Zire™ 72

Getting Started

with Your Zire™ 72 Handheld

palmOne™

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Software Download Available

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

PN: 407-5565A-US

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About This Book

[!] Before You Begin

Complete the steps in *Read This First* in your handheld package to set up your handheld and install the software on your computer.

This guide tells you everything you need to know to start using your handheld—from the things you'll do every day, to the things that make your handheld not only useful, but fun.

Viewing this guide

Here are some helpful tips for making it easier to read and find information in this guide:

- Click Zoom In repeatedly to magnify the page size. Click Zoom Out to return to the original view.
- Click an entry in the Table of Contents or Index to go directly to that section of the guide.
- If you link to a page in the guide, click Previous View or to return to the page you were on before you clicked the link.
- You can also print an especially interesting or important page or pages by clicking Print. When selecting the page(s) to print, be sure to use the file page number shown at the bottom of your computer screen, not the printed page number. For example, to print the page you are reading right now, select page 7(the file page), not page vii (the printed page).

What's in this guide?

Each chapter contains step-by-step instructions with cues for action, links to detailed information, and sidebars.

Step-by-step instructions

How-to information. Look for these cues in instructions:

Continued	Cue at the bottom of a page that means the procedure continues on the next page.
Done	Cue that signals the end of the procedure. You're done.
	A step that you must follow; otherwise, you could experience an error or even lose information.
[&] OPTIONAL	A step you might find useful.
NOTE	Information that applies only in certain cases or that tells more about a procedure step.

Links

Links appear as underlined words in sidebars and other places throughout this guide. Some links take you to other pages in this guide, and others take you to the *User Guide* on the web.

In this chapter	Links on the first page of each chapter that send you to a specific section.
Beyond the basics	Links on the last page of each chapter that send you to the *User Guide* to learn about more things that you can do with an application or feature.

✱ Tip
To access the *User Guide*, you need to be connected to the Internet.

Sidebars

[!] Before You Begin
Things you must complete before you can do the steps described in the chapter.

✱ Tip
A suggestion on how to use a feature more fully; a shortcut; a pointer to a related feature.

✚ Did You Know?
An interesting fact about the topic being described; may include a pointer to more information.

» Key Term
A technical term related to the topic being described. It may appear in this guide or only on your handheld.

User Guide
A pointer to the web where you can find more info on the topics in this guide and on other features of your handheld.

My Handheld
A pointer to the web where you can share info with other handheld users and learn the latest tips, tricks, and more.

Support
A pointer to the web where you can find help if you experience problems with the topics in the chapter or with your handheld.

Exploring Your Handheld

In this chapter

Locating the controls on your handheld

What's on my handheld?

What extra software is on the CD?

Opening applications

Using the onscreen keyboard

Using menus

Using the 5-way navigator

Handheld do's and don'ts

Beyond the basics

Whether you're at work, at home, or on the go, you'll quickly understand why handhelds are also called personal digital assistants (PDAs). Like a good personal assistant, your handheld helps you keep track of your schedule, your business and personal contacts, your to-do list, your memos, and your photos.

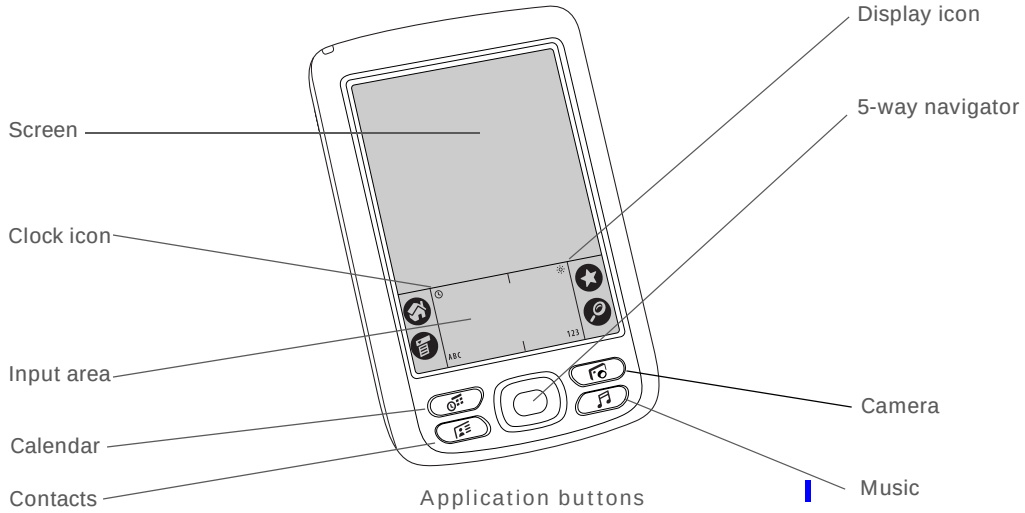
Handhelds are for fun, too. You can take pictures and create digital photo albums, play games, and read eBooks. Insert expansion cards (sold separately) to listen to music and audio books, or to enjoy useful reference software and more.

Benefits of your Zire™ XX handheld

- Save time
- Stay organized
- Travel light
- Protect your information
- Have fun: take photos, capture videos, play music, and more

Locating the controls on your handheld

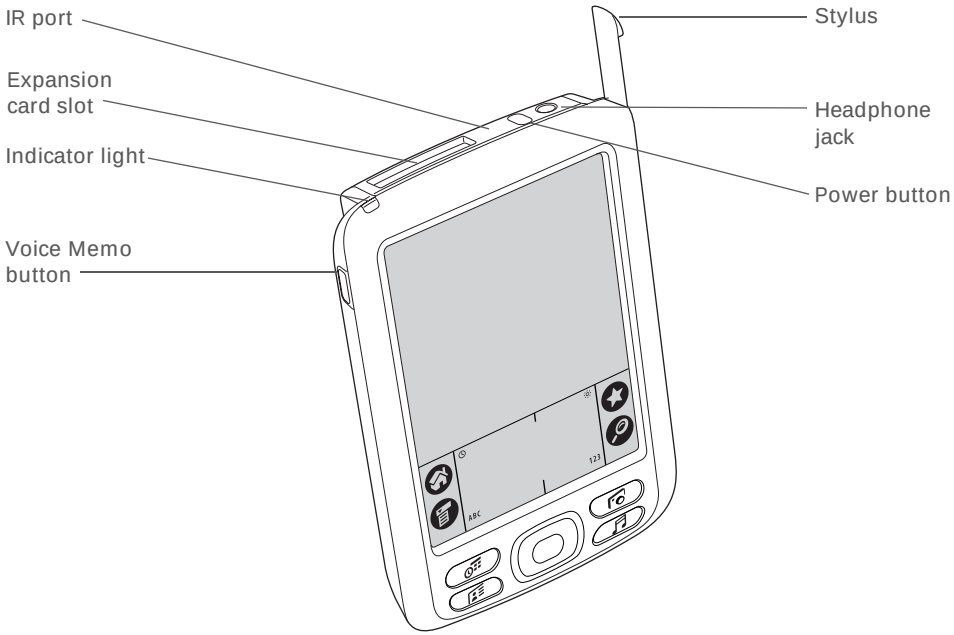
Front panel controls



» Key Term
Graffiti® 2 writing
A special set of letters, numbers, and symbols that you can use to write directly on the screen. To learn more about Graffiti 2 writing, go to the Quick Tour on your handheld.

Screen	Displays the applications and information on your handheld. The screen is touch sensitive.
Clock icon	Displays the current time and date.
Input area	Opens the onscreen keyboard when you tap ABC or 123. Or write Graffiti 2 letters on the left side and numbers on the right.
Display icon	Lets you adjust the brightness of your handheld's display.
5-way navigator	Helps you move around and select info to display on the screen.
Application buttons	Opens the Calendar, Contacts, Camera, and Music (RealOne™ Mobile Player) applications.

Top and side panel controls



IR port — **Beams information** between handhelds and other devices that have an IR port.

Expansion card slot — Lets you insert expansion cards (sold separately) to play music, back up info and add memory, applications, and accessories to your handheld.

Power button — Turns your handheld on or off and lets you turn **Keylock** on (if active).

Indicator light — Lets you know the charging status when your handheld is attached to the power adapter, and notifies you when alert messages appear.

» Key Term

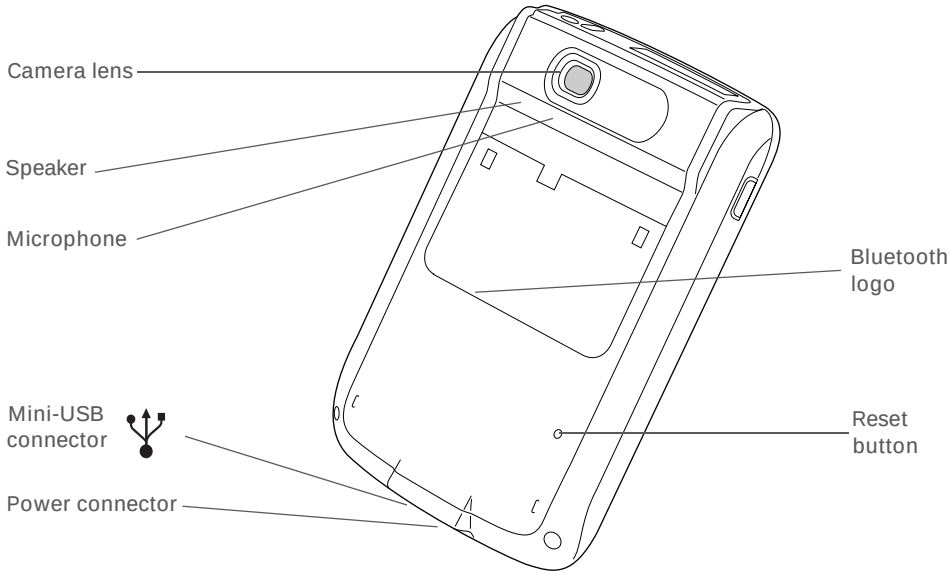
IR Short for *infrared*. Beaming uses infrared light to send information between two IR ports that are within a few feet of each other.

+ Did You Know?

Beaming lets you quickly share appointments, addresses, phone numbers, and more.

Headphone jack	Lets you connect a standard 3.5 mm stereo headset (sold separately) to your handheld so you can listen to music and other audio applications.
Voice Memo button	Records a voice memo when you press and hold this button.
Stylus	Lets you enter information on your handheld. To use the stylus, slide it out of the slot and hold it as you would a pen or pencil. Using your fingertip instead of the stylus is OK, but don't use your fingernail, a real pen, or other sharp object to touch the screen.

Back panel controls



» Key Term
USB The type of connector or cable that's commonly used to connect accessories to a computer.

Camera lens	Lets you take a picture with the built-in digital camera.
Speaker	Lets you listen to alarms, game and system sounds, and music.
Microphone	Lets you record sounds in audio applications such as Voice Memo and in video applications such as palmOne™ Media Player.
Reset button	**Resets your handheld** if it *freezes* (stops responding).
Power connector	Connects your handheld to the power adapter so you can charge it.
Mini-USB connector	Lets you connect your handheld to your computer, using the HotSync® cable, so you can **synchronize**.
Bluetooth™ radio	Enables your handheld to connect with other devices that use **Bluetooth communication**.

What's on my handheld?

Tip
Can't find some of these applications? Tap the category list in the upper-right corner of the Home screen and select All.

Your handheld comes with many applications preinstalled and ready to use. Open these applications by pressing the application buttons on the front panel or by selecting the icons on the Home screen.

Quick Tour	Learn about your handheld and how to enter info.
Bluetooth	Set up wireless connections to a mobile phone, network, or computer for sending and receiving information.
Calculator	Solve basic math calculations such as splitting restaurant bills and figuring tips.
Calendar	Manage your schedule, from lunch with a friend, to weekly meetings, to annual events like holidays, to extended events like conferences and vacations. Even color code your schedule by category.
Camera	Capture photos and videos with the built-in camera.
Card Info	View information about an expansion card seated in the expansion card slot.
Contacts	Store names and addresses, phone numbers, e-mail and web site addresses—even photos and birthdays. Organize your contacts into categories.
Expense	Track business or travel expenses and print expense reports after you synchronize with your computer.
HotSync	Synchronize the info on your handheld with the info on your computer.
Media	View and edit photos and videos.
Memos	Capture information such as meeting notes, lists of books to read, movies to see, recipes, and anything else you need to write down.
Note Pad	Write on the screen in your own handwriting or draw a quick sketch.
Prefs	Customize your handheld's sound levels, colors, security, and more.

RealOne	Carry your music with you on expansion cards (sold separately), create playlists, and listen to music on your handheld.
Tasks	Stay on top of your to-do list. Enter things you need to do, prioritize them, set alarms, and then monitor your deadlines.
Voice Memo	Record short voice clips using the built-in microphone.
World Clock	Set the time in your home city and two other locations, and set an alarm to wake you up.

What extra software is on the CD?

By now you've probably installed Palm™ Desktop software and Quick Install from the CD. When you're ready, check out the extra software on the CD. You can install it at any time. Your CD includes titles such as the following:

Addit	Preview, try, and buy software (web access required). Windows only.
Adobe Reader for Palm OS	View PDF files that are tailored to fit your handheld's screen.
AudiblePlayer	Listen to newspapers, books, public radio, language instruction, and more (additional fees may apply). Windows only.
Documents to Go	Create, view, and edit Microsoft Word and Excel files. For information, see the *Getting Started Manual* for this application on your computer.
Getting Started Guide	Keep the guide you're reading right now with you and view it on your handheld.
Handmark Solitaire	Enjoy hours of entertainment with this solitaire game.
Palm Reader	Purchase and download eBooks from the web so you can read them when you want, where you want.

✱ Tip

To install extra software from the CD:

1. Insert the CD into your CD drive.
2. **Windows:** On the Discover Your Handheld screen, click Additional Software.

   Mac: Double-click the Additional Software folder icon.

» Key Term

Palm Desktop software The software that lets you enter, update, review, and synchronize info on your computer.

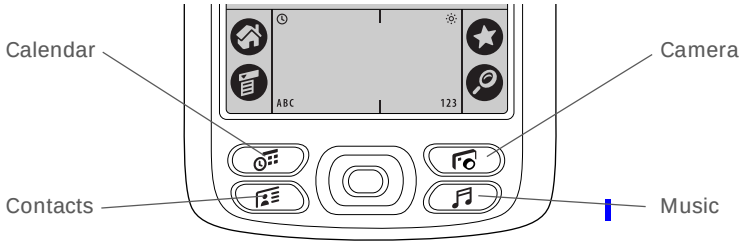
palmOne Messages 1.0	Send and receive short text (SMS) and multimedia (MMS) messages using the built-in Bluetooth technology on your handheld.
palmOne VersaMail 2.0	Send, receive, and manage e-mail messages wirelessly using the built-in Bluetooth technology on your handheld or by synchronizing with your Windows computer.
palmOne Web Pro	Browse your favorite sites on the World Wide Web. Internet connection required.
PhoneLink Updater	Download the latest settings and configure your handheld to communicate with a compatible mobile phone (sold separately).
powerOne Personal	Calculate math and business solutions with this enhanced calculator.

Opening applications

You can open applications with the application buttons on the front of your handheld or with the application icons on the Home screen.

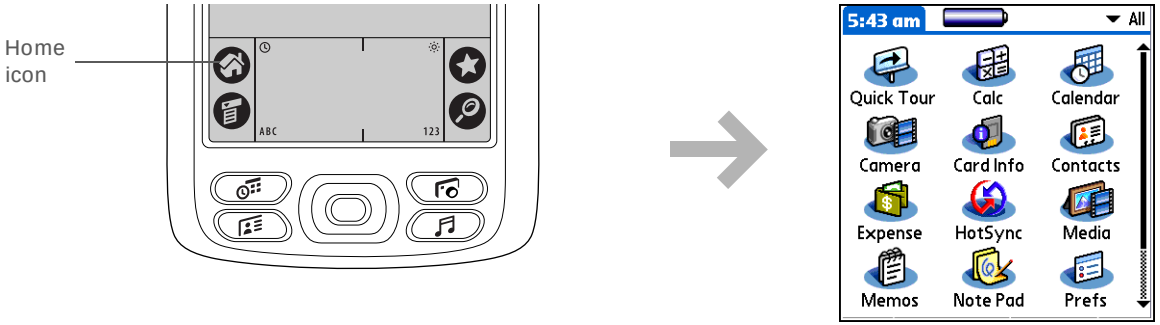
Using the application buttons

- Press an application button to turn on your handheld and open the application for that button.



Using the Home screen

- Turn on your handheld, tap Home, and tap an application icon, such as Note Pad.



Did You Know?

You can **reassign the application buttons** to open whichever applications you choose.

Tip

Handheld on already? Tap the Home icon to go to the Home screen.

Tip

Use your favorite picture as the Home screen background. **Open the Options menu** and select Display Options. Select the Background check box, and then tap the photo thumbnail to select a photo. Adjust the fade setting so that the text is easy to read against the photo, and then select OK.

Using the onscreen keyboard

You can use the onscreen keyboard in any application where you need to enter text, numbers, or symbols on your handheld.

» Key Term

Record An entry in an application such as a contact in Contacts or an appointment in Calendar.

✱ Tip

You can enter text whenever you see a blinking cursor on the screen.

1

Open an entry:

a. **Open an application**.

