

User Manual

VOXit™ Mailer Hands Free Email

For iPAQ Pocket PCs

Software Version: V 03.00

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Domain Dynamics Ltd, Thames Tower, Station Road, Reading RG1 1LX, United Kingdom

www.ddl.co.uk

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Safety Warnings

Traffic safety in a moving vehicle

VOXit Mailer should not be used by the driver or operator of a vehicle when in motion. Always safely park the vehicle before turning your attention to the application.

Data safety

The correct installation and operating procedures must be adhered to at all times.

Any important data within a Pocket PC or within or attached to any email message intended to be manipulated by VOXit Mailer should be backed up in an appropriate manner.

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1 Introduction

VOXit Mailer, the Hands Free Email application, enables you to navigate, read, and send voice replies to your emails, with full voice interaction. VOXit Mailer is speaker-independent and requires no training before use. Key features include:

- hands free access to your email messages
- speech synthesis allowing your email messages to be read out in a clear and configurable voice
- voice commands to navigate your inbox and read, delete and reply to messages
- spoken help function enabling you to get the most out of the application quickly
- availability of both speech and stylus input at all times

1.1 Device Compatibility

This variant of VOXit Mailer is optimised for the devices identified in the “Device Type” field of the table in section **Error! Reference source not found.** below. Whilst the application may also work on devices other than that stated in the table, note that this variant of VOXit Mailer was not designed for that purpose. Accordingly Domain Dynamics Limited makes no representation that this variant of the VOXit Mailer application will function correctly with any other operating system or device model.

1.2 Technical Specification

Memory

Memory requirements	1.5 MB Storage RAM. 2.5 MB Program RAM (Only when running).
Installation location	In this version you must install the application to the default folder “Program Files\VOXit Mailer”. This is a folder in the main memory.
Database location	Main memory.

General

Device Type	<ul style="list-style-type: none">• iPAQ 3800 series, 3900 series, 1910 model or 5450 model running the Pocket PC 2002 or Pocket PC 2003 (Windows Mobile) Operating System.• iPAQ 2200 series, 1930 series, 1940 series or 5550 model running the Pocket PC 2003 (Windows Mobile) Operating System.
Processor support	ARM
Synchronization software	MICROSOFT ACTIVESYNC version 3.6 or later. Version 3.7 recommended.

1.3 Operating Environment and Supported Modes of Speech

VOXit Mailer makes use of a noise-robust, fast and highly accurate speech recognition engine. It is speaker independent, meaning it never needs to be trained by the user. This powerful technology enables data access, menu navigation and command and control applications using speech recognition in a variety of environments. VOXit Mailer is capable of recognizing commands in modern cars and trains, normal office environments and quiet outdoor conditions. For best results users are advised to avoid traffic and aircraft noise, background speech and windy conditions.

This version of VOXit Mailer supports speech from UK or US English native speakers.

1.4 What's new

The following major changes have been made to the software since the last version (V2.3).

- Messages synchronized with a POP3 or IMAP4 mail service (account) can now be accessed.
- It is now possible to create new messages from within the application using the stylus.
- Messages can now be forwarded from within the application using the stylus.
- It is now possible to reply to all recipients of a message.

2 Installation

2.1 Data Connection

A data connection is required between your Pocket PC and your PC/laptop so that you can install the application and if you intend to synchronize with a desktop email application to use VOXit Mailer to exchange messages. Connectivity can be achieved with a Pocket PC and its cradle connected to a PC with an Internet or LAN connection. Additional connectivity solutions are available via separately purchased modem, wireless modem, network card, wireless network card, or cell phone. See the Pocket PC device manuals for details.

To make the connection, you will need to install ACTIVESYNC software to your PC/laptop. The latest version at the time of writing is available to download (freeware) from:

<http://www.microsoft.com/windowsmobile/resources/downloads/pocketpc/activesync37.msp>

Although VOXit Mailer will work with older versions of ACTIVESYNC software, it is recommended that you use ACTIVESYNC 3.7 or later for maximum reliability. The default data connection is through a USB connection and your host PC/laptop must be running a version of Microsoft Windows that is compatible with the ACTIVESYNC software.

If you use the cradle to connect the PC/laptop and the Pocket PC, both PC/laptop and the Pocket PC will detect the connection. Once connection is detected, an automatic wizard will commence asking to set-up a Partnership. For installation you can either select a "Standard Partnership" or a "Guest Partnership". However, a

“Standard Partnership” must be selected in order to synchronize your mail (see also Section 3.1, and <http://www.ddl.co.uk>).

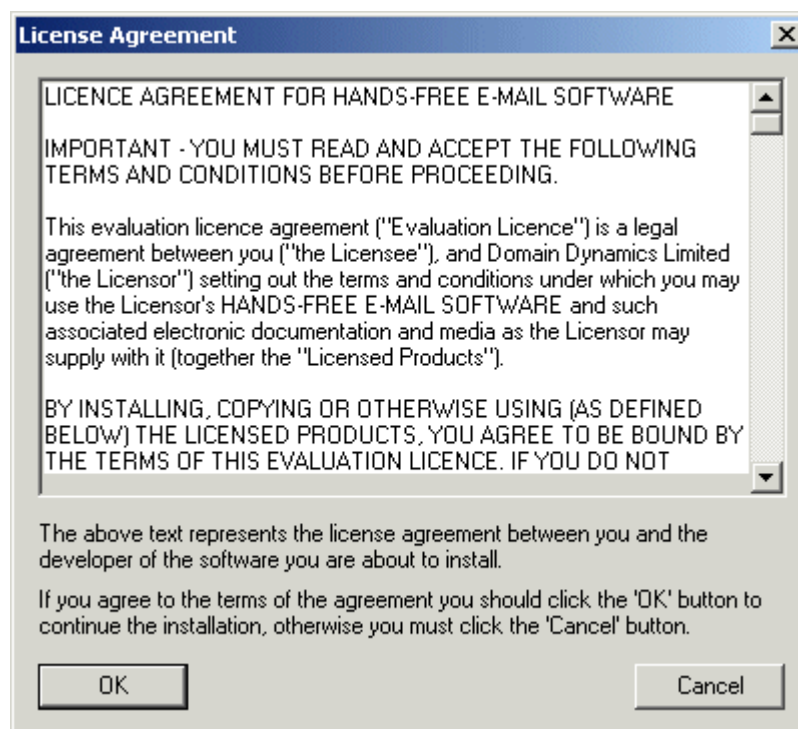
2.2 Installation Process

To install VOXit Mailer:

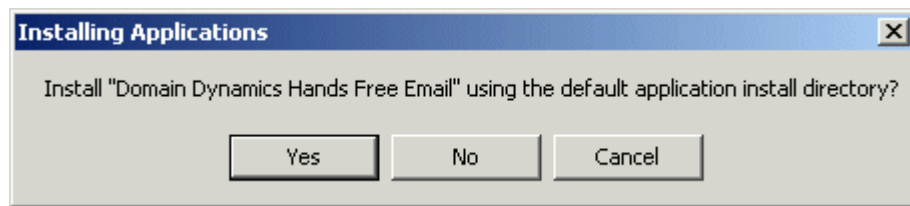
1. Expand the file HandsFreeEmail_IPAQ_<country>_<version>.<extension> where:
 - <country> is the supported language (e.g. UK)
 - <version> is the VOXit Mailer product version (e.g. 1.0)
 - <extension> is .exe for self-extracting and .zip for compressed format
2. Run the application set-up program 'setup.exe'. This will guide you through the installation process.
3. If your Pocket PC is connected to your PC the program will be installed on your Pocket PC, if not, it will be downloaded the next time you connect it.

The installer (Setup.exe) copies a number of files to your Pocket PC and sets up the device registry. Follow the on-screen instructions to install the application.

During installation your End User License Agreement (EULA) is displayed in a scrollable window. Ensure that you read the license text carefully then click the **ok** button to continue with the installation or **Cancel** to stop the installation. Note: the screenshot shown below above may not contain your exact license text. It is shown for illustration only. For convenience, your EULA is included in the installation package in the file license.txt.




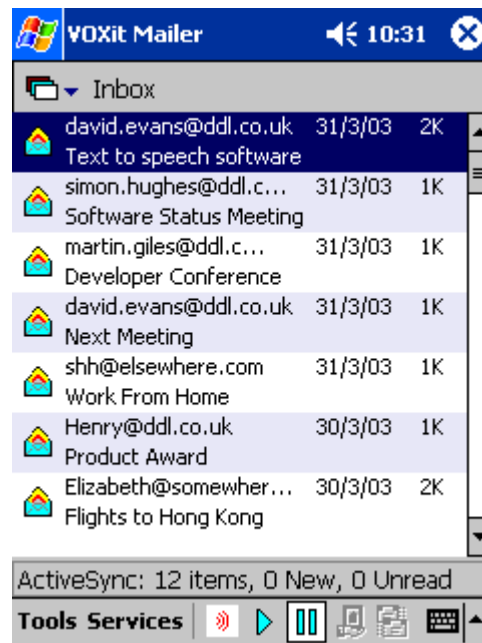
Note: You must install the application to the default directory. The default directory is “\Program Files\VOXit Mailer”.



