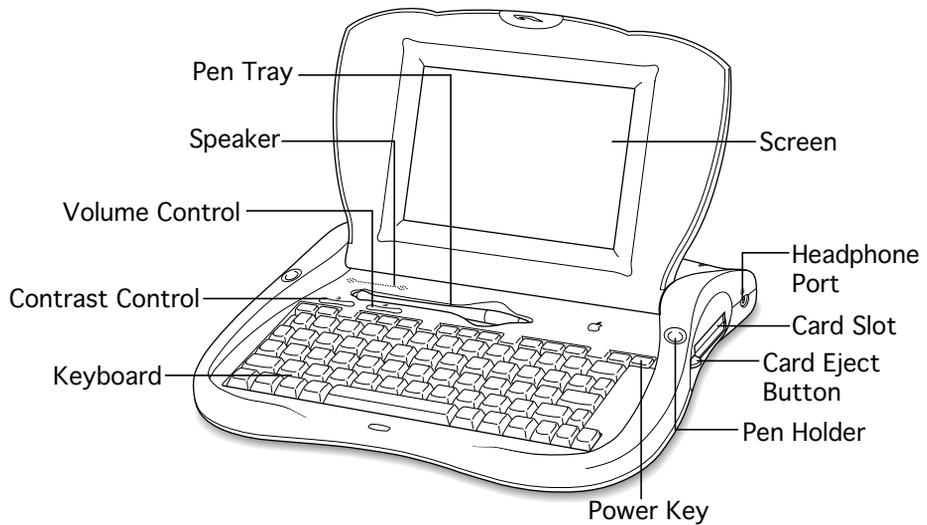
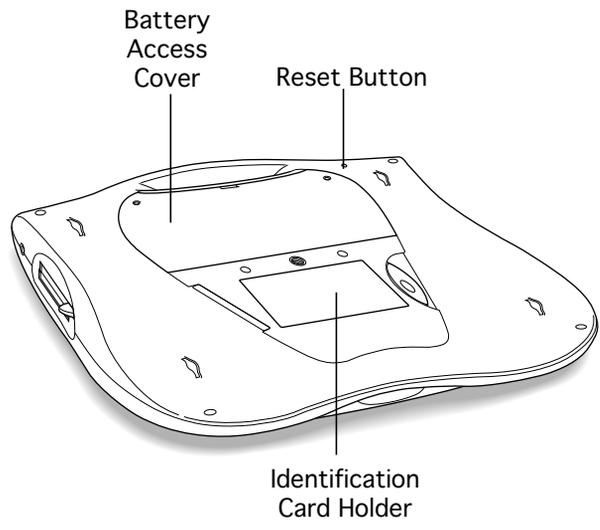
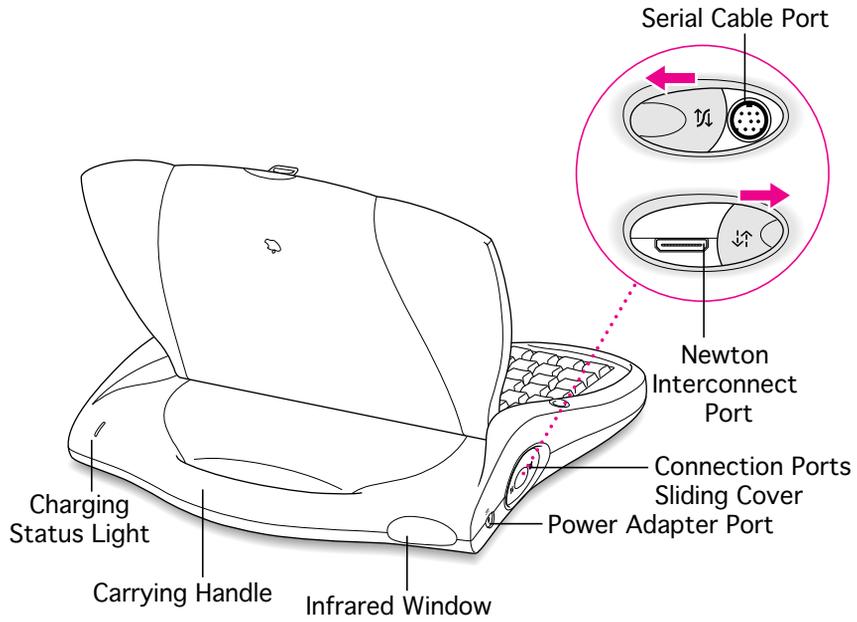


Getting Started

A quick look at the eMate 300





Installing the eMate Classroom Exchange software

If you plan to use the eMate Classroom Exchange software to transfer or back up information between a desktop computer and the eMate, you need to install the software on your desktop computer before you set up your eMate. You won't be able to choose a desktop computer to connect with (in the Teacher Setup application) unless this connection software is installed and running on your desktop computer.

For more information, see the documentation that came with the eMate Classroom Exchange software.

Using the battery

The eMate comes with a battery that needs to be periodically recharged. Normal battery life is approximately 12 to 24 hours, depending upon usage. Battery life is shortened when you're doing things such as beaming and when you use backlighting.

If you're using the eMate in a fixed location, you may want to use the power adapter with the eMate to prolong battery life. When the battery is plugged into your eMate the battery is automatically recharged.

Plugging in the eMate

Before you plug your eMate into an electrical outlet or power strip, carefully read all the setup instructions in this chapter. Then follow the instructions in this section to plug it in.

When setting up the eMate, place it on a sturdy, flat surface near an electrical outlet or power strip, so you can easily plug in the power adapter, if desired.

You may need to plug in the power adapter to charge the battery before using the eMate. Whenever you plug in the power adapter to the eMate, the battery gets recharged, as needed.

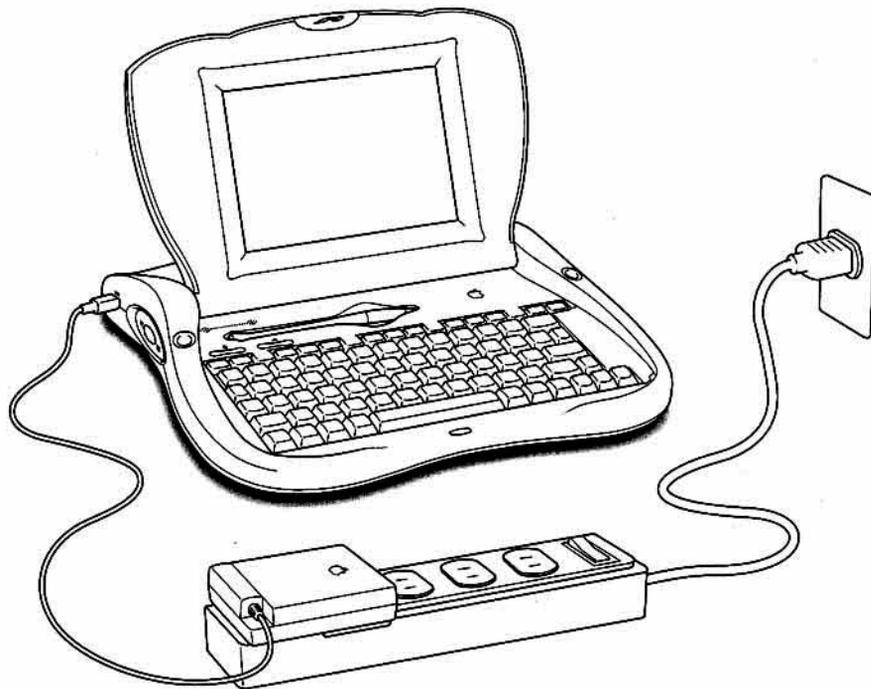
Note: Charging typically takes approximately 1-2 hours.

Warning: Use only the power adapter that comes with the eMate. Adapters for other electronic devices may look similar, but they can damage the eMate.

