

trēo proTM by palm
smartphone

User Guide

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6,947,017; 6,943,667; 6,940,490; 6,924,752; 6,907,233;
6,906,701; 6,906,741; 6,901,276; 6,850,780; 6,845,408;
6,842,628; 6,842,335; 6,831,662; 6,819,552; 6,804,699;
6,795,710; 6,788,285; 6,781,824; 6,781,575; 6,766,490;
6,745,047; 6,744,451; 6,738,852; 6,732,105; 6,724,720;
6,721,892; 6,712,638; 6,708,280; 6,697,639; 6,687,839;
6,685,328; 6,665,803; 6,618,044; 6,590,588; 6,539,476;
6,532,148; 6,523,124; 6,519,141; 6,516,202; 6,490,155;
6,480,146; 6,457,134; 6,456,247; 6,442,637; 6,441,824;
6,437,543; 6,429,625; 6,425,087; 6,389,572; 6,388,877;
6,381,650; 6,363,082; 6,344,848; 6,317,085; 6,241,537;
6,222,857; 6,185,423; 6,147,314; 6,115,248; 6,064,342; 7,356,361;
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Palm customers may participate in the recycling program free of charge. Visit palm.com/recycle for additional details and information about how you can help reduce electronic waste.

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Welcome

Congratulations on the purchase of your Treo™ Pro Smartphone by Palm!

Benefits

- Make and receive phone calls
- Manage your contacts, calendar, and task list
- Receive and send corporate and personal email messages
- Browse the web
- Use a Bluetooth® headset (sold separately) for hands-free operation

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Your Treo™ Pro Smartphone by Palm

In one compact and indispensable device, you now have all the following:

- An advanced wireless smartphone
- A full suite of Windows Mobile® organizer applications: Contacts, Calendar, Notes, and Tasks
- Portable expansion capability (microSD cards, sold separately)
- High-speed data with EVDO/1X and CDMA support
- Wi-Fi capability
- IrDA support
- A 2-megapixel digital camera
- GPS functionality
- Support for numerous mobile email solutions
- Text and multimedia messaging
- Windows Media® Player Mobile
- Microsoft Office Mobile® suite

This guide helps you set up your smartphone and learn to use it.

TIP LOOK HERE: Don't miss the helpful tips and cross-references given in these boxes.

What's in the box?

All the following items should be in the smartphone box:

Hardware

- Treo Pro smartphone
- Rechargeable battery (1500 mAh)
- USB AC charger
- USB cable
- Stereo headset with microphone

Documentation and software

- *Getting Started*, information on how to set up and begin to use your smartphone
- Palm warranty
- Safety and legal information

Your smartphone contains links to the following:

- Desktop synchronization software (ActiveSync® desktop software for Windows XP computers, or a Windows Mobile Device Center update for Windows Vista™ computers)
- *User Guide* (this guide) on the web
- Microsoft Office Outlook® 2007 software trial download

What do I need to get started?

As you work through the instructions in this guide, you need all the items that came in the smartphone box (see [What's in the box?](#)).

In addition, depending on how you want to use your smartphone, here's what you need to get from your wireless service provider:

Service contract: For making and receiving calls, and sending and receiving text messages.

Data service plan: For web browsing and email.

Additional data services: These may be required for sending and receiving multimedia messages. Check with your wireless service provider for information.

TIP When you sign up for data services with your wireless service provider, be sure to discuss what charges you incur if you go over the stated limit on your data plan.

After you have the required plan and services, you must have your smartphone within range of your wireless service provider's cellular coverage to use the phone, messaging, and web features. Data speeds vary based on network availability and capacity.

Finally, if you plan to synchronize personal information between your smartphone and a computer, you need access to that computer during the setup process.


Where can I learn more?

For a quick introduction

- **Quick Tour:** The Quick Tour introduces you to many of your smartphone's features. It is already installed on your smartphone, and you can open it from your Today screen by selecting **Quick Tour**.

TIP If you remove the Quick Tour entry from your Today screen (see [Using your Today screen](#)), you can always open the Quick Tour by pressing Start, selecting Programs, and then selecting Quick Tour.

While using your smartphone

- **On-device Help:** Your smartphone includes on-device Help that is specially formatted for your smartphone screen. To view the on-device help, press **Start**  and select **Help**.
- **Online support from Palm:** For up-to-date downloads, troubleshooting, and support information, go to palm.com/treopro.

If you need more information

- **Books:** Many books on Windows Mobile devices are available from local or online book retailers (look in the computer section).
- **Customer service from** your wireless service provider: For questions about your mobile account or features, contact your wireless service provider's customer care.



Setting up

You're about to discover the many things about your smartphone that will help you better manage your life and have fun, too.

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

Benefits

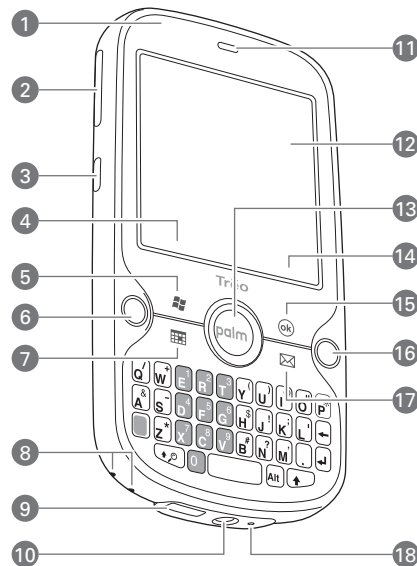
- Know where your smartphone controls are located
- Start using your smartphone right away

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Treo™ Pro Smartphone by Palm overview

Front view



- 1 Charge indicator light (visible when smartphone is being charged)
- 2 Volume

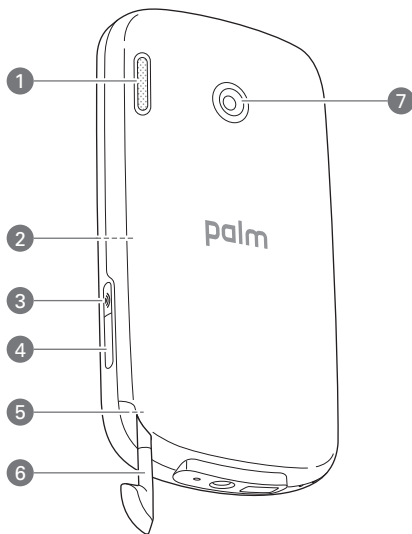
- 3 Side button
- 4 Left softkey
- 5 Start
- 6 Phone/Send
- 7 Calendar
- 8 Lanyard connector
- 9 MicroUSB connector (sync and power connector)
- 10 3.5mm stereo headset jack
- 11 Earpiece
- 12 Touchscreen
- 13 5-way navigator with Center button
- 14 Right softkey
- 15 OK
- 16 End
- 17 Messaging
- 18 Microphone

TIP Be careful not to scratch or crush your smartphone screen. Do not store it in a place where other items might damage it.

DID YOU KNOW? By default, pressing and holding the Side button opens Camera (see [Camera](#)). You can change the function of the Side button (see [Reassigning buttons](#)).

IMPORTANT The smartphone speaker includes a large magnet, so be sure not to store your smartphone near credit cards or other items that could be demagnetized.

Back view



- 1 Speaker
- 2 Expansion card (microSD) slot (under back panel)
- 3 Wi-Fi
- 4 IR (infrared) port
- 5 Reset button (under back panel)
- 6 Stylus
- 7 Camera lens

DID YOU KNOW? To save power, when your smartphone screen turns off, the Wi-Fi feature turns off. Press **Wi-Fi** to turn this feature back on and quickly reconnect to a network. You can also set an option to leave the Wi-Fi feature on (see [Customizing Wi-Fi settings](#)).

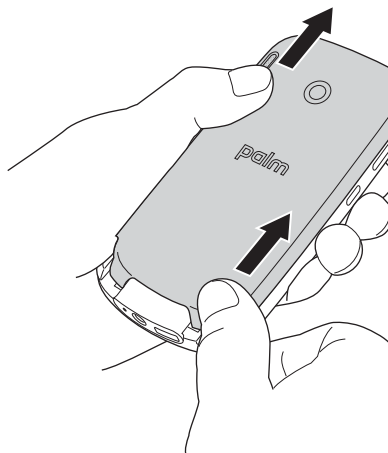
TIP To connect a lanyard (sold separately), remove the back panel, connect the lanyard, and replace the back panel.

Removing the back panel

- 1 With the back panel facing you, push the lower-right corner of the back panel with your right thumb. Then use both thumbs and firmly slide the panel away from you to release it.

NOTE The back panel might be difficult to remove the first few times. If you have trouble removing the back panel as

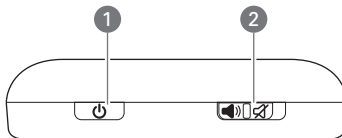
described, go to the Knowledge Library at kb.palm.com. Enter 30457 in the solution id field to learn different ways to remove the back panel.



See [Replacing the battery](#) for information on how to insert and remove the battery.

See [Using expansion cards](#) for information on how to insert an expansion card.

Top view



- 1 Power
- 2 Ringer switch (slide to turn off all sounds immediately)

Completing the setup

- 1 Press **Power**  to turn on your device.

It takes a few minutes for your smartphone to prepare for setup; you'll see the Palm® logo and then the Windows Mobile® screen.

- 2 When prompted, use the stylus (see [Back view](#)) to tap the screen.
- 3 Follow the onscreen instructions. If prompted, tap to reboot your device and complete the last step of the setup.

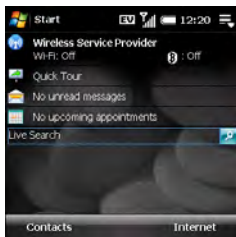
Activating your phone


To check whether your phone is activated, look at the Today screen.

- Your phone is activated if you see the name of your wireless service provider's name in the upper-left corner.
- Your phone is not activated if your wireless service provider's name doesn't appear on the Today screen. Contact your wireless service provider for activation instructions.


Making your first call

- 1 Press **End**  to display your Today screen.



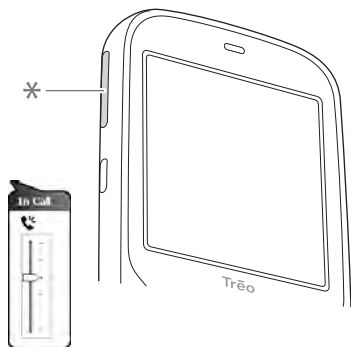
- 2 Press **Center**  to turn off **Keyguard** (see [Locking your keyboard \(Keyguard\)](#) for more info).
- 3 Use the number keys to enter the number you want to call.



- 4 Press **Phone/Send**  to dial.
- 5 Press **End**  to end the call.


Adjusting call volume

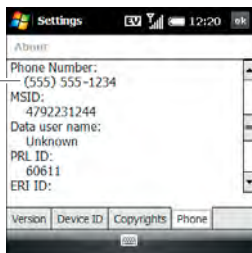
When you're on a call, press the **Volume** button on the side of your smartphone to adjust the call volume.



* Volume

What's my number?

- 1 Make sure your phone is on (see [Turning your phone on](#)).
- 2 Press **Start**  and select **Settings**.
- 3 Select the **System** tab and then **About**.
- 4 Select the **Phone** tab and scroll down the screen to see your phone number.



* Look here for your phone number

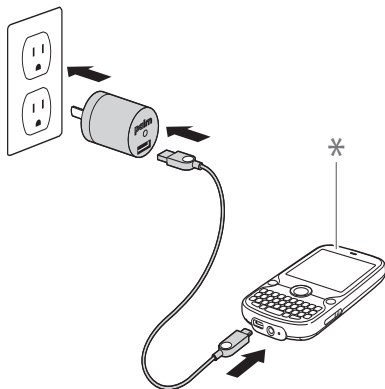
Charging the battery

Although the battery may come with a sufficient charge to complete the setup process, we recommend that after the setup you charge your smartphone until the charging indicator light is solid green to give it a full charge.

See [Maximizing battery life](#) for tips on making your battery's power last longer.

- 1 Plug the USB cable into the USB AC charger.
- 2 Plug the USB AC charger into a wall outlet.

- 3 Connect the USB cable to the bottom of your smartphone. Make sure the symbol on the cable end is facing up, toward your smartphone screen.



* Indicator light

- 4 Check the indicator light to confirm that your smartphone is being charged.

Solid red: Your smartphone is being charged.

Solid green: Your smartphone is fully charged.

TIP You can also charge your smartphone battery by connecting your smartphone to your computer, using the USB cable. Charging this way takes much more time than using the USB AC charger with a wall outlet. However, if your battery is fully drained, you must use the USB AC charger.

When your smartphone is on (see [Turning your smartphone on/off](#)), the onscreen battery icon on the Today screen displays the charging status:



Solid lightning bolt: The battery is being charged.



Filled battery: The battery is fully charged and can be disconnected from the charging source.



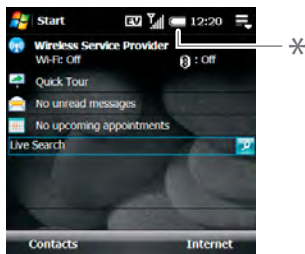
Partly filled battery: The shading indicates approximately how much power the battery has.



Exclamation point: Charge the battery immediately.

DID YOU KNOW? If the battery is low, the indicator light flashes red.

TIP Tap the **battery** icon to see how much power the battery has.




* Battery icon

TIP To go to the Today screen so you can view the battery icon, press **End** if you are not on a phone call. If you're on a call, press **Start** and select **Today**.

Maximizing battery life

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


- Charge your smartphone whenever you're at your desk, or charge it overnight each day. The battery in your device has a much longer useful life when it is topped off frequently versus when it is charged after it is fully drained.
- If you spend a lot of time using the camera, games, media players, or other applications, keep an eye on the battery icon and charge the battery when necessary.
- The wireless features of your smartphone (phone, email, messaging, GPS, Web, and any other applications that use a Wi-Fi connection) generally consume more power than the nonwireless features (Calendar, Tasks, Notes). If you don't use the wireless features on your device for a while, turn off your wireless services (see [Turning wireless services on/off](#)). To quickly turn wireless services (phone, Bluetooth®

wireless technology, and Wi-Fi) on and off, tap the **signal-strength**  icon, and then select **Comm Manager**.

- If you set up an email account in the Messaging application, set the interval to automatically download email to every two hours or less frequently (see [Setting up email](#)).
- Turn off the Wi-Fi feature (see [Turning wireless services on/off](#)), leave the default option to connect only when the Wi-Fi button is pressed, or adjust Power Save Mode to maximize the battery (see [Customizing Wi-Fi settings](#)).
- Turn off the Bluetooth feature if you're not using it (see [Entering basic Bluetooth settings](#)).
- Turn off the option to receive beamed information if you're not using it (see [Turning on the option to receive beamed information](#)).
- Set your screen to turn off automatically after a shorter period of inactivity (see [Optimizing power settings](#)).
- As with any wireless phone, if you are in an area with no wireless coverage, your smartphone nevertheless continues to search for a signal, which consumes power. Turn off your phone if you are outside a coverage area (see [Turning your phone off](#)).
- Turn off the voice command feature if you're not using it (see [Setting up voice commands](#)).
- Turn down the screen brightness (see [Adjusting the brightness](#)).
- If you synchronize with your corporate Exchange server using Microsoft Exchange ActiveSync®, increase the time interval between automatic synchronizations (see [Setting the synchronization schedule](#)).
- Keep your battery away from direct sunlight and other sources of heat. Temperatures over 50 degrees Celsius (120 degrees Fahrenheit) can permanently reduce the capacity and life span of any lithium-ion battery.

Using the My Treo application

Use the My Treo application to register your smartphone and access the *User Guide* and online support. My Treo also provides an alternate starting point for setting up an email account, a Bluetooth connection, or a Wi-Fi connection, and for launching the Quick Tour.

- Press **Start**  and select **My Treo**.

Setting up synchronization

After you've finished setting up your smartphone, we recommend that you set up a synchronization method to get the most out of your smartphone. Synchronizing means that information that you enter or update in one place—your smartphone, your computer, or your corporate server—is automatically updated in the other (see [Synchronizing information](#)).



Moving around on your smartphone

Have you ever been to a new city and felt a bit lost until you figured out the streets? Learning to move around on your Treo™ Pro Smartphone by Palm is a similar experience. Most applications that work on your smartphone use the same set of controls. So once you learn how to use these controls, you'll be driving all over town and you won't even need a map.

Benefits

- Quickly move around and complete tasks in applications using one thumb on the 5-way navigator
- Access extra features with menus
- Find and open applications quickly

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Navigating around the screen

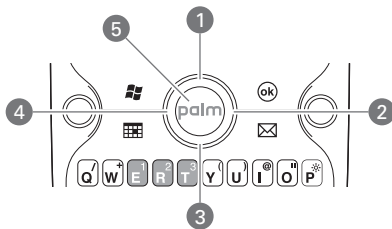
To navigate around the smartphone screen, you can use the 5-way navigator or you can tap items on the screen with the stylus. As you become familiar with your smartphone, you'll find your own favorite way to scroll, highlight, and select items.

Using the 5-way, press **Right** ▶, **Left** ◀, **Up** ▲, or **Down** ▼ to move around the screen. Press **Center** ○ to highlight and select items.

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

DID YOU KNOW? Custom navigation features are available when you browse the web using Internet Explorer Mobile (see [Viewing a web page](#)).

TIP The arrow icons used in this guide to indicate directions on the 5-way are different from the onscreen scroll arrows and the arrows that indicate that a list is available (see [Selecting options in a list](#)).






- 1 Up ▲
- 2 Right ▶
- 3 Down ▼
- 4 Left ◀
- 5 Center ○ (flashes when you have voicemail)




Scrolling through screens

As on a computer, on your smartphone you scroll to move from field to field or page to page, or in some cases to highlight an item or option in a list. There are several methods of scrolling:




- Press the 5-way on the front of your smartphone. Press **Right** ▶, **Left** ◀, **Up** ▲, or **Down** ▼ to move to the next field, button, or action in that direction.







- Press and hold **Option**  while pressing **Up**  or **Down**  to scroll one screen at a time. These keys work just like the Page Up and Page Down keys on your computer keyboard.

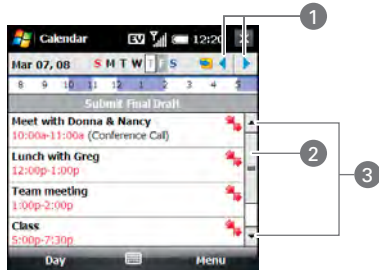
TIP Can't find the Option key? See [Using the keyboard](#).

- Press and hold **Option**  while pressing **Left**  or **Right**  to jump to the top or bottom of the current document or entry.

TIP When you are using applications such as Messaging, Internet Explorer Mobile, and Word Mobile, press and hold **Option** while pressing **Left** or **Right** on the 5-way to automatically go to the top and bottom of a screen.

- When viewing a screen with tabs, such as when adding a contact, press **Down**  to scroll to the tabs, and then press **Left**  or **Right**  to move between tabs.

- When inside a text field, press **Right**  or **Left**  to move to the next character, and press **Up**  or **Down**  to move between lines.
- When inside a list, press and hold **Up**  or **Down**  to rapidly scroll through the list.
- Tap an onscreen scroll arrow.






- 1 Scroll arrows
- 2 Scroll bar with slider
- 3 Scroll arrows

- Tap and drag the slider of an onscreen scroll bar.

Closing screens

To accept the information you entered on a screen and to return to the previous screen—or to return to the previous screen without making any changes—do one of the following:

- Press **OK** .
- Use the stylus to tap  or  in the upper-right corner of the screen. These buttons are not accessible using the 5-way.

When you close a screen, the application continues running in the background.

TIP To close an app—as opposed to just a screen—press and hold OK or tap and hold OK on the screen (see [Opening and closing applications](#)).

TIP Can't find the stylus? It slides out from the lower-left corner on the back of your smartphone.

Highlighting and selecting items

On most screens, one item—a button, a list entry, or a check box—is highlighted by default. The highlight identifies which item is affected by your next action. Use the 5-way to move the highlight from one item to another before opening or selecting it.

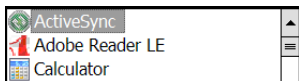
TIP The best way to learn to use the 5-way is to experiment. Press the 5-way buttons, and as you do, follow the movement of the highlight around the screen. The behavior of the 5-way varies slightly in each application.


The highlight can take one of two forms, depending on what is highlighted:

Border: This rectangular border highlights items such as an onscreen button (such as OK, Dismiss, or Hide), a check box, an option, or a web link.



Light text on a dark background: This highlights items such as a phone number, an email address, text, or an item in a list.



After highlighting an item with the 5-way, you can select or activate it by pressing **Center**  or by tapping the item with the stylus.

Highlighting text

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

TIP When text is highlighted, you can press **Backspace** to delete the highlighted text.

Using the softkeys

The left and right softkeys give you quick access to tasks that you can do on the current screen. The task that a softkey does varies from application to application

and from screen to screen. You activate the task by tapping the softkey with the stylus or pressing it with your finger.

The softkey is simply the name of the task on the screen. Softkeys appear in the lower-left and lower-right corners of the screen. In most cases the right softkey opens a menu, and the left softkey performs a specific action, such as New or Edit. In some contexts, these keys may do nothing at all.

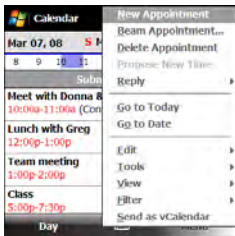


- 1 Left softkey: Press anywhere in this area to perform the task shown.
- 2 Right softkey: Works the same way.

Selecting menu items

In many applications, a menu provides access to additional features. The menu is hidden until you press Menu (right softkey). To get the most out of your smartphone, it's a good idea to familiarize yourself with the additional features available through the menus in various applications.

- 1 Press **Menu** (right softkey) to display an application's menu.



- 2 Press **Up** ▲ or **Down** ▼ to highlight a menu item.

- 3 If an arrow appears to the right of a menu item, press **Center** ○ or **Right** ► to display a submenu of additional options for that item, and then press **Up** ▲ or **Down** ▼ to highlight a submenu item. To return to the main menu without making a selection, press **Left** ◀.
- 4 Press **Center** ○ to select the menu item, or press **Left** ◀ or **Menu** (right softkey) to close the menu and cancel your selection.

DID YOU KNOW? You can select most menu items by pressing a key on the keyboard. To quickly access a menu item, press **Menu** (right softkey) followed by the underlined letter in the menu item's name.

Selecting options in a shortcut menu





Most applications also provide access to context-sensitive shortcut menus—similar to the right-click menus on a Windows computer. The shortcut menu options vary based on the highlighted selection.

- 1 Highlight the item whose shortcut menu you want to see.

- 2 Press and hold **Center**  to open the shortcut menu.



TIP You can also tap and hold the stylus on an item to open the shortcut menu.

- 3 Press **Up**  or **Down**  to highlight a menu item.
- 4 Press **Center**  to select the menu item, or press **Left**  to cancel your selection.





Selecting options in a list

Lists enable you to select from a range of options. You can identify whether a list is available when you select a field. If a rectangle appears around the field along


with a downward-pointing arrow, a list is available. Lists are different from the menus described earlier in this section.



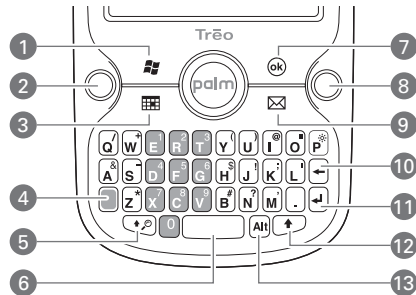
To select from a list, do any of the following:

- Use the 5-way to highlight the field, and then press **Center**  to display the items in the list. Press **Up**  or **Down**  to highlight the item you want, and then press **Center**  to make your selection.
- Use your stylus to tap the arrow, and then tap the item in the list.

DID YOU KNOW? If you highlight a field and don't see the downward-pointing arrow, press **Center** on the 5-way. If you see a field with a downward-pointing arrow but no rectangle, tap the arrow with the stylus to display the list.

Press **Left**  to exit the list and cancel your selection.

Using the keyboard



- 1 Start
- 2 Phone/Send
- 3 Calendar
- 4 Option
- 5 Shift/Search
- 6 Space
- 7 OK
- 8 End
- 9 Messaging
- 10 Backspace
- 11 Return
- 12 Shift
- 13 Alt








Understanding the keyboard backlight

Your smartphone includes a keyboard backlight for low light conditions. The keyboard backlight activates automatically when the screen turns on. The backlight dims when the screen dims, and it turns off automatically when the screen turns off or when you are on a call or are playing music in the background for longer than the time specified in Backlight Settings. You can set different time intervals depending on whether the smartphone is operating on battery power or is connected to an external power source. The backlight also turns off when an application's power-saving features turn it off.