If you do not, the application will not operate correctly. When the download has completed, the files are automatically expanded and copied to the appropriate folders on your Pocket PC.

3 Getting Started

To start the application, tap on the **Start** menu, and select the VOXit Mailer icon . A welcome screen appears, and after a short pause, the 'Inbox View' is displayed:



VOXit Mailer will then inform you of:

- whether you are connected to the Internet and therefore able to download any new messages
- the number of messages (total, new and unread) in your inbox
- the header of the first message

3.1 Synchronisation of emails

VOXit Mailer integrates seamlessly with the various mail message stores on your Pocket PC whether the messages be downloaded via an ActiveSync (device to Pocket PC) connection or via a wired/wireless connection with a POP3 or IMAP4 email account.

When using either an ActiveSync or a POP3/IMAP4 connection to synchronize, note that:

- As the Pocket PC has limited storage memory, you should be selective regarding the email folders and range of dates you choose to synchronize.
- If you intend to exchange voice-mails with other VOXit Mailer users, it is recommended that you select to download file attachments options from these settings.




3.1.1 ActiveSync Synchronization

For up-to-date advice on configuring ACTIVESYNC software to function correctly with VOXit Mailer, visit <http://www.ddl.co.uk>.

3.1.2 POP3 and IMAP4 Synchronization

To synchronize messages with a POP3 or IMAP4 email account you need to set-up an email service (if you have not done so already). Services are set-up from within the standard Inbox application that comes with your device. Please see section 16.1 for detailed instructions on how to set-up an email service.

Once you have set-up an email service, synchronizing emails involves the following:

To...	Tap...	What Happens...
Connect to an email server		Application connects to the server and automatically synchronizes emails.
Synchronize emails		Application synchronizes emails.
Disconnect from email server		Application disconnects from the server.

3.2 Issuing Voice Commands

All of the important functions of VOXit Mailer can be controlled by voice commands. Whenever the application beeps, you may say any one of the available commands.

For best results when speaking commands:

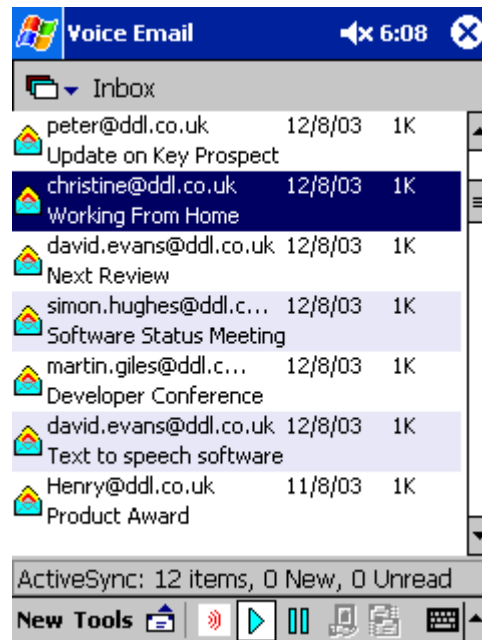
- Keep your pocket PC between 6 and 18 inches (15-50cm) from your mouth
- Wait for the audible prompt (beep) before speaking
- Speak the command clearly and naturally
- Avoid extremely noisy environments

If you hear "Phrase not recognised", it means the application has not heard you correctly. Wait for the next beep, repeat the command, again using natural speech. There is no need to speak slowly or shout, though it may help to emphasise the 's' in short commands such as "Yes", "Start" and "Stop". Make sure you are saying one of the valid commands. These vary depending on where you are in the application (Inbox view, message body view, reply mode etc.). To find out which commands are available at the current stage, say "Help". The commands available at the different stages are summarised in Section 14. Note that at some stages, saying nothing is a valid response.

If the application cannot detect a valid command in six consecutive attempts, it will automatically turn listening off (see Section 11.2.3). This is a safety feature which conserves your battery and prevents background speech interfering with your application. You can turn listening back on by tapping the ear icon as described in Section 11.2.2.

4 Inbox View

The Inbox View is the main screen displayed by the application showing a list of all the messages in your currently selected folder (on start-up, this will be the ACTIVESYNC Inbox folder).



The key features of this view are:

- The most recent messages are listed. For Pocket PC 2002 devices the view shows seven messages per page whilst for Pocket PC 2003 (Windows Mobile) devices eight messages are shown per page.
- The header of the first message is read out by the application.
- Depending on the Navigation Option (see Section 12.4) the application will either:
 - continue to read out the header information for each message in turn, pausing between each to allow you to issue a voice command (a stylus command can be executed at any time)
 - wait for your next voice or stylus command
- The toolbar consists of **New**, **Tools** and **Services** menus and tool bar buttons which provide quick stylus access to application features.

4.1 Navigating Your Inbox

You can move through the messages in your inbox in a variety of ways:

- Auto-advance mode
- Voice commands
- Tap a message icon
- Operate the scroll bar
- Tap and Hold
- Press the joypad

4.1.1 Auto-advance mode

After installation, VOXit Mailer defaults to the auto-advance mode. In this mode the application automatically reads message headers one after another, with a short pause after each header so that you can issue voice commands (for example to instruct the application to read the current message). If you say nothing during this pause, the next header will be read out.

4.1.2 Voice commands

You can navigate forwards and backwards through the messages in your inbox using the following commands:

- **“Advance”** (**“Advance 5”**) (**“Advance 20”**): jump down 1 (5) (20) messages in the folder
- **“Back”** (**“Back 5”**) (**“Back 20”**): jump up 1 (5) (20) messages in the folder
- **“Stop”**: suspend the auto-advance feature. Note: Once you have suspended the auto-advance feature you can re-enable it by saying one of the advance or back commands when the application is listening.

You can also manipulate individual messages using voice commands. The following commands are available:

- **“Header”**: Read out the entire header of the currently active message
- **“Read”**: Read out the contents of the currently active message
- **“Delete”**: Delete the currently active message
- **“Reply”**: Reply to the sender of the current message
- **“Reply All”** or **“Reply To All”**: Reply to the sender of the current message and ALL recipients of the message

The following global commands are also available:

- **“Help”** provides context sensitive help messages. If **“Help”** is requested twice in succession then a more detailed explanation will be given
- **“General Help”** provides help on the global commands
- **“Listening Off”** switches off the listening mode

If you need to close the application at this stage you can say **“Close Inbox”**.

4.1.3 Tap a message icon

If you tap the envelope icon to the left of any displayed header, other than the currently highlighted header, the application will say either “navigating forwards” or “navigating backwards”, will highlight and read out the selected header.

4.1.4 Operate the scroll bar

You can navigate back or forwards through the Inbox by one message or a page worth of messages by tapping the scrollbar as you would in other Pocket PC applications. You can also navigate by dragging the scrollbar thumb to the desired position.

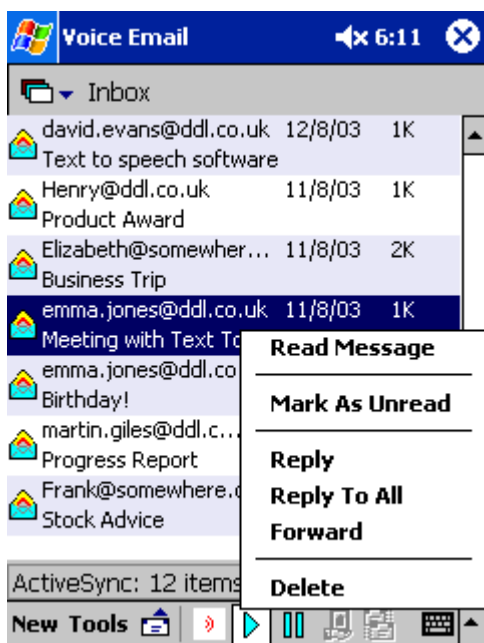
4.1.5 Tap and Hold

If you hold the stylus on a message in the Inbox View, the pop-up menu shown in the following figure appears.

4.1.6 Press the joypad

If you press the joypad in the Inbox View, you can scroll up or down through message headers. By using the joypad enter position you can also pause/restart the readout of the message header.

The options are as follows:



Read Message: Reads the currently highlighted message in Message Body view

Mark As Unread: Marks a message as unread. It is then shown in bold

Reply: Create a voice attachment reply to the sender of a message

Reply To All: Create a voice attachment reply to the sender of a message and ALL recipients of the message.

Forward: Use this to forward the selected message to one or more recipients.

Delete: Deletes the currently selected message

Where appropriate, the following options also appear:

Mark for Download: Downloads the attachments for the selected message on next synchronisation.

Do Not Download: Stops the attachments for the selected message being downloaded.

4.2 Using the Menus

In the Inbox View there are two menus: **Tools** and **Services**. The content of these is described below.

