+ Did You Know?
Send retry doesn't work for **VPN** or **SSL** connections, or for accounts for which your ISP requires you to log in to the mail server before sending mail. It also doesn't work if you have **configured the security preferences** on your device to encrypt databases on the device.

✳ Tip
Select the notification to view a detailed error message. Viewing the error message deletes the notification from the Reminders screen.

Send retry

If a send attempt fails for any reason after you select Send (for example, your device is out of range, or the application cannot connect to the mail server), you can choose to have the application move the message to the Outbox and keep trying to send the message every 30 minutes, a maximum of three times.

If you put a message in the Outbox, you must select Send to send the message on the first try. The VersaMail application attempts automatic send retry only after the first send attempt fails. Keep in mind the following regarding automatic send retry:

- Automatic send retry occurs only if you select Send to send the message manually. It doesn't work if you select Get & Send.

- To select automatic send retry, select Yes in the dialog box notifying you that manual send has failed.

- If automatic send retry succeeds, the message is moved to the Sent folder.

- If automatic send retry fails after the third try, you must send the message manually.

Send retry notifications

If automatic send retry fails after the third try, a notification appears on the **Reminders screen**. Send retry notification features include the following:

- A broken envelope icon ⧉ shows that automatic send retry has failed. A separate notification appears for each email account.

- You can choose to **disable notifications** for send retry failures.

- The Reminders screen shows only the most recent notification for an email account, no matter how many automatic send retries have been attempted for that account.

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Modifying messages in the Outbox

A message in the Outbox waiting for the next automatic send retry can be edited, moved, or deleted. However, if you edit the message, you must manually send the message. If the manual send fails, you can choose to store the message in the Outbox to wait for the next automatic send retry.

During automatic send retry, any message that the VersaMail application is trying to send is in a locked state. You cannot edit, move, or delete these messages. If you try to modify a message in the locked state, an error message appears.

If a send retry fails after the third try, the message is stored in the Outbox in the error state. You can send the message again manually, or edit, move, or delete the message. However, if you edit the message, you must send the message manually. If the manual send fails, you can choose to store the message in the Outbox to wait for the next automatic send retry.

Outbox icons in the VersaMail applications

The icons to the left of a message in the Outbox show the message's status.

Message is waiting either to be manually sent or to be sent during the next send retry. You can edit, move, or delete a message in this state.

Send retry is currently in process; you cannot edit, move, or delete a message in this state.

Third automatic send retry has failed. You must manually send a message in this state by selecting Get & Send.

Working with email folders

By default, the VersaMail application displays the messages in an account's Inbox folder. You can easily view the messages in a different folder. You can also customize the appearance of the message list in your email folders, move messages between folders, and create and edit folders.

Viewing another folder

1 On a folder screen, select the folders pick list in the upper-right corner of the screen.

Yahoo	0 / 0	Inbox
		Outbox
		Drafts
		Sent
		Trash
		Edit Fol...

`New` `Get` `Display`
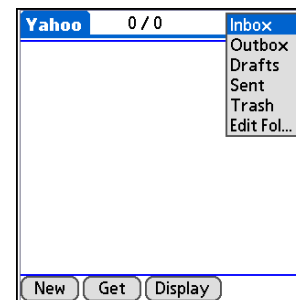
2 Select the folder you want to view.

↓ **Done**

✛ **Did You Know?**
The customization options you choose apply to all email folders, not just the one you are in.

✳ **Tip**
Select Sort on the message list to quickly sort the list by date, subject, or sender.

Customizing the appearance of the message list

You can change display options on the message list, as well as the size of columns in the list.

◣ **NOTE** Changing column size is available for one-line message view only.

1 In the Inbox or on another folder screen, select Display.

2 Customize any of the following:

Sort by Select the Sort by pick list, and then select the column name. Default is Date.

Sort order Select Descend or Ascend. Default is Descend.

One- or two-line column view Select the Show pick list, and then select 1 line or 2 line view. Default is 2 line.

Columns shown Check the box under the Show pick list for each column you want to show. The column options change depending on whether you choose a one-line or a two-line view. Defaults are Sender, Date, and Subject.

Font Select the Font field. Select each pick list in the Select Font dialog box (Font, Size, Style) and select the option you want. Default is Palm 9 Plain.

Unread and read message color Select the Read and Unread pick lists, and then select the color you want for each type of message. Default is black.

↘ **Continued**
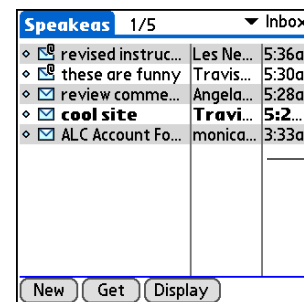
3   Select OK.

4   If you selected 1 line view in step 2, change the size of columns in the message list:

a. Tap on the column divider.

b. Drag the column divider to change the width of the column.

↓ **Done**

Column divider

* Tip

You can use the 5-way to move a single message. Select the message you want to move, press Right to open the Message menu, and then select Move To. Then select the folder you want from the folders list.

* Tip

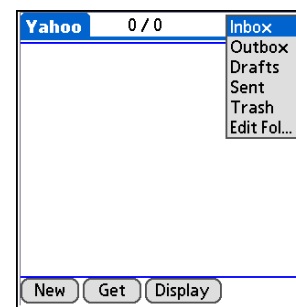You can also open the menus, select Message, and then select Move To.

Moving messages between folders

You can move one or more email messages between folders.

1   In the Inbox or on another folder screen, select the folder pick list in the upper-right corner and select the folder containing the message(s) you want to move.

↘ **Continued**

Sending and Receiving Email Messages

* Tip
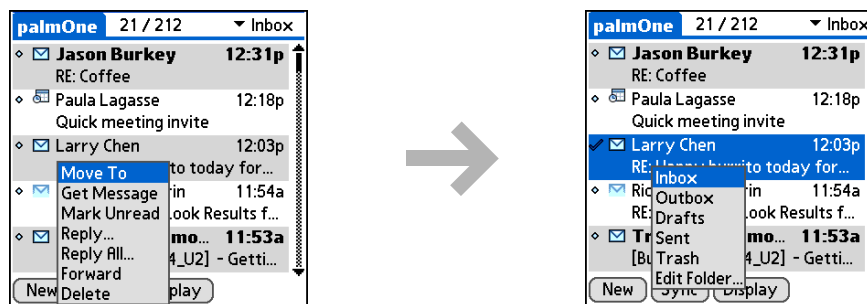
To select a group of adjacent messages, drag the stylus to the left of the message icons.

2 Move a single message:

a. Tap the envelope icon to the left of the message you want to move, and then select Move To from the list.

b. From the folders list, select the destination folder you want.

3 Move multiple messages:

a. Tap to the left of the icon for each message you want to move. A checkmark appears next to each selected message.

b. Tap a message icon next to a selected message, and then select Move To from the list.

c. From the folders list, select the destination folder you want.

4 Select OK.

↓ **Done**

Creating and editing mail folders

The VersaMail application has certain preset folders, such as Inbox, Outbox, Sent, Drafts, and Trash. You can create new folders so that you can store email messages by subject, person, or project.
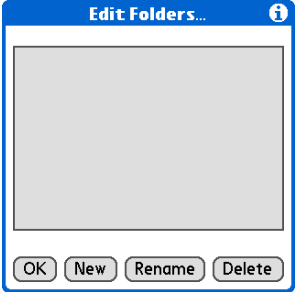
1

In the Inbox or on another folder screen, select the folder pick list in the upper-right corner, and then select Edit Folders.

2

Do one of the following:

Create a new folder   Select New, and then enter the new folder name.

Rename a folder   Select the folder name from the list on the screen, select Rename, and then enter the new folder name.

Delete a folder   Select the folder name from the list on the screen, and then select Delete.

Ŋ **NOTE**   For IMAP accounts only, check the box if you want the change (create, rename, or delete) to take place on the server as well as on your device.

3

Select Done.

⤓ **Done**

+ Did You Know?
You can forward email messages from any folder other than the Outbox folder.

+ Did You Know?
Forwarded messages are always sent as text only, even if you received the original message in HTML format.
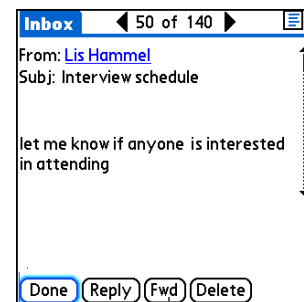
Working with email messages

When you receive an email message, you can reply to it or forward it to someone else. You can also open web addresses (URLs) within messages.

Forwarding an email message

1 On a folder screen, select the folder pick list in the upper-right corner, and then select the folder that contains the message you want to forward.

2 Select the message you want to forward:

a. Select the email message to open it.

b. Select Fwd (Forward).

Inbox	◀ 50 of 140 ▶	▤

From: Lis Hammel
Subj: Interview schedule

let me know if anyone is interested
in attending

(Done) (Reply) (Fwd) (Delete)

Select Fwd

3 **[&] OPTIONAL** Add any desired text to the message beneath the subject line.

4 **Address** and **send** the message.

↓ **Done**

CHAPTER 18   **Sending and Receiving Email Messages**

* **Tip**
On the message screen, you can also select Reply from the Options menu.

* **Tip**
To reply to a message from the message list, tap the envelope icon next to the message you want, and then select Reply from the list. Or open the Options menu and select Reply.

Replying to an email message

You can reply to an email message as you are reading it, or you can reply to messages in the message list.

1   Select the message you want to reply to.

2   Create the reply:

a. Select Reply.

b. Select whether to reply to the sender only or to all message recipients listed in the menu.

c. Enter a reply.

3   Select Send to send the reply now, Outbox to send it later, or Drafts to work on it later.

↓ **Done**

Setting reply preferences

You can set reply preferences, including whether to include the original message text in a reply, as well as the name and email address to show on your reply. The preferences you set apply to all reply messages you send.

1   Open Reply Options preferences:

a. In the Inbox or on another folder screen, **<u>open the menus</u>**.

b. Select Options, and then select Preferences.

c. Select Reply Options.

↘ **Continued**

Sending and Receiving Email Messages

2 Set the preferences you want:

Message text   Select whether to include original message text with a reply.

Your name   Enter the name you want to appear on your outgoing messages, such as "Joe Smith."

Reply to Address with   Enter the email address that you want recipients to see and reply to on your email messages, only if this is different from the email address from which you are sending the message. For example, if you are sending a message from me@yahoo.com but you want recipients to reply to me@earthlink.net, enter the reply-to address here. A reply-to address makes it look as though the email came from the address you entered.

BCC   Check the BCC box to send a blind copy of any email message you send to another email address. The blind copy email address is not seen by the other recipients of the message. For example, if you want a copy of all messages you send from your device to be sent to your corporate email account, enter that email address.

↓ **Done**

* Tip

URLs, email addresses, and phone numbers in HTML messages appear as blue underlined text. In text messages, most URLs begin with "http://" or "www." To view a page or file associated with a URL that does not begin with "http://" or "www," select the URL, copy it, and paste it into the address bar in the web browser.

* Tip

To receive an alert confirming that you want to delete a message, open the Preferences menu, select Deletion, and check the Confirm deletions box.

Working with URLs, email addresses, and phone numbers in a message

In email messages you receive, you can do the following:

• Select a URL to view the web page or file associated with the URL. Selecting the URL opens the web browser on your device so that you can view the page or file.

• Select an email address to open a new message screen with the address in the To field.

• Select a phone number to dial that number.

Deleting a message

You can delete email messages from any folder. For example, you can delete old messages in the Inbox or messages that you were working on in the Drafts folder. When you delete a message, it is placed in the **Trash** folder.

1	On a folder screen, select the folders pick list, and then select the folder that contains the message you want to delete.
2	Select the bullet next to the icon of each message that you want to delete. To select adjacent messages, drag the stylus across the bullet to the left of each message. Lift the stylus and drag again to select additional adjacent messages. ↘ **Continued**

* **Tip**
You can also select the message icon next to a message and select Delete in the menu to delete a message.

* **Tip**
To delete messages on the server when you empty the trash on your device, **select the Delete Msgs on Server setting** in VersaMail Preferences. Many email providers have size restrictions for mail storage. If your mailbox on the server becomes full, messages are returned to the senders.

3

Delete the message or messages:

a. **Open the menus**.

b. Select Delete in the Message menu.

c. Select Also delete message(s) on server if you want to delete the messages from the server now.

[**!**] **IMPORTANT** **If you delete a message from the server, you cannot retrieve it and view it again later.**

d. Select OK.

↓ **Done**

Deleting old messages

1

Open the Delete Old Messages dialog box:

a. On a folder screen, **open the menus**.

b. Select Delete Old on the Message menu.

↘ **Continued**

+ **Did You Know?**
Messages you delete from a folder are moved to the Trash folder and remain there until you **empty the trash**.

2 Choose settings for deleting old messages:

a. Select the Folder pick list, and then select the folder that contains the messages you want to delete.

b. Select the Older than pick list, and then select One Week, One Month, or Choose Date. If you select Choose Date, select a date from the calendar.

3 Delete messages:

a. Select Delete.

b. Select Also delete message(s) on server if you want to delete the messages from the server now.

[**!**] **IMPORTANT** If you delete a message from the server, you cannot retrieve it and view it again later.

c. Select OK.

⬇ **Done**

* Tip
You can set a preference to **automatically empty the trash**.

+ Did You Know?
Many email providers, such as Yahoo!, have size restrictions for mail storage. If your mailbox on the server becomes full, messages are returned to the senders.

Emptying the trash

When you delete a message, it is moved to the Trash folder. Deleted email accumulates in the Trash folder and takes up space on your device. To increase memory, you should empty the trash regularly.

1   Open the Empty Trash dialog box:

a. On a folder screen, **open the menus**.

b. Select Empty Trash on the Message menu.

☒ NOTE   If you select to **automatically empty the trash**, a message asks if you want to delete the trash.

2   **[&] OPTIONAL**   Select Details to see how many messages are in the trash and whether the messages are set to be deleted from the server.

3   Select one of the following options for emptying the trash:

To delete messages from your device as well as from the server   Select Both. Select Yes if you want to update the server now.

To delete the message from only your device now   Select Device.

↓ Done

+ Did You Know?

By default, trash is set to be emptied automatically, and the time interval is set at Older Than 1 Day.
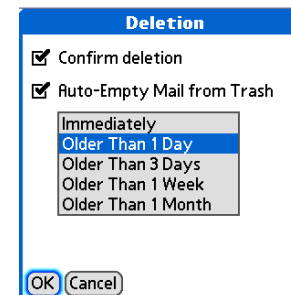
Setting the trash to be emptied automatically

1   Open the Deletion preferences:

a. **Open the menus**.

b. Select Options, and then select Preferences.

c. Select Deletion.

2   Select the settings for automatically emptying the trash:

a. Check the Auto-Empty Mail from Trash box if it is not checked.

b. Select the pick list, and then select one of the following:

- Select Immediately if you want the trash emptied automatically each time you delete messages.
- Select a time period if you want messages emptied from the trash periodically.

c. Select OK.

↓ **Done**

Deletion
☑ Confirm deletion
☑ Auto-Empty Mail from Trash
Immediately
Older Than 1 Day
Older Than 3 Days
Older Than 1 Week
Older Than 1 Month
OK Cancel

+ **Did You Know?**
In one-line view, read messages appear in plain text in the message list; unread messages appear in bold text.

+ **Did You Know?**
POP mail servers do not support the read or unread message feature. For POP accounts, messages that you mark appear in plain or bold text on your device, but the difference is not recognized on the server.

Marking messages as read or unread

When you select a message to read it, it is automatically marked as read. You can also manually mark messages as read or unread.

1   Select the message or messages to mark:

a. In the Inbox or on another folders screen, select the folders pick list, and then select the folder containing the message you want to mark.

b. Select the icon next to the message you want to mark. To mark multiple messages, select the bullets next to the messages you want to mark.
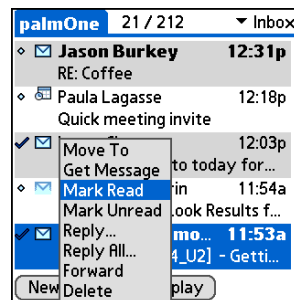
2   Do one of the following to mark the message or messages:

Single message   Select Mark Read or Mark Unread from the list.

Multiple messages   **Open the menus**, select Message, and then select Mark Read or Mark Unread.

↘ **Continued**

* Tip

Selecting Both and then OK also processes any other pending actions on the server, such as deleting messages in the Trash folder.

3 For IMAP accounts only, select one of the following:

To mark the messages as read or unread on your device only Select Device.

To mark the messages on both your device and the server and have the messages marked on the server immediately Select Both, and then select OK on the confirmation screen.

To mark the messages on both the device and the server and have the messages marked on the server the next time you synchronize or connect to the server Select Both, and then select Cancel on the confirmation screen.

↓ Done
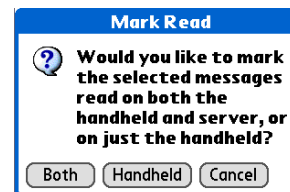
Working with attachments

Email may contain attached files, such as Microsoft Word documents, photos, or videos, that you want to save, view, or install on your device. When you receive a message that has an attachment, the VersaMail application scans your device to see if you have an application that can **open the attachment**.

Attachment file types you can download and open include photos and videos; Microsoft Word, Excel, and PowerPoint files; HTML pages; text files; and information from applications on your device such as Contacts, Calendar, and Tasks.

You can also work with attached Palm OS® applications and related files (PRC and PDB files), as well as compressed ZIP files that contain other files.

✳ Tip

If an attachment is not downloaded, the paper clip does not appear on the envelope icon. You need to open the message and download the complete message to see if there are any attachments.

✚ Did You Know?

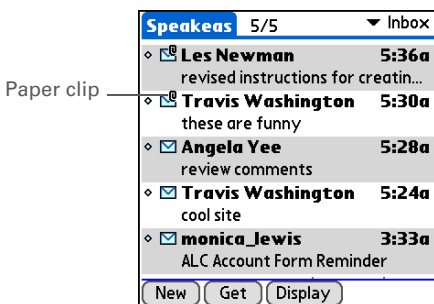You can download a maximum of ten attachments for any received messages.

For other types of files, your device may contain a viewer that can open and view attachments for that file type. You can open the attachment only if your device has such a viewer. Among the file types that may be supported are MP3 and AAC files.

Working with a downloaded attachment

In the message list, a paper clip on a message's envelope icon indicates that the message has an attachment that has been downloaded. You can save an attached file or view, edit, or install the file, depending on the file type.

1 In the Inbox, select the message with the attachment.

Paper clip ——

Speakeas 5/5 ▼ Inbox
◦ 📧 **Les Newman** 5:36a
revised instructions for creatin...
◦ 📧 **Travis Washington** 5:30a
these are funny
◦ ✉ **Angela Yee** 5:28a
review comments
◦ ✉ **Travis Washington** 5:24a
cool site
◦ ✉ **monica_lewis** 3:33a
ALC Account Form Reminder
New Get Display

2 **[&] OPTIONAL**   If you choose to get messages by subject only, or if you choose to get entire messages but the message plus any attachments exceeds your maximum message size, select More to view the body of the email message plus any attachments. If prompted, select Yes if you want to download an attachment that exceeds your maximum message size.

↘ Continued

CHAPTER 18 **Sending and Receiving Email Messages**

Did You Know?

Because downloading large messages can consume device resources, the VersaMail application displays the size and asks if you want to continue downloading any message that exceeds your maximum message size, up to a total size of 5MB.
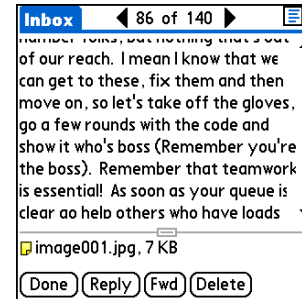
✳ **Tip**

Downloaded attachments are automatically saved to the VersaMail Attachments folder on the hard drive. Select Save if you want to also save the attachment to a specific location on the drive or to an expansion card.

3

Select the attachment you want from the list at the bottom of the screen, and then do one of the following:

To open the attachment in the default viewer Tap the attachment name.

To open the attachment menu Tap the folder icon to the left of the attachment name.

| Inbox | ◄ 86 of 140 ► | ≣ |

number folks, but nothing that's out of our reach. I mean I know that we can get to these, fix them and then move on, so let's take off the gloves, go a few rounds with the code and show it who's boss (Remember you're the boss). Remember that teamwork is essential! As soon as your queue is clear go help others who have loads

🗀 image001.jpg, 7 KB
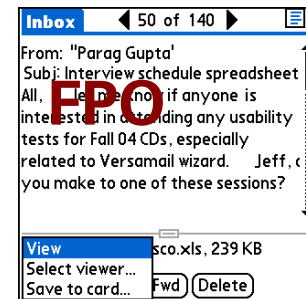
(Done) (Reply) (Fwd) (Delete)

4

[&] OPTIONAL If you open the attachment menu, select Save to save the attachment to the hard drive or to an expansion card, or do one of the following, depending on the attachment file type:

Viewable file: text, Word document, task, HTML, graphic, and so on Select View to view the attachment, or select Select Viewer to choose a viewer for that attachment. For example, if you have two photo-viewing applications on your device and you select a photo attachment from the list, you can select which application to use to view the photo.

| Inbox | ◄ 50 of 140 ► | ≣ |

From: "Parag Gupta'
Subj: Interview schedule spreadsheet
All, please know if anyone is
interested in attending any usability
tests for Fall 04 CDs, especially
related to Versamail wizard.   Jeff, c
you make to one of these sessions?

FPO

| View |
| Select viewer... | sco.xls, 239 KB |
| Save to card... | Fwd) (Delete) |

⬇ **Continued**

Cont'd   **Palm OS application or database file (PRC or PDB)**   Select View. The file is installed automatically.

Compressed Zip file   Select Unzip. The file decompresses, and the files it contains are listed. Select the name of the file you want, and then select Save, View, or Install.

5   When you finish with the attachment, do one of the following:

Done button appears on screen   Select Done. This returns you to the list of attachments, where you can select another attachment.

No Done button appears   **Go to Favorites** and select VersaMail to return to the Inbox of the account you were viewing.

⬇ **Done**

Saving attachments

Downloaded attachments are saved automatically to a default location on your device's hard drive; in addition, you can manually save them to a location you choose.

Automatic   By default, whenever an attachment is downloaded, it is saved in the VersaMail Attachments folder on your drive. The email message containing the attachment is saved in your device's program memory; only the attachment is saved on the drive.

Items in the VersaMail Attachments folder remain linked to the message to which they were attached. For example, if you delete the message in VersaMail, the attachment is deleted from the folder. Or, if the message is automatically deleted after a certain number of days, the attachment is deleted from the folder at that time.

You can view and work with attachments in the VersaMail Attachments folder in the same way that you can view and work with any other file on your drive. Use **Files** to open, edit, or move the attachment, or use **LifeDrive™ Manager** to copy the attachment to your computer or to identify it as a **sync item**.

NOTE   If you edit an attachment in the VersaMail Attachments folder, you are prompted to save the attachment to a different location on the drive so that the original attachment stays unchanged.

Manual   When an attachment is downloaded, you can choose to **save the attachment** to a location you specify on your drive or to an expansion card. If you choose this option, the attachment is saved both in the VersaMail Attachments folder and to the selected location, where you can work with it as you do with any other file on the drive or on an expansion card.

Attachments you manually save are no longer linked to the original message. If you delete the message in VersaMail, the attachment remains on the drive or on the card.

✳ Tip

If you open a message from the Drafts folder, you must first select Edit before you can add an attachment.

✛ Did You Know?

You can attach a file to forwarded messages and replies as well as to messages you create.
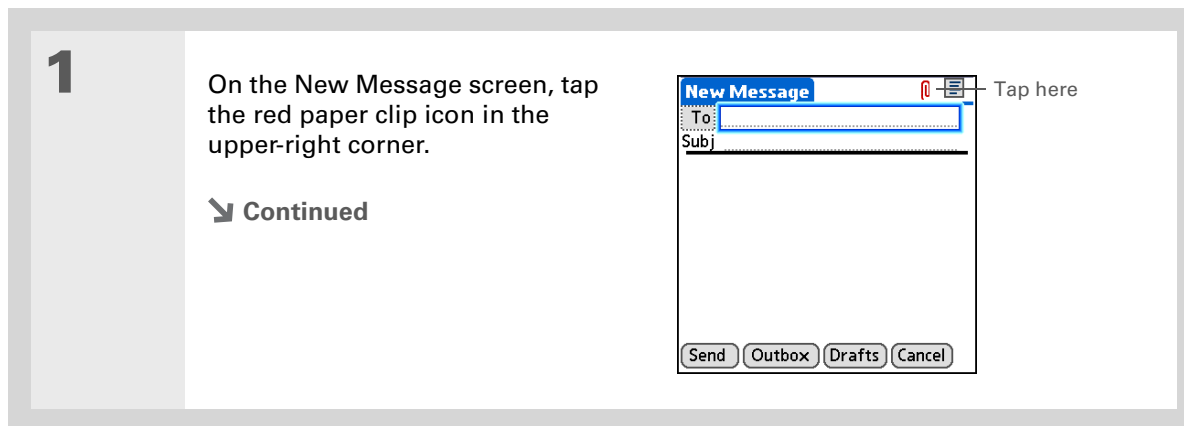
✳ Tip

You can attach files from any location on the hard drive or from an expansion card inserted into your device's expansion slot.

Attaching files to outgoing messages

You can attach files on your device to email messages you send. For example, you can attach photos or videos; Word, Excel, and PowerPoint files; and entries from Contacts, Calendar, Memos, and Tasks.

The maximum size message you can send is 60KB for the body text and approximately 5MB of total data for any attachments. The maximum number of attachments for any email message is ten, regardless of the attachments' total size.

1 On the New Message screen, tap the red paper clip icon in the upper-right corner.

↘ Continued

```
New Message          ⎘ ⊟ ── Tap here
 To:
Subj



  Send  Outbox  Drafts  Cancel
```

CHAPTER 18 | **Sending and Receiving Email Messages**

✚ **Did You Know?**
If you select Files on Card, the VersaMail application displays all file types on the card. You can select a particular file type, or select All Files to view all files on the card.

✱ **Tip**
To remove an attachment from an email message, select the attached file in the Attachments box, and then select Delete.

2

Attach the file:

a. Select the Type pick list, and then select the file type. The VersaMail application displays all file types on your device that you can attach to an email message. Or select to browse files on your device's internal drive or on an expansion card.
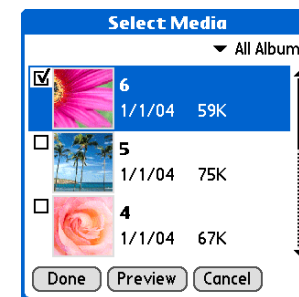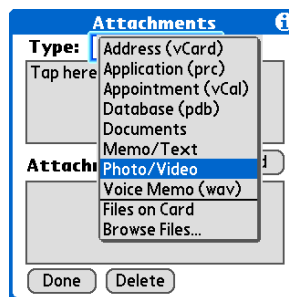
b. Select the file that you want to attach, select Add or Attach, and then select Done. For photos and videos, check the box next to the items you want, and then select Done.

⋈ **NOTE**   For some file types—for example, addresses or memos—the files to attach appear in the box at the top of the Attachments screen. For others—for example, Word or Excel files—a new screen appears from which you can select the file to attach.

c. Repeat steps a and b for each attachment you want to add, and then select Done.

⬇ **Done**

Advanced VersaMail application features

You can customize and optimize your experience using the VersaMail application in any of the following ways:

- Creating and using filters to determine the types of email messages that are downloaded to your device

- Managing settings for incoming and outgoing mail

- Adding APOP to an account

- Setting advanced account preferences

- Changing email header details

- Backing up mail databases

- Synchronizing IMAP mail folders wirelessly

- Working with root folders

- Using Secure Sockets Layer (SSL)

Creating and using filters

Filters provide efficient ways to manage email retrieval and storage. When you select Get or Get & Send, filters determine which email messages are downloaded to your device and in which folder the downloaded messages are stored.

[!] IMPORTANT **If you create a filter, only messages that meet the filter criteria are downloaded to your device. You don't see any other messages that have been sent to you, even in your Inbox. To avoid this, you must set up two filters. For example, suppose you create a filter to have all messages with "onlinebroker" in the From field moved to your Finance folder. You must then create a second filter specifying that all mail *not* containing "onlinebroker" in the From field should be moved to the Inbox (or other folder you designate). If you don't create this second filter, only messages containing "onlinebroker" in the From field are downloaded to your device.**

CHAPTER 18   **Sending and Receiving Email Messages**

✳ **Tip**
Use filters to organize your incoming messages. For example, create a filter so that whenever you receive email about sales meetings, it goes immediately into a folder you create called Sales. Or create a filter so that stock quotes sent to you by your online brokerage service go to a folder you create called Finance.

1 **Go to Favorites** and select VersaMail ✉ .

2 Open the Filters dialog box:

a. In the Inbox or on another folder screen, **open the menus**.

b. Select Options, and then select Preferences.

c. Select Filters.

d. Select New.

↘ **Continued**

Did You Know?
Filters you create on your device also apply when you synchronize email on your device with email on your computer.

3

Enter the filter information:

a. Enter a short description of the filter in the Name field.

b. Enter filter criteria:

To pick list   Select the message header field with the information contained in the edit line: To, From, Subject, cc, Size. For example, you might select From to download only messages from a particular sender.

Contains pick list   Select a filter action: Contains, Starts with, Does NOT Contain.

Edit line   Enter the text that must be found in the header field. For example, if you want to sort email with the subject Sales, enter "Sales." If you enter more than one criteria, separate each with a comma—for example, Sales, New York.

Then get mail and move to pick list   Select the folder or mailbox into which you want your filtered email to go. You can also create a new folder for storing the incoming email. Select Edit Folders, and then create a new folder or delete or rename existing ones.

c. Select OK. The filter appears in the Filters list.

