✉❗ This message has high priority.

You can rearrange the message list to make it easier to find and view messages.

- In the Inbox, select **Sort**, and then select one of the following: **By Subject**, **By Sender**, **By Size**, or **By Date.**
- To quickly switch between folders in list view, select the **folder** pick list at the top of the screen and select the desired folder.

Deleting selected messages from the Inbox

When you delete a message from the Inbox, it moves to the Trash folder.

1 Select the bullet next to the icon of each message that you want to delete. To select adjacent messages, drag the stylus so that it touches the bullet to the left of each message. Lift the stylus and drag again to select more adjacent messages.

2 Press **Menu** 📄.

3 Select **Delete** on the **Message** menu.

4 If a confirmation dialog box appears, select **OK** to confirm the deletion.

TIP To delete a single message, select the **envelope** icon next to the message, and then select **Delete** from the list.

Deleting messages by date

You can quickly delete a group of messages by selecting a range of dates.

1 Press **Menu** 📄.

2 Select **Delete Old** on the **Message** menu.

3 Select the folder and a date range for the messages you want to delete.

4 Select **OK**.

5 If a confirmation dialog box appears, select **OK** to confirm the deletion.

TIP To empty (or purge) the Trash folder, open the **Message** menu and select **Empty Trash**.

Switching accounts

If you create more than one email account in VersaMail, you need to switch from account to account to get, send, and

otherwise manage the messages in each account.

1. Press **Menu** [icon].
2. Select **Accounts**, and then select an account.

DID YOU KNOW? If you assigned VersaMail to a quick button, you can press that button repeatedly to switch between your email accounts.

Customizing your email settings

You can customize the VersaMail settings for each individual email account on your Centro. The preferences you set apply only to the email account you are currently viewing. If you have multiple accounts, configure each account separately.

You can set up a schedule to automatically retrieve email messages; set preferences for how and when messages are retrieved; add a signature to an outgoing message; and more. For complete information on all the email settings you can customize, see the *User Guide for the VersaMail Application* on your computer.

Windows: Start > Programs > Palm

Mac: Insert the Palm Installation CD and click the link to the *User Guide for the VersaMail Application* in the **Documentation** folder.

Scheduling Auto Sync

You can set up VersaMail to automatically download new email messages to your Centro 690 with the Auto Sync feature.

TIP You need to set up a separate Auto Sync schedule for each email account. This feature may not work with email accounts that require VPN connection.

1. Press **Menu** [icon].
2. Select **Options**, and then select **Preferences**.
3. Select **Auto Sync**.

4 Check the **Auto-sync** box.

5 Select the **Every** pick list and select the time interval, from **5 minutes** to **12 hours**.

NOTE If you set a more frequent interval, you may need to recharge your Centro battery more often.

6 Select the **Start Time** and **End Time** boxes, and then select the hour, the minute, and AM or PM to enter the time for the first and last Auto Sync to take place. Select **OK**.

7 Select the days you want the schedule to be active. You can choose any number of days, but you can set up only one schedule for each email account.

8 Select **OK**, and then select **Get Mail**.

TIP After you set up a scheduled Auto Sync and select Get Mail, only new messages are retrieved during Auto Sync.

Viewing the Activity Log

The Activity Log lists ongoing and completed background transactions, such as downloading email, between the server and your email account.

1 From the Inbox, press **Menu** .

2 Select **Options**, and then select **View Activity Log**.

3 Select a listed action.

4 Do either of the following:

- To cancel an ongoing action, select **Stop**. If the action has already been completed, **Stop** does not appear.

- To view the details of a completed action, select **Details**.

5 Select **Done**.

Selecting alert tones

When you schedule Auto Sync for a given account, you can choose a sound—such as a bird, a phone, or an alarm—to let you know when new email arrives.

1 From any mailbox screen, press **Menu** .

2 Select **Options**, and then select **Preferences**.

3 Select **Alerts**.

4 Check the **Alert me of new mail** box.

5 Select the **Alert Sound** pick list, and then select a sound. Your Centro plays a brief demo of the sound.

6 Select **OK**.

Setting preferences for getting messages

1 From any mailbox screen, press **Menu** 🗐.

2 Select **Options**, and then select **Preferences**.

3 Select **Incoming**.

```
            Incoming
Get ▾ Entire message
     ☐ Ask Every Time:
Get only:
     ☑ Unread messages
     ☐ Mail from last      ▾ 3 days
☑ Download attachments
Maximum message size: 5___ KB
Message Format: ▾ HTML
 OK   Cancel
```

4 Set any of the following preferences, and then select **OK**.

   Get: Indicates whether to get message subjects only or entire messages.

   Ask Every Time: Indicates if you want to see a dialog box for selecting subjects only or entire messages each

time you retrieve email. If the box is unchecked, messages are retrieved according to the option you select in the Get pick list.

Unread messages (IMAP accounts only): Downloads only unread mail to your Centro 690. If you don't check this box and you select Get & Send, all the messages on your mail server are downloaded to your Inbox, including messages you've read.

> **TIP** The POP protocol does not support retrieval of unread mail only from the server. If you have a POP email account, VersaMail downloads all messages regardless of whether you have read them, and regardless of whether the Unread messages box is checked.

   Mail from last: Gets messages sent within the number of days you specify.

   Download attachments: Automatically downloads files attached to email, except for attachments that exceed the maximum message size.

   Maximum message size: Sets the maximum size of an incoming email

message. Enter the size in kilobytes (KB). The default is 5KB, but you can enter any size up to 2,048KB (approximately 2 megabytes [MB]), including attachments. The maximum message size that you can retrieve is 60KB for the body text and approximately 5MB of total data for any attachments.

Message Format: Sets the format for messages you retrieve.

• **HTML:** Displays messages sent in HTML format with basic formatting intact and displays other messages as plain text.

• **Text:** Displays all messages as plain text, regardless of the format in which they were sent.

Attaching a signature to a message

You can attach a personal signature, with info such as your company's address and phone numbers, to the bottom of all messages you send.

1 From any mailbox screen, press **Menu** 📭.

2 Select **Options**, and then select **Preferences**.

3 Select **Signature**.

4 Check the **Attach Signature** box.

5 Enter your signature information, and then select **OK**.

Working with Microsoft Exchange ActiveSync®

Microsoft Exchange ActiveSync® works with the VersaMail, Calendar, and Contacts apps on your Centro 690 to directly access corporate groupware information on a Microsoft Exchange 2003 server. You can synchronize business email, calendar, and contact info with the Exchange 2003 server from your Centro 690 without using a desktop computer.

When you create a Microsoft Exchange ActiveSync account in the VersaMail application, your email, calendar, and contact info sync directly with the Exchange server; information does not sync with the desktop software application on your computer, such as Microsoft Outlook or Palm Desktop software. Other information that is stored on your

computer, such as tasks and memos, continues to synchronize with your desktop software.

The Exchange server pushes email messages, Calendar events, meeting invitations, and updated contact information it receives onto your Centro 690. Likewise, when you create an email message or event or you update a contact on your Centro, it can be pushed to the server.

DID YOU KNOW? Your Centro 690 turns on and an alert appears whenever you receive a new message. To save battery life, you can turn alerts off for your Exchange ActiveSync account. Go to the account, press **Menu**, select **Options**, and then select **Preferences.** Select **Alerts**, and then uncheck the alert box.

Pushing email, events, and contacts

The Exchange server pushes email messages, Calendar events, meeting invitations, and updated contact information it receives onto your Centro 690.

NOTE Find out from your system administrator if your Exchange server supports push and has push turned on.

Likewise, when you create an email message or event or you update a contact on your Centro, it can be pushed to the server.

KEY TERM **Push** Technology in which a server automatically delivers new information (such as new email messages) to a device. The user does not need to do anything.

Push from server to Centro happens automatically as new or changed items arrive on the server. When you create a new message, appointment, or contact on your Centro 690, the new item is pushed from your Centro to the server at the following times:

- When a server-to-Centro push takes place
- When you select Sync in your Exchange ActiveSync account to manually retrieve information
- At a preset time interval, if neither of the preceding two events takes place

during that interval—for example, if neither a server push nor a manual sync takes place for ten minutes

TIP When push is enabled, certain preferences change for your Microsoft Exchange ActiveSync account only. A new Auto Sync preference is created, including Auto Sync and Alerts options. The Advanced preferences, including Connection and Server options, are removed.

Turning off push

When push is enabled, you can turn it off—for example, to save battery life.

1 Open VersaMail and go to your Exchange ActiveSync account (this is typically your corporate email account).

2 Press **Menu** .

3 Select **Options**, and then select **Preferences**.

4 Select **Auto Sync**, and then do one of the following:

- To switch from push to an Auto Sync schedule for email, calendar, or contacts, select the **When** pick list and then select any schedule option except As Items Arrive.

- To turn off push and manually retrieve information, uncheck the box next to the type of information you want to get manually (Mail, Calendar, or Contacts).

Using Remote Address Lookup

Remote Address Lookup enables you to retrieve email addresses on your corporate Exchange server.

BEFORE YOU BEGIN Be sure your phone is on and you are within a coverage area.

1 Open VersaMail and go to your Exchange ActiveSync account.

2 Select **New**.

3 On the new message screen, begin addressing the message. If the name you want does not appear on the Smart Addressing list, press **Menu** , select **Options**, and then select **Remote Lookup.**

4 Enter text that you want to find on the server. For example, type "Ste" to search for a person named Steve.

5 Select **Search**. Any names or addresses on the server that match the characters you entered are displayed.

6 When the name you want appears, select it, and then select **Add**.

For complete info on using a Microsoft Exchange ActiveSync account, see the *User Guide for the VersaMail Application* on your computer.

Windows: Start > Programs > Palm

Mac: Insert the Palm Installation CD and click the link to the *User Guide for the VersaMail Application* in the **Documentation** folder.

Messaging

You can use the Messaging application to exchange brief text messages (SMS) and multimedia messages (MMS) with other devices and email addresses that support these forms of messaging. Before you use your Centro to send or receive messages, refer to your service plan for pricing and availability of messaging services.

DID YOU KNOW? You can address messages to multiple recipients by separating the addresses with a comma. If you address a single message to three people, you will be billed for three messages.

Creating and sending a text message

Each text message can have up to 160 characters. Messages with more than 160 characters are automatically split into several messages. (If you send a text message to an email address, the email address is deducted from the 160-character count.)

DID YOU KNOW? You can page someone to call you by sending them a blank text message.

1 Press **Applications** and select **Messaging**.

2 Select **New**.

3 Select the **To** field to address the message:

- Press **Center** . If the recipient's name appears in the list of recent addresses, select it from the list.

- If the recipient is in your Contacts list, enter the first initial and last name (no spaces), and then select the recipient's phone number or email address, depending on where you want to send the message.
- If the recipient's name isn't in the list of recent addresses or your Contacts list, enter the phone number or email address.

TIP If you see numbers when you expect to see letters (or the other way around), you need to turn Option Lock on by pressing **Option** twice or turn it off by pressing **Option** once.

NOTE Sending text messages to land-line phones may not be supported.

4 Enter your message or select **QuickText** to insert predefined phrases. To insert emoticons, select .

TIP To add a new QuickText phrase, select **Edit QuickText** from the list.

NOTE Some symbols can't be used in text messages. The Messaging application automatically replaces invalid characters.
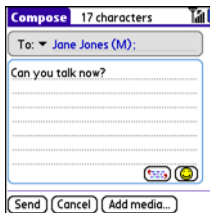
5 Select **Send**.

TIP Select **Save as Draft** to save a draft of the message without sending it. To access the draft, select the **category** pick list at the top of the screen and select **Drafts**.

Creating and sending a multimedia message

> **KEY TERM Slide** A collection of text, pictures, videos, and sounds that are grouped together within a multimedia message. During playback, all the items within a particular slide appear on the same screen. If a multimedia message contains multiple slides, each slide can be viewed separately during playback.

Multimedia messages consist of text, photos, videos, and sounds presented as one or more slides. You can include any of the following items:

Item	Supported File Types
Pictures	JPEG, GIF, WBMP
Videos	MPEG4, 3GGP, 3GPP2
Ringtones	MIDI, AAC, AAC+, MP3
Sound clips	AMR, QCELP, MP3

1 Press **Applications** ⌂ and select **Messaging**.

2 Select **New**.

3 Select **Add Media**.

4 Select the **To** field to address the message with up to 25 addresses:

- Press **Center** ◯. If the recipient's name appears in the list of recent addresses, select it from the list.
- If the recipient is in your Contacts list, enter the first initial and last name (no spaces), and then select the recipient's phone number or email address.
- If the recipient's name is not in the list of recent addresses or your Contacts list, enter the phone number or email address.

5 Enter a subject.

6 Select the image placeholder, and then select one of the following:

Attach picture/video: Insert one photo or video from your Centro 690 or an expansion card.

Take new picture: Take a picture with the built-in camera and add it to the message.

Take new video: Capture a short video with the built-in camcorder and add it to the message.
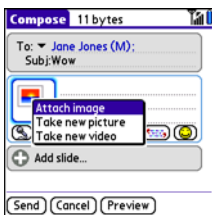
TIP When creating a message, you can preview or delete an item. Highlight the item, press **Center** on the 5-way, and then select **Remove**, **View**, or **Play**.

7 (Optional) Select **Sound** 🔊, and then select one of the following:

Record new: Record a sound clip of up to 1 minute.

Attach voice memo: Select a memo you recorded in the Voice Memo application.

Attach ringtone: Select a ringtone.

8 Enter a text message or caption.

9 Select **Add slide** to insert additional slides.

10 (Optional) Select **Preview** to view the message as the recipient will see it.

11 (Optional) Press **Menu** 📧, and then select **High Priority** from the **Compose** menu to mark the message as urgent.

12 Select **Send**.

DID YOU KNOW? You can send a contact or calendar entry. Select the entry, open the **Record** menu, select **Send**, and then select **Messaging**.

