



# Handbook for Palm™ Tungsten™ T Handhelds

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# About This Book

Congratulations on your purchase of a Palm™ Tungsten™ T handheld. This handbook is designed to quickly familiarize you with your handheld. It describes all you need to know about how to use your handheld and the applications that come with it. It guides you through:

- Locating all the parts of your handheld
- Viewing and entering data
- Setting up Bluetooth features
- Working with expansion cards
- Using your handheld with your computer
- Personalizing your handheld with your own preference settings

After you become familiar with the basic functionality of your handheld, you can use the rest of this handbook as a reference guide for less common tasks, for maintenance of your handheld, and for any problems that might arise as you operate your handheld.



# Setting Up Your Palm™ Tungsten™ T Handheld

Your new Palm™ Tungsten™ T handheld enables you to do the following:

- Access your data and view or look up information with one hand, using the navigator
- Capture thoughts while you're on the go, with the voice recorder
- Exchange data with other Bluetooth-enabled devices such as phones, PCs, printers, networks, and more (other Bluetooth-enabled devices sold separately)
- Share data, make backups, and extend storage capacity with optional expansion cards (expansion slot included; expansion cards sold separately)
- View clear, sharp, colorful images on the high-resolution screen
- Stay organized and on time by keeping your appointments, contact information, and to-do items in one place
- Quickly jot notes or memos on the fly
- Access the Internet and browse or search your favorite web sites
- Send, receive, and compose e-mail and SMS messages

To use the Bluetooth communication, Internet, e-mail, and SMS features, you must install the software from the Software Essentials CD-ROM onto your handheld and have a mobile phone that supports infrared or Bluetooth communication. Web browsing and e-mail applications also require Internet access, see "[Internet access requirements](#)" later in this chapter for details.

## System requirements

To install and operate Palm™ Desktop software, your computer system must meet the requirements described in this section.

### Minimum requirements: Windows computers

The minimum requirements for Windows computers are as follows:

- IBM-compatible Pentium-class computer
- One of the following operating systems:
  - Windows 95 with SR2 or later and Winsock2 update (requires a serial cradle/cable, sold separately)
  - Windows NT 4.0 Workstation and SP6 or later (requires a serial cradle/cable— sold separately and administrator rights to install Palm Desktop software)
  - Windows 98
  - Windows ME
  - Windows 2000 Pro (requires administrator rights to install Palm Desktop software)
  - Windows XP Home or Pro (requires administrator rights to install Palm Desktop software)
- Internet Explorer 4.01 with SP2 or later
- 50 megabytes (MB) available hard disk space
- VGA monitor or better (Palm Desktop software *Quick Tour* requires 256-color video display; 16 Bit or High Color, and 800 x 600 resolution recommended)
- CD-ROM or DVD-ROM drive (you can also download Palm Desktop software from [www.palm.com](http://www.palm.com)).
- Mouse
- One available USB port or serial port (serial cradle/cable sold separately)

### Minimum requirements: Mac computers

The minimum requirements for Mac computers are as follows:

- Mac computer or compatible with a PowerPC processor
- Mac OS 9, version 9.0 or later with 12MB available memory or Mac OS X, version 10.1.2 or later
- 25MB available hard disk space
- Monitor that supports screen resolution of 800 x 600 or better

- CD-ROM or DVD-ROM drive (you can also download Palm Desktop software from [www.palm.com](http://www.palm.com)).
- Mouse
- One available USB port or serial port (serial cradle/cable sold separately and compatible with Mac OS 9 only)

## Internet access requirements

The requirements for Internet access are as follows:

- Any one of the following:
  - A Bluetooth-enabled mobile phone
  - An IR-enabled mobile phone
  - A mobile phone with a cable that connects to your handheld
  - A modem accessory for your handheld
  - A Bluetooth network connection with Internet access
- An account with an ISP, or Internet service provided by your company
- A web browser (included on the Software Essentials CD-ROM) or another application that enables you to access e-mail, news, stock quotes, or other Internet content (sold separately at [www.palm.com](http://www.palm.com))

## Upgrade information

If you already own a Palm OS® handheld, go to the web site [www.palm.com/support/tungstent](http://www.palm.com/support/tungstent) for upgrade instructions.

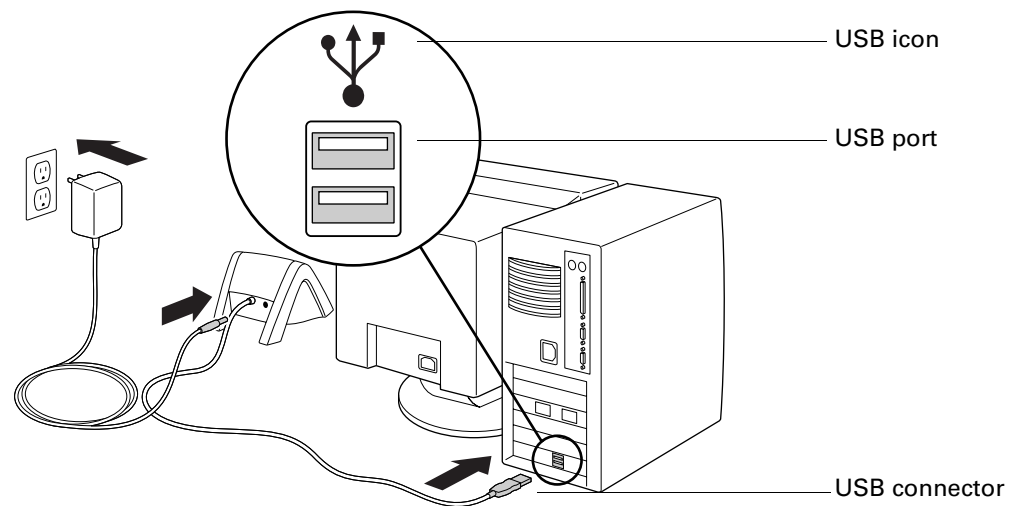
## Step 1: Connect the HotSync cradle/cable to the computer

- a. Locate the USB icon and ports on your computer.
- b. Plug the USB connector into a USB port on your computer.
- c. Connect the adapter cable to the back of the cradle/cable.

**NOTE** Your adapter may connect to the back of the USB connector, not to the cradle itself.

- d. Plug the adapter into a working electric outlet.

Windows 95 and NT users cannot use a USB cradle/cable and port. You must use a cradle with a serial port connection (sold separately).



## Step 2: Charge your handheld

- a. Place your handheld in the cradle/cable for two hours for an initial charge. Your handheld's indicator light glows steady green when it is charging.
- b. After it is charged, remove the handheld from the cradle/cable by gently tilting it forward and then lifting it from the cradle/cable.

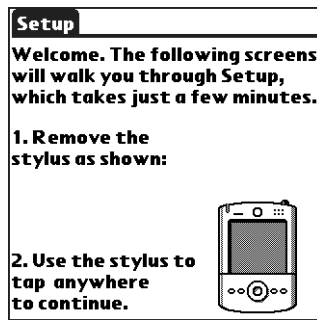
Once your handheld is setup and in daily use it requires about 15 minutes of charge time for each hour of use. To keep the battery fully charged, we recommend placing your handheld in a cradle/cable that is connected to a power source whenever you are not using it.

## Step 3: Set up your handheld

- a. Press the power button to turn on your handheld.  
If your handheld did not turn on, see ["Operating problems"](#) in [Appendix B](#).
- b. Gently press the top of the stylus to release it from the slot, and then remove it from the slot.



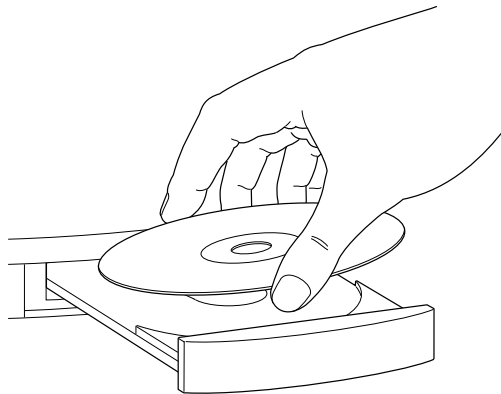
- c. Hold the stylus like you would a pen or pencil, and use it to follow the onscreen directions.



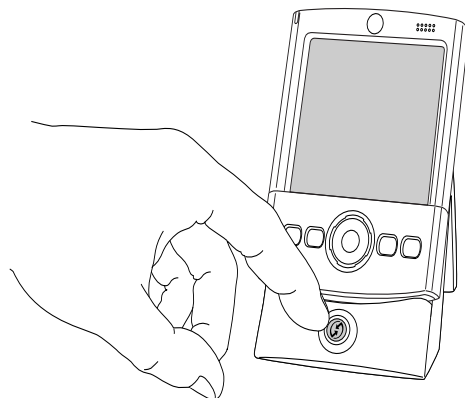
## Step 4: Install software

- a. Insert the Desktop Software CD-ROM into your computer's CD-ROM drive.
- b. **Windows:** Follow the onscreen instructions which guide you through installing Palm Desktop software and entering your handheld business card information.

**Mac:** Double-click the Desktop Software CD-ROM icon that appears on the desktop, and then double-click the Palm Desktop Installer icon.



## Step 5: Perform a HotSync operation



**Windows:** When prompted, place your handheld in the cradle/cable and press the HotSync button.

**Mac:** After the installation finishes, place your handheld in the cradle/cable and press the HotSync button.

## Step 6: Register your handheld

**Windows:** When the first HotSync operation is complete, the installer displays screens where you can select product registration options. After you complete these screens, the Congratulations! screen appears.

## Congratulations!

You've set up your handheld, installed Palm Desktop software, and performed your first HotSync operation. If you're using a Windows computer, you also installed the Palm Desktop software *Quick Tour*, created your handheld business card, and registered your handheld. For comprehensive information about using your handheld, continue reading this electronic handbook.

For more information about using Palm Desktop software, see the following:

- The online help for Palm Desktop software. To access the online help, go to the Help menu in Palm Desktop software.
- **Windows:** The Palm Desktop software *Quick Tour*. To access the Palm Desktop software *Quick Tour*, go to the Help menu in Palm Desktop software.
- **Mac:** The electronic *Palm Desktop Software for the Macintosh User's Guide*. To access this guide, open the Palm folder, and then open the Documentation folder. Double-click the file Palm Desktop.pdf.

# Exploring Your Handheld

Your Palm™ Tungsten™ T handheld can help you stay organized, on time, and up-to-date with daily tasks while you are away from your desk. Use your new handheld to do the following:

- Enter your schedule in Date Book.
- Keep all your contact names, addresses, and phone numbers in Address Book.
- Prioritize and assign your tasks a due date in To Do List.
- Jot quick notes directly on the screen in Note Pad.
- Record thoughts and listen to them later in Voice Memo.
- Track your expenses and create expense reports in Expense.
- Set alarms from World Clock, Date Book, Note Pad, and Voice Memo to keep yourself on schedule and remind yourself of appointments and notes.
- Set preferences for how you receive alarms: hearing a sound, seeing a blinking indicator light, or feeling your handheld vibrate. Choose any combination.
- Synchronize your data with Palm™ Desktop software on your Windows or Mac computer so you always have a backup copy.
- Insert an SD or MultiMediaCard expansion card to add more software or memory, or to back up your data.
- Connect your handheld with a mobile phone to access the Internet and exchange e-mail messages.
- Share information with other devices that are Bluetooth-enabled or that have an infrared (IR) port.

When you install the software from the Software Essentials CD-ROM that comes with your handheld, your handheld can also help you stay in touch, play games, and access mobile office productivity tools. This additional software enables you to use your handheld to do the following:

- Play games with Bluetooth-enabled devices.
- Compose, send, and receive e-mail and SMS messages when you connect your handheld with a mobile phone (sold separately).
- Browse or search the Internet when you connect your handheld with a mobile phone (sold separately).

- View photographs and other images.
- Read books or other documents.

## Locating handheld components

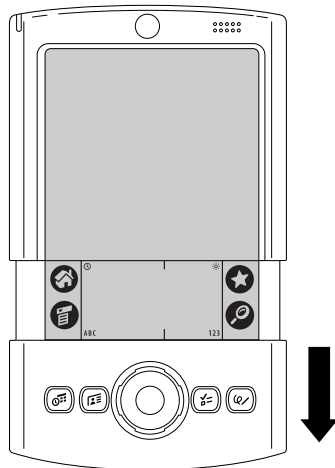
Take a few moments to learn how to access and locate the components of your handheld.

## Opening and closing your handheld

When your handheld is open, you can access additional controls on the front and back panels. You can use your handheld in either the open or closed position.

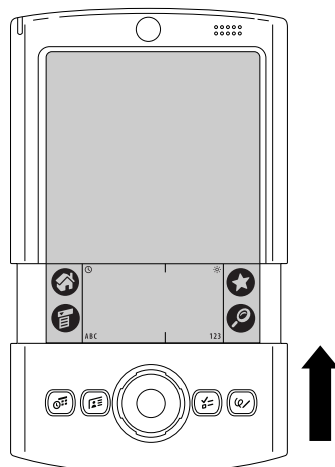
**To open your handheld:**

- Slide the bottom portion of your handheld away from the screen.

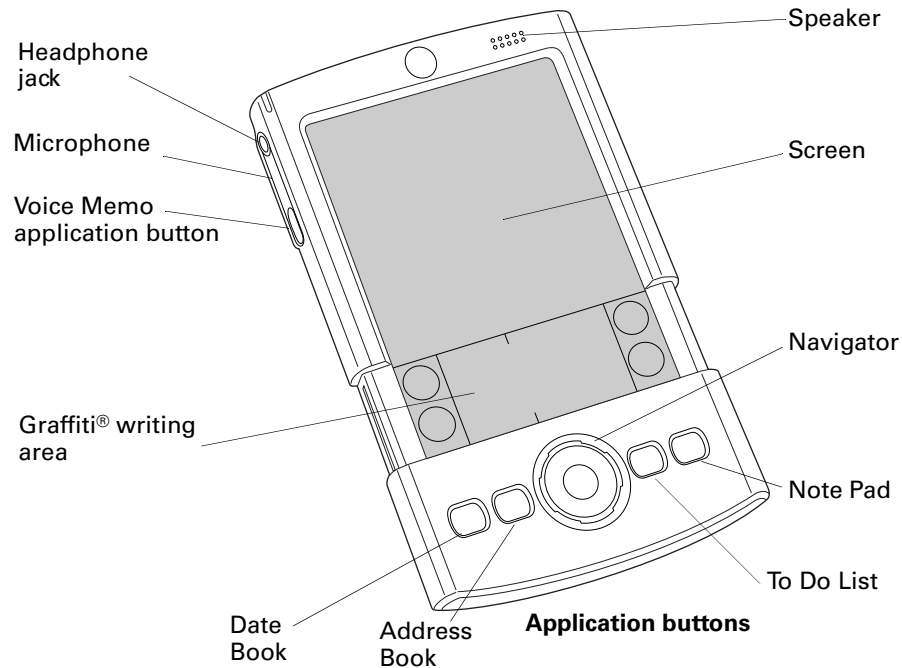


**To close your handheld:**

- Slide the bottom portion of your handheld toward the screen.

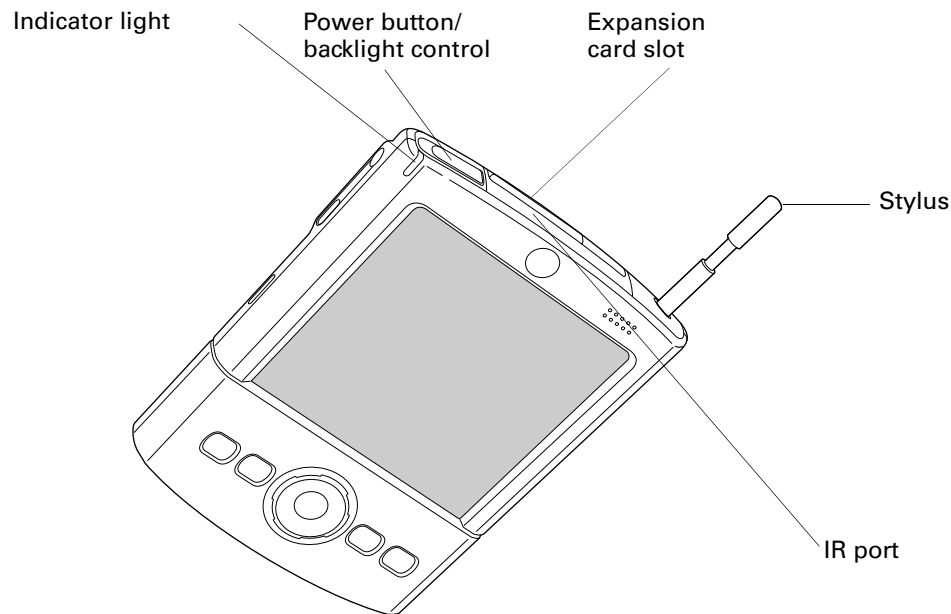


## Locating front panel controls



<b>Headphone jack</b>	Enables you to connect a standard 3.5mm stereo headset (sold separately) to your handheld for use with audio applications.
<b>Speaker</b>	Enables you to listen to alarms, voice memos, and game sounds on your handheld.
<b>Microphone</b>	Serves as an audio input device for applications such as Voice Memo.
<b>Screen</b>	Displays the applications and information stored in your handheld. It is touch sensitive, and it responds to the stylus.
<b>Graffiti writing area</b>	The area where you write letters and numbers using the Graffiti alphabet. See <a href="#">“Using Graffiti writing to enter data”</a> in <a href="#">Chapter 3</a> to learn how to write Graffiti characters.
<b>Navigator</b>	Enables you to select and display records on your handheld screen. See <a href="#">“Using the navigator”</a> later in this chapter for additional information, and look for tips throughout this handbook.
<b>Application buttons</b>	Activates the individual handheld applications that correspond to the icons on the buttons: Date Book, Address Book, To Do List, Note Pad, and Voice Memo. See <a href="#">“Buttons Preferences”</a> in <a href="#">Chapter 17</a> for details on reassigning these buttons to activate any application on your handheld.

## Locating top panel components




- Indicator light** Serves as an alert for Date Book, World Clock, Note Pad, or Voice Memo alarms. It also indicates the battery-charging status when your handheld is in the cradle/cable.
- Power button/  
backlight control** Turns your handheld on or off and controls the backlight feature. If your handheld is turned off, pressing the power button turns the handheld on and returns you to the last screen you viewed.
- If your handheld is turned on, you can turn it off by pressing the power button. Pressing and holding the power button for about two seconds turns the backlight on or off.
- Expansion card slot** Accepts SD or MultiMediaCard expansion cards, enabling you to back up data, add more memory, or use additional applications.
- Stylus** Slides in and out of the slot on the top of your handheld. To use the stylus, gently press the top of the stylus to release it from the slot, and then pull it out of the slot and hold it as you would a pen or pencil.
- IR port** Uses infrared technology to transmit data to and receive data from other infrared-enabled devices and to perform HotSync® operations. See [“Beaming data”](#) in [Chapter 3](#) and see [“Conducting IR HotSync operations”](#) in [Chapter 16](#) for more information.

## Using the backlight

If lighting conditions make it difficult for you to see the information on your handheld, you can adjust the brightness of the screen backlight or turn it off. The backlight remains on until you turn it off. Turning the backlight off conserves battery power.

### To adjust the brightness of the backlight:

1. Tap the Brightness icon  in the upper-right corner of the Graffiti writing area.
2. Tap the Enable Backlight check box to select it.
3. Drag the slider to adjust the brightness.



**TIP** You can also press Up or Down on the navigator to adjust the brightness.

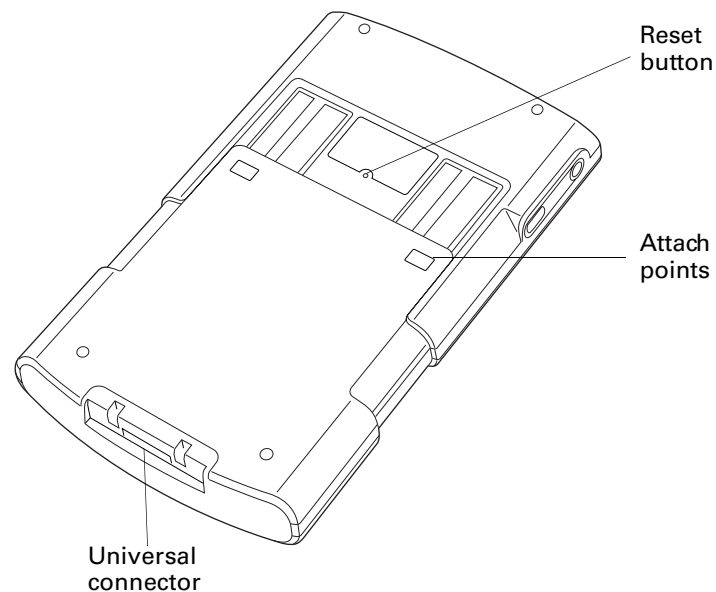
4. Tap Done.

### To turn the backlight on and off:

- Press and hold the power button for about two seconds or until the backlight turns off or on.

**TIP** In addition, you can assign the full-screen pen stroke to activate the backlight. See [“Pen preferences”](#) in [Chapter 17](#) for details.

## Locating back panel components



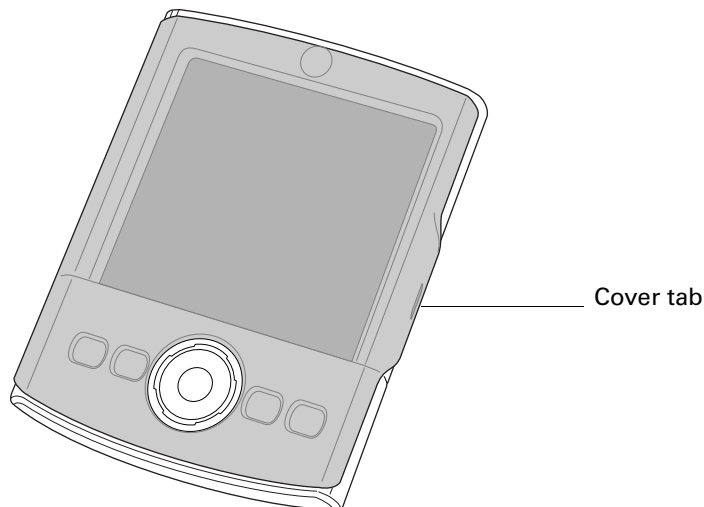
- Reset button** Resets your handheld. Under normal use, you should not have to use the reset button. See [“Resetting your handheld”](#) in [Appendix A](#) for information about when and how to use the reset button.
- Attach points** Enable you to connect optional accessories to your handheld, such as a modem or sled. These accessories are sold separately and are typically available from third-party developers.
- Universal connector** Connects your handheld to the cradle/cable, which in turn connects to the back of your computer and through the AC adapter to the wall current. This enables you to recharge your handheld as well as update the information between your handheld and your computer, using HotSync technology.
- The universal connector also connects peripheral hardware devices to your handheld.

## Using the protective cover

The cover protects your handheld screen when it is not in use. When the cover is on, you can still view information on your handheld and use the navigator to navigate through your data and accomplish tasks.

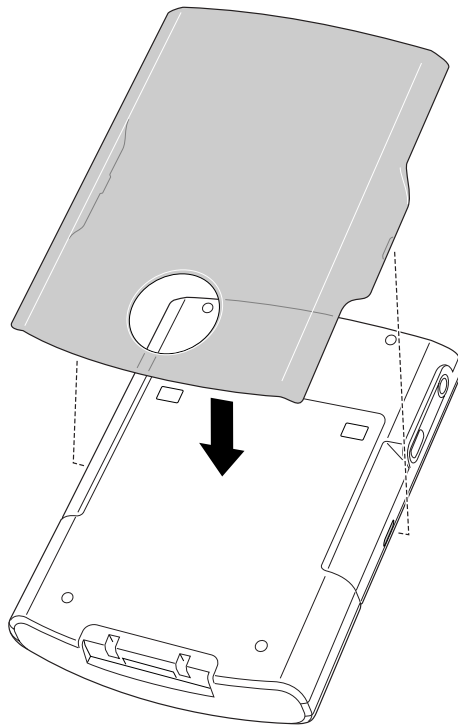
### To remove the cover:

1. Gently lift one of the cover tabs from the side of your handheld.





2. Store the cover by aligning the cover tabs with the notches on the sides of your handheld, and then gently pressing it onto the back of your handheld.

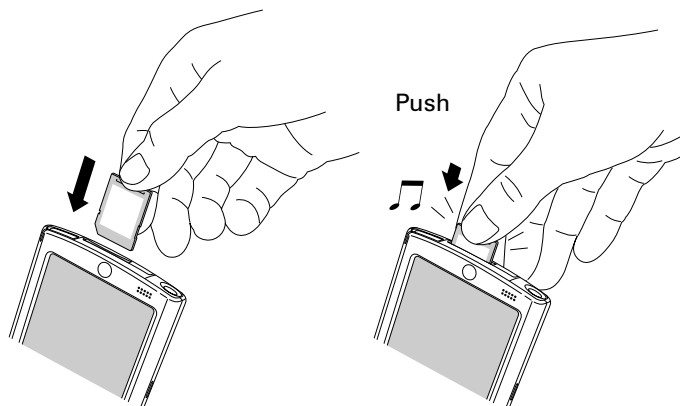


## Adding an expansion card

An expansion card (sold separately) increases the variety of tasks you can do and the amount of space you have to store software and data on your handheld.

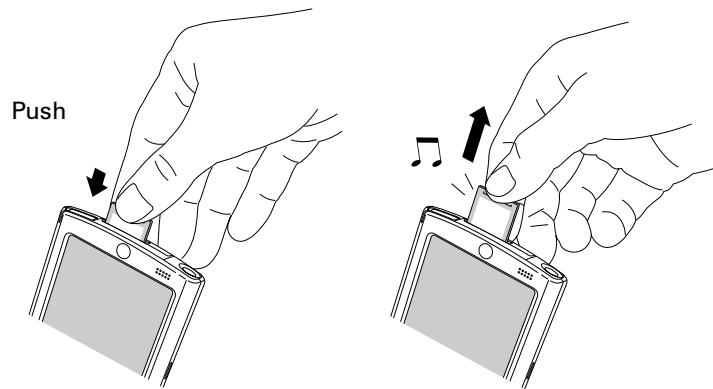
### To insert a card:

1. Insert the card into the expansion slot with the label side facing the display.
2. Push the card in with your thumb. You feel the card lock and hear the system sound.



**To remove a card:**

1. Push lightly against the card with your thumb.  
When the card is released, you hear the system sound.
2. Slide the card out of the expansion slot.



For complete information about working with expansion cards, see [Chapter 7](#).

## Tapping and typing

Like using a mouse to click elements on a computer screen, using the stylus to tap elements on your handheld screen is the basic action you use to get things done on your handheld.

The first time you start your handheld, the setup instructions appear on the screen. These instructions include a calibration screen. Calibration aligns the internal circuitry of your handheld with its touch-sensitive screen so that when you tap an element on the screen, the handheld can detect exactly which task you want to perform.

---

**IMPORTANT** Always use the point of the stylus for tapping or for making strokes on the handheld screen. Never use an actual pen, pencil, or other sharp object to write on the handheld screen as this will scratch the screen.

---

With your handheld turned on, you can tap the handheld screen to perform many operations, such as the following:

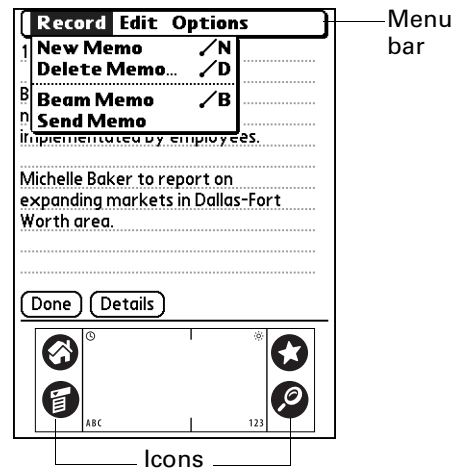
- Open applications.
- Select menu commands.
- Initiate a Find operation to search through applications installed on your handheld for specific text (Find operations do not search through applications on expansion cards).







- Select options in dialog boxes.
- Open the onscreen keyboards.

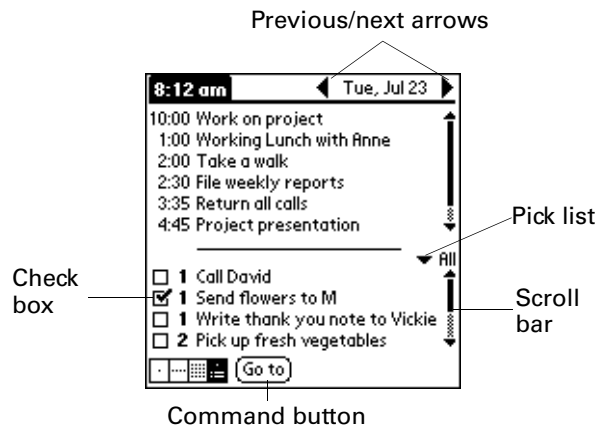
Just as you can drag the mouse to select text or move objects on your computer, you can drag the stylus to select text. You can also use the stylus to drag the slider of any scroll bar.

## Elements of the handheld interface

There are many common elements in the handheld interface. These elements are described in this section.



- Menu bar** Use the menu bar to access a set of application-specific commands. Not all applications have a menu bar.
- Icons** Tap the icons to open applications , menus , and a favorite application , and to find text anywhere in your data .
- See [“Opening applications,” “Using menus,” and “Finding information”](#) in [Chapter 4](#), and [“Buttons Preferences”](#) in [Chapter 17](#) for more information about using these icons.
- Brightness control** Tap the Brightness icon  to open the Adjust Brightness dialog box. See [“Using the backlight”](#) earlier in this chapter for instructions on adjusting the brightness.
- Clock** Tap the Clock icon  to display the current time and date. The display closes automatically after two seconds.
- ABC** With the cursor in an input field, tap ABC to activate the alphabetic keyboard.
- 123** With the cursor in an input field, tap 123 to activate the numeric keyboard.



**Check box** Tap a check box to select or deselect it. When a check box contains a check mark, the corresponding option is selected and active. When a check box is empty, the corresponding option is deselected and inactive.

**Command buttons** Tap a button to perform a command. Command buttons appear at the bottom of dialog boxes and application screens.

**Next/previous arrows** Tap the left and right arrows to display the previous and next records; tap the up and down arrows to display the previous and next pages of information.

**Pick list** Tap the arrow to display a list of choices, and then tap an item in the list to select it.

**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 page, tap the scroll bar just above the slider. To scroll to the next page, tap the scroll bar just below the slider.



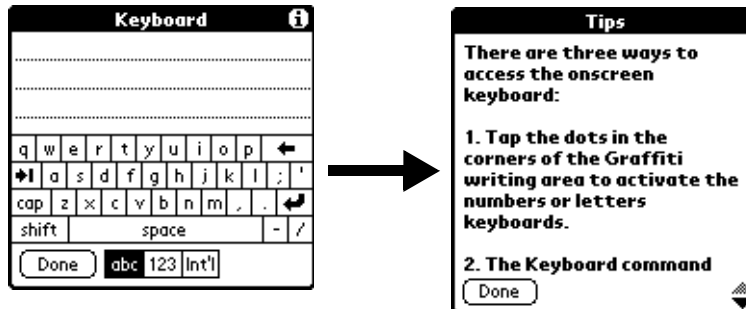
You can also scroll to the previous and next pages within a record by pressing Up and Down on the navigator.

### Displaying online tips

Many of the dialog boxes that appear on your handheld contain an online Tips icon in the upper-right corner. Online tips anticipate questions you might have in a dialog box, provide shortcuts for using the dialog box, or give you other useful information.

To display an online tip:

1. Tap the Tips icon ⓘ.
2. After you review the tip, tap Done.



## Using the navigator

When you work with most applications, the navigator on the front panel of your handheld makes it easy for you to navigate among and select your entries. You can use the navigator to perform tasks without the stylus using one hand.



Look for the navigator icon to find navigator tips throughout this guide. See [Chapter 4](#) and [Chapter 5](#) for additional information about using the navigator with Address Book, and [Chapter 8](#) for additional information on using the navigator with Date Book.

To navigate in list screens, do any of the following:

- Press Up or Down on the navigator to scroll an entire screen of records.
- Press and hold Up or Down on the navigator to accelerate the scrolling.
- Press Select on the navigator to insert the selection highlight. When the selection highlight is present, you can do the following:
  - Press Up or Down on the navigator to scroll to the previous or next records.
  - Press Select again to view the selected record.
  - Press Left on the navigator to remove the selection highlight.

To navigate in record screens:

1. Press Up or Down on the navigator to scroll within the current record.
2. Press Right or Left on the navigator to scroll to the previous or next record. (This feature is not available in Address Book.)
3. Press Select on the navigator to return to the list screen.

**To navigate in dialog boxes:**

- While a pick list is open, press Up or Down on the navigator to highlight an item, and then press Select on the navigator to select the item.
- Press Select on the navigator to close a dialog. If there's only one button, pressing Select activates that button. If there's multiple buttons, Select activates affirming buttons such as OK, Yes, or Done.

---

**IMPORTANT** Read dialog boxes carefully. Sometimes, selecting a single button, OK or Yes results in canceling an operation or deleting data.

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# Entering Data on Your Handheld

This chapter explains several ways to enter data on your handheld, and it covers the following topics:

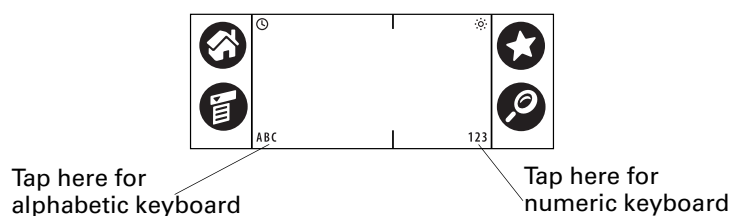
- Using the onscreen keyboard
- Using Graffiti® handwriting recognition
- Beaming data from a device that has an infrared (IR) port
- Sending data from another Bluetooth-enabled device
- Entering or importing data in Palm™ Desktop software and then synchronizing with your handheld
- Using Note Pad
- Using Voice Memo
- Using a portable keyboard accessory, sold separately and attached to the universal connector

## Using the onscreen keyboard

You can open the onscreen keyboard anytime you need to enter text or numbers on your handheld. You can also use Graffiti writing when the keyboard is open, which makes it easy to switch between these two methods of entering data.

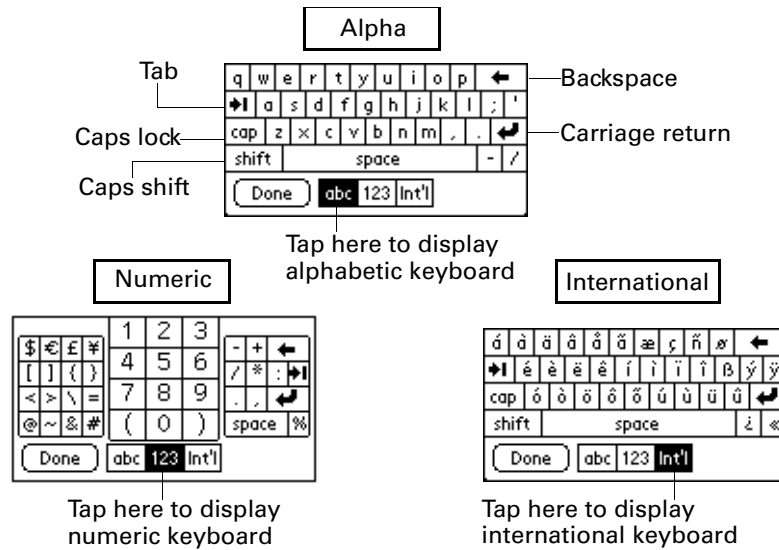
**To use the onscreen keyboard:**

1. Open any application (such as Memo Pad).
2. Tap any record, or tap New.
3. Tap ABC to open the alphabetic keyboard, or tap 123 to open the numeric keyboard.



4. Tap the characters to enter text and numbers.

When a keyboard is open, you can tap the abc, 123, or Int'l boxes to open any of the other keyboards, including the international keyboard.



After you finish, tap Done to close the onscreen keyboard and place the text in the record.

## Using Graffiti writing to enter data

In this section you learn the procedures for creating letters, numbers, punctuation, and symbols, as well as some Graffiti tips and tricks.

Most people find they can enter text quickly and accurately with only minutes of practice. Graffiti writing includes any character you can type on a standard keyboard. The Graffiti characters closely resemble the uppercase letters of the regular alphabet, which makes Graffiti writing easy to learn.

There are four basic concepts for success with Graffiti writing:

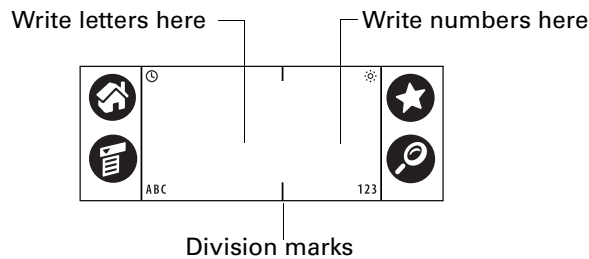
- If you draw the character shape exactly as shown in the tables later in this chapter (like the shapes shown in the following diagram), you can achieve close to 100 percent accuracy.



- The heavy dot on each shape shows where to begin the stroke. Certain characters have similar shapes but different beginning and end points. Always begin the stroke at the heavy dot. (You should not create the heavy dot; it is there only to show you where to begin the stroke.)



- Most characters require only a single stroke. When you lift the stylus from the Graffiti writing area, your handheld recognizes and displays the text character immediately. Some single Graffiti strokes are portions of the regular alphabet equivalents.
- The Graffiti writing area is divided into two parts: one for writing the letters of the alphabet and one for writing numbers. The small marks at the top and bottom of the Graffiti writing area indicate the two areas.



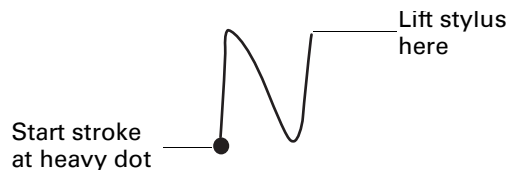
#### To write Graffiti characters:

1. Tap the screen where you want your text to appear.

You need to tap above the Graffiti writing area, and you must see a blinking cursor before you write the text.

2. Use the tables on the following pages to find the stroke shape for the letter you want to create. For example, the stroke shown below creates the letter *n*.

Two stroke shapes are available for some letters. Choose the one that's easiest for you.



As you'll see later in this chapter, you use the same shape to create both the uppercase and lowercase version of a letter.

3. Position the stylus in the left side of the Graffiti writing area.
4. Start your stroke at the heavy dot, and draw the stroke shape as it appears in the tables.
5. Lift the stylus from the screen at the end of the stroke shape.

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

As soon as you lift the stylus from the screen, you can begin the stroke for the next character you want to write.

**NOTE** You must begin the character strokes in the Graffiti writing area. Otherwise your handheld does not recognize them as text characters.

**To delete Graffiti characters:**

- Set the insertion point to the right of the character you want to delete and make the backspace stroke (a line from right to left) in the Graffiti writing area.




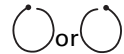

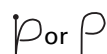
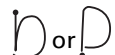


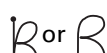
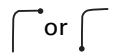






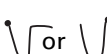
**Graffiti tips**




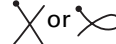

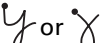
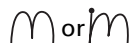




When using Graffiti writing, keep these tips in mind:

- Accuracy improves when you write large characters. Draw strokes that nearly fill the Graffiti writing area.
- Write at natural speed. Writing too slowly can generate recognition errors.
- Do not write on a slant. Vertical strokes should be parallel to the sides of the Graffiti writing area.
- Press firmly.

**Graffiti alphabet**

The Graffiti alphabet consists of the following letters:

Letter	Strokes	Letter	Strokes
A		N	
B		O	
C		P	
D		Q	
E		R	
F		S	
G		T	
H		U	
I		V	

Letter	Strokes	Letter	Strokes
J		W	
K		X	
L		Y	
M		Z	
Space		Backspace	
Carriage return		Period	Tap twice

**TIP** A full-screen pen stroke brings up Graffiti help on your handheld. See “[Pen preferences](#)” in [Chapter 17](#) for details.

## Capital letters

You make capital letters with the same stroke shapes as the basic alphabet characters. You must first “shift” to caps—just as you press the Shift key on a keyboard—and then write the character strokes.

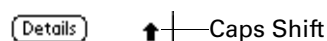
Graffiti writing includes a feature that automatically capitalizes the first letter when you create a new sentence or a new record (by tapping New or a blank line).

**To draw the first letter of a word as a capital letter:**

- Enter the Caps Shift stroke:

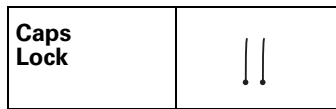
<b>Caps Shift</b>	
-------------------	---

**TIP** When Caps Shift is active, an up arrow symbol appears in the lower-right corner of the handheld screen. If you accidentally activate Caps Shift, backspace will cancel it.



**To enter only capital letters (Caps Lock):**

- Enter the Caps Lock stroke:



**TIP** When Caps Lock is active, an underlined up arrow symbol appears in the lower-right corner of the handheld screen. To return to lowercase, make the Caps Shift stroke.



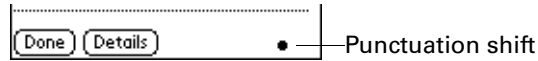
## Graffiti numbers

Writing numbers with Graffiti writing is similar to writing letters of the alphabet, except that you make the character strokes on the right side (numbers side) of the Graffiti writing area.

Number	Strokes	Number	Strokes
0		5	
1		6	
2		7	
3		8	
4		9	

## Punctuation marks

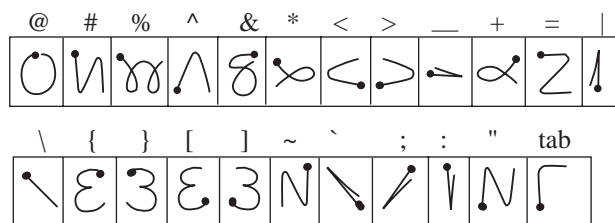
Graffiti writing can create any punctuation symbol that you can enter from a standard keyboard. All punctuation marks begin with a single tap on the Graffiti writing area. With this tap, you activate Punctuation Shift, and a dot appears to show that it is active. The next stroke you make with the stylus creates a punctuation mark.



When Punctuation Shift is active, you can make a symbol stroke anywhere in the Graffiti writing area (the letters *or* numbers side).

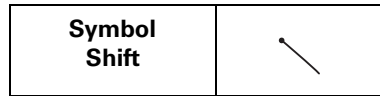
Symbol	Stroke	Symbol	Stroke
Period .	•	Dash —	—
Comma ,	↗	Left Paren (	↺
Apostrophe '	↘	Right Paren )	↻
Question ?	?	Slash /	↗
Exclamation !	!	Dollar \$	S

You can also use the following additional Graffiti punctuation marks.

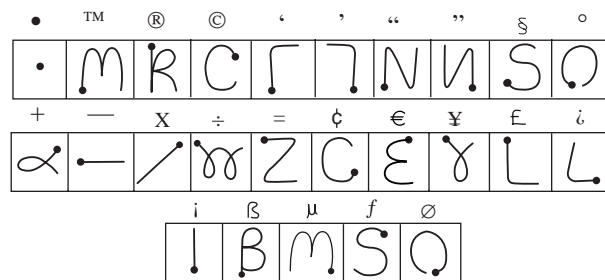
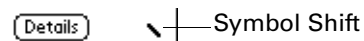


## Symbol characters

All symbol characters begin with the symbol shift stroke in the Graffiti writing area of your handheld.



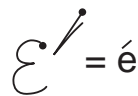
When the Symbol Shift is active, a slanted shift symbol appears in the lower-right corner of the screen. The next stroke that you make creates the symbol or extended character.



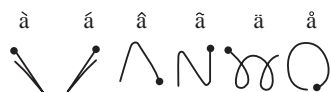
## Accented characters

To create accented characters, draw the stroke that is normally used to create the letter, followed by an accent stroke. Graffiti writing then adds the accent to the letter.

For example, the following diagram shows the strokes required to draw an accented *e*.



You can use the following accent strokes in combination with Graffiti letters:

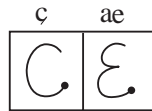


Using these accent strokes, you can write the following accented letters:

à á â ã ä å è é ê ë ì í î ï ò ó ô õ ù ú û ü ÿ ý ñ

## Additional non-English characters

You can write the following characters without any special punctuation or shifting:



You must write these non-English characters in the left side of the Graffiti writing area.

## Navigation strokes

In addition to character symbols, Graffiti writing includes special strokes that you can use to navigate within text or fields in your applications.

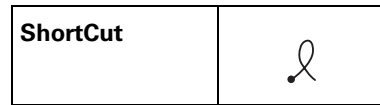
Command	Stroke
Move cursor right	
Move cursor left	
Previous field (Address Book only)	
Next Field (Address Book only)	
Open Address Record (Address Book only)	

## Graffiti ShortCuts

Graffiti ShortCuts make entering commonly used words or phrases quick and easy. ShortCuts are similar to the Glossary or Autotext features of some word processors.

Graffiti writing comes with several predefined ShortCuts, and you can also create your own. Each ShortCut can represent up to 45 characters. For example, you might create a ShortCut for your name or for the header of a memo. See [“ShortCuts Preferences”](#) in [Chapter 17](#) to learn about creating your own ShortCuts.

To use a ShortCut, draw the ShortCut stroke followed by the ShortCut characters. The ShortCut symbol appears at the insertion point to show that you are in ShortCut mode.



Your handheld includes the predefined Graffiti ShortCuts shown in the following table.

<b>Entry</b>	<b>Shortcut</b>
Date Stamp	ds
Time stamp	ts
Date / time stamp	ds
Meeting	me
Breakfast	br
Lunch	lu
Dinner	di

## Beaming data

Your handheld is equipped with an IR port that is located at the top of the handheld, behind the small dark shield. The IR port supports the IrCOMM implementation of the standards for infrared communication established by the Infrared Data Association (IrDA). This means that you can beam data to any nearby device that supports the IrCOMM implementation of the IrDA standards and that can read the type of data you're beaming. For example, you can beam an Address Book entry to a Palm OS® handheld, a mobile phone, or a computer that's equipped with an IR port and that can read vCard data.

You can beam the following information between devices with an IR port:


- The record currently displayed in Date Book, Address Book, To Do List, Note Pad, Voice Memo, or Memo Pad
- All records of the category currently displayed in Address Book, To Do List, Note Pad, Voice Memo, or Memo Pad
- A special Address Book record that you designate as your business card, containing information you want to exchange with business contacts




- An application installed in RAM memory
- An application installed on an expansion card that is seated in the card slot

**TIP** You can also perform HotSync® operations using the IR port.  
See “[Conducting IR HotSync operations](#)” in [Chapter 16](#) for more details.

**To select a business card:**

1. Create an Address Book record that contains the information you want on your business card.
2. Tap the Menu icon .
3. Tap Record, and then tap Select Business Card.
4. Tap Yes.

**To beam a record, business card, or category of records:**

1. Locate the record, business card, or category you want to beam.
2. Tap the Menu icon .
3. Tap one of the following from the Record menu:
  - The Beam command for an individual record.
  - In Address Book only: Beam Business Card.
  - In Note Pad only: If you are beaming to someone using an earlier version of Note Pad, tap Compatibility, and then tap Beam.
  - Beam Category.

**TIP** You can also press and hold the Address Book application button to instantly beam your business card to another device with an IR port.


4. When the Beam Status dialog box appears, point the IR port directly at the IR port of the receiving device.

For best results, Palm handhelds should be between 10 centimeters (approximately 4 inches) and 1 meter (approximately 39 inches) apart, and the path between the two handhelds must be clear of obstacles. The beaming distance to other devices may be different.



5. Wait for the Beam Status dialog box to indicate that the transfer is complete before you continue working on your handheld.

**To beam an application:**

1. Open the Applications Launcher.
2. Tap the Menu icon .
3. Tap App, and then tap Beam.
4. Tap the Beam From pick list.
5. Select either Handheld or Card.
6. Tap the application you want to transfer.

Some applications are copy-protected and cannot be beamed. These are listed with a lock icon next to them.

7. Tap Beam.
8. When the Beam Status dialog box appears, point the IR port directly at the IR port of the receiving device.
9. Wait for the Beam Status dialog box to indicate that the transfer is complete before you continue working on your handheld.

**To receive beamed information:**

1. Turn on your handheld.
2. Point the IR port directly at the IR port of the transmitting device to open the Beam dialog box.
3. (Optional.) Tap the category pick list and select a category for the incoming information. You can also create a new category or leave the information unfiled.



4. Tap Yes.

## Beaming tips

- You can set the full-screen pen stroke to beam the current entry. See [“Pen preferences”](#) in [Chapter 17](#) for more information.
- You can draw the Graffiti Command stroke to activate the Command toolbar, and then tap the beam icon.
- You can use the Graffiti Command stroke [“/ B”](#) to beam the current entry.

## Sending data

In addition to beaming data, you can also use SMS or Bluetooth communication to send information to and receive information from other devices. You can exchange the following information with devices that support SMS or Bluetooth communication:

- The record currently displayed in Date Book, Address Book, To Do List, Note Pad, Voice Memo, or Memo Pad
- The category currently displayed in Address Book, To Do List, Note Pad, Voice Memo, or Memo Pad
- An application installed in RAM memory
- An application installed on an expansion card that is seated in the card slot

**TIP** You can also perform HotSync operations using Bluetooth communication. See [“Conducting Bluetooth HotSync operations”](#) in [Chapter 16](#) for more information.


When you send a record or a category of records, the receiving device must have an appropriate application installed to read the data. When you send an application, you cannot send applications that are locked and appear with a lock icon next to them.

### Sending data with Bluetooth communication

Your handheld is equipped with Bluetooth technology that you can use to share information with other Bluetooth-enabled devices. To use your handheld for Bluetooth communication, you must first turn on Bluetooth communication on the Bluetooth Preferences screen. See [“Bluetooth Preferences”](#) in [Chapter 17](#) for details.

