POQET™

User's
Guide

THE POQET PC™

The Poqet PC™
User's Guide

Notice to Users

This equipment has been tested and found to comply with the limits for a Class B computing device, pursuant to Subpart J of Part 15 of FCC Rules. Only computers and peripherals (computer input/output devices, terminals, printers, etc.) certified to comply with the Class B limits may be attached to this equipment. Operation with noncertified computers or peripherals is likely to result in interference to radio and television reception.

This equipment generates and uses radio frequency energy for its operation and, if not installed and used properly, that is, in strict accordance with the instruction manual, may cause interference to radio and television reception. It has been tested and found to comply with the RF emission limits for a Class B computing device, which is intended to provide reasonable protection against such interference in a residential installation. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause interference to radio or television reception, which can be determined by turning this equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

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- Relocate (turn) the computing device with respect to the receiver.
- Reorient the receiver's antenna.
- Disconnect and remove any I/O cables that are not being used (unterminated I/O cables are a potential source of high RF emission levels).

Note: The I/O cables that interconnect between this device and any peripheral (such as a disk drive, printer, etc.) must be shielded in order for this equipment to meet Class B emission limits. Further, the Poqet PC Expansion Bus™ is a proprietary connector. Any cable built to be connected to The Poqet PC must be shielded against RFI.

For additional help, consult your dealer for assistance. You may also find the following publication helpful: *How to Identify and Resolve Radio–TV Interference Problems.* This booklet is available from the U.S. Government Printing Office, Washington, D.C., 20402 — Stock No. 004–000–000345–4.

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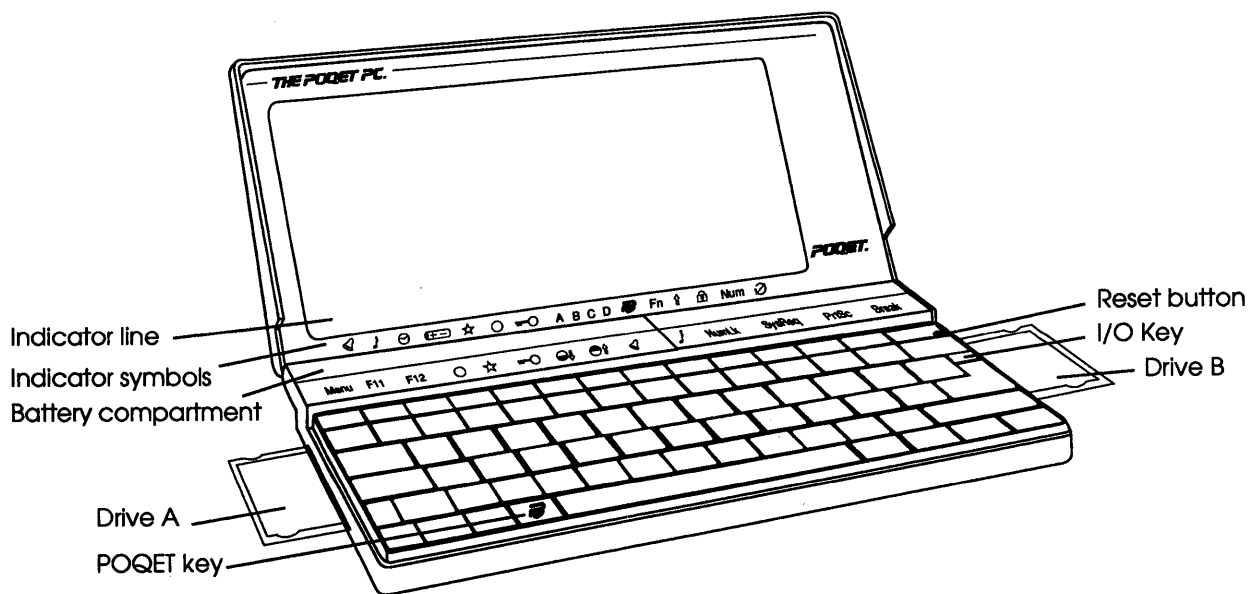
Poqet PC™ Features

Indicator line
Indicator symbols
Battery compartment

Drive A
POQET key

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Preface

Congratulations on your purchase of The Poqet PC™ computer. The Poqet PC is a uniquely small, lightweight, and powerful IBM PC® XT-compatible computer complete with MS-DOS® 3.30 and GW-Basic®. While other portables are merely "luggable," The Poqet PC weighs only one pound and easily fits in a coat pocket or handbag.

In addition to innovations in weight and size, your Poqet PC also frees you from carrying bulky battery packs or restrictive power cords. The Poqet PC is completely powered by two AA batteries. Using advanced technology such as the unique Power Management software, these batteries will provide several weeks of computing use. Because AA batteries are available worldwide, replacing batteries is as simple as visiting your local grocery store. And, while you're changing the batteries, power is temporarily maintained, so you don't lose data.

Unlike other computers, The Poqet PC has continuous memory. So even if you turn it off, turning it on again instantly returns you to the program you were working in. You don't have to reboot or reenter any program commands.

The Poqet PC uses memory cards for data storage. Because these durable cards have no moving parts, The Poqet PC can access memory card data thousands of times faster than a traditional PC can access a floppy disk.

You'll enjoy being able to see either text or graphics clearly under a wide variety of lighting conditions, thanks to The Poqet PC's use of double supertwist technology in the display. The Poqet PC also provides screen indicators to keep you informed about the status of many of the computer's operations.

To assist you with the realities of day-to-day living, the built-in PoqetTools programs help you schedule appointments, perform calculations, write letters, keep track of important events, maintain an address book, and send or receive data by modem. The powerful PoqetLink program lets you manage and move MS-DOS files within The Poqet PC or between your Poqet PC and another computer. You can even connect The Poqet PC to peripheral devices such as a modem or a printer or even to another computer.

Quite simply, The Poqet PC will increase your productivity. Anywhere. Anytime.

Chapter 1   Getting Started

This chapter covers the basic steps necessary to correctly set up and use your Poqet PC. Although your Poqet PC is a fully functional IBM XT-compatible computer, reading this chapter will help you become familiar with some of The Poqet PC's features that are not available on the traditional desktop PC.

Opening the Case

To open The Poqet PC, hold the base in one hand and press the button latch with the other hand. Pull open the computer so that you can view the screen. You can position the screen at any angle, so choose the position that is the most comfortable for you.

1

Power Supply

Your Poqet PC is powered by two AA alkaline batteries. AA batteries offer several advantages over traditional battery packs: They are lightweight, inexpensive, and available worldwide. The Poqet PC can operate several weeks on a single pair of these batteries.

Note: It is impossible to predict exact battery life, because the amount of power consumed during computer use can differ significantly, depending on the computer application.

You'll need to put the AA batteries, which are included in the packaging, in your computer before using The Poqet PC. Locate the battery package and follow the instructions below to install your batteries.

Installing the Batteries

If you are installing the AA batteries for the first time, you can take as much time as you need installing the batteries. If you are replacing the batteries, the charged capacitor will retain information for about 5 minutes before memory is lost. To change the batteries:

1. Press the I/O key to power-down The Poqet PC.
2. Locate the battery compartment cover, which is on the top left side of the keyboard. Open the compartment by placing the edge of your thumb on the compartment tab, located just above the **F8** key, and pulling the compartment cover up and out.
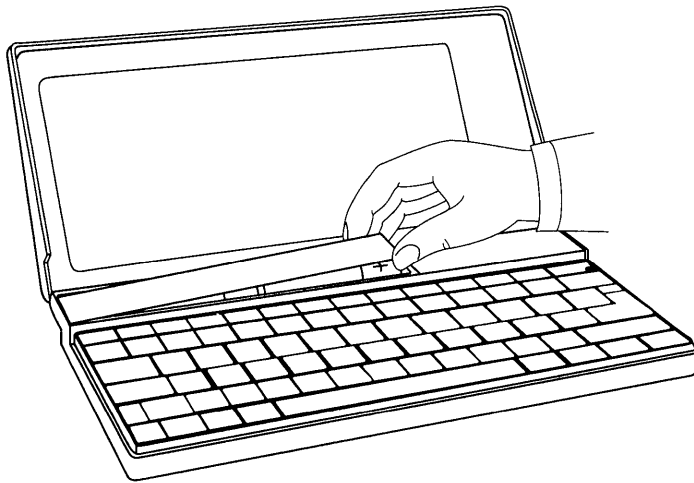
Figure 1   Opening the Battery Compartment

3. Insert the two batteries as shown in Figure 2.
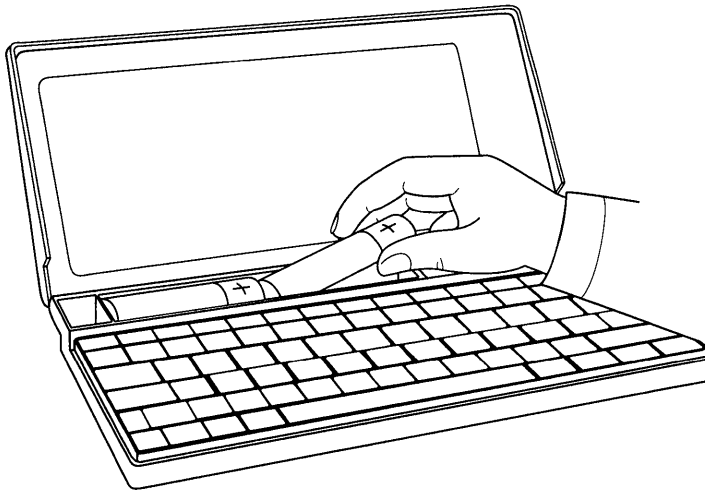
Figure 2   Installing the Batteries

4. Snap the cover back into place over the battery compartment.
5. If installing the batteries for the first time, press the reset button.

Drive Designators

Your Poqet PC uses standard drive designators for its four drives:

- Drive A, the left card drawer.

- Drive B, the right card drawer.

- Drive C, the built-in ROM (Read Only Memory) drive, which
  contains MS-DOS 3.30, Poqet Utilities, GW-Basic, and the Poqet
  application programs. Because The Poqet PC boots from drive C, it
  is the default drive when you reset The Poqet PC. This information
  is stored on ROM and can't be overwritten. The MS-DOS write
  protect error message appears on the screen if you attempt to store
  data on drive C.

- Drive D, the built-in RAM drive contains 22K of RAM (Random
  Access Memory). You can store AUTOEXEC.BAT,
  CONFIG.SYS, or other files on drive D to customize the system
  during the booting process (see page 103). *Information contained
  on drive D is lost when the computer is reset.*
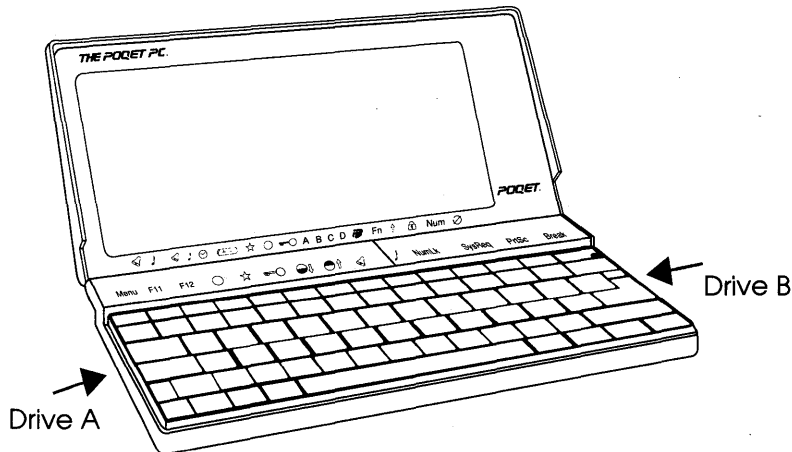
Figure 3   Drive Locations

Resetting The Poqet PC

You need to reset The Poqet PC only the first time it is turned on or when you need to cold boot the computer. The reset button reboots the computer and erases everything in system memory and on drive D. Even after you change batteries, you don't need to press reset unless the batteries completely discharge before they are changed.

Because you will now be turning on your Poqet PC for the first time, you will need to reset it. To do this, press the reset button, which is recessed in the lower right corner of the SCROLL LOCK key, located on the upper right-hand side of the keyboard. Press it with a small, blunt-tipped, object such as a ballpoint pen.

▲ **Warning!**   Never use a sharp tool to press this recessed button because its use may permanently damage the keyboard. Use an object with a small, blunt tip, such as a ballpoint pen.
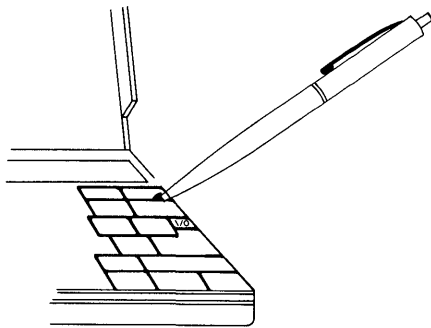
Figure 4   Pressing the Reset Button

When the computer goes through its boot-up process, it automatically creates the default AUTOEXEC.BAT and CONFIG.SYS files and stores them on drive D. (Refer to Appendix B or your DOS manual for more information about these special DOS files.) Pressing the reset button is the equivalent of turning a desktop computer off and then on again using the power switch. If you want to warm boot, press the **CTRL ALT DEL** key combination just as you would on any other IBM PC® compatible.

When you pressed the reset button, The Poqet PC booted from drive C, which contains the Microsoft Disk Operating System (MS-DOS) as well as the Poqet application programs. Under normal operation, you will not have to reset The Poqet PC again.

Note: The Poqet PC will boot from drive C, even if the RAM or ROM card that contains MS-DOS is in drive A or B. To boot from a memory card in drive A, (which contains DOS) instead of drive C, hold down the **POQET** key while rebooting the computer.

You may receive the following DOS error message while booting from a memory card:

```
Non-System disk or disk error
Replace and strike any key when ready
```

If you receive this message, press any key without holding the **POQET** key to boot your computer from drive C.

Now you are ready to:

- Use MS-DOS (described in detail in the *Microsoft MS-DOS User's Guide and User's Reference*).
- Run PoqetLink or the PoqetTools package of applications (described in the following chapters).
- Load and run an application program using a ROM card.

Activating The Poqet PC with the I/O key

The Poqet PC is activated by pressing the small I/O key, located in the right section of the keyboard just above the **ENTER** key. Use the I/O key any time you would normally want to turn your computer off. When The Poqet PC is active, pressing the I/O key merely switches it to a low-power mode. This low-power mode halts the microcomputer's operation and deactivates the keyboard and screen to reduce battery consumption.

Because your Poqet PC does not completely turn off when you press the I/O key, it resumes whatever operation was in process when you originally pressed this key. You will return to the program you were working in when you last used your computer without having to reboot or reenter any program commands. Calculations or operations that were in progress when you pressed I/O will continue from the same point, and any data in memory will remain exactly as you left it. This feature is particularly useful in environments where you are frequently interrupted or need to quickly access information, such as a phone number, while performing other tasks.

Don't confuse the I/O key with the reset button! They have two entirely different functions. The I/O key, located in the upper right corner of the keyboard, controls the power mode of The Poqet PC. The reset button cold boots the PC.

If you don't use The Poqet PC for four minutes, the Power Management software automatically turns off the computer screen. (This power-down is equivalent to pressing the I/O key manually.) Once your screen goes off, pressing the I/O key brings the computer back up to full power. You can disable the Power Management software by pressing **POQET F4**. However, turning off the Power Management software significantly reduces battery life.

Replacing the Batteries

The AA batteries should provide several weeks of computing use. When the batteries are running low, the status line (found directly below the screen) displays a bar above the battery symbol on the screen and the computer will beep once. At that point, your batteries will still be able to provide power to your Poqet PC for about 5 hours of use.

When the batteries are about to fail completely, the status line indicators momentarily become a solid line across the width of the screen and the computer beeps once. At this point, the computer screen goes blank. You will not be able to use the computer until the batteries are replaced. If you press the I/O key to try to regain the screen display, the indicator line again displays the solid bar across the screen, but the screen will remain off. When this happens, you should replace the batteries as soon as possible to avoid losing the information you have stored in system memory and on drive D. If you continue to try to use your computer without replacing the batteries, your Poqet PC will be unable to retain this information.

Preventing Loss of Data

You can change batteries at any time without losing any information stored in your Poqet PC. During the time you are replacing the batteries, The Poqet PC is powered by a capacitor that contains a small reservoir of power. Power is supplied to The Poqet PC for several minutes after the batteries are removed. However, if the new batteries are not replaced promptly after the old batteries are removed, information in system memory and on drive D may be lost.

Memory Cards

Your Poqet PC accesses and stores information on small, rigid silicon memory cards called RAM and ROM cards, that are approximately the size of a thick credit card. These cards are functionally similar to a silicon hard drive. For data storage, you can use RAM cards, your desktop PC, or the built-in RAM disk accessed through drive designator D. (Use drive D only to temporarily store information, because data will be lost on this drive if the computer is reset.) You can access application programs either from ROM cards or from The Poqet PC's built-in ROM drive.

