

# SAPIE

## PERSONAL A.I. SECRETARY



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## ***OVERVIEW***

SAPIE IS A PERSONAL ARTIFICIAL INTELLIGENCE SECRETARY CREATED AT THE SPEERED LABORATORIES. IT'S DESIGNED TO FULFILL THE STANDARD SECRETARY DUTIES: MANAGING YOUR TIME, WORKING WITH YOUR CONTACTS, ARRANGING PHONE CALLS, ORGANIZING MAIL, ETC.

THE MAIN FEATURE OF WORKING WITH SAPIE IS VOICE INTERACTION. IT LIVES IN YOUR MOBILE DEVICE AND IT WORKS BY MEANS OF SPEECH COMMANDS. IT'S TAUGHT TO UNDERSTAND ALL THE TASKS USUALLY ASSIGNED TO THE SECRETARY.

SAPIE IS BASED ON THE SPEERED SPEECH RECOGNITION TECHNOLOGY THAT OFFERS UP TO 99,9% RECOGNITION ACCURACY. SPEAKER-INDEPENDENCE AND NOISE ROBUSTNESS ALLOWS SAPIE TO CARRY ON A DIALOGUE WITH STRONG ACCENT SPEAKER IN VARIOUS ENVIRONMENTS.

SAPIE IS A POWERFUL TIME-PLANNER, PHONEBOOK, E-MAILER AND DIALLER CONTROLLED BY SPEECH COMMANDS. IT HAS MANY OPTIONS AND COMMANDS WHICH CAN EMPOWER YOU MORE THAN ANY OTHER APPLICATION ON THE POCKET PC OR ON THE DESKTOP PC.

SAPIE WILL STORE YOUR SCHEDULE, REMIND YOU OF THE EVENTS, PROVIDE YOU FAST ACCESS TO THE PHONEBOOK AND TO YOUR EMAIL ACCOUNT. SAPIE HAS ADVANCED SPEECH-CONTROLLED FUNCTIONS AND ALSO ALLOWS YOU TO MAKE VOICE RECORDS IN ADDITION TO ORDINARY TEXT NOTES. SAPIE IS ABLE TO SYNCHRONIZE ITSELF WITH DESKTOP PC TO KEEP THE INFORMATION UP-TO-DATE AND SYNCHRONIZED BETWEEN THE DESKTOP PC AND A POCKET PC.

## **SAPIE CORE FEATURES:**

- **VOICE INTERACTION WITH USER**

SAPIE UNVEILS THE BRAND NEW RANGE OF POSSIBILITIES FOR EVERYONE. IT'S PORTABLE, IT'S WITTY, AND IT'S EASY. NO NEED TO PUSH THE BUTTONS, TO BE STUCK TO A STYLUS! DON'T WASTE YOUR TIME. JUST TALK.

- **STYLUS-FREE NAVIGATION**

SAPIE MAKES MANAGING ALL OF YOUR IMPORTANT INFORMATION EASY. IT'S ALWAYS EASIER WHEN YOU CAN JUST SPEAK OUT YOUR THOUGHTS, THAN IF YOU TYPE IT. WE LET YOU ESTABLISH A DIALOG WITH SAPIE. FIRSTLY, IT HAS JUST OVERCOME THE STYLUS-BARRIER. SECONDLY, IT'S FULLY VOICE-ENABLED. IT CAN GIVE ITS INSTANT RESPONSE TO YOUR VOICE COMMAND.

- **SPEAKER-INDEPENDENT SPEECH RECOGNITION**

SAPIE CAN UNDERSTAND ALL THE THINKABLE ACCENTS AND PRONUNCIATIONS, SINCE IT'S IMPOSSIBLE TO FIND TWO PERSONS WITH THE SAME MANNER OF SPEECH. IN MOST CASES YOUR PRONUNCIATION DEPENDS NOT ONLY ON YOUR ORIGIN, BUT RATHER ON YOUR ARTICULATION MANNER. IT'S DIFFERENT WHEN YOU TALKING FEELING ASLEEP, TIRED OR BEING DEPRESSED, RIGHT? SAPIE WILL NEVER DRAW THE DISTINCTION. THAT'S FOR SURE. AND THAT'S ENCOURAGING.

- **ON-THE FLY USE**

USEFUL THOUGHTS ALWAYS COME AT THE UNEXPECTED PLACES. YOU NEVER KNOW WHERE EXACTLY WILL YOU RECALL AN IMPORTANT TASK OR CONTACT. SAPIE COMES INTO PLACE HERE ONCE AGAIN. IMAGINE YOU'RE IN A HURRY FOR THE IMPORTANT BUSINESS MEETING AND AT THE SAME TIME YOU RECALLED YOUR GRANDMOM'S BIRTHDAY COMING THIS WEEK. WELL, NO PROBLEM AT ALL FOR SAPIE! JUST TAKE IT FROM YOUR POCKET AND SHARE YOUR THOUGHTS WITH IT!

- **EASY VOICE DIALING AND VOICE MAILING**

CORE COMPONENTS OF EVERY DIGITAL ASSISTANT - DIALING AND MAILING - ARE NOW FULLY SPEECH-CONTROLLED.

- **SHE'S ABLE TO SYNCHRONIZE YOUR DATABASES WITH DESKTOP PC**

# 1. GETTING FAMILIAR WITH SAPIE

SAPIE IS A POWERFUL DIGITAL SECRETARY CONTROLLED BY SPEECH COMMANDS. IT HAS MANY OPTIONS WHICH CAN EMPOWER YOU MORE THAN ANY OTHER APPLICATION ON THE POCKET PC OR THE DESKTOP. ALTHOUGH WE WILL TRY TO COVER THE FEATURES HERE, THERE IS MUCH TO SAPIE THAT CAN'T BE PUT INTO A WRITTEN DOCUMENT.

SAPIE WILL STORE YOUR SCHEDULE, REMIND YOU OF THE EVENTS, PROVIDE YOU FAST ACCESS TO THE PHONE BOOK AND TO YOUR EMAIL ACCOUNT.

THERE IS A SYNCHRONIZATION FEATURE TO KEEP THE INFORMATION UP-TO-DATE AND SYNCHRONIZED WITH YOUR DESKTOP PC.

THIS MANUAL CONSISTS OF SEVERAL PARTS:

A SYNOPSIS OF THE *SPEECH RECOGNITION TECHNOLOGY* DEVELOPED BY SPEEREO SOFTWARE UK (SPEEREO SPEECH RECOGNITION TECHNOLOGY SECTION) IS PRESENTED FIRST.

THE *INSTALLATION GUIDE* CAN BE FOUND IN THE INSTALLATION SECTION.

DETAILS ON THE COPYRIGHT AND THE TERMS OF USE ARE GIVEN IN THE *COPYRIGHT AND REGISTRATION* SECTION.

THE BASICS OF WORKING WITH SAPIE ARE PROVIDED IN THE *PRINCIPLES* AND *USER INTERFACE* SECTIONS.

SAPIE'S CORE COMPONENTS ARE DESCRIBED IN THE *CORE COMPONENTS* SECTION.

SAPIE IS ABLE TO MAINTAIN ITS DATABASE SYNCHRONIZED WITH DESKTOP PC. FOR MORE DETAILS, SEE *SYNCHRONIZATION WITH POCKET PC*.

SEE HOW YOU CAN EMBED SAPIE IN YOUR WINDOWS MOBILE SHELL IN THE *EMBEDDING SAPIE IN YOUR WINDOWS MOBILE SHELL*.

YOU CAN CHECK THE COMPLETE LIST OF SAPIE'S CUSTOMIZATION OPTIONS IN THE *OPTIONS* SECTION.

SOLVING THE COMMON PROBLEMS THAT MAY ARISE WHILE USING SAPIE CAN BE FOUND IN THE *TROUBLESHOOTING* SECTION.

## **1.1 SPEEREO SPEECH RECOGNITION TECHNOLOGY**

SAPIE USES TECHNOLOGIES OF SPEAKER-INDEPENDENT SPEECH RECOGNITION AND SPEECH COMPRESSION THAT HAVE BEEN DEVELOPED BY SPEEREO SOFTWARE UK LTD.

ADVANTAGES OF SPEEREO SOFTWARE'S SPEECH TECHNOLOGY ARE AS FOLLOWS:

1. HIGH ACCURACY OF RECOGNITION (UP TO 99.9%). MORE TEST DETAILS ARE AVAILABLE ON REQUEST.
2. ROBUSTNESS OF SPEECH SIGNAL RECORDING IN NOISE CONDITIONS. THERE IS AN OPPORTUNITY FOR ITS APPLICATION IN CARS (A SPECIAL VERSION OF THE SPEECH ENGINE FOR CARS), OUTDOORS, ETC.
3. SPEAKER-INDEPENDENCE, I.E. IT IS NECESSARY FOR SPEAKER ADAPTATION.
4. RUGGEDNESS WITH REGARD TO DIFFERENT SPEAKER'S ACCENTS AND ARTICULATION MANNER.
5. MEANS OF MODELLING THE DIALOG BETWEEN THE SYSTEM AND USER.
6. COMPACT SIZE OF THE SPEECH ENGINE (LESS THAN 2 MB) AND ITS HIGH PERFORMANCE SPEED.
7. HIGH DEGREE OF SPEECH SIGNAL COMPRESSION. THE COMPRESSION ALGORITHM ALLOWS TO CONVERT A ONE-MINUTE AUDIO RECORD FROM THE ORIGINAL PCM FORMAT (16 BIT, 8 KHZ) TO 18 KB (MODE 1) OR TO 10.5 KB (MODE 2). ONE MINUTE IN THE ORIGINAL NON-COMPRESSED FORMAT REQUIRES 960 KB.

### **FOR SOFTWARE AND DEVICE DEVELOPERS:**

WE HAVE DEVELOPED SPEECH ENGINE (INCLUDING SPEAKER-INDEPENDENT RECOGNITION OF SPEECH COMMANDS AND SPEECH COMPRESSION) BASED ON OUR PROPRIETARY TECHNOLOGIES. SPEECH ENGINE CAN BE USED BY ANY APPLICATION WITH THE HELP OF A SPECIAL API (SEAPI). AT PRESENT, SPEECH ENGINE WORKS ON MS WINDOWS 98/ME/NT/XP PLATFORM, WINDOWS CE POCKET PC, HANDHELD PC, AS WELL AS ON OTHER EMBEDDED DEVICES. SPEECH ENGINE HAS BEEN PORTED TO A WIDE VARIETY OF PROCESSORS: MIPS, X86, ARM, STRONGARM, HITACHI SH3, HITACHI SH4, TOSHIBA TM39XX, AND OTHERS.

SPEEREO SOFTWARE UK CAN PORT SPEECH ENGINE INCLUDING THE REQUIRED LIST OF SPEECH COMMANDS TO YOUR DEVICE IN A SHORT PERIOD OF TIME. WE INVITE SOFTWARE AND DEVICE DEVELOPERS TO COOPERATION. FOR MORE INFORMATION, PLEASE CONTACT US BY E-MAIL: [SPEECH@SPEEREO.COM](mailto:SPEECH@SPEEREO.COM).

## 1.2 INSTALLATION

TO INSTALL SAPIE PLEASE FOLLOW THE FOLLOWING STEPS:

1. DOWNLOAD A SINGLE INSTALLATION FILE FROM ONE OF THE DOWNLOAD SITES.
2. RUN SETUP.
3. FOLLOW THE INSTALLATION INSTRUCTIONS.

### **NOTE**

YOU NEED TO HAVE THE MICROSOFT® ACTIVE SYNC INSTALLED ON YOUR PC AND IT MUST BE CONNECTED TO POCKET PC™. DO NOT FORGET TO SWITCH POCKET PC™ ON.

YOU MAY REINSTALL THE POCKET PC™ VERSION INSTALLATION LATER. YOU HAVE TO SELECT THE CORRESPONDING MENU ITEM FROM THE START MENU FOLDER OF YOUR PC FOR IT.

YOU MAY USE THE PRODUCT DURING THE TRIAL PERIOD. JUST RUN THE PROGRAM AND FOLLOW INSTRUCTIONS. AFTER THE TRIAL PERIOD EXPIRES, YOU EITHER DISCONTINUE USING THE PRODUCT OR GET IT REGISTERED.

### **NOTE**

IF THE TRIAL PERIOD IS OVER AND YOU ARE STILL NOT REGISTERED, YOU WILL BE NOT ABLE TO ACCESS YOUR DATA STORED WITH SAPIE UNTIL THE REGISTRATION.

TO UNINSTALL SAPIE FROM POCKET PC™ SELECT SETTINGS SUBMENU FROM POCKET PC™ START MENU, THEN SELECT THE SYSTEM TAB AND START REMOVE PROGRAMS APPLET. SELECT SAPIE AND PRESS REMOVE BUTTON.



YOU CAN ALSO UNINSTALL POCKET PC™ VERSION FROM THE DESKTOP COMPUTER. TO DO IT TURN ON YOUR MOBILE DEVICE, WAIT FOR MICROSOFT® ACTIVE SYNC™ CONNECTION AND OPEN THE DESKTOP COMPUTER START MENU. AFTER THAT, SELECT THE SAME ITEM YOU USE TO INSTALL THE PRODUCT TO THE POCKET PC™. REJECT THE PROMPT TO INSTALL THE APPLICATION AND THEN SELECT IT FROM LIST OF INSTALLED APPLICATIONS. CLICK REMOVE BUTTON. AFTER THE PROCESS OF UNINSTALLATION IS FINISHED YOU WILL BE PROMPTED TO UNINSTALL DESKTOP VERSION TOO. DO IT IF YOU WISH TO.

TO UNINSTALL THE DESKTOP VERSION, OPEN THE CONTROL PANEL AND SELECT ADD/REMOVE PROGRAMS APPLET. SELECT SAPIE FROM THE APPLICATION LIST AND PRESS REMOVE BUTTON.

### **1.3 COPYRIGHT AND REGISTRATION**

**SPEEREO IS THE TRADEMARK OF SPEEREO SOFTWARE UK.**

**COPYRIGHT © 2001, 2002 [SPEEREO SOFTWARE UK](http://www.speer eo.com). ALL RIGHTS RESERVED.**

**SAPIE IS SHAREWARE.**

WITH THE TRIAL KEY, THE PROGRAM COULD BE USED ONLY FOR THE TRIAL PERIOD (15 DAYS). AFTER THIS PERIOD, YOU ARE EXPECTED TO GET A REGISTRATION KEY.

TO GET THE REGISTRATION KEY, YOU SHOULD VISIT [HTTP://WWW.SPEEREO.COM](http://www.speer eo.com) AND MAKE THE PAYMENT USING YOUR PREVIOUS LOGIN INFORMATION. THEN THE REGISTRATION KEY WILL BE SENT TO YOU BY E-MAIL.

IF THE TRIAL PERIOD IS OVER AND THE PROGRAM IS ALREADY LOCKED UP, YOU WILL SEE THE REGISTRATION WINDOW AT THE START OF THE PROGRAM.

## 2. PRINCIPLES

SAPIE IS DESIGNED FOR VOICE INTERACTION. TO GIVE A COMMAND, PRESS AND HOLD **RECORD** BUTTON WHILE PRONOUNCING YOUR COMMAND. ONCE THE BUTTON IS PRESSED, THE STANDARD WINDOWS MOBILE KEYBOARD WILL SWITCH TO THE VOICE-ON SIGN: . WHEN YOU RELEASE THE **RECORD** BUTTON, THE WINDOWS MOBILE KEYBOARD COMES BACK. 

