Palm Pixi User Guide

www.sprint.com

Sprint

Use of this device requires providing a valid email address, mobile phone number, and related information for account setup and activation. A data plan is also required. An unlimited usage data plan is strongly recommended or additional data charges may apply.

Open Source License Information

You can view the Open Source License terms on your phone. Tap the center of the gesture area, and then tap the **Launcher** icon. Swipe left until the **PDF View** icon appears. Tap **PDF View**, then tap **Open Source Information**.pdf.

You can also view the file on your computer. Connect your phone to your computer with the **USB cable**. On your phone, tap **USB Drive**. On your computer, locate and double-click the **Palm Pixi** drive. To locate the drive, do the following for your operating system:

● Windows Vista: Open **Computer**.

- Windows XP: Open **My Computer**.
- Mac: Open **Finder**.
- Linux (Ubuntu): The drive is displayed on the desktop.
- Other Linux distribution: The location of the drive may vary by system.

After you open the **Palm Pixi** drive, double-click the file **Open Source Information.pdf**.

Recycling and disposal

This symbol indicates that Palm products should be recycled and not be disposed of in unsorted municipal waste. Palm products should be sent to a facility that properly recycles electrical and electronic equipment.

For information on environmental programs visit palm.com/environment or recyclewirelesss.com/.

As part of Palm's corporate commitment to be a good steward of the environment, we strive to use environmentally friendly materials, reduce waste, and develop the highest standards in electronics recycling.

Important Privacy Message – Sprint's policies often do not apply to third-party applications. Third-party applications may access your personal information or require Sprint to disclose your customer information to the third-party application provider. To find out how a third-party application will collect, access, use, or disclose your personal information, check the application provider's policies, which can usually be found on their website. If you aren't comfortable with the third-party application's policies, don't use the application.

Table of Contents

Welcome

Your Palm® Pixi™ Phone

Your Palm® Pixi™ phone puts Palm's multitasking, gesture-based operating system, the Palm® webOS™ platform, inside a small, beautiful device. Here are a few highlights of your new phone.

Gestures: On your Pixi phone, you make calls, move around, and manage your applications and info by making simple gestures either on the touchscreen or in the gesture area directly beneath the screen. For more information, see "Use Gestures: Tap, Swipe, Drag, Flick, Pinch" on page 35, and go to **palm.com/support** to see animations that demonstrate these gestures. The introductory piece in your Pixi phone's box has a detachable gesture guide to put in a pocket and consult when you need to—you won't need it very long.

Multitasking: You can have many applications open at once and easily move among them. Go to the Launcher to open apps. See the lineup of your open apps in Card view. Tap an app to bring it into the foreground and work with it. For more information, see "Open Applications" on page 46.

The Palm® Synergy™ feature: The Palm® Synergy™ feature on your Pixi phone displays information from several sources in a single view, so you can access your info quickly, without having to remember where you stored it.

For example, suppose you have a Google account for personal email, contacts, and calendar events, and an Exchange account for your corporate email, contacts, and events. The Email, Contacts, and Calendar applications on your Pixi phone all provide a kind of view in which you can see information from both of those accounts in one place—but even though the information is brought into one view, the sources of that information are kept separate. For more information, read about linked contacts, layered calendars, and the single inbox for your email in "Contacts" on page 121, "Calendar" on page 135, and "Email" on page 186.

Note: See "Online Accounts Available for webOS Phones" on page 294 for the current list of online accounts that you can set up on your phone and for information about the behavior of these accounts.

Thanks also to the Synergy feature, in the Messaging application, all your conversations with the same person are grouped together in one chat-style view. If you start an IM chat with Ed, for example, you can continue the same conversation when Ed signs out of IM by sending him a text message—and you can see it all in the same view. For more information, see "Messaging" on page 202.

Universal search: Need to call Ed? Just type **ed** on the keyboard. If he's listed in your Contacts, you can get his numbers from the search results. Tap a number and you've made the call. Search works just as fast when you need to search the web. For more information, see "Search to Find Info and Make Calls" on page 61.

Sync: Your Pixi phone gives you synchronization without a cable. You can sync with online services that Palm has partnered with so that you can store and sync your info in online accounts. You can access your data even when you are not able to make a connection to the Web because a copy of your data is stored on the device.

Your Palm **profile:** When you set up your phone, you create a Palm profile. Your profile gives you access to services like automatic updates and automatic,

frequent backups of any of your info that is stored only on your phone and isn't synchronized with an online account.

> *WARNING:* Please refer to "Regulatory and Safety Information" on page 270 for information that helps you safely use your phone. Failure to read and follow the important safety information in this guide may result in serious bodily injury, death, or property damage.

About This User Guide

We know you're eager to start using your Palm® Pixi™ phone right away, and the sections of this guide are designed to help you do just that.

- Section 1: Your Setup guides you through the process of setting up your new phone and your Sprint service.

- Section 2: Your Palm® Pixi™ Phone shows you the basics of your phone and service with quick, easy-to-follow instructions. This section also describes the call features on your phone and shows you how to use Sprint service features such as

voicemail and call waiting. This section also shows you how to use the camera and how to transfer and listen to music files on your phone. Finally, it guides you through the process of using the full-featured organizer that gives you instant access to your contacts, calendar, tasks, memos, and more.

- Section 3: Web and Data Services and Other Wireless Connections shows you how to use Web browsing, messaging, and email. It also describes Bluetooth® wireless technology.

- Section 4: Your Resources answers frequently asked questions and shows you what to do if something goes wrong.

- Section 5: Your Safety and Specifications outlines recommended safety and maintenance guidelines and lists the technical specifications for your Pixi phone.

WARNING: Please refer to "Regulatory and Safety Information" on page 270 for information that helps you safely use your phone. Failure to read and follow the important safety information in this guide may result in serious bodily injury, death, or property damage.

Where Can I Learn More?

While Using Your Phone

- **On-device Help:** Read short how-tos and watch animations on your new phone.

   To view all Help: Open **Help** .

   To view Help topics for a single application: Open the application, open the application menu, and tap **Help**.

- **Online Support from** Sprint**:** Visit sprint.com/palmpixisupport to access this *User Guide,* how-to videos, tutorials, and helpful support information.

- **Online support from** Palm**:** Visit palm.com/support to edit your Palm profile, watch how-to animations, learn about transferring data, and read comprehensive information about your phone.

If You Need More Information

Sprint Customer Service: For questions about your account or features available on the network, contact Sprint or visit sprint.com for the latest information and help.

Manage Your Account

Online: sprint.com

● Access your account information.

● Check minute usage (depending on your Sprint service plan).

● View and pay your bill.

● Enroll in Sprint online billing and automatic payment.

● Purchase accessories.

● Shop for the latest Sprint phones.

● View available Sprint service plans and options.

● Learn more about data services and other great products like games, ringtones, and more.

On your Palm® Pixi™ phone

● Open **Phone** 📞. and do any of the following:

  ▪ **Check minute usage and account balance:** Enter ***4** and tap 📞.

  ▪ **Make a payment:** Enter ***3** and tap 📞.

  ▪ **Access a summary of your Sprint service plan or get answers to other questions:** Enter ***2** and tap 📞.

From any other phone

● **Sprint Customer Service: 1-888-211-4727**.

● **Business Customer Service: 1-800-927-2199**.

Sprint 411

You have access to a variety of services and information through Sprint 411, including residential, business, and government listings; assistance with local or long-distance calls; movie listings; and hotel, restaurant, shopping, and major local event information. There is a per-call charge and you are billed for airtime.

● Open **Phone** 📞. Enter **411** and tap 📞.

Sprint Operator Services

Sprint Operator Services provides assistance with placing collect calls or with placing calls billed to a local telephone calling card or third party.

● Open **Phone** 📞. Enter **0** and tap 📞.

To learn more and to see the latest in products and services, visit Sprint online at sprint.com.

Section 1
Your Setup

Sprint

1A. Set Up Service

- ◆ Set Up Your Phone (page 16)
- ◆ Turn the Phone On/Off (page 18)
- ◆ Make Your First Call (page 21)
- ◆ Set Up Your Voicemail (page 22)
- ◆ Create Sprint Account Passwords (page 23)

Set Up Your Phone

Activate Your Phone

- ● **If you purchased your** phone **at a** Sprint **Store:** It is probably activated and ready to use.
- ● **If you received your** phone **in the mail, and it is a new** Sprint **account or a new line of service:** Your phone is designed to activate automatically after you complete setup (see "Complete Setup" on page 16).
- ● **If you received your** phone **in the mail and you are activating a new** phone **for an existing number on your**

account: Do not turn on your new phone yet. Wait until your old phone is deactivated. After your old phone is deactivated, you go online to activate the number on your new phone. From your computer's Web browser, go to **sprint.com/activate** and complete the onscreen instructions to activate your phone.

If you have problems with activation, contact Sprint Customer Service at 1-888-211-4727 from another phone.

Complete Setup

1. Press and hold the **power** button $\bigcap$ on the upper-left corner of your phone until you see the Palm® logo on the screen (approximately five seconds).

2. Follow the onscreen instructions to complete setup. (To create a Palm profile, enter a working email address (see "What Is a Palm Profile?" on page 17). If you have a Palm profile from an old webOS phone that you no longer use, you can enter that profile email address and username to download that profile information to your new phone. But if you are still using the other phone, you must create a new Palm profile for your Pixi

phone—you can't use the same profile on two phones.)

3. Your phone is ready to use. (To learn how to make your first call, see "Make Your First Call" on page 21.)

Verify Your Profile

After you finish setup, look for an email on your computer at the address you used for your Palm profile. Click the link in the email to do the following:

● Verify your Palm profile.

● Select a security question and answer.

● Follow a link to learn about getting data like contacts and appointments onto your phone from your desktop organizer software (see "How Do I Get Data Off My Computer?" on page 77).

Tip: If you don't see the confirmation email in your Inbox, check your spam mail folder in your desktop email program.

What Is a Palm Profile?

Your Palm profile gives you the following benefits:

● Automatic system and software updates are sent to your phone.

● A Palm profile account is automatically created for you on your phone. In this account you can store Contacts and Calendar info that you don't store in online accounts like Google or Exchange.

Note: You cannot access Palm profile data on the profile website—you can access the data on your phone only.

● Info stored in your Palm profile account, as well as in other sources of info on your phone (like Memos and Tasks), is automatically backed up to servers administered by Palm.

● Should your phone be lost or stolen, you can do a remote erase of the info on the phone.

Note: If you want to erase data on your phone while you are still in possession of the phone—for example, before you give it to someone else—don't do a remote erase. Instead, do a partial or full erase from the phone itself (see "Erase Data and Reset Your Phone" on page 171).

Setup

For detailed information about your Palm profile, see "Backup" on page 164.

Setting up a Palm profile is different from setting up email on your phone. To set up email, see "Set Up Email" on page 187. To change your Palm profile information after you have set it up, see "Update Your Palm Profile Settings" on page 169.

Turn the Phone On/Off

Your Pixi phone's screen can be turned on and off separately from its wireless services (which are the **Phone** 📞 app and **Bluetooth** 🔵 app). This means you can wake up the screen to use just the organizer features of your device (Calendar, Contacts, Tasks, Memos, and so on) without turning on the phone and other wireless features. Also, when the screen is turned off, the phone can be on and ready for you to receive phone calls or messages.

Turn the Screen On/Off

Turn the screen on and leave the wireless services turned off when you want to use only the organizer features, for example, when you're on a plane and you must turn off all wireless services, but you want to look at your calendar.

To turn the screen on, press **power** ⏻. Drag 🔓 up to unlock the screen.

*   Power

To turn the screen off, press **power** ⏻.

To save power, the screen dims automatically after a period of inactivity and then turns off. You can be on a call when the screen dims and turns off—this does not affect the call. To brighten the screen after it dims, tap the screen.

Tip: You can set how long the screen stays on during a period of inactivity (see "Set the Interval for Turning the Screen Off Automatically" on page 175).

Turn Wireless Services Off (Airplane Mode)

Airplane mode turns off your phone as well as the Bluetooth® wireless technology feature. Use airplane mode when you are on a plane or anywhere else you need to turn off all wireless services. You can't browse the Web, but you can still use apps like Calendar, Contacts, Photos, Music, Doc View, and PDF View.

Do one of the following:

● Tap the upper-right corner of any screen to open the connection menu. Tap **Turn on Airplane Mode.**

● Press and hold **power** G and tap **Airplane Mode**.

When your phone is in airplane mode, the **airplane mode** icon appears at the top of every screen, and **Airplane Mode** appears in the upper-left corner of the screen in the **Launcher**, **Card view**, and **Phone**. Your phone is not connected to any mobile network.

* These indicate that wireless services are off (airplane mode).

Tip: When your phone is in airplane mode, you can turn the Bluetooth feature on individually (see "Turn the Bluetooth Feature On/Off" on page 226). To turn your phone back on, you must turn airplane mode off.

Turn Wireless Services On

When you turn on your phone, it connects to a mobile network so that you can make and receive phone calls and use other wireless services (if supported by the local network).

● Tap the upper-right corner of any screen to open the connection menu. Tap Turn off Airplane Mode.

When your phone locates a signal, **Sprint** appears in the upper-left corner of the screen in the **Launcher**, **Card view**, and **Phone**, and the **signal-strength** 📶 icon appears at the top of the screen.

* These indicate that wireless services are on.

When you are inside a phone coverage area, the bars on the **signal-strength** 📶 icon are filled in. If you're outside a coverage area, the bars in the signal-strength icon appear dimmed with an X.

Turn Everything (the Screen and Wireless Services) On/Off

Usually, turning your phone off and/or putting it in airplane mode is sufficient for normal periods when you have the phone with you but you're not using it. On rare occasions, however, you may want to put your phone into deep sleep because you are not going to use it for an extended period. At those times, do the following:

Note: When you turn everything off, the phone's alarms, ringer, and notifications are also turned off.

● **To turn both the screen and wireless services off:** Press and hold **power** and tap **Turn Off**.
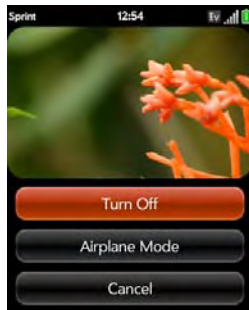
● **To turn both the screen and wireless services back on:** Press and hold **power** .

Make Your First Call

1. Press **power** . (This wakes up the screen.)
2. If necessary, drag up to unlock the screen.
3. Tap .
4. Tap numbers on the dial pad.

Tip: Press the onscreen backspace icon to delete numbers you've entered.

5. Tap 📞 to dial.

6. Tap 📞 to end the call.

For more ways to make calls, see "Make Calls" on page 83.

Adjust Call Volume

● When you're on a call, press the **volume up** or **volume down** button on the side of your phone to adjust the call volume.

1 Volume up
2 Volume down

Set Up Your Voicemail

Your phone automatically transfers all unanswered calls to your voicemail, even if your phone is in use or turned off. You should set up your Sprint voicemail and personal greeting as soon as your phone is activated. Always use a passcode to protect against unauthorized access.

To set up your voicemail:

1. Tap the center of the gesture area to display **Card view**.

2. Press and hold **1** 📇 on the keyboard to dial the Sprint voicemail system. (When the search results screen appears, continue holding **1** 📇 until the **Phone** application appears.)

3. Follow the voice prompts to do the following:
   - Create your password.
   - Record your name announcement.
   - Record your greeting.

Note: **Voicemail Passcode:** Sprint strongly recommends that you create a passcode when setting up your voicemail to protect against unauthorized access. Without a passcode, anyone who has access to your phone is able to access your voicemail messages.

For more information about using your voicemail, see "Use Voicemail" on page 89.

Create Sprint Account Passwords

As a Sprint customer, you enjoy unlimited access to your personal account information, your voicemail account, and your data services account. To ensure that no one else has access to your information, you need to create passwords to protect your privacy.

Account Password

If you are the account owner, you create an account username and password when you sign on to sprint.com. (To get started, click **Need to register for access?** in the sign-in area of the website.) If you are not the account owner (if someone else receives the bill for your Sprint service), you can get a subaccount password at sprint.com.

Voicemail Password

You create your voicemail password when you set up your voicemail. See "Set Up Your Voicemail" on page 22.

Setup

Data Services Password

You can elect to set up an optional data services password to control access and authorize Premium Service purchases.

To learn more or to change your passwords, sign on to **sprint.com**, or call Sprint Customer Service at 1-888-211-4727.

Section 2
Your Palm® Pixi™ Phone

Sprint

2A. Basics

What's in the Box?

All of the following items are in the phone box:

Printed Material

● Get Started Guide.
● Features Guide.
● Palm warranty.
● End User License Agreement.

Hardware

● Palm® Pixi™ phone.
● USB cable.
● AC charger.

Get to Know Your Phone

Front View

1 **Earpiece**

2 **Touchscreen:** Tap and make other gestures directly on the screen. See "Touchscreen" on page 28.

3 **Gesture area:** Make the back gesture and begin other gestures here.

4 **Keyboard:** See "Use the Keyboard" on page 53.

5 **Microphone**

6 **Ringer switch:** Slide to turn the ringer and notification sounds on or off. (Red means off.) The ringer switch does not affect music or video playback sounds. By default, Clock alarms sound when the ringer switch is off.

7 **Volume up/down**

8 **Charger/microUSB connector**

Important: Be careful not to scratch, crush, or apply too much pressure on the touchscreen. Do not store your phone in a place where other items might damage it.

Basics

Keyboard

1. **Option:** Press to enter numbers, punctuation, and symbols that appear above the letters on the keys. See "Enter Alternate Keyboard Characters" on page 54.
2. **Shift:** See "Enter Uppercase Letters" on page 53.
3. **Space**
4. **Backspace**
5. **Enter:** Press to enter a line return (for example, in a memo or in an email message you are composing) or to accept information you entered in a field. See "Enter Information in a Field" on page 56.
6. **Sym:** Press to enter symbols and accented characters that don't appear on the keys. See

"Enter Characters From the Symbols Table" on page 54.

Touchscreen

1. **Application name:** Displays the name of the currently open application. Tap the name to open the application menu.
2. **Launcher:** See "Open an Application in the Launcher" on page 47.

3 Scroll arrow: Swipe up or down to see icons that are on the page but hidden.

4 Quick Launch: See "Open an Application in Quick Launch" on page 46.

5 Connection icons: Show the status of wireless service connections and battery strength (see "Icons in the Title Bar" on page 29). Tap the icons to open the <u>connection menu</u>.

6 Page indicators: Show how many Launcher pages are to the right or the left of the currently displayed page. Swipe left or right on the screen to see other pages.