Receiving messages

When your phone is turned on and is in an area of wireless coverage, you automatically receive new text messages. For multimedia messages, you can set your Centro 690 to automatically download new messages or to notify you that a message is ready to be downloaded (see Customizing your Messaging settings). You can also configure how your Centro 690 notifies you when a new message arrives (see Selecting Messaging alert tones).

The new message alert may include any of the following buttons:

OK: Dismisses the alert and places the message in your Inbox.

Reply: Opens Chat View, where you can reply with a text message. To send an MMS reply, select **Add** from Chat View.

Call Back: Dials the sender's phone number.

Go To Msg: Opens the message so you can view its full contents.

Delete: Moves the message from your Inbox to the Deleted folder.

TIP When you receive a message, you can also press **Send** to call the sender.

TIP If you have multiple alerts, the Alert dialog box displays all your pending alerts. Select an item's description to jump to that item, or check the box to clear that item. To view all your pending alerts from any screen on your Centro 690, press and hold **Center** on the 5-way.

Using links in messages

When you receive a text message that contains a telephone number, email address, or URL, you can dial the number, send an email message, or go to the web page immediately.

1 Press **Applications** and select **Messaging**.

2 Select the message that contains the link you want to use.

3 Select the phone number, email address, or URL (appears as underlined blue text).

Your Centro automatically launches the appropriate application from the link.

Viewing/playing a multimedia message

1 Press **Applications** and select **Messaging**.

2 Select the message you want to view.

3 If there are sounds or multiple slides, playback begins immediately.

4 Do any of the following:

 • Use the onscreen controls to scroll to other slides and messages.

 • To save a sound, press **Menu** , and select **Save Sound** from the **Message** menu. You can access saved sounds later by pressing **Applications** and selecting **Sounds** or **Voice Memo** .

 • To save a picture, press **Menu** , and select **Save Picture** from the **Message** menu. You can access saved pictures later by pressing **Applications** and selecting **Pics&Videos** .

 • To copy the text, use the stylus to highlight the text, press **Menu** , select **Edit**, and then select **Copy**.

 • To stop playback of a message, select **Play/Stop**.

 • To view message details, press **Menu** and select **Message Details** from the **Message** menu.

 • To save a calendar or contact entry, open the message details. You can access saved entries later by pressing **Applications** and selecting **Calendar** or **Contacts** (depending on the type of entry you saved).

5 Select **OK**.

Arranging your messages

You can rearrange the messages in any folder by using the Sort command.

1 Press **Applications** $\boxed{\widehat{\triangle}}$ and select **Messaging**.

2 Select the folder list in the title bar and select the folder you want to sort.

3 Press **Menu** $\boxed{\equiv}$.

4 Select **View**, and then select **Sort by Name** or **Sort by Date**.

Message	View	Options
51051	Top of List	⊞T
Not re	Bottom of List	⊞B
	• Sort by Date	
	Sort by Name	

New   Respond   Delete

Deleting messages

You can delete several messages at once from any folder by using the Purge command.

TIP To delete an individual message, highlight it in the message list, and then select **Delete**.

1 Press **Applications** $\boxed{\widehat{\triangle}}$ and select **Messaging**.

2 Select the folder list in the title bar and select the folder that contains the messages you want to delete.

3 Press **Menu** $\boxed{\equiv}$.

4 Select **Purge** from the **Message** menu.

5 Select the **Purge** pick list, and then select an option.

6 Select **OK**.

Chatting with Messaging

DID YOU KNOW? You can send and receive text messages even while you are on a phone call. This is easiest when using a hands-free device or the speakerphone.

When you exchange more than one message with a single contact, the messages you exchange with that person are grouped into a chat session. When you select a chat session from your message list, the upper part of Chat View displays all messages you've exchanged with this contact, and the lower part provides an entry area.

You can carry on multiple chats at the same time and easily switch between them, using the pick list at the top of the screen.

TIP To find a chat you had with someone, open your Messaging Inbox and select a chat session.

1 Press **Applications** 🏠 and select **Messaging**.

2 Do one of the following:

Start a new chat: Select a message and reply to it.

Continue an existing chat: Select a message that displays the **Chat** 🗨 icon.

3 Enter your message.

TIP Pale gray text indicates that a message is pending or enroute.

4 Select **Send**.

Customizing your Messaging settings

1 Press **Applications** 🏠 and select **Messaging**.

2 Press **Menu** 📧.

3 From the **Options** menu, select **Preferences**.

4 On the **Messages** tab, set any of the following preferences for your individual messages:
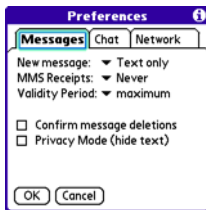
New message: Indicates whether text or multimedia messaging is the default format for a new message.

MMS Receipts: Indicates whether you want to receive a confirmation when an outgoing MMS message is delivered.

Validity Period: Indicates how long you want an outgoing message to be valid.

Confirm message deletions: Indicates whether you want deletion confirmation prompts to appear.

Privacy Mode (hide text): Indicates whether you want the body text to appear in the alert when you receive a new message, or whether you want the alert to hide the text and prompt you to go to the message.

5 Select the **Chat** tab and set any of the following preferences for chat sessions:

Create chats from messages: Indicate when you want to group messages from the same person into a chat.

Show timestamps in chats: Indicate whether you want to see the local date and time the message was sent next to each message.

Display my name in chat window as: Enter the name you want to use as the label for your messages in Chat View.

Label color: Select a color to differentiate your messages from the sender's messages while in Chat View.

Use color for: Indicate whether you want both your name and message text in the selected label color, or only your name.

6 Select the **Network** tab and set any of the following preferences for network connections.

Preferences

Messages | Chat | **Network**

☐ Automatically collect MMS messages

Network Configuration:

Automatic | Manual | (Edit...)

WARNING: Changing network configuration may cause this application to stop working.

(OK) (Cancel)
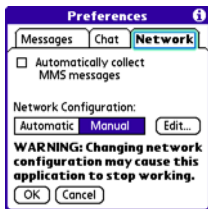
Automatically collect MMS messages: Indicate whether you want to download multimedia messages automatically.

Network Configuration: Indicate if you want to use Automatic or Manual message retrieval. If you select Manual, select **Edit** and enter the network provider settings.

NOTE We recommend that you do not change the Network Configuration settings.

7 Select **OK**.

Selecting Messaging alert tones

DID YOU KNOW? Your Centro includes a silent alert that can vibrate even when the Ringer switch is set to Sound Off.

1 Press **Applications** ⌂ and select **Messaging**.

2 Press **Menu** 📭.

3 Select **Options**, and then select **Alerts**.

Preferences — Sound & Alerts

Application: ▼ Messaging

Volume: ▼ 5

Vibrate: ▼ When Sound Off

Message Tone: ▼ Alert Bells

☑ Show Message Alerts
☑ Show Receipt Alerts

(Done) (New) (Manage...) (Tips)

4 Select the **Application** pick list and select **Messaging**.

5 Select the **Volume** pick list and select the volume level.

6 Select the **Vibrate** pick list and select when you want your Centro 690 to vibrate.

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7 Select the **Message Tone** pick list and select a tone for incoming message alerts.

8 Check the boxes if you want to see onscreen alerts when a new message arrives and when a message you sent is received.

9 Select **Done**.

What are all those icons?

> **TIP** By default, the Messaging app shows the Inbox folder. To view a different folder, select the folder list in the title bar and select a different folder from the list.

The message descriptions in the Inbox, Outbox, and Sent folders show the message status:

• Unread messages appear in bold.

• Read messages appear in plain text.

• Urgent messages appear with a red exclamation point (!).

The following icons show the message type and additional status info:

A text message

A chat session

A multimedia message that is ready for you to download

A multimedia message that is fully downloaded

A multimedia message that is fully downloaded and contains sound

A message that is waiting to be sent

A receipt, which you requested, confirming delivery of the message

An outgoing message with an error

> **DID YOU KNOW?** If you are outside a coverage area or if your phone is turned off, outgoing messages go into the Outbox. When you return to a coverage area or turn your phone on, your pending messages are automatically sent and transferred to the Sent folder.

Instant Messaging (IM)

Instant Messaging (IM) is a form of real-time communication between two or more people based on the exchange of short, simple text messages via computer or mobile device. You can see which of your contacts are available to participate in an IM conversation or chat. You initiate a chat by selecting an available contact and sending a message.

Instant messaging on your Centro is similar to instant messaging on your computer. Using the IM application, you can sign on to up to three IM communities, send and receive instant messages, and view contact status information and manage your presence. You can switch among IM communities with a touch of the 5-way.

Messages are billed to the owner of the Centro no matter which IM account you use.

Accessing IM

1 Press **Applications** ⌂ and select **Instant Messaging** .

2 Select an IM community.

Signing on

If you are signing on to your existing IM account on your Centro, sign on to the community using your existing username or email address, whichever your provider requires, and password.

NOTE Some service providers allow you to sign on to multiple devices at the same time; for example, both your Centro and your computer. On other providers, signing on to an existing IM account on your Centro may automatically sign you out of another currently running IM session.

[TBD--need to see sign on working to give exact steps.]

Sending a Message
[TBD: need to see this working.]

Receiving a Message
[TBD: need to see this working.]

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Leaving IM

You can either exit an IM community or sign out.

- When you select **Exit**, you can go to other applications and return without signing in again. Conversations remain active.

- When you select **Sign Out**, you will be asked to confirm that you want to terminate the session and end all active conversations. When you confirm, you officially sign out, and your contacts will see you as unavailable. To resume instant messaging, you must sign in again to the community.

Your connections to the web and wireless devices

You use the web for many things: driving directions, shopping, news, web-based email. Now, with your network and the built-in web browser, you can take the web with you almost anywhere.

The built-in Bluetooth® feature of your Palm® Centro™ 690 smart device helps you easily set up wireless connections to a number of devices, so you can enjoy the convenience of cable-free connectivity. You can also use your Centro 690 to connect your computer to the Internet and to share contacts or your favorite photos with other people.

Benefits

• Carry the web with you
• Store web pages for offline viewing
• Connect to Bluetooth headsets and car kits

• Connect your computer to the Internet through your Centro 690
• Shop online for ringtones, graphics, and multimedia files

In this chapter

Web browser

The Blazer® web browser on your Centro provides quick and easy access to web pages. You can view most of the sites you use on your computer, including those with security and advanced features, such as JavaScript and frames. To browse the web, you must activate data services from your network operator.

DID YOU KNOW? The security certificates and 128-bit Secure Sockets Layer (SSL) encryption let you visit secure websites, like ones for banking and using email. Some secure sites also require specific browsers, so those may not work with your web browser.

DID YOU KNOW? The web browser supports JavaScript, SSL strong encryption, and cookies, but it does not support plug-ins (such as Flash or Shockwave) or Java applets.

Viewing a web page

To make viewing web pages on your Centro a better experience, the web browser reformats web pages into a single column and resizes images. In this format—called Optimized Mode—you can see most of the content without scrolling left or right. You can also switch to Wide Page Mode if you like.

DID YOU KNOW? You can send email from a web page on your Centro. Email addresses appear as links on web pages. After you configure an email application on your Centro, you can select an email address link to create a message to the selected address.

Optimized Mode

Wide Page Mode

1 Press **Applications** and select **Web** to open the Blazer web browser. If necessary, select **Yes** to turn on your phone, and **Yes** to connect to the Internet.

If you do not see either of these icons in the title bar, data services are not available in your current location and you cannot connect to the Internet.

2 Enter a web page address (URL) in the **Address Bar** and select **Go**.

NOTE If you browse to a secure web page, a **lock** icon appears in the Address Bar.

3 Do any of the following to navigate within the web page:

View a page in wide layout format (as on your computer): Press **Menu**, select **Options**, and then select **Wide Page Mode**.

Scroll through the page: In Optimized Mode (the default format) press **Up** ▲ or **Down** ▼. In Wide Page Mode, use all buttons on the **5-way** to scroll in any direction.

Follow a link to another web page: In Optimized Mode, highlight the link by pressing **Left** ◄ or **Right** ► and then press **Center** to go to the selected page. In Wide Page Mode, use the stylus to select a link.

Submit a form: Enter the info and then select the onscreen button to submit the form. If the form doesn't have an onscreen button, press **Return**.

TIP To adjust the font size, open the **Options** menu and select **Font**. To fit more text on the screen, select **Small**. To make the text easier to read, select **Large**.

4 Use the **5-way** ⃝ to access any of the following icons in the title bar:

🏠   Goes to your home page.

🌐   Opens a dialog box where you can enter a web address or view a list of recently viewed web pages.

⬅   Goes back in order through pages you viewed.

➡   Goes forward in order through pages you viewed.

↻   Gets the latest version of the current web page. This is sometimes called *refreshing* the web page.

⚡   Opens a list where you can select Fast mode (no images or style sheets) or Normal mode (with images and style sheets).

Creating a bookmark

With bookmarks, you can instantly access a web page without entering the address every time. The web browser can store up to 100 bookmarks or saved pages, allowing you to open your favorite web pages

quickly. Note that a bookmark is different from a saved page and different from a favorite (see Defining favorite buttons).

DID YOU KNOW? The predefined bookmarks take you to pages that are optimized for your Centro.

1 Go to the page you want to bookmark.

2 Press **Menu** 📧.

3 Select **Add Bookmark** from the **Page** menu.

4 Change the entries in the **Name** and **Description** fields.

5 Select **OK**, and then select **OK** again.

Saving a page

You can use the web browser to save a page for offline viewing, so you don't need a wireless connection to view it later.

1 Go to the page you want to save.

2 Press **Menu** .

3 Select **Save Page** from the **Page** menu.

4 Select **OK**, and then select **OK** again.

Viewing bookmarks or saved pages

Bookmarks and saved pages both appear in Bookmarks View. Saved pages are indicated by a small triangle in the upper-right corner of the bookmark.

