Palm® Treo™ 700wx Smartphone Quick Reference Guide

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Welcome

Congratulations on the purchase of your Palm® Treo™ 700wx smartphone. In one compact and indispensable device, you now have all of the following:

- An advanced wireless smartphone
- A Windows Mobile® organizer with portable memory card expansion capability (MultiMediaCard/SD/SDIO)
- High-speed web browsing with support for CDMA 1xRTT and EVDO wireless technologies.
- A 1.3-megapixel digital camera
- Email
- Text messaging
- A media player
- Microsoft Office Mobile suite

This guide helps you set up your Treo 700wx smartphone and quickly learn how to use it.

NOTE Web, email, and text messaging services require a service contract and high-speed data service from your wireless service provider. Data speeds vary based on network availability and capacity.

What's in the box?

You should have received all of the following items in the Treo 700wx smartphone box:

Hardware

- Treo 700wx smartphone
- Rechargeable battery
- AC charger
- USB sync cable
- Stereo headset

Documentation and software

- *Read This First* setup poster
- *Palm® Treo™ 700wx Smartphone Quick Reference Guide (this book)*
- *Setting Up Email Guide*
- Getting Started CD that includes the following:
  - *Using Your Palm® Treo™ 700wx* user guide

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- Microsoft® Office Outlook® 2002
- ActiveSync® desktop synchronization software
- Additional software for your smartphone

- Palm warranty

What you need to use your smartphone

As you work through the instructions in this guide, you need all the items that came in the Treo 700wx smartphone box (see "What's in the box?" on page 1), as well as the following:

- An activated account from your wireless provider
- A location with wireless coverage for your smartphone
- An electrical outlet
- A computer you want to synchronize your personal information with

NOTE Before you can use email, messaging, or web browsing, your wireless service provider service plan must include data services.

Where to learn more

For a quick introduction

- **Quick Tour:** The Quick Tour highlights many of your smartphone's features. It is already installed on your smartphone, and you can open it at any time. Press **Start**, select **Programs**, and then select **Quick Tour**.

While using your smartphone

- **Help:** Many of the built-in applications include on-device Help, so that you can learn about the tasks you can perform in that application. To access Help, go to the application or screen you want help with, press **Start**, and select **Help**.
- **Online support from Palm:** For up-to-date downloads, troubleshooting, and support information, check out www.palm.com/support.

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If you need more information

- **Books:** Many books on Windows Mobile® devices are available in local or online book retailers (look in the computers section).
- **Online forums:** Consult online Treo 700wx smartphone user discussion groups to swap information and learn about topics you may find nowhere else. Visit www.palm.com/support for details.
- **Your wireless provider customer service:** For questions about your account or features available on the network, contact your wireless service provider customer service.

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CHAPTER
1

Moving Around On Your Smartphone

Congratulations on the purchase of your new Palm® Treo™ 700wx smartphone. You're about to discover the many things about your smartphone that will help you better manage your life and have fun, too.

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 smartphone is similar. 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

- Know where your smartphone controls are located
- 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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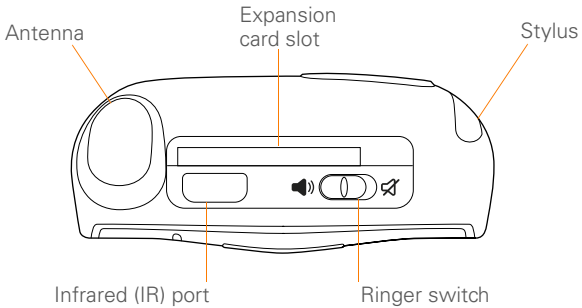
Overview



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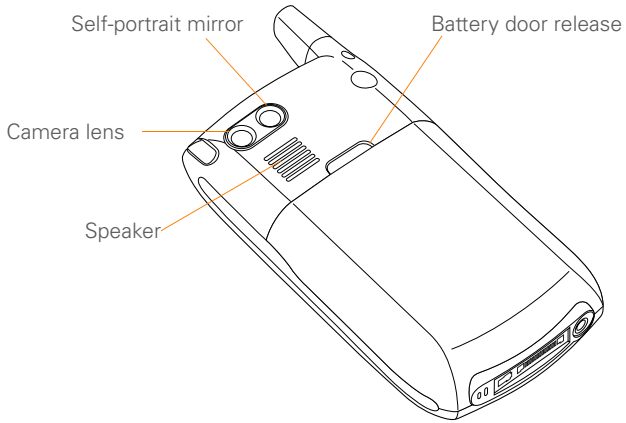

Turning your smartphone on/off

The phone and the screen of your Palm Treo 700wx 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 without turning on the phone. Also, when the screen is turned off, the phone can be on and ready for you to receive and make calls.

Turning your phone on and off

When you turn on your phone, it connects to a wireless network so that you can make and receive phone calls and use other wireless services.

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1. If you are not on a call and your screen is off, briefly press **Power/End** to wake up the screen.
2. Press **Center** on the **5-way** to turn off **Keyguard**.
3. Press and hold **Power/End** to turn on your phone. When your smartphone locates a signal, the name of your wireless service provider and the **signal-strength** icon appear at the top of the screen, indicating that you can use the phone and Internet features (if supported by the local network).
4. Press and hold **Power/End** again to turn off your phone. When your phone is off, "Phone Off" and the **phone-off** icon appear at the top of the screen. Your smartphone is not connected to any wireless network, but you can still use the organizer and other features.

DID YOU KNOW? The indicator light flashes green when your phone is on and you're inside a coverage area. If you're outside a coverage area, the indicator light flashes amber and no bars appear in the signal-strength icon.

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 your smartphone's screen without turning off your smartphone's wireless features.

1. Press **Power/End** to wake up the screen, and then press **Center** to turn off **Keyguard**.
2. Briefly press **Power/End** to turn off the screen.

TIP You can set how long the screen stays on during a period of inactivity. Press **Start**, select **Settings**, select the **System** tab, and then select **Power**. Select the **Advanced** tab, and then adjust the **On battery power** setting.

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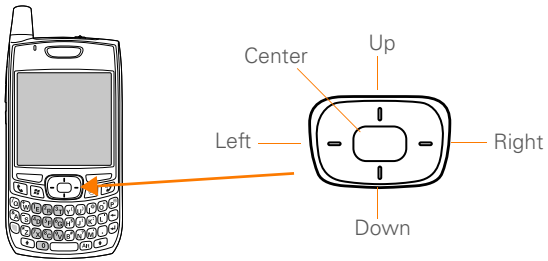
Moving around the screen

To move around the Palm® Treo™ 700wx smartphone screen, you can use the 5-way navigator or you can tap items on the touch screen with the stylus. As you become familiar with your smartphone, you'll find your own favorite way to scroll, highlight, and select items.

The 5-way includes the Right ▶, Left ◀, Up ▲, Down ▼, and Center ⬭ buttons.

TIP Some third-party applications may not work with the 5-way navigator; therefore you may be required to use your stylus instead.

TIP The arrow icons that 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" on page 16).



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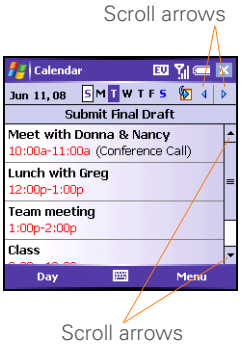
Scrolling through screens

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.
- Press and hold **Option** while pressing **Left** ◀ or **Right** ▶ to jump to the top or bottom of the current 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.
- Tap and drag the slider of an onscreen scroll bar.

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DID YOU KNOW? Custom navigation features are available when you browse the web using Internet Explorer. See "Viewing a web page" on page 65.

Closing screens

To accept the information you entered on a screen and to return to the previous screen, do one of the following:

- Press **OK** (ok).
- Use the stylus to tap ok or ✕ in the upper-right corner of the screen.

NOTE When you close a screen, the application still runs in memory. See the *Using Your Palm® Treo™ 700wx* user guide for instructions about viewing the amount of memory in use versus the available memory, and for instructions about closing applications and freeing up memory.

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.

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

- **Border glow:** 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.

- **Reverse type** (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.

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 border glow around the screen. The behavior of the 5-way varies slightly in each application.

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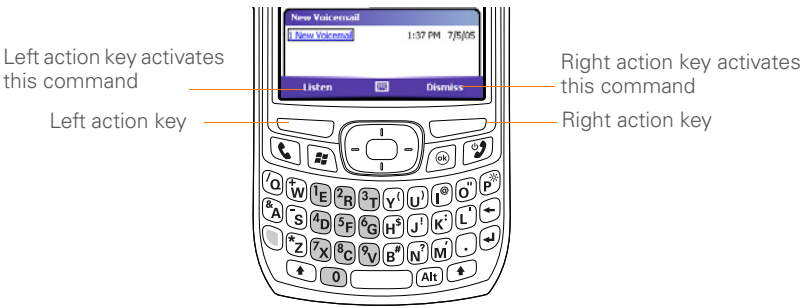
Highlighting text

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.

Using the action keys

The left and right action keys give you quick access to tasks that you can do on the current screen, so the action key items vary from application to application and from screen to screen. Look on the screen directly above the action key to see the action that it does in the current context. In some contexts, these keys may do nothing at all. In most cases the right action key opens the menu, and the left action key activates a specific command, such as New or Edit. Remember that action key functions vary from screen to screen, so be sure to check the onscreen label before pressing an action key.



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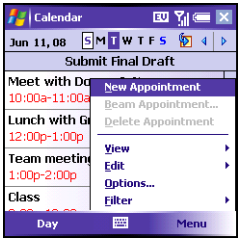
Selecting menu items

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

1 Press **Menu** (right action key) to display an application's menu.



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

3 If an arrow appears next to a menu item, press **Center** or **Right** to display additional options for that item, and then press **Up** or **Down** to highlight a menu 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 action key) to close the menu and cancel your selection.

DID YOU KNOW? You can use keyboard shortcuts to select most menu items. To quickly access a menu item, press **Menu** (right action key) 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 computer. The shortcut menu options vary based on the highlighted selection.

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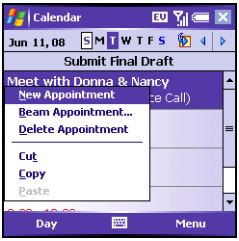
1 Highlight the item you want to open the shortcut menu for.



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

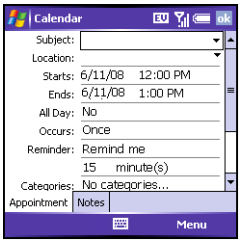
3 Press **Up** ▲ or **Down** ▼ to highlight a menu item.

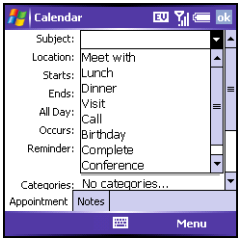
4 Press **Center** to select the menu item or press **Left** ◀ to cancel your selection.

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

Selecting options in a list

Lists let you select from a range of options. You can identify whether a list is available when you select the 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.





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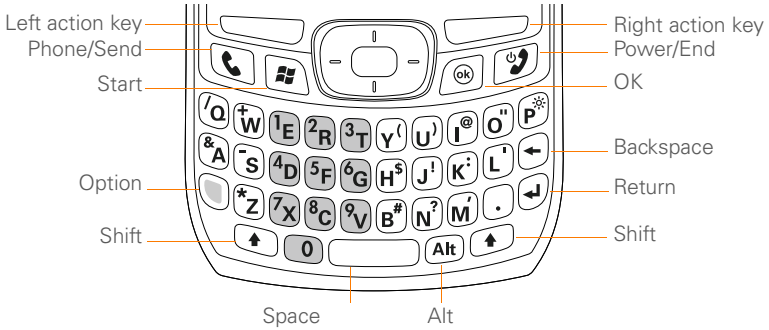
To select from a list, do any of the following:

- 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.
- To exit the list and cancel your selection, press **Left** ◀.

TIP When selecting fields you might not see the downward-pointing arrow until you press Center on the 5-way.

DID YOU KNOW? In fields where you see a downward-pointing arrow but no rectangle, you must tap the arrow with the stylus to expand the field.

Using the keyboard



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

Understanding the keyboard backlight

Your smartphone includes a keyboard backlight for low light conditions. The keyboard backlight is activated automatically when the screen turns on. The backlight turns off automatically when the screen turns off or when you are on a call or 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**, and then enter a letter. You don't need to press and hold Shift while entering a letter.
- Press **Shift** 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** again.