4.2.1 Tools Menu







Menu Option	Description
Options	Access the preferences set-up dialog
Pause	Stops speech output
Restart	Restarts speech output
Help	Provides context sensitive help
About	Displays information about the application such as application version and your unique serial number
Halt Reply	Cancels a message reply while in progress
Select Folder	Displays any Inbox subfolders you have synchronised.
Close Inbox	Exits the application.

4.2.2 Services Menu


This menu is dynamically created and indicates to you (by a tick) the currently selected mail message service. An application start-up this will be the ACTIVESYNC message store. You can view the messages for example from a POP3 message service simply by selecting the service from the services menu.

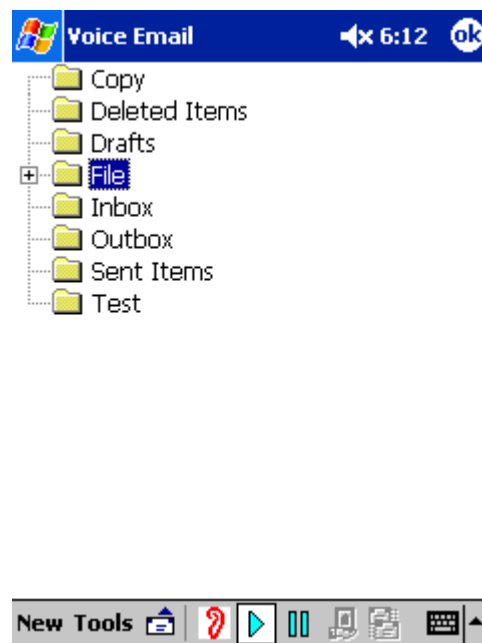
4.2.3 Using the Toolbar

In the Inbox View the following toolbar buttons are available:

Icon	Usage
	Tap this button to display the 'services' menu. This menu shows a list of available mail services and indicates which service is currently selected.
	This button shows the current listening mode. If listening is active, it is animated and is Red. If listening is inactive, it is not animated and is Grey. Tap this button to toggle between the two modes.
	Checked when the application is listening to voice commands AND reading out email message data.
	Checked when the application is paused.
	When a POP3 or IMAP4 service is selected, connects to a mail server or disconnects from a mail server if connected.
	When a POP3 or IMAP4 service is selected, synchronises email messages with the mail server.

4.3 Folders

On start-up, the application displays messages that are stored in the 'Inbox' folder. Depending on synchronisation settings, messages in other standard folders, such as the 'Drafts' and 'Outbox' folders, and user-defined folders, can also be displayed. You can select the folder displayed in the application by tapping the  icon, or from the **Tools - Select Folder** menu option. A list of the synchronised email folders will be displayed.



To view the message headers of a folder, double tap the folder-name (alternatively, you can tap the folder name and then tap **OK**). A plus icon residing next to a folder indicates the folder contains a list of subfolders. To display the subfolders, tap and hold the plus icon. The subfolders will then be presented. To view the message

headers associated with a particular subfolder, double tap on the subfolder of interest.

5 Reading Emails

5.1 Read from Inbox View

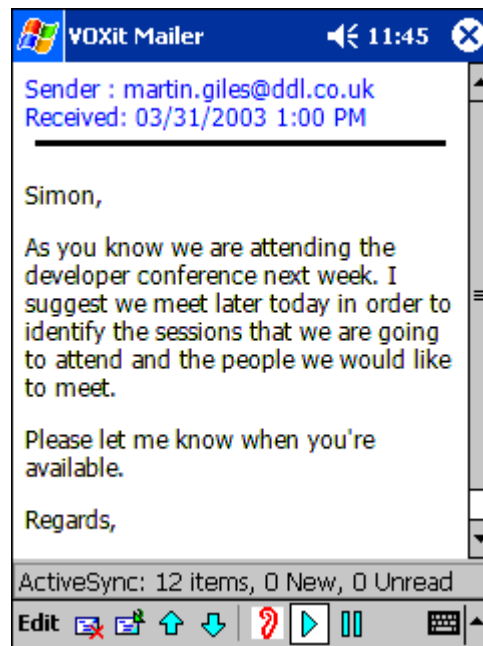
You can read a message in a variety of ways:

- Say “**Read**” after a message header is read-out and when the application is listening for a voice command
- Activate the Tap and Hold pop-up menu (see Section 4.1.5) then select option **Read Message**
- Tap once on the envelope icon of the currently highlighted header

To read a message which is not the currently selected one, you should first navigate to it, as described in Section 4.1.

5.2 Message Body View

When the read option is selected, the header and body of the message will be displayed in the **Message Body View**, and the Pocket PC will start reading the message.



The key features of this view are:

- The message header shown in blue at the top of the view. The format of the header information that is shown depends on the Header Options application preferences (see Section 12.3).
- The message body displaying the contents of the current email.
- The toolbar consisting of an edit menu and toolbar buttons.

5.2.1 Voice commands available from message body view

If paragraph-pause is enabled in the Playback Option (see Section 12.5), the Pocket PC will pause at the end of each paragraph and listen for a voice command; otherwise it will read out the entire message before pausing and listening. Voice commands available are:

“Advance”	Moves to the next message in the inbox
“Back”	Moves to the previous message in the inbox
“Delete”	Deletes the current active message
“Reply”	Initiates a voice reply to the sender of the current message
“Reply All” or “Reply To All”	Initiates a voice reply to the sender of the current message and ALL recipients of the message.
“Stop”	Stops reading the current message

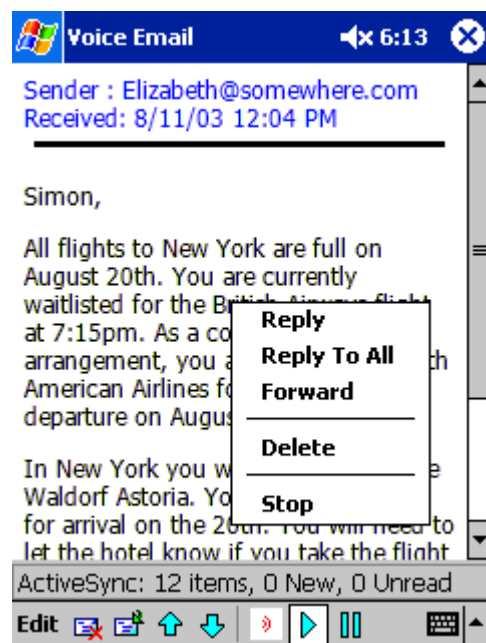
If you say nothing after a paragraph pause, the Pocket PC will continue to read the message.

If you say nothing at the end of the message, the application will either:

- Revert back to Inbox View and read the header of the next message, or
- If auto-advance is enabled, and you have moved between messages in Message Body view, it will advance to (and read) the next message.

5.2.2 Tap and Hold in Message Body View

You can activate the tap and hold pop-up menu by holding the stylus on the touch sensitive screen anywhere within the body of the message (including the header text).










The options are as follows:

- **Reply:** Initiates a voice reply to the sender of the message
- **Reply To All:** Create a voice attachment reply to the sender and ALL recipients of the message.
- **Forward:** Use this to forward the selected message to one or more recipients.
- **Delete:** Delete the current message
- **Stop:** Stop reading the current message

5.2.3 Toolbar Buttons in Message Body View

In the Message Body View the following toolbar buttons are available:

Icon	Usage
	Deletes the message that is currently open.
	Displays a popup menu from which you can initiate a reply to the currently open message or forward it.
	Checked when the application is listening to voice commands AND reading out email message data.
	Checked when the application is paused.
	Reads the previous message.
	Reads the next message.
	Shows the current listening mode. If listening is active, it is animated and is red . If listening is in-active, it is not animated and is grey . Tap this button to toggle between the two modes.

5.2.4 Menus in Message Body View

In the Message Body View there is only one menu, the **Edit** menu. Its content is described below.

Menu Option	Description
Reply	Reply to the currently open message.
Stop	Stop the reading of the current message.

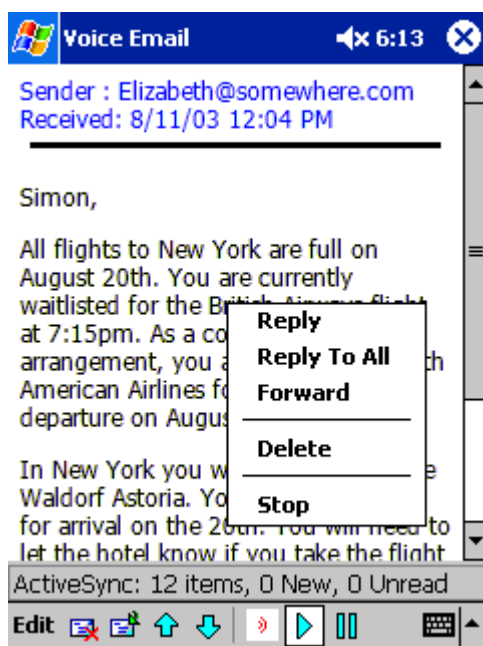
5.2.5 Joypad operation in Message Body View

In Message Body view, you can pause/restart text readout using the joypad enter position. Playback is paused in the middle of the current sentence.