Loading and Removing Cards

The Poqet PC has two memory card drawers, one on each side of the computer underneath the keyboard (see Figure 5).You can use both RAM and ROM cards in either drive. If you've ever used floppy drives with an MS-DOS computer, then you already know how memory cards operate. The cards use standard MS-DOS commands and perform operations such as saving, copying, and listing data. The left card drawer is drive A, and the right drawer is drive B.

To insert or remove a card:

1. Press the I/O key to place your Poqet PC in the low-power mode.
2. Close The Poqet PC.
3. Grasp the underside of the card drawer with your fingers flat against the bottom of the drawer and pull it out until it stops.

   (Don't try to pull the drawer completely out of the case; about 3/4 inch should remain in the case.)
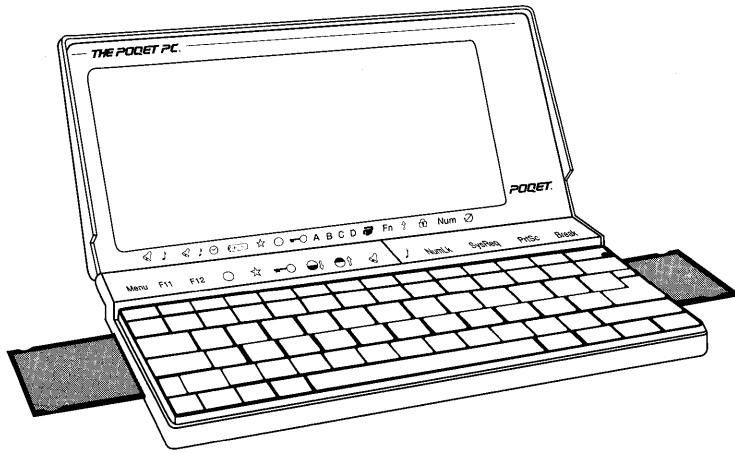
Figure 5   The Open Card Drawer

4. Remove any card already in the drawer by holding the side of the
   card, where the drawer has notches, and sliding the card up and out.
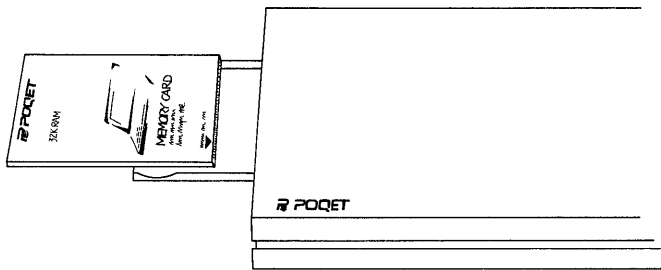
Figure 6   Removing the Memory Card

5. Remove the new card from its protective sleeve and insert the card carefully into the drawer, using the following guidelines:

- The title label should be facing up.
- The end of the memory card that contains a pin connector should be placed into the drawer first. (The title label may also include an arrow showing which end goes in first.)
- The caution label (which also provides room for you to list the card's contents) should be facing down.

▲ **Warning!** The drawer is designed so that it is difficult to insert the card backwards. However, inserting a card incorrectly and forcing the drawer shut may damage the card and The Poqet PC.

6. Press I/O again to bring the computer back to full-power mode.

RAM Cards

Random Access Memory (RAM) cards provide the ability to read and write information, allowing these cards to operate much like a removable hard drive. RAM cards are powered by The Poqet PC when they are placed in a card drive. When a card is not in a drive, it retains information stored on it by drawing power from its lithium battery. If this battery is removed or allowed to fail, all information stored on the card will be lost.

The RAM Card Battery

When a memory card is placed in a drawer, the status line lets you know the battery is running low by displaying a broken bar over the A or B symbol, where a solid bar normally appears. When this happens, you need to make a backup of this card and replace the battery, following the instructions below:

1. Copy all files contained on this RAM card to another drive—either to a second RAM card, to a desktop PC using PoqetLink, or to a floppy disk if you have a Poqet Floppy Disk Drive. (See Chapter 5, "PoqetLink," for more information on transferring files to your desktop PC.)

2. Remove the RAM card from the card drawer.

3. The top of the memory card has a small rectangular switch that allows the battery holder to be removed. Slide the retainer toward the right (outer) corner of the card to unlock the battery card holder.

Note: If your memory card does not have a battery retainer switch, it will have a small side hole in the top right corner of the card. Use a paper clip or a similar object to push in the battery retainer on the side of the card to unlock the holder. Use a small tool to avoid damage to the RAM card.

RAM Card
Battery Holder
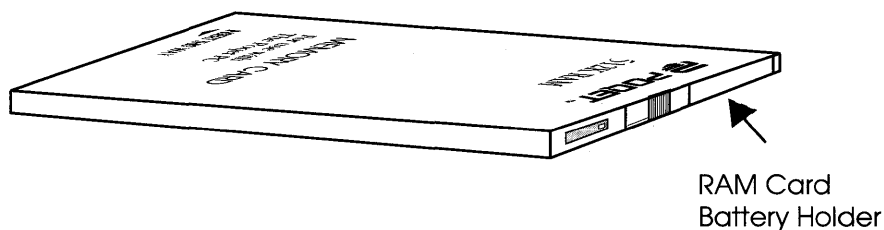
Figure 7   Location of the Battery Case

4. Pull the battery holder out of the RAM card.
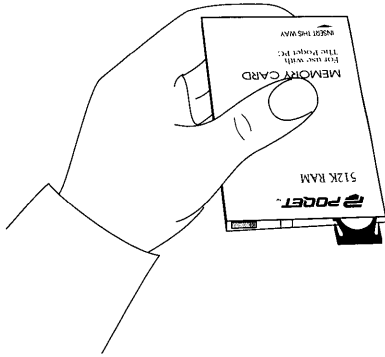
Figure 8   Removing the Battery Holder

5. Remove the old battery from the holder and insert the fresh battery facing it in the same direction as it was removed.
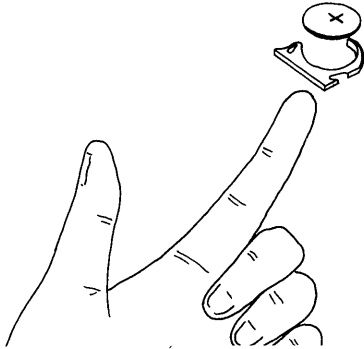
Figure 9   Removing the Battery

6. Insert the holder back into the RAM card. Do not force the holder back into the card, it should slide in easily.

7. Format the card following the instructions below and copy the files back onto the card.

Formatting a RAM Card

RAM cards, like floppy and hard disks, must be formatted before they can store data. The FORMAT program contained on drive C is written specifically for formatting RAM cards. To format the RAM card, type one of the following DOS commands:

- If your memory card is in drive A (left drawer), type

     FORMAT A: <ENTER>

- If your memory card is in drive B (right drawer), type

     FORMAT B: <ENTER>

The Poqet PC automatically formats the memory card to the correct capacity. You may have a 32K, 64K, 128K, or 512K capacity memory card. If you need additional help, you can enter FORMAT /? to obtain additional information.

When you receive the prompt

     Insert new card in drive A: and strike ENTER when ready

make sure you have entered the correct drive designator, then press **ENTER**. The formatting operation is nearly instantaneous. You can format additional cards by pressing **Y** at the DOS prompt and inserting another card into the drive.

Write Protecting a RAM Card

Write protection on the RAM card is enabled with a simple built-in write protect switch. You'll find this switch on the back corner of the card.
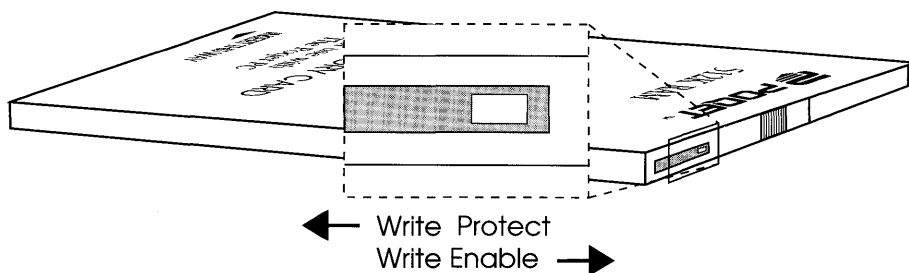
Figure 10   RAM Card Write Protect Switch

1. Use a pin or the end of a paper clip to move the write protect switch.

2. Slide the switch toward the center of the case to write protect the RAM card; to remove the protection, slide the switch toward the edge of the card.

Making a Bootable Memory Card

If you are formatting a RAM card with more than 128K storage capacity, you can format the card as a system card that contains the MS-DOS files required to boot your Poqet PC. A bootable memory card must have a capacity of at least 128K, because MS-DOS occupies approximately 96K of RAM space. You will also have to copy the SYS.COM command, which is required to make a bootable card to drive D. The SYS.COM command is included on the Poqet Utilities diskette and can be copied to your Poqet PC using PoqetLink. (Instructions for using PoqetLink are found in Chapter 5 of this manual.)

To make a bootable card:

1. From the DOS prompt, enter

   FORMAT A:

2. Make drive C active by entering

   C:

3. Transfer the system files by entering:

   SYS A:

4. Enter the copy command

   COPY COMMAND.COM A:

To boot from a memory card containing MS-DOS, hold down the **POQET** key while rebooting the computer. The Poqet PC will first read drive A then drive B for MS-DOS to boot the computer.

ROM Cards

Read Only Memory (ROM) cards are similar to RAM cards, however, they are unable to store data created on your Poqet PC and they do not require batteries.

Your Poqet PC dealer has many programs available on ROM cards. Many of these cards allow The Poqet PC to execute their programs directly from the card. This allows The Poqet PC to use significantly less of the system RAM to run the program compared to traditional applications. The software documentation will tell you whether the program is ROM-executable or not. In addition to the advantage of saving memory when using programs contained on ROM cards, these programs operate at a much faster speed than other media.

▲ **Warning!**   Make sure you quit all active applications before removing a ROM card from the card drive.

Caring for Memory Cards

Although memory cards are durable, treat them with appropriate care as follows:

- Keep them in their protective sleeve when they're not in your Poqet PC (to keep out dust and dirt).
- Avoid prolonged exposure to direct sunlight and excessive heat.
- Keep them dry. (Although they have been known to survive being washed and dried with clothes, it's not recommended.)
- Don't flex or try to bend a card.
- Do not force memory cards into the drawer.

▲ **Warning!**   Do not insert a memory card in The Poqet PC if water or other substances are in the pin-holes, otherwise permanent damage may occur to the card.

Chapter 2 Poqet Basics

The Poqet PC has several features that inform you of the computer's status and the functions currently in use. Many of these functions are indicated by screen symbols, which are discussed in detail in this chapter.

The Display

The unique full-screen display is highly visible under almost any lighting conditions. Once the case is open, you can tilt the display to obtain the clearest viewing position. The display will remain in that position until it is changed again.
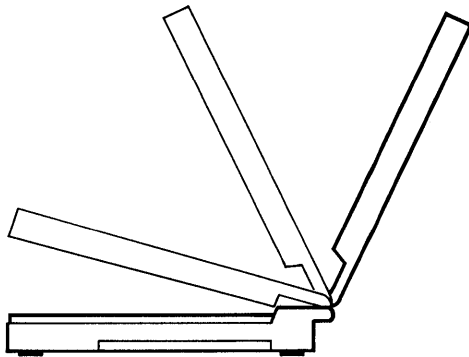
Figure 11   The Adjustable Display

The Indicator Line

Seventeen symbols on the screen's indicator line show you the status of functions being performed by The Poqet PC. Some indicators are controlled by keys, whereas others are controlled by programs or The Poqet PC itself.

When an indicator is active, a dark bar appears in the indicator line above the appropriate symbol. When an indicator is off, the bar is not visible.

The Keyboard

Your Poqet PC has a complete IBM PC-compatible keyboard with 77 keys in a standard QWERTY layout. It provides all the functions of a PC AT-enhanced keyboard. And, a unique **POQET** key controls many of your Poqet PC's special features.
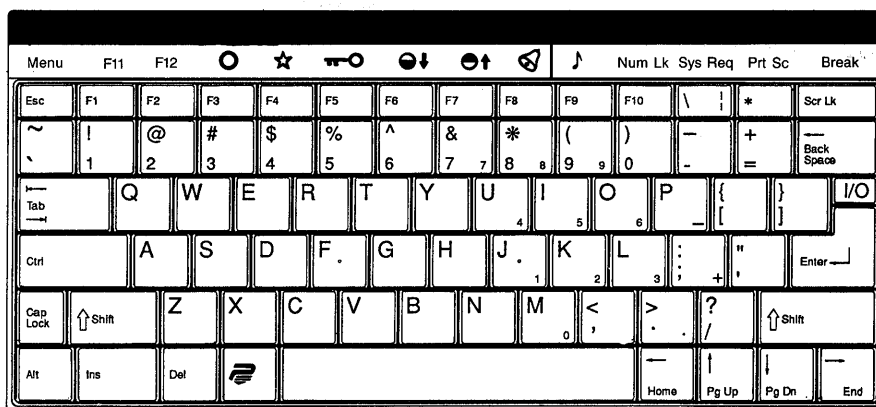
Figure 12   The Poqet Keyboard

The POQET Key

The POQET key, located to the left of the space bar, works with other keys to control unique features of your Poqet PC and also to implement some of the standard IBM PC AT keyboard keys. For example, it is used with F6 and F7 to adjust screen contrast. When pressed with the cursor keys, they become PGUP, PGDN, HOME, and END keys. The POQET key is also used with the ECS key to bring up the PoqetTools menu to access built-in programs.

Alphanumeric Keys

The keyboard provides all the functions of a standard AT-enhanced keyboard, including the function keys. The function keys F1 through F10 are on the top row of the keyboard. Most of these have multiple functions, described in the following sections. The blue symbols on the template located directly above the function keys show the functions of these keys when they are used in combination with the POQET key. Two additional function keys (F11 and F12) are available within some applications and can be accessed using a combination of POQET F1 and POQET F2.

The Numeric Keypad

The numeric keypad is embedded in the keyboard, providing a calculator-style keypad for rapid numeric entry. These keys have a dual function, allowing you to use the keys as part of the normal keyboard or as a keypad by pressing POQET F10. The keypad can be toggled on or off by pressing POQET F10. You will see the numbers and symbols in blue at the bottom of the corresponding alphanumeric keys.
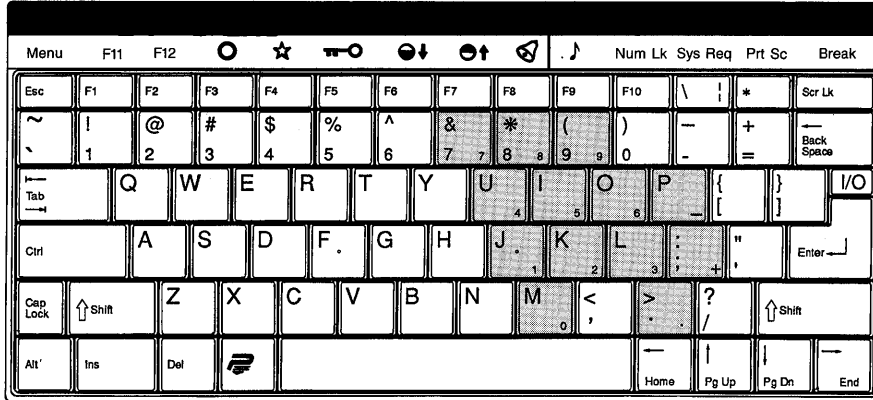
Figure 13   The Numeric Keypad Area of the Keyboard

A bar in the status line above the NUM symbol darkens, showing you that the numeric keypad is active. To return these keys to their normal functions, press **POQET** and **F10** again.

POQET Key Combinations

You can tell the status of many of the features controlled by the **POQET** key by looking at the indicator line. This section describes the features controlled by the **POQET** key and also shows the symbol associated with it. A bar appears above this symbol to indicate that the feature is either on (active) or off.

Table 2-1   Poqet Key Combinations

Function	Key Combination	Action
PoqetTools	**POQET ESC**	Displays the built-in PoqetTools menu after you load PoqetTools into memory (see page 45).
F11	**POQET F1**	Changes **F1** to **F11**.
F12	**POQET F2**	Changes **F2** to **F12**.
◯ **Display Modes**	**POQET F3**	Switches between the CGA-compatible (graphics/text) display and MDA (text) modes. A bar above the circle symbol indicates that the current display mode is CGA. Before changing display modes, exit the current application program.
☆ **Power Mgmt**	**POQET F4**	Toggles The Poqet PC's internal Power Management software off and on. This software normally operates in a power-saving mode which prolongs battery life. If you experience problems running an application while the Power Management software is on, press **POQET F4** to turn this feature off while you're running that program. Turning the Power Management software off greatly decreases the life of these batteries.
⊶◯ **Keyboard Lock**	**POQET F5**	Locks/unlocks the keyboard to prevent the keys from being accidentally pressed. The bar in the indicator line above the key symbol informs you when the keyboard is locked.