Entering numbers, punctuation, and symbols

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

- Press **Option**, and then press the key 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

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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 other symbols and accented characters

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

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 "Symbols and Accented Characters" on page 20.
3. Press **Up** or **Down** to highlight the desired character.
4. Press **Center** to insert the character.

TIP The alternate characters are grouped according to their similarity to the corresponding key. For example, the alternate characters available for the e key are é, è, ë, and ê. If you press the wrong key, press **Backspace** to return to the full list of alternate characters. You can then press another key.

DID YOU KNOW? If you don't know which key to press to narrow the list when entering a symbol, you can scroll through the full list until you find the character you want.

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Symbols and Accented Characters			
Press Alt and enter...	to select...	Press Alt and enter...	to select...
a	á à ä â ã å æ	S	ß ŠS §
A	Á À Ä Â Ã Å Æ	t or T	™
b or B	ß	u	ú ù ü û
c	ç ¢ ©	U	Ú Ù Ü Û
C	Ç ¢ ©	x or X	x ¤
e	é è ë ê	y	ý ÿ
E	É È Ë Ê	Y	Ý Ÿ
i	í ì ï î	0	°
I	Í Ì Ï Î	1	¹ ¼ ½
l or L	£	2	²
n	ñ	3	³ ¾
N	Ñ	f	ƒ
o	ó ò ö ô œ õ	F	ƒ
O	Ó Ò Ö Ô Œ Õ	$	€ £ ¥ ¢
p or P	¶	!	¡
r or R	®	?	¿
s	ß Šs §	;	:-) :-(;-)

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Opening and closing applications

Opening applications

You can access all the applications on your smartphone through 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 view additional applications, select **Programs**.

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

4 (Optional) Press **OK** to return to Programs and open another application. The current application continues to run in the background.

TIP With the Start menu open, you can press the letter underlined in the application's name to open the app. For example, press **H** to open **Help**. You can also select the shortcut icons at the top of the Start menu to open recently used applications.

DID YOU KNOW? You can open apps by pressing Option and then pressing Phone/Send, Start, or OK. You can customize the apps assigned to these button combinations; see "Reassigning buttons" on page 107 for details.

Closing applications

You can have several applications open at once, so you don't need to exit an application to open another one. In most cases, applications close automatically when available memory is low, but you can also close applications manually.

1 Press and hold **OK** to open **Memory Settings**.

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2 On the **Running Programs** tab, do one of the following:

- Select the application you want to close, and then select **Stop** to close it.
- Select **Stop All** to close all your open applications.

NOTE If you press **OK** to return to Programs, the current application continues to run in the background.

Using your Today screen

Your Today screen is your home base. From your Today screen you can quickly look up a contact, dial a phone number or speed-dial button, see your latest calendar appointments, see the number of unread email messages, and even search the web.

To access your Today screen, press **Phone/Send**.

TIP You can select a picture for your Today screen background and select which items appear on the Today screen. See "Today screen settings" on page 99 for details.

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- **Title bar and status info:** See "What are all those icons?" on page 31 to learn about the icons that appear in this area.
- **Dial Lookup field:** Begin typing the name you want to look up. See "Dialing by contact name" on page 34 for more info.
- **Web Search field:** Enter a word you want to find on the Internet, and press **Center** to begin the search (data services connection required).
- **Speed-dial entries:** Select the speed-dial button you want to dial. This can be a text button or a picture speed-dial button. See "Creating speed-dial buttons" on page 44 to create your own.

Synchronizing contacts and other info

You can enter or change information on your smartphone or in Microsoft Office Outlook on your computer, and then synchronize to automatically update the info in both places; there is no need to enter the info twice. We strongly recommend that you synchronize your smartphone and your computer frequently to keep your information up-to-date (and backed up) in both locations.

Each time you connect your smartphone to your computer, it automatically synchronizes the items that are set to sync. You can synchronize using a cable or you can sync wirelessly.

To use ActiveSync® software, you must first install it from the Getting Started CD that came with your smartphone.

If you want to use Direct Push Technology, make sure you are accessing an Exchange Server 2003 upgraded to Service Pack 2.

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See the *Using Your Palm® Treo™ 700wx* user guide for more information.

You can customize the sync settings (see "Setting synchronization options" on page 91) or use the default settings to synchronize your info in the following applications:

Contacts Calendar E-mail Tasks Favorites

1 Connect your smartphone to your computer. You should hear the ActiveSync® tone.

2 Look for the **ActiveSync** icon at the top of your smartphone's screen and the **ActiveSync** icon in the taskbar on your computer.

- If you don't see the ActiveSync icon, make sure the desktop synchronization software that came with your smartphone is running on your computer.
- If you have any problems synchronizing, see *Using Your Palm® Treo™ 700wx* user guide for troubleshooting suggestions.

TIP We recommend that you install a backup and restore application. A backup and restore application preserves your data and settings if your smartphone is ever lost or stolen, and it protects your data during a hard reset. See www.palm.com/support for more information.

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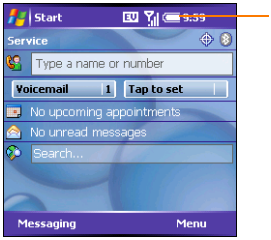
Maintaining the battery

Viewing the charge status

IMPORTANT Charge the battery for 3.5 hours, or until the indicator light is solid green.



Battery icon

When your smartphone display is on (see "Waking up the screen and turning it off" on page 10), the onscreen battery icon displays the charging status:

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

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

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

An exclamation point (!) indicates that the battery needs to be charged immediately.

DID YOU KNOW? Tapping the battery icon opens a window showing a percentage level of charge left in the battery.

Maximizing battery life

You can increase your smartphone's battery life by following a few easy guidelines. Remember that battery life depends on how you use your smartphone.

- Charge your smartphone whenever you're at your desk, or charge it overnight each day. The battery in your

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smartphone has a much longer useful life when it is topped off frequently, versus charging it after it is fully drained.

- If you spend a lot of time using the camera, games, media players, eBooks, or other applications, keep an eye on the battery icon and charge when necessary.
- Your smartphone's wireless features (phone, email, messaging, and web) generally consume more power than the organizer features. If you don't plan to use the wireless features on your smartphone for a while, turn off your wireless services (see "Turning wireless services on/off" on page 111). You can forward calls to a different number or let all calls be picked up by voicemail. To see if your wireless services are on, tap the **phone-off** icon, and then select **Wireless Manager**.
- Turn off your smartphone's Bluetooth® wireless technology feature when you do not need to make a Bluetooth connection.
- As with any wireless phone, if you are in an area with no wireless coverage, your smartphone searches for a signal, which consumes power. If you cannot move to an area of better coverage, temporarily turn off your phone (see "Turning your phone on and off" on page 9).
- Turn down the screen brightness (see "Adjusting the brightness" on page 106).
- Set your screen to turn off automatically after a shorter period of inactivity (see the *Using Your Palm® Treo™ 700wx* for more information).
- Keep your battery away from direct sunlight and other sources of heat. Temperatures over 120 degrees Fahrenheit (50 degrees Celsius) can permanently reduce the capacity and life span of any lithium-ion battery.
- If you are using Direct Push technology (MSFP) for email, set your device to sync every 30 minutes or more. Email synchronization can quickly consume battery power.

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DID YOU KNOW? If the battery drains to the point where your smartphone doesn't turn on, your smartphone stores your info safely until you recharge the battery. To avoid draining the battery, we recommend that you charge and synchronize every day, especially if you use your smartphone often.

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CHAPTER
2

Using Your Phone

The phone, along with the Today screen, is your home base 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
- Create speed-dial buttons with pictures of your friends

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In this chapter

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Making calls 33
Receiving calls 37
Using voicemail 38
Managing calls 40
Creating speed-dial buttons 44
Using a phone headset 46
Using your smartphone as a wireless modem. 48

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Phone overview

IMPORTANT Depending on where you are on a wireless network with certain coverage conditions, you might experience interruptions with your phone operation while using a Wi-Fi card (you must purchase and install a third-party Wi-Fi card to use this feature). Palm recommends that you turn off the phone radio when using any Wi-Fi card with your smartphone or remove the Wi-Fi card when not in use to ensure that you can always make and receive phone calls. For EMERGENCY calls, always remove the card from your smartphone to ensure optimal connectivity.

What are all those icons?

You can monitor the status of several items using icons at the top of your Today screen:

You missed an incoming call.

You have a voicemail message.

You have a new email or text message.

An error occurred during synchronization.

You have more than one of the conditions listed previously.

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.

You are outside your wireless service provider's coverage area and are roaming on another wireless service provider's network.

A voice call is in progress.

You are in an area that supports 1xRTT data services.

You are in an area that supports EVDO data services.

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A 1xRTT data call is in progress. You can make calls, but you cannot receive calls; any incoming calls go to voicemail. When you make a call, the data transmission is automatically interrupted.

An EVDO data call is in progress. You can still make or receive calls. When you make or receive a call, the data transmission is automatically interrupted.

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

Your phone is connected to an EVDO data network, but you are not actively transmitting data. You can still make or receive calls.

Your Palm® Treo™ 700wx smartphone is connected to a computer or network that is providing a data connection.

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

ActiveSync® software is currently synchronizing with the Exchange Server.

Your smartphone's battery is low.

Your smartphone's battery is charging.

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

Network name — Your phone is on and you are in your wireless service provider's coverage area. If you are outside a coverage area, No service or Roaming appears instead. When you turn off your phone, Phone Off appears instead.

VP — Voice privacy is preventing over-the-air eavesdropping. The icon appears during a call when this option is turned on and when voice privacy is available on your wireless service provider's network.

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The location privacy setting is set to Location On. Your location is available to your wireless service provider's network and other applications. The icon appears with a red slash when the Location Privacy option has been selected. See the *Using Your Palm® Treo™ 700wx* user guide for more information.

The Bluetooth® wireless technology status indicator appears in gray when this feature is off, in blue when this feature is on, and in reverse blue when your smartphone is communicating with another Bluetooth device.

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

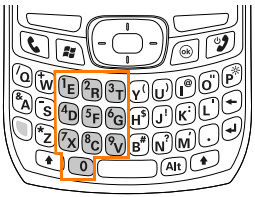
Making calls

BEFORE YOU BEGIN Make sure your phone is on (see "Turning your smartphone on/off" on page 9) and that you're inside a coverage area.

Your smartphone offers several ways to make phone calls. Try them all and you'll discover which methods you prefer.

Dialing with the number pad

1 Go to your Today screen (see "Using your Today screen" on page 22).



2 Using the numbered keys on the keyboard, enter a phone number.

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

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NOTE You do not need to press Option to access the numbers on the keyboard. However, when dialing short numbers, such as 411, the number may conflict with a contact name. If this occurs, press **Option** to avoid starting a contact lookup. You can always dial emergency call numbers without pressing Option first.

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 can dial a call by contact name, you must create some contacts (see "Adding a contact" on page 53) or import them by synchronizing (see "Synchronizing contacts and other info" on page 23).

1 Go to your Today screen (see "Using your Today screen" on page 22).

2 Using the keyboard, begin entering one of the following for the contact you want to call:

- First name (JOH for John)
- Last name (SMI for Smith)
- First initial, a space, and then last initial (J S for John Smith)
- First name and last name (JOH SMI for John Smith)

For example, entering SM finds both Smilla Anderson and John Smith. Entering SM A finds only Smilla Anderson.

3 Select the number you want to dial.

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

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TIP To clear the **Dial Lookup** field and start another **Contacts** search, press **OK**. To delete letters when correcting a misspelled name, press **Backspace**.

Dialing with a speed-dial button

Before you can use a speed-dial button, you must create some speed-dial entries. See "Creating speed-dial buttons" on page 44.

You can make a call with your speed-dial buttons by doing any of the following:

- Highlight a speed-dial button with the **5-way**, and then press **Center**.
- Tap a speed-dial button with the stylus.
- From the Today screen, press and hold a Quick Key that you assigned to the speed-dial button.

To see more speed-dial buttons, highlight the picture speed-dial area and press **Right** ▶ or **Left** ◀ repeatedly, or highlight the text speed-dial area and press **Up** ▲, **Down** ▼, **Right** ▶, or **Left** ◀.

Dialing by company name

1. Press **Start** and select **Contacts**.
2. Press **Menu** (right action key) and select **View By** > **Company**.
3. Press **Phone/Send** to go to your Today screen.
4. Using the keyboard, begin entering the first few letters of the company name.