⬇ **Done**

Filter Editor   ⓘ

Name: Quotes

If the ▾ From
        ▾ Contains
        onlinebroker

Then get mail and move to:
▾ Inbox

[OK] [Cancel] [Delete]

* Tip

Filters that are turned on execute in the order in which they appear on the Filters list. To ensure that filters execute in the correct order, move them up and down the list by selecting the pick list to the left of the filter name.
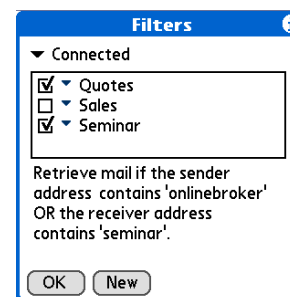
Turning filters on and off

A filter that is turned on applies to all subsequent downloads of email until you deselect it. More than one filter can be in effect at once. Before you download email, be sure to turn on the filters you want and turn off those you don't want.

1   Open the Filters dialog box:

a. In the Inbox or on another folder screen, **open the menus**.

b. Select Options, and then select Preferences.

c. Select Filters. The Filters dialog box appears with the filters you created.

⬎ Continued

> **Filters**   ⓘ
>
> ▾ Connected
>
> ☑ ▾ Quotes
> ☐ ▾ Sales
> ☑ ▾ Seminar
>
> Retrieve mail if the sender address contains 'onlinebroker' OR the receiver address contains 'seminar'.
>
> (OK) (New)

✳ **Tip**
If you don't want a filter to apply to any downloads at all, be sure to deselect the filter under both Connected and Synchronize.

2

Turn filters on or off:

a. Select the pick list in the upper-left corner and select one of the following:

Connected   Applies a filter to messages downloaded to your handheld over a network connection.

Synchronize   Applies a filter to messages downloaded to your handheld when you synchronize.

b. Check or uncheck the filter boxes to select the filters you do and don't want to use for subsequent email transactions.

c. Select OK.

⬇ **Done**
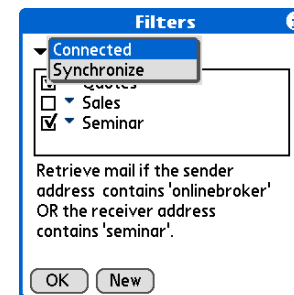
＊ Tip
Edit a filter to change
either its name or any of
its criteria.

Editing or deleting a filter

1 Select the filter to edit or delete:

a. In the Inbox or on another folder screen, **open the menus**.

b. Select Options, and then select Preferences.

c. Select Filters, and then select the name of the filter.

2 Do one of the following:

Edit   Revise your entry in the Name field, your selections in the pick lists, or the text in the edit line. Select OK.

Delete   Select Delete, select Yes to confirm the deletion, and then select OK.

3 Select OK.

↓ **Done**

CHAPTER 18   **Sending and Receiving Email Messages**

✳ Tip

Any connection preferences you set are account-specific; they apply only to the account you are currently in.

✚ Did You Know?

The default Timeout setting is 45 seconds. It can be any number greater than 0 seconds; however, if you set the number too low, your connection attempt may time out before you make a connection with the email service provider.

Setting connection preferences

1 Open the Connection Preferences screen:

   a. In the Inbox or on another folder screen, **open the menus**.

   b. Select Options, and then select Preferences.

   c. Select Connection.

2 Select any of the following preferences:

Timeout   Sets the number of seconds to try to connect before timing out. To change the timeout period, select the Timeout field and enter a new value.

Auto-disconnect   Automatically disconnects your remote connections after each command.
Each command you perform initiates a new call to your ISP. This setting is not recommended if you plan to perform multiple email transactions in a short amount of time.

> **Connection**
> Timeout: 45 Seconds
> ☐ Auto-disconnect
> ☐ Disconnect on Exit
> Modem wait: .... Seconds
>
> OK Cancel

↘ Continued

Cont'd

Disconnect on Exit   Disconnects from the network only after you leave VersaMail. This feature is an alternative to Auto-disconnect. This option keeps your connection active while you perform multiple transactions in the VersaMail application, but automatically disconnects when you move on to a different application on your device. If this option is not selected, you must manually disconnect from your ISP.

Modem wait   Displays the number of seconds that the modem takes to initialize itself. If you have a modem, select and enter a number of seconds for the wait. The typical setting for a wireless modem is 3, and the typical setting for most normal modems is 0.

⬇ **Done**

Setting server preferences

Server preferences differ for POP and IMAP email accounts.

1

Open the Server Preferences screen:

a. In the Inbox or on another folder screen, **open the menus**.

b. Select Options, and then select Preferences.

c. Select Server.

↘ **Continued**

* Tip

Any server preferences you set are account-specific; they apply only to the account you are currently viewing.

2

Select any of the following preferences:

Leave mail on server (POP accounts only)   To get email on your device but leave it on the server so you can view it later on your computer, check the Leave mail on server box.

Root Folders (IMAP accounts only)   Defines the **root folder** on your IMAP server.

Deleted Mail (IMAP accounts only)   Stores deleted email in the folder you specify on the server.

Sent Mail (IMAP accounts only)   Shows the name of your Sent Mail folder on the server.

Delete mail on the server   Check this box to delete messages on your provider's mail server when they are deleted in the VersaMail application.

↓ **Done**

CHAPTER 18   Sending and Receiving Email Messages
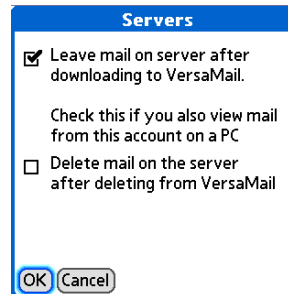
Changing email header details

When viewing a message in any folder, you can change the view of the message header. The email header options are as follows:

Short header   Shows sender's name or address (From field) and subject line (Subj field).

Select icon to switch to full header
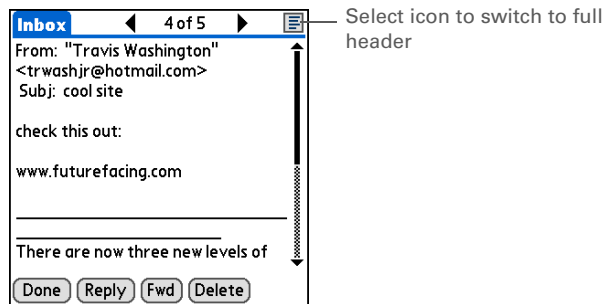
Full header   Shows the following:

- Sender's name or email address (From field)
- Subject line (Subj field)
- Date message was composed, sent, or received (Date field)
- Size of message including any attachments (Size field)
- Recipient's name or email address (To field)

Select icon to switch to short header
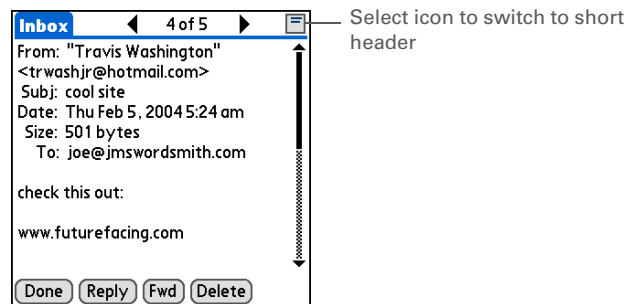
You can also switch between a short header and a full header for a message you are composing. Short header shows the To and Subject fields only; full header shows the To, cc:, bcc:, and Subject fields.
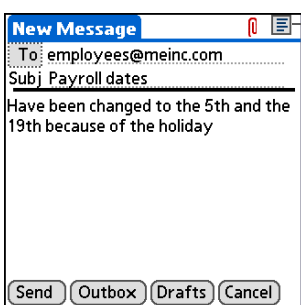
Select to switch to full header
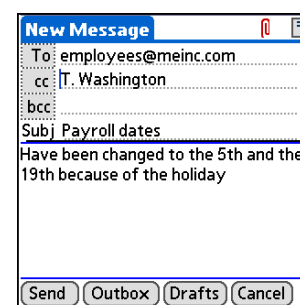
Select to switch to short header

To switch between short and full headers on either a folder screen or a message screen, select the header icon in the upper-right corner of the screen.

Synchronizing IMAP mail folders wirelessly

If you create an IMAP folder in an account on your device that matches a folder on the mail server, you can wirelessly synchronize email messages that you move into or out of the IMAP folder or that you delete in the folder with messages on your device.

When you synchronize a folder with your device, any email messages in the selected folder on the mail server are downloaded to the same folder on your device. Any messages moved out of the selected folder on your device or deleted on your device are moved or deleted in the folder on the mail server.

Did You Know?

You can synchronize folders whose names are up to 16 characters in length. You can synchronize up to 11 custom folders you create, in addition to the default folders Inbox, Outbox, Drafts, Sent, and Trash.

Tip

If you have a folder on your handheld that matches a folder on the mail server, you do not need to do anything before synchronizing wirelessly.

Prerequisites for wireless IMAP folder synchronization

Depending on how you have set up IMAP folders on your device and/or the mail server, you may need to do one of the following before you can wirelessly synchronize email messages on your device with messages on the server:

- If you need to create a folder on both your device and the server, **create the folder** on your device and check the Also create on server box.

- If there is a folder on the mail server but you need to **create it on your device**, you do not need to check the Also create on server box.

You can turn folder synchronization on or off when getting mail, or you can set synchronization options from a menu.

Turning IMAP folder synchronization on or off

If you choose to **display the Get Mail Options dialog box**, you can turn IMAP folder synchronization on or off in the box.

1	From within an IMAP email account, select Get or Get & Send.

2	Check or uncheck the Sync IMAP Folders box, and then select OK. ↓ **Done**	 **Get Mail Options** ⓘ Subjects Only | Messages ☑ Sync IMAP Folders (OK) (Cancel) (Details...)

Synchronizing device and mail server IMAP folders from the Options menu

1 Open the Sync IMAP Folders screen:

  a. In the Inbox or on another folder screen of an IMAP account, **open the menus**.

  b. Select Options, and then select Sync IMAP Folders.

2 Select the folder or folders you want to synchronize from the pick list.

↓ **Done**

Working with root folders

For IMAP accounts, if you want to synchronize email messages on your device with messages on the mail server folder, you need to **enter the root folder** for the account on your device.

Check with your email provider to find out the root folder for your IMAP account.

Using Secure Sockets Layer (SSL)

Secure Sockets Layer (SSL) is a protocol designed to ensure that data you send or receive over a network or the Internet is secure and authentic. The VersaMail application uses SSL to help guarantee the secure transmission of email messages that you send or receive. When you set up an account in the VersaMail application, you are given the option of selecting SSL for incoming and outgoing mail.

[**!**] **IMPORTANT**   **For most email providers that support SSL, you must select SSL for both incoming and outgoing mail. If you select just one or the other, your messages cannot be sent or received successfully.**

If you set up an account that uses an SSL connection on Outlook, Outlook Express, or Eudora, then SSL is supported in the VersaMail <u>conduit</u> when you synchronize with that account as well.

You cannot use <u>scheduled sending retry</u> of email with accounts that use an SSL connection.

Working with Microsoft Exchange ActiveSync®

If your corporate email system uses Microsoft Exchange Server 2003, you may be able to use Microsoft Exchange ActiveSync® on your device. Microsoft Exchange ActiveSync works with the VersaMail and Calendar applications on your device to directly download email and calendar information from the server—without going through your desktop computer.

When you create a Microsoft Exchange ActiveSync account in the VersaMail application, both your email and calendar info synchronize directly with info on the Exchange server; they do not synchronize with info in your desktop software application, such as Palm® Desktop software or Microsoft Outlook. Other information on your device, such as contacts, tasks, and memos, continues to synchronize with information in your desktop software application.

What do I need to use Microsoft Exchange ActiveSync?

To use Microsoft Exchange ActiveSync on your device, you must obtain the following information from your system administrator:

- Whether the corporate mail system uses a Microsoft Exchange 2003 mail server. If it does not, you cannot use Microsoft Exchange ActiveSync.

- The name of the mail server that provides wireless access to your mail system. Some companies do not give out this information because they do not want wireless access to the system. If you cannot obtain the server name, you cannot use Microsoft Exchange ActiveSync.

• Whether a proxy server is used, and, if so, the name of the server.

• Whether a **virtual private network (VPN)** is required to access the server.

How does a Microsoft Exchange ActiveSync email account differ from other accounts?

An email account that uses Microsoft Exchange ActiveSync differs from other accounts in the following areas:

• Setting up an account

• Getting messages

• Downloading attachments

• Receiving and working with meeting invitations

• Receiving and working with Calendar events

These features are discussed in this chapter. Most other features of a Microsoft Exchange ActiveSync account, such as sending messages or attaching files to messages, work like the features of any other account.

NOTE　Email accounts that use Microsoft Exchange ActiveSync do not support **mail filters**. Also, you cannot set **server preferences** from the VersaMail Preferences screen for this type of account.

Setting up a Microsoft Exchange ActiveSync account

Although Microsoft Exchange ActiveSync works with both the VersaMail and Calendar applications, you must set up a Microsoft Exchange ActiveSync account in VersaMail.

Sending and Receiving Email Messages

On a Windows computer, you can quickly set up a Microsoft Exchange ActiveSync account on your computer and then synchronize the settings to your device. On a Mac computer, you must set up the account on your device. You can set up only one Microsoft Exchange ActiveSync account.

[!] **IMPORTANT If you set up an email account to use Microsoft Exchange ActiveSync, Calendar events on your device automatically synchronize directly with info on the Exchange server, along with email messages. You cannot choose to synchronize Calendar events with info in Palm Desktop software or Outlook once you set up a Microsoft Exchange ActiveSync email account. If you do not want to synchronize Calendar events with info on the server, do not set up a Microsoft Exchange ActiveSync account in VersaMail.**

Setting up a Microsoft Exchange ActiveSync account on your computer
WINDOWS ONLY

1
Open VersaMail account setup.

2
Select your username from the drop-down list at the top of the screen, and then select the option to create a new VersaMail email account. Click Next.

3
Select the option to synchronize with a mail service from this list, and then select Exchange ActiveSync. Click Next.

↘ **Continued**

4

Enter the basic account information:

a. Enter a descriptive name for the account.

b. Enter your account username and password.

c. Enter your email address for this account.

d. Click Next.

5

Enter the name of the Exchange server, the port number for the server, and the maximum message size you want to download. Check one or both boxes if the server requires authentication and/or if you are using a proxy server. Check with your system administrator to obtain this information.

↘ **Continued**

6   **[&] OPTIONAL**   If you are using a proxy server, enter the server name. Click Next.

7   **[&] OPTIONAL**   To test the account settings you have entered, click Test My Settings. Click OK after settings have been tested.

8   Click Finish.

9   Do one of the following:

a. To synchronize the account information to your device, click the top button.

b. To set up another email account, click the bottom button.

⋈ **NOTE**   You can set up only one Microsoft Exchange ActiveSync account. If you choose to set up another email account, it must be a different type.

10   Click Next.

11   When you have finished setting up all accounts, click Finish on the Transfer Settings screen.

↓ **Done**

CHAPTER 18 · Sending and Receiving Email Messages

Setting up an account on your device

1

Go to Favorites and select VersaMail ✉️ .

2

Open the Account Setup screen:

a. **Open the menus**.

b. Select Accounts, and then select Account Setup.

c. Select New.

> **Account Setup**
> To setup an account, tap New, or select an account to edit.
> VersaMail
> Yahoo
> Work Email
>
> (OK) (New...) (Edit...) (Delete)
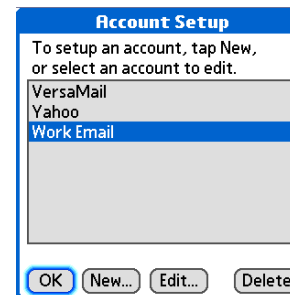
3

Enter the basic account information:

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

b. Select the Mail Service pick list, and then select Exchange ActiveSync.

c. Select Next.

> **Account Setup** ⓘ
> Choose an account name (e.g. "My Mail") and select settings.
> **Account Name:** MyExchange
> **Mail Service:** ▾ Exchange Activ...
>
> (Cancel) (Next)
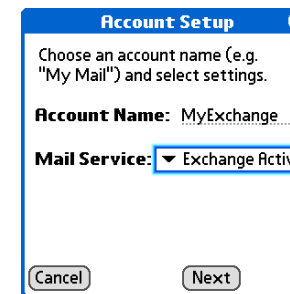
↘ **Continued**

4

Enter the account username and password:

a. Enter the username you use to access your email.

b. Select the Password box, enter your email account password, and then select OK.

c. Select Next.

5

Enter your email address and Exchange mail server name. Select Next.

↘ **Continued**

6

Do one of the following:

Finish setup   Select Done to finish setup and go to the Inbox of the account you set up, where you can begin **getting** and **sending** email.

Set additional mail options Select Advanced to **set advanced mail options**.

Test settings   Select Test My Settings to test settings for this account, and then select Done.

↓ **Done**

> **MyExchange**
>
> **Basic setup for your mail account is completed.**
>
> **– To exit, select Done.**
> **– For additional settings, select Advanced.**
> **– To try your connection, select Test settings.**
>
> (Test Settings)
>
> (Previous) (Done) (Advanced)
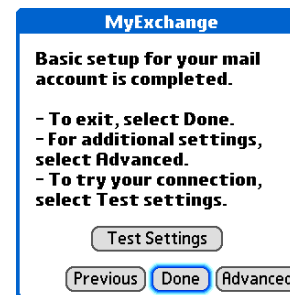
✳ Tip

In most cases, you do not need to change the default advanced mail options. Check with your system administrator to see if you need to change the port number, uncheck the Use Secure Connection box, or enter proxy server information.

Setting advanced mail options on your device

1 Set incoming mail server options:

a. Select any of the following:

Port Number   By default, the port number setting is 443. You may need to change the port number if you choose not to retrieve incoming mail over a secure connection.

Use Secure Connection (SSL)   By default, this box is checked, meaning you can retrieve incoming mail over a secure (**Secure Sockets Layer**, or SSL) connection. Uncheck the box if you do not want to receive email over an SSL connection.

b. Select Next.

2 If you use a proxy server, enter the proxy server name and port number, and check the box if your server requires authentication. Check with your system administrator for this information. When you have finished, select Done.

⤓ **Done**

* **Tip**

Increase the time interval for how many days' worth of email to retrieve so that recent messages are not removed from your device. Note that the interval for Calendar event retrieval is always seven days.

+ **Did You Know?**

When you set preferences for getting messages for a Microsoft Exchange ActiveSync account, the **Ask Every Time** option does not appear.

Getting email messages

The steps you take for manually getting messages in a Microsoft Exchange ActiveSync account are the same as for all other accounts, with one exception: You select Sync instead of Get or Get & Send.

However, what takes place during message retrieval for this type of account is different from that of other accounts. Here are the important differences:

NOTE   These differences apply to an account that uses Microsoft Exchange AutoSync whether you manually retrieve messages or **set up an Auto Sync schedule**.

Message retrieval   When you get messages manually or through Auto Sync, Microsoft Exchange ActiveSync not only retrieves email messages directly from the server for the time interval set on your device (default is seven days); it also retrieves *all Calendar events* directly from the server for the preceding seven days. The interval for Calendar event retrieval is always seven days, regardless of the interval you set on your device.

Wireless synchronization   Microsoft Exchange ActiveSync supports wireless synchronization with the server only. To retrieve email messages and Calendar events, you must select Sync in VersaMail to make a wireless connection to the server. If you synchronize your device with your computer, info from other applications—Contacts, Memos, and so on—is synchronized, but email messages and Calendar events are not.

Message removal   Microsoft Exchange ActiveSync removes any email messages from your device that fall outside the time interval set on the device. For example, if the time interval is set at seven days, any email messages that are eight days old are removed from your device. This info is not removed from the Exchange server.
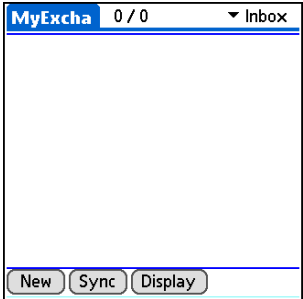
CHAPTER 18   **Sending and Receiving Email Messages**

1 **Go to Favorites** and select VersaMail ✉ .

2 **[&] OPTIONAL**   If you are using a VPN connection, **connect to your VPN**.

3 Get messages:

a. **Open the menus**.

b. Select Accounts, and then select your Microsoft Exchange ActiveSync account.

c. Select Sync. This updates your Calendar events also.

MyExcha	0 / 0	▼ Inbox

(New) (Sync) (Display)

↓ **Done**   **A list of your messages appears in the Inbox. To see downloaded Calendar events, tap Calendar 🗓.**

* Tip
You can **add names and email addresses directly to Contacts** from the To field of an invitation.

+ Did You Know?
If you receive meeting invitations, the **Reminders screen** displays both the number of new email messages and the number of new meeting invitations for that account—for example, 5 new messages/2 new meetings.

Previewing attachments

Microsoft Exchange ActiveSync accounts let you view a list of all attachments to a message, with approximate file size, so you can decide which ones you want to download. Unlike with other accounts, you do not need to fully download a message to view the list of attachments; it appears dimmed at the bottom of the message screen whether or not the message is fully downloaded.

Select an attachment from the list to download it. Once the message is downloaded, you can **work with it** just like any you work with other attachment.

Inbox ◀ 50 of 140 ▶

From: Lis Hammel
Subj: Interview schedule

let me know if anyone is interested in attending

image001.jpg, 46 KB
image002.jpg, 11 KB

Done Reply Fwd Delete
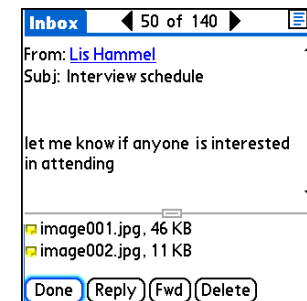
Working with meeting invitations

For Microsoft Exchange ActiveSync accounts only, each time you retrieve messages either manually or through **Auto Sync**, Exchange meeting invitations are downloaded to your Inbox.

NOTE You cannot create meeting invitations on your device. You can only receive meeting invitations sent to you.

1   **Go to Favorites** and select VersaMail ✉ .

2   **Get messages**.

    ↘ **Continued**

✳ Tip

After opening an invitation, you can switch between full and concise meeting details by **switching between full header view and short header view**.

✛ Did You Know?

You can forward meeting invitations in the same way that you forward email messages. The recipient receives the message as a meeting invitation.

3   Select a meeting invitation to open it. Meeting invitations are displayed with a unique icon .

palmOne	19 / 212	▼ Inbox
◇ ✉ Jason Burkey		12:31p
RE: Coffee		
◇ ✉ Paula Lagasse		12:18p
Quick meeting invite		
◇ ✉ Larry Chen		12:03p
RE: Happy burrito today for...		
◇ ✉ Richard DeVillarin		11:54a
RE: GSM Quick Look Results f...		
◇ ✉ Tracker-daemon@t...		11:53a
[Bug 94271:FA04_U2] – Getti...		

New   Sync   Display
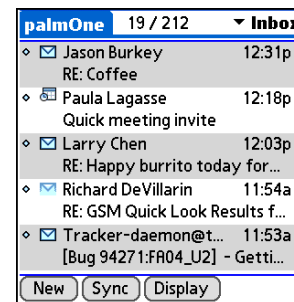
4   **[&] OPTIONAL**   If the invitation contains an attachment, **open the attachment and view or save it** before responding to the invitation. Once you respond to the invitation the attachment is removed.

↘ **Continued**

CHAPTER 18 **Sending and Receiving Email Messages**

5

Respond to the invitation:

a. After reading the invitation, select Accept ✔, Decline ✖, or Tentative ? (tentatively accept).

b. Select the response option you want from the dialog box:
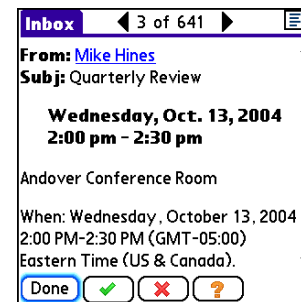
Respond without comments   Sends an immediate email response to the meeting organizer by means of the Exchange server.

Respond with comments   Opens an email response form to which you can add comments before sending your response. Select Send to send the response to the meeting organizer by means of the Exchange server.

Respond without reply   Updates the server with your reply, but does not send a response to the meeting organizer.

N **NOTE**   If you decline an invitation, the invitation is automatically put into the Trash folder.

↓ **Done**

Inbox	◀ 3 of 641 ▶	▤

From: Mike Hines
Subj: Quarterly Review

Wednesday, Oct. 13, 2004
2:00 pm – 2:30 pm

Andover Conference Room

When: Wednesday, October 13, 2004
2:00 PM-2:30 PM (GMT-05:00)
Eastern Time (US & Canada).

Done   ✔   ✖   ?

Working with Calendar events

When you set up an account in VersaMail that uses Microsoft Exchange ActiveSync, the Calendar application is synchronized directly with the info on the Exchange server as well. Any new Calendar events on the server for the preceding seven days are downloaded to your device. The interval for synchronizing Calendar events is always seven days, even if you set a different interval on your device for synchronizing email messages.

[!] **IMPORTANT** **You cannot choose to synchronize Calendar events with info in Palm Desktop software or Outlook once you set up a Microsoft Exchange ActiveSync email account. If you want to stop synchronizing Calendar events with the server, you must** <u>**delete the Microsoft Exchange ActiveSync email account**</u>**.**

Only Calendar and VersaMail information is synchronized directly with info on the Exchange server. Other information on your device, such as contacts, tasks, and memos, continues to be synchronized with information in your desktop software application—either Palm Desktop or Outlook.

When using Calendar with Microsoft Exchange ActiveSync, note the following important features:

Time zones   Time zones are always included for Calendar events when you use Microsoft Exchange ActiveSync. When you synchronize your device with the Exchange server and download new events, the time zone information is included with each event. If you travel to a different time zone, the event times are automatically adjusted in Calendar on your device when you update your location on your device.

Attendees   For meetings, you can see a full list of attendees to the meeting. From the Day View, select the event, and then select Details. Select the With field.

NOTE   The Attendees field does not appear if the event is not a meeting. It is not available for events you create on your device.

CHAPTER 18   Sending and Receiving Email Messages

Synchronizing Calendar events using Microsoft Exchange ActiveSync

When you synchronize Calendar events with the info on Exchange server, all of the following take place:

- Any events you create on your device are synchronized with info on the server.

🏷 **NOTE**   You cannot create meeting invitations on your device. You can only receive meeting invitations sent to you.

- Any events you create or change in Outlook on your computer that are on the Exchange server are synchronized to your device.

- Any meeting invitations are displayed in the Inbox of your Microsoft Exchange ActiveSync account in VersaMail. When you respond to an invitation, the response is synchronized to the server, and then synchronized from the server to Calendar on your device.

Updating Calendar events when you delete a Microsoft Exchange ActiveSync account

You cannot choose to synchronize Calendar events with info in Palm Desktop software or Outlook once you set up a Microsoft Exchange ActiveSync email account. If you want to stop synchronizing Calendar events with info on the server, you must **delete the Microsoft Exchange ActiveSync email account**.

When you delete a Microsoft Exchange ActiveSync account, all Calendar events are purged from your device. Then, when you synchronize Calendar with your desktop software application—Palm Desktop or Outlook—the events synchronize to your device, so you don't end up with duplicate events.

CHAPTER 18

Sending and Receiving Email Messages

Related topics

Click a link below to learn about these related topics:

Moving Around   Using the Graffiti® 2 command stroke in email messages

Entering Info   Cutting, copying, and pasting text from an email message

Managing Info   Downloading email messages from your computer to your device

Connecting   Setting up a phone connection for sending and receiving email wirelessly

Customizing   Setting preferences for connecting to a network

Common Questions   Answers to frequently asked questions about the VersaMail application

CHAPTER 19

Sending and Receiving Text Messages

In this chapter

Creating and sending a text message

Receiving and viewing a text message

Editing a draft text message

Setting advanced messaging features

Related Topics

If you need to get a short message to a friend or co-worker fast, send a text message from your device by means of your mobile phone (GSM phone with IR or Bluetooth® wireless technology required; sold separately) to their mobile phone. Messaging is a popular way for people to stay connected using the text messaging features of their mobile phone.

Benefits

• Enjoy quick communication
• Use text messaging to chat with friends

CHAPTER 19   **Sending and Receiving Text Messages**

[!] **Before You Begin**

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

» **Key Term**

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

Creating and sending a text message

[!] **IMPORTANT** Many SMS service providers charge per text message or part of a text message. Each message or part is 160 characters. If you create a text message under 161 characters, you are charged for one message. If you create a message that is 161 to 320 characters, you may be charged for two messages, and so forth. A counter appears at the top of the page to indicate the number of characters. Even though a message has more than 160 characters, the message appears as one message to the person receiving the message.

1   <u>Go to Applications</u> and select SMS .

2   Select New.

Unread message

Read message

SMS 0 unread   ▼ Inbox
336558986   Let's meet at …
336558986   have some ide…
5559191   Sorry I will be l…
6505551234   did u hear fro…
New Send & Check

→

New Message Length: 0
(To:) ………………
Send Outbox Cancel

↘ **Continued**

✳ Tip
If you are concerned about the length of your messages, you can have a warning appear when multipart messages exceed the specified number of parts. **Open the Options menu** and select Preferences. Select Details and then select the number of parts from the Warn over pick list.

✛ Did You Know?
You can create a signature that you use to sign your messages by **opening the Options menu** and selecting Preferences. Enter a signature on the lines. You can add your signature to your message by **opening the Options menu** and selecting Add Signature.

3 Enter the recipient's address using one of the following methods:

Select To   Select the recipient's name on the Mobile Number Lookup list, and then select Add.

Enter directly   Enter the recipient's mobile phone number on the To line.

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

Number of characters

New Message Length: 20
To: 831 911 9119
See you at 8 at Joes

Send   Outbox   Cancel

5 [&] **OPTIONAL**   You can store your message in your Draft category and work on it later:

a. **Open the menus**.

b. Select Draft on the Message menu.

↘ **Continued**

6 Send your message:

Select Send Sends the current message now. Selecting Send does not send any of the other messages in your Outbox.

Select Outbox Sends your message to the Outbox to be sent later.

↓ **Done**

CHAPTER 19   **Sending and Receiving Text Messages**

Receiving and viewing a text message

1   **Go to Applications** and select SMS 📧.

