim transactions starting in the following three places in Pocket Quicken.

- The wallet
- The screen that shows your account folders
- The transaction list for any account

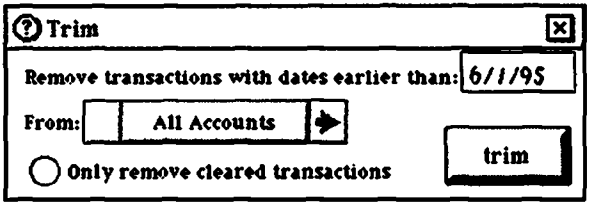
## Trim transactions from your accounts

**1 Touch the Magic Lamp at the bottom of the screen.**

**2 Touch *trim*.**
Pocket Quicken opens the Trim window.




**3 Enter a cut-off date for the trim.**
Pocket Quicken will remove all transactions earlier than the date you enter. For example, if you want to remove all transactions prior to the first day of 1995, enter 1/1/95.



**4 Choose the accounts from which you want to trim transactions.**


If you choose a single account, Pocket Quicken does not trim transactions that are transfers to other accounts.

**5 Make sure there is no checkmark in front of "Only remove cleared transactions" if you do not reconcile your accounts using Pocket Quicken.**

If you reconcile your accounts using Pocket Quicken, touch the "Only remove cleared transactions" option to place a checkmark in front of that option.


If you reconcile your accounts using desktop Quicken, make sure there is no checkmark in front of "Only remove cleared transactions."


**6 Touch *trim*.**

# Transaction lists

Pocket Quicken groups your personal transactions in account folders and in category folders. For transactions with business categories, Pocket Quicken also groups your transactions in envelopes.

## Review transactions

**1 Touch an account folder, category folder, or envelope to see a list of transactions for that account, category, or envelope.**

Pocket Quicken displays a transaction list.

*Review your accounts, p. 82*

*Review personal categories, p. 91*

*Review business categories, p. 92*

*Review envelopes, p. 98*

**2 Touch *new* to add a transaction to the transaction list.**


**3 Touch a transaction in the list to display the transaction.**

When Pocket Quicken displays the transaction, you can edit it, delete it, or add transaction notes.

**4 If you add a transaction or edit transaction information, touch *save* to save your changes.**


**Touch the scroll button to see more transactions in the list**

If you have many transactions, touch the scroll button at the top or bottom of the list to see more of the list. To jump to the first transaction or last transaction in the list, hold down the OPTION button as you touch the scroll button.

**Displaying the transaction list for an account**

Here's a shortcut: Hold down the OPTION button as you touch the cash in the wallet to see a list of all your cash transactions. You can OPTION-touch a credit card in the wallet to see the transaction list for the credit card account. Similarly, you can OPTION-touch the check in the wallet to see a list of all the transactions in your checking account. If you have more than one checking account, Pocket Quicken will display all your accounts.

**Creating a copy of a transaction list**

If you want to keep a paper copy of the transaction list that you see on the screen, use the Magic Lamp at the bottom of your screen to reach the Fax command and Fax the list to your own Fax machine.

**Speedy processing of business expenses**

Display the list of transactions for an envelope, then Fax the list to your home office so your expense report or invoice can be submitted immediately. The total at the bottom of the transaction list is the amount your employer owes you for the trip. Use the Magic Lamp at the bottom of your screen to reach the Fax command and send the list.

If you want to keep a paper copy of the transaction list that you see on the screen, use the Magic Lamp at the bottom of your screen to reach the Fax command and Fax the list to your own Fax machine.

# Categories

Pocket Quicken categories are labels that you apply to transactions to track your spending and income. For example, you might want to track how much you spend each month on housing, groceries, utilities, entertainment, or charity. These items are your *expense categories*. You might also want to track how much you receive each month in salary, bonuses, interest, or rent from investment properties. These items are your *income categories*.

## Personal expense and income categories

Pocket Quicken comes with several groups of personal expense categories and one group of personal income categories. You can add your own categories or change any of the existing categories.

***expenses*—Personal expense categories** (under *personal* in the wallet):


***Personal***—Clothing, Dining, Gift, Entertainment, Personal Care, Vacation


***Household***—Groceries, Housing, Maintenance, Subscriptions, Telephone, Utilities, Misc


***Automobile***—Fuel, Payment, Parking & Tolls, Service, Misc


***Other***—Bank Fees, Charity, Education, Insurance, Interest, Medical, Taxes, Misc


***income*—Personal income categories** (under *personal* in the wallet): Bonus, Interest, Paycheck, Other

## Review personal categories

**1 In the wallet, touch *personal*.**
Pocket Quicken displays your account folders.


**2 Touch *expenses* or *income*.**
If you touch *expenses*, Pocket Quicken displays the personal expense category groups ("Personal," "Household," "Automobile," and "Other"). Touch a group to display a folder and total dollar amount for each personal expense category in that group.

If you touch *income*, Pocket Quicken displays a folder and total dollar amount for each personal income category.



**3 While you are looking at category folders, touch *new* to add a new category.**


*Add a category, p. 93*

**4 While you are looking at category folders, touch a folder to review transactions for that category.**
Pocket Quicken displays a list of all the transactions that you have recorded for the category.

*Transaction lists, p. 88*

## Business expense and income categories

Pocket Quicken comes with one group of business income categories and one group of business expense categories. You can add your own categories or change any of the existing categories.

***expenses*—Business expense categories** (under *business* in the wallet): Airline, Breakfast, Dinner, Entertainment, Lodging, Lunch, Phone & Fax, Transport, Misc.


***income*—Business income categories** (under *business* in the wallet): Advance, Reimbursement


## Review business categories

**1 In the wallet, touch *business*.**
Pocket Quicken displays your business envelopes and a total dollar amount for each envelope. If you never created an envelope, Pocket Quicken tells you how to create one.


A business envelope organizes your transactions by business trip, client, job, or project. Pocket Quicken stores all transactions for a particular trip, client, job, or project in the envelope that you have set up for that item.

*Business envelopes, pp. 98-100*

**2 Touch *expenses* or *income*.**
If you touch *expenses*, Pocket Quicken displays your business expense category folders and a total dollar amount for each category.



If you touch *income*, Pocket Quicken displays your business income category folders and a total dollar amount for each category.

**3 While you are looking at category folders, touch *new* to add a new category.**

**4 While you are looking at category folders, touch a folder to review transactions for that category.**

Pocket Quicken displays a list of all the transactions that you have recorded for the category.

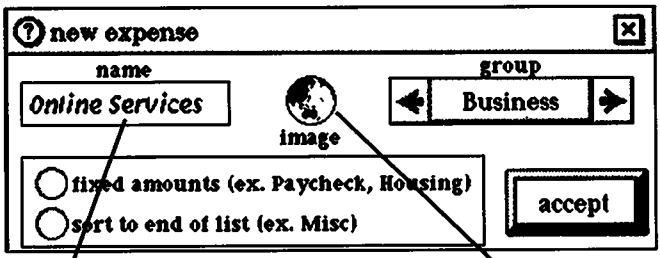

*Transaction lists, p. 88*

## Add a category

**1 Touch *new* while you are viewing category folders.**

The new expense window will appear.

**2 Enter a name for the new category.**


**The new category name**

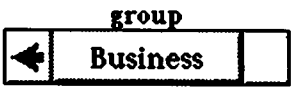
**This image was dragged here from the Stamp window.**

**3 If you want to use a different image for the category, you can pick a new image in one of the following ways:**

—touch the image shown for the category and pick a different image.

—touch the stamp at the bottom of the screen and drag an image directly from the Stamp window to the image in the new expense window.

**4 If you want to add the new category to a different group, you can touch the group choice box.**




For an income category, you can use the choice box to switch to a different group: "Personal" or "Business."

For an expense category, you can use the choice box to switch to a different group: "Business," "Personal," "Household," "Automobile," or "Other."

**5 If you will use this category for transactions that recur regularly with the same dollar amount, touch "fixed amounts" to place a checkmark in front of that option.**


For example, if your mortgage payment is always the same, select the "fixed amounts" option for the "Housing" category. The first time you record a mortgage payment using the "Housing" category, Pocket Quicken memorizes the payment amount. The next time you use the "Housing" category, Pocket Quicken recalls the same payment amount.

**6 If you prefer Pocket Quicken to display this category folder at the bottom of the screen rather than sort it alphabetically with the other category folders, touch "sort to end of list" to place a checkmark in front of that option.**


For example, the expense category "Misc" (in the "Household" group of categories) and the income category "Other" have this option selected so these categories appear after all the other category folders.

**7 Touch *accept*.**

## Change category information

1 **Touch a category folder.**
Pocket Quicken displays a list of all the transactions that you have recorded for the category.

2 **Touch *change*.**


3 **Make the changes you want to the name, image, group, or options.**

*Add a category, p. 93*

4 **Touch *accept* to save your changes.**


## Delete a category

1 **Touch a category folder.**
Pocket Quicken displays a list of all the transactions that you have recorded for the category.

2 **Touch *delete*.**
Pocket Quicken asks if you really want to discard this category.


3 **Touch *discard*.**


**Warning!**
Pocket Quicken deletes this category and removes it from all transactions that you previously recorded. In place of the deleted category in the transactions, Pocket Quicken places a question mark. Once deleted, a category cannot be recovered.

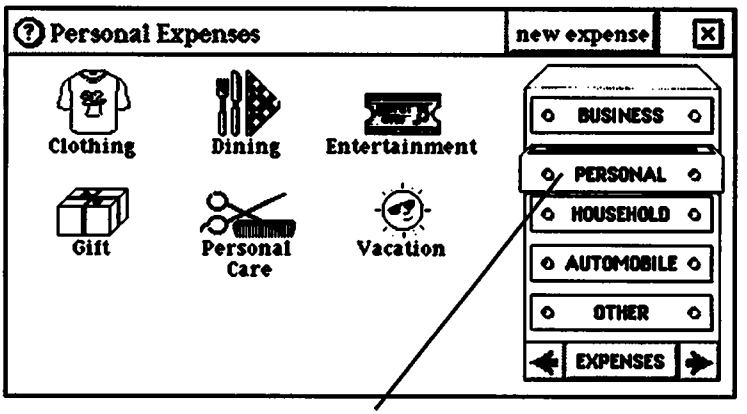
# Assign a category to a transaction

You can assign a category to a transaction or change the category assigned to a transaction at any time. You can assign an expense category, an income category, or a transfer account to a transaction.

**1 Start a new transaction by touching the cash, check, or credit cards in the wallet, or locate the transaction you want to change in a folder.**

**2 Touch the question mark or existing category in the transaction.**

Pocket Quicken displays the categories in the current group.


**These are the expense categories in the "Personal" group.**

If the transaction is an expense transaction, Pocket Quicken displays the expense categories in the current group: "Business," "Personal," "Household," "Automobile," or "Other."

If the transaction is an income transaction, Pocket Quicken displays the income categories in the "Business" or "Personal" group.

**3 To select a category from a different group, touch a drawer.**

**4** **Touch the arrow on the choice box to switch to a different type of category. You can switch to "Expenses" for expense categories, "Income" for income categories, or "Accounts" for transfer accounts.**

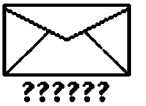

For example, you might switch from "Expenses" to "Accounts" if you are writing a check to pay your credit card bill.

**5** **If no existing category is appropriate for the transaction, touch *new expense* or *new income* to set up a new category.**


*Add a category, p. 93*

**6** **Touch a category to select it and return to the transaction.**

**7** **If you choose a business expense category, Pocket Quicken adds an envelope to the right of the category so that you can store the information by trip, client, job, or project. To change the envelope, touch it and choose an existing envelope or set up a new one.**




*Business envelopes, pp. 98-100*

**8** **Touch *save* to save the transaction.**

# Business envelopes

To organize your financial records, you might want to separate your business transactions by trip, client, job, or project. Usually, you record business transactions by touching the cash, the checks, or the credit cards in the wallet.

When you assign a business category to a transaction, Pocket Quicken adds an envelope to the transaction. You can use envelopes to store your business expenses by trip, client, job, project, or any other classification you want to use.

## Review envelopes

**1 In the wallet, touch *business*.**


Your envelopes and a total dollar amount for each envelope will appear. The totals include all the transactions that you have recorded for an envelope—for example, if you use envelopes to store business expenses by trip, the total shown for the "NYC" envelope would be the amount that your employer owes you for a trip to New York City.

If you never created an envelope, Pocket Quicken tells you how to create one.

**2 Touch *new* to add a new envelope.**


**3 While you are looking at envelopes, you can touch an envelope to display a list of all the transactions saved in the envelope.**

These transactions might include both income and expense categories.

*Transaction lists, p. 88*

**Advances and reimbursements**

If you add a transaction with the business income category "Reimbursement" to the transaction list for an envelope, Pocket Quicken automatically fills in the total for the envelope. You can change the reimbursement amount if you are receiving a partial reimbursement.

## Add an envelope

1 **Touch *new* while you are viewing envelopes.**


2 **Enter a name for the envelope.**

3 **Touch *accept*.**


## Change the name of an envelope

1 **Touch an envelope.**
Pocket Quicken displays a list of all the transactions that you have saved in the envelope.

2 **Touch *change*.**


3 **Change the name and touch *accept*.**


## Delete an envelope

1 **Touch an envelope.**
Pocket Quicken displays a list of all the transactions that you have saved in the envelope.

2 **Touch *delete*.**
Pocket Quicken asks if you really want to discard this envelope.


3 **Touch *discard*.**
Pocket Quicken deletes this envelope and removes it from all transactions that you previously recorded. In place of the deleted envelope, Pocket Quicken places an "unknown envelope" image in the transactions. Once deleted, an envelope name cannot be recovered.


*Remove a business envelope from a transaction, p. 100*

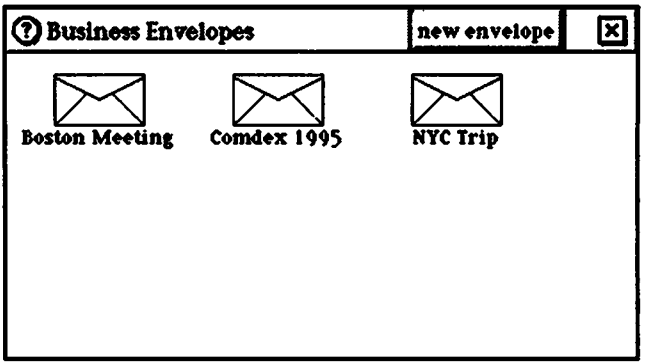
## Assign an envelope to a business transaction

Usually, you record business transactions by touching the cash, the checks, or the credit cards in the wallet. When you assign a business category to a transaction, Pocket Quicken adds an envelope to the transaction. You can use envelopes to store your business expenses by trip, client, job, project, or any other classification you want to use.