When you are ready to begin, follow these steps:

Plug the socket end of the power adapter into an electrical outlet or power strip.

Plug the power adapter plug into the power adapter port on the left side of the eMate.



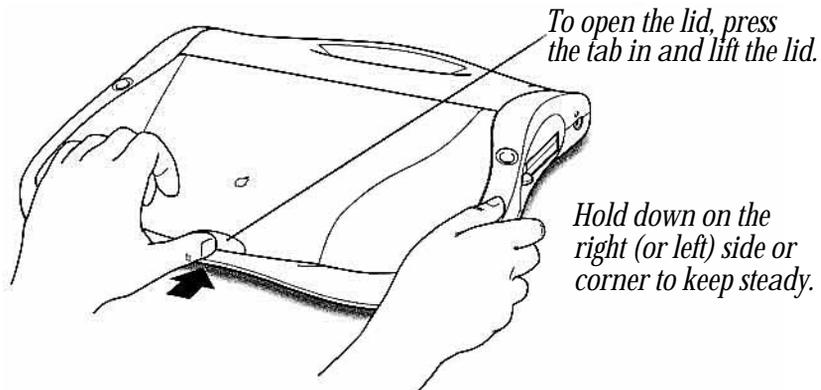
Turning the eMate on and off

The lid of the eMate is connected to a switch that automatically turns the eMate on and off.

- To turn the eMate on, open the lid.

With one hand, hold the corners or side of the eMate and with the other hand, press in the locking tab with your thumb and lift the lid.

Note: The lid has been designed to be stiff so you can work and tap on the screen more easily. Some force may be needed to lift the lid.



In a few seconds, the eMate turns on.

Turn the eMate off either at the end of a day or if you won't be using it for several hours.

- To turn the eMate off, press the Power key or close the lid and make sure it is properly latched.

Turning the eMate on for the first time

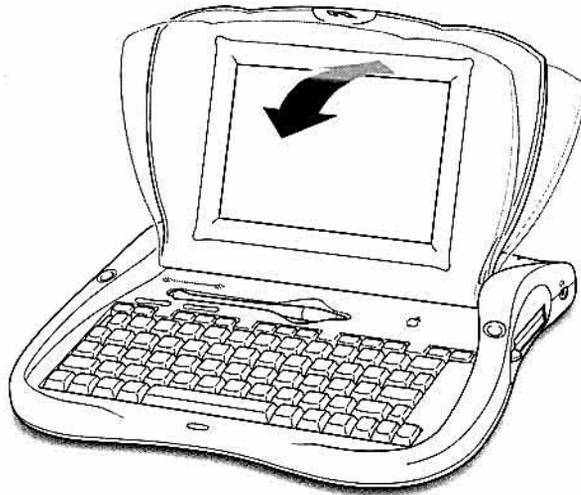
When you turn the eMate on for the first time, you see a Welcome screen for the setup application. It's important to go through this before you use the eMate. For more information, see "Using the Setup Application" in this chapter.

Setting up the eMate for comfortable use

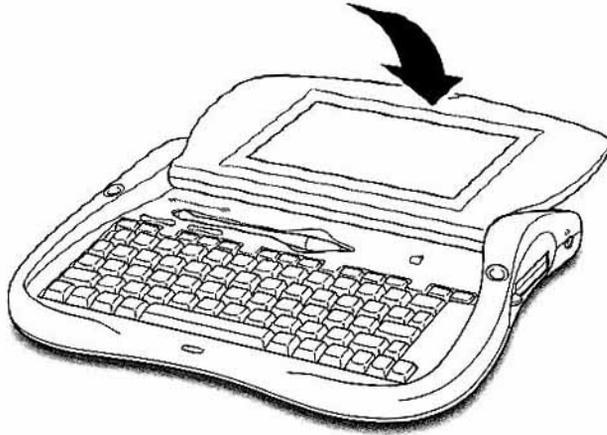
When you set up your eMate, pay special attention to how you arrange and use it. This is to ensure against developing problems, such as musculoskeletal discomfort or eye strain, while using the eMate.

Adjusting the lid angle

You can adjust the screen to a comfortable viewing angle at any time by tilting it toward or away from you.

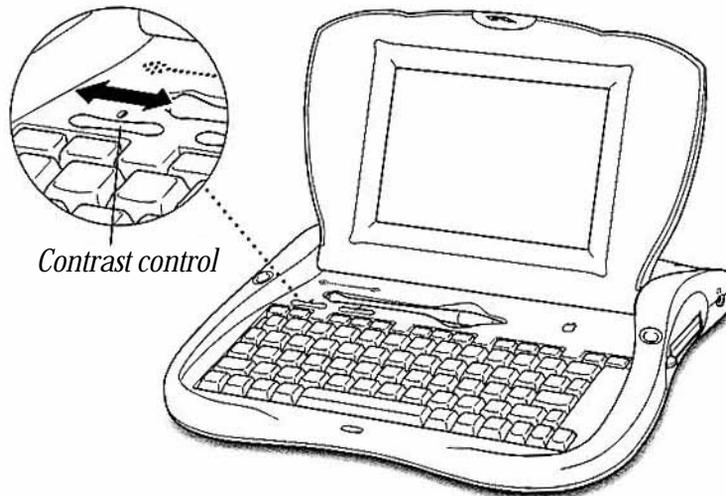


If you are drawing on the screen, you may want to lay it flat.



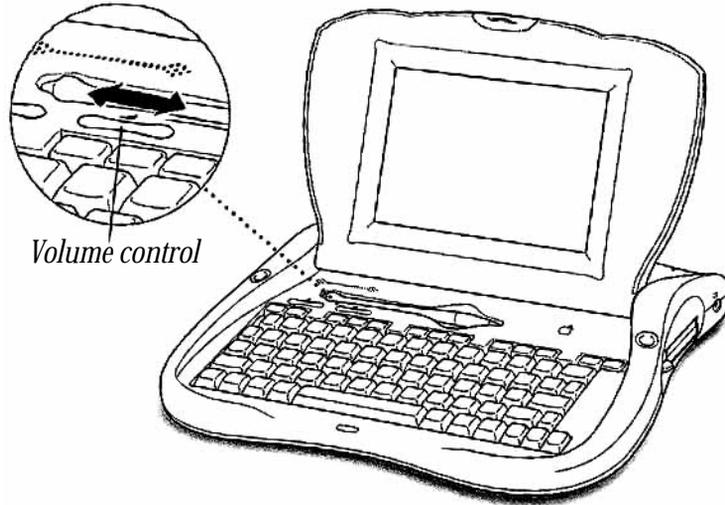
Setting the screen contrast

Adjust the contrast if necessary by moving the left slider control above the keyboard.



Setting the volume

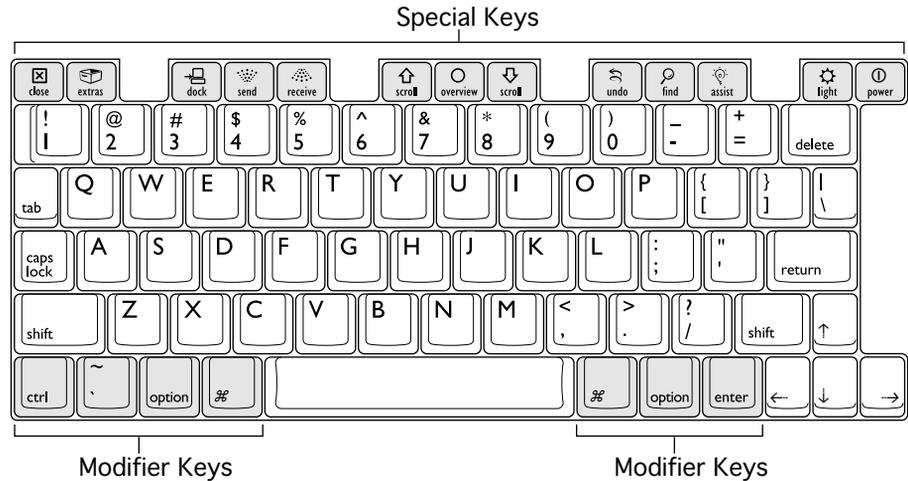
Adjust the volume, if necessary, by moving the right slider control above the keyboard.