2   Select Send & Check.

3   Select the message to open and read it.

```
SMS  0 unread          ▼ Inbox
 336558986      Let's meet at ...
 336558986      have some ide...
 5559191        Sorry I will be I...
 6505551234     did u hear fro...




 [ New ]  [ Send & Check ]
```

→

```
Message ◀  2 of 4  ▶
From: 336558986
Date: 6/27/04 2:59 pm
have some ideas about the meeting




 [ Done ] [ Reply ] [ Delete ]
```

↳ **Continued**

✚ Did You Know?
You can change how your messages are listed. You can sort the messages in order of one of the following: Alphabetic, Date, Phone Number, and Status. You can also choose to display the date the message was received. **Open the Options menu** and select Preferences. Select from the Sort by pick list and select Show date.

4

Store, delete, or reply to the message:

Select Done   The message is kept in the Inbox.

Select Reply   A new message is created with the sender's phone number in the To line. Any selected text is copied into the new message.

Select Delete   The message is sent to the Trash category.

Archive the message   You can store your message in the Archive category:

a. **Open the menus**.

b. Select Archive on the Message menu.

⬇ **Done**

CHAPTER 19　　　　　　**Sending and Receiving Text Messages**

Editing a draft text message

1　**Go to Applications** and select SMS 📧.

2　Edit the message:

　　a.　Select Draft from the categories pick list.

　　b.　Select the message you want to edit.

　　c.　In the message view, select Edit and edit your message.

3　Send or store the draft message:

Select Send　Sends the current message now. Selecting Send does not send any of the other messages in your Outbox.

Select Outbox　Sends your message to the Outbox to be sent later.

Select Cancel　Opens a dialog box that asks if you want to save the message in the Draft category. Select Yes to keep your changes and return the message to the Draft category. Select No to discard your changes and return the message to the Draft category.

⬇ Done

Setting advanced messaging features

1   **Go to Applications** and select SMS .

2   Go to the Preferences menu:

a. **Open the menus**.

b. Select Options, and then select Preferences.

3   **[&] OPTIONAL**   Set the following parameters:

Confirm Deleted Message   Indicates whether a confirmation message appears each time you delete a message or you select the Empty Trash option from the Message menu. To display confirmation messages, check this box.

Delete After Transfer   Indicates whether data messages are deleted after you accept the data in the appropriate application. To keep data messages after you transfer them to the application, uncheck this box.

↘ **Continued**

Did You Know?

Outgoing SMS message settings may depend on the service offered by your SMS carrier.

4   **[&] OPTIONAL**   Select Details and set the following parameters:

Leave Messages on Phone   Indicates whether messages are deleted from your phone after you download them to your device. To keep messages on your phone after you transfer them to your device, select this box.

Return Receipt   Determines whether you receive receipt confirmation notices. To receive receipt confirmation notices, select Requested.

Expires   Indicates how long unsent messages remain in your Outbox. Select from the following options: 4 Hours, 1 Day, 1 Week, 2 Weeks, 1 Month, and Max. Time.

Message Center   Indicates whether your device obtains your mobile phone service provider's Message Center number directly from the phone, or whether you need to enter the number manually. If your phone is already configured to use SMS, you do not need to change this setting.

5   Select OK twice.

↓ **Done**

CHAPTER 19 **Sending and Receiving Text Messages**

Related Topics

Click the link below to learn about these related topics:

Moving Around
- Opening applications
- Using menus

Categories   Organizing messages by arranging them into categories and sorting them

Privacy   Keeping messages private by turning on security options

Sharing
- Exchanging messages with other palmOne™ device users by beaming them
- Sending messages to other Bluetooth® devices by using Bluetooth wireless technology on your device

Connecting   Setting up a phone connection using the Bluetooth technology on your device to send and receive messages wirelessly

CHAPTER 20

Browsing the Web

You use the web for so many things: checking email, finding driving directions, getting news, buying gifts. Now you can take the web with you almost anywhere you go. Use your device to make an Internet connection through your mobile phone, and the web browser opens the entire web to you.

Benefits of the web browser

- Carry the web with you
- View web pages in device-friendly format
- Store pages for offline viewing

[!] **Before You Begin**

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

If you are accessing a VPN network, you need to **install VPN software and set up VPN access**. You can turn on VPN from the web browser by **opening the Options menu** and selecting Turn VPN On.

» **Key Term**

URL Stands for *uniform resource locator*, the technical name for a web address. For example, the URL for palmOne is http://www.palmone.com.

Accessing a web page

You can open web pages, navigate the pages, and do the same things you can do with a desktop browser.

Accessing a web page using the action bar

1 **Go to Favorites** and select Web

2 Go to the web page you want to view:

a. Select Go to Web Page .
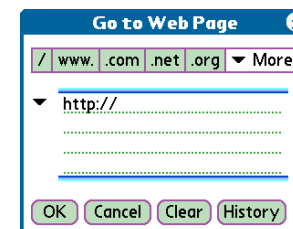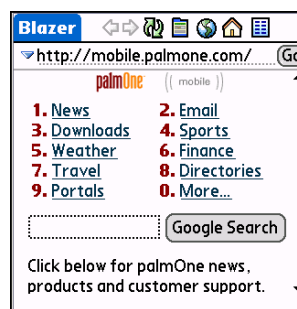
b. Enter the address of the web page you want to visit. Use the buttons in the Go to Web Page dialog box for quick entry of characters commonly used in web addresses. If the web browser recognizes the address that you are entering due to a previous entry and **autofill is enabled**, autofill automatically completes the address.

c. Select OK.

↓ **Done**

CHAPTER 20   **Browsing the Web**

** **Tip***
You can also hide the address field to show more of the web page. **Open the Options menu** and select Preferences. Uncheck the Show Address Bar box.

** **Tip***
Are you going to need the information on a web page when you are disconnected from the Internet? You can easily **save a web page** for off-line viewing.
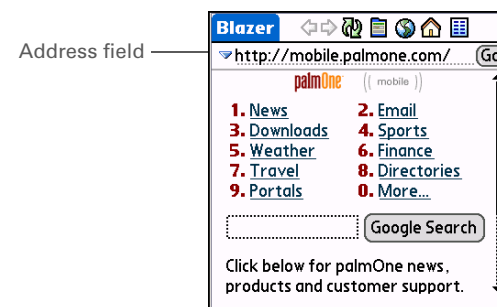
Accessing a web page using the address field

1   **Go to Favorites** and select Web 🌐.

2   Go to the web page you want to view:

a. Enter the address of the web page in the address field.

b. Select Go.

⬇ **Done**

Address field ——

CHAPTER 20 Browsing the Web
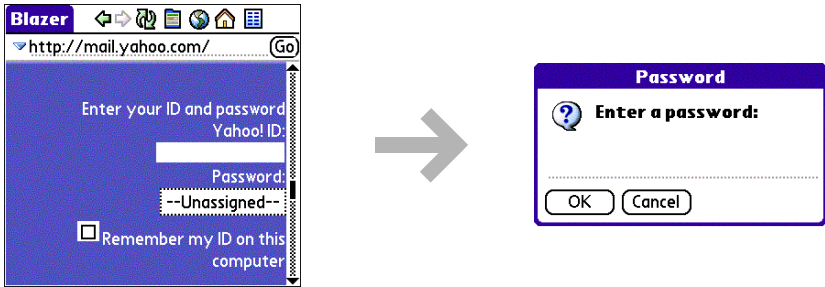
* **Tip**
  Some websites allow you to check a box to have your sign-in name automatically entered each time you visit a particular web page.

Using a password to access a web page

Some websites require you to use a password to gain access to information.

1 **Go to Favorites** and select Web .

2 **Go to the web page** where you must enter the password.

3 Enter your password to access the web page:

a. Enter your sign-in name in the appropriate field.

b. Tap in the password box, enter your password, and then select OK.

c. Select the button that lets you view the page (Sign In, Enter, Go, and so on).

↓ Done

CHAPTER 20   **Browsing the Web**

+ **Did You Know?**
Find locates any text, whether it is letters or numbers. Find is not case-sensitive.

* **Tip**
Because of the limited space on the device screen, sometimes the current web address (URL) is not fully visible. Use the Page Properties dialog box to view the full URL. **Open the Page menu**, select Page, and then select Page Info.

Finding information on a web page

1   **Go to Favorites** and select Web.

2   Open the Find field:

a. **Go to the web page** you want to search.

b. **Open the menus**.

c. Select Page, and then select Find Text on Page.

3   Search the web page:

a. Type the text you want to find.

b. Select Find.

↓ **Done**

Find Text on Page

Find:
....

☑ **Wrap Search**
(Find) (Cancel)

Quickly jumping to a page

The action bar icons allow you to quickly move from page to page.

Following a link

Many web pages contain underlined links, which are text or pictures that, when selected, take you to another web page or to another part of the same page.

Select the link to go to another web page
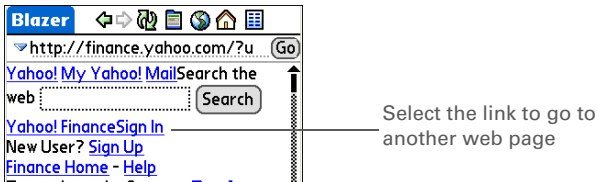
Returning to your home page or a page you recently visited

No matter where you navigate on the Internet, you can always return to your home page quickly or return to a page you have recently visited.

Select the back and forward arrows to go to previous pages

Select the Home icon to go to your home page
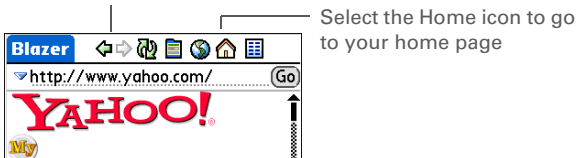
✳ **Tip**
You can **change your font size** for easier viewing.

✚ **Did You Know?**
In the Optimized mode, use the 5-way to browse the web page. Press Left or Right to jump to the previous or next link. When a link is highlighted, press Center to go to the link. Press Up and Down to scroll through the web page.

Changing how you view a page

You can change how you view web pages by selecting different display views and dragging the screen to view different parts.

1   **Go to Favorites** and select Web 🌐.

2   **Go to the web page** you want to view.

3   Select the Display View icon 📒 in the action bar.

Display View icon
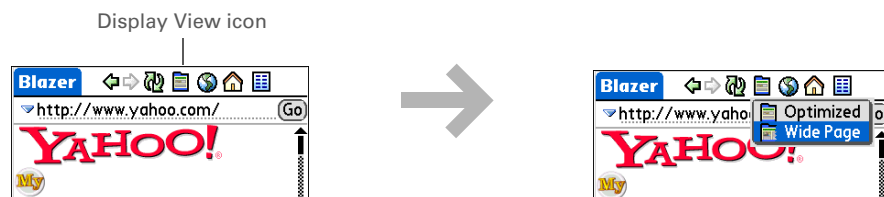
4   Select from one of the following views:

Optimized   Displays a modified version of the web page so that it is optimized for device viewing.

Wide Page   Displays the web page as it would appear in a desktop computer web browser.

⬇ **Continued**

5

[&] OPTIONAL If the web page is larger than your screen, you can tap and drag the stylus to move the web page in any direction to view different parts of the web page.

To activate the Tap and Drag scrolling, you must set the Tap and Drag setting in the General Preferences tab under the Options menu.

This feature is disabled when you turn on **Writing Area Preferences** and use the full screen for Graffiti® 2 writing.

↓ **Done**
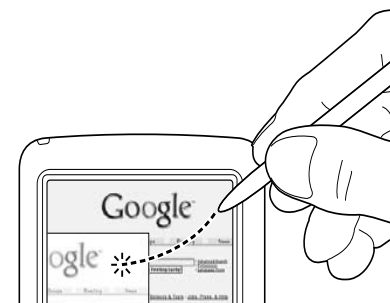
» **Key Term**
Bookmark   A pointer to a web page. The actual page is not stored, only the URL. Also called a Favorite in some browsers.

* **Tip**
You can set your bookmark list as your **start page**.

Bookmarking your favorite pages

Bookmarking your favorite web pages allows you to quickly return to those pages.

Adding a bookmark

1
Go to Favorites and select Web 🌐.

2
Go to the web page that you want to bookmark.

3
Open the Bookmark Page dialog box:

a. **Open the menus**.

b. Select Page, and then select Add Bookmark.

4
[&] OPTIONAL   Change the bookmark name, description, or URL.

New Bookmark ⓘ
Name:
www.yahoo.com
Description:
Yahoo!
URL: www.yahoo.com/
Preview: www.yahoo.c
Yahoo!
OK   Cancel

5
Select OK.

↓ **Done**

✳ Tip
You can also view your
list of bookmarks by
selecting View
Bookmarks from the Page
menu.

✚ Did You Know?
A saved page is displayed
like a bookmarked page,
except that at the top of
the page appears the text
"Page saved on *date* -
size k."

Viewing a bookmarked or saved page

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

1 **Go to Favorites** and select Web 🌐.

2 Select the Bookmark icon 📖.

3 Select the name of the
bookmarked or saved page you
want to visit.

On the bottom right of the screen
are five icons representing the
first five bookmark pages. Select
the bookmark page icon to
display the page. You can also
tap the arrow to go to the next
page.

⤓ Done

Bookmark
page arrow

Bookmark page icons
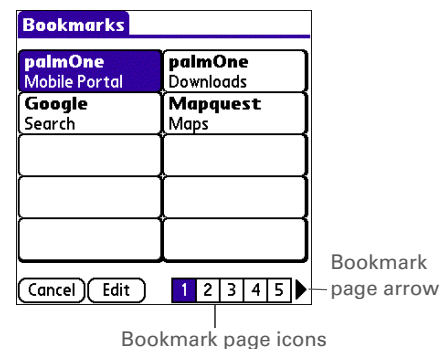
* **Tip**

You can clean up your bookmark list by deleting old bookmarks or saved pages you no longer use. Select the bookmark, select Edit, and then select Delete.

Editing information about a bookmark or saved page

You can edit or delete any bookmark or saved page that does not have a lock icon next to it.

1   **Go to Favorites** and select Web 🌐.

2   Select the Bookmark icon 📰.

3   Go to the Edit Bookmarks List dialog box:

a. Select the Bookmark icon 📰.

b. **Open the menus**.

c. Select Bookmarks, and then select Edit Bookmarks.

4   Edit the bookmark information:

a. Select the name of the bookmarked or saved page that you want to edit.

b. Change the bookmark or saved page name, description, or address (URL) by selecting the appropriate option.

5   Select OK.

↓ **Done**

Arranging the bookmark list

The web browser includes ten pages so that you can arrange bookmarks and saved pages in a logical fashion. For example, you can store travel links on one page, stock links on another, and business links on a third page.

1 **Go to Favorites** and select Web 🌐.

2 Go to the Edit Bookmarks List dialog box:

a. Select the Bookmark icon 📑.

b. **Open the menus**.

c. Select Bookmarks, and then select Edit Bookmarks.

3 Arrange the bookmarks:

a. Use the stylus to drag and drop bookmarks into different slots on the current page to organize them.

b. Move a bookmark to a different page by dragging and dropping it onto the Page icon. Page icons represent the ten bookmarked pages with ten slots each for bookmarks.

Edit Bookmark List

Title: Bookmarks

palmOne	palmOne
Google	Mapquest
www.yahoo.co	

1 📑 2 ☐ 3 ☐ 4 ☐ 5 ☐
6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐

OK

4 Select OK.

⬇ Done

✚ **Did You Know?**
Generally, if you are using a GPRS service, you are charged only for the data sent. If you are using a GSM service, you are charged for the time you are connected.

✳ **Tip**
When you are in another application and you tap a URL, the web browser connects to the Internet and displays the page. The web browser also opens when you select an HTML file that you receive as an email attachment.

Disconnecting from and connecting to the Internet

While you're working with stored information in the web browser, such as saved pages, stored versions of pages, and so forth, you can disconnect from the Internet to reduce usage charges. You can connect to the Internet again when you need access.

Disconnecting from the Internet

1   **Go to Favorites** and select Web 🌐.

2   Disconnect from the Internet:

a. **Open the menus**.

b. Select Page, and then select Disconnect.

↓ **Done**

* Tip

If the connection is not established, do one of the following:

Select Cancel to stop the connection process.

Select Change Network to select a different service to connect to.

Connecting to the Internet

1   **Go to Favorites** and select Web 🌐.

2   Connect to the Internet:

a. **Open the menus**.

b. Select Page, and then select Connect.

Alternately, you can enter a URL on the address line and select Go.

⬇ **Done**

Downloading files and pages

You can download files or save files for viewing when you are not connected to the Internet.

Downloading a file

1 **Go to Favorites** and select Web .

2 **Go to the web page** you want to view.

3 Select the link of the file you want to download.

4 Select a download option:

Application name Downloads the file to an application. For example, if you are downloading a Word document, the file downloads into Documents To Go.

Card If you have an expansion card installed, the file downloads onto the card. If you don't have an expansion card installed, the file is downloaded into the default folder for that file type on the device's **internal drive**. If that file type does not have a default folder, it downloads into a folder called Blazer Downloads.

5 Select Save, and then select OK.

↓ **Done**

CHAPTER 20   Browsing the Web

Did You Know?
Saved pages are listed with the bookmarks in the **Bookmark List**. The saved pages have an orange corner.

Did You Know?
The web browser also functions as a viewer, enabling you to quickly view certain files while working in other applications. For example, if you read an email message that has a file attached in HTML format, select the file and the web browser opens so that you can view the file.

Tip
Saving a web page on your device allows you to view a web page without being online.

Saving a web page

If you want to save a web page (such as a travel itinerary or Internet order receipt) indefinitely, you can create a saved page. The copy is stored on the device until you delete it.

1
Go to Favorites and select Web 🌐.

2
Go to the web page you want to save.

3
Go to the Save Page dialog box:

a. **Open the menus**.

b. Select Page, and then select Save Page.

4
Save the web page:

a. Change the page name or description if you want.

b. Select OK.

↓ **Done**

New Saved Page Bookmark ℹ
Save this page for offline viewing
Size: 22.0K
Name: www.palmone.com
Description:
Mobile Portal Main
Preview: www.palmo
Mobile Portal Mai
OK   Cancel

* Tip

Suppose you have an HTML file on your desktop computer that you want to carry with you. Download the file onto device's **internal drive** or expansion card and use the web browser to view the page on your device.

Viewing a saved file

You can use the web browser to view web pages or image files that are on the device's **internal drive** or an expansion card. The types of file that can be viewed include HTML, HTM, GIF, and JPG.

1	Press the Files button ⌹.
2	Select a file or folder to open it. A web browser icon appears to the left of the file name in the Files list if it is a file that is automatically opened in web browser. **↓ Done**

Communicating with other users

You can communicate with others by means of email or **beaming**.

Sending email by means of an Internet email account

You can use your Internet email account to send an email message and attachments.

1

Go to Favorites and select Web 🌐.

2

Log in to your Internet email account:

a. **Go to the web page** that allows you to log in to your email account.

b. Enter your username and password.

3

Compose your email message.

4

Send or save the email message.

⬇ **Done**

* **Tip**
  You can delete all pages saved in the History list by selecting Clear All.

* **Tip**
  Create a **bookmark** to save the location, or create a **saved page** to save the content of a web page indefinitely.

Returning to a web page you recently visited

Using the **Back and Forward icons** to browse through the pages you recently visited, one page at a time, can be tedious. Instead, open the History list to go to a page you recently visited. You can go back to a page you remember visiting but did not bookmark. Use the History list to jump directly to that page. Items in the History list are sorted chronologically.

1
Go to Favorites and select Web 🌐.

2
Open the History dialog box:

a. **Open the menus**.

b. Select Page, and then select History.

3
Select the web page you recently visited.

⬇ **Done**

CHAPTER 20   **Browsing the Web**

Changing your home and start pages

You can change the page that your **Home Page** icon ⌂ goes to, or change the page that the web browser starts with when it is first opened.

Changing your home page

You can choose a home page from any web address.

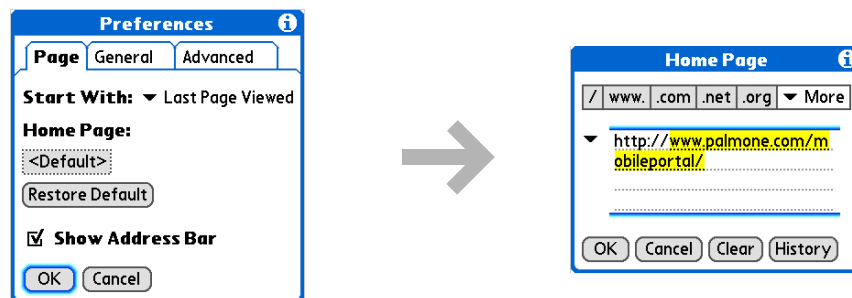|	
1	**Go to Favorites** and select Web 🌐.
2	Open the Preferences Page dialog box: a. **Open the menus**. b. Select Options, and then select Preferences. c. Select the Page tab. ↘ **Continued**

3 Select the Home Page box.

4 Enter the URL you want as your home page by doing one of the following:

• To select one of the last five pages you viewed, select the Previously Viewed pick list and select a URL.

• Enter a URL on the Address line.

5 Select OK twice.

↓ **Done**

Changing your start page

You can select the start page you want your device to open to when you first open the web browser.

1
Go to Favorites and select Web .

2
Open the Preferences Page dialog box:

a. **Open the menus**.

b. Select Options, and then select Preferences.

c. Select the Page tab.

3
Select the Start with pick list, and select the page you want to start with when you first open the web browser:

Home Page   The page you have set as your home page.

Last Page Viewed   The last page you viewed before exiting the web browser.

Bookmarks   The Bookmarks dialog box opens. The web browser does not connect to the Internet.

Blank Page   An empty page with no URL or dialog box

4
Select OK.

↓ **Done**

Setting advanced browser options

You can change options on your device to improve the speed, ease of use, and security of your browsing experience.

Changing how images are downloaded

Images in web pages can be very large. You can set an option to make web pages download faster by removing images altogether.

1

Go to Favorites and select Web .

2

Open the General Preferences dialog box:

a. **Open the menus**.

b. Select Options, and then select Preferences.

c. Select General tab.

3

Check or uncheck the Disable Images box to disable or enable images.

4

Select OK.

⬇ **Done**

* Tip

Filling out an order form or application on the web usually requires entering several pieces of information: your name, address, phone number, and so on. When you enable autofill, your device stores the information you entered in these fields. The next time you use that order form and type the first few letters in a field, your device remembers the last item you entered in that field that started with those letters, and fills in the field.

Setting whether to automatically complete web addresses and form fields

Your device can store information, such as web addresses and form fields. If autofill is enabled, when you enter the first few letters of a URL you've entered before in the URL Entry field, your device completes the URL for you. Also, when you are filling out forms and applications, your device can complete the information for you.
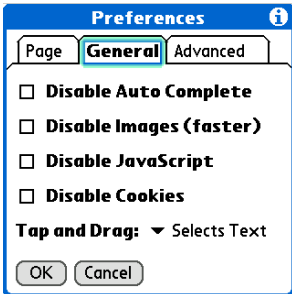
---

1 Go to Favorites and select Web 🌐.

---

2 Open the General Preferences dialog box:

a. **Open the menus**.

b. Select Options, and then select Preferences.

c. Select General tab.

Preferences	ⓘ
Page **General** Advanced
☐ **Disable Auto Complete**
☐ **Disable Images (faster)**
☐ **Disable JavaScript**
☐ **Disable Cookies**
Tap and Drag: ▾ Selects Text
OK Cancel

---

3 Check or uncheck the Disable Auto Complete box to enable or disable autofill.
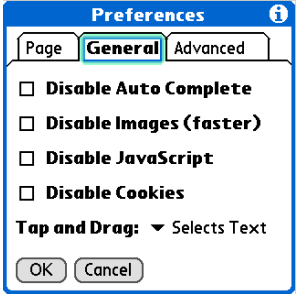
---

4 Select OK.

↓ **Done**

» **Key Term**

Cookie Some websites store information in a small text file, called a cookie, that is saved on your device. A cookie usually stores information about you and your preferences for that website. A site can use this information to customize the pages you see the next time you visit. Allowing a website to create a cookie does not give the site access to the rest of your device. A cookie stores only the information you provide while visiting the website.

Allowing websites to remember personal information

By default, your device saves the cookies it receives. If you want more privacy, you can tell your device not to accept cookies.

1 <u>Go to Favorites</u> and select Web 🌐.

2 Open the General Preferences dialog box:

   a. <u>Open the menus</u>.

   b. Select Options, and then select Preferences.

   c. Select General tab.

3 Check or uncheck the Disable cookies box.

4 Select OK.

↓ **Done**

» Key Term

Cache   The cache in your device is a block of memory that stores web pages so you can view them again without accessing the Internet. Cached web pages are saved, thereby saving the content you've viewed even when you exit the web browser.

✳ Tip

Remember that your device has a limited amount of memory. Choose a cache size that lets you store at least a few pages but still leaves room on your device for other data and applications. A value of at least 1MB is recommended.

Setting preferences for storing web pages

Your device stores web pages automatically in the cache.

1   **Go to Favorites** and select Web 🌐.

2   Open the Advanced Preferences dialog box:

a. **Open the menus**.

b. Select Options, and then select Preferences.

c. Select Advanced.

↘ **Continued**

3 Change the size and content of the cache by using the following options:

Set memory limit for storing pages Sets the amount of memory used for your cache. Pages are cached so they load faster the next time you view them.

Cookies Indicates how much memory is being used by cookies.

Clear Cache Clears the cache immediately and frees the memory.

Clear cache on exit Check the box to clear the cache each time you exit the web browser. Uncheck the box to keep the cache from session to session.
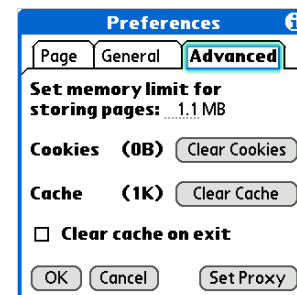
4 Select OK.

↓ **Done**

» **Key Term**

Proxy server   A server that provides access to files from other servers by retrieving them either from its local cache or from the remote server.

Setting preferences for using a proxy server

Your device comes with the proxy server turned off. You can turn the proxy server on and configure a proxy server.

1   **Go to Favorites** and select Web.

2   Open the Advanced Preferences dialog box:

a. **Open the menus**.

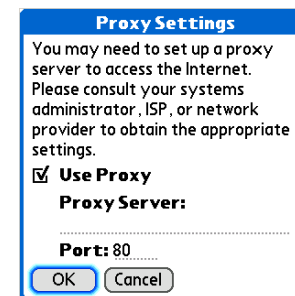b. Select Options, and then select Preferences.

c. Select Advanced.

↘ Continued

3

Set your proxy server preferences:

a. Select Set Proxy.

b. Check or uncheck the Use proxy server box to use or not use a proxy server.

c. If you want to use a proxy server, select the Use Proxy box and enter the appropriate server address and port number.
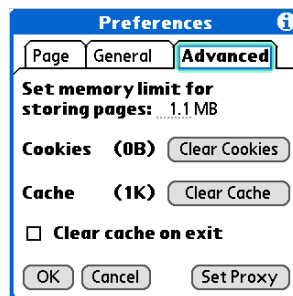
d. Select OK.

4

Select OK.

↓ **Done**

|

Setting whether to accept JavaScript

You can choose to bypass JavaScript elements on the web pages you view. JavaScript is often used on web pages for interactive content.

1   **Go to Favorites** and select Web 🌐.

2   Open the General Preferences dialog box:

a. **Open the menus**.

b. Select Options, and then select Preferences.

c. Select General tab.

3   Check or uncheck the Disable JavaScript box to enable or disable JavaScript.

4   Select OK.

⬇ **Done**

CHAPTER 20 | **Browsing the Web**

Related topics

Click a link below to learn about these related topics:

Moving Around

- Opening applications
- Using menus

Categories   Organizing messages by arranging them into categories and sorting them

Connecting   Setting up a phone connection using the Bluetooth® wireless technology on your device

VersaMail®   Sending email messages using a link from a web page.

Dialing Phone Numbers from Your Device

In this chapter

Dialing a number

Using speed dial

Related topics

Need to dial a number? You can dial phone numbers directly from a Contact using **Quick Connect**. If you don't have the number listed as a contact, you can tap the number on the Dialer keypad, select Dial, and your mobile phone begins dialing (GSM phone required; sold separately). Your call history stays on your device for easy access later.

Benefits of Dialer

- Easily dial numbers that are not in Contacts by using the keypad on your device screen
- Keep your call history on your device
- Quickly dial numbers using speed dial

[!] Before You Begin

Before you can dial a number, you must **set up a phone connection** on your device.

Dialing a number

Tapping out a number on your device is sometimes easier than using your mobile phone.

Entering a number

1   **Go to Applications** and select Dialer .

2   Tap the telephone number on the keypad.

Digits appear in the numeric display

Enter phone number and select Dial

Select Clear to delete last digit from numeric display. Select and hold to clear entire numeric display

Select and hold the 0 key to add a + (plus) to the number sequence

3   Select Dial.

↓ **Done**

Redialing the most recently used number

1   **Go to Applications** and select Dialer 📱.

2   Dial the most recently used number:

a. Select Dial to display the most recently used number.
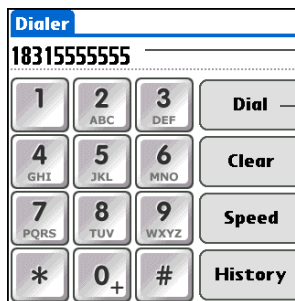
The most recently dialed number is displayed

Select Dial

b. Select Dial again to dial the number.

↓ **Done**

CHAPTER 21 **Dialing Phone Numbers from Your Device**

+ Did You Know?
Dialer keeps a list of 11 of the most recently dialed numbers.

+ Did You Know?
If the number is a speed dial entry, the name from the speed-dial entry appears in the Call History list.

Dialing a number from the Call History List
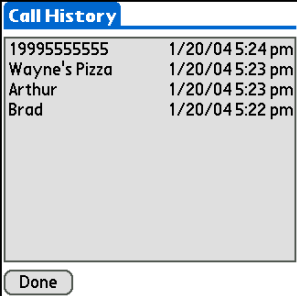
1 **Go to Applications** and select Dialer 📱.