7 Notification icons: Show missed calls, new voicemail and email messages, and more. Tap the bottom of the screen to view notification details (see "View All Your Notifications" on page 64).

Icons in the Title Bar

You can monitor the status of several items using icons in the area at the top of the phone screen:

Item	Description
🔋	The battery is being charged.

Item	Description
▯	The battery is fully charged.
▮	The battery is low. See "Charge the Battery" on page 31.
✈	Airplane mode is turned on. This means that the phone and Bluetooth® wireless technology feature are off (incoming calls go to voicemail). See "Turn Wireless Services Off (Airplane Mode)" on page 19.
📶	The phone is on. The number of filled-in bars denotes signal strength. See "Turn Wireless Services On" on page 20.
1x	Your phone is connected to a 1x data network. Data is not currently being transmitted over the network. See "I Can't Tell If Data Services Are Available" on page 251.
1x	Your phone is connected to a 1x data network and data is being transmitted over the network.

Basics

Item	Description
Ev	Your phone is connected to an EvDO data network. Data is not currently being transmitted over the network. See "I Can't Tell If Data Services Are Available" on page 251.
Ev	Your phone is connected to an EvDO data network and data is being transmitted over the network.
Sprint	Your phone is on and connected to the Sprint network.
Searching.	The phone is searching for the Sprint network.
No Service	The Sprint network is not available.
🔵	Bluetooth® wireless technology is turned on. See "Bluetooth® Wireless Technology" on page 226.
🔵	A Bluetooth connection is in progress.
🔵	A Bluetooth connection has been made.

Item	Description
Q	Your phone is performing a search on the characters you entered. If you are in Card view or the Launcher, your phone conducts a universal search (see "Search to Find Info and Make Calls" on page 61). If you are in an application such as Contacts or Memos, your phone searches for items within the app that match the search term you entered.
R	Your phone is in roaming coverage. See "Set Roaming and Data Usage Preferences" on page 98.
🔵	TTY is turned on. See "Enable TTY/TDD" on page 99.
🔵	HAC is turned on. See "Enable HAC" on page 99.

Back View

1 **Camera flash**
2 **Camera lens**
3 **Speaker**

Top View

1 **3.5mm headset jack**
2 **Power:** Press to wake up or turn off the screen. Press and hold to turn your device and all wireless services completely off and to turn your device back on after having turned it completely off.

Charge the Battery

When the battery is very low, the **battery** 🔴 icon in the upper-right corner of the screen changes to red. When the battery is fully charged, the icon appears full and changes to green 🟢.

WARNING: Use only batteries and chargers that are approved by Sprint and Palm with your phone. Failure to use a battery or charger approved by Sprint and Palm may increase the risk that your phone will overheat, catch fire, or explode, resulting in serious bodily injury, death, or property damage. Use of unapproved third-party power supply accessories may damage the phone and void the Limited Warranty for the product.

Although the battery may come with a sufficient charge to complete the setup process, we recommend that after setup you charge your phone until the **battery** 🔋 icon in the upper-right corner of the screen is full to ensure that the battery is fully charged.

See s for tips on making your battery's power last longer.

1. On the right side of your phone, open the **charger/microUSB connector**.

2. Connect the small end of the **USB cable** to the **charger/microUSB connector**.

3. Connect the other end of the **USB cable** to the **AC charger**.
4. Plug the **AC charger** into a working outlet.

Tip: You can also charge your phone battery by connecting your phone to your computer using the USB cable. Charging this way takes much longer than using the AC charger. Do not, however, connect the Palm® Touchstone™ charging dock (sold separately) to your computer.

Maximizing Battery Life

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

● Charge your phone whenever you can. Charge it overnight. The battery has a much longer useful life when it is topped off frequently than when it is charged after it is fully drained.

● Set your screen to turn off automatically after a shorter period of inactivity (see "Set the Interval for Turning the Screen Off Automatically" on page 175).

● Keep your battery away from direct sunlight and other sources of heat. Temperatures over 45 degrees Celsius can permanently reduce the capacity and life span of any lithium-ion battery.

- As with any mobile phone, if you are in an area with no wireless coverage, your phone continues to search for a signal, which consumes power. Turn off your phone if you are outside a coverage area (see "Turn Wireless Services Off (Airplane Mode)" on page 19).

- Turn off the Bluetooth (see "Bluetooth® Wireless Technology" on page 226) and GPS (see "Location Services" on page 214) features when you are not using them.

- If you set up an email account in the Email application, set the interval to automatically download email to every two hours or less frequently (see "Enter Advanced Account Settings" on page 191).

- Lower the screen brightness (see "Change Screen Brightness" on page 175).

- Keep in mind that frequent use of instant messaging (IM) can reduce battery life.

- Turn the phone completely off if you won't be using it for an extended period of time (see "Turn Everything (the Screen and Wireless Services) On/Off" on page 21).

- You can buy an extra battery as a spare for long plane trips or periods of heavy use. To purchase batteries that are compatible with your phone, go to palm.com/store.

2B. Move Around on Your Phone

- Use Gestures: Tap, Swipe, Drag, Flick, Pinch (page 35)
- Open Applications (page 46)
- Work With Applications (page 48)
- Enter and Save Information (page 53)
- Use the Menus (page 58)
- Search to Find Info and Make Calls (page 61)
- View and Respond to Notifications (page 63)
- Update the Software on Your Phone (page 65)
- Copy Files Between Your Phone and Your Computer (page 73)

Use Gestures: Tap, Swipe, Drag, Flick, Pinch

Gestures are an important, basic part of your phone. They're easy to learn, and they make working with the phone fast. You make most gestures with one finger. For a few, you need two. Make gestures with the tip of your finger. Do not use your fingernail. Don't bear down.

To see short animations illustrating how to do gestures, go to palm.com/support or tap **Clips** in **Help** on your phone (see "Open Applications" on page 46 for information on how to open **Help**).

You make gestures in two areas on your phone: the touchscreen and the gesture area. The gesture area is the black area extending along the bottom of the screen.

* Gesture area

Tap the center of the gesture area to minimize the app and display Card view (see "Display All Open Applications (Card View)" on page 49). When you're working in an application, the gesture area displays a lighted bar in the center. The lighted bar also appears when you tap the center of the gesture area to maximize a card in Card view.

Basic Gestures

Tap: Tap with the tip of the finger—not the fingernail. Tap fast and firmly, and then immediately lift your fingertip off the screen. Don't bear down on what you're tapping. Don't wait for a response; the response comes after you lift your finger. Don't linger on the gesture; a tap takes a split second to do.

Tap the center of the gesture area to do the following:

● When you're working in an application, tap the center of the gesture area to see **Card view**. **Card view** shows you all the applications that are currently open, displayed as a series of cards (small active windows).

● When you're in **Card view**, tap the center of the gesture area to maximize the app in the center of the view.

Swipe: A swipe is most often a horizontal gesture, from right to left or left to right. Do it fast, do it lightly. In a swipe, your fingertip just skims the surface of the touchscreen or gesture area.

One kind of swipe you'll use a lot: **Back**. Make the back gesture from right to left anywhere in the gesture area. Back takes you up one level from a detailed view to a more general view of the application you're working in.

For example, when you finish reading an email message, make the back gesture to close the message and return to your list of messages. Or when you finish writing a memo, make the back gesture to close and save the memo and return to the display of all your memos. When you make the back gesture in an application and that's the only screen of that app that's open, you minimize the app and go back to **Card view**.

In Web, the back gesture performs the same function as the back button on the browser, allowing you to move back through previously viewed pages.

The **forward** gesture, which is a swipe from left to right anywhere in the gesture area, allows you to move forward through previously viewed Web pages. Forward is available in Web only.

Drag: Drag is the gesture you make for a slow scroll up and down a list. Slide your fingertip slowly along the surface—no need to bear down.

One kind of drag that you'll use a lot brings up **Quick Launch** when you're in an application. This drag gesture begins in the gesture area and ends on the touchscreen. As your fingertip slowly crosses the border between the gesture area and the touchscreen, it seems to drag **Quick Launch** into view. To open one of the apps in **Quick Launch**, move your finger to its icon. When you see the app name appear, lift your finger. The application opens.

You also make the drag gesture as part of a drag and drop.

Flick: As its name tells you, this is a quick gesture, great for scrolling long lists. Do it fast, do it lightly; as with a swipe, your fingertip just skims the surface. The faster you flick, the faster and farther you scroll up or down a list.

To **close an application** in **Card view**, flick the card up toward the top of the touchscreen. This is called **throwing** the card off the top of the screen.

In some applications, such as Email and Messaging, you can throw a list item off the side of the screen to delete the item.

If an application is maximized, you can flick up from the gesture area to the screen to minimize the app and display **Card view**. This is the **up** gesture. If you make the up gesture when **Card view** is displayed, you open the **Launcher**.

Scroll Gestures

Scroll slow: Drag the screen in the desired direction.

Move Around

Scroll fast: Flick the screen in the desired direction.

Stop scrolling: Tap or drag the screen while scrolling.

Zoom Gestures

Zoom in/pinch out (to increase the size of items on the screen in Email, Web, Photos, Doc View, PDF View, Google Maps): Place two fingers on the screen and spread them slowly apart.

Zoom out/pinch in (to decrease the size of items on the screen in Email, Web, Photos, Doc View, PDF View, Google Maps): Place two fingers on the screen and bring them together.

Move Around

Zoom in or out a fixed amount (in Web, Photos, Doc View, PDF View): Double-tap the screen.

Text Selection Gestures

Tip: See "Cut, Copy, and Paste Information" on page 57 and "Use the Copy All or Select All Feature" on page 58 for information on working with text you've selected.

Insert the cursor in a text field: Tap the location.

Move the cursor: Tap the location to insert the cursor. Press and hold **Option** 🔲. Place your finger anywhere onscreen and drag your finger in the direction you want to move the cursor.

Select text when you can see a cursor: Tap the location to insert the cursor. Press and hold **Shift** 🔼. Place your finger anywhere onscreen and drag your finger in the direction you want to select text. Tap the highlighted text to deselect it.

Select a paragraph of text: When you cannot insert a cursor in the text—for example, on a Web page or in an email message you received—the smallest amount of text you can select is a whole paragraph. Press and hold **Shift** 🔵, and then tap a paragraph. Tap an adjacent paragraph to add it to your selection (you can't skip around). If you need to scroll down to select the next paragraph, release **Shift** 🔵, scroll, press **Shift** 🔵, and tap the paragraph. Tapping any part of the highlighted selection deselects it..

Drag and Drop

Tap and hold the item, drag it, and then lift your finger to drop it. Sometimes you get a visual cue that the item is ready to be dragged. For example, an icon in the **Launcher** is ready to be dragged when you see a halo around the icon. A card in **Card view** is ready to be dragged when it changes size and becomes transparent.

Delete a List Item

Throw the item off the side of the screen. If prompted, tap **Delete** to confirm the deletion.

The delete gesture is available in applications such as Email, Messaging, Tasks, Music, and Bluetooth. If you can't delete a list item by throwing it, open the item and look in the application menu for a delete command.

Tip: To delete multiple list items, throw each one off the screen. If you get the **Delete** confirmation prompt after throwing the first item, you don't need to tap it—just throw the second item, and the first deletion is confirmed automatically.

Open Applications

You can have as many applications open at one time as you like, limited only by the amount of memory available on your phone at the time.

Open an Application in Quick Launch

Quick Launch is the bar of five icons that is always available at the bottom of **Card view** and the **Launcher**. To open an application from **Quick Launch**, just tap the icon.

Quick Launch can display no more than five icons. By default it displays, from left to right, **Phone**, **Contacts**, **Email**, **Calendar**, and the **Launcher**. You can change the order of icons (except the **Launcher** icon) in **Quick Launch** (see "Reorder Quick Launch Icons" on page 52), or swap in whatever applications you like (see "Change the Applications That Appear in Quick Launch" on page 51).

When an application fills the whole screen, make the following gesture to display **Quick Launch** and open one of its applications.

1. Drag up slowly from the gesture area to the screen.

Note: Don't confuse this "drag up" with the up gesture, which is a flick up from the gesture area to the screen that displays **Card view**.

2. Move your finger to the application icon. (When you see the app name appear, lift your finger. The application opens.)

Open an Application in the Launcher

The **Launcher** displays all your applications that are not on **Quick Launch**. The **Launcher** includes multiple pages, which you can organize to group apps the way you want (see "Reorder Launcher Icons" on page 52).

1. Tap the center of the gesture area to open **Card view**, and tap 🌐.

Tip: You can also open the **Launcher** by flicking up twice from the gesture area to the screen. If you are in **Card view**, just flick up once to open the **Launcher**.

2. To find the app you want, swipe up or down to see all the icons on a page. (Swipe left or right to see other pages.)

1 Arrow indicates that you can swipe up to see partially or fully hidden icons.
2 Page indicators show that there are two Launcher pages to the right—swipe right to left on the screen to see them.

3. Tap the application icon.

To close the **Launcher**, do one of the following:

● Tap the center of the gesture area.
● Tap 🔵.
● **Make the up gesture:** Flick up from the gesture area to the screen.

Open an Application Using Search

1. Tap the center of the gesture area to open **Card view**.
2. Enter the name of the application.
3. When the application icon appears in the search results, tap it.

Work With Applications

Go Up One Level in an App (Back Gesture)

The back gesture takes you up one level from a detailed level to a more general view of the application

you're working in. For example, when you finish reading an email message, make the back gesture to close the message and return to your list of messages. Or when you finish writing a memo, make the back gesture to close and save the memo and return to the display of all your memos. When you make the back gesture in an application and that's the only screen of that app that's open, you minimize the app and go back to **Card view**.

To make the back gesture, swipe right to left anywhere in the gesture area.

Display All Open Applications (Card View)

Card view displays open applications as small cards, so that you can easily scroll through them and drag them to change their order.

When an application fills the screen and you want to go to **Card view**, do one of the following:

● Tap the center of the gesture area.

● **Make the up gesture:** Flick up from the gesture area to the screen.

Move Among Open Applications

1. In **Card view** (see "Display All Open Applications (Card View)" on page 49), swipe left or right on the screen to see other open apps.

2. Tap a card to maximize the application.

Tip: You can also maximize the center card in **Card view** by flicking down from the screen to the gesture area.

Tip: You can set a preference to move among open apps without first going to **Card view** (see "Turn Advanced Gestures On/Off" on page 176).

Reorder Open Cards

1. In **Card view** (see "Display All Open Applications (Card View)" on page 49), tap and hold a card to further reduce the size of the cards.

Tip: You can also tap anywhere on the screen around the cards to reduce the size of the cards.

2. Tap and hold a card, and after the card becomes transparent, drag it to another position.

Close an Application

● In **Card view** (see "Display All Open Applications (Card View)" on page 49), throw the card off the top of the screen.

Change the Applications That Appear in Quick Launch

If **Quick Launch** contains five icons, you must remove an application from **Quick Launch** before you can add another one. You can remove any application except the **Launcher**.

1. Open the **Launcher**. (**Quick Launch** appears at the bottom.)

2. Tap and hold a **Quick Launch** icon, and after the halo appears around the icon, drag it onto the **Launcher**.

3. Tap and hold a **Launcher** icon, and after the halo appears around the icon, drag the icon onto the **Quick Launch** bar.

Move Around

Reorder Quick Launch Icons

You can change the position of any **Quick Launch** icon except the **Launcher** icon.

1. In **Card view**, tap and hold a **Quick Launch** icon.

2. After a halo appears around the icon, drag it to another location.

Reorder Launcher Icons

1. In the **Launcher**, tap and hold an icon.

2. After the halo appears around the icon, drag it to another location.

3. To move the icon to another page, drag it to the left or right edge of the screen. (Don't release the icon until the new page appears.)

Delete an Application

You can delete applications that you have installed on your phone.

1. While pressing and holding **Option** 🔲, tap the app icon.

2. Tap **Delete**.

Tip: You can also delete an application you installed by opening the Launcher, opening the <u>application menu</u>, and tapping **List Apps**. On the list of applications, tap and hold an app name, and tap **Delete**.

Enter and Save Information

Use the Keyboard

1. **Option:** See "Enter Alternate Keyboard Characters" on page 54.
2. **Shift:** See "Enter Uppercase Letters" on page 53.
3. **Space**
4. **Backspace**
5. **Enter:** Press to enter a line return (for example, in a memo or in an email message you are composing) or to accept information you entered in a field. See "Enter Information in a Field" on page 56.
6. **Sym:** See "Enter Characters From the Symbols Table" on page 54.

Enter Uppercase Letters

By default, the first letter of each sentence or field is capitalized and the remaining text you enter is lowercase. To enter other uppercase letters, do one of the following:

- Press **Shift** 🔼 and press the letter key. The Shift symbol appears: 🔼. You don't need to hold down **Shift** while you press the letter key.
- **Turn on Caps Lock:** Press **Shift** 🔼 twice. The Caps Lock symbol appears: 🔼.
- **Turn off Caps Lock:** Press **Shift** 🔼.

Enter Alternate Keyboard Characters

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

- Press **Option** and press the key for the character. The alternate character symbol appears: ○. You don't need to hold down **Option** while pressing the second key.
- **Enter a series of alternate characters:** Press **Option** twice to lock the alternate character feature. The alternate character lock symbol appears: ●.
- **Turn off the alternate character feature:** Press **Option**.

Enter Passwords

You can see each character of a password only as you enter it, so be careful. Be sure Caps Lock and alternate character lock are off unless you need them. For information on how to enter characters, see "Enter Uppercase Letters" on page 53 and "Enter Alternate Keyboard Characters" on page 54.

Enter Characters From the Symbols Table

You can enter symbols and accented characters that don't appear on the keys by using the symbols table. See "Symbols and Accented Characters" on page 55 for a list of the available symbols and accented characters.

1. Press **Sym** to display the symbols table.
2. Narrow the list by pressing the key that corresponds to the character you want. (For example, to enter an **é**, press **e**. See the table below for a list of corresponding characters.)

Tip: The symbols and accented characters are grouped according to their similarity to the corresponding key. In some cases, the symbol is related to the alternate character on the key, not the letter. For example, to type a **¢** or other currency symbol, press **Sym** + **h**. Why? Because the alternate character on the H key is $.

Tip: If you press the wrong key, press **Backspace** to return to the full list of symbols and accented characters. You can then press another key.