Normally, various sound effects accompany certain actions, such as tapping buttons and icons on the screen or opening and closing applications. These sounds are random and the tones have no particular significance.

Using the keyboard

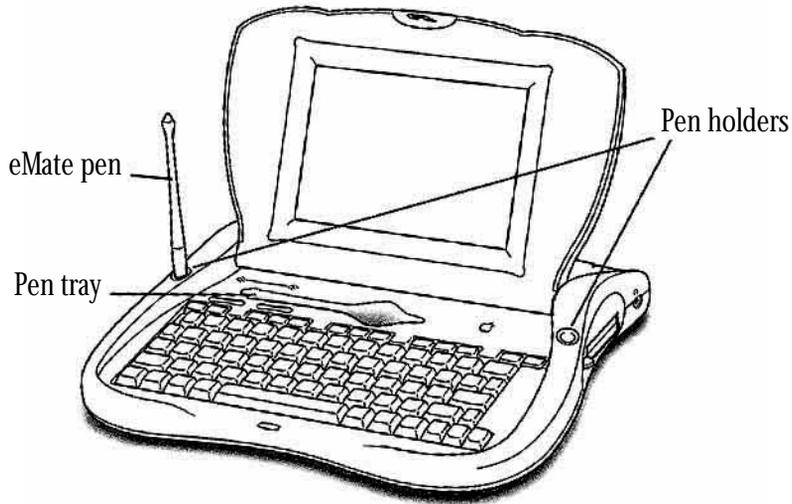
You can use the keyboard to enter information, navigate, and access certain features and functions. The keyboard is very similar to other computer and typewriter keyboards.



- To find out more about entering information, see "Using the Keyboard and eMate Pen" and for more information about typing combination keys on the keyboard, see "Using the Keyboard and eMate Pen" on page 42, "Learning the Basics."

Using the eMate pen

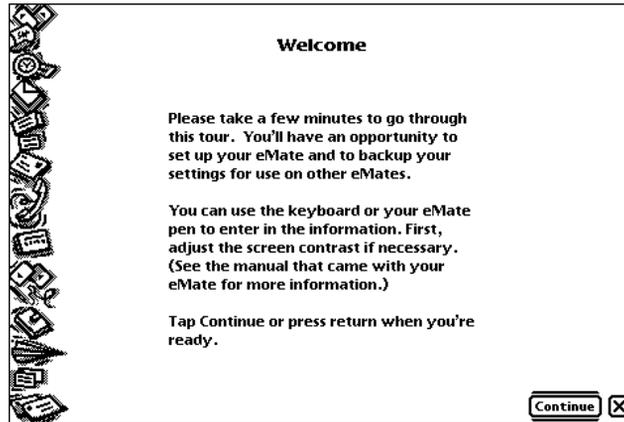
Using the eMate pen you can tap items on the screen, select and move information, and draw other gestures. To make the eMate pen convenient and handy to use, remove it from the tray above the keyboard and place it in one of the pen holders on the right or left side of the eMate when you are aren't using it.



- To find out more about using the eMate pen, see "Using the Keyboard and eMate Pen" on page 42, "Learning the Basics."

Using the setup application

When you turn the eMate on for the first time, the Welcome screen for the Setup application appears.



If the Welcome screen doesn't appear, do the following:

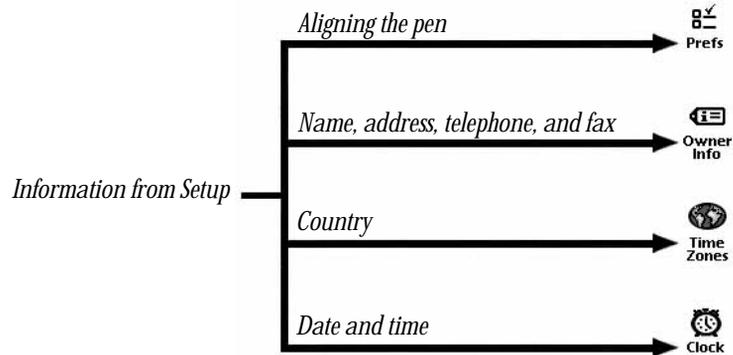
- Adjust the screen contrast using the Contrast control (see "Setting the Screen Contrast" earlier in this chapter).
- Connect the optional power adapter to the eMate and in a few seconds, the Welcome screen should appear.
- Press the Reset button (on the bottom of the eMate) gently with a ballpoint pen or pencil. This resets the operating system and turns the eMate on again. (This type of reset does not erase any information stored in the eMate's internal memory.)
If the Setup application does not appear, you may have to press Extras  to open the Extras Drawer, tap the folder tab, and in the list that appears, tap Setup. In the Setup folder, tap Setup.

What does Setup do?

The purpose of the Setup application is to align the eMate pen correctly with the screen, enter a name, address, and organization for the owner, or administrator, of the eMate, and set the date and time.

Note: In multiple-user situations, you should enter information for the teacher, computer lab technician, or technical coordinator of the group. If you are the only user of the eMate, enter your individual information.

Setup information is automatically placed into other applications on the eMate. Setup also introduces you to some of the basic features of the Newton operating system and the eMate.



If you're using more than one eMate in your environment, you can transfer the the information you enter in Setup to other eMates. For more information, see "Transferring Setup and Teacher Setup Information From One eMate to Another" later in this chapter.

Going through the Setup application

- 1 After the Welcome screen appears, follow the instructions on each subsequent Setup screen.

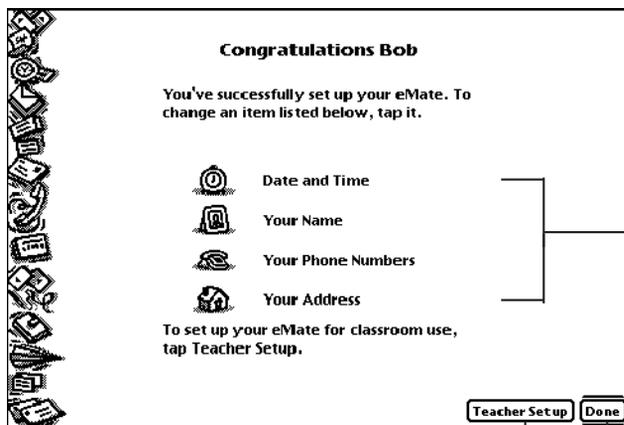
You can use the eMate pen or the keyboard to enter information. To move between fields, or lines, press the Tab key on the keyboard. To move to the next screen, tap Continue or press the Return key. To go back one screen at a time, tap Go Back.

Important: Whenever you see a line above and below a button, this means that pressing the Return key on the keyboard performs the same action as tapping the button itself.



This is an example of a default button in the Setup application; instead of tapping it you can press Return.

- 2 If desired, you can change any information you entered from the last screen of the Setup sequence.



Tap an item to change the information.

Tap here to set up the eMate for the classroom or multiple users.

Tap here if you're finished or don't want to open Teacher Setup.

When you're finished with the Setup application, you have a few options:

- If you want to go back to check or change information, tap one of the four items - Date and Time, Your Name, Your Phone Numbers, or Your Address.
- If the information you entered is correct and you're using the eMate in the classroom or with multiple users, tap Teacher Setup.
- If the information you entered is correct, you don't want to use Teacher Setup, or you've already set preferences in Teacher Setup, tap Done.

Using the eMate with multiple users

After completing the Setup application, you have the option of using Teacher Setup. You need to choose settings in the Teacher Setup application if you're using the eMate in the classroom or with multiple users.

What is Teacher Setup for?

