



# Zipit® Enterprise Critical Messaging Solution™

## Zipit Now™ User Guide



**Critical messaging redefined.™**



**Your communications administrator has selected the Zipit® Enterprise Critical Messaging Solution™ to meet your organization's paging and instant communication needs. The Zipit® Enterprise Critical Messaging Solution™ includes the Zipit Now dual-mode communications device and the Zipit Remote Administration Portal (RAP).**

***We hope that you are completely satisfied, and welcome your feedback. Please visit us at [www.ZipitWireless.com](http://www.ZipitWireless.com) if you have any comments or suggestions.***

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#### **Safety Warnings**

The Zipit Now includes a Lithium ion battery. Please dispose of it properly when replacing it. Refer to [www.ZipitWireless.com/legal](http://www.ZipitWireless.com/legal) for instructions.

#### **End User License Agreement**

See the last page of this *User Guide*. Please visit [www.ZipitWireless.com/legal](http://www.ZipitWireless.com/legal) for the latest copy of the End User License Agreement.

#### **Technical Support**

For technical support, please contact your communications administrator.

#### **Warranty**

Zipit Wireless Inc. warrants to the purchaser that the Zipit Now will conform to the published specifications for such product and that it will be free from defects in materials and workmanship for a period of one year (unit) or six months (battery) from the date of purchase. The consumer has as their sole and exclusive remedy under this warranty, at Zipit's discretion, the repair or replacement of the product. This warranty does not cover any problems that result from improper installation, unauthorized modification or repair, misuse, damage, or abuse, including improper installation or replacement of any parts by the user. The product is for customer end use only and not for use in life support or other hazardous applications.

The warranty becomes void if the Zipit Now is modified, improperly used, or damaged by accident or neglect; or if any parts are improperly installed or replaced by the user; or if your organization's communications administrator fails to install or distribute required software updates on schedule.

*Z3000-U-00-0111*

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The Zipit Now device is a dual-mode instant communications device that can automatically switch between a wireless network connection (Wi-Fi) and the Verizon Wireless network (VZW cellular service) to maintain connectivity as you move in and out of each network's range. When your Zipit Now device is turned on, it tries first to connect to the primary Wi-Fi network designated by your communications administrator. If it cannot connect to any Wi-Fi network, it connects to VZW, if available. It continually scans for available networks and automatically switches between them when necessary to allow you to stay connected.

Your Zipit Now account settings are managed through the Zipit RAP (Remote Administration Portal). Your communications administrator has defined Wi-Fi network access zones for your operating area and has configured your account. Simply install the battery and login using the Customer Access Code (CAC), username, and password provided by your communications administrator to begin receiving priority paging alerts.

## Zipit Now Device (for Users)

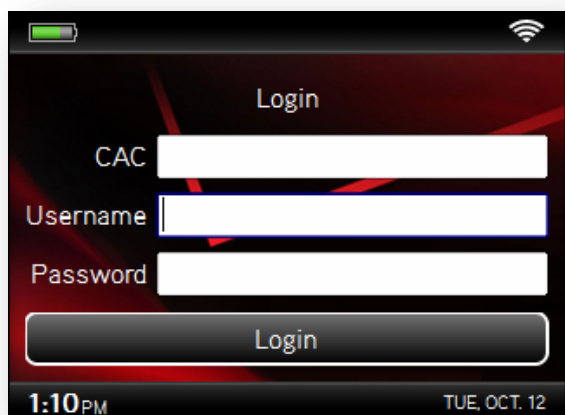
- Two-way communication directly to and from your device
- Ability to directly contact individuals or groups, with no middle man
- Auto-detection of quiet zones — no need to manually silence device
- Omission from group page alerts if not on call
- Audible alert if not connected to any network
- Ability to add personal Wi-Fi network access points
- If permitted by the communications administrator, you can add personal contacts and use Ztexting
- Durable, easily cleaned, backlit unit that withstands drops






## Zipit RAP (for Administrators)

- Console administration of individual and group accounts, Wi-Fi access points, and quiet zones
- Portable profiles linked to users, not devices
- Four page alert priority levels with configurable settings
- Configurable, mandatory response options for users
- All communications between the devices and the server infrastructure meet industrial encryption standards
- Persistent redelivery — if a user is offline or powered off during the initial transmission of a page alert, the page alert will automatically be retransmitted once the user has connected to a network
- Support for page alerts from an administrator, another Zipit Now device, a dial-up service with call-back, or a third-party messaging console
- Real-time status tracking, with confirmation that alerts have been transmitted, received, and acknowledged
- Remote device location assistance, device locking, and data wiping
- Page alert archiving and reporting

## Getting Started

# Installing the Battery




1. Remove the battery cover by placing your thumb on the depression on the back of the unit  and pressing in while sliding your thumb towards the top of the unit.
2. Insert the battery as shown.
3. Replace the battery cover by inserting its tabs into the slots on the bottom of the device and sliding it down into place.
4. Plug the AC adapter's mini-USB connector into your Zipit Now DC charging socket as shown; then plug the adapter into a power outlet. The unit will turn on and operate normally while charging. Charge it until the battery icon  at the top left of the display is solid green.
5. You can use your Zipit Now device while it is charging. Press and hold the Power / End  button for 2 seconds to turn the device on.
6. Enter the Customer Access Code (CAC), Username, and Password provided by your communications administrator. Scroll  to highlight the Login button and press the Select  button. (You will not need to repeat this step.)
7. Your Zipit Now device will automatically detect available networks pre-selected by your communications administrator\*, and download your account settings. You may now begin sending and receiving messages.

\* **Your communications administrator manages your global account settings, including your default Wi-Fi access points. Your Zipit Now device will always attempt to connect to one of these Wi-Fi access points first. You can also add your own personal Wi-Fi access points for external or home use.**








## Getting Started

### Locating Controls














1.  **Volume Up / Down:** Opens the master volume bar, which controls incoming call and message notification sounds. Set volume levels and enable Vibrate or Silent mode.