TIP You can change the backlight shut-off interval. Press **Start** and select **Settings**. Select the **System** tab, and then select **Backlight**. Set the time interval on the Battery power tab and on the External power tab.

Entering lowercase and 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:

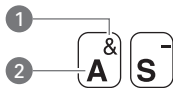
- Press **Shift** ( or ) and then enter a letter. You don't need to press and hold Shift while entering a letter.
- Press **Shift** ( or ) twice to turn on **Caps Lock**, and then enter a series of letters. When Caps Lock is on, this symbol appears at the bottom of the screen: . To turn off Caps Lock, press **Shift** ( or ) again.

TIP You can turn off the first-letter capitalization setting (see [Setting input options](#)).





DID YOU KNOW? You can also use the onscreen keyboard to enter letters, numbers, and other characters in applications that support this feature. Tap the keyboard icon in the center at the bottom of any screen where it appears. After opening the keyboard, you can set various input options by tapping the arrow to the right of the keyboard icon.

Entering numbers, punctuation, and symbols

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



- 1 Symbol
- 2 Letter

- Press **Option**  and then press the key of the desired character. You don't need to hold Option while pressing the key.
- Press **Option**  twice to turn on **Option Lock**, and then press the desired keys to enter a series of characters. When Option Lock is on, this symbol appears at the bottom of the screen: . To turn off Option Lock, press **Option**  again.





Entering passwords

You can't see your password as you enter it, so be careful. Be sure that Caps Lock and Option Lock are not on unless you need them. For information on how to enter characters, see [Entering lowercase and uppercase letters](#) and [Entering numbers, punctuation, and symbols](#).

Entering other symbols and accented characters


You can enter symbols and accented characters that don't appear on the keys by using the alternate characters list.


TIP The alternate characters are grouped according to their similarity to the corresponding key. For example, the alternate character available for the R key is ®, and for the T key is ™. If you press the wrong key, press **Backspace** to return to the full list of alternate characters. You can then press another key.

- 1 Press **Alt**  to display the alternate character list.
- 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 “Symbols and accented characters” table for a list of corresponding characters.
- 3 Press **Up**  or **Down**  to highlight the desired character.
- 4 Press **Center**  to insert the character.

TIP Some symbols, such as an underscore (**_**), do not correspond to a letter key. To enter these symbols, press **Alt** by itself and then select the symbol from the list.

Symbols and accented characters

Press Alt and press... 	To select...
a	á à â ã ä å æ
A	Á À Â Ã Ä Å Æ
b or B	ß
c	ç ¢ ©
C	Ç ¢ ©

Press Alt and press... 	To select...
e	é è ë ê
E	É È Ê Ë
f or F	f
i	í î ï
I	Í Î Ï
l or L	£
n	ñ
N	Ñ
o	ó ò ô õ ö ø
O	Ó Ô Õ Ö Ø Õ
p or P	% ¶
r or R	®
s	ß š
S	ß Š
t or T	™
u	ú û ü ú
U	Ú Û Ü Ú
x or X	x ☐
y	ý ŷ


Opening and closing applications

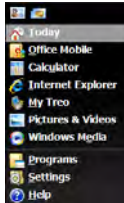
Press Alt and press... Alt	To select...
Y	Ý Ÿ
0	°
1 (Alt + E)	1 ¼ ½
2 (Alt + R)	2 ²
3 (Alt + T)	3 ³ ¾
! (Alt + J)	¡
\$ (Alt + H)	€ £ ¥ ¢
; (Alt + K)	: :-):(;-)
? (Alt + N)	¿

Press Alt **Alt** by itself to select these characters:

: & _ • % = ÷ ^ \$ € £ ¥ ¢ [] { } < > « » © ®
 ° ~ \ Ø μ |

Opening applications on the Start menu

- 1 Press **Start**  to open the Start menu.
- 2 Use the 5-way navigator to highlight the application you want to use. To open a recently used application, highlight its icon at the top of the Start menu.



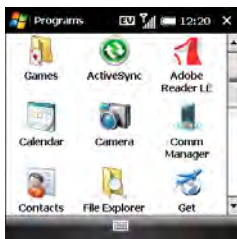
- 3 Press **Center**  to open the highlighted application.

TIP With the Start menu open, press the letter underlined in the application's name to open the app. For example, press **H** to open Help.

DID YOU KNOW? You can open apps by pressing and holding **Option** and then pressing **Phone/Send, Start, OK, Calendar, or Messaging**. You can change which app a button combination opens (see [Reassigning buttons](#)).

Opening applications in Programs

- 1 Press **Start** [Windows logo] and select **Programs**.



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

TIP In Programs, press a letter to jump to the first app that begins with that letter. For example, press **C** to jump to Calculator, press **C** again to jump to Camera, and so on.

- 3 Press **Center** [Circle] to open the highlighted application.
- 4 (Optional) Press **OK** [OK] to return to Programs and open another application. The current application continues to run in the background.


Switching among open applications

- 1 Go to your Today screen.
- 2 Tap the **running programs** [Running Programs icon] icon in the upper-right corner to open the Quick Menu.
- 3 Select the program you want to use.




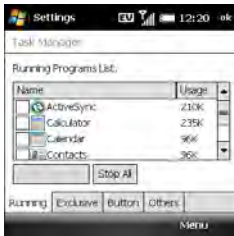
TIP You can also use the Quick Menu to close applications, open Task Manager, and check system memory.

Closing applications

Press **OK**  to remove the current application from the screen.

Applications that you open stay open in the background even after you press OK to remove them. If you want to stop them, you must do it manually. That's usually not necessary; but if you're concerned about power usage, stop some or all applications.

- 1 Press and hold **OK**  to open Task Manager.
- 2 Do one of the following:



To close one or more individual applications: Check the boxes next to the applications and select **Stop Selected**.


To close all applications except the ones you specify: Check the boxes next to the applications you do not want to close, press **Menu** (right softkey), and select **Stop All but Selected**.

To close all open applications: Select **Stop All**.

TIP If an X appears in the upper-right corner of an application screen, you can tap and hold the **X** with the stylus to close the application. You can turn this feature on and off or change it so that simply tapping X closes an application. Press and hold **OK** to open Task Manager, select the **Button** tab, and then select the option you want.

Defining exclusive programs

You can mark an application as exclusive. An exclusive application remains open even if you stop individual or all applications.

- 1 Press and hold **OK**  to open Task Manager.
- 2 On the Running tab, tap and hold the app name with the stylus.
- 3 Select **Add Exclusive**.

TIP To remove an application from the Exclusive Programs list, press and hold **OK** to open Task Manager. Select the **Exclusive** tab, check the box next to the application name, and select **Remove**.

Customizing the Quick Menu

The Quick Menu displays a list of currently running applications on your smartphone. You can use the Quick Menu to quickly switch between or close applications from the Today screen.

- 1 Press and hold **OK** (OK) to open Task Manager.
- 2 To remove the Quick Menu from your Today screen, select the **Button** tab and uncheck the **Enable Quick Menu on Today screen** box.



- 3 Select the **Others** tab and select the sort method for programs in the Quick Menu.

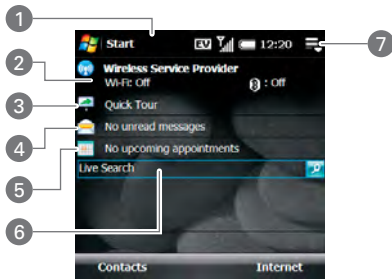


Using your Today screen

The Today screen lets you see your current appointments and messages at a glance. You can also make a call, search the web, and manage your smartphone from your Today screen.



To access your Today screen, press **End** (End).

TIP Don't press End to access the Today screen if you're on a call, because that hangs up the call. Instead, press **Start** and select **Today**.



- 1 **Title bar and status info:** See [What are all those icons?](#)
- 2 **Wireless service indicator:** Shows whether the Bluetooth® wireless technology and Wi-Fi features are on or off. Also displays your wireless service provider name if the phone is on.
- 3 **Quick Tour:** Select to open the Quick Tour, which introduces you to many of your smartphone's features.

TIP You can remove the Quick Tour entry from your Today screen. Open the Quick Tour and select **Remove Quick Tour**.

- 4 **Messaging status field:** Shows the number of unread email, text, and multimedia messages. Email messages are listed by email account. Select an account or select **SMSWMS** to open the corresponding Inbox.
- 5 **Calendar status field:** Shows upcoming appointments. Select this field to open the Calendar application.
- 6 **Live search field:** Enter the web address or keyword you want to find, and press **Center**  or **Return**  to view a list of search results (data services connection required).
- 7 **Running programs icon:** Tap to open the Quick Menu, which shows all open applications so you can quickly switch between or close them.

TIP You can select a picture for your Today screen background and select which items appear in the Today screen. See [Today screen settings](#) for details.



Your phone

The Today screen and the Phone screen are the key locations for making and receiving calls.

You can creatively manage multiple calls. For example, you can swap between calls, send text messages to ignored calls, and create conference calls.

Benefits

- Stay in touch; you choose how
- Work in other applications when on an active call

In this chapter

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Turning your smartphone on/off

The term smartphone refers to the device and its physical aspects. The term *phone* refers to the wireless feature of your Treo™ Pro Smartphone by Palm that enables you to connect to your wireless service provider's network so that you can make and receive calls and send and receive data.


The phone and the screen of your smartphone can be turned off and on separately. This means you can wake up the screen to use just the organizer features of your device (Calendar, Contacts, Tasks, Notes, and so on) without turning on the phone. Also, when the screen is turned off, the phone can be on and ready for you to receive phone calls or messages.


Turning your phone 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).

BEFORE YOU BEGIN To use the phone, you must have an active subscription with your wireless service provider.


To turn on your phone, press and hold **Power** .

When your smartphone locates a signal, your wireless service provider's name appears in the upper-left of the screen and the **signal-strength**  icon appears at the top of the screen.

When you are inside a coverage area, the **signal-strength**  icon has bars in it. If you're outside a coverage area, no bars appear in the signal-strength icon.

Turning your phone off

Press and hold **Power** .


When your phone is off, the **phone-off**  icon appears at the top of the screen and **Phone off** appears in the upper-left of the screen. Your phone is not connected to any mobile network. Although you can no longer use the phone, you can still use



Microsoft Office Mobile® apps and all the organizer features of your smartphone.

TIP When you turn off your phone using the Power button, this turns off all radios on your smartphone, which include the phone, the Bluetooth® wireless technology feature, and the Wi-Fi feature. This is sometimes referred to as *airplane mode* or *flight mode*. To turn off the phone or other wireless radios individually, use Comm Manager. Select your wireless service provider name on your Today screen, or tap the signal-strength icon on any screen and select **Comm Manager**.







Waking up the screen and turning it off

Wake up the screen and leave the phone turned off when you want to use only the organizer features of your smartphone, for example, when you're on a plane and want to look at your calendar. You can also turn off the screen without turning off the wireless features on your smartphone.

The screen turns off automatically after a preset period of inactivity. You can turn your screen off manually by pressing and holding **End**  or by pressing

Power . If the Today screen is displayed and you are not on a call, you can also turn the screen off manually by pressing **End** .

DID YOU KNOW? You cannot turn the screen off if you are on a call.

To turn the screen back on, press **Power**  or any of the following buttons on the front of your smartphone: **Phone/Send** , **Start** , **Calendar** , **Messaging** , or **End** .

When the screen is off but the phone is on, a screen saver appears, showing the date and time as well as the following indicators:

NOTE Not all wireless service providers support the screen saver feature.



One or more missed calls






One or more unread text or multimedia messages

TIP You can set how long the screen stays on during a period of inactivity. You can also turn off the screen saver feature (see [Optimizing power settings](#)).

Making calls

Dialing from the Today screen

- 1 Press **End**  to open your Today screen.
- 2 Using the keyboard, enter a phone number.

NOTE You do not need to press Option  to enter numbers, *, or #. This makes it easy to respond to further dialing instructions. When dialing short numbers, however, the numbers may match the letters of a contact name. If this occurs, press Option  to avoid starting a contact lookup.




TIP If the numbers you are entering match a phone number you have for a contact, the contact name is displayed. Select the name to dial the associated number (see [Dialing by contact name](#) for more information).

- 3 Press **Phone/Send**  to dial.

TIP To move around the screen during a call, use the 5-way.

Dialing with a speed dial


BEFORE YOU BEGIN Create some speed dials (see [Assigning a speed dial to a phone number](#)).

- 1 Press **End**  to open your Today screen.
- 2 Press and hold the key or keys that you assigned as a speed dial to the contact number you want to call. If you have assigned a two-digit speed dial to this number, press the first key and then press and hold the second key.


Dialing by contact name

You can look up contacts quickly by entering just a few letters of a contact's name directly from your Today screen.

BEFORE YOU BEGIN Create some contacts (see [Adding a contact](#).) or import them by synchronizing (see [Synchronizing information](#)).

- 1 Press **End**  to open your Today screen.
- 2 Using the keyboard, begin entering any combination of letters from the contact's first and/or last name. If you use both first- and last-name letters, separate them by a space. You can type letters from the last name first.




To delete letters when correcting a misspelled name, press **Backspace** .




TIP If you press E, R, or any other key that displays both a letter and a number, you see onscreen not only matching names but the number as well. The numbers do not affect the process for dialing by contact name.

- 3 Select the name of a matching contact.

NOTE Matching contacts are displayed with a code for the type of number you last entered for that contact: “w” for work, “m” for mobile, and so on.

- If the contact name appears with the code for the number you want to dial,


highlight the name and press **Phone/Send**  to dial the number.

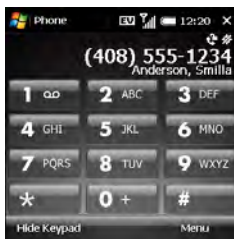
- If you want to dial a different number for a displayed contact, highlight the contact name and press **Left**  or **Right**  until the code you want appears. Press **Phone/Send**  to dial the number associated with the code.

- 4 Press **Phone/Send**  to dial.

Dialing using the onscreen keypad

The onscreen keypad is useful when you need to dial numbers that are expressed as letters and when you need large numbers that you can tap with your finger or the stylus.


- 1 Press **Phone/Send**  and then press **Keypad** (left softkey).
- 2 Tap the onscreen keypad to enter the number.





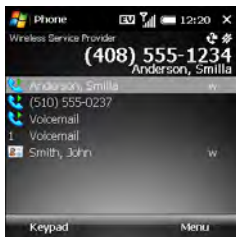
- 3 Press **Phone/Send**  to dial.

DID YOU KNOW? You can paste numbers directly into the keypad. Copy a number from another application, switch to the keypad, press **Menu** (right softkey), and then select **Paste** to paste the number.

Redialing a recently called number


To dial the last number you called: Press **Phone/Send**  twice.


To select from your most recently dialed numbers: Press **Phone/Send** , highlight the number or contact name you want to call, and then press **Phone/Send**  to dial.




TIP You can manage information about a recently called number in several ways (see [Working with called numbers](#)).

Dialing your national emergency number


You can dial your national emergency number (such as 911, 112, or 999) anytime. Just wake up the screen and enter the emergency number. If the phone is turned off, you don't have to turn it on. You don't have to press Option .

If you lock your smartphone and select Simple PIN as the password type, dial the emergency number by entering the number in the password field and pressing **Phone/Send** .

If you select Strong alphanumeric as the password type, however, you must press **Option**  twice before entering the number in the password field. See [Locking your smartphone](#).

Dialing from a web page or message

Your smartphone recognizes most phone numbers that appear in web pages or in messages (text, email, or multimedia).

- 1 Use the 5-way to highlight the phone number you want to dial in the web page or message.
- 2 Verify or edit the number.
- 3 Press **Phone/Send**  to dial.

TIP If you can't dial a phone number directly from a web page or a message, highlight the number, select **Edit** (right softkey), and then select **Copy**. Open the Keypad, press **Menu** (right softkey), and select **Paste**. Press **Phone/Send** to dial.

TIP Select a phone number in a message, press **Menu** (right softkey), and then press **Save to Contacts** to create a new contact containing the highlighted information or to edit an existing contact to include the highlighted information.


Receiving calls

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

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

If music is playing when a call arrives, the smartphone rings softly. You can answer the phone as you normally would. The audio pauses during your call.

To answer a call, do one of the following



- Press **Accept** (left softkey).
- Press **Phone/Send** .
- If the headset is attached, press the headset button.






To ignore a call and send it to voicemail, do one of the following:

- Press **Ignore** (right softkey).
- Press **End** .

DID YOU KNOW? You can set your phone to automatically answer calls (see [Setting your phone to automatically answer calls](#)).

To silence the ringer while your smartphone is ringing, do one of the following:

- To immediately silence all system sounds including the ringer, slide the **Ringer** switch to **Sound Off** . All sounds remain off until you slide the Ringer switch back to Sound On .



- Press the **Volume** button.
- Press any letter key.
- Press **Center** . (Don't press Up , Down , Left , or Right  on the 5-way.)

NOTE Don't press Phone/Send , Start , End , OK , or Alt .

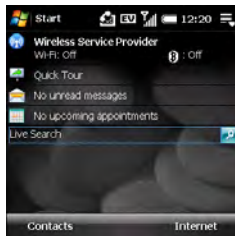
When you silence the ringer, you can either answer the call or let it ring through to voicemail.



Using voicemail



Setting up voicemail

- 1 Press **End** .
- 2 Press and hold **1**  on the keyboard to dial your wireless service provider's voicemail system.
- 3 Follow the voice prompts to set up your voicemail.

Listening to voicemail from the Today screen



When you have unretrieved voicemail messages, a **voicemail**  icon appears at the top of your screen and **Center**  on the 5-way flashes.

- 1 Press **End** .
- 2 Press and hold **1** .
- 3 If necessary, enter your voicemail password.
- 4 Follow the voice prompts to listen to your messages.

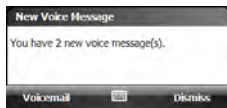
DID YOU KNOW? When the **voicemail** icon appears at the top of the screen, you can tap this icon to retrieve your voicemail.

TIP You can turn off the Center button voicemail notification. Press **Start** and select **Settings**. On the Personal tab, select **Phone**. Select the **Beacon** tab and uncheck the option to illuminate Center when voicemail arrives.

Retrieving messages from a voicemail notification

NOTE Not all service plans support voicemail notification. Check with your wireless service provider for more information.

When you have a new voicemail message, a notification screen appears.




- To hear your message now, press **Voicemail** (left softkey).

- To retrieve your message later, press **Dismiss** (right softkey).

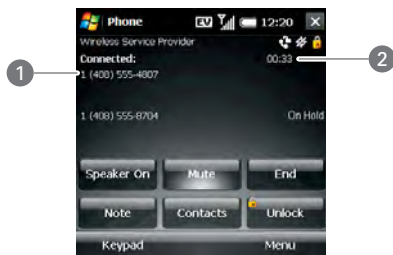
What can I do during a call?

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

When you make or receive a call, info about the call appears on your Phone screen. If you move away from the Phone screen, press **OK**  until you return there.

TIP From the Today screen, you can also return to the Phone screen by pressing **Call Status** (left softkey).


Your phone screen is locked by default during a call, but you can still do any of the following by unlocking the screen or navigating with the 5-way:



- 1 Caller's name and/or number
- 2 Current duration of call

Use the speakerphone: Select **Speaker On**. To turn off the speakerphone, select **Speaker Off**.

Mute the microphone so you can't be heard: Select **Mute**. To unmute the microphone, select **Unmute**.


Jot down a note about your call: Select **Note**. To return to the Phone screen after you have finished writing the note, press **OK** .

TIP When a call lasts longer than 30 seconds, the screen dims. After two minutes, it dims more. Press any key except End to light up the screen.


DID YOU KNOW? You can send and receive text messages during a call. This is a great way to stay connected with colleagues during a long call.

Ending a call



Do one of the following:

- Press **End** .
- Press the headset button (if the headset is attached and has a button on it). Some headsets do not have a button.

Switching applications during a call

Press **Start**  and select the application. This is easiest when using the speakerphone or a headset.

You can open the Contacts application directly from the Phone screen by selecting **Contacts**.

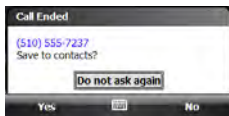
From any application, press **Phone/Send**  to return to your Phone screen. To go to your Today screen, press **Start**  and select **Today**.

You can use many other applications on your smartphone, including the organizer and text message features, while holding a phone conversation. You cannot, however, make some data connections during an active call while connected to an EVDO network. If you're connected to an EVDO network, you cannot browse the web or send and receive email or MMS messages while on a voice call. If you're connected to a CDMA (1X) network, you can perform simultaneous voice and data functions. How can you tell which kind of network you're connected to? See [What are all those icons?](#)

NOTE Some wireless service providers do not support simultaneous voice and data functions over a 1X network. Check with your wireless service provider for information.

Saving phone numbers

After you hang up a call, you can add the number of the person you were talking with to Contacts if it's not already in your list. If an incoming call uses caller ID blocking, you cannot save the number.



1 On the prompt that appears after you hang up the call, press **Yes** (left softkey).

2 Do one of the following:

Create a new contact: Select **<New Contact>**.

Add this number to an existing contact: Select the contact name.

Decline adding the number: Press **Cancel** (right softkey).

TIP You can turn off the Save to Contacts prompt. When the prompt appears, select **Do not ask again**.

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

1 Press **Phone/Send** .

2 Highlight the number you want to save.

3 Press **Menu** (right softkey) and select **Save to Contacts**.

- 4 Do one of the following:



Create a new contact: Select **<New Contact>**.

Add this number to an existing contact: Select the contact name.

Decline adding the number: Press **Cancel** (right softkey).

Making a second call



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

- 1 Place your first call on hold by pressing **Phone/Send** .
- 2 Dial the second number you want to call. Or, if the number appears on the recent calls list, highlight the number.
- 3 Press **Phone/Send** .

Answering a second call (call waiting)

When you're on a call and you receive a second call, the call-waiting notification appears. You can do either of the following:

Send the new call to voicemail: Press **Ignore** (right softkey).

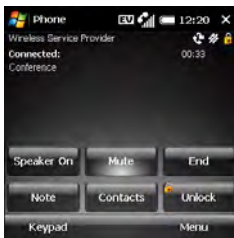
Place the current call on hold and answer the new call: Press **Accept** (left softkey) or press **Phone/Send** . When you have finished your second call, wait for the caller to hang up. If you press **End** , you will end both calls.

Making a conference call

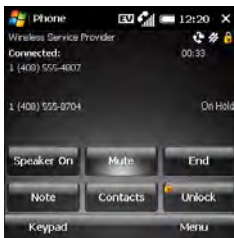
IMPORTANT Not all service plans support the conference call feature. Check with your wireless service provider to confirm that your service plan includes conference calling. Additional charges may apply, and minutes in your mobile account may be deducted for each call. Please contact your wireless service provider for more information.

- 1 Put the first call on hold and make a second call (see [Making a second call](#)).

Working with called numbers



When the second call connects, all three calls are joined into a conference call.



- 2 When you have finished, press **End**  to hang up all calls.
- 2 Highlight the number you want, and do one or more of the following:
 - Save the phone number to a contact:** See [Saving phone numbers](#).

You can redial a number you've recently called (see [Redialing a recently called number](#)). You can also view call details, send a text message to a number, save a number to your contact list, and more.

Working with recently called numbers

- 1 Press **Phone/Send** .

TIP On the recent calls list, outgoing calls are designated by a right-pointing green arrow, and incoming calls are designated by a left-pointing yellow arrow. Missed calls are designated by a red exclamation point.

TIP To filter the displayed information, press **Menu** (right softkey), select **View**, and then select whether you want to view all calls and contacts, all calls only, or speed dials only.

Send a text message to the number:

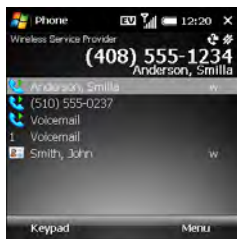
Press **Menu** (right softkey) and select **Send Text Message**. Enter the message text and press **Send** (left softkey).


Create a note containing the phone number:

Press **Menu** (right softkey) and select **Save to Notes**.

View more details about the number:

Select the number to open the call. The first entry shows the duration of your last call with this number. Use the other entries to call the number or to send a text message.




- 3 Highlight a call and press **Center** , then do either of the following:

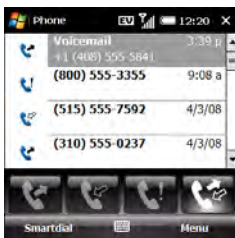
View all calls with this number, including their duration: Press **Menu** (right softkey) and select **View All Calls**. If you select this option, you can delete all calls from this number by pressing **Menu** (right softkey) and selecting **Delete All Calls**.

Delete the call from the recent calls list: Press **Menu** (right softkey) and select **Delete Call**. Select **Yes** to confirm the deletion.

Viewing all your calls

Your Call History list contains the number for all incoming and outgoing calls.

- 1 Press **Phone/Send** .
- 2 Press **Menu** (right softkey) and select **Call History**.



