* Some of the contents of this manual may differ from your phone, depending on your service provider or the software Installed on the phone.

SAMSUNG

Samsung
PDA Phone
SGH-i505

2nd Version
(2003, 12, 27)

SAMSUNG

ELECTRONICS

Table of Contents

Chapter 10 Preferences

Appendix Health and Safety Information

Chapter 1

Getting Started

Congratulations on your purchase of this PDA phone. Your PDA phone combines two leading edge technologies, giving you the convenience of a digital phone and an electronic organizer in a single handset.

This chapter includes:

- What's in the Box?
- Getting to Know Your Phone
- Installing the SIM Card
- Installing the Battery
- Charging the Battery
- The First Setup for Your Phone
- Adding an Expansion Card
- Installing Palm Desktop Software

What's in the Box?

Your package contains the following items:

PDA phone with stylus	Batteries	Travel Charger
Desktop Holder	Ear-microphone	Software CD-ROM
User's Manual	Stylus	Hand Strap
USB Cable		TTY*
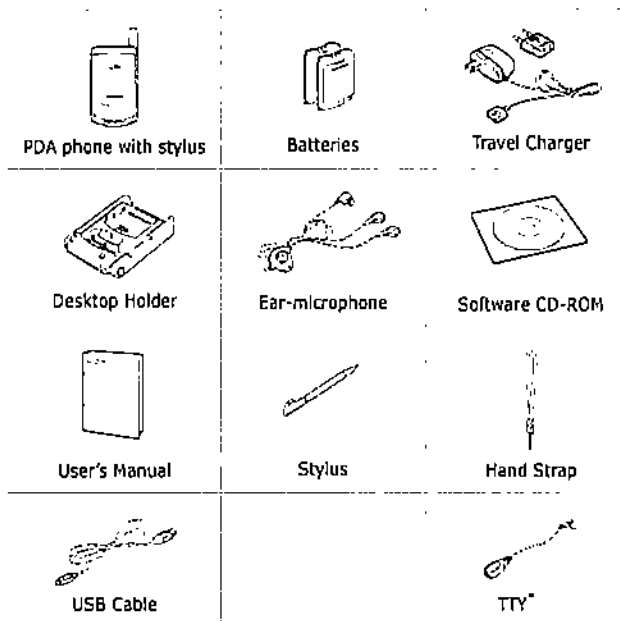
* Your PDA phone is compatible with TTY (Telecommunication Device for the Deaf) devices.

In addition, you can obtain the following accessories for your phone from your local Samsung dealer:

- Travel charger/adapter
- Standard/extended batteries
- Ear-microphone
- Cigarette lighter adapter
- Data cable
- Desktop holder
- Simple hands-free kit
- Stylus pen
- Hand strap

Getting to Know Your Phone

▪ Front View

Earpiece

LCD Screen

Application buttons

Home/Soft button (left)

Menu button

Volume buttons

Talk button

Infrared port

Reset button

Scroll buttons

Soft button (right)

Home/Phone button

OK button

Camera button

End button

Clear button

Expansion card slot

Number keypad

Microphone

Charging/ communication port

▪ Rear View

Antenna

Speaker

Battery lock

Stylus

Ear-microphone jack

Camera

Battery

▪ Desktop Holder

Phone support

Data connector

Battery charge indicator

Phone charge indicator

HotSync button

Battery compartment

USB cable jack

Travel Charger jack

Installing the SIM Card

When you subscribe to a cellular network, you are provided with a plug-in SIM card loaded with your subscription details, such as your PIN, any optional services available and many others.

* Keep all miniature SIM cards out of the reach of small children.

* The SIM card and its contacts can easily be damaged by scratches or bending, so be careful when handling, inserting or removing the card.

* When installing the SIM card, always make sure that the phone is switched off before you remove the battery.

▪ Inserting the SIM Card

1. If necessary, remove the battery by referring to page 16.

2. Insert and slide the SIM card under the two tabs, as shown, ensuring that the gold contacts of the card face down into the phone.
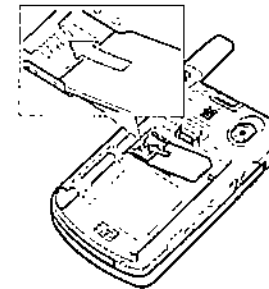
▪ Removing the SIM Card

To remove the SIM card, slide the card out of the holder, as shown.
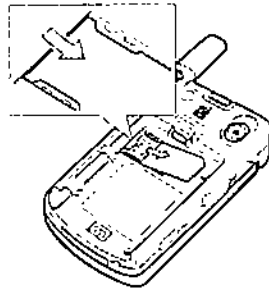
Installing the Battery

Your phone is powered by a rechargeable Li-ion battery. Use only approved batteries and chargers. Ask your local Samsung dealer for further details.

▪ Installing the Battery

1. Place the battery on the back of the phone.
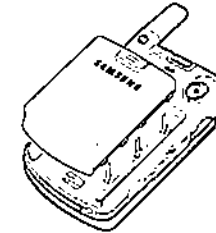
2. Slide the battery upwards until it clicks into place.

   Your PDA phone automatically turns on.
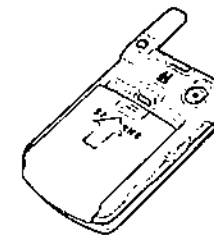
▪ Removing the Battery

To remove the battery, with the back of the phone facing you, press the battery lock and slide the battery off the phone, as shown.

Battery lock
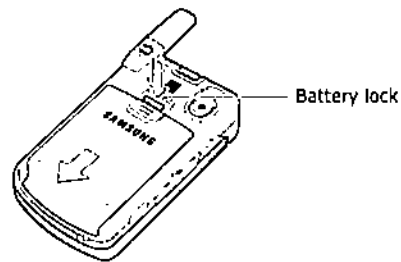
Note: When you remove the battery from the PDA phone, you'll lose your data stored in the phone's memory. Make sure that you perform a HotSync operation before removing the battery, referring to page xx.

Charging the Battery

You can charge the battery using the supplied desktop holder or travel charger.

▪ Using the Desktop Holder

You can use the desktop holder to charge the phone's battery and synchronize your PDA phone to your computer. For additional information about synchronizing the PDA phone, see page xx.

1. Plug the connector of the travel charger into the jack at the rear side of the desktop holder.
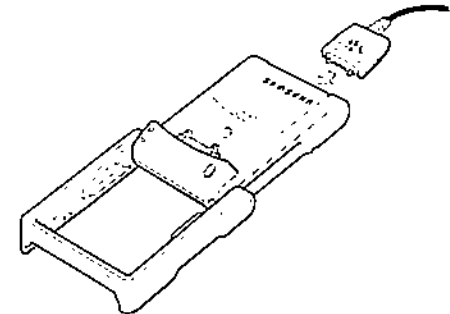
2. Plug the travel charger into the AC wall outlet.

   The indicators on the desktop holder blink.

3. Lift the frame towards the base so that it is at a 45°
angle and cannot move back any further.

Base
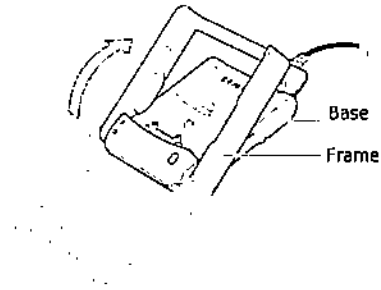
Frame

4. Select one of the following:

• Place the entire phone with the battery attached into
the desktop holder, bottom first, so the data connector
is inserted. Then push the phone backwards into the
frame until you hear a click.
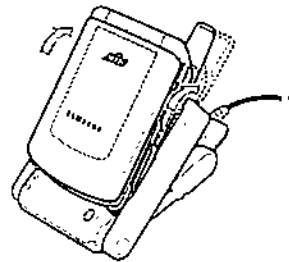
• Slide a single battery alone, not attached to the
phone, into the compartment of the desktop holder
first, insert the bottom of the battery under the two
tabs of the charger and then push the battery until you
hear a click.
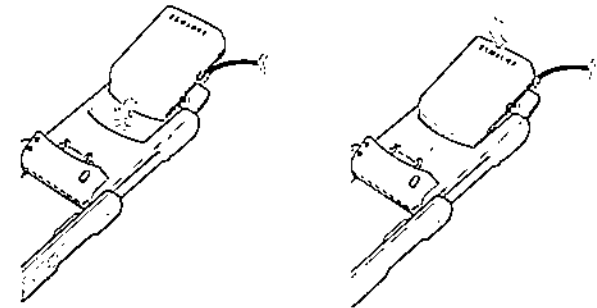
You can charge the phone and the single battery
together.

5. The indicator on the front of the charger shows the
status of the battery being charged.

• Red: the battery is charging.

• Green: the battery is fully charged.

• Orange: the battery is not seated correctly on the
desktop holder or the travel adapter is not plugged in
correctly. Check the battery and the adapter.

Battery charge
indicator

Phone charge
indicator
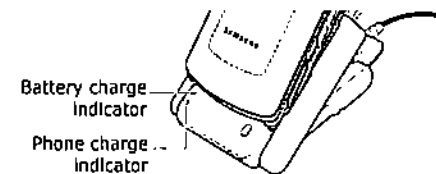
6. When the indicator turns to green, remove the phone or battery from the holder. To remove the phone, first pull the phone towards you slightly and then lift up.
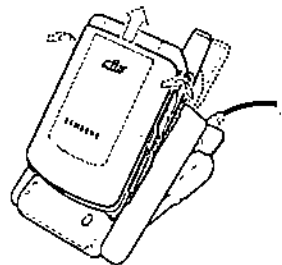
7. Unplug the travel charger from the power outlet and disconnect it from the desktop holder by pressing the PUSH button on the connector and pulling the connector out.

▪ Charging the Battery Using the Travel Charger

1. Plug the connector of the travel charger into the bottom of the phone.
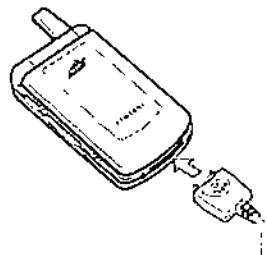
2. Plug the charger into a standard AC wall outlet.

3. When the charging is finished and the indicator on the charger changes to green, unplug the charger from the power outlet and disconnect it from the phone by pressing the PUSH button on the connector and pulling the connector out.
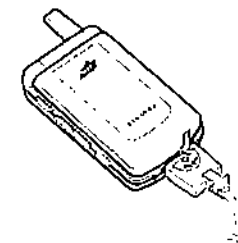
The First Setup for Your Phone

1. The first time you use your phone, the Setup screen appears automatically.

2. Slide the stylus out of the storage slot.
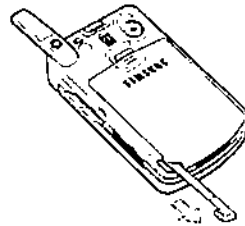
3. Expand the stylus by pulling the handle.
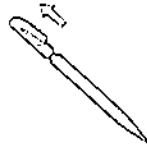
4. Hold the stylus as you would a pen or pencil, and use it to follow the onscreen instructions.

Note: When the phone is reset, the first setup screen appears. If you want to perform the first setup while using the phone, use the Welcome application. See page xx.

Adding an Expansion Card

An Expansion card (sold separately) increases the variety of tasks you can do and the amount of space you have for storing software and data on your Phone. Your Phone is compatible with SD, SDIO or MultiMediaCard expansion cards.

To Insert a card:

1. Insert the card into the expansion card slot with the label side facing up.
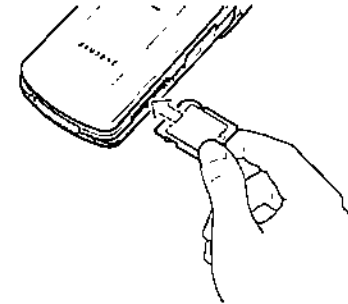
2. Push the card in your thumb until it locks into place.
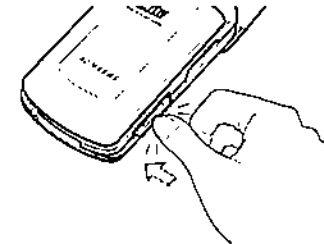
   You hear the system sound.

To remove a card:

1. Lightly push the card with your thumb.

   When the card is released, you hear the system sound, provided that the system sound is turned on. See xx page for information about turning the system sound on and off.

IMPORTANT!
You can damage the expansion card slot if you pull the card out of the slot before you hear the system sound and the card releases from the slot.

---

2. Slide the card out of the expansion card slot.
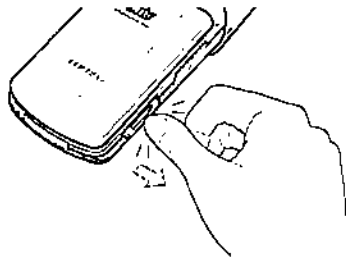
For complete information about working with the expansion card, see page xx.

Installing Palm Desktop Software

The following instructions guide you through installing Palm Desktop software so that you can transfer data from your computer to your PDA phone.

System Requirements

To install and operate Palm Desktop software, your computer system must meet the following requirements:

- Window 98/NT 4.0/2000 Pro/Me/XP Home or Pro
- 50 MB or more hard disk space
- Internet Explore 4.01 with SP2 or later
- Available USB port

To Install Palm Desktop software:

1. Insert the Desktop software CD-ROM supplied in your package into your computer's CD-ROM drive.

2. Follows the onscreen instructions to complete the installation.

▪ Removing Palm Desktop Software

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

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

IMPTRTANTI
When you remove Palm Desktop software, you also remove the HotSync Manager synchronization software and can no longer synchronize with your computer. If you want to synchronize data with another personal information manager (PIM), you need to install HotSync Manager from the Desktop Software CD-ROM after you remove Palm Desktop software. During the installation, select the Custom option and then choose to install only HotSync Manger.

Note: You may need to modify the steps shown here to accommodate the version of the operation system installed on your computer.

To remove Palm Desktop software:

1. From the Windows Start menu, select **Settings** and then click **Control Panel**.

2. Double-click the **Add/Remove Programs** icon.

3. Click **Change or Remove Programs**.

4. Select **Palm Desktop**.

5. Click **Change/Remove**.

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

6. Click **Yes** in the Confirm File Deletion dialog box.

7. Click **OK**.

8. Click **Close**.

Chapter 2

The Basics

This chapter provides you with basic information for using your PDA phone; the physical buttons and how to work with applications.

This chapter includes:

- Knowing Your Phone's Buttons and Display Icons
- Tapping and Typing
- Using the Scroll Buttons
- Working with Applications

Knowing Your Phone's Buttons and Display Icons

▪ Buttons

Button	Description
Menu button	**Menu button** Opens/Closes a drop-down menu list. Allows you to find specific text in records or notes when held down.
Volume buttons	**Volume buttons** During a call, adjust the earpiece volume. In the Application Launcher, scroll the screen up or down by one page. When a record or pick list opens, scroll through the records or options. In the Phone's Standby mode, adjust the call ringer volume.
Application buttons	**Application buttons** Activates the individual applications that corresponding to the icons on the buttons; Contacts, Date Book, JBrowser and Mail. See page xx for reassigning these buttons to activate any application.
Soft buttons	**Soft buttons** In the Application Launcher, the left soft button allows you to view the applications by category and the right soft button opens the pick-up list on the top right of the screen. In the Phone application, perform the functions indicated by the text above them, on the bottom line of the display.

Button	Description
Scroll buttons	**Scroll buttons** In the Application Launcher, scroll through application icons. When a record or pick list opens, the Up or Down buttons scroll through the records or options. While entering text, they move the cursor up or down.
OK button	**OK button** Confirms your selection or input.
Talk button	**Talk button** Makes or answer a call. In the Phone's Standby mode, retrieves the last numbers you dialed or received. Recalls the last number when held down.
Clear button	**Clear button** Deletes the character to the left from the display. Deletes all of the characters when held down.
End button	**End button** In any application, switches to the Phone application. In the Phone application, ends the call. Turns the phone on or off when held down.
Alphanumeric buttons	**Alphanumeric buttons** When there is indexed items, select the corresponding item. Enter number, letters and some special characters. In the Application Launcher, open applications corresponding to the key position.
Asterisk button	**Asterisk button** In the text input field, changes the text input mode.

Button	Description
	Pound button Enters or exits Manner mode when held down.
	Home Phone Switch button Switches between the Application Launcher and Phone application.
	Camera button Activates the Camera application and switches to Preview mode. In Preview mode, works as a camera shutter.

▪ Display Icons

Icon	Description
📶	Shows the received signal strength. The more bars, the stronger the signal.
📞	Appears when a call is in progress.
	Appears when you are out of a service area. When it displays, you cannot make or receive a call.
	Appears when you are out of a service area and have logged onto a different network; for example, when traveling in other countries.
✉	Appears when a new message has been received.
🔔	Appears when you have set an alarm or a morning call to ring at a specified time.

Icon	Description
??	Appears when you are in the text input mode.
??	Appears when Graffiti2 writing is active.
??	Appears when Manner mode is active or you set the phone to vibrate at an incoming call.
	Shows the level of your battery power. The more bars you see, the more power you have remaining.

Tapping and Typing

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

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

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

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

- Open applications
- Select menu commands
- Select options in dialog boxes
- Enter text on the onscreen keyboards
- Scroll on list screens
- Move the cursor in text input fields

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

Using the Scroll Buttons

When you work with most applications, the Scroll buttons makes it easy for you to navigate among and select your entries. You can use the buttons to perform tasks without the stylus, using one hand.

OK button

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

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

To navigate on record screens:

- Press the Up or Down button to scroll within the current record.
- Press the OK button to return to the list screen.

To navigate in dialog boxes:

- While a pick list is open, press the Up or Down button to highlight an item, and then press the OK button to select the item.

- Press the OK button to close a dialog box.

  - If there's only one button, pressing the OK button activates that button.

  - If there are two buttons, pressing the OK button activates the action button (versus **Cancel**) such as **OK, Yes** or **Done**.

  - If there are multiple buttons, pressing the OK button activates affirming button such as **OK, Yes** or **Done**.

Working with Applications

■ Opening Applications Launcher

Press the Home/Phone Switch button on the right side of the phone to open the Application Launcher. Using the Application Launcher, you can view and open all of the applications installed on your PDA phone.

A screen will be inserted

Current time. Tap to open the drop-down menu list.

Tap to view the applications in a specific category.

Scroll bar
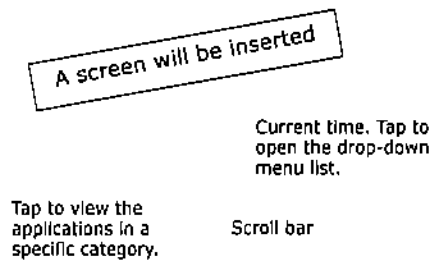
Note: Each time you press the left soft button in the Application Launcher, you can display applications by category.

▪ Running Applications

In the Application Launcher, tap the application icon to run the corresponding application.

A screen will be inserted

-->
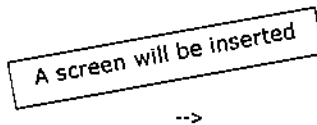
Application Launcher   Contacts application

Note: You can also select an application by pressing the Scroll buttons and then press the OK button, or use the number keypad.

You can also open Contacts, Date Book, jBrowser, Mail and Camera with the application buttons on your phone. For the Contacts, Date Book, jBrowser, Mail application buttons, you can assign your favorite applications. See page xx.

Running Expansion Card Applications

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

A screen will be inserted
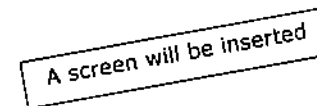
Card Screen

Switching Between Applications

When working with any application, press the left soft button or press the application buttons on your phone to switch to another application. Your phone automatically saves your work in the current application and display it when you return to that application.