2.  **Navigate and Select:**  
Press the Up  and Down  or Left  and Right  arrow keys to scroll through and highlight menu items. Press the center Select / Send  button to select the highlighted item or send a message.
3.  **Initiate Call:** Used in conjunction with the Power/End button to unlock the keyboard if locked when an alert arrives.



4.  **Options:** Press to view the context-sensitive Options Menu (only available when an Options icon  appears at the bottom center of the display screen).


5. **ALT**  and  **Shift:**  
ALT enables secondary key functions (numeric characters and symbols); Shift capitalizes alphabetic characters. Press once to affect the next character typed; twice to lock into ALT (**A**) or Shift (**S**) mode.
6.  **Status Bar:**  
Shows current status of the battery charge , if connected via cellular  /  wireless, and displays a blinking LED  for any unread messages.
7. **Main Menu / Display Screen:**
  -  **Messages:** Allows you to view all Page Alerts and Zipit Chats sent to you from the Zipit RAP and from other Zipit Now devices. (The  indicates you have one unread message; the color green indicates this menu button is currently selected).

-  **Contacts:** Provides a list of contacts from which you can select to send Zipit Chats to. Choose from All / Personal / Address Book(s) / Zipit Users / Cellphone / Office Phone.
  -  **Tools:** Allows you to view and add personal Wifi Networks / Sound and Vibration Settings / Display Settings / Font Sizes / Security / System Info / About.
8.  **Power / End:** Press for up to 2 seconds to turn the unit On; press and hold for up to 5 seconds to lock or power off the device; press and hold for 10 seconds to reset the unit; press once on any screen to exit and return to the Main Menu.
9.  **Exit / Go Back:** Press once at any screen to save and apply changes (if any), and to go back one level/screen.
10.  **Enter:** Press to send a message.
11.  **Alphanumeric Keys:** Initiate a message from the Home screen. Start typing a name or phone number; the Contacts list opens and jumps to that selection for quick action.

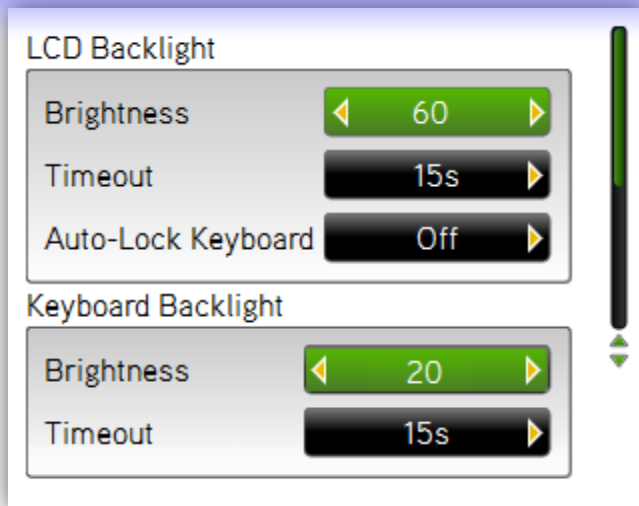


## Managing the Battery and Locking the Keyboard

### AC Adapter and Charging



The battery in your Zipit Now device is a Lithium Ion battery. Once fully charged, your device should provide approximately 48 hours of normal use before needing to be recharged. Monitor the charge through the battery status indicator . The actual length of time you can use the device before recharging the battery will vary based on your usage habits.

**To maximize the battery life, the Keyboard Backlight, LCD Backlight, and the Brightness Timeout settings, are set by default to low values. See Tools > Display Settings.**




The Zipit Now device comes with an AC charger. To use the AC adapter, plug the AC adapter's mini-USB connector into your Zipit Now DC charging socket (left side of device), then plug the adapter into a power outlet. You can use the device while it is charging.

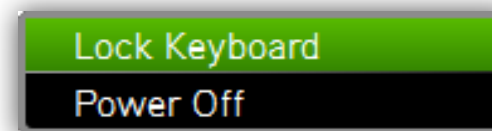
**Note: If you power off the device while it is connected, it will not charge.**



If the device is Off when you connect and plug in the AC adapter, the device will turn on and begin operating normally. The charging icon  will be displayed on the left side of the header at the top of the main menu display screen. The adapter will charge the battery as quickly as possible (approximately 2.5 hours for a fully drained battery). The battery status indicator will display a full battery  when the charge is complete.

If the device is On when you connect and plug in the AC adapter, the device will continue to operate normally and the charging icon will replace the normal battery status indicator.

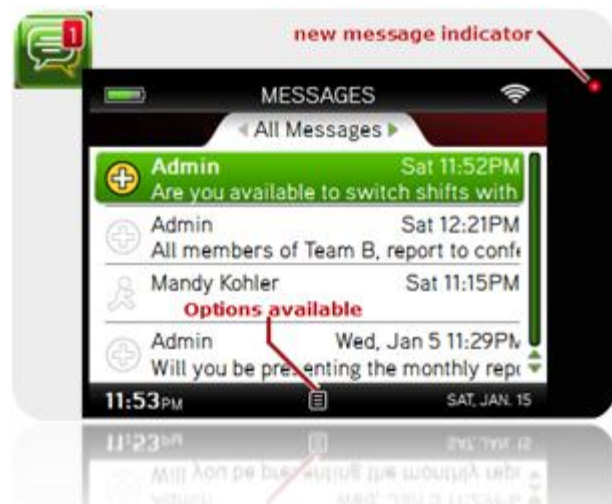
### Locking and Powering Off the Device

If the device is On and charging, pressing and holding the End  button for 5 seconds brings up a menu with the following choices:





- Select Lock Keyboard to turn off the screen. To unlock the keyboard, press the Initiate Call  and End  keys together.
- Select Power Off to turn off the device and enter the fast charging mode.
- If an alert arrives while the device is locked, you must enter your password to respond.





