



**Handbook for
Palm™ Tungsten™ W
i710
Handhelds**

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Software Download Available

Palm™ Desktop software is supplied on a CD-ROM disc. If you do not have access to a CD-ROM drive for your computer, you can download the Palm Desktop software from www.palm.com/support/intl.

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About This Book

This handbook is designed to help you get up and running quickly on your Palm™ Tungsten™ W handheld. It describes all you need to know about how to use your handheld and the applications that come with it. It describes:

- Enabling wireless features
- Making and receiving mobile phone calls
- Sending and receiving SMS messages
- Locating all the parts of your handheld
- Viewing and entering data
- Working with expansion cards
- Using your handheld with your computer
- Personalizing your handheld with your own preference settings

After you become familiar with the basic functionality of your handheld, you can use the rest of this handbook as a reference for performing less common tasks, for maintaining your handheld, and for solving problems that might arise as you operate your handheld.

Welcome

Your new Palm™ Tungsten™ W handheld is wirelessly enabled so that you can use it to transmit and receive information over the airwaves. Use your handheld to do the following:

- Send SMS (Short Message Service) messages.
- Read, compose, and send e-mail on-the-go.
- Browse or search the Internet.
- Make or receive a phone call.
- Stay organized and on time by keeping your appointments, contact information, and to-do items in one place.
- Quickly jot memos on the fly.

Before you can use these features, you must set up your handheld and install software on your desktop computer. To use your wireless features, you must install an activated SIM (subscriber identity module) card in your handheld.

Your handheld comes with an easy-to-follow installation guide, *Getting Started*, that steps you through the process of successfully setting up your handheld. The guide contains important information that must be followed for initial setup of the features available on your handheld.

IMPORTANT If you are upgrading from another Palm OS® handheld, see www.palm.com/support/tungstenw for important upgrade instructions before beginning your Tungsten W handheld installation.

System requirements

Before you install and operate Palm™ Desktop software, your computer system must meet the following minimum requirements.

Minimum requirements: Windows computers

The minimum requirements for Windows computers are as follows:

- IBM-compatible Pentium-class computer
- One of the following operating systems:
 - Windows 95 with SR2 or later and Winsock2 update (requires a serial cradle/cable, sold separately)
 - Windows NT 4.0 Workstation with SP6 or later (requires a serial cradle/cable, sold separately, and administrator rights to install Palm Desktop software)
 - Windows 98
 - Windows ME
 - Windows 2000 Pro (requires administrator rights to install Palm Desktop software)
 - Windows XP Home or Pro (requires administrator rights to install Palm Desktop software)
- Internet Explorer 4.01 with SP2 or later
- 50 megabytes (MB) available hard disk space
- VGA monitor or better (16 Bit or High Color, and 800 x 600 resolution recommended)
- CD-ROM or DVD-ROM drive (you can also download Palm Desktop software from www.palm.com/support/intl)
- Mouse
- One available USB port or serial port (serial cradle/cable sold separately)

Minimum requirements: Mac computers

The minimum requirements for Mac computers are as follows:

- Mac computer or compatible with a PowerPC processor
- Mac OS
 - Mac OS 9, version 9.0 or later
 - Mac OS X, version 10.1.2 or later
- 25MB available hard disk space

- 12MB available RAM
- Monitor that supports screen resolution of 800 x 600 or better
- CD-ROM or DVD-ROM drive (you can also download Palm Desktop software from www.palm.com/support/intl)
- Mouse
- One available USB port or serial port (serial cradle/cable sold separately and compatible with Mac OS 9 only)

Wireless service

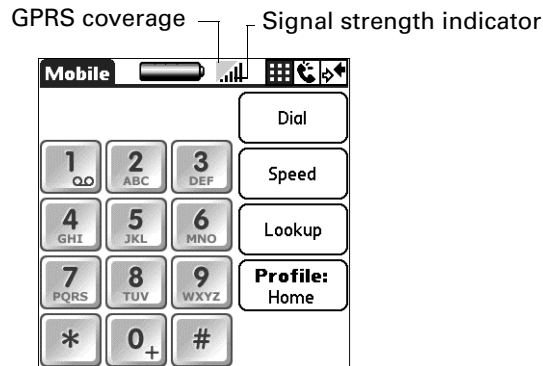
IMPORTANT Whenever you use the wireless features of your handheld, please observe the guidelines or prohibitions on the use of wireless devices in your current location. For example, when you are on an airplane, do not turn on your radio at times when government or airline regulations prohibit the use of cellular phones. You can, of course, use all other applications of your handheld in accordance with airline regulations for electronic devices.

Your handheld is equipped with a GSM/GPRS mobile radio, so you can transmit and receive information over the airwaves, wirelessly, from your handheld. You don't need to plug a wire into a wall socket, and you don't need a modem.

After you charge the battery in your handheld, the mobile radio is ready for use. Follow the instructions in the *Getting Started* installation guide and this book to successfully set up and use your wireless features.

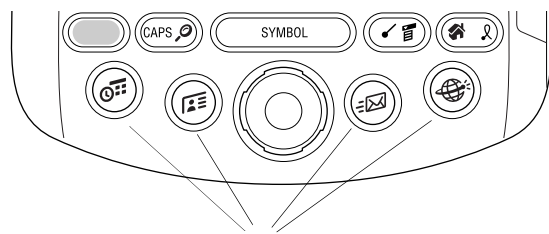
IMPORTANT Read your wireless service provider's documentation to understand the features and options you have selected as part of your service contract with your wireless service provider. This handbook describes a wide range of wireless features that are usable only if the service is provided by your wireless service provider.

Your handheld has a signal strength indicator to inform you of the availability and strength of wireless service in your immediate area. It also has an indicator showing your GPRS coverage. If you are having problems with your wireless coverage, see [“Wireless problems”](#) in [Appendix B](#).



Making a call in a medical or safety emergency

To make a call for emergency service: Press all four application buttons at once. You can make this call even without the SIM card installed, so long as your handheld's radio is on and you are in an area that has coverage. The call is free.



Press the four application buttons at once to make a call for emergency

Software Download Available

Palm Desktop software is supplied on a CD-ROM disc. Check www.palm.com/support/intl for updates and new versions of the software.

Compatibility of third-party applications

Palm works with developers of third-party add-on applications to ensure the compatibility of these applications with your new Palm handheld. Some third-party applications, however, may not have been upgraded to be compatible with your new Palm handheld, or they may not have been designed to incorporate all the features available in your handheld.

If you suspect that a third-party application is adversely affecting the operation of your handheld, contact the developer of the application. In addition, Palm has information about some applications' compatibility with your handheld. To find this information, do one of the following:

- Open your web browser and go to www.palm.com/support/tungstenw. On that page, click the link leading to information on the compatibility of third-party applications.
- Read the readme file for your handheld. After you install Palm Desktop software on your computer, open the Palm folder. The readme file is located in the Helpnote folder.

Finding information

For installation information, see *Getting Started* that came with your Tungsten W handheld. For comprehensive information about using your handheld, continue reading this electronic handbook.

For support information, upgrade information, articles, and answers to questions, see www.palm.com/support/tungstenw.

For more information about using Palm Desktop software, see the following:

- The handheld tutorial, Quick Tour. To access this tutorial, tap the Quick Tour icon from the Applications main screen.
- The Windows tutorial for Palm Desktop software, Desktop Quick Tour. To access this tutorial, open Palm Desktop software and select Quick Tour from the Help menu.
- The electronic *Palm Desktop software for the Macintosh User's Guide*. To access this guide, open the Palm folder and then open the Documentation folder. Double-click the file Palm Desktop.pdf.
- The online help for Palm Desktop software. To access the online help, open Palm Desktop software and select the Help menu.

Exploring Your Handheld

Your wirelessly enabled Palm™ Tungsten™ W handheld helps you stay in touch with important information while you are away from your desk. You can stay organized, on time, and up-to-date with daily tasks. Use your new handheld to do the following:

- Compose and securely send and receive business or personal e-mail wirelessly.

NOTE Some companies restrict access to internal e-mail accounts when using a handheld. Check your company for their policy on use of handhelds.

- Receive alerts when a new voicemail or SMS message arrives or a reminder occurs. Rely on any or all of the three alert modes: the indicator light, vibrator, or alarm sound. Support for the alert feature depends on your contract with your wireless service provider.
- Access WAP content, applications, and games.
- Make phone calls using a hands-free headset.
- Set preferences for how you receive alarms: hearing a sound, seeing a blinking indicator light, or feeling your handheld vibrate. Choose any combination.
- Access Internet information.
- Browse or search the Internet.
- Download and use web clipping applications that help you find specially formatted Internet information quickly.

NOTE Using web clipping on the handheld requires software that is available on the Software Essentials CD.

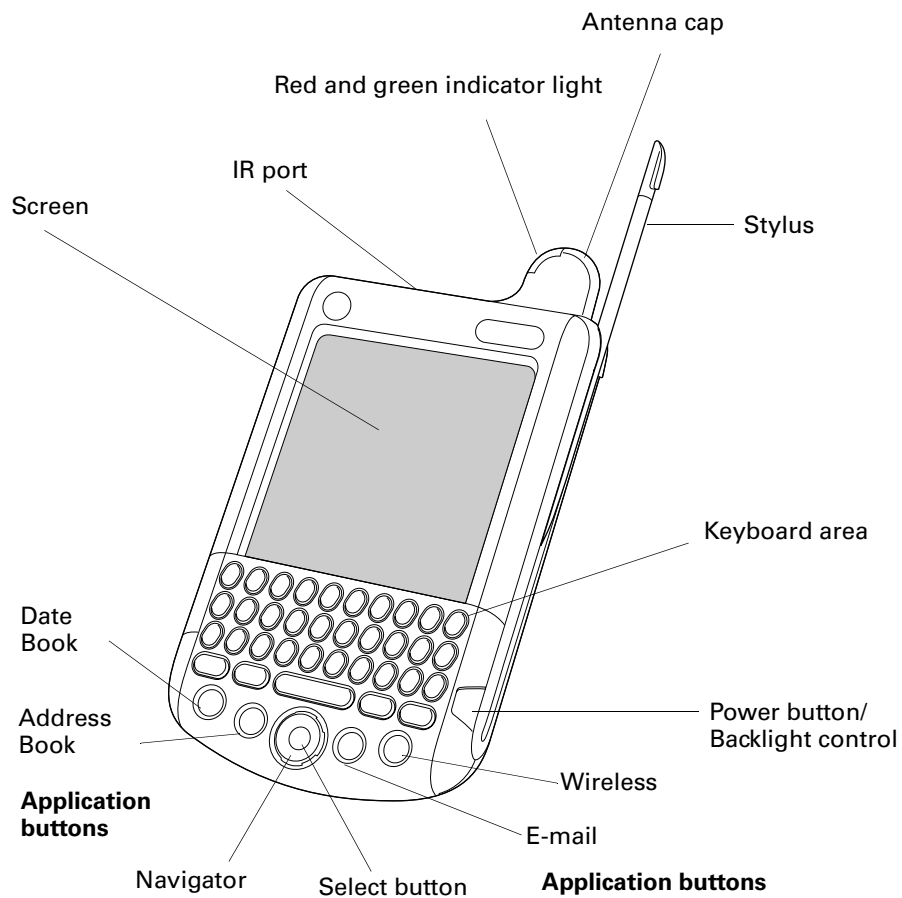
- Enter your schedule in Date Book.
- Keep all your contact names, addresses, and phone numbers in Address Book.
- Prioritize and assign your tasks a due date in To Do List.
- Set alarms from World Clock and Date Book to keep yourself on schedule and remind yourself of appointments, redial reminders, and notes.
- Synchronize your data with Palm™ Desktop software on your Windows or Mac computer so you can work with your personal information on your computer and maintain a copy of your information.

- Insert SD or MultiMediaCard expansion cards to add more software or memory, or to back up your data.
- Beam information to another device that has an infrared (IR) port.

Locating handheld components

Take a few moments to locate the front and back panel components of your handheld.

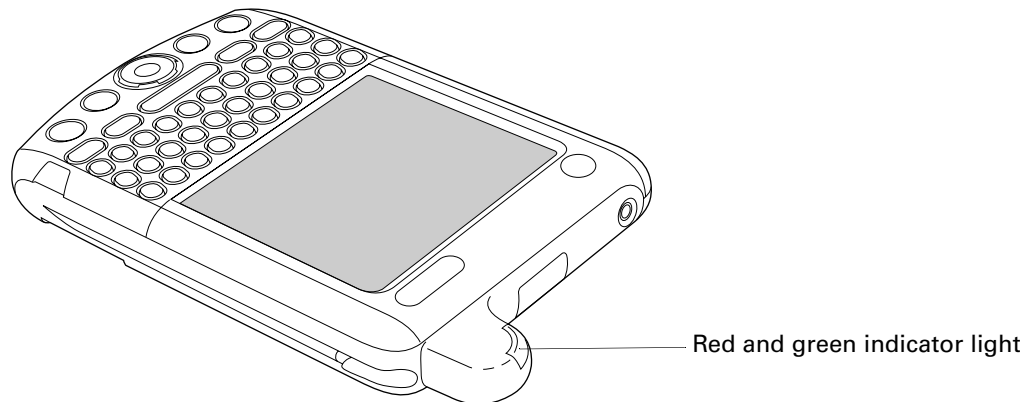
Locating front panel controls



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| IR port | Uses infrared technology to transmit data to and receive data from other Palm OS® handhelds, and to perform HotSync® operations. See “Using elements of the handheld interface” in Chapter 3 and see “Conducting IR HotSync operations” in Chapter 20 for more information. |
| Red and green indicator light | Indicates when you are within or out of range for wireless transmission. It also notifies you of incoming Date Book or World Clock alarms. |
| Antenna cap | Houses the antenna for your mobile radio. |
| Stylus | Slides in and out of the slot in the side channel of the handheld. To use the stylus, remove it from the slot and hold it as you would a pen or pencil. Unscrew the top of the stylus to access the reset tool. |
| Keypad | The area where you type letters and numbers, and access special function keys. See Chapter 3 to learn how to type characters. |
| Power button/ Backlight control | <p>Turns your handheld on or off and controls the backlight feature. If your handheld is turned off, pressing the power button turns the handheld on and returns you to the last screen you viewed.</p> <p>If your handheld is turned on, pressing the power button turns the unit off.</p> <p>Pressing the power button for about two seconds turns the backlight on or off. For more information on the backlight, see the next section, “Using the indicator light”.</p> |
| Application buttons | Activate the individual handheld applications that correspond to the icons on the buttons: Date Book, Address Book, E-mail, and Wireless. See “Buttons preferences” in Chapter 21 for details on reassigning these buttons to open any application on your handheld. |
| Navigator | The five-way navigation button enables you to move up, down, right, and left in pick lists and menus. You can scroll down to view information below the viewing area, and scroll up to view the information above the viewing area. The navigator also has some special functions that are described in this handbook. |

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| Select button | The navigator center Select button enables you to select items. The Select button also has some special functions that are described in this handbook. |
| Screen | Displays the applications and information stored in your handheld. It is touch-sensitive and responds to the stylus. |

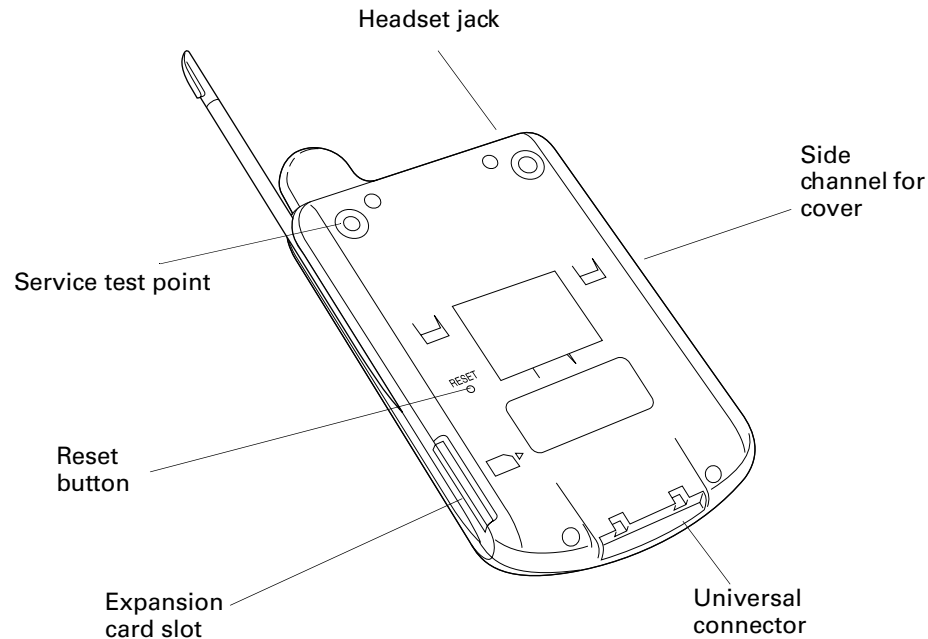
Using the indicator light



The indicator light at the top of the handheld blinks to indicate the following status levels:

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| No light | Mobile radio is off. |
| Green light flashes every five seconds | Mobile radio is on and transmitter is within range. |
| Red light flashes every five seconds | Mobile radio is on, but transmitter is out of range. You need to move to another area to bring the transmitter within range. |
| Green light flashes at paired intervals | A notification that: <ul style="list-style-type: none">■ Date Book or World Clock event alert has occurred.■ A call was missed.■ Voicemail was received. A dialog box appears, describing the reason for notification. Acknowledging the notification turns off the indicator light. |

Locating back panel components



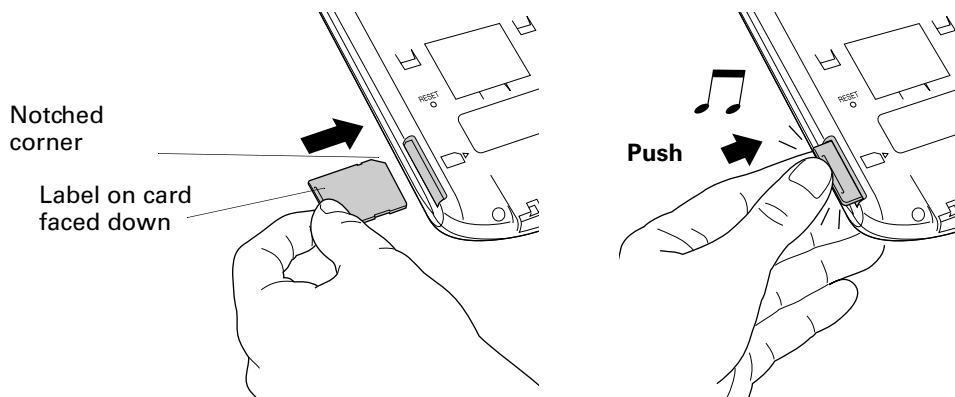
| | |
|----------------------------|---|
| Headset jack | Connects the hands-free headset to your handheld, enabling you to make or receive telephone calls. |
| Service test point | For use by Palm, Inc., authorized service personnel only. |
| Reset button | Under normal use, you should not have to use the reset button. See “Resetting your handheld” in Appendix A for information about when and how to use the reset button. |
| Expansion card slot | Accepts SD or MultiMediaCard expansion cards, enabling you to add more memory, applications, or Bluetooth functionality. You can also back up data to an expansion card. |
| | NOTE Expansion cards are purchased separately. |
| Universal connector | Connects your handheld to the cradle, which in turn connects to the back of your computer and through the AC adapter to the wall current. This allows you to recharge your handheld as well as update the information between your handheld and computer using HotSync technology. The universal connector also connects peripheral hardware devices to your handheld. |
| Side channel | The left side channel holds the front cover, which slides in and out. |

Adding an expansion card

A tiny expansion card (sold separately) increases the variety of tasks you can do and the amount of space you have for storing software and data on your handheld.

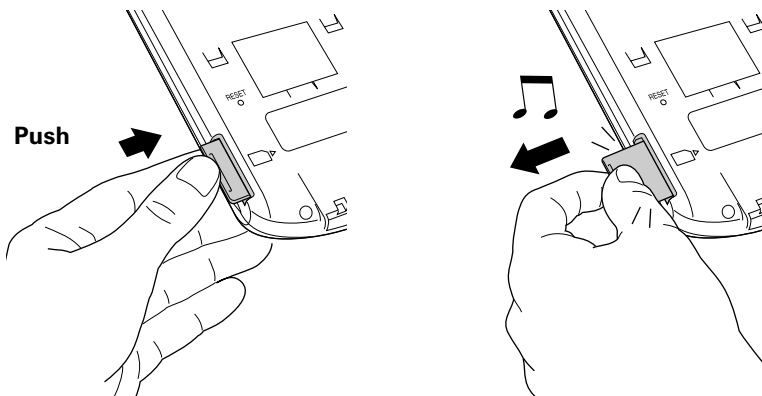
To insert a card:

1. Insert the card in the direction shown by the icon.
2. Push the card in with your thumb. You feel the card lock and hear the system sound.



To remove a card:

1. Push lightly against the card with your thumb.
2. When the card is released, you hear the system sound.





For complete information about working with expansion cards, see [Chapter 7](#).

Using the backlight

The backlight makes it easy for you to see the information on your handheld. The backlight is on by default but can be turned off to extend battery life. You can turn on, off, or adjust the backlight in the following ways:

- Turn off the backlight and power automatically (after a period of inactivity) with the Auto-off feature. See “[General preferences](#)” in [Chapter 21](#) for more information.
- Turn the backlight on or off by pressing the power button and holding it down for about two seconds. Release the button when the backlight turns on or off.
- Disable the backlight or adjust the backlight brightness level using the Adjust Brightness dialog box.

To enable the backlight or adjust the backlight level:

1. Press Function  + Brightness .
2. Tap the Enable Backlight check box to select it.
3. Tap to the left or right of the slider to adjust the brightness in small increments, or drag the slider to change the brightness in large increments.

Navigating and Entering Data

This chapter explains how to enter data into your handheld, navigate around the interface, and use menu commands. There are several ways to enter data, to navigate, and to use menu commands:

- Tapping
- Using the five-way navigator
- Using the handheld keyboard
- Beaming data from another device that has an infrared port
- Entering or importing data in Palm™ Desktop software and then synchronizing with your handheld

Tapping

Like using a mouse to click elements on a computer screen, using the stylus to tap elements on your handheld screen is the basic action that gets things done on your handheld.

The first time you start your handheld, setup instructions appear on the screen. These instructions include a calibration screen. Calibration aligns the internal circuitry of your handheld with its touch-sensitive screen so that when you tap an element on the screen, the handheld can detect exactly which task you want to perform.

IMPORTANT Always use the point of the stylus for tapping or making strokes on the handheld screen. Never use an actual pen, pencil, or other sharp object to write on the handheld screen.

With your handheld turned on, you can tap the handheld screen to do many operations, such as the following:

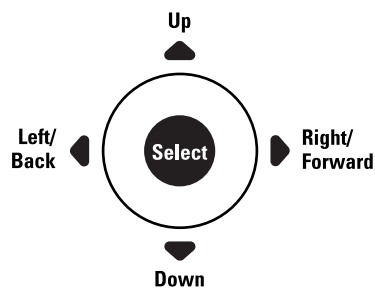
- Open applications
- Choose menu commands
- Select options in dialog boxes

Just as you can drag the mouse to select text or move objects on your computer, you can also drag the stylus to select text. You can also use the stylus to drag the slider of any scroll bar.

Using the navigator

When you work with most applications, the navigator on the front panel of your handheld makes it easy for you to navigate among and select your entries. You can use the navigator to perform tasks without the stylus using one hand.

See [Chapter 4](#) and [Chapter 5](#) for additional information about using the navigator with Address Book, and [Chapter 8](#) for additional information on using the navigator with Date Book.



To navigate in list screens, do any of the following:

- Press Up or Down on the navigator to scroll an entire screen of records.
- Press and hold Up or Down on the navigator to accelerate the scrolling.
- Press Select on the navigator to insert the selection highlight. When the selection highlight is present, you can do the following:
 - Press Up or Down on the navigator to scroll to the previous or next records.
 - Press Select again to view the selected record.
 - Press Left on the navigator to remove the selection highlight.

To navigate in record screens:

1. Press Up or Down on the navigator to scroll within the current record.
2. Press Right or Left on the navigator to scroll to the previous or next record. (This feature is not available in Address Book.)
3. Press Select on the navigator to return to the list screen.

To navigate in dialog boxes:

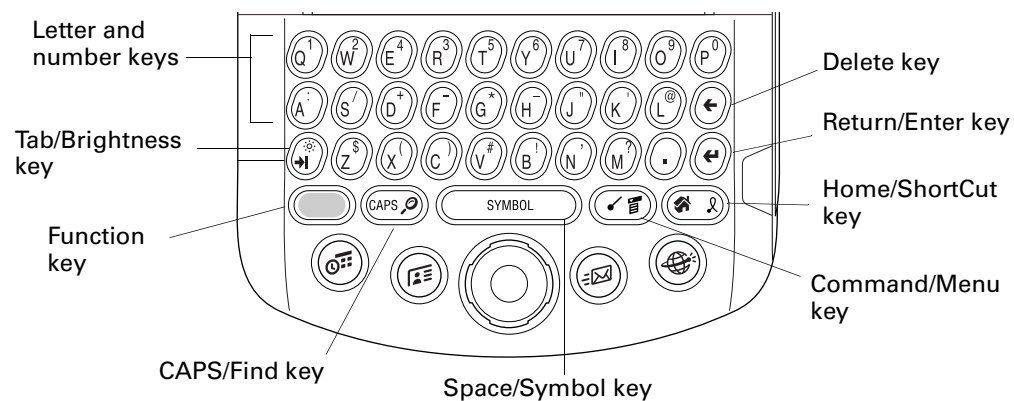
- While a pick list is open, press Up or Down on the navigator to highlight an item, and then press Select on the navigator to select the item.
- Press Select on the navigator to close a dialog. If there's only one button, pressing Select activates that button. If there's multiple buttons, Select activates affirming buttons such as OK, Yes, or Done.

IMPORTANT Read dialog boxes carefully. Sometimes, selecting OK or Yes results in deleting data.

Using the keyboard

You can quickly and accurately enter text or numbers on your handheld using the keyboard. The keyboard also has special function keys that enable you to access features. Another feature is AutoCorrect, which automatically corrects some common misspellings when entering data from the keyboard.

Below the keyboard are application buttons and the 5-way navigator that enables you to navigate menus and pick lists quickly without using the stylus. These features are described in [Chapter 2](#).










Letter and number keys: Enables you to enter letters and numbers. You can change the key response from the Keyboard preferences screen. See [“Keyboard Preferences”](#) in [Chapter 21](#).

You can also access international characters using the navigator control. See [“Accessing international and special characters”](#) later in this chapter.




Tab/Brightness key: Adds a tab or opens the Brightness dialog box. For more information on the Brightness dialog box, see [“Using the indicator light”](#) in [Chapter 2](#).

-  **Function key:** Press to access the secondary character set. See [“Using the Function key”](#) later in this chapter.
-  **CAPS/Find key:** Capitalizes letters or opens the Find dialog box. For more information on capitalizing letters, see the next section [“Typing capital letters”](#). For information on the Find dialog box, see [“Finding information”](#) in [Chapter 4](#).
-  **Space/Symbol key:** Adds a space to the text or opens the onscreen keyboards. For more information about the onscreen keyboards, see [“Accessing the onscreen keyboards”](#) later in this chapter.
-  **Command/Menu key:** Opens the Command toolbar or Menu. For information about the Command mode, see [“Menu commands”](#) in [Chapter 4](#). For more information about Menus, see [“Using menus”](#) in [Chapter 4](#).
-  **Home/ShortCut key:** Opens the Application Launcher or enables you to enter a text ShortCut. For more information on ShortCuts, see [“Using ShortCuts”](#) later in this chapter.
-  **Return/Enter key:** Adds a manual return to the next line or enters the data.
-  **Delete/Backspace key:** Deletes the previous character.

Typing capital letters

The keyboard enables you to capitalize letters in two ways:

- Use the CAPS key . Press the CAPS key twice to initiate CAPS lock.
- Press and hold the key. This feature works only when the Keyboard preference Repeat Function is set to Capital. See [“Keyboard Preferences”](#) in [Chapter 21](#) for more information.

Accessing international and special characters

You can access international and special characters directly from the keyboard or from onscreen keyboards. These character sets enable you to communicate accurately through your memos or wireless messages.

Accessing from the keyboard

You can access international characters from the keyboard by pressing and holding a key, and then pressing Up and Down on the navigator. The character on the screen scrolls through a sequence of related international characters. You can scroll though the sequence either forward or backward depending on whether you are pressing Up or Down on the navigator.



NOTE This feature does not work with every key or with the Function key secondary character set.

To access international characters from the keyboard:

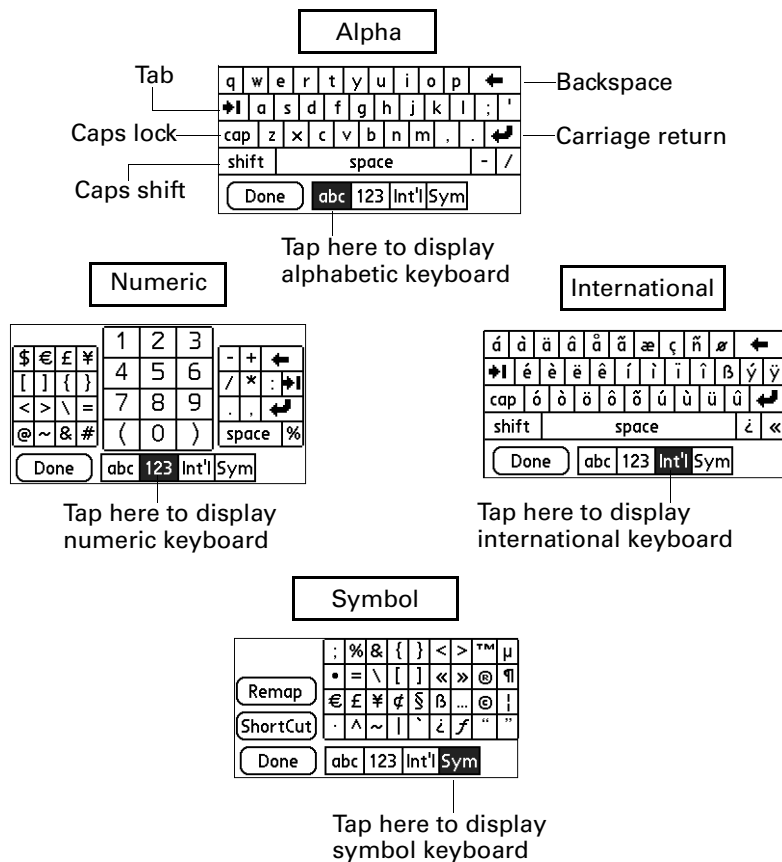
1. Press and hold a key.
2. Press Up or Down on the navigator.
3. Accessing the onscreen keyboards

You can open the onscreen keyboards anytime you need to enter special characters or numbers on your handheld.

To use the onscreen keyboard:


1. Open any application (such as Memo Pad).
2. Tap any record, or tap New.
3. Press Function  + Symbol .

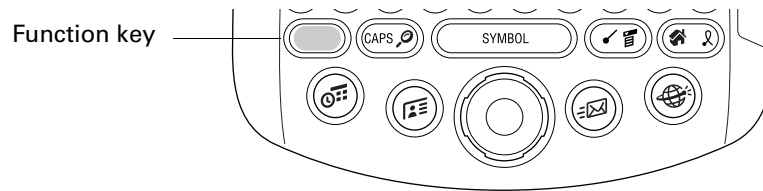
When a keyboard is open, you can tap to open any of the other keyboards.






After you finish, tap Done to close the onscreen keyboard and place the text in the record.

Using the Function key

The Function key  enables you to access the secondary character or feature set from each of the keys. The secondary character and feature set is labeled in blue in the upper right on each available key.



When you press Function , a dot appears in the lower-right corner, indicating that the next key pressed will use the secondary character or feature set. If you press the Function  twice, the dot changes to a “1” and the function feature remains locked. Pressing Function  again unlocks it.



Function active icon



Function lock icon

Using special features

In addition to characters, the Function key accesses special features on some of the keys. The following keys have special features:



Brightness key: Opens the Brightness dialog box. See “Using the backlight” in Chapter 2 for more information.



Find key: Opens the Find dialog box. See “Using Find” in Chapter 4 for more information.

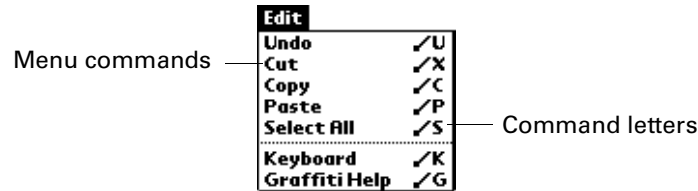


Menu key: Opens the menu for the current screen. For more information, see “Using menus” in Chapter 4 and see the next section, “Using menu commands”.

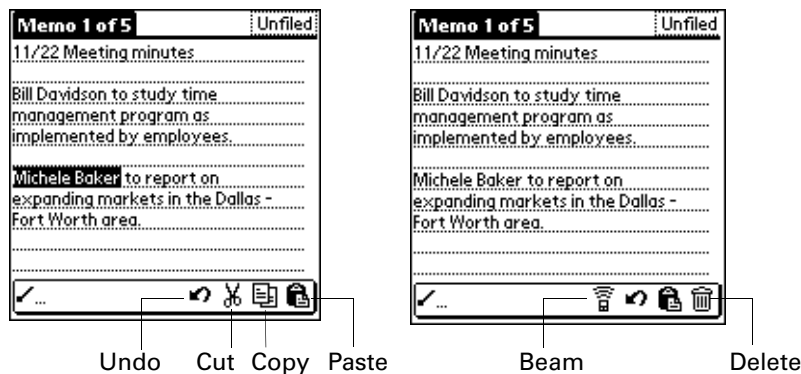
Using menu commands

By using the menu commands you can access many functions directly from the keyboard without tapping.

Most menu commands have an equivalent Command stroke, which is similar to the keyboard shortcuts used to execute commands on computers. The command letters appear to the right of the command names. For example, to choose Select All in the Edit menu, press Command stroke (⌘), and type the letter s.



The command toolbar displays context-sensitive menu commands for the current screen. For example, if text is selected the menu icons displayed may be Undo, Cut, Copy, and Paste. Tap an icon to select the command.