5.3 Stop Reading a Message

You can stop reading a message by one of the following:

- Say "**Stop**" when the application pauses and listens (see Section 5.2.1)
- tap and hold a displayed email message and select **Stop** from the pop-up menu
- select **Stop** from the **Edit** menu



6 Deleting a Message

You can delete a message either from the Inbox or the Message View.


6.1.1 Inbox view

You can delete a message in a variety of ways:

- Say **"Delete"** after a message header is read-out and when the application is listening for a voice command
- Activate the Tap and Hold pop-up menu (see Section 4.1.5) then select option **Delete**
- Select menu option **Tools-Delete**

6.1.2 Message Body View

You can delete a message in a variety of ways:

- During the paragraph pause (or at the end of a message) say **"Delete"**
- Activate the Tap and Hold pop-up menu and select the **Delete** option (see Section 4.1.5)
- Tap the  toolbar button

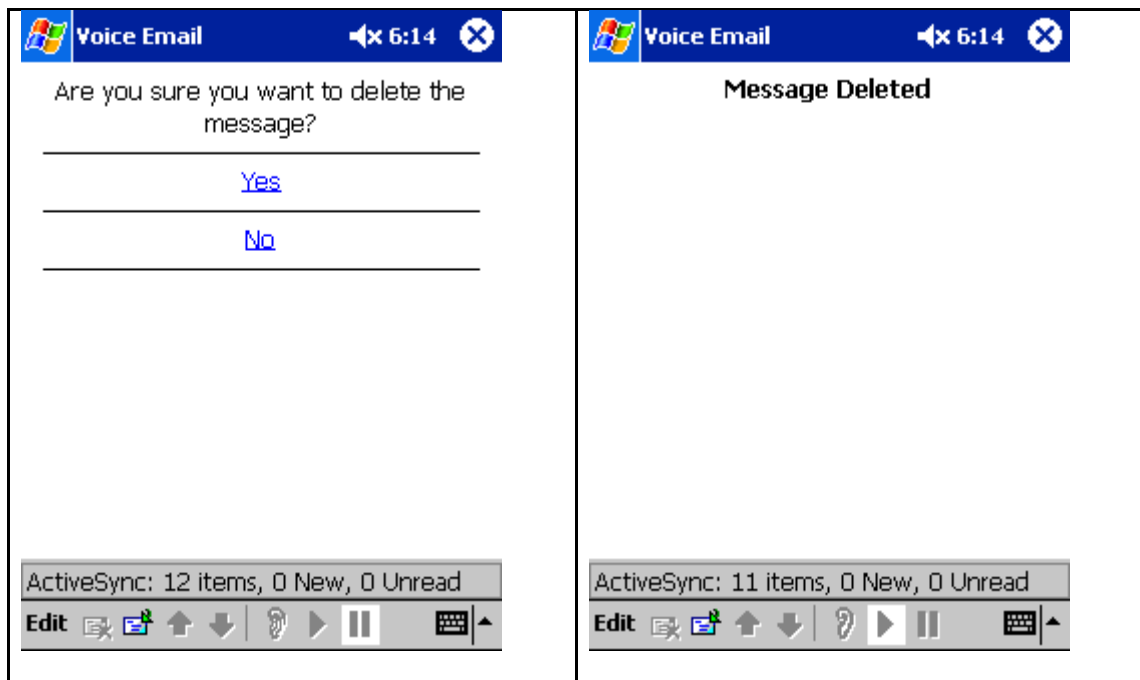
6.1.3 What happens when I delete a message?

When you choose to delete a message the following dialog is displayed. If you say or select:

- **Yes:** the application deletes the current message
- **No:** the application does not delete the message

Note: If you say **"Yes"** the following confirmation screen is displayed.

--	--



When you tell VOXit Mailer to delete one or more messages as described above, the mail is moved to a 'Deleted Items' folder. This gives you the opportunity to undelete them later by copying them from the Deleted Items using the standard Pocket PC Inbox application. If you are certain you will not need the deleted message(s), select the Deleted Items folder and follow the steps described above.

7 Replying to Emails

In VOXit Mailer, you can reply to the sender of the message by recording and sending a voice-mail. **First you must ensure that listening is ON (Section 11.2.2).** You can then initiate a reply from either the Inbox View or the Message Body View,


7.1 Replying from Inbox View

You can reply to an email in a variety of ways:

- During the listening pause after the message header is read out, say “**Reply**”, “**Reply All**” or “**Reply To All**”
- Select the appropriate message by Tap-and-Hold and select the **Reply** or **Reply To All** option (see Section 4.1.5)

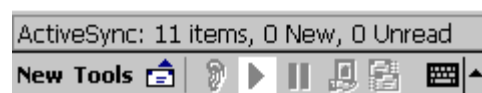
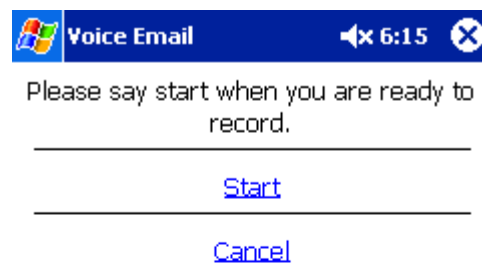
7.2 Replying from Message Body View

You can reply to an email in a variety of ways:

- During the paragraph pause (or at the end of a message) say “**Reply**”, “**Reply All**” or “**Reply To All**”
- Activate the Tap and Hold pop-up menu and select the **Reply** option (see Section 5.2.2)
- Tap the  toolbar button and select the **Reply** or **Reply To All** option
- Select the menu option **Edit - Reply**

7.3 What Happens When I Reply?

When you reply to a message you generate a new email message to the sender of the message (and optionally ALL original recipients) with a voice message attachment in the WAVE format (a .wav file). Voice attachments in this standard audio format can be played in a variety of desktop or Pocket PC based applications.



Once you have selected the reply feature, proceed as follows:

- Say “**Start**” to begin recording the reply or “**Cancel**” to abort the reply operation.
- If you said “**Start**”, record your spoken message (note that commands will not be recognised while you are recording).
- When you have finished speaking pause for three seconds.¹ The application will ask you whether you want to continue speaking. Say “**Yes**” if you want to extend the current recording, otherwise say “**No**”.
- Say “**Send**” to place the reply in your Outbox², “**Folder**” to place the reply in your Drafts folder, or “**Playback**” to listen to your voice reply. Alternatively, you can say “**Start**” to start recording the reply message over again, or “**Cancel**” to abort the reply operation.

This space intentionally left blank

¹ In extremely noisy conditions, the application may not detect the three-second pause, and will continue recording. If this happens, select the option **Halt Reply** from the **Tools** or **Edit** menu, to obtain the prompt ‘Do you wish to continue speaking?’

² Note that voice message replies in the Outbox will only be sent (via ActiveSync) when you synchronize your Pocket PC with your (internet connected) partner PC/desktop.


8 Forwarding Emails

You can forward a message in a variety of ways as described below:

8.1 Forwarding from Inbox View

Tap and hold the stylus on the message that you want to forward, select **forward** from the pop-up menu that has appeared, then follow the instructions in section 8.3 below.

8.2 Forwarding from Message Body View

Tap the  button on the toolbar, select menu item **forward** from the pop-up menu that has appeared and then follow the instructions in section 8.3 below.

8.3 What Happens When I Forward a Message?

When you have chosen to forward a message the dialog shown below appears.



- 'To'** Enter the email address of the main recipients. Separate recipients with a semicolon (";").
- 'Cc'** Enter the email address of recipients whose email address you want to be visible to the recipients. Separate recipients with a semicolon (";").
- 'Bcc'** Enter the email address of recipients whose email address you want to hide. Separate recipients with a semicolon (";").
- 'Subj'** Enter the subject of the email.

Entering Body Text

In the large edit box below the “**Subj**” field you can enter text that you want to appear in the email. Note that the original body text is automatically added if the “Include original text” (general) option is selected. Also, the edit box is automatically sized according to whether the Software Input Panel (SIP) is displayed. If you have a keyboard add-on, just minimise the SIP to enlarge the box.

Adding Attachments

You can add up to six (6) attachments to a forwarded email message. To add single attachment proceed as follows:

1. Tap the “Edit” menu
2. Select “**Add Attachment**”. The standard Pocket PC file dialog appears.
3. Navigate to the appropriate folder and tap the desired file.

Note: attachments are added one at a time.

Saving a draft forward message

If you decide to finish the composition of the message later on, tap the OK button and the message will be saved to the selected mail service ‘Drafts’ folder.

Sending a message

Once you have finished tap the “Send” button and the forwarded message will be placed in the selected mail service “Outbox” and will be transported the next time you synchronise your device with the relevant mail server or ActiveSync as applicable.