DID YOU KNOW? You can make Bookmarks View the default view when you open the browser. Open the **Options** menu and select **Preferences**. Select the **Start With** pick list and select **Bookmarks**.

1 Select the **Bookmarks View** 🔳 icon in the web page toolbar.

2 Select the bookmark or saved page you want to view.

TIP To go back to the last web page you viewed without selecting a bookmark, select **Page View**.

Editing or deleting a bookmark or saved page

1 In Bookmarks View, press **Menu** .

2 Select **Edit Bookmarks** from the **Bookmarks** menu.

3 Select the bookmark you want to edit or delete.

TIP If you can't edit, delete, or beam a bookmark, it is probably locked and these actions are prohibited.

4 Enter the desired changes or select **Delete**.

5 Select **OK**.

Arranging bookmarks and saved pages

Bookmarks View has ten pages where you can store and arrange bookmarks and saved pages in a way that works for you. For example, you can store travel links on one bookmark page, stock links on another, and business links on a third page.

1 In Bookmarks View, press **Menu** .

2 Select **Edit Bookmarks** from the **Bookmarks** menu.

3 Enter a title for this page of bookmarks.

4 Use the stylus to drag and drop a bookmark into the desired slot. You can move a bookmark within the current page or move it to a different bookmark page by dragging and dropping it on one of the **Bookmark Page** icons at the bottom of the screen.

5 Select **OK**.

Downloading files from a web page

The web browser lets you download files that are recognized by one of the applications on your Centro 690. When you download a file, you can open it in the application that recognizes the file. For example, if you download an MP3 file, you can listen to it later in the Pocket Tunes™ application.

If a file is not recognized by any application on your Centro 690, you cannot open it on your Centro. You can, however, download the file to an expansion card, transfer it to your computer using an expansion card

reader (sold separately), and view it on your computer.

You can download files such as new applications and choose to play or save music and video files in many popular formats—provided that the website permits the downloading of files:

Item	Supported File Types
Pictures	JPEG, WBMP, GIF, PNG
Videos	MP4, 3G2, ASF, WMV
Ringtones	MIDI, AAC, AAC+, MP3
Music	MP3, WMA

TIP You can also access software and other downloads using the Downloads bookmark.

1 Go to the page with the link to the file you want to download.

2 Do one of the following:
  • In Optimized Mode, press **Left** ◀ or **Right** ▶ to highlight the link to the file, and then press **Center** ◯.
  • In Wide Page Mode, tap the link with your stylus.

3 If prompted, select what you want to do with the file: **Play**, **Save To Device**, or **Save To Card**.

4 Select **Yes**.

TIP You can also save an image from a web page by tapping and holding it with the stylus.

Streaming files from a web page

The web browser lets you stream files that are recognized by one of the applications on your Centro 690. For example, you can choose to play music and video files in many popular formats (MP3, WMA, WMV).

1 When the web browser recognizes streamed content on a web page, it displays a **Play** ▶ Play icon. To view or listen to the streamed content, select **Play** ▶ Play.

TIP The web browser recognizes streamed content that is not supported by any of the applications on your Centro 690, and it displays a "Media type not supported" message.

2 Once streaming begins, playback starts automatically. Use the following controls when viewing or listening:

- Select ⇆ to return to the web page containing the streamed content.

- Select ⏸ or press **Center** ◯ to pause playback.

- Select ▶ or press **Center** ◯ to resume playback after pausing.

- A few seconds after playback begins, the toolbar is hidden and you can view the content on the full screen. Press **Up** ▲ or **Down** ▼ to display the toolbar; press **Up** ▲ or **Down** ▼ again to hide the toolbar again.

- Press the **Volume** button on the side of your Centro 690 to adjust the volume.

Copying text from a web page

You can copy text from a web page and paste it into other applications.

1 Use the stylus to highlight the text you want to copy.

2 Press **Menu** 🗐.

3 Select **Edit**, and then select **Copy**.

4 Go to the app in which you want to paste the text, and position the cursor where you want to paste the text.

5 Press **Menu** .

6 Select **Edit**, and then select **Paste**.

DID YOU KNOW? If the web browser does not recognize a phone number as dialable, you can copy the phone number (as text) and paste it into the Dial Pad (see Dialing from a web page or message).

Returning to recently viewed pages

The History list stores the addresses of the last 100 pages you visited. Items in the History list are sorted chronologically.

1 In Page View, press **Menu** .

2 Select **History** from the **Page** menu.

3 Select the web page you want to load.

Finding text on a web page

1 In Page View, press **Menu** .

2 Select **Find Text on Page** from the **Page** menu.

3 Enter the text you want to find.

4 Check or uncheck the **Wrap Search** box to indicate whether you want the search to wrap from the end of the page to the beginning when the end is reached.

5 Select **Find** to start the search.

Customizing your web browser settings

1 In Page View, press **Menu** .

2 Select **Options**, and then select **Preferences**.

**3** Select **Page** and set any of the following preferences:

Start With: Determines which view appears when you open the browser.

Home Page: Sets the page that appears when you select .

Restore Default: Selects the original home page, if you changed it.

Show Address Bar: Sets whether the web address appears in Page View. When it is visible, you can select the pick list to go to a previously viewed page or enter a URL directly from Page View.

4. Select **General** and set any of the following preferences:
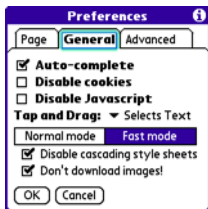
Auto-complete: Determines whether the web browser suggests text, based on your previous entries, when you begin entering info.

Disable cookies: Determines whether websites can store personalized info on your Centro. Some sites do not work properly if you select this option.

Disable JavaScript: Bypasses JavaScript elements on the web pages you view.

Tap and Drag: Determines whether dragging the stylus selects text or scrolls through the contents of the page.

Normal mode/Fast mode: Determines whether a web page appears as designed (Normal mode) or with some of the items removed for faster display. Selecting Fast mode gives you the following options:

- **Disable cascading style sheets:** Determines whether style sheets are applied when you load a web page. When style sheets are disabled, pages download faster, but you may lose some of the formatting.

**KEY TERM Cascading Style Sheet (CSS)** A file that governs design elements of a web page, such as its fonts, colors, and layout.

- **Don't download images!** Determines whether images appear when you load a web page. If you

select not to view images, you can still see any image by selecting the placeholder box on the web page.

5 Select **Advanced** and set any of the following preferences:
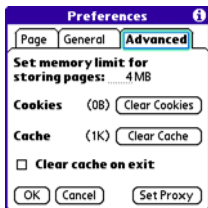
Set memory limit for storing pages: Sets the amount of memory used for your cache. Pages are cached so that they load faster the next time you view them.

Cookies: Indicates how much memory is being used by cookies. To free up this memory, select **Clear Cookies**.

Cache: Indicates how much memory is being used by your cache to store recent pages and history. To free up this memory, select **Clear Cache**.

Clear cache on exit: Determines whether the cache clears each time you exit the web browser.

Set Proxy: Sets up a proxy server to access the Internet. If your connection requires a proxy server, please contact your Internet service provider or IT administrator for this information.

6 Select **OK**.

Connecting your computer to the Internet through your Centro™ 690

Dial-up networking (DUN) is the feature that converts your Centro 690 into a modem so that you can access the Internet from your computer. If your computer is

enabled with Bluetooth wireless technology, you can set up your Centro 690 as a wireless modem using the built-in Bluetooth technology.

The following procedures describe the process of setting up your Centro 690 as a wireless modem using the built-in Bluetooth technology.

> **TIP** If your computer is not enabled with Bluetooth wireless technology, you need to purchase a wireless Bluetooth adapter accessory for your computer to use this feature.

Creating a partnership between your Centro and your computer

1   Make sure that your computer's Bluetooth setting is on and that your computer is ready to create a Bluetooth partnership. Check the documentation that came with your computer to find and change these settings.

2   On your Centro 690, press **Applications** ⌂ and select **Bluetooth** .

3   Select **Bluetooth On** if it is not already selected, and then select **Setup Devices**.

4   Select **Trusted Devices.**

5   Select **Add Device**. The discovery icon appears, indicating that the discovery process is active.

6   Select your computer from the **Trusted Devices** list, and then select **OK**.

7   Make up a passkey, enter it on the Bluetooth Security screen, and then select **OK**. The passkey can be up to 16 numbers.

NOTE You need this passkey in the next step, so be sure to write it down exactly. We recommend that you use a passkey of 16 numbers, where possible, to improve the security of your Centro. The longer the

passkey, the more difficult it is for the passkey to be deciphered.

8 Enter the same passkey on your computer when prompted.

9 Select **Done**, and then select **Done** again to return to the Bluetooth screen.

Setting up your computer for a Bluetooth® DUN connection

Follow the instructions from the manufacturer of your Bluetooth adapter to enable DUN.

Accessing the Internet using a Bluetooth DUN connection

The steps for accessing the Internet on your computer may vary depending on your operating system and how Bluetooth wireless technology is set up on your computer—for example, if it is built-in versus if you are using a Bluetooth adapter. If you need additional info, check your computer's documentation for how to set up Bluetooth technology to access the Internet using a DUN connection.

TIP You may need to use a virtual private network (VPN) to access corporate email. Check with your system administrator for more information.

BEFORE YOU BEGIN Verify that DUN is enabled on your computer. See the documentation that came with your computer for details.

1 Open the Bluetooth application on your computer and let it locate the Centro you paired it with in the previous procedure.

2 Double-click the icon or option representing your Centro 690. Your computer connects to your Centro 690 and shows that DUN services are available.

3 Double-click the **DUN** icon.

4 Enter your wireless service provider's settings. Contact your wireless service provider if you don't have these settings.

5 Click **Dial**. Once the connection is successfully established, you can

browse the Internet on your computer or download your email.

TIP If you get a message asking whether you want your computer to remember the dial text for this connection, we recommend that you select **Yes**. This avoids errors and the inconvenience of entering the dial text for every session.

6 Look for a network connection icon in the taskbar at the bottom of your computer screen to verify that you are connected.

DID YOU KNOW? You can check the status of the connection by right-clicking the **Bluetooth network** icon in the taskbar.

NOTE When a DUN connection is active, you cannot use data services on your Centro 690. For example, you cannot browse the Web, or send or receive email messages. Also, any scheduled automatic email retrievals do not take place. Receiving or sending phone calls suspends the DUN session. The session resumes when the call is ended.

Terminating a Bluetooth DUN Internet session

It is important to end a Bluetooth DUN session after you finish using it. Ending the DUN session lets you use the wireless features of your Centro 690 that require a data connection, it frees up the Bluetooth feature so that you can connect to other Bluetooth devices, and it optimizes battery life, too.

1 On your computer, right-click the icon or option representing your Centro 690.

2 Click **Disconnect.**

Connecting with Bluetooth devices

With the built-in Bluetooth wireless technology on your Centro, you can connect to a number of Bluetooth devices, including a hands-free device such as a headset or car kit, a printer, or a GPS receiver, as well as to other Centro 690 smart devices and handhelds that are equipped with Bluetooth wireless

technology. If your computer is enabled with Bluetooth wireless technology, you can also synchronize wirelessly or use your phone to connect your computer to the Internet.

You can create a list of Bluetooth devices that you trust to communicate with your Centro. When communicating with trusted devices, your Centro skips the discovery process and creates a secure link as long as the device is within range. Bluetooth range is up to 30 feet depending on environmental conditions, including obstacles, radio interference from nearby electronic equipment, and other factors.

When you configure a hands-free device, as described previously in Connecting to a Bluetooth® hands-free device, the hands-free device automatically appears in your Trusted Devices list. Follow the steps in this section to add other devices to your Trusted Devices list, such as a friend's handheld.

DID YOU KNOW? Your Centro supports wireless connections to Bluetooth stereo headphones.

Requesting a connection with another Bluetooth device

1 Press **Applications** and select **Bluetooth** .

2 Select **Bluetooth On**.

3 (Optional) Enter a device name that identifies your Centro 690 when it is discovered by other Bluetooth devices.

NOTE Use the same device name for all your Bluetooth connections. If you change the device name, you need to re-create any partnerships you've already created.

4 Select **Setup Devices**.

5 Select **Trusted Devices**.
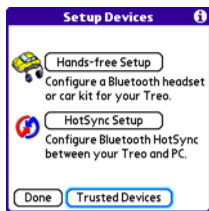
6 Select **Add Device**. The **Discovery** icon appears, indicating that the discovery process is active.

7 Select the **Show** pick list and select **Nearby devices**.

8 If the device you want to add doesn't appear on the Discovery Results list, make sure that the other device is ready to receive a connection request (see the device's documentation), and then select **Find More** on your Centro to search again.

9 Enter the same passkey on your Centro 690 and on the Bluetooth device, and select **OK**.

IMPORTANT Some Bluetooth devices have a predefined passkey. If your device has a predefined passkey, you can find it in the documentation for that device. Other devices provide a screen where you enter a passkey that you make up. In either case, you must use the same passkey on both your Centro 690 and the other Bluetooth device. We recommend that, where possible, you make up a passkey of 16 alphanumeric characters (letters and numerals only) to improve the security of your Centro. The longer the passkey, the more difficult it is for the passkey to be deciphered.

10 Select **Done**.

Accepting a connection from another Bluetooth device

TIP For the Centro 690 to be visible to Bluetooth devices, the Bluetooth setting must be set to On and visibility must be set to Visible or Temporary.

1 Press **Applications** and select **Bluetooth** .
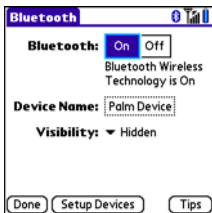
2 Select **Bluetooth On**.

3 (Optional) Enter a device name that identifies your Centro 690 when it is discovered by other Bluetooth devices.

NOTE Use the same device name for all your Bluetooth connections. If you change the device name, you need to re-create any partnerships you've already created.

