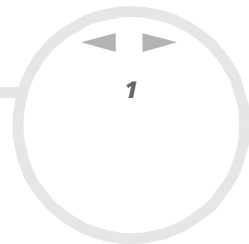


CLIÉ Operating Instructions

PEG-N770C/E

CLIÉ



Read this first

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Please contact your nearest Sony dealer if you have any problems with your Sony product.

Safety information

- Opening the unit, for whatever reason, could lead to damages that are not covered by the guarantee.
- To avoid electrical shock, do not open the cabinet. Refer servicing to qualified personnel only.
- Picture distortion may occur if this equipment is positioned in close proximity to any equipment emitting electromagnetic radiation.
- To prevent fire or shock hazard, do not expose your CLIE handheld to rain or moisture.
- Use your CLIE handheld only with the supplied AC adapter. To disconnect your CLIE handheld completely from mains voltage, unplug the AC adapter.
- Please make sure that the socket outlet is easily accessible.

Owner's record

The model number and serial number are located on the back of the CLIE handheld. Record the serial number in the space provided below. Refer to these numbers whenever you call your Sony dealer regarding this product.

Model number: **PEG-N770C/E**

Serial number: _____

Warnings

General

- ❑ To prevent fire or shock hazard, do not expose the unit to rain or moisture.
- ❑ To avoid electrical shocks, do not open the cabinet.
- ❑ Refer servicing to qualified personnel only.
- ❑ The socket-outlet will be installed near the equipment and will be easily accessible.

Audio

Use your CLIE handheld only with the supplied headphones, as they are designed to generate a sound pressure level of less than 100dB.

- ❑ **Road safety:** Do not use headphones while driving, cycling, or operating any motorized vehicle. It may create a traffic hazard and is illegal in some areas. It can also be potentially dangerous to play loud music while walking, especially at pedestrian crossings.
Be extra vigilant while using the headphones or even discontinue use whenever there might be a risk.
- ❑ **Preventing hearing damage:** Avoid using headphones at high volume. Hearing-experts advise against continuous, loud and extended play. If you experience a ringing in your ears, reduce the volume or discontinue use.
- ❑ **Be aware:** Keep the volume at a moderate level. In this way, you can hear outside noises and still be aware of your surroundings.

Regulatory information

This product conforms to the following European Directives:

73/23/EEC (Low Voltage Directive)

89/336/EEC, 92/31/EEC (EMC Directives)

93/68/EEC (CE Marking Directive)

This product complies with EN 55022 Class B and EN 55024.

This product has been tested and found compliant with the limits set out in the EMC Directive for using connection cables not longer than 3 metres (9.8 feet).

Disposal of lithium-ion polymer batteries

- ❑ This product contains a rechargeable lithium-ion polymer battery that should not have to be replaced during the lifetime of the product. For changing or removing this battery, please contact CLIE Technical Support.
- ❑ Do not handle damaged or leaking lithium-ion polymer batteries. Dispose of promptly and properly.
- ❑ The battery pack used in this device may present a fire or chemical burn hazard if mistreated. Do not disassemble, heat above 60°C (140°F) or incinerate. Dispose of used batteries promptly.
- ❑ Keep away from children.
- ❑ Dispose of properly at end-of-life.
- ❑ In some areas the disposal of lithium ion polymer batteries in households or business waste may be prohibited. Please use the public collection system.

Welcome

Congratulations on your latest Sony purchase! The Personal Entertainment Organiser (hereafter referred to as 'CLIE handheld') functions as a personal digital organiser where you can record addresses, events, memos, expense reports and much more. As well as these functions, the CLIE handheld also works as an information terminal with an excellent extended ability to connect to other devices such as personal computers.

Enjoy the following major features of the CLIE handheld:

- ❑ The Personal Digital Assistant applications: Date Book, Address Book, To Do List, Memo Pad, Expense and Calculator.
- ❑ Data exchange capabilities or data synchronization with your computer (HotSync®).
- ❑ Playback or still or motion pictures working with PictureGear™ Lite software on your computer.
- ❑ Data exchange with a computer or other CLIE handhelds using the Memory Stick™ and Jog Dial™.
- ❑ Extended features with the installation of add-on applications for the Palm™ Operating System (see the **Software Guide** for more).

Online Operating Instructions

This guide, the **Operating Instructions**, explains how to:

- ❑ Set up your CLIE handheld
- ❑ Enter data
- ❑ Use the built-in applications on the CLIE handheld
- ❑ Set up security features
- ❑ Synchronize data with your computer using HotSync®
- ❑ Use the Memory Stick™
- ❑ Configure your preferences
- ❑ Troubleshoot possible common problems.

Please see the printed **Read this First** document and the online **Software Guide** for other details.

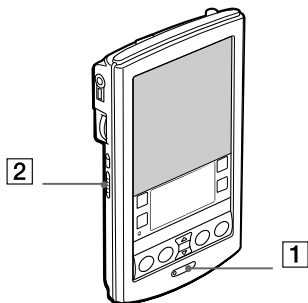
Getting Started

This section is designed to complement the printed **Read This First** document. Please refer to the getting started explanations there for more details.

Turning your CLIE handheld on and off

To turn on your CLIE handheld, proceed as follows:

- 1 Press the power button (1) as shown in the illustration.
- 2 Your CLIE handheld is turned on.
If this is the first time you are using your handheld, you will see the **Setup** screen.
If this is not the first time, you see the last screen you viewed.
- 3 If the power does not come on, make sure that the hold switch (2) is not in the lock position.



To turn off your CLIE handheld, proceed as follows:

Press the power button.

The power is turned off. You do not have to save data, quit an application or perform any of the other shutdown procedures that your computer requires.



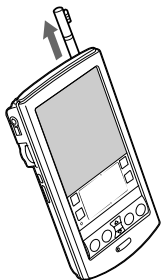
Holding the POWER button down for two seconds or longer will turn the screen's frontlight on or off.

Download from www.Somanuals.com. All Manuals Search And Download.

Using the stylus

With your CLIE handheld, you can use the supplied stylus to enter characters or to specify an application you want to run.

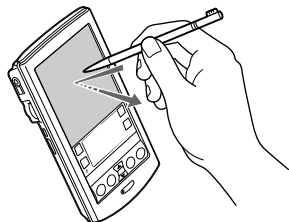
The stylus is stored in the holder at the back of your CLIE handheld. As shown below, simply pull it out when needed. To avoid losing the stylus, always put it back in its holder after use.



Tapping

To open an application or select an item, take the stylus and press the tip lightly on the icon or item on the screen as shown.

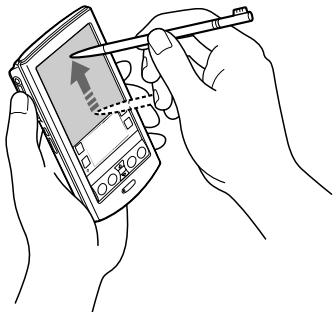
This action is called "tapping".



Dragging

Just as you can drag the mouse to move objects or text on your computer, you can use the stylus to drag an item on the screen of your CLIE handheld.

To drag, press the stylus lightly on the item and move it along the screen surface to its new position.




You can use the dragging action in the following scenarios:

- ❑ To display data above or below the current viewing area on the screen, use the stylus to drag the slider of any scroll bar.
- ❑ To select multiple characters or items together, drag the stylus along all the required characters or items.
- ❑ To display the onscreen Graffiti[®] Help, drag the stylus from the bottom of the writing area to the top of the screen.
- ❑ You can assign the full-screen drag to another activity, see **Assigning preferences to the full-screen stroke (page 107)**.

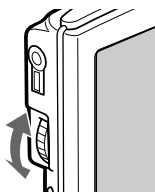
Using the Jog Dial™

Your CLIE handheld is equipped with a Jog Dial™, which allows you to perform all major operations without the stylus. You can operate your CLIE handheld using the Jog Dial™ with just one hand.

The icon of any application that supports Jog Dial™ operations is marked with the Jog Dial™ symbol .

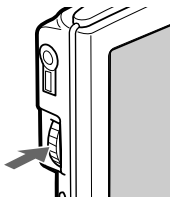
For other applications, you can also use the JogAssist function to enable Jog Dial™ operations. For details, see **Changing the Jog Dial™ preferences (page 109)**.

Rotating the Jog Dial™



Rotate the Jog Dial™ to select various items in succession or to select an application to start. The operations you can perform by rotating the Jog Dial™ differ depending on the application you are using. For details, refer to the instructions for each application.

Pressing the Jog Dial™



Press the Jog Dial™ to highlight the item or to run the application you selected by rotating the Jog Dial™. The operations you can carry out by pressing the Jog Dial™ differ depending on the application you are using. For details, refer to the instructions for each application.

Pressing while rotating the Jog Dial™

Some applications support operations executed by rotating and pressing the Jog Dial™. For details, refer to the instructions for each application.

Adjusting the frontlight

You can turn the frontlight on the screen on or off, or adjust the brightness according to the lighting conditions or temperature of the environment in which you are using your CLIE handheld.

To turn the frontlight on and off, press and hold down the power button for more than two seconds.

Even with the frontlight on, you may need to further adjust the brightness on the screen.

To adjust the brightness of the frontlight level, proceed as follows:

- 1 Tap the ☀ icon.
The adjustment control screen is displayed.
- 2 To change the brightness level slightly, tap to the left or right.
- 3 To change the level considerably, drag the slider to the left or right.
You can also press the scroll button to move the slider gradually.
- 4 Tap **Done**.
The brightness level is adjusted.

Resetting your CLIÉ handheld

Under normal circumstances, you will not have to reset your CLIÉ handheld.

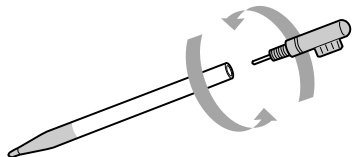
On rare occasions, however, your CLIÉ handheld may no longer respond to buttons or the screen due to insufficient memory or other reasons. In this case, you need to perform a reset to get your CLIÉ handheld running again.

Performing a soft reset

A soft reset tells your CLIÉ handheld to stop what it is doing and start over again. All records and entries stored on your CLIÉ handheld are retained with a soft reset.

To perform a soft reset, proceed as follows:

- 1 Take out the reset tip by unscrewing the metal barrel from the stylus quill, as shown below.
- 2 Use the reset tip to gently press the reset button inside the hole on the back panel of your CLIÉ handheld.
- 3 The system shuts down and then restarts.
After restarting, the system displays **Palm Powered, CLIÉ**, and **Sony**, followed by the **Preferences** screen for setting the time and date.



Performing a hard reset


Please be fully aware that following the procedure below will make you lose **all** the data you have saved on your CLIÉ handheld!

If there is a problem that a soft reset cannot resolve, you need to perform a hard reset to restart your CLIÉ handheld.

- ❑ With a hard reset, all records and entries stored on your CLIÉ handheld are erased; only the current date and time are retained. Formats, preferences, and other settings are restored to their factory default settings.
- ❑ Only perform a hard reset if a soft reset does not resolve your problem.
- ❑ If you save a backup of your CLIÉ handheld data on your computer, you can restore any data previously synchronized with your computer during the next HotSync[®] operation.

To perform a hard reset, proceed as follows:

- 1 Take the reset tip from the stylus (see **Performing a soft reset (page 11)**).
- 2 While holding down the power button, use the reset tip to gently press and release the reset button. The **Palm Powered** window is displayed.
- 3 Release the power button.
You will see a message warning you that you are about to erase all the data stored on your CLIÉ handheld.
- 4 Tap the upper half of the scroll button on the front panel of your CLIÉ handheld.
Your CLIÉ handheld undergoes a hard reset and everything is erased apart from the current date and time.

 If the scroll button was used just prior to hard resetting, the hard reset may not work.

Entering data

There are three ways to enter data on your CLIE handheld:

- ❑ Using Graffiti® writing
- ❑ Using the onscreen keyboard
- ❑ Using your computer keyboard.

Graffiti® writing

Your CLIE handheld includes Graffiti® writing software as the primary system for entering text and numbers. With Graffiti® writing, you write simple strokes with the stylus and they are instantly recognised as letters or numbers.

The Graffiti® strokes closely resemble the upper case letters of the regular alphabet, which makes Graffiti® writing easy to learn.

This section explains the procedures for creating letters, numbers, punctuation, and symbols, as well as teaching you some Graffiti® tips and tricks.

Writing Graffiti® letters

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.

There are four basic concepts for success with Graffiti® writing:

- ❑ If you draw the character shape exactly as shown below, you can achieve 100% 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 only there 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 CLIÉ handheld recognises and displays the text character immediately.
- ❑ To allow you to write an entire character with a single stroke, some Graffiti® strokes are portions of the regular alphabet equivalents.

Keyboards

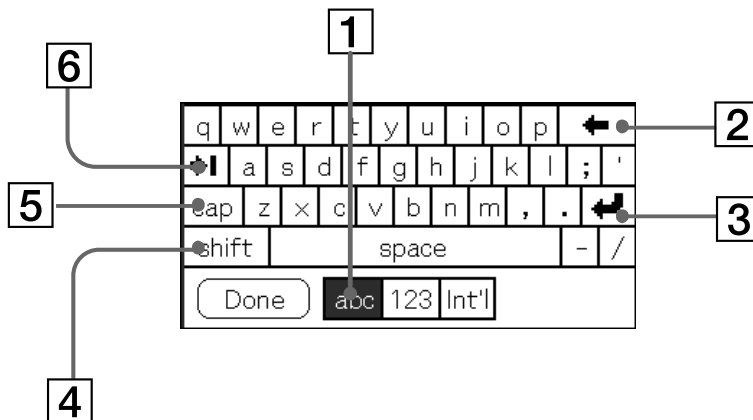
Using the onscreen keyboard

You can open the onscreen keyboard any time you need to enter text or numbers into your CLIÉ handheld. Note that you cannot enter Graffiti® characters while using the onscreen keyboard.

To use the onscreen keyboard, proceed as follows:

- 1 Open any application in which you want to enter text (such as Memo Pad).
- 2 Tap any record, or tap **New**.
- 3 Tap **<a>** to open the alphabetic keyboard, or tap **<1>** to open the numeric keyboard. The selected keyboard is displayed. You can toggle between the international, alphabetic and numeric keyboards, as shown in the next sections.
- 4 On the keyboard, simply tap the characters to enter text and numbers. You can use the online keyboard in the same way as on the keyboard of your computer. For example, to enter capital letter, tap **<cap>** and then tap the character button. To delete a character, tap ****.
- 5 When you have finished, tap **Done** to close the onscreen keyboard and place the text in the record.

Alphabetic keyboard



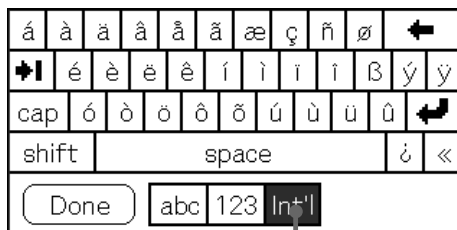
On any keyboard screen, tap **abc** to go to the alphabetic keyboard (1).

The main buttons are as follows:

- Backspace (2)
- Carriage return (3)
- Caps shift (4)
- Caps lock (5)
- Tab (6)

International keyboard

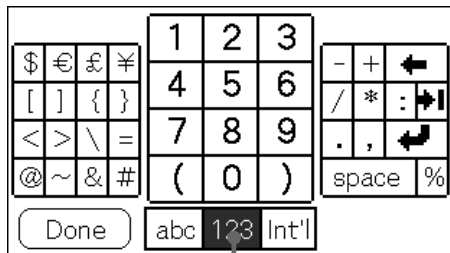
On any keyboard screen, tap **Int'l** (1) to go to the international keyboard.



1

Numeric keyboard

From any keyboard screen, tap **123** (1) to go to the numeric keyboard, as shown below.



1

Using your computer keyboard

If you have a lot of data to enter, or simply prefer to use the computer keyboard, you can use Palm™ Desktop for CLIE software or any other supported personal information manager (PIM), such as Microsoft® Outlook®, to enter information. You can then perform a HotSync® operation to synchronize the information on your computer with the information on your CLIE handheld.

All the main applications on your CLIE handheld are also available in the Palm™ Desktop for CLIE software and in most PIMs, so you do not need to learn different applications.

Refer to the Palm™ Desktop for CLIE software online Help for more information on entering data on your computer.

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 CLIE handheld and use it without entering data manually. Save the data in a compatible file format (.csv,.txt,.tab,.tsv,.dba,.aba,.tda,.mpa), import it into your Palm™ Desktop for CLIE software, and then perform a HotSync® operation to transfer the data to your CLIE handheld (see **Using HotSync® operations (page 74)**).

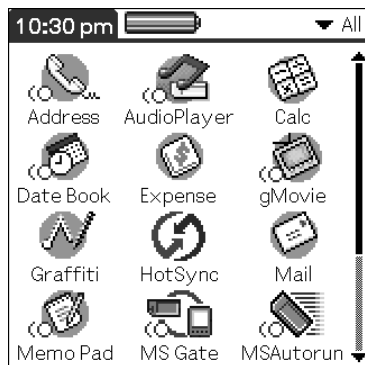
Managing applications

This chapter explains how to switch between applications on the CLIE handheld, how to personalize application settings, and how to categorize applications into related groups.