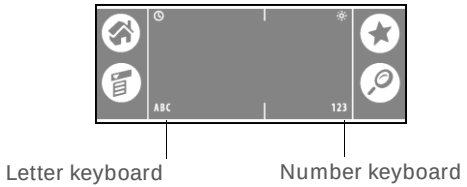
b. Select a record or tap New.

2

Open an onscreen keyboard:

- Tap ABC to open the letter keyboard.
- Tap 123 to open the number keyboard.

↘ **Continued**



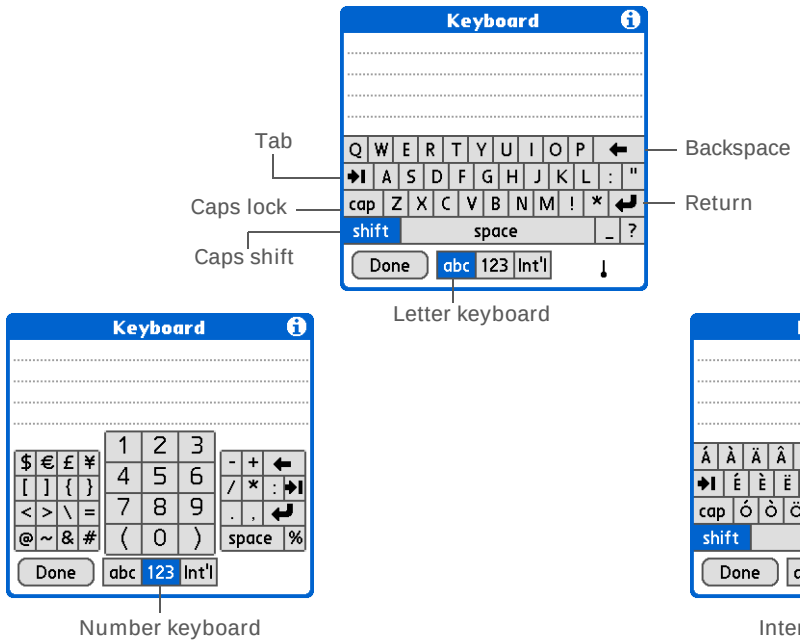
Using the onscreen keyboard

Tip
When a keyboard is open, you can tap abc, 123, or Int'l to open any of the other keyboards.

Tip
You can also enter information using Graffiti 2 writing. To learn how, go to the Quick Tour on your handheld.

3

Tap the characters to enter text, numbers, and symbols, and then select Done.



Done

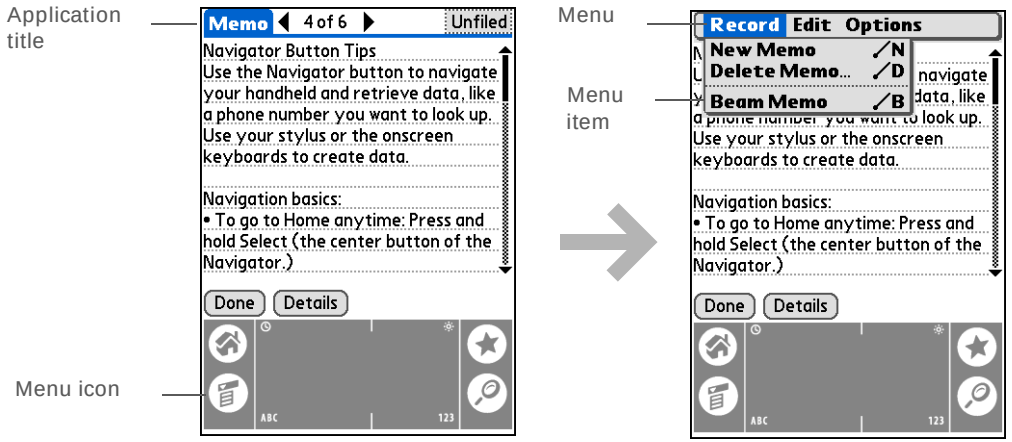
Using menus

Menus let you access additional commands and settings. They are easy to use, and once you master them in one application, you know how to use them in all your applications.

✱ Tip
You can also open the handheld menus by tapping the application title in the upper-left corner of the screen.

1 **Open an application**.

2 Tap Menu to open the menus.



3 Tap a menu, and then tap a menu item.

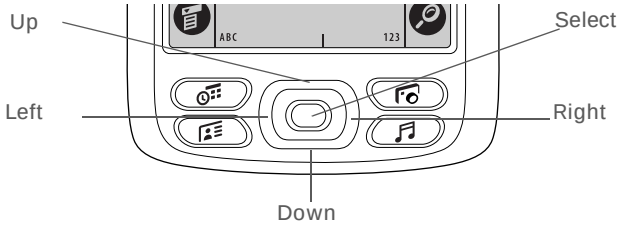
Done

✱ Tip
To remove the selection highlight without making a selection, scroll to the icon in the upper-left corner and then press Left on the navigator.

✱ Tip
From most applications you can return to the Home screen by holding down Select on the navigator.

Using the 5-way navigator

The navigator lets you access your information quickly with one hand and without the stylus. The navigator does various things based on which type of screen you're on. To use the navigator, press Up, Down, Right, or Left; or press Select in the center.



Navigating in the Home screen

In the Home screen, use the navigator to select and open an application.

Right or Left Scrolls to the next or previous application category.

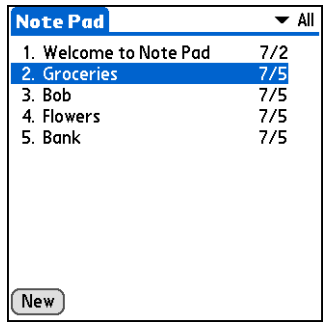
Select Inserts the selection highlight. When the selection highlight is present:

Up, Down, Right, or Left Scrolls to the next icon in the corresponding direction.

Select Opens the selected application.

Navigating in list screens

In list screens, select and move between entries such as a note, memo, contact, or photo.



Up or Down Scrolls an entire screen of entries, as long as there's nothing highlighted. Hold down to accelerate the scrolling.

Select Inserts the selection highlight. When the selection highlight is present:

Up or Down Scrolls to the previous or next entry.

Select Displays the selected entry.

Left Removes the selection highlight.

Navigating in record screens

In record screens, scroll within the current entry or between entries.

Up or Down Scrolls within the current entry.

Right or Left Scrolls to the previous or next entry (not available in Contacts).

Select Returns to the list screen.

Handheld do's and don'ts

To protect your handheld from damage and ensure reliable performance, follow these guidelines.

Handheld do's

- Use the protective pouch that came with your handheld. It provides protection if your handheld is accidentally dropped.
- Use only the stylus to tap the screen—no pens, pencils, paper clips, or other sharp objects.
- Use only the supplied power adapter to charge your handheld.
- **Keep the battery charged**.
- Keep the screen free of dust (or anything else that could make it dirty).
- For general cleaning, use a soft, damp cloth. If the screen becomes dirty, use a soft cloth moistened with a diluted window-cleaning solution.
- Use only 3.5 mm stereo headphones in your handheld's headphone jack.
- Be sure to **get rid of any static electricity buildup** before you connect your handheld to any cable or accessory.

Handheld don'ts

- Do not drop, bang, or otherwise cause a strong impact to your handheld.
- Do not carry your handheld in your back pocket; you might sit on it by mistake.
- Do not let your handheld get wet; don't even leave it in a damp location.
- Do not expose your handheld to very hot or cold temperatures, including placing it near a heater, leaving it in the trunk of a car, or setting it by a window in direct sunlight.

User Guide
For everything you need to know about your handheld—all that's in this guide, and much more—go to **www.palmOne.com/MyHandheld/UserGuide <edit this>**.

My Handheld
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit **www.palmOne.com/MyHandheld <edit this>**.

Support
If you're having problems with your handheld, go to **www.palmOne.com/support<edit this>**.

Beyond the basics

Click a link below to go to the *User Guide* on the web and learn about these related topics:

Entering Information	Entering information with Graffiti 2 characters and shortcuts
Getting Around	Working with the Home screen, finding information, and moving around in applications
Installing and Removing	Adding applications to your handheld
	Deleting applications from your handheld
Categories	Organizing your applications and information by filing them into categories
Privacy	Keeping information private by turning on security options
Sharing	Exchanging information and applications with other Palm OS® handheld users by beaming them
Maintaining	Caring for your handheld

Synchronizing Your Handheld with Your Computer

In this chapter

Why synchronize information?

What information is synchronized?

Synchronizing information

Beyond the basics

Maybe you always use your handheld on its own to look up phone numbers, enter appointments, and so on. But you can do much more with your handheld if you synchronize it with your computer.

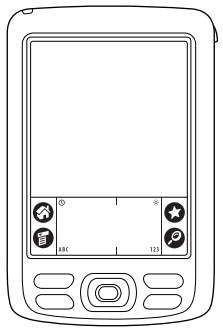
Synchronizing simply means that information that has been entered or updated in one place (your handheld or your computer) is automatically updated in the other. No need to enter information twice.

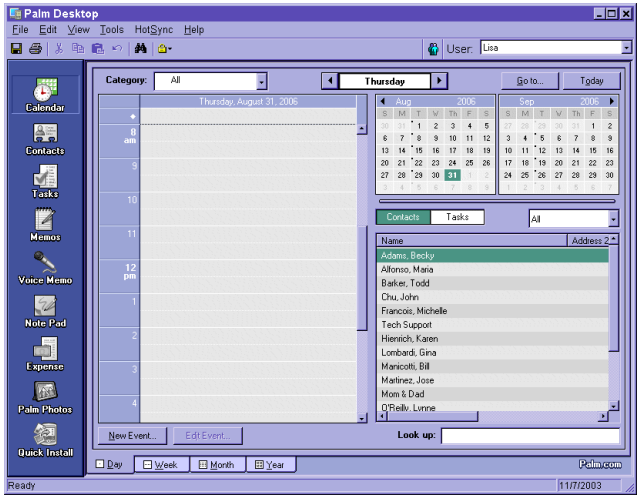
Benefits of synchronizing

- Quickly enter and update information on your computer and your handheld
- Install applications
- Protect your information

Why synchronize information?

Quickly enter and update information on your computer and handheld. Synchronizing updates information both on your handheld and in **Palm**™ Desktop software on your computer. For example, you can quickly enter a contact list on your computer and then send it to your handheld instead of reentering the information.





Install applications. With just a few clicks, you can install certain programs on your handheld.

Protect your information. Nothing is worse than losing important information. When you synchronize information, you create a backup copy. If something happens to your handheld or your computer, the information is not lost; one tap restores it in both places. For example, use your computer to quickly create dozens of contacts and then synchronize to transfer them to your handheld.

[!] **IMPORTANT Be sure to synchronize information at least once a day so that you always have an up-to-date backup copy of important information.**

+ Did You Know?

During CD installation (Windows only), you can choose to synchronize your handheld with Microsoft Outlook on your computer. If you do, information from Contacts, Calendar, Tasks, Memos, and Note Pad is synchronized with Outlook. Other information, such as photos, is synchronized with Palm Desktop software.

✱ Tip

Synchronize Microsoft Word or Excel files from your computer and open them in the Documents to Go application on your handheld to view and edit them at your convenience.

What information is synchronized?

[!] Before You Begin
Complete the following:

- Initial handheld setup
- Install Palm Desktop software from the CD

For setup and installation procedures, see *Read This First* included in your handheld package.

» Key Term
Conduit The synchronization software that links an application on your computer with the same application on your handheld.

If you use the preset settings, information from all the following applications is transferred each time you synchronize your handheld with your computer:

In addition, the preset settings back up system information from your handheld to your computer and **install add-on applications** from your computer to your handheld.

If you've installed applications from the CD such as the VersaMail™ application, these applications may also be included in the presets for synchronization.

If you want to synchronize applications other than the presets, see the section on **choosing which applications to synchronize** in the *User Guide* on the web.

You can synchronize more than one handheld with your computer. For example, different family members can synchronize their handhelds with the same copy of Palm Desktop software by selecting the correct username in the upper-right corner when prompted. Just make sure that each handheld has its own username. Although several people can share the same copy of Palm Desktop software, they cannot share the same username.

Synchronizing information

» Key Term
HotSync® Technology that allows you to synchronize the information on your handheld with the information on your computer.

✱ Tip
If the Select User dialog box appears during synchronization, select the username you entered when you installed Palm Desktop software, and click OK.

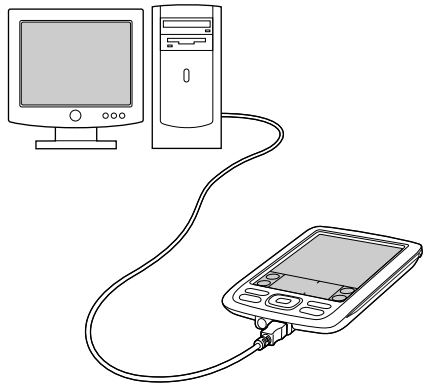
✱ Tip
If you need help with synchronizing, see **Make sure the HotSync® cable is connected securely.**

1

Prepare your handheld:

a. Connect the HotSync cable to the USB port on your computer, and then insert the other end into the mini-USB connector on your handheld.

b. Make sure your handheld is on.



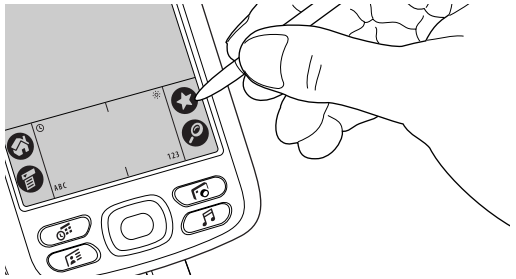
2

Synchronize your handheld with your computer:

a. Tap Star ★.

b. When synchronization is complete, a message appears on your computer, and you can disconnect your handheld from the cable. Be patient; synchronization may take some time.

Done



User Guide
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My Handheld
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Support
If you're having problems with synchronization or with anything else on your handheld, go to **www.palmOne.com/support<edit this>**.

Beyond the basics

Click a link below to go to the *User Guide* on the web and learn about these related topics:

Synchronizing

- Synchronizing wirelessly using Bluetooth™ technology on your handheld
- Using a modem to share information when you are away from your computer
- Using your company's network to synchronize information
- Changing which applications are included during synchronization
- Switching back to the cable if you have been synchronizing information using Bluetooth technology
- Synchronizing information between your handheld and Microsoft Outlook on your computer
- Receiving information on your handheld from an outside source, such as a file containing your company's phone list

Installing Adding applications to your handheld

Expanding Your Handheld

In this chapter

How can expansion cards help me?

Inserting an expansion card

Removing an expansion card

Beyond the basics

A Chinese proverb says, “Life just gives you time and space; it's up to you to fill it.” But doesn’t it always seem that no matter how much space you have, you still need more?

Expansion cards (sold separately) provide a compact and limitless answer to the storage dilemma. When one card becomes full, simply use another card. To enjoy some aspects of your handheld, such as listening to music and capturing short video clips, you need to use expansion cards.

Benefits of expansion cards

- Listen to music
- View more photos and videos
- Back up info
- Add more games and other software
- Add accessories
- Store all your info

How can expansion cards help me?

✱ Tip

Looking for a handy way to carry your expansion cards? You can purchase a variety of carrying cases. Visit **www.palmOne.com/MyHandheld <edit this>** and click the Accessories link.

» Key Term

SDIO An acronym for Secure Digital input/output. Your handheld is compatible with this type of expansion card as well as the more common SD (secure digital) and MultiMediaCard card formats.

Listen to music. Store songs on expansion cards and use the included **RealOne™ software** to listen to music on your handheld.

View photos and videos. If your digital camera or camcorder (sold separately) uses compatible expansion cards, you can quickly view your photos and videos by simply inserting the card into the expansion slot on your handheld.

Back up info. Make a copy of your important information for safe-keeping in case your handheld becomes damaged or stolen.

Add games and other software. Purchase popular games, dictionaries, travel guides, and more. There are lots of expansion cards available for your handheld. To check them out, visit **www.palmOne.com/MyHandheld <edit this>** and click the Accessories link.

Add accessories. Attach SDIO accessories to your handheld, such as a presentation module.

Store all your info. Never worry about running out of space on your handheld. Purchase as many expansion cards as you need to store your music, photos, videos, and other information. Expansion cards come in a variety of capacities, and they're very small, easy to store, and affordably priced.

Inserting an expansion card

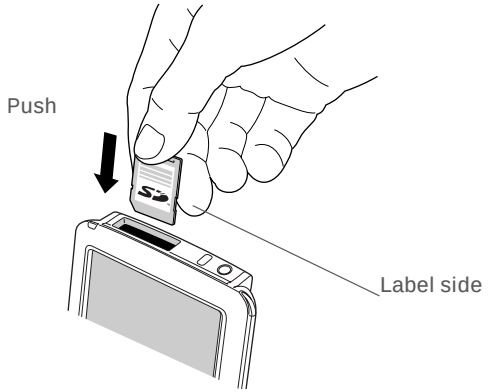
Your handheld is compatible with SD, SDIO, or MultiMediaCard expansion cards (sold separately).

Did You Know?

When you insert an expansion card your handheld responds based on the contents of the card and the application that is running. For example, if you insert a card with MP3 files, RealOne Mobile Player opens automatically.