**FOR EXAMPLE:** TO CREATE A NEW EVENT, YOU SHOULD PRESS THE **RECORD** BUTTON, WAIT A SECOND, AND WHILE HOLDING IT SAY *"ENTER NEW EVENT"*. THEN WAIT FOR A WHILE AND RELEASE THE BUTTON. AFTER THAT YOUR COMMAND WILL BE EXECUTED.

YOU CAN ALWAYS SEE A LIST OF POSSIBLE VOICE COMMANDS IN THE CURRENT WINDOW OF SAPIE. IT'S INDICATED BY "WHAT" SIGN . YOU CAN USE IT IN CASE YOU DON'T KNOW WHAT TO DO NEXT.

SPEECH COMMANDS THAT CAN BE EXECUTED ARE MARKED WITH A MOUTHPIECE SYMBOL .

AFTER THE FIRST LAUNCH OF THE PROGRAM THE USER MAY IMPORT INFORMATION FROM THE POCKET PC CALENDAR AND CONTACTS TO SAPIE.

ALSO YOU ALWAYS CAN USE THE **HARDWARE KEYS** TO NAVIGATE THROUGH THE DIFFERENT LISTS, FIELDS, ETC.  AVOIDING THE CONSTANT USE OF STYLUS.

### 3. USER INTERFACE

SAPIE OCCUPIES ENTIRE SCREEN OF YOUR MOBILE DEVICE. IT CONSISTS OF THE 4 CORE COMPONENTS:

- **CALENDAR**
- **CONTACTS**
- **TASK LIST**
- **INBOX**

HERE IS THE *CALENDAR* VIEW THAT SHOWS THE BASICS OF SAPIE'S SCREEN FRAMEWORK:



THE *HEAD BAR* IS THE CONSTANT PANEL APPEARING AT THE VERY TOP OF SAPIE SCREEN.

AS SHOWN ABOVE, IT CONSISTS OF SPEEREO LOGO, TIME FIELD AND QUIT  BUTTON TO QUIT THE PROGRAM.

HERE, *CONTENTS OF THE VIEW* IS COMPOSED OF RECORDED EVENTS AND APPOINTMENTS.

THE *NAVIGATION BAR* IS THE TOOL TO SWITCH BETWEEN THE 4 MENTIONED CORE VIEWS PLUS THE NEW ITEM WIZARD, OPTIONS AND CONTEXT HELP.

AS YOU'LL SEE LATER ON, THE MAJORITY OF OPTIONS AND COMMANDS CAN BE EXECUTED THROUGH SPEECH COMMANDS. AT ANY STAGE YOU CAN FIND THE LIST OF POSSIBLE COMMANDS JUST PRONOUNCING "WHAT CAN I SAY".

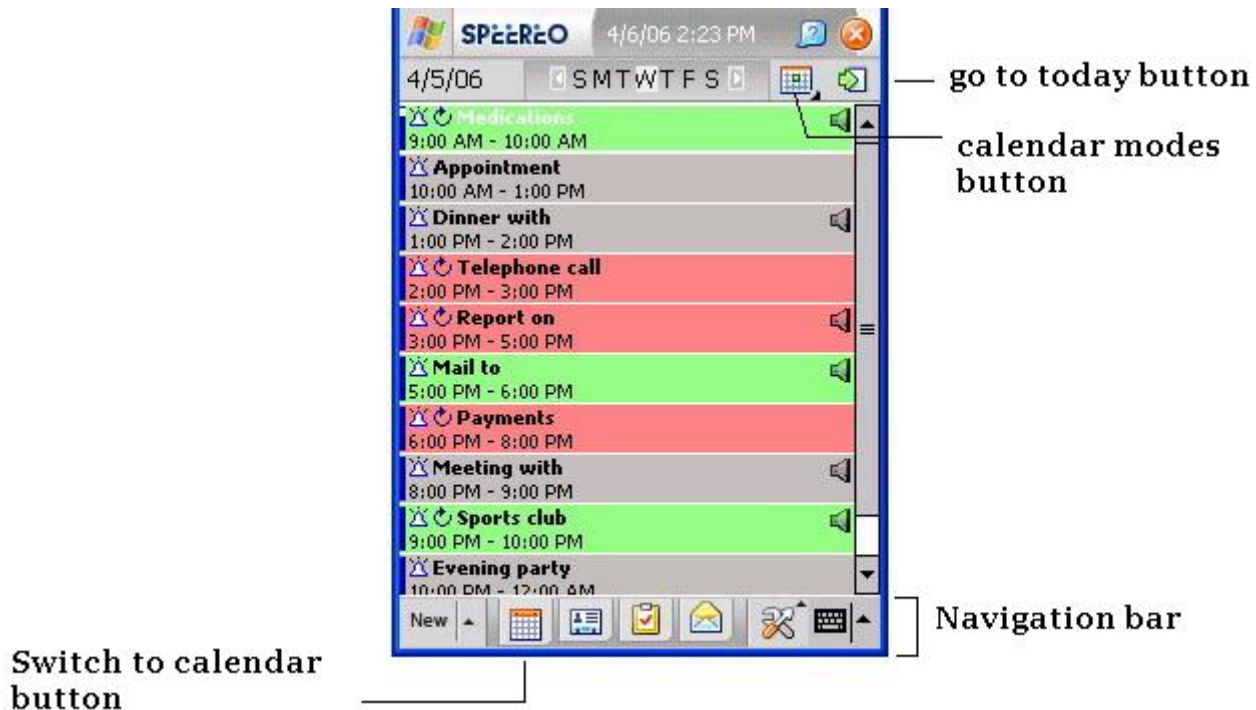
ALSO SOME COMMANDS COULD BE EXECUTED USING YOUR JOG DIAL AND TAP-AND-HOLD MENUS.

SAPIE IS PERSONAL AND THUS CUSTOMIZABLE. YOU CAN CONFIGURE TONS OF SETTINGS, FROM THE EVENT ICONS TO TONE DIALING PARAMETERS AND EVEN YOUR OWN NOTIFICATION VOICE NOTES.

## CORE COMPONENTS

### 4. CALENDAR

YOU CAN EASILY SWITCH TO THIS MODE USING “*SHOW CALENDAR*” COMMAND OR TAPING THE CORRESPONDING BUTTON IN THE NAVIGATION BAR.



**YOUR SCHEDULE LISTED IN THE CALENDAR MODE CONSISTS OF:**

- **APPOINTMENTS (OF ANY TYPE, FOR EXAMPLE: PHONE CALL, LUNCH, MEDICATIONS, PARTY);**
- **EVENTS (WHICH IS AN ALL-DAY APPOINTMENT);**
- **MEETINGS (WHICH IS AN APPOINTMENT WITH LIST OF ATTENDEES).**

THE CALENDAR VIEW SHOWS A LIST OF DOINGS FOR A *VIEWED PERIOD*. THESE CAN BE A DAY, AN AGENDA, A WEEK, A MONTH OR A YEAR VIEW. YOU CAN SWITCH BETWEEN PERIODS EITHER BY PRONOUNCING CORRESPONDING COMMANDS (SEE **VIEW PERIOD COMMANDS**) OR BY PUSHING **CALENDAR MODES BUTTON**  AT THE TOP.

**HINT. IF YOU PRESS THE BOTTOM-RIGHT CORNER OF THIS BUTTON, THE PERIOD SUBMENU**



**WILL BE DISPLAYED WITH POSSIBILITY TO SWITCH TO ALL THE CALENDAR VIEWS.**

### **VIEW PERIOD COMMANDS**

**YOU CAN CHANGE THE VIEWED PERIOD OF THE SCHEDULE BY USING *"DAY PLANNING"*, *"WEEK PLANNING"*, *"MONTH PLANNING"*, *"PREVIOUS DAY (WEEK, MONTH)"* OR *"NEXT DAY (WEEK, MONTH)"* COMMANDS.**

#### **FOR EXAMPLE:**

**IF THE CURRENT VIEWED PERIOD IS DAY, THE SCHEDULE CONTAINS ALL APPOINTMENTS/EVENTS/MEETINGS PLANNED FOR THE CURRENT DAY ONLY. THE CURRENT DATE IS DISPLAYED AT THE TOP. NOW YOU CAN USE THESE COMMANDS:**

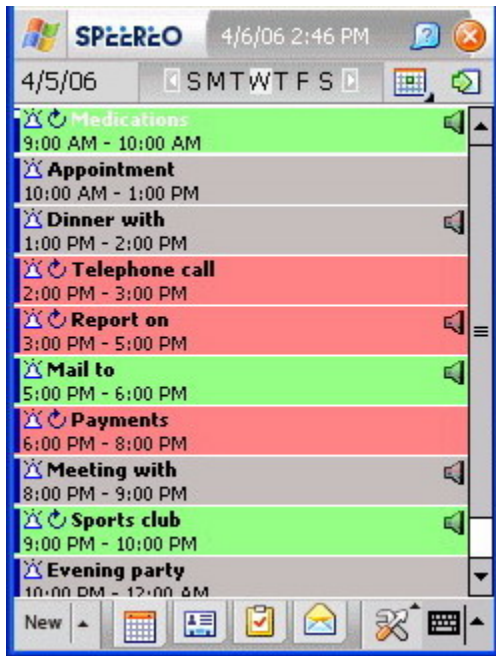
***"WEEK PLANNING"* OR *"MONTH PLANNING"* TO SEE EVENTS PLANNED FOR THE CURRENT WEEK OR MONTH, RESPECTIVELY.**

***"PREVIOUS DAY"* OR *"NEXT DAY"* TO SEE EVENTS PLANNED FOR PREVIOUS OR NEXT DAYS, RESPECTIVELY.**

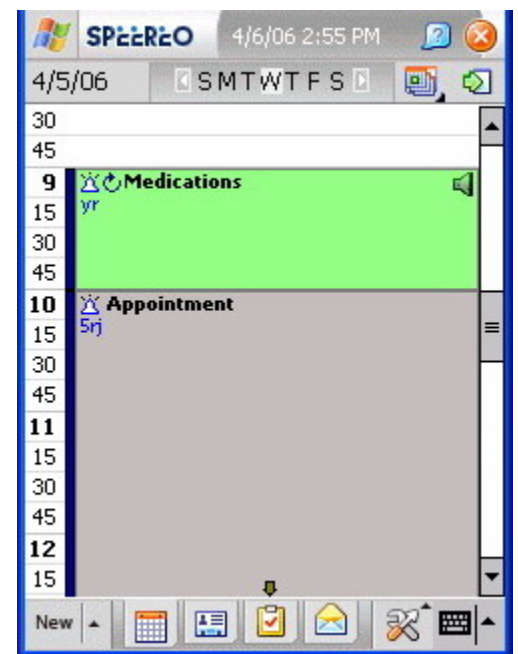
**SIMILARLY, IF THE VIEWED PERIOD IS A WEEK (MONTH), YOU CAN USE COMMANDS: *"DAY PLANNING"*, *"MONTH PLANNING"*, *"PREVIOUS WEEK"* AND *"NEXT WEEK"* (*"DAY PLANNING"*, *"WEEK PLANNING"*, *"PREVIOUS MONTH"* AND *"NEXT MONTH"*).**

**THE TIME LAYOUT OF THE APPOINTMENT/EVENTS/MEETINGS DEPENDS ON THE VIEWED PERIOD:**

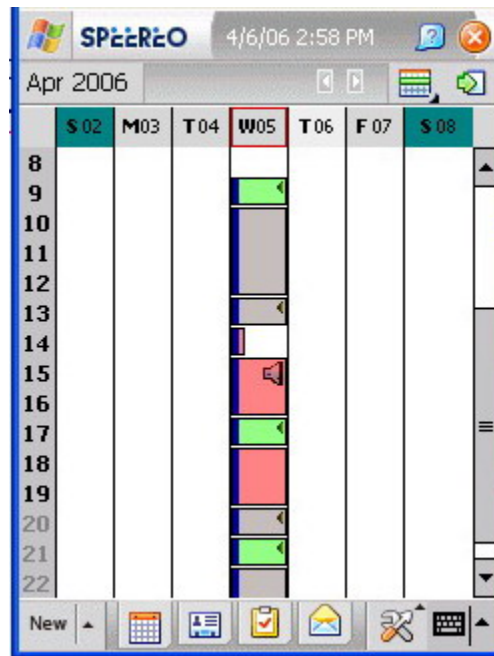
- **IF A VIEWED PERIOD IS DAY OR AGENDA, THE TIME IS REPRESENTED BY HOURS AND MINUTES;**



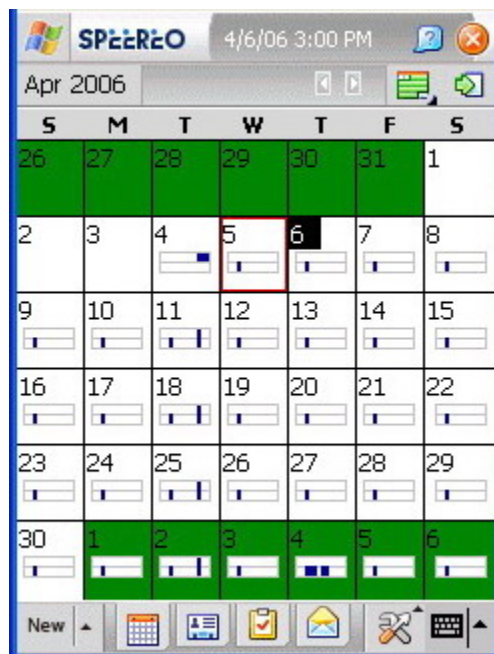
**NOTE. IN THESE VIEWS DAILY SCHEDULE BY DEFAULT IS SHOWN BY HOURS. WE'VE MADE SOME FINE TIME LAYOUT FOR YOU. ONCE YOU DOUBLE-CLICK THE SELECTED HOUR, IT WILL BE DIVIDED IN TWO 30 MINUTES PARTS. THE NEXT DOUBLE-CLICK ON EVERY PART WILL TAKE YOU TO THE 15 MIN LAYOUT. TO RETURN TO THE DEFAULT HOUR LAYOUT, JUST DOUBLE-CLICK THE 15 MIN FIELD.**



- IF A VIEWED PERIOD IS WEEK, THE TIME IS REPRESENTED BY WEEKDAYS (SU, MO, TU, WE, TH, FR, SA), AND HOURS;

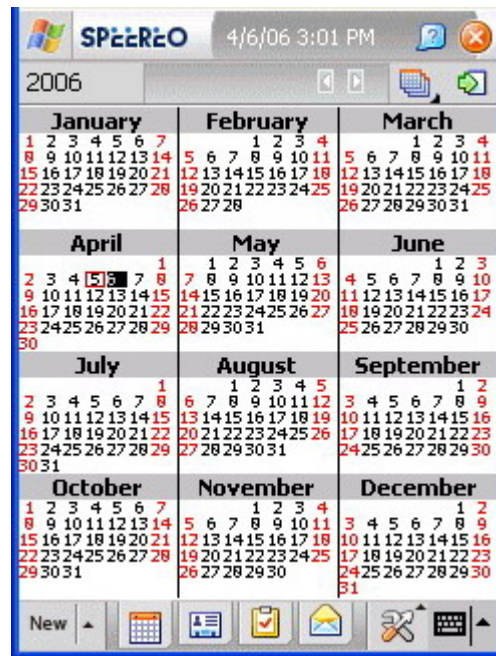


- IF A VIEWED PERIOD IS **MONTH**, THE TIME IS REPRESENTED BY DATE, HOURS, AND MINUTES;



- IF A VIEWED PERIOD IS **YEAR**, THE TIME IS REPRESENTED BY MONTHS AND DAYS.