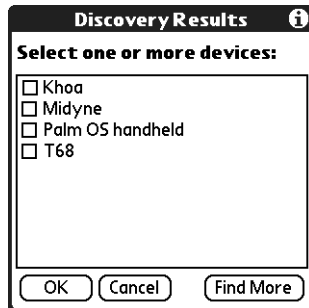
After you turn on Bluetooth communication, you can share data with Bluetooth-enabled devices that have compatible versions of the appropriate Bluetooth-enabled applications.

#### To send a record or category of records with Bluetooth communication:

1. Locate the record or category you want to send.
2. Tap the Menu icon .
3. Tap one of the following on the Record menu:
  - The Send command for an individual record
  - Send Category

4. If the Send With dialog box appears, select Bluetooth, and then tap OK.

The Discovery Results screen appears and displays a list of Bluetooth-enabled devices that are within range.




5. Select the device(s) to which you want to send the record or category, and then tap OK.

If the device to which you want to send the data does not appear on the Discovery Results list, tap Find More.

6. Wait for the Send Status dialog box to indicate that the transfer is complete before you continue working on your handheld.

If the transfer does not complete properly, see [“Beaming and sending problems”](#) in [Appendix B](#) for troubleshooting tips.

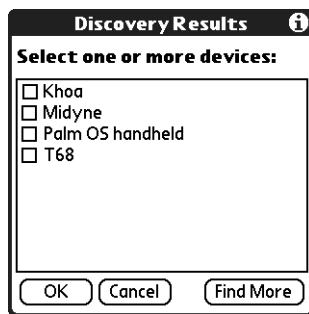
**To send an application:**

1. Open the Applications Launcher.
2. Tap the Menu icon .
3. Tap App, and then tap Send.
4. Select either Handheld or Card from the Send From pick list.
5. Tap the application you want to transfer.

Some applications are copy-protected and cannot be sent. These are listed with a lock icon next to them.

6. Tap Send.
7. If the Send With dialog box appears, select Bluetooth, and then tap OK.

The Discovery Results screen appears and displays a list of Bluetooth-enabled devices that are within range.



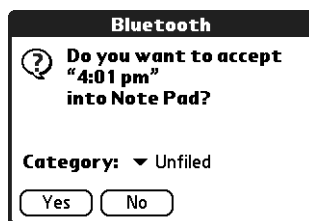
8. Select the device(s) to which you want to send the application or category, and then tap OK.

If the device to which you want to send the application does not appear on the Discovery Results list, tap Find More.

9. Wait for the Send Status dialog box to indicate that the transfer is complete before you continue working on your handheld.

#### To receive sent information:

1. Make sure your handheld is on, that Bluetooth communication is turned on, and that your handheld is set to be Discoverable. See [“Bluetooth Preferences”](#) in [Chapter 17](#) for specific instructions.
2. (Optional.) Tap the category pick list and select a category for the incoming information. You can also create a new category or leave the information unfiled.




3. Tap Yes.

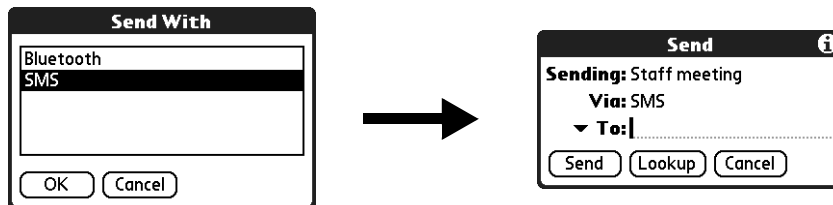
## Sending data with SMS communication

The Software Essentials CD-ROM that comes with your handheld includes an SMS application that you can use to share information with other SMS-enabled devices. To use your handheld for SMS communication, you need a GSM mobile phone (sold separately), you must install the SMS software from the Software Essentials CD-ROM, and you need to use Phone Link to establish a connection with your GSM mobile phone.

If the recipient receives the information on a Palm OS handheld, they can transfer the information directly to the appropriate application. If the recipient receives the information on another device, the data appears as text.

**To send a record or category of records with SMS communication:**

1. Locate the record or category you want to send.
2. Tap the Menu icon .
3. Tap one of the following on the Record menu:
  - The Send command for an individual record
  - Send Category
4. From the Send With dialog box, select SMS, and then tap OK.




5. Enter the recipient's GSM mobile phone number.

**TIP** You can also tap To to select from a list of recent recipients, or tap Lookup to select a number from your Address Book.

6. Tap Send.
7. Wait for the Send Status dialog box to indicate that the transfer is complete before you continue working on your handheld.

**To send an application:**

1. Open the Applications Launcher.
2. Tap the Menu icon .
3. Tap App, and then tap Send.
4. Select either Handheld or Card from the Send From pick list.
5. Tap the application you want to transfer.

Some applications are copy-protected and cannot be sent. These are listed with a lock icon next to them.

6. Tap Send.
7. From the Send With dialog box, select SMS, and then tap OK.

8. Enter the recipient's GSM mobile phone number.

**TIP** You can also tap To to select from a list of recent recipients, or tap Lookup to select a number from your Address Book.

9. Tap Send.
10. Wait for the Send Status dialog box to indicate that the transfer is complete before you continue working on your handheld.

**To receive sent information:**

1. Connect your handheld to your GSM mobile phone.

The Send dialog appears when your handheld detects the incoming information.

2. (Optional.) Tap the category pick list and select a category for the incoming information. You can also create a new category or leave the information unfiled.



3. Tap Yes.

## Using your computer keyboard

If you have a lot of data to enter, or prefer to use the computer keyboard, you can use Palm Desktop software or any supported personal information manager (PIM) to enter information. You can then perform a HotSync operation to synchronize the information on your computer with the information on your handheld. Many of the applications that came with your handheld are also available in Palm Desktop software and in most PIMs, so you don't need to learn different applications. For more information on entering data on your computer, refer to the online Help in Palm Desktop software, the Palm Desktop software *Quick Tour* (for Windows computers), and to the *Palm Desktop Software for the Macintosh User's Guide* on the Desktop Software CD-ROM.

## Importing data

If you have data stored in computer applications such as spreadsheets and databases, or if you want to import data from another handheld, you can transfer the data to your handheld without having to type it. Save the data in one of the file formats listed in the next section, import it into Palm Desktop software, and then perform a HotSync operation to transfer the data to your handheld.

## Importing data from a Windows computer

Palm Desktop software can import data in the following file formats:

- Comma-delimited (.csv, .txt): Address Book and Memo Pad only
- Tab-delimited (.tab, .tsv, .txt): Address Book and Memo Pad only
- CSV (Lotus Organizer 2.x/97 Mapping): Address Book only
- vCal (.vcs): Date Book only
- vCard (.vcf): Address Book only
- Date Book archive (.dba)
- Address Book archive (.aba)
- To Do List archive (.tda)
- Memo Pad archive (.mpa)

Archive formats can be used only with Palm Desktop software. Use the archive file formats to share information with other people who use a Palm OS handheld or to create a copy of your important Palm Desktop information.

### To import data from a Windows computer:

1. Open Palm Desktop software.
2. Click the application into which you want to import data.
3. If you are importing records that contain a field with category names, do the following:

Select All in the Category box.

Be sure that the same categories that appear in the imported file also exist in the application. If the categories do not exist, create them now; otherwise, the records are imported into the Unfiled category.

4. From the File menu, select Import.
5. Select the file you want to import.
6. Click Open.
7. To import data into the correct Palm Desktop fields, drag fields in the left column so that they are opposite the corresponding imported field on the right.
8. If you don't want to import a field, click the check box for that field to deselect it.
9. Click OK.

The imported data is highlighted in the application.

10. To add the imported data to your handheld, perform a HotSync operation.



See Palm Desktop online Help for more information on importing and exporting data.

### Using File Link

The File Link feature enables you to import Address Book and Memo Pad information, such as a company phone list, to your handheld from a separate external file on your Windows computer. You can configure the File Link feature to check for changes to the external file when you perform a HotSync operation. HotSync Manager stores the data in a separate category in Palm Desktop software and on your handheld.

With File Link, you can import data stored in any of the following formats:

- Comma-separated (\*.csv)
- Memo Pad archive (\*.mpa)
- Address Book archive (\*.aba)
- Text (\*.txt)

For information on how to set up a file link, see the Palm Desktop online Help.

## Importing data from a Mac computer

Palm Desktop software can import data from any of the following applications when you export the data in the appropriate file format:

- Address Book Plus (text file)
- Claris Organizer (Palm Desktop software can open these files directly)
- ClarisWorks (save under new name as ASCII text file)
- DateBook Pro (text file)
- DayMaker (text file)
- Dynodex (text file)
- FileMaker Pro (tab-separated text file)
- Meeting Maker (text file)
- Newton running OS 1.0 with Newton Connection Kit: Names, Date Book Calendar, and Notepad (text file)
- Now Contact (text file)
- Now Up-to-Date (text file)
- QuickDex (text file)
- TouchBase Pro (text file)
- vCal (.vcs)/vCard (.vcf) compatible PIMs
- Other applications that can export a tab-delimited file such as Microsoft Excel

**To import data from a Mac computer:**

1. Open Palm Desktop software.
2. From the File menu, select Import.
3. Select the file you want to import.
4. Click Open.
5. If you want to change the order of the fields you're importing, point to a field, wait for the cursor to change to a double arrow, and then drag the field to a new location.
6. If you do not want to import a field, click the arrow between the field names.
7. From the Fields pop-up menu, select the appropriate field.
8. From the Delimiters pop-up menu, select the appropriate delimiter.
9. Click OK.
10. To add the imported data to your handheld, perform a HotSync operation.

See Palm Desktop online Help for more information on importing and exporting data.

## Using Note Pad

In addition to using Graffiti characters and the onscreen keyboard, you can enter data on your handheld using the Note Pad application. When you use Note Pad, you write quick notes directly on the handheld screen in your own handwriting. See [Chapter 11](#) for more information and instructions.

## Using Voice Memo

In addition to making visual entries, you can record voice entries on your handheld using the Voice Memo application. When you use Voice Memo, you speak into your handheld's microphone and record quick notes in your own voice. See [Chapter 14](#) for more information and instructions.

## Using a portable keyboard

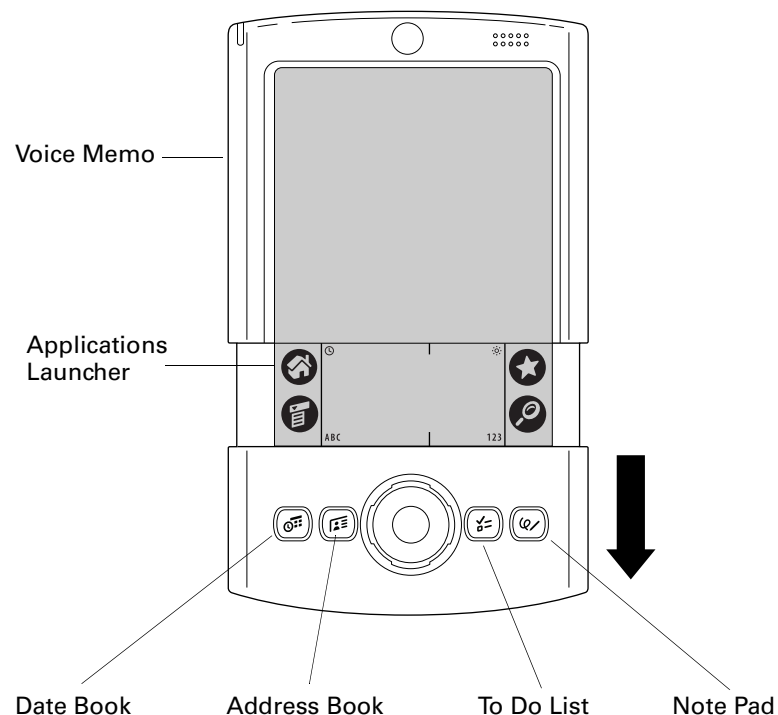
You can connect a portable keyboard accessory to the universal connector on your handheld so that you can type data directly into your handheld. Portable keyboards are very helpful when you need to enter large amounts of data quickly and accurately while you are away from your computer. For additional information about this optional accessory, go to the web site [www.palm.com](http://www.palm.com).

# Working with Applications

This chapter explains how to open and switch between applications on your handheld, how to change application settings so they are personalized to your work methods, and how to categorize applications so you view them in related groups.

## Opening applications

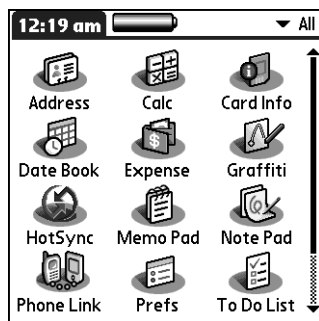
You can use the Applications Launcher to open any application installed on your handheld or an expansion card. You can also open Date Book, Address Book, To Do List, Note Pad, and Voice Memo with the application buttons on your handheld.



In addition to providing a way for you to open applications, the Applications Launcher displays the current time, battery level, and application category.

To open an application on your handheld:

1. Tap the Home icon .



2. Tap the icon of the application that you want to open. If you have many applications installed on your handheld, tap the scroll bar to see all your applications.

## Other ways to open applications

You can also open applications on your handheld in either of the following ways:



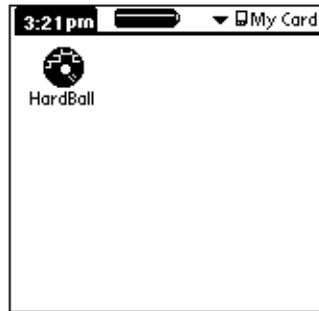
- Press and hold Select on the navigator to open the Applications Launcher. Press Select on the navigator to insert the highlight. Press Up, Down, Right, and Left on the navigator to highlight the icon of the application you want to open. Press Select on the navigator to open the application.
- In the Applications Launcher, write the Graffiti® character for the first letter of its name. The Applications Launcher scrolls to the first application with a name that begins with that letter.

## Opening expansion card applications


When an expansion card is properly seated in the expansion card slot, your handheld responds based on the contents of the card and the application that is active when you insert the card. In some cases the application on the card opens automatically upon insertion, or if you insert a card containing data from the current application, the application displays the data on the card. In other cases the Applications Launcher switches to the card and displays its contents, and the pick list in the upper-right corner of the screen displays the name of the card.

To open an application on an expansion card:

- Select the icon of the application that you want to open.



## Switching between applications

When working with any application, select the Home icon  or press an application button on your handheld to switch to another application. Your handheld automatically saves your work in the current application and displays it when you return to that application.

When you use an expansion card, your handheld creates and displays a new category that matches the name of the expansion card. You can easily switch between applications installed on your handheld and on the expansion card.

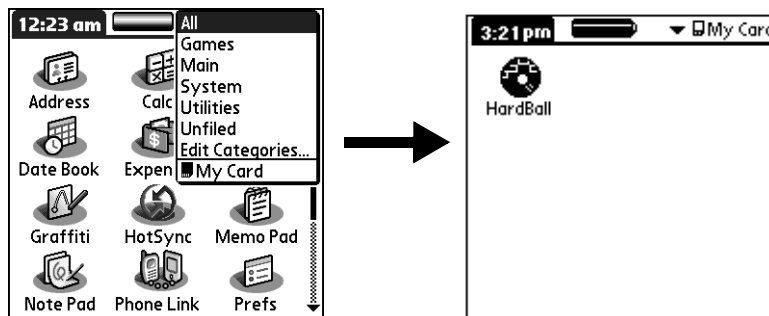
To switch to an expansion card:

1. Tap the pick list in the upper-right corner.



**TIP** When the highlight in the Applications Launcher is *not* active, you can also press and hold Select on the navigator to open the category pick list.

2. Select the category item that matches the name of the expansion card.



## Categorizing applications



The category feature enables you to manage the number of application icons that appear onscreen in the Applications Launcher. You can assign an application to a category and then display a single category or all your applications.

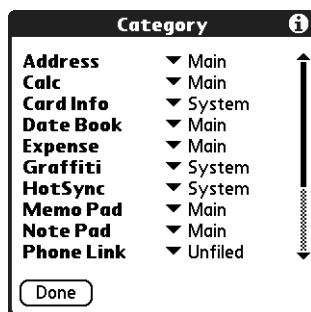
By default, your handheld includes system-defined categories, such as All and Unfiled, and user-defined categories, such as Games, Main, and System.

You cannot modify the system-defined categories, but you can rename and delete the user-defined categories. In addition, you can create your own user-defined categories. You can have a maximum of 15 user-defined categories.

When you have an expansion card properly seated in the expansion card slot, the last item in the category pick list becomes the name of the expansion card. You cannot otherwise categorize applications that reside on an expansion card.

**To categorize an application:**



1. Tap the Home icon .
2. Tap the Menu icon .
3. Select Category on the App menu.
4. Tap the pick list next to each application to select a category.



**TIP** To create a new category, tap Edit Categories from the pick list. Tap New, enter the category name, and then tap OK to add the category. Tap OK again to close the Edit Categories dialog box.

5. Tap Done.

**To display applications by category:**

1. Tap the Home icon .
2. Do one of the following:
  - Tap the Home icon  repeatedly to cycle through all your categories.
  - Tap the pick list in the upper-right corner of the screen, and select the category you want to display.





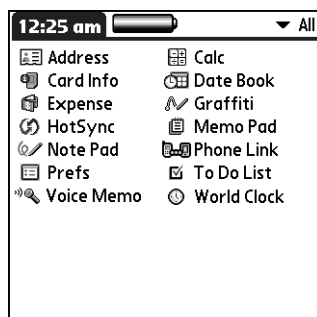
- When the highlight in the Applications Launcher is not active, press and hold Select on the navigator to open the category list, press Up or Down on the navigator to highlight a category, and then press Select on the navigator to view that category.



## Changing the Applications Launcher display

By default, the Applications Launcher displays each application as an icon. As an alternative, you can choose to show a list of applications. You can also choose to view the same category of applications each time you open the Applications Launcher.

**To change the Applications Launcher display:**

1. Tap the Home icon .
2. Tap the Menu icon .
3. Select Options, and then select Preferences.
4. Tap the View By pick list and select List.
5. Tap OK.



**To open the Applications Launcher to the last opened category:**

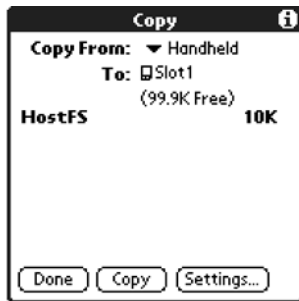
1. Tap the Home icon .
2. Tap the Menu icon .
3. Select Options, and then select Preferences.
4. Tap the Remember Last Category check box to select it.
5. Tap OK.

## Copying applications to or from an expansion card

You can copy applications from your handheld to an expansion card, or from an expansion card to your handheld.

### To copy an application to an expansion card:

1. Tap the Home icon .
2. Tap the Menu icon .
3. Select Copy on the App menu.





4. Tap the Copy From pick list and select Handheld.
5. Tap the Copy To pick list and select the card name.  
The Copy To pick list appears only if there are multiple cards available.
6. Tap an application to copy.
7. Tap Copy.
8. Tap Done.

You can install applications to a card that is seated in the expansion card slot during a HotSync® operation. See [“Installing add-on applications”](#) later in this chapter for details.

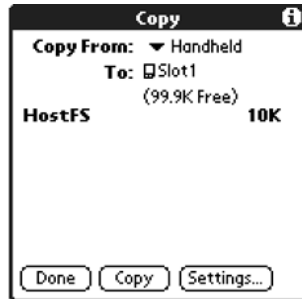
**NOTE** If you view your applications on the card using a Card Reader on your Windows or Mac computer, the actual file names may differ from those displayed in the Applications Launcher.

### To copy an application from an expansion card:

1. Tap the Home icon .
2. Tap the Menu icon .



3. Select Copy on the App menu.



4. Tap the Copy From pick list and select the card name.
5. Tap the Copy To pick list and select Handheld.
6. Tap the application you want to copy.
7. Tap Copy.
8. Tap Done.



You can also beam applications from expansion cards to your handheld. See [“Beaming data”](#) in [Chapter 3](#) for details.

## Selecting copy settings

When using the copy feature, you can set the following:

- How applications are sorted and listed
- Whether to copy only the application or both the application and its data files

**To select copy settings:**

1. Tap the Home icon .
2. Tap the Menu icon .
3. Select Copy on the App menu.
4. Tap Settings.



5. Tap the Sort By pick list and select Name or Size.
6. Tap the Copy Application Only check box to select it if you want to copy only the application files. Leave it deselected if you want to copy both the application file and its associated data file(s).
7. Tap OK.


**NOTE** The Sort By setting is in effect each time you use the copy feature. Each time you want to copy an application only, you must select the Copy Applications Only check box.

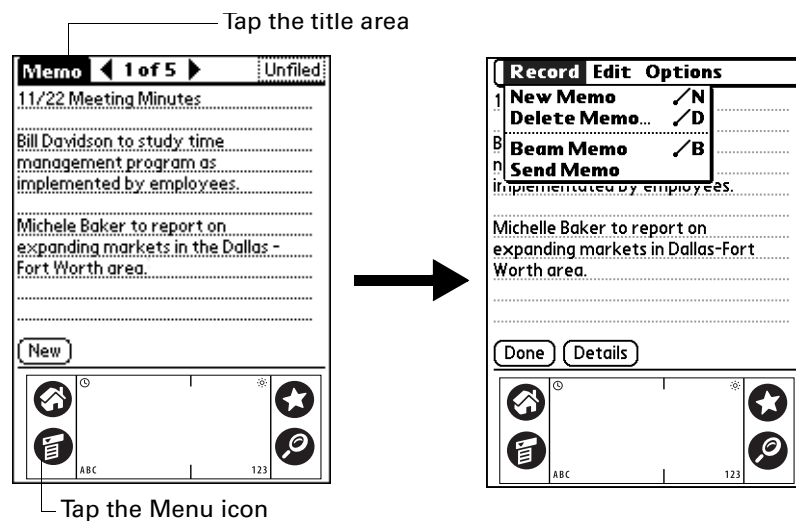
## Using menus

Menus on your handheld are easy to use. Once you have mastered them in one application, you can use them the same way in all other applications.

The menus of each application are illustrated in the chapter that discusses that application.

To open the menu bar:

1. Open an application (such as Memo Pad).
2. Do one of the following:
  - Tap the Menu icon .
  - Tap the inverted title area at the top of the screen.



In this example, three menus are available: Record, Edit, and Options. The Record menu is selected and contains the commands New Memo, Delete Memo, Beam Memo, and Send Memo.

## Choosing a menu

The menus and menu commands that are available depend on the application that is currently open. Also, the menus and menu commands vary depending on *which part* of the application you're currently using. For example, in Memo Pad, the menus are different for the Memo list screen and the Memo record screen.

To select a menu command with the stylus:

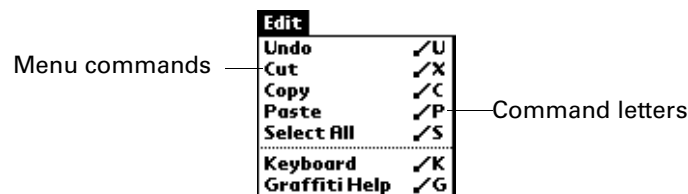
1. Open the menu bar for an application.
2. Tap the menu that contains the command you want to use.
3. Tap the command you want to use.



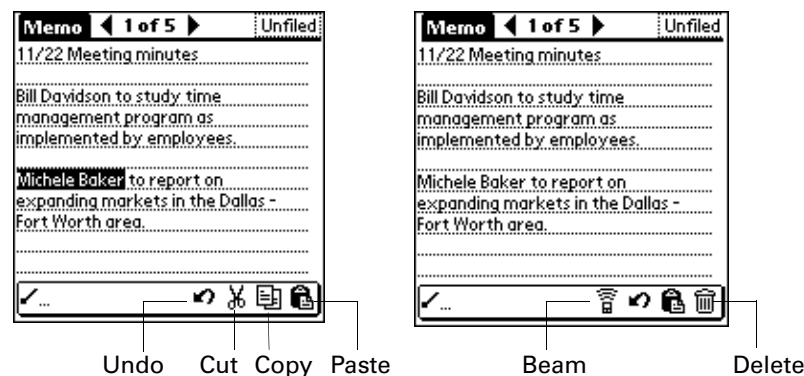
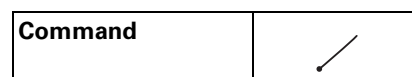
**TIP** After you open the menu bar, you can also press Right and Left on the navigator to select a menu, press Down on the navigator to select the command you want to use, and then press Select on the navigator to run the command.

### Graffiti menu commands

Most menu commands have an equivalent Graffiti Command stroke, which is similar to the keyboard shortcuts used to execute commands on computers. The command letters appear to the right of the command names.



When you draw the Command stroke anywhere in the Graffiti area, the Command toolbar appears just above the Graffiti writing area to indicate that you are in Command mode.



The Command toolbar displays context-sensitive menu commands for the active screen. For example, if text is selected, the menu icons displayed may be Undo, Cut, Copy, and Paste. Tap an icon to select the command, or immediately write the corresponding command letter for an appropriate command in the Graffiti writing area.


For example, to select Paste from the Edit menu, draw the Command stroke, followed by the letter *p*.

Command mode is active only for a short time, so you must tap an icon or write the command letter immediately to select the menu command.

## Choosing application preferences

You can set options that affect an entire application in the application's Preferences dialog box.

**To change preferences for an application:**

1. Open an application.
2. Tap the Menu icon .
3. Select Options, and then select Preferences.

**NOTE** Not all applications have a Preferences command.

4. Make changes to the settings.
5. Tap OK.

## Performing common tasks

The tasks described in this section use the term *records* to refer to an individual item in any of the applications: a single Date Book event, Address Book entry, To Do List item, Note Pad note, Voice Memo voice memo, Memo Pad memo, or Expense item.

### Creating records

You can use the following procedure to create a new record in Date Book, Address Book, To Do List, Note Pad, Memo Pad, and Expense.

**To create a record:**

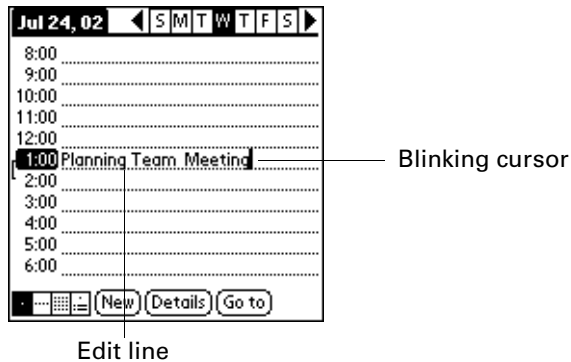
1. Select the application in which you want to create a record.
2. Tap New.
3. In Date Book only: Select start and end times for your appointment, and tap OK.
4. Enter text for the record.
5. (Optional) Tap Details to select attributes for the record. (In Note Pad the Details command is located on the Options menu.)
6. In Address Book, Note Pad, and Memo Pad only: Tap Done.

There's no need to save the record because your handheld saves it automatically.

## Editing records

After you create a record, you can change, delete, or enter new text at any time. Two screen features tell you when your handheld is in Edit mode:

- A blinking cursor
- One or more dotted edit lines



**NOTE** In Note Pad you can write anywhere on the screen. Therefore, you will not see an edit line or blinking cursor unless the cursor is in the title line.

### Entering text

For information on how to enter text using Graffiti writing, the onscreen keyboard, or the keyboard attached to your computer, see [Chapter 3](#). For information on entering text in Note Pad, see [Chapter 11](#).

### Using the Edit menu

The Edit menu is available with any screen where you enter or edit text. In general, commands available in the Edit menu apply to text that you *select* in an application.

To select text in an application:

1. Tap the beginning of the text that you want to select.
2. Drag the stylus over the text to highlight it (in yellow).


**NOTE** You can also double-tap to select a word, or triple-tap to select a line of text. You can also drag *across* the text to select additional words, or drag *down* to select a group of lines.

The following commands may appear in an Edit menu:

<b>Undo</b>	Reverses the action of the <i>last edit</i> command. For example, if you used Cut to remove text, Undo restores the text you removed. Undo also reverses deletions you made using backspace.
<b>Cut</b>	Removes the selected text and stores it temporarily in the memory of your handheld. You can paste the text you cut into another area of the current application or into a different application.
<b>Copy</b>	Copies the selected text and stores it temporarily in the memory of your handheld. You can paste the text that you copy into another area of the current application or into a different application.
<b>Paste</b>	Inserts the text that you cut or copied at the selected point in a record. The text you paste replaces any selected text. If you did not previously cut or copy text, Paste does nothing.
<b>Select All</b>	Selects all of the text in the current record or screen. This enables you to cut or copy all of the text and paste it elsewhere.
<b>Keyboard</b>	Opens the onscreen keyboard. After you finish with the onscreen keyboard, tap Done.
<b>Graffiti Help</b>	Opens screens that show all the Graffiti character strokes. Use this command anytime you forget a stroke for a character.

## Deleting records

To delete a record:

1. Select the record you want to delete.
2. Tap the Menu icon .
3. Select the Delete command on the Record menu. In Voice Memo, the delete command is on the V Memo menu:

**Date Book:** Delete Event

**Address Book:** Delete Address

**To Do List:** Delete Item

**Note Pad:** Delete Note

**Voice Memo:** Delete V Memo

**Memo Pad:** Delete Memo

**Expense:** Delete Item

A confirmation dialog box appears. If you want to save a copy of the deleted item to an archive file in Palm™ Desktop software, be sure that the check box is selected. If you don't want to save a copy, tap the check box to deselect it. (The archive option is not available in Note Pad and Voice Memo.)

4. Tap OK.

If you chose to save a copy of the selected item, your handheld transfers it to the archive file on your desktop the next time you perform a HotSync operation.

**To delete a record with alternate methods:**

- Delete the text of the record.
- In Date Book, Address Book, To Do List, and Memo Pad, open the Details dialog box for the record, tap Delete, and then tap OK.

**NOTE** When deleting a repeating event in Date Book, you can choose to delete the current repeating event, current and future events, or all instances of that event.

- In Note Pad and Voice Memo, open the note or voice memo you want to delete, and then tap Delete.


## Purging records

Over time, as you use Date Book, To Do List, and Expense, you'll accumulate records in these applications that have outlived their usefulness. For example, events that occurred months ago remain in the Date Book, and To Do List items that you marked as completed remain in the list, as do Expense items.

All these outdated records take up memory on your handheld, so it's a good idea to remove them by using Purge. If you think Date Book or To Do List records might prove useful later, you can purge them from your handheld and save them in an archive file on your computer.

Purging is not available in Address Book, Note Pad, Voice Memo, or Memo Pad. You must delete outdated records manually from these applications.

**To purge records:**

1. Open the application.
2. Tap the Menu icon .
3. Select Purge on the Record menu.

A confirmation dialog box appears.

**Date Book:** Tap the pick list and select how old a record must be to be purged. Purge deletes repeating events if the last of the series ends before the date that you purge records.

**Date Book, To Do List:** If you want to save a copy of the purged records to an archive file on your desktop, be sure that the check box is selected. If you don't want to save a copy, tap the check box to deselect it.

**Expense:** Select the category you want to purge. All data in the selected category will be purged and there is no archive option.

4. Tap OK, or in Expense, tap Purge.

If you chose to save a copy of the purged records, your handheld transfers them to an archive file on your desktop the next time you perform a HotSync operation.

**NOTE** Purging does not happen automatically. You must select the command to make it happen.

## Categorizing records

You can categorize records in the Address Book, To Do List, Note Pad, Voice Memo, Memo Pad, and Expense applications so that they are grouped logically and are easy to review.

When you create a record, your handheld automatically places it in the category that is currently displayed. If the category is All, your handheld assigns it to the Unfiled category. You can leave an entry as Unfiled or assign it to a category at any time.

By default, your handheld includes system-defined categories, such as All and Unfiled, and user-defined categories, such as Business and Personal.

You cannot modify the system-defined categories, but you can rename and delete the user-defined categories. In addition, you can create your own user-defined categories. You can have a maximum of 15 user-defined categories in each application.

When you have an expansion card properly seated in the expansion card slot, the last item in the category pick list becomes the name of the expansion card. You cannot otherwise categorize applications that reside on an expansion card.

Address Book contains the QuickList user-defined category, in which you can store the names, addresses, and phone numbers you might need in emergencies (doctor, fire department, lawyer, and so on).

Expense contains two user-defined categories, New York and Paris, to show how you might sort your expenses according to different business trips.

The illustrations in this section come from Address Book, but you can use these procedures in all the applications in which categories are available.

### To move a record into a category:

1. Select the record you want to categorize.
2. In Address Book only: Tap Edit.
3. Tap Details.



4. Tap the Category pick list to display the list of available categories.

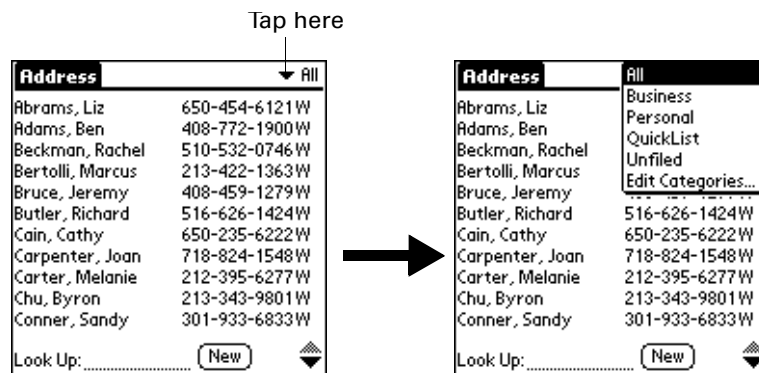


5. Select the category for the record.
6. Tap OK.

**NOTE** In Address Book, Note Pad, Voice Memo, and Memo Pad you can select the category name in the upper-right corner of the screen to assign the item to a different category.

To display a category of records:

1. Tap the category pick list in the upper-right corner of the list screen.



**NOTE** In the Date Book Agenda view, the pick list is in the upper right of the To Do list.

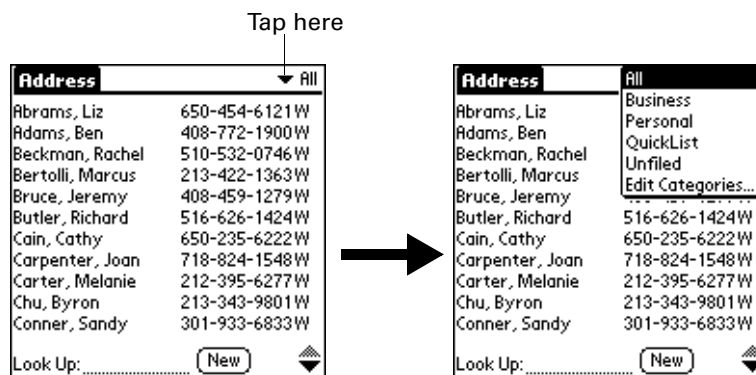
2. Select the category you want to view.

The list screen now displays only the records assigned to that category.

**TIP** Pressing an application button on your handheld scrolls through all the categories of that application except for Unfiled. This feature is not available in Date Book.

**To define a new category:**

1. Tap the category pick list in the upper-right corner of the screen or list.



2. Select Edit Categories.
3. Tap New.



4. Enter the name of the new category, and then tap OK.



5. Tap OK.

You can assign any of your records to the new category.

**To rename a category:**

1. Tap the category pick list in the upper-right corner of the screen or list.
2. Select Edit Categories.
3. Select the category that you want to rename, and then tap Rename.



4. Enter the new name for the category, and then tap OK.



5. Tap OK.

**TIP** You can group the records within two or more categories into one category by giving the categories the same name. For example, if you change the name of the Personal category to Business, all records formerly in the Personal category appear in the Business category.

## Finding information

Your handheld offers several ways for you to find information quickly:

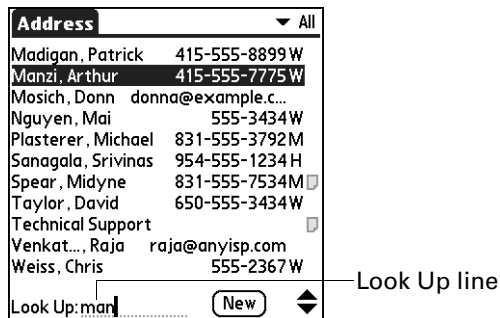
- **All applications that reside on your handheld:** Find locates any text that you specify, always starting with the current application. However, Find does not search through applications on expansion cards.
- **Date Book, To Do List, Memo Pad:** Phone Lookup displays the Address list screen and enables you to add to a record the information that appears in this list.
- **Address Book:** The Look Up line enables you to scroll immediately to a name when you enter the first letters of that name.
- **Expense:** Lookup displays the names in your Address Book that have data in the Company field. You can add these names to a list of attendees associated with an Expense record.

### Looking up Address Book records

In Address Book you can use the Look Up line with the stylus or navigator to look up and quickly scroll to any of your Address Book entries.

#### To look up an Address Book record with the stylus:

1. From the Address list screen, enter the first letter of the name you want to find.



The list scrolls to the first entry that begins with that letter. If you write another letter, the list scrolls to the first entry that starts with those *two* letters. For example, writing an *s* scrolls to “Sands,” and writing *sm* scrolls further to “Smith.” If you sort the list by company name, the Look Up feature scrolls to the first letter of the company name.

2. Tap the record to view its contents.

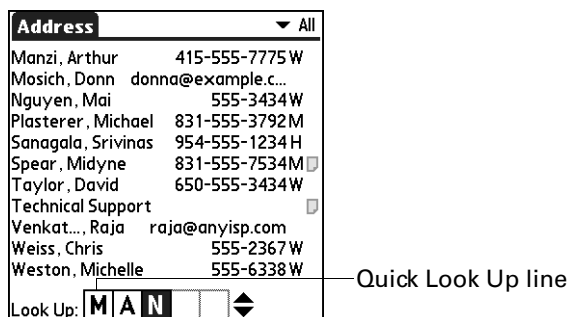


#### To look up an Address Book record with the navigator:

1. From the Address list screen, press Right on the navigator to display the Quick Look Up line.
2. Press Up and Down on the navigator to select the first letter of the name you want to find.

The list scrolls to the first entry that begins with that letter.

3. Press Right on the navigator to move to the next letter box.



The Quick Look Up line displays only letters that are a possible match for that position. For example, in the screen shown here, if you enter *c* in the first box, only the letters *a*, *h*, and *o* appear in the second box.

If there is only one possible match for a particular position, the highlight jumps to the next position.

4. Press Up or Down on the navigator to select the next letter of the name you want to find.

The list then scrolls to the first entry that starts with those *two* letters. For example, selecting *s* scrolls to "Sands," and selecting *sm* scrolls further to "Smith." If you sort the list by company name, the Quick Look Up feature scrolls to the matches for the company name.

5. Repeat steps 4 and 5 until the entry you want appears in the list.
6. Press Select on the navigator to highlight the record you want.
7. Press Select on the navigator to view the contents of the selected record.

**TIP** If there is only one possible match for the letters you selected, the contents of the record automatically display.

### Using Find

You can use Find to locate any text that you specify, in any application that resides on your handheld. Find does not search applications that reside on an expansion card.

#### To use Find:

1. Tap the Find icon .

**TIP** If you select text in an application before you tap Find, the selected text automatically appears in the Find dialog box.

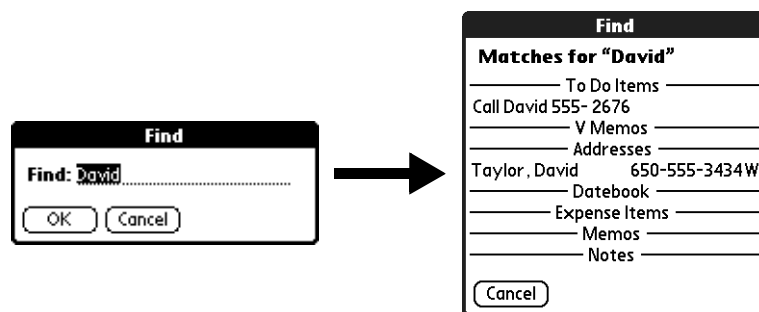
2. Enter the text that you want to find.

Find is *not* case sensitive. For example, searching for the name "davidson" also finds "Davidson."

Find locates any words that begin with the text you enter. For example, searching for "plane" finds "planet" but not "airplane."

3. Tap OK.

Find searches for the text in all records and all notes.




As your handheld searches for the text, you can tap Stop at any time. You may want to do this if the entry you want appears before your handheld finishes the search. To continue the search after you tap Stop, tap Find More.

4. Tap the text that you want to review.

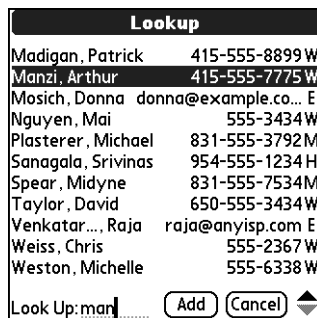
### Using Phone Lookup

Phone Lookup displays the Address list screen. You can add to a record the information that appears in this list.

#### To use Phone Lookup:

1. Display the record in which you want to insert a phone number. The record can be in Date Book, To Do List, Memo Pad, or any other application that takes advantage of this feature.
2. Tap the Menu icon .
3. Select Options, and then select Phone Lookup.
4. Begin to spell the last name of the name you want to find.

The list scrolls to the first record in the list that starts with the first letter you enter. Continue to spell the name you're looking for, or when you see the name, tap it.



5. Tap Add.

The name you selected, along with the information associated with it, is pasted into the record you selected in step 1.

### Using Graffiti commands with Phone Lookup

Write the Graffiti Command stroke *"/L*" to activate the Phone Lookup feature. You can also activate it in the following circumstances:

- **While entering text:** For example, to insert the full name and phone number for someone with the last name Williams, write the Graffiti characters for *Wi* and then the Phone Lookup Command stroke *"/L*."

If you have only one Address Book record that begins with *Wi*, your handheld inserts the full name, such as Fred Williams (and its associated information). If

you have more than one name that begins with *Wi*, the Phone Lookup screen appears and highlights the first record that begins with *Wi*.

- **For selected text:** Drag to highlight the text, and then write the Phone Lookup Command stroke “/L.” Your handheld replaces the selected text and adds the name and its associated information.

### Looking up names to add to Expense records

In Expense, Lookup displays the names in your Address Book that have data in the Company field. You can add these names to a list of attendees associated with an Expense record.

To add names to an Expense record:

1. Tap the Expense record to which you want to add names.
2. Tap Details.

3. Tap Who.

4. Tap Lookup.

The Attendees Lookup screen displays all the names in your Address Book that have data in the Company field.

5. Select the name you want to add, and then tap Add.

The name appears in the Attendees screen.

6. Repeat steps 4 and 5 to add more names.
7. Tap Done.
8. Tap OK.

## Sorting lists of records


You can sort lists of records in various ways, depending on the application. Sorting is available in applications that have list screens: Address Book, To Do List, Note Pad, Voice Memo, Memo Pad, and Expense.

**NOTE** You can also assign records to categories. See “Categorizing records” earlier in this chapter.

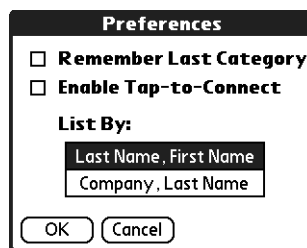
**To sort records in To Do List and Expense:**

1. Open the application to display the list screen.
2. Tap Show.
3. Tap the Sort by pick list and select an option.
4. Tap OK.

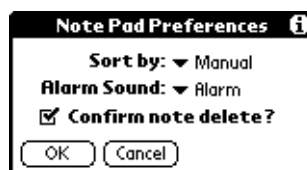
**To sort records in Address Book, Note Pad, Voice Memo, and Memo Pad:**

1. Open the application to display the list screen.
2. Tap the Menu icon .
3. Select Options, and then select Preferences.

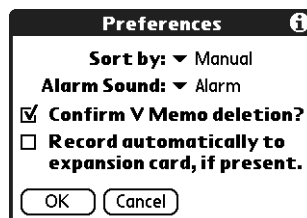
### Address Book



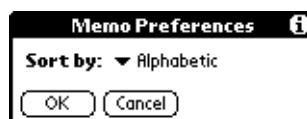
### Note Pad



### Voice Memo



### Memo Pad





- Do one of the following:

**Address Book:** Tap the setting you want.

**Note Pad:** Tap the Sort by pick list and select Alphabetic, Date, or Manual.

**Voice Memo:** Tap the Sort by pick list and select Date, Alphabetic, Duration, or Manual.

**Memo Pad:** Tap the Sort by pick list and select Alphabetic or Manual.

- Tap OK.

To sort the Note Pad, Voice Memo, or Memo list manually, tap and drag a note, voice memo, or memo to a new location in the list.

To make the list appear in Palm Desktop software as you manually sorted it on your handheld, open the application in Palm Desktop software and click Sort by. Then select Order on Handheld.

## Attaching notes

In Address Book, Date Book, To Do List, and Expense, you can attach a note to a record. A note can be up to several thousand characters long. For example, for an appointment in Date Book, you can attach a note with directions to the location.

**To attach a note to a record:**

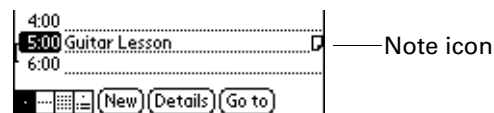
- Display the entry to which you want to add a note.



To display an entry, tap it or press Up or Down on the navigator to highlight it, and then press Select on the navigator.

- In Address Book only: Tap Edit.
- Tap Details.
- Tap Note.
- Enter your note.
- Tap Done.

A small note icon appears at the right side of any item that has a note.




**To review or edit a note:**

- Tap the Note icon .



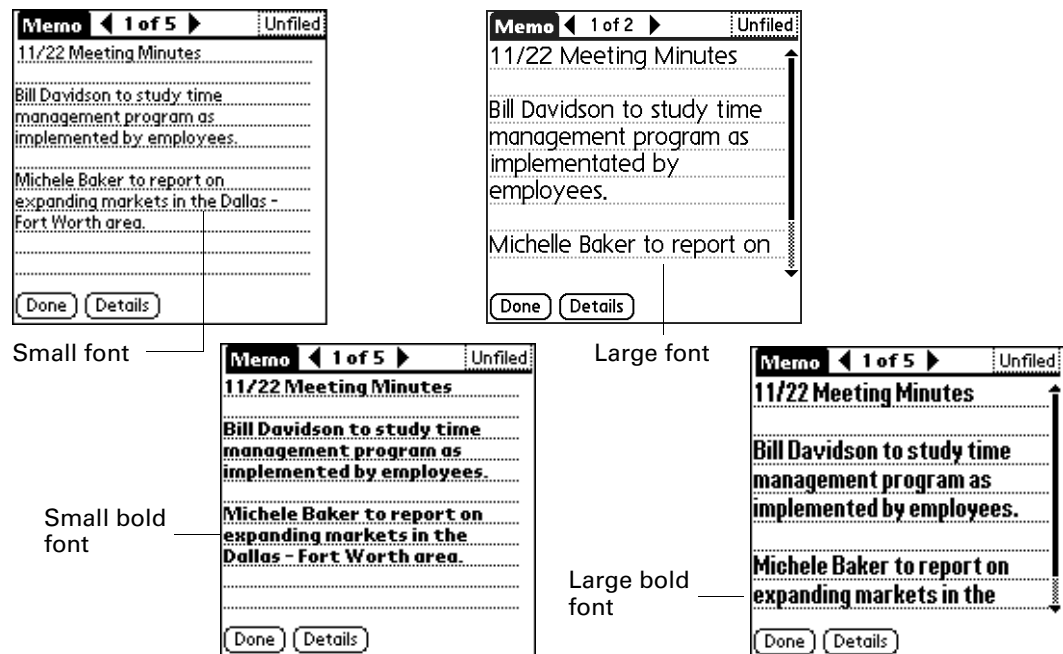
**TIP** In Date Book, you can also highlight the event that contains the note, press Select on the navigator to open the note, and then press Select on the navigator again to close the note.

To delete a note:


1. Tap the Note icon .
2. Tap Delete.
3. Tap Yes.

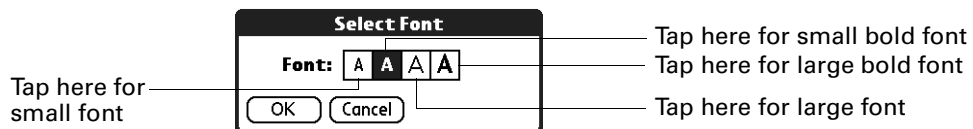
## Choosing fonts

In many applications, you can change the font style to make text easier to read. You can choose small, small bold, large, or large bold fonts in each application that enables you to change the font style.



To change the font style:

1. Open an application.
2. Tap the Menu icon .
3. Select Options, and then select Font.
4. Tap the font style you want to use.



5. Tap OK.

## Receiving and alerts

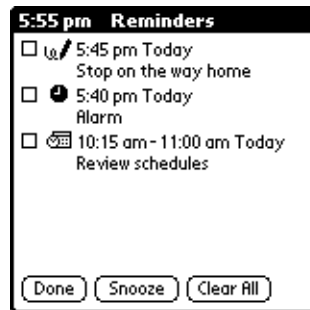
You can receive alerts on your handheld and in Palm Desktop software.

### Receiving alerts on your handheld

When you use certain application settings, your handheld can alert you to any of the following:

- An appointment set in Date Book
- A note created in Note Pad
- A voice memo created in Voice Memo
- An alarm set in World Clock

When an alert occurs, your handheld displays a reminder message. If you tap Snooze in response to an alert message, your handheld reminds you of the item again in five minutes. The Reminder screen displays alerts that await attention.



To respond to alerts, do one of the following:

- Select an item's check box to clear the item.
- Tap an item (either the icon or the text description) to open the application where the alarm was set. The application opens to the entry associated with the alarm.
- Tap Done to close the reminder list and return to the current screen. An attention indicator will blink in the upper-left corner of the screen; tap it to view the alert list again.
- Tap Snooze to see the list again in five minutes.

If you tap Done or Snooze and view the reminder list later, the current time appears in the Reminder bar and the original alert time appears with each list item.

- Tap Clear All to dismiss all alerts in the list.

### Receiving alerts from Palm Desktop software

You can also set an option to receive Date Book event alerts from Palm Desktop software. The feature is disabled by default, so you must enable it within Palm Desktop software.