TIP You can also open the Call History list when you are on a call or when the Keypad is displayed.

- 3 To filter the Call History list, select one of the following buttons:



Display outgoing calls.



Display incoming calls.



Display missed calls.



Display all calls.

- 4 Highlight the number you want, and do one or more of the following:

Save the phone number to a contact:
See [Saving phone numbers](#).

View a note associated with the phone number: Press **Menu** (right softkey) and select **View Note**.

Delete the call from the list: Press **Menu** (right softkey) and select **Delete**. Select **Yes** to confirm the deletion.

Send a text message to the number:
Press **Menu** (right softkey) and select **Send Text Message**. Enter the message text and press **Send** (left softkey).


Delete the entire Call History List:
Press **Menu** (right softkey) and select **Delete All Calls**. Select **Yes** to confirm the deletion.

View timers for a recent call: Highlight the call and press **Center**

Assigning a speed dial to a phone number




You can assign a speed dial to any contact phone number. You can assign up to 99 speed dials.

BEFORE YOU BEGIN Before you can assign a speed dial to a contact phone number, you must create some contacts (see [Adding a contact](#)) or import them by synchronizing (see [Synchronizing information](#)).

- 1 From your Today screen, press **Contacts** (left softkey).
- 2 Highlight the contact to whom you want to assign a speed dial, and press **Center** .
- 3 Highlight the phone number to which you want to assign a speed dial.


- 4 Press **Menu** (right softkey) and select **Add to Speed Dial**.



- 5 If you want to change the name for this speed dial, select the **Name** list and enter a new name.
- 6 Select the **Location** list, and then select the speed dial you want to assign to this phone number. Press **Up**  or **Down**  to scroll the list of available speed dials.
- 7 Press **OK** .

DID YOU KNOW? You cannot assign 0 (zero) or 1 as a speed dial. The number 0 is reserved for entering the + symbol in a phone number, and the number 1 is reserved for dialing your voicemail system.

TIP You can also assign a speed dial to a contact from the recent calls list. Press **Phone/Send** to open the list, press **Menu** (right softkey), and select **Speed Dial**. Press **Menu** (right softkey), select **New**, and then select the contact to whom you want to assign a speed dial.

To view a list of all your speed dials, press **Phone/Send** , press **Menu** (right softkey), and select **Speed Dial**.

What are all those icons?

You can monitor the status of several items by looking at the icons at the top of your Today screen or your Phone screen:



You missed an incoming call.



You have a voicemail message.



A new multimedia message is being downloaded to your smartphone.




A multimedia message could not be downloaded.



You have a new multimedia message.



You have a new text message.

NOTE You can turn on a setting to have a notification icon  appear when you have a new email message (see [Selecting Sounds & Notifications](#)).



You have more than one of the conditions listed previously. Tap the icon to view the notifications.



Your phone is on. The bars display the signal strength. The stronger the signal, the more bars that appear. If you are outside a coverage area, no bars appear.



Your phone is off.



A voice call is in progress.



The speakerphone is on.



A call is on hold.



The microphone is muted.



The screen is locked.



You are in a roaming coverage area. Additional fees may apply for calls or data transmission.



Your smartphone's Wi-Fi feature is turned on, but you are not connected to a Wi-Fi network.



Your smartphone is connected to a Wi-Fi network, but you are not actively transmitting data.



Your smartphone is connected to a Wi-Fi network and you are actively transmitting data.



ActiveSync synchronization is in progress.



Your smartphone is connected to a computer or network, or Windows Mobile Device Center synchronization is in progress.



A data connection is not available or your phone is off.



Your smartphone's battery is low.



Your smartphone's battery is being charged.



Your smartphone is connected to a power outlet and the battery is fully charged.

Wireless service provider name

Your phone is on. When you turn off your phone, **Phone Off** appears instead.



A call is in progress and your smartphone is connected to a Bluetooth headset or car kit.



You have a reminder. If the reminder is not displayed on your Today screen, tap the icon to open the reminder.



You have an alert from Microsoft. If the alert is not displayed on your Today screen, tap the icon to open the alert.



Your GPS satellite data has expired.



You are in an area that supports mobile broadband (EVDO) data services. EVDO (Evolution Data Optimized) is a wireless broadband technology that is designed for very high-speed data transfer, with average download speeds of 400 to 600Kbps. It is capable of reaching download speeds up to 3.1Mbps and upload speeds up to 1.8Mbps.



Your phone is on, and a mobile broadband data connection is active. You can still make or answer calls. When you make or answer a call, the data transmission is automatically interrupted.



Your phone is on and is connected to a mobile broadband network, but you are not actively transmitting data. You can still make and answer calls.



You are in an area that supports 1xRTT data services. The 1xRTT (single-carrier [1x] radio transmission technology) wireless technology can provide fast data transfer and Internet access with average speeds of 60 to 80Kbps and bursts up to 144Kbps.



Your phone is on, and an 1xRTT data connection is active. When you make or receive a call, the data transmission is automatically interrupted.



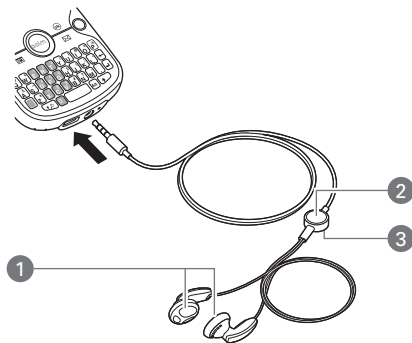
Your phone is on and is connected to a 1xRTT network, but you are not actively transmitting data. You can still make and answer calls.

Using a phone headset

You can connect a phone headset for hands-free operation. You can use either the headset that came with your smartphone or a compatible third-party headset.

IMPORTANT If driving while using a smartphone 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/or 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 do so only if it is legal and you can do so safely.

Using a wired headset



- 1 Speakers
- 2 Microphone
- 3 Headset button

The headset button performs various actions depending on what's happening on the phone. Press the headset button once to perform any of the following tasks:

- Answer an incoming call
- Respond to call waiting

- Hang up a single active call or all calls on a conference call if there is no extracted call
- Swap between calls if there is one active call and one call on hold

NOTE Your smartphone 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 smartphone. If you hear a headset buzz or poor microphone performance, your headset may be incompatible with your smartphone.



Connecting to a Bluetooth® hands-free device

Your smartphone is also compatible with many headsets and car kits (sold separately) enabled with Bluetooth® wireless technology version 2.0 and earlier versions.

For a list of compatible hands-free devices with Bluetooth wireless technology, go to palm.com/treopro.

After you set up a connection with a Bluetooth headset or hands-free car kit, you can communicate with that device whenever it is within range and the Bluetooth feature on your smartphone is turned on. The range varies greatly, depending on environmental factors. The maximum is about 30 feet (10 meters).

DID YOU KNOW? If you have both a compatible Bluetooth headset and a car kit, the one you connected to your smartphone last becomes the active device.

- 1 If necessary, prepare the device with which you want to connect to accept a new connection. Check the device's documentation for details. Be sure to find out if the device has a predefined passkey that you need to enter on your smartphone in step 8.
- 2 On your smartphone, press **Start**  and select **Settings**.
- 3 Select the **Connections** tab, and then select **Bluetooth** .

- 4 Select the **Mode** tab and check the **Turn on Bluetooth** box.
- 6 Wait for your smartphone to search for devices and to display the device list.




- 5 Select the **Devices** tab, and then select **Add new device**.
- 7 Highlight the device with which you want to connect and press **Next** (right softkey). If the device you want does not appear, select **Refresh**.



- 8 If prompted, enter a passkey between 1 and 16 digits long and press **Next** (right softkey). For some headsets, the passkey is entered automatically. If you are not prompted for a passkey, skip to step 10.

IMPORTANT Some hands-free devices have a predefined passkey. If your hands-free device has a predefined passkey, you can find it in the documentation for that device. Other devices provide a screen where you enter

a passkey that you make up. In either case, you must use the same passkey on both your smartphone and your hands-free device. We recommend that you use a passkey of 16 digits, where possible, to improve the security of your smartphone. The longer the passkey, the more difficult it is for the passkey to be deciphered.

- 9 If the passkey is not predefined, enter the same passkey on the other Bluetooth device and press **Finish** (right softkey).
- 10 (Optional) Press **Advanced** (right softkey) and make sure that the **Hands Free** box is checked. Press **Save** (right softkey).
- 11 Press **Done** (left softkey).
- 12 Press **OK** .

You can now communicate with this device whenever it is within range and the Bluetooth feature on your smartphone is turned on. The range varies greatly, depending on environmental factors. The maximum is about 30 feet (10 meters).

Using a Bluetooth hands-free device

To learn how to set up and connect to Bluetooth devices, see [Connecting to a Bluetooth® hands-free device](#).

Here are tips for working with a Bluetooth hands-free device:

- To transfer a call from the handset to a Bluetooth hands-free device during a call, on the Phone screen, press **Menu** (right softkey) and select **Turn Hands-free On**. To transfer the call to the handset, press **Menu** (right softkey) and select **Turn Hands-free Off**.

DID YOU KNOW? If you're using a Bluetooth hands-free device to answer calls and it is connected to and within range, your smartphone automatically routes all calls to the hands-free device instead of to the earpiece on your smartphone. If you answer calls on the smartphone, the call audio goes through the smartphone speakers.

- To transfer a call from a wired headset to a Bluetooth headset or car kit that is within range and with which you've previously set up a partnership (Bluetooth headset or car kit required,

sold separately), unplug the wired headset and press the button on the Bluetooth headset or car kit.



- To find out how to transfer your contacts from your smartphone to your car kit, go to palm.com/treopro.

Customizing phone settings

Selecting ringtones and display notices

You can set various tones for various types of incoming phone calls and notifications.

You can download AAC, MP3, MIDI, AMR, WAV, MPEG4, QCELP, and WMA ringtones directly to your smartphone (see [Downloading files and images from a web page](#)). You can also download ringtones to your computer and then email them to your phone.

- 1 Press **Start**  and select **Settings**.
- 2 On the Personal tab, select **Sounds & Notifications** .
- 3 Select the **Notifications** tab.

- 4 Select the **Event** list, and then select the type of call for which you want to set the ringtone:

Phone: Known Caller: An incoming call from someone in your Contacts list or Speed Dial list.




Phone: Missed call: A call you did not answer.





Phone: Roaming: A call that comes in when you're outside your home mobile network.

Phone: Unknown Caller: An incoming call from someone identified by caller ID who is not in your Contacts list or Speed Dial list.

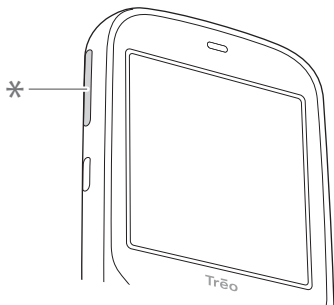
Phone: Voice mail: A new voicemail.

- 5 If you selected Known Caller, Roaming, or Unknown Caller, select the ring type and the ringtone. Select the **Play**  icon to preview the ringtone sound.
- 6 If you selected Missed call or Voice mail, set the following options:
 - Check the **Play Sound** box if you want to have a sound played when the event occurs.
 - If you checked the **Play Sound** box, then select the sound for the selected type of call. You can also check the **Repeat** box to have the sound repeated.

- (Optional) Select the **Play**  icon to preview the sound.
 - Check the **Display message on screen** box to have a message displayed when the event occurs.
- 7 Check the **Vibrate when...** boxes to turn the vibrate feature on or off based on the **Ringer** switch setting.
 - 8 Repeat steps 4 through 7 to select ringtones for other types of calls.
 - 9 Press **OK** .

DID YOU KNOW? You can add, preview, delete, and send sounds on your smartphone. You can also set sounds for messaging notifications and calendar reminders. See [Selecting Sounds & Notifications](#).

Adjusting call and ringer volume




* Volume

Call volume: While a call is in progress, press **Volume** (on the side of your smartphone) to adjust the call volume.

Ringer volume: When a call is not in progress and you are not playing music or a video, press **Volume** to adjust ringer volume.

TIP To turn off the ringer volume and all sounds except call volume completely, slide the ringer switch to **Sound Off**.

Assigning a caller ID ringtone

- 1 On your Today screen, press **Contacts** (left softkey).
- 2 Highlight the contact's name.
- 3 Press **Menu** (right softkey) and select **Edit**.
- 4 Select **Ring tone**.
- 5 Select a tone for this contact entry.
- 6 Press **OK** .


Enabling TTY

You can enable your smartphone for use with a TTY/TDD device. A TTY (also known as a TDD or Text Telephone) is a telecommunications device that enables telephone communication for people who are deaf or hard of hearing, or who have speech or language disabilities.


Your smartphone is compatible with select TTY devices. You can connect a TTY/TDD machine, headset, or hands-free kit to your smartphone through the headset jack while in TTY/TDD mode. Please check with the manufacturer of your TTY device for connectivity information. Be sure that the TTY device supports digital wireless transmission.

NOTE Not all wireless service providers support the TTY feature on your smartphone. Check with your wireless service provider for information.



BEFORE YOU BEGIN Make sure your smartphone is connected to a TTY/TDD device using the headset jack. When you enable TTY, all audio modes are disabled on your smartphone, including holding the smartphone up to your ear and listening.

- 1 Press **Start**  and select **Settings**.
- 2 On the **Personal** tab, select **Phone**.
- 3 Select the **Services** tab and then select **TTY Mode** from the list.
- 4 Select **Get Settings**.



- 5 Select one of the following:
 - **Full mode:** Allows you to type a message, which is read by the TTY device to the other person. The spoken response is then typed to you.
 - **VCO mode:** Voice carryover—allows you to speak to the hearing person you have called and then read the response.
 - **HCO mode:** Hearing carryover—allows you to listen to the speaking person you have called and then type your response.
 - **Off**
- 6 Press **OK** .

Setting your phone to automatically answer calls

- 1 Press **Start**  and select **Settings**.
- 2 On the **Personal** tab, select **Phone** .
- 3 Select the **More** tab.

TIP On the Phone settings screen, press **Down** on the 5-way to move the highlight to the tab area, and then press **Right** until the **More** tab appears.



- 4 Check the **Headset** box and select the number of rings in the **Answer incoming calls without pressing Talk after X rings list**.
- 3 Select the **Advanced** tab and check or uncheck the **Add new phone number to Contacts at end of call box**.



- 5 Press **OK** .

Adding contact numbers from new callers

By default, you are prompted to add contact entries for numbers that are not already in your Contacts list. You can turn this feature on or off.




- 1 Press **Start**  and select **Settings**.
- 2 On the Personal tab, select **Phone** .



- 4 Press **OK** .

Setting options for rejecting a call

By default, when you reject an incoming call, the caller is sent to voicemail. You can change this setting so that, in addition to sending the caller to voicemail, a text message opens. This message contains default text and is addressed to the caller so that you can send the message right away. You can also change the default text of the message.

- 1 Press **Start**  and select **Settings**.
- 2 On the Personal tab, select **Phone** .
- 3 Select the **Advanced** tab.
- 4 To turn on the text message feature, check the **Reject call with text message** box.
- 5 (Optional) To change the content of the message, select the text in the box and enter the text you want.
- 6 Press **OK** .





Synchronizing information

Synchronizing means that information that has been entered or updated in one place—your Treo™ Pro Smartphone by Palm, your computer, or your corporate server—is automatically updated in the other. There's no need to enter information twice. Some types of synchronization can happen on an automated schedule, so you don't even have to think about it.

After you get into the habit of synchronizing regularly, you'll know what a powerful tool synchronization is for transferring, updating, and backing up large amounts of information on your smartphone.

Benefits

- Quickly enter and update information on your computer and your smartphone
- Send photos and videos to your smartphone from your desktop computer
- Protect your information

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Synchronization overview

This chapter discusses using desktop sync software and other methods to synchronize your smartphone and your computer.

When you synchronize, info you enter on your smartphone, your computer, or your corporate server is automatically updated in the other location. There's no need to enter the info twice. This is true whether you sync with your computer using desktop synchronization software (see [Setting up your computer for synchronization](#)) or wirelessly with your company's Exchange server using Microsoft Exchange ActiveSync® desktop software (see [Setting up wireless synchronization](#)).

How do I synchronize?

There are a number of ways to make desktop synchronization occur. You can install desktop sync software on your computer to synchronize in one of several ways, or you may be able to synchronize wirelessly with an Exchange server. You can also maximize your sync options and sync with both an Exchange server and desktop sync software.

Synchronizing with desktop sync software

The sync application on your smartphone is called ActiveSync. The name of the desktop sync software on your computer depends on your computer's operating system.

Windows XP: The desktop sync software is called Active Sync desktop software.

Windows Vista: The desktop sync software is called Windows Mobile Device Center.

You install the software by connecting your smartphone to your computer using the USB cable. You must install this software even if you have already installed a previous version of desktop sync software. See [Installing Desktop Sync Software: Windows XP and Windows Vista](#) for instructions.

After you install desktop sync software, you can synchronize by connecting your smartphone to your computer using any of the following:

USB cable: See [Synchronizing using the USB cable](#).

Bluetooth® wireless technology: See [Synchronizing over a Bluetooth connection](#).

Infrared (IR): See [Synchronizing over an infrared connection](#).

Synchronizing wirelessly with the server

You can set up your smartphone to synchronize email and other information wirelessly with Microsoft Exchange Server 2007 or Exchange Server 2003 using

Microsoft Exchange ActiveSync (see [Setting up wireless synchronization](#)). If you choose this method, synchronization takes place automatically after setup.

NOTE If you decide to sync wirelessly, you don't have to install the desktop sync software, but we strongly recommend that you do. You need the desktop sync software to synchronize pictures, videos, music files, and other info directly with your computer.

What can I synchronize?

If you have Microsoft Office Outlook® 2003 or later installed on your computer, you can synchronize information in these applications:



Contacts



Calendar



E-mail



Tasks

The information in these applications synchronizes with Outlook by default whether you use desktop sync software or wireless synchronization with Microsoft Exchange ActiveSync.

If you set up synchronization with desktop sync software, information in the Favorites application is synchronized by default as well.

DID YOU KNOW? Synchronizing Favorites gives you an easy way to get favorites from the web browser on your computer into the web browser on your smartphone. Just add them to the folder called Mobile Favorites, which shows up in your computer's browser. When you sync, they become available on your smartphone as well. Backup copies of any favorites that you add on the smartphone browser are also stored in the Mobile Favorites folder.

You can remove applications or add others to the list of applications that synchronize. For example, you can change settings to synchronize Word, Excel, PowerPoint, OneNote, and PDF files, as well as pictures, music, videos, and other types of files (see [Changing which applications sync](#)). If you want to synchronize music or other files that appear in the Windows Media Player Mobile library on your smartphone (see [Windows Media Player Mobile](#)), you need Windows Media Player 10 or later on your computer.

TIP If you don't have Windows Media Player installed on your computer, you can download it for free from microsoft.com.

If you want to synchronize with a personal information manager (PIM) other than Microsoft Office Outlook, you must install a third-party solution. Contact the PIM's vendor to learn whether software is available for your smartphone.

This table lists the types of info you can synchronize and the methods to use.

Info type	Method	Where to learn more
Outlook Contacts, Calendar, Tasks	Desktop sync software (sync with computer) <i>or</i> Exchange ActiveSync (direct sync with server)	<u>Setting up your computer for synchronization</u> <i>or</i> <u>Setting up wireless synchronization</u>
Outlook Email	Desktop sync software <i>or</i> Exchange ActiveSync	<u>Setting up your computer for synchronization</u> <i>or</i> <u>Setting up wireless synchronization</u>
Word, Excel, PowerPoint, OneNote, PDF files	Desktop sync software	<u>Setting up your computer for synchronization</u> <u>Synchronizing your Microsoft Office files</u> <u>Changing which applications sync</u>
Music, video, and picture files that are in your Windows Media Player Mobile library	Desktop sync software <i>and</i> Windows Media Player	<u>Setting up your computer for synchronization</u> <u>Changing which applications sync</u> <u>Synchronizing Windows Media Player library files</u>

Info type	Method	Where to learn more
Music, picture, and video files that are not in your Windows Media Player Mobile library	Desktop sync software	Setting up your computer for synchronization Changing which applications sync Synchronizing Windows Media Player library files (Windows Vista)
Outlook Notes	Desktop sync software	Setting up your computer for synchronization Changing which applications sync
Files to be transferred to an expansion card	Desktop sync software	Setting up your computer for synchronization Changing which applications sync

Setting up your computer for synchronization

Before you can synchronize with your computer, you must have the current version of the desktop sync software installed. The sync software you use depends on the type of Windows

operating system you use. Your smartphone will automatically install the appropriate software for your system.

System requirements

Your computer must meet the following minimum system requirements:

- Windows XP Service Pack 2 or Windows Vista (later versions may also be supported)
- 32MB of available memory (RAM)

- 170MB of free hard disk space
- Available USB port
- USB cable (included with your smartphone)
- Adobe Flash Player (required to run the installation program)

TIP If you do not have Adobe Flash Player on your computer, you can download it for free from adobe.com.

Installing Desktop Sync Software: Windows XP and Windows Vista

The first time you connect your smartphone to your computer, your smartphone is in **Setup Mode** and automatically starts the process of setting up your computer to synchronize with your smartphone. If you have a Windows XP computer, the desktop sync software is called ActiveSync desktop software. If you have a Windows Vista computer, the desktop sync software is called Windows Mobile Device Center. On your smartphone, the sync application is called ActiveSync. The smartphone setup program recognizes whether you have a Windows XP or Windows Vista computer

and automatically directs you to install the correct software.

BEFORE YOU BEGIN

- Close any applications that are currently running on your computer, including those running in the background. (Your computer must have all its resources available before you can install the software.)
- Verify that your smartphone is in Setup mode. If it is in Sync mode you need to switch it back to Setup mode (see [Switching between setup mode and sync mode](#)).
- **Windows XP:** If you want to sync pictures, videos, and music from your Windows Media Player Library, you must have Windows Media Player 10 or later installed on your computer before you install ActiveSync desktop software.
- If you plan to sync email, contacts, calendar events, and tasks directly with Microsoft Exchange Server 2007 or 2003 SP2, you need your mail server address and domain name, as well as your Exchange server account username and password.

TIP If you are installing the software on a computer at work, make sure your company allows you to install new software. Contact your company's IT department for help.

- 1 Plug the USB cable into an available USB port on your computer or into a powered USB hub connected to your computer.

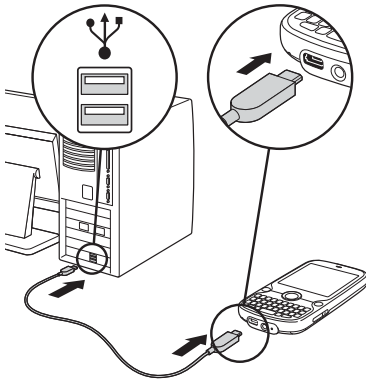
TIP For best performance, plug your USB cable directly into a USB port on your computer. If your computer has USB ports on both the front and back, we suggest using the back port. If you use a USB hub, make sure it's a powered hub.

- 2 Connect the USB cable to your smartphone by inserting it into the microUSB connector on the bottom of the smartphone. Setup starts automatically (this is called "setup mode").

NOTE If the Setup screen does not appear, do the following:

- **Windows XP:** Go to **My Computer** and open the **Treo Setup** icon.

- **Windows Vista:** Go to **Start > Computer** and open the drive named **Treo Setup**. If necessary, double-click **setup.exe**.



- 3 On your computer, select **Install sync software on your PC** and follow the instructions that appear on both your computer and your device.
- 4 After installation completes, the Setup window prompts you to start the sync process. To proceed with syncing and switch your smartphone from Setup to

Sync mode, click **Sync your PC and Treo**. Otherwise, disconnect your smartphone from your computer and sync later by simply reconnecting them.




NOTE During the software installation, you can select an option to synchronize email, contacts, calendar events, and tasks directly with your information stored on a server running Microsoft Exchange Server 2007 or Exchange Server 2003 upgraded to Service Pack 2. If you choose this option, you are prompted to enter your mail server address and domain name and your Exchange server account username and password.

Switching between setup mode and sync mode

The first time you connect your smartphone to your computer, your smartphone is in setup mode and automatically starts the process of setting up your computer to synchronize with your smartphone. When you complete the setup process and perform the first sync, the connection switches from setup mode to sync mode. In sync mode, your smartphone synchronizes with your

computer every time you connect them using the USB cable, provided you have the current version of the desktop sync software installed on your computer.

The connection stays in sync mode unless you manually switch it to setup mode. For example, you may be using sync mode but decide you want to install sync software on another computer, so you need to switch to setup mode. After you finish working in setup mode and initiate a sync, the connection automatically switches back to sync mode.

- 1 On your smartphone, press **Start**  and select **Programs**.
- 2 Select **PC Setup** .
- 3 Select **Set up my PC**.
- 4 Press **OK** .
- 5 Connect your smartphone to your computer to run Setup.