The Teacher Setup application allows you to do the following:

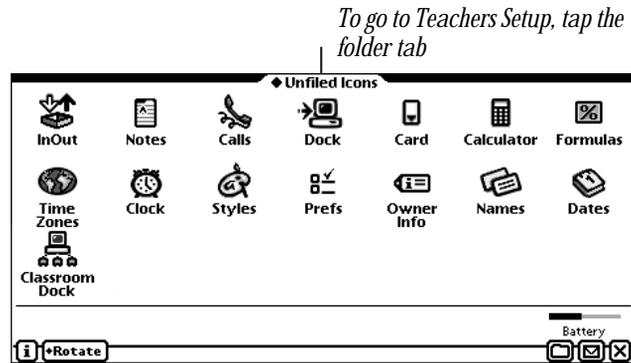
- set a teacher password
- select the mode to use-Classroom Mode or Full Newton System
- choose the connection software you use and the desktop computer you connect to the eMate
- set the default printer or printer type
- enable or disable spell-checking
- allow multiple users of the eMate
- choose which applications you want to make available in the Extras Drawer
- enter user names and optional passwords for multiple users

If you're using more than one eMate in your environment, you can transfer the information you enter in the Teacher Setup application to other eMates. For more information, see "Transferring Setup and Teacher Setup Information From One eMate to Another" later in this chapter.

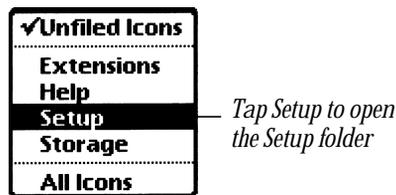
If you're using the eMate with multiple users and you've already gone through the Setup application, you probably tapped Teacher Setup on the last Setup screen. If so, go to the next section "Setting the Teacher Password."

If you didn't tap Teacher Setup, follow these steps:

- 1 Press the Extras  key at the top of the keyboard to open the Extras Drawer.

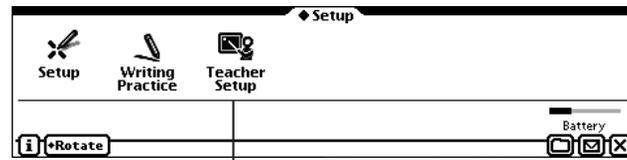


- 2 Tap the Unfiled Icons folder tab at the top and in the list that appears, tap Setup.



The Setup folder appears.

- 3 Tap Teacher Setup.



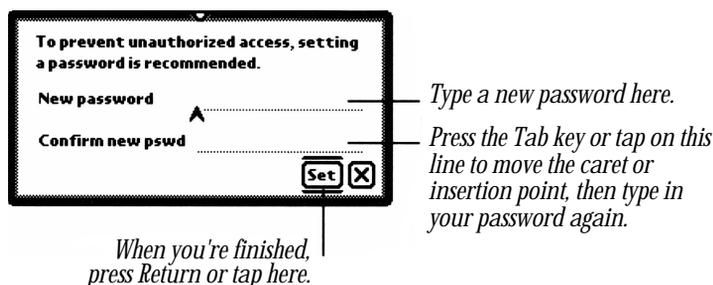
Tap here to open Teacher Setup.

Setting the teacher password

When you open Teacher Setup for the first time, you need to enter a teacher password. This is important because it allows only those persons who know the password to access Teacher Setup and make changes. If a teacher password is already set, skip to the next section, "Entering the Teacher Password."

The first time you open Teacher Setup, the following slip appears.

Note: A slip is any box with a border around it. In most slips, you enter information.



To create a teacher password, follow these steps:

- 1 Type the desired password on the first line.

The caret, or insertion point, appears where your characters will be placed. You don't actually see the password; you see a bullet, or large dot, for each character you type.

Note: The password is not case sensitive.

Important Make sure to write your password down and keep it in a safe place, in case you forget it.

- 2 Press Tab to go to the next line or tap the eMate pen anywhere on the second line.

The caret now appears on the second line.

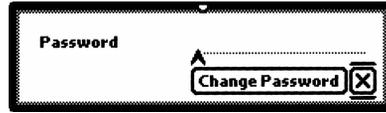
- 3 Type your password again to confirm it.

A bullet, or large dot, appears for each character you type.

- 4 Press Return or tap Set.

Entering the teacher password

Once you set up the teacher password, you're prompted for the password each time you open Teacher Setup, by the following screen:



Type the teacher password, then press Return or tap .

The Teacher Setup application opens.

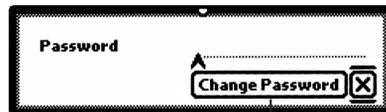
Changing the teacher password

You can change the teacher password at any time, as long as you know the existing teacher password.

To change the teacher password, follow these steps:

- 1 Press Extras  to open the Extras Drawer.
- 2 Tap Teacher Setup .

The Teacher Password slip appears.

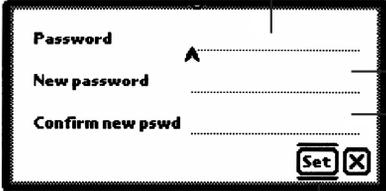


Tap here to change the teacher password.

3 Tap Change Password.

Another slip appears, with three lines for you to enter current and new information.

Type the current password here.



Press the Tab key or tap on this line to move the caret, then type your new password here.

Press the Tab key or tap on this line to move the caret, then type in your new password again.

When you're finished, press Return or tap here.

The screenshot shows a rectangular form with a black border. It contains three horizontal input lines. The first line is labeled 'Password' and has a caret (a small upward-pointing triangle) on it. The second line is labeled 'New password'. The third line is labeled 'Confirm new pswd'. At the bottom right of the form, there are two buttons: one labeled 'Set' and one with an 'X' symbol. Lines from the surrounding text point to the first line, the second line, the third line, and the 'Set' button.

- 4 Type the old password on the first line, then press the Tab key to go to the second line (or tap the second line with the eMate pen).
- 5 Type the new password, then press the Tab key to go to the third line (you can also tap the third line with the eMate pen).
- 6 Type the new password again to confirm it, then press Return (or tap Set).

Note: The password is not case sensitive.

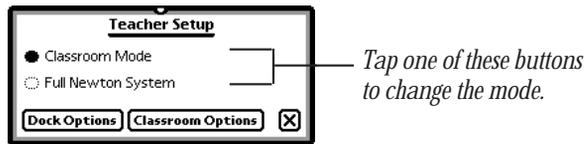
Important Don't forget to write down the new password and keep it in a safe place

Setting the mode

There are two modes you can set for the eMate-Classroom Mode and Full Newton System.

Classroom Mode-This is typically used in a classroom situation or any multiple-user environment where you want to provide access to certain applications only.

Full Newton System-this is the default mode, which allows users access to all applications installed on the eMate. If you choose this mode, you can disregard the Classroom Options.



- To change the mode, tap the button next to the desired mode. The selected mode has a darkened button next to it.

Choosing dock options

There are two dock, or connection, options you can choose:

- the default software you use to connect the eMate with a computer when you press the Dock →  key on the keyboard
- a default desktop computer that you connect to the eMate

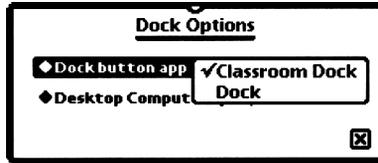
To select dock options, follow these steps:

- 1 In the Teacher Setup slip, tap Dock Options.

The Dock Options slip appears.



- 2 To set the default connection application you want to use when you press the Dock → key, tap Dock button app.



- 3 In the pop-up list that appears, tap your choice.
 - If you tap Classroom Dock, you use the eMate Classroom Exchange software, which allows you to connect several eMates to a single desktop computer. You can use serial or AppleTalk connections.
 - If you tap Dock, you need to install connection software other than eMate Classroom Exchange, such as the Newton Connection Utilities, onto your desktop computer before you dock, or connect, the eMate to a desktop computer. You can use serial or AppleTalk connections.