1

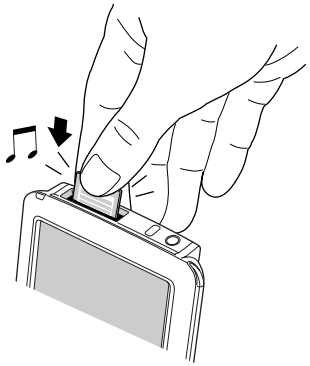
Insert the card into the expansion slot with the label side facing the front of the handheld.



2

Push the card in with your thumb until you hear the confirmation tone.

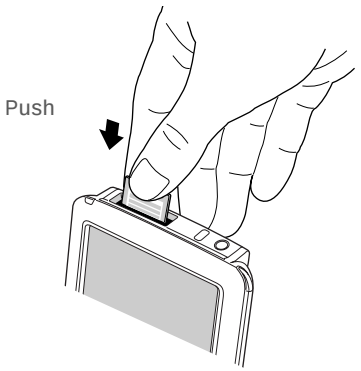
NOTE No confirmation tone? Check the **Sounds & Alerts Preferences** to make sure the System Sound setting is turned on.



Done

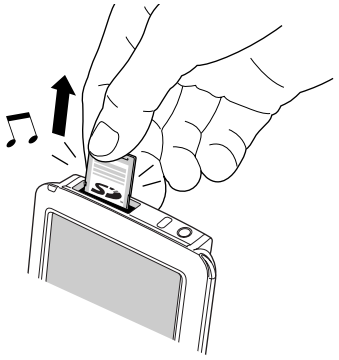
Removing an expansion card

1 Push lightly against the card with your thumb.



2 Slide the card out of the expansion slot.

Done



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Beyond the basics

Click a link below to go to the *User Guide* on the web and learn about these related topics:

Expansion Cards

- Opening applications that are stored on expansion cards.
- Copying applications between your handheld and expansion card.
- Deleting applications or photos from an expansion card.
- Reviewing information about the contents of an expansion card using the Card Info application.
- Naming an expansion card so you can easily identify its contents.

Installing Adding applications from your computer to an expansion card. You can also install other files such as photos or music.

Sharing Exchanging applications and information with other Palm OS® handheld users by exchanging cards or beaming items between handhelds.

Managing Your Contacts

In this chapter

Adding a contact

Locating a contact on your list

Beaming a contact

Beyond the basics

Say good-bye to a paper address book that you need to update manually every time someone moves, changes their e-mail address, or gets a new work extension. With Contacts, not only is it easy to enter information such as names, addresses, and phone numbers, but it is just as quick to view, update, and organize contact information. You can back up contact information to your computer and easily share info with other handhelds. You can even add photos of your loved ones directly to their contact information screen.

Benefits of Contacts

- Carry all your business and personal contact information in your hand
- Keep track of who is who
- Keep in touch

Adding a contact

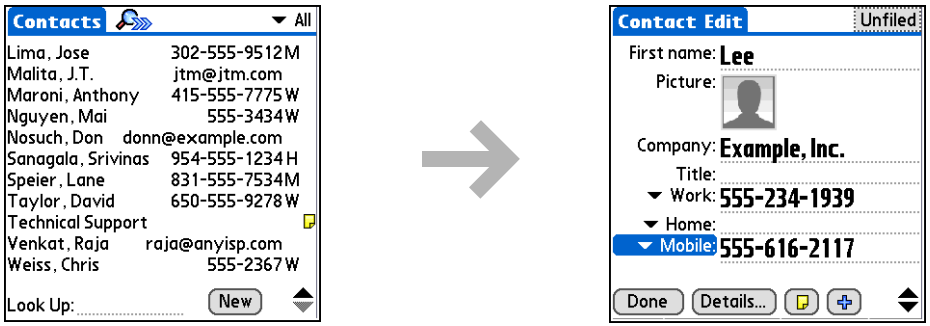
✱ Tip

If the first character you enter in the Last Name or Company field is an asterisk (*) or similar symbol, that record always appears at the top of the Contacts list. That's useful for an entry like "If Found Call [your phone number]."

1 Press the Contacts application button.

2 Add your contact information:

a. Select New.



b. Tap each field where you want to enter information, and enter it. Tap the scroll arrows ⬍ to move to the next page.

↘ Continued

Adding a contact

Tip
To learn about capturing and downloading photos to your handheld, see **palmOne™ Media** later in this guide.

Tip
If multiple contacts share information, such as a company name and address, you can enter the first contact, open the Record menu, and then select Duplicate Contact. You can then change only the fields that differ.

Tip
If you want a reminder about a birthday, select the Reminder check box, enter the number of days before the birthday that you want to see the reminder, and then select OK.

3

[&] OPTIONAL Add a photo:

a. Tap the Picture box.

b. To take a photo and add it to a contact, select Camera, take the photo, and select Save.

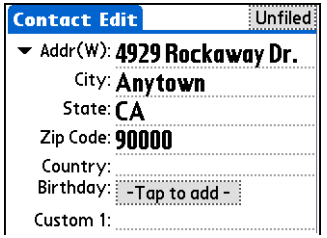
c. To add a photo from palmOne Media, select Photos and select a photo.

4

[&] OPTIONAL Add a birthday:

a. Tap the Birthday box.

b. Select the birth year, month, and date.



5

After you finish entering all the information you want, select Done.

Done **That's it. Your handheld automatically saves the contact. Make sure you have a current backup. Synchronize often.**

Locating a contact on your list

✱ Tip

You can also press Right on the navigator (or tap the Quick Look Up icon at the top of the screen) to open the Quick Look Up line. Press Up and Down to select the letter of the name you want in each box, and press Right to move to the next box.

✚ Did You Know?

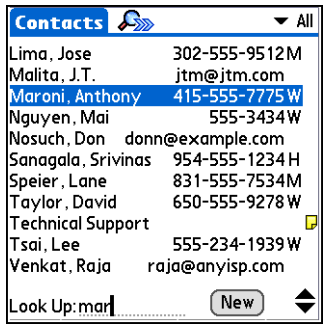
The **Phone Lookup** feature lets you add contact information directly into certain other applications on your handheld. For example, you can add a name and phone number to a memo or task.

1 Press the Contacts application button.

2 Search for the contact:

a. Tap the Look Up line at the bottom of the screen and enter the first letter of the name you want to find.

b. Enter the second letter of the name, and so on, until you can easily scroll to the contact you want.



3 Select the contact to open it.

Done

Beaming a contact

Tip

You can create a contact with your own information and select it as your business card by opening the Record Menu and selecting Business Card. Beam your business card to other handhelds by holding down the Contacts application button until the Beam dialog box appears.

Did You Know?

A Beam command appears on the Record menu of most applications. Use it to beam information such as photos, appointments, and more.

1. Press the Contacts application button.

2. **Locate the contact** you want to beam.

3. Beam the contact:

   a. **Open the menus**.

   b. Select Record, and then select Beam Contact.

   c. When the Beam Status dialog box appears, point your handheld's IR port directly at the IR port of the other handheld.

NOTE For best results, the handhelds should be between 4 and 36 inches apart, and there should be a clear path between them.

4. Wait for the Beam Status dialog box to indicate that beaming is complete.

Done

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Beyond the basics

Click a link below to go to the *User Guide* on the web and learn about these related topics:

Contacts	• Deleting contacts • Removing a photo from a contact • Displaying additional contact fields and defining custom fields • Choosing the field type for certain fields, such as Home or Work for a phone number • Using Quick Connect to make a phone call or address an e-mail or text message directly from a contact
Categories	Organizing contacts by type and sorting them
Information	Transferring contact information from other applications such as databases, spreadsheets, and other organizer software
Privacy	Keeping contacts private by turning on security options
Sharing	Sending events to other Bluetooth™ devices by using Bluetooth technology on your handheld
E-mail	Sending events as attachments to e-mail messages

Managing Your Calendar

In this chapter

Scheduling an appointment

Checking your schedule

Setting an alarm

Beyond the basics

Staying on top of your schedule is an important part of being productive both at work and at home. Calendar can help you remember appointments and spot schedule conflicts. You can view your calendar by day, week, or month, or as an agenda list that combines your list of tasks with your appointments.

Benefits of Calendar

- Track current, future, and past appointments
- Stay on top of deadlines
- Carry one calendar
- Spot schedule conflicts

Scheduling an appointment

» Key Term

Event The name for an entry in the Calendar application, including appointments, birthdays, reminders, recurring meetings, and so on.

✱ Tip

You can also scroll to a date by pressing Right or Left on the navigator or by tapping the arrows at the top of the Day View screen.

✚ Did You Know?

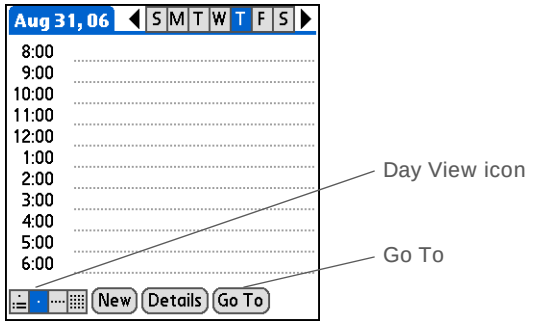
You can use more than one line to describe an appointment.

1

Open Day View:

a. Press the Calendar application button.

b. Tap the Day View icon.



2

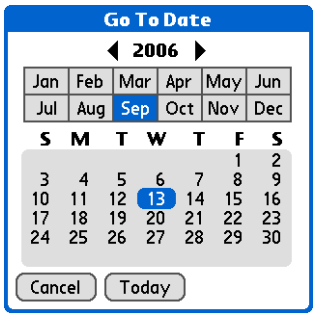
Select the date of the appointment:

a. Tap Go To.

b. Tap the arrows to select the year.

c. Tap the month.

d. Tap the date.



3

Tap the line next to the time the appointment begins and enter a description.

↘ **Continued**

Scheduling an appointment

Tip
To enter reminders, holidays, anniversaries, and other events that take place on a particular date but not at a particular time, tap No Time.

Tip
Color code your calendar. Tap the bullet next to the description to file the appointment in a category. Each category has its own color.

4

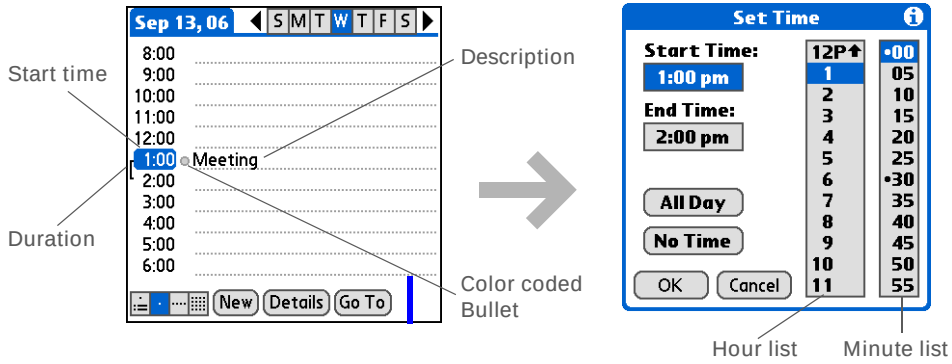
If the appointment is longer or shorter than an hour, set the duration:

a. In Day View, tap the start time.

b. In the Set Time dialog box, tap End Time.

c. Tap the hour and minute lists to select the time the appointment ends.

d. Select OK.



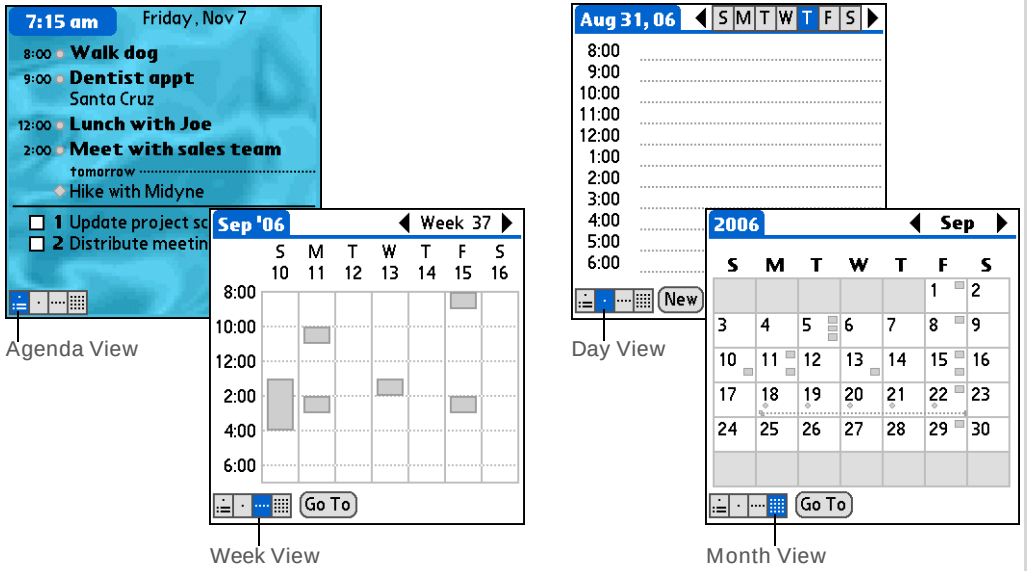
Done **That's it. Your handheld automatically saves the appointment. Make sure you have a current backup. Synchronize often.**

Checking your schedule

Sometimes you want to look at your schedule for a particular date, while other times you want to see an overview of a week or month.

1 Press the Calendar application button.

2 Tap the icons in the lower-left corner to see four different Calendar views:



Done

Tip
Press the Calendar application button repeatedly to cycle through the Agenda View, Day View, Week View, and Month View.

Tip
You can also display Year View. From Month View, tap Year.

Tip
Customize the Agenda View background. From Agenda View, **open the Options menu** and select Display Options. Select the Background check box, and then tap the photo thumbnail to select a photo. If needed, adjust the fade setting so that you can easily read text against the photo, and then select OK.

Setting an alarm

1 Go to the event you want to assign an alarm to:

a. From Day View, tap Go To.

b. Select the year, month, and date of the event.

c. Tap the event description.

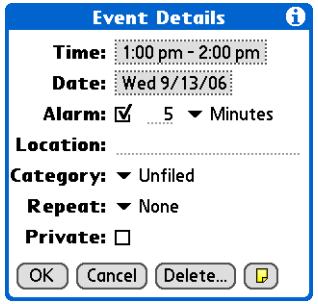
2 Set the alarm:

a. Tap Details.

b. Tap the Alarm check box.

c. Tap the pick list and select Minutes, Hours, or Days.

d. Enter how many minutes, hours, or days before the event you want the alarm to sound, and then select OK.



Done

Did You Know?
If you set your alarm sounds in World Clock instead of in Calendar you have more alarm sound choices.

Tip
Check out the other options in the Event Details dialog box. For example, Repeat creates an event that recurs daily, weekly, or at whatever interval you set up.

Did You Know?
When you set an alarm, a little alarm clock appears to the right of the event description.

Beyond the basics

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Click a link below to go to the *User Guide* on the web and learn about these related topics:

Calendar	• Creating repeating events for things you do at regular intervals, such as taking a class at the gym three days a week or taking a biweekly music lesson • Reserving blocks of time for long events like vacations or conferences • Choosing the default Calendar view format and the information that appears in each view by setting display options • Customizing alarm settings and choosing what time days start and end by setting preferences • Storing extra information about an event by adding a note • Erasing old appointments by purging them
Categories	Organizing events by type and color coding them
Privacy	Keeping events private by turning on security options
Sharing	• Exchanging events with other Palm OS® handheld users by beaming them • Sending events to other Bluetooth™ devices by using Bluetooth technology on your handheld
E-mail	Sending events as attachments to e-mail messages

Managing Your Tasks

In this chapter

Creating a task

Organizing your tasks

Marking a task complete

Beyond the basics

Some of the most successful people in the world are also the busiest. When asked how they manage to do it all, busy people usually say, “I make lists.” The Tasks application on your handheld is the perfect place to make a list of the things you need to do.

Benefits of Tasks

- Set priorities
- Track deadlines
- Stay focused

Creating a task

✱ Tip
If no task is currently selected, you can create a new task by writing in the Graffiti® 2 input area.

✱ Tip
Tap Details to set an alarm and other options for the selected task.

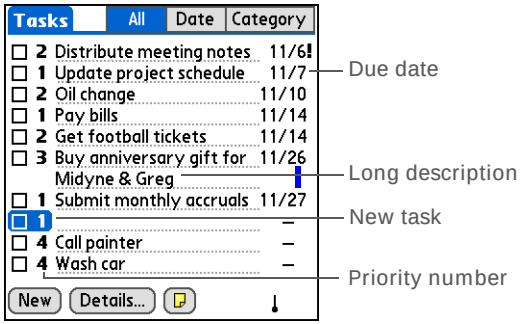
✱ Tip
You can beam tasks to anyone who has a handheld with an IR port. Just **open the Record menu** and select Beam Item or Beam Category.

1 Go to the Home screen and select Tasks.

2 Create a task:

a. Tap New.

b. Enter a description of the task.



3 **[&] OPTIONAL** Assign a priority and due date:

a. Tap the priority number and select a number (1 is the most important).

b. Tap the due date and select a date from the list, or select Choose Date to select a date from the calendar.