9 Creating New Messages

You can start creating a new message in Inbox View by tapping the **'New'** menu item. The dialog shown below appears.

New Message 10:48 OK

To: sally@abc_travel.com

Cc:

Bcc:

Subj: Business Trip

Memo.psw

Sally,
Thanks for your information on suitable
hotels in the San Francisco area. I like the

123 1 2 3 4 5 6 7 8 9 0 - = <

Tab q w e r t y u i o p []

CAP a s d f g h j k l ; ' ,

Shift z x c v b n m , . / <

Ctl á ü ` \ _ { } | ~

Edit

- 'To'** Enter the email address of the main recipients. Separate recipients with a semicolon (";").
- 'Cc'** Enter the email address of recipients whose email address you want to be visible to the recipients. Separate recipients with a semicolon (";").
- 'Bcc'** Enter the email address of recipients whose email address you want to hide. Separate recipients with a semicolon (";").
- 'Subj'** Enter the subject of the email.

Entering Body Text

In the large edit box below the **"Subj"** field you can enter text that you want to appear in the email. The edit box is automatically sized according to whether the Software Input Panel (SIP) is displayed. If you have a keyboard add-on, just minimise the SIP to enlarge the box.

Adding Attachments

You can add up to six (6) attachments to a new email message. To add single attachment proceed as follows:

4. Tap the "Edit" menu
5. Select **"Add Attachment"**. The standard Pocket PC file dialog appears.
6. Navigate to the appropriate folder and tap the desired file.

Note: attachments are added one at a time.

Saving a draft new message

If you decide to finish the composition of the message later on, tap the OK button and the message will be saved to the selected mail service 'Drafts' folder.

Sending a message

Once you have finished tap the "Send" button and the new message will be placed in the selected mail service "Outbox" and will be transported the next time you synchronise your device with the relevant mail server or ActiveSync as applicable.

10 Editing Draft Messages

Messages that are saved to the selected mail service 'Drafts' folder can be edited by opening the message you want to edit, tapping the **"Edit"** menu and selecting **"Edit Message"** menu option. The dialog shown below appears.

Voice Email - Edit 12:45

Send

To: someone@.somewhere.com;

Cc:

Bcc:

Subj: FW: Work From Home

Memo.psw

To Do.psw

-----Original Message-----

From: shh@elsewhere.com

Sent: 31/03/03 16:00

To:

123 1 2 3 4 5 6 7 8 9 0 - =

Tab q w e r t y u i o p []

CAP a s d f g h j k l ; ' ,

Shift z x c v b n m , . / <

Ctrl á ü ` \

Edit

- 'To'** Edit the email address of the main recipients. Separate recipients with a semicolon (";").
- 'Cc'** Edit the email address of recipients whose email address you want to be visible to the recipients. Separate recipients with a semicolon (";").
- 'Bcc'** Edit the email address of recipients whose email address you want to hide. Separate recipients with a semicolon (";").
- 'Subj'** Edit the subject of the email.

Editing Body Text

In the large edit box below the **“Subj”** field you can edit the text that you want to appear in the email. The edit box is automatically sized according to whether the Software Input Panel (SIP) is displayed. If you have a keyboard add-on, just minimise the SIP to enlarge the box.

Attachments

If the message has attachments they will be listed underneath the **“Subj”** field. You can edit this list by tapping and holding the stylus over the list and selecting either **“Add Attachment”** or **“Delete Attachment”**.

Note: the **“Delete Attachment”** option is only available if there are attachments in the list. Also, attachments are deleted one at a time

Note: the **“Add Attachment”** option is also available via the **“Edit”** menu. Also, attachments are added one at a time.

You can have up to six (6) attachments on an email message. If you add an attachment the standard Pocket PC file dialog appears. You can navigate to the appropriate folder and tap the desired file.

To delete a single attachment proceed as follows:

7. Tap the file you want to delete in the list. If the file is not in view then scroll down using the scroll bar to the right of the list. Make sure the file is highlighted.
8. Tap and hold the selected file and select **“Delete Attachment”**. The selected file is removed from the list.

Saving

If you decide to finish the editing of the message later on, tap the OK button and the message will be saved to the selected mail service 'Drafts' folder.

Sending a message

Once you have finished editing tap the **“Send”** button and the message will be placed in the selected mail service **“Outbox”** and will be transported the next time you synchronise your device with the relevant mail server or ActiveSync as applicable.

11 Additional Features and Commands

11.1 Playing Received Voice Attachments

You can playback audio voice attachments that you have received from another user of VOXit Mailer. To do so proceed as follows:

- Read the message (see Section 5)
- After the message has been read, the application will ask you whether you want to listen to the voice attachment. If you say “**Yes**” at this point, the voice attachment will be played.

Note: To play a received voice attachment you will need to ensure that it has been downloaded from your desktop/laptop. To do this, if you’re using ActiveSync to synchronize, set up the ActiveSync application so that it downloads file attachments (see <http://www.ddl.co.uk>) or if you’re using a POP3/IMAP4 account set up the service in the standard Inbox application to download attachments; alternatively you can use the **Mark for download** in the tap-and-hold pop-up menu (see Section 4.1.5).

In this version, the application does not read or display text or image attachment files. Only audio files with the **.wav** extension (such as voice-mails generated by other VOXit Mailer users) are supported.


11.2 Listening On/Off

VOXit Mailer can operate in ‘**Listening On**’ or ‘**Listening Off**’ modes.

In the ‘**Listening On**’ mode the application prompts you for voice commands at certain pre-defined stages as described throughout this document. In ‘**Listening Off**’ mode the application continues to read message headers and message text but does not listen for voice commands.

11.2.1 Turning Listening Off

Listening may be turned off in one of two ways:

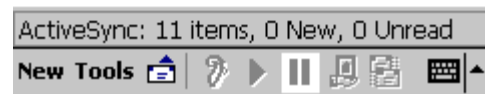
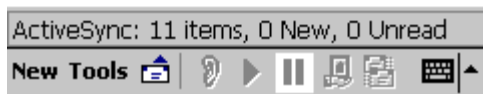
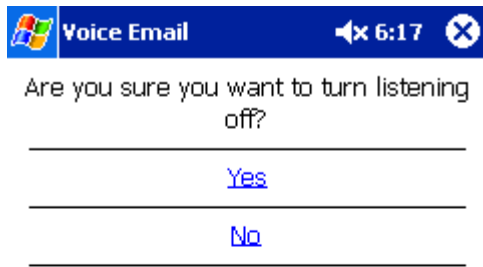
- Tap the  icon in the toolbar, or
- Say “**Listening Off**” at any time when the Pocket PC is listening for a command.

A confirmation menu is displayed, and the Pocket PC will say ‘Are you sure you want to turn Listening Off?’

If you say or select:


- **Yes**: the application enters Listening Off mode
- **No**: the application continues listening

If you say “**Yes**” a confirmation dialog is displayed.



Note that when the application is in Listening Off mode, the ear icon is not animated and it is shown in grey colour.

11.2.2 Turning Listening On

To turn listening on tap the  icon in the toolbar. The application will immediately start listening for voice commands.

11.2.3 Auto-Listening Off

The application automatically enters listening off mode if you do not say any voice commands after a period of time. This conserves your battery and prevents background speech interfering with your application. You can of course turn listening back on by tapping the listening icon as described in Section 11.2.2.

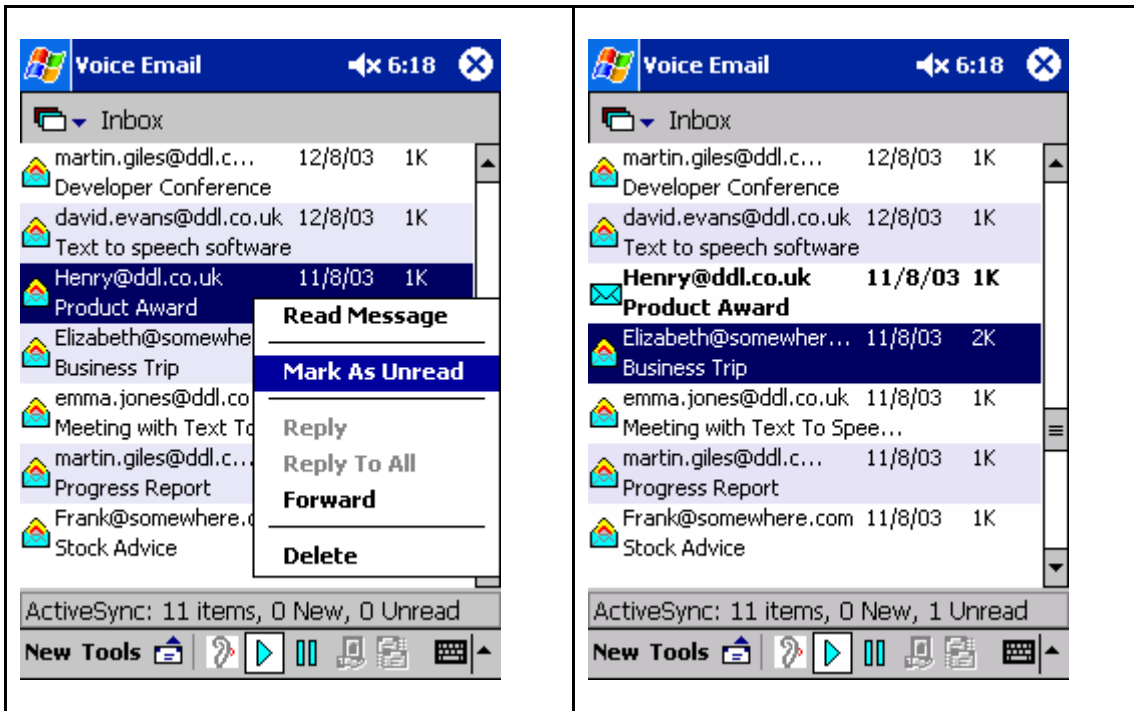
11.2.4 Listening mode while replying.