To use menu commands:

1. Press Command stroke (⌘).

The Command toolbar opens at the bottom of the screen. The Command toolbar indicates that you are in Command mode.

2. Tap an icon or type the command letter immediately to choose the menu command.

Command mode is active only for a short time.

Using ShortCuts

ShortCuts make entering commonly used words or phrases quick and easy. ShortCuts are similar to the Glossary or Autotext features of some word processors.

The handheld comes with several predefined ShortCuts, and you can also create your own. Each ShortCut can represent up to 45 characters. For example, you might create a ShortCut for your name or for the header of a memo. See “[ShortCuts preferences](#)” in [Chapter 21](#) to learn about creating your own ShortCuts.

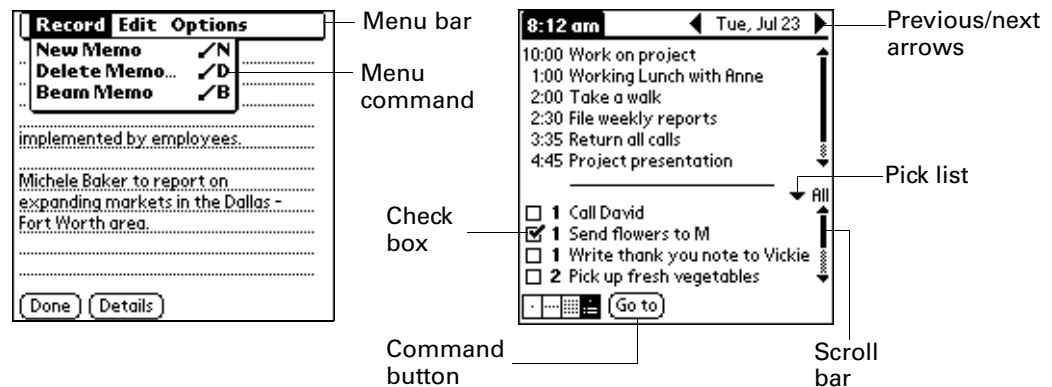
To use a ShortCut:

1. Press Function  + ShortCut .

When you press the ShortCut key, the ShortCut symbol appears at the insertion point to show that you are in ShortCut mode.

2. Type the ShortCut characters.



Using elements of the handheld interface




Menu bar and menu commands





A set of commands that are specific to the application. Not all applications have a menu bar.

To access the menu bar, do one of the following:

- Tap the Menu bar.
- Press Function  + Menu .

To access the menu commands, do one of the following:

- Tap the menu command on the menu.
- Use Right, Left, Up, or Down on the navigator.
- Press Command Stroke  + the letter. For more information see “[Using menu commands](#)” later in this chapter.

- Check box** When a checkmark appears in a check box, the corresponding option is active.
- To insert or remove a check mark:
- If a check box is empty, tapping it inserts a checkmark.
 - If a check box is selected, tapping it removes the checkmark.
- Command buttons** These appear in dialog boxes and at the bottom of application screens.
- To select a command button, do one of the following:
- Tap a button to perform a command.
 - Press Select on the navigator to select buttons such as OK, Yes, or Done.
 - Press Function  + Enter  to select the OK, Done, or Yes buttons.
 - Press Function  + Backspace , to select Cancel or No buttons.
- Next/previous arrows** The left and right arrows display the previous and next record; the up and down arrows display the previous and next page of information.
- To use the arrows, do one of the following:
- Tap the arrows.
 - Use Right, Left, Up, or Down on the navigator.
- Pick list** A list of choices that you can select from.
- To use the pick list:
- Tap the arrow to display a list of choices.
 - Tap an item in the list.
 - Use Up or Down on the navigator to scroll through the list and select an item.

Scroll bar A bar that enables you to scroll up and down a page.

To use the scroll bars:

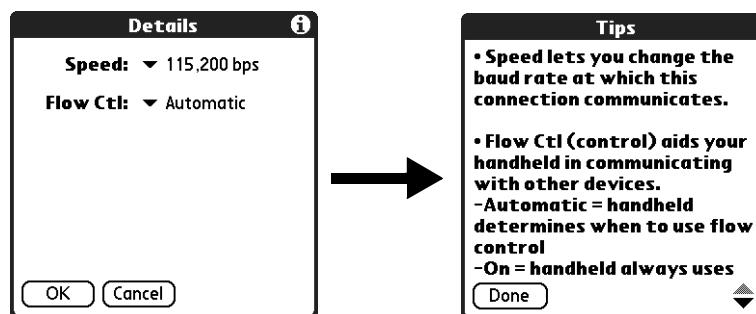
- Drag the slider, or tap the top or bottom arrow, to scroll the display one line at a time.
- To scroll to the previous page, tap the scroll bar just above the slider. To scroll to the next page, tap the scroll bar just below the slider.
- You can also scroll to the previous and next pages by pressing Up and Down on the navigator.

Displaying online tips

Many of the dialog boxes that appear on your handheld contain an online Tips icon in the upper-right corner. Online tips anticipate questions you have in a dialog box, provide shortcuts for using the dialog box, or give you other useful information.

To display an online tip:

1. Tap the Tips icon ⓘ.
2. After you review the tip, tap Done.



Beaming data



Your handheld is equipped with an infrared (IR) port that is located at the top of the handheld, behind the small dark shield. The IR port supports the IrCOMM implementation of the standards for infrared communication established by the Infrared Data Association (IrDA). This means that not only can you beam data to another Palm OS® handheld that's close by and equipped with an IR port, but you can also beam data to a mobile phone and to any other device that supports the IrCOMM implementation of the IrDA standards and that can read the type of data you're beaming.

You can beam the following information between devices with an IR port:



- The record currently displayed in Date Book, Address Book, To Do List, or Memo Pad
- All records of the category currently displayed in Address Book, To Do List, or Memo Pad
- A special Address Book record that you designate as your business card, containing information you want to exchange with business contacts
- An application installed in RAM memory
- An application installed on an expansion card that is seated in the card slot

TIP You can also perform HotSync® operations using the IR port. See “[Conducting IR HotSync operations](#)” in [Chapter 20](#) for details.

To select a business card:

1. Create an Address Book record that contains the information you want on your business card.
2. Press Function  + Menu .
3. Select “Select Business Card” on the Record menu.
4. Tap Yes.

To beam a record, business card, or category of records:

1. Locate the record, business card, or category you want to beam.
2. Press Function  + Menu .
3. Select one of the following from the Record menu:
 - The Beam command for an individual record
 - In Address Book only: Beam Business Card
 - Beam Category
4. When the Beam Status dialog box appears, point the IR port directly at the IR port of the receiving handheld.




For best results, handhelds should be between 10 centimeters (approximately 4 inches) and 1 meter (approximately 39 inches) apart, and the path between the two handhelds must be clear of obstacles. The beaming distance to other Palm OS handhelds may be different.



5. Wait for the Beam Status dialog box to indicate that the transfer is complete before you continue working on your handheld.

TIP You can also press and hold the Address Book application button to instantly beam your business card to another device with an IR port.

To beam an application:

1. Press the Home .
2. Press Function  + Menu .
3. Tap App, and then select Beam.
4. Select either Handheld or Card from the Beam From pick list.
5. Tap the application you want to transfer.

Some applications are copy-protected and cannot be beamed. These are listed with a lock icon next to them.

6. Tap Beam.
7. When the Beam Status dialog box appears, point the IR port directly at the IR port of the receiving handheld.
8. Wait for the Beam Status dialog box to indicate that the transfer is complete before you continue working on your handheld.

To receive beamed information:

1. Turn on your handheld.
2. Point the IR port directly at the IR port of the transmitting handheld to open the Beam dialog box.
3. Select a category for the incoming information, create a new category, or leave the information unfiled.



4. Tap Yes.

Using your computer keyboard

If you have a lot of data to enter, or prefer to use the computer keyboard, you can use Palm Desktop software or any supported personal information manager (PIM) to enter information. You can then perform a HotSync operation to synchronize the information on your computer with the information on your handheld. Many of the applications that came with your handheld are also available in Palm Desktop software and in most PIMs, so you don't need to learn different applications. For more information on entering data on your computer, refer to the online Help in Palm Desktop software, the Quick Tour in Palm Desktop software (for Windows users), and the Palm™ Desktop software Software for the Macintosh User's Guide on the Palm Desktop software CD-ROM.

Importing data

If you have data stored in computer applications such as spreadsheets and databases, or if you want to import data from another handheld, you can transfer the data to your handheld without having to enter it manually. Save the data in one of the file formats in the following list, import it into Palm Desktop software, and then perform a HotSync operation to transfer the data to your handheld.

Importing data from a Windows computer

Palm Desktop software can import data in the following file formats:

- Comma delimited (.csv, .txt): Address Book and Memo Pad only
- Tab delimited (.tab, .tsv, .txt): Address Book and Memo Pad only
- CSV (Lotus Organizer 2.x/97 Mapping): Address Book only
- vCal (.vcs): Date Book only
- vCard (.vcf): Address Book only
- Date Book archive (.dba)
- Address Book archive (.aba)
- To Do List archive (.tda)
- Memo Pad archive (.mpa)

Archive formats can be used only with Palm Desktop software. Use the archive file formats to share information with other people who use a Palm OS handheld or to create a copy of your important Palm Desktop information.

To import data from a Windows computer:

1. Open Palm Desktop software.
2. Click the application into which you want to import data.
3. If you are importing records that contain a field with category names, do the following:

Select All in the Category box.

Be sure that the same categories that appear in the imported file also exist in the application. If the categories do not exist, create them now; otherwise, the records are imported into the Unfiled category.

4. From the File menu, choose Import.
5. Select the file you want to import.
6. Click Open.

If you are importing a vCal or vCard file, skip to step 10. You do not have to specify which fields correspond to the imported data.

7. To import data into the correct Palm Desktop fields, drag fields in the left column so that they are opposite the corresponding imported fields on the right.
8. If you do not want to import a field, deselect the check box for that field.
9. Click OK.

The imported data is highlighted in the application.

10. To add the imported data to your handheld, perform a HotSync operation.

See Palm Desktop online Help for more information on importing and exporting data.

Using File Link

The File Link feature enables you to import Address Book and Memo Pad information to your handheld from a separate external file on your Windows computer, such as a company phone list. You can configure the File Link feature to check for changes to the external file when you perform a HotSync operation. HotSync Manager stores the data in a separate category in Palm Desktop software and on your handheld.

With File Link, you can import data stored in any of the following formats:

- Comma-separated (*.csv)
- Memo Pad archive (*.mpa)
- Address Book archive (*.aba)
- Text (*.txt)

For information on how to set up a file link, see the Palm Desktop online Help.

Importing data from a Mac computer

Palm Desktop software can import data from any of the following applications when you export the data in the appropriate file format:

- Address Book Plus (text file)
- Claris Organizer (Palm Desktop software can open these files directly).
- ClarisWorks (Save under new name as ASCII text file).
- DateBook Pro (text file)
- DayMaker (text file)
- Dynodex (text file)
- FileMaker Pro (tab separated text file)
- Meeting Maker (text file)
- Newton running OS 1.0 with Newton Connection Kit: Names, Date Book Calendar, and Notepad (text file)
- Now Contact (text file)
- Now Up-to-Date (text file)
- QuickDex (text file)
- TouchBase Pro (text file)

Palm Desktop software can also import data in the following file formats:

- Tab delimited (.tab, .tsv, .txt)
- vCal (.vcs): Data Book only
- vCard (.vcf): Address Book only

To import data from a Mac computer:

1. Open Palm Desktop software.
2. From the File menu, choose Import.
3. Select the file you want to import.
4. Click Import.
5. If you want to change the order of the fields you're importing, point to a field, wait for the cursor to change to a double arrow, and then drag the field to a new location.
6. If you do not want to import a field, click the arrow between the field names.
7. From the Fields pop-up menu, choose the appropriate field.

- 8.** From the Delimiters pop-up menu, choose the appropriate delimiter.
- 9.** Click OK.
- 10.** To add the imported data to your handheld, perform a HotSync operation.

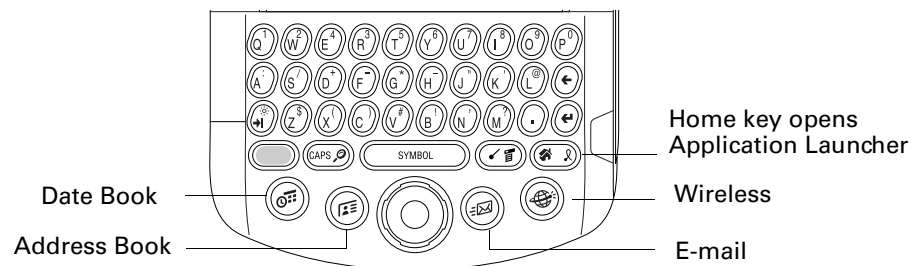
See Palm Desktop online Help for more information on importing and exporting data.

Working with Applications

This chapter explains how to open and switch between applications on your handheld, how to change application settings so they are personalized to your work methods, and how to categorize applications so you view them in related groups.

Opening applications

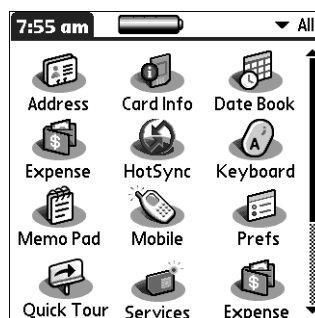
You can use the Applications Launcher to open any application installed on your handheld or on an expansion card. You can also open Date Book and Address Book with the application buttons on your handheld.



In addition to providing a way for you to open applications, the Applications Launcher displays the current time, battery level, and application category.

To open an application on your handheld:

1. Press Home (🏠).



2. Tap the icon of the application that you want to open. If you have many applications installed on your handheld, tap the scroll bar to see all your applications.

Other ways to open applications

You can also open applications on your handheld in either of the following ways:

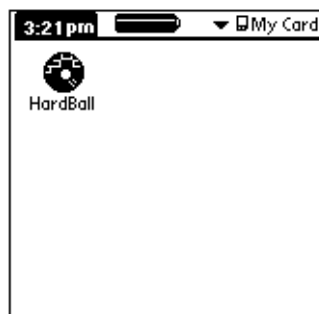
- Press and hold Select on the navigator to open the Applications Launcher. Press Select on the navigator to insert the highlight. Press Up, Down, Right, and Left on the navigator to highlight the icon of the application you want to open. Press Select on the navigator to open the application.
- In the Applications Launcher, type the first letter of the application's name. The Applications Launcher scrolls to the first application with a name that begins with that letter and highlights the icon. You can open the icon by pressing the Enter key.

Opening expansion card applications

When an expansion card is properly seated in the expansion card slot, your handheld responds based on the contents of the card and the application that is active when you insert the card. In some cases, the application on the card opens automatically upon insertion, or if you insert a card containing data from the current application, the application displays the data on the card. In other cases, the Applications Launcher switches to the card, and displays its contents, and the pick list in the upper-right corner of the screen displays the name of the card.

To open an application on an expansion card:

- Select the icon of the application that you want to open.



Switching between applications

When working with any application, press Home (⌘) or press an application button on your handheld to switch to another application. Your handheld automatically saves your work in the current application and displays it when you return to that application.

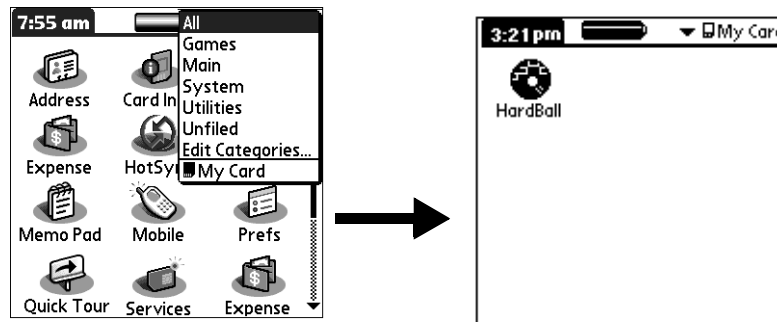
When you use an expansion card, your handheld creates and displays a new category that matches the name of the expansion card. You can easily switch between applications installed on your handheld and on the expansion card.

To switch to an expansion card:

1. Tap the pick list in the upper-right corner.

TIP When the highlight in the Applications Launcher is *not* active, you can also press and hold Select on the navigator to open the category pick list.

2. Select the category item that matches the name of the expansion card.



Categorizing applications

The category feature enables you to manage the number of application icons that appear onscreen in the Applications Launcher. You can assign an application to a category and then display a single category or all your applications.

By default, your handheld includes system-defined categories, such as All and Unfiled, and user-defined categories, such as Games, Main, and System.

You cannot modify the system-defined categories, but you can rename and delete the user-defined categories. In addition, you can create your own user-defined categories. You can have a maximum of 15 user-defined categories.

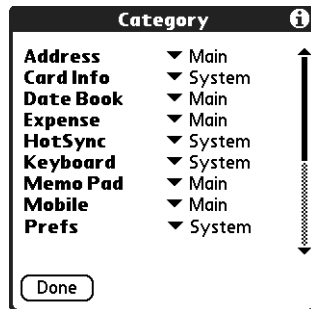
When you have an expansion card properly seated in the expansion card slot, the last item in the category pick list becomes the name of the expansion card. You cannot otherwise categorize applications that reside on an expansion card.



To categorize an application:



1. Press Home (🏠).
2. Press Command Stroke (⌘) + Y.

Alternately, press Function (F) + Menu (☰), and then select Category on the App menu.



3. Tap the pick list next to each application to select a category.



TIP To create a new category, select Edit Categories from the pick list. Tap New, enter the category name, and then press Function  + Enter , or tap OK to add the category.

4. Press Function  + Enter , or tap Done.

To display applications by category:

1. Press Home .
2. Do one of the following:
 - Press Home  repeatedly to cycle through all your categories.
 - Tap the pick list in the upper-right corner of the screen, and select the category you want to display.
 - When the highlight in the Applications Launcher is not active, press and hold Select on the navigator to open the category list, press Up or Down on the navigator to highlight a category, and then press Select on the navigator to display that category.



Changing the Applications Launcher display

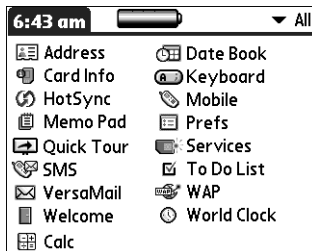
By default, the Applications Launcher displays each application as an icon. As an alternative, you can choose to show a list of applications. You can also choose to view the same category of applications each time you open the Applications Launcher.

To change the Applications Launcher display:







1. Press Home .
2. Press Command Stroke  + R.

Alternately, press Function  + Menu , select Options, and then select Preferences.

3. Tap the View By pick list and select List.
4. Press Function  + Enter , or tap OK.







To open the Applications Launcher to the last opened category:

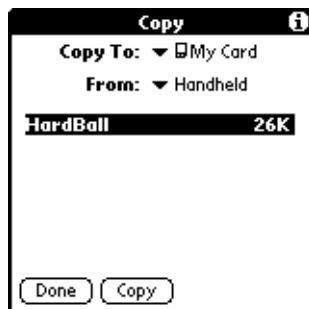
1. Press Home .
2. Press Command Stroke  + R.
Alternately, press Function  + Menu , select Options, and then select Preferences.
3. Tap the Remember Last Category check box to select it.
4. Press Function  + Enter , or tap OK.

Copying applications to or from an expansion card

You can copy applications from your handheld to an expansion card, or from an expansion card to your handheld.



To copy an application to an expansion card:

1. Press Home .
2. Press Command Stroke  + C.
Alternately, press Function  + Menu , select Copy on the App menu.



3. Select Handheld from the Copy From pick list.
4. Select the card name from the Copy To pick list.

The Copy To pick list appears only if there are multiple cards available.



5. Tap an application to copy.
6. Tap Copy.
7. Press Function  + Enter , or tap Done.

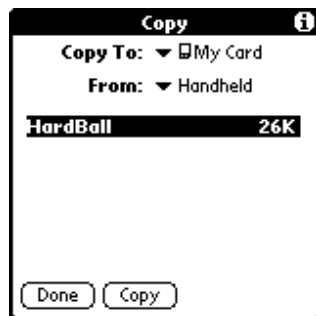
You can install applications to a card that is seated in the expansion card slot during a HotSync® operation; see [“Installing add-on applications”](#) later in this chapter for details.



NOTE If you view your applications on the card using a Card Reader on your Windows or Mac computer, the actual file names may differ from those displayed in the Applications Launcher.

To copy an application from an expansion card:

1. Press Home .
2. Press Command Stroke  + C.

Alternately, press Function  + Menu , select Copy on the App menu.



3. Select the card name from the Copy From pick list.
4. Select Handheld from the Copy To pick list.
5. Tap an application to copy.
6. Tap Copy.
7. Press Function  + Enter , or tap Done.

You can also beam applications from expansion cards to your handheld. See [“Using elements of the handheld interface”](#) in [Chapter 3](#) for details.

Selecting copy settings

When using the copy feature, you can set the following:

- How applications are sorted and listed
- Whether to copy only the application or both the application and its data files

To select copy settings:

1. Press Home (⌂).

2. Press Command Stroke (⌘) + C.

Alternately, press Function (fn) + Menu (⌘), select Copy on the App menu.

3. Tap Settings.



4. Select Name or Size from the Sort By pick list.

5. Tap the Copy Application Only check box to select it, if you want to copy only the application files. Leave it deselected if you want to copy both the application file and its associated data files.

6. Press Function (fn) + Enter (↵), or tap OK.



NOTE The Sort By setting is in effect each time you use the copy feature. Each time you want to copy an application only, you must select the Copy Applications Only check box.

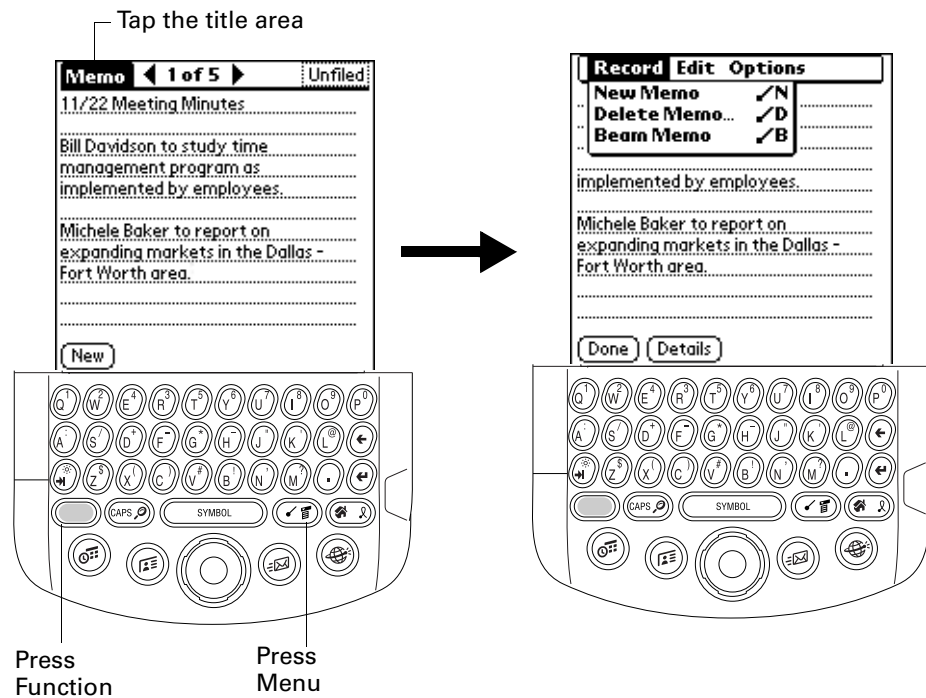
Using menus

Menus on your handheld are easy to use. Once you have mastered them in one application, you can use them the same way in all other applications.

The menus of each application are illustrated in the chapter that discusses that application.

To open the menu bar:

1. Open an application (such as Memo Pad).
2. Do one of the following:
 - Press Function  + Menu .
 - Tap the inverted title area at the top of the screen.



In this example, three menus are available: Record, Edit, and Options. The Record menu is selected and contains the commands New Memo, Delete Memo, and Beam Memo.

Choosing a menu

The menus and menu commands that are available depend on the application that is currently open. Also, the menus and menu commands vary depending on which part of the application you're currently using. For example, in Memo Pad the menus are different for the Memo list screen and the Memo record screen.

To select a menu command with the stylus:

1. Tap the menu bar for an application.
2. Tap the menu that contains the command you want to use.
3. Tap the command you want to use.

TIP After you open the menu bar, you can also press Right and Left on the navigator to select a menu, press Down on the navigator to select the command you want to use, and then press Select on the navigator to run the command.




Menu commands

Most menu commands have an equivalent Command stroke, which is similar to the keyboard shortcuts used to execute commands on computers. For information on using menu commands see “[Displaying online tips](#)” in [Chapter 3](#).



Choosing application preferences

You can set options that affect an entire application in the application’s Preferences dialog box.

To change preferences for an application:

1. Open an application.
2. Press Command Stroke  + R.
 - Alternately, press Function  + Menu , and then select Preferences on the Options menu.

NOTE Not all applications have a Preferences command.

3. Make changes to the settings.
4. Press Function  + Enter , or tap OK.





Performing common tasks

The tasks described in this section use the term *records* to refer to an individual item in any of the applications: a single Date Book event, Address Book entry, To Do List item, Memo Pad memo, Note Pad note, or Expense item.

Creating records

You can use the following procedure to create a new record in Date Book, Address Book, To Do List, Memo Pad, Note Pad, and Expense.

To create a record:

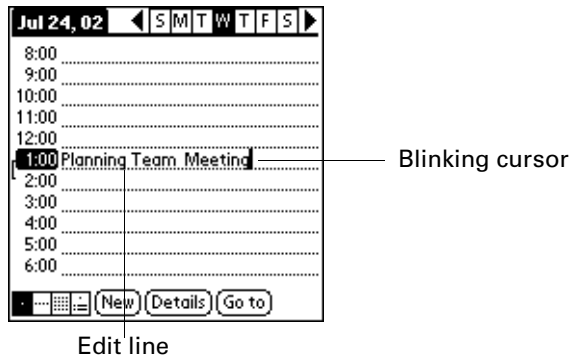
1. Select the application in which you want to create a record.
2. Tap New.
3. In Date Book only: Select start and end times for your appointment, and press Function  + Enter , or tap OK.
4. Enter text for the record.
5. (Optional) Tap Details to select attributes for the record. (In Note Pad the Details command is located on the Options menu.)
6. In Address Book, Note Pad, and Memo Pad only: Press Function  + Enter , or tap Done.

There’s no need to save the record because your handheld saves it automatically.

Editing records

After you create a record, you can change, delete, or enter new text at any time. Two screen features tell you when your handheld is in editing mode:

- A blinking cursor
- One or more dotted edit lines



NOTE In Note Pad you can write anywhere on the screen. Therefore, you will not see an edit line or blinking cursor unless the cursor is in the title line.

Entering text

For information on how to enter text using the keyboard on your handheld or the keyboard attached to your computer, see [Chapter 3](#). For information on entering text in Note Pad, see [Chapter 12](#).

Using the Edit menu



The Edit menu is available with any screen where you enter or edit text. In general, commands available in the Edit menu apply to text that you *select* in an application.

To select text in an application:

1. Tap the beginning of the text that you want to select.
2. Drag the stylus over the text to highlight it (in yellow).


NOTE You can also double-tap to select a word, or triple-tap to select a line of text. You can also drag *across* the text to select additional words, or drag *down* to select a group of lines.

The following commands may appear in an Edit menu:



| | |
|-------------------|---|
| Undo | Reverses the action of the <i>last edit</i> command. For example, if you used Cut to remove text, Undo restores the text you removed. Undo also reverses deletions you made using the backspace. |
| Cut | Removes the selected text and stores it temporarily in the memory of your handheld. You can paste the text you cut into another area of the current application or into a different application. |
| Copy | Copies the selected text and stores it temporarily in the memory of your handheld. You can paste the copied text into another area of the current application or into a different application. |
| Paste | Inserts the cut or copied text at the selected point in a record. The text you paste replaces any selected text. If you did not previously cut or copy text, Paste does nothing. |
| Select All | Selects all the text in the current record or screen. This enables you to cut or copy all of the text and paste it elsewhere. |
| Keyboard | Opens the onscreen keyboard. After you finish with the onscreen keyboard, press Function  + Enter  , or tap Done. |

Deleting records

To delete a record using the menu command:

1. Select the record you want to delete.
2. Press Command Stroke  + D.

To delete a record using the Menu:

1. Select the record you want to delete.
2. Press Function  + Menu .
3. Select Record, and then select one of the following Delete commands:

Date Book: Delete Event

Address Book: Delete Address



To Do List: Delete Item

Note Pad: Delete Note

Memo Pad: Delete Memo

Expense: Delete Item



A confirmation dialog box appears. If you want to save a copy of the deleted item to an archive file in Palm™ Desktop software, be sure that the check box is selected. If you don't want to save a copy, tap the check box to deselect it.

4. Press Function  + Enter , or tap OK.

If you choose to save a copy of the selected item, your handheld transfers it to the archive file on your desktop the next time you perform a HotSync operation. (The archive option is not available in Note Pad.)

Other ways to delete records

You can also delete records in the following ways:

- Delete the text of the record.
- In Date Book, Address Book, To Do List, and Memo Pad, open the Details dialog box for the record, tap Delete, and then press Function  + Enter , or tap OK.

NOTE When deleting a repeating event in Date Book, you can choose to delete the current repeating event, current and future events, or all instances of that event.

- In Note Pad, open the note you want to delete, and then tap Delete.

Purging records

Over time, as you use Date Book, To Do List, and Expense, you'll accumulate records that have outlived their usefulness. For example, events that occurred months ago remain in the Date Book, and To Do List items that you marked as completed remain in the list, as do Expense items.

All these outdated records take up memory on your handheld, so it's a good idea to remove them by using Purge. If you think Date Book or To Do List records might prove useful later, you can purge them from your handheld and save them in an archive file on your computer.

Purging is not available in Address Book, Note Pad, or Memo Pad; you must delete outdated records manually from these applications.

To purge records:

1. Open the application.
2. Press Command Stroke  + E.

Alternately, press Function  + Menu , and then select Purge on the Record menu.

A confirmation dialog box appears.

Date Book: Tap the pick list and select how old a record must be to be purged. Purge deletes repeating events if the last of the series ends before the date that you purge records.

Date Book, To Do List: If you want to save a copy of the purged records to an archive file on your desktop, be sure that the check box is selected. If you don't want to save a copy, tap the check box to deselect it.

Expense: Select the category you want to purge. All data in the selected category will be purged and there is no archive option.

3. Press Function  + Enter , or tap OK or Done.

If you chose to save a copy of the purged records, your handheld transfers them to an archive file on your desktop the next time you perform a HotSync operation.

NOTE Purging does not happen automatically. You must select the command to make it happen.

Categorizing records

You can categorize records in the Address Book, To Do List, Note Pad, Memo Pad, and Expense applications so that they are grouped logically and are easy to review.

When you create a record, your handheld automatically places it in the category that is currently displayed. If the category is All, your handheld assigns it to the Unfiled category. You can leave an entry as Unfiled or assign it to a category at any time.

By default, your handheld includes system-defined categories, such as All and Unfiled, and user-defined categories, such as Business and Personal.

You cannot modify the system-defined categories, but you can rename and delete the user-defined categories. In addition, you can create your own user-defined categories. You can have a maximum of 15 user-defined categories in each application.

When you have an expansion card properly seated in the expansion card slot, the last item in the category pick list is the name of the expansion card. You cannot otherwise categorize applications that reside on an expansion card.

Address Book contains the QuickList user-defined category, in which you can store the names, addresses, and phone numbers you might need in emergencies (doctor, fire department, lawyer, and so on).

Expense contains two user-defined categories, New York and Paris, to show how you might sort your expenses according to different business trips.



The illustrations in this section come from Address Book, but you can use these procedures in all the applications in which categories are available.

To move a record into a category:

1. Select the record you want to categorize.
2. In Address Book only: Tap Edit.
3. Tap Details.

4. Tap the Category pick list to display the list of available categories.

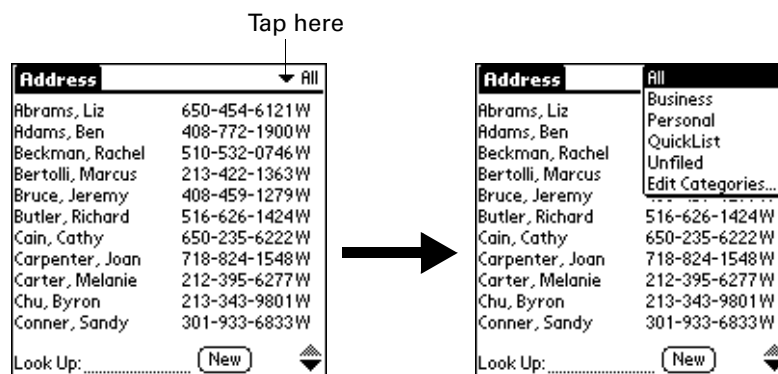


5. Select the category for the record.
6. Press Function  + Enter , or tap OK.

NOTE In Address Book, Note Pad, and Memo Pad you can select the category name in the upper-right corner of the screen to assign the item to a different category.

To display a category of records:

1. Tap the category pick list in the upper-right corner of the list screen.



NOTE In the Date Book Agenda view, the pick list is in the upper right of the To Do list.

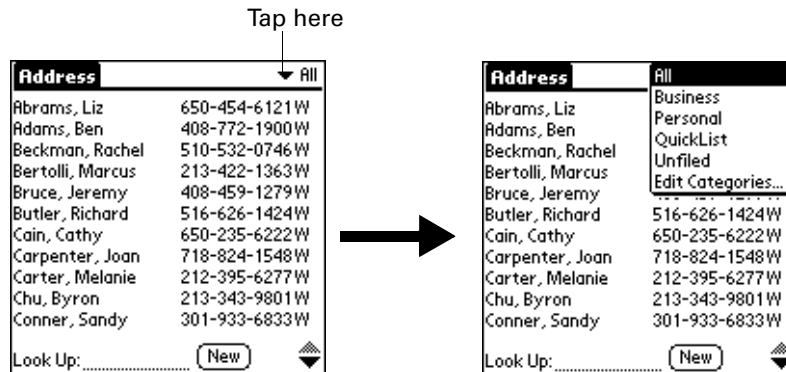
2. Select the category you want to view.

The list screen now displays only the records assigned to that category.

