



Your Palm[®] Treo[™] 680 Smart Device User Guide

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6,441,824; 6,437,543; 6,429,625; 6,425,087; 6,389,572; 6,388,877; 6,381,650; 6,363,082; 6,344,848; 6,317,085; 6,241,537; 6,222,857; 6,185,423; 6,147,314; 6,115,248; 6,064,342; D421,251; D429,252; D466,128; D478,091. Patent pending.

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Contents

| | |
|---|----|
| Welcome | 1 |
| What do I need to get started? | 3 |
| Chapter 1: Setting up | 5 |
| Treo 680 overview | 7 |
| Inserting the SIM card and battery | 9 |
| Charging the battery | 11 |
| Maximizing battery life | 13 |
| Making your first call | 15 |
| Setting up your computer for synchronization | 16 |
| Synchronizing information—the basics | 23 |
| Chapter 2: Moving around on your Palm® Treo™ 680 smart device | 25 |
| Moving around the screen | 27 |
| Using the keyboard | 31 |
| Opening applications | 35 |
| Chapter 3: Your phone | 39 |
| Turning your Treo 680 on and off | 41 |
| Making calls | 43 |
| Receiving calls | 47 |
| Using voicemail | 48 |
| What can I do when I'm on a call? | 50 |
| How many minutes have I used? | 56 |
| Entering names and phone numbers | 57 |
| Defining favorite buttons | 61 |
| Using a hands-free device | 64 |
| Customizing phone settings | 69 |

| | |
|--|------------|
| What are all those icons? | 75 |
| Chapter 4: Your email and other messages | 79 |
| Which email application should I use? | 81 |
| The VersaMail application | 83 |
| Xpress Mail | 96 |
| GoodLink | 97 |
| Messaging | 97 |
| Chapter 5: Your connections to the web and wireless devices | 109 |
| Web browser | 111 |
| Connecting your computer to the Internet through your Treo | 119 |
| Connections with Bluetooth devices | 122 |
| Chapter 6: Your photos, videos, and music | 127 |
| Camera | 129 |
| Pictures & Videos | 133 |
| Pocket Tunes | 139 |
| Chapter 7: Your personal information organizer | 147 |
| Calendar | 149 |
| World Clock | 156 |
| Tasks | 158 |
| Chapter 8: Your memos and documents | 163 |
| Documents To Go Professional | 165 |
| Memos | 166 |
| Voice Memo | 167 |
| Chapter 9: Your application and info management tools | 169 |
| Using Find | 171 |
| Viewing and using the alerts | 171 |

| | |
|--|------------|
| Calculator | 172 |
| Installing applications | 174 |
| Removing applications | 176 |
| Viewing application info | 177 |
| Sending information with Bluetooth wireless technology | 178 |
| Beaming information | 180 |
| Synchronizing information—advanced | 182 |
| Using expansion cards | 188 |
| Chapter 10: Your personal settings | 195 |
| System sound settings | 197 |
| Display and appearance settings | 198 |
| Applications settings | 201 |
| Locking your Treo and info | 203 |
| System settings | 210 |
| Connecting to a VPN | 212 |
| Chapter 11: Common questions | 215 |
| Upgrading | 217 |
| Desktop software installation | 219 |
| Resetting your Treo | 219 |
| Replacing the battery | 221 |
| Screen | 223 |
| Synchronization | 224 |
| Phone | 231 |
| Hands-free devices | 233 |
| Email | 234 |
| Messaging | 234 |
| Web | 236 |
| Camera | 239 |

| | |
|--------------------------------|-----|
| Making room on your Treo | 240 |
| Third-party applications | 241 |
| Error messages | 242 |
| Where to learn more | 245 |
| Terms | 247 |
| Regulatory information | 251 |
| Specifications | 263 |
| Index | 267 |

Welcome

Congratulations on the purchase of your Palm® Treo™ 680 smart device! In one compact and indispensable device, you now have all of the following:

- Contacts application that stores the names, phone numbers, and even pictures of friends, family, business contacts—everyone you stay in touch with
- Email applications for receiving and sending email (business and personal)
- Palm OS® personal info applications for storing your appointments, to-do lists, memos, and more
- Expansion card slot that accepts cards (MultiMediaCard/SD/SDIO; sold separately) for storing music files, videos, dictionaries, games, and lots of other applications
- A VGA (640x480) digital camera for snapping photos and capturing short videos (camera version only)

DID YOU KNOW? The Cingular Wireless business-to-business sales channel offers a Treo 680 without a camera. If you purchased your Treo 680 from this channel, check the packaging to see if it includes a camera.

- Text and multimedia messaging
- MP3 player
- Applications for reading, creating, and editing Microsoft Office files and viewing PDF files
- Software for entering names, addresses, and more on your computer, and then transferring them to your Treo 680 with one press of a button

NOTE Phone and text messaging services require a service contract with Cingular Wireless. Web, email, and multimedia messaging services require a service contract and data services from Cingular Wireless. Data speeds vary based on network availability and capacity.

What's in the box?

You should have received all the following items in the box:

Hardware

- Treo 680
- Cingular Wireless SIM card (not included with all models; preinstalled in Treo 680 on some models; see [Inserting the SIM card and battery](#) for details)

KEY TERM SIM (Subscriber Identity Module)

card The smartcard that you insert into your Treo 680 and identifies you to the mobile network. It contains your mobile account information, such as your phone number and the services to which you subscribe. Phone book entries and SMS messages can also be stored on the SIM card.

- Rechargeable battery
- AC charger
- USB sync cable
- Headset

Documentation and software

- *Getting Started Guide*
- Palm Software Installation CD, which includes the following:
 - Palm® Desktop software
 - Bonus software for your Treo 680
 - *Your Palm Treo 680 Smart Device User Guide* (this guide)
- Palm warranty

TIP Missing something or need help? Contact Cingular Wireless customer service: 1-866-CINGULAR (1-866-246-4852) or call 611 from your mobile phone.

What do I need to get started?

This guide helps you set up your and quickly learn to use it. To get started, you need all the items that came in the Treo 680 box (see [What's in the box?](#)), plus the following:

- A SIM card. If your Treo 680 box did *not* contain a SIM card, you need to contact Cingular Wireless to get one. Be sure to sign up for a mobile account with data services. To use your Treo 680 on the Cingular Wireless network, the SIM

card must be inserted into your Treo 680. Without a SIM card, you can only call 911.

- You must be in a location where you are within coverage of the Cingular Wireless network.
- An electrical outlet
- The computer with which you want to synchronize your personal information

NOTE To use email, web browsing, and multimedia messaging, your Cingular Wireless service plan must include data services. Please contact Cingular Wireless for details about your data service options.



Setting up

Congratulations on the purchase of your new Palm® Treo™ 680 smart device. You're about to discover the many things about your Treo 680 that will help you better manage your life and have fun, too.

As you become more familiar with your Treo 680, you'll want to personalize the settings and add applications to make it uniquely yours. But first, take these few easy steps to set up your Treo 680 and get it running.

Benefits

- Know where your Treo 680 controls are located
- Start using your Treo 680 right away
- Establish a link between your Treo 680 and your computer

In this chapter

| | |
|--|----|
| Treo 680 overview | 7 |
| Inserting the SIM card and battery. | 9 |
| Charging the battery. | 11 |
| Maximizing battery life | 13 |
| Making your first call | 15 |
| Setting up your computer for synchronization | 16 |
| Synchronizing information—the basics | 23 |

Treo 680 overview

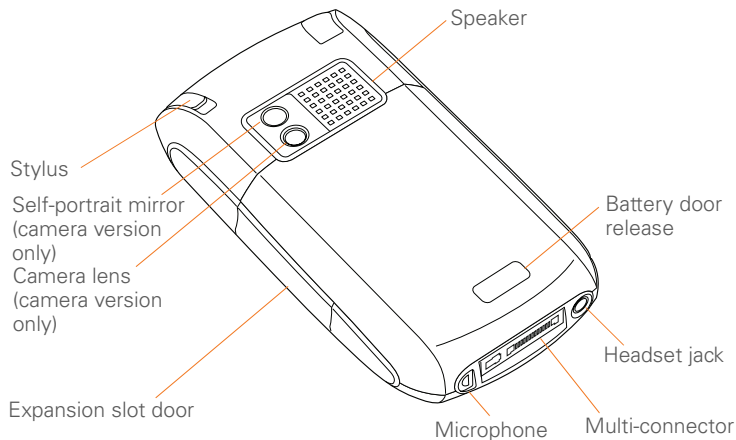
Front view



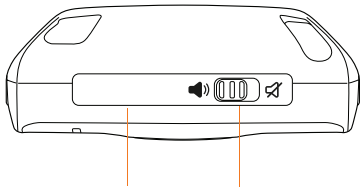
TIP Protect your screen. Be careful to store your Treo 680 away from items that might scratch or crush the screen. Visit www.palm.com/mytreo680cingular to find carrying cases and other useful accessories.

DID YOU KNOW? When your Treo 680 screen is on, you can press and hold the **Side** button to open the Voice Memo application. You can also change your button settings and select an application of your choice; see [Reassigning buttons](#) for details.

Back view



IMPORTANT The Treo 680 speaker includes a large magnet, so be sure to keep your Treo 680 away from credit cards or other items that could be demagnetized.

Top view

Infrared (IR) port Ringer switch

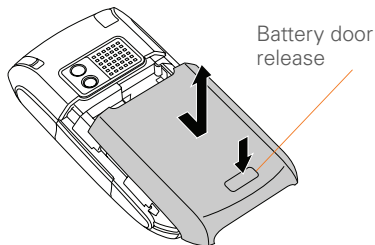
DID YOU KNOW? The Ringer switch silences all sounds at once. You don't need to hunt for Off buttons all over the device.

Inserting the SIM card and battery

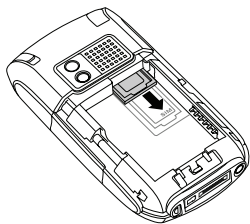
Your SIM card contains account information such as your phone number and voicemail access number. To use the phone, email, or web features, the SIM card must be inserted in your Treo 680.

NOTE Your SIM card may already be installed in your Treo 680. Follow steps 1–3 to check. If a SIM card did not come with your Treo 680, you may already have one; otherwise, Cingular Wireless will give you one when you subscribe.

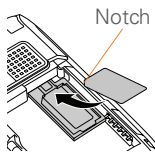
- 1 Use one hand to press the **Battery door release** button and use your other hand to slide the battery door downward to remove it from your Treo 680.