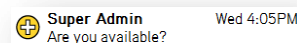
When you receive a message, the message indicator

LED  flashes and the Messaging  icon on the main menu indicates the number of unopened messages you have. (Some messages will also be accompanied by an audible signal and/or vibration.) The visual indications remain until you have opened all messages.

Selecting the Messaging icon from the Main Menu opens the Message List (image provided above).




- The Message List displays pages (“alerts”), conversations, and voicemails. A conversation includes all exchanges (threads) with a single party, including your responses. Entries stay active in the Messages List until you delete them, or exceed the message limit of 100 threads per conversation.
- Items in the Message List are sorted top to bottom in order of the most recently received. The date/time stamp indicates when an alert was received, when

the most recent voicemail was received, or when the most recent thread in a conversation was sent or received.

















- The Message icon (left hand side) indicates the message type. An icon displayed in color indicates that the conversation or alert contains an unread message, or for priority P3 and P4 alerts, that you have not sent a response. A sender’s name displayed in **Bold** indicates that you have not opened the message.

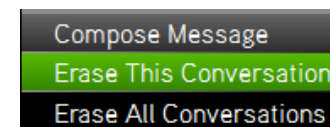


- The Options  icon at the bottom of the screen indicates that actions are available through the Options  button. Press the Options  button for a short-cut to frequent messaging actions.


## Viewing Messages

Take these actions in the Message List:

- Use the Left  and Right  arrows to filter messages by type and status. Choice from: All Messages , High Priority Pages , Pager Chat , Expired Pages , and Normal Priority Pages .
- Use the Up  and Down  arrows to scroll through and highlight messages. With a message highlighted,
  - Press the Select  or Enter  button to open it in the Conversation Window.
  - Press Alt  -Delete  (lower left hand corner of keyboard) to delete it, or select Erase This Conversation from the Options  menu.









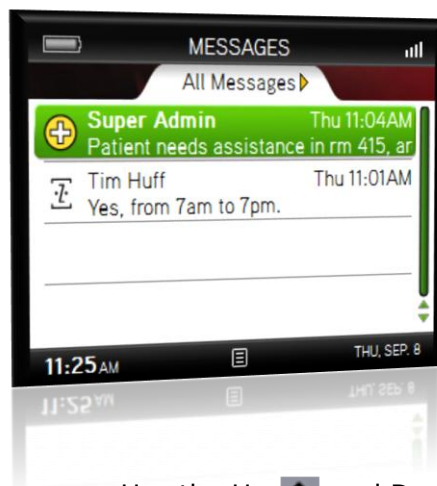
## Processing Messages

- As you scroll up and down, a scroll bar shows the relative position of the highlighted message within the whole list.
- Press the Options  key to view available, related actions.


## Managing Chat Conversations and Page Alerts

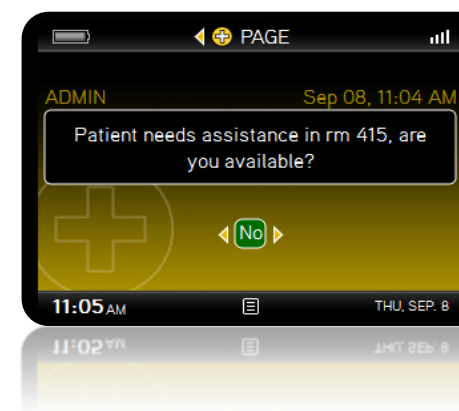
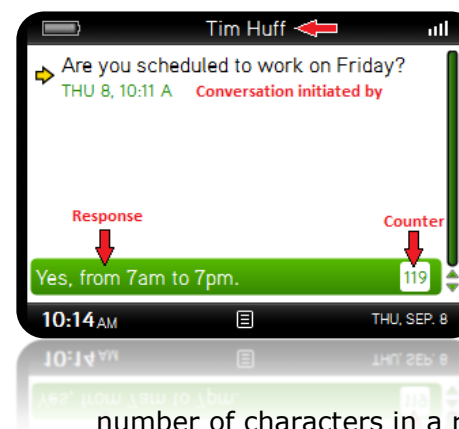
Take these actions while viewing a Chat Conversation or a Page Alert:




- Use the Left  and Right  arrows to cycle through page alerts and chat conversations. To see the most recent page alert or most recently updated chat conversation (unless you are currently viewing it), press the Right  arrow key. Press the Left  arrow key to cycle backward through the other page alerts and chat conversations, from the most recent to the oldest.
- Use the Up  and Down  arrows to scroll through a chat conversation or to scroll through a page alert message.









- Press End  or Back  to return to the Main Menu screen.

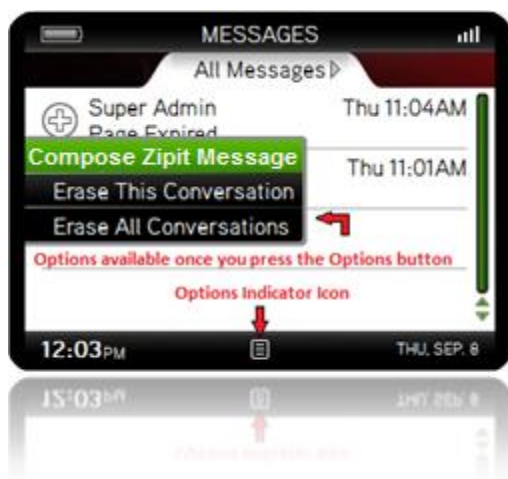
- To respond to a chat conversation, simply select the conversation, and start typing a response. Characters will appear in the text entry field at the bottom of the screen and you will no longer be able to cycle through conversations. A character counter counts down to keep track of the number of characters in a response and prevents lengthy responses. You can use up to 160 characters to respond. Press Enter  to send the response.



- To respond to a page alert, select the page alert and press the Left  or Right  arrow to choose the desired response (displayed in the green response box), and then press Select  to send the response.

