Using Your Palm® Treo™ 700w Smartphone

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PN: 406-10383-00

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Welcome

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

- An advanced mobile smartphone
- A Windows Mobile organizer with portable expansion capability (MultiMediaCard/SD/SDIO)
- Web browsing with data speeds averaging 600Kbps
- A 1.3-megapixel digital camera (camera smartphone only)
- Mobile email
- Text and multimedia messaging
- A media player
- Microsoft Office Mobile suite

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

NOTE: Phone and text messaging service require a service contract with Verizon Wireless. Web, email, and messaging services require a service contract and high-speed data service from Verizon Wireless. Actual data speeds vary based on network capacity.

✱ Tip

LOOK HERE: Don't miss the helpful tips and cross-references given in this column.

+ Did You Know

The Verizon Wireless business-to-business sales department offers a Treo 700w smartphone without a camera. If you purchased your smartphone from this department, check the packaging to see if your smartphone includes a camera.

What's in the box?

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

Hardware

- Treo 700w smartphone
- Rechargeable battery
- AC charger
- USB sync cable
- Headset

Documentation and software

- setup poster
- *Treo 700w Smartphone for Verizon Quick Reference Guide*
- *Using Your Palm Treo 700w Smartphone* (this guide)
- *Windows Mobile Getting Started Disc* that includes the following:
  - Microsoft Outlook 2002
  - ActiveSync® desktop synchronization software
  - Additional software for your smartphone
- *Welcome* CD that includes the *Palm Treo 700w Smartphone Interactive User Guide*
- Palm warranty

What you need to use your smartphone

As you work through the instructions in this guide, you need all the items that came in the Treo 700w smartphone box (see “What’s in the box?” on page 2) as well as the following:

- An activated mobile account with data services
- A location with wireless coverage for your smartphone
- An electrical outlet
- The computer you want to synchronize your personal information with

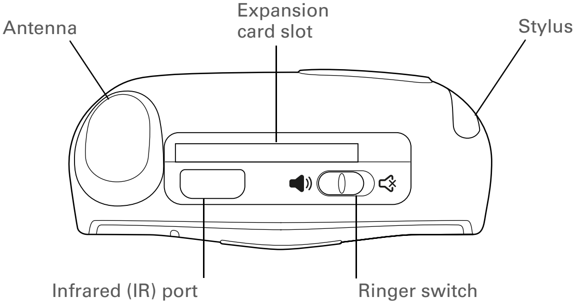
NOTE: To use email, web browsing, or multimedia messaging, your Verizon Wireless service plan must include data services.

Getting Started

Palm® Treo™ 700w smartphone overview

+ Did You Know
The ringer switch silences all sounds when you need quiet—no need to navigate menus.

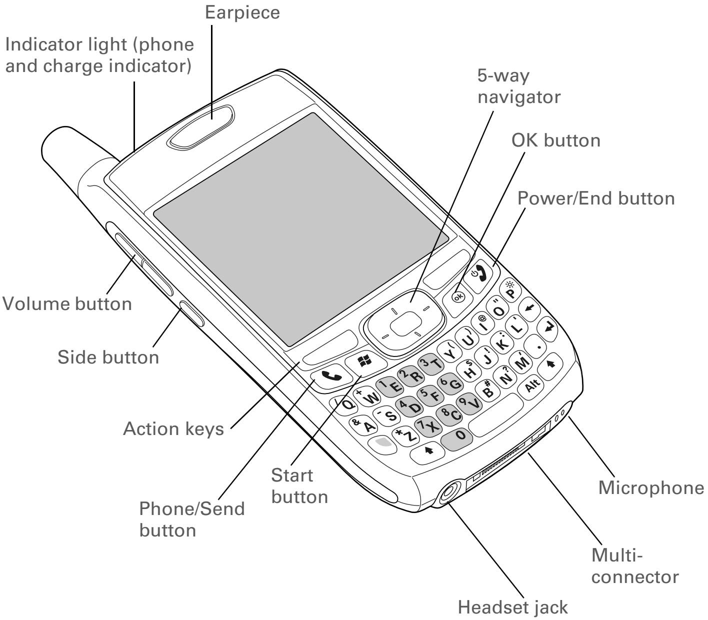
Top view



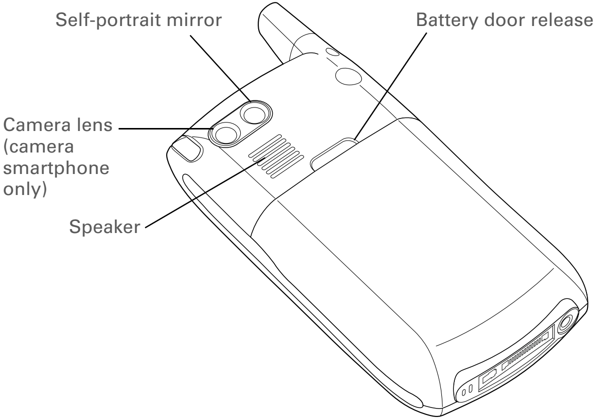
✱ **Tip**

Be careful not to scratch or crush your smartphone screen. Do not store it in a place where other items might damage it. Visit **www.palm.com/ mytreo700wVerizon** to find a variety of useful accessories, including carrying cases that protect the screen.

Front view



Back view



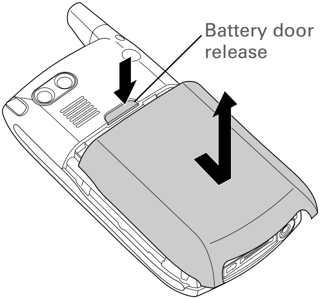
[!] **IMPORTANT** The Treo 700w smartphone speaker includes a large magnet, so be sure not to store your smartphone near credit cards or other items that could be demagnetized.

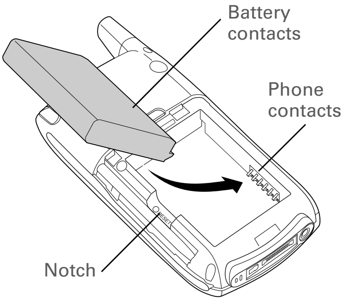
✱ Tip
If your smartphone does not turn on, you need to connect it to the AC charger to charge it. Before you can complete the setup process, you must also do a soft reset. See "Performing a soft reset" on page 191.

✱ Tip
You can buy an extra battery as a spare for long airplane trips or periods of heavy data use. Be sure to use batteries from Palm only.

Installing the battery

1. Use one hand to press the battery door release and use the other hand to slide the battery door downward to remove it from your smartphone.
2. Align the battery contacts with the phone contacts inside the battery compartment.
3. Insert the battery into the compartment at a 45-degree angle and then press it into place.
4. Slide the battery door onto the back of the smartphone until it clicks into place.
5. Your smartphone screen turns on and the Treo screen appears. Wait for the progress bar on the Treo screen to fill.
6. When the Windows Mobile screen appears, tap the screen with the stylus to begin the setup process, and then follow the onscreen instructions to set up your smartphone.

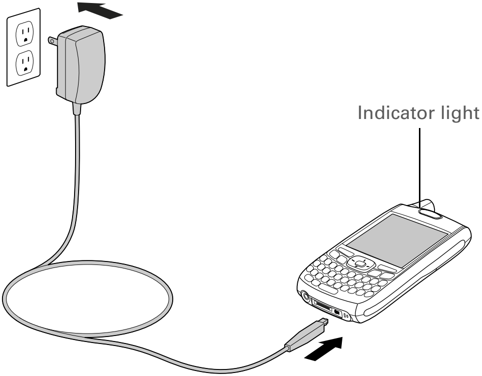




Charging the battery

Before using your Palm Treo 700w smartphone, you need to charge the battery. We recommend four hours for a full charge, or until the indicator light is solid green. See “Battery life” on page 29 for tips on maximizing the life of your smartphone’s battery.

1. Plug the AC charger into a wall outlet. If necessary, connect an adapter.
2. With the arrow on the connector facing up (toward your smartphone screen), connect the charger cable to the bottom of your smartphone.



3. Check the indicator light to confirm your smartphone is charging.
   - Solid red indicates your smartphone is charging.
   - Solid green indicates your smartphone is fully charged.

✱ Tip
If the indicator light does not turn on when you connect your smartphone to the AC charger, double-check the cable connection and the electrical outlet to which it is connected.

✱ Tip

To see how much power is left in your battery, tap the onscreen battery icon.

+ Did You Know

Battery consumption varies based on personal usage. Consumption factors include signal strength, speakerphone usage, and the type of calls you make (data or voice).

+ Did You Know

If your battery ever becomes fully drained, your info is stored safely on your smartphone until you recharge the battery or connect your smartphone to a power source.

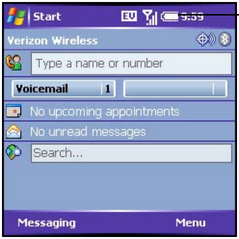
When your smartphone is on (see “Turning your phone on and off” on page 11), the onscreen battery icon displays the charging status:

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

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

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

An exclamation point (**!**) indicates the battery needs charging immediately.



Battery icon

Turning your smartphone on/off

You can use the organizer features of your Palm Treo 700w smartphone independently of the wireless features and applications. In other words, the screen and phone are designed to be turned off and on separately.

Turning your phone on and off

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

1. Press and hold Power/End to turn on your phone. When your smartphone locates a signal, Verizon Wireless and the signal-strength icon appear at the top of the screen, indicating you can use the phone and Internet features (if supported by the local network).
2. Press and hold Power/End again to turn off your phone off. When your phone is off, the phone-off icon appears at the top of the screen and your smartphone is not connected to any mobile network. You can still use the organizer and other features.

Waking up the screen

To use the organizer features when your smartphone's screen is off, you need to wake up the screen. You can also turn off your smartphone's screen without turning off your smartphone's wireless features.

1. Press Power/End to wake up the screen.
2. Briefly press Power/End to turn off the screen.

+ Did You Know

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

✱ Tip

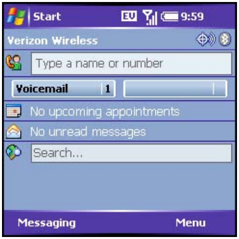
If Sound Mode is on you hear a series of tones when you turn your phone on and off. For more info on Sound Mode see "Setting the ringer switch" on page 163.

Making your first call

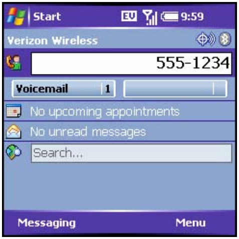
[!] Before You Begin Make sure your phone is on (see “Turning your phone on and off” on page 11).

✱ Tip The Dial Lookup list might appear while you are dialing a number. Continue entering numbers to place the call. For more info on the Dial Lookup list, see “Dialing by contact name” on page 37.

We recommend that you charge your Palm Treo 700w smartphone for a full four hours (or until the indicator light is solid green) before using it for the first time.

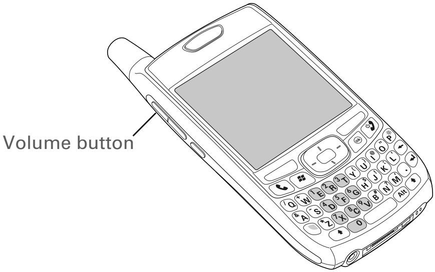


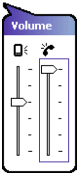
1. If you do not see your Today screen, press Phone/Send .
2. If you haven’t already activated your phone, follow these steps before continuing:
   - Use the number pad on the keyboard to enter ✱228 (these numbers appear on the ZRRC letter keys).
   - Press Phone/Send to dial.
   - Follow the voice prompts to activate your phone. A service provisioning message appears.
   - Wait a few minutes until you see the Programming Successful! message, and then press Dismiss .
3. Use the number pad on the keyboard to enter the number you want to call.
4. Press Phone/Send to dial.
5. When your call is complete, press Power/End to end the call.



Adjusting call volume

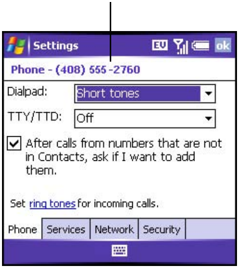
While a call is in progress, press the Volume button on the side of your smartphone to adjust call volume.





What's my number?

1. Make sure your phone is on (see "Turning your phone on and off" on page 11).
2. If you do not see your Today screen, press Phone/Send ☎.
3. Press Menu ▭.
4. Select Preferences > Phone Settings.
5. On the Phone tab, look for your phone number below the title bar.
6. Press OK ok.



Look here for your phone number

Settings

Phone - (408) 555-2760

Dialpad: Short tones

TTY/TTD: Off

☑ After calls from numbers that are not in Contacts, ask if I want to add them.

Set ring tones for incoming calls.

Tip

If your phone number doesn't appear on the Phone Settings screen, press OK, and then turn your phone off and back on again. Repeat steps 1–6. If your phone number still doesn't appear, your phone has not been activated. Turn your phone off, wait a few hours, and then turn on your phone and repeat these steps. If your phone number still does not appear, please contact Verizon Wireless for assistance.

✱ **Tip**

You can also synchronize your smartphone with a Microsoft Exchange Server using Microsoft Outlook for Windows.

Setting up your computer

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

Before you can synchronize, you need to install the desktop synchronization software and connect the sync cable on your computer. Even if you already installed a previous version of the ActiveSync® software, you must install the software that came with your smartphone on the *Windows Mobile Getting Started Disc*.

System requirements

Your computer should meet the following minimum system requirements:

- Windows 2000 or XP (later versions may also be supported)
- 32MB of available memory (RAM)
- 170MB of free hard disk space
- CD drive
- Available USB port
- USB sync cable (included with your Palm Treo 700w smartphone)

Installing the desktop synchronization software

1. Close any applications that are currently running on your computer, including those running in the background. Your computer needs to have all its resources available to install the software.
2. Insert the *Windows Mobile Getting Started Disc* into the CD drive on your computer.
3. Follow the onscreen instructions during the installation. The Install program prompts you to synchronize for the first time. See "Synchronizing contacts and other info" on page 28 for more info on synchronization.

Connecting your smartphone to your computer

[!] **IMPORTANT** If you're transferring from previous a Windows Mobile device or from a Palm Powered® device, follow the steps at **www.palm.com/us/support/Treo700wVerizon** before you set up your computer for your new smartphone.

1. Plug the AC charger into a wall outlet. If necessary, connect an adapter.
2. Plug the USB sync cable into an available USB port or a powered USB hub on your computer.
3. With the USB cable on the left, connect the sync cable to the bottom of your smartphone.
4. Connect the charger cable to the connector on the sync cable.

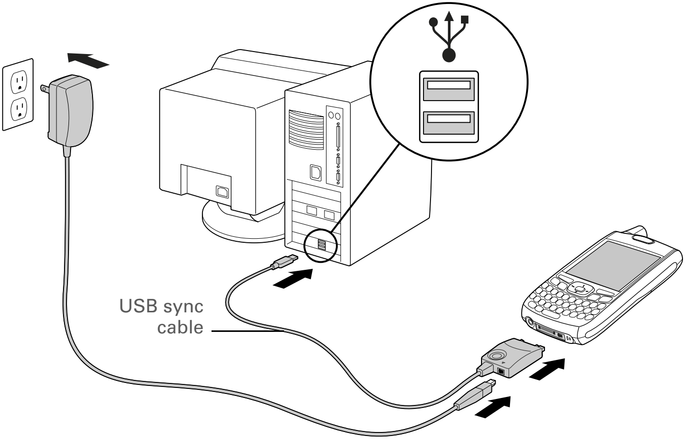
[!] **Before You Begin**
If you are installing on a computer at work, make sure your company allows you to install new software. Contact your company's IT department for help.

✱ **Tip**
Need additional help installing the desktop software? See "Trouble installing the desktop software?" on page 190.

[!] **Before You Begin**
Make sure you install the desktop synchronization software from the CD before you connect the USB sync cable to your computer.

✱ Tip

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

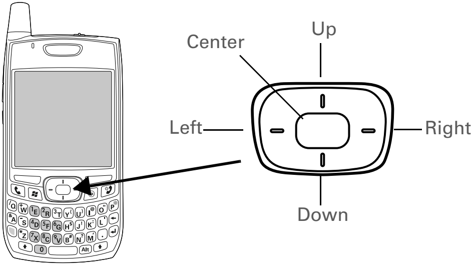


Learning the Basics

Moving around the screen

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

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



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

✱ Tip

The arrow icons that indicate directions on the 5-way are different from the onscreen scroll arrows and the arrows that indicate a list is available (see “Selecting options in a list” on page 22).

✱ Tip

Press and hold Option while pressingLeft or Right to automatically go to the top and bottom of a screen. This extremely helpful in applications such as Messaging, Internet Explorer, and Word.

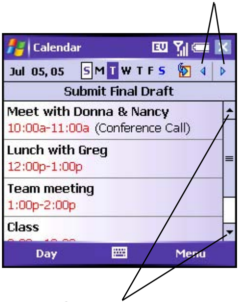
Scrolling through screens

As on a computer, on your smartphone you scroll to move from field to field or page to page, or in some cases to highlight an item or option in a list.

There are several methods of scrolling:

- Press the 5-way on the front of your smartphone. Press Right ▶, Left ◀, Up ▲, or Down ▼ to move to the next field, button, or action in that direction.
- Press and hold Option while pressing Up ▲ or Down ▼ to scroll one screen at a time. These keys work just like the Page Up and Page Down keys on your computer keyboard.
- Tap an onscreen scroll arrow.
- When viewing a screen with tabs, such as when adding a contact, press Left ◀ to switch from item scrolling to tab scrolling.
- When inside a text field, press Right ▶ or Left ◀ to move to the next character, and press Up ▲ or Down ▼ to move between lines.
- When inside a list, press and hold Up ▲ or Down ▼ to rapidly scroll through the list.
- Tap and drag the slider of an onscreen scroll bar.

Scroll arrows



Submit Final Draft

Meet with Donna & Nancy
10:00a-11:00a (Conference Call)

Lunch with Greg
12:00p-1:00p

Team meeting
1:00p-2:00p

Class

Scroll arrows

Closing screens

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

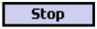
- Press OK ok.
- Use the stylus to tap ok in the upper-right corner of the screen.

Highlighting and selecting items

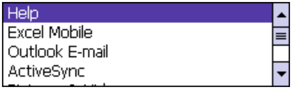
On most screens, one item—a button, a list entry, or a check box—is highlighted by default. The highlight identifies which item is affected by your next action. Use the 5-way to move the highlight from one item to another before opening or selecting it.

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

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



- **Reverse type (light text on a dark background):** This highlights items such as a phone number, an email address, text, or an item in a list.



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

✱ Tip

Experiment with using the 5-way to highlight different screen elements.

The behavior of the 5-way varies slightly in each application. Once you become familiar with the two forms of highlights, it is easy to learn the specific behavior of the 5-way in each application.

✱ Tip
When text is highlighted, you can press Backspace to delete the highlighted text.

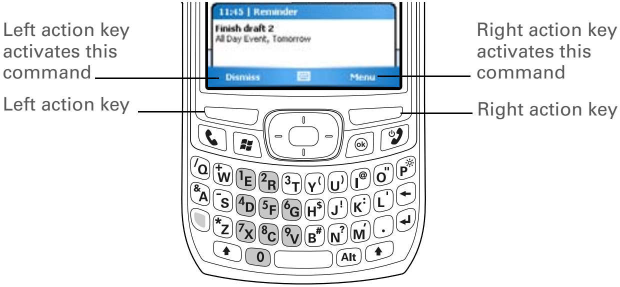
Highlighting text

You can use the 5-way or the stylus to highlight text on the screen:

- **5-way:** Press and hold Shift ⇧ while pressing Right ▶, Left ◀, Up ▲, or Down ▼ to extend the highlight in that direction.
- **Stylus:** Tap and drag the stylus across the text you want to highlight. To highlight a word, double-tap it. To highlight a paragraph, triple-tap it.

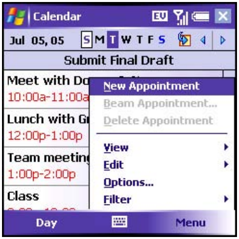
Using the action keys

The action keys are designed to give you quick access to relevant tasks, so the action key items vary from application to application, and from screen to screen, and in some cases may not be available at all. Action keys activate the items that appear directly above them on the screen. In most cases the right action key ▭ opens the menu, and the left action key ▭ activates a specific command, such as New or Edit. Remember that action key functions vary from screen to screen, so be sure to check the onscreen label before pressing the action keys.



Selecting menu items

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



1. Press Menu to display an application's menu.
2. Press Up ▲ or Down ▼ to highlight a menu item.
3. If an arrow appears next to a menu item, press Center or Right ▶ to display additional options for that item, and then press Up ▲ or Down ▼ to highlight a menu item. To return to the main menu without making a selection, press Left ◀.
4. Press Center to select the menu item, or press Left ◀ or Menu to close the menu and cancel your selection.

Selecting options in a shortcut menu

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

+ Did You Know

You can select most menu items by pressing a key on the keyboard. To quickly access a menu item, press Menu followed by the underlined letter in the menu item's name.

✱ **Tip**

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

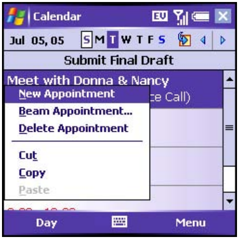
✱ **Tip**

When selecting fields you might not see the downward pointing arrow until you press Center.

✚ **Did You Know**

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

1. Scroll to the item where you want to open the shortcut menu.
2. Press and hold Center to open the shortcut menu.
3. Press Up ▲ or Down ▼ to highlight a menu item.
4. Press Center to select the menu item or press Left ◀ to cancel your selection.

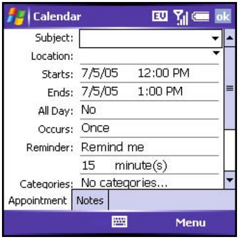


Selecting options in a list

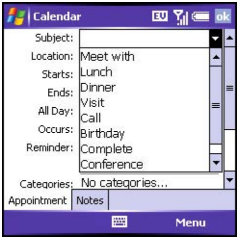
Lists let you select from a range of options. You can identify whether a list is available when you select the field. If a rectangle appears around the field along with a downward-pointing arrow, a list is available. Lists are different from the menus described earlier in this section.

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

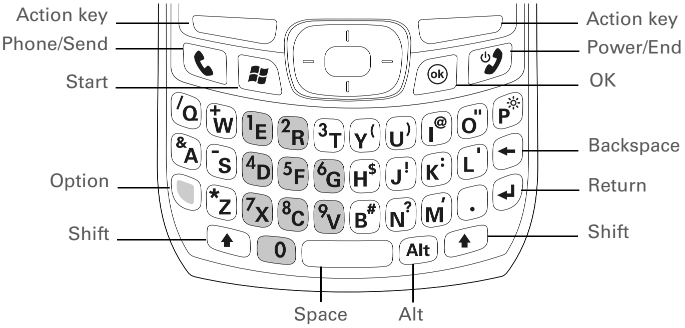
- Use the 5-way to highlight the field, and then press Center to display the items in the list. Press Up ▲ or Down ▼ to highlight the item you want, and then press Center to accept your selection.
- Use your stylus to tap the arrow, and then tap the item in the list.
- To exit the list and cancel your selection, press Left ◀.



Subject:
Location:
Starts: 7/5/05 12:00 PM
Ends: 7/5/05 1:00 PM
All Day: No
Occurs: Once
Reminder: Remind me
15 minute(s)
Categories: No categories...



Using the keyboard



Understanding the keyboard backlight

Your smartphone includes a keyboard backlight for low light conditions. The keyboard backlight activates automatically when the screen turns on. It turns off automatically when the screen turns off or when you are on a call or playing music in the background for longer than the time specified in Backlight Settings. The backlight also turns off when an application's power-saving features turn it off.

Entering lowercase and uppercase letters

By default, the first letter of each sentence or field is capitalized and the remaining text you enter is lowercase. To enter other uppercase letters, do one of the following:

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

✱ **Tip**
You can change the backlight shut-off interval. Press Start and select Settings. Select the System tab, and then select Backlight. On the Battery Power tab, set shut-off interval.

✱ **Tip**
You can turn off the first letter capitalization setting. For details see "Setting input options" on page 169.

✱ Tip

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

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

Entering numbers, punctuation, and symbols

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

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

Entering other symbols and accented characters

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

1. Press Alt to display the alternate character list.
2. Narrow the list by pressing the key that corresponds to the character you want. For example, to enter an é, press e. See the table on the next page for a list of corresponding characters.
3. Press Up ▲ or Down ▼ to highlight the desired character.
4. Press Center to insert the character.

Symbols and accented characters

Press Alt Alt **and enter...**	**to select...**	**Press Alt** Alt **and enter...**	**to select...**	**Press Alt** Alt **and enter...**	**to select...**
a	á à ä â ã å æ	o	ó ò ö ô œ õ	0	°
A	Á À Ä Â Ã Å Æ	O	Ó Ò Ö Ô Œ Õ	1	^{1} ¼ ½
b or B	ß	p or P	¶	2	^{2}
c	ç ¢ ©	r or R	®	3	^{3} ¾
C	Ç ¢ ©	s	ß Šs §		
e	é è ë ê	S	ß ŠS §		
E	É È Ë Ê	t or T	™	$	€ £ ¥ ¢
i	í ì ï î	u	ú ù ü û	!	¡
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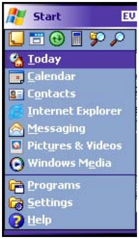
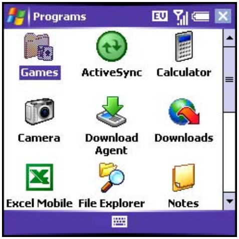
Opening and closing applications

Opening applications

You can access all the applications on your smartphone through the Start menu:

1. Press Start to open the Start menu.
2. Use the 5-way navigator to highlight the application you want to use. To view additional applications, select Programs.
3. Press Center to open the selected application.





Closing applications

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

1. Press Start and select Settings.
2. Select the System tab, and then select Memory.
3. Select the Running Programs tab.
4. Do one of the following:
   - Select the application you want to close, and then select Stop to close it.
   - Select Stop All to close all of your open applications.

✱ Tip

With the Start menu open, you can enter the underlined letter in the application's name to open it. For example, enter "h" to open Help.

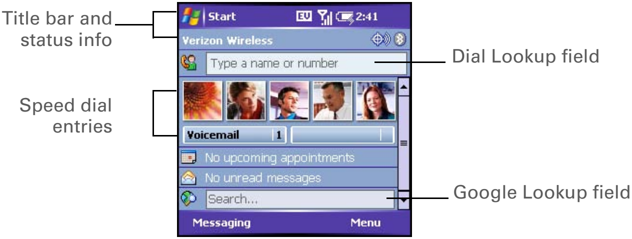
+ Did You Know

You can open specific applications by pressing Option and then pressing Phone/Send, Start, or OK on the front of your smartphone. For example, to open Memory Settings, press Option + OK. You can customize the applications assigned to these button combinations; see "Reassigning buttons" on page 168 for details.

Using your Today screen

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

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



- **Title bar and status info:** See “What are all those icons?” on page 34 to learn about the icons that appear in this area.
- **Dial Lookup field:** Begin typing the name or number you want to look up. See “Dialing by contact name” on page 37 for more info.
- **Google Lookup field:** Enter a word you want to find on the Internet and press Center to begin the search (data services connection required).
- **Speed dial entries:** Select the picture or button you want to dial. See “Defining speed dial buttons” on page 49 to create your own.

✱ Tip

If you press Phone/Send while a number is highlighted, your device will dial the number. If a number is highlighted, deselect the number, or use the Start menu to access the Today screen.

✱ Tip

You can select a picture for your Today screen background and select which items appear in the Today screen. See “Today screen settings” on page 157 for details.

+ Did You Know

You can turbocharge your Today screen by purchasing third-party plug-ins that add even more features.

[!] Before You Begin
To synchronize your contacts and other personal information, you must first install the software from the CD that came with your smartphone. See “Installing the desktop synchronization software” on page 15 for instructions.

✱ Tip
Consider purchasing and installing a backup program to preserve your data and settings if your smartphone is ever lost or stolen. A backup and restore program will also protect your data during a hard reset. Visit **www.palm.com/mytreo700wVerizon** for information on receommended backup and respire programs.

Synchronizing contacts and other info

Each time you connect your smartphone to your computer, it automatically synchronizes the items that are set to sync. You can customize the sync settings (see “Setting synchronization options” on page 146) or use the default settings to synchronize your info from the following applications:

Contacts Calendar E-mail Tasks

1. Connect your smartphone to your computer. You should hear the ActiveSync® tone.
2. Look for the ActiveSync icon at the top of your smartphone’s screen and the ActiveSync icon in the taskbar on your computer.
   - If you don’t see the ActiveSync icon, make sure the desktop synchronization software that came with your smartphone is running on your computer.
   - If you have any problems synchronizing, see “Synchronization (ActiveSync® software)” on page 201 for troubleshooting suggestions.