The Application Launcher

The **Application Launcher** displays all the default applications available on the CLIE handheld. You can also display selected applications by arranging them into categories.

To start the Application Launcher, tap the **Home** icon .



As well as being your gateway to all the applications, the **Application Launcher** screen displays the current time, battery level, and application category.

Opening applications

To open an application, proceed as follows:

Tap the icon of the application you want to open.

If you have many applications installed on the CLIE handheld, tap the scrollbar to see all the available applications.

Or

- 1 Tap the **Home** icon.
- 2 Rotate the Jog Dial™ to select the application.
- 3 Push the Jog Dial™ to launch the selected application.

Or



Press an application button on the front panel to display the selected application immediately:




| | | | |
|----|---------------------|----|-------------------|
| 1. | Date Book | 3. | To Do list |
| 2. | Address Book | 4. | Memo Pad |

Opening applications on the Memory Stick™

To open an application on the Memory Stick™, proceed as follows:



- 1 From the **Application Launcher** screen, tap the arrow ▼ in the upper-right corner of the screen and select **Card** (or a category with the **Card**  icon).
- 2 Tap the icon of the application you want to open. The **Card**  icon is displayed only when a Memory Stick™ is inserted into the CLIE handheld.

 There are some restrictions when opening an application copied (not installed using MS Gate) onto the CLIE handheld from the Memory Stick™. See the **Software Guide** for more details.

Changing the display of the Application Launcher

By default, the Application Launcher displays applications as icons. You can also display applications in a list format.



To display applications in a list format, proceed as follows:

- 1 Tap the **Home** icon .
 - 2 Tap the **Menu** icon .
 - 3 Tap the **Options** menu.
 - 4 Tap **Preferences**.
 - 5 Tap the **View by** drop-down list.
 - 6 Select **List**.
 - 7 Tap **OK**.
- The applications are now displayed in list format.

Categorizing applications

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

To categorize an application, proceed as follows:

- 1 Tap the **Home** icon .
- 2 Tap the **Menu** icon .
- 3 From the **App** menu, select **Category**.
The **Category screen** appears.
- 4 Tap the down arrow next to the application you want to categorize.
- 5 Select the category you want.
- 6 Tap **Done**.

To create a new category for an application, proceed as follows:

- 1 Tap the **Home** icon.
- 2 Tap the **Menu** icon.
- 3 From the **App** menu, select **Category**.
The **Category** screen appears.
- 4 Tap ▼ next to application you want to categorize.
- 5 Tap **Edit Categories**.
- 6 Tap **New**.
- 7 Enter the category name.
Write the name in the Graffiti® text area.
- 8 Tap **OK** to add the category.

9 Tap **OK** again.

10 Tap **Done**.

Sorting applications

To display applications by category, proceed as follows:

1 Tap the **Home** icon .

2 Do one of the following:

- Tap the **Home** icon repeatedly to go through all the categories.
- Tap ▼ in the top right-hand corner of the screen and then tap the category you want from the drop-down categories list.
- Push the Jog Dial™ repeatedly while no applications are selected.

Searching for records

Your CLIE handheld lets you find information in several ways:

- In all applications, starting with the current application, you can find/search for selected text.
- In the Date Book, the To Do List and the Memo Pad, you can find a telephone number from the Phone Lookup to display the Address List screen and let you add the information that appears in this list to a record.
- In the Address Book, you can use the **Find** option to enter the first letters of a name and scroll immediately to that name.
- In the Expense application, you can use **Lookup** to display 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.

Using the Find option

The Find option lets you search for text in any or all applications. For example, if the text appears in the Address Book and the Date Book, the Find option displays both occurrences in the **Find** dialog box.

To use Find, proceed as follows:


- 1 Tap the **Find** icon.
The **Find** dialog box appears.
 - 2 Enter text you want to find.
You can find the letters of the alphabet, symbols, and numbers.
 - 3 Tap **OK**.
Find starts and the find result list displays all words which include the text you entered. The notes attached to each record can also be found.
 - 4 Tap the data you want from the find result list.
The application including found data automatically starts up to display data. Tap **Stop** to stop the search at any time.
- ★ Tap **Find More** to restart **Find**.
 - ★ The **Find** option is not case sensitive; searching for 'sony' also finds 'Sony'.
 - ★ Select text in an application before tapping the **Find** icon to automatically place the text in the **Find** dialog box.

Using the Phone Lookup option

The **Phone Lookup** option lets you find a telephone number from the Address list and add it to an entry in another application. For example, you can add a telephone number from the Address list to an entry in the Memo Pad using the Phone Lookup.

To use Phone Lookup, proceed as follows:



- 1 Display the record in which you want to insert a phone number.
The record can be in the Date Book, the To Do List, or the Memo Pad.

- 2 Tap the **Menu**  icon.
The menu of the application appears.
 - 3 Tap **Options**, then **Phone Lookup**.
The **Phone Number Lookup** screen appears.
 - 4 Tap a phone number you want to add.
 - 5 Tap **Add**.
The **Phone Lookup** screen closes and the name and phone number are added to the record.
- ★ To find a phone number quickly, enter the first few letters of the name you want to find in the **Look Up** field in the lower screen.
 - ★ You can use **Phone Lookup** by writing the shortcut for the **Phone Lookup** command in the text Graffiti® area.
 - ★ You will find it easy to use Phone Lookup without displaying the **Phone Lookup** screen by performing the following:
Entering a new name with Phone Lookup: For example, you write John with Graffiti® to enter the name and phone number of John Smith. The name and phone number of John Smith are added, if John Smith is the only one in records. The records include many Johns, the Phone Number Lookup screen appears.
Phone Lookup by text: You drag and highlight text before you write with Graffiti®. The Phone Lookup starts up to exchange the selected text for the found name and phone number. If many records for the selected text are included, the **Phone Number Lookup** screen appears.

Opening the Application Launcher at the category you last opened

You can set your CLIÉ handheld to display the last category of applications you selected, each time you return to the Application Launcher.

To display the last-selected category of applications, proceed as follows:

- 1 Tap the **Home** icon .
- 2 Tap the **Menu** icon .
- 3 Tap the **Options** menu, then **Preferences**.
The **Preferences** screen is displayed.
- 4 Select the **Remember Last Category** check box.

- 5 Tap **OK**.

The setting is made.

 Only applications started from the **Application Launcher** screen will be remembered as the last-used application.

Switching between applications

To switch between applications, you can either:

- Tap the icon of the application you want.

Or

- Press the appropriate application button on the front panel of the CLIE handheld.
The CLIE handheld automatically saves your work in the current application and displays it when you return to that application.


Using the Edit screen

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 use the Edit menu, proceed as follows:

- 1 Tap the drop-down icon ▼.
The menu appears.

- 2 Select **Edit**.
The **Edit** menu appears.

 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:

- ❑ **Undo:** Reverses the action of the last edit command. For example, if you used Cut to remove text, Undo restores the text you removed. Undo also reverses deletions done by using backspace.
- ❑ **Cut:** Removes the selected text and stores it temporarily in the memory of your organiser. You can paste the text you cut into another area of the current application or into a different application.
- ❑ **Copy:** Copies the selected text and stores it temporarily in the memory of your organiser. You can paste the text that you copy into another area of the current application or into a different application.
- ❑ **Paste:** 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.
- ❑ **Select all:** 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.
- ❑ **Keyboard:** Opens the onscreen keyboard. When you have finished with the onscreen keyboard, tap **Done**.
- ❑ **Graffiti® Help:** Opens screens that show all the Graffiti® character strokes. Use this command anytime you forget a stroke for a character.

Add-on applications

Use the accompanying CD-ROM to install the Palm™ Desktop for CLIE software onto your computer. You can then perform a HotSync® to transfer the applications onto your CLIE handheld and make use of them there.

After installing the Palm™ Desktop for CLIE software onto your computer, and then onto the handheld, you can enjoy the following applications:

- ❑ gMovie
- ❑ PictureGearPocket
- ❑ AudioPlayer
- ❑ PhotoStand
- ❑ MS Import.

See the **Software Guide** to find out what you can do with these applications. The **Software Guide** will also provide explanations on the following pre-installed Sony applications:

- ❑ MS Gate
- ❑ MS Backup
- ❑ MS Autorun
- ❑ MS AudioPlayer.

Using your CLIÉ handheld

Using the basic Palm™ OS applications

Your CLIÉ handheld is pre-installed with the following Palm™ OS basic applications: Date Book, Address Book, To Do List, Memo Pad, Expense and Calculator. This section explains how to use them.

For the basic Sony applications and other software available for use on the CLIÉ handheld, please see the **Software Guide**.

Date Book

Date Book lets you quickly and easily schedule appointments or any activity associated with a date or a date and time. A record in Date Book is called an event.

To open Date Book, proceed as follows:


- 1 Press the Date Book button on the front panel.
Date Book starts up. Today's schedule is displayed with a list of times for a standard business day.
- 2 Press the Date Book button repeatedly to cycle through the **Day**, **Week**, **Month**, and **Agenda** views.
The Date Book views are displayed in the bottom left-hand corner of the screen.

Scheduling events

Scheduling an event for today

To schedule an event for the current date, proceed as follows:

- 1 Tap the appropriate time line for the beginning of the event.
- 2 Enter a description of the event.
You can enter a description or note up to 255 characters in length.

- 3 If the event is one hour long, skip to Step 6. If the event is longer or shorter than one hour, tap the time of the event to open the **Set Time** dialog box.
 - 4 To set the duration of the event, either:
 - Tap the time columns on the right side of the **Set Time** dialog box to set the start time. Tap the **End Time** box, then tap the time columns to set the End Time, or;
 - 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.
 - 7 A vertical line appears next to the time, indicating the duration of the event.
-  You can also open the **Set Time** dialog box by writing a number in the Graffiti[®] writing area and making sure no event is selected.


To schedule an untimed event, proceed as follows:

- In step 3 above, tap **No Time**.
A new untimed event is displayed in the first line in Date Book.

Scheduling an event for another date

To schedule a timed event for another date, proceed as follows:

- 1 Press the Date Book button on the front panel.
Date Book starts up.
- 2 Do one of the following to select the date you want for the event:
 - Tap the day of the week on top of the **Date Book** screen.
To move to another week, tap one of the scroll arrows of either side of the day of the week area.
 - Tap **Go to** at the bottom of the screen.
The **Go to Date** dialog box appears. Select a date by tapping a year, month, and day in the calendar.
- 3 Follow the steps in **Scheduling an event for today (page 28)**.

 You can also use the scroll button on the front panel to move forward or backward one day or one month at a time.

To schedule an untimed event, proceed as follows:

- ❑ In step 2, tap **New** and then tap **No Time**. Then follow the steps in **Scheduling an event for today (page 28)**.
- ★ You can create a new untimed event by making sure no event is selected and then writing letters in the Graffiti[®] writing area. When you start writing, the untimed event appears at the top of the screen.

Scheduling repeated and continuous events

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

Examples of repeated or continuous events:

- ❑ A birthday: an annual event
- ❑ A weekly guitar lesson: an event that falls on the same day of the week and at the same time of day
- ❑ Business trip or vacation: a continuous event.


To schedule a repeated event, proceed as follows:

- 1 Tap the description of the event.
- 2 Tap **Details**.
The **Event Details** dialog box appears.
- 3 Tap **Repeat**.
The **Change Repeat** dialog box appears.
- 4 Tap **Day, Week, Month, or Year** to set how often the event takes place.

- ✎ When you tap **Week**: After **Repeat**, tap a letter representing the appropriate day of the week.
When you tap **Month**: After **Repeat by**, either tap a day to repeat the event on a certain day of the same week each month, or tap **Date** to repeat the event on the specified date each month.

To schedule a continuous event, proceed as follows:

- 1 Tap **Day**.
- 2 In the **Every** line, enter a number stating how often the event takes place.
- 3 To specify an end date for the repeated or continuous event, tap the down arrow next to **End on** to display the drop-down list and then tap **Choose Date**.
The **Ending On** screen appears.
- 4 Tap the end date on the screen.
The **Change Repeat** screen appears again.
- 5 Tap **OK**.
The **Event Details** screen appears again.
- 6 Tap **OK**.
The **Date Book** screen appears.
- 7 Make sure the **Repeat** icon is displayed to the far right of the event.

 If you change the start date of a repeated event, your CLIÉ handheld calculates the number of days the event was moved by. Your CLIÉ handheld then automatically changes the end date so that the duration remains the same.

If you change the repeat interval (for example, daily to weekly) of a repeated event, past occurrences (prior to the day on which you change the setting) are not changed, and your CLIÉ handheld creates a new repeated event.

If you change the date of a repeated event (for example, from January 14 to January 15) and apply the change to all occurrences, the new date becomes the start date of the repeated event. Your CLIÉ handheld adjusts the end date to maintain the duration of the event.

If you change other repeat settings (for example, time, alarm, private) of a repeated event and apply the change to all occurrences, your CLIÉ handheld creates a new event. The start date of this new event is the day on which the setting is changed. Past occurrences (prior to the day of change) are not changed.


If you apply a change to a single occurrence of a repeated event (for example, time), that occurrence loses its repeat icon.

Displaying event views

As well as displaying the time for a specific day, you can display the current time, a whole week, a month, or an agenda.

To display the Date Book views, proceed as follows:

- 1 Tap the blank area on your screen, so that no event is selected.
- 2 Press the Jog Dial™.
Each time you press the Jog Dial™, you go through the different views: daily calendar, weekly calendar, monthly calendar and schedules for the day.
- 3 You can also select a Date Book view by tapping an icon in the **Date Book** screen.
Tap one of the following icons to see the corresponding calendar view:

| | |
|---|--------------------|
|  | Day view |
|  | Week view |
|  | Month view |
|  | Agenda view |

Day view

You can display and check the events for a specific day.

- 1 Press the **Date Book** button on the front panel.
Date Book starts.
Today's schedule is displayed.
- 2 Rotate the Jog Dial™ to display the events for yesterday or tomorrow.
You can display the schedule for a specific day and time.

Week view

Week view displays a calendar of your events for an entire week. This view lets you quickly review your appointments and available time slots. In addition, the graphical display helps you spot overlaps and conflicts in your schedule.

To go to **Week** view, proceed as follows:

- 1 Press the **Date Book** button on the front panel.
Date Book starts up.
- 2 Press the Jog Dial™.
The **Week** view appears. This screen shows the untimed events or available time slots.
- 3 Rotate the Jog Dial™ to select the day you want to review.
- 4 Press the Jog Dial™.
The content of the selected event appears.
- 5 An event conflict (this means that two or more events overlap each other) appears in the **Week** view as overlapping time bars.



To reschedule an event while you are in **Week** view, tap and drag the event to a different time or day.

Tap a blank time on any day to move to that day and have the time selected 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.

The **Week** view displays 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 scroll arrows to scroll to the event.

Month view

The **Month** view shows which days have events scheduled. Dots and lines in the **Month** view indicate events, recurring events, and untimed events.


To go to **Month** view, proceed as follows:

- 1 Press the **Date Book** button on the front panel.
The Date Book starts up.
 - 2 Press the Jog Dial™ twice.
The **Month** view appears.
 - 3 Rotate the Jog Dial™ to select the day you want to review.
 - 4 Press the Jog Dial™.
The content of the selected event appears.
- ❑ Tap a day in the **Month** view to display that day in the **Day** view.
 - ❑ Tap the scroll arrows ◀▶ in the top right-hand corner to move forward or backward a month.
 - ❑ Tap **Go To** to open the **Go To Date** dialog box to select a different month.
 - ❑ Use the scroll buttons on the front panel of your CLIE handheld to move between months. Press the upper half of the scroll button to display the previous month, the lower half of the scroll button to display the next month.

Agenda view

The **Agenda** view lets you view appointments, untimed events, and To Do List items in a single screen. Although it is primarily a viewing option, you can also use the **Agenda** view to check off To Do List items.

To go to Agenda view, proceed as follows:

- 1 Press the **Date Book** button on the front panel.
The Date Book starts up.
 - 2 Press the Jog Dial™ repeatedly, or tap the **Agenda view** icon .
The **Agenda** view appears. Today's schedule and To Do List are displayed.
- Tap any appointment while in the **Agenda** view to display the **Day** view of the appointment.
 - Check off completed **To Do List** items in the **Agenda** view, or tap a description of an item to go directly to the **To Do List** application.

Changing between date and time views

To change between the date and time views, proceed as follows:

- 1 Tap and hold the date in the title bar of Date Book.
The current time appears.
- 2 When you release the stylus, the menu bar appears.
If you want to avoid displaying the menu when releasing the stylus, drag the stylus away from the date display once the current time appears.

Editing events

Changing the date and time of an event

To change the date or time of an event, proceed as follows:

- 1 In the **Date Book** screen, tap the event you want to edit.
- 2 Tap **Details**.
- 3 The **Event Details** dialog box appears.
To change the time, tap the **Time** box and select a new time.
The **Set Time** dialog box appears. Enter the set time and the end time.
To change the date, tap the **Date** box and select a new date.
The **Set Date** dialog box appears. Specify the year, month, and day in the calendar.
- 4 Tap **OK**.

Changing a timed event to untimed

To change a timed event to an untimed event, proceed as follows:

- 1 In the **Date Book** screen, tap the event you want to edit.
- 2 Tap **Details**.
- 3 Tap the **Time** box.
The **Set Time** screen appears.
- 4 Tap **No Time** and then tap **OK**.
The **Event Details** screen appears.
- 5 Tap **OK**.
The untimed event is displayed on the first line with the symbol ◆.