4 Select the **Visibility** pick list and select one of the following:

Visible: Enables Bluetooth devices that are not on your Trusted Devices list to request a connection with your Centro 690. Your Centro 690 remains accessible to other devices until you

turn this option off. After you've finished using this setting, remember to change it back to Hidden.

TIP Use the Visible option only when you need your Centro 690 to be accessible for an extended period of time. For short-term accessibility, use the Temporary option.

Temporary: Enables Bluetooth devices that are not on your Trusted Devices list to request a connection with your Centro 690 during the next two minutes. Your Centro 690 reverts to the Hidden setting and becomes inaccessible to other devices after two minutes.

Hidden: Allows only devices with which you have previously formed a partnership to request a connection with your Centro 690. New devices cannot request a connection.

5 Enter the same passkey on your Centro 690 and on the Bluetooth device.

IMPORTANT Some Bluetooth devices, such as headsets and GPS receivers, have

a predefined passkey. If your device has a predefined passkey, you can find it in the documentation for that device. Other devices provide a screen where you enter a passkey that you make up. In either case, you must use the same passkey on both your Centro and the other Bluetooth device. We recommend that, where possible, you make up a passkey of 16 alphanumeric characters (letters and numerals only) to improve the security of your Centro. The longer the passkey, the more difficult it is for the passkey to be deciphered.

6 (Optional) Check the **Add to trusted device list** box if you want to form a partnership with the requesting device.

7 Select **OK**.

Your photos, videos, and music

Do you have a wallet bulging with photos of friends, family, pets, and your most recent vacation?

Are you tired of carrying both your MP3 player and your phone?

Your Palm® Centro™ 690 smart device solves both problems. You can keep your favorite photos right on your Centro—videos, too. And there's no need to carry an expensive MP3 player; you can play music on your Centro. Simply transfer songs onto your Centro or an expansion card and then listen through your headphones (cards and headphones sold separately).

Benefits

- Never be far from your favorite people, places, and songs
- Organize your photos, videos, and songs
- No separate photo viewer, MP3, or CD player required

In this chapter

Camera and Camcorder

Your Centro 690 comes with an easy-to-use, built-in, VGA, 1.3 Megapixel camera with 2x digital zoom. You can use the camera to take and view pictures and videos and send them to your friends and family. To add a personal touch to your Centro, use your pictures as your wallpaper for the Main tab in the Phone application and as caller ID images.

In addition to taking pictures and videos, you can receive and view pictures and videos, send pictures and videos as email attachments or multimedia messages (MMS), and use pictures to personalize your Centro 690 (such as wallpaper or picture caller ID; see Assigning a caller ID photo for details). You can also move pictures and videos to a computer by synchronizing your Centro 690 with your computer.

Taking a picture

You can store pictures on your Centro 690 or on an expansion card.

1 Press **Applications** and select **Camera** .

2 By default, the Camera application stores pictures you take in the **PALM** folder on your expansion card (if a card is inserted). Otherwise, Camera stores pictures in the **PALM** album on your Centro. To store a picture in a different location, select one of the following:

<Album name>: Stores the picture in the selected album. The storage location is based on the location of the album (Centro 690 or expansion card).

New Albums: Opens a dialog box where you can enter an album name and select the storage location (Centro 690 or expansion card).

TIP The default camera resolution is SXGA (1280 x 1024). VGA (640 x 480) and QVGA (320 x 240) resolutions are also supported. To view these settings before you take a picture, press **Menu**.

3 Find your subject in the screen on your Centro (the lens is on the back of your Centro).

4 (Optional) To get a close-up of your subject, press **Up** ▲ to select **2x.** Press **Down** ▼ to return to **1x**.

5 Press **Center** ◯ to capture the picture.

6 Select any of the following icons:
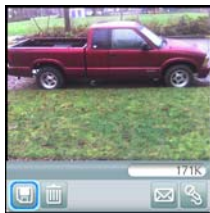
Saves the picture in the location you selected in step 2.

Deletes the picture.

Opens a dialog box where you can select how you want to send the picture: Messaging, Bluetooth® wireless technology, or Email. The receiving device must support the method you select.

Lets you add a voice caption.

TIP To add an audio caption later, open the picture and then select **Audio Caption** from the **Photo** menu.

DID YOU KNOW? You can personalize a picture. Open the **Photo** menu, select **Draw on**, and then use the drawing tools to add your own personal touch. When you save the picture, you can replace the original or save a copy.

Recording a video

You can store videos on your Centro 690 or on an expansion card.

1 Press **Applications** and select **Camcorder** .

TIP The video recording screen displays the approximate recording time you have left based on the space available on your Centro 690 or expansion card. Actual recording time may vary depending on how fast you are moving, how many colors you are recording, and so on.

2 By default, the Camcorder application stores videos you record in the **PALM** folder on your expansion card (if a card is inserted). Otherwise, Camcorder stores pictures in the **PALM** album on

your Centro. To store a video in a different location, select one of the following:

<Album name>: Stores the video in the selected album. The storage location is based on the location of the album (Centro 690 or expansion card).

New Albums: Opens a dialog box where you can enter an album name and select the storage location (Centro 690 or expansion card).
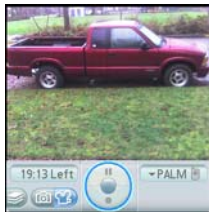
TIP The default camcorder resolution is CIF (352 x 288), and QCIF (176 x 144) is also supported. To view these settings before you capture a video, press **Menu**.

3 Find your subject in the screen on your Centro (the lens is on the back of your Centro).

4 Press **Center** ◯ to start recording.

5 After you finish recording, press **Center** ◯ again to stop.

6 Select any of the following:
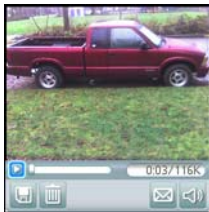
▶️ Plays the video, so you can review it.

💾 Saves the video in the location you selected in step 2.

🗑 Deletes the video.

✉️ Opens a dialog box where you can select how you want to send the video: Messaging, Bluetooth, or Email. The receiving device must support the method you select and video messages.

🔊 Opens a dialog box where you can adjust the volume during playback.

TIP During playback, tap and drag the **progress indicator** bar to jump to a different section of the video. Select **Pause** to pause video playback.

Customizing your Camera settings

You can customize the built-in camera's settings for your Centro 690.

1 Press **Applications** and select **Camera** 📷 or **Camcorder** 📹.

2 Press **Menu** . If you are in Camera View, the Photo Settings screen appears. If you are in Camcorder View, the Video Settings screen appears.

3 Set any of the following preferences:

Effects: Sets the color palette for the current picture or video. You cannot change an item's palette after you take the picture or video.

Prompt sound: (Pictures only) Sets the sound that plays before you take the picture.

Shutter sound: Determines whether a sound plays when you take a picture.

Microphone: (Videos only) Turns the microphone on and off so that you can record videos with or without sound.

Resolution: Sets the default size for newly captured pictures or videos.

Date stamp: (Pictures only) Determines whether the date the picture is taken appears on your pictures.

Review photos/videos: Determines whether you can review pictures or videos before saving them and how quickly they are automatically saved.

Auto naming: Assigns a name to a series of pictures to be captured, such as Seattle001, Seattle002, and so on.

4 Select **Done**.

Pictures & Videos

Viewing a picture

In addition to viewing the pictures you capture with the built-in camera, you can view pictures captured on many popular digital cameras or downloaded from the

Internet. Your Centro 690 supports the following picture formats:

- JPG
- TIF
- BMP
- GIF

1 Press **Applications** ⌂ and select **Pics&Videos** 📷.

2 Select the album that contains the picture you want to see.

TIP To view an album from an expansion card, insert the card and select the album from the Album list. If the items on the card are not grouped into albums, select the card name from the list.

3 Select the picture you want to view.

4 Press **Right** ▶ or **Left** ◀ to scroll to the next item in the album.

DID YOU KNOW? To see the outer edges of a picture that may not be visible, use the stylus to tap and drag the picture in any direction.

5 If the picture has a voice caption, select 🔊 to hear it.

6 Tap the picture or press **Center** ◯ to return to Thumbnail View.

TIP In Thumbnail View, you can group photos or videos to more easily locate them. Select one of the grouping options from the View menu.

Viewing a video

In addition to viewing the videos you capture with the built-in camcorder, you can view videos captured on many popular digital cameras. You can also play the audio portion of multimedia files. Your Centro 690 supports the following types of video files:

- 3GP (with H.263 video and AMR audio)
- 3G2 (with MPEG-4 video and QCELP audio)
- MP4 (with MPEG-4/H.264 video and MP3/AAC/AAC+ audio)
- MPG (with MPEG-1 video and MPEG-1 audio)
- M4V (with MPEG-4/H.264 video and MP3/AAC/AAC+ audio)

- ASF (with MPEG-4 video and IMA-ADPCM audio)
- AVI (with MJPEG video and PCM audio)

1 Press **Applications** and select **Pics&Videos** .

2 Select the album that contains the video you want to see.

3 Select the video you want to view. Playback begins automatically.

4 Hold down **Right** or **Left** to seek within the current video, or press **Right** or **Left** to scroll to the next item in the album.

5 Press **Center** to return to Thumbnail View.

DID YOU KNOW? If you pause video playback and then close the video, the video starts where you left off the next time you play it.

Viewing a slide show

1 Press **Applications** and select **Pics&Videos** .

2 Select the album you want to view.

3 Press **Menu** , select **Options**, and then select **Auto-hide Toolbar Off** if you want to see the toolbar.

4 Press **Space** to start the slide show.

5 Press **Center** to return to the previous view.

TIP To set slide show options such as background music and transitions, open the **Options** menu and select **Slideshow Setting**. Keep in mind that background music overrides audio captions when you're running a slide show. Background music for a slide show also overrides any music that might be playing using the Pocket Tunes™ application on your Centro 690.

Sending pictures or videos

You can send pictures or videos to an email address or to other devices that support picture and video messaging.

1 From the Album list, select the album that contains the picture(s) or video(s) you want to send.

2 Select **Send** .

CHAPTER

3 Select the pictures or videos to send, or select **Select All** to send the entire album. (A plus sign [**+**] appears next to selected items.)

> **DID YOU KNOW?** You cannot send copyrighted pictures or videos that appear with a Lock icon in Thumbnail View or in the Picture list.

4 Select **Send**.

5 Select how you want to send the picture or video: **Messaging**, **Bluetooth**, or **Email**.

Copying a picture or video

You can copy pictures or videos into another album. You can also copy pictures and videos between your Centro 690 and an expansion card.

1 From the Album list, select the album that contains the picture(s) or video(s) you want to copy.

2 Press **Menu** .

3 Select **Copy to** from the **Photo** (or **Video**) menu.

4 Select the pictures or videos to copy, or select **Select All** to copy the entire album. (A **+** appears next to selected items.)

5 Select **Copy**.

6 Select the **Copy items to** pick list and select whether you want to copy the selected items to your device or to an expansion card.

indicates that a picture is selected

7 Select the **Into album** pick list and select the album you want to copy the selected items to.

8 Select **Copy**.

TIP You can also move pictures and videos between albums. Open the **Photo** (or **Video**) menu and select **Move to**. The remaining steps are the same as those for copying pictures, but use the Move commands instead of the Copy commands.

Organizing pictures and videos

1 Open the album you want to organize.

2 Press **Menu** 🗐.

3 Select **Album**, and then select **Add to album** or **Remove from album**.

4 Select the pictures or videos to add or remove, or select **Select All** to add or remove the entire album. (A plus sign indicates that you want to add the item. An X indicates that you want to remove the item.)

5 Select **Add** or **Remove**.

DID YOU KNOW? You can also open the Album list from Camera View or Camcorder View by selecting the icon in the lower-left corner.

TIP Install the Palm® Files application from the Palm Software Installation CD to easily browse and manage files on an expansion card.

TIP To change the name, add a caption, or view other picture or video information, highlight (or open) the item, open the **Photo** (or **Video**) menu, and select **Details**.

Saving a picture as wallpaper

You can select a picture to use as wallpaper for the Main tab in the Phone application.

1 Display the picture you want to save as wallpaper.

2 Press **Menu** 🗐.

3 Select **Options**, and then select **Save as Wallpaper**.

4 When the confirmation message appears, confirm by selecting **Yes**, or decline by selecting **No**.

Adding a picture to a contact entry

1 Display the picture you want to add to a contact.

2 Press **Menu** .

3 Select **Options**, and then select **Save as Contact**.

4 Select the contact you want to add this picture to.

Rotating a picture

1 Display the picture you want to rotate.

2 Press **Menu** .

3 Select **Rotate** from the **Photo** menu.

4 Select the orientation.

Deleting a picture or video

1 Open the album that contains the picture(s) or video(s) you want to delete.

2 Press **Menu** .

3 Select **Delete** from the **Photo** (or **Video**) menu.

4 Select the pictures or videos that you want to delete, or select **Select All** to delete the entire album. (An X appears next to selected items.)

5 Select **Delete**.

6 Select **Delete** to confirm the deletion.

TIP You can also highlight a picture or video in Thumbnail View, and then press **Backspace** to delete the highlighted item.

Viewing pictures and videos on your computer

When you synchronize your Centro 690, your pictures and videos are copied to your desktop computer. You can view pictures in JPEG format and videos in MPEG-4 format (3G2 file extension). You can email them to friends using your desktop email application.

BEFORE YOU BEGIN To use your computer to view and edit videos you captured on your Centro 690, you must first install QuickTime from the Palm Software Installation CD.

On a Windows computer, you can view and edit synchronized pictures and videos in the Palm Media desktop application. Open Palm® Desktop software and click the **Media** icon. You can refer to the Palm Desktop Online Help for information about using the Palm Media desktop application.
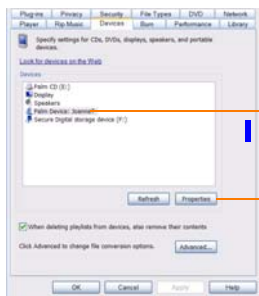
Pocket Tunes™

You can listen to music through the speaker on the back of your Centro 690 or through a stereo headset or headphones (stereo headphone adapter or 2.5mm stereo headphone or headset required, sold separately). To listen to music on your Centro 690, you need to convert the music files into MP3 format using Windows Media Player (Windows computers) or iTunes (Mac computers), and then transfer the music files to your Centro 690 or an expansion card. After you transfer the music files, you can play them using Pocket Tunes™ on your Centro 690.