IF YOU'RE GONE TOO FAR AWAY FROM THE CURRENT DATE, JUST PUSH THE GO TO TODAY BUTTON  OR USE THE APPROPRIATE SPEECH COMMAND.

## COLOUR ALLOCATION

EACH APPOINTMENT/EVENT/MEETING COULD DIFFER FROM ONE ANOTHER BY TYPICAL COLOURS.

- "FREE" APPOINTMENT IS COLORED IN GREEN,  Medications 9:00 AM - 10:00 AM
- "BUSY" APPOINTMENT BEARS RED COLOUR,  Maintenance 3:00 PM - 5:00 PM
- IF THE APPOINTMENT TAKES PLACE SOMEWHERE OUT OF OFFICE, IT'S GREY  Dinner with 1:00 PM - 2:00 PM
- IF IT'S "TENTATIVE" (JUST LIKE IN THE MICROSOFT OUTLOOK), IT HAS THE BACKGROUND COLOUR.

YOU CAN ALSO ADD THE LIST OF ATTENDEES AND THE PERSONAL OR BUSINESS CATEGORY FOR THE APPOINTMENT.

IF THE APPOINTMENT/EVENT/MEETING HAS A VOICE COMMENT, THE  SIGN WILL APPEAR.

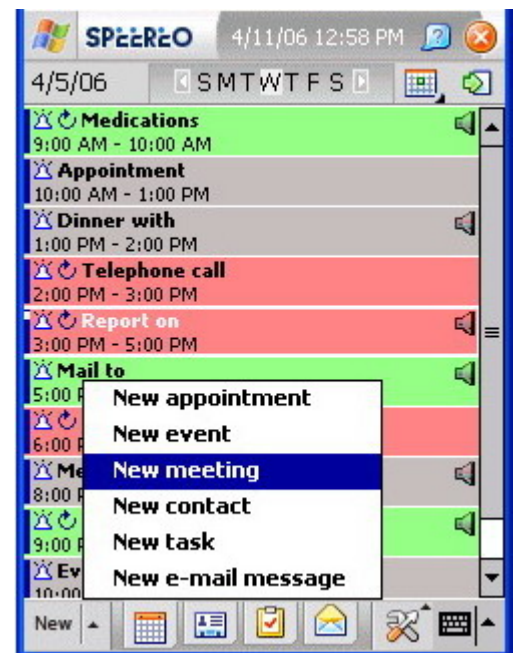
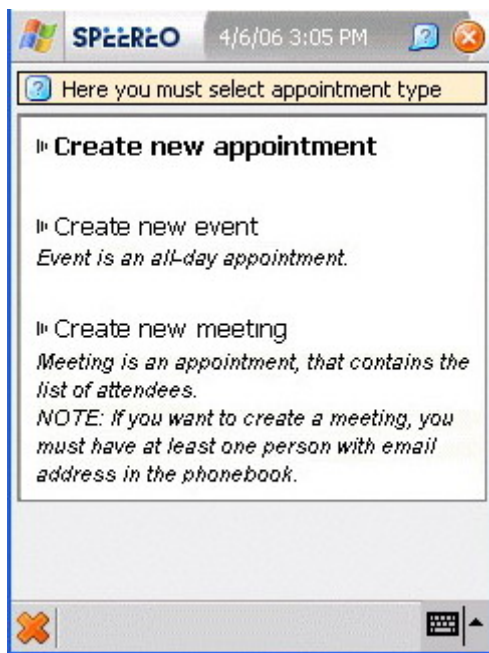
## 4.1 HOW TO CREATE A NEW APPOINTMENT/EVENT/MEETING

REMEMBER THAT THERE ARE 3 TYPES OF DOINGS:

- APPOINTMENTS (OF ANY TYPE, FOR EXAMPLE: PHONE CALL, LUNCH, MEDICATIONS, PARTY);
- EVENTS (WHICH IS AN ALL-DAY APPOINTMENT);
- MEETINGS (WHICH IS AN APPOINTMENT WITH LIST OF ATTENDEES).

YOU CAN CREATE A NEW APPOINTMENT/EVENT/MEETING BY USING THE "CREATE NEW APPOINTMENT/EVENT/MEETING" COMMAND.

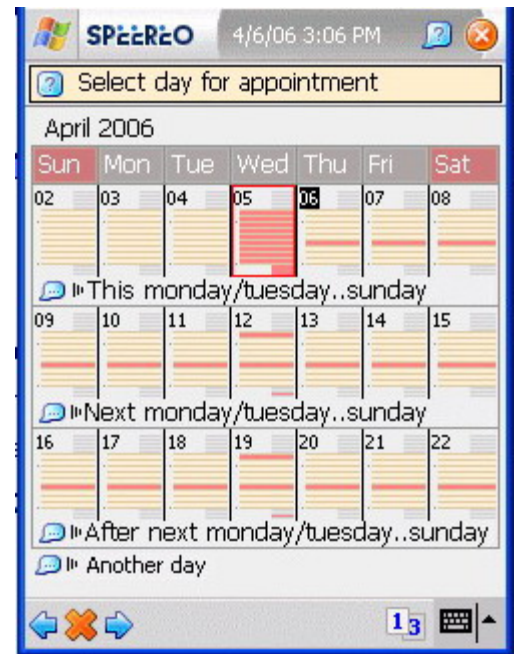
THE SPEEREO LAB HAS MADE EASY WIZARDS FOR INSTANT DOING CREATION (SEE FIGURE 4.1.1). AT EVERY STEP OF THIS WIZARD THE JOG DIAL WILL HELP YOU TO NAVIGATE THROUGH THE LISTS AND FIELDS. AS USUAL, ALL THE ON-SCREEN COMMANDS MARKED WITH  SIGN COULD BE EXECUTED BY VOICE. IN ADDITION YOU CAN CLICK THE POP-UP SECTION OF NEW BUTTON LOCATED IN THE BOTTOM LEFT.



4.1.1 NEW APPOINTMENT/EVENT/MEETING WIZARDS

ONCE YOU'VE SELECTED THE DOING TYPE, THE WIZARD WILL TAKE YOU TO THE DAY SELECTION, THE FIRST STEP OF THREE (FIGURE 4.1.2)

APART FROM TOUCHING THE SCREEN SELECTION, THE FOLLOWING COMMANDS ARE AVAILABLE AT THE TIME: *"SET TODAY"*, *"SET TOMORROW"*, AND A NUMBER OF COMMANDS FOR EACH WEEKDAY; FOR EXAMPLE, *"THIS MONDAY"*, *"NEXT MONDAY"*, *"THE UPCOMING MONDAY"*, *"MONDAY AFTER NEXT"*.

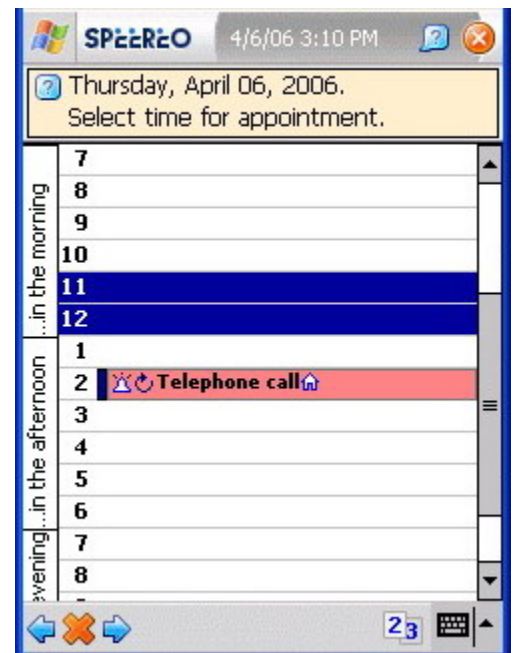


4.1.2 DAY SELECTION

THE SECOND STEP IS TO SELECT A PERIOD OF TIME (FIGURE 4.1.3). NOTE, THAT THE "BUSY" APPOINTMENTS DO NOT SHARE THEIR TIME WITH OTHERS, WHILE THE "FREE" DO.

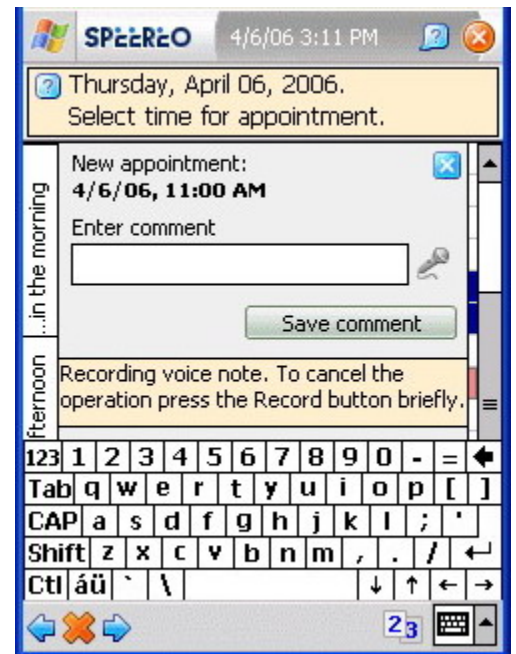
IN THIS WINDOW YOU CAN SET EITHER THE APPOINTMENT/EVENT/MEETING STARTING TIME (BY VOICE, DESCRIBED BELOW) AND THEN ENTER THE DURING DURATION, OR THE COMPLETE TIME INTERVAL WITH YOUR STYLUS.

STARTING TIME IS SET BY PRONOUNCING THE HOURS (*"ONE...TWELVE"*) AND THEN THE DAYTIME (*"MORNING"*, *"AFTERNOON"*, *"EVENING"*). FOR EXAMPLE, *"FIVE IN THE AFTERNOON"*.



4.1.3 TIME SELECTION

AFTER THE HOURS WERE SELECTED, YOU CAN RECORD THE UNIQUE VOICE AND TEXT NOTES (FIGURE 4.1.4) FOR THIS APPOINTMENT/EVENT/MEETING TO PROVIDE ANY DETAILS YOU NEED. JUST PUSH THE RECORD BUTTON AND THEN SAY *"SAVE COMMENT"* COMMAND. NEXT NOTE COULD BE TAPPED WITH THE WINDOWS MOBILE STANDARD KEYBOARD.



4.1.4 VOICE AND TEXT NOTES

AT THE THIRD, FINAL STEP (4.1.5) YOU CAN EITHER SAVE THE NEW APPOINTMENT/EVENT/MEETING BY PRONOUNCING THE *"SAVE APPOINTMENT/EVENT/MEETING"* COMMAND ADDING IT IMMEDIATELY TO YOUR SCHEDULE OR PASS ON TO FRESH DOING'S PROPERTIES DIALOG (4.1.6). YOU CAN PRONOUNCE THE CORRESPONDING VOICE COMMAND OR TAP THE HIGHLIGHTED WORDS IN THE WINDOW.



4.1.5 FINAL STEP

THE APPOINTMENT/EVENT/MEETING PROPERTIES DIALOG ALLOWS YOU TO MODIFY THE FOLLOWING PROPERTIES (THOSE MARKED WITH **||** SYMBOL ON THE 4.1.6 SCREEN):

- **START AND END TIME** (SEE DESCRIPTION 4.1.7)
- **NOTIFICATION BEFORE** (SEE 4.1.8)
- **OCCURRENCE TYPE** (SEE 4.1.9)
- **VOICE AND TEXT NOTE**
- **STATUS (BUSY OR FREE), LIST OF ATTENDEES**
- **CATEGORY (PERSONAL OR BUSINESS)**

4.1.6

APPOINTMENT/MEETING/EVENT  
PROPERTIES DIALOG

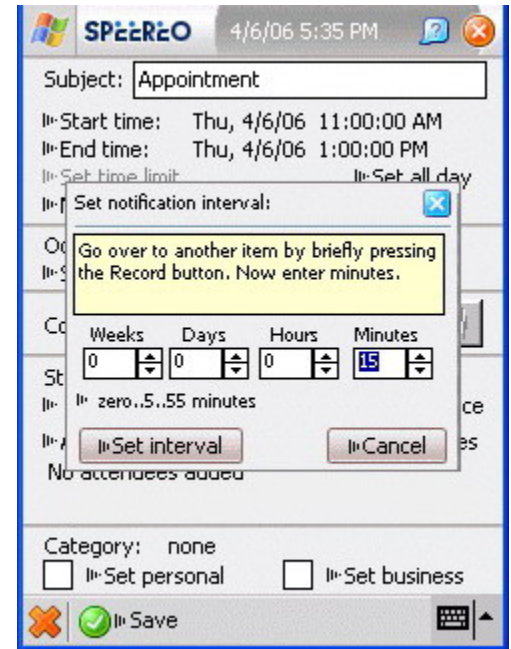
YOU CAN SWITCH THROUGH THESE FIELDS USING STANDARD JOG DIAL CLICKS.

ONCE YOU'VE DECIDED TO MODIFY THE APPOINTMENT/EVENT/MEETING'S START AND END TIME, THE CORRESPONDING DIALOG BOX WILL APPEAR (FIGURE 4.1.7). HERE YOU CAN FOLLOW THE ON-SCREEN INSTRUCTIONS. DATE AND TIME COULD BE MODIFIED WHEN THE DESIRED ELEMENT IS HIGHLIGHTED. TO MOVE THROUGH THE ELEMENTS, PUSH BRIEFLY THE RECORD BUTTON. TO SAVE THE CHANGES, JUST PRONOUNCE "CONFIRM TIME" COMMAND. TO MOVE TO THE PREVIOUS SELECTION, PRONOUNCE "BACK STAGE" COMMAND. JOG DIAL CLICKS ARE ALSO AVAILABLE HERE.

4.1.7 START/END TIME DIALOG



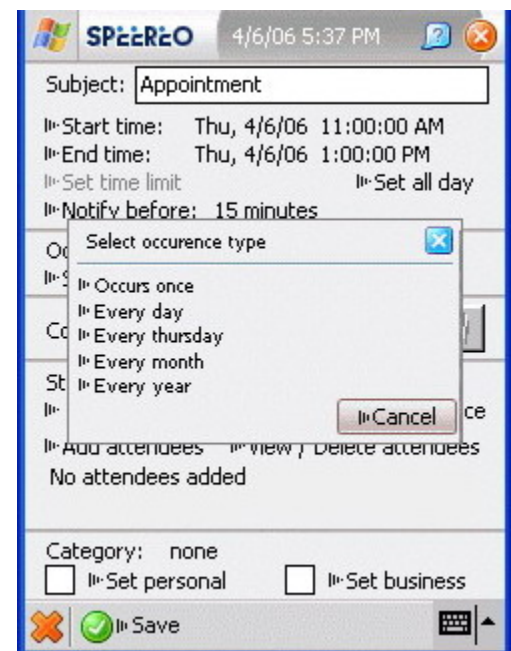
THE NOTIFICATION BEFORE STRING MEANS THAT YOU CAN ADJUST THE NOTIFICATION INTERVAL IN ORDER TO BE NOTIFIED WHENEVER YOU WANT. ONCE THE COMMAND *"NOTIFY BEFORE"* IS PRONOUNCED OR THE CORRESPONDING STRING IS CLICKED, THE SYSTEM WILL TAKE YOU TO THE NOTIFICATION INTERVAL DIALOG (FIGURE 4.1.8). NOT HERE ONCE AGAIN THE COMMANDS MARKED WITH **||** SYMBOL. WHEN YOU'VE ENTERED THE DIALOG FIRSTLY, THE MINUTES SELECTION WILL BE DISPLAYED. YOU CAN SET MINUTES' INTERVAL BY PRONOUNCING *"ONE...FIFTY FIVE"*. THE WEEKS, DAYS, AND HOURS ARE ADJUSTED LIKEWISE. THE POSSIBLE INTERVAL WILL BE DISPLAYED.



