



ePrescribing Pilot Project



How do I Synchronize to a PC?

Synchronizing your iPAQ Pocket PC and your desktop or laptop computer allows you to keep the same information (such as calendar, contacts, and e-mails) in both places, making it available when you work on your desktop or laptop computer or when you take your Pocket PC on the go. There are several ways to synchronize your Pocket PC with your personal computer, including:

- Universal Desktop Cradle (USB connector OR serial connector)
- Optional AutoSync Cable
- Bluetooth
- Infrared
- Wireless LAN via a server

The most common way to synchronize is via USB.

To synchronize your personal computer and your Pocket PC:

1. Be sure ActiveSync is installed (Check the document on how to install Microsoft ActiveSync.)
2. Be sure the Universal Desktop Cradle is connected to your personal computer.
3. Place your Pocket PC in the Universal Desktop Cradle. Synchronization begins automatically.

NOTE: If you must log in to a server (such as your organization's Virtual Private Network) you may receive a message from ActiveSync telling you it is unable to synchronize. Synchronization begins automatically when you have logged in.

Occasionally when attempting to synchronize to a PC, you might receive an "Unable to Detect Device" error message. This usually means either your Pocket PC is not properly connected or your Universal Desktop Cradle is not properly connected.

To resolve an "Unable to Detect Device" error:

1. Ensure your Pocket PC is inserted in the Universal Desktop Cradle.
2. If your Pocket PC is inserted in the cradle, be sure it is seated properly by removing it and re-inserting it into the cradle. Be sure the connectors line up properly, and do not force them as damage may result.
3. Be sure the USB connector is connected securely to your personal computer.
4. Once the connection issue is resolved, ActiveSync begins synchronizing automatically. To synchronize manually instead, on your personal computer, click **Start, Programs, Microsoft ActiveSync**.
5. In **ActiveSync** on your personal computer, click the **Sync** button.