Battery life

Battery life depends on individual usage. When used as a smartphone, your smartphone battery provides up to 4.75 hours of talk time or up to 230 hours of standby time.

Maximizing battery life

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

- Charge your smartphone whenever you’re at your desk, or charge it overnight each day. The battery in your smartphone has a much longer useful life when it is topped off frequently, versus charging it after it is fully drained.
- Your smartphone’s wireless features (phone, email, messaging, and web) generally consume more power than the organizer features.
- If you spend a lot of time using the camera (if included), games, media players, eBooks, or other applications, keep an eye on the battery icon and charge when necessary.
- If you don’t plan to use the wireless features on your smartphone for a while, put it into Flight mode. (see “Turning Wireless Services On/Off” on page 181). You can forward calls to a different number or let all calls be picked up by voicemail (see “Forwarding calls” on page 47). To see if your smartphone is in Flight Mode tap the phone-off icon .

[!] Before You Begin

You must charge your smartphone fully before using it the first time. Wait until the indicator light turns solid green, which may take up to four hours.

✱ Tip

If the battery is fully drained, it may take a few moments for the indicator light to turn on while charging.

» Key Term

Flight Mode: The state when your phone, the Bluetooth® feature, and all wireless accessories, such as a Wi-Fi® network card (sold separately), are all turned off.

+ Did You Know

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

- As with any mobile phone, if you are in an area with no wireless coverage, your smartphone searches for a signal, which consumes power. If you cannot move to an area of better coverage, temporarily turn off your phone (see “Turning your phone on and off” on page 11).
- Turn off your smartphone’s Bluetooth® wireless technology feature when you do not need to make a Bluetooth connection.
- Turn down the screen brightness (see “Adjusting the brightness” on page 166).
- Set your screen to turn off automatically after a shorter period of inactivity (see “Viewing and optimizing power settings” on page 180).
- Keep your battery away from direct sunlight and other sources of heat. Temperatures over 120 degrees Farenheit (50 degrees Celsius) can permanently reduce the capacity and life span of any lithium ion battery.

Where to learn more

For a quick introduction

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

While using your smartphone

- **Help:** Many of the built-in applications include on-device Help, so that you can learn about the tasks you can perform in that application. To access Help, go to the application or screen you want help with, press Start, and select Help.
- **Online support from Palm:** For up-to-date downloads, troubleshooting, and support information, check out **www.palm.com/us/support/Treo700wVerizon**.

If you need more information

- **Books:** Many books on Windows Mobile devices are available in local or online book retailers (look in the computers section), or visit **www.palm.com/mytreo700wVerizon**.
- **Online forums:** Consult online Treo 700w smartphone user discussion groups to swap information and learn about topics you may find nowhere else. Visit **www.palm.com/us/support/Treo700wVerizon** for details.

- **Verizon Wireless Customer Care:** For questions about your mobile account or features available on the network, contact Verizon Wireless Customer Care or visit **www.verizonwireless.com** for the latest information and help.

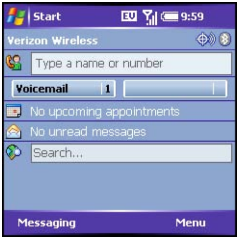
Using Your Phone

Phone overview

You can make and receive calls and store speed dial entries right from your Today screen. Be sure you know how to turn on your phone before reading this section (see “Turning your phone on and off” on page 11).

Accessing your Today screen

Press Phone/Send ☎.



✱ Tip
If you press Phone/Send while a number is highlighted, your device will dial the number. If a number is highlighted, deselect the number, or use the Start menu to access the Today screen.

✱ Tip
To display the remaining battery power, tap the battery icon. To close the battery status window, select Hide.

» Key Term
1xRTT (Single carrier [1x] radio transmission technology): A wireless technology that can provide fast data transfer and Internet access with speeds of up to 144Kbps.

» Key Term
EVDO (Evolution Data Optimized): A wireless broadband technology that is designed for very high-speed data transfer with speeds of up to 600Kbps.

What are all those icons?

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

☎!	You missed an incoming call.
☎✉	You have a voicemail message.
✉	You have a new email, text, or multimedia message.
⟳!	An error occurred during synchronization.
💬	You have more than one of the conditions listed above.
📶	Your phone is on. The bars display the signal strength. The stronger the signal, the more bars appear. If you are outside a coverage area, no bars appear.
Y✕	Your phone is off.
▲	You are outside a Verizon Wireless coverage area and roaming on another mobile service provider’s network.
☎📶	A voice call is in progress.
1X	You are in an area that supports 1xRTT data services.
EV	You are in an area that supports high-speed data services.

1X ⇄	A data call is in progress. You can make calls, but you cannot receive calls (incoming calls go to voicemail).
EV ⇄	A high-speed data call is in progress. You can still make or receive calls.
1X ⇄	Your phone is on and an EVDO or 1xRTT data connection is dormant. You can still make or receive calls.
EV ⇄	Your phone is on and an EVDO or 1xRTT data connection is dormant. You can still make or receive calls.
⇄	Your Palm® Treo™ 700w is connected to a computer or network which is providing a data connection.
⇄ ✕	A data connection is not available or your phone is off.
🔋!	Your smartphone's battery is low.
🔋⚡	Your smartphone's battery is charging.
🔋	Your smartphone is connected to a power outlet and the battery is fully charged.
Network name	Your phone is on and you are in a Verizon Wireless coverage area. If you are outside a coverage area, No service or Roaming appears instead. When you turn off your phone, Phone Off appears instead.

✱ Tip
Data services may not be available when you are roaming on partner networks.

✱ Tip
To quickly turn the Bluetooth feature on and off, tap the Bluetooth icon to access the Bluetooth Settings screen.

VP	Voice privacy is preventing over-the-air eavesdropping. Appears during a call when this option is turned on and available on the Verizon Wireless network.
⌖	Location privacy is off and your location is available to the Verizon Wireless network and other applications.
ᛒ	The Bluetooth® wireless technology status indicator appears in gray when this feature is off, in blue when this feature is on, and in reverse blue when your smartphone is communicating with another Bluetooth device.
🎧	A call is in progress and your smartphone is connected to a Bluetooth headset or car kit.

Making calls

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

Dialing with the keyboard

1. Go to your Today screen (see "Accessing your Today screen" on page 33).
2. Using the numbered keys on the keyboard, enter a phone number.
3. Press Phone/Send to dial.

NOTE: You do not need to press Option to access the numbers on the keyboard. However, when dialing short numbers, such as 411, the number may conflict with a contact name. If this occurs, press Option to avoid starting a contact lookup. You can always dial 911 without pressing Option first.

Dialing by contact name

You can look up contacts quickly by entering just a few letters of a contact's name or phone number directly from your Today screen. Before you can dial a call by contact name, you must create some contacts (see "Adding a contact" on page 55) or import them by synchronizing (see "Synchronizing contacts and other info" on page 28).

1. Go to your Today screen (see "Accessing your Today screen" on page 33).

[!] Before You Begin

Make sure your phone is on (see "Turning your phone on and off" on page 11) and that you're inside a coverage area.

✱ Tip

To see a contact's address, company, and other details, highlight the name and press Center.

✱ Tip

To start another Contacts search, press Backspace to delete letters you've entered.

+ Did You Know

After you look up a contact, you can select how you want to communicate with that person. Press and hold Center, and then select the communication method you want to use.

+ Did You Know

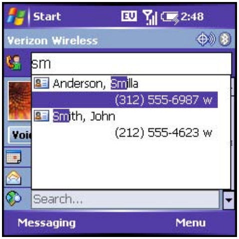
You can dial an alternate number for a contact with a speed dial entry. Highlight the speed dial button, press and hold Center, and then select a number from the shortcut menu.

✱ Tip

You can customize the default speed dial buttons. See “Editing a speed dial button” on page 51.

2. Using the keyboard, begin entering one of the following for the contact you want to call:
   - First name (JOH for John)
   - Last name (SMI for Smith)
   - First initial, a space, and then last initial (J S for John Smith)
   - First name and last name (JOH SMI for John Smith)
   - Phone number (you don’t need to press Option to access the number keys)

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



sm

Anderson, Smilla (312) 555-6987 w

Smith, John (212) 555-4623 w

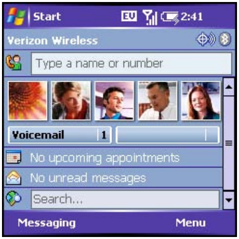
3. Select the number you want to dial.
4. Press Phone/Send ☎ to dial.

Dialing with a speed dial button

Before you can use a speed dial button, you must create some speed dial entries. See “Defining speed dial buttons” on page 49.

You can access your speed dial buttons by doing any of the following:

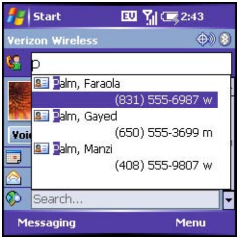
- Select a speed dial button with the 5-way, and then press Center.
- Tap a speed dial button with the stylus.
- Press and hold a Quick Key that you assign to the speed dial button.



To see more speed dial buttons, highlight the picture speed dial area and press Right or Left repeatedly, or highlight the text speed dial area and press Up, Down, Right, or Left.

Dialing by company name

1. Press Start and select Contacts.
2. Press Menu and select View By > Company.
3. Press Phone/Send to go to your Today screen.
4. Using the keyboard, begin entering the first few letters of the company name.
5. Select the number you want to dial.
6. Press Phone/Send to dial.



p

Palm, Faraola (831) 555-6987 w

Palm, Gayed (650) 555-3699 m

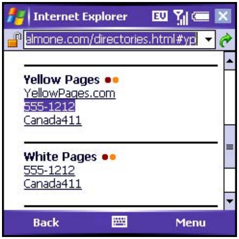
Palm, Manzi (408) 555-9807 w

Search...

Dialing from a web page or message

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

1. Use the 5-way to highlight the phone number you want to dial in the web page or text message.
2. Press Center to open the Dial dialog box.
3. Press Phone/Send to dial.



almone.com/directories.html#yp

Yellow Pages
YellowPages.com
555-1212
Canada411

White Pages
555-1212
Canada411

✱ Tip

You can hide your speed dial buttons on your Today Screen and still use your Quick Keys to call a speed dial number.

✱ Tip

If you can't dial a phone number directly from a web page or a message, then highlight the number, press and hold Center, and select Copy. Open the Dial Pad, and then press and hold Center to Paste. Press Phone/Send to dial.

✱ Tip

You can also access the Call Log and Dial Pad from the Today screen by pressing Menu and selecting Call Log or Dial Pad.

+ Did You Know

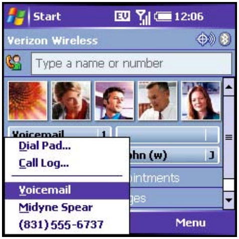
You can paste numbers directly into the Dial Pad. Copy a number from another application, switch to Dial Pad, and then press and hold Center to paste the number.

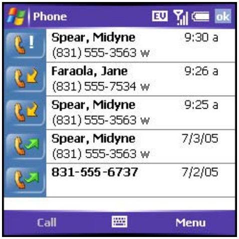
✱ Tip

Make sure a number is not highlighted before you press Phone/Send. If you press Phone/Send while a number is highlighted, your device will dial the number.

Redialing a recently called number

- **To dial the last number you called:** Go to your Today screen, and then press and hold Phone/Send ☎.
- **To select from your most recently dialed numbers:** Go to your Today screen, press Phone/Send ☎, highlight the number or contact name you want to call, and then press Phone/Send ☎ to dial.
- **To select from a chronological list of calls:** Go to your Today screen, press Phone/Send ☎, and then select Call Log. Highlight the number you want to call, and then press Call ▭ to dial.

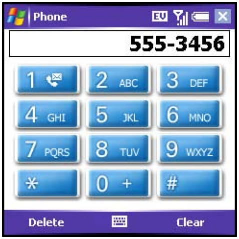




Spear, Midyne 9:30 a
(831) 555-3563 w
Faraola, Jane 9:26 a
(831) 555-7534 w
Spear, Midyne 9:25 a
(831) 555-3563 w
Spear, Midyne 7/3/05
(831) 555-3563 w
831-555-6737 7/2/05

Dialing using the onscreen Dial Pad

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



Receiving calls

To receive calls, your phone must be on. This is different from using your smartphone in Flight mode (see “Turning Wireless Services On/Off” on page 181).

To answer a call, do one of the following:

- Press Phone/Send .
- Press Answer .
- If the headset is attached, press the headset button.

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

- Press Power/End .
- Press Menu and select Ignore.

To silence the ringer while your smartphone is ringing:

- Press the Volume button or any key on your smartphone except Phone/Send, Power/End, or the 5-way.
- To immediately silence all system sounds including the ringer, slide the ringer switch to Sound Mode Off .

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

✱ Tip

See a picture of the person calling you! Learn how to assign a caller ID picture in “Assigning a picture and ringtone ID to a contact” on page 160.

+ Did You Know

You can also ignore a call and send a text message. Press Menu and select Ignore with text message.

✱ Tip

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

Using voicemail

+ Did You Know

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

✱ Tip

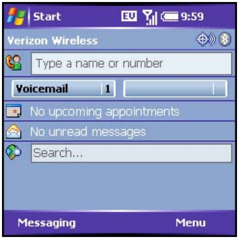
You do not need to press Option to enter numbers, *, or # while on an active call.

✱ Tip

If you have trouble accessing a voicemail system, try changing the Dialpad tone setting. See "Selecting your call settings" on page 161.

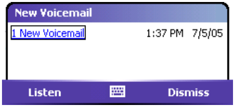
Setting up voicemail

1. Go to your Today screen.
2. Press and hold 1 on the keyboard to dial Verizon Wireless's voicemail system.
3. Follow the voice prompts to set up your voicemail.



Voicemail notification

When you have a new voicemail message, a notification screen appears. To hear your message now, press Listen . To retrieve your message later, press Dismiss . When you have unretrieved voicemail messages, a Voicemail icon appears at the top of your screen.

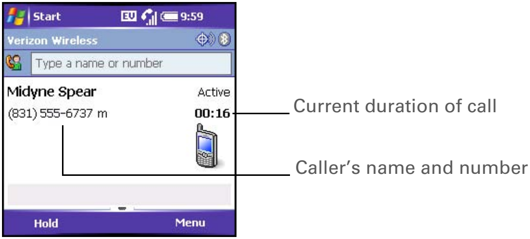


Retrieving voicemail messages

1. Go to your Today screen.
2. Press and hold 1 on the keyboard to dial Verizon Wireless's voicemail system.
3. Enter your voicemail password using the keyboard, or press Extra Digits if you defined this option (see "Creating a speed dial button" on page 49 for details).
4. Select Play ▶ to listen to your messages.

Managing active calls

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



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

- **Put the call on hold:** Press Hold . To take the call off hold. Press Off Hold .
- **Use the built-in speakerphone:** Press Menu and select Speakerphone. To return to the earpiece, press Menu again and select Speakerphone off.
- **Mute the microphone so you can't be heard:** Press Menu and select Mute. To turn the microphone back on, press Menu again and select Cancel Mute.
- **Switch to another application:** Press Start and select the application.

✱ Tip

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

+ Did You Know

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

✱ Tip
You can also save contact info from other applications, such as Messaging.

✱ Tip
If an incoming call uses caller ID blocking, you do not see the Add Contact prompt.

Ending a call

Do one of the following:

- Press Power/End. .
- Press the headset button (if the headset is attached).

Returning to an active call from another application

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

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

Saving phone numbers

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

- To create a new contact for this number, select Create New Contact.
- To add this number to an existing contact, select Copy and Add, and then select a contact name.
- To decline adding the number, press Dismiss .
- To permanently disable the Add Contact prompt, select Don’t show this again.

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

1. Go to the Call Log (see “Redialing a recently called number” on page 40).
2. Highlight the number you want to save.
3. Press and hold Center to open the shortcut menu, and then select Save to Contacts.
4. Enter the information for the entry.
5. Press OK ok.

+ Did You Know

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

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

When two calls are active and you press Power/End, you hang up both calls. To return to the first call, wait for the person on the second call to hang up.

More ways to manage calls

Your Treo 700w smartphone offers many advanced telephone features, including call waiting, three-way calling, and call forwarding.

Making a second call

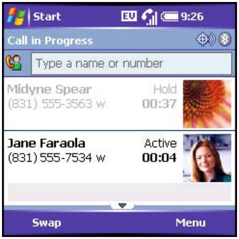
You can make a second call while your first call is still active. When you dial a second number, the first call is automatically placed on hold.

To dial a second number, use any of the methods described in “Making calls” on page 37). If you’re dialing by contact name or with the keyboard, you must first use the 5-way to select the Dial Lookup field.

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

Answering a second call (call waiting)

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



Midyne Spear (831) 555-3563 w Hold 00:37

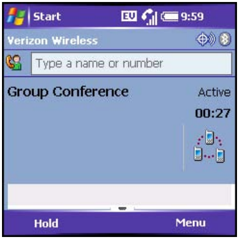
Jane Faraola (831) 555-7534 w Active 00:04

- **Place the current call on hold and answer the new call:** Press Answer or Phone/Send.
- **Send the new call to voicemail:** Press Menu and select Ignore.
- **Send the new caller a text message:** Press Menu and select Ignore with text message.
- **Hang up both calls:** Press Power/End.

Making a conference call

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

1. Put the first call on hold, and then place a second call.
2. Press Conference ; this joins the two active calls in a conference.
3. When you're done, press End Conference ; this ends the second call and returns you to the first call. If you're ready to hang up both calls, press Power/End instead.



Forwarding calls

You can forward calls to another phone number. Please check with Verizon Wireless about availability and pricing of forwarded calls; additional charges may apply.

1. Go to your Today screen.
2. Dial ✱72 followed by the number where you want to forward your calls. For example: ✱72 415-555-1234.
3. Press Phone/Send to dial.
4. When you're ready to turn off call forwarding, dial *73, and then press Phone/Send .

✱ **Tip**

If ✱72 and ✱73 do not turn call forwarding on and off, please contact Verizon Wireless to obtain the forwarding codes for your area.

After you turn on call forwarding, call your smartphone to confirm that call forwarding is active.

Viewing minutes usage

1. Go to the Call Log (see “Redialing a recently called number” on page 40).
2. Press Menu and select Call Timers to view voice minutes or Data Log to view data minutes.
3. (Optional) To reset the counters to zero, select Reset.
4. Press OK.

✱ Tip

Keep in mind that your billing statement may vary slightly from the information you see onscreen. Usage is charged based on your calling plan, and calling plans vary.

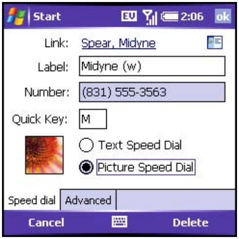
Defining speed dial buttons

Your smartphone lets you create both picture and text speed dial buttons.

Creating a speed dial button

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

1. Go to your Today screen.
2. Press Menu and select New Speed Dial.
3. Do one of the following:
    - Select Link to contact, select the contact you want to link to this button, and then select the number you want to dial with this button.
    - Select Label and enter a name for this button, and then select Number and enter the phone number you want to dial with this button.
4. (Optional) Enter a Quick Key. When the Today screen is showing, you can press and hold the Quick Key to instantly dial this number
5. If this button is linked to a contact entry with a picture, select either Text Speed Dial or Picture Speed Dial to indicate which type of button you want to create.



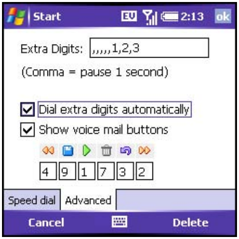
Link: Spear, Midyne
Label: Midyne (w)
Number: (831) 555-3563
Quick Key: M
○ Text Speed Dial
● Picture Speed Dial

✱ Tip

To add a special ringtone, assign a ringtone to the contact associated with the speed dial button, and then link the speed dial button to that contact.

✱ Tip

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



Extra Digits: ,,,,,1,2,3

(Comma = pause 1 second)

☑ Dial extra digits automatically

☑ Show voice mail buttons

4 9 1 7 3 2

6. (Optional) Select the Advanced tab and set any of the following options:
   - **Extra Digits:** Defines additional numbers to dial, such as a password or extension. In addition to numbers, you can enter the following symbols: star (*) and pound (#). To enter a one second pause, enter a comma (,).
   - **Dial extra digits automatically:** Dials predefined Extra Digits immediately after dialing the phone number. If you do not check this box, you need to press Extra Digits to dial these digits.
   - **Show voice mail buttons:** Displays the voicemail playback controls after you dial this speed dial number. When this option is checked, you can enter numbers below each control to tailor the controls to your voicemail system.

     ⏮ Plays the previous message.
     💾 Saves the current message.
     ▶ Plays the current message.
     🗑 Deletes the current message.
     🔁 Repeats the current message.
     ⏭ Plays the next message.
7. Press OK.

Editing a speed dial button

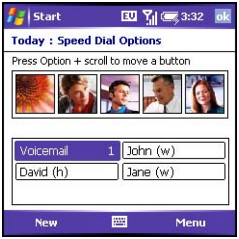
1. Go to your Today screen.
2. Highlight the speed dial button you want to edit.
3. Press and hold Center to open the shortcut menu, and then select Edit Speed Dial.
4. Make the desired changes.
5. Press OK.

Deleting a speed dial button

1. Go to your Today screen.
2. Highlight the speed dial button you want to delete.
3. Press and hold Center to open the shortcut menu, and then select Edit Speed Dial.
4. Press Delete.
5. Select Yes to confirm deletion.

Arranging your speed dial buttons

1. Go to your Today screen.
2. Press Menu and select Speed Dial Options.
3. Highlight the button you want to move.
4. Press Option + Left ◀ or Right ▶ to move the button in that direction.



Press Option + scroll to move a button

Voicemail 1
John (w)
David (h)
Jane (w)

✱ Tip

The playback controls for the Verizon Wireless Voicemail speed dial button are already set up for the Verizon Wireless voicemail system.

✱ **Tip**

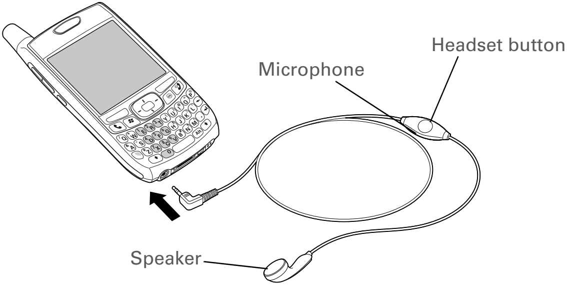
To transfer a call from a wired headset to a Bluetooth headset that is within range and with which you've previously set up a partnership (Bluetooth headset required, sold separately), unplug the wired headset and press the button on the Bluetooth headset. To return to the handset or a wired headset during a call, press Menu and select Cancel Bluetooth.

✚ **Did You Know**

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

Using a phone headset

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



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

- Answer an incoming call
- Answer a call waiting call
- Hang up all calls

Headset specifications

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

Your Treo 700w smartphone is also compatible with many headsets and car kits enabled with Bluetooth wireless technology version 1.1 or 1.2. Please note, however, that you cannot use a Bluetooth headset to listen to MP3 files on your smartphone.

For a list of compatible hands-free devices with Bluetooth wireless technology, go to: **www.palm.com/mytreo700wVerizon**.

To learn how to set up and connect to Bluetooth devices, see “Connecting to devices with Bluetooth® wireless technology” on page 97.

✱ **Tip**

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

+ **Did You Know**

To hear stereo through the jack (such as music), you need to use a stereo adapter or other accessory (sold separately). For info on compatible audio accessories, visit **www.palm.com/mytreo700wVerizon**.

✱ **Tip**

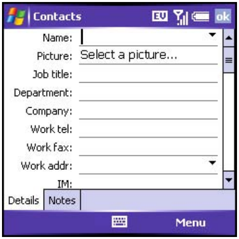
The headset designed for Treo 180/270/300 smartphones is not compatible with the Palm Treo 700w smartphone.

Staying Organized

Contacts

Adding a contact

1. Press Start and select Contacts.
2. Press New.
3. Use the 5-way navigator to move between fields as you enter information.
4. To add a caller ID picture that displays when that person calls, select Picture, and then select Camera and take a picture, or select an existing picture from the Thumbnail screen.



5. To assign the entry to one or more categories, select Categories and then check the categories under which you want this entry to appear.
6. To add a note to an entry, select the Notes tab.
7. To assign a ringtone to the entry, select Ring tone and select a tone.
8. After you enter all the information, press OK.

[!] Before You Begin
If you have many contacts to enter, it's best to enter them in Microsoft Outlook on your computer and then sync. See "Synchronizing contacts and other info" on page 28 for details.

✱ Tip
You can also open Contacts from your Today screen. Press Menu and select Contacts.

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

✱ Tip

In the Contacts list, press Up and Down to move to the previous or next contact.

+ Did You Know

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

✱ Tip

To view a particular group of contacts, press Menu, select Filter, and then select the category you want to view.

Viewing or changing contact information

1. In the Contacts list (name view), begin entering one of the following for the contact you want to view or edit:
   - First name
   - Last name
   - Phone number
2. Select the entry you want to open.
3. Press Menu and select Edit.
4. Make changes to the entry as necessary.
5. Press OK.

Deleting a contact

1. In the Contacts list, highlight the contact you want to delete.
2. Press Menu and select Delete Contact.
3. Select Yes.

Customizing Contacts

1. Go to the Contacts list.
2. Press Menu and select Options.
3. Set any of the following options:
   - **Show alphabetical index:** Displays the alphabetical index at the top of the Contacts list. You can use this index to find a contact.
   - **Show contact names only:** Lets you fit more names on the Contacts list by hiding everything but the contact’s name.
   - **Area code:** Sets the default area code for new contact entries.
4. Press OK.

Calendar

Displaying your calendar

1. Press Start and select Calendar.
2. Press Menu and select View.
3. Select one of the following views:
   - **Agenda:** Shows your daily schedule in list format. Upcoming appointments are bold, past appointments are dimmed.
   - **Day:** Shows your daily schedule in day-planner format.
   - **Week:** Shows your schedule for an entire week.
   - **Month:** Shows your schedule for a whole month.
     ◤ A morning appointment.
     ◢ An afternoon appointment.
     ■ There are both morning and evening appointments.
     □ An all day event.
   - **Year:** Shows a calendar for a 6-month period.
4. Use the 5-way to move to another day, week, month, or year (based on the current view).

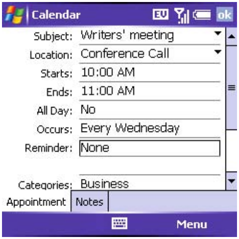
[!] Before You Begin
If you have several appointments to enter, it's most efficient to enter them in Microsoft Outlook on your computer and then synchronize your smartphone with your computer. For more information, see "Synchronizing contacts and other info" on page 28.

✱ Tip
To pencil in an appointment, open the appointment, select Status, and then select Tentative.

+ Did You Know
An untimed event can last longer than a day.

Creating an appointment

1. Press Start and select Calendar.
2. Press Menu and select New Appointment.
3. Enter a Subject (description) and a Location.
4. Select Starts and select the starting date and time.
5. Select Ends and select the ending date and time.
6. Press OK .

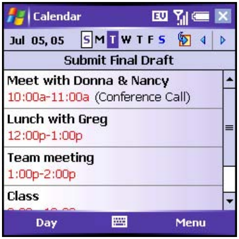


Subject: Writers' meeting
Location: Conference Call
Starts: 10:00 AM
Ends: 11:00 AM
All Day: No
Occurs: Every Wednesday
Reminder: None
Categories: Business

Creating an untimed event

An untimed event, such as a birthday, anniversary, or vacation does not occur at a particular time. These events appear as banners at the top of your calendar; they don't occupy blocks of time.

1. Press Start and select Calendar.
2. Press Menu and select New Appointment.
3. Enter a Subject (description).
4. Select the starting and ending dates.
5. Select All Day, and then select Yes.
6. Press OK .



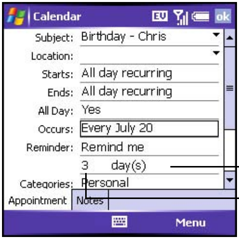
Submit Final Draft
Meet with Donna & Nancy
10:00a-11:00a (Conference Call)
Lunch with Greg
12:00p-1:00p
Team meeting
1:00p-2:00p
Class

Scheduling a repeating appointment

1. Create an appointment or untimed event, and then select it.
2. Press Edit.
3. Select Occurs, and then select a repeat pattern. To create a repeat pattern, select Edit pattern and follow the onscreen instructions.
4. Press OK.