## Using Message List Options

As indicated by the Options  icon, actions are available through the Options  button while you are viewing the Message list. Press the Options  button, then use the Up  and Down  arrows to highlight an action and press the Select  button to perform it:



- **Compose Zipit Message:** Opens the Contacts list to select a recipient and message.
- **Erase This Conversation:** Deletes all threads in the conversation. (A copy is maintained on the server.)

- **Erase All Conversations:** Clears your entire message list. (Copies are maintained on the server.)

## Understanding Message Types

The Zipit Now device supports 4 levels of priority Page Alerts, as well as, Zipit Chat (device-device) and Ztext (text messaging). Page Alerts and Zipit Chats have their own icons that appear in the message list and conversation window. The message types and their functions are as follows:



### Priority 1 and 2 Page Alerts (Mayday and High)

*P1 and P2 messages appear in an Emergency window on top of other screens, and block all functions except calls in progress. You must acknowledge these messages first before being allowed to use the device for other tasks.*

**For Priority 1, sound and vibration settings are determined by your communications administrator. (Typically, P1 alerts have an audible signal, accompanied by vibration that repeats regularly until you respond.)**

**For Priority 2, your settings determine whether you are notified of incoming messages with sound and/or vibration. See Tools > Sound and Vibrate Settings.**



### Priority 3 and 4 Page Alerts (Normal and Low)

*For P3 and P4 alerts, an alert bubble appears for 2 seconds when the message has arrived. The bubble then disappears, allowing you to resume using your device for other tasks.*

**For Priority 3, your settings determine whether you are notified of incoming messages with sound and/or vibration. See Tools > Sound and Vibrate Settings.**

**For Priority 4, sound and vibration settings are determined by your communications administrator. (Typically, P4 alerts appear in your Messages list silently, with no vibration.)**



### **Zipit to Zipit Chats**



*Notifications are controlled by the user.*



**Unread Messages.** *Message icon on the main display screen will indicate the number of unread messages in your Message list.*

**What if the Zipit Now device is locked when a Page Alert arrives?** Check out “*Personalizing Your Zipit Now Device - Security*” on page 21 for full details.



Your Contacts List contains an alphabetical list of all users and groups (also known as address books) with whom you can communicate with. You can initiate all types of communications with your contacts directly from this list – Zipit Chats, and if permitted, Ztext text messaging. Just select a contact, then press Select  or Enter  to choose an action (see “Using the Contacts List” for a list of choices.)



Your communications administrator manages the Global Contacts List (GCL), which defines contact information for all users and paging groups in your organization. As your administrator updates the GCL, changes will be pushed to your Zipit Now device automatically.

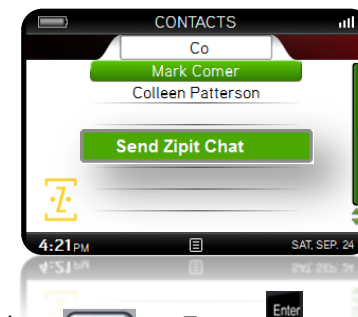
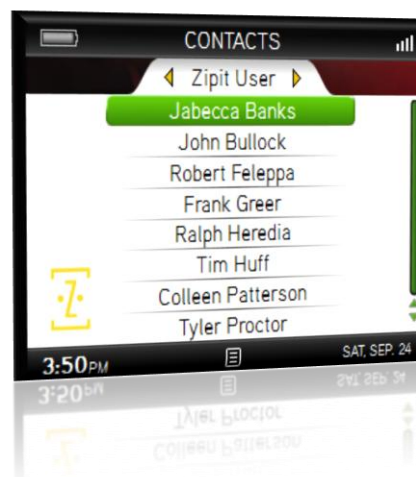
When you receive your Zipit Now device, its Contacts List will be blank. You can add individual contacts or




address books to your Contacts List by searching the GLC (see “Using Contacts List Options” for instructions). You can also manually add personal contacts, if permitted by your communications administrator, as well as, delete contacts and groups. As you manage your Contacts List, a back-up copy will automatically be stored on the serve.

## Using the Contacts List

Take these actions in the Contacts List:

- Use the Up  and Down  arrows to scroll through and highlight contacts. As you scroll up and down, a scroll bar shows the relative position of the highlighted contact within the whole list.
- To quickly jump to or find a contact, begin typing a first or last name to filter the list to names that match your search (see example below).

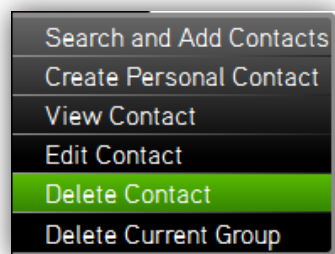


- Highlight the desired contact and press Select  or Enter  to open a menu of messaging choices available, or press Back  to quit searching. The messaging choices are based upon permissions set by your administrator and listed contacts’ means of access. Messaging choices may include Send Zipit Chat, Send Page/Critical Alert or send Ztext, if permitted.

## Updating Contacts



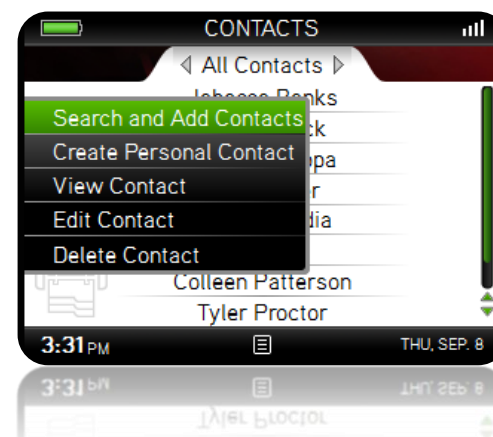
- Use the Left and Right arrows to filter contacts by communication capabilities.
  - Filtering choices are All, Address Books, Personal Contacts, Zipit to Zipit Contacts, Mobile Phone Contacts, Work Phone Contacts, and Home Phone Contacts.
  - From within a filtered view, scroll to highlight a contact and press the Select button to initiate a communication message matching the current filter.
- In any view, press Alt - Delete to delete the highlighted contact. (Or select Delete Contact from the Options menu.)