**1** **Start a new transaction by touching the cash, check, or credit cards in the wallet, or locate the transaction you want to change in a folder.**

**2** **Touch the question marks or existing envelope at the bottom of the transaction.**


Your envelopes will appear.




**3** **Touch an envelope to select it and return to the transaction.**

**4** **To create a new envelope, touch *new envelope*.**


*Add an envelope, p. 99*

## Remove a business envelope from a transaction

**Choose a personal income or expense category instead of a business category.**

Pocket Quicken only adds envelopes to transactions with business income or expense categories.

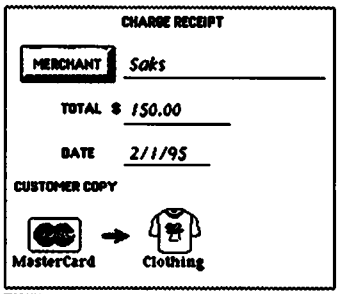
# Refunds and credits

You might receive a credit for returned merchandise from a merchant, or perhaps a refund for fees or finance charges from a bank or credit card company. When you receive a refund or credit, you normally want to cancel out the expense of the original item without deleting the original purchase transaction.

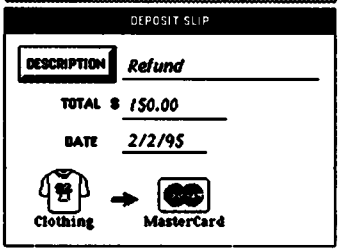
## Record a refund

**1 Record a payment as usual for the purchase.**

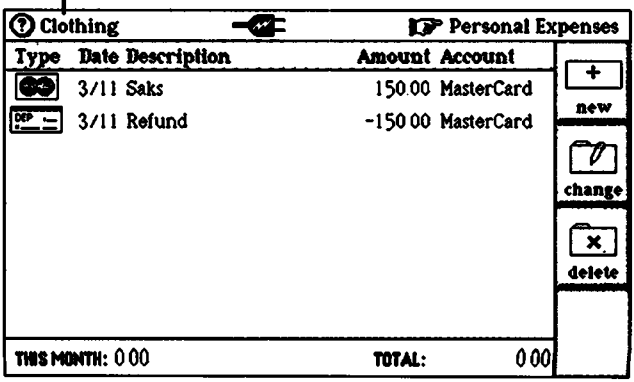
For example, you would record a charge with the expense category "Clothing" for the purchase of a sweater.




**2 When you receive the refund or credit, record a deposit with the same expense category—for example, "Clothing."**




**A charge and a credit for the same item cancel each other out in the category folder "Clothing" and also in the credit card account.**



# Notes in the wallet

You can add several lines of notes for any account, business envelope, or transaction. For example, you might want to add information about a business trip or client to the envelope for that trip or client, or you might want to add a memo to a transaction that you have recorded.

## Add notes for an account

1 **In the wallet, touch *personal*.**


2 **Touch an account folder.**
Pocket Quicken displays a list of all the transactions that you have recorded in the account.

3 **Touch *notes*.**
Pocket Quicken opens a Notes window for this account.


4 **Enter your notes.**

5 **Touch the *x* to close the window.**
The picture on the *notes* button changes from an empty page to a page with lines of text to show that you have added a note.


## Add notes for a business envelope

1 **In the wallet, touch *business*.**


2 **Touch an envelope.**
Pocket Quicken displays a list of all the transactions that you have saved in this envelope.

3 **Touch *notes*.**
Pocket Quicken opens a Notes window for this envelope.


4 **Enter your notes.**

5 **Touch the *x* to close the window.**
The picture on the *notes* button changes from an empty page to a page with lines of text to show that you have added a note.


## Add notes for a transaction

1 **Open the account or category folder that contains the transaction.**
You might also open a business envelope if you saved the transaction in an envelope.

2 **In the list of transactions for the account, expense category, income category, or envelope, touch the transaction to edit it.**

3 **Touch *notes*.**
Pocket Quicken opens a Notes window for this transaction.


4 **Enter your notes.**

5 **Touch the *x* to close the window.**
The picture on the *notes* button changes from an empty notepad to a notepad with lines on it.

# Pocket Quicken rules

Pocket Quicken has rules—settings that you can change if you like:

- When you are viewing account folders, you might want to see an ending balance for the Cash account (for example, if you often want to know the amount of the cash you have on hand). If you want to see a total for the Cash account, turn on the "Show total for cash" rule.
- Pocket Quicken always reminds you to select a category if you try to save a new transaction without category information. If you prefer that Pocket Quicken not remind you about adding category information when you save a new transaction, turn off the "Give warning if transaction is not categorized" rule.

## Add a total to the Cash account

1 **While you are viewing account folders, touch the Magic Lamp at the bottom of the screen.**

2 **Touch the rules blackboard.**

rules

3 **Touch the "Show total for cash" rule to place a checkmark in front of the rule.**

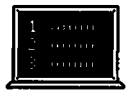

4 **Touch the *x* to close the window.**
Now Pocket Quicken will always display the total amount of cash on hand.

## Turn off the category requirement

1 **Display any transaction.**

2 **Touch the Magic Lamp at the bottom of the screen.**

**3 Touch the rules blackboard.**



rules

**4 Touch the "Give warning if transaction is not categorized" rule to remove the checkmark in front of the rule.**


**5 Touch the *x* to close the window.**

Now Pocket Quicken will not remind you about adding a category when you save a new transaction with no category information.

# For desktop Quicken users

If you are interested in transferring your Pocket Quicken data to desktop Quicken, call Intuit at **1-800-354-4023** for information about Pocket Quicken Connect.

If you plan to use Pocket Quicken Connect to transfer data to desktop Quicken, here are some hints for setting up and using Pocket Quicken:

- Set up a Pocket Quicken account for each desktop Quicken account into which you plan to transfer Pocket Quicken transactions—for example, if you have a "Checking" account in Quicken, set up a similar account in Pocket Quicken. When you set up a Pocket Quicken account that corresponds to a Quicken account, use the ending balance from the Quicken account. The Pocket Quicken account name need not be identical to the Quicken account name. Pocket Quicken Connect will allow you to link any Pocket Quicken account to a Quicken account of the same type—Bank Account, Credit Card, or Cash.

- Pocket Quicken comes with a standard set of personal and business categories. Don't worry about changing these standard categories to match your desktop Quicken categories. When you begin to transfer transactions, Pocket Quicken Connect will learn what Quicken category you want to use for a Pocket Quicken transaction with a particular payee and a particular Pocket Quicken category.

- Pocket Quicken envelopes help you organize business transactions by trip, client, job, or project. When you begin to transfer transactions, Pocket Quicken Connect will treat envelopes as Quicken classes. So if you currently use classes to organize Quicken transactions by business trip, for example, you can use envelopes the same way in Pocket Quicken.

- Watch for the Quicken icon in this manual. The Quicken icon marks tips for the people who use desktop Quicken.

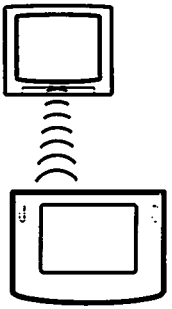
- If you are transferring transactions to Quicken using Pocket Quicken Connect, you will probably want to reconcile your accounts in Quicken, not in Pocket Quicken.
- After you transfer transactions to Quicken, you will probably want to trim transactions from your Pocket Quicken accounts.
- Pocket Quicken transactions use a single category. If you want to enter a transaction that has more than one category—a "split" transaction, enter separate transactions in Pocket Quicken. For example, if a purchase included clothing for you and a gift for another person, record one transaction in Pocket Quicken with the "Clothing" expense category and another transaction with the "Gift" expense category. Or, you can record a single transaction with a category like "Misc" and split the transaction after you have transferred it to desktop Quicken.

# AV Remote

Your Magic Link works as a remote control for Sony audio/video devices carrying the IR mark.

## Before you control an audio/video device

- Make sure the component is in a standby state so that you can turn it on by touching the *power* button on the screen.
- Be sure to point the beam lens directly at the remote sensor on the device.
- The AV remote works within 25 ft (7m).



## Use AV Remote

**1** **Touch the right-hand desk accessories drawer to open it.**

**2** **Touch the AV Remote in the drawer.**

**3** **Touch *device*.**


**4** **Choose the device you want to control:**

- **TV**
- **VCR 1, VCR 2, VCR 3**
- **Camcorder**
- **CD player**
- **MiniDisc player/recorder**
- **Laser disc player**
- **Digital audio tape deck**
- **Cassette deck**

If you select a VCR, be sure to set the switch on your VCR to VCR1, VCR2 or VCR3 before controlling it with your Magic Link.

**5 Touch *POWER* to turn on the power.**


To return the device to its standby state, touch *POWER* again.

**6 Touch the control buttons to control the device you selected.**


To change the selector on the AV amplifier to device you selected, touch *select*.


To record something, touch *REC*. The REC confirmation window appears. Then touch *REC* in the window. The recording wil be started.

**When the AV Remote doesn't work, check the following things.**

- Clean the beam lens with a soft cloth when your Magic Link doesn't work as a remote control.

*Caring for Magic Link, p.12*

- Keep your Magic Link away from direct sunlight or very bright lights.

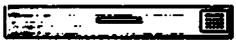
# CALCULATOR

Your Magic Link includes a full-function calculator, complete with simulated paper tape. You can use this calculator to balance your checkbook, compute the proper tip at a restaurant, or even work on your physics homework.

## Start using the calculator

1 **Touch the desk to return to the Desk.**

2 **Touch the right-hand desk accessories drawer to open it.**



3 **Touch the calculator.**

## Use alternate functions

**With the calculator on the screen, touch the arrow next to the words.**

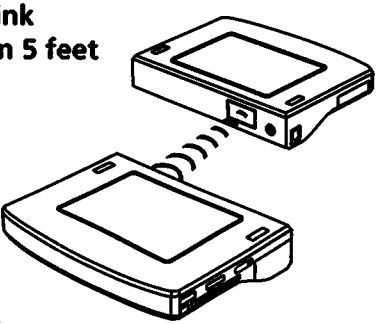

Select a function you want to use from three functions—scientific, basic, and paper tape.

# DATA BEAMING

Your Magic Link can send or receive data from another Magic Link or other Magic Cap communicator using an invisible infrared beam, much like that used by a remote control.

## Communicate with another Magic Link

1 **Point the top of one Magic Link directly at the other, less than 5 feet (1.5 m) apart.**
The two Magic Link beam lenses should be closer in direct sunlight or under bright lights.



2 **Be sure that there are no obstructions between the two devices that might block the beam.**

3 **While looking at the page or card that you want to send, touch the Magic Lamp.**

4 **Touch *beam*.**
Your Magic Link searches for another Magic Link or other Magic Cap communicator within beaming range. It puts the name of the person who owns the other communicator on the *to:* line. If more than one communicator is in range, you'll have to choose a name and then touch *accept*.


5 **Touch *send*.**


**If the data beaming does not work,**
- Clean the beam lens with a soft cloth.
- Keep your Magic Link away from direct sunlight or very bright lights.

# LIBRARY AND BOOKS

The library contains a set of books to help you use your Magic Link. The books are on shelves so you can select among them. You can slide the books around on the shelves and even leave them in a neat pile on top of the card catalog.

## Books

**BASICS** tells about basic features in your Magic Link. It doesn't go into great detail, but covers the things you have to know to use the Magic Link effectively: how to move from scene to scene and how to move away from what you're working on; how to get back to the desk; how to use the trash.


**WRITING** explains how to create a simple electronic message.


**SENDING** tells you how to send a message once you've created it. To send a message, you have to sign up for a communications service like AT&T PersonaLink Services or America Online.


**SECRETS** tells about shortcuts and experts' tricks for using your Magic Link, including the OPTION button.

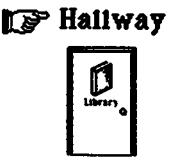

**WORD LISTS** is a collection of words used by the keyboard's *expand* key, by Spell Finder, and when you are typing information for a new name card.

*Word lists, p. 115*


**GETTING STARTED** is an introductory guide to setting up and using your Magic Link.

## Go to the library

1 **From the Desk, touch *Hallway*.**




2 **Touch the door to enter the Library.**

## Read a book

1 **Touch a book on the library shelf.**
The book hops onto the card catalog and open to a page.


2 **Touch the page corners to turn from page to page.**

## Put the book back on the shelf

**Touch *shelve* at the right side of the screen.**

The book returns to its original place on the shelf.

# Using books

Because the books in your Magic Link are electronic, they can do a few things that paper books can't. You can put bookmarks on pages in the books and then copy those bookmarks. Once you've copied a bookmark, you can put it anywhere you like, so that you can get quickly to the page you marked.

## Mark a page in a book

**While you're looking at a page in a book, touch *mark* at the right side of the screen.**


The bookmark hops onto the page you're marking.

## Copy a bookmark and use it

1 **Press the special pen down on the bookmark and slide off a copy.**

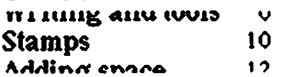
You can slide the copy of the bookmark over the tote bag and let go.

2 **Once you've got a copy of the bookmark, you can always touch it to go back to the marked page.**

This works even it you're not in the Library.


## Go to a page using the table of contents

**Touch any entry in the table of contents to go to the page listed.**

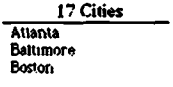



You'll see that table of contents show when a page has been marked. Also, some books have multiple tables of contents: the one at the beginning is the main guide; others in the book list individual pages within a section.

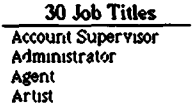
# Word lists

Your Magic Link keeps a set of Word Lists with several categories of common words. When you type specific information into your Magic Link, such as when you are making a new name card, the Magic Link will automatically suggest words that complete what you have typed already. You can also ask for a suggestion while you're typing by touching the *expand* key on the keyboard.

**CITIES, STATE NAMES, COUNTRY NAMES** contain the names of cities, states, and countries. Type the first few letters of one of these, such as a city name into a city field while you're adding a new address. Your Magic Link will suggest the complete name.




**COMPANY NAMES, JOB TITLES, AND FIRST AND LAST NAMES** lists these names and words. When you add new name cards, the new entries you type are automatically added to the lists.




**GENERAL WORDS** is a collection of miscellaneous words. You can add any word to the general words list right after typing the word. Hold the OPTION button and touch *expand* on the keyboard. To add a whole phrase, highlight the phrase by sliding your finger over it, then hold OPTION button and touch *expand*.

**ABBREVIATIONS** is a separate list for abbreviations. You can always use phrases in the word lists as abbreviations: just type the first letter of each or the words, then touch *expand* on the keyboard. For example, type **fyi** and then *expand* to get the expanded abbreviation *for your information*.

**SPELLING WORDS** contains words for Spell Finder to recognize. Add spelling words here or use Spell Finder.

*Spell Finder, p. 162*

## Add a word to a list

1 **While looking at a page in the word lists book, touch *add*.**


2 **Type the new word using the keyboard that appears.**


3 **Touch *done*.**
The word is now part of the list.