> **DID YOU KNOW?** If a call comes in when you're listening to music, you can take the call and the music pauses automatically. After you finish the call, the music starts again.

Setting up Windows Media Player for MP3

On a Windows computer, you need to set Windows Media Player to save your music files in MP3 format in order for the files to be compatible with Pocket Tunes.

1 Connect your Centro 690 to your computer with the sync cable.

2 Press **Applications** ⌂ and select **pTunes** ⊙.

3 On your computer, open Windows Media Player, and then click the **full-screen** icon in the upper-right corner to maximize the window.

4 Click **Tools**, and then click **Options**.

5 Click the **Rip Music** tab, click the **Format** pick list, and then select **mp3**. Click **OK**.

6 Click **Tools**, and then click **Options**.

7 Click the **Devices** tab, select **Palm Device** from the **Devices** list, and then click **Properties**.

Select your
Centro 690

Click
Properties

8 Click **OK**.

You have now set up Windows Media Player to transfer MP3 files to the Pocket Tunes application on your Centro 690.

Setting up iTunes for MP3

On a Mac, use iTunes (included with OS X) to convert music from a CD to MP3 format. For more information on using the iTunes software, see the documentation that came with your Mac.

1 On your Mac, open iTunes.

2 Select **Preferences**.

3 Click the **Advanced** button at the top of the window, and then click **Importing**.

4 Click the **Import Using** pop-up menu and select **MP3 Encoder**.

5 Click the **Setting** pop-up menu and select **Good Quality**.

TIP **Mac** If you want greater control over the file size and sound quality of your MP3 files, select **Custom** from the **Setting** pop-up menu.

Transferring MP3 files from your computer

If your MP3 files are already on your computer's hard drive, you just need to transfer them onto your Centro 690 to listen to them with Pocket Tunes.

If an expansion card is inserted into the Centro 690, Windows Media Player copies the MP3 files to the expansion card. If you don't have an expansion card inserted, the MP3 files are copied to your Centro.

BEFORE YOU BEGIN On a Mac, you need a MicroSD expansion card (sold separately) to listen to music on your Centro. You cannot transfer MP3 files from your Mac directly onto your Centro.

1 Connect your Centro to your computer with the USB sync cable.

2 On your Centro 690, press **Applications** and select **pTunes** .

3 If you are transferring MP3 files from a Mac, insert an expansion card into your Centro. This step is optional for Windows users.

4 Do one of the following:

Windows: Open Windows Media Player on your computer. Select the **Sync** tab, and then select your **Palm Device** from the drop-down list, and select **Start Sync**. The files are transferred to your Centro 690.

NOTE Do not press the sync button on your cable. Windows Media Player transfers the files, so there's no need to do anything.

Mac: Drag and drop the MP3 files onto the **Send To Handheld** droplet in the **Palm** folder. Select your device name, the file name, and the destination (card). Click **OK**. Synchronize your Centro with your computer. Be patient; transferring music to an expansion card can take several minutes.

TIP You can also use a card reader accessory (sold separately) to transfer MP3 files from your computer to your expansion card. Create a **Music_Audio** folder in the root directory of the card, and store your MP3 files in this folder.

Transferring music from a CD to your Centro 690

If your songs are on a CD and you want to listen to them on your Centro 690, you need to convert them to MP3 format on your computer before you transfer the files to your Centro 690.

WINDOWS ONLY

1 On your computer, open Windows Media Player.

2 Insert the music CD into your computer's CD drive.

3 Select the **Rip** tab.

4 Select the tracks you want to convert to MP3.

5 Select **Rip Music**.

6 Transfer the MP3 files to your Centro 690 as described in <u>Transferring MP3 files from your computer</u>.

MAC ONLY

1 On your Mac, open iTunes.

2 Insert the music CD into the CD drive on your Mac.

3 Check the boxes next to the tracks you want to convert to MP3.

4 Click the **Import** button in the upper-right corner of the iTunes window.

5 When the songs have been imported, click the **Eject Disk** button in the lower-right corner of the iTunes window.

6 Transfer the MP3 files to your Centro 690 as described in <u>Transferring MP3 files from your computer</u>.

Listening to music on your Centro

CAUTION Protect your hearing. Listening to this device at full volume for a long period of time can damage your hearing.

1 Make sure the **Ringer switch** is set to **Sound On**. See <u>Silencing sounds</u> for more information.

2 Press **Applications** ⌂ and select **pTunes** 🔘.

TIP You can change the settings on your Centro so that pressing and holding the **Side** button opens Pocket Tunes. See <u>Reassigning buttons</u> for details.

3 Use the **5-way** ◯ to access any of the following icons:

▶ **Play**: Plays or resumes playback of the current song.

🔘 **Next song**: Plays the next song.

🔘 **Previous song**: Plays the previous song.

🎵 **Choose song**: Displays a list of songs to choose from.

⏸ **Pause**: Pauses playback.

DID YOU KNOW? You can also press **Space** to pause and resume playback, as well as use the **5-way** to navigate among songs or pause and resume playback.

NOTE To adjust the volume during playback, press the **Volume** button on the side of your Centro.

Progress indicator   Play/Pause   Volume

Choose song   Previous song   Next song
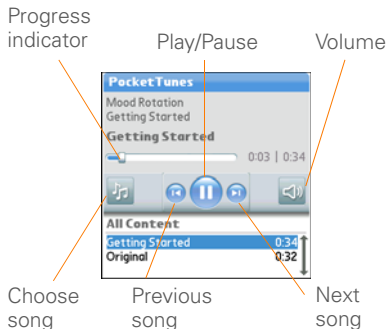
Pocket Tunes continues playing until it reaches the end of your list or until you select **Pause** ⏸. Music continues to play even if you switch to another application or turn off your screen. If you want to stop playing music when you exit Pocket

TunesDeluxe, open the **Background Prefs** menu and uncheck the **Enable background play** box, and then select **OK**.

Listening to music on your headset or your car's speakers

Using the Bluetooth® feature, you can connect your Centro wirelessly to your headset or to your car's speakers.

Establish a connection between your Centro and your headset or speakers; see Connecting with Bluetooth devices for more information. As soon as the connection has been established, you can play MP3 songs or audio files on your Centro and listen on the headset or the car's speakers.

DID YOU KNOW? If your stereo headset moves out of range of your Centro (30 feet or more away), audio transfers to your Centro.

Creating a playlist

If you want to play a group of songs in a particular order, you can create a playlist.

1 Press **Applications** ⌂ and select **pTunes** 🟢.

2 Press **Menu** .

3 Select **Actions**, and then select **Manage Playlists**.

4 Select **New**, and then enter a name for the playlist.

5 Select **Add Song**. Select the songs you want to include on the playlist.

```
Edit Playlist
Name: Harp
Awakening
Falling Angel
Follow The Dream




(Add Song) (Remove) (Up) (Down)
(Save List) (Delete List)
```

6 Select **Save List**.

> **TIP** To play songs from a playlist, open **Pocket Tunes**, select **Choose Songs**, and then select **Playlists**. Select the playlist you want to play, and then select **All**.

Editing a playlist

1 Press **Applications** and select **pTunes** .

2 Press **Menu** .

3 Select **Actions**, and then select **Manage Playlists**.

4 Highlight a playlist, and then select **Edit**.

5 Do any of the following:

- To delete a song from the playlist, select the song and then select **Remove**.

- To add a song, select **Add Song**, check a song's box, and then select **Done**.

- To move a song up or down one slot, select a song and then select **Up** or **Down**.

6 Select **Save List**.

> **TIP** To delete a playlist, select **Manage Playlists** from the **Actions** menu, select the playlist, and then select **Delete List**. Select **Yes** to confirm the deletion.

Your personal information organizer

Say good-bye to paper calendars and throw away those scribbled to-do lists. Your Palm® Centro™ 690 smart device is all you need to organize your personal information and keep it with you wherever you go.

You never lose your information, even if your battery is completely drained. All your personal info is backed up each time you synchronize, and your info is kept private when you use the security features on your Centro. Also, you can easily share info with others electronically.

Benefits

- Track current, future, and past appointments
- Make to-do lists that get done

- Set reminders for appointments, birthdays, important tasks, and more
- Before you call your friend in London, check the time

In this chapter

Calendar

Calendar is a powerful organizer application that helps you manage your schedule. You can view your calendar by day, week, or month, or as an agenda list that combines your Tasks list and email notifications with your appointments. Schedule repeating meetings or a block of vacation time by creating an event that repeats at an interval you specify. Color-code your appointments by category and add notes with helpful information.

DID YOU KNOW? If your company uses Microsoft Exchange Server 2003, you may be able to wirelessly synchronize Calendar events directly with the server. See Working with Microsoft Exchange ActiveSync® for information.

Displaying your calendar

Press **Calendar** ⬚ repeatedly to cycle through the various views:

Agenda View: Shows your daily schedule, the number of unread email messages, and any items on your Tasks list that are overdue or due today. If there's room, Agenda View also lists events on future dates.

Day View: Shows your daily schedule one day at a time.

Week View: Shows your schedule for an entire week. The time frames are based on the Start Time and End Time settings in Calendar Preferences.

Month View: Shows your schedule for a whole month.

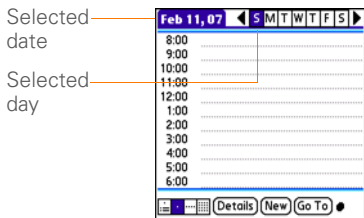In most Calendar views, you can do the following:

• Open the **Options** menu and select **Year View** to view a calendar for an entire year.

• Use the **5-way** ⬭ to go to another day, week, month, or year—based on the current view. (Not available in Agenda View.)

CHAPTER

• Select **Go To**, and then select a date from the calendar. (Not available in Agenda View.)

Creating an event

TIP If you have several appointments to enter, it's more efficient to use Palm® Desktop software or Microsoft Outlook on your computer and then synchronize your Centro 690 with your computer. For more information, see Synchronizing information—the basics.

1 Press **Calendar** until Day View appears.

2 Select **Go To** and then select the desired day.

Selected date

Selected day

Feb 11, 07 ◀ S M T W T F S ▶
8:00
9:00
10:00
11:00
12:00
1:00
2:00
3:00
4:00
5:00
6:00
📋 • ⌨ ▦ (Details) (New) (Go To) ●

3 Select **New**.

4 Using the keyboard, enter a starting hour and minute for the event, such as 545 for 5:45.

5 Select the **End Time** box and enter the ending hour and minute for the event.

6 To assign a time zone to the event, select the **Time Zone** pick list and select a city in the time zone you want.

7 Select **OK**.

8 Enter a description for the event.

IMPORTANT If you use Palm Desktop software, do not add time zones to your events. Palm Desktop does not support time zones.

If you use Microsoft Outlook, you can use the time zone feature, but you must install the conduit that came with your Centro 690 (or a subsequent update) on all the computers with which you sync your Centro 690. Chapura PocketMirror and other earlier Microsoft Outlook conduits do not support time zones.

TIP To automatically assign a time zone to your events, open the **Options** menu, select **Preferences**, and check the **New events use time zones** box. All your new events will be assigned to your local time zone (existing events aren't affected), and you can change the time zone setting for individual events.

TIP If you want your events with time zones to stay at the same time in Calendar, regardless of the time zone you are in, go to Date & Time Preferences, select the **Automatically set** pick list, and select **Date and time**. If you select **Date, time and time zone**, the event time shifts if you travel to a different time zone. See Setting the date and time for information.

Adding an alarm to an event

1 In Calendar, select the event.

2 Select **Details**.

3 Check the **Alarm** box and select the number of minutes, hours, or days before the event you would like to receive the alarm.

TIP The alarm for untimed events is defined by minutes, days, or hours before midnight of the date of the event.

4 Select **OK**.
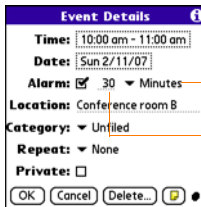

Type of time units
Number of time units

DID YOU KNOW? When an alarm occurs, the Alert dialog box displays all your pending alerts. Select an alert description to jump to that item, or check the box to clear that alert.

Creating an untimed event

An untimed event, such as a holiday or deadline, does not occur at a particular time.

1 Press **Calendar** 🖉 until you are in Day View.

2 Press **Left** ◀ or **Right** ▶ to go to the date of the event.

3 Make sure no times are highlighted.

**4** Enter a description for the event. A diamond appears next to the description of an untimed event.
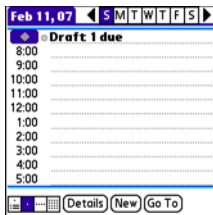
Scheduling a repeating event

> **TIP** To enter a birthday or anniversary, add this info to the person's Contacts entry and it automatically appears in your Calendar.
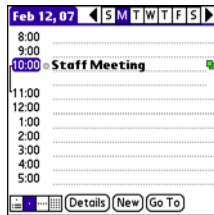
> **TIP** To enter a holiday, create an untimed event. Then, from the Details screen, select **Every year** as the repeat interval.

1 Create an event, and then select it.

2 Select **Details**.

3 Select the **Repeat** pick list, and then select a repeat interval. If the interval you need doesn't appear on the list,

select **Other** to define a custom interval.
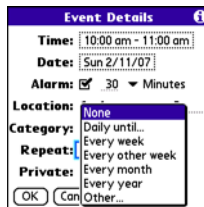
4 Select **OK**.

Repeating event

> **DID YOU KNOW?** If you sync with Microsoft Outlook and your events include other people, a With field appears in the Details dialog box and your attendee info appears in this field after you sync.