Using the desktop sync software


After you install the desktop sync software, synchronization happens by default anytime you connect your smartphone to your computer, as described in [Synchronizing using the USB cable](#). You

can also open the desktop sync software window on your computer to perform the following tasks:

- Install applications from your computer into your smartphone (see [Installing applications from your computer](#)) or onto an expansion card inserted into the expansion card slot on your smartphone (see [Installing applications onto an expansion card](#)).
- Change which applications synchronize.
- In ActiveSync desktop software on a Windows XP computer, enter the settings to synchronize wirelessly with Microsoft Exchange Server 2003 SP2 or 2007.

DID YOU KNOW? You can also change which applications synchronize (see [Changing which applications sync](#)) and enter settings to synchronize wirelessly (see [Setting up wireless synchronization](#)) in the ActiveSync app on your smartphone. Whether you enter changes on your smartphone or on your computer, the changes are transferred to the other location the next time you synchronize.

To open the desktop sync software, do one of the following:

Windows XP: To open the ActiveSync desktop software window, double-click the **ActiveSync**  icon in the taskbar in the lower-right corner of your computer screen.

TIP If the ActiveSync icon does not appear in the taskbar, click **Start > Programs > Microsoft ActiveSync** to open the ActiveSync window.

TIP You can enter a setting to have the ActiveSync window open automatically when you connect your computer and your smartphone. In the ActiveSync window, select **File > Connection Settings**, and check the **Open ActiveSync when my device connects** box.

Windows Vista: To open Windows Mobile Device Center, click **Start > All Programs > Windows Mobile Device Center**.



Desktop software installation also creates a folder for your device on your computer. When your device is connected to your computer, opening **My Computer** or **Windows Explorer** (Windows XP) or **Computer** (Windows Vista) displays an

icon representing your Treo smartphone. Double-click this icon to display folders containing items you synchronized, such as music files, pictures, and videos.

Synchronizing using the USB cable


After you install the desktop sync software (see [Installing Desktop Sync Software: Windows XP and Windows Vista](#)), every time you connect your smartphone to your computer, the desktop sync software automatically turns on and checks whether changes you made on the computer or on the smartphone need to be synchronized.


Synchronizing


NOTE If you synchronize more than one device with the same computer, each device must have a unique name. To create a custom device name for your smartphone, press **Start**  and select **Settings**. Select the **System** tab, and then select **About** . Select the **Device ID** tab and enter a name and a description.

- 1 Plug the USB cable into an available USB port or into a powered USB hub on your computer.
- 2 Connect the USB cable to your smartphone by inserting it into the microUSB connector on the bottom of the smartphone.



- 3 Check for synchronization progress:
Windows XP: Look for the animated **ActiveSync**  icon at the top of your

smartphone screen and the **ActiveSync**  icon in the taskbar on your computer.

Windows Vista: Look for the animated **connection**  icon at the top of your smartphone screen.

- If you don't see the correct icon, make sure that the desktop sync software that came with your smartphone is running on your computer.
- If you have any problems synchronizing, see [Synchronization](#) for troubleshooting suggestions.

TIP Your smartphone contains Sprite Backup, a backup and restore application that backs up information that is not synchronized with Outlook. This app also preserves your information and settings if your smartphone is ever lost or stolen, and it protects your info during a hard reset. To access this app, press **Start**, select **Programs**, and then select **Sprite Backup**.

Setting up wireless synchronization

Does your company use Microsoft Outlook as its email solution? Does your company also use Microsoft Exchange Server 2003 SP2 or 2007 as its email server? If so, you may be able to wirelessly synchronize the email and other Outlook info on your smartphone and the same info stored on the Exchange server using Microsoft Exchange ActiveSync.



If you are using Exchange Server 2007, or Exchange Server 2003 SP2, you may be able to take advantage of the additional features of Microsoft Direct Push. Microsoft Direct Push is a two-way wireless delivery method that keeps your Outlook information always up-to-date and provides more efficient communication between the server and your smartphone. It includes features like Global Address List, Tasks Over the Air (OTA), and IP-based push updating of Calendar and Messaging.

DID YOU KNOW? Because your desktop copy of Outlook also syncs with the server, whatever is synchronized to the server from your smartphone also shows up in Outlook on your computer; and whatever you enter or change in Outlook on your computer syncs to the server and then shows up on your smartphone.

BEFORE YOU BEGIN To synchronize wirelessly, you need to set up an Exchange server account on your smartphone. Work with your system administrator to gather the following info, and then follow the steps in this section to set up an account.

- Mail server address and domain name.
- The username and password you use to access your corporate mail server.
- Security connection: Does your server use an encrypted (SSL) connection?
- Security measure: Is it OK to store your corporate email password on your smartphone?

TIP If you installed ActiveSync desktop software on a Windows XP computer, you may have already set up your smartphone to synchronize wirelessly with the server. To check, press **Start**, select **Programs**, and then select **ActiveSync**. Press **Menu** (right softkey). If Configure Server appears instead of Add Server Source, wireless sync is already set up, and you can skip this procedure.

- 1 Press **Start**  and select **Programs**.
- 2 Select **ActiveSync** .
- 3 Press **Menu** (right softkey) and select **Add Server Source**.
- 4 Enter the email address you use to access email from your corporate Exchange server. Check the box to have the setup process get your Exchange server settings from the Internet.
- 5 Press **Next** (right softkey).
- 6 Enter the username and password you use to access your corporate mail server, and enter the Exchange server domain.



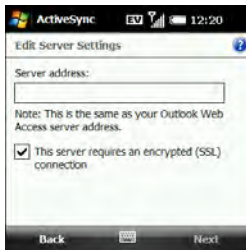
NOTE You can't see your password as you enter it, so be careful. Be sure that Caps Lock and Option Lock are not on unless you need them. For info on how to enter characters, see [Entering lowercase and uppercase letters](#) and [Entering numbers, punctuation, and symbols](#).

TIP The Exchange server settings are case-sensitive. Be sure to enter uppercase and lowercase letters properly.

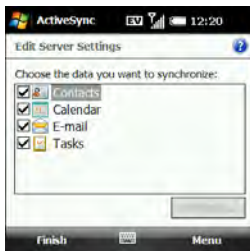
7 Check the **Save password** box.

TIP If you found out from your system administrator that it is not OK to store your corporate email password on your smartphone, don't check the **Save password** box; you must synchronize manually (see [Initiating a wireless sync manually](#)).

- 8 Press **Next** (right softkey).
- 9 If prompted, enter the server address. Check the **This server requires an encrypted (SSL) connection** box if your server uses an encrypted connection.



- 10 Press **Next** (right softkey) and check the boxes for the types of information you want to synchronize with the Exchange server.



- 11 (Optional) Highlight an item and select **Settings** to change the synchronization settings for that type of information. Settings are not available for all items.

TIP To automatically download more of an incoming email message than the default setting, select **E-mail** in step 11 and select a higher number from the **Download size limit** list. If you don't increase this setting, you can manually download the rest of the message at your convenience.

TIP To set the rules for fixing sync conflicts, press **Menu** (right softkey) and select **Advanced**.

- 12 Press **Finish** (left softkey). Synchronization with your Exchange server begins automatically. A status bar appears onscreen indicating sync progress.

You can set a schedule for synchronization to take place anytime info is updated on either your smartphone or the server or at certain intervals (see [Setting the synchronization schedule](#)), or allow synchronization to take place only when you initiate it manually (see [Initiating a wireless sync manually](#)).

Setting the synchronization schedule



You can set a synchronization schedule in either of the following situations:

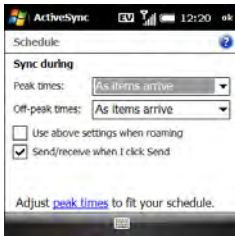
If you use Microsoft Exchange Server 2007, or Exchange Server 2003 SP2: By default, wireless sync takes place anytime info is updated on either your smartphone or the server using Microsoft Direct Push. To save battery life, however, you can set

synchronization to take place at intervals that you specify.

If you use Microsoft Exchange Server 2003 that is not upgraded to Service Pack 2:

By default, wireless sync does not take place automatically. Set a synchronization schedule to have the sync take place either anytime info is updated on your smartphone or the server, or at certain intervals.

- 1 Press **Start**  and select **Programs**.
- 2 Select **ActiveSync** .
- 3 Press **Menu** (right softkey) and select **Schedule**.



- 4 Set any of the following options:
Peak times: Sets the frequency for high-traffic time periods such as when

you are at work or when email volume is high.

Off-peak times: Sets the frequency for low-traffic time periods such as late at night.

Use above settings when roaming:

Sets the frequency while you are roaming outside your wireless service provider's network. You should keep this box checked to ensure that wireless sync works properly.

Send/receive when I click Send: Sets whether items are sent as soon as you select Send in the Messaging application, or whether they are held until the next synchronization.



- 5 Press **OK** .

Initiating a wireless sync manually

If you want to control exactly when a wireless sync takes place, or if it is not OK to store your corporate email password on your smartphone, you can initiate a sync manually.

- 1 To set up manual sync, follow the preceding procedure, [Setting the](#)

synchronization schedule. In the Peak times and Off-peak times lists, select **Manually**.






- 2 To initiate a manual sync, press **Start**  and select **Programs**.
- 3 Select **ActiveSync** .
- 4 Press **Sync** (left softkey).



Other ways to synchronize

Synchronizing over a Bluetooth connection

You can synchronize your computer and smartphone using Bluetooth wireless technology.

BEFORE YOU BEGIN Make sure your computer is equipped with Bluetooth wireless technology. You may need to go to your computer manufacturer's website to download required software. Check the documentation that came with your computer for information.

- 1 Do one of the following:
 - Windows XP:** On your computer, right-click the **ActiveSync**  icon in the taskbar in the lower-right corner of the screen, and select **Connection Settings**.
 - Windows Vista:** Click **Start > All Programs > Windows Mobile Device Center**. Select **Connect without setting up your device** (if necessary), and then select **Connection settings**.
- 2 Check the **Allow connections for one of the following** box and select **Bluetooth**.
- 3 On your smartphone, press **Start**  and select **Settings**.
- 4 Select the **Connections** tab, and then select **Bluetooth** .
- 5 Select the **Mode** tab and check the **Turn on Bluetooth** box.
- 6 Press **Start**  and select **Programs**.
- 7 Select **ActiveSync** .
- 8 Press **Menu** (right softkey) and select **Connect via Bluetooth**.

- 9 If this is the first time you're making a Bluetooth connection to this computer, follow the onscreen prompts to set up a Bluetooth partnership with this computer. See [Connecting to devices with Bluetooth® wireless technology](#) for more information on partnerships.
 - 10 Select **Sync**.
 - 11 When synchronization has finished, press **Menu** (right softkey) and select **Disconnect Bluetooth**.
- 1 Set up your computer to receive infrared beams. See ActiveSync Help on your computer for details.
 - 2 Point the IR port on your smartphone directly at your computer's IR port.
 - 3 On your smartphone, press **Start**  and select **Programs**.
 - 4 Select **ActiveSync** .
 - 5 Press **Menu** (right softkey) and select **Connect via IR**.
 - 6 Select **Sync**.

Synchronizing over an infrared connection

If your computer has an IR (infrared) port, you can synchronize with your computer wirelessly using the IR port on your smartphone.

BEFORE YOU BEGIN

- Make sure your computer is equipped with an IR port.
- Turn on the feature to receive beamed information on your smartphone (see [Turning on the option to receive beamed information](#)).

Synchronizing with multiple computers

You can set up your smartphone to synchronize with up to two computers as well as with Exchange Server 2003 SP2 or 2007. When synchronizing with multiple computers, the items that you synchronize appear on all the computers.

For example, if you set up to sync your smartphone with two computers named C1 and C2, when you sync Contacts and Calendar on your smartphone with both computers, you get the following results:



- The contacts and calendar appointments that were on C1 are now also on C2.

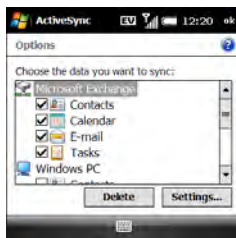
- The contacts and calendar appointments that were on C2 are now also on C1.
- The contacts and calendar appointments from both computers are on your smartphone.

NOTE Microsoft Office Outlook® email can synchronize with only one computer.

Changing which applications sync

You must select sync options if you want to synchronize notes, pictures, and other types of files.

- 1 Press **Start**  and select **Programs**.
- 2 Select **ActiveSync** .
- 3 Press **Menu** (right softkey) and select **Options**.



- 4 Do any of the following:
 - Check the box next to any items you want to synchronize. If you cannot check a box, you might have to uncheck a box for the same information type elsewhere in the list.
 - Uncheck the box next to any items you want to stop synchronizing.

TIP To end the sync relationship between your smartphone and a computer so that items are no longer synchronized with that computer, select the computer name on the ActiveSync screen on your smartphone, and then select **Delete**.

- Highlight an item and select **Settings** to customize the settings for that item. Settings are not available for all items.



NOTE If you cannot check or uncheck a box because it is disabled, try doing so from ActiveSync or Windows Mobile Device Center on your computer.

For detailed information on synchronizing Word documents, Excel spreadsheets, and PowerPoint presentations, see [Synchronizing your Microsoft Office files](#).

For detailed information on synchronizing pictures, videos, and music files, see [Synchronizing your pictures, videos, and music](#). For information on changing email sync options, see [Changing email download settings: Outlook email accounts](#).

Stopping synchronization

If you ever need to manually stop a synchronization that's in progress, follow these steps:

- 1 Press **Start**  and select **Programs**.
- 2 Select **ActiveSync** .
- 3 Press **Stop** (left softkey).



Your email

You already know how efficient email is for staying in touch. Now your Treo™ Pro Smartphone by Palm brings you a new level of convenience: email on the go. Enjoy the ease and speed of communicating with friends, family, and colleagues anywhere you can access your wireless service provider's data network.

You can send photos to your friends and family, or create Microsoft Word or Excel files and send them to your colleagues. You can also receive attachments to view and edit at your convenience.

Benefits

- Receive photos, sound files, Word and Excel files, and more
- Attach and send files of almost any type
- Save messages from your computer to view at a convenient time

In this chapter

Setting up email	101
Sending and receiving messages	110
Working with email messages	115
Customizing your email settings	121
Working with meeting invitations	129
Sending email messages from within another application.	130

Setting up email

BEFORE YOU BEGIN

- Before you use your smartphone to send or receive messages, consult your wireless service provider for pricing and availability of email services and data rate plans.
- Make sure your phone is on and you're inside a coverage area before you send or receive messages.
- If you want delivery of Microsoft Office Outlook® email using Microsoft Direct Push, make sure that your IT

organization uses Exchange Server 2007, or Exchange Server 2003 SP2.

Entering settings for an email account

You can use the Messaging application on your smartphone to access the many kinds of email you may use: corporate, ISP, and web-based (like Gmail and Yahoo! Mail). Before you can send and receive email on your smartphone, you need to decide which type of email account you want to access. The setup process is different for each email account type, so it is very important that you select the correct type to send and receive email.

Email account type	Type of email you can access	How to set up
POP/IMAP	You can obtain email from an ISP or Internet email account such as AOL, or from a small business or corporate Internet email account.	See Setting up a POP/IMAP account in the Messaging application: Common email providers or Setting up a POP/IMAP account in the Inbox application: Other email providers .

Email account type	Type of email you can access	How to set up
Microsoft Exchange Server	You can retrieve corporate email using a Microsoft Exchange server. You can access email wirelessly if your company is using Microsoft Exchange ActiveSync®.	See Setting up wireless synchronization . You may need to check with your IT organization to ensure that Exchange ActiveSync® is supported and to obtain the configuration settings.
Hotmail	You can use Windows Live to access mail from your web-based Hotmail account. NOTE Windows Live is not supported by all wireless service providers.	See Using Windows Live™ .
Free web-based email	You can access mail from Yahoo! and other free web-based systems.	Access the email website directly, using your smartphone's web browser.


DID YOU KNOW? Some web-based email providers such as Yahoo! and Gmail allow you to configure your email account so that you can access it from the Messaging application on your smartphone instead of from your web browser. Check the provider's website for information.

Setting up a POP/IMAP account in the Messaging application: Common email providers

Follow this procedure if you have a common email provider, for example, AOL, EarthLink, or Yahoo!. If you are setting up the Messaging application to work with your corporate email account or you have a

less common email provider, see [Setting up a POP/IMAP account in the Inbox application: Other email providers.](#)

BEFORE YOU BEGIN Ask your email provider or system administrator for your account username and password if you don't know them.

- 1 Press **Messaging** .
- 2 Select **Setup E-mail**.
- 3 Enter the email address that you want to set up, and enter your password for this account.



- 4 If you want your password entered automatically, check the **Save password** box. If you want to enter your password each time you access this account, do not check this box.

DID YOU KNOW? Checking the **Save password** box makes it easier to check your email, because you don't have to enter your password each time. Leaving the box unchecked keeps your email more secure, because no one can download messages without entering your password.

- 5 Press **Next** (right softkey).
- 6 If the setup process finds your account settings, press **Next** (right softkey).
If a screen appears displaying an option to try to get email settings automatically from the Internet, see [Setting up a POP/IMAP account in the Inbox application: Other email providers](#) and continue with step 5 of that procedure.
- 7 Enter your name and, if you want, change your account display name to something meaningful. For example, if this is your work email account, you can change the display name to “Work” or your company's name.



- 8 Press **Next** (right softkey).
- 9 (Optional) Select either of the following:



Automatic Send/Receive: Set the time interval for automatically sending and receiving email, from every 5 minutes to once a day. If you do not want to automatically download messages, select **Manually**.

TIP To maximize battery life and minimize data charges, set a less frequent interval for sending and receiving email.

Review all download settings: Select this option to change download settings. See [Changing email download settings: Other email accounts](#) for information.


- 10 Press **Finish** (right softkey). If prompted, select **OK** to download messages for this account now.

Setting up a POP/IMAP account in the Inbox application: Other email providers

You can set up an account in the Messaging application to send and receive email messages using an email account that you have with an Internet service provider (ISP), an email account that you access using a VPN server connection (such as a work account; see [Connecting to a VPN](#)), or any other IMAP or POP email account.

BEFORE YOU BEGIN Work with your email provider or system administrator to gather the following info:

- Account type (POP3 or IMAP).
- Mail server name for receiving mail.
- Your username and password.
- Any special security requirements.
- Password security: Find out whether it's OK to store your corporate email password on your smartphone.
- Mail server name for sending mail.

- 1 Press **Messaging** .
- 2 Select **Setup E-mail**.
- 3 Enter the email address that you want to set up, and enter your password for this account.



- 4 If you want your password entered automatically, check the **Save password** box. If you want to enter your password each time you access this account, do not check this box.

DID YOU KNOW? Checking the **Save password** box makes it easier to check your email, because you don't have to enter your password each time. Leaving the box unchecked keeps your email more secure, because no one can download messages without entering your password.

- 5 If a screen appears with a message notifying you that the setup process has found your account settings, go to [Setting up a POP/IMAP account in the Messaging application: Common email providers](#) and continue with step 6 of that procedure.

If the following screen appears, check the box if you want the setup process to try to get your account settings from the Internet.



- 6 Press **Next** (right softkey).
- 7 If you did not check the box in step 5 or the setup process does not find account settings, press **Next** (right softkey).
- 8 If prompted, select one of the following as your email provider:



Internet e-mail: Select this option if you access email from any type of email account except a corporate account that uses an Exchange server.

Exchange server: Select this option if you access email from a corporate email account using an Exchange server.

Custom domain: Select this option if the part of your email address after the @ symbol is not the same as your email provider name. For example, select this option if your email address is user@mycompany.com but your actual email provider is live.com. If you select this option, press **Next** (right softkey) and enter your actual email provider domain name.

- 9 Press **Next** (right softkey).
- 10 Enter your name and, if you want, change your account display name to something meaningful. For example, if this is your work email account, you can change the display name to “Work” or your company’s name.



- 11 Press **Next** (right softkey).
- 12 Enter the name of the incoming mail server.



- 13 Select the **Account type** list, and then select **POP3** or **IMAP4**.
- 14 Press **Next** (right softkey).

- 15 Enter your account username and password.
- 16 If you want your password entered automatically, check the **Save password** box. If you want to enter your password each time you access this account, do not check this box.

DID YOU KNOW? Checking the **Save password** box makes it easier to check your email, because you don't have to enter your password each time. Leaving the box unchecked keeps your email more secure, because no one can download messages without entering your password.

TIP If you found out from your system administrator that it is not OK to store your corporate email password on your smartphone, don't check the **Save password** box.

- 17 Press **Next** (right softkey).
- 18 Enter the name of the outgoing (SMTP) mail server, set whether the server requires authentication, and set whether the server requires you to use your account and password to send email.



- 19** Select **Advanced Server Settings**, set SSL requirements for incoming and outgoing email, and select the type of connection to use for sending and receiving email.



- 20** Press **Done** (left softkey). On the outgoing mail server screen, press **Next** (right softkey).

- 21** (Optional) Select either of the following:



Automatic Send/Receive: Set the time interval for automatically sending and receiving email, from every 5 minutes to once a day. If you do not want to automatically download messages, select **Manually**.

TIP To maximize battery life and minimize data charges, set a less frequent interval for sending and receiving email.


Review all download settings: Select this option to change download settings; see [Changing email download settings: Other email accounts](#) for information.

22 Press **Finish** (right softkey). If prompted, select **OK** to download messages for this account now.


DID YOU KNOW? On the Accounts tab in Messaging Options, an asterisk appears next to the account you most recently accessed.

Editing and deleting accounts

NOTE To delete a Microsoft Exchange email account, use the ActiveSync/Windows Mobile Device Center application on your computer, not the Messaging application (see [Deleting a Microsoft Exchange Server account](#)). To delete a Hotmail account you set up using Windows Live, use the Windows Live application.

- 1 Press **Messaging** .
- 2 Do one of the following:

To delete an account: Highlight the account you want, press **Menu** (right softkey), and then select **Delete**.

To edit an account: Press **Menu** (right softkey), and then select **Options**. Select the account you want to edit and press **Center** . Go through the screens to change the settings you want to edit.

Deleting a Microsoft Exchange Server account

BEFORE YOU BEGIN Be sure that your smartphone is already set up to sync with your PC (see [Setting up your computer for synchronization](#)). If you have not finished the sync setup process, you must do so before continuing.

- 1 Connect your smartphone to your computer with the USB cable. (ActiveSync starts automatically.)
- 2 On your computer, open the appropriate synchronization software.

Microsoft Windows XP: ActiveSync

Microsoft Windows Vista: Windows Mobile Device Center

- 3 Open the settings panel for the Microsoft Exchange account.

ActiveSync: In the **Information Type** section of the window, right-click **Microsoft Exchange** and select **Settings**. (If you do not see the Information Type section, click **Show Details**.)

Windows Mobile Device Center:

Open **Mobile Device Settings** and click **More**.

TIP If synchronization is in progress, the **Settings** menu item is inactive. Wait until synchronization finishes, or click **Stop** in the ActiveSync window to end it.

- 4 Delete the account.

ActiveSync: Click **Delete Server** to remove the account settings from your smartphone, and then click **OK**.

Windows Mobile Device Center: Click **End Exchange Server Partnership**, and then click **Yes** to delete the account settings from your smartphone.

Sending and receiving messages


Selecting which email account to use

If you set up more than one email account on your smartphone (see [Setting up email](#)), you can select the account you want to use to view or send messages in one of two ways:

- By default, when you open the Messaging application, a list of all of your email accounts appears. Select the account you want.
- If you turn off the option to display the list of accounts (see [Customizing your email settings](#)), when you open the Inbox application, the last account you were using is displayed. Press **Right** ► or **Left** ◀ to cycle through your accounts until the name of the account you want appears in the title bar.



TIP Also press **Right** or **Left** to switch to a different account after you have finished working in the first account you selected.

Creating and sending an email message


- 1 Press **Messaging** .
- 2 Select the account you want to use to send a message.
- 3 Press **Menu** (right softkey) and select **New**.
- 4 Enter the recipient's email address:



- Enter the first letters of the recipient's first or last name, the first and last initials separated by a space, or the email address. If a match is found in your Contacts list, select the name.
- If the recipient's name is in an online address book, you can find the name and add it. See [Using an online address book](#).



- If the recipient's name and mobile number are not in your Contacts list, enter the full mobile number or email address.
- Separate addresses with a semicolon (;). Enter a semicolon by pressing **Option**  + **K**.
- Need to enter an underscore? Press **Alt**  and select the character. It's the third character in the list.

TIP To display the Cc and Bcc address fields, navigate to the To field and press **Up** on the 5-way.