To enable an event alert from Palm Desktop software:

1. Double-click the Palm Desktop icon.
2. From the Tools menu, select Options, and then select Alarms.
3. Set Alarm Configuration options, either Always Available or Available only when the Palm Desktop is running.
4. (Optional) To hear an alert sound as well as receive an alert message, select the check box Play audible notification with alarm dialog box.
5. Click OK.

### Hiding or masking private records

You can use the Security application to set a password and select whether to mask your private records or hide them completely. See “Security Preferences” in [Chapter 17](#) for details.

## Installing and removing applications

This section explains how to install and remove applications on your handheld or on an expansion card, and how to remove Palm Desktop software from your computer.

### Installing add-on applications

Your handheld comes with applications installed and ready to use, but you can also install additional applications, such as games and other software, on your handheld or on a card that is seated in the expansion card slot. Applications or games that you install on your handheld reside in RAM memory, and you can delete them at any time.

The Install Tool makes it easy to install software during a HotSync operation. There are a variety of third-party applications available for your handheld. To learn more about these applications, go to the web site: [www.palm.com](http://www.palm.com).

**NOTE** Palm works with developers of third-party add-on applications to ensure the compatibility of these applications with your new Palm handheld. Some third-party applications, however, may not have been upgraded to be compatible with your new Palm handheld.

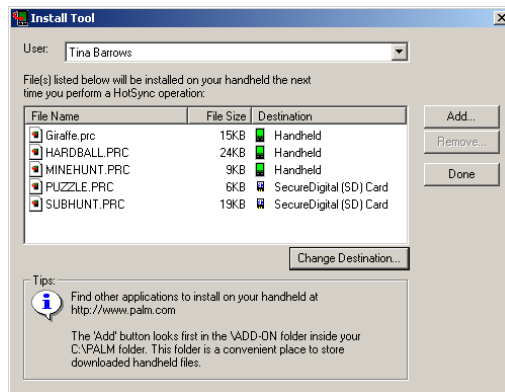
If you suspect that a third-party application is adversely affecting the operation of your handheld, contact the developer of the application. In addition, Palm, Inc. has information about some applications' compatibility with your handheld. To find this information, do one of the following:

- Go to [www.palm.com/support](http://www.palm.com/support). Click the link for information about your handheld, and then find the information on compatibility of third-party applications.
- Read the readme file for your handheld. After you install Palm Desktop software on your computer, open the Palm folder. The readme file is located in the Helpnote folder.

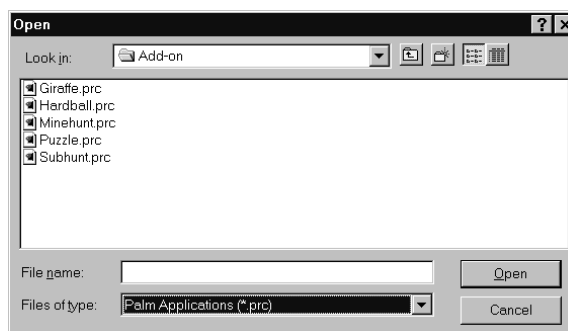
**To install add-on software on your handheld using a Windows computer:**

1. On your computer, copy or download the application you want to install into the add-on folder in your Palm Desktop directory on your computer.
2. Double-click the Palm Desktop icon on your desktop.
3. Click Install.

**TIP** You can also access the Install Tool dialog box by selecting Install Tool from the Palm Desktop program group or by double-clicking any file with a PRC, PDB, POA, PNC, or SCP file extension.

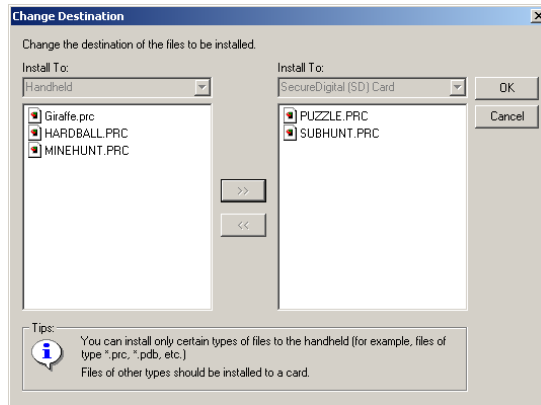


4. In the User drop-down list, select the name that corresponds to your handheld.
5. Click Add.



6. Select the application(s) that you want to install.
7. Click Open.

8. If you need to change the destination of the application you are installing, click Change Destination on the Install Tool window, and then use the arrows to move applications between your handheld and an expansion card.



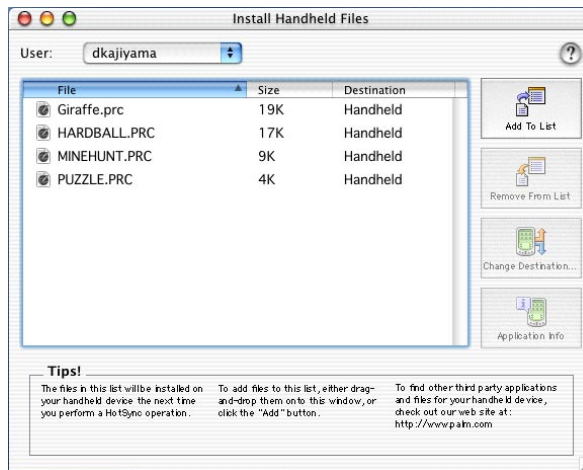
9. Click OK to close the Change Destination window.
10. Click Done to close the Install Tool window.
11. Perform a HotSync operation to install the selected application(s). See [“Conducting cradle/cable HotSync operations”](#) in [Chapter 16](#) for details.

**NOTE** Files that remain in the list after you perform a HotSync operation were not installed. This can happen if the file type was not recognized during the HotSync operation. Expansion cards may hold applications that use files other than the Palm™ application files. For your handheld to recognize such a file, you must first launch the associated application at least once.

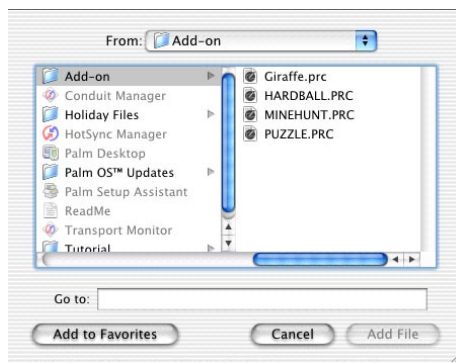
**To install add-on software on your handheld using a Mac computer:**

1. On your Mac computer, copy or download the application you want to install into the Add-on folder in your Palm folder.
2. Double-click the HotSync Manager icon in the Palm folder.
3. From the HotSync menu, select Install Handheld Files.

- From the User pop-up menu, select the name that corresponds to your handheld.



- Click Add To List.



If the file you want to install is not listed in the dialog box, go to the folder to which you copied the file. Most handheld application files have the extension PRC, PDB, PQA, or SCP.

- Select the application(s) you want to install.
- Click Add File to add the selected application to the Install Handheld Files list.

**TIP** You can also drag files or folders of files to the list in the Install Handheld Files dialog box. The files are copied to the Files To Install folder.

8. If you need to change the destination of the application you are installing, click Change Destination in the Install Handheld Files window, and then use the arrows to move applications between your handheld and an expansion card.





9. Click OK to close the Change Destination window.
10. Close the Install Handheld Files window.
11. Perform a HotSync operation to install the selected application(s) on your handheld. See [“Conducting cradle/cable HotSync operations”](#) in [Chapter 16](#) for details.

**NOTE** Files that remain in the list after you perform a HotSync operation were not installed. This can happen if the file type was not recognized during the HotSync operation. Expansion cards may hold applications that use files other than the Palm application files. For your handheld to recognize such a file, you must first launch the associated application at least once.

## Removing applications

If you run out of memory or decide that you no longer need an application you installed, you can remove applications from your handheld or from an expansion card. From your handheld, you can remove only add-on applications, patches, and extensions that you install; you cannot remove the applications that reside in the ROM portion of your handheld.

### To remove an add-on application:

1. Tap the Home icon .
2. Tap the Menu icon .
3. Select Delete on the App menu.
4. Tap the Delete From pick list and select either Handheld or Card. If you want to delete applications from a card, the card must be seated in the expansion card slot.



5. Tap the application that you want to remove.



6. Tap Delete.
7. Tap Yes.
8. Tap Done.

## Removing Palm Desktop software

If you no longer want to use Palm Desktop software, you can remove it from your computer.

This process removes only the application files. The data in your Users folder remains untouched.

**NOTE** You may need to modify the steps shown here to accommodate the version of the operating system installed on your computer.

### To remove Palm Desktop software from a Windows computer:

1. From the Windows Start menu, select Settings and then click Control Panel.
2. Double-click the Add/Remove Programs icon.
3. Click the Change or Remove Programs button.
4. Select Palm Desktop.
5. Click Change/Remove.

This process removes only the application files. The data in your Users folder remains untouched.

6. Click Yes in the Confirm File Deletion box.
7. Click OK.
8. Click Close.

**NOTE** If you want to synchronize data with another personal information manager (PIM) you need to install the HotSync Manager from the Desktop Software CD-ROM. During the installation select the Custom option and then choose to install only HotSync Manager.

**To remove Palm Desktop software from a Mac computer:**

1. Insert the Desktop Software CD-ROM in the CD-ROM drive on your computer.
2. Double-click the Desktop Software CD-ROM icon on your desktop.
3. Double-click the Palm Desktop Installer icon.
4. From the Easy Install screen, select Uninstall from the pop-up menu.
5. Select the software you want to remove.
6. Click Uninstall.
7. Select the folder that contains your Palm Desktop software files.
8. Click Remove.
9. Restart your computer.

# Using Address Book

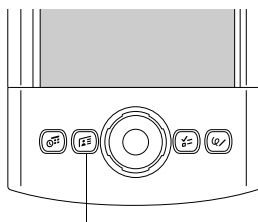


Address Book enables you to keep names, addresses, phone numbers, and other information about your personal or business contacts. Use Address Book to do the following:

- Quickly look up or enter names, addresses, phone numbers, and other information. See “Finding information” in Chapter 4 for details.
- Enter up to five phone numbers (home, work, mobile, fax, and so on) or e-mail addresses for each name.
- Define which phone number appears in the Address list for each Address Book entry.
- Attach a note to each Address Book entry, in which you can enter additional information about the entry.
- Assign Address Book entries to categories so that you can organize and view entries in logical groups.
- Create your own digital business card that you can beam to other devices with an infrared (IR) port and an application that can read the data.

### To open Address Book:

- Press the Address Book application button on the front panel of your handheld. Address Book opens to display the list of all your records.



Address Book button

**TIP** Press the Address Book application button repeatedly to cycle through the categories in which you have records. You can also press and hold the Address Book application button to instantly beam your business card to another device with an IR port. The receiving device must also have an application that can read the Address Book data.

## Creating an Address Book entry

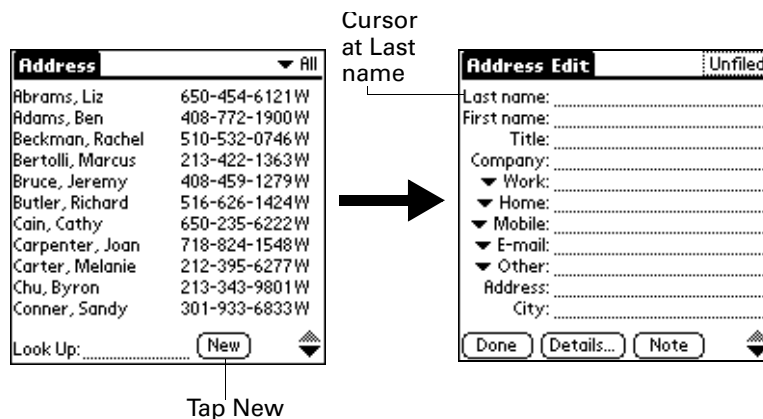
A record in Address Book is called an *entry*. You can create entries on your handheld, or you can use Palm™ Desktop software to create entries on your computer and then transfer the entries to your handheld with your next HotSync® operation.

Palm Desktop software also has data import capabilities so that you can load database files into Address Book on your handheld.

See “Importing data” in Chapter 3 and Palm Desktop online Help for more information.

To create a new Address Book entry:

1. Press the Address Book application button  on the front of your handheld to display the Address list.
2. Tap New.



3. Enter the last name of the person you want to add to your Address Book.

The handheld automatically capitalizes the first letter of each field (except numeric and e-mail fields). You do not have to use the Graffiti® capital stroke to capitalize the first letter of the name.

4. Use the Next Field Graffiti stroke to move to the First Name field.



**TIP** You can also move to any field by tapping it directly.

5. Enter the first name of the person in the First Name field.
6. Enter the other information that you want to include in this entry.

As you enter letters in the Title, Company, City, and State fields, text appears for the first logical match that exists in your Address Book. As you enter more

letters, a closer match appears. For example, you may already have Sacramento and San Francisco in your Address Book. As you enter *S*, Sacramento appears, and as you continue entering *a* and *n*, San Francisco replaces Sacramento. As soon as the word you want appears, tap the next field to accept the word.

7. Tap the scroll arrows  $\blacklozenge$  to move to the next page of information.
8. After you finish entering information, tap Done.



Tap Done

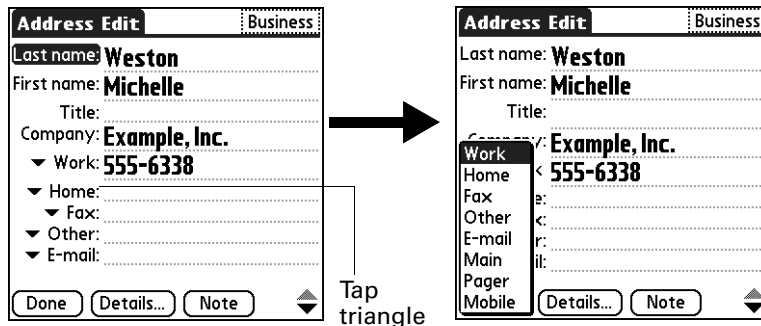
**TIP** To create an entry that always appears at the top of the Address list, begin the Last name or Company field with a symbol, as in \*If Found Call\*. This entry can contain contact information in case you lose your handheld.

## Selecting types of phone numbers

You can select the types of phone numbers or e-mail addresses that you associate with an Address Book entry. Any changes you make apply only to the current entry.

To select other types of phone numbers in an entry:

1. Tap the entry that you want to change.
2. Tap Edit.
3. Tap the pick list next to the label you want to change.



4. Select a new label.

## Changing Address Entry details

The Address Entry Details dialog box provides a variety of options that you can associate with an entry.

To open the Address Entry Details dialog box:

1. Tap the entry whose details you want to change.



**TIP** You can also use the navigator to open an Address entry. See “Using the navigator” in Chapter 2 for instructions.

2. Tap Edit.
3. Tap Details.



4. Select any of the following settings:

- |                     |  |
|---------------------|--|
| <b>Show in List</b> | Select which type of phone or other information appears in the Address list screen. Your options are Work, Home, Fax, Other, E-mail, Main, Pager, and Mobile. The identifying letters <i>W</i> , <i>H</i> , <i>F</i> , <i>O</i> , <i>M</i> , or <i>P</i> appear next to the record in the Address list, depending on which information is displayed. If you select E-mail, no identifying letter is displayed. |
| <b>Category</b>     | Assign the entry to a category.  |
| <b>Private</b>      | Hide this entry when Security is turned on.  |

## Making connections from Address Book

You can use the entries in your Address Book to launch applications that perform tasks such as dialing a phone number or creating an e-mail or SMS message. Some of the applications you can launch are included on the Software Essentials CD-ROM that comes with your handheld, and others may be available from third-party developers and are sold separately. Most of these applications require a GSM mobile phone or an optional modem accessory that is compatible with your handheld (mobile phone and modem accessory sold separately).



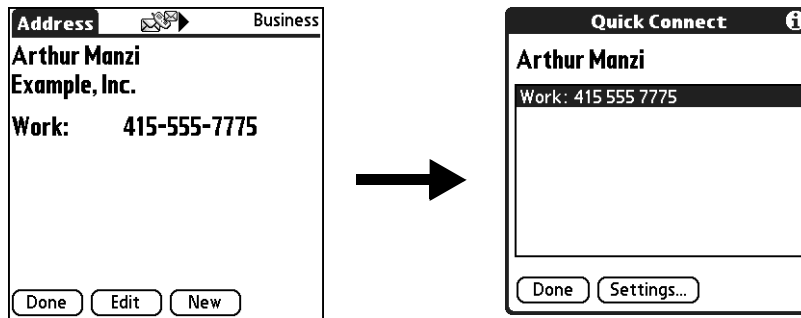
### Quick Connect

You can use Quick Connect to select an entry and initiate a related task with one hand, using the navigator. You can also configure which application opens when you choose a specific Address record field, and whether to add a prefix to all phone numbers.

**To use Quick Connect from an Address entry:**

1. Open the Address entry to which you want to connect.
2. Press Right on the navigator to open the Quick Connect dialog box.


**TIP** You can also tap the Quick Connect icon in the title bar of the Address record.



3. Select the method you want to use to connect.

Quick Connect initiates the related task. For example, if you tap a phone number, Quick Connect sends the selected phone number to your mobile phone.

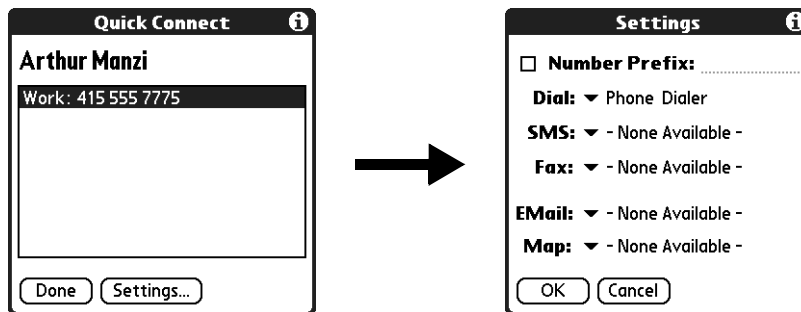
**To use Quick Connect from the Address list:**

1. Highlight the Address entry to which you want to connect.
2. Tap the Menu icon .
3. Select Connect on the Record menu.
4. Select the method you want to use to connect.

Quick Connect initiates the related task. For example, if you tap a phone number, Quick Connect sends the selected phone number to your mobile phone.

**To configure Quick Connect settings:**

1. From the Quick Connect dialog box, tap Settings.



- (Optional) Tap the Number Prefix check box and enter a prefix.


For example, to dial 1 before all phone numbers, select this check box and enter a “1” in this field. The prefix is not added to a number that begins with the “+” character.

- Tap each of the pick lists and select the application you want to associate with that task.
- Tap OK.

### Tap-to-Connect

With Tap-to-Connect you can select an entry and initiate a related task by tapping it with the stylus. By default, Tap-to-Connect is not enabled.

#### To enable Tap-to-Connect:

- From the Address list, tap the Menu icon .
- Select Option, and then select Preferences.
- Tap Enable Tap-to-Connect.
- Tap OK.

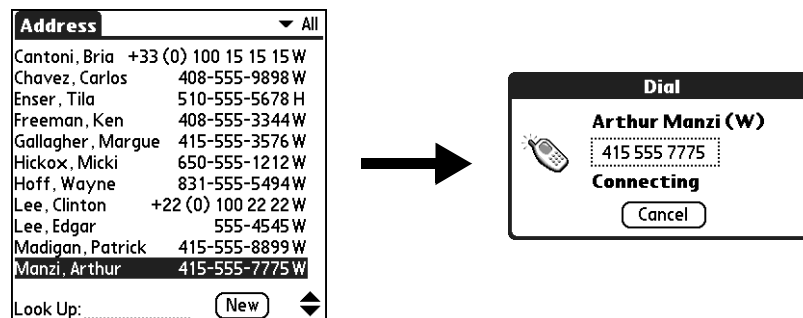
**TIP** You can also configure which application opens when you tap a specific Address record field, and whether to add a prefix to all phone numbers. See “Quick Connect” earlier in this chapter to learn how to configure these settings.

#### To make a connection with Tap-to-Connect:

- From the Address list, tap the entry to which you want to connect.
- Tap an item.

For example, to dial a phone number, tap the number you want to dial. To address an e-mail message, tap an e-mail address.

- (Optional) Tap the number to edit it.



For example, you might want to add an area code, a “1,” or a country code before a phone number.



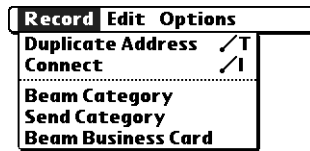
## Using Address Book menus

Address Book menus are shown here for your reference, and Address Book features that are not explained elsewhere in this book are described here.

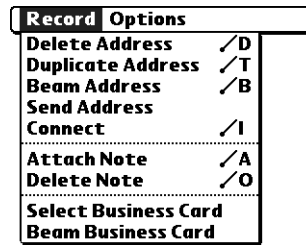
See “Using menus” in Chapter 4 for information about selecting menu commands.

The Record and Options menus differ depending on whether you’re displaying the Address list screen or the Address view screen.

### Record menus



Address list



Address view

- |                          |  |
|--------------------------|--|
| <b>Duplicate Address</b> | Makes a copy of the current record and displays the copy in Address Edit so you can make changes to the copied record. The copy has the same category and attached notes as the original record. |
| <b>Connect</b>           | Opens the Quick Connect dialog box, where you can choose which application you want to use to make the connection.   |
| <b>Send Category</b>     | Opens a dialog box where you can choose how you want to send all records in the selected category to another device. The options available depend on the software installed on your handheld.    |
| <b>Send Address</b>      | Opens a dialog box where you can choose how you want to send the selected entry to another device. The options available depend on the software installed on your handheld.                      |

## Options menus



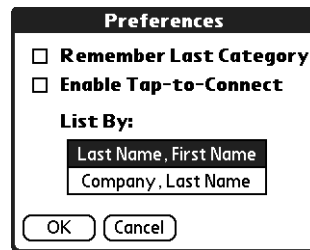
Address list



Address Edit view

### Preferences

Opens a dialog box where you can choose Address Book display options.

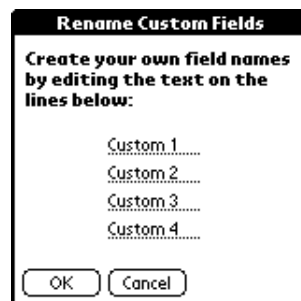


**Remember last category.** Determines how Address Book appears when you return to it from another application. If you select this check box, Address Book shows the last category you selected. If you deselect it, Address Book displays the All category.

### Rename Custom Fields

These custom fields appear at the end of the Address Edit screen. Rename them to identify the kind of information you enter in them. The names you give the custom fields appear in all entries.


You can use these custom fields to track additional information in your Address records such as names of spouses, children, or any other details.



### About Address Book



Shows version information for Address Book.

# Using Calculator

 Calculator enables you to perform basic calculations. Use Calculator to do the following:

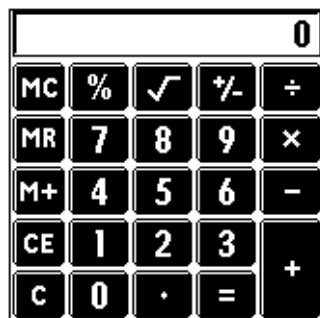
- Perform addition, subtraction, multiplication, division, and square root operations.
- Store and retrieve values.
- Display the last series of calculations, which is useful for confirming a series of “chain” calculations.

**To open Calculator:**

1. Tap the Home icon .
2. Tap the Calculator icon .

## Performing calculations

The Calculator includes several buttons to help you perform calculations.



Clears the entire calculation so that you can begin a fresh calculation.



Clears the last number you entered. If you make a mistake while entering a number in the middle of a calculation, you can use this button to reenter the number without starting the calculation over.



Toggles the current number between a negative and positive value. If you want to enter a negative number, enter the number first *and then* press the +/- button.



Places the current number into memory. Each new number you enter with the M+ button is *added to the total* already stored in memory. The number that you add can be either a calculated value or any number you enter by pressing the number buttons. Pressing this button has no effect on the current calculation (or series of calculations); it merely places the value into memory until it is recalled.



Recalls the stored value from memory and inserts it in the current calculation.



Clears any value that is stored in the Calculator memory.



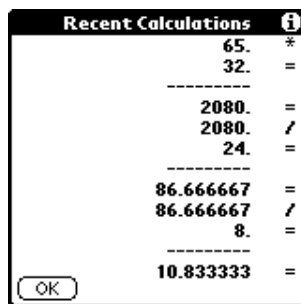
Calculates the square root of a number. Enter the number, and then tap the square root button.

## Viewing Recent Calculations

The Recent Calculations command enables you to review the last series of calculations and is particularly useful for confirming a series of “chain” calculations.

To display recent calculations:

1. Tap the Menu icon .
2. Select Options, and then select Recent Calculations.



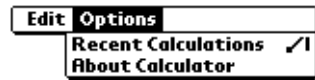
3. After you finish reviewing the calculations, tap OK.

## Using Calculator menus

The Calculator menu is shown here for your reference, and Calculator features that are not explained elsewhere in this book are described here.

See “Using menus” in [Chapter 4](#) for information about choosing menu commands.

### Options menu



**About Calculator** Shows version information for Calculator.



# Using Card Info



 Card Info enables you to review general information about an expansion card. Use Card Info to do the following:

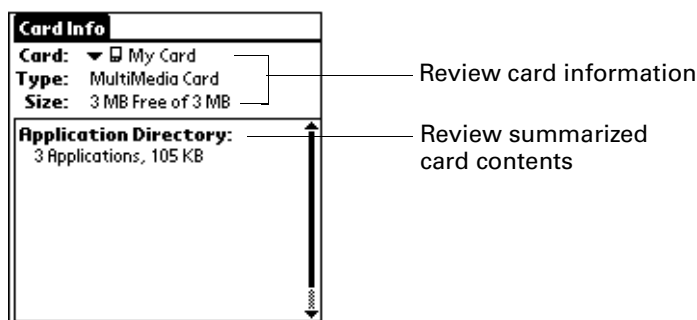
- Review card contents.
- Rename a card.
- Format a card.

## Reviewing Card Information

You can view the card name, type, available storage space, and a summary of its contents.

To review Card Information:




1. Tap the Home icon .
2. Tap the Card Info icon .
3. Review Card name, Type, and Size.
4. Review card contents summarized by directory.

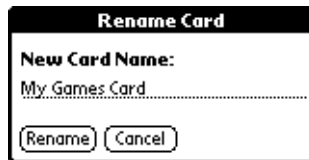


## Renaming a card

The expansion card name appears in the Category pick list and other lists that enable you to choose where to information on your handheld. You can assign a name to each expansion card that indicates its contents.

**To rename a card:**

1. Tap the Home icon .
2. Tap the Card Info icon .
3. Tap the Menu icon .
4. Select Rename Card from the Card menu.
5. Enter the new name for the card.






6. Tap Rename.

## Formatting a card

Formatting a card destroys all its data and prepares it to accept new applications and data.

**To format a card:**

1. Tap the Home icon .
2. Tap the Card Info icon .
3. Tap the Menu icon .
4. Select Format Card from the Card menu.
5. Tap OK.



## Managing expansion cards

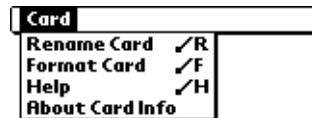
- When writing data to an expansion card, wait for your handheld to complete the operation before removing the card from the slot. This prevents data corruption or accidental damage to the expansion card.
- You can install applications to an expansion card after performing an initial HotSync® operation. See “Installing add-on applications” in Chapter 4 for information. For optimal performance, we recommend that you do not install more than fifty applications to a single expansion card.
- Reading and writing information on an expansion card uses more battery power than performing the same task on your handheld. If you have ample storage space on your handheld, consider copying the information to your handheld.
- When your handheld’s battery level becomes very low, access to the expansion card may be disabled to protect your data. If this occurs, recharge your handheld as soon as possible.

## Using Card Info menus

The Card Info menu is shown here for your reference, and Card Info features that are not explained elsewhere in this book are described here.

See “Using menus” in Chapter 4 for information about selecting menu commands.

### Card menu



**Help** Provides help text.

**About Card Info** Shows version information for Card Info.



# Using Date Book

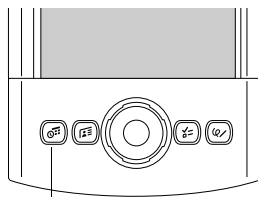


Date Book enables you to quickly and easily schedule appointments or any kind of activity associated with a time and date. Use Date Book to do the following:

- Enter a description of your appointment, and assign it to a specific time and date.
- Display a chart of your appointments for an entire week. The Week View makes it easy to spot available times and potential scheduling overlaps or conflicts.
- Display a monthly calendar to quickly spot days where you have morning, lunch, or afternoon appointments.
- Display an agenda showing appointments, untimed events, and your To Do items for the day.
- Set an alarm to notify you of the scheduled activity.
- Create reminders for events that are based on a particular date, rather than on time of day. Birthdays and anniversaries are easy to track with your handheld.
- Attach notes to individual events for a description or clarification of the entry in your Date Book.

### To open Date Book:

- Press the Date Book application button on the front panel of your handheld. Date Book opens to today's schedule.



Date Book button

**TIP** Press the Date Book application button repeatedly to cycle through the Day, Week, Month, and Agenda views.

When you open Date Book, the screen shows the current date and a list of times for a normal business day.

## Scheduling an event

A record in Date Book is called an *event*. An event can be any kind of activity that you associate with a day. You can enter a new event on any of the available time lines.

When you schedule an event, its description appears on the time line, and its duration is automatically set to one hour. You can easily change the start time and duration for any event.

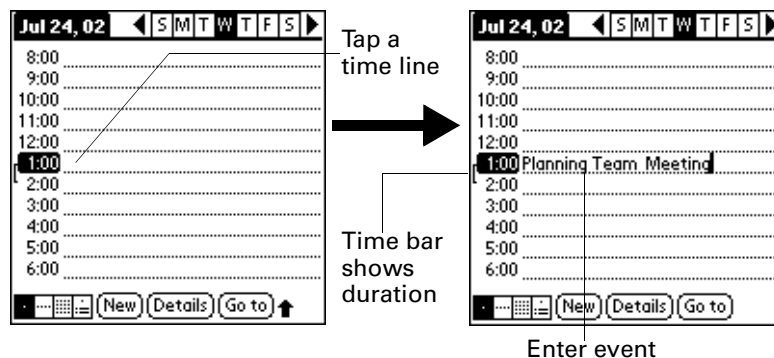
It's possible to schedule events that overlap, but Date Book makes it easy to find such conflicts. See "[Spotting event conflicts](#)" later in this chapter.

You can also schedule events in your Date Book that occur on a particular date but have no specific start or end times, such as birthdays, holidays, and anniversaries. These are referred to as "untimed events." Untimed events appear at the top of the list of times, marked with a diamond. You can have more than one untimed event on a particular date.

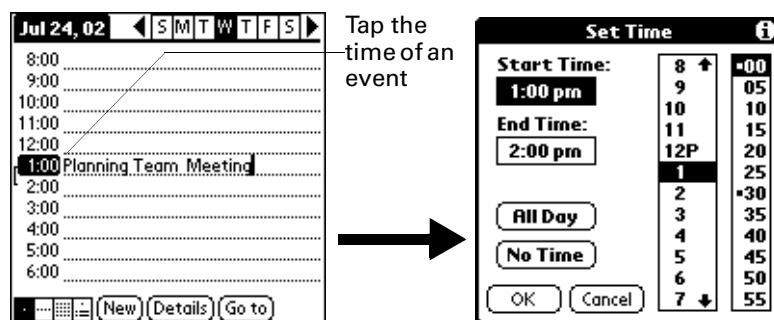
You can also schedule a repeating event, such as a weekly meeting, and continuous events, such as a three-day conference or a vacation.

**To schedule an event for the current day:**

1. Tap the time line that corresponds to the beginning of the event.



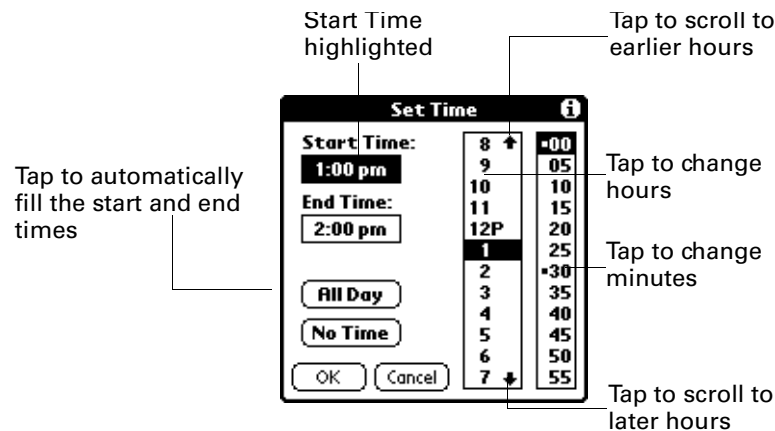
2. Enter a description of the event. You can enter up to 255 characters.
3. If the event is one hour long, skip to step 5. If the event is longer or shorter than an hour, tap the time of the event to open the Set Time dialog box.



**TIP** You can also use the Graffiti® writing area to open the Set Time dialog box. Make sure that no event is selected, and then on the number side of the Graffiti® writing area, write a number for the start time of the event.

4. Do one of the following:

- Tap the time columns on the right side of the Set Time dialog box to set the start time, and then tap the End Time box and tap the time columns to set the end time.
- Tap All Day to automatically insert the start and end time of the event as defined in your Date Book preferences.



5. Tap OK.

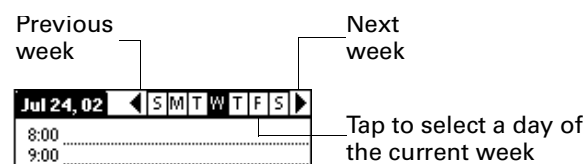
6. Tap a blank area of the screen to deselect the event. A vertical line appears next to the time, indicating the duration of the event.

If two or more events have the same start and end time, the time appears only once.

**To schedule an event for another day:**

1. Select the date you want for the event by doing one of the following:

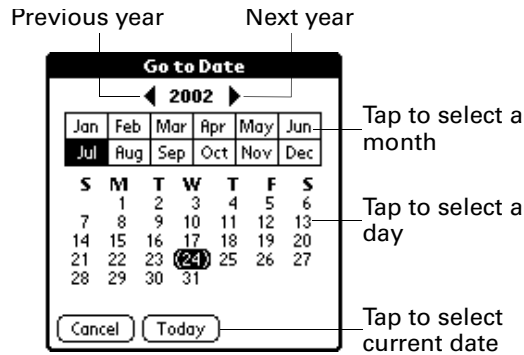
- Tap the day of the week that you want in the date bar at the top of the screen. If necessary, tap the Previous week or Next week scroll arrows to move to another week.



- Press Right or Left on the navigator to scroll to the next or previous day.



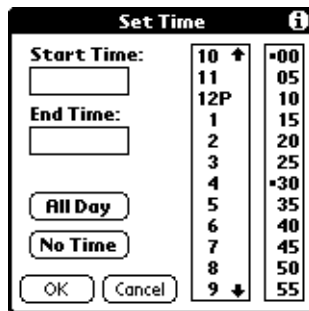
- Press Up or Down on the navigator to scroll within the current day.
- Tap Go To at the bottom of the screen to open the Go to Date dialog box. Select a date by tapping a year, month, and day in the calendar.



2. After you locate the date, follow the steps for scheduling an event for the current day.

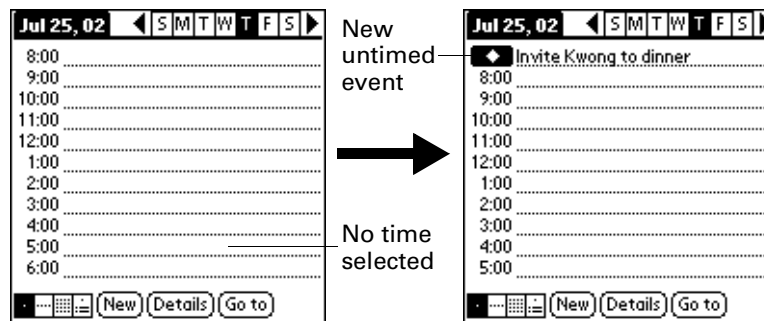
**To schedule an untimed event:**

1. Select the date that you want for the event.
2. Tap New.
3. Tap No Time, so that no start or end times are defined for the new event.



**TIP** You can also create a new untimed event by making sure no event is selected and then writing letters in the Graffiti writing area.

4. Enter a description of the event.



5. Tap a blank area on the screen to deselect the untimed event.

If you create an event and decide later that there is no particular start or end time, you can easily change it to an untimed event. Tap the time of the event in the Date Book screen, tap No Time, and then tap OK.

## Selecting an event

After you create an event, you can select an event to view its contents, reschedule it, make it a repeating event, and add alarms or notes.

**To select an event:**

1. Go to the day on which the event is scheduled.
2. Tap the event.



**TIP** You can also press Select on the navigator to insert the highlight on the next event in the current day or on the first event of another day. To scroll through the events in the selected day, press Up and Down on the navigator.

## Rescheduling an event


You can easily make changes to your schedule with your handheld.

**To reschedule an event:**

1. Select the event you want to reschedule.
2. Tap Details.
3. To change the time, tap the Time box and tap a new time.
4. To change the date, tap the Date box and tap a new date.
5. Tap OK.

## Setting an alarm for an event

The Alarm setting enables you to set an alarm for events in your Date Book. You can set an alarm to notify you minutes, hours, or days before an event. The default Alarm setting is 5 minutes before the time of the event, but you can change this to any number of minutes, hours, or days.

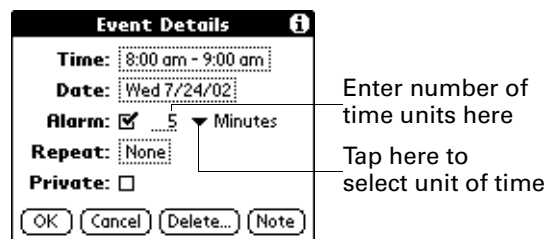
When you set an alarm, the Alarm icon  appears at the far right of the event. When the alarm is triggered, a reminder message also appears onscreen.

### To set an alarm for an event:

1. Select the event to which you want to assign an alarm.
2. Tap Details.
3. Tap the Alarm check box to select it.

The default setting, 5 Minutes, appears.

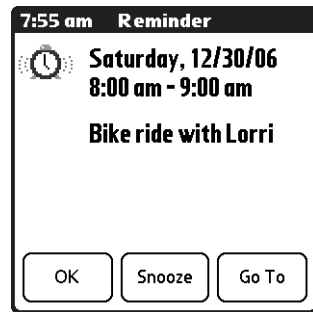
4. Tap the pick list to select Minutes, Hours, or Days.
5. Select the 5 and enter any number from 0 to 99 (inclusive) as the number of time units.



6. Tap OK.
7. When the reminder message appears onscreen, do one of the following:
  - Tap OK to permanently dismiss the reminder and return to the current screen.
  - Tap Snooze to dismiss the reminder and return to the current screen. An attention indicator blinks in the upper-left corner of the screen to remind you of the pending alarm, and the reminder message appears again five minutes later.



- Tap Go To to open Date Book. Date Book will open and display the event associated with the alarm.



**Alarm for untimed events:** You can set a silent alarm for an untimed event. In this case the alarm is triggered at the specified period of minutes, hours, or days before midnight (beginning) of the day of the untimed event. When the alarm is triggered, the reminder list displays the alarm message until you clear it. See [“Receiving and alerts”](#) in [Chapter 4](#) for details.

For example, you set an alarm for an untimed event that occurs on February 4. If the alarm is set for 5 minutes, the reminder message appears at 11:55 PM on February 3. The reminder remains in the reminder list until you turn on your handheld and dismiss it.

## Scheduling repeating or continuous events

The Repeat function enables you to schedule events that recur at regular intervals or that extend over a period of consecutive days.

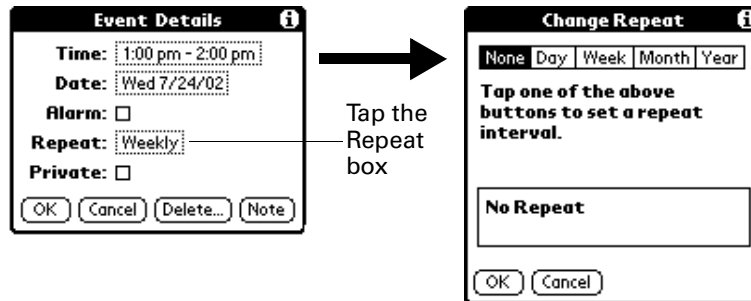
A birthday is a good example of an event that repeats annually. Another example is a weekly guitar lesson that falls on the same day of the week and the same time of day.

A business trip or a vacation is an example of a continuous event.


**To schedule a repeating or continuous event:**

1. Select the event.
2. Tap Details.

3. Tap the Repeat box to open the Change Repeat dialog box.




4. Tap Day, Week, Month, or Year to set how often the event repeats.  
For a continuous event, tap Day.
5. On the Every line, enter a number that corresponds to how often you want the event to repeat  
For example, if you select Month and enter the number 2, the event repeats every other month.
6. To specify an end date for the repeating or continuous event, tap the End on pick list and tap Choose Date. Use the date picker to select an end date.
7. Tap OK.

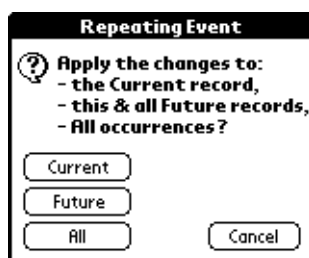
After you schedule a repeating or continuous event, the Repeat icon  appears at the far right of the event.

### Changing repeating or continuous events

When you make changes to a repeating or continuous event, such as deleting or adding notes or changing the time of an event, you can decide which of the events you want to change—all events in the series, just the current event, or the current and future events.

#### To delete repeating events:


1. Select the record you want to delete.
2. Tap the Menu icon .
3. Select Delete Event from the Record menu.



4. Do one of the following:
  - Tap Current to delete only the current event item.
  - Tap Future to delete the current and all future event items and reset the end date of the repeating event to the last shown date.
  - Tap All to delete all occurrences of the repeating event.
5. Tap OK.

### Considerations for repeating or continuous events

Keep the following points in mind:

- If you change the start date of a repeating event, your handheld calculates the number of days you moved the event. Your handheld then automatically changes the end date to maintain the duration of the repeating event.
- If you change the repeat interval of a repeating event (such as from daily to weekly) previous occurrences of that event are not changed, and your handheld creates a new repeating event.
- If you change the date of an occurrence of a repeating event (such as from January 14 to January 15) and apply the change to all occurrences, the new date becomes the start date of the repeating event. Your handheld adjusts the end date to maintain the duration of the event. If you apply the change to current and future occurrences, past occurrences are not changed.
- If you change other settings of a repeating event (such as time, alarm, private) and apply the change to all occurrences, your handheld creates a new event. The start date of this new event is the day on which the setting is changed.
- If you apply a change to a single occurrence of a repeating event (such as time), that occurrence no longer shows the Repeat icon .

## Changing the Date Book view

In addition to displaying the time list for a specific day, you can also display a whole week, a month, or an agenda.

**To cycle through Day, Week, Month, and Agenda views:**

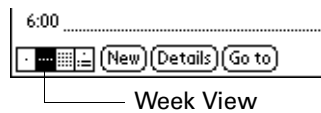
- Press the Date Book application button repeatedly to display the next view.
- Tap the appropriate view icon in the lower-left corner of Date Book.

## Working in Week View

Week View shows the calendar of your events for an entire week. You can use this view to quickly review your appointments and available time slots. In addition, the graphical display helps you spot overlaps and conflicts in your schedule.

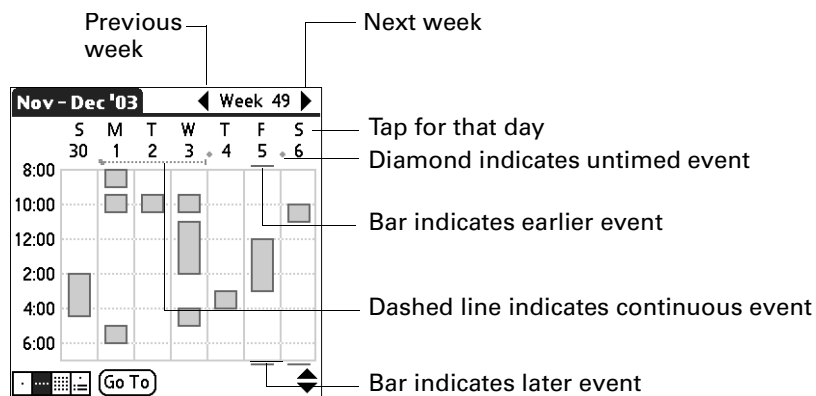
### To display the Week View:

1. Tap the Week View icon.

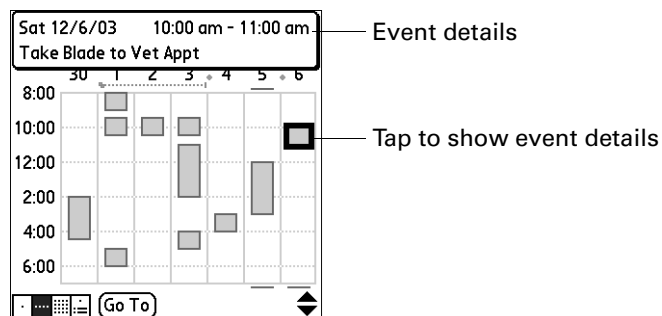


2. Tap the navigation controls to move forward or backward a week at a time, or tap on a column to display details of an event.

The Week View also shows untimed events and events that are before and after the range of times shown. Continuous events appear in green with the Repeat icon






3. Tap an event to show a description of the event.



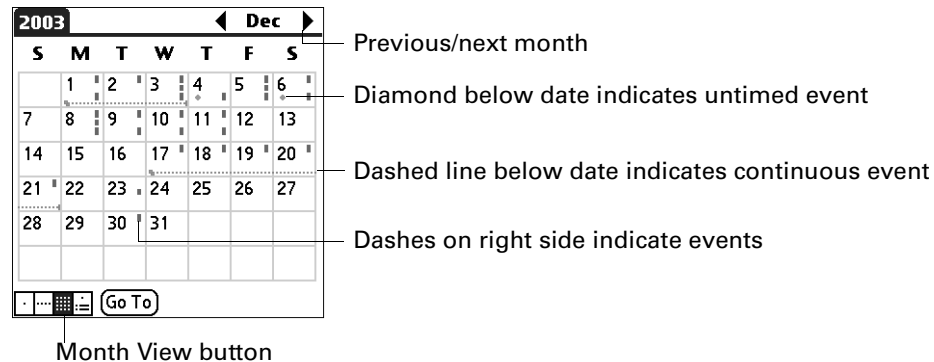
Keep the following points in mind:

- To reschedule an event, tap and drag the event to a different time or day.
- Tap a blank time on any day to move to that day and select that time for a new event.

- Tap any day or date that appears at the top of the Week View to move directly to that day without selecting an event.
- 
  - Press Right and Left on the navigator to scroll to the next or previous week.
- 
  - Press Select on the navigator to insert the highlight, and then press Right and Left to select a day within the selected week. To view the events on the selected day, press Select on the navigator again.
- 
  - The Week View shows the time span defined by the Start Time and End Time in the Date Book Preferences settings. If you have an event before or after this time span, a bar appears at the top or bottom of that day's column. Use the onscreen scroll arrows to scroll to the event, or press Up and Down on the navigator to scroll to earlier and later time slots within the selected week.



## Working in Month View

The Month View screen shows which days have events scheduled. Lines in the Month View indicate events and repeating events. Diamonds indicate untimed events, and green dashed lines with a Repeat icon indicate continuous events.



You can control the types of events that appear in the Month View. See [“Display Options”](#) later in this chapter.

Keep the following points in mind:

- Tap a day in the Month View to display that day in the Day View.
- 
  - Tap the scroll arrows in the upper-right corner, or press Left or Right on the navigator to move forward or backward a month.
- 
  - Press Select on the navigator to insert the highlight, and then press Left or Right on the navigator to scroll to a specific day. Press Select on the navigator to display that day in the Day View.

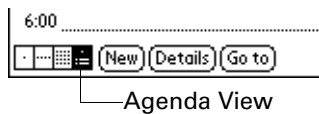
## Working in Agenda View

The Agenda View shows you your untimed events, appointments, and To Do items in one screen. When you tap on an untimed event or appointment in the Agenda View, the Day View appears so that you can see more detailed information about the event. You can tap the check box next to a To Do item to mark it as completed. When you tap a To Do item, your To Do list appears.

**NOTE** Which To Do items appear and how you can change them depend on the settings in your To Do preferences. See “[Setting To Do Preferences](#)” in [Chapter 13](#) for more information.

### To display the Agenda View:

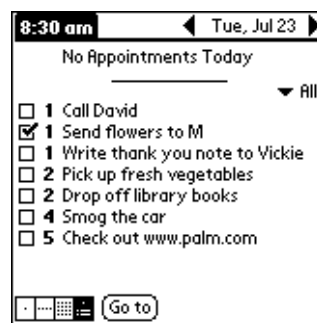
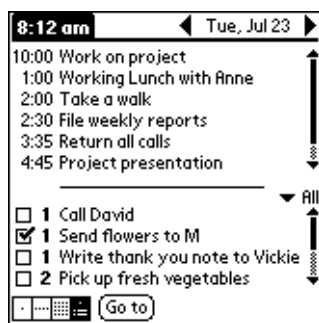
1. Tap the Agenda View icon.



2. Tap the navigation controls to move forward or backward a day at a time, or to display more events and To Do items.



**TIP** You can also press Up and Down on the navigator to scroll through the events on the selected day, or press Right or Left on the navigator to scroll to the next or previous day.