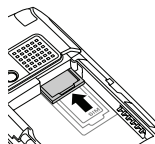
- 2 If the battery is installed, remove it. (See [Replacing the battery](#) for details.)
- 3 Slide the SIM tray out of the slot inside the Treo 680. If the SIM card is already installed, skip to step 6.



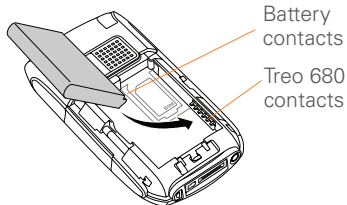
- 4 Align the notch on the SIM card with the notch in the SIM tray. Insert the notched end of the SIM card into the SIM tray, and then press the other end of the card until it falls into place.



- 5 Slide the SIM tray back into the slot inside the Treo 680.



- 6 Align the metal contacts on the battery with the contacts inside the battery compartment, insert the battery into the compartment at a 45-degree angle, and then press it into place.



IMPORTANT Use the battery that came with your Treo 680. Do *not* use a battery from another Treo model in your Treo 680. Similarly, do *not* use the Treo 680 battery in another Treo model. Using a battery that is designed for another Treo model can damage your Treo 680. For info on

replacement batteries, see [Replacing the battery](#).

- 7 Slide the battery door onto the back of the Treo 680 until it clicks into place.
- 8 Your Treo screen wakes up and begins the setup process. When the language selection screen appears, select the language you want to use, and then follow the onscreen instructions to set up your Treo.

TIP If your Treo does not turn on, you need to connect it to the AC charger. If it still does not turn on after being connected to the AC charger for five minutes, then do a soft reset. See [Performing a soft reset](#).

IMPORTANT Always use the same language for your Treo, your computer operating system, and your desktop software. Otherwise, you may lose information or have difficulty with synchronization. Support is not provided for mismatched language setups.

TIP The power-saving feature turns off the Treo screen after a period of inactivity. To wake up the screen, press and release **Power/End**, and then press **Center** on the 5-way to turn off **Keypguard**.

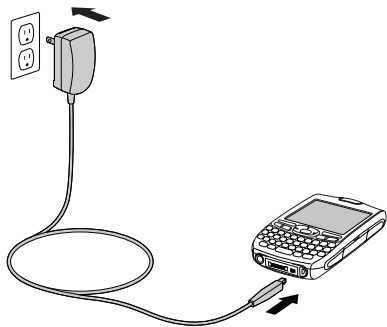
Charging the battery

The battery comes with a sufficient charge to complete the setup process and activate your phone. After activation, we recommend charging your Treo 680 for three hours (or until the indicator light is solid green) to give it a full charge. See [Maximizing battery life](#) for tips on maximizing the life of your Treo battery.

TIP To avoid draining the battery, charge your Treo 680 every day, especially if you use your phone often.

DID YOU KNOW? If your battery ever becomes fully drained, your info is still stored safely on your Treo 680 until you recharge the battery or connect your Treo 680 to a power source.

- 1 Plug the AC charger into a wall outlet.
- 2 Connect the charger cable to the bottom of your Treo 680. Make sure the arrow on the connector is facing up, toward the screen.

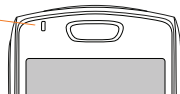


DID YOU KNOW? You can also trickle charge your Treo 680 without the AC charger by connecting it to your computer with the sync cable. However, it takes longer to charge the battery without the AC charger, and if your laptop isn't plugged into a power source, it can drain the laptop's battery. For the quickest charge time, use the AC charger.

TIP When trickle charging your Treo 680 with the sync cable, the indicator light may not turn on. To make sure the battery is charging, check the onscreen battery indicator.

- 3 To confirm that your Treo 680 is charging, check the indicator light on your Treo 680.
- Solid red indicates that your Treo 680 is charging.
 - Solid green indicates that your Treo 680 is fully charged.

Indicator light



TIP If the battery is fully drained, it may take a few moments for the indicator light to turn on when you begin charging.

TIP If the indicator light does not turn on when you connect your Treo 680 to the AC charger, double-check the cable connection and the electrical outlet to which it is connected.

When your Treo is on (see [Turning your Treo 680 on and off](#)), the onscreen battery icon displays the charging status:



A red lightning bolt indicates that the battery is connected to a wall outlet and is charging.



A green lightning bolt indicates that the battery is connected to a wall outlet and is fully charged.



A partial battery without a lightning bolt indicates that the battery is not connected to a wall outlet and it has some power.



An almost empty battery that is red at the bottom indicates that you need to charge the battery immediately.

TIP To see exactly how much power is left in your battery, tap the onscreen **battery** icon.



— Battery icon

Maximizing battery life

Battery life depends on how you use your Treo 680. You can maximize the life of your battery by following a few easy guidelines:



IMPORTANT Use the battery that came with your Treo 680. Do *not* use a battery from another Treo in your Treo 680. Similarly, do *not* use the Treo 680 battery in another Treo. Using a battery that is designed for another Treo can damage your

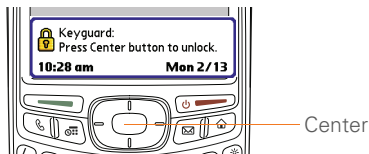
Treo 680. For info on replacement batteries, see [Replacing the battery](#).

TIP You can buy an extra battery as a spare for long airplane trips or periods of heavy use. To purchase batteries that are compatible with your Treo 680, go to www.palm.com/mytreo680cingular.

- Charge your Treo 680 whenever you can. Charge it overnight. The battery has a much longer useful life when it is topped off frequently, rather than charging it after it is fully drained.
- The wireless features (phone, email, messaging, and web) and media features (camera, media players, eBooks, and games) of your Treo 680 consume more power than its organizer features. Speakerphone usage also consumes more power than using the earpiece. If you use the wireless, speakerphone, and media features often, keep an eye on the battery icon and charge when necessary.
- If you don't plan to use the wireless features on your Treo for a while, turn off your phone (see [Turning your phone on and off](#)) and let all calls be picked up by voicemail.
- As with any mobile phone, if you are in an area with no wireless coverage, your Treo searches for a signal, which consumes power. If you cannot move to an area of better coverage, temporarily turn off your phone. While your phone is off, you can continue to use the nonwireless features of your Treo.
- Turn down the screen brightness (see [Adjusting the brightness](#)).
- Decrease the settings in Power Preferences and turn off Beam Receive (see [Optimizing power settings](#)).
- Turn off the Bluetooth® feature if you're not using it. See [Connecting to a Bluetooth hands-free device](#).



Making your first call

- 1 Press **Phone** .
- 2 If prompted, press **Center**  to turn off **Keyguard** (see [Locking your keyboard \(Keyguard\)](#) for more info).



TIP If **Check SIM Card** appears in the title bar, see [Inserting the SIM card and battery](#).


TIP If **No Service** appears in the title bar, you're outside a wireless coverage area. If you believe you are in a wireless coverage area and this problem persists, contact Cingular Wireless for assistance.

- 3 Press **Left**  to select the **Dial Pad**  tab.
- 4 Tap the onscreen Dial Pad to enter the number you want to call.



- 5 Press **Send**  to dial the number.
- 6 If prompted, press **Center**  to select **Yes** and turn on your phone.

TIP If you are inside a coverage area and cannot complete a call, contact Cingular Wireless for assistance.

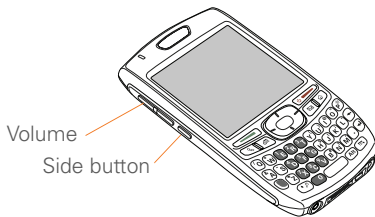
- 7 After you finish the call, press **Power/End**  to end the call.

Adjusting call volume



While a call is in progress, press the **Volume** button on the side of your Treo 680 to adjust the call volume.

- To increase the volume, press the upper half of the **Volume** button.

- To decrease the volume, press the lower half of the **Volume** button.



What's my phone number?

- 1 Make sure your phone is on (see [Turning your phone on and off](#)).
- 2 Press **Phone** .
- 3 Press **Menu** .
- 4 Select **Options**, and then select **Phone Info**.



Look here for your phone number

TIP If your phone number doesn't appear in Phone Info, make sure your SIM card is properly inserted in your Treo 680. If your phone number still does not appear in Phone Info, look for the number on the plastic holder to which the SIM card was attached. If you still need assistance, please contact Cingular Wireless.

Setting up your computer for synchronization

Why set up a connection between your Treo 680 and your computer? So you can synchronize. Why synchronize? Here are two good reasons:

- It's easier to enter names, phone numbers, and addresses using the big keyboard on your computer than the keyboard on your Treo 680. Whether you enter or change information on your computer (using Palm® Desktop software or Microsoft Outlook for Windows) or on your Treo 680, you

- automatically update the info in both places when you synchronize. So there's no need to enter the info twice.
- You have a backup copy of all your info. Should anything happen to your Treo 680, your info still exists on your computer.

We strongly recommend that you synchronize your Treo 680 with your computer frequently to keep your information up-to-date (and backed up) in both locations.

Before you can synchronize, you need to install the desktop synchronization software and connect the sync cable to your computer.

System requirements

Your computer should meet the following minimum system profiles for Windows or Mac computers:

- Windows 2000 or XP (or later)
 - 32MB of available memory (RAM)
 - 170MB of free hard disk space
 - CD drive
 - Available USB port

- Mac OS X version 10.2 or later
 - 128MB of total memory (RAM)
 - 190MB of free hard disk space
 - CD drive
 - Available USB port

Upgrading from another Palm OS® device

NOTE If you are setting up your first Palm OS® device, skip ahead to [Installing the desktop synchronization software](#).

You can transfer all compatible applications and information from your previous Palm OS device—whether it's a handheld or a Treo—to your new Treo 680, so long as the space taken up by all the info you want to transfer is 64MB or less. This includes your calendar events, contacts, memos, and tasks, as well as your application settings and any compatible third-party applications and files.

When you install the desktop software from the Palm Software Installation CD, some third-party applications may be quarantined because they are not compatible with the Palm OS software version 5.4.9 on your Treo 680.

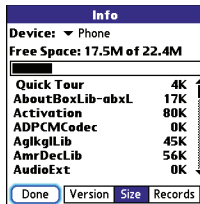
Quarantined files are not installed on your Treo 680, nor are they deleted; these files are placed in a new folder on your computer: C:\Program Files\Palm\L can't find my user folder.)

IMPORTANT Do not synchronize your Treo 680 with any *previous* versions of Palm Desktop software.