- 5 To confirm that the addresses you entered are valid, press **Menu** (right softkey) and select **Check Names**. An alert appears if any names or addresses you've entered are not valid.
- 6 Select **Subject** and enter a title for the message.
- 7 Press **Down**  to go to the body of the message. Enter your message, or press **Menu** (right softkey) and select **My Text**. Select the phrase you want. To add a new My Text phrase, select **Edit My Text Messages** in the list.

- 8 (Optional) To attach an item to the message, press **Menu** (right softkey) and select **Insert**. Select the type of item you want to attach, and then select the file or record a voice note.

TIP You can send an email message with a file attached from directly within other applications on your smartphone; see [Sending email messages from within another application](#).

- 9 (Optional) Press **Menu** (right softkey) and do one or both of the following:
- Select **Spell Check**. When the spell check is complete, press **OK** .
 - Select **Message Options**. Select the **Priority** list, select a priority setting for the message, and press **OK** .

TIP You can use the Message Options screen to select a language for the message. For certain types of email accounts, you can also set a security level and a permission level.

- 10 Press **Send** (left softkey).

TIP Press **Menu** (right softkey) and select **Save to Drafts** if you need to finish composing your message later.

TIP To save memory on your smartphone, turn off the option to save sent messages in the Saved folder. In the Inbox, press **Menu** (right softkey) and select **Tools > Options**. Select the **Message** tab and uncheck the **Keep copies of sent items in Sent folder** box.

Receiving email messages

How you receive email messages depends on the type of account you are using and how you synchronize:

- If you synchronize wirelessly with your Exchange server using Microsoft Exchange ActiveSync, new email messages are sent to your smartphone when they appear on the server, according to the schedule you set up (see [Setting the synchronization schedule](#)), or when you manually initiate a sync (see [Initiating a wireless sync manually](#)).

TIP If you sync email with Microsoft Exchange Server 2003 SP2 or 2007, you can synchronize messages in subfolders you create. In the Inbox, press **Menu** (right softkey) and select **Tools > Manage Folders**. Folders containing subfolders display a +. Select the + to view the subfolders. Check the box to the left of any subfolder you want to sync.


TIP If you synchronize email with Microsoft Exchange Server 2007, and you receive a message containing a link to a document on SharePoint or an internal file server, you can view the document by selecting the link.

- If you use desktop sync software to synchronize your smartphone with your computer, messages in Outlook on your computer are transferred to your smartphone when you connect your computer and your smartphone (see [Synchronizing using the USB cable](#)).
- For all other types of accounts, including ISP accounts and accounts you access using a VPN server

connection (typically a work account; see [Connecting to a VPN](#)), message retrieval depends on the option you chose from the Automatic Send/Receive list during account setup (see [Setting up a POP/IMAP account in the Messaging application: Common email providers](#) or [Setting up a POP/IMAP account in the Inbox application: Other email providers](#)), as follows:

If you chose a time interval: Your smartphone automatically checks for and downloads new messages according to that interval.



If you chose Manually: Follow these steps to send and receive messages:

- 1 Press **Messaging** .
- 2 Select the account for which you want to send and receive messages.
- 3 Press **Menu** (right softkey) and select **Send/Receive** to synchronize your smartphone with your email server.

TIP Partially downloaded messages appear in the message list with a partial envelope icon to the left of the subject. To view the full message, either press **Menu** (right softkey) and select **Download Message**, or open the message and select **Get the rest of this message**. The full message is downloaded the next time you manually or automatically retrieve messages.

DID YOU KNOW? You can view messages sent as HTML with the HTML formatting intact.

Opening attachments

Unread messages containing attachments display this icon  for partially downloaded messages and this icon  for fully downloaded messages. To open an attachment, do one of the following:



For fully downloaded messages: Open the message and select the attachment name.

For partially downloaded messages: Open the message and select **Get the rest of this message**. After the message has been downloaded, select the attachment name to open it.

DID YOU KNOW? You can receive and open attachments in a number of different formats, including PDF. PDF file attachments open in Adobe Reader LE on your smartphone (see [Adobe® Reader® LE](#)).

TIP To store attachments on an expansion card, insert the card into your smartphone's expansion card slot, press **Menu** (right softkey) and select **Tools > Options**. Select **Storage** and check the **When available, use this storage card to store attachments** box.

If you are synchronizing with Outlook on your computer and want to download attachments automatically, do the following:

- 1 Press **Start**  and select **Programs**.
- 2 Select **ActiveSync** .
- 3 Press **Menu** (right softkey) and select **Options**.
- 4 Select **E-mail**, and then select **Settings**.
- 5 Check the **Include file attachments** box.
- 6 (Optional) To automatically download attachments up to a certain size only,

check the **Only if smaller than** box and enter the maximum attachment size.

7 Press **OK** .

To automatically download attachments from an IMAP4 email account (typically an ISP account) or an account that you access using a VPN server connection (typically a work account; see [Connecting to a VPN](#)), do the following:

1 Press **Messaging** .

2 Do one of the following:

If the account list is displayed: Press **Menu** (right softkey) and select **Options**.

If the message list for a specific account is displayed: Press **Menu** (right softkey) and select **Tools** > **Options**.

3 On the Accounts tab, select the IMAP4 account name.

4 Select **Download Size Settings**.

5 Select the **Message download limit** list and select **Entire message**.

6 Select the **Download attachments** list and then select either **All attachments** or one of the size limit options.

7 Press **Done** (left softkey) twice, and then press **OK**.

DID YOU KNOW? Embedded images and objects cannot be received as attachments unless you have an IMAP4 email account with TNEF disabled. Note that TNEF must be enabled to receive meeting requests.

Working with email messages

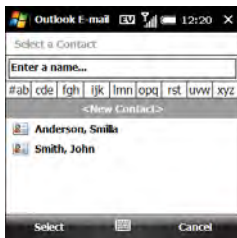
Adding a contact from an email message

You can add a contact name or email address to your Contacts list directly from the To, cc, or bcc field of an email message. You can select the name or address from either an outgoing or an incoming message, and you can either create a new contact or add the information to an existing contact.

1 In an open message, press **Down** ▼ to highlight the name or address of the contact you want to add.

2 Press **Center** ○.

- 3 Press **Save** (left softkey).
- 4 Highlight **<New Contact>** and press **Select** (left softkey) to create a new contact entry for this name or address, or select an existing contact and press **Select** (left softkey) to add the name or address to that entry.



- 5 If you are creating a new contact, select the contact type and press **Select** (left softkey).
- 6 Enter or edit the contact information.
- 7 Press **Save** (left softkey).

Adding an online address book

Many email servers, including servers running Microsoft Exchange Server, can verify names with an online address book,

also called a directory service or a Global Address List (GAL). After you create and enable an email account, the Messaging application checks your contacts list and then the directory service to verify names that you enter in the To, cc, and bcc fields.

BEFORE YOU BEGIN Do the following:

- Ask your system administrator for the name of the directory service and the server, and whether authentication is required for accessing an online address book.
- If your company is using Exchange Server 2007 or Exchange Server 2003 upgraded to Service Pack 2, you must first synchronize with the Exchange server to enable the GAL to find a contact.

1 Press **Messaging** .

2 Do one of the following:

If the account list is displayed: Press **Menu** (right softkey) and select **Options**.

If the message list for a specific account is displayed: Press **Menu** (right softkey) and select **Tools** > **Options**.

- 3 Select the **Address** tab.
- 4 Select the address book you want to check for email addresses, and then select **Add**.
- 5 Enter the name of the directory service.
- 6 Enter the server name.
- 7 If your server requires authentication, check the box and enter your username and password.
- 8 (Optional) Check the **Check name against this server** box to enable this directory service.
- 9 Select **OK**.

TIP To delete a directory service, highlight it, press and hold **Center** on the 5-way, and then select **Delete**.

Using an online address book

You can access contact information, such as an email address or phone number, from your organization's online address book or GAL. To access a GAL, make sure you are accessing either Exchange Server 2007 or Exchange Server 2003 upgraded to Service

Pack 2. This feature is useful only if you know the exact name as it appears in the directory.

DID YOU KNOW? You can use the Global Address List to find a contact. In Contacts, press **Menu** (right softkey) and select **Company Directory**. When sending a meeting request, select **Attendees**, press **Menu** (right softkey), and select **Company Directory**.


BEFORE YOU BEGIN Add access to an online address book to your smartphone (see [Adding an online address book](#)).

- 1 In a new message, select the **To** field.
- 2 Press **Menu** (right softkey) and select **Add Recipient**.
- 3 Press **Menu** (right softkey) and select **Company Directory**.
- 4 Enter the contact name as it appears in the directory and press **Search** (left softkey). You must spell the contact name correctly.

TIP When you sync with Outlook on your computer, disable your online address books to avoid errors. Press **Menu** (right softkey) and select **Tools > Options**. Select **Address**, select each online address book, and uncheck the **Check name against this server** box. Be sure to turn this option back on if you synchronize other email accounts.

Finding messages

You can find messages containing a specific word or phrase. The find feature searches names, email addresses, and subject lines.

- 1 Press **Messaging** .
- 2 Select the account containing the message you want to find.
- 3 Begin typing the word or phrase you want to find. This can appear in any of the address fields or the subject field. The list display changes to show only those messages containing the letters you have entered.
- 4 Continue entering letters to narrow the display until the message you want appears.

- 5 Select the message to open it.

DID YOU KNOW? If you synchronize with Microsoft Outlook 2007, you can also find messages stored on your mail server.

Replying to a message

- 1 Open the message to which you want to reply.
- 2 Press **Reply** (left softkey).
- 3 Enter any text you want to add.
- 4 (Optional) Select **Edit sender's message** to edit the original sender's message text that you include in your reply.
- 5 Press **Send** (left softkey).

DID YOU KNOW? If you reply to a message sent as HTML, the reply is sent in HTML also.

TIP To reply to both the sender and all other addressees, open the message, press **Menu** (right softkey), and select **Reply > Reply All**.

Forwarding a message

- 1 Open the message you want to forward.
- 2 Press **Menu** (right softkey) and select **Reply > Forward**.
- 3 Address the message and enter any text you want to add.
- 4 (Optional) Select **Edit sender's message** to edit the original sender's message text that you include in your reply.
- 5 Press **Send** (left softkey).

Deleting messages

You can delete a message you are reading, or you can delete one or more messages from the message list.

To delete a message you are reading:

- Press **Menu** (right softkey) and select **Delete**.

To delete messages from the message list:

- 1 Highlight the message(s) you want to delete. To highlight multiple consecutive messages, tap and drag the stylus across the messages in the list.
- 2 Press **Delete** (left softkey).
- 3 Select **Yes** to confirm the deletion.

To delete all messages at once:

- 1 Press **Menu** (left softkey) and select **Tools > Clear "[account name]."**
- 2 Select **Yes** to confirm the deletion.

Messages you delete are moved to the Deleted Items folder. To remove these items from your smartphone completely, press **Menu** (right softkey) and select **Tools > Empty Deleted Items**.

Sorting your messages

You can sort the messages in any folder.

- 1 Go to the Inbox or other folder you want to sort.
- 2 Press **Menu** (right softkey) and select **Tools > Sort By**.

- 3** Select **Message Type, From** (sender), **Received** (date received), or **Subject**.

Using email shortcuts

You can perform common email tasks by pressing and holding certain keys on the keyboard. Highlight or open the message you want, and then press and hold any of the following:


Press and hold...	To...
H	View all email shortcuts
A	Reply to the sender of a message and all other addressees
R	Reply to the sender only
K	Mark a message read or unread
F	Flag a message for follow-up
M	Move a message between folders
O	Forward a message
D	Delete a message

Press and hold...	To...
L	Fully download a partially downloaded message
S	Synchronize your smartphone with the server to get and send new messages

Adding a signature to your outgoing messages

You can use a different signature with each email account.

DID YOU KNOW? The default signature text for all accounts is "Sent from my Treo Pro."

- 1 Press **Messaging** .
- 2 Do one of the following:


If the account list is displayed: Press **Menu** (right softkey) and select **Options**.

If the message list for a specific account is displayed: Press **Menu** (right softkey) and select **Tools > Options**.

- 3 On the Accounts tab, select **Signatures**.
- 4 Select the account for which you want to create a signature.




- 5 Check the **Use signature with this account** box to add this signature to new messages you create with this account.
- 6 (Optional) Check the **Use when replying and forwarding** box to add this signature to messages you reply to or forward with this account.

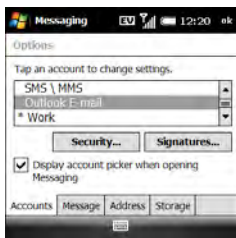
- 7 Highlight the text in the box at the bottom of the screen, and enter the signature text you want to use.
- 8 Press **OK** .

Customizing your email settings

When you customize settings for an email account, the options you choose apply to that account only.

- 1 Press **Messaging** .
- 2 Do one of the following:
 - If the account list is displayed:** Press **Menu** (right softkey) and select **Options**.
 - If the message list for a specific account is displayed:** Press **Menu** (right softkey) and select **Tools > Options**.

- 3 On the Accounts tab, highlight the account you want and set either of the following options:

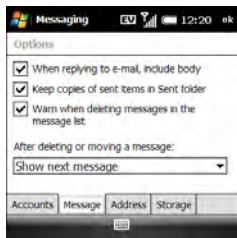


Security: Set whether you receive a warning message before you open a URL or file link that is not on your smartphone.

Display account picker when opening Messaging: Set whether a list of your email accounts appears when you open the Messaging application, allowing you to select the one you want to use. If the box is unchecked, the Messaging application opens to the last account you used.

TIP If the **Display account picker when opening Messaging** box is unchecked, repeatedly press **Right** or **Left** on the 5-way after you open the Messaging application to cycle through your accounts.

- 4 Select the **Message** tab and set any of the following options:



When replying to e-mail, include body: Set whether the body of a message you received appears in your response to that message.

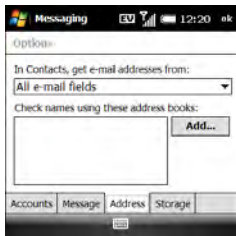
Keep copies of sent items in Sent folder: Set whether messages you send are stored in the Sent folder.

Warn when deleting messages in the message list: Set whether a confirmation message appears when you delete one or more messages from the message list.

After deleting or moving a message: Set what you want to see after you delete or move an email message you are reading: the account Inbox or the next message.

- 5 Select the **Address** tab and set any of the following options:

In Contacts, get e-mail addresses from: Set whether you want to check Contacts in addition to any directory services for email addresses.



Check names using these address books: Set which directory services you want to check for email addresses.

Add: Enables you to add directory services to the list of online address books.

- 6 Select the **Storage** tab and set either of the following options:



When available, use this storage card to store attachments: Set whether you want to automatically store email attachments on an expansion card (sold separately). You must have a card inserted into your smartphone's expansion card slot to select this option.

Empty deleted items: Select **Immediately** to have the Deleted folder emptied anytime you delete a message. Select **On connect/disconnect** to have the folder deleted anytime you open or quit the Messaging application. Select **Manually** to manually empty the Deleted folder.

TIP If you choose to manually empty the Deleted folder, you delete messages from this folder in the same way that you delete any other messages (see [Deleting messages](#)).

7 Press **OK** .

Changing email download settings: Outlook email accounts

You can customize the download options for an Outlook email account you synchronize with your computer or with an Exchange server.

NOTE To change options for other types of email accounts, see [Changing email download settings: Other email accounts](#).

1 Press **Messaging** .

2 Do one of the following:

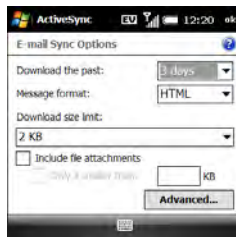
If the account list is displayed: Press **Menu** (right softkey) and select **Options**.

If the message list for a specific account is displayed: Press **Menu** (right softkey) and select **Tools > Options**.

3 Select your Outlook email account.

TIP If you select the account name and nothing happens, the Messaging application is currently synchronizing messages for that account. Wait until synchronization stops, and select the name again.

4 Select any of the following options:



Download the past: Sets the number of days' worth of email to be retrieved for each automatic or manual sync.

Message format: Sets the format for sending and receiving messages. If you select HTML, messages sent to you as HTML are received with their formatting intact. If you select Plain Text, all messages are received as plain text.

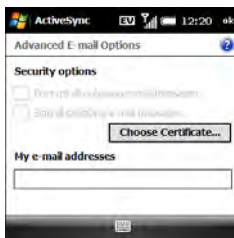
Download size limit: Sets the size of an incoming message that is automatically downloaded. For any message that exceeds this size, you must manually download the rest of the message. Selecting a higher limit means that more of your messages are fully downloaded, but message retrieval might take longer. You can also choose to download message headers only, regardless of size.

Include file attachments: Sets whether to download attached files with a message.

Only if smaller than: Sets the maximum size of attachments that can be downloaded. If an attachment

exceeds the maximum size, you must download it manually (see [Opening attachments](#)).

- 5 (Optional) Select **Advanced**, and then select any of the following options:



Encrypt all outgoing e-mail

messages: Sets whether outgoing messages should be encrypted for extra security. Encryption helps prevent eavesdropping, which occurs when a hacker intercepts and reads your email messages.

Sign all outgoing e-mail messages:

Sets whether messages should be given a digital signature as an extra security measure. A signature helps prevent impersonation and tampering.

Choose Certificate: Sets the certificate to use as a digital signature.


My e-mail addresses: Sets the addresses to which the security measures should be applied.

- 6 Press **OK** .

Changing email download settings: Other email accounts


You can customize the download options for each email account that you have with an Internet service provider (ISP) or that you access using a VPN server connection (typically a work account).

NOTE To change options for a Microsoft Office Outlook E-mail account, see [Changing email download settings: Outlook email accounts](#).

- 1 Press **Messaging** .
- 2 Do one of the following:

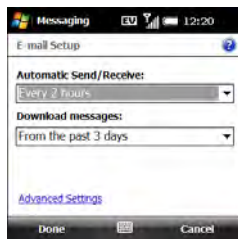
If the account list is displayed: Press **Menu** (right softkey) and select **Options**.

If the message list for a specific account is displayed: Press **Menu** (right softkey) and select **Tools > Options**.

- 3 Select the email account you want, and press **Center** .

TIP If you select the account name and nothing happens, the Messaging application is currently synchronizing messages for that account. Wait until synchronization stops, and select the name again.

- 4 Select **Send/Receive Schedule**.



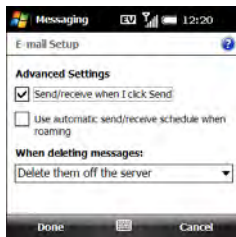
- 5 Select either of the following:
Automatic Send/Receive: Sets the time interval for automatically

downloading email, from every 5 minutes to once a day. If you do not want to automatically download messages, select **Manually**.

Download messages: Sets the number of days' worth of email to be retrieved for each automatic or manual retrieval.

TIP To save memory, limit the number of emails that are downloaded to your smartphone by selecting a larger time interval for automatically downloading messages or a smaller time interval for how many days' worth of messages are downloaded.

- 6 Select **Advanced Settings**, and then select any of the following:



Send/receive when I click Send: Sets whether you can manually send and receive messages, in addition to automatically downloading them.

Use automatic send/receive schedule when roaming: Sets whether automatic downloading takes place when you are roaming. This may result in higher connection charges than downloading while in your home network.

When deleting messages: Sets whether messages should be deleted from the mail server when you delete them on your smartphone, or whether messages you delete on your smartphone should remain on the server.

- 7 Press **Done** (left softkey) twice.
8 Select **Download Size Settings**.

- 9 Select either of the following:



Message format: Sets the format for sending and receiving messages. If you select HTML, messages sent to you as HTML are received with their formatting intact. If you select Plain Text, all messages are received as plain text.

DID YOU KNOW? Messages sent to you as plain text are always received as plain text, even if you select HTML.

Message download limit: Sets the size of an incoming message that is automatically downloaded. For any message that exceeds this size, you must manually download the rest of the message. Selecting a higher limit means that more of your messages will be fully downloaded, but message retrieval might take longer. You can also choose to download message headers only, regardless of size.

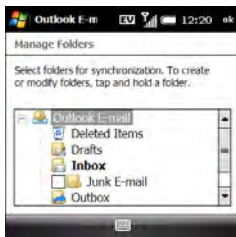
- 10 Press **Done** (left softkey).


Selecting which folders sync: Outlook email accounts

When you synchronize Outlook email either using the USB cable or wirelessly with an Exchange server, messages in the following folders sync by default: Inbox, Outbox, Drafts, Sent, and Deleted Items. You can set other folders to sync, or turn off sync for certain folders.

- 1 Press **Messaging** .
- 2 Select your Outlook email account.

- 3 Press **Menu** (right softkey) and select **Manage Folders**.



- 4 Check the box next to any folder name to sync that folder. Uncheck the box to remove that folder from synchronization. If the folder name does not have a box next to it, the folder syncs by default and you cannot turn off synchronization for that folder.
- 5 (Optional) If a + appears next to a folder name, that folder contains subfolders. Tap the + to display the subfolders, and check or uncheck the box next to any subfolder name to include or remove it from synchronization.
- 6 Press **OK** .



Working with meeting invitations

You can receive meeting invitations on your smartphone in the same way that you receive email messages.

NOTE Use the Calendar application to create meeting invitations on your smartphone; see [Sending a meeting request](#).

Here are the key features of meeting invitations:

- Meeting invitations appear on your smartphone in the Messaging application, and will also appear in the Calendar application as tentative until you accept.
- From within the Messaging application, you can accept, decline, or tentatively accept a meeting invitation.
- If you accept an invitation, the meeting shows up as an appointment in the Calendar application.

- You can reply to and forward meeting invitations in the same way as email messages.
- 1 Press **Messaging** .
 - 2 Select the account you want.
 - 3 Select a meeting invitation to open it. Meeting invitations are displayed with this icon: .
 - 4 Do one of the following:
 - To accept the invitation:** Press **Accept** (left softkey), select whether to edit (include comments with) your response, and then select **OK**.
 - To decline or tentatively accept the invitation:** Press **Menu** (right softkey) and select **Decline** or **Tentative**.

You can also use menu items to propose a new time, reply to the sender, and flag the invitation for follow-up.

TIP If you receive an updated meeting invitation, you can again choose to accept, decline, or tentatively accept. If you receive a meeting cancellation, you don't need to do anything.

Sending email messages from within another application

You can send files such as pictures, videos, and ringtones as attachments to email messages (see [Creating and sending an email message](#)).

You can send certain files as attachments from within the application where the file is created or stored. For example, if you take a picture with the camera on your smartphone, you can select an option to send the picture as an attachment to an email message. You can also use this feature with videos and sound files. For details, see the chapter on the specific application.



Your text and multimedia messages

If you need to get a short message to a friend or a co-worker fast, send a text message from your Treo™ Pro Smartphone by Palm to their mobile phone or email address.

If you need more than text to express yourself, use multimedia messaging to give your message extra impact by adding a photo, video, or sound file.

Benefits

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

In this chapter

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Using Windows Live™	146

Sending and receiving text and multimedia messages


You can use the Messaging application to send and receive brief text messages (SMS) and multimedia messages (MMS).

Creating and sending a text message

Each text message can have up to 160 characters. You can send a message of more than 160 characters, but the message may be split into several messages. If you send a text message to an email address, the email address is deducted from the 160-character count.



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

BEFORE YOU BEGIN

- Before you use your smartphone to send or receive messages, consult your wireless service provider for pricing and availability of text messaging services.
 - Make sure that your phone is on and that you're inside a coverage area (see [Turning your phone on](#)).
- 1 Press **Messaging** .
 - 2 Select **SMS/MMS**.
 - 3 Press **Menu** (right softkey) and select **New > SMS**.
 - 4 Enter the recipient's name, mobile phone number, or email address:



- Enter the first letters of the recipient's first or last name, the first and last initials separated by a space, or the

- email address. If a match is found in your Contacts list, select the name.
- If the recipient's name is in an online address book, you can find the name and add it. See [Using an online address book](#).
 - If the recipient's name and mobile number are not in your Contacts list, enter the full mobile number or email address.
 - Separate addresses with a semicolon (;). Enter a semicolon by pressing **Option**  + **K**.
 - Need to enter an underscore? Press **Alt**  and select the character. It's the third character in the list.
- 5 To confirm that the addresses you entered are valid, press **Menu** (right softkey) and select **Check Names**. An alert appears if any names or address you've entered are not valid.
 - 6 Enter your message, or press **Menu** (right softkey), select **My Text**, and then select a predefined phrase you want to insert.

TIP To add a new My Text phrase, select **Edit My Text Messages** in the list.

TIP Some symbols can't be used in text messages. Invalid characters are automatically replaced by the Messaging application.

- 7 (Optional) To attach a file to the message, press **Menu** (right softkey), select **Insert**, and then select the file type you want to insert.

DID YOU KNOW? A vCard is a Contact entry. A vCalendar is a Calendar appointment or a task.

DID YOU KNOW? If you attach a file to a text message, you can convert it to a multimedia message. Press **Menu** (right softkey), select **Advanced Composer**, and then see [Creating and sending a multimedia message](#) for instructions.