Elements of the Applications Screen

Menu bar   Previous/next arrows

Command button   Pick list

A screen will be inserted   Scroll bar

                                  Check box
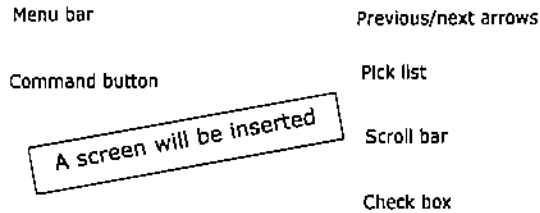
Menu bar	Use the menu bar to access a set of application-specific commands. To display a menu bar, tap the application title bar or press the Menu button on the left side of your PDA phone.
Check box	Tap a check box to select or deselect it. When a check box contains a check mark, the corresponding option is selected and active. When a check box is empty, the corresponding option is deselected and inactive.
Command buttons	Tap a button to perform the corresponding command. Command buttons appear at the bottom of dialog boxes and application screens.

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Previous/ next arrows	Tap the left and right arrows to display the previous and next records; tap the up and down arrows to display the previous and next pages of information.
Pick list	Tap the arrow to display a list of choices, and then tap an item on the list to select it.
Scroll bar	Drag the slider, or tap the top or bottom arrow, to scroll the display one line at a time. To scroll to the previous page, tap the scroll bar just above the slider. To scroll to the next page, tap the scroll bar just below the slider.

■ Categorizing Applications

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

By default, your phone system-defined categories, but you can rename and delete the user-defined categories. In addition, you can create your own user-defined categories.

When you have an expansion card properly seated in the expansion card slot, the expansion card name appears as the last item in the category pick list. You can assign application to the expansion card, but you cannot further categorize applications that reside on an expansion card.

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To categorize an application:

1. In the Application Launcher, press the Menu button to open the drop-down menu list.

2. Tap **Category** on the App menu.

3. Tap the pick list next to each application to select a category.

A screen will be inserted

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

---

4. Tap **Done**.

■ Changing the Applications Launcher Display

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

To change the Applications Launcher display to List View:

1. In the Application Launcher, press the Menu button to open the drop-down menu list.

2. Tap **Options**, and then tap **Preferences**.

3. Tap the View By pick list and tap **List**.

4. Tap **OK**.

To open the Applications Launcher to the last opened category:

1. In the Application Launcher, press the Menu button to open the drop-down menu list.

2. Tap **Options**, and then tap **Preferences**.

3. Tap the **Remember Last Category** check box to select it.

4. Tap **OK**.

Copying Applications to or from an Expansion Card

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

To copy an application to an expansion card:

1. In the Application Launcher, press the Menu button to open the drop-down menu list.

2. Tap **Copy** on the App menu.

A screen will be inserted

3. Tap the Copy From pick list and tap **Handheld**.

4. Tap the Copy To pick list and select the card name.

   The Copy To pick list appears only if there are multiple cards available.

5. Tap an application to copy.

6. Tap **Copy**.

7. Tap **Done**.

You can install applications to a card that is seated in the expansion card slot during a HotSync operation. See "Installing Files and Add-on Applications" on page xx for details.

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

To copy an application from an expansion card:

1. In the Application Launcher, press the Menu button to open the drop-down menu list.

2. Tap **Copy** on the App menu.

3. Tap the Copy From pick list and select the card name.

4. Tap the Copy To pick list and tap **Handheld**.

5. Tap the application you want to copy.

6. Tap **Copy**.

7. Tap **Done**.

You can also beam applications from expansion cards to your PDA phone. See "Beaming Data" on page xx for details.

Selecting Copy Settings

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

• How applications are sorted and listed

• Whether to copy only the application or both the application and its data files

To select copy settings:

1. In the Application Launcher, press the Menu button to open the drop-down menu list.

2. Tap **Copy** on the App menu.

3. Tap **Settings**.

4. Tap the Sort By pick list and select **Name** or **Size**.

5. Tap the Copy Application Only check box to select it if you want to copy only the application files. Leave it deselected if you want to copy both the application file and its associated data file(s).

6. Tap **OK**.

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

▪ Using Menus

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

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

To open the menu bar:

1. Open an application, such as **Memo Pad.**

2. Tap a record to access it.

3. Do one of the following:

   - Press the Menu button on the left side of your PDA phone.

   - Tap the inverted title area at the top of the screen.

   Tap the title area.

A screen will be inserted
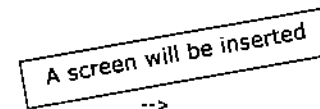
Memo record screen   Menu list screen

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

Choosing a Menu

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

To select a menu bar for an application.

1. Open the menu bar for an application.

2. Tap the menu that contains the command you want to use.

3. Tap the command you want to use.

Graffiti 2 Menu Commands

Most menu commands have an equivalent Graffiti 2 Command stroke, which is similar to the keyboard shortcuts used to execute commands on computers. The command letters appear to the right of the command names.

A screen will be inserted

For details about enabling Graffiti 2 writing, see page xx.

When you draw the Command stroke anywhere using the Graffiti 2 writing, the Command toolbar appears at the bottom on the screen to indicate that you are in Command mode.

A screen will be inserted

The Command toolbar displays context-sensitive menu commands for the active screen. For example, if text is selected, the menu icons displayed may be Undo, Cut, Copy, and Paste. Tap an icon to select the command, or immediately write the corresponding command letter for an appropriate command in the Graffiti 2 writing area.

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

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

▪ Performing Common Tasks

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

Editing Records

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

• A blinking cursor

• One or more dotted edit lines

A screen will be inserted
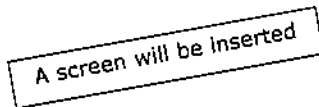
Entering Text

For information on how to enter text using Graffiti 2 writing, the onscreen keyboard, or the keypad of your PDA phone, see page xx.

Using the Edit Menu

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

To select text in an application

1. Tap the beginning of the text that you want to select.

2. Drag the stylus over the text to highlight it in yellow.

3. Press the Menu button to open the drop-down menu list.

4. Tap **Edit**.

The following commands may appear in an Edit menu:

Undo: Reverses the action of the *last edit* command. For example, if you used **Cut** to remove text, **Undo** restores the text you removed. **Undo** also reverses deletions you made using backspace.

Cut: Removes the selected text and stores it temporarily in the memory of your PDA phone. You can paste the text you cut into another area of the current application or into a different application.

Copy: Copies the selected text and stores it temporarily in the memory of your PDA phone. You can paste the text that you copy into another area of the current application or into a different application.

Paste: Inserts the text that you cut or copied at the selected point in a record. The text you paste replaces any selected text. If you did not previously cut or copy text, **Paste** does nothing.

Select All: Selects all of the text in the current record or screen. This enables you to cut or copy all of the text and paste it elsewhere.

Keyboard: Opens the onscreen keyboard. After you finish with the onscreen keyboard, tap **Done**. For details, see page xx.

Graffiti Help: Opens screens that show all the Graffiti 2 character strokes. Use this command anytime you forget a stroke for a character.

Purging Records

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

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

Purging is not available in Contacts, Camera or Memo Pad. You must delete outdated records manually from these applications.

To purge records:

1. Open the application.

2. Press the Menu button to open the drop-down menu list.

3. Tap **Purge** from the Record menu.

4. A confirmation dialog box appears.

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

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

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

5. Tap **OK** or **Purge**, depending on your application.

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

Categorizing Records

You can organize records in the Contacts, Camera, To Do List, Memo Pad, and Expense applications so that they are grouped logically into categories and are easy to review. In Camera, categories are called *albums*. As we refer to categories throughout this section, we are also referring to albums unless otherwise noted.

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

When you have an expansion card properly seated in the expansion card slot, the last item in the category pick list becomes the name of the expansion card. You cannot further categorize records that reside on an expansion card. The expansion card serves as its own category. To further categorize records, the records must reside on your PDA phone.

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

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

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

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

Camera contains three user-defined albums, Family, Friends and Vacation, that you can use to organize your photos.

To move a record into a category:

1. Select the record you want to categorize.

2. In Contacts, tap **Edit**.

3. Tap **Details**.

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

A screen will be inserted

5. Select the category for the record.

6. Tap **OK**.

Note: In Contacts and Memo Pad, you can select the category name in the upper-right corner of the record view screen to assign the item to a different category.

To display a category of records:

1. On the record list, tap the category pick list in the upper-right corner of the list screen.

A screen will be inserted

Note: In the Date Book Agenda view, the pick list is in the upper right corner of the To Do list.

---

2. Select the category you want to view.

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

Tip! In Contacts, pressing the Contacts application button (◌) scrolls through all the categories of that application except for Unfiled.

To define a new category:

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

2. Select **Edit Categories**.

3. Tap **New**.

Allows you to change the name of the category.

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

5. Tap **OK**.

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

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

Finding Text

You can use the Find dialog box to locate any text that you specify, in any application that resides on your PDA phone. The Find feature does not search applications that reside on an expansion card.

To find text:

1. Press and hold the Menu button on the left side of your PDA phone.

Tip! If you select text in an application before holding the button, the selected text automatically appears in the Find dialog box.

---

2. Enter the text that you want to find.

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

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

3. Tap **OK**.

Your PDA phone searches for the text in all records and all notes.

A screen will be inserted

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

4. Tap the text that you want to review.

Sorting Lists of Records

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

Note: You can also assign records to categories. See "Categorizing Records" earlier in this chapter.

To sort records in To Do List and Expense:

1. Open the application to display the list screen.

2. Tap **Show**.

3. Tap the Sort by pick list and select an option.

4. Tap **OK**.

To sort records in Contacts and Memo Pad:

1. Open the application to display the list screen.

2. Press the Menu button to open the drop-down menu list.

3. Select **Options** and then **Preferences**.

A screen will be inserted

4. Do one of the following:

Contacts: Tap the setting you want from the List By pick list.

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

5. Tap **OK**.

To sort the Memo list manually, tap and drag a note or memo to a new location on the list

To make the list appear in Palm Desktop software as you manually sorted it on your PDA phone, open the application in Palm Desktop software and select **Order on Handheld** from the Sort By drop-down list.

Choosing Fonts

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

To change the font style:

1. Open an application.

2. Press the Menu button to open the drop-down menu list.

3. Select **Options** and then **Font**.

4. Tap the font style you want to use.

A screen will be inserted

5. Tap **OK**.

Receiving Alerts

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

Receiving Alerts on Your PDA Phone

When you use certain application settings, your PDA phone can alert you to an appointment set in Date Book.

When an alert occurs, your PDA phone displays a reminder message. The Reminder screen displays alerts that await attention.

A screen will be inserted

To respond to alerts, do one of the following:

• Select an item's check box to clear the item.

• Tap an item, either the icon or the text description to open the application where the alarm was set. The application opens to the entry associated with the alarm.

• Tap **Done** to close the reminder list and return to the current screen. An attention indicator will blink in the upper-left corner of the screen; tap it to view the alert list again.

• Tap **Snooze** to see the list again in five minutes. If you tap **Done** or **Snooze** and view the reminder list later, the current time appears in the Reminder bar and the original alert time appears with each list item.

• Tap **Clear All** to dismiss all alerts in the list.

Receiving Alerts from Palm Desktop Software

You can set an option to receive Date Book event alerts from Palm Desktop software.

To enable an event alert from Palm Desktop software:

1. Double-click the Palm Desktop icon on your Windows desktop.

2. From the Tools menu, select **Option**.

3. Click Alarms tab and set the Alarm Configuration options; select either **Always Available** or **Available only when the Palm Desktop is running**.

4. Click **OK**.

Hiding or Masking Private Records

You can use the Security Preferences to set a password and select whether to mask your private records or hide them completely. See "Security Preferences" on page xx for details.

Display Online Tips

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

A screen will be inserted

■ Sending and Receiving Data via Infrared Communication

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

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

- The record currently displayed in Date Book, Contacts, Camera, To Do List or Memo Pad
- All records or the category currently displayed in Contacts, To Do List or Memo Pad, or all photos in the currently displayed album in Camera
- A special Contacts record that you designate as your business card, containing information you want to exchange with business contacts
- An application installed in the RAM memory
- An application installed on an expansion card that is seated in the card slot

Beaming Tips

- You can draw the Graffiti 2 command stroke to activate the Command toolbar, and then tap the Beam icon.
- You can use the Graffiti 2 command stroke "/ B" to beam the current entry.
- You can select and beam multiple photos at the same time. See "Beaming Photos" on page xx for details.

Sending Data

This section explains how to send an application in RAM as an example. For details about sending each application via the IR port, see the corresponding section of each chapter.

To select and send an application:

1. Point the IR port on your phone directly at the IR port of the transmitting device.

2. On the Application Launcher, press the Menu button to open the drop-down menu list.

3. Tap **Beam** from the App menu.

4. Tap the Beam From pick list.

5. Select either **Handheld** or **Card**.

6. Tap the application you want to transfer.

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

7. Tap **Beam**.

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

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

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

Receiving Data

To receive data from the IR port, you first need to enable the Beam Receive option in the General Preferences. See page xx for additional information.

To receive data using the IR communication:

1. Point the IR port directly at the IR port of the transmitting device.

   When the data is received, the Beam dialog box appears.

2. If necessary, tap the category pick list and select a category for the incoming information. You can also create a new category or leave the information unfiled.

A screen will be inserted

3. Tap **Yes**.

■ Using HotSync

HotSync® Technology enables you to install add-on applications and to synchronize data between one or more Palm OS® PDA phones and Palm™ Desktop software. To synchronize data, you must connect your phone and your computer either directly or indirectly. Direct methods include placing your phone in the desktop holder attached to your computer, or using infrared communications. Indirect methods include using an optional modem accessory or network HotSync technology.

For further details about performing a HotSync operation, see Chapter xx.

■ Removing Applications

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

To remove an add-on application:

1. On the Application Launcher, press the Menu button to open the drop-down menu list.

2. Select **Delete** from the App menu.

3. Tap the Delete From pick list and select either **Handheld** or **Card**. If you want to delete applications from a card, the card must be seated in the expansion card slot.

4. Tap the application that you want to remove.

A screen will be inserted

5. Tap **Delete**.

6. Tap **Yes**.

7. Tap **Done**.

Chapter 3

Entering Text

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

- Using the Keypad
- Using the Onscreen Keyboard
- Using Graffiti 2 Writing

Using the Keypad

The number buttons of your PDA phone are labelled with alphabets so that you can enter text using them.

Your phone has the following input modes:

- Upper/lower-case character modes
- Number mode
- Symbol mode

To change the text input mode:

On the text input field, press the ✳ button until the text input mode icon you want appears on the top line of the display.

Icon	Mode
🅐	Upper-case character
🄰	Lower-case character
🄰	Number
🄰	Symbol. A symbol list also displays.

▪ Upper or Lower-case Character Modes

These modes allow you to enter letters by pressing the button labeled with the letter you want to enter once, twice, three or four times until it displays.

To enter upper or lower-case characters:

1. Press the keys labeled with the letter you want:

   - Once for the first letter

   - Twice for the second letter

   - And so on

2. Select the other letters in the same way.

   The cursor moves to the right when you press a different button. When entering the same letter twice or a different letter on the same button, just wait for a few seconds for the cursor to move to the right automatically, and then select the next letter.

3. Press the # button to insert a space between words.

To delete letters:

Press the C button. Press and hold the C button to clear the display.

To include a number without changing the text input mode:

Press and hold the corresponding number button.

▪ Number Mode

Number mode enables you to enter numbers into a text message.

Press the buttons corresponding to the digits you want to enter.

■ Symbol Mode

This mode allows you to enter various symbols and special characters.

When you select Symbol mode, a Symbol list displays.

A screen will be inserted

To enter a symbol:

1. Press the number button corresponding to the symbol you want to enter.

   You can display more symbol set by pressing the Volume buttons or dragging the Slider on the scroll bar at the right side of the symbol list.

2. To exit, press the OK button or the ✳ button to select another text input mode.

Using the Onscreen Keyboard

You can open the onscreen keyboard anytime you need to enter text or numbers on your phone. You can also use Graffiti 2 writing when the keyboard is open, which makes it easy to switch between these two methods of entering data.

To use the onscreen keyboard:

1. Open any application, such as Memo Pad.

2. Tap **New**.

3. When the cursor is in the text input field, press the right soft button.

   You can also press the Menu button on the left side of your PDA phone. Tap **Edit** and then tap **Keyboard**.

A screen will be inserted

4. Tap the characters to enter text.

Note: The first letter of a new record is automatically capitalized.

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

Tab

Backspace

Caps lock

Carriage return

Caps shift

A screen will be inserted

Tap to display the
alphabetic keyboard

Tap to display the
numeric keyboard

Tap to display the
International keyboard
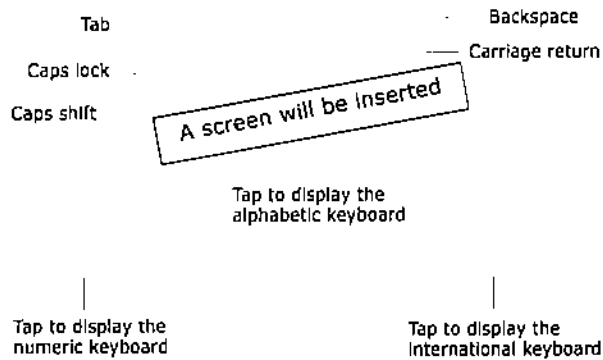
5. After you finish, tap **Done** to close the onscreen keyboard and place the text in the record.

Using Graffiti 2 Writing

In this section you learn the procedures for creating letters, numbers, punctuation and symbols, as well as some Graffiti 2 tips and tricks.

Most people find they can enter text quickly and accurately with only minutes of practice, Graffiti 2 writing includes any character you can type on a standard keyboard. The Graffiti 2 characters closely resemble the letters of the regular alphabet, which makes Graffiti 2 writing easy to learn. Graffiti 2 writing is different from the writing software found on earlier Palm phones. For example, some characters are formed using a single stroke while others are formed with more than one stroke.

When Graffiti 2 writing is enabled, the LCD screen of your PDA phone works as the Graffiti 2 writing area.

There are four basic concepts for success with Graffiti 2 writing:

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

$$\Lambda B C D \mathcal{E}$$
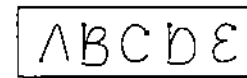
- The heavy dot on each shape shows where to begin the stroke. Certain characters have similar shapes but different beginning and end points, Always begin the stroke at the heavy dot. You should not create the heavy dot; it is there only to show you where to begin the stroke.

- Graffiti 2 includes symbols made with a single stroke and symbols made with multiple strokes. With some multi-stroke symbols, the first stroke is the same as a single stroke symbol. As a result, the down stroke for the letter "i" cannot be recognized as an "i" at the end of the down stroke. The "i" will not be recognized as an "i" until you enter another symbol that establishes, by its shape or position, that the down stroke was not part of a two-stroke character, such as a "i" or "k," or until a limited time window expires. Similarly, recognition of a space symbol (a horizontal stroke from left to right) or a period symbol after a down stroke is dependent upon where the down stroke was drawn.

- The Graffiti 2 writing area is divided into two parts: the left side for writing lowercase letters and the right side for writing numbers. Capital letters are formed across the imaginary line that divides the two areas.

Write lower-case letters here

A screen will be inserted

Write upper-case letters here

Write numbers here

To enable Graffiti 2 writing:

1. In the Application launcher, tap the Prefs icon to open the Preferences application.

   The last preferences screen you accessed appears.

2. Tap the preferences pick list on the upper right of the screen and tap **GraffitiAny**.

3. Select **Enable** or **Auto Enable In Field** from the Status pick list.

   When you select **Enable**, Graffiti 2 writing is always enabled.

   When you select **Auto Enable in Field**, Graffiti 2 writing is enabled only in the text input field.

4. Exit the Preferences application.

To write Graffiti 2 characters:

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

   You must see a blinking cursor before you write the text.

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

Lift stylus here

Start stroke at heavy dot
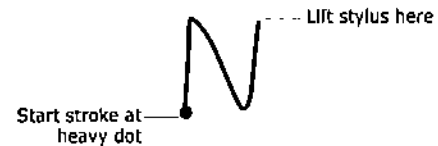
3. Position the stylus on the left side of the Graffiti 2 writing area.