4.1.8 NOTIFICATION INTERVAL DIALOG

TO SWITCH BETWEEN THE ITEMS, PUSH BRIEFLY THE **RECORD** BUTTON. TO FINISH UP WITH THIS SELECTION, PRONOUNCE *"SET INTERVAL"* COMMAND.

**OCCURRENCE TYPE** (SEE FIGURE 4.1.9) MEANS THAT YOU CAN MAKE THE APPOINTMENT/EVENT/MEETING REOCCURRED. THE FOLLOWING PERIOD COULD BE SET THROUGH VOICE COMMANDS: *"OCCURS ONCE"*, *"EVERY DAY"*, *"EVERY SATURDAY"* (THE CURRENT DAY OF THE WEEK), *"EVERY MONTH"*, *"EVERY YEAR"*. THE *"CANCEL"* COMMAND WILL CLOSE THIS DIALOG.



4.1.9 OCCURRENCE TYPE

IN ORDER TO SET OR MODIFY THE VOICE COMMENT, JUST PERFORM THE USUAL PUSH-AND-TALK OPERATION.

WHAT THE STATUS (BUSY, FREE) IS AFFECTING IS DESCRIBED ABOVE IN THE COLOUR ALLOCATION SECTION. THE TWO CORRESPONDING VOICE COMMANDS ("SET BUSY", "SET FREE") ARE ATTACHED TO THIS FUNCTION.

THE LIST OF ATTENDEES (OPTION FOR MEETING) CAN BE ADDED FROM YOUR CONTACTS LIST, THAT IS DESCRIBED BELOW.

"SET PERSONAL" AND "SET BUSINESS" COMMANDS ARE MODIFYING THE APPOINTMENT/EVENT/MEETING STATUS.

WHEN YOU'RE FINISHED TUNING UP YOUR NEWLY MADE APPOINTMENT/EVENT/MEETING, YOU CAN EVENTUALLY PRONOUNCE "SAVE" COMMAND. IN CASE YOU'RE NOT SATISFIED OR YOU HAVE A SUDDEN CHANGE OF HEART, JUST SAY "DELETE" COMMAND.

NEW EVENT AND NEW MEETING WIZARDS ARE QUITE SIMILAR TO THE SEQUENCE SHOWN ABOVE. IF YOU'VE DONE WELL CREATING A NEW APPOINTMENT, THE OTHER WIZARDS SHOULD BE EASY FOR YOU. REMEMBER THAT THE EVENT IS AN ALL-DAY APPOINTMENT AND THE MEETING REQUIRES A LIST OF ATTENDEES FROM YOUR CONTACTS.

IF YOU WANT TO CHANGE THE PARAMETERS OF AN EXISTING APPOINTMENT/EVENT/MEETING, THEN CALL THE QUICK DIALOG BY TAPPING ON THE DESIRED APPOINTMENT/EVENT/MEETING (SEE THE FIGURE ALONGSIDE).

## 4.2 APPOINTMENT NOTIFICATION DIALOG

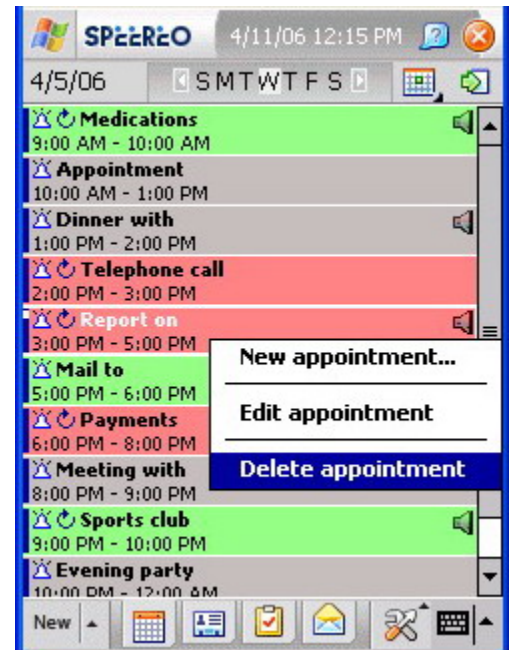
AS SOON AS NOTIFICATION TIME COMES UP, YOU WILL SEE AN EVENT NOTIFICATION DIALOG.

Here you can dismiss one doing or dismiss all using the corresponding voice commands marked with **||** symbol. The user can also say "snooze" in order to close the **Notification dialog** and be notified again after *notification interval* is elapsed.



## 4.3 HOW TO DELETE AN APPOINTMENT

IN ORDER TO DELETE AN APPOINTMENT YOU SHOULD DOUBLE CLICK IT IN THE EVENT LIST OF THE MAIN SCREEN. THE EVENT DIALOG WHERE YOU CAN SELECT THE "DELETE" COMMAND WILL BE OPENED.

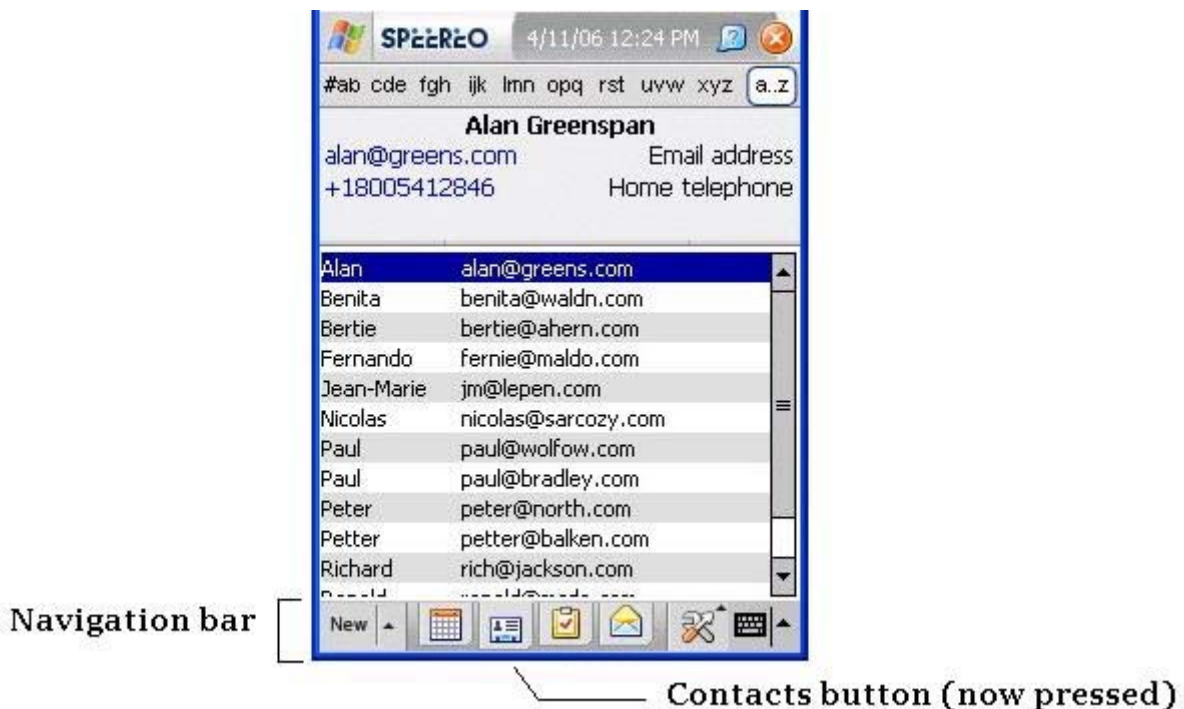




## 5. CONTACTS

SAPIE'S CONTACTS COMPONENT COMBINES STANDARD CONTACT INFORMATION FROM POCKET OUTLOOK WITH ENHANCED NOTES AND CATEGORY MANAGEMENT FEATURES. IT GIVES NOT JUST A HANDY TOOL TO KEEP PERSONAL CATEGORIZED INFORMATION ABOUT HIS/HER FRIENDS AND PARTNERS BUT THE COMMUNICATION MEANS WITH THEM - THAT ARE DIALING AND MAILING FEATURES. YOU CAN EASILY SWITCH TO THIS MODE USING THE NAVIGATION BAR.

THE *"SHOW PHONEBOOK"* AND *"ENTER NEW PERSON"* COMMANDS ARE USED TO WORK WITH THE CONTACTS. TO SELECT OR MOVE THROUGH THE CONTACTS LIST YOU CAN USE JOG DIAL OF YOUR MOBILE DEVICE.



## 5.1 HOW TO ENTER A NEW PERSON IN THE CONTACTS LIST

IN ORDER TO ADD A NEW PERSON TO THE PHONE BOOK, ONE CAN USE THE *"ENTER NEW PERSON"* COMMAND, WHICH OPENS PERSON'S DATA EDITOR (SEE FIGURE 5.1.1 BELOW).



5.1 PERSON'S DATA EDITOR

EVERY FIELD OF THE PERSON'S DATA EDITOR SCREEN CONSISTS OF TEXT AND/OR VOICE SEGMENT. HENCE, HERE YOU CAN NOT ONLY TAP THE DATA USING THE KEYBOARD, BUT ALSO ADD SHORT VOICE COMMENTS TO EVERY FIELD. ONCE YOU'VE MADE VOICE COMMENT, THE WHITE SPEAKER SYMBOL  TURNS INTO GREY . THAT MEANS YOU HAVE FILLED IN THE FIELD'S VOICE SEGMENT (SEE FIGURE 5.2). TO SKIP THE FIELD, PUSH THE RECORD BUTTON SHORTLY. USE THE *"CANCEL"* BUTTON TO STOP RECORDING. YOU CAN ALSO USE THE HARDWARE KEYS TO NAVIGATE BETWEEN THE FIELDS. THE STANDARD WINDOWS MOBILE KEYBOARD MIGHT ALSO BE USEFUL HERE.



5.2 FILLING THE FIELDS IN THE PERSON'S DATA EDITOR

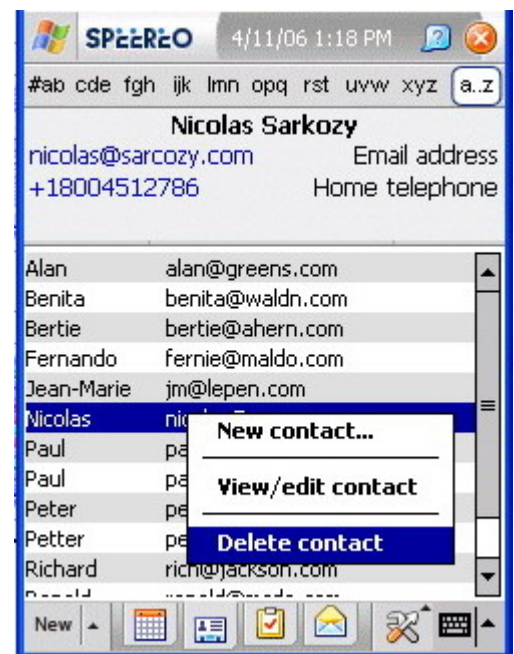
NOW YOU CAN USE BOTH SEGMENTS OF EACH FILED, TEXT AND VOICE. THAT IS ONE OF THE HALLMARKS OF SAPIE, TO ADD A NEW PERSON BY MEANS OF SPEECH INTERFACE. THAT MIGHT BE USEFUL WHEN YOU'RE MAKING NEW CONTACT RECORD ON-THE-FLY, THEN LATER TYPING IT WITH YOUR KEYBOARD (IT CAN BE DESKTOP PC, IF SYNCHRONIZED).

ONCE YOU FILLED IN ALL DESIRABLE FIELDS, JUST PRONOUNCE OR TAP THE *"SAVE CONTACT"* COMMAND.

NOTE. WHILE MAKING AN ENTRY FOR A NEW PERSON, YOU MUST FILL AT LEAST THE PERSON'S LAST NAME. THIS IS THE ONLY MANDATORY FIELD AND IT IS USED IN THE CONTACTS MODE.

## 5.2 HOW TO DELETE A PERSON FROM THE CONTACTS LIST

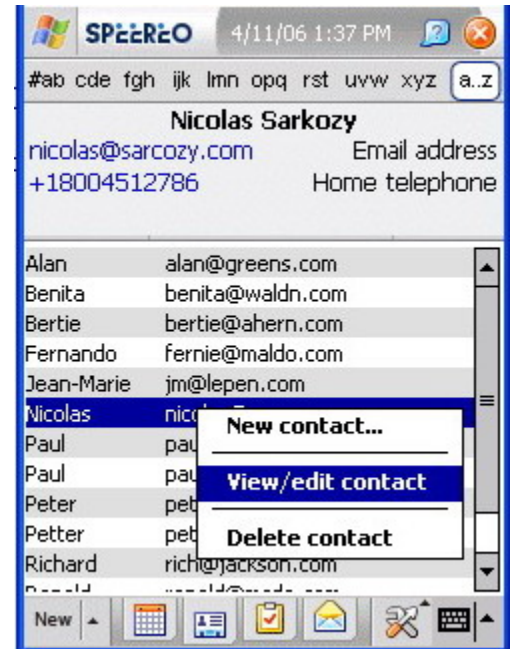
TO REMOVE A RECORD IT IS NECESSARY TO MARK THE CONTACT AND THEN EITHER TO PRONOUNCE THE *"DELETE CONTACT"* COMMAND OR SELECT THE APPROPRIATE COMMAND FROM THE APPEARING DIALOG BOX.



### 5.3 HOW TO ACCESS AND EDIT CONTACT'S DETAILS

YOU CAN ACCESS THE PERSON'S DATA EDITOR NOT ONLY WHILE ENTERING A NEW PERSON IN YOUR CONTACTS.

TO REVIEW DETAILED INFORMATION ABOUT A PERSON, IT IS NECESSARY TO SELECT THE CONTACT AND THEN EITHER TO PRONOUNCE THE "EDIT CONTACT" COMMAND OR TAP THAT COMMAND FORM THE DIALOG BOX.



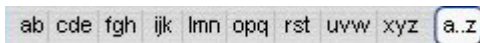
OR TO SELECT THE "EDIT" BUTTON AT THE BOTTOM OF THE PERSON RECORD VIEW. HERE ONCE AGAIN YOU CAN USE THE HARDWARE KEYS TO NAVIGATE THROUGH THE FIELDS.



