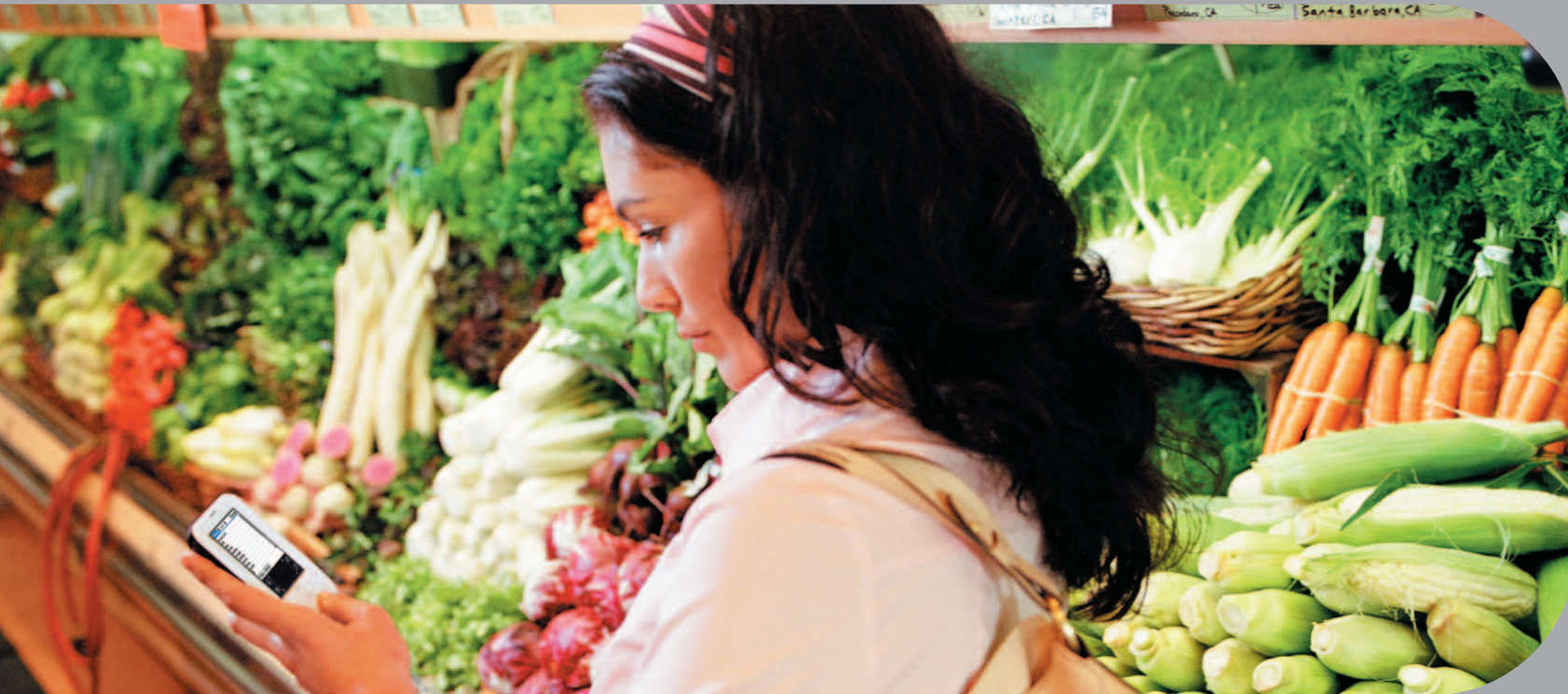




Z 22
HANDHELD



User Guide

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Software Download Available

Palm® Desktop software is supplied on a CD. If you do not have access to a CD drive for your computer, you can download Palm Desktop software from www.palm.com/support.

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About This Guide

This guide tells you everything you need to know about your handheld: the things you'll do every day, the advanced features that let you get the most out of your handheld, and the things that make your handheld not only useful, but fun.

Tips for viewing this guide

Here are some helpful tips for making it easier to read and find information in this guide as you view it in Adobe® Reader®:






- To magnify the page, click the magnifying glass , move the cursor (which is now a magnifying glass) over the page, and click repeatedly. Click Previous View ( or  depending on your version of Reader) to return to the original view.
- Click an entry in the Table of Contents or Index to go directly to that section of the guide.
- If you click a link and go to a page in the guide and then want to return to the page you were on before you clicked the link, click Previous View ( or  depending on your version of Reader).
- When selecting the page(s) to print, be sure to use the file page number shown at the bottom of your computer screen, not the printed page number. For example, to print the first page of Chapter 2, "Your Handheld," select page 33 (the file page), not page 18 (the printed page).

What's in this guide?

The info in this guide includes step-by-step instructions, links to cross-references, and sidebars.

Step-by-step instructions

Here you'll find how-to information. Look for these cues in instructions:

 Continued	Cue that means the procedure continues on the next page.
 Done	Cue that signals the end of the procedure. You're done.
 IMPORTANT	A step that you must follow; otherwise, you could experience an error or even lose information.
 OPTIONAL	A step you might find useful.
 NOTE	Information that applies only in certain cases or that tells more about a procedure step.
WINDOWS ONLY	A procedure or text that applies to one platform only. In most cases, if you see one heading check the following or preceding sections for the other. Sometimes, there is no Mac counterpart for a Windows procedure or text; this feature is not available to Mac users.
MAC ONLY	

Links

Links that appear as underlined words in body text and in sidebars take you to other sections of this guide. Links also appear in the following sections:

In this chapter	Links on the first page of each chapter that send you to a specific section.
Related topics	Links that send you to other topics in this guide to learn about more things you can do with an application or feature.

Sidebars

[!] **Before You Begin**

Things you must complete before you can do the steps described in a procedure or group of procedures.

* **Tip**

A suggestion on how to use a feature more fully; a shortcut; a pointer to a related feature.

+ **Did You Know?**

An interesting fact about the topic being described; may include a link to more information.

» **Key Term**

A technical term related to the topic being described. The term may appear in this guide or only on your handheld.

Tips & Tricks

A pointer to a website where you can obtain general information about your handheld and learn the latest tips, tricks, and more.

Support

A pointer to a website where you can find help if you experience problems with a specific feature or with your handheld.

Setting Up Your Handheld and Your Computer

In this chapter

[What's in the box?](#)

[System requirements](#)

[Step 1: Charging your handheld](#)

[Step 2: Turning on your handheld for the first time](#)

[Step 3: Installing your software](#)

[Step 4: Connecting your handheld to your computer](#)

[Switching to another desktop software application](#)

[Using user profiles](#)

[Related topics](#)

Congratulations on the purchase of your new Palm® Z22 handheld! You're about to discover so many things about your handheld that will help you better manage your life and have fun, too. As you become more familiar with your handheld, you'll probably personalize the settings and add applications to make it uniquely yours.

While you're likely to get years of enjoyment from your handheld, it takes only four easy steps to get up and running.



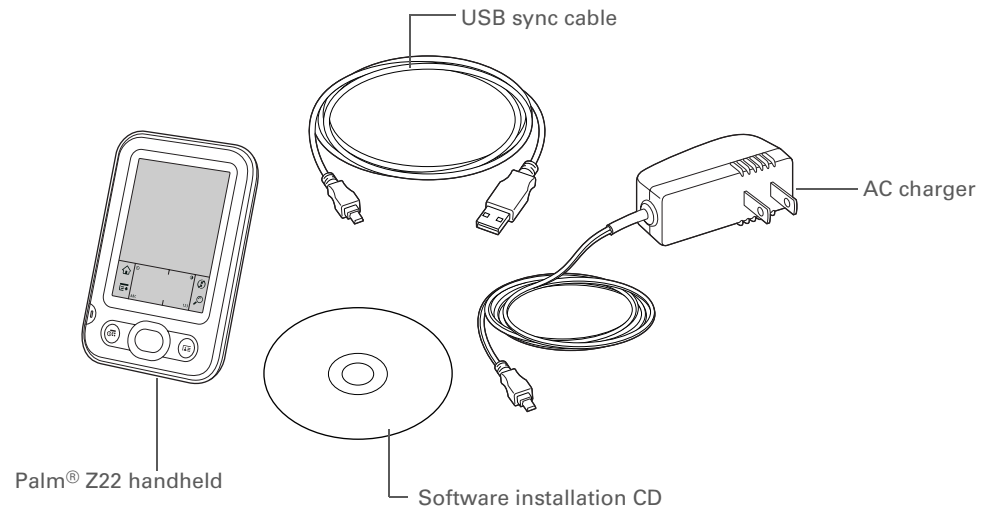
Benefits

- Start using your handheld right away
- Establish a link between your handheld and your computer
- Set up your handheld for optimal use

» Key Term**Palm Desktop software**

The software that lets you enter, update, review, and synchronize information on your computer.

What's in the box?



System requirements

The software installation CD contains Palm® Desktop software and other applications you need to set up and use your handheld. To use Palm Desktop software, your desktop computer must meet these requirements:

WINDOWS ONLY

- A PC with a Pentium II processor or later, and one of the following operating systems:
 - Windows 2000SE (requires administrator rights to install Palm Desktop software)
 - Windows XP (SP4) (requires administrator rights to install Palm Desktop software)
- Internet Explorer 5.0 or later
- 32 megabyte (MB) available RAM (64MB recommended)

- 170MB available hard disk space
- One available USB port
- USB sync cable (included with your handheld)
- CD or DVD drive for installing Palm Desktop software from the CD that came with your handheld

MAC ONLY

- Mac computer or compatible with a PowerPC processor
- Mac OS X, version 10.2 or 10.3 (requires administrator rights to install Palm Desktop software)
- 128MB total RAM
- 190MB available hard disk space
- Monitor that supports screen resolution of 800 X 600 or better
- One available USB port
- USB sync cable (included with your handheld)
- CD or DVD drive for installing Palm Desktop software from the CD that came with your handheld

[!] Before You Begin

If you're upgrading from another Palm Powered™ device, synchronize your old handheld with your old desktop software.

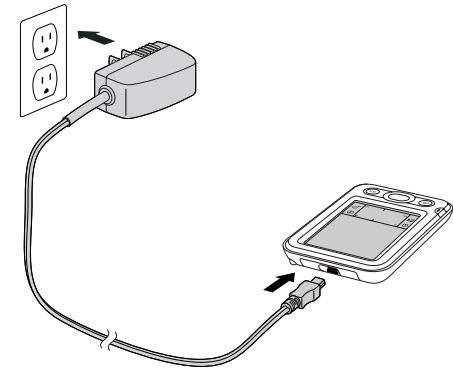
*** Tip**

After the initial charge, charge your handheld at least half an hour every day.

Step 1: Charging your handheld

1

Plug the AC charger into an outlet and connect it to the handheld.

**2**

Charge your handheld for three hours. Be sure your handheld is fully charged before going on to Step 2.

↓ Done

*** Tip**

Also take a minute to learn about [proper care and handling](#) of your handheld.

What you should know about your handheld's battery

While your handheld is charging, take a minute to learn about the battery:

- If you see an alert on the screen warning you that the battery is low, recharge your handheld. Also recharge your handheld if it doesn't turn on when you press the power button.

NOTE The memory on your handheld is designed to store your information even if the battery becomes drained to the point that you cannot turn on your handheld. When you recharge your handheld, all of your existing information should appear.

- Conserve battery life by doing any of the following:
 - **Adjust the screen brightness and contrast.**
 - **Reduce the Auto-off setting.**
 - **Use Keylock to prevent your handheld from turning on by accident.**
 - Respond to or cancel alerts promptly.

[!] Before You Begin

Be sure to fully charge your handheld, as described in the preceding procedure.

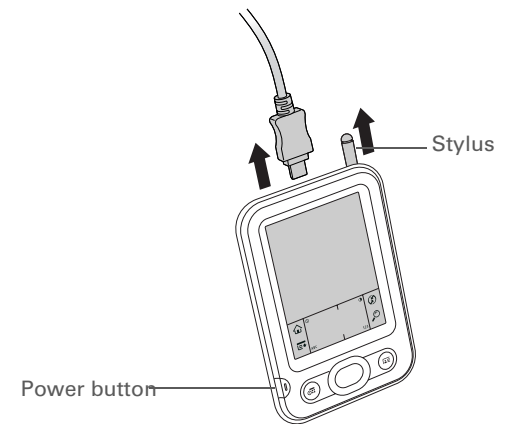
*** Tip**

After you set up your handheld, review the Quick Tour on your handheld and take the tutorial on the software installation CD to learn the basics.

Step 2: Turning on your handheld for the first time

1

Remove the AC charger from your handheld.

**2**

Press the power button.

3

Slide the stylus out of the slot.

4

Hold the stylus as you would hold a pen, and follow the onscreen instructions to set up your handheld.

↓ Done

- + **Did You Know?**
When you upgrade, there's no need to delete the old desktop software first. When you install the new Palm Desktop software, you can transfer all of your existing info to the new software.
- * **Tip**
Take the interactive tutorial on the CD to learn how to create an appointment, set up your handheld's features for photos, and more.
- + **Did You Know?**
IT managers can set up a **profile** if they want to install the same set of information on several handhelds.

Step 3: Installing your software

[!] **IMPORTANT** If you are using more than one handheld with the same computer, see www.palm.com/support for special information on installing software from the CD.

1

Insert the CD into your computer.

NOTE You need administrator rights to install Palm Desktop software on a computer running Windows 2000/XP or Mac OS X.

2

WINDOWS ONLY

Follow the onscreen instructions. If you're upgrading, select the username that you assigned to your old handheld.

MAC ONLY

Double-click the CD icon, and then double-click PalmSoftware.pkg.

**Done**

During installation, you're asked to connect your computer to your handheld. See Step 4.

* **Tip**
If the Select User dialog box appears during synchronization, select the username of the handheld you want to synchronize, and click OK.

» **Key Term**
Third-party application
A software program that runs on a Palm Powered™ device but is not created or supported by Palm, Inc.

* **Tip**
If you have problems with your new handheld after you synchronize, you may need to update your third-party applications.

Step 4: Connecting your handheld to your computer

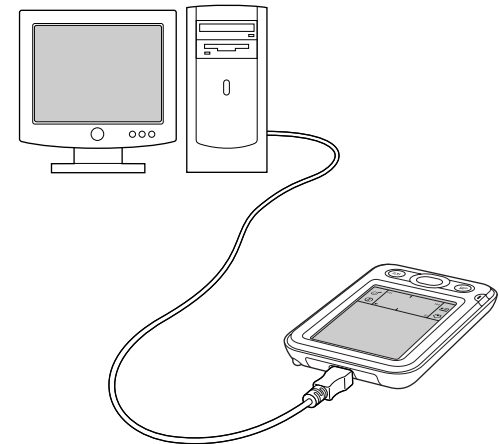
During installation, you connect your handheld to your computer and **synchronize** for the first time. Synchronizing simply means that any information you enter in one place (your handheld or computer) is automatically updated in the other.

[!] **IMPORTANT** Be sure to synchronize the info on your handheld frequently so that you always have an up-to-date backup copy of this info on your computer.

1

Connect your handheld to your computer:

- a. Plug the USB sync cable into a USB port on your computer.
- b. Plug the cable into your handheld.




↘ Continued

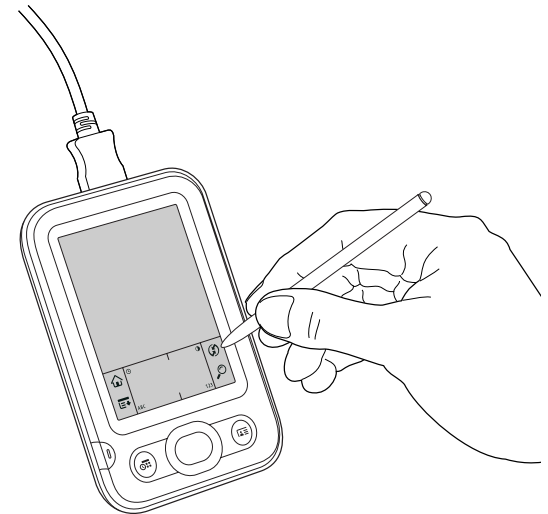
2

[&] OPTIONAL Press the power button to turn on your handheld if it is not already on.

3

Continue with the onscreen instructions. **Synchronize** by tapping Sync  in the **input area**.

↓ Done



Switching to another desktop software application

WINDOWS ONLY

During installation, you chose a desktop software application to synchronize with your handheld. You may have chosen Palm Desktop software at that time. But if Microsoft Outlook already contains all of your contacts, appointments, tasks, and notes, you can change your synchronization method so that your handheld synchronizes with Outlook instead. You can also change from Outlook to Palm Desktop software.

NOTE If you choose to synchronize with Outlook, info from Contacts, Calendar, Tasks, and Memos is synchronized with the corresponding application in Outlook. (Memos is called Notes in Outlook.) Other info, such as Note Pad notes, is synchronized with info in Palm Desktop software.

1

Insert the CD into your computer.

2

From the screen that appears, select Change your synchronization method.

3

Follow the onscreen instructions for the desktop software you want to use.


↓ Done

Using user profiles

 **SKIP** Only IT managers may need to use user profiles for their company. If you are not an IT manager, you can skip this section.

Suppose your sales organization wants to distribute two dozen handhelds that all have a common company phone list, a set of memos, and several key applications. A user profile can be created to install this information before the handhelds are distributed to employees. When the employees synchronize for the first time, this common information becomes part of their user-specific information.

A user profile enables you to install the same information onto multiple handhelds before each handheld is individualized with a unique username and user-specific information. A handheld that has a user profile installed can be given to anyone, because the handheld is not yet identified by a unique username. When the new user synchronizes for the first time, he or she gives the handheld a unique username.

 **NOTE** Handhelds that are synchronized with a user profile must be either new handhelds that have never been synchronized or handhelds that have had their usernames and information removed by a **hard reset**.

* **Tip**
Save time by **importing** to quickly add information to a profile.

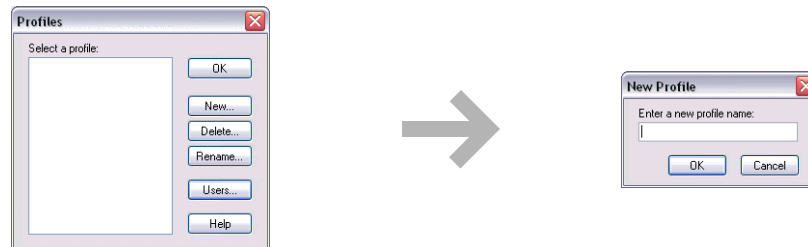
Creating a user profile

WINDOWS ONLY

1

Open the New Profile screen:

- a. Open Palm Desktop software.
- b. From the Tools menu, select Users.
- c. Click Profiles, and then click New.

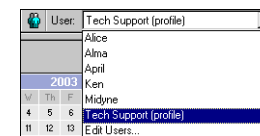


2

Enter a unique name for the profile, and click OK twice.

3

Select the profile from the User list, and create the info in Palm Desktop software for the profile.

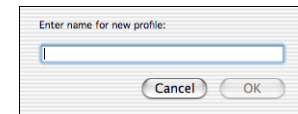
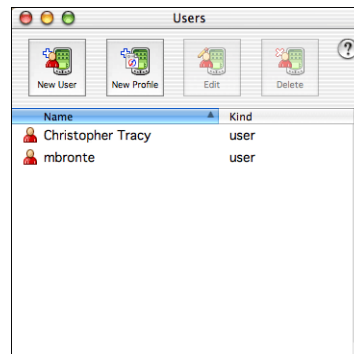


↓ Done

MAC ONLY**1**

Open the New Profile screen:

- a. Open Palm Desktop software.
- b. From the User pop-up menu, select Edit Users.
- c. Click New Profile.

**2**

Create the profile:

- a. Enter a unique name for the profile, and click OK.
- b. Close the Users window.

➤ **Continued**

3

Select the profile from the User pop-up menu, and create the info in Palm Desktop software for the profile.

4

Set the profile's conduit settings:

- a. From the HotSync® menu, select Conduit Settings.
- b. **Select the conduit settings** for the profile.


↓ Done

Synchronizing with a user profile

WINDOWS ONLY

1

Begin synchronization:

- a. Connect the USB sync cable to a USB port on your computer, and then insert the other end into your handheld.
- b. Press the power button to turn on your handheld.
- c. Tap Sync  in the input area.

↘ Continued

2

Transfer the profile information:

- a. Click Profiles.
- b. Select the profile you want to load on the handheld, and click OK.
- c. Click Yes.




Done

The next time you or a user synchronizes that handheld, Palm Desktop software prompts you or the user to assign a username to the handheld.

MAC ONLY

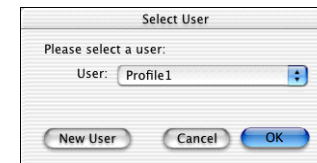
1

Begin synchronization:

- a. Connect the USB sync cable to the USB port on your computer, and then insert the other end into your handheld.
- b. Press the power button to turn on your handheld.
- c. Tap Sync  in the input area.

2

Select the profile you want to load on the handheld, and click OK.

**↓ Done**

The next time you or a user synchronizes that handheld, Palm Desktop software prompts you or the user to assign a username to the handheld.

Tips & Tricks

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palm.com/myZ22.

Support

If you're having problems with setup or anything else on your handheld, go to www.palm.com/support.

Related topics

Click a link below to learn about these related topics:

Moving Info

- Synchronizing your handheld with Palm Desktop software or Microsoft Outlook on your computer
- Choosing whether or not to synchronize information for a specific application
- Adding applications to and deleting applications from your handheld
- Installing additional software from the CD
- Viewing application information

Customizing

- Adjusting the screen display
- Reducing the Auto-off setting
- Keeping your handheld from turning on accidentally

Common Questions

Answers to frequently asked questions about setup

Your Handheld

In this chapter

[What's on my handheld?](#)

[What's on the screen?](#)

[What software do I have?](#)

[Related topics](#)

Like a good personal assistant, your handheld helps you keep track of your schedule, your business and personal contacts, your to-do list, and your memos. Handhelds are for fun, too. You can create digital photo albums, play games, and read eBooks.

And don't worry about losing your information. You can synchronize your info to your computer so you always have a backup copy, and even if the battery drains completely, the information stays in your handheld's memory. Simply recharge your handheld to access the info again.

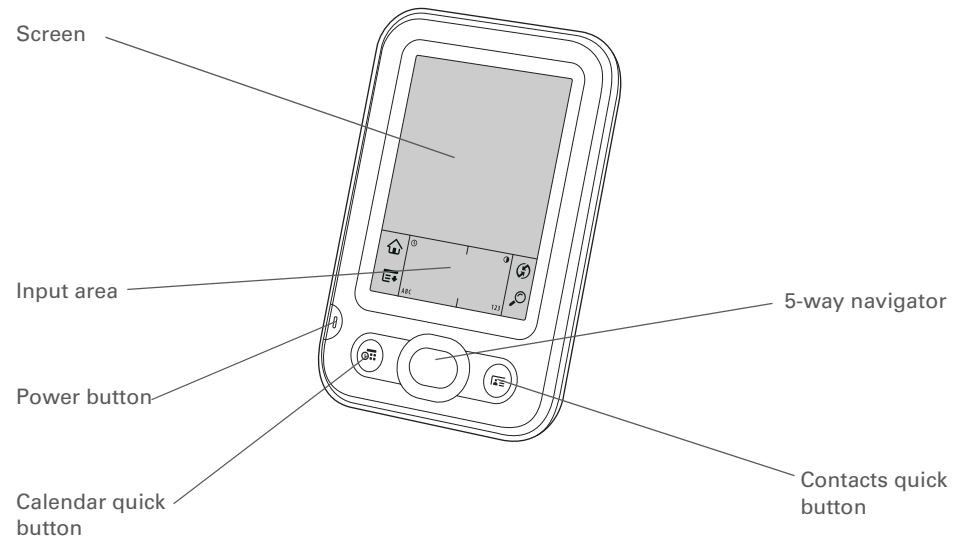


Benefits

- Save time and stay organized
- Have important info at your fingertips
- Travel light
- Never lose important information
- Have fun: view photos and more

What's on my handheld?

Front



Screen

Displays the applications and information on your handheld. The screen is touch-sensitive.

Input area

Lets you enter info with **Graffiti® 2 writing**; use the **input area icons** to open applications and use various handheld features.

Power button

Turns your handheld on or off and lets you turn **Keylock** on (if active). When Keylock is on, your handheld does not respond when you press the quick buttons or tap in the input area. To use your handheld again, press the power button, and then select Deactivate Keylock.

Calendar quick button

Press to turn on your handheld and jump to today's schedule.

Contacts quick button

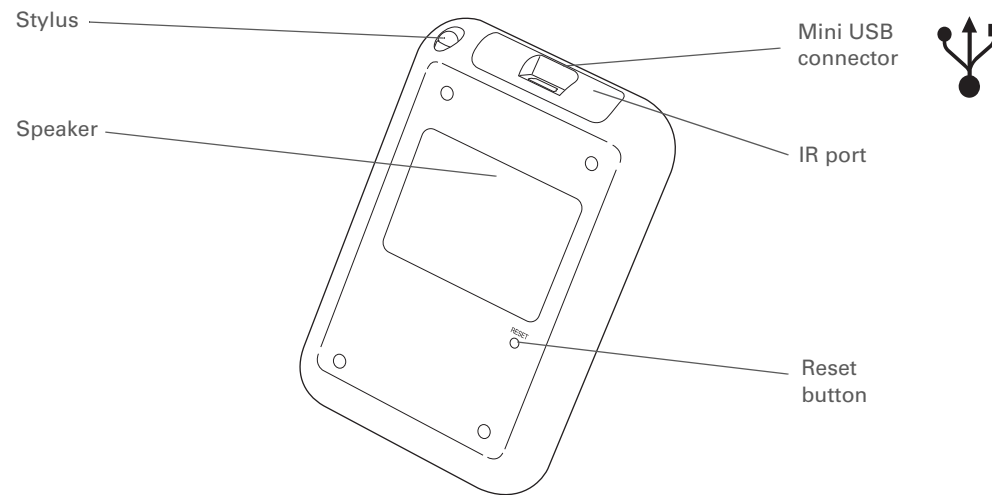
Press to turn on your handheld and jump to your contacts list.

5-way navigator

Lets you move around and display info on the screen. Press Up, Down, Left, or Right to highlight different items, and press Center to select the highlighted item.

- + **Did You Know?**
Beaming lets you quickly share appointments, addresses, phone numbers, photos, and more.
- + **Did You Know?**
It takes a little while for your handheld to reset when you press the reset button. During the reset, you see a progress bar, then a screen with the Palm Powered™ logo. Resetting is done when the [Date & Time Preferences](#) screen appears.

Top and back



Stylus

Lets you enter information on your handheld. To use the stylus, slide it out of the slot and hold it as you would a pen or pencil.

Speaker

Lets you listen to alarms and game and system sounds.

Reset button

Resets your handheld if it freezes (stops responding). To do a soft reset, use the tip of the stylus to gently press the reset button inside the hole on the back panel of your handheld.

IR port

Short for *infrared port*. Beams information between handhelds and other devices that have an IR port. Beaming uses infrared technology to send information between two IR ports that are within a few feet of each other.

Mini USB connector

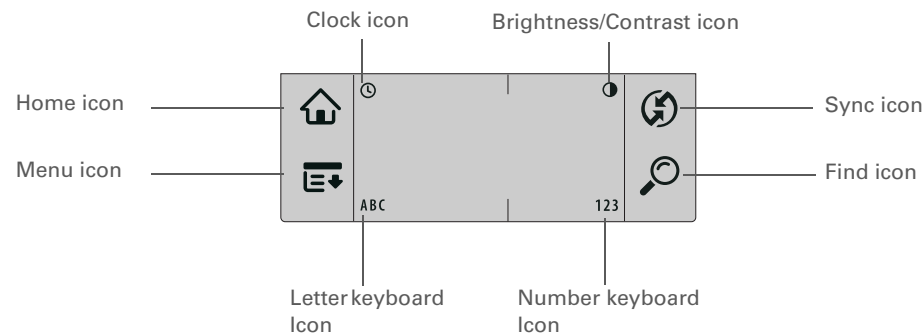
Lets you connect the USB sync cable to your computer or connect the AC charger to an electric outlet. Connect the sync cable when you want to synchronize, or exchange, information. Connect the AC charger to keep your handheld's battery charged.

What's on the screen?

Your handheld includes many features that make it easy to use. Among them are the input area and the common elements that appear on the screen in each of the applications. Once you learn how to use them in one application you can easily use them in all the others.

Input area

Tapping the icons in the input area does the following:



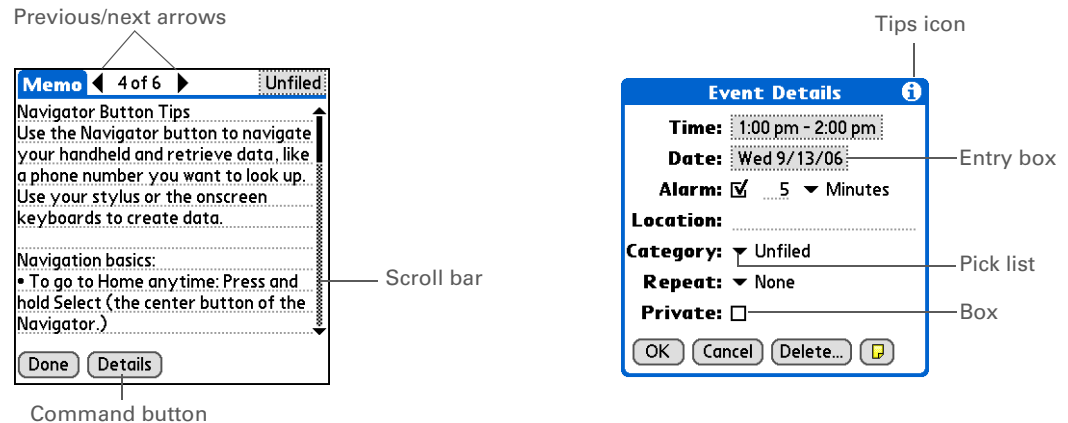
- Clock icon** Displays the current date and time. The display closes automatically after two seconds. See [Setting the date and time](#) and [Managing Clock Settings](#) for more information.
- Brightness/Contrast icon** Opens the Adjust Display dialog box, where you can set the brightness and contrast of your handheld's display. See [Adjusting the brightness and contrast](#) for instructions.
- Home icon** Displays the Home screen, where you can open applications. See [Opening applications](#) for more information.
- Menu icon** Opens the menus, where you can select items that provide access to other features. See [Using menus](#) for more information.

» **Key Term**
Slider The solid area on the scroll bar. The slider moves to indicate the relative position within the entry or list.

* **Tip**
 You can also use the 5-way navigator to select an item from a pick list and to select some command buttons.

Sync icon	Synchronizes your handheld with your computer. See Moving Info Between Your Handheld and Your Computer for more information.
Find icon	Opens the Find dialog box, where you can search for information. See Finding information for more details.
Letter keyboard icon	Opens the alphabetic keyboard. See Entering information with the onscreen keyboard for details.
Number keyboard icon	Opens the numeric keyboard. See Entering information with the onscreen keyboard for details.

Application controls



Previous/next arrows	Select the left and right arrows to view the previous and next entry; where up and down arrows appear, select them to view the previous and next screens of information.
Scroll bar	Drag the slider, or tap the top or bottom arrow, to scroll the display one line at a time. To scroll to the previous screen, tap the scroll bar just above the slider. To scroll to the next screen, tap the scroll bar just below the slider.

Command button	Select a button, such as OK, Cancel, or Details, to perform a command or to open a dialog box. Command buttons appear at the bottom of dialog boxes and application screens.
Tips icon	Tap the Tips icon to view shortcuts and other useful information for the screen where the icon is located. When you have finished viewing the tip, select Done.
Entry box	Select an entry box to open a dialog box where you can enter info for that field.
Pick list	Select the arrow to display a list of choices, and then select an item in the list.
Box	Check or uncheck a box to select or deselect it. When a box is checked, the corresponding option is selected and active. When a box is unchecked, the corresponding option is deselected and inactive.

What software do I have?

Your handheld comes with many applications preinstalled and ready to use. In addition, the software installation CD that comes with your handheld includes desktop software for your computer and additional software for your handheld. When you set up your handheld you can choose to install some or all of these applications. You can install any of the applications at any time after you set up your handheld, as well.

Personal information

Use the following applications to organize your contacts, calendar events, and more, as well as keep information updated between your handheld and your computer. These applications are already installed on your handheld.

**Calendar**

Manage your schedule from single entries, like lunch with a friend, to repeating and extended events, like weekly meetings and holidays. Even color-code your schedule by category.

**Contacts**

Store names and addresses, phone numbers, email and website addresses, and even add a birthday alarm or a contact's photo.

**Tasks**

Stay on top of your to-do list. Enter things you need to do, prioritize them, set alarms, and then monitor your deadlines.

**Memos**

Capture information such as meeting notes, lists of books to read, movies to see, recipes, and anything else you need to write down.

**Note Pad**

Write on the screen in your own handwriting or draw a quick sketch.

**HotSync®**

Synchronize info on your handheld with the info on your computer.

*** Tip**

Can't find an application on your handheld? First tap the Home icon in the **input area** and select All from the category pick list in the upper-right corner to view all applications on your handheld. If you don't see the application there, you may need to install it from the CD.

Math and finance

Use these applications to manage your money and make quick calculations on the go. They may already be installed on your handheld, or you may need to install them from the CD.

**Expense**

Track business or travel expenses and print expense reports after you synchronize your handheld with your computer.

**Calculator**

Do basic math calculations such as splitting restaurant bills and figuring the sales tax on an item.

**powerOne
Calculator**

Calculate basic and advanced math and business solutions with this enhanced calculator. Compute tips and mortgages; add algebraic and other modes; and more.

Media and entertainment

Here is the software that lets you relax and have fun. These applications may already be installed on your handheld, or you may need to install them from the CD.