The selected application has a checkmark next to it.

Once you select the software, you won't have to change this setting unless you change the software that you're using.

- 4 To set the default computer you want to connect with eMate, tap Desktop Computer.

This option lets you set the computer you connect with to back up and restore information between the eMate and a desktop computer. To do this, you need to connection software running on the computer.

Important If you are using a computer that is on a network, you need to be connected to the network in order to choose the desired computer and to have your connection software running on the computer. For more information, see the connection software documentation.

Once you choose the computer, you won't have to change this setting unless you change computers. The default is none.

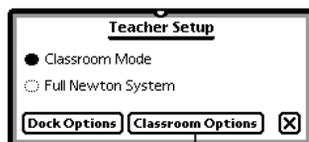
- 5 In the menu that appears, tap your choice.
 - If you tap None, you won't be automatically connected to a desktop computer when you press Dock.
 - If you tap Choose Other, a slip appears showing you the computers you can connect.
- 6 When you are finished setting these options, press Close or tap .

Choosing classroom options

If you are using Classroom Mode, there are various options you can choose in Teacher Setup that allow you to:

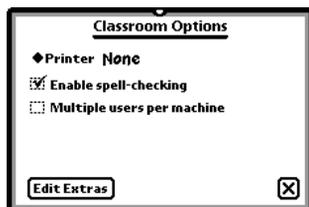
- choose a default printer
- choose whether or not to turn spell checking off or on
- create users and optional passwords

To set any of those options, tap Classroom Options from the Teacher Setup slip.



Tap here to set other options.

The Classroom Options slip appears. Please see the appropriate section for the option you want to choose or set.



Choosing a default printer

This option lets you set the printer. The default is None.

Important If you are using a printer that is on a network, you need to be connected to the network in order to choose the desired printer.

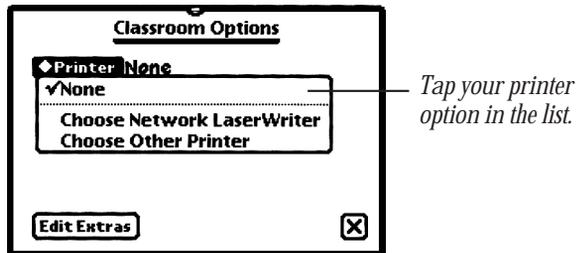
Once you choose a printer, you won't have to change this setting unless you change the printer you're using.

When you print, another printer may be selected, if the default printer isn't available.

To set or change the printer, follow these steps:

- 1 Tap Printer.

A list appears.



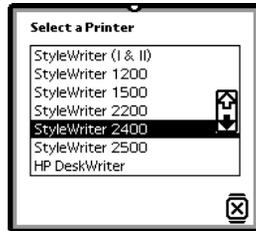
2 Do one of the following:

- Tap None if you don't want to set a default printer.

Whenever you print something, you will need to choose a printer at that time.

- Tap Choose Other Printer to select a non-networked printer.

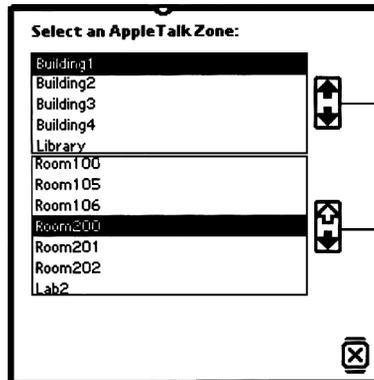
In the slip that appears, tap your choice, then press Close or tap .



— Tap the scroll arrows to move up and down in the list.

- Tap Choose Network Printer if you want to choose a printer that's on a network.

In the slip that appears, tap your choices, then press Close or tap .



— If necessary, tap the scroll arrows to move up and down in the list of zones in the network.

— Tap the scroll arrows to move up and down in the list of printers in the selected zone.

Turning spell checking on and off

This option lets you turn spell-checking on or off. Spell-checking is turned on by default. Make sure this option is off (the checkbox is blank) if you're giving a spelling test in the classroom.

- To turn on spell-checking if it's not selected, tap the checkbox "Enable spell-checking" so there's a checkmark in it.
- To turn spell-checking off, tap the checkbox so it's blank.

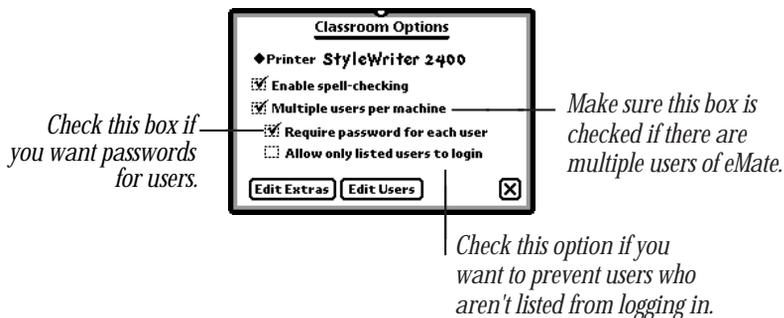
Controlling who can use the eMate

You can use the eMate with multiple users and set up user names and optional passwords. Information created by different users can then be stored on the eMate. Not only does this let you store data for several users on the eMate at the same time, it also saves you time in the classroom since you don't have to connect to the desktop computer after each use.

To limit who can log on and use the eMate, follow these steps:

- 1 Tap the checkbox "Multiple users per machine."

The checkbox now has a checkmark in it and two checkboxes appear below the multiple-user option.



- 2 If you want to have users type a password to use the eMate, tap the checkbox labeled "Require password for each user to put a checkmark in it."

If you select this option, whenever the eMate is turned on, the next user must select his or her name from the user list, then type in the correct password. If you choose not to use this option (by tapping to remove the checkmark), users can access other users' information.

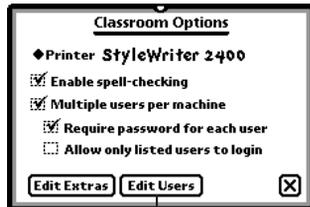
- 3 If you want to allow only listed users (user names that the administrator enters) to use the eMate, tap the checkbox "Allow only listed users to login to put a checkmark in it."

This prevents new users being created at login; only the teacher or administrator can add new users.

Adding, changing, and deleting users and passwords

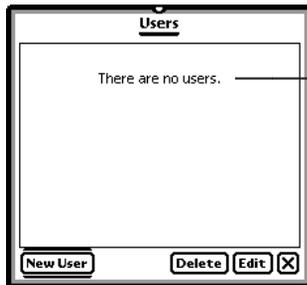
You can enter, change, and delete users and passwords. Users you name can store their documents and other items under their user names.

To enter, edit, or delete users, tap Edit Users.



Tap your printer option in the list.

The Users slip appears. If you haven't entered any users, none are listed.



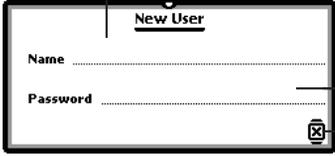
Make sure this box is checked if there are multiple users of eMate.

Entering a new user and password

- 1 in the Users slip, tap New User.

A slip appears.

Type the name of the user here.



The screenshot shows a form titled "New User" with two input fields: "Name" and "Password". A line from the annotation "Type the name of the user here." points to the "Name" field. A line from the annotation "If you selected the option to use passwords, type this user's password here." points to the "Password" field. A line from the annotation "Tap here or press Close when you are finished." points to a small square icon with an 'X' in the bottom right corner of the form.

If you selected the option to use passwords, type this user's password here.

Tap here or press Close when you are finished.

- 2 Type the name of the user.