Deleting an event


You can delete events in the Date Book.

To delete an event, proceed as follows:

- 1 Press the Date Book button on the front panel.
The Date Book starts up.
- 2 Select the description of the event you want to delete.
The **Start Time** and the description are in a grey box.
- 3 Tap on the date in the left corner of your screen.
The **Record** menu opens.
- 4 Select **Delete Event**.
The **Delete Event** dialog box opens. You have the option of saving an archive copy on your PC or not.
- 5 Tap **OK**.
The event is deleted.

Alternatively:

- 1 Press the Date Book button on the front panel.
The Date Book starts up.
- 2 Tap the event you want to delete.
- 3 Tap **Details**.
The **Event Details** dialog box appears.
- 4 Tap **Delete**.
The **Delete Event** dialog box appears.
- 5 Tap **OK**.

 If you select **Save Archive Copy On PC**, the deleted data from your CLIE handheld is saved to the Palm™ Desktop for CLIE software during the next HotSync®.

If you delete the start and end times of recurring events, all the related events that are defined in conjunction with the recurring event will be deleted.

When you delete the event with the **Delete Event** command, you can specify whether a single event is to be deleted as an exception, or all of the related events are to be deleted.

Setting the alarm

The **Alarm** setting enables you to set an audible alarm to remind you about events in your Date Book. You can set an alarm to sound minutes, hours, or days before an event. The default Alarm setting is 5 minutes before the time of the event.

To set the alarm for an untimed event, proceed as follows:

- 1 In the **Date Book** screen, tap the event for which you want to set the alarm.
- 2 Tap **Details**.
The **Event Details** dialog box appears.
- 3 Select the **Alarm** check box.
The alarm is set.
- 4 Tap the down arrow to choose from minutes, hours, or days.
- 5 Tap the **5** next to the **Alarm** check box and enter any number from 0 to 99 as the number of time units.
- 6 Tap **OK**.
The alarm icon appears next the event.

You can set a silent alarm for an untimed event. In this case, the alarm is set for the specified period of minutes, hours, or days before midnight (beginning) of the day of the untimed event. No audible alarm sounds for an untimed event. The reminder message appears onscreen instead.

Example: When you set an alarm for an untimed event that occurs on 4th February and if the alarm is set for 5 minutes, the reminder message appears at 11:55 PM (23:55) on the night of 3rd February. The reminder remains onscreen until you turn on your handheld and tap OK to erase it.

Date Book menus

This section explains the menu commands specific to Date Book. The Record and Options menus differ depending on the screen displayed.

Record menu

New Event: Creates a new event.

Delete Event: Deletes the currently selected event.

Attach Note: Attaches notes to the current event.

Delete Note: Deletes notes from the current event.

Purge: You can specify a certain period based on the current date and discard any events that were formed before the specified date. Use this function to save memory space.

Beam Event: Sends the current event to another CLIÉ handheld via the infrared communications port.



A repeated event will not be deleted.

By default, the events that you purge are restored and saved in the Palm™ Desktop for CLIÉ software on your computer at the next HotSync® operation. To delete the events completely, deselect the check box for "Save archive copy on PC" in the **Purge** dialog box.

Option menu

Font: You can select the fonts of the Date Book.

Under **Preferences**, you have the following options:

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 see more.

Alarm Preset: Automatically sets an alarm for each new event. The silent reminder for untimed events is defined by minutes, days, or hours before midnight of the date of the event.

Alarm Sound: Sets the tone of the alarm.

Remind Me: Defines how many times the alarm should go off.

Play Every: Defines how often the alarm sounds.

Display Options: Allows you to change the Date Book appearance.

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

Month View settings: These check boxes apply to the Month View of the Date book. You can activate any or all of these settings to show that you have Timed, Untimed, or Daily Repeated events in the Month View only.

About the Date Book: Shows the version information for Date Book.

Address Book

The Address Book lets you keep names, addresses, telephone numbers, and other information about your personal or business contacts.

With the Address Book, you can:

- Quickly enter, look up, or duplicate names, addresses, phone numbers, and other information.
- Enter up to five phone numbers (home, work, fax, mobile, and so on) or e-mail addresses for each name.
- Define which phone number appears in the **Address** list for each Address Book record.
- Attach a note to each Address Book record, in which you can enter additional information about the record.
- Assign Address Book records to categories so that you can organize and view them in logical groups.
- Paste images to address information using the PictureGear Pocket application.


To open the Address Book, proceed as follows:

- 1 Press the **Address Book** button on the front panel.
Address Book opens and displays the list of all your records.
- 2 Press the **Address Book** button repeatedly to cycle through the categories in which you have records.
- 3 Prepare an address record either by entering it directly into your CLIÉ handheld or by importing records from your computer using the Palm™ Desktop for CLIÉ software.

Creating Address Book entries

To create an Address Book entry, proceed as follows:

- 1 Tap **New**.
The **Address Edit** screen appears.
- 2 Enter the last name of the person you want to add.
The first letter of each field (except numeric and e-mail fields) is automatically capitalized.
- 3 Tap **First name**.
The cursor shifts to the first name field.
- 4 You can also use the Graffiti® software to move the cursor to the next field, by using a full-stroke.
- 5 Fill in the **First name** field.
- 6 Repeat the last steps to enter the other items of information that you want to include.
- 7 You can tap the scroll down arrow ▼ next to each item to display the list of choices and then tap the desired item in the list.
- 8 To move to the next page of information, tap the scroll down arrow ▼ in the bottom right-hand corner of the screen.
- 9 When you have finished entering all the necessary information, tap **Done**.
- 10 The **Address** screen is displayed again.

 You can also use the Palm™ Desktop software to create entries on your computer and then download them to your CLIÉ handheld with your next HotSync® operation. See **Performing a local HotSync® (page 74)** for details.
Download from www.Somanuals.com. All Manuals Search And Download.

Displaying entries

To display a specific entry, proceed as follows:

- 1 Rotate the Jog Dial™ to select the address record you want to view.
If the address record you want is not displayed, rotate the Jog Dial™ again to scroll up or down the entire list.
- 2 Press the Jog Dial™.
The **Address View** screen of the selected record is displayed.
- 3 To return to the list of address entries, press the Jog Dial™ again or press BACK.
The **Address** screen is displayed again.
 - ❑ To accelerate scrolling and display every third screen only, hold down the scroll button.
 - ❑ You can also use the stylus to tap the onscreen scroll arrows to scroll to the entry.
 - ❑ To view an image pasted to an address record, tap an image in the **Address View** screen. The image is displayed across the whole screen. To return to the **Address View** screen, tap the image again.
 - ❑ To view the next page of the **Address View** screen, rotate the Jog Dial™ in the **Address View** screen. The next or previous page of data is displayed.

Displaying entries by company

You can set up the address list so that the items of the address records appear not in the order of last and first name, but in the order of company and last name when Address Book is started. No contents are changed when you change the order of the address records.

To view addresses by company, proceed as follows:

- 1 Press the **Address Book** button on the front panel.
The **Address Book** dialog box appears and shows a list of addresses that have been recorded.
- 2 Tap the **Menu** icon.

- 3 Tap **Options**, then **Preferences**.
The **Address Book Preferences** dialog box appears.
- 4 In the **List by** field, tap **Company, Last Name** to sort alphabetically by the company name, and then an individual's last name.
- 5 Tap **OK**.
The items of address records appear in the order determined by the Address Book.

Searching for entries

You can quickly search through your Address Book.

To search for address records, proceed as follows:

- 1 Enter the first character of the record you want to search for.
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 have sorted the list by company name, the **Look Up** feature scrolls to the first letter of the company name.
- 2 Tap the record you want to view.
The record you selected is shown.

Editing entries

To modify part of an address record, proceed as follows:

- 1 In the **Address Book list** screen, tap the entry you want to modify.
The **Address View** screen of the selected record appears.
- 2 Tap **Edit**.
The **Address Edit** screen appears.
- 3 Tap the field that you want to edit, and make the changes.
- 4 When you have finished, tap **Done**.
You return to the **Address** screen, where you can see the modified entry.


Adding an image

You can paste an image to the address information. Paste a photograph of a person or restaurant, for example, to remind you of an address record.

To paste an image, you need to install the PictureGear Pocket software onto your CLIÉ handheld. For installation, see **Installing PictureGear Pocket** in the **Software Guide** manual.

After installation, proceed as follows:

- 1 In the address list, tap the address record for which you want to paste an image. The **Address View** screen of the selected address record appears.
- 2 Tap **Edit**. The **Address Edit** screen appears.
- 3 Tap **No Image** in the upper right of the screen. The **PG Pocket** screen appears.
- 4 Tap **No Image**.
- 5 Select the image you want to paste. The image you selected is pasted to the address information.
- 6 Tap **Done**. The **Address** screen is displayed again. A camera icon is attached to the record that has the pasted image.
- 7 To change the image, tap the **Menu** icon and select **Another Image**. Perform steps 5 and 6 above.
- 8 To remove the image, tap the **Menu** icon and select **No Image**.


 If you use the Palm™ Desktop for CLIÉ software to change the category of the address record that has a pasted image, the image will no longer be associated with the address record after the next HotSync® operation.

Duplicating entries

If you want to use part of an existing record in a new one, you can copy address entries.

To copy an existing entry, proceed as follows:

- 1 In the **Address Book list** screen, tap the entry you want to copy.
The **Address View** screen of the selected record appears.
- 2 Tap the **Address View** title bar.
The **Address Book** menu is displayed.
- 3 Tap **Duplicate Address** from the **Record** menu.
The entry you selected in Step 1 is copied.
The word **Copy** is added to the end of the name field of the copied information.
- 4 Tap **Done**.
The **Address** screen is displayed again.

 Images are not duplicated.

Deleting entries

You can delete records you entered.

To delete address records, proceed as follows:

- 1 Tap the record you want to delete.
The **Address** view appears.
- 2 Tap **Edit**.
The **Address Edit** screen appears.
- 3 Tap **Details**.
The **Address Entry Details** dialog box appears.
- 4 Tap **Delete**.
The **Delete Address** dialog box appears.

- 5 Tap **OK**.

The record you selected is deleted.

 If you select **Save archive copy on PC**, the deleted data from your CLIÉ handheld is saved to Palm™ Desktop for CLIÉ software during the next HotSync®.

Categorizing entries

You can categorize the records you entered. This means you can then view the records by category.

To specify the category of address records, proceed as follows:

- 1 Tap the records you want to categorize.
The **Address** view appears.
- 2 Tap **Edit**.
The **Address Edit** screen appears.
- 3 Tap **Unfiled** in the top right-hand corner of the screen.
A list of categories appears.
- 4 Tap the required category.
The category is assigned to the records you selected.

Address Book menus

This section explains the menu commands specific to Address Book. The **Record** and **Options** menus differ depending on the screen displayed.

Record menus

Duplicate Address: 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.

Beam Address: Sends only the selected address to another CLIÉ handheld via the infrared communications port.

Beam Category: Sends all the Address Book entries in the currently selected category to another CLIÉ handheld via the infrared communications port.

Beam Business Card: Sends the current business card to another CLIÉ handheld via the infrared communications port. You can also send a business card via the infrared communications port by pressing and holding down the **Address Book** button for longer than 2 seconds. This menu item lets you easily exchange business cards with other CLIÉ handhelds.

Delete Address: Deletes the current address record.

Attach Note: Adds comments to the current address record.

Delete Note: Deletes comments from the current address record.

Select Business Card: Defines the current address record on a business card.

Option menus

Font: You can select the fonts of the Address Book.

Preferences: Remembers the last category.

Display: 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 clear 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.

Security: You can choose to show, hide or mask the currently selected address.

About Address Book: Shows the version information of the Address Book.

To Do List

The To Do List is a convenient place to create reminders and prioritize the things that you have to do. A To Do List item is a reminder of a task you have to complete.

Use the To Do List to:

- ❑ 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 either by due date, priority level, or category.
- ❑ Attach notes to individual To Do List items for a description or clarification of the task.

To open the To Do List, proceed as follows:


- 1 Press the To Do List button on the front panel.
To Do List opens and displays the category of items you last viewed.
- 2 Press the To Do List application button repeatedly to cycle through the categories containing items.

Creating To Do List items

To create a To Do List item, proceed as follows:

- 1 Press the To Do List button on the front panel.
The **To Do** screen appears.
- 2 Tap **New**.
A new To Do item is added to the To Do List.
- 3 Enter the text of the To Do item.
The text can be longer than one line.

- 4 Tap anywhere onscreen to deselect the To Do List item.
The item is deselected and the new item is recorded in the To Do List.

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

Displaying items

To check the items you recorded in To Do List, proceed as follows:

- 1 Rotate the Jog Dial™ to select the To Do List item you want to view.
- 2 Press the Jog Dial™.
The notes of the selected item are displayed. If the item does not fit on the screen, rotate the Jog Dial™ to scroll up or down.
- 3 Press the Jog Dial™.
The **To Do List** box reappears.

To view To Do List items by category, press the Jog Dial™ when To Do List is displayed but no To Do item is selected.

To select a category from the categories list, tap the down arrow in the top right-hand corner of the screen. You can select the category you want from the list.

Viewing due and completed items

To view completed and due items in the To Do List, proceed as follows:

- 1 Tap **Show** in the **To Do List** screen.
The **To Do Preferences** appears.
- 2 Change the view.
You can choose from the following settings:
 - Show Completed Item:** Displays your completed items in the To Do List. If you turn this setting off, your To Do items disappear from the list when you complete (check) them. Items that no longer appear in the list because you turn off this setting have not been deleted. They are still in the memory of your CLIÉ handheld. Purge completed items to remove them from the memory.

- ❑ **Show Only Due Items:** Shows only the items that are currently due, overdue, 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.
- ❑ **Show Priorities:** Shows the priority setting for each item.
- ❑ **Show Categories:** Shows the category for each item.


3 Tap **OK**.

Editing items and lists

Setting the priority of an item

The priority setting for items lets you arrange the tasks in your To Do List according to their importance or urgency. The default setting for 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.

In the To Do List screen, tap the priority number on the left side of the item and then select the preferred priority number. You can select the priority numbers 1 to 5, with 1 being the most important.

 You can also set the priority in the To Do List **Details** dialog box.

Setting a due date

You can assign a due date to any To Do List item. You can also sort the items that appear in the list based on their due date.

1 In the To Do List screen, tap the text of the item for which you want to set a due date.

- 2 Tap **Details**.
 - 3 Tap the down arrow next to **Due Date** and then make a selection from the drop-down list.
 - 4 Tap **OK**.
- ★ If you turn on the Show Due Dates option in the To Do List **Options** dialog box, you can tap directly on the due date in To Do List to select a due date.

Checking off items

You can use the check box next to an item to check off a To Do List item, reminding you that you have completed it.

You can set To Do List to record the date of completion, and you can choose to show or hide completed items.

To Do List menus

This section explains the menu commands specific to To Do List. The Record and Options menus differ depending on the screen displayed.

Record menus

Delete Item: Deletes the current To Do item.

Attach Note: Adds comments to the current To Do item.

Delete Note: Deletes comments from the current To Do item.

Purge: Allows you to delete any completed items from To Do List. Choose this command to save memory if you have too many recorded To Do items on your CLIÉ handheld.

Beam Item: Sends the current To Do List item to another CLIÉ handheld via the infrared communications port.

Beam Category: Sends all the To Do items in the currently selected category to another CLIÉ handheld via the infrared communications port.

Option menus

Font: You can select the fonts of the To Do List.

Phone Lookup: If there is an Address Book entry, you can look up the phone number of the selected item.

Security: Hides the current item unless the password is entered.

About To Do List: Shows the version information of the To Do List.

Memo Pad


You can use the Memo Pad to make brief memos and show TXT or CSV (Comma Separated Value) document files, which are created on a computer.

The Memo Pad allows you to:

- Make memos and jot down various types of information.
- Copy memos you wrote with other applications.
- Read TXT or CSV document files from a computer through HotSync® for display on your CLIÉ handheld.
- Categorize the memos into business, private, and other categories.


To open the Memo Pad, proceed as follows:

- 1 Press the Memo Pad button on the front panel.
The Memo Pad opens to display the last Memo Pad screen that you viewed.
- 2 Press the Memo Pad button repeatedly to cycle through the categories in which you have memos.

 A memo can contain up to 4,000 characters. The number of memos you can store is limited only by the memory available on your CLIÉ handheld.

Creating memos

To create memos, proceed as follows:

- 1 Tap **New**.
A new memo is created.
 - 2 Enter the memo text.
To start a new line, either use the **<Enter>** key on the keyboard or use Graffiti® writing.
 - 3 Tap **Done** or use the BACK button when you have finished.
The Memo List displays the first line of a memo. This makes it easy to locate and review your memos.
- ★ You can also create a new memo by beginning to write in the Graffiti® writing area in the **Memo** screen. The first letter is automatically capitalized.
-  While entering text, the text may overlap the **Done** or **Details** buttons. When you finish entering the text, the overlap disappears.