**Photos**

View photos and organize them into categories on your handheld. This application has a companion desktop application that you can use to add, view, organize, and edit photos and send them to your handheld.

**Power by Hand
eReader**

Purchase and download eBooks from the web on your computer and then synchronize to transfer them to your handheld so you can read them when you want, where you want. (Additional fees may apply.)

**Crazy Daisy**

Spin the flowers to match the colored petals and watch them pop in this arcade-style game.

*** Tip**

To install extra software from the CD, insert the CD into your CD drive, and then do one of the following:

Windows On the Discover your device screen, click Add software to your device.

Mac Double-click the Essential Software folder icon.

Productivity and customization

Use these applications to customize your handheld and make it uniquely yours. They may already be installed on your handheld, or you may need to install them from the CD.

**Prefs**

Customize your handheld's sound levels, colors, security, and more.

**Addit™**

Preview, try, and buy software for your handheld. Select the tabs on the Addit screen to look for bonus software. (Windows only for downloads using the sync cable.)

**Handmark
MobileDB**

Use the included databases to track useful info such as car maintenance, passwords, and more. You can also download over 1,000 ready-to-use databases to your computer and synchronize to install them on your handheld. (Additional fees may apply.)

**SplashShopper**

Keep lists of groceries and CDs to buy, movies to rent, books to read, and more.

**World Clock**

Set the time in your home city and two other locations, and set an alarm to wake you up.

+ Did You Know?

Some applications are automatically assigned to a category when you install them. Assign any application to a category on the Home screen by selecting Category in the App menu. Select the pick list next to the application's name, and then select a category.

» Key Term

HotSync® Technology that allows you to synchronize the information on your handheld with the information on your computer.

Desktop

The desktop software lets you use your computer to create and manage info for applications on your handheld. Install this software from the CD.



Palm® Desktop software

View, enter, manage, and back up info for Calendar, Contacts, Tasks, Memos, and Expense on your computer. (Expense is Windows only.) You can also view, manage, and back up info for Note Pad. When you synchronize your handheld with your computer, this info is updated in both places. Palm Desktop software is installed during the initial CD installation process.

Palm Desktop software includes HotSync® manager software, which allows you to customize the settings for synchronization. You can access HotSync manager by selecting its icon in the task bar at the bottom of your computer screen.

HotSync manager



During CD installation, you can choose to synchronize the info in Contacts, Calendar, Tasks, and Memos on your handheld with info in Contacts, Calendar, Tasks, and Notes in Microsoft Outlook on your computer (Windows only). Other applications are still synchronized with Palm Desktop software.



Quick Install (Windows only)

Install applications from your Windows computer on your handheld. Quick Install is installed during the initial CD installation process.



Send To Handheld droplet (Mac only)

Install applications from your Mac computer on your handheld. The Send To Handheld droplet is installed during the initial CD installation process.



Photos desktop application

Add photos from your computer, edit and organize them, and then synchronize to transfer them for viewing in the Photos application on your handheld.

Tips & Tricks

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palm.com/myZ22.

Support

If you're having problems with your handheld, go to www.palm.com/support.

Related topics

Click a link below to learn about these related topics:

Setup

Installing the desktop software from the CD

Entering Information

- Entering information with Graffiti 2 characters and shortcuts
- Entering information with the onscreen letter and number keyboards

Moving Around

- Opening applications and using menus
- Finding information

Moving Info

- Synchronizing your handheld with your computer
- Installing additional software from the CD

Beaming

Beaming information and applications to other Palm Powered™ devices

World Clock

Viewing the current date and time

Customizing

- Setting the current date and time
- Adjusting the brightness of the display

Maintaining

- Caring for your handheld
- Resetting your handheld

Common Questions

Answers to frequently asked questions about your handheld

Moving Around in Applications

In this chapter

[Opening applications](#)

[Using the 5-way navigator](#)

[Using menus](#)

[Finding information](#)

[Related topics](#)

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



Benefits


- Find and open applications quickly
- Access extra features with menus
- Move around in applications with one hand, using the 5-way navigator
- Locate information in any application with the Find feature

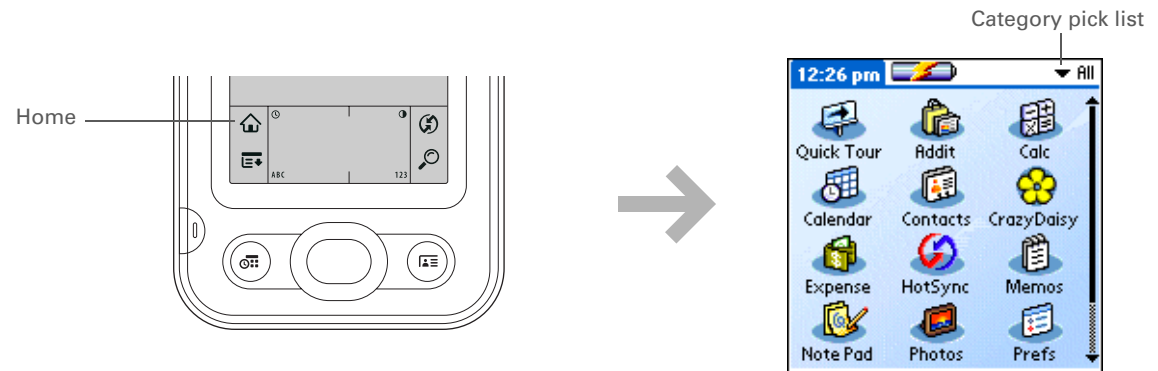
- + **Did You Know?**
You can use a favorite photo as the background for the Home screen.

- + **Did You Know?**
You can also open the Calendar and Contacts applications using the quick buttons on the front of your handheld—or customize the buttons to open the applications you use most.


Opening applications

The Home screen shows all of the applications on your handheld. Use the category pick list in the upper-right corner of the screen to view applications by category or to view all applications.

To access an item from the Home screen, tap Home  in the input area and select an icon. Press Center on the 5-way to scroll through application categories.



Switching between applications

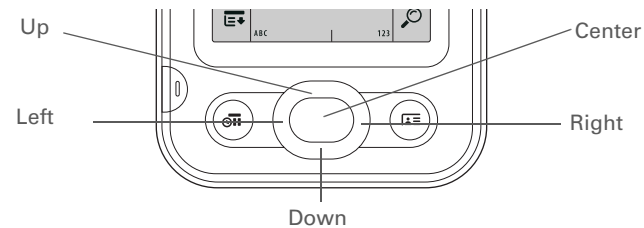
You can switch between applications at any time. Just tap Home  and select an icon, or press a quick button. Your handheld automatically saves your work in the current application and switches to the other application.

*** Tip**

A few onscreen elements of your device can only be activated by tapping them with your stylus, for example, icons in the **input area**.

Using the 5-way navigator

The 5-way navigator lets you access information quickly with one hand and without the stylus. The 5-way does various things based on which type of screen you're viewing and which item on the screen is highlighted. To use the 5-way, press Up, Down, Left, Right, or Center.



Moving around with the 5-way

On most screens, one item—a button, a list entry, or an entire screen—is highlighted by default. The highlight identifies what element will be affected by your next action. Use the 5-way to move the highlight from one item to another onscreen.

*** Tip**

When an entire screen is highlighted, only the top and bottom borders acquire the glow; the right and left borders do not show the highlight.

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

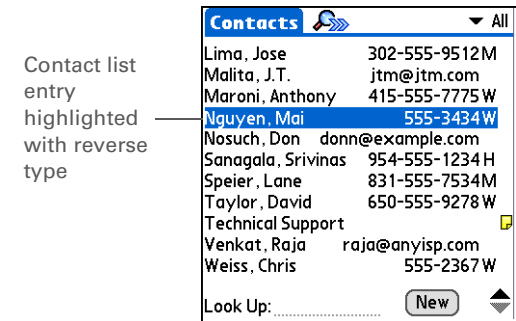
NOTE Individual applications may contain application-specific elements that can also be highlighted by the 5-way

Border glow This highlights elements of the user interface like command buttons, pick lists, and arrows.

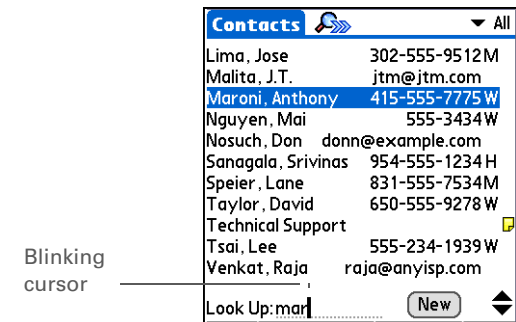


Reverse type (white text on a dark background)

This highlights an entry on a list screen.



Blinking cursor This tells you that you can enter text at that point.

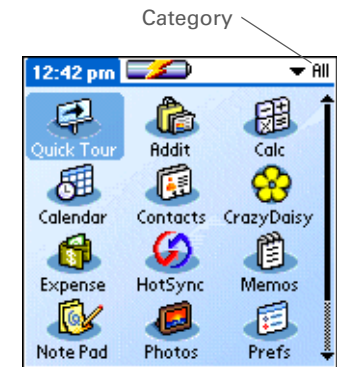


* **Tip**

On the Home screen, to remove the selection highlight without making a selection, scroll to the first icon (in the upper-left corner) and then press Left on the 5-way, or enter the Backspace character using **Graffiti® 2 writing**.

Moving around on the Home screen

- Up or Down** Scrolls up or down on the screen.
- Right or Left** Scrolls to the next or previous application category.
- Center** Inserts the highlight. When the selection highlight is present:
- Up, Down, Right, or Left** Scrolls to the next item in the corresponding direction.
- Center** Opens the selected item.



Moving around in list screens and entry screens

In list screens, use the 5-way to select and move between entries such as notes, memos, contacts, or photos. In individual entry screens—such as a single photo or contact—use the 5-way to move among the items on the screen or to move to another entry.

The behavior of the 5-way for list screens and entry screens varies according to application. Follow the guidelines for **moving around with the 5-way** for general tips; as you become familiar with each application, learning the specific behavior of the 5-way is easy.

Moving around in dialog boxes

Dialog boxes appear when you select a button or option that requires you to provide additional information. In dialog boxes, use the 5-way to select a button or to make a selection from items such as boxes and pick lists.

Up, Down, Right, or Left

Highlights the next item in the dialog box (pick list, box, button) in the corresponding direction.

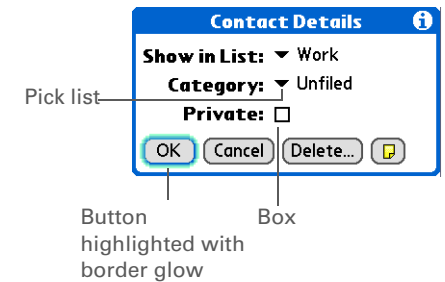
Center

- If highlight is on a box: Checks or unchecks the box.
- If highlight is on a pick list: Opens the pick list. When a pick list is open:

Up or Down Scrolls to the previous or next entry.

Center Selects the highlighted entry.

- If highlight is on a button: Activates the button, and then closes the dialog box.



[!] IMPORTANT Read dialog boxes carefully. Selecting a button such as OK or Yes may cancel an action or delete information.

Moving around in menus

After you **open the menus** you can use the 5-way to move between menus and to select menu items:

Up or Down

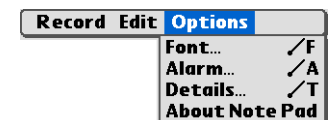
Scrolls within the current menu list.

Right or Left

Scrolls to the next or previous menu on the menu bar.

Center

Selects the highlighted menu item.




* **Tip**
You can also open the menus by tapping the application name in the upper-left corner of the screen.

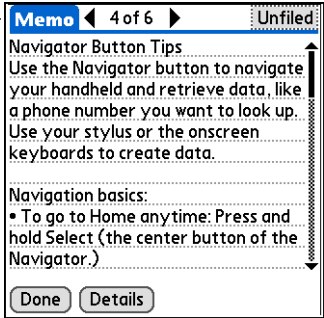
* **Tip**
When the menus are open, you can **use the 5-way** to select menus and menu items.

Using menus


Menus let you access additional features and settings. They are easy to use, and once you master them in one application, you know how to use them in all your applications.

- 1 **Open an application.**
- 2 Tap Menu  in the input area.


Application name



Menu



➔
- 3 Select an item from the leftmost menu, or use the 5-way to highlight a different menu, and then select a menu item.

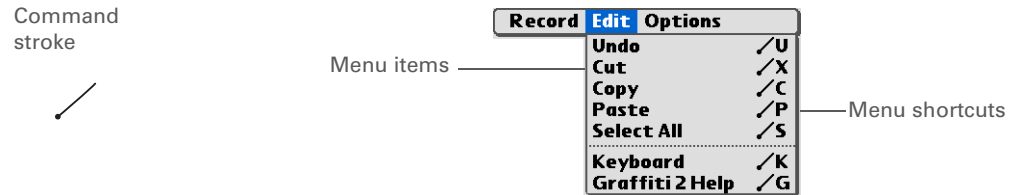
 Done

*** Tip**
 Command mode is active for just a few seconds, so write the menu shortcut or tap an icon on the command toolbar quickly.

Using the command stroke

Most menu items also have a menu shortcut, which is similar to the keyboard shortcuts used on computers. The menu shortcut appears to the right of the menu item.

To use a menu shortcut, first write the Graffiti® 2 command stroke on the left side of the **input area**, and then write the shortcut letter. For example, to select Paste from the Edit menu, write the command stroke, followed by the letter *p*. You do not have to open a menu to use the command stroke.

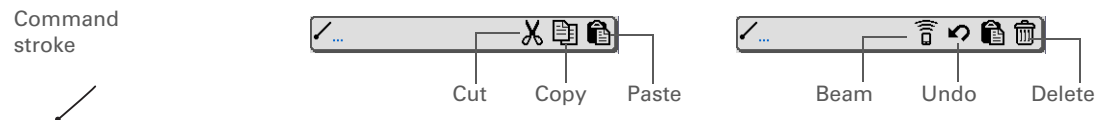


NOTE When you write the command stroke, the Command toolbar appears. See the next section for info on using the command toolbar.

Using the command toolbar

The command toolbar displays different icons based on the active screen. For example, if you have text selected, the icons might be Cut, Copy, and Paste. If no text is selected, the icons might be Beam, Undo, and Delete.

To use the command toolbar, write the command stroke to display the command toolbar, and then tap an icon to select its command.




- * **Tip**
If you select text in an application before you tap Find, the selected text automatically appears in the Find dialog box.
- * **Tip**
Open an application before you tap Find to display results from that application at the top of the results list.
- * **Tip**
Want to stop searching? Select Stop at any time during a search. To continue the search, select Find More.

Finding information

You can use Find to locate any word or phrase in any application on your handheld.

Find locates any words that begin with the text you enter, and it is not case-sensitive. For example, searching for "plane" finds "planet" but not "airplane." Searching for "bell" also finds "Bell."

- 1 Tap Find  in the input area.
- 2 Enter the text that you want to find, and then select OK.

Find

Find: palm

OK Cancel

→

Find

Matches for "palm"

Memos

Download Applications

Extend Your Handheld Coverage (...)

Contacts

Accessories www.palm.com/M

Technical Su www.palm.com/...M

Calendar

Tasks

Don't forget to register!

Cancel Find More
- 3 Select the text that you want to review.

↓ Done

Tips & Tricks

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palm.com/myZ22.

Support

If you're having problems with your handheld, go to www.palm.com/support.

Related topics

Click a link below to learn about these related topics:

Your Handheld

- Locating the controls on your handheld
- Discovering the built-in software on your handheld and the additional software on the CD
- Getting familiar with the input area and onscreen application controls

Entering Information

- Entering information with Graffiti 2 characters and shortcuts
- Entering contact information in other applications

Beaming

Beaming information and applications to other Palm Powered™ devices

Privacy

Keeping information private by turning on security options

Categories

Creating categories and organizing your applications and information

Moving Info

- Adding and deleting applications on your handheld
- Viewing application information

Customizing

- Using a photo as the background for the Home screen
- Displaying the Home screen in list format

Maintaining

Caring for your handheld

Common Questions

Answers to frequently asked questions about using your handheld and its applications

Entering Information on Your Handheld

In this chapter

[How can I enter information on my handheld?](#)

[Entering information with Graffiti® 2 writing](#)

[Entering information with the onscreen keyboard](#)

[Entering info from Contacts into another application](#)

[Editing information](#)

[Related topics](#)

Whether you're scheduling a meeting with your daughter's teacher or adding a new restaurant to your Contacts list, you need to get that information into your handheld. There are several ways to do this.

You may find that you prefer one method if you're entering a small amount of information, while another works best for large amounts. Choose the one that fits your situation.



Benefits

- Quickly enter important information
- Choose the method that works best for your situation

*** Tip**

A blinking cursor on your handheld screen indicates where the information you enter will appear. Tap or use the 5-way to move the cursor to the location you want. In most cases, if you do not see a blinking cursor, you cannot enter information on that screen.

How can I enter information on my handheld?

- **Graffiti® 2 writing**
- **The onscreen keyboard**
- **Phone Lookup**
- **Note Pad**
- An accessory keyboard (sold separately; visit www.palm.com/myZ22 and click the Accessories link)

The most popular methods are using Graffiti 2 writing and the onscreen keyboard.

NOTE You can also enter information on your computer and **transfer the information to your handheld**. Or, you can send information to and receive info from other devices using **beaming**.

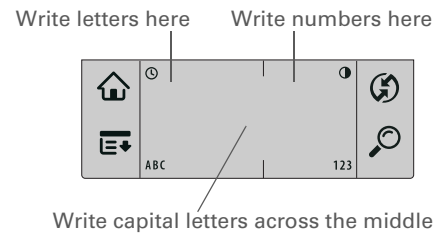
Entering information with Graffiti® 2 writing

You can enter info directly on your handheld with Graffiti 2 writing. Graffiti 2 writing includes any character you can type on a standard keyboard. Entering these characters on your handheld is very similar to the way you naturally write letters, numbers, and symbols. But instead of using a pen and paper, you use the stylus and the input area on your handheld. With only a few minutes of practice, you can learn to use Graffiti 2 writing.

Writing in the Graffiti 2 input area

You can write Graffiti 2 characters in the **input area**, or you can turn on **full-screen writing** and write anywhere on the screen.

In the input area, write lowercase letters, uppercase letters, and numbers in the sections shown. If you write characters in the wrong area, they are not recognized correctly and an incorrect character is written.



Using full-screen writing

When full-screen writing is turned on, you can write anywhere on the screen. When full-screen writing is turned off, you must write character strokes in the Graffiti 2 input area for your handheld to recognize them.

You can write letters or characters in the following areas:

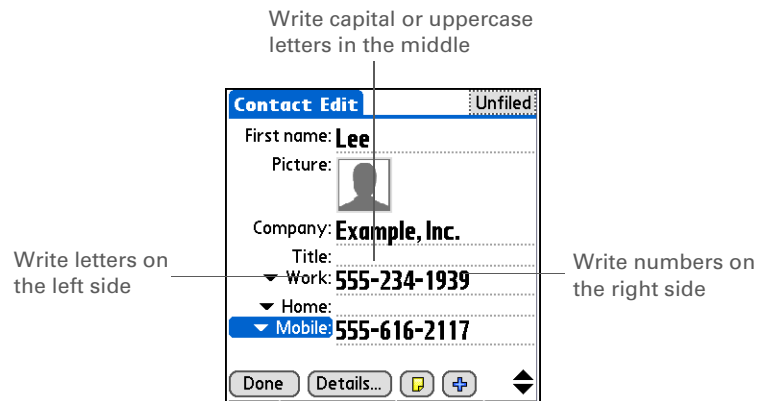
Left side of the screen Write letters or characters that are assigned to the ABC input area.

Right side of the screen Write numbers or characters that are assigned to the 123 input area.

Across the middle of the screen Write uppercase letters.

NOTE For a brief period of time after writing a character, a quick tap on the screen is interpreted as a period character. Wait a second before you tap a button or move the cursor so that the action is not interpreted as a period character.

- + **Did You Know?**
Graffiti 2 writing automatically capitalizes the first letter of a sentence or a new entry.



Writing Graffiti 2 characters

1

Open an application you use to enter information, like Calendar.

2

Tap the screen where you want your character to appear.

3

Position the stylus in the correct part of the input area or in the correct part of the screen if full-screen writing is turned on.

4

Write the characters exactly as shown in the tables that follow these steps. Be sure to start each stroke at the heavy dot.

↘ **Continued**

+ Did You Know?
Graffiti 2 characters made with two strokes are recognized after the second stroke. Make the second stroke quickly after the first so that the correct character is recognized.

+ Did You Know?
Write uppercase letters the same way you write lowercase ones. The only difference is where you write them.

*** Tip**
Your handheld has tables displaying all of the Graffiti 2 characters, short cuts, and commands. Display these tables by drawing a line from the bottom of the screen to the top.

5

Lift the stylus at the end of the stroke.

**Done**

When you lift the stylus from the screen, your handheld recognizes the stroke immediately and prints the character at the insertion point on the screen.

Keys to success with Graffiti 2 writing

Keep these guidelines in mind when using Graffiti 2 writing:

- Write the characters exactly as shown in the following tables. Don't write the dot. It's only there to show you where to begin writing the character.
- The input area has two sections. Write lowercase letters on the left, numbers on the right, and capital letters across the middle.
- Write at a natural speed, and do not write on a slant.
- Press firmly.
- Write large characters.



























If you're already familiar with Graffiti writing from an older Palm Powered™ device, Graffiti 2 writing will be easy to master. Characters are entered in exactly the same way, except for *i*, *t*, *k*, and the number 4. These letters are now made with two strokes, just the way you would write them if you were using a pen and paper.

Also, you no longer have to use the Punctuation Shift stroke for common punctuation like periods and commas or for @. Just write these characters on the correct side of the input area and your handheld immediately recognizes them.











* Tip

You can **select alternate ways to write some Graffiti 2 characters**. Choose the method that's most natural for you.

Graffiti 2 alphabet

Write lowercase letters on the LEFT side of the input area, and capital letters across the MIDDLE of input area							
Letter	Stroke	Letter	Stroke	Letter	Stroke	Letter	Stroke
A		B		C		D	
E		F		G		H	
I		J		K		L	
M		N		O		P	
Q		R		S		T	
U		V		W		X	
Y		Z					





















Graffiti 2 numbers

Write numbers on the RIGHT side of the input area			
Number	Stroke	Number	Stroke
0		1	
2		3	
4		5	
6		7	
8		9	

Graffiti 2 punctuation marks

Write these marks on the LEFT side of the input area			
Mark	Stroke	Mark	Stroke
Period .	•	Ampersand &	
Comma ,		Carriage return	
Apostrophe '		At @	
Space	—	Quotation mark "	
Question mark ?		Tab	
Exclamation point !			

* **Tip**
Having trouble with the plus sign or asterisk symbol? Use the Punctuation Shift stroke first and then make the character.







Write these marks on the RIGHT side of the input area			
Mark	Stroke	Mark	Stroke
Period .		Backslash \ 	
Comma ,		Slash / 	
Tilde ñ 		Left parenthesis (	
Dash - 		Right parenthesis) 	
Plus + 		Equal sign = 	
Asterisk * 			

* **Tip**
Having trouble accenting characters? You can always open the **onscreen keyboard**, tap Int'l, and then tap the character you need.





* **Tip**
Get help writing any of the Graffiti 2 characters in most applications. **Open the Edit menu** and select Graffiti 2 Help.

Graffiti 2 accented characters

For accented characters, write the letter on the left side of the input area, and then write the accent on the right side of the input area.

Write these accents on the RIGHT side of the input area			
Accent	Stroke	Accent	Stroke
Acute á		Dieresis ä	
Grave à		Circumflex â	
Tilde ã		Ring å	

Graffiti 2 gestures

Write gestures on the LEFT side, or across the middle of the input area			
Gesture	Stroke	Gesture	Stroke
Cut		Paste	
Copy		Undo	

* **Tip**

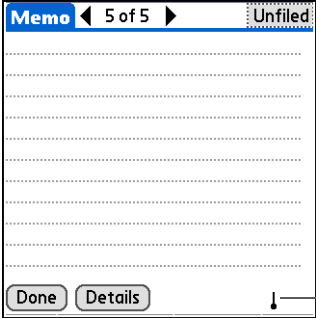
If you accidentally enter the Punctuation Shift stroke, enter it again to cancel it, or wait a moment and it automatically disappears.

+ **Did You Know?**

Writing two Punctuation Shift strokes cancels the automatic capitalization of the first letter of a new entry or sentence.

Writing Graffiti 2 symbols and other special characters

Symbols and other special characters can be written on either side of the input area, using the Punctuation Shift stroke.

1	<p>Enter the Punctuation Shift stroke.</p> <p>When Punctuation Shift is active, an indicator appears in the lower-right corner of the screen.</p>	 <p>The screenshot shows a memo screen with a blue header bar containing 'Memo', '5 of 5', and 'Unfiled'. Below the header is a large text input area with horizontal lines. At the bottom, there are 'Done' and 'Details' buttons. A small downward-pointing arrow icon is located in the bottom right corner of the input area, labeled as the 'Punctuation Shift indicator'.</p>
2	<p>Write the symbol or other special character shown in the following table.</p> <p>You can write a symbol or special character anywhere in the input area.</p>	
3	<p>Enter another Punctuation Shift stroke to finish the character and to make it appear more quickly.</p>	
↓ Done	<p>Once the Punctuation Shift indicator disappears, you see the character.</p>	

Graffiti 2 symbols and special characters


Write symbols on EITHER side of input area

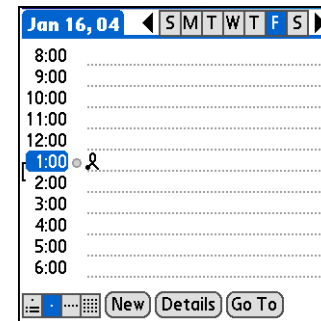
.	,	'	?	!	&	@	\$	~	/	\	"
•	└	┌	¹ ? ₂	¹ ! ₂	&	@	\$	N	/	\	”
;	:	-		()	<	>	[]	{	}
¹ ; ₂	¹ ; ₂	-		()	<	>	[]	{	}
+	-	x	÷	=	#	%	^	`	™	®	©
¹ + ²	-	¹ x ²	÷	=	#	%	^	`	™	®	©
‘	’	“	”	§	•	¢	€	¥	£	ı	ı
ı	ı-	ıı	ıı	§	•ı	¢	€	¥	£	¹ ı ²	¹ ı ²
°	β	μ	f	∅							
∅	β	M	f	∅ı							

Writing Graffiti 2 shortcuts

Graffiti 2 contains several shortcuts to make entering common information easier. For example, when you write the shortcut stroke followed by *dto*, you automatically enter the current date and time. You can also **create your own shortcuts**.

1

Write the shortcut stroke .
This stroke appears at the insertion point.



2

Write the shortcut character from the following table.

You can write shortcuts on the left side of the input area, or across the middle.



Done

The shortcut stroke is replaced by the text the character represents.

Graffiti 2 shortcuts

Write shortcuts on LEFT side, or across MIDDLE of input area			
Entry	Shortcut	Entry	Shortcut
Date stamp	ds	Time stamp	ts
Date/time stamp	dts	Meeting	me
Breakfast	br	Lunch	lu
Dinner	di		

» Key Term

Entry An item in an application such as a contact in Contacts or an appointment in Calendar.

* Tip

You can enter text whenever you see a blinking cursor on the screen.

Entering information with the onscreen keyboard

You can use the onscreen keyboard in any application where you need to enter text, numbers, or symbols on your handheld.

1

Open an entry:

- a. **Open an application.**
- b. Select an entry or select New.

2

Tap ABC or 123 to open the alphabetic or numeric keyboard, respectively.

↳ Continued

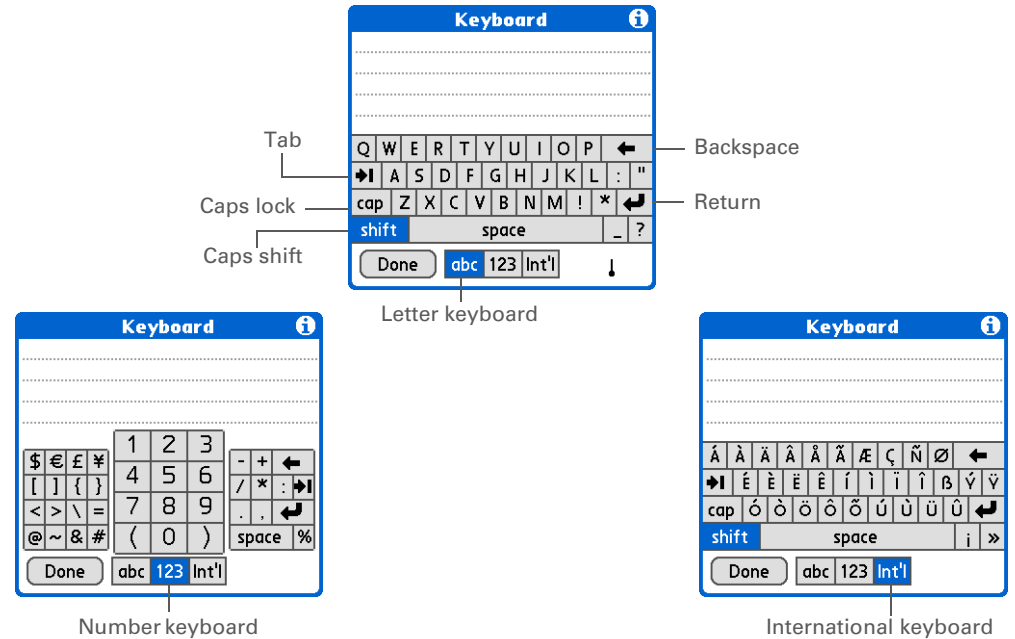


Tap to open keyboards

*** Tip**
 When a keyboard is open, you can tap **abc**, **123**, or **int'l** to open any of the other keyboards.

3

[&] OPTIONAL Select from among three different keyboards.



NOTE Tap shift on the letter and international keyboards to view lowercase letters.

4

Tap the characters to enter text, numbers, and symbols. When you are finished, select Done.

↓ Done

Entering info from Contacts into another application

Having lunch with someone whose info you have in Contacts? Use Phone Lookup to quickly enter the person's name and primary contact info into the appointment you create in Calendar. This feature is available in Calendar, Memos, Tasks, and Expense.

1

Open an entry:

- a. **Open an application.**
- b. Select an entry or select New.
In Expense only: Select Details, and then select Attendees.

2

Add the contact from Phone Lookup:

- a. Tap where you want to enter the contact.
- b. **Open the menus.**
- c. Select Options, and then select Phone Lookup.

↘ **Continued**

* **Tip**

You can also enter the first few letters of the contact's name, and then open Phone Lookup. The first contact name matching the letters you entered is highlighted.

Cont'd.

d. Select the contact, and then select Add.

Lookup	
Anderson, Mark	415.555.9308 M
Cepeda, Juan	909.555.9702 W
Hanon, Matt	203.555.9820 M
Kelly, Jardin	650.555.3970 W
Nguyen, Mai	650.555.9984 H
O'Leary, Patrick	415.555.9802 W
Pastori, John	415.555.0233 H
Simon, James	650.555.3327 H
Veddi, Maria	415.555.6683 W
Venkat, Raj	303.555.2674 W
Westman, Paul	650.555.6692 H

Look Up:



Dec 23, 03 ◀ S M T W T F S ▶	
8:00
9:00
10:00
11:00
12:00
1:00	◦ Kelly, Jardin
	650.555.3970 W
2:00
3:00
4:00
5:00

3[&] **OPTIONAL** To add another contact, repeat step 2.↓ **Done**

The name and phone number of the contact are automatically entered.

Editing information

Editing information on your handheld is similar to editing with word-processing applications on your computer. Select the information, and then apply the correct command.

Selecting information

There are several ways to select information that you want to edit or delete.

- | | |
|-------------------------|---|
| Selecting text | Place the cursor before or after the text you want to select, and drag the cursor over all the text you want to select. |
| Selecting a word | Tap twice on a word to select it. |
| Selecting a line | Tap three times anywhere in a line to select it. This selects the final return character or space as well as any text. |

*** Tip**

There are even faster ways to copy and paste information:

- Use **Graffiti 2 gestures**.
- Use the **Graffiti 2 command stroke** and the menu shortcut for cut, copy, or paste (*/X*, */C*, */P*).
- Select the text, write the command stroke, and then tap the icon for cut or copy from the command toolbar that appears.

Copying and pasting information

Copying and pasting information on your handheld is similar to editing with word-processing applications on your computer.

1	Select the information you want to copy.
2	Copy the information: a. Open the menus. b. Select Edit, and then select Copy.
3	Tap where you want to paste the information.
4	Select Edit, and then select Paste. ↓ Done

*** Tip**

Delete information with **Graffiti 2 writing**. Select the information, and then draw a line from right to left in the input area.

Deleting information

Delete all or part of an entry with the Cut command.

1

Select the information you want to delete.

2

Delete the information:

- a. **Open the menus.**
- b. Select Edit, and then select Cut.

↓ Done

Tips & Tricks

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palm.com/myZ22.

Support

If you're having problems entering information or with anything else on your handheld, go to www.palm.com/support.

Related topics

Click a link below to learn about these related topics:

Moving Around

- Opening applications
- Using menus

Beaming

Beaming information to another Palm Powered device

Customizing

- Selecting alternate ways to write some Graffiti 2 characters
- Creating your own Graffiti 2 shortcuts

Common Questions

Answers to frequently asked questions about entering information

Managing Your Contacts

In this chapter

[Adding a contact](#)

[Copying contact information into multiple contacts](#)

[Locating a contact on your list](#)

[Deleting a contact](#)

[Customizing the Contacts list](#)

[Working with Contacts on your computer](#)

[Related topics](#)

Say good-bye to a paper address book that you need to update manually every time someone moves, changes their email address, or gets a new work extension. With Contacts, not only is it easy to enter information such as names, addresses, and phone numbers, but it is just as quick to view, update, and organize contact information.