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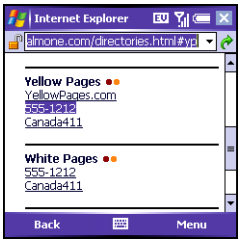
5 Select the number you want to dial.

6 Press **Phone/Send** to dial.

Dialing from a web page or message

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



1 Use the **5-way** to highlight the phone number you want to dial in the web page or message.

2 Press **Center** to open the **Phone** dialog box, and then select **Yes** to dial.

Redialing a recently called number

- **To dial the last number you called:** Go to your Today screen, and then press and hold **Phone/Send**.

- **To select from your most recently dialed numbers:** Go to your Today screen, press **Phone/Send**, highlight the number or contact name you want to call, and then press **Phone/Send** to dial. If more than one number is associated with a contact, highlight the contact and press **Right** to access any alternate numbers for that contact.

- **To select from a chronological list of calls:** Go to your Today screen, press **Phone/Send**, and then select **Call Log**. Highlight the number you want to call, and then press **Call** (left action key) to dial.

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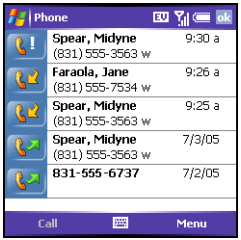

TIP You can also access the Call Log and Dial Pad from the Today screen by pressing **Menu** (right action key) and selecting **Call Log** or **Dial Pad**.

Dialing using the onscreen Dial Pad

The onscreen Dial Pad provides large numbers that you can tap with your finger or your stylus. The numbers also include the corresponding letters so that you can dial numbers that are expressed as letters.

1. Go to your Today screen.
2. Press **Phone/Send**, and then select **Dial Pad** from the menu.
3. Tap the onscreen **Dial Pad** to enter the number.
4. Press **Phone/Send** to dial.

DID YOU KNOW? You can paste numbers directly into the Dial Pad. Copy a number from another application, switch to **Dial Pad**, and then press and hold **Center** on the **5-way** to paste the number.

Receiving calls

To receive calls, your phone must be on.

To answer a call, do one of the following:

- Press **Phone/Send**.
- Press **Answer** (left action key).
- If the headset is attached, press the headset button.

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

- Press **Power/End** .
- Press **Menu** (right action key) and select **Ignore**.
- Press **Menu** (right action key) and select **Ignore with text message** to send the caller a text message.

To silence the ringer while your smartphone is ringing:

- Press any key on your smartphone except **Phone/Send**, **Power/End**, **Start**, **OK**, **Alt**, or the **5-way**. You can also use the **Volume** button to turn the ringer sound all the way down.
- To immediately silence all system sounds including the ringer, slide the **Ringer switch** to **Sound Mode Off** . All sounds remain off until you slide the **Ringer switch** back to **Sound Mode On** .

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

DID YOU KNOW? When you are on a plane, you can turn off your phone and all wireless services using Wireless Manager (see "Turning wireless services on/off" on page 111). But you can still wake up the screen and use any app that doesn't require wireless services, like your smartphone's calendar, music player, and games.

Using voicemail

Setting up voicemail

1 Go to your Today screen.
2 To access your wireless service provider's voicemail system, do one of the following:

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- Press and hold the number Quick Key associated with the Voicemail speed-dial button (such as **1**). You can also select the **Voicemail** speed-dial button with **Center** or tap it with the stylus.
- If a Voicemail speed-dial button is not configured, dial the phone number for your wireless service provider's voicemail system, using the keyboard.
- You can also create a speed-dial button for your wireless service provider's voicemail system. See "Creating speed-dial buttons" on page 44 for more information.

3 Follow the voice prompts to set up your voicemail.

Voicemail notification

When you have a new voicemail message, a notification screen appears. To hear your message now, press **Listen** (left action key). To retrieve your message later, press **Dismiss** (right action key). When you have unretrieved voicemail messages, a **Voicemail** icon appears at the top of your screen and the left action key is labeled **Voicemail**.

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

Retrieving voicemail messages

1 Go to your Today screen.

2 To access your wireless service provider's voicemail system, do one of the following:

- Press and hold the number Quick Key associated with the Voicemail speed-dial button (such as **1**). You can also select the **Voicemail** speed-dial button with **Center** or tap it with the stylus.
- If a Voicemail speed-dial button is not configured, dial the phone number for your wireless service provider's voicemail system, using the keyboard.
- You can also create a speed-dial button for your wireless service

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provider's voicemail system. See "Creating speed-dial buttons" on page 44 for more information.

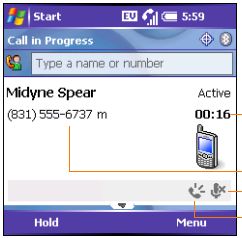
3 Enter your voicemail password, using the keyboard, or press **Extra Digits** (left action key) if you defined this option (see "Creating speed-dial buttons" on page 44 for details).

4 Select **Play** to listen to your messages.

TIP You do not need to press Option to enter numbers, *, or # while on an active call.

Managing calls

When you make or receive a call, the active call info appears on your Today screen.



During a call, you can do any of the following:

- **Put the call on hold:** Press **Hold** (left action key). To take the call off hold, press **Off Hold** (left action key).
- **Use the built-in speakerphone:** Press **Menu** (right action key) and select **Speakerphone**. To turn off the speakerphone, press **Menu** (right action key) and select **Speakerphone Off**.
- **Mute the microphone so you can't be heard:** Press **Menu** (right action key) and select **Mute**. To turn off mute, press **Menu** (right action key) and select **Cancel Mute**.
- **Switch to another application:** Press **Start** and select the application.

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TIP When a call lasts longer than one minute, the screen dims. Press any key, except **Power/End**, to wake up the screen.

Adjusting the call volume

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

Ending a call

Do one of the following:

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

Returning to an active call from another application

You can use many other applications on your smartphone while holding a phone conversation, including the organizer and text messaging features. You cannot browse the web or send and receive email while on a voice call.

From any application, press **Phone/Send** to return to your Today screen.

Saving phone numbers

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

- To create a new contact for this number, select **Create New Contact**.
- To add this number to an existing contact, select **Copy and Add**, and then select a contact name.
- To decline adding the number, press **Dismiss** (left action key).
- To disable the **Add Contact** prompt, select **Don't show this again**.

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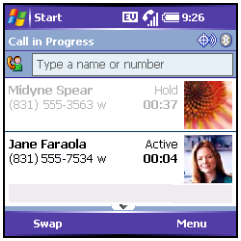
If you don't add a number right away, follow these steps to add it later:

1. Go to the **Call Log** (see "Redialing a recently called number" on page 36).
2. Highlight the number you want to save.
3. Press and hold **Center** to open the shortcut menu, and then select **Save to Contacts**.
4. Enter the information for the entry.
5. Press **OK**.

Making a second call



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

1. Press **Hold** (left action key) to put the first call on hold.
2. To dial a second number, use any of the methods described in "Making calls" on page 33. If you're dialing by contact name or with the keyboard, you must first use the 5-way to select the Dial Lookup field.

When two calls are active, your Today screen includes two call status sections, each representing one of the calls.

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 any of the following:

- **Place the current call on hold and answer the new call:** Press **Answer** (left action key) or **Phone/Send**.
- **Send the new caller a text message:** Press **Menu** (right action key) and select **Ignore with text message**. This option also sends the call to voicemail.
- **Hang up the first call:** Press **Power/End**. The second call becomes an incoming call alert that you can choose to answer or ignore.

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- **Send the new call to voicemail:** Press **Menu** (right action key) and select **Ignore**.

DID YOU KNOW? When the second call is outgoing, you can conference the two calls, but you cannot swap between them. To return to the first call, wait for the person on the second call to hang up.

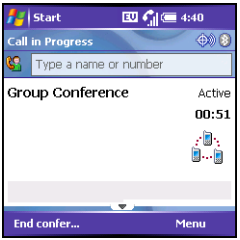
When the second call is incoming, you can swap between the two calls, but you cannot conference them.

When two calls are active and you press Power/End, you hang up both calls.

Making a conference call

When the second call is outgoing, you can join two calls in a conference session. Additional charges may apply and minutes in your account may be deducted for each active call. Please contact your wireless service provider for more information.

1 Put the first call on hold, and then place a second call.



2 Press **Conference** (left action key); this joins the two active calls in a conference.

3 When you've finished, press **End Conference** (left action key); this ends the second call and returns you to the first call. If you're ready to hang up both calls, press **Power/End** instead.

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Creating speed-dial buttons

Your smartphone lets you create both picture and text speed-dial buttons, so that you can select a button on the Today screen to quickly dial a number.

You can create up to 20 picture buttons and 50 text buttons.

1 Go to your Today screen.

2 Press **Menu** (right action key) and select **New Speed Dial**.

3 Do one of the following:

- Select **Link**, select the contact you want to link to this button, and then select the number you want to dial with this button.
- Select **Label** and enter a name for this button, and then select **Number** and enter the phone number you want to dial with this button.
- (Optional) Enter a Quick Key. When the Today screen is displayed, you can press and hold the Quick Key to instantly dial this number.

TIP Quick Keys can be letters or numbers, but you can't use both the letter and number for the same key. For example, the voicemail Quick Key is usually 1. The letter equivalent for that key is E, so you cannot assign E as a Quick Key to another speed-dial button.

4 If this button is linked to a contact entry with a picture, select either **Text Speed Dial** or **Picture Speed Dial** to indicate which type of button you want to create. If this button is not linked to a contact or the contact doesn't have a picture, the Picture Speed Dial option is not available.

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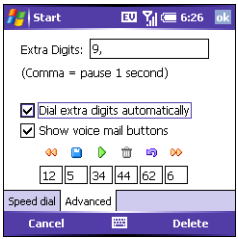
5 (Optional) Select the **Advanced** tab and set any of the following options:



Extra Digits: Defines additional numbers to dial, such as a password or extension. In addition to numbers, you can enter the following symbols: star (*) and pound (#). You can enter a comma (,) to insert a one-second pause.

Dial extra digits automatically: Dials predefined extra digits immediately after dialing the phone number. If you do not check this box, you need to press **Extra Digits** (left action key) to dial these digits.

Show voice mail buttons: Displays the voicemail playback controls after you dial this speed-dial number. When this option is checked, you can enter numbers below each control to tailor the controls to your voicemail system.

- Plays the previous message.
- Saves the current message.
- Plays the current message.
- Deletes the current message.
- Repeats the current message.
- Plays the next message.

NOTE Check with your wireless provider for the correct information.

6 Press **OK**.

Editing a speed-dial button

1 Go to your Today screen.
2 Highlight the speed-dial button you want to edit.
3 Press and hold **Center** to open the shortcut menu, and then select **Edit Speed Dial**.
4 Make the desired changes.
5 Press **OK**.

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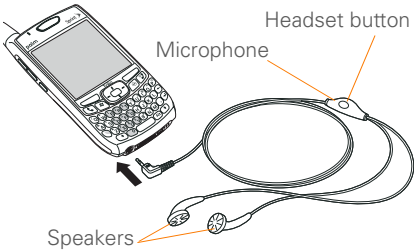
Using a phone headset

You can connect a phone headset for hands-free operation. If you need to use your smartphone while driving and this is permitted in your area, we recommend using the phone headset included with your device, or a hands-free car kit (sold separately).

TIP You can use the headset that came with your smartphone, or a compatible third-party headset.

TIP The headset designed for Treo 180/270/300 smartphones is not compatible with the Palm Treo 700wx smartphone.



The headset button is multifunctional, and it performs different actions based on the situation. You can press the headset button to perform any of the following tasks:

- Answer an incoming call
- Respond to call waiting
- Hang up all calls
- Swap between calls if the second call is an incoming call
- Create a conference call if the second call is an outgoing call

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Headset specifications

Your smartphone works with headsets that have a 2.5mm, 3-pin connector (look for two black bands on the plug). When in doubt, ask the third-party headset manufacturer if the product is compatible with Palm Treo 700wx smartphones. If you hear a headset buzz or poor microphone performance, your headset may be incompatible with your smartphone.

Using a hands-free device with Bluetooth wireless technology

Your Treo 700wx smartphone is also compatible with many headsets and car kits enabled with Bluetooth wireless technology version 1.1 or 1.2. Your smartphone supports only call audio with Bluetooth headsets. It does not support stereo music playback with Bluetooth headsets (enabled with Bluetooth A2DP profile).