## Remove a word from a list

1 **While looking at a page in the word lists book, touch the word you want to remove.**
The word is highlighted in black.


2 **Touch *remove*.**


## Change a word in a list

1 **While looking at a page in the word lists book, touch the word you want to change.**


2 **Touch *change*.**


3 **Type the changes.**

4 **Touch *done*.**

# CONTROL PANELS

The Control Panels are behind a door in the Hallway. The control panels let you choose among special performance options that come with your Magic Link. You don't ever have to choose any of these options if you don't want to.

## Go to the control panels

**1** **From the Desk, step back into the hallway by touching *Hallway*.**

☞ Hallway

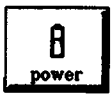
**2** **Touch the control panels door to open it.**

***general*** includes controls to determine what is displayed at the top of the screen and to turn on special modes.


***screen*** includes a control for re-aligning the touch-sensitive screen on your Magic Link


***sound*** lets you change some of the basic sounds the Magic Link makes. The main volume control is also here.


***power*** lets you alter how the Magic Link deals with its battery. You can adjust how long your Magic Link waits while you're not using it before it turns off.




***privacy*** includes controls for setting a password.


***signature*** lets you write your informal and formal signatures. Once you've written your signatures, they are available from the stamper when you write messages.

# Privacy and passwords

You can set a password to protect the information in your Magic Link while you're not using it. The password lock lets you set up a password. Periodically, when you turn your Magic Link on, it will require that you type in the password again. You can set how often the password will be required.

Of course, the password is only simple protection against casual intrusion and prying eyes. The best security for your Magic Link and the information in it comes from carrying it with you.

## Set a password

1 **From the Desk, touch *Hallway*.**

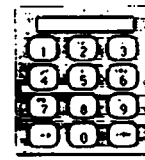

2 **Touch the door to the control panels, at the far right edge of the screen.**

3 **Touch *privacy*.**


4 **Touch *set password*.**


5 **Type out your password on the numeric keypad.**

For discretion, each digit you type appears as an asterisk, * .



6 **Touch enter.**

Your password is now set. Your Magic Link requires that you enter the password only when you switch it on, by default once a day. You can change it to require the password more frequently using the privacy control panel.

# Touch screen adjustment

Your Magic Link has a touch screen that must be correctly aligned for it to respond accurately when you touch the screen. If the screen is not properly aligned, it might look like you're drawing in one spot and the pencil marks appear nearby, or you might try to press a button and your Magic Link will sense your touch on another button.

If you find that your Magic Link is not responding as you think it should, try re-aligning the screen.

## Repeat touch-screen adjustment

1 **From the Desk, touch *Hallway*.**


2 **Touch the door to the control panels, at the far right edge of the screen.**


3 **Touch *screen*.**


4 **Touch *adjust*.**
Adjust the screen according to the instructions that appear.


5 **Align the touch screen by touching the center of each target.**
Use the special pen to touch the targets accurately.

# Construction mode

Ordinarily, you work with your Magic Cap communicator in its normal mode. You write and read messages, schedule appointments, add addresses, play games, use software packages, and work with information services. If you don't care to, there's no need ever to use construction mode.

Construction is building new objects and customizing existing objects in your Magic Cap communicator. You don't need any special equipment to start authoring—everything is already built in. Once you've created new and powerful objects, you will be able to send them to other people. Construction isn't covered in detail in this basic manual, but you can try it out.

## Turn on construction mode

**1** **From the Hallway, touch the control panel on the wall.**


**2** **Touch *general* to see the general control panel.**

**3** **Touch the *construction mode* check box to check it off and turn on construction mode.**


Once construction mode is turned on, that the stamper at the bottom of the screen turns in to the Magic Hat. The Magic Hat, like the stamper, reveals a catalog and a dispenser of objects. But the Magic Hat is more complete than the stamper, including many buttons, boxes, switches, coupons, and other controls in addition to all the stamps in the stamper.

In addition, once construction mode is turned on, another set of tools appears in the tools window. These authoring tools let you move, copy, and stretch objects on the screen. They work like the pen and shape tools that are always available in the tools window: touch the tool, then touch the object you want to manipulate.

# STOREROOM

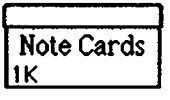
The Storeroom is located off the Hallway. It's where you can manage the software packages in your Magic Link to save memory or to copy the packages onto memory cards.

The Storeroom is particularly important for the times when you want to manage how your Magic Link is making use of its internal memory. Internal memory is an important resource: your Magic Link uses its memory to store information. Once it fills up all the memory, it can't fit any more information unless it discards some of what's already there.

## The objects in the Storeroom

**Information packages** These boxes represent information in the various central components of your Magic Link; You can move these chunks of information to electronic memory cards by sliding them from shelf to shelf.


**Size** The numbers at the bottom-left corner of each package show how much memory the package consumes. This size is measured in K(ilobytes). Your Magic Link can hold about 500K of information in internal memory.




## Personal computers

Your Magic Link can connect to most personal computers using an optional link product. Once you've backed up all the information and messages from your Magic Link to your computer, you can restore the information to your Magic Link or to another Magic Link, should you lose yours, should the backup battery run out, or should something else happen to the information.

Touch the computer to tell Magic Link to try using the optional computer link.

*Magic Lamp commands, p.164*

In the Storeroom, the gauges on the wall show how much memory is currently in use.

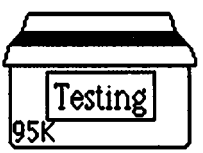
**Storage** memory is permanent; that's the space that contains all the name cards you make, messages you receive, and other information you have added to your Magic Link since you got it. You can make room in the storage space by discarding old messages, name cards you're not using, and other objects. In fact, practically any time you touch a *discard* or *erase* button or empty the trash truck, you're freeing up some storage memory.

**Workspace** memory is memory that your Magic Link uses while its on. This memory isn't saved when you turn off your Magic Link. If the MagicLink runs low on free workspace memory, it will not be able to perform certain tasks—it will always tell you if this is so. To try to free up workspace memory, you can pack up packages that you're not using.

When you receive a new Magic Cap package or store data in a package on a memory card, you need to unpack it before using its contents. Some packages automatically unpack themselves. Follow these instructions to unpack a package manually.

## Unpack a new package

**1 In the Storeroom, touch the package on the shelf.**




**2 Touch *unpack*.**
The contents of the package are now available for use. If there is a place to view the contents of the package, you can go to that place by touching *go to*.

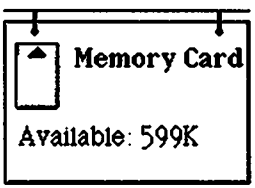
# Memory cards

Memory cards are electronic information holders about the size of thick credit cards. The Sony memory card, PICP-SR series (not supplied), is made especially for Magic Link and can hold multiple packages of information. These memory cards offer a place for you to store or back up information contained in your Magic Link. The amount a card can hold depends on the memory size of the card.

## Store a package on a Sony memory card

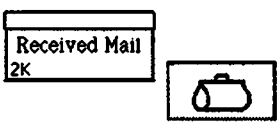
1 **Turn off your Magic Link.**
Make sure to turn off your Magic Link when inserting the memory card to prevent data loss or malfunctions.

2 **Insert a memory card into your Magic Link and turn on it.**
If the card is not yet set up to hold information, your Magic Link confirms that you want to set it up. Go ahead and set it up. A shelf appears representing the memory card installed.




*PC cards, p. 181*

3 **In the Storeroom, slide the package into the tote bag at the bottom of the screen.**

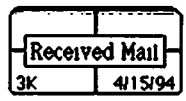



4 **Find the shelf by touching the arrows on the Storeroom floor, near the bottom of the screen.**

5 **Slide the package out of the tote bag, up the screen, and over the shelf that represents the memory card.**

**6 Let go.**

The package is copied onto the shelf. Data packages need to be unpacked for use. Touch the package, then *unpack*.




**New items**

If you check the *new items* check box, new name cards, notebook pages, and similar items will be stored on this shelf when you create them.

# Data backups

From time to time, you might want to save a copy of the data in your Magic Link. You can use the following technique to back up all the information on your Magic Link to a Magic Link memory card.

## Back up everything in your Magic Link

1 **Turn off your Magic Link.**
Make sure to turn off your Magic Link when inserting the memory card to prevent data loss or malfunctions.

2 **Insert a memory card into your Magic Link and turn on it.**

3 **From the Desk, touch *Hallway* to go to the Hallway.**


4 **Touch the Storeroom door to enter the Storeroom.**


5 **In the Storeroom, touch the Magic Lamp.**

6 **Touch *backup* in the commands window.**


7 **Touch *backup*.**
All the data on your Magic Link is backed up to the memory card or to your computer, including Pocket Quicken and all your PenCell spreadsheet data.

## Restore backup data to your Magic Link


**If you ever need to restore the data from your PC or memory card to your Magic Link, insert the memory card, return to the Storeroom, touch the Magic Lamp, and touch *restore*.**

If you restore the backup data to your Magic Link, your Magic Link will lose any information you added between when you made the backup and when you restore.

# GAME ROOM

Your Magic Link comes with two games built in. As you get new games, they will be added to your collection of games in the game room.

## Go to the game room

1 **From the Desk, touch *Hallway*.**


2 **Move along the Hallway by touching the arrow on the floor until you see the game room door.**

3 **Touch the Game room door to enter the Game room.**

Game room

## Select a game

1 **Touch the game you want to play.**
The game appears on the screen.

**MindBender** **Klondike**

2 **Touch the ?.**
The explanation about the game appears.

## Leave and resume the game

**Touch the desk to save the game for later use.**

The game you're playing is always saved. When you return to the game later, you pick-up right where you left off.

# MindBender

## Play MindBender

**1** **Touch *options* to select a game level:**

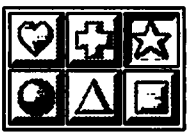

*easy*—4 unique patterns

*normal*—any combination of patterns, including duplicates

*expert*—any combination of patterns, including duplicates and blanks

**2** **Touch *new* to start a new game.**


**3** **In the pattern box, touch the pattern you want to use.**



**4** **Touch a box in the current row to put the pattern there.**


**5** **Repeat step 3 and 4 to fill all four boxes in the current row.**

**6** **Touch the score box or touch *guess* to see how well you've guessed.**


**7** **Look at the pegs.**

black—correct pattern and location
white— correct pattern but wrong location

The pegs in the score box together show your score for the row; the peg positions don't correspond to pattern positions

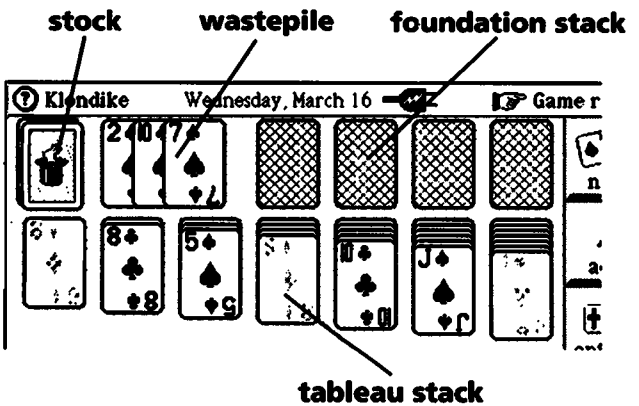
**8** **Repeat step 3 to 7 until you guess the code or run out of chances.**

## Quit MindBender

**Touch *give up*.**

# Klondike

Klondike is a popular solitaire game with four foundation stacks. Play this game by moving the cards into these four stacks.




## Play Klondike

**1** **Touch *new*.**
Seven card lines and four card stacks appear.


**2** **Move the cards by just touching and dragging it to its new location.**
Try to move as many cards as you can move from the tableau stack onto the foundation stack.

When all moves from the tableau are completed, bring more cards into play by touching the stock. You can play the topmost card from the wastepile.

**3** **Repeat step 2 until you get the game or you touch *new* to give up.**
The game is over either when you have won by building all suit in the foundation stacks or by being unable to make any new moves in the tableau.

**Moving the cards**

- You can move several face-up cards from one tableau stack to another by touching the lowest card you want to move and dragging. All the face-up cards above the one being touched will move together to the new stack.
- The first move in Klondike is to move any exposed aces from the tableau up to the foundation stacks. Since the foundation stacks are built in suit, in ascending sequence, you can move any other cards in suit to the foundation when they become available.
- The top card (the card not covered by any other) is always available to play on the foundation. However, it is not required to play any card on the foundation except aces. Other cards can be kept in the tableau to aide the play of the game.
- On the face-up cards in the tableau, build down in alternating colors. For example: a 4 of hearts can be built on a 5 of clubs or 5 of spades.
- Only a king can be played in the empty space of a cleared tableau stack.

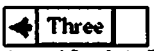
## Other buttons

***aces*** shows the location of each covered Ace in the tableau.


***options*** selects the card design and the card number that appear on the wastepile—one or three—at a time from the stock. Select the number by touching the arrow on the selector.



Card Back



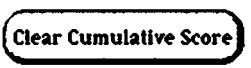

Number of Cards to Deal

***scores*** displays by how much you won or lost.


The score is based on purchasing a deck of card for $50 and getting $5 back for each card in the foundation stacks.



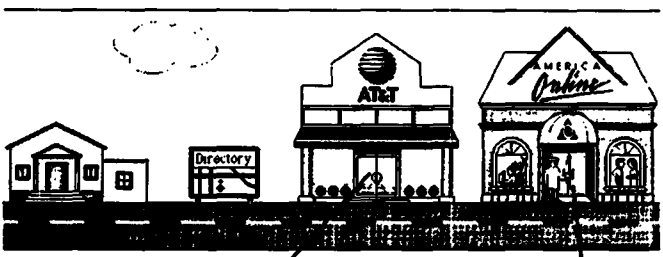
To clear your score, touch *Clear Cumulative Score*.



# DOWNTOWN

The street downtown is where you'll find buildings representing Magic Link's built-in communication services: AT&T PersonaLink Services and America Online. You can use either of these services whenever you send messages, even though you send those messages from the Desk, from the datebook, from the notebook, and from other Magic Link scenes.

The buildings downtown provide places to customize how you use your communications services and for expansion.