Displaying memos

To review a memo, proceed as follows:

- 1 Rotate the Jog Dial™ to select the memo you want to display.
If the required memo is not displayed, rotate the Jog Dial™ further to scroll up or down the memo list.
- 2 Press the Jog Dial™.
The content of the selected memo is displayed. If the memo text does not fit on the screen, rotate the Jog Dial™ up or down.
- 3 Press the Jog Dial™.
The Memo list is displayed again.

If you want to display your memos by category, press the Jog Dial™ when the memo list is displayed but no memo selected.

Each time you press the Jog Dial™, the display toggles through all the available categories.

Editing memos and lists

Assigning a category

To categorize your memos, proceed as follows:

- 1 In the **Memo Pad** screen, tap the memo you want to delete.
The content of the memo you tapped appears.
- 2 Tap **Details**.
The **Memo Details** dialog box appears.
- 3 Tap the down arrow next to **Category** to display the list of available categories.
- 4 Select the category you want to assign to the memo.

Defining a memo as private

You can hide a memo that you label as private. If you define a password for your CLIÉ handheld, you must enter it to display private records.


To define a memo as private, proceed as follows:

- 1 Tap the memo you want to define as private.
The content of the memo you tapped appears.
- 2 Tap **Details**.
The **Memo Details** dialog box appears.
- 3 Select the **Private** check box.
- 4 Tap **OK**.
The memo is now treated as private.

Sorting memos

To change the order in which Memo Pad shows your memos, proceed as follows:

- 1 Tap the **Menu** icon.
A menu of commands appears.
- 2 Tap **Options**, and then **Preferences**.
The **Memo Preferences** dialog box appears.
- 3 Select the preferred order of memos in the **Sort by** field, choosing from manual or automatic.
- 4 Tap **OK**.
- 5 To sort the memos manually, tap the memo you want to move in the **Memo** screen and drag it to the preferred position.
The memo is placed where you release the stylus and the memos are renumbered accordingly.

 A change in the order of the memos in Memo Pad does not affect their order in the Palm™ Desktop for CLIE software. Consequently, the memo order in Memo Pad may differ from that in the Palm™ Desktop for CLIE software.

Deleting memos

To delete a redundant memo from Memo Pad, proceed as follows:

- 1 In the **Memo Pad** screen, tap the memo you want to delete. The content of the memo you tapped appears.
- 2 Tap **Details**.
The **Memo Details** dialog box appears.
- 3 Tap **Delete**.
The **Delete Memo** dialog box appears.
- 4 Tap **OK** to delete the memo.
The selected record is deleted. To cancel deletion, tap **Cancel**.

 By default, the memos that you delete are restored and saved in Palm™ Desktop for CLIE software on your computer at the next HotSync® operation. To delete the memos completely, deselect the check box next to **Save archive copy on PC** in the **Delete Memo** dialog box.

Memo Pad menus

This section explains the menu commands specific to Memo Pad. The **Record** and **Options** menus differ depending on the screen displayed.

Record menu

Beam Category: Sends all the memos in the currently selected category to another CLIÉ handheld via the infrared communications port.

New Memo: Creates a new memo.

Delete Memo: Deletes the current memo.

Beam Memo: Sends the current memo to another CLIÉ handheld via the infrared communications port.

Option menu

Font: You can select the fonts of the Memo Pad.

Phone Lookup: If there is an Address Book entry, you can look up the phone number of the selected memo.

Preferences: Used to specify the way in which memos are displayed.

Security: You can set to show or hide the currently selected memo.

About Memo Pad: Shows the version information of the Memo Pad.

Expense

You can use Expense for many disbursement purposes such as recording expenditures for business trips and personal expenses as a cash book. You can sort Expense items into categories or add other information to an item.

Expense allows you to:

- ❑ 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 particular expense.
- ❑ Log miles travelled for a particular date or expense category.
- ❑ Sort your expenses by date or expense type.

To open Expense, proceed as follows:

- 1 Tap the **Home** icon.
The **Application Launcher** screen appears.
- 2 Rotate the Jog Dial™ to select **Expense**.
- 3 Press the Jog Dial™.
The **Expense** screen appears.

Recording expenses

To create a new Expense item, proceed as follows:

- 1 Tap **New**.
The new item is created.
- 2 Enter the amount of the expense.

- 3 Tap **Expense Type** and make a selection from the drop-down list box. The item you entered is now saved.



If you do not select an Expense type, the entered data will not be saved.

- ★ You can also create a new Expense item in the **Expense** screen by writing on the number side of the Graffiti[®] writing area. The first number you write begins your new Expense item.

Editing Expense items and lists

Entering receipt details

You can add more information to an Expense item in the **Receipt Details** screen.

To add more details, proceed as follows:

- 1 In the **Expense** screen, tap the Expense item to which you want to assign details.
- 2 Tap **Details**.
The **Receipt Details** dialog box appears.
- 3 Change the Receipt Details settings by choosing any of the following options:
 - ❑ **Category:** Specify the category of the Expense item. Expense contains two sample categories named **New York** and **Paris**, which may be used to sort Expense items by the destination of the business trip. To rename an existing category or add a new category, tap the down arrow and choose a category from the **Edit Categories** drop-down list.
 - ❑ **Type:** Tap the down arrow and select an Expense type from the drop-down list.
 - ❑ **Payment:** Tap the down arrow and select a payment method from the drop-down list.
 - ❑ **Currency:** Tap the down arrow and select the currency in which you made the payment. Expense can show a maximum of five currencies. You can also change the currencies to be displayed.
 - ❑ **Vendor:** Enter the name of the vendor associated with Expense.
City: Enter the name of the payee (normally a company name) and the name of the city where the company is located. For example, you may specify **Rose Cafe** as the payee of a business lunch charge and **Tokyo** as the location.

- Attendees:** Expense opens the **Attendees** screen, which looks like a memo screen of Memo Pad. In this screen, you can enter the names of attendees and purposes of expenditures. To display the address information in Address Book, tap **Address Lookup**.

- 4 Tap **OK**.
The details are entered.

Changing the date

The Expense item is initially displayed with the date when it is entered.

If you want to record a past payment date, proceed as follows:

- 1 In the **Expense** screen, tap the Expense item whose date you want to change.
The date is highlighted.
- 2 Tap the date area of the selected Expense item.
The **Date** screen appears.
- 3 Tap the correct date.
The date is now changed.

Changing the display

To change display options of Expense items, proceed as follows:

- 1 In the **Expense** screen, tap **Show**.
The **Show Options** dialog box appears.
- 2 Select your preferred display mode options:
 - Sort by:** Tap the down arrow next to **Sort by** and then select **Date or Type** to sort Expense items.
 - Distance:** Tap the down arrow and then select **Miles** or **Kilometers** for the distance entries.
 - Show currency:** Shows or hides the currency symbol in the Expense list.
- 3 Tap **OK**.
The Expense items are sorted according the selections you made.

Customizing the currency list

You can change the currencies and currency symbols to be used in Expense.


To change the currency list, proceed as follows:

- 1 In the **Expense** screen, tap the Expense item for which you want to change the currency type.
- 2 Tap **Details**.
The **Receipt Details** dialog box appears.
- 3 Tap the down arrow next to **Currency** and then select **Edit currencies** from the drop-down list.
The **Select Currencies** dialog box appears.
- 4 Tap the down arrow for each currency and then tap the country with the currency you want to display in the **Currency** list.
- 5 Tap **OK** to close the **Select Currencies** dialog box.
- 6 Tap **OK again**.

To change your default currency, proceed as follows:


- 1 In the **Expense** screen, tap the **Menu** icon.
The menu is displayed.
- 2 Tap **Options** and then **Preferences**.
The **Preferences** dialog box appears.
- 3 Tap the down arrow next to **Default Currency** and then tap the currency symbol you want to appear in Expense.
- 4 Tap **OK**.

To create a new currency symbol, proceed as follows:

- 1 In the **Expense** screen, tap the **Menu** icon.
The menu is displayed.
 - 2 Tap **Options** and then **Custom Currencies**.
The **Custom Currencies** dialog box appears.
 - 3 Select one of the four country boxes.
The **Currency Properties** dialog box appears.
 - 4 Enter the name of the country and a currency symbol, and then tap **OK**.
-  To use a newly defined currency symbol as a standard currency symbol, you need to first select the target currency symbol in the **Preferences** option.
To use a currency symbol only for a specific Expense item, select the currency symbol in the **Receipt Details** dialog box of that Expense item.

Creating/printing an Expense report

By performing a HotSync® operation to transfer your latest Expense data to your computer, the Palm™ Desktop for CLIÉ software makes it easy to view your Expense data in a Microsoft Excel spreadsheet. You can also print the Expense report from a printer connected to your computer.

- 1 Perform a HotSync® operation to transfer the Expense data from your CLIÉ handheld to your computer.
 - 2 Click **Expense** in the Palm™ Desktop for CLIÉ software. Microsoft Excel opens, and the Expense Report dialog box appears.
 - 3 Click the expense category that you want. If you want to define an end date for the expense report, enter the date in the **End Date** box.
-  If you launch Expense from the **Start** menu instead of the Palm™ Desktop for CLIÉ software, you must first choose your handheld user name.
- ★ You can press <Ctrl>+ click to select multiple categories. To print the expenses associated with all of your Expense categories, select **All** in the Categories group.
 - ★ If you do not specify an end date, all the expense entries for the selected categories (up to the date of the last HotSync® operation) appear.

Using Expense report templates

Palm™ Desktop for CLIÉ software includes several expense report templates.

When you use one of these templates, you can edit your expense data in Microsoft Excel.

To view your expense data using a Microsoft Excel template, click **Options** after creating an expense report. Click the **Templates** menu, and then select an Expense template. Then, click **OK**.

- ★ The templates have the extension .xlt and are stored in the **Template** folder in **the C:\Program Files\Sony Handheld** directory on your computer. To see what a template looks like before you use it, open the template in Microsoft Excel.

Expense menus

This section explains the menu commands specific to Expense. The **Record** and **Options** menus differ depending on the screen displayed.

Record menus

Delete Item: Deletes the current Expense item.

Purge: Allows you to delete any category that is no longer used from the Expense category set. Run this command to save memory on your CLIÉ handheld.

Option menus

Preferences:

Use automatic fill: Lets you 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**.

Default Currency: Specifies the currency to be displayed as the default currency.

Custom Currencies: You can create and add a new currency if you cannot find the currency you want to use in Expense.

About Expense: Shows the version information for Expense.

Calculator

The Calculator lets you perform general mathematical functions, such as addition, subtraction, multiplication, and division.

To start the Calculator, proceed as follows:

- 1 Either:
 - ❑ Tap the Calculator button, or
 - ❑ Rotate the Jog Dial™ to select **Calc** and then press the Jog Dial™, or
 - ❑ Tap the **Calc** icon on the **Application Launcher** screen.
The **Calculator** screen appears.
- 2 Perform calculations by tapping the numbers and symbol icons on the screen with the stylus.

Calculator buttons

Calculator's buttons follow the standard commands of regular calculators.

- ❑ **CE**: Clears the last number you entered. Use this button if you make a mistake while entering a number in the middle of a calculation. This button enables you to re-enter the number without starting the calculation over.
- ❑ **C**: Clears the entire calculation and enables you to start a new calculation.
- ❑ **+/-**: 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.
- ❑ **M+**: Places the current number in the Calculator memory. Each new number you enter with the **M+** button is added to the total 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.
- ❑ **MR**: Recalls the stored value from memory and inserts it into the current calculation.
- ❑ **MC**: Clears any value stored in the Calculator memory.
- ❑ **√**: Calculates the square root of the entered number. Tap the button after entering the number.

Calculator menus

Copy, Paste: Copies a number from Calculator and pastes it into another application. Similarly, you can also paste numeric values you copied from another application such as Expense into Calculator.

Recent Calculations: Displays the last series of calculations.

About Calculator: Shows the version information for Calculator.

Using the security features

Your CLIÉ handheld includes a Security application that allows you to protect your data from unauthorized users.

Security allows you to do the following:

- Lock and turn off your CLIÉ handheld so that it does not operate until you enter the correct password.
- Mask all records that you mark as private so the information appears greyed out.
- Hide all records that you mark as private so they do not appear on any screen.
- Hide private records with or without a password. Without a password, private records are hidden or masked until you set the Security application to show them. With a password set, you must enter the password to view the private records.

Assigning a password

You can assign a password to protect your private records and to lock your CLIE handheld.

To enter a password, proceed as follows:

- 1 Rotate the Jog Dial™ to select **Security** and then press the Jog Dial™. Alternatively, tap the **Security** icon in the **Application Launcher** screen. The **Security** screen appears.
- 2 Tap **Unassigned**. The **Password** dialog box appears.
- 3 Enter a password and then tap **OK**. The dialog box for verifying the password appears.
- 4 Enter the same password again to verify it and then tap **OK**. Your password is now assigned.

Changing or deleting a password

You can change or delete the password you assigned. You have to enter the current password before you can change or delete it.

To change or delete your password, proceed as follows:

- 1 Rotate the Jog Dial™ to select **Security** and press the Jog Dial™. Alternatively, tap the **Security** icon in the **Application Launcher** screen. The **Security** screen appears.
- 2 Tap **Assigned**. The **Password** dialog box appears.
- 3 Enter the current password and then tap **OK**. The dialog box used to enter a new password appears.
- 4 To change the password, enter a new password and then tap **OK**. To delete the password, tap **Delete**.

If you forget your password

If you forget your password, you have no option but to delete it. Note, however, that deleting a forgotten password also deletes all entries and records marked as **Private**. Avoid this by synchronizing with your computer before deleting a forgotten password. This restores your private records at the next HotSync® operation.

- 1 Tap **Lost Password** in step 3 above.
The **Delete Password** dialog box appears.
- 2 Tap **Yes**.
Your password and private records are deleted.

Private records

In all basic applications except Expense, you can make individual records private. Private records remain visible and accessible until you select the Security setting to hide all private records.

You can mask or hide your private records. To view the masked or hidden records again, you need to enter the password.

To mask or hide private records, proceed as follows:

- 1 Rotate the Jog Dial™ to select **Security**.
Alternatively, tap the **Security** icon in the **Application Launcher** screen.
The **Security** screen appears.
- 2 Tap the down arrow next to **Current Privacy** to choose one of the following:
Mask Records: Masked records appear as grey placeholders with a lock symbol.
Hide Records: Hidden records disappear completely from the screen.
- 3 Tap **OK**.

To display private records, proceed as follows:


- 1 In step 2 above, select **Show Records**.
If you have a password, the **Show Records** screen appears.
- 2 Enter the password and then tap **OK**.

Locking your CLIÉ handheld

You can lock your CLIÉ handheld with a password to protect information.

To lock your CLIÉ handheld, proceed as follows:

- 1 Back up the data on your CLIÉ handheld using a HotSync® transfer (see **Using HotSync® operations (page 74)**).
- 2 Assign a password (see the previous section **Assigning a password (page 65)**)
- 3 Tap the **Home** icon.
- 4 Select **System** from the drop-down list in the top right-hand corner.
The **System** screen appears.
- 5 Tap the **Security** icon.
The **Security** dialog box appears.
- 6 Tap **Lock & Turn Off**.
The **System Lockout** dialog box appears.
- 7 Tap **Off & Lock**.
Your device is turned off and locked.

 To access your CLIÉ handheld again, you must enter your password.

Setting your CLIÉ handheld to lock automatically

You can set your CLIÉ handheld to lock whenever you turn it off.

To lock your handheld automatically, proceed as follows:


- 1 Back up your data and assign a password as described in **Assigning a password (page 65)**.
- 2 Tap **Never**.
The **Password** screen appears.
- 3 Enter your password, and then tap **OK**.
The **Lock Handheld** screen appears.
- 4 Tap your choice from the list, as follows:
 - Never**: Your CLIÉ handheld will not lock automatically. To lock it manually, you must tap **Lock & Turn Off** in the **Security** screen.
 - On power off**: Your CLIÉ handheld will lock when it is turned off.
 - At a preset time**: The **Set Time** dialog box appears. Set a time so your CLIÉ handheld will lock at that preset time.
 - After a preset delay**: Set your CLIÉ handheld to lock if inactive for a preset time. Enter the time, and tap the down arrow next to it to select minute(s) or hour(s).
- 5 Tap **OK**.


Entering owner information

You can enter a name, company name, or phone number of the CLIÉ handheld owner. If you have used the Security application to turn off and lock your CLIÉ handheld with a password, the information that you enter in **Preferences** appears the next time you turn on your CLIÉ handheld.

To enter owner information, proceed as follows:

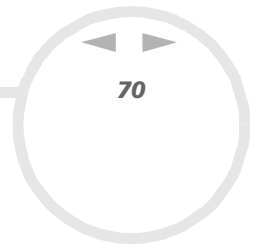
- 1 Tap the **Home** icon.
The Application Launcher starts up.
- 2 From the drop-down list in the top right-hand corner, select **System**.
The **System** screen appears.
- 3 Tap the **Prefs** icon.
The **Preferences** screen appears.
- 4 From the drop-down list in the top right-hand corner, select **Owner**.
- 5 Enter the owner information.

If you enter more text than can fit on one screen, a scroll bar appears at the right side of the screen .

 If you use the security application to assign a password, to enter/edit the owner information, you have to unlock the **Owner Preferences** screen to change the information.