TIP We do not recommend using third-party utilities that back up your old device's information onto an expansion card and then transfer the info to your Treo 680. Such methods transfer all applications to your Treo 680, including ones that are not designed to work with Palm OS version 5.4.9.

- 1 Calculate how much space your apps and info occupy on your *previous* Palm OS device:
 - In Applications View, open the menus.
 - Select **Info** on the **App** menu.

- At the bottom of the screen, select **Size**.



- Look at the numbers on the **Free Space** line and subtract the number on the left from the number on the right to calculate the space used. For example, on the device shown here, $22.4 - 17.5 = 4.9$. This means that 4.9MB of space is occupied on this device.
- 2 If the space occupied on your previous device is 64MB or less, then go to step 3. If the space occupied is greater than 64MB, then do any of the following to reduce the storage space you're using before you go to the next step:
 - Delete any third-party applications that you no longer use.

- Move large files, such as eBooks and images, to an expansion card.
 - Move third-party applications to an expansion card.
 - Purge old info in applications such as Calendar (Date Book), Tasks (To Do), and email. Refer to the documentation that came with your previous device for instructions on these items.
- 3 Synchronize your *previous* device with your *previous* desktop software to back up your information one last time.
 - 4 Install the desktop synchronization software from your new Palm Software Installation CD (see [Installing the desktop synchronization software](#)).
 - 5 During the installation process, sync your Treo 680 with your *new* desktop software as instructed. When prompted, do the following:
 - Connect your Treo 680 to your computer (see [Connecting your Treo 680 to your computer](#)).
 - Indicate whether you want to sync only the info in your PIM apps (Calendar, Contacts, Memos, and Tasks) or all info and apps (excluding apps known to be incompatible).
 - 6 **MAC ONLY** If you have pictures on your previous device, copy them from your previous device to an expansion card or beam them to your Treo 680.
 - 7 If you plan to continue using your *previous* device, perform a hard reset on your *previous* device to remove its associated device name. (See the documentation that came with your *previous* device for instructions on performing a hard reset.) Each device you synchronize with your computer must have a unique name. The next time you synchronize your previous device with your computer, be sure to assign it a new name.
- If any third-party applications are quarantined during the installation, do not manually install them. Contact the third-party developer for software updates

and info about compatibility with your Treo 680.

TIP If you have trouble upgrading or finding quarantined files, see [Upgrading](#).

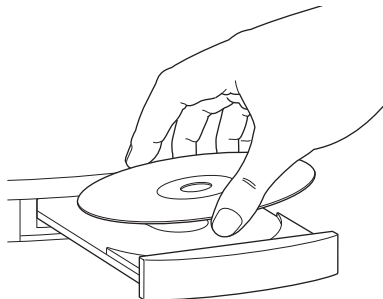
Installing the desktop synchronization software

IMPORTANT Even if you already own a Palm OS device and have installed a previous version of the desktop software, you *must* install the software from the Palm Software Installation CD that came with your Treo 680.

BEFORE YOU BEGIN If you are installing on a computer at work, make sure your computer is configured to let you install new software. Contact your company's IT department for help.

TIP If you want to sync info with applications other than Palm Desktop or Microsoft Outlook, you need to purchase additional third-party sync software. This sync software is sometimes called a *conduit*.

- 1 Close any applications that are currently running on your computer, including those that are minimized. Your computer needs to have all its resources available to install the software.
- 2 Insert the Palm Software Installation CD into the CD drive on your computer.



- 3 If you are installing on a Mac, double-click the **CD** icon on the desktop, and then double-click the *PalmSoftware.pkg* icon.
- 4 When the installation wizard opens, follow the onscreen instructions. Please

note these important points about the installation process:

- When the language selection screen appears, select the same language you selected on your Treo 680.
- **WINDOWS ONLY** You can choose which desktop software you want to use for synchronization:
Palm Desktop software or **Microsoft Outlook**.

NOTE Whether you select to synchronize with Microsoft Outlook or Palm Desktop software, Palm Desktop software is still installed on your computer. If you use Outlook as your desktop email application, select Outlook as your desktop synchronization software. Remember that when you enter information on your computer, enter it in the software you selected in this step.

- The install process prompts you to connect your Treo 680 to your computer. Go to the next section.

Connecting your Treo 680 to your computer

After you install the desktop software (see [Installing the desktop synchronization software](#)), you're ready to connect your Treo 680 to your computer.

BEFORE YOU BEGIN To set up your computer, you need the sync cable that came with your Treo 680.

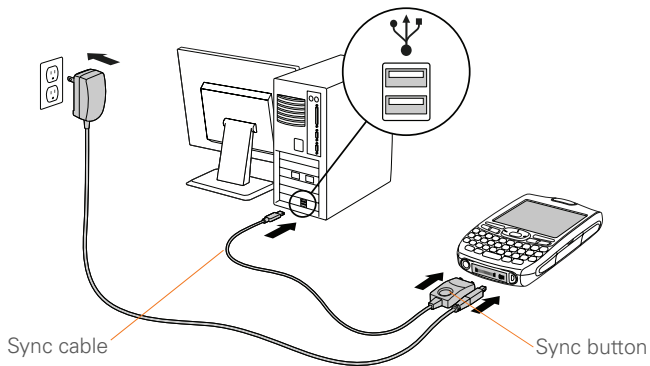
- 1 Plug the AC charger into a wall outlet.
- 2 Plug the USB sync cable into an available USB port or a powered USB hub on your computer.

TIP For best performance, plug your sync cable directly into a USB port on your computer. If your computer has USB ports on both the front and back, we suggest using the back port; the front port is often a low-power port. If you use a USB hub, make sure the hub has its own power supply.

- 3 With the sync button facing up, connect the sync cable to the bottom of your Treo 680. Do not press the sync button until you are instructed to do so.

- 4 Connect the charger cable to the bottom of your Treo 680.

You are now ready to synchronize; go to [Synchronizing information—the basics](#).



Synchronizing information—the basics

Synchronizing means that info you enter or change in one place (your Treo 680 or your computer) is automatically entered or changed in the other; so there's no need to enter the info twice. We strongly recommend that you sync your Treo 680 with your computer or corporate server

frequently to keep your info up-to-date (and backed up) in both locations.

The info from all the following applications is updated by default each time you sync your Treo 680 with your desktop software:



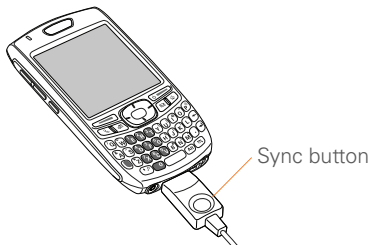
How each application syncs depends on your computer type and the desktop software you are using, as follows:

| Computer type | Desktop software | What syncs and where |
|---------------|-------------------|---|
| Windows | Microsoft Outlook | <ul style="list-style-type: none"> • Calendar, Contacts, Memos, and Tasks sync with Outlook • Pictures & Videos syncs with Palm Desktop |
| Windows | Palm Desktop | All apps sync with Palm Desktop |
| Mac | Palm Desktop | All apps sync with Palm Desktop |

TIP For more sync options, including which apps sync, see [Synchronizing information—advanced](#).

BEFORE YOU BEGIN To sync your info, you must install Palm Desktop software from the Palm Software Installation CD that came with your Treo 680—even if you sync with Outlook or another third-party application. See [Installing the desktop synchronization software](#) for instructions.

- 1 Connect your Treo 680 to your computer, as described in [Connecting your Treo 680 to your computer](#).
- 2 Press the **sync** button on the sync cable.



Messages on both your computer and your Treo 680 indicate that synchronization is in progress.

- 3 Wait until you see the message on your Treo 680 that the HotSync operation is complete; then disconnect the sync cable. Do not disconnect the sync cable until you see this message.

TIP Problems synchronizing? See [Synchronization](#) for troubleshooting suggestions.

If you're finishing your initial setup, you now have the option to install bonus software from the Palm Software Installation CD. If you choose to install some of the bonus software, you need to sync again to install the software on your Treo 680. You can also install bonus software later; see [Installing bonus software from the CD](#).

TIP For info on locating your pictures and videos on your computer, see [Viewing pictures and videos on your computer](#).



Moving around on your Palm[®] Treo[™] 680 smart device

Have you ever been to a new city and felt a bit lost until you figured out that the numbered streets run north/south and the avenues run east/west? Learning to move around on your Treo 680 is similar. Most Palm OS[®] applications use the same set of controls. So once you learn how to use these controls on your Palm[®] Treo[™] 680 smart device, you'll be driving all over town and you won't even need a map.

Benefits

- Find and open applications quickly
- Access extra features with menus
- Move around in applications with one hand, using the 5-way navigator
- Access many more characters and symbols than are displayed on the keyboard

In this chapter

| | |
|------------------------------------|----|
| Moving around the screen | 27 |
| Using the keyboard | 31 |
| Opening applications | 35 |

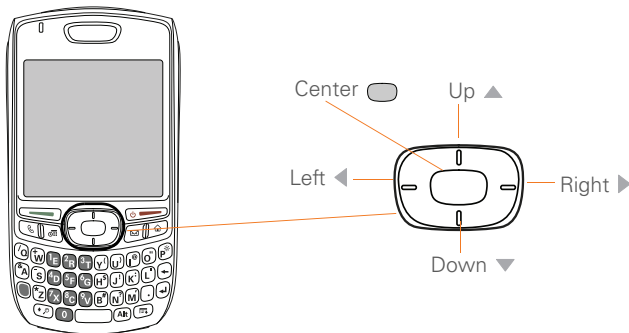
Moving around the screen

To move around the Treo 680 screen, you can use the 5-way navigator for one-handed navigation, or you can tap items on the screen with the stylus. With use, you will find your own favorite way to scroll, highlight, and select menu items.

TIP Some third-party applications may not work with the 5-way navigator, and you must use the stylus instead.

DID YOU KNOW? In this guide, we use arrow icons to indicate directions on the 5-way. These are different from any onscreen arrows that you tap with your stylus or select with the 5-way to display pick lists.

The 5-way includes the following buttons:



Highlighting and selecting items

On most screens, one item—a button, a list entry, or a check box—is highlighted by default. The highlight identifies which item is affected by your next action. Use **Left** ◀, **Right** ▶, **Up** ▲, and **Down** ▼ on the 5-way to move the highlight from one item to another.

TIP If the item you want doesn't appear on the screen, try tapping the onscreen scroll arrows to view more info.