CHAPTER

Color-coding your schedule

Use color-coding to quickly spot various types of events. For example, make appointments with family green, co-workers blue, and friends red. Follow these steps to create a category and assign it a color code.

1   In Day View, select an event description or select an empty time slot.

2   Select **Details**.

3   Select the **Category** pick list and select **Edit Categories**.

4   Do one of the following:
    • To create a new category, select **New** and then enter a category name.
    • To add a color to an existing category, select a category and select **Edit**.

5   Select the color you want to give this category, and then select **OK**.

6   (Optional) Repeat steps 4 and 5 to add or edit more categories.

7   Select **OK** two more times.

Now that the categories are set up with colors, you can assign categories to your events to color-code them. See the next section for details.

Changing or deleting an event

1   Select the event you want to edit or delete.

2   Select **Details**.

3   In addition to the settings covered earlier in this chapter, you can also change any of the following settings:

    Date and Time: Displays when the event takes place. Change these settings to reschedule the event.

    Location: Provides a description of where the event takes place.

    Category: Sets the color-coded category for this event.

    Note 🗐**:** Provides space for you to enter additional text.

    Delete: Removes the event from your calendar.

4   Select **OK**.

TIP To save memory, you can purge your old events. Open the **Record** menu and select **Purge**. Select the **Delete events older than** pick list and select a time frame. Select **OK**.


CHAPTER

Customizing display options for your calendar

1 Press **Menu** .

2 Select **Options**, and then select **Display Options**.

3 Select the **Default View** pick list and select the view you want to see when you open Calendar.

4 Select **Agenda** and set any of the following options:

Show Due Tasks: The tasks that are due today and the tasks that are overdue appear in Agenda View.

Show Messages: The number of read and unread email messages is displayed in Agenda View.

Background: A favorite photo becomes the Agenda View background. Check the **Background** box, select the image placeholder, and then select a photo. Adjust the fade setting so that the text is easy to read against the photo.
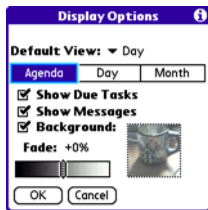
5 Select **Day** and set any of the following options:

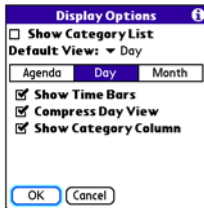**Show Category List:** The Category pick list appears in Day View.

Show Time Bars: The time bars appear in Day View to show the duration of an event and to illustrate event conflicts.

Compress Day View: When this box is unchecked, all time slots appear on the screen. When this box is checked, start and end times appear for each event, but blank time slots near the bottom of the screen disappear to minimize scrolling.

Show Category Column: The color-coded category marker appears between the time and the description to

indicate under which category the event is filed.

6 Select **Month** and set any of the following options:

Show Category List: The Category pick list appears in Month View.

Timed Events: The events that are scheduled for a specific time appear in Month View.

Untimed Events: The events that are scheduled for a specific date but not a specific time appear in Month View.

Daily Repeating Events: The events that repeat every day appear in Month View.
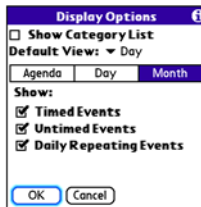
7 Select **OK**.

> **TIP** You can customize your Centro 690 to display the most current Calendar event in the Main tab in the Phone application. Press **Phone**, open the **Options** menu, and then select **Phone Display Options**. Check the **Show Calendar event** box.

Selecting alarm tones

1 Press **Menu** .

2 Select **Options**, and then select **Sound Preferences.**

3 Select the **Application** pick list and select **Calendar**.

4 Select the **Volume** pick list and select the volume level.

5 Select the **Vibrate** pick list and select when you want your Centro 690 to vibrate for an event alarm.

6 Select **tones** from any of the following pick lists:

Alarm Sound: The tone that plays the first time your alarm goes off.

Reminder Sound: The tone that plays if an alarm is not acknowledged and the alarm repeats itself.

Repeat: The number of times the alarm repeats itself if the alarm is not acknowledged.

Default Alarm: A default amount of time before the event for which the alarm goes off.

TIP You can also record sounds and use them as alarms. Select **Manage** on the Sound & Alerts Preferences screen.

- To record a sound, select **New**.
- To play a sound, select it and press **Center** on the 5-way.
- To delete a sound, select it and press **Backspace**.
- To send a sound, select it and then select **Send**.

DID YOU KNOW? Your Centro includes a silent alarm that can vibrate even when the Ringer switch is set to Sound Off.

World Clock

World Clock displays the day and time in three cities anywhere around the globe. Whether you're traveling or staying home, it's easy to keep track of the best time to reach your business associates, friends, and family in faraway places.

Preferences	Sound & Alerts
Application:	▼ Calendar
Volume:	▼ 4
Vibrate:	▼ When Sound Off
Alarm Sound:	▼ Alarm
Reminder Sound:	▼ Alarm Triangle
Repeat:	▼ 3 Times
Default Alarm:	▼ None

Done   New   Manage...   Tips

7 Select **Done**.

Selecting cities

World Clock shows the system date and time above the world map. If you selected the option to get the date and time from the mobile network (see Setting the date and time), your network automatically updates the time display to match the local time when you travel.

> **TIP** If you did not select the option to get the date and time from the mobile network, you can set the city at the top of the screen to a fixed location.

Below the world map, you can view the time in two other cities.

> **TIP** If you travel a lot, you may want to select your home city as one of these two cities, so that you always know what time it is at home.

1 Press **Applications** ⌂ and select **World Clock** 🌐 .

2 Select a **City** pick list, and select a city in the same time zone.

> **DID YOU KNOW?** You can run your stylus over the map to see the time in other cities. The shadow over the map represents nighttime moving across the globe.

> **TIP** World Clock does not automatically update the system time for daylight-saving time. To change the Daylight Savings Time setting, see Setting the date and time.

Adding cities

If the city you want to display is not in the predefined list, you can add it.

1 Select a **City** pick list and select **Edit List**.

2 Select **Add**.

3 Select a location in the same time zone as the city you want to add, and then select **OK**.

4 Enter the name of the city.

5 Select **Location**, select **Map**, select the location of the city, and then select **OK**.

6 If the city is not on daylight-saving time, uncheck this box. If daylight-saving time is observed, enter **Start** and **End** dates.

7 Select **OK**, and then select **Done**.

Setting an alarm

The next time you travel, don't rely on a hotel alarm clock to get you to that important meeting. Use your Centro 690 instead. World Clock includes a built-in alarm feature that you can use as a travel alarm.

1 Select **Off** in the upper-right corner.

2 Select the time you want the alarm to sound.

3 Select **OK**.

> **TIP** To customize the alarm sound and volume, open the **Options** menu and select **Alarm Preferences**.

> **TIP** Make sure the **Ringer switch** is set to **Sound On**, so that you can hear the alarm.

Tasks

You can use Tasks to remind you of tasks you need to complete and to keep a record of when you finish tasks.

Adding a task

1 Press **Applications** ⌂ and select **Tasks** 📖 .

2 Select **New** to create a new task.

3 Enter a description of the task. The text can be longer than one line.

Setting task priority, due date, and other details

The Details dialog box enables you to assign a priority level, due date, category, privacy flag, and other details for each task.

1 Select the task to which you want to assign details.

2 Select **Details**.

3 Set any of the following:

Priority: Select the priority number for this task (1 is the most important). Later you can arrange your tasks based on the importance of each task.

TIP You can also select the priority from the Tasks list by selecting the number next to a task and then selecting a priority level.

Category: Assign the task to a specific category.

Due Date: Select the **Due Date** pick list and select a due date for the task.

TIP If you turn on the Show Due Dates option in the Tasks Preferences screen, you can select the due date in the Tasks list to set a new date.
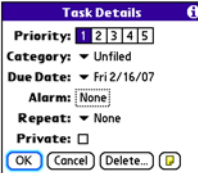

Alarm: Set an alarm for this task.

Repeat: Indicate whether the task occurs at regular intervals and how often it repeats. When you check off a

repeating task, the next instance of this task automatically appears in your task list.

Private: Check this box to mark this task private. See Working with private entries for additional information.

📝 **:** Select this button to enter additional text that you want to associate with the task.
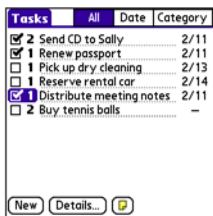

4 Select **OK**.

TIP Press **Menu** to access other features such as importing phone numbers into the Tasks list.

Checking off a task

1 Select the task you want to check off.

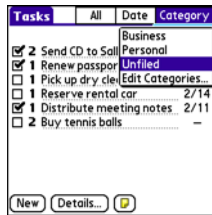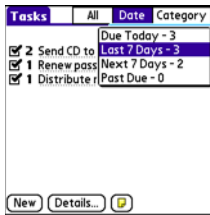**2** Press **Center** ◯ or tap in the box to check off the task.

Organizing your tasks

In the Tasks list, select one of these options:

All: Displays all your tasks.

Date: Displays tasks that are due in a specific time frame. With **Date** selected, press **Down** ▼ to select the pick list, and then press **Center** ◯ to see the various options: **Due Today**, **Last 7 Days**, **Next 7 Days**, or **Past Due**.

Category: Displays tasks that are assigned to the selected category. Select the **Category** pick list to select a different category.

TIP If you accidentally check off a task and need to uncheck it, highlight the task again and press **Center** on the 5-way to uncheck it.

TIP You can set Tasks to record the date that you completed a task, and you can select to show or hide completed tasks. Completed tasks remain in the memory of your Centro 690 until you purge them.

DID YOU KNOW? Overdue tasks have an exclamation point (!) next to the due date.

Deleting a task

1 Select the task you want to delete.

2 Press **Menu** .

3 Select **Delete Task** from the **Record** menu.

4 Select **OK**.

TIP To save memory, you can purge all completed tasks. Open the **Record** menu and select **Purge**. Select **OK**.

Customizing Tasks

The Tasks Preferences screen enables you to control the appearance of the Tasks list screen.

1 In the Tasks list screen, press **Menu** .
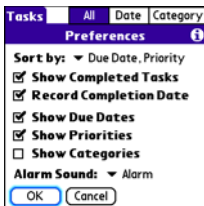
2 Select **Options**, and then select **Preferences**.

3 Set any of the following preferences:

Sort by: Indicates the order in which your tasks appear in the list.

Show Completed Tasks: Displays tasks you've checked off.

Record Completion Date: Replaces the due date with the completion date when you complete (check off) the task.

Show Due Dates: Displays task due dates and inserts an exclamation point (!) next to overdue tasks.

Show Priorities: Displays the priority setting for each task.

Show Categories: Displays the category for each task.

Alarm Sound: Sets the sound for the alarms you assign to your tasks.

4 Select **OK**.

DID YOU KNOW? You can display your tasks in your calendar. See Customizing display options for your calendar for details.

Your memos and documents

With its ability to store large amounts of important information, your Palm® Centro™ 690 smart device lets you take your office with you—including your Microsoft Office and PDF files. You can keep updated copies of the files on both your Centro 690 and your computer so that you can work on them in the most convenient location any time.

Leave your note pad and voice recorder at home. Use Memos to type notes. Use Voice Memo to record notes, agenda items, and other important thoughts, and play them back, right on your Centro 690. You can even send your notes and voice memos to a friend or colleague by attaching them to an email or multimedia message.

Benefits

- Manage Word, Excel, PowerPoint, and PDF files on your Centro 690

- Improve productivity by taking important docs, spreadsheets, and presentations with you

- Capture thoughts on the fly

In this chapter

Documents To Go® Professional

NOTE The Palm Software Installation CD includes the Documents To Go® desktop software. On your Centro 690, the companion for Documents To Go is named Documents and it's already installed on your Centro 690.

With the Documents application, you can take your important office info with you. You can carry, create, view, and edit Microsoft Word and Excel files directly on your Centro 690. You can also view, carry, and manage PowerPoint and PDF files. For example, you can open email attachments, files you download with the web browser, and files stored on an expansion card—as long as the files are in a supported format.

NOTE The version of Documents To Go that comes with your Centro 690 supports only viewing of Microsoft Office 2007 documents. To access Office 2007 files on your Centro, you must save the files in Office 2003 format. For information about an upgrade that supports Office 2007, go to

dataviz.com/office2007 (additional fees may apply).

If you install the Documents To Go desktop software (from the Palm Software Installation CD), you can use Documents To Go to transfer files from your computer to your Centro 690 when you synchronize.

Here are a few more examples of what you can do with Documents:

- Send and receive email attachments in Word, Excel, PowerPoint, and Acrobat file formats (DOC, XLS, PPT, and PDF).
- View Word, Excel, PowerPoint, and Acrobat files (DOC, XLS, PPT, and PDF).
- Create or edit a Word-compatible document or Excel-compatible spreadsheet on your Centro 690, and then save it in the native DOC or XLS format.
- Create a PowerPoint presentation on your computer, use the Documents To Go desktop application to optimize the file for your Centro 690, and then sync the file onto your Centro 690 to view it on the go.

NOTE The Documents application does not support some editing functions, such as multiple font sizes and spell checking.

TIP For more info on the Documents application on your Centro 690, go to dataviz.com. If you installed the desktop application from the Palm Software Installation CD, you can also click the **Documents To Go** icon on your computer, and then click **Help**.

TIP Install the **Files** application from the Palm Software Installation CD to easily browse and manage files on an expansion card.

Opening a document

In the Documents application, you can view and open any Word, Excel, PowerPoint, or Acrobat (PDF) file on your Centro 690 or on an expansion card that is inserted into the expansion slot.

1 Press **Applications** and select **Documents** .
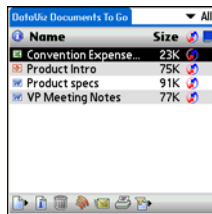
2 Select the document you want from the list.