4. Start your stroke at the heavy dot and draw the stroke shape as it appears in the tables.

5. Lift the stylus from the screen at the end of the stroke shape.

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

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

To delete Graffiti 2 characters:

Set the insertion point to the right of the character you want to delete and make the backspace stroke in the Graffiti 2 writing area.

Backspace	——
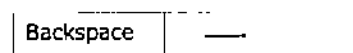
Graffiti 2 Tips

When using Graffiti 2 writing, keep these tips in mind:

- Accuracy improves when you write large characters. Draw strokes that nearly fill the Graffiti 2 writing area.

- Write at natural speed. Writing too slowly can generate recognition errors.

- Press firmly and do not write on a slant. Vertical strokes should be parallel to the sides of the Graffiti 2 writing area.

- Alternate stroke shapes are available for some characters. You can use the Graffiti 2 Preferences screen to choose the one that's easiest for you. See "Graffiti 2 Preferences" on page xx for details.

Graffiti 2 Alphabet

The Graffiti 2 alphabet consists of the following letters:

Draw letters on the LEFT side of Graffiti 2 writing area			
Letter	Strokes	Letter	Strokes
A	$\wedge$	B	B
C	C	D	D
E	E	F	r
G	G	H	h
I	i	J	J
K	K	L	L
M	m	N	N
O	O	P	p
Q	q	R	R
S	S	T	t
U	U	V	V
W	W	X	X
Y	y	Z	Z

Capital letters

To write additional capital letters:

Draw the same stroke shapes used for a lowercase letter, but write across the division line in the middle of the Graffiti 2 writing area.

A screen will be inserted

Graffiti 2 Numbers

Writing numbers with Graffiti 2 writing is similar to writing letters of the alphabet, except that you make the character strokes on the right side (numbers side) of the Graffiti 2 writing area.

Draw numbers on the RIGHT side of Graffiti 2 writing area			
Number	Strokes	Number	Strokes
0	O	1	l
2	2	3	3
4	4	5	5
6	6	7	7
8	8	9	9

Punctuation Marks

With Graffiti 2 writing you can create any punctuation mark that you can enter from a standard keyboard. You can writ the period and comma strokes on either side of the Graffiti 2 writing area. You must write other punctuation marks on a designated side of the Graffiti 2 writing area. Punctuation marks that appear in the following table must be written on the left (letter) side of the Graffiti 2 writing area.

Draw these marks on the LEFT side of Graffiti 2 writing area			
Mark	Stroke	Mark	Stroke
Period .	•	Ampersand &	8
Comma ,	⌐	Carriage return	/
Apostrophe '	⌐	At @	@
Space	—	Straight quotes "	⊓
Question ?	?	Tab	⌐
Exclamation !	!		

Punctuation marks that appear in the following table must be written on the right side (number) of the Graffiti 2 writing area.

Draw these marks on the RIGHT side of Graffiti 2 writing area			
Mark	Stroke	Mark	Stroke
Period .	●	Backslash \	\
Comma ,	⌐	Slash /	/
Tilde ~	N	Left Paren (	(
Dash -	—	Right Paren)	)
Plus +	+	Equal =	⇌
Asterisk *	X		

Accented Character

When writing letters with accent marks, first write the letter stroke on the left side (or in the center for uppercase letters) of the Graffiti 2 writing area. Then quickly write the accent stroke on the right side of the Graffiti 2 writing area.

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

A screen will be inserted
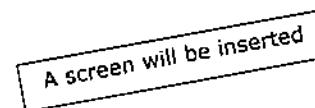
You can use the following accent strokes in combination with Graffiti 2 letters:

Draw accents on the RIGHT side of Graffiti 2 writing area			
Accent	Stroke	Accent	Stroke
Acute á	/	Dieresis ä	● ●
Grave à	\	Circumflex â	∧
Tilde ã	N	Ring å	

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

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

Symbols and Other Special Characters

You can write symbols and other special characters using the Shift stroke.

Note: You can also use the Shift stroke to write punctuation marks.

To write symbols and special characters:

1. Enter the Shift stroke:

Shift		

GraWhen Shift is active, an up arrow symbol appears in the lower-right corner of the phone screen. If you accidentally activate Shift, a backspace will cancel it.

-- Shift Indicator

2. Write the symbol or other special character shown in the table that follows. You can make a symbol stroke anywhere in the Graffiti 2 writing area.

3. If necessary, enter an additional Shift stroke to finish writing the character and to make the character appear more quickly.

After the arrow disappears, the symbol appears.

Draw symbols on EITHER side of the Graffiti 2 writing area

A screen will be inserted
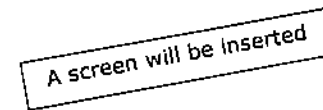
■ Graffiti 2 Gestures

Gestures enable you to use editing commands. To use gestures, draw the following strokes on the left side (letter) of the Graffiti 2 writing area:

Draw gestures on LEFT side of Graffiti 2 writing area			
Gesture	**Stroke**	**Gesture**	**Stroke**
Cut	◡	Paste	◡
Copy	◡	Undo	⟺

Graffiti 2 ShortCuts

Graffiti 2 ShortCuts make entering commonly used words or phrases quick and easy. ShortCuts are similar to the Glossary or Autotext features of some word processors.

Graffiti 2 writing comes with several predefined ShortCuts, and you can also create your own. Each ShortCut can represent up 45 characters. For example, you might create a ShortCut for your name or for the header of a memo. See "Shortcuts Preferences" on page xx to learn about creating ShortCuts.

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

ShortCut	ℒ

Your phone includes the predefined Graffiti 2 ShortCuts shown in the following table.

Entry	ShortCut
Data Stamp	ds
Time Stamp	ts
Data / Time Stamp	dts
Meeting	me
Breakfast	br
Lunch	lu
Dinner	di

Chapter 4

Call Functions

Your PDA offers many different ways to make calls, including speed dialing and using call records list.

This chapter explains how to use your PDA as an integrated phone.

- Switching the Phone On or Off
- Opening the Phone Application
- Making a Call
- Answering a Call
- Quickly Switching to Manner Mode
- Options During a Call
- Speed Dialing
- Using Call Records
- Setting Phone Preferences

Switching the Phone On or Off

You can turn the phone's power on or off separately from the PDA. You can use the PDA application on your PDA phone without turning the phone on at all.

When you install the battery, the phone automatically turns on.

To turn the phone off:

Press and hold the ⟳ button until the "Wait while phone off" message appears. The phone turns off and shows "Power Off" on the top line of the screen.

To turn the phone on:

Press the **Power On** soft button or press and hold the ⟳ button until the power on animation displays. The phone locates a signal and then enter Standby mode, the phone's idle state. Now you're ready to begin making and receiving calls.

Opening the Phone Application

When you turn the phone on, the display shows the Phone screen by default.

To open the Phone screen from any other screen:

You can choose from the following options:

• Press the Home/Phone Switch button on the right side of your PDA phone.
• Close the phone and then open it.
• Tap the Dialer icon on the Application Launcher.

Making a Call

You can make a phone call using the number keypad.

To make a call:

1. Enter the area code and the phone number by pressing the number buttons.

2. When the number correctly displays, press the ⟲ button to dial the number.

   During a call, the call duration time displays. You can use several call options during a call. For details, see page xx.

Note: To adjust the volume during a call, press the Volume button on the left side of your PDA phone to increase or decrease the volume level.

Correcting the Number

When you make a mistake while entering a number, you can correct the number using the **c** button.

To clear	Press the
the last digit displayed	c button.
any other digit in the number	Left or Right navigation button until the cursor is immediately to the right of the digit to be cleared. Press the C button. You can also insert a missing digit simply by pressing the appropriate button.
the whole display	C button and hold it for more than one second.

Using the Dial Options

After entering a number, you can use the following options before dialing by pressing the **Option** soft button.

Save Number: allows you to save the number in Contacts. For further details, see page xx.

Send Message: allows you to send a message to the number. For further details, see page xx.

▪ Ending a Call

When you want to end your call, press the ⟶⁰ button or close the phone.

If you end a call using the ⟶⁰ button, you can save the number by pressing the **Save** soft button or redial it by pressing the **Redial** soft button.

▪ Redialing the Last Number

Your PDA phone stores the last numbers you have dialed, received or missed if the caller is identified. To redial the number, press and hold the ⟶ button.

If you want to view the list of the last calls, press the ⟶ button in Standby mode. For details, see page xx.

▪ Making a Call from Contacts

You can store the phone numbers that you use regularly in the SIM card or the phone's memory, which are collectively called Contacts. Simply select a name to recall the associated number.

For further details about the Contacts application features, see page xx.

▪ Making an International Call

To make an international call:

1. Press and hold the **0** button.

   The **+** character appears.

2. Enter the country code, area code and phone number and press the ⟶ button.

▪ Making an Emergency Call

You can make an emergency call even if your phone is locked or without the SIM card.

To make an emergency call:

1. Press the **SOS** soft button and enter one of the standard emergency numbers, such as 911.

2. Press the ⟶ button to dial the number.

▪ Dialing Using a Pause

When you call automated systems, like banking services, you are often required to enter a password or account number. Instead of manually entering the numbers each time, you can enter them before dialing, separated by a pause.

1. Enter the first number of a service, such as a bank's teleservice number.

2. Press and hold the ✳ button to insert a pause.

   A "P" appears, meaning that a pause will occur at that point in the dialing sequence.

3. Enter the number that needs to follow the pause, such as your account number.

4. Repeat steps 2 and 3 to add more pauses and numbers, if necessary.

5. Press the ➘ button to dial.

6. When prompted, press the ➘ button to send the DTMF (Dual Tone Multi-Frequency) tones of the number that follows the pause.

   The number is sent to the system.

7. Repeat step 6, as you are prompted.

Adjusting the Volume During a Call

To adjust the earpiece volume during a call, use the Volume buttons.

Press the upper button to increase the volume level and the lower button to decrease the level.

Answering a Call

When somebody calls you, the phone alerts you by ringing or vibrating, depending on the ringer type you have set. To change the ringer type, see page xx.

When the caller can be identified, the caller's phone number and name, if stored in your Contacts, display.

1. Press the ➘ button or **Accept** soft button to answer the call.

   When the **Anykey Answer** option in the Phone Preferences is activated, you can press any button, except for the ☏ button or the **Reject** soft button. See page xx.

   If you don't want to answer the call, press **Reject** soft button.

2. To end the call, press the ☏ button or close the phone.

▪ Adjusting the Ringer Volume

When the phone is ringing to alert you to an incoming call, you can silence the ringer by pressing the ◦ˎ⊗ button.

To adjust the ringer volume, press the Volume buttons on the left side of your PDA phone in Standby mode.

You can also use the **Phone Profile** option in the **Phone Prefs** menu. See page xx.

▪ Viewing Missed Calls

When you are unable to answer a call for any reason, you can find out who is calling you so that you can call the person back.

The number of calls you missed displays on the phone's idle screen along with the last caller's number and name, if stored in your Contacts, immediately after a call is missed.

To dial the missed call immediately, press the ↰ button. If you press any other keys, the missed call notification screen disappears.

You can view the missed calls in the Call Records. See page xx.

Quickly Switching to Manner Mode

Manner mode disables all sounds on your PDA phone. This feature is best used in situations where the phone might disturb others, such as in a meeting, at a library or in a theater.

To enter Manner mode, press and hold the # button until "Enter! Manner Mode" displays. The Vibration icon appears on the top of the screen.

To exit and reactivate the previous sound settings, press and hold the # button until "Exit! Manner mode" displays. The Vibration icon no longer appears.

Options During a Call

Your phone provides a number of control functions that you can use during a call.

▪ Putting a Call on Hold

You can place the current call on hold whenever you want. You can make another call while you have a call in progress.

To place a call on hold, simply press the **Hold** soft button. You can reactivate the call whenever you want, by pressing the **Un-hold** soft button.

▪ Making or Answering a Second call

When you have a call in progress, you can make a new call. You can also answer an incoming call while you have a call in progress, if your network supports this service and you have activated the **Call Waiting** option in the Phone Preferences; see page xx. You are notified of an incoming call by a call waiting tone.

To make a second call:

1. Put the current call on hold by pressing the **Hold** soft button.

2. Make the second call in the normal way.

To answer a waiting call:

When you hear a call waiting tone, press the ➚ button. The first call is automatically put on hold.

When you have an active call and a call on hold, you may switch between the two calls, changing the one on hold to active and placing the other on hold.

To switch between the two calls, simply press the **Swap** soft button.

The current call is placed on hold and the call on hold is reactivated so that you can continue conversing with the other person.

When you want to finish, end each call normally by pressing the ➚ button.

▪ Using an Options list

When you press the **Option** soft button during a call, you can access a list of various options.

The following options are available:

New Call: allows you to make a new call. When you select this option, the current call is on hold.

Transfer: (shown when you have an active call and a call on hold) allows you to transfer the current call to the call on hold so that the callers can talk to each other and you are disconnected from both of them.

Join: (shown when you have an active call and a call on hold) allows you to set up a multi-party call, which is a network service that allows up to six people to take part simultaneously in a conference call. For more information about subscribing to this service, contact your service provider.

Split: (shown when you have a multi-party call) allows you to have a private conversation with one participant or drop one participant during a multi-party call. When the list of call participants appears, select one participant and press the **Split** soft button or the **Drop** soft button.

Mute: switches your phone's microphone off so that the other person on the phone cannot hear you.

Un mute: switches the microphone on.

Key mute: turns the key tones off. When this option is selected, your phone does not send the DTMF (Dual Tone Multi-Frequency) tones of the buttons. It allows you to press keys without hearing annoying key tones during a call.

Un key mute: turns the key tones on. To communicate with answering machines or computerized telephone systems, this option must be selected.

Contacts: search for a number in Contacts during a call.

For details about using the Contacts application, see page xx.

SMS Message: allows you to send an SMS (Short Message Service) message during a call.

For details about using the SMS application, see page xx.

Send DTMF: send the DTMF tones by pressing the ⌇ button after entering the entire number you need to send. This option is helpful for entering a password or account number when you call an automated system, like a banking service.

Speed Dialing

The Speed Dial application stores phone numbers you can call by pressing only one, two or three keys (1-999). The numbers in the Speed Dial list are taken from the Contacts. You can simply mark which Contacts entries you want to include in the Speed Dial list. Every time you change an entry, the PDA phone updates the Speed Dial list automatically.

Note: Speed Dial location 1 is reserved for your voice mail server number.

▪ Adding Phone Numbers to the Speed Dial List

To avoid entering phone numbers in multiple places, the numbers in the Speed Dial list are taken from your Contacts. If you think of a number you want to add while you are using the Speed Dial list, there is a quick way to jump from the Speed Dial list to the Contacts.

1. Tap **Options** on the Phone's idle screen, and then tap **Speed Dial** from the pick list.

   The Speed Dial screen shows the currently registered speed dial entries.

A screen will be inserted

You can also access the Speed Dial list from the Application Launcher. Press the Home/Phone Switch button to open the Application Launcher, then tap the **Speed Dial** icon.

2. Tap **Add** on the Speed Dial list screen. A list of all the entries in your Contacts appears.

3. Select the entry in which the number you want is stored and tap **Add.** The Set Speed Dial screen appears.

4. Tap the arrow next to the number you want to add. The speed dial number pick list appears.

A screen will be inserted

5. Tap the speed dial number you want to assign to the number.

6. Tap **Done.** The number is added to the Speed Dial list.

▪ Making a Call using Speed Dial

To make a call from the Speed Dial list:

1. On the Speed Dial list, tap the arrow at the right bottom of the screen to scroll through the list, if necessary.

   You can also use the Volume keys on the left side of the PDA phone to scroll the list.

2. Select the name of number you want to call and then tap **Dial.**

To make a Speed Dial call using the number keypad:

1. Open the Phone application, referring to page xx.

2. For the one-digit speed dial number, press and hold the corresponding number button.

   For the two or three-digit speed dial number, press the first digit(s) and then hold the last digit down.

3. The display confirms that the number is being dialed when it shows "Dialing."

▪ Modifying the Speed Dial List

You can change the Speed Dial numbers or delete entries from the Speed Dial list.

To change Speed Dial number:

1. On the Speed Dial list, tap the entry you want to change to a different Speed Dial number.

2. Tap **Modify.**

3. Tap the arrow next to the number you want to change and select the Speed Dial number from the pick list.

4. Tap **Done.**

To delete a Speed Dial entry:

1. On the Speed Dial list, tap the entry you want to change to a different Speed Dial number.

2. Tap **Modify.**

3. Tap the number you want to delete and then tap **None** from the pick list.

4. Tap **Done.**

Using Call Records

Your phone retains these lists in the memory.

- Dialed: the last ?? calls you dialed.
- Incoming: the last ?? calls you received.
- Missed: the last ?? calls you received but didn't answer.

To open the All Call Record list:

1. On the Phone screen, press the ↘ button.

   The screen shows the calls you have dialed, received or missed, including the time and date when the call was made or received. The last call is saved in the first position.

A screen will be inserted

2. If necessary, tap **All** at the upper right of the screen and select the call record type from the pick list to view a specific type of call records.

3. Press the Up or Down button to scroll through the list. You can also tap the arrow at the lower right of the screen.

To open a specific Call Record list:

1. On the Phone screen, tap **Option**.

2. Select the call record type, **Dialed Call Record**, **Incoming Call Record** or **Missed Call record**.

   The selected call record list opens.

▪ Making a Call from the Call Records List

You can quickly return a phone call directly from the Call Records list.

1. On the Call Records list, tap the entry you want to call.

2. Tap **Call** from the pick list.

You can also scroll to the entry using the Up or Down keys and press the ↴ button.

▪ Viewing Details of Calls

You can view more information about a specific entry in the selected Call Record list.

1. On the Call Records list, tap the entry you want to view.

2. Tap **Details** from the pick list.

   The detailed information about the selected entry displays.

▪ Saving a Number in the SIM Card

You can save the number of a call record in the SIM card.

1. On the Call Records list, tap the entry you want to save.

2. Tap **Save In SIM** from the pick list.

3. Enter the index number.

4. Tap the Name field and enter the name. For details about entering characters, see page xx.

5. Tap **Done.**

▪ Saving a Number in Contacts

You can save the number of a call record in the Contacts.

1. On the Call Records list, tap the entry you want to save.

2. Tap **Save In Contacts** from the pick list.

3. Enter the last and first name. For details about entering characters, see page xx.

4. Tap **Field** and select the number category from the pick list.

5. Tap **Category** and select the contacts category from the pick list.

6. Tap **Save**. The ContactsEdit screen appears.

7. See page xx to complete saving the number.

■ Deleting Call Records

The phone automatically deletes the oldest calls from the list to make room for the newest calls. However, you may want to delete a number from the Call Records list immediately.

To delete one call record:

1. On the Call Records list, tap the entry you want to save.

2. Tap **Delete** from the pick list.

3. Tap **Done** to confirm the deletion.

To delete all of the numbers:

1. On the Call Records list, tap **Delete all**.

2. Tap **Done** to confirm the deletion.

■ Viewing the Call Time

Your phone stores the measurements of the call duration.

To view the call time:

On the Call Record list, press the Menu button to open the drop-down menu list.

A screen will be inserted

The following options are available:

Last Call Time: shows the call time information of your last call.

Total Sent Time: shows the total duration of the dialed calls. You can reset this timer by tapping **Erase**.

Total Received Time: shows the total duration of the received calls. You can reset this timer by tapping **Erase**.

Delete All: deletes all of the call time measurements.

Setting Phone Preferences

Phone Preferences enables you to set up the general options related to the phone functions such as network services, answering and dialing, sounds, screen and security.

■ Changing Phone Preferences

To open the Phone Preferences:

1. Choose one of the following options:
   - On the Phone screen, tap **Options**, then **Phone Prefs** from the pick list.
   - On the Application Launcher, tap the **Prefs** icon, tap the pick list at the top right corner of the screen and then **Phone Prefs**.

2. To configure other preferences, tap the pick list at the top right corner of the screen and then select a preference menu.

A screen will be inserted

In the Phone Preferences, the following options are available:

Auto Answer: When this check box is selected, your PDA phone automatically answers incoming calls after two (??) rings. This option is available only when the phone is connected to an optional hands free kit.