TIP Pressing an application button on your handheld scrolls through all the categories of that application except for Unfiled. This feature is not available in Date Book.

To define a new category:

1. Tap the category pick list in the upper-right corner of the screen or list.



2. Select Edit Categories.
3. Tap New.



4. Enter the name of the new category, and then press Function + Enter , or tap OK.





5. Press Function + Enter , or tap OK.

You can assign any of your records to the new category.



To rename a category:

1. Tap the category pick list in the upper-right corner of the screen or list.
2. Select Edit Categories.
3. Select the category that you want to rename, and then tap Rename.



4. Enter the new name for the category, and then press Function  + Enter , or tap OK.



5. Press Function  + Enter , or tap OK.

TIP You can group the records in two or more categories into one category by giving the categories the same name. For example, if you change the name of the Personal category to Business, all records formerly in the Personal category appear in the Business category.

Finding information

Your handheld offers several ways to find information quickly:

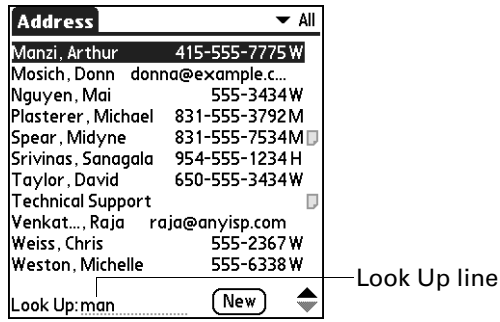
- **All applications that reside on your handheld:** Find locates any text that you specify, always starting with the current application. However, Find does not search through applications on expansion cards.
- **Date Book, To Do List, Memo Pad:** Phone Lookup displays the Address list screen and enables you to add to a record the information that appears in this list.
- **Address Book:** The Look Up line enables you to scroll immediately to a name when you enter the first letters of that name.
- **Expense:** Lookup displays the names in your Address Book that have data in the Company field. You can add these names to a list of attendees associated with an Expense record.

Looking up Address Book records

In Address Book, you can use the Look Up line with the stylus or the navigator to look up and quickly scroll to any of your Address Book entries.

To look up an Address Book record with the stylus:

1. From the Address list screen, enter the first letter of the name you want to find.



The list scrolls to the first entry that begins with that letter. If you write another letter, the list scrolls to the first entry that starts with those *two* letters. For example, writing an *s* scrolls to “Sands,” and writing *sm* scrolls further to “Smith.” If you sort the list by company name, the Look Up feature scrolls to the first letter of the company name.

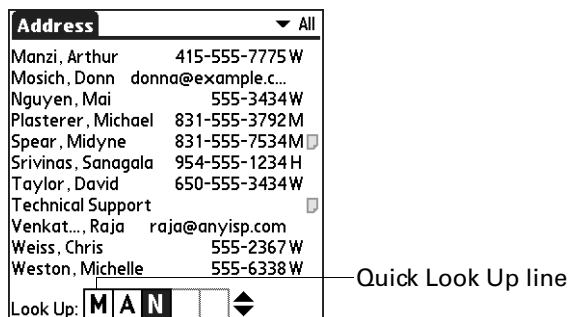
2. Tap the record to view its contents.

To look up an Address Book record with the navigator:

1. From the Address List screen, press Right on the navigator to display the navigator Quick Look Up line.
2. Press Up or Down on the navigator to select the first letter of the name you want to find.

The list scrolls to the first entry that begins with that letter.

3. Press Right on the navigator to move to the next letter box.



The Quick Look Up line displays only letters that are a possible match for that position.

If only one match is possible for a particular position, the highlight jumps to the next position.

4. Press Up or Down on the navigator to select the next letter of the name you want to find.

The list then scrolls to the first entry that starts with those *two* letters. For example, selecting *s* scrolls to “Sands,” and selecting *sm* scrolls further to “Smith.” If you sort the list by company name, the Quick Look Up feature scrolls to the matches for the company name.



5. Repeat steps 3 and 4 until the entry you want appears in the list.
6. Press Select on the navigator to highlight the record you want.
7. Press Select on the navigator to view the contents of the selected record.

TIP If only one match is possible for the letters you selected, the contents of the record displays automatically.

Using Find

You can use Find to locate any text that you specify, in any application that resides on your handheld. Find does not search applications that reside on an expansion card.

To use Find:



1. Press Function  + Find .

TIP If you select text in an application before you tap Find, the selected text automatically appears in the Find dialog box.

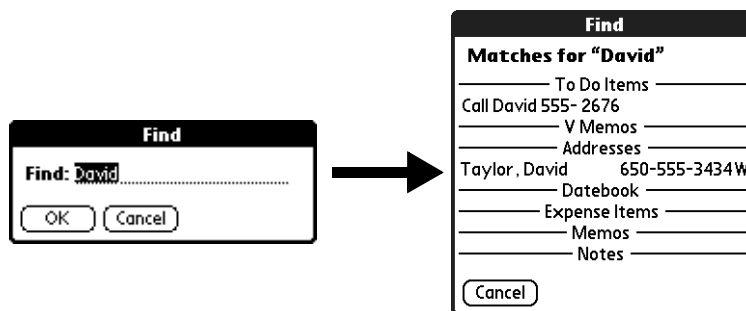
2. Enter the text that you want to find.

Find is not case-sensitive. For example, searching for the name “davidson” also finds “Davidson.”

Find locates any words that begin with the text you enter. For example, searching for “plane” finds “planet” but not “airplane.”

3. Press Function  + Enter , or tap OK.

Find searches for the text in all records and all notes.



As your handheld searches for the text, you can tap Stop at any time. You may want to do this if the entry you want appears before your handheld finishes the search. To continue the search after you tap Stop, tap Find More.


4. Tap the text that you want to review.



Using Phone Lookup

Phone Lookup displays the Address list screen and enables you to add the information that appears in this list to a record.

To use Phone Lookup:

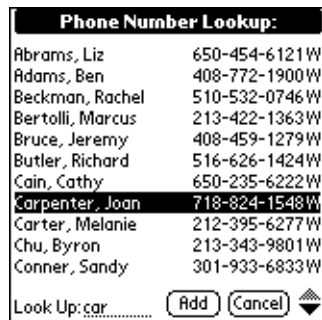
1. Display the record in which you want to insert a phone number. The record can be in Date Book, To Do List, Memo Pad, or any other application that takes advantage of this feature.

2. Press Command Stroke  + L.

Alternately, press Function  + Menu  and then select Phone Lookup on the Options menu.

3. Begin to spell the last name of the name you want to find.

The list scrolls to the first record in the list that starts with the first letter you enter. Continue to spell the name you're looking for, or when you see the name, tap it.



4. Tap Add.

The name you selected, along with the other information associated with it, is pasted into the record you selected in step 1.

Looking up names to add to Expense records

In Expense, Lookup displays the names in your Address Book that have data in the Company field. You can add these names to a list of attendees associated with an Expense record.

To add names to an Expense record:

1. Tap the Expense record to which you want to add names.
2. Tap Details.

Receipt Details

Category: ▼ Unfiled
 Type: ▼ Lunch
 Payment: ▼ Unfiled
 Currency: ▼ \$
 Vendor:
 City:
 Attendees: Who...
 OK Cancel Delete Note ↑

3. Tap Who.

Receipt Details

Category: ▼ Unfiled
 Type: ▼ Lunch
 Payment: ▼ MasterCard
 Currency: ▼ \$
 Vendor: Rosie's Cafe
 City: San Francisco
 Attendees: Who... Tap here

Attendees





Done Lookup R A ↑

4. Tap Lookup.

The Attendees Lookup screen displays all the names in your Address Book that have data in the Company field.

5. Select the name you want to add, and then tap Add.

The name appears in the Attendees screen.


6. Repeat steps 4 and 5 to add more names.
7. Press Function  + Enter , or tap Done.
8. Press Function  + Enter , or tap OK.



Sorting lists of records

You can sort lists of records in various ways, depending on the application. Sorting is available in applications that have list screens: Address Book, Note Pad, To Do List, Memo Pad, and Expense.

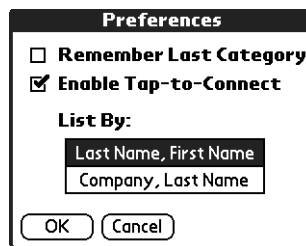
NOTE You can also assign records to categories. See “Categorizing records” earlier in this chapter.

To sort records in Address Book, Note Pad, and Memo Pad:

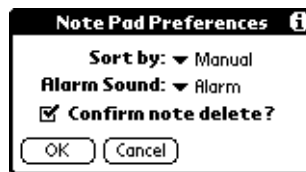
1. Open the application to display the list screen.
2. Press Command Stroke  + R.

Alternately, press Function  + Menu , and then select Preferences on the Options menu.

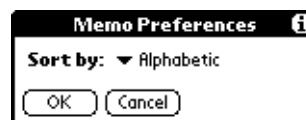
Address Book



Note Pad



Memo Pad





3. Do one of the following:

Address Book: Tap the setting you want.

Note Pad: Tap the Sort by pick list and select Alphabetic, Date, or Manual.



Memo Pad: Tap the Sort by pick list and select Alphabetic or Manual.

4. Press Function  + Enter , or tap OK.

To sort the Note Pad and Memo list manually, tap and drag a note or memo to a new location in the list.

To make the list appear in Palm Desktop software as you manually sorted it on your handheld, open the application in Palm Desktop software and click Sort by. Then select Order on Handheld.

To sort records in To Do List and Expense:

1. Open the application to display the list screen.
2. Tap Show.
3. Tap the Sort by pick list and select an option.
4. Press Function  + Enter , or tap OK.



Attaching notes

In Address Book, Date Book, To Do List, and Expense, you can attach a note to a record. A note can be up to several thousand characters long. For example, for an appointment in Date Book, you can attach a note with directions to the location.

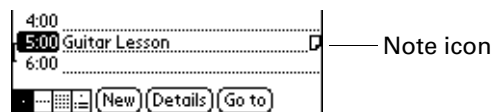
To attach a note to a record:

1. Display the entry to which you want to add a note.

To display an entry, tap it or press Up or Down on the navigator to highlight it, and then press Select on the navigator.

2. In Address Book only: Tap Edit.
3. Tap Details.
4. Tap Note.
5. Enter your note.
6. Press Function  + Enter , or tap Done.




A small note icon appears at the right side of any item that has a note.

**To review or edit a note:**

- Tap the Note icon .

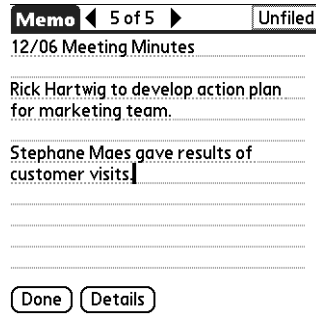
TIP In Date Book, you can also select the event that contains the note, press Select on the navigator to open the note, and then press Select on the navigator again to close the note.

To delete a note:

1. Tap the Note icon .
2. Tap Delete.
3. Press Function  + Enter , or tap Yes.

Choosing fonts

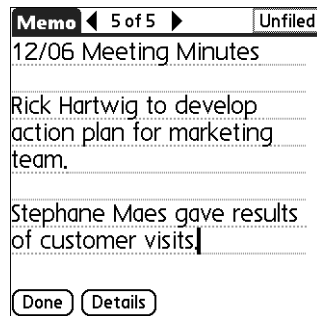
In many applications, you can change the font style to make text easier to read. You can choose small, small bold, large, or large bold fonts in each application that enables you to change font style.



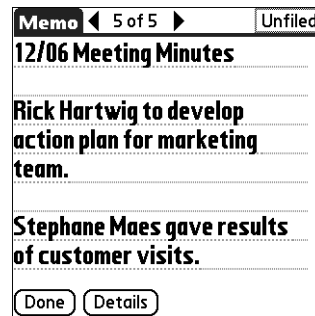
Small font



Small bold font



Large font



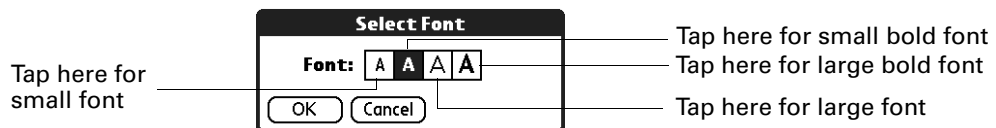
Large bold font

To change the font style:

1. Open an application.
2. Press Command Stroke (⌘) + F.

Alternately, press Function (fn) + Menu (⌘), and then select Font on the Options menu.

3. Tap the font style you want to use.



4. Press Function (fn) + Enter (↵), or tap OK.

Receiving alerts

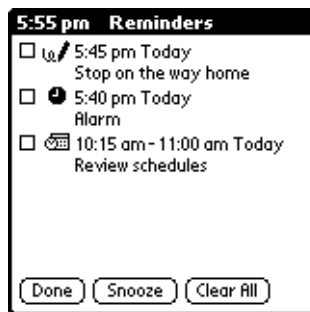
You can receive alerts on your handheld and in Palm Desktop software.

Receiving alerts on your handheld



When you use certain application settings, your handheld can alert you to any of the following:

- An appointment set in Date Book
- A note created in Note Pad
- An alarm set in World Clock

When an alert occurs, your handheld displays a reminder message. If you tap Snooze in response to an alert message, your handheld reminds you of the item again in five minutes. The Reminder screen displays alerts that await attention.



To respond to alerts, do one of the following:

- Select an item's check box to clear the item.
- Tap an item (either the icon or the text description) to open the application where the alarm was set. The application opens to the entry associated with the alarm.
- Press Function  + Enter , or tap Done to close the reminder list and return to the current screen. An attention indicator blinks in the upper-left corner of the screen; tap it to view the alert list again.
- Tap Snooze to see the list again in five minutes.

If you tap Done or Snooze and view the reminder list later, the current time is displayed in the Reminder bar and the original alert time is displayed with each list item.

- Tap Clear All to dismiss all alerts in the list.

Receiving alerts from Palm Desktop software

You can also set an option to receive Date Book event alerts from Palm Desktop software. The feature is disabled by default, so you must enable it within Palm Desktop software.

To enable an event alert from Palm Desktop software:

1. Double-click the Palm Desktop icon.
2. From the Tools menu, select Options, and then select Alarms.
3. Set Alarm Configuration options, either Always Available or Available only when the Palm Desktop is running.
4. (Optional) To hear an alert sound as well as receive an alert message, select the check box Play audible notification with alarm dialog.
5. Click OK.

Hiding or masking private records

You can use the Security preferences to set a password and select whether to mask your private records or hide them completely. See “Security preferences” in [Chapter 21](#) for details.

Installing and removing applications

This section explains how to install and remove applications on your handheld or on an expansion card, and how to remove Palm Desktop software from your computer.

Installing add-on applications

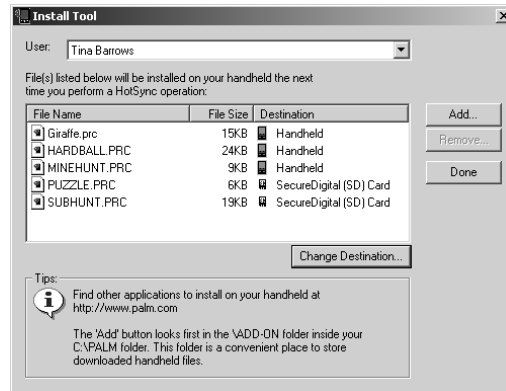
Your handheld comes with applications installed and ready to use, but you can also install additional applications, such as games and other software, on your handheld or on a card that is seated in the expansion card slot. Applications or games that you install on your handheld reside in RAM memory, and you can delete them at any time.

The Install Tool makes it easy to install software during a HotSync operation. There are a variety of third-party applications available for your handheld. To learn more about these applications, go to the web site: www.palm.com/support/intl.

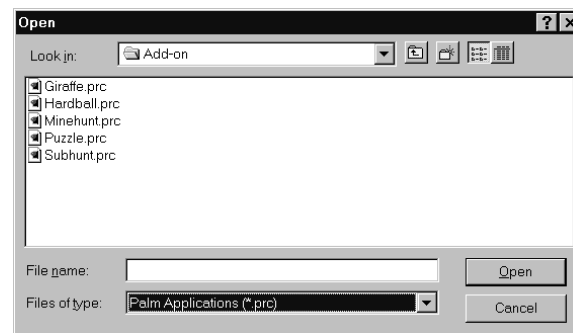
To install add-on software on your handheld using a Windows computer:

1. On your computer, copy or download the application you want to install into the add-on folder in your Palm Desktop directory on your computer.
2. Double-click the Palm Desktop icon on your desktop.
3. Click Install.

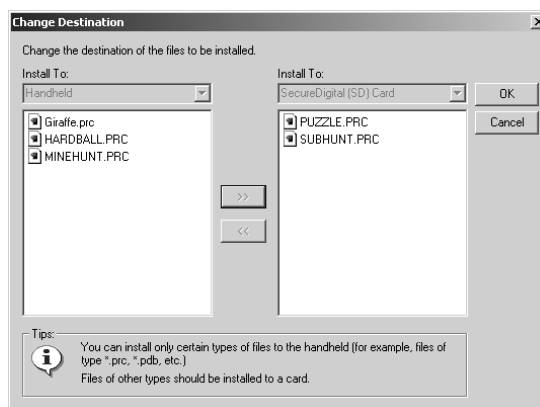
TIP You can also access the Install Tool dialog by selecting Install Tool from the Palm Desktop program group or by double-clicking any file with a PRC, PDB, PQA, PNC, or SCP file extension.



4. In the User drop-down list, select the name that corresponds to your handheld.
5. Click Add.



6. Select the applications that you want to install.
7. Click Open.
8. If you need to change the destination of the application you are installing, click Change Destination in the Install Tool window, and then use the arrows to move applications between your handheld and an expansion card.

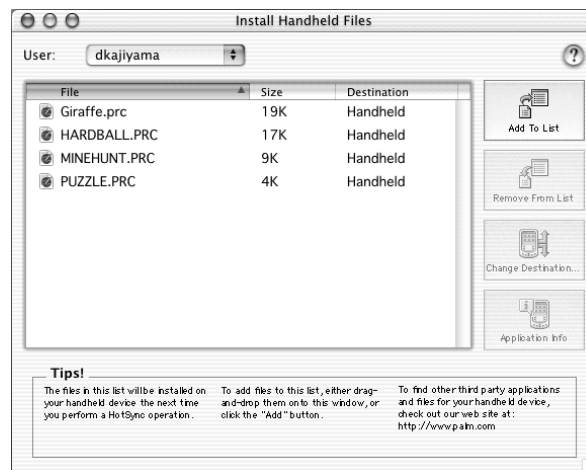


9. Click OK to close the Change Destination window.
10. Click Done to close the Install Tool window.
11. Perform a HotSync operation to install the selected applications.
See “Performing a cradle/cable HotSync operation: Windows computer” in Chapter 20 for details.

NOTE Files that remain in the list after you perform a HotSync operation were not installed. This can happen if the file type was not recognized during the HotSync operation. Expansion cards may hold applications that use files other than the Palm™ application files. For your handheld to recognize such a file, you must launch the application at least once.

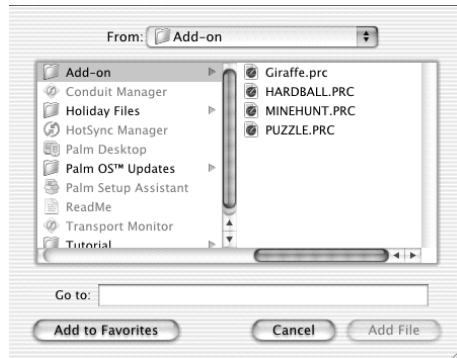
To install add-on software on your handheld using a Mac computer:

1. On your Mac computer, copy or download the application you want to install into the Add-on folder in your Palm folder.
2. Double-click the HotSync Manager icon in the Palm folder.
3. From the HotSync menu, select Install Handheld Files.



4. From the User pop-up menu, select the name that corresponds to your handheld.
5. Click Add To List.

6. Select the Add-on folder.



If the file you want to install is not listed in the dialog box, go to the folder to which you copied the file. Most Palm application files have the extension PRC, PDB, PQA, or SCP.

7. Select the applications you want to install.
8. Click Add File to add the selected application to the Install Handheld Files list.

TIP You can also drag files or folders of files to the list in the Install Handheld Files dialog box. The files are copied to the Files To Install folder.

9. If you need to change the destination of the application you are installing, click Change Destination the Install Handheld Files window, and then use the arrows to move applications between your handheld and an expansion card.



10. Click OK to close the Change Destination window.
11. Close the Install Handheld Files window.
12. Perform a HotSync operation to install the selected applications on your handheld. See [“Performing cradle/cable HotSync operations”](#) in [Chapter 20](#) for details.

NOTE Files that remain in the list after you perform a HotSync operation were not installed. This can happen if the file type was not recognized during the HotSync operation. Expansion cards may hold applications that use files other than the Palm application files. In order for your handheld to recognize such a file, you must launch the application at least once.

Removing applications

If you run out of memory or decide that you no longer need an application you installed, you can remove applications from your handheld or from an expansion card. From your handheld, you can remove only add-on applications, patches, and extensions that you install; you cannot remove the applications that reside in the ROM portion of your handheld.

NOTE If you have backed up your applications during a HotSync operation, you also need to delete them from your computer. Otherwise, they are reinstalled at the next HotSync operation.

To remove an add-on application:

1. Press Home (⌘).
2. Press Command Stroke (⌘) + D.
Alternately, press Function (fn) + Menu (⌘), select Delete on the App menu.
3. Tap the Delete From pick list and select either Handheld or Card. To delete applications from a card, the card must be seated in the expansion card slot.
4. Tap the application that you want to remove.



5. Tap Delete.
6. Press Function (fn) + Enter (↵), or tap Yes.
7. Press Function (fn) + Enter (↵), or tap Done.

Removing Palm Desktop software

If you no longer want to use Palm Desktop software, you can remove it from your computer.

To remove Palm Desktop software from a Windows computer:

1. From the Windows Start menu, select Settings and then Control Panel.
2. Double-click the Add/Remove Programs icon.
3. Click the Change or Remove Programs button.
4. Select Palm Desktop.

5. Click Change/Remove.
6. Click Yes in the Confirm File Deletion box.
7. Click OK.
8. Click Close.

NOTE You need to install the HotSync Manager from the installation CD if you want to synchronize data with another PIM.

To remove Palm Desktop software from a Mac computer:

1. Locate the Palm Desktop Installer icon and double-click.


The Palm Desktop Installer icon is on the Palm Desktop CD or in the installer that you downloaded.

2. Select Uninstall from the pop-up menu.
3. Select the software you want to remove.
4. Click Uninstall.
5. Select the folder that contains your Palm Desktop software files.
6. Click Remove.

NOTE This process removes only the application files. The data in your Users folder remains untouched.


7. Restart your computer.

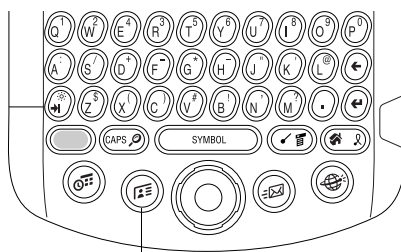
Using Address Book

 Address Book enables you to keep names, addresses, phone numbers, and other information about your personal or business contacts. Use Address Book to do the following:



- Quickly look up or enter names, addresses, phone numbers, and other information.
- Enter up to five phone numbers (home, work, fax, mobile, and so on) or e-mail addresses for each name.
- Define which phone number appears in the Address list for each Address Book entry.
- Attach a note to each Address Book entry, in which you can enter additional information about the entry.
- Assign Address Book entries to categories so that you can organize and view them in logical groups.
- Create your own digital business card that you can beam using SMS or e-mail to other devices with an infrared (IR) port and an application that can read the data.

To open Address Book:

- Press the Address Book application button  on the front panel of your handheld. Address Book opens to display the list of all your records.



Address Book button

TIP Press the Address Book application button  repeatedly to cycle through the categories in which you have records. You can also press and hold the Address Book application button  to instantly beam your business card to another device with an IR port. The receiving device must also have an application that can read the Address Book data.


Creating an Address Book entry

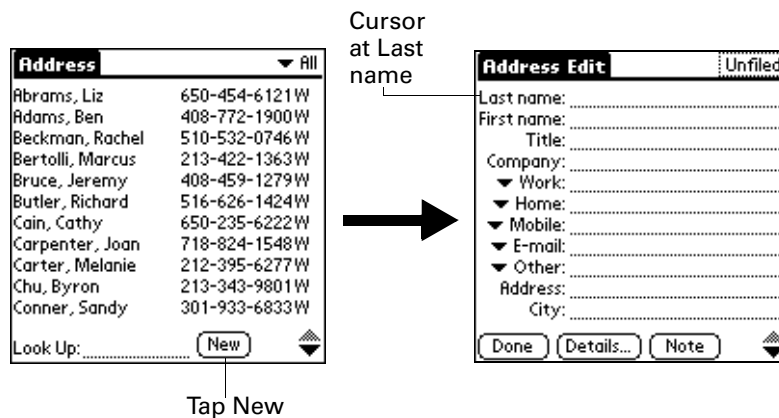
A record in Address Book is called an *entry*. You can create entries on your handheld, or you can use Palm™ Desktop software to create entries on your computer and then transfer the entries to your handheld with your next HotSync® operation.

Palm Desktop software also has data import capabilities so that you can load database files into Address Book on your handheld.

See “Importing data” in Chapter 3 and Palm Desktop online Help for more information.

To create a new Address Book entry:


1. Press the Address Book button  on the front of your handheld to display the Address list.
2. Tap New.



3. Enter the last name of the person you want to add to your Address Book.




The handheld automatically capitalizes the first letter of each field (except numeric and e-mail fields). You do not have to use the CAPS key to capitalize the first letter of the name.

4. Tap the First Name field.

TIP Pressing Tab  moves the cursor to the next field.

5. Enter the first name of the person in the First Name field.
6. Enter the other information that you want to include in this entry.

As you enter letters in the Title, Company, City, and State fields, text appears for the first logical match that exists in your Address Book. As you enter more letters, a closer match appears. For example, you may already have Sacramento and San Francisco in your Address Book. As you enter *S*, Sacramento appears, and as you continue entering *a* and *n* San Francisco replaces Sacramento. As soon as the word you want appears, tap the next field to accept the word.

7. Tap the scroll arrows  or press Up/Down on the navigator to move to the next page of information.
8. After you finish entering information, Press Function  + Enter , or tap Done.

Tap Done

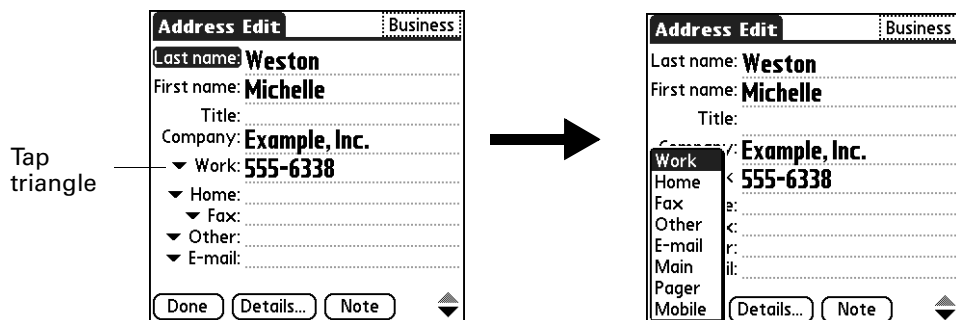
TIP To create an entry that always appears at the top of the Address list, begin the Last name or Company field with a symbol, as in *If Found Call*. This entry can contain contact information in case you lose your handheld.

Selecting types of phone numbers

You can select the types of phone numbers or e-mail addresses that you associate with an Address Book entry. Any changes you make apply only to the current entry.

To select other types of phone numbers in an entry:

1. Tap the entry that you want to change.
2. Tap Edit.
3. Tap the pick list next to the label you want to change.



4. Select a new label.

Changing Address Entry details

The Address Entry Details dialog box provides a variety of options that you can associate with an entry.

To open the Address Entry Details dialog box:

1. Tap the entry whose details you want to change.
2. Tap Edit.
3. Tap Details.



4. Select any of the following settings:

| | |
|---------------------|--|
| Show in List | Select which type of phone or other information appears in the Address list screen. Your options are Work, Home, Fax, Other, E-mail, Main, Pager, and Mobile. The identifying letters <i>W, H, F, O, M, or P</i> appear next to the record in the Address list, depending on which information is displayed. If you select E-mail, no identifying letter is displayed. |
| Category | Assign the entry to a category. |
| Private | Hide this entry when Security is turned on. |

Making connections from Address Book

You can use the entries in your Address Book to launch applications that perform tasks such as dialing a phone number or creating an e-mail or SMS message. Some of the applications you can launch are included with your handheld, and others may be available from third-party developers and are sold separately.

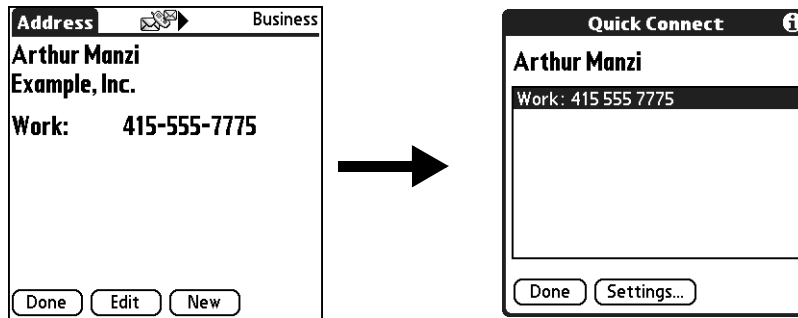
Quick Connect

You can use Quick Connect to select an entry and initiate a related task with one hand using the navigator. You can also configure which application opens when you choose a specific Address record field, and whether to add a prefix to all phone numbers.

To make a connection with Quick Connect:

1. Open the Address entry to which you want to connect.
2. Press Right on the navigator to open the Quick Connect dialog box.

TIP You can also tap the Quick Connect icon in the title bar of the Address record.

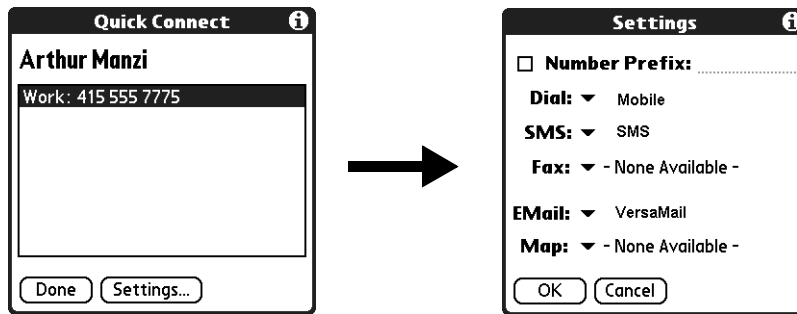


3. Select the method you want to use to connect.

Quick Connect opens and initiates the related task. For example, if you tap a phone number, Quick Connect sends the selected phone number to your mobile phone.



To configure Quick Connect settings:

1. From the Quick Connect dialog box, tap Settings.



2. (Optional) Tap the Number Prefix check box and enter a prefix.


For example, to dial 1 before all phone numbers, select this check box and enter a "1" in this field. The prefix is not added to a number that begins with the "+" character.



3. Tap each of the pick lists and select the application you want to associate with that task.
4. Press Function  + Enter , or tap OK.

Tap-to-Connect

Tap-to-Connect enables you to select an entry and initiate a related task by tapping it with the stylus. By default, Tap-to-Connect is enabled.

To enable Tap-to-Connect:

1. Press Command Stroke  + R.

Alternately, press Function  + Menu , and then select Preferences on the Options menu.

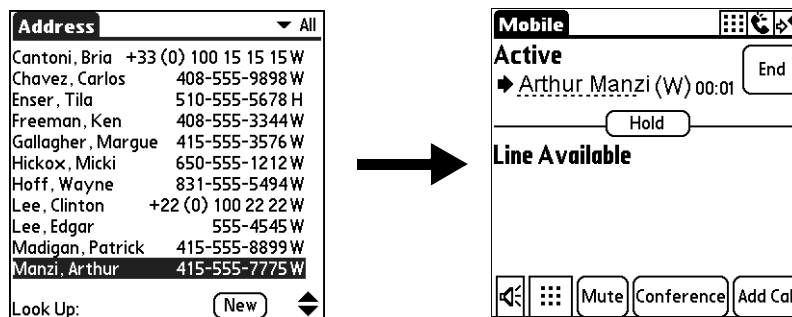
2. Tap Enable Tap-to-Connect.
3. Tap OK.

TIP You can also configure which application opens when you tap a specific Address record field, and whether to add a prefix to all phone numbers. See [“Quick Connect”](#) earlier in this chapter to learn how to configure these settings.

To make a connection with Tap-to-Connect:

1. From the Address list, tap the entry to which you want to connect.
2. Tap the item you want to launch in Mobile.

For example, to dial a phone number, tap the number you want to dial. To address an e-mail message, tap an e-mail address.



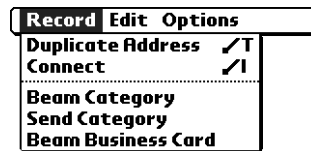
Address Book menus

Address Book menus are shown here for your reference, and Address Book features that are not explained elsewhere in this book are described here.

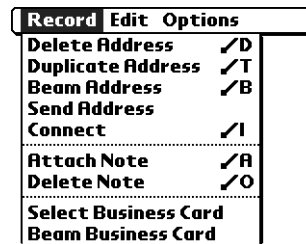
See “Using menus” in [Chapter 4](#) for information about selecting menu commands.

The Record and Options menus may differ, depending on whether you’re displaying the Address list screen or the Address view screen.

Record menus



Address list



Address view

- | | |
|--------------------------|--|
| Duplicate Address | Makes a copy of the current record and displays the copy in Address Edit so you can make changes to the copied record. The copy has the same category and attached notes as the original record. |
| Connect | Opens the Quick Connect dialog box where you can select which application to use to make the connection. |
| Send Category | Opens a dialog box where you can select how to send all records in the selected category to another device. The options available depend on the software installed on your handheld. |
| Send Address | Opens a dialog box where you can select how to send the selected entry to another device. The options available depend on the software installed on your handheld. |

Options menus

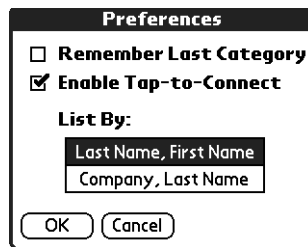


Address list



Address view

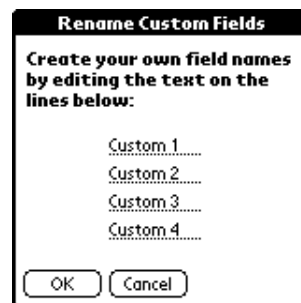
Preferences



Remember last category: Determines how Address Book appears when you return to it from another application. If you select this check box, Address Book shows the last category you selected. If you clear it, Address Book displays the All category.