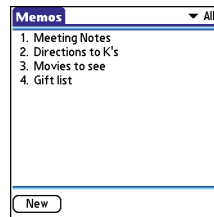
Learn to recognize the highlight. It can take two forms:

Border glow: When an entire screen, an onscreen button (such as Done, New, or OK), or a pick list is highlighted, a glow appears around its border. If an entire screen is highlighted, the glow appears at the top and bottom of the screen only.

TIP When a border appears at the top and bottom of a list screen, press **Center** on the **5-way** to highlight the first item in the list.




Done



Colored background: When a phone number, text, an email address, a web link, or an item in a list is highlighted, the item is displayed as white text against a colored background. Examples of lists include the Contacts list, the Messaging Inbox, and the Tasks list.



After highlighting an item, you can select or activate it by pressing **Center** , or by tapping the item with the stylus.

TIP After you open an application (see [Opening applications](#)), experiment with using the 5-way to highlight various screen elements.

Highlighting text

You can use the stylus to highlight text on the screen.

- Tap and drag the stylus across the text you want to highlight.
- To highlight a word, double-tap it.
- To highlight a paragraph, triple-tap it.

Accessing command buttons

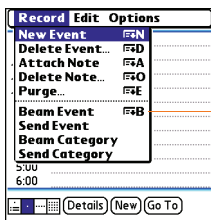
In most applications, command buttons such as New, OK, and Details appear at the bottom of the screen. In many cases, you can jump directly to these buttons instead of scrolling to them.

- From a list screen, such as the Memos list, press **Right** ► to jump to the first button.
- From a screen where you create or edit entries, such as Contact Edit, press **Center** ◻ to jump to the first button.
- From a dialog box, such as Edit Categories, press **Up** ▲ or **Down** ▼ to scroll to the buttons.

Selecting menu items

Many applications have menus to give you access to additional features. These menus are usually hidden from view, but they appear when you press Menu (☰). To get the most out of your Treo 680, it's a good idea to familiarize yourself with the additional features available through the various application menus.

- 1 Press **Menu** (☰) to display an application's menus.



Menu shortcut

- 2 Press **Right** ► and **Left** ◀ to switch between menus.
- 3 Press **Up** ▲ and **Down** ▼ to highlight a menu item.
- 4 Press **Center** ◻ to select the menu item, or press **Menu** (☰) to close the menu and cancel your selection.



TIP Most menu items have menu shortcuts listed in the menu. To use a menu shortcut, press **Menu** plus the shortcut letter. You don't have to see the menu item to use the menu shortcut. For example, when you're in Calendar, you can press **Menu + N** to create a new event.




Selecting options in a pick list

A range of options is often presented in a type of menu called a pick list, which can be identified by a downward-pointing arrow. Pick lists are different from the application menus previously described. The application menus give you access to additional features and pick lists let you select the contents for a particular field.

You can select items from a pick list with the 5-way or the stylus.

5-way: Use the **5-way**  to highlight the pick list, and then press **Center**  to display the items in the list.

- Press **Up**  and **Down**  to highlight the item you want.

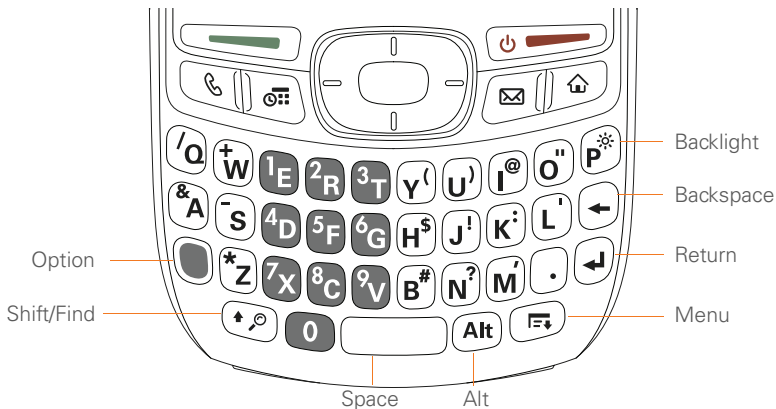
- Press **Center**  to select the highlighted item.
- To exit the pick list without making a selection, press **Left**  or **Right** .

Stylus: Use your stylus to tap the pick list.

- Tap the item you want from the list.
- To exit the pick list without making a selection, tap outside the list.






Using the keyboard






TIP When using the keyboard, most people find it easiest to hold the Treo with two hands and use the tips of both thumbs to press the keys.

DID YOU KNOW? The Treo 680 includes a keyboard backlight that turns on and off when the screen turns on or off. The backlight also dims when an active call lasts longer than a specified period of time. See [Optimizing power settings](#) to adjust the automatic shut-off and dimming intervals.

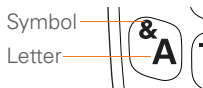
Entering lowercase and uppercase letters




- To enter lowercase letters, press the desired keys.
- To enter an uppercase letter, press **Shift/Find**  and then press a letter key. You don't need to press and hold **Shift/Find**  while entering a letter. When Shift is active, an up arrow  appears in the lower-right corner of the screen.




- To turn Caps Lock on, press **Shift/Find**  twice. To turn it off, press **Shift/Find**  once. When Caps Lock is on, an underlined up arrow  appears in the lower-right corner of the screen.

Entering numbers, punctuation, and symbols

Numbers, punctuation, and symbols appear above the letters on the keys. To enter these characters, do one of the following:










- Press **Option** , and then press the key with the desired character shown above the letter. You don't need to press and hold **Option**  while pressing the second key. When Option is active, the symbol  appears in the lower-right corner of the screen.

- To turn Option Lock on, press **Option**  twice. To turn it off, press **Option**  once. When Option Lock is on, the symbol  appears in the lower-right corner of the screen.

DID YOU KNOW? Some application views automatically default to Option Lock, such as the Dial Pad tab in the Phone application or the Calculator. In this case, you do not need to press **Option** to enter numbers.

Entering other symbols and accented characters

Symbols and accented characters that do not appear on the keyboard are available by using the Alt  key.

- 1 Enter the character that corresponds to the symbol or accented character you want. See the table on the next page.
- 2 Press **Alt** .
- 3 Press **Up** , **Down** , **Right** , or **Left**  to highlight the desired character.
- 4 Press **Center**  to insert the character.

DID YOU KNOW? Alternate characters are grouped by their similarity to the base key. For example, the alternate characters for the e key are é, è, ë, and ê.

Symbols and accented characters

| Enter... | Then press Alt (Alt) to select... | Enter... | Then press Alt (Alt) to select... | Enter... | Then press Alt (Alt) to select... |
|----------|--|----------|--|----------|--|
| a | á à â ã ä å æ | n | ñ | u | ú û ü ù |
| A | Á À Â Ã Ä Å Æ | N | Ñ | U | Ú Û Ü Ù |
| b or B | ß | o | ó ò ö ô œ õ | x or X | x ø |
| c | ç ç © | O | Ó Ò Ö Ô Æ Õ | y | ý ÿ |
| C | Ç ç © | p or P | ¶ | Y | Ý Ÿ |
| e | é è ë ê | r or R | ® | ! | ¡ |
| E | É È Ê Ë | s | ß š Œ | ? | ¿ |
| i | î ï î | S | ß Š Œ | : | :-) :(-) |
| l | í î ï î | t or T | ™ | \$ | € £ ¥ ¢ |
| l or L | £ | | | | |

Press Alt **(Alt)** by itself, after a space or at the beginning or end of a line, to select these characters:

; _ • \ % = ° ÷ € £ ¥ ¢ [] { } < > « » © ® ™ ~ ^ ø | Œ

Opening applications

When you open an application using a quick button or Applications View, you automatically close the app you were previously using.

Using the quick buttons




The front of the Treo 680 has three quick buttons—Phone, Calendar, and Messaging—that open applications. The fourth button opens Applications View (see [Using Applications View](#)).


TIP You can customize the quick buttons yourself; see [Reassigning buttons](#) for details.









Each of quick button opens two applications:

- To access a button's primary application, simply press the button.

| Button | Primary app |
|---|-------------|
|  | Phone |
|  | Calendar |
|  | Xpress Mail |

- To access a button's secondary application, press **Option**  and then press the quick button.

| Buttons | Secondary app |
|---|---------------|
|  +  | Web |
|  +  | Memos |
|  +  | Messaging |

DID YOU KNOW? Pressing **Option + Menu** dims your Treo 680 screen.

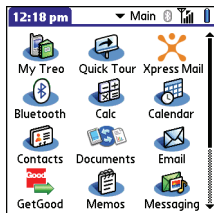
Using Applications View

You can access all available applications through Applications View.

- Press **Applications** .


TIP If prompted, press **Center** on the 5-way to turn off **Keyguard** (see [Locking your keyboard \(Keyguard\)](#) for more info).

- Use the **5-way**  to highlight the application you want to use.



- Press **Center**  to open the selected application.

In Applications View, you can also do any of the following:

- Press **Applications**  repeatedly to cycle through various categories of applications. See [Applications settings](#) for more info on categories.
- Enter the first few letters of the application's name to highlight it. For

example, if you press **P**, it highlights Phone; if you then press **R**, it highlights Prefs. If you pause and then press **R**, it highlights the first application that starts with **R**.



Your phone

The Phone application is your home base for making and receiving calls and for storing info about the people you need to stay in touch with.

You can creatively manage multiple calls, such as swapping between calls, sending text messages to ignored calls, and creating conference calls with up to five callers. Your Palm® Treo™ 680 smart device helps you perform all these tasks with ease.

And you can do more than manage your phone calls, too. You can send text messages, open applications, go to your favorite web pages, see your upcoming appointments, and even find out how many unread email messages you have.

Benefits

- Stay in touch—you choose how
- Save time with shortcuts to your favorite info
- Have fun: add wallpaper and ringtones

In this chapter

| | |
|---|----|
| Turning your Treo 680 on and off | 41 |
| Making calls | 43 |
| Receiving calls | 47 |
| Using voicemail | 48 |
| What can I do when I'm on a call? | 50 |
| How many minutes have I used? | 56 |
| Entering names and phone numbers | 57 |
| Defining favorite buttons | 61 |
| Using a hands-free device | 64 |
| Customizing phone settings | 69 |
| What are all those icons? | 75 |


Turning your Treo 680 on and off

NOTE We use the term *phone* to describe the feature of your Treo that lets you connect to the Cingular Wireless network to make and receive calls and transmit data.