Anykey Answer: When this check box is selected, you can answer incoming calls by pressing any button except for the ⟶ button or the keys at the sides of the phone.

Message Popup: When this check box is selected, a dialog box displays when a new message arrives.

Own Number: You can store your phone numbers registered on your SIM card and assign a name to a number.

Voice Mail: You can store the voice mail server number.

Auto Redial: When this check box is selected, the PDA phone makes up to ten (??) attempts to redial a phone number after an unsuccessful call.

Caller ID: When this check box is selected, your phone number does not display on the other person's phone.

■ Network Services

These menu functions are network services. Please contact your service provider to check their availability and subscribe to them, if you wish.

Call Diverting

This network service enables incoming calls to be rerouted to the number that you specify.

You can use the following options to divert calls:

Fwd Type: Select a call diverting option from the pick list.

- Always: All calls are diverted.
- If Busy: Calls are diverted when you are already on another call.
- No Reply: Calls are diverted when you do not answer the phone. When you select this option, you can select a delay time before diverting calls.
- Unreachable: Calls are diverted when you are not in an area covered by your service provider.

Call Type: Select the type of calls to be diverted.

Activated: Place a check mark to activate the selected diverting option. Once you activate an option, you can enter a phone number to which calls are diverted.

Call Barring

The call barring network service allows you to restrict your calls.

You can use the following options to restrict calls:

Barring Type: Select a call barring option from the pick list.

- All outgoing: Calls cannot be made.
- International: International calls cannot be made.
- Except to home: When abroad, calls can be made only to numbers within the current country and to your home country, which is the country where your home network provider is located.
- All Incoming: Calls cannot be received.
- Incoming while abroad: Calls cannot be received when you are using your phone outside of your home service area.
- Cancel All: All call barring settings are canceled; calls can be made and received normally.

Call Type: Select the type of calls to be barred.

Activated: Place a check mark to activate the selected barring option. Once you activate an option, you need to enter a barring password.

Change barring password: You can set and change the call barring password obtained from your service provider.

Call Waiting

This network service informs you when someone is trying to reach you during another call.

Call Type: Select the type of calls which you want to apply the call waiting option.

Activated: Place a check mark to activated the call waiting feature for the selected call type.

For details about answering a waiting call, see page xx.

Caller ID

You can hide your phone number to prevent it from being displayed on the phone of the person being called or send the number.

When you select **Default**, the default setting provided by the network is used.

Note: Some networks do not allow the user to change this setting.

Network Selection

The Network Selection feature enables you to automatically or manually select the network used when roaming outside of your home area.

Note: You can select a network other than your home network only if there is a valid roaming agreement between them.

When you select **Preferred List**, you can edit or delete a network on the list.

Band Selection

For the phone to make and receive phone calls, it must register with one of the available networks. Your PDA phone can handle Combined GSM 900/1800 or GSM 1900 networks.

The country where you purchased your phone determines the default band that it uses. When you travel abroad, you must remember to change to an appropriate band.

▪ Phone Profile

You can change the options for the display screen and sound.

My Screen

This menu allows you to set up the Phone's idle screen.

Greeting message: Allows you to display your phone number or your own greeting message on the idle screen.

Idle screen: Allows you to select an image to display on the idle screen.

Sound

Your PDA phone uses a variety of sounds for the Phone application. Sound preferences enable you to adjust the volume level, select sound type and select tone features.

Volume: You can adjust the volume for the call ringer, voice and key tone.

For the ringer volume, to set the phone to vibrate, tap ??? at the left side of the bar. If you tap one of the volume level block and ??? at the right side of the bar, the phone vibrates and sounds the ringer.

Tapping **Default** sets the volume to the default mode.

Type: You can assign different sounds to the alerts for voice calls with or without caller ID, voicemail, and power on/off.

Tap the corresponding pick list and select the sound you want to use.

Tapping **Default** sets the alert type to the default mode.

Tone: You can turn on or off the alerts to inform you that certain things have happened. The alerts only occur in your earpiece so that the other person on the phone does not hear them.

- Roam Ringer: You can select a tone which sounds when you make a call while you are roaming.

- Minute Beep: With this option checked, the PDA phone beeps every 10 seconds before each elapsed minute to remind you of the length of the current call.

- Service Area: With this option checked, the PDA phone beeps when you exit or return to a service area.

- Connect Tone: With this option checked, the PDA phone sounds the tone when your call is connected to the system.

- Disconnect Tone: With this option checked, the PDA phone sounds the tone when a call is disconnected.

Tapping **Default** sets the tone setting to the default mode.

Brightness

You can adjust the brightness of the screen to see it better in different lighting conditions.

Tap and drag the slider to adjust the brightness or press the Volume buttons.

■ Phone Security

The Phone Security feature enables you to restrict the use of your phone to other people and the types of calls.

PIN1

When this option is enabled, you must enter your PIN each time you switch the phone on. Consequently, any person who does not have your PIN cannot use your phone without your approval.

Before enabling or disabling the PIN1, you must enter your PIN1 code.

Phone Lock

When this option is enabled, the phone is locked and you must enter an eight-digit phone password each time the phone is switched on.

Before enabling or disabling the Phone Lock feature, you must enter your phone password.

The password is preset to "00000000" at the factory. To change the phone password, see page xx.

SIM Lock

When this option is enabled, your phone only works with the current SIM. You must enter the SIM lock code to use a different SIM card.

Before enabling or disabling the SIM Lock feature, you must enter your SIM Lock password.

FDN Mode

When this option is enabled, your phone restrict your outgoing calls to a limited set of phone numbers.

Before enabling or disabling FDN mode, you must enter your PIN2 code.

PIN2 Change

This option allows you to change your current PIN2 to a new one. You must enter the current PIN2 before you can specify a new one.

Chapter 5

Messaging

This chapter includes:

- Using jBrowser
- Using SMS
- Using JMMS
- Using Mail

Using jBrowser

Using jBrowser, you can browse the WAP (Wireless Application Protocol) sites on your PDA Phone. Use jBrowser to do the following:

- Connect to the wireless web and access various java contents
- Quickly access the potal sites predefined using the icons on the startup screen of the browser
- Use the URL Wizard to easily enter a URL address of web page or file and access it
- Save and use the URL addresses of your favorite web site
- Read web messages pushed by the web server.

To open jBrowser:

You can choose the following options:

- Press the jBrowser application button (🔵).
- On the Application Launcher, tap the jBrowser icon.

■ Connecting to a Web Site

1. In the jBrowser, tap one of the three icon.

   Or enter the URL address of the web site you want to access and tap **Go**.

Tap to select a preset URL prefix/suffix.

A screen will be inserted

Tap to access the corresponding web site.

Enter an address.

You are connected to the network and the contents of the web site display.

2. While you are navigating through the WAP pages, you can use the following options by tapping icons on the bottom of the screen:

To	Tap
go to the previously visited site	
go to the homepage	
stop loading the current page	
display the list of links in the current page which allows you to go to the other links present on the current page	
refresh the current page	
display the list of favorites	
enlarge the page view	
search data containing a word you enter	
protect your data against unauthorized access	
open the drop-down menu list	

If you want to disconnect from the network, tap the Menu icon and tap **Disconnect** from the Tools menu.

Using the URL Wizard

When you enter a web site URL on the startup screen of the jBrowser, you can quickly and easily enter it using the URL Wizard. It provides you with preset URL address components, such as a protocol (http://), domain name prefix (www.) or suffix (.com) and file name (index.wml).

To open the URL Wizard:

1. Tap the arrow on the left side of the address input field.

2. From the prefix pick up list, tap the down arrow.

3. Tap **More**. The URL Wizard dialog box opens.

A screen will be inserted

4. Tap the items from the list and complete the URL address you want.

5. Tap **Go** to access the web site.

▪ Using Favorites

You can store your favorite web sites and then access them easily. Categorizing them enables you to find them more quickly.

To add an URL as a favorite:

1. In jBrowser, tap the Favorite icon.

A screen will be inserted

2. Enter the URL of the site, and select a category from the pick list under which you want to save the favorite.

To open a page through favorites:

1. Tap the Favorite icon. The favorites under the selected category are displayed in the box.

2. Select a category from the pick list, if necessary, and select the site you want.

3. Tap **Go**.

To delete a favorite under a particular category:

In the Favorites screen, select the site you want to delete and then tap **Delete**.

▪ Using the History

The History list keeps track of all of the web sites you visited.

To view the history:

1. In jBrowser, tap the Menu icon.

2. Tap **History** from the Go menu.

   The History screen displays all of the recently visited URL's. The history entries are displayed by page title or page URL according to your choice.

Tap to sort the
history by page
URL or page title.

A screen will be inserted

3. To open a page in the history, select the URL from the list and tap **Go**.

   To clear the history, tap **Clear**. The Clear History option clears all entries on the history list.

▪ Viewing Push Messages

You can access your Inbox in the jBrowser and view messages pushed by the WAP server.

To view the messages that are pushed:

1. In jBrowser, tap the Menu icon.

2. Tap **Push Inbox** from the View menu.

   The Push Inbox screen opens and shows the message list.

Select **Inbox** or   —
Archive.

A screen will be inserted

3. Select **Inbox** or **Archive** from the pick list.

4. Select the message you want to view and tap **Details**.

   The Push Details screen displays the messages with all the details of status, priority, address, and time of receiving.

5. When you finish, tap **Done**.

To delete a push message:

1. In the Push Inbox, tap the message you want to delete.

2. Tap **Delete**.

3. Tap **Yes (OK)** to confirm the deletion.

▪ Finding Text in the jBrowser

You can find a specific text from the content in the current web page.

1. Tap the Menu icon.

2. Tap **View** and then **Find**.

3. Enter the text you want to find in the String field.

4. Tap **Find**. The screen skips to the text, if it is found.

▪ Viewing Properties

This feature is not available on the current phone!!!

▪ Viewing Source

This feature is not available on the current phone!!!

▪ Viewing Statistics

jBrowser provides statistical information about the data transfer over the web server. To view the statistical information, tap the Menu icon and select **Statistics** from the View Menu.

The information about the pages viewed, objects fetched, the number of bytes sent and received, and the average page size are displayed.

▪ Changing the jBrowser Settings

The Profile dialog box enables you to change the jBrowser settings.

To open Profile dialog box:

1. Tap the Menu icon.

2. Tap **Settings** from the Tools menu.

A screen will be inserted

Tap to select other profiles

3. Change the settings.

4. When you finish, tap **Apply** or **OK** to save the changes.

Connect Profile

Prompt for Disconnect	Displays the confirming message before disconnecting from the wireless web.
Load on Startup	Loads the default homepage of the current profile when you open jBrowser.
Dial Service	Allows you to select or edit the Dial Service profile.
Active Profile	Shows the profile you currently selected.

Cache/Cookie Profile

Cache Enabled	Select to enable the cache which stores information of the web pages you accessed for faster downloads. Tap **Clear** to clear the cache.
Cookie Enabled	Select to enable the Cookie which store information related to a session. Tap **Clear** to clear the cookie.

Push Profile

Confirmed Push	???
Unconfirm ed Push	???

▪ Clearing Cache

To clear the cache, tap the Menu icon and select **Clear Cache** from the Tools menu.

Using SMS

SMS enables you to send or receive SMS (Short Message Service) messages. Use Contacts to do the following:

• Write and send text messages to other phones.

• Check the SMS center and receive new messages.

• Save incoming or outgoing messages in the Draft or Archive, separately from Inbox or Outboxk, for later retrieve.

To open SMS:

On the Application Launcher, tap the SMS icon. SMS opens and displays the Inbox by default.

_____ Tap to select a message box.

A screen will be inserted

Tap to write a new message.

_ _ Tap to retrieve new messages from the SMS server and send messages in Outbox
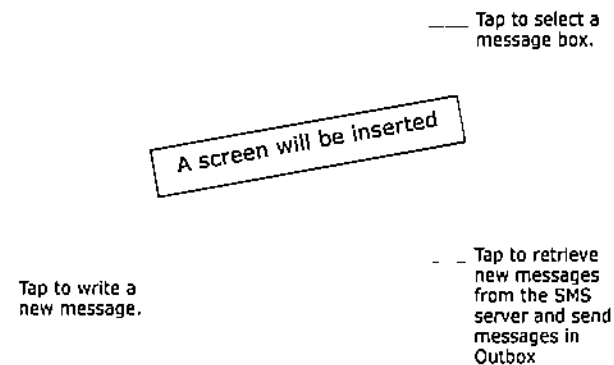
▪ Receiving a Message

When you receive a new text message, your PDA phone displays the New SMS icon (☒??) and a text notification containing the sender's phone number. You can also manually check the SMS center and retrieve new messages.

To read the message immediately from the notification:

???

To check the SMS center for new messages:

In any message box, tap **Send & Check**. Or open the drop-down menu and then **Check** from the Message menu.

▪ Sending a Message

You can write an SMS message of up to 160 characters. When you enter more than 160 characters, your PDA phone handles the message as a multi-part message.

To write and send a message:

1. Tap **New** in any message box.

2. Enter a destination phone number on the first line, the To field.

3. Tap the second line to enter the message content.

4. When you are finished, tap **Send**. The message is sent.

   To save the message in the Outbox, tap **Outbox**.

   When you tap **Cancel**, you can save the message in the Draft.

To send message stored in the Outbox:

In any message box, tap **Send & Check**. Or open the drop-down menu and then **Send** from the Message menu.

▪ Reading a Message

You can read a message and edit it for sending/ resending or saving.

To read a message in the Inbox:

1. Select **Inbox** from the pick list on the top right corner of the screen.

2. Tap the message you want to view from the list.

To view a message stored in the Outbox, Draft or Archive:

1. Select a message box from the pick list on the top right corner of the screen.

2. Tap the message you want to view from the list. The message content displays along with the recipient or sender's number.

3. Tap **Done** to exit the screen.

   Tap **Edit** to change the contents. After editing the message, you can send immediately or save it in the Outbox or Draft.

▪ Moving a Message to the Draft or Archive

If you don't want to send a message or, you can store it in the Draft or Archive for later sending or retrieving.

1. Tap the message you want to move in any message box.

2. Press the Menu button to open the drop-down menu list.

3. Tap **Draft** or **Archive**. The message is moved to the selected message box.

▪ Deleting a Message

You can delete obsolete message at any time to make memory space free.

To delete a message:

1. Tap the message you want to move in any message box.

2. Tap **Delete**.

3. Tap **Yes** to confirm the deletion.

   The message is removed from the message box.

Note: When you delete a message, it isn't deleted from the phone. To delete the message permanently, you need to delete it from the Trash. To remove all of the message in the Trash, open the drop-down menu and select **Empty Trash** from the Message menu.

■ Setting SMS Preferences

Using the Preferences option in the drop-down menu, you can change the options for messages.

1. Press the Menu button to open the drop-down menu list.

2. Tap **Preferences** from the Options menu.

3. Set the following options:
   - Sort by: Determines how the messages boxes list the messages.
   - Show Date: Allows you to set SMS to displays the date when the message is received or crated on the message list.
   - Alert Sound: Allows you to set the PDA phone to alert you to a new incoming message and to select a alert sound.
   - Confirm Deleted Message: Sets if you want to receive a confirming message when you choose to delete it.
   - Delete After Transfer: Sets if you want to delete a message after sending it.
   - Signature: Allows you to set a tag line to be added to the end of your outgoing messages.

4. Tap **Details** for the following further options:
   - Leave Message on Phone: Allows you to set if you ant to leave a copy of a outgoing message after sending it.
   - Return Receipt: Allows you to set if you want to receive a report message to let you know if the recipient receive your message.
   - Warn Over: Allows you to be alerted when you are sending multi-part messages.
   - Expires: Allows you to select how long your outgoing message are saved in your SMS message center while attempts are made to deliver them.
   - Message Center: Allows you to set the SMS message center's number. Select **Custom** and enter the number. When you select **Auto**, your PDA phone uses the default number from your service provider.

5. When you are finished, tap **OK** to exit the Message Detail dialog box.

6. Tap **OK**.

Using JMMS

This application is not available on the current phone.
Data Required!!

Using Mail

Mail lets you manage the e-mail that you send and receive through the E-mail application on your computer. You can read, reply to, compose and delete e-mail on your PDA phone but to send or receive e-mail, you must perform HotSync operation either or indirectly.

Mail truly synchronizes the Inbox in your desktop E-mail application with the mail on your PDA phone. For example, if you delete an e-mail from Mail, your next HotSync operation also deletes the e-mail from the desktop-e-mail application. If you read an e-mail on your PDA phone, your next HotSync operation marks it as read in your desktop E-mail application.

Using Mail, do the following:

- Read, delete, file and reply to incoming mail.
- Create outgoing e-mail and drafts of e-mail.
- Create simple or complex filters, which allows you to decide the type of e-mail that your PDA phone sends to your desktop.

■ Setting up Mail Application

Before you use the Mail application for the first time, your desktop e-mail application should be up and running and you must set up the Palm Desktop software for use with your desktop e-mail application.

To setup Mail:

This setup is not available on the current software. More data Required!!!

▪ Synchronizing Mail with Your E-mail Application

After you turn on and set up Mail, you must perform a HotSync operation to synchronize Mail with your desktop e-mail application.

For complete information about conducting a HotSync operation, see page xx.

▪ Reading a Mail

After synchronizing Mail with your desktop e-mail application, you can read new incoming mail on your PDA phone.

To open Mail:

You can choose the following options:

• Press the Mail application button (⊟,) on the front panel of your PDA phone.

Note: You can display the mail boxes by pressing the Mail application button repeatedly.

• On the Application Launcher, tap the Mail icon.

Mail opens and displays the Inbox by default. A check mark indicates any message that you've read. Boldfaced address indicates high-priority mail.

A screen will be inserted

To read a mail:

1. Tap a mail on the list.

A screen will be inserted

Tap to select a mail box.

2. To read the next or previous mail, tap the right or left arrow on the bottom right of the screen.

3. To close the mail, tap **Done**.

   Tap **Edit** to change the contents. After editing the message, you can send immediately or save it in the Draft.

▪ Creating a Mail

You can write a mail of up to ?? characters. While you are writing a mail, you can also change the details settings for sending the mail.

To write and send a Mail:

1. Tap **New** in any mail box.

2. Enter the e-mail address of the recipient in the To field.

3. If necessary, tap the CC field and enter an additional address.

4. Tap the Subject field and enter the subject of your mail.

5. Tap the Body field and enter the content of your mail. When you are finished, tap **Send**. The mail is saved in the Outbox and it will be sent the next time you perform a HotSync operation.

   When you tap **Cancel**, you can save the message in the Draft.

Changing the Mail Details

1. On the New Message screen, tap **Details.**

2. Set the following options:
   • Priority: allows you to select a priority status of the mail.
   • BCC: determines if you want to add a BCC (Blind Courtesy Copy) address. When you check this option, the BCC field appears on the New Message screen.

• Signature: determines if you want to add a tag line as your signature at the end of the mail.
• Confirm Read: determines if you want to receive a report to let you know when the recipient read your message.
• Confirm Delivery: determines if you want to receive a report to let you know when your message is delivered to the recipient.

3. When you are finished, tap **OK**.

▪ Filing a Message

If you don't want to send a message or, you can store it in the Filed box for later sending or retrieving.

1. Tap the mail you want to move in any mail box.

2. Press the Menu button to open the drop-down menu list.

3. Tap **File** from the Message menu. The message is moved to the Filed box.

▪ Deleting a Mail

You can delete obsolete mails at any time. They are stored in the Deleted box until you purge them or perform the next HotSync operation.

To delete a mail:

1. Tap the mail you want to move in any message box.

2. Tap **Delete**.

3. Tap **Yes** to confirm the deletion. The message is removed from the mail box.

To purge the deleted mail permanently:

1. Press the Menu button to open the drop-down menu list.

2. Tap **Purge Deleted** from the Message menu.

3. Tap **Yes** to confirm the deletion.

They are also deleted in your desktop e-mail application the next time you perform a HotSync operation.