Rename Custom Fields


Fields that appear at the end of the Address Edit screen. Rename them to identify the kind of information you enter in them. The names you give the custom fields appear in all entries.



About Address Book



Shows version information for Address Book.

Using Calculator

 Calculator enables you to perform basic calculations. Use Calculator to do the following:

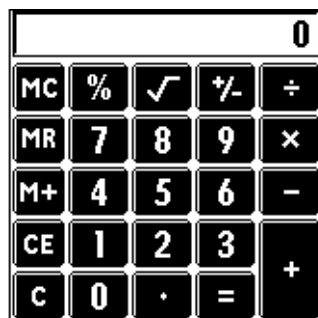
- Perform addition, subtraction, multiplication, division, and square root operations.
- Store and retrieve values.
- Display the last series of calculations, which is useful for confirming a series of “chain” calculations.

To open Calculator:

1. Press Home .
2. Tap the Calculator icon .

Performing calculations

The Calculator includes several buttons to help you perform calculations.



Clears the entire calculation so that you can begin a fresh calculation.



Clears the last number you entered. If you make a mistake while entering a number in the middle of a calculation, you can use this button to reenter the number without starting the calculation over.



Toggles the current number between a negative and positive value. If you want to enter a negative number, enter the number first *and then press* the +/- button.



Places the current number in memory. Each new number you enter with the M+ button is *added to the total* already stored in memory. The number that you add can be either a calculated value or any number you enter by pressing the number buttons. Pressing this button has no effect on the current calculation (or series of calculations); it merely places the value into memory until it is recalled.



Recalls the stored value from memory and inserts it into the current calculation.



Clears any value that is stored in the Calculator memory.





Calculates the square root of a number. Enter the number, and then tap the square root button.

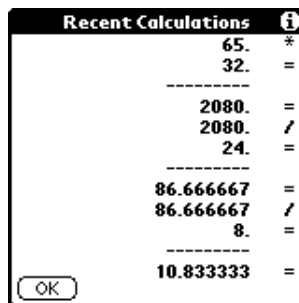
Viewing recent calculations



The Recent Calculations command enables you to review the last series of calculations and is particularly useful for confirming a series of “chain” calculations.

To display recent calculations:

1. Press Command Stroke  + I.

Alternately, press Function  + Menu , and then select Recent Calculations on the Options menu.



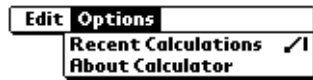
2. After you finish reviewing the calculations, press Function  + Enter , or tap OK.

Using Calculator menus

The Calculator menu shown here is for your reference, and the Calculator feature described here is not explained elsewhere in this book.


See “Using menus” in [Chapter 4](#) for information about choosing menu commands.

Options menu



About Calculator Shows version information for Calculator.

Using Card Info



 Card Info enables you to review general information about an expansion card. Use Card Info to do the following:

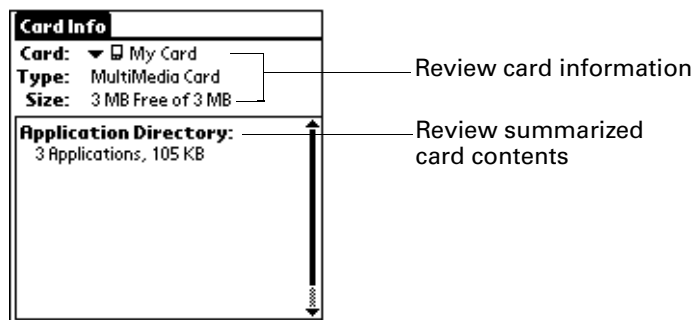
- Review card contents.
- Rename a card.
- Format a card.

Reviewing Card Information

You can view the card name, type, available storage space, and a summary of its contents.

To review Card Information:

1. Press Home .
2. Tap the Card Info icon .
3. Review Card name, Type, and Size.
4. Review card contents summarized by directory.



Renaming a card

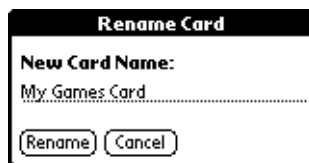
Renaming a card enables you to give an easy to recognize name to the card.

To rename a card:

1. Press Home (🏠).
2. Tap the Card Info icon (📄).
3. Press Command Stroke (⌘) + R.

Alternately, press Function (fn) + Menu (⌘), and then select Rename Card on the Card menu.

4. Enter the new name for the card.



5. Tap Rename.

Formatting a card

Formatting a card destroys all its data and prepares it to accept new applications and data.

To format a card:

1. Press Home (🏠).
2. Tap the Card Info icon (📄).
3. Press Command Stroke (⌘) + F.

Alternately, press Function (fn) + Menu (⌘), and then select Format Card on the Card menu.

4. Press Function (fn) + Enter (↵), or tap OK.

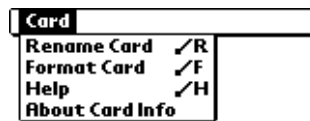
Managing an expansion card

- When writing data to an expansion card, wait for your handheld to complete the operation before removing the card from the slot. This prevents data corruption or accidental damage to the expansion card.
- You can install applications to an expansion card after performing an initial HotSync® operation. See “Installing add-on applications” in Chapter 4 for information. For optimal performance, we recommend that you do not install more than fifty applications to a single expansion card.
- When your handheld’s battery level becomes very low, access to the expansion card may be disabled to protect your data. If this occurs, recharge your handheld as soon as possible.

Using the Card Info menu

The Card Info menu is shown here for your reference, and the Card Info features that are not explained elsewhere in this book are described here.


See “Using menus” in Chapter 4 for information about choosing menu commands.



Help Provides help text.


About Card Info Shows version information for Card Info.

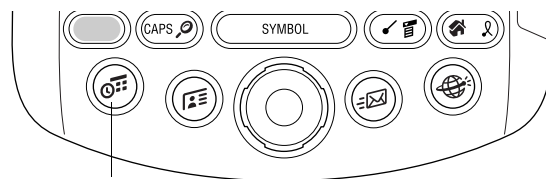
Using Date Book

 Date Book enables you to quickly and easily schedule appointments or any kind of activity associated with a time and date. Use Date Book to do the following:

- Enter a description of your appointment and assign it to a specific time and date.
- Display a chart of your appointments for an entire week. The Week view makes it easy to spot available times and potential scheduling overlaps or conflicts.
- Display a monthly calendar to quickly spot days where you have morning, lunch, or afternoon appointments.
- Display an agenda showing appointments, untimed events, and your To Do items for the day.
- Set an alarm to notify you of the scheduled activity.
- Create reminders for events that are based on a particular date, rather than time of day. Birthdays and anniversaries are easy to track with your handheld.
- Attach notes to individual events for a description or clarification of the entry in your Date Book.

To open Date Book:

- Press the Date Book application button  on the front panel of your handheld. Date Book opens to today's schedule.



Date Book button

TIP Press the Date Book application button repeatedly to cycle through the Day, Week, Month, and Agenda views.

When you open Date Book, the screen shows the current date and a list of times for a normal business day.

Scheduling an event

A record in Date Book is called an “event.” An event can be any kind of activity that you associate with a day. You can enter a new event on any of the available time lines.

When you schedule an event, its description appears on the time line, and its duration is automatically set to one hour. You can easily change the start time and duration for any event.

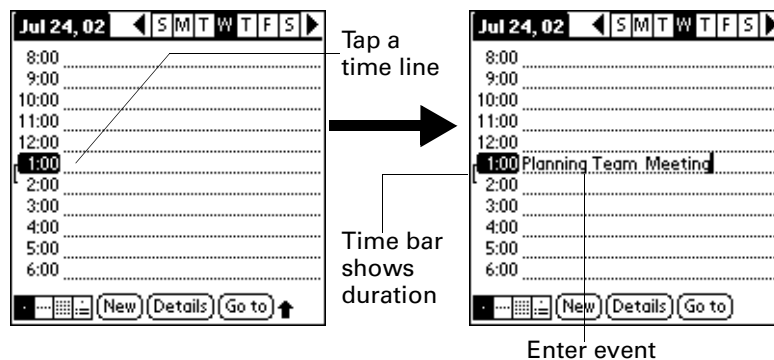
It’s possible to schedule events that overlap, but Date Book makes it easy to find such conflicts. See [“Spotting event conflicts”](#) later in this chapter.

You can also schedule events in your Date Book that occur on a particular date but have no specific start or end times, such as birthdays, holidays, and anniversaries. These are referred to as “untimed events.” Untimed events appear at the top of the list of times, marked with a diamond. You can have more than one untimed event on a particular date.

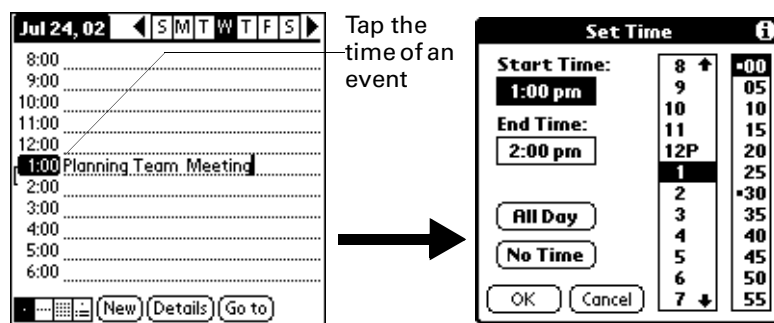
You can also schedule a repeating event, such as a weekly meeting, and continuous events, such as a three-day conference or a vacation.

To schedule an event for the current day:

1. Tap the time line that corresponds to the beginning of the event.

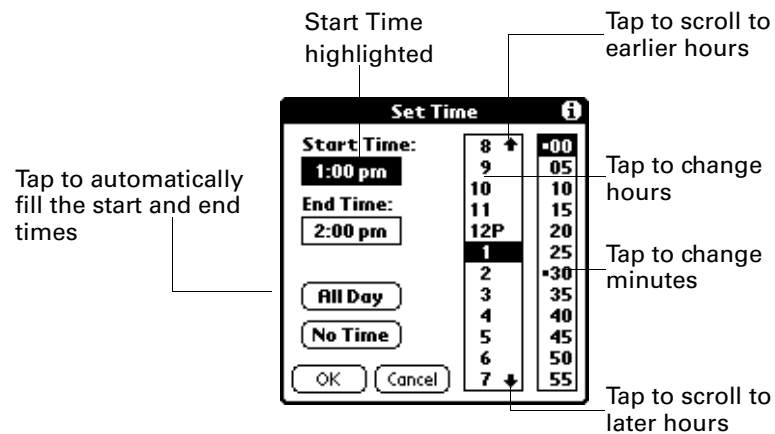




2. Enter a description of the event. You can enter up to 255 characters.
3. If the event is one hour long, skip to step 5. If the event is longer or shorter than an hour, tap the time of the event to open the Set Time dialog box.



4. Do one of the following:

- Tap the time columns on the right side of the Set Time dialog to set the Start Time, and then tap the End Time box and tap the time columns to set the End Time.
- Tap All Day to automatically insert the start and end time of the event as defined in your Date Book preferences.



5. Press Function  + Enter , or tap OK.

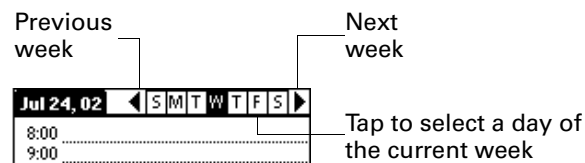
6. Tap a blank area of the screen to deselect the event. A vertical line appears next to the time, indicating the duration of the event.

If an event has the same start and end time, the time is displayed only once.

To schedule an event for another day:

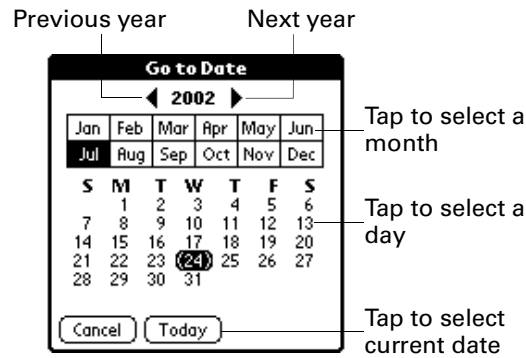
1. Select the date you want for the event by doing one of the following:

- Tap the day of the week that you want in the date bar at the top of the screen. If necessary, tap the Previous week or Next week scroll arrows to move to another week.



- Press Right or Left on the navigator to scroll to the next or previous day.

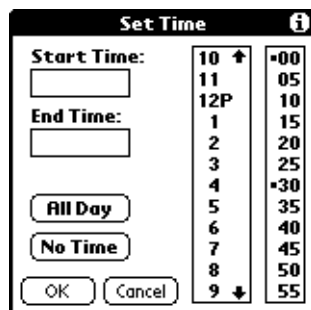
- Press Up or Down on the navigator to scroll within the current day.
- Tap Go To at the bottom of the screen to open the Go to Date dialog box. Select a date by tapping a year, month, and day in the calendar.



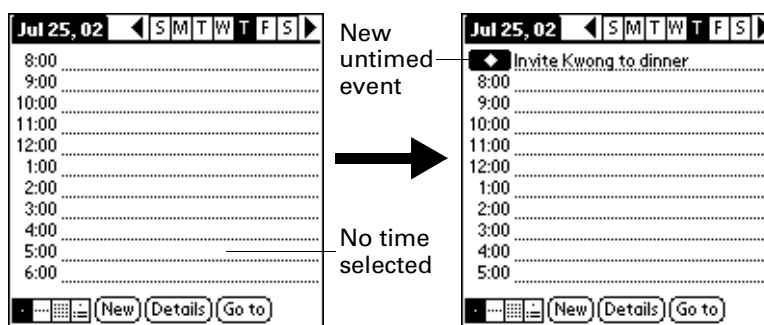
2. After you locate the date, follow the steps for scheduling an event for the current day.

To schedule an untimed event:



1. Select the date that you want for the event.
2. Tap New.
3. Tap No Time, so that no start or end times are defined for the new event.



4. Enter a description of the event.



5. Tap a blank area on the screen to deselect the untimed event.

If you create an event and decide later that there is no particular start or end time, you can easily change it to an untimed event. Tap the time of the event in the Date Book screen, tap No Time, and then press Function  + Enter , or tap OK.

Selecting an event

After you create an event, you can select an event to view its contents, reschedule it, make it a repeating event, and add alarms or notes.

To select an event:



1. Go to the day on which the event is scheduled.
2. Tap the event.

TIP You can also press Select on the navigator to insert the highlight on the next event in the current day or on the first event of another day. To scroll through the events in the selected day, press Up and Down on the navigator.

Rescheduling an event

You can easily make changes to your schedule with your handheld.

To reschedule an event:

1. Select the event you want to reschedule.
2. Tap Details.
3. To change the time, tap the Time box and select a new time.
4. To change the date, tap the Date box and select a new date.
5. Press Function  + Enter , or tap OK.

Setting an alarm for an event

The Alarm setting enables you to set an alarm for events in your Date Book. You can set an alarm to notify you minutes, hours, or days before an event. The default Alarm setting is five minutes before the time of the event, but you can change the Alarm to any number of minutes, hours, or days.

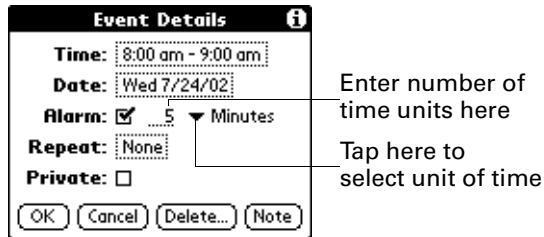
When you set an alarm, this icon  appears to the far right of the event with the alarm. When the alarm occurs, a reminder message also appears onscreen.





To set an alarm for an event:

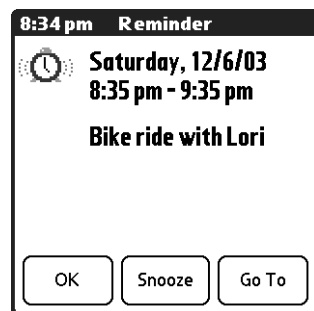
1. Select the event to which you want to assign an alarm.
2. Tap Details.
3. Tap the Alarm check box to select it.

The default setting, 5 Minutes, appears.

4. Tap the pick list to select Minutes, Hours, or Days.
5. Select the 5 and enter any number from 0 to 99 (inclusive) as the number of time units.



6. Press Function  + Enter , or tap OK.
7. When the reminder message appears on screen, do one of the following:
 - Press Function  + Enter , or tap OK, to permanently dismiss the reminder and return to the current screen.
 - Tap Snooze to dismiss the reminder and return to the current screen. The reminder message appears again five minutes after you tap Snooze, and meanwhile an attention indicator blinks in the upper-left corner of the screen to remind you of the pending alarm.
 - Tap Go To to open Date Book. Date Book opens and displays the event associated with the alarm.



Alarm for untimed events: You can set a silent alarm for an untimed event. In this case, the alarm triggers at the specified period of minutes, hours, or days before midnight (beginning) of the day of the untimed event. When the alarm triggers, the reminder list displays the alarm message until you clear it. See [“Receiving alerts”](#) in [Chapter 4](#) for details.

For example, you might set an alarm for an untimed event that occurs on February 4. If the alarm is set for five minutes, the reminder message appears at 11:55 PM on the night of February 3. The reminder remains in the reminder list until you turn on your handheld and dismiss it.

Scheduling repeating or continuous events

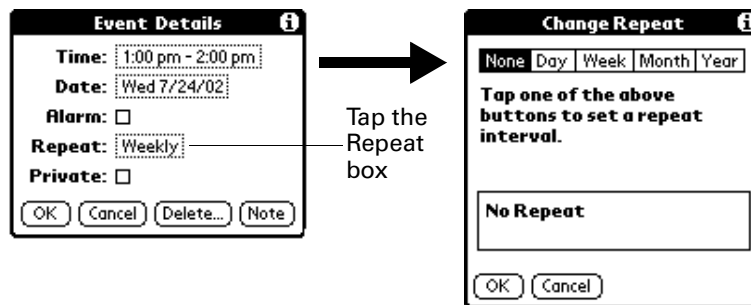
The Repeat function lets you schedule events that recur at regular intervals or extend over a period of consecutive days.



A birthday is a good example of an event that repeats annually. Another example is a weekly guitar lesson that falls on the same day of the week and the same time of day.


A business trip or a vacation is an example of a continuous event.

To schedule a repeating or continuous event:

1. Select the event.
2. Tap Details.
3. Tap the Repeat box to open the Change Repeat dialog box.





4. Tap Day, Week, Month, or Year to set how often the event repeats.
For a continuous event, tap Day.
5. On the Every line, enter a number that corresponds to how often you want the event to repeat.
For example, if you select Month and enter the number 2, the event repeats every other month.
6. To specify an end date for the repeating or continuous event, tap the End on pick list and tap Choose Date. Use the date picker to select an end date.
7. Press Function  + Enter , or tap OK.

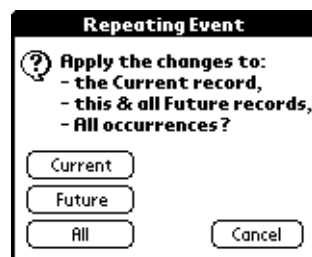
After you schedule a repeating or continuous event, the Repeat icon  appears to the far right of the event.



Changing repeating or continuous events

When you make changes to a repeating or continuous event, such as deleting or adding notes or changing the time of an event, you can decide which of the events you want to change—all events in the series, just the current event, or the current and future events.

To delete repeating events:


1. Select the record you want to delete.
2. Press Function  + Menu .
3. Select Record, and then select Delete Event.
4. Do one of the following:
 - Tap Current to delete only the current event item.
 - Tap Future to delete the current and all future event items and reset the end date of the repeating event to the last shown date.
 - Tap All to delete all occurrences of the repeating event.



5. Press Function  + Enter , or tap OK.

Considerations for repeating or continuous events

Keep the following points in mind:

- If you change the start date of a repeating event, your handheld calculates the number of days you moved the event. Your handheld then automatically changes the end date to maintain the duration of the repeating event.
- If you change the repeat interval (e.g., daily to weekly) of a repeating event, past occurrences (prior to the day on which you change the setting) are not changed, and your handheld creates a new repeating event.
- If you change the date of an occurrence of a repeating event (e.g., from January 14th to January 15th) and apply the change to all occurrences, the new date becomes the start date of the repeating event. Your handheld adjusts the end date to maintain the duration of the event. If you apply the change to current and future occurrences, past occurrences are not changed.
- If you change other repeat settings (e.g., time, alarm, private) of a repeating event and apply the change to all occurrences, your handheld creates a new event. The start date of this new event is the day on which the setting is changed.
- If you apply a change to a single occurrence of a repeating event (e.g., time), that occurrence no longer shows the Repeat icon .

Changing the Date Book view

In addition to displaying the time list for a specific day, you can also display a whole week, a month, an agenda, and the current time.

To cycle through Day, Week, Month, and Agenda views:

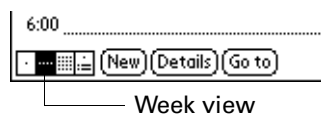
- Press the Date Book application button repeatedly to display the next view.
- Tap the appropriate view icon in the lower-left corner of Date Book.

Working in Week view

Week view shows the calendar of your events for an entire week. This view lets you quickly review your appointments and available time slots. In addition, the graphical display helps you spot overlaps and conflicts in your schedule.

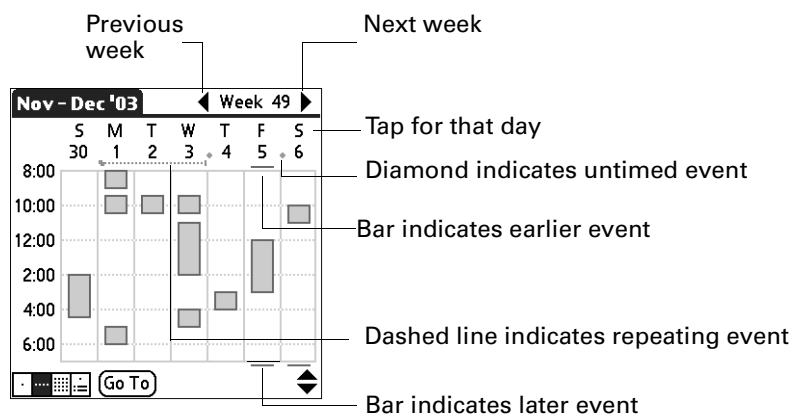
To display the Week view:

1. Tap the Week view icon.

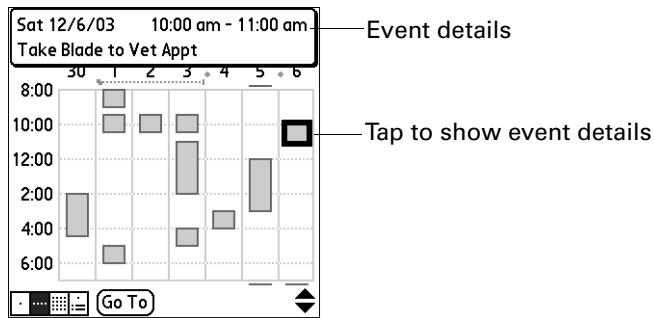


2. Tap the navigation controls to move forward or backward a week at a time, or tap on a column to display details of an event.

The Week view also shows untimed events and events that are before and after the range of times shown. Untimed repeating events appear in green.



3. Tap an event to show a description of the event.



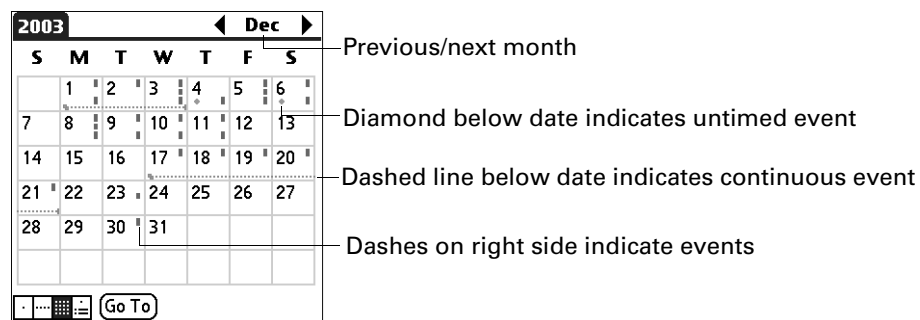
Tips for using Week view

Keep the following points in mind:

- To reschedule an event, tap and drag the event to a different time or day.
- Tap a blank time on any day to move to that day and have the time selected for a new event.
- Tap any day or date that appears at the top of the Week view to move directly to that day without selecting an event.
- Press Right and Left on the navigator to scroll to the next or previous week.
- Press Select on the navigator to insert the highlight, and then press Right and Left to select a day within the selected week. To view the events on the selected day, press Select on the navigator again.
- The Week view shows the time span defined by the Start Time and End Time in the Date Book Preferences settings. If you have an event before or after this time span, a bar appears at the top or bottom of that day's column. Use the onscreen scroll arrows to scroll to the event, or press Up and Down on the navigator to scroll to earlier and later time slots within the selected week.

Working in Month view

The Month view screen shows which days have events scheduled. Dots and lines in the Month view indicate events, repeating events, and untimed events.



Month view button

You can control the dots and lines that appear in the Month view. See [“Display Options”](#) later in this chapter.

Tips for using Month view

Keep the following points in mind:

- Tap a day in the Month view to display that day in the Day view.
- Tap the scroll arrows in the upper-right corner, or press Left and Right on the navigator, to move forward or backward a month.
- Press Select on the navigator to insert the highlight, and then press Left and Right on the navigator to scroll to a specific day. Press Select on the navigator to display that day in the Day view.
- Untimed repeating events appear in green.

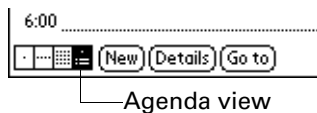
Working in Agenda view

The Agenda view shows you your untimed events, appointments, and To Do items in one screen. When you tap an untimed event or appointment in the Agenda view, the Day view appears so you can see more detailed information about the event. You can tap the check box next to a To Do item to mark it as completed. When you tap on a To Do item, your To Do list appears.

NOTE The To Do items that appear and how you can change them depends on the settings in your To Do preferences. See [“Setting To Do Preferences”](#) in [Chapter 16](#) for more information.

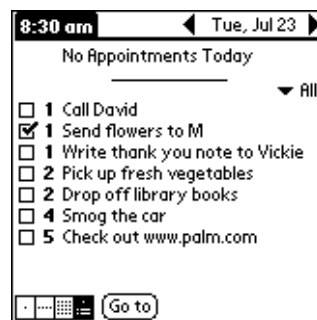
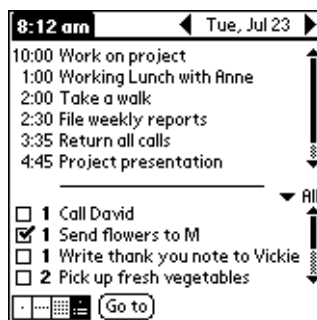
To display the Agenda view:

1. Tap the Agenda view icon.



2. Tap the navigation controls to move forward or backward a day at a time, or to display more events and To Do items.

TIP You can also press Up and Down on the navigator to scroll through the events on the selected day, or press Right and Left on the navigator to scroll to the next or previous day.

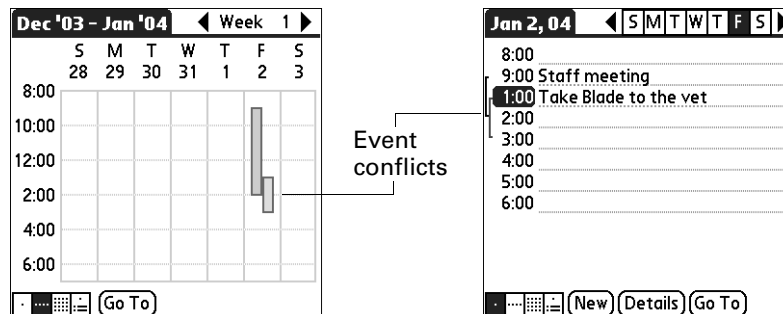


NOTE You can also change the category of To Do items shown. Tap on the pick list to choose another category. See [Chapter 16](#) for more information on working with To Do items.

Spotting event conflicts

With the ability to define specific start and end times for any event, it's possible to schedule events that overlap (an event that starts before a previous event finishes).

An event conflict (time overlap) appears in the Week View as overlapping bars. The first event created appears as a gray bar, and any subsequent conflicting events appear as a single red bar. The Day View displays overlapping red brackets to the left of the conflicting times. The Month View displays conflicting appointments in red.

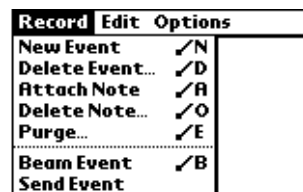


Date Book menus, preferences, and display options

Date Book menus are shown here for your reference, and Date Book features that are not explained elsewhere in this book are described here.

See “Using menus” in [Chapter 4](#) for information about choosing menu commands.

Record menu



Send Event

Opens a dialog box where you can choose how you want to send the selected event to another device. The options available depend on the software installed on your handheld.

Options menu



Display Options


Allows you to change Date Book's appearance and which events are displayed.



- | | |
|----------------------------|--|
| Show Time Bars | Activates the time bars that appear in the Day view. The time bars show the duration of an event and illustrate event conflicts. |
| Compress Day view | Controls how times appear in the Day view. When Compress Day view is off, all time slots are displayed. When it is on, start and end times are displayed for each event, but blank time slots toward the bottom of the screen disappear to minimize scrolling. |
| Month view settings | These check boxes apply to the Month view of the Date Book. You can deactivate any or all of these settings to hide Timed, Untimed, or Daily Repeating events in the Month view <i>only</i> . |

Preferences



- Start/End Time** Defines the start and end times for Date Book screens. If the time slots you select do not fit on one screen, you can tap the scroll arrows  to scroll up and down.
- Alarm Preset** Automatically sets an alarm for each new event. The silent alarm for untimed events is defined by minutes, days, or hours before midnight at the end of the date of the event.
- Alarm Sound** Sets the tone of the alarm.
- Remind Me** Defines how many times the alarm occurs after the initial occurrence. The choices are Once, Twice, 3 Times, 5 Times, and 10 Times.
- Play Every** Defines how often the alarm sounds. The choices are Minute, 5 minutes, 10 minutes, and 30 minutes.

About Date Book

Shows version information for Date Book.

Using Expense



Expense enables you to keep track of your expenses and then transfer the information to a spreadsheet on your computer. In Expense you can do the following:

- Record dates, types of expenses, amount spent, payment method, and other details associated with any money that you spend.
- Assign expense items to categories so that you can organize and view them in logical groups.
- Keep track of vendors (companies) and people involved with each expense.
- Log miles traveled for a particular date or expense category.
- Sort your expenses by date or expense type.
- Send or export your expense information to popular computer applications, such as Microsoft Excel or Microsoft Word, using Palm™ Desktop software and HotSync® technology on a Windows computer.

IMPORTANT To access Expense, you must first perform a HotSync operation with your handheld. Expense is automatically loaded onto your handheld during the first HotSync operation.

To open Expense:

1. Press Home .
2. Select the Expense icon .

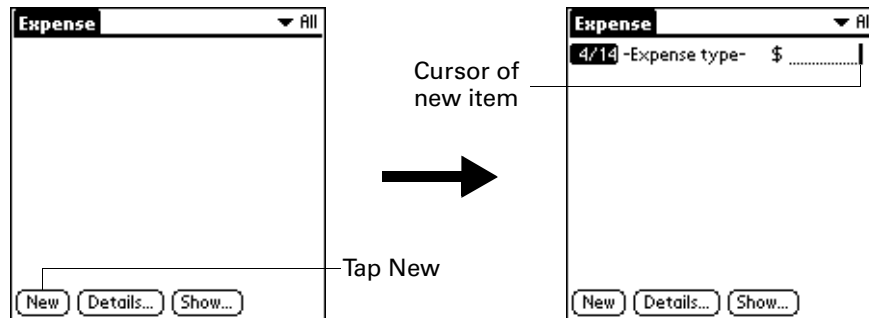
| Expense | | ▼ All |
|---------|----------------|-----------|
| 4/4 | Breakfast | \$ 23.00 |
| 4/4 | Dinner | \$ 65.00 |
| 4/4 | Hotel | \$ 88.33 |
| 4/4 | Mileage | mi 366 |
| 4/4 | Taxi | \$ 23.00 |
| 4/5 | Business Meals | \$ 269.00 |

New Details... Show...

Adding expense items

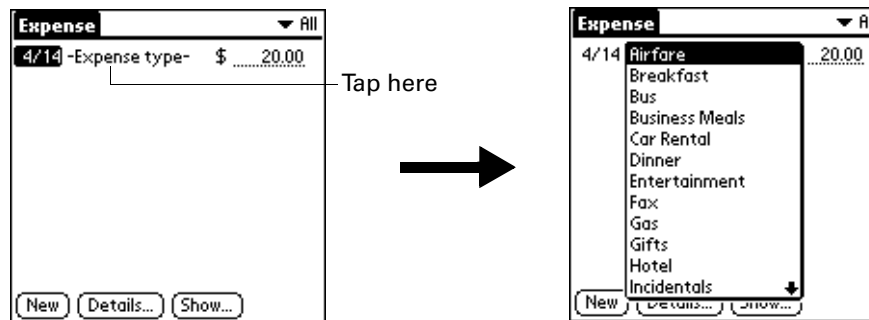
A record in Expense is called an *item*. You can sort your Expense items into categories or add other information that you want to associate with the item.

1. Tap New.



2. Enter the amount of the expense.
3. Tap the Expense type pick list and select a type from the list.

As soon as you select an expense type, your handheld saves your entry. If you do not select an expense type, it does not save the entry.