Table 2-1   Poqet Key Combinations

Function	Key Combination	Action
Contrast	**POQET F6** **POQET F7**	Adjusts the display contrast. **POQET F6** lightens the screen; **POQET F7** darkens the screen.
◁ **Alarms**	**POQET F8**	Disables any alarms you have set with the PoqetSchedule program (see page 67).
♪ **Key Click**	**POQET F9**	Controls whether or not the key click sounds. The dark bar above the note symbol indicates that key click is on.
Num Lk	**POQET F10**	Controls whether some alphanumeric keys change function to become a calculator-style keypad or function as alphanumeric keys. Similar to the keypad on some keyboards. Two asterisk keys are available when the numeric keypad is off, and only one, between the / key and **SCROLL** key, is available when the numeric keypad is on.
Break	**POQET Scr Lk**	Equivalent to the **BREAK** key.
Home	**POQET ←**	Equivalent to the **HOME** key.
Page Up	**POQET ↑**	Equivalent to the **PGUP** key.
Page Down	**POQET ↓**	Equivalent to the **PGDN** key.
End	**POQET →**	Equivalent to the **END** key.
Sys Req	**POQET Sys Req**	Same function as on an AT-style keyboard. Usage is application dependent.

Other Indicators

The status line that is located at the bottom of the screen informs you of the state of many of The Poqet PC's functions. A dark bar over the symbol indicates that function is active or enabled. For instance, a bar appears above the star when the Power Management software is active. The status line indicators described in this section do not correspond to a **POQET** key function.

ABCD Drive Indicators

A fully lit bar on the screen above one of the drive designators shows that the drive is currently being accessed. The A or B drive letter changes to a broken bar when the RAM card's lithium battery becomes low. The figure below shows that the RAM card in drive A has a low battery and should be replaced.

Figure 14   Status Line Broken Bar

▲ **Warning!**   If the entire status line across the bottom of the screen becomes dark, the AA batteries are about to fail completely. Immediately stop using The Poqet PC and replace its batteries. The Poqet PC will protect the information in it by automatically switching to low-power mode and turning the screen off. The Poqet PC will then be inoperable.

Table 2-2   Status Line Indicators

Symbol	Function Enabled
◁ **Alarms**	The alarm is enabled and will sound at the preset time.
♪ **Key Click**	The key click is active and will sound as the keyboard is pressed.
⊘ **Alarm**	Indicates the alarm is ringing.
⊡₊₋ **Battery Chk**	The AA batteries need to be replaced.
☆ **Power Mgmt**	The Power Management software is active.
○ **Display Mode**	The display is set to CGA-compatible mode.
A B C D Drives	Drive A is the card drawer on the left side; drive B is the right-hand drawer. Drive C is the internal ROM drive (containing MS-DOS); drive D is an internal 24K RAM disk.
▱ **POQET Key**	Indicates the POQET key is depressed with another key.
Fn	Indicates a function key is being pressed.
⇧ **Shift**	Indicates the SHIFT key is being pressed
⬡ **Caps Lock**	Indicates that caps lock is on.
Num	Indicates numeric (calculator) keypad is currently active.
⊘ **Scroll Lock**	Indicates that scroll lock is on. Usage is application dependent.

Chapter 3   Using the Expansion Port

You can connect a wide variety of peripheral devices to your Poqet PC: printers, modems, floppy disk drives, etc. You can also connect The Poqet PC to your desktop PC to transfer information or files back and forth between the computers. This chapter will explain the proper use of The Poqet PC expansion port when connecting your computer to these peripheral devices.

The Expansion Port

The expansion port, located on the back of the case, is your Poqet PC's link to the world. Several cables are available to connect a desktop computer, modem, parallel (Centronics-type) printer, or other peripheral device to The Poqet PC. To use the expansion port, remove the reusable protective plug.

▲   **Warning!**   Only cables manufactured by Poqet Computer Corp. should be attached to the expansion port.
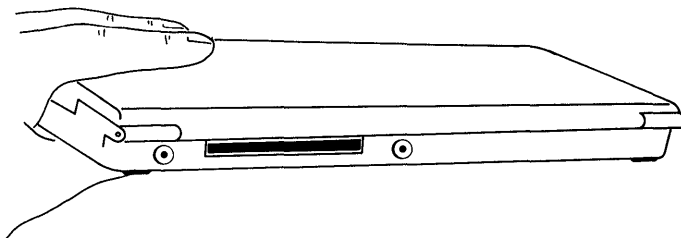
Figure 15   Location of Expansion Port

The Null Modem/VNA Cable

The Poqet Null Modem/VNA cable you received with your computer is
The Poqet PC's direct link to other computers. You should use this cable
when copying files to other computers using PoqetLink. (To use
PoqetLink, consult Chapter 5 for additional instructions.) The Null
Modem/VNA cable can also be attached to peripheral devices using
additional hardware. Contact your Authorized Poqet dealer for details.
Remember to always place your Poqet PC in low-power mode (press the
I/O key) before connecting any cable.
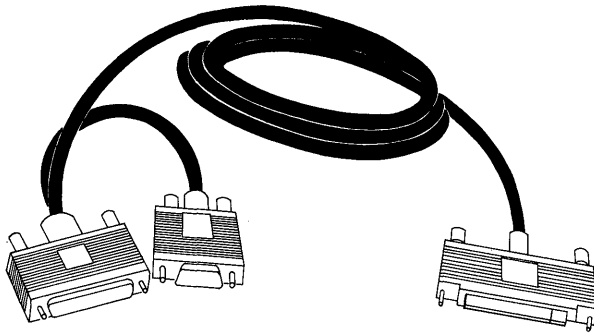
Figure 16   Null Modem/VNA Cable

Connecting the Cable

To connect the Null Modem/VNA cable from your Poqet PC to your desktop computer, follow these steps:

1. Press the I/O key to place the computer in low-power mode.

2. Remove the protective plug from the expansion port.

3. Plug the cable's widest connector (a card edge connector) into the expansion port on the back of The Poqet PC's case. Make sure you insert the cable in the correct orientation.
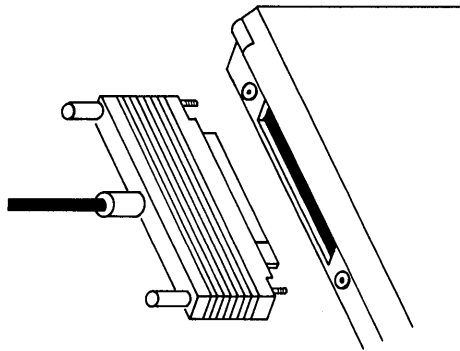
Figure 17   Connecting the Cable to The Poqet PC

4. Tighten the thumbscrews on each side of the connector by turning them clockwise.

5. Select one of the two other connectors, depending on the number of pins in your desktop PC's serial port connector. If its serial port has a 25-pin connector, use the larger of the two remaining connectors. If your desktop port has 9 pins, connect the smaller connector.

6. Insert the appropriate connector in the serial port of your desktop PC and tighten the thumbscrews.

Disconnecting Cables

When you are finished using a peripheral device, always remove any cable connected to The Poqet PC using the instructions below. Copy any system and drive D data you wish to keep on to a memory card. Place The Poqet PC in low-power mode by pressing the I/O key. Next, remove the cable by turning the thumbscrews counterclockwise and pulling the cable free. Press the press the **CTRL ALT DEL** key combination to reboot your Poqet PC, telling the computer that the peripheral device is no longer attached.

Using The Poqet PC Serial Port

The Null Modem/VNA cable can connect your Poqet PC to a modem if you add a null modem adapter between the cable and the modem. Null modem cables can be purchased at most electronic stores.

1. Connect the Null Modem/VNA cable to your Poqet PC as described in the previous section.

2. Connect the 25-pin connector of the Poqet Null Modem/VNA cable to the null modem adapter.

3. Connect the other end of the null modem to the modem's built-in connector.

You can purchase a serial cable (which requires no adapter) from your Authorized Poqet Dealer. The serial cable also allows The Poqet PC to connect directly to a modem.

Note: The Power Management software must be disabled before a remote communication software package can be used with your Poqet PC. To disable the Power Management System press **POQET F4** , the bar over the star symbol in the Status line will disappear indicating this function is not active.

Chapter 4   Built-in Programs

The Poqet PC contains two application programs that can help you easily organize and keep track of your personal and business activities, and manage information generated with your Poqet PC programs. These programs are PoqetTools and PoqetLink.

PoqetLink manages files and directories and moves files between any two PCs, such as your Poqet PC and your desktop computer. PoqetTools contains several menu-driven application programs, described in the following chapters. To run PoqetTools or PoqetLink on your desktop PC, the computers operating system should be MS-DOS 3.0 or higher.

Because built-in Poqet application programs execute directly from The Poqet PC's internal ROM, these two programs require only a fraction of the RAM space that similar programs occupy. Their execution speed is also significantly faster than typical resident programs.

PoqetTools Common Features

PoqetLink and PoqetTools have many features in common, allowing you to apply what you have learned about one program to all PoqetTools programs. Additional help is provided while using PoqetTools through the status line prompts located at the bottom of the screen.

Menu Bar

The top line of the screen lists the main menu commands for each program. To select a command, press **F10**, then move the highlight bar to the command with the cursor keys and press **ENTER**. After you select the command and see the pulldown menu, you can select an item from it by typing the first initial of the menu item or by moving the highlight bar to the item and pressing **ENTER**.

Note: You can also select some menu items with the **ALT** key and the first letter of the command—but only if the pulldown menu is not being displayed.

Status Line

The status line, located above the Poqet indicator line, lists keys that are recognized by the program. It also may indicate options you've selected for that program. Error messages may appear here, too.

Common Keys

Some keys serve the same function within all or most of the programs, as described in the following table. Exceptions are noted in the chapters describing each program.

Table 4-1   Common key combinations

Key	Result
F1	Displays the help screen, which defines the operation of the commands for each menu and submenu.
F10	Selects the menu bar so that you can highlight a command. Or you can press **ALT** and the first letter of the command.
↑	Moves the cursor up one line. Exceptions, such as the appointment screen in PoqetSchedule, are shown on the status line.
↓	Moves the cursor down one line. Exceptions are shown on the status line.
←	In PoqetTools, usually moves the cursor to the left one character.
→	In PoqetTools, usually moves the cursor to the right one character.
PGUP	Moves the cursor up one page during scrolling. Exceptions are shown on the status line.
PGDN	Moves the cursor down one page during scrolling. Exceptions are **POQET** and **PGDN** shown on the status line.
HOME	Moves the cursor to the beginning of the file, line, or field. Exceptions are shown on the status line.
TAB	In PoqetTools, moves the cursor into the next field. When the cursor reaches the last field, it returns to the first field. Exceptions are shown on the application's status line.
SHIFT TAB	In PoqetTools, returns the cursor to the previous field. If the cursor is in the first field, it returns to the last field. Exceptions are shown on the application's status line.
ESC	Leaves the pulldown menu without executing the highlighted command. From within a pulldown submenu, it returns to the higher level menu (does not leave PoqetTools completely).

Chapter 5 PoqetLink

PoqetLink lets you easily manage MS-DOS files on your Poqet PC or IBM PC-compatible computer. Equally important, PoqetLink also links The Poqet PC to another computer allowing you to manage the files of both computers. The computer that manages the files is called the client, whereas the computer being managed is called the server. PoqetLink establishes a link between the client and the server, accessing one drive at a time. It shows you the contents of each drive (directories, subdirectories, and files) and lets you manipulate, print, or view the files.

PoqetLink is assisted by another Poqet program called *VNA*. Like the other Poqet PC programs, the version that is built into The Poqet PC is written to run from ROM. Another version for your desktop PC is provided on floppy disks in both 3.5-inch and 5.25-inch disks. To use PoqetLink on your desktop PC, the computer must use MS-DOS 3.0 or higher as its operating system.

The two computers are physically linked by the Poqet Null Modem/VNA cable supplied with your Poqet PC (See page 26).

Installing PoqetLink

This section explains how to transfer files between your Poqet PC and a desktop PC. Before you start to use PoqetLink, check the status line and make sure the battery symbol does not indicate that the AA batteries are running low. If the battery icon has a darkened bar over the status line symbol, the batteries must be replaced before PoqetLink can be used. Consult Chapter 1 for instructions on replacing the AA batteries.

Getting ready to use PoqetLink takes only a few minutes. If you haven't already done so, you must install VNA and PoqetLink on your desktop PC. To do this, follow these steps:

1. Backup the floppy disk containing VNA.EXE and PQLINK.EXE (see the *Microsoft MS-DOS User's Guide and User's Reference*).

2. Put the backup copy of the floppy disk containing PoqetLink and VNA in drive A of the desktop computer.

3. Type A:INSTALL and press **ENTER**. Follow the prompts of the Install program.

PoqetLink requires VNA to be installed on The Poqet PC before the program can run. The Poqet PC will normally have VNA installed when the computer is booted. However, if you remove VNA from your Poqet PC you can reinstall the program by typing VNA and pressing **ENTER**. You are now ready to set up the Virtual Network.

Setting up the Virtual Network

The combination of client and server is called the Virtual Network Architecture. Follow the instructions below to set up the Virtual Network.

1. Connect the Poqet Null Modem/VNA cable between The Poqet PC and the serial port of your desktop PC (see page 27).

2. On The Poqet PC, type PQLINK /S and then press **ENTER**. The Poqet PC is now the server.

3. On your desktop PC, load the Virtual Network Architecture by typing VNA and then pressing **ENTER** (VNA is loaded on The Poqet PC in the AUTOEXEC.BAT file).

4. Execute PoqetLink by typing PQLINK and pressing **ENTER**. The desktop PC will be the client.

5. On the desktop PC, press **ALT R** to access the Remote menu, then press **C** to connect to The Poqet PC as a client. After a brief pause, you will see a message similar to the one below:

```
Remote volume C is attached to local volume E
```

Menu bar ────

```
 ╭──────────────────────────────────────────────────────────────────────╮
 │ ▓▓▓▓▓▓▓ ▓▓▓▓ ▓▓▓ ▓▓▓▓ ▓▓ ▓▓▓▓ ▓▓ ▓▓▓▓ ▓▓▓▓ ▓▓ ▓▓▓▓▓▓ ▓▓▓▓            │
 │ ╒═ PoqetLink V1.00C ═══════════════════════╕  ┌───────────────────┐   │
 │ │ ▓▓▓▓▓▓▓▓ ▓▓▓ ▓▓▓▓ ▓▓▓▓▓ ▓▓ ▓▓▓▓ ▓▓▓▓ ▓│  │  PoqetLink (tm)   │   │
 │ │ BAT            <DIR>      12-14-88 10:58am│  └───────────────────┘   │
 │ │ CALVIN         <DIR>       6-23-89  4:17pm│                          │
 │ │ DOC            <DIR>       6-06-89  4:51pm│  ╒═ Status ═══════════╕   │
 │ │ DOS            <DIR>      11-12-88  5:26pm│  │                     │   │
 │ │ FASTBACK       <DIR>      11-12-88  5:21pm│  │ Current Drive : C   │   │
 │ │ KEYBOARD       <DIR>      11-06-89  8:44pm│  │ Bytes Free :        │   │
 │ │   SCRATCH   ┌──────────────────────────────────────────────────┐    │
 │ │   COMMAND   │ Remote volume C is attached to local volume E.   │    │
 │ │   GROUP     │                                                  │────Speed:115,200 │
 │ │   GROUP1    BAK          25   1-01-80 12:10am│  │                     │   │
 │ │   GROUP1    BAT          17  11-07-89 12:25am│  └─────────────────────┘   │
 │ │   GROUP1    MAC         550  11-06-89  9:10pm│                          │
 │ │   GROUP2    BAK          25   1-01-80 12:11am│  ╒═ Tags ═════════════╕   │
 │ │   GROUP2    BAT          17  11-07-89 12:25am│  │                     │   │
 │ │   GROUP2    MAC         535  11-06-89  9:16pm│  │ Files Tagged :      │   │
 │ │   KEY       COM      39,360   6-27-85  4:11am│  │                 0   │   │
 │ │   KEY       HLP      37,760   6-04-85  7:50pm│  │                     │   │
 │ │   KEYTEST   MAC         406   1-01-80 12:04am│  │ Total Bytes :       │   │
 │ │   PM        EXE       1,410   9-10-89 10:38pm│  │                 0   │   │
 │ │   STORY     TST         845  10-31-89 10:13pm│  └─────────────────────┘   │
 │ └──────────────────────────────────────────────┘                          │
 │ F1 Help │ F10 Menu │ <TAB> Tag │ <Shift-TAB> UnTag    │ Poqet Computer Corp. │
 ╰──────────────────────────────────────────────────────────────────────╯
```

Status line ────

Figure 18   Connecting PoqetLink to the Desktop PC

Press any key to remove the message from the screen. The volumes
(drives) your computer are attached to may not be the same as those
shown above. The remote volume shown is the default drive on
The Poqet PC when you started PoqetLink. The local volume shown
will be the first available drive designator on the desktop PC. If you are
unsure which volume the remote volume (Poqet PC) is attached to, press
ALT V to access the Volume command and press C to change volume.
The Status menu shows the available local volumes and the
corresponding remote volumes.