▪ Setting HotSync Options

You can set which type of mails will be synchronized when you perform a HotSync operation.

1. Press the Menu button to open the drop-down menu list.

2. Tap **Options** and then **HotSync Options.**

3. Select an option from the Setting for pick list.

   • Local HotSync: Choose to change the setting for HotSync operation using the desktop holder, USB cable or Infrared port.

   • Remote HotSync: Choose to change the setting for HotSync operation through a modem or network.

4. Select the type of messages to be synchronized.

   • All: All of the messages in the PDA phone and the computer's e-mail application will be synchronized.

   • Send only: Only messages in the Outbox will be sent to the computer's e-mail application.

   • Filter: You can configure a filter. The following options are available:

   Retrieve All High Priority: Synchronizes all messages of high priority, if your e-mail application has the capacity to flag high-priority message.

   Ignore Messages Containing: Excludes the messages containing the sender and recipient's addresses and subject you specified.

   Retrieve Only Msgs Containing: Includes only the messages containing the recipient and sender's addresses and subject you specified.

- Unread: Only unread messages in the Inbox of your computer's e-mail application will be downloaded to your PDA phone and all messages in the Outbox of your PDA phone will be sent to the computer e-mail application.

5. Tap **Truncate** and select the maximum number of characters the messages can contain to be synchronized. Tap **OK**.

   If a message have more characters than the number you specified, the extra characters will be truncated.

6. Tap **OK**.

▪ Setting Mail Preferences

Using the Preferences option in the drop-down menu, you can change the options for messages.

1. Press the Menu button to open the drop-down menu list.

2. Tap **Options** and then **Preferences**.

3. Set the following options:
   - Confirm deleted message: Sets if you want to receive a confirming message when you choose to delete it.
   - Default Mail:???
   - Signature text: Allows you to set a tag line to be added to the end of your outgoing messages.

4. Tap **OK**.

Chapter 6

Personal Information Manager

This chapter explains how to manage your personnel information, such as contacts, schedule, tasks you need to do and voice or text memos.

This chapter includes:

- Using Contacts
- Using Date Book
- Using To Do List
- Using Memo Pad
- Using Note Pad
- Using Voice Memo

Using Contacts

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

- Enter names, addresses, phone numbers, and other information.
- Enter up to five phone numbers (home, work, mobile, fax, and so on) or e-mail addresses for each name.
- Define which phone number appears in the Contacts list for each Contacts entry.
- Assign Contacts entries to categories so that you can beam to other devices with an infrared (IR) port and an application that can read the data.

To open Contacts:

You can choose the following options:

- Press the Contacts application button (ζ). Contacts opens to display the list of all your records.
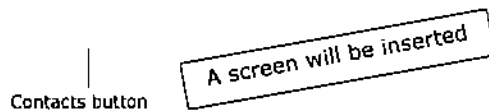
Contacts button

Note: Press the Contacts application button repeatedly to cycle through the categories in which you have records.

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- On the Application Launcher, tap the Contacts icon.
- On the Phone screen, press the **Contacts** soft button.

■ Creating an Contacts Entry

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

Palm Desktop software also has data import capabilities so that you can load database files into Contacts on your PDA phone. See the Palm Desktop online help for more information.

To create a new Contacts entry in the phone's memory:

1. Tap **New**.
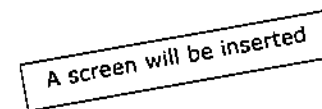
2. Enter the last name of the person you want to add to your Contacts.

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3. Tap the First Name field.

4. Enter the first name of the person in the First Name field.

5. Enter the other information that you want to include in this entry.

   As you enter letters in the Title, Company, City, and State fields, text appears for the first logical match that exists in your Contacts. As you enter more letters, a closer match appears. For example, you may already have Sacramento and San Francisco in your Contacts. As you enter S, Sacramento appears, and as you continue entering a and n, San Francisco replaces Sacramento. As soon as the word you want appears, tap the next field to accept the word.

6. Tap the scroll arrows to move to the next page of information.

7. If you want to assign a caller ID image the Contacts entry, tap the No image field and select a photo from the Image View screen.

   You can take and assign a new photo by tapping **Capture**.

8. After you finish entering information, tap **Done**.

Tip! To create an entry that always appears at the top of the Contacts list, begin the Last name or Company field with a symbol, as in *If Found Call*. This entry can contain contact information in case you lose your PDA phone.???

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To create a new Contacts entry in the SIM memory:

1. On the Contacts list, tap **SIM**.

A screen will be inserted

Tap to view to the Contacts entries in phone's memory.
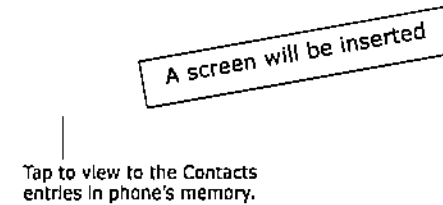
2. Tap **New**.

3. Enter the name of the person you want to add.

4. Tap the Number field and enter the number you want store.

5. Tap **Done**.

Selecting Types of Phone Numbers

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

To select other types of phone numbers in an entry:

1. Tap the name of the entry that you want to change.

2. Tap **Edit**.

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3. Tap the pick list next to the label you want to change.

Tap the arrow.

4. Select a new label.

5. When you finish, tap **Done**.

Note: You can duplicate a Contacts entry using **Duplicate Contacts** in the Record menu.

Changing Contacts Entry Details

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

To open the Contacts Entry Details dialog box:

1. On the Contacts list, tap the name of the entry whose details you want to change.

2. Tap **Edit**.

3. Tap **Details**.

4. Select any of the following settings:

• Show in List: allows you to select which type of phone or other information appears on the Contacts list. Your options are Work, Home, Fax, Other and E-mail. The identifying letters W, H, F, o, M or P appear next to the record in the Contacts list, depending on which information is displayed. If you select E-mail, no identifying letter displays.

• Category: allows you to assign the entry to a category.

• Ringer: allows you to select a unique ringer for incoming calls from the numbers in the entry.

• Private: hides this entry when Security is turned on.

5. Tap **OK**.

Attaching a Note to a Contacts Entry

You can attach a note containing additional personal information to the Contacts entries.

To attach a note:

1. On the Contacts list, tap the name of the entry you want.

2. Tap **Edit**.

3. Tap **Details**.

4. Tap **Note** on the Contacts Entry Details dialog box.

5. Enter information and tap **Done**.

6. Tap **Done**.

   A Note icon appears on the right of the number on the Contacts list.

To delete a note:

1. Tap the Note icon on the Contacts list. The note details dialog box appears.

2. Tap **Delete**.

3. Tap **Yes** to confirm the deletion.

▪ Editing a Contacts Entry

After creating a Contacts entry, you can change the information in the entry at any time.

To edit a Contacts entry:

1. On the Contacts list, tap the name of the entry you want to edit.

2. Tap **Edit** in the Contact Edit screen.

3. Tap any field you want to change and enter or change information.

4. When you finish, tap **Done**.

▪ Making a Call from Contacts

After creating a Contacts entry, you can easily dial a number from the Contacts list.

You can choose the following options:

• Tap an entry name and then tap the Phone icon at the far right of the number you want to dial on the Contact View screen.

• Tap an entry number, select the number you want to dial from the list, and then tap **Dial**.

▪ Finding Contacts

You can find a Contacts entry by entering a name or number.

1. On the Contacts list, tap **Find**.

2. Select one of the following options:
   - By Name: Enter the last name you want to find
   - By Number: Enter the number you wan to find.
   - Quick Find: Enter the last name or number you want to find

3. Tap **Search**.

   The screen displays the Contacts entries matching your input.

4. Tap **Dial** to make a call or **View** to view details about the entry.

▪ Saving a Contacts Entry to SIM or Phone

You can copy Contacts entries from the phone's memory to SIM card memory or vice versa.

To copy an entry from Phone to SIM:

1. On the Contacts list, tap the number you want to copy.

2. If necessary, select a number from the list.

3. Tap **ToSIM**.

   The screen shows the first available index number and the number to be copied.

4. Tap **Done**.

To copy an entry from SIM to Phone:

1. On the Contacts list, tap **SIM**.

   The list of the contacts entries stored in the SIM card.

2. Tap the number you want to copy.

3. Tap **To Phone**.

4. Tap the Field pick list and select the type of the number.

5. Tap the Category pick list and select a category.

6. Tap **Done**.

▪ Beaming Contacts Entries

Using the infrared (IR) port, you can beam Contacts entries to other PDA phones or Pam organizers.

Once the Beam Receive option on the General Preferences screen is turned on (see page xx), you can beam any of the following:

- Your business card: The business card is a specially designated entry containing information you want to exchange with business contacts. You can send your business card with one-touch beaming.

- A Contacts entry: You can select and beam any entry in your Contacts.
- A category of Contacts entries: You can beam all of the entries in a category. For example, you can share a list of business contacts with your co-worker.

For more information about the IR port, see "Beaming Data" on page xx.

To create your business card:

1. On the Contacts list, tap **New**. Create a Contacts entry containing information you want on your business card.

2. Press the Menu button to open the drop-down menu list.

3. Tap **Select Business Card** from the Record menu.

4. Tap **Yes** to confirm your selection.

   Notice that the ??? icon identifies this record as your business card in the Contact View screen.

5. Tap **Done**.

To beam your business card:

1. On the Contacts list, tap the name of your business card entry.

2. Press the Menu button to open the drop-down menu list.

3. Tap **Beam Business Card** from the Record menu.

To beam any Contacts entry:

1. On the Contacts list, tap the name of the entry you want to beam.

2. Press the Menu button to open the drop-down menu list.

3. Tap **Beam Contact** from the Record menu.

To beam all of the entries in a category:

1. On the Contacts list, tap the pick list in the upper right corner of the display and select the category you want to beam.

2. Press the Menu button to open the drop-down menu list.

3. Tap **Beam Category** from the Record menu.

■ Sending Contacts Entries in SMS or E-mail

You can send the selected Contacts entry or all of the entries in a specific category using the SMS or E-mail communication.

To send an entry:

1. On the Contacts list, tap the name of the entry you want to send.

2. Press the Menu button to open the drop-down menu list.

3. Tap **Send Contact** from the Record menu.

4. Enter the phone number in the To field.

A screen will be inserted

Tap to find a number from
Contacts

5. Tap **Send**.

To send all of the entries In a category:

1. On the Contacts list, tap the category from the pick list on the upper-right corner of the screen.

2. Press the Menu button to open the drop-down menu list.

3. Tap **Send Category** from the Record menu.

4. Enter the phone number in the To field and tap **Send**.

■ Deleting Contacts Entries

To delete a Contacts entry:

1. On the Contacts list, tap the name of the entry you want to delete.

2. Tap **Edlt**.

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3. Tap **Detalls**.

4. Tap **Delete** from the Contact Entry Details screen.

5. Tap **OK** to confirm the deletion.

■ Setting Contacts Preferences

Using the Preferences option In the drop-down menu, you can choose Contacts display options.

1. On the Contacts list, press the Menu button to open the drop-down menu list.

2. Tap **Preferences** from the Options menu.

3. Set the following options:
   • Remember Last Category: Determines how Contacts appears when you return it from another application. If you select this check box, Contacts shows the last category you selected. If you deselect it, Contacts displays the All category.
   • Enable Tap Dialing: ???
   • List By: Determines how Contacts list the entries.

4. When you finish, tap **OK**.

▪ Renaming Custom Fields

You can rename the Custom fields which appear at the end of the ContactsEdit screen. Rename them to identify the kind of information you enter in them. The names you give the custom fields appear in all entries.

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

1. On the Contacts list, press the Menu button to open the drop-down menu list.

2. Tap **Rename Custom Fields** from the Options menu.

3. Tap a field and change the name.

A screen will be inserted

Tap to change
the name

If necessary, repeat this step for the other fields.

4. When you finish, tap **OK**.

Using Date Book

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

- Enter a description of your appointment, and assign it to a specific time and date.

- Display a chart of your appointments for an entire week. The Week View makes it easy to spot available times and potential scheduling overlaps or conflicts.

- Display an agenda showing appointments, untimed events and your To Do items for the day.

- Set an alarm to notify you of the scheduled activity.

- Create reminders for events that are based on a particular date, rather than on time of day. Birthdays and anniversaries are easy to track with your PDA phone.

- Attach notes to individual events for a description or clarification of the entry in your Date Book.

To open Date Book:

You can choose the following options:

- Press the Date Book application button (⌾).

A screen will be inserted

Date Book button

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

• On the Application Launcher, tap the Date Book icon.

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

■ Scheduling an Event

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

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

It's possible to schedule events that overlap, but Date Book makes it easy to find such conflicts.

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

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

To schedule an event for the current day:

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

A screen will be inserted

Tap a time line

Time bar shows duration

Enter an event
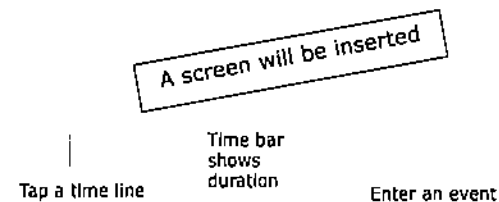
2. Enter a description of the event.

3. If the event is one hour long, skip to step 5. If it is longer or shorter than an hour, tap the time of the event to open the Set Time dialog box.

Tap the time of an event
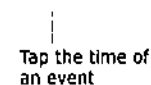
4. Do one of the following:

- Tap the time columns on the right side of the Set Time dialog box to set the starting time, and then tap the End Time box and tap the time columns to set the ending time.
- Tap **All Day** to automatically insert the starting and ending time of the event as defined in your Date Book preferences.
- To schedule an untimed event, tap **No Time** so that no starting or ending time is defined for the new event.

Tap to scroll to
earlier hours

Tap to change
hours

Tap to automatically
fill the starting and
ending times

Tap to change
minutes

Tap to scroll to
later hours

5. Tap **OK**.

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

To schedule an event for another day:

1. Select the date you want for the event by doing one of the following:
   - Tap the day of the week that you want in the date bar at the top of screen. If necessary, tap the Previous week or Next week scroll arrows to move to another week.

Next week

Tap to select a day of
the current week

Previous week

   - Tap **Go To** at the bottom of the screen to open the Go to Date dialog box. Today's date is indicated in a parenthesis. Select a date by tapping a year, month, and day on the calendar.

Previous year   Next year

Tap to select a
month

Tap to select a
day

Tap to select
today's date

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

Changing Schedule Entry Details

After you create an event, you can select an event to view its contents, reschedule it, make it a repeating event, and add alarms or notes on the Event Details dialog box.

Rescheduling an Event

You can easily make changes the time of your schedule.

To reschedule an event:

1. Select the event you want to reschedule.

2. Tap **Details**.

3. To change the time, tap the Time box and tap a new time.

4. To change the date, tap the Date box and tap a new date.

5. Tap **OK**.

Setting an Alarm for an Event

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

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

To set an alarm for an event:

1. Select the event to which you want to assign an alarm.

2. Tap **Details**.

3. Tap the Alarm check box to select it. The default setting, 5 Minutes, appears.

4. Tap the pick list and select **Minutes, Hours** or **Days**.

5. Tap 5 and enter any number from 0 to 99 (inclusive) as the number of time units.

- - - Enter the number of time units

A screen will be inserted

Tap to select the unit of time
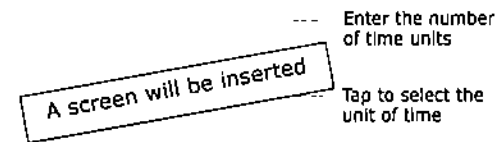
6. Tap **OK**.

7. When the reminder message appears onscreen, do one of the following:

- Tap **OK** to permanently dismiss the reminder and return to the current screen.

- Tap **Snooze** to dismiss the reminder and return to the current screen. An attention indicator blinks on the upper-left corner of the screen to remind you of the pending alarm, and the reminder message again five minutes later.
- Tap **Go To** to open Date Book. Date Book will open and display the event associated with the alarm.

A screen will be inserted

Alarm for Untimed Events

You can set a silent alarm for an untimed event. In this case the alarm is triggered at the specified of minutes, hours, or days before midnight (beginning) of the day of the untimed event. When the alarm is triggered, the reminder list displays the alarm message until you clear it. See "Receiving Alerts" on page xx for details.

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

Scheduling Repeating or Continuous Events

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

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

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

To schedule a repeating or continuous event:

1. Select the event.

2. Tap **Details**.

3. Tap **None** to open the Change Repeat dialog box.

4. Tap **Day, Week, Month** or **Year** to set how often the event repeats.

   For a continuous event, tap **Day**.

A screen will be inserted

5. On the Every line, enter a number that corresponds to how often you want the event to repeat.

For example, if you select Month and enter the number 2, the event repeats every other month.

6. To specify an end date for the repeating or continuous event, tap the End on pick list and tap Choose **Date**. Use the date picker to select an ending date.

7. Tap **OK**.

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

Changing Repeating or Continuous Events

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

To delete repeating events:

1. Select the record you want to delete.

2. Press the Menu button to open the drop-down menu list.

3. Tap **Delete Event** from the Record menu.

A screen will be inserted

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

5. Tap **OK**.

Considerations for changing repeating or continuous events

Keep the following points in mind:

- If you change the starting date of a repeating event, your PDA phone calculates the number of days you moved the event. Your PDA phone then automatically changes the ending date to maintain the duration of repeating event.

- If you change the repeat interval of a repeating event, such as from daily to weekly, previous occurrences of that event are not changed and your PDA phone creates a new repeating event.

- If you change the date of an occurrence of a repeating event, such as from January 14 to January 15, and apply the change to all occurrences, the new date becomes the starting date of the repeating event. Your PDA phone adjusts the ending date to maintain the duration of the event. If you apply the change to current and future occurrences, past occurrences are not changed.

- If you change other settings of a repeating event, such as time, alarm, private, and apply the change to all occurrences, your PDA phone creates a new event. The start date of this new event is the day on which the setting is changed.

• If you apply a change to a single occurrence of a repeating event, such as time, that occurrence no longer shows the Repeat icon.

Attaching a Note to an Event

You can attach a note containing additional information about the event.

To attach a note:

1. On the Day View, tap the event you want.

2. Tap **Details**.

3. Tap **Note** on the Event Details dialog box.

4. Enter information and tap **Done**.

5. Tap **Done**.

   A Note icon appears on the far right of the event.

To delete a note:

1. Tap the Note icon on the Day View. The note details screen appears.

2. Tap **Delete**.

3. Tap **Yes** to confirm the deletion.

■ Changing the Date Book view

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

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

• Press the Date Book application button repeatedly to display the next view.

• Tap the appropriate view icon at the bottom left corner of Date Book.

Working in Week View

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

To display the Week View:

1. Tap the Week View icon.

A screen will be inserted

Week View icon

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

The Week View also shows untimed events and events that are before and after the range of times shown.

Previous week

Next week

Tap for that day

A screen will be inserted

Bar indicates earlier event

A point indicates untimed events

Bar indicates later event
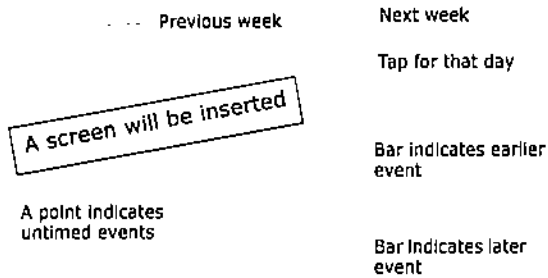
3. Tap an event to show a description of the event.

Event details

A screen will be inserted

Tap to show event details

Keep the following points in mind:

• To reschedule an event, tap and drag the event to different time or day.

• Tap a blank time on any day to move to that day and select that time for a new event. The screen changes to the Day View.

• Tap any day or date that appears at the top of the Week view to move directly to that day without selecting an event.

• The Week View shows the time span defined by the Start Time and End Time in the Date Book Preferences settings. If you have an event before or after this time span, a bar appears at the top or bottom of that day's column. Use the onscreen scroll arrows to scroll to the event.

Working in Month View

The Month View screen shows which days have events scheduled. Lines in the Month View indicate events and repeating events.