Adding an alarm reminder to an event

1. Create an event, and then select it.
2. Press Edit.
3. Select Reminder, and then select Remind Me.
4. Enter the number of minutes, hours, days, or weeks before the event you would like to receive the alarm.
5. Press OK.



Subject: Birthday - Chris
Location:
Starts: All day recurring
Ends: All day recurring
All Day: Yes
Occurs: Every July 20
Reminder: Remind me
3 day(s)
Categories: Personal

Type of time units

Number of time units

✱ Tip
To enter a birthday or an anniversary, create an untimed event that repeats every year.

✱ Tip
You can also add an alarm when you create the event.

[!] Before You Begin
Create contact entries with email addresses for the people you want to invite to a meeting. You can't access contact entries without email addresses from your calendar.

✱ Tip
If you don't see an option on the screen, press Down to scroll to other options. For example, when editing an event, you don't see the Sensitivity option until you scroll toward the bottom of the entry.

Sending a meeting request

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

1. Create an event, and then select it.
2. Press Edit.
3. Select Attendees, and then select the name of the contact you want to invite. To invite other attendees, select Add and select the names.
4. Press OK.

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

Marking an event as sensitive

If other people have access to your Outlook calendar on your computer and you don't want them to see an appointment, you can mark that appointment as private to hide it from other Outlook users.

1. Create an event, and then select it.
2. Press Edit.
3. Select Sensitivity, and then select one of the following:
    - **Private:** Displays the event on your smartphone and on your computer. Meeting attendees or recipients see "Please treat this as Private" near the top of an open appointment. If you sync with Exchange Server, other users who can access your folders can't see your private events, they see private events as *unavailable* time slots.

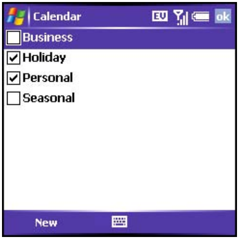
- **Personal:** Displays the event on your smartphone and on your computer. Meeting attendees or recipients see “Please treat this as Personal” near the top of an open appointment.
- **Confidential:** Displays the event on your smartphone and on your computer. Meeting attendees or recipients see “Please treat this as Confidential” near the top of an open appointment.

4. Press OK .

Organizing your schedule

Use categories to view different types of events.

1. Create an event, and then select it.
2. Press Edit .
3. Select Category, and then check the categories which apply to this event. To add a new category, press New , enter the category name, and then press OK .
4. Press OK two more times.
5. After you assign events to categories, press Menu and select Filter.
6. Select the type of events you want to view.



☐ Business
☑ Holiday
☑ Personal
☐ Seasonal

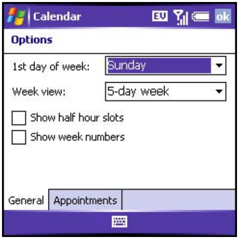
Deleting an event

1. Highlight the event you want to delete.
2. Press Menu and select Delete Appointment.
3. Select Yes.

✱ **Tip**
Not all icons appear in all Calendar views.

Customizing Calendar

1. Press Menu and select Options.
2. On the General tab, set any of the following options:
    - **1st day of week:** Sets Sunday or Monday as the first day of the week for all Calendar views.
    - **Week view:** Sets whether five, six, or seven days appear in Week View.
    - **Show half hour slots:** Sets whether time slots appear in one hour or half-hour increments in Day View and Week View.
    - **Show week numbers:** Sets whether week numbers (1–52) appear in Week View.



Options

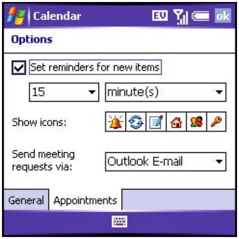
1st day of week: Sunday

Week view: 5-day week

☐ Show half hour slots

☐ Show week numbers

3. Select the Appointments tab and set any of the following options:
    - **Set reminders for new items:** Sets whether a reminder is automatically added to new events and how long before the event the reminder appears. You can override this setting for individual events.



Options

☑ Set reminders for new items

15 minute(s)

Show icons:

Send meeting requests via: Outlook E-mail

- **Show icons:** Sets which icons appear next to events.
  🚨 The event has a reminder.
  🔄 The event repeats in a specified pattern.
  📝 The event has a note attached.
  🏠 A location has been assigned to the event.
  👥 The event is a meeting.
  🔑 The event is marked private.
- **Send meeting requests via:** Sets the Messaging method used to send meeting requests: email, MMS, or SMS.

4. Press OK ok.

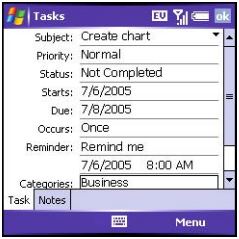
✱ **Tip**
You can also add a task by selecting the Tasks entry bar at the top of the screen.

Tasks

You can use Tasks to remind you of tasks you need to complete and to keep a record of completed tasks.

Adding a task

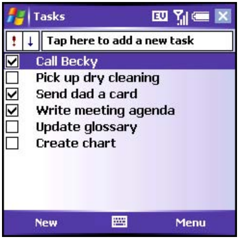
1. Press Start and select Programs.
2. Select Tasks .
3. Press New .
4. Enter a description of the task as the Subject.
5. Set any of the following:
    - **Priority:** Sets the priority level for this task. Later you can arrange your tasks based on the importance of each task.
    - **Status:** Indicates whether the task is now completed.
    - **Starts:** Specifies when the task begins.
    - **Due:** Sets the due date for the task.
    - **Occurs:** Indicates if the task repeats at regular intervals and how often it repeats.
    - **Reminder:** Sets an alarm for this task and indicates when you want to be reminded.
    - **Categories:** Assigns the task to one or more categories.
    - **Sensitivity:** Marks this task as Normal, Personal, Private, or Confidential.
    - **Notes:** Lets you enter additional text for the task.
6. Press OK .



Subject: Create chart
Priority: Normal
Status: Not Completed
Starts: 7/6/2005
Due: 7/8/2005
Occurs: Once
Reminder: Remind me
7/6/2005 8:00 AM
Categories: Business

Checking off a task

1. Select the task you want to check off.
2. Press Edit .
3. Select Status and select Completed.
4. Press OK .



☑ Call Becky
☐ Pick up dry cleaning
☑ Send dad a card
☑ Write meeting agenda
☐ Update glossary
☐ Create chart

Organizing your tasks

1. In the Tasks list, press Menu and select Filter.
2. Select which tasks you want to view: All Tasks, Recently Viewed, No Categories, Active Tasks, Completed Tasks, or a specific category, such as Business or Personal.
3. Press Menu and select Sort By.
4. Select the sort method: Status, Priority, Subject, Start Date, or Due Date.

✱ Tip

You can also mark a task complete by tapping the check box next to the task on the Tasks list.

+ Did You Know

Overdue tasks appear in red.

Deleting a task

1. Highlight the task you want to delete.
2. Press Menu and select Delete Task.
3. Select Yes.

Customizing Tasks

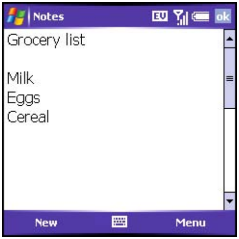
1. Go to the Tasks list.
2. Press Menu and select Options.
3. Set any of the following options:
   - **Set reminders for new items:** Automatically adds a reminder to new tasks. The default reminder is set to 8:00 on the morning the task is due. You can override this setting for individual tasks.
   - **Show start and due dates:** Displays task start and due dates in the Tasks list.
   - **Show Tasks entry bar:** Displays the Tasks entry bar at the top of the Tasks list.
4. Press OK.

Notes

Notes are a great way to capture thoughts, questions, and meeting notes on your Palm Treo 700w smartphone.

Creating a note

1. Press Start and select Programs.
2. Select Notes.
3. Press New.
4. Do one of the following:
    - Type the text with the keyboard.
    - Write the text with the stylus.
    - Draw a sketch with the stylus, crossing at least three ruled lines.
5. Press OK.



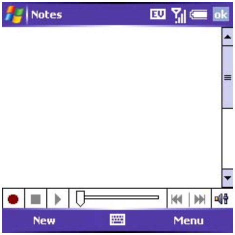
Grocery list

Milk
Eggs
Cereal

Recording a voice note

You can create a new voice note or add a recording to an existing note.

1. Press Start and select Programs.
2. Select Notes.
3. To add a recording to a note, open the note you want to add the recording to. To create a new voice note, skip this step.
4. Press Menu and select View Recording Toolbar.
5. Select ● to begin recording.



✱ Tip
To quickly create a recording, press the Side button. When you hear the beep, begin your recording. Release the button when you are finisheDd.

+ Did You Know
You can add several voice notes within a single note.

✱ Tip
To play a recording, select the voice note in the Notes list or open the note containing the recording and select the Recording icon.

✱ Tip
To create a new template, open the note you want to save as a template. Press Menu and select Rename/Move. Select Name, and then enter a name for the template. Select the template. Select the Show list, and then select Template. Press OK.

6. Speak into your smartphone's microphone or hold it close to another sound source.
7. When you finish recording, select ■ to stop recording. A Recording icon appears in the note or note list, depending on where you recorded the note.
8. Press OK .

Creating a note from a template

1. Go to the Notes list.
2. Select the Show list in the upper-left, and then select Templates.
3. Open the template you want to use.
4. Enter the information.
5. Press OK .
6. Rename the note and move it to the appropriate folder. See “Organizing your notes” on page 68 for details.

Organizing your notes

You can rename your notes, move notes to another folder, and move notes between your smartphone and an expansion (storage) card.

1. Go to the Notes list and highlight a note you want to move.
2. Press Menu and select Rename/Move.
3. Select Name, and then enter a new name for the note.
4. Select Folder, and then select the folder you want to store the note.
5. Select Location, and then select Main memory or Storage Card.
6. Press OK .

7. Select the Show list in the upper-left, and then select the folder you want to view.
8. Select the Sort By list in the upper-right, and then select whether you want to sort your notes by Name, Date, Size, or Type.

Deleting a note

1. Go to the Notes list and highlight the note you want to delete.
2. Press Menu and select Delete.
3. Select Yes.

Customizing Notes

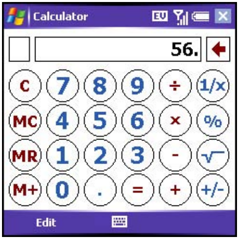
1. Go to the Notes list.
2. Press Menu and select Options.
3. Set any of the following options:
   - **Default mode:** Sets the default entry mode to Writing or Typing.
   - **Default template:** Sets the default template for new notes.
   - **Save to:** Sets the default location where new notes are stored.
   - **Record button action:** Sets whether the Side button opens the Notes application or stays in the current application.
4. Press OK .

✱ **Tip**

To create a new folder, go to the Notes list, select the Show list in the upper-left, and then select Add/Delete. Select New, enter a name for the folder, and then press OK.

Calculator

You can use Calculator for basic arithmetic calculations, such as addition, subtraction, multiplication, and division.



Performing calculations

1. Press Start and select Programs.
2. Select Calculator .
3. Enter numbers and perform calculations, including the following:
   ← Clears the last digit in a multi-digit entry.
   C Clears the current calculation or the displayed number.
   1/x Calculates the reciprocal of a number.
   % Calculates percentage.
   √ Calculates the square root of a number.
   +/- Switches a number between negative and positive.

Using the Calculator memory

- To store a number, select the box to the left of the entry box. An M appears in the box.
- To add the displayed number to the number stored in memory, select M+.
- To display the number stored in memory, select MR.
- To clear the memory, select MC.

✱ Tip
You can tap the screen or use the keyboard to input numbers.

+ Did You Know
When you store a number in memory, it replaces the one that is currently stored.

✱ Tip
To paste a number you copied in another application, press Edit and select Paste. To copy a number, press Edit and select Copy. You can paste the copied number in another application.

✱ Tip
For more advanced calculations, use Excel Mobile. See “Excel Mobile” on page 128 for details.

Staying in Touch

Sending and receiving messages and email

You can use the Messaging application to exchange email, brief text messages (SMS), and multimedia messages (MMS) with other mobile devices and email addresses that support these forms of messaging. You can also exchange instant messages (IM) with MSN Pocket. Before you use your smartphone to send or receive messages, consult Verizon Wireless for pricing and availability of email, text, multimedia, and IM messaging services.

Creating and sending a text message

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

1. Go to your Today screen.
2. Press Messaging .
3. Press Left ◀ until you see Text Messages in the title bar.
4. Press New .

[!] Before You Begin
Make sure your phone is on (see “Turning your phone on and off” on page 11) before you send or receive messages.

+ Did You Know
When addressing a message, you can enter the first few numbers of a contact’s mobile phone number or the contact’s first and last initials separated by a space.

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

+ Did You Know

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

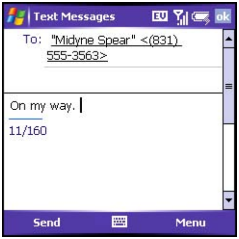
✱ Tip

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

✱ Tip

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

5. Do one of the following to address the message:
   - If the recipient’s name and mobile number are in your Contacts list, press Center, enter the first few letters of the first or last name, and then select the name.
   - If the recipient’s name and mobile number are not in your Contacts list, enter the full mobile number.



To: "Midyne Spear" <(831) 555-3563>

On my way.

11/160

6. Enter your message, or press Menu , select My Text, and then select a predefined phrase you want to insert.
7. (Optional) Press Menu and select Spell Check.
8. (Optional) Press Menu and select Message Options. Enter a callback number and then select OK.
9. Press Send .

Creating and sending a multimedia message

Multimedia messages consist of pictures, videos, text, and sounds presented as one or more slides. Even if your smartphone does not include a camera, you can still send, receive, and view pictures and videos. You can include any of the following items:

Ringtones

- MIDI

Sound clips

- WAV
- QCELP

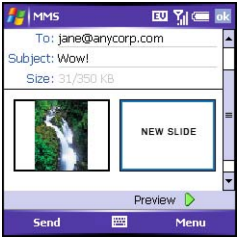
Pictures

- JPEG
- GIF
- BMP

Videos

- 3GPP2

1. Go to your Today screen.
2. Press Messaging .
3. Press Left ◀ until you see MMS in the title bar.
4. Press New .
5. Do one of the following to address the message:
   - If the recipient's name and mobile number or email address are in your Contacts list, press Center, select Add Recipient, enter the first few letters of the recipient's first or last name, and then select the recipient's name.
   - If the recipient's name and mobile number or email address are not in your Contacts list, enter the full mobile number or email address.
   - If you want to upload a picture or video to your Verizon Wireless PIX Place account, press Center, and then select PixPlace.



To: jane@anycorp.com
Subject: Wow!
Size: 31/350 KB

+ Did You Know

A multimedia message can contain up to 350KB that consists of multiple items (up to 16 slides).

✱ Tip

While creating a message, select the arrows at the bottom of the screen to move between slides.

+ Did You Know

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

[!] Before You Begin

If your email account requires a VPN connection to establish a secure connection, you must install a VPN application on your smartphone before you can access your email. See “Connecting to a VPN” on page 186 for more info.

6. Select Subject and enter a title for the message.
7. Select New Slide.
8. Press Center and select one of the following:
    - **Add Picture:** Lets you insert a picture. You can take the picture with the built-in camera or insert an existing picture.
    - **Add Video:** Lets you insert a video. You can capture a video with the built-in camera or insert an existing video clip. If you insert a video, you cannot add a sound to the same slide; to send a sound, add another slide to your message.
    - **Add Sound:** Lets you record a message, such as a voice caption for a picture, or insert an existing sound, such as a ringtone. You can add one sound per slide; to send more than one sound in a message, add another slide to your message. If you capture a picture with the built-in camera and save it with a voice caption, the voice caption does not count as a sound file.
9. Enter a text caption or message for the item you inserted.
10. Select Next ▷| and repeat steps 8–9 to add other items in this message.
11. (Optional) Select Play ▶ to view the message as the recipient will see it.
12. When you’re done creating the message, press OK ok.
13. Press Send .

Setting up an email account

You can use your smartphone to access several types of email accounts. Before you set up your email account on your smartphone, you must determine which type of account you want to access, as the steps vary for each of the following account types:

- **Exchange Server:** Enables you to wirelessly synchronize your email and other information directly with the information stored on a Microsoft Exchange 2003 Server.
- **Wireless Sync:** Enables you to use a Verizon Wireless Sync account to wirelessly synchronize your email and other information with the information stored on your computer (Verizon Wireless Sync account required, additional charges may apply).
- **IMAP or POP:** Enables you to send and receive email messages with a corporate email account or an account that you have with an Internet service provider (ISP).
- **Hotmail:** Enables you to send and receive email messages with an MSN Hotmail account. See“Using Pocket MSN” on page 90 for information on setting up an MSN Hotmail account.

Setting up an Exchange Server email account

You can use your smartphone to sync directly with Exchange Server. You may have already set up your Exchange Server email settings when you installed the ActiveSync® desktop software. If you did not set up an Exchange Server email account, follow the steps in this section to set up an account now.

1. Press Start and select Programs.
2. Select ActiveSync .
3. Press Menu and select Add Server Source.
4. Enter the Server address, and then press Next .
5. Enter your username, password, and domain.

✱ Tip
If you already set up an Exchange Server account, Add Server Source does not appear on the menu; Configure Server appears on the menu instead.

✱ Tip
The Exchange Server settings are case sensitive. Be sure to enter uppercase and lowercase letters properly.

✱ Tip
Ask your network administrator if it is OK to store your corporate email password on your smartphone. You may need to enter your password each time you access your email for increased security.

✱ Tip

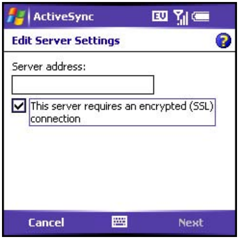
If you have problems sending mail, try entering using the following settings:

SMTP server: smtp.vzwmail.net

Username: (9-digit phone number)@vzmail.net

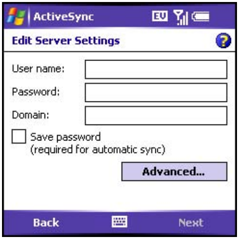
Password: (Your www.vtext.com password)

6. If you want to enter your password each time you access this account, do not check the Save password box. If you want your password entered automatically, check this box.
7. (Optional) Select Advanced to set the rules for fixing sync conflicts.



Server address:

☑ This server requires an encrypted (SSL) connection



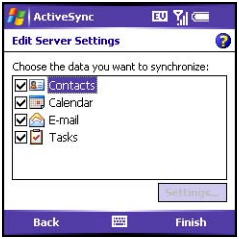
User name:

Password:

Domain:

☐ Save password (required for automatic sync)

8. Press Next and check the boxes for the types of information you want to synchronize with Exchange Server.
9. (Optional) Highlight one of the information types and select Settings to change the synchronization settings for that type of information.
10. Press Finish .



Choose the data you want to synchronize:

☑ Contacts
☑ Calendar
☑ E-mail
☑ Tasks

Setting up a Wireless Sync email account

Wireless Sync lets you sync your email and other information when you're away from your computer. To use Wireless Sync, you must first install the desktop synchronization software that came with your smartphone, and you must subscribe to Verizon Wireless's Wireless Sync feature (additional charges may apply).

1. If you haven't already done so, go to **http://www.wirelesssync.vzw.com** and follow the onscreen instructions to do the following:
   - Create your Wireless Sync account
   - Indicate which email accounts you want to use with this feature
   - Install the Wireless Sync desktop software
2. Press Start and select Programs.
3. Select Wireless Sync.
4. Select Sync near the top of the screen.
5. When prompted, scribble on the screen to generate a unique encryption key for your smartphone. Continue scribbling until the progress bar fills and synchronization continues.
6. When the First Synchronization dialog box appears, do one of the following based on the type of email account you set up:
   - **Corporate email or Both:** Select Refresh.
   - **Internet email:** Select Merge.
7. When the Authentication dialog box appears, enter the password for your Wireless Sync account.

[!] Before You Begin

Make sure your phone is on (see "Turning your phone on and off" on page 11).

✱ Tip

By default, wireless synchronization occurs whenever information changes in Outlook. To customize your Wireless Sync settings, select Setup at the bottom of the screen, and then select Push/ReadySync.

Setting up an IMAP or POP email account

You can send and receive email messages with an email account that you have with an Internet service provider (ISP), an email account that you access using a VPN server connection (such as a work account), or any other IMAP (Internet Message Access Protocol) or POP email account.

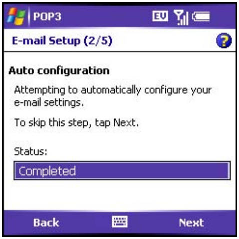
1. Go to your Today screen.
2. Press Messaging.
3. Press Menu and select Tools > New Account.
4. Enter the email address that you want to set up, and then press Next.
5. Wait until the Status box displays Completed, and then press Next.
6. Enter your name, username, and password.
7. If you want to enter your password each time you access this account, do not check the Save password box. If you want your password entered automatically, check this box.
8. Press Next.
9. Select the Account type list, and then select the protocol for this account.

[!] Before You Begin

Work with your system administrator to gather the following info:

- Account type (POP3 or IMAP)
- Mail server name for receiving mail
- Mail server name for sending mail
- Your username and password
- Port number (if required by server)
- Any special security requirements

10. Enter a name for this account, and then press Next .



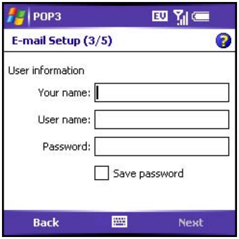
E-mail Setup (2/5)

Auto configuration

Attempting to automatically configure your e-mail settings.

To skip this step, tap Next.

Status: Completed



E-mail Setup (3/5)

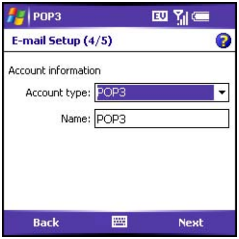
User information

Your name:

User name:

Password:

☐ Save password



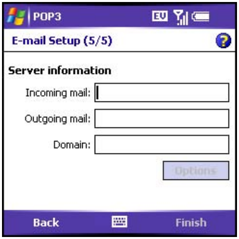
E-mail Setup (4/5)

Account information

Account type: POP3

Name: POP3

11. Enter the name of the Incoming mail and Outgoing mail servers and the Domain.
12. (Optional) Select Options to select download settings for this account.
13. Press Finish .



E-mail Setup (5/5)

Server information

Incoming mail:

Outgoing mail:

Domain:

✱ Tip

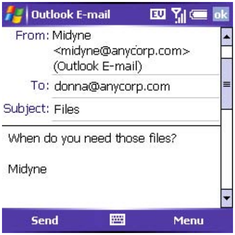
Not ready to send that message yet? You can save it without sending it. While creating a message, press Menu and select Save to Drafts. To access the draft, select the Show list in the upper-left, and then select Drafts.

+ Did You Know

You can also access the Messaging application from the Start menu.

Creating and sending an email message

1. Go to your Today screen.
2. Press Messaging .
3. Press Left ◀ until you see the email account you want to use in the title bar.
4. Press New .
5. Do one of the following to address the message:
   - If the recipient's name and email address are in your Contacts list, enter the first few letters of the recipient's first or last name, and then select the recipient's name.
   - If the recipient's name and email address are not in your Contacts list, enter the full phone number or email address.



From: Midyne <midyne@anycorp.com> (Outlook E-mail)
To: donna@anycorp.com
Subject: Files

When do you need those files?

Midyne

6. Select Subject and enter a title for the message.
7. Enter your message, or press Menu , select My Text, and then select a predefined phrase you want to insert.
8. (Optional) Do any of the following:
   - Press Menu and select Insert. Select the type of item you want to attach, and then select the file or record a voice note.
   - Press Menu and select Spell Check.
   - Press Menu and select Message Options. Select the Priority list, select a setting for the message, and then press OK .
9. Press Send .

Using an online address book

Many email servers, including servers running Exchange Server, can verify names with an online address book, also called a directory service. After you create and enable an email account, Messaging checks your contact list and then the directory service to verify names that you enter in the To, Cc, and Bcc fields.

1. In the message list, press Menu and select Tools > Options.
2. Select the Address tab.
3. Select the address book you want to check for email addresses, and then select Add.
4. Enter the name of the Directory service.
5. Enter the Server name.
6. If your server requires authentication, check the box, and then enter your username and password.
7. (Optional) Check the Check name against this server box to enable this directory service.
8. Select OK.

Receiving text and multimedia messages

When your phone is on and in a wireless coverage area, you automatically receive new text messages. For multimedia messages, you can set your smartphone to automatically download new messages or to notify you that messages are ready to download. You can also set your smartphone to notify you when a new text or multimedia message arrives.

[!] Before You Begin

Ask your network administrator for the name of the directory service and the server, and whether authentication is required to access an online address book.

✱ Tip

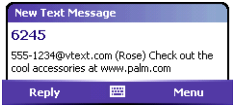
To delete a directory service, highlight it, press and hold Center, and select Delete.

✱ Tip

When you sync your Outlook E-mail account, disable your online address books to avoid errors. Press Menu and select Tools > Options. Select Address and uncheck the Check name against this server box.

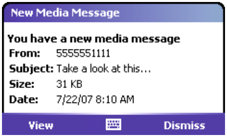
The new message notification may include any of the following options:

- **View:** Opens the message so you can view its full contents.
- **Download:** Downloads the rest of the message from the server.
- **Reply:** Opens a message addressed to the sender's phone number.
- **Dismiss:** Closes the notification and puts the message in your Inbox.
- **Menu:** Opens a menu where you can select other options.



6245

555-1234@vtext.com (Rose) Check out the cool accessories at www.palm.com



You have a new media message

From: 5555551111

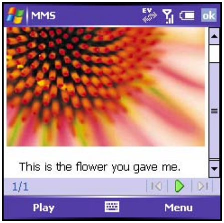
Subject: Take a look at this...

Size: 31 KB

Date: 7/22/07 8:10 AM

Viewing/playing a multimedia message

1. Go to your Today screen.
2. Press Messaging .
3. Press Left ◀ until you see MMS in the title bar.
4. From the Inbox, select the message you want to view.
5. If you're viewing the message for the first time, playback begins automatically. Otherwise, select an item to play.



This is the flower you gave me.

6. Do any of the following:
   - **Go the previous or next slide:** Tap Previous ⏮ or Next ⏭.
   - **Pause or resume playback:** Tap Pause ⏸ or Play ▶.
   - **Save the item that is playing:** Press Menu and select Save.
   - **Go to the top of the message:** Press Menu and select Message Overview.
   - **Reply to the message:** Press Menu and select Reply or Reply All.
   - **Call the sender:** Press Menu and select Call Sender.
   - **Save the message as a template for other messages:** Press Menu and select Save to Template.
7. Press OK.

✱ Tip
Your computer must be connected to the Internet when you sync your email.

Synchronizing your default email account

To send and receive messages for your default email account, simply synchronize your smartphone with your computer. See “Setting the synchronization schedule” on page 148 for details. During synchronization, new messages are copied to your smartphone’s Inbox, and messages in the smartphone’s Outbox are sent.

Synchronizing your other email accounts

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

1. Go to your Today screen.
2. Press Messaging.

+ Did You Know

By default, email messages you send are saved in the Sent folder. If you want to save memory on your smartphone, you can turn this option off. In the Messaging list, press Menu and select Tools > Options. Select Message, and then uncheck the Keep copies of sent items in Sent folder box.

3. Press Left ◀ until you see the account you want to download in the title bar.
4. Press Menu and select Send/Receive to synchronize your smartphone with your email server.

Receiving attachments

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

If you have an Outlook E-mail account and want to download attachments automatically, do the following:

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

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

1. Go to your Today screen.
2. Press Messaging.
3. Press Menu and select Tools > Options.
4. On the Accounts tab, select the IMAP4 account name.

5. Press Next until you reach Server information, and then select Options.
6. Press Next twice, and then select Get full copy of messages and When getting full copy, get attachments.

Using links in messages

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

1. Select a message in the list.
2. Select the phone number, email address, or URL (appears as underlined blue text).

Forwarding a message

1. Open the message you want to forward.
2. Press Menu and select Forward.
3. Address the message and enter any text you want to add.
4. Press Send .

+ Did You Know

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

✱ Tip

To store attachments on an expansion card, press Menu, select Tools > Options. Select Storage and then check the Store attachments on a storage card box.

✱ Tip
Unread messages appear in bold. Messages you've read appear in plain text.

+ Did You Know
If you are working offline, messages that you deleted from the server are deleted from your smartphone the next time you connect or according to the options you selected.

✱ Tip
To permanently remove messages from the Deleted Items folder, press Menu and select Tools > Empty Deleted Items.

Managing your messages

The status icons that appear next to each message in the Inbox and Outbox indicate the following:

An unread text message.

An unread message with pictures or videos.

An unread message with sound.

A read text message.

A read message with pictures or videos.

A read message with sound.

! An urgent message. This icon appears below the message size on the right side of the screen.