You can easily share info with other handhelds by beaming. You can even add photos of your loved ones directly to their contact information.



Benefits of Contacts

- Carry all your business and personal contact information in your hand
- Keep track of who's who
- Keep in touch

* Tip


If the first character you enter in the Last Name or Company field is an asterisk (*) or another symbol, that record always appears at the top of the Contacts list. That's useful for an entry like "If Found Call [your phone number]."

+ Did You Know?

Info in contacts can be synchronized with info in either Palm® Desktop software or Outlook.

Adding a contact

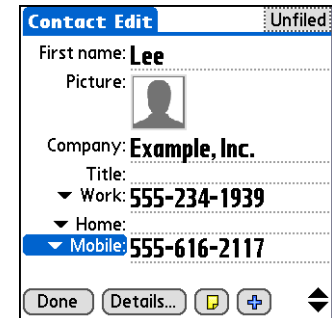
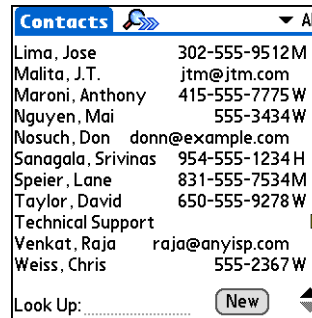
1


Press Contacts .

2

Add your contact information:

a. Select New.



b. Select each field where you want to enter information, and enter it. Select the scroll arrows  to view more fields.

 Continued

* Tip

If multiple contacts share information, such as a company name and address, you can enter the first contact, and then **copy the information into other contacts.**

+ Did You Know?

You can also enter one or more contacts on your desktop computer, and then copy them to your handheld by **synchronizing.**

Cont'd.

The following fields contain features to help you enter information quickly:

All fields except numeric and email fields The first letter is automatically capitalized.

Title, Company, City, and State As you enter letters, a match appears if you have one on your Contacts list. For example, if you enter S, Sacramento might appear, and if you then enter a and n, San Francisco might replace Sacramento. When the word you want appears, select the next field.

Address You can enter up to three addresses, each containing five fields: Addr, City, State, Zip Code, and Country. You can designate an address as work (W), home (H), or other (O). By default, the first address is designated as work.

3

[&] OPTIONAL Add a photo:

- a. Select the Picture box.
- b. Select and add a photo from the Photos application.

↘ Continued

The screenshot shows the 'Contact Edit' screen with the following fields and values:

- First name: Lee
- Picture: [Placeholder icon]
- Company: Example, Inc.
- Title: [Empty]
- Work: 555-234-1939
- Home: [Empty]
- Mobile: 555-616-2117

At the bottom, there are buttons for 'Done', 'Details...', a photo icon, a plus sign, and a dropdown arrow. The top right corner shows 'Unfiled'.

— Picture box

* **Tip**

If you want a reminder about a birthday, check the Reminder box, enter the number of days before the birthday that you want to see the reminder, and then select OK.

+ **Did You Know?**

Birthdays you enter in Contacts appear as untimed events in Calendar. If you update the birthday in Contacts, it automatically updates in Calendar as well.

4

[&] OPTIONAL Add a birthday:

- Select the Birthday box.
- Use the left and right arrows to move to and select the birth year. Hold down either arrow to scroll quickly through the years.
- Select the month and date.

Contact Edit Unfiled

▼ Addr(W): **4929 Rockaway Dr.**

City: **Anytown**

State: **CA**

Zip Code: **90000**

Country:

Birthday: **- Tap to add -**

Custom 1:

5

After you finish entering all the information you want, select Done.

↓ Done

That's it. Your handheld automatically saves the contact. Make sure you have a current backup. Synchronize often.

* **Tip**

Additional fields appear in a contact only if you enter info into them. If you leave a field blank, it does not appear the next time you open the Contact Edit screen. Also, additional fields apply only to the current contact; you can **duplicate contact information** if you need to apply the same fields to multiple contacts.

+ **Did You Know?**

Each field type can be displayed a certain number of times, up to a preset maximum. Once you reach this maximum, the field type no longer appears on the pop-up list. For example, you can display up to seven Phone/Email fields.

* **Tip**

Select the Note icon next to the plus button to add a note to the contact.

Entering additional contact information

The Contact Edit screen displays certain fields by default. You can customize the Contact Edit screen to display additional fields.

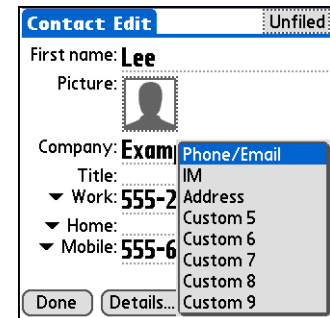
1

Press Contacts .

2

Display additional contact fields:

- Select the contact you want, and then select Edit.
- Select the plus button in the lower-right corner of the Contact Edit screen.



Note icon

Plus button

- Select the field you want displayed from the list. The field appears in a preset location on the Contact Edit screen.

 Done

* **Tip**


Any changes you make to field types apply only to the current contact. You can **duplicate contact information** if you need to apply the same contact fields to multiple contacts.


+ **Did You Know?**

The email address field type is located on the same pick list as the phone number fields. IM field types are located on a separate pick list.

Selecting contact field types

You can select the types of phone numbers (work, home, mobile, pager, and so on), as well as specify the instant messenger (IM) account, that you associate with a contact.

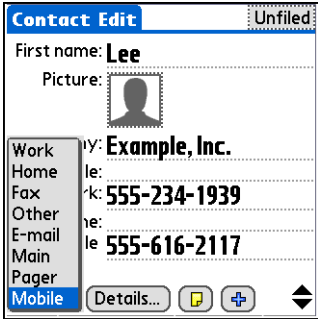
- 1 Press Contacts .
- 2 Customize the contact field type:
 - a. Select the contact you want, and then select Edit.
 - b. Select the pick list next to the field you want to change, and then select the new field type you want. Available fields include phone number, email address, and instant messenger (IM) fields.



Select pick list

↓ Done

→



Defining custom fields

You can define the custom fields that appear at the end of the Contact Edit screen to display any additional contact information you want, such as spouse's or children's names, favorite color, or any other information. The new field is defined in all contacts, not just the current contact.

1

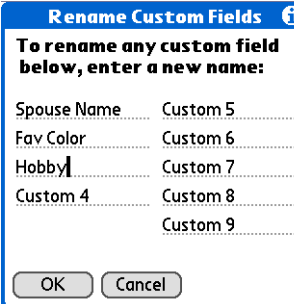
Press Contacts .

2

Define the custom fields:

- Select the contact you want, and then select Edit.
- Open the menus.**
- Select Options, and then select Rename Custom Fields.
- Enter names for up to nine custom fields, and then select OK.

↓ Done



Rename Custom Fields ⓘ

To rename any custom field below, enter a new name:


Spouse Name	Custom 5
Fav Color	Custom 6
Hobby	Custom 7
Custom 4	Custom 8
	Custom 9

OK Cancel

Selecting a contact as your business card

You can create a contact with your own information and select it as your business card by opening the Record Menu and selecting Business Card. You can then **beam** your business card to other handhelds. To beam your business card quickly, press and hold the Contacts application button for approximately two seconds.

1

Press Contacts .

2

Create a business card:

- a. Select the contact you want, or **create a new contact** with your own contact information.
- b. **Open the menus.**
- c. Select Business Card on the Record menu.

↓ Done

*** Tip**

You can also duplicate a contact in the Contacts desktop application by highlighting a contact in the Contacts list, and then selecting Edit Copy. **Create a new contact**, select the Note icon, and then paste the info into a note. Then cut and paste the text into the correct field in the new contact.


+ Did You Know?

If you duplicate a contact and do not edit the name, the contact appears in the Contacts list as "<Last name>, <First name> Copy."

Copying contact information into multiple contacts

You can quickly make a copy of a contact so that you can edit only the fields you need to change. For example, if two of your contacts have the same work address or phone number, duplicating the first contact simplifies entering information in the second.

1

Press Contacts .

2

Duplicate a contact:

- a. Select the contact you want, and then select Edit.
- b. **Open the menus.**
- c. Select Record, and then select Duplicate Contact.

 Done



* **Tip**


You can also press Right on the 5-way navigator (or select the Quick Look Up icon at the top of the screen) to open the Quick Look Up line. Press Up and Down to select the letter of the name you want in each box, and press Right to move to the next box.

+ **Did You Know?**


The **Phone Lookup** feature lets you add contact information directly into certain other applications on your handheld. For example, you can add a name and phone number to a memo or task.

Locating a contact on your list

1	Press Contacts  .
2	<p>Search for the contact:</p> <p>a. Select the Look Up line at the bottom of the screen and enter the first letter of the name you want to find.</p> <p>b. Enter the second letter of the name, and so on, until you can easily scroll to the contact you want.</p>
3	<p>Select the contact to open it.</p> <p> Done</p>

Contacts  All


Lima, Jose	302-555-9512M
Malita, J.T.	jtm@jtm.com
Maroni, Anthony	415-555-7775 W
Nguyen, Mai	555-3434W
Nosuch, Don	donn@example.com
Sanagala, Srivinas	954-555-1234 H
Speier, Lane	831-555-7534M
Taylor, David	650-555-9278 W
Technical Support	
Tsai, Lee	555-234-1939W
Venkat, Raja	raja@anyisp.com

Look Up: mar | New 


*** Tip**

You never know when you're going to need to look up an old business associate. If you save an archive copy of your deleted contacts, you can refer to them later by importing them.

Deleting a contact

1	Press Contacts  .
2	<p>Open the Delete Contact dialog box:</p> <ol style="list-style-type: none">Select the contact you want.Open the menus.Select Delete Contact on the Record menu.
3	<p>[&] OPTIONAL Check the box to save an archive copy of the contact on your computer.</p>
4	<p>Select OK.</p> <p>↓ Done</p>

Delete Contact i

 **Delete selected Contact?**

Save archive copy on PC

+ Did You Know?

If you select **Work, Home, Fax, Other, Main, Pager, or Mobile** from the pick list, the first letter of your selection appears next to the contact in the Contacts list—for example, **W** for **Work**. If you select **email**, no letter appears next to the contact.

* Tip

You can also use the Contact Details dialog box to **assign a contact to a category** or to **mark a contact as private**.

Customizing the Contacts list

By default, the Contacts list displays the work phone number for a contact; if no work phone number is entered, another entry is displayed. You can customize a contact's settings to display different information on the Contacts list. You can also customize the appearance of the list.

1

Press Contacts .

2

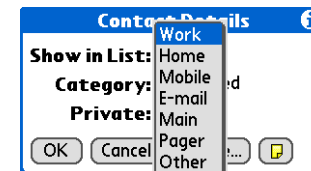
Open the Contact Details dialog box:

- a. Select the contact you want.
- b. Select Edit, and then select Details.

3

Specify the information displayed with a contact:

- a. Select the Show in List pick list, and select the information that you want to appear in the Contacts list for this contact.
- b. Select OK.



↘ Continued

4

Customize the appearance of the Contacts list:

- a. From the Contacts list, **open the menus**.
- b. Select Options, and then select Preferences.
- c. Select the display options you want:

Remember last category Check the box if you want Contacts to display the last category shown when you return to it from another application. If the box is unchecked, Contacts opens to the All category.

List by Select whether to sort the Contacts list by last name and first name or by company and last name.

 Done

* **Tip**
(Windows) If you chose to **synchronize with Microsoft Outlook**, check out the online Help in Outlook to learn how to use Contacts on your computer.

Working with Contacts on your computer

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

- Viewing, copying, and deleting contacts
- Editing contact details
- Marking contacts private
- Showing, masking, and hiding private contacts
- Printing contacts
- Changing between the list, contact info, and Contact Edit views
- Adding notes to a contact
- Adding a date and time stamp to a contact
- Organizing contacts into categories
- Sharing contacts

WINDOWS ONLY

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

MAC ONLY

To open Contacts on your computer, launch Palm Desktop software from the Palm folder, and then click Addresses.

Tips & Tricks

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palm.com/myZ22.

Support

If you're having problems with Contacts or with anything else on your handheld, go to www.palm.com/support.

Related topics

Click a link below to learn about these related topics:

Moving Around

- Opening applications
- Using menus

Categories

Organizing contacts by type and sorting them

Entering Information

Transferring contact information into entries in other applications such as Calendar or Memos

Privacy

Keeping contacts private by turning on security options

Beaming

Beaming contacts to other Palm Powered™ devices

Moving Info Between Your Handheld and Your Computer

In this chapter

[Why synchronize information?](#)

[What information is synchronized?](#)

[How to synchronize](#)

[Customizing your synchronization settings](#)

[Installing applications to your handheld](#)

[Entering information using desktop software](#)

[Other ways of managing information](#)

[Removing information](#)

[Related topics](#)

Want to know about one of the most powerful methods for entering, updating, and backing up large amounts of information on your handheld? It's called synchronizing—and you can access it with just one tap.

Synchronizing simply means that information that has been entered or updated in one place (your handheld or your computer) is automatically updated in the other. There's no need to enter information twice. For large amounts of info, you can easily enter the info on your computer, then synchronize to transfer it to your handheld. Synchronizing also lets you quickly install applications from your computer on your handheld.



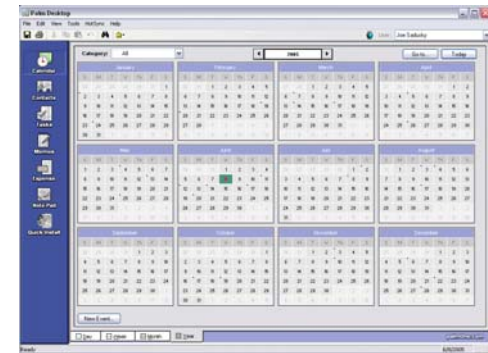
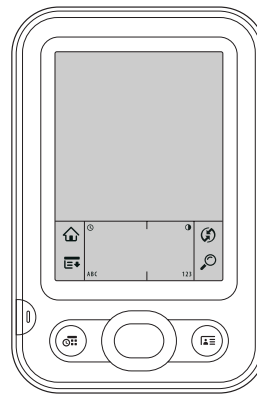
Benefits

- Quickly enter and update information on your computer and your handheld
- Install applications
- Protect your information

Why synchronize information?

Quickly enter and update information. Synchronizing updates and exchanges information between your handheld and **Palm® Desktop software** on your computer. For example, you can quickly enter a contact list on your computer and then send it to your handheld—no re-entering necessary!

NOTE During CD installation, you can choose to **synchronize your handheld with Microsoft Outlook** on your computer (Windows only).



Install applications. With just a few clicks, you can use **Quick Install** (Windows) or the **Send To Handheld droplet** (Mac) to install applications on your handheld.

Protect your information. Nothing is worse than losing important information. When you synchronize information, you create a backup copy. If something happens to your handheld or your computer, the information is not lost; one tap restores it in both places.

[!] IMPORTANT Be sure to synchronize information frequently so that you always have an up-to-date backup copy of important information.

[!] Before You Begin

Complete the following:

- Perform initial handheld setup.
- Install Palm Desktop software and additional software from the CD.

For setup and installation procedures, see *Read This First*, included in your handheld package.

» Key Term

Conduit The synchronization software that links an application on your computer with the same application on your handheld.

What information is synchronized?

When you install Palm Desktop software from the software installation CD, a conduit is installed on your computer for each of the following applications. The conduits allow you to transfer information between the application on your handheld and the corresponding application in Palm Desktop software when you synchronize.



NOTE Information from Expense is synchronized on Windows computers only.

If you install the Photos desktop application from the software installation CD, you can synchronize the Photos application on your handheld with the desktop application.

During CD installation, you can choose to synchronize your handheld with Microsoft Outlook on your computer (Windows only). If you do, info from Contacts, Calendar, Tasks, and Memos is synchronized with info in the same application in Outlook (Memos is called Notes in Outlook). Information for Expense, Note Pad, and Photos is still synchronized with the same application in Palm Desktop software. You can insert the CD at any time to choose synchronization with Outlook if you did not do so during the initial installation.

You can synchronize more than one handheld with your computer. For example, family members can all synchronize their handhelds with the same copy of Palm Desktop software, or some can choose to synchronize with Palm Desktop software, while others synchronize with Outlook. Just make sure that each handheld has its own username; the desktop software reads the username and recognizes the handheld during synchronization. Loss of info may occur from sharing the same username.


NOTE A single copy of Palm Desktop software recognizes different sets of information for different usernames; so, for example, each username can maintain and synchronize its own contact list. A single copy of Outlook maintains just one set of info, so if multiple usernames synchronize with the same copy of Outlook, they will all share the same contact lists, calendar events, and so on.

» **Key Term**
HotSync® Technology that allows you to synchronize the information on your handheld with the information on your computer.

How to synchronize

You can synchronize your handheld with your computer using the sync cable attached to your handheld and your computer

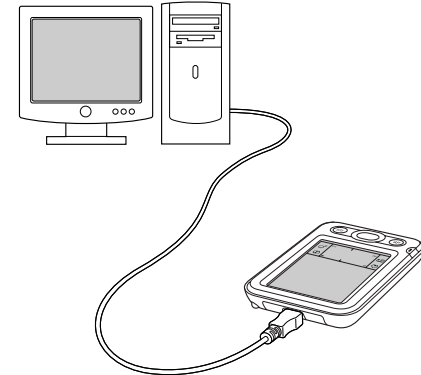
To synchronize, HotSync® manager must be active. HotSync manager was installed when you installed **Palm® Desktop software**; if you didn't install Palm Desktop software, you don't have HotSync manager on your computer.

On a Windows computer, you know HotSync manager is active when its icon  appears in the lower-right corner of your screen. If the icon is not there, turn it on by clicking Start and then selecting Programs. Navigate to the Palm folder and select HotSync manager.

1

Connect the USB sync cable to the USB port on your computer, and then insert the other end into your handheld.

» Continued




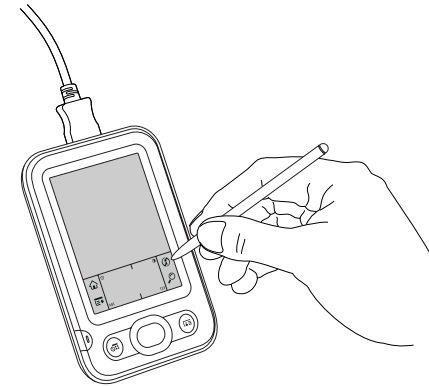
* **Tip**
If the Select User dialog box appears during synchronization, select the username of the person whose information you want to synchronize, and then click OK.

* **Tip**
If you need help with synchronizing, see [I can't synchronize my handheld with my computer.](#)

2

Synchronize your handheld with your computer:

- a. If your handheld is not on, press the power button.
- b. Tap Sync  in the input area.
- c. When synchronization is complete, a message appears at the top of your handheld screen, and you can disconnect the cable from your handheld.



↓ Done

Customizing your synchronization settings

You can set the following options for synchronization:

- Choosing how your computer responds when you initiate synchronization on your handheld (Windows only)
- Enabling or disabling synchronization on your computer, setting whether synchronization is enabled automatically when you start your computer, and choosing how much information to include in the synchronization troubleshooting log (Mac only)
- Choosing how application information is updated during synchronization


Choosing how your computer responds to synchronization requests

WINDOWS ONLY

In order for your computer to respond when you initiate synchronization on your handheld, HotSync manager must be running. By default, HotSync manager always runs automatically; you can choose whether you must perform some action to start HotSync manager.

1

Open the synchronization options screen:

- a. Click the HotSync manager icon  in the taskbar in the lower-right corner of your screen.
- b. Select Setup.

↘ Continued

* **Tip**
Use the default setting **Always available** if you're not sure which option you want.

* **Tip**
If you select **Manual**, you must turn off HotSync manager, which is always on by default. Click the HotSync manager icon in the taskbar in the lower-right corner of your screen, and then click **Exit**. To start HotSync manager when you want to synchronize, click **Start**, and then select **Programs**. Navigate to the **Palm** program group, and select **HotSync manager**.

Note that if you turn HotSync manager on, it stays on until you turn off your computer.

2

Select how your computer responds when you initiate synchronization on your handheld:



Always available HotSync manager runs automatically every time you initiate synchronization on your handheld.

Available only when the Palm Desktop is running You must open Palm Desktop software in order for HotSync manager to run.

Manual You must manually turn HotSync manager on each time you want your computer to respond to a synchronization request.

3

Click **OK**.


↓ **Done**

Setting synchronization options

MAC ONLY

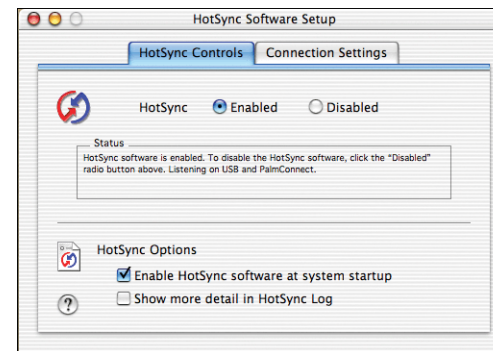
1

Open the synchronization options screen:

- a. Double-click the HotSync manager icon  in the Palm folder.
- b. Click the HotSync Controls tab.

2

Select the synchronization options you want:



↘ Continued

Cont'd.	<p>HotSync Enabled/Disabled Sets your computer to respond to synchronization requests from your handheld.</p> <p>Enable HotSync software at system startup Sets your computer to automatically respond to synchronization requests each time you start your computer. If this option is not selected, you must open HotSync manager and select the Enabled option before you can synchronize.</p> <p>Show more detail in HotSync Log Includes more troubleshooting information in the log that is generated when you synchronize.</p>
3	<p>Close the HotSync Software Setup window.</p> <p>↓ Done</p>

Choosing whether application information is updated


By default, when information in each **application included during synchronization** is updated in one place (your handheld or your computer), it is updated in the other. However, for each application, you can choose whether information that has been updated in one place is updated in the other during the next sync.

*** Tip**

Windows For information on choosing whether application information is updated if you are synchronizing your handheld with Outlook, see the online Outlook synchronization Help. Click the HotSync manager icon in the taskbar in the lower-right corner of your screen, select Custom, and then select one of the Outlook applications from the list. Select Change, and then select one of the applications from the list.

WINDOWS ONLY**1**

Select the application you want to customize:

- a. Click the HotSync manager icon  in the taskbar in the lower-right corner of your screen.
- b. Select Custom.
- c. Select the appropriate username from the drop-down list at the top of the screen.
- d. Select the application you want, and then click Change.

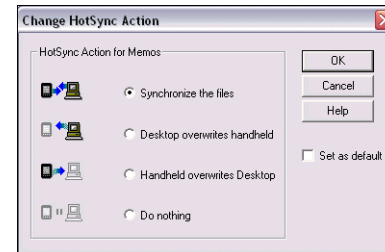
▾ Continued

*** Tip**

You should generally keep the default setting (Synchronize the files) for all applications. Choose an overwrite option only if you have a specific reason for sending updates only one way. Choose Do Nothing if you never use an application.

2

Select how information is updated during the next synchronization:



Synchronize the files Information that is changed in one place (your handheld or computer) is updated in the other during synchronization.

Desktop overwrites handheld Information that has been changed on your computer is updated on your handheld during synchronization. If information has been changed on your handheld, it will be replaced by the information from your computer, and you will lose the changes you made on your handheld.

Handheld overwrites Desktop Information that has been changed on your handheld is updated on your computer during synchronization. If information has been changed on your computer, it will be replaced by the information from your handheld, and you will lose the changes you made on your computer.

Do Nothing No synchronization occurs, so any changes made on either your handheld or your computer are not updated in the other location.

↘ **Continued**

3

To use the option you select on an ongoing basis, check the Set as default box. If you do not select this box, the option you select applies only the next time you synchronize. Thereafter, information is updated according to the default setting (Synchronize the files).


4

Click OK, and then click Done.

↓ Done

MAC ONLY**1**

Select the application you want to customize:

- a. Double-click the Palm Desktop icon  in the Palm folder.
- b. From the HotSync menu, select Conduit Settings.
- c. From the User pop-up menu, select the appropriate username.
- d. Select an application.
- e. Click Conduit Settings.

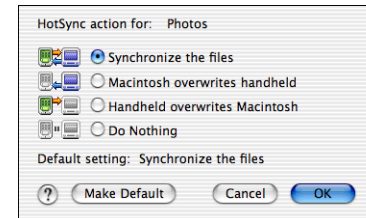
↘ Continued

*** Tip**

You should generally keep the default setting (Synchronize the files) for all applications. Choose an overwrite option only if you have a specific reason for sending updates only one way. Choose Do Nothing if you never use an application.

2

Select how information is updated during the next synchronization:



Synchronize the files Information that is changed in one place (your handheld or computer) is updated in the other during synchronization.

Macintosh overwrites handheld Information that has been changed on your computer is updated on your handheld during synchronization. If information has been changed on your handheld, it will be replaced by the information from your computer, and you will lose the changes you made on your handheld.

Handheld overwrites Macintosh Information that has been changed on your handheld is updated on your computer during synchronization. If information has been changed on your computer, it will be replaced by the information from your handheld, and you will lose the changes you made on your computer.

Do Nothing No synchronization occurs, so any changes made on either your handheld or your computer are not updated in the other location.

➤ **Continued**

3

To use the option you select on an ongoing basis, click Make Default. If you do not click this button, the option you select applies only the next time you synchronize. Thereafter, information is updated according to the default setting (Synchronize the files).

4

Click OK, and then close the Conduit Settings window.

↓ Done

+ **Did You Know?**

Most handheld application files have the extension PRC or PDB.

* **Tip**

Choose which handheld will receive the items by selecting the username in the User drop-down box in the upper-right corner.

+ **Did You Know?**

You can move multiple applications into the Quick Install window to have them ready for installation the next time you synchronize.


Installing applications to your handheld

Use Quick Install (Windows) or the Send To Handheld droplet (Mac) to install applications on your handheld when you synchronize. The applications are optimized for use on the handheld.

Using Quick Install

When you install Palm Desktop software on your Windows computer, you also automatically install Quick Install. This tool makes it easy to install applications when you synchronize.

WINDOWS ONLY

1	Double-click the Quick Install icon on your desktop.	
2	Drag and drop the application onto the Quick Install window: <ol style="list-style-type: none"> a. Drag and drop the application onto the Handheld pane in the Quick Install window. b. Select your username from the drop-down list. 	
3	<u>Synchronize to install the application on your handheld.</u> ↓ Done	

*** Tip**

In Mac OS X, you can make the Send To Handheld droplet a permanent part of your desktop by dragging the droplet to the Dock. Then simply drag files you want to transfer to your handheld onto the droplet in the Dock.

Installing applications from a Mac computer

You can install applications from a Mac computer by dragging and dropping them onto the Send To Handheld droplet, or by using the commands on the HotSync menu.

Using the Send To Handheld droplet**MAC ONLY****1**

Copy or download the application(s) you want to install on your computer.

2

Drag and drop the files onto the Send To Handheld droplet:

- a. Drag and drop the file(s) or folder onto the Send To Handheld droplet in the Palm folder.
- b. In the Send to Handheld dialog box, select your username and click OK.

**3**

Synchronize to install the application on your handheld.

↓ Done

* **Tip**
If you do not see the application in the folder, go to the folder that contains the application you want to install.

Using commands in the HotSync menu

MAC ONLY

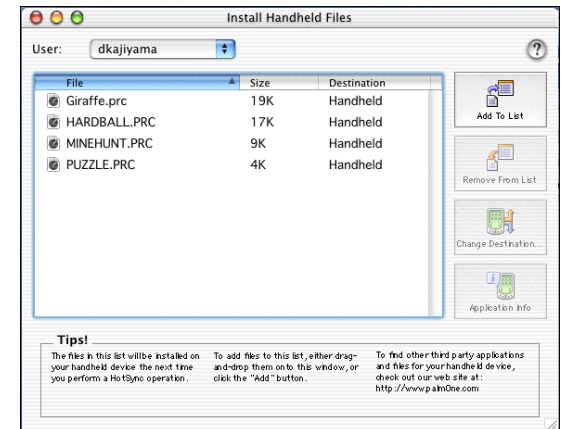
1

Copy or download the application you want to install on your computer.

2

Select the files to install on your handheld:

- In the Palm folder, double-click the HotSync manager.
- Select the HotSync menu, and then select Install Handheld files.
- In the User pop-up menu, select the name that corresponds to your handheld.
- Click Add to List.
- Select the file(s) you want to install.



➤ **Continued**

3

Install the files on your handheld:

- a. Click Add File.
- b. Close the Install Handheld Files window.
- c. **Synchronize your handheld with your computer.**

↓ Done

* **Tip**
 The Palm Desktop online Help has lots of info about how to use Palm Desktop software. Open the Help menu and select Palm Desktop Help.

Entering information using desktop software

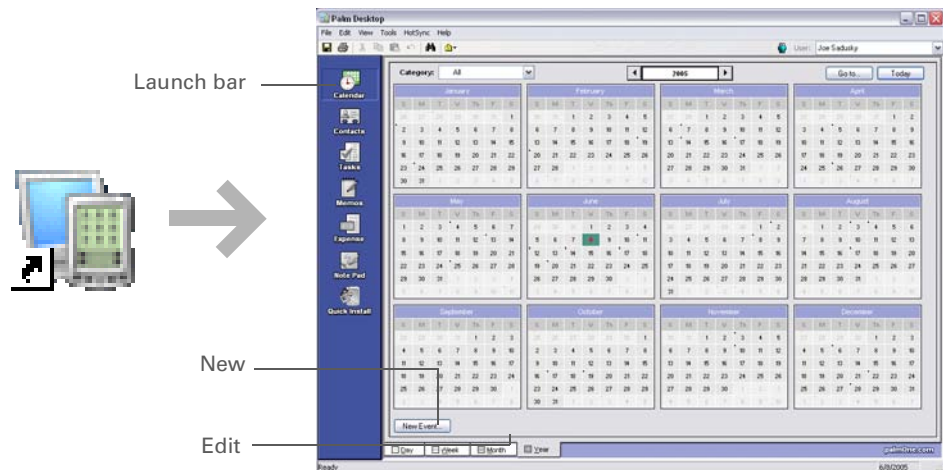
Use Palm Desktop or Outlook to enter information on your computer. When you **synchronize**, the information is updated on your handheld.

WINDOWS ONLY

1

Open an application in Palm Desktop software:

- a. Double-click the Palm Desktop icon on your computer desktop.
- b. Click an icon in the Launch bar to open an application.



↙ Continued

2

Do one of the following:

- Click New in the lower-left corner of the screen to create a new entry.
- Click an existing entry, and then click Edit in the lower-left corner of the screen.

3

Enter the information, and then click OK.

4

Synchronize to transfer the information to your handheld.

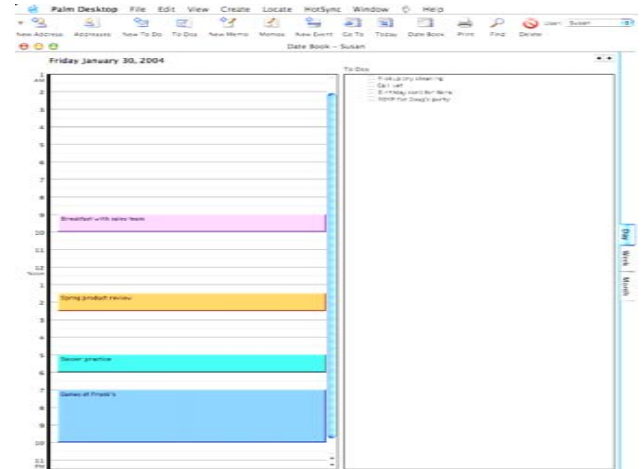
↓ Done

MAC ONLY

1

Open an application:

- a. Double-click the Palm Desktop icon in the Palm folder on your computer.
- b. Click the icon in the toolbar to open the application.



2

Do one of the following:

- Click New in the upper-left corner of the screen to create a new entry.
- Click an existing entry, and then click Edit in the upper-left corner of the screen.

➤ **Continued**

3

Enter the information, and then click OK.

4**Synchronize** to transfer the information to your handheld.

↓ Done

Other ways of managing information

You can move and manage information on your handheld and your computer in the following additional ways:

- Importing information from other applications into Palm Desktop software
- Restoring archived info on your computer
- Installing additional applications from the software installation CD
- Checking space and version numbers of applications on your handheld

*** Tip**

Palm Desktop Help has lots of information about importing from other applications, including step-by-step instructions. Open the Help menu in Palm Desktop software and select Palm Desktop Help for more details.

Importing information from other applications

Do you have information on your computer in spreadsheets or databases and want to transfer it to your handheld? Don't spend time retyping it. Instead, import the info into Palm Desktop software.

Palm Desktop software can import the following types of files:

Calendar vCal/iCal (VCS/ICS) and Calendar archive (DBA)

Contacts vCard (VCF), Contacts archive (ABA)

Memos Comma-delimited (CSV, TXT), tab-delimited (TAB, TSV, TXT), Memos archive (MPA), Text (TXT)

Tasks Tasks archive (TDA)

WINDOWS ONLY**1**

Save the file on your computer in one of the accepted formats.

2

Import the file into Palm Desktop software:

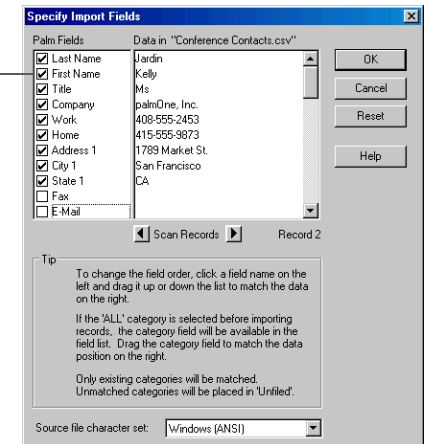
- a. Double-click the Palm Desktop icon on your computer desktop.
- b. Click the icon in the launch bar for the application you want to import the information into.