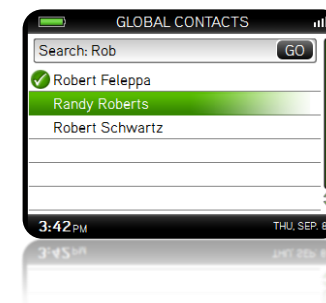
- Press Options to view available, related actions.
- Press End or Back to return to the Main Menu.

## Using the Contacts List Options

While in the Contacts list, you can perform these actions from the Options menu. Press the Options button, then use the Up and Down arrows to highlight an action and press the Select button to perform it:




- Search and Add Contacts:** Type a letter or string of letters; then select to see names or administrator-defined groups (up to 20) in the Global Contacts List that match your search criteria. Scroll to and highlight a name or group; press Select to add the contact to your Contact List. A indicates contact has already been add/saved.

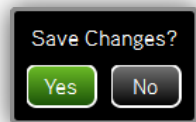




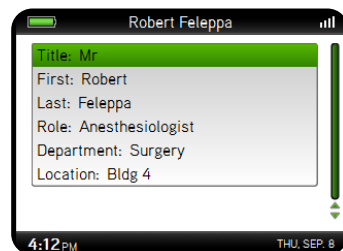
## Updating Contacts



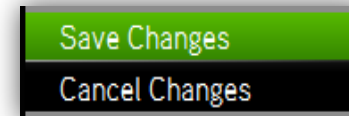
- **Create Personal Contact:** If allowed by your communications administrator, you can add personal contacts to your Contacts list in order to send Ztexts. Scroll through the list of fields and enter contact details. Press Back  to save changes and return to the previous screen.



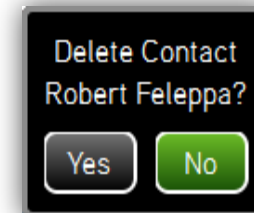
- **View Contact:** Review details about the selected contact.
- **Edit Contact:** If allowed by your communications administrator, update details about the selected contact.



Press Options  to either save or cancel changes.



- **Delete Contact:** Delete an individual contact or an address book contact group.







## Managing Page Alerts and Message Notifications

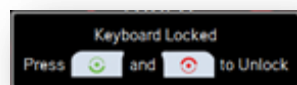
You may receive incoming communications while using any menu; when the keyboard is locked, when the device is locked, or when the device is powered off. You may also receive pop-up notifications at anytime. Follow these steps to handle incoming communications and notifications.

### P1 and P2 Page Alerts



Priority P1 and P2 page alerts (High Priority) appear in a special window that blocks all other activities except for in-progress calls. You must acknowledge these alerts before taking any other action.

- If the keyboard is locked when the alert arrives, press the Initiate Call  and End  keys together to unlock it.



- If the device is locked when the alert arrives, you must enter your password before responding.
- If the device is off when the alert arrives, you will receive the notification when you power on the device. If the page alert has not expired, you must respond.

### Low Battery Warning

When your device has only 5 minutes of battery life remaining, a low battery warning message will appear. You may continue to use the device normally, but you should connect your AC adapter as soon as possible.

Allow the battery to charge completely (approximately 2.5 hours for a fully drained battery).



### Network Availability Notifications

Because a Wi-Fi or cellular connection is necessary for you to receive page alerts, you will be notified when no networks are available or when a new network is detected.

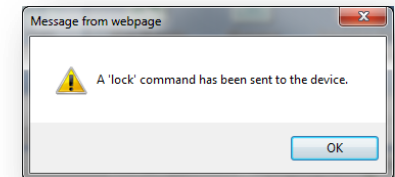


If no networks are available, you can scan for Wi-Fi networks to add, or manually add a Wi-Fi network. Otherwise, the device will continue to seek a network to connect to automatically.

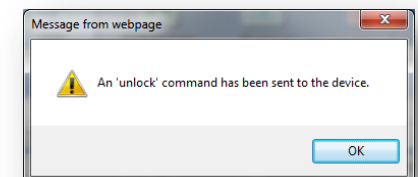
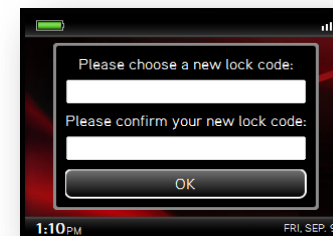
### Administrative Pop-Ups

Your communication administrator can send pop-up notifications to notify you when they have performed a command to your Zipit Now device.

- **Lock Command.** This command will “Lock” your device remotely, preventing any unauthorized access.




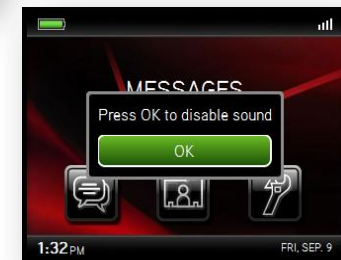
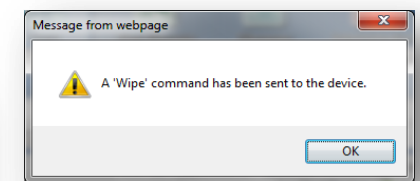
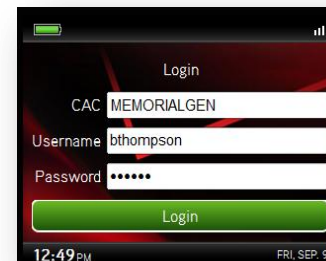
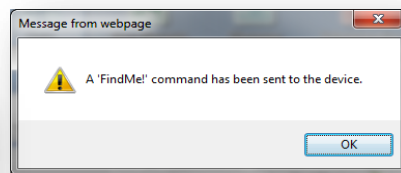
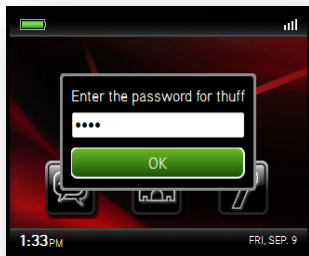
- **Unlock Command.** This command will “Unlock” a device remotely, after a “Lock” command has been sent by the communication administrator. If you have previously programmed your Zipit Now device with a personal lock code, you will be requested to choose a new lock code, before resuming use of your device.