A message that was delivered (Sent folder only).

You can rearrange the messages in any folder or account.

1. Go to the Messaging account you want to arrange.
2. Select the Sort by list in the upper-right, and then select the sort method you want to use.

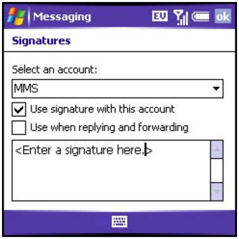
You can delete several messages at once from any folder.

1. Go to the Messaging account you want to delete the messages from.
2. Highlight the message(s) you want to delete. To select multiple messages, tap and drag the stylus across the messages.
3. Press Menu and select Delete.
4. Select Yes to move the items to the Deleted Items folder.

Adding a signature to your messages

You can use a different signature with each Messaging account.

1. Go to the Messaging list.
2. Press Menu and select Tools > Options.
3. On the Accounts tab, select Signatures.
4. Select the account you want to create a signature for.
5. Check the box to add this signature to new messages you create with this account.
6. (Optional) Check the box to add this signature to messages you reply to or forward with this account.
7. Select the default signature text and enter the signature text you want to use.
8. Press OK .



Signatures

Select an account:

MMS

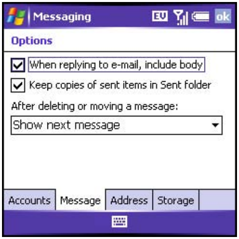
☑ Use signature with this account

☐ Use when replying and forwarding

<Enter a signature here.>

Customizing your Messaging settings

1. Go to the Messaging list.
2. Press Menu and select Tools > Options.
3. Select the Message tab and set any of the following options:
   - **When replying to e-mail, include body:** Indicates if the body of a message you received appears in your response to that message.



Options

☑ When replying to e-mail, include body

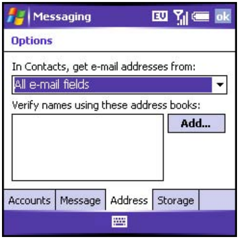
☑ Keep copies of sent items in Sent folder

After deleting or moving a message:

Show next message

- **Keep copies of sent items in Sent folder:** Indicates if messages you send are stored in the Sent folder.
- **After deleting or moving a message:** Specifies what you want to appear after you delete or move a text or email message.

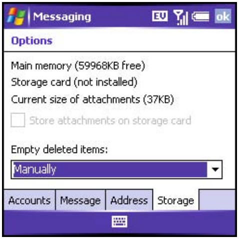
4. Select the Address tab and set any of the following options:
   - **In Contacts, get e-mail addresses from:** Indicates whether you want to check Contacts in addition to any directory services for email addresses.
   - **Verify names using these address books:** Indicates which directory services you want to check for email addresses.
   - **Add:** Lets you add directory services to the list of address books.



In Contacts, get e-mail addresses from: All e-mail fields

Verify names using these address books:

5. Select the Storage tab and set any of the following options:
   - **Store attachments on storage card:** Indicates whether you want to automatically store email attachments on an expansion card.
   - **Empty deleted items:** Indicates whether you want to automatically empty the Deleted folder, and when you want this to occur.
6. Press OK.



Main memory (59968KB free)

Storage card (not installed)

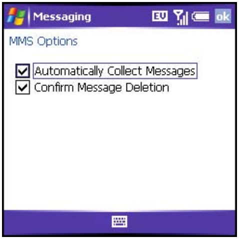
Current size of attachments (37KB)

☐ Store attachments on storage card

Empty deleted items: Manually

Customizing your multimedia messaging settings

1. Go to the Messaging list.
2. Press Menu and select Tools > Options.
3. On the Accounts tab, select MMS.
4. Set any of the following options:
    - **Automatically Collect Messages:** Indicates if you want to automatically receive multimedia messages.
    - **Confirm Message Deletion:** Indicates if you want deletion confirmation messages to appear.

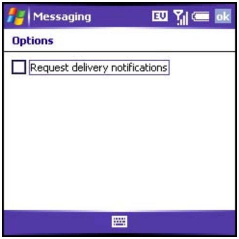


MMS Options

☑ Automatically Collect Messages
☑ Confirm Message Deletion

Customizing your text messaging settings

1. Press OK.
2. Go to the Messaging list.
3. Press Menu and select Tools > Options.
4. On the Accounts tab, select Text Messages.
5. If you want to receive a notification when your text messages are delivered, check this box.
6. Press OK.



Options

☐ Request delivery notifications

[!] Before You Begin

You must subscribe to data services from Verizon Wireless.

+ Did You Know

You can add Pocket MSN to your Today screen. See “Selecting which items appear on your Today screen” on page 158 for details.

✱ Tip

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

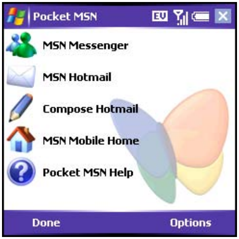
Using Pocket MSN

Pocket MSN provides quick access to the following:

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

Signing in to Pocket MSN

1. Press Start and select Pocket MSN.
2. Select MSN Mobile Home.
3. Select Sign in.
4. Enter the email address and password for your Passport account or your Hotmail account.
    - To create a Passport (IM) account, go to **www.passport.com**.
    - To create a Hotmail account, go to **www.hotmail.com**.

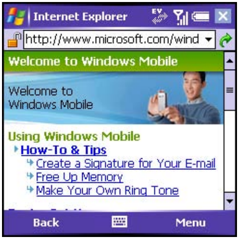


Browsing the web

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

Viewing a web page

By default, Internet Explorer Mobile scales web page content to fit your smartphone screen so that you can view most of the information without scrolling left or right.


Internet Explorer
http://www.microsoft.com/wind
Welcome to Windows Mobile
Welcome to Windows Mobile
Using Windows Mobile
How-To & Tips
Create a Signature for Your E-mail
Free Up Memory
Make Your Own Ring Tone
Back
Menu

1. Make sure your phone is on (see “Turning your phone on and off” on page 11).
2. Press Start and select Internet Explorer.
3. Highlight the address line, enter the address of the web page you want to view, and then press Center.
4. Press Menu, select View, and then select any of the following:
   - **One Column:** Arranges web pages into one column that is as wide as the screen, so that you don’t have to scroll horizontally.
   - **Default:** Maintains a layout similar to what you see on a desktop computer, but it makes items smaller and arranges the content so that you can see most of it without scrolling horizontally.
   - **Desktop:** Keeps the same layout and size as on a desktop computer, which requires both horizontal and vertical scrolling.

+ Did You Know

You can also start a web search from your Today screen by selecting the Google Lookup field, entering the item you want to find, and then pressing Center.

✱ Tip

To return to a recently viewed page, select the address line list, and then select the web address.

✱ Tip

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

Did You Know

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

Tip

To send a link, press Menu and select Tools > Send Link via E-mail. Select the Messaging account you want to use to send the link.

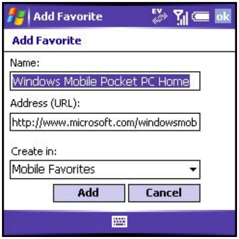
- **Full Screen:** Hides the status and navigation areas and fills the entire screen with the web page. To exit full screen mode, press , or tap and hold anywhere on the screen and uncheck Full Screen.
- **Show Pictures:** Shows or hides pictures on web pages. Hiding pictures speeds up the time it takes to load pages.

5. Do any of the following:
   - To view the previous page, press Back .
   - To refresh the page with the latest content from the Internet, press Menu and select Refresh.
   - To scroll through the page in One Column View or Default View, press Up ▲ or Down ▼. In Desktop View, press Up ▲, Down ▼, Left ◀, or Right ▶ to scroll in all directions.
   - To follow a link to another web page, press Up ▲ or Down ▼ to highlight the link, and then press Center to go to the selected page. You can also tap the link on the screen with your stylus.
   - To adjust the size of the text on web pages, press Menu , select Zoom, and then select the size you want.
   - To view a web page's properties, press Menu and select Tools > Properties.
6. Press OK to close Internet Explorer Mobile.

Creating a favorite

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

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



Add Favorite

Name:
Windows Mobile Pocket PC Home

Address (URL):
http://www.microsoft.com/windowsmob

Create in:
Mobile Favorites

Viewing a favorite

1. Press Start and select Internet Explorer.
2. Press Favorites .
3. Select the page you want to view in the list.

✱ **Tip**

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

✱ **Tip**

To delete a favorite or folder, press Menu and select Favorites. Select the Add/Delete tab, highlight the item you want to delete, and then select Delete. Select Yes to confirm deletion, and then press OK.

+ Did You Know

You can select the Downloads favorite to access the Verizon Wireless downloads page.

✱ Tip

If Internet Explorer Mobile does not recognize a smartphone number as dialable, you can copy the phone number (as text) and paste it into the Phone Dial Pad.

Organizing your favorites

You can create folders to organize your favorites. For example, you can store travel links in one folder, stock links in another, and business links in a third folder.

1. Press Start and select Internet Explorer.
2. Press Menu and select Favorites.
3. Select the Add/Delete tab.
4. Select New Folder.
5. Enter a name for this folder, and then select Add.
6. Press OK.

Downloading files and images from a web page

You can download files that are usable on your smartphone, such as new applications, MIDI ringtones, or pictures that are specifically tagged for download.

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

Copying text from a web page

You can copy text from a web page and paste it in other applications.

1. Use the stylus to highlight the text you want to copy.
2. Press Menu and select Edit > Copy.
3. Go to the application in which you want to paste, and then position the cursor where you want to paste the text.
4. Press Menu and select Edit > Paste.

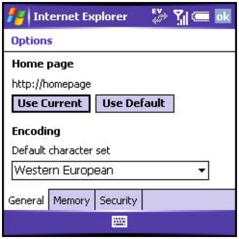
Using the History list

The History list stores the addresses of the pages you visited recently.

1. Press Menu and select History.
2. (Optional) Select the Show list in the upper-left, and then select how you want to sort the History list.
3. Select the web page you want to view.

Customizing your Internet Explorer Mobile settings

1. Press Menu and select Tools > Options.
2. On the General tab, set any of the following options:
   - **Home Page:** Sets the page that appears when you open Internet Explorer Mobile. To use the page you were on when you opened the menu, select Use Current. To select the original home page, select Use Default.
   - **Encoding:** Sets the character set for the web pages you view.



Home page

http://homepage

Encoding

Default character set

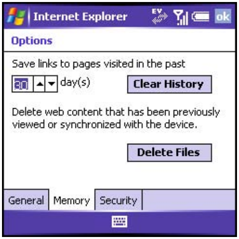
Western European

+ Did You Know

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

✱ **Tip**
Internet Explorer Mobile supports JavaScript, Secure Sockets Layer (SSL), and cookies, but does not support plug-ins (Flash, Shockwave, etc.) or Java applets.

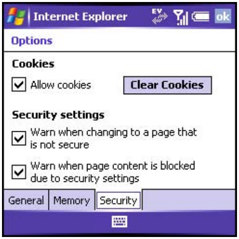
3. Select the Memory tab and set any of the following options:
   - **Save links to pages visited in the past:** Sets how many days of activity the History list stores.
   - **Clear History:** Empties the History list.
   - **Delete Files:** Removes web files that you synchronized with your computer.



Save links to pages visited in the past
30 day(s)

Delete web content that has been previously viewed or synchronized with the device.

4. Select the Security tab and set any of the following options:
   - **Allow cookies:** Sets whether your smartphone accepts cookies (small files containing info about your identity and preferences). The page sends the file and stores it on your smartphone.
   - **Clear Cookies:** Deletes any cookies stored on your smartphone.
   - **Warn when changing to a page that is not secure:** Sets whether a message appears when you switch from a secure to one that is not secure.
   - **Warn when page content is blocked due to security settings:** Sets whether a message appears when you attempt to open a page that does not meet your smartphone's security standards.



Cookies
☑ Allow cookies

Security settings
☑ Warn when changing to a page that is not secure
☑ Warn when page content is blocked due to security settings

5. Press OK ㊋.

Connecting to devices with Bluetooth® wireless technology

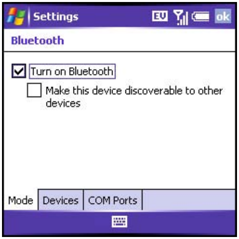
With your smartphone's built-in Bluetooth® wireless technology, you can connect to a number of Bluetooth devices such as a headset, hands-free car kit, or GPS receiver, as well as to other phones, handhelds, or piconets. For a list of hands-free devices with Bluetooth wireless technology that are compatible with your smartphone, go to: **www.palm.com/mytreo700wVerizon**.

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

Setting up a Bluetooth connection

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

1. If necessary, prepare the device you want to connect with to accept a new connection. Check the device's documentation for details.
2. Go to your Today screen, and then tap Bluetooth .
3. Check the Turn on Bluetooth box to turn on your smartphone's Bluetooth feature.



Settings

Bluetooth

☑ Turn on Bluetooth

☐ Make this device discoverable to other devices

Did You Know

If you're using a hands-free Bluetooth device and it is within range (30 feet), your smartphone routes all calls to the hands-free device instead of your smartphone's earpiece. When a call comes in, your smartphone rings and the car kit or headset beeps. Even if you pick up the call on your smartphone earpiece, the call goes to the headset or car kit.

Tip

Your smartphone does not support Bluetooth wireless connections with A2DP devices, such as stereo headsets.

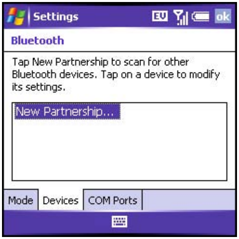
+ Did You Know

The Bluetooth icon on your Today screen indicates the status of your smartphone's Bluetooth feature:
Gray = Bluetooth off
Blue = Bluetooth on
White = Connected to a Bluetooth device
Headset = Call in progress with a Bluetooth headset or car kit.

✱ Tip

If you no longer want to automatically connect with a device, go to the Bluetooth Settings screen and select Devices. Highlight the connection you want to remove, press and hold Center, and then select Delete.

4. Select the Devices tab, and then select New Partnership.
5. Wait for your smartphone to search for devices and to display the device list.
6. Select the device you want to connect with, and then press Next ▭.
7. Enter an alphanumeric passkey between 1 and 16 characters long, and then press Next ▭.

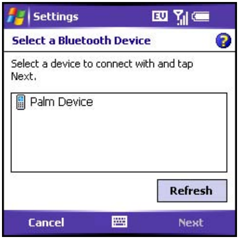


Settings

Bluetooth

Tap New Partnership to scan for other Bluetooth devices. Tap on a device to modify its settings.

New Partnership...



Settings

Select a Bluetooth Device

Select a device to connect with and tap Next.

Palm Device

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

8. If the passkey is not built-in, enter the same passkey on the Bluetooth device, and then press Finish ▭.
9. If you're connecting to a headset or hands-free car kit, check the Hands Free box, and then press Finish ▭.
10. If you're connecting to a GPS device, press Finish ▭, select the COM Ports tab, select the GPS device you selected in step 6, and then select New Outgoing Port. Press Finish ▭.
11. Press OK ⓞ.
12. If you're connecting to a GPS device, enter your GPS Settings (see "Setting up a GPS device" on page 178). Be sure to select the same port you selected in step 10.

You can now communicate with this device whenever it is within range (about 30 feet) and your smartphone’s Bluetooth feature is turned on (see steps 1 and 2 earlier in this section).

Sending information over a Bluetooth connection

You can send an individual entry or file.

1. Make sure the receiving device is ready to receive a Bluetooth connection.
2. Highlight the entry or file you want to send.
3. Press Menu and select Beam… (the menu item changes names based on the type of item you highlighted).
4. Select the receiving device in the list.

When the transmission is complete, “Done” appears next to the name of the receiving device.

Receiving information over a Bluetooth connection

1. Go to your Today screen, and then tap Bluetooth .
2. Check the Turn on Bluetooth box to turn on your smartphone’s Bluetooth feature.
3. If you already set up a connection with the transmitting device, your smartphone is ready to receive the info. If you haven’t set up a connection, check the Make this device discoverable to other devices box to let the device find your smartphone and request a connection.
4. When your smartphone is receiving info, a notification tells you that a transmission is in progress. To stop the transmission, press Cancel ; to close the notification, press Dismiss .

✱ Tip

Check your battery level before establishing a Bluetooth connection. If the battery level is low, you can’t make a Bluetooth connection.

✱ Tip

If you have trouble receiving info over a Bluetooth connection, press Start and select Settings. Select the Connections tab, and then select Beam. Make sure the Receive all incoming beams box is checked.

[!] Before You Begin
Make sure your computer is equipped with Bluetooth wireless technology and that you installed the synchronization software on the CD that came with your smartphone.

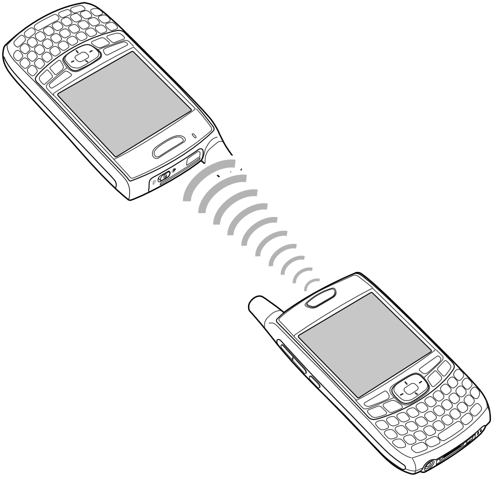
✱ Tip
Wi-Fi® routers, microwaves, and wireless telephones using the 2.4GHz band may interfere with Bluetooth connections. For best results, move away from this equipment when making a Bluetooth connection.

Synchronizing over a Bluetooth connection

1. Set up your computer for Bluetooth wireless communication. See the documentation that came with your computer for details. In most cases your computer must support the Virtual Serial Port profile and this profile must be turned on.
2. Set up ActiveSync on your computer for Bluetooth wireless communication. See ActiveSync Help on your computer for details.
3. Go to your Today screen, and then tap Bluetooth.
4. Check the Turn on Bluetooth box to turn on your smartphone’s Bluetooth feature.
5. Press Start and select Programs.
6. Select ActiveSync.
7. Press Menu and select Connect via Bluetooth.
8. If this is the first time you’re making a Bluetooth connection to this computer, follow the onscreen prompts to set up a Bluetooth partnership with this computer.
9. Select Sync.
10. When synchronization is finished, press Menu and select Disconnect Bluetooth.
11. (Optional) Go to your Today screen, tap Bluetooth, and then uncheck the Turn on Bluetooth box to conserve power by turning off your smartphone’s Bluetooth feature.

Beaming information with IR

Your smartphone is equipped with an IR (infrared) port that lets you beam information to another device with an IR port. The IR port is located on the top of your smartphone, between the antenna and the ringer switch, behind the small dark shield.



✱ Tip

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

The type of information you can beam depends on the type of device you are beaming to. Windows mobile devices are always compatibile with the Treo 700w smartphone.

✱ **Tip**

If you can't receive beamed info, press Start and select Settings. Select the Connections tab, and then select Beam. Make sure the Receive all incoming beams box is checked. If you still can't receive info, try a soft reset (see "Resetting your smartphone" on page 191).

Beaming a record

1. Highlight the entry or file you want to beam.
2. Press Menu and select Beam… (the menu item changes names based on the type of item you highlighted).
3. Point the IR port on your smartphone directly at the IR port of the receiving device.
4. When the name of the receiving device appears, select it to begin the transfer.
5. Wait for "Done" to appear next to the name of the receiving device before you continue using your smartphone.

Receiving beamed information

1. Turn on your screen.
2. Point your smartphone's IR port directly at the IR port of the transmitting device.
3. When the Receiving Data message appears, select Yes to receive the beam.

Synchronizing over an infrared connection

1. Set up your computer to receive infrared beams. See ActiveSync Help on your computer for details.
2. Point your smartphone's IR port directly at the IR port on your computer.
3. On your smartphone, press Start and select Programs.
4. Select ActiveSync.
5. Press Menu and select Connect via IR.
6. Select Sync.

Playing Media Files

Pictures & Videos

Your Palm® Treo™ 700w smartphone comes with an easy-to-use, built-in, 1.3-megapixel camera with 2x digital zoom (camera not included with all smartphones). You can use the camera to take and view pictures and videos and send them to your friends and family. To add a personal touch to your smartphone, use your pictures as your Today screen background, and as caller ID images, or use your videos to create video ringtones.

If your Treo smartphone doesn't have a built-in camera, then the sections about taking pictures and videos don't apply to you. Even if your smartphone does not have a camera, you can still receive and view pictures and videos, send pictures and videos to other people as attachments or multimedia messages, and use pictures to personalize your smartphone (such as wallpaper or picture caller ID; see "Assigning a picture and ringtone ID to a contact" on page 160 for details). You can also move pictures and videos to a computer by synchronizing your smartphone with your computer.

+ Did You Know

Pictures are captured and stored in 16-bit color, JPG format. Resolution settings range from 1280 x1024 to 160 x 120 pixels (1.3-megapixels to VGA). You can change the change the default setting, see "Customizing your Camera settings" on page 109 for details.

Taking a picture

By default, pictures are stored in the My Pictures folder on your smartphone. If you want to store your pictures on an expansion card, see "Customizing your Camera settings" on page 109 to change where pictures are stored. For information on accessing your pictures on your computer, see "Viewing pictures and videos on your computer" on page 111.

✱ Tip

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

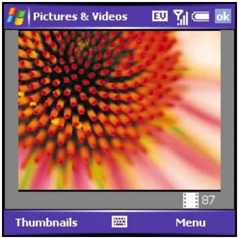
+ Did You Know

Videos are captured and stored in 3G2 format. Video resolution settings range from 352 x 288 to 176 x 144 pixels.

✱ Tip

If you don't like a video you recorded, delete it. See "Deleting a picture or video" on page 108 for details.

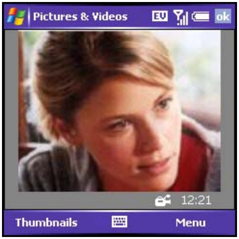
1. Press Start and select Pictures & Videos.
2. Select Camera.
3. Press Menu. If you see Still Mode on the menu, select it. If you don't see Still Mode, skip this step.
4. Adjust the position of your smartphone until you see the subject you want to photograph on the screen.
5. (Optional) Adjust any of the following:
   - **Zoom:** Press Up ▲, to zoom in or Down ▼ to zoom out.
   - **Brightness:** Press Right ▶ to increase the brightness or Left ◀ to decrease the brightness.
   - **Resolution:** Press Menu and select Resolution to change the image quality.
6. Press Center to capture the picture.
7. Wait for the picture to render, and then do one of the following:
   - Press Camera to take another picture.
   - Press OK to return to the Thumbnails View.



Recording a video

Videos can be any length, provided you have ample storage space available.By default, videos are stored in the My Pictures folder on your smartphone. If you want to store your videos on an expansion card, see "Customizing your Camera settings" on page 109 to change where videos are stored. For information on accessing your videos on your computer, see "Viewing pictures and videos on your computer" on page 111.

1. Press Start and select Pictures & Videos.
2. Select Camera.
3. Press Menu and select Video Mode.
4. Adjust the position of your smartphone until you see the subject you want to record on the screen.
5. (Optional) Adjust any of the following:
   - **Brightness:** Press Right ▶ to increase the brightness or Left ◀ to decrease the brightness.
   - **Resolution:** Press Menu and select Quality to change the video resolution.
6. Press Center to start recording.
7. When you're done recording, press Stop or Center to stop recording.
8. (Optional) To review the video, press Thumbnails, highlight the video, and then press Center. Press OK to return to the Thumbnail View.



Viewing a picture or video

1. Press Start and select Pictures & Videos.
2. Select the picture or video you want to view. For more info on viewing videos, see "Playing media files on your smartphone" on page 113.
3. Press OK to return to the Thumbnail View.

✱ Tip

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

+ Did You Know

Your smartphone has a self-portrait mirror next to the camera lens on the back of your smartphone. Use the mirror when you're taking a picture or video and you want to be in the picture too.

✱ Tip
You can also press Right and Left on the 5-way to move forward or backward through the slides.

+ Did You Know
You cannot send copyrighted pictures or videos that appear with a Lock icon in the Thumbnail View.

✱ Tip
You can also send pictures and videos as email attachments.

Viewing a slide show

1. Press Start and select Pictures & Videos.
2. Press Menu and select Play Slide Show. The slide show plays automatically.
3. Press Center to display the slide show toolbar, which you can use to Rotate, Play, Pause, Reverse, Forward, and Stop the slide show.

Sending a picture or video

You can send a picture or video to other picture-enabled mobile smartphones or to an email address.

1. Press Start and select Pictures & Videos.
2. Highlight the picture or video you want to send.
3. Press Menu and select Send.
4. Select the email or MMS account you want to use to send the picture or video.
5. When the Messaging application opens, address and send the message. (See “Creating and sending a multimedia message” on page 72 for details.)

Creating a video ringtone

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

1. Press Start and select Pictures & Videos.
2. Highlight the video you want to use as a ringtone.
3. Press Menu and select Save to Contact Ring Tone.
4. Select the contact you want to assign the ringtone to.

Organizing pictures and videos

You can move or copy pictures and videos to other folders or between your smartphone and an expansion card.

1. Press Start and select Pictures & Videos.
2. Highlight the picture or video you want to move or copy.
3. Do one of the following:
   - To move the picture or video to another location, press Menu and select Edit > Cut.
   - To keep the picture or video in two locations, press Menu and select Edit > Copy.
4. Select the Show list in the upper-left, and select the location where you want to place the picture or video you selected in step 3.
5. Press Menu and select Edit > Paste.

You can also view a specific folder or expansion card and arrange the pictures and videos by name, date, or size.

1. Press Start and select Pictures & Videos.
2. Select the Show list in the upper-left, and then select the folder you want to view.
3. Select the Sort By list in the upper-right, and then select the sort method: Name, Date, or Size.

✱ Tip
To undo an edit, press Menu and select Undo. To cancel all unsaved edits you made to the picture, select Revert to Saved.

Using a picture as the Today screen background

1. Press Start and select Pictures & Videos.
2. Highlight the picture you want to use.
3. Press Menu and select Set as Today Background.
4. Select the Transparency level list and select the appropriate level. Use a higher percentage for a more transparent picture and a lower percentage for a more opaque picture.
5. Press OK to return to the Thumbnail View.

Editing a picture

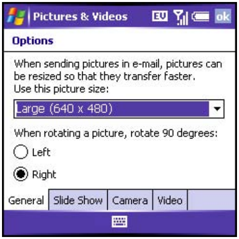
1. Press Start and select Pictures & Videos.
2. Highlight the picture you want to edit.
3. Press Menu and select Edit.
4. Do any of the following:
    - To rotate a picture 90 degrees counterclockwise, select Rotate.
    - To crop a picture, press Menu and select Crop. Tap and drag the stylus to highlight the area to crop. Tap outside the box to stop cropping.
    - To adjust the brightness and contrast levels of a picture, press Menu and select AutoCorrect.

Deleting a picture or video

1. Press Start and select Pictures & Videos.
2. Highlight the picture or video you want to delete.
3. Press Menu and select Delete.
4. Select Yes.

Customizing your Camera settings

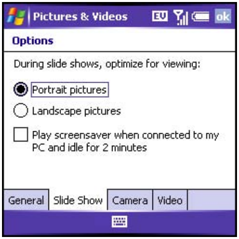
1. Press Start and select Pictures & Videos.
2. Press Menu and select Options.
3. On the General tab, set any of the following options:
    - **Use this picture size:** Sets the size of pictures you send with the Messaging application.
    - **When rotating a picture, rotate 90 degrees:** Sets the direction in which pictures rotate.



When sending pictures in e-mail, pictures can be resized so that they transfer faster.
Use this picture size:
Large (640 x 480)

When rotating a picture, rotate 90 degrees:
○ Left
● Right

4. Select the Slide Show tab and set any of the following options:
    - **During slide shows, optimize for viewing:** Sets whether pictures are optimized for portrait or landscape format during slide shows.
    - **Play screensaver when connected to my PC and idle for 2 minutes:** Sets whether the pictures in your My Pictures folder are used as a screensaver when your smartphone is connected to your computer and ActiveSync® software is not running.

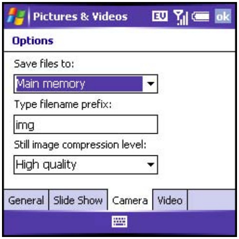


During slide shows, optimize for viewing:
● Portrait pictures
○ Landscape pictures
☐ Play screensaver when connected to my PC and idle for 2 minutes

✱ Tip

If your smartphone does not have a built-in camera, the Camera and Video options do not apply to you.