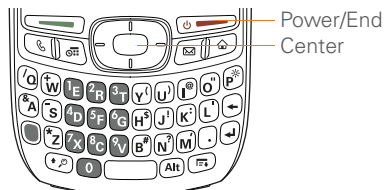
The phone and the screen of your Treo 680 can be turned off and on separately. This means that you can wake up the screen to use just the organizer features of your Treo 680, without turning on the phone. Also, when the screen is turned off, the phone can be on and ready for you to receive and make calls.



Waking up the screen and turning it off

Wake up the screen and leave the phone turned off when you want to use only the organizer features of your Treo 680; for example, when you're on a plane and want to look at your calendar.

- 1 Press and release **Power/End**  to wake up the screen.

TIP You can also press any of the quick buttons or the **Applications** button to wake up your Treo 680 screen.



- 2 Press **Center**  to turn off **Keyguard**. For more info about turning Keyguard on and off, see [Locking your keyboard \(Keyguard\)](#).
- 3 Press and release **Power/End**  to turn off the screen and lock the keyboard.


TIP You can set how long the screen stays on. Press **Applications**, select **Preferences**, select **Power**, and then adjust the **Auto-off after** setting.

Turning your phone on and off

When your phone is on, it is connected to the Cingular Wireless network (provided


you are in a coverage area) so that you can make and receive phone calls and use wireless services, such as email, messaging, and the web browser. During initial setup, your phone is automatically turned on, so you can use wireless services right away.

If you turn off your phone, you can still use the organizer features such as Calendar and Contacts, as well as the media features such as Pocket Tunes and Pictures & Videos. You might hear this referred to as *flight mode* because you must turn your phone off when you're on a plane.


- 1 Wake up the screen.
- 2 Press and hold **Power/End**  to turn on your phone.

TIP If the Ringer switch is in the Sound On position, you hear a series of tones when you turn your phone on and off (see [Silencing sounds](#)).

You know your phone is on and that you're inside a coverage area when you go to the Main tab of the Phone application and you see the **Signal**


Strength  icon at the top of the screen.

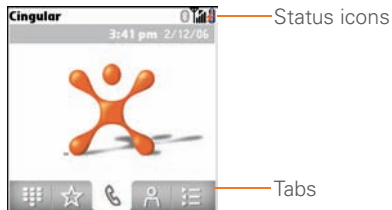
TIP If you're outside a coverage area, No Service appears in the upper-left corner and the indicator light flashes red.

- 3 Press and hold **Power/End**  again to turn off your phone.

You know your phone is off when you go to the Main tab of the Phone application and you see **Phone Off** at the top of the screen.

Opening the Phone application

Press **Phone**  to display the Main tab in the Phone application.





DID YOU KNOW? You can choose which tab appears when you press the **Phone** button. See [Customizing the Main tab in the Phone application](#) for details. If you change the default tab, you need to modify the steps in this chapter accordingly.

Making calls

There are several ways to make a call. Try them all to find out which way you like best.

Dialing using the onscreen Dial Pad

- 1 Press **Phone** .
- 2 Select the **Dial Pad**  tab.
- 3 Enter the phone number by tapping the onscreen Dial Pad with the stylus.


TIP Press **Backspace** to delete numbers you've entered. To cancel the call altogether, press **Phone** to return to the Main tab in the Phone application.

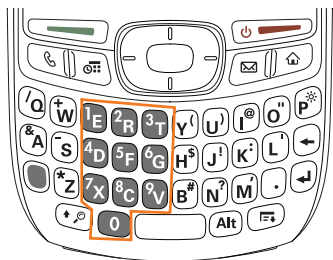


- 4 Press **Send**  to make the call.

DID YOU KNOW? You can paste numbers directly into the Dial Pad. Copy a number from another application, press **Phone** and select the **Dial Pad** tab. Open the **Edit** menu and select **Paste**. Press **Send** to dial the number.

Dialing using the keyboard

- 1 Press **Phone** .
- 2 Press the numbered keys to enter the phone number. (You don't need to press **Option**.)





- 3 Press **Send**  to make the call.

TIP After you enter a phone number, you can also press **Center** on the 5-way to select whether you want to make a phone call or send a text message to that number.

Dialing by contact name

You need to have names and numbers in your contact list before you can make a call by contact name. You can add contacts directly into your Treo 680 (see [Adding a contact](#)), but the fastest way to enter lots of contacts is to enter them in your desktop software and then synchronize to transfer them to your Treo 680 (see [Synchronizing information—the basics](#)). You can also import contacts from your

SIM card (see tip on [Viewing your SIM Phonebook](#)).

- 1 Press **Phone** .
- 2 Select the **Contacts**  tab.
- 3 Using the keyboard, just start entering one of the following for the contact you want to call:
 - First name (JOH for John)
 - Last name (SMI for Smith)
 - First initial and last name (JSM for John Smith)

For example, entering SM would display Smilla Anderson, John Smith, and Sally Martin. Entering JSM finds only John Smith.

Text appears here as you enter it



TIP To restart your search, press **Backspace** to delete letters you've entered. Or press **Phone** to return to the Main tab in the Phone application.

- 4 Select the *number* you want to dial.
- 5 Press **Send**  to make the call.

TIP To see more info for a contact, highlight the *name* and press **Center** on the 5-way to view the address, company, and other details.


DID YOU KNOW? If you want to be able to search for a contact by entering a name from the Main tab in the Phone application, you can change a setting to do that (see [Customizing phone settings](#)).

Dialing with a speed-dial favorite button

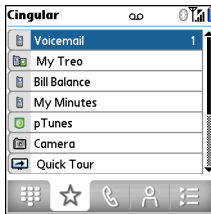
Your Treo 680 comes with a few predefined speed-dial favorite buttons, but you can also create your own favorites. See [Creating a speed-dial favorite button](#).

- 1 Press **Phone** .
- 2 Select the **Favorites**  tab.

- 3 Use the **5-way**  to highlight the speed-dial favorite you want.

Look for the  icon to distinguish a speed-dial favorite from other types of favorites.

TIP To view more favorite buttons, repeatedly press **Down** on the 5-way.



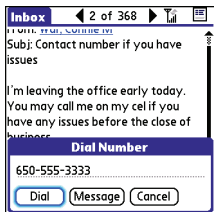
TIP You can see all the contact numbers for the selected person or business. Highlight a **speed-dial favorite** button and press **Space** on the keyboard.

- 4 Press **Send**  or **Center**  to make the call.

Dialing from a web page or message

Your Treo recognizes most phone numbers that appear on web pages or in text, email, or multimedia messages.



- 1 Select the phone number on the web page or in the message.






TIP If you can't use the 5-way or stylus to highlight and dial a phone number on a web page or in a message, it means that your Treo doesn't recognize the number as a phone number. You can still use the menus to copy and paste the number into the Dial Pad.



- 2 Press **Center**  to open the Dial Number dialog box.
- 3 Select **Dial** to make the call.

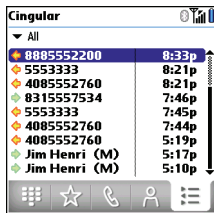
Redialing a recently called number

To dial the last number: Select the **Main**  tab, and then press and hold **Send**  to dial the last number you called.

To select from your most recently dialed numbers: Select the **Main**  tab, press **Send**  to open the Redial list, highlight the number you want to call, and then press **Send**  again to make the call.



To select from your call history list: Select the **Call Log**  tab, highlight the number you want to call, and then press **Send**  to dial the number.

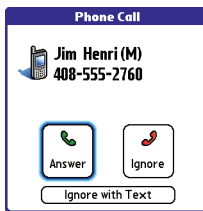


DID YOU KNOW? You can send a text message from Contacts or your Call Log by highlighting a number, pressing **Center** on the 5-way, and then selecting **Message**.

Receiving calls


To receive calls, your phone must be on. This is different from having only the screen turned on (see [Turning your phone on and off](#)). When your phone is off, your calls go to voicemail.

DID YOU KNOW? If music is playing and a call arrives, the music pauses automatically and resumes when you hang up or ignore the call.




TIP See a photo of the person calling you! Learn how to assign a caller ID photo in [Assigning a caller ID photo](#).


To answer a call, do one of the following:

- Press **Send** .
- Select **Answer**.
- Press the **headset** button (if the headset is attached).

TIP The headset button may work differently on headsets other than the one provided with your Treo 680.

NOTE Pressing **Phone**  silences the ringer, but it does not answer the call.


To ignore a call, do one of the following:

Send the call to voicemail: Press **Power/End**  or select **Ignore**.

Send the caller a text message: Select **Ignore with Text**. This option sends the call to voicemail and opens a text message addressed to the caller.

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

To silence the phone while it is ringing, do one of the following:


- Press any key on your Treo except Send, Power/End, or the 5-way.
- Slide the **Ringer switch** to the **Sound Off**  position. This immediately silences all system sounds, including the ringer.

DID YOU KNOW? When you silence the ringer while it is ringing, you can either answer the call or let it ring through to voicemail.

Using voicemail

Your wireless service includes voicemail. Keep in mind that airtime and other charges apply when using voicemail from your phone.

Setting up voicemail

- 1 Press **Phone** .
- 2 Press and hold **1** to dial the Cingular Wireless automated voicemail system.

TIP You can also access the Cingular Wireless voicemail system by selecting the **Favorites** tab and then selecting the **Voicemail** favorite.

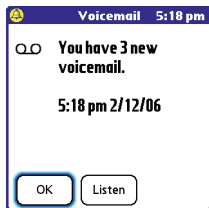
- 3 Follow the voice prompts to set up your voicemail.

TIP If you can't connect to the Cingular Wireless's voicemail system, contact Cingular Wireless for assistance:


- Dial 611 from your Treo.
- Call 1-866-CINGULAR (1-866-246-4852) from any phone.

Voicemail notification

When you have a new voicemail message, you are notified with an Alert dialog box.



- To dismiss the Alert dialog box, select **OK**.
- To play the message, select **Listen**.

When you have messages that you have not listened to, a Voicemail  icon also appears in the title bar of the Phone application. You can also select this icon to listen to your voicemail.

Listening to voicemail messages

- 1 Press **Phone** .
- 2 Press and hold **1** to dial the voicemail system.

TIP You can also select the **Voicemail** favorite button to dial the voicemail system.

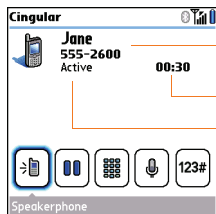
- 3 Enter your voicemail password using the keyboard.

TIP Remember, you don't need to press Option to enter numbers, *, or # during a call.