## Managing Page Alerts and Message Notifications










- **Locate Command.** Your communications administrator can also remotely trigger a "Find Me" command to help you find a misplaced device. The command causes the device to beep repeatedly, even if it is in Silent mode. Press Select  to end the beeping, then enter your password to unlock the device.
- **Wipe Command.** If you misplace your Zipit Now device, your communications administrator can remotely "Wipe" it to prevent unauthorized use. If you later find the device, you must repeat the initial logon steps.






You can connect with internal Wi-Fi networks defined by your communications administrator without opening the Tools menu. However, you do have the ability to personalize your Zipit Now device by adding your own Wi-Fi locations, as well as your own Sound, Display, Font Size, and Security settings.

Use the Up  and Down  arrows to scroll through and highlight functions in the Tools menu. Press Select  to open the highlighted function's menu.

Within each function menu, use the Left  or Right  arrow keys to scroll through and choose the available option settings. The displayed values are the current settings. Use the Up  and Down  arrows to move between options.

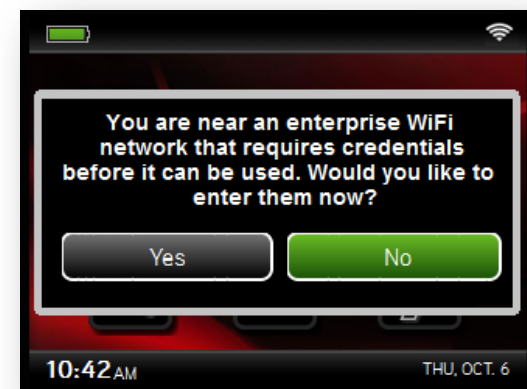
Once you have reviewed all option settings in a function menu, press Back  to return to the Tools menu. Any changes you have made will be saved.

### Wireless Networks

Your communications administrator has pre-configured internal Wi-Fi access points for your enterprise or operating areas. The Zipit Now device will always attempt to connect to one of these access points first.

You can also detect and add other Wi-Fi networks so that your Zipit Now device will connect to networks of your choice (ex.: a WiFi access point at home). Your configuration information will be saved to your Zipit Now device and to the Remote Administration Portal, so you can reconnect to these networks whenever they/you are in range.

The Zipit Now device will attempt to connect to known Wi-Fi networks that it detects. If you move within range of a Wi-Fi network that has not been pre-configured, it will be detected but will not connect unless you add it manually.



### *Types of Wi-Fi Networks...*

The Zipit Now devices support many different network types and will prioritize a known available Wi-Fi connection over a cellular connection. Your system administrator will update the Remote Administration Portal (RAP) with the available Wi-Fi for your facility which will automatically be sent to your device. The Zipit Now devices support the following:

- Full IEEE 802.11 compliance with b/g networks
- Support for Hidden SSIDs with and without encryption
- Root Validation Certification

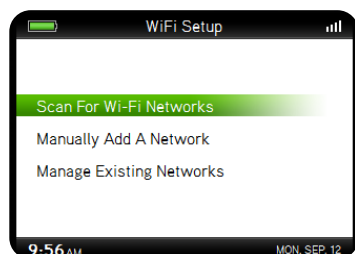
Support for standard encryption & authentication types including:

- Open
- WEP
- WPA: AES and TKIP
- WPA2: AES and TKIP
- WPA and WPA2 Enterprise, including the following EAP types:
  - TTLS MSCHAPv2
  - PEAPv0/EAP MSCHAPv2
  - PEAPv1/EAP GTC
  - PEAP MD5
  - EAP TTLS GTC
  - EAP TTLS MD5
  - EAP TTLS MSCHAPv2
  - LEAP

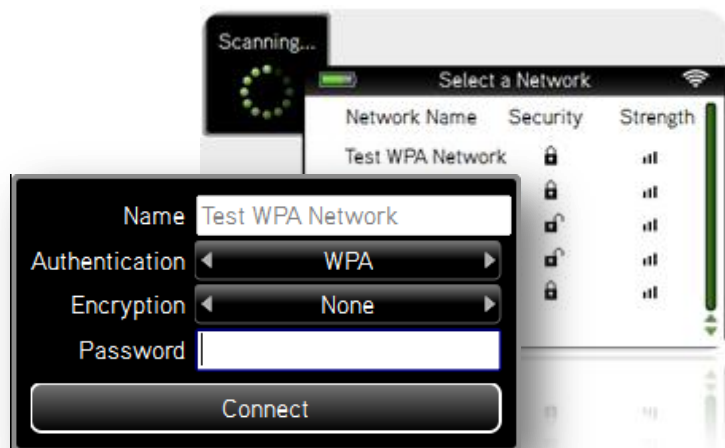
## Scan for Wireless Networks

To look for in-range Wi-Fi networks, follow these steps:

1. Select Tools > Wireless Networks > Scan for Wi-Fi Networks. The device looks for and then lists any networks that are in range.



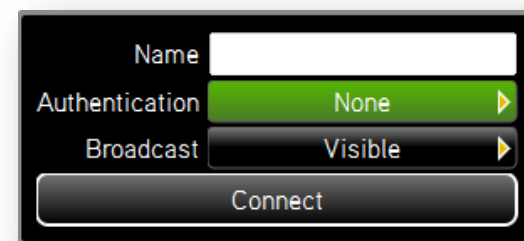
2. Use the Up ▲ and Down ▼ arrows to highlight the desired network, then press the Select button to open the configuration screen. Enter the requested information, using the Up ▲ and Down ▼ arrows, and the Left ◀ or Right ▶ arrows, if visible, to choose values. Highlight the Connect button and press the Select button to save the configuration and connect to the network.