2 Dial the number from the list:

a. Select History.

b. Select an entry from the History list.

```
Call History
19995555555    1/20/04 5:24 pm
Wayne's Pizza  1/20/04 5:23 pm ——— Select entry to enter number on Dialer screen
Arthur         1/20/04 5:23 pm
Brad           1/20/04 5:22 pm




 Done
```

c. Select Dial.

⬇ **Done**

Using speed dial

Speed dial allows you to store ten of your most commonly used numbers and to dial one with a single tap.

Adding a speed-dial entry

1 **Go to Applications** and select Dialer 📱.

2 Add a speed-dial entry:

a. Select Speed.

b. Select an empty speed-dial button.

Select empty speed-dial button

c. Enter a name and telephone number.

d. Select OK.

⬇ **Done**

Dialing a number using speed dial

1   **Go to Applications** and select Dialer 📱.

2   Dial the number:

a. Select Speed.

b. Select one of the named speed-dial buttons.

↓ **Done**

Speed Dial	
Brad	
Arthur	
Joe	
Beata	
Wayne's Pizza	
Done	Edit...

* Tip
You can go directly to the Edit Entry dialog box by tapping and holding a speed-dial button.

Editing a speed-dial entry

1   **Go to Applications** and select Dialer 📱.

2   Select an entry to edit:

   a. Select Speed.

   b. Select Edit.

   c. Select an entry.

Speed Dial	
Brad	
Arthur	
Joe	
Beata	
Wayne's Pizza	
Done Edit...	

Select Edit

Edit Speed Dial	ⓘ
1. Brad	
2. Arthur	
3. Joe	
4. Beata	
5. Wayne's Pizza	
6.	
7.	
8.	
9.	
10.	
Done	

3   Edit the entry.

4   Select OK, and then select Done.

   ↓ **Done**

CHAPTER 21 **Dialing Phone Numbers from Your Device**

Related topics

Click a link below to learn about these related topics:

Moving Around Opening applications

Connecting Connecting your device to a mobile phone

Contacts Using Quick Connect and Tap-to-Connect in Contacts to dial phone numbers

Sharing Information

In this chapter

You have to get this memo to your boss—*now.* Or the photo of the grandkids in their Halloween costumes to your mom. After you've used your device to create or capture that important business and personal information, it's time to share it with others.

Your device comes equipped with a variety of options for sharing information, so that you can choose the quickest, most convenient way of sending your info.

Benefits of sharing

• Keep others up-to-date with meaningful business and personal information

• Choose the most convenient sharing method from a variety of options

• Create an informal backup copy of important info

CHAPTER 22 | **Sharing Information**

+ Did You Know?

You can also easily send information from the desktop component of many applications. For example, you can send photos from the palmOne™ Media desktop application. See the online desktop help for information.

* Tip

If you are unable to send information to another device, try moving closer to the receiving device.

Using the Send command

You can send information from within an application—such as a photo or video, a contact, or an appointment—to other Palm OS® device users. You can also send a category of information or even an entire application.

You can use the Send command in many applications to send information wirelessly using one of the following methods:

- Using the built-in Bluetooth® wireless technology on your device

- As an attachment to an **e-mail message**

- As part of a **text message**

Sending information from within an application using Bluetooth technology

You can use your device's built-in Bluetooth technology to send information directly to another device that includes Bluetooth technology. You must be within range of the receiving device to send information using Bluetooth technology. The maximum range is approximately 25–30 feet (8–10 meters); however, the shorter the range, the more quickly and accurately you can send information.

1

Select the information you want to send:

a. **Open an application**.

b. Select the entry you want.

2

Select a sending method:

a. **Open the menus**.

b. Select the Send menu item in the leftmost menu. In most applications, the leftmost menu is named Record.

c. Select Bluetooth, and then select OK.
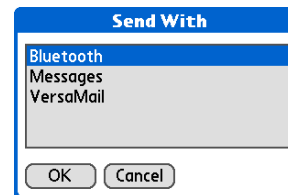
Send With
Bluetooth
Messages
VersaMail

OK   Cancel

3

Select the receiving device on the Discovery Results screen, and then select OK. The information is sent to the receiving device.

⬇ **Done**

* **Tip**
Create a category of Calendar events such as your child's soccer schedule, and then send the entire category to your spouse's device.

+ **Did You Know?**
When you send a category, the individual entries within the category (contacts, memos, photos, and so on) appear as unfiled items on the receiving device.

Sending a category using Bluetooth technology

1 Select the category you want to send:

a. **Open an application**.

b. From the list view, select the pick list in the upper-right corner and select the category you want. This takes you to the list view within the selected category.

2 Send the category:

a. **Open the menus**.

b. Select the Send Category menu item in the leftmost menu.

c. Select Bluetooth, and then select OK.

3 Select the receiving device on the Discovery Results screen, and then select OK. The information is sent to the receiving device.

↓ **Done**

+ Did You Know?

You can send an application from an expansion card inserted into expansion slot. Tap the Send From pick list and select the expansion card.

Sending an application using Bluetooth technology

1　Select the application you want to send:

a. **Go to Applications**.

b. **Open the menus**.

c. Select Send on the App menu.

d. Select the application you want to send.
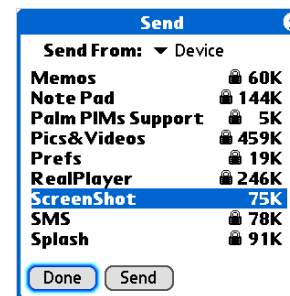
⋈ NOTE　You cannot send an application that has a lock icon next to the application size.

2　Send the application:

a. Select Send.

b. Select Bluetooth, and then select OK.

3　Select the receiving device on the Discovery Results screen, and then select OK. The information is sent to the receiving device.

↓ **Done**

Using the Send command with the VersaMail® application

You can send information as an attachment to an email message using the Send command. Follow the procedures for sending **information**, a **category**, or an **application**. Select VersaMail in the Send With dialog box. The VersaMail® application opens, displaying a blank message with the information you want to send as an attachment. **Address the message**, enter a subject line, and then select Send or Get & Send.

Using the Send command with SMS

N **NOTE**   You cannot send a category or an application with SMS.

You can send information as part of a text message using the Send command. Follow the procedure for sending **information**. Select SMS in the Send With dialog box. The SMS application opens, displaying a new text message with the information you want to send as the body of the message. **Address the message**, and then select Send.

✳ Tip

For best results when beaming, the devices should be between 4 and 39 inches (10 centimeters and one meter) apart, and there should be a clear path between them.

✳ Tip

Beaming works best for smaller items. If you have larger items, you can use **Bluetooth wireless technology**. **Expansion cards** are convenient for sharing very large items.

Beaming

Using the **IR port** on your device, you can beam information from within an application, such as a photo or video, a contact, an appointment, or a task, to other Palm Powered™ devices. You can also beam a category of information or even an entire application.

NOTE The receiving device must be turned on. Depending on the receiving device model, not all information may be sent correctly.

Beaming information from within an application

1 Select the information you want to beam:

    a. **Open an application**.

    b. Select the entry you want.

    ↘ **Continued**

2

Beam the information:

a. **Open the menus**.

b. Select the Beam menu item in the leftmost menu. The leftmost menu in most applications is named Record.

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

IR port

3

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

↓ **Done**

CHAPTER 22   Sharing Information

Beaming a category

1   Select the category you want to beam:

a. **Open an application**.

b. From the list view, select the pick list in the upper-right corner and select the category you want. This takes you to the list view within the selected category.

2   Beam the category:

a. **Open the menus**.

b. Select the Beam Category menu item in the leftmost menu.

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

IR port

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

↓ **Done**

Beaming an application

1

Select the application you want to beam:

a. **Go to Applications**.

b. **Open the menus**.

c. Select Beam in the App menu.

d. Select the location of the app from the Beam From pick list.

e. Select the application you want to beam.

NOTE You cannot beam an application that has a lock icon next to the application size.

↘ **Continued**
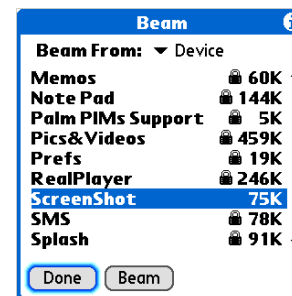
2 Beam the application:

a. Select Beam.

b. When the Beam dialog box appears, point your device's IR port directly at the IR port of the other device.

IR port

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

↓ **Done**

Other ways of sharing information

Here are some other ways of sharing information:

* Copy information or an application onto an **expansion card** inserted into the expansion slot, and view the information by inserting the card into the slot on another Palm Powered device.

* Copy information such as a photo or video from your device to your computer, or from your computer to your device by **synchronizing**.

CHAPTER 22   **Sharing Information**

Related topics

Click a link below to learn about these related topics:

Synchronizing	Sharing information by synchronizing your device with your computer
Expansion	Sharing information by saving it to an expansion card that can be viewed from another device
Connecting	Setting up a connection with a phone to share information wirelessly
VersaMail	Sending information as an attachment to an email message
SMS	Sending information as part of a text message
Common Questions	Answers to frequently asked questions about sharing information

CHAPTER 23

Managing Your Expenses

In this chapter

Adding an expense

Choosing currency options

Deleting expenses

Customizing the expense list

Working with Expense on your computer

Related topics

Tired of trying to re-create your business trip when you return? Expense makes it easy to keep track of what you paid for that dinner in New York with your new sales group.

You can track costs for meals, lodging, transportation, entertainment, and more, and save all of the information in one convenient place. You can even transfer the information to a spreadsheet on your computer.

Benefits of Expense

- Monitor your business and personal expenses
- Easily retrieve expense information
- Create expense reports faster

+ Did You Know?
Expense is not just for business. Use it to help plan your budget by figuring out how much you spend each month on things like entertainment and dining out.

* Tip
Add an expense simply by writing the first letter of the expense type. For example, entering *D* opens a dinner item with today's date.

To enable this feature on your device, open the **Options menu** and select Preferences. Check the automatic fill box.

* Tip
Change the date of an expense by selecting the date of the item.

Adding an expense

1   **Go to Applications** and select Expense [icon].

2   Enter the expense:

a. Select New.

b. Enter the amount of the expense.

c. Select the Expense type pick list and select a type.

△ NOTE   You must select an Expense type if you want to save the item.

Expense type pick list
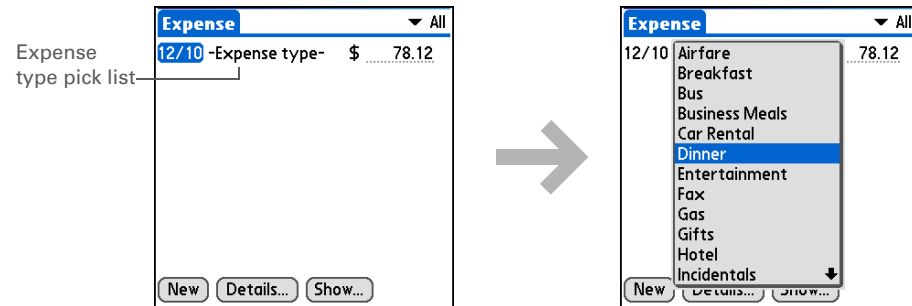
↘ Continued

Tip
Add extra information to your expense items. Select the item and select Details. Then select Note and enter the information.

Tip
Select **Lookup** in the Attendees list to pull names from Contacts.

Did You Know?
After you synchronize, you can **send your expense information to a spreadsheet** on your computer.

3

Enter the details of the expense:

a. Select Details.

b. Select each field where you want to enter information, and enter it.

Category Select a **category** to sort your expenses.

Type Enter the expense type.

Payment Select how you paid for the expense.

Currency Select the currency used to pay the expense. You can **preset this symbol**.

Vendor and City Enter the vendor and city associated with the expense. For example, a business lunch might be at Rosie's Cafe in San Francisco.

Attendees Enter the people associated with the expense.

c. Select OK.

Receipt Details

Category:	▼ Unfiled
Type:	▼ Dinner
Payment:	▼ Unfiled
Currency:	▼ $
Vendor:	
City:	
Attendees:	Who...

(OK) (Cancel) (Delete) (Note)

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

* **Tip**

  If you travel a lot, update the currency pick list, so that you can quickly get to the symbols you need.

+ **Did You Know?**

  Use separate categories for related expenses. For example, create a London category for a trip to London. After you file your expense report for the London trip, you can easily delete the related expenses with the **Purge** command.
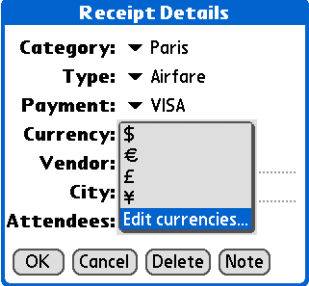
Choosing currency options

Expense is even easier to use when you customize the currency list. You can choose what currencies appear in the pick list, and what symbol automatically appears in new expenses, and you can even create your own currency symbol.

Customizing the currency pick list

Place the currency symbols that you use most often in the currency pick list.

1   **Go to Applications** and select Expense 📇.

2   Open the Receipt Details dialog box:

  a. Select an expense item.

  b. Select Details.

3   Select the currency symbol(s) that you want to see in the pick list:

  a. Select the Currency pick list, and then select Edit currencies.

  ↘ **Continued**

Tip
If you're entering several expenses that all use the same currency, change the preset currency to that symbol to save time.

When you're finished with those expenses, change it again to the next one you'll use.

Cont'd.

b. Select one of the Currency pick lists and select the name of the country whose currency symbol you want to display.

c. Select OK, and then select OK again.

Select Currencies

Select the currencies that display in currency list.

Currency 1: ⌄ United States
Currency 2: ⌄ EU (Euro)
Currency 3: ⌄ United Kingdom
Currency 4: ⌄ Japan
Currency 5: ⌄ None

[OK] [Cancel]

Currency pick list
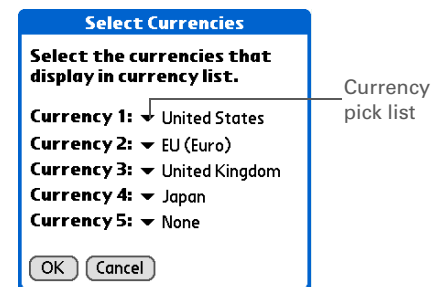
⬇ **Done** **The expense list now displays the currencies you selected.**

Presetting the currency symbol

Choose which currency symbols appear when you add a new expense.

1 **Go to Applications** and select Expense 📂 .

2 Open Expense Preferences dialog box:

a. **Open the menus**.

b. Select Options, and then select Preferences.

↳ **Continued**

3 Choose the default currency:

a. Select the Default Currency pick list.

b. Select the symbol you want to appear when you add new expenses.

c. Select OK.

↓ **Done**

Preferences

☑ **Use automatic fill when entering data**

£
$CN
£
¥
Edit currencies...

Default Currenc

OK   Cancel
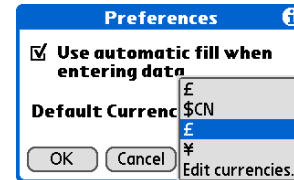
Creating a currency symbol

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

1 **Go to Applications** and select Expense .

2 Open the Custom Currencies dialog box:

a. **Open the menus**.

b. Select Options, and then select Custom Currencies.

↘ **Continued**

3   Create the custom symbol:

a. Select a Country box.

b. Enter the name of the country and the symbol that you want.

c. Select OK, and then select OK again.

↓ **Done**

Custom Currencies

Create your own custom currencies by tapping on the country name below:

Country 1
Country 2
Country 3
Country 4

OK   Cancel

Deleting expenses

Delete individual expenses, or an entire category of expenses at once.

Deleting an individual expense

1 **Go to Applications** and select Expense .

2 Select the expense you want to delete.

3 Delete the item:

a. **Open the menus**.

b. Select Delete Item in the Record menu.

4 **[&] OPTIONAL** Check the box to save an archive copy of the expense on your computer.

5 Select OK.

↓ **Done**
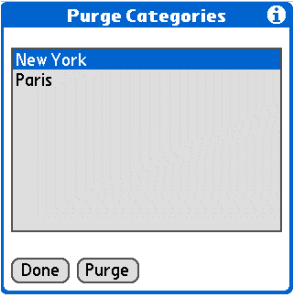
* Tip
To combine expenses from different categories, rename one category to match the other category's name.

+ Did You Know?
There is another way to delete a category. Select the Category pick list and select Edit Categories. Select the Delete command to delete the selected category and move all of its entries to the Unfiled category.

Deleting an entire category of expenses

1   **Go to Applications** and select Expense 🟦.

2   Open the Purge Categories dialog box:

     a. **Open the menus**.

     b. Select Purge on the Record menu.

Purge Categories ⓘ

New York
Paris

[Done] [Purge]

3   Delete the category and all of its items:

     a. Select the category you want to delete.

     b. Select Purge.

     c. Select Done.

   ⬇ **Done**

+ **Did You Know?**

Customizing the expense list makes it easy to see how much you spent on each type of expense. For example, to see how much you spent on taxis, sort your expenses by type so that all your taxi expenses appear together in the list.

Use **categories** to further refine your list.

Customizing the expense list

You can change the appearance of the expense list.
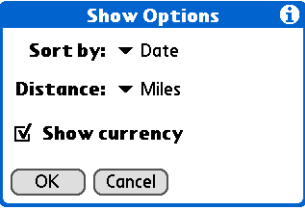
1 **Go to Applications** and select Expense 💰 .

2 Select Show.

3 Select the pick lists to change any of the following items, and then select OK:

Sort by Sort expenses by date or type.

Distance Show distance in miles or kilometers.

Show currency Show or hide the currency symbol in the expense list.

⬇ **Done**

Show Options ⓘ

Sort by: ▼ Date

Distance: ▼ Miles

☑ Show currency

[OK] [Cancel]

Working with Expense on your computer

WINDOWS ONLY

Use Expense on your computer to view and manage the expenses you create on your device. Check out the online Help in Palm® Desktop software to learn how to use Expense on your computer. The online Help includes info about the following topics:

• Adding, editing and deleting expense items

• Organizing your expenses by date, type, amount, notes, or category

• Viewing expense items as a list, large icons, or small icons

• Converting a list of expenses to a single currency

• Printing expense reports

• Transferring expense information to other applications, such as Microsoft Excel, using the Send or Export command in Palm Desktop software

To open Expense on your computer, double-click the Palm Desktop icon on the Windows desktop, and then click Expense on the Launch bar.

CHAPTER 23	Managing Your Expenses

Related topics

Click a link below to learn about these related topics:

Moving Around	• Opening applications
	• Using menus
Entering Information	• Adding contacts to the attendees list with Lookup
	• Entering information with Graffiti® 2 characters and ShortCuts
Calculator	Performing basic math calculations associated with your expenses
Categories	• Creating and editing categories
	• Organizing expenses by type and sorting them
Customizing	Setting number formats

CHAPTER 24

Performing Calculations

In this chapter

Calculator buttons

Viewing recent calculations

Related topics

Whether you're figuring the tip on a restaurant bill or balancing your checkbook, it's always nice to have a calculator on hand. And because it's part of your device, there's no need to carry a separate calculator.

Benefits of Calculator

• Always have a calculator with you
• Store calculations for later use

* Tip
Use the memory buttons to store and recall a number you enter in multiple calculations.

* Tip
If you make a mistake entering a number in the middle of a calculation, use the CE button to re-enter the number without starting the calculation over.

* Tip
Open the Options menu and select Advanced Mode to display a scientific calculator.

Calculator buttons

MC	Clear any value in the Calculator memory.
MR	Recall the stored value from the memory and enter it into the current calculation.
M+	Place the current number into memory. The current number is added to the total that is already in the memory. Tapping this button does not affect the current calculation; it just places the value in memory.
CE	Clear the last number you entered.
C	Clear the entire calculation so that you can start over.
%	Enter a number, and then select this button to change it to a percentage.
√	Enter a number, and then select this button to calculate the square root of the number.
+/-	Enter a number, and then select this button to make it negative.

+ **Did You Know?**
Viewing recent calculations is helpful when double-checking the math in your checkbook register.

+ **Did You Know?**
Calculator History also has these functions:

Clear   Select to clear the calculator's history.

Copy   Select to copy the history of calculations. Then paste them into another application by opening the Edit menu and selecting Paste in the other application.

Viewing recent calculations

View recent calculations to confirm that you entered everything correctly.

1   **Go to Applications** and select Calculator 🖩.

2   Open the History dialog box:

a. **Open the menus**.

b. Select Edit, and then select Show History.

c. Select OK.

⬇ **Done**

History	
45	×
145	×
6,525	/
5	=

1,305	=
0	C
785.22	–
45.73	=

OK   Clear   Copy
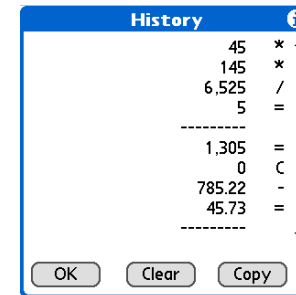
Accessing different calculators

Do you need a scientific or financial calculator? Your calculator has a variety of modes that can help you calculate formulas in a number of different areas.

1   **Go to Applications** and select Calculator 📱 .

2   Access the advanced mode calculators:

a. **Open the menus**.

b. Select Options, and then select Advanced Mode. You can now use the scientific calculator.

c. If you want to use other calculators, such as finance, logic, statistics, or area, **open the menus**, select Options, and then select a mode from the list.

⬇ **Done**

Related topics

Click the links below to learn about these related topics:

Moving Around	• Opening applications
	• Using menus
Entering Information	Entering numbers with Graffiti® 2 characters

Keeping Your Information Private

In this chapter

You probably wouldn't leave your door unlocked at night, so why should it be any different with your device? When you think about the amount of personal and private information stored there, you'll definitely want to protect it.

Benefits of privacy

- Protect information if your device is misplaced
- Hide private information
- Unlock your device using only one hand

Choosing a security level

There are a variety of security levels available for your device. Choose the level that provides the best mix of security and convenience.

Activating no security features　　All entries are accessible to anyone who has your device. This includes entries that are marked **private** but are not masked or hidden.

Masking private entries **without creating a** **password**　　Masked entries are displayed when selected. This provides some degree of privacy for private entries, but anyone can view the info by simply selecting it.

Hiding private entries **and creating a password**　　Private entries are displayed when the password is entered. This is the basic level of security.

Encrypting entries **(requires assigning a password)**　　Entries are scrambled whenever your device locks, and are only displayed when the password is entered. Choose to encrypt all information, or just private entries. This feature provides better security than hiding private entries and assigning a password.

Limiting the number of password attempts　　Selected information is deleted after a specified number of incorrect password attempts. Use this feature along with encryption for the highest level of security.

CHAPTER 25   **Keeping Your Information Private**

Marking information as private

Marking an entry as private is the first step in protecting your info.

1   **Open an application**.

2   Create a new entry, or select the entry that you want to make private.

3   Mark it as private:

a. For existing Contacts, select Edit.

b. Select Details.

c. Check the Private box.

d. Select OK.

e. In Contacts and Memos, select Done.

↓ **Done**

— Private box
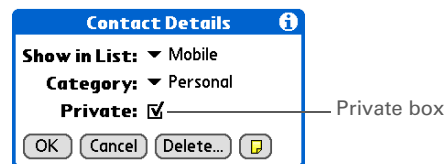
* Tip

You can also set the level of privacy from within certain applications. **Open the Options menu**, select Security, and then select the level of privacy from the Privacy pick list.

Setting the level of privacy

Add further protection to your private entries by setting the privacy level (hidden/masked).

Hiding or masking private entries

1   Open Security:

a. **Go to Applications**.

b. Select Prefs .

c. Select Security.

2   Select the display option for private entries:

a. Select the Private Records pick list.

b. Select one of these options, and then select Done.

Show   Display private entries.

Mask   Block entries with a gray bar; you can see the bar onscreen, but you can't see the entries' content.

Hide   Make private entries invisible.

↘ Continued

＊ **Tip**
　Use a password to
　protect confidential work
　or personal information.
　If your device is lost or
　stolen, this information
　will be safe.

Cont'd.

Preferences	Security
Password:	-Assigned-
Quick Unlock:	-Unassigned-
Auto Lock:	On power off
Private Records:	Show
	Mask
	Hide

(Done) (Lock) (Options) (Help)

Masked entry

Contacts	▼ All
Cho, Mike	650-555-6322 W
Cruz, Maria	415-555-8983 W
D'Am…, Lou	415-555-5236 W
DuMo…, Pie	415-555-0589 W
Hall, Simon	202-555-3990 W
Hamon, Nikk	530-555-7650 H
Keaton, Lisa	203-555-6192 W
Lang, Mei	203-555-7567 W
Peter…, Jam	650-555-9322 W

Look Up: (New)

↓ **Done**

Viewing an entry that is masked

To open a masked entry, select the entry. If you have a **password**, enter it in the Show Private Records dialog box, and then select OK. When you close a masked entry, it remains masked.

Using a password

Further protect your hidden or masked entries by creating a password, which is needed to display the contents of hidden/masked entries.

* **Tip**
The best passwords consist of a mix of letters, characters, and numbers. Longer passwords are better than short ones. Any password you create is case-sensitive.

Creating a password

1   Open Security:

a. **Go to Applications**.

b. Select Prefs .

c. Select Security.

Preferences   Security

Password: -Unassigned-   — Password box

Auto Lock: Never

Private Records: ▼ Show

Done   Lock   Options   Help
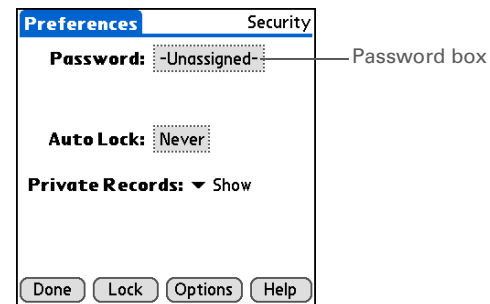
2   Create a password:

a. Select the Password box.

b. Enter a password with Graffiti® 2 writing, the numeric keypad, or the onscreen keyboard.

c. Select OK.

↘ **Continued**

Create Password

Enter letters or numbers:

1   2 ABC   3 DEF

4 GHI   5 JKL   6 MNO   Clear

7 PQRS   8 TUV   9 WXYZ   Cancel

0   OK
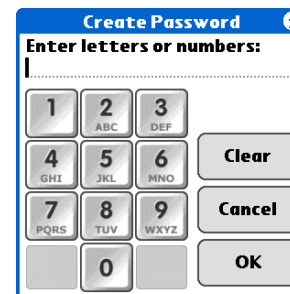
Tip
In Palm® Desktop software, you can require password entry for private info to display. Open the Tools menu and select Options, and then select Security.

3 Confirm the password and enter a hint:

a. Enter the password again, and then select OK.

b. Enter a hint to help you remember the password if you forget it, and then select Done.

4 Select Done.

↓ **Done**

Changing a password

You can change your password at any time. You must enter the current password before you can change it.

1 Open Security:

a. **Go to Applications**.

b. Select Prefs ▦.

c. Select Security.

↘ **Continued**

Preferences   Security
Password: -Assigned- ——— Password box
Quick Unlock: -Unassigned-
Auto Lock: Never

Private Records: ▼ Show

Done   Lock   Options   Help

2   Enter your current password:

a. Select the Password box.

b. Enter the current password, and then select OK.
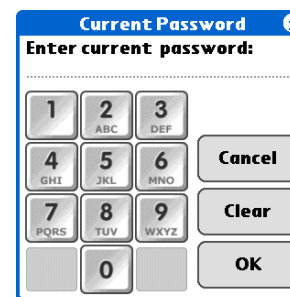
3   Change your password:

a. Select OK.

b. Enter a new password, and then select OK.

4   Confirm the password and enter a hint:

a. Enter the password again, and then select OK.

b. Enter a hint to help you remember the password if you forget it, and then select Done.

5   Select Done.

⬇ **Done**

CHAPTER 25   **Keeping Your Information Private**

Deleting a password

You can delete your password at any time. You must enter the current password before you can delete it.

1   Enter your password:

a. Select the Password box.

b. Enter the current password, and then select OK.
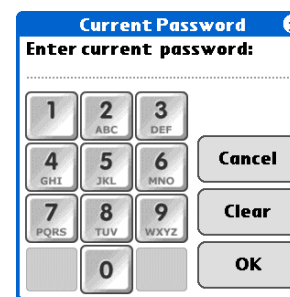
2   Delete your password:

a. Select Unassign.

b. Select Done.

↓ **Done**

Deleting a forgotten password

If you forget your password, your device displays the password hint (if you entered one) to help you remember the password. If you still can't remember the password, you can delete it from your device. Deleting a forgotten password also deletes all entries marked as private.

[!] **IMPORTANT** Be sure to synchronize your device with your computer before and after this procedure, so you can restore any private entries that were deleted along with the password.

---

1   Open Security:

a. **Go to Applications**.

b. Select Prefs .

c. Select Security.

| |
| Preferences   Security |
| Password: -Assigned-   ——— Password box |
| Quick Unlock: -Unassigned- |
| Auto Lock: Never |
| Private Records: ▼ Show |
| Done   Lock   Options   Help |

---

2   Open the Incorrect Password dialog box:

a. Select the Password box.

b. Tap any number on the keypad, and then select OK.

↘ **Continued**

| |
| Current Password   ⓘ |
| Enter current password: |
| 1   2   3 |
| ABC DEF |
| 4   5   6   Cancel |
| GHI JKL MNO |
| 7   8   9   Clear |
| PQRS TUV WXYZ |
| 0   OK |

---
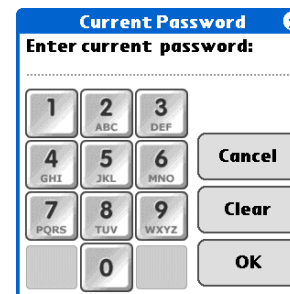
3   Delete the forgotten password:

a. Select Lost Password.

b. Select Delete Password.

> **Incorrect Password**
>
> ⊗ This is not the correct password.
>
> To try again, tap OK.
>
> Hint:
>
> [OK] [Lost Password]

4   **Synchronize your device with your computer** to restore any private entries that were deleted.