TIP When you work on a file on your Centro 690, you can save it to your Centro 690 or to an expansion card. Open the **File** menu, select **Save As**, and then select the location where you want to save the file.

Memos

Memos are a great way to store notes on your Centro 690.

DID YOU KNOW? Each memo can include 4,096 characters of text.

Creating a memo

1 Press **Applications** [icon] and select **Memos** [icon].

2 Enter the text you want to appear in the memo.

3 Select **Done**.

TIP You can assign categories to your memos. Open the memo you want to change, select the **category** pick list at the top of the screen, and select a category.

Deleting a memo

1 Open the memo you want to delete.

2 Press **Menu** [icon].

3 Select **Delete Memo** from the **Record** menu.

4 Select **OK**.

Voice Memo

Voice Memo provides a place for you to record and play back notes and other important thoughts directly on your Centro 690.

Creating a voice memo

When recording a voice memo, hold your Centro 690 with the screen facing you while you're speaking.

1 Press and hold the **Side** button on your Centro 690 while recording your memo. After you finish recording, release the **Side** button.

The memo is automatically saved to your Centro 690.

**2** (Optional) Enter a title for the memo.

TIP You can also access Voice Memo by pressing **Applications** and selecting **Voice Memo**.

TIP If you need to pause while recording, press and hold **Center** on the 5-way. Release the button to resume recording.

DID YOU KNOW? You can use a voice memo as a ringtone. Highlight the voice memo in the list, open the **Voice Memo** menu, and then select **Copy to Ringtone**.

Listening to a voice memo

1   Press **Applications** and select **Voice Memo** .

2   In the Voice Memo list, navigate to the voice memo title and then press **Center** to select it. The voice memo begins to play.
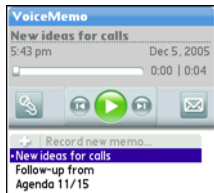
3   Press **Center** to pause or stop playback.

TIP To adjust the volume level, press the **Volume** button on the side of your Centro 690.

TIP To change a voice memo title, open the **Voice Memo** menu and select **Rename Memo**.

DID YOU KNOW? You can send a voice memo in an email or MMS message (see the documentation for your email application, or Creating and sending a multimedia message). You can also use Bluetooth® wireless technology to send a voice memo to a nearby Bluetooth device (see Sending info over a Bluetooth wireless connection).

Your application and info management tools

Synchronization is a great way to transfer, update, and back up info on your Palm® Centro™ 690 smart device. Synchronizing simply means that info you entered or updated in one place (your Centro or your computer) is automatically updated in the other. There's no need to enter info twice.

Expansion cards (sold separately) provide a compact and limitless storage solution. When one card becomes full, simply use another card to carry your extra music and video clips and to install and run games and other software, from dictionaries to travel guides.

Benefits

- Locate info in your applications with the Find feature
- Install applications, games, and other software

- Quickly enter, update, and protect your info on your computer and your Centro
- Store, carry, and exchange info

In this chapter

# Using Find

The Find feature locates any text in the built-in applications and databases and in some third-party applications. The Find feature searches for the group of characters you specify, including characters that are part of a word. Find is not case-sensitive.

> **DID YOU KNOW?** Find locates any word that begins with the text you enter. For example, entering "plane" finds "planet" but not "airplane."

1 Press **Option**, and then press **Shift/Find** to open the Find dialog box.

2 Enter the text you want to find.

3 Select **OK** to start the search.

4 In the search results, select the text you want to review, or select **Find More** to continue the search.
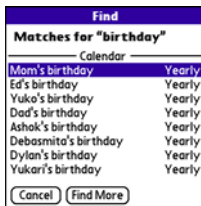
Viewing and using the alerts

The Alert dialog box on your Centro 690 shows info about incoming items, such as new messages and Calendar events. An alert also notifies you when you miss a phone call.

To view the Alert dialog box, tap the blinking bell with your stylus when it appears in the upper-left corner of any screen, or press and hold **Center** when the blinking bell appears.

In the Alert dialog box, you can do any of the following:

- Check the box next to the alert to remove it from the list.
- Select the alert to open the corresponding application and view the alert item (message, event, missed call, and so on).
- Select **Done** to close the Alert dialog box. The alert remains active and the bell continues to blink in the upper-left corner of the screen.
- Select **Clear All** to delete all alerts in the Alert dialog box.

Calculator

Calculator includes a basic calculator, plus an advanced calculator with scientific, financial, and conversion functions.

Switching between Basic and Advanced Calculator Modes

1   Press **Applications** 🏠 and select **Calc** 🖩 .

2   Press **Menu** 📧 .

3   Select **Options**, and then select **Advanced Mode** or **Basic Mode**.
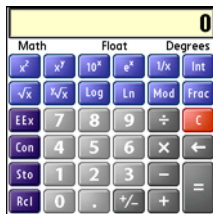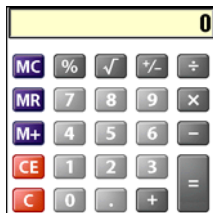
TIP In Basic Mode, you can also press **Right** on the 5-way to switch to Advanced Mode. In Advanced Mode, press **Right** on the 5-way to cycle between functions, and press **Left** on the 5-way to return to Basic Mode.

DID YOU KNOW? You can tap the onscreen number pad or use the keyboard to input numbers.

Selecting functions in Advanced Calculator Mode

1 Switch to **Advanced Mode** (see the preceding procedure).

2 Press **Menu** .

3 Select **Options**, and then select the type of function you want to use:

Math: Advanced mathematical functions such as exponents, roots, and logarithms.

Trig: Trigonometric functions such as sine, cosine, tangent, and variants.

Finance: Financial calculator functions such as APR and amortization.

Logic: Hexadecimal characters in keypad, plus logic functions such as And, Not, Or, and Xor.

Statistics: Statistical functions such as sum, factorial, and random number generator.

Weight/Tmp: Weight and temperature conversions for metric and English values.

Length: Length conversions for metric and English values.

Area: Area conversions for metric, traditional, and English values.

Volume: Volume conversions for metric and English values.

4 Press **Menu** .

5 Select **Pref**, and then select the decimal display format: **Float**, **Fixed(x)**, **Sci(x)**, or **Eng(x)**.

6 Press **Menu** .

7 Select **Pref**, and then select the number display format: **Degrees**, **Radians**, or **Grads**.

TIP Select **Sto** to store a number in one of ten memory slots. Select **Rcl** to recall a stored number.

TIP Select **Con** to access a list of mathematical constants such as Avogadro's number or the speed of light.

Installing applications

Your Centro 690 comes with several built-in and ready-to-use applications. You can also install additional applications, such as business software, games, and more. The Palm Software Installation CD includes several bonus software apps, and you can purchase other third-party Palm OS® by ACCESS apps as well. To learn about applications you can add to your Centro 690, go to

NOTE The instructions in this section tell you how to install basic PRC (Palm OS application) and PDB (Palm OS database) files on your Centro. Some Palm OS software uses an installer or wizard to guide you through the process. For details, consult the documentation that came with the software.

Installing bonus software from My Centro on your device

My Centro lets you download and install software that you can use on your Centro. If the software has a desktop component in addition to a Centro component, you

need to download the software to your computer first. See Installing bonus software from My Palm on your computer for info on installing software that includes a desktop component.

1 Press **Applications** and select **My Centro** .

2 Select the **Bonus** tab.

3 Select the **Install** link below the name of the application you want to install.

Repeat step 3 to install additional applications.

Installing applications from the Internet

You can use the web browser on your Centro to install Palm OS files (PRC or PDB) directly from the Internet. When you download a PRC or PDB file, it is automatically installed on your Centro. If a file is compressed (for example, as a ZIP or SIT file), you need to download it to your computer, expand the file, and then synchronize to transfer the expanded file to your Centro.

NOTE Make sure the application you download is compatible with your device.

1 Open the web browser (see Viewing a web page).

2 Go to the page that contains the link to the application you want to download.

3 Press **Left ◀** or **Right ▶** to highlight the link to the file, and then press **Center ◯** to initiate the download process.

4 Follow the onscreen instructions to accept and install the application.

Installing bonus software from My Palm on your computer

1 On your computer, go to palm.com/mypalm/centro690.

2 Follow the onscreen instructions to download the application(s) you want to install.

3 When prompted to select either Save or Run, select **Run** to place the application(s) in the install queue.

4 Synchronize your Centro with your computer to install the application(s) on your Centro.

Installing other third-party applications from a computer

When you download an application to your computer, it is probably in a compressed format such as a ZIP or SIT file. If the file is compressed, you need to use a decompression utility on your computer, such as WinZip or Allume Stuffit Expander, before you install the application on your Centro.

BEFORE YOU BEGIN To install an app from your computer to your Centro, you must first install Palm® Desktop software on your computer (see Installing the desktop synchronization software).

1 **Windows:** Drag and drop the file(s) onto the **Palm Quick Install** icon on the Windows desktop.

Mac: Drag and drop the file(s) onto the **Send To Device** droplet in the **Palm** folder.

2 Select your device name from the **User** list, and then click **OK**.

3 Synchronize your Centro with your computer to install the application(s) on your Centro 690.

TIP Want to install an app to an expansion card rather than to your Centro 690?

Windows: Open Palm® Quick Install and drag the file to the **Expansion Card** pane.

Mac: In the menu for Palm Desktop software, click **HotSync**, select **Install Handheld files**, and select **expansion card** as the file's destination.

TIP On a Windows computer, you can also access Palm Quick Install by selecting the **Quick Install** icon in Palm Desktop software, or the **Programs** folder in the **Start** menu.

Getting help with third-party applications

If you encounter a problem (such as an error message) with a third-party application, contact the application's author or vendor. For general troubleshooting of third-party applications, see Third-party applications.

Removing applications

If you decide that you no longer need an application, or you want to free up memory, you can remove apps from your Centro or an expansion card (for more on expansion cards, see Inserting an expansion card). You can remove only apps, patches, and extensions that you install; you cannot remove the built-in apps that reside in the ROM portion of your Centro.

DID YOU KNOW? Some applications are factory installed on your Centro and cannot be deleted. These are listed with a Lock icon next to them.

DID YOU KNOW? Applications deleted from your Centro 690 are kept on your computer in the Archive folder of your user folder. If you have trouble locating your user folder, see I can't find my user folder.

---

1 Press **Applications** .

2 If you want to remove an application from an expansion card, insert the card into your Centro.

3 Press **Menu** .

4 Select **Delete** on the **App** menu.

5 Select the **Delete From** pick list and select the location of the application you want to remove: **Phone** or **<card name>**.

6 Select the application that you want to remove.

7 Select **Delete**, and then select Yes to confirm deletion.

8 Synchronize to remove the application from the Backup subfolder on your computer.

Manually deleting applications

If an app you delete reappears on your Centro 690, you may need to manually delete the app from your computer.

1 Locate your **Backup** subfolder on your computer.

Windows: C:\Program Files\Palm\<*device name*>.

Mac: Mac HD\Applications\Palm\Users\<*device name*>.

If you upgraded from a previous version of Palm Desktop, your Backup subfolder may be located in the palmOne or Handspring folder.

2 If you find a **PRC** or **PDB** file for the application you just removed, delete the file from the **Backup** subfolder.

3 Delete the file from your device again.

Viewing application info

The Info screens display basic statistics about the applications on your Centro.

1 Press **Applications** .

2 Press **Menu** .

3 Select **Info** on the **App** menu.

4 Select the **Device** pick list and select the location of the app you want to view info for: **Phone** or **<card name>**.

5 At the bottom of the screen, select the type of information you want to view:

Version: The version numbers of applications on your Centro 690.

Size: The size (in kilobytes) of applications and information on your Centro 690.

Records: The number of entries in various applications on your Centro 690.

6 Scroll to the application you want to see info about.

7 Select **Done**.

Sending information with Bluetooth® wireless technology

The range of Bluetooth® wireless technology is up to 30 feet in optimum environmental conditions. Performance and range may be affected by physical obstacles, radio interference from nearby electronic equipment, and other factors.

TIP Check your battery level before establishing a Bluetooth wireless connection. If the battery level is very low, you can't make a Bluetooth wireless connection.

Sending info over a Bluetooth wireless connection

In most applications, you can send an individual entry or item such as a contact or a picture. You can also send all the entries in a category, such as all contacts in the Business category.

1 Press **Applications** [⌂] and select **Bluetooth** 🔵.

2 Select **Bluetooth On**.

3 Open an application.

4 Select the entry or category you want to send. You cannot send an item that has a lock 🔒 next to it.

5 Press **Menu** 📄.

6 Select **Send** from the leftmost menu.

7 Select **Bluetooth**, and then select **OK**.

8 Select the receiving device(s) from the Discovery Results list, and then select **OK**.

9 Wait for a message to indicate that the transfer is complete before you continue using your Centro.

Sending an app over a Bluetooth wireless connection

1 Press **Applications** [⌂] and select **Bluetooth** 🔵.

2 Select **Bluetooth On**.

3 Press **Applications** [⌂].

4 Press **Menu** 📄.

5 Select **Send** from the **App** menu.

6 Select the **Send From** pick list and select the location of the app you want to send: **Phone** or **<card name>**.

7 Select the application you want to transfer. You cannot send an item that has a lock 🔒 next to it.

8 Select **Send**.

9 Select **Bluetooth**, and then select **OK**.

10 Select the receiving device(s) from the Discovery Results list, and then select **OK**.

11 Wait for a message to indicate that the transfer is complete before you continue using your Centro.

Receiving info over a Bluetooth wireless connection

1 Press **Applications** [⌂] and select **Bluetooth** 🔵.

2 Select **Bluetooth On**.

3 Select the **Visibility** pick list and select one of the following:

Visible: Enables Bluetooth devices that are not on your Trusted Devices list to request a connection with your Centro 690. Your Centro 690 remains accessible to other devices until you

turn this option off. After you've finished using this setting, remember to change it back to Hidden.