3. Scroll to find the character you want.
4. Tap the character to insert it.

Symbols and Accented Characters

Press Sym 🔣 and press…	to select…
a or A	á à ä â ã å æ Á À Ä Â Ã Å Æ ª ~ \ ` • ÷ ^ [ ] { } < > « » Ø µ |
b or B	~ \ ` • ÷ ^ [ ] { } < > « » Ø µ |
c or C	© ç Ç ¢
d or D	† ‡
e or E	é è ë ê ? É È Ë Ê € ¹ ¼ ½
h or H	¢ € £ ¥ ƒ
i or I	í ì ï î Í Ì Ï Î ÷ ‰
j or J	¡
k or K	:-) :-(;-)
l or L	` ' , " "
m or M	µ :-) :-(;-)
n or N	ñ Ñ ¿

Press Sym 🔣 and press…	to select…
o or O	ó ò ö ô œ õ ø Ó Ò Ö Ô Œ Õ Ø º " " „ < > « »
p or P	¶ ~ \ ` • ÷ ^ [ ] { } < > « » Ø µ |
q or Q	\ ~ |
r or R	® ²
s or S	ß š Š ~ \ ` • ÷ ^ [ ] { } < > « » Ø |
t or T	™ ³ ¾
u or U	ú ù ü û Ú Ù Ü Û [ ] { } < > « »
v or V	^
w or W	÷ ^ ±
x or X	x ¤
y or Y	ÿ ý Ÿ Ý ¥ [ ] { } < > « »
z	? ? •
, or _	~ \ ` • ÷ ^ [ ] { } < > « » Ø µ |

Move Around

Press Sym (Sym) and press…	to select…
.	… ~ \ ` • ÷ ^ [ ] { } < > « » Ø µ |
@	° • Ø

Enter Information in a Field

You can enter information in a field by typing or by pasting previously copied information (see "Cut, Copy, and Paste Information" on page 57).

Applications with text fields support the auto-correct feature. If the app recognizes a common misspelling, it auto-corrects the word. To cancel the auto-correction, press **Backspace** .

To accept the information you entered, do one of the following:

● Tap outside the field.

● Press **Enter** . If a screen contains multiple fields, pressing Enter accepts the information you just entered and jumps the cursor to the next field.

● When you are done entering information on the screen containing the field, make the back gesture to accept the information and back out of the screen (see "Go Up One Level in an App (Back Gesture)" on page 48).

Select Items in a List

Lists enable you to select from a range of options. Lists are different from menus (see "Use the Menus" on page 58), which give you access to additional features.

Lists are hidden until you tap the currently displayed option for that list.

1. Tap the currently displayed option to open the list. (For example, when creating a new event in

Calendar, tap **15 minutes before** to display the list of reminder options.)
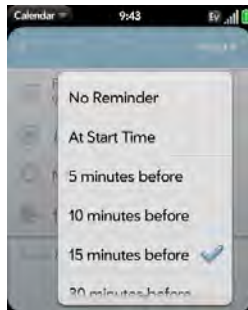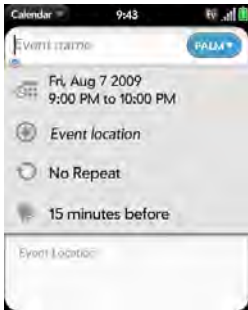
2. Tap the list item you want.

Cut, Copy, and Paste Information

You can cut or copy any selectable text. This includes text you can select by dragging the cursor and paragraphs you can select by tapping them (see "Text Selection Gestures" on page 42).

1. Select the text you want to cut or copy (see "Text Selection Gestures" on page 42).

2. Open the <u>application menu</u> and tap **Edit** > **Cut** or **Copy**.

3. Open the app and insert the cursor where you want to paste the text (see "Text Selection Gestures" on page 42).

4. Open the <u>application menu</u> and tap **Edit** > **Paste**.

Tip: You can also use keyboard shortcuts to cut, copy, and paste. After selecting the text or inserting the cursor, press and hold the gesture area until a light appears under the surface of the gesture area, and press **X** (cut), **C** (copy), **V** (paste), or **A** (copy/select all, in apps that support this feature).

Use the Copy All or Select All Feature

Some applications offer a Copy All menu item. For example, in Messaging, you can start or open a conversation, open the <u>application menu</u>, and tap **Edit** > **Copy All**. This saves the entire conversation as plain text, which you can paste in a memo, email message, and so on. The Copy All feature is also available in Contacts on a contact's details screen, enabling you to copy the contents of that contact entry as plain text.

Other apps offer a Select All menu item. For example, in Memos, you can open a memo, open the <u>application menu</u>, and tap **Edit** > **Select All**. This highlights the full memo text, which you can cut or copy.

Save Information

● On most screens, your information is saved automatically. Just make the back gesture to close the screen (see "Go Up One Level in an App (Back Gesture)" on page 48), and your info is saved at the same time.

● On screens with a Done button, tap **Done** to save your information.

Use the Menus

Most applications have an application menu hidden in the upper-left corner, which provides access to additional features. There is also a connection menu hidden in the upper-right corner, which provides access to wireless services.

Some applications have additional menus. For example, in **Photos**, tap an open picture and tap 🔄 to display a menu of tasks you can do with the picture (see "Photos" on page 102).

To get the most out of your phone, it's a good idea to familiarize yourself with the additional features available through the menus in various applications.

Open the Application Menu

The application menu contains options for the application you are working with, such as **Cut** and **Copy**, **Preferences**, **Help**, and other application-specific commands.

1. Do one of the following:
   - Tap the application name in the upper-left corner of the screen.

- Drag down from the upper-left corner of the phone (above the screen) onto the screen.

2. Tap a menu item to open it. (If a menu item displays a right-pointing arrow ▶, tap the item to open a submenu of options for that item—for example, tap the **Edit** menu item to open a submenu containing **Cut**, **Copy**, and **Paste** options. If the menu displays a downward-pointing arrow ▼ at the bottom, it means that more options are available. Scroll the menu to see the additional options.)
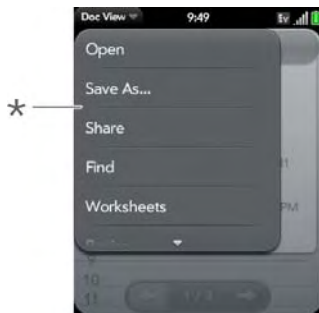
* Application menu

Open the Connection Menu

The connection menu lets you manage wireless services—the phone and Bluetooth® wireless technology.

Did You Know?	The connection menu also displays the current day and date and the battery charge level.

1. Do one of the following:
   - Tap the upper-right corner of the screen.

   - Drag down from the upper-right corner of the phone (above the screen) onto the screen.

2. Tap a menu item to turn that wireless feature on or off or to open a list of options for that feature (see "Turn Wireless Services Off (Airplane Mode)" on page 19 for more information). If the menu displays a downward-pointing arrow ▼ at the bottom, it means that more options are available. Scroll the menu to see the additional options.)

Search to Find Info and Make Calls

Use Universal Search

You can search for contacts and applications on your phone, or search the Web.

1. Open **Card view** (see "Display All Open Applications (Card View)" on page 49) or the **Launcher** (see "Open an Application in the Launcher" on page 47).

2. Begin typing a search term or keyword (see "Universal Search Application Keywords" on page 62). (As you type, search displays any contact names and application names that match the character or application names that are associated with the keyword. As you continue typing, the search results narrow.)
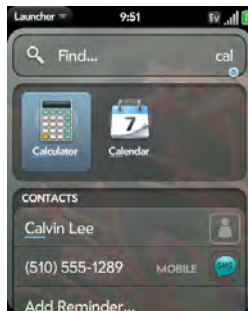
Tip: You can also start a search by copying text in another application, opening the Launcher, and pasting the text. The text appears at the top of the screen as the search term. Note that you can't paste text in Card view.

3. Do one of the following:

   ▪ **To look up or get in touch with someone:** Tap a contact name to open the person's contact information. Tap a phone number to dial it, an email address to send a message, and so on. If only the contact name is displayed, tap the name to display ways to get in touch. You can also tap

Add Reminder to add a reminder message to the contact (see "Assign a Reminder Message to a Contact" on page 129).

- **To perform a Web search:** Tap the search term you entered to open a list of Web search options, and tap the option. If your search returns no contacts or applications, the Web search options are displayed automatically.

- **To open an application:** Tap the application.

Universal Search Application Keywords

If you don't know the name of the app you are searching for, you can enter a keyword associated with the app. This table shows the keywords you can use to find an app on your phone.

Application Name	Keywords
App Catalog	Store
Backup	Settings, Preferences
Bluetooth	Settings, Preferences, Wireless
Calendar	Datebook, Meetings, Events

Application Name	Keywords
Clock	Alarm, Time, Watch
Contacts	Addresses, People
Date & Time	Clock, Settings, Preferences
Device Info	Settings, Preferences, Reset
Doc View	Word, Excel, PowerPoint
Email	Mail
Google Maps	Maps
Location Services	Settings, Preferences
Memos	Notes, Stickies, Notepad
Messaging	Text, SMS, MMS, IM, Instant Chat
Music	Songs, Tunes, Audio
PDF View	Acrobat
Phone	Dial
Photos	Pictures
Regional Settings	Settings, Preferences

Application Name	Keywords
Screen & Lock	Wallpaper, Security, Desktop, Brightness, Unlock, Gestures, Settings, Preferences
Sounds & Ringtones	Audio, Music, Volume, Vibrate, Silent, Settings, Preferences
Tasks	To Do, Todos, Checklist
Updates	Settings, Preferences
Videos	Movies
Web	Browser, Blazer, Internet
YouTube	Videos, Movies

Search Within an Application

In applications such as Contacts, Memos, Doc View, and PDF View, you can search for entries or files. From the list view, enter the file name; a few words from a memo; or a contact name, initials, address, or number. See the individual application sections for details.

You can also enter a search term in the Help application to search for help content related to the term.

View and Respond to Notifications

Respond to a Notification

Notifications show up at the bottom of the screen to notify you of new voicemail and messages, upcoming appointments, missed calls, and more.

Do one of the following:

- Tap the notification to act on it.
- For some types of notifications, throw the notification off the side of the screen to dismiss it.

View All Your Notifications

For most types of notifications, if you do not tap a notification after a few seconds, it becomes an icon in the lower-right portion of the screen.

1. Tap anywhere on the bottom of the screen to display your notifications.
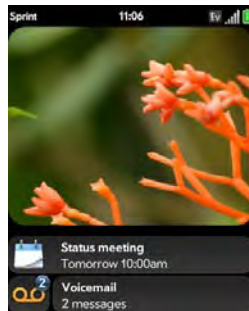
2. Tap a notification to act on it. (If a notification icon has a number next to it, the number indicates how many items are included in the notification—how many voicemail or email messages you have, and so on.)

Reorder Notifications and Other Dashboard Items

The area that displays all of your notifications (see "View All Your Notifications" on page 64) is called the dashboard.

● Tap and hold a dashboard item, and then drag it to a different location.

● Throw a dashboard item off the side of the screen to dismiss it.

Update the Software on Your Phone

Palm continually provides updates to your phone's operating system. Update notifications are sent to your phone automatically when a system update is available (see "Respond to a System Software Notification" on page 65). When you update your phone's operating system, your personal information and files are not affected.

What's more, both Palm and many application developers make updates available for applications you have installed on your phone. Update notifications are sent to your phone automatically when an application update is available (see "Respond to an Application Update Notification" on page 66).

In addition to receiving update notifications, you can manually check for software or application updates at any time (see "Manually Check for Updates" on page 67).

Respond to a System Software Notification

When you get a notification that a system update is available, do one of the following:

● Tap **Install Now** twice. When installation is complete and the phone resets, tap **Done**. Installation may take around 15 minutes.

● Tap **Install Later**. The next time you charge your phone, you receive another update notification. You can again choose whether to install the update now or later. If you do not tap **Install Later** within 10 minutes of receiving the notification, installation begins automatically.

Note: You can use your phone while updates are being downloaded, but you cannot use your phone while system updates are being installed—including making emergency calls.

Important: Do not remove the battery while updates are being installed.

Here is some additional information about system updates:

● Your phone automatically downloads the update over Sprint's network as long as the battery has at least a 30% charge and you have an EvDO data connection, as indicated by the [Ev] icon at the top of the screen. Your phone cannot download an update over a 1xRTT data connection, as indicated by the [1x] icon at the top of the screen.

● If the battery has less than a 30% charge, you must charge the battery before you can download or install an update.

● To avoid roaming charges, updates are not downloaded if your phone is in roaming coverage.

Respond to an Application Update Notification

When you get a notification that an update is available for one or more applications, tap the notification and then do one of the following:

● Tap an individual application name to open **App Catalog**. From **App Catalog**, you can view application details and install that app (charges may apply; see "Browse Applications in App Catalog" on page 68).

● Tap **Install Free** to install only those applications that you can download free of charge.

● Tap **Install All** to install all applications available for download (charges may apply).

Important: Do not remove the battery while updates are being installed.

Manually Check for Updates

1. Open **Updates** 🔴.
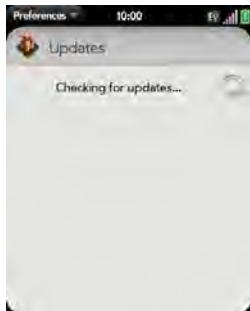
2. If a message appears stating that a system update is available, do the following:

   Palm webOS Update

   Palm webOS 1.4.1 13010 is now available. It's about 16MB. We'll download it over the next couple of days when your device is idle and a high speed network is available. You'll be notified when the update is ready to install.

   Questions about this update? Visit palm.com/support

   🔴 Downloading...

   ▪ Tap **Download Now.**
   ▪ When prompted, tap **Install Now**.
   ▪ After installation has finished and the phone resets, tap **Done.**

3. If one or more application updates are available, do one of the following:

   ▪ Tap an individual application name to open **App Catalog**. From **App Catalog**, you can view application details and install that app (charges may apply; see "Browse Applications in App Catalog" on page 68).

Move Around

- Tap **Install Free** to install only those updates that you can download free of charge.

- Tap **Install All** to install all updates available for download (charges may apply).

Note: You cannot use your phone while updates are being installed.

Important: Do not remove the battery while updates are being installed.

Browse Applications in App Catalog

Use App Catalog to browse and download any of the many applications available for your phone. App Catalog contains both free apps and apps you can buy.

Note: Applications you installed on your old Palm OS® by ACCESS or Windows Mobile smartphone do not work on your Pixi phone, because your Pixi phone uses the new Palm® webOS™ platform. Check App Catalog for a new version of your old favorites. Or purchase the Classic app from App Catalog. Classic enables you to run Palm OS applications on your Pixi phone.

1. Open **App Catalog** .
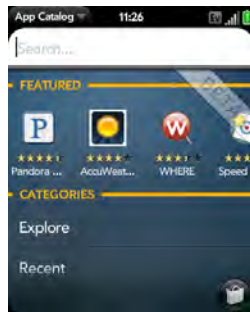
2. The first time you open **App Catalog**, tap **Accept**.

3. Swipe right or left on the thumbnails to see featured applications, or do one of the following:

   - **To search by name:** Tap **Search**, enter the search term, and press **Enter** .

   - **To search apps by category:** Tap **Explore**. To view categories in an alphabetical list, tap . To view them as a tag cloud .

- **To find the most recently added apps:** Tap **Recent**.
- **To find the most popular apps:** Tap **Popular**.

4. (Optional) To sort the list of applications or your browse results by date, name, rating, or price, tap one of the icons at the bottom of the screen, and tap a sort method.

5. When the app you want appears, tap the name to display app details.

6. On the app details screen, do any of the following:
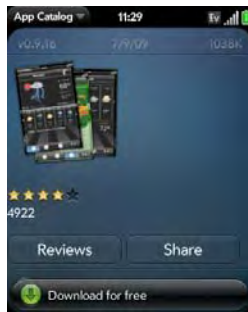
- Tap a screenshot to see a larger view.
- Tap **Reviews** to read all reviews.
- Tap **Share** and then tap **Email** or **Text Message** to send a link to the app.
- Tap **Developer Website** to go to the app developer's home page.
- If available, tap **Support** to go to the developer's product support page.

Download a Free Application

Before You Begin: Before you download an app, make sure you have enough storage space on your phone to fit the app. Open **Device Info** and look at the **Available** field under **Phone**.

1. Open **App Catalog** .

2. Browse to the app you want (see "Browse Applications in App Catalog" on page 68).

3. Tap the app name, and then tap **Download for free**.

4. If the app uses Location Services, a notification is displayed (see "Location Services" on page 214). (Tap **Continue**.)

Did You Know? After you download an application, you can tap **Reviews** on the app details screen to see reviews from others. Or, on the Reviews screen, tap **Review** to write a review.

5. After you download an app, tap **Tap to launch** to open it. (The app also now appears as an icon in the **Launcher**, so you can open it from the **Launcher** as well.)

Buy an Application

Before You Begin: Before you purchase and download an app, make sure you have enough storage space on your phone to fit the app. Open **Device Info** and look at the **Available** field under **Phone**.

1. Open **App Catalog** .

2. Browse to the app you want (see "Browse Applications in App Catalog" on page 68).

3. Tap the app name, and then tap **Download for [amount]**.

4. If the app uses Location Services, a notification is displayed (see "Location Services" on page 214). (Tap **Continue**.)

5. Do one of the following:

   ■ **If you have set up a billing account:** If prompted, enter your Palm profile password to authorize the purchase, and tap **Continue**.

Note: If you enter an incorrect Palm profile password three times, a message appears that explains how you can contact Palm support for help.

- **If you have not set up a billing account:** Tap **Continue**. Enter your Palm profile password, and tap **Continue**. See "Set Up a Billing Account" on page 71.

6. Tap **OK**.

Did You Know? After you purchase an application, you can tap **Reviews** on the app details screen to see reviews from others. Or, on the Reviews screen, tap **Review** to write a review.

7. After you download an app, tap **Tap to launch** to open it. (The app also now appears as an icon in the **Launcher**, so you can open it from the **Launcher** as well.)

Tip: If you delete a purchased application you can reinstall it without paying for it again (see "Manage Applications" on page 71).

Manage Applications

1. Open **App Catalog** .

2. Tap and tap **Applications**.

3. Tap the app name.

4. Do one of the following:
   - **To report a problem with an application:** Open the application menu and tap **Report A Problem**.
   - **To delete an application:** Open the application menu, tap **Delete Application**, and then tap **Delete**.
   - **To reinstall a deleted application:** Browse to the app (see "Browse Applications in App Catalog" on page 68), tap the app name, and tap **Download**. You do not need to buy the app again.

Update Downloaded Applications

1. Open **App Catalog** .

2. Tap .

3. Tap **Updates**. (The list displays any of your installed apps that have updates available.)

4. Tap an app name, and tap **Update Available**.

5. To launch an updated app, tap **Tap to Launch**.

Set Up a Billing Account

1. Open **App Catalog** .

2. Do one of the following:

   - Tap an app you want to buy and tap **Continue**.
   - Open the underlined application menu, tap **Preferences & Accounts**, and tap **Add Account**.