5   **[&] OPTIONAL**   Create a new password.

↓ Done

CHAPTER 25   **Keeping Your Information Private**

✳ Tip
To start your device when it is locked, turn it on. Enter your password, and then select Done.

Locking your device

Protect the entire contents of your device, whether marked private or not, by using your password to lock your device. You can set your device to lock automatically, or you can lock it manually.

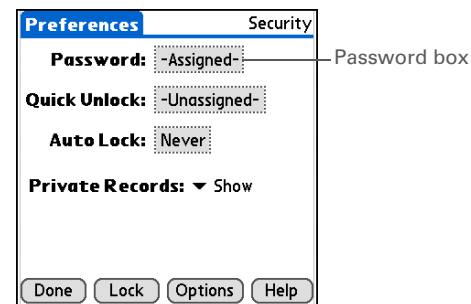[!] **IMPORTANT** **If you lock your device, you must enter the exact password to unlock it. If you forget the password, your device will show you the hint you entered to help you remember the password. If you still cannot remember the password, you must do a <u>hard reset</u> to resume using your device. A hard reset deletes all of the information on your device, including your password. You can restore the information by <u>synchronizing</u> your device with your computer.**

Locking your device automatically

1 Open Security:

a. **Go to Applications**.

b. Select Prefs 📇 .

c. Select Security.

Preferences   Security
Password: -Assigned-
Quick Unlock: -Unassigned-
Auto Lock: Never ————— Auto Lock box
Private Records: ▼ Show

Done | Lock | Options | Help
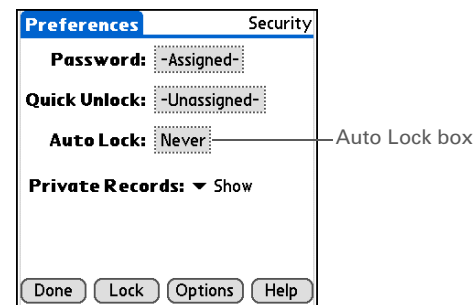
2 Open the Lock Device dialog box:

a. Select the Auto Lock box.

b. If necessary, enter your password, and then select OK.

↘ **Continued**

3

Select one of these lock options:

Never Always leave your device unlocked.

When power is off Automatically lock your device whenever you turn it off.

At a preset time Set a time when your device will automatically lock.
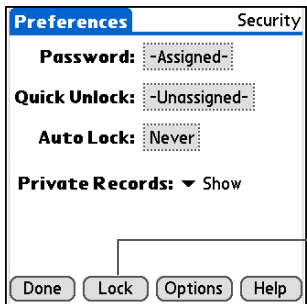
After a preset delay Set a period of inactivity after which your device will automatically lock.

4

Select OK, and then select Done.

⬇ **Done**

CHAPTER 25 Keeping Your Information Private

Locking your device manually

1

Open Security:

a. **Go to Applications**.

b. Select Prefs .

c. Select Security.

Lock

2

Select Lock.

3

Select Lock Device.

⬇ **Done**

[!] **Before You Begin**
To use Quick Unlock, you must first **create a password** for your device.

✳ **Tip**
You can change a Quick Unlock combination at any time. Follow the same steps you used to create the combination.

Using Quick Unlock

You can unlock your device by creating a special combination sequence with the 5-way navigator—similar to the combination you use to open a padlock. Use this sequence in place of your password to quickly unlock your device. Quick Unlock works only with your first three attempts to unlock your device. After three attempts, you must use your password to unlock your device.

Creating a Quick Unlock combination

1   Open Security:

a. **Go to Applications**.

b. Select Prefs .

c. Select Security.

Preferences   Security
Password: -Assigned-
Quick Unlock: -Unassigned- ———— Quick Unlock box
Auto Lock: Never
Private Records: ▼ Show

(Done) (Lock) (Options) (Help)
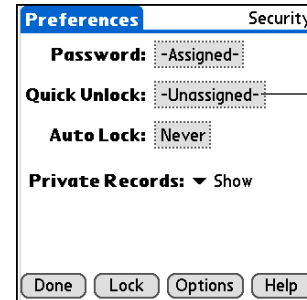
2   Open the Quick Unlock dialog box:

a. Select the Quick Unlock box.

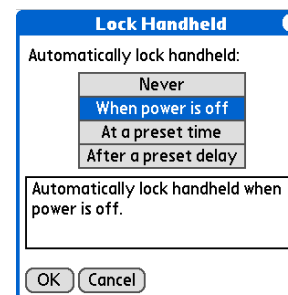b. If necessary, enter your password, and then select OK.

↘ **Continued**

3

Create a Quick Unlock combination sequence:

a. Use the 5-way or tap the onscreen navigator to create a combination.
For example, you might choose Left-Right-Left as a combination.

b. Select OK.

Create Quick Unlock ⓘ
Use navigator or tap screen to create a combination:
Quick Unlock is optional, and works only on the first three entry attempts.
OK Cancel Clear

4

Select Done.

↓ **Done**   **When your device is locked, you can now unlock it by using the Quick Unlock combination, or by entering your password.**

Deleting your Quick Unlock combination

1 Open Security:

a. **Go to Applications**.

b. Select Prefs .

c. Select Security.

Preferences Security
Password: -Assigned-
Quick Unlock: -Unassigned- ——Quick Unlock box
Auto Lock: Never
Private Records: ▼ Show

Done   Lock   Options   Help
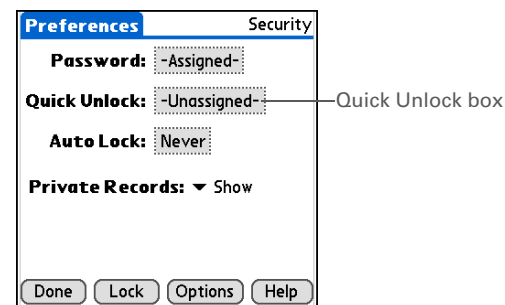
2 Open the Quick Unlock dialog box:

a. Select the Quick Unlock box.

b. If necessary, enter your password, and then select OK.

3 Delete the Quick Unlock combination:

a. Select Unassign.

b. Select Done.

↓ **Done**

New Password
? Do you want to create a new password now?
OK   Cancel   Unassign

CHAPTER 25   **Keeping Your Information Private**

Before You Begin

To use encryption, you must first **create a password** for your device.

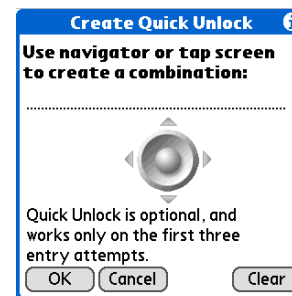# Encrypting your information

You can encrypt selected information whenever your device locks. This means that your information is scrambled so that it cannot be read. When you unlock your device and enter your password or Quick Unlock combination, the encrypted information is unscrambled.
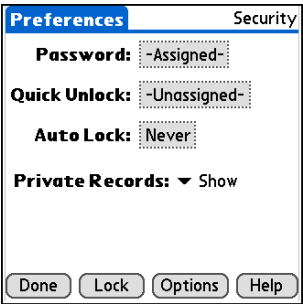
The more information you select for encryption, the longer your device takes to scramble (and unscramble) the information. Also, applications that use large files, such as palmOne™ Media, take a long time to encrypt. In these cases, consider the trade-off between security and convenience.

1 Open Security:

a. **Go to Applications**.

b. Select Prefs .

c. Select Security.

↘ **Continued**

Preferences	Security
Password:	-Assigned-
Quick Unlock:	-Unassigned-
Auto Lock:	Never
Private Records: ▼ Show	

(Done) (Lock) (Options) (Help)

CHAPTER 25 Keeping Your Information Private

2 Open the Encrypt Data dialog box:

a. Select Options.

b. Check the Encrypt data when locked box.

c. Select Choose Applications.

Security Options ⓘ

☑ Encrypt data when locked
[Choose Applications...]
☐ Encrypt private records only

Encryption type:
▼ RC4

Intrusion Protection:
[-Disabled-]

[OK] [Cancel]
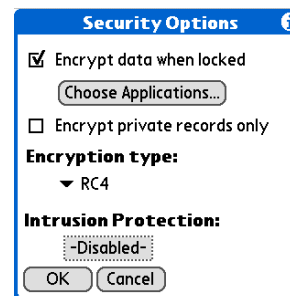
3 Select the applications you want to encrypt, and then select OK.

↘ **Continued**

Encrypt Data ⓘ
Select applications to encrypt:

☐ Calendar
☑ Contacts
☐ Media
☑ Memos
☐ Note Pad
☐ Tasks
☑ Voice Memo

[OK] [Cancel]
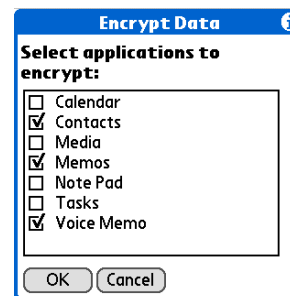
＊ Tip
Synchronize your device with your computer frequently to prevent loss of information if intrusion protection is triggered.

＋ Did You Know?
Incorrect **Quick Unlock** attempts are not included in the intrusion protection counter.

4

[&] OPTIONAL To encrypt only the **private entries** in the applications you selected, check the Encrypt private records only box.

Security Options ⓘ
☑ Encrypt data when locked
[Choose Applications...]
☑ Encrypt private records only
Encryption type:
▼ RC4
Intrusion Protection:
[-Enabled-]
[OK] [Cancel]

5
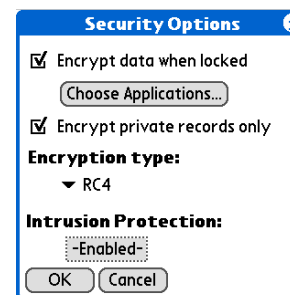
Select OK, and then select Done.

↓ **Done**

Limiting the number of password attempts

You can set the number of incorrect password attempts that are allowed before selected information is deleted from your device. This feature, called intrusion protection, protects sensitive information from an intruder who uses an automated means to try every possible combination until the password is found. Use intrusion protection if you keep highly confidential information on your device.

[!] IMPORTANT If you limit the number of password attempts, be sure to use Keylock to prevent accidental password attempts while your device is in a purse or pocket.

Keeping Your Information Private

1 Open Security:

a. **Go to Applications**.

b. Select Prefs.

c. Select Security.
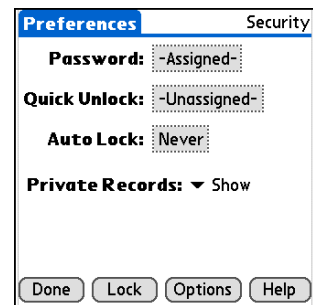
2 Set the number of password attempts:

a. Select Options.

b. If necessary, enter your password, and then select OK.

c. Select the Intrusion Protection box.

d. Enter the number of password attempts that are allowed before selected information on your device is deleted.

↘ **Continued**

Intrusion Protection box

* Tip
The number of password attempts must be between 5 and 99.

3

Select the information that is deleted after the set number of failed attempts:

a. Select the Delete pick list and select one of these options:

No Data No information is deleted after the set number of failed attempts.

Private Records All entries **marked private** are deleted after the set number of failed attempts.

All Data All information you entered and all applications you installed on your device are deleted after the set number of failed attempts.

b. Select OK.
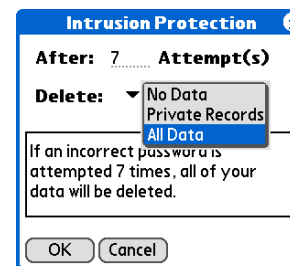
4

Select OK two more times, and then select Done.

↓ Done

CHAPTER 25   Keeping Your Information Private

Related topics

Click a link below to learn about these related topics:

Moving Around   • Opening applications

• Using menus

Managing Info   Creating a backup of your information

Customizing   Entering your owner information in case your device is lost or stolen

Maintaining   Doing a hard reset

Common Questions   Answers to frequently asked questions about privacy

CHAPTER 26

Using Categories to Organize Information

In this chapter

Adding a category

Renaming a category

Deleting a category

Placing information in a category

Viewing information by category

Related topics

If you're like most people, you use your device to manage your work life and your personal life. Yet these two areas contain so many details: your children's after-school activities, your conference schedule, your shopping list for the week, and entertainment.

Categories help you organize different aspects of your life, no matter how you choose to group them.
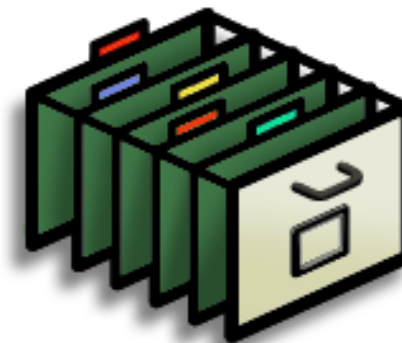
Benefits of categories

- Better organize your information
- Easily retrieve the information you need

Tip
Colors make it easy to find the info you need in Calendar.

Tip
Add a category in Contacts that contains all of your medical numbers for quick access.

Other useful categories in Contacts are Emergency, for fire, ambulance, and police; Children, for your children's school and friends; and Entertainment, for restaurants or theaters that you visit often.

Adding a category

You can add categories in many applications: Contacts, Expense, Memos, Note Pad, Tasks, and palmOne™ Media. (In palmOne Media, categories are called **albums**.) Place individual entries in these categories to easily get to a group of related items.

In addition to putting individual entries into a category, you can also put entire applications into categories. For instance, you may find it convenient to put Expense and Calculator into a category called Money.

1
- To add a category for individual entries in one of the applications above, **open that application**.
- To add a category for applications, **go to Applications**.

2
Add a new category:

a. Select the pick list in the upper-right corner, and then select Edit Categories.

b. Select New and enter the name of the new category.

c. Select OK, and then select OK again.
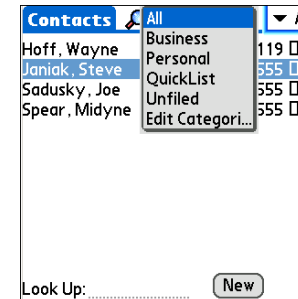
↓ **Done**

* **Tip**
  If you want to combine items in different categories, rename one category to the other category name.

+ **Did You Know?**
  Some categories, like All and Unfiled, come with your device and cannot be changed.

Renaming a category

1
- To rename a category within an application, **open that application**.

- To rename a category for applications, **go to Applications**.

2
Rename the category:

a. Select the pick list in the upper-right corner, and then select Edit Categories.

b. Select the name of the category you want to change, and then select Rename.

c. Enter a new category name, and then select OK.

d. Select OK again.

⬇ **Done**

✳ **Tip**
In Expense, you can delete a category, including its contents, with the **Purge** command.

Deleting a category

If you delete a category, the items in that category will move to the Unfiled category.

1
- To delete a category within an application, **open that application**.

- To delete a category for applications, **go to Applications**.

2
Delete the category:

a. In Calendar, select an event, and then select Details.

b. Open the list of categories:

Calendar   Select the Category pick list.

All other applications   Select the pick list in the upper-right corner, and then select Edit Categories.

c. Select the name of the category you want to delete, and then select Delete.

d. Select OK.

↓ **Done**

Placing information in a category

You can place individual entries into categories within an application. For example, you may want to place some of your contacts in a category called Medical.

You may also find it convenient to view applications in groups. You may want all of your games in one category, or all of your multimedia applications in another. Then you can go right to the group of applications you need.

NOTE   An entry or application cannot be placed in more than one category.

Placing an entry in a category

1	**Open an application** that contains a category option. In Calendar, go to Day View.
2	Open an entry.
3	In Note Pad only: skip to step 5.
4	Open the Details dialog box: **Contacts** Select Edit, and then select Details. **All other applications** Select Details. ↘ **Continued**

✳ **Tip**
To place an entry in a different category, simply select a different category from the Category pick list.

5

Place the entry in a category:

a. Select a category from the Category pick list.

Category

b. If necessary, select OK.

c. If necessary, select Done.

↓ **Done**

Placing an application in a category

1   **Go to Applications**.

2   Open the Category dialog box:

a. **Open the menus**.

b. Select Category in the App menu.

3   Place the application in a category:

a. Select the pick list next to the application you want to place in a category.

b. Select a category, and then select Done.

↓ **Done**
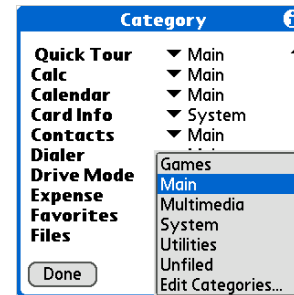
* Tip

In Applications view, scroll through the categories by pressing Right or Left on the 5-way navigator. To view all of the applications on your device, select the All category.

* Tip

Scroll through the categories in Contacts by repeatedly pressing the Contacts button.

Viewing information by category

1

- To view entries by category, **open an application** that contains categories.

- To view applications by category, **go to Applications**.

2

Display the category you want to view:

Calendar Select **Show Category List**, and then select the category you want to view from the pick list.

All other applications Select the category you want to view from the pick list in the upper-right corner.
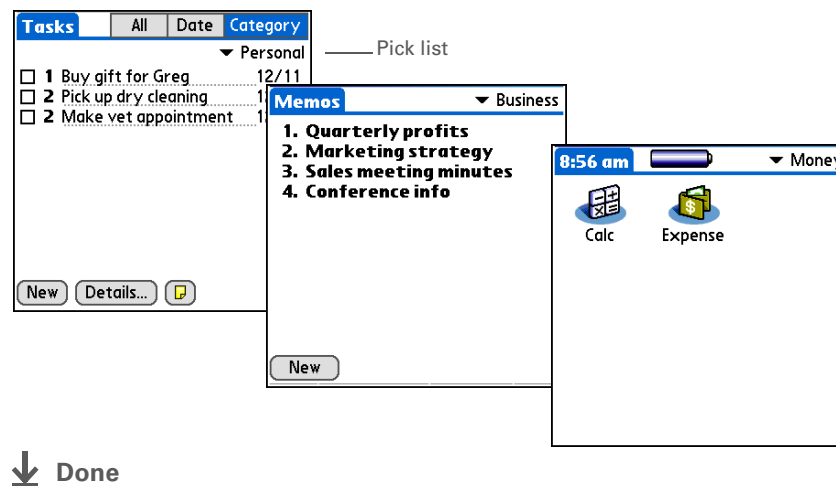
Tasks	All	Date	Category

▼ Personal ────────── Pick list

☐ **1** Buy gift for Greg 12/11
☐ **2** Pick up dry cleaning 1
☐ **2** Make vet appointment .. 1

Memos	▼ Business

1. Quarterly profits
2. Marketing strategy
3. Sales meeting minutes
4. Conference info

8:56 am ▼ Money

Calc   Expense

(New) (Details...) (📝)

(New)

↓ Done

CHAPTER 26 | **Using Categories to Organize Information**

Related topics

Click a link below to learn about these related topics:

Moving Around • Opening applications

• Using menus

Calendar Color-coding your events in Calendar

Media Organizing photos or videos into albums

Sharing Beaming a category to another Palm Powered™ device

CHAPTER 27

Managing Clock Settings

In this chapter

[Checking the current date and time](#)

[Setting the primary location](#)

[Choosing secondary locations for other time zones](#)

[Modifying the locations list](#)

[Setting the alarm clock](#)

[Changing the clock display](#)

[Related topics](#)

Forget your watch? Or just forget to reset it when you landed in Toronto? Neither matters, as long as you have your device. Not only can you rely on it for the correct time, but you can even set an alarm so you don't miss that early flight back home.

Benefits of World Clock

• Always have the correct time, no matter where you are

• No need to carry a separate alarm clock

» **Key Term**

Primary location
Typically a city in the time zone in which you live.

Checking the current date and time

You can easily check the current date and time by **going to Applications** and selecting World Clock 🕐 to display the date and time.

Setting the primary location

In World Clock, you can set the location, date, and time for a primary location. The settings for this primary location are used by all of the applications on your device.

1   **Go to Applications** and select World Clock 🕐.

2   Select the primary location:

a. Select the primary location pick list.

b. Select the location you want to be the primary location.

  If you need more choices, **modify the locations list**.

⬇ **Done**

Primary location pick list ——

World Clock	🕐 Off
▼ **San Francisco**	
Sat, Dec 25, 2004	**9:58 pm**

▼ Tokyo   ▼ London
Sun   2:58 pm   Sun   5:58 am
[Set Date & Time…]

+ Did You Know?

When the Daylight Savings settings are active, the time changes according to the rule for the primary location. For example, in North America, the time changes at 2:00 a.m.; in Europe, it changes at 1:00 a.m.

Setting the date and time for the primary location

You can **set the date and time in Preferences**, as you did during the initial setup of your device, or in World Clock. When you change the date and time in one application, it is automatically changed in the other.

1   **Go to Applications** and select World Clock 🕐.

2   Select Set Date & Time.

3   Set the date:

   a. Select the Set Date box.

   b. Select the arrows to select the current year.

   c. Select the current month.

   d. Select the current day.

   ↘ **Continued**

Year ——— **2004**

Jan	Feb	Mar	Apr	May	Jun
Jul	Aug	Sep	Oct	Nov	Dec

Month

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	(29)	30	31

Day

Set Date

[Cancel] [Today]

4

Set the time:

Hour

Minute

a. Select the Set Time box.

b. Select the hour and minute boxes, and then select the arrows to change them.

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

5
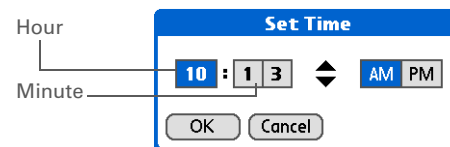
Select Done.

⬇ **Done**

Choosing secondary locations for other time zones

Set World Clock to display the date and time for two other locations.

1	**Go to Applications** and select World Clock 🕐 .

2	Select the pick list next to one of the secondary locations.

Pick list

3	Select the location you want to use as the new secondary location.
	If you need more choices, **modify the locations list**.
	⬇ **Done**

Modifying the locations list

You can edit the locations list so that the locations you use most often are easy to find.

Adding new locations

1   **Go to Applications** and select World Clock 🕐.

2   Open the Edit List dialog box:

a. Select a location pick list.

b. Select Edit List.

3   Add the new location:

a. Select Add.

b. Scroll through the list to
    select a location that is in the
    same time zone as the city
    you want to add.

c. Select OK.

↘ **Continued**

4

[&] OPTIONAL   Select each setting you want to change.

Name   Enter the name of the location.

Time Zone   Select the time zone for the location.

Daylight Saving Time   Check for your device to automatically adjust the date and time for Daylight Saving Time in this location.

Start and End dates   Select the boxes to change the start and end dates of Daylight Saving Time, if necessary.

Edit Location

Name: New Orleans

Time Zone: USA (Central)

Location: 29°57'N 90°4'W

☑ **This location observes Daylight Saving Time**

Start: First Sunday of April

End: Last Sunday of October

OK   Cancel

5
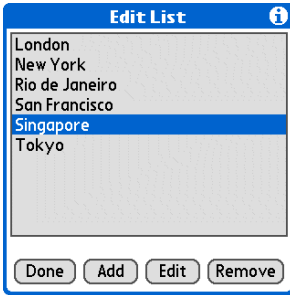
Select OK, and then select Done.

↓ Done

Deleting a location

1

Go to Applications and select World Clock 🕐.

2

Select the location you want to delete:

a. Select a location pick list.

b. Select Edit List.

c. Select a location, and then select Remove.

Edit List ⓘ
London
New York
Rio de Janeiro
San Francisco
Singapore
Tokyo

(Done)(Add)(Edit)(Remove)

3

Select OK, and then select Done.

⬇ **Done**

CHAPTER 27　　　　　　　　　　**Managing Clock Settings**

+ Did You Know?
Use World Clock to set an alarm within the next 24 hours. **Set alarms outside of this timeframe** in Calendar.

+ Did You Know?
Remember to put your device on local time. If you travel from San Francisco to London, make London your primary location so that all your alarms ring on time, instead of eight hours late.

* Tip
Set an alarm while you're working to remind you when to leave to get to your appointment on time.

Setting the alarm clock

1　**Go to Applications** and select World Clock 🕐 .

2　Set the alarm:

a. Select the Alarm box.

b. Select the time columns to set the hour and minute, and then select OK.

N NOTE　Alarms set in World Clock use the time set for the primary location.
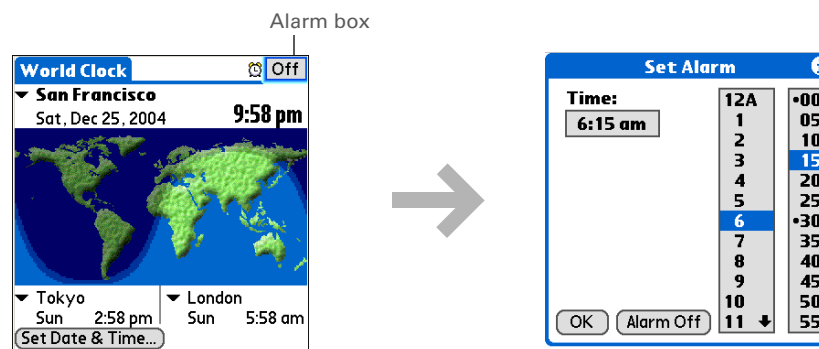
Alarm box

↘ Continued

✳ Tip
To turn off an alarm before it sounds, select the Alarm box, and then select Alarm Off.

3   **[&] OPTIONAL**   Select the alarm sound and volume:

a. **Open the menus**.

b. Select Options, and then select Alarm Preferences.

c. Select the pick lists to select the alarm sound and volume.

Ƞ NOTE   This volume setting does not affect the other sounds on your device, including the alarms you set in Calendar. You can change the volume of these other sounds in Preferences.

d. Select OK.

↓ Done

Responding to the alarm clock

When the World Clock alarm sounds, select one of these three options:

OK   Cancel the reminder message and return to the current screen.

Snooze   Close the alarm reminder message and return to the current screen. The message appears again in five minutes. In the meantime, an indicator blinks in the upper-left corner of the screen to remind you of the upcoming alarm.

Go To   Cancel the reminder message and open World Clock.

Changing the clock display

1 **Go to Applications** and select World Clock ⏱.

2 Open the Display Options dialog box:

a. **Open the menus**.

b. Select Options, and then select Display Options.

3 Select any of the following options, and then select OK:

Show Multiple Locations   Display the secondary locations. Deselect it to display only the primary location.

Show Date   Display the date in World Clock.

↓ **Done**

CHAPTER 27   **Managing Clock Settings**

Related topics

Click a link below to learn about these related topics:

Moving Around   • Opening applications

                       • Using menus

Calendar   Setting an alarm outside of the next 24 hours

Customizing   Changing the volume of other system sounds

CHAPTER 28

Customizing Your Device

In this chapter

Although customizing your device 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 device, too?

You can easily customize the sound levels, fonts, and screen colors on your device by using preferences and menus. Or customize the Star button to open your most important application with one press. Preference settings can even help extend the life of your device's battery.

Benefits of customizing
- Access applications quickly
- Conserve power
- Enjoy your device more
- Make your screen easy to read

Customizing Favorites View

You can personalize Favorites View by changing the background image to your favorite photo. You can also change the entries to those you use most often.

Changing the background photo in Favorites View

Use your favorite photo as the background in Favorites View.

1	**Go to Favorites**.
2	Open the Display Options dialog box: a. **Open the menus**. b. Select Options, and then select Display Options.
3	Select a photo for the background: a. Check the Background box. b. Select the picture box. c. Select a picture. d. Select Done. ↘ **Continued**
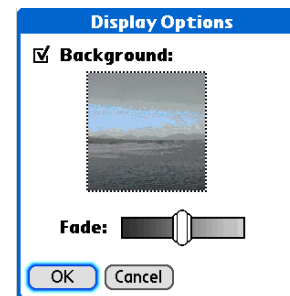
Did You Know?

You can move a favorite to a different location on the Favorites list by opening the Favorite menu and then selecting Rearrange Favorites. Drag the favorite you want to the new location.

Tip

You can also tap and hold on the favorite you want to change.

4

Adjust the fade setting so that the text is easy to read against the photo, and select OK.

Done

Changing entries in Favorites

Change the entries in Favorites View to include the applications, files, folders, or web links you use most often.

1

Go to Favorites.

2

Open the Edit Favorites dialog box:
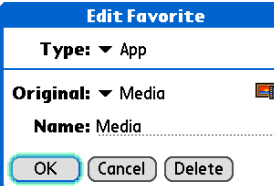
a. Using the 5-way, highlight the favorite you want to change.

b. Tap Menu on the status bar.

c. Select Edit Favorites.

Continued

3

Change the favorite:

a. Select the favorite type from the Type pick list: application, file/folder, or web link.

Edit Favorite
Type: ▼ App
Original: ▼ Media
Name: Media
OK Cancel Delete

b. Select the application from the Original pick list, select to browse to the file or folder, or select to enter the web address you want.

c. Enter a name for your new favorite and select OK.

↓ **Done**

Customizing Applications View

Use your favorite photo as the background in Applications View. You can also display your application icons in list format with small icons so that you can see more applications without scrolling.

1

Go to Applications.

2

Open the Display Options dialog box:

a. **Open the menus**.

b. Select Options, and then select Display Options.
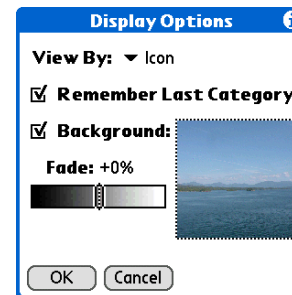
3

Select the View By pick list and select List or Icon as the display format.

4

If you want the last category you viewed to reappear the next time you go to Applications, check the Remember Last Category box.

↘ **Continued**

5

Select a photo for the background:

a. Check the Background box.

b. Select the picture box.

c. Select a picture.

d. Select Done.

e. Adjust the fade setting so that the text is easy to read against the photo.

f. Select OK.

↓ **Done**

Making the screen easier to read

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

In certain lighting conditions, you may also need to adjust the brightness to read the information on the screen.