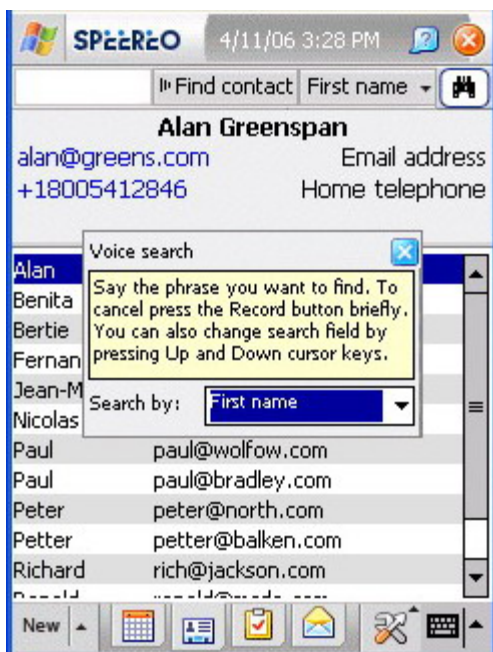
## 5.4 HOW TO NAVIGATE THROUGH THE CONTACTS LIST

FOR NAVIGATION THROUGH THE PHONE BOOK ENTRIES, YOU CAN USE:

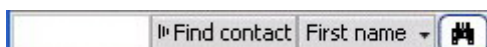
- **THE ALPHABET BAR**



- **VOICE SEARCH USING THE “FIND CONTACT” COMMAND**

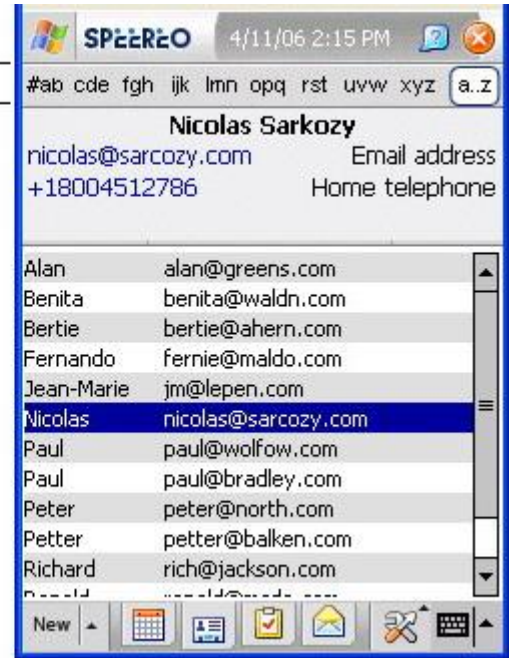


- **TEXT SEARCH THAT CALLS THE CORRESPONDING BAR**



BY MEANS OF THE ALPHABET BAR (SEE FIGURE 5.4.1) YOU CAN FILTER THE CONTACTS USING SELECTED LETTER. ONLY PERSONS WHOSE SURNAMES HAVE THESE INITIALS WILL REMAIN IN THE LIST. HOWEVER, IT'S THE NON-SPEECH SEARCH MODE, SO YOU CAN USE HERE ONLY STYLUS OR JOG DIAL.

Alphabet bar



5.4.1 ALPHABETIC SEARCH

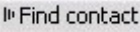
BY CLICKING THE  BUTTON YOU CAN CALL THE SEARCH BAR (SEE FIGURE 5.4.2). THE FILTERING USING THIS BAR IS SIMPLE; JUST TYPE IN THE NECESSARY LETTERS. THE CONTACTS LIST WILL BE FILTERED LIKEWISE.

Search bar



5.4.2 SEARCH BAR



TO PROVIDE SOME MORE SOPHISTICATION TO YOUR SEARCH QUERY, YOU CAN USE VOICE SEARCH MODE (SEE FIGURE 5.4.3). IT IS CALLED EITHER BY PRONOUNCING THE “*FIND CONTACT*” COMMAND OR CLICKING THE APPROPRIATE PANEL WITH  SYMBOL. 

IN THIS MODE YOU MAY SEARCH USING THE FOLLOWING ATTRIBUTES:

**FIRST NAME**

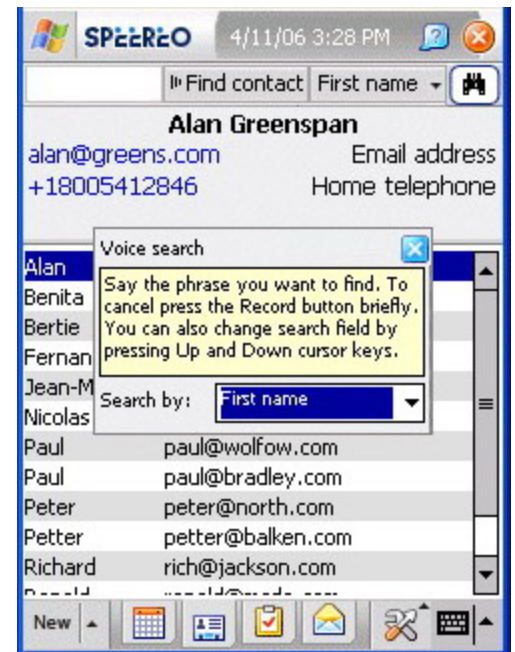
**LAST NAME**

**COMPANY**

**CITY**

YOU CAN CHANGE THE SEARCH ITEM BY PRESSING THE JOG DIAL BUTTONS.

THE “ALL FIELDS” PARAMETER ALLOWS YOU TO SEARCH IN EVERY FIELD OF EVERY CONTACT RECORD.



5.4.3 VOICE SEARCH MODE

## 5.5 NUMBER DIALLING

THIS FUNCTION ALLOWS YOU TO DIAL A PHONE NUMBER FROM THE PHONE BOOK BY TONE DIALLING USING THE DEVICE LOUD SPEAKER. YOU HAVE TO:

- SWITCH TO THE **PERSON'S DATA WINDOW** (SEE FIGURE 5.5)
- SELECT THE PHONE NUMBER EITHER BY MEANS OF JOG DIAL OR STYLUS,

AFTERWARDS YOU'LL NOTICE THE  BUTTON AT THE BOTTOM. YOU CAN DIAL USING THE “*DIAL CONTACT*” COMMAND OR TAPING THAT BUTTON.

- BRING YOUR DEVICE TO THE RECEIVER

THE ABSOLUTE MAJORITY OF PHONE LINES SUPPORT TONE DIALLING, SO YOU WOULD HAVE NO PROBLEMS WITH THIS FEATURE.



5.5 PERSON'S DATA WINDOW

## 5.6 EMAILING

EMAILING FEATURE IS AVAILABLE DIRECTLY FROM THE CONTACTS MODE. THE PROCEDURE IS ABSOLUTELY SIMILAR TO THE PHONE DIALING FEATURE. ALL YOU HAVE TO DO IS TO OPEN THE PERSON'S DATA WINDOW AND SELECT ITS EMAIL ADDRESS. THE BROWN LETTER BUTTON  WILL APPEAR IMMEDIATELY AT THE BOTTOM. THE VOICE COMMAND "CREATE NEW EMAIL" IS ALSO AVAILABLE IN THIS WINDOW.



RIGHT AFTER THAT SAPIE WILL TAKE YOU TO THE NEW EMAIL WINDOW (SEE FIGURE 5.6)

YOU'LL SEE THE NEW EMAIL SCREEN WITH STANDARD FIELDS: "FROM", "TO", "SUBJECT". YOU CAN ADD A VOICE COMMENT BY PUSHING THE RECORD BUTTON AND A GRAPHIC NOTE BY DRAWING YOUR GRAPHIC COMMENT IN THE APPROPRIATE FIELD.

IF YOU'RE NOT SATISFIED WITH YOUR GRAPHIC NOTE, JUST SAY THE "CLEAR" COMMAND OR TAP THE "CLEAR" BAR. ONCE YOU'RE FINISHED WITH YOUR EMAIL, JUST SAY "SEND EMAIL" COMMAND OR TAP THE SCREEN.



5.6 NEW EMAIL WINDOW



## 6. TASK LIST

THE **TASK LIST** VIEW OF SAPIE LOOKS LIKE JUST IN POCKET OUTLOOK. YOU CAN USE THE POWERFUL FILTERS TO MANAGE TASKS SO THAT YOU'LL BE ABLE TO SEE ONLY THOSE YOU NEED IMMEDIATELY.

IN ORDER TO SWITCH TO THE TASK LIST, IT IS NECESSARY TO PRONOUNCE "*SHOW TASK LIST*" COMMAND OR CLICK THE CORRESPONDING MENU ITEM IN THE NAVIGATION BAR. HERE YOU CAN ALSO USE YOUR JOG DIAL TO NAVIGATE THROUGH THE LIST.



THE FOLLOWING INFORMATION IS DISPLAYED IN THIS WINDOW:

- THE TASK NAME, STARTING AND DUE TIME, AND TEXT COMMENT (IF ANY);
- VOICE COMMENTS (IF ANY) ARE DISPLAYED BY  SYMBOL;
- THE LOW AND HIGH TASK PRIORITY DEGREES ARE DISPLAYED BY MEANS OF STANDARD ICONS (! AND ↓);
- TASK COMPLETENESS STATUS, COMPLETED TASKS ARE MARKED WITH A SPECIAL CHECK BOX ☒.

## 6.1 NEW TASK INPUT

TO INPUT A NEW TASK, IT IS NECESSARY TO PRONOUNCE "*ENTER NEW TASK*" COMMAND OR CLICK THE NEW BUTTON: . THE NEW TASK WINDOW IS SHOWN BELOW. HERE ONCE AGAIN, WHATEVER YOU NAVIGATE THROUGH, YOU CAN ALWAYS USE THE JOG DIAL.

IT IS POSSIBLE TO ASSIGN THE FOLLOWING PARAMETERS IN THIS WINDOW:

- **TASK NAME**

YOU MAY SELECT A STANDARD NAME USING VOICE TEMPLATES ("*COMPLETE*", "*WORK ON*", "*CREATE*", "*BUSINESS TRIP*", "*UPDATE*", "*BUY*", "*PREPARATION*", "*PLAN*", "*HOLIDAY*", "*CALL*") OR TYPE IN USING THE KEYBOARD;

- **TASK PRIORITY**

IT IS POSSIBLE TO USE THREE PRIORITY DEGREES THAT ARE VOICE COMMANDS: "*HIGH*", "*NORMAL*" AND "*LOW*". THE SELECTOR  WILL OBEY YOUR COMMANDS.

- **OCCURRENCE SETTINGS**

YOU SHOULD FIND IT SIMILAR TO ONES IN THE APPOINTMENT/EVENT/MEETING PROPERTIES;

- **DATES WHEN TASK STARTS AND ENDS**

THESE ARE SIMILAR TO THE START AND END TIME SELECTION IN THE APPOINTMENT/EVENT/MEETING PROPERTIES.

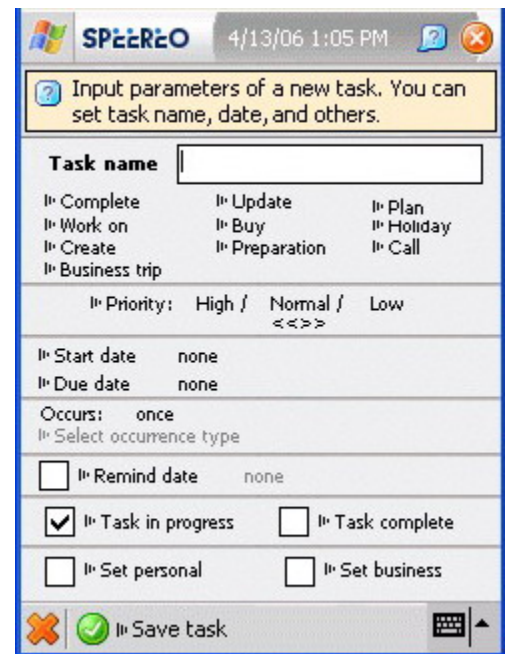
- **REMIIND DATE**

THE ALGORITHM IS STILL SIMILAR TO THE START AND END TIME SELECTION IN THE APPOINTMENT/EVENT/MEETING PROPERTIES.

- **TASK COMPLETENESS STATUS (IN PROGRESS/COMPLETED).**

THIS CAN BE ADJUSTED BY THE CORRESPONDING VOICE COMMANDS; "*TASK IN PROGRESS*", "*TASK COMPLETE*".

AFTER PRONOUNCING "*SAVE TASK*" COMMAND A WINDOW REQUESTING VOICE AND TEXT COMMENT APPEARS. YOU MAY INPUT COMMENTS IN THE SAME WAY AS IT WAS DURING THE CREATION OF AN APPOINTMENT.

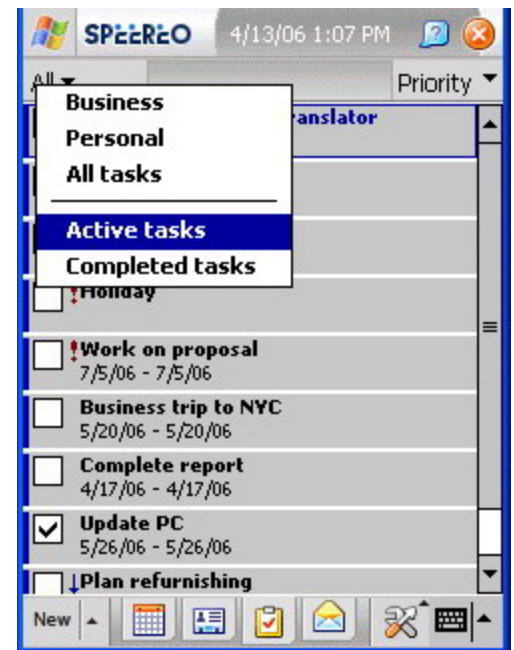


## 6.2 SORTING OF RECORDED TASKS

AS MENTIONED ABOVE, YOU CAN CALL THE TASK LIST MODE BY PRONOUNCING *"SHOW TASK LIST"* COMMAND OR CLICK THE CORRESPONDING BUTTON IN THE NAVIGATION BAR. YOU CAN UNDERTAKE THE STANDARD OPERATIONS WITH TASKS, USING THE *"EDIT TASK"* OR *"DELETE TASK"* COMMANDS.

THERE ARE 2 WAYS OF SORTING THE TASKS IN SAPIE: **SORTING BY TYPE**, AND **SORTING BY PRIORITY**.

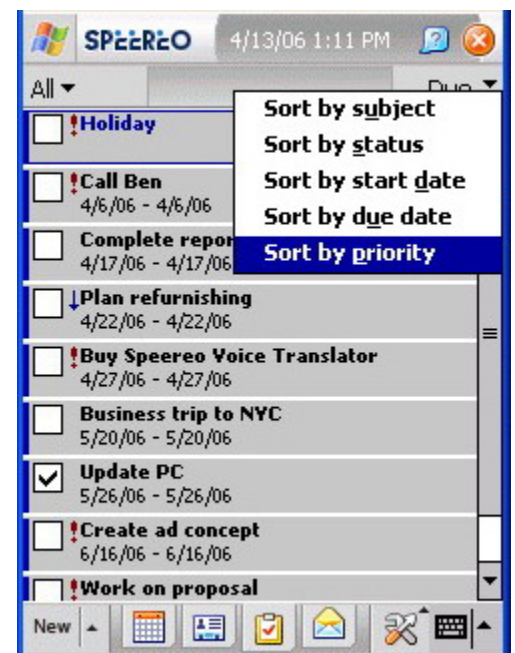
TO FILTER THE TASK LIST BY TYPE YOU SHOULD PRONOUNCE ONE OF THESE COMMANDS: *"ALL TASKS"*, *"ACTIVE TASKS"* OR *"OVERDUE TASKS"*, *"BUSINESS TASKS"*, *"PERSONAL TASKS"* OR USE THE DIALOG BOX AT THE TOP LEFT CORNER (FIGURE 6.2.1).