3. Enter your Palm profile password and tap **Continue**.

Note: If you enter an incorrect Palm profile password three times, a message appears that explains how you can contact Palm support for help.

4. Tap the credit card type you want to use. (Enter your credit card and billing address details, and tap **Submit**.)

Important: Your credit card details are not stored on your phone. They are encrypted and stored in your Palm profile.

5. Tap **OK** to verify your email address, or tap **Change This Address** to enter a different one. (Purchase receipts are sent to the address shown here.)

6. In **Password is Required**, select one of the following:

   - **Once every 4 hours:** You must enter your password the first time you make a purchase. If you make any other purchases within four hours, you don't need to enter your password again.

After four hours, you enter your password again for the first purchase, which starts a new four-hour window.

   - **Every Purchase:** You must enter your password for each purchase, regardless of the time interval.

Update or Delete a Billing Account

1. Open **App Catalog** .

2. Open the underlined application menu and tap **Preferences & Accounts**.

3. Tap your account name.

4. Enter your Palm profile password and tap **Continue**.

5. Do one of the following:

   - **Edit the account information:** Change the information as needed and tap **Submit**.
   - **Delete the account information from your** phone**:** Tap **Remove Account**.

Copy Files Between Your Phone and Your Computer

Copy iTunes Media Files From Your Computer to Your Phone

Use media sync to easily transfer pictures, videos, podcasts, and DRM-free music files from iTunes on your computer to your phone.

While you use media sync, you can't make or receive calls or use other wireless features such as email or the Web.

Key Term: **DRM-free:** Describes a file that is not protected by Digital Rights Management. DRM-free music files can be copied as many times as you like and can be played on your Pixi phone. To learn more about DRM-free music, go to **apple com** and search on **iTunes Plus.**

Did You Know? You can copy music files using USB Drive mode as well (see "Copy Other Types of Files Between Your Phone and Your Computer" on page 74).

1. Connect your phone to your computer with the **USB cable**.

2. On your phone, tap **Media Sync**.

3. The first time you use Media Sync mode, an alert warns you that you cannot make or receive calls or text messages. (Tap **OK**.)

4. Your phone is now in Media Sync mode. (On your computer, iTunes opens automatically.)

Note: You can synchronize supported DRM-free music, videos, TV shows, podcasts, and pictures, but you cannot sync iTunes contacts, calendar events, or games.

5. Follow the steps in iTunes to synchronize files to your phone.

6. Disconnect the USB cable from the computer when iTunes indicates that it is safe to do so.

Tip: Media sync is a one-way transfer only, from iTunes on your computer to your phone. To transfer music files from your phone to iTunes on your computer, you can download the Palm Music Assistant. Go to **palm.com/music-assistant** for information.

Copy Other Types of Files Between Your Phone and Your Computer

You can copy any type of file from a computer to your phone, and from your phone to your computer, by putting your phone in USB Drive mode.

After you copy a file to your phone, you can open the file if your phone has an application that supports the file type. You can open many file formats for photos, videos, and music; Microsoft Office files; and PDF files.

Important: All files that you store on the USB Drive of your phone are not backed up to your Palm profile, and they cannot sync to any of your online accounts. So be sure to keep a copy of all such files somewhere besides your phone just in case you lose your phone or you must do a full erase of the info on your phone.

When your phone is in USB Drive mode, you can't make or receive calls or use other wireless features such as email or the Web.

Before You Begin: Before you copy files from your computer, make sure you have enough storage space on your phone to fit the file. Open **Device Info** and look at the **Available** field under **Phone**.

1. Connect your phone to your computer using the **USB cable**.

2. On your phone, tap **USB Drive**. (On your computer, your phone appears as a removable drive.)

3. On a Windows computer, if the **Found New Hardware** wizard opens, click **Cancel** to close the wizard.

4. Open **My Computer** (Windows XP), **Computer** (Windows Vista), or the **Finder** (Mac), double-click the drive representing your phone, and drag and drop files to your phone. (The drive displays folders that you can use to organize the files you copy. You can also create your own folders.)

5. On a Windows computer, to end the connection safely, right-click the drive representing your phone and click **Eject**. (On a Mac computer, from your desktop, drag the drive representing your phone to the **Trash**. Trash changes to **Eject**.)

6. Disconnect the **USB cable** from the computer when the USB Drive screen is no longer displayed on your phone.

2C. Transferring Data

Data Transfer Overview

While you have many options for transferring data, Palm recommends that you take advantage of the Palm® Synergy™ feature by putting your data in an online account—for example, if you don't have a Google account, we recommend that you create one and store your data there (see "How Do I Add Names and Other Info Into Contacts?" on page 121, "How Do I Get Events Into Calendar?" on page 135, and "How Do I Send and Receive Email on My Phone?" on page 186). If you don't want to do this, there are other ways to get data on your phone.

Consider carefully whether you'll want to be able to access and change your data somewhere besides your phone. If you do, do you prefer the other means of access to be a website (for example, Google), or to be software that is installed on your computer? In either case, you can set things up so that you can synchronize new or changed data between your phone and the other data location.

You could also decide not to have a sync setup for your data, in which case you can use your Palm profile to back up your data (see "Backup" on page 164). You can't access this data anywhere but on your phone. However, your data is backed up, and in an emergency (such as a lost or stolen device), you can remove the data on your lost or stolen phone and restore it to a new Pixi phone.

How Do I Get Data From My Old Phone?

Do you want to sync your personal information between your Pixi phone and Google or Exchange, but first need to get your data out of an old phone that you want to stop using? You can do a one-time, one-way transfer of data to your Pixi phone, and then sync the data to Google or Exchange.

1. On your computer, set up an account on the Google website (go to **gmail.com**) or with Microsoft Exchange (speak to an IT person at your company).

2. Open **Contacts** on your Pixi phone.

3. Enter your username and password for the Google or Exchange account.

Note: You don't have to go to Calendar to set up your account there—that's done automatically using the username and password you enter in Contacts.

4. Go to a Sprint store and ask a support agent for help in transferring data from your old phone. (When you're ready to transfer data from your old phone, be sure to tell the agent which account to transfer the data to.)

How Do I Get Data Off My Computer?

Do you want to sync your personal information between your Pixi phone and Google or Exchange, but first need to get the data out of a desktop app that you want to stop using? You can do a one-time, one-way transfer of data to your phone, and then if you choose to, sync the data to Google or Exchange.

1. On your computer, set up an account on the Google website (go to **gmail.com**) or with Microsoft Exchange (speak to an IT person at your company).

2. Open **Contacts** 📇 on your Pixi phone.

3. Enter your username and password for the Google or Exchange account.

Note: You don't have to go to Calendar to set up your account there—that's done automatically using the username and password you enter in Contacts.

4. To transfer data from a desktop app that you want to stop using, go to **palm.com/migrate-pixi** for more information about the Data Transfer Assistant (DTA)—it's a free download from Palm.

About the Data Transfer Assistant

The DTA enables you to do a one-time, one-way export of data from selected desktop apps to your Pixi phone through the USB cable included with your phone. After the data is on your phone, you can select the account you want to import the data to.

Important: The DTA is not synchronization software. It is meant to be used once per desktop app, to export your info from the desktop app to an account on your phone.

These are the desktop apps that the DTA works with, and what data the DTA transfers to your phone:

	Desktop application	Contacts	Calendar	Tasks	Memos/Notes
Windows XP or Vista®	Outlook 2003 or 2007	Yes	Yes	Yes	Yes
	Palm Desktop v6.2	Yes	Yes	Yes	Yes
Mac OS 10.5	Address Book	Yes	No	No	No
	iCal	No	Yes	No	No

Note the following:

● Depending on the amount of data you are transferring, it can take up to a few hours to transfer data with the DTA.

● On Vista, only Outlook 2007 is supported.

● If you have an earlier version of Palm Desktop, you can download version 6.2 for free from palm.com/desktop. Install it, sync with your old Palm device, and then use the DTA to transfer your data.

● Do you use Palm Desktop on the Mac? Don't worry, you can export your contacts, calendar events, and tasks into Address Book and iCal. Then use the DTA to transfer your data. For more information, go to palm.com/migrate-pixi.

I'm Already Using Google, Facebook, and/or Microsoft Exchange

If you are already using Google, Facebook, and/or Exchange to manage your calendar and contacts, then all you need to do is set up one or more of these accounts on your phone.

Set up your Pixi phone to sync with...	To sync this data...
Google	Contacts and calendar events
Exchange	Contacts, calendar events, and tasks
Facebook	Contacts and calendar events

Note: Changes you make in your Facebook account on the Web show up on your phone. Contacts and calendar events you add or change on your phone, however, do not automatically update your Facebook account on the Web.

1. Open **Contacts** .

2. Enter your account credentials for your Google, Facebook, or Exchange account.

Note: You don't have to go to Calendar to set up your account there—that's done automatically using the credentials you entered in Contacts.

I Want to Keep Using My Current Desktop App and Sync With an Online Account on My Phone

If you want to continue using a desktop app to store your contacts, calendar events, and tasks—iCal and Address Book on the Mac, or desktop Outlook® or Palm® Desktop by ACCESS on Windows—consider adopting this solution.

Download and install a third-party application (sold separately) that can sync your desktop app to Google. Your desktop app syncs with your Google account, and your phone also syncs with Google.

1. On your computer, set up an account on the Google website (go to gmail.com).

2. Open **Contacts** 📇 on your Pixi phone.

3. Enter the account credentials for your Google account.

Note: You don't have to go to Calendar to set up your account there—that's done automatically using the username and password you enter in Contacts.

4. Install a third-party application on your computer that enables you to sync with Google. (Go to palm.com/migrate-pixi to learn about available third-party sync solutions.)

5. Follow the instructions of the third-party app to sync the data in your desktop app with Google. (The next time Google syncs with your phone, your data appears on your phone.)

I Don't Need to Sync, but I Do Want a Copy of My Data Backed Up Somewhere Besides My Phone

Use the Data Transfer Assistant to move your data into your Palm profile account. For information on your Palm profile account, see "Backup" on page 164.

2D. Phone

- ♦ Make Calls (page 83)
- ♦ Receive Calls (page 87)
- ♦ Use Voicemail (page 89)
- ♦ What Can I Do During a Call? (page 89)
- ♦ What's My Number? (page 93)
- ♦ View Your Call History (page 93)
- ♦ Save a Phone Number to Contacts (page 94)
- ♦ Use a Phone Headset (page 95)
- ♦ Customize Phone Settings (page 97)

Make Calls

For information on turning the phone off and back on, see "Turn the Phone On/Off" on page 18.

* These indicate that the phone is on.

* These indicate that the phone is off (airplane mode).

Dial Using the Onscreen Dial Pad

The onscreen dial pad is useful when you need to dial numbers that are expressed as letters and when you need large, brightly lit numbers that you can tap.

1. Open **Phone** 📞.

2. Tap the dial pad numbers to enter the number.

3. Tap 📞 to dial.

Tip: Press **Backspace** or tap the onscreen backspace icon (to the right of the number you enter) to delete numbers one at a time. Tap and hold the icon to delete all the numbers.

Tip: You can paste numbers copied from other applications—for example, from an email message or a memo—into the dial pad.

Tip: To enter +, tap and hold **0** onscreen.

Dial by Contact Name Using Universal Search

1. Open **Card view** (see "Display All Open Applications (Card View)" on page 49) or the **Launcher** (see "Open an Application in the Launcher" on page 47).

2. Begin typing the contact first or last name, or initials.

3. Tap one of the contact's phone numbers to dial it. (If only the contact name appears, tap the name to display the phone numbers for that contact, and tap the number.)

Dial Using the Keyboard

1. In the **Launcher** or **Card view**, use the keyboard to enter the number. (You do not need to press **Option** ▢ to enter numbers, *, or #.)
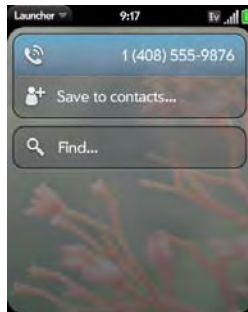
2. When you finish entering the number, tap it to dial.

Tip: You can also enter a number with the keyboard when the dial pad is displayed. After entering the number, tap the onscreen dial icon to dial.

Tip: To enter +, press and hold the **0** key on the keyboard.

Dial Using a Speed Dial

See "Assign a Speed Dial to a Contact" on page 128 for instructions on creating a speed dial.

● In the **Launcher**, **Card view**, or **Phone**, press and hold the speed-dial key you assigned to the number.

Dial by Contact Name in the Phone Application

See "How Do I Add Names and Other Info Into Contacts?" on page 121 for instructions on adding contacts to your phone. You can also look up and dial contacts using universal search (see "Dial by Contact Name Using Universal Search" on page 85).

1. Open **Phone** 📞.

2. Using the keyboard, enter a name or initials until the contact you want appears.
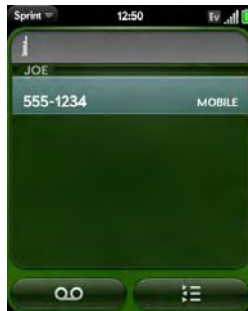
Did You Know?	If you press E, R, or any other key that displays both a letter and a number, you see both matching names and numbers onscreen.
Did You Know?	If your company uses Microsoft Exchange Server with a Global Address List (GAL), entering the contact search information returns matching results from the GAL as well.

3. Tap the number.

Tip: If you do not want contact matches to appear when you type a number on the keyboard, you can turn off the Show Contact Matches preference (see "Show Contact Matches" on page 97). When this preference is off, you can still dial by contact name in the Phone application. After opening Phone, tap the contact list icon to the right of "Enter name or number." Type the contact name or initials, and tap the number when it appears.

Redial the Last Number Dialed

1. Open **Phone** 📞.

2. Tap 📞. (When the contact name or number appears at the top of the screen, tap 📞 again to dial.)

Dial Your National Emergency Number

To dial 911, do the following:

1. Press **power** ⏻ to wake up the screen.

2. Tap the center of the gesture area to display **Card view**.

3. Enter the emergency number, and tap the number to dial. (If the phone is turned off, a notification

appears prompting you to turn it on. You don't have to press **Option** ⬚ to enter numbers.)

Dial From Another Application

If a phone number appears in another application as an underlined link, you can begin dialing the number directly from that application. For example, you can dial phone numbers that appear in Web pages, in messages (email, text, or multimedia), or in notes to calendar events.

1. If a phone number appears as an underlined link, tap the number. (This displays the dial pad with the number already entered.)

2. Tap 📞 to dial.

Receive Calls

If you want to answer calls, your phone must be on. This is different from having only the screen turned on (see "Turn the Phone On/Off" on page 18). When your phone is off, your calls go to voicemail.

Tip: You can pick the ringtone for incoming calls (see "Select the Ringtone for Incoming Calls" on page 179). You can set a ringtone for individual contacts as well (see "Add a Ringtone to a Contact" on page 128).

Answer a Call

Do one of the following:

● If the screen is on when the phone starts ringing, tap 📞.

● If the screen is off, drag 📞 up to unlock the screen and answer the call.

Did You Know? If you are playing music or a video on your phone and a call arrives, playback pauses automatically and resumes when you hang up or ignore the call.

Tip: You can see a photo of the person calling you by assigning a caller ID photo. See "Add a Photo to a Contact" on page 127.

Silence the Ringer on an Incoming Call

When you silence the ringer on an incoming call, you can answer the call or let it ring through to voicemail.

Do one of the following:

● Press **power** 📵.

● Press **volume up** or **volume down**.

● Slide the **ringer** switch off (red means off). This silences the ringer and any notification sounds. These sounds remain off until you slide the **ringer** switch back on. Other sounds, such as music and video playback, are not affected by sliding the ringer switch off.

Ignore a Call

To send a call immediately to voicemail, do one of the following:

● Tap ⊙.

● Press **power** ⌷ twice.

To reply to a caller who is in your Contacts list after you ignore a call, tap the ignored call notification. This opens the caller's contact entry, where you can select a reply method. To reply to a caller who's not in your Contacts list, go to your call history (see "View Your Call History" on page 93).

Use Voicemail

1. Do one of the following:

   ▪ In the **Launcher**, **Card view**, or **Phone**, press and hold **1** ⊟.

   ▪ Tap a voicemail notification at the bottom of the screen.

   ▪ <u>Open</u> **Phone** 📞. Then tap ☎.

   ▪ <u>Open</u> **Phone** 📞. Then tap and hold **1** onscreen.

2. Follow the voice prompts to listen to your messages.

What Can I Do During a Call?

Your phone offers many advanced telephone features, including call waiting and three-way conferencing. These features depend on your service plan. Contact Sprint for more information.

While you're on a call, info about the call appears on the call screen. When you're on a call, you can open other applications and work in them, and you won't lose your call. See "Open Applications" on page 46.

If you created a reminder in the contact info of a caller, the reminder appears as a notification when you make a call to or receive a call from the person. See "Assign a Reminder Message to a Contact" on page 129.

Manage a Call

Do any of the following:

1 (510) 555-0237

0:14
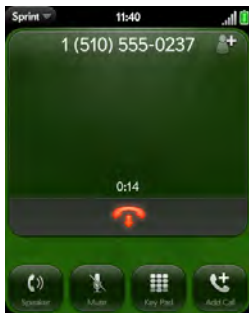
- **Put the call on speaker:** Tap .
- **Mute the microphone so you can't be heard:** Tap .

Tip: You don't need an on-hold button to put a call on hold. Just tap the mute icon to mute your end of the line.

- **Open the dial pad to enter numbers for navigating phone trees, responding to prompts, and so on:** Tap .

- **Add a call:** See "Make a Second Call" on page 91.
- **Adjust call volume:** Press **volume up** or **volume down.**

1 Volume up
2 Volume down

Did You Know? You can send and receive text messages during a call. This is a great way to stay connected with friends and colleagues during a long call.

End a Call

▶ Tap 🔴.

Use Another Application While on a Call

While you're on a call, you can use many other applications on your phone, for example, the personal information applications (Contacts, Calendar, and so on). You can also send and receive text messages. But you can use the network for only one activity at a time—phone (which includes text messaging) or data—so you cannot use the network to browse the Web, send and receive email, or send and receive multimedia or instant (IM) messages when you are on a call.