- 8 (Optional) Press **Menu** (right softkey) and select **Spell Check**.
- 9 (Optional) To receive a notification that the message has been delivered, press **Menu** (right softkey), select **Message**

Options, and check the **Request message delivery notification** box.

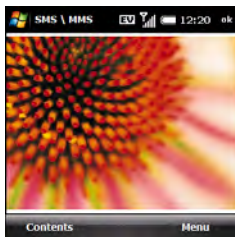
10 Press **Send** (left softkey).

TIP Press **Menu** (right softkey) and select **Save to Drafts** if you need to finish composing your message later.

Previewing a message with an attached file

When you attach a file to a message, you can preview the message and view detailed information about the attached file. If you are sending the message to a contact, you can also view information about the contact.

- 1 Create a message and attach a file to it (see [Creating and sending a text message](#)).
- 2 Press **Menu** (right softkey) and select **Preview**.
- 3 Do either of the following. Press **OK** (Ⓜ) when you have finished.



- To view detailed information about the message, press **Menu** (right softkey) and select **Show > Message Detail**.
- To view detailed information about a recipient who is in your Contacts list, press **Menu** (right softkey) and select **Show > Contact Details**.

TIP When you have a contact's details displayed, press **Menu** (right softkey) to see several other options, like permanently blocking future messages from this contact.

- 4 To view detailed information about the attached file, press **Contents** (left softkey), and then press **Properties** (left softkey).

TIP When you are viewing a message's contents, press **Menu** (right softkey) to see several other options, like saving the attached file with a new name.

- 5 Press **OK**  until you return to the message.

Creating and sending a multimedia message

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

Ringtones: MIDI

Sound clips: AMR, WAV

Pictures: JPG, GIF, BMP


Videos: 3GPP, 3GPP2, MPEG4

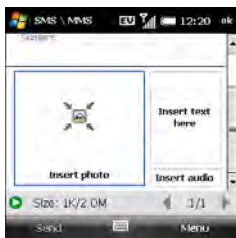
Outgoing multimedia messages can be up to 2.0MB by default, but your wireless service provider may have a different maximum message size.

IMPORTANT If your smartphone is enrolled with a Microsoft System Center Mobile Device Manager server, you cannot send and receive multimedia messages from your smartphone.

BEFORE YOU BEGIN

- Before you use your smartphone to send or receive messages, consult your wireless service provider for pricing and availability of multimedia messaging services.
- Make sure that your phone is on and that you're inside a coverage area (see [Turning your phone on](#)).

- 1 Press **Messaging** .
- 2 Select **SMSWMS**.
- 3 Press **Menu** (right softkey) and select **New > Picture Message** or **Video Message**.
- 4 Select an existing picture or video, or select **Custom** to start with a blank MMS layout.



- 5 Enter the recipient's mobile phone number or email address:
 - Enter the first letters of the recipient's first or last name, the first and last initials separated by a space, or the email address. If a match is found in your Contacts list, select the name.
 - If the recipient's name is in an online address book, you can find the name and add it (see [Using an online address book](#)).
 - If the recipient's name and mobile number are not in your Contacts list, enter the full mobile number or email address.

- Separate addresses with a semicolon (;). Enter a semicolon by pressing **Option** + **K**.
- Need to enter an underscore? Press **Alt** + **[** and select the character. It's the third character in the list.

TIP To display the Cc and Bcc address fields, navigate to the To field and press **Up** on the 5-way.

- 6 Select **Subject** and enter a title for the message.
- 7 If you selected Custom in step 4, tap one or more of the following:

Insert photo/video: Enables you to insert a photo or video. You can take a new picture or video with the built-in camera or insert an existing item.




Insert text here: Enables you to enter a text caption or message for the slide you inserted. You can also tap any of the following icons:



Insert an emoticon.




Insert a web favorite.

-  Insert a predefined phrase.
-  Insert a Contacts entry.
-  Insert a Calendar appointment or task.

Press **Done** (left softkey) when you have finished.


TIP On the text entry screen, select menu items for text size and color and for the background color.

Insert audio: Enables you to record a message, such as a voice caption for a picture, or to insert an existing sound, such as a ringtone. To record a new sound, tap the **record**  icon in the lower-left corner of the screen, select **Record**, and record the sound. Select **Add** when you have finished recording.

TIP To remove an inserted item, press **Menu** (right softkey), select **Remove**, and then select the item you want to remove.

- 8 (Optional) Press **Menu** (right softkey) and select **Slides > Insert Slide**. Repeat this step to add additional slides.

TIP If you add more than one slide to a message, tap the arrows in the lower-right corner of the screen to scroll among the slides. To delete a slide, scroll to the slide you want, press **Menu** (right softkey), and select **Slides > Delete Slide**.

- 9 (Optional) To add a vCard (Contacts entry), vCalendar (Calendar appointment or task), or other file type to a message, press **Menu** (right softkey) and select **Attachment**. Press **Menu** (right softkey) again and select the type of file you want to add. Press **OK**  to return to the message after you finish adding attachments.

TIP To remove an attachment, press **Menu** (right softkey) and select **Attachment**. Highlight an attachment, press **Menu** (right softkey), and select **Delete**. To remove all attachments, press **Menu** (right softkey) and select **Delete All**.

- 10 To change the background color for the message, press **Menu** (right softkey), select **Options**, select **Background**, and then select the color you want.
- 11 To change the positioning of text and graphics in the message, press **Menu** (right softkey), select **Options**, and then select **Text Layout**. Select the positioning that you want, and press **Done** (left softkey).
- 12 Press **Send** (left softkey).

TIP You can send your message as a text message. This may save on data charges, but you may lose some formatting, and the message text may be truncated. Press **Menu** (right softkey) and select **Send via SMS**.


TIP To save your message as a template for future messages, press **Menu** (right softkey) and select **Template > Save as Template**.

Organizing slides within a multimedia message

If your message contains more than one slide, you can change the order of the slides and change the duration for each slide during playback.


- 1 On the message compose screen, press **Menu** (right softkey) and select **Slides > Organize Slides**.



- 2 Do any of the following:
 - Move a slide:** Highlight the slide, press **Menu** (right softkey), and select **Move Forward** or **Move Backward**.
 - Change display time for slides:** Tap a black arrow beneath a slide to increase or decrease the duration. The minimum duration is two seconds.
 - Insert slides:** Press **Insert** (left softkey).
 - Remove slides:** Press **Menu** (right softkey) and select **Delete**.
- 3 Press **OK** .

Setting options for an outgoing multimedia message

You can set send options for a single multimedia message. You can also set options for all multimedia messages you send and receive (see [Customizing settings for text messages](#)).

- 1 Press **Messaging** .
- 2 Select **SMSWMS**.
- 3 Press **Menu** (right softkey) and select **New > Video Message** or **Picture Message**.
- 4 Select **Custom** to create your own message, or select a template.
- 5 Press **Menu** (right softkey) and select **Options > Send Options**.



- 6 Select the message priority: High, Normal, or Low.

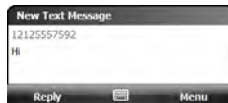
TIP To set the priority option you select as the default for all outgoing multimedia messages, press **Menu** (right softkey) and select **Set as default**. To restore the original default settings, press **Menu** (right softkey) and select **Restore factory default**.

- 7 Press **Done** (left softkey).

Receiving text messages

When your phone is on and you are in a wireless coverage area, you automatically receive new text messages.

When a new message notification appears, select one of the following options:



Reply (left softkey): Opens the message in chat view so you can view its full contents and reply to the sender (see [Using Messaging to chat](#)).

Menu (right softkey) > Delete: Deletes the new message.

Menu (right softkey) > Call sender: Dials the sender's phone number.

Menu (right softkey) > Save as read: Puts the message in your SMS/MMS Inbox as read.

Menu (right softkey) > Dismiss: Dismisses the notification and puts the message in your SMS/MMS Inbox as unread.

If you have multiple messages, the notification includes the number of messages.

Receiving multimedia messages

You can set your smartphone to automatically download new multimedia messages or to notify you that messages are ready to download.

When a new message notification appears, select one of the following options:



Hide (left softkey): Dismisses the notification.


Menu (right softkey) > View: Opens the message in chat view so you can view its full contents and reply to the sender (see [Using Messaging to chat](#)).

Menu (right softkey) > Dismiss: Dismisses the notification and puts the message into your SMS/MMS Inbox as unread.


If you have multiple messages, the notification includes the number of messages.

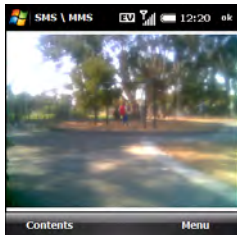
Viewing a text message

To open a text message, do one of the following:

- Press **Messaging**  and select **SMS/MMS**. From the Inbox, select the message you want to view.
- From a notification, select **Reply**. The message opens in chat view so you can view its full contents and reply to the sender (see [Using Messaging to chat](#)).

Viewing a multimedia message

- To open a multimedia message, do one of the following:
 - Press **Messaging**  and select **SMS/MMS**. From the Inbox, select the message you want to view.
 - From a notification, press **Menu** (right softkey) and select **View**. The message opens in chat view, displaying the sender and subject (see [Using Messaging to chat](#)).
- Select the message in chat view to view the full message with any inserted images or files.
- With the message open, do any of the following:



Forward the message: Press **Menu** (right softkey) and select **Forward**.

Reply to the message: Press **Menu** (right softkey), select **Reply**, and then select a reply method: **Picture Message**, **Video Message**, or **SMS**.

View detailed information about the message: Press **Menu** (right softkey) and select **Show > Message Detail**.

View detailed information about a recipient who is in your Contacts list: Press **Menu** (right softkey) and select **Show > Contact Details**.

TIP When you have a contact's details displayed, press **Menu** (right softkey) to see several other options, like permanently blocking future messages from this contact.

View detailed information about the attached file: Press **Contents** (left softkey), and then press **Properties** (left softkey).

TIP When you are viewing a message's contents, press **Menu** (right softkey) to see several other options, like saving the attached file with a new name.

DID YOU KNOW? When viewing a multimedia message containing multiple slides, you can press **Right** on the 5-way to move to the next slide, or press **Left** on the 5-way to move to the previous slide.

4 Press **OK** .

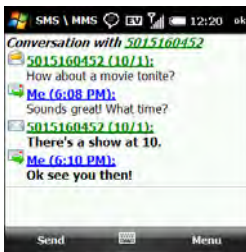
Using Messaging to chat

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

1 Press **Messaging** .


2 Select **SMS/MMS**.


3 To start a new chat or continue an existing chat, select the message to which you want to reply. The message opens in chat view.



4 Enter your message. You can use any of the menu commands described in [Creating and sending a text message](#).

5 Press **Send** (left softkey).

6 If an incoming message has a file attached, it appears in the chat list with this icon: . Select the message to open it and view the attachment.

7 To close the chat session and return to the account Inbox, press **OK** .

NOTE In the Inbox, all messages from a chat session are displayed as one item: a single conversation. To view individual messages within the conversation, select it to reopen the chat session.

DID YOU KNOW? While chat view remains open, any new messages you receive from your chat partner appear directly on the screen, and you do not get a new message notification.

Using links in messages

When you receive a text message that contains a telephone number, email address, or URL, you can dial the number, send an email message, or go to the web page immediately. Your smartphone automatically opens the appropriate application from the link.

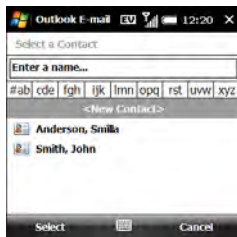
- 1 Open a message in the Inbox or another folder.
- 2 Use the 5-way to select the phone number, email address, or URL (appears as underlined blue text).
- 3 For phone numbers, confirm or change the number and press **Call** (left softkey).

If you receive a multimedia message that contains a phone number, email address, or URL, tap the item to open a menu of actions you can perform.

Adding a contact from a message

You can add a contact name, phone number, or email address to your Contacts list directly from a received message. You can either create a new contact or add the information to an existing contact.

- 1 In an open message or chat session, select the name, phone number, or address of the contact you want to add.
- 2 Select **Yes**.
- 3 Select **<New Contact>** and press **Select** (left softkey) to create a new contact entry for this name or address, or select an existing contact to add the name or address to that entry.



- 4 Enter or edit the contact information.
- 5 Press **Save** (left softkey).

Sorting your messages

You can sort the messages in any folder.

- 1 Go to the Inbox or other folder you want to sort.
- 2 Press **Menu** (right softkey) and select **Tools > Sort By**.
- 3 Select **Message Type**, **From** (sender), **Received** (date received), or **Subject**.

Deleting messages

- 1 Go to the Inbox or other folder containing the message you want to delete.
- 2 Do one of the following:
 - To delete one message, highlight it.

NOTE If you highlight a conversation containing multiple messages, all the chat messages are marked for deletion.

- To delete all messages at once, press **Menu** (right softkey) and select **Tools > Clear “SMS/WMS”** and skip to step 4.
- 3 Press **Delete** (left softkey).
 - 4 Select **Yes** to confirm the deletion.


Messages you delete are moved to the Deleted Items folder. To remove these items from your smartphone completely, press **Menu** (right softkey) and select **Tools > Empty Deleted Items**.

Setting message preferences

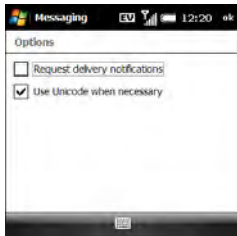
You can set options for both text and multimedia messages in the Messaging application. You can set options for all messages and for multimedia messages only.

You can also set send options for a single text message (see [Creating and sending a text message](#)) and for a single multimedia message (see [Setting options for an outgoing multimedia message](#)).

Customizing settings for text messages

- 1 Press **Messaging** .
- 2 Select **SMS/WMS**.
- 3 Press **Menu** (right softkey) and select **New > SMS**.

- 4 Press **Menu** (right softkey) and select **Message Options**.
- 5 Select either or both of the following:

**Request delivery notifications:**

Indicates whether you want to receive a confirmation when a message is delivered.

Always send a callback number:

Includes a callback number to include with your messages

- 6 Press **OK** .

Using Windows Live™

NOTE Windows Live™ is not supported by all wireless service providers.

Windows Live is a set of services that combines online search features, email, and instant messaging:



Live Search: Enables you to search for text on the web directly from your smartphone.

Windows Live Mail: The next generation of the Hotmail web-based email application. Windows Live Mail offers more storage, greater message security, and easier filing of messages.

Windows Live Messenger: Enables you to see who's online and exchange instant messages (IM). Make calls to phones and computers (including video calls) and exchange pictures and other files.

Using Live Search

Live Search is displayed by default on your Today screen.

- 1 If necessary, press **End**  to go to the Today screen.
- 2 In the search bar, enter the text you want to find.
- 3 Press **Center** .
- 4 Select the item you want from the search results. If the item you want does not appear, select **More** to see more results.

Setting up Windows Live Mail

BEFORE YOU BEGIN You must have an existing Windows Live, MSN, or Hotmail account to use Windows Live Mail. If you do not have an account, use the web browser on your smartphone to go to hotmail.com, and follow the steps you find there to set up an account.

- 1 Press **Start**  and select **Programs**.
- 2 Select **Windows Live** .

3 Select **Sign in to Windows Live**.



NOTE If you are roaming when setting up Windows Live Mail, the smartphone will ask you if Windows Live can be used while roaming, and inform you that this may incur extra charges. The check boxes are enabled by default, so if you don't want Windows Live to be enabled while roaming, uncheck the boxes and press **Done** (right softkey).

- 4 The first time you sign in to Windows Live, press **Accept** (left softkey).
- 5 Enter your Windows Live, MSN, or Hotmail email address and password. Leave the Save password box checked if you want to have your password entered automatically.



- 6 Press **Next** (left softkey).
- 7 Check the **Live Search bar** box to have the Live Search bar appear on your Today screen, if it doesn't already. Check the **Windows Live services** box to have Windows Live Email and Windows Live Messenger appear on your Today screen.



- 8 Press **Next** (left softkey).
- 9 Select any of the following:



Store Windows Live contacts in your mobile phone's contact list: Sets whether you want your Windows Live contacts to appear in Contacts. If you do not check this box, only your Windows Live email messages are synchronized with your smartphone.






Merge duplicate contacts: Sets whether you want to merge any synchronized Windows Live contact with any duplicate contact that's already in Contacts, so that there is only one entry for this contact. If you leave the box unchecked, two entries appear for any duplicate entry in Contacts.





Sync e-mail: Sets whether you want to download your Windows Live Mail messages to your smartphone (see [Using Windows Live Mail](#)).

- 10 Press **Next** (left softkey). Synchronization of Windows Live email and contacts (if selected) takes place. After synchronization has finished, your most recently received email message is displayed.

Using Windows Live Mail

BEFORE YOU BEGIN Make sure that your phone is on and that you're inside a coverage area (see [Turning your phone on](#)).

- 1 Press **Start**  and select **Programs**.
- 2 Select **Windows Live** .
- 3 To synchronize email, contact, and/or Windows Live Messenger information, do the following:
 - Press **Down**  to move the highlight to the field directly beneath the Live Search bar.
 - Press **Right**  or **Left**  until **Sync** appears.



- Press **Center** . Information is synchronized for any of the applications you selected during setup.
- 4 To read your email, do the following:
 - With the same field highlighted, press **Right**  or **Left**  until **Windows Live Hotmail** appears.
 - Press **Center** . The Messaging application opens, displaying your Windows Live Hotmail Inbox. You can view, send, and work with messages in your Windows Live Hotmail account in the same way as with messages for any other account.

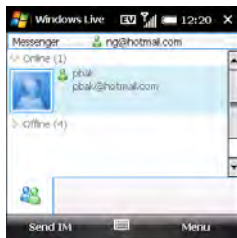
DID YOU KNOW? You can also access your Windows Live Hotmail Inbox by opening the Messaging application and selecting your Windows Live Hotmail email account.

TIP You can set an option to have messages pushed to Windows Live Mail on your smartphone as they arrive on the server. Open Windows Live, press **Menu** (right softkey), and select **Options**. Select **Sync schedule**, select the **Sync frequency** list, and then select **As items arrive**.

Using Windows Live Messenger

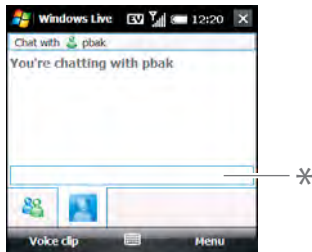
BEFORE YOU BEGIN

- You must have an existing Windows Live, MSN, or Hotmail account to use Windows Live Messenger. If you do not have an account, use the web browser on your smartphone to go to hotmail.com, and follow the steps to set up an account.
 - Make sure that your phone is on and that you're inside a coverage area (see [Turning your phone on](#)).
- 1 Press **Start**  and select **Programs**.
 - 2 Select **Messenger** .
 - 3 Press **Sign in** (left softkey).
 - 4 If you have not already set up a Windows Live Mail account on your smartphone (see [Setting up Windows Live Mail](#)), the first time you sign in to Windows Live Messenger, press **Accept** (left softkey).
 - 5 If prompted, enter your Windows Live, MSN, or Hotmail email address and password.
 - 6 To send an instant message to a contact who is online, highlight the contact name and press **Send IM** (left softkey).



TIP If the contact you want is offline, send an email message instead. Highlight the contact name and press **Send e-mail** (left softkey). Enter a subject and body text for the email message and press **Send** (left softkey).

- 7 Do one of the following:



* Text entry bar

- Highlight the text entry bar and enter your message text.
 - Press **Voice clip** (left softkey) and record a voice note by speaking clearly with your smartphone held up facing you.
- 8** (Optional) To add an emoticon to your message, press **Menu** (right softkey), select **Add emoticon**, and then select the emoticon you want.
- 9** (Optional) To send a picture or other file, press **Menu** (right softkey), select **Send**, and then select the type of file you want to send. Capture or select the picture or other file you want.
- 10** (Optional) To exchange messages with more than one person, press **Menu** (right softkey) and select **Options > Add participant**. Select the participant you want to add.
- 11** To end the messaging session, press **Menu** (right softkey) and select **End conversation**. If you are exchanging messages with more than one person, select **End all conversations** to stop all the sessions at once.

TIP From the Messenger contacts list screen, press **Menu** (right softkey) and select options to add, block, or remove a contact; change your status to Busy, Away, and so on; add a display picture or personal message; and more.



Your connections to the web and wireless devices

You use the web for so many things: finding driving directions, getting news, buying gifts, checking web-based email. With your wireless service provider's network and your smartphone's web browser, you can take the web with you almost anywhere you go.

The Bluetooth® wireless technology on your Treo™ Pro Smartphone by Palm helps you easily set up wireless connections to a number of devices. You can also use your smartphone to connect your computer to the Internet and to share contacts or your favorite photos. Or use the Wi-Fi feature to connect to a public, work, or home network.

Benefits

- Carry the web with you
- Enjoy cable-free connectivity:
Connect to Bluetooth headsets and car kits
- Connect your computer to the Internet through your smartphone
- Choose the method of connecting to the Internet that's most convenient for you

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Browsing the web

Internet Explorer Mobile provides quick and easy access to web pages. You can view most sites on your smartphone that you can view on your computer, including those with security and advanced features, such as JavaScript and frames.

Internet Explorer Mobile supports JavaScript, Secure Sockets Layer (SSL), cookies, and the Flash plug-in, but does not support other plug-ins (Shockwave, VBScript, WML script, and so on) or Java applets.

TIP For additional information on features supported by Internet Explorer Mobile, visit microsoft.com.

DID YOU KNOW? The Security certificates and 128-bit SSL strong encryption enable you to browse secure sites, such as online shopping, banking, and email. Remember that some secure sites also require a specific browser and may not work with Internet Explorer Mobile. Ask the organization for an alternate web address (URL) that is compatible with Internet Explorer Mobile.


BEFORE YOU BEGIN Do the following:

- Be sure to subscribe to data services from your wireless service provider. This is necessary for browsing the web.
- Make sure your phone is on and that you're inside a coverage area (see [Turning your phone on](#)).
- If you have access to a Wi-Fi network, verify that Wi-Fi is on and gather any necessary network connection settings (see [Connecting to a Wi-Fi network](#)).


Viewing a web page

By default, Internet Explorer Mobile scales web page content to fit your smartphone screen so that you can view most of the information without scrolling left or right. This is referred to as Mobile Mode. If you want to view the website as you would on a desktop computer screen, you can change to Desktop Mode (see [Customizing your Internet Explorer Mobile settings](#)).

DID YOU KNOW? You can also start a web search from your Today screen by selecting the Live search field, entering the item you want to find, and pressing **Center** on the 5-way.

- 1 Press **Start**  and select **Internet Explorer**.

TIP If your Today screen is displayed, press **Internet** (right softkey) to open Internet Explorer Mobile.

- 2 Highlight the address line, enter the address of the web page you want to view, and press **Center** . To return to a recently viewed page, select the address line list, and then select the web address.

DID YOU KNOW? If you browse to a secure web page, the lock icon in the address line appears closed instead of open.




- 3 (Optional) Press **Menu** (right softkey), select **View**, and then select one of the following:

Full Screen: Hides the status and navigation areas and fills the entire screen with the web page. To exit full screen mode, press the right softkey, or tap and hold anywhere on the screen and uncheck **Full Screen**.

Mobile: Maintains a layout similar to what you see on a desktop computer, but it makes items smaller and arranges the content so that you can see most of it without scrolling horizontally.

Desktop: Keeps the same layout and size as on a desktop computer, which requires both horizontal and vertical scrolling. Use this mode to view embedded videos on websites and other content that doesn't display well in Mobile mode.

- 4 Press **OK**  to close Internet Explorer Mobile.

Navigating web pages

Here are some tips on viewing web pages and moving around in them:

To zoom out to see more of the page at a reduced magnification: Press **Menu** > **Zoom Out**.


View the previous page: Press **Back** (left softkey) or **Backspace** .

Move forward through viewed pages after having moved back to a previous page: Press **Menu** (right softkey) and select **Forward**.

Go to your home page: Press **Menu** (right softkey) and select **Home Page**.

Refresh a page: Press **Menu** (right softkey) and select **Refresh**.




Move the pointer around the screen without using the stylus: Press **Up** , **Down** , **Left** , or **Right**  to scroll in all directions.



Follow a link: Use the 5-way to position the pointer over the link, and then press **Center**  to go to the selected page. You can also tap the link on the screen with the stylus.

Send email from a web page: Select the address link. You need to configure an email application on your smartphone before you can use this feature (see [Your email](#)).

Adjust text size: Press **Menu** (right softkey), select **View** > **Text Size**, and then select the size you want.

View page properties: Press **Menu** (right softkey) and select **Tools** > **Properties**.

View items in a list: Highlight the list, press **Center** , and then scroll using **Up**  or **Down** .