In Reply mode (Section 7), the listening mode is restricted, to prevent interruption of the recording process:

- Listening must be ON before a reply can be initiated
- The listening icon is disabled throughout the reply operation.

11.3 Marking a Message as Unread

All new messages are by default marked as unread. You can also mark a message as unread by selecting the message using Tap and Hold then selecting option **Mark as Unread**. The following screen shots illustrate this.



In the Inbox view, the header text for messages that are marked as unread is shown in bold. An unread message is automatically marked as read once you have read it.

11.4 Pausing the Application

In the Inbox view you can, at any time, pause the speech output and stop the Pocket PC from listening, by selecting the menu option **Tools - Pause**. The listening on/off icon will continue to flash. Speech and listening may be re-activated by selecting the menu option **Tools-Restart**.

11.5 Device Auto-Power Off

When the application is running in the foreground or as a background application the device auto-power-off feature is **disabled**. This ensures that you are able to for example listen to your email messages whilst using another application. This does, however, mean that you could potentially use up your battery power should you leave the application running indefinitely.

11.6 Closing the Application

You can close the application from the Inbox view. Either say "**Close Inbox**" or select menu option **Tools-Close Inbox**.

12 Changing Application Preferences

You can view and modify the options via menu command **Tools-Options**. The settings are then presented as a series of tabbed pages, related to TTS (text-to-speech), Word recognition, Header, Navigation and Playback as follows:

If you select:

- **TTS:** you can change the voices used to read out the messages and prompts/help.
- **Word recognition:** you can change whether the Pocket PC will beep before listening.
- **Header:** you can change the amount of message header information to be read out
- **Navigation:** you can change the number of message headers to be processed
- **Playback:** you can change how the contents of messages will be read out

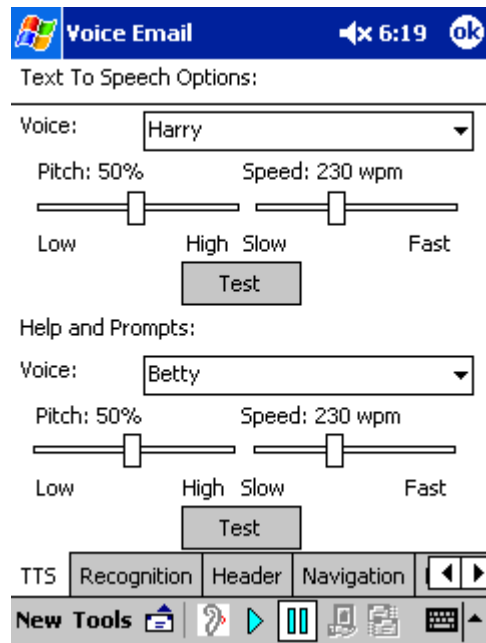
To apply the changes, tap the **ok** button in the top-right corner. The changed settings will take effect immediately, and will continue to apply each time you run the application.

12.1 TTS Options

TTS options allows you to select one of the 9 available voices to

- read the messages
- read the help menus/prompts.

Further you can modify the pitch and the speed of each voice. The default values are 50% pitch and 230 words per minute (wpm). Tap the Test button under each menu to review each voice.

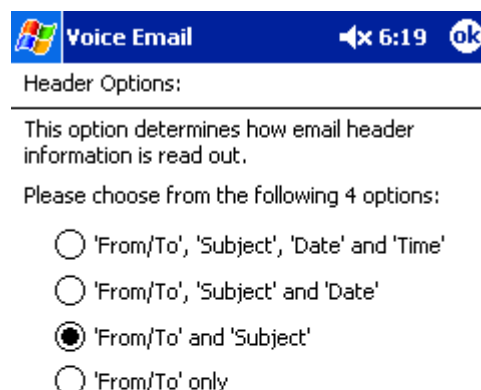


12.2 Word Recognition Options

Select or unselect this option to determine whether a beep will indicate when the application listens for voice commands.

12.3 Header Options

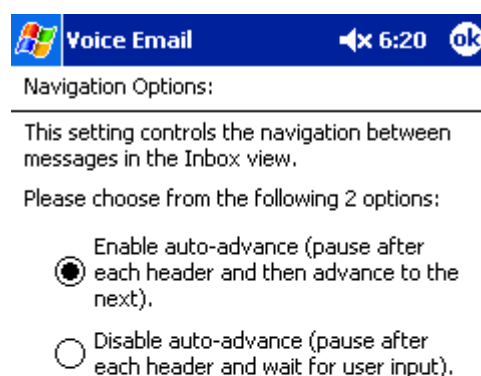
Header options determine how the message header information is read out.



Note that if the full header information is required for the currently active email message, no matter the above option, this can be obtained by saying **“Header”** (from Inbox view).

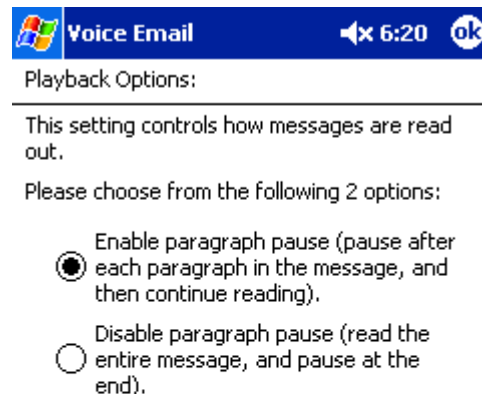
12.4 Navigation Options

Navigation options control the navigation between messages in the inbox view.



12.5 Playback Options

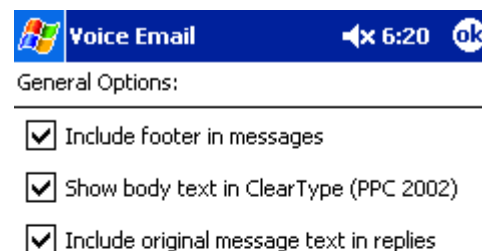
Playback options specify how paragraphs in messages are read out.



12.6 General Options

General options specify whether:

- a footer will be included in messages
- message body is shown in ClearType font display technology
- the original message text is included in replies



13 Context sensitive Help

Two levels of context-sensitive help, and also global help, are always available.

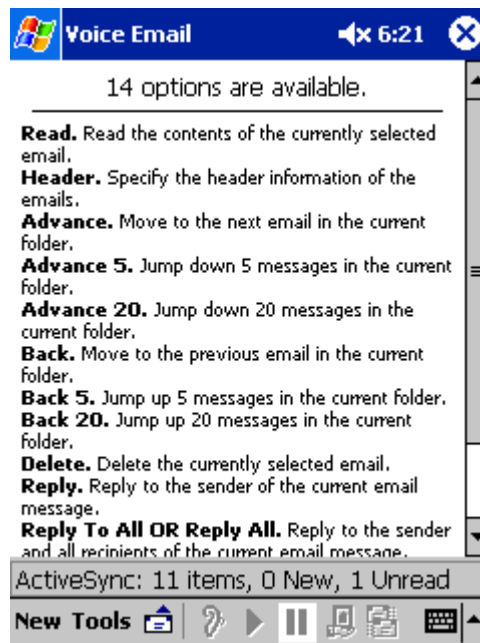
13.1 First-level help

To obtain a spoken list of available commands, say “**Help**” at any time when the Pocket PC is listening³. The available commands will be read out, and the Pocket PC will listen again.

13.2 Second-level (detailed) help

To obtain detailed help, wait for the first level help message to complete, and say “**Help**” again. From Inbox View, second-level help can also be obtained by selecting **Tools - Help** with the stylus.

The help message will be displayed on the screen and will also be read out by the device. When the help message read-out is complete, the screen will revert to its previous appearance and will re-prompt for a command.



To stop the read-out of second-time help at any time, tap-and-hold on the displayed help message and select **Stop** from the pop-up menu.

13.3 Global help

To obtain help on the global commands, say “**General Help**” at any time when the Pocket PC is listening. The global commands **Help** and **Listening Off** will be explained.