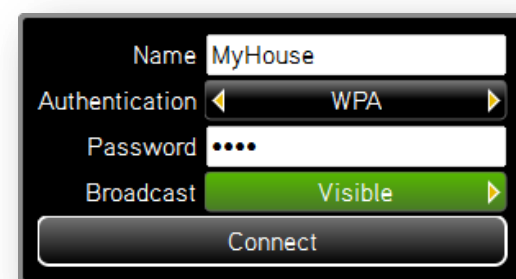
## Manually Add a Network

To add a hidden network whose settings you have (such as your home network), follow these steps:

1. Select Tools > Wireless Networks > Manually Add A Network. The configuration screen opens.



2. Enter the Name of the network, then Use the Up ▲ and Down ▼ arrows to move between fields. In the Authentication field, use the Left ◀ or Right ▶ arrows to select the authentication type.



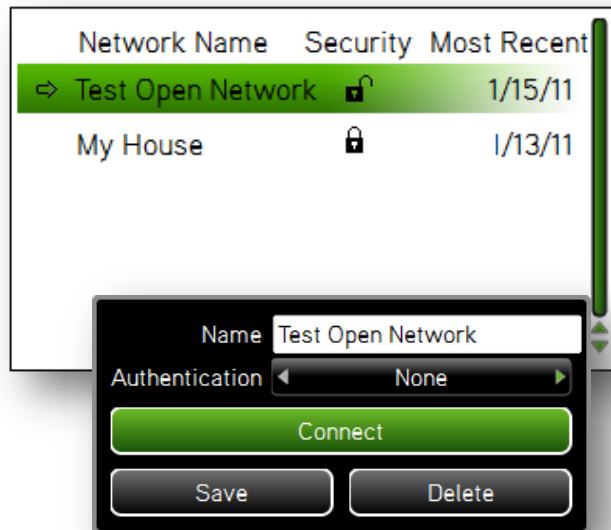
3. Depending upon your selection, the screen may change. Continue selecting and completing all fields. When finished, highlight Connect and press the Select button to save the configuration and connect to the network.

## Manage Existing Networks

The least recently used will be dropped if you attempt to specify more than 25. You can delete manually added networks that you no longer want to use. You can also review those that are managed by your communications administrator.

Follow these steps to manage your Wi-Fi list:

1. Select Tools > Wireless Networks > Manage Existing Networks. They are in order by date of use.
2. Use the Up ▲ and Down ▼ arrows to highlight the desired network, then press the Select button to open the configuration screen.

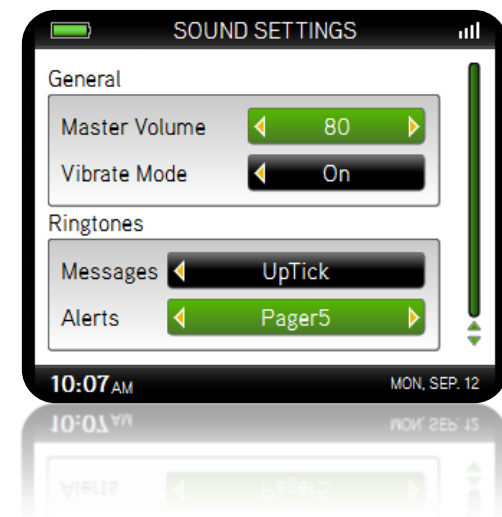


Use the Up ▲ and Down ▼ arrows to move between fields (Name to Authentication). Use the Left ◀ or Right ▶ arrow keys to view your options and to make your selection within a field. Once completed you can choose to Save your changes, or select to Connect to or Delete the network.

## Sound and Vibrate Settings

Follow these steps to customize your volume, vibration, and ringtone settings:

1. Select Tools > Sound and Vibration Settings. You can set the Master Volume and Keyboard Volume from 0 (Silent) to 100. Keyboard Volume is a percentage of the Master Volume. For your Vibrate Mode, you can choose between Off or On. (If On when sound is enabled, vibration will precede the initial ring by .5 to 1 second.)
2. Choose from a variety of Ringtones for Calls, Messages, and Alerts. Tones are demonstrated as you scroll through them.

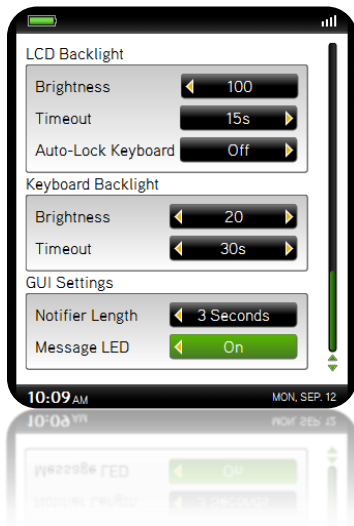




## Display Settings

Follow these steps to customize your display settings:

1. Select Tools > Display Settings. You can set your Brightness and Timeout delays for the screen (LCD) and Keyboard Backlights. Choose lower settings to extend battery life.

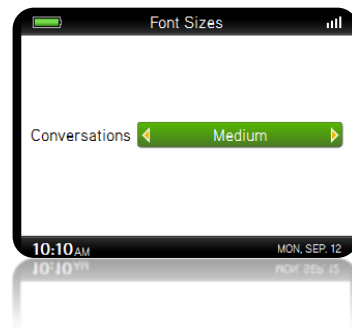


- For Backlight Brightness, choose a value from 10 – 100 percent.
- For Timeouts, choose from 15 or 30 seconds, or 1, 2, 5, or 10 minutes.
- For Auto-Lock Keyboard, choose from On or Off.
- For Notifier Length, choose Off, 1, 1.5, 2, or 3 seconds.
- For Message LED, choose from On or Off.