Done **That's it. Your handheld automatically saves the task. Make sure you have a current backup. Synchronize often.**

Organizing your tasks

Sometimes you want to look at all the things you need to do, while other times you want to see only certain types of tasks.

Did You Know?
Overdue tasks have an exclamation point (!) next to the due date.

Tip
Your Task Preferences settings control which tasks appear in the Tasks list, such as completed or due tasks. To change these settings, **open the Options menu** and select Preferences.

Tip
Create a new category for tasks by selecting Edit Category in the Category pick list.

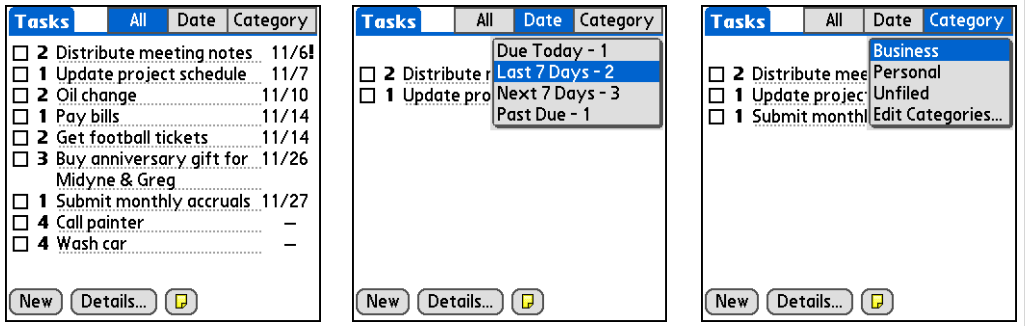
1 Go to the Home screen and select Tasks.

2 In the Tasks list, select one of these options:

All Display all your tasks.

Date Display tasks that are due in a specific time frame. Tap the pick list in the upper right to select Due Today, Last 7 Days, Next 7 Days, or Past Due.

Category Display tasks that are assigned to the selected category. Tap the pick list in the upper right to select a different category.



Done

Marking a task complete

You can check off a task to indicate that you've completed it.

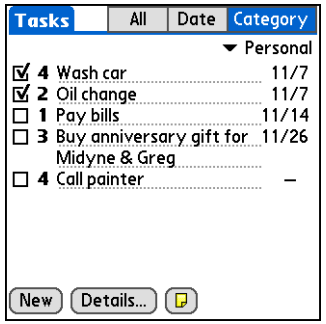
Tip

You can set Task Preferences to record the date that you finish your tasks, and you can show or hide finished tasks. To change these settings, **open the Options menu** and select Preferences.

1. Go to the Home screen and select Tasks.

2. Select the check box on the left side of the task.

   Done



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Tasks	• Creating repeating tasks for things you need to do at regular intervals, such as taking out the trash on Thursday night or filing a weekly status report • Setting alarms when you use tasks as reminders • Setting preferences to choose which tasks appear in the Tasks list, whether to track completion dates, and which alarm sound will play • Storing extra information about a task by adding a note
Privacy	Keeping tasks private by turning on security options
E-mail	Sending tasks as attachments to e-mail messages
Sharing	• Exchanging tasks with other Palm OS® handheld users by beaming them • Sending tasks to other Bluetooth™ devices by using Bluetooth technology on your handheld

Writing Memos

In this chapter

Creating a memo

Viewing and editing a memo

Beyond the basics

Your handheld contains applications for storing the most common types of information: contact names and numbers, appointments, and so on. Memos is the tool to use for capturing information that is meaningful to you but does not fall into one of these categories. From meeting notes to recipes and favorite quotations, Memos provides a quick and easy way to enter, store, and share your important information.

Benefits of Memos

- Store essential but hard-to-remember information
- Easily retrieve and share information

Creating a memo

Did You Know?

You can create as many memos as you want, up to the available memory on your handheld. Each memo can be up to about 32KB in size; that's about 650 sentences.

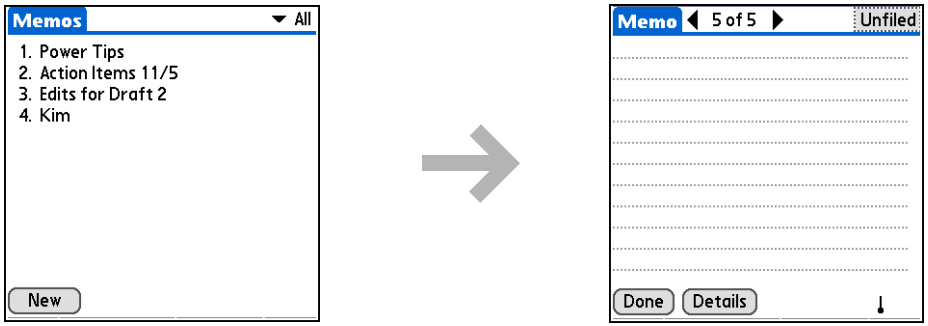
Tip

In the Memos list, you can also just start writing to create a new memo. The first letter is automatically capitalized.

1 Go to the Home screen and select Memos.

2 Create a memo:

a. Select New.



b. Enter your memo. Tap Enter on the onscreen keyboard to move to a new line in the memo.

c. Select Done.

Done That's it. Your handheld automatically saves the memo. Make sure you have a current backup. Synchronize often.

Viewing and editing a memo

Tip
The Memos list shows the first line of each memo, so make sure that first line is something you will recognize.

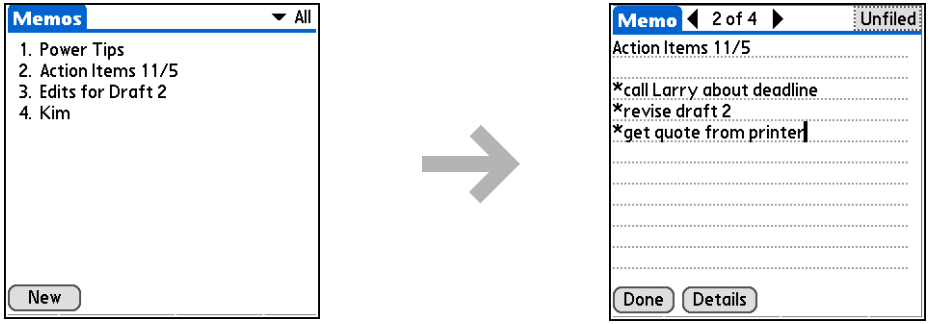
Did You Know?
You can connect your handheld to a portable keyboard and type your memos on the go without carrying around a heavy laptop. You canpurchase a variety of carrying cases. Visit **www.palmOne.com/MyHandheld <edit this>** and click the Accessories link.

Tip
You can **change the size of the text** in Memos to enhance readability.

1 Go to the Home screen and select Memos.

2 View or edit the memo:

a. In the Memos list, select the memo you want.



b. Read or edit the memo, and then select Done.

Done

User Guide
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My Handheld
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit **www.palmOne.com/MyHandheld <edit this>**.

Support
If you're having problems with Memos or with anything else on your handheld, go to **www.palmOne.com/support<edit this>**.

Beyond the basics

Click a link below to go to the *User Guide* on the web and learn about these related topics:

Memos	• Deleting memos • Sending memos to your computer by synchronizing so you can cut text from a memo and paste it into an application such as Microsoft Word
Categories	Organizing memos by arranging them into categories and sorting them
Privacy	Keeping memos private by turning on security options
Sharing	• Exchanging memos with other Palm OS® handheld users by beaming them • Sending memos to other Bluetooth™ devices by using Bluetooth technology on your handheld
E-mail	Sending memos as attachments to e-mail messages

Writing Notes

In this chapter

Creating a note

Viewing and editing a note

Beyond the basics

Need to jot down a phone number or a reminder to yourself? Avoid fumbling for scraps of paper, and write important reminders in Note Pad. You can use Note Pad to do everything you might do with a piece of paper and a pencil. Note Pad gives you a place to draw freehand and take notes in your personal handwriting, which is even faster and more flexible than creating a memo on your handheld.

Benefits of Note Pad

- No learning curve
- Capture information in the moment
- A picture is worth a thousand words
- See reminders when you set alarms

Creating a note

✱ Tip
You can change the color of the pen and paper (background). From the Note Pad list screen, **open the Options menu**, select Preferences, and then tap Colors.

✱ Tip
Tap the pen selector to change the pen width or to select the eraser.

✚ Did You Know?
Set an alarm for a note to use it as a reminder.

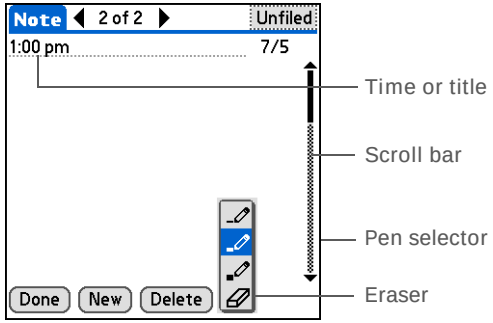
1 Go to the Home screen and select Note Pad.

2 Create a note:

a. Write your note directly on the handheld screen.

b. Select the time at the top of the screen and enter a title using the onscreen keyboard.

c. Select Done.



Done **That's it. Your handheld automatically saves the note. Make sure you have a current backup. Synchronize often.**

Viewing and editing a note

Tip

You can clear the screen completely while editing a note. **Open the Edit menu** and select Clear Note.

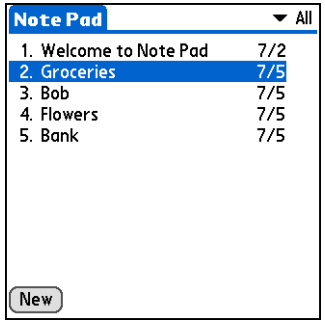
Or, to delete a note completely, open the note and then tap Delete.

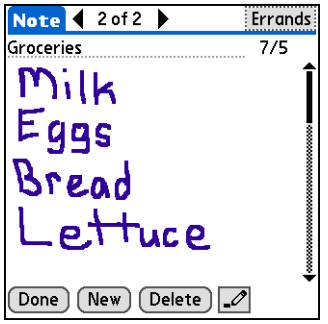
1 Go to the Home screen and select Note Pad.

2 Select the note:

a. Select Done to display the Note Pad list.

b. Select the note you want to view or edit.





3 Read or edit the note, and then select Done.

Done

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Support
If you're having problems with Note Pad or with anything else on your handheld, go to **www.palmOne.com/**

Beyond the basics

Click a link below to go to the *User Guide* on the web and learn about these related topics:

Note Pad	Setting alarms when you use notes as reminders
Categories	Organizing notes by arranging them into categories and sorting them
Privacy	Keeping notes private by turning on security options
Sharing	• Exchanging notes with other Palm OS® handheld users by beaming them • Sending notes to other Bluetooth™ devices by using Bluetooth technology on your handheld
E-mail	Sending notes as attachments to e-mail messages

Recording Voice Memos

In this chapter

Creating a voice memo

Listening to a voice memo

Beyond the basics

In a familiar scene from old movies, the boss calls in his secretary to “take a memo.” In today’s world, those secretaries are rare—but fortunately, your handheld offers you a replacement.

Voice Memo provides a place for you to record and play back notes, agenda items, and other important thoughts directly on your handheld. Use your voice memos with alarms as reminder messages, and share your voice memos with those who need to know what you’re thinking.

Benefits of Voice Memo

- Capture thoughts on the fly
- Send memos to colleagues wirelessly
- Synchronize voice memos to back them up on your computer

Creating a voice memo

1. Press and hold the Voice Memo application button on the side of your handheld. A tone indicates that recording has started.
2. Record your voice memo:
   a. Face your handheld and begin speaking. Continue holding the Voice Memo button while recording.
   b. When you have finished recording, release the Voice Memo button. A tone indicates that recording has stopped.
3. Select Done.

That's it. Your handheld automatically saves the voice memo. Make sure you have a current backup. **Synchronize** often.

Tip
If you are recording a long voice memo and don't want to continue holding the Voice Memo button, you can **pause and resume** recording.

Tip
For best results, hold your handheld within about one foot of your mouth while recording.

Listening to a voice memo

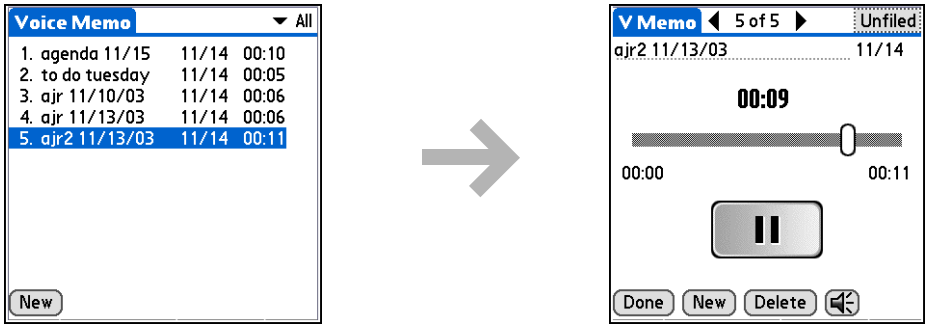
✱ Tip
To start playing a voice memo immediately, select Play.

✱ Tip
Select the Speaker icon and press Up or Down on the navigator to adjust the volume when listening to a voice memo.

1 Go to the Home screen and select Voice Memo.

2 Listen to the voice memo:

a. In the Voice Memo list, select the voice memo title. The voice memo begins to play after a few seconds.



b. Press Right or Left on the navigator to listen to the next or previous voice memo.

3 When you have finished listening to all voice memos, select Done.

Done

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Support
If you're having problems with Voice Memo or with anything else on your handheld, go to **www.palmOne.com/support<edit this>**.

Beyond the basics

Click the link below to go to the *User Guide* on the web and learn about these related topics:

Voice Memo	• Pausing and resuming a voice memo recording • Storing voice memos on an expansion card • Setting an alarm for a voice memo
Connecting	• Using the Bluetooth™ capability on your handheld to send a voice memo to another Bluetooth device
Categories	Organizing voice memos by arranging them into categories and sorting them
Privacy	Keeping voice memos private by turning on security options
Sharing	• Exchanging voice memos with other Palm OS® handheld users by beaming them • Sending voice memos to other Bluetooth devices by using Bluetooth technology on your handheld

Taking and Viewing Photos and Videos

In this chapter

Sharing photos and videos

Supported file types

Adjusting the camera settings

Capturing a photo

Recording a video

Viewing photos or videos

Organizing photos or videos into albums

Annotating a photo

Beyond the basics

A picture may be worth a thousand words, but what happens when you have a thousand pictures—or videos—that you are trying to keep organized? Or maybe just a few that are so meaningful that you want to have instant access to them at any time?

Solve both problems with palmOne™ Media. Media features easy capture, viewing, and organization of still photos and videos. You can keep your favorite photos right on your handheld, select a photo as the background for your Home screen and the Agenda View in Calendar, even add a photo to a Contacts entry. And with expansion cards (sold separately), you can store any number of photos.

Benefits of palmOne Media

- Never be far from your favorite people or places
- Capture key moments on the fly
- Simplify photo and video organization

Sharing photos and videos

This chapter explains how to capture and view photos and videos. But you can do more than keep private photo albums on your handheld. You can easily share photos with family and friends.

Share photos by using any of the following methods:

- **Send a photo or video** by using the Bluetooth™ technology on your handheld.
- **Attach a photo or video** to an e-mail message.
- **Create a multimedia message** containing a photo or video.
- **Beam a photo or video** to other Palm OS® handheld users.
- Copy a photo or video from your handheld to your desktop computer, or from computer to handheld, by **synchronizing**.

Tip
To view photos or videos on your desktop computer, open Palm™ Desktop software, click Media, and double-click the photo or video you want.

Supported file types

When you capture a photo, you can save it directly on your handheld or on an **expansion card** (sold separately) inserted into the expansion slot. Photos are saved in the format JPG.

You can save videos you record to an expansion card *only*. Videos are saved in the format ASF.

If you take a picture with a digital camera, or you find it on the web, it's likely your handheld can display it. The Media application converts popular photo formats such as JPG, BMP, TIFF, PNG, PCS, WMF, EMF, and PSD to a format that you can view directly on your handheld. When you put photos on an expansion card, you can view the photos in their original file formats—such JPG, GIF, and BMP—without any conversion. You can also view photos on your desktop computer.

You can view videos on an expansion card or on your desktop computer, in the following formats: MPEG4, MPEG, and AVI.

Adjusting the camera settings

✱ Tip
You must save videos to an expansion card (sold separately).

1 Press the Camera button.

2 Adjust the camera settings:

a. Select photo or video mode, and then select the Options button.

b. Select the options you want:

White balance Select the light type for your subject.

Low light Select if you are in a low-light environment.

Effects Select an effect for your image: black and white, negative, and so on.

Resolution Select a higher resolution if you want a clearer picture; however, a higher resolution creates a larger file size when you save the photo or video.

Save to (Photos only) Select whether to save the photo directly to your handheld or to an expansion card.

Review photo (Photos only) Select whether to review a photo onscreen after capture before saving it.

Date stamp (Photos only) Select whether to mark your photos with the date and time they are taken.

Auto naming Select custom if you want to specify a new naming system for saved photos and videos (default is photo_mmddyy_xxx), and then enter the new auto name.