³ * Note that “**Help**” and “**General Help**” will not be recognised while the device is actually recording a voice-mail (Section 7.3).

14 Summary of Voice Commands

The various stages of the application, and the commands available at each stage are tabulated below:

14.1 Inbox view

“Advance”	Moves to the next message
“Advance 5”	Moves down five messages
“Advance 20”	Moves down twenty messages
“Back”	Moves to the previous message
“Back 5”	Moves back five messages
“Back 20”	Moves back twenty messages
“Stop”	Suspends the auto-advance feature
“Header”	Reads out the full header of the current message
“Read”	Reads the current message
“Reply”	Initiates a voice reply to the sender of the current message
“Reply All” and “Reply To All”	Initiates a voice reply to the sender and ALL recipients of the message.
“Delete”	Deletes the current message
“Close Inbox”	Closes the application
Saying nothing	Moves to the next message (only if auto-advance is enabled)

14.2 Message Body View

“Advance”	Moves to the next message
“Back”	Moves to the previous message
“Delete”	Deletes the message
“Reply”	Initiates a voice-mail reply to the sender of the message
“Reply All” and “Reply To All”	Initiates a voice reply to the sender and ALL recipients of the message.
“Stop”	Stops reading the current message
Saying nothing	Continues reading the message if paused at the end of a paragraph, or advances to the next message if paused at the end of the message.

14.3 Reply mode

14.3.1 Before Reply

“Start”	Starts recording the voice-mail reply
“Cancel”	Cancels the reply operation

14.3.2 During Reply (‘Do you wish to continue speaking’)

“Yes”	Continues to record the voice-mail reply
“No”	Confirms the voice-mail recording as complete

14.3.3 After Reply

“Send”	Places the reply in your Outbox
“Folder”	Place the reply in your Drafts folder
“Playback”	Playback the voice-mail reply you just recorded
“Cancel”	Cancels the reply operation
“Start”	Starts recording the voice-mail reply over again

14.4 Global Commands (available at all stages)

“General Help”	Provides help on the global commands
“Help”	Provides context sensitive help
“Listening Off”	Switches off the listening mode

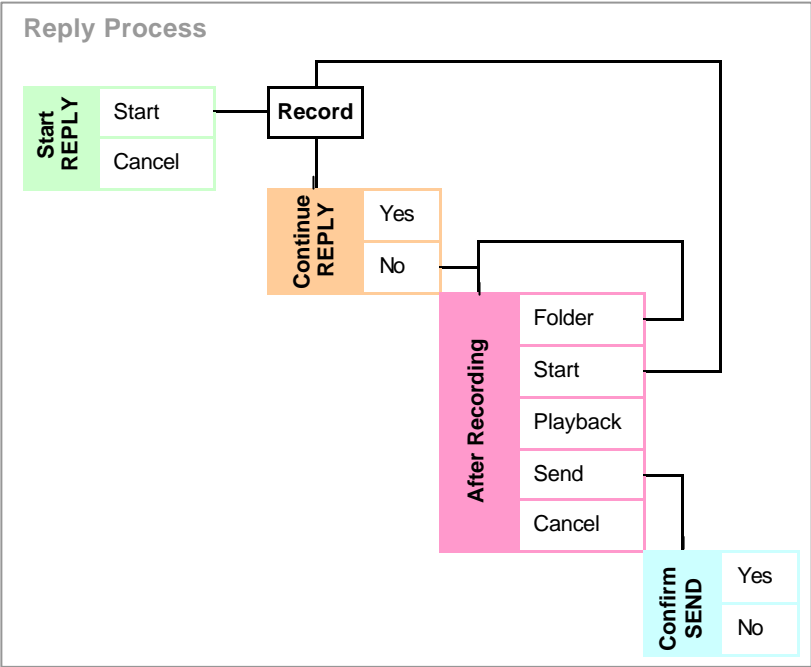
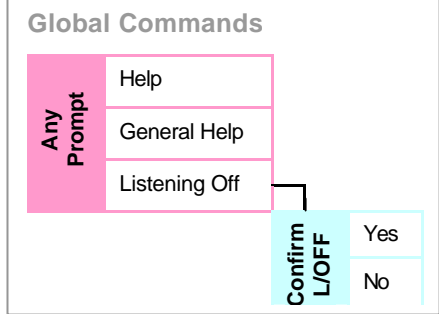
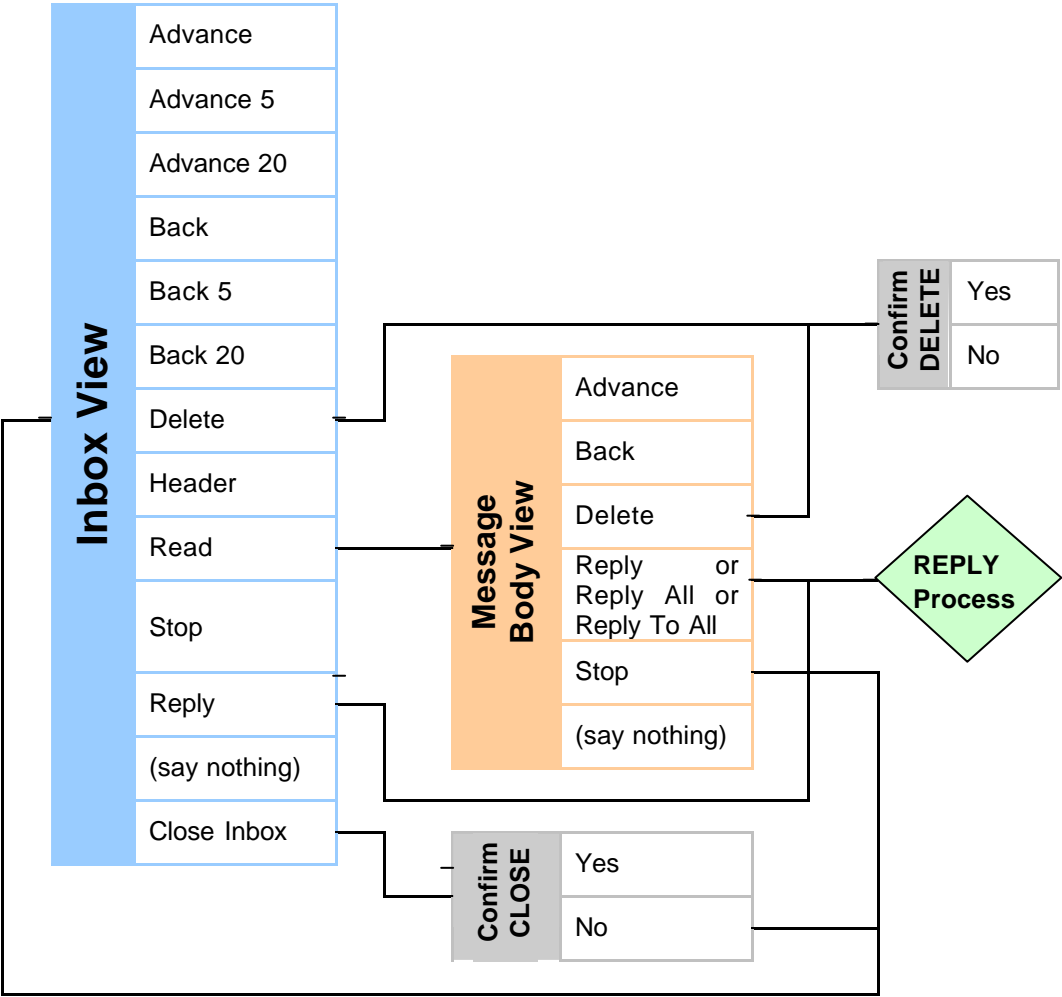
14.5 Confirmation Menus

Voice or stylus confirmation is requested when certain sensitive voice commands have been detected. This is done in order to avoid accidental irrevocable operations such as the deletion of a message. Commands requiring confirmation are: **“Delete”**, **“Send”**, **“Listening Off”** and **“Close Inbox”**.

When one of these commands is detected, the Pocket PC will say “Are you sure you want to [delete this message, etc.]?” Valid voice responses to this question are:

“Yes”	Proceed with the requested operation
“No”	Cancel the operation and return to the previous menu.

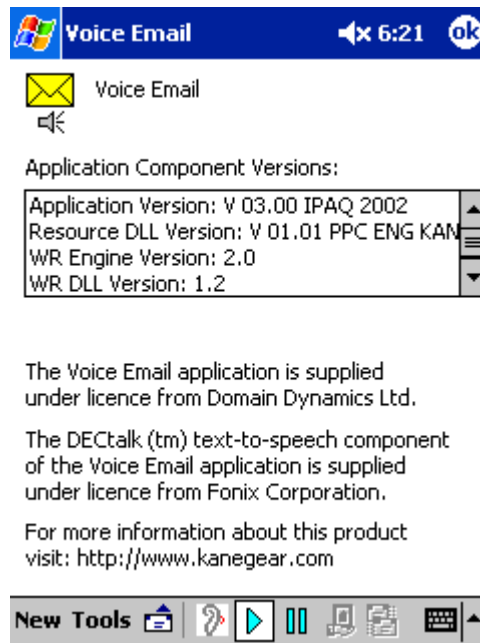
Context-Specific Commands



15 Troubleshooting

If you experience a problem with VOXit Mailer, please visit the Domain Dynamics web site (<http://www.ddl.co.uk>) to see if a solution or workaround to the problem is listed there.