To learn how to set up and connect to Bluetooth devices, see "Setting up a Bluetooth connection" on page 68.

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, press **Menu** (right action key) and select **Connect Bluetooth**. To transfer the call back to the headset, press **Menu** (right action key) and select **Cancel Bluetooth**.
- 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.

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

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Using your smartphone as a wireless modem

Your smartphone's data capabilities enable you to use your smartphone as a wireless modem for your laptop computer. Use this feature to send and receive email, browse the Internet, and access your company's network if you do not have another Internet connection for your laptop. Use this feature to connect to the Internet when working remotely at airports and other locations.

BEFORE YOU BEGIN

- To use this service, you must have access to a wireless data network and a separate data service plan may also be required. Contact your wireless service provider for more information.
- In addition, you must have a desktop application that supports this feature. Your wireless provider may provide a dedicated software application, or visit the following web site for additional instructions from Palm: www.palm.com/support.

Preparing your smartphone for a wireless modem connection

In order to use your smartphone as a wireless modem, you'll need to start the Modem Link application on your smartphone, and then complete the instructions at the Palm web site (provided at the end of the following steps).

1. On your smartphone press **Start** and select **Programs**.
2. Select **Modem Link** .
3. Press **OK** to dismiss the message and open **Modem Link**.

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4 Select the **Connection** list, and then select **USB**.

5 Press **Activate** (left action key).

6 To complete the configuration and connect your laptop to the Internet using your smartphone, complete the instructions at www.palm.com/support.

TIP You cannot sync your smartphone with your PC when **Modem Link** is activated. To deactivate **Modem Link**, complete step 1 through step 3 and press **Deactivate**.

TIP While your EVDO data connection is active, you can receive incoming calls and place outgoing calls; however, doing either of these suspends the data connection until you hang up the call.

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CHAPTER
3

Staying Organized

Say good-bye to paper calendars and throw away those scribbled phone lists. Your smartphone is all you need to organize your personal information and keep it with you wherever you go.

You never lose your information, even if your battery is completely drained. All your personal information is backed up each time you synchronize, and your information is kept private when you use your smartphone's security features. Also, you can easily share info with others electronically.

Benefits

- Track current, future, and past appointments
- Find clients and friends easily

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Calendar 54

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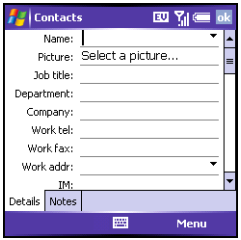
Contacts

BEFORE YOU BEGIN Install the latest software from your Getting Started CD.

Adding a contact

1 Press **Start** and select **Contacts**.

2 Press **New** (left action key).



3 Use the **5-way** navigator to move between fields as you enter information.

4 To add a caller ID picture that appears when that person calls, select **Picture**, and then select **Camera** and take a picture, or select an existing picture from the Thumbnails view.

5 To assign the entry to one or more categories, select **Categories** and then check the categories under which you want this entry to appear.

6 To add a note to an entry, select the **Notes** tab.

7 To assign a ringtone to the entry, select **Ring tone** and select a tone.

8 After you enter all the information, press **OK**.

TIP If you have many contacts to enter, it's best to enter them in Microsoft Office Outlook on your computer and then sync. See "Synchronizing contacts and other info" on page 23 for details.

TIP Be sure to enter numbers and email addresses in the correct fields. Otherwise, Messaging can't find this info when you address a message and Calendar can't find your contacts to invite them to meetings.

Viewing or changing contact information

1 In the **Contacts** list (name view), begin entering one of the following for the contact you want to view or edit:

- First name
- Last name

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- First initial and last initial, separated by a space
- Press **Option**, and then enter the phone number

2 Press **Up** ▲ or **Down** ▼ on the **5-way** to select the entry you want to open.

3 Press **Menu** (right action key) and select **Edit**.

4 Make changes to the entry as necessary.

5 Press **OK**.

DID YOU KNOW? You can find a contact by company name. Press **Menu** and select **View By** > **Company**. Select a company name to see the contacts who work there.

Calendar

Displaying your calendar

1 Press **Start** and select **Calendar**.

2 Press **Menu** (right action key) and select **View**.

3 Select one of the following views:

Agenda: Shows your daily schedule in list format. Upcoming appointments are bold; past appointments are dimmed.

Day: Shows your daily schedule in day-planner format.

Week: Shows your schedule for an entire week.

Month: Shows your schedule for a whole month.

- A morning appointment
- An afternoon appointment
- Both morning and evening appointments
- An all-day event

Year: Shows a calendar for a six-month period.

4 Use the **5-way** to move to another day, week, month, or year (based on the current view).

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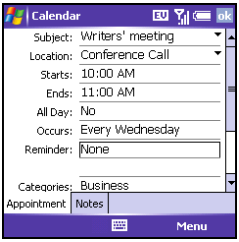
Creating an appointment

1 Press **Start** and select **Calendar**.

2 Press **Menu** (right action key) and select **New Appointment**.



3 Enter a subject (description) and a location.

4 Select **Starts** and select the starting date and time.

5 Select **Ends** and select the ending date and time.

6 Press **OK**.

TIP If you have several appointments to enter, it's most efficient to enter them in Microsoft Office Outlook on your computer and then synchronize your smartphone with your computer. For more information, see "Synchronizing contacts and other info" on page 23.

TIP To pencil in an appointment, open the appointment, select **Status**, and then select **Tentative**.

Sending a meeting request

BEFORE YOU BEGIN Create contact entries with email addresses for the people you want to invite to a meeting. You can't access contact entries without email addresses from your calendar.

You can email meeting invitations to contacts who use Microsoft® Office Outlook® or Outlook Mobile.

1 Create an event, and then select it.

2 Press **Edit** (left action key).

3 Select **Attendees**, and then select the name of the contact you want to invite. To invite other attendees, select **Add** and select the names.

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4 Press **OK** (ok).

The next time you synchronize, the meeting request is sent to the attendees. When attendees accept your meeting request, the meeting is automatically added to their schedules. When you receive their response, your calendar is updated as well.

DID YOU KNOW? If you are using an Exchange Server 2003 with SP 2, you can use your corporate GAL to find contact information for an attendee. Select **Attendees**, press **Menu**, and then select **Find Online**. Enter the name of the attendee and select **Find**.

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CHAPTER
4

Using Email and Other Wireless Services

Now your smartphone brings you a new level of convenience. Use email or text messaging to communicate with friends, family, and colleagues anywhere you can access your wireless service provider's data network. You can send and receive email attachments such as photos or Microsoft Word or Excel files, and send a quick text message from anywhere on the data network.

You use the web for so many things. Now, with the built-in web browser, you can take the web with you almost anywhere you go.

Your device's built-in Bluetooth® wireless technology helps you easily set up wireless connections to a number of devices, so you can enjoy the convenience of cable-free connectivity.

Benefits

- Receive and send files of almost any type
- Use text messaging to chat with friends
- Carry the web with you
- Connect to Bluetooth headsets and car kits

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Browsing the web 65
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Messaging overview

BEFORE YOU BEGIN Do the following:

- Make sure your phone is on before you send or receive messages.
- For delivery of Outlook email using Direct Push Technology, install the software from your Getting Started CD. This feature also requires an Exchange Server 2003 upgrade to Service Pack 2.

You can use the Messaging application to exchange email or brief text messages (SMS) with other wireless devices and email addresses that support these forms of messaging. You can also exchange instant messages (IM) with Pocket MSN. Before you use your Palm® Treo™ 700wx smartphone to send or receive messages, consult your wireless service provider for pricing and availability of email, text, and data services.

Creating and sending a text message

Each text message can hold up to 160 characters. To save time, you can select from predefined My Text phrases, such as "Call me" or "On my way." You can add your own My Text phrases, and if you prefer, you can enter the full message text too.

1. Go to your Today screen.
2. Press **Messaging** (left action key).
3. Press **Left** until you see **Text Messages** in the title bar.
4. Press **New** (left action key).
5. Do one of the following to address the message:
   - If the recipient's name and number are in your Contacts list, type the first few letters of the first or last name or simply enter the first initial, followed by a space and then the last initial, to find a name.

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- If the recipient's name is in an online address book, press **Center**, enter the name, press **Menu** (right action key), and then select **Find Online**. Select the name, and then select to use either the phone number or email address. For more information, see the *Using Your Palm® Treo™ 700wx* user guide.
- If the recipient's name and number are not in your Contacts list, enter the full number or email address.

6 Enter your message, or press **Menu** (right action key), select **My Text**, and then select a predefined phrase you want to insert.

7 (Optional) Press **Menu** (right action key) and select **Spell Check**.

8 (Optional) Press **Menu** (right action key) and select **Message Options**. Enter a callback number and then press **OK**.

9 Press **Send** (left action key).

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.

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

TIP To address a message to multiple recipients, separate the addresses with a semicolon (;). If you address a single text message to three people, you are billed for three messages.

Using email

Setting up an email account

You can use your smartphone to access several types of email accounts. Before you enter settings for your email accounts on your smartphone, you must determine which types of accounts you want to

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access, because the steps vary for each of the following account types:

- **ActiveSync Exchange Server 2003:** Enables you to wirelessly synchronize your email and other information directly with the information stored on a Microsoft Exchange Server 2003.

  When the Exchange Server 2003 is upgraded to Service Pack 2, new features are available that allow you to access online address books and use Direct Push Technology. See the *Using Your Palm® Treo™ 700wx* user guide for more information. To set up an Exchange Server account, see the *Setting Up Email Guide*.

- **IMAP or POP3:** Enables you to send and receive email messages with a corporate email account or an account that you have with an Internet service provider (ISP). To set up an IMAP or POP3 account, see the *Setting Up Email Guide*.
- **Hotmail:** Enables you to send and receive email messages with an MSN Hotmail account. See "Using Pocket MSN" on page 64 for information on setting up an MSN Hotmail account.

DID YOU KNOW? If you are outside a coverage area or if your phone is off, your outgoing messages go into the Outbox. When you return to a coverage area, your pending messages are sent automatically and transferred to the Sent folder.

DID YOU KNOW? If your email account requires a VPN connection to establish a secure connection, VPN servers may require that you install specific VPN software (sold separately) on your smartphone before you can access your email. See the *Using Your Palm® Treo™ 700wx* user guide for more info.

Creating and sending an email message

1. Go to your Today screen.
2. Press **Messaging** (left action key).
3. Press **Left** to cycle through your Messaging accounts until you see the email account you want to use in the title bar.
4. Press **New** (left action key).

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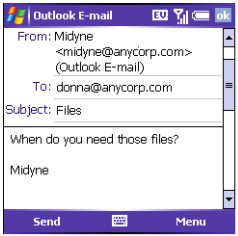
5 Do one of the following to address the message:

- If the recipient's name and email address are in your Contacts list, enter the first few letters of the recipient's first or last name, and then select the recipient's name.
- If the recipient's name is in an online address book, you can find the name and add it. For more information, see *Using Your Palm® Treo™ 700wx*.
- If the recipient's name and email address are not in your Contacts list, enter the full email address.

6 Select **Subject** and enter a title for the message.

7 Enter your message, or press **Menu** (right action key), select **My Text**, and then select a predefined phrase you want to insert.



8 (Optional) Do any of the following:

- Press **Menu** (right action key) and select **Insert**. Select the type of item you want to attach, and then select the file or record a voice note.
- Press **Menu** (right action key) and select **Spell Check**.
- Press **Menu** (right action key) and select **Message Options**. Select the **Priority** list, select a setting for the message, and then press **OK**.

9 Press **Send** (left action key).

DID YOU KNOW? You can receive email messages in various formats, including HTML, RTF, and plain text.

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Synchronizing your default email account

To send and receive messages for your default email account, simply synchronize your smartphone with your computer. During synchronization, new messages are copied to your smartphone's Inbox, and messages in the smartphone's Outbox are sent.

Synchronizing your other email accounts

To send and receive email messages for additional email accounts, such as an Internet service provider (ISP) account or an account that you access using a VPN server connection (typically a work account), follow these steps:

1. Go to your Today screen.
2. Press **Messaging** (left action key).
3. Press **Left** to cycle through your Messaging accounts until you see the account you want to download in the title bar.
4. Press **Menu** (right action key) and select **Send/Receive** to synchronize your smartphone with your email server.