Adjusting the camera settings

Cont'd.	**Digital zoom** (Photos only) Select disabled if you do not want to be able to zoom in when taking a photo. **Shutter sounds** Select off if you do not want to hear a sound when taking a photo or recording a video.
3	Select Done. **Done**

Capturing a photo

Tip
Select 2x to zoom in on your subject. Select 1x to return to normal size.

1 Press the Camera button.

2 Take the photo:

a. Select photo mode if it is not already selected.

b. Move the handheld until the picture you want appears on the screen.

c. Select the shutter button or press Select on the navigator.

d. Select Save <<ICON>>.

Done

Recording a video

You can save video files only on an expansion card (sold separately) inserted into the expansion card slot. You cannot save video files directly on your handheld.

✱ Tip
While you're recording, select the pause button to pause recording. Select the record button to continue recording.

1 Press the Camera button.

2 Capture the video:

a. Select video mode if it is not already selected.

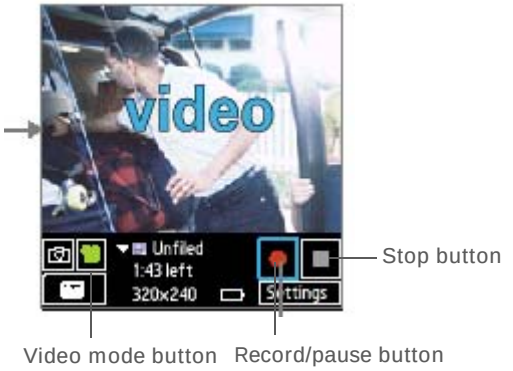
b. Move the handheld until the image you want to capture appears on the screen.

c. Select the record button.

d. When you have finished viewing, select the stop button.

e. Select Save <<ICON>>.

Done



Viewing photos or videos

Tip
You can also press the Camera button twice to open the Media application.

Did You Know?
If you or your friends have a digital camera or video recorder that uses SD memory cards, you can insert the cards into the expansion slot and view the photos or videos on your handheld.

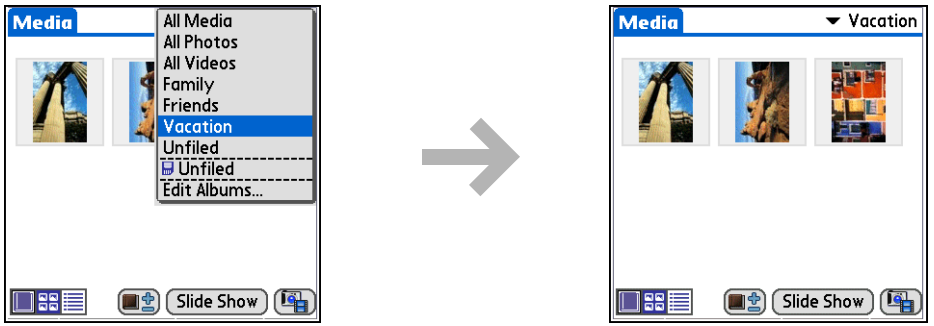
Tip
Select Slide Show to display all photos in an album, automatically, one after another. Tap a photo to stop the slide show.

1 Go to the Home screen and select Media.

2 View photos or videos:

a. Tap the pick list in the upper-right corner and select the album containing the photos and/or videos you want to view.

b. Select the photo or video you want to view.



3 Tap anywhere in the photo or video to return to the selection screen.

Done

Organizing photos or videos into albums

Did You Know?

The **desktop Media software** (installed automatically from the CD) gives you more options for editing and organizing your photos and videos.

1. Go to the Home screen and select Media.

2. Create an album:

   a. Tap the pick list in the upper-right corner and select Edit Albums.

   b. Select New, enter the name of the new album, and select OK.

   c. Select OK on the Edit Albums screen.

↘ Continued

Organizing photos or videos into albums

3

Add or remove photos in albums:

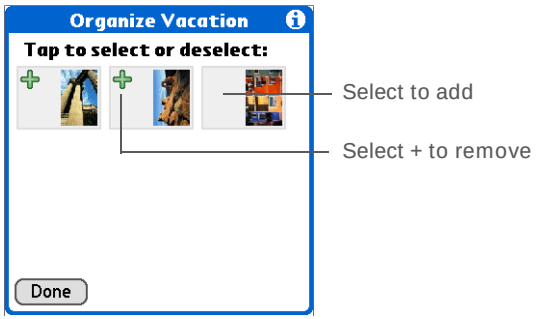
a. Tap the pick list in the upper-right corner and select the album you want to organize.

b. Select the Organize Albums icon .

c. Select a photo that does not have a plus sign to add it to the album.

d. Select a photo with a plus sign to the left to remove it from the album.

e. Select Done.



4

Move photos within albums:

a. Tap the pick list in the upper-right corner and select the album in which you want to move photos.

b. Tap the photo you want to move, and drag the stylus to move the photo to the desired location.

Done

Annotating a photo

Tip
Tap and hold the drawing tool button to change line size. Tap and hold the text tool button to change font size.

1. Go to the Home screen and select Media.

2. Select a photo to annotate:

   a. **Open the menus**, select Media, and select Annotate.

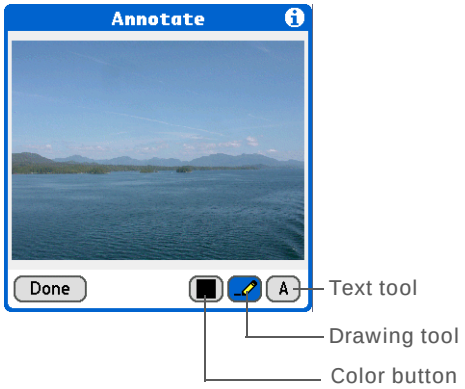
   b. Select the photo to annotate.

3. Annotate the photo:

   Drawing tool Draw anywhere on the photo using the stylus.

   Text tool Tap anywhere on the photo to open a text field, and then enter text in the field.

   Color button Select the button and select a color for both drawing and text annotations.



4. Select Done.

Done

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Support
If you're having problems with palmOne Media or with anything else on your handheld, go to **www.palmOne.com/support<edit this>**.

Beyond the basics

Click a link below to go to the *User Guide* on the web and learn about these related topics:

Media	• Viewing photos and videos as thumbnails, lists, albums, and slide shows
	• Copying photos and videos to other applications or expansion cards
	• Editing and enhancing photos and videos on your desktop computer
	• Deleting photos and videos
	• E-mailing photos from the desktop Media software
Sharing	• Exchanging photos and videos with other Palm OS® handheld users by beaming them
	• Sending photos and videos to other Bluetooth devices by using Bluetooth technology on your handheld
E-mail	Sending photos and videos as attachments to e-mail messages

Listening to Music

In this chapter

Transferring MP3 files to an expansion card

Transferring music from a CD to an expansion card

Playing music on your handheld

Beyond the basics

Are you tired of listening to small talk during that long commute on the bus or train? Do you need something smaller than a CD player when you're out for a walk or at the gym? RealOne™ Mobile Player lets you play music on your handheld. Simply transfer songs onto an expansion card (sold separately) and then listen through the built-in speaker or stereo headphones (sold separately.)

[!] **IMPORTANT You need to purchase an SD or MultiMediaCard expansion card to save your music files and play them on your handheld.**

Benefits of RealOne Mobile Player

- Listen to songs in the popular MP3 format
- No separate MP3, CD, or mini-disc player required
- Carry tiny expansion cards instead of CDs
- Be your own DJ

Transferring MP3 files to an expansion card

The RealOne software that comes with your handheld is compatible with the popular MP3 audio file format. If your MP3 files are already on your computer's hard drive, you need to transfer them to an expansion card to listen to them on your handheld.

WINDOWS ONLY

✱ Tip
You can also use a card reader accessory (sold separately) to transfer MP3 files from your computer to your expansion card. Create an "SD_Audio" folder on the card, and store your MP3 files in this folder.

1

Prepare your computer and your handheld:

a. **Connect your handheld to the HotSync® cable**.

b. **Insert an expansion card** into your handheld.

2

Select the songs you want to transfer:

a. From My Computer or Windows Explorer, select the MP3 files you want to transfer.

b. Drag and drop the file(s) or folder onto the palmOne™ Quick Install icon on the Windows desktop, and then click OK.

3

Synchronize your handheld with your computer.

↓ **Done**

Transferring MP3 files to an expansion card

MAC ONLY

1. Prepare your computer and your handheld:
   a. **Connect your handheld to the HotSync cable**.
   b. **Insert an expansion card** into your handheld.
2. Select the songs you want to transfer:
   a. Drag and drop the MP3 files onto the Send to Handheld droplet in the palmOne folder.
   b. In the Send to Handheld dialog box, select your username and click OK.
3. **Synchronize your handheld with your computer**.

   NOTE Be patient; transferring music to an expansion card can take several minutes.

   Done

✱ Tip
You can also use a card reader accessory (sold separately) to transfer MP3 files from your computer to your expansion card. Create an "SD_Audio" folder on the card, and store your MP3 files in this folder.

✱ Tip
In Mac OS X, you can make the Send to Handheld droplet a permanent part of your desktop by dragging the droplet to the Dock. Then simply drag songs, and other files you want to transfer to your handheld, onto the droplet in the Dock.

Transferring music from a CD to an expansion card

If your songs are on a CD and you want to listen to them on your handheld, you need to use RealOne Player on your computer to convert and transfer the files.

WINDOWS ONLY

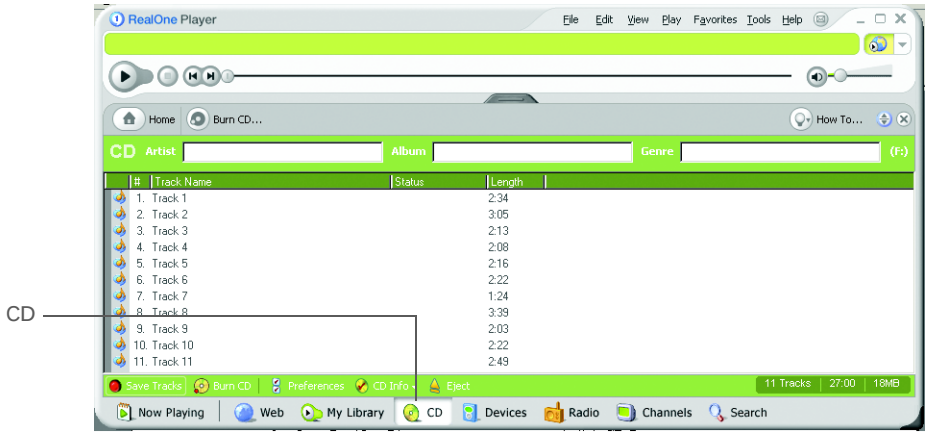
1

Open the CD in RealOne Player on your computer:

a. Double-click the RealOne Player icon on your computer desktop.

b. Insert the CD into your computer's CD drive.

c. Click CD in RealOne Player on your computer.



↘ Continued

Transferring music from a CD to an expansion card

Tip

If you want to select only a few songs, click Deselect All and then click the check box next to the songs you want to select.

Did You Know?

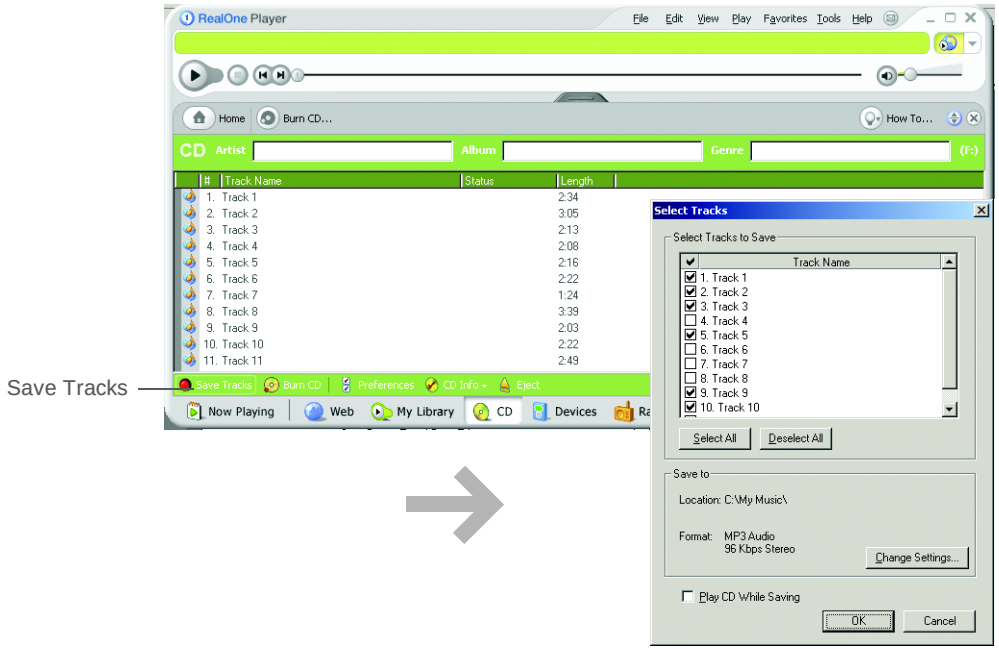
A 64MB expansion card holds about an hour of music.

2

Select the songs you want to add to your library:

a. Click Save Tracks.

b. Follow the onscreen instructions to select and copy tracks.



Continued

Transferring music from a CD to an expansion card

Tip

Fit more music on your expansion card. With your handheld connected to your computer, open RealOne Player on your computer, and select Configure. In the Configure window, select Always convert tracks, and lower the Max. quality setting. Keep in mind that as you lower the Max setting, the sound quality goes down too.

3

Prepare your handheld:

a. **Insert an expansion card** into your handheld.

b. Press the Music application button.

c. **Connect your handheld to the HotSync cable**.

[!] **IMPORTANT** **Do not tap the HotSync icon.**

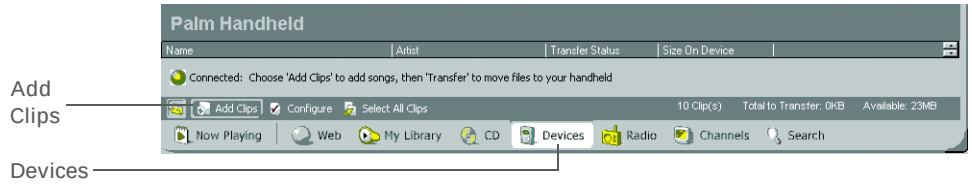
4

Select the songs you want to transfer:

a. In RealOne Player on your computer, click Devices.

b. If necessary, double-click Palm Handheld and then double-click Card.

c. Click Add Clips.



↘ **Continued**

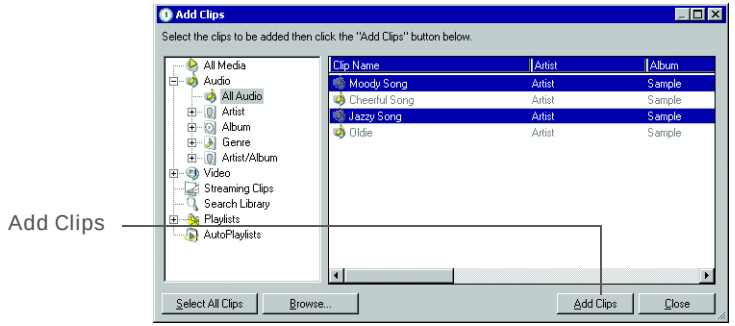
Transferring music from a CD to an expansion card

✱ Tip
For tips on using RealOne Player on your computer, go to the Help menu in RealOne Player or visit **www.realone.com**.

✱ Tip
On your handheld, tap Songs to view a list of the songs available for you to play. The songs you just transferred are at the bottom of the list.

Cont'd.

d. In the Add Clips window, select the songs you want to add, and then click Add Clips.



e. Click Close. The tracks you selected should now say "Ready To Transfer."

5

Transfer the selected songs to your expansion card:

a. Be sure your handheld is on and that RealOne Mobile Player is open. If it is, a green Connected light appears in the lower-left corner on your computer.

b. In the toolbar below Connected, click Transfer. When the transfer is complete, the tracks you selected should say "On Device."

[!] **IMPORTANT Do not tap the HotSync icon. RealOne Player is transferring the files, so there's no need to do anything.**

Done

Playing music on your handheld

Tip

For tips on using RealOne Mobile Player, **open the Options menu** and select Help.

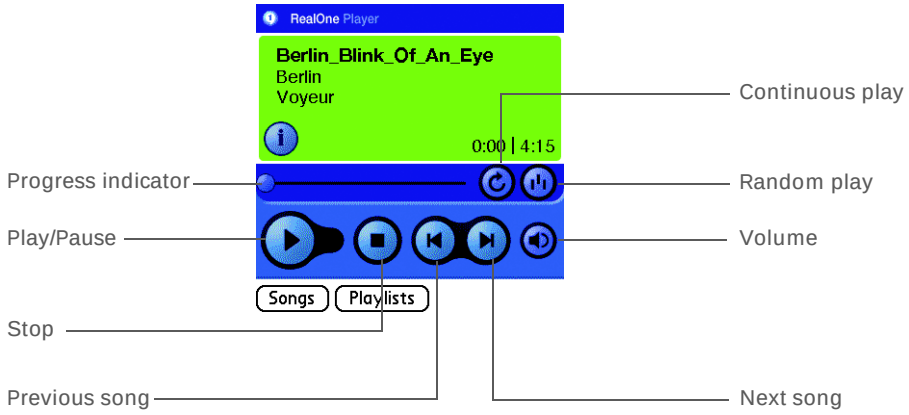
Did You Know?