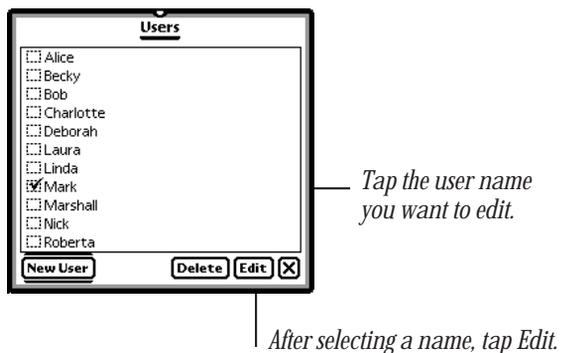
If you chose to require users to enter passwords, follow the next two steps.

- 3 Press Tab, or tap the eMate pen on the line next to Password, to move the caret to the next line.
- 4 Type the user's password.
- 5 When you're done, press Close or tap .

If you want to let users add themselves to the user list, make sure that you don't select "Allow only listed users to login." When this option is not selected, new users can add themselves by selecting New User at login. If this option is selected, only users whose names you have put on the list can log in.

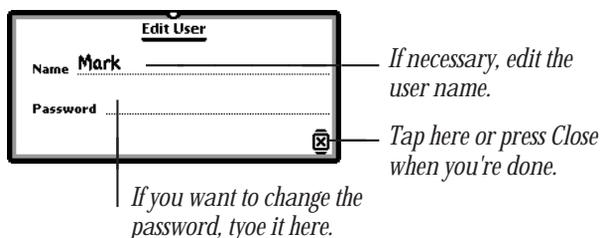
Changing a user's name or password

- 1 In the Users slip, tap the checkbox next to the user you want to change, then tap Edit.



The Edit User slip appears.

- 2 If necessary, type the revised name.



- 3 If you want to change the password, press Tab (or tap the eMate pen on the line next to password) to move the caret to the next line.
- 4 If necessary, type the revised user password.
- 5 When you're done, press Close or tap .

Deleting one or more users and the associated data

- 1 Tap the checkbox next to the users you want to delete, then tap Delete.

Important If you delete a user, you also automatically delete all of that user's associated information.

A slip appears asking you if you really want to delete the users and all of their associated data (papers, reports, drawings, and so forth).



- 2 Press Return or tap OK.
- 3 When you are finished, press Close or tap .

Controlling which applications are available to users

You can choose which applications you want users to have access to while in Classroom Mode in the Extras Drawer. The following is a brief description of the available applications for the eMate.

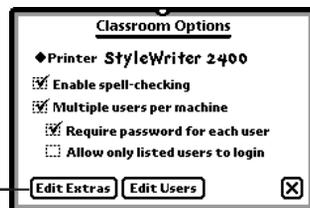
Application	Description
 Calculator	For simple arithmetic calculations.
 Calls	For making and logging telephone calls.
 Card	For choosing what information to store on a PC card and for backing up and restoring information.
 Classroom Dock	For connecting to the eMate Classroom Exchange software on your desktop computer using serial or AppleTalk connections.
 Clock	For setting the time and date, a daily alarm, and a timer.
 Dates	For scheduling appointments, meetings, and events and entering to do tasks.
 Dock	For using connection software, such as the Newton Connection Utilities, on your desktop computer using serial or AppleTalk connections.
 eMate Tour	For learning the basic features and capabilities of the eMate.
 Formulas	For conversions and financial calculations.
 Help	For viewing on-screen help.
 InOut	Includes the In Box, for receiving beamed information, electronic mail, and other items, and the Out Box, for storing items waiting to be printed or sent as beamed information, faxes, and electronic mail.
 Names	For creating an address book of names, addresses, and other information for people, companies and groups.
 Notes	For taking notes and creating outlines and checklists.

Application	Description
 Owner Info	For setting owner and worksite information.
 Prefs	For setting preferences such as sound, alarms, modem, and docking.
 Setup	For entering information on the owner, or administrator.
 Styles	For choosing the appearance of lines and text in all areas other than Newton Works.
 Teacher Setup	For choosing the mode, choosing the type of default printer, choosing a desktop computer to connect with, setting spell-checking, entering users and passwords, and choosing applications to make accessible to users.
 Time Zones	For setting your location and determining times around the world.
 Works	For using Newton Works, an integrated software application that allows you to create different stationery, such as papers, drawings, and calculations, (Note: This is the default background application that is always available to users.)
 Works Practice	For learning the basics of using Newton Works.
 Writing Practice	For handwriting recognition.

Changing available applications

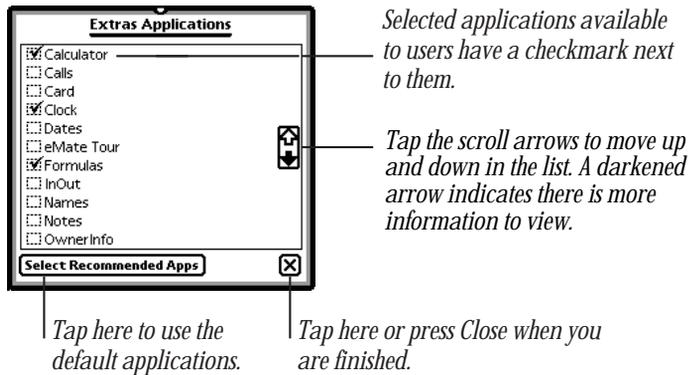
To change the applications that are available to users, follow these steps:

- 1 Tap Edit Extras.



Tap here to change or view the applications accessible to users.

A slip appears listing the applications that are accessible and stored in the Extras Drawer. If you've installed additional software on the eMate, such as third-party applications, that software also appears in the list.



2 Do one of the following:

Tap the checkbox next to each application you want to make available to users.

- If you want to select the recommended, or default, applications, tap Select Recommended Apps.
- These are Calculator, Classroom Dock, Clock, Formulas, Help, Teacher Setup, Time Zones, and Works Practice.

Important Newton Works is the only built-in application that supports the multiple user environment in Classroom Mode. Other applications can be used by different users, but the information created will be accessible by all users.

The selected applications have a checkmark in their checkbox.

3 When you finish choosing applications, press Close or tap

Transferring Setup and Teacher Setup information from one eMate to another

You can transfer information from the Setup and Teacher Setup applications to other eMates. This saves time if you are using more than one eMate in your environment.

You can transfer settings in several ways:

- Using a PC card, also known as a storage card.

This is an easy way to transfer settings—you backup the system information to the card in one eMate, remove the card, then insert it into a second eMate and restore the information.

Note: You need to use a 5-volt PC card.

- Using connection software, such as eMate Classroom Exchange.

This option is a bit more time-consuming than using a PC card. You need to connect the first eMate to a desktop computer, do a full backup, disconnect the eMate, connect a second eMate to the desktop computer, and restore the information. For more information, see the documentation that came with your connection software.

Using a PC card to transfer settings from one eMate to another

You can use a PC card, or storage card, to transfer settings (chosen in the Setup and Teacher Setup applications) from one eMate to another eMate. First you need to back up the information from one eMate on a PC card, then insert the PC card into another eMate and restore the information that's on the card.

Important Make sure you are using a 5-volt PC card. If the card is not 5-volt, you won't be able to store information on the card, you'll only be able to read information.

Before you transfer settings, make sure you've already gone through the Setup and Teacher Setup applications on your eMate.

Backing up settings to a PC card

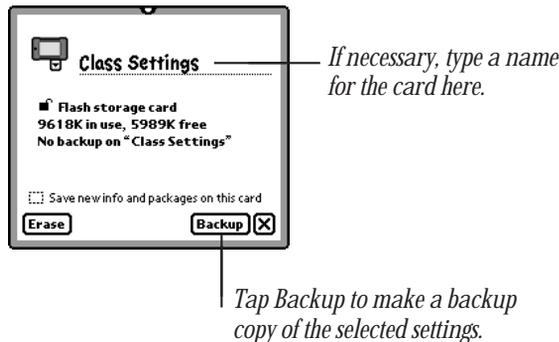
- 1 Insert a PC card into the card slot of the first eMate.

The card fits only one way; don't force it. Push the card all the way into the slot to make sure it's connected properly.