A description of the known issues with your version of the software are described in the file 'readme.txt' that is included in the installation package. To view information about the application such as release version, select the menu option **Tools - About**. The About Box dialog will be displayed with information similar to that shown below.



If you are unable to resolve your problem, send an email to **supportHFE@ddl.co.uk** for technical support. If you do so, please try to supply as much information as possible so that we can offer a prompt solution.

If at any time, you have any comments or suggestions about new features or improvements, please email **feedbackHFE@ddl.co.uk**.

16 Other Information

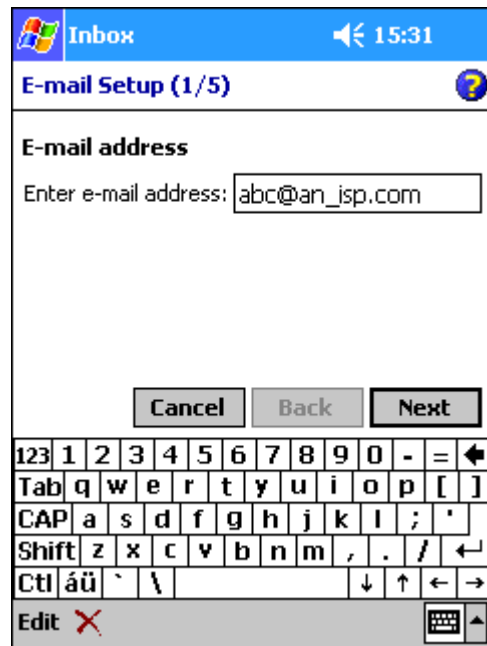
16.1 Setting up a POP3/IMAP4 Mail Service

To download and synchronise email messages that reside in a POP3 or IMAP4 email account you need to set-up an email service. An email service is a mechanism by which the Pocket PC Operating System software transports messages to and from an email account that you have specified.

An email service is set-up using a wizard in the standard Inbox application that is pre-installed on your device. This section describes how to set-up the service.


Step 1: Specify Account email address:

- Enter the email address for the account in the edit box. This will have been provided to you by your ISP or IT department.
- Then tap the **Next** button to continue OR
- **Cancel** to stop setting up the service.



Step 2: Auto Configuration:

- The wizard performs some initial set-up tasks and will then display "Completed" in the status box.
- Tap the **Next** button to continue OR
- **Back** to change the email address OR
- **Cancel** to stop setting up the service.
- Configuration takes very little time so you do should not need to tap the **Skip** button.



Step 3: Specify your email account user information:

- Enter your name in the “Your name” edit box
- Enter your email account user name in the “User name” edit box. Often this is the email address.
- Enter the email account password in the “Password” edit box.
- Check the “Save password” box if you want the system remembers your password each time you synchronise messages. Note: if you don’t check this box you will be prompted for the password each time you synchronise messages with the mail account.
- Then tap the **Next** button to continue OR
- Tap the **Back** button to change settings on a prior page OR
- **Cancel** to stop setting up the service.

The screenshot shows the 'E-mail Setup (3/5)' screen. At the top, there's a status bar with 'Inbox' and a time of 15:32. Below it, the title 'E-mail Setup (3/5)' is displayed. The main section is titled 'User information'. It contains three text input fields: 'Your name:' with 'David' entered, 'User name:' with 'abc@an_ism.com' entered, and 'Password:' with '*****' entered. Below these fields is a checkbox labeled 'Save password' which is checked. At the bottom of the form are three buttons: 'Cancel', 'Back', and 'Next'. Below the form is a full QWERTY keyboard layout. At the very bottom, there is an 'Edit' button with a red 'X' icon and a keyboard icon.

Step 4: Specify Account information:

- From the Service type drop-down box, select the type of the email service. This can be either POP3 or IMAP4 and which you choose will depend on information specified by your ISP or IT department.
- Then tap the **Next** button to continue OR
- Tap the **Back** button to change settings on a prior page OR
- **Cancel** to stop setting up the service.

The screenshot shows the 'E-mail Setup (4/5)' screen. At the top, there's a status bar with 'Inbox' and a time of 15:33. Below it, the title 'E-mail Setup (4/5)' is displayed. The main section is titled 'Account information'. It contains two fields: 'Service type:' with a dropdown menu showing 'POP3' selected, and 'Name:' with 'My Isp Account' entered. Below these fields are three buttons: 'Cancel', 'Back', and 'Next'. Below the form is a full QWERTY keyboard layout. At the very bottom, there is an 'Edit' button with a red 'X' icon and a keyboard icon.

Step 5: Specify Server Information:

- In the “Incoming mail” edit box, enter the incoming mail text specified to you by your provider. This is usually in one of the following styles:
 - pop.<domain>.<extension>
 - pop3.<domain>.<extension>
 - imap4.<domain>.<extension>
- In the “Outgoing mail” edit box, enter the outgoing mail text specified to you by your provider. This is usually in the following style:
 - smtp.<domain>.<extension>
- In the “Domain” edit box enter a domain name if it applies.
- Tap the **Options** button to set-up options. See below for details.
- Then tap the **Finish** button to complete the set-up of the service OR
- Tap the **Back** button to change settings on a prior page OR
- **Cancel** to stop setting up the service.

The screenshot shows the 'E-mail Setup (5/5)' screen. At the top, there's a status bar with 'Inbox' and a time of 15:34. Below the title bar, the screen is titled 'E-mail Setup (5/5)'. The main section is 'Server information'. It contains three text input fields: 'Incoming mail:' with the value 'pop.an_isp.com', 'Outgoing mail:' with the value 'smtp.an_isp.com', and 'Domain:' which is empty. Below these fields are three buttons: 'Options', 'Cancel', 'Back', and 'Finish'. At the bottom of the screen is a virtual keyboard with rows of letters, numbers, and symbols. The 'Edit' button is visible at the bottom left of the keyboard area.

Defining Server Information Advanced Options

Options Step 1:

- Check the “Check for new messages every...” box if you want your Pocket PC to periodically check for messages. Also, if you require this feature specify how often you want the check to be performed.
- If you do not check the box above, new messages are downloaded each time you synchronise.
- Check the “Outgoing e-mail server requires authentication” box if your email server requires it. See your provider documentation for more details.
- Then tap the **Next** button to continue OR
- **Cancel** to stop setting up the options.

The screenshot shows the 'Advanced (1/3)' options screen. At the top, there's a status bar with 'Inbox' and a time of 15:35. Below it, the title 'Advanced (1/3)' is displayed. The 'Options' section contains two checkboxes: 'Check for new messages every' (unchecked) with a value of '15' minutes, and 'Outgoing e-mail server requires authentication' (checked). A 'Connection' dropdown menu is set to 'Default Internet Settings'. At the bottom, there are 'Cancel', 'Back', and 'Next' buttons. A QWERTY keyboard is visible at the bottom of the screen.

Options Step 2:

- In the drop down box, it is advised that you select “Get full copy of messages” so that messages will contain body text that can be read by VOXit Mailer.
- Then tap the **Next** button to continue OR
- Tap the **Back** button to change options on a prior page OR
- **Cancel** to stop setting up the options.

The screenshot shows the 'Advanced (2/3)' options screen. At the top, there's a status bar with 'Inbox' and a time of 15:35. Below it, the title 'Advanced (2/3)' is displayed. The 'Options' section contains a dropdown menu set to 'Get full copy of messages' and a checkbox 'Include' with a value of '2' K. At the bottom, there are 'Cancel', 'Back', and 'Next' buttons. A QWERTY keyboard is visible at the bottom of the screen.

Options Step 3:

- Check the “Only display messages from the last...” box if you only want messages from the last few days synchronised with your device. If you do check this box, specify the number of days in the adjacent edit box.
- If you do not check the box above, all messages will be downloaded.
- Then tap the **Finish** button to complete the set-up of the options OR
- Tap the **Back** button to change options on a prior page OR
- **Cancel** to stop setting up the options.

The screenshot shows the 'Advanced (3/3)' options screen. At the top, the status bar displays 'Inbox' and the time '15:35'. Below this, the title 'Advanced (3/3)' is shown with a help icon. The main section is titled 'Options' and contains a checkbox labeled 'Only display messages from the last 3 days'. The number '3' is entered in the adjacent edit box. At the bottom of the options section are three buttons: 'Cancel', 'Back', and 'Finish'. Below these buttons is a full QWERTY keyboard. At the very bottom, there is an 'Edit' button with a red 'X' icon and a keyboard icon.