↘ **Continued**

Cont'd.

- c. Click File, and then click Import.
- d. Follow the onscreen instructions to map the fields in your file to the fields in Palm Desktop software, and import the file.

Imported fields

**3****Synchronize your handheld with your computer.**

↓ Done

MAC ONLY**1**

Save the file on your computer in one of the accepted formats.

2

Import the file into Palm Desktop software:

- a. Double-click the Palm Desktop icon in the Palm folder on your computer.
- b. Click the icon on the toolbar for the application into which you want to import information.
- c. Click File, and then click Import.
- d. Follow the onscreen instructions to import the file.

3

Synchronize your handheld with your computer.

↓ Done

Restoring archived items on your computer


In many applications, you can save a copy of an item that you deleted from your handheld or desktop software to an archive folder on your computer. This frees up space on your handheld, while ensuring the information is available if you need it in the future.

You can restore individual entries or an entire archive file to the related application in your desktop software. The Palm Desktop online Help and the Microsoft Outlook online Help have lots of info about how to restore archived files. Refer to these Help files for details.


Installing the additional software from the CD

Your handheld comes with many applications that are already installed and ready to use. The CD that came with your handheld includes lots of other applications to make your handheld even more useful and more fun. You can install these applications at any time.

WINDOWS ONLY

- 1** Insert the CD into your computer.
- 2** On the Discover your device screen, click Add software to your device.
- 3** Follow the onscreen instructions to install the applications you want.
- 4** **Synchronize your handheld with your computer.**
 Done

MAC ONLY


- 1 Insert the CD into your computer.
- 2 Double-click the Essential Software folder.
- 3 Follow the onscreen instructions to install the applications you want.
- 4 **Synchronize your handheld with your computer.**
 Done

Checking space and version numbers

Before you install a file or an application, it's important to make sure you have enough space for it. You may also want to check the version number of applications that are already on your handheld, in case you're interested in upgrading them.

1

Open the Info dialog box:

- a. Go to the Home  screen.
- b. **Open the menus.**
- c. Select Info on the App menu.

2

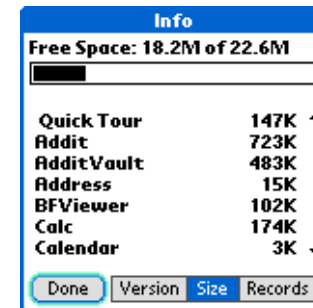
Select one of the following options, and then select Done:

Version Displays the version numbers of all of your applications.

Size Shows how much space each application occupies. The bar at the top shows the total space currently in use on your handheld.

Records Shows the number of records in an application.

 Done



Removing information


You can remove applications from your handheld, and remove Palm Desktop software from your computer.

Removing an application from your handheld

If you run out of memory or decide that you no longer want some applications you installed, you can remove them from your handheld.

NOTE You can remove only add-on applications, patches, and extensions that you install. You cannot remove the applications that are part of the operating system of your handheld.

1

Go to the Home  screen.

2

Open the Delete dialog box:

- a. **Open the menus.**
- b. Select Delete from the App menu.

3

Delete the application:

- a. Select the application that you want to remove, and then select Delete.
- b. Select Yes, and then select Done.

 Done

Removing Palm Desktop software from your computer

WINDOWS ONLY

NOTE Mac computers do not provide an option for uninstalling Palm Desktop software.

If you think you'll never want to synchronize your handheld with your computer again, you can remove Palm Desktop software from your computer. This process removes only the application files. The information in your Users folder remains untouched.

[!] IMPORTANT If you remove Palm Desktop software, you also remove the synchronization software and can no longer synchronize your information. Even if you want to synchronize with another personal information manager, like Microsoft Outlook, you must leave Palm Desktop software installed on your computer.

NOTE You may have to modify these steps to correspond with the operating system on your computer.

1

Open Add/Remove Programs:

- a. From the Start menu, select Settings, and then select Control Panel.
- b. Double-click the Add/Remove programs icon.

↘ Continued

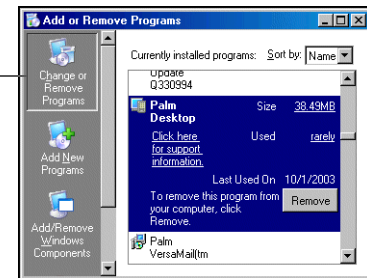
2

Remove Palm Desktop software:

- a. Click Change or Remove Programs.
- b. Select Palm Desktop software, and then click Remove.
- c. Click Yes in the Confirm File Deletion box.
- d. Click OK, and then click Close.

↓ Done

Change or Remove Programs



Tips & Tricks

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palm.com/myZ22.

Support

If you're having problems with moving information or with anything else on your handheld, go to www.palm.com/support.

Related topics

Click a link below to learn about these related topics:

Setting Up

Switching between Palm Desktop software and Microsoft Outlook

Moving Around

- Opening applications
- Using menus

Common Questions

Answers to frequently asked questions about moving information between your handheld and your computer

Managing Your Calendar

In this chapter

[Scheduling events](#)

[Color-coding your schedule](#)

[Setting an alarm](#)

[Rescheduling an event](#)

[Deleting events](#)

[Checking your schedule](#)

[Customizing your calendar](#)

[Working with Calendar on your computer](#)

[Related topics](#)

Stay on top of your schedule by creating appointments, setting alarms, and spotting conflicts in Calendar. You can view your calendar by day, week, or month, or as an agenda list that combines your list of tasks with your appointments. Schedule repeating meetings or block out a vacation by creating one event set to repeat at an interval you specify. Color-code your appointments by category and add notes with helpful information.

You can synchronize your calendar with Palm® Desktop software or **Outlook**.



Benefits of Calendar

- Track current, future, and past appointments
- Stay on top of deadlines
- Set reminders for appointments
- Spot schedule conflicts

» Key Term

Event The name for an entry in the Calendar application, including appointments, birthdays, reminders, recurring meetings, and so on.

* Tip

You can also scroll to a date by pressing Right or Left on the 5-way or by selecting the arrows at the top of the Day View screen.

+ Did You Know?

You can use more than one line to describe an appointment.



Scheduling events

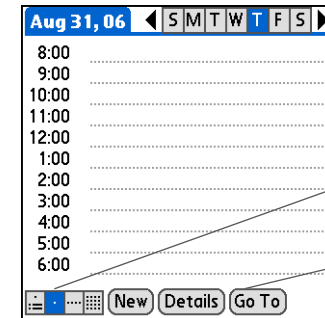
Use Calendar to manage your schedule. You can enter appointments, events without a start time, events that repeat at regular intervals, and events that span a period of time.

Scheduling an appointment

1

Open Day View:

- Press Calendar .
- Tap the Day View icon .



Day View icon

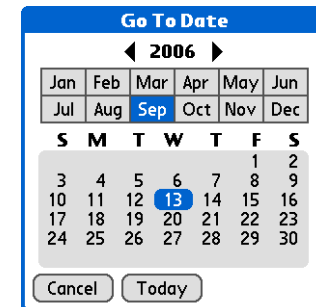
Go To

2

[&] OPTIONAL If the appointment is not for today, select the date of the appointment:

- Select Go To.
- Select the year, month, and date.

↘ Continued



+ **Did You Know?**

You can **color-code your calendar** to file events in categories. Each category has its own color. You can also **mark events as private** to hide them from prying eyes.

+ **Did You Know?**

If you are synchronizing with Outlook on your Windows computer, you can **select a time zone** when creating a new event. Also, if you created appointments in Outlook that include more than one person, these person's names appear when you synchronize with your handheld. You cannot edit this information on your handheld.

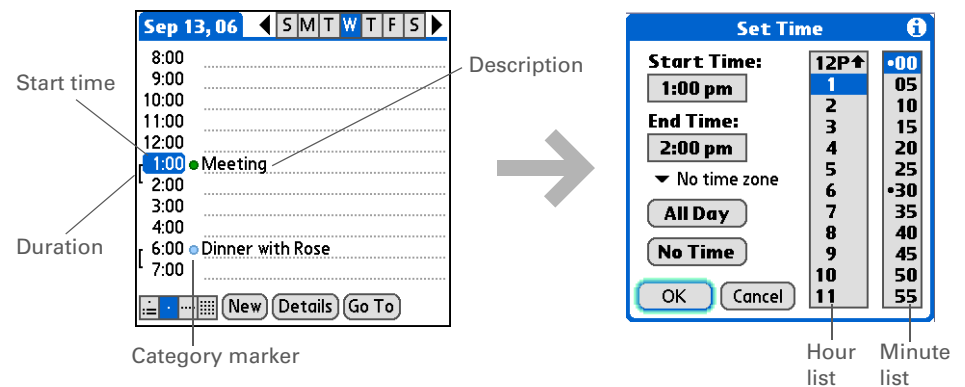
3

Tap the line next to the time the appointment begins, and enter a description.

4

If the appointment is longer or shorter than an hour, set the duration:

- a. In Day View, tap the start time.
- b. In the Set Time dialog box, select End Time.
- c. Select the hour and minute lists to select the time the appointment ends.
- d. Select OK.

↓ **Done**

That's it. Your handheld automatically saves the appointment. Make sure you have a current backup. **Synchronize often.**

+ Did You Know?



If you need to reserve a date before you know the details of the appointment, you can schedule an event without a start time.

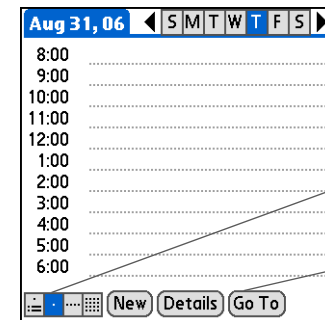
Scheduling an event without a start time

Keep track of events that take place on a particular date but not at a particular time. For example, you may want to enter holidays, anniversaries, and deadlines.

1

Open Day View:

- Press Calendar .
- Tap the Day View icon .



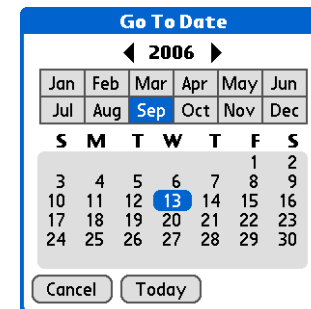
Day View icon

Go To

2

Select the date of the event:

- Select Go To.
- Select the arrows to select the year.
- Select the month.
- Select the date.



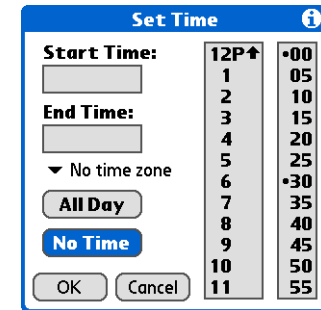
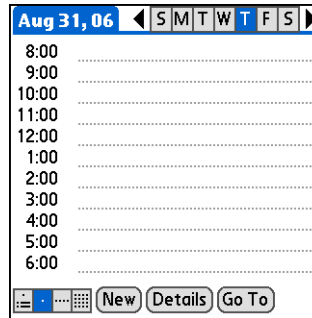
↘ Continued

*** Tip**
 You can change an event without a time to a scheduled appointment. Select the event description, and then select Details. Select the Time box, and then select the start and end times.

3

Add an unscheduled event line:

- a. Select New.
- b. Select No Time.

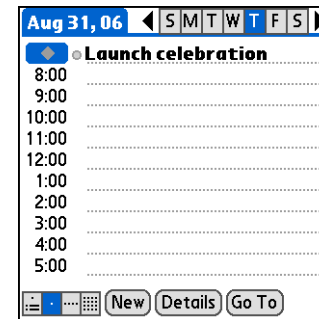


4

Enter a description on the line that appears at the top of the screen.

NOTE A diamond appears in the time column to show that the event doesn't start at a specific time.

↓ Done



* Tip

To select intervals such as the 2nd Tuesday of every month or the 3rd Thursday in November of every year, see [Scheduling a repeating event—unusual interval](#).

Scheduling a repeating event—standard interval

There's no need to re-enter events that take place on a regular basis. Just set up a repeating event. This is a great way to block out time for things like a daily walk with the dog, a weekly team meeting, a monthly game night with friends, and annual events like anniversaries and holidays.

1

Press Calendar .

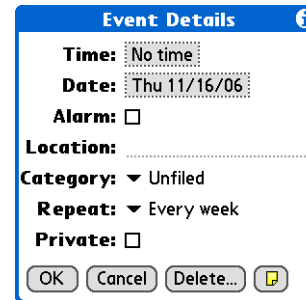
2

Enter the event you want to repeat, and then select the event description.

3

Set the repeat interval:

- Select Details.
- Select the Repeat pick list and select how often the event repeats: Daily until, Every week, Every other week, Every month, or Every year.



Event Details ⓘ

Time: No time

Date: Thu 11/16/06


Alarm:

Location:

Category: ▼ Unfiled

Repeat: ▼ Every week

Private:

OK Cancel Delete... 

NOTE If you select Daily, a dialog box appears for you to select the end date.


- Select OK.

↓ Done

Scheduling a repeating event—unusual interval

Some events don't fit neatly into the preset repeat intervals, so you need to set up your own repeat intervals. For example, set aside time for a trip to the gym every other day, schedule a class that meets on the 1st Wednesday of each month, or enter annual holidays that occur during a particular time of month such as the 1st Monday in September or the 3rd week of November.

1

Press Calendar .

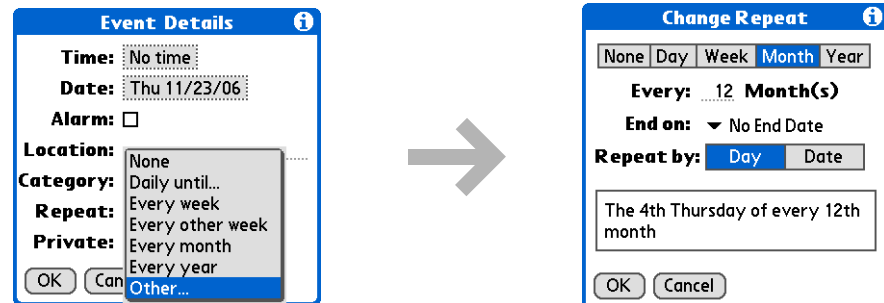
2

Enter the event you want to repeat, and then select the event description.

3

Open the Change Repeat dialog box:

- a. Select Details.
- b. Select the Repeat pick list and select Other.



↘ Continued

*** Tip**

To enter holidays such as Labor Day or Thanksgiving, select Month, enter 12 on the Every line, and then select Day as the Repeat by setting.

4

Set the repeat interval:

- a. Select Day, Week, Month, or Year as the repeat unit.
- b. Select the Every line and enter the frequency at which the event repeats.
- c. Select the End on pick list and select an end date, if needed.
- d. If you selected Week in step c, select the day of the week the event repeats. If you selected Month in step c, select Day to select the week within the month, such as the 4th Thursday, or select Date to select the same date within the month, such as the 15th.
- e. Select OK.

↓ Done

+ Did You Know?



You can reserve a specific block of time during the day or use events without times to flag a series of dates. For example, you can reserve vacation time from 6/23–6/30 using a repeating event without a time, and then schedule a specific excursion from 9:00 to 3:00 on 6/24 and dinner with a friend at 6:00 on 6/25.

* Tip

Need to enter an event that extends beyond midnight? Enter an end time that is earlier than the start time.

Scheduling an event that is longer than a day

Reserve a block of time for events that span several days, such as a vacation, conference, training class, or an extended project.

1	Press Calendar  .
2	Enter the event , and then select the event description.
3	<p>Set the repeat interval:</p> <ol style="list-style-type: none"> Select Details. Select the Repeat pick list and select Daily until. Select the year, month, and date when the event ends. Select OK. <p> Done</p>

Event Details i

Time: No time

Date: Thu 11/23/06

Alarm:

Location:


Category: ▾ Unfiled

Repeat: ▾ Daily until 11/25/06

Private:

Entering a location or a note for an event

Enter a description of the event's location such as a restaurant, a conference room, or your friend's house. Enter a note such as dial-in info for a conference call or directions to a location.

1	Press Calendar  .
2	Enter the event , and then select the event description.
3	<p>[&] OPTIONAL Enter the location:</p> <p>a. Select Details.</p> <p>b. Select the Location field and enter a description of the location.</p> <p>↘ Continued</p>

Event Details i

Time: No time

Date: Thu 11/23/06

Alarm:


Location: Lake Tahoe

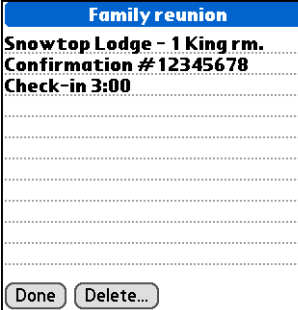
Category: Personal

Repeat: Daily until 11/25/06

Private:

4**[&] OPTIONAL** Enter the note:

- a. Select Note .
- b. Enter the note text.
- c. Select Done.

**5**

Select OK.



The location name and a note icon appear next to the event description in Agenda View and in Day View.

+ Did You Know?

You can also set a preference to automatically include a time zone whenever you create a new event. Open the Options menu and select Preferences. Select New events use time zones. Only new events created after the preference is set are affected.

Scheduling an event with a time zone

[!] IMPORTANT Do not use times zones if you are synchronizing with Palm Desktop software. Time zones work only if you are synchronizing with Outlook. Palm Desktop software does not recognize time zones.

Selecting a time zone when creating a new event allows you to travel and have your events automatically adjust to the time zone in your new location. When you schedule an event, set the time zone and the time the event occurs in the location of the event. The event automatically adjusts on your schedule based on the primary location you have set on your handheld.

When you travel, you can change the primary location on your handheld and the event automatically adjusts on your schedule to the correct time according to the time zone of the new primary location.

NOTE Only events that have a time zone setting adjust when you change the primary time zone on your handheld. Events that do not have a time zone setting remain at their set time.

1Press Calendar .

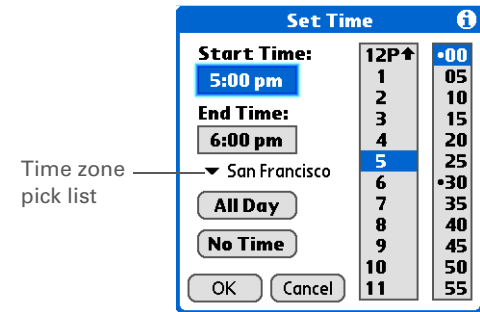
↘ Continued

2

Set the time and the time zone:

- a. **Enter the event.**
- b. Set the time for the event as it is scheduled at the location where it occurs.
- c. Select the time zone pick list and select a city within the time zone where the event is located.
- d. Select OK.

↓ Done



Color-coding your schedule



Use color-coding to quickly spot different types of events. For example, make all your family appointments green, your work appointments blue, and your appointments with friends yellow.

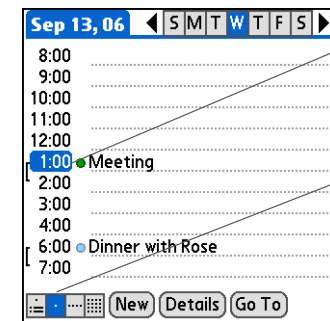
Managing your color-codes

Each color code represents a category of events. You can assign each category a name and select which color you want to assign to it.

1

Open Day View:

- a. Press Calendar .
- b. Tap the Day View icon .



Category marker

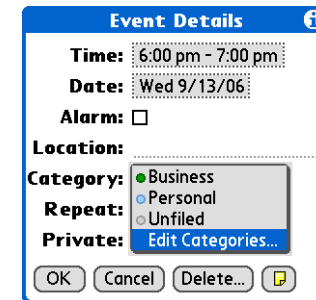
Day View icon

2

Open the Edit Categories dialog box:

- a. From Day View, select the event description.
- b. Select Details.
- c. Select the Category pick list, and then select Edit Categories.

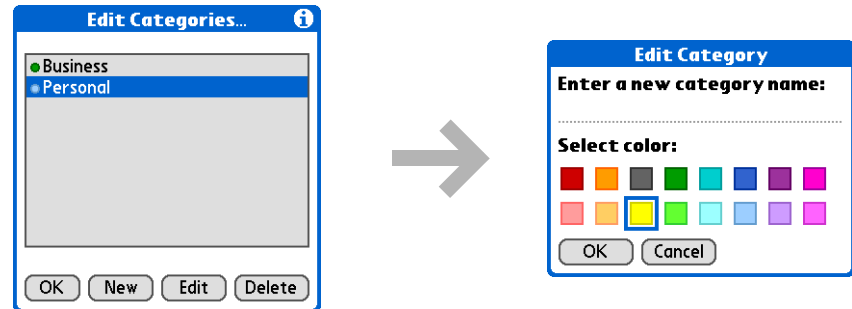
➤ Continued



3

Select the color code for the category:

- a. Select New; or, select a category, and then select Edit.



- b. Enter or edit the category name.
- c. Select the color you want to give this category.
- d. Select OK, and then select OK two more times.



Done


The category name and its color-coded marker appear on the category list.

+ Did You Know?

In Day View and Month View you can **set the Display Options** to show the category list so that you can view all your events or just the events for a single color-code.

Assigning a color code to an event

1

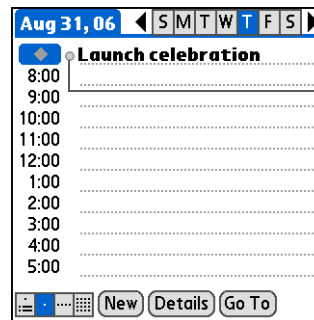
Press Calendar .

2

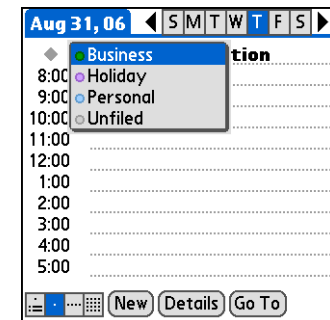
Enter the event you want to color-code.

3

Select the category marker next to the description, and then select a category from the list.



Category
marker



↓ Done

In Agenda View and Day View the category marker next to the event is color-coded. In Week View and Month View the symbol for the event is color-coded.

* Tip

You can **customize your alarm settings** in the Calendar Preferences dialog box.



+ Did You Know?


If you **set your alarms in World Clock** instead of Calendar, you have different alarm sound choices. Keep in mind that since World Clock alarms aren't tied to a specific event, you won't see an event description when a World Clock alarm sounds.

+ Did You Know?

When you set an alarm, a little alarm clock appears to the right of the event description.

Setting an alarm

1	Press Calendar  .
2	Enter the event you want to assign an alarm to, and then select the event description.
3	<p>Set the alarm:</p> <ol style="list-style-type: none"> Select Details. Check the Alarm box. Select the pick list next to the alarm box and select Minutes, Hours, or Days. Enter how many minutes, hours, or days before the event you want the alarm to sound, and then select OK. <p style="text-align: right;"> Done</p>

Event Details 

Time: 1:00 pm - 2:00 pm

Date: Wed 9/13/06

Alarm: 5 Minutes

Location:

Category: ▾ Unfiled

Repeat: ▾ None


Private:

* Tip

You can also use the Event Details dialog box to change the alarm, location, category, repeat, and privacy settings.

Rescheduling an event

1

Press Calendar .

2

Go to the event you want to reschedule:

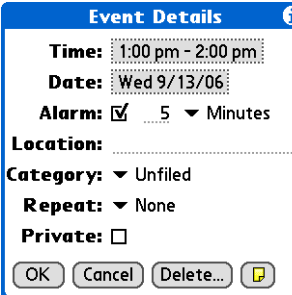
- a. From Day View, select Go To.
- b. Select the year, month, and date of the event.
- c. Select the event description, and edit it if necessary.

[!] IMPORTANT If you edit the description of a repeating event, the new description appears in all instances of the event.

3

Change the date and time:

- a. Select Details.
- b. Select the Time box and select the new start and end times.
- c. Select the Date box and select the new date.
- d. Select OK.



Event Details ⓘ

Time: 1:00 pm - 2:00 pm

Date: Wed 9/13/06

Alarm: 5 Minutes

Location:

Category: ▾ Unfiled

Repeat: ▾ None

Private:

OK Cancel Delete... ⓘ

↘ Continued

4

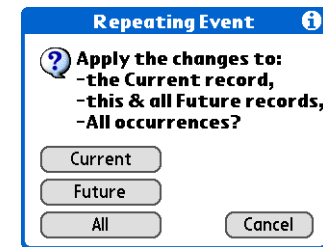
If you're changing a repeating event, select one of the following to select the event(s) you want to apply the changes to:

Current Apply your changes to only the selected instance of the repeating event.

Future Apply your changes to the selected event and all instances of the repeating event that occur at a later date.

All Apply your changes to the selected event and all past and future instances of the repeating event.

↓ Done



* **Tip**
You can also delete a specific event by selecting the event, selecting Details, and then selecting Delete.

* **Tip**
Many people find it useful to refer to old events for tax purposes. If you save an archive copy of your deleted events, you can [refer to them later by importing them](#).

Deleting events

If an appointment is canceled, you can delete it from your schedule. When deleting a repeating event, you can indicate you want to delete just the selected event, or to also delete other instances of the event. You can also delete all your old events that are before a selected time frame.

Deleting a specific event

1

Press Calendar .

2

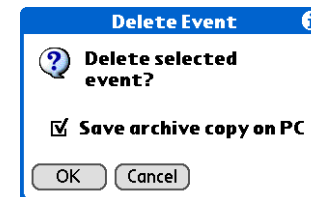
Go to the event you want to delete:

- a. From Day View, select Go To.
- b. Select the year, month, and date of the event.
- c. Select the event description.

3

Open the Delete Event dialog box:

- a. **Open the menus.**
- b. Select Delete Event on the Record menu.



↘ Continued

4

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

5

Select OK.

6

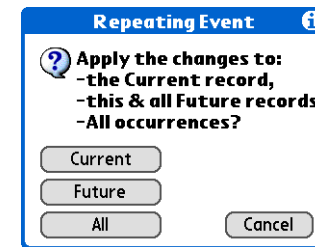
If you're deleting a repeating event, select one of the following to select the event(s) you want to delete:

Current Delete only the selected instance of the repeating event.

Future Delete the selected event and all instances of the repeating event that occur at a later date.

All Delete the selected event and all past and future instances of the repeating event.

↓ Done



Deleting all your old events

When you need more space on your handheld, or you just want to do some “housekeeping,” you can delete all your old events.

1

Press Calendar .

2

Open the Purge dialog box:

- Open the menus.**
- Select Purge on the Record menu.

**3**

Select the events to purge:

- Select the Delete events older than pick list, and then select a time frame.
- Check the Save archive copy on PC box if you want to place a copy of the deleted events in an archive file on your computer the next time you synchronize.
- Select OK.

 Done

- * **Tip**
Press the **Calendar** button repeatedly to cycle through the four different views.
- + **Did You Know?**
You can [use a favorite photo as the background](#) for your Agenda View.


Checking your schedule

Sometimes you want to look at your schedule for a particular date, while other times you want to see an overview of a week or month.

Viewing your appointments and tasks together

Agenda View shows your daily schedule and any items on your Tasks list that are overdue or due today. If there's room on the screen, Agenda View also shows your schedule for the next dates that have events scheduled on them.

1

Press Calendar .

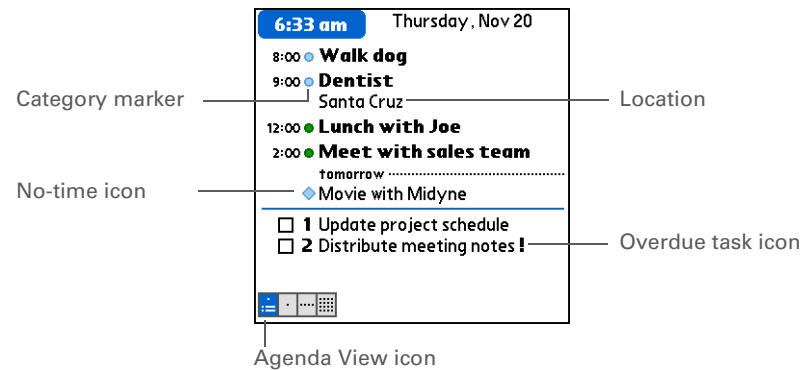
NOTE If Calendar is already open, tap the Agenda View icon  instead.

↘ **Continued**

2

Do one of the following to view your schedule:

- Select an appointment to go to it in Day View.
- Select a task to go to it in Tasks.





↓ Done

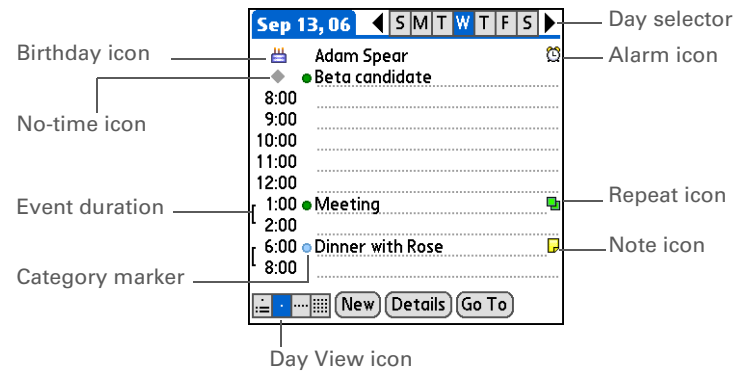
Viewing your daily schedule

Day View shows your daily schedule one day at a time. You can scroll between days in the current week or jump to any other date.

1

Open Day View:

- a. Press Calendar .
- b. Tap the Day View icon .



↘ Continued

2

Do any of the following to view your daily schedule:

- Select the day selector to view another day in the same week, select the arrows to scroll to the previous or next week, or select Go To to choose a specific date.
- Select the Repeat icon, the Alarm icon, or Details to open the Details dialog box.
- Select the Note icon to view the note text.
- Select the Birthday icon to view the birthday entry.
- Select the category marker to assign the event to a color-code.

 Done

*** Tip**



You can also press Right and Left on the 5-way to scroll to the next or previous week. To go to Day View for a particular day, press Center on the 5-way to insert a highlight, press Right or Left to select a day, and then press Center on the 5-way again.

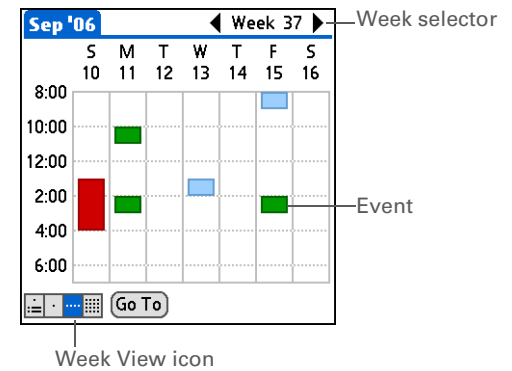
Viewing your weekly schedule

Week View shows your schedule for an entire week. The time frames that appear on the screen are based on the Start Time and End Time settings in Calendar Preferences.

1

Open Week View:

- a. Press Calendar .
- b. Tap the Week View icon .

**2**

Do any of the following to view your weekly schedule:

- Select the week selector to scroll between weeks, or select Go To to choose a week.
- Select a date to go to that day in Day View.
- Select an event to view the event description and location.
- Select the scroll arrows to view events scheduled earlier or later in the day during the selected week.

 Done

*** Tip**



You can also press Right and Left on the 5-way to scroll to the next or previous month. To go to Day View for a particular date, press Center on the 5-way to insert a highlight, press Right or Left to select a date, and then press Center on the 5-way again.

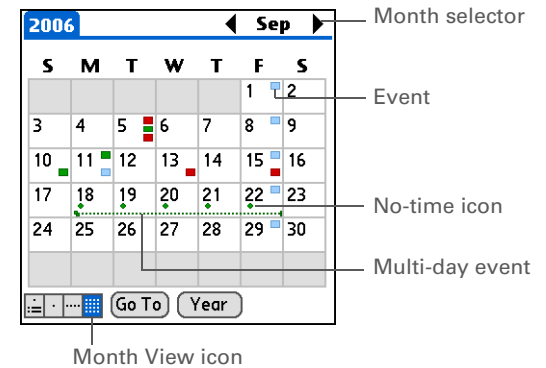
Viewing your monthly schedule

Month View shows your schedule for a whole month. You can scroll between months or jump to any other month.

1

Open Month View:

- a. Press Calendar .
- b. Tap the Month View icon .

**2**

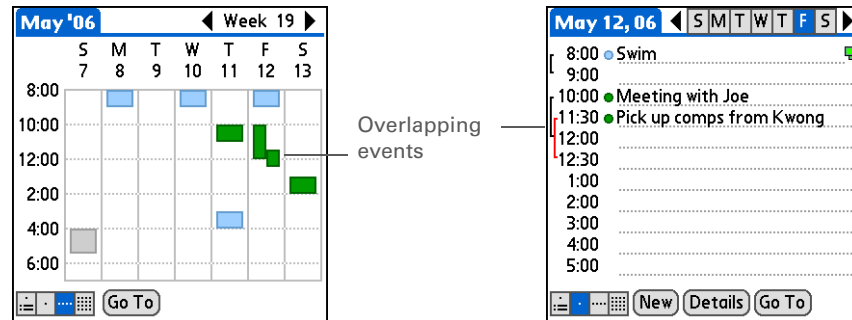
Do any of the following to view your monthly schedule:

- Select the month selector to scroll to the previous or next month, or select Go To to choose a specific month.
- Select a date to go to that day in Day View.

 Done

Finding events that overlap

When an event starts before a previous event finishes, the events overlap. You can spot events that overlap in Week View and in Day View.