RealOne Mobile Player continues playing the songs in your list until it reaches the end of your list or until you tap the Stop button, even if your handheld screen is off.

1. On your handheld, press the Music application button.

2. Select a song to play:

   - To play the current song, tap Play.
   - To play a different song, tap Songs and select a song from the list.



3. When you've finished listening, tap the Stop button.

Done

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Support
If you're having problems with RealOne Mobile Player, RealOne Player on your computer, or with anything else on your handheld, go to **www.realone.com**.

Beyond the basics

Click the link below to go to the *User Guide* on the web and learn about these related topics:

RealOne Mobile Player	• Creating playlists by choosing which songs to play and the order to play them in • Removing songs from an expansion card
Sharing	• Sending sound files to other Bluetooth™ devices by using Bluetooth technology on your handheld
E-mail	Sending sound files as attachments to e-mail messages

Connecting Wirelessly to Other Devices

In this chapter

What can I do with the Bluetooth application?

What types of connections can I make?

Entering basic Bluetooth settings

Setting up a phone connection

Accessing e-mail and the web with your phone connection

Setting up a connection for wireless synchronization

Beyond the basics

With the "nothing up my sleeve, nothing in my hat" grace of a master magician, your handheld can connect you to the world—wirelessly, using Bluetooth™ technology. Need to make a phone call? Tap the number in Contacts, and your mobile phone begins dialing. How about browsing the web or sending an e-mail message directly from your handheld —without plugging in a cable?

The palmOne™ Bluetooth application harnesses the power of Bluetooth technology. It helps you easily set up wireless connections to a number of devices so you can enjoy the convenience of cable-free connectivity.

Benefits of the Bluetooth application

- Quickly set up connections to your cell phone, your computer, and other handhelds
- Reduce cable clutter
- Access the web and e-mail or send files wirelessly

» Key Term

Bluetooth Technology that enables devices such as handhelds, mobile phones, and computers to connect wirelessly to each other.

[!] Before You Begin

Any device you connect to must also be a Bluetooth device, and the device must have its Bluetooth communication software enabled. Check the user guide for your device.

To set up a phone connection, you must have a GSM or GPRS mobile phone enabled with data services.

To browse the web and use e-mail, install the web browser and the e-mail software included on the CD that came with your handheld.

What can I do with the Bluetooth application?

Quickly set up connections to your cell phone, your computer, and other handhelds. How much time each day do you spend at your computer? On the phone? Wouldn't it be great if you could access these devices—dial a phone number, send an e-mail message—directly from your handheld? The Bluetooth application gets you started by helping you set up connections to devices within approximately 30 feet of your handheld.

Reduce cable clutter. Imagine a world—or even your workstation—without cables. While using Bluetooth technology on your handheld does not completely eliminate cable clutter, it can replace many of those cables with a wireless connection. For example, Bluetooth technology lets you **wirelessly synchronize** your handheld with your computer.

Access the web and e-mail or send files wirelessly. Whether you access the Internet or your e-mail account once a week or constantly throughout the day, wireless connectivity means that you can get online any time you are in a coverage area for your mobile phone or are within range of your laptop connected to the Internet. You can also send files such as photos.

What types of connections can I make?

With Bluetooth manager, you can make connections using the following types of devices:

- To browse the web and send and receive e-mail messages, connect to the Internet in these ways:
  - Using your mobile phone, by dialing your ISP or signing up with a high-speed wireless carrier account
  - Linking through your desktop computer's network connection
  - Establishing a connection to a Bluetooth Access Point connected to the Internet.
- To send and receive text and multimedia messages or photos, connect to your mobile phone.
- To synchronize your handheld with your computer wirelessly, connect to your computer.

Entering basic Bluetooth settings

» Key Term

Discoverable Setting that allows other devices to find and connect with your handheld using Bluetooth technology. If your handheld is not discoverable, other devices cannot find it to make a connection. Your handheld must be powered on in order to be discoverable.

✱ Tip

Bluetooth must be on if you want to set up and make a connection to another device. To check whether Bluetooth is on, tap the Bluetooth indicator next to the battery indicator at the top of the Home screen, or enter the Command stroke in the input area and select the Bluetooth indicator on the command bar.

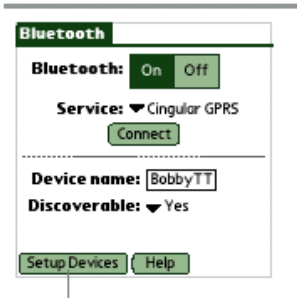
1 Go to the Home screen and select Bluetooth .

2 Enter the basic Bluetooth settings:

a. Select On.

b. Tap the Device name field and enter a name for your handheld. This is the name other Bluetooth devices will see when they try to connect to your handheld.

c. Tap the Discoverable pick list and select Yes.



Done

Setting up a phone connection

✱ Tip
If you receive a message that your phone is not ready to accept a connection, check to make sure that your phone is prepared to make a Bluetooth connection. See the instructions included with your phone.

1 Go to the Home screen and select Bluetooth .

2 Select Setup Devices, select Phone Setup, and then select Next.

3 Select your phone:

a. Tap the Manufacturer and Model pick lists, select the correct entries for your phone, and then select Next.

b. On the Connection Setup screen, select the phone you want, select Next, and then select Next again. The screen displays phones that match the manufacturer and model types you selected.

c. If the phone you want does not appear on the Connection Setup screen, select Find More. If the phone still does not appear, run the **Phone Link Updater** application (Windows only) and then go to step 4.

NOTE For Mac computers, if the phone does not appear on the list, go to XXX to download the driver for your phone, and then go to step 4.

↘ **Continued**

Setting up a phone connection

» Key Term
Passkey Like a password, the passkey is a security measure. Connections can happen only between your handheld and a device that has the same passkey. For example, to connect to your mobile phone, you need to enter the same passkey on your handheld and on your phone.

» Key Term
Trusted pair Two devices—for example, your handheld and your mobile phone—that can connect to each other because each device can find the same passkey on the other device. Once you form a trusted pair with a device, you do not need to enter a passkey to connect with that device again.

4

Enter a passkey:

a. Enter a passkey number. This can be any number you choose; it does not, for example, have to be a password you use to access a network or an e-mail account.

b. Select OK.

5

Finish phone connection setup and begin network setup:

a. Select Done, and then select Yes.

NOTE If you want to use your phone connection only to **dial phone numbers from your handheld** or **send text messages**, select Done and then select No. You have finished setup.

b. Select Next.

6

Begin network setup:

a. Tap the pick list, select Yes or No, and then select Next. If you select No, go to step 7. If you select Yes, go to step 8.

↘ **Continued**

Setting up a phone connection

» Key Term

GPRS Acronym for General Packet Radio Service, a method of sending information wirelessly at high speeds. Select Yes in step 6 only if you have a GPRS account for your mobile phone.

✱ Tip

Contact your ISP (for example, AOL or Earthlink) if you are not sure about any of these settings.

7

If you selected No in step 6:

a. Select Next.

b. Enter the phone number you use to dial in to your Internet service provider and the username for your dial-up account.

c. Tap the Password box, enter your account password, and select OK. This is the password you use to access your dial-up account; it is not your passkey.

d. Select Next, and then select Done.

8

If you selected Yes in step 6:

a. Tap the pick lists and select the correct information for your phone.

b. Select Next, and then select Done.

Done

Accessing e-mail and the web with your phone connection

After you set up a connection with a phone, you can send and receive e-mail or browse the web by using your phone connection.

» Key Term

Service Way of connecting to a mobile phone to send information wirelessly, for example, through a high-speed (GPRS) carrier or through a dial-up account with an Internet service provider (ISP).

✱ Tip

If you haven't set up a service on your handheld yet, select Edit Service from the Service pick list and enter the information for the service you want to use.

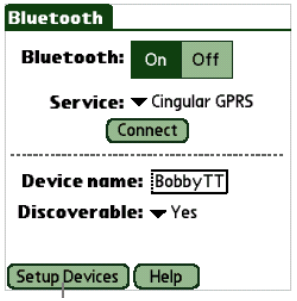
1 Go to the Home screen and select Bluetooth .

2 Connect using your phone:

a. Make sure On is selected.

b. Tap the Service pick list and select the service that you want to use to connect to the Internet.

c. Select Connect.



3 **Set up an account** on your handheld to send and receive e-mail messages, or **open the web browser** to view the web.

Done

Setting up a connection for wireless synchronization

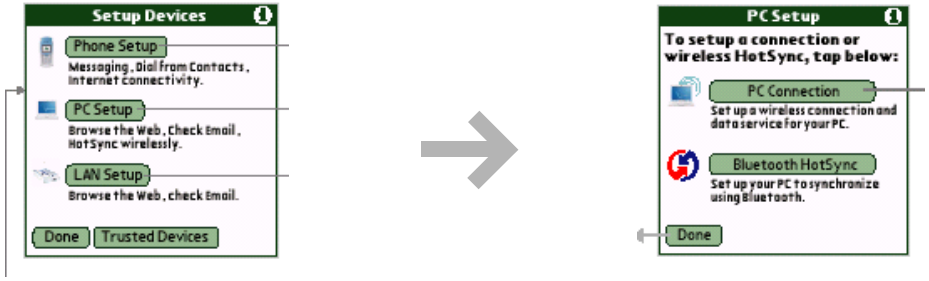
✱ Tip
To launch HotSync® Manager in step 2 of the onscreen instructions, click the HotSync Manager icon on the task bar in the lower-right corner of your computer screen.

1 Go to the Home screen and select Bluetooth .

2 Enter computer setup:

a. Select Setup Devices, and then select PC Setup.

b. Select Bluetooth HotSync, and then select Next.



3 Set up a connection for wireless synchronization:

a. Follow the onscreen instructions for steps 1–3, selecting Next after each step.

b. Select Launch HotSync Manager in step 4.

c. Select HotSync ™ to synchronize your handheld with your computer.

Done

Beyond the basics

Click the link below to go to the *User Guide* on the web and learn about these related topics:

Connecting

- Connecting with a network using a Bluetooth Access Point to access the Internet and send and receive e-mail messages
- Connecting to your desktop computer to send information wirelessly
- Using Phone Link Updater to download the most recent phone drivers and list of supported GSM/GPRS carriers
- Connecting using the infrared port on your handheld

Sharing

Sending information such as photos or sound files to other Bluetooth devices by using Bluetooth technology on your handheld

User Guide

For everything you need to know about your handheld—all that's in this guide, and much more—go to **www.palmOne.com/MyHandheld/UserGuide <edit this>**.

My Handheld

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit **www.palmOne.com/MyHandheld <edit this>**.

Support

If you're having problems with Bluetooth connections or with anything else on your handheld, go to **www.palmOne.com/support<edit this>**.

Sending and Receiving E-mail Messages

In this chapter

Setting up an account

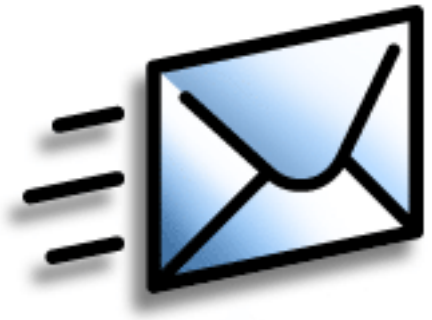
Getting and reading e-mail messages

Sending an e-mail message

Beyond the basics

If you already know how efficient e-mail is for staying in touch with personal and business contacts, VersaMail™ personal e-mail software brings you a new level of convenience: e-mail on the go. If you are a new e-mail user, you will enjoy the ease and speed of communicating with friends, family, and colleagues anywhere you can make an Internet connection.

You can attach files such as photos to e-mail messages, as well as Microsoft Word or Excel files created in Documents to Go on your handheld—or receive any of these file types as attachments to view and edit at your convenience.



Benefits of the VersaMail application

- Access e-mail on the go
- Send and receive photos, sound files, Word and Excel files, and more
- Save messages from your computer to view at a convenient time

Setting up an account

[!] Before You Begin

Before you can set up an e-mail account on your handheld, you must do the following:

- If you do not already have one, establish an account with an Internet service provider such as Earthlink or a wireless carrier such as Cingular. You may also use a corporate e-mail account.
- For wireless accounts only: Have active service with a wireless carrier and a mobile phone equipped with Bluetooth™ technology. You must also **set up a phone connection** on your handheld to send and receive information wirelessly.
- Install the VersaMail software. Insert the CD and follow the onscreen instructions for installing extra software.

1 Go to the Home screen and select VersaMail.

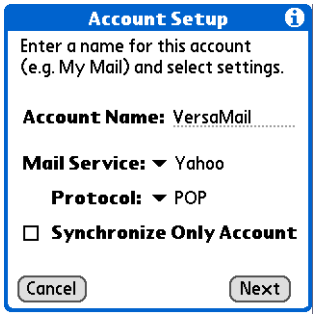
2 Open the Account Setup screen:

a. **Open the menus**, select Accounts, and then select Account Setup.

b. Tap New.

3 Enter the basic account information:

a. In the Account Name field, enter a descriptive name.



↘ Continued

Setting up an account

» Key Term

Protocol Settings your e-mail provider uses to receive e-mail messages. Most providers use the Post Office Protocol (POP); a few use the Internet Message Access Protocol (IMAP).

✱ Tip

If your e-mail provider appears on the Mail Service pick list, you don't need to select a protocol. The correct protocol is automatically displayed.

✱ Tip

Your username is usually the part of your e-mail address appearing before the@ symbol, not your entire e-mail address. Check with your ISP if you are not sure what username to enter.

Cont'd.

b. Select the Mail Service pick list, and then select your e-mail provider. Select Other if your provider is not listed.

c. If you chose Other, select the Protocol pick list, and then select POP or IMAP.

d. Select the check box if you intend *only* to synchronize e-mail for this account on your handheld with a mail program on your computer such as Microsoft Outlook, Outlook Express, or Lotus Notes. If you intend to *ever* send or receive e-mail for this account wirelessly from your handheld (even if you will also synchronize e-mail), leave the check box deselected.

e. Select Next.

4

Enter the account username and password:

a. Enter the username you use to access your e-mail.

b. Select the Password box, enter your e-mail account password, and then select OK.

c. Select Next.

↘ Continued

Setting up an account

Did You Know?
Your incoming mail server is also called your POP or IMAP server; your outgoing mail server is also called your SMTP server.

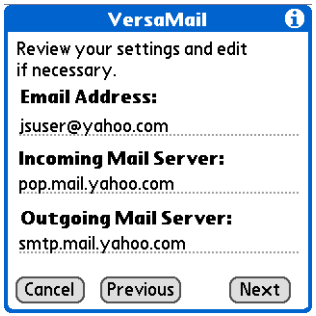
Tip
If you selected the Synchronize Only Account check box in step 3, you need to **configure this account on your computer** before you can send or get e-mail messages.

5 **[&] OPTIONAL** If you chose a common e-mail provider from the Mail Services pick list on the Account Setup screen, this screen is already filled in. If not, enter the names of the incoming and outgoing mail servers:

a. Enter your e-mail address.

b. Enter the names of your mail servers.

c. Select Next.



6 Select Done.

Done

Getting and reading e-mail messages

Tip
If you selected the Synchronize Only Account check box, you must **synchronize your handheld with your computer** to download messages to your handheld.

Did You Know?
You can set up your handheld to **automatically check for and download** new e-mail messages.

Tip
If you select Messages, the first 5KB of each message is downloaded. You can **change the maximum size** for downloaded messages in the VersaMail preferences.

1 Go to the Home screen and select VersaMail.

2 Get e-mail:

a. **Open the menus**, select Accounts, and then select the account you want.

b. Select Get Mail or Get & Send.

c. In the Get Mail Options dialog box, select Subjects Only to download subjects only, or select Messages to download entire messages.

d. Select OK.

e. When downloading is complete, select OK.

3 In the Inbox, select the message to read it.

Done

Sending an e-mail message

Tip
If you selected the Synchronize Only Account check box, you must **synchronize your handheld with your computer** to send messages from your handheld.

Did You Know?
You can set up your handheld to **automatically try resending** any messages that are not sent correctly the first time.

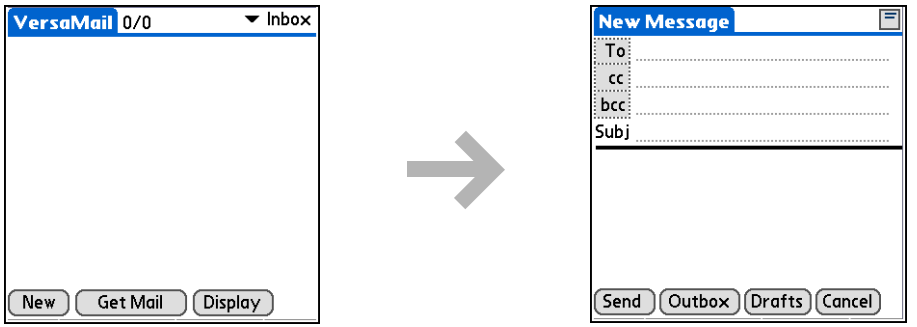
Tip
Tap To on the New Message screen to enter e-mail addresses directly from Contacts.