1. <u>Open</u> the **Launcher** or **Quick Launch** while on a call.
2. Tap the other application.
3. Tap the call notification at the bottom of the screen to return to the call screen.
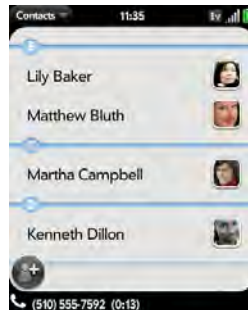
Make a Second Call

1. While on a call, tap 📞.
2. Dial the second call.

Answer a Second Call (Call Waiting)

When a second call notification appears, tap 📞. The first call is put on hold.

Swap Between Two Calls

You can swap between calls only if the second call is incoming.

▶ Tap ![icon] to put the active call on hold and switch to the other caller.

![screenshot of phone call screen showing (510) 555-0237 On hold and (510) 555-7592 0:03]
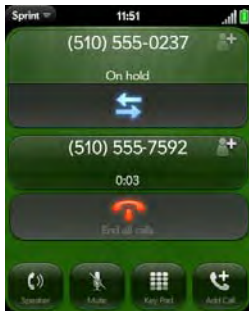
Make a Conference Call

When you're on a call, you can make a second call and create a three-way conference call, provided that the service is available in your area. Please contact

Sprint for more information. Additional charges may apply and minutes in your mobile account may be deducted for each call you make.

1. While you're on a call, make a second call. (This is the limit of conference callers. Check your service plan about conference calls.)

2. Tap ![icon] to create the conference call.

![screenshot of phone call screen showing (510) 555-0237 On hold and (510) 555-7592 0:10]
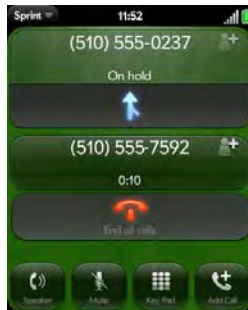
3. Do one of the following:
   ▪ Tap ![icon] to end all calls.

■ Ask one of the callers to hang up, so you can stay connected to the other caller.

Look Up or Send a Message to a Contact

When you're on a call with a contact, tap the contact name to see the person's information in Contacts. With the contact entry open, you can do the following:

● Tap 🟦 to send the contact a text message. For example, if the contact is on hold while you're having a long conversation with a second caller, you can send the contact a text stating you'll call him or her back.

● Tap **Edit** to edit the contact entry. For example, if a contact gives you his or her new email address while you're talking, you can enter the address during the call.

What's My Number?

1. Open **Phone** 📞.

2. Open the <u>application menu</u> and tap **Preferences**. (Your phone number appears at the top of the Phone Preferences screen.)

Phone Preferences

PHONE NUMBER

(408) 555-6321

WHEN TYPING IN DIALPAD

Show Contact
Matches   ON

DIALING

DTMF TONES   Short

DIALING SHORTCUTS

View Your Call History

1. Open **Phone** 📞.

2. Tap 📇.

3. Do any of the following:

- **Switch the types of calls displayed:** Tap **All Calls** or **Missed Calls**.

- **Call a number:** Tap the number.

- **Save the number to Contacts:** Tap [icon] to the right of the number (see "Save a Phone Number to Contacts" on page 94).

- **View a contact entry:** Tap [icon] or the contact picture to the right of the number.

- **Delete a call history entry:** Throw the entry off the side of the screen. Tap **Delete** to confirm.

- **Clear the call history:** Open the application menu and tap **Clear Call History**.

Did You Know? In the call history, outgoing calls are designated by a right-pointing green arrow, and incoming calls are designated by a left-pointing blue arrow. Missed calls are designated by a bent red arrow. Ignored calls are designated by a red X.

Save a Phone Number to Contacts

You can save the number from an incoming or outgoing call to an existing contact, or create a new contact for the number. If an incoming call uses caller ID blocking, you cannot save the number.

1. Do one of the following:

- **Before dialing a number you entered in the dial pad:** Tap **Add to Contacts**.

- **During a call:** Tap [icon].

- **After a call:** From the dial pad, tap [icon]. Tap [icon] to the right of the number, and tap **Add To Contacts**.

2. Tap one of the following:

Save As New: Create a new contact for the phone number.

Add To Existing: Tap the contact you want to add the phone number to.

Use a Phone Headset

You can connect a 3.5 mm headset (sold separately) for hands-free operation.

> *WARNING:* If driving while using a phone is permitted in your area, we recommend using a headset or hands-free car kit (sold separately). However, be aware that use of a headset that covers both ears impairs your ability to hear other sounds. Use of such a headset while operating a motor vehicle or riding a bicycle may create a serious hazard to you and others, and may be illegal. If you must use a stereo headset while driving, place a speaker in only one ear. Leave the other ear free to hear outside noises, and use the headset only if it is legal and you can do so safely.

Use a Wired Headset

Your phone works with headsets that have a 3.5mm connector (look for three colored bands on the plug). When in doubt, ask the third-party headset manufacturer if the product is compatible with your phone. If you hear a headset buzz or poor microphone performance, your headset may be incompatible with your phone.

1. Connect the headset. (While on a call, the [icon] icon changes to [icon].)

2. The headset button performs different actions depending on the headset model and what's happening on the phone. Press the headset button once to perform any of the following tasks supported by your particular headset:

   ▪ Answer an incoming call.

   ▪ Respond to call waiting.

   ▪ Hang up a single active call or all calls on a conference call.

Phone

3. If you want to stop using the headset, do any of the following:

- **Switch from the headset to your phone's speaker:** Tap 🎧 and tap **Speaker**.
- **Switch from the wired headset to a previously paired Bluetooth® hands-free device:** Tap 🎧 and tap the device name.
- **Use your phone without the headset:** Disconnect the headset.

Set Up and Use a Bluetooth® Hands-Free Device

Your phone is compatible with many headsets and car kits (sold separately) enabled with Bluetooth® wireless technology version 2.1, with EDR and stereo (with AVRCP media controls).

After you set up a connection with a Bluetooth headset or hands-free car kit, you can communicate using that device whenever it is within range and the Bluetooth feature on your phone is turned on. The range varies greatly, depending on environmental factors. The maximum is about 10 meters.

Note: You can use a stereo (A2DP-enabled) Bluetooth headset or speakers to listen to music files on your phone. You cannot, however, use a mono Bluetooth headset to listen to music files.

1. Open **Bluetooth** 🔵.

2. If the Bluetooth setting at the top of the screen is off, tap **Off** to switch the Bluetooth feature from Off to On.

3. Tap **Add device** and tap the device name.

4. To use a Bluetooth device with your phone, follow the instructions that came with the Bluetooth device.

5. **To switch to another Bluetooth device while on a call:** Tap 🔌 and tap the new device name. (You can also tap **Handset** or **Speaker** to use your phone without the headset.)

Tip: If you make a Bluetooth connection with a car kit, you might get a notification on your phone asking if you want to upload contacts to the car kit. Tap **Allow** to upload contacts. If you later want to delete the contacts from the car kit, check the car kit documentation for instructions.

For more information on using the Bluetooth feature on your phone, see "Bluetooth® Wireless Technology" on page 226.

Customize Phone Settings

Use Phone Preferences to customize phone settings.

Show Contact Matches

By default, when you have the dial pad displayed but you're using the keyboard to enter a phone number, both numbers and letters appear and your phone performs a search of matching names in Contacts. If you turn off this preference, typing on the keyboard with the dial pad displayed enters numbers only, and no search is done in Contacts.

1. Open **Phone**.

2. Open the application menu and tap **Preferences**.

3. In **Show Contact Matches**, tap **On** or **Off**.

Tip: If you turn off the **Show Contact Matches** preference, you can still perform a contact search in the Phone application. After opening **Phone**, tap the contact list icon to the right of "Enter name or number." Type the contact name or initials, and tap the number when it appears.

Use Dialing Tones

Dialing tones, also known as DTMF tones, are the tones that play when you press a key to dial. A short tone plays briefly and then stops, no matter how long you

press the key. A long tone plays until you release the key.

1. Open **Phone** 📞.

2. Open the application menu and tap **Preferences**.

3. In **DTMF tones**, tap **Short** or **Long**, and then tap the option you want.

Use Dialing Shortcuts

Dialing shortcuts add a prefix at the beginning of a number, so you can dial an extension instead of the whole number.

1. Open **Phone** 📞.

2. Open the application menu and tap **Preferences**.

3. Under **Dialing Shortcuts**, tap **Add new number**.

4. Set the following:

   When I Dial: Tap this field and select the number of digits you need to enter to have your phone add a dialing shortcut.

   Use This Dialing Prefix: Enter the prefix to be added at the beginning of the dialed number. The

combination of prefix and digits you enter must add up to a complete phone number.

5. Tap **Done**.

Example: A complete phone number in your company's phone system has 11 numbers, for example, 1-408-555-1122. When dialing from a phone that's part of the system, you need to dial only the last five digits (51122). When you create a dialing shortcut on your phone, you select "5 digit numbers" for **When I Dial** and enter "140855" in **Use This Dialing Prefix**. So when you dial your co-worker's five-digit extension (51122), your phone automatically dials the whole number: 1-408-555-1122.

Set Roaming and Data Usage Preferences

Use roaming and data usage preferences to set options for using your phone in your home network and while roaming. For example, you can set options to prevent placing a call or making a data connection while roaming, so that you avoid extra charges.

1. Open **Phone** 📞.

2. Open the application menu and tap **Preferences**.

3. Under **Network**, set any of the following:

Voice Network: Tap **Sprint Only** to allow phone calls only when you are on the Sprint network, or tap **Automatic** to allow roaming on other networks.

Data Roaming: Set whether to allow Web browsing, email, multimedia messaging, and instant messaging when you are roaming. This option appears only if you have set **Voice Network** to **Automatic**.

Data Usage: Set whether to turn data services—Web browsing, email, multimedia messaging, and instant messaging—on or off.

Enable TTY/TDD

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. Your phone is compatible with select TTY devices.

You can connect a TTY/TDD machine to your phone using the headset jack. Check with the manufacturer of your TTY device for connectivity information. Be sure

that the TTY device supports digital wireless transmission.

Note: When TTY is enabled, you cannot use the headset jack for anything else, and all audio modes are disabled on your phone, including holding the phone up to your ear and listening.

1. Connect a TTY/TDD device to your phone using the headset jack.

2. Open **Phone** 📞.

3. Open the application menu and tap **Preferences**.

4. In **TTY/TDD**, tap **Off** to switch TTY/TDD from Off to On.

Enable HAC

To use your phone with a hearing aid, turn on the HAC feature. This feature ensures that your phone can make the necessary connection with a hearing aid.

1. Open **Phone** 📞.

2. Open the application menu and tap **Preferences**.

3. In **HAC**, tap **Off** to switch HAC from Off to On.

Update Network Settings

The network settings on your phone may require periodic updates. Contact Sprint for information on recommended update frequency.

1. Open **Phone** 📞.
2. Open the application menu and tap **Preferences**.
3. Tap **Update Network Settings**.

Update the Preferred Roaming List

The preferred roaming list contains information that allows you to obtain the best possible service when using your phone outside your home service area. Contact Sprint for information on recommended update frequency.

1. Open **Phone** 📞.
2. Open the application menu and tap **Preferences**.
3. Tap **Update PRL**.

Reset the Voicemail Count

Occasionally you may continue to receive notifications of new voicemail messages even after you have listened to or deleted all your messages. If this happens, use the Voicemail Count Reset preference to stop the notifications.

1. Open **Phone** 📞.
2. Open the application menu and tap **Preferences**.
3. Tap Reset Voicemail Count.

2E. Photos, Videos, and Music

- ◆ Camera (page 101)
- ◆ Photos (page 102)
- ◆ Videos (page 108)
- ◆ YouTube (page 111)
- ◆ Music (page 113)
- ◆ Amazon MP3 (page 117)

Camera

Take a Picture

Your phone comes with an easy-to-use, 2-megapixel camera with an LED flash. You can use the camera to take pictures, and then use the Photos app to view them and send them to your friends and family (see "Share a Picture" on page 106). To add a personal touch to your phone, use your pictures as your wallpaper (see "Save a Picture as Wallpaper" on page 106) and as caller ID images (see "Add a Picture to a Contact" on page 104).

1. Open **Camera** .

2. The camera is set to automatically determine if the flash is needed. (If you want to change the flash setting, tap to keep the flash on, and tap again to keep the flash off.)

3. To take the picture in landscape view, turn your phone 90 degrees.

4. Press **Space** ⬛⬛⬛⬛ or tap 🎦.

Tip: Press and hold **Space** to take pictures in continuous burst mode. Release **Space** to stop taking pictures.

The picture you took is automatically saved in JPG format. Keep snapping pictures, and then go to Photos to look at them and delete the ones you don't want.

Review Pictures

1. After taking a picture, tap the thumbnail of the picture in the lower-left corner of the screen. (This opens the picture in the **Photos** application.)

2. Swipe left or right on the screen to view other pictures you have taken.

Photos

Look at Pictures

To get pictures on the phone, you can do any of the following:

● Take a picture with your phone's camera (see "Take a Picture" on page 101).

● Copy pictures from your computer (see "Copy Files Between Your Phone and Your Computer" on page 73).

● Receive pictures as email attachments (see "Open Attachments" on page 196).

● Receive pictures as part of a multimedia message (see "Receive and View Text and Multimedia Messages" on page 208).

You can view a picture as an email attachment in JPG, GIF, BMP, or PNG format. You can view a picture as part of a multimedia message in JPG format. In the **Photos** application, you can view pictures you take with the camera or copy from your computer in JPG, BMP, or PNG format.

You can also look at pictures on the Web directly in the Web browser (see "Web" on page 215).

1. Open **Photos** .

2. Tap the album containing the picture, and tap the thumbnail of the picture. (The Photo roll album contains pictures you took with your phone's camera.)
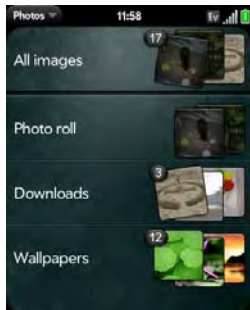
3. Swipe left or right on the screen to look at other pictures in the album.

Organize Your Pictures Into Albums

The **Photos** application contains the following default albums:

● **All images:** Contains all pictures in JPG, BMP, and PNG format on your phone.

● **Wallpapers:** Contains default pictures that you can use as your wallpaper.

Did You Know? If you use one of your own pictures as wallpaper (see "Save a Picture as Wallpaper" on page 106), that picture is not saved to the Wallpapers album.

The **Photos** application creates additional albums automatically as you add the following types of pictures to your phone:

● **Photo roll:** Contains all pictures you take with your phone's camera.

● **Messaging:** Contains any pictures in JPG format that you save from a multimedia message.

● **Downloads:** Contains any pictures in JPG, BMP, or PNG format that you save from an email attachment.

You can assign any pictures on your phone to one of these albums or to an album you create. To create and assign pictures to albums, you must put your phone into USB Drive mode. You then create the albums and move pictures into them using your computer.

1. Connect your phone and your computer using the **USB cable**.

2. On your phone, tap **USB Drive**. (If prompted, tap **OK**. On your computer, your phone appears as a removable drive.)

Note: On a Windows computer, if the Found New Hardware wizard opens, click **Cancel** to close the wizard.

3. Open **My Computer** (Windows XP), **Computer** (Windows Vista), or the **Finder** (Mac), and double-click the drive representing your phone.

4. To create an album, use your computer's controls for creating a new folder. (To be sure the Photos application can find the album, create it at the root level of the drive representing your phone, not as a subfolder of another folder.)

Note: The Photos application displays an album you create only if the album contains at least one picture in JPG, BMP, or PNG format.

5. Assign pictures to albums using your computer's controls to copy or move items. (It is easiest to find the pictures you want by displaying them as thumbnails.)

6. On a Windows computer, to end the connection safely, right-click the drive representing your phone and click **Eject**. (On a Mac computer, from your desktop, drag the drive representing your phone to the **Trash**. Trash changes to **Eject**.)

7. Disconnect the USB cable from the computer when the USB Drive screen no longer appears on your phone.

Did You Know? To delete an album, connect your phone to your computer and tap **USB Drive**. From your computer, open the drive representing your phone and delete the folder representing the album.

Add a Picture to a Contact

You can also add a picture to a contact in the Contacts application (see "Add a Photo to a Contact" on page 127).

1. Tap a picture thumbnail to view it full-screen.

2. If the photo header is hidden, tap the screen to display it.

All images 5/27   ★

* Photo header

3. Tap 🔄 and tap **Assign to contact**.

4. Enter the contact name and tap the contact.

5. (Optional) Do either or both of the following:

Set To Contact

- To enlarge a face or other portion of the picture, zoom in by making the pinch-out gesture.
- To capture the portion of the picture you want for the contact photo, tap and hold the picture, and then drag the portion you want to the center of the onscreen box. This portion becomes the contact photo.

6. Tap **Set To Contact**.

Media

Save a Picture as Wallpaper

Your wallpaper appears as the background in **Card view**.

1. Tap a picture thumbnail to view it full-screen.
2. If the photo header is hidden, tap the screen to display it.
3. Tap [icon] and tap **Set wallpaper**.
4. Do either or both of the following:
   - To zoom out or in on a part of the picture, pinch in or out on the picture.
   - To capture the portion of the picture you want to use as wallpaper, tap and hold the picture, and then drag the portion you want to the center of the onscreen box. This portion becomes the wallpaper.
5. Tap **Set Wallpaper**.

Share a Picture

You can send a picture to other picture-enabled devices or to an email address as an attachment.

1. Tap a picture thumbnail to view it full-screen.
2. If the photo header is hidden, tap the screen to display it.
3. Tap [icon] and tap **Share via email** or **Share via MMS**.
4. Create the email or multimedia message.

Tip: You can also copy pictures from your phone to your computer (see "Copy Files Between Your Phone and Your Computer" on page 73).

Upload a Picture to the Web

To upload a picture to a Web service such as Facebook or Photobucket, you must already have an account with the service, and you must have the account set up on your phone. You can set up the account on your phone during the upload process, as

described in this procedure, or you can set it up at any other time (see "Set Up an Online Pictures Account on Your Phone" on page 107).

1. Tap a picture thumbnail to view it full-screen.

2. If the photo header is hidden, tap the screen to display it.

3. Tap ![icon] and tap **Upload**.

4. Do one of the following:

   ▪ If you have already set up your picture Web service on your phone, tap the name of the service you want to use.

   ▪ If you have not set up your picture Web service on your phone, tap **Add An Account** and tap the account type. Enter your username and password and tap **Sign In**.

Set Up an Online Pictures Account on Your Phone

To upload pictures to an account you have with a Web service such as Facebook or Photobucket, you must set up the account on your phone.