5. Select the Camera tab and set any of the following options:
    - **Save files to:** Determines if pictures and videos are stored on your smartphone or on an expansion card.
    - **Type filename prefix:** Assigns a name to a series of pictures to be captured, such as Seattle001, Seattle002, and so on.
    - **Still image compression level:** Sets the default size for newly captured pictures.

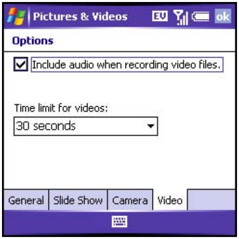


Save files to: Main memory

Type filename prefix: img

Still image compression level: High quality

6. Select the Video tab and set any of the following options:
    - **Include audio when recording video files:** Turns the microphone on and off so that you can record videos with or without sound.
    - **Time limit for videos:** Limits the length of videos you record. You can also select the No limit option.



☑ Include audio when recording video files.

Time limit for videos: 30 seconds

7. Press OK ok to return to the Thumbnail View.

Viewing pictures and videos on your computer

When you synchronize your smartphone, your pictures and videos are copied to your desktop computer. You can view pictures in JPEG, GIF, BMP, and PNG format and videos in 3G2, 3GP, and WMV format. You can also send them to friends using your desktop email application.

- To find all synchronized pictures & videos, look in C:\Documents and Settings\<Username>\My Documents\Treo My Documents

+ Did You Know

You can also download animated GIF files and view them in Internet Explorer Mobile.

Windows Media Player Mobile

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

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

Windows Media Player Mobile can play music, audio, and video files that are stored on your smartphone or on an expansion card (sold separately) in any of the following file formats:

- WMA
- WMV
- MP3
- 3G2
- 3GP

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

Transferring media files to your smartphone

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

1. On your computer, open Windows Media Player 10.
2. (Optional) Insert a 32MB or larger expansion card into your smartphone.
3. Connect your smartphone to your computer with the USB sync cable.

4. When the Device Setup Wizard opens on your computer, click Automatic.
5. Check the Customize the playlists that will be synchronized box.
6. Select the playlists you want to sync.
7. Click Finish to begin the transfer. The next time you connect your smartphone to your computer while the desktop version of Windows Media Player 10 is running, synchronization starts automatically.

Playing media files on your smartphone

1. Press Start and select Windows Media.
2. Press Menu and select Library.
3. Select the Library list in the upper-left, and then select the library you want to use.
4. Select the item you want to play (such as a song, album, or artist name).
5. Press Play.
6. Use any of the following onscreen controls during playback:
   ▶ Plays the current file.
   ⏸ Pauses the current file.
   ⏮ Skips to the beginning of the current file or to the previous file.
   ⏭ Skips to the next file.
   ⊶ Sets the point from which playback begins. Tap and drag the slider to change the current position.
   ⊕ Increases the volume level.
   ⊖ Decreases the volume level.
   🔊 Turns the sound on or off.

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

✱ Tip
To play a file from the web, on the Library screen, press Menu and select Open URL. Select URL and enter the website address, or select History and select a site you've visited before.

✱ Tip
To repeat the current song, press Menu and select Repeat Song.

+ Did You Know

When you update a library, it automatically updates video files (WMV, 3GP, and 3G2) and audio files (WMA, MP3, QCP, and WAV).

✱ Tip

To delete an item from a library, press and hold Center on the item to open the shortcut menu, and then select Delete from Library. Select Yes to confirm deletion.

↗ Displays a video using the full screen.
🌐 Displays a website where you can find music and videos to play.
★ Indicates the rating of the current file. Select the star to change the rating.

7. Press Menu and select any of the following during playback:
   - **Library:** Displays the Library screen so you can select a different song to play.
   - **Shuffle/Repeat > Shuffle:** Plays the Now Playing playlist in random order. A check appears next to this command when it is on.
   - **Shuffle/Repeat > Repeat:** Plays the Now Playing playlist repeatedly. A check appears next to this command when it is on.
   - **Stop:** Ends playback.

Working with libraries

A library represents each of the storage locations available to Windows Media Player Mobile, so you should have two libraries: My Device and My Storage Card. Each library contains links to the media files in that location. Windows Media Player Mobile usually updates your libraries automatically, but you can also manually update a library to add links to any files that you recently copied to your smartphone or an expansion card.

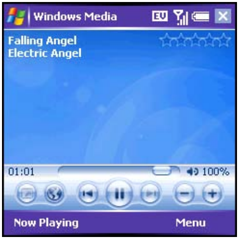
1. Press Start and select Windows Media.
2. Press Menu and select Library.
3. Press Menu and select Update Library.
4. Wait for the files to be added, and then select Done.

Working with playlists

A playlist is a list of media files that play in a specific order. You can use playlists to group audio and video files together for convenient playback. For example, in the desktop Player, you can create a playlist of upbeat songs for when you exercise and a playlist of soothing songs for a long flight. When you synchronize, your favorite playlists are automatically copied to your smartphone. Your playlists appear in your libraries (in the My Playlists category).

A temporary playlist, called Now Playing, appears on the Now Playing menu. It lists the currently playing file, as well as any files that are queued up to play next. You can add to, modify, or clear the files on the Now Playing playlist.

1. Go to the Now Playing screen:
   - If you are on the Library screen, select the Now Playing category.
   - If you are on the Playback screen, select Now Playing.
2. Do any of the following:
   - To move a file up or down one slot, highlight the file, and then select Move Up or Move Down.
   - To add a file, select Add, press Menu, and then select Queue Up.
   - To delete a file from the playlist, highlight the file, and then select Remove.
   - To view more info about a file, highlight the file and select Properties.
   - To remove all items from the Now Playing playlist, press Menu and select Clear Now Playing.



Did You Know

You can also move a file in the Now Playing playlist by tapping and dragging it to a new position.

Tip

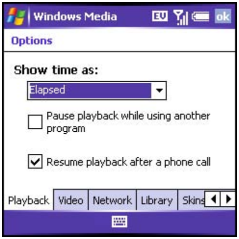
If you move files between your smartphone and an expansion card, be sure to update your libraries, or you won't be able to see the files in their new location.

+ Did You Know

You can also customize your smartphone so that pressing and holding the Side button on the side of your smartphone opens Windows Media Player Mobile. See “Reassigning buttons” on page 168 for details.

Customizing Windows Media Player Mobile

1. If necessary, go to the Playback screen by pressing OK to close the current screen.
2. Press Menu and select Options.
3. On the Playback tab, set any of the following options:
    - **Show time as:** Sets whether the time remaining or time elapsed appears in the Playback screen.
    - **Pause playback while using another program:** Sets whether playback continues if you switch to another application.
    - **Resume playback after a phone call:** Sets whether playback continues after you finish a phone call.



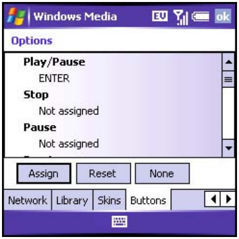
Show time as: Elapsed

☐ Pause playback while using another program

☑ Resume playback after a phone call

4. Select the Video tab and set any of the following options:
    - **Play video in full screen:** Sets whether videos automatically play in full screen format.
    - **Shrink to fit window:** Sets whether videos are automatically scaled to fit the Playback screen.
5. Select the Network tab and set any of the following options:
    - **Protocol:** Enables and disables the available protocols. You must select at least one protocol.
    - **Internet Connection Speed:** Sets the speed of your network connection.

6. Select the Library tab and set whether you want to see the Library or Playback screen when you open Windows Media Player Mobile.
7. Select the Skins tab and select Previous or Next to set the player's background.
8. Select the Buttons tab to change any of the available button settings:
    - To assign a button, highlight the item you want to set, select Assign, and then press the button you want to use for that item.
    - To restore an item's factory setting, highlight the item and select Reset.
    - To unassign an item, highlight the item and select None.
9. Press OK .



Options

Play/Pause
ENTER
Stop
Not assigned
Pause
Not assigned

+ Did You Know

If you close the Windows Media Player window, your music continues to play in the background.

Staying Productive

Word Mobile

You can create and edit documents and templates and save them as DOC, RTF, TXT, and DOT files. You can also edit Word documents and templates that you create on your computer. However, keep in mind that some of the information and formatting may be lost when you save the document on your smartphone.

The following features are not supported in Word Mobile:

- Backgrounds
- Bi-directional text
- Document protection
- Metafiles
- Artistic page borders (lined page borders are supported)
- Password-protected files (remove password protection on your computer before opening the file on your smartphone)
- Shapes and text boxes
- Smart tags

The following features are partially supported in Word Mobile:

- Picture bullets (regular bullets are supported.)
- Revision marks (documents appear as though all revisions were accepted; if the document is saved, revision marks are lost)

✱ **Tip**

To copy a file from your computer to your smartphone, open My Computer or Windows Explorer on your computer, copy the file into the Mobile Device folder, and then sync.

+ Did You Know

When you save a new document, it is automatically named after the first several words in the file.

- Table styles (some or all of the formatting is lost if the document is saved)
- Underline styles (unsupported styles are mapped to one of the four supported styles: regular, dotted, wavy, or thick/bold/wide)
- Legacy Pocket Word files (you can open PSW files, but if you edit a file, you need to save it in DOC, RTF, TXT, or DOT format)

The following features are not supported on your smartphone, but they remain in the file so that when you open the file on your computer, they appear as expected:

- Fonts and font sizes (original fonts are listed on your smartphone but are mapped to the closest font available.)
- Footnotes, endnotes, headers, footers
- Lists (indented lists are mapped to the closest indentation level supported by Word Mobile.)
- Page breaks (although undisplayed, all page breaks, except a break placed at the end of a document, are retained in the document.)

Creating a document

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

Opening an existing document

1. Press Start and select Programs.
2. Select Word Mobile .
3. In the document list, select the document you want to open.

Creating a document from a template

1. Go to the documents list.
2. Select the Show list in the upper-left, and then select Templates.
3. Open the template you want to use and enter the information.
4. Press OK .
5. Rename the document and move it to the appropriate folder. See “Organizing your documents” on page 124 for details.

Finding or replacing text in a document

1. Open the document containing the text you want to find.
2. Press Menu and select Edit > Find/Replace.
3. Select Find what and enter the text you want to find.
4. (Optional) Check the Match case box to find text that matches the capitalization in the text you entered step 3.
5. (Optional) Check the Match whole words only box to find only full words that match the text you entered in step 3.
6. Select Find to locate the first instance of the text you entered in step 3, or select Replace and enter the replacement text.
7. Select Next to find the next instance of the text, or select Replace to replace it. To replace all instances of the text, select Replace All.
8. When you see a message that the search is done, press OK .

✱ Tip
If you don’t see Templates in the Show list, select More Folders to access this folder.

✱ Tip
To create a new template, open the document you want to save as a template. Press Menu and select Rename/Move. Select Name, and then enter a name for the template. Select the Show list, and then select Template. Press OK.

✱ Tip
To zoom in or out, open a document, press View, select Zoom, and then select the zoom level.

✱ Tip
If a document was previously saved on a computer, any unsupported formatting may be lost when you save the file.

Moving or copying text

1. Open the document containing the text you want to move or copy.
2. Highlight the text you want to move or copy.
3. Press Menu and select Copy to copy the text, or select Cut to move the text.
4. Open the document where you want to insert the text and position the insertion point where you want the text to appear.
5. Press Menu and select Paste.

Saving a copy of a document

1. Open the document you want to copy.
2. Press Menu and select File > Save As.
3. Select Name and enter a new name for the file.
4. Select the Folder list, and then select the folder where you want to save the file.
5. Select the Type list, and then select the format in which you want to save the file.
6. Select the Location list, and then select whether you want to store the file on your smartphone or an expansion card.
7. Select Save.

Formatting text

1. Open the document you want to format.
2. Highlight the text you want to format.
3. Press Menu and select Format > Font.

4. Set any of the following options for the highlighted text:
   - **Font:** Sets the typeface.
   - **Font color:** Sets the color.
   - **Size:** Sets the point size.
   - **Bold:** Indicates whether the text appears normal or thick.
   - **Italics:** Indicates whether the text appears upright or slanted.
   - **Underline:** Indicates whether the text appears with an underscore.
   - **Highlight:** Indicates whether the text appears with a yellow highlight.
   - **Strikethrough:** Indicates whether the text appears with a line through it.
5. Press OK to return to the document.

✱ **Tip**

You can also use the Formatting toolbar to create a list and to align text. To indent text in lists, you must use the Formatting toolbar.

Formatting paragraphs and lists

1. Open the document you want to format.
2. Position the insertion point in the paragraph you want to format.
3. Press Menu and select Format > Paragraph.
4. Set any of the following options:
   - **Alignment:** Aligns the text with the left, right, or center of the paragraph.
   - **List:** Creates a bulleted or numbered list.
   - **Indentation:** Changes the paragraph margins.
     - — **Left:** Sets the left margin for the entire paragraph.
     - — **Right:** Sets the right margin for the entire paragraph.
     - — **Special:** Lets you indent the first line or set a hanging indent.
     - — **By:** Sets the size of the Special indentation.
5. Press OK to return to the document.

Checking spelling in a document

1. Open the document you want to check.
2. Press Menu and select Tools > Spelling.
3. If an unknown or misspelled word is encountered, do one of the following:
   - Select the correct word in the list if the word is spelled incorrectly.
   - Select Ignore if the word is spelled correctly.
   - Select Add to add a new word to the spelling dictionary.

✱ Tip
To check the spelling of specific text, highlight it before you select the Spelling command.

Organizing your documents

You can rename your documents, move your documents to another folder, and move your documents between your smartphone and an expansion (storage) card.

1. Go to the documents list.
2. Press Menu and select Rename/Move.
3. Select Name, and then enter a new name for the document.
4. Select the Folder list, and then select the folder you want to move the document to.
5. Select the Location list, and then select Main memory or Storage card.
6. Press OK.
7. Select the Show list in the upper-left, and then select the folder you want to view.
8. Select the Sort By list in the upper-right, and then select the sort method.

✱ Tip
To create a new folder, go to the documents list, select the Show list in the upper-left, and then select the Add/Delete tab. Select New, enter a name for the folder, and then press OK.

Deleting a document

1. Go to the documents list.
2. Highlight the document you want to delete.
3. Press Menu and select Delete.
4. Select Yes.

Customizing Word Mobile

1. Go to the document list.
2. Press Menu and select Options.
3. Set any of the following options:
    - **Default template:** Sets the default template for new documents.
    - **Save to:** Sets the default location where new documents are stored.
    - **Display in list view:** Sets the types of files that appear in the documents list.
4. Press OK.

PowerPoint Mobile

With PowerPoint Mobile, you can open and view slide show presentations created on your computer. Many presentation elements such as slide transitions, animations, and URL links are also supported. PowerPoint features not supported on your smartphone include the following:

- Notes written for slides
- Rearrangement or editing of slides
- Files created in PPT format earlier than PowerPoint '97
- HTML files in HTM and MHT formats

Playing a presentation

1. Press Start and select Programs.
2. Select PowerPoint Mobile.
3. In the presentation list, highlight the presentation you want to play.
4. Press Center.
5. Do any of the following:
    - Press Right ▶ to advance to the next slide or Left ◀ to view the previous slide.
    - Press Menu, select Go to Slide, and select the slide you want to view.
    - Select Next or Previous to play animations.
    - Press Menu, select Zoom In, and then select 🔍 to zoom in or 🔍 to zoom out. To scroll within the current slide, tap and drag the slide. To return to the slide show, select.
    - Press Menu and select End Show.

✱ Tip
To copy a file from your computer to your smartphone, open My Computer or Windows Explorer on your computer, copy the file into the Mobile Device folder, and then sync.

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

Setting presentation playback options

1. Open the presentation for which you want to change the settings.
2. Press Menu and select Show Options.
3. On the Orientation tab, select the orientation you want. To select the orientation that best fits your smartphone's screen, select Default.
4. Select the Playback tab, and check the Override playback options for all files box.
5. Set any of the following options:
   - **Show without animation:** Turns off builds and other animations.
   - **Show without slide transition:** Turns off transition effects between slides.
   - **Use slide timings, if present:** Enables the timings recorded with each slide in a presentation.
   - **Loop continuously:** Advances to the first slide after playing the last slide in a presentation.
6. Press OK .

✱ **Tip**

To turn the presentation into a continuously looping slide show, check both the Use timings, if present, and the Loop continuously boxes.

+ **Did You Know**

You can purchase SDIO presentation modules that let you project your PowerPoint presentations through an LCD projector.

✱ **Tip**
For simple calculations, use the Calculator (see“Calculator” on page 70).

✱ **Tip**
To copy a file from your computer to your smartphone, open My Computer or Windows Explorer on your computer, copy the file into the Mobile Device folder, and then sync.

Excel Mobile

With Excel Mobile you can create and edit workbooks and templates on your smartphone. You can also edit workbooks and templates that you create on your computer. However, keep in mind that you may lose some of the information and formatting when you save the workbook on your smartphone.

Note the following formatting considerations:

- **Alignment:** Vertical text appears horizontal.
- **Borders:** Appear as a single line.
- **Cell patterns:** Patterns applied to cells are removed.
- **Fonts and font sizes:** The original font is listed on your smartphone and mapped to the closest font available. Original fonts reappear on your computer.
- **Number formats:** Microsoft Excel 97 conditional formatting displays in Number format.
- **Formulas and functions:** Unsupported functions are removed, and only the returned value of the function appears. Formulas containing the following are also converted to values:
    - An array or array argument, for example, =SUM({1;2;3;4})
    - External link references or an intersection range reference
    - References past row 16384 are replaced with #REF!
- **Protection settings:** Most protection features are disabled but not removed. However, password protection is removed. You must remove the password protection in Excel on your computer before opening the file on your smartphone.

- **Zoom settings:** Worksheet-specific zoom settings are not retained. The zoom setting applies to the entire workbook.
- **Worksheet names:** Names that refer to other workbooks, arrays, array formulas, or intersection ranges are removed from the name list, causing those formulas to be resolved as “#NAME?” All hidden names are not hidden.
- **AutoFilter Settings:** AutoFilters that cause rows to be hidden are supported. Use the Unhide command to display hidden rows. Other AutoFilters are removed, but you can use the AutoFilter command in Excel Mobile to perform similar functions.
- **Chart Formatting:** All charts are saved as they appear in Excel Mobile. Unsupported chart types are changed to one of these supported types: Column, Bar, Line, Pie, Scatter, and Area. Background colors, gridlines, data labels, trend lines, shadows, 3D effects, secondary axes, and logarithmic scales are turned off.

The following features aren't supported in Excel Mobile and are removed or modified when you open a workbook on your smartphone:

- Hidden, dialog, and macro sheets
- VBA modules
- Text boxes
- Drawing objects and pictures
- Lists
- Conditional formats and controls
- Pivot table data (is converted to values)

✱ Tip

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

✱ Tip

To insert a symbol, place the insertion point where you want the symbol. Press Menu and select Insert > Symbol. Highlight the symbol you want to insert, and then select Insert.

✱ Tip

To create a new template, open the workbook you want to save as a template. Press Menu and select Rename/Move, and then enter a name for the template. Select Folder, and then select Template. Press OK.

Creating a workbook

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

Creating a workbook from a template

1. Go to the workbook list.
2. Select the Show list in the upper-left, and then select Templates.
3. Open the template you want to use and enter the information you want to include in the template.
4. Press OK.
5. Rename the workbook and move it to the appropriate folder. See “Organizing your documents” on page 124 for details.

Viewing a workbook

1. Press Start and select Programs.
2. Select Excel Mobile.
3. In the workbook list, select the workbook you want to view.
4. Press View, and then select any of the following:
   - **Full Screen:** Shows as much data as possible on the screen. To return to the normal view, select Restore in the upper-right.

- **Zoom:** Sets the magnification level so that you can easily read the worksheet.
- **Sheet:** Lets you switch to a different worksheet.
- **Split:** Divides the window into two scrollable areas. To move the split bar, tap and drag the split bar. To remove the split bar, select View > Remove Split.
- **Freeze Panes:** Locks rows and columns so they remain visible while you scroll. Highlight the cell at the juncture you want to lock before you select this command. To unlock the rows or columns, select View > Unfreeze Panes.
- **Toolbar:** Sets whether the toolbar appears onscreen.
- **Status Bar:** Sets whether the status bar appears onscreen.
- **Show:** Sets whether headings and scroll bars appear onscreen.

Calculating a sum

1. Press View ▭ and select Toolbar.
2. Highlight the cell where you want to insert the sum.
3. Select Σ.
4. Tap and drag the stylus across the cells you want to add.
5. Press Enter ↵.

Entering a formula

1. Highlight the cell where you want to enter the formula.
2. Enter an = sign followed by any values, cell references, name references, operators, and functions.
   Example: =(B4/25)+100=Revenue-Expenses
3. Press Enter ↵.

✱ Tip

To jump to a cell or region, press Menu and select Edit > Go To. Select Cell reference or name and enter the target cell info or select Current region. Select OK.

+ Did You Know

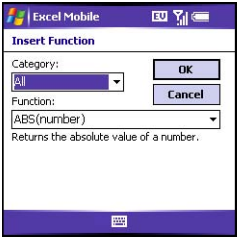
You can also switch worksheets by selecting the sheet list at the bottom of the screen.

✱ **Tip**

Select Autofill as the series type to quickly fill cells with repetitive data such as numbers or repeated text. Autofill takes the content of the first cell in the highlighted row or column and copies it down or across the rest of the selection.

Inserting a function

1. Open the workbook where you want to insert the function.
2. Press Menu and select Insert > Function.
3. Select the Category list, and then select the type of function you want to insert.
4. Select the Function list, and then select the specific function you want to insert.
5. Select OK.



Insert Function

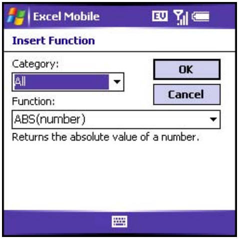
Category: All

Function: ABS(number)

Returns the absolute value of a number.

Entering a sequence automatically

1. Highlight both the cells containing the info you want to automate and the adjacent destination cells.
2. Press Menu and select Edit > Fill.
3. Select the Direction list, and then select the direction you want to populate.
4. Select the Fill type list, and then select Series.
5. Select the Series type list, and then select the type of series you want. If you select Date or Number, enter a Step value increment.
6. Select OK.



Insert Function

Category: All

Function: ABS(number)

Returns the absolute value of a number.

Adding cells, rows, and columns

1. Open the workbook you want to add to.
2. Highlight the area where you want to insert elements.
3. Press Menu and select Insert > Cells.
4. Select how you want to insert the elements:
   - **Shift cells right:** Inserts a new cell. The highlighted cell and all cells on its right move one column to the right.
   - **Shift cells down:** Inserts a new cell. The highlighted cell and all cells below it move down one row.
   - **Entire row:** Inserts a new row. The entire row in which the highlighted cell is located and all rows below it move down one row.
   - **Entire column:** Inserts a new column. The entire column in which the highlighted cell is located and all columns to its right move one column to the right.
5. Select OK.

Formatting cells

1. Open the workbook you want to format.
2. Highlight the cells you want to format.
3. Press Menu and select Format > Cells.
4. Select any of the following:
   - **Size:** Sets the row height and column width.
   - **Number:** Sets the type of information the cells contain.
   - **Align:** Sets whether text wraps within the highlighted cells, and sets horizontal and vertical alignment position.

Tip

To add a new worksheet, press Menu and select Format > Modify Sheets. Select Insert, enter a name for the worksheet, and then press OK. To change the order of the worksheets, highlight a worksheet you want to move, and then select Move Up or Move Down. Press OK to finish.

Tip

To name the highlighted cell or range of cells, press Menu and select Insert > Define Name. Enter the name and select Add. Press OK.

- **Font:** Sets the typeface, color, size, and style attributes.
- **Borders:** Turns borders on and off for various cell edges, and sets the border and background colors.

5. Press OK .

Formatting rows and columns

1. Open the workbook you want to format.
2. Highlight the rows or columns you want to format.
3. Press Menu , and then select Format > Row or Format> Column.
4. Select any of the following:
    - **AutoFit:** Adjusts the size of the highlighted rows or columns to their contents.
    - **Hide:** Hides the highlighted rows or columns.
    - **Unhide:** Displays hidden rows or columns in the highlighted area.

Renaming a worksheet

1. Open the workbook containing the worksheet you want to rename.
2. Press Menu and select Format > Modify Sheets.
3. In the Sheets list, highlight the worksheet you want to rename.
4. Select Rename, enter a new name for the worksheet, and then press OK twice.

+ Did You Know

You can adjust the column and row size by tapping and dragging the right edge of the column or the bottom edge of the row. To automatically fit rows and columns to their contents, double-tap the lower edge of the row heading or the right edge of the column heading.

Sorting info in a worksheet

1. Highlight the cells you want to sort.
2. Press Menu and select Tools > Sort.
3. Select the Sort by list, and then select the primary sort column.
4. Check or uncheck the Ascending box to indicate if you want to sort in ascending or descending order.
5. (Optional) Select the Then by lists, and then select second and third level sorting options.
6. Check or uncheck the Exclude header row from sort box to indicate if you want to sort the header row.
7. Select OK.

Filtering info in a worksheet

1. Highlight the cells that contain the info you want to filter.
2. Press Menu and select Tools > AutoFilter. A list appears at the top of each related column.
3. Select one of the new lists, and then select a filter. This hides all rows that do not include the selected filter.
4. (Optional) Select the other lists, and then select other filters.

Creating a chart

1. Open the workbook you want to create a chart from.
2. Highlight the cells you want to include in the chart.
3. Press Menu and select Insert > Chart.
4. Select the type of chart, and then press Next.

+ Did You Know

You can also create custom filters where you specify comparisons. Select the filter lists, and then select Custom.

✱ Tip

To display all rows again, select the filter lists, and then select All. To turn off filtering, press Menu and select Tools > AutoFilter again.

5. Confirm the area you want the chart to include, and then press Next .
6. Select the data layout, and then press Next .
7. Check the boxes to indicate whether the first row and column represent labels.
8. Select whether you want the chart to appear as a separate worksheet within the current workbook, or as part of the current worksheet.
9. Press Finish .

Formatting or changing a chart

1. Open the workbook that contains the chart you want to format.
2. Open the chart.
3. Press Menu and select Format > Chart.
4. Select any of the following:
    - **Titles:** Sets the title of the chart and headings, whether a legend appears, and the placement of the legend.
    - **Scale:** Sets the minimum and maximum scales for charts with an x or y axis.
    - **Type:** Sets the chart style. You can use this setting to convert your chart to a different format.
    - **Series:** Lets you add, modify, format, or delete related data points without affecting the info in your worksheet.
5. Press OK .

Finding or replacing info in a workbook

1. Open the workbook containing the info you want to find.
2. Press Menu and select Edit > Find/Replace.
3. Select Find what and enter the info you want to find.
4. (Optional) Check the Match case box to find text that matches the capitalization in any text you entered step 3.
5. (Optional) Check the Match whole words only box to find only full words that match any text you entered in step 3.
6. Select Find to locate the first instance of the info you entered in step 3, or select Replace and enter the replacement info.
7. Select Next to find the next instance of the info, or select Replace to replace it. To replace all instances of the info, select Replace All.
8. When you see a message that Excel is done searching, press OK.

Organizing your workbooks

You can rename your workbooks, and move them to another folder and between your smartphone and an expansion (storage) card.

1. Go to the workbook list.
2. Press Menu and select Rename/Move.
3. Select Name, and then enter a new name for the workbook.
4. Select the Folder list, and then select the folder you want to move the workbook to.
5. Select the Location list, and then select Main memory or Storage card.
6. Press OK.

7. Select the Show list in the upper-left, and then select the folder you want to view.
8. Select the Sort By list in the upper-right, and then select the sort method.

Deleting cells, rows, and columns

1. Open the workbook containing the elements you want to delete.
2. Highlight the area you want to delete.
3. Press Menu and select Edit > Delete Cells.
4. Select how you want to remove the elements:
   - **Shift cells left:** Deletes the highlighted cells and moves all cells on their right one column to the left.
   - **Shift cells up:** Deletes the highlighted cells and moves all cells below them up one row.
   - **Entire row:** Deletes the entire row in which the highlighted cells are located, and moves all rows below it up one row.
   - **Entire column:** Deletes the entire column in which the highlighted cells are located, and moves all columns on their right one column to the left.
5. Select OK.

✱ Tip

To delete a workbook, go to the workbook list and highlight the workbook you want to delete. Press Menu and select Delete. Select Yes to confirm.

✱ Tip

To delete a worksheet, press Menu and select Format > Modify Sheets. Highlight the worksheet you want to delete, and then select Delete. Select Yes, and then press OK to finish.

Customizing Excel Mobile

1. Go to the workbook list.
2. Press Menu and select Options.
3. Set any of the following options:
    - **Template for new workbook:** Sets the default template for new workbooks.
    - **Save new workbooks to:** Specifies where new workbooks are stored.
    - **Files to display in list view:** Sets which types of files appear in the workbook list.
4. Press OK .