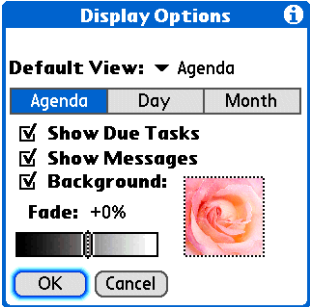


Customizing your calendar

Control the appearance of your Calendar screens. Select display options for the Agenda View, Day View, and Month View. The options you select for each view apply only to that view. You can also choose alarm and start and end time settings.

- * **Tip**
If the text is difficult to see against your new background, **select a different Color Theme** to change the text color.
- * **Tip**
If you want to see the hours when you have nothing scheduled, as well as your appointments, **deselect Compress Day View**. But don't forget to scroll down to see the events at the end of your day.

Customizing display options for your calendar

- 1 Press Calendar .
- 2 Open the Display Options dialog box:
 - a. **Open the menus.**
 - b. Select Options, and then select Display Options.
- 3 Select the Default View pick list and select the view you want to see when you open Calendar.
- 4 Set any of the following Agenda View display options:

Show Due Tasks Display tasks that are due today and tasks that are overdue.

Background Use your favorite photo as the Agenda View background. Check the Background box, select the photo thumbnail, and then select a photo. Adjust the fade setting so that the text is easy to read against the photo.

↘ **Continued**

5

Select Day and set any of the following Day View options:

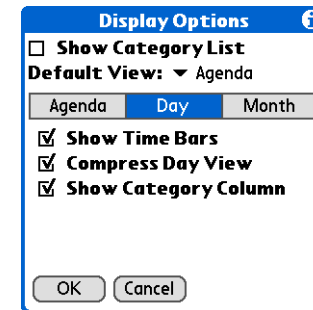
Show Category List Display the category pick list. By default, the category pick list doesn't appear.

Show Time Bars Display the bars that show the duration of an event and event conflicts.

Compress Day View Avoid scrolling and display only the time period with scheduled events.

Show Category Column Display the category marker between the time and description. The color of the category marker indicates which category the event is filed under.

➤ Continued



6

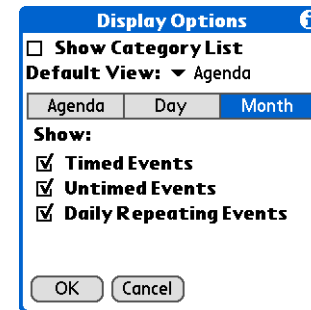
Select Month and set any of the following Month View options:

Show Category List Display the category pick list. By default, the category pick list doesn't appear.

Timed Events Show events that are scheduled for a specific time.

Untimed Events Show events that are scheduled for a specific date, but not a specific time.

Daily Repeating Events Show events that repeat every day.



7

Select OK.


↓ Done

* Tip

You can view and schedule events in time slots that are before or after the start or end time. You just need to scroll to those time slots.

Setting alarm and time options

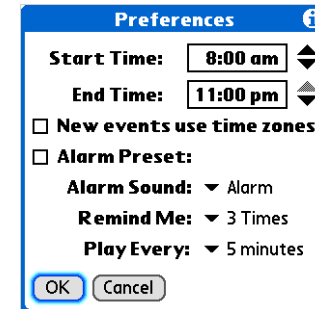
1

Press Calendar .

2

Open the Preferences dialog box:

- a. **Open the menus.**
- b. Select Options, and then select Preferences.



3

Select the start and end times of your typical day. This time frame appears in your Day View and Week View.

↘ Continued

4

Set any of the following alarm settings:

Alarm Preset Set an alarm for each new event. When you check this box, you also need to enter the default number of minutes, days, or hours before the event that the alarm sounds. For events without a time, the alarm settings are based on midnight of the date of the event. The Alarm Preset settings appear as defaults for each new event, but you can change these settings in the Details dialog box for individual events. If you don't want to use alarms for most of your events, don't check this box.

Alarm Sound Select the sound the alarm makes when it goes off.

Remind Me Select how many times the alarm sounds after the first time it goes off: Once, Twice, 3 Times, 5 Times, and 10 Times.

Play Every Select how often the alarm sounds: Minute, 5 minutes, 10 minutes, and 30 minutes.

5

Select OK.

↓ Done

*** Tip**

Windows If you chose to synchronize with Microsoft Outlook, check out the online Help in Outlook to learn how to use Calendar on your computer.

+ Did You Know?

Mac Check out the Holiday Files folder in the Palm folder. It contains various holidays that you can import into Palm Desktop software on your computer.

Working with Calendar on your computer

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

- Scheduling events
- Rescheduling events
- Setting alarms
- Deleting events
- Marking events as private and hiding them
- Printing your schedule
- Working with Day View, Week View, and Month View

WINDOWS ONLY

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

MAC ONLY

To open Calendar on your computer, double-click the Palm Desktop icon in the Palm folder, and then click Date Book.

Tips & Tricks

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palm.com/myZ22.

Support

If you're having problems with Calendar or with anything else on your handheld, go to www.palm.com/support.

Related topics

Click a link below to learn about these related topics:

Beaming

Beaming events to other Palm Powered™ devices

Privacy

Keeping events private by turning on security options

Categories

- Editing and deleting categories
- Viewing events by category

Common Questions

Answers to frequently asked questions about Calendar

Your Photo Viewer and Organizer

In this chapter

[Copying photos to your handheld](#)

[Viewing photos](#)

[Organizing photos into categories](#)

[Related topics](#)

A picture may be worth a thousand words, but what happens when you have a lots of pictures that you are trying to keep organized? Or maybe just a few that are so meaningful that you want to have instant access to them at any time?

Solve both problems with the Photos application. Photos features easy viewing and organization of photos. You can keep your favorite photos right on your handheld, **select photos as the background** for the Home screen and for Agenda View in Calendar, and even **add a photo to a Contacts entry**.



Benefits

- Never be far from your favorite people or places
- Simplify photo organization
- Store lots of photos

[!] Before You Begin

Install the Photos desktop application from the software installation CD.

*** Tip**

On a Windows computer, you can also open the Photos desktop application from within Palm® Desktop software.

Copying photos to your handheld

Photos gives you a fast and easy way to copy photos from your computer to your handheld and view and organize them on your handheld. Simply double-click the Photos icon on your computer desktop, drag the photos into the Photos window, and then synchronize.



You can copy photos or any other image that is in a popular format such as JPG, BMP, and GIF. By default, the Photos desktop application saves photos on your handheld in JPG format and converts them to a size and resolution that is optimized for viewing on your handheld. You can change the setting in the desktop application so that photos are not resized when you transfer them. The original photo on your computer is maintained at its original size and resolution.

NOTE For complete information on copying photos, double-click the Photos icon on your computer desktop, click Help from the menu bar, and then select User Guide (Windows only).

- * **Tip**
Select Slide Show to display all photos in a category automatically, one after another. Tap a photo to stop the slide show.

Viewing photos

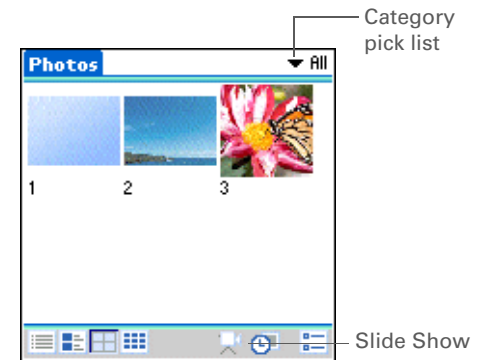
1

Go to the Home  screen and select Photos .

2

[&] OPTIONAL Select the category pick list in the upper-right corner of the screen, and then select the category containing the photo you want to view. Select All to view all photos.

↘ **Continued**



* **Tip**
For complete information on the Photos application, double-click the Photos icon on your computer desktop, click Help from the menu bar, and then select User Guide (Windows only).

3

Select the photo you want to view. Press Center or tap anywhere in the photo to return to the selection screen.



Select a photo to view





Tap the photo to return to the selection screen



↓ Done

Organizing photos into categories

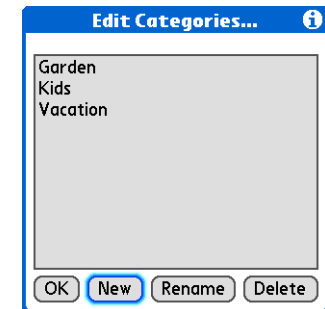
1

Go to the Home  screen and select Photos .

2

Create a category:

- a. Select the category pick list in the upper-right corner of the screen, and then select Edit Categories.
- b. Select New, enter the name of the new category, and then select OK.
- c. Select OK on the Edit Categories screen.



↘ Continued

*** Tip**

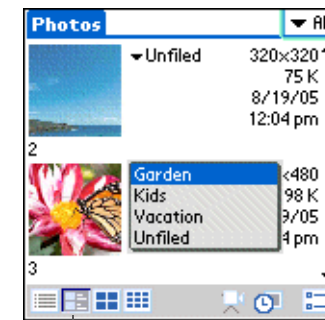
To add all photos currently displayed—for example, in Thumbnail or List View—to the same category, open the Options menu, select **Categorize All**, and then select the name of the category to which you want to add the photos.

3

Add a photo to a category:

- a. Select Details View.
- b. Select the pick list to the right of the photo you want, and then select the category to which you want to add the photo.

↓ Done



Details View

Tips & Tricks

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palm.com/myZ22.

Support

If you're having problems with Photos, double-click the Photos icon on your computer desktop and select the Photos User Guide on the Help menu (Windows only).

Related topics

Click a link below to learn about these related topics:

Calendar

Using a photo as the background for Agenda View

Contacts

Adding a photo to a contact entry

Moving Info

Synchronizing to transfer information from your computer to your handheld

Customizing

Using a photo as the background for the Home screen

Managing Your Tasks

In this chapter

[Creating a task](#)

[Organizing your tasks](#)

[Marking a task as complete](#)

[Deleting tasks](#)

[Customizing your Tasks list](#)

[Working with Tasks on your computer](#)

[Related topics](#)

Some of the most successful people in the world are also the busiest. When asked how they manage to do it all, busy people usually say, "I make lists." The Tasks application on your handheld is the perfect place to make a list of the things you need to do.



Benefits of Tasks

- Set priorities
- Track deadlines
- Stay focused

* Tip

If no task is currently selected, you can create a new task by **writing Graffiti® 2 characters**.

* Tip



Add a note to a task. Select the Note button, enter the note text, and then select Done.

+ Did You Know?

You can **organize your tasks** by filing them into categories. You can also **mark tasks as private** to hide them from prying eyes.

Creating a task

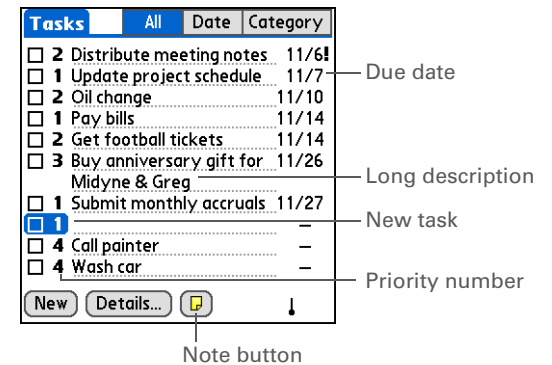
1

Go to the Home  screen and select Tasks .

2

Create a task:

- Select New.
- Enter a description of the task.



3

[&] OPTIONAL Assign a priority and due date:

- Tap the priority number and select a number (1 is the most important).
- Tap the due date and select a date from the list, or select Choose Date to select a date from the calendar.

↓ Done

That's it. Your handheld automatically saves the task. Make sure you have a current backup. **Synchronize** often.

[!] Before You Begin

Create a task and assign it a due date. A task must have a due date before you can set an alarm.



*** Tip**

You can [customize the alarm sound for your tasks](#) in the Tasks Preferences dialog box.

+ Did You Know?

When you set an alarm, a little alarm clock appears to the right of the task description.

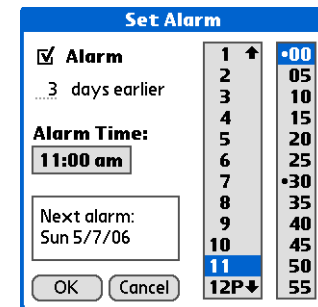
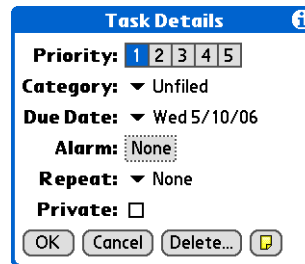
Setting an alarm**1**

Go to the Home  screen and select Tasks .

2

Open the Set Alarm dialog box:

- Select the task you want to assign an alarm to.
- Select Details.
- Select the Alarm box.



↘ Continued

*** Tip**

To select intervals such as the 2nd Tuesday of every month or the 3rd Thursday in November of every year, see [Scheduling a repeating task—unusual interval](#).

3



Set the alarm:

- a. Check the Alarm box.
- b. Enter how many days before the due date you want the alarm to sound.
- c. Select the time columns to set the time the alarm sounds.
- d. Select OK, and then select OK again.

↓ Done

Scheduling a repeating task—standard interval

Repeating tasks are a great way to add tasks that happen over and over again, like taking out the trash every Thursday night or making monthly mortgage or rent payments.

1Go to the Home  screen and select Tasks .**2**

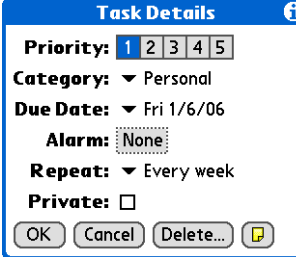
Enter the task you want to repeat, and assign it a due date.

↘ Continued

3

Set the repeat interval:

- a. Select the task description, and then select Details.
- b. Select the Repeat pick list and select how often the task repeats: Daily until, Every week, Every other week, Every month, or Every year.



Task Details ⓘ

Priority: 1 2 3 4 5

Category: ▼ Personal

Due Date: ▼ Fri 1/6/06

Alarm: None

Repeat: ▼ Every week

Private:

OK Cancel Delete... ⓘ

NOTE If you select Daily, a dialog box appears for you to select the end date.



- c. Select OK.

↓ Done

Scheduling a repeating task—unusual interval

For tasks that don't fit neatly into the preset repeat intervals, you can set up your own repeat intervals. For example, enter tasks for paying a quarterly insurance bill or a credit card bill that is due every 28 days, or changing your smoke detector battery every six months.

1

Go to the Home  screen and select Tasks .

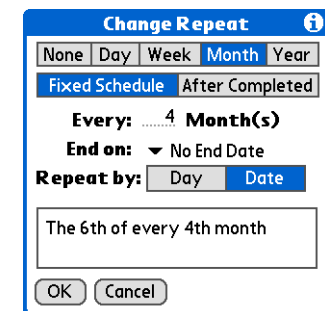
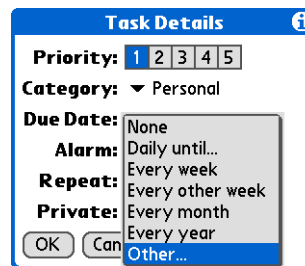
2

Enter the task you want to repeat, and assign it a due date.

3

Open the Change Repeat dialog box:

- a. Select Details.
- b. Select the Repeat pick list and select Other.



↘ Continued

*** Tip**

To schedule an annual task, such as decorating for a holiday on the first Sunday of a particular month, select **Month** as the repeat unit, enter **12** on the **Every** line, and then select **Day** as the **Repeat By** setting.

4

Set the repeat interval:

- a. Select **Day**, **Week**, **Month**, or **Year** as the repeat unit.
- b. Select **Fixed Schedule** to base the due date on the due date of the current task, or select **After Completed** to base the due date on the date you complete this task. With this option if you complete this task early or late, the due date for the next task adjusts accordingly.
- c. Select the **Every** line and enter the frequency at which the task repeats.
- d. Select the **End** on pick list and select an end date, if needed.
- e. If you selected **Fixed Schedule** in step b and **Week** in step a, select the day of the week the task repeats. If you selected **Fixed Schedule** in step b and **Month** in step a, select **Day** to select the week within the month, such as the 4th Thursday, or select **Date** to select the same date within the month, such as the 15th.
- f. Select **OK**.

↓ Done

+ Did You Know?
Overdue tasks have an exclamation point (!) next to the due date.

*** Tip**
Your Tasks Preferences settings control which tasks appear in the Tasks list, such as completed or due tasks. To change these settings, open the Options menu and select Preferences.

*** Tip**
Create a new category for tasks by selecting Edit Categories in the Category pick list.

Organizing your tasks

Sometimes you want to look at all the things you need to do, while at other times you want to see only certain types of tasks.

1 Go to the Home screen and select Tasks .

2 In the Tasks list, select one of these options:

All Displays all your tasks.

Date Displays tasks that are due in a specific time frame. Select the pick list in the upper-right corner of the screen to select Due Today, Last 7 Days, Next 7 Days, or Past Due.

Category Displays tasks that are assigned to the selected category. Select the pick list in the upper-right corner to select a different category.

Tasks	All	Date	Category
<input type="checkbox"/> 2 Distribute meeting notes		11/6!	
<input type="checkbox"/> 1 Update project schedule		11/7	
<input type="checkbox"/> 2 Oil change		11/10	
<input type="checkbox"/> 1 Pay bills		11/14	
<input type="checkbox"/> 2 Get football tickets		11/14	
<input type="checkbox"/> 3 Buy anniversary gift for Midyne & Greg		11/26	
<input type="checkbox"/> 1 Submit monthly accruals		11/27	
<input type="checkbox"/> 4 Call painter		-	
<input type="checkbox"/> 4 Wash car		-	

Tasks	All	Date	Category
<input type="checkbox"/> 2 Distribute meeting notes			Due Today - 1
<input type="checkbox"/> 1 Update project schedule			Last 7 Days - 2
			Next 7 Days - 3
			Past Due - 1

Tasks	All	Date	Category
<input type="checkbox"/> 2 Distribute meeting notes			Business
<input type="checkbox"/> 1 Update project schedule			Personal
<input type="checkbox"/> 1 Submit monthly accruals			Unfiled
			Edit Categories...

Done



*** Tip**

You can set Tasks Preferences to record the date that you finish your tasks, and you can show or hide finished tasks. To change these settings, **open the Options menu** and select Preferences.

Marking a task as complete


You can check off a task to indicate that you've completed it.

1


Go to the Home  screen and select Tasks .

2

Check the box on the left side of the task.

 Done

	Tasks	All	Date	Category
				▼ Personal
<input checked="" type="checkbox"/>	4 Wash car		11/7	
<input checked="" type="checkbox"/>	2 Oil change		11/7	
<input type="checkbox"/>	1 Pay bills		11/14	
<input type="checkbox"/>	3 Buy anniversary gift for Midyne & Greg		11/26	
<input type="checkbox"/>	4 Call painter		-	

New
Details...


NOTE Palm® Desktop software and Microsoft Outlook handle completed repeating tasks differently. Palm Desktop software checks off all overdue instances of the task, and Microsoft Outlook checks off only the oldest instance of the task.

Palm® Z22 Handheld

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* **Tip**
You can also delete a specific task by selecting the task, selecting Details, and then selecting Delete.

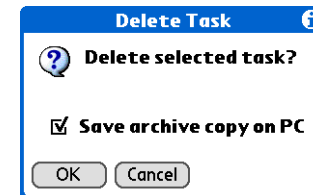
* **Tip**
If you save an archive copy of your deleted tasks, you can refer to them later by importing them.

Deleting tasks

If a task is canceled, you can delete it from your Tasks list. When you delete a repeating task, you delete all instances of the task. You can also delete all your completed tasks.

Deleting a specific task



1	Go to the Home  screen and select Tasks  .
2	Select the task you want to delete.
3	<p>Open the Delete Task dialog box:</p> <ol style="list-style-type: none"> Open the menus. Select Delete Task on the Record menu.
4	<p>[&] OPTIONAL Check the box to save an archive copy of the task on your computer.</p>
5	<p>Select OK.</p> <p> Done</p>



*** Tip**

Many people find it useful to refer to old tasks for tax purposes. If you save an archive copy of your deleted tasks, you can refer to them later by importing them.

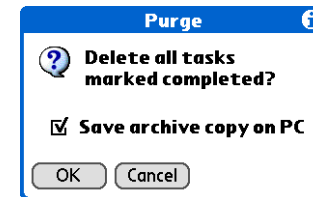
Deleting all your completed tasks**1**

Go to the Home  screen and select Tasks .

2

Open the Purge dialog box:

- a. **Open the menus.**
- b. Select Purge on the Record menu.

**3**

[&] OPTIONAL Check the box to save an archive copy of your completed tasks on your computer.

4

Select OK.



 Done

+ **Did You Know?**
Calendar's Agenda View
also displays your tasks.

Customizing your Tasks list

Control which tasks show up in the Tasks list and how they are sorted. These settings also affect tasks in Calendar's Agenda View. You can also choose the alarm sound for your tasks.

1

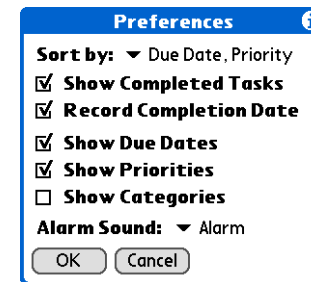
Go to the Home  screen and select Tasks .

2

Open the Preferences dialog box:

- a. **Open the menus.**
- b. Select Options, and then select Preferences.

➤ Continued



3

Change any of the following settings, and then select OK:

Sort by Select the order in which the tasks appear in the Tasks list.

Show Completed Tasks Display your finished tasks in the Tasks list. If you turn off this setting, your finished tasks disappear from the list when you check them off, but they stay in your handheld's memory until you purge them.

Record Completion Date Replace the due date you assign to a task with the date you really complete and check off the task. If you don't assign a due date to a task, the completion date still records when you complete the task.

Show Due Dates Display each task's due date in the list (if you assigned one), and display an exclamation point next to each task that is overdue.

Show Priorities Show the priority setting for each task in the list.

Show Categories Show the category for each task in the list.

Alarm Sound Select a sound for the alarms you assign to your tasks.

 Done

* **Tip**
(Windows) If you chose to **synchronize with Microsoft Outlook**, check out the online Help in Outlook to learn how to use Tasks on your computer.

Working with Tasks on your computer

Use Tasks on your computer to view and manage your tasks. Check out the online Help in Palm Desktop software to learn how to use Tasks on your computer. The online Help includes info about the following topics:

- Learning about the parts of the Tasks window
- Entering, editing, and deleting tasks
- Creating repeating tasks
- Marking tasks as private
- Showing, masking, and hiding private tasks
- Assigning tasks to categories
- Printing your task list
- Selecting how to view tasks
- Sorting tasks by due date, priority level, or categories

WINDOWS ONLY

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

MAC ONLY

To open Tasks on your computer, double-click the Palm Desktop icon in the Palm folder, and then click To Dos.

Tips & Tricks

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palm.com/myZ22.

Support

If you're having problems with Tasks or with anything else on your handheld, go to www.palm.com/support.

Related topics

Click a link below to learn about these related topics:

- Beaming** Beaming tasks to other Palm Powered™ devices
- Privacy** Keeping tasks private by turning on security options
- Categories** Organizing tasks by type
- Common Questions** Answers to frequently asked questions about Tasks

Writing Memos

In this chapter

[Creating a memo](#)

[Viewing and editing a memo](#)

[Moving memos in your memos list](#)

[Deleting a memo](#)

[Working with Memos on your computer](#)

[Related topics](#)

Your handheld contains applications for storing the most common types of information: contact names and numbers, appointments, and so on. Memos is the tool to use for capturing information that is meaningful to you but does not fall into one of these categories. From meeting notes to recipes and favorite quotations, Memos provides a quick and easy way to enter, store, and share your important information.



Benefits of Memos



- Store essential but hard-to-remember information
- Send memos to colleagues wirelessly
- Synchronize your information to back it up on your computer

* **Tip**
In the Memos list, you can also just start writing to create a new memo. The first letter is automatically capitalized.

* **Tip**
Use **Phone Lookup** to quickly add a name and phone number to a memo.

Creating a memo

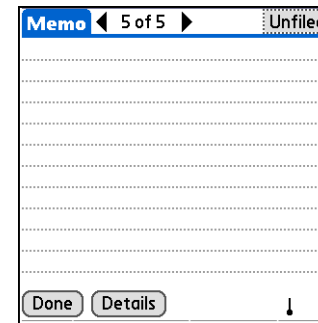
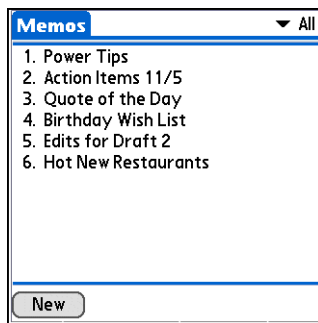
1


Go to the Home  screen and select Memos .

2

Create a memo:

a. Select New.



b. Enter your memo. Tap Enter on the onscreen keyboard or draw the **Graffiti® 2 writing** Return stroke  to move to a new line in the memo.

c. Select Done.



Done

That's it. Your handheld automatically saves the memo. Make sure you have a current backup. **Synchronize** often.

* Tip

The Memos list shows the first line of each memo, so make sure that first line is something you will recognize.



+ Did You Know?

You can connect your handheld to a portable keyboard and type your memos on the go without carrying around a heavy laptop. You can purchase a variety of portable keyboards. Visit www.palm.com/myZ22 and click the Accessories link.

* Tip

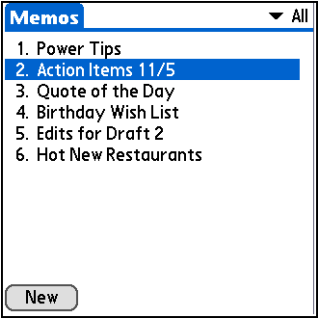

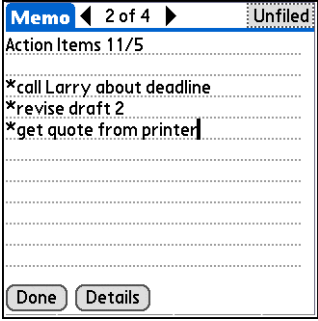
You can **change the size of the text** in Memos to enhance readability.

Viewing and editing a memo


1 Go to the Home  screen and select Memos .

2 View or edit the memo:

a. In the Memos list, select the memo you want.

b. Read or edit the memo, and then select Done.



 Done

- + Did You Know?**
 If you use Palm® Desktop software for synchronizing, you can send a memo to your computer by **synchronizing**, and then open the memo on your computer in an application such as Microsoft Word for further editing, formatting, and so on. Right-click the memo on your computer, click Send To, and then select the application to which you want to send the memo.

Moving memos in your memos list

You can move memos up or down in your memos list. For example, you might want to keep all memos on a certain topic grouped together.

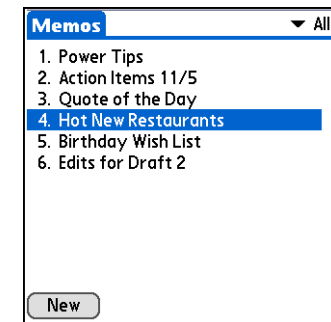
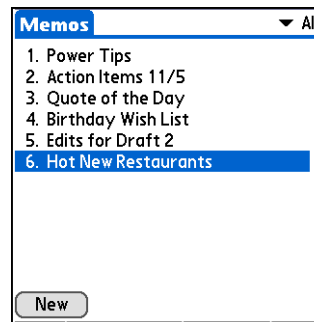
1

Go to the Home  screen and select Memos .

2

Move a memo:

- a. Locate the memo you want.





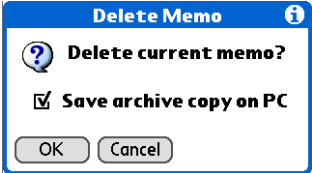

- b. Move the memo up or down by dragging the stylus across the screen. A black dotted line appears to represent the memo you are moving.
- c. When the line is in the location you want for your memo, lift the stylus.

 Done

*** Tip**

Need to retrieve that holiday recipe you stored? If you save an archive copy of your deleted memos, you can refer to them later by importing them.

Deleting a memo

- 1** Go to the Home  screen and select Memos .
- 2** Open the Delete Memo dialog box:
 - Locate the memo you want.
 - Open the menus.**
 - Select Delete Memo on the Record menu.
- 3** **[&] OPTIONAL** Check the box to save an archive copy of the memo on your computer.
- 4** Select OK.
 Done

* **Tip**
(Windows) If you chose to **synchronize with Microsoft Outlook**, check out the online Help in Outlook to learn how to use Notes on your computer.

Working with Memos on your computer

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

- Viewing, copying, and deleting memos
- Editing memo details
- Marking memos as private
- Showing, masking, and hiding private memos
- Printing memos
- Changing between the list and single memo views
- Adding a date and time stamp to a memo
- Organizing memos into categories
- Sorting memos
- Sharing memos

WINDOWS ONLY

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

MAC ONLY

To open Memos on your computer, launch Palm Desktop software from the Palm folder, and then select Memos.

Tips & Tricks

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palm.com/myZ22.

Support

If you're having problems with Memos or with anything else on your handheld, go to www.palm.com/support.

Related topics

Click a link below to learn about these related topics:

Moving Around

- Opening applications
- Using menus

Entering Information

Adding a phone number or other contact information to a memo using Phone Lookup

Categories

Organizing memos by arranging them into categories and sorting them

Privacy

Keeping memos private by turning on security options

Beaming

Beaming memos to other Palm Powered™ devices

Common Questions

Answers to frequently asked questions about Memos

Writing Notes in Note Pad

In this chapter

[Creating a note](#)

[Viewing and editing a note](#)

[Deleting a note](#)

[Working with Note Pad on your computer](#)

[Related topics](#)

Need to jot down a phone number or a reminder to yourself? Avoid fumbling for scraps of paper, and write important reminders in Note Pad. You can use Note Pad to do everything you might do with a piece of paper and a pencil, such as drawing a quick sketch. Note Pad gives you a place to draw freehand and take notes in your personal handwriting, which is even faster and more flexible than creating a memo on your handheld.



Benefits of Note Pad

- Capture information in the moment
- A picture is worth a thousand words
- See reminders when you set alarms
- Send notes to colleagues wirelessly

[!] Before You Begin

Make sure **full-screen writing is turned off**.

You cannot create or edit notes in Note Pad when full-screen writing is on.



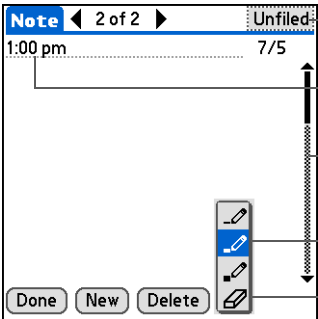
*** Tip**

Select the pen selector to change the pen width or to select the eraser. To clear the screen completely, select the note (anywhere but the title), **open the Edit menu**, and select Clear Note.

+ Did You Know?



Prevent others from viewing your notes by **marking them as private**.

Creating a note

1	Go to the Home  screen and select Note Pad  .
2	<p>Create a note:</p> <ol style="list-style-type: none"> Use the stylus to write your note directly on the handheld screen. Select the time at the top of the screen and enter a title using Graffiti® 2 writing or the onscreen keyboard.
	
3	[&] OPTIONAL Assign the note to a category by selecting the Category box in the upper-right corner, and then selecting a category.
4	Select Done.
↓ Done	That's it. Your handheld automatically saves the note. Make sure you have a current backup. <u>Synchronize</u> often.

Choosing the pen and paper (background) colors

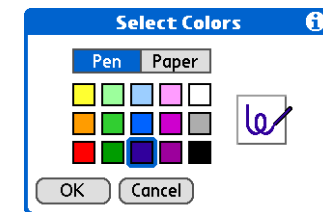
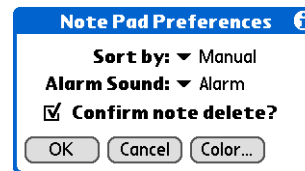
1

Go to the Home  screen and select Note Pad .

2

Open the Select Colors dialog box:

- a. Select Done to display the Note Pad list.
- b. **Open the menus.**
- c. Select Options, and then select Preferences.
- d. Select Color.

**3**

Select the pen and paper colors:

- a. Select Pen, and then select the ink color you want to use.
- b. Select Paper, and then select the background color you want to use.
- c. Select OK, and then select OK again.



 Done

- * **Tip**
Change the alarm sound by opening the Options menu, selecting Preferences, and then selecting a sound from the Alarm Sound pick list.

Setting an alarm

To use a note as a reminder, set an alarm for that note.

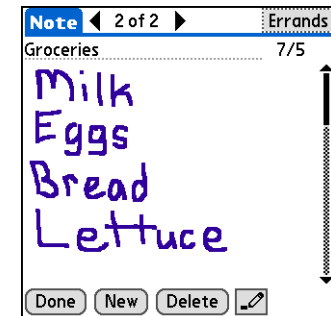
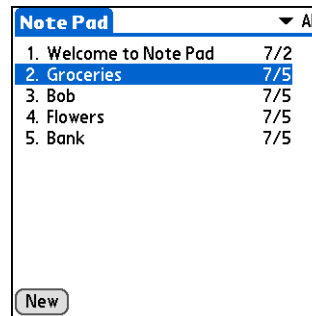
1

Go to the Home  screen and select Note Pad .

2

Open the note:

- a. Select Done to display the Note Pad list.
- b. Select the note you want to set an alarm for.



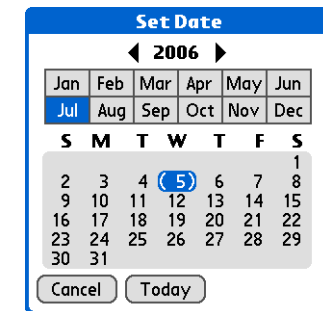
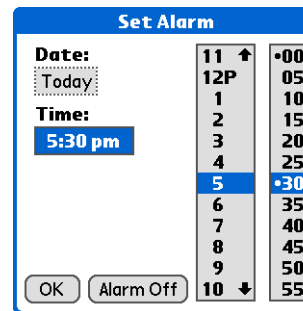
↘ Continued

- * **Tip**
 You can also open the Set Alarm dialog box by selecting a note and tapping the right edge of the screen next to the note title.