**AT&T PersonaLink Center**
**132**

**America Online**
**139**

# AT&T PersonaLink Center

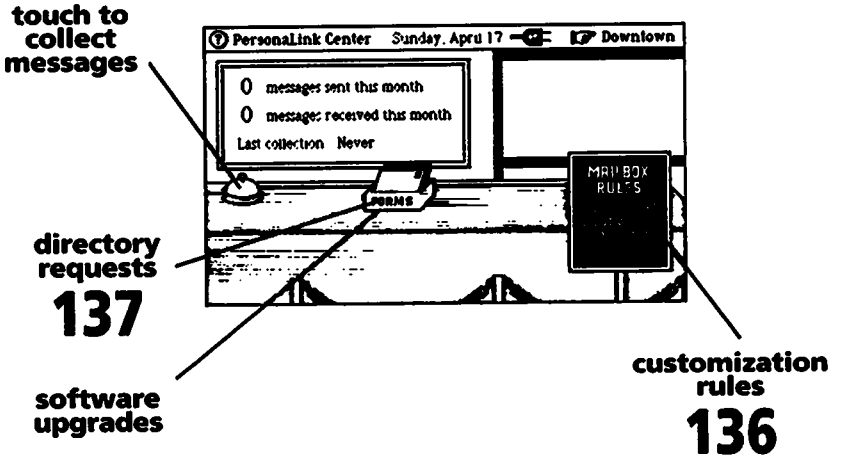
The AT&T PersonaLink Center is a building downtown where you can

*—customize your AT&T PersonaLink Services mailbox*

*—send directory requests to find PersonaLink subscribers*

*—sign up for software upgrades from General Magic*

*Signing up for AT&T PersonaLink Services, p.133*




## Go to the AT&T PersonaLink Center

1 **From the Desk, touch *Hallway*.**

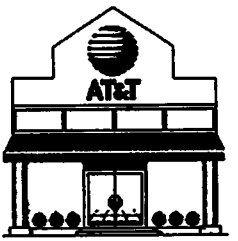
☞ Hallway

2 **Once you're in the Hallway, touch *Downtown*.**

The street downtown appears on the screen.

☞ Downtown

3 **Touch the AT&T PersonaLink Center.**



# Signing up for AT&T PersonaLink Services

AT&T PersonaLink℠ Services is a powerful messaging and information network created especially for the Sony Magic Link. It's a revolutionary way to contact people, manage information and shop for goods and services.

By using PersonaLink Services along with your Magic Link, there's almost no limit to the ways in which you can communicate - or the things you can do.

With PersonaLink Services, you can exchange messages that are typed, animated, voice annotated or hand-written. You can send a message to a fax machine, a pager or other public and private electronic mail services. You can even customize your mailbox to notify your pager when an important message arrives.

Registering for AT&T PersonaLink Services is easy. Just follow the instructions below and before you know it, you'll be ready to put PersonaLink Services to work for you. Or, if you prefer, you can register through *the Getting Started* lesson book. The book is in the library. Additionally, the AT&T PersonaLink Services User Guide, which was included in your Magic Link packaging, contains step by step instructions to help you register for and experience one of the most remarkable communications services ever imagined. The User Guide also contains information on special offers to new subscribers, pricing and terms and conditions. If you need help registering for AT&T PersonaLink Services, call 1-800-400-LINK.

*See the booklet, AT&T PersonaLink Services User's Guide*

## Fill out the application

1 **Plug your Magic Link into a phone line.**

2 **Touch the desk to return to the Desk.**

3 **Touch the In box to look at your messages.**

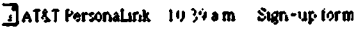

4 **Touch the message from AT&T PersonaLink.**

The message fills the screen.


5 **Touch *get form* to order your sign-up form.**

Your Magic Link calls AT&T PersonaLink and retrieve the latest sign-up form.


6 **Open the message that comes back.**




Steps 3 and 4 above explain how to look at a message.

7 **Touch the small membership packet near the bottom of the registration message.**

8 **Touch the button labelled with the digit *1* to confirm entry of your name.**


9 **If your name is correct as shown, touch *done*.**

Otherwise, correct your name and then touch *done*. Note that a check mark appears where the *1* was on the registration form. This check mark shows that you've completed the *name* item sufficiently for your application to be sent.

**10 Touch the other numbered buttons in turn and confirm or enter the information.**


Once you've entered enough information to send in your application, all the numbered buttons will contain check marks. You have to touch each button to confirm the information, even if it is already correct.

## Send in your application

**Touch *send*.**


After sending your application to AT&T PersonaLink Services, you will receive confirmation mail from the service. The mail informs you when you can start using the service.

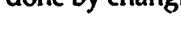
Return to the desk and touch the in box. And then touch *mail* to collect your mail, you will receive a welcome message from AT&T PersonaLink.

# Customizing your AT&T PersonaLink Services mailbox

As an AT&T PersonaLink Services subscriber, you can customize your PersonaLink Services mailbox to handle your messages any way you wish. You can automatically forward messages, automatically discard them, and even choose to be notified by pager when certain messages arrive in your mailbox. All this and more can be done by changing your mailbox rules.

## Forward your messages automatically

1 **From the Desk, touch *Hallway*.**




2 **Once you're in the Hallway, touch *Downtown*.**




3 **Touch the AT&T PersonaLink building.**

4 **Touch the Mailbox Rules near the right side of the screen.**


5 **Touch the checkbox next to the rule you want to activate.**

You can change the underlined part of the rule. Touch the rule you want to change. Controls appear on the screen to let you make the change.


6 **Touch *x*.**

A message is created. This message contains the changes you want to send to your PersonaLink mailbox.

7 **Touch *send*.**

# Directory assistance

By AT&T PersonLink Services, you gain access to a directory of all the other people who use that service. You can request a published name card, complete with phone numbers and addresses, by sending off a directory inquiry.

## Look up someone on a name card

1 **At the Desk, touch the name card collection.**

2 **Find the card you're looking for by touching the lettered tabs and names in the lists that appear.**

3 **Once the card is on the screen, touch *get info*, at the right edge of the screen.**


After you touch *yes* to confirm, your Magic Link completes a directory information request form.

4 **Touch *send* to place the request form in your Out box.**


It is collected the next time you connect to PersonaLink to send messages.

You can also use the AT&T PersonaLink Services directory service to get a name card for someone for whom you know only the name. Responses to directory inquiries come back as messages addressed to you from the electronic postmaster. You pick them up with the rest of your messages.

## Look up someone without a name card

**1** **From the Desk, touch *Hallway*.**



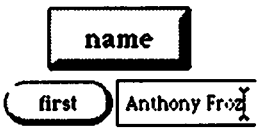

**2** **Touch *Downtown* to go Downtown.**


**3** **Touch the AT&T building to enter.**


**4** **Touch the forms on the counter.**


**5** **Touch *directory lookup*.**
The form fills your screen.


**6** **Touch *name* and type the name of the person you want to look up.**




**7** **If you know any part of the telephone number—even just the area code—it can help make your directory inquiry successful. Touch *phone* and fill in the number.**


**8** **Touch *send* to send off your inquiry.**

# AMERICA ONLINE

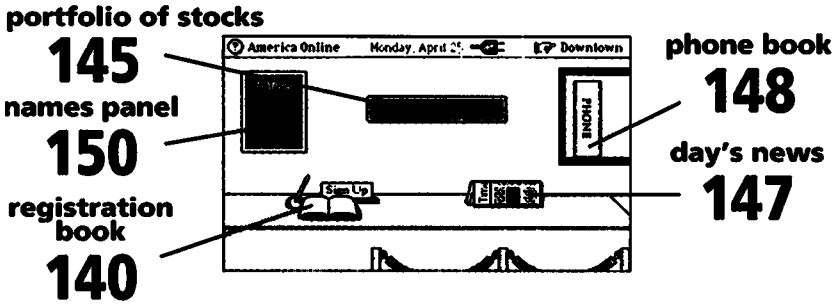
You can have instant access to a world of news and information by simply plugging your Magic Link to a standard phone line and connecting to America Online.

With just a few touches of the special pen, you can get up-to-the-minute stock quotes, check the latest news stories, and send and receive electronic mail. Perhaps best of all, the powerful capabilities America Online brings to your Magic Link are as simple to master as writing a postcard or browsing a newspaper.

*—send electronic mail to friends and colleagues*
*Sending and receiving messages, p. 143*

*—compile a portfolio of stocks that you follow regularly*
*Your stock portfolio, p. 145*

*—check the day's news to get the latest top stories*
*Retrieving and reading news stories, p. 147*




The first step to taking advantage of these services is registering with America Online. As you'll see, it's an easy process, regardless of whether you're a new or current member.

## Go into the America Online building

1 **From the Desk, touch *Hallway*.** ☞ Hallway

2 **In the Hallway, touch *Downtown*.** ☞ Downtown

3 **Touch the right arrow to move down the street to the America Online building.**

4 **Touch the building to enter.**

# Signing up for America Online

It's easy to register and get started with America Online—the entire process involves only a few touches of the special pen. The process is slightly different if you're already an America Online user, but still simple. If you're a new user, find the registration certificate included in your Magic Link packaging, since you'll need it during the registration process.

**When using America Online from Canada**
You'll first need to call Customer Service at 1-800-827-6364 for information on local access numbers.

## Sign up for America Online

1 **Connect your Magic Link to a phone line.**

2 **Enter the America Online building and touch the registration book on the counter.**


3 **If you're a current member of America Online, touch *existing user*. If you're a new member, touch *new user*.**

existing user

new user

4 **After confirming your area code is correct, touch *choose local number*.**

Your Magic Link connects to America Online via a toll-free number to retrieve the local access numbers for your area.

choose local number

5 **Follow the on-screen messages to complete your registration with America Online.**

You're asked to enter your account name and password. If you're a new user, enter the account and password information from your enclosed registration certificate.

You can configure your Magic Link to dial different numbers or prefixes for access depending on where you are. For instance, whether you're at home or at work, where you may have to dial 9 for an outside line. Likewise, if you travel frequently, you can store the local access numbers of the cities you most often visit.

*Storing multiple dialing locations, p.148*

**If you have trouble signing onto America Online**
Contact the customer service department at (800) 827-6364. You'll also find a reference card with complete contact information for America Online in your Magic Link's name card file.

# Account names and passwords

## About account names

As an America Online member, you'll need to establish a special name through which other members and users of other online services and networks can reach you. This is called an account name. (Existing members can simply use their same account names when connecting via their Magic Link.)

America Online will suggest an account name for you the first time you sign on, but you can request a different one during the registration process—any one you like—and America Online will check to verify that the name is available. Your account name helps differentiate you from the other users of America Online. It should consist of between three and ten letters, numbers, or both. It should be a name or word that others can remember and spell easily. Remember, you'll be using your account name as an electronic mail address to communicate with friends and colleagues, so choose one that makes sense.

## About the password

Your password is your way of making sure no one else accesses your America Online account. If you had no password, then anyone who knew your account name could read your mail or bill time to your account. That's why it's important to choose a good password.

During your first online session, you'll sign on with the password on your registration certificate, but as with account names, you can—and should—choose your own unique password that's particularly meaningful to you. You'll want to choose a password that's easy for you to remember yet at same time hard for other to guess. Passwords can be between four and eight letters, numbers, or a combination.

> **Important**
> Your Magic Link will automatically store your password. However, you'll need to enter your password each time you connect to America Online from a laptop or desktop computer. So, if you intend to use America Online from a laptop or desktop computer, make sure you remember your password.

# Sending and receiving messages

Using America Online's mail, you can communicate with electronic mail users on a wide variety of services and networks, including the Internet, CompuServe, Prodigy, AT&T, MCI Mail and many others.

You can add any E-Mail stamp to the name card of friends and colleagues with whom you exchange electronic mail. When you add an E-Mail stamp to a name card, you will be asked to enter the account name or the mail address for the individual.

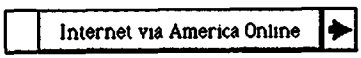
Therefore, when you send mail to someone, if you have affixed the AOL stamp to your postcard or letter then it will be delivered via America Online.

## Send mail via America Online

1 **Connect your Magic Link to a phone line.**

2 **As you finish composing each postcard or letter, touch the stamp in the right corner.**

Arrows appear allowing you to browse through the available choices for sending your mail.




3 **Touch the arrows to find the America Online stamp and touch the *x*.**

4 **Touch *send*.**

Your message is sent to your out box for delivery according to your pre-selected out box rules.


**Remember**

When you send mail via America Online or AT&T PersonaLink between Magic Link devices, all text, sound and graphics will be sent. In any other case, only text will be sent.

## Receive mail via America Online

**1** **Connect your Magic Link to a phone line.**

**2** **Go to the Desk and touch the in box.**


**3** **Touch *mail*.**


Your Magic Link automatically connects to America Online and retrieve your mail.

Your mail also automatically is sent to your Magic Link and appears in your in box after each time you connect to America Online to perform any other mail function. That way, you can read and respond to mail even when you aren't connected, allowing you to take as much time as you need to compose responses.

# Your stock portfolio

You can use America Online and your Magic Link to compile and update an extensive portfolio of stocks. By using America Online's stock-quote feature, you can get the latest figures on a single stock, dozens of stocks, or simply update the figures for all the stocks in your portfolio.

## Create a stock portfolio

1 **Connect your Magic Link to a phone line.**

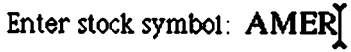
2 **Enter the America Online building and touch the stock ticker on the wall.**

If you have already created a stock portfolio, it will appear on the screen.

3 **Touch *new*.**

This is the screen you use to add new stocks to your portfolio.


4 **Type the stock symbol for the stock you want to add to your portfolio.**




The stock symbol should be entered with upper and lower case letters as used in its official exchange symbol.

5 **Touch *accept* to add the stock to your portfolio.**


Repeat steps 3-5 for any other stocks you wish to add.

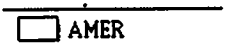
6 **Touch *latest* on the stock list screen to connect to America Online and automatically update the stocks in your portfolio.**

Each time you connect to update your portfolio, the stock list screen shows the current price and plus or minus change in each stock's price.

Your Magic Link also stores detailed information on the financial history of each stock in your portfolio.

## Work with your portfolio

**1 Touch any stock in your stock list to see a detailed report (a "stock card") on that stock's financial history.**




**2 From any stock's individual stock card, you can touch *remove* to purge that stock from your portfolio.**


**Remember**
You don't have to actually own a particular stock to include it in your portfolio. You can add or remove any stock at any time, and you can always get the latest figures for any stock, regardless of whether it's part of your portfolio, by entering the stock symbol and touching *latest*. The stock automatically is added to your portfolio.

# Retrieving and reading news stories

You're never more than a phone call away from the day's most important news stories. You can access America Online's news feed any time, 24 hours a day, 365 days a year for the latest news from national and international wire services as well as many of the most acclaimed newspapers and magazines in the country.

You can choose the number of news stories you want delivered and read them at your leisure after you've disconnected from the service.

## Deliver the news

1 **Connect your Magic Link to a phone line.**

2 **Enter the America Online building and touch the newspaper at the right side of the counter.**


3 **Touch *stories*.**


4 **Touch + or - to raise or lower the number of news stories you want delivered to your Magic Link.**

Number of stories to deliver: − 5 +

You can receive up to 20 stories at a time.