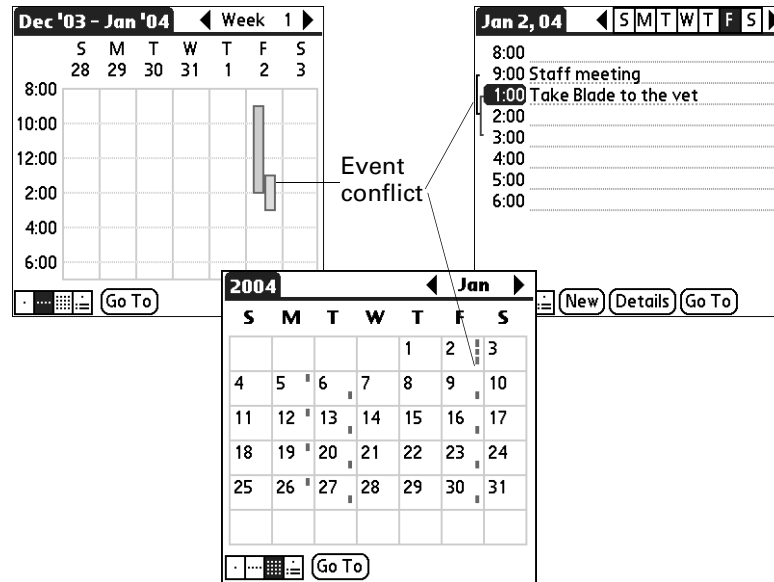


**NOTE** You can also change the category of To Do items shown. Tap the pick list to select another category. See [Chapter 13](#) for more information on working with To Do items.

## Spotting event conflicts

With the ability to define specific start and end times for any event, it's possible to schedule events that overlap (an event that starts before a previous event finishes).

An event conflict (time overlap) appears in the Week View as overlapping bars. The first event created appears as a gray bar, and any subsequent conflicting events appear as a single red bar. The Day View displays overlapping red brackets to the left of the conflicting times. The Month View displays conflicting appointments in red.

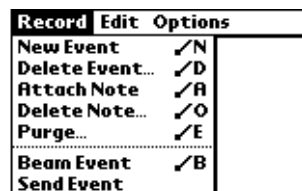


## Using Date Book menus

Date Book menus are shown here for your reference, and Date Book features that are not explained elsewhere in this book are described here.

See "Using menus" in [Chapter 4](#) for information about choosing menu commands.

### Record menu



#### Send Event

Opens a dialog where you can choose how you want to send the selected event to another device. The options available depend on the software installed on your handheld.

## Options menu



### Display Options

Opens the Display Options dialog box where you can change the appearance of Date Book's Day View and control which type of events appear in Month View.



#### Show Time Bars

Activates the time bars that appear in the Day View. The time bars show the duration of an event and illustrate event conflicts.

#### Compress Day View

Controls how times appear in the Day View. When Compress Day View is off, all time slots appear. When it is on, start and end times appear for each event, but blank time slots toward the bottom of the screen disappear to minimize scrolling.

#### Month View settings


Applies to the Month View of Date Book. You can deselect any or all of these check boxes to hide Timed, Untimed, or Daily Repeating events in the Month View *only*.



## Preferences

Opens the Preferences dialog box where you can customize Date Book's default time display and alarm settings.



- Start/End Time** Defines the start and end times for Date Book screens. If the time slots you select do not fit on one screen, you can tap the scroll arrows  to scroll up and down.
- Alarm Preset** Automatically sets an alarm for each new event. The silent alarm for untimed events is defined by minutes, days, or hours before midnight at the beginning of the date of the event.
- Alarm Sound** Sets the tone of the alarm.
- Remind Me** Defines how many times the alarm will occur after the initial occurrence. The choices are Once, Twice, 3 Times, 5 Times, and 10 Times.
- Play Every** Defines how often the alarm sounds. The choices are Minute, 5 minutes, 10 minutes, and 30 minutes.

## About Date Book

Shows version information for Date Book.





# Using Expense



Expense enables you to keep track of your expenses and then transfer the information to a spreadsheet on your computer. In Expense you can do the following:

- Record dates, types of expenses, amount spent, payment method, and other details associated with any money that you spend.
- Assign expense items to categories so that you can organize and view them in logical groups.
- Keep track of vendors (companies) and people involved with each expense.
- Log miles traveled for a particular date or expense category.
- Sort your expenses by date or expense type.
- Send or export your expense information to popular computer applications, such as Microsoft Excel or Microsoft Word, using Palm™ Desktop software and HotSync® technology on a Windows computer.

### To open Expense:

1. Tap the Home icon .
2. Select the Expense icon .

Expense		▼ All
4/4	Breakfast	\$ 23.00
4/4	Dinner	\$ 65.00
4/4	Hotel	\$ 88.33
4/4	Mileage	mi 366
4/4	Taxi	\$ 23.00
4/5	Business Meals	\$ 269.00

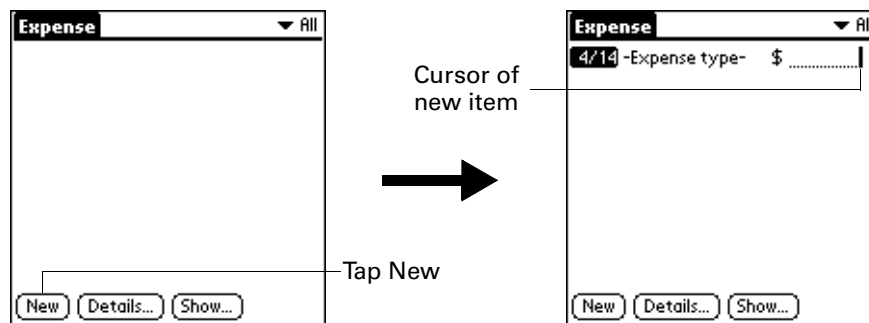
New Details... Show...

## Adding expense items

A record in Expense is called an *item*. You can sort your Expense items into categories or add other information that you want to associate with the item.

To add an expense item:

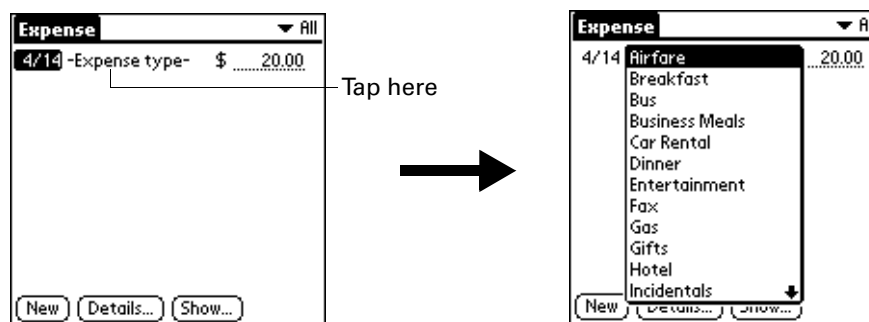
1. Tap New.



**TIP** You can also create a new Expense item by writing on the number side of the Graffiti writing area while in the Expense list screen. The first number you write begins the amount of your new Expense item.

2. Enter the amount of the expense.
3. Tap the Expense type pick list and select a type from the list.

As soon as you select an expense type, your handheld saves your entry. If you do not select an expense type, it does not save the entry.



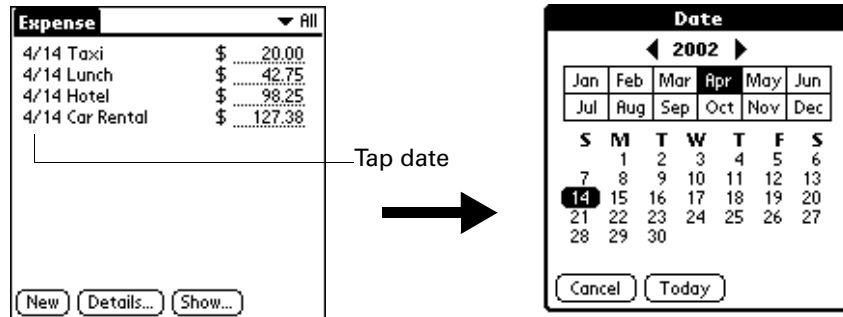
**TIP** Another quick way to create a new Expense item is to make sure that no Expense item is selected in the Expense list, write the first letter(s) of the expense type, and then write the numerical amount of the Expense item. This technique takes advantage of the automatic fill feature. See [“Options menu”](#) later in this chapter for details.

## Changing the date of an Expense item

Initially, Expense items appear with the date on which you enter them. You can change the date associated with any Expense item.

To change the date of an Expense item:

1. Tap the Expense item you want to change.
2. Tap the date of the selected item.



3. Tap the new date.

## Entering receipt details

Expense provides a variety of options that you can associate with an item. These options appear in the Receipt Details dialog box.

To open the Receipt Details dialog box:

1. Tap the Expense item to which you want to assign details.
2. Tap Details.

3. Select any of the following options:

**Category** Opens a pick list of system and user-defined categories. See [“Categorizing records”](#) in [Chapter 4](#) for more information.

**Type** Opens a pick list of expense types.

- Payment** Enables you to choose the payment method for the Expense item. If the item is prepaid (such as airline tickets supplied by your company), you can choose Prepaid to place your expense in the appropriate company-paid cell of your printed expense report.
- Currency** Enables you to choose the type of currency used to pay the Expense item. The default currency unit is defined in the Preferences dialog box. You can also display up to four other common types of currency. See [“Customizing the Currency pick list”](#) later in this chapter for more information.
- Vendor and City** Enables you to record the name of the vendor (usually a company) associated with the expense and the city where the expense was incurred. For example, a business lunch might be at Rosie’s Cafe in San Francisco.
- Attendees** See [“Looking up names to add to Expense records”](#) in Chapter 4 for more information.

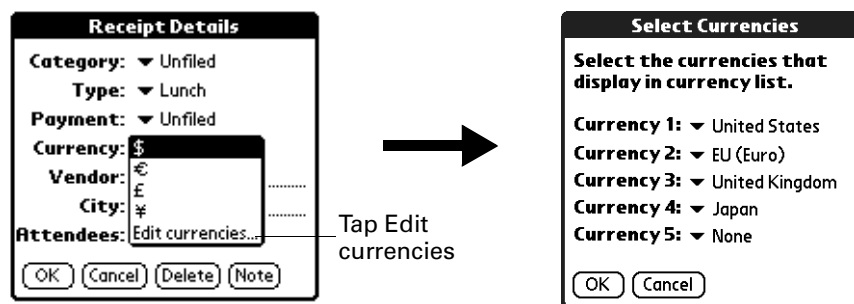
4. Tap OK.

## Customizing the Currency pick list

You can select the currencies and symbols that appear in the Currency pick list.

To customize the Currency pick list:

1. Tap the Currency pick list in the Receipt Details dialog box, and then select Edit currencies.




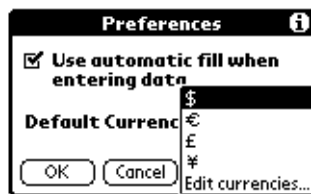
2. Tap each Currency pick list and select the country whose currency you want to display on that line.
3. Tap OK to close the Select Currencies dialog box.
4. Tap OK.

## Changing the default currency

You can select which currency appears by default when you're entering Expense items. You can override this setting when entering individual expense items.

To change your default currency:

1. Open Expense.
2. Tap the Menu icon .
3. Select Options, and then select Preferences.
4. Tap the Default Currency pick list.
5. Tap the currency symbol you want to appear in Expense.




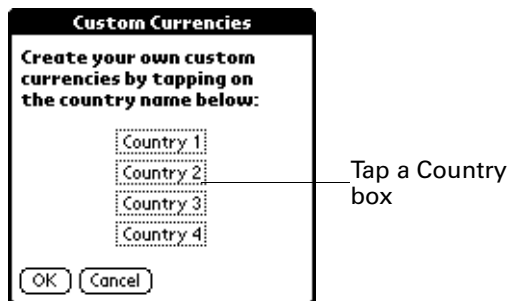
6. Tap OK.

## Defining a custom currency symbol

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

To define a custom currency symbol:

1. Tap the Menu icon .
2. Select Options, and then select Custom Currencies.
3. Tap one of the four Country boxes.



4. Enter the name of the country and the symbol that you want to appear in Expense.



5. Tap OK to close the Currency Properties dialog box.
6. Tap OK.

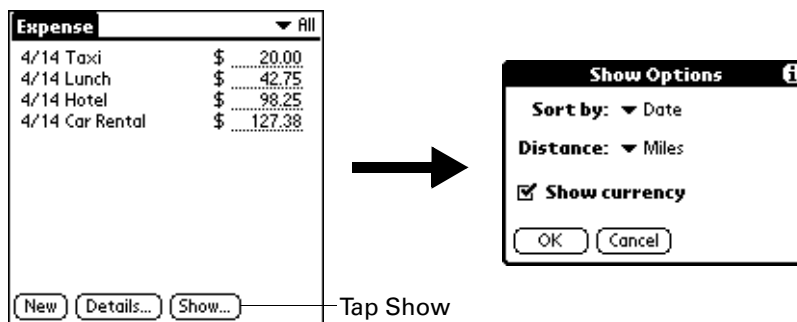
**NOTE** If you want to use your custom currency symbol as the default for all Expense items, select the symbol in the Preferences dialog box. If you want to use your custom currency symbol only for a particular Expense item, select the symbol in the Receipt Details dialog box associated with that item.

## Setting Show Options

Show Options defines the sort order and other settings that relate to your Expense items.

To open the Show Options dialog box:

1. In the Expense list, tap Show.
2. Select any of the options.



- Sort by** Enables you to sort expense items by date or type.
- Distance** Enables you to display Mileage entries in miles or kilometers.
- Show currency** Shows or hides the currency symbol in the Expense list.

3. Tap OK.



## Working with Expense data on your computer

After you enter your expenses into the Expense application on your handheld and perform a HotSync operation, Palm Desktop software enables you to do any of the following on your Windows computer. See the Palm Desktop software online help for details. This feature is not available on Mac computers.

- Add, modify, and delete your Expense data.
- Organize your Expense data by category, amount, date, type, or notes.
- View Expense data in various formats: List, Large Icons, or Small Icons.
- Record individual expenses in various currencies and display the total in one selected currency type.
- Print Expense reports.
- Transfer Expense data to other applications, such as Microsoft Excel, using the Send command or Export command, and import data in popular file formats.

### Displaying the euro on your computer

When you perform a HotSync operation, the euro symbol is transferred to Palm Desktop software like any other piece of data on your handheld. The symbol appears in Palm Desktop software, however, only if you are using fonts that support the euro symbol.

These fonts are part of the operating system on your computer. They do not reside with your Desktop application, and they are not produced by Palm, Inc. For more information, refer to the documentation that accompanies your desktop computer's operating system.

### Printing the euro

Even with operating system support, problems may arise when you print documents that contain the euro. When a font is present on both the printer and the computer, the printer font is used by default to increase printing speed. If the printer font does not include the euro, a box is printed instead of the euro symbol.

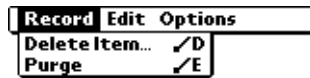
You can work around this problem by transferring the expense data to another application and inserting a bitmap image of the euro into the document in the appropriate places, or by not using the printer's built-in fonts (if allowed).

## Using Expense menus

Expense menus are shown here for your reference, and Expense features that are not explained elsewhere in this book are described here.

See “Using menus” in [Chapter 4](#) for information about selecting menu commands.

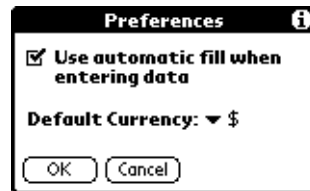
### Record menu



### Options menu



**Preferences** Opens the Preferences dialog box where you can select automatic fill and default currency options.



**Use automatic fill.** Enables you to select an expense type by writing the first letter of an expense type in the Graffiti writing area. For example, if you write the letter *T*, it enters the “Taxi” expense type. Writing *T* and then *E* enters “Telephone” which is the first expense type beginning with the letters *TE*.

**About Expense** Shows version information for Expense.



# Using Memo Pad



Memo Pad provides you with a place to take notes that are not associated with records in Date Book, Address Book, or To Do List. The number of memos you can store depends only on the memory available on your handheld. Use Memo Pad to do the following:

- Use Graffiti® characters to store memos, lists, or any other text message on your handheld.
- Send memos to popular computer applications like Microsoft Word when you synchronize using Palm™ Desktop software and HotSync® technology.
- Assign memos to categories so that you can organize and view them in logical groups.
- Write down phone numbers and other types of information that you can later copy and paste into other applications.

**To open Memo Pad:**

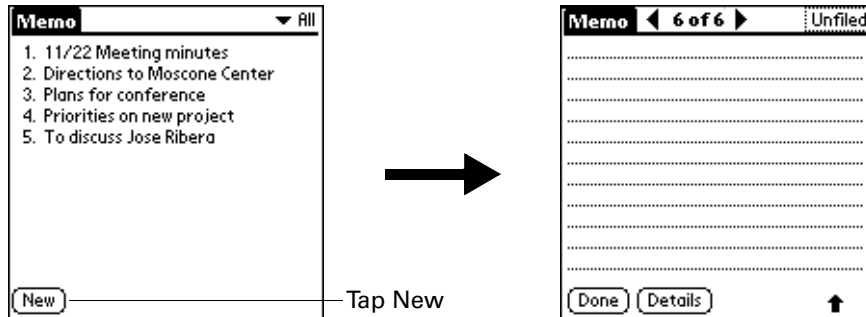
1. Tap the Home icon .
2. Select the Memo Pad icon .

## Creating memos

A record in Memo Pad is called a *memo*. You can assign memos to categories and mark them private as described in [Chapter 4](#). This section covers how to create a memo.

To create a new memo:

1. Open Memo Pad.
2. Tap New.



**TIP** In the Memo list screen, you can also begin writing in the Graffiti writing area to create a new memo. The first letter is automatically capitalized and begins your new memo.

3. Enter the text you want to appear in the memo. Use the carriage return stroke to move down to new lines in the memo.
4. Tap Done.

## Reviewing memos

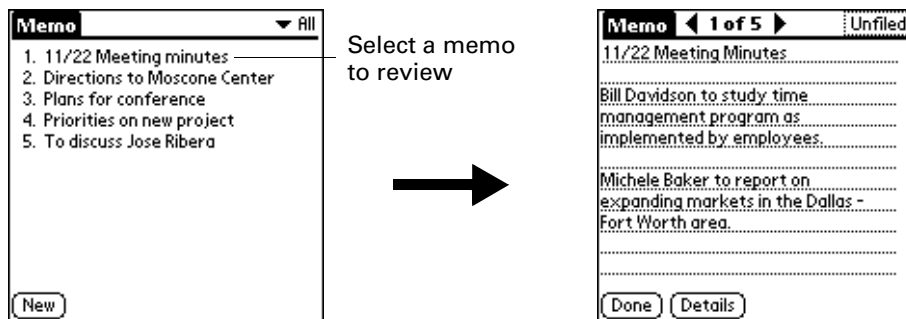
The first line of a memo appears in the Memo list. This makes it easy to locate and review your memos.

To review a memo:

1. From the Memo list, select the text of the memo.



**TIP** You can also select, review, and move between memos with the navigator. See [“Using the navigator”](#) in [Chapter 2](#) for details.



2. Review or edit the text in the memo.
3. Tap Done.

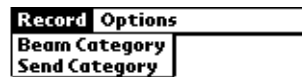
## Using Memo Pad menus

Memo Pad menus are shown here for your reference, and Memo Pad features that are not explained elsewhere in this book are described here.

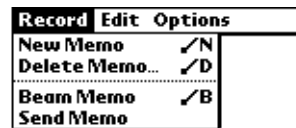
See “Using menus” in [Chapter 4](#) for information about selecting menu commands.

The Record and Options menus differ depending on whether you’re displaying the Memo list or an individual memo.

### Record menus



Memo list



Memo screen

**Send Category** Opens a dialog box where you can choose how you want to send all records in the selected category to another device. The options available depend on the software installed on your handheld.

**Send Memo** Opens a dialog box where you can choose how you want to send the selected memo to another device. The options available depend on the software installed on your handheld.

### Options menus



Memo list



Memo screen

**Preferences** Displays the Memo Preferences dialog box, where you define the sort order for memos.

**About Memo Pad** Shows version information for Memo Pad.



# Using Note Pad

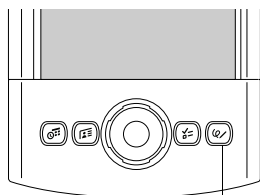


Note Pad provides a place to take notes in your own handwriting. You can use Note Pad to do everything you might do with a piece of paper and a pencil. Use Note Pad to do the following:

- Take notes, draw a sketch, or write any kind of message directly on your handheld screen. Later, you can enter this information into other applications.
- Set an alarm to use your notes as reminder messages.
- Assign notes to categories so that you can organize and view them in logical groups.
- Exchange notes with other devices that have Note Pad 2.0 installed and that use SMS or Bluetooth technology.
- Use Palm™ Desktop software and HotSync® technology to copy and paste notes into popular computer applications like Microsoft Word, or to send notes as e-mail attachments.

### To open Note Pad:

- Press the Note Pad application button on the front panel of your handheld. Note Pad opens to display the list of all your records.



Note Pad button

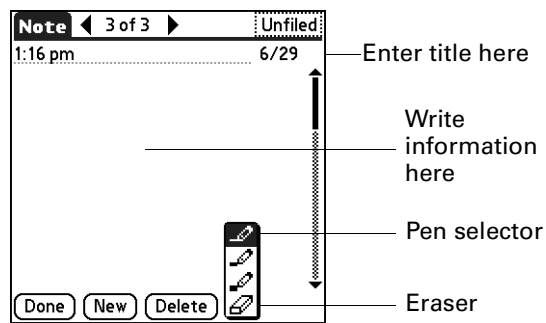
**TIP** Press the Note Pad application button repeatedly to cycle through the categories in which you have records.

## Creating a note

A record in Note Pad is called a *note*. You can assign notes to categories and mark them private as described in [Chapter 4](#). This section covers how to create a note.


**To create a new note:**

1. Tap New.



2. Write the information directly on the handheld screen.  
Tap the pen selector to select a different pen width, or select the eraser to remove unwanted strokes.
3. (Optional) Select the time at the top of the screen, and then enter a title using Graffiti® writing.
4. Tap Done.

**To clear the screen:**

1. Tap the Menu icon .
2. Select Edit, and then select Clear Note.

## Reviewing notes

The note title and the date you created the note appear in the Note Pad list. If you did not assign a title to your note, the time you created the note appears as the note title. This makes it easy to locate and review your notes.

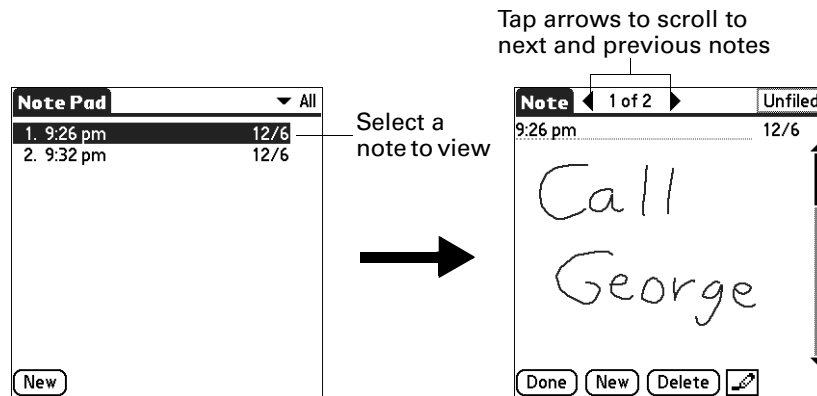


**To review a note:**

1. In the Note Pad list, select the note title.



**TIP** You can also select, review, and move between notes with the navigator. See [“Using the navigator”](#) in [Chapter 2](#) for details.




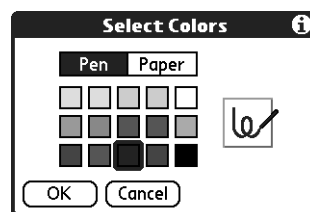
2. Review or edit the contents of the note.
3. Tap Done.

## Changing Note Pad color settings

By default, your notes appear with a white “paper” background, and the ink from the pen is blue. You can change the color of both the paper and the ink from the pen. Your color selections apply to all your notes. You cannot change the color settings for individual notes.

**To set the colors:**

1. In the Note Pad list, tap the Menu icon .
2. Select Options, and then select Preferences.
3. Tap Color.




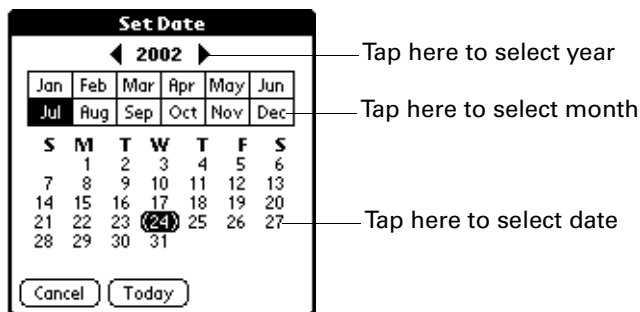
4. Tap Pen, and then tap the color of ink you want to use.
5. Tap Paper, and then tap the color of paper you want to use.
6. Tap OK.

## Setting an alarm for a note

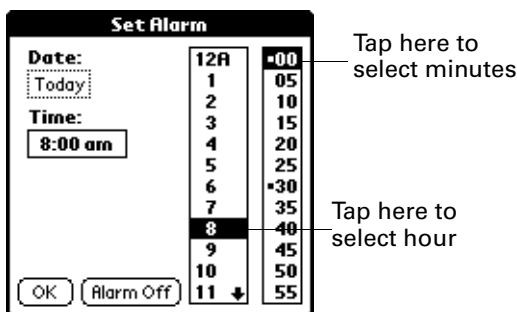
You can set an alarm for a specific time and date to remind you to follow up on a note.

To set an alarm for a note:

1. Tap the note to which you want to assign an alarm.
2. Tap the Menu icon .
3. Select Options, and then select Alarm.
4. Tap the Date box.



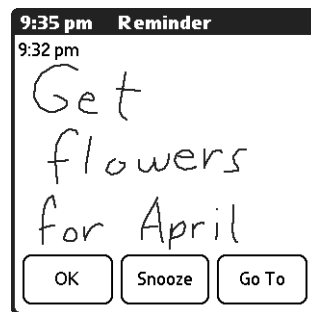
5. Tap the year, month, and date you want the alarm to sound.  
After you tap the date, the Set Alarm dialog box reappears.
6. Tap the Time box.
7. Tap the hour and minute columns to select the time you want the alarm to occur.



8. Tap OK.
9. When the alarm goes off and the reminder message appears onscreen, do one of the following:
  - Tap OK to permanently dismiss the reminder and return to the current screen.
  - Tap Snooze to dismiss the reminder and return to the current screen. An attention indicator blinks in the upper-left corner of the screen to remind you of the pending alarm, and the reminder message appears again in

five minutes. When the reminder message reappears, the current time appears in the Reminder bar and the note title appears on the screen.

- If you did not title the note, the time the note was created appears on the screen.
- Tap Go To to open Note Pad. Note Pad will open and display the note associated with the alarm.

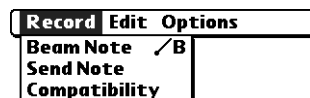


## Using Note Pad menus

Note Pad menus are shown here for your reference, and Note Pad features that are not explained elsewhere in this book are described here.

The Record menu is the same when you're viewing the Note Pad list and an individual note. The Options menu differs depending on whether you're viewing the Note Pad list or an individual note.

### Record menu



- |                      |   |
|----------------------|---|
| <b>Send Category</b> | Opens a dialog box where you can choose how you want to send all records in the selected category to another device. The options available depend on the software installed on your handheld. |
| <b>Send Note</b>     | Opens a dialog box where you can choose how you want to send the selected note to another device. The options available depend on the software installed on your handheld.                    |
| <b>Compatibility</b> | Displays the Compatibility dialog box, where you can choose to beam notes to a previous version of Note Pad.  |

## Options menus



Note Pad list



Note screen

- Preferences** Displays the Note Pad Preferences dialog box, where you define the pen and paper color, the sort order for notes, and the alarm sound.
- Details** Displays the Note Details dialog box, where you assign a category and privacy option for a note.
- About Note Pad** Shows version information for Note Pad.

# Using Phone Link



Phone Link helps you configure a connection between your handheld and a compatible mobile phone. You can connect to a compatible mobile phone using any of the following methods:

- **Bluetooth technology:** A wireless link that enables you to connect to a Bluetooth-enabled mobile phone that is within 10 meters (approximately 30 feet) of your handheld. See “Bluetooth Preferences” in [Chapter 17](#) for additional information on Bluetooth technology.
- **Infrared communication:** A wireless link that enables you to connect to an infrared-enabled mobile phone within 1 meter (approximately 39 inches) of your handheld. The infrared ports on the two devices must be aligned and the path between the two devices must be clear of obstacles. See “Beaming data” in [Chapter 3](#) for more information about your handheld’s infrared capabilities.
- **A serial cable connection:** A wire-based link that connects your handheld to a mobile phone with a physical cable.

Serial cables and mobile phones that are enabled with infrared or Bluetooth technology are sold separately.

## What can you do with a phone connection?

When your handheld is linked to a mobile phone and your mobile phone carrier supports the required services, you can do the following:

- **Access the Internet:** Use a high-speed wireless data service (such as GPRS), or data services and an Internet service provider (ISP) dial-up account, to access the Internet. To browse the web, you must install the web browser application from the Software Essentials CD-ROM. Refer to the *Palm Web Browser Pro Handbook* for information on using this application.
- **Check and send e-mail:** Use a high-speed wireless data service, or data services and a dial-up connection to access your POP3 or IMAP e-mail account. To use the e-mail features, you must install the e-mail application from the Software Essentials CD-ROM. Refer to the *Palm™ VersaMail™ Personal E-mail Software Handbook* for information on using this application.

- **Exchange SMS messages:** Use a GSM mobile phone carrier service to send and receive short text messages. To use this feature you must install the SMS message application from the Software Essentials CD-ROM. Refer to the *SMS Handbook* for information on using this application.
- **Dial telephone numbers from your Address Book:** Use the Quick Connect and Tap-to-Connect features with a GSM mobile phone to dial directly from your Address Book. See [“Making connections from Address Book”](#) in [Chapter 5](#) for details.
- **Use a dial pad on your handheld to dial numbers on your phone:** Send telephone numbers from your handheld to your GSM mobile phone. To use this feature you must install the Dialer application from the Software Essentials CD-ROM. Refer to the *Dialer Handbook* for information on using this application.
- **Perform wireless HotSync® operations:** Use your mobile phone as a modem, and synchronize data with your computer from anywhere within your mobile phone service area. To use this feature, your mobile phone service must include data services. See [“Conducting modem HotSync operations”](#) in [Chapter 16](#) for additional information.



A GSM mobile phone, GSM network service, data service, high-speed wireless data service, and an ISP account with a dial-up connection are not included with your handheld.

## Setting up a phone connection

To set up a phone connection, you must configure connection information on your handheld. If you want to connect to the Internet and send and receive e-mail, you must also configure the network service settings. The Phone Link and Phone Link Updater applications guide you through this process. For information on how to enter or modify these settings manually, see [“Setting Communication Preferences”](#) in [Chapter 17](#) and [“Network preferences”](#) in [Chapter 17](#).

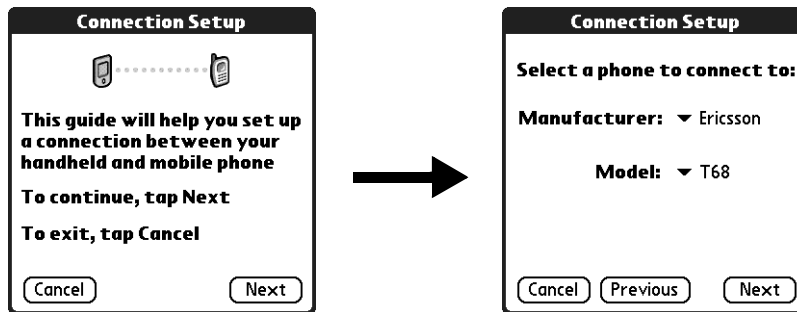
The instructions in this section assume that you already installed the desktop software that came with your handheld and performed at least one HotSync operation.

### To configure a phone connection on your handheld:

1. If you are establishing a Bluetooth connection with a phone, you must first turn on Bluetooth communication and turn on the Discoverable setting on your handheld. See [“Bluetooth Preferences”](#) in [Chapter 17](#) for instructions.
2. Tap the Home icon .
3. Select the Phone Link icon .

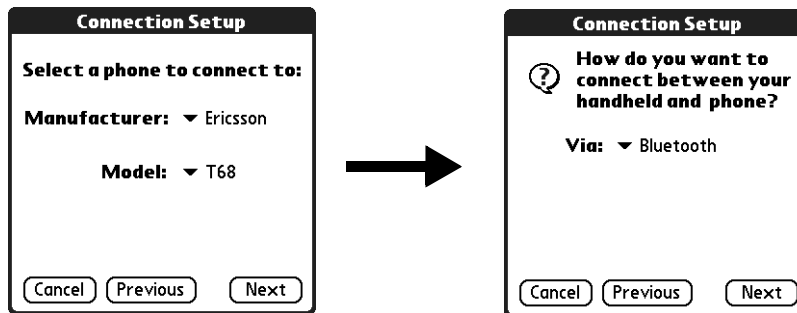
4. Tap the Phone Connection box.

The Connection Setup screen appears.



5. Tap the Manufacturer pick list and select your phone's manufacturer.
6. Tap the Model pick list and select your phone model.

If your phone model does not appear on the list, you either need to download and install a driver for your phone (see [“Updating the phone files on your handheld”](#) later in this chapter) or your phone is not supported at this time.

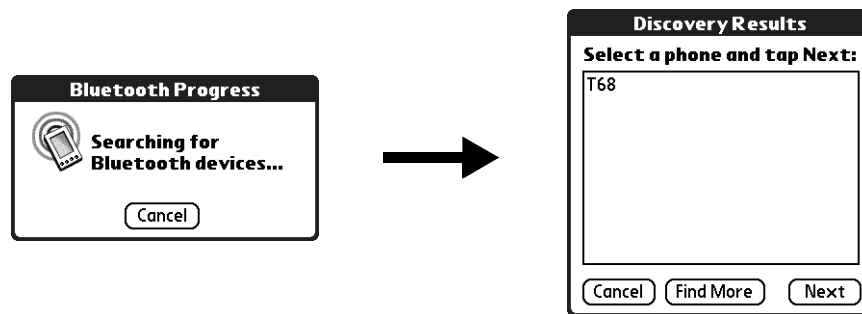


7. Tap Next.
8. Tap the Via pick list and select the method you want to use to connect: Bluetooth, Infrared, or Cable.  
The Via pick list options will vary based on the phone model.
9. Tap Next.
10. If you selected Infrared or Cable in step 8, skip to [“Configuring network service settings for your phone”](#) later in this chapter. If you selected Bluetooth in step 8, complete the steps in the procedure that follows.

**To configure Bluetooth settings for your phone connection:**

1. Place your phone into the mode where it can accept Bluetooth pairing from another device. See the documentation that came with your phone for details.
2. Wait for your handheld to discover your phone.

When your handheld discovers a Bluetooth phone, it displays a screen similar to the screen that follows.



3. Select your phone from the list.

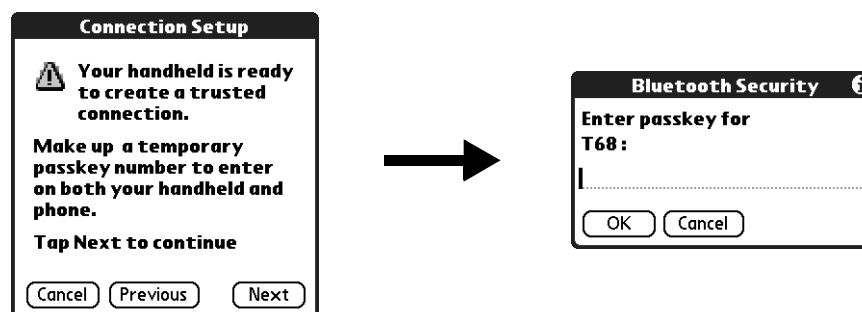
If your phone doesn't appear on the list, tap Find More, and select your phone's name when it appears on the list.

4. Tap Next.

Your handheld connects to your phone.

5. When prompted to create a trusted connection, tap Next.
6. Enter a passkey for this connection on your phone, and then tap OK.

A passkey is a unique identifier that enables secure data exchange between two Bluetooth-enabled devices that have formed a connection with one another. The passkey is stored on both devices. If Phone Link is unable to validate the same passkey on both your handheld and your phone, an error message appears and you are given the option to try connecting again. If you need additional information about connecting your phone, refer to the *Phone Pairing Handbook for Palm™ Tungsten™ T Handheld* at [www.palm.com/support](http://www.palm.com/support).



7. When prompted, to create a trusted connection, tap Next.
8. Enter a passkey for this connection on your handheld, and then tap OK.

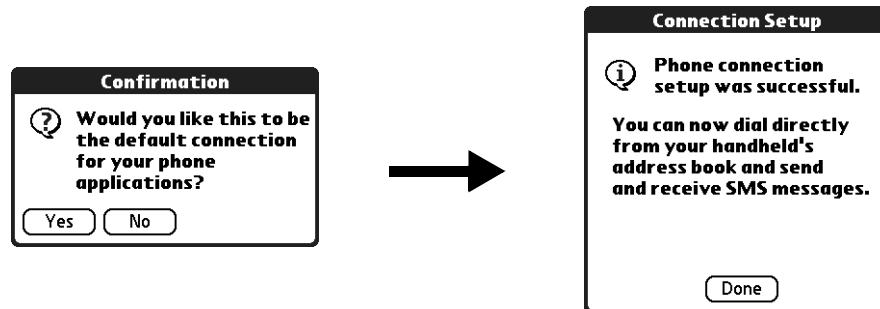


- When the Confirmation dialog box appears, tap Yes.

---

**IMPORTANT** If you tap No in the Confirmation dialog box, the link between your phone and handheld will not work.

---



- Tap Done.

The Network Service dialog box appears.



- Tap Yes, and then follow the instructions in the next section to set up network services for your phone.

## Configuring network service settings for your phone

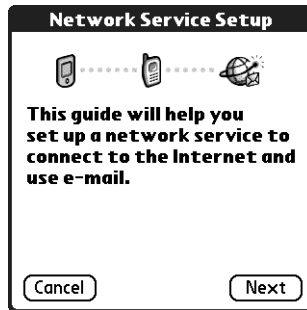
If you want to use your handheld to connect to the Internet, and to send and receive e-mail, you must configure network service settings for your phone. To connect to the Internet, your mobile phone carrier must support data services and you must also have one of the following:

- Access to a general packet radio service (GPRS) high-speed wireless data service network
- A dial-up account with an ISP
- Dial-up or Bluetooth access to a corporate network with Internet access

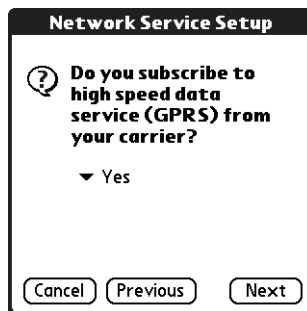
**To configure a GPRS high-speed wireless data service connection for your phone:**

1. After completing step 11 in the preceding procedure, tap Next on the Network Service Setup screen.

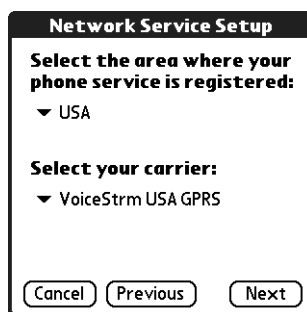
If you do not see the Network Service Setup screen, tap the Home icon , select the Phone Link icon , and then tap the Network Service box.



2. Tap Yes when asked if you subscribe to a high-speed data service.



3. Tap Next.
4. Tap the Select the area... pick list and select your mobile phone carrier's location.
5. Tap the Select your carrier pick list and select your mobile phone carrier.



If your mobile phone carrier does not appear on the list, you either need to download and install the settings for your mobile phone carrier (see [“Updating the phone files on your handheld”](#) later in this chapter) or your carrier is not supported at this time.

6. Tap Next.

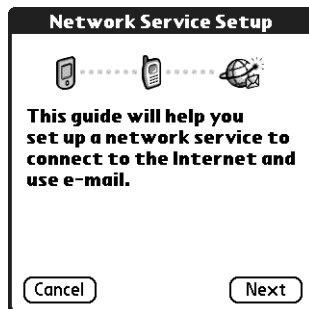


7. Tap Done.

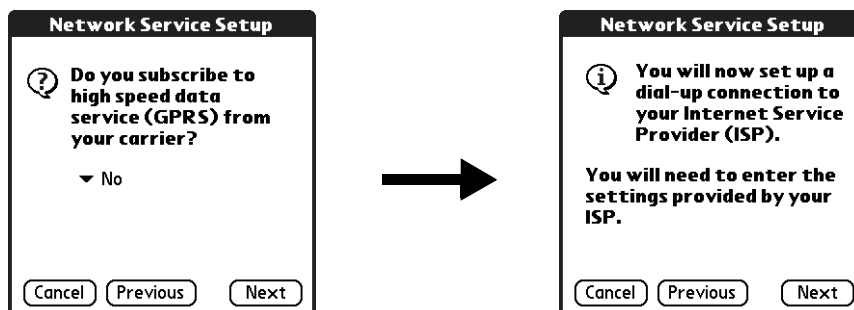
To configure a dial-up connection:

1. After completing step 11 of the [“To configure Bluetooth settings for your phone connection:”](#) procedure, tap Next on the Network Service Setup screen.

If you do not see the Network Service Setup screen, tap the Home icon , select the Phone Link icon , and then tap the Network Service box.



2. Tap No when asked if you subscribe to a high-speed data service.



3. Tap Next.

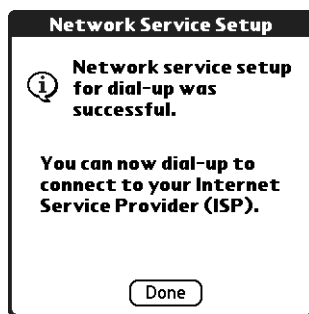
A screen appears to inform you that you are about to set up a dial-up connection for your ISP.

4. Tap Next.

5. Tap the Phone # field and enter the phone number you use to connect to your ISP.



6. Tap the Username field and enter the name you use when you log into your ISP account.
7. Tap the Password box and enter the password for your ISP account.
8. Tap Next.



9. Tap Done.

## Updating the phone files on your handheld

The Phone Link Updater application on your computer guides you through the process of updating the telephony files on your handheld.

The instructions in this section assume that you have already installed the desktop software that came with your handheld and have performed at least one HotSync operation. You will also need Internet access to download the most recent phone files during the installation.

### To install the phone files from your Windows computer:

1. If you are establishing a Bluetooth connection with a phone, you must first turn on Bluetooth communication and turn on the Discoverable setting on your handheld. See [“Bluetooth Preferences”](#) in [Chapter 17](#) for instructions.
2. From the Windows Start menu, select Programs, select Palm Desktop, and then click Phone Link Updater.

3. Follow the instructions on the screen and click Next and Back to navigate between the screens as you do the following:
  - a. Download phone driver updates from the Internet.
  - b. Select your phone's manufacturer and model.

If your phone is not listed, you cannot create a connection to your phone at this time; try running Phone Link Updater again at a later date to see if a new driver is available.
  - c. Select the region where you are located.
  - d. Select your mobile phone carrier service.
  - e. Select your handheld's user name.
4. When prompted, perform a HotSync operation.

After the HotSync operation is complete, the phone files are now installed on your handheld.
5. Click Finish.

If you need additional information about connecting your phone, refer to the *Phone Pairing Handbook for Palm™ Tungsten™ T Handheld* at [www.palm.com/support](http://www.palm.com/support).

**To install the phone files from your Mac computer:**

1. If you are establishing a Bluetooth connection with a phone, you must first turn on Bluetooth communication and turn on the Discoverable setting on your handheld. See "Bluetooth Preferences" in Chapter 17 for instructions.
2. Download the correct driver for your phone from [www.palm.com/support](http://www.palm.com/support).
3. Install the phone driver as you would install any other add-on application. See "Installing add-on applications" in Chapter 4 for details.
4. Perform a HotSync operation.

If you need additional information about connecting your phone, refer to the *Phone Pairing Handbook for Palm™ Tungsten™ T Handheld* at [www.palm.com/support](http://www.palm.com/support).

## Using phone connections

After you install the phone files and configure a link between your handheld and your phone, you are ready to make connections. Depending on the type of link you configured (infrared, cable, or Bluetooth), refer to the appropriate set of instructions below.

By default, your handheld disconnects automatically when the connection is inactive for 1 minute.

If you used the Network Preferences screen to set up multiple network service profiles, you can choose a different service when you establish a connection. See "Network preferences" in Chapter 17 for information on setting up multiple network service profiles.

**To make an infrared connection:**

1. Turn on your handheld and your mobile phone.
2. Activate the infrared port on your phone.
3. Align the infrared port on your handheld with the infrared port on your phone.
4. Launch the application that requires the phone connection.

For example, to access the Internet, launch a web browser application.

**To make a cable connection:**

1. Connect the cable to your handheld and mobile phone.
2. Turn on your handheld and your mobile phone.
3. Launch the application that requires the phone connection.


For example, to access the Internet, launch a web browser application.

**To make a Bluetooth connection:**

1. Turn on your handheld and your mobile phone.
2. Activate Bluetooth on your handheld and phone.
3. Make sure your phone is within 10 meters (approximately 30 feet) of your handheld.
4. Launch the application that requires the phone connection.

For example, to access the Internet, launch a web browser application.

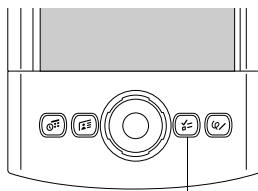
# Using To Do List

 To Do List is a convenient place to create reminders and prioritize the things you need to do. Use To Do List for the following:

- Make a quick and convenient list of things to do.
- Assign a priority level to each task.
- Assign a due date for any or all of your To Do List items.
- Assign To Do List items to categories so that you can organize and view them in logical groups.
- Sort your To Do List items by due date, priority level, or category.
- Attach a note to an individual To Do List item for a description or clarification of the task.

### To open To Do List:

- Press the To Do List application button on the front panel of your handheld. To Do List opens to display the list of all your records.



To Do List button

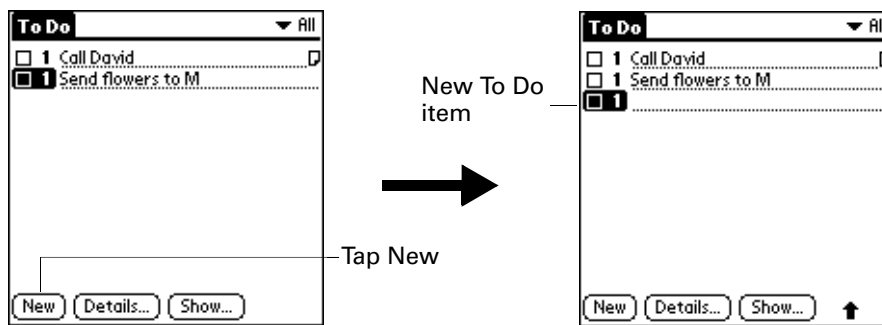
**TIP** Press the To Do List application button repeatedly to cycle through the categories in which you have records.

## Creating list items

A To Do List item is a reminder of a task that you must complete. A record in To Do List is called an *item*.

To create a To Do List item:

1. Tap New.



2. Enter the text of the To Do List item. The text can be longer than one line.
3. Tap anywhere onscreen to deselect the To Do List item.

**TIP** If no To Do List item is currently selected, writing in the Graffiti® writing area automatically creates a new item.

## Setting priority

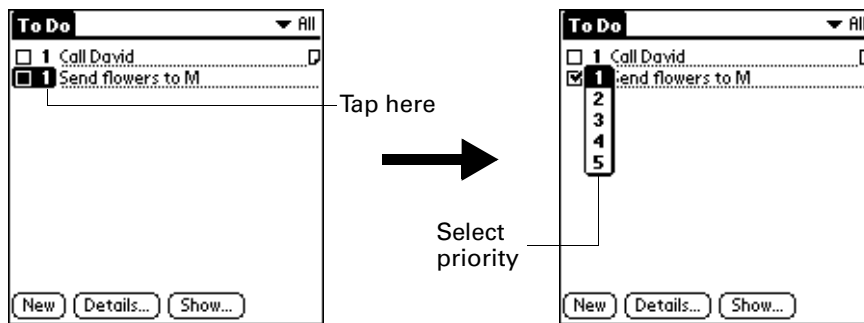
You can use the priority setting for items to arrange the tasks in your To Do List according to their importance or urgency. The default setting for the To Do List is to arrange items by priority and due date, with priority 1 items at the top. If you have a number of items in your list, changing an item's priority setting may move its position in the list.

When you create a new To Do List item, its priority is automatically set to level 1, the highest (most important) level. If you select another item first, however, the item you create appears beneath the selected item and is given the same priority as the selected item.



To set the priority of a To Do List item:

1. Tap the Priority number on the left side of the To Do List item.



2. Select the Priority number that you want to set (1 is most important).

## Checking off a To Do List item

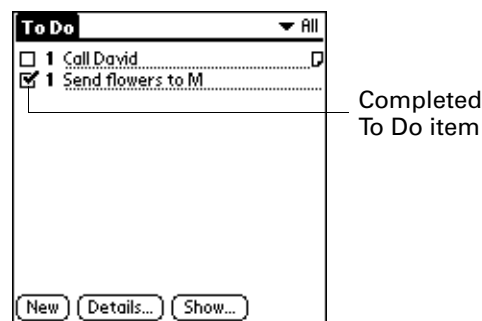
You can check off a To Do List item to indicate that you've completed it. You can set the To Do List to record the date that you complete the To Do item, and you can show or hide completed items. See ["Setting To Do Preferences"](#) later in this chapter.

To check off a To Do List item:

- Tap the check box on the left side of the item.



**TIP** You can also highlight the item you want to check off, and then press Select on the navigator.



## Changing To Do List item details

The To Do Item Details dialog box enables you to change settings for individual items.