File Transfer: Desktop to The Poqet PC

PoqetLink is now able to manage your files on your desktop computer
and Poqet PC. To copy files from the desktop PC to The Poqet PC,
follow the instructions below.

1. If the remote volume attached is the local volume you wish to copy
    files to, continue on to the next step. Remember, you cannot copy
    files to The Poqet PC in its current configuration because drive C
    is ROM. To use another volume on The Poqet PC, press **ALT V**
    to access the Volume menu and press **A** to select Attach. Then,
    choose the volume you wish to use from the menu. You will see
    the message:

        Remote volume D is attached to local volume G

    Press any key to remove the message and continue. The remote
    volume shown is the volume you just chose. The local volume
    shown is the next available drive designator on the desktop PC.

2. Highlight the first file you wish to transfer and press **TAB** to tag it.
    If the file is within a directory, highlight the directory containing the
    file and press **INS**. In the same manner, highlight and tag any
    additional files to be transferred from the desktop computer to
    The Poqet PC.

    When you've tagged all files to be transferred, press **F10** to access
    the menu bar. Next, press **F** to display the File menu, then press **C**
    to select Copy. You'll see the following prompt:

        Copy to:__

3. Type the desired destination directory. To copy the files to a
    remote drive, type in the local volume letter of that drive, followed
    by a colon and the directory. For instance, to copy the selected files
    to the root directory of the desired remote drive, type:

        G:\

    and press **ENTER**.

If the message `Drive not available` is given, press any key to continue and select another drive.

To copy files from the Poqet PC to your desktop, consult the instructions in the following section. To exit PoqetLink, consult page 39, which shows the steps for disconnecting PoqetLink.

File Transfer: The Poqet PC to Desktop

PoqetLink also allows you to copy files from The Poqet PC to your desktop computer. To copy a file contained on The Poqet PC to your desktop PC, follow the instructions below.

1. If the remote volume attached is the local volume you wish to copy files to, continue on to the next step. To use another volume on The Poqet PC, press **ALT V** to access the Volume menu and press **A** to select Attach. Choose the volume you wish to use from the menu.

    You will see the message:

    > `Remote volume D is attached to local volume G`

    Press any key to remove the message and continue. The remote volume shown is the volume you just chose. The local volume shown is the next available drive designator on the desktop PC.

2. Press **ALT V** to access the Volume menu and press **C** to select Change. Choose the volume containing the files you wish to copy from the menu. Note that if the volume is a remote volume, the local volume letter as a reminder will be displayed next to the volume letter, but in lower-case.

3. Highlight the first file you wish to transfer and press **TAB** to tag it. If the file is within a directory, highlight the directory containing the file and press **INS**. In the same manner, highlight and tag any additional files to be transferred from the desktop computer to The Poqet PC.

When you've tagged all files to be transferred, press **F10** to access the menu bar. Next, press **F** to display the File menu, then press **C** to select Copy. You'll see the following prompt:

```
Copy to:__
```

4. Type the desired destination directory. For instance, to copy the selected files to the root directory of drive C, type:

```
C:\
```

and press **ENTER**.

Disconnecting PoqetLink

To disconnect PoqetLink, press **ALT R** on your desktop PC to access the Remote menu. Then press **D** to disconnect the Virtual Network. On The Poqet PC, press the **ESC** key. Within a couple of seconds, the main PoqetLink screen will be displayed. You can now exit PoqetLink by pressing **ALT Q** and pressing **Y**.

Once you are finished with PoqetLink, you may also want to remove VNA from your desktop computer or Poqet PC. Otherwise, VNA will require 35K of system memory of your desktop PC. To remove VNA from memory, type:

```
VNA /U
```

and press **ENTER**.

You will see the message VNA removed from memory.

PoqetLink Basics

Read through this section to familiarize yourself with some of the basic
concepts that will help you understand how PoqetLink operates.

Drive Designator Letters

A drive designator is a virtual drive letter. When the Virtual Network
Architecture is connected between The Poqet PC and another machine,
the client recognizes the drives of the server as virtual drives. PoqetLink
selects *unused* drive letters on the local machine to function as drive
designators for these attached drives. The client computer then operates
as if it physically contained the drives, and treats them as if they were
local drives.

Tagging Files

Some PoqetLink functions (such as copy and delete) can affect multiple files and directories. The following principles apply to tagging (marking) directories and files:

- To tag a file, move the highlight bar over the file and press **TAB**. To tag all of the files in a directory, highlight the directory name and press **TAB**.

- If a directory's files or subdirectories are displayed, the directory is open. A file must be displayed before it can be tagged.

- To open a directory, highlight the directory and press **INS**. To close a directory, highlight the directory, or any file in that directory, and press **DEL**.

- If a directory is open, all of its files are treated as if they were displayed on the screen, even if there are too many to display at the same time.

- Tagged files are indicated by an arrow to the left of their names. The main PoqetLink screen also tells you how many files have been tagged.

- PoqetLink does not tag directories. You must open the directory first, then tag the files contained in the directory.

- To clear all tags, select Clear Tags in the Tag menu.

Using PoqetLink

While you're running PoqetLink, you'll use the keys listed in the following table.

Table 5-1   PoqetLink Key Combinations

Key	Action
INS	Opens the highlighted directory and lists its contents.
DEL	Closes the highlighted directory.
ESC	Quits PoqetLink while in server mode.
TAB	Tags highlighted files to be moved, copied, or deleted.
SHIFT TAB	Untags the highlighted file by directory.
DEL	Closes the highlighted directory or the directory in which the highlighted file is located.
PGUP	Moves the highlight bar to the top of the screen; if pressed again, moves it to the top of the previous screen.
PGDN	Moves the highlight bar to the bottom of the screen; if pressed again, moves it to the bottom of the next screen.
HOME	Moves the highlight bar to the beginning of the file listing.
END	Moves the highlight bar to the end of the file listing.
↑ or ↓	Moves the highlight bar up or down one line of the file listing.
← or →	Moves the highlight bar to the previous or next directory on the drive.
F1	Displays the help screen for using PoqetLink.
F10	Displays the PoqetLink menu with the highlight bar in the menu bar.

Menu Summary

The table below provides lists the commands available in PoqetLink and provides a brief description of their function.

Table 5-2   PoqetLink Menu Summary

Command	Pulldown Menu	Effect
File	Copy	Duplicates all tagged files onto another drive or directory after prompting you for the destination drive and directory.
	Delete	Erases all tagged files after you have an opportunity to verify the deletion of each file individually if more than one file was tagged.
	Rename	Gives the current tagged file a new name.
	Print	Prints all tagged files to the configured printer.
	View	Displays the contents of a file. You can browse through the file and even search for a character string, but you can't change it.
Tag	Tag	Marks the highlighted file for copying, deleting, or printing.
	Untag	Removes the tag from the highlighted file.
	Clear Tag	Untags all tagged files.
Directory	Close	Closes the highlighted directory and stops displaying its subdirectories and files on the screen.
	Open	Opens the highlighted directory and displays its subdirectories and files.
	Erase	Deletes the highlighted directory if it is empty.
	Make	Makes a new subdirectory within the highlighted directory.
	Rename	Lets you change the name of the subdirectory.

Table 5-2   PoqetLink Menu Summary

Command	Pulldown Menu	Effect
Volume	Change	Changes the current drive.
	Attach	Links a specified drive on the server computer to the next available virtual drive on the client computer.
	Detach	Disconnects a specified drive on the server computer from the client computer (if they were previously linked).
Remote	Connect VNA	Establishes the PoqetLink connection between The Poqet PC and another computer. The computer from which this command is entered becomes the client computer.
	Disconnect VNA	Breaks the PoqetLink connection between the two computers running PoqetLink.
	Serve	Tells the machine to go into server mode and await connection from the client computer.
Configure	Serial Port	Tells the system which serial port the Poqet Null Modem/VNA cable is attached to (this option appears on the desktop PC only). The choices are COM1, COM2, COM3, and COM4, but you will only be able to select a port that is present in your machine.
	Printer	Tells the system whether to use a remote printer or a local one, and, if it uses a local printer, whether to use LPT1: or LPT2:. (Obviously, you may use only a remote printer if you are connected to a server computer that has an attached printer, and if you properly configured the server's printer before beginning to serve.)

Chapter 6   PoqetTools

PoqetTools allows you to perform basic tasks such as keeping a personal address book, performing simple calculations, or writing a quick memo. PoqetTools is ROM resident, allowing you to access its programs at any time. These programs and their options include the following:

- **PoqetCalc**   A standard, four-function calculator with memory and running tape.

- **PoqetWrite**   A screen editor for writing and editing notes and memos.

- **PoqetSchedule** A calendar including an appointment scheduler, alarm, and To Do lists.

- **PoqetAddress**   A personal address book for information about your friends, associates, and family members.

- **PoqetTalk**   An easy-to-use communications program that allows you to access dial-up services and connect your Poqet PC to a modem or another computer system.

- **Options**   Lets you configure The Poqet PC to set the default directory and path; control the key delay, repeat rate, and key click; and specify text or CGA mode. Any option setting will return to the default setting after the reset button is pressed.

- **Exit Tools**   Lets you release PoqetTools from memory or leave PoqetTools while keeping PoqetTools in memory.

Starting

PoqetTools is normally loaded in memory when The Poqet PC is booted up. PoqetTools can be removed from memory by moving the cursor to Exit Tools in the pop-up Tools menu and choosing Release Tools. To start PoqetTools after it has been released, type PQTOOLS and press **ENTER**. This loads PoqetTools into memory and displays the main PoqetTools menu and copyright message box. The PoqetTools menu will now appear whenever you press **POQET ESC**.

Note: If you are using the KEYBOARD.SYS file for an international keyboard, the AUTOEXEC.BAT file must load the KEYBOARD.SYS file before the PQTOOLS file or the PoqetTools menu will not appear when the **POQET ESC** key is pressed.

If you're going to use a serial printer with your PoqetTools programs, make sure that the proper mode is set in your AUTOEXEC.BAT file. For more information, refer to Appendix B.

Include the command VNA in your AUTOEXEC.BAT file or you'll see an error message Poqet VNA services are not available. Poqet's BIOS creates an AUTOEXEC.BAT file containing this command each time you cold boot The Poqet PC.

```
C:\>
C:\>
C:\>
C:\>pqtools
```


Figure 19   The PoqetTools Screen

Note: Some software programs prevent any resident program from appearing while they are running. If you are unable to display the PoqetTools menu, try again from the MS-DOS prompt or after quitting the other program.

Selecting a PoqetTools Program

There are two ways to select and start one of the PoqetTools programs shown in the main PoqetTools menu:

- Type the first unique letter of the program's name (for example, W for PoqetWrite).

- Move the highlight cursor (using ↑ or ↓) to the program's name on the main PoqetTools menu, then press **ENTER**.

PoqetTools Options

The PoqetTools Options command allows you to change several attributes of The Poqet PC's operations. For instance, the Directory Setup allows you to customize the default drive and the default path. You may find this helpful if you want to automatically save data to drive other than drive D.

Using the Cursor Setup command, the Options command also allows you to customize the cursor size to change its default appearance. To change the size of the cursor, select the Cursor Setup command and press **ENTER**. Once the Cursor Setup command is chosen, you are presented with two sets of numbers. The first number determines the top or starting point of the cursor, while the lower number represents the bottom or stopping point of the cursor. To lengthen the top of the cursor, press the up arrow (↑) while the starting number is selected. The second number determines the bottom or stopping point of the cursor. Pressing the up arrow (↑) causes the size of the cursor to increase. The changes to the cursor will appear as the arrow keys are pressed. When the cursor is the size you desire, press **POQET F2** to save the changes. You will receive the prompt Save to DOS (Y/N). Pressing Y saves the cursor keeping the changes that were made. However, some programs set the size of their cursor automatically and will not allow a custom cursor.

Changing Programs

Each time you select a PoqetTools program, PoqetTools adds that program's name (such as PoqetTalk) to a list. By keeping a sequential list of the PoqetTools programs you have selected, PoqetTools is able to return you to the preceding PoqetTools program when you quit the current program using the menu bar Quit command. For example, while you are using PoqetWrite, you might want to use PoqetCalc to make some calculations. When you quit PoqetCalc, PoqetTools remembers that you had not finished using PoqetWrite and returns you to the operation being executed by PoqetWrite.

Each time you select one PoqetTools program while in the middle of another one, you add its name to the list. The list and the memory-resident feature of PoqetTools make it possible for you to switch between various PoqetTools programs without losing information. When you leave a PoqetTools program with the Quit command, that program is deleted from the list until you select it again from the main PoqetTools menu. When you start the application again, the screen appears as it did prior to executing the Quit command.

PoqetTools Commands

Each PoqetTools program is controlled by the commands listed on the menu bar on the top line of the screen. There are three ways to select a command:

- Press **ALT** together with the first letter of the command. The program will then display a corresponding pulldown menu related to that command. For instance, after you press **ALT Q**, the screen displays the pulldown menu that contains the Quit command.
- Press **F10**, then move the cursor to the pulldown menu desired and select to the desired command using the arrow key. When the command is highlighted, press **ENTER**.
- Press **F10**, then type the first letter of the top-level command. The program displays a pulldown menu related to that command.

Using the Menus

To leave a command's pulldown menu:

- Press **ESC** to leave the menu without executing the command.
- Press **ENTER** to execute the command. If more commands or options are required for this command, a submenu appears.

To leave a pulldown submenu:

- Press **ESC** to return to the next higher pulldown menu without executing or modifying the submenu command or option.
- Using the arrow key, move the cursor to highlight the desired command or option and press **ENTER** to execute it. To exit from the higher pulldown menu, press **ESC**.

Saving PoqetTools Files

All the files generated by PoqetTools are created in a default data directory. This directory can be defined and modified by selecting Directory Setup after you choose Options in the main PoqetTools menu. Some applications allow you to override the default data directory by specifying a pathname.

PoqetAddress, PoqetTalk, and PoqetWrite allow you to decide when to save your files. PoqetSchedule automatically saves each change you make. Backup files (named <current filename.BAK>) are created automatically by each PoqetTools program, except PoqetTalk.

Leaving a Program

To leave a PoqetTools program:

- Press **POQET ESC** to leave the PoqetTools application program temporarily allowing another program to be selected from the main PoqetTools menu. The program you are leaving will be added to the list (described earlier), so PoqetTools will know which program to return to when the Quit command is entered. By using the main menu to return to this program, the program will be exactly as it was when you left it (provided, of course, you have not made any changes that would affect it).

- Select the Quit command on the menu bar. If you unintentionally execute the Quit command, you can immediately return to the program through the main PoqetTools menu without losing any of your work.

Executing a Quit command decreases the names on the list and returns you to the previous PoqetTools program on the list. If you return to the MS-DOS prompt, it is because the PoqetTools program you left was the last one on the list.

Exiting PoqetTools

There are three ways to exit PoqetTools:

1. From the main PoqetTools menu, select Exit Tools and press **ENTER**. Now you can either keep the PoqetTools in memory (Leave Tools) or release them completely (Release Tools).

2. To leave PoqetTools in memory and return to the program you were running when you started PoqetTools, press **POQET ESC** to display the PoqetTools menu, then press **ESC** to leave PoqetTools.

3. If you are using a PoqetTools program and it is the only PoqetTools program open, you can select the Quit command from the menu and type **Y**. This leaves PoqetTools in memory and returns you to the program you were running when you entered PoqetTools.

Note: If the option Release Tools is chosen, the **POQET ESC** key combination will not bring up the PoqetTools menu. To reaccess PoqetTools, type **PQTOOLS** at the DOS prompt.

Printing to a Serial Printer

The Poqet PC system is set to print to a parallel printer automatically. If you are printing to a serial printer, you will need to enter the following commands from the drive C prompt:

```
MODE LPT1:=COM1
MODE COM1:96,N,8,1,P
```

These settings assume your printer is set to a baud rate of 9600, no parity, eight data bits, and one stop bit. These settings may not be the settings used by your serial printer. Check your printer to ensure that the parameters match the actual settings of your serial port.