6.2.1 FILTERING BY TYPE

THE ATTRIBUTES FILTER IS LOCATED AT THE TOP RIGHT CORNER (FIGURE 6.2.2).

YOU CAN SORT BY ATTRIBUTES USING THE FOLLOWING VOICE COMMANDS: *"SORT BY SUBJECT"*, *"SORT BY STATUS"*, *"SORT BY START DATE"*, *"SORT BY DUE DATE"*, *"SORT BY PRIORITY"*. YOU CAN ALWAYS USE THE *"CREATE NEW TASK"* COMMAND TO DO THAT INSTANTLY.

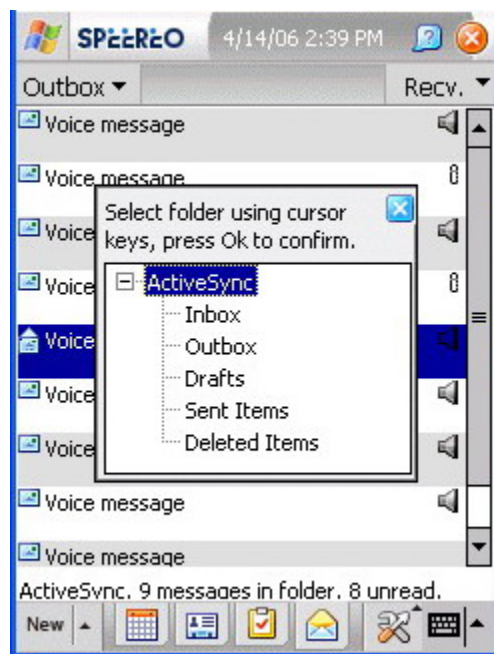
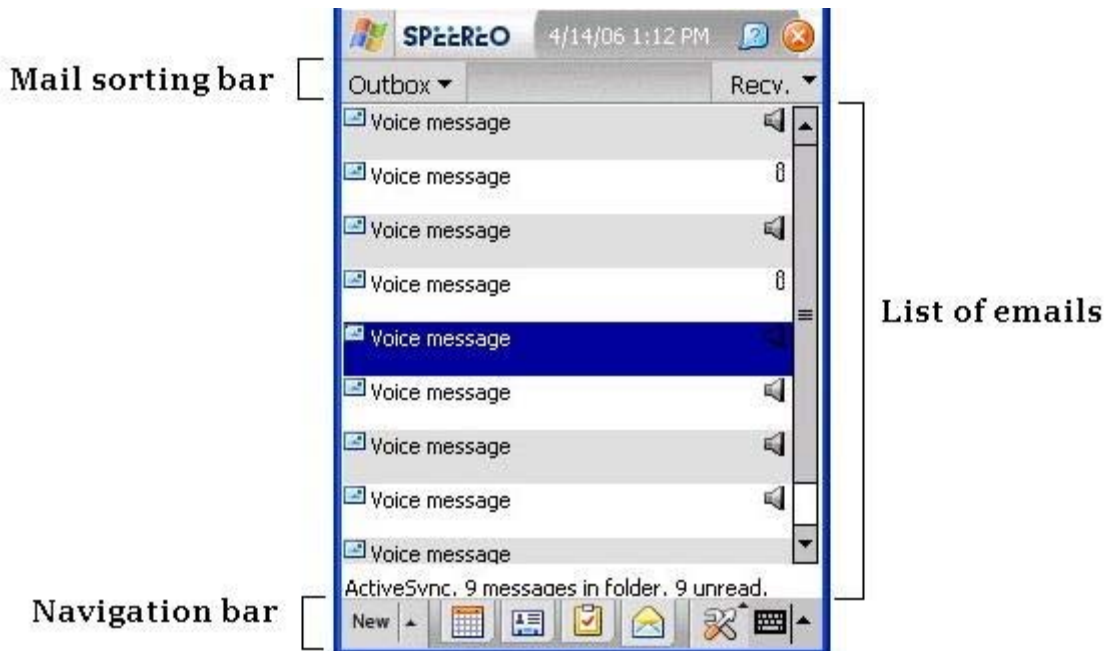


6.2.2 ATTRIBUTES' FILTER

**NOTE.** THE "OVERDUE" TASK MEANS THAT THE PERIOD TO EXECUTE THE TASK HAS ALREADY EXPIRED, WHILE "*TASK COMPLETED*" STATUS WAS NOT SET. IN THIS MODE THE USER MAY VARY THE DUE DATE PARAMETER AND REVIEW OVERDUE EVENTS RELATIVE TO ANY DETERMINED DATE. THE TASKS, WHICH ARE OVERDUE RELATIVE TO TODAY, ARE DISPLAYED BY DEFAULT, BUT THAT DATE MAY BE CHANGED BY THE USE OF THE DUE DATE VOICE COMMAND.

## 7. INBOX

IN SAPIE YOU CAN QUICKLY CREATE E-MAIL MESSAGES BY CHOOSING AN ADDRESS FROM YOUR CONTACTS LIST. ANY COMPOSED E-MAIL WILL BE SAVED IN THE LOCAL OUTBOX FOLDER AND SENT ON FIRST SYNCHRONIZATION OF YOUR DEVICE WITH DESKTOP COMPUTER. THE SWITCH TO INBOX MODE IS SIMILAR TO THE OTHER THREE BASIC MODES; EITHER BY USING THE NAVIGATION BAR OR BY PRONOUNCING *"SHOW MAILBOX"* COMMAND.



THE PICTURES SHOW HOW YOU CAN SELECT THE EMAIL FOLDER USING THE FOLDER SELECTION LOCATED IN THE TOP LEFT CORNER. HERE YOU CAN EASILY SORT YOUR EMAIL LIST BY PRONOUNCING THE FOLLOWING COMMANDS: *"SORT BY SENDER"*, *"SORT BY SUBJECT"*, *"SORT BY RECEIVED DATE"*.



THE EMAIL SORTING FILTER IS LOCATED IN THE TOP-RIGHT CORNER AND COULD BE APPLIED BY THE FOLLOWING VOICE COMMANDS: *"SORT BY SENDER"*, *"SORT BY SUBJECT"*, *"SORT BY RECEIVED DATE"*.

## 7.1 CREATING A NEW E-MAIL MESSAGE

A SWITCH TO THE QUICK E-MAIL-CREATING MODE COULD BE EXECUTED VIA THE **INBOX** MODE OR VIA THE **CONTACTS** LIST.

IN THE **INBOX** MODE YOU'LL SEE THE "NEW" BUTTON , ALSO YOU CAN PRONOUNCE "COMPOSE NEW EMAIL" COMMAND.

THEN YOU'LL NEED TO SELECT THE CONTACT PERSON TO SEND EMAIL TO IN THE **CONTACT SELECTION WINDOW** (SEE FIGURE 7.1).

YOU CAN USE HERE THE "FIND CONTACT" COMMAND, JUST LIKE IN THE **CONTACTS** LIST. ONCE YOU'VE SELECTED THE CONTACT PERSON YOU NEED, JUST PUSH THE APPROPRIATE **JOG DIAL** BUTTON.



7.1.1 CONTACT SELECTION WINDOW

ONCE YOU'VE SELECTED THE CONTACT YOU WISH EMAIL TO, THE **NEW EMAIL WINDOW** WILL APPEAR (SEE FIGURE 7.1.2).

THIS WINDOW INCLUDES THE STANDARD EMAIL CLIENT FIELDS: "FROM", "TO", "SUBJECT". YOU CAN ADD A VOICE COMMENT BY PUSHING THE **RECORD** BUTTON AND A GRAPHIC NOTE BY DRAWING YOUR GRAPHIC COMMENT WITH YOUR **STYLUS** IN THE APPROPRIATE FIELD.

IF YOU'RE NOT SATISFIED WITH YOUR GRAPHIC NOTE, JUST SAY THE "CLEAR" COMMAND OR TAP THE "CLEAR" BAR. ONCE YOU'RE FINISHED WITH YOUR EMAIL, JUST SAY "SEND EMAIL" COMMAND OR HIT THE SCREEN.

YOU'RE ALSO ABLE TO EDIT NEW EMAIL USING YOUR **PHONEBOOK**. SEE SECTION 5.6.

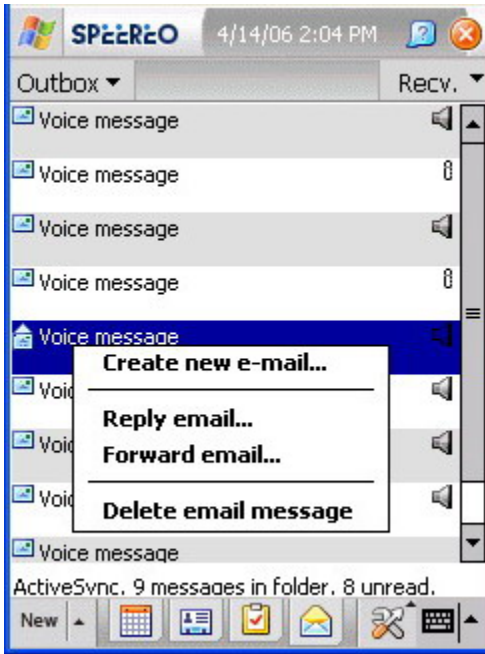


7.1.2 NEW EMAIL WINDOW



## 7.2 EMAIL REPLYING/FORWARDING

THE *"REPLY EMAIL"* AND *"FORWARD EMAIL"* COMMANDS ARE THE BASIC OPERATIONS WITH YOUR EMAIL LETTER. APART FROM PRONOUNCING THEM, YOU COULD TAP THE POP-UP MENU IN YOUR EMAIL LIST



HERE YOU CAN EDIT A TEXT BODY AND A GRAPHIC NOTE ATTACHED TO YOUR EMAIL. REPLY AND FORWARD PROCEDURES ARE QUITE SIMILAR TO A NEW EMAIL WIZARD.



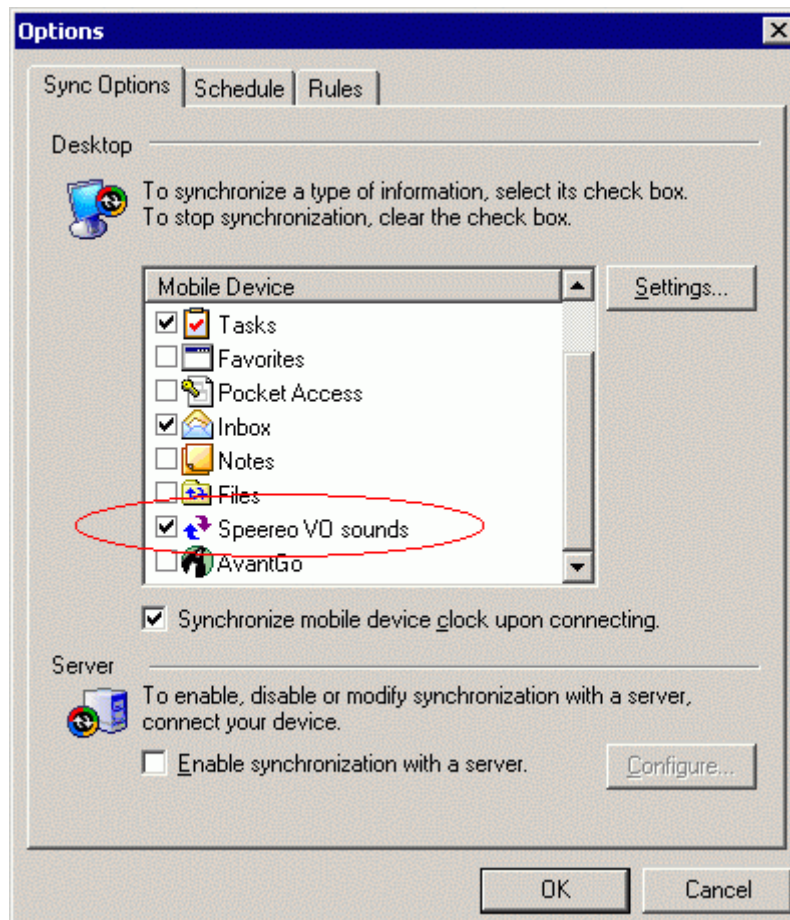
## 8. SYNCHRONIZATION WITH DESKTOP PC

SAPIE USES STANDARD STORAGE SPACE OF A POCKET COMPUTER. DUE TO THIS, TASKS, CONTACTS AND APPOINTMENTS ARE SYNCHRONIZED WITH MICROSOFT OUTLOOK IN THE STANDARD WAY. THE USER NEEDS MICROSOFT ACTIVE SYNC ® INSTALLED. THEREFORE, SPECIAL MEANS OF SYNCHRONIZATION ARE NO LONGER REQUIRED.

FOR EXAMPLE, YOU COULD SPEAK YOUR NEW CONTACT TO THE MOBILE DEVICE AND THEN TYPE ALL THE DETAILS IN YOUR DESKTOP PC. YOU CAN MODIFY TEXT OF ANY SOUND FIELD YOU WANT, EDIT ANY EVENT, TASK PROPERTIES OR CALENDAR VIEWS.

VOICE NOTES ARE ALSO SYNCHRONIZED WITH MICROSOFT OUTLOOK, THEY ARE DISPLAYED IN APPROPRIATE FIELDS. FOR AUTOMATIC SYNCHRONIZATION OF THE SOUND DATA “SPEEREO VO SOUNDS” CHECK BOX HAS BE SET IN ACTIVESYNC SETTINGS.