The eMate takes a few seconds to examine the card. When the eMate is ready to use the card, a card slip appears.

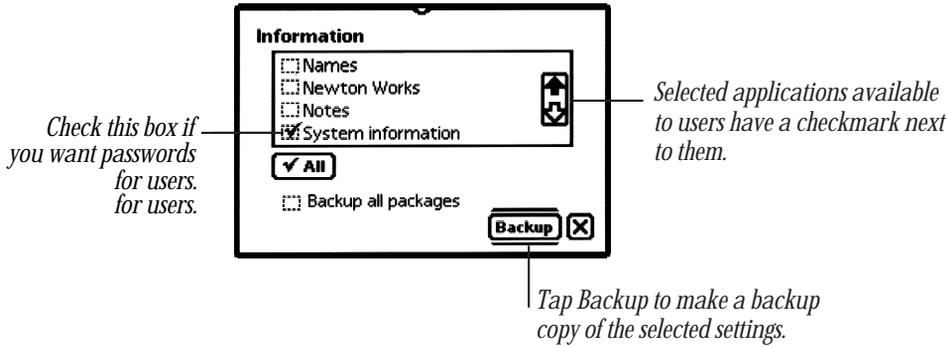
What you see next depends on what type of card you inserted.

- *New storage card*-a message appears telling you the card is new and needs to be erased and formatted. Tap Erase.
 - *Previously used storage card*-a card slip appears showing you the name of the card.
 - *12-volt PC card*-a message appears telling you that writing is not supported to this type of card. You won't be able to use this card to transfer information.
- 2 If necessary, you may want to name the card using a descriptive title, so you know what information is stored on the card.



3 Tap Backup.

A backup slip appears.



4 Move through the list until you see "System information."

5 If necessary, tap the checkbox next to "System information" to put a checkmark in it.

6 Tap Backup or press Return.

A slip appears showing you the progress of the backup. When the backup is finished, the status slip disappears. A Restore button now appears on the card slip.

7 Press Close or tap to close the card slip.

8 Press the card eject button on the right side of the eMate to remove the PC card.

Transferring settings to another eMate

- 1 Insert the PC card with the backup into the card slot of another eMate.

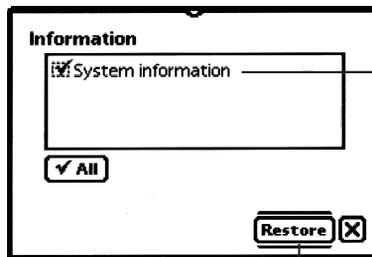
The eMate takes a few seconds to examine the card. A card slip appears.



Tap Backup to make a backup copy of the selected settings.

- 2 Tap Restore.

A slip appears showing the information that is backup up on the card.



Tap Backup to make a backup copy of the selected settings.

Tap Backup to make a backup copy of the selected settings.

- 3 If necessary tap the checkbox next to "System Information," to select it.
- 4 Tap Restore or press Return.

A message appears asking if you want to replace the information on this second eMate with the information from the card.

5 Tap Restore.

A message appears showing the progress of the restore. When the eMate is finished restoring the information, a slip appears telling you to restart your eMate.

6 Tap Restart.

The eMate restarts. A screen appears telling you to calibrate the eMate pen.

7 Follow the instructions on the screen to realign the pen.

8 Press Close or tap  to close the card slip.

The eMate is in Full Newton System.

9 Do one of the following:

Close the lid or press Power  to turn the eMate off.

To use the eMate right away in Classroom Mode, press Extras , then tap Teacher Setup . Type the teacher password and press Return. In the Teacher Setup slip, tap Classroom Mode, then press Close or tap  if you set up users in Teacher Setup, the User slip appears.

To transfer settings to additional eMates, follow steps 1-9.

Important When you're done, store the PC card with the settings in a safe place.

Reinstalling preinstalled software

In case you inadvertently delete any of the preinstalled software packages on your eMate, such as the eMate Tour, you can use the eMate Connectivity CD to reinstall the software onto your eMate. For more information, see the documentation that came with the CD.

Learning more about eMate

The eMate includes two online tours to help you learn more about your eMate and about Newton Works, an integrated software application that comes with eMate.

The eMate Tour gives you an overview of the functionality and features of the eMate. You should go through it if you plan to use the eMate in Full Newton System mode.

The Works Practice tour gives you an easy to use, simplified tour of Newton Works and is recommended if you plan to use the eMate in Classroom Mode.

The eMate Tour

The eMate Tour is an introductory online tour that highlights the features and capabilities of the eMate in Full Newton System mode. It's a good way for you to become oriented with your eMate.

Note: If you're in Classroom Mode, this application may not be available. To make it available to users, see the earlier section "Controlling Which Applications are Available to Users."

To access the eMate Tour if you're in Full Newton System Mode, follow these steps:

Press Extras  to open the Extras Drawer.

The Extras Drawer appears.

Tap eMate Tour .

The introductory screen appears.

Follow the instructions on the screen to go through the tour.

Works Practice

The Works Practice tour is an interactive online tour for anyone who wants an introduction to Newton Works, an integrated software application on the eMate. This tour provides instruction on using the word processor and draw program and also teaches the basics of erasing, selecting, and moving items on the screen.

To access Works Practice, press Extras then tap Works Practice Follow the directions on the screen.

Logging in: Entering user names and passwords

If you're using the eMate in Classroom Mode, most likely the teacher, or technical coordinator, has already entered users and passwords. If this is the case, users need to know how to log in.

The login procedure involves:

- choosing a user name from the user list
- typing the user password

Users only have to enter a password if the administrator has required passwords (see "Controlling who can use the eMate" on page 24).

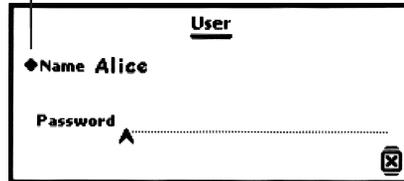
To log in, follow these steps:

- 1 Do one of the following:
 - If the lid is closed, open the lid.
 - If the lid is open and the eMate is off (there is nothing showing on the screen), press the Power key.

- If the lid is open and there is an image on the screen, press the Power key to turn the eMate off, then press Power again.

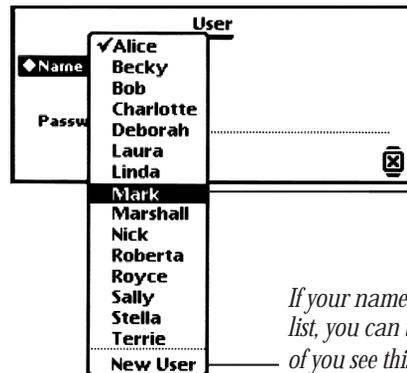
The User slip appears.

Tap here to see a pop-up list of users.



Tap Name, then do one of the following:

- If your name is in the list, tap it.



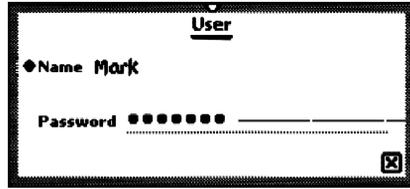
Tap your name in the list of users.

If your name is not in the list, you can tap New User of you see this option.

- If your name is not in the list, tap New User and type your name.

Note: You have the option of adding new users during log in only if you did not select "Allow only listed users to log in" in the Classroom Options slip in Teacher Setup. This option allows you to enter new users without going through Teacher Setup.

A User slip appears with the selected name.



If necessary, type your password here.