Receiving attachments

1. Select the attachment (below the subject) to mark it for download.
2. Synchronize the email account that contains the message as described in the previous sections.
3. Select the attachment to open it.

If you have a Microsoft Office Outlook email account and want to download attachments automatically, do the following:

1. Press **Start** and select **Programs**.
2. Select **ActiveSync**.
3. Press **Menu** (right action key) and select **Options**.
4. Select **E-mail**, and then select **Settings**.
5. Check the **Include file attachments** box.
6. Press **OK**.

DID YOU KNOW? You can receive and open attachments in a number of formats, including Word, Excel, PowerPoint, and PDF.

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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), do the following:

1. Go to your Today screen.
2. Press **Messaging** (left action key).
3. Close any open messages.
4. Press **Menu** (right action key) and select **Tools** > **Options**.
5. On the **Accounts** tab, select the IMAP4 account name.
6. Press **Next** (right action key) until you reach Server information, and then select **Options**.
7. Press **Next** (right action key) twice, and then select **Get full copy of messages** and **When getting full copy, get attachments**.

Using Pocket MSN

BEFORE YOU BEGIN To use the Hotmail and IM features in Pocket MSN, you must first sign up for an MSN account. You must also subscribe to data services from your wireless service provider.

Pocket MSN provides quick access to the following:

- **MSN Hotmail:** Lets you read, write, send, and delete email. You can also manage your Hotmail folders.
- **MSN Messenger Contacts list:** Lets you see who's online and exchange instant messages (IM). Subscribe to status updates for selected contacts so you're notified when they're online.
- **Options:** Lets you customize your Pocket MSN experience.

TIP When you set up a Pocket MSN Hotmail account, you can access that account in the Messaging application. To access your instant messages, use the MSN application or the MSN plug-in on the Today screen.

Signing in to Pocket MSN

1. Press **Start** and select **Pocket MSN**.

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2 Select **MSN Mobile Home**.

3 Select **Sign in**.

4 Enter the email address and password for your Passport account or your Hotmail account.

- To create a Passport (IM) account, go to www.passport.com.
- To create a Hotmail account, go to www.hotmail.com.

Browsing the web

Internet Explorer Mobile provides quick and easy access to web pages. You can view most sites you use on your computer, including those with security and advanced features, such as JavaScript and frames. To browse the web, you must subscribe to data services from your wireless service provider.

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.

1 Make sure your phone is on (see "Turning your phone on and off" on page 9).

2 Press **Start** and select **Internet Explorer**.

3 Highlight the address line, enter the address of the web page you want to view, and then press **Center**.

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4 Press **Menu** (right action key), select **View**, and then select any of the following:

One Column: Arranges web pages into one column that is as wide as the screen, so that you don't have to scroll horizontally.

Default: 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.

Full Screen: Hides the status and navigation areas and fills the entire screen with the web page. To exit full screen mode, press (right action key) or (left action key). You can also tap and hold anywhere on the screen and uncheck **Full Screen**.

Show Pictures: Shows or hides pictures on web pages. Hiding pictures speeds up the time it takes to load pages.

TIP You can send email from a web page. Email addresses appear as links on web pages. After you configure an email application on your smartphone, you can select an email link to create a message to that address.

5 Do any of the following:

- To view the previous page, press **Back** (left action key) or **Backspace**.
- To refresh the page with the latest content from the Internet, press **Menu** (right action key) and select **Refresh**.
- To scroll through the page in One Column View or Default View, press **Up** ▲ or **Down** ▼. In Desktop View, press **Up** ▲, **Down** ▼, **Left** ◀, or **Right** ▶ to scroll in all directions.
- To follow a link to another web page, press **Up** ▲ or **Down** ▼ to highlight the link, and then press **Center** to go to the selected page. You can also tap the link on the screen with your stylus.

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- To adjust the size of the text on web pages, press **Menu** (right action key), select **Zoom**, and then select the size you want.
- To view a web page's properties, press **Menu** (right action key) and select **Tools** > **Properties**.
- To view each item in a list, tap the list with your stylus.
- In a list, press **Left** ◀ or **Right** ▶ to cycle between items, and press **Center** to accept the change.
- In a form, such as a browser search field, press **Center** to interact with the form, and then press **Center** to stop interacting with the form.

6 Press **OK** to close Internet Explorer Mobile.

DID YOU KNOW? You can also start a web search from your Today screen by selecting the **Web search** field, entering the item you want to find, and then pressing **Center** on the **5-way**.

TIP To return to a recently viewed page, select the **address line** list, and then press **Down**. Use the **5-way** to select a Web address from the list (press **Center** to return to the Web address).

TIP If you browse to a secure web page, the Lock icon in the address line appears closed instead of open.

Creating a favorite

Favorites lets you bookmark a web page so that you can instantly access it without entering the web address.

1 Go to the page you want to mark as a favorite.
2 Press **Menu** (right action key) and select **Add to Favorites**.
3 (Optional) Select **Name** and enter a different description.
4 (Optional) Select the folder where you want to create the favorite.
5 Select **Add**.

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TIP Create the folders where you want to store your favorites first. Once you create a favorite, you can't move it to another folder.

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 that are specifically tagged for download.

1. Go to the page that contains the link to the file you want to download.
2. Press **Left** ◀ or **Right** ▶ to highlight the link to the file.
3. Press and hold **Center**, and then select **Save As** to download a file, or tap and hold, and then select **Save Image** to download an image.
4. Select **Name** and enter a new name for the file.
5. Select the **Location** list, and then select where you want to store the file: **Main memory** or **Storage card**.
6. Select the **Folder** list, and then select the folder where you want to save the file.
7. Press **OK**.

DID YOU KNOW? The security certificates and 128-bit SSL strong encryption let you browse secure sites, such as online shopping, banking, and email. Remember that some secure sites also require specific browsers and may not work with Internet Explorer Mobile. Ask the organization for an alternate access point that is compatible with Internet Explorer Mobile.

Setting up a Bluetooth connection

With your smartphone's built-in Bluetooth® wireless technology, you can connect to a number of Bluetooth devices such as a headset, hands-free car kit, or GPS receiver, as well as to other phones and handhelds. For a list of hands-free devices with Bluetooth wireless technology that are compatible with your smartphone, go to www.palm.com.

If your computer is enabled with Bluetooth wireless technology, you can also synchronize wirelessly.

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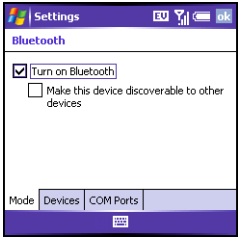
After you set up a connection with a Bluetooth device, you can communicate with that device whenever it is within range (about 30 feet) and your smartphone's Bluetooth feature is turned on.

1 If necessary, prepare the device you want to connect with to accept a new connection. Check the device's documentation for details.

2 Go to your Today screen, and then tap **Bluetooth** .



3 Check the **Turn on Bluetooth** box to turn on your smartphone's Bluetooth feature.

4 Select the **Devices** tab, and then select **New Partnership**.

5 Wait for your smartphone to search for devices and to display the device list.

6 Select the device you want to connect with, and then press **Next** (right action key).

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7 Enter an alphanumeric passkey between 1 and 16 characters long, and then press **Next** (right action key).

IMPORTANT Some Bluetooth devices have a built-in passkey; others let you choose the passkey. See the documentation for the Bluetooth device for more info.

8 If the passkey is not built-in, enter the same passkey on the smartphone and the other Bluetooth device, and then press **Finish** (right action key).

9 If you're connecting to a headset or hands-free car kit, check the **Hands Free** box, and then press **Finish** (right action key).

10 If you're connecting to a GPS device, press **Finish** (right action key), select the **COM Ports** tab, select the GPS device you selected in step 6, and then select **New Outgoing Port**. Press **Finish** (right action key). After you set the partnership and COM port, you can configure the GPS settings (see the *Using Your Palm® Treo™ 700wx* user guide for more information). Be sure to select the same port you have assigned for GPS here.

11 Press **OK** (ok).

You can now communicate with this device whenever it is within range (about 30 feet) and your smartphone's Bluetooth feature is turned on (see steps 2 and 3 earlier in this section).

DID YOU KNOW? If you're using a hands-free Bluetooth device and it is within range, your smartphone routes all calls to the hands-free device instead of to your smartphone's earpiece. Bluetooth range is up to 30 feet in optimum environmental conditions.

TIP Your smartphone supports only call audio with Bluetooth headsets. It does not support stereo music playback with Bluetooth headsets (enabled with Bluetooth A2DP profile).

Beaming a record

Your smartphone is equipped with an IR (infrared) port that lets you beam information to another device with an IR port. The IR port is located on the top of

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your smartphone, between the antenna and the Ringer switch, behind the small dark shield.

For best results, the path between the two devices must be clear of obstacles, and both devices must be kept stationary. If you have difficulty beaming, shorten the distance and avoid bright sunlight.

The type of information you can beam depends on the type of device you are beaming to. Windows Mobile® devices are always compatible with the Treo 700wx smartphone.

1. Highlight the entry or file you want to beam.
2. Press **Menu** (right action key) and select **Beam**… (the menu item changes names based on the type of item you highlighted).
3. Point the IR port on your smartphone directly at the IR port of the receiving device.

4. When the name of the receiving device appears, select it to begin the transfer. A red icon indicates an IR connection.
5. Wait for "Done" to appear next to the name of the receiving device before you continue using your smartphone.

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CHAPTER
5

Playing Media Files

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 smartphone 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; you can play music on your smartphone. Simply transfer songs onto your smartphone or an expansion card and then listen through your stereo headphones.

Benefits

- Never be far from your favorite people, places, and songs
- Arrange your photos, videos, and songs
- No separate photo viewer, MP3, CD, or mini-disc player required

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Pictures & Videos

Your Palm® Treo™ 700wx smartphone comes with an easy-to-use, built-in, 1.3-megapixel camera with 2x 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.

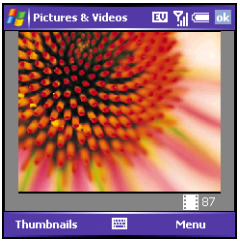
You can also move pictures and videos to a computer by synchronizing your smartphone with your computer.

By default, pictures and videos are stored in the My Pictures folder on your smartphone. If you want to store your pictures or videos on an expansion card, see the *Using Your Palm® Treo™ 700wx* user guide to change where pictures and videos are stored. For information on accessing your pictures and videos on your computer, see the *Using Your Palm® Treo™ 700wx* user guide.

Taking a picture

1 Press **Start** and select **Pictures & Videos**.

2 Select **Camera**.



3 Adjust the position of your smartphone until you see the subject you want to photograph on the screen.

4 (Optional) Adjust any of the following:

Zoom: Press **Up** ▲ to zoom in or **Down** ▼ to zoom out.

Brightness: Press **Right** ▶ to increase the brightness or **Left** ◀ to decrease the brightness.

Resolution: Press **Menu** (right action key) and select **Resolution** to change the image quality.

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5 (Optional) Set a 5-second timer: Press **Menu** (right action key), select **Mode**, and then select **Timer**.

6 Press **Center** to capture the picture or start the timer.

7 Hold your smartphone still until the picture renders, and then do one of the following:

- Press **Camera** (left action key) to take another picture.
- Press **OK** to return to the Thumbnails View.

TIP If you see a camcorder icon below the preview image, video mode is on. To turn on the still camera, press **Menu** and select **Still Mode**.

TIP You can also adjust the zoom and brightness by pressing **Menu** and selecting **Zoom** or **Brightness**.

DID YOU KNOW? After three minutes of inactivity when previewing an image, the camera goes into standby mode. Press any key or tap the screen to return to the image preview.

Recording a video

BEFORE YOU BEGIN You must have QuickTime Player version 6.5 or later installed on your computer to play videos recorded by your smartphone.

Videos can be any length, provided you have ample storage space available.

1 Press **Start** and select **Pictures & Videos**.

2 Select **Camera** .

3 Press **Menu** (right action key) and select **Video Mode**.

4 Adjust the position of your smartphone until you see the subject you want to record on the screen.

5 (Optional) Adjust the following:

Brightness: Press **Right** ▶ to increase the brightness or **Left** ◀ to decrease the brightness.

Resolution: Press **Menu** and select **Quality** to change the video resolution. Press **Center** to start recording.

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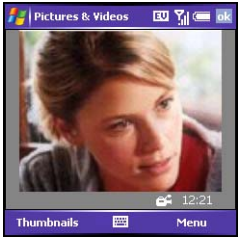
6 When you've finished recording, press **Stop** (left action key) or **Center** to stop recording.