+ Did You Know

Excel Mobile adjusts formulas to reflect the new cell locations. However, a formula that refers to a deleted cell displays the #REF! error value.

Managing Files and Applications

Finding information

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

- **Lookup:** Helps you find and dial your contacts by name or phone number. See “Dialing by contact name” on page 37 for details.
- **Search:** Looks through the text in all the applications on your smartphone.
- **File Explorer:** Lets you browse through the files and folders on your smartphone or an expansion card.

Using Search

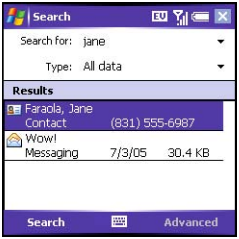
Search for files and other items stored in the My Documents folder on your smartphone or on an expansion card. You can search by file name or by words located in the item. For example, you can search for words within notes, appointments, contacts, and tasks.

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

+ Did You Know
You can sort the contents of a folder by name, date, size, or type. Select the Sort by list in the upper-right, and then select the sort method.

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

1. Press Start and select Programs.
2. Select Search.
3. Select Search for, and then enter the file name, word, or other info you want to find.
4. Select the Type list, and then select the kind of information you want to find.
5. Press Search.
6. Use the 5-way to select and view an item from the results of the search.



Search for: jane
Type: All data

Faraola, Jane
Contact (831) 555-6987
Wow!
Messaging 7/3/05 30.4 KB

Exploring files and folders

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

1. Press Start and select Programs.
2. Select File Explorer.
3. Select the Show list in the upper-left, and then select the folder you want to explore.
4. Do any of the following:
   - To open an item, select it.
   - To quickly delete, rename, copy, beam, or email an item, highlight the item, press and hold Center to open the shortcut menu, and then select the appropriate command.
   - To highlight multiple items, tap and drag the stylus.

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

Installing applications

Your Palm® Treo™ 700w smartphone comes with several built-in and ready-to-use applications. You can also install any of the additional software included on the *Windows Mobile Getting Started Disc* as well as other third-party applications that are compatible with Windows Mobile 5.0 devices, such as business software, games, and more. To learn more, go to **www.palm.com/mytreo700wVerizon**.

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

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

Installing applications from the Internet

You can install Windows Mobile applications directly from the Internet, using Internet Explorer Mobile. Applications you download to your smartphone install automatically.

1. Make sure your phone is on (see “Turning your phone on and off” on page 11).
2. Press Start ⊞ and select Internet Explorer.
3. Go to the page that contains the link to the application you want to download.
4. Press Left ◀ or Right ▶ to highlight the link to the file, and then press Center to start the download process.

✱ **Tip**

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

Be sure to select and install software for PocketPC Phone edition.
PPC smartphone edition is not compatible with your Treo 700w smartphone.

[!] Before You Begin
To install an application from your computer to your smartphone, you must first install the ActiveSync software on your computer (see “Installing the desktop synchronization software” on page 15).

Installing applications from your computer

1. Open My Computer or Windows Explorer on your computer.
2. Copy the application file(s) into the Mobile Device folder.
3. Connect your smartphone to your computer to synchronize and install the application(s) on your smartphone.

Installing applications onto an expansion card

1. Insert the expansion card into the expansion card slot (see “Removing and inserting expansion cards” on page 151).
2. Open the ActiveSync® window on your computer.
3. Click Tools and select Explore Device.
4. Double-click My Windows Mobile-Based Device to open the Mobile Device folder.
5. Copy the application file(s) into the Storage Card folder inside the Mobile Device folder.

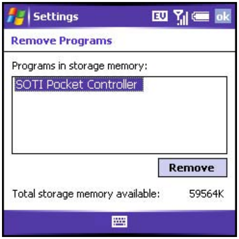
Getting help with third-party applications

If a you encounter a problem with a third-party application (such as an error message), contact the application’s author or vendor. For general troubleshooting of third-party applications, see “Third-party applications” on page 211.

Removing applications

To free up memory on your smartphone, you can remove applications that you no longer use. You can remove only applications, patches, and extensions that you install; you cannot remove the built-in applications that reside in the ROM portion of your smartphone.

1. Press Start and select Settings.
2. Select the System tab, and then select Remove Programs .
3. Highlight the application that you want to remove.
4. Select Remove.
5. Select Yes to confirm deletion.



Programs in storage memory:

SOTI Pocket Controller

Total storage memory available: 59564K

Tip

Some applications are factory-installed on your smartphone and cannot be deleted. These are not listed in the Remove Programs list.

Setting synchronization options

✱ Tip

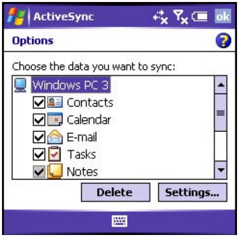
To stop synchronizing with one computer completely, select the computer name and then select Delete.

+ Did You Know

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

Selecting which info to sync

1. Press Start and select Programs.
2. Select ActiveSync .
3. Press Menu and select Options.
4. Do any of the following:
    - Check the box next to any items you want to synchronize. If you cannot check a box, you might have to uncheck a box for the same information type elsewhere in the list.
    - Uncheck the box next to any items you want to stop synchronizing.
    - Select an item and then select Settings to customize the settings for that item. Settings are not available for all items.



Choose the data you want to sync:

Windows PC 3
☑ Contacts
☑ Calendar
☑ E-mail
☑ Tasks
☑ Notes

Synchronizing with Exchange Server

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

1. Press Start and select Programs.
2. Select ActiveSync .
3. Press Menu and select Configure Server. If you have not yet set up sync with Exchange Server, this says Add Server Source.
4. Select Server address, enter the name of the server running Exchange Server, and then press Next .

5. Enter your name, password, and domain, and then press Next . To change the rules for resolving synchronization conflicts, select Advanced.
6. Check the boxes next to the type of info that you want to synchronize with Exchange Server.
7. Press Finish .

Synchronizing with multiple computers

You can set up your smartphone to synchronize with more than one computer as well as Exchange Server. When synchronizing with multiple computers, the items that you synchronize appear on all of the computers with which they synchronize.

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

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

NOTE: Outlook E-mail can synchronize with only one computer.

+ Did You Know

You can also connect your smartphone to your computer with an infrared (IR) or a Bluetooth® wireless connection.

✱ Tip

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

✱ Tip

To end synchronization before it completes, select Stop.

Starting and stopping synchronization

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

1. Connect your smartphone to your computer (see “Connecting your smartphone to your computer” on page 15). If you are only synchronizing wirelessly with Exchange Server, you do not have to connect the device.
2. Press Start and select Programs.
3. Select ActiveSync.

Setting the synchronization schedule

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

1. Connect your smartphone to your computer (see “Connecting your smartphone to your computer” on page 15). If you are only synchronizing wirelessly with Exchange Server, you do not have to connect the device.
2. Press Start and select Programs.
3. Select ActiveSync.
4. Press Menu and select Schedule.
5. Set any of the following options:
   - **Peak times:** Sets the frequency for high-traffic time periods such as when you are at work or when email volume is high.

- **Off-peak times:** Sets the frequency for low-traffic time periods such as late at night.
- **Use above settings while roaming:** Sets the frequency while you are roaming outside the Verizon Wireless network. To minimize roaming charges, uncheck this box and synchronize manually while roaming.
- Send outgoing items immediately: Sets whether items are sent as soon as you select Send in the Messaging application, or whether they are held until the next synchronization.

6. Press OK ok.

✱ Tip

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

✱ **Tip**
Check with the card manufacturer to confirm compatibility before purchasing an SDIO card.

✱ **Tip**
We recommend that you purchase preformatted expansion cards. To format a card on your own, you need to connect a card reader (sold separately) to your computer.

Using expansion cards

The expansion card slot on your smartphone enables you to add SD cards and MultiMediaCard cards to extend the storage capacity of your smartphone. For example, SD or MultiMediaCard expansion cards can store the following:

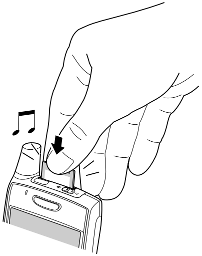
- Pictures
- Videos
- MP3 audio files
- Email attachments
- Games
- eBooks
- Applications
- Databases

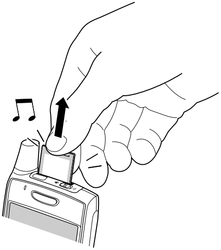
Your smartphone is also compatible with most SDIO cards—which let you add accessories, such as a Wi-Fi® network card or presentation module, to your smartphone.

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

Removing and inserting expansion cards

1. Press down and release the dummy card.
2. After you feel the expansion card slot eject the dummy card, remove the card from the slot.

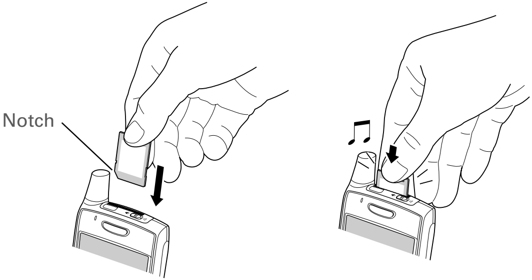




3. To insert an expansion card, hold your smartphone with the screen facing you and the card with the label facing you. The notch on the card should be in the lower-left corner next to the antenna.
4. Insert the card into the expansion card slot until you feel it lock into place and hear the confirmation tone.

Tip
SD cards are faster than MultiMediaCard cards for reading and writing information.

✱ **Tip**
In order to run an application on an expansion card, your smartphone must have enough free space in the internal memory to run the application.



Opening applications on an expansion card

After you insert an expansion card in the expansion card slot, you can open any of the applications stored on the expansion card.

1. Insert the expansion card into the expansion card slot.
2. Press Start ⊞ and select Programs.
3. Select File Explorer.
4. Select the Show list in the upper-left, and then select Storage Card.
5. Select the application you want to open.

Saving files to an expansion card

You may find it helpful to automatically save the info on an expansion card. For example, when you create new Word Mobile documents, notes, Excel Mobile workbooks, pictures, videos, and audio files, you can save them directly to an expansion card. (Some applications may not support this feature.)

1. Insert an expansion card into the expansion card slot.
2. Open the application you want to save the info from.
3. Press Menu and select Options.
4. Select the Save to list, and then select Storage Card.
5. Press OK ok.

✱ Tip
If you don’t see the Save to list on the Options screen, look on the other tabs (if present). If you still can’t find a Save to list, the application may not support this feature.

Moving info between your smartphone and an expansion card

1. Insert an expansion card into the expansion card slot.
2. Open the application from which you want to move the info.
3. Go to the list view.
4. Press Menu and select Rename/Move.
5. Select the Location list, and then select where you want to move the info: Storage Card or Main Memory.
6. Press OK ok.

✱ Tip
Your applications are usually located in the My Device / Program Files folder.

Copying or moving applications and files between your smartphone and an expansion card

1. Insert the expansion card into the expansion card slot.
2. Press Start and select Programs.
3. Select File Explorer.
4. Select the file or application you want to copy or move (see “Exploring files and folders” on page 142).
5. Press Menu and select Edit > Copy or Edit > Cut.
6. Go to the folder where you want to place the selected item.
7. Press Menu and select Edit > Paste.
8. Press OK.

Viewing available expansion card memory

You can view how much space is available on the expansion card that is currently in the expansion card slot.

1. Insert the expansion card into the expansion card slot.
2. Press Start and select Settings.
3. Select the System tab, and then select Memory.
4. Select the Storage Card tab.
5. Press OK.

Exploring files on an expansion card

1. Insert the expansion card into the expansion card slot.
2. Press Start and select Programs.
3. Select File Explorer.
4. Select the Show list in the upper-left, and then select Storage Card.
5. Select the folder or files you want to view.
6. Press OK.

Renaming an expansion card

If you change the contents of an expansion card, you may at some point want to rename the card to better match its contents.

1. Insert the expansion card into the expansion card slot.
2. Press Start and select Programs.
3. Select File Explorer.
4. Select the Show list in the upper-left, and then select My Device.
5. Highlight the current expansion card name (Storage Card by default).
6. Press Menu and select Rename.
7. Enter a new name for the card.
8. Press OK.

✱ Tip

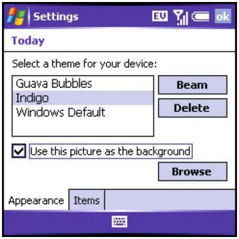
Before copying information to or renaming the files or folders on an expansion card, or renaming the card itself, make sure the card is not write-protected. See the instructions that came with your card for details.

Customizing Your Smartphone

Today screen settings

Selecting your Today screen background

1. Press Start and select Settings.
2. On the Personal tab, select Today.
3. On the Appearance tab, check the Use this picture as the background box.
4. Select Browse.
5. Select the picture you want to use.
6. Press OK.



Today

Select a theme for your device:

Guava Bubbles
Indigo
Windows Default

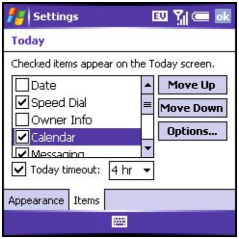
☑ Use this picture as the background

✱ Tip

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

Selecting which items appear on your Today screen

1. Press Start and select Settings.
2. On the Personal tab, select Today.
3. Select the Items tab.
4. Check the boxes next to the items you want to appear on your Today screen and uncheck any items that you want to hide.
5. (Optional) Select Options (if available) to configure the settings for the current item. Press OK to return to Today Settings.
6. Press OK.



Today

Checked items appear on the Today screen.

☐ Date
☑ Speed Dial
☐ Owner Info
☑ Calendar
☑ Messaging

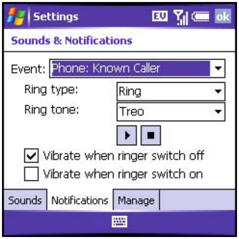
☑ Today timeout: 4 hr

Phone settings

Selecting ringtones and vibrate settings

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

1. Press Start and select Settings.
2. On the Personal tab, select Sounds & Notifications .
3. Select the Notifications tab.
4. Select the Event list, and then select which type of call or notification you want to set the ringtone for:
    - **Phone: Known Caller:** An incoming call from someone in your Contacts list or Speed Dial list.
    - **Phone: Missed call:** A call you did not answer.
    - **Phone: Roaming:** A call that comes in when you're outside your home mobile network.
    - **Phone: Unknown Caller:** An incoming call from someone identified by caller ID who is not in your Contacts list or Speed Dial list.
    - **Phone: Voice mail:** A new voicemail.



Event: Phone: Known Caller

Ring type: Ring

Ring tone: Treo

☑ Vibrate when ringer switch off

☐ Vibrate when ringer switch on

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

[!] Before You Begin

Turn on your phone to access your Phone Settings. See "Turning your phone on and off" on page 11.

+ Did You Know

You can download MPEG4, MP3, MIDI, QCELP, and WAV ringtones directly to your smartphone (see "Downloading files and images from a web page" on page 94). You can also download ringtones to your computer and then email them to your phone.

7. Check the Vibrate when... boxes to turn the vibrate feature on/off based on the ringer switch setting.
8. (Optional) Select Play to preview the sound.
9. Repeat steps 4–7 to select ringtones for other types of calls.
10. Press OK .

✱ Tip

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

Adjusting volume settings

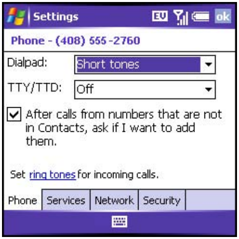
- **Call volume:** While a call is in progress, press the Volume button (on the side of your smartphone) to adjust the call volume.
- **Music/Video volume:** While playing music or a video, press the Volume button to adjust the music/video volume.
- **Ringer volume:** When a call is not in progress and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

Assigning a picture and ringtone ID to a contact

1. Press Start and select Contacts.
2. Highlight the contact you want to give a picture caller ID, and then press Center.
3. Highlight the contact's name, press Edit , and then select Edit.
4. Select Picture.
5. Select Camera to take a picture and add it to this contact entry (if your smartphone includes a camera), or select an existing picture for this contact entry.
6. Select Ring tone and select a tone for this contact entry.

Selecting your call settings

1. Press Start and select Settings.
2. On the Personal tab, select Phone ☎.
3. On the Phone tab, set any of the following options:
   - **Dialpad:** Sets the style for the dial pad tones (DTMF) in the Phone application.
     - — **Short tones:** Tones sound briefly as you dial.
     - — **Long tones:** Tones continue to sound until you release the key.
   - **TTY/TDD:** Lets you configure your smartphone for use with a TTY/TDD device for people who are deaf or hard of hearing.
   - **After calls from numbers that are not in Contacts, ask if I want to add them:** Indicates whether you are prompted to add contact entries for numbers that are not already in your Contacts list.
4. Press OK to finish.



Phone - (408) 555-2760

Dialpad: Short tones

TTY/TTD: Off

☑ After calls from numbers that are not in Contacts, ask if I want to add them.

Set ring tones for incoming calls.

[!] Before You Begin

Turn on your phone to access your Phone Settings. See "Turning your phone on and off" on page 11.

✱ Tip

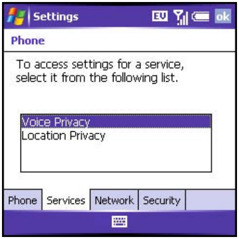
If you have trouble accessing a voicemail system, try changing the Dialpad tone setting.

✱ **Tip**

For quick access to the Location Privacy setting, tap the Location Privacy icon on your Today Screen.

Selecting your privacy settings

1. Press Start and select Settings.
2. On the Personal tab, select Phone.
3. Select the Services tab and set any of the following options:
    - **Voice Privacy:** Prevents over-the-air eavesdropping when this option is turned on and this feature is available on the Verizon Wireless network.
    - **Location Privacy:** Indicates whether your smartphone broadcasts your location at all times, or only during a 911 call.
4. Press OK to return to Phone Settings.
5. Press OK to finish.



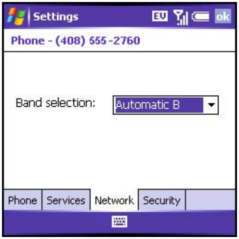
To access settings for a service, select it from the following list.

Voice Privacy
Location Privacy

Selecting your wireless band

The wireless band setting is preset for optimum performance. Do not change this setting unless instructed to do so by a Verizon Wireless representative.

1. Press Start and select Settings.
2. On the Personal tab, select Phone.
3. Select the Network tab.
4. Select the Band selection list, and then select the band you want your smartphone to use to connect to the Verizon Wireless network.
5. Press OK to finish.



Band selection: Automatic B

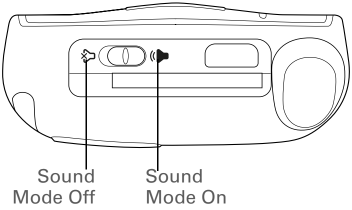
System sound settings

You can immediately silence all sounds on your smartphone, including smartphone ringtones, Calendar notifications, and system sounds. This does not mute the speaker during phone calls.

Setting the ringer switch

1. Slide the ringer switch to Sound Mode Off 🔇.
2. To hear all sounds again, slide the ringer switch to Sound Mode On 🔊.

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

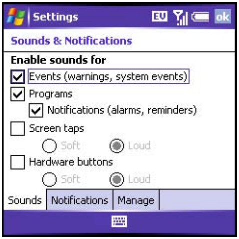


✱ Tip
If the ringer switch is set to no sound, the ringer setting overrides the sound settings and all sounds are turned off.

+ Did You Know
Your smartphone includes a silent alarm that can vibrate even when the ringer switch is set to Sound Mode Off.

Selecting Sounds & Notifications

1. Press Start and select Settings.
2. On the Personal tab, select Sounds & Notifications .
3. On the Sounds tab, set any of the following options:
   - **Events:** Turns sounds on/off for system warnings and error messages.
   - **Programs:** Turns sounds on/off in the applications on your smartphone.
   - **Notifications:** Turns alarms and reminders on/off in the applications on your smartphone.
   - **Screen taps:** Turns sounds associated with tapping the screen on/off, and sets the volume level when this sound is turned on.
   - **Hardware buttons:** Turns sounds associated with pressing buttons on/off, and sets the volume level when this sound is turned on.



Enable sounds for

☑ Events (warnings, system events)

☑ Programs

 ☑ Notifications (alarms, reminders)

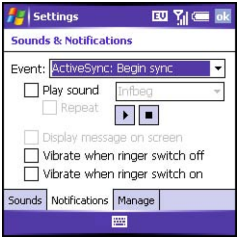
☐ Screen taps

 ○ Soft ● Loud

☐ Hardware buttons

 ○ Soft ● Loud

4. Select the Notifications tab and set any of the following options:
    - **Event:** Specifies which action you want to change the settings for. The remaining options vary based on the action you select.
    - **Play sound:** Lets you turn the sound on/off for the selected event. To select a different sound select the list to the right of this setting, and then select a different sound. To preview the sound, select Play Sound, and then select Play.
    - **Repeat:** Indicates whether the sound plays more than once, if turned on.
    - **Display message on screen:** Indicates whether a notification message appears onscreen for the selected event.
    - **Vibrate:** Indicates whether your smartphone vibrates to notify you about the selected event.



Sounds & Notifications

Event: ActiveSync: Begin sync

☐ Play sound Infbeg

☐ Repeat

☐ Display message on screen

☐ Vibrate when ringer switch off

☐ Vibrate when ringer switch on

5. Press OK .

Tip

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

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

Display and appearance settings

Adjusting the brightness

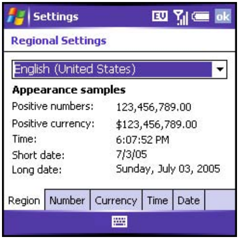
1. Press Option, and then press.
2. Press Left ◀ and Right ▶ to adjust the brightness.
3. Press OK.

Changing the text size

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

Setting display formats

1. Press Start and select Settings.
2. Select the System tab, and then select Regional Settings.
3. On the Region tab, select a region from the list. The region selection sets the default format settings.
4. (Optional) Select any of the following tabs to customize the format settings:
   - **Number:** Sets the decimal symbol and number of decimal places, the digit grouping symbol and group size, list separators, negative



Regional Settings

English (United States)

Appearance samples

Positive numbers:	123,456,789.00
Positive currency:	$123,456,789.00
Time:	6:07:52 PM
Short date:	7/3/05
Long date:	Sunday, July 03, 2005

number sign symbol and format, leading zero display, and measurement system (metric vs. U.S.).

- **Currency:** Sets the currency symbol and position, the decimal symbol and position, digit grouping symbol and group size, and negative number format.
- **Time:** Sets the time style, separators, and AM and PM symbols.
- **Date:** Sets the short date style, separators, and long date style.

5. Press OK .

✱ Tip
You can also set the background for your Today screen (see "Selecting your Today screen background" on page 157).

Aligning the screen

Occasionally, your screen can move out of alignment, causing the wrong feature to activate when you tap the screen. If this occurs, you need to align your smartphone screen.

1. Press Start and select Settings.
2. Select the System tab, and then select Screen .
3. On the General tab, select Align Screen.
4. Tap the screen where indicated.
5. Press OK .

Changing the system color scheme

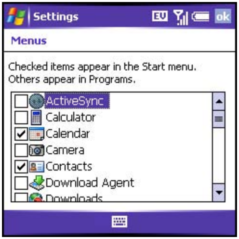
1. Press Start and select Settings.
2. On the Personal tab, and then select Today .
3. On the Appearance tab, select a theme in the list.
4. Press OK .

Application settings

Arranging the Start menu

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

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



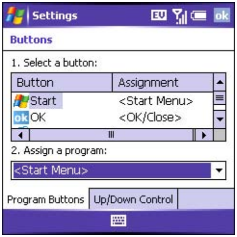
Checked items appear in the Start menu. Others appear in Programs.

☐ ActiveSync
☐ Calculator
☑ Calendar
☐ Camera
☑ Contacts
☐ Download Agent
☐ Downloads

Reassigning buttons

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

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



1. Select a button:

Button	Assignment
Start	<Start Menu>
OK	<OK/Close>

2. Assign a program: <Start Menu>

- **Start** = Start Menu.
- **OK** = OK/Close.
- **Option** **+ Phone/Send** = Internet Explorer.
- **Option** **+ Start** = Calendar.
- **Option** **+ OK** = Task Manager.
- **Side button** = Windows Media.

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

Using voice commands

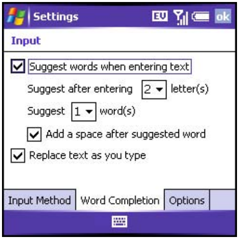
1. Assign a Voice Command button. See “Reassigning buttons” on page 168 for details.
2. Hold your device about 9" away, and then press and release the Voice Command button. A tone plays and a microphone icon appears at the top of your screen.
3. In a clear voice say, the command. For example, to access Help, say “Help.”
4. After Voice Command finishes speaking a microphone icon appears at the top of your screen; say your answer. For example, say “General” to access general Help topics.

Setting input options

1. Press Start and select Settings.
2. On the Personal tab, select Input .
3. Select the Word Completion tab and set any of the following options:

✱ Tip
To enter a suggested word, simply tap it.

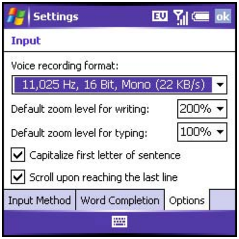
✱ Tip
You can also press the Voice Command button during a question to interrupt. Once the microphone icon is visible you may say your answer.



☑ Suggest words when entering text
Suggest after entering 2 letter(s)
Suggest 1 word(s)
☑ Add a space after suggested word
☑ Replace text as you type

- **Suggest words when entering text:** Indicates whether word suggestions appear as you enter text. You can also specify how many letters you want to enter before a suggestion appears, how many suggestions you want to see, and whether a space appears after you insert a suggested word.
- **Replace text as you type:** Indicates whether the text you type adds to existing text or replaces it. This is similar to the Insert function on a computer keyboard.

4. Select the Options tab and set any of the following options:



Voice recording format: 11,025 Hz, 16 Bit, Mono (22 KB/s)
Default zoom level for writing: 200%
Default zoom level for typing: 100%
☑ Capitalize first letter of sentence
☑ Scroll upon reaching the last line

- Voice recording format: Sets the format in which you save voice notes.
- **Default zoom level for writing:** Sets the initial size of text entered using onscreen writing methods.
- **Default zoom level for typing:** Sets the initial size of text entered using the keyboard.
- **Capitalize first letter of sentence:** Sets whether the first letter of a sentence automatically appears in uppercase, without pressing one of the Shift keys.
- **Scroll upon reaching the last line:** Sets whether the display automatically scrolls when you select the last line of visible info.

5. Press OK.

Locking your smartphone and info

Your smartphone includes several features that help you protect your smartphone from inadvertent use and keep your information private. The built-in security software lets you use your smartphone for emergency calls, such as dialing 911, even if it is locked.

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

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

Using Keyguard

You can lock the keyboard so that you don't accidentally press buttons or activate screen items while your smartphone is in a pocket or bag.

1. With your smartphone screen on, press Option and Power/End to enable Keyguard.
2. To disable Keyguard, press Center.

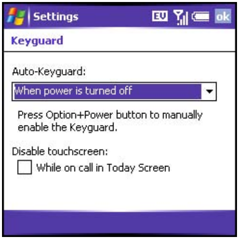
Using Auto-Keyguard and touchscreen lockout

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

1. Press Start and select Settings.

✱ Tip
When Phone Lock is on, you can unlock your smartphone by going to the Today screen, entering your lock code, and then selecting Enter. You do not need to enter your password to answer a call.

2. On the Personal tab, select Keyguard 🔒.
3. Set any of the following options:
   - **Auto-Keyguard:** Sets the period of inactivity that passes before the keyboard automatically locks, or disables the auto-keyguard feature.
   - **Disable touchscreen:** Indicates whether the screen's touch-sensitive feature is enabled during a call.
4. Press OK ㊀.



Keyguard

Auto-Keyguard: When power is turned off

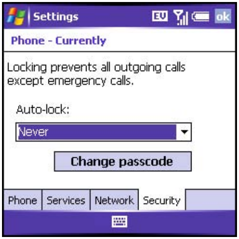
Press Option+Power button to manually enable the Keyguard.

Disable touchscreen:
☐ While on call in Today Screen

Using Phone Lock

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

1. Press Start ⊞ and select Settings.
2. On the Personal tab, select Phone ☎.
3. Select the Security tab and set any of the following options:
   - **Auto-lock:** Sets whether your smartphone locks automatically and when this occurs.
   - **Change passcode:** Lets you assign or change the lock code used to unlock your smartphone. Your default lock code is the last four digits of your mobile phone number. If you change the lock code, select OK to accept your new code.
4. Press OK ㊀ to finish.



Phone - Currently

Locking prevents all outgoing calls except emergency calls.