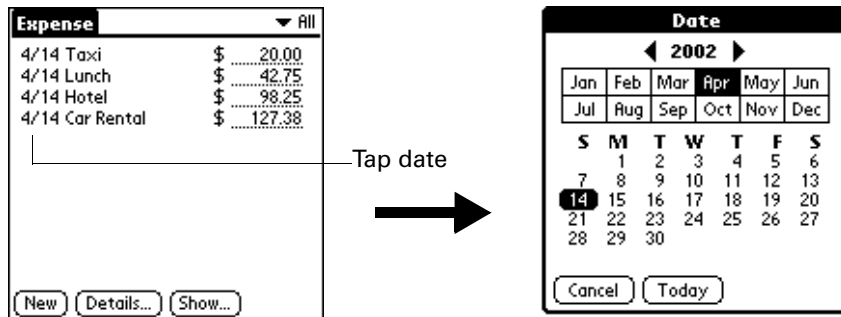
TIP Another quick way to create a new Expense item is to make sure that no Expense item is selected in the Expense list, type the first letter(s) of the expense type, and then type the numerical amount of the Expense item. This technique takes advantage of the automatic fill feature. See “Options menu” later in this chapter for details.

Changing the date of an Expense item

Initially, Expense items appear with the date on which you enter them. You can change the date associated with any Expense item.

To change the date of an Expense item:

1. Tap the Expense item you want to change.
2. Tap the date of the selected item.



3. Tap the new date.

Entering receipt details

Expense provides a variety of options that you can associate with an item. These options appear in the Receipt Details dialog box.

To open the Receipt Details dialog box:

1. Tap the Expense item to which you want to assign details.
2. Tap Details.

The screenshot shows the Receipt Details dialog box with the following fields and options:

- Category:** ▼ Unfiled
- Type:** ▼ Lunch
- Payment:** ▼ Unfiled
- Currency:** ▼ \$
- Vendor:**
- City:**
- Attendees:** Who...

Buttons at the bottom: OK, Cancel, Delete, Note, and an upward arrow.

3. Select any of the following options:

Category Opens a pick list of system and user-defined categories. See [“Categorizing records”](#) in [Chapter 4](#) for more information.

Type Opens a pick list of expense types.

- Payment** Enables you to choose the payment method used to pay the Expense item. If the item is prepaid (such as airline tickets supplied by your company), you can choose Prepaid to place your expense in the appropriate company-paid cell of your printed expense report.
- Currency** Enables you to choose the type of currency used to pay the Expense item. The default currency unit is defined in the Preferences dialog box. You can also display up to four other common types of currency. See [“Customizing the Currency pick list”](#) later in this chapter for more information.
- Vendor and City** Enables you to record the name of the vendor (usually a company) associated with the expense and the city where the expense was incurred. For example, a business lunch might be at Rosie’s Cafe (Vendor) in San Francisco (City).
- Attendees** See [“Looking up names to add to Expense records”](#) in Chapter 4 for more information.

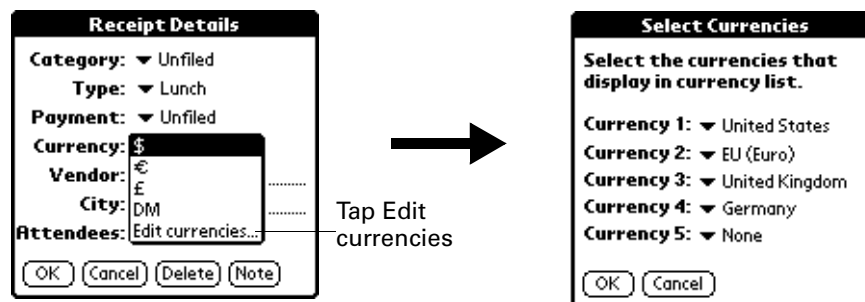
4. Press Function  + Enter  or tap OK.





Customizing the Currency pick list

You can select the currencies and symbols that appear in the Currency pick list.

To customize the Currency pick list:

1. Tap the Currency pick list in the Receipt Details dialog box, and then select Edit currencies.






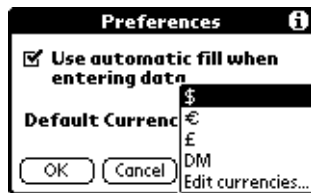
2. Tap each Currency pick list and select the country whose currency you want to display on that line.
3. Press Function  + Enter  or tap OK to close the Select Currencies dialog box.
4. Press Function  + Enter  or tap OK.

Changing the default currency

You can select which currency appears by default when you're entering Expense items. You can override this setting when entering individual expense items.

To change your default currency:

1. Open Expense.
2. Press Command Stroke  + R.
Alternately, press Function  + Menu , and then select Preferences on the Options menu.
3. Tap the Default Currency pick list.
4. Select the currency symbol that you want to appear in Expense.






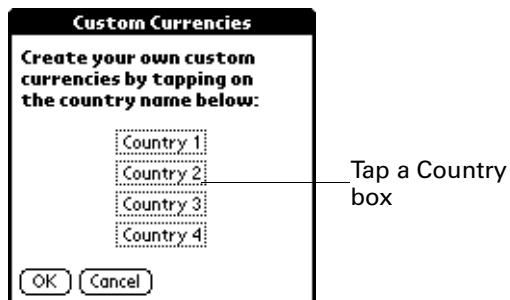
5. Press Function  + Enter  or tap OK.

Defining a custom currency symbol

If the currency you want to use is not in the list of countries, you can create your own custom country and currency symbol.





To define a custom currency symbol:

1. Press Command Stroke  + Y.
Alternately, press Function  + Menu , and then select Custom Currencies on the Options menu.
2. Tap one of the four Country boxes.



3. Enter the name of the country and the symbol that you want to appear in Expense.



4. Press Function  + Enter  or tap OK to close the Currency Properties dialog box.
5. Press Function  + Enter  or tap OK.

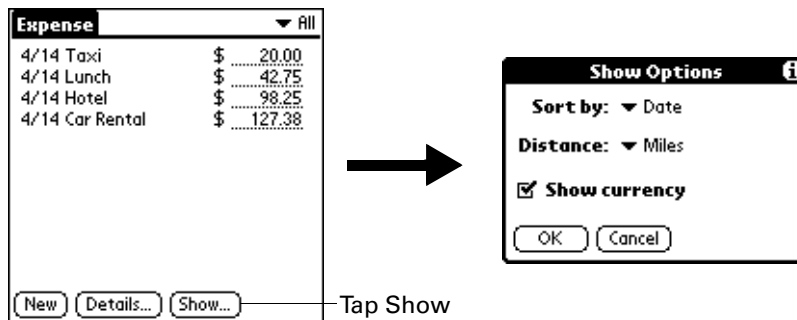
NOTE If you want to use your custom currency symbol as the default for all Expense items, select the symbol in the Preferences dialog box. If you want to use your custom currency symbol only for a particular Expense item, select the symbol in the Receipt Details dialog box associated with that item.

Setting Show Options

Show Options defines the sort order and other settings that relate to your Expense items.

To open the Show Options dialog box:

1. In the Expense list, tap Show.
2. Select any of the options.



- Sort by** Enables you to sort expense items by date or type.
- Distance** Enables you to display Mileage entries in miles or kilometers.
- Show currency** Shows or hides the currency symbol in the Expense list.

3. Press Function  + Enter  or tap OK.

Working with Expense data on your computer

After you enter your expenses into the Expense application on your handheld and perform a HotSync operation, Palm Desktop software enables you to do any of the following on your computer. See the Palm Desktop software online help for details. This feature is not available on Mac computers.

- Add, modify, and delete your Expense data.
- Organize your Expense data by category, amount, date, type, or notes.
- View Expense data in various formats: List, Large Icons, or Small Icons.
- Record individual expenses in various currencies and display the total in one selected currency type.
- Print Expense reports.
- Transfer Expense data to other applications, such as Microsoft Excel, using the Send command or Export command, and import data in popular file formats.

Displaying the euro on your computer

When you perform a HotSync operation, the euro symbol is transferred to Palm Desktop software like any other piece of data on your handheld. The symbol appears in Palm Desktop software, however, only if you are using fonts that support the euro symbol.

These fonts are part of the operating system on your computer. They do not reside with your Desktop application, and they are not produced by Palm, Inc. For more information refer to the documentation that accompanies your desktop computer's operating system.

Printing the euro

Even with operating system support, problems may arise when you print documents that contain the euro. When a font is present on both the printer and the computer, the printer font is used by default to increase printing speed. If the printer font does not include the euro, a box is printed instead of the euro symbol.

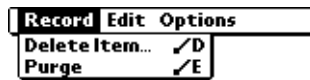
These fonts are part of the operating system on your computer. They do not reside with your Desktop application, and they are not produced by Palm, Inc. For more information, refer to the documentation that accompanies your desktop computer's operating system.

Using Expense menus

Expense menus are shown here for your reference, and Expense features that are not explained elsewhere in this book are described here.

See “Using menus” in [Chapter 4](#) for information about choosing menu commands.

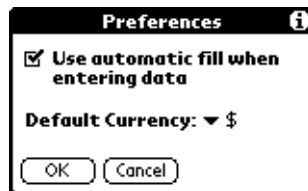
Record menu



Options menu




Preferences Opens the Preferences dialog box where you can select automatic fill and default currency options.



Use automatic fill. Enables you to select an expense type by typing the first letter of an expense type. For example, if you type the letter *T*, it enters the “Taxi” expense type. Typing *T* and then *E* enters *Telephone*, which is the first expense type beginning with the letters *TE*.

About Expense Shows version information for Expense.

Using Memo Pad

 Memo Pad provides a place to take notes that are not associated with records in Date Book, Address Book, or To Do List. The number of memos you can store is dependent only on the memory available on your handheld. Use Memo Pad to do the following:

- Send memos to popular computer applications like Microsoft Word when you synchronize using Palm™ Desktop software and HotSync® technology.
- Assign memos to categories so that you can organize and view them in logical groups.
- Write down phone numbers and other types of information that you can later copy and paste into other applications.

To open Memo Pad:

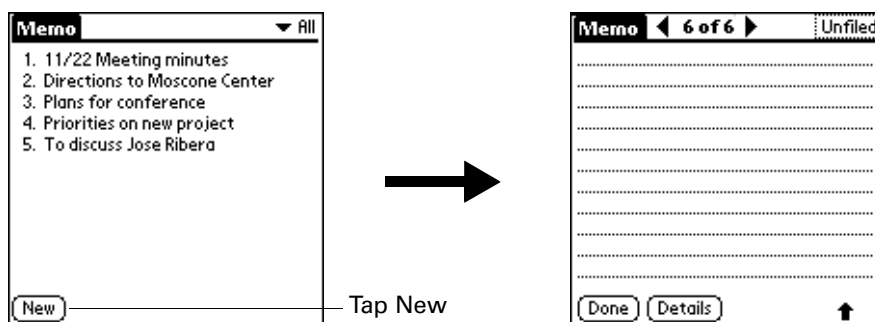
1. Press Home .
2. Tap the Memo Pad icon .

Creating memos

A record in Memo Pad is called a *memo*. You can assign memos to categories and mark them private as described in [Chapter 4](#). This section covers how to create a memo.

To create a new memo:

1. Open Memo Pad.
2. Tap New.



TIP In the Memo list screen, you can also begin typing to create a new memo. The first letter is automatically capitalized and begins your new memo. If you have a memo open, you can press Command Stroke (⌘) + N.

3. Enter the text that you want to appear in the memo.
4. Press Function (⏏) + Enter (↵), or tap Done.

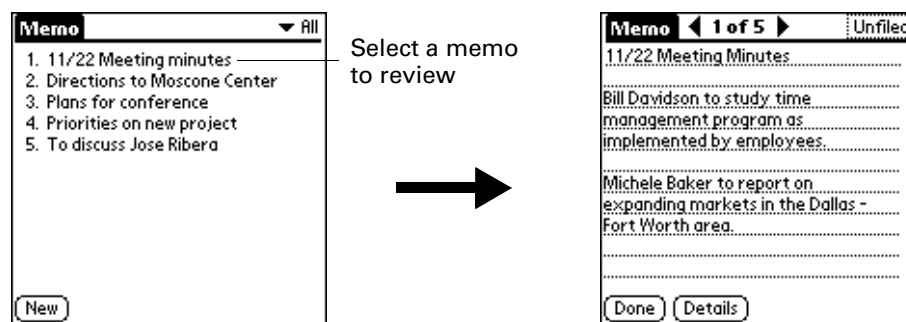
Reviewing memos

The first line of a memo appears in the Memo list. This makes it easy to locate and review your memos.

To review a memo:

1. In the Memo list, select the text of the memo.

TIP You can also select, review, and move between memos with the navigator. See “Using the navigator” in Chapter 3 for details.



2. Review or edit the text in the memo.
3. Press Function (⏏) + Enter (↵), or tap Done.

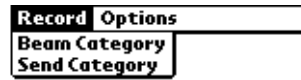
Using Memo Pad menus

Memo Pad menus are shown here for your reference, and Memo Pad features that are not explained elsewhere in this book are described here.

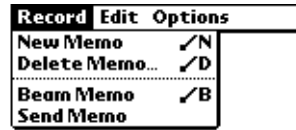
See “Using menus” in Chapter 4 for information about choosing menu commands.

The Record and Options menus differ depending on whether you’re displaying the Memo list or an individual memo.

Record menus



Memo list



Memo screen

Send Category Opens a dialog box where you can choose how to send all records in the selected category to another device. The options available depend on the software installed on your handheld.

Send Memo Opens a dialog box where you can choose how to send the selected memo to another device. The options available depend on the software installed on your handheld.

Options menus



Memo list



Memo screen

Preferences Displays the Memo Preferences dialog box, where you define the sort order for memos.

About Memo Pad Shows version information for Memo Pad.

Using Palm™ Mobile



Palm™ Mobile is a fast and simple way to use your handheld to make and receive calls. The Mobile features differ depending on your wireless service provider. Use Palm Mobile to do the following:

- Dial a number in a multitude of ways, such as from the keypad, or by using speed dial, call history, or your Address Book.
- Answer a second call while automatically placing the current caller on hold.
- Retrieve voicemail.
- Make and manage a conference call.
- Retrieve Caller ID information from your Address Book.
- View a history list of your last 20 missed, incoming, and received calls.
- Create call reminders to help you follow up on calls.
- Quickly access a list of frequently called numbers.
- Attach notes to the Address Book entry of the person you are speaking with.

NOTE The Mobile features available on your handheld depend on your contract with your wireless service provider.

IMPORTANT Whenever you use the wireless features of your handheld, please observe the guidelines or prohibitions on the use of wireless devices in your current location. For example, when you are on an airplane, do not turn on your radio at times when government or airline regulations prohibit the use of cellular phones. You can, of course, use all other applications of your handheld in accordance with airline regulations for electronic devices.

Using your hands-free headset

Your handheld functions as a mobile phone using a hands-free headset. The headset enables you to answer and end calls.

The headset cable connects to the jack at the upper-left of the handheld. Once the jack is connected and the earpiece speaker is placed in your ear, you can answer and end calls by using the button on the headset microphone.

The button on the headset microphone changes function according to the call status:

Mobile radio off or Mobile radio on—no calls **Short press:** Opens Palm Mobile and cycles through screens.
Long press: Continuous cycling through Palm Mobile screens.

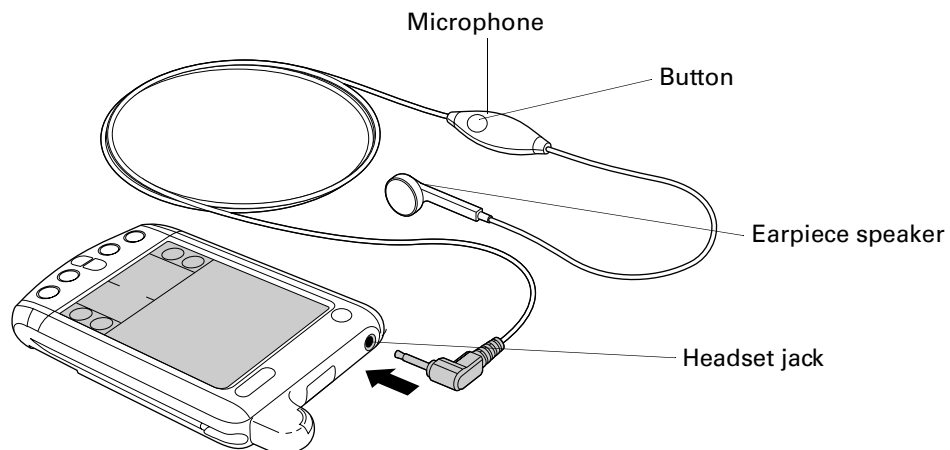
Mobile radio on—phone ringing **Short press:** Answers call.
Long press: Ignores the call and sends the call to voicemail.

Mobile radio on—active call in session **Short press:** If you are currently in another application, returns you to Palm Mobile Active Call screen. If you are in Palm Mobile, cycles to the next application screen.
Long press: Ends currently active call.

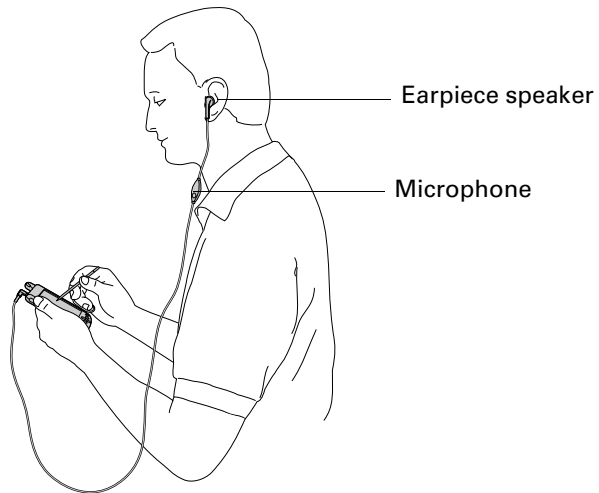
Mobile radio on—active call in session and phone is ringing **Short press:** If you are currently in another application, returns you to Palm Mobile Active Call screen. If you are in Palm Mobile, cycles to the next application screen.
Long press: Ignores the call and sends the call to voicemail.

To use the hands-free headset:

1. Insert the headset connector into the voice jack.





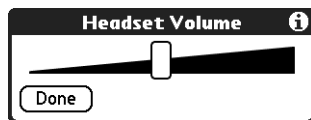
2. Place the earpiece speaker comfortably in your ear.





When you have an active call, you can adjust the speaker volume on your headset using the Volume dialog box.

To adjust the volume during an active call:

1. Perform one of the following:
 - Press Function  + Menu , and then select Volume.
 - When a call is active, press Up or Down on the navigator.
2. When the Headset Volume screen appears, adjust the volume using the slider or navigator.





3. Press Function  + Enter , or tap Done.

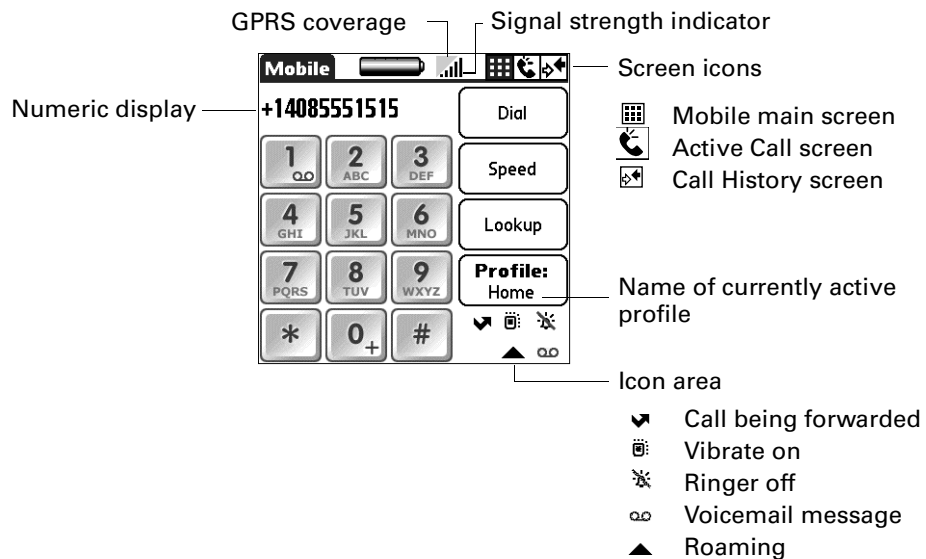
Opening Palm Mobile

You can open Palm Mobile from the Applications Launcher or from the headset.

NOTE The Mobile features available on your handheld depend on your contract with your wireless service provider. Some wireless service providers require a PIN to turn on the mobile radio. Check with your wireless service provider for more information.

To open Palm Mobile from the Mobile icon in Applications Launcher:

1. Press the Home .
2. Tap the Palm Mobile icon .



To open Palm Mobile from the headset:

- If the headset is not plugged in, insert the headset plug into the headset jack on your handheld.

The Palm Mobile application automatically opens. If the mobile radio is not on, the mobile radio automatically turns on.

- If the headset is already plugged in, press the button on the headset.

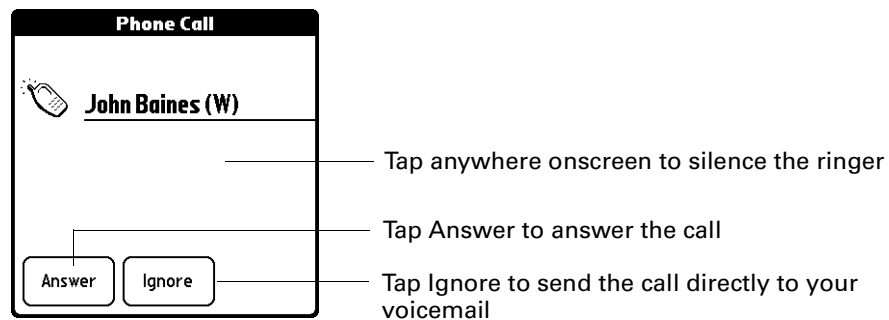
See [“Using your hands-free headset”](#) earlier in this chapter for more information on using the headset button.

Answering a phone call

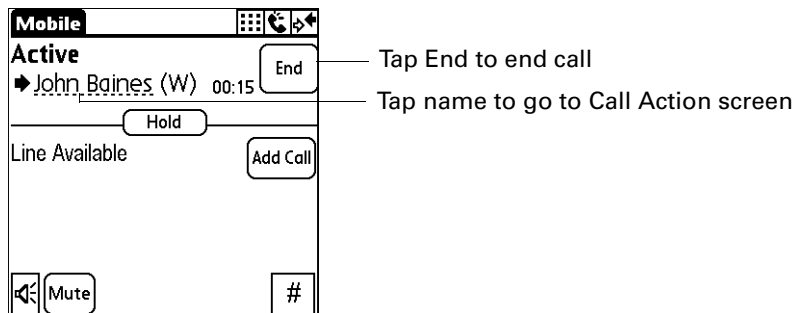
When you receive a call, a notification message is displayed with any caller information that is available.

To answer a phone call:

1. Do one of the following:
 - If your headset is not plugged in, insert the headset plug into the voice jack on your handheld and place the speaker in your ear. Palm Mobile automatically opens and answers the phone call.
 - If your headset is plugged in when the call notification arrives, tap Answer.



2. Begin communicating.



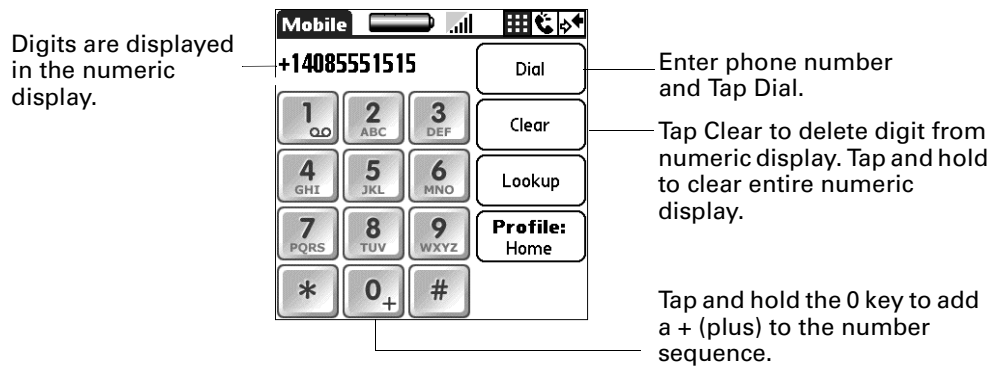
Dialing a number from the keypad

You can dial a number using the keypad the same as you would using a mobile phone.

To dial a number from the keypad:

1. Tap the telephone number on the keypad.

TIP You can also enter the telephone number using your keyboard.



2. Tap Dial.

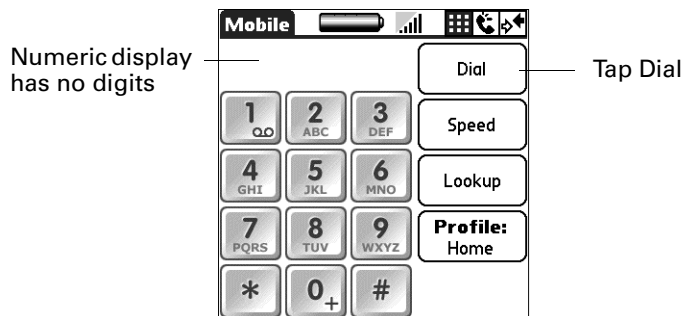
The number is dialed and added to the Call History list. You are ready to communicate.

Redialing the most recently dialed number

You can quickly redial the most recently dialed number.

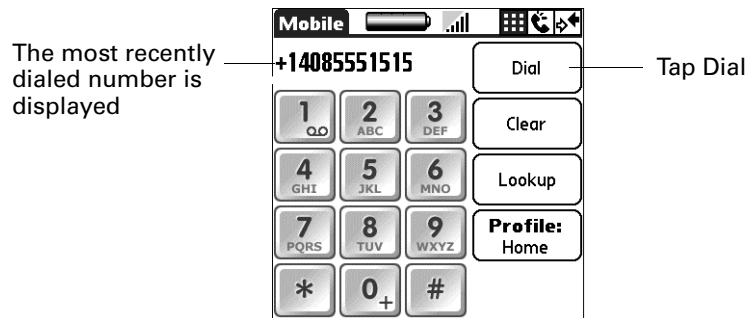
To redial the most recently dialed number:

1. Tap Dial when the numeric display has no digits.

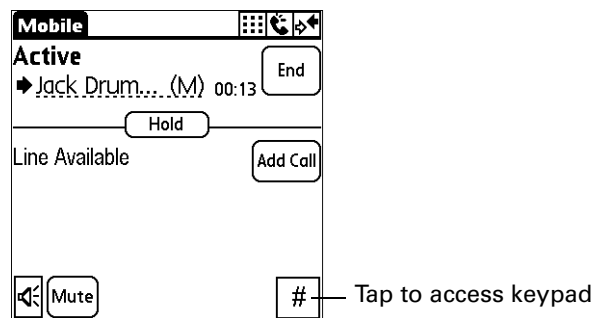


2. Tap Dial.

The number is dialed and added to the Call History list. You are now ready to communicate.



TIP If you need to enter digits during the phone call to access voicemail or an automated phone-answering system, press the Keypad icon and use the on-screen keypad to enter the digits. Also, you can enter the numbers or characters from the keyboard.



Managing a phone call

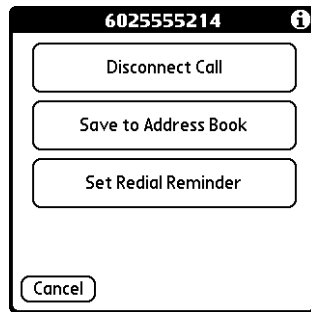
When the phone call is answered or when you place a call, the Active Call screen is displayed. If you select the name or number, you go to the Call Action screen where you can do the following:

- Save the number to the Address Book.
- Add an Address Book note.
- Set a redial reminder.
- Disconnect the call.

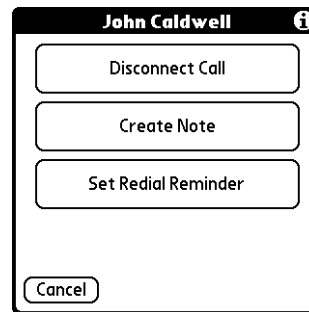
To manage a phone call:

1. Tap the name.
2. Tap the appropriate button.

Number not found in Address Book



Number in Address Book



You can use any of the following features:

- Disconnect call** Disconnects only the current selected call, not the calls on hold.
- Save to Address Book** Opens the Save to Address Book screen. The Save to Address Book button changes to Create Note if the number was found in your Address Book when the call was received or placed.
- Create note** Attaches a note to the Address Book entry.
- Set Redial Reminder** Opens the Set Redial Reminder dialog box. See [“Creating a redial reminder”](#) later in this chapter.

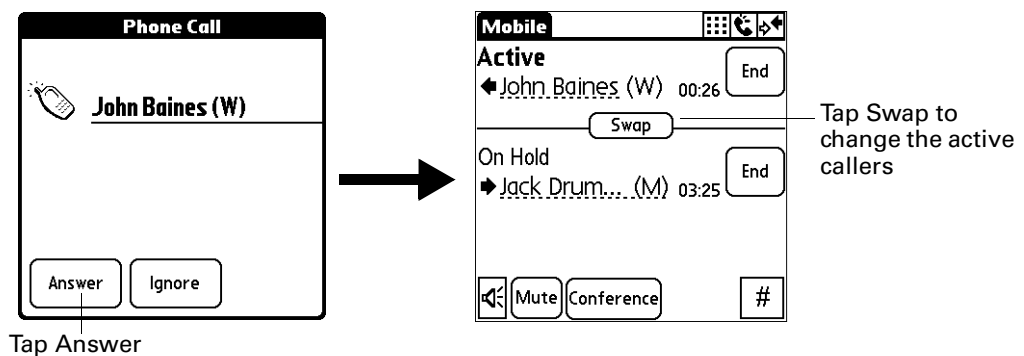
Answering call waiting

If you receive a call while you are on the line with another caller, you can place the current caller on hold and answer the other call. You can also ignore the call and allow it to go to voicemail.

To answer call waiting:

- Tap Answer.

The original caller is put on hold, and the new caller becomes the active caller.



Using conference calling

Conference calling enables you to have from two to five active callers conversing together.

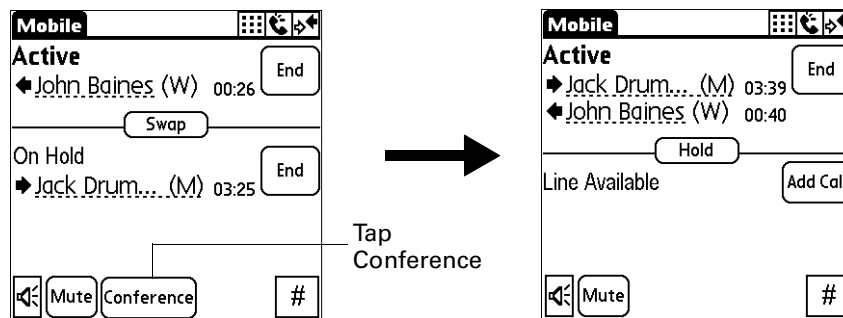
NOTE The Mobile features available on your handheld depend on your contract with your wireless service provider.

Creating a conference call

You can create a conference call by conferencing the current callers, or you can dial and add callers.

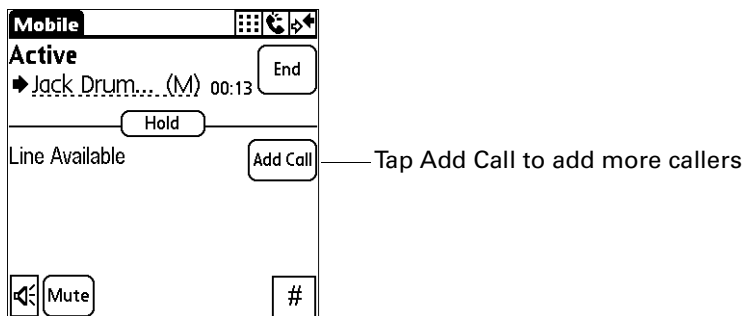
To create a conference call with an active caller and callers on hold:

- Tap Conference.

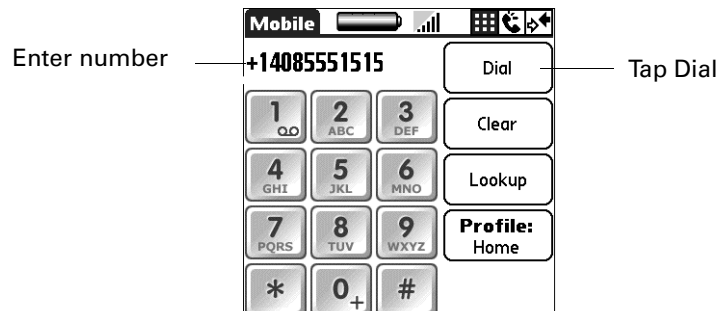


To place a conference call:

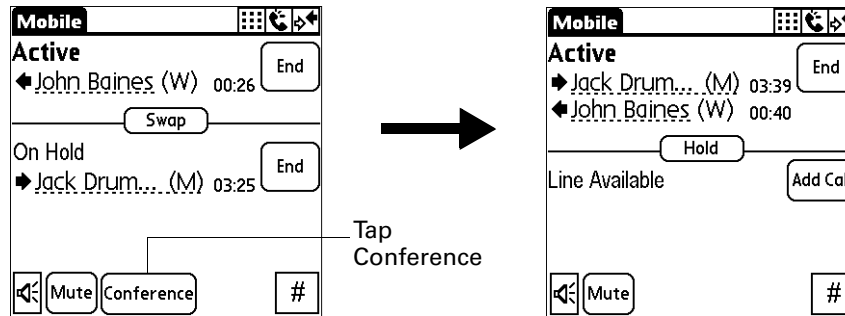
1. Tap Add Call.



2. Enter the number and tap Dial.



- Once the number appears as the Active caller, tap Conference.