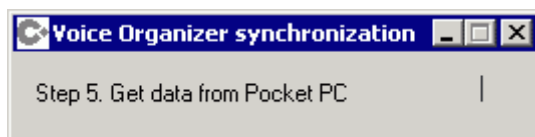
THE SETTINGS WINDOW SHOULD LOOK APPROXIMATELY AS FOLLOWS:



ALSO IT IS POSSIBLE TO START SYNCHRONIZATION BY SELECTING OF A MENU ITEM IN ACTIVESYNC:

#### TOOLS - SYNCHRONIZE SAPIE SOUNDS.

DURING SYNCHRONIZATION, A WINDOW OF THE FOLLOWING APPROXIMATE FORM SHOULD APPEARS:

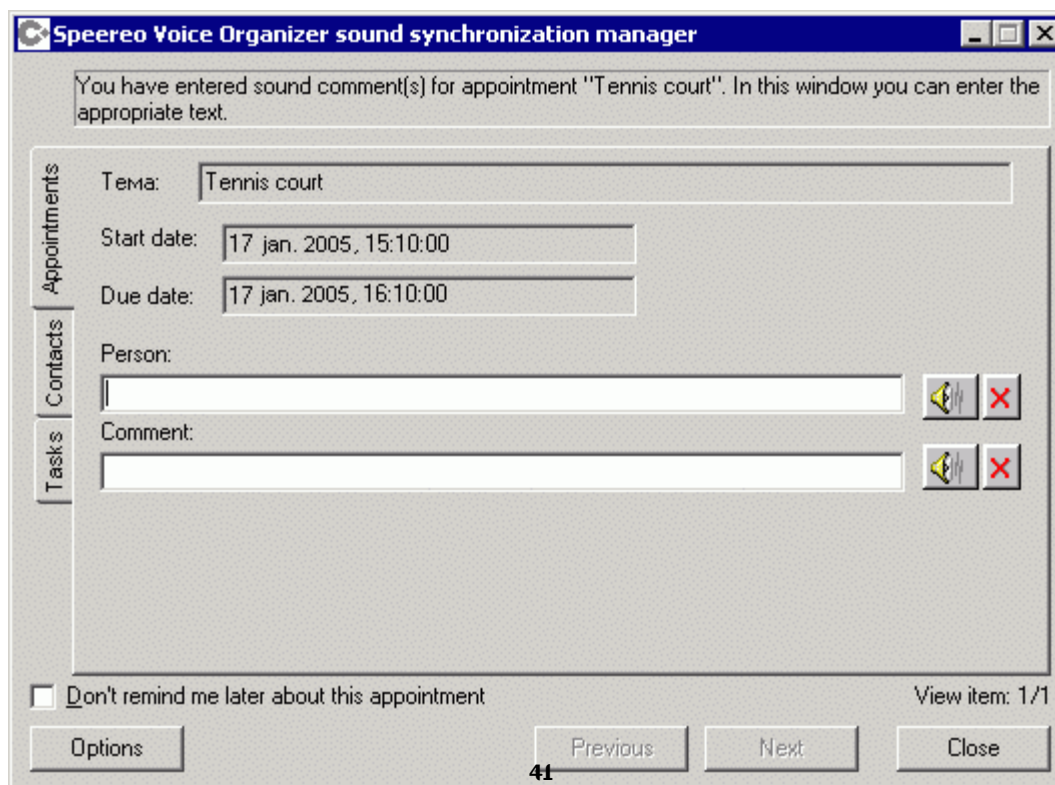


AFTER SYNCHRONIZATION, UPDATED SOUNDS WILL APPEAR IN APPROPRIATE OUTLOOK RECORDS.

#### USE OF THE SOUND MANAGER

SOUND MANAGER WILL HELP YOU TO TYPE TEXT NOTES ON A DESKTOP COMPUTER IN ADDITION TO YOUR PREVIOUSLY RECORDED VOICE NOTES.

IT CAN BE CONVENIENT WHEN YOU NEED TO SPEAK RAPIDLY A BIG VOLUME OF INFORMATION, AND THEN TO TRANSFORM IT INTO A TEXT. IF DURING SYNCHRONIZATION VOICE-ONLY NOTES WILL BE FOUND ON YOUR POCKET DEVICE, THE SOUND MANAGER WILL AUTOMATICALLY START UP, AS SHOWN ON A FIGURE BELOW.



THE USER CAN SWITCH BETWEEN VARIOUS RECORDS (CONTACTS, EVENTS, TASKS). SOUND MANAGER IS ABLE TO MODIFY ONLY VOICE NOTES WITH NO TEXT ATTACHED.

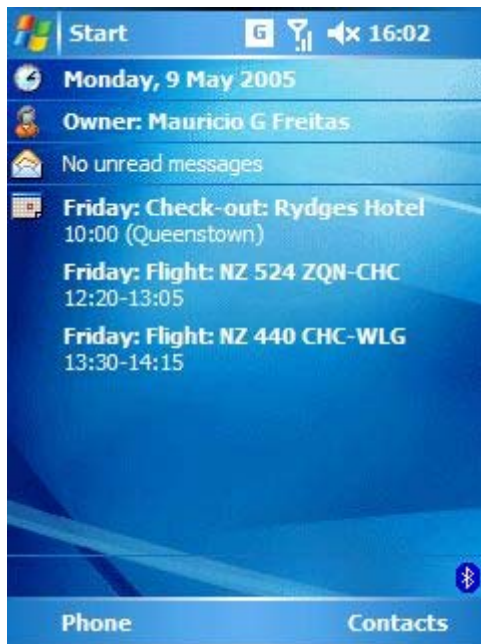
SOUND MANAGER CAN AUTOMATICALLY PLAY SOUNDS FOR A TEXT BOX WHICH IS CURRENTLY ACTIVE. THE SOUND CAN BE PLAYED ONCE OR BE THEN REPEATED.

THE USER CAN PLAY SOUND DATA ON A DESKTOP COMPUTER BY CLICKING THE CORRESPONDING ICON. SOUND DATA FOR CONTACTS IS SHOWN BELOW.

The screenshot shows a software window titled "Untitled - Contact". It features a menu bar with "File", "Edit", "View", "Insert", "Format", "Tools", "Actions", and "Help". Below the menu is a toolbar with icons for "Save and Close", a document, a printer, a paperclip, a red flag, a yellow diamond, a document with a magnifying glass, and a document with a hand. The main area has tabs for "General", "Details", "Activities", "Certificates", and "All Fields", with "General" selected. The "General" tab contains fields for "Full Name..." (Adrian Goding), "Job title:", "Company:", "File as:" (Goding, Adrian), "Business", "Home", "Business Fax", "Mobile", "Address..." (Business), "E-mail" (godina@sbcglobal.net), "Display as:", "Web page address:", and "IM address:". A checkbox "This is the mailing address" is unchecked. At the bottom, a text box shows "ITEM\_NUMBER: {3043}" and two icons labeled "Email address" and "Last name".

| Field                 | Value                |
|-----------------------|----------------------|
| Full Name...          | Adrian Goding        |
| Job title:            |                      |
| Company:              |                      |
| File as:              | Goding, Adrian       |
| Business              |                      |
| Home                  |                      |
| Business Fax          |                      |
| Mobile                |                      |
| Address... (Business) |                      |
| E-mail                | godina@sbcglobal.net |
| Display as:           |                      |
| Web page address:     |                      |
| IM address:           |                      |
| ITEM_NUMBER           | {3043}               |
| Email address         |                      |
| Last name             |                      |

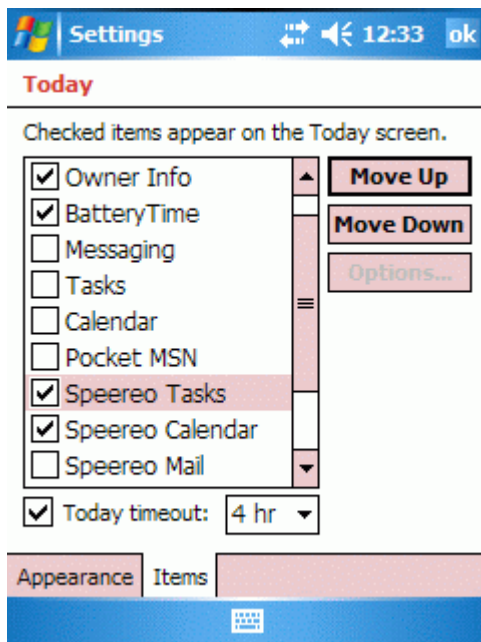
## 9. EMBEDDING SAPIE IN TODAY SCREEN



SAPIE HAS AN OPTION TO BE INTEGRATED IN THE PPC OPERATING SYSTEM HIGHLIGHTING DATA RIGHT ON THE WINDOWS MOBILE TODAY SCREEN. (WINDOWS MOBILE 2.0, 3.0, 5.0)

ONCE YOU INSTALL SAPIE, THE STANDARD WINDOWS MOBILE "APPOINTMENTS", "MESSAGES" AND "TASKS" LINES WILL BE UPDATED TO THE CORRESPONDING SAPIE COMPONENTS.

TO CHANGE THE LIST OF ITEMS DISPLAYED AT TODAY SCREEN GO TO  
START → SETTINGS → TODAY SCREEN → ITEMS



HERE YOU CAN SWITCH ON OR SWITCH OFF DIFFERENT ITEMS AT TODAY SCREEN (BY CHECKING THE CORRESPONDING BOXES) OR CHANGE THEIR POSITION BY MOVING THEM UP OR DOWN (BY THE *MOVE UP/MOVE DOWN* BUTTONS).

## 10. OPTIONS

THE OPTIONS SECTIONS WILL PROVIDE YOU WITH FULL SET OF CUSTOMIZATION TOOLS. THE OPTIONS ICON  LOCATED IN THE NAVIGATION BAR CALLS THE OPTIONS POP-UP MENU:

**CALENDAR (SEE SECTION 10.1):**

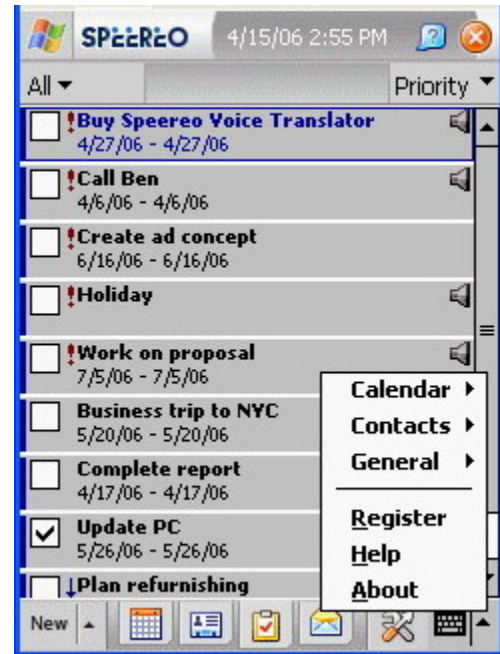
- APPOINTMENT SETTINGS CUSTOMIZATION
- TIME LAYOUT

**CONTACTS (SEE 10.2):**

- NEW CONTACT WIZARD CUSTOMIZATION
- TONE DIAL OPTIONS

**GENERAL (SEE 10.3):**

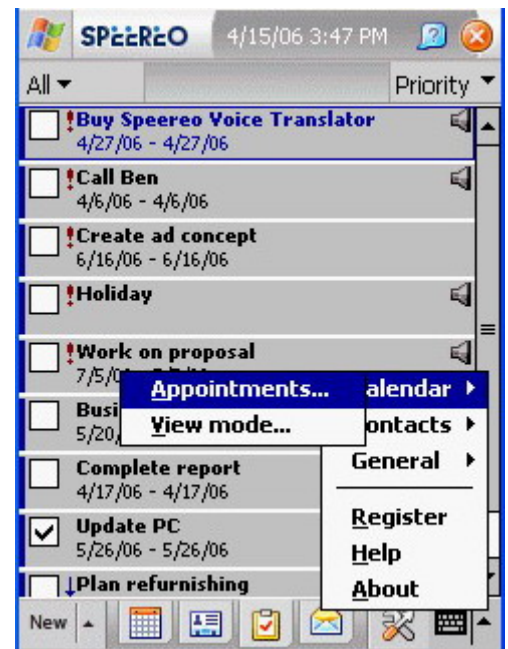
- SOUND PROFILES
- HOTKEY (RECORD BUTTON) SETTINGS



### 10.1 CALENDAR OPTIONS

#### 10.1.1 APPOINTMENT SETTINGS

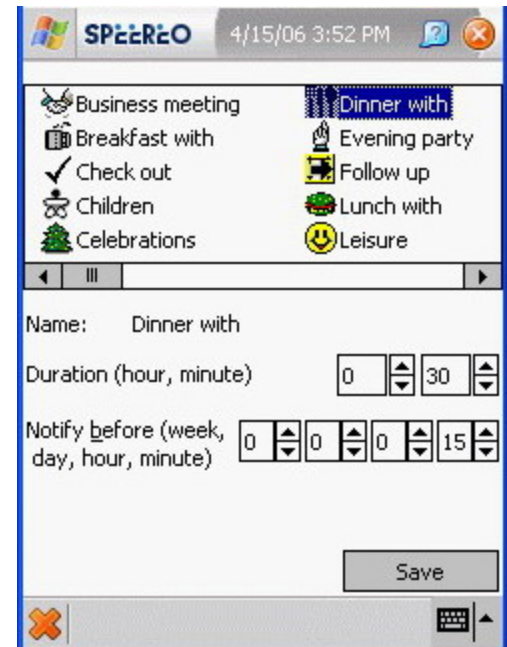
TO BEGIN CUSTOMIZING THE APPOINTMENT WIZARDS YOU SHOULD CLICK THE CALENDAR → APPOINTMENTS MENU



HERE YOU CAN PREDEFINE SEVERAL APPOINTMENT PROPERTIES TO BE USED IN APPOINTMENTS' WIZARDS.

IT IS POSSIBLE TO SET THE DEFAULT PARAMETERS OF EVENTS, SUCH AS:

- **EVENT DURATION** - THE DURATION OF AN EVENT (ONE MINUTE OR ONE DAY, FOR EXAMPLE)
- **NOTIFICATION BEFORE EVENT** - WHAT PERIOD OF TIME MUST ELAPSE BETWEEN THE NOTIFICATION AND THE EVENT ITSELF.



**NOTE.** BEFORE CHANGING THE SETTINGS, YOU SHOULD SELECT AN APPOINTMENT TYPE.

IN THE "EVENT DURATION" BOX, THE USER CAN SET THE DEFAULT EVENT TIME DURATION. TO DO THIS, IT IS NECESSARY TO MOVE THE CURSOR TO DAYS (HOURS, MINUTES) AND CHANGE VALUES USING SPIN BUTTONS.

THE USER CAN TOGGLE BETWEEN DAYS, HOURS AND MINUTES BY CLICKING AN APPROPRIATE AREA AT THE LEFT OF "D", "H", OR "M" OR BY USING **HARDWARE BUTTONS**.

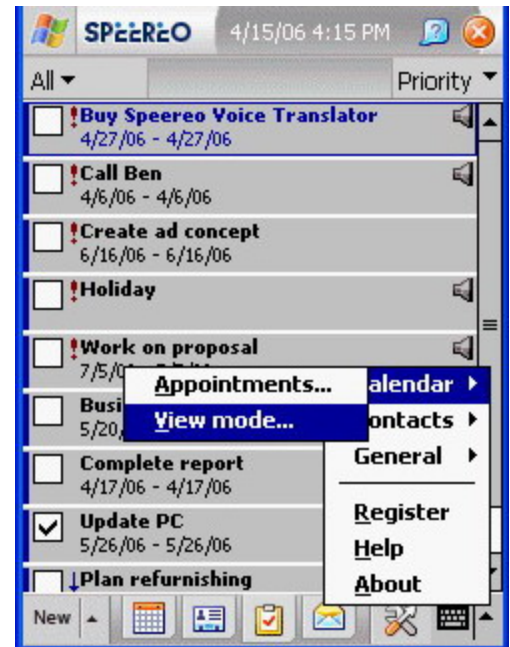
SIMILARLY, THE USER CAN SET THE DEFAULT EVENT NOTIFICATION TIME (IN THE "NOTIFY BEFORE" BOX).

TO APPLY NEW SETTINGS THE USER SHOULD PRESS THE "SAVE" BUTTON; TO CANCEL THEM, PRESS "CLOSE".