Temporary: Enables Bluetooth devices that are not on your Trusted Devices list to request a connection with your Centro 690 during the next two minutes. Your Centro 690 reverts to the Hidden setting and becomes inaccessible to other devices after two minutes.

4 Use the other device to discover your Centro 690 and send information to it:

• See the other device's documentation to learn how to discover and send information over a Bluetooth wireless connection.

• If the Ringer switch is set to Sound On, your Centro beeps to notify you of the connection and then prompts you to accept the info. Select a category or expansion card to file the item(s). If you don't select a category, the item(s) goes into the Unfiled category.

5 Select **Yes** to receive the information or **No** to refuse it.

TIP The Device Name in the Bluetooth app is the name other devices with Bluetooth wireless technology see when they connect to your Centro 690. The default name is the name you gave your device during setup. You can change this name if you want to.

DID YOU KNOW? When you receive an application over a Bluetooth connection, you can store the application on your Centro 690 or send it to an expansion card inserted into the expansion card slot.

Beaming information

Your Centro 690 is equipped with an IR (infrared) port so that you can beam information to another device with an IR port—provided the other device supports IR communications with Palm OS devices. The IR port is located on the side of your Centro 690, next to the expansion card slot, behind the small dark shield.

Beaming an entry

You can beam an individual entry or item such as a contact or a picture. You can also beam all the entries in the selected category, such as all the contacts in the Business or Family category.

TIP Once you set up your business card, you can beam it in two key presses: From the Main tab in the Phone application, press **Menu**, and then press **M**.

1 Open the application that holds the entry you want to beam.

2 Select the entry or category you want to beam. You cannot beam an item that has a lock 🔒 icon next to it.

3 Press **Menu** .

4 Select **Record**, and then select one of the following:

Beam: Sends an individual record.

Beam Category: Sends all entries in the current category.

DID YOU KNOW? If you beam a bookmark or saved page from the web browser, it beams the URL, not the contents of that page.

5 When the Beam Status dialog box appears, point the IR port on your Centro directly at the IR port of the receiving device.

6 Wait for the Beam Status dialog box to indicate that the transfer is complete before you continue using your Centro.
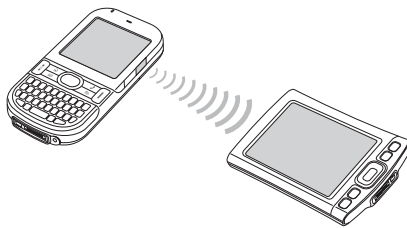
Beaming an application

Not all applications can be beamed. A lock 🔒 icon appears on the Beam screen next to applications that cannot be beamed.

1 Press **Applications** ⌂.

2 Press **Menu** .

3 Select **Beam** from the **App** menu.

4 Select the **Beam From** pick list and select the location of the application you want to beam: **Phone** or **<card name>**.

5 Select the application you want to transfer.

6 Select **Beam**.

7 When the Beam Status dialog box appears, point the IR port on your Centro directly at the IR port of the receiving device.

8 Wait for the Beam Status dialog box to indicate that the transfer is complete before you continue using your Centro.

Receiving beamed information

BEFORE YOU BEGIN Make sure that the **Beam Receive** option in Power Preferences is set to **On**. See Optimizing power settings for details.

1 Turn on your screen.

2 Select the beam command on the transmitting device.

3 Point the IR port on your Centro directly at the IR port of the transmitting device to open the Beam Status dialog box.

4 When the Beam Status dialog box appears, select a category for the entry.

5 Select **Yes** to receive the information or **No** to refuse it.

TIP If you do not select a category when you receive a beamed item, the item is placed in the Unfiled category.

TIP If you can't receive beamed info, make sure that you are not running a third-party app that disables beaming. If you still can't receive a beam, try a soft reset (see Resetting your Centro).

DID YOU KNOW? You can store a beamed app on your Centro 690 or send it to an expansion card inserted into the expansion card slot.

Synchronizing information—advanced

Changing which applications sync

By default, information from Calendar, Contacts, Memos, Pictures & Videos, and Tasks is updated each time you synchronize your Centro 690. You can change which applications synchronize. For example, if you don't use the Memos application and you want to speed up synchronization, you can turn off synchronization for Memos.

> **TIP Windows** If you set up your Centro 690 to sync with Outlook, you can learn how to change which applications synchronize and change their synchronization settings by doing the following: Click the **HotSync manager** icon in the taskbar and select **Custom**. Select a conduit that syncs with Outlook, click **Change**, and then click **Help**.

WINDOWS ONLY

1 Click **HotSync® manager** 🔄 in the taskbar in the lower-right corner of your screen.

2 Select **Custom**.

3 Select your device name from the **User** list at the top of the screen.

4 Select the application for which you want to turn synchronization on or off, and then click **Change**.

5 Select **Synchronize the files** to turn on synchronization for an app.

Select **Do nothing** to turn off synchronization for an app that currently synchronizes (for example, to turn off synchronization for Memos if you do not use this app).
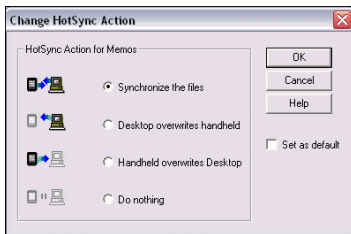
NOTE If you want the information in one location (on your Centro 690 or on your computer) to completely replace the information in the other location for that app, select one of the two overwrite options. For example, if the Calendar info on your Centro 690 is accurate but the info on your computer has become corrupted, select **Handheld overwrites Desktop** for the Calendar app to have your Centro 690 info replace your computer info. Note that "handheld" refers to your Centro 690 and "desktop" refers to your computer.

6 (Optional) If you want to make this change permanent, check the **Set as default** box. Otherwise, your change affects only one synchronization (the next one you do); thereafter, the synchronization action reverts to what it was before the change.

7 Click **OK**.

8 (Optional) To turn synchronization on or off for other apps, repeat steps 4, 5, 6, and 7 for each application you want to change.

9 Click **Done**.

MAC ONLY

1 Double-click the **Palm Desktop** icon in the **Palm** folder.

2 From the **HotSync** menu, select **Conduit Settings**.

3 From the **User** pop-up menu, select your device name.

4 Select the application for which you want to turn synchronization on or off, and then click **Conduit Settings**.

5 Select **Synchronize the files** to turn on synchronization for an app.

Select **Do nothing** to turn off synchronization for an app that currently synchronizes (for example, to turn off synchronization for Memos if you do not use this app).
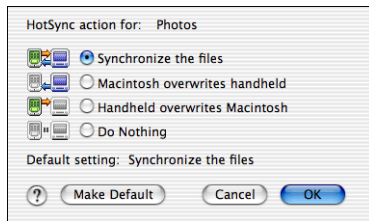
NOTE If you want the information in one location (Centro 690 or computer) to completely replace the information in the other location for that app, select one of the two overwrite options. For example, if the Calendar info on your Centro 690 is accurate but the info on your Mac has become corrupted, select **Handheld overwrites Macintosh** for the Calendar app to have your Centro 690 info replace the info on your Mac. Note that "handheld" refers to your Centro 690.

6 (Optional) If you want to make this change permanent, click **Make Default**. Otherwise, your change affects only one synchronization (the next one you do); thereafter, the synchronization action reverts to what it was before the change.

7 Click **OK**.

8 (Optional) To turn synchronization on or off for other apps, repeat steps 4, 5, 6, and 7 for each application you want to change.

9 Close the Conduit Settings window.

Setting up a Bluetooth connection for synchronization

If your computer is enabled with Bluetooth wireless technology, you can synchronize wirelessly over a Bluetooth connection.

1 Press **Applications** ⌂ and select **Bluetooth** .
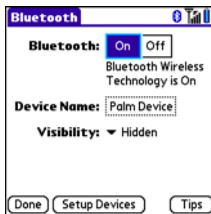
2 Select **Bluetooth On**.

3 (Optional) Enter a device name that identifies your Centro 690 when it is discovered by other Bluetooth devices.

TIP The device name you enter is the name other devices with Bluetooth wireless technology see when they connect to your Centro 690. The default name is the name you gave your device during setup. You can change this name if you want to.

NOTE Use the same device name for all your Bluetooth connections. If you change the device name, you need to re-create any partnerships you have already created.

4 Select the **Visibility** pick list and select **Visible** or **Temporary**.

TIP After you form a partnership with a device, you can change the **Visibility** setting back to **Hidden**. That way only devices with which you've already formed a partnership can find your Centro 690. New devices cannot request a connection.

5 Select **Setup Devices**.

6 Select **HotSync Setup**.
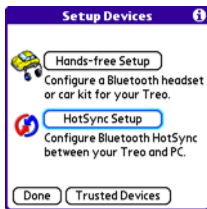
7 Follow the onscreen instructions to create a partnership between your

Centro 690 and your computer. In some cases you may need to perform setup steps on your computer before you can complete this step. Check your computer's documentation for specific setup instructions.

8 After you finish the HotSync setup, select **Done** to return to Applications View.

You're now ready to sync your Centro 690 with your Bluetooth computer.

Synchronizing over a Bluetooth connection

When you synchronize using the Bluetooth wireless feature on your Centro, you don't need your sync cable. This is especially useful if you travel with a laptop enabled with Bluetooth wireless technology.
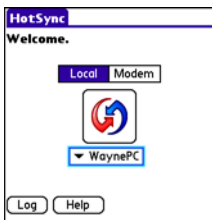
BEFORE YOU BEGIN Verify the following on your computer:

- It includes built-in Bluetooth wireless technology or a Bluetooth adapter.

- Bluetooth is turned on.

- HotSync manager is active. On a Windows computer, you know HotSync

manager is active when its icon appears in the lower-right corner of your screen.

1 Press **Applications** and select **HotSync** .

2 Select **Local**.

3 Select the pick list below the HotSync icon, and then select the name of the PC you set up for Bluetooth synchronization (see Setting up a Bluetooth connection for synchronization).

4 Select the **HotSync** icon on your Centro 690.

When synchronization is complete, a message appears at the top of your Centro 690 screen. Be patient; synchronization may take a few minutes.

**Synchronizing over an infrared connection**

When you synchronize using the IR port on your Centro, you don't need your sync cable. This is especially useful if you travel with an IR-enabled laptop.

BEFORE YOU BEGIN Verify the following on your computer:

•   It has an enabled IR port or an IR device attached to it. Check your computer's documentation to see if it supports IR communication.

•   HotSync manager is active. On a Windows computer, you know HotSync manager is active when its icon appears in the lower-right corner of your screen.

WINDOWS ONLY

1 On your computer, click **HotSync manager** in the taskbar in the lower-right corner of your screen. Make sure that **Infrared** is selected.
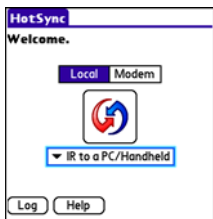
2 On your Centro 690, press **Applications** ⌂ and select **HotSync** 🍀.

3 Select **Local**.

4 Select the pick list below the HotSync icon and select **IR to a PC/Handheld**.

5 Position the IR port on your Centro within a few inches of your computer's IR port.

6 Select the **HotSync** 🍀 icon on your Centro 690.

When synchronization is complete, a message appears at the top of your Centro 690 screen. Be patient; synchronization may take a few minutes.

MAC ONLY

1 Double-click the **HotSync manager** 🍀 icon in the **Palm** folder.

2 Click the **HotSync Controls** tab, and then select **Enabled**.

3 Click the **Connection Settings** tab, and then check the **On** box next to **IR port**.

4 Close the HotSync Software Setup window.

5 On your Centro 690, press **Applications** ⌂ and select **HotSync** 🍀.

6 Select **Local**.

7 Select the pick list below the HotSync icon and select **IR to a PC/Handheld**.

8 Position the IR port on your Centro within a few inches of your Mac's IR port.

9 Select the **HotSync** 🍀 icon on your Centro 690.

When synchronization is complete, a message appears at the top of your Centro 690 screen. Be patient; synchronization may take a few minutes.
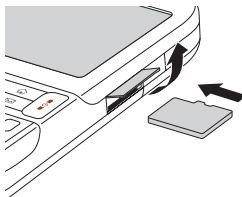
Using expansion cards

The expansion card slot on your Centro 690 enables you to add microSD cards to extend the storage capacity of your Centro 690 (expansion cards sold separately). Here are some examples of what microSD expansion cards can store:

- Photos
- MP3 audio files
- Email attachments
- Games
- eBooks
- Microsoft Office files
- Adobe Acrobat files
- Applications
- Databases

Inserting an expansion card

1 Open the expansion slot door.

2 Hold your Centro with the screen facing you, and hold the card with the label

facing you. The notch on the card should be in the lower corner.

TIP You might find it easier to insert the card into the expansion card slot if you first remove the battery door.

3 Insert the card into the expansion card slot until you feel it lock into place.

TIP The expansion card slot has a *push-push* mechanism: push in gently to insert a card; push in gently to remove it.

TIP If the Ringer switch is set to Sound On, you hear a confirmation tone when you insert or remove an expansion card.

4 Close the expansion slot door.

CHAPTER

Removing an expansion card

1 Open the expansion slot door.

2 Press the card into the expansion slot to release it from the expansion slot.

3 After you feel the expansion card slot eject the card, remove the card from the slot.

4 Close the expansion slot door.

Opening applications on an expansion card

After you insert an expansion card into the expansion card slot, you can open any of the applications stored on the expansion card.

1 Insert the expansion card into the expansion card slot. The Card category of Applications View automatically appears.
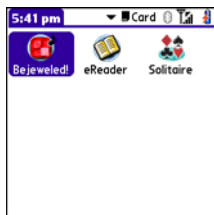
2 Select the icon for the application you want to open.

3 Press **Center** ◯ to open the application.

TIP Install the Files application from the Palm Software Installation CD to easily browse and manage files on an expansion card.

Accessing items stored on an expansion card

When an expansion card contains items such as pictures or songs, you can't view them directly from the Card category in Applications View. You must open the app that recognizes the item.