Did You Know? If you set up a Facebook account in the Photos application, your Facebook contacts and calendar events appear in the Contacts and Calendar applications on your phone also. Likewise, if you set up a Facebook account in Contacts or Calendar, the account is already set up to allow you to upload pictures from Photos.. See "Online Accounts Available for webOS Phones" on page 294 for information about the behavior of Facebook, Photobucket, and other online accounts on your phone.

1. Open **Photos** ![icon].

Media

2. Open the <u>application menu</u> and tap **Preferences & Accounts**.

Delete a Picture

1. Tap a picture thumbnail to view it full-screen.

2. If the photo header is hidden, tap the screen to display it.

3. Tap 🗑.

4. Tap **Delete** to confirm.

3. Tap **Add An Account**, and tap the type of account you want to add.

4. Enter your account username and password and tap **Sign In**.

Videos

Watch a Video

To get videos on your phone, you can do any of the following:

● Copy videos from your computer (see "Copy Files Between Your Phone and Your Computer" on page 73).

● Receive videos as email attachments (see "Open Attachments" on page 196).

● Receive videos as part of a multimedia message (see "Receive and View Text and Multimedia Messages" on page 208).

You can view non-DRM videos that you receive as email attachments or that you copy from your computer in the MPEG4, H.263, H.264, MP4, M4V, 3GP, 3GPP, 3G2, and 3GP2 formats. You can view videos you open in a multimedia message in MP4 format. Videos play on your phone in landscape orientation.

Use the YouTube application to view YouTube videos (see "YouTube" on page 111).
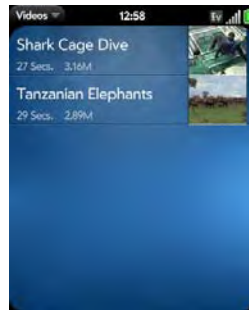
Before You Begin: Before you put videos on your phone, make sure you have enough storage space on your phone to fit the file. Open **Device Info** and look at the **Available** field under **Phone**.

1. Open **Videos** 📹.

2. Tap the video.

Use Video Playback Controls

Playback controls automatically appear when you start a video. They disappear after a few seconds. Tap the video to manually display or dismiss the controls.

Control	Function
	Play.
	Pause.
	Move forward or backward (tap and hold the slider, then drag forward or backward).
	Switch between full-screen view and original size.

Tip: To skip ahead 30 seconds in a video, flick left to right on the screen. To jump back 10 seconds, flick right to left.

Delete a Video

To delete a video file from your phone, you must put your phone in USB drive mode and delete the video using your computer.

1. Connect your phone and your computer using the **USB cable**.

2. On your phone, tap **USB Drive**. (If prompted, tap **OK**. On your computer, your phone appears as a removable drive.)

Note: On a Windows computer, if the Found New Hardware wizard opens, click **Cancel** to close the wizard.

3. Open **My Computer** (Windows XP), **Computer** (Windows Vista), or the **Finder** (Mac), and double-click the drive representing your phone.

4. Delete the video using your computer's controls.

5. On a Windows computer, to end the connection safely, right-click the drive representing your phone and click **Eject**. (On a Mac computer, from your desktop, drag the drive representing your phone to the **Trash**. Trash changes to **Eject**.)

6. Disconnect the USB cable from the computer when the USB Drive screen no longer appears on your phone.

YouTube

Watch a Video

YouTube on your phone lets you watch videos available online at the YouTube website. Videos are displayed on your phone in landscape orientation.

1. Open **YouTube** 📺.

2. Do one of the following:

- **To search for a video:** Tap **Search All Videos**, enter a search term, and press **Enter** 🔲 or tap 🔍.
- **To display the most highly rated videos:** Tap **Videos** and tap **Popular**.
- **To display the most frequently viewed videos:** Tap **Videos** and tap **Most Viewed**.
- **To display videos you have recently viewed:** Tap **Videos** and tap **History**.

3. When the video you want appears, do one of the following:

- **To view the video:** Tap the video thumbnail.
- **To view video details:** Tap the text to the right of the video thumbnail.

Did You Know? Some videos can be viewed in YouTube on your computer only. For those videos, you can view video details on your phone, but if you try to play the video on your phone, an error message appears.

Use Video Playback Controls

Playback controls automatically appear when you start a video. They disappear after a few seconds. Tap the video to manually display or dismiss the controls.

Control	Function
▶	Play.
⏸	Pause.
●	Move forward or backward (tap and hold the slider, then drag forward or backward).

Control	Function
▣	Switch between full-screen view and original size.

Find Related Videos

Find videos from the same author or otherwise related to the one you selected.

On the video details screen (see "Watch a Video" on page 111), do one of the following:

- **View videos from the same author:** Tap **More** > **More From This Author**.
- **View related videos:** Tap **More** > **Related Videos**.

Share a Video

Send a friend a link to a YouTube video.

1. On the video details screen (see "Watch a Video" on page 111), tap **Share**.
2. Tap **Email** or **Text Message**.
3. Address and send the message.

Music

Listen to Music

You can listen to music through the speaker on the back of your phone or through a 3.5mm headset or headphones, stereo headset equipped with Bluetooth® wireless technology, or speakers (sold separately).

To get music onto your phone, you can do any of the following:

● Copy music files from your computer (see "Copy Files Between Your Phone and Your Computer" on page 73).

● Receive music files as email attachments (see "Open Attachments" on page 196).

● Receive music files as part of a multimedia message (see "Receive and View Text and Multimedia Messages" on page 208).

● Buy music from the Amazon MP3 app on your phone (see "Amazon MP3" on page 117).

You can also listen to streaming music from the Web directly in the Web browser (see "Web" on page 215).

You can play music that you copy from your computer or stream from the Web in the following formats: MP3, AAC, or AAC+. You can play music that you receive as an email attachment if it is in the MP3, AAC, AAC+, WAV, or AMR format. You can play music that you receive in a multimedia message or that you buy from Amazon MP3 if it is in the MP3 format.

1. Open **Music** [icon].

2. If the Music application finds no music files on your phone, tap one of the following:

   ▪ **Get My Music:** Read information about how to get music on your phone.

   ▪ **Amazon MP3:** Open the Amazon MP3 application to buy songs (see "Amazon MP3" on page 117).

Media

3. Do one of the following:
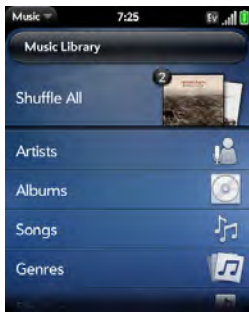
- **Listen to all songs on your** phone**:** Tap **Shuffle All**.

- **Listen to a specific song:** Tap **Artists**, **Albums**, **Songs**, **Genres**, or **Playlists** to search that category. Continue making selections until the song you want appears. Tap the song name.

- **Listen to all songs from an artist:** Tap **Artists** and tap the artist name. To listen to the artist's songs in the order they are displayed onscreen, tap the first song. The songs play one after the other in

sequence. To listen to the songs in random order, tap **Shuffle All**.

- **Listen to an album:** Tap **Albums** and tap the album name. To listen to the album's songs in the order they are displayed onscreen, tap the first song. The songs play one after the other in sequence. To listen to songs in random order, tap **Shuffle All**.

- **Listen to all songs in a genre:** Tap **Genres** and tap the genre name. To listen to the songs in the order they are displayed onscreen, tap the first song. The songs play one after the other in sequence. To listen to songs in random order, tap **Shuffle All**.

- **Browse a music store to preview or purchase songs (if available):** Tap the music store name. Continue making selections until the song you want appears. Tap the song name.

Did You Know? Music continues to play in the background if you switch to another application, turn off the screen, or slide the **ringer** switch off.

Use Music Playback Controls

Control	Function
▶	Play.
❚❚	Pause.
◀◀	Rewind.
▶▶	Fast forward.

Control	Function
✕	Shuffle current playlist.
↻	Repeat. Tap once to repeat the current song. Tap again to repeat the entire playlist.

| *Did You Know?* | If you stop playback of an audio file for which the **Genre** field is defined as **podcast**, **speech**, **spoken word**, **netcast**, or **audiobook**, when you play the item again, playback resumes at the point it was stopped. |

| *Tip:* | If you leave the **Music** app, the playback controls continue to appear at the bottom of the screen. You can use the controls even if the screen is locked. |

Switch the Now Playing Display

You can switch the display to show the songs you are listening to by name or by album cover art.

● While you are listening to a song, tap the header to switch between **Playlist** view and **Album Art** view.

Media

Search for Related Songs or Content

When you are listening to a song, you can search the Web for related items such as songs by the same artist or from the same album.

1. While listening to a song, open the application menu.

2. Tap one of the Web search options (such as YouTube), and then tap the info you want.

Change the Order of Items in the Now Playing List

● In **Playlist** view, tap and hold a song name. Drag the song to move it to a new location in the list.

Remove a Song From the Now Playing List

● In **Playlist** view, throw the song name off the side of the screen. This does not delete the song file from your phone.

Delete a Song

To delete a song file from your phone, you must put your phone in USB Drive mode and delete the song using your computer.

1. Connect your phone and your computer using the **USB cable**.

2. On your phone, tap **USB Drive**. (If prompted, tap **OK**. On your computer, your phone appears as a removable drive.)

Note: On a Windows computer, if the Found New Hardware wizard opens, click **Cancel** to close the wizard.

3. Open **My Computer** (Windows XP), **Computer** (Windows Vista), or the **Finder** (Mac), and double-click the drive representing your phone.

4. Delete the song using your computer's controls.

5. On a Windows computer, to end the connection safely, right-click the drive representing your phone and click **Eject**. (On a Mac computer, drag the drive representing your phone to the **Trash**. Trash changes to **Eject**.)

6. Disconnect the USB cable from the computer when the USB Drive screen no longer appears on your phone.

Amazon MP3

Before you can download items using the Amazon MP3 application on your phone, you must have an Amazon account, and you must read and agree to the MP3 Music service terms and conditions.

After you purchase and download items from Amazon MP3, listen to them with your phone's Music application (see "Listen to Music" on page 113).

Sign In to Your Amazon Account

You must be signed in to your Amazon account to download music.

1. Open **Amazon MP3** .

2. Open the application menu and tap **Sign In**.

3. Enter your email address and password, and tap **Sign In**. (To purchase songs without needing to enter your password each time, turn on **Enable1-Click**.)

Search for a Specific Song, Album, or Artist

1. Open **Amazon MP3** .

2. Tap **Search** and enter the song, album, or artist name.

3. Press **Enter** .

Media

4. Do one of the following:
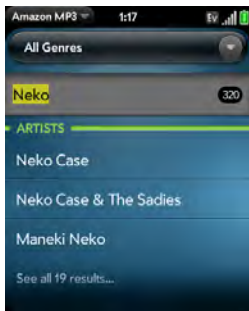
- **If the item you want appears on the screen:** Tap the song, album, or artist name. Tapping the name of a song plays the preview; tapping its price gives you the option to buy it (see "Preview and Buy a Song" on page 119).
- **If the item you want doesn't appear:** Tap **See all [total number of] results** at the bottom of the Artists, Albums, or Songs section.

Browse Songs, Albums, Artists, or Genres

1. Open **Amazon MP3** .
2. Do any of the following:
   - **View all songs in a certain genre:** Tap and tap the genre.
   - **View the top 10 new and notable releases:** Swipe left or right on the **New & Notable** album thumbnails.
   - **View the top 100 new releases:** Tap **New releases**.
   - **View the top 100 albums:** Tap **Albums**.
   - **View the top 100 artists:** Tap **Artists**.
   - **View the top 100 songs:** Tap **Songs**.

View Artist Information

1. Search for (see "Search for a Specific Song, Album, or Artist" on page 117) or browse to (see "Browse Songs, Albums, Artists, or Genres" on page 118) an artist, and tap the artist name.
2. Tap the word to the right of the artist name (**Albums**, **Songs**, or **Bio**).

3. Tap to view any of the following:

Albums: To buy and download an album, tap the album price and tap **Buy**. Tap anywhere else on the album entry to view detailed album information.

Songs: To buy and download a song, tap the song price and tap **Buy**. Tap anywhere else on the song entry to preview the song.

Bio: Tap to read biographical information about the artist.

Important: Your credit card is charged for the price of an item as soon as you tap **Buy**.

View Album Information and Buy an Album

1. Search for (see "Search for a Specific Song, Album, or Artist" on page 117) or browse to (see "Browse Songs, Albums, Artists, or Genres" on page 118) an album, and tap the album name.

2. To preview a song, tap anywhere on the song entry except the price.

3. Do either of the following:
   - Tap the album price and tap **Buy**.
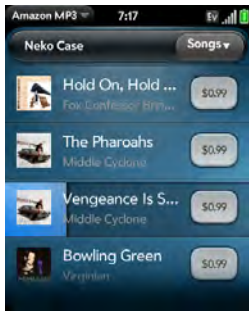   - Tap a song price and tap **Buy**.

Important: Your credit card is charged for the price of an item as soon as you tap **Buy**.

Preview and Buy a Song

Before You Begin: Before you put download a song to your phone, make sure you have enough storage space on your phone to fit the file. Open **Device Info** and look at the **Available** field under **Phone**.

1. Search for (see "Search for a Specific Song, Album, or Artist" on page 117) or browse to (see "Browse Songs, Albums, Artists, or Genres" on page 118) an album or artist entry containing the song you want.

Media

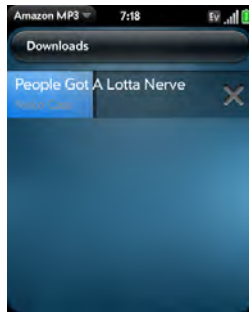2. To preview a song, tap anywhere on the song entry except the price.

3. Tap the song price and tap **Buy**.

Important: Your credit card is charged for the price of an item as soon as you tap Buy.

View and Work With Downloaded Items

1. Tap **Download** on any screen displaying this button. (This displays items that your are currently downloading or that you already downloaded.)

2. To cancel a current download, tap ✕.

After you download an item, listen to it in the **Music** application (see "Listen to Music" on page 113).

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- ♦ Contacts (page 121)
- ♦ Calendar (page 135)
- ♦ Tasks (page 145)
- ♦ Memos (page 150)
- ♦ Clock (page 152)
- ♦ Calculator (page 154)

Contacts

How Do I Add Names and Other Info Into Contacts?

You have a few options for getting info into your Contacts.

Connect to an online address book. If you have an address book in an online account that works with the Palm® Synergy™ feature (for example, Google or Microsoft Exchange ActiveSync), you can set up Contacts on your phone to synchronize and display contacts that you store in the online address book. Set up synchronization the first time you open Contacts (see "Use Contacts for the First Time" on page 123), or anytime after that (see "Customize Contacts" on page 133). After you set up the connection to the online address book, contacts you enter online show up automatically in Contacts, and contacts you enter on your phone sync to the online account.

The Synergy feature makes it easy to synchronize other data from an online account. By setting up synchronization in one app, synchronization of the other apps is automatically set up for you. For example, if you set up your Gmail account in Email before you set up Contacts, when you first open Contacts, you find that your Google contacts are already downloaded. And when you first open Calendar, you find that your Google calendar events are already in your phone's Calendar.

See "Online Accounts Available for webOS Phones" on page 294 for the current list of online accounts that you can set up on your phone, from which you can access contacts.

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Transfer contacts using the Data Transfer Assistant:
When you transfer contacts from desktop software, you select which account to assign those contacts to. Look for those contacts in the account you select (see "How Do I Get Data Off My Computer?" on page 77).

Enter a contact directly in Contacts: See "Create a Contact" on page 124 for instructions. You can assign the contact to one of your online address books—if you do, it synchronizes with the online address book. Or you can create the contact in your Palm profile account, which means it shows up on your phone only. Palm profile contacts are included in the daily backup of your Palm profile information, so you can restore them if they are accidentally erased.

Download vCard info to Contacts: A vCard is an electronic business card attached to an email or an MMS. If you receive an email or an MMS with a vCard attachment, download the attachment to Contacts. vCards are in VCF format. See "Receiving vCards" on page 135.

Linked Contacts

The Synergy feature automatically links contacts from different accounts if it finds data in common between them. For example, if you have a contact in Exchange and in Google for Thomas Flagg, your phone links the contacts so that all of Thomas's info shows up on a single contact screen. You need to open just one view to see all of Thomas's info. The actual data remains stored separately with your different providers; it's just assembled in one view on your phone for your convenience.

How can you tell if a contact is linked? Look in the upper-right corner of the contact screen. If you see a stack of photos and a number, that means that you're looking at a linked contact, with combined info from contacts you're storing with separate providers.
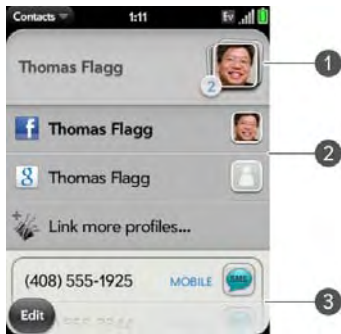
1 Tap the stack of photos to see the contacts that are linked.
2 Emily is a contact in your Google online account and in your Palm profile account.
3 Scroll down to see Emily's combined contact info.

You can unlink automatically linked contacts, and you can manually link contacts yourself (see "Link a Contact" on page 130 or "Unlink a Contact" on page 131).

Use Contacts for the First Time

1. Open **Contacts**.

2. Do one of the following:

- **To set up your first online account to sync:** Tap the account type, enter the account information, and tap **Sign in**.

- **To set up a second online account to sync:** Tap **Add An Account**, tap the account type, enter the account information, and tap **Sign In**.

■ **To open Contacts without creating an online account:** Tap **Done**. This opens your Palm profile account, and you can start creating contacts in this account.

Note: Changes you make in your Facebook account on the Web show up on your phone. You cannot add to or change Facebook contact or calendar info on your phone.

Create a Contact

When you add a contact, if you don't specify the account, the new contact is added to your default account.

If you are using Contacts for the first time, you go through a few different steps to add or access the contacts on your phone (see "Use Contacts for the First Time" on page 123). Follow this procedure to add contacts directly on your phone after the first time you use Contacts.

1. Open **Contacts** 📇.
2. Tap 🔂.

Note: If an account doesn't appear in the list, you can't add data to that account from your phone.

3. (Optional) Tap the account icon to the right of **Name** to change the account to which the new contact will be added.

* Account icon, showing Palm profile account

4. Tap fields to enter contact details, select a ringtone for that contact, add notes, or add birthday details for the contact. (Scroll to see all of the fields available for contact info.)

5. To add detailed name information—such as a prefix, suffix, or middle name—open the application menu and tap **Name Details**.