Interact with a form: Press **Center**  to interact with the form, and then press **Center**  again to stop interacting with the form.

Send a link: Press **Menu** (right softkey) and select **Tools** > **Send Link**. Select the option you want to use to send the link: **SMSMMS** (text message), **Video Message** (multimedia message), **Picture Message** (multimedia message), or an email account.

Creating a favorite

Favorites let you bookmark a web page so that you can instantly access it without entering the web address.

BEFORE YOU BEGIN First, create the folders where you want to store your favorites first. After you create a favorite, you cannot move it to another folder (see [Organizing your favorites](#)).

- 1 Go to the page you want to mark as a favorite.
- 2 Press **Menu** (right softkey) and select **Favorites**.
- 3 Press **Menu** (right softkey) again, and select **Add Favorite**.





- 4 Select **Name** and enter a description.

- 5 Select **Address (URL)** and enter the address of the favorite you are creating.
- 6 Select **Folder**, and then select the folder where you want to create the favorite.
- 7 Select **Add**.

TIP To delete a favorite or folder, press **Menu** (right softkey) and select **Favorites**. Highlight the folder or favorite, and then press **Menu** again. Highlight **Delete** and press **Center**. Select **Yes** to confirm the deletion, and press **OK**.

Viewing a favorite



- 1 Press **Start**  and select **Internet Explorer**.
- 2 Press **Menu** (right softkey), highlight **Favorites**, and then press **Center** .

TIP When you first open Internet Explorer, press **Favorites** (left softkey) to view your favorites.

- 3 Select the page you want to view in the list, and then press **Open** (left softkey).

Organizing your favorites

You can create folders to organize your favorites. For example, you can store travel links in one folder, stock links in another, and business links in a third folder.

- 1 Press **Start**  and select **Internet Explorer**.
- 2 Press **Menu** (right softkey), highlight **Favorites**, and then press **Center** .
- 3 Press **Menu** (right softkey) again, and then select **New Folder**.
- 4 Enter a name for this folder and select **Add** (left softkey).

Downloading files and images from a web page

You can download files that are usable on your smartphone, such as new applications, MIDI ringtones, or pictures.

- 1 Go to the page that contains the link to the file you want to download.
- 2 Do one of the following:
To download a picture: Tap and hold on the image with the stylus, and select **Save Image As**.

To download any other type of file:

Tap and hold on the link to the file with the stylus, and then select **Save Target As**.

- 3 Select **Name** and enter a new name for the file.
- 4 Select the **Folder** list, and then select the folder where you want to save the file.
- 5 Select the **Type** list, and then select the file type you want to save the file as.
- 6 Select the **Location** list, and then select where you want to store the file: **Main memory** or **Storage card**. The Storage card option appears only if you have an expansion card (sold separately) inserted into your smartphone.
- 7 Select **Save**.

Copying text from a web page

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

- 1 Press **Menu** (right softkey) > **Copy/Paste** > **Make Selection**.
- 2 Use the stylus to highlight the text you want to copy.

- 3 Press **Copy** (left softkey).
- 4 Go to the application in which you want to paste the text, and then position the cursor where you want to paste the text.
- 5 Press **Menu** (right softkey) > **Copy/Paste** > **Paste**.

TIP If Internet Explorer Mobile does not recognize a phone number as dialable, you can copy the phone number (as text) and paste it into the phone Keypad.

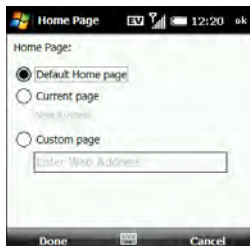
Returning to recently viewed pages

The History list stores the addresses of the pages you visited recently.

- 1 Press **Menu** (right softkey) > **History**.
- 2 Use **Up** ▲ or **Down** ▼ to highlight an entry in the History list.
- 3 Press **Open** (left softkey).

Customizing your Internet Explorer Mobile settings

- 1 Press **Menu** (right softkey) > **Tools** > **Options**.
- 2 Select **Homepage** and press **Open** (left softkey).
- 3 Select one of the following:

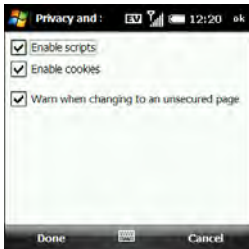


Default Home page: Sets your home page to the default page assigned by your wireless service provider.

Current page: Sets your home page to the web page currently open in Internet Explorer Mobile.

Custom page: Sets your home page to the address you enter in the text field.

- 4 Press **Done** (left softkey).
- 5 Select **Privacy and Security** and press **Open** (left softkey).

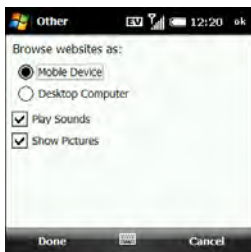


- 6 Select any of the following:
 - Enable scripts:** Allows scripts to run in pages you visit.
 - Enable cookies:** Allows websites to save cookies on your device.
 - Warn when changing to an unsecured page.**

- 7 Press **Done** (left softkey).
- 8 Select **Languages** and press **Open** (left softkey).



- 9 Select the default Language and Encoding method for websites you visit, and whether a website can automatically select these values for you.
- 10 Press **Done** (left softkey).
- 11 Select **Other** and press **Open** (left softkey).



- 12 Select how you want the browser to behave:

Mobile Device or Desktop Computer:

The browser identifies itself as either a mobile device or a standard desktop computer, which affects whether websites send content scaled to fit your mobile screen. The default display mode is Mobile Device.

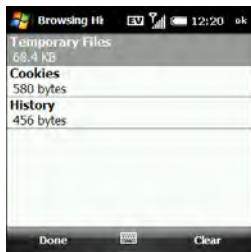
Play Sounds: When checked, the browser will play any sounds embedded in websites.

Show Pictures: Uncheck this option to disable pictures and images on websites, which can improve loading speeds.

- 13 Press **Done** (left softkey).
14 Press **Close** (right softkey).

Clearing temporary Internet files, cookies, and browsing history

- 1 Press **Menu** (right softkey) > **Tools** > **Options**.
2 Select **Browsing History** and press **Open** (left softkey).



- 3 Select **Temporary Files, Cookies, or History**, and then press **Clear** (right softkey).
4 Press **Done** (left softkey).
5 Press **Close** (right softkey).



Getting online travel information and tools

With WorldMate, you can gain access to your travel itinerary details, global weather forecasts, world clocks, currency, clothing size and measurement converters, a tip and tax calculator, and more.



BEFORE YOU BEGIN Do the following:

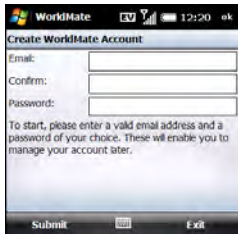
- Be sure to subscribe to data services from your wireless service provider. This is necessary for browsing the web.
- Make sure your phone is on and that you're inside a coverage area (see [Turning your phone on](#)).
- If you have access to a Wi-Fi network, verify that Wi-Fi is on and gather any necessary network connection settings (see [Connecting to a Wi-Fi network](#)).

Downloading the WorldMate application

- 1 Press **Start**  and select **Programs**.
- 2 Select **Get WorldMate Pro** .
- 3 Follow the onscreen instructions to download and install the software.

Using WorldMate

- 1 Press **Start**  and select **Programs**.
- 2 Select **WorldMate** .
- 3 Press **Next** (left softkey).
- 4 The first time you open the app, press **Accept** (left softkey).
- 5 Enter your email address, and then enter it again to confirm it.



- 6 Make up and enter a password of your choice. This does not need to be your email account password.
- 7 Press **Submit** (left softkey).
- 8 Select the city nearest to your home city.
- 9 Press **Next** (left softkey).

- 10 Select any of the WorldMate features: **Weather Center**, **Flight Center**, **My Itinerary**, **Travel Tools**, or **Converters**.



NOTE For each feature, some options are available to WorldMate Professional subscribers only. WorldMate Professional is a paid service. To subscribe, select **Go Pro**.

TIP From any screen, press **Menu** (right softkey) and select **Options** to set the interval for automatically updating weather and other information, set the temperature display format, and set whether to automatically preview your itinerary.

Connecting to a Wi-Fi network

Many environments, such as corporate offices, coffee shops, airports, and libraries, offer access to a Wi-Fi network. A Wi-Fi network is a wireless local area network (WLAN) based on the 802.11 standard. When you're within range of an accessible Wi-Fi network, you can use your smartphone's Wi-Fi feature to connect to that network and access the web.

KEY TERM Wi-Fi access point Also called a hotspot. A network device with an antenna that provides wireless connections to a larger network.

Why use a Wi-Fi connection?

A Wi-Fi connection is especially helpful in the following situations:

- You're outside a coverage area and you want to access the web.
- Your wireless service provider's plan incurs additional charges for data services and you want to minimize data

service charges by using a Wi-Fi connection instead.

- You're inside a coverage area but outside your wireless service provider's EVDO or 1X coverage area. (A Wi-Fi connection may provide faster throughput than an EVDO or 1X data connection.)
- You want to maintain a web connection while talking on the phone.

Are there different types of Wi-Fi networks?

There are two types of Wi-Fi networks:

Open networks: These networks broadcast their name (SSID) and do not require you to enter a password or other settings. To learn how to connect to an open network, see [Connecting to an open network](#).



Secure networks: These networks may broadcast their name, but at the very least, they require you to enter a password that you get from an administrator (who may be, for example, the librarian or the person behind the counter at the coffee shop). You may also have to get other network

settings from the system administrator. To learn how to connect to a secure network, see [Connecting to a secure network](#).

If you've already set up a connection to a secure network and want to reconnect to it, follow the steps in [Connecting to an open network](#).

Turning the Wi-Fi feature on and off

BEFORE YOU BEGIN Make sure your smartphone screen is on (see [Waking up the screen and turning it off](#)).

- To turn Wi-Fi on, press **Wi-Fi**  (on the side of your smartphone near the stylus slot).
- To turn Wi-Fi off, press and hold **Wi-Fi** .


When Wi-Fi is on, your Today screen displays “Wi-Fi: Available.”

TIP By default, when your screen turns off, the Wi-Fi feature turns off to save power. Wi-Fi does not turn back on automatically when your screen turns back on. You can adjust the Wi-Fi settings to keep Wi-Fi on all the time. See [Customizing Wi-Fi settings](#) for details.

Connecting to an open network

You can connect to an open network or to a secure network for which you have already set up a connection. If you have access to multiple Wi-Fi networks, you can select the network to which you want to connect.

NOTE The WEP (wired equivalent privacy) encryption method is enabled by default and may interfere with your ability to connect to a network that broadcasts its name. See [Connecting to a secure network](#) to learn how to disable WEP encryption.

- 1 Press **Wi-Fi**  (on the side of your smartphone near the stylus slot). What happens next depends on the state of Wi-Fi before you pressed the button:

Wi-Fi was already on: Your smartphone scans for available networks and automatically connects when possible. If your smartphone does not automatically connect and the Configure Wireless Networks screen appears, highlight the network you want, and press **Connect** (left softkey).

Wi-Fi was off: A notification appears listing three available networks. If the

network you want appears, highlight it and press **OK** (left softkey) to connect. If the network you want does not appear, select **Show all networks**, highlight the network you want, and press **Connect** (left softkey).

TIP To dismiss the notification without connecting to a network, press **Menu** (right softkey) and select **Dismiss**. To turn off the notification feature, press **Menu** (right softkey) and select **Don't show this message again**. You can turn the feature back on later (see [Customizing advanced Wi-Fi settings](#)).

- 2 When the connection message appears, press **Dismiss** (right softkey).


TIP Narrow the list of networks that appear on the Configure Wireless Networks screen by selecting **Networks to access** and then selecting **Only access points** or **Only computer-to-computer**.

Some locations, such as airports or coffee shops, provide an open network but charge a fee to use it. After you connect your smartphone to the network, you need to open Internet Explorer Mobile and register

with the Wi-Fi service provider before you can check email or browse the web.

Connecting to a secure network

To set up a connection to a secure network for the first time, do the following:

- 1 Press **Wi-Fi**  (on the side of your smartphone near the stylus slot). What happens next depends on the state of Wi-Fi before you pressed the button:

Wi-Fi was already on: Your smartphone scans for available networks and automatically connects when possible. If your smartphone does not automatically connect and the Configure Wireless Networks screen appears, highlight the network you want, and press **Connect** (left softkey).

Wi-Fi was off: A notification appears listing three available networks. If the network you want appears, highlight it and press **OK** (left softkey) to connect. If the network you want does not appear, select **Show all networks** to open the Configure Wireless Networks screen, highlight the network you want, and press **Connect** (left softkey).

NOTE As you continue with this procedure, some screens are not displayed, and you can skip those steps.



- 2 Enter the following settings and press **Next** (right softkey):



Network name: Specifies the SSID provided by the system administrator.

Connects to: Sets whether this connection connects to the Internet or to Work. (You may need to select **Work** to access a corporate intranet.)

This is a hidden network: Sets whether the network broadcasts its name. Check this box to connect to hidden networks now and in the future.

This is a device-to-device (ad-hoc) connection: Leave this box unchecked to connect to a Wi-Fi access point (network). Check this box if you're connecting to another device.

- 3 Enter the following settings and press **Next** (right softkey):



Authentication: Sets the method used to identify devices that connect to the network:

- **Open:** Indicates that the network uses open authentication.
- **Shared:** Indicates that the network uses shared authentication.
- **WPA:** Indicates that the network is a WPA network that uses 802.1x protocols.
- **WPA-PSK:** Indicates that the network is a WPA network that requires a password that is shared between the network and your smartphone. This password is also known as a *preshared key* (PSK).
- **WPA2:** Indicates that the network provides government-grade security with an AES encryption algorithm.
- **WPA2-PSK:** Indicates that the network is a WPA2 network that requires a preshared key (password).

Data Encryption: Sets the encryption method. (The options in this list vary based on your Authentication setting.)

- **Disabled:** Turns data encryption off.
- **WEP:** Turns on the Wired Equivalent Privacy encryption method.
- **TKIP:** Turns on the Temporal Key Integrity Protocol encryption method. This method is often used to encrypt WPA and WPA-PSK connections.
- **AES:** Turns on the Advanced Encryption Standard protocol. (This method is often used to encrypt WPA and WPA-PSK connections.)

The key is automatically provided:

Indicates whether you need to specify the network key and key index provided by your system administrator, or whether the network provides this information. The availability of these options varies based on your Authentication and Data Encryption settings.

- 4 Enter the following settings and press **Finish** (right softkey):



Use IEEE 802.1x network access


control: Lets you set these parameters if required by the network.

EAP type: Specifies the Extensible Authentication Protocol type.

- 5 Press **OK** .



Disconnecting from a network

To disconnect from a Wi-Fi network, do one of the following:

- To save any settings you entered, so that your smartphone automatically connects to this network the next time you are within range and the Wi-Fi feature is turned on, press and hold **Wi-Fi**  to turn off the Wi-Fi feature.

- To remove the network settings from memory, so that your smartphone does not automatically connect to this network the next time you are within range and the Wi-Fi feature is turned on, press **Menu** (right softkey) and select **Remove Settings**.


Customizing Wi-Fi settings


- Press **Start**  and select **Settings**.
- Select the **Connections** tab, and then select **Wi-Fi Prefs** . The Main and Advanced tabs show the status of the Wi-Fi feature and display information about an active Wi-Fi connection.
- Select the **Power Mode** tab and set any of the following:



Power Save Mode: Adjusts power consumption between maximizing network connection performance and maximizing battery life.

Connection: Sets when the Wi-Fi feature is on and when your smartphone attempts to search for networks.

- On button press:** Leaves the Wi-Fi feature off until you press **Wi-Fi**  to turn it on. After you turn the Wi-Fi feature on, your smartphone searches for available networks. If a network to which you previously connected is available, your smartphone automatically connects to that network.
- Always On:** Leaves the Wi-Fi feature on, and your smartphone searches for available networks whenever the screen is awake. If a network to which you previously connected is available, your smartphone automatically connects to that network. When this mode is enabled, you can prevent

your smartphone from searching for networks by pressing and holding **Wi-Fi**  to turn the Wi-Fi feature off.

- 4 Select the **LEAP** tab and do any of the following:



Create a new LEAP entry: Select **New**. A LEAP entry is a security feature that protects the WEP key.

Modify an existing entry: Highlight the entry and select **Modify**. Enter the new information.

Delete an entry: Highlight the entry and select **Delete**.

- 5 Select the **Enroll** tab and set any of the following:

NOTE Ask your network administrator for the username, password, and server name for the Wi-Fi network you want to access.



User: Specifies your username for this Wi-Fi network.



Password: Specifies the password associated with the username you specified on this screen.

Server: Specifies the name of the Internet Information Server (IIS) that stores the security certificate information for this Wi-Fi network.

Retrieve Certificate: Obtains a certificate based on the information you entered.

- 6 Press **OK** .

Customizing advanced Wi-Fi settings

- 1 Press **Start**  and select **Settings**.
- 2 Select the **Connections** tab, and then select **Wi-Fi** .
- 3 On the Wireless tab, press **Menu** (right softkey) and select **Advanced**.



- 4 Select either of the following:

Turn on available network notification:



Sets whether a list of networks appears when you turn on the Wi-Fi feature.

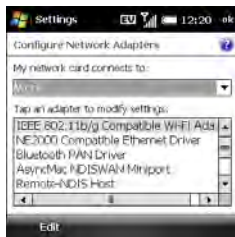
Turn off Wi-Fi if not connected in:

Sets the time interval for turning off the Wi-Fi feature if your smartphone does not connect to a network.

- 5 Press **Save** (right softkey).
- 6 Press **OK** .

Customizing network adapter settings

- 1 Press **Start**  and select **Settings**.
- 2 Select the **Connections** tab, and then select **Wi-Fi** .
- 3 Select the **Network Adapters** tab and set any of the following:



My network card connects to: Sets the default network connection type for your smartphone: **Work** or **The Internet**.

Tap an adapter to modify settings:

Lets you edit network adapter information. Select the adapter you want, and then select either of the following tabs:



- **IP Address:** Sets whether the server assigns an IP address, or whether you enter a specific IP address.
- **Name Servers:** Lets you enter the addresses of primary and alternate DNS and WINS servers.

4 Press **OK** .

Connecting to devices with Bluetooth® wireless technology

With the Bluetooth® wireless technology on your smartphone, you can connect to a number of Bluetooth devices such as a headset or hands-free car kit, as well as to other phones, handhelds, or piconets. When you connect to another device, you create a partnership (also referred to by terms such as *trusted pair*, *trusted device*, or *pairing*) with that device. If your computer is enabled with Bluetooth wireless technology, you can also synchronize wirelessly or use your phone as a wireless modem.

KEY TERM Partnership Two devices—for example, your smartphone and a hands-free device—that can connect because each device finds the same passkey on the other device. After you form a partnership with a device, you don't need to enter a passkey to connect with that device again.

KEY TERM Piconet An ad-hoc network of devices that uses Bluetooth wireless technology to connect one master device with up to seven active slave devices.


You can create a list of Bluetooth devices that you trust to communicate with your smartphone. When communicating with trusted devices, your smartphone skips the discovery process and creates a secure link as long as the device is within range. Bluetooth range is up to 30 feet (10 meters) in ideal conditions. Performance and range are affected by physical obstacles, radio interference from nearby electronic equipment, and other factors.

When you configure a headset (see [Connecting to a Bluetooth® hands-free device](#)), the headset is automatically added

to your trusted device list. Follow the steps in this section to add other devices to your trusted device list, such as your computer.

DID YOU KNOW? Check your battery level before establishing a Bluetooth connection. If the battery level is low, you can't make a Bluetooth connection.

Entering basic Bluetooth settings

- 1 Press **Start**  and select **Settings**.
- 2 Select the **Connections** tab, and then select **Bluetooth**.
- 3 Select the **Mode** tab and check the **Turn on Bluetooth** box.




DID YOU KNOW? You can also turn the Bluetooth feature on and off from your Today screen. Select your wireless service provider name or **Phone off** to open Comm Manager, select **Bluetooth**, and then press **Exit** (left softkey).

4 Check or uncheck the **Make the device visible to other devices** box.

Check this box to allow Bluetooth devices that are not on your Trusted Device list to request a connection with your device. Your device remains accessible to other devices until you uncheck the box.

Requesting a connection with another Bluetooth device

- 1 If necessary, prepare the device with which you want to connect to accept a new connection. Check the device's documentation for details. Be sure to find out if the device has a predefined passkey that you need to enter on your smartphone in step 8.
- 2 On your smartphone, press **Start**  and select **Settings**.

- 3 Select the **Connections** tab, and then select **Bluetooth**.
- 4 Select the **Mode** tab and check the **Turn on Bluetooth** box.
- 5 Select the **Devices** tab, and then select **Add new device**.



- 6 Wait for your smartphone to search for devices and to display the device list.



- 7 Highlight the device with which you want to connect, and press **Next** (right softkey). If the device you want does not appear, select **Refresh**.
- 8 Enter an alphanumeric passkey between 1 and 16 characters long and press **Next** (right softkey).

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


- 9 If the passkey is not built-in, enter the same passkey on the other Bluetooth device.

- 10 Press **Done** (left softkey).

You can now communicate with this device whenever it is within range and the Bluetooth feature on your smartphone is turned on. The range varies greatly depending on environmental factors. The maximum is about 30 feet (10 meters).

TIP To delete the established partnership with a device, go to the Bluetooth Settings screen and select the **Devices** tab. Highlight the connection you want to remove, press and hold **Center** on the 5-way, and then select **Delete**. Select **Yes** to confirm the deletion. The deleted device can no longer automatically connect with your smartphone.

Accepting a connection from another Bluetooth device

- 1 Press **Start**  and select **Settings**.
- 2 Select the **Connections** tab, and then select **Bluetooth**.
- 3 Select the **Mode** tab and check the **Turn on Bluetooth** box.

- 4 If you have already set up a partnership with the transmitting device, your smartphone is ready to receive the info. If you haven't set up a connection, check the **Make this device visible to other devices** box to let the device find your smartphone and request a connection.
- 5 When prompted to add this device, select **Yes**.
- 6 Enter the same passkey on your smartphone and on the Bluetooth device.
- 7 (Optional) To give the partnership a more meaningful name, select **Display Name** and enter a new name.
- 8 Press **Finish** (right softkey).
- 9 When your smartphone is receiving info, a notification tells you that a transmission is in progress. To stop the transmission, press **Cancel** (right softkey). To close the notification, press **Hide** (left softkey).

Using your device as a modem

Your smartphone comes with software that allows you to use it as a modem to connect your computer to the Internet. To use the software, refer to the instructions provided by your wireless service provider.



Your photos, videos, and music

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

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

Your Treo™ Pro Smartphone by Palm solves both problems. You can keep your favorite photos—videos, too—right on your smartphone. And there's no need to carry an expensive MP3 player, because you can play music on your smartphone. Simply transfer songs onto your smartphone or an expansion card (sold separately) and then listen through your stereo headphones.

Benefits

- Never be far from your favorite people, places, and songs
- Arrange your photos, videos, and songs
- Avoid having to use a separate photo viewer, MP3, CD, or mini-disc player

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Synchronizing your pictures, videos, and music

You can synchronize pictures, videos, and music files between your smartphone and your computer so that changes you make show up on both your computer and your smartphone. How synchronization happens depends on two conditions:

Operating system: Do you use Windows XP or Windows Vista®?

Sync direction: Are you transferring files from your smartphone to your computer, or from your computer to your smartphone?

NOTE The following procedures do not apply to Windows Media Player. To sync files that are in a Windows Media Player library on either your smartphone or your computer, see [Synchronizing Windows Media Player library files](#).

For information about installing desktop sync software and about synchronizing with your computer, see [Installing Desktop](#)

[Sync Software: Windows XP and Windows Vista](#).

Windows XP

NOTE We strongly recommend using Windows Media Player for synchronizing music files.

Do the following to synchronize pictures, videos, and music files *that you originally captured on or copied to* your smartphone.


BEFORE YOU BEGIN Turn on the option to synchronize files (see [Changing which applications sync](#)).

- 1 Sync as you normally would with the desktop sync software.
- 2 To find synchronized pictures, videos, and music on your computer, go here: C:\Documents and Settings\

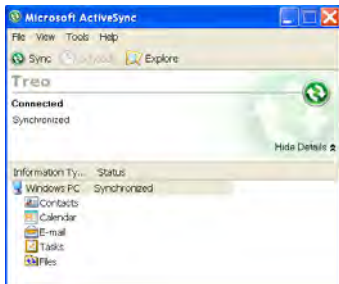
Do the following to synchronize pictures, videos, and music files that originate on your computer.

- 1 Connect your smartphone to your computer with the USB cable.

NOTE Most ActiveSync® desktop software options are available only when your smartphone is connected to your computer.

- 2 On your computer, double-click the **ActiveSync**  icon in the taskbar in the lower-right corner of your computer screen to open the ActiveSync desktop software window.