5 **Touch *latest* to automatically connect and retrieve the top stories.**


The news stories are downloaded to your Magic Link, appearing in a list on the main news list screen.

6 **To read each story, touch the headline.**

As with stock entries, you can store and remove news stories as needed.

# Storing multiple dialing locations

Since you're probably likely to take your Magic Link with you wherever you travel, it's important to be able to quickly and easily connect to America Online without reconfiguring for different phone numbers, line prefixes and other parameters.

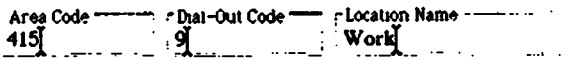
You can create and store cards for your most frequently used dial-out locations in just a few simple steps. Once you've created and stored a card for each location (work, home, office, vacation home, etc.), you can simply select the appropriate card before dialing out and connecting.

## Create a dial-out location card

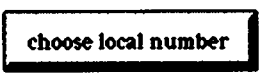
1 **Connect your Magic Link to a telephone line.**

2 **Enter the America Online building and touch the phone book on the shelf at the right of the screen.**
The default card, home, appears on your screen.


3 **Touch *new*.**
Fill out the requested fields—the area code, dial-out code (such as dialing 9 for an outside line) and the location name.


4 **Touch *choose local number*.**




5 **Select a local access number for your area.**

## Change a card

1 **Connect your Magic Link to a phone line.**

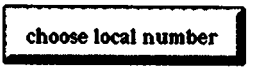
2 **Enter the America Online building and touch the phone book on the shelf at the right of the screen.**


3 **Select the card you want to change.**


To scroll through your location cards, touch the arrow at the bottom of the locations screen.

4 **Touch *change* to change the area code or dial-out code.**


5 **Touch *choose local number* to request new local access numbers.**




## Delete a location card

1 **Enter the America Online building and touch the phone book on the shelf at the right of the screen.**


2 **Select the card you want to delete.**


To scroll through your location cards, touch the arrow at the bottom of the locations screen.

3 **Touch *remove*.**

# Tips for current members

## Multiple account names

If you are currently a member of America Online, you may have up to five names in your current account list. You can receive e-mail from any of these accounts by touching the *Names* board at the left of the main America Online room and touching the *Receive Mail From* checkbox corresponding to the name you want mail from.

In America Online for Magic Link, the password you initially select is a permanent one. If however, you feel your password has been compromised, it can be changed on a desktop version of America Online and then updated on your Magic Link.

## Update your password on your Magic Link

**1** **Enter the America Online building and touch the *Names* panel at the left of the screen.**

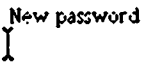
A list of the names in your account appears.


**2** **Touch the account name whose password you want to change.**

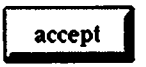

**3** **Touch *set password*.**


**4** **Type in your existing password in the *old password* field.**


**5** **Touch the *new password* field and type in the new password you'd like to begin using.**




**6** **Touch *accept*.**




**Remember**

If you have any questions about how to use America Online and your Magic Link to send mail, read news or get stock quotes, you can contact the America Online customer service department at (800) 827-6364. You can also e-mail questions and comments to America Online. See the America Online card in the name card file for the correct contact and e-mail address.

# MAGIC LINK FEATURES

This section describes basic features of your Magic Link. Most features are available no matter what you're doing with your Magic Link. The keyboard, for example, is used for typing the text of a message as well as for filling out a form to sign up for services.

# Stamps

As you look through messages you receive on your Magic Link, you'll see places and messages decorated with all sorts of small pictures: company logos, postage stamps, animals, stylized dinner plates. These pictures are called *stamps*. Some of them are attached to the stationery. Others come from the *stamper* at the bottom of the screen. You can add stamps from the stamper to any card and position them anywhere you like.

The stamp collection is a catalog of objects. It dispenses a copy of any object that you touch. When you touch an object inside the stamps window, the stamps window disappears and you're left with a copy of the object you touched.

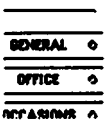
The stamps that appear in the stamper change in certain places. The bottom drawer of stamps is reserved for the particular scene on the screen. When you're writing a message, for example, your signature appears in the stamper.

**decorative stamps** Many stamps are decorative, just. By combining the graphics of stamps with a handwritten note, a simple message can convey a lot of information and emotion.

**functional stamps** Other stamps perform specific functions. For example, while creating or editing a name card, the stamps window contains stamps for new addresses and telephone numbers.


## To get a stamp

1 **Touch the stamper at the bottom of the screen.**
The stamper opens into a window full of stamps.




2 **To see other stamps, touch one of the drawers.**

3 **To dispense one of the stamps, touch it with the special pen.**
The stamps window disappears.

4 **Slide the stamp into place in the current scene.**

## Special stamps

Some stamps are animated and move on the screen.

The sticky note, in the *general* drawer in the stamps window, is a special kind of stamp. When you touch the closed sticky note, it zooms out on the screen, so you can see what's inside. You can scribble or type a note inside.

You can include the sound recording stamp on any message that you send. When a person receives the message on their Magic Link and touches the stamp, your message will play back.

Note that recorded stamps can take a long time to send and consume valuable memory in your Magic Link.

## Make a voice recording

1 **Touch the stamper.**

2 **Touch the sound stamp to get a copy.**

3 **Touch the stamp again to open the recording window again, and touch *record*.**


4 **Speak into the microphone**

5 **Touch the *x* to put away the recording controls.**

Touch the recorded stamp to hear the recording.

# Write by hand

Once you've addressed a message, you can type it or write it. To write a message by hand, use the special pen that came with your Magic Link. It won't scratch the screen.

## Write or draw

1 **If a pencil is displayed in the place of the tool holder at the bottom of the screen, just to the left of the keyboard, your Magic Link is ready for you to scribble. Jot a message or draw directly on the screen.**

If the tool holder is displayed instead, touch the tool holder. Touch one of the pencils inside to choose that pencil.

The pencil you choose hops into the tool holder's spot.

2 **Now you can write or draw.**

## Erasing

1 **Touch the tool holder at the bottom of the screen.**

2 **Touch the eraser to choose.**

3 **Now, when you touch pencil marks that you've drawn, the eraser erases them.**

Note that the eraser only erases pencil marks, not shapes or lines made with shape and line tools.

## Draw with another pencil

1 **Touch the tool holder at the bottom of the screen.**

2 **Touch another pencil to choose.**
The new pencil creates its own kind of line when you use it to draw.

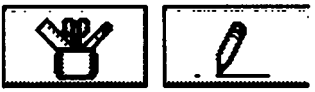
## Turn off the current tool

1 **Touch the tool at the bottom of the screen.**
The tools window opens up.

2 **Touch the *x* in the top-right corner of the tools window.**
This puts away the tools window.

# Sketching and drawing

## Use a line drawing tool



1 **Touch the tool holder or the tool at the bottom of the screen.**

2 **Touch one of the arrows at the bottom of the tools window until the word *lines* appears.**

Alternately, touch the word in between the arrows and then touch the word *lines* in the list.

3 **Touch the diagonal line near the top-left corner of the open tools window.**

4 **Touch anywhere on the screen using the special pen that came with your Magic Link, and slide it across the screen to create a line.**

Touch the *erase* button at the right side of the screen to erase lines and shapes.

## Use a shape drawing tool

1 **Touch the tool holder or the tool at the bottom of the screen.**

2 **Touch one of the arrows at the bottom of the tools window until the word *shapes* appears.**

3 **Touch a tool in the tools window.**

4 **Touch anywhere on the screen, and slide to make the shape bigger.**

# Erasing

While you're preparing a message or writing on a notebook page, an *erase* button appears at the right side of the screen. Touching *erase* erases the last thing you added to the the screen, whether it's a long squiggle, a tiny pen dot, a stamp, a shape, or something else.

## Erase the last mark you made

1 **In the notebook or while writing a message, touch *erase*.**

The item being erased is highlighted with a starburst. This starburst can help show what you're erasing, especially when the mark is small and you might not otherwise notice it.


2 **To continue erasing, touch *erase* again.**

You can keep erasing marks by touching *erase* repeatedly.

# Typing

Although handwritten messages are often convenient, you need to type any content that you want your Magic Link to understand, sort, search for, or interpret—telephone numbers and names, especially.

## General keyboard instructions

**1 Touch the keyboard at the bottom of the screen.**

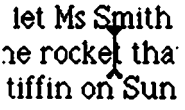
**2 Touch the place on the screen where you want to type.**

A small, vertical black typing point appears in that place, showing you where your Magic Link puts what you type.

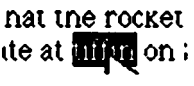
Only certain places on messages, in the notebook, and on different forms, can accept typed text. Usually, if there's a labelled box to type into, you can touch the box and then type.

**3 Type your message.**

**4 Touch text on the screen to make the typing point move to the spot you touch.**




**5 Select a piece of text—a word or a few words—by sliding the special pen slowly across the text.**




Once text is selected, a text selection window appears to help you edit the text.

*Changing typed text, p. 161*

**6 Touch *retype*.**

## Upper-case letters

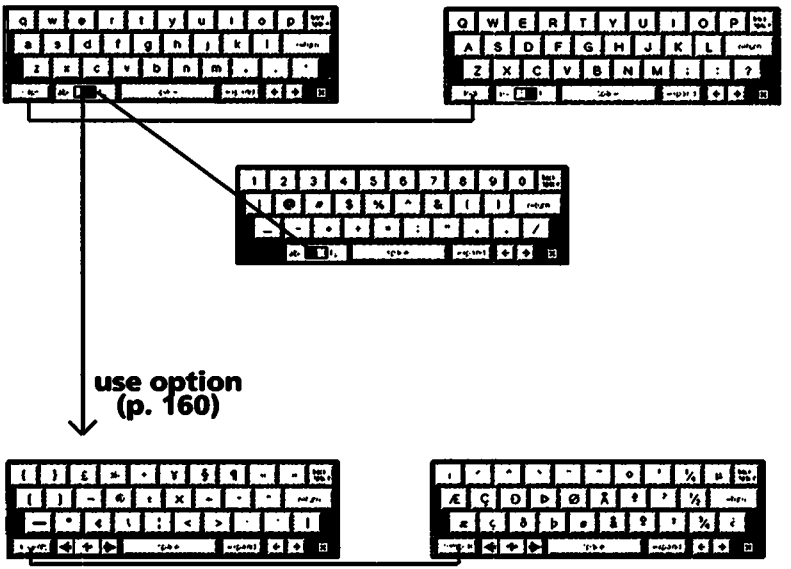
**1 To type a single upper-case letter, touch *caps* key and then touch the letter key you want.**

Once it has typed the upper-case letter, the keyboard automatically changes back to type lower-case letters.


**2 To type several upper-case letters, lock the keyboard in caps mode by touching *lock* key that takes the place of *caps* key.**


## Numbers and punctuation

**To type numbers and most punctuation characters, touch the *abc/123* switch so that it flips to the *123* position.**

# Keyboard features

## Word expanding

When filling out name cards and similar information, you'll see your Magic Link suggests how to complete the word that you began. For example, if you start typing the name of some major cities while completing an address card, the Magic Link shows the end of the name highlighted in black. You can keep typing if you like, or you can touch the *return* key to tell the Magic Link that you accept its suggestion. At any time while typing, you can touch the *expand* key on the keyboard to see the suggestions that the Magic Link has for completing the word you have begun.

## Use word expansion

**1** **Type the beginning of a word.**

**2** **Touch the *expand* key.**

**3** **If the expansion shown is not the one you want, touch the *expand* key again to go through more guesses.**

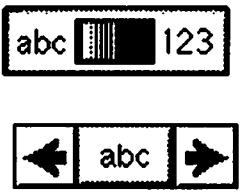

*Word lists, p.115*

## Additional characters

**1** **Hold down the OPTION button and touch the *abc/123* switch on the keyboard.**

**2** **Touch the arrow on the *abc* chooser that takes the place of the switch until the symbols keyboard appears.**

Hold down the OPTION button and touch the *abc* chooser to return to the lower case.




If you want to type a name like *Françoise*, a word like *øl*, or a symbol like §, you'll need to use the accents and symbols parts of the keyboard. To type *é*, for example, first type *e*, then type ´.

# Changing typed text

You can edit text that you type using the keyboard and an editing panel that appears on the screen.

Note that some text—in particular, the text that arrives as part of other people's messages—is not readily editable. The names of scenes, buttons, and other elements can only be edited using construction techniques.

## Edit typed text

**1 Touch the keyboard at the bottom of the screen.**

**2 Slide the special pen across the word that you want to edit.**

If the text is editable, it is highlighted in black.


**3 Touch *retype* in the text selection window that appears.**


## Delete text

**1 Slide the special pen across the word that you want to edit.**

If the text is editable, then it is highlighted in black.


**2 Touch *delete* in the text selection window that appears.**


**Expert tip: editing names**

Some objects on the screen have labels. You can edit a label by dropping text coupons on the object. To create a text coupon, hold down the OPTION button and touch the keyboard button at the bottom of the screen. The keyboard appears with a coupon maker. Type directly into the coupon. Press down on the coupon, slide it over the object you want to rename, and let go.

# Checking spelling

Spell Finder™ is built into your Magic Link so you can check the spelling of any text you have typed. You can check all the text in the current scene, or check one or more words while you are typing.

Spell Finder automatically recognizes the 100,000 words in its built-in dictionary. When Spell Finder finds a word it does not recognize, it displays a correction window where it suggests replacement words, if it can think of any. You touch correction buttons to accept or change each unrecognized word.

Spell Finder recognizes only those words that appear in either its dictionary or your personal list of spelling words—the Word Lists book in the library. You can add words that don't appear in Spell Finder's dictionary, such as unusual names or terms unique to your business, to your spelling words list.

While checking your text, Spell Finder can expand any abbreviations you've defined in the abbreviations section of Word Lists. For example, it can expand your initials into your name.

## Check the spelling of a word

**1 Slide the special pen across the word that you want to check.**

The text selection commands appear.

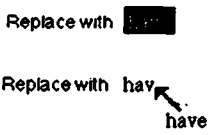

**2 Touch *spell*.**

Spell Finder checks the word and displays the correction window only if it does not recognize the word, or if you've defined it as an abbreviation.


**3 Make sure the word in the replacement box is correct.**

Spell Finder may make one or more suggestions.

4 **If the word in the replacement box is not correct, edit it, type a new one, or touch one of the suggestions underneath.**




5 **Touch *replace.***
Spell Finder replaces the word you checked with the replacement word.


## Start Spell Finder

You can choose to start Spell Finder in one of two ways, depending on how much text you want to check.

- **To check all the text in the current scene, touch the Magic Lamp.**

  You can always find Spell Finder among the Magic Lamp commands.

- **To check specific words while the keyboard is active, highlight those words and choose Spell Finder from among the text selection commands.**

As alternatives to the replace button, these buttons let you do more than just replace one word.