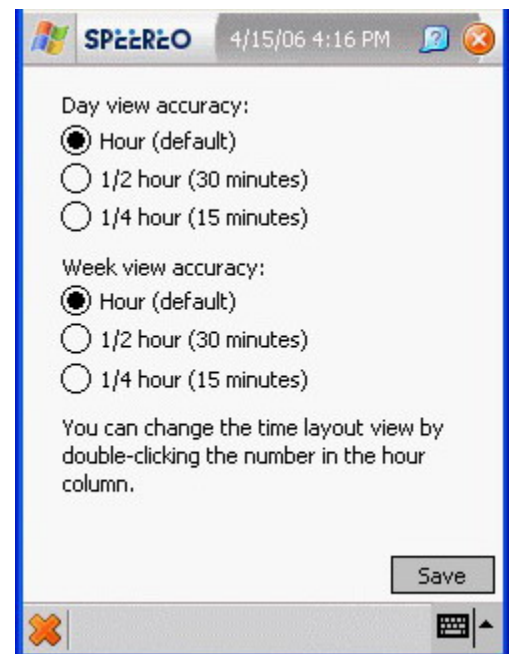


## 10.1.2 TIME LAYOUT

BY CLICKING CALENDAR → VIEW MODE YOU CAN CUSTOMIZE THE TIMELINE VIEW IN CALENDAR MODE.



HERE YOU CAN SET THE VIEW OF THE CALENDAR TIMELINE. MOVE THE CIRCLE TO THE DESIRED SOCKET EITHER WITH YOUR JOG DIAL OR STYLUS. TO SAVE THE CHANGES, CLICK *SAVE* BUTTON AT THE BOTTOM OF THE SCREEN. IF NO CHANGE IS MADE, EACH PARAMETER WILL BE SET TO DEFAULT.

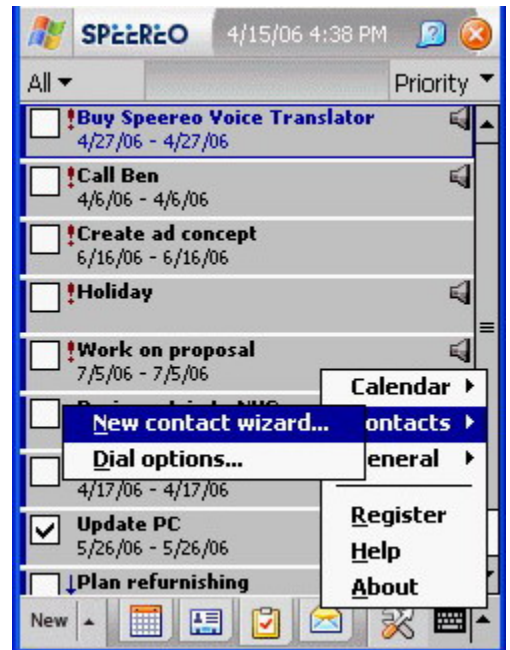




## 10.2 CONTACTS LIST OPTIONS

### 10.2.1 NEW CONTACT WIZARD CUSTOMIZATION

NEW CONTACT WIZARD CUSTOMIZATION WINDOW IS LOCATED IN THE CONTACTS SUB-MENU OF THE OPTIONS SECTION.

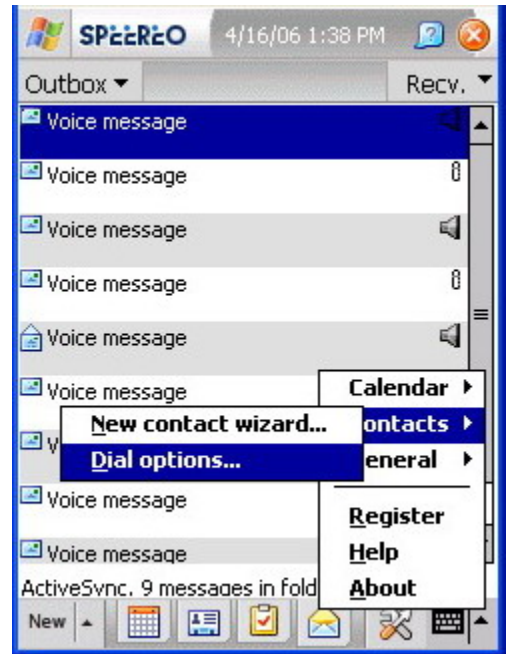


HERE YOU CAN CUSTOMIZE THE LOOK OF YOUR NEW CONTACT WIZARD. FOR YOUR FUTURE CONVENIENCE YOU CAN CHOOSE WHICH FIELDS WILL BE SHOWN WHEN ADDING A NEW CONTACT TO SAPIE. JUST CHECK OR UNCHECK THE FIELDS AND THEN PRESS ENTER OR TAP THE SAVE BUTTON TO FINISH.



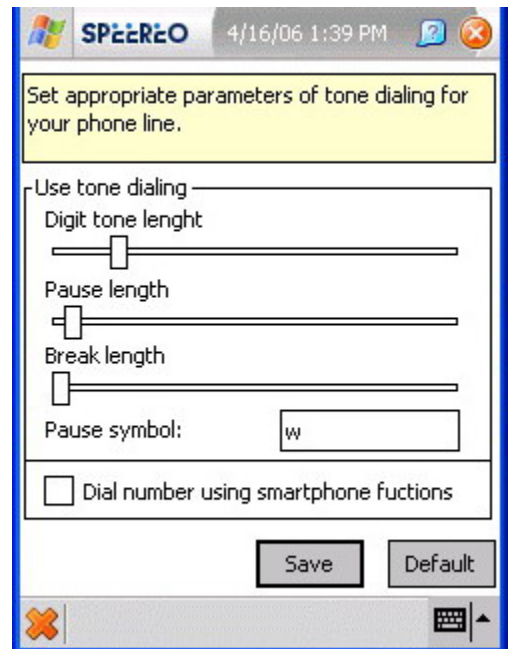
## 10.2.2 DIALING OPTIONS

THE DIALING OPTIONS AS WELL AS ALL THE OTHER COMPONENTS OF THE OPTIONS SECTION ARE AVAILABLE FROM ANY WINDOW OF SAPIE.



HERE THE VARIOUS PARAMETERS OF YOUR PHONE LINE COULD BE SET. IF YOU'RE NOT SURE ABOUT THIS TECHNICAL DATA, PLEASE CONTACT YOUR PHONE EXCHANGE STAFF.

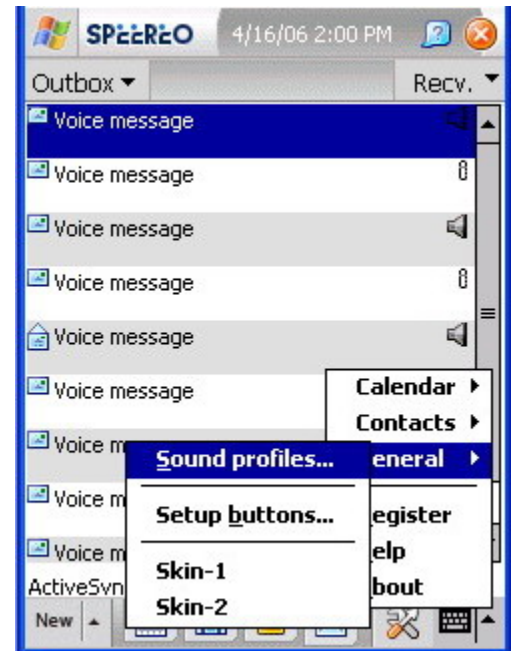
**NOTE.** IF YOU HAVE WINDOWS MOBILE PDA BASED SMARTPHONE, SKIP THIS SECTION. JUST CHECK DIAL NUMBER USING SMARTPHONE FUNCTIONS FIELD.



## 10.3 GENERAL OPTIONS

### 10.3.1 SOUND PROFILES

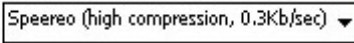
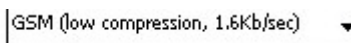
**SOUND PROFILES PROVIDE YOU THE FULL SET OF SAPIE AUDIO CUSTOMIZATION TOOLS.**

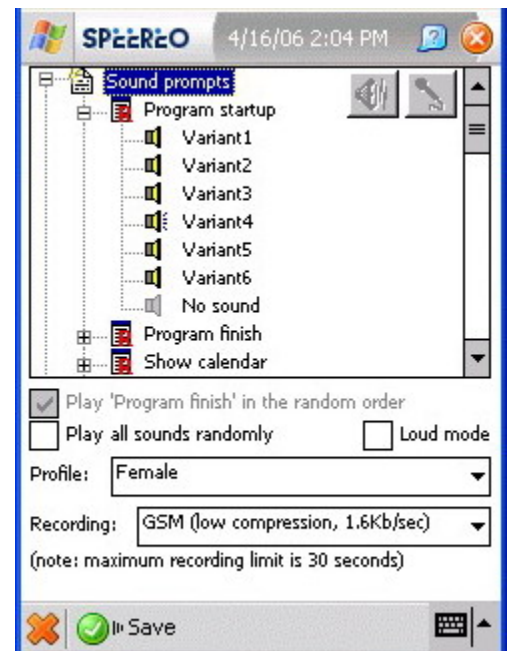


**YOU CAN COMPLETELY RESHAPE SAPIE SOUND SCHEME. HERE ARE THE PRERECORDED SOUND PROFILES AVAILABLE WITH DIFFERENT VARIANTS. YOU ARE FREE TO RECORD YOUR OWN SOUND PROMPTS.**

**THE SPEAKER BUTTON  WILL PLAY THE SELECTED SOUND FOR YOU, WHILE MIC BUTTON  WILL HELP YOU RECORDING YOUR OWN.**

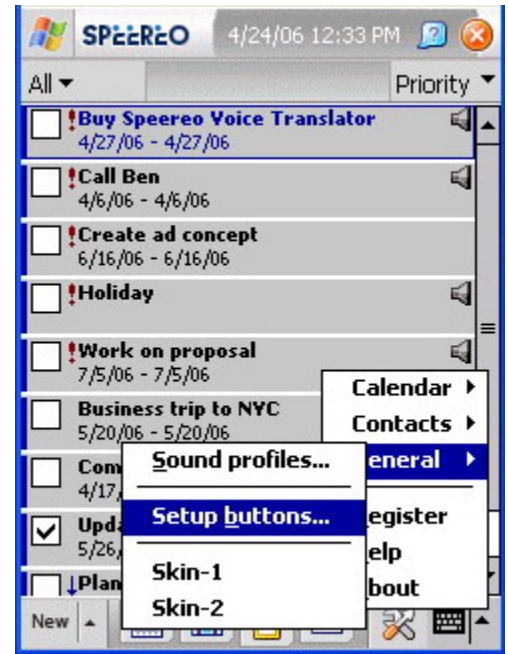
**THERE ARE TWO MODES OF SOUND COMPRESSION AVAILABLE. IF YOU WANT TO SAVE YOUR DEVICE MEMORY, SELECT SPEEREO HIGH COMPRESSION MODE**

Recording: , OTHERWISE, SELECT GSM COMPRESSION  
Recording: .



### 10.3.2 SETUP BUTTONS

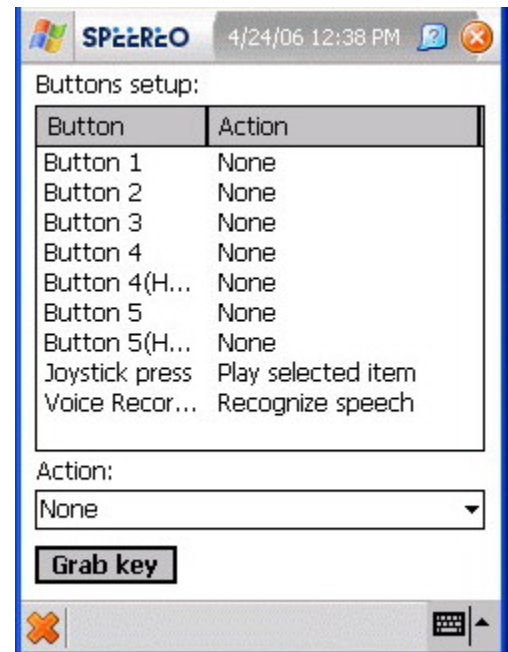
IN THIS SUBMENU YOU CAN COMPLETELY REDEFINE ALL THE SAPIE'S HOTKEYS.



HERE YOU CAN ASSIGN ANY OF YOUR JOG DIAL (HARDWARE KEYS) TO THE NUMBER OF TASKS SUCH AS:

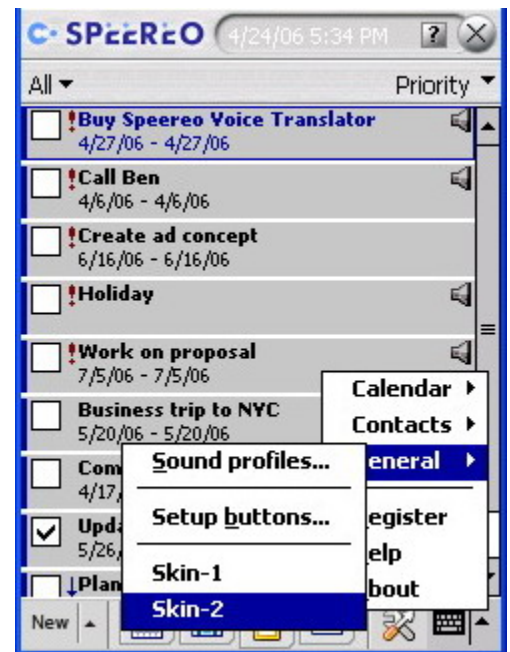
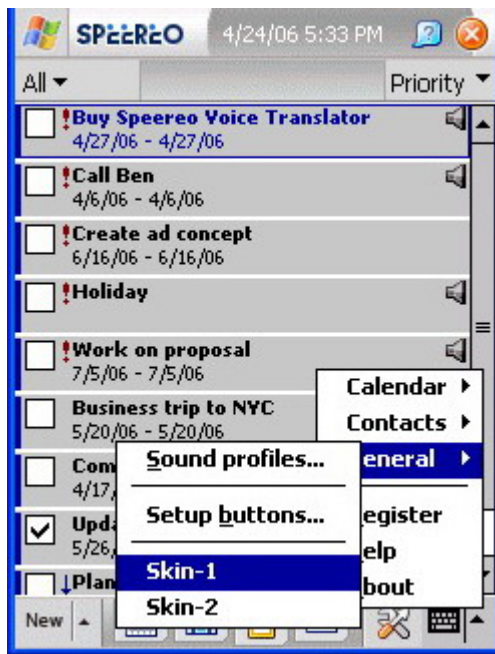
PLAY SELECTED ITEM  
 ACTIVATE CALENDAR  
 ACTIVATE MAIL  
 ACTIVATE PHONEBOOK  
 ACTIVATE TASKS  
 ACTIVATE NEXT VIEW  
 EXIT PROGRAM  
 RECOGNIZE SPEECH

WHEN YOU'VE SELECTED NECESSARY BUTTON, TAP ON THE GRAB KEY FIELD TO ASSIGN THE KEY TO THE DESIRED ACTION.



### 10.3.3 SAPIE SKINS

SAPIE LETS YOU CHOOSE BETWEEN TWO PROGRAM SKINS. MORE SKINS TO DOWNLOAD WILL BE AVAILABLE SOON.



IF YOU HAVE ANY DIFFICULTIES USING THIS MANUAL,  
FEEL FREE TO CONTACT SPEEREO LAB STAFF AT [WSTEPANOV@SPEEREO.COM](mailto:WSTEPANOV@SPEEREO.COM)

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