3

Set the alarm:

- a. **Open the menus.**
- b. Select Options, and then select Alarm.
- c. Select the Date box, and then select the year, month, and date you want the alarm to sound.



- d. Select the time you want the alarm to sound.
- e. Select OK.

↓ Done



* Tip

Sort the Note Pad list alphabetically, by date, or manually. **Open the Options menu**, select Preferences, and then select the Sort by pick list.

If you sort manually, you can rearrange the list by dragging notes to another position in the list.

Viewing and editing a note

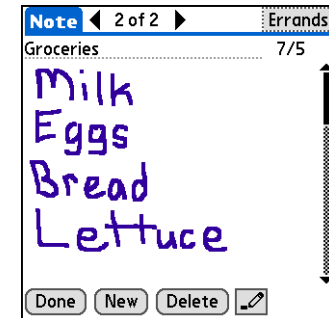
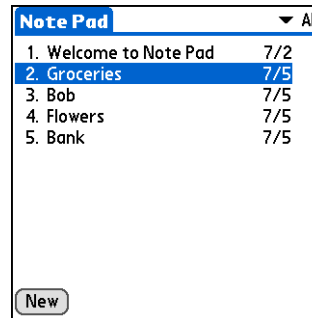
1

Go to the Home  screen and select Note Pad .

2

Open the note:

- Select Done to display the Note Pad list.
- Select the note you want to view or edit.



3



Read or edit the note, and then select Done.

 Done

* **Tip**
You can also delete a note by **opening the Record menu** and selecting Delete Note.

* **Tip**
Want to get rid of those deletion confirmation messages? **Open the Options menu**, select Preferences, and then uncheck the Confirm note delete box.

Deleting a note

- 1 Go to the Home  screen and select Note Pad .
- 2 Open the note:
 - a. Select Done to display the Note Pad list.
 - b. Select the note you want to delete.


Note Pad		All
1. Welcome to Note Pad	7/2	
2. Groceries	7/5	
3. Bob	7/5	
4. Flowers	7/5	
5. Bank	7/5	

➔

Note ◀ 2 of 2 ▶ Errands

Groceries 7/5

Milk
Eggs
Bread
Lettuce

Done New Delete 
- 3 Select Delete, and then select OK to confirm deletion.

↓ Done

Working with Note Pad on your computer

Use Note Pad on your computer to view and manage the handwritten notes you create on your handheld. Check out the online Help in Palm® Desktop software to learn how to use Note Pad on your computer. The online Help includes info about the following topics:

- Learning about the parts of the Note Pad window
- Viewing, copying, and deleting notes
- Editing note details and titles
- Setting an alarm for a note
- Marking notes as private
- Showing, masking, and hiding private notes
- Printing notes
- Switching between the List and Preview Views
- Sorting notes
- Sharing notes

WINDOWS ONLY

To open Note Pad on your computer, double-click the Palm Desktop icon on the Windows desktop, and then click Note Pad on the launch bar.

MAC ONLY

To open Note Pad on your computer, double-click the Note Pad icon in the Palm folder.

Tips & Tricks

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palm.com/myZ22.

Support

If you're having problems with Note Pad or with anything else on your handheld, go to www.palm.com/support.

Related topics

Click a link below to learn about these related topics:

Moving Around

- Opening applications
- Using menus

Beaming

Beaming notes to other Palm Powered™ devices

Privacy

Keeping notes private by turning on security options

Categories

Creating categories so you can organize notes

Common Questions

Answers to frequently asked questions about Note Pad

Beaming Information

In this chapter

[Beaming information from within an application](#)

[Beaming a category](#)

[Beaming an application](#)

[Related topics](#)

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

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



Benefits of sharing

- Keep others up-to-date with meaningful business and personal information
- Distribute information while you're on the go

*** Tip**

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

Beaming information from within an application

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

1

Select the information you want to beam:

- a. **Open an application.**
- b. Select the entry you want.

2

Beam the information:

- a. **Open the menus.**
- b. Select the Beam menu item in the leftmost menu. The leftmost menu in most applications is named Record.
- c. When the Beam dialog box appears, point your handheld's IR port directly at the IR port of the other handheld.



↙ Continued

*** Tip**

In Contacts, you can create a contact with your own information and select it as your business card by **opening the Record Menu** and selecting Business Card. Beam your business card to other handhelds by opening your business card and holding down Center on the 5-way navigator until the Beam dialog box appears.

3

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

↓ Done

*** Tip**

Create a category of Calendar events such as your meeting schedule, and then beam the entire category to your business partner's handheld.

Beaming a category

1

Select the category you want to beam:

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

2

Beam the category:

- a. **Open the menus.**
- b. Select the Beam Category menu item in the leftmost menu.
- c. When the Beam dialog box appears, point your handheld's IR port directly at the IR port of the other handheld.

**3**

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

↓ Done


*** Tip**

When you receive a beamed item, you can file the item in a category using the Receive dialog box.

Beaming an application

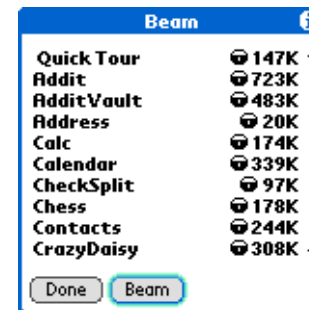
1

Select the application you want to beam:

- a. Go to the Home  screen.
- b. **Open the menus.**
- c. Select Beam in the App menu.
- d. Select the location of the app from the Beam From pick list.
- e. Select the application you want to beam.

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

 **Continued**



* **Tip**
Another way of sharing information is to enter the info on your computer and then **synchronize** to transfer the info to your handheld.

2

Beam the application:

- a. Select Beam.
- b. When the Beam dialog box appears, point your handheld's IR port directly at the IR port of the other handheld.

**3**

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

↓ Done

Tips & Tricks

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Support

If you're having problems with beaming information or with anything else on your handheld, go to www.palm.com/support.

Related topics

Click a link below to learn about these related topics:

Moving Info

Sharing information by synchronizing your handheld with your computer

Common Questions

Answers to frequently asked questions about beaming information

Managing Your Expenses

In this chapter

[Adding an expense](#)

[Choosing currency options](#)

[Deleting expenses](#)

[Customizing the expense list](#)

[Working with Expense on your computer](#)

[Related topics](#)

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

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



Benefits of Expense

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

+ Did You Know?

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

* Tip

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



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

* Tip

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

Adding an expense

1

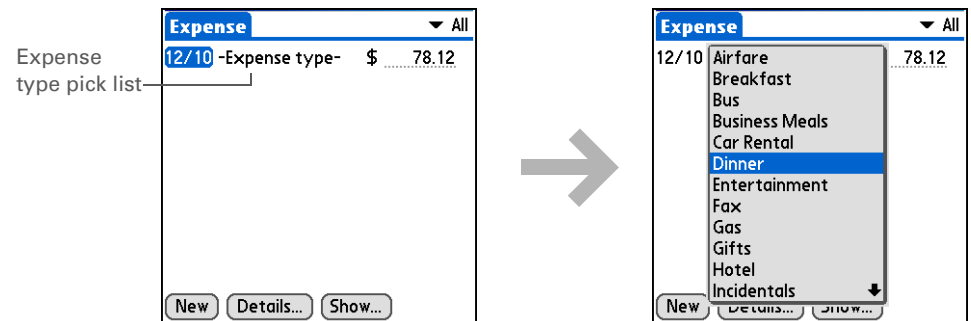
Go to the Home  screen and select Expense .

2

Enter the expense:

- Tap New.
- Enter the amount of the expense.
- Tap the Expense type pick list and select a type.

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



↘ Continued

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

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

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

3

Enter the details of the expense:

- Tap Details.
- Select each field where you want to enter information, and enter it.

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

Type Enter the expense type.

Payment Select how you paid for the expense.

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

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

Attendees Enter the people associated with the expense.

- Select OK.

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

* **Tip**

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

+ **Did You Know?**

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



Choosing currency options

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

Customizing the currency pick list

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

1

Go to the Home  screen and select Expense .

2

Open the Receipt Details dialog box:

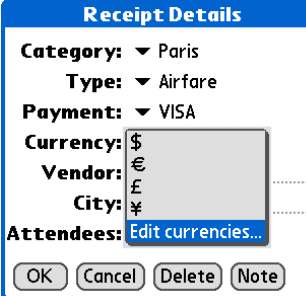
- a. Tap an expense item.
- b. Tap Details.

3

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

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

 **Continued**



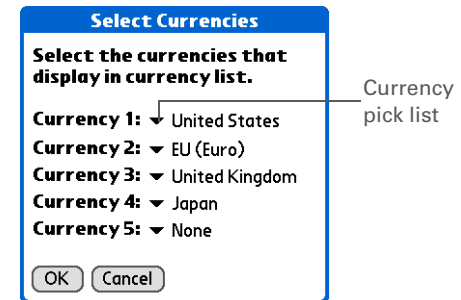
* **Tip**

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

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

Cont'd.

- b. Select one of the Currency pick lists, and then select the name of the country whose currency symbol you want to display.
- c. Select OK, and then select OK again.





⏴ Done The expense list now displays the currencies you selected.

Presetting the currency symbol

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

1

Go to the Home  screen and select Expense .

2

Open Expense Preferences dialog box:

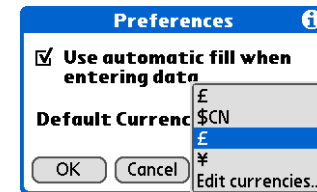
- a. **Open the menus.**
- b. Select Options, and then select Preferences.

⏴ Continued

3

Choose the default currency:

- a. Select the Default Currency pick list.
- b. Select the symbol you want to appear when you add new expenses.
- c. Select OK.





↓ Done

Creating a currency symbol

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

1

Go to the Home  screen and select Expense .

2

Open the Custom Currencies dialog box:

- a. **Open the menus.**
- b. Select Options, and then select Custom Currencies.

↘ Continued

3

Create the custom symbol:

- a. Select a Country box.
- b. Enter the name of the country and the symbol that you want.
- c. Select OK, and then select OK again.




↓ Done



Deleting expenses

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

Deleting an individual expense

1	Go to the Home  screen and select Expense  .
2	Tap the expense you want to delete.
3	Delete the item: a. Open the menus. b. Select Delete Item in the Record menu.
4	[&] OPTIONAL Check the box to save an archive copy of the expense on your computer.
5	Select OK.  Done

* **Tip**



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

+ **Did You Know?**

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

Deleting an entire category of expenses

1

Go to the Home  screen and select Expense .

2

Open the Purge Categories dialog box:

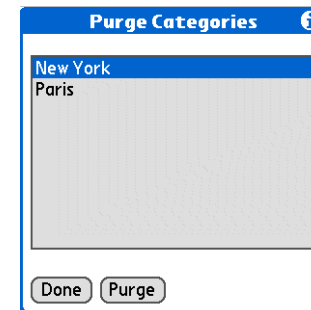
- a. **Open the menus.**
- b. Select Purge on the Record menu.

3

Delete the category and all of its items:

- a. Select the category you want to delete.
- b. Select Purge.
- c. Select Done.

 Done





+ Did You Know?

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

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

Customizing the expense list


You can change the appearance of the expense list.


- 1 Go to the Home  screen and select Expense .
- 2 Select Show.
- 3 Select the pick lists to change any of the following items, and then select OK:

Sort by Sort expenses by date or type.

Distance Show distance in miles or kilometers.

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

 Done



Working with Expense on your computer

WINDOWS ONLY

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

- Adding, editing, and deleting expense items
- Organizing your expenses by date, type, amount, notes, or category
- Viewing expense items as a list, large icons, or small icons
- Converting a list of expenses to a single currency
- Printing expense reports
- Transferring expense information to other applications, such as Microsoft Excel, using the Send or Export command in Palm Desktop software

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

Tips & Tricks

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Support

If you're having problems with Expense or anything else on your handheld, go to www.palm.com/support.

Related topics

Click a link below to learn about these related topics:

Moving Around

- Opening applications
- Using menus

Entering Information

- Adding contacts to the attendees list with Lookup
- Entering information with Graffiti® 2 characters and shortcuts

Calculator

Performing basic math calculations associated with your expenses

Categories

- Creating and editing categories
- Organizing expenses by type and sorting them

Customizing

Setting number formats

Performing Calculations

In this chapter

[Calculator buttons](#)

[Viewing recent calculations](#)

[Related topics](#)

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



Benefits of Calculator

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

- * **Tip**
Use the memory buttons to store and recall a number you enter in multiple calculations.
- * **Tip**
If you make a mistake entering a number in the middle of a calculation, use the CE button to re-enter the number without starting the calculation over.
- * **Tip**
Open the Options menu and select Advanced Mode to display a scientific calculator.

Calculator buttons



Clear any value in the Calculator memory.



Recall the stored value from the memory and enter it into the current calculation.



Place the current number into memory. The current number is added to the total that is already in the memory. Tapping this button does not affect the current calculation; it just places the value in memory.



Clear the last number you entered.



Clear the entire calculation so that you can start over.



Enter a number, and then select this button to change it to a percentage.



Enter a number, and then select this button to calculate the square root of the number.



Enter a number, and then select this button to make it negative.

+ **Did You Know?**

Viewing recent calculations is helpful when double-checking the math in your checkbook register.

+ **Did You Know?**

Calculator History also has these functions:



Clear Select to clear the calculator's history.

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

Viewing recent calculations

View recent calculations to confirm that you entered everything correctly.

1

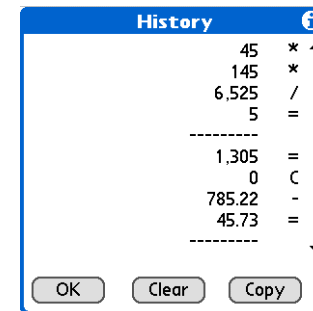
Go to the Home  screen and select Calculator .

2

Open the History dialog box:

- Open the menus.**
- Select Edit, and then select Show History.
- Select OK.



 Done



Accessing different calculators

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

1

Go to the Home  screen and select Calculator .

2

Access the advanced mode calculators:

- a. **Open the menus.**
- b. Select Options, and then select Advanced Mode. You can now use the scientific calculator.
- c. If you want to use other calculators, such as finance, logic, statistics, or area, **open the menus**, select Options, and then select a mode from the list.

↓ Done

Tips & Tricks

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palm.com/myZ22.

Support

If you're having problems with Calculator or anything else on your handheld, go to www.palm.com/support.

Related topics

Click the links below to learn about these related topics:

Moving Around

- Opening applications
- Using menus

Entering Information

Entering numbers with Graffiti® 2 characters

Keeping Your Information Private

In this chapter

[Choosing a security level](#)

[Marking information as private](#)

[Setting the level of privacy](#)

[Using a password](#)

[Locking your handheld](#)

[Related topics](#)

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



Benefits of privacy

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

Choosing a security level

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

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

Masking or hiding private entries without creating a password Masked entries are displayed when selected, and hidden entries are displayed when Show is selected in the Security Preferences. This provides some degree of privacy for private entries, but anyone with access to your handheld can view all of your records.

Masking or hiding private entries and creating a password Private entries are protected by the password and can be displayed only when the password is entered. This is the basic level of security.

Locking your handheld A password is required to use your handheld. All entries are protected, whether marked as private or not.

Marking information as private

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

1

Open an application.

2

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

3

Mark it as private:

- a. For existing Contacts, select Edit.
- b. Select Details.
- c. Check the Private box.
- d. Select OK.
- e. In Contacts and Memos, select Done.



Private box

↓ Done

*** Tip**

You can also set the level of privacy from within certain applications.

Open the Options menu, select Security, and then select the level of privacy from the Privacy pick list.



Setting the level of privacy

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

Hiding or masking private entries

1

Open Security:

- a. Go to the Home  screen, and then select Prefs .
- b. Select Security.

2

Select the display option for private entries:

- a. Select the Private Records pick list.
- b. Select one of these options, and then select Done.

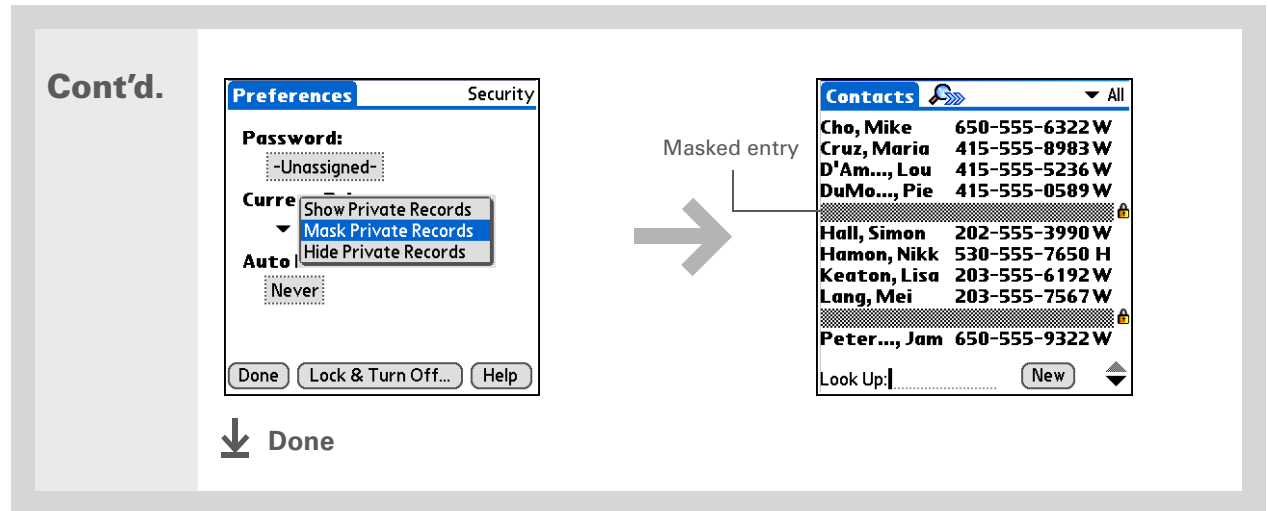
Show Display private entries.

Mask Cover entries with a gray mask; you can see the mask onscreen, but you can't see the content of the entry.

Hide Make private entries invisible.

 **Continued**

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



Viewing an entry that is masked

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

Using a password

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



* Tip

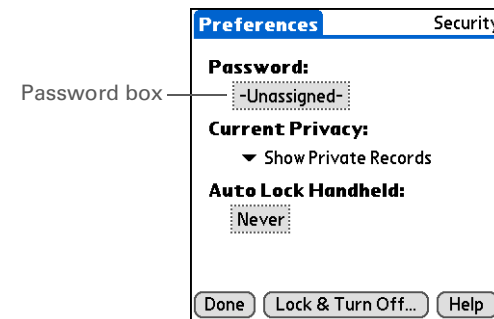
The best passwords consist of a mix of letters, characters, and numbers. Longer passwords are better than short ones. Any password you create is case-sensitive.

Creating a password

1

Open Security:

- Go to the Home  screen, and then select Prefs .
- Select Security.



2

Create a password:

- Select the Password box.
- Enter a password with Graffiti[®] 2 writing or the onscreen keyboard.
- Enter a hint to help you remember the password if you forget it.
- Select OK.



➤ Continued

*** Tip**

In Palm® Desktop software, you can require password entry for private info to display. Open the Tools menu and click Options, and then click Security. The password is the same one used by your handheld.

3

Enter the password again to confirm it, and then select OK.

4

Select Done.



↓ Done

Changing a password

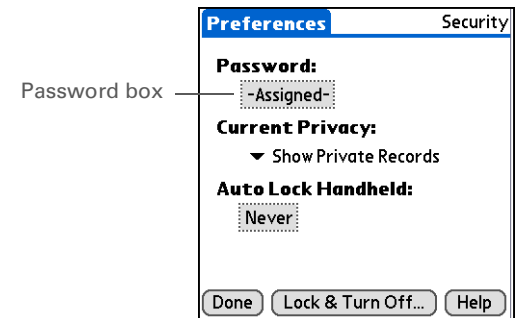
You can change your password at any time. You must enter the current password before you can change it.


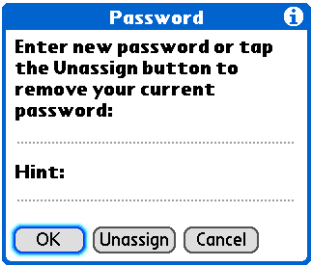
1

Open Security:

- a. Go to the Home  screen, and then select Prefs .
- b. Select Security.

↘ Continued





2	Enter your current password: a. Select the Password box. b. Enter the current password, and then select OK.	
3	Change your password: a. Enter a new password. b. Enter a hint to help you remember the password if you forget it. c. Select OK.	
4	Enter the password again, and then select OK.	
5	Select Done. ↓ Done	

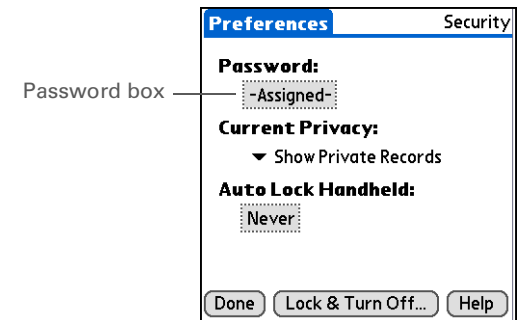
Deleting a password

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

1

Open Security:

- a. Go to the Home  screen, and then select Prefs .
- b. Select Security.



2

Enter your password:

- a. Select the Password box.
- b. Enter the current password, and then select OK.



➤ Continued

3

Delete your password:

- a. Select Unassign.
- b. Select Done.

↓ Done



Deleting a forgotten password

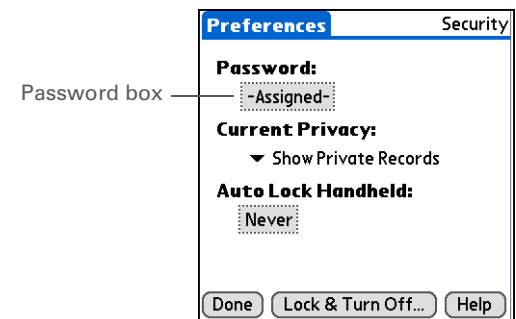
If you forget your password, your handheld displays the password hint (if you entered one) to help you remember the password. If you still can't remember the password, you can delete it from your handheld. Deleting a forgotten password also deletes all entries marked as private.

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

1

Open Security:

- a. Go to the Home  screen, and then select Prefs .
- b. Select Security.



2

Open the Incorrect Password dialog box:

- a. Select the Password box.
- b. Enter any password, and then select OK.

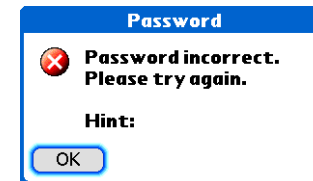


↘ Continued

3

Delete the forgotten password:

- a. Select OK on the screen informing you that your password is incorrect.
- a. Select Lost Password.
- b. Select Yes.

**4**

Synchronize your handheld with your computer to restore any private entries that were deleted.

5

[&] OPTIONAL Create a new password.

↓ Done

[!] Before You Begin

To use the locking feature, you must first **create a password** for your handheld.

*** Tip**

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

Locking your handheld



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

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

Locking your handheld automatically

1

Open Security:

- a. Go to the Home  screen, and then select Prefs .
- b. Select Security.

↳ Continued

Auto Lock box



2

Open the Lock Handheld dialog box:

- a. Select the Auto Lock Handheld box.
- b. If necessary, enter your password, and then select OK.

3

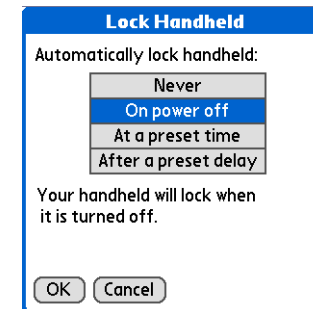
Select one of these lock options:

Never Always leave your handheld unlocked.

On power off Automatically lock your handheld whenever you turn it off.

At a preset time Set a time when your handheld will automatically lock.

After a preset delay Set a period of inactivity after which your handheld will automatically lock.

**4**



Select OK, and then select Done.

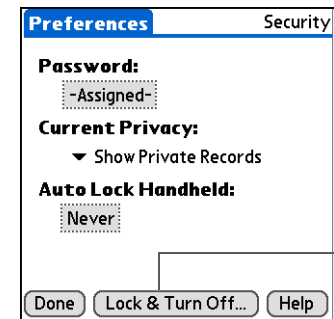
↓ Done

Locking your handheld manually

1

Open Security:

- Go to the Home  screen, and then select Prefs .
- Select Security.



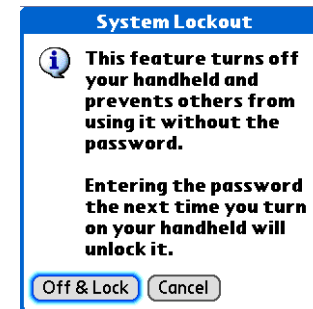
2

Select Lock & Turn Off.

3

Select Off & Lock.

↓ Done



Tips & Tricks

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Support

If you're having problems with private entries or anything else on your handheld, go to www.palm.com/support.

Related topics

Click a link below to learn about these related topics:

Moving Around

- Opening applications
- Using menus

Moving Info

Creating a backup of your information

Customizing

Entering your owner information in case your handheld is lost or stolen

Maintaining

Doing a hard reset

Common Questions

Answers to frequently asked questions about privacy

Using Categories to Organize Information

In this chapter

[Adding a category](#)

[Renaming a category](#)

[Deleting a category](#)

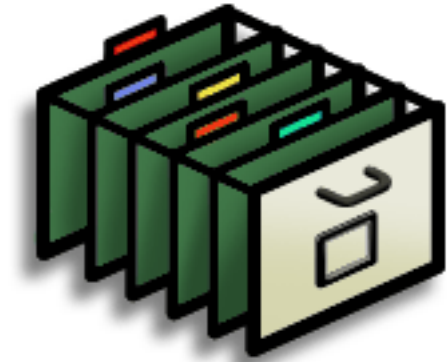
[Placing information in a category](#)

[Viewing information by category](#)

[Related topics](#)

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

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



Benefits of categories

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

+ Did You Know?

You can have up to 15 categories in an application.

* Tip

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

* Tip

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

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


Adding a category

You can add categories in many applications: Contacts, Expense, Memos, Note Pad, Tasks, and Photos. Place individual entries in these categories to easily get to a group of related items.

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

1

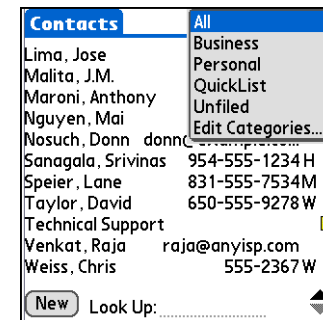
Do one of the following:

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

2

Add a new category:

- Select the pick list in the upper-right corner, and then select Edit Categories.
- Select New and enter the name of the new category.
- Select OK, and then select OK again.



 Done

*** Tip**

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


+ Did You Know?

Some categories, like All and Unfiled, come with your handheld and cannot be changed.

Renaming a category

1

Do one of the following:

- To rename a category within an application, **open that application**.
- To rename a category for applications, go to the Home  screen.

2

Rename the category:

- a. Select the pick list in the upper-right corner, and then select Edit Categories.
- b. Select the name of the category you want to change, and then select Rename.
- c. Enter a new category name, and then select OK.
- d. Select OK again.

 Done

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


* **Tip**
To display the category pick list in Calendar Day View, open the Options menu, select Display Options, tap Day, and then check the Show Category List box.

Deleting a category

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

1

Do one of the following:

- To delete a category within an application, **open that application**.
- To delete a category for applications, go to the Home  screen.

2

Go to the Edit Categories dialog box:

Calendar Select an event, select Details, select the Category pick list, and then select Edit Categories.

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

3

Delete the category:

- a. Select the name of the category you want to delete.
- b. Select Delete.
- c. Select Yes
- d. Select OK.

 Done

*** Tip**

You can also enter new information into a category by opening the application, and then selecting the category from the upper-right corner. Select **New** and enter the information.

Placing information in a category

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

NOTE See the Photos chapter for information on **placing a photo into a category**; the steps are different from those described here.

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

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

Placing an entry in a category

1

Open an application that contains a category option. In Calendar, go to Day View.

2

Open an entry.

3

In Note Pad only: skip to step 5.

↘ **Continued**

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

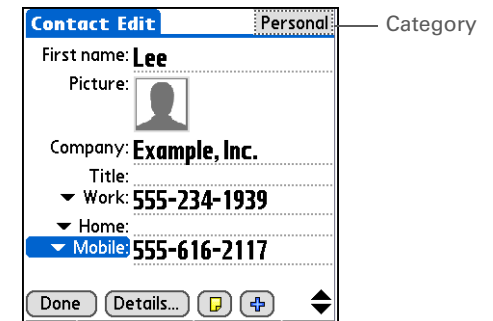
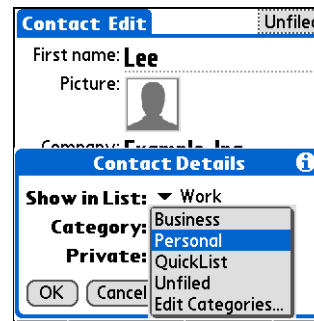
4

Open the Details dialog box:

Contacts Select Edit, and then select Details.**All other applications** Select Details.**5**

Place the entry in a category:

- a. Select a category from the Category pick list.




- b. If necessary, select OK.
c. If necessary, select Done.

↓ Done

Placing an application in a category

1

Go to the Home  screen.

2

Open the Category dialog box:

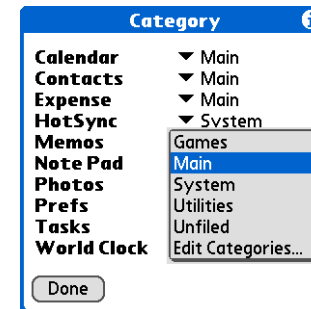
- a. **Open the menus.**
- b. Select Category in the App menu.

3

Place the application in a category:

- a. Select the pick list next to the application you want to place in a category.
- b. Select a category, and then select Done.

 Done




*** Tip**

On the Home screen, if no item is highlighted, scroll through the categories by pressing Right or Left on the 5-way navigator. To view all of the applications on your handheld, select the All category.

Viewing information by category

1

Do one of the following:

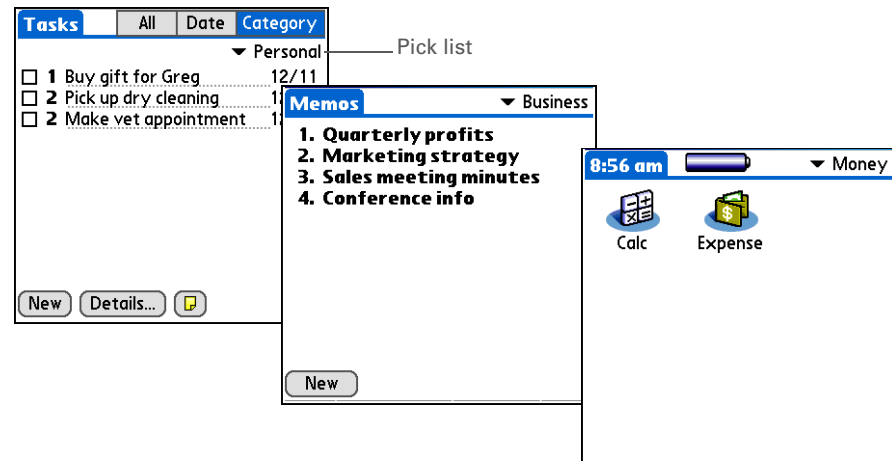
- To view entries by category, **open an application** that contains categories.
- To view applications by category, go to the Home  screen.

2

Display the category you want to view:

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

All other applicationsSelect the category you want to view from the pick list in the upper-right corner.



 Done

Tips & Tricks

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palm.com/myZ22.

Support

If you're having problems with categories or anything else on your handheld, go to www.palm.com/support.

Related topics

Click a link below to learn about these related topics:

Moving Around

- Opening applications
- Using menus

Calendar

Color-coding your events in Calendar

Photos

Organizing photos into albums

Beaming

Beaming a category to another Palm Powered™ device

Managing Clock Settings

In this chapter

[Checking the current date and time](#)

[Setting the primary location](#)

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

[Modifying the locations list](#)

[Setting the alarm clock](#)

[Changing the clock display](#)

[Related topics](#)

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







Benefits of World Clock

- Always have the correct time, no matter where you are
- No need to carry a separate alarm clock

Checking the current date and time

There are many easy ways to check the current date and time on your handheld:



- If your handheld is off, press and hold Center on the 5-way navigator for two seconds.
- Tap the Clock icon in the input area.
- Go to the Home  screen and select World Clock .
- Press Calendar  and tap the Agenda View icon .

- » **Key Term**
Primary location
 Typically a city in the time zone in which you live.

Setting the primary location

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

1

Go to the Home  screen and select World Clock .

2

Select the primary location:

- Select the primary location pick list.
- Select the location you want to be the primary location.

If you need more choices,
modify the locations list.

 Done

Primary location
 pick list





+ Did You Know?

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

Setting the date and time for the primary location

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

1

Go to the Home  screen and select World Clock .

2

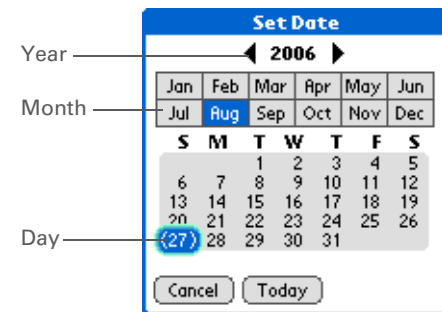
Select Set Date & Time.