To display the To Do Item Details dialog box:

1. Tap the text of the item whose details you want to change.



**TIP** You can also select an item with the navigator. See [“Using the navigator”](#) in [Chapter 2](#) for details.

2. Tap Details.

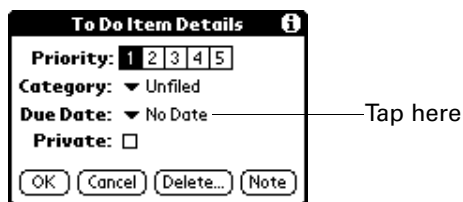


## Setting a due date

You can associate a due date with any To Do List item. You can also sort the items based on their due dates.

To set a due date for a To Do List item:

1. In the Details dialog box, tap No Date to open the Due Date pick list.



2. Tap the date that you want to assign the item:

<b>Today</b>	Assigns the current date.
<b>Tomorrow</b>	Assigns tomorrow's date.
<b>One week later</b>	Assigns the date exactly one week from the current date.
<b>No Date</b>	Removes the due date from the item.
<b>Choose date</b>	Opens the date selector, where you can choose any date that you want for the item.

3. Tap OK.

**TIP** If you turn on the Show Due Dates option in the To Do Preferences dialog box, you can tap directly on the due date in the To Do List to open the pick list shown in step 2.

## Setting To Do Preferences

The To Do Preferences dialog box enables you to control the appearance of To Do List, and To Do items in Date Book Agenda view.

To change the Preferences settings:

1. In To Do List, tap Show.



2. Select any of the following settings:

**Show Completed Items** Displays your completed items in the To Do List. If you turn off this setting, your To Do items disappear from the list when you complete (check) them.

Items that no longer appear on the list because you turn off this setting have not been deleted. They are still in the memory of your handheld. You can purge completed items to remove them from memory.

**Show Only Due Items** Shows only the items that are currently due, past due, or have no due date specified. When this setting is active, items that are not yet due do not appear in the list until their due date.

**Record Completion Date** Replaces the due date with the actual date when you complete (check) the item. If you do not assign a due date to an item, the completion date still records when you complete the item.

**Show Due Dates** Displays the due dates associated with items in the To Do List and displays an exclamation mark next to items that remain incomplete after the due date passes.

**Show Priorities** Shows the priority setting for each item.

**Show Categories** Shows the category for each item.

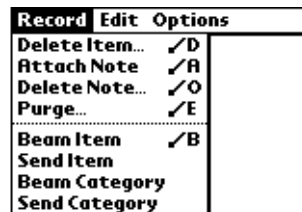
3. Tap OK.

## Using To Do List menus

To Do List menus are shown here for your reference, and To Do List features that are not explained elsewhere in this book are described here.

See “Using menus” in [Chapter 4](#) for information about selecting menu commands.

### Record menu



**Send Item** Opens a dialog box where you can choose how you want to send the selected item to another device. The options available depend on the software installed on your handheld.

**Send Category** Opens a dialog box where you can choose how you want to send all records in the selected category to another device. The options available depend on the software installed on your handheld.

### Options menu



**About To Do List** Shows version information for To Do List.

## Using Voice Memo

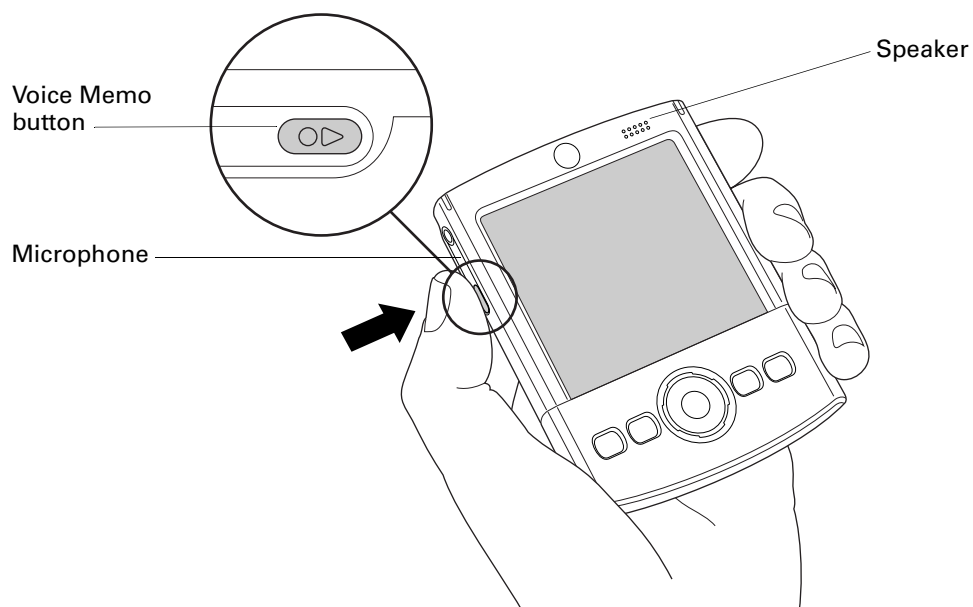


Voice Memo provides a place for you to record your thoughts while you're on the go. You can use Voice Memo to do things you might do with a voice recorder, and more:

- Record and play back voice memos directly on your handheld.
- Set an alarm to use your voice memos as reminder messages.
- Assign your voice memos to categories so that you can organize and view them in logical groups.
- Synchronize with your computer using Palm™ Desktop software and HotSync® technology, and then listen to voice memos on your computer or send them as e-mail attachments.
- Share voice memos with other people when you use the Send or Beam commands.
- Conserve space on your handheld by storing voice memos on expansion cards.

### To open Voice Memo:

- Press the Voice Memo application button on the side panel of your handheld. Voice Memo opens to display the list of all your voice memos.



## Creating a voice memo

To record a voice memo, you can use the Voice Memo application button or the onscreen controls. To pause and resume while recording a voice memo, you must use the onscreen controls. After you finish recording a voice memo, you cannot add to or change the content, but you can assign the voice memo to a category or change the voice memo title.

To conserve storage space on your handheld, you can also store your voice memos on an expansion card.

## Recording a voice memo

This section covers how to record a voice memo using the Voice Memo application button.

**To record a voice memo on your handheld:**

1. Press and hold the Voice Memo application button .

---

**IMPORTANT** Continue holding the Voice Memo application button until you finish recording. If you are recording a long voice memo and don't want to continue holding the Voice Memo application button, see "[Pausing and resuming a voice memo recording](#)" later in this chapter to make a recording with the onscreen controls. For optimum results, hold your handheld within 30 centimeters (approximately 1 foot) of your face while recording.

---

A tone sounds to indicate that recording has started.

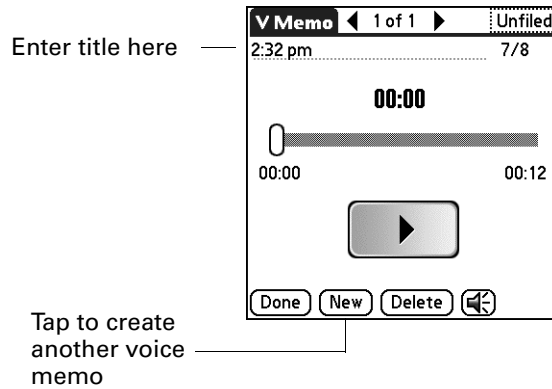
2. Face your handheld and begin speaking.
3. Release the Voice Memo application button to stop recording.

A tone sounds to indicate that recording has stopped.

4. (Optional) Select the time at the top of the screen and enter a title.

- (Optional) Tap the category pick list in the upper-right corner and select the category where you want to store the voice memo.

**TIP** To automatically store voice memos on an expansion card, see [“Storing voice memos on an expansion card”](#) later in this chapter.



- Tap Done.

## Pausing and resuming a voice memo recording

To pause and resume while recording a voice memo, you must use the onscreen controls. This section covers how to use the onscreen controls to pause and resume while recording a voice memo.

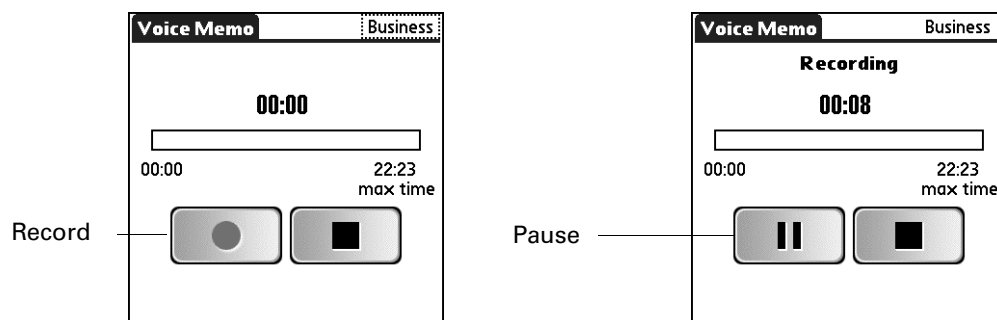
**To pause and restart while creating a voice memo:**

- In the Voice Memo list, tap New.
- (Optional) Tap the category pick list in the upper-right corner and select the category in which you want to store the voice memo.

**TIP** To automatically store voice memos on an expansion card, see [“Storing voice memos on an expansion card”](#) later in this chapter.

- Tap Record.


A tone sounds to indicate that recording has started.

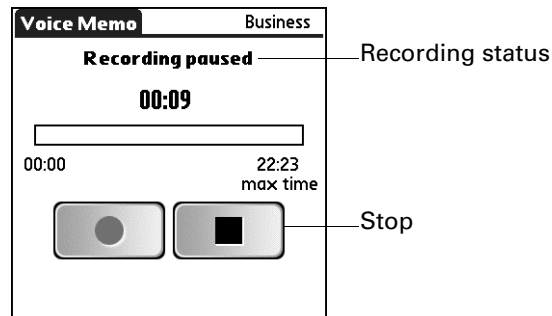


- Face your handheld and begin speaking.

5. Tap Pause to stop recording.

A tone sounds to indicate that recording has paused.

**NOTE** If you use other applications on your handheld while pausing the recording, press (and release) the Voice Memo application button  to resume recording later.



6. Tap Record.
7. Tap Stop.
8. (Optional) Select the time at the top of the screen and enter a title.
9. Tap Done.

## Storing voice memos on an expansion card

You can conserve storage space on your handheld, or create voice memos for others, by storing your voice memos on an expansion card. Voice Memo enables you to store specific voice memos on an expansion card, or to configure your handheld to always store voice memos on an expansion card when one is present.


Keep in mind that when you store voice memos on an expansion card, they do not appear in the Voice Memo portion of Palm Desktop software after a HotSync operation and are not backed up. So, if you give your expansion card to a friend, you do not have another copy of your voice memo(s). You must use a card reader (sold separately) to view the contents of the expansion card on your computer, and use a third-party application to back up data stored on an expansion card. Additionally, you cannot mark voice memos private or attach alarms to voice memos that are stored on an expansion card.

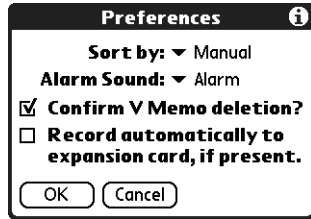
**To store specific voice memos on an expansion card:**

1. Create or open a voice memo.
2. Tap the category pick list in the upper-right corner and select Card.
3. Tap Done.



To automatically store voice memos on an expansion card:

1. From the Voice Memo list, tap the Menu icon .
2. Select Options, and then select Preferences.



3. Select the check box Record automatically to expansion card, if present.
4. Tap OK.

## Listening to voice memos

The Voice Memo list displays the title, creation date, and duration of each voice memo. If you did not assign a title to a voice memo, the title appears as the time you created the voice memo. This makes it easy to locate and listen to your voice memos.

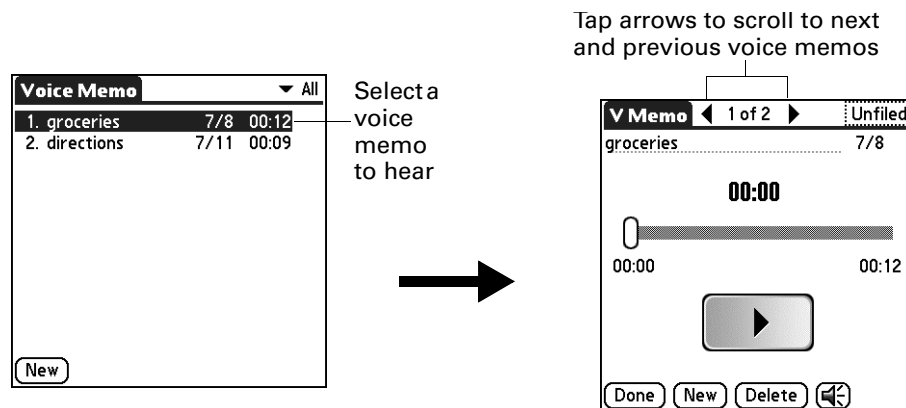
To listen to a voice memo:

1. In the Voice Memo list, select the voice memo title.



**TIP** You can also select a voice memo with the navigator. See [“Using the navigator”](#) in [Chapter 2](#) for details.

The voice memo begins to play after a few seconds. To start playing immediately, tap Play.



2. Tap the arrows at the top of the screen to listen to the next or previous voice memo.




**TIP** You can also press Right or Left on the navigator to listen to the next or previous voice memo.

3. Tap Done.

**To adjust the volume:**



1. In the V Memo screen, tap the Speaker icon .
2. Drag the slider or press Up or Down on the navigator to adjust the volume.
3. Tap Done.

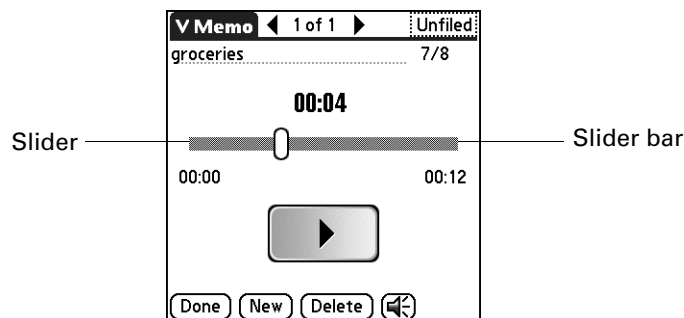


**TIP** When a voice memo is playing, you can also press Up on the navigator to increase the volume or press Down to decrease the volume.

**To play a portion of a voice memo:**

1. In the Voice Memo list, select the voice memo title.
2. Drag the slider to the portion you want to hear.

**TIP** You can also tap the slider bar to jump the slider to that position.




3. Tap Play.
4. Tap Done.

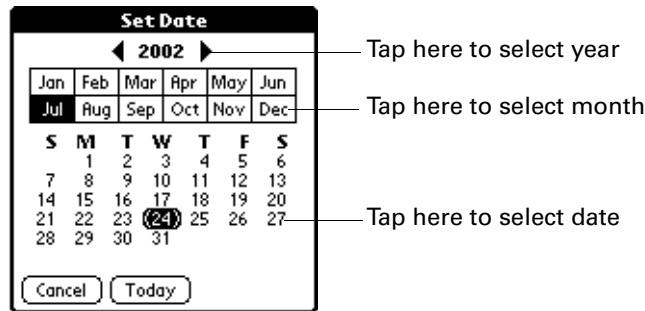
## Setting an alarm for a voice memo

You can set an alarm for a specific time and date to remind you to follow-up on a voice memo.

**To set an alarm for a voice memo:**

1. Select the voice memo to which you want to assign an alarm.
2. Tap the Menu icon .
3. Select Options, and then select Alarm.

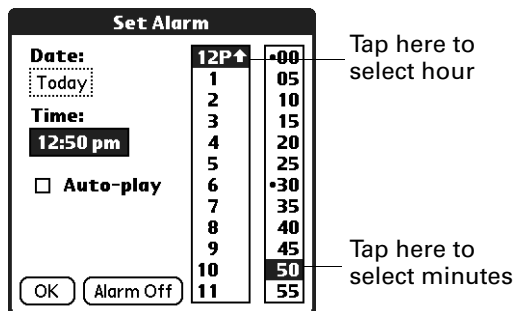
4. Tap the Date box.



5. Tap the year, month, and date you want the alarm to sound.

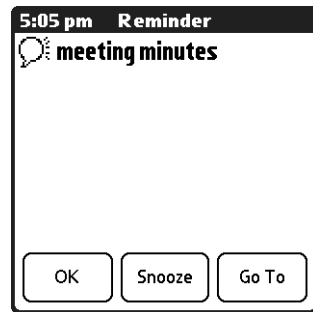
After you tap the date, the Set Alarm dialog box reappears.

6. Tap the Time box.
7. Tap the hour and minute columns to select the time you want the alarm to occur.



8. (Optional) Tap the Auto-play check box to automatically play the voice memo when the alarm goes off.
9. Tap OK.
10. When the alarm goes off and the reminder message appears onscreen, do one of the following:
  - Tap OK to permanently dismiss the reminder and return to the current screen.
  - Tap Snooze to dismiss the reminder and return to the current screen. An attention indicator blinks in the upper-left corner of the screen to remind you of the pending alarm, and the reminder message appears again in five minutes. When the reminder message reappears, the current time appears in the Reminder bar and the voice memo title appears on the screen. If you did not title the voice memo, the time the voice memo was created appears on the screen.

- Tap Go To to open Voice Memo. Voice Memo opens and displays the voice memo associated with the alarm. Wait a moment for the voice memo to begin playback, or tap Play.

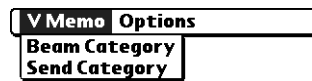


## Using Voice Memo menus

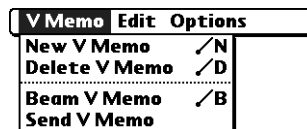
Voice Memo menus are shown here for your reference, and Voice Memo features that are not explained elsewhere in this book are described here.

The Voice Memos and Options menus differ depending on whether you're displaying the Voice Memo list or an individual voice memo.

### V Memo menus



Voice Memo list

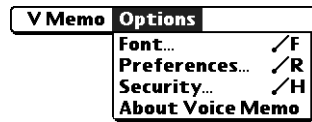


V Memo screen

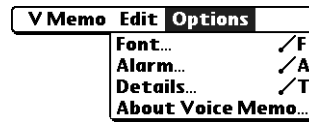
**Send Category** Opens a dialog box where you can choose how to send the category. The options available vary, based on the applications installed on your handheld.

**Send V Memo** Opens a dialog box where you can choose how to send the voice memo. The options available vary, based on the applications installed on your handheld.

## Options menus



Voice Memo list




V Memo screen

- |                         |   |
|-------------------------|---|
| <b>Preferences</b>      | Displays the Voice Memo Preferences dialog box, where you define the sort order for voice memos, the alarm sound, deletion confirmation setting, and whether to automatically store voice memos on an expansion card if one is present. |
| <b>Security</b>         | Displays the Change Security dialog box, where you set a privacy option for all voice memos.  |
| <b>Details</b>          | Displays the V Memo Details dialog box, where you assign a category and privacy option for a voice memo.  |
| <b>About Voice Memo</b> | Shows version information for Voice Memo.   |





# Using World Clock


 World Clock enables you to view the current time and date in multiple locations and to set an alarm. Use World Clock to do the following:

- View the current time and date in three locations.
- Open a preferences screen where you can set the time and date for all the applications on your handheld.
- Set an alarm.
- Set Daylight Saving options.

#### To open World Clock:

1. Tap the Home icon .
2. Select the World Clock icon .



**TIP** You can also open World Clock by tapping the Clock icon  in the upper-left corner of the Graffiti® writing area and then tapping Go to Clock, or when your handheld is off, you can press Select on the navigator and then tap Go to Clock.



## Viewing the time

There are several ways for you to easily check the current time and date.

### To view the time:

Do one of the following:

- When your handheld is on, tap the Clock icon  in the upper-left corner of the Graffiti writing area.

Your handheld displays the time for two seconds and then returns to the previous application.



- When your handheld is off, press Select on the navigator.

Your handheld turns on, displays the time, and then turns off after a few seconds.

- Tap the Home icon , and then select the World Clock icon .

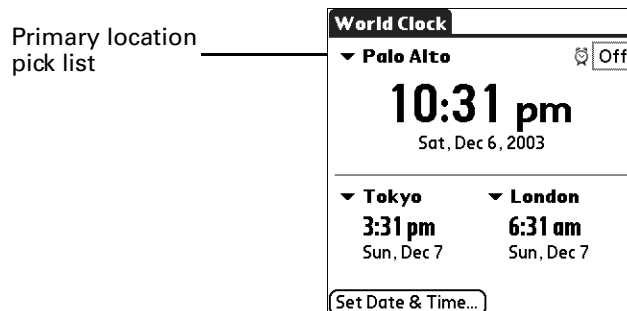
## Setting the primary location

You can use World Clock to select the location, date and time for the primary location. Keep in mind that the primary location settings are also your system date and time and that these settings are used by all the applications on your handheld. The primary Location settings also appear in the Date & Time Preferences screen. Similarly, if you change the settings in the Date & Time Preferences screen, those settings become your system date and time and also appear under the primary location in World Clock. The primary Location settings also serve as a point of reference for the secondary locations.

The following steps show you how to set the location, date and time from within World Clock. See [“Date & Time Preferences”](#) in [Chapter 17](#) for details on changing these settings from the Preference screen.

### To set the primary location:

1. Tap the primary location pick list.





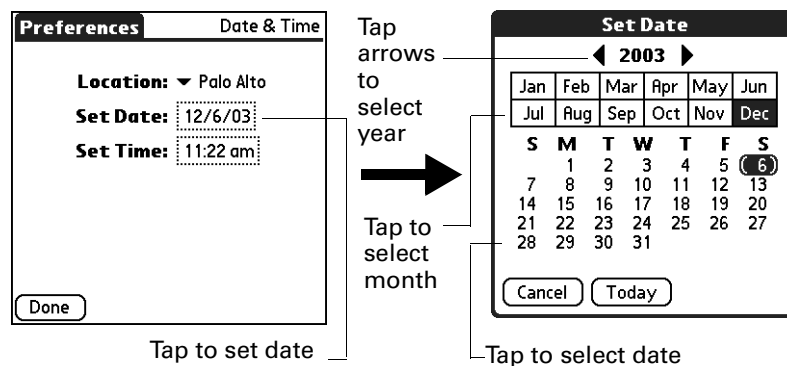
2. Tap the location you want to use as the primary location.

The location you select is typically a large city in the same time zone as the one where you live. If an appropriate choice does not appear in the list, see [“Adding a location”](#) later in this chapter to create a new location.

3. Tap OK.

#### To set the date:

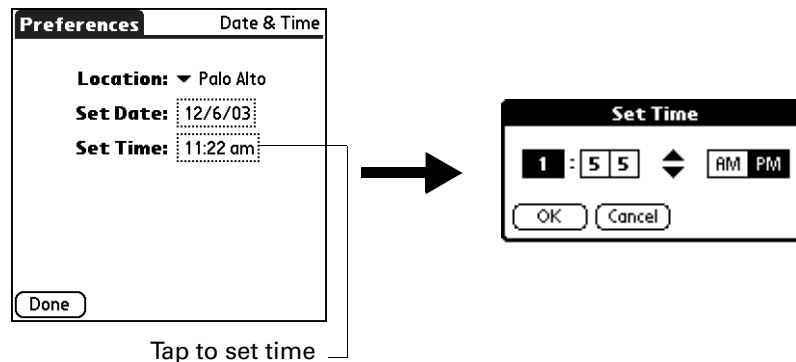
1. Tap Set Date & Time.
2. Tap the Set Date box.
3. Tap the arrows to select the current year.



4. Tap the current month.
5. Tap the current date.
6. Tap Done.

#### To set the time:

1. Tap Set Date & Time.
2. Tap the Set Time box.



3. Tap the up or down arrows to change the hour.
4. Tap each number of the minute, and then tap the arrows to change the minutes.
5. Tap OK.
6. Tap Done.

## Choosing a different primary location

If you travel to another location and you want alerts to appear based on local time, you need to change the primary location to update the system time. You may prefer, however, to use the secondary locations to view the local date and time, and to leave the primary location unchanged.

**To change the primary location:**

1. Tap the pick list next to the current primary location.

Primary location pick list



2. Tap the location you want to use as the new primary location.

If the new location is in another time zone, World Clock automatically updates the date and time in all the applications on your handheld.

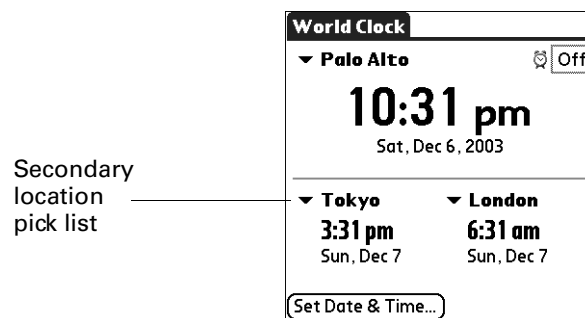
## Setting the secondary locations

The secondary locations display the date and time in two locations other than the primary location. You can use the secondary locations to view the time in places to which you travel or need to contact people.

The date and time in the secondary locations are based on the date and time settings in the primary location.

To select the secondary locations:

1. Tap the pick list next to the secondary location.



2. Tap the location you want to use as the new secondary location.

If an appropriate location does not appear in the list, see [“Adding a location”](#) later in this chapter to create a new location.

## Adding a location

If an appropriate location does not appear in the Location pick list, you can add a new location to the list. When you add a location, the default Time Zone and Daylight Saving settings are usually correct. However, you can adjust these settings if necessary. When the Daylight Saving options are active, the time change automatically occurs at 1:00 AM on the selected start and end dates.

To add a location:

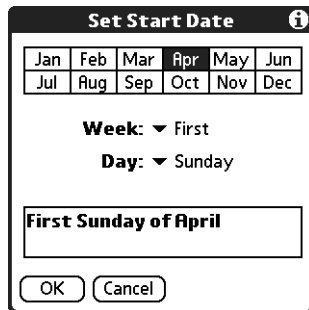
1. Tap a Location pick list.
2. Select Edit List.
3. Tap Add.
4. Select a location that is in the same time zone as the city you want to add.
5. Tap OK.
6. (Optional) Tap the Name field and modify the location name.
7. (Optional) Tap the Time Zone box and select a time zone.



8. Tap OK.
9. Tap Done.

**To set Daylight Saving options:**

1. From the Edit Location dialog box, tap the This location observes Daylight Saving Time check box to select it.
2. Tap the Start box.



3. Tap the month when daylight saving begins.
4. Tap the Week pick list.
5. Select the week when daylight saving begins within the selected month.
6. Tap the Day pick list.
7. Select the day of the week when daylight saving begins within the selected week.
8. Tap OK.
9. Tap the End box and repeat steps 3 through 8 to select when daylight saving ends.
10. Tap OK.

## Modifying a location

If you add a location and later realize you did not use the correct settings, you can modify the location.

**To modify a location:**

1. Tap a Location pick list.
2. Select Edit List.
3. Select the location you want to modify.
4. Tap Edit.
5. Adjust the settings. See [“Adding a location”](#) earlier in this chapter for details.

6. Tap OK.
7. Tap Done.

## Removing a location

If you no longer need a location that appears on the Location list, you can remove it. However, you cannot remove a location that is currently assigned to the primary location.

### To remove a location:

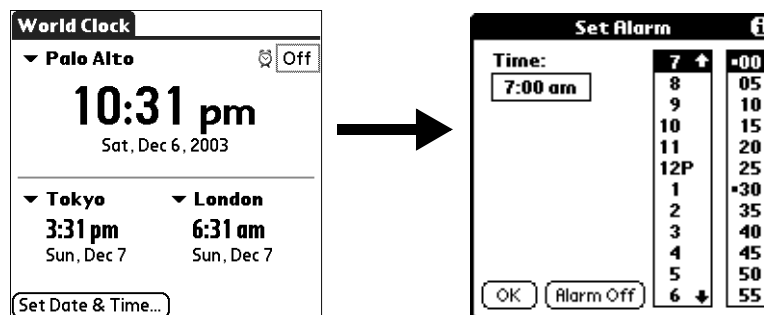
1. Tap a Location pick list.
2. Select Edit List.
3. Select the location you want to remove.
4. Tap Remove.
5. Tap OK to confirm the deletion.
6. Tap Done.

## Setting an alarm

In addition to setting and displaying the date and time, World Clock also provides a convenient travel alarm feature. You can set an alarm to sound during the next 24-hour period.

### To set an alarm:

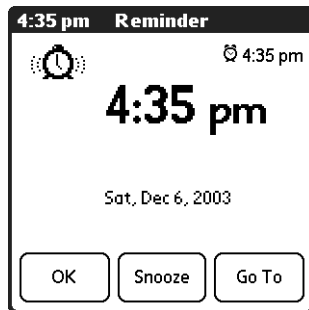
1. Tap the box next to the Alarm  icon to open the Set Alarm dialog box.



2. Tap the time columns to set the hour and minute.
3. Tap OK.
4. When the alarm reminder message appears, do one of the following:
  - Tap OK to permanently dismiss the reminder and return to the current screen.
  - Tap Snooze to dismiss the reminder and return to the current screen. An attention indicator blinks in the upper-left corner of the screen to remind you of

the pending alarm, and the reminder message appears again in five minutes. When the reminder message reappears, the current time appears in the Reminder bar and the alarm time appears on the screen.

5. Tap Go To to open World Clock.



## Using World Clock menus

World Clock menus are shown here for your reference, and World Clock features that are not explained elsewhere in this book are described here.

See “Using menus” in [Chapter 4](#) for information about choosing menu commands.

### Options menu



**Display Options** Opens a dialog box where you can choose which information appears on the World Clock screen.

**Show Multiple Locations:** Activates the secondary location displays. When it is selected, the secondary locations appear below the primary location.

**Date:** Activates the date display. When it is selected, the date appears below the time for each location.

### Alarm Preferences

**Sound:** Sets the sound of the alarm. The choices are Alarm, Bumble Bee, Reveille, Sonata, Wake Up, and Warbler.

**Volume:** Defines how loud the alarm sounds. The choices are Low, Medium, and High.

### About World Clock

Shows version information for World Clock.


# Performing HotSync® Operations

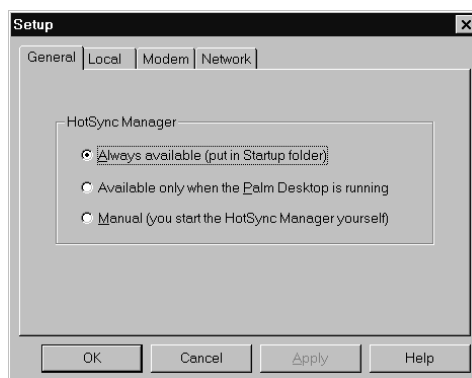
HotSync® technology enables you to synchronize data between one or more Palm OS® handhelds and Palm™ Desktop software or another personal information manager (PIM) such as Microsoft Outlook. To synchronize data, you must connect your handheld and your computer either directly or indirectly. Direct methods include placing your handheld in the cradle/cable attached to your computer, using infrared communications, or using a Bluetooth connection. Indirect methods include using a modem or network HotSync technology.

## Selecting HotSync setup options

You can choose when HotSync Manager will run. If necessary, you can adjust the local and modem HotSync settings as well.

To set the HotSync options on a Windows computer:

1. Click the HotSync icon ™ in the Windows system tray (bottom-right corner of the taskbar).
2. Select Setup.



3. Click the General tab, and select one of the following options:

**Always available**

Adds HotSync Manager to the Startup folder and constantly monitors the communication port for synchronization requests from your handheld. With this option the HotSync Manager synchronizes data even when Palm Desktop software is not running.

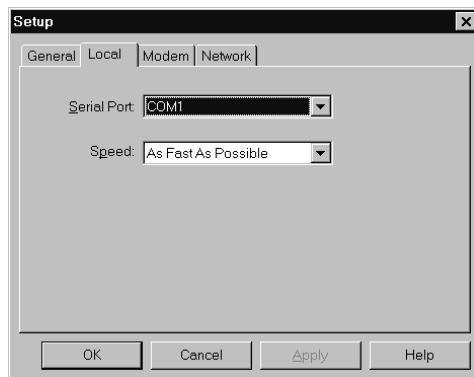
**Available only when the Palm Desktop software is running** Starts HotSync Manager and monitors requests automatically when you open Palm Desktop software.

**Manual** Monitors requests only when you select HotSync Manager from the Start menu.

If you're not sure which option to use, keep the default setting: Always available.

- If you are using a serial cradle/cable, click the Local tab to display the settings for the connection between your computer and the handheld cradle/cable, and adjust the following options as needed.

If you are using the USB cradle/cable, you do not need to use the settings on the Local tab for a direct HotSync operation.



**Serial Port** Identifies the port that HotSync Manager uses to communicate with the cradle/cable. If necessary, you can change the port selection.

Your handheld cannot share this port with an internal modem or other device.

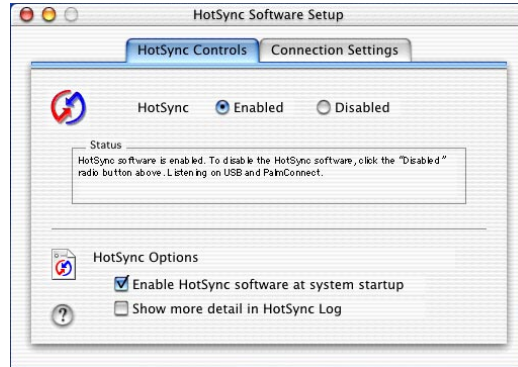
**Speed** Determines the speed at which data is transferred between your handheld and Palm Desktop software. Try the As Fast As Possible rate first, and adjust downward if you experience problems. This setting allows your handheld to synchronize with computer at the fastest speed possible.

- Click the Modem tab to display the modem settings and adjust the options as needed. For more information, see [“Conducting modem HotSync operations”](#) later in this chapter.
- If you are attached to a network, click the Network tab to display the network settings and adjust the options as needed. For more information, see [“Conducting network HotSync operations”](#) later in this chapter.
- Click OK.



**To set the HotSync options on a Mac computer:**

1. Double-click the HotSync Manager icon in the Palm folder.
2. Click the HotSync Controls tab, and select any of the following options.

**HotSync Enabled/Disabled**

Activates the transport monitor and prepares your Mac computer to synchronize with your handheld. By default, the transport monitor is enabled listen on USB and PalmConnect whenever you start your computer.

If you use an optional serial HotSync cradle/cable and you use the same serial port for other devices besides the HotSync cradle/cable, disable the transport monitor and then enable it manually only when you connect the cradle/cable to perform a HotSync operation.

**Enable HotSync software at system startup**

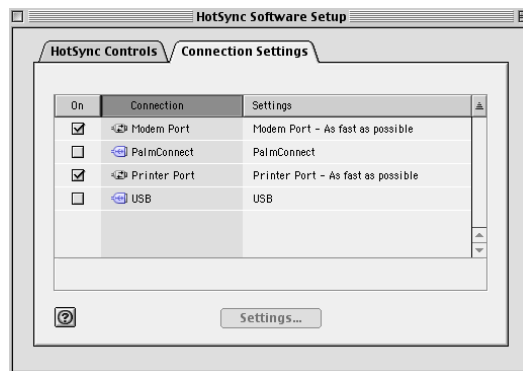
Activates the transport monitor automatically each time you start your computer. If this option is not selected, you must open HotSync Manager and select the Enabled option before you can perform a HotSync operation.

**Show more detail in HotSync Log**

Includes more troubleshooting information in the log that is generated when you perform a HotSync operation.

3. If you are using the USB cradle/cable, you do not need to adjust the settings on the Connection Settings tab for a direct HotSync operation; they are set automatically when you perform the first HotSync operation.

If you are using the optional serial cradle/cable, click the Connection Settings tab and select the port where you attached the cradle/cable.



You can set both Modem and Printer port settings and prepare your computer to synchronize with your handheld using the HotSync cradle/cable or a modem. However, choosing both setups prevents you from using either port for other operations such as printing, faxing, or AppleTalk networking.

4. Close the HotSync Software Setup window.

## Customizing HotSync application settings

For each application, you can define a set of options that determines how records are handled during synchronization. These options are called a *conduit*. By default, a HotSync operation synchronizes all files between the handheld and Palm Desktop software.

In general, you should leave the settings to synchronize all files. The only reason you might want to change these settings is to overwrite data on either your handheld or Palm Desktop software, or to avoid synchronizing a particular type of file because you don't use it.

In addition to the conduits for Date Book, Address Book, To Do List, Memo Pad, Note Pad, and Voice Memo, Palm Desktop software includes System and Install conduits. The System conduit backs up the system information stored on your handheld, including Graffiti® ShortCuts. The Install conduit installs add-on applications on your handheld.

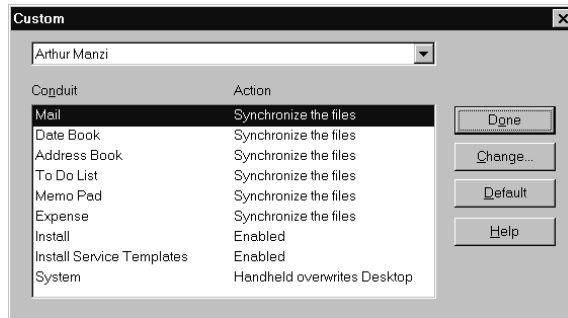
### To customize HotSync application settings on a Windows computer:

1. Click the HotSync icon  in the Windows system tray (bottom-right corner of the taskbar).

You can also click the HotSync command on the Palm Desktop software menu bar.

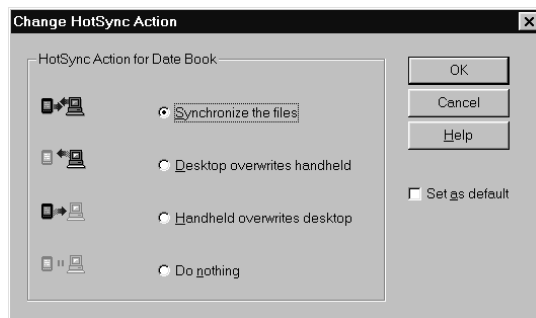
2. From the HotSync Manager menu, select Custom.
3. Select the appropriate user name from the list.
4. Select an application in the Conduit list.

## 5. Click Change.



## 6. For each application, click the direction in which you want to write data, or click Do Nothing to skip data transfer for an application.

Changing the HotSync setting from the default affects only the *next* HotSync operation. Thereafter, the HotSync Actions revert to their default settings. To use a new setting on an ongoing basis, select the Set As Default box. Thereafter, whatever you selected as the default setting is used when you click the Default button in the Custom dialog box.



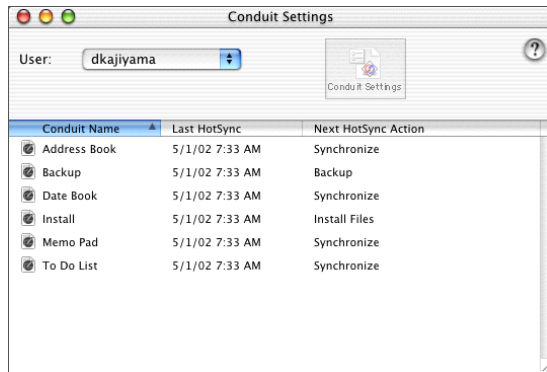
## 7. Click OK.

## 8. Click Done to activate your settings.

**To customize HotSync application settings on a Mac computer:**

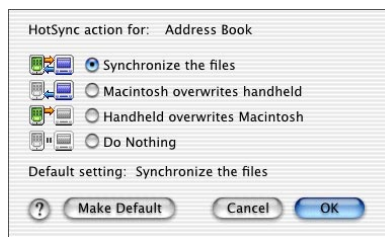
1. Double-click the Palm Desktop icon in the Palm folder.
2. From the HotSync menu, select Conduit Settings.
3. From the User pop-up menu, select the appropriate user name.
4. Select an application in the Conduit list.

## 5. Click Conduit Settings.



## 6. For each application, click the direction in which you want to write data, or click Do Nothing to skip data transfer for an application.

Changing the HotSync setting from the default affects only the *next* HotSync operation. Thereafter, the HotSync Actions revert to their default settings. To use a new setting on an ongoing basis, click Make Default. Thereafter, whatever you selected as the default setting is used for HotSync operations.



## 7. Click OK.

## 8. Close the Conduit Settings window.

## Conducting cradle/cable HotSync operations

The simplest way to synchronize data is to perform a direct HotSync operation by seating your handheld in the cradle/cable and pressing the HotSync button.

### Performing a cradle/cable HotSync operation: Windows computers

The first time you synchronize your data, you need to enter user information on Palm Desktop software. After you enter this information and synchronize with your handheld, the HotSync Manager recognizes your handheld and doesn't ask for this information again.

If you are a system administrator preparing several handhelds for a group of users, you may want to create a user profile. See [“Creating a user profile”](#) later in this chapter before performing the following steps.

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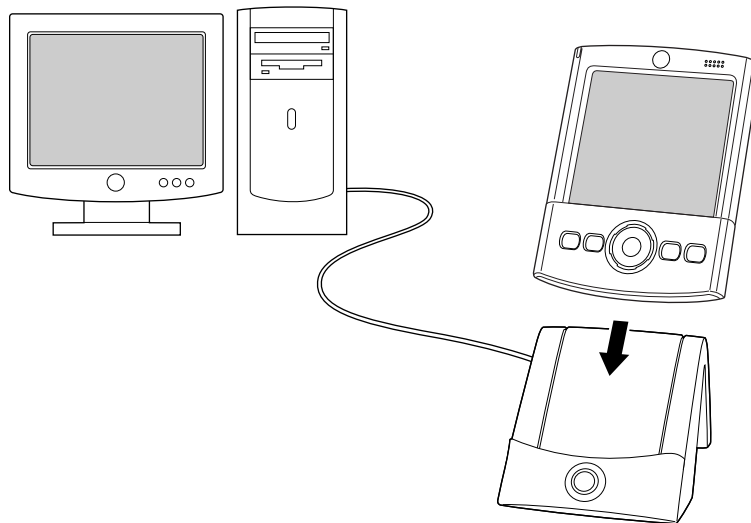
**IMPORTANT** You must perform your *first* HotSync operation with a local, direct connection or with infrared communication, rather than with a modem or network.

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The following steps assume that you have already installed Palm Desktop software. If you have not installed this software, see [“Step 4: Install software”](#) in [Chapter 1](#) for instructions.

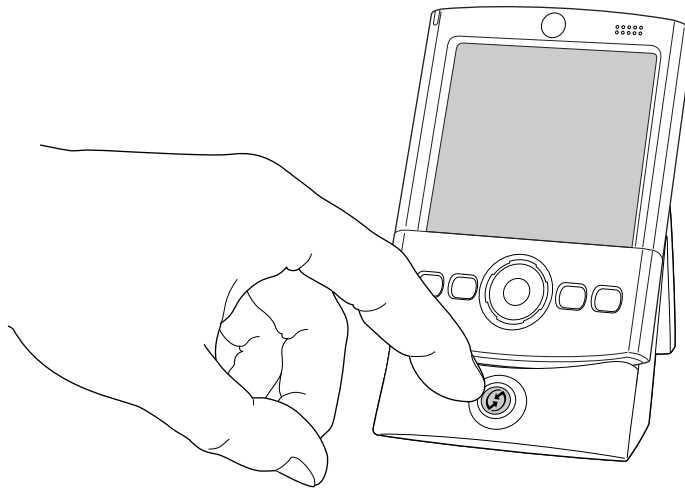
**To perform a local HotSync operation on a Windows computer:**

1. Place your handheld in the cradle/cable.



2. If the HotSync Manager is not running, start it: On the Windows desktop, click Start, and then select Programs. Navigate to the Palm Desktop software program group, and select HotSync Manager. Alternatively, you can start the Palm Desktop software, which automatically opens the HotSync Manager.

3. Press the HotSync button  on the cradle/cable.



---

**IMPORTANT** The first time you perform a HotSync operation, you must enter a user name in the New User dialog box and click OK. Every handheld should have a unique name. To prevent loss of a user's records, never try to synchronize more than one handheld to the same user name.

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The HotSync Progress dialog box appears, and synchronization begins.



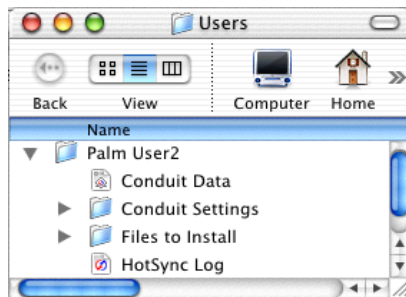
4. Wait for a message on your handheld indicating that the process is complete.  
After the HotSync process is complete, you can remove your handheld from the cradle/cable. Gently tilt your handheld forward in the cradle/cable, and then lift it up to remove it.

## Performing a direct HotSync operation: Mac computers

When you installed Palm Desktop software, you entered a user name. This user name is the connection between your handheld and your computer.

The first time you perform a HotSync operation the Palm Desktop software does the following:

- Adds a user name to your handheld.
- Creates a folder for the user name in the Users folder inside the Palm folder. For example, if you entered Jane Garcia as your user name, a folder named Jane Garcia is created in the Users folder.



- Creates a file named User Data in your user name folder.

User names appear in the User pop-up menu on the right side of the toolbar. You can change users by selecting a new name in the pop-up menu.

Each subsequent time you perform a HotSync operation, HotSync Manager reads the user name from your handheld and synchronizes the data in the folder of the same name.

Be sure you select the correct user name from the User pop-up menu before entering data on Palm Desktop or performing a HotSync operation.

If you are a system administrator preparing several handhelds for a group of users, you may want to create a user profile. See [“Creating a user profile”](#) later in this chapter before performing the following steps.

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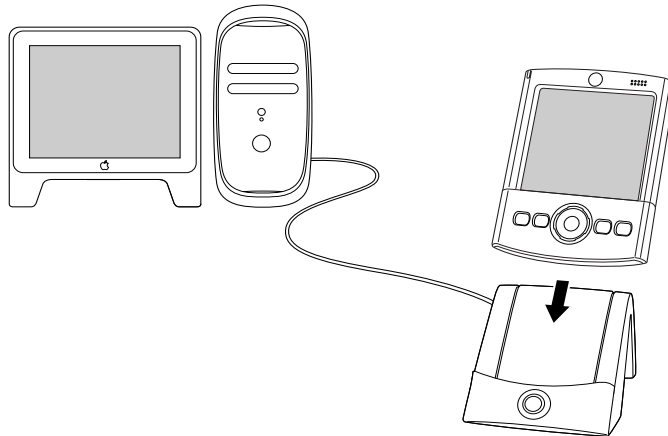
**IMPORTANT** You must perform your *first* HotSync operation with a local, direct connection or with infrared communication, rather than with a modem.


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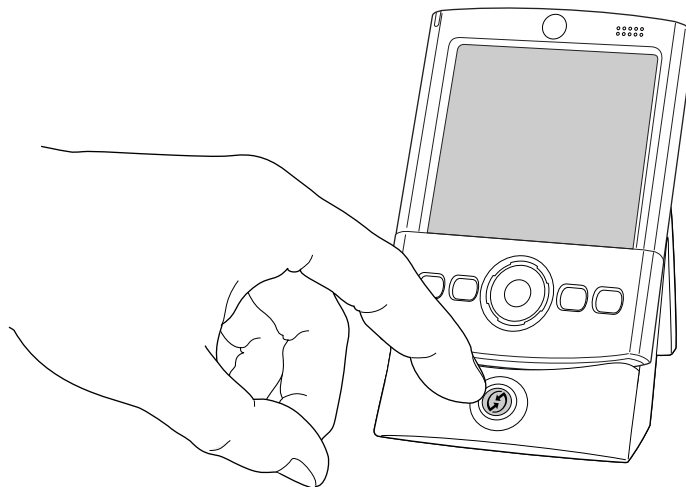
The following steps assume that you have already installed Palm Desktop software. See [“Step 4: Install software”](#) in [Chapter 1](#) if you have not installed this software.

To perform a local HotSync operation on a Mac computer:

1. Place your handheld in the HotSync cradle/cable.

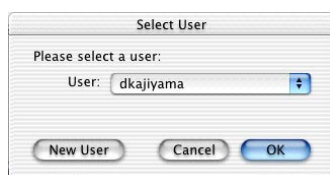


2. Make sure that HotSync Manager is enabled: Double-click the HotSync Manager icon in the Palm folder. Click the HotSync Controls tab, and make sure the Enabled option is selected.
3. Press the HotSync button  on the cradle/cable.



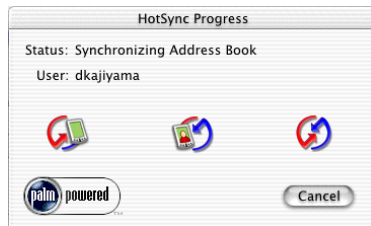
The HotSync Progress dialog box appears, followed by the Select User dialog box.

4. In the Select User dialog box, select the user name you entered when you installed the Palm Desktop software, and click OK.





The HotSync Progress dialog box reappears, and synchronization begins.



5. Wait for a message on your handheld indicating that the process is complete.

After the HotSync process is complete, you can remove your handheld from the cradle/cable. Gently tilt your handheld forward in the cradle/cable, and then lift it up to remove it.

## Conducting IR HotSync operations

You can use the infrared (IR) port on your handheld to perform HotSync operations. When you perform an IR HotSync operation, you don't need your cradle/cable. However, you must have a computer that's equipped with an IR port and that supports the IrCOMM implementation of the Infrared Data Association (IrDA) standards. This is especially useful if you travel with an infrared-enabled laptop. You simply enable infrared communication on your laptop and handheld and follow the steps in ["Performing an IR HotSync operation"](#) later in this section.


### Preparing your computer for infrared communication

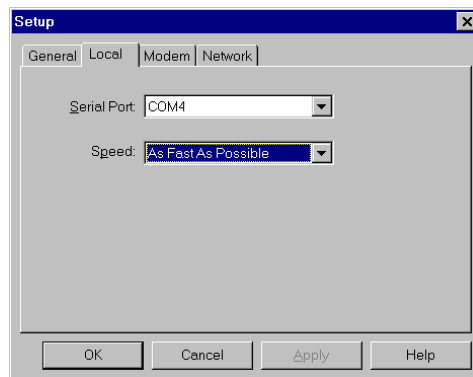
Before you can perform a HotSync operation using the IR port, the computer with which you want to synchronize must fulfill these requirements:

- Your computer must support the IrCOMM implementation of the IrDA standards.
- Your computer must have an enabled infrared port that's built into the computer, or an enabled infrared device attached to the computer.
- Some desktop computers may require an infrared device attached to a physical COM port. Laptops are likely to have a built-in IR port, so no external device is necessary.
- Your computer must have an installed infrared driver.
- If you have an external infrared device attached to your computer, a driver is probably included with the device. Consult the documentation included with the device for information on installing the required driver.