### Correction buttons


***skip*** accepts the unrecognized word without change. To accept all instances of the word, hold down the OPTION button while touching skip.


***replace all*** changes every instance of the unrecognized word to the replacement word.


***add*** accepts the unrecognized word and adds it to your Word Lists book. If Spell Finder encounters this word any time in the future, it will recognize it.

# Magic Lamp commands

The Magic Lamp is always at the bottom of the screen, ready for you to touch. The Lamp contains buttons that command your Magic Link to perform an action. Some of these commands have to do with communication; others control non-communications features.

To issue one of the commands, touch the button. You might next have to touch other buttons and similar controls to finish your request. Your Magic Link displays the information that you need. Note that some of the commands do things that you can do in another way with your Magic Link.

## Find typed text in you Magic Link

1 **Touch the Magic Lamp.**

2 **Touch *find*.**


3 **Type the text you want to find.**


4 **Touch *go*.**
The search dog looks in the current place. If you are looking at a name card, the dog looks only among the name cards. To search everywhere, touch the *search everywhere* checkbox to check it off.


## File the card or page that is on the screen

1 **While looking at the page or card that you want to file, touch the Magic Lamp.**

2 **Touch *file*.**


3 **Touch the right arrow to choose the *received mail* drawer.**

4 Touch *file the original* to put the item into the received mail drawer of the file cabinet.


## Print what is on the screen (with optional printer)

1 While looking at the page or card that you want to print, touch the Magic Lamp.

2 Touch *print*.


3 Make sure that you've attached an optional printer, then touch *print*.


## Undo the changes you've made

1 Touch the Magic Lamp.

2 Touch *revert*.

3 If you really want to make everything how it was at the time listed, touch *revert*.


## Call or write a message to someone

1 Touch the Magic Lamp.

2 Touch *contact*.


3 Make sure that whoever is listed is the one you want to contact.
Touch *who* to change the name.


4 Touch *call* to prepare to make a phone call; touch *message* to prepare a message.

## Send the card or page on the screen

1 **While looking at the page or card that you want to send, touch the Magic Lamp.**

2 **Touch *mail*.**


3 **Touch *send* to confirm that you just want to send the card or page.**
You can send whole collections of cards, for example, all the name cards in your name cards file.


4 **Choose a recipient from the list that appears.**


5 **Touch *accept*.**
What you want to send is attached to a message.


6 **When your message is ready to send, touch *send*.**

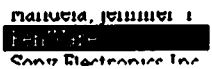

## Fax the card or page that is on the screen

1 **While looking at the page or card that you want to fax, touch the Magic Lamp.**

2 **Touch *fax*.**


3 **Touch *to:*.**


4 **Touch a name in the list.**
The name you choose must be for someone who has a fax number listed in the name card collection.



5 **Touch *accept*.**

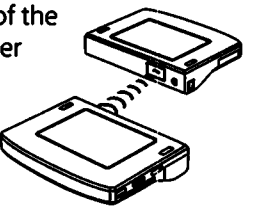

6 **Touch *send fax*.**

## Send the card or page that is on the screen by infrared beam to another Magic Link

1 **Looking at the page that you want to send, touch the Magic Lamp.**

2 **Touch *beam*.**


Your Magic Link searchs for another Magic Link or other Magic Cap communicator within beaming range. It puts the name of the person who owns the other communicator on the *to:* line. If more than one communicator is in range, choose a name and then touch *accept*.



3 **Touch *send*.**


*also see Data beaming, p.111*

### Quick controls

There is a shortcut to get to the control panels. The Magic Link's speaker volume is something you might want to adjust quite frequently, so there's a shorter shortcut to the volume control.

## Adjust speaker volume

1 **Hold down the OPTION button and touch the Magic Lamp.**

2 **Touch the slider and slide its handle back and forth to adjust the Magic Link's volume.**


## Take a shortcut to the control panels

1 **Hold down the OPTION button and touch the Magic Lamp.**

2 **Touch *control panel*.**

# Rules

Rules control the behavior of particular rooms, buildings, and other scenes. Usually rules are used to control how a part of your Magic Link will act at certain times.

Rules are English sentences that your Magic Link obeys. When a rule is checked, it is active. You can touch the checkbox to activate or deactivate a rule. You can also change the text of rules that have underlined words.

**There are rules in the following scenes:**
when writing messages, clock, phone, in box, out box, file cabinet, datebook, storeroom, name cards, trash, AT&T PersonaLink Center, AV Remote, Pocket Quicken, America Online.

## Turn on the rule to synchronize your clock

**1 Touch the clock on the wall.**

**2 Touch the Magic Lamp.**

**3 Touch *rules*.**


**4 Touch the checkbox next to the rule about the AT&T PersonaLink synchronization clock.**

☐ 1 Set the clock using the AT&T PersonaLink synchronization clock

If you are a PersonaLink member, your clock now is set automatically whenever you connect to AT&T PersonaLink Services to collect or send messages.

### Changing rules

If a rule has underlined words in it, you can change those words. Touch the text of the rule to make controls appear that allow you to change the words. Once you're done, touch *accept*. Be sure to check the rule's checkbox to activate it.

Some rules can be copied. If you already have a rule that looks almost like the one you want and you want to keep the original, touch the rule's text and then touch *make copy*. You'll thus keep the original as well as a copy and you can change them separately.

Once you have copies of a rule, you can discard any of them, as long as the original rule remains.

# OPTION button

There are two OPTION buttons on your Magic Link, to the right and left of the screen. You can use either button—they do exactly the same thing. Use the OPTION button by holding it down while you touch something on the screen.

The OPTION button is used only for special features and shortcuts. You can get full performance from your Magic Link without ever using the OPTION button. A few examples are listed here.

## Hold the OPTION button and:

**Touch an arrow beside a choice box**
to go to the end of the choices that the choice box offers.

**Touch the pointing hand in the top-right corner of the screen**
to get a list of places you've visited recently. Touch one of the place names to go to that place.


**Touch *accept* when selecting an addressee**
to add the addressee without putting away the *address to:* window.

**Touch a stamp in the stamps window**
to dispense that stamp without putting away the stamps window. You can select another stamp immediately. Close the stamps window by touching *x* in its top-right corner.

**Touch the in box**
to collect your messages from any services you have joined.

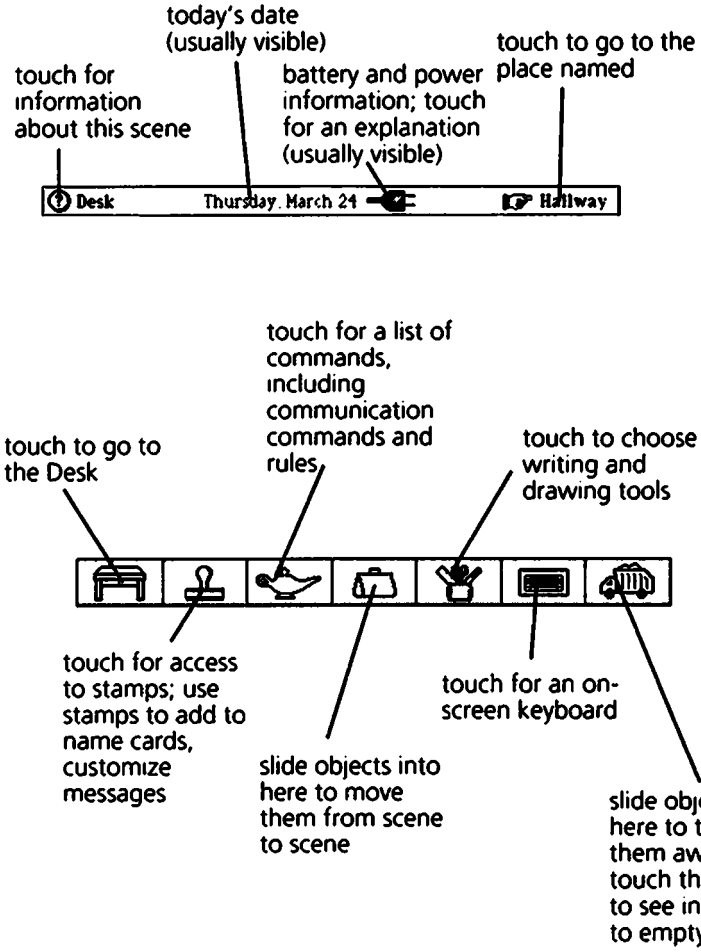

**Touch any *discard* button**
to throw away the item on the screen without being asked if you want to.


**Touch the trash**
to empty the trash, getting rid permanently of all the items in it.

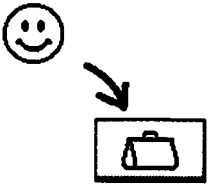
**Touch the keyboard at the bottom of the screen**
to use the extended keyboard with a coupon-maker and a special characters.

# Basic controls

These controls and indicators are visible on the screen.



## Place a stamp in the tote bag



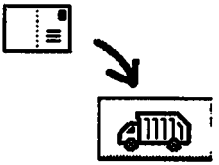
1 **Press down on the stamp you want to move and slide it down the screen, over the tote bag.**

2 **Let go.**
The stamp falls into the tote bag. You see the tote bag swell to show that it has something inside. The tote bag can hold more than one thing.

## Remove a stamp from the tote bag

**Press your finger down on the tote bag and slide the stamp out.**
Alternately, touch the tote bag to see what is inside. You can also hold down the OPTION button and slide a copy of the stamp from the tote bag.

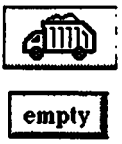
## Place a message in the trash



1 **Press your finger down on the small image of the message and slide it down the screen, over the trash.**

2 **Let go.**
The message falls into the trash.

## Empty the trash




1 **Touch the trash to open it.**

2 **Touch *empty*.**
You must empty the trash to get rid of the items in it permanently. It saves valuable memory to get rid of messages, extra pages, and other items that you're not using.

# MAGIC LINK HARDWARE

If you have any questions or problems concerning your Magic Link, contact your nearest Sony dealer.

## For best viewing

For best visibility, use your Magic Link in a bright place.

## For left-handed people

Your Magic Link is designed for easy holding and operation using either the right or left hand. If you are left-handed, hold your Magic Link by its right edge and use your left hand to touch the screen.

# Batteries and power

You can power your Magic Link using the following accessories:

- 6 AAA alkaline batteries
  Use only regular, single use alkaline batteries.
- AC power adaptor, model AC-PIC1000
- Rechargeable battery pack, model NP-500 or NP-500H (not supplied)

## Main battery life (estimated)

| Battery type | Battery life |
|---|---|
| Alkaline batteries (6)<br>(Sony AAA alkaline) | about 5 hours in normal operation<br>about 13 hours when remaining idle |
| Rechargeable battery pack<br>(NP-500) | about 10 hours in normal operation<br>about 15 hours when remaining idle |
| Rechargeable battery pack<br>(NP-500H) | about 12 hours in normal operation<br>about 18 hours when remaining idle |

## Backup battery life (estimated)

| Battery type | Battery life |
|---|---|
| Lithium battery<br>(CR123A or<br>DL123A) | about 9 months (with no main battery) |

When the main battery is installed, the main battery saves the memory instead of the backup battery.

**Notes on battery life**

- When the main batteries are discharged, the message *"Battery power is getting low"* appears. When this appears, replace with fresh alkaline batteries, or recharge the optional rechargeable battery using the supplied AC power adaptor.
- If the batteries are completely discharged, the message *"Battery power is nearly out"* appears, and your Magic Link automatically shuts off in a few seconds.

- The battery life estimates are for use in temperatures under 77°F (25°C).
- The battery life is only approximate due to the affect of temperature usage, etc.
- In low ambient temperatures, main batteries discharge faster.
- Certain functions, such as sending messages or recording voice messages, cause the batteries to consume more power.
- Using a feature may sometimes cause a temporary drop in voltage and the message "Battery power is low" may be displayed.

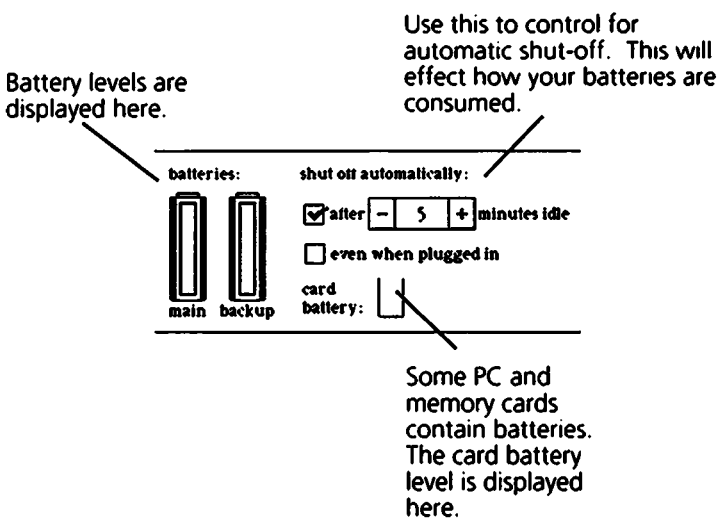
Ordinarily, the battery level is displayed at the top of the screen. There is a complete control panel for monitoring the battery in your Magic Link. This Control Panel is located behind the control panels door in the Hallway.

## Check battery levels

**1** **From the Desk, touch *Hallway*.**

**2** **Touch the control panels door.**

**3** **Touch *power*.**

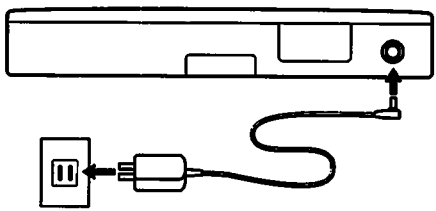



# AC power adaptor

Use of AC power allows you to operate your Magic Link without running out of battery power. It's best to use the AC power adaptor whenever you can since it doesn't consume the power in your batteries.

## Connect the AC power adaptor

**Use the AC power adaptor (supplied) to connect to an AC outlet.**



By connecting your Magic Link to the AC, you can both operate the Magic Link and automatically recharge your rechargeable battery at the same time.

With the optional rechargeable battery pack, charging of the battery pack begins and finishes automatically.

**Estimated time to recharge batteries:**

- about 6 hours when your Magic Link is power off.
- about 11 hours when your Magic Link is in use.

**AC power adaptor**

- When the AC power adaptor is not used, unplug it from the AC outlet.
- Use only the AC power adaptor supplied (AC-PIC1000). Do not use any other AC power adaptor.

**Polarity of the plug**

- Do not bend or crimp the connection cord, or place heavy objects on top of it. Damage to the cord may result in fire or electric shock.
- Do not use cut or damaged connection cords.
- When removing the AC adaptor from the outlet, pull the adaptor plug. Do not pull the cord.
- Do not wrap the AC power adaptor in a cloth, blanket, etc., when it is connected to AC outlet or your Magic Link.
- Connect the AC power adaptor to only a wall outlet. Any other AC outlet, such as a travel converter or DC-AC converter, may cause malfunctions or accidents.