Previous month   Next month

A screen will be inserted

Month View icon

Plus below dates indicates untimed events

Dashes below dates indicates continuos events

Dashes on right side indicate events
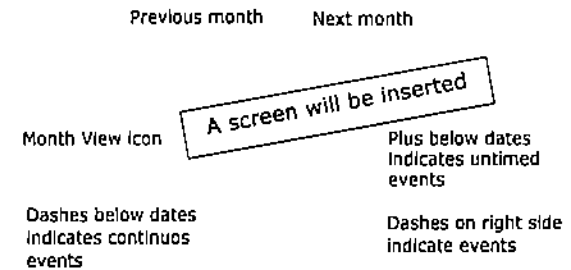
You can control the types of events that appear in the Month View. See "Changing Display Options" on page xx.

Keep the following points in mind:

• Tap a day in the Month View to display that day in the Day View.

• Tap the scroll arrows in the upper-right corner to move forward or backward a month.

Working in Agenda View

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

Note: Which To Do items appear and how you can change them depend on the settings in your To Do preferences. See "Setting To Do Preferences" on page xx for more information.

To display the Agenda View:

1. Tap the Agenda View icon.

Agenda View
Icon

A screen will be inserted

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

A screen will be inserted

Note: You can also change the category of To Do items shown. Tap the pick list to select another category. See Chapter XX for more information on working with To Do items.

Changing Display Options

You can change the appearance of Date Book's Day View and control which type of events appear in the Month View.

1. On the Day or Month View, press the Menu button to open the drop-down menu list.

2. Tap **Options** and then **Display Options**.

3. Set the following options:

   • **Show Time Bars:** Activates the time bars that appear in the Day View. The time bars show the duration of an event and illustrate event conflicts.

- **Compress Day View:** Controls how times appear in the Day View. When Compress Day View is off, all time slots appear. When it is on, starting and ending times appear for each event, but blank time slots toward the bottom of the screen disappear to minimize scrolling.
- **Month View settings:** Applies to the Month View of Date Book. You can deselect any or all of these check boxes to hide Timed, Untimed, or Daily Repeating events in the Month View only.

4. When you finish, tap **OK**.

■ Beaming Events

Using the infrared (IR) port, you can beam your schedule entries to other PDA phones or Pam organizers.

For more information about the IR port, see page xx.

To beam an event:

1. On the Day View, tap the event you want to beam.

2. Press the Menu button to open the drop-down menu list.

3. Tap **Beam Event** from the Record menu.

■ Sending Events in SMS

You can send events in your Date Book using the SMS communication.

1. On the Day View, tap the event you want to send.

2. Press the Menu button to open the drop-down menu list.

3. Tap **Send Event** from the Record menu.

4. Enter the phone number in the To field.

Tap to find a number
from Contacts

5. Tap **Send**.

■ Deleting Events

There are three ways to delete an event from the Date Book application.

- Simply delete the text of the event. If you used this method to delete one instance of a recurring event, all instances of the event are removed.

- Use the Delete commands in the Record menu. You can choose to delete only one occurrence or all occurrences of the event. See page xx.
- Use the Event Details dialog box. You can choose to delete only one occurrence or all occurrences of the event.

To delete an event with the Event Details dialog box:

1. Tap the event you want to delete.

2. Tap **Details**.

3. Tap **Delete**.

4. Tap **OK** to confirm the deletion.

▪ Setting Date Book Preferences

Using the Preferences option in the drop-down menu, you can customize Date Book's default time display and alarm settings.

1. On the Day, Week or Month View, press the Menu button to open the drop-down menu.

2. Tap **Preferences** from the Options menu.

3. Set the following options:
   - **Start/End Time**: Defines the start and end times for Date Book screens. If the time slots you select do not fit on one screen, you can tap the scroll arrows to scroll up and down.

- **Alarm Preset**: Automatically sets an alarm for each new event. The silent alarm for untimed events is defined by minutes, days, or hours before midnight at the beginning of the date of the event.
- **Alarm Sound**: Sets the tone of the alarm.
- **Remind Me**: Defines how many times the alarm will occur after the initial occurrence.
- **Play Every**: Defines how often the alarm sounds.

4. When you finish, tap **OK**.

Using To Do List

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

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

To open To Do List:

On the Application Launcher, tap the To Do List icon.

To Do List opens to display the list of your To Do List items.

A screen will be inserted

■ Creating a To Do List Item

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

To create a To Do List Item:

1. On the To Do screen, tap **New**.

A screen will be inserted

2. Enter the text of the To Do List item. The text can be longer than one line.

3. Tap anywhere onscreen to deselect the To Do List item.

Setting Priority

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

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

To set the priority of a To Do List item:

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

Tap to select · · priority

A screen will be inserted

2. Select the priority number want to set from the pick list. 1 is most important.

Changing To Do List Item Details

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

1. On the To Do list, tap the item you want.

2. Tap **Details.**

3. Set the following options:
   - **Priority:** Changes the priority of the item.

- **Category**: Assign the entry to a category.

   Due Date: Associates a due date with the item. Tap the date that you want to assign the item.

   Today: Assigns the current date.

   Tomorrow: Assigns to tomorrow's date.

   One week later: Assigns the date exactly one week from the current date.

   No Date: Removes the due date from the item.

   Choose date: Opens the date selector, where you can choose any date you want for the item.

   - **Private**: Hides the item when Security is enabled.

4. When you are finished, tap **OK.**

Attaching a Note to a To Do List Item

You can attach a note containing additional information about the thing to do.

To attach a note:

1. On the To Do list, tap the item you want.

2. Tap **Details.**

3. Tap **Note.**

4. Enter information and tap **Done.**

   A Note icon appears on the far right of the item.

To delete a note:

1. On the To Do list, tap the Note icon.

2. Tap **Delete** from the note detail dialog box.

3. Tap **Yes** to confirm the deletion.

■ Checking off a To Do List Item

You can check off a To Do List item to indicate that you've completed it. You can set the To Do List to record the date when you complete the To Do List item, and you can show or hide completed items. See "Setting To Do Preferences" on page xx.

To check off a To Do List item:

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

··· Completed
To Do Item

A screen will be inserted

■ Beaming To Do List Items

Using the infrared (IR) port, you can beam To Do List items to other PDA phones or Pam organizers.

For more information about the IR port, see page xx.

To beam an item:

1. On the To Do List, tap the item you want to beam.

2. Press the Menu button to open the drop-down menu list.

3. Tap **Beam Item** from the Record menu.

To beam all of the items in a specific category:

1. On the To Do List, tap the pick list in the upper right corner of the display and select the category you want to beam.

2. Press the Menu button to open the drop-down menu list.

3. Tap **Beam Category** from the Record menu.

■ Sending To Do List Items in SMS

You can send the selected item or all of the items in a specific category using the SMS communication.

To send an Item:

1. On the To Do List, tap the item you want to send.

2. Press the Menu button to open the drop-down menu list.

3. Tap **Send Item** from the Record menu.

4. Enter the phone number in the To field.

A screen will be inserted

Tap to find a number from
Contacts

5. Tap **Send.**

To send all of the Items In a category:

1. On the To Do List tap the category from the pick list on the upper-right corner of the screen.

2. Press the Menu button to open the drop-down menu list.

3. Tap **Send Category** from the Record menu.

4. Enter the phone number in the To field and tap **Send.**

■ Deleting To Do List Items

You can delete the obsolete To Do List items.

There are three ways to delete an item from the To Do List application:

- Simply delete the text of the item.
- Use the Delete commands in the Record menu.
- Use the To Do Item Details dialog box.

To delete an Item with the To Do Item Details dialog box:

1. On the To Do List, tap the item you want to delete.

2. Tap **Details.**

3. Tap **Delete.**

4. Tap **OK** to confirm the deletion.

■ Setting To Do List Preferences

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

To Change the Preferences settings:

1. On the To Do List, tap **Show.**

2. Select any of the following settings:

- **Show Completed Items**: Displays your completed items in the To Do List. If you turn off this setting, your To Do items disappear from the list when you complete (check) them. Items that no longer appear on the list because you turn off this setting have not been deleted. They are still in the memory of your phone. You can purge completed items to remove them from the memory.

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

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

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

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

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

3. Tap **OK**.

Using Memo Pad

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

- Send memos to popular computer applications like Microsoft Word when you synchronize using Palm™ Desktop software and HotSync® technology.

- Assign memos to categories so that you can organize and view them in logical groups.

- Write down phone numbers and other types of information that you can later copy and paste into other applications.

To open Memo Pad:

On the Application Launcher, tap the Memo Pad icon.

A screen will be inserted

-- Tap

▪ Creating Memos

A record in Memo Pad is called a memo. You can assign memos to categories and mark them private.

To Create a new memo:

1. On the Memo list, tap **New**.

A screen will be inserted

---- Tap New
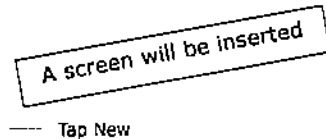
Tip! In the Memo list screen, you can also begin writing in the Graffiti 2 Writing area to create a new memo. The first letter is automatically capitalized and begins your new memo.

---

2. Enter the text you want to appear in the memo.

3. When you finish, tap **Done**.

Changing Memo Details

1. On the Memo list, tap the memo you want.

2. Tap **Details**.

3. Set the following options:
   - Category: Assigns a category to the memo.
   - Private: Hides the memo when Security is enabled.

4. Tap **OK**.

▪ Reviewing Memos

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

To review a memo:

1. From the Memo list, tap the text of the memo you want to review.

-- -- Tap a memo to review

A screen will be inserted
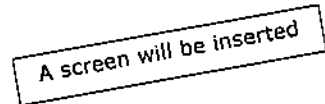
2. Review or edit the text in the memo.

3. Tap **Done**.

■ Beaming Memos

Using the Infrared (IR) port, you can beam memos to other PDA phones or Pam organizers.

For more information about the IR port, see page xx.

To beam a memo:

1. On the Memo list, tap the memo you want to beam.

2. Press the Menu button to open the drop-down menu list.

3. Tap **Beam Memo** from the Record menu.

To beam all of the items in a specific category:

1. On the Memo list, tap the pick list in the upper right corner of the display and select the category you want to beam.

2. Press the Menu button to open the drop-down menu list.

3. Tap **Beam Category** from the Record menu.

■ Sending Memos in SMS

You can send the selected item or all of the items in a specific category using the SMS communication.

To send an item:

1. On the Memo list, tap the memo you want to send.

2. Press the Menu button to open the drop-down menu list.

3. Tap **Send Memo** from the Record menu.

4. Enter the phone number in the To field.

A screen will be inserted

Tap to find a number
from Contacts

5. Tap **Send**.

To send all of the memos in a category:

1. On the Memo list, tap the category from the pick list on the upper-right corner of the screen.

2. Press the Menu button to open the drop-down menu list.

3. Tap **Send Category** from the Record menu.

4. Enter the phone number in the To field and tap **Send**.

■ Deleting Memos

You can delete the obsolete memos from the Memo Pad.

There are three ways to delete a memo from the Memo Pad application:

• Simply delete the text of the memo.

• Use the Delete commands in the Record menu.

- Use the Memo Details dialog box. You can choose to delete only one occurrence or all occurrences of the event.

To delete a memo with the Memo Details dialog box:

1. On the Memo list, tap the memo you want to delete.

2. Tap **Details.**

3. Tap **Delete.**

4. Tap **OK** to confirm the deletion.

Using Note Pad

This application is not available on the current phone. More information is required!!

Using Voice Memo

Voice Memo allows you to record personal memos.

To open Voice Memo:

On the Application Launcher, tap the Voice Memo icon.

▪ Recording Voice Memos

You can record a voice memo of up to one minute.

To record a memo:

1. Tap the Record button ( ) to begin recording.

2. Make a voice memo by speaking to the microphone.

   The bar above the buttons shows the recording progress. The numbers on the right of the bar indicate the elapsed time and the total duration you can record.

A screen will be inserted

Begins recording   Pauses and resumes   Stops
               recording   recording

3. Tap the Stop button (■) to stop the recording.

   Your PDA phone automatically saves the voice memo labeled with the current date and time and lists on the Voice Memo screen.

Viewing or Changing Voice Memo Details

Using the Voice Memo Details dialog box, you can view details about the memo and change the title or category.

To display the Voice Memo Details dialog box:

1. On the Voice Memo list, tap the voice memo you want.

2. Tap **Details**.

3. View or change details.

A screen will be inserted

Tap to change the title.

Tap to assign a category to the memo.

Tap to hide the memo when Security is enabled.

4. When you finish, tap **OK**.

▪ Playing Voice Memos

To review your voice memos:

1. On the Voice Memo list, tap the memo you want to play.

2. Tap the Play button (▶).

   The bar above the buttons shows the recording progress. The numbers on the right of the bar indicate the elapsed time and the total recording duration of the memo.

A screen will be inserted

Begins playing   Pauses and resumes playing   Stops playing   Adjust the volume level

▪ Beaming Voice Memos

Using the infrared (IR) port, you can beam voice memos to other PDA phones or Pam organizers.

For more information about the IR port, see page xx.

To beam a memo:

1. On the Voice Memo list, tap the memo you want to beam.

2. Press the Menu button to open the drop-down menu list.

3. Tap **Beam V Memo** from the Voice Memo menu.

To beam all of the memos in a specific category.

1. On the Voice Memo screen, tap the pick list in the upper right corner of the display and select the category you want to beam.

2. Press the Menu button to open the drop-down menu list.

3. Tap **Beam Category** from the Voice Memo menu.

▪ Deleting Voice Memos

You can delete the selected voice memo or all of the memos in a specific category.

To delete a voice memo:

1. On the Voice Memo list, tap the memo you want to delete.

2. Tap **Delete**.

3. Tap **OK** to confirm the deletion.

To delete all of the voice memos in a category:

1. On the Voice Memo list, select a category you want to empty from the pick list on the top right of the screen.

2. Press the Menu button to open the drop-down menu list.

3. Tap **Delete V Memos All** from the Voice Memo menu.

4. Tap **OK** to confirm the deletion.

▪ Setting Voice Memo Preferences

Using the Voice Memo Preferences dialog box, you can choose the options related to managing voice memos.

To display the Memo Preferences dialog box:

1. On the Voice Memo list, press the Menu icon to open the drop-down menu list.

2. Tap **Preferences** from the Options menu.

3. Set the following options:
   - Confirm Voice Memo Deletion: Displays the confirming message when you select to delete voice memos.
   - Where To Save: Determines the location where the voice memo is saved.
   - Sampling Rate: Determines the sampling rate for your recordings.
   - Sort by: Determine how the Voice Memo application lists the voice memos.

4. Tap **OK**.

Chapter 7

Entertainment

This chapter includes:
- Using Camera
- Using Funbox
- Using Media Player

Using Camera

Camera enables you to capture, view and manage photos on your PDA phone. Use Camera to do the following:

- Take photos directly on your PDA phone.
- Locate photos quickly with Review and Thumbnail modes.
- Organize photos into albums.
- Play a slide show of your photos.
- View details for each photo.
- Keep track your thoughts about a photo by entering memos.
- Exchange photos with other devices that use infrared or MMS communication.
- Use Palm desktop software and HotSync technology to transfer photos to your PDA phone, to copy and paste photos into popular computer applications and to send photos as e-mail attachments or to other applications.

To open Camera:

You can choose the following options:

- Press the Camera button on the right side of your PDA phone.
- On the Application Launcher, tap the Camera icon.

A screen will be inserted

▪ Taking a Photo

When you open the Camera application, the Preview screen appears and the image to be captured.

To take a photo:

1. Make sure that you are in Preview mode. If not, tap the Preview icon at the bottom of the screen.

2. Aim the camera at a subject.

A screen will be inserted

Tap to switch to Preview mode.

Tap to set the self timer. See page xx.

Tap to change the camera settings. See page xx.

Tap to flip the photo vertically or as a mirror image.

3. Press the Camera button on the right side of the phone. You can also use the OK button on the front of your phone.

   The captured picture is saved in the image database on your phone.

Using the Self Timer

You can set the camera to take a picture automatically after a predefined time.

To set the Self timer:

1. In the Preview mode, tap the Timer icon.

2. Select the Setting up check box and specify the delay time.

3. Tap **OK**. The Timer icon appears on the top of the screen.

4. Aim the camera at a subject.

5. Press the Camera button. The timer counting down appears on the top left of the screen.

   When the time is up, the camera takes the photo.

Taking Multiple Photos

You can take a sequence of photos of a moving subject. You can set the number of photos and the tempo of each shot.

To take multiple photos:

1. In the Preview mode, press the Menu button to open the drop-down menu list.

2. Tap **Multiple capture** from the Capture menu.

3. Tap the Setting up check box and select the number of photos and the tempo.

4. Tap **OK**. The Multiple icon appears on the top of the screen.

5. Press the Camera button. The camera take photos successively.

Changing the Camera Settings

You can change the picture quality, resolution, and lighting condition for the current shot.

1. In the Preview mode, tap the Setting icon. The Camera Setting dialog box opens.

2. Set the following options:
   - **Brightness**: Tap and drag the slider to adjust the brightness of photos.
   - **Exposure**: Tap and drag the slider to adjust the exposure of the light.
   - **Contrast**: Tap and drag the slider to adjust the ratio between light and dark colors.
   - **Color**: Select the color tone for photos.
   - **Resolution**: Specify the resolution of photos. The higher the resolution, the higher the quality and the more memory each photo will require.
   - **White balance**: Change the white balance setting based on the lighting conditions.
   - **Shutter**: Select the a tone sound when you press the camera shutter, Camera or OK button.
   - **Quality**: Specify the quality of photos.

3. When you finish, tap **OK**.

▪ Viewing Photos

A record in Camera is called a photo. After taking a photo, you can view them one still at a time in Review mode, browse the pictures in Thumbnail mode or in Slideshow mode on your phone's screen.

You can change the photo name and attach a note to a selected photo.

Viewing Photos in Review Mode

Review mode displays a photo on the full screen.

To view a photo in Review mode:

1. Tap the Review icon at the bottom of the screen. The last photo saved in the database displays.

Category where the
photo is stored.

A screen will be inserted

Note Icon if you
attached.

Review icon

Tap to scroll through
the photos.
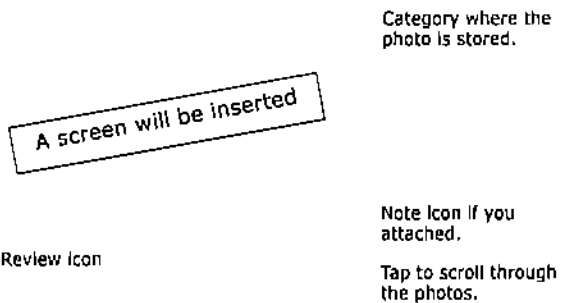
2. To scroll through the photos, tap the arrows at the bottom right corner of the screen.

Viewing Photos in Thumbnail Mode

Thumbnail mode displays miniature versions of your photos so that you can see several photos on the screen at the same time.

To view a photo in Thumbnail mode:

1. Tap the Thumbnail icon at the bottom of the screen.

Category where the
photo is stored.

A screen will be inserted

Note Icon if you
attached.

Thumbnail Icon

Tap to scroll through
the photos.
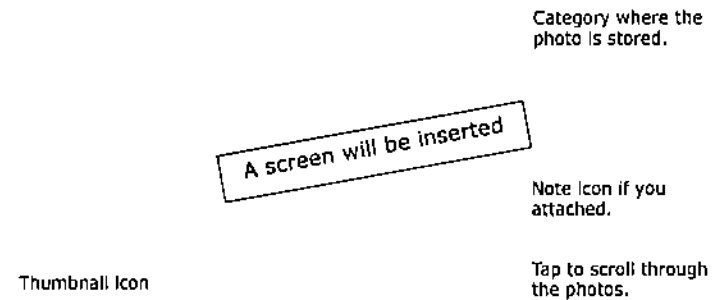
2. To scroll through the photos, tap the arrows at the bottom right corner.