Check your computer's documentation to learn if the computer supports infrared communication.

**To configure HotSync Manager for infrared communication on a Windows computer:**

- Click the HotSync Manager icon  in the Windows system tray, and make sure that Infrared is selected.
  - If you have an Infrared option on the HotSync Manager menu, and that option is selected, skip to [“Performing an IR HotSync operation.”](#)
  - If you do not have an Infrared option on the HotSync Manager menu, complete the following steps:
    - a. Make sure that Local Serial is selected on the menu.
    - b. From the HotSync Manager menu, select Setup.
    - c. Click the Local tab.
    - d. In the Serial Port drop-down box, select the simulated port that your computer uses for infrared communication.



See the documentation for your operating system for instructions on finding the simulated port. This information is usually located in the Control Panel.

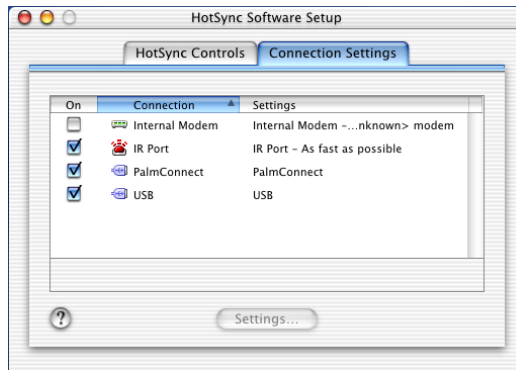
- e. Click OK.

**NOTE** If your cradle/cable is connected to a USB port, you can continue using the cradle/cable while HotSync Manager is configured for infrared communication. If your cradle/cable is connected to a serial port, you cannot use your HotSync cradle/cable again until you reconfigure the HotSync Manager to communicate with the port defined for cradle/cable synchronization.

**To configure HotSync Manager for infrared communication on a Mac computer:**

1. Double-click the HotSync Manager icon in the Palm folder.
2. In the HotSync Controls tab, select Enabled.
3. Click the Connection Settings tab.

4. Select the On check box next to IR port.





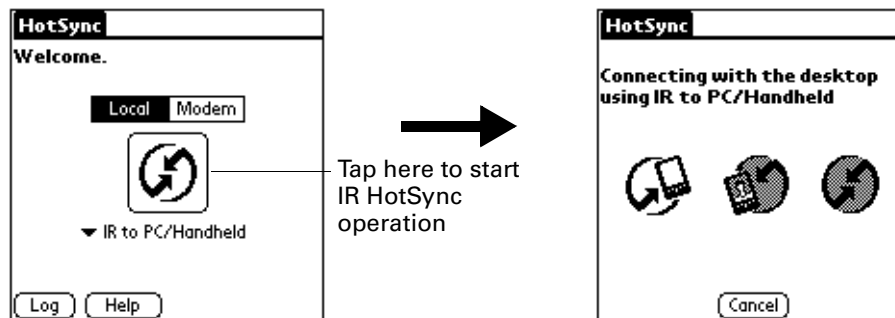
5. Close the HotSync Software Setup window.

## Performing an IR HotSync operation

After you complete the steps to prepare for performing an IR HotSync operation, it's easy to perform the actual operation.

To perform an IR HotSync operation:

1. Tap the Home icon .
2. Select the HotSync icon .
3. Tap Local.
4. Tap the pick list below the HotSync icon and select IR to a PC/Handheld.
5. Position the IR port of your handheld within a couple of inches of the infrared port of your computer.
6. Tap the HotSync icon to start the IR HotSync operation.




## Returning to cradle/cable HotSync operations


It's easy to return to using the cradle/cable for HotSync operations.

If your cradle/cable is connected to a USB port, you can continue using it while HotSync Manager is configured for infrared communication. Use the following instructions to return to Local USB cradle/cable HotSync operations only when necessary, such as when you have disconnected the cradle/cable from the USB port.

### To return to local USB cradle/cable HotSync operations on a Windows computer:

1. If necessary, connect the cradle/cable to the USB port of the computer you use for HotSync operations.
2. Click the HotSync Manager icon  in the Windows system tray, and select Local USB if it is not already selected.

### To return to local Serial cradle/cable HotSync operations on a Windows computer:

1. If necessary, connect the cradle/cable to the port of the computer you use for HotSync operations.
2. Click the HotSync Manager icon  in the Windows system tray.
3. Select Setup, and then click Local.
4. Select the COM port where your cradle/cable is connected.
5. Click OK.

On a Mac computer, the HotSync Manager software monitors all ports at the same time. However, you may want to turn off the IR port when you're not using it to improve performance of HotSync operations.

### To return to local serial cradle/cable HotSync operations on a Mac computer:

1. If necessary, connect the cradle/cable to a serial port on your computer.
2. Double-click the HotSync Manager icon in the Palm folder.
3. In the HotSync Controls tab, select Enabled.
4. Click the Connection Settings tab, and select the correct connection.
5. Close the HotSync Software Setup window.

The next time you want to perform a HotSync operation, just press the HotSync button on the cradle/cable, as you always did before.

## Conducting modem HotSync operations

You can use a modem to synchronize your handheld when you are away from your computer.

---

**IMPORTANT** You must perform the first HotSync operation by using a local, direct connection or infrared communication. After that, you can perform a modem HotSync operation.

---

To perform a modem HotSync operation you need the following:

- A modem connected to your computer.
- Palm Desktop software configured for use with the modem.
- A modem connected to your handheld.
- A configuration for the kind of modem connection you want to make. See [“Connection Preferences”](#) in [Chapter 17](#) for more information.

## Preparing your computer for a modem HotSync operation

There are a few steps you must perform to prepare your computer for a modem HotSync operation. Be sure to perform these steps before you leave your office so that your computer is ready to receive a call from your handheld.

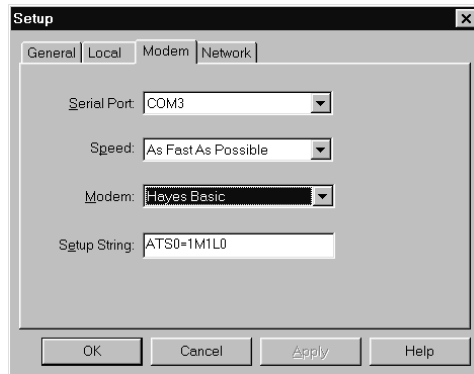
**To prepare a Windows computer for a modem HotSync operation:**

1. Confirm that the computer modem is connected and turned on and that no communications applications, such as fax or telephony software, are running on a COM port.

Make sure the computer is disconnected from all online services, such as America Online (AOL). This helps to avoid conflicts with the COM port.

2. Start HotSync Manager if it is not already running, and from the HotSync Manager menu, select Modem.

- Adjust the following options as needed.



- Serial Port** Identifies the port for the modem. If you are unsure of the port assignment, look at the Modem Properties in the Windows Control Panel.
- Speed** Determines the speed at which data is transferred. Try the As Fast As Possible rate first, and adjust downward if you experience problems. This setting allows your handheld to synchronize with your computer at the fastest speed possible.
- Modem** Identifies the modem type or manufacturer. Refer to your modem manual or faceplate for its type or settings. If you're not sure of your modem type or if your modem doesn't match any that appear in the list, select Hayes Basic.
- Setup String** Identifies the setup string for your particular modem. Not all modems require a setup string. Refer to your modem manual, and enter the setup string if it is recommended by the manufacturer.

- Click OK.

**To prepare a Mac computer for a modem HotSync operation:**

- Confirm that the computer modem is connected and turned on, and that no communications applications, such as fax or telephony software, or AppleTalk networking are running on that serial port.

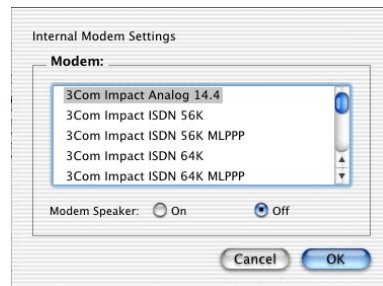
Make sure your computer is disconnected from all online services, such as CompuServe and America Online (AOL). This helps to avoid conflicts with the serial port. In addition, your computer must be on, and it should not be in sleep mode when receiving a call from a remote handheld.

- Double-click the HotSync Manager icon in the Palm folder.
- Click the HotSync Controls tab and enable the Transport Monitor, if it is not already enabled.
- Click the Connection Settings tab.

5. Select the On check box for the modem connection you're using, and then click Settings.
6. In the Settings dialog box, select Modem as the connection type, if it is not already selected.

**NOTE** This step is not necessary for internal modems.

7. Adjust the following options as needed.



**Modem** Identifies the type of modem connected to your computer. If your modem does not appear on the list, use the Hayes Basic setting, or select Custom to enter a command string. Refer to the manual that came with your modem to find the appropriate command string.



**Modem Speaker** Activates the modem's speaker. If you are having trouble connecting, turn on this option to make sure that the modem connected to your computer is responding to incoming calls.

8. Click OK.
9. Close the HotSync Software Setup window.

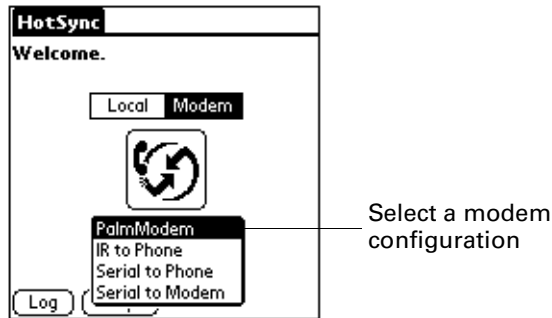
## Preparing your handheld for a modem HotSync operation


There are a few steps you must perform to prepare your handheld for a modem HotSync operation.

**To prepare your handheld for a modem HotSync operation:**

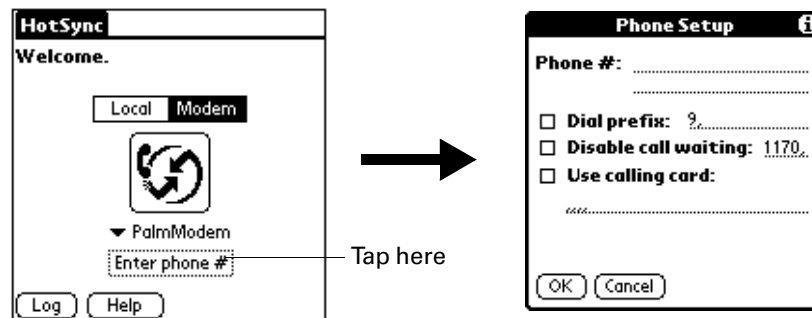
1. Tap the Home icon .
2. Select the HotSync icon .
3. Tap Modem.

4. Tap the pick list below the icon and select a modem configuration.



If you need to create a configuration, tap the Menu icon  and then select Connection Setup on the Options menu. See [“Connection Preferences”](#) in [Chapter 17](#) for more information.

5. Tap the Enter phone # field.



If you plan to connect to your company’s dial-in server (network modem) instead of connecting to a computer modem, see [“Conducting network HotSync operations”](#) later in this chapter.

6. Enter the telephone number to access the modem connected to your computer.
7. If necessary, enter a dial prefix (such as “9”) to access an outside line, and then tap the Dial Prefix check box.

**TIP** You can enter a comma in the field to introduce a “pause” in the dialing sequence. Each comma equals a two-second pause.




8. If the phone line you’re using for the handheld has Call Waiting, select the Disable call waiting check box to avoid an interruption during the modem HotSync operation.
9. If you want to use a calling card to place the call, select the check box and enter the calling card number.
10. Tap OK.

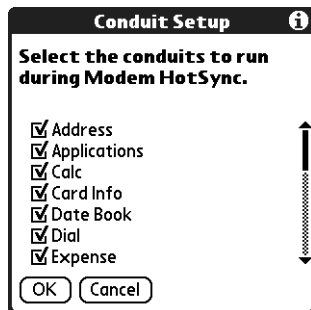


## Selecting the conduits for a modem HotSync operation

The Conduit Setup dialog box on your handheld enables you to define which files and/or applications synchronize during a modem HotSync operation. You can use these settings to minimize the time required to synchronize data with a modem.

**To change the Conduit Setup for a modem HotSync operation:**

1. Tap the Home icon .
2. Select the HotSync icon .
3. Tap the Menu icon .
4. Select Conduit Setup on the Options menu.
5. Tap the check boxes to deselect the files and applications that you do *not* want to synchronize during a modem HotSync operation. The default setting is to synchronize all files.






Applications that do not have a database (such as games) do not synchronize, even if you select the item in the Conduit Setup dialog box.

6. Tap OK.

## Performing a modem HotSync operation

After you prepare your computer and your handheld and select your Conduit Setup options, you are ready to perform a modem HotSync operation.

**To perform a modem HotSync operation:**

1. Tap the Home icon .
2. Select the HotSync icon .
3. Tap the Modem icon  to dial the Palm Desktop modem and synchronize the applications.
4. Wait for the HotSync operation to complete. If you have any problems conducting a successful HotSync operation, see [“HotSync problems”](#) in [Appendix B](#).

## Conducting Bluetooth HotSync operations


If you have a Bluetooth-enabled computer running Windows 98/2000 or Mac OS X, version 10.1.2 or later with the Apple Bluetooth software, you can use Bluetooth technology to perform wireless HotSync operations.

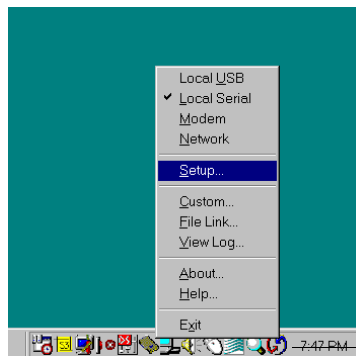
**NOTE** Go to the web site [www.palm.com/support](http://www.palm.com/support) for additional information on compatibility with other versions of the Windows operating system.

### Preparing your computer for a Bluetooth HotSync operation

There are a few steps you must perform to prepare your computer for a Bluetooth HotSync operation.

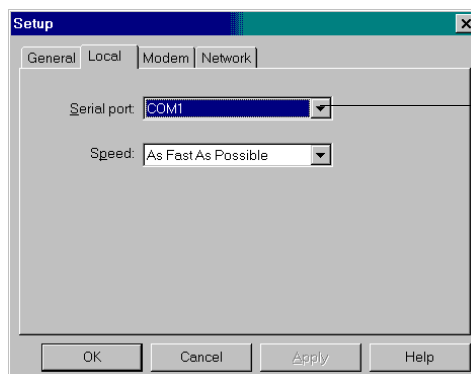
**To prepare your Windows computer for a Bluetooth HotSync operation:**

1. Use the Bluetooth setup software on your computer to open or create a virtual serial port for Bluetooth communication. See the documentation included with your computer for instructions on changing port settings or configuring the Bluetooth serial host.
2. Click the HotSync Manager icon  in the Windows system tray, and then select Setup.



Click the HotSync Manager icon

3. Click the Local tab.

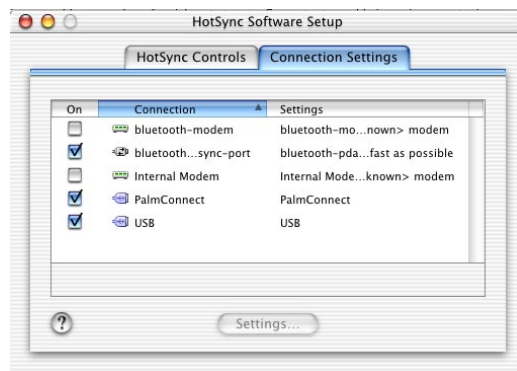


Select the port from the drop-down list

4. In the Serial port drop-down box, select the virtual serial port you chose or created in step 1.
5. Click OK.

**To prepare your Mac computer for a Bluetooth HotSync operation:**

1. Double-click the HotSync Manager icon in the Palm folder.
2. In the HotSync Controls tab, select Enabled.
3. Click the Connection Settings tab, and select the On check box next to bluetooth-pda-sync-port.





4. Close the HotSync Software Setup window.

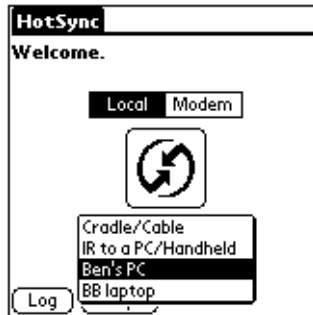
## Preparing your handheld for a Bluetooth HotSync operation

There are a few steps you must perform to prepare your handheld for a Bluetooth HotSync operation.

**To prepare your handheld for a Bluetooth HotSync operation:**

1. Create a trusted pair with your computer. See [“Adding trusted devices”](#) in [Chapter 17](#) for details.
2. Create a connection with your computer. See [“Creating Bluetooth connections”](#) in [Chapter 17](#) for details.
3. Tap the Home icon .



4. Select the HotSync icon .
5. Tap the pick list in the center of the screen and select the connection settings you just created.



## Performing a Bluetooth HotSync operation

After you prepare your computer and your handheld, you are ready to perform a Bluetooth HotSync operation.

**To perform a Bluetooth HotSync operation:**

1. Tap the Home icon .
2. Select the HotSync icon .
3. Tap the HotSync icon in the center of the screen.

## Conducting network HotSync operations

When you use the network HotSync technology, you can take advantage of the LAN and WAN connectivity available in many office environments. Network HotSync technology enables you to perform a HotSync operation by using Bluetooth technology or an 802.11 accessory to make a wireless connection to a network, by dialing in to a network, or by using a cradle/cable that is connected to any computer on your LAN or WAN (provided that the computer connected to the cradle/cable also has the network HotSync technology installed, your computer is on, and the HotSync Manager is running). Network HotSync technology is available only on Windows computers.

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**IMPORTANT** You must perform the first HotSync operation by using a local, direct connection or infrared communication. After that, you can perform a network HotSync operation.

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## Connecting to your company's dial-in server

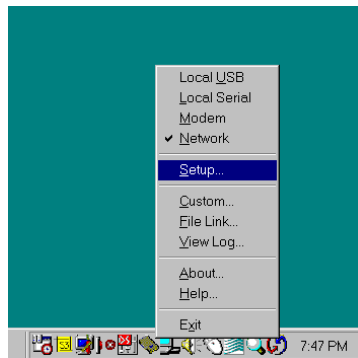
A network HotSync operation requires the following (consult your system administrator for assistance):

- Your computer has TCP/IP support installed.
- Both your company's network system and its remote access server support TCP/IP.
- You have a remote access account.

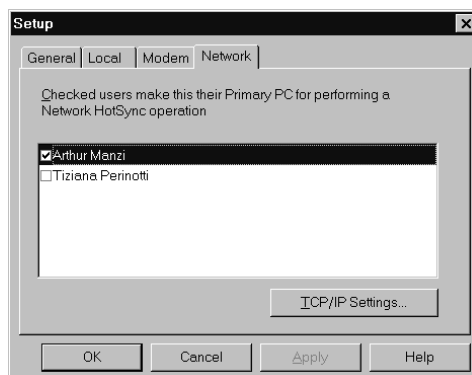
Everything you need for connecting to your company's dial-in server (network modem) is included with Palm Desktop software and handheld software. You need to activate the feature, however, on both Palm Desktop software and your handheld.

To prepare your computer for a network HotSync operation:

1. Click the HotSync Manager icon  in the Windows system tray.
2. From the HotSync Manager menu, select Network.






3. From the HotSync Manager menu, select Setup.
4. Click the Network tab and make sure your user name has a checkmark next to it. If the checkmark is not there, click the check box next to your user name.

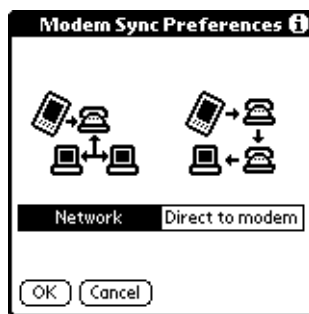


5. Click OK.
6. Put your handheld in the cradle/cable, and perform a HotSync operation.

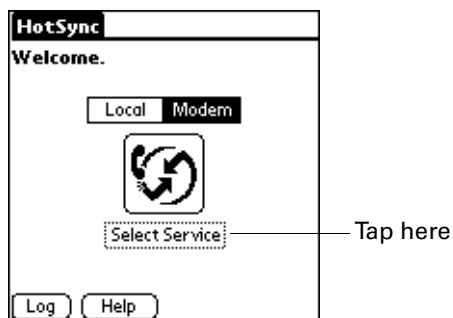
The HotSync operation records network information about your computer on your handheld. With this information, your handheld can locate your computer when you perform a HotSync operation over the network.

To prepare your handheld for a network HotSync operation:

1. Tap the Home icon .
2. Select the HotSync icon .
3. Tap the Menu icon .
4. Select Modem Sync Prefs on the Options menu.
5. Tap Network.

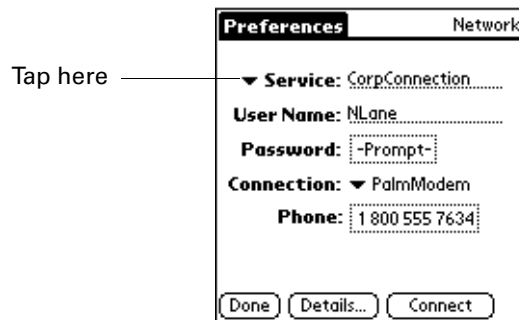



6. Tap OK.
7. Tap Select Service.



**NOTE** See “Network preferences” in [Chapter 17](#) for information on creating a network or Bluetooth connection.

8. Tap Service and select a service.



9. Tap Done.
10. Tap the Menu icon .
11. Select Conduit Setup on the Options menu.

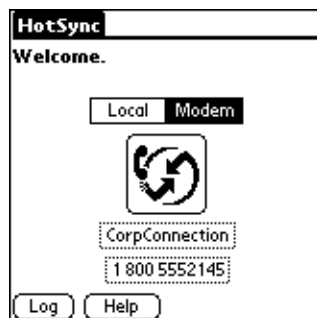
For instructions, see [“Selecting the conduits for a modem HotSync operation”](#) earlier in this chapter.

## Performing a network HotSync operation

After you prepare your computer and your handheld and select your Conduit Setup options, you are ready to perform a network HotSync operation.

**To perform a network HotSync operation:**

- Tap the modem HotSync icon to begin the operation.



## Using File Link

The File Link feature enables you to import Address Book and Memo Pad information onto your handheld from a separate external file such as a company phone list. HotSync Manager stores the data in a separate category on your Palm Desktop software and your handheld. You can configure the File Link feature to check for changes to the external file when you perform a HotSync operation.

With File Link you can import data stored in any of the following formats:

- Comma-separated (\*.csv)
- Memo Pad archive (\*.mpa)
- Address Book archive (\*.aba)
- Text (\*.txt)

For information on how to set up a file link, see the Palm Desktop online Help.

**NOTE** The File Link feature is not available in Palm Desktop software for Mac.

## Creating a user profile

A user profile enables you to install the same set of data onto multiple Palm OS handhelds before each handheld is individualized with a specific user name and data file.

A handheld that is preconfigured with a user profile can be given to anyone because the handheld is not yet identified by a unique user name. The handheld acquires a unique user name when the new user performs his or her first local HotSync operation.

For example, suppose a 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 the common data before the handhelds are distributed to the employees who will use them. Then when the employees perform their first HotSync operation, the common data becomes part of their individual data file.

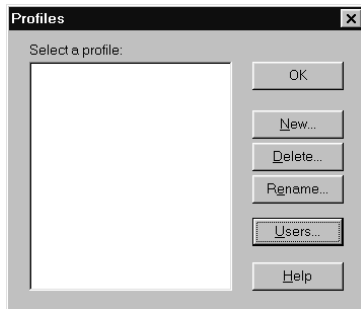
**NOTE** The handhelds that are synchronized with a user profile must be either new ones that have never been synchronized or handhelds that have had their user names and data removed by a hard reset.

**To create a user profile on a Windows computer:**

1. Open Palm Desktop software.
2. From the Tools menu, select Users.
3. Click Profiles.



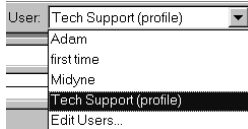
4. Click New.



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

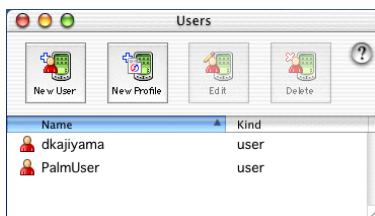


6. Repeat steps 3 and 4 for each profile that you want to create, and then click OK to return to Palm Desktop software.
7. Select the profile from the User list, and create the data for the profile (such as a company phone list, and so on).

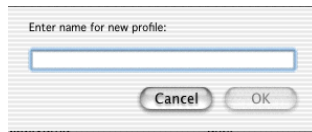


**To create a user profile on a Mac computer:**

1. Open Palm Desktop software.
2. From the User pop-up menu, select Edit Users.
3. Click New Profile.



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




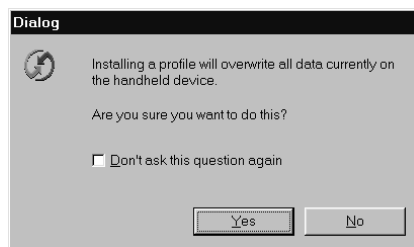
5. Close the Users window.
6. From the User pop-up menu, select the new profile.
7. Create the data for the profile (such as a company phone list).
8. From the HotSync menu, select Conduit Settings.
9. Select the conduit settings for the profile. For details, see ["Customizing HotSync application settings"](#) earlier in this chapter.

## Performing the first HotSync operation with a user profile

After you create a user profile, you are ready to transfer the information to the new handheld during the first HotSync operation.

**To use a profile for a first-time HotSync operation on a Windows computer:**


1. Place the new handheld in the cradle/cable.
2. Press the HotSync button  on the cradle/cable.
3. Click Profiles.
4. Select the profile you want to load on the handheld, and click OK.



5. Click Yes to transfer all the profile data to the handheld.

The next time you perform a HotSync operation, Palm Desktop software prompts you to assign a user name to the handheld.

**To use a profile for a first-time HotSync operation on a Mac computer:**

1. Connect the new handheld to the HotSync cradle/cable.
2. Press the HotSync button  on the cradle/cable.
3. Select the profile you want to load on the handheld, and click OK to transfer all the profile data to the handheld.



The next time you perform a HotSync operation, Palm Desktop software prompts you to assign a user name to the handheld.



# Setting Preferences for Your Handheld

Preferences enable you to customize the configuration options on your handheld. The options are grouped into four categories: General, Communication, Personal, and Other. Each category provides access to a list of relevant Preferences screens. Use Preferences to do the following:

- Access the General Preferences screens to customize any of the following settings:

<b>Date &amp; Time</b>	Set the location, date, and time.
<b>Digitizer</b>	Calibrate the screen on your handheld.
<b>Formats</b>	Set the country default and the formats for times, dates, calendar, and numbers.
<b>Power</b>	Set these features: auto-shutoff interval, Stay on in cradle, Beam receive, Power on when opened, and Power off when closed.
<b>Security</b>	Set a password, privacy options, and locking options.
<b>Sounds &amp; Alerts</b>	Select system, game, and alarm options from three profiles: Custom, Silent, and All Off.

- Access the Communication Preferences screens to customize any of the following settings:

<b>Bluetooth</b>	Turn Bluetooth communication on and off, assign a name to your handheld, and configure device discovery and wakeup settings.
<b>Connection</b>	Configure communication settings.
<b>Network</b>	Configure your handheld for use with a network.
<b>Phone</b>	Select a connection for use with wireless data and phone applications on your handheld.

- Access the Personal Preferences screens to customize any of the following settings:
  - Buttons** Assign an application to the Favorites icon. Reassign various applications to the following: the application buttons on the front and side panels of your handheld, the HotSync® button on the cradle/cable, and the full-screen pen stroke command.
  - Owner** Enter your name, phone number, and other owner information to your handheld.
  - ShortCuts** Define a list of Graffiti® abbreviations.
- Access the Other Preferences category to customize settings for any third-party applications you installed on your handheld. The Other Preferences category is empty unless you installed a third-party application that includes a Preferences screen.

## Setting General Preferences

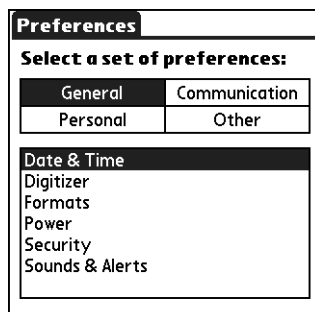
The General Preferences category enables you to access screens where you can modify Date & Time, Digitizer, Formats, Power, Security, and Sounds & Alerts settings. This section provides details about each of these screens.

To open the General Preferences screens:

1. Tap the Favorites icon .
2. Tap General.
3. Select the name of the Preferences screen you want to view.



**TIP** You can also select the Preferences category by pressing Left and Right on the navigator, and select a Preferences screen by pressing Up and Down on the navigator.



## Date & Time Preferences

The Date & Time Preferences screen enables you to choose a primary location and to set the date, time, and time zone for that location. You can also indicate whether this location observes daylight saving time and the dates daylight saving time starts and ends. All of these settings also appear as the primary location in the World Clock application and are used by all the applications on your handheld.

Although you can change the primary location settings from the Date & Time Preferences screen, we recommend that you use the World Clock application to change these settings. See [“Setting the primary location”](#) in [Chapter 15](#) for details.

### To set the location:

1. From the General Preferences screen, select Date & Time.
2. Tap the Location pick list and select the location you want to use as your primary location.

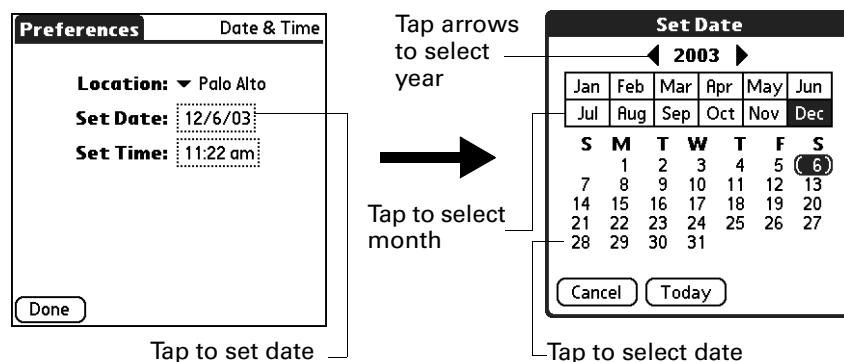
The location you select should be a large city in the same time zone as the one where you live. If an appropriate choice does not appear in the list, see [“Adding a location”](#) in [Chapter 15](#) to create a new location.

3. Tap Done.

When you travel, changing the primary Location setting automatically resets the date and time on your handheld based on the local time zone, but it does not change the time of appointments set in Date Book.

### To set the date:

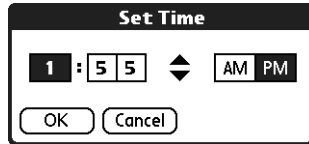
1. From the General Preferences screen, select Date & Time.
2. Tap the Set Date box.
3. Tap the arrows to select the current year.



4. Tap the current month.
5. Tap the current date.
6. Tap Done.

**To set the time:**

1. From the General Preferences screen, select Date & Time.
2. Tap the Set Time box.



3. Tap the up or down arrows to change the hour.
4. Tap each minute number, and then tap the arrows to change them.
5. Tap OK.
6. Tap Done.

**To set the time zone and daylight saving time:**

1. From the General Preferences screen, select Date & Time.
2. Tap the Location pick list.
3. Select Edit List.
4. Select the location where you want to set the time zone.
5. Tap Edit to open the Edit Location dialog box.
6. Follow the steps under “[Adding a location](#)” in [Chapter 15](#) to select the time zone and daylight saving time settings.
7. Tap Done.

## Digitizer Preferences

The Digitizer Preferences screen opens the digitizer calibration screen. This is the same screen that appears when you start your handheld for the first time.

You can recalibrate your screen after a hard reset or if your digitizer drifts. You may need to repeat this process a few times until the calibration registers.

**To calibrate your handheld screen:**

1. From the General Preferences screen, select Digitizer.
2. Tap the targets as indicated on the screen as precisely as possible.



**TIP** Remember that you can also select the Preferences category by pressing Left and Right on the navigator, and that you can select a Preferences screen by pressing Up and Down on the navigator.



## Formats Preferences

Use the Formats Preferences screen to set the country default and the display format of the dates, times, and numbers on your handheld.

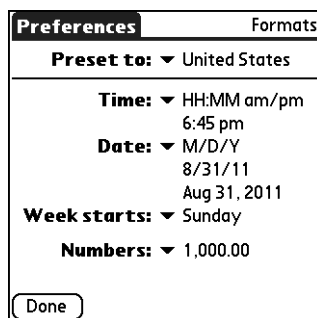
### Country default

The country default sets date, time, week start day, and number conventions 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, however, time is expressed using a 12-hour clock with an AM or PM suffix.

All your handheld applications use the Country default settings. You can, however, customize your own preferences as described in [“Time, date, week start, and numbers formats”](#) later in this chapter.

#### To set the country default:

1. From the General Preferences screen, select Formats.
2. Tap the country name pick list.



3. Select the setting you want to use.
4. Tap Done.

### Time, date, week start, and numbers formats

The Time setting defines the format for the time of day. The time format that you select appears in all applications on your handheld.

#### To select the time, date, week start, and numbers format:

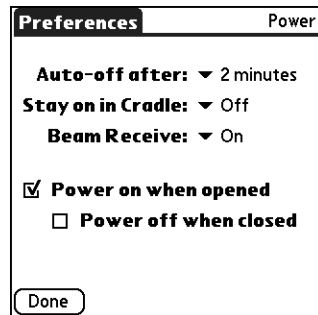
1. From the General Preferences screen, select Formats
2. Tap the Time pick list and select a format.
3. Tap the Date pick list and select a format.
4. Tap the Week starts pick list, and select whether you want the first day of the week to be Sunday or Monday.

This setting controls the Day, Week, and Month views in Date Book and all other aspects of your handheld that display a calendar.

5. Tap the Numbers pick list, and select formats for the decimal point and thousands separator.
6. Tap Done.

## Power Preferences

The Power Preferences screen enables you to set power consumption options. You can control when your handheld turns on or automatically turns off, and whether to receive beamed information.



### Auto-off after

Your handheld has an automatic shutoff feature that turns off the power and backlight after a period of inactivity. This feature helps conserve battery power in case you forget to turn off your handheld.

If you find that your handheld shuts itself off before you finish reviewing the information on the screen, you can increase the time setting of the automatic shutoff feature.

#### To set the Auto-off after interval:

1. From the General Preferences screen, select Power.
2. Tap the Auto-off after pick list.
3. Select the setting you want to use for the automatic shutoff feature: 30 seconds, 1 minute, 2 minutes, or 3 minutes.
4. Tap Done.

### Stay on in Cradle

You can choose to leave your handheld on when it is in the cradle/cable, so you can continue to view your data. By default, your handheld remains on when in the cradle/cable and connected to a power source.

#### To change the cradle/cable setting:

1. From the General Preferences screen, select Power.
2. Tap the Stay on in Cradle pick list.

3. Select Off to turn off your handheld when it is in the cradle/cable.
4. Tap Done.

### **Beam Receive**

You can choose to turn off the Beam Receive feature. This prohibits anyone from beaming information to your handheld. It also results in a slight saving of battery power. By default, Beam Receive is enabled.

#### **To turn off the Beam Receive feature:**

1. From the General Preferences screen, select Power.
2. Tap the Beam Receive pick list.
3. Select Off to disable receiving beamed information.
4. Tap Done.

### **Power on when opened and Power off when closed**

You can choose to automatically turn your handheld on and off when you open and close the Graffiti writing area. By default, your handheld turns on when you open it and remains on when you close it. The power off option is available only when the Power on when opened setting is active.

#### **To change the power on setting:**

1. From the General Preferences screen, select Power.
2. Tap the check box, Power on when opened, to deselect it.
3. Tap Done.

#### **To change the power off setting:**

1. From the General Preferences screen, select Power.
2. Tap the check box, Power off when closed, to select it.
3. Tap Done.

## **Security Preferences**

The Security Preferences help you prevent unauthorized users from viewing entries that you want to protect. Use the Security Preferences to do the following:

- Lock and turn off your handheld so that it does not operate until you enter the correct password.
- Mask all records that you mark as private so that the information appears as gray bars.
- Hide all records that you mark as private so that they do not appear on any screen.

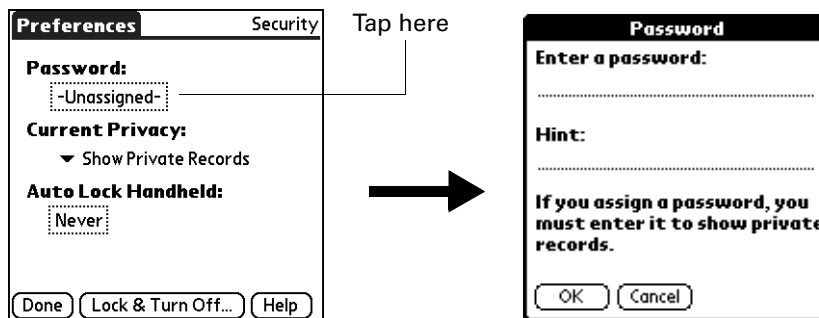
You can mask and hide private records with or without a password. Without a password, private records are hidden or masked until you set the Security Preferences to show them. With a password, you must enter the password to view the private entries.

### Assigning a password

You can assign a password to protect your private records and to lock your handheld.

#### To assign a password:

1. From the General Preferences screen, select Security.
2. Tap the Password box.
3. Enter a password.
4. Enter a hint to help you remember your password if you forget it. This is optional.



5. Tap OK.
6. Enter the *same* password a second time, and tap OK.
7. Tap Done.

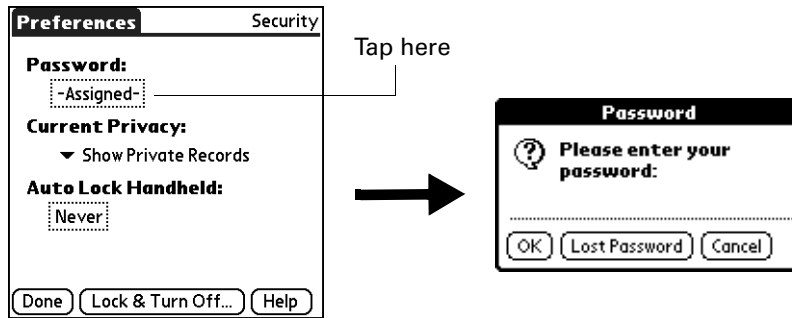
### Changing or deleting a password

Once you define a password for your handheld, you can change or delete it at any time. You must enter the current password before you can change or delete it.

#### To change or delete your password:

1. From the General Preferences screen, select Security.
2. Tap the Password box.

3. Enter the current password.



4. Tap OK.
5. Do one of the following:
  - To change the password and hint, enter the new password and hint, and tap OK.
  - To remove the password, tap Unassign.



6. Tap Done.

### Locking your handheld

You can lock your handheld so that it cannot be operated until your password is entered. In the event that your handheld is lost or stolen, this helps protect your data from unauthorized use. You can set your handheld to lock automatically, or you can lock it manually.

You can set your handheld to lock automatically when any one of the following occurs:

- When you turn off the power
- At a time you specify
- After a period of inactivity you specify

**To set your handheld to lock when you turn it off:**

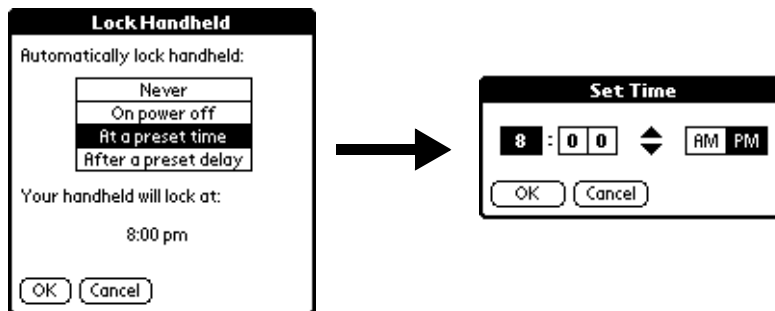
1. From the General Preferences screen, select Security.
2. Tap the Auto Lock Handheld box, and then enter your password.



3. Select On power off.
4. Tap OK.
5. Tap Done.

**To set your handheld to lock at a preset time:**

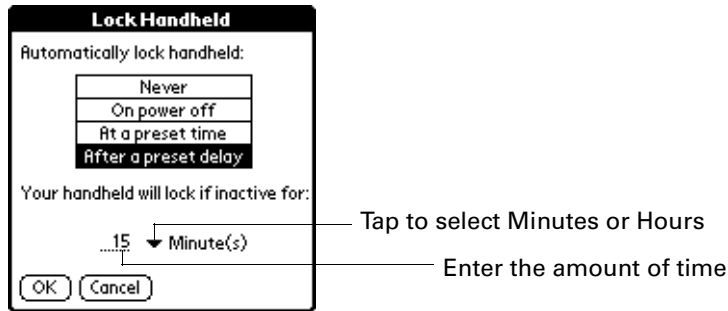
1. From the General Preferences screen, select Security.
2. Tap the Auto Lock Handheld box, and then enter your password.
3. Select At a preset time, and then use the arrows to set the time.



4. Tap OK.
5. Tap Done.

**To set your handheld to lock after a period of inactivity:**

1. From the General Preferences screen, select Security.
2. Tap the Auto Lock Handheld box, and then enter your password.
3. Select After a preset delay.

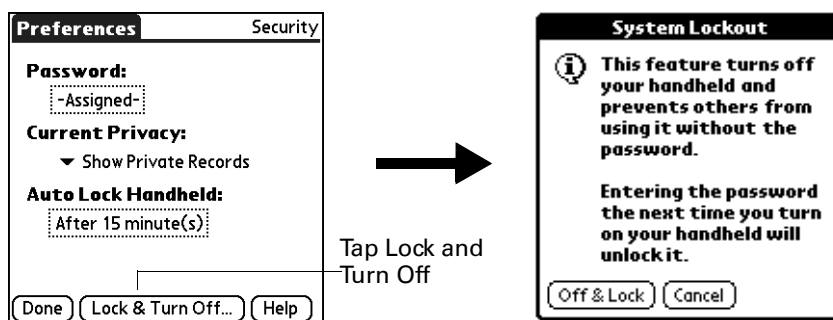


4. Enter the inactive period, and then select Minute(s) or Hour(s) from the pick list.
5. Tap OK.
6. Tap Done.

**CAUTION** If you lock your handheld, you must enter the exact password to reactivate your handheld. If you forget the password, your handheld will present the hint you have entered to help you remember the password. If you still cannot remember the password, you must perform a hard reset to resume using your handheld. Performing a hard reset deletes all the records in your handheld; however, you can restore all synchronized data at the next HotSync operation. See [“Performing a hard reset”](#) in [Appendix A](#) for more information.

**To lock and turn off your handheld manually:**

1. From the General Preferences screen, select Security.
2. Tap Lock & Turn Off.



3. Tap Off & Lock.
4. To start your handheld, turn it on and then enter the password.
5. Tap Done.

### Recovering from a forgotten password

If you forget your password, your handheld will display the password hint, if you entered one, to help you remember the password. If you are still unable to remember the password, you can delete it from your handheld. Deleting a forgotten password also deletes all entries and files marked as Private.

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**IMPORTANT** If you synchronize with your computer before deleting a forgotten password, your handheld restores your private entries the next time you perform a HotSync operation, but it does not restore the password.

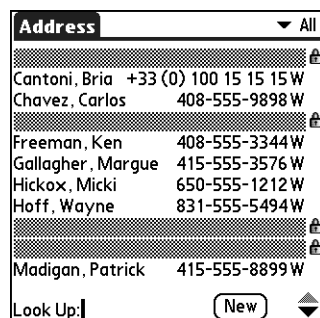
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#### To delete a forgotten password:

1. From the General Preferences screen, select Security.
2. Tap the Password box.
3. Tap Lost Password.
4. Tap Yes.

### Making records private

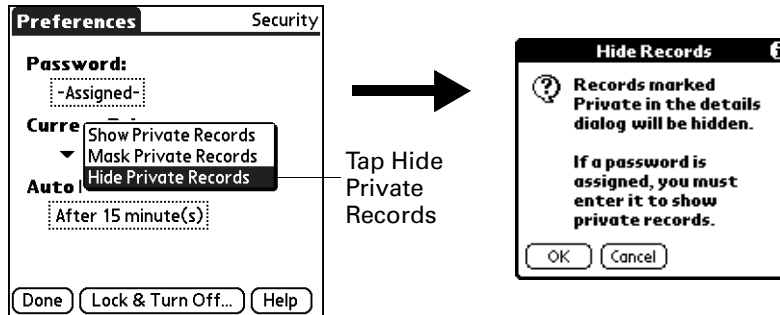
In many applications, you can make individual records private. Private records remain visible and accessible, however, until you select the Security setting to hide or mask all private records. Masked records appear as gray placeholders in the same position in which they would appear if they were not masked, and are marked with a lock icon. Hidden records disappear completely from the screen. If you define a password for your handheld, you must enter it to display private records.





**To hide all private records:**

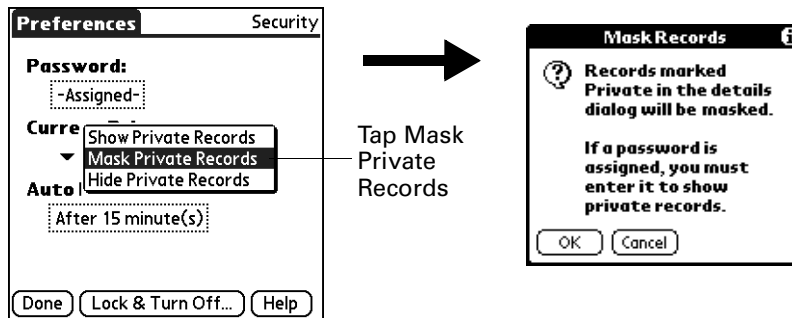
1. From the General Preferences screen, select Security.
2. Tap the Current Privacy pick list and select Hide Private Records.



3. Tap OK to confirm that you want to hide private records.
4. Tap Done.

**To mask all private records:**

1. From the General Preferences screen, select Security.
2. Tap the Current Privacy pick list and select Mask Private Records.

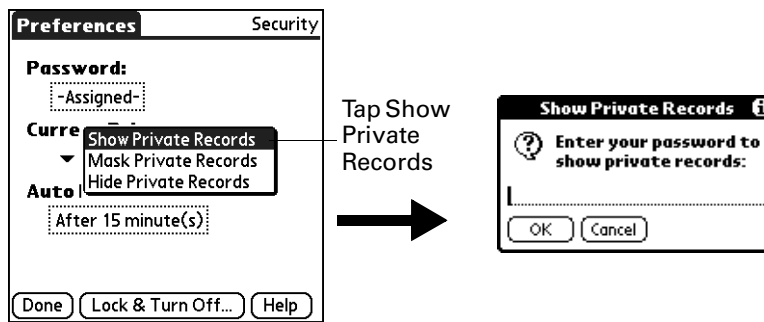


3. Tap OK to confirm that you want to mask private records.
4. Tap Done.

**To display all private records:**

1. From the General Preferences screen, select Security.
2. Tap the Current Privacy pick list and select Show Private Records.

If you do not have a password, hidden and masked records become visible.  
If you have a password, the Show Private Records dialog box appears. Go to step 3.



3. Enter your password, and then tap OK.
4. Tap Done.

#### To unmask individual records:

1. Select a masked record.

If you do not have a password, a masked record becomes visible.

If you have a password, the Show Private Records dialog box appears. Go to step 3.

2. Enter your password, and then tap OK.

#### To make a record private:

1. Display the entry that you want to make private.
2. Tap Details.
3. Tap the Private check box to select it.
4. Tap OK.

## Sounds & Alerts Preferences

You can choose from three Sound & Alert profiles:

- |                |  |
|----------------|--|
| <b>Custom</b>  | Configure this profile with your own personal settings.                          |
| <b>Silent</b>  | Select this profile to use the vibrate and indicator light alerts without sound. |
| <b>All Off</b> | Select this profile to turn off all sounds and alerts.                           |

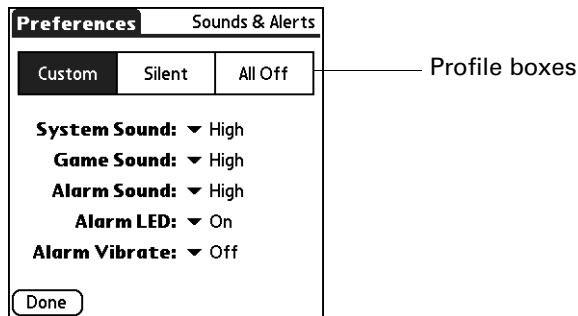
**TIP** When you connect a headset to your handheld, the external speaker is automatically silenced, the Sounds & Alerts settings are maintained, and all volume levels are automatically adjusted for use with a headset.

**To select a profile:**

1. From the General Preferences screen, select Sound & Alerts.
2. Tap the Custom, Silent, or All Off profile box.



**TIP** You can also press Right or Left on the navigator to select a profile box.



3. Tap Done.

### System Sound, Game Sound, and Alarm Sound settings

Your handheld uses a variety of sounds. The System Sound, Game Sound, and Alarm Sound settings enable you to turn the sounds on or off and to adjust the volume level.

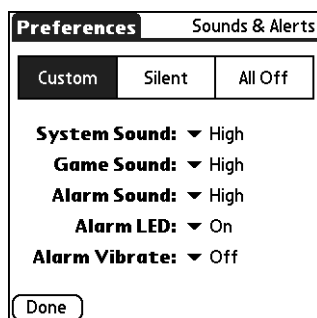
**To set the sound settings:**

1. From the General Preferences screen, select Sound & Alerts.
2. Tap Custom.
3. Tap the System Sound pick list and select the sound level.