To unlock the **Owner Preferences** screen, proceed as follows:

- 1 Tap the **Home** icon.
The Application Launcher starts up.
- 2 Select **System** from the drop-down list in the top right-hand corner.
The **System** screen appears.
- 3 Tap the **Prefs** icon.
The **Preferences** screen appears.
- 4 From the drop-down list, select **Owner**.




- 5 Tap **Unlock**.
The **Unlock Message** dialog box appears.
- 6 Enter your current password (the one you entered in the Security application).
- 7 Tap **OK**.

Using the Palm™ Desktop for CLIÉ software

The Palm™ Desktop for CLIÉ software is delivered on the CD-ROM which accompanies your CLIÉ handheld. For instructions on how to install it onto your computer, please see the printed **Read This First** Guide.

The Palm™ Desktop for CLIÉ software duplicates Date Book, Address Book, To Do List, Expense, and Memo Pad applications on your CLIÉ handheld, so you can view, enter, and modify data stored on your CLIÉ handheld. You can also import data from Windows® applications onto your CLIÉ handheld and transfer the add-on applications (as described in the **Software Guide**).

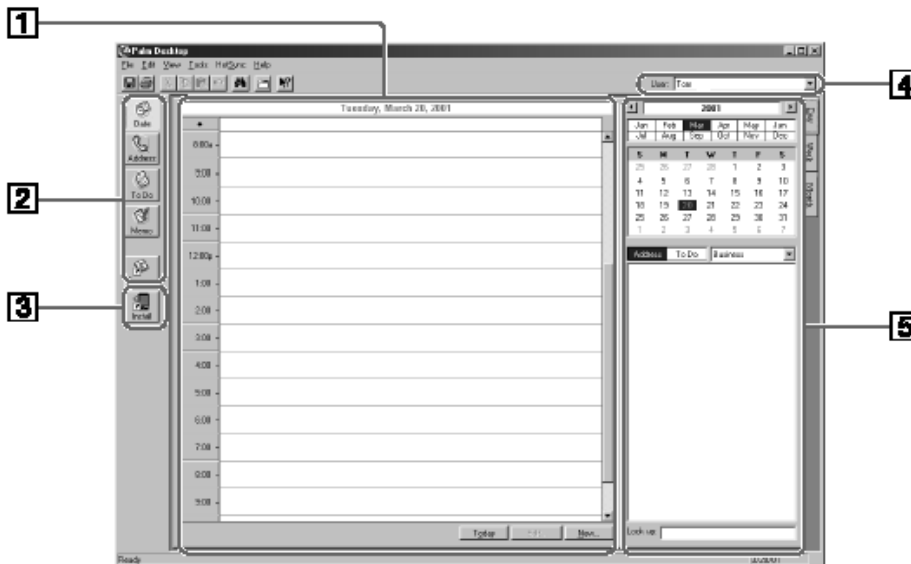
To start the Palm™ Desktop for CLIÉ software, double-click the **Palm Desktop for CLIÉ software** icon on the **Windows®** desktop or click **Start**, select **Programs, Sony Handheld**, and then click **Palm Desktop for Sony**. The Palm™ Desktop for CLIÉ software starts.

To quit the Palm™ Desktop for CLIÉ software, click the close  button in the top right of the screen or click **File**, and then **Exit**.

Main features of the Palm™ Desktop for CLIÉ software

The basic operations for each application are the same as those of the corresponding CLIÉ application. For details, see the Palm™ Desktop online help (click **Help** and then **Palm Desktop Help**.)

Here is an overview of the Palm™ Desktop for CLIÉ features:



| | | |
|---|-------------------------------|--|
| 1 | <i>List pane</i> | Displays the records in the current Desktop application. |
| 2 | <i>Application Launch bar</i> | Provides one-click access to each Desktop application. Click an icon to open its associated application. |

| | | |
|---|--------------------------|---|
| 3 | <i>Install Tool icon</i> | Displays the Install Tool dialog box to select the application you want to install on your CLIÉ handheld the next time you perform a HotSync® operation. |
| 4 | <i>User name display</i> | Displays the user name of the owner of the information being displayed. |
| 5 | <i>Record pane</i> | Displays full details of the record that is selected in the List pane. The information displayed here is the same as the one displayed on your CLIÉ handheld's Details screen. |

Using HotSync[®] operations

What is a HotSync[®] operation?


HotSync[®] is a technology which automatically synchronizes CLIÉ handheld application data with the Palm™ Desktop for CLIÉ software data on the computer.

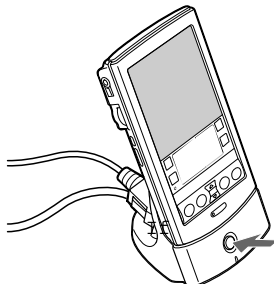
 You can reduce the time required for completing a HotSync[®] by limiting the transfer to only the necessary data.

Performing a local HotSync[®]

This section describes how to perform a HotSync[®] operation using the cradle (local HotSync[®]), assuming that you have done all the necessary preparations and installations for your CLIÉ handheld and your computer. For the required preparations and software installation, and for information on performing a HotSync[®] for the first HotSync[®] operation, please see the **Read This First** manual.




To perform a local HotSync[®] operation, proceed as follows:

- 1 Place your CLIÉ handheld in the cradle.
- 2 Press the HotSync[®]  button on the front panel of the cradle. The HotSync[®] operation starts.




When the HotSync[®] operation is complete, a message is displayed on your CLIÉ handheld. Do not remove your CLIÉ handheld from the cradle until the HotSync[®] operation is complete. Otherwise the Palm Desktop for CLIÉ software may not quit normally and you may have to perform a soft reset.

If the HotSync[®] operation does not start

Make sure that the **HotSync[®]**  icon is displayed in the Windows[®] task tray on your computer screen and **Local** is not selected from the shortcut menu. If the **HotSync[®]**  icon is not shown in the task tray, click **Start**, point to **Programs, Sony Handheld**, and then click **HotSync[®] Manager**. Click the HotSync[®]  button on the cradle to start the HotSync[®] operation.

If a message is displayed stating that the selected COM port is not available, uninstall the Palm™ Desktop for CLIÉ software and then re-install it.

Proceed as follows:

- 1 Click the **HotSync[®]**  icon in the Windows[®] task tray (bottom-right corner of the taskbar). A shortcut menu is displayed.
- 2 Make sure that **Local** is not selected. If it is selected, click **Local** to clear it.



Do not remove your CLIÉ handheld from the cradle during a HotSync[®] operation.

Do not push the HotSync[®] button during a HotSync[®] operation. It might cause errors and force termination of the operation.

Do not enter power saving mode during a HotSync[®] operation. If your computer enters power saving mode during a HotSync[®] operation, the HotSync[®] Manager will be forced to terminate.

To control multiple CLIÉ handhelds from a computer, you have to create a user profile for each CLIÉ handheld (see **Creating a user profile to control multiple CLIÉ handhelds** (page 78)).

To change the user name, proceed as follows:


- 1 In the **Palm Desktop for CLIÉ** window, click **Users** from the **Tools** menu. The **Users** dialog box is displayed.
- 2 Click the user name you want to change in the list box and then click **Rename**. The **Rename User** dialog box is displayed.

- 3 Enter a new user name and then click **OK**.
Your CLIÉ handheld user name is changed at the next HotSync® operation.

Advanced HotSync® options

Setting the HotSync® setup options

You can change the settings for a local HotSync® or on how to start the HotSync® Manager, for example. To change the HotSync® setup options, proceed as follows:

- 1 Click the **HotSync®**  icon in the Windows® task tray (bottom-right of the taskbar) and then select **Setup** from the shortcut menu.
The **Setup** dialog box appears.
- 2 Click the **General** tab to select one of the following options:
If you are not sure which option to use, keep the default setting (**Always available**).
 - Always available:** Adds the HotSync® Manager to the Startup folder and tells the HotSync® Manager to monitor the USB port as soon as Windows® is started. This allows you to perform a HotSync® operation even when the Palm™ Desktop for CLIÉ software is not running.
 - Available only when the Palm Desktop is running:** Starts the HotSync® Manager when you launch the Palm™ Desktop for CLIÉ software.
 - Manual:** Starts the HotSync® Manager only when you select it from the Windows® **Start** menu.
- 3 If you are connected to a network, click the **Network** tab to display the network settings and then adjust the options as needed.
See **Conducting a HotSync® operation via a network (page 82)** section for more information.
- 4 Click **OK**.


Customizing HotSync® application settings (Conduit)


What is a **Conduit**?

For each application, you can define a set of options that determines how records are handled during synchronization. Each set of these options is called a **conduit**. By default, a HotSync® operation synchronizes all files between your CLIÉ handheld and the Palm™ Desktop for CLIÉ software.

In general, you should leave the settings as they are to synchronize all files. The only reason you might want to change these settings is to overwrite data on either your CLIÉ handheld or the Palm™ Desktop for CLIÉ software, or to avoid synchronizing a particular type of file because you do not use it. In addition to the conduits for Date Book, Address Book, To Do List, Memo Pad, and Expense, the Palm™ Desktop for CLIÉ software offers System and Install conduits. The System conduit backs up the system information stored on your CLIÉ handheld. The Install conduit installs add-on applications on your CLIÉ handheld.

To customize HotSync® application settings, proceed as follows:

- 1 Click the **HotSync**®  icon in the Windows® task tray (bottom-right of the taskbar) and then select **Custom** from the **HotSync**® **Manager** menu.
Alternatively, select **Custom** from the **HotSync**® menu of the Palm™ Desktop for CLIÉ software. The **Custom** dialog box appears.
- 2 Select the user name you are using on your CLIÉ handheld from the drop-down list.
- 3 Select an application from the Conduit list.
- 4 Click **Change**.
The **Change HotSync Action** dialog box appears.
- 5 Click the direction in which you want to write data, or click **Do nothing**.
- 6 Click **OK**.
- 7 Repeat steps 2 to 6 to change conduit settings for other applications (or users).
- 8 Click **Done**.

 Any change in 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.

To restore the default settings, click **Default** in the **Custom** dialog box.

Creating a user profile to control multiple CLIÉ handhelds

If your company distributes multiple CLIÉ handhelds to its employees, for example, you can create a user profile (such as a company phone list) to load the data into several CLIÉ handhelds without associating that data with a user name.

- ❑ This feature is designed only for the first HotSync® operation (before you assign a User ID to a particular CLIÉ handheld).
- ❑ For the procedure used to send a profile after setting user names, see **Synchronizing with external data (File Link) (page 86)**.


Creating a profile

To create a profile, proceed as follows:

- 1 Start the Palm™ Desktop for CLIÉ software.
- 2 Select **Users** from the **Tools** menu.
The **Users** dialog box appears. If no user profile is created, the **New Profile** dialog box is displayed; skip to step 4.
- 3 Click **Profiles**.
The **Profiles** dialog box appears.
- 4 Click **New**.
The **New User** dialog box appears.
- 5 Enter a user name and then click **OK**.
- 6 Repeat steps 4 and 5 for each profile you want to create.
- 7 Click **OK**.
- 8 Select profiles from the User list, and create data for the profile (for example, company phone list).

Transferring a created profile

To transfer a created profile, proceed as follows:

- 1 Place a CLIÉ handheld without a user name in the cradle.
- 2 Press the HotSync®  button on the cradle.
The **Users** dialog box appears.
- 3 Click **Profiles**.
The **Profiles** dialog box appears.
- 4 Select the profile you want to transfer to your CLIÉ handheld, and then click **OK**.
- 5 Click **Yes**.
The selected profile is transferred to your CLIÉ handheld. The next time you perform a HotSync® operation, the Palm™ Desktop for CLIÉ software shows a dialog box where you can specify a user name for your CLIÉ handheld.

Conducting an infrared HotSync® operation

You can use the IR (infrared) port of your CLIÉ handheld to perform an IR HotSync® operation with a computer equipped with an IrDA (Infrared Data Association) IR port. An IR HotSync® operation allows you to perform a HotSync® operation without using the cradle.

Before you start performing an IR HotSync® operation

Check the following:




- Your computer's operating system is not Windows® 2000 (you cannot perform an IR HotSync® operation with a computer running the Windows® 2000 operating system.)
- Your computer is equipped with an infrared port supporting the IrDA standards.
- The infrared port of your computer is enabled for Windows® use. To enable the IR port with Windows®, see the manual of the computer you are using or the Windows® online help.

- ❑ Which port number is allocated to the infrared port. Check the infrared port number in the Infrared Monitor in the **Control Panel**. For information on the Infrared Monitor, see the manual of the computer you are using or the Windows® online help.

Preparing your computer

To perform an IR HotSync® operation, you have to allocate a virtual port to an IR HotSync® operation.



To allocate a virtual port to an IR HotSync® operation, proceed as follows:

- 1 Click the **HotSync®**  icon in the Windows® system tray (bottom-right of the taskbar) and then select **Local** from the **shortcut** menu.
 - 2 Click the **HotSync®**  icon in the Windows® system tray again and then select **Setup** from the **Shortcut** menu.
The **Setup** dialog box is displayed.
 - 3 Click the **Local** tab to change the setting for an IR HotSync® operation as needed.
 - ❑ **Serial Port** specifies a virtual port for an infrared port. If you are not sure of the connection port, see the Infrared Monitor in the Windows® **Control Panel**.
 - ❑ **Speed** determines the speed at which data is transferred. Try the **As Fast As Possible** rate first, and then adjust downward if you experience problems.
 - 4 Tap **OK**.
Your computer is ready to perform an IR HotSync® operation.
-  When performing a local HotSync® operation with the cradle after you make the HotSync® Setup settings for an IR HotSync® operation, you should restore the local HotSync® settings. For details, see **Restoring the local HotSync® settings** (page 81).

Performing an IR HotSync® operation



When you have prepared your computer and your CLIÉ handheld, as well as selected your **Conduit Setup** options, you are ready to perform an IR HotSync® operation.

To perform a HotSync® operation, proceed as follows:

- 1 Rotate the Jog Dial™ to select HotSync® and then press the Jog Dial™. Or tap the **HotSync®**  icon on the **Application Launcher** screen.
The **HotSync** dialog box appears.
- 2 Tap **Local**.
- 3 Tap the arrow ▼ beneath the **HotSync®** icon and then select **IR to a PC/Handheld** from the drop-down list.
- 4 Point the IR port of your CLIE handheld directly at the IR port of the receiving computer.
For best results, your computer and your CLIE handheld should be 4 to 8 inches (approximately 10 to 20 centimeters) apart, and the path between your CLIE handheld and the computer must be clear of obstacles.
- 5 Tap the  icon.
The HotSync® operation starts. Wait for the message showing that the HotSync® operation is complete.

Restoring the local HotSync® settings

To restore the local HotSync® settings, proceed as follows:

- 1 Connect the cradle to your computer.
- 2 Click the **HotSync®**  icon in the Windows® system tray and deselect the check mark of **Local** from the shortcut menu.
- 3 Click the **HotSync®**  icon in the Windows® system tray again and then select **Setup** from the **Shortcut** menu.
The **Setup** dialog box is displayed.
- 4 Click the **Local** tab to display the setting for a local HotSync® operation as needed.
- 5 Click **OK**.
Your computer is now ready to perform a local HotSync® operation.

Conducting a HotSync® operation via a network

When you use the Network HotSync® application, you can take advantage of the LAN and WAN connectivity available in many office environments. The Network HotSync® application enables you to perform a HotSync® operation by dialing in to a network or by using a cradle that is connected to any computer on your LAN or WAN (provided that the computer connected to the cradle also has the Network HotSync® application installed, your computer is on, and the HotSync® Manager is running).



Connecting to your company's dial-in server

The Network HotSync® application requires the following:

- ❑ 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 to connect to your company's dial-in server (network modem) is included in the Palm™ Desktop for CLIÉ software and your CLIÉ handheld. You need to activate certain features, however, on both the Palm™ Desktop for CLIÉ software and your CLIÉ handheld.

Preparing your computer

To prepare your computer, proceed as follows:



- 1 Click the **HotSync®**  icon in the Windows® system tray and then select **Network** from the **Shortcut** menu.
- 2 Click the **HotSync®**  icon in the Windows® system tray again and then select **Setup** from the **Shortcut** menu.
The **Setup** dialog box is displayed.
- 3 Click the **Network** tab and make sure your user name has a check mark selected next to it. If the check mark is not there, select the check box next to your user name.
- 4 Click **OK**.


- 5 Place your CLIÉ handheld in the cradle and perform a HotSync® operation. The HotSync® operation records network information about your computer on your CLIÉ handheld. With this information, your CLIÉ handheld can locate your computer when you perform a HotSync® operation via the network.

To check if your computer's network information (Primary PC name and Primary PC address) is entered on your CLIÉ handheld, proceed as follows:

- 1 Rotate the Jog Dial™ to select **HotSync** and then press the Jog Dial™. Or tap the **HotSync**® icon on the **Application Launcher** screen.
The **HotSync** screen appears.
- 2 Tap the **Menu** icon.
- 3 Tap **Primary PC Setup** from the **Options** menu.
The **Primary PC Setup** screen is displayed.
- 4 On your computer, click the **HotSync**® icon in the Windows® task tray and then select **Setup** from the shortcut menu.
- 5 Click the **Network** tab, then click **TCP/IP Settings** to open the **TCP/IP Settings** screen.
- 6 Confirm that the Primary PC name and Primary PC address on both screens displayed in step 3 and 5 match. If they do not, change the Primary PC name and Primary PC address entered in your CLIÉ handheld, then tap **OK**.
- 7 On your computer, tap **OK** to close the **TCP/IP Settings** screen and the **Setup** screen.