Chapter 7   PoqetCalc

PoqetCalc is an on-screen, four-function calculator with a register that allows you to store entries for later use. When PoqetCalc is selected, the embedded numeric keypad is automatically turned on. The keypad is toggled on and off using the **POQET F10** key combination. When you open PoqetCalc, you'll see:

- A menu bar
- A calculator with a keypad and display of the most recent entry or total (this entry changes as each key is pressed)
- A tape showing previous entries and totals
- A display of the register's contents
- A status line
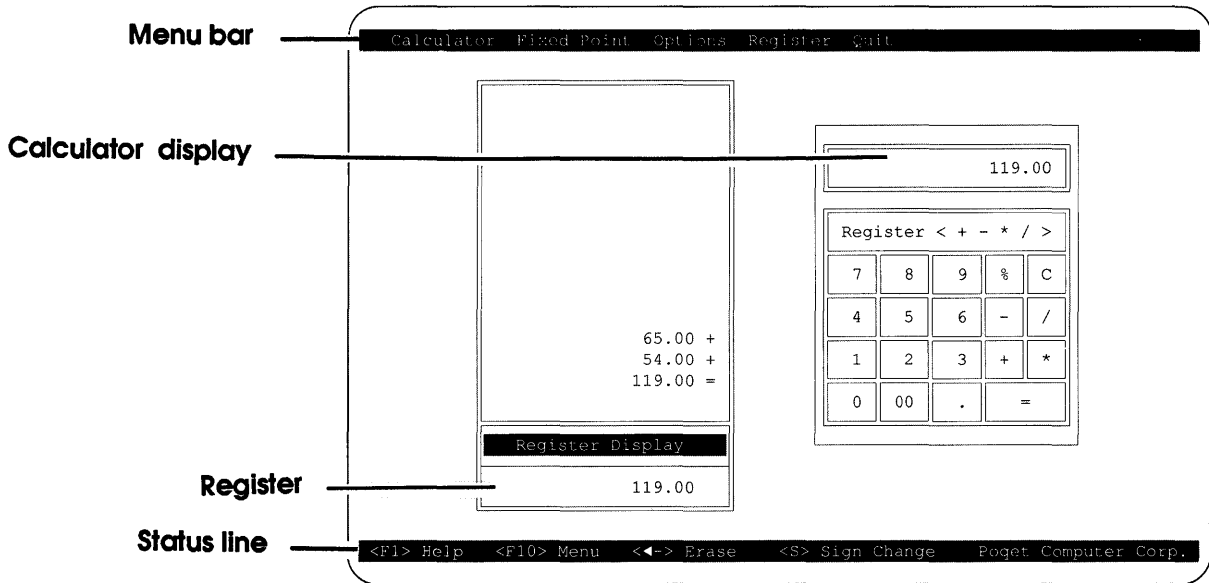
Figure 20   The PoqetCalc Screen

Configuring PoqetCalc

PoqetCalc's Fixed Point command menu allows you to determine where the decimal point will be placed. One choice is *calc* mode, in which you can control the decimal point location. The other choice is *add* mode, which automatically inserts the decimal point before the last two numbers entered—unless a decimal point is keyed manually. (The decimal point is displayed on the screen as you enter the math function to be performed.)

For example, after selecting calc mode and entering 45, the register will display the number as 45.0000 (four decimal places assumed). But with add mode, the same entry will be displayed as 0.45 (as though you had entered the decimal point). In other words, an entry of 45.1 in calc mode will be displayed as 45.1000, and in add mode will be displayed as 45.10.

Performing a Calculation

To perform a calculation using PoqetCalc, follow the steps below:

1. Enter the numbers (insert decimal points if needed).

2. Press one of the following keys to determine the math function to be performed:

    + addition
    − subtraction
    * multiplication
    / division

Note: PoqetCalc recognizes the asterisk key on the upper right of the keyboard. Do not use the shifted 8 key as a multiplier.

3. Enter the next number(s) in the calculation. (Press % now to calculate a percentage of the current total.)

The tape displays all the numbers entered so far, whereas the calculator display shows only the latest entry. The register display is still blank.

4. Press = or **ENTER** to end the calculation.

Clearing an Entry

If you make a mistake or want to clear all or part of the displays, or if the calculation causes an overflow error, you can press C to clear the current calculator display. You can also clear the calculator display using the Options menu, from which you can clear all entries or the calculator display alone.

The Register

PoqetCalc's register is similar to the memory on many calculators—it stores a result for use in later calculations. Table 7-1 includes directions for using the register.

To prevent accidental clearing of the register, erasing the register requires you to enter a zero and save the change or select Clear from the Register pulldown menu.

Menu Summary

The table below provides lists the commands available in PoqetCalc and provides a brief description of their function.

Table 7-1 PoqetCalc Menu Summary

Command	Pulldown Menu	Effect
Fixed Point	Add Mode	Assumes entries to two decimal places for financial calculations; automatically interprets the last two digits entered as decimal fractions unless you place a decimal point in the entry. Allows up to 12 digits to the left of the decimal point.
	Calc Mode	Allows up to 10 digits to the left of the decimal point and 4 to its right. You must insert the decimal point (if needed).
Options		
	Clear Entry	Erases (clears) the current entry from the calculator display.
	Clear All	Erases the current entry from the calculator display and the contents of the tape. Does not clear the register display.
	Erase Number	Deletes from the calculator display the last number entered.
	Sign Change	Changes the sign (positive or negative) of the current entry.

Table 7-1 PoqetCalc Menu Summary

Command	Pulldown Menu	Effect
Register		Speed keys (for example, R+) are recognized only when the Register menu is not displayed.
	Add	Adds the current entry or total to the total already in the register and saves the result in the register.
	Subtract	Subtracts the current entry or total from the total in the register and saves the result in the register.
	Multiply	Multiplies the total stored in the register by the current entry and saves the result in the register.
	Divide	Divides the total stored in the register by the current entry and stores the result in the register.
	Save	Stores the current entry or tally in the register, replacing any number already stored in the register.
	Recall	Recalls (retrieves) the number stored in the register and displays it as the current entry.
	Exchange	Exchanges (switches) the number stored in the register with the number displayed as the current entry.
	Clear	Clears the register.
Quit		
	Yes	Exits to the last program in use within PoqetTools.
	No	Remains in PoqetCalc.

Chapter 8   PoqetWrite

PoqetWrite allows you to create or edit notes, memos, letters, or reports—almost everything that you presently write by hand.

Selecting Files

To load a file in PoqetWrite, simply follow the steps below:

1. Enter the filename when PoqetWrite prompts you for the name. This name can be up to 40 characters in length (including the pathname). You may want to also include the drive, directory, path, and extension.

2. Press **ENTER**. PoqetWrite now brings up a file with the name you've just assigned to it. If the file didn't already exist, PoqetWrite creates a new document with the name and extension you entered. The document displays the filename in the upper left corner below the menu bar.

Menu bar ————

```
 ╭─────────────────────────────────────────────────────────────╮
 │   Write  Block  File  Options  Search/Replace  Print  Quit   │
 │ NOTE.ED                         WW= 78    Insert    Row:  13 Col:   0 │
 │ TO:       Robert Jungles                                      │
 │ From:     Randy Neighbour                                     │
 │ Subject:  Grounds Budget                                      │
 │ Date:     2-11-90                                             │
 │                                                               │
 │ It has recently come to my attention that we can reduce our current grounds │
 │ upkeep costs by 10% if we switch to the ABC Landscaping Co.  I understand    │
 │ that you dealt with ABC while at your last company.  Do you think they would │
 │ be a good match for our needs?  Please give me a call with your opinion.     │
 │                                                               │
 │ Thanks,                                                       │
 │                                                               │
 │ Randy                                                         │
 │                                                               │
 │                                                               │
 │                                                               │
 │                                                               │
 │                                                               │
```

Status line ————

```
 │ <F1> Help   <F2> Save   <F9> Undo Line   <F10> Menu      Poqet Computer Corp. │
 ╰─────────────────────────────────────────────────────────────╯
```

Figure 21   The PoqetWrite Screen

The table below explains how to move the cursor within a document.

Table 8-1   PoqetWrite Cursor Movement

Key	Moves the Cursor
↓ or ↑	Up or down, one line at a time
← or →	Backward or forward one character at a time
CTRL ← or →	Backward or forward one word (to the beginning of the word)
HOME	To the beginning of the current line
CTRL HOME	To the first line of the screen
CTRL END	To the end of the screen
PGUP/PGDN	Up/down one screen
CTRL PGUP/PGDN	To the beginning or end of the file (not the screen)
END	To the end of the current line

Editing Text

To move, copy, or delete blocks of text within your document, select and highlight the text you wish to change by following the steps below:

1. Move the cursor to the beginning of the text block.
2. Mark this position as the beginning by selecting Block from the menu bar and then Begin Block (**F7**).
3. Move the cursor to the end of the text block.
4. Mark this position as the end by selecting Block from the menu bar and then End Block (**F8**).

Moving Text

To move a selected block of text, complete the following steps:

1. Place the cursor at the position where you wish to place the block of text.
2. Complete the move sequence by first selecting Block from the menu bar and then Move (**F6**). The highlighted block of text is now moved to the cursor position. To remove the highlighting, press **F7**, then **F8** without moving the cursor.

Copying Text

To copy a selected block of text, complete the following steps:

1. Place the cursor at the position where you wish the copy of the block of text to be located.
2. Complete the copy sequence by first selecting Block from the menu bar and then Copy (**F5**). The blocked text is now copied to the cursor position.

Note: You can copy the block repeatedly by pressing **F5** again. The duplicate copy will remain highlighted. To end the copy session (and unhighlight the text), simply press **F7**, then press **F8**.

Deleting Text

To delete the selected block of text, highlight the text to be removed by pressing **F7**, followed by **F8**. Press **SHIFT F5** then enter **Y** to delete the highlighted text.

Searching and Replacing

PoqetWrite allows you to find and replace text throughout your document with the search and replace feature. To search for a text string:

1. Select Parameters for the search.
2. Select Search/Replace from the menu bar and choose the Search command (**F4**).
3. Enter the character string that you are searching for and press **ENTER**.

To replace a character string with another character string, choose the parameters to search and replace by, then follow the steps below:

1. Select the Search/Replace option from the menu bar and choose the Replace command (**SHIFT F4**).

2. When prompted, enter the character string to be searched for and press **ENTER**.

3. PoqetWrite now prompts you for the character string that will replace the existing string. Enter the new character string and press **ENTER**. PoqetWrite finds the first occurrence of the defined text.

4. When PoqetWrite finds the character string, it asks your permission to replace the text. Type Y at the prompt (if prompted replacement is chosen) and press **ENTER**. PoqetWrite replaces the text and searches for the next occurrence.

Menu Summary

The table below provides lists the commands available in PoqetWrite and provides a brief description of their function.

Table 8-2   PoqetWrite Menu Summary

Command	Pulldown Menu	Effect
Block	Begin Mark	Marks the cursor's current position as one end of a block of text to be moved, copied, or deleted.
	End Mark	Marks the cursor's current position as the other end of a block of text to be moved, copied, or deleted.
	Copy Block	Duplicates the marked block of text to the left of the cursor.
	Delete Block	Deletes the marked block of text after you confirm your decision.
	Move Block	Deletes the marked block of text and displays it to the left of the cursor.
File	Load	Retrieves an existing file or clears the current screen to load another file.
		Allows you to abandon the current file and changes made to it during this editing session.
		Allows you to retrieve another file or start a new one.
	Save	Saves the currently displayed file and creates a *.BAK file. Allows you to save the file using a new filename.

Table 8-2   PoqetWrite Menu Summary

Command	Pulldown Menu	Effect
Options	Insert/Overwrite	Toggles back and forth between insert (the default setting) and overwrite text entry. Displays the current setting at the far right side of the line below the command line.
	Undo Line Changes	Restores the most recent change made within the cursor's current line.
	Line Delete	Permanently deletes the cursor's current line.
	Toggle Word Wrap	Switches word wrap on and off.
	Position Word Wrap	Redefines the column where word wrap will occur (default is 78). Accepts a value from 2 through 254 (displayed on the status line). Above 80 columns, the screen scrolls horizontally with the text.
Search/Replace	Search	Asks for the characters to be searched for. (Prompts you with the last character string specified.) Accepts up to 39 characters. Locates the first occurrence of your entry and moves the cursor to its first character.
	Replace	Asks for the characters to be replaced. (Prompts you with the last character string specified.) Accepts up to 39 characters. Relies on parameters (see below) to define how it carries out the replacement. Beeps if no matching character string is found.

Table 8-2   PoqetWrite Menu Summary

Command	Pulldown Menu	Effect
Parameters		Allows you to specify the search direction, sensitivity,and replacement characteristics.
	Search Case	Sensitive. Ignores words or phrases with capitalization not matching that of the character string you entered.
		Insensitive. Looks for the characters in the character string but is not affected by whether the characters are uppercase or lowercase.
	Search Direction	Forward. Starts the search to the right of the cursor and continues to the end of the document.
		Backward. Searches from the character to the left of the cursor backward to the beginning of the document.
	Replacement	Prompted. Asks you before making each replacement.
		Unprompted. Automatically makes the replacements without asking for your approval.
	Replace How Many	1-99, * for all. Specifies how many times you want the character string to be replaced.
Print	Disk File	Allows you to specify an already-saved file that is to be printed.
	Current File	Prints the file currently being edited as it appears on the screen. (Make sure you have a printer connected to the port when you enter the Print command.)
Quit		
	Yes	Exits to the last program in use within PoqetTools.
	No	Remains in PoqetWrite.

Chapter 9   PoqetSchedule

PoqetSchedule is a calendar-based electronic appointment book that reminds you of important dates and events. You can easily display a summary of each day's appointments or complete background information pertaining to each appointment. PoqetSchedule signals you about a scheduled appointment or event and reminds you each day of any unfinished tasks. An alarm feature is also available to remind you of any important events.

Basics

PoqetSchedule can recognize dates and times in many different formats. You can separate the month, date, and year with hyphens, periods, spaces, colons, or slashes. If your entry is between 5:00 and 11:59, PoqetSchedule assumes it is AM; if it's between 12:00 and 4:59, PoqetSchedule assumes it's PM.

The examples below show some of the many ways you can type your entries:

```
12:15P
12-22-89
02/22/90
05.31.95
```

Note: The CONFIG.SYS file tells The Poqet PC the appropriate convention for entering dates in your country.

Whether or not PoqetSchedule recognizes 24-hour time depends on the country code setting. Because you do not need to record seconds for scheduling, seconds are omitted.

Starting

After you turn on PoqetSchedule, you'll be given the opportunity to accept a default filename or enter a new one (along with the drive, pathname, and extension). Your entry can contain up to 63 characters, of which 8 can be the actual filename, plus a 3-character extension. A complete entry might look like this:

```
D:BOOK\BUSINESS\May90.sbd
```

If you decide to enter a new name, type Y when prompted to create this file.

After you specify the filename, the screen displays a page of its calendar (valid dates are January 1, 1980 – December 31, 2099) and a summary of appointments for the current date. The cursor is initially located in the calendar on the current date. The current date is determined by the system date that can be changed using the DOS Date command. Select a date on the calendar with the cursor to open the appointment book to a specific page.
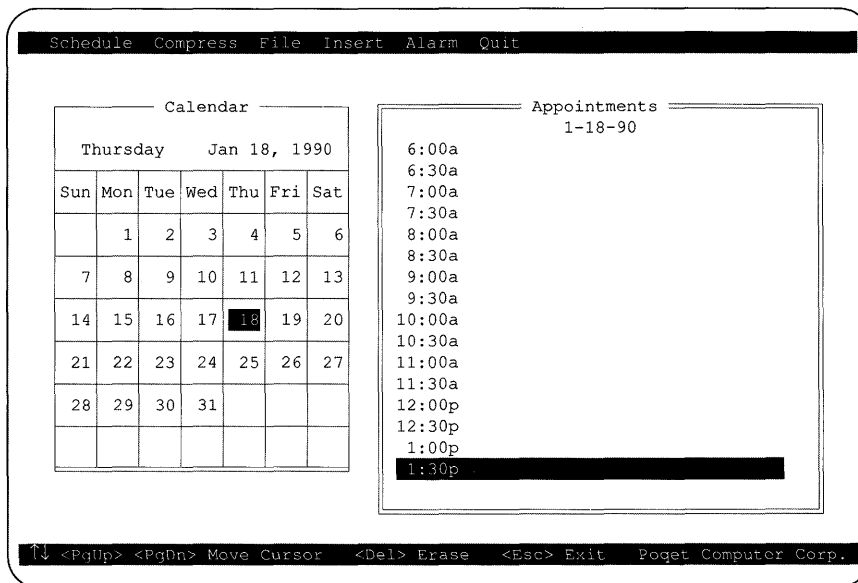
Figure 22   The PoqetSchedule Screen

Locating Appointments

To open the appointment book to a particular date or to specify a date, move the cursor to the date with the following keys:

Table 2-1   PoqetSchedule Key Functions

Key	Action
← and →	Moves the cursor back and forth a day within the current week.
↑ and ↓	Moves the cursor back and forth between the current week and the adjacent weeks (while remaining on the same day of the week).
CTRL ←	Displays the previous month. (The cursor remains on the same day within each month.)
CTRL →	Displays the next month. (The cursor remains on the same day within each month.)
PGUP	Displays the same day and month in the next year.
PGDN	Displays the same day and month in the previous year.
HOME	Returns the cursor to the current date. The date is set by the MS-DOS Date command.