6. In some fields, such as **New Phone Number**, when you enter the information a label button appears on the right. (Tap the button to change the label for your entry—for example, to identify a number as a mobile or work phone.)

Tip: When you enter a phone number that requires pauses— for example, a number for which you need to enter a password or respond to prompts, you can insert a pause or a stop in the number. To insert a two-second pause, enter a **T** where you want the pause to appear. To insert a stop, enter a **P** where you want the stop to appear. To dial the next set of numbers after the stop, tap the screen.

Tip: Use the Reminder field to enter that important message or question you have for this contact. The next time you send or receive a call or a message to or from the contact on your phone, you get a notification at the bottom of the screen. See "Assign a Reminder Message to a Contact" on page 129.

7. Tap **Done**.

Find a Contact

You can find a contact from Card view or the Launcher view. To learn how, see "Use Universal Search" on page 61. To find a contact within the Contacts app, use these steps.

1. Open **Contacts** 📇.

2. Begin typing any of the following:
   - First, middle, or last name.
   - First and last initial (no space between).
   - Company.
   - Nickname.

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3. For more search options, tap **Global Address Lookup**. (This option is available if you are using Microsoft Exchange ActiveSync with a Global Address List.)

4. Tap the contact.

View, Edit, Copy, or Delete Contact Information

1. Open **Contacts** [icon].

2. Search for a contact (see "Find a Contact" on page 125), and tap the contact name.

3. To edit a contact, tap **Edit.**

   Info that's dimmed means it originates from an account that you can't edit on your phone (like Facebook).

4. In a linked contact, tap the account icon in the upper-right corner to edit fields specific to that account.

Note: The fields that make up the contact header (name, photo, job title, company) are unique to each account. You must open a specific account to enter these fields.

5. Tap fields to add or change information (see "Enter Information in a Field" on page 56).

Note: In a linked contact, when you enter info in a field for the first time, you can assign that info to any account by tapping the account button in the field.

6. To copy a contact, open the application menu and tap **Copy All**.

The contents of the contact entry is copied as plain text, with carriage returns between each element.

7. To delete a piece of contact information, such as a phone number, throw the item off the side of the screen, and tap **Delete**.

8. Tap **Done**.

Add a Photo to a Contact

The photo you add appears onscreen when this contact calls you.

1. While creating (see "Create a Contact" on page 124) or editing (see "View, Edit, Copy, or Delete Contact Information" on page 126) a contact, do one of the following:

   ▪ To add or change the photo in the default account, tap 🔳.
   ▪ In a linked contact, to add or change the photo of another account, tap the account button in the upper-right corner and tap the other account (see "Linked Contacts" on page 122).
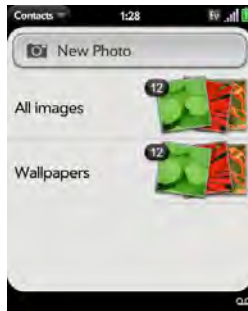
2. Do one of the following:

- To take a new photo, tap **New Photo**.

- To use an existing photo, tap the album containing the picture, and tap the picture.

Did You Know? If you see a stack of photos in a contact, with a number attached to the stack, that's because it's a linked contact (see "Linked Contacts" on page 122).

3. (Optional) Do either or both of the following:

- To enlarge a face or other portion of the picture, zoom in by making the pinch-out gesture.

- To capture the portion of the picture you want, tap and hold the picture, and then drag the portion you want to the center of the onscreen box. This portion becomes the contact photo.

4. Tap **Attach Photo**.

Add a Ringtone to a Contact

Select the ringtone you want to hear when this contact calls you.

1. While creating (see "Create a Contact" on page 124) or editing (see "View, Edit, Copy, or Delete Contact Information" on page 126) a contact, tap **Set a ringtone**.

2. Tap the ringtone name.

3. Tap ▶ to preview the ringtone.

4. To use a music file as a ringtone, tap 🎵 and tap the file name.

5. Tap **Done**.

Tip: To change the ringtone for a contact, tap the ringtone and tap **Change Ringtone**. **Delete Ringtone** deletes the ringtone from the contact, not from the list of available ringtones.

Assign a Speed Dial to a Contact

You can assign a speed dial to any contact phone number. You can assign up to 26 speed dials.

Did You Know? You cannot assign 1 (the E key) as a speed dial. The number 1 is reserved for dialing your voicemail system.

1. Open **Contacts** 📇.

2. Search for a contact (see "Find a Contact" on page 125 to learn how), and tap the contact name.

3. Open the application menu and tap **Set Speed Dial**.

Contacts ▾   1:32   📶 📊 🔋

Greg Madison
Pick a speed-dial phone number

(510) 555-2232   MOBILE

(510) 555-7524   MOBILE
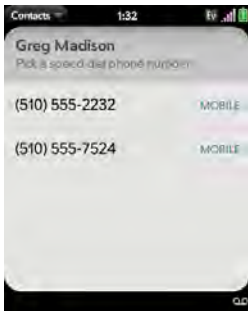
4. Tap the phone number you want to assign a speed dial to, and then tap the key to use as a speed dial. (You may have to scroll to find the key you want.)

Tip: To assign a currently used speed dial key to a new number, follow the steps for setting a new speed dial for the new number. Tap the key to use in step 4, and tap **Reassign To [Name]**.

Tip: To remove a speed dial from a number, open the contact, open the application menu, and tap **Set Speed Dial**. Tap the number and tap **Remove Speed Dial [key letter]**.

Assign a Reminder Message to a Contact

If you have an important message or a question for a contact, you can enter a reminder right on your phone. The next time you and the contact are in touch—whether by phone call, email, or text message/IM—a notification appears showing the contact name and a message bubble. Tap the bubble to view the reminder.

1. Open **Contacts** 📇.

2. Search for a contact (see "Find a Contact" on page 125), and tap the contact name.

3. Open the application menu and tap **Add Contact Reminder**.

4. Enter the reminder, and make the back gesture to save it.

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Tip: To remove a reminder message before it pops up as a notification, open the application menu, and tap **Add Contact Reminder**. Tap the trash icon.

Link a Contact

When your phone recognizes matching information in two or more contacts—for example, the same name and phone number—it automatically gathers the info from the two records into a single view that displays all the contact information. You can also manually link contacts. The info for your linked contacts appears combined only on your phone—the actual info is kept separate and distinct in the accounts it came from.

Important: To maintain the integrity of your contact data, it's important that you link only one person's contact info in different accounts. For example, if you have contact info for Emily Weeks in Google, Facebook, Microsoft Exchange, and your Palm profile account, go ahead and link all four contacts into a linked contact. But don't link Emily's contact info with her sister Allison's.

1. Open **Contacts** 🔲.

2. Search for a contact (see "Find a Contact" on page 125), and tap the contact name.

3. In the open entry, tap the contact name in the header, and tap **Link more profiles**.

4. Search for the contact (see "Find a Contact" on page 125) and tap it to link the two contacts.

5. After you create the link, be sure the linked contact appears in your Contacts list under the name you're most likely to search for and recognize (and

not, say, under a person's IM screen name, which can be unrelated to their real name). (To do this, tap the contact name you want to appear, and tap **Set As Primary Profile**. When you search for a contact using universal search (see "Use Universal Search" on page 61), the search feature looks through primary profile information only.)

Unlink a Contact

1. Open **Contacts** .

2. Search for a contact (see "Find a Contact" on page 125), and tap the contact name.

3. Tap the contact name in the header, and tap the contact you want to unlink.

4. Tap **Unlink This Profile**.

Add a Contact Entry to the Launcher

Assign your favorite contacts to the Launcher, so you can open them directly from that location.

1. Open **Contacts** .

2. Search for a contact (see "Find a Contact" on page 125), and tap the contact name.

3. Open the application menu and tap **Add to Launcher**.

4. (Optional) Edit the first and last name as you want them to appear in the Launcher.

5. Tap **Add To Launcher**. (To see the contact in the Launcher, scroll down on page 1.)

If the contact has a picture (see "Add a Photo to a Contact" on page 127), the picture appears as a Launcher icon. If the contact doesn't have a picture, the contact name appears in the Launcher with a placeholder icon. Tap the real or placeholder icon to open the contact.

Get in Touch With a Contact

1. Open **Contacts** .

2. Tap the contact name.

3. Do any of the following:
   - Tap the appropriate field to call or send an email or instant message to that contact. For example, tap a phone number to call the contact.
   - Tap 💬 to send a text message.
   - Tap an address field to view the address on a map.

Delete a Contact

1. Open **Contacts** 📇.

2. Tap the contact name.

3. Do one of the following:
   - **Delete an unlinked contact or an entire linked contact**: Open the application menu and tap **Delete Contact**. Tap **Delete All Profiles** to confirm.

Note: If you have a Facebook entry for this contact, tap **Delete Other Profiles**. You must go to Facebook to delete this entry.

   - **Delete one entry only in a linked contact:** Tap the displayed contact name to open the list of all

entries in the linked contact. Tap the entry you want and tap **Delete This Profile**.

If you delete a contact that is assigned to an online account, the contact is deleted in the online account also.

Customize Contacts

1. Open **Contacts** 📇.

2. Open the application menu and tap **Preferences & Accounts**.

3. Set the following options:

List Order: Tap to select the criteria by which the contact list is sorted. If you select **Last name** as sort, the names are alphabetized by last name, but still they appear in the Contacts list as First name Last name. If you select **First name** as sort, names are alphabetized by first name.

You can also choose to sort by **Company & first name** or **Company & last name**. In these cases, the company name is alphabetized, and within the company, whichever you choose, the names are still listed First name Last Name.

Accounts: Tap an account to change login settings and sign in using the new settings.

Default account: Tap the current default account to change to another account. New contacts you create are assigned to this account unless you specify otherwise.

Sync Now: Tap to force synchronization of your online accounts.

Add An Account: Tap, and then tap an account type. Enter the account information. Before you can set up an account on your phone, you must already have an account online with the provider.

Manually Synchronize Contacts With Your Online Accounts

If you want to get contacts from an online account on your phone immediately—or upload contacts from your phone to the online account—you can do a manual sync. This synchronizes Contacts with all the accounts you have set up on your phone, and it synchronizes your calendar and email with those accounts also.

1. Open **Contacts** 📇.

2. Open the application menu and tap **Preferences & Accounts**.

3. Tap **Sync Now**.

Stop Synchronization of Contacts With an Online Account

If you synchronize contacts with an online account, you can delete the account from Contacts. This stops synchronization of contacts only—if you also sync email or calendar events with that online account, those continue to synchronize. Deleting the account from Contacts also deletes any associated contact entries

from your phone only. The entries are not deleted from the online account.

Note: Microsoft Exchange is an exception to other online accounts. If you delete your Exchange account from Contacts, the account is also deleted from Calendar, Email, and Tasks.

1. Open **Contacts** 📇.

2. Open the application menu and tap **Preferences & Accounts**.

3. Tap the account name.

4. Tap **Remove Account** and tap **Remove Contact Account**.

Sending Contacts

You can send all contacts to a hands-free car kit (with Bluetooth), or send a contact with multimedia messaging (MMS) or email.

To send all contacts to a car kit, first turn on your Bluetooth device.

1. Open **Contacts** 📇.

2. Open the <u>application menu</u> and tap **Send All To Car Kit**.

   If a Bluetooth device is detected, all contacts are sent.

To send one contact:

1. <u>Open</u> **Contacts** 📇, and tap a contact.

2. Open the <u>application menu</u> and tap **Send Contact**.

3. Tap one of the following:
   - **Send To Car Kit** (your Bluetooth device needs to be on and detected).
   - **Send Via MMS** (messaging opens).
   - **Send Via Email** (email opens).

Receiving vCards

To get an emailed vCard into Contacts:

1. From the open Email message, tap the attachment.

   The vCard opens automatically within Contacts.

2. Tap **Add to Contacts**.

3. Tap one of the following:
   - **Add to Existing.**
   - **Save as New**.

Calendar

How Do I Get Events Into Calendar?

You have a few options for getting events to show up in Calendar:

Connect to an online calendar through the Palm® Synergy™ feature: If you have a calendar in an online account that works with the Synergy feature (for example, Google or Microsoft Exchange ActiveSync), you can set up Calendar on your phone to synchronize and display events in the online calendar. Set up synchronization the first time you open Calendar (see "Use Calendar for the First Time" on page 137) or anytime after that (see "Customize Calendar" on page 143). After you set up the connection to the online calendar, events you enter online show up automatically in Calendar, and events you enter on your phone sync to the online account.

The Synergy feature makes it easy to synchronize other data from an online account. By setting up synchronization in one app, synchronization of the other apps is automatically set up for you. For example, if you set up your Gmail account in Email before you set up Calendar, when you first open Calendar, you find that your Google calendar events are already downloaded. And when you first open Contacts, you find that your Google contacts are already in your phone's Contacts app.

See "Online Accounts Available for webOS Phones" on page 294 for the current list of online accounts that you can set up on your phone, from which you can access calendar events.

Transfer calendar events using the Data Transfer Assistant: When you transfer calendar events from desktop software, you select which account to assign those events to. Look for those events in the account you select (see "How Do I Get Data Off My Computer?" on page 77).

Enter an event directly in Calendar: See "Create an Event" on page 137 for instructions. You can assign the event to one of your online calendars—if you do, it synchronizes with the online calendar. Or you can create the event in your Palm profile account, which means it shows up on your phone only. Palm profile events are included in the daily backup of your Palm profile information, so you can restore them if they are accidentally erased.

Layered Calendars

Suppose you use the calendar in both Microsoft Exchange ActiveSync and in Google. If you set up both of those accounts to sync with your phone, your phone's Calendar app shows the events from both in a single view—a layered calendar with events that are color-coded to identify which provider they come from. Individual events remain stored separately with your

different providers; the events are just assembled in one view on your phone for your convenience.

If you change an event, the change is made in the appropriate calendar.

You can also look at the events of just one calendar at a time.

Use Calendar for the First Time

1. Open **Calendar** 📅.

2. Do one of the following:
   - **To set up your first online account to sync:** Tap the account type, enter the account information, and tap **Sign In**.
   - **To set up a second online account to sync:** Tap **Add An Account**, tap the account type, enter the account information, and tap **Sign In**.
   - **To open Calendar without creating an online account:** Tap **Done**. This opens your Palm profile account, and you can start creating events in this account.

Note: If you choose to sync Calendar with an online Facebook account, your Facebook events show up in Calendar, but you cannot add calendar events to Facebook from the Calendar app. To work directly with Facebook on your phone, go to the Web application (see "Web" on page 215).

Create an Event

You can add an event to calendar accounts. If you don't specify an account, the new event is added to your default calendar. For information on managing

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your phone's time settings, see "Date & Time" on page 170.

Note: If an account doesn't appear in the list, you can't add data to that account from your phone.

1. Open **Calendar** 📅.

2. Tap **All** or an online account name in the upper-right corner, and tap the calendar you want to use for this event.

If you create an event in All Calendars view, the event is created in the calendar set as the default (see "Customize Calendar" on page 143).

3. Go to the day you want (see "Move Around in Calendar" on page 141) and tap a blank time slot.

4. Enter the event name and press **Enter** 🔙.

In Day view, available time slots between events are compressed and labeled X Hrs Free. To expand free time so you can enter an event, tap **X Hrs Free**.

Don't look for a save button—your info is automatically saved when you make the back gesture to close the event.

Enter the Event Location

1. While creating an event (see "Create an Event" on page 137), tap 🛈 to the right of the event name. (To enter the event location after creating an event, tap the event name in Day view.)

2. Tap **Event location** and enter the location.

Tip: Need to find the event location on a map? Open an event that has a location specified in the **Event location** field, open the <u>application menu</u>, and tap **Event Location**. Tap either **Show on Map**, which shows the location on Google Maps, or **Get Directions**, which gives directions from your current location.

Schedule a Repeating Event

1. While creating an event (see "Create an Event" on page 137), tap ⓘ to the right of the event name. (To set an event as repeating after creating the event, tap the event name in Day view.)

2. Tap **No Repeat** and tap the repeat interval.
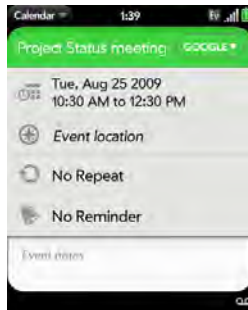
3. (Optional) Tap **Custom** to define your own repeat interval and set the end date.

Did You Know? To enter a birthday, anniversary, or holiday, create an untimed event. Then select **Yearly on [date]** as the repeat interval.

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Add an Alarm to an Event

1. While creating an event (see "Create an Event" on page 137), tap ⓘ to the right of the event name. (To add an alarm after creating an event, tap the event name in Day view.)

2. Tap **No Reminder** and tap the interval for the alarm.

Add a Note to an Event

1. While creating an event (see "Create an Event" on page 137), tap ⓘ to the right of the event name. (To add a note after creating an event, tap the event name in Day view.)

2. Tap **Event notes** and enter the note.

Note: If a phone number is displayed in an event note as an underlined link, you can tap the number to make a call. This displays the Phone dial pad with the number already entered.

Create an All-Day (Untimed) Event

An all-day event such as a birthday appears in your calendar without a specific time slot.

1. Open **Calendar** 📅 .

2. Go to the day you want, open the application menu and tap **New > All Day Event**.
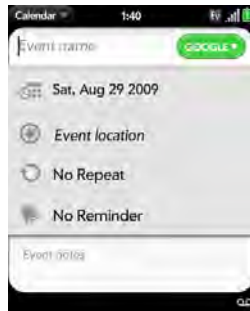
3. Enter the event details.

Change the Calendar Display

You can change the display of Calendar to show events from all of your calendars or just the events recorded in one of your calendars. You can also

change the color of each calendar, and whether the calendar view shows by day, week, or month.

1. Open **Calendar** 📅.

2. To change your Calendar view from day to week to month, do the following:

   ▪ From Calendar view, tap an icon at the lower part of the display to see different calendar views.

Icon	Description
▢	Day view
Ⅲ	Week view
▦	Month view

3. To change which calendar you're viewing, or to select colors for each Calendar account, do the following:

   ▪ Tap **All** or a calendar name in the upper-right corner, scroll down and tap Calendar View Options. Select the calendar view you want: all your calendars in a single view, some of your calendars, or a specific calendar only.

   ▪ In the same view, you can change the color of each calendar.

Move Around in Calendar

● **Next or previous day:** In Day view, swipe left or right on the screen.

● **Next or previous week:** In Week view, swipe left or right on the screen.

● **Next or previous month:** In Month view, swipe up or down on the screen.