Changing the screen fonts

Small font

Large font

Small bold font

Large bold font
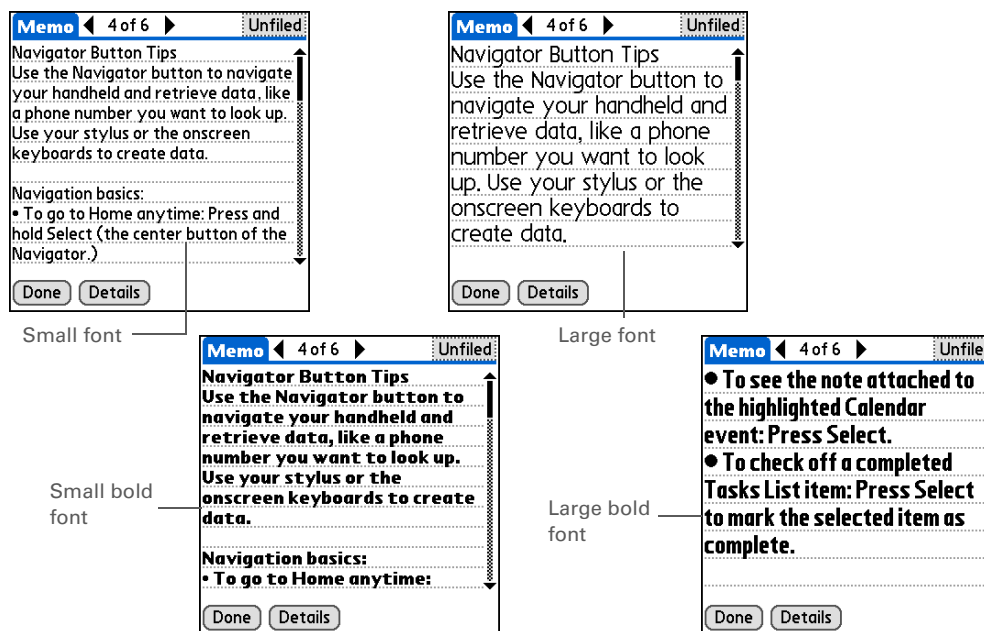
1   **Open an application**.

2   Open the Select Font dialog box:

               a. **Open the menus**.

               b. Select Options, and then select Font.

3   Select the font style you want to use, and then select OK.
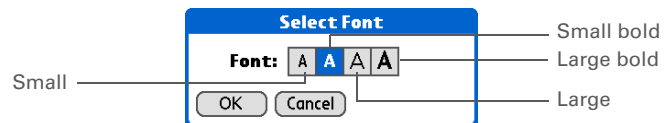
               Done

Adjusting the brightness

1   Tap System Info `4:44` on the status bar.

2   Drag the slider to adjust the brightness level, and then tap outside the dialog box.

⤓ **Done**

Brightness slider
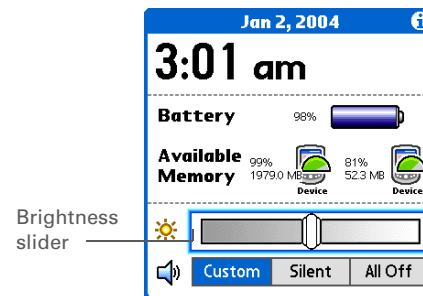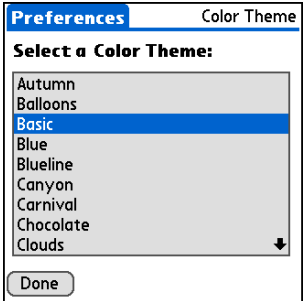
Changing screen colors

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

1

Open Color Theme Preferences:

a. **Go to Applications**.

b. Select Prefs .

c. Select Color Theme.

Preferences	Color Theme
Select a Color Theme:	
Autumn	
Balloons	
Basic	
Blue	
Blueline	
Canyon	
Carnival	
Chocolate	
Clouds	
Done	

2

Select a theme, and then select Done.

↓ **Done**

Changing handedness orientation of the screen

The Handedness preferences enable you to select right-hand or left-hand orientation when you rotate the screen into landscape mode.

1

Open Handedness Preferences:

a. **Go to Applications**.

b. Select Prefs [icon].

c. Select Handedness.

2

Select your orientation, and then select Done.

↓ **Done**
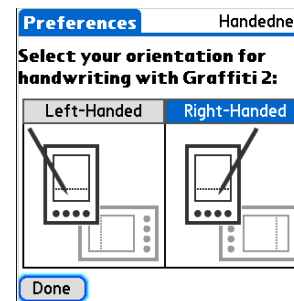
* Tip
To restore all the buttons to the original palmOne settings, select Default.

+ Did You Know?
You can assign input area icons to different applications also. Tap and hold the input area icon and select an application from the dialog box.

Assigning a button to your frequently used applications

Tired of going to Applications View to open an application you use frequently? Use the Buttons Preferences screen to reassign the applications associated with the buttons on the front of your device and the sync button. Customize the Star button so that it opens your most important application, and then reassign the other buttons as needed.

For example, if you use Documents often, you can assign Documents to a button so that you don't have to scroll through Applications View whenever you want to use that application.

1   Open Buttons Preferences:

     a. **Go to Applications**.

     b. Select Prefs .

     c. Select Buttons.
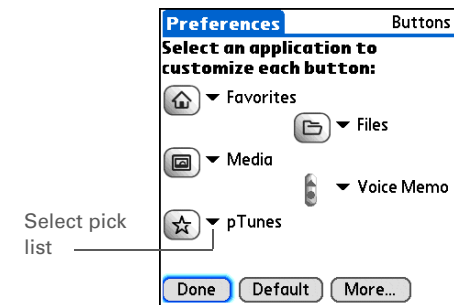
Select pick list

2   Select the pick list next to the button you want to reassign, and select the application that you want to assign to that button.

     ↘ **Continued**

CHAPTER 28   **Customizing Your Device**

》 Key Term

Full-screen pen stroke A stroke that is drawn from the bottom of the input area to the top of the screen. You can use this stroke as a quick way to do a selected task, such as opening the Graffiti® 2 help screen.

✳ Tip

If you have purchased an external modem accessory (sold separately), you can also assign the sync button on the modem by selecting the second pick list.

3

Assign the full-screen pen stroke:

a. Select More.

b. Select the pick list and select the action you want to assign to the full-screen pen stroke.
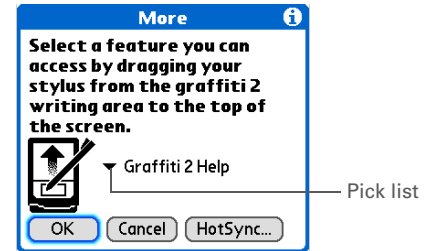
c. Select OK.

4

Assign the sync button:

a. Select HotSync.

b. Select the pick list next to the icon labeled Cradle and select the application you want to assign to the button.

c. Select OK.
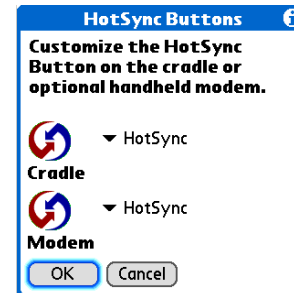
5

Select Done.

↓ Done

＋ Did You Know?
The location you select also appears as the primary location in **World Clock**.

Setting the date and time

You can set the date, time, and location for all the applications on your device that require this information. You can also select the format in which the date, time, and numbers appear.

Selecting a location

You can set the current date and time based on your location. 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 Applications**.

b. Select Prefs 📇.

c. Select Date & Time.

↘ **Continued**

Preferences	Date & Time

Location: ▾ San Francisco

Set Date: 7/5/06

Set Time: 10:03 am
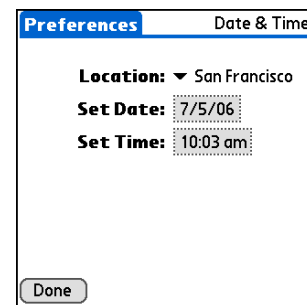
[Done]

* Tip

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

2 Select the location:

a. Select the Location pick list, and select a city in your time zone. If you found a city in the list, go to step 3.

No nearby city? Select Edit List, and do steps b through e.

b. Select Add.

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

d. Select OK again, and then select Done.

e. Select the Location pick list, and select the city you just added.

3 Select Done.

↓ **Done**

Edit Location ⓘ

— Name field

Name: Bonny Doon

Time Zone: USA (Pacific)

☑ **This location observes Daylight Saving Time**

Start: First Sunday of April

End: Last Sunday of October

(OK) (Cancel)

Resetting the date and time

In most cases you won't need to reset the date and time. However, you may need to do this if you do a hard reset on your device.

1

Open Date & Time Preferences:

a. **Go to Applications**.

b. Select Prefs 📇 .

c. Select Date & Time.

Preferences	Date & Time
Location: ▼ San Francisco	
Set Date: 7/5/06	
Set Time: 10:03 am	

[Done]

2
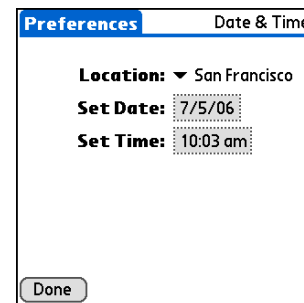
Select the location.

↘ **Continued**

3

Set the date:

a. Select the Set Date box.

b. Select the arrows to select the current year.

c. Select the current month.

d. Select the current date.

Year arrows

4

Set the time:

a. Select the Set Time box.

b. Select the hour and minute boxes, and then select the arrows to change them.

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

⋈ **NOTE** If you're using a 24-hour clock format, you won't see the AM and PM options.

5

Select Done.

↓ **Done**

Selecting formats for dates, times, and numbers

Would you rather see the time displayed in a 24-hour format, or dates that begin with the month or year? Use the Formats Preferences screen to change these settings and to apply them to all the applications on your device.

You can quickly choose the preset formats based on geographic regions where you might use your device. For example, in the United Kingdom, time often is expressed using a 24-hour clock. In the United States, time is expressed using a 12-hour clock with an AM or PM suffix. You can use the original preset formats or change them based on your personal preferences.

1 Open Formats Preferences:

a. **Go to Applications**.

b. Select Prefs 🔳.

c. Select Formats.

↘ **Continued**

✳ Tip

The country setting changes only the way the date and time look. It doesn't change your device's time to that country's time. To do that, go to **Date & Time Preferences** or to **World Clock**.

2 Select a country:

a. Select the Preset to box to open the Set Country dialog box.

b. Select a country.

c. Select OK.

Set Country ⓘ

P.R.C.
Philippines
Singapore
Spain
Sweden
Switzerland
Taiwan
Thailand
United Kingdom
United States

OK   Cancel
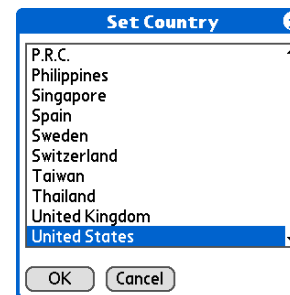
3 **[&] OPTIONAL**   Customize any of the following preset formats:

Time   Controls whether the time is displayed in 12-hour or 24-hour format and which symbol separates the numbers.

Date   Controls the sequence in which the day, month, and year appear and which symbol separates the segments.

Week starts   Controls whether applications treat Sunday or Monday as the first day of the week.

Numbers   Controls the decimal and thousands separator symbols.

4 Select Done.

↓ Done

+ Did You Know?
You can change the input area anytime by tapping Input on the **status bar**.

Customizing the way you enter information

Your device lets you choose how you enter information. You can choose the input area or the writing area, choose Graffiti 2 strokes, and create shortcuts to make entering information faster.

Customizing the input area

You can configure your input area with preferences for keyboards or for Graffiti 2 writing. You can also choose to see your strokes as you write.

---

1   Open Input Preferences:

a. **Go to Applications**.

b. Select Prefs 📋.

c. Select Input.

---

2   Select the type of input area you want:

• **Keyboard**

• **Wide**

• **Classic**

↘ **Continued**

---
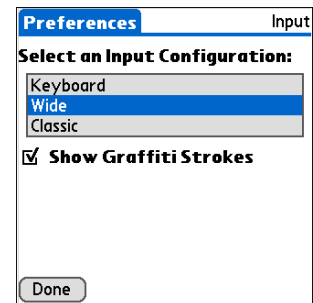
* **Tip**

Right after you write a character, your device interprets a quick tap on the screen as a period character. If you want to tap a button, either wait a few seconds or tap the Full-screen writing icon on the **status bar**.

3

[&] OPTIONAL Uncheck the Show Graffiti Strokes box if you don't want to have the Graffiti strokes shown as you write a character in the input area.

↓ **Done**

Customizing Graffiti 2 strokes

There is more than one way to write certain Graffiti 2 characters. Use the Graffiti 2 Preferences screen to select an alternate stroke shape for these characters.

1

Open Graffiti 2 Preferences:

a. **Go to Applications**.

b. Select Prefs .

c. Select Graffiti 2.

↘ **Continued**
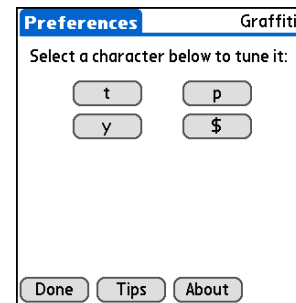
2

Select alternate strokes:

a. Tap a character to view its alternate stroke.

b. Check the box to use the alternate stroke, and then select Done.

Graffiti 2 Tuner

1   2

☐   **Use this form of 'Y' or 'y'.**
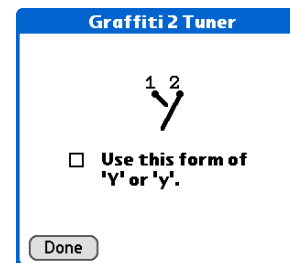
Done

3

Repeat step 2 for each stroke you want to reassign, and then select Done.

↓ **Done**

CHAPTER 28   **Customizing Your Device**

* **Tip**

You may want to add a space character after the last word in your ShortCut text. This way, a space automatically follows the ShortCut text.

* **Tip**

To learn how to use ShortCuts while entering information, see **Writing Graffiti 2 ShortCuts**.

➕ **Did You Know?**

Your ShortCuts are backed up on your computer when you synchronize.

Setting up ShortCuts

Are you looking for a quicker way to enter information on your device? Use ShortCuts to define abbreviations for any words, letters, or numbers that you enter often. You can use your ShortCuts anywhere you enter info with Graffiti 2 writing.

1 Open ShortCuts Preferences:

a. **Go to Applications**.

b. Select Prefs 📇 .

c. Select ShortCuts.

↘ **Continued**
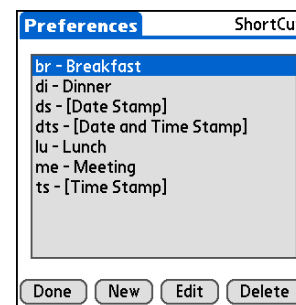
```
┌────────────────────────────────┐
│ Preferences        ShortCuts   │
├────────────────────────────────┤
│ br – Breakfast                 │
│ di – Dinner                    │
│ ds – [Date Stamp]              │
│ dts – [Date and Time Stamp]    │
│ lu – Lunch                     │
│ me – Meeting                   │
│ ts – [Time Stamp]              │
│                                │
│                                │
│                                │
│                                │
│ (Done) (New) (Edit) (Delete)   │
└────────────────────────────────┘
```

✳ Tip

The ShortCut Text can be 45 characters long. That's long enough for a name whose spelling you always forget or a complex email address.

2

Create a ShortCut:

a. Select New.

b. On the ShortCut Name line, enter the abbreviation.

c. On the ShortCut Text line(s), enter the text you want to insert when you write the abbreviation.

d. Select OK, and then select Done.

⬇ Done

CHAPTER 28	**Customizing Your Device**

✳ **Tip**

To delete a ShortCut, open ShortCuts Preferences and select the ShortCut. Select Delete, select Yes, and then select Done.

Changing ShortCuts

After you create a ShortCut, you can modify it at any time.

1 Open ShortCuts Preferences:

  a. **Go to Applications**.

  b. Select Prefs 📇.

  c. Select Shortcuts.

Preferences	ShortCuts
br – Breakfast	
di – Dinner	
ds – [Date Stamp]	
dts – [Date and Time Stamp]	
lu – Lunch	
me – Meeting	
ts – [Time Stamp]	

[Done] [New] [Edit] [Delete]
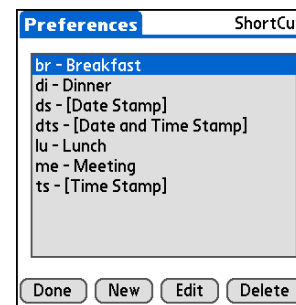
2 Edit the ShortCut:

  a. Select the ShortCut you want to change.

  b. Select Edit.

  c. Make your changes.

  d. Select OK, and then select Done.

  ⬇ **Done**

CHAPTER 28   **Customizing Your Device**

» **Key Term**

Touchscreen   Another name for your device's screen and the internal circuitry that enables it to respond appropriately to taps.

* **Tip**

If your screen is not responding to taps, use the 5-way navigator to open Touchscreen Preferences.

» **Key Term**

Calibration   The process of aligning your device's touch-sensitive screen so that when you tap an element on the screen, your device detects exactly what you want it to do.
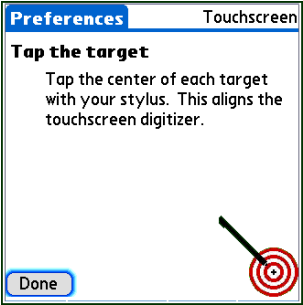
Correcting problems with tapping

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 Bluetooth® dialog box open instead? If this happens, it's time to align the screen.

1   Open Touchscreen Preferences:

a. **Go to Applications**.

b. Select Prefs .

c. Select Touchscreen.

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

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

⬇ **Done**

* Tip

You can choose different types of sounds for Calendar, Tasks, and World Clock. Go to the application, **open the Options menu**, and then select Preferences.
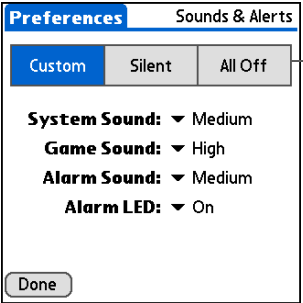
+ Did You Know?

When you connect headphones to your device, the external speaker is automatically silenced, the Sounds & Alerts settings are maintained, and all volume levels are automatically adjusted for use with headphones.

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 Applications**.

b. Select Prefs [icon].

c. Select Sounds & Alerts.

Preferences	Sounds & Alerts
Custom	Silent	All Off

Profile boxes

System Sound: ▼ Medium
Game Sound: ▼ High
Alarm Sound: ▼ Medium
Alarm LED: ▼ On

Done

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, select the System Sound, Game Sound, Alarm Sound, and Alarm LED pick lists and select the volume level for each sound; then select Done.

↓ **Done**

|

* Tip

In addition to entering owner information, you can **assign a name to your device for Bluetooth communication**.

+ Did You Know?

If you **use Security Preferences** to turn off and lock your device with a password, your owner info appears when you select the Owner button the next time you turn on your device.

* Tip

If you assigned a password in Security Preferences, you must select Unlock and enter your password to change your owner info.
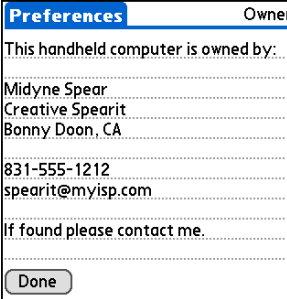
Entering your owner information

It's a good idea to enter information that could help someone contact you if you ever lose your device (if there's enough battery power to turn it on). By default, the Owner Preferences screen contains the information you entered when you installed the software installation CD and set up your device, but you can update or add to this information. Owner information does not include your username or passwords.

1   Open Owner Preferences:

a. **Go to Applications**.

b. Select Prefs 🔲.

c. Select Owner.

Preferences	Owner
This handheld computer is owned by:	
Midyne Spear	
Creative Spearit	
Bonny Doon, CA	
831-555-1212	
spearit@myisp.com	
If found please contact me.	
Done	

2   Modify or enter the text, and then select Done.

↓ **Done**

* **Tip**
You can also save battery power by turning **Keylock** on to prevent your device from turning on accidentally.

Conserving battery power

You can save battery power by adjusting the Power Preferences settings.

NOTE   The memory on your device is designed to store your information even if the battery becomes drained to the point that you cannot turn on your device. When you recharge your device, all of your existing information in program memory and on the drive reappears.

Selecting power-saving settings

The Power Preferences screen enables you to set power consumption options.

1   Open Power Preferences:

a. **Go to Applications**.

b. Select Prefs .

c. Select Power.

↘ **Continued**

Preferences	Power
Auto-off after: ▼ 2 minutes	
On while Charging: ▼ Off	
Beam Receive: ▼ Off	
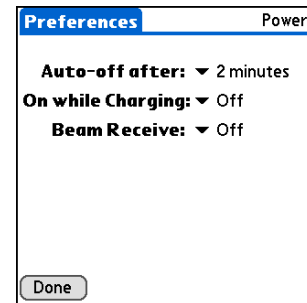
[Done]

2   Select the pick lists to change any of the following settings, and then select Done.

Auto-off after   Select how quickly your device automatically turns off after a period of inactivity: 30 seconds, 1 minute, 2 minutes, or 3 minutes.

On while charging   Select whether your device stays on continuously when it is connected to the AC charger. When this option is off, you can still turn on your device to view your info while your device charges, but it turns off automatically after a period of inactivity.

Beam Receive   Select whether you can receive beamed information on your device. Turn this setting on to receive beamed info, or turn it off to prevent receiving beamed info.

↓ **Done**

* Tip

You can **use your device's built-in Bluetooth wireless technology** to connect to other devices without using Connection Preferences.

» Key Term

ISP   Acronym for Internet service provider. This is the service you use to connect to the Internet, such as AOL, CompuServe, or Earthlink.

+ Did You Know?

You cannot rename or delete the preset connection settings.

Connecting your device to other devices

Connection Preferences let you connect your device to other devices. You can use preset connection settings, modify the preset settings, or create your own connection settings from scratch. The list of preset connections varies depending on the applications you've added to your device.

For example, you can create a connection between the IR port of your device and a modem so that you can dial in to your ISP or corporate network. The modem can be attached to or within a mobile phone or other device containing an IR port. (Some infrared phones can act as modems. To set up a phone connection, you must have a GSM or GPRS mobile phone enabled with data services and a driver for your phone. Check **www.palmOne.com** for available phone drivers or contact the phone manufacturer.)
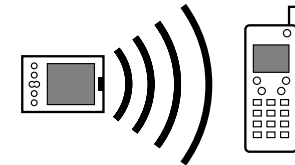
Changing the preset connection settings

The following steps show you how to adjust the communication speed in the preset IR to a PC/Device connection setting. You can similarly edit other connections or settings.

1

Open Connection Preferences:

a. **Go to Applications**.

b. Select Prefs .

c. Select Connection.

↘ **Continued**
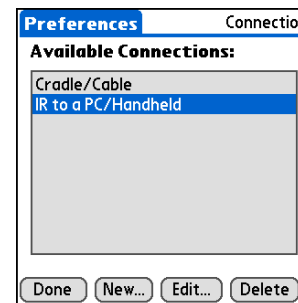
2 Open the Edit Connection dialog box:

a. Select the IR to PC/device connection.

b. Select Edit.

Edit Connection
Name: IR to a PC/Handheld
Connect to: ▾ PC
Via: ▾ Cradle/Cable
OK Cancel Details...
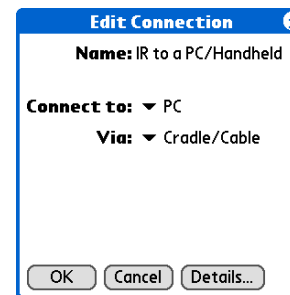
3 Change the speed setting:

a. Select Details.

b. Select the Speed pick list and select the appropriate speed.

c. Select OK.

d. Select OK again, and then select Done.
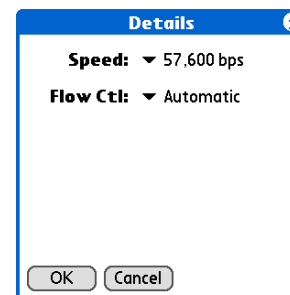
⬇ **Done**

Details
Speed: ▾ 57,600 bps
Flow Ctl: ▾ Automatic
OK Cancel

CHAPTER 28	Customizing Your Device

Creating your own connection settings

If none of the preset connection settings are close to what you need, or if you're already using all
the connections as they are, you can create a new connection.

1 Open Connection Preferences:

a. **Go to Applications**.

b. Select Prefs .

c. Select Connection.
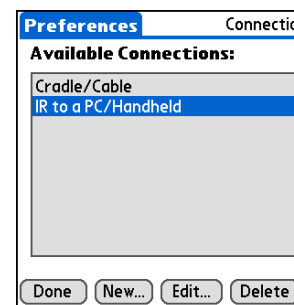
2 From the Connection Preferences screen, select New.
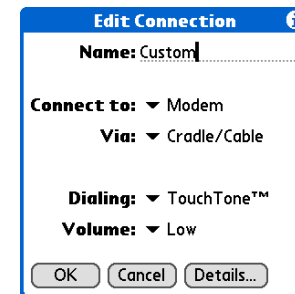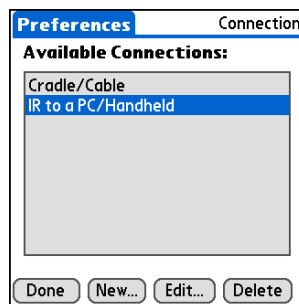
↘ **Continued**

* **Tip**
You can also **customize Bluetooth connection settings**.

3 Enter the basic settings:

Name   Enter a name for your connection settings. This name will appear on the Connection Preferences screen so that you can select your connection later.

Connect to   Select the type of device you want to connect to: PC, Modem, or Local Area Network.

Via   Select the method you want to use to connect to the device you selected: Bluetooth—the Bluetooth radio on your device; Cradle/Cable—the USB sync cable that came with your device; Infrared—the IR port on your device.

◣ NOTE   The Dialing and Volume settings won't appear unless you select Modem as the Connect to setting.

Dialing   Select whether your modem uses TouchTone™ or Rotary dialing.

Volume   Select the volume level for your modem's speaker: Off, Low, Medium, or High.

◥ Continued

4

Enter the details settings:

a. Select Details.

b. Select the Speed pick list and select the appropriate speed.

c. Select the Flow Ctl pick list and select whether the connection uses flow control:
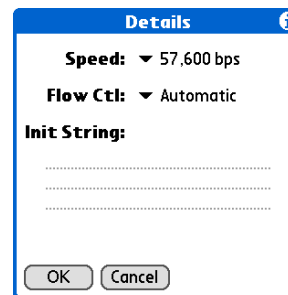
Automatic   Your device determines when to use flow control.

On   Flow control is always on.

Off   Flow control is always off.

d. For a modem connection, enter the initialization string.

e. Select OK.

5

Select OK, and then select Done.

↓ **Done**

* **Tip**
If your phone doesn't appear on the list, you need to **install the phone settings for your phone** onto your device.

Connecting your device to a mobile phone

Phone Preferences let you configure your device to exchange messages and dial phone numbers when your device is connected to a GSM mobile phone (sold separately). The GSM mobile phone account must also include data services.

1 Open Phone Preferences:

a. **Go to Applications**.

b. Select Prefs .

c. Select Phone.

> **Preferences**   Phone
>
> **Select the connection for your phone applications.**
>
> **Connection:**
> ▼ BT to Nokia 3650
>
> [Done] [Test]

2 Select the connection:

a. Select the Connection pick list and select your mobile phone from the list.

b. Select Test to make sure the settings work with your phone.

c. Select Done.

↓ **Done**

[!] Before You Begin

You need the following:

- A mobile phone with a Bluetooth radio or an IR port (sold separately)

- A wireless service provider account that includes high-speed data services or that supports dial-up connections (additional fees may apply)

- An ISP account or a corporate remote access account (additional fees may apply)

- Connection Preferences settings for your mobile phone enabled with IR or Bluetooth wireless technology

Customizing network settings

Your device includes software that lets you connect your device to your Internet service provider (ISP) or to a dial-in (remote access) server using a mobile phone. After you configure your network settings, you can establish a connection either by using the menus from the Network Preferences screen or by using a third-party application.

Setting up a service profile
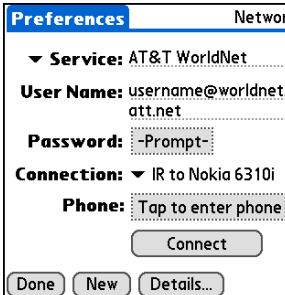
Service profiles store the network settings for your ISP or dial-in server. You can create, save, and reuse service profiles. You can create additional service profiles from scratch or by duplicating an existing profile and editing the information.

1   Open Network Preferences:

    a. **Go to Applications**.

    b. Select Prefs .

    c. Select Network.

   ⬎ **Continued**

* **Tip**

Instead of creating a new profile, you can copy an existing profile and change the settings. Select the profile you want to copy, and then **open the Service menu** and select Duplicate.

+ **Did You Know?**

Most dial-in servers do not accept spaces in the username.

* **Tip**

If you're concerned about security, don't enter a password. Just leave the word "Prompt" in the Password box and your device will ask you to enter a password each time you log in.

2 Enter the basic settings:

Service Select the Service pick list and select your ISP or your dial-in server type from the list. If your ISP or server type isn't on the list, select New and enter a name for the service profile.

User Name Enter your username. This is the part of your email address that's before the @ sign and it's the name that you use when you log in to your ISP or your dial-in server. This field can contain multiple lines of text, but only two lines appear onscreen.

Password Enter the password you use to log in to your ISP or dial-in server, and then select OK. The word "Assigned" appears in this box and you don't need to enter a password when you log in.

Connection Select the Connection pick list and select the method you want to use to connect to your ISP or to a dial-in server. See **Connecting your device to other devices** for info on creating and configuring connection settings.

3 If you're using a phone or modem connection, enter the phone settings:

a. Select the Phone box.

↘ Continued

Tip

It's a good idea to add at least three commas before your calling card number to allow for the cue delay. Each comma delays transmission of your calling card number for two seconds.

Cont'd.

b. Enter any of the following settings, and then select OK:

Phone #   Enter the phone number for your ISP or dial-in server.