## Font Sizes

Follow these steps to customize your font sizes:

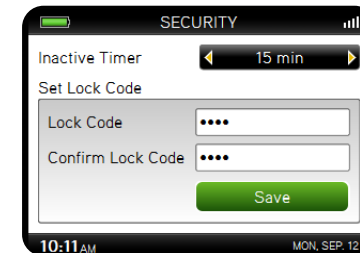
1. Select Tools > Font Sizes. Select from Small, Medium, or Large font size for conversations.




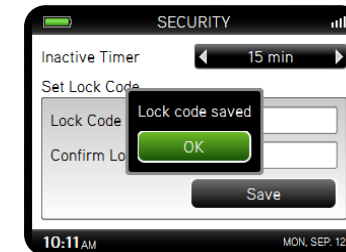
## Security

Follow these steps to customize your display settings:

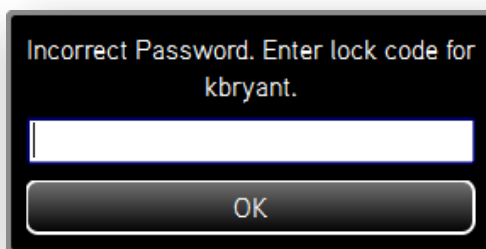
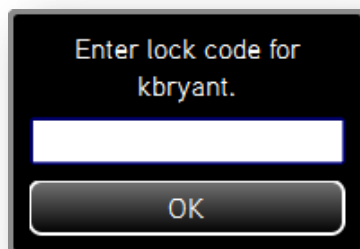
1. Select Tools > Security. For added security, you or your communications administrator can require that a Lock Code (special password) be entered when you power on the device and after a configurable period of inactivity.
  - Use the Security screen to set the Inactivity Timer to either the Disabled mode, or a set period of time such as 1, 5, 10, 15, or 30 minutes; or 1 hour.
  - To set your the Lock Code, enter at least 4 characters (alpha and/or numeric), then confirm it and choose Save.





2. When a confirmation is displayed that your Lock Code has been saved, choose OK. Press Back  to return to the Tools menu.



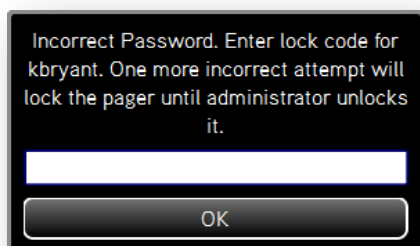
## Personalizing Your Zipit Now Device



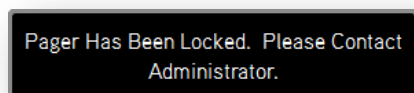
When you power on your Zipit Now device, or return to it after the defined inactive period (Inactive Timer setting above), you will be prompted for your code. Enter it and select OK (Select  key or Enter  key) to return to the screen you were on. If you mistype your Lock Code, you will be prompted for it again.

**If you forget your Lock Code or Password, you can contact your communications administrator, who will reset it.**

After the 3rd failed attempt, you will see a final warning.

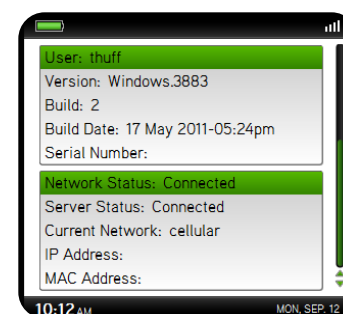



After the 4th failed attempt, your device will lock, and you must contact your communications administrator to reset the code.



## System Info

Use this screen to review information about your Zipit Now device and current network connection. Device information includes your Username, Software Revision, Device Serial Number, Current Network Connection, IP Address of Current Network, and MAC Address or BSSID for Current Access Point.






When you are finished reviewing this information, press Back  to return to the Tools menu.

## About












The About screen displays the Zipit copyright and trademark statement, and the licensing agreement that governs your use of the Zipit Now device. The current statement is included at the end of this *User's Guide*. Any updates will be pushed to your Zipit Now automatically, and will be available online at [www.zipitwireless.com](http://www.zipitwireless.com)












## Main Menu Functions

 <b>Mail</b>	 <b>Contacts</b>	 <b>Tools</b>
<p>Allows you to view all Page Alerts and Zipit Chats sent to you from the Zipit RAP and from other Zipit Now devices.</p>	<p>Provides a list of contacts from which you can select to send Zipit Chats to. Choose from All / Personal / Address Book(s).</p>	<p>Allows you to view and add personal Wi-Fi Networks / Sound and Vibration Settings / Display Settings / Font Sizes / Security / System Info / About.</p>

## Navigational and Main Control Functions

-  **Up** /  **Down:** Scroll through list; highlight choice.
-  **Select/ Send:** Open highlighted item and/or initiate a call/conversation to the highlighted contact.
-  **Left** /  **Right:** Filter menu lists by type and status.
-  **Enter:** Open highlighted item.
-  **Power / End:** Hold for 2 seconds to Power Up or press once to return to Main Menu.
-  **Exit / Go Back:** Press once at any screen to save and apply changes (if any), and to go back one level/screen.
-  **Initiate Call:** Begin a call.
-  **Option:** Press to view the context-sensitive Options Menu (only available when an Options  icon appears at the bottom center of the display screen.

## Additional Functions

-  **Volume Up / Down:** Used to set the master volume and enable vibrate/silent modes.
-  **Alphanumeric Keys:** Initiate a message from the Home screen by typing a name or phone number; the Contacts list opens and jumps to that selection for quick action.
-  **Alt and**  **Shift:** ALT enables secondary key functions (numeric characters, symbols, etc...); Shift capitalizes alphabetic characters. Press once to affect the next character typed; twice to lock into Alternate (**A**) or Shift (**S**) mode.
-  **Alt and**  **Delete:** Used in combination to delete a selected item (the Option  menu, if available, may also provide a delete option).
-  **and**  : Used together to unlock the keyboard if locked when an alert arrives.

## End User License Agreement

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