Viewing a Slide Show

A slide show is a sequential presentation of each of the photos in the current album. You can change the length of time each photo remains on the screen in the Show Preferences dialog box.

To view a slide show:

1. Tap the Slide Show icon at the bottom of the screen.

   The slide show begins from the current photo.

A screen will be inserted
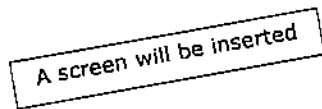
Review Icon

2. To stop the slide show, tap **Stop**. Or the

   The screen returns to the previous view mode.

To change the Slideshow settings:

1. In the Review or Thumbnail mode, press the Menu button to open the drop-down menu list.

2. Tap **Options** and then tap **Slideshow preference**.

3. Set the following options:
   - **Show Name:** Set the file name to be displayed along with the photo.
   - **Repeat:** Select to repeat the slideshow. The slide show starts again after the last photo displays.
   - **Interval:** Change the delay interval between photos.
   - **Order:** Select the order of the slideshow.

     <u>Forward</u>: displays from the first to the last.

     <u>Backward</u>: displays from the last to the first.

     <u>Random</u>: displays at random. When you select this option, you cannot select the Repeat option.

4. When you finish, tap **OK**.

Viewing or Changing Photo Details

The Picture Detail dialog box enables you to view information about a photo and change the photo name, assign it to an album and add a note.

To display the Picture Detail dialog box:

1. In the Review or Thumbnail mode, select a photo.

2. Tap the Details icon at the bottom of the screen.

3. View or change details.

Tap to change the
photo name.

Tap to assign the
photo to a category.

A screen will be inserted

Tap to hide the photo
when Security Is
enabled.

4. When you finish, tap **OK**.

Attaching a Memo to a Photo

You can attach a memo containing additional
information the event.

To attach a memo:

1. In the Review or Thumbnail mode, select a photo.

2. Tap the Details icon at the bottom of the screen.

3. Tap **Memo** on the Picture Detail dialog box.

4. Enter information and tap **OK**.

   A Memo icon appears on the photo in the view mode.

To delete a memo:

1. In the Review or Thumbnail mode, select a photo having
   a Memo icon.

2. Tap the Details icon.

3. Tap **Memo**.

4. Tap **Delete**.

5. Tap **OK** to confirm the deletion.

Sorting Photos

You can sort photos by name, date or size.

1. In the Review or Thumbnail mode, press the Menu
   button to open the drop-down menu list.

2. Tap **Options** and then tap **Sort by**.

3. Tap the option you want and then tap **OK**.

A screen will be inserted

The photos are rearranged according to your setting.

▪ Beaming Photos

You can beam photos to other devices that are enabled with infrared technology.

For more information the infrared communication, see page xx.

To beam a photo:

1. In the Review or Thumbnail mode, select the photo(s) you want to beam.

2. Press the Menu button to open the drop-down menu list.

3. Tap **Send IrDA** from the Send to menu.

▪ Sending Photos in MMS

You can send events in your Date Book using the MMS (Multimedia Message Service) communication.

To send a photo:

1. In the Review or Thumbnail mode, select the photo(s) you want to beam.

2. Press the Menu button to open the drop-down menu list.

3. Tap **Send Message** from the Send to menu.

4. Send the MMS message, referring to page xx.

▪ Setting a Photo as Wallpaper

You can use your photos as a wallpaper (background image) for the idle screen of the Phone application.

1. In the Review or Thumbnail mode, select a photo.

2. Press the Menu button to open the drop-down menu list.

3. Tap **Send to Wallpaper** from the Send to menu.

4. Tap **OK**.

▪ Deleting Photos

When you no longer want the photos on your PDA phone, you can delete them.

To delete a photo:

1. In the Review or Thumbnail mode, select the photo you want to delete.

2. Press the Delete icon at the bottom of the screen.

3. Tap **Delete** to confirm the deletion.

To delete more than one photo:

1. In the Thumbnail mode, tap the photos you want to delete. The check box of the selected photos are filed with the red color.

2. Press the Menu button to open the drop-down menu list.

3. Tap **Edit** and then tap **Delete all.**

4. Tap **Delete** to confirm the deletion.

   All of the selected photos are deleted.

▪ Setting the Default Camera Settings

You can change the camera settings which apply to all photos you will take.

1. In Preview Mode, press the Menu button to open the drop-down menu list.

2. Tap **Options** and then **Setting.**

3. Set each setting option. For additional information, see page xx.

Using Funbox

This application is not available on the current phone. Data Required!!

Using Media Player

Media Player plays audio and video files you download using the jBrowser.

This application is not available on the current phone. Data Required!!

Chapter 8

Extra

This chapter includes:

- Using Calculator
- Using Expense
- Using Alarm
- Using World Clock
- Using Welcome
- Using Backup
- Using Card Info

Using Calculator

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

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

To open Calculator:

On the Application Launcher, tap the Calc icon.

■ Performing calculations

The Calculator includes several buttons to help you perform calculations.

A screen will be inserted

C	Clears the entire calculation so you can begin a fresh calculation.
CE	Clears the last number you entered. If you make a mistake while entering a number in the middle of a calculation, you can use this button to reenter the number without starting the calculation over.
+/-	Toggles the current number between a negative and positive value. If you want to enter a negative number, enter the number first and then tap this button.
M+	Places the current number into memory. Each new number you enter with the M+ button is added to the total already stored in memory. The number you add can be either a calculated value or any number you enter by pressing the number buttons. Tapping this button has no effect on the current calculation (or series of calculations); it merely places the value into memory until it is recalled.
MR	Recalls the stored value from memory and inserts it into the current calculation.
MC	Clears any value that is stored in the Calculator memory
??	Calculates the square root of a number. Enter the number, and then tap the square root button.

▪ Viewing Recent Calculations

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

To display recent calculations:

1. Press the Menu button on the left side of your PDA phone.

2. Tap **Options** and then tap **Recent Calculations.**

A screen will be inserted

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

Using Expense

This application is not available on the current phone. Data Required!!

Using Alarm

Alarm enables you to set an alarm and a morning call to ring at a specified time. Use Alarm to do the following:

- Set a one-time or repeating alarm.
- Set a morning call to wake you up in every morning.

To open Alarm:

On the Application Launcher, tap the Alarm icon.

■ Setting an Alarm

To set an alarm:

1. On the Alarm screen, tap **Set**. The Alarm icon displays on the top line of the screen.

A screen will be inserted

2. Select the time when the alarm rings.

3. Tap **Interval** and select the repeating option.

4. Tap **Melody** and select a melody for the alarm.

5. Tap **Done**.

When the alarm rings at the specified time, tap anywhere on the screen or press any button on the keypad.

To cancel the alarm:

On the Alarm screen, tap **Unset** to cancel the alarm setting.

■ Setting a Morning Call

To set a morning call:

1. On the Alarm screen, tap **Morning Call** from the pick list on the top right corner of the screen.

2. Tap **Set**. The Alarm icon displays on the top line of the screen.

A screen will be inserted

3. Select the time when the morning call rings.

4. Tap **Interval** and select the repeating option.

5. Tap **Melody** and select a melody for the morning call.

6. Tap **Done.**

When the alarm rings at the specified time, tap anywhere on the screen or press any button on the keypad.

To cancel the morning call:

On the Morning Call screen, tap **Unset** to cancel the Morning Call setting.

Using World Clock

World Clock enables you to view the current time and date in another part of the world. Use World Clock to do the following.

- View the current time and date in 24 different locations in the world.
- View the current time and date in four locations at one time.
- Apply the Daylight Saving Time.

To Open World Clock:

On the Application Launcher, tap the World Clock icon.

▪ Viewing World Time

The world map enables you to check the time and date in 24 cities in the world.

To view the time:

Do one of the following:

- Tap and drag the time zone line on the world map.

Tap and drag ‑‑ ‑
the line.   ‑ ‑‑ Tap to set the Daylight
                                                          Saving Time.

A screen will be inserted

- Tap the arrows at the bottom left of the screen.

▪ Viewing the Time in Multiple Locations

You can use the advanced world clock to check the current time in multiple locations on the one screen. You can select up to four locations.

To set the advanced world clock:

1. Tap the pick list on the top right of the screen and tap **Advanced**.

2. Tap the arrow and select the location from the pick list.

   If necessary, tap the check box on the right to apply the Daylight Saving Time.

_ Location pick list

A screen will be inserted

. Tap to set the Daylight Saving Time.
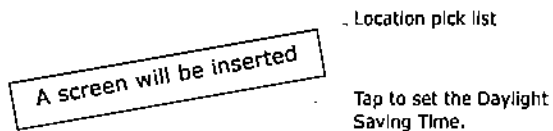
3. Repeat step 2 to select other locations.

Using Welcome

Welcome enables you to perform the first setup while using your PDA phone. Use Welcome when you want to ensure accurate stylus entry or change the country, time zone, time and date settings.

To open Welcome and perform the first setup:

1. On the Application Launcher, tap the Welcome icon.

A screen will be inserted
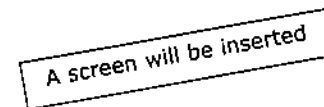
2. Perform the first setup by following the onscreen instructions.

Using Backup

This application is not available on the current phone.
Data Required!!

Using Card Info

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

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

To open Card Info:

On the Application Launcher, tap the Card Info icon.

▪ Reviewing Card Information

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

To review Card Information:

1. On the Card Info, review the card name, type, and size.

2. Review card contents summarized by directory.

Review card
information

Review summarized
card contents

A screen will be inserted

■ Renaming a Card

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

To rename a card:

1. On the Card Info screen, press the Menu button on the left side of your PDA phone.

2. Tap **Rename Card** from the Card menu.

3. Enter the new name for the card.

A screen will be inserted

4. Tap **Rename.**

■ Formatting a Card

To format a card:

1. On the Card Info screen, press the Menu button on the left side of your PDA phone.

2. Tap **Format Card** from the Card menu.

3. Tap **OK.**

■ Managing the Expansion Card

• When writing data to an expansion card, wait for your PDA phone to complete the operation before removing the card from the slot. This prevents data corruption or accidental damage to the expansion card.

• You can install applications to an expansion card after performing an initial HotSync®operation. See "Installing Files and Add-on Applications" on page xx for information. For optimal performance, we recommend that you do not install more than 50 applications to a single expansion card.

• Reading and writing information on an expansion card uses more battery power than performing the same task on your PDA phone, consider copying the information to your PDA phone.

• When your PDA phone's battery level becomes very low, access to the expansion card may be disabled to protect your data. If this occurs, recharge your PDA phone as soon as possible.

Using Card Info

Chapter 9

HotSync Operation

This chapter includes:

- Introduction
- Selecting HotSync Setup Options
- Customizing HotSync Application Settings
- Creating a User Profile
- Conducting Cradle/Cable HotSync Operations
- Conducting IR HotSync Operations
- Conducting Modem HotSync Operations
- Conducting Network HotSync Operations
- Using File Link
- Installing Applications

Introduction

HotSync® Technology enables you to install add-on applications and to synchronize data between one or more Palm OS® PDA phones and Palm™ Desktop software or another personal information manager (PIM) such as Microsoft Outlook. To synchronize data, you must connect your PDA phone and your Windows computer either directly or indirectly. Direct methods include placing your PDA phone in the desktop holder attached to your computer, or using infrared communications. Indirect methods include using an optional modem accessory or network HotSync technology.

Note: The first time you connect your PDA phone to the computer using the desktop holder or optional data cable, the Add New Hardware Wizard dialog box appears. Click **Next** and follow the onscreen instructions.

The following steps assume that you have already installed Palm Desktop software. If you have not installed this software, see "Installing Palm Desktop Software" on page xx.

Selecting HotSync Setup Options

You can choose when Hotsync Manager will run. If necessary, you can adjust the local and modem HotSync settings as well.

To set the HotSync options on a Windows computer:

1. Click the HotSync icon ( ) in the Windows system tray, on the lower-right corner of the taskbar.

If you do not see the HotSync icon, you need to start HotSync Manager: On the Windows desktop, click **Start**, and then select **Programs**. Navigate to the Palm Desktop software program group, and select **HotSync Manager**. Alternatively, you can start the Palm desktop software, which automatically opens the HotSync Manager.

2. Select **Setup**. The Setup dialog box opens.
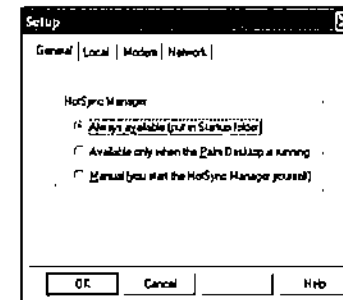
3. Click the General tab, and select one of the following options:

   - **Always available**: Adds HotSync Manager to the Startup folder and constantly monitors the communication port for synchronization requests from your PDA phone. With this option the HotSync Manager synchronizes data even when Palm Desktop software is not running.

   - **Available only when the Palm Desktop software is running**: Starts HotSync Manager and monitors requests automatically when you open Palm Desktop software.

- **Manual**: Monitors requests only when you select HotSync Manager from the Start menu.

If you're not sure which option to use, keep the default setting, **Always available**.

4. Click the Local tab to display the settings for the local connection between your computer and the PDA phone, such as a serial or IrDA connection. See page xx.

If you are using the USB cable, you don't need to set the options on this tab for a direct HotSync operation.

5. Click the Modem tab to display the modem settings and adjust the options as needed. For more information, see "Conducting Modem HotSync Operations" on page xx.

6. If you are attached to a network, click the Network tab to display the network settings and adjust the options as needed. For more information, see "Conducting Network HotSync Operations" on page xx.

7. Click **OK**.

Customizing HotSync Application Settings

For each application, you can define a set of options that determines how records are handled during synchronization. These options are called a conduit. By default, a HotSync operation synchronizes all files between the PDA phone and Palm Desktop software.

In general, you should leave the settings to synchronize all files. The only reason you might want to change these settings is to overwrite data on either your PDA phone or Palm Desktop software, or to avoid synchronizing a particular type of file because you don't use it.

In addition to the conduits for Data Book, Contacts, Camera (??), To Do List, Memo Pad and Expanse, Palm Desktop software includes System and Install conduits. The System conduit backs up the system information stored on your PDA phone, including Graffiti® 2 ShortCuts. The Install conduit installs add-on applications on your PDA phone.

To customize Hotsync application settings on a Windows computer:

1. Click the HotSync icon (🔁) in the Windows taskbar.

   You can also click the HotSync command on the Palm Desktop software menu bar.

2. From the HotSync Manager menu, select **Custom**.

3. Select the appropriate user name from the list.
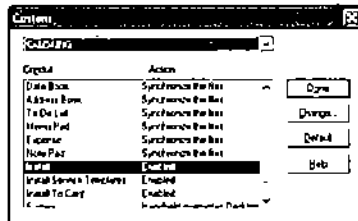
4. Select an application from the Conduit list.

5. Click **Change**.

6. For each application, click the direction in which you want to write data, or click **Do Nothing** to skip data transfer for an application.

   Changing the HotSync Setting affects only the next HotSync operation. Thereafter, the HotSync Actions revert to their default settings. To use a new setting on an ongoing basis, select the Set As default box. Thereafter, whatever you selected as the default setting is used when you click the **Default** button in the Custom dialog box.
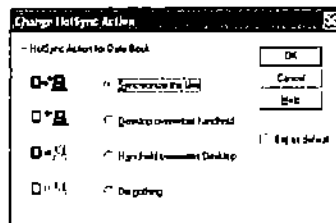
7. Click **OK**.

8. Click **Done** to activate your settings.

Creating a User Profile

A user profile enables you to install the same set of data onto multiple Palm OS phones before each phone is individualized with a specific user name and data file.

A phone that is preconfigured with a user profile can be given to anyone because the phone is not yet identified by a unique user name. The phone acquires a unique user name when the new user performs his or her first local HotSync operation.

For example, suppose a sales organization wants to distribute two dozen phones that all have a common company phone list, a set of memos, and several key applications. A user profile can be created to install the common data before the phones are distributed to the employees who will use them. Then when the employees perform their first HotSync operation, the common data becomes part of their individual data file.

Note: The phones that are synchronized with a user profile must be either new ones that have never been synchronized or phones that have had their user names and data removed by a hard reset.

To create a user profile on a Windows computer:

1. Open Palm Desktop software.

2. From the Tools menu, select **Users**.

3. Click **Profiles**.

4. Click **New**.

5. Enter a unique name for the profile and click **OK**.

6. Repeat steps 3 through 5 for each profile that you want to create, and then click **OK** to return to Palm Desktop software.

7. Select the profile from the User list, and create the data for the profile, such as a company phone list, and so on.
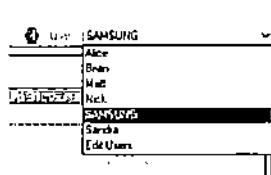
▪ Performing the First HotSync Operation with a User Profile

After you create a user profile, you are ready to transfer the information to your PDA phone during the first HotSync operation.

To use a profile for a first-time HotSync operation on a Windows computer:

1. Connect the USB cable to the desktop holder and the computer and then place your PDA phone in the desktop holder.

2. Press the HotSync button on the desktop holder.

3. Click **Profiles**.

4. Select the profile you want to load on the PDA phone, and click **OK**.

A screen will be inserted

5. Click **Yes** to transfer all the profile data to the PDA phone.

The next time you perform a HotSync operation, Palm Desktop software prompts you to assign a user name to the PDA phone.

Conducting Cradle/Cable HotSync Operations

The simplest way to synchronize data is to perform a direct HotSync operation by seating your PDA phone in the desktop holder and pressing the HotSync button.

▪ Performing a Cradle/Cable HotSync Operations

The first time you synchronize your data, you need to enter user information on Palm Desktop software. After you enter this information and synchronize with your PDA phone, the HotSync Manager recognizes your PDA phone and doesn't ask for this information again.

If you are a system administrator preparing several PDA phones for a group of users, you may want to create a user profile. See "Creating a User Profile" on page xx before performing the following steps.

IMPORTANT!
You must perform your first HotSync operation with a local, direct connection or with infrared communication, rather than with a modem or network.

To perform a local HotSync operation on a Windows computer:

1. Connect the USB cable to the desktop holder and the computer and then place your PDA phone in the desktop holder.

2. If the HotSync Manager is not running, start it: On the Windows desktop, click **Start**, and then select **Programs**. Navigate to the Palm Desktop software program group, and select **HotSync Manager**. Alternatively, you can start the Palm Desktop software, which automatically opens the HotSync Manager.

3. Press the HotSync button on the desktop holder.

IMPORTANT!
The first time you perform a HotSync operation, you must enter a user name in the New User dialog box and click **OK**. Every phone should have a unique name. To prevent loss of a user's records, never try to synchronize more than one phone to the same user name.

The HotSync Progress dialog box appears and synchronization begins.

4. Wait for a message on your PDA phone indicating that the process is complete.

After the HotSync process is complete, you can remove your PDA phone from the desktop holder. Gently tilt your PDA phone forward in the desktop holder, and then lift it up to remove it.

Conducting IR HotSync Operations

You can use the infrared (IR) port on your PDA phone to perform HotSync operations. When you perform an IR HotSync operation, you don't need your desktop holder/cable. However, you must have a computer that's equipped with an IR port and that supports the IrCOMM implementation of the Infrared Data Association (IrDA) standards. This is especially useful if you travel with an infrared-enabled laptop. You simply enable infrared communication on your laptop and PDA phone and follow the steps in "Performing an IR HotSync operation" later in this section.

■ Preparing Your Computer for Infrared Communication

Before you can perform a HotSync operation using the IR port, the computer with which you want to synchronize must fulfil these requirements:

- Your computer must support the IrCOMM implementation of the IrDA standards.
- Your computer must have an enabled infrared port that's built into the computer, or an enabled infrared device attached to the computer.
- Some desktop computers may require an infrared device attached to a physical COM port. Laptops are likely to have a built-in IR port, so no external device is necessary.
- Your computer must have an installed infrared driver.

- If you have an external infrared device attached to your computer, a driver is probably included with the device. Consult the documentation included with the device for information about installing the required driver.