---

**IMPORTANT** When you turn off the System Sounds, you also turn off the “chime” tones associated with the HotSync operation.

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4. Tap the Game Sound pick list and select the sound level.
5. Tap the Alarm Sound pick list and select the sound level.
6. Tap Done.

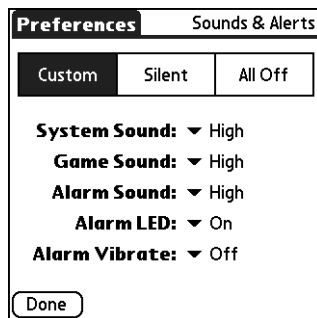
The Game Sound setting works only with games that are programmed to respond to this setting. Older games typically do not respond to this setting.

### Alarm LED and Alarm Vibrate settings

You can set alarms in Date Book, World Clock, Note Pad, and Voice Memo to remind yourself of important meetings or notes. When you enable the Alarm Vibrate and indicator light settings, your handheld vibrates and the indicator light blinks to notify you of alarms. This is useful when you want to turn the Alarm Sound off but still be notified by alarms.

To set the Alarm LED and Alarm Vibrate settings:

1. From the General Preferences screen, select Sound & Alerts.
2. Tap Custom.
3. Tap the Alarm LED pick list and select On or Off.



4. Tap the Alarm Vibrate pick list and select On or Off.
5. Tap Done.

## Setting Communication Preferences

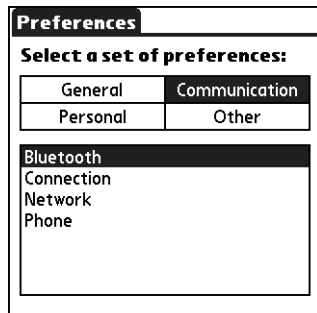
The Communication Preferences category enables you to access screens where you can modify Bluetooth, Connection, Network, and Phone settings. This section provides details about each of these screens.

To open the Communication Preferences screens:

1. Tap the Favorites icon (★).
2. Tap Communication.
3. Select the name of the Preferences screen you want to view.



**TIP** You can also select the Preferences category by pressing Left and Right on the navigator, and select a Preferences screen by pressing Up and Down on the navigator.



## Bluetooth Preferences

When another Bluetooth-enabled device is within 10 meters (approximately 30 feet) of your handheld, you can connect your handheld with Bluetooth-enabled devices such as:

- Mobile phones
- Computers
- LAN access points
- Palm OS® handhelds

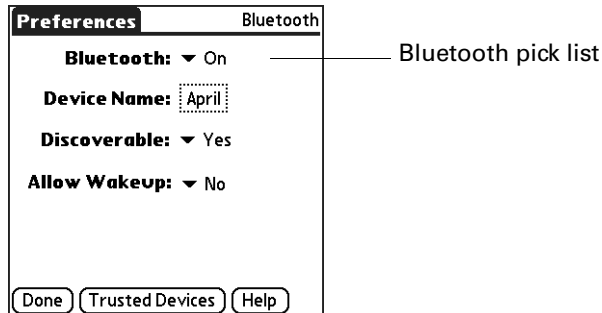
The Bluetooth Preferences screen enables you to configure settings that determine how your handheld communicates with other Bluetooth-enabled devices. You can turn Bluetooth communication on and off, assign a name to your handheld for Bluetooth communication, and choose device discovery and wakeup settings.

### Turning Bluetooth communication on and off

By default, the Bluetooth communication feature on your handheld is turned off. The default setting is designed to conserve battery power. When Bluetooth communication is off, you cannot communicate with other Bluetooth-enabled devices. You must turn on Bluetooth communication to use any of the Bluetooth communication features. Keep in mind that when Bluetooth communication is on, your battery will drain more quickly than when Bluetooth communication is off.

**To turn on Bluetooth communication:**

1. From the Communications Preferences screen, select Bluetooth.
2. Tap the Bluetooth pick list and select On.



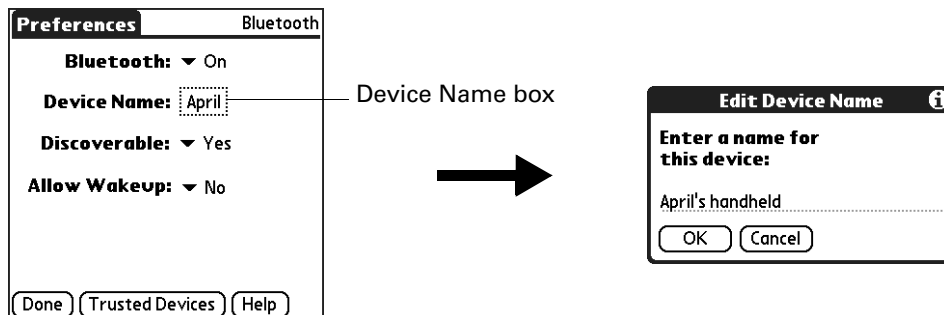
3. Tap Done.

**Assigning a Bluetooth device name**

The Bluetooth device name is similar to wearing a name tag. The name you assign to your handheld identifies you to other Bluetooth devices. When other users search for Bluetooth devices, your Bluetooth device name appears on their screen as a discovered device. If you do not enter a device name, your handheld sends the default name *Palm OS handheld*.

**To assign a Bluetooth name to your handheld:**

1. From the Communications Preferences screen, select Bluetooth.
2. Tap the Device Name box.
3. Enter a name for your device.



4. Tap OK.
5. Tap Done.

**Setting device discovery**

Discovery is the process that Bluetooth devices use to find each other when they are within range of each other. When you initiate the discovery process, you find and select the devices with which you want to connect.

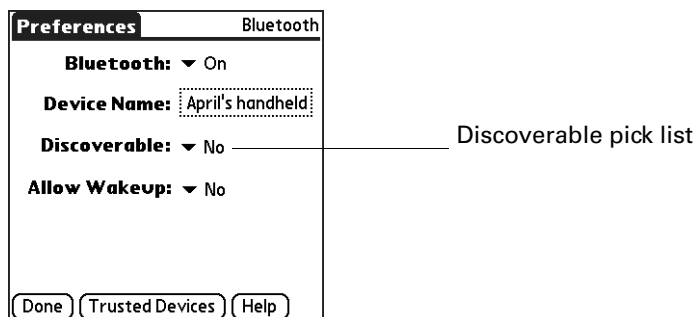
The discovery process is typically initiated by an application. For example, when you connect your handheld with a mobile phone using the Phone Link application, Phone Link discovers phones equipped with Bluetooth technology within range in order to connect with one of those phones.

You can use the Discoverable and Bluetooth settings to achieve three discovery states on your handheld. The following is a description of setting combinations and the resulting discovery states.

- **Bluetooth Off:** When the Bluetooth setting is off, other users cannot discover your handheld. This is similar to locking your door with a dead bolt, a security chain, and disabling the door bell. When Bluetooth is off, you cannot access the Discoverable setting. See [“Turning Bluetooth communication on and off”](#) earlier in this chapter for instructions on turning Bluetooth communication on and off.
- **Bluetooth On and Discoverable No:** When your handheld and Bluetooth are on and the Discoverable setting is set to No, you can receive connections only from devices with which you have previously formed a trusted pair. This is similar to locking your door with a dead bolt and disabling the door bell, but any friends who already have the key can enter. By default, the Discoverable setting is enabled when Bluetooth is on.
- **Bluetooth On and Discoverable Yes:** When your handheld is on, Bluetooth is on, and the Discoverable setting is set to Yes, you can receive connections from *any* Bluetooth device. You are automatically connected with devices with which you have previously formed a trusted pair, but you can refuse invitations to connect with unrecognized devices. This is similar to locking your front door with a dead bolt and enabling the door bell. Friends who already have the key can enter freely, and if someone without a key rings the bell to request a connection, you can choose to open the door or ignore the request.

To disable discovery:

1. From the Communications Preferences screen, select Bluetooth.
2. Tap the Discoverable pick list and select No.



3. Tap Done.

### Allowing Wakeup

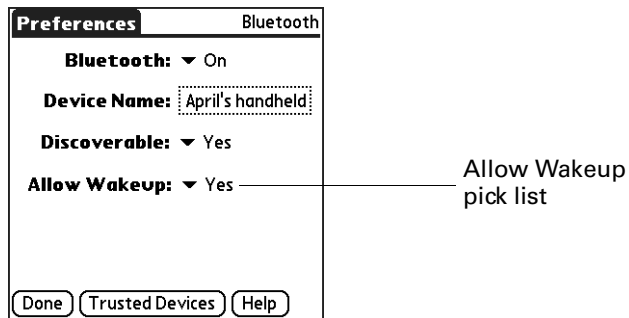
When your handheld is off, the Allow Wakeup setting determines whether your handheld wakes up when you receive a connection request from another Bluetooth device that knows your device name. When this setting is enabled, you can receive requested information when your handheld is off, and then review it later. You can allow wakeup at any time, during specific hours of the day, or not at all. By default, your handheld is set to not wake up.

For another Bluetooth-enabled device or application to wake up your handheld, the application must “remember” your device name. The BlueBoard and BlueChat applications on the Software Essentials CD-ROM can remember device names; however, Address Book, Memo Pad, Note Pad, and To Do List cannot remember device names and therefore cannot wake up another handheld.

**NOTE** Enabling the Allow Wakeup setting uses battery power even when your handheld is turned off. Be sure to monitor your battery level.

#### To enable wakeup:

1. From the Communications Preferences screen, select Bluetooth.
2. Tap the Allow Wakeup pick list and select Yes.



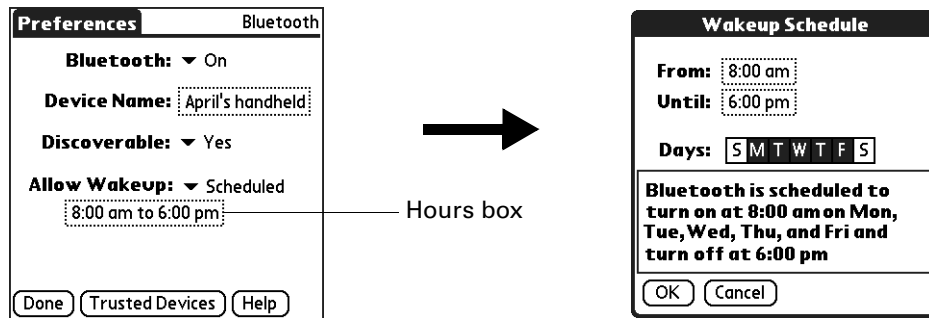
3. Tap Done.

#### To enable wakeup during specific hours:

1. From the Communications Preferences screen, select Bluetooth.
2. Tap the Allow Wakeup pick list.



3. Select Scheduled.
4. Tap the hours box.



5. Tap the From box, select the start time, and then tap OK.
6. Tap the Until box, select the end time, and then tap OK.
7. Tap the Days boxes to select the days when you want the wakeup feature to be active.
8. Tap OK.
9. Tap Done.

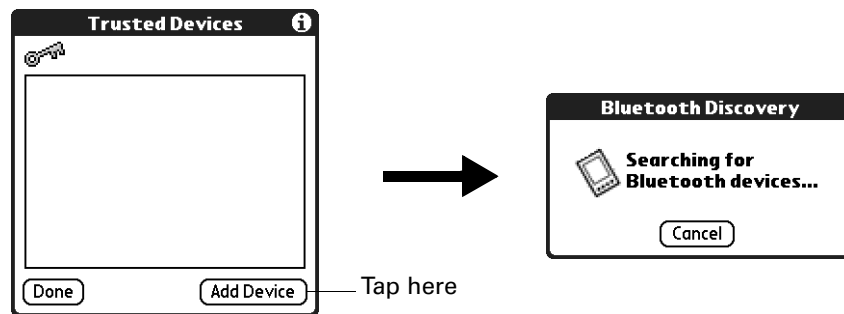
### Adding trusted devices

When you create a trusted pair, you enter an identical secret code on both devices. This secret code is called a *passkey*. The passkey enables you to create a list of Bluetooth devices from which you automatically accept communication. If a device with a recognized passkey attempts to communicate with your handheld, it bypasses the discovery and authentication process and automatically accepts the communication. If a device without a recognized passkey attempts to communicate with your handheld, it goes through the discovery and authentication process, and you can choose to accept or reject the communication.

#### To add a trusted device:

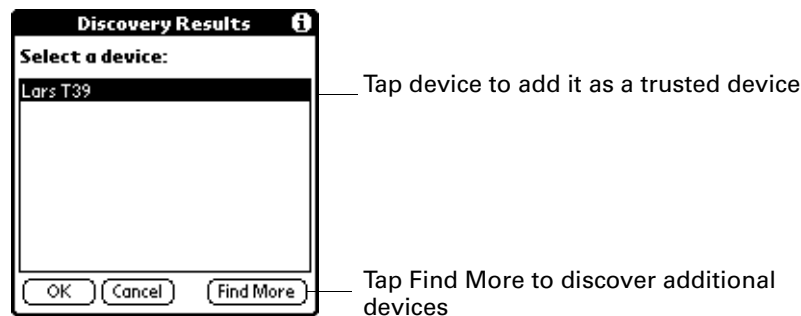
1. From the Communications Preferences screen, select Bluetooth.
2. Tap Trusted Devices.
3. Tap Add Device.

The discovery process begins, and the discovery screens appear.



4. When the Discovery Results screen appears, select the device you want to add as a trusted device.

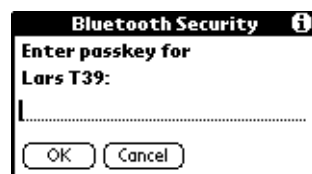
If the device you want to add as a trusted device does not appear on the discovery results list, tap Find More.



5. Tap OK.
6. Enter the same passkey on your handheld and the trusted device.

Some Bluetooth devices have a built-in passkey; others enable you to choose the passkey; see the documentation included with your Bluetooth device for information. In either case you must use the same passkey for both the device and your handheld.

Many phones also require you to put the phone into a mode where it can accept a key exchange for bonding in a trusted pair. See the documentation included with your phone for information.



7. Tap OK.
8. Tap Done to return to the Bluetooth Preferences screen.
9. Tap Done again.

**To view details about a trusted device:**

1. From the Communications Preferences screen, select Bluetooth.
2. Tap Trusted Devices.
3. Select the device you want to view.



4. Tap Details.



5. Tap Done to return to the Trusted Devices screen.
6. Tap Done again to return to the Bluetooth Preferences screen.
7. Tap Done again.

**To delete a trusted device:**

1. From the Communications Preferences screen, select Bluetooth.
2. Tap Trusted Devices.
3. Select the device you want to delete.

4. Tap Details.



5. Tap Delete Device.




6. Tap OK.
7. Tap Done to return to the Bluetooth Preferences screen.
8. Tap Done again.

### Enabling/disabling the user cache

When you enable or disable the user cache you control whether or not your handheld retrieves the names of remote devices each time the discovery process takes place. By default, the user cache is enabled. This means that the names of devices found during one round of discovery are stored in your handheld's user cache. The next time your handheld discovers a device that is listed in the user cache, the device name appears very quickly.

Using cached names saves time, because it eliminates the extra step of retrieving a name remotely. Disabling this feature is useful only if the name of a remote device has changed, because it forces your handheld to retrieve the new device name.

#### To disable the user cache:

1. From the Bluetooth Preferences screen, tap the Menu icon .
2. Select Disable device name cache from the Options menu.

## Making Bluetooth connections

There are several ways you can make Bluetooth connections. The method you use determines the types of devices your handheld can discover. The following methods enable you to discover the types of Bluetooth devices that are within range:

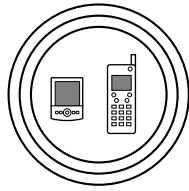
- **Using an Internet application:** Access the Internet using the Palm Web Browser Pro and the Palm WAP Browser applications included on the Software Essentials CD-ROM. See “[Accessing the Internet with a Bluetooth phone or LAN access point](#)” later in this chapter and the *Palm Web Browser Pro Handbook* and the *Palm WAP Browser Handbook* on the Software Essentials CD-ROM for details.
- **Using the Send command:** Connect to a Palm OS handheld or a computer to exchange data or applications. See “[Sending data](#)” in [Chapter 3](#) for details on using this method.
- **Using HotSync Manager software:** Connect to your computer to synchronize data with your handheld. See “[Conducting Bluetooth HotSync operations](#)” in [Chapter 16](#) for details.
- **Using a collaborative application:** Connect to a Palm OS handheld using applications such as BlueBoard and BlueChat included on the Software Essentials CD-ROM. See the *BlueBoard 2.0 Handbook* and the *BlueChat 2.0 Handbook* on the Software Essentials CD-ROM to learn more about these applications. Other third-party applications may be available. Visit [www.palm.com](http://www.palm.com) for information about downloading third-party applications, and refer to the documentation that comes with these applications for details on using them.

## Connection Preferences

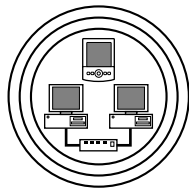
The Connection Preferences screen enables you to define the settings used to connect your handheld to other devices. The screen displays a list of available configurations that are ready to be further defined; the list varies depending on the kind of software you’ve added to your handheld.

For example, a modem connection appears on the list. If you have this modem, you need only to specify the phone setup (and network connection, if required) to complete the configuration.

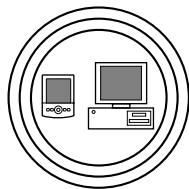
You can also create custom configurations, which include the following:



**Phone to Bluetooth:** A connection between your handheld and a Bluetooth-enabled phone.



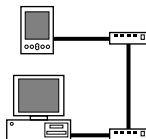
**LAN to Bluetooth:** A connection between your handheld and a Bluetooth-enabled Local Area Network.



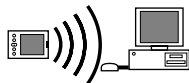
**PC to Bluetooth:** A connection between your handheld and a Bluetooth-enabled computer or laptop.



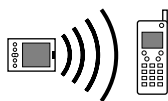
**PC to Cradle/Cable:** A local HotSync connection—the direct connection between your handheld and your desktop computer. Your handheld is connected by its universal connector to the cradle/cable, and the cradle/cable is attached to a USB port of your desktop computer. (If you are using the optional serial cradle/cable, the cradle attaches to a serial [COM] port of your computer.)



**Modem to Universal connector:** A cable connection between your handheld's universal connector and a modem for dialing in to a modem that is part of your computer or laptop.



**PC to Infrared:** A connection between the IR port of your handheld and the infrared device of your computer or laptop.



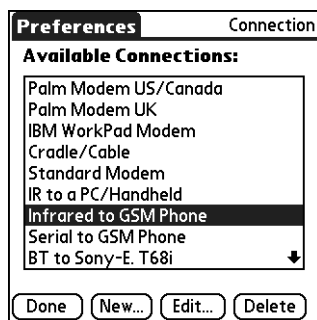
**Modem to Infrared:** A connection between the IR port of your handheld and a modem. The modem can be attached to or within a mobile phone or other device containing an IR port. (Some IR phones contain modems.)

## Editing connections

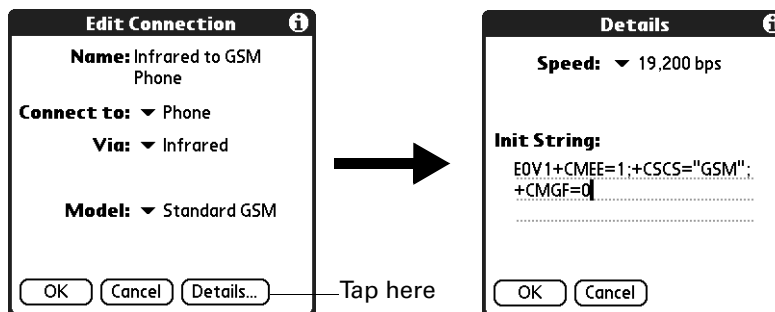
The following example shows you how to edit the IR to GSM Phone connection to adjust the communication speed; you can similarly edit other connections or settings or create a custom connection. You can use the IR to GSM Phone connection to perform a remote IR HotSync operation. To accomplish the HotSync operation, your handheld sends data through its IR port to a modem within your mobile phone, which then dials a modem attached to or within your desktop computer, to synchronize with your Desktop application.

To edit the IR to Phone connection:

1. From the Communications Preferences screen, select Connection.
2. Select the IR to GSM Phone connection.



3. Tap Edit.
4. Tap Details.



5. Tap the Speed pick list and select the appropriate speed.
6. Enter the initialization string supplied by the documentation for the modem in your mobile phone, if necessary.
7. Tap OK.
8. Tap OK again to save the configuration.

After you create the configuration, you need to set up the HotSync Manager of your Desktop application and the HotSync application of your handheld to perform a modem HotSync operation.

### Creating Bluetooth connections

You can use the Connection Preferences screen to create connections to the following types of Bluetooth-enabled devices:

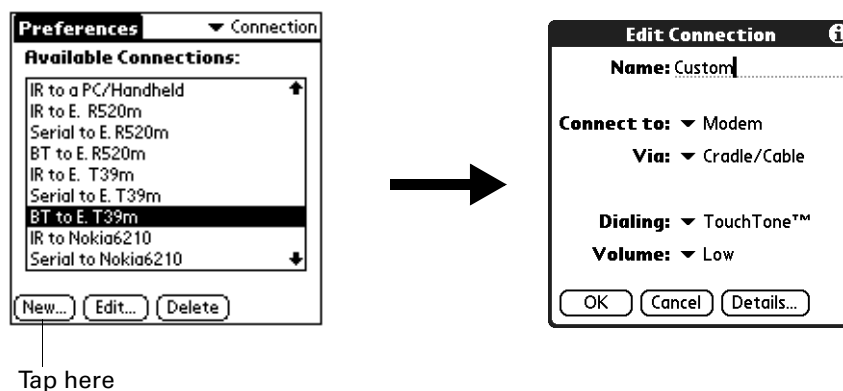
- GSM mobile phones (See “[Connecting to non-GSM phones](#)” later in this chapter for information on connecting to other mobile phones.)
- Computers
- LAN access points
- High-speed wireless data networks [such as a General Packet Radio Service (GPRS) network]

High-speed wireless data networks provide an “always on” network connectivity and high-speed wireless data transmission. To connect to a high-speed wireless data network, you must have a GSM mobile phone, the correct driver for your phone, a subscription to high-speed wireless data network services with your mobile phone carrier, and the correct high-speed wireless data network settings for your carrier.

**TIP** You can also create a connection with a GSM phone using the Phone Link application. We recommend using Phone Link to create phone connections. See [Chapter 12](#) for details. Use the steps described in these sections only if you are unable to create a connection with Phone Link.

To create a Bluetooth to LAN connection:

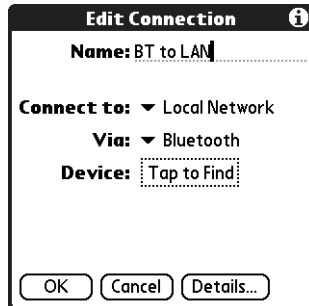
1. From the Communications Preferences screen, select Connection.
2. Tap New.



3. Enter a name for the connection, such as BT to LAN.
4. Tap the Connect to pick list and select Local Network.
5. Tap the Via pick list and select Bluetooth.
6. Make sure the network access point is ready to accept a Bluetooth connection.



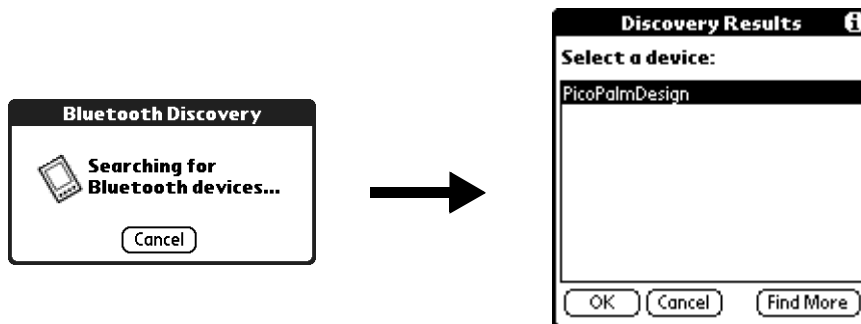
**NOTE** See the documentation included with the network access point device for information on how to prepare it to accept a Bluetooth connection. The documentation might refer to a Bluetooth connection as a Bluetooth pairing or a Bluetooth link.



7. Tap the Device box.

The discovery process begins, and the discovery screen appears.

8. When the Discovery Results screen appears, select the device to which you want to connect.



If the device to which you want to connect does not appear on the discovery results list, tap Find More.

9. Tap OK.

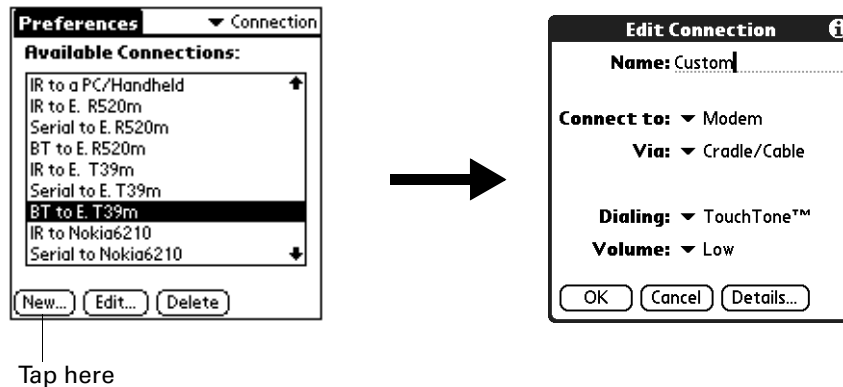
If prompted, create a trusted pair with the device. See [“Adding trusted devices”](#) earlier in this chapter for details.

### Connecting to non-GSM phones

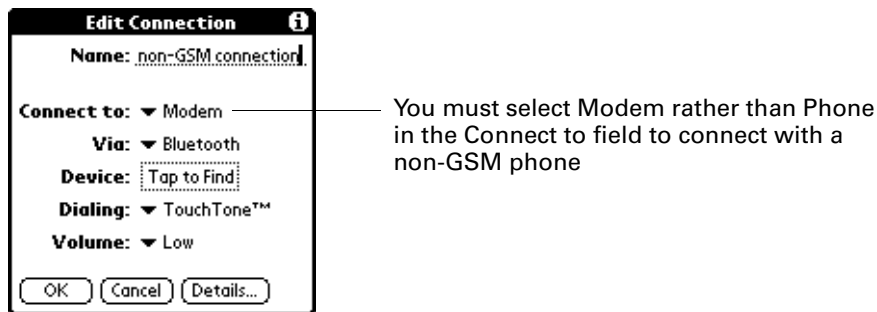
If you have a non-GSM phone enabled with Bluetooth technology, you can connect with the phone from your handheld to access the Internet and use Internet-based applications such as e-mail or a web browser. To access the Internet and use Internet-based applications, you must subscribe to data services from your mobile phone carrier and must also have an Internet access account. These services are not included with your handheld.

**To create a connection with a non-GSM phone:**

1. From the Communications Preferences screen, select Connection.
2. Tap New.



3. Enter a name for the connection.
4. Tap the Connect to pick list and select Modem.
5. Tap the Via pick list and select Bluetooth.



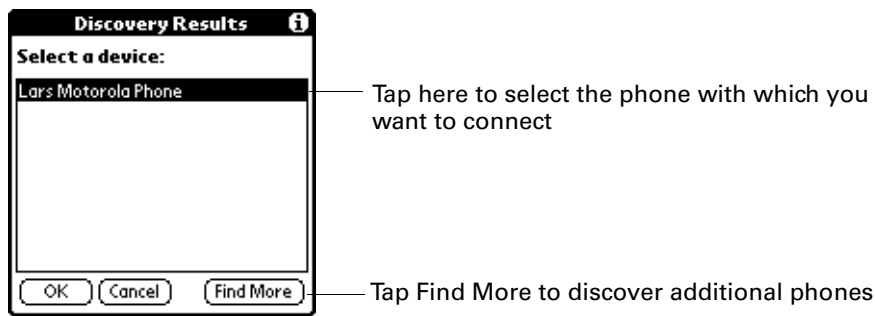
6. Prepare your phone to accept a Bluetooth connection.

**NOTE** See the documentation that was included with your phone for how to prepare your phone to accept a Bluetooth connection. The documentation might refer to a Bluetooth connection as a Bluetooth pairing or a Bluetooth link.

7. Tap the Device box.

The discovery process begins, and the discovery screen appears.

8. When the Discovery Results screen appears, select the phone with which you want to connect, and then tap OK.



9. Create a trusted pair with the phone. See [“Adding trusted devices”](#) earlier in this chapter for details.

## Network preferences

You can use your handheld’s Bluetooth technology and the software that is included in the handheld operating system to connect with Internet service providers (ISPs) or dial-in (remote access) servers using a mobile phone or optional modem accessory. Your mobile phone must be equipped with one of the following: an IR port, Bluetooth technology, or a serial cable that connects to your handheld’s universal connector. You also need an ISP account or corporate remote access account and a mobile phone carrier account that supports dial-up connections, or a mobile phone carrier account with high-speed wireless data network services.

You can also use your handheld’s Bluetooth technology and the software that is included in the handheld operating system to connect with a LAN access point

To use the e-mail or web browser software included with your handheld, you must create a configuration in Connection Preferences and then create Network Preferences settings. See [“Connection Preferences”](#) earlier in this chapter for a complete explanation of how to define Connection configurations that enable your handheld to communicate with remote devices.

After you configure both the Connection and Network Preferences, you can establish a PPP (Point-to-Point Protocol) connection with your ISP or dial-in server. You can do this either by using menu commands from the Network Preferences screen or by using a third-party application.

**NOTE** The Network Preferences settings give you the ability to connect to your ISP or dial-in server with applications that support viewing the transmitted data. Visit the web site [www.palm.com](http://www.palm.com) for information on third-party applications that take advantage of TCP/IP.

### Creating and selecting network service profiles

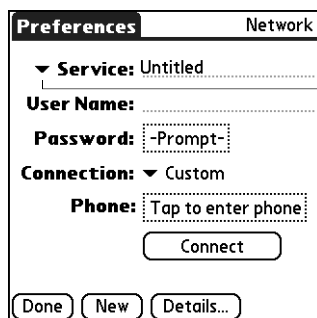
Use network service profiles to store the configuration settings for your ISP or a dial-in server. You can create, save, and reuse network service profiles. You can create additional network service profiles from scratch or by duplicating existing profiles and editing information. After you create a new or duplicate profile, you can add and edit settings. You can also duplicate and rename a profile that you created with Phone Link. This preserves the current Phone Link settings when you use Phone Link to create a new phone connection. Otherwise, Phone Link erases the current settings when it creates the new settings.

#### To add a new network service profile:

1. From the Communications Preferences screen, select Network.
2. Tap New.  
An Untitled network service profile appears in the Service pick list.
3. Tap Done.


#### To select a network service profile:

1. From the Communications Preferences screen, select Network.
2. Tap the Service pick list.



3. Select the network service profile you want to use.
4. Tap Done.

#### To duplicate an existing network service profile:

1. From the Communications Preferences screen, select Network.
2. Tap the Service pick list.
3. Select the predefined network service profile you want to duplicate.
4. Tap the Menu icon .
5. Select Service, and then select Duplicate.

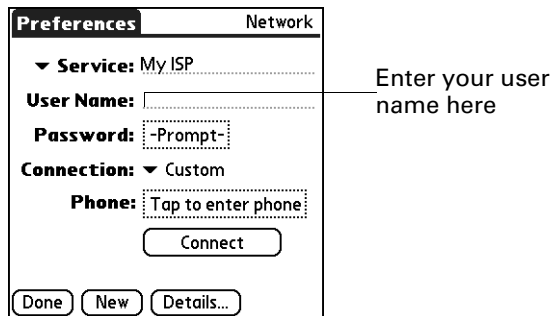
A copy of the network service profile is added to the Service pick list.

### Entering a user name

The User Name setting identifies the name you use when you log into your ISP or your dial-in server. Although this field can contain multiple lines of text, only two lines appear onscreen.

To enter a user name:

1. From the Communications Preferences screen, select Network.
2. Tap the User Name field.
3. Enter your user name.



**NOTE** Most dial-in servers do not accept spaces in the user name.

4. Tap Done.

### Entering a password

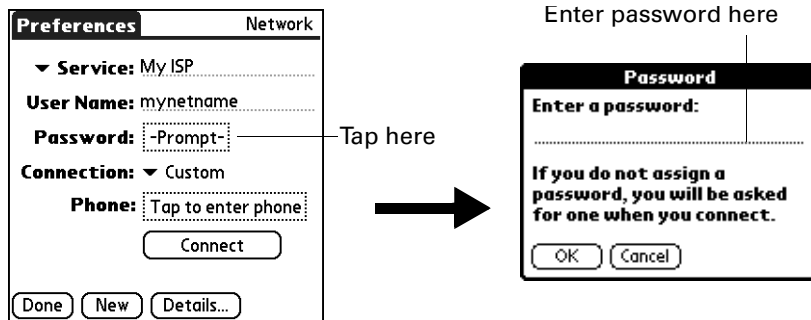
The Password box identifies the password you use to log into your server or ISP. Your entry in this field determines whether your handheld prompts you to enter a password each time you log into your network.

- If you do not enter a password, your handheld displays the word “Prompt” in this field and asks you to enter a password during the login procedure. If you are concerned about security, select the Prompt option.
- If you enter a password, your handheld displays the word “Assigned” in this field and does not prompt you to enter a password during the login procedure.

To enter a password:

1. From the Communications Preferences screen, select Network.
2. Tap the Password field.

3. Enter the password you use to log into your server.



4. Tap OK.

The word "Assigned" appears in the Password field.

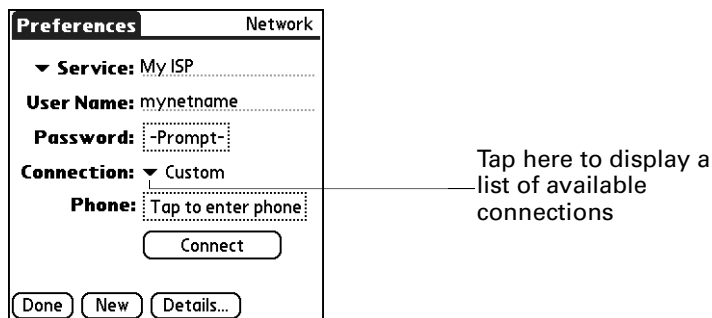
5. Tap Done.

### Selecting a connection

Use the Connection setting to select the method you want to use to connect to your ISP or to a dial-in server. See "[Connection Preferences](#)" earlier in this chapter for information about creating and configuring connection settings.

To select a connection:

1. From the Communications Preferences screen, select Network.
2. Tap the Connection pick list.



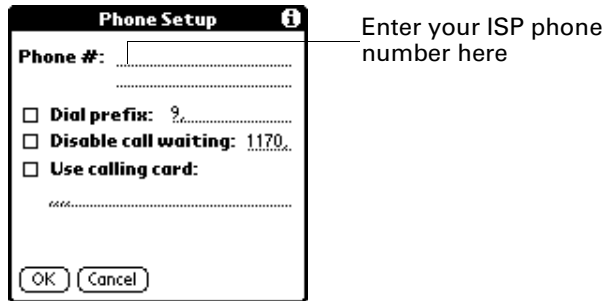
3. Select the connection you want to use.
4. Tap Done.

### Adding telephone settings

The Phone field enables you to store the telephone number you use to connect with your ISP or dial-in server. You can also define a prefix, disable Call Waiting, and give special instructions for using a calling card.

**To enter your server phone number:**

1. From the Communications Preferences screen, select Network.
2. Tap the Phone box.
3. Enter the phone number for your ISP or dial-in server.



4. If you need to enter a prefix or to disable Call Waiting, skip to those procedures. Otherwise, tap OK.
5. Tap Done.

**Entering a prefix**

A prefix is a number that you dial before the telephone number to access an outside line. For example, many offices require that you first dial “9” to dial a number outside the building.

**To enter a prefix:**

1. From the Communications Preferences screen, select Network.
2. Tap the Phone box.
3. Tap the Dial Prefix check box to select it.



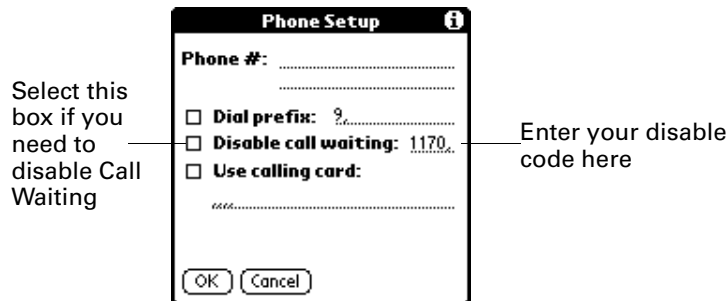
4. Enter the prefix.
5. Tap OK.
6. Tap Done.

### Disabling Call Waiting

Call Waiting can cause your session to terminate if you receive a call while you are connected. If your telephone has Call Waiting, you need to disable this feature before logging into your ISP or dial-in server.

To disable Call Waiting:

1. From the Communications Preferences screen, select Network.
2. Tap the Phone box.
3. Tap the Disable call waiting check box to select it.



4. Enter the code to disable Call Waiting on the Disable call waiting line.

Each telephone company assigns a code to disable Call Waiting. Contact your local telephone company for the code that is appropriate for you.

5. Tap OK.
6. Tap Done.

### Using a calling card

The Use calling card field enables you to use your calling card when dialing your ISP or Intranet server. Keep in mind that there is usually a delay before you enter your calling card number. When you define your calling card number, you need to add commas at the beginning to compensate for this delay. Each comma delays transmission of your calling card number for two seconds.



**To use a calling card:**

1. From the Communications Preferences screen, select Network.
2. Tap the Phone box.
3. Tap the Use calling card check box to select it.



4. Enter your calling card number on the Use calling card line.

**NOTE** The Phone Setup dialog box works correctly for AT&T and Sprint long-distance services. However, because MCI works differently, MCI customers need to enter the calling card number in the Phone # field and the phone number in the Use calling card field.

**TIP** It's a good idea to add at least three commas before your calling card number to compensate for the cue delay.

5. Tap OK.
6. Tap Done.

**Connecting to your service**

After you set your Connection and Network Preferences, establishing a connection to your ISP or your company's network (dial-in server) is easy.

**NOTE** If you are connecting to an ISP, you need a third-party application, such as a web browser or news reader, to take advantage of this connection. For information about third-party applications that support TCP/IP, check the web site [www.palm.com](http://www.palm.com).

**To establish a connection:**

1. From the Communications Preferences screen, select Network.
2. Tap Connect to dial the current service and display the Service Connection Progress messages.
3. (Optional) From the Service Connection Progress dialog box, tap the box that displays the service name, select another service, and then tap Done.



To see expanded Service Connection Progress messages, press Down on the navigator.

4. Tap Done.

**To close a connection:**

1. From the Communications Preferences screen, select Network.
2. Tap Disconnect to terminate the connection between your handheld and your service.
3. Tap Done.

**LAN access points**

A LAN access point enabled with Bluetooth technology provides an entry point into a local area network. You can log onto these networks from your handheld to access services such as e-mail and the Internet.

LAN access points can be located in private, corporate or in public areas. In some cases there may be a fee to use a LAN access point. To access a LAN access point from your handheld, you must set your Network Preferences as described in the sections that follow.

**Accessing the Internet with a Bluetooth phone or LAN access point**

With your handheld's built-in Bluetooth technology, you can connect to the Internet using a Bluetooth-enabled mobile phone or a LAN access point. To connect to a Bluetooth-enabled mobile phone or LAN access point, you must be within range of these devices. If you have a GSM mobile phone and subscribe to high-speed wireless data services with your mobile phone carrier, you can use these services to connect to the Internet when you are within range of the high-speed wireless data network.

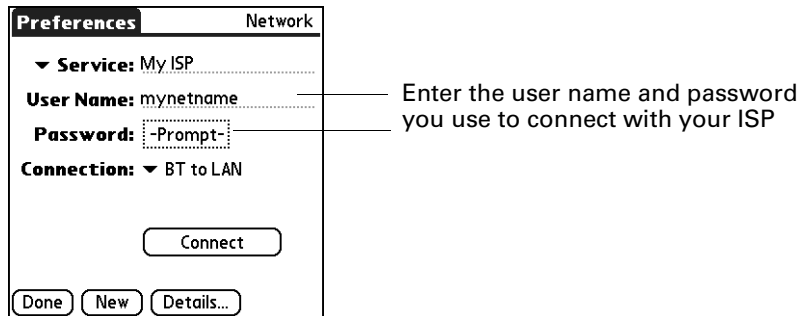
You can also configure Internet access with a GSM phone or high-speed wireless data network using the Phone Link application. We recommend using Phone Link to enter these settings. See ["Setting up a phone connection"](#) in [Chapter 12](#) for details. Use the steps described in this section only if you are unable to create a connection with Phone Link and you have already used the Connection Preferences screen to create a trusted pair for your phone, high-speed data network, or LAN access point. See ["Creating Bluetooth connections"](#) earlier in this chapter for additional information.

**To configure Internet access with a Bluetooth phone or LAN access point:**

1. From the Communications Preferences screen, select Network.
2. Tap the Service pick list and select the name of your ISP or network service. See ["To select a network service profile:"](#) earlier in this chapter for details.

If the name of your service does not appear on the list, see ["Adding detailed information to a network service profile"](#) later in this chapter for information on adding an item to the Service pick list.

3. Enter your User Name and Password for your ISP or network service. See [“Entering a user name”](#) and [“Entering a password”](#) earlier in this chapter for details.



4. Tap the Connection pick list and select a connection to a Bluetooth-enabled GSM phone, a high-speed wireless data network, or a LAN access points for which you have already created a trusted pair. The Connection name is based on the model of your phone (if you used Phone Link to create the connection) or the name you assigned to the high-speed wireless data network or LAN access point connection when you created it.
5. If you selected a Bluetooth phone connection in step 4, tap Phone and enter the dial-up connection number for your ISP, and then tap OK. See [“Adding telephone settings”](#) earlier in this chapter for details.

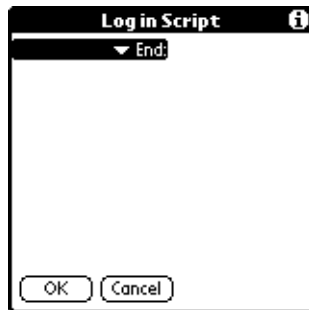
If you are using a Bluetooth Phone or LAN access point, you can now connect and disconnect as described earlier in this chapter. If you are using a high-speed wireless data network connection, you must send an initialization (INIT) string as described in the following procedure.

**To enter an INIT string for a high-speed wireless data network connection:**

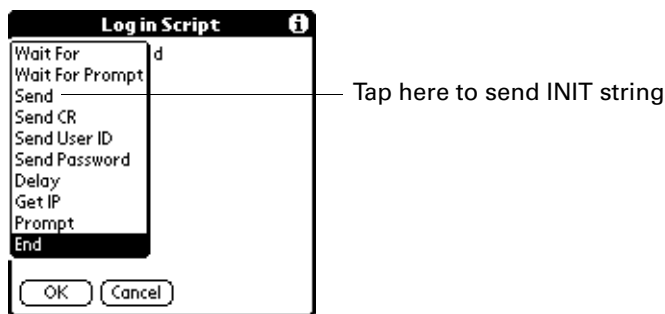
1. After completing step 5 in the preceding procedure, tap Details.



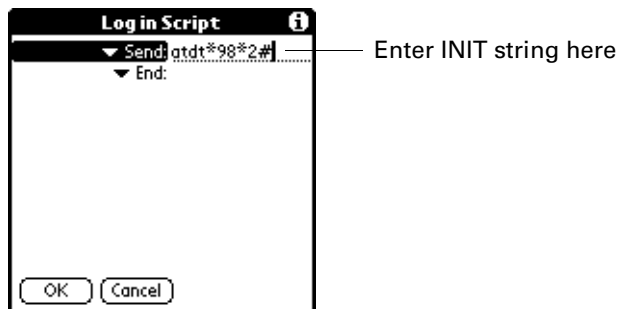
2. Tap Script.



3. Tap End to expand the pick list, and then tap Send.



4. In the Send field, enter the INIT string provided by your wireless operator.



5. Tap OK.

High-speed wireless data network services are not available in all locations. If you pass from an area with coverage into one without coverage, you will lose your network connection with no notice.

If your network connection drops unexpectedly, check your phone to see if a high-speed wireless data network is active and available for the area you are in. If a high-speed wireless data network is available, reconnect to the network using the preceding steps.

If a high-speed wireless data network is not available, you must switch your phone to a standard (non-GPRS) phone connection and access the Internet using your ISP. You can do this only if you have previously created a standard connection with your phone. For instructions on creating a standard connection, see [“Setting up a phone connection”](#) in [Chapter 12](#).

### Adding detailed information to a network service profile

If you are using one of the predefined network service profiles, you probably need to enter only your user name, password, and telephone number. If you are creating a new network service profile, you may need to provide additional information to your ISP or dial-in server. You use the Details dialog box to add more information to a selected network service profile.

#### To add connection details:

1. From the Communications Preferences screen, select Network.
2. Tap the service field.
3. Tap Details.



### Idle timeout

The Idle timeout setting defines how long your handheld waits before dropping the connection with your ISP or dial-in server when you switch out of a TCP/IP application.

#### To set the Idle timeout:

1. Tap the Idle timeout pick list and select one of the following options:

<b>1 minute</b>	Waits one minute for you to open another application before it drops the connection.
<b>2 minutes</b>	Waits two minutes.
<b>3 minutes</b>	Waits three minutes.
<b>Never</b>	Keeps your PPP or SLIP connection until you turn off your handheld (or until it times out).
2. Tap OK.

### Defining primary and secondary DNS

The domain name system (DNS) is a mechanism in the Internet for translating the names of host computers into IP addresses. When you enter a DNS number (or IP address), you are identifying a specific server that handles the translation services.

Each IP address has four sections, separated by periods. In the Details dialog box, you enter each section separately. Each section of an IP address is made up of a number from 0 to 255; numbers are the only allowable characters in this field.

Ask your ISP or system administrator for the correct primary or secondary DNS IP address.

Many systems do not require that you enter a DNS IP address. If you are not sure, leave the DNS field blank.

#### To enter a primary and secondary DNS:

1. Tap the Query DNS check box to deselect it.
2. Tap the space to the left of the first period in the Primary DNS field, and then enter the first section of the IP address.

Each section must be a number from 0 to 255.

3. Repeat step 2 for the second, third, and last sections of the Primary DNS field.
4. Repeat steps 2 and 3 for the Secondary DNS field.
5. Tap OK.

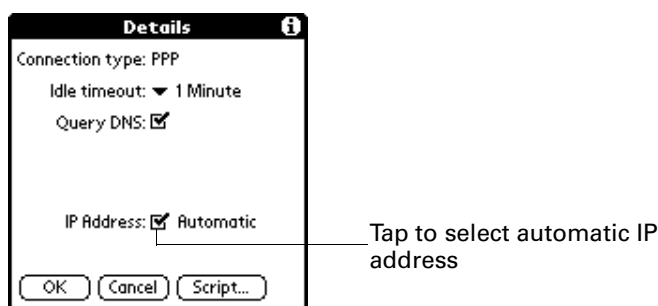
### IP address

Everyone who logs on to the Internet needs to have a unique identifier (an IP address), whether permanent or temporary. Some networks dynamically assign a temporary IP address when clients log in. You can use the IP Address field to indicate whether your network provides automatic (dynamic) temporary IP addressing.

If your IP address is permanently assigned, you need to get that information from your system administrator. If you are not sure, select Automatic.

#### To identify dynamic IP addressing:

- Tap the IP Address check box to select it.



**To enter a permanent IP address:**

1. Tap the IP Address check box to deselect it and to display a permanent IP address field below the check box.
2. Tap the space to the left of the first period, and then enter the first section of the IP address.

Each section must be a number from 0 to 255.

3. Tap and enter the remaining sections of the IP address.
4. Tap OK.

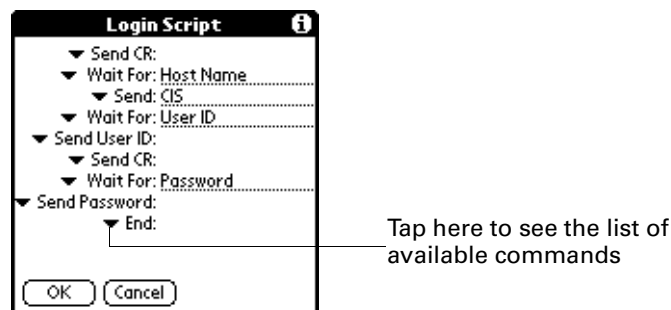
**Login scripts**

A login script is a series of commands that automates logging in to a network server—for example, your corporate network or your ISP. A login script is associated with a specific network service profile created in Network Preferences.

A login script is something that you are likely to receive from your system administrator if your company has a system in which you log in to the corporate servers from your handheld using a modem or network connection. The script is generally prepared by the system administrator and distributed to users who need it. It automates the events that must take place to establish a connection between your handheld and the corporate servers.

You can create login scripts in two ways:

- In a text editor on your desktop computer, in which you create a file with the extension PNC, which you then install on your handheld using the Install Tool. (This method is not available to Mac computer users.)
- In the Login Script dialog box on your handheld, accessed from the Details dialog box in Network Preferences.



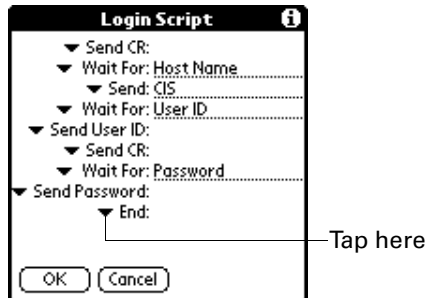
**NOTE** You can also use non-ASCII and literal characters in your login script.

**Creating a login script on your handheld**

You can create login scripts by selecting commands from the Command pick list in the Login Script dialog box. Some commands, such as Send, require you to supply additional information. Those commands have a parameter field so that you can add the necessary data.