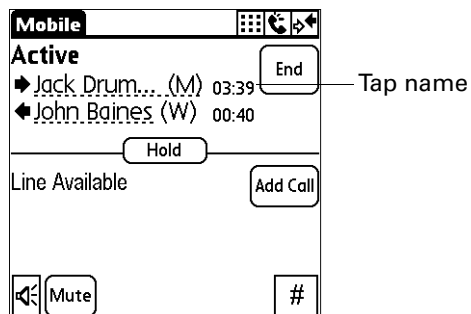
Managing a conference call

Palm Mobile enables you to manage all parts of a conference call. You can do the following:

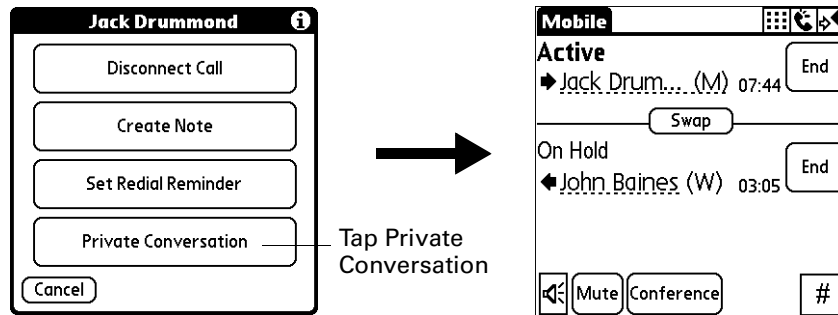
- Have a private conversation with one of the callers while the other callers are put on hold
- Mute the microphone on your earbud cable
- Disconnect one participant from the conference call
- Disconnect all participants from the conference call

To have a private conversation with one caller:

- Tap name.



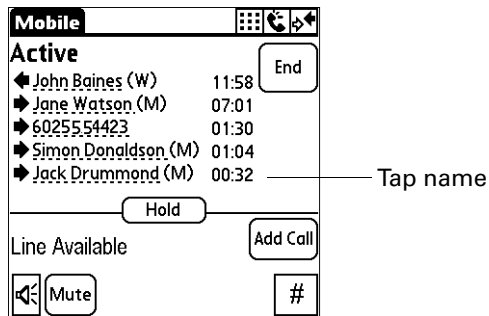
2. Tap Private Conversation.



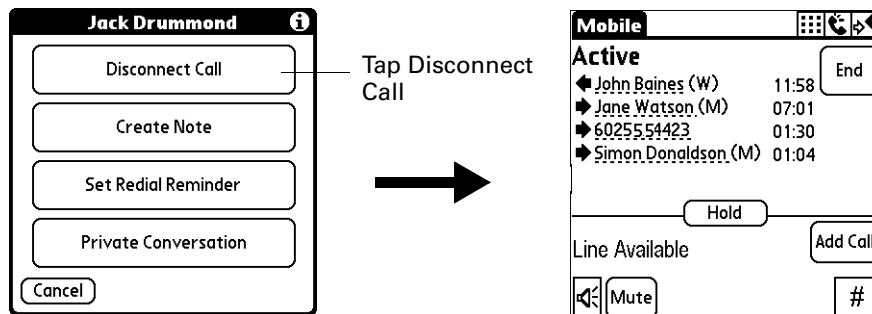
3. Tap Conference to end the private conversation and return to the conference call.

To disconnect one caller:

1. Tap name.

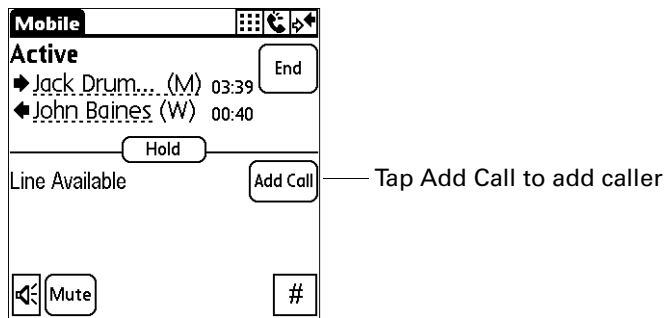


2. Tap Disconnect Call.



To add a caller to a current conference call:

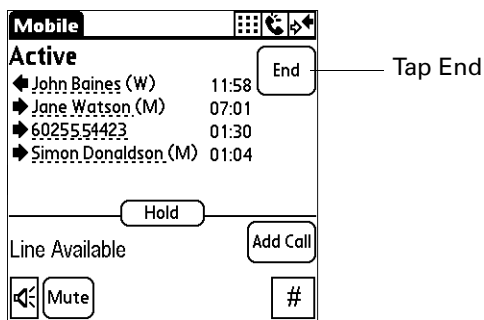
1. Tap Add Call.



2. Enter the number and tap Dial.
3. Once the number appears as the Active caller, tap Conference to add callers on hold.

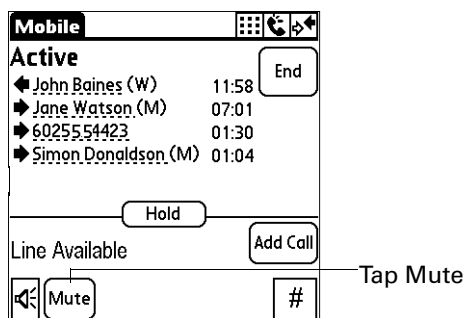
To end the conference call:

- Tap End.



To mute the conference call:

- Tap Mute.



Retrieving voicemail

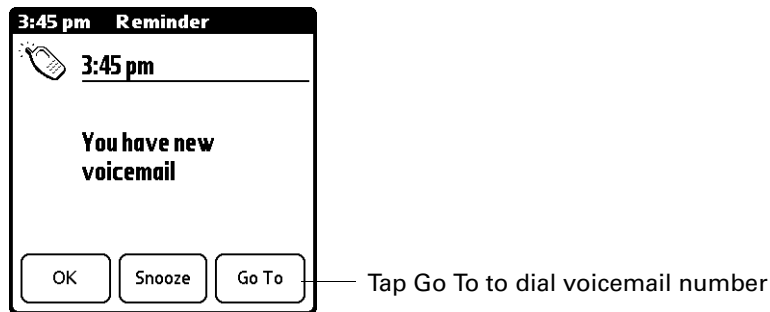
NOTE Your wireless service provider determines your voicemail properties, such as mailbox size, the number of rings before diverting a call to voicemail, and how to record your voicemail message. Contact your wireless service provider for information on setting up your voicemail.

When a voicemail message is waiting, a notification message is displayed. You can retrieve your voicemail messages directly from the notification message or from the Palm Mobile application. Your voicemail access number is configured in the Mobile preferences screen. See [“Keyboard Preferences”](#) in [Chapter 21](#) for more information.

To retrieve voicemail from a notification message:

- Tap Go To.

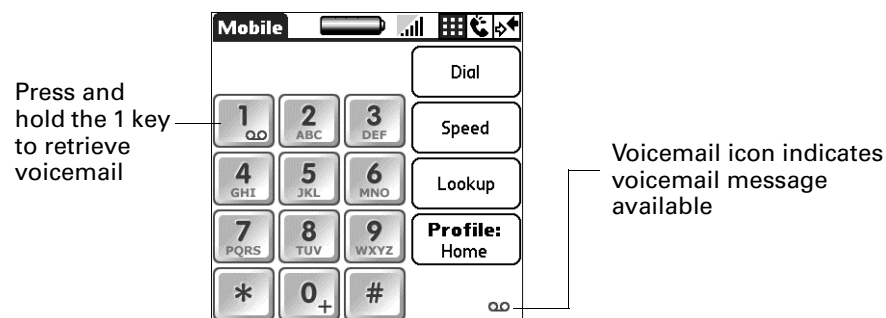
Your voicemail number is dialed.



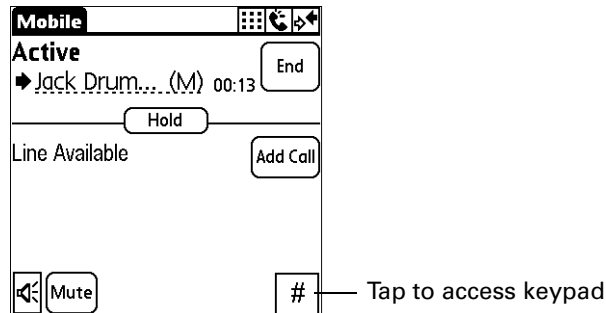
To retrieve voicemail message from Palm Mobile:

- Press and hold the 1 key.

Your voicemail number is dialed.



TIP If you need to enter digits during the phone call to access voicemail or an automated phone answering system, press the Keypad icon and use the on-screen keypad to enter the digits. Also, you can enter the numbers or characters from the keyboard.



Using speed dial

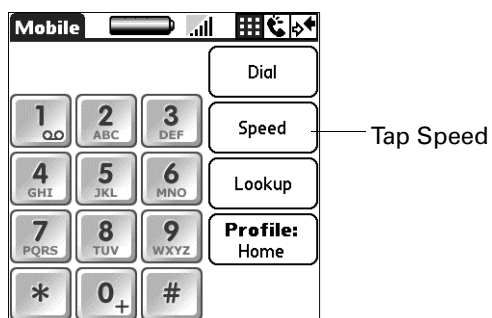
Speed-dialing enables you to quickly dial your most commonly used numbers. The three speed-dial categories enable you to save 24 numbers.

Creating a speed-dial entry

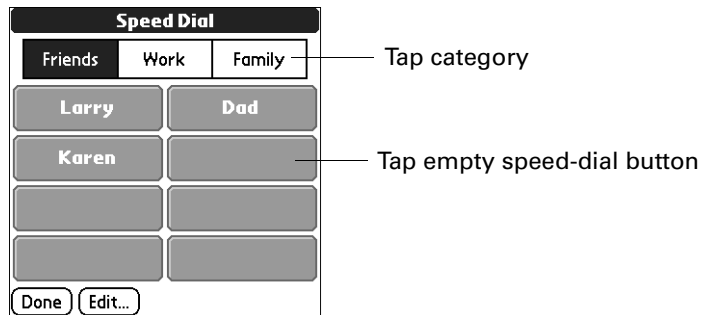
You can use your Address Book to create a speed-dial entry.

To create a speed dial entry:

1. Tap Speed.

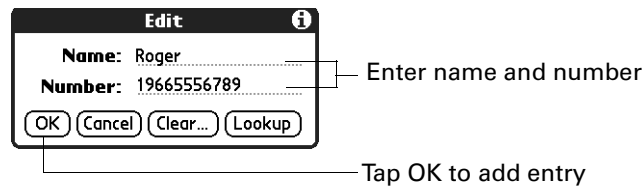




2. Tap a category and then tap an empty speed-dial button.



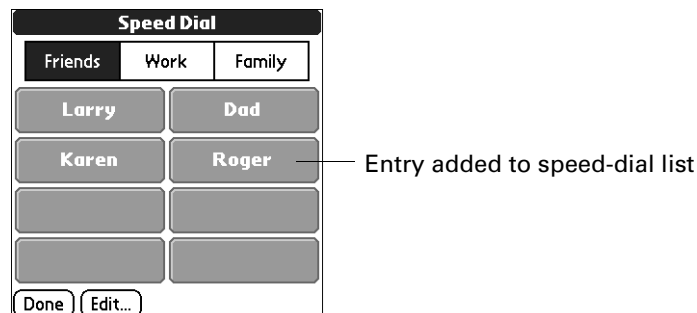
3. Enter a name and telephone number.

You can type the letter “p” or a comma (,) to add a two second pause.



4. Press Function  + Enter , or tap OK.

The name appears on the speed-dial list.



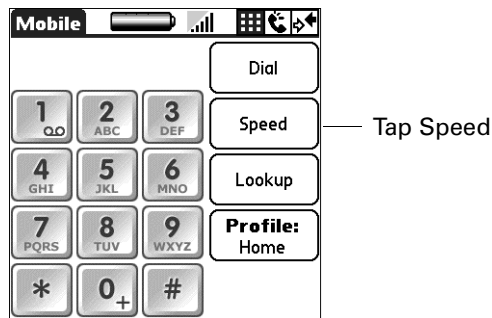
5. Tap Done.

Dialing a speed-dial entry

Before you can dial speed-dial entries, you must create them. For information on creating speed-dial entries, see [“Creating a speed-dial entry”](#) earlier in this chapter.

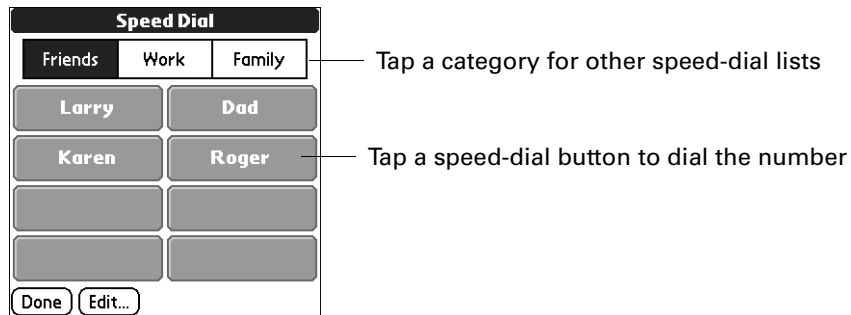
To dial a speed-dial entry:

1. Tap Speed.



2. Tap a category and then tap one of the speed-dial buttons.

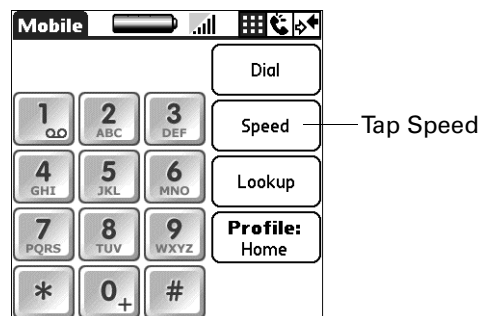
The number is dialed and added to the Call History list. You are now ready to communicate.



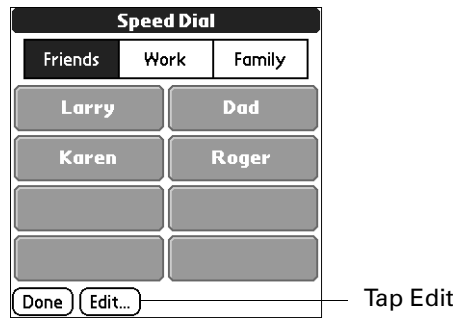
Editing a speed-dial entry

To edit a speed-dial entry:

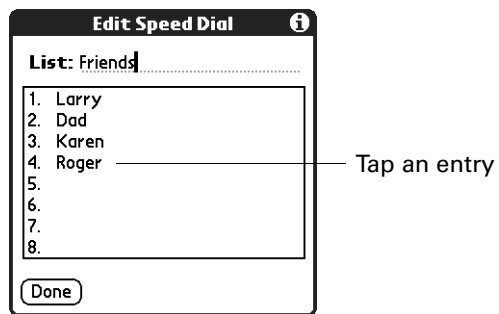
1. Tap Speed.



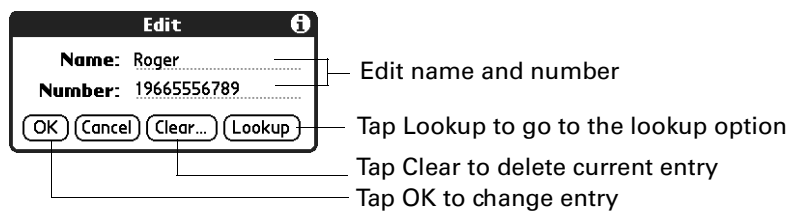
2. Tap Edit.





3. Tap an entry.



4. Edit the entry.



5. Press Function  + Enter , or tap OK.

Using the Call History list


Your handheld keeps a list of 20 of the most recently dialed numbers. If the number is an Address Book entry, the name from the Address Book entry appears in the Call History list.

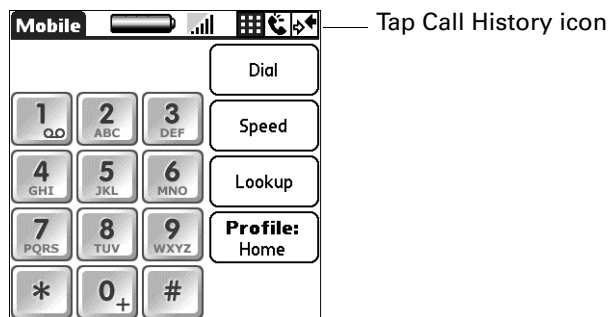
You can also add an entry from Call History to your Address Book.

Dialing a number from the Call History list

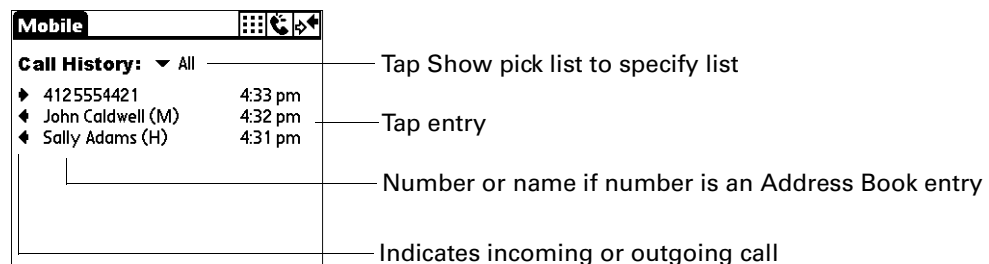
You can dial a number using the Call History list.

To dial a number from the Call History list:

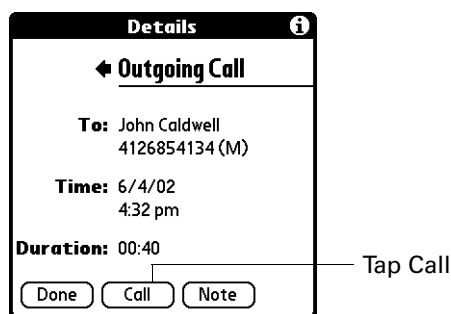
1. Tap the Call History icon .



2. Tap an entry from the list.

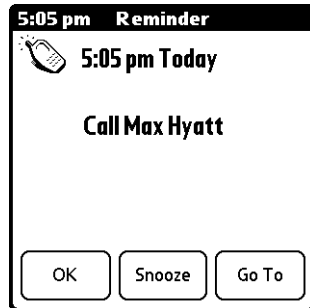


3. Tap Call.



Using redial reminders

A redial reminder notifies you of an appointment you set to make a call. The reminder gives you the standard option to make the call, snooze, or go to the Reminders menu.

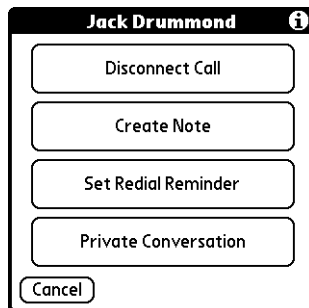


Creating a redial reminder

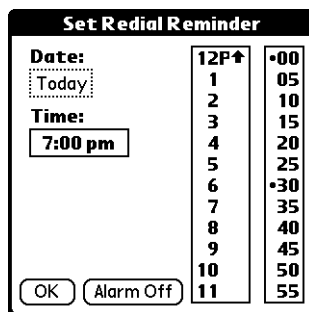
You can create a redial reminder from the Call Actions screen and from the Mobile dialog box.



To create a redial reminder:

1. Tap Set Reminder or Set Redial Reminder.



2. Set the date, time, and alarm.





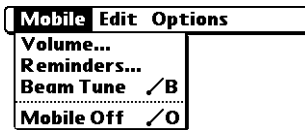
3. Press Function  + Enter , or tap OK.

Managing redial reminders

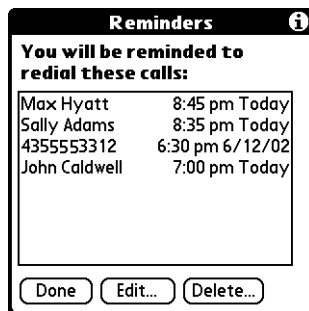
You can view and edit your redial reminders.



To view and edit the redial reminder list:

1. Press Function  + Menu .



2. Select Reminders.
3. Edit your redial reminders.



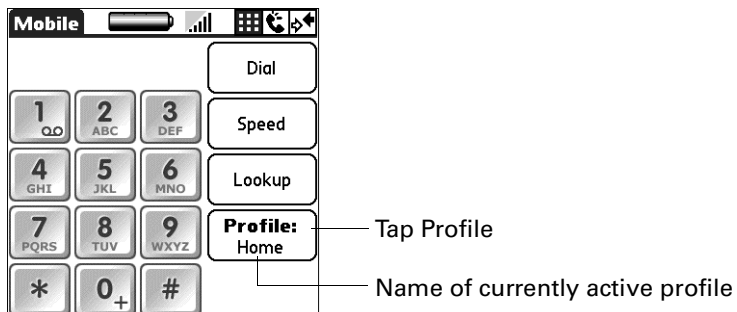
4. Press Function  + Enter , or tap Done.

Managing profiles

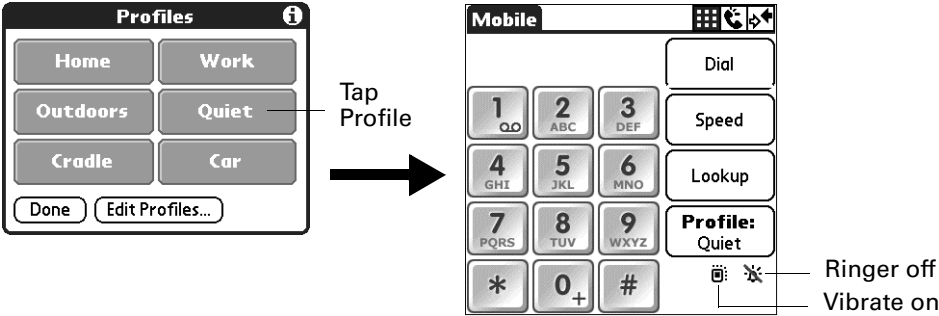
The phone profiles store settings for call diverting and the ringer. You can set up to six profiles.

To change your currently active call profile:

1. Tap Profile.



2. Tap one of the profiles.

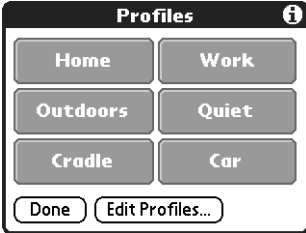


To edit your call profiles:

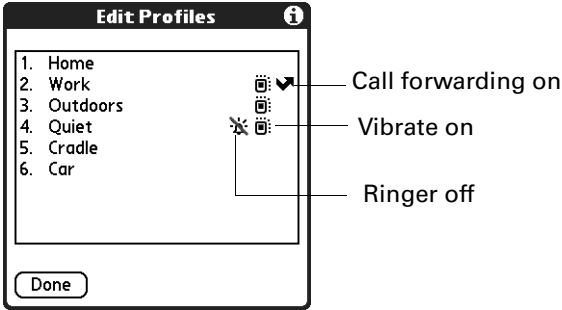
1. Tap Profile.



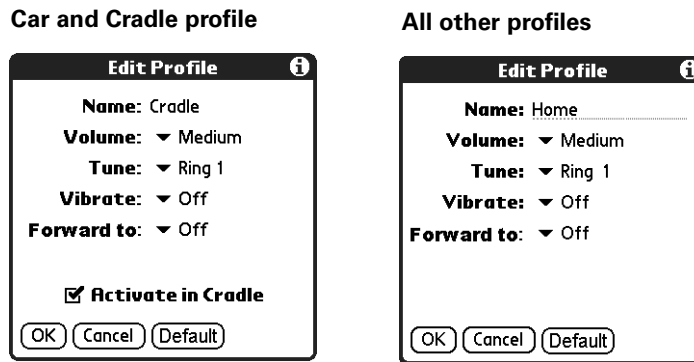
2. Tap Edit Profiles.



3. Tap a profile.







4. Edit the profile.



You can edit the following settings:

| | |
|---------------------------|---|
| Name | The name of your profile. Car and Cradle profile names cannot be changed. |
| Volume | Adjusts the volume level or turns off the ringer. |
| Tune | Sets the tune of the ringer. There are multiple tunes and ring styles to choose from. When you make a selection, the tune plays. |
| Vibrate | Sets the vibrator option to on, off, or vibrate then ring. |
| Forward to | Sets the call forwarding option to off, forward to voicemail, or other. If you select other, a field appears where you can enter the phone number you want to forward the call to. |
| Activate in Cradle | Car and Cradle profiles only: Auto-activates the profile when the handheld is placed in the cradle. When the handheld is removed from the cradle, the original profile is restored. |
| Default | Changes the options to the default settings in each list. |


5. Press Function  + Enter , or tap OK.
6. Press Function  + Enter , or tap Done.



Managing ring tunes

You can choose a ringer tune from a tune list for each of your profiles (see [“Managing profiles”](#) earlier in this chapter). You can manage the list of available tunes from the Select Tune screen by deleting tunes and beaming tunes to other devices. You can also receive tunes beamed from other devices. For more information on receiving beamed information, see [“Using elements of the handheld interface”](#) in [Chapter 3](#).

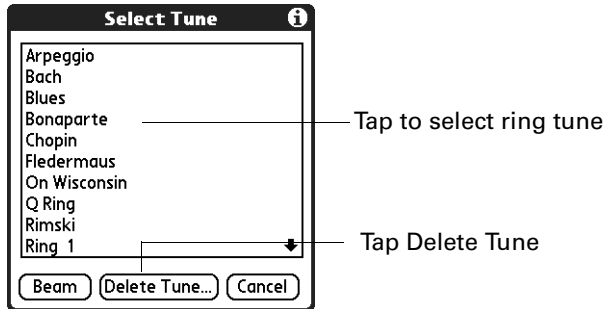
NOTE You can receive Nokia ring tunes, but you cannot send them to another device.

To delete a ring tone:

1. Press Command Stroke  + B.

Alternately, press Function  + Menu , and then select Beam Tune from the Mobile list.


2. Tap a ring tune.





3. Tap Delete Tune.

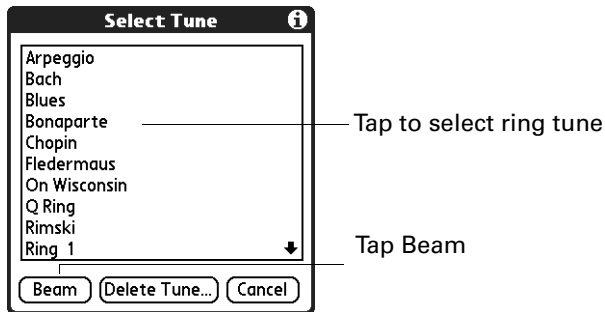
4. Tap Delete.

To beam a ring tune:

1. Press Command Stroke  + B.

Press Function  + Menu , and then select Beam Tune from the Mobile list.

2. Tap a ring tune.



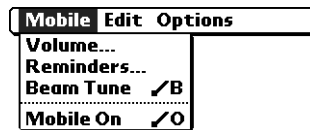
3. Tap Beam.

Using Palm Mobile menus

The Palm Mobile menus are shown here for your reference, and menu features that are not explained elsewhere in this book are described here.

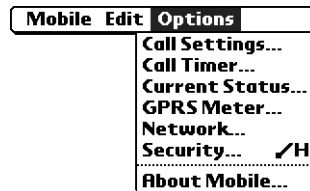
See “Using menus” in [Chapter 4](#) for information about choosing menu commands.

Mobile menu



Mobile On Turns the mobile radio on or off.
Mobile Off

Options menu



Call Settings Opens the Call Settings preferences screen where you can do the following:

- Set call waiting. See “[Enabling call waiting](#)” in [Chapter 21](#).
- Conceal your number. See “[Concealing your number](#)” in [Chapter 21](#).
- Divert your calls. See “[Diverting your calls](#)” in [Chapter 21](#).


Call Timer Opens the Call Timer preferences screen where you can track your phone time. See “[Tracking your phone time](#)” in [Chapter 21](#).

Current Status Opens the Current Status preferences screen where you can check the status of your connection. See “[Checking your current status](#)” in [Chapter 21](#).

GPRS Meter Opens the GPRS preferences screen where you can check the status of your connection. See “[Checking your GPRS network usage](#)” in [Chapter 21](#).


- Network** Opens the Network preferences screen where you can do the following:
- Customize your list of network carriers. See [“Setting your network selection search mode”](#) in Chapter 21.
 - View and customize your preferred network list. See [“Viewing and editing your preferred networks list”](#) in Chapter 21.
- Security** Opens the Security preferences screen where you can do the following:
- Lock your mobile radio until a valid PIN code is entered. See [“Setting PIN for mobile power on”](#) in Chapter 21.
 - Bar or block different classes of incoming and outgoing calls. See [“Setting call barring”](#) in Chapter 21.
 - Set Fixed Number Dialing (FND) so that only pre-programmed phone numbers in the FND phone book can be dialed. See [“Setting Fixed Number Dialing \(FND\)”](#) in Chapter 21.
- About Mobile** Shows version information for Palm Mobile.

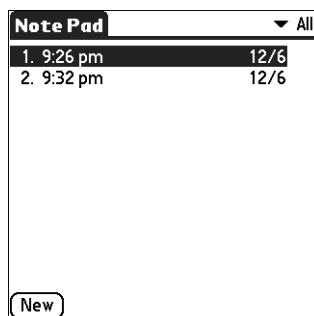
Using Note Pad

 Note Pad provides a place to take notes in your own handwriting. You can use Note Pad to do everything you might do with a piece of paper and a pencil. Use Note Pad to do the following:

- Take notes, draw a sketch, or write any kind of message directly on your handheld screen. Later, you can enter this information into other applications.
- Set an alarm to use your notes as reminder messages.
- Assign notes to categories so that you can organize and view them in logical groups.
- Exchange notes with other devices that have Note Pad 2.0 installed and that use SMS.
- Use Palm™ Desktop software and HotSync® technology to copy and paste notes into popular computer applications like Microsoft Word, or to send notes as e-mail attachments.

To open Note Pad:

1. Press Home .
2. Select the Note Pad icon .

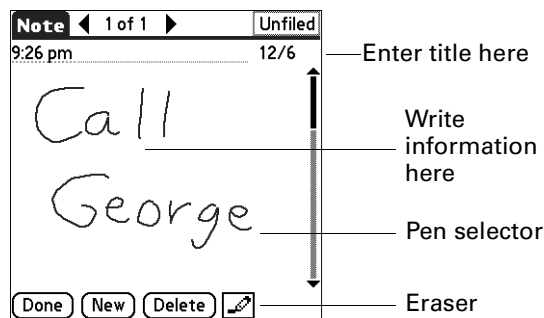


Creating a note

A record in Note Pad is called a *note*. You can assign notes to categories and mark them private as described in [Chapter 4](#). This section covers how to create a note.



To create a new note:

1. Tap New.





2. Write the information directly on the handheld screen.

Tap the pen selector to select a different pen width, or select the eraser to remove unwanted strokes.

3. Press Function  + Enter , or tap Done.

To clear the screen:

1. Press Function  + Menu .
2. Select Edit, and then select Clear Note.

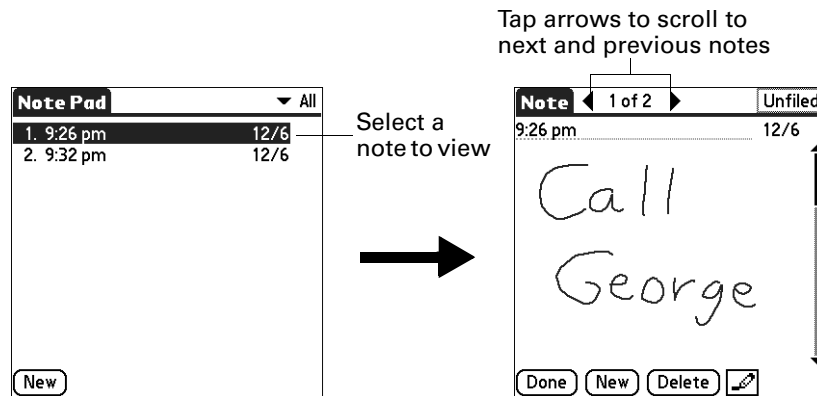
Reviewing notes



The note title and the date you created the note appear in the Note Pad list. If you did not assign a title to your note, the time you created the note appears as the note title. This makes it easy to locate and review your notes.

To review a note:

1. In the Note Pad list, select the note title.

TIP You can also select, review, and move between notes with the navigator. See [“Using the navigator”](#) in [Chapter 3](#) for details.






2. Review or edit the contents of the note.
3. Press Function  + Enter , or tap Done.

Changing Note Pad color settings

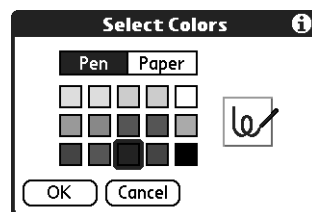
By default, your notes appear with a white “paper” background, and the ink from the pen is blue. You can change the color of both the paper and the ink from the pen. Your color selections apply to all your notes. You cannot change the color settings for individual notes.



To set the colors:

1. In the Note Pad list, press Command Stroke  + R.

Alternately, press Function  + Menu , and then select Preferences on the Options menu.

2. Tap Color.




3. Tap Pen, and then tap the color of ink you want to use.
4. Tap Paper, and then tap the color of paper you want to use.
5. Press Function  + Enter , or tap OK.

Setting an alarm for a note

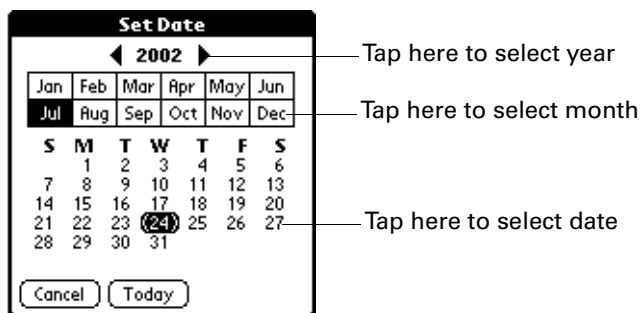
You can set an alarm for a specific time and date to remind you to follow up on a note.

To set an alarm for a note:

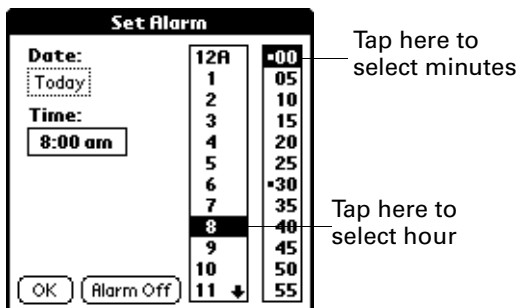
1. Tap the note to which you want to assign an alarm.
2. Press Command Stroke  + A.





Alternately, press Function  + Menu , and then select Alarm on the Options menu.