Dial prefix   Check the Dial prefix box, and then enter the number that you dial before the telephone number to access an outside line. For example, many offices require that you first dial 9 to dial a number outside the building.

Disable call waiting   If your phone has Call Waiting, check the Disable call waiting box, and then enter the code to disable Call Waiting. Call Waiting can cause your session to end if you receive a call while you are connected. Contact your local phone company for the code that is appropriate for you.

Use calling card   If you want to use your calling card when dialing your ISP or dial-in server, check the Use calling box to select it. Enter your calling card number on the Use calling card line.

[**!**] **IMPORTANT** **Because MCI works differently, enter the MCI calling card number in the Phone # field and the phone number in the Use calling card field.**

4

Select Done.
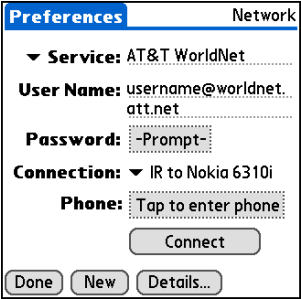
↓ **Done**

CHAPTER 28

Customizing Your Device

Connecting to your service

After you set up your Connection and Network Preferences, establishing a connection to your ISP or your company's network (dial-in server) is easy.

1

Open Network Preferences:

a. **Go to Applications**.

b. Select Prefs .

c. Select Network.

> **Preferences** Network
>
> ▾ **Service:** AT&T WorldNet
>
> **User Name:** username@worldnet.att.net
>
> **Password:** -Prompt-
>
> **Connection:** ▾ IR to Nokia 6310i
>
> **Phone:** Tap to enter phone
>
> Connect
>
> Done New Details...

2

Make the connection:

a. Make sure the service profile you want to use appears in the Service field. If not, select it.

b. Select Connect.

3

End the connection when you've finished using it:

a. Select Disconnect.

b. Select Done.

↓ Done

Adding details to a service profile

If you're using one of the predefined service profiles, you probably need to **enter only your username, password, and telephone number**. If you're creating a new service profile, you may need to use the Details dialog box to add more information to your service profile.

1 Open Network Preferences:

a. **Go to Applications**.

b. Select Prefs ⊞ .

c. Select Network.
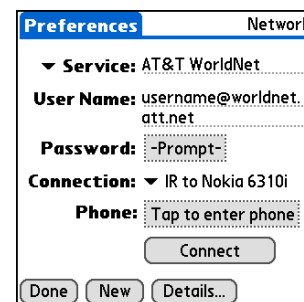
2 Open the Details dialog box:

a. Select the Service pick list and select the service you want to add details to.

b. Select Details.

↘ **Continued**
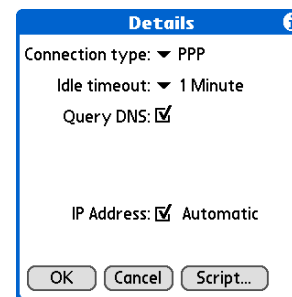
» **Key Term**

DNS Domain name system. The Internet uses this system to translate the names of host computers into IP addresses. A DNS number identifies the server that handles the translation.

Each IP address has four numbers (from 0 to 255) that are separated by periods.

» **Key Term**

IP Internet protocol. Everyone who logs in to the Internet needs a unique identifier (an IP address). Some networks dynamically assign a temporary IP address upon login while others assign a permanent IP address.

3

Adjust any of the following settings:

N **NOTE** Ask your ISP or system administrator if you need information on any of these settings.

Connection type Select the pick list and choose the communication protocol for this service: PPP, SLIP, or CSLIP. Most email applications use the PPP or SLIP protocols.

Idle timeout Select the pick list and select how long your device waits before dropping the connection with your ISP or dial-in server when you switch out of an application that requires a connection: 1 Minute, 2 Minutes, 3 Minutes, or Never.

Query DNS Check the Query DNS box if you're not sure whether you need to enter DNS addresses. Many systems do not require that you enter DNS addresses. If you do need DNS addresses, uncheck the DNS box, tap the space to the left of each period in the Primary and Secondary DNS fields, and then enter the appropriate sections of each address.

IP Address Check the IP Address box to use a temporary IP address. Uncheck the IP Address box to enter a permanently assigned address.

4

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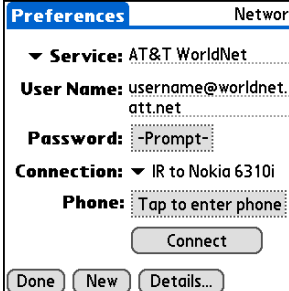
↓ **Done**

Deleting a service profile

1

Open Network Preferences:

a. **Go to Applications**.

b. Select Prefs 🔵 .

c. Select Network.

Preferences	Network
▼ **Service:** AT&T WorldNet	
User Name: username@worldnet. att.net	
Password: -Prompt-	
Connection: ▼ IR to Nokia 6310i	
Phone: Tap to enter phone	
Connect	
Done New Details...	

2

Delete the service you want to delete:

a. Select the Service pick list and select the service you want to delete.

b. **Open the menus**.

c. Select Delete in the Service menu.

d. Select OK, and then select Done.

⬇ **Done**

CHAPTER 28   **Customizing Your Device**

Creating login scripts

A login script is a series of commands that automates logging in to a network server—for example, your corporate network or your ISP. A login script is associated with a specific service profile created in Network Preferences.

A login script is something that you are likely to receive from your system administrator if you log in to the corporate servers from your device using a phone/modem or network connection. The script is generally prepared by the system administrator and distributed to users who need it. It automates the events that must take place to establish a connection between your device and the corporate servers.
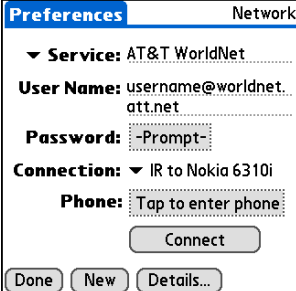
You can create login scripts by selecting commands from the Command pick list in the Login Script dialog box. Some commands, such as Send, require you to supply additional information. If the command requires additional info, a field appears to the right of the command where you can enter the info.

1	Open Network Preferences: a. **Go to Applications**. b. Select Prefs 🔲 . c. Select Network. ↘ **Continued**

2

Open the Login Script dialog box:

a. Select the Service pick list and select the service you want to add a script to.

b. Select Details.

c. Select Script.

Details	$\mathbf{\hat{1}}$
Connection type: ▼ PPP	
Idle timeout: ▼ 1 Minute	
Query DNS: ☑	
IP Address: ☑ Automatic	
OK Cancel Script...	

→

Log in Script	$\mathbf{\hat{1}}$
▼ End:	
OK Cancel	
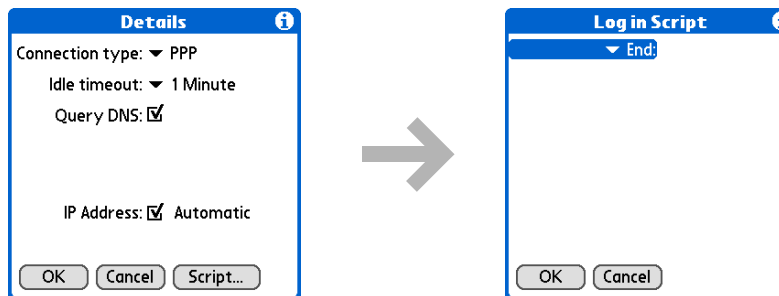
3

Select the End pick list and select one of the following commands from the list:

Wait For   Tells your device to wait for specific characters from the server before executing the next command.

Wait For Prompt   Detects a challenge-response prompt coming from the server, and then displays the dynamically generated challenge value. You then enter the challenge value into your token card, which in turn generates a response value for you to enter on your device. This is a two-part command that is separated by a vertical bar (|) on the input line.

↘ Continued

LifeDrive from palmOne

Cont'd.

Send   Transmits specific characters to the server that you're connecting to.

Send CR   Transmits a carriage return or line feed (LF) character to the server.

Send User ID   Transmits the User Name field from Network Preferences.

Send Password   Transmits the Password field from Network Preferences. If you didn't enter a password, this command prompts you to enter one. The Password command is usually followed by a Send CR command.

Delay   Tells your device to wait a specific number of seconds before going to the next command in the login script.

Get IP   Reads an IP address and uses it as the IP address for your device. This command is used with SLIP connections.

Prompt   Opens a dialog box and prompts you to enter certain text (for example, a password or a security code).

End   Identifies the last line in the login script.

4

Complete the script:

a. Repeat step 3 until the login script is complete.

b. Select OK, and then select OK again.

c. Select Done.

↓ **Done**

Adding plug-in applications

You can create plug-in applications containing script commands that extend the functionality of the built-in script commands. A plug-in application is a standard PRC application that you install on your device just like any other application. After you install the plug-in application, you can use the new script commands in a login script.

For example, you might use a plug-in application in the following situations:

• You need the login script to properly respond to different connection scenarios defined by the authentication server.

• You want to perform conditional tests and branching as part of the login process.

Plug-in applications have the following characteristics:

• Written in C language

• Compiled into a device executable

• Called properly from a login script

• Able to return control to a login script after it terminates

• Created using a development environment that supports Palm OS® software, such as Metrowerks CodeWarrior tools.

Customizing Your Device

[!] Before You Begin
You must purchase and install a compatible VPN client onto your device. You also need the VPN settings from your corporate system administrator.

✛ Did You Know?
Once you have installed and set up a VPN, you can connect or disconnect VPN from within the web browser.

Setting up a VPN

If you want to use your device to access your corporate email account or other files on your corporate server, you may need to set up a virtual private network (VPN) on your device. A VPN enables you to log in to your corporate server through the company's firewall (security layer). Without a VPN, you cannot pass through the firewall to gain access to the server. You need to set up a VPN to access a corporate server in either of the following situations:

• Your company's wireless local area network (LAN) is located outside the firewall.

• Your company's wireless LAN is located inside the firewall, but you are trying to access the network from outside the firewall (for example, from a public location or at home).

Check with your company's system administrator to see if a VPN is required to access the corporate network. If you need a VPN, you must either use the **Enterprise Software link** on the software installation CD to download and purchase a VPN client, or purchase and install a third-party VPN client, to use this feature.

Setting up a VPN account on your device

1   Open VPN Preferences:

a. **Go to Applications**.

b. Select Prefs .

c. Select VPN.

↘ **Continued**

2 Set up a VPN account on your device:

a. Select the Add Account box.

b. Follow the instructions to enter the settings provided by your corporate system administrator.

c. Select Done.

↓ **Done**

CHAPTER 28   **Customizing Your Device**

Establishing a VPN connection

1   Open VPN Preferences:

a. **Go to Applications**.

b. Select Prefs .

c. Select VPN.

2   Establish a VPN connection:

a. Select a VPN account from the VPN Account pick list.

b. Select Connect VPN.

c. If prompted, enter your VPN username and password.

↓ **Done**

Ending a VPN connection

1

Open VPN Preferences:

a. **Go to Applications**.

b. Select Prefs .

c. Select VPN.

2

Select Disconnect VPN.

↓ **Done**

CHAPTER 28   **Customizing Your Device**

Related topics

Click a link below to learn about these related topics:

**Your
LifeDrive™**   Locating the input area and other controls on your device

**Moving
Around**   • Opening applications

          • Using menus

**Entering
Information**   • Using Graffiti 2 writing to enter information

          • Using ShortCuts to quickly enter text phrases

Connecting   Customizing Bluetooth communication settings

Privacy   Keeping information private by locking your device with a password

Categories   Creating categories so you can organize your applications and information

World Clock   Viewing the date and time in other cities

CHAPTER 29

Expanding Your Device

In this chapter

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. Use the Camera Companion application on your device to work with photos and videos from a digital camera card. Also use expansion cards to install and run cool games and other types of software, from dictionaries to travel guides, on your device.

Benefits of expansion cards
- Import photos and videos from a digital camera card, and then delete them from the card to use it again
- Back up info
- Add more games and other software
- Add accessories
- Store, carry, and exchange info

» **Key Term**

SDIO   An acronym for Secure Digital input/ output.

✳ **Tip**

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

What type of expansion cards can I use?

Your device is compatible with SDIO, SD, and MultiMediaCard expansion cards. SDIO expansion cards let you add accessories to your device. SD and MultiMediaCard expansion cards let you store information and applications. Your device also works with memory cards from your digital camera.

How can expansion cards help me?

Work with photos and videos.   Insert a memory card from your digital camera and use the **Camera Companion** application on your device to import photos and videos and work with them on your device or copy them to your computer.

Back up info.   Make a copy of your important information for safekeeping in case your device becomes damaged or is stolen.

Add games and other software.   Purchase popular games, dictionaries, travel guides, and more. To check out the variety of expansion cards available for your device, visit **www.palmOne.com/ mylifedrive** and click the Accessories link.

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

Store all your info.   Never worry about running out of space on your device. 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.

* **Tip**
To prevent damaging the
card and the info on it,
always wait for your
device to finish writing to
the expansion card
before you remove the
card from the slot.

Removing an expansion card

N **NOTE** Your device comes with a dummy card inserted into the expansion card slot. You must
remove this card before you can put a real card into the slot.

1 Push lightly against the card with your thumb until you hear the confirmation
tone.
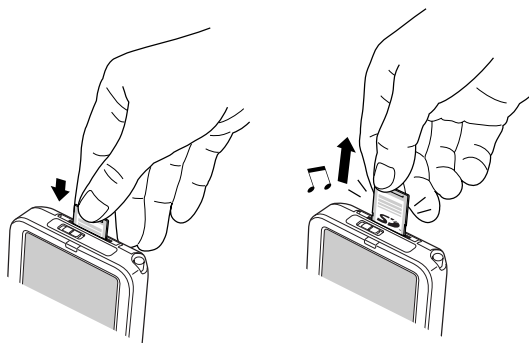
2 Slide the card out of the expansion slot.

↓ **Done**

Inserting an expansion card

1   Insert the card into the expansion slot with the label side facing the front of the device.
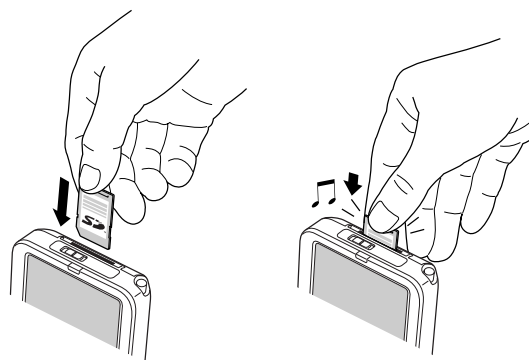
2   Push the card in with your thumb until you feel the card "click" in place and hear the confirmation tone.

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

     ↓ **Done**

Did You Know?

You can **install applications and other files** to an expansion card during synchronization.

Tip

When the highlight on Applications View is not active, you can press and hold the Select button to open the category pick list.

Opening an application on an expansion card

When you insert an expansion card into the expansion slot, your device adds the expansion card to the category list in the upper-right corner of Applications View. You can easily switch between applications installed on your device and on the expansion card.

NOTE Some applications may not run correctly when you install them on an expansion card. Try installing these applications on your device instead. If you still have problems, contact the developer.

1 **Insert the expansion card**.

2 **Go to Applications** and select the expansion card from the category pick list.

Category pick list

3 Select an application icon to open that application.

↓ **Done**

Tip
Use LifeDrive™ Manager
(Windows only) to install
applications and transfer
folders and files from
your Windows computer
to an expansion card.

Opening files on an expansion card

You can open files on an expansion card when you insert the card into the expansion slot.

1 **Open the application** associated with the files you want to open.

2 **Insert the expansion card**.

3 Select the entry you want to view.

↓ **Done**

* Tip

Reading and writing info on an expansion card uses more battery power than doing the same task on your device. If you have enough space on your device, consider copying the info to your device.

* Tip

If your device's battery is very low, access to the expansion card may be disabled. If this occurs, recharge your device as soon as possible.

+ Did You Know?

You can view and access files or folders on an expansion card using the **Files application** on your device, and manage your files on a card using **LifeDrive Manager or Drive Mode**.

Viewing card information

It's easy to forget which files you put on a particular expansion card. When you have a card inserted into the expansion slot, use the Card Info application to view the card name and type, available storage space, and a summary of the card's contents.

Go to Applications and select Card Info .

```
Card Info
Card:   ▼ ▌ My Card ──────────── Card name
Type:   Secure Digital Card
 Size:   13.7 MB Free of 14.0 MB ──── Space available

256.0 KB Used
13.7 MB Free of 14.0 MB ──────── Summary of contents

SD016
Sandisk
Secure Digital Card
Device Id: SD016_0008F720230B07
```
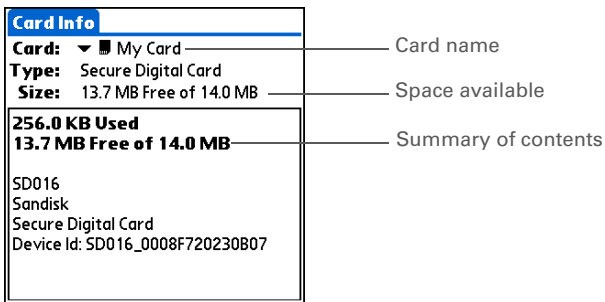
Renaming a card

The expansion card name appears in the category pick list and in other lists that let you choose where to store your info. When you buy a new card, give it a name that helps you remember what's on the card. You can rename the card later if you decide to store different info on the card.

1   **Insert an expansion card.**

2   **Go to Applications** and select Card Info .

3   Open the Rename Card dialog box:

a. **Open the menus**.

b. Select Rename Card on the Card menu.

> **Rename Card**
>
> **New Card Name:**
> My Games Card
>
> Rename   Cancel

4   Enter the new name for the card, and then select Rename.

↓ **Done**

CHAPTER 29 | **Expanding Your Device**
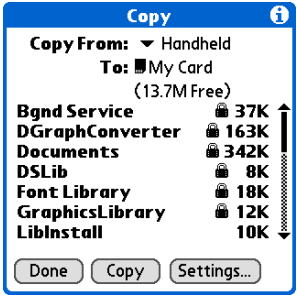
* **Tip**
  If you use a card reader to view your card on a computer, the file names may differ from the names you see on your device.

+ **Did You Know?**
  Some applications, such as **Media**, let you copy or move info between your device and an expansion card. See the information on each application for details.

Copying applications to an expansion card

1 | **Insert the expansion card,** and then **go to Applications**.

2 | Open the Copy dialog box:

a. **Open the menus**.

b. Select Copy on the App menu.

Copy	ⓘ
Copy From: ▼ Handheld	
To: ▌My Card	
(13.7M Free)	
Bgnd Service	🔒 37K
DGraphConverter	🔒 163K
Documents	🔒 342K
DSLib	🔒 8K
Font Library	🔒 18K
GraphicsLibrary	🔒 12K
LibInstall	10K
(Done) (Copy) (Settings...)	

3 | Copy the application:

⋈ **NOTE**   A lock appears next to applications that are copy-protected. You cannot copy or beam these applications.

a. Select the Copy From pick list and select Device.

b. Select the application you want to copy.

c. Select Copy.

d. Select Done.

↓ **Done**

Removing all information from a card

Formatting a card removes all of its info and prepares it to accept new applications and files.

[**!**] **IMPORTANT**   **We do not recommend formatting backup cards. Formatting removes the backup application and turns the card into a blank memory card.**

1	**Insert an expansion card.**
2	**Go to Applications** and select Card Info .
3	Format the card:

a. **Open the menus**.

b. Select Format Card on the Card menu.

c. When asked if you want to format the card, select OK.

↓ **Done**

Format Card

⚠ **Formatting this card will destroy all its data.**

Do you want to format this card ?

(OK) (Cancel)

CHAPTER 29　　　　　　　**Expanding Your Device**

Related topics

Click a link below to learn about these related topics:

Sharing

- Exchanging applications and information with other Palm Powered™ devices by exchanging cards or beaming items between devices

- Sending applications and information to other Bluetooth® devices by using Bluetooth wireless technology on your device

Managing Info

Adding applications from your computer to an expansion card, and installing other files such as photos, videos, or music

CHAPTER 30

Maintaining Your Device

Your device is designed to be rugged and reliable and to provide you with years of trouble-free service. Taking care of your device helps keep it working properly and ensures that it's available when you need it.

Device do's and don'ts

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

Device do's

• Always store your device in the included pouch when not in use.

• Use only the stylus to tap the screen—no pens, pencils, paper clips, or other sharp objects.

• Use only the supplied AC charger to charge your device.

• **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 3.5mm stereo headphones (sold separately) in your device's headphone jack.

CHAPTER 30	Maintaining Your Device

- Be sure to **get rid of any static electricity buildup** before you connect your device to any cable or accessory.

- If you are using your device in **Drive Mode** for an extended period of time or you are using the **Camera Companion** application, or if the battery is low while in Drive Mode or while using Camera Companion, keep your device connected to the AC charger plugged into a power outlet.

- **Synchronize** often to maintain a backup copy of your important information on your computer.

Device don'ts

[**!**] **IMPORTANT** **Do not open your device for any reason. There are no user-serviceable parts inside. Attempting to remove the hard drive voids the warranty on your device.**

- Do not drop, bang, or otherwise cause a strong impact to your device. If you drop the device while the amber indicator light is flashing—indicating that the hard drive is processing information—you may damage the hard drive.

- Do not carry your device in your back pocket; you might sit on it by mistake.

- Do not let your device get wet; don't even leave it in a damp location.

- Do not expose your device 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.

- Do not carry or use your device at extremely high altitudes, unless you're in an airplane.

- Do not place your device near strong magnetic fields such as wireless modems. This could cause loss of information on the hard drive.

Resetting your device

On rare occasions your device may not respond when you press a button or tap the screen. In this case, you need to reset your device.

Doing a soft reset

A soft reset tells your device to stop what it's doing and start over again. None of your information will be lost. After a soft reset, a screen appears that lets you reset the date and time, if needed.

To do a soft reset, use the tip of the stylus to gently press the reset button on the bottom of your device.

Reset button
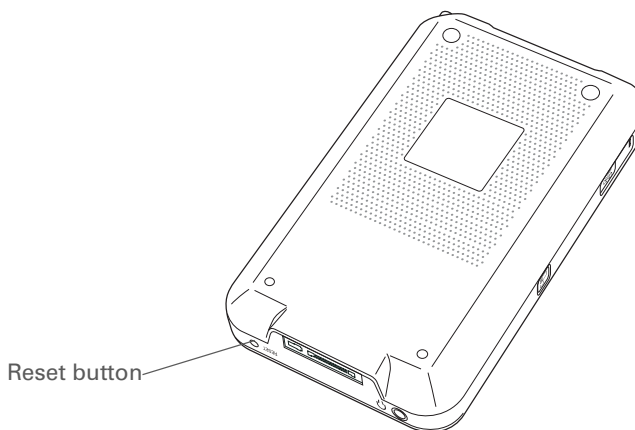
If your device does not respond after a soft reset, you need to do a hard reset.

CHAPTER 30 **Maintaining Your Device**

Doing a hard reset

Only do a hard reset if a soft reset doesn't solve your problem, or if you want to clear all of your information from your device.

[!] IMPORTANT A hard reset deletes all records and entries stored on your device, including the username that identifies the device. This is another reason why it's important to synchronize often, so you have an up-to-date backup available. Before you do a hard reset, be sure to <u>**synchronize**</u>**. Applications, files, and folders moved to your device's internal drive with File Transfer are not automatically backed up during synchronization. Use** <u>**File Transfer**</u> **to copy or move the updated files and folders to your computer, or to** <u>**back up the contents of your device's entire internal drive**</u> **to your computer.**

1 Slide the power switch to the right and hold it in that position.

2 While holding the switch to the right, use the tip of the stylus (or a similar object *without* a sharp tip) to gently press and release the reset button on the bottom of your device.

3 Wait for the Palm Powered™ logo to appear, and then release the power switch.

4 When you see the message that warns you about erasing all of the info on your device, do one of the following:

• Press Up on the 5-way navigator to finish the reset and show the touchscreen.

• Press any other button to do a soft reset.

↓ **Done**

Restoring your information after a hard reset

If you synchronized before doing a hard reset, you can now put that information back on your device. However, you may need to re-enter some of your **personal settings**, as well as your **color-coded categories** in Calendar.

WINDOWS ONLY

1 Open the Custom menu in the HotSync® application:

a. Click the HotSync Manager icon in the taskbar in the lower-right corner of the screen.

b. Click Custom.

2 Select the correct username from the list at the top of the box.

↘ **Continued**

Maintaining Your Device

3 Set the transfer options:

a. Select an application in the Conduit list, and then click Change.

b. Select Desktop overwrites device.

NOTE This change applies only to the next synchronization.

c. Click OK.
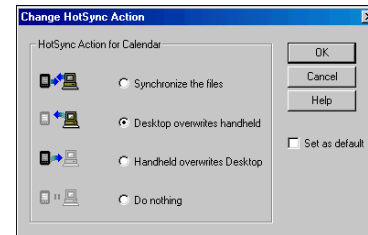
4 Repeat step 3 for the other applications in the list that you want to restore, and then click Done.

5 **Synchronize your device with your computer**.

↓ **Done**

Related topics

Click a link below to learn about these related topics:

Managing Info   Creating a backup of your information

Customizing   Customizing your device again after doing a hard reset

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.

Setup

Nothing happens when I insert the CD.
WINDOWS ONLY

1. Click Start on your computer, and then select Run.

2. Click Browse and navigate to your CD-ROM drive.

3. Select Autorun, click Open, and then click OK.

I cannot install Palm® Desktop software.
WINDOWS ONLY

• Disable any virus-scanning software on your computer.

• Close any open applications.

• Make sure your computer has at least 170MB of disk space available.

• Delete all temporary files.

CHAPTER 31	Common Questions

- Run ScanDisk (or another disk verification tool) on your computer.

- Install the latest Windows software updates to your computer.

- If you are upgrading from an older Palm Powered™ device, remove any previous version(s) of Palm® Desktop software by clicking Start, navigating to Settings, and clicking Control Panel. Click Add or Remove Programs.

- Uninstall and then reinstall the current version of Palm Desktop software.

MAC ONLY

- Disable any virus-scanning software on your computer.

- Quit any open applications.

- Make sure your computer has at least 190MB of disk space available.

- Install the latest Mac software updates to your computer.

- If you are upgrading from an older Palm Powered device, remove any previous version(s) of Palm Desktop software.

- Uninstall and then reinstall the current version of Palm Desktop software.

Device

[**!**] **IMPORTANT** Do not open your device; there are no serviceable parts inside. Opening your device voids the warranty and is not recommended under any circumstances.

I want to see how much battery life I have left.

A battery icon ▭▭ appears at the top of Favorites and Applications views. Check the icon periodically to see if your device needs to be recharged. If the battery becomes low, a message appears on the screen prompting you to recharge the battery.

I'm not sure when I need to recharge my device.

We recommend that you recharge your device for at least half an hour every day. Ideally, connect your device to a power source every night and recharge it while you sleep.

My battery is drained.

The memory on your device is designed to store your information even if the battery becomes drained completely. When you recharge your device, all of your existing information, both in program memory and on the hard drive, should appear.

My battery drains too quickly.

You can conserve battery life by doing any of the following:

• **Adjust the screen brightness.**

• **Reduce the Auto-off setting**.

• **Use Keylock to prevent your device from turning on by accident**.

• Stop **music** or **video** playback when not in use.

✳ **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.

- Keep your device connected to the AC charger plugged into a power outlet when using **Drive Mode** or **Camera Companion** for an extended period of time.

- **Respond to or cancel alerts** promptly.

- **Turn off Bluetooth® wireless technology and Wi-Fi functionality** when not in use.

- If using **Auto Sync** to automatically retrieve email messages, set the time interval to one hour or less often.

- **Minimize use of the expansion slot**.

When I connect my device to the AC charger, it does not charge.

- Confirm that your device is firmly connected to the AC charger.

- Confirm that your AC charger is plugged into an AC outlet that has power.

A lightning bolt over the battery icon indicates that your device is charging. If your battery is completely drained, you'll need to charge it for a few minutes before you can turn it on and see the battery icon.

My device is not responding.

On rare occasions your device may not respond when you press a button or tap the screen. If this happens, first check that **Keylock** is not turned on.

If Keylock is off and your device is still not responding, you need to reset your device. A **soft reset** tells your device to stop and start over again. This does not affect any of the information or applications on your device.

◣ **NOTE**   If you had a network connection that was cut off, your device may not respond for up to 30 seconds. Wait 30 seconds before performing a soft reset.

CHAPTER 31	**Common Questions**

✳ Tip

When you purge or delete items, you are given the option to save an archive copy on your computer the next time you **synchronize**.

If your device does not respond after a soft reset, you need to **perform a hard reset**.

If your device still does not respond after a reset, check your third-party applications for **incompatible applications**.

I don't see anything on my device's screen.

- Press an application button to ensure that your device is turned on.

- If your device was exposed to cold, make sure it is at room temperature.

- Charge your device.

- **Perform a soft reset**. If your device still doesn't turn on, **perform a hard reset**.

I get a warning message telling me my device memory is full.

The storage volume refers to your device's **program memory**. If you get a message that your program memory is full, try the following:

- If you have installed additional applications on your device, **remove them** to recover memory.

- **Purge items** from Calendar and Tasks. This deletes Tasks items and past Calendar events from the memory of your device.

- **Delete unused memos, photos, and other items**, or save them to an **expansion card**.

- Move infrequently used applications to the Applications folder on the **hard drive**. Note that some applications must be installed in program memory in order to run correctly.

My device keeps turning itself off.

Your device is designed to turn itself off after a period of inactivity. This period can be set at 30 seconds or at one, two, or three minutes. Check the Auto-off after setting on the **Power Preferences** screen.

My device is not making any sounds.

Check the **System, Alarm, and Game Sound** settings.

I get a blank screen when I reset my device.

It takes a little while for your device to reset when you press the reset button. Resetting is done when the **Date & Time Preferences** screen appears.

The current date and time are incorrect.

The current date and time are tied to the Location setting. If you **change the date and time** without **changing the Location setting**, the current date and time may appear incorrect.