NOTE If you defined **Extra Digits** for the Voicemail favorite button (see [Editing a favorite button](#) for details), you can select this button to enter your password.

What can I do when I'm on a call?

When you make or receive a call, Active Call View appears.




Button label

Caller's name and number
Call duration
Call status

TIP If the screen dims during a call, press any key except Send or Power/End to restore the screen brightness.

DID YOU KNOW? You can set how long the screen stays at full brightness during phone calls. See [Optimizing power settings](#) for details.

Use the **5-way**  or stylus to select the onscreen buttons. Here's what the buttons do:



Turns on the speakerphone, which means that you and everybody around you can hear the call. (Of course, the caller can hear you as well.) The advantage is that you can check your calendar, look up contact info, take notes, and use other features during a call. This button is not available when you use a headset.



Turns off the speakerphone when it is on.



Replaces the Speakerphone button when you use a Bluetooth® hands-free device. Select this button to stop using the hands-free device and switch to holding your Treo 680 to your ear.



Puts a call on hold, and the call status changes to On Hold. To take the call off hold, select this button again.



Lets you make another call while the first call is on hold; see [Making a second call](#) for details. For info on handling a second incoming call, see [Receiving a second call \(call waiting\)](#).



Opens the Dial Pad so you can use it to dial additional numbers, such as an extension or a response to a voice prompt.



Dials any extra digits (such as a password or an extension) that you assigned to a speed-dial favorite button. See [Defining favorite buttons](#) for information on defining extra digits. This button disappears after you select it to dial the numbers.




Mutes the microphone so that you and the noise around you can't be heard on the other end. The call status changes to Muted. When you want to speak, be sure to select the Mute button again.

DID YOU KNOW? Do you accidentally press onscreen buttons when you're on a call? You can disable the screen's touch-sensitive feature during phone calls, see [Locking your screen](#).

Ending a call



Do one of the following:

- Press **Power/End** .
- Press the button on the headset (if the headset is attached).

Switching applications during a call

You can use your organizer apps and other applications while you're talking on the phone; so go ahead and check your calendar, or go to Memos and enter the driving directions your caller is giving you. You can even send text messages while you're on a call.

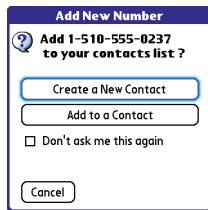
NOTE What you can't do, however, is make a data connection while on a call. This means that you can't browse the web or send or receive email or multimedia messages.

- (Optional) If you want to continue talking while viewing another application, select **Speakerphone** or connect a headset (see [Using a hands-free device](#)).
- Press **Applications** .
- Select the icon for the application you want to open.
- When you're ready to leave the app, open another app or press **Phone**  to return to Active Call View.

DID YOU KNOW? You can press **Phone** to toggle between Active Call View and the Main tab in the Phone app, so you can access other tabs, such as Contacts and Favorites, during a call.

Saving phone numbers

After you complete a call to a number that is not in your Contacts list, you are prompted to add the number to your Contacts list.






TIP You can turn the Add New Number prompt on and off. In Contacts, open the **Options** menu, and select **Preferences**. To turn this option on, check the **Ask to add unknown phone numbers after calls** box. To turn this option off, uncheck this box.

- To create a new contact entry for this number, select **Create a New Contact**, and enter the contact's info.
- To add this number to an existing contact entry, select **Add to a Contact**, and then select the contact. This pastes the number into the first available phone number field for that contact.
- To decline adding this number, select **Cancel**.




- To disable the Add New Number prompt, check the **Don't ask me this again** box, and then select **Cancel**.

If you don't add a number right away, follow these steps to add it later.


- Press **Phone** .
- Select the **Call Log**  tab.
- Highlight the number you want to save.
- Press **Menu** .
- Select **Add Contact**.
- Select **New** to create a new contact, or select **Add** to add this number to an existing contact.
- Enter the information for the entry, and then select **Done**.

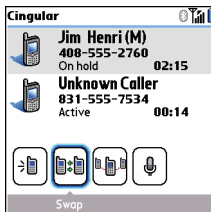
Making a second call


You can make a second call while your first call is still active.

- Dial the first number and wait until the person answers.
- Put the first call on hold by pressing **Send**  or selecting **Hold** .
- Select **Add Call** .
- Dial the second number.

NOTE To do this, you can use any of the methods described in [Making calls](#).

- When the **Dial another call** prompt appears, select **Yes**.
- Select **Swap**  to switch between the two calls.




- To end the active call, press **Power/End** .

DID YOU KNOW? When you hang up one call, you can continue your conversation with the remaining call.




Receiving a second call (call waiting)

When you are on a call, you can receive a second call and have separate conversations with each caller. When the second call comes in, you hear a call

waiting tone and the Call Waiting dialog box appears. You can do any of the following to handle the second call:

- To place the current call on hold and answer the new call, press **Send**  or select **Answer**.
- To send the new call to voicemail, select **Ignore**.
- To send the new call to voicemail and send the caller a text message, select **Ignore with Text**.


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

- To hang up the current call and answer the new call, press **Power/End** .
- To switch between the original call and the second call you answered, select **Swap**  or press **Send** .




Making a conference call

You can join a total of five other calls in a conference call, provided that your network and service plan include 6-way conferencing. Please contact Cingular

Wireless for more information. Additional charges may apply and minutes in your mobile account may be deducted for each call included in the conference call.

- 1 While the first call is active, make a second call.
- 2 Select **Conference** . This joins you and the two calls in a conference call.





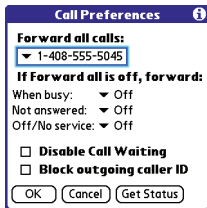
- 3 To add more calls to the conference, select **Hold** , dial another number, and then select **Conference**  to add the new call.
- 4 To end the conference, make sure the conference is the active call, and then press **Power/End** .

TIP If you want to continue a conversation with one of the people on a conference call, you can extract that call from the conference. Select **Extract Call** (the onscreen button on the far right), and then select the call you want to extract.

Forwarding all calls

You can forward all your calls to another telephone number. You can also selectively forward certain calls (see [Forwarding calls under certain conditions](#)). Please check with Cingular Wireless about availability and pricing of forwarded calls, as additional charges may apply.

- 1 Press **Phone** .
- 2 Press **Menu** .
- 3 Select **Options**, and then select **Call Preferences**.



- 4 Select the **Forward all calls** pick list.

- If the forwarding number appears in the pick list, select the number.
- If the forwarding number does not appear in the pick list, select **Edit Numbers**, and then select **New**. Enter a forwarding number, including the area code and country code if they are different from your mobile phone number. Select **OK**. Select the number you just entered, and then select **OK**.



- 5 Select **OK**.

TIP After you set the number you want to forward all your calls to, the call forwarding icon appears in the title bar (see [What are all those icons?](#)). We also recommend that you call your Treo 680 to confirm that your call forwarding settings work properly.




TIP To turn off forwarding for all calls, select **Off** from the **Forward all calls** pick list.

Forwarding calls under certain conditions

You can forward calls to another number when the line is busy, a call is unanswered, your Treo 680 is off, or you are outside a coverage area.

- 1 Press **Phone** .
- 2 Press **Menu** .
- 3 Select **Options**, and then select **Call Preferences**.
- 4 Select the **Forward all calls** pick list and select **Off**.
- 5 Select any of the following pick lists:
 - When busy:** Forwards calls if the phone is busy.
 - Not answered:** Forwards calls if you do not answer.
 - Off/No service:** Forwards calls when your Treo 680 is not connected to a mobile network.
- 6 If the forwarding number appears in the pick list, select the number. If the forwarding number does not appear in the pick list, select **Edit Numbers** and then select **New**. Enter a forwarding number, and select **OK**. Select the number you just entered.
- 7 Select **OK**, and then select **OK** again.

How many minutes have I used?

- 1 Press **Phone** .
- 2 Select the **Call Log**  tab.
- 3 Press **Menu** .
- 4 Select **Totals** from the **Record** menu.





| Call Totals | |
|---|---------------|
| Usage since last reset: | |
| Home network: | 16 min |
| Roaming: | 0 min |
| Total: | 16 min |
| <input type="button" value="Done"/> <input type="button" value="Reset Counters"/> | |

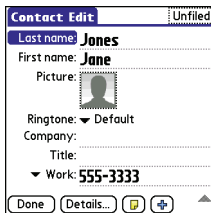
- 5 (Optional) To reset the counters to zero, select **Reset Counters**.
- 6 Select **Done**.

Entering names and phone numbers

Contacts is where you enter information about the people you want to stay in contact with. You can get to this info from the Phone application, to dial phone numbers and create favorites, and from the Messaging and email applications, to send messages. When you create a contact, you can also assign a photo and ringtone ID to that contact, so you know when they call you.

Adding a contact

- 1 Press **Phone** .
- 2 Select the **Contacts**  tab.
- 3 Press **Menu** .
- 4 Select **New Contact** from the **Record** menu.
- 5 Use the **5-way**  to move between fields as you enter info.



DID YOU KNOW? If you add a symbol at the beginning of a contact's last name, such as #Smith, the contact appears at the top of your contact list.

- 6 Do any of the following:
 - Add a caller ID photo:** Select the **Picture** box. (See [Assigning a caller ID photo](#) for more info.)
 - Add a caller ID ringtone:** Select the **Ringtone** pick list. (See [Assigning a caller ID ringtone](#) for more info.)
 - Place the entry in a category and mark it private:** Select **Details**. (See [Working with private entries](#) for more info.)

Add a note to an entry: Select **Note**





Display additional fields for this contact: Select **Plus** .

- After you enter all the information, select **Done**.

TIP Import contacts from your SIM card quickly and easily. In the Contacts list, open the **Record** menu and select **Import from SIM**.



Viewing or changing contact information

- Press **Phone** .
- Select the **Contacts**  tab.
- Begin entering one of the following for the contact you want to view or edit:
 - First name (JOH for John)
 - Last name (SMI for Smith)
 - First initial and last name (JSM for John Smith)
- Select the *name* of the entry you want to open.

TIP To edit the entries on your SIM card you must either Import them into Contacts or press **Applications**, select **SIM Book**, and edit them in the phone book on your SIM card.

- Select **Edit**.
- Make changes to the entry as necessary, and then select **Done**.

Assigning a caller ID photo

- Press **Phone** .
- Select the **Contacts**  tab.
- Open the contact you want to add the photo to (see [Viewing or changing contact information](#)).
- Select **Edit**.
- Select the **Picture** box and do one of the following:
 - Select **Camera** to take a photo and add it to this contact entry when you save the photo (if your Treo includes a camera).
 - Select **Photos** and select an existing photo that you want to assign to this contact.