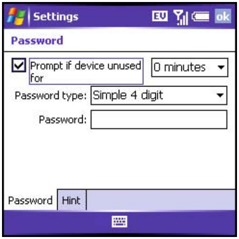
Auto-lock: Never

Using system password lock

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

[!] IMPORTANT If you lock your system, you must enter the exact password to unlock it. If you forget the password, you need to perform a hard reset to resume using your smartphone. Performing a hard reset deletes all the entries in your smartphone. However, you can restore all previously synchronized info the next time you sync (see "Synchronizing contacts and other info" on page 28).

1. Press Start and select Settings.
2. On the Personal tab, select Password.
3. On the Password tab, check the Prompt if device unused for box to turn on the password feature.
4. Select the first list, and then select how long a period of inactivity must pass before you are prompted to enter a password to unlock the system.
5. Select the Password type list, and then select a format for your password.
6. Select password and enter your password.
7. (Optional) Select the Hint tab and enter a hint to help you recall your password.
8. Press OK.



☑ Prompt if device unused for: 0 minutes

Password type: Simple 4 digit

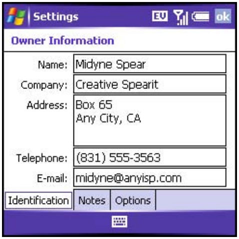
Password:

✱ Tip
You can also display your Owner Information on your Today screen. See "Selecting which items appear on your Today screen" on page 158 for details.

Entering owner information

You can enter personal information that you want to associate with your smartphone, such as your name, company name, and phone number. You can also set whether you want this information to appear when you turn on your smartphone. If you lose your smartphone, this feature can help the person who finds it return it to you.

1. Press Start and select Settings.
2. On the Personal tab, select Owner Information .
3. On the Identification tab, enter any of the contact information you want to include.
4. Select the Notes tab and then enter any additional text you want to include.
5. Select the Options tab and check the boxes to indicate which info (if any) you want to appear on the screen when you turn on your smartphone.
6. Press OK .



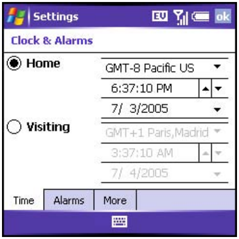
Name: Midyne Spear
Company: Creative Spearit
Address: Box 65
Any City, CA
Telephone: (831) 555-3563
E-mail: midyne@anyisp.com

System settings

Setting the date and time

Clock & Alarms Settings lets you set the time zone, time, and date for your home location and a location that you visit.

1. Press Start and select Settings.
2. Select the System tab, and then select Clock & Alarms.
3. On the Time tab, select Home.
4. Select the first list, and then select the time zone for your home location.
5. Select the hour, and then press Up ▲ or Down ▼ to increase or decrease the hour setting. Repeat this process for the minute, seconds, and AM/PM settings.
6. (Optional) Select Visiting and set the info for a location that you visit often.
7. Press OK.
8. If prompted, select Yes to accept your changes.



Settings

Clock & Alarms

● Home GMT-8 Pacific US

6:37:10 PM

7/ 3/2005

○ Visiting GMT+1 Paris,Madrid

3:37:10 AM

7/ 4/2005

✱ Tip

By default your smartphone synchronizes the date and time with the Verizon Wireless network whenever your phone is on and you are inside a coverage area. You can disable this option in Clock & Alarms Settings by selecting More, and then unchecking the Enable local network time box.

✱ Tip

To set the display format for the date and time, see “Setting display formats” on page 166.

✱ **Tip**

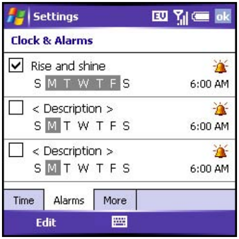
To change the alarm sound, select the alarm sound icon, select the Play Sound list, and then select the alarm sound you want to use.

✱ **Tip**

To delete a certificate, tap and hold the certificate in the list, and then select Delete from the shortcut menu.

Setting system alarms

System alarms let you set alarms that are not associated with a task or appointment. For example, you can use your smartphone as an alarm clock when you travel, or set alarms to remind you when it's time to take medication or pick up the kids.



Clock & Alarms

☑ Rise and shine — S M T W T F S — 6:00 AM

☐ < Description > — S M T W T F S — 6:00 AM

☐ < Description > — S M T W T F S — 6:00 AM

1. Press Start and select Settings.
2. Select the System tab, and then select Clock & Alarms.
3. Select the Alarms tab.
4. Check a box to turn on that alarm.
5. Select the description next to the box you checked and enter a description for the alarm.
6. Select the days of the week you want the alarm to go off. You can select multiple days for each alarm.
7. Select the time you want the alarm to go off, and then press OK.
8. Select, check the boxes to select how you want the alarm to go off, and then press OK.
9. Press OK to finish.
10. If prompted, select Yes to accept your changes.

Managing identity certificates

Your smartphone may include preinstalled certificates. Certificates are digital documents that are used to authenticate and exchange information on networks. Certificates can be issued for a user, a device, or a service.

1. Press Start and select Settings.
2. Select the System tab, and then select Certificates.
3. Select any of the following:
    - **Personal:** Displays certificates that establish your identity when you log in to a secured network, such as a corporate network.
    - **Root:** Displays certificates that identify the computers, such as servers, that you connect to. These certificates help prevent unauthorized users from accessing your smartphone and information.
4. Press OK to finish.

Enabling error reporting

Error Reporting sends info that helps diagnose application errors for devices running Windows Mobile software. When an error is detected, a text file is created. You can review the file and choose whether you want it delivered to technical support. The information is used by programming groups at Microsoft for quality control and is not used for tracking individual users or installations for any marketing purpose. The info that is collected is technical info about the state of your system when the error occurred. No documents (or any info contained in them) are intentionally sent with the report. To ensure further security, the report is transmitted via a secure connection and is kept confidential and anonymous in a limited-access database.

✱ **Tip**

This error reporting method meets the privacy regulations of the European Union (EU) as well as the Fair Information Practice Principles of the Federal Trade Commission. To view the Fair Information Practice Principles, visit the Federal Trade Commission website at **www.ftc.gov/reports/privacy3/fairinfo.htm**.

If your smartphone is connected to your computer when you send the error report, you are not billed for sending error reports—provided your computer is connected to the Internet. If you use the Verizon Wireless network to send an error report, data transfer charges apply.

1. Press Start and select Settings.
2. Select the System tab, and then select Error Reporting.
3. Select whether you want to enable or disable error reporting.
4. Press OK to finish.

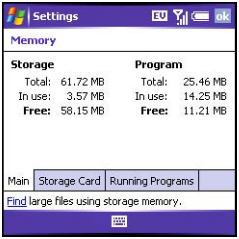
Setting up a GPS device

If you purchased an optional Global Positioning System (GPS) receiver, your smartphone can show your exact location on a map.

1. Press Start and select Settings.
2. Select the System tab, and then select GPS.
3. On the Programs tab, select the GPS program port list, and then select the port for applications to use to access GPS info. This port must also be selected in your GPS application’s configuration settings.
4. Select the Hardware tab.
5. Select the GPS hardware port list, and then select the port to which your GPS receiver is connected. This must be a different port from the one you set in step 4 as your program port.
6. Select the Access tab and check the Manage GPS automatically box. This setting lets more than one application simultaneously access your GPS info.
7. Press OK to finish.

Viewing memory usage.

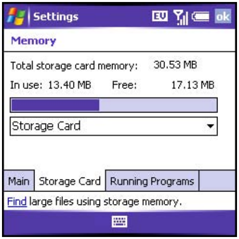
1. Press Start and select Settings.
2. Select the System tab, and then select Memory .
3. Select any of the following tabs:
   - **Main:** Displays the amount of memory assigned to your applications and info, as well as the amount of memory in use versus the available memory.
   - **Storage Card:** Displays the amount of memory available on an expansion card that is inserted in the expansion slot on your smartphone.
   - **Running Programs:** Lists the applications that are in use on your smartphone. To switch to an application, highlight it and select Activate. To close an application, highlight it and select Stop. To close all open applications, select Stop All.
4. Press OK to finish.



Memory

Storage		**Program**	
Total:	61.72 MB	Total:	25.46 MB
In use:	3.57 MB	In use:	14.25 MB
Free:	58.15 MB	**Free:**	11.21 MB

Find large files using storage memory.



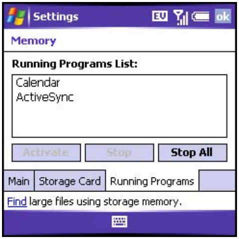
Memory

Total storage card memory: 30.53 MB

In use: 13.40 MB Free: 17.13 MB

Storage Card

Find large files using storage memory.



Memory

Running Programs List:

Calendar
ActiveSync

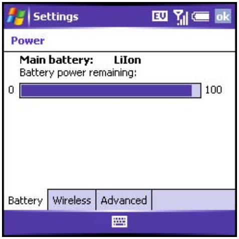
Find large files using storage memory.

✱ Tip

To conserve additional battery power, adjust the display backlight setting. Press Start and select Settings. Select the System tab, and then select Backlight. On the Battery Power tab, set whether the display backlight turns off automatically after a period of inactivity.

Viewing and optimizing power settings

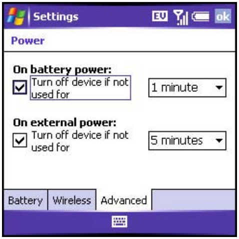
1. Press Start and select Settings.
2. Select the System tab, and then select Power .
3. On the Battery tab, view the power remaining in your battery.
4. Select the Advanced tab and set whether your smartphone's screen turns off automatically after a specified period of inactivity. You can assign different intervals for battery power and external power.
5. Press OK to finish.



Main battery: LiIon

Battery power remaining:

0 100



On battery power:

☑ Turn off device if not used for: 1 minute

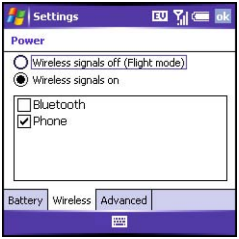
On external power:

☑ Turn off device if not used for: 5 minutes

Turning Wireless Services On/Off

1. Press Start and select Settings.
2. Select the System tab, and then select Power .
3. Select the Wireless tab and turn your smartphone's wireless features on/off.
4. Press OK to finish.

You can also turn Wireless services on/off by tapping the the the signal-strength icon at the top of the screen.



○ Wireless signals off (Flight mode)
● Wireless signals on

☐ Bluetooth
☑ Phone

✱ Tip
In Flight Mode, all wireless features and accessories are turned off, including your phone, the Bluetooth® feature, and other accessories, such as a Wi-Fi® network card (sold separately). This is different than only turning your Phone off.

✱ Tip
If you turn Flight Mode on, then all Wireless services are turned off. If you turn Flight Mode off, then all Wireless services are enabled.

✱ **Tip**

Turning off the Bluetooth® feature may improve your Wi-Fi card performance. To turn the Bluetooth feature off, go to your Today screen, tap the Bluetooth icon, and then uncheck the Turn on Bluetooth box.

» **Key Term**

Wi-Fi access point (also called a *hot spot*) A network device with an antenna that provides wireless connections to a larger network.

» **Key Term**

SSID The name that identifies a Wi-Fi network. If a network does not broadcast its SSID, you must get the SSID from the network administrator in order to connect to the network.

Connection settings

Setting up a Wi-Fi® connection

Many corporate organizations and public environments, such as coffee shops, airports, and libraries, offer access to a Wi-Fi network. A Wi-Fi network is a wireless local area network (WLAN) based on the 802.11 standard. When you purchase an optional Wi-Fi SDIO card, you can use your smartphone's built-in software to set up a Wi-Fi connection and quickly connect your smartphone to a Wi-Fi network when you're within range of an accessible Wi-Fi network.

Some Wi-Fi networks are known as *open networks* because they broadcast their name (SSID). Networks that do not broadcast their SSID are known as *closed networks*. Both open and closed networks can be either encrypted or unencrypted. Follow the instructions for the type of network you want to connect to.

Connecting to an open network

Wi-Fi networks in public places are often open networks. Your smartphone automatically attempts to detect some network settings, so you can connect to an open network with minimal configuration.

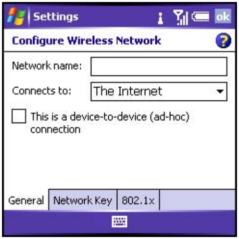
1. Wake up your smartphone's screen (see "Waking up the screen" on page 11).
2. Insert the Wi-Fi card into the expansion slot (see "Removing and inserting expansion cards" on page 151).
3. If the Multiple Networks Detected dialog box appears, select the network you want to connect to.

4. When the New Network Detected dialog box appears, select the type of network you want to connect to.
5. Press Connect to connect to the network.
6. If prompted, enter the password provided by the network administrator.

Connecting to a closed network

Since closed networks have additional security features, your smartphone cannot detect the network's settings; you must obtain the settings from the network administrator and enter the settings manually. You can also use these steps to manually create a connection with an open network.

1. Wake up your smartphone's screen (see "Waking up the screen" on page 11), and then insert the Wi-Fi card into the expansion slot ("Removing and inserting expansion cards" on page 151).
2. Tap Wi-Fi in the title bar.
3. Select the Settings link.
4. Select Network Cards.
5. Select Add New.
6. On the General tab, set the following:
   - **Network Name:** Specifies the SSID provided by the network administrator.
   - **Connects to:** Specifies whether this connections connects to the Internet or to Work. You may need to select Work to access a corporate intranet.



Network name:

Connects to: The Internet

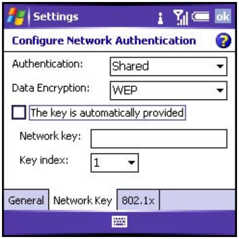
☐ This is a device-to-device (ad-hoc) connection

+ Did You Know

You can conserve battery power by removing the Wi-Fi card or turning off a Wi-Fi connection when you are not planning on using it for an extended period.

- **This is a device to device (adhoc) connection:** Indicates whether you're connecting to another device or to an access point (network).

7. Select the Network Key tab, and then set the following:



Authentication: Shared

Data Encryption: WEP

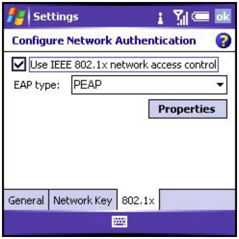
☐ The key is automatically provided

Network key:

Key index: 1

- **Authentication:** Sets the method used to identify devices that connect to the network.
    - — **Open:** Indicates the network is an unencrypted WEP network.
    - — **Shared:** Indicates the network is an encrypted WEP network that requires a key (password).
    - — **WPA:** Indicates the network is a WPA network that uses 802.1x protocols.
    - — **WPA-PSK:** Indicates the network is a WPA network that requires a pre-shared key (password).
- **Data Encryption**: Sets the encryption method. The options in this list vary based on your Authentication setting.
    - — **Disabled:** Turns data encryption off.
    - — **WEP:** Turns on the wired equivalent privacy encryption method.
    - — **TKIP:** Turns on the temporal key integrity protocol encryption method. This method is often used to encrypt WPA and WPA-PSK connections.
- **The key is automatically provided:** Indicates whether you need to specify the Network key and Key index provided by your network administrator, or whether the network provides this information. The availability of these options varies based on your Authentication and Data Encryption settings.

8. Select the 802.1x tab, and then set the following if available (the settings vary based on your settings on the other tabs):
   - **Use IEEE 802.1x network access controls:** Lets you set these parameters if required by the network.
   - **EAP type:** Specifies the extensible authentication protocol type.
9. Press OK .



☑ Use IEEE 802.1x network access control

EAP type: PEAP

✱ Tip

Insert the Wi-Fi card in your smartphone to automatically connect to the available Wi-Fi network you most recently connected to.

Selecting a Wi-Fi network

After you set up a Wi-Fi connection, it's easy to connect to that network. If you have access to multiple Wi-Fi networks, you can select which network you want to connect to.

1. Wake up your smartphone's screen (see "Waking up the screen" on page 11), and then insert the Wi-Fi card into the expansion slot ("Removing and inserting expansion cards" on page 151).
2. Tap Wi-Fi in the title bar.
3. Select the Settings link.
4. Select Network Cards .
5. Select the name of the network you want to connect to.

Managing ISP settings

Your smartphone is already set up to connect to the Internet using a high-speed data connection on the Verizon Wireless network. To connect to the Internet, simply start Internet Explorer Mobile.

For special situations, such as connecting to your ISP (Internet service provider) or a remote access server (RAS), you can set up another connection. Before you begin, obtain the following information from your ISP or system administrator:

- ISP server phone number or access point
- Username
- Password

1. Press Start and select Settings.
2. Select the Connections tab, and then select Connections.
3. On the Tasks tab, select Manage existing connections.
4. Select the Modem tab.
5. Highlight the connection you want to view or change, and then select Edit, or to create a new connection, select New.
6. Follow the onscreen instructions to edit or create the connection.

Connecting to a VPN

If you want to use your smartphone to access your corporate email account or other files on your corporate server, you may need to set up a VPN (virtual private network). A VPN enables you to log in to your corporate server through the company's firewall (security layer).

You need to set up a VPN to access a corporate server in either of the following two situations:

- Your company's wireless local area network (LAN) is outside the firewall.
- Your company's wireless LAN is inside the firewall, but you are accessing the network from outside the firewall (for example, from a public location or at home).

Check with your company's system administrator to see if a VPN is required to access the corporate network. If you need a VPN, you must purchase and install a third-party VPN client to use this feature.

Before you begin setting up a VPN, ask your network administrator for the following information:

- Your username and password
- Your server's domain name
- Your server's TCP/IP settings
- Your server's host name or IP address

1. Install your third-party VPN client (see "Installing applications" on page 143).
2. Press Start and select Settings.
3. Select the Connections tab, and then select Connections.
4. On the Tasks tab, select Add a new VPN server connection.
5. Follow the onscreen instructions to enter the settings provided by your corporate system administrator.

✱ Tip

To manually start a data connection on the Verizon Wireless network or another network, go to Connections Settings, on the Tasks tab, select Manage existing connections. Tap and hold the connection you want to start, and then select Connect from the shortcut menu.

Some VPN servers require that you install specific VPN software on your smartphone. Go to **www.palm.com/mytreo700wVerizon** for more information.

✱ Tip

To change settings such as the port number, proxy server type, or credentials, select Advanced.

Setting up a proxy server

1. Press Start and select Settings.
2. Select the Connections tab, and then select Connections
3. On the Tasks tab, select Set up my proxy server.
4. Check both the boxes near the top of the screen.
5. Select Proxy server and enter the proxy server name.
6. Press OK.

Ending a data connection

If your service plan includes minutes-of-use fees for data connections, you can reduce costs by ending the data connection when you're done browsing the web.

1. Use the stylus to tap the data arrows or on the title bar.
2. Select Disconnect from the shortcut menu.

Finding Help

Transferring info from another device

For information on transferring your info from a previous Windows Mobile device or from a Palm Powered® device to your new Palm® Treo™ 700w smartphone, visit **www.palm.com/us/support/Treo700wVerizon** for instructions.

[!] IMPORTANT Do not use a backup utility to transfer your info to your new smartphone. This can cause your smartphone to malfunction.

+ Did You Know

You can purchase a third-party application that lets you run Palm® OS applications on your Treo 700w smartphone.

Trouble installing the desktop software?

The *Windows Mobile Getting Started Disc* installs the software and drivers that let you synchronize with Microsoft Outlook for Windows. If you want to synchronize with a different personal information manager (PIM), you must install a third-party solution. Contact the PIM's author or vendor to learn if software is available for your Treo 700w smartphone.

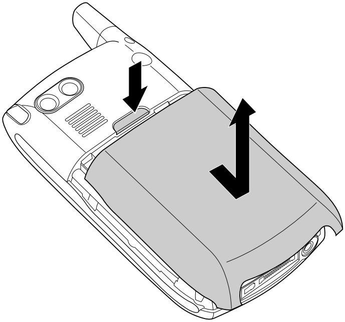
1. Shut down your computer, and then turn it on again.
2. Quit any active applications, including virus scanners and Internet security applications.
3. Make sure you're installing the version of the software that came with your smartphone on the *Windows Mobile Getting Started Disc*. Other versions may not work with this smartphone.
4. Make sure your computer profile includes administrator rights to install software. In large organizations, these are usually granted by the system administrator.

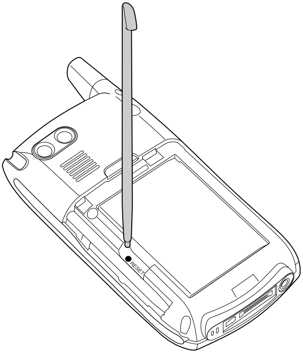
Resetting your smartphone

Performing a soft reset

A soft reset is similar to restarting a computer. If your smartphone is not responding or you have trouble synchronizing with your computer, a soft reset may help.

1. Use one hand to press the battery door release and use the other hand to slide the battery door downward to remove it from your smartphone.
2. Use the stylus tip to gently press the reset button on the back of your smartphone.
3. Wait for the progress bar on the Treo logo screen to fill before continuing to use your smartphone.





✱ **Tip**

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

Performing a hard reset

A hard reset erases all information and third-party software on your smartphone. Never do a hard reset without first trying a soft reset. You can restore previously synchronized information the next time you sync.

A hard reset can tell you whether a problem stems from your smartphone or from an application installed on it. If you do not experience the problem after you perform a hard reset, the problem may be related to software you installed. See “Third-party applications” on page 211 for suggestions on diagnosing third-party software issues.

1. Use one hand to press the battery door release and use the other hand to slide the battery door downward to remove it from your smartphone.
2. If the screen if off, press Power/End ⏻ to wake up the screen.
3. While pressing and holding Power/End ⏻, use the tip of the stylus to gently press and hold the reset button on the back of your smartphone.
4. Continue pressing and holding both buttons until the “Erase all data?” prompt appears.
5. Press Up ▲ to confirm the hard reset.
6. Wait for the progress bar on the Treo logo screen to fill before continuing to use your smartphone.
7. (Optional) Sync your smartphone with your computer to restore your previously synchronized info. If you use a backup utility, you may also need to restore a backup to recover additional info and settings.

✱ Tip
Some third-party applications do not create a backup on your computer when you synchronize. If you do a hard reset, you may lose info in these applications and you need to reinstall the application after the hard reset. Please contact the developer to find out if your info is backed up during synchronization.

Replacing the battery

Your smartphone comes with a replaceable battery. Be sure to use a replacement battery from Palm that is compatible with Palm Treo 700w smartphones.

1. Press Power/End ☎ to turn off the screen.
2. Use one hand to press the battery door release and use the other hand to slide the battery door downward to remove it from your smartphone.
3. Place a finger in the notch between the stylus and the battery and lift the battery up at a 45 degree angle.
4. Align the battery contacts with the phone contacts inside the battery compartment.
5. Insert the battery into the compartment at a 45 degree angle, pressing it into place. Slide the battery door onto the back of the smartphone until it clicks into place.

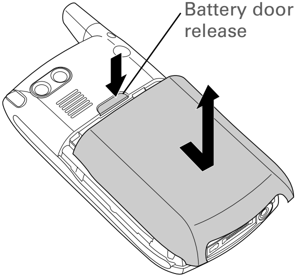
✱ Tip

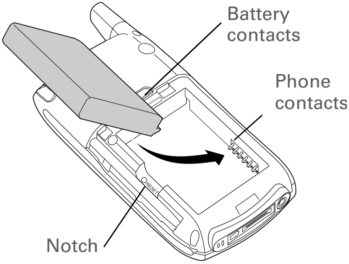
Be sure to dispose of your old battery in an evironmentally responsible and legal way. In some areas, disposal in household or business trash is prohibited.

+ Did You Know

Your smartphone stores all your info even when you remove the battery.

6. Wait for the screen to turn on, and then enable the network time or set the date and time when prompted.





Performance

The applications are running slower than usual

1. Press Start and select Settings.
2. Select System, and then select Memory.
3. Select Running Programs.
4. Select Stop All to close all of your open applications.
5. Press OK.

If the previous steps don't fix the problem, try doing a soft reset (see "Performing a soft reset" on page 191). If the problem persists, follow these steps to turn off the Voice Command setting, if it is enabled:

1. Press Start and select Settings.
2. Select Personal, and then select Voice Command.
3. Uncheck the Enabled box.
4. Press OK.

✱ **Tip**
To find carrying cases that protect the screen and other useful accessories, visit **www.palm.com/mytreo700wVerizon**

Screen

The screen appears blank

1. When the time period specified in Backlight Settings expires, the screen dims; one minute later, the screen automatically turns off. Press any key except Power/End to wake up the screen. Pressing Power/End hangs up the call.
2. Look closely at the screen. If you can see a dim image, try adjusting the screen brightness (see “Adjusting the brightness” on page 166).
3. If that doesn’t work, perform a soft reset (see “Performing a soft reset” on page 191).
4. If that doesn’t work, connect your smartphone to the AC charger (see “Charging the battery” on page 9) and perform a soft reset again.
5. If that doesn’t work, perform a hard reset (see “Performing a hard reset” on page 192).

The screen doesn’t respond accurately to taps or activates wrong features

1. Make sure there is no debris trapped under the edges of the screen.
2. Start and select Settings.
3. Select the System tab, and then select Screen .
4. On the General tab, select Align Screen.
5. Follow the onscreen instructions to align the screen.
6. Press OK .

Network connection

Signal strength is weak

1. If you’re standing, move about 10 feet in any direction.
2. If you’re in a building, move near a window. Open any metal blinds.
3. If you’re in a building, move outdoors or to a more open area.
4. If you’re outdoors, move away from large buildings, trees, or electrical wires.
5. If you’re in a vehicle, move your smartphone so that it’s level with a window.

My smartphone won’t connect to the mobile network

1. Try the suggestions above for weak signals.
2. Turn off your smartphone and turn it on again (see “Turning your phone on and off” on page 11).
3. Perform a soft reset (see “Performing a soft reset” on page 191).

My smartphone seems to turn off by itself

If a system error and reset occur, the phone automatically turns on if it was on before the reset. However, if your smartphone can’t determine if your phone was on before the reset, it does not automatically turn on the phone (see “Turning your phone on and off” on page 11).

✱ **Tip**

Become familiar with low coverage areas where you live, commute, work, and play, so you know when to expect signal strength issues.

» **Key Term**
1xRTT (Single carrier [1x] radio transmission technology): A wireless technology that can provide fast data transfer and Internet access with speeds of up to 144Kbps.

» **Key Term**
EVDO (Evolution Data Optimized): A wireless broadband technology that is designed for very high-speed data transfer with speeds of up to 600Kbps.

I can’t tell if data services are available

The following icons appear in the title bar to indicate whether data services are available:

EV or 1X	Your phone is on and an EVDO or 1xRTT network is within range. You can make or receive calls or open a data connection.
EV ⇄ or 1X ⇄	Your phone is on and an EVDO or 1xRTT data connection is dormant. You can still make or receive calls.
EV ⇄ or 1X ⇄	Your phone is on and an EVDO or 1xRTT data connection is active. If an EVDO data connection is active, you can still make or receive calls. If a 1xRTT data connection is active, you can still make calls, but you cannot receive calls (incoming calls go to voicemail).
⇄	Your smartphone is connected to a computer or network which providing a data connection.
⇄ ✗	A data connection is not available or phone is turned off (the wireless connection is off).

My smartphone won’t connect to the Internet

Your smartphone supports 1xRTT or EVDO wireless data networks. To connect to the Internet, you must subscribe to and subscribe to data services with Verizon Wireless.

- Contact Verizon Wireless to verify that your subscription plan includes data services and that these services have been correctly activated. Verizon Wireless should also be able to tell you if there are any outages in your location.

- Press and hold Power/End to turn off your smartphone. Then press and hold the same button to turn it back on again.
- Perform a soft reset (see “Performing a soft reset” on page 191).
- Confirm that data services are correctly configured on your smartphone:
  1. Start and select Settings.
  2. Select the Connections tab, and then select Connections.
  3. On the Tasks tab, select Manage existing connections.
  4. If Broadband Access appears in the list, press OK. If not, contact Verizon Wireless for assistance.

I can’t send or receive text or multimedia messages

- Make sure your phone is on (see “Turning your phone on and off” on page 11).
- Contact Verizon Wireless to verify that your plan includes messaging services, that these services have been correctly activated, and that they are available at your location (Verizon Wireless should be able to tell you if messaging services have been experiencing transmission delays).
- If possible, contact the recipient or sender of the message, and make sure the receiving device can handle the type of message you’re sending.
- If a text message arrives but does not display a notification, perform a soft reset (see “Performing a soft reset” on page 191).

I can’t make or receive calls using a hands-free device with Bluetooth® wireless technology

Check all of the following:

- The Turn on Bluetooth box is checked in Bluetooth Settings.
- Your Bluetooth device is charged and turned on.
- Your smartphone is within range (30 feet) of the hands-free device.
- The Bluetooth Settings screen is closed.
- Move away from other devices using the 2.4 GHz radio frequency, such as cordless phones, microwaves, and Wi-Fi® equipment.
- Check the device specifications to ensure it is compatible with your smartphone.