**To create a login script:**

1. Tap Script.
2. Tap the End pick list.



3. Select the command you want from the Command list. If the command requires additional information, a field appears to the right of it for you to enter the information. The following commands are available:

<b>Wait For</b>	Tells your handheld to wait for specific characters from the TCP/IP server before executing the next command.
<b>Wait For Prompt</b>	Detects a challenge-response prompt coming from the server and then displays the dynamically generated challenge value. You then enter the challenge value into your token card, which in turn generates a response value for you to enter on your handheld. This command takes two arguments, separated by a vertical bar ( ) on the input line.
<b>Send</b>	Transmits specific characters to the TCP/IP server to which you are connecting.
<b>Send CR</b>	Transmits a carriage return or line feed (LF) character to the TCP/IP server to which you are connecting.
<b>Send User ID</b>	Transmits the user ID information entered in the User ID field of the Network Preferences screen.
<b>Send Password</b>	Transmits the password entered in the Password field of the Network Preferences screen. If you did not enter a password, this command prompts you to enter one. The Password command is usually followed by a Send CR command.
<b>Delay</b>	Tells your handheld to wait a specific number of seconds before executing the next command in the login script.
<b>Get IP</b>	Reads an IP address and uses it as the IP address for your handheld. This command is used with SLIP connections.



<b>Prompt</b>	Opens a dialog box and prompts you to enter certain text (for example, a password or a security code).
<b>End</b>	Identifies the last line in the login script.

- Repeat steps 2 and 3 until the login script is complete.
- Tap OK.

### Plug-in applications

You can create plug-in applications containing script commands that extend the functionality of the built-in script commands. A plug-in application is a standard PRC application that you install on your handheld just like any other application. After you install the plug-in application, you can use the new script commands in a login script.

Plug-in applications have the following characteristics:


- Written in C language
- Compiled into a device executable
- Called properly from a login script
- Able to return control to a login script after it terminates
- Created using a development environment that supports Palm OS software, such as Metrowerks CodeWarrior for Palm™ Platform.

For additional information on creating plug-in applications, send e-mail to Palm Developer Support at [devsupp@palm.com](mailto:devsupp@palm.com).

### Deleting a network service profile

There is only one way to delete a network service profile: Use the Delete command from the Service menu.

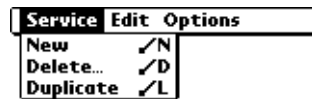
**To delete a network service profile:**

- From the Communications Preferences screen, select Network.
- Tap the Service pick list.
- Select the network service profile you want to delete.
- Tap the Menu icon .
- Select Delete from the Service menu.
- Tap OK.
- Tap Done.

### Network preferences menu commands

The Network Preferences screen includes menu commands to make it fast and easy to create and edit network service profiles. TCP/IP application menus are shown here for your reference. See “Using menus” in Chapter 4 for more information about choosing menu commands.

#### Service menu



#### Options menu



### TCP/IP troubleshooting

If you have problems establishing a network connection using TCP/IP, check the troubleshooting tips in this section and try the suggestions listed.

#### Displaying expanded Service Connection Progress messages




It's helpful to identify at what point in the login procedure the connection fails. An easy way to do this is to display the expanded Service Connection Progress messages. These messages describe the current stage of the login procedure. Press Down on the navigator at any point during login to display these messages.

#### Viewing the Network Log

If viewing the expanded Service Connection Progress messages does not give you enough information to find out why you cannot connect to your ISP or dial-in server, take a look at the Network Log. The Network Log lists all of the communication that occurs between your modem and your dial-in server during the login procedure. The information in the Network Log can help your ISP or your system administrator pinpoint where the login procedure communication fails and why.

#### To view the Network Log:

1. From the Network Preferences screen, tap the Menu icon .
2. Select Options, and then select View Log.
3. Tap the up and down arrows of the scroll bar to see the entire Network Log.
4. Tap Done.

#### Adding a DNS number

If your ISP or dial-in server requires a DNS number and you did not enter that information in the Network Preferences screen, it will appear that you successfully logged into your network. When you try to use an application or look up

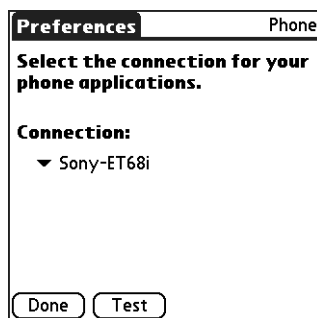
information, however, the connection fails. If this occurs, try adding a DNS IP address. Ask your ISP or your system administrator for the correct primary and secondary DNS IP address.

## Phone Preferences

The Phone Preferences setting enables you to configure your handheld to exchange SMS messages and dial phone numbers when your handheld is connected to a GSM mobile phone (sold separately). To use this feature, you must first install the appropriate files for your carrier and phone and the SMS application from the Software Essentials CD-ROM.

### To set Phone Preferences:

1. From the Communications Preferences screen, select Phone.
2. Tap the Connection pick list.



3. Select the appropriate connection for your phone.  
If you do not see a connection for your phone, see [“Setting up a phone connection”](#) in [Chapter 12](#) for instructions.
4. Tap Test to confirm that the selected driver works properly with your phone.
5. Tap Done.

## Setting Personal Preferences

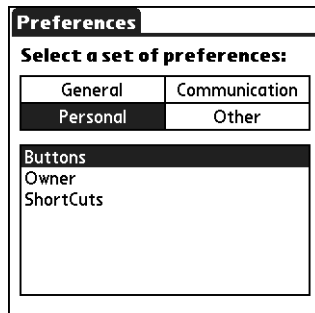
The Personal Preferences category enables you to access screens where you can customize the buttons, owner information, and Graffiti shortcuts on your handheld. This section provides details about each of these screens.

### To open the Personal Preferences screens:

1. Tap the Favorites icon .
2. Tap Personal.
3. Select the name of the Preferences screen you want to view.



**TIP** You can also select the Preferences category by pressing Left and Right on the navigator, and select a Preferences screen by pressing Up and Down on the navigator.



## Buttons Preferences

The Buttons Preferences screen enables you to assign a frequently used application to the Favorite icon, and to associate various applications with the buttons on the front and side of the handheld.

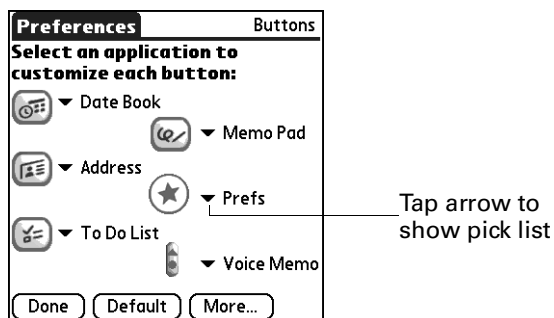
Preferences is assigned to the Favorite icon by default. But if you use Memo Pad more frequently, you can assign Memo Pad to the icon so that you don't have to scroll through the Applications Launcher whenever you want to use Memo Pad.

Any changes you make in the Buttons Preferences screen become effective immediately; you do not have to change to a different screen or application.

If you assign a different application to a button, you can still access the original application using the Applications Launcher.

**To change the Buttons preferences:**

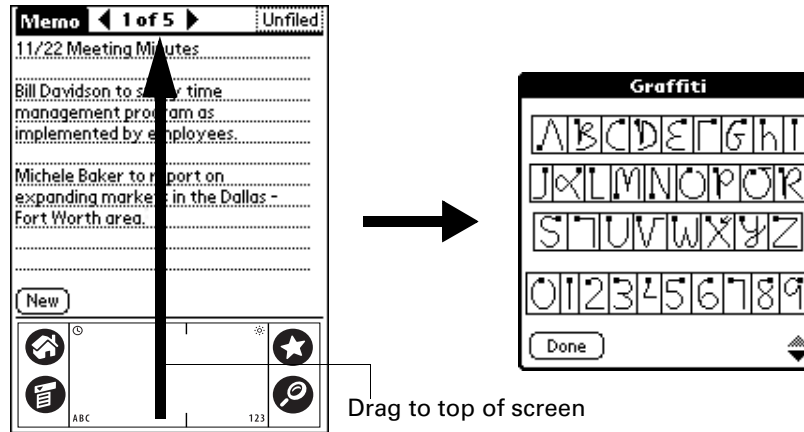
1. From the Personal Preferences screen, select Buttons
2. Tap the pick list next to the button you want to reassign.



3. Select the application that you want to assign to the button.  
To restore all the buttons to their factory settings, tap Default.
4. Tap Done.

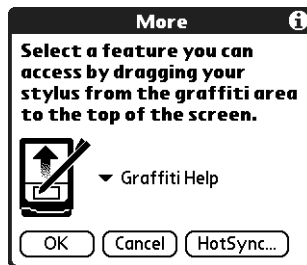
## Pen preferences

The Buttons Preferences screen enables you to change the assignment of the full-screen pen stroke. By default, the full-screen pen stroke activates Graffiti Help.



To change the pen preferences:

1. From the Personal Preferences screen, select Buttons.
2. Tap More.



3. Tap the pick list and select one of the following settings for the full-screen pen stroke:

<b>Backlight</b>	Toggles the backlight on your handheld on and off.
<b>Keyboard</b>	Opens the onscreen keyboard for entering text characters.
<b>Graffiti Help</b>	Opens a series of screens that show the complete Graffiti character set.
<b>Turn Off &amp; Lock</b>	Turns off and locks the handheld. You must assign a password to lock the handheld. When it is locked, you need to enter the password to use your handheld.
<b>Beam Data</b>	Beams the current record to another device with an IR port.

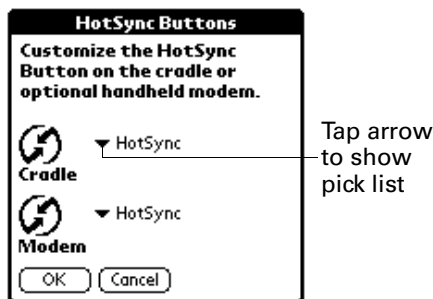
4. Tap OK.
5. Tap Done.

## HotSync buttons preferences

The Buttons Preferences screen also enables you to associate various applications with the HotSync button on the cradle/cable and the HotSync button on an optional modem accessory. Any changes that you make in the HotSync Buttons dialog box become effective immediately; you do not have to change to a different screen or application.

**To change the HotSync buttons preferences:**

1. From the Personal Preferences screen, select Buttons.
2. Tap More.
3. Tap HotSync.
4. Tap the pick list next to the button you want to assign.



5. Select the application that you want to assign to each button.

The default setting for each button is the HotSync setting, which means that the cradle/cable and optional modem accessories perform their normal HotSync functions.

6. Tap OK twice to return to the Buttons Preferences screen.
7. Tap Done.

## Owner preferences

The Owner Preferences screen enables you to update the name, company name, phone number, or any other information that you want to associate with your handheld. This information could help someone contact you if you ever lose your handheld and there is sufficient battery power to turn it on.

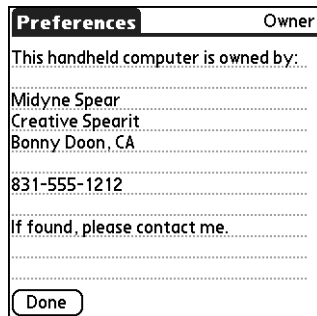
By default the Owner Preferences screen contains the information that you supplied when you installed the Palm Desktop software and set up your handheld.

If you use the Security application to turn off and lock your handheld with a password, information that you entered in the Owner Preferences appears the next time you turn on your handheld. See “[Security Preferences](#)” earlier in this chapter for additional information.

**To customize the Owner preferences:**

1. From the Personal Preferences screen, select Owner.
2. Modify or enter the text that you want to associate with your handheld.

If you enter more text than can fit on one screen, a scroll bar automatically appears on the right side of the screen.



If you assign a password with the Security application, the information on the Owner Preferences screen cannot be changed. In this case an Unlock button appears at the bottom of the screen.

3. Tap Done.

**To unlock the Owner Preferences screen:**

1. From the Personal Preferences screen, select Owner.
2. Tap Unlock.
3. Enter the password that you defined in the Security application.
4. Tap OK.
5. Tap Done.

## ShortCuts Preferences

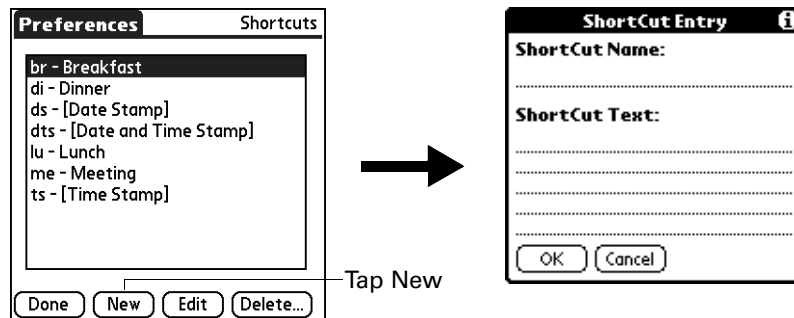
The ShortCuts Preferences screen enables you to define abbreviations for entering text with Graffiti strokes. This section describes how to create, edit, and delete a ShortCut.

### Creating a ShortCut

You can create a ShortCut for any words, letters, or numbers. All ShortCuts you create appear on the list in the ShortCut Preferences screen. All the ShortCuts are available in any of your handheld applications and are backed up on your computer when you perform a HotSync operation.

**To create a ShortCut:**

1. From the Personal Preferences screen, select Shortcuts.
2. Tap New.
3. On the ShortCut name line, enter the letters you want to use to activate the ShortCut.

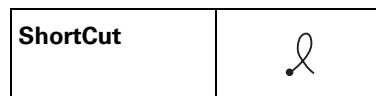


4. Tap the ShortCut Text area, and enter the text that you want to appear when you write the ShortCut characters.

**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.

5. Tap OK.

To use a ShortCut, draw the ShortCut stroke followed by the ShortCut characters. When you draw the ShortCut stroke, the ShortCut symbol appears at the insertion point to show that you are in ShortCut mode.



6. Tap Done.

**Editing a ShortCut**

After you create a ShortCut, you can modify it at any time.

**To edit a ShortCut:**

1. From the Personal Preferences screen, select Shortcuts.
2. Select the ShortCut you want to edit.
3. Tap Edit.
4. Make the changes you want.
5. Tap OK.
6. Tap Done.



### **Deleting a ShortCut**

If you no longer need a ShortCut, you can delete it from the list of ShortCuts.

#### **To delete a ShortCut:**

1. From the Personal Preferences screen, select Shortcuts.
2. Select the ShortCut you want to delete.
3. Tap Delete.
4. Tap Yes.
5. Tap Done.



# Maintaining Your Handheld

This chapter provides information on the following:

- Caring for your handheld
- Prolonging battery life
- Resetting your handheld

## Caring for your handheld

Your handheld is designed to be rugged and reliable and to provide years of trouble-free service. Observe the following general tips when using your handheld:

- Take care not to scratch the screen of your handheld. Keep the screen clean. When working with your handheld, use the supplied stylus or plastic-tipped pens intended for use with a touch-sensitive screen. Never use an actual pen or pencil or other sharp object on the surface of the handheld screen.
- Your handheld is not waterproof and should not be exposed to rain or moisture. Under extreme conditions, water may enter the circuitry through the front panel buttons. In general, treat your handheld as you would a pocket calculator or other small electronic instrument.
- Take care not to drop your handheld or subject it to any strong impact. Do not carry your handheld in your back pocket; if you sit on it, you may damage it.
- Protect your handheld from temperature extremes. For example, do not leave your handheld on the dashboard of a car on a hot day or on a day when temperatures are below freezing, and keep it away from heaters and other heat sources.
- Do not store or use your handheld in any location that is extremely dusty, damp, or wet.
- Use a soft, damp cloth to clean your handheld. If the surface of the handheld screen becomes soiled, clean it with a soft cloth moistened with a diluted window-cleaning solution.

## Prolonging battery life

Note the following considerations for the battery in your handheld:

- Under normal conditions your handheld battery should remain charged when you place it in the cradle/cable for just a few minutes each day. You can conserve battery life by doing any of the following:
  - Turn off or reduce the brightness of the backlight feature. See [“Using the backlight”](#) in [Chapter 2](#) for more information.
  - Change the Auto-off setting that automatically turns the handheld off after a period of inactivity. See [“Auto-off after”](#) in [Chapter 17](#) for more information.
  - Turn off the Bluetooth feature when you’re not using it. See [“Bluetooth Preferences”](#) in [Chapter 17](#) for more information.
  - Minimize accessing the expansion card slot.
- If the battery becomes low in the course of normal use, an alert appears on the handheld screen, describing the low battery condition. If this alert appears, perform a HotSync® operation to back up your data; then leave your handheld in the cradle/cable to recharge the unit. This helps prevent accidental data loss.
- If the battery drains to the point where your handheld does not operate, it stores your data safely for about a week. In this case there is enough residual energy in the battery to store the data, but not enough to turn on your handheld. If your handheld does not turn on when you press the power button, you should recharge the unit immediately. The battery may not have enough residual energy to power the indicator light, which is normally green when the battery is charging.
- If your battery drains and you have the unit in an uncharged state for an extended period of time, you can lose all your stored data.
- There are no serviceable parts inside your handheld, so do not attempt to open the unit.
- If you ever dispose of your handheld, please dispose of it without damaging the environment. Take your handheld to your nearest environmental recycling center.

## Resetting your handheld

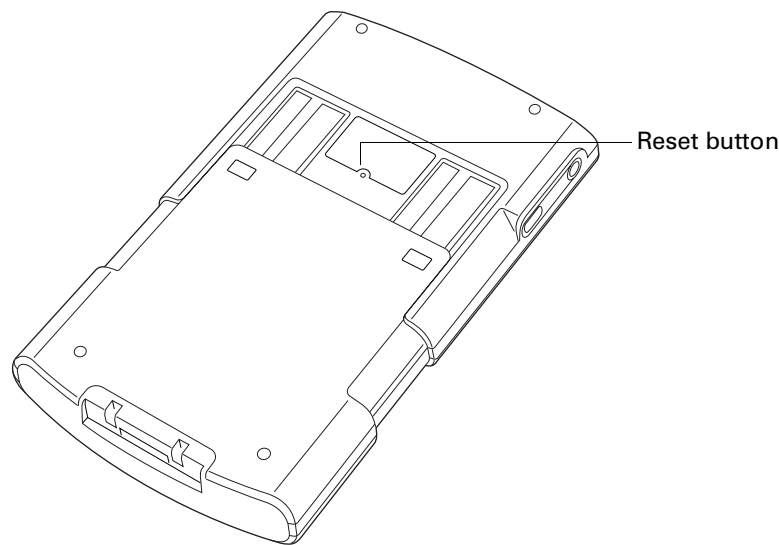
Under normal circumstances you will not have to use the reset button. On rare occasions, however, your handheld may no longer respond to buttons or to the screen. In this case you need to perform a reset to get your handheld running again.

## Performing a soft reset

A soft reset tells your handheld to stop what it's doing and start over again. All records and entries stored in your handheld are retained with a soft reset. After a soft reset, the Preferences screen appears and the Date and Time option is highlighted so you can reset the date and time if needed.

### To perform a soft reset:

1. Open your handheld. See [“Opening and closing your handheld”](#) in [Chapter 2](#) for details.
2. Use the tip of your stylus or an unfolded paper clip (or similar object *without* a sharp tip), to gently press the reset button inside the hole on the back panel of your handheld.



## Performing a hard reset

With a hard reset, all records and entries stored in your handheld are erased. Never perform a hard reset unless a soft reset does not solve your problem.

**NOTE** You can restore any data previously synchronized with your computer during the next HotSync operation.

### To perform a hard reset:

1. Open your handheld. See [“Opening and closing your handheld”](#) in [Chapter 2](#) for details.
2. Press and hold the power button on the top panel of the handheld.
3. While holding the power button, use the tip of your stylus or an unfolded paper clip (or similar object *without* a sharp tip) to gently press and release the reset button.

4. Wait for the Palm Powered™ logo to appear; then release the power button.
5. When a message appears on the handheld screen warning that you are about to erase all the data stored on your handheld, do one of the following:



- Press Up on the navigator to complete the hard reset and display the Digitizer screen.
- Press any other button to perform a soft reset.

**NOTE** With a hard reset, the current date and time are retained. Formats Preferences and other settings are restored to their factory default settings.

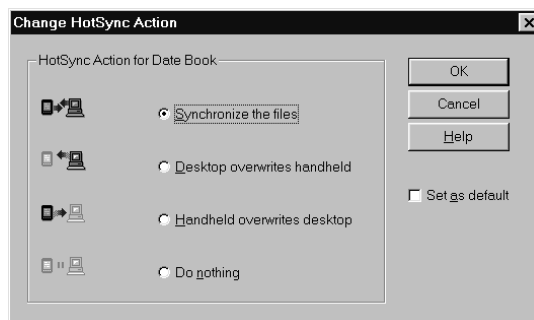
To restore your data from a Windows computer after a hard reset:

1. Click the HotSync icon ™ in the Windows system tray (bottom-right corner of the taskbar).

You can also click the HotSync command on the Palm Desktop software menu bar.

2. From the HotSync Manager menu, select Custom.
3. Select the appropriate user name from the list.
4. Select an application in the Conduit list.
5. Click Change.
6. Select Desktop overwrites handheld for each conduit.

Changing the HotSync setting from the default affects only the *next* HotSync operation. Thereafter, the HotSync Actions revert to their default settings. To use a new setting on an ongoing basis, select the Set As Default box. Thereafter, whatever you selected as the default setting is used when you click the Default button in the Custom dialog box.

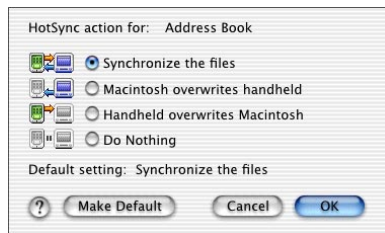


7. Click OK.
8. Repeat steps 4 through 6 to change conduit settings for other applications.
9. Click Done to activate your settings.
10. Perform a HotSync operation.

**To restore your data from a Mac computer after a hard reset:**

1. Double-click the HotSync Manager in the Palm folder.
2. From the HotSync menu, select Conduit Settings.
3. From the Users pop-up menu, select the appropriate user name.
4. Select an application from the list.
5. Click Conduit Settings.
6. Click Macintosh overwrites handheld for each conduit.

Changing the HotSync setting from the default affects only the *next* HotSync operation. Thereafter, the HotSync Actions revert to their default settings. To use a new setting on an ongoing basis, click Make Default. Thereafter, whatever you selected as the default setting is used for HotSync operations.



7. Click OK.
8. Repeat steps 4 through 6 to change conduit settings for other applications.
9. Close the Conduit Settings window.
10. Perform a HotSync operation.





## Frequently Asked Questions

If you encounter a problem with your handheld, do not call Technical Support until you have reviewed the frequently asked questions in this appendix and you have also reviewed the following:

- The README file located in the folder where you installed the Palm™ Desktop software on your Windows computer or on your installation CD for Mac users
- 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](http://www.palm.com) under the Support section
- The most recent Palm™ Tungsten™ T handheld HelpNotes on your regional web site

If you are still having problems, contact Technical Support or go to [www.palm.com/support](http://www.palm.com/support).

**NOTE** Palm works with developers of third-party add-on applications to ensure the compatibility of these applications with your new Palm™ handheld. Some third-party applications, however, may not have been upgraded to be compatible with your new Palm handheld.


If you suspect that a third-party application is adversely affecting the operation of your handheld, contact the developer of the application. In addition, Palm, Inc. has information about some applications' compatibility with your handheld. To find this information, do one of the following:

- Go to [www.palm.com/support](http://www.palm.com/support). Click the link for information about your handheld, and then find the information on compatibility of third-party applications.
- Read the readme file for your handheld. After you install Palm Desktop software on your computer, open the Palm folder. The readme file is located in the Helpnote folder.

## Software installation problems

<b>Problem</b>	<b>Solution</b>
The Palm Desktop Installer menu did not appear when I inserted the CD-ROM into my Windows computer.	<ol style="list-style-type: none"><li>1. From the Windows desktop, click Start.</li><li>2. Select Run.</li><li>3. Click Browse.</li><li>4. Locate your CD-ROM drive, and select the Autorun file.</li><li>5. Click Open.</li><li>6. Click OK.</li></ol>
I cannot install Palm Desktop software on my Windows computer.	<p>Try the following:</p> <ol style="list-style-type: none"><li>1. Disable any virus scanning software on your computer.</li><li>2. Close any open applications</li><li>3. Make sure your computer has at least 50MB of disk space available.</li><li>4. Delete all temporary files.</li><li>5. Run ScanDisk (or another disk verification tool) on your computer.</li><li>6. Uninstall, and then reinstall Palm Desktop software.</li></ol>
I cannot install Palm Desktop software on my Mac computer.	<p>Try the following:</p> <ol style="list-style-type: none"><li>1. Disable any virus scanning software on your computer.</li><li>2. Quit any open applications.</li><li>3. Make sure your computer has at least 50MB of disk space available.</li><li>4. Uninstall, and then reinstall Palm Desktop software.</li></ol>

## Operating problems

Problem	Solution
I don't see anything on my handheld's screen.	<p>Try each of these in turn:</p> <ul style="list-style-type: none"> <li>■ Press an application button to ensure that your handheld is turned on.</li> <li>■ Tap the Brightness icon  in the upper-right corner of the Graffiti® writing area. If the Brightness dialog box appears, adjust the brightness by pressing and holding Up on the navigator for a few seconds. If this doesn't work, press and hold Down on the navigator for a few seconds.</li> <li>■ If your handheld was exposed to cold, make sure it is at room temperature.</li> <li>■ Charge your handheld.</li> <li>■ Perform a soft reset. If your handheld still doesn't turn on, perform a hard reset. See <a href="#">"Resetting your handheld"</a> in <a href="#">Appendix A</a>.</li> </ul>
I get a warning message telling me my handheld memory is full.	<p><b>IMPORTANT</b> With a hard reset, all records and entries stored in your handheld are erased. Never perform a hard reset unless a soft reset does not solve your problem. You can restore any data previously synchronized with your computer during the next HotSync® operation.</p> <ul style="list-style-type: none"> <li>■ Purge records from Date Book and To Do List. This deletes To Do List items and past Date Book events from the memory of your handheld. See <a href="#">"Purging records"</a> in <a href="#">Chapter 4</a>. You must perform a HotSync operation to recover the memory.</li> <li>■ Delete unused memos and records. If necessary, you can save these records. See <a href="#">"Deleting records"</a> in <a href="#">Chapter 4</a>. You must perform a HotSync operation to recover the memory.</li> <li>■ If you have installed additional applications on your handheld, remove them to recover memory. See <a href="#">"Removing applications"</a> in <a href="#">Chapter 4</a>.</li> </ul>
My handheld keeps turning itself off.	<p>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. See <a href="#">"Power Preferences"</a> in <a href="#">Chapter 17</a>.</p>

- |  |   |
|--|---|
| My handheld is not making any sounds.                            | Check the System, Alarm, and Game Sound settings. See <a href="#">“Sounds &amp; Alerts Preferences”</a> in Chapter 17.  |
| My handheld’s indicator light is not blinking when alarms occur. | Check the Alarm indicator light setting. See <a href="#">“Alarm LED and Alarm Vibrate settings”</a> in Chapter 17.  |
| My handheld does not vibrate when alarms occur.                  | Check the Alarm Vibrate setting. See <a href="#">“Alarm LED and Alarm Vibrate settings”</a> in Chapter 17.  |
| My handheld has frozen.  | <ul style="list-style-type: none"><li>■ If a network connection was improperly terminated, your handheld may appear to be frozen for up to 30 seconds. If it is still frozen after 30 seconds, perform a soft reset.</li><li>■ Perform a soft reset. See <a href="#">“Resetting your handheld”</a> in Appendix A.</li></ul> |

## Tapping and writing problems

### Problem

When I tap the buttons or screen icons, my handheld activates the wrong feature.

When I tap the Menu icon , nothing happens.

I can’t get my handheld to recognize my handwriting.

### Solution

Calibrate the screen. See [“Digitizer Preferences”](#) in Chapter 17.

Not all applications or screens have menus. Try changing to a different application.

- For your handheld to recognize handwriting input with the stylus, you need to use Graffiti writing. See [“Using Graffiti writing to enter data”](#) in Chapter 3.
- Make the Graffiti character strokes in the Graffiti writing area, not on the display part of the screen.
- Write Graffiti strokes for letters in the left side and the strokes for numbers in the right side of the Graffiti writing area.
- Make sure that Graffiti is not shifted into extended or punctuation modes. See [“Using Graffiti writing to enter data”](#) in Chapter 3.
- See [“Graffiti tips”](#) in Chapter 3 for tips on increasing your accuracy when you write Graffiti characters.

## Application problems

Problem	Solution
I tapped the Today button, but it does not show the correct date.	Your handheld is not set to the current date. Make sure the Set Date box on the Date and Time Preferences screen displays the current date. See <a href="#">“Date &amp; Time Preferences”</a> in <a href="#">Chapter 17</a> for more information.
I know I entered some records, but they do not appear in the application.	<ul style="list-style-type: none"> <li>■ Check the Categories pick list (upper-right corner). Select All to display all the records for the application.</li> <li>■ Check Security and confirm that Private Records is set to Show private records.</li> <li>■ In To Do List, tap Show and see if Show Only Due Items is selected.</li> </ul>
I’m having problems listing memos, notes, or voice memos the way I want to see them.	<ul style="list-style-type: none"> <li>■ If you cannot manually arrange the order of memos, notes, or voice memos on the list screen, select Preferences from the Options menu and make sure that Sort by is set to Manual.</li> <li>■ If you choose to view your memos, notes, or voice memos alphabetically on Palm Desktop software and then perform a HotSync operation, 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 <i>are not</i> transferred to your handheld.</li> </ul>
I created an event in Date Book, but it doesn’t appear in the Week View.	If you have two or more events with the same start time, the first event created appears as a gray bar, and any subsequent conflicting events appear as a single red bar. To see the overlapping events select the Day View.
My vCard or vCal e-mail attachment isn’t forwarding correctly.	<p>Palm Desktop software provides several features that interact with e-mail client software on a Windows computer. For these features to work correctly, the e-mail client software must be properly configured. Follow these steps to check the configuration:</p> <ol style="list-style-type: none"> <li>1. Click the Windows Start menu, and then select Settings.</li> <li>2. Select Control Panel.</li> <li>3. Select Internet Options, and then click the Programs tab.</li> <li>4. Make sure that the E-mail field is set to the correct e-mail client software.</li> </ol>

My vCard or vCal e-mail attachment isn't forwarding correctly (continued).

5. Click OK.
6. Start the e-mail client software and make sure it is configured as the default MAPI client. Consult the documentation for your desktop e-mail application for more information.

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. See ["Date & Time Preferences"](#) in [Chapter 17](#) for information on setting the current location, date, and time.

## HotSync problems

### Problem

I cannot perform a HotSync operation. What should I check to make sure I'm doing it correctly?

### Solution

- Make sure the HotSync cradle/cable is connected securely.

On a Windows computer try these steps:

1. Check the Windows system tray to make sure the HotSync Manager is running. If it is not, click Start on the Windows taskbar, and then select Programs. Navigate to the Palm Desktop software program group, and select HotSync Manager. You should also see ["Selecting HotSync setup options"](#) in [Chapter 16](#) for instructions on selecting the correct HotSync Manager settings.
2. Make sure you selected Local USB or Local Serial, as appropriate, from the HotSync Manager menu.
3. If you are using the serial cradle/cable, make sure you selected the correct serial port on the Local tab in the Setup dialog box. It should be set to the port where you connected the HotSync cradle/cable.

I cannot perform a HotSync operation. What should I check to make sure I'm doing it correctly (continued)?

On a Mac computer try these steps:

1. Make sure HotSync Manager is enabled. If it is not, double-click the HotSync Manager icon in the Palm folder and enable HotSync Manager on the HotSync Controls tab.
2. If you are using a USB cradle/cable, disconnect the cradle/cable from your computer, and then reconnect the cradle/cable and restart your computer.
3. If you are using the optional serial cradle/cable, double-click the HotSync Manager icon in the Palm folder and then click the Connection Settings tab. Make sure the port selection matches the port where your HotSync cradle/cable is attached.

I did a HotSync operation, but one of my applications did not synchronize.

- On a Windows computer, click the HotSync Manager and select Custom. Check that the correct conduit is active.
- On a Mac computer, double-click the HotSync Manager icon. From the HotSync menu, select Conduit Settings. Select your user name from the User pop-up menu, and check that the correct conduit is active.

I am using Outlook as my PIM, but I cannot do a HotSync operation.

- Click the HotSync Manager and select Custom. Check that the correct conduit is active.
- Check that the correct conduit is installed. Reinstall the HotSync Manager and make sure that the correct conduit is selected.
- Reinstall Palm Desktop software and select the option to synchronize with Microsoft Outlook.

I cannot launch the HotSync Manager.

- If you are using the optional serial cradle/cable, or if you are performing a HotSync operation using a modem, make sure you are not running another program, such as America Online, that uses the serial port you selected in the Setup dialog box.
- Make a backup copy of your Palm Desktop data, and then reinstall Palm Desktop software.

I tried to do a local HotSync operation, but it did not complete successfully.

- Make sure your handheld is seated in the cradle/cable correctly.
- Check the connection between the HotSync cradle/cable and the USB or serial port on your computer.
- Make sure the user name you selected in Palm Desktop software matches the user name assigned to your handheld.
- 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 performing a HotSync operation

On a Windows computer, try each step in turn:

- Make sure that HotSync Manager is running. If it is running, close it and restart it.
- Make sure you selected Local USB or Local Serial, as appropriate, from the HotSync Manager menu.
- If you are using the serial cradle/cable, make sure you selected the correct serial port on the Local tab in the Setup dialog box. It should be set to the port where you connected the HotSync cradle/cable.
- If you are using the serial cradle/cable, try a lower baud rate setting on the Local tab in the Setup dialog box.
- If you are using the serial cradle/cable, make sure you aren't running a program, such as America Online, that uses the serial port you selected in the Setup dialog box.

On a Mac computer, try each step in turn:

- Make sure HotSync Manager is enabled on the HotSync Controls tab in the HotSync Software Setup window.
- If you are using the optional serial cradle/cable, double-click the HotSync Manager icon in the Palm folder and then click the Connection Settings tab. Make sure the port selection matches the port where your HotSync cradle/cable is attached.
- If you are using the optional serial cradle/cable, try a lower Speed setting on the Connection Settings tab
- If you are using the optional serial cradle/cable, make sure you aren't running a program, such as America Online, fax or telephony software, or AppleTalk networking, that uses the serial port you selected in the Connection Settings tab.



---

I tried to do a modem HotSync operation, but it did not complete successfully.

Check the following on your computer:

- Make sure your computer is turned on and that it does not shut down automatically as part of an energy-saving feature.
- Make sure the modem connected to your computer is turned on and is connected to the outgoing phone line.
- Make sure the modem you are using with your handheld has an on-off switch. Your handheld cannot “wake up” a modem that has an auto-off feature.
- Make sure the modem is connected properly to your computer and is connected to the incoming phone line.

On a Windows computer, check the following:

- Make sure that Modem is selected in the HotSync Manager menu.
- Confirm that the Setup String in the Setup dialog box configures your modem correctly. You may need to select a different Modem Type or enter a custom setup string. Most modems have a setup string that causes them to send initial connection sounds to a speaker. You can use these sounds to check the modem connection.
- Confirm that the Speed setting in the Setup dialog box works for your modem. If you have problems using the As Fast As Possible option or a specific speed, try using a slower speed.
- Make sure you are not running another program, such as WinFax, CompuServe, or America Online, that uses the serial port you selected in the Setup dialog box.
- Make sure your modem resets before you try again. (Turn off your modem, wait a minute, and then turn it back on.)



I tried to do a modem HotSync operation, but it did not complete successfully (continued).

On a Mac computer, check the following:

- Make sure that Internal Modem is selected on the Connection Settings tab in the HotSync Software Setup window.
- You may need to select a different modem type or enter a custom setup string from the Connection Settings tab. Most modems have a setup string that causes them to send initial connection sounds to a speaker. You can turn on the Modem Speaker option and use these sounds to check the modem connection.
- Make sure you are not running another program, such as America Online, fax or telephony software, or AppleTalk networking, that uses the serial port you selected in the Connection Settings tab.
- Make sure your modem resets before you try again. (Turn off your modem, wait a minute, and then turn it back on.)

Check the following on your handheld:

- Confirm that the telephone cable is securely attached to your modem.
- Make sure the dialing instruction specifies the correct phone number.
- If you need to dial an outside line prefix, make sure you selected the Dial Prefix option on your handheld and entered the correct code.
- If the telephone line you are using has Call Waiting, make sure you selected the Disable call waiting option under Modem Sync Phone Setup on your handheld and entered the correct code.
- Make sure the telephone line you are using is not noisy, which can interrupt communications.
- Check the batteries in your modem, and replace them if necessary.

- I can't perform an IR HotSync operation.
- On a computer running Windows 98, be sure that the HotSync Manager is running, that Infrared is selected on the HotSync Manager menu, and that the Serial Port for local operations is set to the simulated port for infrared communication. See ["Conducting IR HotSync operations"](#) in [Chapter 16](#) for details.
  - On a computer running Windows 2000/ME/XP, select IR in the HotSync Manager. See ["Preparing your computer for infrared communication"](#) in [Chapter 16](#) for details.
  - On a Mac computer, make sure the infrared communications extensions have been installed in the Extensions folder inside the System folder. Next, open the HotSync Software Setup window, and be sure that HotSync Manager is enabled and that the Local Setup Port is set to Infrared Port. See ["Conducting IR HotSync operations"](#) in [Chapter 16](#) for more information.
  - On your handheld, be sure the HotSync application is set to Local, with the option IR to PC/Handheld.
  - Be sure the IR port of your handheld is aligned directly opposite to, and within a few inches of, the infrared device of your computer.
  - IR HotSync operations do not work after you receive a low battery warning. Check the battery power of your handheld. Recharge the internal battery.
- My handheld appears to freeze when I place it near my computer.
- Move your handheld away from the computer's infrared port.
- When I press the HotSync button on the cradle/cable, nothing happens on Palm Desktop software, and my handheld times out.
- Make a copy of your Palm folder. Uninstall, and then reinstall Palm Desktop software.
  - Turn on your handheld, and tap the Home icon . Select the HotSync icon ™, and then tap Local.

When I perform a HotSync operation, my information does not transfer to Palm Desktop software.

- If you have performed a HotSync operation successfully but you cannot find the data from your handheld on Palm Desktop software, check to see that you have the correct user name selected for viewing data.
- On a Windows computer, click the HotSync Manager and select Custom. Check that all conduits are set to synchronize files.
- On a Mac computer, double-click the HotSync Manager icon. From the HotSync menu, select Conduit Settings. Select your user name from the User pop-up menu, and check that the correct conduit is active.

My handheld displays the message “Waiting for sender” when it’s near my computer’s infrared port.

- Your computer’s infrared port may be set to search automatically for the presence of other infrared devices. Consult the documentation for your operating system for information about turning off this option.
- In some cases simply moving your handheld away from the computer’s infrared port solves the problem.

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 must have a unique name. Assign a user name to your handheld the first time you perform a HotSync operation.
- Be aware that synchronizing more than one handheld with the same user name causes unpredictable results and, potentially, loss of your personal information.

I can’t perform a Bluetooth HotSync operation.

- Make sure that Bluetooth communication is enabled on both your handheld and your computer.
- When you perform a Bluetooth HotSync operation, your handheld attempts to connect to a Bluetooth virtual serial port on your computer. First it looks for a Bluetooth serial HotSync port. If it cannot find that port, it then looks for a generic Bluetooth serial port. However, some generic Bluetooth serial ports do not support HotSync operations.
- Your handheld may not be able to recognize the virtual serial port on your Windows computer. Try validating the virtual serial port you’re using, or create a different virtual port and change the HotSync Manager settings to use the new virtual port. Refer to the documentation that came with your computer operating system for instructions.

- I can't perform a Bluetooth HotSync operation (continued).
- Some computers have a dedicated virtual serial port number, such as COM5, and other computers enable you to choose a port number such as COM8 or COM12. Refer to the documentation that came with your computer for information on dedicated versus flexible virtual ports.
  - If the virtual serial port you want to use is used by other applications, exit those applications before setting up your computer for a Bluetooth HotSync operation.
- I receive an authentication error when I try to perform a HotSync operation using Bluetooth and a wireless LAN access point.
- Make sure you entered the correct user name and password for the selected network service profile in the Network Preferences screen. See ["Network preferences"](#) in [Chapter 17](#) for details.
- When I try to perform a HotSync operation using Bluetooth and a wireless LAN access point, it connects but nothing happens.
- Make sure that Network is selected on the HotSync Manager menu on your computer.
  - Contact your system administrator to make sure you network computer is properly set up.

## Beaming and sending problems

### Problem

### Solution

- I cannot beam data to another device with an IR port.
- If you are beaming to another Palm handheld, confirm that your handheld and the other handheld are between ten centimeters (approximately 4") and one meter (approximately 39") apart and that the path between the two handhelds is clear of obstacles. Beaming distance to other devices with an IR port may be different.
  - Move your handheld closer to the receiving device.
- When someone beams data 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 data you are receiving. For example, if you are receiving a 30KB application, you must have at least 60KB free.
  - Perform a soft reset. See ["Performing a soft reset"](#) in [Appendix A](#) for more information.
- I cannot send data to another Bluetooth-enabled device.
- Make sure that Bluetooth communication is enabled on both your handheld and the other device.
  - Make sure that the receiving device has a compatible, Bluetooth-enabled application installed.

## Phone connection problems



### Problem

My passkey is rejected when I attempt to pair (or bond) my mobile phone with my handheld.

### Solution

- Some mobile phones require that you enter the passkey within a specific timeframe. Make sure you have a passkey in mind and that you enter it immediately when prompted.
- If your passkey is rejected, your phone may have a preassigned passkey; see the documentation included with your phone for information. The documentation might refer to a Bluetooth connection as a Bluetooth pair or a Bluetooth link.
- If you need additional information about pairing your phone and handheld, refer to the *Phone Pairing Handbook for Palm™ Tungsten™ T Handheld* at [www.palm.com/support](http://www.palm.com/support).

My handheld cannot connect to my mobile phone.

- Use the following steps to test the connection:
  1. Tap the Home icon .
  2. Select the Phone Link icon .
  3. Tap Connect.
  4. If the connection is successful, open the application that requires the connection and complete the desired task.

If the connection is not successful, try the steps that follow.

- If you have a Bluetooth-enabled phone, you may need to go through the pairing process on both your handheld and your phone. See “[Setting up a phone connection](#)” in [Chapter 12](#) for information on completing the pairing process on your handheld. See the documentation included with your phone for assistance with completing the pairing process on your phone. If you need additional information about connecting your phone, refer to the *Phone Pairing Handbook for Palm™ Tungsten™ T Handheld* at [www.palm.com/support](http://www.palm.com/support).
- Make sure the Connection for your mobile phone is selected in the Connection Preferences screen and the Phone Preferences screen.
- If you are using a Bluetooth connection, make sure that your phone is equipped with Bluetooth technology, that Bluetooth is enabled, and that the power is on.

My phone connection drops before I finish using it.

- You need to increase the Idle timeout setting on the Network Preferences Details screen. See [“Adding detailed information to a network service profile”](#) in [Chapter 17](#) for instructions.

I get an error message when I try to dial a phone number using my handheld.

- Make sure that the proper phone driver is installed on your handheld. See [“Updating the phone files on your handheld”](#) in [Chapter 12](#) for instructions.
- You may need to go through the pairing process on both your handheld and your phone. See [“Connection Preferences”](#) in [Chapter 17](#) for information on completing the pairing process on your handheld. See the documentation included with your phone for assistance with completing the pairing process on your phone.
- Check the Phone Preferences screen and make sure the correct phone connection is selected.

## Recharging problems

### Problem

When I place my handheld in the cradle/cable, the indicator light does not go on.

### Solution

- Confirm that your handheld is well seated in the cradle/cable.
- Confirm that your recharger cable is properly connected to the back of the cradle/cable’s USB or serial port connector that plugs into your computer.
- Confirm that your recharger is plugged into an AC outlet that has power.
- If you have not used your handheld for a long period, such as an extended vacation, the battery may not contain enough charge to power the indicator light. After your handheld has recharged, the indicator light will function normally.

## Password problems

### Problem

### Solution

I forgot the password, and my handheld is not locked.

- First, use the password hint to try and remember the password. If this doesn't help or if you do not have a password hint, you can use Security to delete the password, but your handheld deletes all entries marked as private. However, if you perform a HotSync operation *before* you delete the password; the HotSync process backs up all entries, whether or not they are marked private. Then you can follow these steps to restore your private entries:
  - a. Use the Palm Desktop software and the cradle/cable or infrared communication to synchronize your data.
  - b. Tap Forgotten Password in Security to remove the password and delete all private records.
  - c. Perform a HotSync operation to synchronize your data and restore the private records by transferring them from your computer to your handheld.

I forgot the password, and my handheld is locked.

- First, use the password hint to try and 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. See "[Performing a hard reset](#)" in [Appendix A](#) for more information.





## Technical support

If, after reviewing the sources listed at the beginning of this appendix, you cannot solve your problem, go to [www.palm.com/support](http://www.palm.com/support) or send an e-mail to your regional technical support office.

Before requesting support, please experiment a bit to reproduce and isolate the problem. When you do contact support, please provide the following information:

- The name and version of the 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:

1. Tap the Home icon .
2. Tap the Menu icon .
3. Select Info from the App menu.

**NOTE** Palm works with developers of third-party add-on applications to ensure the compatibility of these applications with your new Palm™ handheld. Some third-party applications, however, may not have been upgraded to be compatible with your new Palm handheld.

If you suspect that a third-party application is adversely affecting the operation of your handheld, contact the developer of the application. In addition, Palm, Inc. has information about some applications' compatibility with your handheld. To find this information, do one of the following:

- Go to [www.palm.com/support](http://www.palm.com/support). Click the link for information about your handheld, and then find the information on compatibility of third-party applications.
  - Read the readme file for your handheld. After you install Palm Desktop software on your computer, open the Palm folder. The readme file is located in the Helpnote folder.
4. Tap Version to see version numbers, and tap Size to see the amount of free memory in kilobytes.



# 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.

**NOTE** 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.

**CAUTION** 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.  
400 N. McCarthy Boulevard  
Milpitas, California 95035  
United States of America  
(408) 878-9000

Palm™ Tungsten™ T Product Family

**FC** Tested to Comply  
With FCC Standards

**FOR HOME OR OFFICE USE**

## MPE (Maximum Permissible Exposure) Statement

RF Exposure Compliance:

In order for this device to comply with FCC rules, under the provision of Part 15.247(b)(c), it must operate in a manner that ensures that the public is not exposed to radio frequency energy levels in excess of the Maximum Permissible Limits (MPE).

It is recommended that the antenna of this device be placed at 20 cm or more from its user and any nearby persons, during continuous and extended data transmission. The users of this device should ensure that the operation of this device is in compliance with these provisions.

## Canadian IC Notice

Certification No: 3905-550007A

To prevent radio interference to the licensed service, this device is intended to be operated indoors and away from windows to provide maximum shielding. Equipment that is installed outdoors is subject to licensing.

## 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.

## FAA Statement

Whenever you use the wireless features of your handheld, please observe the guidelines or prohibitions on the use of wireless devices in your current location. For example, when you are on an airplane, do not use the Bluetooth communication features of your handheld at times when government or airline regulations prohibit the use of cellular phones. You can, of course, use all other applications on your handheld in accordance with airline regulations for electronic devices.

## Electrical Transmission Statement

This product has been certified as conforming to technological standards for a wireless device as a small electrical data transmission under electrical transmission law. Therefore, you do not need a license from a government agency to operate this product.

This product has been certified as conforming to technological standards. Therefore, the following action are punishable by law:

Disassembly or modification of this product.

Removal of identification labels on the back of this product.

## ARIB STD-T66 Statement (Japan)

This product uses a radio wave in the 2.4 GHz bandwidth. This frequency is also used by the microwave ovens industry, scientific and medical devices, in addition to wireless transmitters for motion detectors, such as those requiring licenses used on manufacturing lines or similar radio transmitters. It is also used in specified amateur radio stations or small radio stations not requiring licenses (all these wireless devices will be called "other wireless transmitters" below).

1. Before using this product, confirm that other wireless transmitters are not in use nearby.
2. In the unlikely event that there is electronic interference between this product and other wireless transmitters, quickly change the operating frequency of this product, change the location of operation, or stop operating the product (cease transmission of a signal).
3. If other electrical interference or related problems should occur, contact the responsible party.

## Europe R&TTE Directive (Europe)

Declaration of Conformity

Application of Council Directive(s):1999/5/EEC, R&TTE EU Directive

Standards to which Conformity is Declared:

EMC standard ETSI 300 826  
Radio standard ETSI 300 328-2  
Safety standard EN69950

Manufacturer's Name: Palm, Inc.

Manufacturer's Location: 400 N. McCarthy Boulevard  
Milpitas, CA 95035  
USA

Importer's Name: Palm Germany GmbH

Importer's Location: Landsberger Strasse 155  
D-80687 Munchen, Germany

Type of Equipment: Palm handheld with Bluetooth capability

Model Number: m550

Year of Manufacture: 2002

Applicable countries complying with this declaration: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Luxembourg, Norway, Portugal, Spain, Sweden, Switzerland, Holland, UK.

I, the undersigned hereby declare that the equipment specified above conforms to the above Directive(s) and Standard(s)

Place: Milpitas, CA

Signature: \_\_\_\_\_

Date: June, 29, 2002

Typed Name: David Woo

Title: Global Compliance Manager

## Taiwan Statement

Article 14: Unless approved, for any model accredited low power radio frequency electric machinery, any company, trader, or user shall not change the frequency, increase the power, or change the features and functions of the original design.

Article 17: Any use of lower power radio frequency electric machinery shall not affect the aviation safety and interfere with legal communications. In even that any interference is found, the use of such electric machinery shall be stopped immediately, and reusing of such products cannot be resumed until no interference occurs after improvement.

The legal communications mentioned in the above item refer to radio communications operated in accordance with telecommunication laws and regulations.

Low power radio frequency electric machinery shall resist against interference from legal communications or from industrial, scientific, and medical radio electric machinery.

## 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 anbefalt 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





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