- 3 If you see a line labeled Password, tap the eMate pen on the password line to place the caret (or insertion point), then type your password.
- 4 When you are finished, press Close or tap

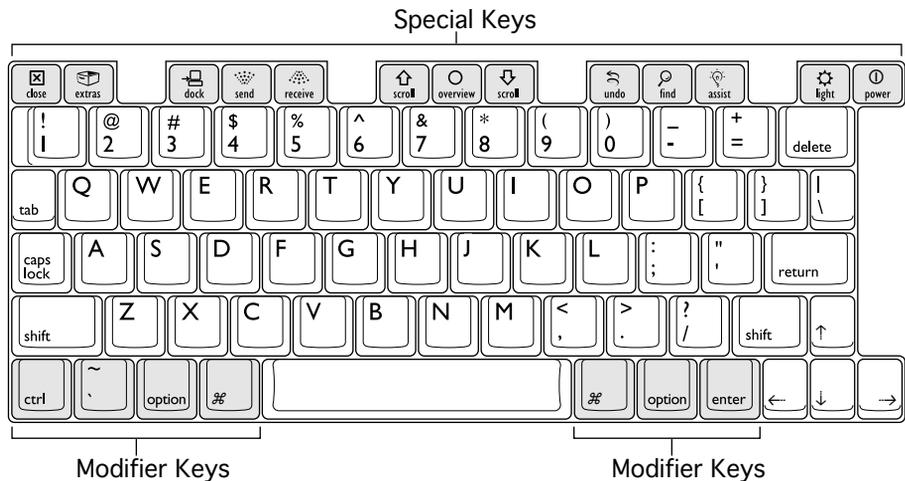
You're now logged in and you'll see the Newton Works application. Everything you create, until you turn the eMate off or someone else logs in, is saved under your user name.

Using the keyboard and eMate pen

The most common way to enter information is to type on the keyboard. You also use the eMate pen to tap things on the screen and to write or draw.

Using the keyboard

The eMate keyboard works in much the same way as the keyboards on other computers and on typewriters.



Using special keys

There are several special keys at the top of the keyboard that are very important and frequently used.

Key	Function
	Close Closes the current slip or application you are viewing.
	Extras Opens the Extras Drawer, which contains many of the applications you can use with the eMate.
	Dock Automatically connects the eMate to a desktop computer using connection software, such as the Newton Connection Utilities.
	Send Automatically beams the item you are currently viewing to another eMate or Newton device.
	Receive Automatically receives a beamed item from another eMate or Newton device.
	Scroll up Moves up by one screen.
	Overview Displays a list, or overview, of items in the application you are currently viewing.
	Scroll down Moves down by one screen.
	Undo Undoes your last action; press it again to redo your last action.
	Find Searches for text or information by date.
	Assist Automatically performs certain tasks, such as printing, faxing, and scheduling a meeting or event. If you're in Classroom mode, this opens the on-screen help.
	Light Turns backlighting on and off.
	Power Turns the eMate off and on when the lid is open.

Using keyboard shortcuts

There are a number of special key combinations, or keyboard shortcuts, you can use. These allow you to press keys on the keyboard instead of tapping buttons and making selections from pop-up lists.

To see a list of keyboard shortcuts, for the application you are in, press and hold the key down for a few seconds. The slip listing the shortcuts appears. When you release the key, the slip disappears. You can view the slip at any time while you are using your eMate.

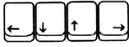
Creating			
New	⌘N	Title	⌘E
Quick Sketch	⌘D		
Editing			
Bold	⌘B	Plain Text	⌘T
Copy	⌘C	Select All	⌘A
Cut	⌘X	Spell Check	⌘=
Italic	⌘I	Underline	⌘U
Paste	⌘V	Undo	⌘Z
Paste Copy	⌘⇧V		
Filing			
File	⇧⌘F	Folder	⇧⌘T
General			
Assist	⌘~	Find Again	⌘G
Close	⌘.	Help	⌘?
Find	⌘F		
Routing			
Print	⌘P	Routing	⌘R
Viewing			
Close	⌘W	Overview	⌘O

To use a keyboard shortcut, press the specified keys at the same time.

Useful keys on the keyboard

The eMate keyboard includes special and modifier keys similar to those found on other computer keyboards. Some of these keys allow you to give commands to the eMate without tapping a button. For example, in many application programs, pressing the key at the same time as the C key lets you copy the selected formation.

The following table describes what you can do with some of the keys on your keyboard.

Key	Function
	Arrow keys Use to move the caret, or insertion point, as an alternative to tapping the eMate pen on the screen.
	Caps lock key Use to capitalize a series of letters (numbers and symbols aren't affected).
	Command key Use in combination with other keys as an alternative to tapping a button or choosing a command from a pop-up list.
	Control key Use in combination with other keys for shortcuts and to modify other actions.
	Accent key Use in combination with other keys to produce characters with accents.
	Delete key Use to delete selected information, or the character to the left of the caret.
	Option key Use in combination with other keys to produce special characters.
	Power key Press this to turn off the eMate, or put the eMate to sleep. Press it again to turn on the eMate.
	Return key Use to move the caret, or insertion point, to the beginning of the next line. You can also press this to perform the action of a default button (one that has a line above and below it)
	Shift key Use to produce capital letters (or the upper character on the key).
	Tab key Use to move the caret, or insertion point, to the next stopping place (such as a tab stop or line).

Typing special characters and symbols

You can type a variety of international and other special symbols and characters (including characters with diacritical marks, such as accents) by pressing combinations of keys.

Choose the font you want to use.

Press Shift, Option, or Shift-Option keys, then type a character.

The most common diacritical marks and how to create them are summarized next.

Diacritical mark	Key combination
` Grave accent	Option-' , then type the character
´ Acute accent	Option-e, then type the character
^ Circumflex	Option-i, then type the character
~ Tilde	Option-n, then type the character
¨ Umlaut	Option-u, then type the character
ç "c" with a cedilla	Option-c

- To type a letter or a space with a specific diacritical mark, press the Option key and the key for the mark simultaneously. Then type the letter that needs the mark.

If you are having trouble getting a mark and letter to appear together, try again. Be sure to press the Option key before (or at the same time as) the key for the mark; then, after you release both keys, type the letter to be marked.

Using the Battery

The eMate comes with a battery pack of AA-size Nickel Metal Hydride (NimH) batteries that needs to be periodically recharged. Normal battery usage is approximately 12 to 24 hours, to automatically recharge the battery, plug the power adapter into a wall socket or Power strip, then Plug it into Your eMate.

Important Battery life is shortened when you're doing such as beaming and when you use backlighting.

If you're using the eMate in a fixed location, you may want to use the Power adapter with the eMate to prolong battery life.

Determining the battery level

To determine how much charge is left in the battery, Press Extras . In the lower-right corner you'll see a battery level display. If the adapter is plugged into the eMate, this reads "Adapter" or "Charging."

Note: A warning message is displayed when the battery level drops below 10% Another messages appears when the battery level reaches 1 %. When the level becomes zero, the eMate automatically shuts off. The eMate will remain off until the level of the batteries is charged to at least 10%.

Recharging the battery

Recharge the battery by plugging the eMate into the power adapter, then plugging the adapter into an electrical outlet or power strip.

Note: Don't worry about overcharging the battery; the eMate is designed so this can't happen.

The charging status light on the eMate shows the status of battery charging.

- *Green*-the battery is fully charged.
- *Orange*-the battery is being charged.
- *No color/off*-the battery is not being charged from the power adapter (the power adapter is not plugged into the eMate).

Note: Whenever the eMate is not plugged into the power adapter, the charging status light is off. You can't use the light to determine whether the battery is low. To check the battery status, see "Determining the Battery Level" on page 47.

It takes approximately one to two hours to recharge the eMate battery. This time depends on:

- How much charge the battery contains when you recharge it.

A battery that's fully discharged takes longer to fully recharge than one that's partially charged.

- What the eMate is being used for while it's being recharged.

If you're using the eMate while you're recharging it, you're using some of the power that's going into the battery. Therefore, it takes longer to charge an eMate that's in use than one that is idle.

Replacing the battery

If for some reason, you think you need to replace the battery, contact an Apple-authorized service provider.



Getting Started



Apple Computer, Inc.

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1 Infinite Loop

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