To schedule appointments within the years 2000 through 2099, position the cursor on a date within that period. Otherwise, because of MS-DOS, the program assumes that the date is between 1980 and 1999.

Using the Appointment Book

Normally you'll see a page summarizing each day's appointments, listing outstanding tasks, and showing when the alarm is set. You will also see the appointment entry form for each appointment, To Do task, or alarm.

```
 Schedule   Compress   File   Insert   Alarm   Quit

   ┌────────── Calendar ──────────┐  ┌═══════════ Appointments ═══════════┐
   │                              │  │                                    │
   │   Thursday      Jan 18, 1990 │  │ Appointment Type:   A              │
   │                              │  │                                    │
   │ Sun│Mon│Tue│Wed│Thu│Fri│Sat  │  │ Date:     1-18-90        Time:    1:30p │
   │                              │  │                                    │
   │     │  1│  2│  3│  4│  5│  6  │  │ Title:   Lunch with Karrin         │
   │                              │  │                                    │
   │   7│  8│  9│ 10│ 11│ 12│ 13   │  │ Notes:   Meet at Pappa Rollo's for │
   │                              │  │                   pizza.           │
   │  14│ 15│ 16│ 17│ 18│ 19│ 20   │  │                                    │
   │                              │  │                                    │
   │  21│ 22│ 23│ 24│ 25│ 26│ 27   │  │                                    │
   │                              │  │                                    │
   │  28│ 29│ 30│ 31│   │   │      │  │                                    │
   │                              │  │                                    │
   │                              │  │ Cycle:                    Times:   │
   └──────────────────────────────┘  │    (Y)ear (M)onth (W)eek (D)ay     │
                                      └────────────────────────────────────┘

  <Tab> Next    <Shift-Tab> Prior    <F2> Save    <Esc> Exit    Poqet Computer Corp.
```

Appointment entry form

Figure 23   The Completed Appointment Entry Form

To see a summary of appointments for a particular day, highlight the appropriate date and press **ENTER**.

To schedule an appointment, first place the cursor in the appointment field by pressing the **ENTER** key. You can also enter the appointment field by pressing **INS**. To complete an entry, follow the steps below.

1. Display the appointment entry form by highlighting an empty appointment (or you can press **ENTER** while the cursor's on any line), then press **ENTER**. The appointment entry form appears, with the cursor in the appointment type field.

2. The default appointment type is A for an appointment. You may want to schedule the event as an alarm by typing Z or as a To Do by typing T. Press **TAB** to confirm the entry and move the cursor to the next field.

3. Type in the date of the event and press **TAB** to move to the next field.

4. Type in the time of the event and press **TAB** to move to the next field. You can save this appointment by pressing **F2** now if you don't need to add any additional information to this event.

5. Type in the title of the event. You can enter up to 26 characters for the title of the appointment.

6. Type in any notes you wish to add to the event. The note field displays nine lines of text that hold up to 230 characters (including a CR and LF for each line). You can scroll within the text with the cursor keys.

7. Indicate in the cycle field how frequently this appointment will occur (yearly, monthly, weekly, or daily). The default value is daily.

8. Enter a number (1 through 99) in the time field to indicate how many times this event will occur. The default value is 1. Press **F2** to save the entry or **ESC** to leave the appointments field.

When you save the entry, you'll see the appointment summary page again. Now the corresponding date on the calendar is highlighted. The calendar date also has a triangle to its left, indicating that an appointment is scheduled for that day. (Each recurring or cycled date set by that entry is also marked with a triangle.)

To return the cursor to the calendar, press **ESC**.

Calendar —————————

Appointment summary page —————————
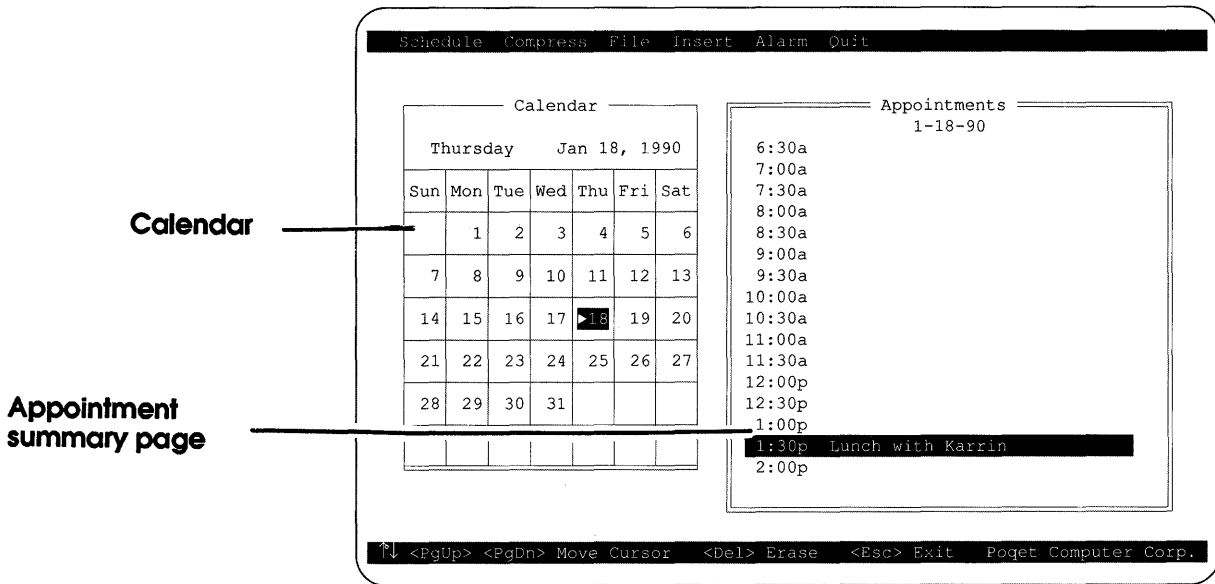
Figure 24   The Completed Appointment Summary Page

Note: If The Poqet PC is reset, the date and time may change and
should be checked. See the *Microsoft MS-DOS User's Guide
and User's Reference* manual for information on resetting time
and date.

Setting an Alarm

The default setting for alarms is disabled. You can set the alarms to sound
automatically, even while your Poqet PC is turned off. You can keep the
alarm from sounding without removing the alarm by pressing **POQET F8**.
To enable the alarm again, press **POQET F8** again. The bell becomes
highlighted when the alarm is enabled. The alarms can be enabled to sound
even if no alarms are currently set.

The procedure to set an alarm is just like entering an appointment, except the appointment type is Z.

After you complete the appointment entry form and leave it, the appointment summary page shows a diamond next to the time when the alarm is set to go off. A triangle appears next to the scheduled day in the calendar.

Note: Even though you've set an alarm, whether or not it rings and is displayed is determined by the status of the Bell indicator. You can toggle the alarm ringing on and off by pressing **POQET F8** or by selecting Turn On or Turn Off from the Alarm menu in PoqetSchedule.

To Do Lists

The same appointment field you used to enter appointments also allows you to compile a list of projects (called a To Do list). This list is not related to dates or times; it appears every day, at the top of the appointment summary page, until you complete the To Do's.

The procedure to make a To Do list is just like entering an appointment, except the appointment type is T (To Do). You don't need to enter dates or times; because To Do's are displayed every day, dates and times are ignored.

Note: You'll notice that TAB moves past the time field, since To Do's are displayed every day.

Develop the habit of promptly updating your To Do list after you complete a task. To indicate you've finished a task, highlight it and press **ENTER**. Then change the appointment entry type to D (tasks that are done). This moves the task to the Done To Do's list.

The To Do task now appears on the appointment summary as a Done To Do. However, to actually remove it from the program file (and keep it from occupying unnecessary file space), see the following section.

Reducing PoqetSchedule File Size

Unless you delete entries after they are completed, the file containing
PoqetSchedule (that is, TP.TPD—unless you start another file) will keep
growing and unnecessarily occupy the system's storage space.

To keep your PoqetSchedule files as small as possible, update them daily
or weekly. Delete unnecessary entries by entering the appointment side of
the screen and moving the cursor using the the arrow key to the entry to be
removed. Press the DEL key to remove the entry.

Loading PoqetSchedule Files

You can keep several schedule files. To load another file from the
PoqetSchedule menu, select Load from the File command menu.

Menu Summary

The table below provides lists the commands available in PoqetSchedule and provides a brief description of their function.

Table 9-1   PoqetSchedule Menu Summary

Command	Pulldown Menu	Effect
Schedule	Appointments	Displays the appointment summary page.
	Help	Summarizes all commands and keys used within PoqetSchedule.
	Information	Provides basic current information on The Poqet PC.
	Poqet Menu	Displays the PoqetTools menu. If you select another application while in PoqetSchedule, PoqetSchedule reappears if you quit the other program.
Compress	Compress	Removes the preset times from the appointment summary page and displays only the times for which you have scheduled events or alarms.
	Expand	Displays preset times (half-hour intervals) on the appointment page.
File	Load	Retrieves an existing file or creates a new one. Prompts you to furnish name (including extension), drive, and directory (or assumes the default drive and path).
	Reinitialize	Reinitializes all entries in the current PoqetSchedule file.
Insert	Insert New Appt/To Do	Inserts a new event in the appointment schedule page.

Table 9-1   PoqetSchedule Menu Summary

Command	Pulldown Menu	Effect
Alarm	Turn On	Allows all alarms already set to sound an audible alarm at the appropriate time.
	Turn Off	Prevents any alarms that are set from sounding an audible alarm.
	View Next	Shows you when the next alarm is set to ring.
Quit		
	Yes	Exits to the last program in use within PoqetTools.
	No	Remains in PoqetSchedule.

Chapter 10 PoqetAddress

PoqetAddress generates electronic address books for you, each containing up to 500 names, addresses, and phone numbers. You can quickly browse or search for data and view information in brief, short, or complete format. PoqetAddress helps you prevent duplicate entries, yet makes it possible to easily add repetitive information.

Starting

After you select PoqetAddress from the main PoqetTools menu:

1. Press **ENTER** to display the default address file named PHONE.

Note: If you have previously saved a file within PoqetAddress, the default file shown will be the last file saved (until you release PoqetTools from memory) and all available address books within that data directory will also be listed. The screen will also display the current data directory, drive, and pathname where PoqetAddress expects to find its data files. You can change the directory used with the PoqetTools Options menu.

2. You can use the name PHONE for your address book or enter another name. PoqetAddress adds its own file extensions. Enter only the name itself (up to eight characters). Do not include a period or the filename extension for PoqetAddress files.

3. Display the Edit menu, then press A to add a new name.

4. Type in a new name of up to 50 characters (including spaces and punctuation) as you want it to appear in the address book and press **ENTER**.

If this name does not already exist in your address book, the display changes to a full page form with blank fields for notes, address, and telephone numbers. If the name exists, the current entry for that name is displayed, and you may edit it or press **F4** to create another entry for that name.

```
 Address  Search  Browse  Edit  Defaults  File  Quit

 ┌─────────────────────────────────────────────────────────────┐
 │                                                             │
 │   Name:    SCOTT, JAMES                         Group:  1   │
 │                                                             │
 │   Notes:  ADDRESS AT STEPHEN F.                             │
 │                                                             │
 └─────────────────────────────────────────────────────────────┘
 ┌─────────────────────────────────────────────────────────────┐
 │                                                             │
 │   Address:  19122 WEST JUNCTION                             │
 │                                                             │
 │                                                             │
 │                                                             │
 │                                                             │
 │                                                             │
 │   Telephone:                                                │
 │                                                             │
 └─────────────────────────────────────────────────────────────┘
 <Tab> / <Shift Tab> Move    <F2> Save    <F4> Next    ,Poqet Computer Corp.
```

Figure 25   The PoqetAddress Form

5. Complete the form, using **TAB** to move to the next field and **SHIFT TAB** to move to the previous field.

   The group field allows you to enter one character to differentiate between types of entries (for example, business versus personal).

   The note field and the address field can hold up to 256 characters, whereas the telephone field holds 100 characters.

6. Press **F2** to keep this page and to save the entry on disk.

   To leave the edit form, either save the entry by pressing **F2** or abandon the changes by pressing **ESC** or **F4** and then pressing **Y** after receiving the prompt:

   ```
   Cancel your changes (Y/N) ?
   ```

7. After you save (or abandon) your entry, the main PoqetAddress screen reappears.

Searching PoqetAddress Contents

You can look (browse) through the contents or you can search for a specific name. This section tells you how to do both.

You can specify the amount of information displayed when you ask to browse or search by changing the Display Format. To select a default format:

1. Display the Defaults menu and select Display Format. Now you can decide in which format the information will be displayed.

2. If you want only a one-line display (name, address, and telephone number), select Brief. If you want a short, three-line display with one line each for name, address, and telephone number, select Short. If you want the entry displayed in page mode (regardless of its length), select Full.

Note: Even after the entry is displayed, you can always display it in a different format by pressing the space bar. Each time you press the space bar, the format toggles to the next format.

Browsing Through the Address Book

To browse:

1. Select Browse.

2. The entries will appear on the screen in the order they were entered and according to the default format you selected. The default will be highlighted if you press **ALT B**.

3. Press the ↑/↓ or the **PGUP/PGDN** keys if you want to scroll the list in its current display format or press **ESC** to exit Browse.

To search for a particular name:

1. Display the Search menu.

2. Select Name if you want to look for a name (not an address, etc.), or select All Text if you want to look through the entire file, including names, addresses, and phone numbers.

3. Look at the default search setting displayed on the bottom line. The two possible settings are case sensitive or case insensitive. *Case sensitive* means that the program, in its search, will ignore entries whose capitalization does not exactly match what you asked it to search for. *Case insensitive* means that the program only checks the spelling.

4. From the Defaults menu, select Case Sensitivity and choose Sensitive or Insensitive.

Updating the Address Book

You can change, copy, and erase entries from the address book with the Edit command.

1. Display the Edit menu.

2. Select Modify if you want to change an entry. In response to the prompt, enter all or part of the name the entry is listed under. When the entry appears, make the change(s), then save it by pressing **F2**.

3. Select Copy if you want to duplicate an existing entry to use as the basis for another entry (for example, if the address and telephone number are the same, but the name is different).

   The copy that's displayed is only the potential copy. The copy is not actually made until you press **F2**.

4. To erase an entry, select Delete. In response to the prompt, enter all or part of the name the entry is listed under. PoqetAddress searches for matching entries and displays the first one it finds. You can delete or keep each entry. If you keep an entry, PoqetAddress displays the next matching entry (if any). When no more matching entries are found, you are returned to the Edit menu.

   When the entry appears, confirm your decision to delete it.

Deleting an Address Book

Occasionally you may want to delete or clear an entire address book. Rather than erasing each entry, you can erase one book (file) at a time.

1. Display the File menu.

2. Select Reinitialize to clear the current file and create a .BAK file under that name.

Menu Summary

The table below provides lists the commands available in PoqetAddress and provides a brief description of their function.

Table 10-1   PoqetAddress Menu Summary

Key	Pulldown Menu	Action
Address	Help	Displays help screens containing a brief description of the PoqetAddress keys and functions.
	Information	Displays version number of PoqetTools in use, default (data) directory, bytes of free space, current directory, and current system date and time.
Search		Searches the current address book for a name matching the one specified in the Search command (or any matching characters). Search operations are affected by the Case Sensitivity setting within the Defaults command.
	Names Only	Searches only within the name fields for the name you entered (therefore, it is faster than an All Text search). Displays the entry, if found, in the default Display Format. Responds, *Name not found. Press any key to continue*, if it cannot find the name you requested.
	All Text	Searches within all fields for the character string you entered. Displays the entry(s), if found, in the default Display Format. Responds, *Name not found. Press any key to continue*, if it can't find the entry you requested.

Table 10-1   PoqetAddress Menu Summary

Key	Pulldown Menu	Action
Browse		Performs the browse and controls how the entries are displayed as you browse through them.
	Brief Format	Shortens each entry to fit on one line. Displays the first 18 characters of the name, the first 43 characters of the address, and the first 14 numbers in the telephone number.
	Short Format	Shortens each entry to fit on three lines, one line each for the name, address, and telephone number.
	Full Format	Displays each entry in full-page mode. By entering the Edit command, you can scroll within the notes, address, and phone fields.
Edit		Allows entries to be added, modified, copied, or deleted to the PoqetAddress database.
	Add	Displays prompt for the name to be added to the Address page. Brings up the Address page, allowing additional information to be added to the record.
	Modify	Displays prompt for the name of an entry to be changed. Brings up the Address page containing the entry allowing desired changes to be made.
	Copy	Displays prompt for the name of an entry to be copied. Brings up the Address page containing the entry to be copied allowing an additional record to be made while keeping the original entry unchanged.
	Delete	Displays prompt for the name of an entry to be changed. Brings up the Address page containing the entry to be removed and asks for the deletion to be confirmed.