3. Tap the Date box.



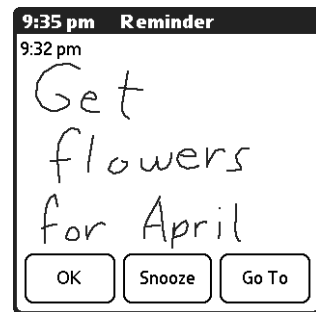
4. Tap the year, month, and date you want the alarm to sound.
After you tap the date, the Set Alarm dialog box reappears.
5. Tap the Time box.
6. Tap the hour and minute columns to select the time you want the alarm to occur.



7. Press Function  + Enter , or tap OK.
8. When the alarm goes off and the reminder message appears onscreen, do one of the following:
 - Press Function  + Enter , or tap OK to permanently dismiss the reminder and return to the current screen.
 - Tap Snooze to dismiss the reminder and return to the current screen. An attention indicator blinks in the upper-left corner of the screen to remind

you of the pending alarm, and the reminder message appears again in five minutes. When the reminder message reappears, the current time appears in the Reminder bar and the note title appears on the screen.

- If you did not title the note, the time the note was created appears on the screen.
- Tap Go To to open Note Pad. Note Pad will open and display the note associated with the alarm.

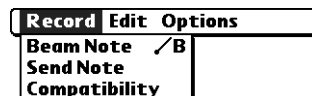


Using Note Pad menus

Note Pad menus are shown here for your reference, and Note Pad features that are not explained elsewhere in this book are described here.

The Record menu is the same when you're viewing the Note Pad list and an individual note. The Options menu differs depending on whether you're viewing the Note Pad list or an individual note.

Record menu



- | | |
|----------------------|---|
| Send Category | Opens a dialog box where you can choose how you want to send all records in the selected category to another device. The options available depend on the software installed on your handheld. |
| Send Note | Opens a dialog box where you can choose how you want to send the selected note to another device. The options available depend on the software installed on your handheld. |
| Compatibility | Displays the Compatibility dialog box, where you can choose to beam notes to a previous version of Note Pad. |

Options menus



Note Pad list



Note screen

- Preferences** Displays the Note Pad Preferences dialog box, where you define the pen and paper color, the sort order for notes, and the alarm sound.
- Details** Displays the Note Details dialog box, where you assign a category and privacy option for a note.
- About Note Pad** Shows version information for Note Pad.

Using SIM Manager



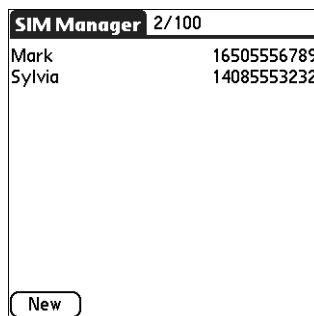
SIM Manager enables you to access the names and numbers residing on your SIM card and then transfer the information to your Address Book. In SIM Manager, you can do the following:

- View the names and numbers on your SIM card.
- Copy the information to your Address Book.
- Edit the record information.
- Copy Address Book information to SIM Manager.

IMPORTANT To access SIM Manager, you must first perform a HotSync® operation with your handheld. SIM Manager is automatically loaded onto your handheld during the first HotSync operation.

To open SIM Manager:

1. Press Home .
2. Tap the SIM Manager icon .

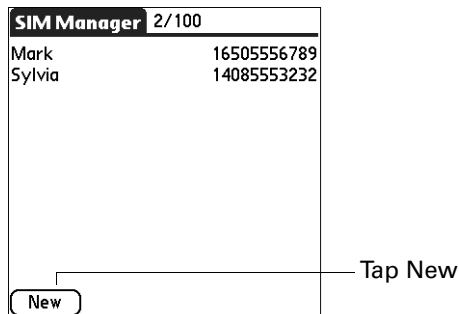


Adding SIM Manager items

A record in SIM Manager is called an *item*.

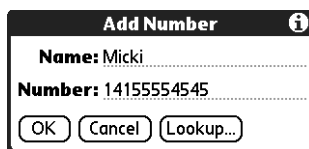
To add a SIM Manager item:

1. Tap New.



2. Enter the name and number.

You can use the Lookup function to access numbers from your Address Book.



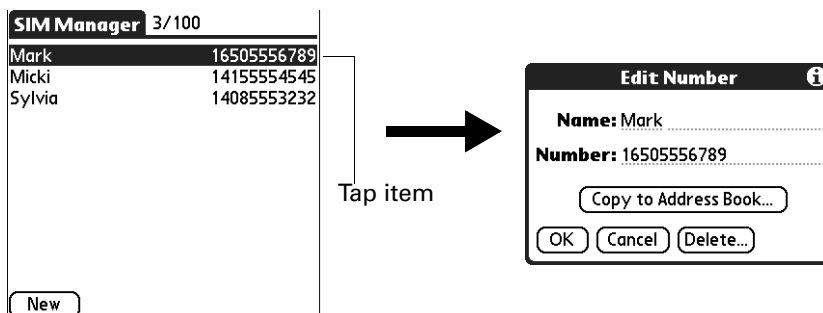
3. Press Function  + Enter  or tap OK.



Managing SIM Manager items

You can edit and delete items and copy items to the Address Book.

To edit or delete a SIM Manager item:

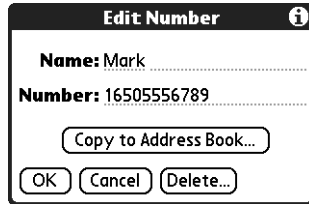
1. Tap an item.





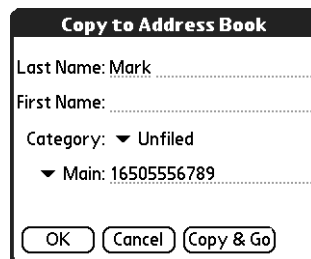
2. Edit the information or delete the item.
3. Press Function  + Enter  or tap OK.

To copy a SIM Manager item to the Address Book:

1. Tap an item.
2. Tap Copy to Address Book.



3. Do one of the following:
 - Press Function  + Enter  or tap OK to add the item to the Address Book and go back to the SIM Manager main screen.
 - Tap Copy & Go to open the Address Book where you can enter all the Address Book entry details.



Using SIM Manager menus

SIM Manager menus are shown here for your reference, and SIM Manager features that are not explained elsewhere in this book are described here.

See “Using menus” in [Chapter 4](#) for information about choosing menu commands.

Record menu



Copy All to Address Book Copies all items to the Address Book.

Options menu



About SIM Manager Shows version information for SIM Manager.

Using SIM Services



SIM Services enables you to access applications stored on the SIM card. These applications are provided by your wireless service provider. The types of applications differ depending on your wireless service provider. The following are examples of the kinds of applications that can be provided:

- Access your bank account balance.
- Remind you of your number.
- Manage your network preferences, like prepaid account and Multi-SIM settings.
- Request information, such as local traffic information, weather forecast, current exchange rates, and stock values.
- Play games.
- Receive notification when a friend is in the vicinity.
- Manage your electronic purse and buy wirelessly.
- Find the nearest movie theater.

IMPORTANT Contact your wireless service provider for information on which services are available.

Accessing a service

You can access the services provided by your wireless service provider.

IMPORTANT Instructions on how to use a service is provided by your wireless service provider.

To access a service:

1. Press Home .
2. Tap the Services icon .



3. Tap a service and tap Launch.

Using the SIM Services menu

The SIM Services menu is shown here for your reference, and the SIM Services feature that are not explained elsewhere in this book are described here.

See “Using menus” in [Chapter 4](#) for information about choosing menu commands.

Options menu



About SIM Services

Shows version information for SIM Services.

Using SMS



The SMS application enables you to send and receive short text messages using your handheld. The messages are sent to a mobile phone, using the phone number as an address.

Most GSM mobile phone service providers have supported Short Message Service technology for quite a while, and billions of SMS messages are exchanged each month. Use SMS to do the following:

- Send messages to mobile phones.
- Review SMS messages.
- Use the keyboard on your handheld to quickly create SMS messages.
- Receive records associated with your other handheld applications. For example, your boss can send you a Date Book event for a meeting you need to attend. When you receive the message, you can choose to add it to your Date Book or view the raw data as a text message.

IMPORTANT Whenever you use the wireless features of your handheld, please observe the guidelines or prohibitions on the use of wireless devices in your current location. For example, when you are on an airplane, do not turn on your radio at times when government or airline regulations prohibit the use of cellular phones. You can, of course, use all other applications of your handheld in accordance with airline regulations for electronic devices.

To open SMS:

1. Press Home .
2. Tap the SMS icon .

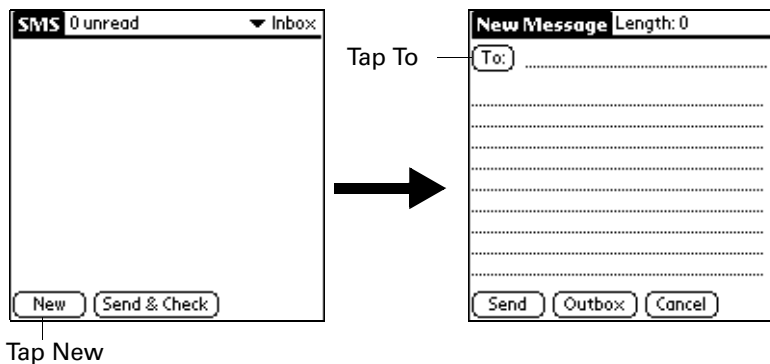


Creating messages

When you create a message, the title bar indicates the number of characters the message contains. If a message exceeds 160 characters, it is split into multiple messages. When the recipient receives those messages, they may be reassembled into a single message (provided the recipient's SMS software supports assembling multi-part messages). Otherwise, they will appear as two messages.

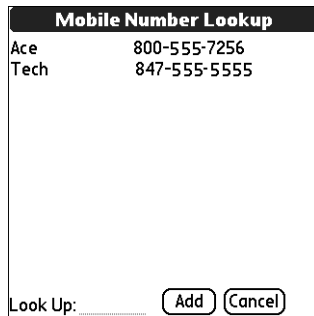
To create a message:

1. From any SMS list view, tap New.



2. Tap To.

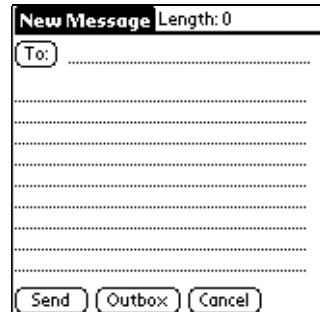
3. Tap the recipient's name, and then tap Add.




TIP To send a message to someone who isn't listed in your Address Book, enter their mobile phone number on the To line. The mobile phone number must be on a compatible SMS network—for example, a GSM network.

4. Enter the message text.
5. Tap Send or press Command Stroke (⌘) + E to send the message now, or tap Outbox to send the message later.

NOTE Tapping Send does not send any of the other messages in your Outbox. It sends only the current message.



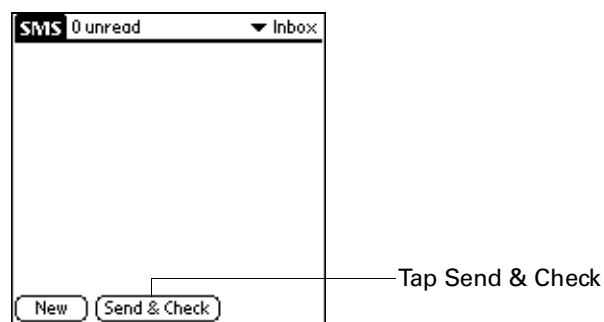
Tap Send  Tap Outbox 

Sending and receiving messages

You can send all the messages in your Outbox and retrieve all the new messages at the same time.

To send and receive messages at the same time:

- Do one of the following:
 - From any SMS list view, tap Send & Check.
 - If you have assigned one of the application buttons to open SMS, press and hold the SMS application button for two seconds. See “Buttons preferences” in [Chapter 21](#) for more information on assigning application buttons.



After the transmission finishes, a message appears, indicating the number of new messages you received.

To send all messages in your Outbox:

- Do one of the following:
 - From message view, press Command Stroke (✓) + E.
 - From list view, press Command Stroke (✓) + S.
 - From any view, press Function (○) + Menu (✓), and then select Send on the Message menu.

To download all messages:

- From the list view, do one of the following:
 - Press Command Stroke (✓) + H.
 - From any view, press Function (○) + Menu (✓), and then select Check on the Message menu.

Viewing messages

SMS stores your messages in five separate categories:

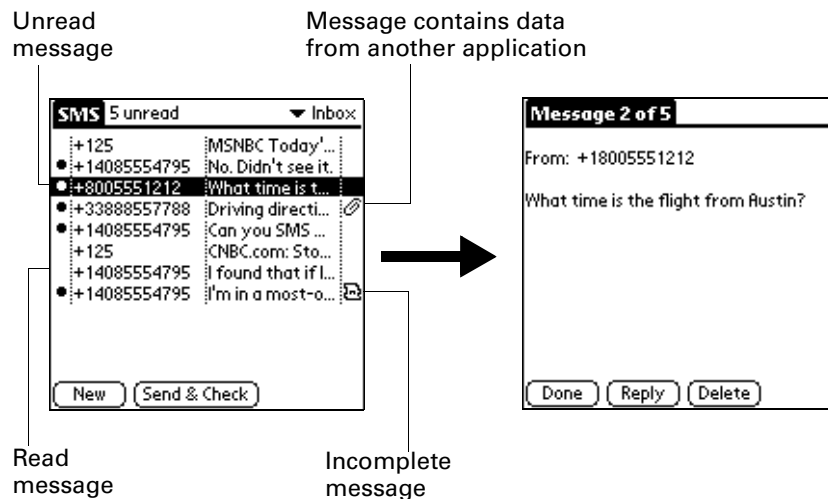
| | |
|----------------|---|
| Inbox | Stores downloaded messages. |
| Outbox | Stores messages waiting to be sent. |
| Trash | Stores messages you deleted. You can restore deleted messages to their original category. |
| Archive | Files messages you want to keep. |
| Draft | Stores messages you want to change or review before you send them. |

In the Inbox and Outbox, icons appear next to the message to indicate whether it has been read or sent. In the Inbox, additional icons indicate whether the message is incomplete and whether it contains data other than text that requires another application to read it.

TIP If you have assigned one of the application buttons to open SMS, you can press the SMS application button to cycle through the categories. See [“Buttons preferences”](#) in [Chapter 21](#) for more information on assigning application buttons.

To view text messages in your Inbox:

1. Tap the category pick list in the upper-right corner.
2. Select Inbox.



3. Tap the message you want to view.

4. Tap one of the following:

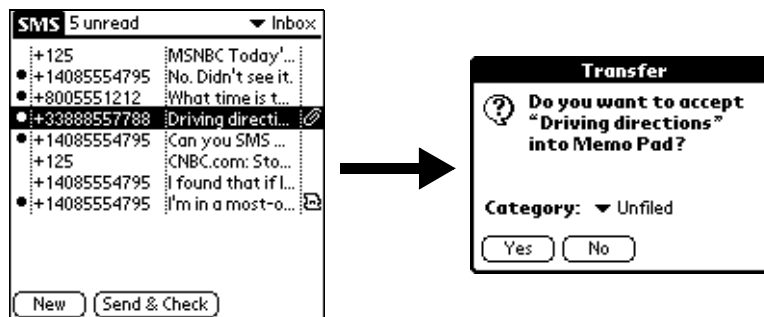
Done: Returns to the list view.

Reply: Creates a message to the sender and copies any selected text into the new message.

Delete: Moves the message to the Trash category.

To view data messages in your Inbox:

1. Tap the category pick list in the upper-right corner.
2. Select Inbox.
3. Tap the message you want to view.

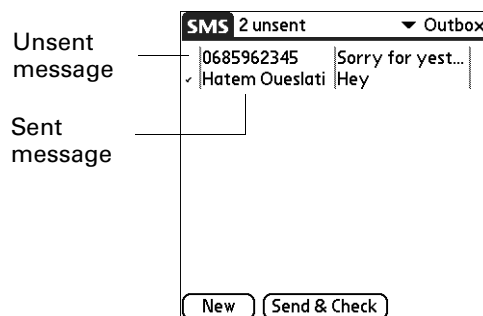


4. Do one of the following:

- Press Function + Enter ↵ , or tap Yes to add the data to the appropriate application.
- Press Function + Backspace ⌫ or tap No to view the raw data as a text message.

To view messages in your Outbox or Archive categories:

1. Tap the category pick list in the upper-right corner.
2. Select either Outbox or Archive.



3. Tap the message you want to view.

4. Tap one of the following:

Done: Returns to the list view.

Edit: Opens the message so you can modify the contents.

Delete: Moves the message to the Trash category.

To view messages in your Trash:

1. Tap the category pick list in the upper-right corner.
2. Select Trash.
3. Tap the message you want to view.



4. Tap one of the following:

Done: Returns to the list view.

Restore: Moves the message back to the category it was in when you deleted it.

Working with draft messages

When you create a message, you can save it as a draft message. SMS does not send draft messages when you transmit the messages in your Outbox. You can store draft messages for as long as you like and review and edit them before you send them.

To place a message in the Draft category:

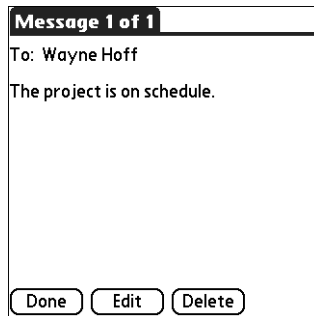
1. Create or open the message you want to store in the Draft category.
2. From the Message view, press Command Stroke (⌘) + D.

Alternately, press Function (fn) + Menu (⌘), and then select Draft on the Message menu.

To view or edit draft messages:

1. Tap the category pick list in the upper-right corner.
2. Select Draft.
3. Tap the message you want to edit.

- In the message view, tap Edit.



- Edit the message.
- Tap one of the following:
 - Send:** Sends the message now.
 - Outbox:** Moves the message to the Outbox to be sent later.
- Cancel:** Opens a dialog box that asks if you want to save the message in the Draft category. Press Function + Enter , or tap Yes to keep your changes and return the message to the Draft category. Press Function + Backspace or tap No to delete the message.

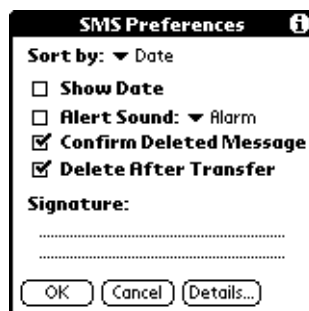
Adding a signature to a message

A signature is standard text that appears at the end of a message. You can define your own personal signature and then add it to a message by using menu commands.

To define a signature:

- Press Command Stroke + R.

Alternately, press Function + Menu , and then select Preferences on the Options menu.



- Enter your signature.
- Press Function + Enter , or tap OK.

To add your signature to a message:

1. Create or edit the message where you want to add your signature.
2. From the message view, press Command Stroke (✍️) + Z.

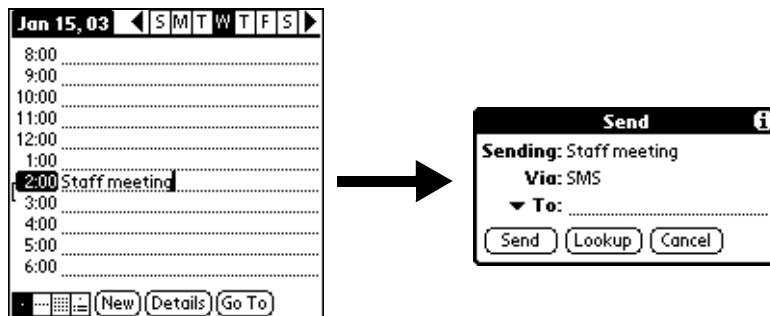
Alternately, press Function (Ⓜ️) + Menu (✍️), and then select Add signature on the Options menu.

Sending data from another application

In addition to creating text messages, you can create a message that contains data from an application on your handheld. For example, you can send a Date Book event to someone to remind them to add a meeting to their calendar. If the recipient receives the message on a handheld, they can transfer the message directly to the appropriate application. If the recipient receives the message on another device, the data appears as text.

To send data from another application:

1. Open the record you want to send.
2. Press Function (Ⓜ️) + Menu (✍️).
3. Tap Record, and then tap Send Event, Send Address, Send Item, Send Note, or Send Memo (based on the application).



4. Tap the To pick list to select from a list of recent recipients, or tap Lookup to select a number from your Address Book.
5. Tap Send.

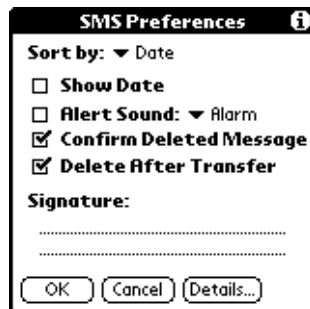
Setting preferences

The SMS Preferences screen enables you to customize several of the settings in the SMS application.

To view or change SMS Preferences:

1. Press Command Stroke (✓) + R.

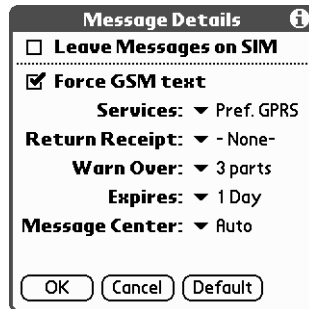
Alternately, press Function (○) + Menu (✓), and then select Preferences on the Options menu.



2. Change any of the following options:

- | | |
|--------------------------------|--|
| Sort by | Determines how messages in the list views are sorted. Tap the pick list to select from the following options: Alphabetic, Date, Phone Number, and Status. |
| Show Date | Indicates whether dates appear in the list view. To display dates, select this check box. |
| Alert Sound | Indicates whether a new messages triggers an alert and which alert it triggers. To trigger a new message alert, select this check box. Tap the pick list to select one of the following sounds: Alarm, Alert, Bird, Concerto, Phone, Sci-fi, or Wake up. |
| Confirm Deleted Message | Indicates whether a confirmation message appears each time you delete a message. To display confirmation messages, select this check box. |
| Delete After Transfer | Indicates whether data messages are deleted after you accept the data in the appropriate application. To keep data messages after you transfer them to the application, deselect this check box. |
| Signature | Enables you to enter a personal signature that you can add to your messages. |





3. Tap Details.



4. Change any of the following options:

- Leave Messages on SIM** Determines whether the current messages remain on the SIM card after they are downloaded to the SMS application. This option affects only the messages currently residing on the SIM card and not newly received messages.
- Force GSM text** Determines whether to send 7-bit data or 8-bit data. Seven-bit data is the most compatible with phones. When the check box is selected, only 7-bit data is sent.
- Services** Tap the pick list to select from the following options: Force GPRS, Force GSM, Pref. GPRS, Pref. GSM. When a service is forced, only that service is used. When a service is preferred, that service is used first and, if necessary, is switched to the other service.
- Return Receipt** Determines whether you receive receipt confirmation notices. Tap the pick list to select from the following options: None and Requested.
- Warn Over** Determines whether you receive a warning when multi-part messages exceed more than the specified number of parts. Tap the pick list to select from the following options: 1 part, 3 parts, 5 parts, 10 parts, 50 parts, and Never warn.
- Expires** Indicates how long the server keeps attempting delivery of a message. Tap the pick list to select from the following options: 4 Hours, 1 Day, 1 Week, 2 Weeks, 1 Month, and Max. Time.
- Message Center** Indicates whether your handheld obtains your mobile phone service provider's Message Center number directly from the SIM card, or whether you need to enter the number manually. Tap the pick list to select either Auto or Custom.

TIP To restore all of these options to the original settings, tap Default.

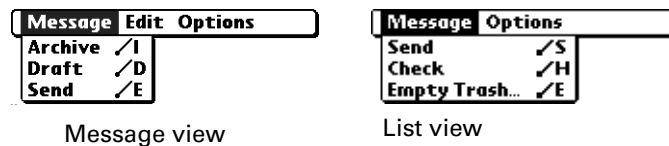
5. Press Function  + Enter , or tap OK to close the Message Details dialog box.
6. Press Function  + Enter , or tap OK.

Using SMS menus

SMS menus are shown here for your reference, and application features that are not explained elsewhere are described here. For information about Edit commands, see [Chapter 4](#).

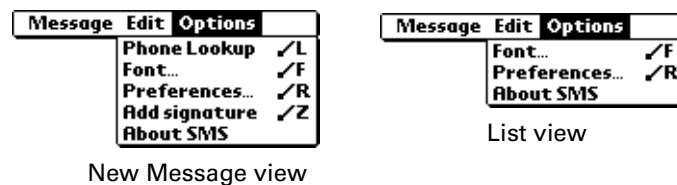
See “Using menus” in [Chapter 4](#) for information about choosing menu commands.

Message menu



- Archive** Moves the current message to the Archive category.
- Draft** Moves the current message to the Draft category.
- Send** Sends all messages in the Outbox.
- Check** Retrieves all messages.
- Empty Trash** Prompts you to confirm that you want to permanently remove all messages in the Trash category from your handheld.

Options menu



- Phone Lookup** Opens the Phone Lookup dialog box, where you can select a mobile phone number where you want to send a message.
- Font** Opens the Font dialog box, where you can choose various fonts for the list and message views.
- About SMS** Shows version information for the SMS application.

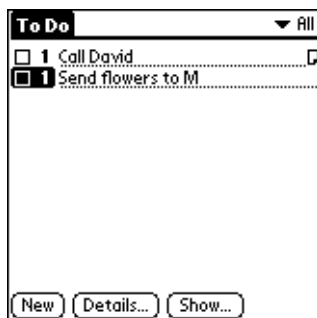
Using To Do List

 To Do List is a convenient place to create reminders and prioritize the things that you have to do. Use To Do List for the following:

- Make a quick and convenient list of things to do.
- Assign a priority level to each task.
- Assign a due date for any or all of your To Do List items.
- Assign To Do List items to categories so that you can organize and view them in logical groups.
- Sort your To Do List items by due date, priority level, or category.
- Attach notes to individual To Do List items for a description or clarification of the task.

To open To Do List:

1. Press Home .
2. Tap the To Do icon .

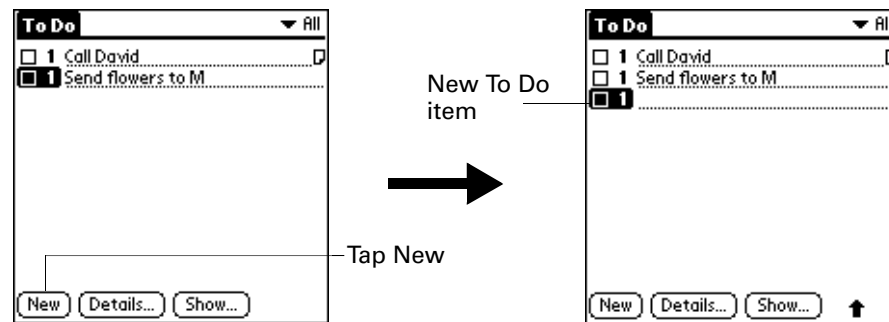


Creating list items

A To Do List item is a reminder of some task that you have to complete. A record in To Do List is called an *item*.

To create a To Do List item:

1. Do one of the following:
 - Tap New.
 - If no To Do List item is currently selected, begin typing.



2. Enter the text of the To Do List item. The text can be longer than one line.
3. Tap anywhere onscreen to deselect the To Do List item.

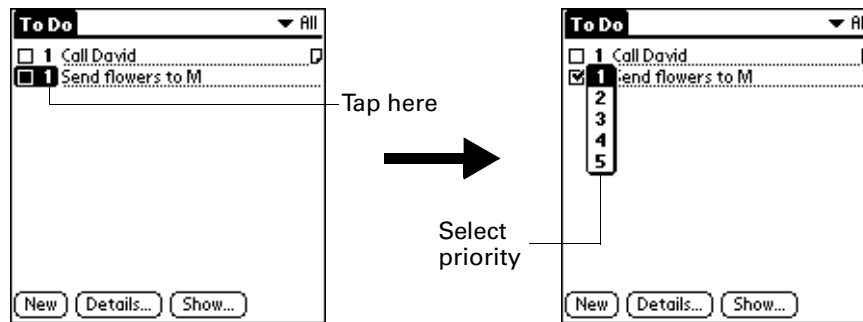
Setting priority

You can use priority setting for items to arrange the tasks in your To Do List according to their importance or urgency. The default setting for the To Do List is to arrange items by priority and due date, with priority 1 items at the top. If you have a number of items in your list, changing an item's priority setting may move its position in the list.

When you create a new To Do List item, its priority is automatically set to level 1, the highest (most important) level. If you select another item first, however, the item you create appears beneath the selected item and is given the same priority as the selected item.

To set the priority of a To Do List item:

1. Tap the Priority number on the left side of the To Do List item.



2. Select the Priority number that you want to set (1 is most important).

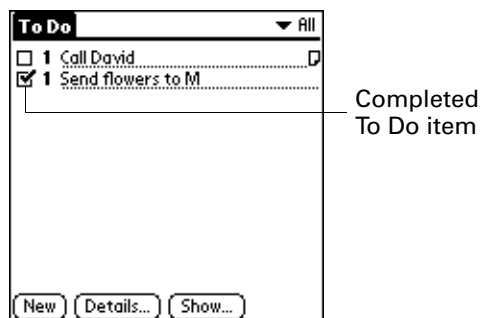
Checking off a To Do List item

You can check off a To Do List item to indicate that you've completed it. You can set the To Do List to record the date that you complete the To Do item, and you can choose to show or hide completed items. See ["Setting To Do Preferences"](#) later in this chapter.

To check off a To Do List item:

- Tap the check box on the left side of the item.

TIP You can also highlight the item you want to check off, and then press Select on the navigator.



Changing To Do List item details

The To Do Item Details dialog box enables you to change settings for individual items.

To display the To Do Item Details dialog box:

1. Tap the text of the item whose details you want to change.

TIP You can also select an item with the navigator.

2. Tap Details.

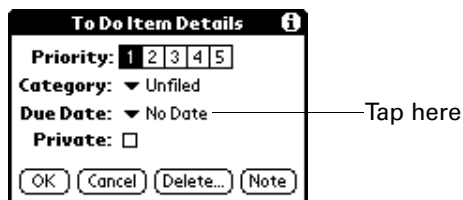


Setting a due date

You can associate a due date with any To Do List item. You can also sort the items that appear in the list based on their due dates.

To set a due date for a To Do List item:

1. In the Details dialog box, tap No Date to open the Due Date pick list.



2. Tap the date that you want to assign the item:

| | |
|-----------------------|--|
| Today | Assigns the current date. |
| Tomorrow | Assigns tomorrow's date. |
| One week later | Assigns the date exactly one week from the current date. |
| No Date | Removes the due date from the item. |
| Choose date | Opens the date selector, where you can choose any date that you want for the item. |

3. Tap OK.

TIP If you turn on the Show Due Dates option in the To Do Show options dialog box, you can tap directly on the due date in the To Do List to open the pick list shown in step 2.

Setting To Do Preferences

The To Do Preferences dialog box enables you to control the appearance of To Do List and of To Do items in the Date Book Agenda view.

To change the Preferences settings:

1. In To Do List, tap Show.



2. Select any of the following settings:

Show Completed Items Displays your completed items in the To Do List. If you turn off this setting, your To Do items disappear from the list when you complete (check) them.

Items that no longer appear on the list because you turn off this setting have not been deleted. They are still in the memory of your handheld. Purge completed items to remove them from memory.

Show Only Due Items Shows only the items that are currently due, are past due, or have no due date specified. When this setting is active, items that are not yet due do not appear in the list until their due dates.

Record Completion Date Replaces the due date with the actual date when you complete (check) the item. If you do not assign a due date to an item, the completion date still records when you complete the item.

Show Due Dates Displays the due dates associated with items in the To Do List and displays an exclamation mark next to items that remain incomplete after the due date passes.

Show Priorities Shows the priority setting for each item.

Show Categories Shows the category for each item.

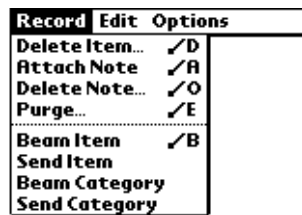
3. Tap OK.

Using To Do List menus

To Do List menus are shown here for your reference, and To Do List features that are not explained elsewhere in this book are described here.

See “Using menus” in [Chapter 4](#) for information about choosing menu commands.

Record menu



Send Item Opens a dialog box where you can choose how you want to send the selected item to another device. The options available depend on the software installed on your handheld.

Send Category Opens a dialog box where you can choose how you want to send all records in the selected category to another device. The options available depend on the software installed on your handheld.

Options menu



About To Do List Shows version information for To Do List.

Using Palm™ VersaMail™ Personal E-mail Software

IMPORTANT Depending on where you purchased your Palm™ Tungsten™ W handheld, you may have Palm™ VersaMail™ personal e-mail software installed on your handheld, or you may have a third-party e-mail application installed. If you have the VersaMail application installed on your handheld, read this chapter. If you have a third-party e-mail application installed, refer to the e-mail application documentation that came with your handheld for information.

With the VersaMail application, you can send, receive, and manage e-mail on your handheld. This chapter describes how to set up different types of e-mail accounts and explains how to use the many e-mail features in the VersaMail application.


The VersaMail application is the newest offering in the line of Palm personal e-mail software applications. Formerly known as MultiMail® software, the VersaMail application contains new features that make sending and receiving e-mail messages and managing e-mail accounts easier than ever.

Key features of the VersaMail 2.0 application include the following:

- Support for both the Tungsten W navigator and keyboard, simplifying data entry and navigation
- Support for both the built-in GSM (dial-up) and GPRS (high-speed) radio in your handheld, enabling wireless e-mail connectivity

NOTE If you want to use the built-in GPRS or GSM radio in your handheld to make a network connection, you must set up service with a GPRS or GSM provider.

Getting started with the VersaMail application

The VersaMail application is built into your handheld and does not need to be installed. To start using the application, press the VersaMail button  on your handheld. The following sections describe some optional procedures before you begin using the VersaMail application.


Synchronizing an existing username

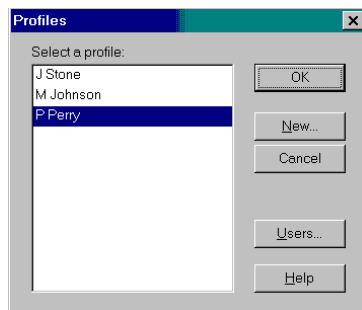
If you plan to synchronize your Tungsten W handheld with an existing username by performing a HotSync® operation, you must do so before you enter your e-mail account information in the VersaMail application. If you enter the e-mail account information first and then synchronize your handheld to an existing username, the username information overwrites the e-mail account information you entered.