3

Set the date:

- Select the Set Date box.
- Select the arrows to select the current year.
- Select the current month.
- Select the current day.

↘ Continued

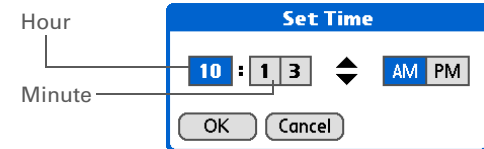


* **Tip**
Selecting a time zone when creating a new event in Calendar allows you to travel and have your events automatically adjust to the time zone in your new location. Time zones in Calendar work only if you are synchronizing with Outlook.

4

Set the time:

- Select the Set Time box.
- Select the hour and minute boxes, and then select the arrows to change them.
- Select AM or PM, and then select OK.

**5**



Select Done.


 Done

- * **Tip**
 If you have friends, family, or colleagues in another time zone, select a city in their zone as your secondary location. When you need to contact them, you can easily check to see what time it is where they are.

Choosing secondary locations for other time zones


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

- 1** Go to the Home  screen and select World Clock .
- 2** Select the pick list next to one of the secondary locations.



Pick list
- 3** Select the location you want to use as the new secondary location.

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

 Done

*** Tip**



If you know what you're looking for in a long pick list, use **Graffiti® 2 writing** to find it faster. Enter the first letter of the word, and then locate your item.

Modifying the locations list

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

Adding new locations

1

Go to the Home  screen and select World Clock .

2

Open the Edit List dialog box:

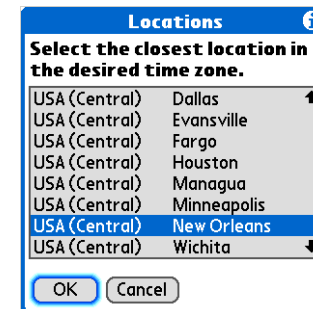
- a. Select a location pick list.
- b. Select Edit List.

3

Add the new location:

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

 **Continued**



4

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

Name Enter the name of the location.

Time Zone Select the time zone for the location.

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

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

Edit Location

Name: New Orleans

Time Zone: USA (Central)

Location: 29°57'N 90°4'W

This location observes Daylight Saving Time

Start: First Sunday of April

End: Last Sunday of October

OK Cancel



5

Select OK, and then select Done.

↓ Done

Deleting a location

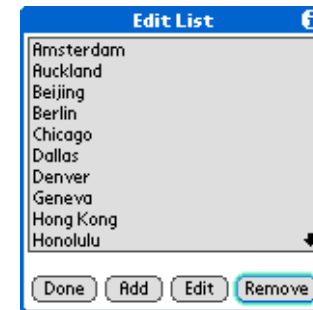
1

Go to the Home  screen and select World Clock .

2

Select the location you want to delete:

- Select a location pick list.
- Select Edit List.
- Select a location, and then select Remove.

**3**

Select OK, and then select Done.

↓ Done



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

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

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

Setting the alarm clock

1

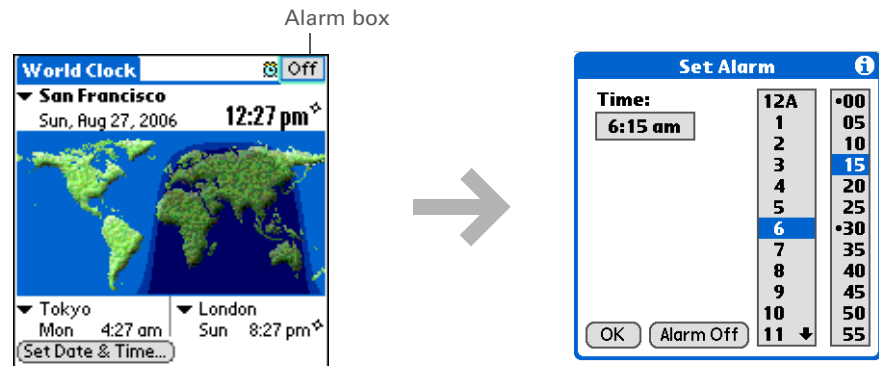
Go to the Home  screen and select World Clock .

2

Set the alarm:

- a. Select the Alarm box.
- b. Select the time columns to set the hour and minute, and then select OK.

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



↘ Continued

*** Tip**

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

3

[&] OPTIONAL Select the alarm sound and volume:

- a. **Open the menus.**
- b. Select Options, and then select Alarm Preferences.
- c. Select the pick lists to select the alarm sound and volume.

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

- d. Select OK.

↓ Done

Responding to the alarm clock

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



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

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

Go To Cancel the reminder message and open World Clock.

Changing the clock display

1

Go to the Home  screen and select World Clock .

2

Open the Display Options dialog box:

- a. **Open the menus.**
- b. Select Options, and then select Display Options.

3

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

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

Show Date Display the date in World Clock.

 Done

Tips & Tricks

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palm.com/myZ22.

Support

If you're having problems with World Clock or anything else on your handheld, go to www.palm.com/support.

Related topics

Click a link below to learn about these related topics:

Moving Around

- Opening applications
- Using menus

Calendar

Setting an alarm outside of the next 24 hours

Customizing

Changing the volume of other system sounds

Customizing Your Handheld

In this chapter

[Customizing the Home screen](#)

[Customizing the display](#)

[Assigning a button to your frequently used applications](#)

[Setting the date and time](#)

[Customizing the way you enter information](#)

[Selecting sound settings](#)

[Entering your owner information](#)

[Conserving battery power](#)

[Connecting your handheld to other devices](#)

[Related topics](#)

Although customizing your handheld is optional, it's like changing the preset radio stations in your car. Since you're probably not driving around with the dealer's preset radio stations, why not personalize your handheld, too?

You can easily customize the sound levels, fonts, and screen colors on your handheld by using preferences and menus. And preference settings can help extend the life of your handheld's battery.



Benefits of customizing

- Conserve power
- Enjoy your handheld more
- Customize the display


*** Tip**

You can also use a photo for the background for **Agenda View** in Calendar.

Customizing the Home screen

Use your favorite photo as the background for the Home screen. You can also display your application icons in list format with small icons so that you can see more applications without scrolling.

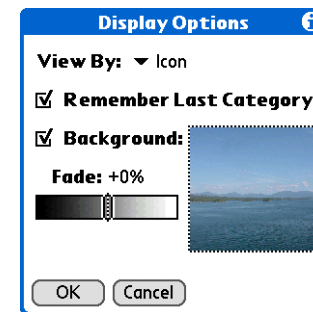
1

Go to the Home  screen.

2

Open the Display Options dialog box:

- a. **Open the menus.**
- b. Select Options, and then select Display Options.

**3**

Select the View By pick list and select List or Icon as the display format.

4

If you want the last category you viewed to reappear the next time you go to the Home screen, check the Remember Last Category box.

↘ Continued

5

Select a photo for the background:

- a. Check the Background box.
- b. Select the picture box.
- c. Select a picture.
- d. Select Done.
- e. Adjust the fade setting so that the text is easy to read against the photo.
- f. Select OK.

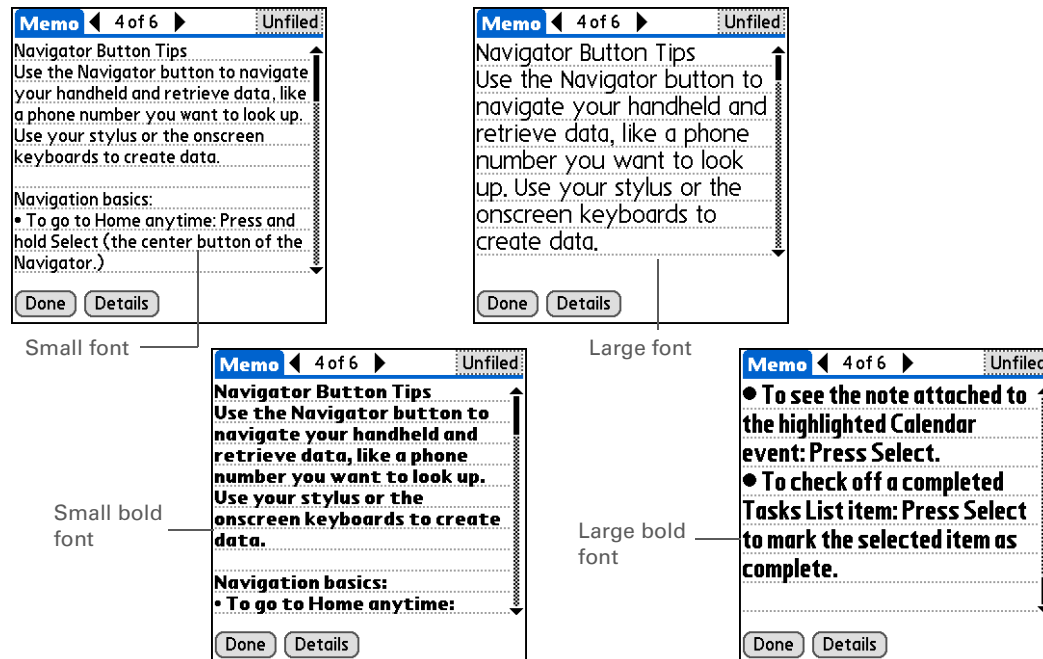
↓ Done

Customizing the display

In many applications, you can change the font style to make text easier to read. There are four font styles available.

In certain lighting conditions, you may also need to adjust the brightness to read the information on the screen.

Changing the screen fonts



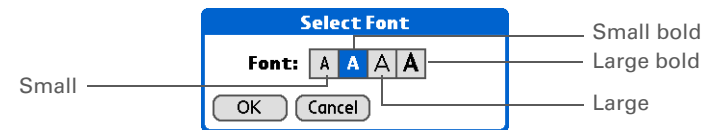
1**Open an application.****2**

Open the Select Font dialog box:

- a. **Open the menus.**
- b. Select Options, and then select Font.

3

Select the font style you want to use, and then select OK.

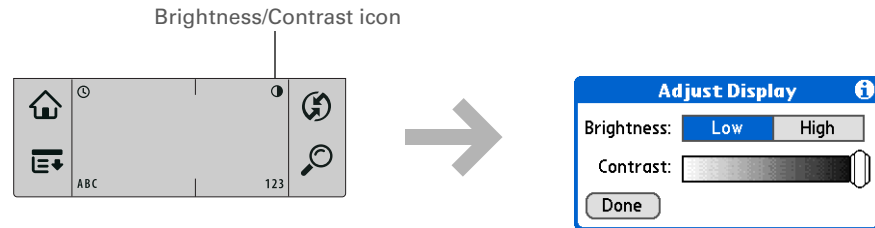


↓ Done

Adjusting the brightness and contrast

1

Tap the Brightness/Contrast icon to open the Adjust Display dialog box.

**2**

Adjust the settings:

- a. Tap Low or High to adjust the brightness level.
- b. Drag the slider to adjust the contrast level.
- c. Select Done.



↓ Done

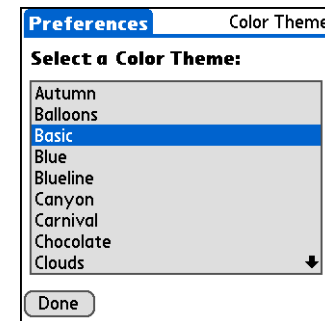
Changing screen colors

Choose a new set of text and background colors for all your applications.

1

Open Color Theme Preferences:

- a. Go to the Home  screen.
- b. Select Prefs .
- c. Select Color Theme.

**2**

Select a theme, and then select Done.

 Done

* **Tip**
To restore all the buttons to the original Palm settings, select Default.



Assigning a button to your frequently used applications

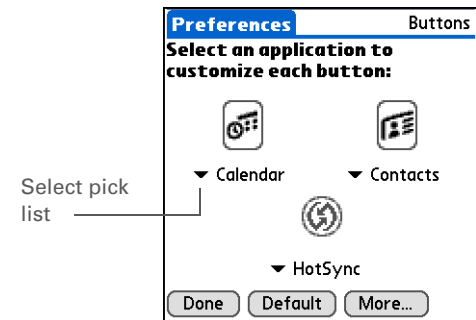
Tired of going to the Home screen to open an application you use frequently? Use the Buttons Preferences screen to reassign the applications associated with the buttons on the front of your handheld.

For example, if you use Photos often, you can assign Photos to a button so that you don't have to scroll through the Home screen whenever you want to use that application.

1

Open Buttons Preferences:

- a. Go to the Home  screen.
- b. Select Prefs .
- c. Select Buttons.



2

Select the pick list under the button you want to reassign, and select the application that you want to assign to that button. Select the pick list under the Sync icon to reassign the Sync icon in the input area.

➤ **Continued**

» Key Term

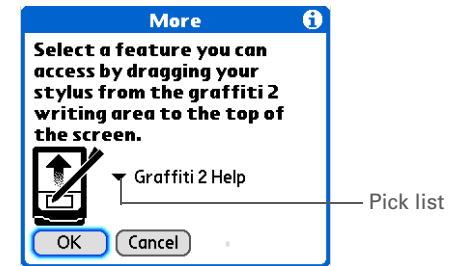
Full-screen pen stroke

A stroke that is drawn from the bottom of the input area to the top of the screen. You can use this stroke as a quick way to do a selected task, such as opening the Graffiti® 2 help screen.

3

Assign the full-screen pen stroke:

- a. Select More.
- b. Select the pick list and select the action you want to assign to the full-screen pen stroke.
- c. Select OK.

**4**

Select Done.

↓ Done

+ Did You Know?

The location you select also appears as the primary location in [World Clock](#).

Setting the date and time



You can set the date, time, and location for all the applications on your handheld that require this information. You can also select the format in which the date, time, and numbers appear.

Selecting a location

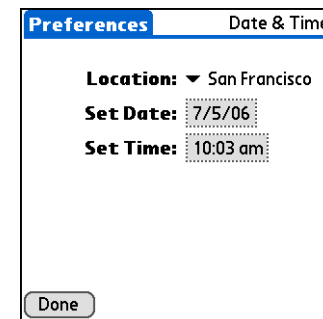
You can set the current date and time based on your location. When you travel to a new time zone, change the Location setting to quickly reset the date and time. Your appointments stay at the time you entered them—no adjustments for time zones. So always enter your schedule based on the time zone you will be in on the day of the event.

1

Open Date & Time Preferences:

- a. Go to the Home  screen.
- b. Select Prefs .
- c. Select Date & Time.

↘ Continued



* **Tip**

You can rename the location to the city where you live. Select the Name field, and then modify the location name.

* **Tip**

If you are synchronizing with Outlook on your computer, you can also **select a time zone** when creating a new event in Calendar

2

Select the location:

- a. Select the Location pick list, and select a city in your time zone. If you found a city in the list, go to step 3.

No nearby city? Select Edit List, and do steps b through e.

- b. Select Add.
- c. Select a city in your time zone, and then select OK.
- d. Select OK again, and then select Done.
- e. Select the Location pick list, and select the city you just added.

Edit Location ⓘ

Name: Bonny Doon

Time Zone: USA (Pacific)

Location: 37°46'N 122°25'W

This location observes Daylight Saving Time

Start: First Sunday of April

End: Last Sunday of October

OK Cancel Done

Name field

3

Select Done.



↓ Done

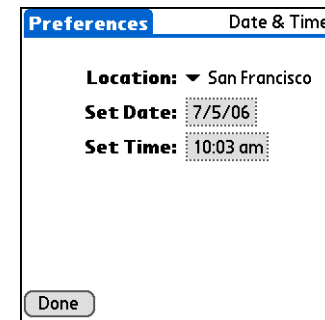
Resetting the date and time

In most cases you won't need to reset the date and time. However, you may need to do this if you do a hard reset on your handheld.

1

Open Date & Time Preferences:

- a. Go to the Home  screen.
- b. Select Prefs .
- c. Select Date & Time.

**2**

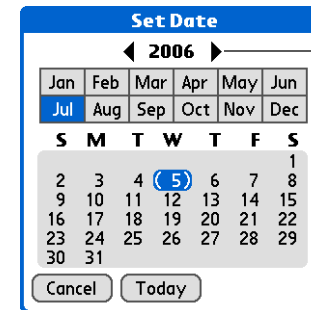
Select the location.

↘ Continued

3

Set the date:

- Select the Set Date box.
- Select the arrows to select the current year.
- Select the current month.
- Select the current date.

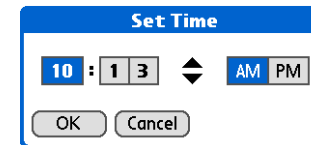


Year
arrows

4

Set the time:

- Select the Set Time box.
- Select the hour and minute boxes, and then select the arrows to change them.
- Select AM or PM, and then select OK.



NOTE If you're using a 24-hour clock format, you won't see the AM and PM options.

5

Select Done.

↓ Done



Selecting formats for dates, times, and numbers

Would you rather see the time displayed in a 24-hour format, or dates that begin with the month or year? Use the Formats Preferences screen to change these settings and to apply them to all the applications on your handheld.

You can quickly choose the preset formats based on geographic regions where you might use your handheld. For example, in the United Kingdom, time often is expressed using a 24-hour clock. In the United States, time is expressed using a 12-hour clock with an AM or PM suffix. You can use the original preset formats or change them based on your personal preferences.

1

Open Formats Preferences:

- a. Go to the Home  screen.
- b. Select Prefs .
- c. Select Formats.

↘ Continued

Preferences	Formats
Preset to:	United States
Time:	HH:MM am/pm 2:36 pm
Date:	M/D/Y 12/8/06 Dec 8, 2006
Week starts:	Sunday
Numbers:	1,000.00
<input type="button" value="Done"/>	

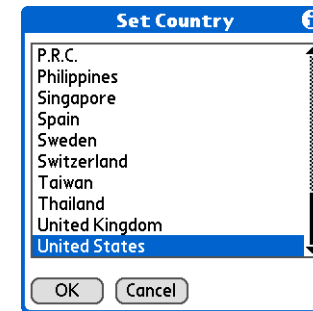
* **Tip**

The country setting changes only the way the date and time look. It doesn't change your handheld's time to that country's time. To do that, go to [Date & Time Preferences](#) or to [World Clock](#).

2

Select a country:

- a. Select the Preset to box to open the Set Country dialog box.
- b. Select a country.
- c. Select OK.

**3**

[&] OPTIONAL Customize any of the following preset formats:

Time Controls whether the time is displayed in 12-hour or 24-hour format and which symbol separates the numbers.

Date Controls the sequence in which the day, month, and year appear and which symbol separates the segments.

Week starts Controls whether applications treat Sunday or Monday as the first day of the week.

Numbers Controls the decimal and thousands separator symbols.

4

Select Done.

↓ Done

* **Tip**
You can't use Note Pad when full-screen writing is turned on.

Customizing the way you enter information



Your handheld lets you choose how you enter information. You can choose the input area—the area where you write Graffiti® 2 characters—choose Graffiti 2 strokes, and create shortcuts to make entering information faster.

Choosing the input area

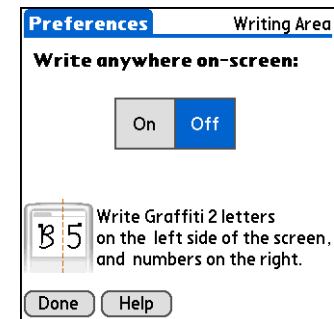
You can write Graffiti 2 characters in the **input area**, or you can turn on Writing Area Preferences and use the full screen for Graffiti 2 writing; you do not have to write in the input area.

1

Open Writing Area Preferences:

- Go to the Home  screen.
- Select Prefs .
- Select Writing Area.

↘ **Continued**



[!] Before You Begin

Turn on Writing Area Preferences as described in the previous section.

*** Tip**

Right after you write a character, your handheld interprets a quick tap on the screen as a period character. If you want to tap a button, either wait a few seconds or temporarily turn off full-screen writing by tapping the shaded box in the lower-right corner. The shaded box changes to a box outline when Writing Area Preferences are off.

2

Tap one of the following, and then select Done:

On Turns on the full-screen writing area. When you select this option, a box appears for you to check if you want to see your strokes as you write.

Off Turns off the full-screen writing area. When you select this option you must use the input area for Graffiti 2 writing.

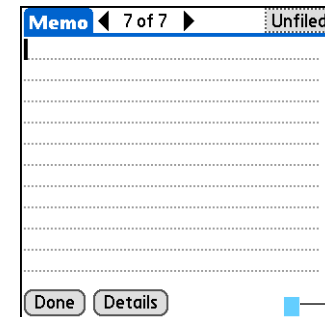
↓ Done

Using the full-screen writing area**1**

Open the entry where you want to enter information:

- a. **Open an application.**
- b. Select a record or tap New.


↘ Continued



Shaded box indicates Writing Area is on

2

Position the cursor where you want the characters to appear, and do any of the following:

- Write lowercase Graffiti 2 letters anywhere on the left side of the screen.
- Write numbers anywhere on the right side of the screen.
- Write uppercase letters in the middle of the screen.
- Write the Punctuation Shift stroke  before writing symbols and other special characters.
- Use buttons and other controls that appear on the screen by tapping and holding the button or control until it activates.



 Done

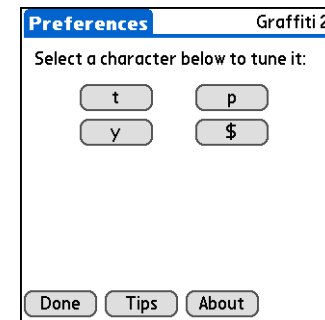
Customizing Graffiti® 2 strokes

There is more than one way to write certain Graffiti 2 characters. Use the Graffiti 2 Preferences screen to select an alternate stroke shape for these characters.

1

Open Graffiti 2 Preferences:

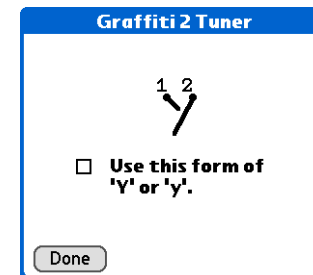
- Go to the Home  screen.
- Select Prefs .
- Select Graffiti 2.



2

Select alternate strokes:

- Tap a character to view its alternate stroke.
- Check the box to use the alternate stroke, and then select Done.



3

Repeat step 2 for each stroke you want to reassign, and then select Done.

 Done

* **Tip**
You may want to add a space character after the last word in your shortcut text. This way, a space automatically follows the shortcut text.

* **Tip**
To learn how to use shortcuts while entering information, see [Writing Graffiti 2 shortcuts](#).

+ **Did You Know?**
Your shortcuts are backed up on your computer when you synchronize.



* **Tip**
The shortcut text can be 45 characters long. That's long enough for a name whose spelling you always forget or a complex email address.

Setting up shortcuts

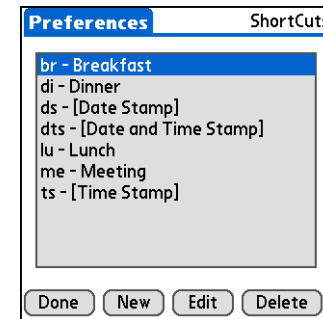
Are you looking for a quicker way to enter information on your handheld? Use shortcuts to define abbreviations for any words, letters, or numbers that you enter often. You can use your shortcuts anywhere you enter info with Graffiti 2 writing.

1

Open ShortCuts Preferences:

- Go to the Home  screen.
- Select Prefs .
- Select ShortCuts.

↘ Continued

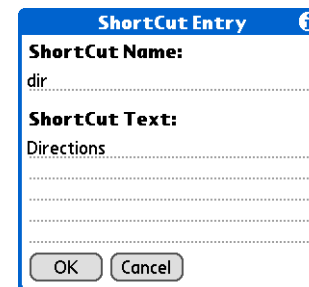


2

Create a shortcut:

- Select New.
- On the ShortCut Name line, enter the abbreviation.
- On the ShortCut Text line(s), enter the text you want to insert when you write the abbreviation.
- Select OK, and then select Done.

↓ Done



*** Tip**



To delete a shortcut, open ShortCuts Preferences and select the ShortCut. Select Delete, select Yes, and then select Done.

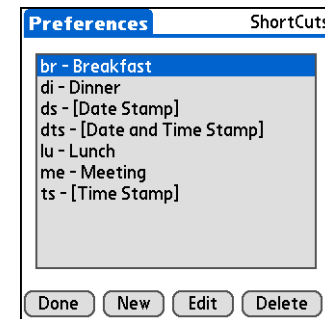
Changing shortcuts

After you create a shortcut, you can modify it at any time.

1

Open ShortCuts Preferences:

- a. Go to the Home  screen.
- b. Select Prefs .
- c. Select ShortCuts.

**2**

Edit the shortcut:

- a. Select the shortcut you want to change.
- b. Select Edit.
- c. Make your changes.
- d. Select OK, and then select Done.

↓ Done

» Key Term

Touchscreen Another name for your handheld's screen and the internal circuitry that enables it to respond appropriately to taps.

* Tip

If your screen is not responding to taps, use the 5-way navigator to open Touchscreen Preferences.

» Key Term



Calibration The process of aligning your handheld's touch-sensitive screen so that when you tap an element on the screen, your handheld detects exactly what you want it to do.

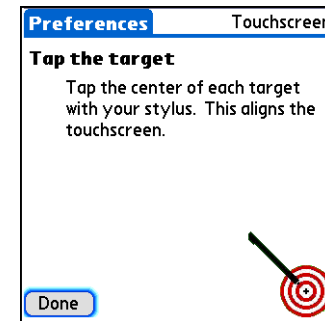
Correcting problems with tapping

Is your screen not responding to taps? Are you getting unexpected results when you tap? For example, when you tap the number keyboard icon, does the Find dialog box open instead? If this happens, it's time to align the screen.

1

Open Touchscreen Preferences:

- a. Go to the Home  screen.
- b. Select Prefs .
- c. Select Touchscreen.



2

Tap the targets on the screen as precisely as possible, and then select Done.

NOTE You need to tap at least three targets—maybe more if you don't tap carefully.

 Done



* **Tip**
 You can choose different types of sounds for Calendar, Tasks, and World Clock. Go to the application, **open the Options menu**, and then select Preferences.

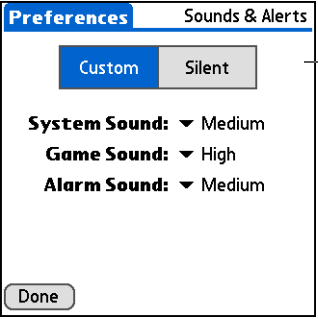
Selecting sound settings

Are sounds too soft or too loud? Set the volume levels for the system, game, and alarm tones, or turn sounds off altogether with the Silent profile.

1

Open Sounds & Alerts Preferences:

- a. Go to the Home  screen.
- b. Select Prefs .
- c. Select Sounds & Alerts.



Profile boxes


2

Select Custom or Silent.

3

If you selected Custom in step 2, select the System Sound, Game Sound, and Alarm Sound pick lists and select the volume level for each sound; then select Done.

If you selected Silent in step 2, select Done.

 Done

+ Did You Know?

If you **use Security Preferences** to turn off and lock your handheld with a password, your owner info appears when you select the Owner button the next time you turn on your handheld.

* Tip



If you assigned a password in Security Preferences, you must select Unlock and enter your password to change your owner info.

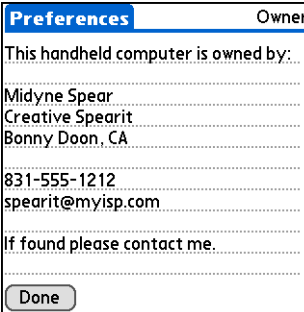
Entering your owner information

It's a good idea to enter information that could help someone contact you if you ever lose your handheld (if there's enough battery power to turn it on). By default, the Owner Preferences screen contains the information you entered when you installed the software installation CD and set up your handheld, but you can update or add to this information. Owner information does not include your username or passwords.

1

Open Owner Preferences:

- a. Go to the Home  screen.
- b. Select Prefs .
- c. Select Owner.



2

Modify or enter the text, and then select Done.

 Done

Conserving battery power

You can save battery power by adjusting the Power Preferences settings, and by turning Keylock on to prevent your handheld from turning on accidentally.



NOTE The memory on your handheld is designed to store your information even if the battery becomes drained to the point that you cannot turn on your handheld. When you recharge your handheld, all of your existing information reappears.

Selecting power-saving settings

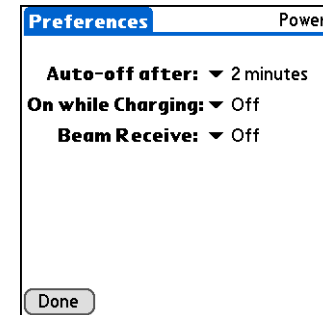
The Power Preferences screen enables you to set power consumption options.

1

Open Power Preferences:

- a. Go to the Home  screen.
- b. Select Prefs .
- c. Select Power.

↙ Continued



2

Select the pick lists to change any of the following settings, and then select Done.

Auto-off after Select how quickly your handheld automatically turns off after a period of inactivity: 30 seconds, 1 minute, 2 minutes, or 3 minutes.

On while Charging Select whether your handheld stays on continuously when it is connected to the AC charger. When this option is off, you can still turn on your handheld to view your info while your handheld charges, but it turns off automatically after a period of inactivity.

Beam Receive Select whether you can receive beamed information on your handheld. Turn this setting on to receive beamed info, or turn it off to prevent receiving beamed info.

 Done

* **Tip**

When Keylock is on, your handheld does not respond when you press the buttons on the front of your handheld. To use your handheld again, press the power button and then tap Deactivate Keylock.

+ **Did You Know?**



You can use **Owner Preferences** to enter your name, address, and phone number. If you also turn on **Security settings**, your Owner info appears when you turn on your handheld. This could help someone contact you if you ever lose your handheld.

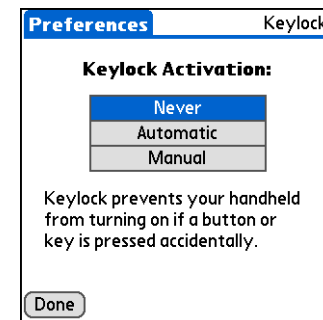
Preventing your handheld from turning on by accident

Does your handheld turn itself on accidentally in your briefcase, pocket, or purse? You can lock the buttons on the front of your handheld to prevent this from happening to avoid draining the battery.

1

Open Keylock Preferences:

- a. Go to the Home  screen.
- b. Select Prefs .
- c. Select Keylock.



2

Select one of these settings, and then select Done.

Never Keylock always remains off.

Automatic Keylock turns on automatically when you turn off your handheld or when your handheld goes to sleep.

Manual Keylock turns on when you hold down the power button until the system sound confirms that Keylock is on.

↓ Done

» Key Term

ISP Acronym for Internet service provider. This is the service you use to connect to the Internet, such as AOL, CompuServe, or Earthlink.

+ Did You Know?

You cannot rename or delete the preset connection settings.

Connecting your handheld to other devices

Connection Preferences lets you connect your handheld to other devices. You can use preset connection settings, modify the preset settings, or create your own connection settings from scratch. The list of preset connections varies depending on the applications you've added to your handheld.



For example, you can create a connection between the IR port of your handheld and a modem so that you can dial in to your ISP or corporate network.

Changing the preset connection settings

The following steps show you how to adjust the communication speed in the preset IR to a PC/Handheld connection setting. You can similarly edit other connections or settings.

1

Open Connection Preferences:

- a. Go to the Home  screen.
- b. Select Prefs .
- c. Select Connection.

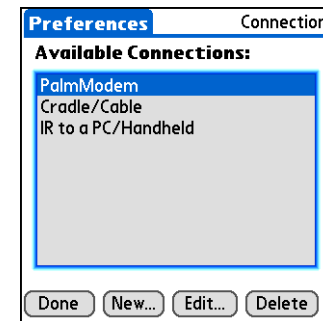
↘ Continued

2

Open the Edit Connection dialog box:

- a. Select the PalmModem connection.
- b. Select Edit.

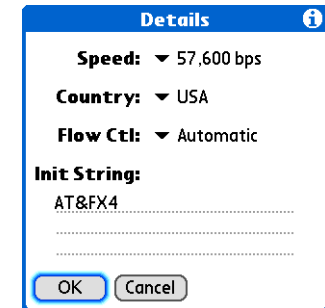
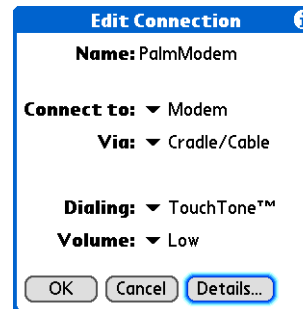
↘ Continued



3

Change the speed setting:

- a. Select Details.
- b. Select the Speed pick list and select the appropriate speed.
- c. Select OK.
- d. Select OK again, and then select Done.



↓ Done



* **Tip**
To delete a connection that you created, select it on the Connection Preferences screen, and then select Delete.

Creating your own connection settings

If none of the preset connection settings are close to what you need, or if you're already using all the connections as they are, you can create a new connection.

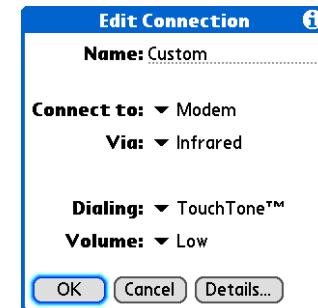
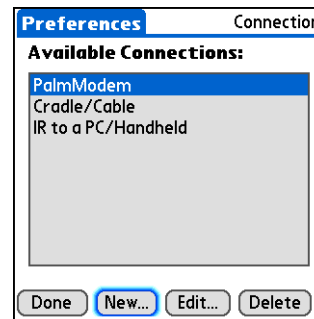
1

Open Connection Preferences:

- a. Go to the Home  screen.
- b. Select Prefs .
- c. Select Connection.

2

From the Connection Preferences screen, select New.



↘ Continued

3

Enter the basic settings:

Name Enter a name for your connection. This name will appear on the Connection Preferences screen so that you can select your connection later.