Table 10-1   PoqetAddress Menu Summary

Key	Pulldown Menu	Action
Defaults		Controls how the entries are displayed or searched for in PoqetAddress.
	Case Sensitivity	Sensitive. Recognizes only character strings whose capitalization exactly matches the capitalization of the character string you are searching for.
		Insensitive. Matches only the characters in the character string; is not affected by whether uppercase or lowercase characters were used.
	Default Format	Displays entries in the default format that you chose with the Default Display command. (Defaults menu).
File		This command manipulates files.
	Load	Replaces the current file with a different file (from the same drive). Shows you the number of entries in that file and the default directory information.
	Reinitialize	Erases the contents of the current address book, keeps a backup copy (with the extension .BAK), and creates a new, empty address book after giving you an opportunity to confirm your decision.
Quit		
	Yes	Exits to the last program in use within PoqetTools.
	No	Remains in PoqetAddress.

Chapter 11 PoqetTalk

PoqetTalk is a communications program that enables your Poqet PC to share information with a desktop computer using the Poqet Null Modem/VNA cable supplied with your Poqet PC. You can also exchange information with remote systems using the same cable, a null modem adapter, and a Hayes®-compatible modem. This capability lets you access remote databases such as CompuServe® and Prodigy®, or retrieve a spreadsheet from your desktop computer when you're working away from your office on The Poqet PC.

Starting

Before you start to use PoqetTalk, check the status line and make sure the battery symbol does not indicate that the AA batteries are running low. If the battery icon has a darkened bar over the status line symbol, the batteries must be replaced before PoqetTalk can be used. Consult Chapter 1 for instructions on replacing the AA batteries.

Whether you are connecting The Poqet PC to a modem or another computer will influence some of the program settings. Refer to the table below for suggested settings and cable requirements.

Table 11-1   Data Transfer Requirements

Connected	Cable Requirements	Suggested Parameters	Optional Parameters
To another computer	Null Modem/VNA cable	Baud: 19,200 None Data Bits: 8 Stop Bit: 1	Echo: On Parity Receive mode CR: CR+LF BS: Destructive
To a modem	Null Modem/VNA cable, null modem adapter, or Poqet serial cable	As required by the remote service	Same as above and if the remote computer is not a host; otherwise Echo: Off Transmit/Receive modes: CR: CR BS: Nondestructive

For remote data transfer through a modem, you'll need a null modem adapter (or a serial modem cable) to connect your Poqet PC to the modem. The null modem adapter is attached to the modem and then to the Poqet cable.

Accessing PoqetTalk

Because PoqetTools is memory resident, you can access it from applications by pressing **POQET ESC**. After you see the PoqetTools menu, you can access PoqetTalk by highlighting Talk and pressing **ENTER** or by typing T. Once within PoqetTalk, you can select commands from the menu bar by pressing **F10** and highlighting the desired command. (You can also select commands by pressing **ALT** and the first letter of the command.)

Status Line

After you enter PoqetTalk, you'll notice the status line across the bottom of the screen. The status line and each of its components are shown below.

```
<F1> Help | <F10> Menu | 1200 N81 COM1 | lef NONE | Poqet Comp Corp.
```

Prompt to access
the Help Menu by
pressing **F1**.

The File Status Line,
which shows current
file transfer settings.

Prompt to activate
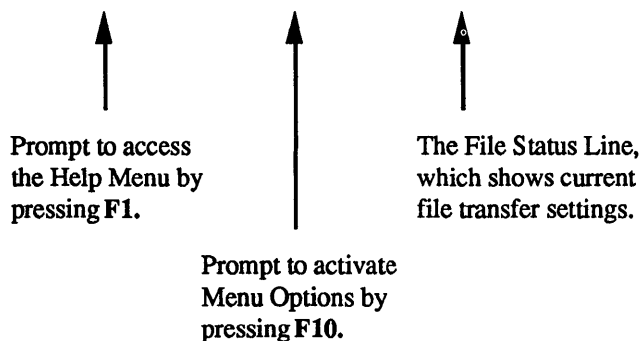Menu Options by
pressing **F10**.

Figure 26   The PoqetTalk Status Line

The status line displays PoqetTalk's current communications parameters. (When you initially enter PoqetTalk, the status line shows the default settings of your TALK.CFG file—or the default settings of PoqetTalk if the TALK.CFG file does not exist.)

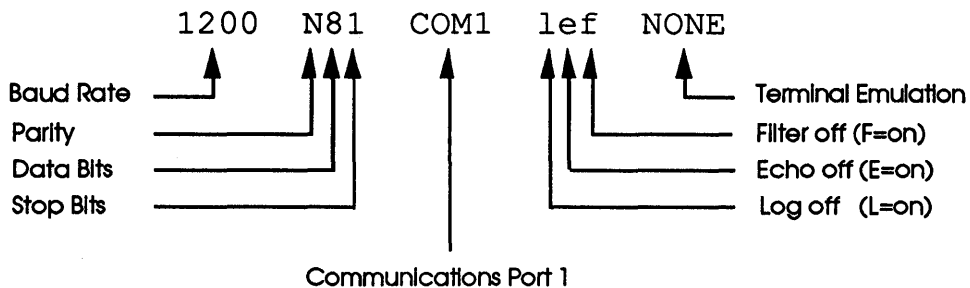The first time you turn on PoqetTalk, the status line shows these default settings:

```
      1200    N81    COM1    lef    NONE
       ↑       ↑↑↑     ↑      ↑↑↑      ↑
Baud Rate ─┘    │││    │      │││      └── Terminal Emulation
Parity ─────────┘││    │      ││└───────── Filter off (F=on)
Data Bits ───────┘│    │      │└────────── Echo off (E=on)
Stop Bits ────────┘    │      └─────────── Log off  (L=on)
                       │
              Communications Port 1
```

Figure 27   Default PoqetTalk Settings

For additional information on these parameters, refer to the Menu Summary section at the end of this chapter.

Although these default settings work with most desktop computer and modem configurations, you may need to change them to meet your specific needs for data exchange. To change your default settings, save the new configuration in a file called TALK.CFG (as described later in this chapter).

Sending a File

This section describes how to send a file using PoqetTalk. If you're
using a modem, set up the Init String modem parameters before sending
any files. To apply any changes made to the parameters, you must first
save these changes by using the Save Setup command. To implement the
changes, use the Load Setup command and enter the filename. Refer to
the Menu Summary section for additional information on these
parameters. Complete the following steps to send a file using PoqetTalk:

1. Verify that the current PoqetTalk settings (shown in the status line)
   are compatible with the settings of the receiving system. If you
   need to change these settings, refer to the Menu Summary section.

2. Notify someone at the target computer system that you're sending a
   file. If you're sending files to an unattended computer, prepare the
   other computer to receive a transmission.

   If you're using a modem, follow these three steps:

   a. Check the status line to confirm compatibility with the target
      computer system to ensure that it can accept the transmission.
      Changes can be made using the Setup menu commands.

   b. Display the Modem menu by pressing ALT M.

   c. Select the Dial command and press ENTER. At the prompt,
      type the destination telephone number and press ENTER. (You
      can enter up to 29 digits. Spaces and dashes may be added to
      make the numbers easier to read.) PoqetTalk instructs your
      modem to dial the remote system and displays a message letting
      you know when the connection is made. Now everything you
      type on the screen is sent as data.

3. Display the Xmit menu by pressing ALT X.

4. Highlight the protocol expected by the remote system and press
   ENTER.

5. Type the filename and extension of the file you want to transmit. (The pathname is optional—unless the file doesn't exist in the default data directory.)

   You can now either press **ESC** to abort the transmission or press **ENTER** to transmit the file. If PoqetTalk cannot locate the file you specified, the `File not found` error message is displayed. If this occurs, press any key to continue and reselect Xmit after verifying filename information.

   While the file is being sent, a File Transfer Status box gives you information about the transfer, including the filename, its size, number of lines, and bytes transferred.

6. To abort the data transmission, press **ESC**.

Note: If you're using a modem, press **ALT M** after completing your entire communications session to return to the Modem menu, then select Hangup.

You must be in a local mode to enter modem commands. Use the Hangup command to put the modem in local mode, then enter any command needed.

Receiving a File

This section describes how to receive a file using PoqetTalk. If you're using a modem, set up the Init String modem parameters before sending any files. To apply any changes made to the parameters, you must first save these changes by using the Save Setup command. Then, implement the changes using the Load Setup command and entering the filename the changes were saved under. (Refer to the Menu Summary section for additional information on these parameters.) Compute the following steps to receive a file using PoqetTalk:

1. Verify that the current PoqetTalk settings (shown in the status line) are compatible with the settings of the sending system. (If you need to change these settings, refer to the Menu Summary section.)

2. Notify the person sending the transmission that you're ready to receive the file. If you're receiving a file from an unattended computer such as a data service, perform the steps required to access the file and receive it.

   If you're using a modem, follow these two additional steps:

   a. Display the Modem menu by pressing **ALT M**.

   b. When the modem phone rings, a ring message flashes in the screen dialog area. Select the Answer command and press **ENTER**. This tells your modem to immediately answer the phone. (Your modem may have an automatic answer option, which can be set in the Init String command.)

3. Select the Receive menu by typing **ALT R**.

4. Select the agreed-upon protocol (see table 11-1) and press **ENTER**.

5. Type in a name for the incoming file and press **ENTER**. You should also include the path of the file if you want to put the file into a specific MS-DOS directory.

You can now either press ESC to abort the transmission or press ENTER to receive the file (assuming you entered the filename and pathname correctly). If PoqetTalk cannot open the file you specified, an error message will appear. If this happens, repeat the receiving procedure (starting with step 3 above) and enter a valid filename.

While the file is being sent, a File Transfer Status box gives you information about the transfer, including the filename, its size, number of lines, and bytes transferred.

6. To abort the data transmission, press ESC.

Note: If you're using a modem, press ALT M after completing your communications session to return to the Modem menu, then select Hangup.

When you first enter PoqetTalk, the configuration information stored in the TALK.CFG file is loaded. If a TALK.CFG file doesn't exist, PoqetTalk uses its own default configuration settings. (Refer to the discussion of the status line on page 87.) These default settings will work with many commonly used computer-to-computer and computer-to-modem configurations.

If you haven't connected a modem to The Poqet PC, you won't be able to execute modem commands. However, you can use the modem commands to configure your modem settings and save them for later transmissions.

By saving any changed default settings in the TALK.CFG file, they will override the PoqetTalk default settings. For example, if you want the initial baud rate to be 2,400, select the Setup command with ALT S, highlight Baud Rate, press ENTER, highlight Save Setup, press ENTER again, and save this setting under the filename TALK.CFG. The next time you load PoqetTools and access PoqetTalk, you'll find that the status line shows a baud rate of 2,400, because the change you made is saved in the TALK.CFG file.

You can also save configuration settings in files with names other than TALK.CFG. Before you can use the settings stored in one of these files (or if you have changed settings in the computer during the current session), you must reload the desired configuration file. (Select the Setup menu by pressing **ALT S**, highlight Load, and press **ENTER**.)

Whenever you change the Init String, you must save and reload the Config file or the changes will not be recognized. (Select the Setup menu by pressing **ALT S**, highlight Save, and press **ENTER**.) To access this file with the changes you have saved, reload it using the procedure described above. Changes to the modem initialization string are executed only when the configuration file is loaded.

Menu Summary

The table below provides lists the commands available in PoqetTalk and provides a brief description of their function.

Table 11-1   PoqetTalk Menu Summary

Command	Pulldown Menu	Result
Talk	Clear Screen	Clears all text from the dialog area of the screen.
	Help	Displays help screens for PoqetTalk's functions.
	Information	Displays version number of PoqetTools in use, default (data) directory, bytes of free space, current directory, and current system date and time.
	TTY	Allows emulation of a dumb terminal.
Xmit		Defines the protocol used for sending data to another computer or remote system.
	Text	Defines the transmission handshaking protocol as standard Xon/Xoff. It provides no error checking and is normally used to send small ASCII files.
	Xmodem	Defines the transmission handshaking protocol as Xmodem, which provides error detection. Xmodem sends files in 128-byte blocks and acknowledges the files have been received by the target computer.

Table 11-1   PoqetTalk Menu Summary

Command	Pulldown Menu	Result
	Xmodem-1K	Defines the transmission handshaking protocol as Xmodem and causes the data to be sent in 1K (or 1,024-byte blocks) with error detection. This protocol is ideal for sending large amounts of data, because the file transfers in larger blocks. Xmodem-1K isn't recommended for long-distance transmissions over noisy lines because of low throughput levels. If you experience any problems in transmission, lower the baud rate; if error rates remain high, change to Xmodem.
Receive		Defines the protocol used to receive a file from another computer. Transmissions over noisy lines should be sent at lower baud rates or with Xmodem.
	Text	Defines the transmission handshaking protocol as standard Xon/Xoff. It provides no error checking and is normally used to send small ASCII files.
	Xmodem	Defines the transmission handshaking protocol as Xmodem, which provides the error detection. Xmodem sends data in 128-byte blocks; PoqetTalk acknowledges when the files have been received by the target computer.
	Xmodem-1K	Defines the transmission handshaking protocol as Xmodem-1K and causes the data to be sent in 1K (or 1,024-byte blocks) with error detection. Use this protocol for sending large amounts of data, because the file transfers in larger blocks. Xmodem-1K isn't recommended for long-distance transmissions over noisy lines because of low throughput levels. If you experience any problems in transmission, lower the baud rate; if error rates remain high, change to Xmodem.

Table 11-1   PoqetTalk Menu Summary

Command	Pulldown Menu	Result
Log	Start	Creates and starts a log file that will record screen entries. When prompted for the filename, include the directory and pathname other than the default data directory. The status line shows L while the log file is recording. The default setting is off (l).
	End	Saves all text (dialog) that appears on the screen in the specified log file for future reference and closes the file. This command is ignored if no log file was opened.
	Hold	Temporarily stops recording data in the log file but does not close it. To resume recording, select Hold again. The status line indicates whether your commands are currently being recorded in a log file.
Modem	Dial	Instructs your modem to dial the telephone number of the remote system. The telephone number is prefixed by the predefined Dialing command.
	Hangup	Breaks off the telephone connection with the remote system and tells your modem to hang up the telephone (using the predefined Hangup String). When this command executes and the connection is broken, your modem should display the message OK in the dialog area.
	Answer	Tells your modem to answer the incoming call. Execute this command if your modem doesn't answer automatically when you see the Ring message in the dialog area.
	Send Break	Sends a break signal to the remote modem without hanging up your modem line. This command may be required to correct a serialization requirement on some remote systems.

Table 11-1 PoqetTalk Menu Summary

Command	Pulldown Menu	Result
	Init String	Prompts you for an initialization string of data, which configures your modem's firmware. You must save and load the string (while the modem is in local mode) before any changes to the string are executed.
	Dialing Command	Accepts a telephone prefix string that tells the modem how to dial the number. (For example, enter ATDT 9 if you want the modem to dial 9, and wait for the dial tone before dialing the number.)
	Hangup String	Modifies the string that tells your firmware how to hang up. The Hangup command sends a break signal to the computer before hanging up the phone line.
Setup	Baud Rate	Displays a choice of baud rates (expressed in BPS) at which communication with the remote modem can be set. The default value is 1,200. Choose from 19,200, 9,600, 4,800, 2,400, 1,200, 600, 300, 150, and 110.
	Parity	Displays a choice of none, odd, even, mark, or space parity. The default value is None.
	Data Bits	Displays a choice of seven or eight data bits. The default value is eight.
	Stop Bits	Displays a choice of one or two stop bits. The default value is one.
	Handshaking	Displays a choice of handshaking protocol (none or Xon/Xoff).

Table 11-1   PoqetTalk Menu Summary

Command	Pulldown Menu	Result
	Echo	To observe what is being typed, select On. This causes The Poqet PC to echo your dialog to the screen. When Echo is not on, the remote data connection echoes your dialog back to The Poqet PC. This parameter does not affect the echoing capability of your modem. The status line indicator shows E when echo is on and e when echo is off. The default value is Off.
	Port	Selects either COM1 or COM2 (desktop PC only) as the communications port to which you connected your modem or desktop computer. The desktop PC can use COM1 or COM2.
	Load Setup	Specifies the configuration file to be loaded. (The modem must be in local mode to apply changes.)
	Save Setup	Names the configuration file that will include the defined modem strings, setup parameters (except filenames), and options. The default name is TALK.CFG.
Options		This command allows you to define how the work area of the screen appears when you're communicating with other systems and how your screen appears to them.
	Filter	Selects which ASCII character range is displayed in the work area. Filter Off displays all ASCII characters; On prevents those lower than decimal 32 from being displayed except for Bell, Tab, Backspace, Linefeed, Formfeed, and Carriage Return. The default setting is Off.