To prepare your CLIÉ handheld, proceed as follows:

- 1 Rotate the Jog Dial™ to select **HotSync** and then press the Jog Dial™. Or tap the **HotSync**®  icon on the **Application Launcher** screen.
The **HotSync** screen appears.
- 2 Tap the Menu  icon.
- 3 Tap **Options**, and then tap **Modem Sync Prefs**.
The **Modem Sync Preferences** screen is displayed.

- 4 Tap **Network**.
- 5 Tap **OK**.
The **HotSync** screen appears again.
- 6 Tap **Modem** and then select **Service**.
The **Preferences** screen is displayed.
- 7 Tap the arrow ▼ next to **Service** and then select a service from the drop-down list.
- 8 Tap **Done**.
- 9 Tap the Menu  icon.
- 10 Tap **Options**, and then tap **Conduit Setup**.

When connecting to a network computer with a cable

To connect to the network computer via a cable, proceed as follows:

- 1 Rotate the Jog Dial™ to select **HotSync** and then press the Jog Dial™.
Or tap the **HotSync**® icon on the **Application Launcher** screen.
The **HotSync** screen appears.
- 2 Tap the **Menu** icon.
- 3 Tap **LAN Sync Prefs** from the **Options** menu.
The **LANSync Preferences** screen is displayed.
- 4 Tap **LANSync**.
- 5 Tap **OK**.
The **HotSync** screen appears again.
- 6 Tap the **Menu** icon.
- 7 Tap **Conduit Setup** from the **Options** menu.
- 8 Perform a local HotSync® operation.
Follow the instructions in **Performing a local HotSync® (page 74)**.

Importing data from a Windows® application

If you have data stored in Windows® computer applications such as spreadsheets and databases, you can transfer that data to your CLIÉ handheld.

Importable file formats

Save data in one of the file formats listed below, import it into the Palm™ Desktop for CLIÉ software, and then perform a HotSync® operation to transfer the data to your CLIÉ handheld.

The Palm™ Desktop for CLIÉ 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
- vCard File (*.vcf): Address Book only
- CSV (Lotus Organiser 2.x/97 Mapping): Address Book only
- Text (*.txt): Memo Pad only
- Date Book archive (*.dba)
- vCal File (*.vcs): Date Book only
- Address Book archive (*.aba)
- To Do archive (*.tda)
- Memo Pad archive (*.mpa)

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

To import data, proceed as follows:

- 1 Start the Palm™ Desktop for CLIÉ 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, select **All in** the **Category** box. Make 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 will be imported into the **Unfiled** category.
- 4 Click **Import** from the **File** menu.
The **Import** dialog box is displayed.
- 5 Select the file you want to import.
- 6 Click **Open**.
- 7 To import data into the correct Palm™ Desktop for CLIÉ fields, drag the fields in the left-hand column so that they are opposite to the corresponding imported fields on the right.
- 8 Deselect the check box for the field that you do not want to import.
- 9 Click **OK**.
The imported data is highlighted in the application.
- 10 To add the imported data to your CLIÉ handheld, perform a HotSync® operation.
See the Palm™ Desktop for CLIÉ online Help for more information on importing and exporting data.

Synchronizing with external data (File Link)

The File Link feature allows you to import Address Book and Memo Pad information on your CLIÉ 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 for CLIÉ software and your CLIÉ handheld. You can set 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 file formats:

- Comma-delimited (*.csv)
- Palm™ Desktop for CLIÉ software's Memo Pad archive (*.mpa)
- Palm™ Desktop for CLIÉ software's Address Book archive (*.aba)
- Text (*.txt)

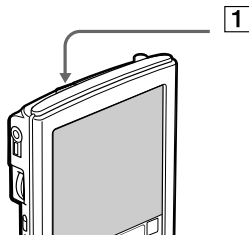
For information on how to set up File Link, see the Palm™ Desktop for CLIÉ online help.

Communicating using your CLIÉ handheld

This part describes how to communicate with another Palm™ OS® PDA via the infrared communications port or the Memory Stick™. For information on how to use the MS Gate application software for managing the data in the Memory Stick™, please see the online **Software Guide**.


Beaming between your CLIÉ handheld and another Palm™ OS® handheld

Your CLIÉ handheld is equipped with an IR (infrared) port that you can use to beam information to another Palm™ OS® PDA device that is close by and also has an IR port. The IR port (1) is located at the top of your CLIÉ handheld, behind the small dark shield.



You can beam the following information between your CLIÉ handheld and another Palm™ OS® PDA:


- The record currently displayed in Address Book, Date Book, To Do List, or Memo Pad.
- All records of the category currently displayed in Address Book, Date Book, To Do List, or Memo Pad.
- A special Address Book record that you designate as your business card.
- An application installed in RAM memory.

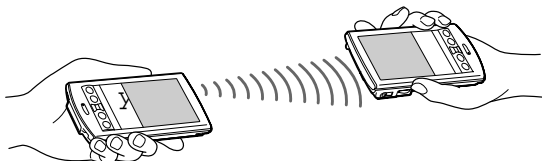
 Some applications are protected and cannot be beamed, as indicated by a lock icon to the side of applications.

Beaming information

You can beam a record, business card, or category of records between your CLIÉ handheld and another Palm™ OS PDA.

To beam data from your CLIÉ handheld to another Palm™ OS PDA, proceed as follows:





- 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**
 - Beam Category**.
- 4 When the **Beam** dialog box appears, point the IR port directly at the IR port of the receiving handheld.



- 5 Wait for the **Beam** dialog box to indicate that the transfer is complete before you continue working on your CLIÉ handheld.
- ★ For best results, your CLIÉ handheld and another Palm™ OS PDA should be 4 to 8 inches (approximately 10 to 20 centimeters) apart, and the path between the two handhelds must be clear of obstacles and shielded from fluorescent lighting. Beaming distance to other Palm™ OS PDA handhelds may be different.

Receiving beamed information

To receive beamed information, proceed as follows:

- 1 Turn on your CLIÉ handheld.
 - 2 Point the IR port directly at the IR port of the other Palm™ OS® PDA handheld transmitting the data. The **Beam** dialog box is displayed. Beaming data starts. You can select the category in which you save the data in a dialog box.
 - 3 Tap **Yes**.
The data is saved to the **unfiled** category.
- ★ Incoming data or application should be placed in the **Unfiled** category.
 - ★ You can press the **Address Book**  button for about two seconds to beam your business card.
 - ★ You can use Graffiti® to beam the current entry (✓ then , or ✓ and then tap ).
 -  If **Beam Receive** in the **Preferences** menu is set to **Off**, you cannot receive data using the beaming feature. Before beaming data, make sure you set **Beam Receive** to **On**.

Using the Memory Stick™

Introduction

Your CLIÉ handheld is designed to support the Memory Stick™. The Memory Stick™ is a compact, portable, and versatile device especially designed for exchanging and sharing digital data with compatible products. Because it is removable, it can be used for external data storage.

Use the flash memory technology to download anything that can be converted into digital data, such as pictures, music, words, sounds, movies and photographs.

Foreseen as the universal data storage device of the future, the Memory Stick™ can already be used with an ever-increasing range of compatible products, including:

- ❑ Audio systems
- ❑ Visual devices
- ❑ VAIO products
- ❑ CLIÉ handhelds
- ❑ Mobile phones.

There are currently two different types of Memory Stick™:

- ❑ The generic Memory Stick™, coloured blue.
- ❑ The MagicGate Memory Stick™, coloured white.

or from your local Sony dealer.

You can purchase Memory Sticks™ from the Sony Style website (<http://www.sonystyle-europe.com>) or from your local Sony dealer.

Why Memory Stick™?

Sony's vision is to expand the world of communication, promoting the portability of digital data. The Memory Stick™ is the resulting medium, through which digital devices can be instantly connected. With it, you can download data from any compatible device, and then transfer it to another in a single and instant transfer.

The main advantages of the Memory Stick™ are its:

- ❑ **Compactness:** with dimensions of just 21.5 mm (W) x 2.8 mm (H) x 50 mm (D), compatible products can also be small, lightweight and attractive in their design.
- ❑ **Capacity:** Its data capacity far exceeds that of a floppy disk.
- ❑ **Security:** its lock option means you can protect your data from accidental erasure.
- ❑ **Versatility:** memory capacity ranges from 4MB up to 128MB (the equivalent capacity of 88 floppy disks).
- ❑ **Reliability:** by way of protecting the hardware and its contents, the number of terminals is reduced to only 10 pins. This, and the overall robust structure of the stick, gives it a longer lifespan than other storage devices.
- ❑ **Durability:** the same Memory Stick™ can be used tens of thousands of times.
- ❑ **Forward compatibility:** the Memory Stick's™ current format is designed to be compatible with future products and higher capacity Memory Sticks™.

The future of Memory Stick™

Memory Stick's™ potential is virtually unlimited, with the number of compatible products increasing rapidly in both personal and professional spheres.

The introduction of the 256 MB and 512 MB Memory Stick™ is anticipated in 2002, and a 1 gigabyte capacity Memory Stick™ is expected in 2003. Additionally, the native **transfer speed** of the Memory Stick™ will be increased to accommodate the increasing **capacity**. By the end of 2002, Memory Stick's™ transfer speed will be increased by eight times to a maximum of 20 MB/sec.

Generic Memory Stick™

The original Memory Stick™, blue in colour, can be used to record image data taken with digital still cameras, etc. or data from the PC. With it, you can record, play back and transfer various kinds of data at any given time.



Because it is easy to remove and transport safely, you can use Memory Stick™ anywhere by inserting it into any compatible device to transfer and share the information you have saved.

For you, this means you can expand the capabilities of your CLIÉ handheld in the following scenarios:

- ❑ With your still digital camera, share your holiday pictures instantly by e-mail.
- ❑ Carry pictures on you by copying image files from the Internet to your VAIO to your CLIÉ handheld.
- ❑ With your voice recorder, add your voice to e-mails so your tone is never misunderstood.

The blue Memory Stick™ is currently available with a 4MB, 8MB, 16MB, 32MB, 64MB or a 128MB memory (the equivalent capacity of 88 floppy disks).

MagicGate Memory Stick™

The MagicGate Memory Stick™, white in colour, records PC and image data just like its blue counterpart; the difference is it uses the MagicGate copyright protection technology.





With this type of Memory Stick™, also called the MG Memory Stick™, you can enjoy the following features:

- 32MB, 64MB and 128MB capacity versions.
- Storage of up to 120 minutes of audio data.
- Download and save:
 - digital music
 - pictures
 - movies, and more.
- Combine data files to add music to your home movies, for example.
- Transfer and share data between several digital products.
- MagicGate Copyright Protection Technology.
- SDMI (Secure Digital Music Initiative) Compliance.
- OpenMG Jukebox software.

So that you further distinguish a MagicGate Memory Stick™ from a generic one, look for:

- the  logo printed on it

- ❑ a protruding dot located on the back.

 MagicGate is a copyright protection technology that complies with the standards set by SDMI (Secure Digital Music Initiative, an organization working to draw up industry standard specifications in order to protect copyrights of digital music). The logo  indicates the copyright protection system devised by Sony. It is not meant to guarantee compatibility with other media.

MagicGate

MagicGate refers to the copyright protection technology used by the MagicGate Memory Stick™ and other MagicGate Memory Stick™ compatible devices.

The Memory Stick™ Walkman and MagicGate Memory Stick™ work together to check the data and ensure it complies with copyright protection.

If no problems are detected, the data is exchanged in encrypted form; if authentication is not passed, data cannot be exchanged or played back.

OpenMG

This is a copyright protection technology that is used to manage the digital music content downloaded to the PC from CDs, the Internet and/or other sources.

Software installed on the PC records music content in encrypted form onto the hard disk. As well as allowing you to enjoy music on the PC, this technology protects against unauthorized distribution on the Internet.

Since it is compatible with MagicGate, you can use OpenMG to transfer music that you have downloaded onto your PC to your MG Memory Stick™, and playback on other Magic Gate-equipped devices and media.

Copyright protection

People who create literary works such as music are entitled to a "copyright", meaning that they have exclusive rights to dictate how their work is used. When they are created, literary works are automatically protected by a copyright without having to submit notification or registration, and may not be used without the permission of the person who created the work.

In the music world, however, illegal acts of distributing music without the permission of the artist, particularly on the Internet, have recently been on the increase. That is why the Recording Industry Association of America (RIAA) took the initiative to organize a forum called Secure Music Digital Initiative (SDMI) to study technology for protecting copyrights during the electronic distribution of music.

Sony offers the MagicGate Memory Stick™ and Memory Stick™ Walkman with a copyright protection function that complies with SDMI standards, thereby providing an environment where individuals can record and enjoy third-party music data without worrying about copyright infringement.



Literary works that are recorded by individuals are permitted for private usage only.

Compatible devices

There are nearly 80 Memory Stick™-enabled products on the market or announced for introduction worldwide, ranging from camcorders and portable music players to voice recorders and many other electronic devices.

You can currently use Memory Sticks™ with the following Sony products:

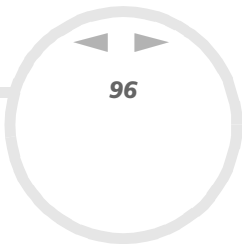
Visual:

- Cybershot digital camera
- Mavica digital camera
- PC, TRV and VX series digital video cameras
- LC data projector

Audio:

- MS Walkman
- MS Hi-fi system
- Network Walkmans
- Voice recorders

Other:

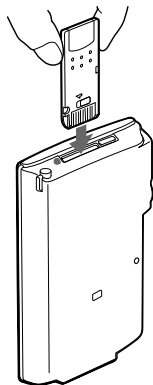



- VAIO notebooks
- VAIO desktops
- CLIE Handheld Entertainment Organiser
- Sony mobile phones

Inserting and removing a Memory Stick™

Inserting a Memory Stick™

Insert the Memory Stick™ into the Memory Stick™ slot with the arrow facing up and toward the slot.



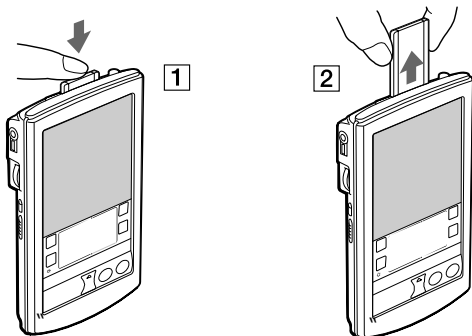
 Insert the Memory Stick™ in the right direction. If the Memory Stick™ is forced in the wrong way, it may be damaged.

Removing a Memory Stick™

Before removing a Memory Stick™, make sure that data is not being written to or read from the Memory Stick™.

To remove a Memory Stick™, proceed as follows:

- 1 Gently push the Memory Stick™ into the slot (1).
The Memory Stick™ pops out a little from the CLIE handheld.
- 2 Pull the Memory Stick™ out carefully (2).



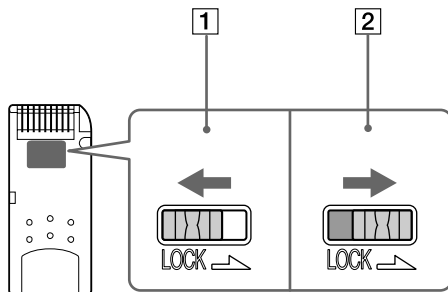
Enabling write-protection

You can write-protect your Memory Stick™, so that important data will not be deleted by mistake.

At the back of your Memory Stick™, you will find the write-protect tab. With this tab you can enable or disable write-protection.

To **disable** write-protection, proceed as follows:

- 1 Slide the tab to the left (1).
You can now read and write data.




To **enable** write-protection, proceed as follows:

- Slide the tab to the right (2).
You can now read but not write data. Use the write-protect mode when you do not want to write or delete data on the inserted Memory Stick™.

Starting an application on the Memory Stick™


To open an application on the Memory Stick™ from the **Application Launcher** screen, tap the arrow ▼ in the top right-hand corner of the **Application Launcher** screen and select **Card** (or a category with the **Card** icon). Then tap the icon of the application you want to open.


 If the application you are about to open was installed on the Memory Stick™ through a HotSync® operation, some applications may not start.

Formatting a Memory Stick™

Formatting defines the recording format for the Memory Stick™ so that you can access data with your CLIE handheld. Commercially available Memory Sticks™ are already formatted, so you can use them immediately. However, you may have to reformat your Memory Stick™ at some point.

To format a Memory Stick™, proceed as follows:

- 1 Insert the Memory Stick™.
- 2 Tap the **Home** icon .
The **Application Launcher** appears.
- 3 Rotate the Jog Dial™ to select **MS Gate**.
- 4 Press the Jog Dial™.
MS Gate starts up.
- 5 Tap the **Menu** icon.
- 6 Tap **Option, then Format**.
The confirmation message appears.
- 7 Tap **OK**.

 See the **Software Guide** for more on the MS Gate application.

When you format a Memory Stick™ on which data is already stored, all data will be deleted. Be careful that you do not delete important data by mistake.

Make sure you use your CLIE handheld to format a Memory Stick™ if you intend to use it with your CLIE handheld. If you use the computer to format a Memory Stick™ for use with a CLIE handheld, some data may not be accessed correctly.