# Alkaline batteries

**Battery type** 6 AAA alkaline dry batteries LR03

**To save power—alkaline batteries**

Connect the supplied AC power adaptor to your Magic Link and the AC outlet. Magic Link will then use the power from the AC power adaptor. The alkaline batteries are not charged. When the message "Battery power is getting low" appears, change the used alkaline batteries to 6 fresh batteries.

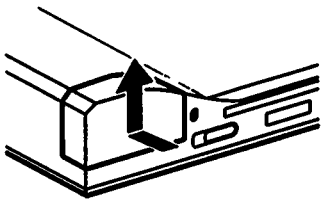
*Installing batteries, in the booklet - Read This First p. 8*

**Notes**

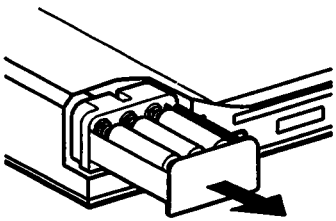
- Be sure to insert the batteries in the correct direction.
- The alkaline batteries are not rechargeable.
- Do not use a combination of fresh and used batteries.
- Do not use different types of batteries.
- Do not use size AAA rechargeable NiCd batteries.
- If you aren't using your Magic Link for an extended period of time, remove the batteries to avoid possible damage from battery leakage
- The batteries are slowly discharged, even while not in use.

## Replace the alkaline batteries

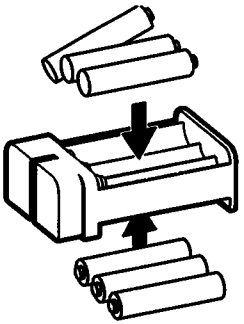
**1 Remove the main battery compartment lid.**



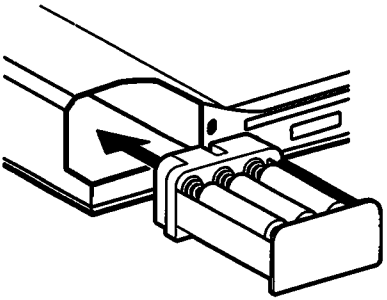
**2 Remove the battery holder (PIC-BH1), and remove the 6 used alkaline batteries from the battery holder.**



3 **Insert 6 fresh alkaline batteries into the battery holder. Follow the markings on the holder to be sure the batteries are installed in the correct direction.**



4 **Insert the battery holder with fresh alkaline batteries and replace the lid.**



# Rechargeable battery

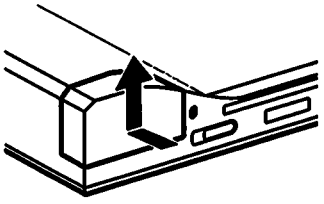
**Battery type** NP-500 or NP-500H (not supplied)

**To save power in the rechargeable battery**

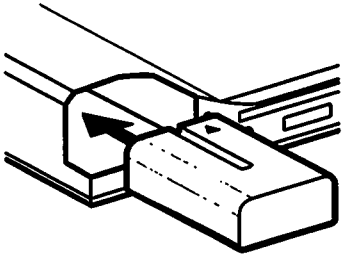
When you disconnect the AC power adaptor from your Magic Link, your Magic Link will use power from the main battery pack. When you use your Magic Link near the AC outlet, connect it to AC outlet with the supplied AC power adaptor AC-PIC1000 to save power and charge the battery.

## Insert the battery pack

**1 Remove the main battery compartment lid.**



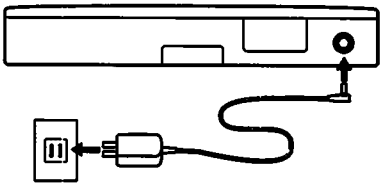
**2 Insert a rechargeable battery (NP-500 or NP-500H) facing the correct direction and replace the lid.**



# Charge the battery pack

**1 Use the AC power adaptor AC-PIC1000 (supplied) to connect to an AC outlet.**

Charging begins and finishes automatically.



**2 When charging is done, usually takes about 6 hours, unplug the AC power adaptor.**

**Notes on charging**

- As soon as you connect your Magic Link to an AC outlet using the AC power adaptor, charging of the battery pack begins.
- You can use your Magic Link while the battery pack is being charged.
- Turning on the power does not interrupt the charging operation.
- While charging, the battery power gauge appears, but the amount indicated is only approximate due to the affect of temperature, usage, etc.

# Backup battery

The lithium backup battery keeps information in memory intact even when the main battery is low. Before you start to use your Magic Link, place the supplied lithium battery into the backup battery compartment. Note that you should install the main battery first.

*Installing batteries, in the booklet - Read This First p. 8*

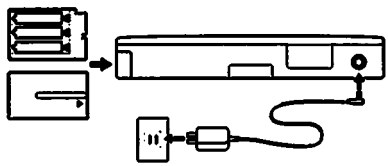
**Battery type** CR123A or DL123A

**Caution**
Use only a Sony CR123A or Duracell DL123A lithium battery.

**Note**
When a message appears on the screen that reads *"Your Magic Link's backup battery is almost dead,"* replace the used lithium backup battery with a fresh one.

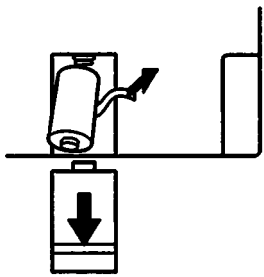
## Replace the lithium backup battery

1 **Connect your Magic Link to an AC power outlet. And be sure to insert 6 fresh alkaline batteries or a fully charged battery pack or connect the supplied AC power adaptor; otherwise information stored in the Magic Link will be lost.**



If your Magic Link does not contain a main battery, a plastic tab prevents you from removing the backup battery.

2 **Remove the backup battery compartment lid and remove the used lithium battery.**



3 **Insert a fresh backup battery and replace the lid securely.**

# PC cards

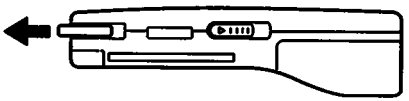
You can use optional PC cards with your Magic Link, including memory cards for saving information.

When using PC cards, remove the PC card slot protector first and insert the PC card before switching on your Magic Link.

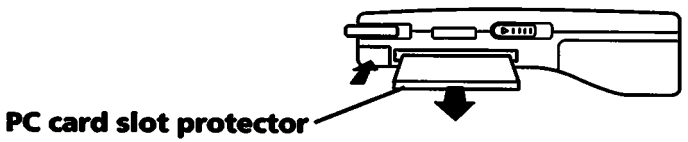
## Insert a PC card

1 **Turn your Magic Link off.**

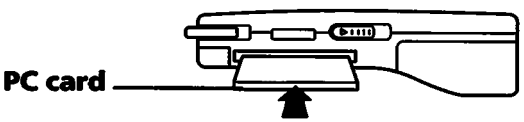
2 **Set the LOCK switch to RELEASE.**



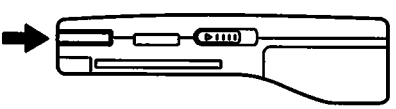
3 **Press EJECT and pull out the protector.**




4 **Insert a PC card, label side up.**



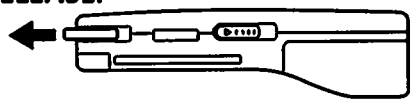

5 **Set the LOCK switch to the lock position, and then switch your Magic Link on.**



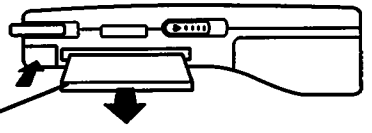
## Remove a PC card

1 **Turn off your Magic Link.**

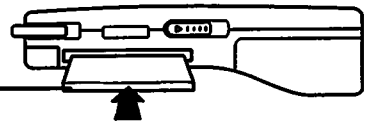
2 **Move the LOCK switch to RELEASE.**



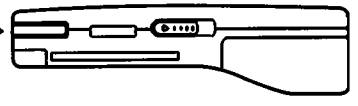
3 **Press EJECT and pull out the PC card.**




4 **Insert the protector to protect your Magic Link from dust.**




5 **Set the LOCK swith to the lock position.**



**Notes on using PC cards**

- Turn off your Magic Link when inserting and removing cards.
- Store cards in their plastic cases when not using them.
- Do not bend or drop cards.
- Do not expose cards to static electricity, heat, direct sunlight, moisture, or mechanical shock.
- Make a backup copy for all important data.
- Read the manual comes with your PC card before use it.

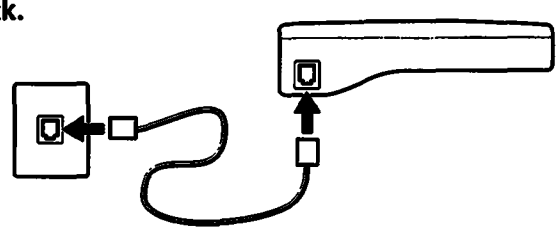
# Connecting to a phone line

In order to send and receive messages, your Magic Link needs to be connected to a standard phone line.

## Connect a phone line

**Plug one end of the phone line cord that comes with your Magic Link into the TEL LINE jack.**

**Plug the other end into a telephone outlet.**



**Notes**

- If your telephone outlet is not a modular type, the line cord will not fit; contact your telephone company for assistance.
- If your line uses tone dialing, your Magic Link should be able to dial immediately. If your line only uses pulse dialing, you must set your Magic Link to the dialing system of your phone line. Your line might use pulse dialing if you have telephones with round, rotary dials or you hear a long series of clicking sounds whenever you dial a number. The *tone/pulse* dial mode switch is in the setup area of the phone. Touch the phone on the desk, then setup, to get to the switch.

**Important**

- Your Magic Link will not work with party lines, cannot be connected to a coin-operated telephone, and may not work with a private branch exchange (PBX).
- If the telephone company makes a service call to your office and determines that your Magic Link is responsible for the problem, the telephone company may bill you for the service call. Also, if you do not disconnect your Magic Link when it is adversely affecting the telephone line, the telephone company has the right to disconnect your service temporarily until you correct the problem.

**Telephone line problems**

- If your telephone does not work, there may be a problem with your phone line. Disconnect your Magic Link to see if the problem goes away. If it does not, report the problems either to your local telephone company or to your company's telecommunications staff.
- If disconnecting the modem eliminates the problem, your Magic Link may need service.

# Interface cable

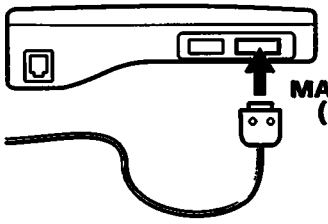
Your Magic Link has a Magic Port connector and Telecom connector on theleft side. These connectors let you plug in external keyboards, and other accessories for your Magic Link all at once.

## Connect to MAGICPORT connector

1 **Turn off the Magic Link power.**

2 **Pull down the TELECOM and MAGIC PORT connector cover on the side panel of the Magic Link.**

3 **Connect the cable for MAGIC PORT (not supplied) to the MAGIC PORT connector on the side panel of the Magic Link.**

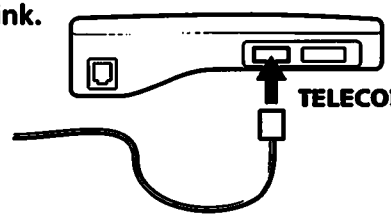


**MAGIC PORT connector (14-pin tongue-in-groove type)**

## Connect a TELECOM connector

1 **Pull down the TELECOM and MAGICPORT connector cover on the side panel of the Magic Link.**

2 **Connect the cable for TELECOM port (not supplied) to the TELECOM connector on the side panel of the Magic Link.**



**TELECOM connector**

# Troubleshooting

Refer to the table below if you have problems with your Magic Link. If the problems continue, consult your nearest Sony dealer.

## Power

**Sliding on the POWER switch does not turn on your Magic Link.**

- The contrast is not set properly.
  - Adjust the screen contrast level by turning the contrast level on the side of your Magic Link.
- The alkaline batteries are dead.
  - Replace the dead batteries with 6 fresh alkaline batteries.
- The battery pack is discharged.
  - Recharge the battery pack or replace with a fully charged battery pack.
- The AC power adaptor is not connected properly to an AC outlet.
  - Plug in the AC adaptor.
- The wrong type of adaptor is being used.
  - Use only the supplied AC power adaptor.
- The main battery compartment is not closed.
  - Replace the battery compartment lid properly.
- The batteries are not inserted correctly in their holder.
  - Insert a battery pack or the battery holder with 6 alkaline batteries into the main battery compartment aligned as marked on the holder.
- You're switching on the POWER switch too often. Your Magic Link needs time to turn on.
  - Wait a few seconds for the screen to appear after slide on the POWER switch.

*Batteries and power, p.173*

**The rechargeable battery pack is not charging.**

- Use the supplied AC power adaptor.
- Connect the AC power adaptor to an AC outlet.
- The alkaline batteries are inserted or no battery is inserted.
  - Insert the rechargeable battery pack into the main battery compartment.

*Batteries and power, p.173*

**The battery life of the rechargeable battery pack is short.**

- Replace the battery pack with a new one.

## Screen

**When you turn on the power, the screen appears black.**

- Adjust the screen contrast level.

**The screen is damaged.**

- Contact your nearest Sony dealer if the screen is permanently damaged. The screen can be repaired or replaced for a fee.

*Caring for Magic Link, p.12*

## Speaker and sound

**Reminder alarms do not sound at the preset time.**

- The alarm is not set correctly.
- Your Magic Link volume is set too low.
- The daylight saving (summer) time setting is incorrect.

*Control panels, p.117*

*Clock and calendar, p.38*

**The reminder alarm cannot be heard from the speaker.**

- Adjust the volume control.

*Control panels, p.117*

**Voice mail cannot be heard from speaker.**

- Adjust the volume control.

*Control panels, p.117*

## General operations

**You cannot activate a function shown on the screen.**

- Remove the PC card and insert it in firmly.

*PC cards, p.181*

- Reset your Magic Link by pressing the small RESET switch with a pointed article such as a pen tip on the bottom of the set, using a bent paper clip.

**The function activated is not the one you touch with the supplied special pen.**

- You might be touching the screen with your hand while touching with the supplied special pen.
  - Be sure to touch the screen in only one place at a time.
- Align the touch screen again.

*Repeat touch-screen adjustment, p.119*

**The location touched by the supplied special pen differs from that shown on the screen.**

- Align the touch screen.

*Repeat touch-screen adjustment, p.119*

**The information in your Magic Link disappears.**

- The lithium backup battery is dead.
  - Replace the used lithium backup battery about once every year.

*Backup battery, p.180*

**You forget your password.**

- For Magic Link
  - Contact Sony customer support at 1-(800)-556-2442.
- For America Online
  - Contact the customer service department at 1-(800)-827-6364.