7 (Optional) To review the video in Windows Media Player Mobile, press **Thumbnails** (left action key), highlight the video, and then press **Center**. Press **OK** to return to the Thumbnails View.



Viewing a picture or video

1 Press **Start** and select **Pictures & Videos**.

2 Select the picture or video you want to view. For more info on viewing videos, see "Playing media files on your smartphone" on page 79.

3 Press **OK** to return to the Thumbnails View.

TIP To view pictures or videos in a different folder, select the **Show** list in the upper-left corner, and then select the album you want to view.

DID YOU KNOW? You can also download animated GIF files and view them in Internet Explorer Mobile.

Creating a video ringtone

You can save a video that you record as a ringtone.

1 Press **Start** and select **Pictures & Videos**.

2 Highlight the video you want to use as a ringtone.

3 Press **Menu** (right action key) and select **Save to Contact Ring Tone**.

4 Select the contact to whom you want to assign the ringtone.

NOTE Your device also supports the WMV and 3GP file formats for video ringtones.

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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, and 3G2.

You can listen to these music, audio, and video files through the speaker on the back of your smartphone or through a stereo headphone (3.5mm stereo headphone adapter or 2.5mm stereo headphone required, sold separately).

Transferring media files to your smartphone

BEFORE YOU BEGIN Do the following:

- You must have Windows Media Player 10 or later installed on your computer.
- To sync media files with your computer, you must set the Media sync option. See "Selecting which info to sync" on page 91.

Use the Sync feature in the desktop version of Windows Media Player 10 to transfer digital music, audio, video, and playlist files from your computer to an expansion card or your smartphone. Using Sync ensures that the files transfer correctly.

1. On your computer, open Windows Media Player 10.
2. (Optional) Insert a 32MB or larger expansion card into your smartphone.
3. Connect your smartphone to your computer with the USB sync cable.
4. When the Device Setup Wizard opens on your computer, click **Automatic**.
5. Check the **Customize the playlists that will be synchronized** box.
6. Select the playlists you want to sync.
7. Click **Finish** to begin the transfer. The next time you connect your smartphone to your computer while the desktop version of Windows Media Player 10 is running, synchronization starts automatically.

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TIP For tips on using the desktop version of Windows Media Player, go to the **Help** menu in Windows Media Player 10 on your computer.

TIP Be patient; transferring media files to an expansion card can take several minutes.

Playing media files on your smartphone

1 Press **Start** and select **Windows Media**.

2 Press **Menu** (right action key) and select **Library**.

3 Select the **Library** list in the upper-left corner, and then select the library you want to use.

4 Select the item you want to play (such as a song, album, or artist name).

5 Press **Play** (left action key).

6 Use any of the following onscreen controls during playback:

Center or ▶ Plays the current file.

Center or ❚❚ Pauses the current file.

Left ◀ ⏮ Skips to the beginning of the current file or to the previous file.

Right ▶ ⏭ Skips to the next file.

Sets the point from which playback begins. Tap and drag the slider to change the current position.

Volume button or ⊕ Increases the volume level.

Volume button or ⊖ 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.

7 Press **Menu** (right action key) 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 check appears next to this command when it is on.

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Shuffle/Repeat > Repeat: Plays the Now Playing playlist repeatedly. A check appears next to this command when it is on.

Stop: Ends playback.

TIP To play a file that is not in a library, go to the Library screen, press **Menu**, and select **Open File**.

Working with libraries

A library represents each of the storage locations available to Windows Media Player Mobile, such as your Treo device or an optional expansion card (not included). Each library contains links to the media files in that location. Windows Media Player Mobile usually creates and updates the library automatically when you add media files for the first time. For example, when you add media files to your Treo device the My Device library is created. When you insert an expansion card containing media files, the Storage Card library is created. When you update a library, it automatically updates video files (WMV and 3G2) and audio files (WMA, MP3, QCP, and WAV).

1. Press **Start** and select **Windows Media**.
2. Press **Menu** (right action key) and select **Library**.
3. Press **Menu** (right action key) and select **Update Library**.
4. Wait for the files to be added, and then select **Done**.

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CHAPTER
6

Staying Productive

Your smartphone enables you to take your office with you—including your Microsoft Office files. With Microsoft Office, you can carry, create, view, and edit Microsoft Word and Excel files directly on your smartphone. You can also view, carry, and manage PowerPoint files on your smartphone. You can keep updated copies of the files on both your smartphone and your computer so that you can work on them in the most convenient location any time.

Benefits

- Manage Word, Excel, and PowerPoint files on your smartphone
- Improve productivity by taking important docs, spreadsheets, and presentations with you

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Word Mobile 83
PowerPoint Mobile 83
Excel Mobile. 84

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Word Mobile

You can create and edit documents and templates and save them as DOC, RTF, TXT, and DOT files. You can also edit Microsoft® Office Word® documents and templates that you create on your computer. However, keep in mind that some of the information and formatting may be lost when you save the document on your smartphone. See the *Using Your Palm® Treo™ 700wx* user guide for more information on Word Mobile.

Creating a document

1. Press **Start** and select **Programs**.
2. Select **Word Mobile**.
3. Press **New** (left action key).
4. Enter the text of the document.
5. Press **OK** to save the file.

PowerPoint Mobile

With PowerPoint Mobile, you can open and view slide show presentations created on your computer. Many presentation elements such as slide transitions, animations, and URL links are also supported. See the *Using Your Palm® Treo™ 700wx* user guide for more information.

Playing a presentation

1. Press **Start** and select **Programs**.
2. Select **PowerPoint Mobile**.
3. In the presentation list, highlight the presentation you want to play.
4. Press **Center**.
5. Do any of the following:
   - Press **Right** to advance to the next slide or **Left** to view the previous slide.
   - Press **Menu** (right action key), select **Go to Slide**, and select the slide you want to view.
   - Select **Next** or **Previous** to play videos.

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- Press **Menu** (right action key), select **Zoom In**, and then select to zoom in or to zoom out. To scroll within the current slide, tap and drag the slide. To return to the slide show, select .
- Press **Menu** (right action key) and select **End Show**.

TIP If a presentation is set up as a timed slide show, the slides advance automatically. Presentations pause during zooming.

Excel Mobile

With Excel Mobile you can create and edit workbooks and templates on your smartphone. You can also edit workbooks and templates that you create on your computer. However, keep in mind that you may lose some of the information and formatting when you save the workbook on your smartphone. See the *Using Your Palm® Treo™ 700wx* user guide for more information.

Creating a workbook

1. Press **Start** and select **Programs**.
2. Select **Excel Mobile** .
3. Press **New** (left action key).
4. Highlight a cell where you want to enter text or other info.
5. Enter the info into the cell, and then press **Enter** .
6. Repeat steps 4 and 5 to enter the remaining info.
7. Press **OK** to save the file.

TIP When you save a new workbook, it is automatically named and placed in the workbook list.

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CHAPTER
7

Managing Files and Applications

Your smartphone comes equipped with a variety of tools for managing and organizing your information. To get the most out of your smartphone, install some of the thousands of business, education, or leisure-time applications available. After you use your smartphone to create or capture important business and personal information, use one of several options to share it with others. Insert expansion cards (sold separately) for a compact and limitless answer to the storage dilemma.

Benefits

- Locate info in any application
- Install applications, games, and other software
- Keep others up-to-date with meaningful business and personal information
- Store, carry, and exchange info
- Always have a calculator with you

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Setting synchronization options 91
Using expansion cards 94

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Finding information

With the built-in search features on your smartphone, you can find information quickly:

- **Lookup:** Helps you find and dial your contacts by name or phone number. See "Dialing by contact name" on page 34 for details.
- **Search:** Looks through the text in all the applications on your smartphone.
- **File Explorer:** Lets you browse through the files and folders on your smartphone or an expansion card.
- **Global Address Lookup:** Enables you to look up names in your online corporate address list. See the *Using Your Palm® Treo™ 700wx* user guide for more information.

Using Search

Search for files and other items stored in the My Documents folder on your smartphone or on an expansion card. You can search by file name or by words located in the item. For example, you can search for words within notes, appointments, contacts, and tasks.

1. Press **Start** and select **Programs**.
2. Select **Search**.

3. Select **Search for**, and then enter the file name, word, or other info you want to find.
4. Select the **Type** list, and then select the kind of information you want to find.
5. Press **Search** (left action key).
6. Use the **5-way** to select and view an item from the results of the search.

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TIP You can also open the Search screen by pressing **Option** + **left Shift**.

TIP If you've looked for an item before, select the **Search for** list, and then select the item in the list.

Exploring files and folders

File Explorer lets you browse the contents of folders on your smartphone. The root folder on your smartphone is named My Device. My Device is similar to My Computer on your computer.

1 Press **Start** and select **Programs**.

2 Select **File Explorer**.

3 Select the **Show** list in the upper-left corner, and then select the folder you want to explore.

4 Do any of the following:

- To open an item, select it.
- To quickly delete, rename, beam, or email an item, highlight the item, press and hold **Center** to open the shortcut menu, and then select the appropriate command.
- To move a file to another folder, highlight the item, press and hold **Center** to open the **shortcut** menu, and then select **Cut** or **Copy**. Open the destination folder, and press and hold **Center** to open the **shortcut** menu, and then select **Paste**.
- To highlight multiple items, tap and drag the stylus.

IMPORTANT Do not delete any files that you cannot identify. These files may be required for your smartphone to function properly.

DID YOU KNOW? You can sort the contents of a folder by name, date, size, or type. Select the **Sort by** list in the upper-right corner, and then select the sort method.

TIP The storage card symbol appears next to the names of files that are stored on an expansion card.

Installing applications

Your Palm® Treo™ 700wx smartphone comes with several built-in and ready-to-use applications. You can also

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install any of the additional software included on the Getting Started CD as well as other third-party applications that are compatible with Windows Mobile® 5 devices, such as business software, games, and more. To learn more, go to www.palm.com.

Applications you download to your computer are likely to be in a compressed format such as ZIP. If the file is compressed, you need to use a decompression utility on your computer, such as Winzip, before you install the application on your smartphone.

These instructions tell you how to install basic files onto your smartphone. Some software uses an installer or wizard to guide you through the process. Consult the documentation that came with the software for details.

TIP If an application does not have a Microsoft Mobile to Market certificate, you will see a message indicating that the application is untrusted. If this occurs, you can indicate whether you want to continue the installation.

Be sure to select and install Microsoft Windows Mobile 5.2 software for Pocket PC Phone Edition. Microsoft Windows Mobile 5.2 software for Smartphone is not compatible with your Treo 700wx smartphone.

Installing applications from the Internet

You can use Internet Explorer Mobile to install Windows Mobile apps in the CAB file format directly from the Internet. You must use your computer to install apps in other file formats.

1. Make sure your phone is on (see "Turning your phone on and off" on page 9).
2. Press **Start** and select **Internet Explorer**.
3. Go to the page that contains the link to the application you want to download.
4. Press **Left** ◀ or **Right** ▶ to highlight the link to the file, and then press

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Center to start the download process.

5 Press **Start** and select **Programs**.

6 Select **File Explorer**.

7 Go to the **My Documents** folder.

8 Tap the file you downloaded to start the installation program.

DID YOU KNOW? You can purchase a third-party application that lets you run Palm OS® applications on your Treo 700wx smartphone.

TIP Before purchasing a third-party program, try the free version.

Installing applications from your computer

BEFORE YOU BEGIN To install an application from your computer to your smartphone, you must first install the ActiveSync software from the Getting Started CD on your computer.

1 Open My Computer or Windows Explorer on your computer.

2 Copy the application file(s) into the **Mobile Device** folder.

3 Connect your smartphone to your computer to synchronize and install the application(s) on your smartphone.

Installing applications onto an expansion card

1 Insert the expansion card into the expansion card slot (see "Removing and inserting expansion cards" on page 94).

2 Open **ActiveSync®** on your computer.

3 Click **Tools** and select **Explore Device**.

4 Double-click **My Windows Mobile-Based Device** to open the **Mobile Device** folder.

5 Copy the application file(s) into the **Storage Card** folder inside the **Mobile Device** folder.

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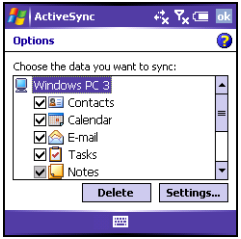
Setting synchronization options

Selecting which info to sync

1 Press **Start** and select **Programs**.

2 Select **ActiveSync**.

3 Press **Menu** (right action key) 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.
- Select an item and then select **Settings** to customize the settings for that item. Settings are not available for all items.