Synchronization (ActiveSync® software)

Synchronization lets you back up the information on your smartphone onto your computer. If you ever need to perform a hard reset or otherwise erase all your information on your smartphone, you can synchronize your smartphone with your computer to restore the info. To make sure you always have an up-to-date backup of your info, synchronize frequently.

Before you attempt to synchronize, make sure you've installed the desktop synchronization software from the *Windows Mobile Getting Started Disc*.

ActiveSync Desktop does not respond to sync attempt

As you complete the following steps, synchronize after each step. If the synchronization is successful, you do not need to complete the remaining steps.

1. Verify that the USB sync cable is securely connected at all points (see "Synchronizing contacts and other info" on page 28).
2. Look for the ActiveSync icon ⇄ at the top of your smartphone's screen and the ActiveSync icon ● in the taskbar on your computer to make sure the ActiveSync software is running on your computer.
3. Double-click the ActiveSync icon ● in your taskbar. From the File menu, select Connection Settings. Make sure the Allow USB connections box is checked, and then click Connect.
4. Perform a soft reset (see "Performing a soft reset" on page 191).
5. Restart your computer and make sure ActiveSync is running.

6. If problems persist and you’re synchronizing through a USB hub, try connecting the sync cable to a different USB port or directly to your computer’s built-in USB port.
7. If you’re already synchronizing through a built-in USB port on the front of your computer, move the sync cable to a USB on the back of your computer (if your computer has USB ports in both places).
8. Uninstall the desktop software that came with your smartphone, and then insert the *Windows Mobile Getting Started Disc* that came with your smartphone and repeat the installation process.
9. Verify with your computer hardware vendor that your operating system supports your internal USB controller.

Synchronization finishes but info doesn’t appear where it should

- With the included software, your smartphone can synchronize with the root folders of Contacts, Calendar, Tasks, and Notes. If you want to synchronize with a global Exchange Address Book, you must copy the addresses to your local Contacts list in Outlook (right-click the addresses and select Add to Personal Address Book).
- Outlook subfolders and public folders are not accessible with the included software. You may wish to use a third-party solution instead.
- If you’re trying to synchronize offline, be sure to set your Outlook Calendar, Contacts, Notes, and Tasks to be available offline.
- If you’re still having problems, try the following:

1. Make sure you’re synchronizing with the intended desktop personal information manager (PIM). The *Windows Mobile Getting Started Disc* lets you synchronize with Microsoft Outlook for Windows. If you use a different PIM, you need to install third-party software to synchronize. Consult the company that makes the PIM for more information.
2. Open ActiveSync on your computer, and make sure the necessary synchronization settings are set to synchronize the files.
3. Uninstall the ActiveSync software, reboot your computer, and then insert the *Windows Mobile Getting Started Disc* that came with your smartphone and repeat the installation process.

My appointments show up in the wrong time slot after I sync

1. Make sure that you installed the desktop software that came with your smartphone. If you're not sure whether this software is installed, reinstall it.
2. Open Microsoft Outlook and correct the wrong entries.
3. Manually enter any information you've added to your smartphone since the last time you synchronized.
4. Synchronize your phone and your computer.

You should now be able to assign time zones to your events without encountering this problem.

Email

I have problems using my account

Occasionally you may experience problems using an email account after you set it up. If you followed the account setup procedure and are experiencing problems using the account, verify that the account complies with your email provider’s requirements by following these steps:

- Verify both your password and your username for your email account.
- Some wireless service providers require you to be on their network to use your email account. If this is the case, be sure to use your provider's network as the connection type for the account.
- Some wireless service providers have other requirements specific to their service. For example, Yahoo! requires you to set up POP mail forwarding for your Yahoo! account to download email messages to your smartphone. Check with your service provider to see if any provider-specific requirements exist.
- Service provider settings frequently change. If your email account was working but you are currently experiencing problems, check with your service provider to see if any of the account settings have changed.

I have problems sending and receiving email

Short periods of time when email is unavailable are common due to server problems or poor wireless coverage. If you have problems sending or receiving mail for an extended period of time, check with your ISP or email service provider to verify that the service is working properly.

Auto Sync is not working

If Auto Sync is occurring and you turn your smartphone off or the connection to your email service provider is disconnected, the Auto Sync fails.

I have problems sending email

If you are able to receive email messages but cannot send them, try these steps, in turn:

- Make sure your ISP or email provider allows you to access email on a smartphone. Some providers do not offer this option at all; other providers require an upgrade to access email on a smartphone.
- Turn on ESMTP. Many services require authenticated access, or ESMTP, to use their SMTP servers.
- Enter the name of a different outgoing mail server for sending mail. Many ISPs, such as cable companies, require that you have an Internet connection to their network to send email through their servers. In this case, you can almost always receive email from these accounts, but if you want to send email, you must send it through another server.

I have problems synchronizing messages on my smartphone with messages on my computer

Make sure you have chosen the same settings for the account on both your smartphone and your computer. For example, if the account is set up on your smartphone to use the POP protocol, check the ActiveSync settings on your computer to make sure that POP is selected as the protocol for that account.

My vCard or vCal email attachment isn’t forwarding correctly

Microsoft Outlook provides several features that work with email client software on a Windows computer. For these features to work correctly, the email client software must be properly set up. Follow these steps to check the settings:

1. Click Start on your computer, and then select Settings.
2. Select Control Panel.
3. Select Internet Options, and then click the Programs tab.
4. Make sure that the email field is set to the correct email client software.
5. Click OK.
6. Start the email client software and make sure it is configured as the default MAPI client. Consult the documentation for your desktop email application for more information.

When I sync with my Exchange Server my info is not downloading to my smartphone

Check with your system administrator to obtain the name of the mail server that offers you wireless access to the corporate mail system. If you cannot obtain the name of this server (some companies do not give it out, because they do not want wireless access to their servers), you cannot use ActiveSync to synchronize with the Exchange Server.

Web

✱ Tip
Your smartphone can open your email application when you select an email address on a web page. If nothing happens when you select the link, try setting up your email application first.

I can’t access a page

First, make sure you have Internet access: Open Internet Explorer Mobile and try to view a web page you’ve loaded before. To ensure you’re viewing the page directly from the Internet, press Menu and select Refresh. After confirming your Internet connection, try to view the page in question again. If it comes up blank, press Menu and select Refresh.

If you’re still having trouble, the page may contain elements that are not supported by Internet Explorer Mobile, such as Flash, Shockwave, VBScript, WML script, and other plug-ins.

Some websites use a redirector to their true home page (for example, if you enter the address http://www.palm.com/support it may resolve to http://www.palm.com/us/support). If Internet Explorer Mobile can’t follow the redirect, try using a desktop browser to see the landing page of the redirector, and enter that address in Internet Explorer Mobile.

An image or map is too small on my smartphone screen

Internet Explorer Mobile has several viewing modes: One Column, Default, Desktop, and Full Screen. Switch to Desktop to see the full-size image (see “Viewing a web page” on page 91).

A secure site refuses to permit a transaction

Some websites don’t support certain browsers for transactions. Please contact the site’s webmaster to make sure the site allows transactions using Internet Explorer Mobile.

Camera

If your smartphone does not have a built-in camera, then the information in this section about taking pictures does not apply to you.

Here are some tips for taking good pictures with the built-in camera:

- Clean the camera’s lens with a soft, lint-free cloth.
- Take pictures in bright lighting conditions. Low-light images may be grainy, due to the sensitivity of the camera.
- Hold the camera as still as possible. You may want to support your picture-taking arm against your body or a stationary object (such as a wall).
- Keep the subject of the pictures still. Exposure time is longer with lower light levels, so you may see a blur.
- For best results, verify that you have the brightest light source coming from behind you, lighting the subject’s face. Avoid taking indoor pictures with the subject in front of a window or light.
- Make sure the subject is at least 18 inches away from the camera to ensure good focus.

Remember, when you synchronize, your Camera images are stored in the C:\Documents and Settings\<Username>\My Documents\Treo My Documents folder on your hard drive (see “Viewing pictures and videos on your computer” on page 111).

+ Did You Know

Pictures are 16-bit color. Resolution settings range from 1280 x1024 to 160 x 120 pixels (1.3 megapixels to VGA). Video resolution settings range from 352 x 288 to 176 x 144 pixels. You can change the resolution setting by pressing Menu and selecting Resolution (still images) or Quality (video).

The Camera preview image looks strange

Some third-party applications overwrite your smartphone’s color settings with their own 8-bit color settings. This can affect the Camera Preview Mode. Delete third-party applications one by one until the preview image improves.

Third-party applications

Sometimes, third-party applications can cause conflicts on your smartphone. Third-party applications that modify wireless features may affect your smartphone's performance and may require extra troubleshooting. Use caution when installing the following types of applications:

- Ringtone managers
- Caller ID applications
- Instant messaging
- Applications that modify when your phone or data connections turn on or off and how your phone behaves

If you recently installed an application and your smartphone seems to be stuck, try the following:

1. Perform a soft reset (see "Performing a soft reset" on page 191).
2. Make sure the third-party application is compatible with the Windows Mobile version 5.0.2. operating system on your smartphone.
3. Delete the most recently installed application from your smartphone (see "Removing applications" on page 145).
4. If the problem persists, perform another soft reset.
5. If possible, synchronize or use a backup utility to back up your most recent info.
6. Perform a hard reset (see "Performing a hard reset" on page 192).
7. Synchronize or restore your backup to restore the info in your built-in applications.

✱ **Tip**

Remember, not all third-party applications were written with the Treo 700w smartphone keyboard and 5-way navigator in mind. You may encounter strange behavior or errors in these applications if you use the keyboard and 5-way navigator.

8. If the problem is resolved, begin reinstalling your third-party applications one at a time.
9. If the problem recurs, delete the last application you installed and report the problem to its developer.

Getting more help

Contact the author or vendor of any third-party software if you require further assistance.

Error messages

Your smartphone is designed to minimize interruptions when a system error occurs. If a system error occurs, your smartphone automatically resets itself and resumes functioning as normal. If possible, it even turns your smartphone back on if it was on before the error occurred.

Sometimes, you might want to know more about an error. Your smartphone uses a special interface to show error messages in greater detail.

1. Go to the Dial Pad.
2. Enter #*377, and then press Phone/Send ☎.
3. Review the screen with details about the conditions that lead up to the most recent automatic reset.
4. Select OK.

Please note that third-party developers create their own error messages. If you do not understand an error message, please contact the developer of the application for help.

Making room on your smartphone

If you store a large number of records, or install many third-party applications, the internal memory on your smartphone may fill up. Here are some common ways to clear space on your smartphone:

- **Camera:** Large size images take up a lot of memory. Move images to an expansion card or delete images from your smartphone (see “Viewing pictures and videos on your computer” on page 111).
- **Messaging:** Multimedia content and email attachments can consume excessive memory. Move multimedia content and attachments to an expansion card, or delete large files from your smartphone (see “Managing your messages” on page 86). You may also want to empty the deleted items folder.
- **Internet:** If you save links to pages you’ve visited in Internet Explorer Mobile, you may want to clear all recent pages (see “Customizing your Internet Explorer Mobile settings” on page 95).
- **Third-party applications:** You can delete infrequently used applications or move them to an expansion card (see “Copying or moving applications and files between your smartphone and an expansion card” on page 154).

Also, remember that your smartphone includes an expansion card slot, and that you can store applications and information on expansion cards. However, you still need free memory on the smartphone itself to run applications from an expansion card.

Voice quality

Is the other person hearing an echo?

- Try decreasing the volume on your smartphone to avoid coupling or feedback on the other person’s end. This applies to both the speakerphone and to the handset earpiece.
- Position the smartphone closer to your ear to prevent sound leaking back to the microphone. Keep your hand away from the microphone hole, which is on the lower-right side of your smartphone.
- If you’re using Speakerphone mode with your smartphone lying on a flat surface, try turning the smartphone “face down” (screen facing the surface).

Are you hearing your own voice echo?

Ask the other person to turn down their volume or to hold the smartphone closer to their ear.

Is your voice too quiet on the other end?

Be sure to hold the bottom of the smartphone, or the hands-free microphone, close to your mouth.

Check the signal strength indicator. If the signal is weak, try to find an area with better coverage.

Glossary

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

Alt (alternative) Alt **:** A keyboard key. Enter a letter on the keyboard, and then press Alt Alt to access variations such as international characters and symbols.

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

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

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

EVDO (Evolution Data Optimized): A wireless broadband technology that is designed for high-speed data transfer.

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

Lithium Ion (Li-Ion): The rechargeable battery technology used in Treo 700w smartphones.

MMS (Multimedia Messaging System): An enhanced form of messaging that lets you send pictures, animations, and ringtones almost instantly.

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

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

Phone Off: When your Phone is off, your smartphone is not connected to any mobile network. You can still use the organizer and other features.

Phone/Send ☎**:** The button on your smartphone that provides quick access to your Today screen.

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

SMS (Short Messaging Service): The service that exchanges short text messages almost instantly between mobile devices. These messages can usually include up to 160 characters. Treo 700w smartphones can send and receive text messages while you are on a voice call.

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

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

Windows Mobile: The operating system of your Treo 700w smartphone.

FCC Statement This equipment has been tested and found to comply with the limits for a Class B computer peripheral, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

RF Safety Exposure To Radio Frequency Energy (SAR) Radio transmitting devices radiate Radio Frequency (RF) energy during its operation. RF energy can be absorbed into the human body and potentially can cause adverse health effects if excessive levels are absorbed. The unit of measurement for human exposure to RF energy is “Specific Absorption Rate” (SAR).

The Federal Communications Commission (FCC), Industrie Canada (IC), and other agencies around the world have established limits that incorporate a substantial safety margin designed to assure the safety of all persons using this equipment.

In order to certify this unit for sale in the US, Canada and Europe this unit has been tested for RF exposure compliance at a qualified test laboratory and found to comply with the regulations regarding exposure to RF Energy.

SAR was measured with the unit transmitting at its maximum certified RF power. Often, however, during normal operation the unit will transmit much less than maximum power. Transmit power is controlled automatically and, in general is reduced as you get closer to a cellular base station. This reduction in transmit power will result in a lower RF energy exposure and resulting SAR value.

FCC RF Safety Statement In order to comply with FCC RF exposure safety guidelines, users MUST use one of the following types of bodyworn accessories.

1. A Palm® brand body-worn accessory that has been tested for SAR compliance and is intended for use with this product.
2. An accessory that contains NO metal (snaps, clips, etc) and provides AT LEAST 1.5 cm of separation between the users body and the unit.

Do NOT use the device in a manner such that it is in direct contact with the body (i.e. on the lap or in a breast pocket). Such use will likely exceed FCC RF safety exposure limits See **www.fcc.gov/oet/rfsafety/** for more information on RF exposure safety.

Responsible party

(North America)
Palm, Inc.
950 W. Maude Ave.
Sunnyvale, CA 94085
USA
www.palm.com

(Europe)
Bornibus Francois
Buckhurst Court
London Road
Wokingham, Berkshire RG40 1PA,
UK

Antenna Care/Unauthorized Modifications Use only the supplied integral antenna. Unauthorized antenna modifications or attachments could damage the unit and may violate FCC regulations. Any changes or modifications not expressly approved by the party responsible for compliance could void the user’s authority to operate the equipment.

Potentially Unsafe Areas Potentially explosive atmospheres: Turn off your smartphone when you are in any areas with a potentially explosive atmosphere, such as fueling areas (gas or petrol stations) or storage facilities for fuel or chemicals.

Declaration of Conformity

Treo 700w Model

Palm declares that the above model of Treo 700w smartphone is compliant with the regulations below. The declaration applies to the smartphone and its associated accessories (power supply, headset, and USB cable) where applicable.

Maximum Scaled SAR Values (W/kg)		
Band	Cellular	PCS
Head SAR (Held to Ear)	(W/Kg)	(W/Kg)
Body SAR (Worn)	(W/Kg)	(W/Kg)

FCC OET Bulletin 65 Supplement C
Safety: EN 60950: 2000 (Jan-2000)
Radiated Emissions: EN 55022
FCC ID: O8FJIMI
IC ID: 3905A-JIMI

FC
Palm
Treo 700W

Using TTY

A TTY (also known as TDD or text telephone) is a telecommunications device that allows people who are deaf or hard of hearing, or who have speech or language disabilities, to communicate by telephone.

Your Palm Treo 700w smartphone is compatible with select TTY devices. You can connect a TTY/TDD machine to your smartphone through the headset jack, but you cannot use your headset jack with a headset or hands-free kit while this mode is enabled. Please check with the manufacturer of your TTY device for connectivity information and to ensure that the TTY device supports digital wireless transmission.

To use TTY, you may need to make additional arrangements with Verizon Wireless. Please contact Verizon Wireless's customer service department for more information.

1. Press the Start button and select Settings.
2. Select Personal, and then select Phone.
3. Select Phone.
4. Select the TTY/TDD list, and then select either Default mode, VCO mode, or HCO mode.
5. Press OK. A keyboard icon appears at the top of your Today screen whenever TTY is enabled.

To disable TTY, repeat steps 1 and 2.

Operational Warnings

IMPORTANT INFORMATION ON SAFE AND EFFICIENT OPERATION. Read this information before using your integrated multi-service portable radio.

For the safe and efficient operation of your radio, observe these guidelines:

Potentially Unsafe Areas / Potentially explosive atmospheres Obey all signs and instructions regarding turning off your smartphone. In particular, turn off your smartphone when you are in any areas with a potentially explosive atmosphere, such as fueling areas (gas or petrol stations, below deck on boats), storage facilities for fuel or chemicals, blasting areas and areas near electrical blasting caps, and areas where there are chemicals or particles (such as metal powders, grains, and dust) in the air.

Interference to Medical and Personal Electronic Devices Most but not all electronic equipment is shielded from RF signals and certain electronic equipment may not be shielded against the RF signals from your smartphone.

Pacemakers The Health Industry Manufacturers Association recommends that a minimum separation of six inches (6") be maintained between a smartphone and a pacemaker to avoid potential interference with the pacemaker. These recommendations are consistent with the independent research by the recommendations of Wireless Technology Research.

Persons with pacemakers should:

- ALWAYS keep the smartphone more than six inches from their pacemaker when the smartphone is turned ON.
- Not carry the smartphone in a breast pocket.
- Use the ear opposite the pacemaker to minimize the potential for interference.
- Turn the smartphone OFF immediately if you have any reason to suspect that interference is taking place.

Audio Safety Some hearing aids may be affected by some digital smartphones. You may want to consult your doctor in the event of you experience interference with your hearing aid while using your smartphone. When using the speakerphone feature, it is recommended that you place your smartphone at a safe distance from your ear.

Other Medical Devices If you use any other personal medical device, consult the manufacturer of your device to determine if it is adequately shielded from external RF energy. Your physician may be able to assist you in obtaining this information.

Turn your smartphone OFF in health care facilities when any regulations posted in these areas instruct you to do so. Hospitals or health care facilities may be using equipment that could be sensitive to external RF energy.

Interference to Other Electronic Devices RF energy may affect improperly installed or inadequately shielded electronic operating and entertainment systems in motor vehicles. Check with the manufacturer or representative to determine if these systems are adequately shielded from external RF energy. Also check with the manufacturer of any equipment that has been added to the vehicle.

Repetitive Motion Injuries When using the keyboard or playing games on your smartphone, you may experience discomfort in your neck, shoulders, hands, arms, of other parts of the body. To avoid any injury, such as tendonitis, carpal tunnel syndrome, or other musculoskeletal disorder, make sure to take necessary breaks from use, take longer rests (such as several hours) if discomfort or tiring begins, and see a doctor if discomfort persists.

Blackouts and Seizures Blinking lights, such as those experienced with television or playing video games, may cause some people to experience blackout or seizure, even if never experienced before. In the event a smartphone user should experience any disorientation, loss of awareness, convulsion, eye or muscle twitching or other involuntary movements, stop use immediately and consult a doctor. Individuals with personal or family history of such events should consult a doctor before using the device. To limit the possibility of such symptoms, wherever possible every hour take a minimum of 15 minutes, use in a well lighted area, view the screen from the farthest distance and avoid exposure to blinking lights if you are tired.

Aircraft While in aircraft, follow all instructions regarding the operation of your smartphone. Use of your smartphone while on board on aircraft must be done in accordance in compliance with airline instructions and regulations.

Vehicles with Air Bags Your smartphone should not be placed in a position that would affect the operation of air bag deployment or in a position that, should the air bag inflate, could propel the smartphone. Air bags will inflate with great force and care should be taken to protect within a vehicle that has air bags.

Battery Your smartphone includes an internal lithium ion battery. Please note that use of certain data applications can result in heavy battery use and may require frequent battery charging. Any disposal of the smartphone must comply with laws and regulations pertaining to lithium ion batteries.

Driving Safety Tips Overview

Always obey all laws and regulations on the use of smartphones in your driving area.

Safety — Your most important call. The Wireless Industry reminds you to use your smartphone safely when driving.

1. Get to know your smartphone and its features, such as speed dial and redial.
2. When available, use a hands-free device.
3. Position your smartphone within easy reach.
4. Let the person you are speaking to know you are driving; if necessary, suspend the call in heavy traffic or hazardous weather conditions.
5. Do not take notes or look up phone numbers while driving.
6. Dial sensibly and assess the traffic; if possible, place calls when you are not moving or before pulling into traffic.
7. Do not engage in stressful or emotional conversations that may divert your attention from the road.
8. Dial 9-1-1 to report serious emergencies -it's free from your smartphone!
9. Use your smartphone to help others in emergencies.
10. Call roadside assistance or a special non-emergency wireless number when necessary.

Driving Safety Tips Details

1. Get to know your smartphone and its features such as speed dial and redial. Carefully read your instruction manual and learn to take advantage of valuable features most smartphones offer including, automatic redial and memory dial-most smartphones can store up to 99 numbers in memory dial. Also, work to memorize the smartphone keypad so you can use the speed dial function without taking your attention off the road.
2. When available, use a hands-free device. A number of hands-free smartphone accessories are readily available today. Whether you choose an installed mounted device for your smartphone or a speaker phone accessory, take advantage of these devices if available to you.
3. Position your smartphone within easy reach. Make sure you place your smartphone within easy reach and where you can grab it without removing your eyes from the road. If you get an incoming call at an inconvenient time, let your voice mail answer it for you.
4. Suspend conversations during hazardous driving conditions or situations. Let the person you are speaking to know you are driving; if necessary, suspend the call in heavy traffic or hazardous weather conditions. Rain, sleet, snow and ice can be hazardous, but so is heavy traffic. As a driver, your first responsibility is to pay attention to the road.
5. Do not take notes or look up phone numbers while driving. If you are reading an address book or business card while driving a car, or writing a "to do" list, then you are not watching where you are going. It's common sense. Don't get caught in a dangerous situation because you are reading or writing and not paying attention to the road or nearby vehicles.
6. Dial sensibly and assess the traffic; if possible, place calls when you are not moving or before pulling into traffic. Try to plan your calls before you begin your trip, or attempt to coincide your calls with times you may be stopped at a stop sign, red light or otherwise stationary. But if you need to dial while driving, follow this simple tip-dial only a few numbers, check the road and your mirrors, then continue.
7. Do not engage in stressful or emotional conversations that may be distracting. Stressful or emotional conversations and driving do not mix-they are distracting and even dangerous when you are behind the wheel. Make people you are talking with aware you are driving and if necessary, suspend phone conversations which have the potential to divert your attention from the road.
8. Use your smartphone to call for help. Your smartphone is one of the greatest tools you can own to protect yourself and your family in dangerous situations-with your smartphone at your side, help is only three numbers away. Dial 9-1-1 in the case of fire, traffic accident, road hazard, or medical emergencies. Remember, 9-1-1is a free call on your smartphone!
9. Use your smartphone to help others in emergencies. Your smartphone provides you a perfect opportunity to be a "good Samaritan" in your community. If you see an auto accident, crime in progress, or other serious emergency where lives are in danger, call 9-1-1, as you would want others to do for you.

10. Call roadside assistance or a special wireless non-emergency assistance number when necessary. Certain situations you encounter while driving may require attention, but are not urgent enough to merit a call to 9-1-1. But you can still use your smartphone to lend a hand. If you see a broken-down vehicle posing no serious hazard, a broken traffic signal, a minor traffic accident where no one appears injured, or a vehicle you know to be stolen, call roadside assistance or other special non-emergency wireless number.

NOTICE FOR CONSUMERS WITH HEARING DISABILITIES

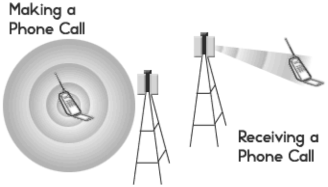
Digital Wireless Phones to be Compatible with Hearing Aids

On July 10, 2003, the Federal Communications Commission (FCC) modified the exemption for wireless phones under the Hearing Aid Compatibility Act of 1988. This means that wireless phone manufacturers and service providers must make digital wireless phones accessible to individuals who use hearing aids.

For more information, please go to the FCC's Consumer Alert on accessibility of digital wireless phones at **http://www.fcc.gov/cgb/consumerfacts/accessiblewireless.html**.

Wireless telephones are hand-held phones with built-in antennas, often called cell, mobile, or PCS phones. These phones are popular with callers because they can be carried easily from place to place.

Wireless telephones are two-way radios. When you talk into a wireless telephone, it picks up your voice and converts the sound to radio frequency energy (or radio waves). The radio waves travel through the air until they reach a receiver at a nearby base station. The base station then sends your call through the telephone network until it reaches the person you are calling.



When you receive a call on your wireless telephone, the message travels through the telephone network until it reaches a base station close to your wireless phone. Then the base station sends out radio waves that are detected by a receiver in your telephone, where the signals are changed back into the sound of a voice.

The Federal Communications Commission (FCC) and the Food and Drug Administration (FDA) each regulate wireless telephones. FCC ensures that all wireless phones sold in the United States follow safety guidelines that limit radio frequency (RF) energy. FDA monitors the health effects of wireless telephones. Each agency has the authority to take action if a wireless phone produces hazardous levels of RF energy.

FDA derives its authority to regulate wireless telephones from the Radiation Control provisions of the Federal Food, Drug, and Cosmetic Act (originally enacted as the Radiation Control for Health and Safety Act of 1968). [**http://www.fda.gov/cdrh/comp/eprc.html**].

FCC derives its authority to regulate wireless telephones from the National Environmental Policy Act of 1969 (NEPA) and the Telecommunications Act of 1996 [**http://www.fcc.gov/telecom.html**]. Updated 7/16/2003

Hands-Free Capability

All CTIA Certified portable products provide the consumer with a toll-free number for the purchase of a compatible hands-free device. 1-800-881-7256

Specifications

Radio	• CDMA 800 (Digital Cellular), 1900 (PCS), and 1400(GPS) • EVDO and 1XRTT
Phone features	• Personal speakerphone • Hands-free headset jack (2.5 mm, 3-barrel connector) • Microphone mute option • TTY compatible • 3-way calling
Processor technology	• Intel XScale™ processor, 312MHz
Expansion	• SD/MultiMediaCard/SDIO card slot
Battery	• Rechargeable Lithium Ion • Removable for replacement • Up to 4.75 hours talk time • Up to 230 hours standby • 4 hours full charge time
Operating system	• Windows Mobile Edition 5.0.2 (Phone Edition)
Camera (not included on all smartphones)	• Still image capture resolution:1280 x 1024, 1.3 megapixel • Automatic light balance
Size	• 5.08 in x 2.28 in x 0.89 in (129mm x 58mm x 22.5mm) with antenna
Weight	• 6.4 ounces (180 grams)

Connectivity	• Infrared (1.2 compliant) • Bluetooth® wireless technology (1.2 compliant)
Display	• Touch-sensitive LCD screen (includes stylus) • 65,536 colors (16-bit color) • User-adjustable brightness
Keyboard	• Built-in QWERTY keyboard plus 5-way navigator • Backlight for low lighting conditions
Included software	• Today/Phone (includes Speed Dial and Dial Pad) • Messaging (text, multimedia, and email) • Internet Explorer Mobile (web browser) • Camera • Pictures & Videos • Windows Media Player 10 • File Explorer • Contacts • Calendar • Tasks • Notes • Calculator • ActiveSync® • Excel Mobile • Word Mobile • PowerPoint Mobile • Pocket MSN • Solitaire • Bubble Breaker • Voice Command • Download Agent • Quick Tour • Search • Terminal Services
System requirements	• Windows 2000 or XP with USB port • Later versions may also be supported
Operating and storage temperature range	• 32°F to 104°F (0°C to 40°C) • 5% to 90% RH

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