If you failed to initialise the Memory Stick™ as a result of pulling it out during initialisation, the Memory Stick™ is not recognised by your computer. In this case, remove the Memory Stick™ and reinstall it.

Viewing Memory Stick™ information

Card Info gives you the outline (such as the remaining memory space) of the Memory Stick™ inserted into your CLIE handheld. You can also give a name to each Memory Stick™ you use, which comes in handy when you have more than one.

To view the information on the Memory Stick™, proceed as follows:

- Rotate the Jog Dial™ to select **Card Info** and press the Jog Dial™. Alternatively, tap the **Card Info** icon on the **Application Launcher** screen. The **Card Info** screen appears, showing you the information you need.

Exchanging data with the Memory Stick™

The Memory Stick™ allows you to exchange data between your CLIE handheld and your computer or a digital camera that supports Memory Stick™. To exchange data with the Memory Stick™, your CLIE uses the pre-delivered Memory Stick™ Gate (MS Gate) software.

For more details, go to the **Software Guide** and read the section **Exchanging data with the Memory Stick™**.

Backing up data with the Memory Stick™

With the Memory Stick™, you can save a back-up copy of the data on your CLIE handheld. To do this, you can use the applications MS Backup or MS Gate.

For more information, go to the **Software Guide** and read the section **Backing up data**.

Customizing your CLIÉ handheld

Changing preferences

You can customize your CLIÉ handheld's operation settings and default settings by changing the **Preferences**.

- ❑ **General:** Set the date and time, the auto shut-off interval, the **Stay on in cradle** feature, the **Beam Receive** feature, and the system, alarm, and game sounds.
- ❑ **Formats:** Set the country default and the formats for dates, times, calendar, and numbers.
- ❑ **Connection:** Configure serial, modem, and infrared communication settings.
- ❑ **Owner:** Assign your name, phone number, and other owner information to your CLIÉ handheld.
- ❑ **Buttons:** Assign different applications to the buttons on the front panel of your CLIÉ handheld and the HotSync[®] button on the cradle, and reassign the full-screen pen stroke command.
- ❑ **ShortCuts:** Define a list of Graffiti[®] abbreviations.
- ❑ **Jog:** Enable or disable the **JogAssist** feature and configure the options.
- ❑ **Network:** Configure your CLIÉ handheld for use on a network.
- ❑ **Date & Time:** Set the current date and time, the time zone of the area you are in, and turn on/off the daylight saving.
- ❑ **Digitizer:** Calibrate the screen on your CLIÉ handheld. The same digitizer calibration screen is displayed when you start your CLIÉ handheld for the first time. You can recalibrate your screen after a hard reset or if you find that **tapping** does not work as expected.
- ❑ **HiRes:** Set the **High Resolution Assist** feature.
- ❑ **Web Clipping:** Configure Internet connection and proxy server settings.

Date and Time preferences

Setting the time

To set the time, proceed as follows:

- 1 From the drop-down list in the corner of the **Preferences** screen, tap **Date & Time**.
- 2 Tap **Set Time**.
The **Set Time** screen appears.
- 3 Tap the ▲ or ▼ arrows to set the hour.
- 4 Tap the **Minute** box and tap ▲ or ▼ arrows to set the minute.
- 5 Tap **AM** or **PM** to specify the morning or afternoon.
You can also display time based on the 24-hour clock by using the **Formats** preferences.

Setting the date

To set the date, proceed as follows:

- 1 From the drop-down list in the **Preferences** screen, tap **Date & Time**.
- 2 Tap **Set Date**.
The **Set Date** screen appears.
- 3 Tap the left and right arrows next to the year at the top of the screen to select the year.
- 4 Select the current month in the same way.
- 5 Select the current date in the same way.

Setting the time zone and daylight saving time

To set the time zone, proceed as follows:

- 1 Tap **Date & Time** from the drop-down list on the **Preferences** screen. The **Date & Time Preferences** screen is displayed.
- 2 Tap the **Set Time Zone** field. The **Set Time Zone** screen appears.
- 3 Select the time zone that corresponds to where you are.
- 4 Tap **OK**.

To set the daylight saving time, proceed as follows:

- 1 Tap **Date & Time** from the drop-down list on the **Preferences** screen. The **Date & Time Preferences** screen is displayed.
- 2 Tap the down arrow next to **Daylight saving**.
- 3 Tap and select **On** or **Off**.

General preferences

Choosing font settings

In all basic applications except Expense, you can change the font style to make the text easier to read. You can choose a different font style for each application.

To change the font style, proceed as follows:

- 1 Open an application.
- 2 Tap the **Menu** icon.
- 3 Tap **Options**.
- 4 Tap **Font** and tap the font style you want to use.
- 5 Tap **OK**.

The font is changed according to your settings.

Choosing different formats

You can select the preferred formats of the time, date, week starting, and numbers. These formats appear in all applications.

To choose time, date and number formats, proceed as follows:

- 1 Tap the **Time** drop-down list in **Format Preferences**, and select a format.
- 2 Tap the **Date** drop-down list in the **Format Preferences**, and select a format.
- 3 Tap the **Week starts** drop-down list in **Format Preferences**, and select **Sunday or Monday**. This setting controls the Day, Week, Month, and Agenda views in Date Book and all other aspects of your CLIÉ handheld that displays a calendar.
- 4 Tap the **Numbers** drop-down list and select a format.

Choosing country settings

When you select a country, the time, date, the week starting day, and number formats are adjusted. For example, in Germany, time is often expressed using the 24-hour clock; in England, time is expressed using the 12-hour clock with an AM or PM suffix.

A country default appears in all applications on your CLIÉ handheld.

However, you can customize your own settings such as the format setting for the time of day.

To choose your country, proceed as follows:

- 1 In the **Preferences** screen, select **Formats** from the drop-down list in the top right-hand corner.
- 2 From the drop-down list of **Preset to**, choose a country name for the standard setting.

Setting the sound

You can select the sounds for system alerts, alarms, games, or choose to turn the sound off for operations.

To set sounds, proceed as follows:

- 1 From the drop-down list of the **Preferences** screen, tap **General**.
- 2 Tap the **System Sound** drop-down list and select the preferred sound level or choose to turn the sound off.
Turning off the **System Sound** also turns off the chime tones used during HotSync® operations.
- 3 Tap the **Alarm Sound** drop-down list and select the preferred sound level or turn the sound off.
- 4 Tap the **Game Sound** drop-down list and select the preferred sound level or turn the sound off.
The **Game Sound** setting works only with games that are programmed to respond to it.

Viewing preferences

To view your Preferences, proceed as follows:


- 1 Tap the **Home** icon.
The Application Launcher starts up.
- 2 Rotate the Jog Dial™ to select **Prefs** and press the Jog Dial™.
The **Preferences** screen appears.
- 3 From the drop-down list, select the preferences you want to change.

Assigning applications to buttons

Button preferences let you assign different applications to the buttons on the front of the CLIÉ handheld. For example, you can assign the To Do List button to start the Expense application.

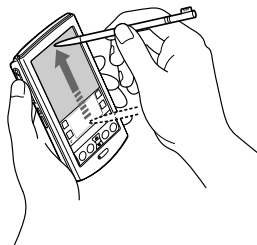
To assign applications to buttons, proceed as follows:

- 1 In the **Preferences** screen, select **Buttons** from the drop-down list ▼ in the top right-hand corner.
- 2 Tap the application you want to assign to the button.

 When you have assigned another application to the button, you can launch the original application with the Application Launcher.
If you want to reset the application button, tap **Default** in the step 2. All application buttons are reset to the default setting.

Assigning preferences to the full-screen stroke

You can choose whether the full-screen pen stroke should activate the Graffiti® Help application or one of your Application Launcher controls.



To assign activities to a full-screen pen stroke, proceed as follows:

- 1 In the **Preferences** screen, select **Buttons** from the drop-down list ▼ in the top right-hand corner.
- 2 Tap **Pen**.
The **Pen** dialog box appears.
- 3 From the drop-down list, tap the function you want to start when you make the full-screen pen stroke:
 - Backlight:** Turns on the backlight of your CLIÉ handheld. This is so you can the backlight on and off without using the power button.

- ❑ **Keyboard:** Opens the onscreen keyboard for entering text characters.
 - ❑ **Graffiti® Help:** Opens a series of screens that show the complete Graffiti® character set (only in applications that support text entry).
 - ❑ **Turn Off & Lock:** turns off and locks your CLIÉ handheld. You must assign your password to lock the CLIÉ handheld. When locked, you need to enter the password to use your CLIÉ handheld.
 - ❑ **Beam Data:** beams the current record to another Palm™ OS PDA.
- 4 Tap **OK**.
You go back to the **Buttons Preferences** dialog box.

Assigning applications to HotSync® buttons

Button preferences let you assign different applications to the HotSync® buttons on the cradle and the modem.

To assign applications to HotSync® buttons, proceed as follows:

- 1 In the **Preferences** screen, select **Buttons** from the drop-down list ▼ in the top right-hand corner.
- 2 Tap **HotSync**.
The **HotSync Buttons** dialog box appears.
- 3 Select the application you want to change from the drop-down list.
The allocation for the application button is changed.
- 4 Tap **OK**.
You return to the **Buttons Preferences** dialog box.

Changing the Jog Dial™ preferences

The **Jog Preferences** screen enables you to change the **Jog Dial™** and **BACK** button functions. With the **JogAssist** feature, you can use the Jog Dial™ to operate a third-party application that is not designed to use Jog Dial™ operations.

You can use the Jog Dial™ and the BACK button to:


- ❑ Scroll the screen with the Jog Dial™.
- ❑ Select an item from a pop-up list with the Jog Dial™.
- ❑ Move back and forth between screens with the BACK button.

You can also change the **BACK** button function so that you can turn your CLIÉ handheld on or off by keeping it pressed.

- ❑ The functions activated by the JogAssist feature differ depending on the application you use.
- ❑ In some applications with the Jog Dial™ symbol, part of the functions may change when the **JogAssist** feature is enabled.
- ❑ The **JogAssist** feature does not support menu operations.


To make your Jog Dial™ and BACK button settings, proceed as follows:

- 1 Tap **Jog** from the drop-down list on the **Preferences** screen.
The **Jog Preferences** screen is displayed.
- 2 To enable the **JogAssist** function, select **Use JogAssist**.
- 3 To be able to turn off the power by keeping the **BACK** button pressed, select **Power Off**.
The Jog Dial™ and BACK button settings are made.

 By default, **Use JogAssist** is selected () and **Enable Power Control** is not selected ().

Network preferences

In order to use your CLIÉ handheld with a network (such as using the Web Clipping application or performing a network HotSync® operation), you must set the Network Preferences settings.

 The Network settings preferences provides the ability to connect to your ISP (Internet Service Provider) or dial-in (remote access) server with applications (for example, Web Clipping) that allow you to view the transmitted data.

Selecting an Internet Service Provider

Use the **Service** setting to select the service template for your Internet Service Provider or a dial-in server. Service templates are a set of ISP and dial-in server configuration settings that you can create, save, and reuse.

To select an Internet Service, proceed as follows:


- 1 Tap **Network** from the drop-down list on the **Preferences** screen. The **Network Preferences** screen is displayed.
- 2 Tap the down arrow next to **Service** and then select the predefined service template you want to use.

Entering a user name

The **User Name** setting identifies the name you use when you log into your Internet Service Provider or your dial-in server.

To enter a name, proceed as follows:

- 1 In the **Network Preferences** screen, tap the **User Name** field.
- 2 Enter your user name.

 Although this field can contain multiple lines of text, only two lines appear onscreen. Most dial-in servers do not accept spaces in the user name.

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 CLIÉ handheld prompts you to enter a password each time you log into your network:

- ❑ If you do not enter a password, your CLIÉ handheld displays the word **Prompt** in this field and asks you to enter a password during the login procedure.
- ❑ If you enter a password, your CLIÉ handheld displays the word **Assigned** in this field and does not prompt you to enter a password during the login procedure.
- ❑ If you are concerned about security, select the **Prompt** option and do not enter a password.

To assign a password, proceed as follows:

- 1 In the **Network Preferences** screen, tap the **Password** field.
- 2 Enter the password you use to log into your server.
- 3 Tap **OK**.
The **Password** field changes to display the word **Assigned**.

Selecting a connection

Use the **Connection** setting to select the method you want to use to connect to your Internet Service Provider or a dial-in server.

To select a connection, proceed as follows:

- ❑ In the **Network Preferences** screen, tap the down arrow next to **Connection** and then select the connection you want to use.

Adding telephone settings

When you select the **Phone** field, your CLIÉ handheld opens a dialog box in which you define the telephone number you use to connect with your ISP or dial-in server. In addition, you can also define a prefix, disable Call Waiting, and give special instructions for using a calling card.

To add to your phone settings, proceed as follows:

- 1 In the **Network Preferences** screen, tap the **Phone** field.
The Phone Setup screen appears.
- 2 Enter the phone number for your ISP or dial-in server in the **Phone#** field.
- 3 Enter the telephone number used to access the modem.
- 4 If needed, enter a dial prefix (such as "0") to access an outside line, and then tap the **Dial prefix** check box. You can enter a comma in the field to introduce a "pause" in the dialing sequence. Each comma equals a two second pause.
- 5 If the phone line you are using for your CLIÉ handheld has Call Waiting, select the **Disable call waiting** check box to avoid an interruption during a modem HotSync[®] operation or accessing a Web Clipping site.
If you want to use a calling card to place the call, select the **Use calling card** check box and enter the calling card number.
- 6 Tap **OK**.

Creating additional service templates

You can create additional service templates from scratch or by duplicating existing templates and editing information. After you create a new or duplicate template, you can add and edit settings.

To add a new service template, proceed as follows:

- 1 In the **Network Preferences** screen, tap the **Menu** icon.
- 2 Tap **New** from the **Service** menu.
An untitled service template is added to the drop-down list for the **Service** field.

To duplicate an existing service template, proceed as follows:

- 1 In the **Network Preferences** screen, tap the down arrow next to **Service** and then select the predefined service template you want to duplicate.
- 2 Tap the **Menu** icon.
- 3 Tap **Duplicate** from the **Service** menu.
A copy of the service template is added to the drop-down list for the **Service** field.

To delete a service template, proceed as follows:


- 1 In the **Network Preferences** screen, tap the down arrow next to **Service** and then select the predefined service template you want to delete.
- 2 Tap the **Menu** icon.
- 3 Tap **Delete** from the **Service** menu.
The **Delete Service** dialog box is displayed.
- 4 Tap **OK**.
The selected service template is deleted.

Adding detailed information to a service template

If you are using one of the predefined service templates, you probably only need to enter your user name and telephone number. If you are creating a new service template, you may need to provide additional information to your ISP or dial-in server. Use the **Details** dialog box to add additional information to a selected service template.

To select a connection type, proceed as follows:

- 1 In the **Network Preferences** screen, tap the service field.
- 2 Tap **Details**.
The **Details** screen is displayed.
- 3 Tap the down arrow next to **Connection type** and select one of the following connection types:
 - PPP: Point-to-Point protocol
 - SLIP: Serial Line Internet Protocol
 - CSLIP: Compressed Serial Line Internet Protocol
- 4 Tap the down arrow next to **Idle timeout** and select one of the following options:
 - 1 minute**: Waits one minute for you to open another application before it drops the connection.
 - 2 minutes**: Waits two minutes.
 - 3 minutes**: Waits three minutes.
 - Never**: Keeps your PPP or SLIP connection until you turn off your CLIÉ handheld (or until it times out).
Note that this option will be more costly than others.
- 5 Tap the **Query DNS** check box to deselect it.
- 6 Enter the IP address for the Primary and Secondary DNS (Domain Naming System). Ask your Internet Service Provider or System Administrator for the correct Primary or Secondary DNS IP numbers.

- 7 If you need to enter the CLIÉ handheld's IP Address, tap the **IP Address** check box to deselect it and display a permanent IP address field below the check box. Normally, you do not have to enter this. If you are not sure, select **Automatic** and go to step 10.
 - 8 Enter the CLIÉ handheld's IP Address.
 - 9 Tap **OK**.
-  If you are not sure which connection type to choose, try PPP; if that doesn't work, ask your Internet Service Provider or your System Administrator for the correct connection type.

Creating a log in script

A log in script is a series of commands that automates logging in to a network server, for example, your corporate network or your Internet Service Provider (ISP). It is something that you are likely to receive from your IS System Administrator, if your company has a system in which you log in to the corporate servers from your CLIÉ handheld using a modem or network connection.

To create a log in script, proceed as follows:

- 1 In the **Network Preferences** screen, tap the **Service** field.
- 2 Tap **Details**.
The **Details** screen is displayed.
- 3 Tap **Script**.
The **Log in Script** screen is displayed.
- 4 Tap the down arrow next to **End** and select one of the following commands. If the command requires additional information, a field appears to the right of it for you to enter the information.
 - Wait For:** Tells your CLIÉ handheld to wait for specific characters from the TCP/IP server before executing the next command.