Synchronizing with an Exchange Server

You can sync directly with an Exchange Server, using a connection to either a wireless network or a computer.

1 Press **Start** and select **Programs**.

2 Select **ActiveSync**.

3 Press **Menu** (right action key) and select **Configure Server**. If you have not yet set up a sync with an Exchange Server, this says **Add Server Source**.

4 Select **Server address**, enter the name of the server running the Exchange Server, and then press **Next** (right action key).

5 Enter your name, password, and domain, and then press **Next** (right action key). To change the rules for resolving synchronization conflicts, select **Advanced**.

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6 Check the boxes next to the type of info that you want to synchronize with the Exchange Server.

7 Press **Finish** (right action key)

DID YOU KNOW? You can also use the Sync Setup Wizard to set up your smartphone to synchronize remotely with Exchange Server. This wizard starts when you connect your smartphone to your computer after installing ActiveSync® on your computer.

Synchronizing using Bluetooth wireless technology

The computer with which you connect must have Bluetooth® wireless technology, either built-in or through a Bluetooth card. Make sure that the computer's Bluetooth setting is discoverable.

1 On your computer, right-click the **ActiveSync** icon in the system tray, and select **Connection Settings**.

2 Check the **Allow connections for one of the following** box, and then select **Bluetooth**.

3 On your smartphone, press **Start** and select **Settings**.

4 Select the **Connections** tab, and then select **Bluetooth**.

5 Check the **Turn on Bluetooth** box.

6 Press **OK**.

7 Press **Start** and select **Programs**.

8 Select **ActiveSync**.

9 Press **Menu** (right action key) and select **Connect via Bluetooth**. 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 the computer.

10 In ActiveSync, select **Sync**.

11 When synchronization has finished, press **Menu** (right action key) and select **Disconnect Bluetooth**.

12 (Optional) Go to your Today screen, select **Bluetooth**, and then uncheck the **Turn on Bluetooth** box to conserve power by turning off your smartphone's Bluetooth feature.

DID YOU KNOW? You can also connect your smartphone to your computer with an infrared (IR) connection.

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Starting and stopping synchronization

If ActiveSync is running on your computer and you connect your smartphone to your computer, synchronization begins automatically. If you ever need to manually start or stop synchronization, follow these steps:

1. Connect your smartphone to your computer. If you are synchronizing wirelessly only with an Exchange Server, you do not have to connect the device.
2. Press **Start** and select **Programs**.
3. Select **ActiveSync**.

TIP If synchronization doesn't start automatically, press **Start** and select **Programs**. Select **ActiveSync** and then select **Sync** to start synchronization.

TIP To end synchronization before it completes, select **Stop**.

Setting the synchronization schedule

You can schedule wireless synchronization to occur automatically at regular intervals. If you prefer to synchronize manually, do not turn on these settings.

1. Connect your smartphone to your computer. If you are synchronizing wirelessly only with an Exchange Server, you do not have to connect the device.
2. Press **Start** and select **Programs**.
3. Select **ActiveSync**.
4. Press **Menu** (right action key) and select **Schedule**.
5. 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 while roaming: Indicates the frequency while you are roaming outside your wireless service provider network. To minimize roaming charges, uncheck this box and synchronize manually while roaming.

   Send outgoing items immediately: Sets whether items are sent as soon as you select Send in the Messaging

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application, or whether they are held until the next synchronization.

6 Press **OK** .

TIP The auto shut-off timer resets itself each time you synchronize. If your sync interval is shorter than the auto shut-off interval, your smartphone doesn't turn off.

DID YOU KNOW? Decreasing the sync frequency settings conserves battery power.

Using expansion cards

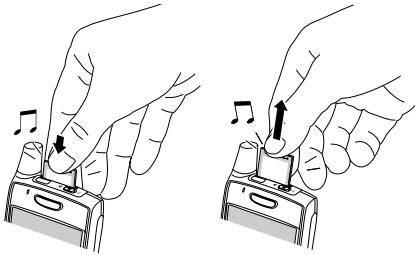
The expansion card slot on your smartphone enables you to add SD cards and MultiMediaCard cards to extend the storage capacity of your smartphone. When purchasing an SDIO card, make sure the card is compatible with the Treo 700wx smartphone.

Expansion cards are sold separately. Your smartphone comes with a dummy card inside the expansion card slot, to protect the slot. When you do not have a functioning card inside the slot, reinsert the dummy card to protect the slot opening.

Removing and inserting expansion cards

1 Press down and release the dummy card.

2 After you feel the expansion card slot eject the dummy card, remove the card from the slot.



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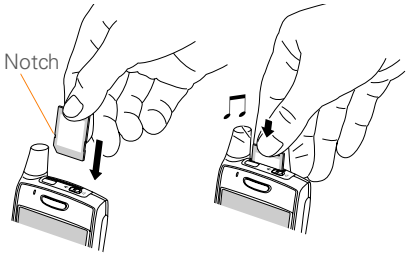
3 To insert an expansion card, hold your smartphone with the screen facing you and the card with the label facing you. The notch on the card should be in the lower-left corner next to the antenna.

4 Insert the card into the expansion card slot until you feel it lock into place and hear the confirmation tone.



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CHAPTER
8

Customizing Your Smartphone

Customizing is optional. But why not personalize your smartphone to make it match your lifestyle and work even harder for you?

You can easily customize your smartphone's sounds, fonts, screen colors, and more. Take advantage of various levels of security. Prevent making an accidental (and expensive) phone call by locking the keyboard. There are lots of ways to make your smartphone work better for you.

Benefits

- Conserve power
- Secure your data
- Make your screen easy to read

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System sound settings. 102
Display and appearance settings 106
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Locking your smartphone and info 108
Turning wireless services on/off. 111
Resetting your smartphone 111

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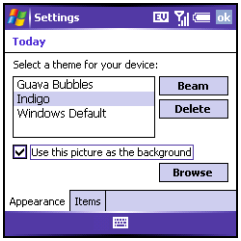
Today screen settings

Selecting your Today screen background

1 Press **Start** and select **Settings**.

2 On the **Personal** tab, select **Today**.



3 On the **Appearance** tab, check the **Use this picture as the background** box.

4 Select **Browse**.

5 Select the picture you want to use.

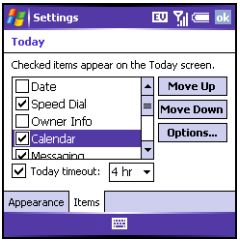
6 Press **OK**.

DID YOU KNOW? There are lots of third-party plug-ins available for your Today screen. For clocks, calculators, MP3 players, weather guides, and much more, visit www.palm.com.

Selecting which items appear on your Today screen

1 Press **Start** and select **Settings**.

2 On the **Personal** tab, select **Today**.



3 Select the **Items** tab.

4 Check the boxes next to the items that you want to appear on your Today screen, and uncheck any items that you want to hide.

5 (Optional) Select **Options** (if available) to configure the settings for the current item. Press **OK** to return to **Today Settings**.

6 Press **OK**.

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TIP To change the color theme for your smartphone, select a new theme from the **Appearance** tab in **Today Settings**.

Controlling your roaming experience

You can roam on other digital networks where your wireless service provider has implemented roaming agreements with other carriers.

When you roam outside your wireless service provider's network, the Roaming R icon appears at the top of the screen. Additional charges may apply if you use your Treo 700wx smartphone while roaming.

To learn more about roaming, contact your wireless service provider.

Feature availability

- You can make and receive calls while roaming.
- Other features, such as call waiting and voicemail, may be available depending upon your roaming network.
- Data services may not be available when you are roaming on partner networks.

Setting roaming preferences

Use Roaming Preferences to set specific options for using your phone while roaming. For example, you can set an option to be notified that you are roaming before placing a call or making a data connection, so that you are aware that you might incur extra charges.

1. Press **Start** and select **Settings**.
2. On the **Personal** tab, select **Phone**.
3. Select the **Services** tab, and then select **Roaming**.

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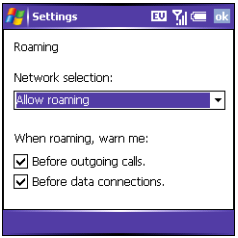

4 Select the **Network Selection** pick list and select the networks with which you want to allow your phone to make a connection:

Allow roaming enables your phone to determine the best network—either home or roaming—with which to connect.

Home network only allows your phone to connect only to your home networks.

Roaming networks only allows your phone to connect to roaming networks only.

5 Check the boxes to enable either or both of the following roaming warning options:

Before outgoing calls: Causes an alert to appear, warning you that you are on a roaming network when you attempt to dial an outgoing call.

Before data connections: Prevents a data connection while roaming. An alert appears, warning you that you are on a roaming network when you attempt to make a data connection.

6 Press **OK** ok.

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TIP You can dismiss the warning and make the data connection by selecting the **Don't show this again. Always connect when roaming** box. You must then attempt to make a data connection again.

System sound settings

BEFORE YOU BEGIN Turn on your phone to access your Phone Settings. See "Turning your phone on and off" on page 9.

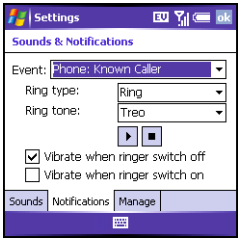
Selecting ringtones and vibrate settings

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

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 which type of call or notification you want to set the ringtone for:

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 wireless 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.

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5 Select the **Ring type** list, and then select the ring style for the selected type of call.

6 Select the **Ring tone** list, and then select the sound for the selected type of call.

NOTE For the **Missed call** and **Voice mail** options, select sound and display options instead of ring type and ring tone options.

7 (Optional) Select **Play** to preview the sound.

8 Check the **Vibrate when**… boxes to turn the vibrate feature on/off based on the Ringer switch setting.

9 Repeat steps 4–6 to select ringtones for other types of calls.

10 Press **OK**.

Adjusting volume settings

- **Call volume:** While a call is in progress, press the **Volume** button (on the side of your smartphone) to adjust the call volume.
- **Music/Video volume:** While playing music or a video, press the **Volume** button to adjust the music/video volume.
- **Ringer volume:** When a call is not in progress and you are not playing music or a video, press the **Volume** button to adjust ringer volume.

Setting the ringer switch

In certain situations, such as in meetings and theaters, you need to turn off all sounds on your smartphone. You can immediately silence all sounds on your smartphone, including phone ringtones, Calendar notifications, and system sounds. This does not mute the speaker during phone calls.

1 Slide the **Ringer switch** to **Sound Mode Off**.

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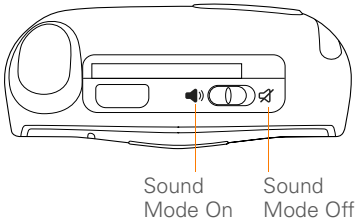
2 To hear all sounds again, slide the **Ringer switch** to **Sound Mode On**.

When you slide the Ringer switch back to the Sound Mode On position, it restores the previous sound settings. For example, if the smartphone ring volume is set to the loudest setting and you slide the Ringer switch to Sound Mode Off, you do not hear the smartphone ring. When you move the Ringer switch back to Sound Mode On, the smartphone ring volume is still set to the loudest setting.



TIP If the Ringer switch is set to Sound Mode Off, the ringer setting overrides the sound settings and all sounds are turned off, including any music you may be playing.

DID YOU KNOW? Your smartphone includes a silent alarm that can vibrate even when the Ringer switch is set to Sound Mode Off.

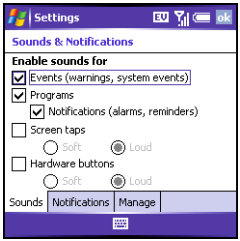
Selecting Sounds & Notifications

1 Press **Start** and select **Settings**.

2 On the **Personal** tab, select **Sounds & Notifications**.

3 On the **Sounds** tab, set any of the following options:

Events: Turns sounds on/off for system warnings and error messages.



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Programs: Turns sounds on/off in the applications on your smartphone.

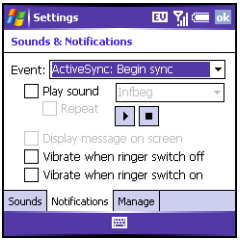
Notifications: Turns alarms and reminders on/off in the applications on your smartphone.