1 Go to the Home screen and select VersaMail.

2 Send e-mail:

a. **Open the menus**, select Accounts, and then select the account you want.

b. Select New.



c. In the To field, enter the recipient's e-mail address. For multiple recipients, type a semicolon (;) between recipient names.

d. In the Subject field, enter the subject of your e-mail. In the area below the Subject line, enter the text of your e-mail.

e. Select Send.

Done

Beyond the basics

Click the link below to go to the *User Guide* on the web and learn about these related topics:

E-mail

- Using the VersaMail application with Microsoft Outlook on your computer
- Setting basic e-mail preferences such as changing the maximum message size, adding a signature to outgoing messages, and downloading files attached to e-mail messages
- Using a virtual private network to get and send e-mail over your company's network
- Editing and deleting an e-mail account
- Automatically retrieving e-mail on your handheld
- Automatically trying to resend messages that weren't sent the first time
- Customizing your Inbox display options such as message summary view and font size and colors for read and unread mail
- Viewing, editing, and sending files attached to e-mail messages
- Synchronizing e-mail messages between your handheld and your computer

Customizing Setting preferences for connecting to a network

User Guide
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Support
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Sending and Receiving Text and Multimedia Messages

In this chapter

Sending a text message

Sending a multimedia message

Getting and reading text messages

Beyond the basics

If you need to get a short message to a friend or coworker fast, send a text message from your handheld to their mobile phone (GSM phone required; sold separately). And if you need more than text alone to express yourself, use multimedia messaging to give your message multisensory impact by adding an image, photo, or sound file.

Benefits of Messages

- Enjoy quick communication
- Use text messaging to chat with friends
- Be as simple or as creative as you want

Sending a text message

[!] Before You Begin

Before you can send and receive text and multimedia messages, you must **set up a phone connection** on your handheld to send and receive information wirelessly.

You must also install the Messages software. Insert the CD and follow the onscreen instructions for installing extra software.

» Key Term

SMS Acronym for Short Message Service. More commonly known as text messages, SMS messages can be received by most mobile phones.

+ Did You Know?

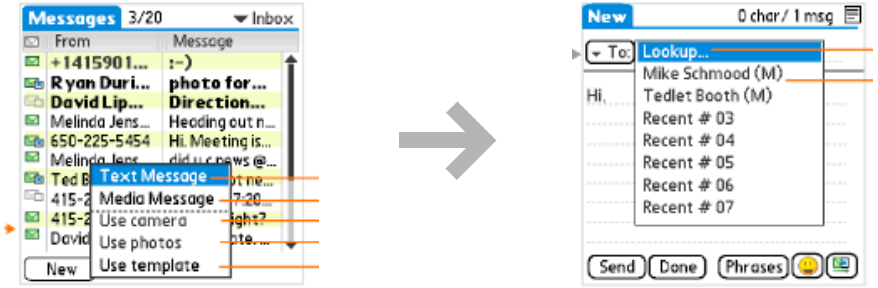
You can also quickly send a **common phrase** as a text message.

1 Go to the Home screen and select Messages .

2 Send a text message:

a. Select New.

b. Select Text Message.



c. Select To and select the recipient's name if it appears on the list. If the name does not appear on the list, select Lookup and select the name from the screen.

d. In the area below the To line, enter the text of your message.

e. Select Send.

Done

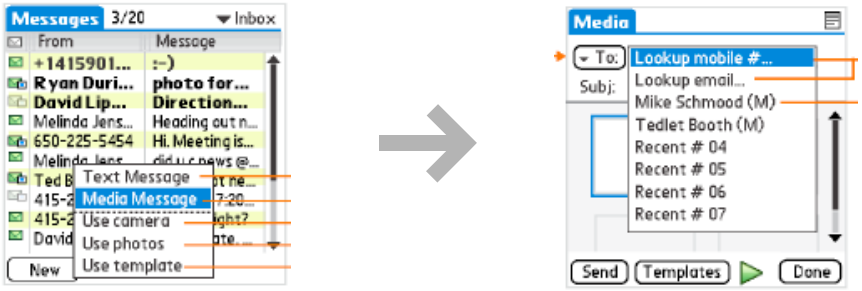
Sending a multimedia message

» Key Term

MMS Acronym for Multimedia Messaging Service. An application for sending short multimedia messages between mobile phones or handhelds. MMS is a new format that is now supported by most wireless carriers.

+ Did You Know?

You can also send a personalized **greeting card** as a media message.

1	Go to the Home screen and select Messages .
2	Address a multimedia message: a. Select New. b. Select Media Message.  c. Select To and select the recipient's name if it appears on the list. If the name does not appear on the list, select one of the Lookup options and select the name from the screen. d. In the area below the To line, enter the subject of your message. ↘ Continued

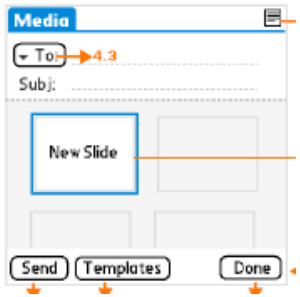
Sending a multimedia message

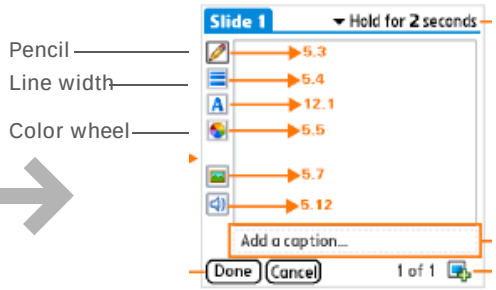
✱ Tip
You can also use the pencil tool to draw on a photo you attach. Send your own graffiti art!

3

[&] OPTIONAL Create an image:

a. Select New Slide.





b. Use the tools on the left of the screen to create your image.

Pencil Draw the image you want on the blank slide.

Line tool Choose the pencil's line style.

Color wheel Choose the pencil's color.

c. Select Done.

↘ **Continued**

Sending a multimedia message

Did You Know?

You can take a picture and send it instantly with MMS. Take that cute photo of your baby girl and send it with a personalized note to her grandmother. Can it get any easier to share life with distant loved ones?

Tip

For information on working with **sound files**, see the *User Guide* on the web.

4

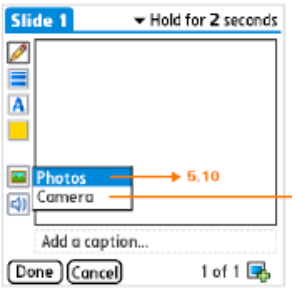
[&] OPTIONAL Add a photo:

a. From the toolbar on the left of the screen, choose the photos tool <<ICON>>.

b. To add a picture from **palmOne™ Media**, select Photos, and then select the photo you want.

c. To add a picture using the built-in **camera**, select Camera, and then take the photo you want.

d. Select Done.



5

[&] OPTIONAL Add a sound file:

a. From the toolbar on the left of the screen, choose the audio tool <<ICON>>.

b. Select the sound file you want.

c. Select Done.

Sending a multimedia message

✱ Tip
To add more files, select + and repeat steps 3–5.

6 **[&] OPTIONAL** Add text to your message:

a. From the toolbar on the left side of the screen, select the text tool <<ICON>>.

b. Add any text you want to include with your message, and then select Done.

7 Select Send.

Done

Getting and reading text messages

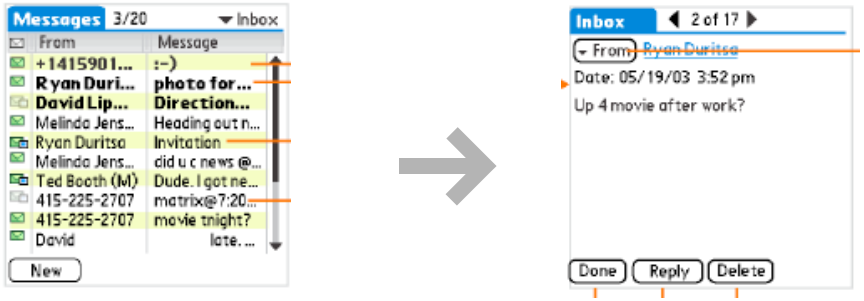
✱ Tip
You can **reply to** or **forward** a message after you open it.

1 Go to the Home screen and select Messages .

2 Select Get to retrieve messages from your mobile phone.

3 Read a message:

a. Select the message to open it.



b. Read the message, and then select Done.

Done

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Support
If you're having problems with Messages or with anything else on your handheld, go to **www.palmOne.com/support<edit this>**.

Beyond the basics

Click the link below to go to the *User Guide* on the web and learn about these related topics:

Messages

- Sending a personalized greeting card
- Quickly sending a common phrase as a text message, such as "I'm in a meeting" or "Thanks"
- Replying to, forwarding, and deleting messages you receive
- Setting preferences for receiving messages
- Hearing an alert when you receive a message

Customizing Setting preferences for connecting to a network

Browsing the Web

In this chapter

Accessing a web page

Beyond the basics

You use the web for so many things: checking e-mail, finding driving directions, getting news, buying gifts. Now you can take the web with you almost anywhere you go. Make an Internet connection through your mobile phone, and palmOne™ Web Pro opens the entire web to you.

Benefits of Web Pro

- Carry the web with you
- Instantly access the pages you want
- Customize your web browsing experience

Accessing a web page

[!] Before You Begin

Install the Web Pro software. Insert the CD and follow the onscreen instructions for installing extra software.

To browse the web, you must **set up a connection to the Internet** from your handheld.

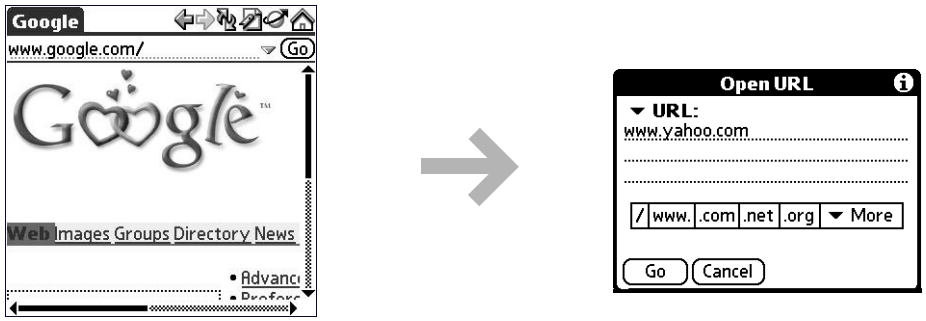
» Key Term

URL Stands for "uniform resource locator," the technical name for a web address. Think "web address" when you see "URL."

1 Go to the Home screen and select Web Pro .

2 Go to the web page yo want to view:

a. Select the Open URL icon .



b. Enter the address of the web page you want to visit. Use the buttons in the Open URL dialog box for quick entry of characters commonly used in web addresses.

c. Select Go.

Done

Beyond the basics

Click the link below to go to the *User Guide* on the web and learn about these related topics:

Web

- Refreshing a page to see updated information
- Using a bookmark for quick access to your favorite web pages
- Returning to a web page you just visited or to your home page
- Downloading a file from a web page
- Uploading a file to the web
- Changing your start and home pages

Customizing Setting preferences for connecting to a network

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Support
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Customizing Your Handheld

In this chapter

Setting the date and time

Preventing your handheld from turning on by accident

Changing the screen fonts

Correcting problems with tapping

Selecting sound settings

Changing screen colors

Beyond the basics

Although customizing your handheld is optional, it's like changing the preset radio stations in your car. Since you're probably not driving around with the dealer's preset radio stations, why not personalize your handheld too?

You can easily customize the sound levels, fonts, and screen colors on your handheld by using Preferences and menus. And, Preference settings can help extend the life of your handheld's battery too.

Benefits of customizing

- Access applications quickly
- Conserve power
- Enjoy your handheld more
- Make your screen easy to read

Setting the date and time

You can set the current date and time based on your location. These settings are used by all the applications on your handheld that require a date, time, or location.

Tip
You can rename the location to the city where you live. Tap the Name field, and then modify the location name.

Tip
When you travel to a new time zone, change the Location setting to quickly reset the date and time. Your appointments stay at the time you entered them—no adjustments for time zones. So always enter your schedule based on the time zone you will be in on the day of the event.

1

Open Date & Time Preferences:

a. Go to the Home screen.

b. Select Prefs.

c. Select Date & Time.

2

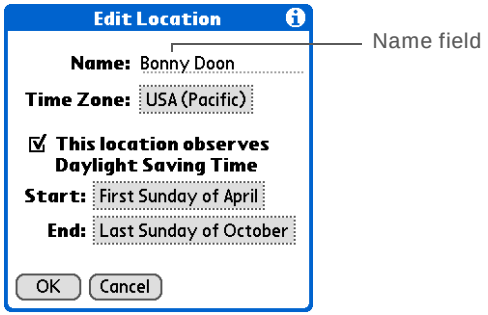
Select the location:

a. Tap the Location pick list, and select a city in your time zone. No nearby city? Select Edit List and do steps b–c.

b. Tap Add.

c. Select a city in your time zone, and then select OK, select OK again, and then select Done.

↘ Continued



Setting the date and time

3

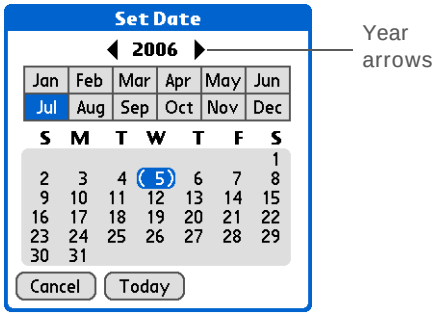
Set the date:

a. Tap the Set Date box.

b. Tap the arrows to select the current year.

c. Tap the current month.

d. Tap the current date.



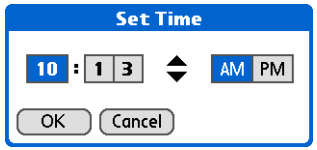
4

Set the time:

a. Tap the Set Time box.

b. Tap the hour and minute boxes, and then tap the arrows to change them.

c. Tap AM or PM, and then select OK.



5

Select Done.

Done

Preventing your handheld from turning on by accident

Does your handheld turn itself on accidentally in your briefcase, pocket, or purse? You can lock the buttons on the front of your handheld to prevent this from happening and so that you don't drain the battery.

Tip

When Keylock is on, your handheld does not respond when you press the application buttons. To use your handheld again, press the power button and then tap Deactivate Keylock.

Did You Know?

You can use Owner Preferences to enter your name, address, and phone number. If you also turn on Security settings, your Owner info appears when you turn on your handheld. This could help someone contact you if you ever lose your handheld.

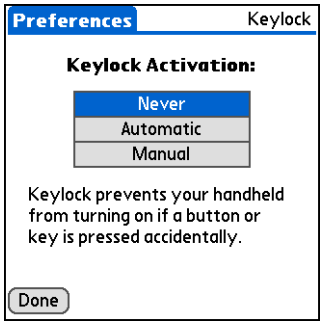
1

Open Keylock Preferences:

a. Go to the Home screen.

b. Select Prefs.

c. Select Keylock.



2

Select one of these settings, and then select Done.

Never Keylock always remains off.

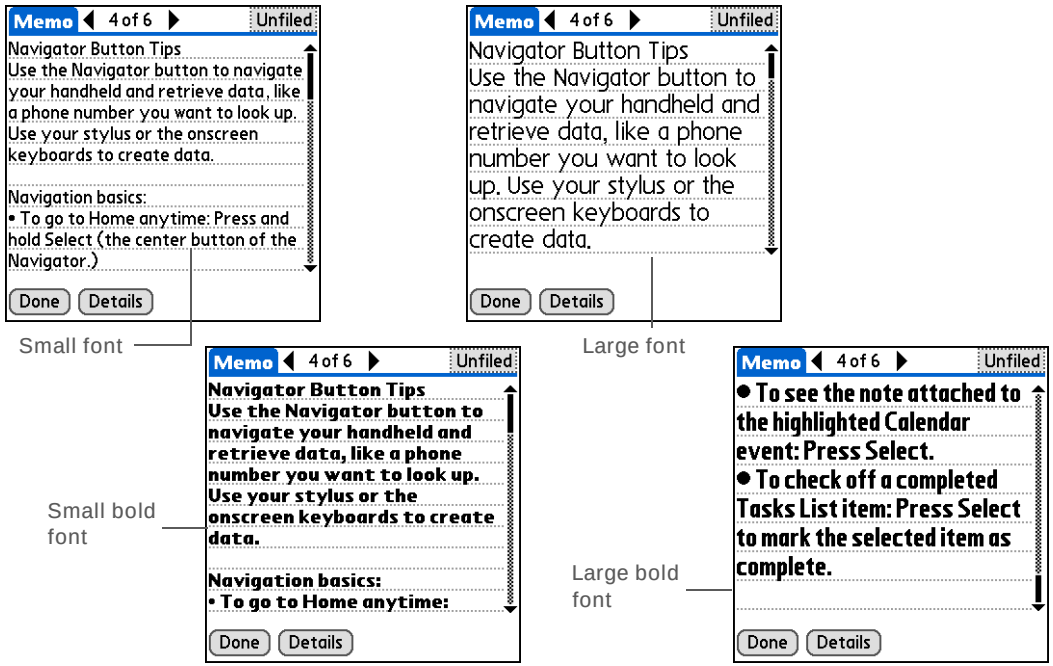
Automatic Keylock turns on automatically when you turn off your handheld or when your handheld goes to sleep.