● **Go to a specific month, date, or year:** Open the application menu and tap **Jump To**. Tap the month, day, and year and tap **Go To Date**.

● Go to today: Open the application menu and tap **Show today**.

Tip: Other ways to go to today: When you're in Day view, just tap the **Day view** icon. Also, in the application menu, tap **Jump To** and then tap **Go To Today**.

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Quickly Glimpse Your Schedule

● In Day or Week view, drag left or right to peek at the next/previous day or week without changing the current view.

● In Month view, slightly drag up or down to peek at the previous/next month.

Delete an Event

If you delete an event that is assigned to an online account, the event is deleted in the online account also.

Important: When you delete a Microsoft Exchange event on your phone, notification is not sent to attendees.

1. Open **Calendar** .

2. Delete an event in one of two ways:

   ▪ In Day view, press and hold **Option** , and tap the event. You have the option to delete just this event or the entire series, or to cancel the delete.

   ▪ Tap the event name. Open the application menu and tap **Delete event**, and then tap **Delete** to confirm. If this event is one of a series of repeating events, tap the option to delete just this event or the entire series.
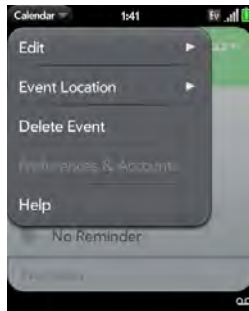
Respond to an Event Reminder

When an event reminder appears in the notification bar at the bottom of the screen, tap the event description to open the event, or tap one of the following:
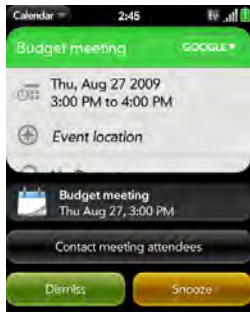
● **Contact meeting attendees:** This opens an email message with the participants' addresses added to the To field. The default message text is "Running late, on my way...". You can edit the text before sending the message.

● **Dismiss:** Close the notification.

● **Snooze:** The reminder reappears in five minutes.

View Meeting Participants

If you receive a meeting request, you can view the participants.

1. On your calendar, tap the meeting request. (The Participants field shows the organizer name plus the number of participants.)

2. Tap the number to see the participants' names.

3. (Optional) Tap a participant's name. (If the participant is a contact, the contact entry is displayed. If the participant is not a contact, tap **Add to Contacts** to add the participant to your contacts list.)

Customize Calendar

1. Open **Calendar** 📅.

2. Open the application menu and tap **Preferences & Accounts**.

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3. Set the following options:

First Day of Week: Select the day that appears as the start of the week in Week view and Month view.

Day Start and End: Tap to enter the default start and end times that appear in Day view and Week view.

Default Event Reminder: Tap the time interval for a notification to appear for timed and all-day events. Reminders you set for individual events override the default setting.

Event Reminders: Select to play a sound when a calendar notification appears.

Default Event Duration: The default event duration is set to one hour. Tap to change this to **30 minutes** or **2 hours**.

Accounts: For all calendar accounts, tap an account to change login settings or remove the account. You should change login settings only if you have changed this information for the calendar account online—the information you enter here must match the information in the online account.

Calendar View Options: Set the color for events created in that account and show or hide that account in All Calendars view.

Default Calendar: If you create an event in All Calendars view, the event is assigned to your default calendar.

Add An Account: Tap the account type and enter your username and password for the online calendar account. Before you can set up an account on your phone, you must already have an account online with the provider.

Manually Synchronize Calendar With Your Online Accounts

If you want to get calendar events from an online account on your phone immediately—or upload events from your phone to the online account—you can do a manual sync. This synchronizes Calendar with all the accounts you have set up on your phone, and it synchronizes your contacts and email with those accounts also.

1. Open **Calendar** 📅.
2. Open the application menu and tap **Preferences & Accounts**.
3. Tap **Sync Now**.

Stop Synchronization of Calendar With an Online Account

If you synchronize calendar events with an online account, you can delete the account from Calendar. This stops synchronization of calendar events only—if you also sync contacts or email messages with that online account, those continue to synchronize. Deleting the account from Calendar also deletes any associated events from your phone only. The entries are not deleted from the online account.

Note: Microsoft Exchange is an exception to other online accounts. If you delete your Exchange account from Calendar, the account is also deleted from Contacts, Email, and Tasks.

1. Open **Calendar** 📅.
2. Open the application menu and tap **Preferences & Accounts**.
3. Under Accounts, tap the account name.
4. Tap Remove Account and tap Remove Calendar Account.

Tasks

Create a Task List

All individual tasks you create (see "Create a Task" on page 146) must be placed in a task list. A task list is a group of related to-do items.

Organizer
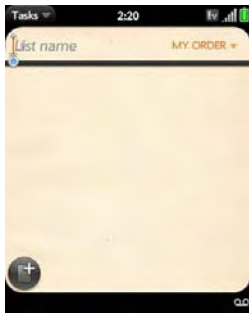
1. Open **Tasks** 📝.
2. Tap 🔘.

3. Enter the list name in the List Name field and press **Enter** ⏎.
4. Create a task (see "Create a Task" on page 146).

Create a Task

1. Open **Tasks** 📝.
2. Tap the list you want to assign the task to.

3. Tap 🔘.

4. Enter the task name in the Task name field. (To set the task priority, see the next procedure.)

Set Task Priority, Due Date, and Other Details

1. Open **Tasks** 📝.
2. Tap the list containing the task.
3. Tap ⓘ to the right of the task name.
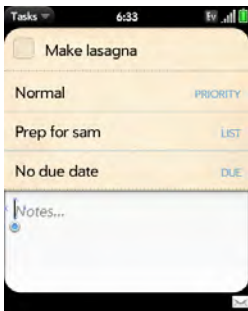
4. Set any of the following:

   Priority: High priority tasks appear in red. Normal priority tasks appear in bold text, and low priority tasks appear in gray text.

   List: Assign the task to a different list.

   Due date: Tap **No due date**, and tap a due date option. If you set a due date, a notification appears at bottom of the screen on the due date. Tap the notification to open the task.

5. To enter a note about the task, tap **Notes** and enter the note.

Check Off a Task

1. Tap the list containing the task.

2. Tap the box to the left of the task name.
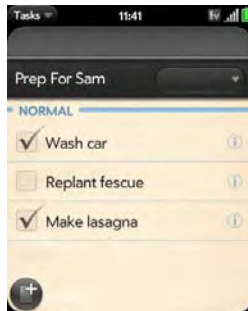
View Tasks That are Due Today

1. Open **Tasks** . (The number to the right of the All Tasks field shows the total number of tasks that are due today or are overdue. The number to the right of each task list name shows the number of tasks in that list that are due today or overdue.)

Organizer

2. Tap a task list name to view tasks that are due today or overdue.
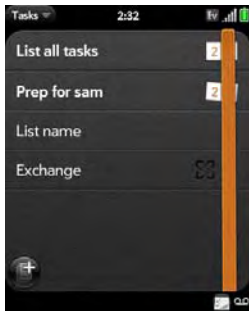
Note: Tap Exchange to view tasks synced from your Outlook Exchange Tasks feature.

Rename a Task

1. On the task list, tap the task name.
2. Enter the new name and press **Enter** 🔵.

Filter a Task List

You can filter a task list to show all tasks (the default setting), remaining tasks, or completed tasks.

1. Open **Tasks** 🔵.
2. Tap the list you want to filter.
3. Tap **Priority** in the upper-right corner, and tap the filter option you want: **My Order**, **Due Date**, or **Priority**
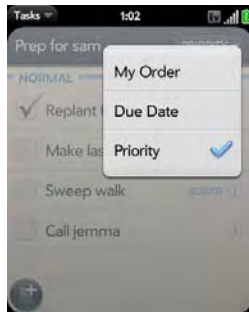
Reorder Your Tasks

You can change the order of a task list or an individual task.

▶ Tap and hold the list or task name, wait for the visual cue, and drag the item to another position.

Set Due Dates for All Tasks in a List

1. Open **Tasks** 📋.

2. Tap the list containing the tasks.

3. Open the application menu and tap **Set Due Date For All**.

4. Tap the month, date, and year, and then tap **Set Due Date**.

5. To remove a previously assigned due date, tap **No Due Date**.

Mark All Tasks in a List Completed/Incomplete

1. Open **Tasks** 📋.

2. Tap the list containing the tasks.

3. Open the underlined application menu and tap **Mark All** and tap **Mark All Completed/Mark All Incomplete**.

Hide or Delete All Completed Tasks in a List

1. Open **Tasks** .
2. Tap the list containing the tasks.
3. Open the underlined application menu.
4. Do one of the following:
   - To hide tasks you've completed, tap **Hide Completed**.
   - **To delete tasks you've completed, tap Purge Completed Tasks**.

Delete a Task or a Task List

▶ Throw the task or task list off the side of the screen and tap **Delete** to confirm.

Memos

If you used the Data Transfer Assistant and imported notes from Outlook on your desktop to your phone, those notes are in Memos. Your Exchange Active Sync notes, however, do not sync. All memos are backed up to your Palm profile.

Create a Memo

1. Open **Memos** .
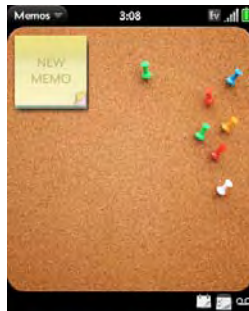
2. Do one of the following:
   - Tap **New Memo** [icon].
   - Open the application menu and tap **Add A Memo**.
3. Enter the memo text. (Memos are saved as you type.)

Find a Memo

▶ In Memos, start typing any letters or numbers in the memo, and then tap the memo when it appears.

Note: The results of universal search that you access in Card view or the Launcher do not include memos.

Edit a Memo

1. Open **Memos** [icon].
2. Tap the memo you want to edit.
3. Tap the screen to position the cursor (see "Text Selection Gestures" on page 42), and edit the memo text.

Note: In the application menu, tap **Edit** > **Select All** to select the whole memo.

Change the Color of a Memo

Color-code your memos to help you recognize memos of a certain type. For example, make all of your grocery lists blue.

1. Tap the memo.
2. Tap the lower-right corner of the screen, and tap the new color.

Organizer
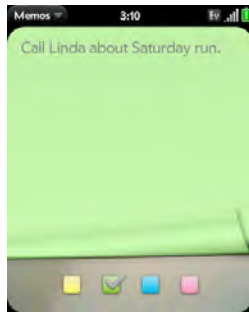
Delete a Memo

1. In an open memo, open the application menu and tap **Delete**.

2. Tap **Delete** to confirm.

Email a Memo

1. In an open memo, open the application menu and tap **Email Memo**.

2. Enter the email address.

   The subject, Just a quick memo, is automatically filled in.

3. Tap 🔵.

Clock

Use Clock to get up at the same time wherever you are, for example, the recurring 7AM alarm you set in San Francisco rings at 7AM in New York. Use Calendar to have your appointment times adjusted so that the notification for a 9AM meeting in San Francisco will

sound at noon when you're in New York (see "Create an Event" on page 137).

Set an Alarm

Make sure ringtone volume is on and you can hear it, and the ringer switch is set to On, so that the alarm will sound when you want it to (see "Manage System Sounds and Ringtones" on page 178).

1. Open **Clock** 🕐.

2. Tap 🔔, and then tap ➕.
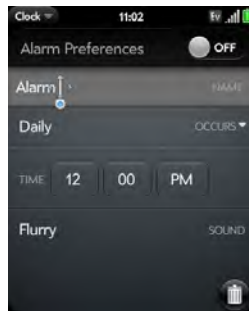
3. Set the following options:

Alarm Preferences: Tap **Off** to turn the alarm on. When an alarm is turned on, the alarm icon appears in the lower-right corner of the phone screen. Tap the icon to see alarm details.

Name: Enter a name for the alarm.

Occurs: Tap to select the alarm frequency.

Time: Tap to set hour, minute, and AM/PM for the alarm.

Sound: Tap to open the list of ringtones, and then tap the name of a ringtone. Tap ▶ to preview it.

Tip: When you set an alarm, you can adjust the alarm volume by pressing the **volume up** or **volume down** button on the side of the phone. This also sets the ringtone volume for incoming calls.

When an alarm sounds on your phone, tap **Dismiss** to stop it or **Snooze** to have it sound again in five minutes.

Note: When you turn everything off on your phone by pressing and holding **power** and tapping **Turn Off**, alarms don't sound.

Manage Clock

1. Open **Clock** 🕐.

2. Tap 🔘.

To change the clock display: Open the application menu > **Procedure** > and tap **Themes.** Then tap a theme.

To change the time: See "Date & Time" on page 170.

Tip: By default, when the ringer switch is off, you can still hear the Clock alarm. If you want to change this setting, go to **Clock** > **Preferences**. Under **Ringer Switch Off**, change **Play alarm anyway** to **Off** or **On**.

Cancel an Alarm

▶ Open **Clock** 🕐, and then tap 🔔; tap **On** to turn an alarm off.

Change the Alarm Volume

1. Open **Sounds & Ringtones** 🔊.

Organizer

2. Under **Ringtone Volume**, tap, hold, and drag the **Volume** slider.

Delete an Alarm

1. Open **Clock** ⏰.

2. Tap ⏰, then tap the alarm name.

3. Tap 🗑.

Calculator

Use Calculator for addition, subtraction, multiplication, and division, and also for determining percent and square root. You can enter numbers in Calculator using either the onscreen keypad or the keyboard.

Perform Calculations

1. Open **Calculator** 🖩.

2. Enter numbers and perform calculations.

Note: Press the **space bar** to access additional operations.

Calculator Buttons

Button	Description
C	Clear the current calculation or displayed number.
M+	Add the currently displayed number to memory.
M−	Subtract the currently displayed number from memory.
MR	Display the memory.
MC	Clear the memory.

2G. Documents

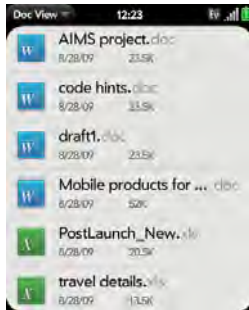- Doc View (page 155)
- PDF View (page 160)

Doc View

With Doc view, you can view Microsoft Word, Excel®, and PowerPoint® files on your phone.

Open a File

You can view a file that you copy from your computer (see "Copy Files Between Your Phone and Your Computer" on page 73) or receive as an email attachment (see "Open Attachments" on page 196). You can view files in DOC, DOCX, TXT, XLS, XLSX, PPT, and PPTX formats.

Before You Begin: Before you put files on your phone, make sure you have enough storage space on your phone to fit the file. Open **Device Info** and look at the **Available** field under **Phone**.

1. Open **Doc View** 🔳. (The list of the Microsoft Office files that are on your phone appears onscreen.)

	Doc View ▾ 12:23 📶	
W	AIMS project.doc 8/28/09 23.5K	
W	code hints.doc 8/28/09 33.5K	
W	draft1.doc 8/28/09 23.5K	
W	Mobile products for ... doc 8/28/09 52K	
X	PostLaunch_New.xls 8/28/09 20.5K	
X	travel details.xls 8/28/09 13.5K	

2. To search for a file, begin typing the name. (Tap the file when it appears.)

3. To open a second file: Open the application menu and tap **Open**. (Tap the file.)

Documents

Change the Display Size

For information on zooming in and out, see "Zoom Gestures" on page 41.

● **Pinch out to enlarge items onscreen.**

● **Pinch in to decrease the size of items onscreen.**

● **Double-tap the screen to zoom in or out a specified amount.**

● **Turn on horizontal scroll (Word documents only):** Open the application menu and tap **Wide View**. In Wide view, text does not wrap on the right side of the screen. You can scroll horizontally to see more text.

Find Text in a File

1. With a file open, open the application menu and tap **Find**.

2. Type the text you want to find and press **Enter** or tap . (The first instance of the text appears highlighted.)

3. **Find the next instance:** Tap .

   Find the preceding instance: Tap .

4. To exit search, open the application menu and tap **Find**.

Save a File With a New Name

1. With the file open, open the underline application menu and tap **Save As**.

2. Enter the new file name and tap **Save As**.

Share a File

1. With the file open, open the underline application menu and tap **Share**.

2. Create the email message and tap ◀.

View File Properties

You can view properties such as the file size, date created or modified, and more.
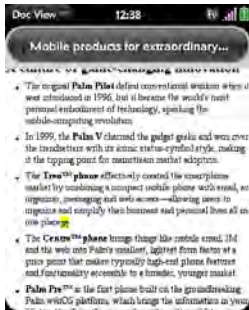
1. With the file open, tap the file name.

2. Tap outside the file properties to dismiss them.

Work With Comments, Endnotes, and Footnotes in a Microsoft Word Document

In an open Word document, comments, endnotes, and footnotes are indicated by highlighted text.

1. Tap the text or footnote indicator to open the comment, endnote, or footnote.

2. To close the comment, endnote, or footnote, tap outside it.
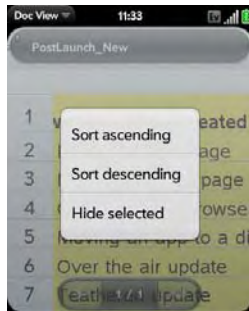
Select a Row or Column in an Excel® Spreadsheet

● Tap the row header or column header.

Resize Rows or Columns in a Spreadsheet

1. Open the application menu and tap **Resize**.
2. Tap, hold, and drag the row or column.

Show or Hide Rows or Columns in a Spreadsheet

● **To hide a row or column:** Tap the row or column header and tap **Hide selected**.

- **To show a hidden row or column:** Tap, hold, and drag one of the row or column headers to either side of the hidden row or column. Tap **Show Hidden**.
- **To display all hidden rows or columns:** Open the application menu and tap **Show All Hidden**.

Sort Your Data in a Spreadsheet

- Tap the column header and tap **Sort ascending** or **Sort descending**.

Switch Among Sheets

Do one of the following:

- Tap ➡ or ⬅ to move to the next or previous sheet.
- Open the application menu and tap **Worksheets**. Tap the sheet.
- Tap the current sheet number in the lower-left corner of the screen. Enter the page number you want to jump to and press **Enter** ⏎.

View Comments in a Spreadsheet

In an open Excel® spreadsheet, comments are indicated by a red triangle in the upper-right corner of the relevant cell.

1. Tap the red comment indicator to open the comment.
2. Tap the comment to close it.

Switch Among Views in a PowerPoint® Presentation

In an open presentation, open the application menu and tap a view.

To return to normal presentation view:

- **From Outline view**: Tap a slide.
- **From Notes view**: Open the application menu, and tap **Show Notes**.