Upgrading a MultiMail database

If you have previously used a Palm personal e-mail application such as MultiMail SE or MultiMail Deluxe, you can upgrade your e-mail database for use with the VersaMail application.

To upgrade an existing e-mail database for use with the VersaMail application:

1. Perform a HotSync operation with a user profile that contains the existing e-mail database. To do so, press the HotSync button ™, and then select a profile that contains an e-mail database from the displayed list of users.



2. Press the VersaMail button  on your handheld.
3. Tap Yes to accept the upgrade.

Installing Documents To Go

Documents To Go enables you to convert attachments using HotSync operations. With Documents To Go, you can view Word, Excel, and PowerPoint attachments on your handheld. DataViz Documents To Go attachment conversion plug-ins are automatically configured to work with the VersaMail application.

Version 5 of Documents To Go is included on the Software Essentials CD-ROM that came with your Tungsten W handheld. See the *Documents To Go Getting Started Manual* for more information.

Setting up and managing e-mail accounts

With the VersaMail application, you can access e-mail accounts from providers such as Earthlink or Yahoo. Some companies may also allow access to corporate e-mail with the appropriate mail server configuration. See “[Accessing corporate e-mail](#)” later in this chapter for more information.

You can add up to eight e-mail accounts on your handheld by setting up a connection to a network provider or synchronizing to a desktop e-mail application. For example, if you have a Yahoo e-mail account with POP access, you can create a new account in the VersaMail application and name that new account Yahoo, so that you can send and receive e-mail on your handheld using your Yahoo account.

Account and connection types

Two types of e-mail accounts are supported:

- **Network:** You can send and receive e-mail directly to and from your handheld by connecting with a network provider.
- **Synchronize Only:** You can download, view, and manage e-mail between the handheld and a desktop e-mail application, such as Microsoft Outlook, by performing a HotSync operation using the cradle/cable. You can't send and receive messages wirelessly or with a modem for an account of this type.


Using a network account, you can set up or access an e-mail account using any of the following connection methods:

- Built-in GPRS (high-speed) and GSM (dial-up) radio on your handheld
- Palm™ Bluetooth Card (sold separately) attached through the expansion card slot connecting to a mobile phone or local access point that is enabled with Bluetooth technology
- PalmModem® accessory (sold separately)
- External modem sled (for example, 802.11 sled)
- Infrared (IR) port on the handheld to infrared port on a mobile phone
- Direct connection to a mobile phone by means of a physical cable
- Handheld cradle connected to your desktop (Windows users only)

Setting up the default account that came with your handheld


Depending on where you purchased your handheld, you may have a default e-mail account preconfigured by a carrier. This is either a high-speed GPRS account or a dial-up GSM account. If your wireless carrier preconfigured your e-mail account, you need to enter username and password information before you can use the account.

To determine if you have a preconfigured e-mail account on your handheld:

- The first time you use the VersaMail application, press the VersaMail button . If a screen prompting you to enter your username and password appears immediately, you have a preconfigured carrier e-mail account. If any other account setup screen appears, you do not have a preconfigured carrier e-mail account.

TIP Check with your wireless carrier to determine whether your handheld comes with a preconfigured e-mail account.

To set up the default account that came with your handheld:

1. Press the VersaMail button .
2. Enter a username, and then tap the Password field. The username is supplied by your wireless carrier.



3. Enter a password when prompted, then tap OK. The password is supplied by your wireless carrier.
4. Tap Next, and then tap Next again.
5. Tap Done.

You are now ready to use your default e-mail account.

Setting up a new e-mail account

If your handheld did not come with a preconfigured carrier e-mail account, or if you want to set up a different account, you must set up a new e-mail account.

Setting up a network e-mail account

Before you can set up a network e-mail account, you must do the following:

- Establish the e-mail account with a network provider. Common network providers include Internet service providers (ISPs) such as Earthlink and Prodigy. A provider can also be a wireless GSM or GPRS carrier such as VoiceStream, Cingular, or VodaFone.
- Configure the service connection settings for this account on your handheld using your handheld's Network Preferences and Connection Preferences screens. See [Chapter 21](#) for more information.

You must also have the appropriate prerequisite for the type of connection you want to make, as follows.

| Connection Type | Prerequisite |
|---|--|
| High-speed GPRS | Active GPRS service ordered from your wireless carrier. |
| GSM dial-up | Active wireless service with a GSM carrier. If you are using GPRS, the same carrier generally provides both GSM and GPRS service. Note that some GSM carriers require you to order a special data service (separate from voice service) to make a network connection. |
| Palm Bluetooth Card attached through SD slot | Palm Bluetooth Card and mobile phone or LAN access point enabled with Bluetooth technology. |
| PalmModem accessory | PalmModem accessory. |
| External modem sled (for example, 802.11) | Wireless modem accessory. |
| IR to IR phone | IR-enabled mobile phone. |
| Direct connection to a phone by means of a physical cable | Connector cable and mobile phone. |
| Handheld cradle connected to desktop | Handheld cradle and cable (Windows users only). |

Using a GPRS/GSM carrier

If you want to use the built-in GPRS or GSM radio on your handheld to make a network connection, you must have (or you must set up) service with a GPRS or GSM provider. Many providers give you an e-mail account with your monthly data service subscription.

Using an ISP

In addition to or instead of using a carrier-provided e-mail account (for example, an e-mail account from VoiceStream), you may want to access other e-mail accounts (for example, a Yahoo or Earthlink e-mail account) that send and receive messages using your GPRS or GSM connection.

If you are setting up a new e-mail account and have a well-known ISP such as Earthlink or Mindspring, many of the required settings during the account setup are automatically configured.

For other ISPs, you need the following information:

- The protocol used for incoming mail, such as POP or IMAP
- The name of the incoming mail server
- The name of the outgoing mail (SMTP) server
- Whether your e-mail account requires any encryption, such as APOP or ESMTP
- Your e-mail address and password
- The login script (if any) that you need for connecting to your ISP or mail server

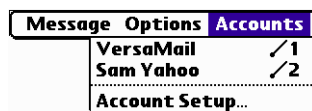
NOTE Information about your e-mail account is available from the e-mail provider. Depending on the type of e-mail service you have, you may be able to access this information by going to the e-mail provider's web site or by contacting the provider's customer support.

Creating a network e-mail account

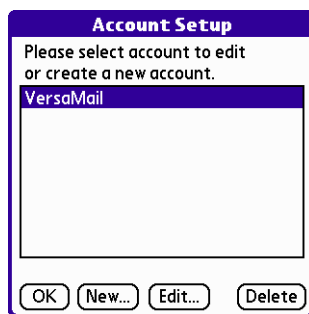
You create a new account in Account Setup, which guides you through the process.

To create a network e-mail account:

1. Press Function  + Menu , select Accounts, and select Account Setup.



2. Tap New.



3. Enter the following:

- **Account Name:** Enter a descriptive name for the account, such as “My Yahoo.”
- **Mail Service:** Tap the Mail Service pick list and select the provider to which you are connecting. Select Other if your ISP is not listed.
- **Protocol:** Tap the Protocol pick list and select POP or IMAP. (Most e-mail providers use the POP protocol.)

If the VersaMail application knows the protocol for the mail service you selected, it displays the correct protocol.



4. Tap Next.

Entering the account username and password

In the next part of the VersaMail Account Setup, you enter the username and password for this account.

To enter the account username and password:

1. Enter the username you use to access your e-mail. This is generally the part of your e-mail address appearing before the @ symbol; it is usually not your entire e-mail address.

2. Tap the Password box, and then enter your password. The Password box displays the word “Assigned” to indicate that a password has been entered.
3. Press Function  +Enter , or tap OK.
4. Tap Next.

Entering the name of the outgoing and incoming mail server

You need to verify your e-mail address for the account you are accessing, as well as enter the name of the outgoing and incoming mail servers.

To enter mail server settings:

1. If you chose a preconfigured service from the Mail Services pick list on the Account Setup screen, the e-mail address field is completed automatically based on the username and mail service you entered. Check the address to verify that it is correct, and edit it if necessary.

If you chose Other from the Mail Services pick list on the Account Setup screen, enter the e-mail address for your account.

E-mail address will be filled in automatically if you chose a preconfigured mail service

Mail servers will be filled in automatically if the VersaMail application knows the names based on the mail service you chose

2. Enter the name of your incoming (POP) mail server, such as pop.mail.yahoo.com.

If the VersaMail application knows the incoming mail server name based on the mail service you selected, the correct server name is displayed.

3. Enter the name of your outgoing (SMTP) mail server, such as smtp.mail.yahoo.com.

If the VersaMail application knows the outgoing mail server name based on the mail service you selected, the correct server name is displayed.

4. Tap Next.

5. Do one of the following:
 - To accept these mail options and begin using the VersaMail application, tap Done. This takes you to the Inbox of the account you set up. See [“Getting, sending, and managing e-mail”](#) later in this chapter to get and send e-mail.
 - To set up additional mail options, tap Next. Continue with the next set of procedures.



Setting mail retrieval options for a POP or IMAP account

The next VersaMail Setup screen displays different options depending on whether your mail service uses a POP or IMAP protocol.

To set mail retrieval server options for a POP or IMAP account:

1. (Optional) Select any of the following:
 - Select Get unread mail ONLY to download only unread mail to your handheld. If you don't choose this option and you tap Get & Send, all of your e-mail messages on your provider's mail server are downloaded to your Inbox, including messages you have already read. To get all mail (including mail you have already read) and not just unread mail, deselect Get unread mail ONLY.
 - To delete messages on your provider's mail server when they are deleted in the VersaMail application, select the Delete messages on the server when they are deleted in VersaMail check box.
 - (POP account only) To get e-mail on your handheld but also leave it on the server so you can view it later on your desktop, select the Leave mail on server check box. For example, if you create an account to receive e-mail from your Yahoo account and select this option, your old Yahoo e-mail is still visible the next time you visit Yahoo.com to access your Yahoo e-mail Inbox.
 - To limit the maximum size of an incoming e-mail message, enter the size in kilobytes (KB) for Maximum Message Size. The maximum size of an incoming message is 5KB by default, but you can enter a smaller size. The maximum size of an incoming message is 5KB by default, but you can enter

a smaller size. The maximum message size that you can retrieve is 60KB for the body text and 2MB total, including attachments.

POP accounts

Sam Yahoo ⓘ

Incoming Mail Options:

Get unread mail ONLY.

Delete messages on the server when they are deleted in VersaMail.

Leave mail on server (e.g., to view on desktop later).

Maximum Message Size: 256 Kb.

Cancel Previous Next

IMAP accounts

Sam IMAP ⓘ

Incoming Mail Options:

Get unread mail ONLY.

Delete messages on the server when they are deleted in VersaMail.

Maximum Message Size: 256 Kb.

Cancel Previous Next

2. Tap Next.

Setting outgoing mail options

Outgoing mail options are the same for POP and IMAP accounts.

To set outgoing mail options:

- (Optional) Do any of the following:
 - **Display Name:** Enter the name you want to appear on your outgoing messages, such as “Joe Smith.”
 - **Reply To Address:** Enter the e-mail address that you want recipients to see and reply to on your e-mail messages, only if this is different from the e-mail address from which you are sending the message. For example, if you are sending a message from me@yahoo.com but you want recipients to reply to me@earthlink.net, enter the reply-to address here. Reply To Address makes it look as though the e-mail came from the address you entered.
 - **BCC:** Select the BCC check box to send a blind copy of any e-mail message you send to another e-mail address. The blind copy e-mail address is not seen by the other recipients of the message. For example, if you want a copy of all messages you send from your handheld to be sent to your corporate e-mail account, enter that e-mail address.

Sam Yahoo ⓘ

Outgoing Mail Options:

Your Name (for display only)
Sam Pull

Reply To Address: (if different than current account)

BCC a copy of outgoing msgs to:

Cancel Previous Next

2. Tap Next.

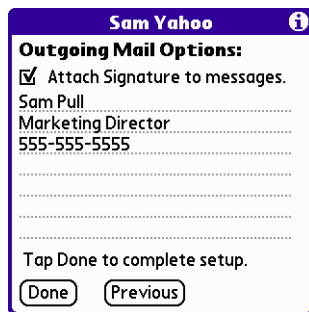
Adding a signature



If you want, you can add a signature to each e-mail message you send. For example, you can enter your name and telephone number so that it appears on each message you send.

To add a personal signature:

1. Tap the Attach Signature to messages check box, and then enter the text of the signature.

This signature is attached to all your outgoing e-mail.



2. Press Function  + Enter , or tap Done.



Testing your new account

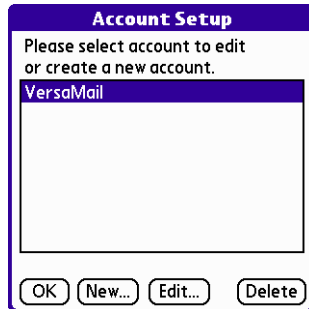
After you finish setting up a new e-mail account, the Account Setup screen is displayed. Select the name of the account you just created and tap OK to go to the account's Inbox. You can test whether the e-mail account is set up and working properly by tapping Get Mail. See [“Getting e-mail by subject or getting the entire message”](#) later in this chapter for more information.

Creating a synchronize-only account

A synchronize-only e-mail account enables you to download, view, and manage e-mail between the handheld and a desktop e-mail application, such as Microsoft Outlook, by performing a HotSync operation by means of the cradle/cable. You can't send and receive messages wirelessly or with a modem for any account of this type.

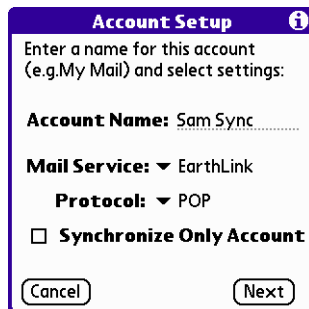
To create a synchronize-only e-mail account:

1. Press Function  + Menu , select Accounts, and then select Account Setup.
2. Tap New.



3. Do the following:
 - **Account Name:** Enter a descriptive name for this account, such as “My Yahoo.”
 - **Mail Service:** Tap the Mail Service pick list and select the provider to which you are connecting. Select Other if your ISP is not listed.
 - **Protocol:** Tap the Protocol pick list and select POP or IMAP. (Most mail providers use the POP protocol.)

If the VersaMail application knows the protocol for the mail service you selected, it displays the correct protocol.



- On the same screen, select the Synchronize Only Account check box.

Account Setup ⓘ

Enter a name for this account (e.g. My Mail) and select settings:

Account Name: Sam Sync

Mail Service: ▼ EarthLink

Protocol: ▼ POP

This is a sync-only account

Cancel Next

Select check box for a synchronize-only account

- Tap Next.

Entering the account username and password

In the next part of the VersaMail Account Setup, you enter the username and password for this account.

To enter the account username and password:

- Enter the username you use to access your e-mail. This is generally the part of your e-mail address appearing before the @ symbol; it is usually not your entire e-mail address.



Sam Sync ⓘ

Please enter the username and password for this mail service.

Username:
SamSync

Password:
-Assigned-

Cancel Previous Next

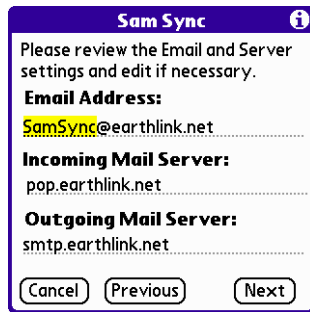
- Tap the Password box, and then enter your password. The Password box displays the word “Assigned” to indicate that a password has been entered.
- Press Function  + Enter , or tap OK.
- Tap Next.

Entering the name of the outgoing and incoming mail server

You need to enter your e-mail address for the account you are accessing as well as the name of the outgoing and incoming mail servers.

To enter mail server settings:

1. Enter the e-mail address of the account you are accessing, such as “`example@yahoo.com`.”



2. Enter the name of your incoming (POP) mail server, such as `pop.mail.yahoo.com`.

If the VersaMail application knows the incoming mail server name based on the mail service you selected, the correct server name is displayed.

3. Enter the name of your outgoing (SMTP) mail server, such as `smtp.mail.yahoo.com`.

If the VersaMail application knows the outgoing mail server name based on the mail service you selected, the correct server name is displayed.

4. Tap Next.
5. Do one of the following:
 - To accept these mail options and begin using the VersaMail application, tap Done. This takes you to the Inbox of the account you set up. See “[Getting, sending, and managing e-mail](#)” later in this chapter to get and send e-mail.
 - To set up additional mail options, tap Next. Continue with the next set of procedures.

Setting mail retrieval options for a POP or IMAP account

The next VersaMail Setup screen displays different options depending on whether your mail service uses a POP or IMAP protocol.

To set mail retrieval server options for a POP or IMAP account:

- (Optional) Select any of the following:
 - Select Get unread mail ONLY to download only unread mail to your handheld. If you don't choose this option and you tap Get & Send, all your e-mail messages on your provider's mail server are downloaded to your Inbox, including messages you have already read. To get all mail (including mail you have already read) and not just unread mail, deselect Get unread mail ONLY.
 - To delete messages on your provider's mail server when they are deleted in the VersaMail application, select the Delete messages on the server when they are deleted in VersaMail check box.
 - (POP account only) To get e-mail on your handheld but also leave it on the server so you can view it later on your desktop, select the Leave mail on server check box. For example, if you create an account to receive e-mail from your Yahoo account and select this option, your old Yahoo e-mail is still visible the next time you visit Yahoo.com to access your Yahoo e-mail Inbox.
 - To limit the maximum size of an incoming e-mail message, enter the size in kilobytes (KB) for Maximum Message Size. The maximum size of an incoming message is 5KB by default, but you can enter a smaller size. The maximum size of an incoming message is 5KB by default, but you can enter a smaller size. The maximum message size that you can retrieve is 60KB for the body text and 2MB total, including attachments.

POP accounts

IMAP accounts

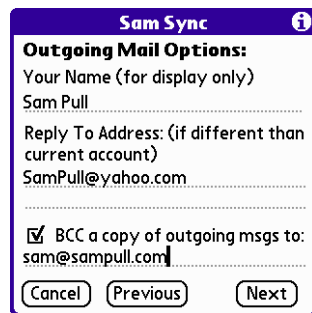
- Tap Next.

Setting outgoing mail options

Outgoing mail options are the same for POP and IMAP accounts.

To set outgoing mail options:

1. (Optional) Enter or select any of the following:
 - **Display Name:** Enter the name you want to appear on your outgoing messages, such as “Joe Smith.”
 - **Reply To Address:** Enter the e-mail address that you want recipients to see and reply to on your e-mail messages, only if this is different from the e-mail address from which you are sending the message. For example, if you are sending a message from “me@yahoo.com” but you want recipients to reply to “me@earthlink.net,” enter the reply-to address here. Reply To Address makes it look as though the e-mail came from the address you entered.
 - **BCC:** Select the BCC check box to send a blind copy of any e-mail message you send to another e-mail address. The blind copy e-mail address is not seen by the other recipients of the message. For example, if you want a copy of all messages you send from your handheld to be sent to your corporate e-mail account, enter that e-mail address.



The screenshot shows a dialog box titled "Sam Sync" with an information icon in the top right corner. The dialog is titled "Outgoing Mail Options:" and contains the following fields and options:

- "Your Name (for display only)" with the text "Sam Pull" entered.
- "Reply To Address: (if different than current account)" with the text "SamPull@yahoo.com" entered.
- A checked checkbox labeled "BCC a copy of outgoing msgs to:" with the text "sam@sampull.com" entered below it.
- At the bottom, there are three buttons: "Cancel", "Previous", and "Next".

2. Tap Next.

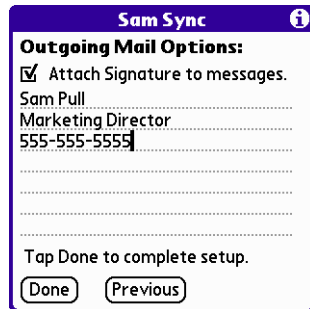
Adding a signature



If you want, you can add a signature to each e-mail message you send. For example, you can enter your name and telephone number so that it appears on each message you send.

To add a personal signature:

1. Tap the Attach Signature to messages check box, and then enter the text of the signature.

This signature is attached to all your outgoing e-mail.



2. Press Function  + Enter , or tap OK.



Configuring your synchronize-only account

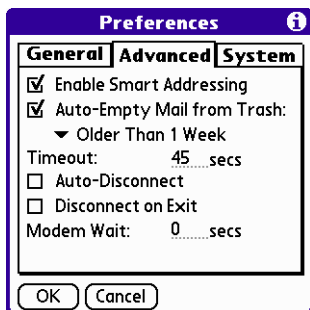
After you finish setting up a synchronize-only e-mail account, you need to configure this account on your desktop. See [“Configuring an account in HotSync Manager”](#) later in this chapter for information. You will not be able to synchronize e-mail between your handheld and your desktop until you configure the account on your desktop.

Setting VersaMail connection preferences

You can set connection preferences for your e-mail accounts. These preferences apply to all accounts you have set up in the VersaMail application.

To set account connection preferences:

1. In your Inbox or another folder screen, press Function  + Menu .
2. Select Options.
3. Select Preferences.
4. Tap Advanced.





5. Select any of the following preferences:

- | | |
|-----------------------------------|--|
| Enable Smart Addressing | Types ahead and completes a recognized e-mail address. See the procedure for creating new e-mail later in this chapter for more information. |
| Auto-Empty Mail from Trash | Determines how often e-mail messages in the trash are automatically deleted. See “Emptying the trash” later in this chapter for more information. |
| Timeout | Sets the number of seconds to try to connect before timing out. If you are using an adapter with a mobile phone, this value should be greater than 45 seconds. To change, tap the Timeout field and enter a new value. |
| Auto-Disconnect | Automatically disconnects your remote connections after each command. Each command you perform initiates a new call to your ISP. This setting is not recommended if you plan to perform multiple e-mail transactions in a short amount of time. |
| Disconnect on Exit | Disconnects from the network only after you leave the VersaMail application. This feature is an alternative to Auto-Disconnect. This option keeps your connection active while you perform multiple transactions in the VersaMail application, but automatically disconnects when you move on to a different application on your handheld. If this option is not selected, you must manually disconnect from your ISP. |
| Modem Wait | Displays the number of seconds that the modem uses to initialize itself. If you have a modem, tap and enter a number of seconds for the wait. The typical setting for a wireless modem is 3, and the typical setting for most normal modems is 0. |

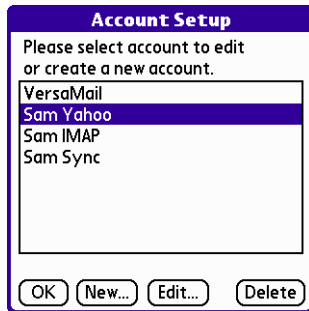
Editing e-mail accounts

From time to time, you may need to edit information about one of the e-mail accounts you set up.

To select the account to edit:

1. Press Function  + Menu .
2. Select Accounts.
3. Select Account Setup.

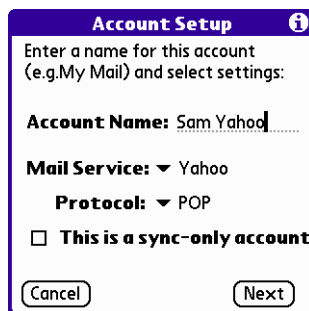
4. Tap the name of the account to edit, and then tap Edit.



To edit an account:

1. On the Account Setup screen, change any of the following:
 - **Account Name:** Enter a descriptive name for this account, such as “My Yahoo.”
 - **Mail Service:** Tap the Mail Service pick list and select the provider to which you are connecting. Select Other if your ISP is not listed.
 - **Protocol:** Tap the Protocol pick list and select POP or IMAP. (Most mail providers use the POP protocol.)

If the VersaMail application knows the protocol for the mail service you selected, it displays the correct protocol.





2. Tap Next.

Changing the account username and password

In the next part of the VersaMail Account Setup, you can change the username and/or password for this account.

To edit the account username and password:

1. (Optional) Enter a new username for accessing your e-mail. This is generally the part of your e-mail address appearing before the @ symbol; it is usually not your entire e-mail address.

2. (Optional) Tap the Password box, and then enter a new password. The Password box displays the word “Assigned” to indicate that a password has been entered.
3. Press Function  + Enter , or tap OK.
4. Tap Next.

Editing the name of the outgoing and incoming mail server

If your e-mail address or the name of the outgoing and incoming mail servers has changed or has been entered incorrectly, you can edit the address or server name.

To edit mail server settings:

1. (Optional) Enter a new e-mail address for the account you are accessing, such as “examplename@yahoo.com.”

2. (Optional) Enter the new or correct name of your incoming (POP) mail server, such as pop.mail.yahoo.com.

If the VersaMail application knows the incoming mail server name based on the mail service you selected, the correct server name is displayed.
3. (Optional) Enter the new or correct name of your outgoing (SMTP) mail server, such as smtp.mail.yahoo.com.

If the VersaMail application knows the outgoing mail server name based on the mail service you selected, the correct server name is displayed.

4. Tap Next.
5. Do one of the following:
 - To accept these mail options and begin using the VersaMail application, tap Done. This takes you to the Inbox of the account you set up. See “Getting, sending, and managing e-mail” later in this chapter to get and send e-mail.
 - To edit additional mail options, tap Next. Continue with the next set of procedures.



Editing mail retrieval options for a POP or IMAP account

The next VersaMail Setup screen displays different options depending on whether your mail service uses a POP or IMAP protocol.

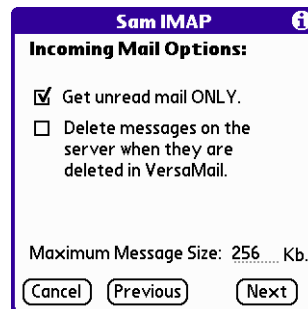
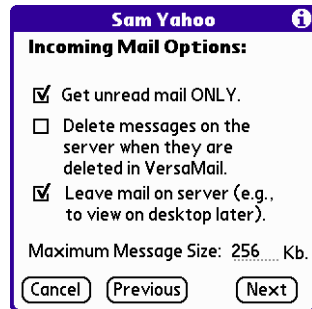
To set mail retrieval server options for a POP or IMAP account:

1. (Optional) Select any of the following:
 - Select Get unread mail ONLY to download only unread mail to your handheld. If you don't choose this option and you tap Get & Send, all your e-mail messages on your provider's mail server are downloaded to your Inbox, including messages you have already read. To get all mail (including mail you have already read) and not just unread mail, deselect Get unread mail ONLY.
 - To delete messages on your provider's mail server when they are deleted in the VersaMail application, select the Delete messages on the server when they are deleted in VersaMail check box.
 - (POP account only) To get e-mail on your handheld but also leave it on the server so you can view it later on your desktop, select the Leave mail on server check box. For example, if you create an account to receive e-mail from your Yahoo account and select this option, your old Yahoo e-mail is still visible the next time you visit Yahoo.com to access your Yahoo e-mail Inbox.

- To limit the maximum size of an incoming e-mail message, enter the size in kilobytes (KB) for Maximum Message Size. The maximum size of an incoming message is 5KB by default, but you can enter a smaller size.

POP accounts

IMAP accounts



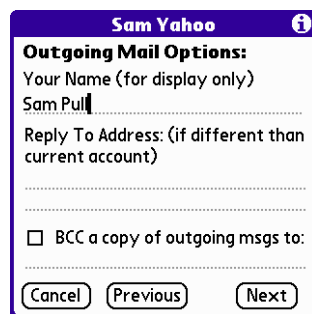
2. Tap Next.

Editing outgoing mail options

Outgoing mail options are the same for POP and IMAP accounts.

To set outgoing mail options:

1. (Optional) Do any of the following:
 - **Display Name:** Enter the name you want to appear on your outgoing messages, such as "Joe Smith."
 - **Reply To Address:** Enter the e-mail address that you want recipients to see and reply to on your e-mail messages, only if this is different from the e-mail address from which you are sending the message. For example, if you are sending a message from me@yahoo.com but you want recipients to reply to me@earthlink.net, enter the reply to address here. Reply To Address makes it look as though the e-mail came from the address you enter.
 - **BCC:** Select the BCC check box to send a blind copy of any e-mail message you send to another e-mail address. The blind copy e-mail address is not seen by the other recipients of the message. For example, if you want a copy of all messages you send from your handheld to be sent to your corporate e-mail account, enter that e-mail address.



2. Tap Next.

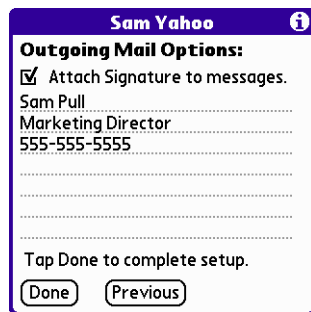
Adding a signature



If you want, you can add a signature to each e-mail message you send. For example, you can enter your name and telephone number so that it appears on each message you send.

To add a personal signature:

1. Tap the Attach Signature to messages check box, and then enter the text of the signature.

This signature is attached to all your outgoing e-mail.





2. Press Function  + Enter , or tap OK.

Deleting an e-mail account

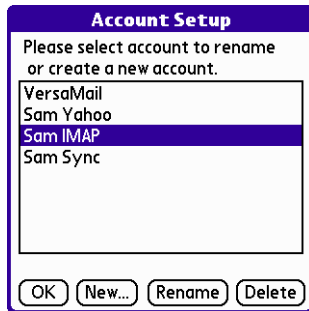
When you delete an account in the VersaMail application, the account is removed from your handheld. The account still exists on the server. For example, deleting your Yahoo account from the VersaMail application deletes only the account from your handheld. Your e-mail account still exists at Yahoo.com.

To delete an account:

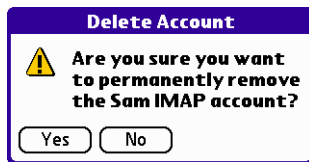
1. Press Function  + Menu .
2. Select Accounts.
3. Select Account Setup.





4. Tap the name of the account you want to delete, and then tap Delete.



5. Tap Yes in the Delete Confirmation dialog box to delete the account and all associated e-mail messages.



6. Press Function  + Enter , or tap OK.

After you perform the next HotSync operation, the memory associated with an account and its messages is released.

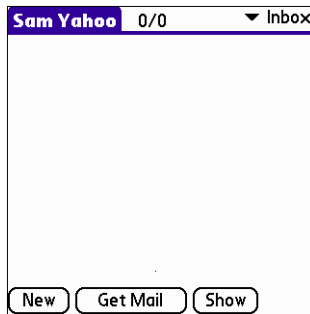
Selecting a different service for a given e-mail account

When you set up connections on your handheld (in the Connection Preferences screen), you pair each connection with a network service (in the Network Preferences screen) and then select one of these services to be the default for all network activity (sending and receiving e-mail, surfing the Web, and so on) on your handheld. By default, the VersaMail application uses this default service for sending and receiving messages for all e-mail accounts you set up.

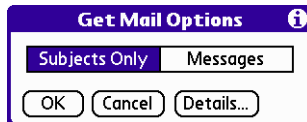
However, for any given e-mail account, you have the option of switching to a different service for use with that account only. For example, the default service you have selected for your handheld may be called My GPRS and use a GPRS connection. You may also have set up an e-mail account called My Earthlink, which runs on the My GPRS connection by default. However, if you travel into an area that does not have GPRS coverage, you may want to switch your My Earthlink account to the service called Earthlink GSM, which uses a GSM dial-up connection.

To set up a service for a given e-mail account (different from the default service for your handheld):

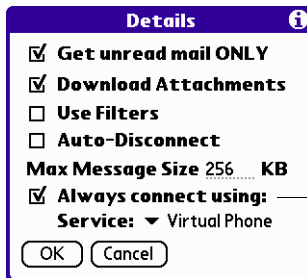
1. From the Inbox of the account you want to switch, tap Get Mail.



2. Tap Details.

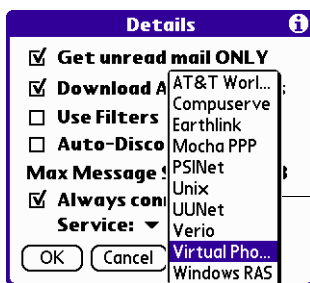


3. Tap the Always connect using check box. A pick list of available services appears. The currently used connection is displayed by default.







Tap to change the service connection for this e-mail account only from your default handheld service connection

4. Select the connection you want to switch to from the Service pick list.



Select a new service connection for this e-mail account only

5. Press Function  + Enter  (alternately, tap OK), and then press Function  + Enter  (or tap OK) again. If there is an existing service connection, it is disconnected and the new connection is initiated. The VersaMail application sends and checks for any new e-mail using the new connection.

When you exit the VersaMail application, the new service disconnects. When you reopen the application, the e-mail account you selected (My Earthlink in this example) continues to connect using the new connection (Earthlink GSM in this example) until you either select a new service or deselect the Always connect using check box. If you deselect the Always connect using check box, the e-mail account (My Earthlink) connects using the default handheld service (My GPRS in this example).

The Always connect using check box changes the connection service for the selected e-mail account only. You must follow the preceding procedure for each e-mail account whose connection you want to switch from the default connection on your handheld.

Getting, sending, and managing e-mail

Getting and sending e-mail on your handheld is easy and helps you keep your business and personal life organized. You can get and send e-mail by simply tapping one button on the handheld.

You can manage the messages in your e-mail accounts by moving messages between folders, deleting old e-mail messages individually or in groups, and marking messages as read or unread.

This section describes how to do the following:

- Get and send e-mail for your e-mail accounts
- View and send e-mail attachments, such as text or Microsoft Word documents, wirelessly



Getting and reading e-mail

You can get e-mail subjects only—the message size, author, and subject—or you can get entire messages immediately. If you choose to get message subjects only and want to read a full message, you can get more of the message.

Choosing the e-mail account and displaying the Inbox

To view the e-mail in an account, you must switch to that account and then get the e-mail. For example, if you want to collect and view the e-mail from your Yahoo account, you switch to the account created to retrieve e-mail from your Yahoo account.

To display an account and its Inbox:

1. In your Inbox or another folder screen, press Function  + Menu .
2. Select Accounts.

| Message Options | Accounts |
|------------------|----------|
| VersaMail | /1 |
| Sam Yahoo | /2 |
| Sam IMAP | /3 |
| Sam Sync | /4 |
| Account Setup... | /W |