My application is responding slowly.
WINDOWS ONLY

If you are transferring files using LifeDrive™ Manager and you are working with a large application on your device such as a game, the application may perform slowly. Wait until the file transfer has finished before you use the application.

Moving around

I can't find the icon I want in Applications View.

- Select the category pick list in the upper-right corner of Applications View 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 device.

- The application you want may be installed on your device's internal drive. To view these applications, select the category pick list in the upper-right corner of Applications View and select Internal Drive.

- Some of the applications that come with your device are not preinstalled. You need to **install these extra applications from the software installation CD**.

- If you have an **expansion card** inserted in the expansion slot on your device, the application you want may be installed on the card instead of on your device. To view the applications installed on the card, select the pick list in the upper-right corner of Applications View and select the expansion card's name from the list.

Entering information

My device doesn't respond to taps correctly.

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

When I tap Menu on the status bar, nothing happens.

- Tap the upper-left corner of the screen to try and open the menus.

- **Align the screen** and try tapping Menu again.

- If nothing happens, you may be in an application or screen that does not use menus. Switch to a different application and try tapping Menu. If it works in the second application, then the first does not use menus.

- If tapping Menu does not work in the second application, try aligning the screen again.

I can't get my device to recognize my handwriting.

For your device to recognize handwriting input with the stylus, you need to use **Graffiti® 2 writing**. Use the Graffiti 2 help to learn how to write characters.

NOTE   Your device recognizes strokes entered with the stylus other than Graffiti 2 strokes in the Note Pad application only.

- Make the Graffiti 2 character strokes in the Graffiti 2 input area, not on the display part of the screen. If you want to write on the display part of the screen, **turn full-screen writing on**.

CHAPTER 31   Common Questions

- Write Graffiti 2 strokes for lowercase letters in the left side, strokes for capital letters in the middle, and strokes for numbers in the right side of the Graffiti 2 writing area.

- Make sure that Graffiti 2 is not in **shift mode or in Punctuation Shift mode**.

The info I entered does not appear in an application.

- Check the Categories pick list in the upper-right corner of Applications View. Select All to display all the records for the application.

- Did you set private records to be hidden? Check **Security Preferences** to see that Private Records is set to Show private records.

- Open the Options menu and select Preferences. Make sure Show Completed Tasks is selected.

I don't know how to save the info I entered in an application.

Each time you complete an entry such as a contact, memo, or note, your device 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, **do a full sync** often to back up the info on your device to your computer.

CHAPTER 31　　　　Common Questions

Synchronizing

I can't synchronize my device with my computer.

NOTE　You must install the software installation CD before you can synchronize.

• Make sure the USB sync cable is connected securely.

• Make sure the date on your computer matches the date on your device.

• Read the **HotSync log** for the user account for which you are synchronizing.
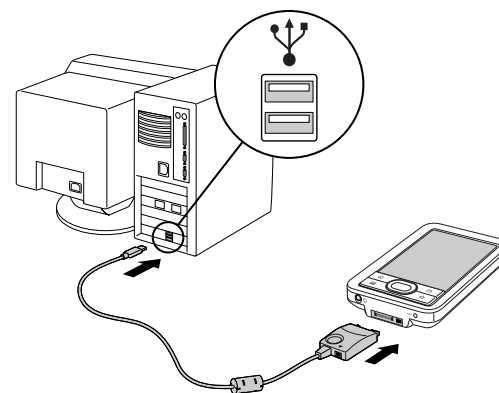
WINDOWS ONLY

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

NOTE　If you don't see the HotSync Manager icon, click Start in the Windows taskbar, and then select Programs. Go to the palmOne program group and select HotSync Manager.

MAC ONLY

• Make sure HotSync Manager is enabled: Open the Palm 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 USB sync cable from your computer, and then reconnect the cable and restart your computer.

[!] Before You Begin

You must have completed CD installation and chosen Palm Desktop software as your desktop application for synchronization in order to switch to Outlook. Note that you can choose Outlook as your synchronization software for Contacts, Calendar, Tasks, and Memos during CD installation.

When I synchronize, nothing happens on Palm Desktop software, and my device times out.

- **Perform a soft reset**.

- Make sure that **HotSync Manager is running** on your computer.

- Make a copy of the folder containing your information. This folder is named with either your full username or a shortened version of the name. Uninstall and then reinstall Palm Desktop software.

- Turn on your device, and **go to Applications**. Select HotSync 🌐, and then select Local.

I want to change from synchronizing my device with Palm Desktop software to synchronizing with Outlook.

WINDOWS ONLY

During CD installation, you chose a desktop software application to synchronize with your device. You may have chosen Palm Desktop software at that time. But if Microsoft Outlook already contains all of your contacts, appointments, tasks, and notes, you can change your synchronization method so that your device synchronizes with Outlook instead. You can also change from Outlook to Palm Desktop software.

NOTE   If you choose to synchronize with Outlook, info from Contacts, Calendar, Tasks, and Memos is synchronized with info in Outlook. You can also set up the VersaMail® application to synchronize email messages on your device with email in Outlook. Other info, such as voice memos and notes, is synchronized with info in Palm Desktop software.

1. Insert the CD into your computer.

2. Select Change your synchronization method.

3. Follow the onscreen instructions for the desktop software you want to use.

I can't synchronize my device with Microsoft Outlook.
WINDOWS ONLY

NOTE   If you choose to synchronize your device with Outlook, information from Contacts, Calendar, Tasks, and Memos is synchronized with info in Outlook. Other information, such as voice memos and notes, is synchronized with info in Palm Desktop software.

- Click the HotSync Manager icon ⟳ and select Custom. Check the following:

  - Make sure that you have the correct username selected from the drop-down list.
  - Make sure that the applications you want are set to synchronize the files. If not, select each application, click Change, and then choose Synchronize the files.
  - Make sure that the correct application name is selected. For example, the older version of Calendar was called Date Book. If you have upgraded from an older device, make sure that Calendar is set to Synchronize the files, and Date Book is set to Do Nothing.
  - If you synchronize your device with more than one computer, click Settings and select Enable synchronization to multiple PCs for each application you want to synchronize. This helps avoid duplicating the same information on a single computer.

NOTE   Check the Set as default box to use this setting each time you synchronize. Otherwise, it applies during the next synchronization only.

- Be sure that the application you want is installed. Reinstall the HotSync Manager and make sure that the application is selected.

- Reinstall Palm Desktop software and select the option to synchronize with Microsoft Outlook.

I can't synchronize wirelessly using my device's Bluetooth technology.

- Make sure that the HotSync Manager is running on your desktop computer. The HotSync Manager icon ⟳ must appear in the taskbar in the lower-right corner of your screen.

- Click the HotSync Manager icon ⟳ and verify that there is a checkmark next to Local.

- Your device may not be able to recognize the virtual serial port on your Windows computer. Try validating the virtual serial port you're using, or create a different virtual port and change the HotSync Manager settings to use the new virtual port. To change the virtual serial port, click the HotSync Manager icon . Select Setup, and then select the Local tab. Select a port from the Serial port pick list.

When you synchronize wirelessly, your device attempts to connect to a Bluetooth virtual serial port on your computer. First it looks for a Bluetooth serial HotSync port. If it cannot find that port, it then looks for a generic Bluetooth serial port. However, some generic Bluetooth serial ports do not support synchronization. Refer to the documentation that came with your computer operating system for instructions on creating/changing the virtual port for serial communication.

If the virtual serial port you want to use is used by other applications, exit those applications before setting up your computer for wireless synchronization.

Some of my applications do not synchronize.

If you have synchronized successfully but you can't find the information from your device on your computer, check to see that you have the correct username selected for viewing information.

NOTE If you upgraded from a previous device, go to **www.palmOne.com/support**, select your country, select the LifeDrive™ device from the main page, and click the Upgrade link.

WINDOWS ONLY

Click the HotSync Manager icon in the lower-right corner of your screen, and then select Custom. Check that the application is set to synchronize the files. If it is not, select the application, click Change, and then select Synchronize the files. Check the Set as default box to use this setting each time you synchronize. Otherwise, it applies during the next synchronization only.

MAC ONLY

Double-click the HotSync Manager icon in the Palm folder. From the HotSync menu, select Conduit Settings. Select your username from the User pop-up menu, and be sure that the application is set to synchronize.

I can't open the HotSync Manager.

On a Windows computer, **uninstall Palm Desktop software** from your computer, and then reinstall the software from the software installation CD.

On a Mac computer, just reinstall Palm Desktop software.

When I synchronize, I receive the 8009 error message: An application has failed to respond to a HotSync notification.

WINDOWS ONLY

The 8009 error indicates that the Windows registry is corrupt. You need to rebuild the HotSync Manager registry entries. For information on rebuilding the registry entries, go to **www.palmOne.com/support** and search the palmOne Knowledge Library for "error 8009."

My files didn't install during synchronization.

- If files do not install after you synchronize, the file type was not recognized. On your device, open the application associated with those files. Then synchronize again. If the files remain in the palmOne™ Quick Install list on your computer (Windows only), they are not associated with an application on your device and cannot be installed by synchronizing. You can install the files using **LifeDrive Manager** (Windows) or **Drive Mode** (Mac or Windows).

- If you are trying to install files to an expansion card, make sure that a card is inserted into your device's expansion slot before you synchronize.

I can't add more files to the Quick Install list.

Make sure the dialog box that confirms where the files will be installed is closed. You cannot add more files to the list when the confirmation dialog box is open.

Common Questions

When I add a zipped file (ZIP) to Quick Install, some of the files don't appear in the Quick Install list.

Unzip the file with a file compression utility, such as WinZip, and then add the unzipped files to Quick Install.

I receive an authentication error when I try to synchronize wirelessly through a LAN access point.

Make sure you entered the correct username and password for the selected network service profile in the **Network Preferences** screen.

When I try to synchronize wirelessly through a LAN access point, it connects, but nothing happens.

• Make sure that Network is selected in the HotSync Manager menu on your computer.

• Contact your system administrator to make sure your network computer is properly set up.

I want to synchronize my computer with more than one device.

If the computer running Palm Desktop software synchronizes with more than one device, each device should have a unique name. Synchronizing more than one device with the same username causes unpredictable results and, potentially, loss of your personal information. Assign a username to your device the first time you synchronize.

If you are synchronizing with Outlook, make sure the right profile is selected for the applications you want to synchronize in HotSync Manager. From the Palm Desktop home screen, click the HotSync Manager, and then select Custom.

LifeDrive Manager/Drive Mode

I can't move or copy files using LifeDrive Manager.
WINDOWS ONLY

- Make sure your device is connected securely to the USB sync cable, and that the cable is connected to a USB port on the back of your computer.

- Make sure no other applications—such as HotSync Manager or Pocket Tunes™—are using the USB sync cable. To check, press the Home button ⌂. If Favorites opens, then no other applications are using the sync cable. If Favorites does not open, then another application may be using the cable.

- Try to synchronize. If synchronizing doesn't work, LifeDrive Manager doesn't work, either.

- If LifeDrive Manager was working but stops, disconnect and reconnect your device. If this does not solve the problem, **perform a soft reset**.
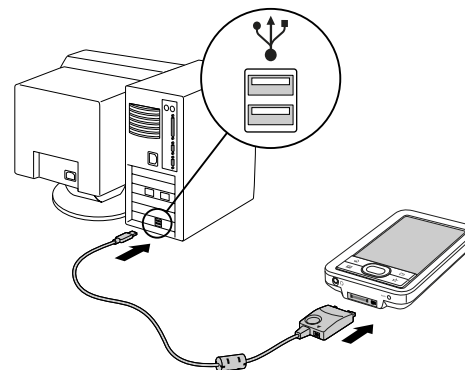
I can't see a file I moved from my computer to my device.

Your device stores information in two places: in **program memory** and on the **hard drive**. When you view files on your device using LifeDrive Manager on your computer or Files on your device, only files on the drive are displayed.

If you used Quick Install to move a file to your device, depending on the file type, the file may be located in your device's program memory. If this is the case, you can't view the file using LifeDrive Manager or Files, but you can access it by using the appropriate application. If you want to be able to see the file in the LifeDrive Manager window or the Files screen, copy it to your device's internal drive using LifeDrive Manager.

CHAPTER 31	Common Questions

I made updates to a file on my device, but when I synchronize, the changes don't show up in the file on my computer.

If you use LifeDrive Manager to transfer a file or folder to your device, you must select whether that item synchronizes. You can either select the **Keep synchronized** option during file transfer, or make the file or folder a **sync item** once it is on the hard drive.

If you move an item into a **sync folder** on the hard drive, the item automatically synchronizes. However, the item synchronizes to the copy of the sync folder on your computer, not to its original location—the version in the original location remains unchanged.

File transfer is taking place slowly.

If you are working with large files or using large applications such as games on your device, file transfer may go more slowly. Quit all device applications to speed file transfer.

When I try to delete a file using LifeDrive Manager, a message appears saying the file is busy.

If you are working with a file on your device—for example, editing a document or listening to a music file—you cannot delete the file using LifeDrive Manager. Close the file on your device and then delete it.

I can't write a memo or enter a contact when my device is in Drive Mode.

When your device is in Drive Mode, it works just like any external drive such as a CD drive. You cannot enter or work with information directly on your device while it is in Drive Mode. To work with information directly on your device, turn Drive Mode off.

When your device is in Drive Mode and is connected to a computer, you can open files from your device's internal drive on the computer using Windows Explorer or My Computer (on a Windows computer) or Finder (on a Mac computer), and work with them there.

Your device still displays alerts, such as for appointments or new email messages, when in Drive Mode.

Common Questions

My device and/or the expansion card is not showing up as a drive in Windows Explorer or My Computer when I have the device in Drive Mode.
WINDOWS ONLY

When you turn on Drive Mode, connect your device to your computer, and then open My Computer or Windows Explorer, the window you open shows two new drives. These drives are assigned the next available drive letters, for example, E:, F:, and so on. If no letters are available because you have multiple external devices connected to your computer (such as a card reader or a camera), or because you are using mapped network drives, the window does not display your device or the expansion card as a drive. To display them, remove some of the external devices connected to your computer, or remove some of the mapped network drives.

Calendar

I selected the Today button, but it does not show the correct date.

Make sure the Set Date box on the **Date & Time Preferences** screen displays the current date.

I created an event, but it doesn't appear in Week View.

- If scroll arrows appear on the right of your screen, scroll down to see if the event appears farther down the screen.

- If you have two or more events with the same start time, the events appear as multiple bars starting at the same time in Week View. To see the overlapping events, select the individual bars, or select Day View. For more information, see **Finding events that overlap**.

- If you marked the event as private, check **Security Preferences** to see that Private Records is set to Show private records.

Time zones don't appear on my Palm Desktop software.

Palm Desktop software does not recognize time zones. Only Outlook recognizes times zones.

I set the global time zone preference, but only some of my events are responding to my time zone change.

Only new events created after the preference is set are affected. The events you created earlier without time zones do not have the time zone set. You can **edit the earlier events to include a time zone**.

I created my event with a time zone, but only that event is responding to my time zone change.

When you create an event with a time zone setting, only that event is affected. To have all events automatically include a time zone setting, **set the New events include time zones preference**.

Memos

I'm having problems listing memos the way I want to see them.

If you cannot manually arrange the order of memos on the list screen, open the Options menu and select Preferences. Make sure that Sort by is set to Manual.

If you choose to view your memos alphabetically on Palm Desktop software and then synchronize, the memos on your device still appear in the order defined in the Preferences setting. In other words, the sort settings you use with Palm Desktop software are not transferred to your device.

Note Pad

I'm having problems listing notes the way I want to see them.

If you cannot manually arrange the order of notes on the list screen, select Preferences from the Options menu and make sure that Sort by is set to Manual.

If you choose to view your notes alphabetically on Palm Desktop software and then synchronize, the notes on your device still appear in the order defined in the Preferences setting. In other words, the sort settings you use with Palm Desktop software are not transferred to your device.

Media

I can't find the Media icon in Applications.

Select the pick list in the upper-right corner of Applications View and select Multimedia. You should now see an icon for the Media application.

In Favorites View, the entry associated with the Media application is called Photos & Videos. You can **edit the Favorites list** to change this to Media, as well as to create or change any other favorite file, folder, web link, or application.

Pocket Tunes™

I would like better-quality sound during playback.

You can save music files in either MP3 or RMJ format. RMJ is a proprietary format used by the RealPlayer desktop. In either case, saving at a lower bit rate creates a smaller file size, but also gives a lower playback quality. Increase the bit rate to improve playback sound quality, but remember that this increases file size.

My music file stutters during playback.
WINDOWS ONLY

If you are transferring files using LifeDrive Manager and you are listening to music files on your device, the music playback may stutter. Wait until the file transfer is finished to listen to the music file.

When I save songs from a CD, I do not see the song title or artist name.

When capturing songs from a CD, you must have an active Internet connection to obtain song title and artist information. This information is supplied from the GraceNote server on the web.

Tasks

The info I entered does not appear in an application.

• Open the Options menu and select Preferences. If Show Completed Tasks is selected, deselect it to display the missing tasks.

• If you marked the task as private, check **Security Preferences** to see that Private Records is set to Show private records.

Connecting wirelessly

My passkey is rejected when I attempt to form a trusted pair with my mobile phone.

Some mobile phones require that you enter the passkey within a specific time frame. Make sure you have a passkey in mind and that you enter it immediately when prompted.

If your passkey is rejected, your phone may have a preassigned passkey; see the documentation included with your phone for information. The documentation might refer to a Bluetooth connection as a Bluetooth pair, Bluetooth link, or bonded pair.

My device cannot connect to my mobile phone.

Use the following steps to test the connection:

1. Tap Bluetooth controls 🚦 on the status bar to open the Bluetooth settings screen. You can select the indicator even if it is dimmed.

2. Make sure On is selected.

3. Select the Service pick list and **select the service** that you want to use to connect to your phone.

4. Select Connect.

If the connection is successful, open the application that requires the connection and complete the desired task.

If the connection is not successful, try the following steps:

• Make sure that your phone is equipped with Bluetooth technology, that Bluetooth technology is enabled, and that the power is on.

• You may need to **set up a connection with your phone**. See the documentation included with your phone for assistance with completing the connection setup process.

My phone connection drops before I finish using it.

You need to increase the Idle timeout setting on the **Network Preferences Details** screen.

I get an error message when I try to dial a phone number using my device.

• Make sure that the **proper phone driver is installed** on your device.

• You may need to **set up a connection with your phone**. See the documentation included with your phone for assistance with completing the connection setup process.

• Check the **Phone Preferences** screen and make sure the correct phone connection is selected.

The VersaMail® application

I am having problems accessing my account.

Occasionally you may experience problems using an email account after you set it up. If you followed the **account setup procedure** and are experiencing problems using the account, verify that the account complies with your email provider's requirements by following these steps:

- Verify both your password and your username for your email account.

- If you are connecting using a mobile phone through the built-in Bluetooth technology on your device, a cable, or the IR port on your device, verify that you have either a data-enabled GSM or a high-speed GPRS account with your wireless service provider.

- Some wireless service providers require you to be on their network to use your email account. If this is the case, be sure to use your provider's network as the connection type for the account.

- Some wireless service providers have other requirements specific to their service. For example, Yahoo! requires you to pay for a POP account in order to download email messages from your Yahoo! account to your device. Check with your service provider to see if any provider-specific requirements exist.

- Service provider settings frequently change. If your email account was working but you are currently experiencing problems, check with your service provider to see if any of the account settings have changed.

I am having problems sending and receiving email.

- Short periods of time when email is unavailable are common due to server problems or poor wireless coverage. If you have problems sending or receiving mail for an extended period of time, check with your ISP or email service provider to verify that the service is working properly.

- Make sure your ISP or email provider allows you to send and receive email on a wireless device. Several providers, like Hotmail, do not offer this option at all.

Common Questions

Auto Sync is not working.

- If Auto Sync is occurring and you turn your handheld off or the connection to your email service provider is disconnected, Auto Sync fails.

- If you are attempting Auto Sync over a network, you must be in range of a network access point for Auto Sync to work.

I can receive email fine, but am having problems sending email.

If you are able to receive email messages but cannot send them, try these steps, in turn:

- Make sure your ISP or email provider allows you to access email on a wireless device. Several providers do not offer this option at all; other providers require an upgrade to access email on a wireless device.

- **Turn on ESMTP**. Many services require authenticated access to use their SMTP servers, or ESMTP.

- **Enter the name of a different outgoing mail server** for sending mail. Many ISPs, such as cable companies, require that you have an Internet connection to their network to send email through their servers. In this case, you can almost always receive email from these accounts, but if you want to send email, you must send it through another server.

I can't download any messages.

If the program memory on your device fills up, you cannot download any more messages to your device. Delete some messages to free up program memory, and try downloading again.

I am trying to synchronize messages on my device with messages on my computer, but it's not working.

On your computer, check the **advanced account settings** for the account you want. Make sure that the box is checked that allows you to synchronize messages on your device with messages on your computer.

Common Questions

My vCard or vCal email attachment isn't forwarding correctly.

WINDOWS ONLY

Palm Desktop software provides several features that work with email client software on a Windows computer. For these features to work correctly, the email client software must be properly set up. Follow these steps to check the settings:

1. Click Start on your computer, and then select Settings.

2. Select Control Panel.

3. Select Internet Options, and then click the Programs tab.

4. Make sure that the email field is set to the correct email client software.

5. Click OK.

6. Start the email client software and make sure it is configured as the default MAPI client. Consult the documentation for your desktop email application for more information.

Privacy

I've made records private, but I can't remember my password to display them.

First, use the password hint to try to remember the password. If this doesn't help or if you do not have a password hint, you can use **Security Preferences** to delete the password, but your device deletes all entries marked as private. However, if you synchronize before you delete the password, the synchronization process backs up all entries, whether or not they are marked private. Then you can follow these steps to restore your private entries:

1. In Security Preferences, tap in the password box and enter a guess at the password.

2. In the dialog box that appears, select Lost Password.

3. Select Delete Password to remove the password and delete all private records.

4. Synchronize your device with your computer again.

I forgot the password, and my device is locked.

First, use the password hint to try to remember the password. If this doesn't help or if you do not have a password hint, you must **perform a hard reset** to continue using your device. Performing a hard reset deletes all of the information on your device. To protect your info and create a backup of your info, **do a full sync** to back up the contents of your device to your computer often.

Sharing

I can't beam information to another device or other device.

✎ **NOTE**   Depending on the receiving device model, not all information may be sent correctly.

- If you are beaming to another Palm Powered device, confirm that your device and the other device are 4 to 39 inches (approximately ten centimeters to one meter) apart and that the path between the two devices is clear of obstacles. Beaming distances to other devices with an IR port may be different.

- Move your device closer to the receiving device.

- Make sure the receiving device has **beam receive enabled**.

- **Perform a soft reset** on both your device and the receiving device.

- Avoid beaming in bright sunlight or fluorescent light. These produce infrared noise that can make beaming go slower or, in some cases, prevent it from working at all.

When someone beams information to my device, it doesn't receive the info.

- If you are receiving info from another Palm Powered device, confirm that your device and the other device are 4 to 39 inches (approximately ten centimeters to one meter) apart and that the path between the two devices is clear of obstacles. Beaming distances to other devices with an IR port may be different.

- Move your device closer to the sending device.

- Make sure your device has **beam receive enabled**.

- **Perform a soft reset** on both your device and the beaming device.

When someone beams information to my device, I get a message telling me it is out of memory.

• Your device requires at least twice the amount of memory available as the info you are receiving. For example, if you are receiving a 30KB application, you must have at least 60KB free.

• **Purge old Calendar events** and **delete unused or unnecessary applications**.

I cannot send information to another Bluetooth device.

• Make sure that Bluetooth communication is enabled on both your device and the other device.

• Make sure that the receiving device has a compatible Bluetooth application installed.

• The receiving device must be within range of your device, approximately 25 to 30 feet (8 to 10 meters).

Other Bluetooth devices cannot find my device.

• Tap Bluetooth controls on the status bar to open the Bluetooth settings screen and make sure that Bluetooth is turned on.

• Select Prefs and make sure the **Discoverable setting** is set to Yes.

Problems with incompatible applications

palmOne, Inc. works with developers of third-party add-on applications to ensure the compatibility of these applications with your device. Some third-party applications, however, may not have been upgraded to be compatible with your device.

Possible symptoms of incompatible applications include:

• Fatal errors needing resets

• Nonresponsive device requiring a reset

• Slow performance

• Abnormal screen display or uneven sound quality

• Problems using Bluetooth technology or other features

• Problems opening an application

• Problems synchronizing

You can determine whether an incompatible application is causing problems by **deleting the application** and then operating your device.

After you have deleted the application, try to replicate the operation that created the error. If removing the application solves your problem, contact the application developer for a solution. Also, go to **www.palmOne.com/us/support/contact/incompatible_apps.html** to provide feedback to palmOne on the application.

Finding a third-party application that is causing a problem

If you have multiple third-party applications installed on your device or have upgraded from an earlier model of a Palm Powered device, perform the following procedure to remove all third-party applications from your device. Once you have removed all of the third-party applications, you can install one application at a time to determine which application is causing the problem.

The following procedures erase all information from your device. Before removing the applications, <u>**do a full sync**</u> to back up the contents of your device to your computer.

1. On a Windows computer, open the palmOne folder on your computer, and then open the user folder for your device. User folder names are often abbreviated as last name, first initial. On a Mac computer, locate the folder Home/Documents/Palm/Users/<device name>/Backups.

2. Select and drag the Backup folder to the desktop. Make sure you see the Backup folder on the desktop.

3. On a Windows computer, close the palmOne folder.

4. <u>**Perform a hard reset**</u>. Synchronize your device with your computer to restore info to your device's program memory, and use LifeDrive Manager (Windows) or Drive Mode (Mac) to restore info to your device's internal drive.

5. Operate your device and try to replicate problem operations.

6. Do one of the following:

   - If your device still has problems, review this Common Questions section for solutions to the problem. Fix the problem before reinstalling the third-party applications.
   - If your device no longer has problems, install the third-party applications one application at a time using the following procedure:

     a. Open the Backup folder you moved to the desktop in step 2.

     b. Double-click a PRC file. On a Windows computer, the Quick Install window opens with the PRC file listed. On a Mac computer, the HotSync Manager window opens with the PRC file listed.

        ⅂ **NOTE**   Alternatively, on a Mac computer, you can drag the PRC file to the Send To Device droplet instead of double-clicking it.

     c. Click Done.

Common Questions

d. Synchronize your device with your computer.

e. Operate your device and try to replicate problem operations.

f. Do one of the following:

- If installing the application re-creates your problem, remove the application and contact the application developer for a solution. Continue to reinstall your applications one application at a time to make sure another application is not creating a problem.

- If installing the application does not cause a problem, go to step a and reinstall another application.

g. Go to **www.palmOne.com/us/support/contact/incompatible_apps.html** to provide feedback to palmOne on the application.

NOTE   Some applications use more than one PRC file. You should continue to check each PRC file even if you identify one associated with an application that is causing a problem on your device, since that application may use other PRC files.

Getting Help

This guide is meant to tell you everything you need to know to set up, customize, and use your device. However, you may occasionally run into an issue that is not addressed in this guide. Here are some resources to help you if that happens.

Self-help resources

If you run into a problem with your device, be sure to check these resources first:

• Answers to **common questions** about your device and its features

• The Palm® Desktop online Help

• The *Palm Desktop Software for the Macintosh User's Guide* located in the Documentation folder on your installation CD

• The palmOne™ Knowledge Library, accessible at **www.palmOne.com/support**

• The most recent palmOne LifeDrive™ device HelpNotes on your regional website

Technical support

If, after reviewing the self-help resources, you cannot solve your problem, go to **www.palmOne.com/support** or send an email to your regional Technical Support office.

Before requesting technical support, please experiment a bit to reproduce and isolate the problem. When you do contact Technical Support, please provide the following information:

• The name and version of the desktop operating system you are using

• The actual error message or state you are experiencing

• The steps you take to reproduce the problem

• The version of device software you are using and available memory

To find version and memory information, follow these steps:

1. **Go to Applications**.

2. **Open the menus**.

3. Select Info from the App menu.

4. Select Version for version info, and Size for memory info.

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.**

In August 1996, the FCC of the United States with its action in Report and Order FCC 96-326 adopted an updated safety standard for human exposure to radio frequency electromagnetic energy emitted by FCC regulated transmitters. Those guidelines are consistent with the safety standard previously set by both U.S. and international standards bodies. The design of this product complies with the FCC guidelines and these international standards.

Exposure to radio frequency energy (SAR)

In order to comply with FCC RF exposure safety guidelines, this device and its antenna must not be co-located or operating in conjunction with any other antenna or transmitter. The user of this device should ensure that the operation of this device is in compliance with these provisions.

FCC ID: O3W830

Responsible Party:

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

Tungsten™ Product Family

FC

Tested to Comply
With FCC Standards

FOR HOME OR OFFICE USE

Industry Canada

The term "IC:" before the certification/registration number only signifies that the Industry Canada technical specifications were met.

IC:3905A-830

Canadian Wireless Regulatory Notice

This Class B digital apparatus meets all the requirements of the Canadian Interference Causing Equipment Regulations. Operation is subject to the following two conditions: a) this device may not cause any interference, and b) this device must accept any interference, including interference that may cause undesired operation of the device. To prevent radio interference to the licensed service, this device is intended to be operated indoors, and away from windows to prevent maximum shielding. Equipment (or its transmit antenna) that is installed outdoors is subject to licensing.

CE

CE Declaration of Conformity

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

Meets the following European Council Directives:

- 89/336/EEC (EMC Directive)

- 99/5/EC (R&TTE Directive)

- 73/23/EEC (Low Voltage Directive).

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 Waitt
palmOne Compliance Engineer

Date: April 18, 2005

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.

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

Intrinsic Safety Warning

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.

Wireless Notices—Usage Cautions

In some situations, the user of the wireless device may be restricted. Such restrictions may apply aboard an airplane, in hospitals, near explosive environment, in hazardous locations etc. If you are not certain of the policy that applies to the use of this device, please ask for authorization prior to turning on the device.

Static Electricity, ESD, and Your palmOne™ Device

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™ device, 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 device, 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 device to your computer, placing the device 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.