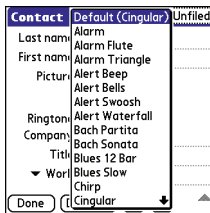
6 Select **Done**.

DID YOU KNOW? If you assign pictures to your contacts in Microsoft Outlook or Palm Desktop software and you install the desktop software from the Palm Software Installation CD, the pictures are automatically added to your contact entries on your Treo 680 when you sync. If you use third-party synchronization software, picture sync may not be supported. Check with the software developer for information.

Assigning a caller ID ringtone

Caller ID ringtones can let you know who is calling before you even look at your Treo 680. This is a great way to identify calls from important people in your life and to screen calls that you'd prefer not to answer.




- 1 Press **Phone** .
- 2 Select the **Contacts**  tab.
- 3 Open the contact to whom you want to give a caller ID ringtone (see [Viewing or changing contact information](#)).
- 4 Select **Edit**.
- 5 Select the **Ringtone** pick list and select a tone for this contact entry.



6 Select **OK**.

TIP You can assign a ringtone to an entire category of contacts. For example, use a special ringtone for categories such as Family, Work, or Golf Buddies. Select the **category** pick list in the upper-left corner and select **Edit Categories**. Select the category, and then select **Edit**. Select the ringtone on the Edit Category screen.

Customizing Contacts

- 1 Press **Phone** .
- 2 Select the **Contacts**  tab.
- 3 Press **Menu** .
- 4 Select **Options**, and then select **Preferences**.
- 5 Set any of the following options:


Remember Last Category: Sets whether Contacts opens to the last category you selected.

Show SIM Phonebook: Sets whether SIM Phonebook appears as an option in the category pick list. When you check this box, you can view entries in the phone book on your SIM card.


Ask to add unknown phone numbers after calls: Sets whether you are prompted to add phone numbers that are not in your Contacts list after a call. You can add unknown numbers to an existing contact or create a new contact entry.

List By: Sets whether the Contacts list is sorted by last name or company name.

Deleting a contact




- 1 Open the contact you want to delete.
- 2 Press **Menu** .
- 3 Select **Delete Contact** from the **Record** menu, and then select **OK**.

Creating a business card for beaming

- 1 Create a new contact and enter your own business card info.
- 2 Open the contact entry containing your business card info.
- 3 Press **Menu** .
- 4 Select **Select Business Card** from the **Record** menu.

TIP After you create your business card, you can beam it to another device with an IR port—provided the device supports beaming with Palm OS® devices. Go to **Contacts** or the **Main** tab in the Phone application, open the **Record** menu, and then select **Beam Business Card**.

Viewing your SIM Phonebook

- 1 Press **Phone** .
- 2 Select the **Contacts**  tab.
- 3 Press **Menu** .
- 4 Select **Options**, and then select **Preferences**.
- 5 Make sure the **Show SIM Phonebook** box is checked.
- 6 Select **OK**.
- 7 In the Contacts list, select the **category** pick list at the top of the screen and select **SIM Phonebook**.

TIP If you imported contacts from your SIM card to Contacts, you may want to uncheck the **Show SIM Phonebook** box to avoid seeing duplicate entries.

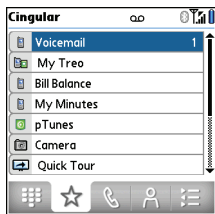
TIP Need to copy a contact to your phone book on your SIM card? In **Contacts**, select the contact you want to copy, open the **Record** menu, and then select **Export to SIM**.

Defining favorite buttons

Your Treo provides an unlimited number of favorite buttons for quick access to the following common tasks:




- Dialing a phone number (speed-dial)
- Opening an application
- Accessing a web page
- Addressing a message (text, MMS, or email)
- Accessing voicemail (preset on your Treo)

TIP The predefined Bill Balance and My Minutes favorites are Cingular Wireless services. If you have questions about these services, please contact Cingular Wireless customer service.



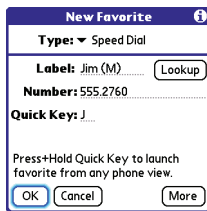
DID YOU KNOW? If you're upgrading from a Treo 600/650, most of your favorites should transfer from your old Treo along with your other info. However, you may need to rearrange the order in which your favorites appear by opening the **Record** menu and then selecting **Organize Favorites**. For more info about upgrading, see [Upgrading from another Palm OS® device](#).

Creating a speed-dial favorite button

- 1 Press **Phone** .
- 2 Select the **Favorites**  tab.
- 3 Press **Menu** .
- 4 Select **New Favorite** on the **Record** menu.

- 5 Enter a label for the favorite:

- If the entry is for an existing contact, select **Lookup**. Start entering the last name of the contact, and select the contact when it appears in the lookup list.
- If the entry is for a new contact, enter the label, press **Down** ▼, and enter the number.



- 6 (Optional) Enter a **Quick Key**.

KEY TERM Quick Key A letter that you can press and hold to activate a favorite from any tab in the Phone app. For example, create a speed-dial button for your mother's number and enter the letter **M** for "Mom" as the Quick Key. Then when you want to call her, go to the Phone app and press and hold **M**. Your Treo 680 dials the number.

- 7 (Optional) Select **More**, and then select advanced options:

Extra Digits: Defines additional digits to dial, such as a password or extension. To enter a one-second pause, insert a , (comma) between digits. To add a longer pause, either enter more commas, or enter a **p** to add a 3-second pause.




Dial Extra Digits Automatically: Dials predefined extra digits immediately after dialing the phone number, when checked.

- 8 Select **OK**.




DID YOU KNOW? You can assign a special ringtone for a contact. See [Assigning a caller ID ringtone](#) for details.

Creating other types of favorite buttons

DID YOU KNOW? When creating a Message or Email favorite, you can enter multiple addresses; simply separate each address with a comma. This is an easy way to send messages to a group of people.

- 1 Press **Phone** .
- 2 Select the **Favorites**  tab.
- 3 Press **Menu** .
- 4 Select **New Favorite** on the **Record** menu.
- 5 Select the **Type** pick list and select **Application, Message, Email, or Web Link**.
- 6 Enter a label for the favorite and enter any other necessary information on the screen.
- 7 (Optional) Enter a **Quick Key**.
- 8 Select **OK**.




Editing a favorite button

- 1 Press **Phone** .
- 2 Select the **Favorites**  tab.
- 3 Highlight the favorite button you want to edit.
- 4 Press **Menu** .
- 5 Select **Edit Favorite** on the **Record** menu.
- 6 After you make your changes, select **OK**.

TIP To arrange your favorites, open the **Record** menu and select **Organize Favorites**. Highlight the favorite you want to move, and then press and hold **Option + Up** or **Down** to move the button to another position. Select **Done**.

Deleting a favorite button

TIP Some favorites, such as voicemail, cannot be deleted. If a favorite can't be deleted, the Delete button does not appear on the screen.

- 1 Press **Phone** .
- 2 Select the **Favorites**  tab.
- 3 Highlight the favorite button you want to delete.
- 4 Press **Menu** .
- 5 Select **Edit Favorite** on the **Record** menu.
- 6 Select **Delete**.
- 7 Select **OK**.

Using a hands-free device

If you need to use your phone while driving and this is safe and permitted in your area, use a phone headset (wired headset included) or car kit (sold separately) for hands-free operation. Using a hands-free device also makes it easy to check your calendar, look up contact info, take notes, and use other features during a call.

In addition to the headset included with your Treo, your Treo is compatible with the following types of hands-free devices that are sold separately:

- Wired headsets and car kits with a 2.5mm connector (3-pin or 4-pin)
- Wireless headsets and car kits enabled with Bluetooth 1.1 or 1.2 wireless technology

TIP The headset designed for Treo 180/270/300 is not compatible with your Treo 680.

Check the specifications for your hands-free device to confirm compatibility.

When in doubt, ask the manufacturer if the product is compatible with your Treo 680. To view a list of compatible Bluetooth hands-free devices, go to www.palm.com/treo680cingular-support.

NOTE You cannot use a hands-free device with Bluetooth wireless technology to listen to music files.

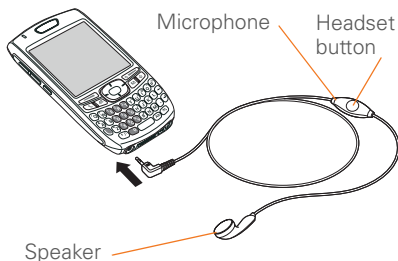
TIP To listen to music in stereo, you can purchase the Palm 2-in-1 Stereo Headset. If you want to use a stereo headset with a 3.5mm connector, then you need to purchase a stereo adapter. Visit www.palm.com/mytreo680cingular for more info on audio accessories.

Using a wired headset

When using the headset that is included with your Treo 680, you can press the headset button to perform any of the following tasks:

- Resume a call that you put on hold (not available when multiple calls are in progress)
 - Swap between two calls (one on hold and one active)
 - Hang up the active call
- Answer an incoming call
 - Answer a call-waiting call

TIP On other headsets, the headset button may work differently than the button on the headset included with your Treo 680.



Connecting to a Bluetooth hands-free device




KEY TERM Partnership Two devices—for example, your Treo 680 and a hands-free device—that can connect because each device finds the same passkey on the other device. Once you form a partnership with a device, you don't need to enter a passkey to connect with that device again. Partnership is also known as paired relationship, pairing, trusted device, and trusted pair.

Once you set up a partnership with a Bluetooth hands-free device, you can communicate with that device whenever it is turned on and within range. Bluetooth range is up to 30 feet in optimum environmental conditions. Performance and range may be reduced by physical obstacles, radio interference from nearby electronic equipment, and other factors.

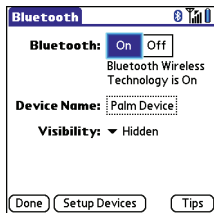
TIP If you hear a headset buzz or experience poor microphone performance, your headset may be incompatible with your Treo 680.

BEFORE YOU BEGIN Prepare your hands-free device to accept a connection

from another Bluetooth device. See the documentation that came with your hands-free device for instructions.

- 1 Press **Applications**  and select **Bluetooth**  or tap the **Bluetooth**  icon in the title bar.
- 2 Select **Bluetooth On**.

NOTE The Bluetooth icon changes from gray to blue to let you know that Bluetooth technology is turned on.