Manual Keylock turns on when you hold down the power button until the system sound confirms that Keylock is on.

Done

Changing the screen fonts

In many applications, you can change the font style to make text easier to read. There are four font styles available in applications that let you change the font style.



Changing the screen fonts

1

Open the Select Font dialog box:

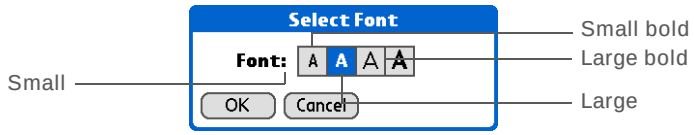
a. **Open an application**.

b. **Open the menus** .

c. Select Options, and then select Font.

2

Tap the font style you want to use, and then select OK.



Done

Correcting problems with tapping

Is your screen not responding to taps? Are you getting unexpected results when you tap? For example, when you tap the number keyboard icon, does the Find dialog box open instead? If this happens, it's time to align the screen.

» Key Term
Digitizer Another name for your handheld's screen and its internal circuitry.

» Key Term
Calibration The process of aligning your handheld's touch-sensitive screen so that when you tap an element on the screen, it detects exactly what you want it to do.

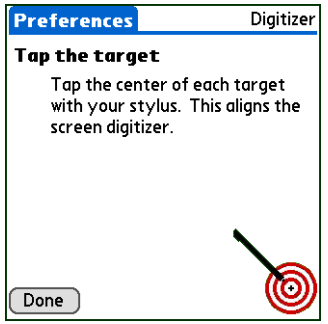
1

Open Digitizer Preferences:

a. Go to the Home screen.

b. Select Prefs .

c. Select Digitizer.



2

Tap the targets on the screen as precisely as possible, and then select Done.

NOTE You need to tap at least three targets—maybe more if you don't tap carefully.

Done

Selecting sound settings

Are sounds too soft or too loud? Set the volume levels for the system, game, and alarm tones, or turn sounds off altogether with the Silent profile.

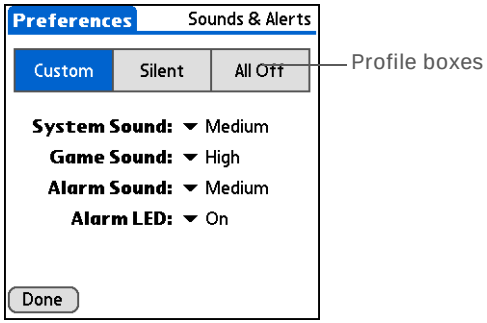
1

Open Sounds & Alerts Preferences:

a. Go to the Home screen.

b. Select Prefs.

c. Select Sounds & Alerts.



2

Select Custom, Silent, or All Off.

3

If you selected Silent or All Off in step 2, select Done.

If you selected Custom in step 2, tap the System Sound, Game Sound, and Alarm Sound pick lists and select the volume level for each sound; then select Done.

Done

Changing screen colors

Choose a new set of text and background colors for all your applications.

1

Open Color Theme Preferences:

a. Go to the Home screen.

b. Select Prefs .

c. Select Color Theme.

2

Select a theme, and then select Done.

Done

User Guide
For everything you need to know about your handheld—all that's in this guide, and much more—go to **www.palmOne.com/MyHandheld/UserGuide <edit this>**.

My Handheld
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit **www.palmOne.com/MyHandheld <edit this>**.

Support
If you're having problems with customization or with anything else on your handheld, go to **www.palmOne.com/support<edit this>**.

Beyond the basics

Click the link below to go to the *User Guide* on the web and learn about these related topics:

Customizing

- Setting power-saving features such as the auto-off interval
- Choosing formats for times, dates, calendar, and numbers based on a geographical region
- Selecting options for entering text, such as choosing how to enter certain Graffiti® 2 characters, using the full screen as the writing area, and creating shortcuts for entering text
- Reassigning the application buttons on the front of your handheld so that they open the applications you choose
- Protecting your information by turning on security options and entering information that identifies you as the owner of your handheld
- Configuring communication connections and network settings
- Changing screen colors by choosing a color theme

Common Questions

Although we can't anticipate all the questions you might have, this chapter provides answers to some of the most commonly asked questions.

How do I upgrade from another Palm OS® handheld?

1. Synchronize your old handheld with your old desktop software.

2. Install the new Palm™ Desktop software. No need to delete the old desktop software first.

3. Select the user name you assigned to your old handheld during the desktop installation. This will transfer all your information from the old software to the new software.

4. Synchronize your new handheld with your new desktop software.

5. If any third-party applications do not transfer to your new handheld, reinstall them. If you have problems with your third-party applications on your new handheld, please contact the software developer.

Why can't I find an icon on the Home screen?

- Tap the pick list in the upper-right corner of the Home screen and select All. You may need to scroll down a bit, but you should now see an icon for each of the applications on your handheld.

- Some of the applications that come with your handheld are not pre-installed. You need to **install these extra applications from the CD**.

How do I save my info?

Each time you complete an entry such as a contact, memo, or note, your handheld automatically saves the information you entered. You don't have to do anything special to save your info. To protect your info and create a backup of your info, we recommend that you synchronize your handheld with your computer often.

How do I know when I need to recharge my handheld?

A battery gauge appears at the top of the Home screen. Check the gauge periodically to see if your handheld needs to be recharged. If the battery becomes low, a message appears on the screen prompting you to recharge the battery.

Will I lose all my information if the battery becomes drained?

If the battery is drained to the point that you cannot turn on your handheld, your information is safely stored for close to a week. In this case, there is enough residual energy in the battery to store the information but not enough to turn on your handheld. If your handheld does not turn on when you press the power button, you should recharge it immediately, for a few hours.

How often should I recharge my handheld?

We recommend that you recharge your handheld for at least half an hour every day. Ideally, connect your handheld to a power source every night and recharge it while you sleep. Also, you can conserve battery life by doing any of the following:

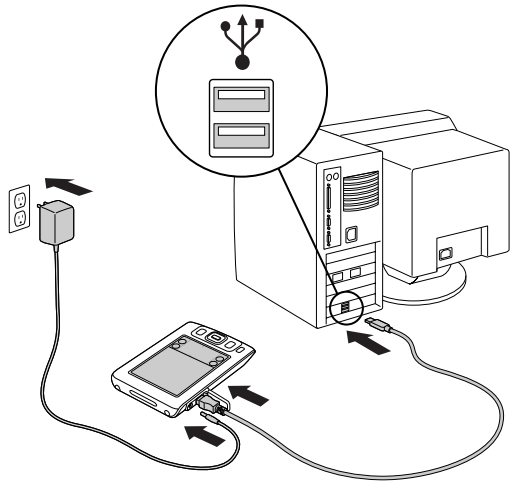
- Reduce the **brightness** of the display.
- Reduce the **Auto-off after** setting.
- Use Keylock Preferences to **prevent your handheld from being turned on accidentally**.
- Minimize use of the expansion card slot.
- **Turn the Bluetooth feature off** when you're not using it.

Tip

Need more help with synchronizing your handheld? Open Palm Desktop software, go to the Help menu and select HotSync Online Troubleshooting Guide.

What do I do if I can't synchronize with my computer?

Make sure the HotSync® cable is connected securely.



WINDOWS ONLY

- Click the HotSync Manager icon in the Windows system tray in the lower-right corner of your screen. Make sure Local USB has a checkmark next to it. If not, click it.

- If you don't see the HotSync Manager icon, click Start on the Windows taskbar, and then select Programs. Go to the Palm Desktop program group and select HotSync Manager. Click the HotSync Manager icon and make sure Local USB is selected.

MAC ONLY

- Make sure HotSync Manager is enabled: Open the palmOne folder and double-click the HotSync Manager icon. On the HotSync Controls tab, be sure Enabled is selected. If it is not, click it.
- Disconnect the HotSync cable from your computer, and then reconnect the cable and restart your computer.

Tip
After a soft reset, the Preferences screen appears with the Date & Time option highlighted so you can reset the date and time if necessary.

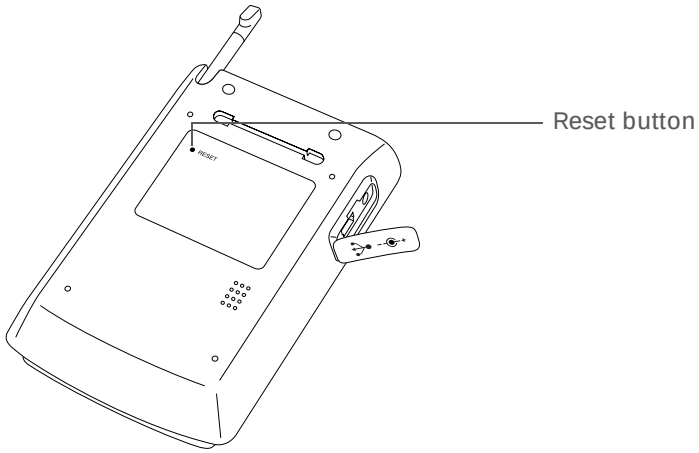
What do I do if my handheld doesn't respond to taps correctly?

If your handheld is not responding to taps correctly, you need to **align the screen**.

What do I do if my handheld freezes?

On rare occasions your handheld may not respond when you press a button or tap the screen. In this case, you need to reset your handheld. A soft reset tells your handheld to stop and start over again. This does not affect any of the information or applications on your handheld.

Use the tip of the stylus (or similar object *without* a sharp tip) to gently press the reset button inside the hole on the back panel of your handheld.



If a soft reset does not unfreeze your handheld, you need to **perform a hard reset**. For instructions see the *User Guide* on the web.

Can I open my handheld?

No, do not open your handheld; there are no serviceable parts inside. Opening your handheld voids the warranty and is not recommended under any circumstances.

Beyond the basics

Click a link below to go to the *User Guide* on the web and learn about these related topics:

Common Questions

- Troubleshooting software installation problems
- Solving problems with specific applications
- Troubleshooting synchronization problems
- Solving problems with beaming and communication settings

Maintaining Performing a hard reset if a soft reset does not unfreeze your handheld

User Guide
For everything you need to know about your handheld—all that's in this guide, and much more—go to **www.palmOne.com/MyHandheld/UserGuide <edit this>**.

My Handheld
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit **www.palmOne.com/MyHandheld <edit this>**.

Support
If you're having problems with your handheld, go to **www.palmOne.com/support<edit this>**.

Product Regulatory Information

FCC Statement

This device complies with part 15 of the FCC rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

The use of shielded I/O cables is required when connecting this equipment to any and all optional peripheral or host devices. Failure to do so may violate FCC rules.

[!] **IMPORTANT** Changes or modifications not covered in this manual must be approved in writing by the manufacturer's Regulatory Engineering Department. Changes or modifications made without written approval may void the user's authority to operate this equipment.

Responsible Party:

palmOne, Inc.
400 N. McCarthy Blvd.
Milpitas, California 95035
United States of America
(408) 503-7500

Zire™ Product Family

Tested to Comply
With FCC Standards

FOR HOME OR OFFICE USE

Canadian ICES-003 Statement

This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Cet appareil numérique de la classe B respecte toutes les exigences du Réglement sur le matériel brouilleur du Canada.

CE

CE Compliance Statement

This product was tested by Palm, Inc. and found to comply with all the requirements of the EMC Directive 89/336/EEC as amended.

Declaration of Conformity

palmOne, Inc., Declares the Product:	Handheld PDA & HotSync cable
Model Name/Number:	Zire XX
Manufacturer's Name:	palmOne
Manufacturer's Address:	400 N. McCarthy Blvd. Milpitas, 95035-5112

Conforms with the following specifications:

- EN 55024: 1998 (Emissions & Immunity)
- EN55022:1998, CISPR 22 1997, Class B Radiated and Conducted Emissions
- IEC 61000-4-2, A1 1998-01, ESD Immunity, 4kV Contact, and 8kV Air Discharge
- IEC 61000-4-3: 1995 RF Immunity, 80-1000MHz, 3V/M, 1kHz, 80% A.M.
- ENV 50204:1996, RF Immunity, 895-905MHz, 3V/m, 200Hz, 50% AM
- IEC 61000-4-4: 1995 EFT Immunity, 1kV on AC port, 5/50nSec, 5kHs Rep. Freq.
- IEC 61000-4-5: 1995 Surge Immunity, 1.2/50uSec, 2kV(peak), Common Mode, 1kV(peak) Differential Mode

- EN61000-4-6:1996, Conducted Immunity, 150kHz-80MHz, 3V RMS, 1kHz, 80% AM
- IEC 61000-4-11: 1994, 100% Voltage Dip 0.5 period, 30% Dip 25 periods and >100% Dip 250 periods

Authorized palmOne Representative: David Woo
Manager, palmOne, Inc., World Wide Compliance

Date: November 4, 2003

Battery Warning

Do not mutilate, puncture, or dispose of batteries in fire. The batteries can burst or explode, releasing hazardous chemicals. Discard used batteries according to the manufacturer's instructions and in accordance with your local regulations.

Warning – Explosion Hazard

- Substitution of components may impair suitability for Class I, Division 2;
- When in hazardous location, turn off power before replacing or wiring modules, and,
- Do not disconnect equipment unless power has been switched off or the area is known to be non-hazardous.

Varning

Eksplosionsfara vid felaktigt batteribyte. Använd samma batterityp eller en ekvivalent typ som rekommenderas av apparattillverkaren. Kassera använt batteri enligt fabrikantens instruktion.

Advarsel!

Lithiumbatteri—Eksplosionsfare ved fejlagtig håndtering. Udskiftning må kun ske med batteri af samme fabrikat og type. Levér det brugte batteri tilbage tilleverandøren.

Varoitus

Paristo voi räjähtää, jos se on virheellisesti asennettu. Vaihda paristo ainoastaan valmistajan suosittelemaan tyyppiin. Hävitä käytetty paristo valmistajan ohjeiden mukaisesti.

Advarsel

Eksplosjonsfare ved feilaktig skifte av batteri. Benytt samme batteritype eller en tilsvarende type anbefait av apparatfabrikanten. Brukte batterier kasseres i henhold til fabrikantens instruksjoner.

Waarschuwing!

Bij dit produkt zijn batterijen geleverd. Wanneer deze leeg zijn, moet u ze niet weggooien maar inleveren als KCA.

Uwaga

Nie kroić lub przekluwać baterii, ani nie wrzucać ich do ognia. Mogą się rozerwać lub wybuchnąć wydzielając trujące środki chemiczne. Zużytych baterii należy pozbywać sie w sposób opisany przez producenta i zgodnie z miejscowymi przepisami.

אזהרה
יש סכנת התפוצצות אם מחליפים את הסוללה בצורה לא נכונה.
יש להחליף את הסוללה בסוללה זהה או דומה, בהתאם להמלצת היצרן.
יש להשליך סוללות משומשות בהתאם להוראות היצרן

Static Electricity, ESD, and your palmOne™ Handheld

Electrostatic discharge (ESD) can cause damage to electronic devices if discharged into the device, so you should take steps to avoid such an occurrence.

Description of ESD

Static electricity is an electrical charge caused by the buildup of excess electrons on the surface of a material. To most people, static electricity and ESD are nothing more than annoyances. For example, after walking over a carpet while scuffing your feet, building up electrons on your body, you may get a shock -- the discharge event -- when you touch a metal doorknob. This little shock discharges the built-up static electricity.

ESD-susceptible equipment

Even a small amount of ESD can harm circuitry, so when working with electronic devices, take measures to help protect your electronic devices, including your palmOne™ handheld, from ESD harm. While palmOne has built protections against ESD into its products, ESD unfortunately exists and, unless neutralized, could build up to levels that could harm your equipment. Any electronic device that contains an external entry point for plugging in anything from cables to docking stations is susceptible to entry of ESD. Devices that you carry with you, such as your handheld, build up ESD in a unique way because the static electricity that may have built up on your body is automatically passed to the device. Then, when the device is connected to another device such as a docking station, a discharge event can occur.

Precautions against ESD

Make sure to discharge any built-up static electricity from yourself and your electronic devices before touching an electronic device or connecting one device to another. The recommendation from palmOne is that you take this precaution before connecting your handheld to your computer, placing the handheld in a cradle, or connecting it to any other device. You can do this in many ways, including the following:

- Ground yourself when you're holding your mobile device by simultaneously touching a metal surface that is at earth ground.

- For example, if your computer has a metal case and is plugged into a standard three-prong grounded outlet, touching the case should discharge the ESD on your body.
- Increase the relative humidity of your environment.
- Install ESD-specific prevention items, such as grounding mats.

Conditions that enhance ESD occurrences

Conditions that can contribute to the buildup of static electricity in the environment include the following:

- Low relative humidity.
- Material type (The type of material gathering the charge. For example, synthetics are more prone to static buildup than natural fibers like cotton.)
- The rapidity with which you touch, connect or disconnect electronic devices.

While you should always take appropriate precautions to discharge static electricity, if you are in an environment where you notice ESD events you may want to take extra precautions to protect your electronic equipment against ESD.

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