Screen taps: Turns sounds associated with tapping the screen on/off, and sets the volume level when this sound is turned on.

Hardware buttons: Turns sounds associated with pressing buttons on/off, and sets the volume level when this sound is turned on.

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

Event: Specifies which action you want to change the settings for. The remaining options vary based on the action you select.



Play sound: Lets you turn the sound on/off for the selected event. To select a different sound, select the list to the right of this setting and then select a different sound. To preview the sound, select **Play** .

Repeat: Indicates whether the sound plays more than once, if turned on.

Display message on screen: Indicates whether a notification message appears onscreen for the selected event.

Vibrate: Indicates whether your smartphone vibrates to notify you about the selected event.

5 Press **OK** .

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TIP To record, preview, delete, and send sounds on your smartphone, select the **Manage** tab. To record a sound, press **Menu** and select **New Sound**. To play a sound, select it and press **Play**. To delete a sound, highlight it and press **Backspace**. To send a sound, highlight it, press **Menu**, and select **Send Sound**.

Display and appearance settings

Adjusting the brightness

1 Press **Option**, and then press P.
2 Press **Left** ◀ and **Right** ▶ to adjust the brightness.
3 Press **OK**.

Changing the text size

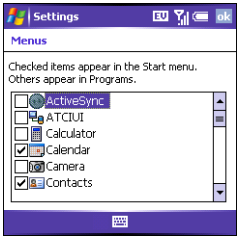
1 Press **Start** and select **Settings**.
2 Select the **System** tab, and then select **Screen**.
3 Select the **Text Size** tab.
4 Press **Left** ◀ and **Right** ▶ to adjust the text size.
5 Press **OK**.

TIP If the text looks rough around the edges, open the Screen Settings screen and select the **Clear Type** tab. Check the **Enable Clear Type** box, and then press **OK**.

Application settings

Arranging the Start menu

You can select which applications appear in the top level of the Start menu. You can still access the remaining applications by selecting Programs from the Start menu and then selecting the application's icon.



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1 Press **Start** and select **Settings**.
2 On the **Personal** tab, select **Menus**.
3 Check the boxes next to the applications you want to see in the **Start** menu.
4 Press **OK**.

Reassigning buttons

Buttons Settings lets you select which applications are associated with many of the buttons and key combinations on your smartphone.

1 Press **Start** and select **Settings**.
2 On the **Personal** tab, select **Buttons**.
3 On the **Program Buttons** tab, highlight the button or key combination you want to change in the **Buttons** list. The hardware buttons are mapped to the following button numbers:

Start = Start Menu

OK = OK/Close

Option + Phone/Send = Internet Explorer

Option + Start = Calendar

Option + OK = Task Manager

Side button = Windows Media

4 Select the **Assign a program** list, and then select the application you want to assign to the button or key combination you selected in step 3.
5 Press **OK**.

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Locking your smartphone and info

Your smartphone includes several features that help you protect your smartphone from inadvertent use and keep your information private. The built-in security software lets you use your smartphone for dialing emergency calls, even if it is locked.

- **Keyguard:** Manually disables all buttons and the screen's touch-sensitive feature to prevent accidental presses in your briefcase or pocket.
- **Auto-Keyguard and touchscreen lockout:** Automatically enables Keyguard after a period of inactivity and lets you disable the screen's touch-sensitive feature during an active call.
- **Phone Lock:** Requires you to enter a lock code when making calls.
- **System password lock:** Requires a password for displaying any information on your smartphone.

TIP To avoid accidentally pressing onscreen buttons while you're holding your smartphone up to your ear to speak, you can disable the screen's touch-sensitive feature during active calls. When the screen's touch-sensitive feature is disabled, you must use the 5-way navigator to access items on the screen.

Using Keyguard

By default, your keyboard locks so that you don't accidentally press buttons or activate screen items while your smartphone is in a pocket or bag.

- To disable **Keyguard**, press **Center** .
- To manually turn on **Keyguard** when your smartphone screen is on, press **Option** and **Power/End** .

Using Auto-Keyguard and touchscreen lockout

Auto-Keyguard lets you automatically lock the keyboard after a period of inactivity.

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

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3 Set any of the following options:

Auto-Keyguard: Sets the period of inactivity that passes before the keyboard automatically locks or before the auto-keyguard feature is disabled.

Disable touchscreen: Indicates whether the screen's touch-sensitive feature is enabled during a call.

4 Press **OK**.

TIP If you're using a headset or hands-free device and your smartphone is in a pocket or bag, you can manually turn on Keyguard during a call to prevent accidental key presses. Press **Option** and **Power/End** to manually turn on **Keyguard**.

Using Phone Lock

You can lock your smartphone to prevent unauthorized use of your account. When your smartphone is locked, you must enter a lock code to place calls, except for emergency numbers.

1 Press **Start** and select **Settings**.

2 On the **Personal** tab, select **Phone**.

3 Select the **Security** tab and set the following options:

Auto-lock: Indicates whether your smartphone locks automatically and when this occurs.

Change Lock Code: Lets you assign or change the lock code used to unlock your smartphone. Your default lock code is the last four digits of your phone

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number. If you change the lock code, select **OK** to accept your new code.

4 Press **OK** to finish.

TIP You do not need to enter your password to answer a call.

Using the system password lock

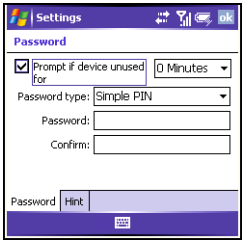
To protect your personal information, you can lock the system so that you need to enter your password to access any of your information or use other features of your smartphone.

IMPORTANT If you lock your system, you must enter the exact password to unlock it. If you enter an incorrect password, you are given another chance. Each time an incorrect password is entered, you are given progressively longer time periods between your chances to enter the password. If you forget the password, you need to perform a hard reset to resume using your smartphone. Performing a hard reset deletes all the entries in your smartphone. However, you can restore all previously synchronized info the next time you sync (see "Synchronizing contacts and other info" on page 23).

1 Press **Start** and select **Settings**.

2 On the **Personal** tab, select **Lock**.

3 On the **Password** tab, check the **Prompt if device unused for** box to turn on the password feature.



4 Select the first list, and then select how long a period of inactivity must pass before you are prompted to enter a password to unlock the system.

5 Select the **Password type** list, and then select a format for your password.

6 Select **Password**, tap the onscreen keyboard icon, and enter your password. Then tap the onscreen keyboard icon.

7 Select **Confirm**, tap the onscreen keyboard icon, and enter the

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password again. Then tap the onscreen keyboard icon.

8 (Optional) Select the **Hint** tab and enter a hint to help you recall your password.

9 Press **OK**.

Turning wireless services on/off

1 Press **Start** and select **Settings**.

2 Select the **Connections** tab, and then select **Wireless Manager**.

3 Select **All** to turn all wireless features on/off.

4 Press **OK** to finish.

You can also turn wireless services on and off by tapping the signal-strength icon at the top of the screen and then selecting Wireless Manager.

NOTE The Wi-Fi selection appears only if a Wi-Fi card is installed in your smartphone. You must purchase and install a third-party Wi-Fi card to use this feature.

TIP To change the settings for one of the displayed wireless features, press **Menu** and select the wireless feature you want to change.

Resetting your smartphone

If you need to perform a hard reset, see the *Using Your Palm® Treo™ 700wx* user guide.

Performing a soft reset

Performing a soft reset is similar to restarting a computer. If your smartphone is not responding or you have trouble

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synchronizing with your computer, a soft reset may help.

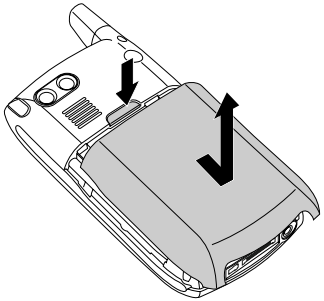
1 Use one hand to press the **battery door release**, and use the other hand to slide the **battery door** downward to remove it from your smartphone.

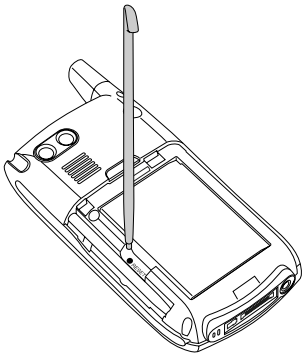
2 Use the stylus tip to gently press the **reset** button on the back of your smartphone.

3 Wait for the progress bar on the Treo logo screen to fill before continuing to use your smartphone.

TIP You can also do a soft reset by unplugging your smartphone from a power source (if connected) and then removing the battery and reinserting it.

DID YOU KNOW? If the phone or Bluetooth® signals were on before a reset, these signals automatically turn on after the reset.





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Regulatory Information

Specific Absorption Rates (SAR) for Wireless Smartphones

The SAR is a value that corresponds to the relative amount of RF energy absorbed in the head of a user of a wireless handset.

The SAR value of a smartphone is the result of an extensive testing, measuring and calculation process. It does not represent how much RF the smartphone emits. All smartphone models are tested at their highest value in strict laboratory settings. But when in operation, the SAR of a smartphone can be substantially less than the level reported to the FCC. This is because of a variety of factors including its proximity to a base station antenna, smartphone design and other factors. What is important to remember is that each smartphone meets strict federal guidelines. Variations in SARs do not represent a variation in safety.

All smartphones must meet the federal standard, which incorporates a substantial margin of safety. As stated above, variations in SAR values between different model smartphones do not mean variations in safety. SAR values at or below the federal standard of 1.6 W/kg are considered safe for use by the public.

The highest reported (FCC) SAR values of the Palm® Treo™ 700wx smartphone are:

Maximum Scaled SAR Values (W/kg)		
Band	CDMA Cellular	CDMA PCS
Head SAR (Held to Ear)	(W/Kg) 1.26	(W/Kg) 1.26
Body SAR (Worn)	(W/Kg) 1.01	(W/Kg) .55

Precaution against hearing loss Protect your hearing. Listening to this device at full volume for a long period of time can damage your hearing.

For additional regulatory information, please refer to the *Using Your Palm® Treo™ 700wx* user guide.Install the guide from the Getting Started CD, and then access it on your computer by double-clicking the Treo 700wx User Guide icon on your computer desktop.

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Terms

1xRTT (Single-carrier [1x] radio transmission technology)

A wireless technology that can provide fast data transfer and Internet access with average speeds of 60–80Kbps and bursts up to 144Kbps.

ActiveSync®

The technology that exchanges and updates the information on your smartphone with the information on your computer.

Alt (alternative) Alt

A keyboard key. Press Alt Alt and then press a letter on the keyboard to access variations such as international characters and symbols.

Auto-off interval

The time of inactivity that passes before the screen on your smartphone turns off. The wireless features on your smartphone are unaffected by this setting.

Beam

The process of sending or receiving an entry or application using the infrared port on your smartphone.

Desktop software

A PIM application for computers, such as Microsoft Outlook, that helps you manage your personal information and keep your personal information synchronized with your smartphone.

EVDO (Evolution Data Optimized)

A wireless broadband-like technology that is designed for very high-speed data transfer with average download speeds of 400 to 700 Kbps.

Infrared (IR)

A way of transmitting information using light waves. The IR port on your smartphone lets you transfer information between other IR devices within a short radius.

Lithium Ion (Li-Ion)

The rechargeable battery technology used in Treo 700wx smartphones.

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My Mobile Devices

The component on your Windows computer that enables you to install applications and other information on your smartphone.

Option

The keyboard button that lets you access the alternative feature that appears above the letter on each key.

Phone Off

When your phone is off, your smartphone is not connected to any wireless network and "Phone Off" appears instead of your wireless service provider's name. You can still use the organizer and other features.

Phone/Send

The button on your smartphone that provides quick access to your Today screen.

PIM (personal information manager)

A genre of software that includes applications such as Microsoft Outlook, Palm® Desktop software, Lotus Notes, and ACT!. PIMs generally store contacts, schedules, tasks, and memos.

SMS

The service that exchanges short text messages almost instantly between wireless devices. These messages can usually include up to 160 characters. Your Treo 700wx smartphone can send and receive text messages while you are on a voice call.

Start

The menu on your smartphone from which you can open all applications.

Username

The name associated with your smartphone that distinguishes it from other Windows Mobile® devices. When you first synchronize your smartphone, you are asked to give it a username.

Windows Mobile®

The operating system of your Treo 700wx smartphone.

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