- 3 (Optional) Enter a device name that identifies your Treo 680 when it is discovered by other Bluetooth devices.

NOTE Use the same device name for all your Bluetooth connections. If you change the device name, you need to recreate any partnerships you already created.

- 4 Select **Setup Devices**.
- 5 Select **Hands-free Setup**.



- 6 Follow the onscreen instructions to create a partnership with the specific hands-free device. When prompted, enter a passkey.

IMPORTANT Some hands-free devices have a predefined passkey; if so, you can find the passkey in the documentation for that device. Other devices provide a screen where you enter a passkey that you make up. In either case, you must use the same passkey on both your Treo 680 and your hands-free device. We recommend that where possible, you make up a passkey of 16 alphanumeric characters (letters and numerals only) to improve the security of your Treo 680. The longer the passkey, the

more difficult it is for the passkey to be deciphered.

- 7 After you finish setting up the device, select **Done** to return to Trusted Devices View.

NOTE For some car kits, you need to initiate a Bluetooth connection from your Treo 680 to complete the partnership process. To do this, highlight the car kit in Trusted Devices View, press **Menu** (M), and then select **Connect**.

- 8 (Optional) Enable advanced hands-free features by pressing the **multifunction** button (MFB) on the hands-free device.

You can tell the connection is successful when you see a light blue headset icon in the title bar of the Phone application. You can now use your Treo 680 with the Bluetooth hands-free device.

Using a Bluetooth hands-free device

After you create a partnership with your Bluetooth hands-free device and you turn it on within range (up to 30 feet), the Treo automatically routes all calls to the hands-free device instead of to the

earpiece on your Treo. When a call comes in, your Treo 680 rings and the hands-free device beeps. Even if you answer the call on your Treo, the call goes to the hands-free device. If you prefer to route calls to the earpiece on your Treo, you can change the settings on your Treo 680 to do this; see [Customizing advanced settings for your hands-free device](#) for details.

TIP If you're using a Bluetooth hands-free device and you want to return to the earpiece or a wired headset during a call, select **Cancel Bluetooth** in Active Call View. To return the call to the hands-free device, open the **Options** menu and select **Connect Bluetooth**.

The features of your hands-free device vary by model. Check the documentation for your hands-free device for details about these features. Your Treo 680 can support the following actions, provided that your hands-free device also supports them:



- Answer an incoming call
- Hang up a call and answer a call-waiting call

- Place a call on hold and answer a call-waiting call
- Hang up a single call
- Transfer an outgoing call from the earpiece on your Treo to the hands-free device
- Ignore an incoming call
- Redial the last number you called from the hands-free device

DID YOU KNOW? If you have more than one Bluetooth hands-free device, the last one you connected to becomes the active device. To switch between devices, turn off the active device before you try to connect to the other device.

Customizing advanced settings for your hands-free device

You can set whether your hands-free device automatically answer calls, provided the device supports this feature.

- 1 Press **Applications**  and select **Prefs** .
- 2 Select **Hands-free**.

- 3 Do one of the following:

To send all calls to your hands-free device: Check the **Always route calls to handsfree** box. Select the **Auto answer** pick list and select whether you want your hands-free device to automatically answer incoming calls and how quickly it answers.

To choose between the earpiece on your Treo and your hands-free device on a call-by-call basis: Uncheck the **Always route calls to handsfree** box. When the phone rings, you can answer the call with your hands-free device by pressing the multifunction button on your hands-free device, or you can answer the call with the earpiece on your Treo by using the controls on your Treo 680 (see [Receiving calls](#)).



- 4 Select **Done**.

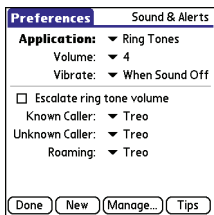
Customizing phone settings

DID YOU KNOW? You can download any compatible ringtone directly to your Treo 680 (see [Downloading files from a web page](#)). You can also download ringtones to your computer and then email them to your Treo 680.

Selecting ringtones

You can set various tones for various types of incoming calls.

- 1 Press **Phone** .
- 2 Press **Menu** .
- 3 Select **Options**, and then select **Sound Preferences**.
- 4 Select the **Application** pick list and select **Ring Tones**.



- 5 Select the **Volume** pick list and select the volume level.
- 6 Select the **Vibrate** pick list and select when you want your Treo 680 to vibrate for an incoming call.
- 7 (Optional) Check the **Escalate ring tone volume** box if you want the ring to play softly and then increase to full volume the longer it rings.
- 8 Select a ringtone from the pick list to identify each of the following:

Known Caller: An incoming call from someone in your Contacts or Favorites.

Unknown Caller: An incoming call from someone identified by caller ID who is not in your Contacts or Favorites. This includes callers that have blocked their caller ID.





Roaming: A special tone for incoming calls when you're outside your home mobile network. This tone overrides all other ringtones, unless you select No Sound.

9 Select **Done**.

DID YOU KNOW? You can assign a ringtone to a contact or an entire category of contacts.

Creating and managing ringtones

You can also record sounds and use them as ringtones.

- 1 Press **Phone** .
- 2 Press **Menu** .
- 3 Select **Options**, and then select **Sound Preferences**.
- 4 Select **Manage**.
- 5 Do one of the following:
 - To record a sound, select **New**.
 - To play a sound, select it with the **5-way** .
 - To delete a sound, highlight it and press **Backspace** .



- To send a sound, highlight it and select **Send**.

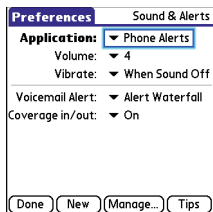
6 Select **Done** twice.

TIP You can also create a new sound by selecting **New** in Sound & Alerts Preferences.

Selecting Phone alert tones

You can set various tones for various types of alerts.

- 1 Press **Phone** .
- 2 Press **Menu** .
- 3 Select **Options**, and then select **Sound Preferences**.
- 4 Select the **Application** pick list and select **Phone Alerts**.

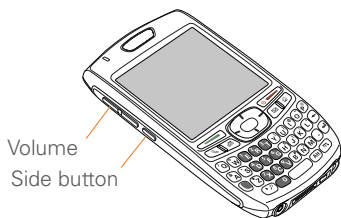


- 5 Select the **Volume** pick list and select the volume level.
- 6 Select the **Vibrate** pick list and select when you want your Treo 680 to vibrate for a phone alert.
- 7 Select an alert tone from the pick list for each of the following:
 - Voicemail Alert:** Plays when you have new voicemail.
 - Coverage in/out:** Plays when you move into or out of a coverage area.
- 8 Select **Done**.

Adjusting call volume

While a call is in progress, press the Volume button on the side of your Treo to adjust the call volume.

- To increase the volume, press the upper half of the **Volume** button.
- To decrease the volume, press the lower half of the **Volume** button.



Volume
Side button



Adjusting ringer volume

When a call is not in progress and music is not playing, press the **Volume** button on the side of your Treo to adjust ringer volume, and then press the **Side** button to confirm your selection.

Barring calls



Call Barring lets you prevent unauthorized calls on your Treo 680. You must enter your Call Barring password every time you change your Call Barring preferences. Contact Cingular Wireless if you do not know this password or if you need more information.

TIP Call barring may not be available in some areas.

- 1 Press **Phone** .
- 2 Press **Menu** .
- 3 Select **Options**, and then select **Call Barring**.
- 4 Select the **Outgoing** and **Incoming** pick lists, and then select the type of calls you want to prevent.
- 5 Select **OK**.

Customizing the Main tab in the Phone application

Phone Display Options let you customize the appearance and entry mode of the Main tab in the Phone application.

- 1 Press **Phone** .
- 2 Press **Menu** .
- 3 Select **Options**, and then select **Phone Display Options**.
- 4 Set any of the following options:

Wallpaper: Sets the wallpaper that appears on the Main tab in the Phone application. To change the wallpaper, select the thumbnail image and then select an image to use as wallpaper.

DID YOU KNOW? You can also set the background for Calendar Agenda View. See [Customizing display options for your calendar](#) for details.

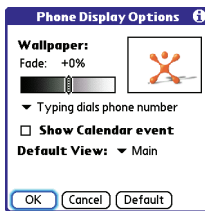
Fade: Adjusts the intensity level of the wallpaper image.

Typing...: Sets whether typing in the Main tab in the Phone app displays the Dial Pad and enters numbers you want to dial, or whether it displays the Contacts tab and starts a contacts search.

TIP If you select the **Typing starts contacts search** option, you can still enter a phone number from the Main tab in the Phone app by pressing **Option** followed by the number.

Show Calendar event: Sets whether the current event from the Calendar application appears in the Main tab in the Phone app. When this option is enabled, you can then select this event to jump to the Calendar app.



Default View: Sets the tab that appears when you press **Phone** .



- 5 Select **OK**.

Setting your dialing preferences

Dialing preferences let you assign a prefix to your phone numbers. For example, you can automatically dial a 1 before all 10-digit phone numbers. You can add a different prefix based on the length of the phone number.

- 1 Press **Phone** .
- 2 Press **Menu** .
- 3 Select **Options**, and then select **Dial Preferences**.
- 4 Set any of the following options:

Dialing from North America: Formats phone numbers using North American conventions (XXX-XXX-XXXX).

Always dial +1 in front of the area

code: Adds a 1 in front of 10-digit phone numbers. This option is available only when Dialing from North America is enabled.



To 7 digit numbers: Adds a prefix to 7-digit numbers. For example, enter your own area code to automatically add your area code when you dial local numbers.

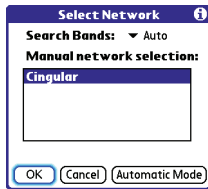
To (6), (5), (4), digit numbers: Adds a prefix to numbers with the specified number of digits. For example, if all the phone numbers in your office have the 408 area code and a 555 exchange, followed by a 4-digit extension, select **4** and enter the prefix **408555**. To call a colleague, simply dial your colleague's 4-digit extension; your Treo 680 automatically dials the rest and makes the call. You can also create contact entries with just the extension number and then dial the number from your Contacts list.

- 5 Select **OK**.

Manually selecting the wireless network

When travelling outside the US, you may be able to search for other wireless network services in your current location.

- 1 Press **Phone** .
- 2 Press **Menu** .
- 3 Select **Select Network** from the **Options** menu.
- 4 Select another network, if available.



- 5 Select **OK**.

Using TTY

A TTY (also known as TDD or text telephone) is a telecommunications device that allows people who are deaf or hard of hearing, or who have speech or language disabilities, to communicate by telephone.