## Phone operation

**No dial tone.**

- Plug the telephone line cord securely into the telephone line jack.

*Connecting to a phone line, p.183*

- You choose the option "service dialing audible" in the control panel.
  - Go to the control panel in the Hallway and touch *general* on the control panel. And then touch "service dialing audible" to cancel it.
- The dial tone volume is off.
  - The Phone status window appears every time you call somebody. Adjust the volume level here.

**You are connected to the wrong number or not connected at all even though you dialed correctly.**

- Go to phone set up and:
  - check that the tone/pulse selector setting is correct.
  - select the place where you are currently dialing from.

*Phone setup, p. 53*

**Phone calls do not connect.**

- Your Magic Link is not connected to a telephone outlet.
- Your Magic Link is set to the wrong dialing system.

*Connecting to a phone line, p. 183*

- You are dialing out via a PBX which does not work with your Magic Link.

**The *redial* function does not work.**

- Check if the last number you dialed was more than 11 digits long.
- Check to see if the number you intended to call was really the last number you dialed.

**The memory function does not work.**

- Check to see if the phone number is correctly programmed for the one-touch dialing or the speed dialing location.
- Program the desired phone number once more.

**You cannot program a phone number.**

- Recheck to follow the programming procedures correctly.

## On fax transmission

**You cannot send a fax.**

- The fax machine you're trying to reach is out of paper or not working.
- You have connected to a wrong number.
  - Check the number.
- Send the fax again, or consult your telephone company if you find an error occurs on your telephone line by dialing with another telephone.

## Beaming

**The AV remote does not work.**

- The audio/video equipment does not carry a Sony IR mark.
- Make sure your Magic Link is within 25 ft (7 m) of the audio/video equipment.

- There is an object between your Magic Link and the audio/video equipment.

*AV remote, p. 108*

- The beam lens is dirty.
  - Clean it with a soft cloth.

*Caring for Magic Link, p.12*

- This AV remote does not work with some Sony devices.
- The setting on your Magic Link does not match that of the device.
  - Check the setting.

*AV remote, p. 108*

- Keep your Magic Link away from direct sunlight or very bright lights.
- Make sure no other AV remote control is being used nearby.

**Data beaming does not work.**

- Make sure the two Magic Link Beam lenses are pointed directly at one another and less than 5 ft (1.5 m) apart.
- Make sure there is no obstruction between the lenses.

*AV remote, p. 108*

## PC cards

**You cannot insert a PC card into your Magic Link.**

- The LOCK switch is not set to *the release position*.
- The card is of a non-standard type.

**You cannot remove a PC card from your Magic Link.**

- Set the LOCK switch to *Release*.

*PC cards, p. 181*

**You cannot read from or write to a PC card.**

- Read the PC card's documentation and make sure the card is supported by your Magic Link.
- Set the LOCK switch to Release, remove the card fully, then insert the card again.

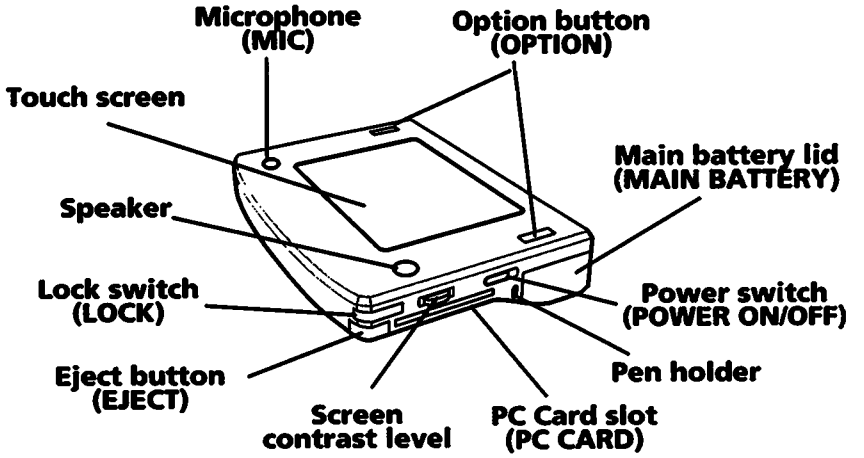
## Your Magic Link unit

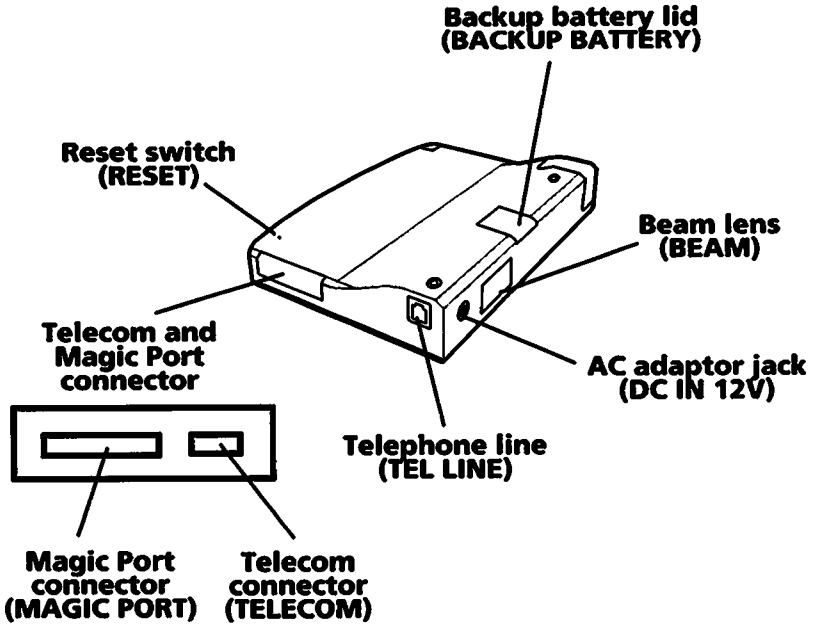
**Your Magic Link becomes excessively hot.**

- Remove the AC power adaptor and the rechargeable battery pack, then have the unit checked by your nearest Sony dealer.

# Specifications

## Magic Link diagram



**Model** Personal Intelligent Communicator PIC-1000
**System software** Magic Cap
**Communication protocol** Telescript

## Built-in packages

Personal information:
Name card, Datebook, Notebook, Pocket Quicken
Tools:
Clock, Calculator, Phone. Spell Finder,
Sony AV remote commander
Spreadsheet:
PenCell
Mail services:
AT&T PersonaLink Services
America Online mail client
Games:
Klondike, MindBender

## CPU

MC68349 (16MHz clock, 3.3V operation)

## Memory

**ROM** 4M bytes for system and application software
**RAM** 512K bytes for working space, no back-up
512K bytes, battery backed-up

## LCD

Black and white 4 level gray scale, reflective FSTN type (no backlight)
**Dot resolution** 480 x 320 dots
**Dot pitch** 100dpi (0.24mm)
**Visible area** 115 x 77 mm (4.8 x 3.2 inches)
**Contrast control** Manual with the screen contrast level

## Touch screen

Resistive film type
**Resolution** more than 100 dpi

## Modem

**Dialing** pulse and tone
**Data transfer rate** 2400 bps (max), full duplex mode

**FAX mode** 9600 bps (max) for only transmission
Fax command is class-1.

## Sound

16-bit digital audio

**Output** speaker (mono) and teleline (mono)

**Input** built-in microphone (mono) and teleline (mono)

**Volume control** software

## BEAM Infra-red

**Data mode** 38.4K bps half-duplex data communication with other Magic Link within 5ft (1.5m) visible distance

**Remote mode** Send Sony audio and video equipment remote control commands by application software included in PIC-1000.

## PC card slot

PCMCIA ver.2.01 / JEIDA ver.4.1 compatible "slim" memory card slot for one card

**Main power for card** 5V DC

**Interface** TTL interface only

**Type** Type I or Type II

## Input and output connectors

**MAGICPORT connector**
14 pin multi-purpose bus

**TELECOM connector**

**TEL LINE jack**

## Power

**Power requirements**

100 V/240V AC, 50/60 Hz
Using the supplied AC power adaptor connected to DC IN 12V jack

7.2V DC
Using NP-500 or NP-500H rechargeable battery pack (not supplied)

9V DC
Using 6 AAA alkaline batteries (supplied)

**Power consumption**

4.2W DC (max) : fast charging

1.0W DC (normal) : operation and slow charging

**Estimated battery life (measured under 77°F)**

**Main :**

| | |
|---|---|
| Sony Alkaline batteries (6) | •about 5 hours in normal operation<br>•about 13 hours when idle |
| Rechargeable battery pack (NP-500) | •about 10 hours in normal operation<br>•about 15 hours when idle |
| Rechargeable battery pack (NP-500H) | •about 12 hours in normal operation<br>•about 18 hours when idle |

**Rechargeable battery charging time**

- about 6 hours when powering the Magic Link off.
- about 11 hours when powering the Magic Link on.

**Backup:**

Lithium battery (CR123A or DL123A) •about 9 months (without main battery)

**Operating temperature**

32°F to 104°F (0°C to 40°C)

## General

**Dimensions** Approximately 7 5/7 × 1 1/2 × 5 3/5 in. (195.0 × 38 × 141.5 mm) (w/h/d)

**Mass** Approximately 1 lb 4.5 oz (580g)) (including alkaline batteries)

**Clock precision** 60 seconds per 1 month

**Supplied accessories**

AC power adaptor AC-PIC1000 (1)
size AAA Alkaline LR03 dry batteries (6)
Lithium battery CR123A or DL123A (1)
Telephone line cord (1)
Battery holder PIC-BH1 (1)
Carrying case (1)
Special pen (1)
PC card slot protector (1)
Guide books
  Read This First (1)
  User's Guide (1)
  PenCell User's Guide (1)
  AT&T PersonaLink Services User's Guide (1)
CUSTOMER INQUIRY CARD (1)
AMERICA Online ID brochure (1)
LICENSE AGREEMENT (1)
LIMITED WARRANTY (1)

Design and specifications are subject to change without notice.

## Accessories not supplied

Rechargeable battery NP-500, NP-500H

Your dealer may not stock the listed accessory. Ask your dealer for detailed information about the accessories available.

# IMPORTANT INSTRUCTIONS TO USERS

Your PIC-1000 has been approved by the Federal Communications Commission (FCC) as not being harmful to the telephone network when connected directly to the telephone lines. In order to fully comply with the Rules of the FCC, the following instructions should be read carefully and followed completely where applicable:

1 The FCC Rules require that all direct connection to the telephone lines must be made through standard plugs and jacks. No connection can be made to party lines or coin lines. Prior to connecting your device to the lines:

a) Upon request from your telephone company, you must provide the 14 digit FCC Registration Number and Ringer Equivalence Number (REN), both of which are on a label located on an outer surface of the device.

b) After the telephone company has installed the jack, you can connect your telephone by inserting the mating plug of your equipment into this jack.

c) All repairs must be accomplished as described in the "Service requirements."

d) The REN is useful to determine the quantity of devices you may connect to your telephone line and still have all of those devices ring when your number is called. In most, but not all areas, the sum of the RENs of all devices should not exceed five(5.0). To be certain of the number of devices you may connect to your line, as determined by the REN, you should call your local telephone company to determine the maximum REN for your calling area.

e) The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual.

In order to program this information into your Magic Link, you should complete the steps in the booklet, Read This First, on page 18.

2 If it appears that your PIC-1000 is malfunctioning, it should be disconnected from the telephone line until it can be determined whether your PIC-1000 is the source of the trouble or not. If your machine needs repair, it should not be reconnected until such repairs have been made.

3 If harm does occur, the telephone company shall, where practicable, notify you, the customer, that temporary discontinuance of service may be required; however, where prior notice is not practical, the telephone company may temporarily discontinue service forthwith, if such action is reasonable in circumstances. In case of such temporary discontinuance, the telephone company shall (1) promptly notify you, the customer, of such temporary discontinuance (2) afford you, the customer, the opportunity to correct the situation which gave rise to the temporary discontinuance, and (3) inform you, the customer, of your right to bring a complaint to the Commission pursuant the procedures set forth in the Rules. Procedures for filling the complaints can be obtained from your local dealer, or if necessary, by writing directly to the manufacturer.

## SERVICE REQUIREMENTS

If the PIC-1000 should malfunction, all repairs will be performed by an authorized Sony representative. This unit has been registered with the FCC for direct connection to the telephone network. Under the FCC program, no customer is authorized to repair this unit. This applies to a unit both in and out of warranty. If an unauthorized repair is performed, the registration of the unit for direct connection to the network will be null and void. If the unit is still in warranty, the remainder of the warranty period will also be null and void.

It is the responsibility of users requiring service to report the need for service to their Sony dealer.

## Caution

Danger of explosion if battery is incorrectly replaced. Replace only with the same or equivalent type recommended by the manufacturer. Dispose of used batteries according to the manufacturer's instructions.

## Note on the AC power adaptor

For AC operation, use the AC power adaptor recommended for this unit. Do not use any other AC power adaptor.

## Warning

Lithium Battery may explode if mistreated.

Do not recharge, disassemble or dispose of in fire.

Replace the battery with a Sony CR123A or Duracell DL123A lithium battery. Use of another battery may present a risk of fire or explosion.

## DISPOSAL OF LITHIUM ION BATTERY

## LITHIUM ION BATTERY.
## DISPOSE OF PROPERLY.

You can return your unwanted lithium ion batteries to your nearest Sony Service Center.

**Note**: In some areas the disposal of lithium ion batteries in household or business trash may be prohibited.

For the Sony Service Center nearest you, call 1-800-55-MAGIC or 1-800-566-2442 (United States only)

# NOTICE TO USERS



- This product has undergone stringent quality control and inspection before shipped. If however, you encounter a malfunction or any other problems, contact your Sony dealer or the Sony Service Center.

- In no event shall Sony Corporation be liable for any incidental damages arising out of operation, malfunctioning, or other problems of the product.
- The contents in the memory of the product may disappear or change as a result of incorrect operation, external noise interferences, battery replacement, or repair service. Therefore, be sure to make a hard copy of important data in the memory.



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# Pocket Quicken:


First Printing, February 1994.

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Intuit Inc.
P.O.Box 3014
Menlo Park, CA 94026-3014

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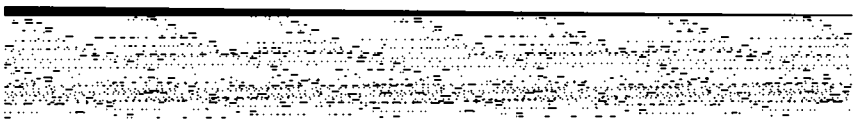

# Magic Link PIC-1000 User's Guide

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**For the nearest Sony Service Center, call 1-800-55-MAGIC or 1-800-556-2442 (from the United States only)**



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