Connect to Select the type of device you want to connect to: PC or Modem.

Via Select the method you want to use to connect to the device you selected: Cradle/Cable—the USB sync cable that came with your handheld; Infrared—the IR port on your handheld.

NOTE The Dialing and Volume settings won't appear unless you select Modem as the Connect to setting.

Dialing Select whether your modem uses TouchTone™ or Rotary dialing.

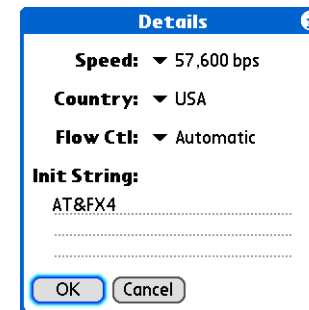
Volume Select the volume level for your modem's speaker: Off, Low, Medium, or High.

↘ **Continued**

4

Enter the details settings:

- a. Select Details.
- b. Select the Speed pick list and select the appropriate speed.
- c. Select the Flow Ctl pick list and select whether the connection uses flow control:



Automatic Your handheld determines when to use flow control.

On Flow control is always on.

Off Flow control is always off.

- d. For a modem connection, enter the initialization string.
- e. Select OK.

5

Select OK again, and then select Done.

↓ Done

Tips & Tricks

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palm.com/myZ22.

Support

If you're having problems with customization or with anything else on your handheld, go to www.palm.com/support.

Related topics

Click a link below to learn about these related topics:

Your Handheld

Locating the input area and other controls on your handheld

Moving Around

- Opening applications
- Using menus

Entering Information

- Using Graffiti 2 writing to enter information
- Using shortcuts to quickly enter text phrases

Privacy

Keeping information private by locking your handheld with a password

Categories

Creating categories so you can organize your applications and information

World Clock

Viewing the date and time in other cities

Maintaining Your Handheld

Your handheld is designed to be rugged and reliable and to provide you with years of trouble-free service. Taking care of your handheld helps keep it working properly and ensures that it's available when you need it.

Handheld do's and don'ts

To protect your handheld from damage and ensure reliable performance, follow these guidelines.

Handheld do's

- Always store your handheld in the included pouch when not in use.
- Use only the stylus to tap the screen—no pens, pencils, paper clips, or other sharp objects.
- Use only the supplied AC charger to charge your handheld.
- **Keep the battery charged.**
- Keep the screen free of dust (or anything else that could make it dirty).
- For general cleaning, use a soft, damp cloth. If the screen becomes dirty, use a soft cloth moistened with a diluted window-cleaning solution.
- Be sure to **get rid of any static electricity buildup** before you connect your handheld to any cable or accessory.
- **Synchronize** often to maintain a backup copy of your important information on your computer.

Handheld don'ts

[!] IMPORTANT Do not open your handheld for any reason. There are no user-serviceable parts inside. Attempting to open your handheld voids the warranty on your handheld.

- Do not drop, bang, or otherwise cause a strong impact to your handheld.
- Do not carry your handheld in your back pocket; you might sit on it by mistake.
- Do not let your handheld get wet; don't even leave it in a damp location.
- Do not expose your handheld to very hot or cold temperatures, including placing it near a heater, leaving it in the trunk of a car, or setting it by a window in direct sunlight.
- Do not carry or use your handheld at extremely high altitudes, unless you're in an airplane.

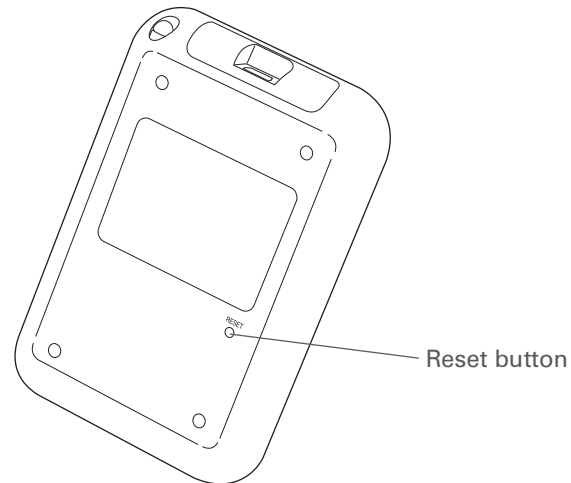
Resetting your handheld

On rare occasions your handheld may not respond when you press a button or tap the screen. In this case, you need to reset your handheld.

Doing a soft reset

A soft reset tells your handheld to stop what it's doing and start over again. None of your information will be lost. After a soft reset, a screen appears that lets you reset the date and time, if needed.

To do a soft reset, use the tip of the stylus to gently press the reset button on the back of your handheld.



If your handheld does not respond after a soft reset, you need to do a hard reset.

Doing a hard reset

Only do a hard reset if a soft reset doesn't solve your problem, or if you want to clear all of your information from your handheld.

[!] IMPORTANT A hard reset deletes all records and entries stored on your handheld, including the username that identifies the handheld. This is another reason why it's important to synchronize often, so you have an up-to-date backup of your information available. Before you do a hard reset, be sure to synchronize.

1

Press and hold the power button.

2

While holding the power button, use the tip of the stylus (or a similar object *without* a sharp tip) to gently press and release the reset button inside the hole on the back of your handheld.

3

Wait for the Palm Powered™ logo to appear, and then release the power button.

4

When you see the message that warns you about erasing all of the info on your handheld, do one of the following:

- Press Up on the 5-way navigator to finish the reset and show the touchscreen.
- Press any other button to do a soft reset.

↘ **Continued**

5

When prompted, tap to align the screen, and then select the language you want to use on your handheld. A screen appears showing the Palm logo and a progress bar.

- Tap the center of the target
- Tippen Sie auf die Mitte des Ziels
- Toque en el centro del blanco
- Appuyez sur le centre de la cible
- Toccare il centro del bersaglio
- Toque no centro do alvo

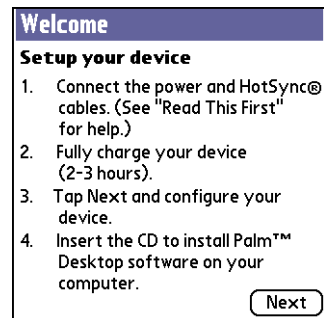


English	Select Language
Deutsch	Sprache auswählen
Español	Seleccionar idioma
Français	Sélection de la langue
Italiano	Seleziona lingua
Português	Selecione idioma

6

When the Welcome screen appears, the hard reset is complete. Follow the instructions to set up your handheld.

↓ Done




Restoring your information after a hard reset

If you synchronized before doing a hard reset, you can now put that information back on your handheld. However, you may need to re-enter some of your **personal settings**, as well as your **color-coded categories** in Calendar.

WINDOWS ONLY

1

Open the Custom menu in the HotSync® application:

- a. Click the HotSync manager  icon in the taskbar in the lower-right corner of your computer screen.
- b. Click Custom.

2

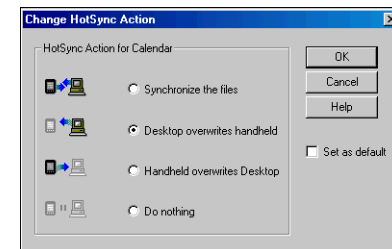
Select the correct username from the list at the top of the box.

↘ Continued

3

Set the transfer options:

- a. Select an application in the Conduit list, and then click Change.
- b. Select Desktop overwrites handheld.



NOTE This change applies only to the next synchronization.

- c. Click OK.

4

Repeat step 3 for the other applications in the list that you want to restore, and then click Done.

5

Synchronize your handheld with your computer.

↓ Done

My Handheld

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palm.com/myZ22.

Support

If you're having problems with resets or with anything else on your handheld, go to www.palm.com/support.

Related topics

Click a link below to learn about these related topics:

Moving Info

Creating a backup of your information

Customizing

Customizing your handheld again after doing a hard reset

Common Questions

Although we can't anticipate all the questions you might have, this chapter provides answers to some of the most commonly asked questions.

Setup

Nothing happens when I insert the CD.

WINDOWS ONLY

1. Click Start on your computer, and then select Run.
2. Click Browse and navigate to your CD-ROM drive.
3. Select Autorun, click Open, and then click OK.

I cannot install Palm® Desktop software.

WINDOWS ONLY

- Disable any virus-scanning software on your computer.
- Close any open applications.
- Make sure your computer has at least 170MB of disk space available.
- Delete all temporary files.

- Run ScanDisk (or another disk verification tool) on your computer.
- Install the latest Windows software updates to your computer.
- If you are upgrading from an older Palm Powered™ device, remove any previous version(s) of Palm® Desktop software by clicking Start, navigating to Settings, and clicking Control Panel. Click Add or Remove Programs.
- Uninstall and then reinstall the current version of Palm Desktop software.


MAC ONLY

- Disable any virus-scanning software on your computer.
- Quit any open applications.
- Make sure your computer has at least 190MB of disk space available.
- Install the latest Mac software updates to your computer.
- If you are upgrading from an older Palm Powered device, remove any previous version(s) of Palm Desktop software.
- Uninstall and then reinstall the current version of Palm Desktop software.

Handheld

[!] IMPORTANT Do not open your handheld; there are no serviceable parts inside. Opening your handheld voids the warranty and is not recommended under any circumstances.

I want to see how much battery life I have left.

A battery icon  appears at the top of the Home screen. Check the icon periodically to see if your handheld needs to be recharged. If the battery becomes low, a message appears on the screen prompting you to recharge the battery.

I'm not sure when I need to recharge my handheld.

We recommend that you recharge your handheld for at least half an hour every day. Ideally, connect your handheld to a power source every night and recharge it while you sleep.

My battery is drained.

The memory on your handheld is designed to store your information even if the battery becomes drained completely. When you recharge your handheld, all of your existing information should appear.

My battery drains too quickly.

You can conserve battery life by doing any of the following:

- **Adjust the screen brightness.**
- **Reduce the Auto-off setting.**
- **Use Keylock to prevent your handheld from turning on by accident.**
- Respond to or cancel alerts promptly.

*** Tip**

After a soft reset, the Preferences screen appears with the Date & Time option highlighted so you can reset the date and time if necessary.

When I connect my handheld to the AC charger, it does not charge.

- Confirm that your handheld is firmly connected to the AC charger.
- Confirm that your AC charger is plugged into an AC outlet that has power.

A lightning bolt over the battery icon indicates that your handheld is charging. If your battery is completely drained, you'll need to charge it for a few minutes before you can turn it on and see the battery icon.

My handheld is not responding.

On rare occasions your handheld may not respond when you press a button or tap the screen. If this happens, first check that **Keylock** is not turned on.

If Keylock is off and your handheld is still not responding, you need to reset your handheld. A **soft reset** tells your handheld to stop and start over again. This does not affect any of the information or applications on your handheld.

If your handheld does not respond after a soft reset, you need to **perform a hard reset**.

If your handheld still does not respond after a reset, check your third-party applications for **incompatible applications**.

I don't see anything on my handheld's screen.

- Press an application button to ensure that your handheld is turned on.
- If your handheld was exposed to cold, make sure it is at room temperature.
- Charge your handheld.
- **Perform a soft reset**. If your handheld still doesn't turn on, **perform a hard reset**.

My handheld keeps turning itself off.

Your handheld is designed to turn itself off after a period of inactivity. This period can be set at 30 seconds or at one, two, or three minutes. Check the Auto-off after setting on the **Power Preferences** screen.

My handheld is not making any sounds.

Check the **System, Alarm, and Game Sound** settings.

I get a blank screen when I reset my handheld.

It takes a little while for your handheld to reset when you press the reset button. During a soft reset, you see a progress bar, then a screen with the Palm Powered™ logo. Resetting is complete when the **Date & Time Preferences** screen appears.

The current date and time are incorrect.

The current date and time are tied to the Location setting. If you **change the date and time** without **changing the Location setting**, the current date and time may appear incorrect.

Moving around

I can't find the icon I want on the Home screen.

- Select the category pick list in the upper-right corner of the Home screen and select All. You may need to scroll down a bit, but you should see an icon for each of the applications on your handheld.
- Some of the applications that come with your handheld are not preinstalled. You need to **install these extra applications from the software installation CD**.

Entering information

My handheld doesn't respond to taps correctly.

If your handheld is not responding to taps correctly, you need to align the screen.

When I tap Menu in the input area, nothing happens.

- Tap the upper-left corner of the screen to try to open the menus.
- Align the screen and try tapping Menu again.
- If nothing happens, you may be in an application or screen that does not use menus. Switch to a different application and try tapping Menu. If it works in the second application, then the first does not use menus.
- If tapping Menu does not work in the second application, try aligning the screen again.

I can't get my handheld to recognize my handwriting.

For your handheld to recognize handwriting input with the stylus, you need to use Graffiti® 2 writing. Use the Graffiti 2 help to learn how to write characters.

NOTE Your handheld recognizes strokes entered with the stylus other than Graffiti 2 strokes in the Note Pad application only.

- Make the Graffiti 2 character strokes in the Graffiti 2 input area, not on the display part of the screen. If you want to write on the display part of the screen, turn full-screen writing on.
- Write Graffiti 2 strokes for lowercase letters in the left side, strokes for capital letters in the middle, and strokes for numbers in the right side of the Graffiti 2 writing area.
- Make sure that Graffiti 2 writing is not in shift mode or in Punctuation Shift mode.

The info I entered does not appear in an application.

- Check the Categories pick list in the upper-right corner of the Home screen. Select All to display all the records for the application.
- Did you set private records to be hidden? Check **Security Preferences** to see that Private Records is set to Show private records.
- Open the Options menu and select Preferences. Make sure Show Completed Tasks is selected.

I don't know how to save the info I entered in an application.

Each time you complete an entry such as a contact, memo, or note, your handheld automatically saves the information you entered. You don't have to do anything special to save your info. To protect your info and create a backup of your info, **synchronize** often to back up the info on your handheld to your computer.

* **Tip**

Need more help with synchronizing your handheld? Open Palm Desktop software, go to the Help menu, and select HotSync Online Troubleshooting Guide.


Synchronizing

I can't synchronize my handheld with my computer.

NOTE You must install the software installation CD before you can synchronize.

- Make sure the USB sync cable is connected securely.
- Make sure the date on your computer matches the date on your handheld.
- Read the HotSync log for the user account for which you are synchronizing.

WINDOWS ONLY

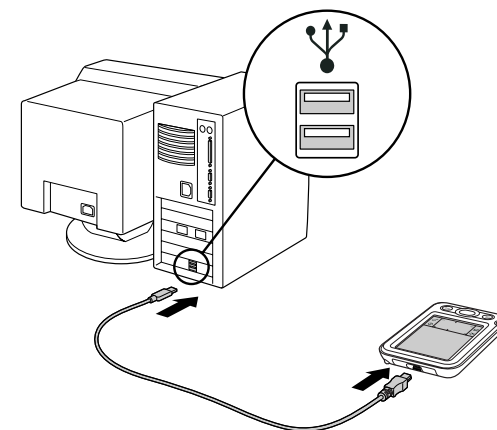
Click the HotSync manager  icon in the Windows taskbar in the lower-right corner of your screen. Make sure Local USB has a checkmark next to it. If not, click it.



NOTE If you don't see the HotSync manager icon, click Start in the Windows taskbar, and then select Programs. Go to the Palm program group and select HotSync manager.

MAC ONLY

- Make sure HotSync manager is enabled: Open the Palm folder and double-click the HotSync manager icon. On the HotSync Controls tab, be sure Enabled is selected. If it is not, click it.
- Disconnect the USB sync cable from your computer, and then reconnect the cable and restart your computer.



[!] Before You Begin

You must have completed CD installation and chosen Palm Desktop software as your desktop application for synchronization in order to switch to Outlook. Note that you can choose Outlook as your synchronization software for Contacts, Calendar, Tasks, and Memos during CD installation.

When I synchronize, nothing happens on Palm Desktop software, and my handheld times out.

- **Perform a soft reset.**
- Make sure that **HotSync manager is running** on your computer.
- Make a copy of the folder containing your information. This folder is named with either your full username or a shortened version of the name. Uninstall and then reinstall Palm Desktop software.

Turn on your handheld, and go to the Home  screen. Select HotSync , and then select Local.

I want to change from synchronizing my handheld with Palm Desktop software to synchronizing with Outlook.**WINDOWS ONLY**

During CD installation, you chose a desktop software application to synchronize with your handheld. You may have chosen Palm Desktop software at that time. But if Microsoft Outlook already contains all of your contacts, appointments, tasks, and notes, you can change your synchronization method so that your handheld synchronizes with Outlook instead. You can also change from Outlook to Palm Desktop software.


NOTE If you choose to synchronize with Outlook, info from Contacts, Calendar, Tasks, and Memos is synchronized with info in the corresponding application in Outlook. (Memos is called Notes in Outlook.) Other info, such as notes, is synchronized with info in Palm Desktop software.

1. Insert the CD into your computer.
2. Select Change your synchronization method.
3. Follow the onscreen instructions for the desktop software you want to use.

I can't synchronize my handheld with Microsoft Outlook.

WINDOWS ONLY

NOTE If you choose to synchronize your handheld with Outlook, information from Contacts, Calendar, Tasks, and Memos is synchronized with info in the corresponding application in Outlook. (Memos is called Notes in Outlook.) Other information, such as notes, is synchronized with info in Palm Desktop software.

- Click the HotSync manager icon  and select Custom. Check the following:
 - Make sure that you have the correct username selected from the drop-down list.
 - Make sure that the applications you want are set to synchronize the files. If not, select each application, click Change, and then choose Synchronize the files.
 - Make sure that the correct application name is selected. For example, the older version of Calendar was called Date Book. If you have upgraded from an older handheld, make sure that Calendar is set to Synchronize the files, and Date Book is set to Do Nothing.
 - If you synchronize your handheld with more than one computer, click Settings and select Enable synchronization to multiple PCs for each application you want to synchronize. This helps avoid duplicating the same information on a single computer.

NOTE Check the Set as default box to use this setting each time you synchronize. Otherwise, it applies during the next synchronization only.


- Be sure that the application you want is installed. Reinstall HotSync manager and make sure that the application is selected.
- Reinstall Palm Desktop software and select the option to synchronize with Microsoft Outlook.

Some of my applications do not synchronize.


If you have synchronized successfully but you can't find the information from your handheld on your computer, check to see that you have the correct username selected for viewing information.

NOTE If you upgraded from a previous handheld, go to www.palm.com/support, select your country, select the Palm® Z22 handheld from the main page, and click the Upgrade link.

WINDOWS ONLY

Click the HotSync manager icon  in the lower-right corner of your screen, and then select Custom. Check that the application is set to synchronize the files. If it is not, select the application, click Change, and then select Synchronize the files. Check the Set as default box to use this setting each time you synchronize. Otherwise, it applies during the next synchronization only.

MAC ONLY

Double-click the HotSync manager icon  in the Palm folder. From the HotSync menu, select Conduit Settings. Select your username from the User pop-up menu, and be sure that the application is set to synchronize.

I can't open HotSync manager.

On a Windows computer, **uninstall Palm Desktop software** from your computer, and then reinstall the software from the software installation CD.

On a Mac computer, just reinstall Palm Desktop software.

When I synchronize, I receive the 8009 error message: An application has failed to respond to a HotSync notification.**WINDOWS ONLY**

The 8009 error indicates that the Windows registry is corrupt. You need to rebuild the HotSync manager registry entries. For information on rebuilding the registry entries, go to www.palm.com/support and search the Palm Knowledge Library for "error 8009."

My files didn't install during synchronization.

If files do not install after you synchronize, the file type was not recognized. On your handheld, open the application associated with those files. Then synchronize again. If the files remain in the Quick Install list on your computer (Windows only), they are not associated with an application on your handheld and cannot be installed.

I can't add more files to the Quick Install list.

Make sure the dialog box that confirms where the files will be installed is closed. You cannot add more files to the list when the confirmation dialog box is open.

When I add a zipped file (ZIP) to Quick Install, some of the files don't appear in the Quick Install list.

Unzip the file with a file compression utility, such as WinZip, and then add the unzipped files to Quick Install.

I want to synchronize my computer with more than one handheld.

If the computer running Palm Desktop software synchronizes with more than one handheld, each handheld should have a unique name. Synchronizing more than one handheld with the same username causes unpredictable results and, potentially, loss of your personal information. Assign a username to your handheld the first time you synchronize.

If you are synchronizing with Outlook, make sure the right profile is selected for the applications you want to synchronize in HotSync manager. In Palm Desktop software, click HotSync, and then select Custom.

Calendar

I selected the Today button, but it does not show the correct date.

Make sure the Set Date box on the **Date & Time Preferences** screen displays the current date.

I created an event, but it doesn't appear in Week View.

- If scroll arrows appear on the right of your screen, scroll down to see if the event appears farther down the screen.
- If you have two or more events with the same start time, the events appear as multiple bars starting at the same time in Week View. To see the overlapping events, select the individual bars, or select Day View. For more information, see [Finding events that overlap](#).
- If you marked the event as private, check [Security Preferences](#) to see that Private Records is set to Show private records.

Time zones don't appear on my Palm Desktop software.

Palm Desktop software does not recognize time zones. Only Outlook recognizes times zones.

I set the global time zone preference, but only some of my events are responding to my time zone change.

Only new events created after the preference is set are affected. The events you created earlier without time zones do not have the time zone set. You can [edit the earlier events to include a time zone](#).

I created my event with a time zone, but only that event is responding to my time zone change.

When you create an event with a time zone setting, only that event is affected. To have all events automatically include a time zone setting, [set the New events include time zones preference](#).

Memos

I'm having problems listing memos the way I want to see them.

If you cannot manually arrange the order of memos on the list screen, open the Options menu and select Preferences. Make sure that Sort by is set to Manual.

If you choose to view your memos alphabetically on Palm Desktop software and then synchronize, the memos on your handheld still appear in the order defined in the Preferences setting. In other words, the sort settings you use with Palm Desktop software are not transferred to your handheld.

Note Pad

I'm having problems listing notes the way I want to see them.

If you cannot manually arrange the order of notes on the list screen, select Preferences from the Options menu and make sure that Sort by is set to Manual.

If you choose to view your notes alphabetically on Palm Desktop software and then synchronize, the notes on your handheld still appear in the order defined in the Preferences setting. In other words, the sort settings you use with Palm Desktop software are not transferred to your handheld.

Photos

I am having trouble copying photos to my handheld.

For complete information on copying photos and using the Photos application, double-click the Photos icon on your computer desktop, click Help from the menu bar, and then select User Guide (Windows only).

Tasks

The info I entered does not appear in an application.

- Open the Options menu and select Preferences. If Show Completed Tasks is selected, deselect it to display the missing tasks.
- If you marked the task as private, check **Security Preferences** to see that Private Records is set to Show private records.

Privacy

I've made records private, but I can't remember my password to display them.

First, use the password hint to try to remember the password. If this doesn't help or if you do not have a password hint, you can use **Security Preferences** to delete the password, but your handheld deletes all entries marked as private. However, if you synchronize before you delete the password, the synchronization process backs up all entries, whether or not they are marked private. Then you can follow these steps to restore your private entries:

1. In Security Preferences, tap in the password box and enter a guess at the password.
2. In the dialog box that appears, select Lost Password.
3. Select Delete Password to remove the password and delete all private records.
4. Synchronize your handheld with your computer again.

I forgot the password, and my handheld is locked.

First, use the password hint to try to remember the password. If this doesn't help or if you do not have a password hint, you must **perform a hard reset** to continue using your handheld. Performing a hard reset deletes all of the information on your handheld. To protect your info and create a backup of your info, **synchronize** to back up the contents of your handheld to your computer often.

Beaming

I can't beam information to another handheld or other device.

NOTE Depending on the receiving handheld model, not all information may be sent correctly.

- If you are beaming to another Palm Powered™ device, confirm that your handheld and the other handheld are 4 to 39 inches (approximately ten centimeters to one meter) apart and that the path between the two handhelds is clear of obstacles. Beaming distances to other devices with an IR port may be different.
- Move your handheld closer to the receiving device.
- Make sure the receiving device has **beam receive enabled**.
- **Perform a soft reset** on both your handheld and the receiving device.
- Avoid beaming in bright sunlight or fluorescent light. These produce infrared noise that can make beaming go slower or, in some cases, prevent it from working at all.

When someone beams information to my handheld, it doesn't receive the info.

- If you are receiving info from another Palm Powered device, confirm that your handheld and the other handheld are 4 to 39 inches (approximately ten centimeters to one meter) apart and that the path between the two handhelds is clear of obstacles. Beaming distances to other devices with an IR port may be different.
- Move your handheld closer to the sending device.
- Make sure your handheld has **beam receive enabled**.
- **Perform a soft reset** on both your handheld and the beaming device.

When someone beams information to my handheld, I get a message telling me it is out of memory.

- Your handheld requires at least twice the amount of memory available as the info you are receiving. For example, if you are receiving a 30KB application, you must have at least 60KB free.
- **Purge old Calendar events** and **delete unused or unnecessary applications**.

Problems with incompatible applications

Palm, Inc. works with developers of third-party add-on applications to ensure the compatibility of these applications with your handheld. Some third-party applications, however, may not have been upgraded to be compatible with your handheld.

Possible symptoms of incompatible applications include:

- Fatal errors needing resets
- Nonresponsive handheld requiring a reset

- Slow performance
- Abnormal screen display or uneven sound quality
- Problems opening an application
- Problems synchronizing

You can determine whether an incompatible application is causing problems by **deleting the application** and then operating your handheld.

After you have deleted the application, try to replicate the operation that created the error. If removing the application solves your problem, contact the application developer for a solution. Also, go to www.palm.com/us/support/contact/incompatible_apps.html to provide feedback to Palm on the application.

Finding a third-party application that is causing a problem

If you have multiple third-party applications installed on your handheld or have upgraded from an earlier model of a Palm Powered device, perform the following procedure to remove all third-party applications from your handheld. Once you have removed all of the third-party applications, you can install one application at a time to determine which application is causing the problem.

The following procedures erase all information from your handheld. Before removing the applications, **synchronize** to back up the contents of your handheld to your computer.

1. On a Windows computer, open the Palm folder on your computer, and then open the user folder for your handheld. User folder names are often abbreviated as last name, first initial. On a Mac computer, locate the folder Home/Documents/Palm/Users/<handheld name>/Backups.
2. Select and drag the Backup folder to the desktop. Make sure you see the Backup folder on the desktop.
3. On a Windows computer, close the Palm folder.
4. **Perform a hard reset**, and then synchronize your handheld with your computer to restore info to your handheld.

5. Operate your handheld and try to replicate problem operations.
6. Do one of the following:
 - If your handheld still has problems, review this Common Questions section for solutions to the problem. Fix the problem before reinstalling the third-party applications.
 - If your handheld no longer has problems, install the third-party applications one application at a time using the following procedure:
 - a. Open the Backup folder you moved to the desktop in step 2.
 - b. Double-click a PRC file. On a Windows computer, the Quick Install window opens with the PRC file listed. On a Mac computer, the HotSync manager window opens with the PRC file listed.

NOTE Alternatively, on a Mac computer, you can drag the PRC file to the Send To Handheld droplet instead of double-clicking it.
 - c. Click Done.
 - d. Synchronize your handheld with your computer.
 - e. Operate your handheld and try to replicate problem operations.
 - f. Do one of the following:
 - If installing the application re-creates your problem, remove the application and contact the application developer for a solution. Continue to reinstall your applications one application at a time to make sure another application is not creating a problem.
 - If installing the application does not cause a problem, go to step a and reinstall another application.
 - g. Go to www.palm.com/us/support/contact/incompatible_apps.html to provide feedback to Palm on the application.

NOTE Some applications use more than one PRC file. You should continue to check each PRC file even if you identify one associated with an application that is causing a problem on your handheld, since that application may use other PRC files.

Getting Help

This guide is meant to tell you everything you need to know to set up, customize, and use your handheld. However, you may occasionally run into an issue that is not addressed in this guide. Here are some resources to help you if that happens.

Self-help resources

If you run into a problem with your handheld, be sure to check these resources first:

- Answers to **common questions** about your handheld and its features
- The Palm® Desktop online Help
- The *Palm Desktop Software for the Macintosh User's Guide* located in the Documentation folder on your installation CD
- The Palm® Knowledge Library, accessible at **www.palm.com/support**
- The most recent Palm® Z22 handheld HelpNotes on your regional website


Technical support

If, after reviewing the self-help resources, you cannot solve your problem, go to www.palm.com/support or send an email to your regional Technical Support office.

Before requesting technical support, please experiment a bit to reproduce and isolate the problem. When you do contact Technical Support, please provide the following information:

- The name and version of the desktop operating system you are using
- The actual error message or state you are experiencing
- The steps you take to reproduce the problem
- The version of handheld software you are using and available memory

To find version and memory information, follow these steps:

1. Go to the Home  screen.
2. **Open the menus.**
3. Select Info from the App menu.
4. Select Version for version info, and Size for memory info.

Product Regulatory Information

FCC Statement

This device complies with part 15 of the FCC rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

The use of shielded I/O cables is required when connecting this equipment to any and all optional peripheral or host devices. Failure to do so may violate FCC rules.

[!] IMPORTANT Changes or modifications not covered in this manual must be approved in writing by the manufacturer's Regulatory Engineering Department. Changes or modifications made without written approval may void the user's authority to operate this equipment.

Responsible Party:

Palm, Inc.
950 W. Maude Ave.
Sunnyvale, California 94085-2801
United States of America
(408) 617-7000



Canadian ICES-003 Statement

This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Cet appareil numérique de la classe B respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.



CE Compliance Statement

This product was tested by Palm, Inc. and found to comply with all the requirements of the EMC Directive 89/336/EEC as amended.

Battery Warning

Do not mutilate, puncture, or dispose of batteries in fire. The batteries can burst or explode, releasing hazardous chemicals. Discard used batteries according to the manufacturer's instructions and in accordance with your local regulations.

Varning

Eksplotionsfara vid felaktigt batteribyte. Använd samma batterityp eller en ekvivalent typ som rekommenderas av apparattillverkaren. Kassera använt batteri enligt fabrikantens instruktion.

Advarsel!

Lithiumbatteri—Eksplotionsfare ved fejlagtig håndtering. Udskiftning må kun ske med batteri af samme fabrikat og type. Levér det brugte batteri tilbage tilleverandøren.

Varoitus

Paristo voi räjähtää, jos se on virheellisesti asennettu. Vaihda paristo ainoastaan valmistajan suosittelemaan tyyppiin. Hävitä käytetty paristo valmistajan ohjeiden mukaisesti.

Advarsel

Ekspløsjonsfare ved feilaktig skifte av batteri. Benytt samme batteritype eller en tilsvarende type anbefait av apparatfabrikanten. Brukte batterier kasseres i henhold til fabrikantens instruksjoner.

Waarschuwing!

Bij dit produkt zijn batterijen geleverd. Wanneer deze leeg zijn, moet u ze niet weggooien maar inleveren als KCA.

Uwaga

Nie kroić lub przekłuwać baterii, ani nie wrzucać ich do ognia. Mogą się rozerwać lub wybuchnąć wydzielając trujące środki chemiczne. Zużytych baterii należy pozbywać się w sposób opisany przez producenta i zgodnie z miejscowymi przepisami.

אזהרה
יש סכנת התפוצצות אם מחליפים את הסוללה בצורה לא נכונה.
יש להחליף את הסוללה בסוללה זהה או דומה, בהתאם להמלצת היצרן.
יש להשליך סוללות משומשות בהתאם להוראות היצרן

Intrinsic Safety Warning

Warning – Explosion Hazard

- Substitution of components may impair suitability for Class I, Division 2;
- When in hazardous location, turn off power before replacing or wiring modules, and,
- Do not disconnect equipment unless power has been switched off or the area is known to be non-hazardous.

Static Electricity, ESD, and Your Palm® Handheld

Electrostatic discharge (ESD) can cause damage to electronic devices if discharged into the device, so you should take steps to avoid such an occurrence.

Description of ESD

Static electricity is an electrical charge caused by the buildup of excess electrons on the surface of a material. To most people, static electricity and ESD are nothing more than annoyances. For example, after walking over a carpet while scuffing your feet, building up electrons on your body, you may get a shock—the discharge event—when you touch a metal doorknob. This little shock discharges the built-up static electricity.

ESD-susceptible equipment

Even a small amount of ESD can harm circuitry, so when working with electronic devices, take measures to help protect your electronic devices, including your Palm® handheld, from ESD harm. While Palm has built protections against ESD into its products, ESD unfortunately exists and, unless neutralized, could build up to levels that could harm your equipment. Any electronic device that contains an external entry point for plugging in anything from cables to docking stations is susceptible to entry of ESD. Devices that you carry with you, such as your handheld, build up ESD in a unique way because the static electricity that may have built up on your body is automatically passed to the device. Then, when the device is connected to another device such as a docking station, a discharge event can occur.

Precautions against ESD

Make sure to discharge any built-up static electricity from yourself and your electronic devices *before* touching an electronic device or connecting one device to another. The recommendation from Palm is that you take this precaution before connecting your handheld to your computer, placing the handheld in a cradle, or connecting it to any other device. You can do this in many ways, including the following:

- Ground yourself when you're holding your mobile device by simultaneously touching a metal surface that is at earth ground. For example, if your computer has a metal case and is plugged into a standard three-prong grounded outlet, touching the case should discharge the ESD on your body.
- Increase the relative humidity of your environment.
- Install ESD-specific prevention items, such as grounding mats.

Conditions that enhance ESD occurrences

Conditions that can contribute to the buildup of static electricity in the environment include the following:

- Low relative humidity.
- Material type. (The type of material gathering the charge. For example, synthetics are more prone to static buildup than natural fibers like cotton.)
- The rapidity with which you touch, connect, or disconnect electronic devices.

While you should always take appropriate precautions to discharge static electricity, if you are in an environment where you notice ESD events, you may want to take extra precautions to protect your electronic equipment against ESD.

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