- ❑ **Wait For Prompt:** 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 CLIÉ handheld. This command takes two arguments, separated by a vertical bar (|) on the input line.
 - ❑ **Send:** Transmits specific characters to the TCP/IP server to which you are connecting.
 - ❑ **Send CR:** Transmits a carriage return or LF character to the TCP/IP server to which you are connecting.
 - ❑ **Send User ID:** Transmits the User ID information entered in the **User ID** field of the **Network Preferences** screen.
 - ❑ **Send Password:** 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.
 - ❑ **Delay:** Tells your CLIÉ handheld to wait a specific number of seconds before executing the next command in the login script.
 - ❑ **Get IP:** Reads an IP address and uses it as the IP address for your CLIÉ handheld. This command is used with SLIP connections.
 - ❑ **Prompt:** Opens a dialog box and prompts you to enter text of some kind (for example, a password or a security code).
 - ❑ **End:** Identifies the last line in the log in script.
- 5 Repeat step 4 until the log in script is complete.
 - 6 Tap **OK**.
 - 7 Tap **OK again**.

Non-ASCII Characters for Log in Scripts

The following information enables you to create custom log in scripts that require non-ASCII characters. It is provided for advanced users who understand the use and requirements of such characters in a custom log in script.

❑ **Use of ^char:**

You may use the caret (^) to transmit ASCII command characters. If you send ^char, and the ASCII value of char is between @ and _ , then the character is automatically translated to a single-byte value between 0 and 31. For example, ^M is converted to a carriage return. If char is a value between a and z , then the character sequence is translated to a single-byte value between 1 and 26. If the character is any other value, then the character sequence is not subject to any special processing. For example, the string "Joe^M" transmits Joe, followed by a carriage return.

❑ **Carriage return and line feed:**

You may include carriage return and line feed commands as part of the login script, when entered in the following format.

❑ <cr> : Sends or receives a carriage return

❑ <lf> : Sends or receives a line feed

For example, the string "waitfor Joe<cr><lf>" waits to receive Joe followed by a carriage return and line feed from the remote computer before executing the next command in the script.

❑ **Literal characters:**

The backslash (\) character defines that the next character is transmitted as a literal character, and is not subject to any special processing ordinarily associated with that character. Examples:

❑ \^ : Includes a caret as part of the string

❑ \< : Includes a < as part of the string

❑ \\ : Includes a backslash as part of the string.

Using the network preferences menus

This section explains the menu commands specific to network preferences. For the **Edit** menu, see **Using the Edit menu**.

Service menus

New: Creates a new service template.

Delete: Deletes the current service template. The **Delete Service** dialog box appears.

Duplicate: Duplicates the current service template.

Option menus

View Log: Displays the Network Log. The Network Log lists all of the communication that occurs between your modem and your dial-in server during the log in procedure. The information in the Network Log can help your ISP or your System Administrator pinpoint where the log in procedure communication fails and why.

Setting the High Resolution Assist function

The High Resolution Assist function enables the high resolution display of an application that does not support the high resolution mode.

To set this function, proceed as follows:

- 1 Tap **HiRes** from the drop-down list in the **Preferences** screen. The **HiRes Preferences** screen is displayed.
- 2 To enable the High Resolution Assist function, select **Enable High Resolution Assist**. The confirmation dialog box is displayed.
- 3 Tap **OK**.
- 4 Select the application(s) that you do not want to display in high resolution mode in the list box.



In step 4, check an application when the following occurs in the high resolution mode:

Performances are largely deteriorated (for example, game).

Display is divided into Downloaders, News Sites, Downloads, All Menus, Search, and Download.


Getting help

Sony provides several support options for your CLIE handheld. If you have any questions about your CLIE handheld and its related software, check these options for answers:

- ❑ This guide explains how to use your CLIE handheld.
- ❑ The CLIE handheld support website (<http://www.sony-europe/cliaplaza/support>) provides the latest information on your CLIE handheld. On this website, you will find:
 - ❑ Frequently Asked Questions (FAQs)
 - ❑ An electronic version of the Operating Instructions
 - ❑ Installation information
 - ❑ Software updates
 - ❑ On-line knowledge base.
- ❑ The **Troubleshooting** section below provides some answers on these areas:
 - ❑ Operating problems ([page 120](#))
 - ❑ Tapping and writing problems ([page 121](#))
 - ❑ Application problems ([page 122](#))
 - ❑ HotSync® problems ([page 123](#))
 - ❑ Beaming problems ([page 126](#))
 - ❑ Recharging problems ([page 126](#))
 - ❑ Password problems ([page 127](#))
 - ❑ Memory Stick™ problems ([page 127](#)).

Troubleshooting

This section describes how to solve common problems you may encounter when using your CLIE handheld. Many problems have simple solutions, so try these suggestions before you call Sony Customer Information Services Center.

 Thousands of third-party add-on applications have been written for the Palm™ OS platform. Sony does not support such a large number of third-party applications. If you have any problems with a third-party application, please contact the developer or publisher of that software.

Operating problems

I do not see anything on the screen

Try each of these in turn:

- Tap the contrast adjustment icon and adjust the contrast.
- Recharge the unit.
If your CLIE handheld still does not operate, try a soft reset.

My CLIE handheld has frozen

Perform a soft reset.

My CLIE handheld keeps turning itself off


Your CLIE handheld is designed to turn itself off after a period of inactivity. This period can be set at one, two, or three minutes.

My CLIE handheld is not making any sound

Check the System Sound setting.

I get a warning message telling me there is not enough memory

- ❑ 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 CLIE handheld.
- ❑ Delete unused memos and records. If necessary, you can save these records. See explanations for each application.

 If you have installed additional applications on your CLIE handheld, remove them to recover memory.

Tapping and writing problems

I cannot get the handheld to recognise my handwriting

- ❑ For your CLIE handheld to recognise handwriting input with the stylus, you need to use Graffiti® writing.
- ❑ 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-hand side, and the strokes for numbers in the right-hand side of the Graffiti® writing area.
- ❑ Make sure that Graffiti® is not shifted into extended or punctuation modes.

When I tap the Menu icon, nothing happens

Not all applications or screens have menus. Try changing to a different application.

When I tap the buttons or screen icons, my CLIE handheld activates the wrong feature

Calibrate the screen.

Application problems

The records I created do not appear in the application

- ❑ Check the categories drop-down list (top right-hand corner). Choose **All** to display all the records for the application.
- ❑ Check **Security** and confirm that **Private Records** is set to **Show private records**.
- ❑ In To Do List, tap **Show** and see if **Show Only Due Items** is selected.

I created an event in Date Book, but it does not appear in the Week View

In the **Week View**, you cannot select overlapping events that have the same start time. If you have two or more events with the same start time, choose the **Day View** to see the overlapping events.

I cannot list memos the way I want

- ❑ If you cannot manually arrange the order of the memos in the list screen, check the **Memo Preference** setting. Make sure that **Sort by** is set to **Manual**.
- ❑ If you choose to view your memos alphabetically in the Palm™ Desktop for CLIE software and then perform a HotSync® operation, the memos on your CLIE handheld still appear in the order defined in the **Memo Preferences** setting. In other words, the sort settings you use with the Palm™ Desktop for CLIE software are not transferred to your CLIE handheld.

The Today button does not show the correct date

Your CLIE handheld is not set to the current date. Make sure the **Set Date** box in the **General Preferences** screen display the current date.

HotSync® problems

I cannot perform a HotSync® operation

- ❑ Check the Windows® system tray to make sure the HotSync® Manager is running. If it is not, open the HotSync® Manager from the **Start** menu.
- ❑ Make sure the cradle is connected securely.

After a HotSync® operation, one of my applications did not synchronize

Click the HotSync® Manager and choose Custom. Check that the correct conduit is active.

I am using Outlook® as my PIM, but cannot perform a HotSync® operation

- ❑ Click the HotSync® Manager and choose **Custom**. Check that the correct conduit is active.
- ❑ Check that the correct conduit is installed. Reinstall the HotSync® Manager and make sure the correct conduit is selected.
- ❑ To synchronise Memos, To Do List items, Dates and Outlook contacts, you need to install Intellisync®. This will not work if you only have the Palm™ Desktop for CLIE software installed.

I cannot launch the HotSync® Manager

- ❑ Make sure you are not running another program, such as network and facsimile software, that uses the serial port you selected in the Setup dialog box.
- ❑ Back up the Palm™ Desktop for CLIE software, uninstall it, and then reinstall it.

My CLIE handheld appears to freeze when I place it near my computer

Move your CLIE handheld away from the computer's infrared port.

A local HotSync® operation did not complete successfully

Try each of these in turn:

- ❑ Make sure HotSync® Manager is running. If it is, exit, and then restart it.
- ❑ Make sure you selected **Local** from the HotSync® Manager menu or the Palm™ Desktop for CLIE software menu.
- ❑ Check the cable connection between the cradle and the USB connector on your computer.
- ❑ Try a lower baud rate setting on the **Local** tab in the Setup dialog.
- ❑ Read the HotSync® Log for the user account for which you are performing a HotSync® operation.
- ❑ Make sure your CLIE handheld is seated in the cradle correctly.
- ❑ Make sure the gold-plated connectors on the cradle and your CLIE handheld are clean. Use a pencil eraser to clean them.

I cannot perform an IR HotSync® operation

- ❑ Make sure the HotSync® Manager is running and the Serial Port for local operations is set to the simulated port for infrared communication.
- ❑ On your CLIE handheld, make sure the HotSync® application is set to **Local**, with the option **IR to a PC/Handheld**.
- ❑ Make sure the IR port of your CLIE handheld is aligned directly opposite to, and within a few inches of, the infrared device of your computer.
- ❑ IR HotSync® operations do not work if you receive a low battery warning. Check the battery power of your CLIE handheld. Recharge the internal battery.

When I tap the HotSync® button on the cradle, nothing happens in the Palm™ Desktop for CLIE software and my CLIE handheld times out

- ❑ Check the Palm™ Desktop for CLIE software **HotSync Setup** options to confirm that you have made the correct settings for local HotSync® operations.
- ❑ If you are experiencing intermittent success, try a lower speed setting on the **Local** tab in the Setup dialog box in the HotSync® Manager.

- ❑ Close and restart the HotSync® Manager on your computer.
- ❑ Make a copy of your **CLIE Handheld** folder. Uninstall, and then reinstall the Palm™ Desktop software.
- ❑ Turn on your CLIE handheld, tap the **HotSync®** icon, and then tap **Local**.

When I perform a HotSync® operation, the information does not transfer to the Palm™ Desktop for CLIE software

- ❑ If you have performed a HotSync® operation successfully, but cannot find the data from your CLIE handheld in the Palm™ Desktop for CLIE software, check to see you have the correct user name selected for viewing data.
- ❑ Click the HotSync® Manager and choose **Custom**. Check that all conduits are set to synchronize files.

My CLIE handheld displays the message 'Waiting for sender' when it is near my computer's infrared port

Your computer's infrared port may be set to search automatically for the presence of other infrared devices.

To turn off this option, proceed as follows:

- 1 In the Windows® taskbar, click **Start**.
- 2 Choose **Settings**.
- 3 Choose **Control Panel**.
- 4 Double-click **Infrared**.
- 5 Click the **Options** tab.
- 6 Deselect the option **Search for and provide status for devices in range**.
- 7 Click **Apply** and **OK**.
- 8 Move your CLIE handheld away from the computer's infrared port.

I want to synchronize my computer with more than one CLIE handheld

- ❑ If the computer running the Palm™ Desktop for CLIE software synchronizes with more than one CLIE handheld, each handheld must have a unique name. Assign a user name to your CLIE handheld the first time you perform a HotSync® operation.
- ❑ Please be aware that synchronizing more than one CLIE handheld with the same user name causes unpredictable results and, potentially, loss of your personal information.

Beaming problems

I cannot beam data to another Palm™ OS PDA

- ❑ Confirm that your CLIE handheld and the other Palm™ OS PDA are between ten centimeters (approximately 4") and twenty centimeters (approximately 8") apart, and that the path between the two handhelds is clear of obstacles. Beaming distance to other Palm™ OS PDAs may be different.
- ❑ Move your CLIE handheld closer to the receiving handheld.

During beaming, I get a message telling me the handheld is out of memory

- ❑ Your CLIE handheld requires at least twice the amount of memory available as the data you are receiving. For example, if you are receiving a 30K application, you must have at least 60K free.
- ❑ Perform a soft reset.

Recharging problems

When I place my CLIE handheld in the cradle, it does not recharge

- ❑ Confirm that your CLIE handheld is well seated in the cradle.
- ❑ Confirm that your recharger is plugged into an AC outlet that has power.
- ❑ Confirm that you are using the cradle and AC adapter that came with the device.
- ❑ Make sure your CLIE handheld is turned off or it will not fully charge.

Password problems

I forgot the password: My CLIE handheld is not locked

- ❑ You can use **Security** to delete the password, but your CLIE 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:
- ❑ Use the Palm™ Desktop for CLIE software and the cradle or infrared communication to synchronize your data.
- ❑ Tap **Forgotten Password** in Security to remove the password and delete all private records.
- ❑ Perform a HotSync® operation to synchronize your data and restore the private records by transferring them from your computer to your CLIE handheld.

I forgot the password: My CLIE handheld is locked

If you assign a password and lock your CLIE handheld, you must perform a hard reset to continue using your handheld. This means you will lose all the data you saved on your CLIE handheld.

Memory Stick™ problems

I cannot copy or move Memory Stick™ data to my CLIE handheld

Your CLIE handheld requires at least twice the amount of memory available as the data you are copying/moving. For example, if you are copying/moving a 30K application, you must have at least 60K free.

After inserting the Memory Stick™, the message 'Please insert Memory Stick' appears

The Memory Stick™ is not recognised by your CLIE handheld. Try removing it and inserting it again.

Precautions

This chapter provides information on how to correctly use and charge your CLIE handheld.

Notes on use

Your CLIE handheld is well designed to provide years of reliable use. To make the most of its durability, follow these precautions.

- ❑ Do not scratch or damage your CLIE handheld screen or the Graffiti[®] writing area. Always use the tip of the supplied stylus or a plastic tipped pointer, for example, for tapping on the screen. Do not use a pen, pencil, or any other sharp object on the screen.
- ❑ Your CLIE handheld is not waterproof. Do not expose it to rain or moisture. Make sure that water does not get inside through the crevice around the front button. Treat your CLIE handheld like any other portable electronic equipment.
- ❑ The CLIE handheld screen is made of glass. Do not drop it or subject it to shock. Do not carry your CLIE handheld in your back pocket. If you sit down with your CLIE handheld in the back pocket, it may break the glass of the screen.
- ❑ Avoid subjecting your CLIE handheld to extreme temperatures. Do not put your CLIE handheld on the dashboard of your car under the sun.
- ❑ Keep away from heaters.
- ❑ Do not use or keep in areas with a high concentration of dust or moisture.
- ❑ Clean your CLIE handheld with a soft dry cloth.

Notes on charging

Please note the following when charging your CLIE handheld:

- ❑ It takes about three hours to charge for the first time. You can usually use the CLIE handheld for about fifteen days, at 30 minutes a day, with a full charge. If you charge your CLIE handheld everyday, it will only take a few minutes. You can save battery power by not using the backlight function and by shortening the auto-shutoff time (the CLIE handheld automatically turns off if you do not use your computer for a certain length of time).
- ❑ When the battery runs down through normal usage, a caution message appears. When this caution is displayed, back up all data with a HotSync® transfer before you charge the CLIE handheld to prevent accidental loss of data.
- ❑ You can view data stored on your CLIE handheld while charging.
- ❑ Even if the battery gradually runs out and your CLIE handheld cannot be turned on, the system safely keeps data for one week. In this case, the system maintains sufficient battery power to keep data. Start charging as soon as you notice you cannot turn it on despite pressing the battery button.
- ❑ If the battery remainder status remains at zero for too long, data may be lost. Make sure you charge the battery as soon as possible.
- ❑ When the battery is empty, you do not have to change it. You should charge the battery with the cradle as soon as possible. Do not disassemble your CLIE handheld or take out the battery.

Specifications


Model

PEG-N770CIE

| | |
|-----------------------|---|
| Operating system | Palm™ OS 4.1 |
| CPU | Motorola DragonBall EZ 33Mhz |
| Power requirements | <ul style="list-style-type: none"> - supplied AC power adapter - DC5.7V (dedicated connector) - built-in and non-removable lithium polymer battery |
| Battery life | 15 days (based on an average of 30 minutes use per day) |
| Memory | <ul style="list-style-type: none"> - 8MB (SDRAM) - 4MB (FLASH) - 8 MB (Memory Stick™) |
| Interface | <ul style="list-style-type: none"> - USB cradle - infrared port |
| LCD display mode | 320x320 pixels (with backlight) |
| Colour | backlight color TFT screen frontlight TFT color 64k |
| External input/output | <ul style="list-style-type: none"> - interface connector - IrDA (1.2) - Memory Stick™ slot |
| Dimensions | width: 71 x 118, height: 5 x 16 mm, depth: 8 mm |

*Model***PEG-N770C/E**

| | |
|-----------------------|--|
| Mass | 160g (including supplied stylus) |
| Accessories | Optional extras: - USB cradle - Mobile Kit for J5/6 - Travel Kit - Stylus Set Bundled accessories: - AC adapter - stylus - Palm Desktop Installation CD - protective carrying case |
| Operating temperature | 5°C - 35°C |

 The battery life span varies depending on the temperature and conditions of use.
Design and specifications are subject to change without notice.

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