Table 11-1   PoqetTalk Menu Summary

Command	Pulldown Menu	Result
	Transmit	CR Code. Allows you to select CR Only or CR + LF. CR Only means no linefeeds are added when you type text on the screen and press ENTER—the next line appears over the previous line. Select CR + LF if you want the text to include linefeed codes in order that text is written on the next line.
		BS Code. Controls the destructiveness of the BACKSPACE key. Destructive erases characters moving over them; Nondestructive does not erase them. The default value is Nondestructive.
	Receive	CR Code. Allows you to select CR Only or CR + LF. CR Only means no linefeeds are added when you receive more than one line of text on the screen—the next line appears over the previous line. Select CR + LF if you want text to include linefeed codes.
		BS Code. Controls the destructiveness of BACKSPACE. Destructive erases characters moving over them; Nondestructive does not erase them. The default value is Nondestructive.
Quit		
	Yes	Exits to the last program in use within PoqetTools.
	No	Remains in PoqetTalk.

Appendix A   Care and Maintenance

You can preserve the life of your Poqet PC and prolong the life of its batteries by following the guidelines listed here.

Battery Life

You can contribute greatly to the life expectancy of The Poqet PC's AA batteries if you develop these work habits:

- Always leave the Power Management software enabled unless you are experiencing problems running a particular application program. Communication programs require the Power Management software to be disabled during remote transmissions.

- When completing a remote transmission, turn the computer off, then on. (This is not necessary when using PoqetLink or PoqetTalk.)

- Remember to disconnect from the host computer after transferring files using PoqetLink.

- Store memory cards in the protective sleeve when not in use.

- Turn your computer on, then off, before replacing the AA batteries. This increases the amount of time The Poqet PC is able to store data while the batteries are removed.

- Always turn the computer off when not in use.

Booting

Because reset erases drive D, on which you may have stored custom AUTOEXEC.BAT and CONFIG.SYS files (and reloads the default AUTOEXEC.BAT and CONFIG.SYS files), press this button only:

- The first time you start your Poqet PC (to make sure you are starting with a "clean" system).
- If the system locks up in the middle of an operation and a warm boot (**CTRL ALT DEL**) is not sufficient to restart it.

Protecting The Poqet PC

Although The Poqet PC is designed for almost any work environment, a few precautions on your part will protect it from damage:

- Avoid getting it wet or sandy.
- Keep the protective plug in the expansion port unless you're using a Poqet cable or peripheral.

Should you accidentally spill liquid on the keyboard or get sand in it, shake out the substance immediately.

Service

Should you experience a problem with your Poqet PC:

1. Contact the Poqet dealer from whom you purchased The Poqet PC.
2. Call Poqet Computer Corp.'s Customer Service Department at 408/737-8100.

Appendix B   Using MS-DOS with
The Poqet PC

The Microsoft® Disk Operating System (MS-DOS) included on your
Poqet PC is version 3.30, providing almost all of the MS-DOS features
and utilities. If you need a feature that is not in ROM (drive C), check the
Poqet Utilities diskette for the command and copy the command from
your desktop PC using PoqetLink.

You'll find that file management is also the same on The Poqet PC. Even
if you're familiar with MS-DOS, read the next few pages to learn about
The Poqet PC's drive structure.

File Management Basics

MS-DOS is an operating system—a master set of programs that controls
how a computer system performs certain fundamental tasks. These tasks
include saving and retrieving files.

When you first turn on your Poqet PC, it boots MS-DOS; that is, it loads
MS-DOS into memory in order that the computer is operational and has
access to the file management features of MS-DOS. (From then on, The
Poqet PC is always booted.)

MS-DOS allows you to create, list, copy, erase, and organize files in directories and subdirectories. The types of files MS-DOS can manage include:

- Program files containing applications that run on your Poqet PC.
- Data files containing information you create with applications. These include text files created by a word processing program, name and address files created by a data manager, and so on.
- Batch files containing sequences of MS-DOS commands that can be executed automatically.

Most MS-DOS operations do not distinguish between these types of files. For more information on MS-DOS, see the *Microsoft MS-DOS User's Guide and User's Reference* .

Booting The Poqet PC

Many computers use the on/off switch to perform a cold boot. The Poqet PC's unique I/O key and corresponding low-power mode eliminate the need for the I/O key to perform a cold boot.

Should you need to reboot (warm boot) your Poqet PC, press **CTRL ALT DEL** simultaneously. This is sufficient for most problems. If the warm boot does not allow you to use your computer, press the reset button to perform a complete (cold) boot. A cold boot erases the contents of drive D and automatically reloads new AUTOEXEC.BAT and CONFIG.SYS files to it from the system's memory.

AUTOEXEC.BAT and CONFIG.SYS Files

AUTOEXEC.BAT is a special batch file that runs each time your Poqet
PC boots. It can perform standard setup operations and start programs
for you. CONFIG.SYS is a file that lists system parameters that
configure your Poqet PC. The contents and operation of these files are
discussed in detail in the *Microsoft MS-DOS User's Guide and User's
Reference* . This section explains how your Poqet PC handles these files.

Whether or not The Poqet PC runs an AUTOEXEC.BAT or
CONFIG.SYS file depends on which drive it is on and on which drive it
first encounters MS-DOS. If The Poqet PC boots from drives A, it uses
the AUTOEXEC.BAT and CONFIG.SYS files on this drive. If the drive
it boots from does not contain these files, it merely displays the MS-DOS
prompt.

When the system is cold booted, it automatically creates an
AUTOEXEC.BAT file and places it on drive D.

Because The Poqet PC stores these two files on drive D (which is a RAM
drive), you can edit them to configure your system to your personal
preference using the following guidelines:

1. Edit the AUTOEXEC.BAT and CONFIG.SYS files on drive D
    using any standard ASCII text editor, such as PoqetWrite.

    Your edited AUTOEXEC.BAT file must contain the following
    command in order for the Poqet applications to run properly:

    > C:VNA

2. Remove any RAM cards from drives A and B that have been
    formatted with the /S option (to make them bootable).

3. Press **CTRL ALT DEL** simultaneously.

You might want to save a copy of your edited file to ensure that you can
easily replace the file if you cold boot your Poqet PC for any reason.

AUTOEXEC.BAT Contents

The Poqet PC booting sequence looks for MS-DOS in the following
order:

1. Drive C (the internal ROM drive), containing MS-DOS in
   permanent memory
2. Drive D (the internal RAM drive)

Thus, by adding your own AUTOEXEC.BAT or CONFIG.SYS files to
drive D, you can custom configure your Poqet PC's boot up. The default
AUTOEXEC.BAT file is shown below.

```
@PROMPT $P$G
@PATH=C:\
@ECHO System ROM Release XXX
@OS$DT
@LIM-MC
@VNA
@PQTOOLS /N
@VER
@OS$DT/
```

The AUTOEXEC.BAT file will default to this configuration when The
Poqet PC reset button is pressed. If you edit the AUTOEXEC.BAT file,
do not remove the following lines from the file:

```
@OS$DT
@OS$DT/
```

These commands tell The Poqet PC to save and restore the time and date
on the computer when a soft boot occurs. The restore will not occur if the
lines are removed or if the order is transposed.

The DISKCOPY command

Memory cards are unable to accept the DISKCOPY command. The DISKCOPY command is only able to recognize standard disk capacities such as 360K or 1.2Mb. Using the DISKCOPY command with a memory card will result in error prompt below:

```
Bad Command or Filename
```

To copy the entire contents of a memory card to another card, use the command below:

```
COPY A:*.* B: /V
```

This command will copy the entire contents of a memory card in drive A (the left drawer) to the memory card in drive B (the right drawer) and verify the files have been properly recorded.

Note: The target memory card must be formatted before a copy can take place.

Appendix C   Troubleshooting

Message or Symptom	Possible Cause	Remedy
Computer will not turn on.	1. Batteries are too low. 2. A peripheral cable has been plugged into the expansion port.	1. Replace the AA batteries. 2. Inserting any cable into the expansions port creates the possibility of the computer locking up. Reboot the computer by pressing the reset button.
Application program does not run properly.	1. Application is improperly installed. 2. Not enough memory to run the application. 3. Memory manager has not been loaded or has been removed from the AUTOEXEC.BAT file. 4. The software application is incompatible with the Power Management software.	1. Check the application setup and reinstall if needed. 2. Make sure the application will run within the 512K of system of which 430K is free for application use. Additional memory can be accessed by releasing PoqetTools and VNA by typing VNA /U. 3. Add the memory manager (called LIM–MC) to the AUTOEXEC.BAT file or type LIM–MC from the C drive. 4. Disable the Power Management software by pressing **POQET F4**.
Screen is blank with no cursor showing.	1. Display mode has been changed from monochrome to color mode.	1. Press **ENTER** to clear the screen and continue.

Message or Symptom	Possible Cause	Remedy

Unable to save files to a specified drive.	1. Trying to write to the ROM drive C.
	2. Memory card is not properly inserted in the card drawer.
	3. Trying to write to a ROM card in drive A or B.
	
	4. RAM card is not formatted.
	
	5. No RAM space is available.
		1. Save the file to drive D or a RAM card.
		2. Reopen and close the card drawer making sure it is properly closed.
		3. Remove the memory card from the drive and make sure it is a RAM card.
		4. Perform a directory to the drive (DIR) that is unable to save the files. If you receive the error message
		`General error reading`
		`drive X`
		`Abort, Retry, Fail?`
		the card needs to be formatted, or battery is low.
		5. Select another drive.

Unable to insert memory cards into the card drive.	1. Card is positioned improperly in the drawer. 2. A label or other substance has been placed on the top of the card.	1. Pull out the drawer and reorient the card making sure the arrow is facing up. Consult Chapter 1 of *The Poqet PC User's Guide.* 2. Remove the label so the card drawer can be closed.

Message or Symptom	Possible Cause	Remedy
PoqetLink or PoqetTools does not operate properly on the desktop PC.	1. VNA is not loaded.	1. Type the command VNA at the DOS prompt. If VNA does not load, install VNA into the computer from the Poqet Utilities disk.
	2. Incompatible DOS version is being used.	2. Check the version of MS-DOS being used on your desktop PC. PoqetTools requires DOS 3.0 or higher.
Screen does not display the same keys as entered on the keyboard.	1. Keyboard is locked in the NUM Lock, CAP Lock, or SCROLL Lock position.	1. Check the status line to see if the functions need to be toggled off.
	2. A foreign keyboard setup has been selected.	2. Check if the KEYBOARD.SYS file has been loaded.
PoqetLink data transmissions occur at a slow transfer rate.	1. Data transmissions may vary due to the host computer, The Poqet PC's battery power, or other conditions. The lower speed may be the maximum error-free transmission rate.	1. Replace The Poqet PC's batteries. 2. Tighten any loose cable connections. 3. Transmit data at the speed of your connection.
Computer emits beeping sound.	1. The AA batteries have been removed from The Poqet PC.	1. Reboot the computer by pressing the reset button.
	2. The AA batteries have been replaced.	2. Reboot the computer by pressing the reset button.

Message or Symptom	Possible Cause	Remedy
The Poqet PC appears locked after a memory card is inserted in the card drawer.	1. The card is not fully inserted in the drawer.	1. Reopen and close the card drawer making sure it is properly closed. Reboot the computer by pressing the reset button.
Unable to boot from the memory card.	1. Not following proper procedure. 2. Card is not formatted as a bootable card.	1. Hold down the **POQET** key immediately after pressing **CTRL ALT DEL** or resetting the computer. 2. Install MS-DOS on the card following the setup procedure in Chapter 1 of *The Poqet PC User's Guide*.
Unable to format the memory card.	1. Lithium battery in the card is low. 2. The card is write protected. 3. The card is not a RAM card.	1. Check Poqet Status Line indicator. Replace the battery if a broken bar is shown above the A or B drive symbol. 2. Remove the card and move the tab to the write enabled position. 3. Check the memory card for a battery holder. ROM cards do not have batteries.

If you need further assistance, contact your Authorized Poqet Dealer.

Appendix D   Specifications

Processor

Microprocessor   CMOS 80C88 up to 7.0 MHz

Memory

RAM   512K system RAM

ROM   640K (contains MS-DOS$_®$, GW Basic$_®$,
                   BIOS, Poqet Tools$_®$ and PoqetLink$_®$)

Dimensions

Size   8.75" x 4.3" x .92" (22.22 cm x 10.92 cm x
                   2.34 cm)

Weight   One pound (0.45 kilograms) with batteries

Internal Software

Operating System   Microsoft$_®$ MS-DOS$_®$ 3.3 and GW Basic$_®$
                   (ROM Resident)

Programs   PoqetTools$_®$ (PoqetCalc™, PoqetWrite™,
                   PoqetSchedule™, PoqetAddress™,
                   PoqetTalk™), PoqetLink$_®$

Power Source

Poqet PC	Two alkaline AA batteries
RAM Cards	CR-2035–Part # 51-0001-00, 51-0002-00, 51-0004-00, 51-0006-00
	CR-2016–Part # 51-0026-00, 510002-00, 51-0028-00, 51-0029-00

Display

Screen Type	Proprietary Double Supertwist monochromatic non-backlit LCD
Lines	80 characters x 25 lines
Resolution	640 x 200 pixel
Modes	Supports CGA and MDA
Viewing	Adjustable contrast control, Adjustable angle

Keyboard

Functions	PC/AT enhanced keyboard with 12 function keys
Layout	QWERTY-style with 77 keys

Expansion Port

Expansion	I/O bus for peripheral and data
Transfer	compatible with PC/XT bus
Ports	Built-in RS-232C serial communications (allows 19,200 BPS)

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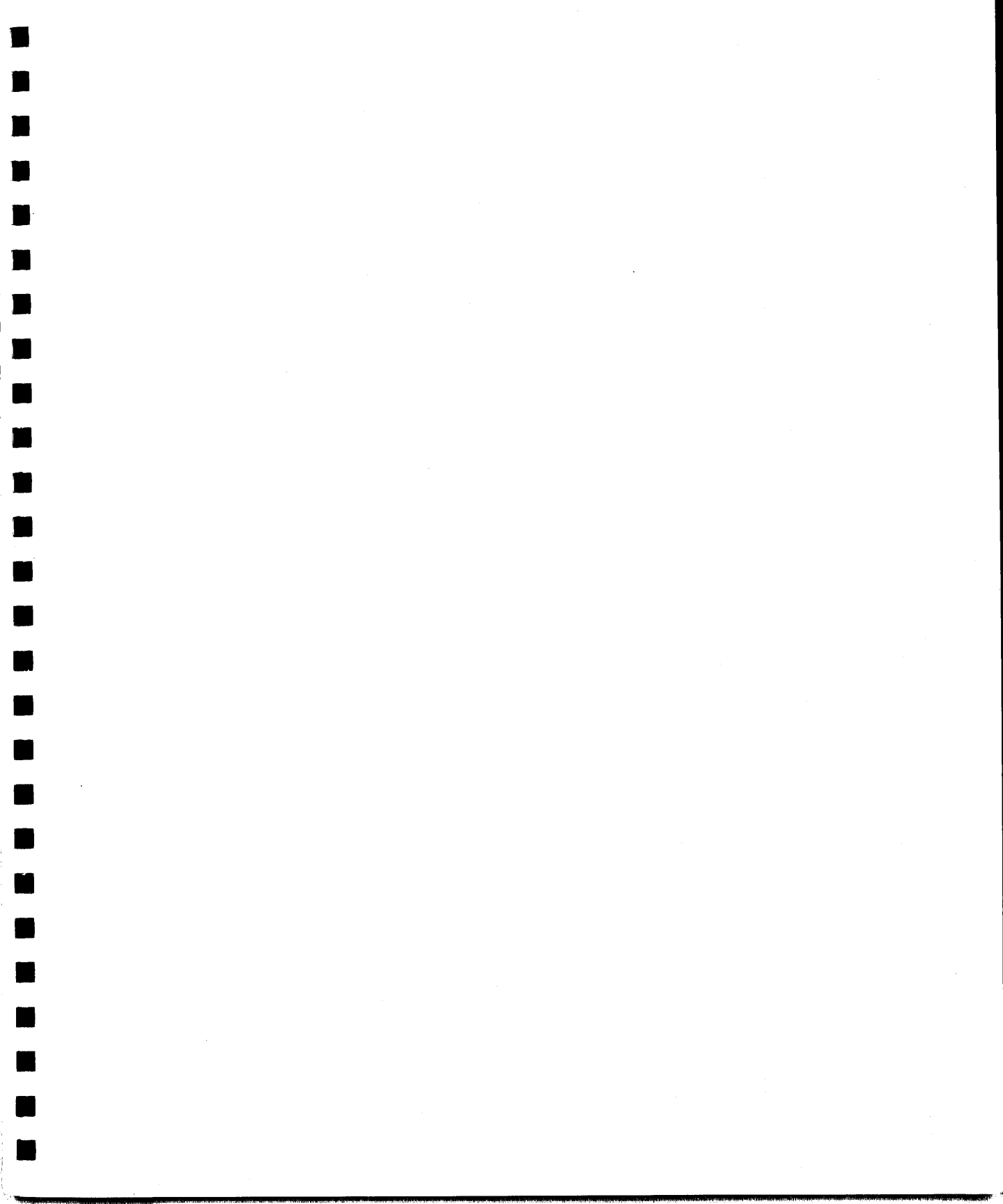
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