TIP If the ActiveSync icon does not appear in the taskbar, click **Start > Programs > Microsoft ActiveSync** to open the ActiveSync window.



- 3 Under **Information Type**, double-click **Files** to view a list of all synchronized files.

TIP If Files doesn't appear under Information Type, open the **Tools** menu and select **Options**. Make sure the **Files** box is checked.

- 4 Do either of the following:
 - To copy a file from your computer to your smartphone, click **Add**, browse to and highlight the file, and then click **Open**.
 - To delete a file from the Treo My Documents folder on your computer and from your smartphone, highlight the file name and click **Remove**.

NOTE If you receive an error while synchronizing files, make sure that all the files you're trying to sync are closed on both your computer and your smartphone.

TIP If a Treo My Documents sync folder has been created on your computer, you can also synchronize by dragging files into the appropriate subfolder under that folder.

Windows Vista

NOTE We strongly recommend using Windows Media Player for synchronizing music files.

Do the following to synchronize pictures, videos, and music files *that you originally captured on or copied to* your smartphone.

- 1 Connect your smartphone to your computer, using the USB cable.
- 2 To find synchronized pictures, videos, and music on your computer, go to **Start > Documents > Documents on <User>'s Treo Pro**. This folder has subfolders for My Music, My Pictures, and My Videos.
- 3 On your computer, click **Start > All Programs > Windows Mobile Device Center**.
- 4 Select **Connect without setting up your device**.
- 5 Select **Pictures, Music and Video**.
- 6 Select **X new pictures/video clips are available for import**.


To synchronize pictures, videos, and music files *that originate on your computer*, use Windows Media Player (see [Synchronizing Windows Media Player library files](#)).

Camera

Your smartphone comes with an easy-to-use, built-in, 2-megapixel camera with up to 8x digital zoom. You can use the camera to take and view pictures and videos and send them to your friends and family. To add a personal touch to your smartphone, use your pictures as your Today screen background and as caller ID images, or use your videos to create video ringtones.

You can receive and view pictures and videos, and send pictures and videos as attachments or multimedia messages (see [Sending a picture or video](#)). Or add a picture to a contact (see [Adding a contact](#)). You can also move pictures and videos to a computer by synchronizing your smartphone with your computer.

Selecting camera modes

By default, the camera on your smartphone is in picture  mode, to capture standard still images (see [Taking a picture](#)). You can change modes to any of the following:



Video: Captures video clips.



MMS video: Captures video clips suitable for sending as attachments to multimedia messages.



Contacts picture: Captures still images and immediately gives you the option to assign them to a contact.



Panorama: Captures a sequence of still images continuously and allows you to combine them into a panoramic view.



Sports: Captures a sequence of 3, 5, 7, or 10 still images with a single button press.



Burst: Captures a sequence of up to 30 still images while you hold down the Center button.

To switch camera modes, do the following:

- 1 Press and hold the **Side** button.
- 2 Press **Left** ◀ or **Right** ▶ until the icon for the mode you want appears in the upper-left corner of the screen.

*



* Mode icon

Taking a picture

By default, pictures are stored in the My Pictures folder on your smartphone. If you want to store your pictures on an expansion card, you can change where pictures are stored (see [Customizing your Camera settings](#)). For information on accessing your pictures on your computer, see [Windows XP](#) or [Windows Vista](#).

DID YOU KNOW? Pictures are captured and stored in 16-bit color, JPG format. Resolution settings range from a low end of QVGA (120 x 160 pixels) to a high end of 2 megapixels (1600 x 1200 pixels). You can change the default setting. See [Customizing your Camera settings](#) for details.

- 1 Press and hold the **Side** button.



TIP If you see the Video or MMS Video icon in the upper-left corner of the screen, press **Left** or **Right** on the 5-way until one of the camera icons appears.

- 2 Aim your smartphone as you would any camera to frame your subject in the smartphone screen.

- 3 (Optional) If the onscreen controls are not displayed, press **Up** ▲ to display the controls, and tap the screen with the stylus to open the Quick Settings. Tap any of the following settings repeatedly to toggle among the options for that item:



Resolution: Sets the image quality.

White balance: Specifies the light conditions.

Brightness: Sets the brightness level.

TIP When the Quick Settings are open, press **Left** or **Right** on the 5-way to adjust the brightness setting. If you use the stylus, tap the + or - icon to increase or decrease the brightness setting.

Storage: Specifies whether to save the picture to your smartphone or to an expansion card (sold separately) inserted into your smartphone. The expansion card option appears only if you have an expansion card inserted into your smartphone.

Self-timer: Lets you set a self-timer with a delay of 2 seconds or 10 seconds.

TIP You can set additional options for the camera (see [Customizing your Camera settings](#)).





- 4 (Optional) In all modes except picture mode, with the controls displayed, press **Up** ▲ or **Down** ▼ to change the zoom level. The zoom indicator appears on the left side of the screen.
- 5 Do the following for the mode you are using:

Picture or Contacts picture: Press **Center** ○ to capture the picture or start the self-timer.

Panorama: Press **Center** ○ for each picture you want to take.

Sports: Press and hold **Center** ○ while following the movement of your subject.

Burst: Press and hold **Center** ○ while the camera takes consecutive shots.

- 6 Hold your smartphone still until the picture is rendered. After the picture has been captured, it appears on the Review screen. Select one of the following:
 -  Go back to the Camera screen to take another picture.
 -  Delete the picture.
 -  Send the picture as an attachment to a multimedia or email message.
 -  View the picture in the Pictures & Videos application (see [Pictures & Videos](#)).



NOTE In Contacts picture mode only, a prompt appears, asking if you want to assign the picture to a contact. Select **Yes**, and then select a contact from the list or

press **New** (left softkey) to create a new contact for the picture.

TIP Check the **Don't show again** box to turn off the prompt. If you turn the prompt off, you cannot save a picture to contacts. To turn the prompt back on, see [Customizing your Camera settings](#).

Recording a video

Videos can be any length, provided you have enough storage space available. By default, videos are stored in the My Pictures folder on your smartphone. If you want to store your videos on an expansion card (sold separately), see [Customizing your Camera settings](#) to change where videos are stored. For information on accessing your videos on your computer, see [Windows XP](#) or [Windows Vista](#).

- 1 Press and hold the **Side** button.
- 2 Press **Left** ◀ or **Right** ▶ until the video  or MMS video  icon appears in the upper-left corner of the screen.
- 3 Adjust the position of your smartphone until you see the subject you want to record on the screen.

- 4 (Optional) If the onscreen controls are not displayed, press **Up** ▲ to display the controls, and tap the screen to open the Quick Settings. Tap any of the following settings repeatedly to toggle among the options for that item:

Resolution: Sets the image quality.

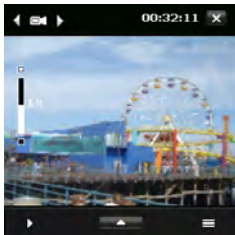
White balance: Specifies the light conditions.


Brightness: Sets the brightness level.

TIP When the Quick Settings are open, press **Left** or **Right** on the 5-way to adjust the brightness setting. If you use the stylus, first tap the + or - icon to specify whether you want to increase or decrease the brightness setting.

Storage: Specifies whether to save the video to your smartphone or to an expansion card (sold separately) inserted into your smartphone. The expansion card option appears only if you have an expansion card inserted into your smartphone.

TIP You can set additional options for the camera (see [Customizing your Camera settings](#)).



- 5 (Optional) With the controls displayed, press **Up** ▲ or **Down** ▼ to change the zoom level. The zoom indicator appears on the left side of the screen.
- 6 Press **Center** ○ to start recording.
- 7 When you have finished recording, press **Center** ○ to stop recording.
- 8 After the video has been captured, it appears on the Review screen. Select one of the following icons:
 -  Go back to the Camera screen to capture another video.



Delete the video.



Send the video as an attachment to a multimedia or email message.



View the video in Windows Media Player Mobile (see [Playing media files on your smartphone](#)).

Customizing your Camera settings

- 1 Press and hold the **Side** button.
- 2 Tap the **Menu** ≡ icon.
- 3 On the Capture Settings tab, set any of the following options. Not all options appear in all camera modes.

Effect: Sets a special effect such as grayscale or sepia.

Time Stamp (camera, sports, and burst modes only): Sets whether the date and time are displayed on your captured pictures.

Direction (panorama mode only): Sets the direction in which images are to be combined into a panorama.


Stitch Count (panorama mode only):

Sets the number of pictures that you want to be combined.

Capture Speed (sports and burst modes only):

Sets the speed for capturing still pictures.

Snapshots (sports mode only):

Sets the number of shots to be captured with each press of Center .


Quality: Sets the JPG image quality for still pictures.

Metering Mode: Sets whether the camera measures the amount of light around the center of the image or the average amount of light around the entire image to determine the best exposure value.

Storage: Sets whether to save items to your smartphone or to an expansion card (sold separately).

- 4 Select the **Advanced** tab and set any of the following options. Not all options appear in all camera modes.

Capture Format: Sets the format you want for captured still images.

Shutter Sound: Sets whether the camera makes a sound when you press Center .

Grid (camera mode only): Sets whether an onscreen grid appears to help position the subjects of still pictures.

Keep Backlight: Sets whether to turn the backlight on or off when using the camera. This overrides your smartphone backlight settings when you are using the camera.

Review Duration: Sets the time length that a captured picture or image is displayed before it is automatically saved and you return to the Camera screen. Select **No Limit** if you don't want a time limit. Select **No Review** if you want captured items to be saved immediately.

Flicker Adjustment: Sets the rate to reduce flicker on the camera screen.

Record with Audio (video and MMS video modes only): Sets whether to include audio when recording.

Prefix: Sets whether to include the date or the date and time as the prefix in the file names of captured items. When Default is selected, the prefix for pictures is IMAGE and the prefix for videos is VIDEO.

NOTE If you save pictures to an expansion card (sold separately), you cannot select a prefix. Pictures saved to a card are always given the IMAGE prefix.

Counter: Resets the file-naming counter to 1.

Recording Limit (video mode only): Sets whether there is a maximum size or length for recorded videos.

Image Properties: Adjusts properties such as contrast, saturation, hue, and sharpness for capture images. After you select the property you want, press **Right** ► or **Left** ◀ to increase or decrease the value.

Show Reminder (Contacts picture mode only): Sets whether an alert appears, asking whether you want to assign the captured picture to a contact.



5 Press **OK** .

Pictures & Videos

Viewing a picture

In addition to viewing the pictures you capture with the built-in camera, you can view pictures captured on many popular digital cameras or downloaded from the Internet. Your smartphone supports the following picture formats:



- JPG
- PNG
- BMP
- GIF

- 1 Press **Start**  and select **Pictures & Videos**.
- 2 If your pictures are not displayed in Thumbnail View, tap the **Show** list in the upper-left corner, select **My Documents**, and then select **My Pictures**.
- 3 Select the picture you want to view.
- 4 Press **OK**  to return to Thumbnail View.

Viewing a video









In addition to viewing the videos you capture with the built-in camera, you can view videos captured on many popular digital cameras or streamed from websites. Your smartphone supports and streams the following types of video files:

- MPEG-4
- 3GPP2
- 3GPP
- WMV, WMA, AVI
- RTSP Streaming

- 1 Press **Start**  and select **Pictures & Videos**.
- 2 If your pictures are not displayed in Thumbnail View, tap the **Show** list in the upper-left corner, select **My Documents**, and then select **My Videos**.
- 3 Select the video you want to view. For more info on viewing videos, see [Playing media files on your smartphone](#).
- 4 Press **OK**  to return to Thumbnail View.

TIP To view pictures or videos in a different folder, tap the **Show** list in the upper-left corner, and then select the album you want to view.

Viewing a slide show

- 1 Press **Start**  and select **Pictures & Videos**.
- 2 Press **Menu** (right softkey) and select **Play Slide Show**. The slide show plays automatically.
- 3 Press **Center**  to display the slide show toolbar, which includes the following options: **Rotate** , **Play** , **Pause** , **Reverse** , **Forward** , and **Stop**  the slide show.

Sending a picture or video

You can send a picture or video to other picture-enabled mobile smartphone devices or to an email address by attaching the picture or video to a message.

You cannot send copyrighted pictures or videos that appear with a lock icon in Thumbnail View.

- 1 Highlight the picture or video you want to send.

- 2 Press **Menu** (right softkey) and select **Send**.
- 3 Select the option you want to use to send the picture or video: an email account, a multimedia message (MMS), or a voice multimedia message (VoiceMail).
- 4 When the Messaging application opens, address and send the message (see [Creating and sending an email message](#) or [Creating and sending a multimedia message](#)).

TIP You can also beam an item to a nearby device. Press **Menu** (right softkey) and select **Beam**.

TIP If you have set up Windows Live on your smartphone (see [Using Windows Live™](#)), you can send a picture to the web storage space of your Windows Live account. From there, you can share the picture with other web users. Highlight the picture, press **Menu** (right softkey), and select **Send to your space**.

Creating a caller ID picture

You can add a picture to a contact entry when you create the entry (see [Adding a contact](#)). Follow these steps if you want to

add a picture to an existing contact, or to replace an existing contact's picture.

- 1 Highlight the picture you want to use as a caller ID picture.
- 2 Press **Menu** (right softkey) and select **Save to Contact**.
- 3 Select the contact to whom you want to assign the picture, or press **New** (left softkey) to create a new contact to whom you want to assign the picture.

Organizing pictures and videos

You can move or copy pictures and videos to other folders or between your smartphone and an expansion card.

- 1 Highlight the picture or video you want to move or copy.
- 2 Do one of the following:

Move the picture or video: Press **Menu** (right softkey) and select **Edit > Cut**.

Copy the picture or video: Press **Menu** (right softkey) and select **Edit > Copy**.

TIP To create a new location for storing the picture or video, press **Menu** (right softkey) and select **Edit > New Folder**.

- 3 Tap the **Show** list in the upper-left corner, and select the location where you want to place the picture or video.
- 4 Press **Menu** (right softkey) and select **Edit > Paste**.


You can also view a specific folder or expansion card and arrange the pictures and videos by name, date, or size.

- 1 Tap the **Show** list in the upper-left corner, and select the folder you want to view.
- 2 Tap the **Sort By** list in the upper-right corner, and select the sort method: **Name**, **Date**, or **Size**.

Using a picture as the Today screen background

- 1 Highlight the picture you want to use.
- 2 Press **Menu** (right softkey) and select **Set as Today Background**.
- 3 Select the **Transparency level** list and select the appropriate level. Use a higher percentage for a more


transparent picture and a lower percentage for a more opaque picture.

- 4 Press **OK**  to return to Thumbnail View.

Editing a picture

For more extensive edits, download your picture or video to your computer and edit it in your favorite graphics program. Then sync the picture or video back to your smartphone.


- 1 Select the picture you want to edit.
- 2 Press **Menu** (right softkey) and select **Edit**.
- 3 Do any of the following:
 - To rotate the picture 90 degrees, press **Rotate** (left softkey).
 - To crop the picture, press **Menu** (right softkey) and select **Crop**. Tap and drag the stylus to highlight the area to crop. Tap inside the box to crop the picture.
 - To adjust the brightness and contrast levels of the picture, press **Menu** (right softkey) and select **AutoCorrect**.

- To undo an edit, press **Menu** (right softkey) and select **Undo**.
 - To cancel all unsaved edits you made to the picture, press **Menu** (right softkey) and select **Revert to Saved**.
- 4 To save your edited picture, press **Menu** (right softkey) and select **Save As**. Enter a new name for the picture and press **OK** .


Deleting a picture or video

- 1 Highlight the picture or video you want to delete.
- 2 Press **Menu** (right softkey) and select **Delete**.
- 3 Select **Yes** to confirm the deletion.

Renaming a picture or video

- 1 Highlight the picture or video you want to rename.
- 2 Press **Menu** (right softkey) and select **Tools > Properties**.
- 3 Enter a new name for the picture or video.
- 4 Press **OK**  to return to Thumbnail View.

Customizing picture playback settings

- 1 Press **Start**  and select **Pictures & Videos**.
- 2 Press **Menu** (right softkey) and select **Tools > Options**.
- 3 On the General tab, set any of the following options:



Use this picture size: Sets the size of pictures you send with the Messaging application.

When rotating a picture, rotate 90 degrees: Sets the direction in which pictures rotate.

- 4 Select the **Slide Show** tab, and set any of the following options:



During slide shows, optimize for viewing: Sets whether pictures are optimized for portrait or landscape format during slide shows.

Play screensaver when connected to my PC and idle for 2 minutes: Sets whether the pictures in your My Pictures folder are used as a screensaver when your smartphone is connected to your computer and ActiveSync® desktop software is not running.

- 5 Press **OK**  to return to Thumbnail View.

Windows Media Player Mobile

Windows Media Player Mobile can play music, audio, and video files that are stored on your smartphone or on an expansion card (sold separately) in any of the following file formats:

- WMA
- WMV
- MP3
- 3GP
- AAC
- AAC+
- MPEG-4

DID YOU KNOW? You can also download animated GIF files and view them in Internet Explorer Mobile.

IMPORTANT You must have QuickTime Player version 6.5 or later installed on your computer to play videos recorded by your smartphone. You can download the videos

from an expansion card or you can click the video thumbnail after synchronizing the files.

You can listen to these music, audio, and video files through the speaker on the back of your smartphone or through stereo headphones.

Synchronizing Windows Media Player library files

Use the Sync feature in the desktop version of Windows Media Player to transfer digital music, audio, video, and playlist files between your computer and an expansion card or your smartphone. Using the Sync feature ensures that the files are transferred correctly.

TIP For tips on using the desktop version of Windows Media Player, go to the Help menu in Windows Media Player on your computer.

BEFORE YOU BEGIN Do the following:

- Be sure you have Windows Media Player 10 or later installed on your computer. On a Windows XP computer, Windows Media Player 10 must be

installed on your computer before you install ActiveSync desktop software. You can install ActiveSync desktop software from your smartphone. (If you are having trouble, see [My video and music files won't sync.](#)) If you need to install Windows Media Player, you can download it for free from microsoft.com.

NOTE Windows Media Player 11 is already installed on Windows Vista computers.

- To sync Windows Media Player files with your computer, set the Media sync option on your smartphone (see [Changing which applications sync.](#))
- 1 On your computer, open Windows Media Player.
 - 2 (Optional) If you're transferring media files to an expansion card, insert an expansion card into your smartphone.
 - 3 Connect your smartphone to your computer with the USB cable.
 - 4 Do one of the following:

Windows Media Player 10: When the Device Setup Wizard opens on your computer, click **Automatic**. Check the

Customize the playlists that will be synchronized

box.

Windows Media Player 11: Select the arrow below the **Library** tab, and then select the type of item you want to synchronize: pictures, music, or videos. Select the arrow below the **Sync** tab, and then select **Treo > Set Up Sync**.

Check the **Sync this device automatically** box. To sync with an expansion card, select the arrow below the Sync tab, and then select **Storage Card > Set Up Sync**.


- 5 Select the playlists you want to sync. On a Windows Vista computer, select the **All Photos** and **All Videos** playlists to synchronize pictures and videos between your smartphone and your computer.

NOTE If the playlist you want does not appear, the items you want to synchronize may reside in a folder that does not sync with Windows Media Player. Sync those items by following the correct sync procedure described in [Synchronizing your pictures, videos, and music](#).

- 6 Click **Finish** to begin the transfer. If you are transferring files to an expansion card, be patient; transferring media files to an expansion card can take several minutes.

To find your synchronized files, update the library in Windows Media Player. The files appear in the updated libraries.

Playing media files on your smartphone

- 1 Press **Start**  > **Programs** and select **Windows Media**.
- 2 If the Library screen is not displayed, press **Menu** (right softkey) and select **Library**.
- 3 Tap the **Library** list in the upper-left corner, and select the library you want to use.

TIP To play a file that is not in a library, go to the Library screen, press **Menu**, and select **Open File**.

- 4 Select the category containing the media file you want to play. Continue selecting categories until the list of individual items (videos, songs, albums, or artist names) appears.

TIP If you can't find an item you want, update the library (see [Working with libraries](#)).

- 5 Select the item you want to play (such as a song, album, or artist name).
- 6 Press **Play** (left softkey). See the next page for playback controls.
- 7 Press **Menu** (right softkey) and select any of the following during playback:

Library: Displays the Library screen so you can select a different song to play.

Shuffle/Repeat > Shuffle: Plays the Now Playing playlist in random order. A checkmark appears next to this command when it is on.



Shuffle/Repeat > Repeat: Plays the Now Playing playlist repeatedly. A checkmark appears next to this command when it is on.



Stop: Ends playback.

Playback controls


Use any of the following onscreen controls during playback:

 or **Center**  plays the current file.

 or **Center**  pauses the current file.

 or **Left**  skips to the beginning of the current file or to the previous file.

 or **Right**  skips to the next file.


 sets the point from which playback begins. Tap and drag the slider to change the current position.


 or **Volume button** increases the volume level.

 or **Volume button** decreases the volume level.

 turns the sound on or off.

 displays a video using the full screen.

 displays a website where you can find music and videos to play.

 indicates the rating of the current file. Select the star to change the rating.


DID YOU KNOW? You can play streaming files from the web. To play an MMS (Microsoft Media Streaming) file, press **Menu** on the Library screen and select **Open URL**. Select **URL** and enter the website address, or select **History** and select a site you've visited before.

DID YOU KNOW? If you close the Windows Media Player Mobile window, your music continues to play in the background.

Working with libraries

A library represents each of the storage locations available to Windows Media Player Mobile, such as your smartphone (My Device) or an optional expansion card, sold separately (My Storage Card). Each library contains links to the media files in that location. Windows Media Player Mobile usually updates the My Device library automatically, but you must manually update the My Storage Card library.

TIP If you don't see a media file that you added, manually update the library.

- 1 Press **Start**  and select **Windows Media Player**.
- 2 If the Library screen is not displayed, press **Menu** (right softkey) and select **Library**.
- 3 Press **Menu** (right softkey) and select **Update Library**.
- 4 Wait for the files to be added, and then select **Done**.

TIP To delete an item from a library, highlight the item and then press and hold **Center** on the 5-way to open the shortcut menu. Select **Delete from Library**, and select **Yes** to confirm the deletion.

DID YOU KNOW? If you move files between your smartphone and an expansion card, be sure to update your libraries, or you won't be able to see the files in their new location.

Working with playlists



A playlist is a list of media files that play in a specific order. You can use playlists to group audio files together or video files together for convenient playback. For example, in the desktop Windows Media Player, you can create a playlist of upbeat songs for when you exercise and a playlist

of soothing songs for a long flight. When you synchronize, your favorite playlists are automatically copied to your smartphone. Your playlists appear in your libraries (in the My Playlists category).




A temporary playlist, called Now Playing, appears on the Now Playing menu. It lists the currently playing file, as well as any files that are queued up to play next. You can add to, modify, or clear the files on the Now Playing playlist.

- 1 Go to the Now Playing screen:
 - If you are on the Library screen, select the **Now Playing** category.
 - If you are on the Playback screen, press **Now Playing** (left softkey).



- 2 Do any of the following:
 - To move a file up or down one slot, highlight the file and select **Move Up**  or **Move Down** .

TIP You can also move a file in the Now Playing playlist by tapping and dragging it to a new position.

- To add a file, select **Add** , highlight the file, press **Menu** (right softkey), and select **Queue Up**.
- To delete a file from the playlist, highlight the file and select **Remove** .
- To view more info about a file, highlight the file and select **Properties** .
- To remove all items from the Now Playing playlist, press **Menu** (right softkey) and select **Clear Now Playing**.

Customizing Windows Media Player Mobile

- 1 If you are on any screen other than the Playback screen, press **OK** (OK) to go to the Playback screen.
- 2 Press **Menu** (right softkey) and select **Options**.
- 3 On the Playback tab, you can set the following option:



Show time as: Sets whether the time remaining or the time elapsed appears in the Playback screen.

- 4 Select the **Video** tab and set one of the following options:
 - Play video in full screen:** Sets whether videos automatically play in full screen format.
 - Scale to fit window:** Sets whether videos are automatically scaled to fit the Playback screen.
- 5 Select the **Network** tab and set the following options:
 - Protocol:** Enables and disables the available protocols. You must select at least one protocol. You can also set a UDP Port.
 - Internet connection speed:** Specifies the speed of your network connection, and specifies whether you want the device to detect connection speed.
- 6 Select the **Library** tab and set whether you want to see the Library or Playback screen when you open Windows Media Player Mobile.
- 7 Select the **Skins** tab and select **Previous** or **Next** to set the player's background.

- 8 Select the **Buttons** tab to change any of the available button settings:



- To assign a button, highlight the item you want to set, select **Assign**, and press the button you want to use for that item.

- To restore an item's factory setting, highlight the item and select **Reset**.
- To unassign an item, highlight the item and select **None**.

- 9 Press **OK** (⊗).