Check your computer's documentation to learn if the computer supports infrared communication.

To configure HotSync Manager for infrared communication on a computer:

Click the HotSync Manager icon in the Windows toolbar, and make sure that Infrared is selected.

- If you have an Infrared option on the HotSync Manager menu, and that option is selected, skip to "Performing an IR HotSync operation."
- If you do not have an Infrared option on the HotSync Manager menu, complete the following steps:

    a. Make sure that Local Serial is selected on the menu.

    b. From the HotSync Manager menu, select **Setup**.

    c. Click the Local tab.

    d. In the Serial Port drop-down list, select the simulated port that your computer uses for infrared communication.
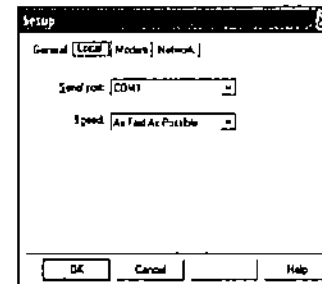
See the documentation for your operating system for instructions on finding the simulated port. This information is usually located in the Control Panel.

e. Click **OK**.

Note: When your desktop holder is connected to a USB port, you can continue using the desktop holder while HotSync Manager is configured for infrared communication.

▪ Performing an IR HotSync operation

After you complete the steps to prepare for performing an IR HotSync operation, it's easy to perform the actual operation.

To perform an IR HotSync operation on your PDA phone:

1. On the Application Launcher, tap the HotSync Icon.

2. Tap **Local**.

3. Tap the pick list below the HotSync icon and select **IR to a PC/Handheld**.

A screen will be inserted

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4. Position the IR port of your PDA phone within a couple of inches of the infrared port of your computer.
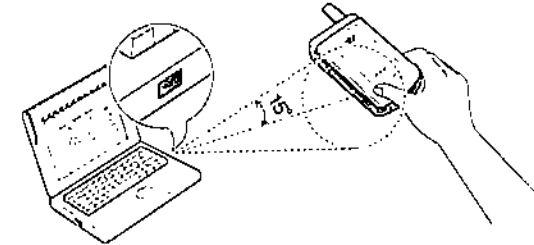
5. Tap the HotSync icon to start the IR HotSync operation.

A screen will be inserted

Tap here to start IR HotSync operation

Conducting Modem HotSync Operations

You can use a modem to synchronize your PDA phone when you are away from your computer.

IMPORTANT!
You must perform the first HotSync operation by using a local, direct connection or infrared communication. After that, you can perform a modem HotSync operation.

To perform a modem HotSync operation you need the following:

- A modem connected to your computer.
- Palm Desktop software configured for use with the modem.
- A modem connected to your PDA phone.
- A configuration for the kind of modem connection you want to make. See "Connection Preferences" on page xx for more information.

■ Preparing Your Computer for a Modem HotSync Operation

There are a few steps you must perform to prepare your computer for a modem HotSync operation. Be sure to perform these steps before you leave your office so that your computer is ready to receive a call from your PDA phone.

To prepare a Windows computer for a modem HotSync operation:

1. Confirm that the computer modem is connected and turned on and that no communications applications, such as fax or telephone software, are running on a COM port.

   Make sure that the computer is disconnected from all online services, such as America Online (AOL). This helps to avoid conflicts with the COM port.

2. Start HotSync Manager if it is not already running, and from the HotSync Manager Setup menu, select **Modem**.

3. Adjust the following options as needed.
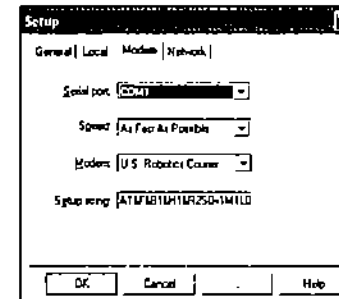
- **Serial Port**: Identifies the port for the modem. If you are unsure of the port assignment, look at the Modem Properties in the Windows Control Panel.
- **Speed**: Determines the speed at which data is transferred. Try the As Fast As Possible rate first, and adjust downward if you experience problems.

248

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- **Modem**: Identifies the modem type or manufacturer. Refer to your modem manual or faceplate for its type or settings. If you're not sure of your modem type or if your modem doesn't match any that appear in the list, select Hayes Basic.

- **Setup string**: Identifies the setup string for your particular modem. Not all modems require a setup string. Refer to your modem manual, and enter the setup string if it is recommended by the manufacturer.

4. Click **OK**.

■ Preparing Your PDA Phone for a Modem HotSync Operation

There are a few steps you must perform to prepare your PDA phone for a modem HotSync operation.

To prepare your PDA phone for a modem HotSync operation:

1. On the Application Launcher, tap the HotSync icon.

2. Tap **Modem**.

3. Tap the pick list below the icon and select a modem configuration.

Select a modem
configuration

A screen will be inserted

If you need to create a configuration, press the Menu button on the left side of your PDA phone and then tap **Connection Setup** from the Options menu. See "Connection Preferences" on page xx for more information.

4. Tap the Enter phone # field.

A screen will be inserted

—— Tap here

If you plan to connect to your company's dial-in server (network modem) instead of connecting to a computer modem, see "Conducting Network HotSync Operations" on page xx.

5. Enter the telephone number to access the modem connected to your computer.

6. If necessary, enter a dial prefix, such as "9," to access an outside line, and then tap the Dial Prefix check box.

Tip! You can enter a comma in the field to introduce a "pause" in the dialing sequence. Each comma equals a two-second pause.

---

7. If the phone line you're using for the PDA phone has Call Waiting, select the Disable call waiting check box to avoid an interruption during the modem HotSync operation.

8. If you want to use a calling card to place the call, select the Use calling card check box and enter the calling card number.

9. Tap **OK**.

▪ Selecting the Conduits for a Modem HotSync Operation

The Conduit Setup dialog box on your PDA phone enables you to define which files and/or applications synchronize during a modem HotSync operation. You can use these settings to minimize the time required to synchronize data with a modem.

To Change the conduit Setup for a modem HotSync operation:

1. On the Application Launcher, tap the HotSync icon.

2. Press the Menu button to open the drop-down menu list.

3. Tap **Conduit Setup** from the Options menu.

4. Tap the check boxes to deselect the files and applications that you do not want to synchronize during a modem HotSync operation. The default setting is to synchronize all files.

A screen will be inserted

Applications that do not have a database, such as games, do not synchronize, even if you select the item in the Conduit Setup dialog box.

5. Tap **OK**.

▪ Performing a Modem HotSync Operation

After you prepare your computer and your PDA phone and select your conduit Setup options, you are ready to perform a modem HotSync operation.

To perform a modem HotSync operation:

1. On the Application Launcher, tap the HotSync Icon.

2. Tap the Modem icon to dial the Palm Desktop modem and synchronize the application.

3. Wait for the HotSync operation to complete.

   If you have any problems conducting a successful HotSync operation, see "HotSync problems" in Appendix B.

Conducting Network HotSync Operations

When you use the network HotSync technology, you can take advantage of the LAN and WAN connectivity available in many office environments. Network HotSync technology enables you to perform a HotSync operation by using an accessory to make a wireless connection to a network, by dialing in to a network, or by using the desktop holder that is connected to any computer on your LAN or WAN, provided that the computer connected to the desktop holder/cable also has the network HotSync technology installed, your computer is on, and the HotSync Manager is running.

IMPORTANT!
You must perform the first HotSync operation by using a local, direct connection or Infrared communication. After that, you can perform a network HotSync operation.

▪ Connecting to Your Company's Dial-in Server

A network HotSync operation requires the following; consult your system administrator for assistance:

• Your computer has TCP/IP support installed.

• Both your company's network system and its remote access server support TCP/IP.

• You have a remote access account.

Everything you need for connecting to your company's dial-in server (network modem) is included with Palm Desktop software and phone software. You need to activate the feature, however, on both Palm Desktop software and your PDA phone.

To prepare your Windows computer for network HotSync operation:

1. Click the HotSync Manager icon ((C)) in the Windows toolbar.

2. From the HotSync Manager menu, select **Network**.

3. From the HotSync Manager menu, select **Setup**.

4. Click the Network tab and make sure your user name has a check mark next to it. If the check mark is not there, click the check box next to your user name.
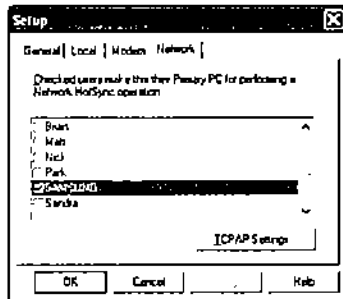
5. Click **OK**.

   Put your PDA phone in the desktop holder and perform a HotSync operation.

6. The HotSync operation records network information about your computer on your PDA phone. With this information, your PDA phone can locate your computer when you perform a HotSync operation over the network.

To prepare your PDA phone for a network HotSync operation:

1. On the Application Launcher, tap the HotSync icon.

2. Press the Menu button to open the drop-down menu list.

3. Tap **Modem Sync Prefs** from the Options menu.

4. Tap **Network**.

A screen will be inserted

5. Tap **OK**.

6. Tap **Select Service** or the service name if you have selected one.

A screen will be inserted
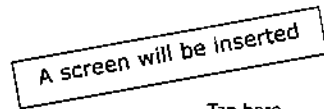
Tap here

7. Tap **Service** and select a service.

Tap here

A screen will be inserted
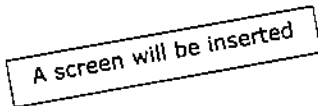
8. Tap **Done**.

9. Press the Menu button.

10. Tap **Conduit Setup** from the Options menu.

For instructions, see "Selecting the Conduits for a Modem HotSync Operation" on page xx.

■ **Performing a Network HotSync Operation**

After you prepare your computer and your PDA phone and select your Conduit Setup options, you are ready to perform a network HotSync operation.

To perform a network HotSync operation:

Tap the Modem HotSync icon to begin the oepration.

A screen will be inserted
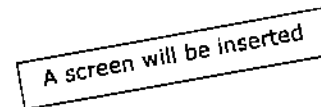
Using File Link

The File Link feature enables you to import Contacts and Memo Pad information onto your PDA phone from a separate external file such as a company phone list.

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

- Comma-separated (*.csv)
- Memo Pad archive (*.mpa)
- Contacts archive (*.aba???)
- Text (*.txt)

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

Installing Applications

This section explains how to install and remove applications and other files on your PDA phone or on an expansion card.

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

You can also install other files that are associated with an application on your PDA phone, such as photos or audio files. Files that are not associated with and application on your PDA phone may not be installed during a HotSync operation.

Both applications and files are easy to install during a HotSync operation. You can install the following types of files:

- Palm OS® file types, including PRC and PDB
- Image files, including BMP and JPEG (image files must reside on an expansion card which is sold separately)
- Audio files, including MP3 (requires the audio application from the software Essentials CD-ROM, and audio files must reside on an expansion card which is sold separately)
- Kinoma video files (requires the Kinoma application from the Software Essentials CD-ROM)

Note: You many need to download software from the Internet while installing some applications from the Software Essentials CD-ROM.

There are a variety of third-party applications available for your PDA phone. To learn more about these applications, go to the web site: www.palm.com.

**Note:** Palm works with developers of third-party add-on applications to ensure the compatibility of these applications with your new Palm PDA phone. Some third-party applications, however, may not have been upgraded to be compatible with your new Palm PDA phone. If you suspect that a third-party application is adversely affecting the operation of your PDA phone, contact the developer of the application.

■ Installing Applications and Files

Install Tool in the Palm desktop software makes it easy to install applications and files during the next HotSync operation. You can even install compatible files directly from a Zip file. Depending on the file type, Install Tool determines whether to install the files on your PDA phone or on an expansion card.

To install applications and files:

1. Copy or download the application(s) or file(s) you want to install onto your computer.

2. Double-click the Palm Desktop icon on your Windows desktop.

3. Click **Install** on the left pane of the Palm Desktop dialog box.

4. In the User drop-down list, select the name that corresponds to your PDA phone.
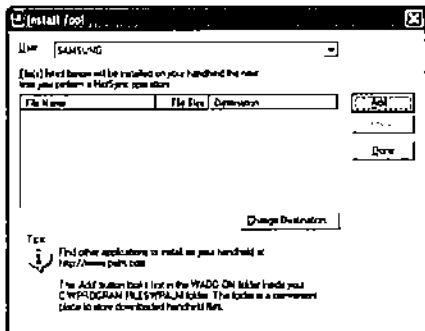
5. Click **Add**, select the file to add and click **Open**.

   If you do not see the application(s) or file(s) in the default folder, navigate to the folder that contains the application(s) or file(s) that you want to install. Repeat this step to add more files.

   The destination for the selected file is automatically determined, based on the file extension.

Note: You can drag and drop the file(s) or folder onto the file list.

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6. If you need to change the destination of the application you are installing, click **Change Destination**.

   Drag and drop files onto the destination list you want, handheld or expansion card.

7. When you are finished adding files, click **Done**.

8. Perform a HotSync operation to install the selected application(s). See "Conducting Cradle/cable HotSync operations" on page xx for details.

Note: Files that remain on the list after you perform a HotSync operation were not installed. This can happen if your PDA phone is too full to install the file or if the file type was not recognized during the HotSync operation. If files are unrecognized, try launching the associated application from your PDA phone and then performing another HotSync operation. If the files still remain on the list, they are not associated with an application on your PDA phone and cannot be installed. Expansion cards may also hold files that are not Palm application files.

Installing Applications

Chapter 10

Preferences

This chapter provides you with information about configuring the various preferences of your PDA phone and using the Security features.

- Setting Preferences
- Setting Security

Setting Preferences

Preferences enable you to customize the configuration options on your PDA phone. Use the Preferences to do the following:

- Buttons: Assign different applications to the buttons on the front panel of your PDA phone and HotSync button on the desktop holder or an optional modem.

- Connections: Configure your PDA phone for connection to a computer or modem.

- Date & Time: Set the date, time, time zone and daylight saving.

- Digitizer: Calibrate the screen on your PDA phone.

- Formats: set the country default and the formats for times, dates, calendar and numbers.

- General: Set the auto-dim interval, the sounds you want to use for alerts and games, enable or disable the IrDA reception and the color theme to change the appearance of your PDA phone screen.

- Graffiti 2: Select alternative strokes for selected Graffiti2 characters.

- GraffitiAny: Enable or disable Graffiti 2 writing and set the time duration the PDA phone waits before disabling Graffiti2 writing when you do not use it.

- Network: Configure your PDA phone for use with a network. Select your network service provider and enter your account information.

- Owner: Assign your name, phone number, and other owner information to your PDA phone.

- Phone: Select the connection for your Phone applications.

- Phone Prefs: Customize Phone preferences, network services, sounds, display, security. For details, see page xx.

- ShortCuts: Define a list of Graffiti2 abbreviations.

- USBSync: Turn the USB HotSync on or off.

To open preferences:

On the Application Launcher, tap the Prefs icon.

Tap to other preferences.

A screen will be inserted

■ Button Preferences

The Buttons Preferences screen enables you to associate different applications with the buttons on the front of your PDA phone.

You can also associate different application with the HotSync button on the desktop holder and optional Palm modem.

If you assign a different application to a button, you can still access the original application using the Application Launcher.

To change the Buttons preferences:

1. Tap the pick list next to the button you want to reassign.

A screen will be inserted

2. Tap the application that you want to assign to the button.

   To restore all of the buttons to their factory settings, tap **Default**.

To change the HotSync button:

1. Tap **HotSync**.

2. Tap the pick list next to the button you want to reassign.

3. Tap the application that you want to assign to the button.

4. Tap **OK**.

▪ Connection Preferences

The Connection Preferences enables you to define the settings used to connect your PDA phone to other devices. The screen displays a list of available configurations that are already to be further defined.

Creating a Connection

You can create custom configurations.

To create a new connection:

1. Tap **New**.

2. Tap the Connect to pick list and select the way you can connect your PDA phone to a computer or modem.

A screen will be inserted

The following connection type are available:

• **PC**: A local HotSync connection between your PDA phone and the computer.

• **Modem**: A connection between an optional modem attached to your PDA phone and a modem that is part of your computer.

• **Phone**: A connection between your PDA phone and another mobile phone.

• **Local Network**: A connection between your PDA phone and a local network in which your computer resides.

3. Tap the Via pick list and select a connection method.

4. Only the connection involving modems have Dialing and Volume options.

   Tap the Dialing pick list and select TouchTone or Rotary. Tap the Volume pick list and select the speaker volume.

5. When you finish, tap **OK**.

Editing Connections

You can edit a connection profile to adjust the communication speed; you can similarly edit other connections or settings or create a custom connection.

To edit a connection profile:

1. In the Available Connections list, select a connection profile.

A screen will be inserted

2. Tap **Edit**.

3. Tap **Details**.

A screen will be inserted

4. Tap the Speed pick list and select the appropriate speed.

5. Enter the initialization string supplied by the documentation for the modem in your mobile phone, if necessary.

   Or select a Flow Ctl (Flow Control) option.

6. Tap **OK**.

7. Tap **OK** again to save the configuration.

▪ Date & Time Preferences

The Date & Time Preferences screen enables you to set the date, time and time zone You can also indicate whether the time zone observes daylight saving time.

Set Date

You can set the current date.

A screen will be inserted

Tap to select the current year

Tap the current month

Tap the current date

Tap to select today's date.

Set Time

You can set the current time.

A screen will be inserted

After tapping the item you want to set, tap to change the number.

Set Time Zone

You can set your time zone. The time and date change according to this setting.

Daylight Saving Time

Select **On** to apply the daylight saving time to your time setting. Otherwise, select **Off**.

▪ Digitizer Preferences

The Digitizer Preferences screen opens the digitizer calibration screen. This is the same screen that appear when you start your PDA phone for the first time.

You can recalibrate your screen after a hard reset or if your digitizer drifts. Your may need to repeat this process a few times until the calibration registers.

To calibrate your PDA phone screen:

Tap the targets as indicated on the screen as precisely as possible.

▪ Formats Preferences

Use the Formats Preferences screen to set the country default and the display format of the dates, times, and numbers on your PDA phone.

A screen will be inserted

Country Default

The country default sets date, time, week start day, and number conventions based on geographic regions where you might use your PDA phone.

For example, in the United Kingdom, time often is expressed using a 24-hour clock. In the United States, however, time is expressed using a 12-hour clock with an AM or PM suffix.

All your PDA phone applications use the Country default settings. You can, however, customize your own preferences as described in "Time, Date, Week start and Numbers Formats" on page xx.

To set the country default, select con

Time, Date, Week Start and Numbers Formats

The formats that you select appears in all applications on your PDA phone.

You can set the formats for the following items:

- Time: Select a time format from the pick list.
- Date: Select the date format from the pick list.
- Week starts: Select whether you want the first day of the week to be Sunday or Monday. This setting controls the Day, Week and Month views in Date Book and all other aspects of your PDA phone that display a calendar.
- Numbers: Select formats for the decimal point and thousands separator.

▪ General Preferences

The General Preferences screen enables you to set power consumption options and sounds. You can control when your PDA phone turns off and whether to receive beamed information.

A screen will be inserted

Auto-dim After

Your PDA phone has an automatic shutoff feature that turns off the screen after a period of inactivity. This feature helps conserve battery power in case you don't use your PDA phone.

If you find that your PDA phone screen shuts itself off before you finish reviewing the information on the screen, you can increase the time setting of the automatic shutoff feature.

Tap the Auto-dim after pick list and select the setting you want to use for the automatic shutoff feature.

Stay on in Cradle

You can choose to leave your PDA phone on when it is in the desktop holder, so that you can continue to view your data. By default, your PDA phone remains on when it is in the desktop holder and is connected to a power source.

Tap the Stay on in Cradle check box to put or remove a check mark.

System Sound, Alarm Sound and Game Sound

You can select the volume level of the system, alarm and game sounds, either **Low, Medium** or **High**. You can turn the sounds off.

Tap each pick list and select the setting you want to use.

Beam Receive

You can choose to turn off the Beam Receive feature. This prohibits anyone from beaming information to your PDA phone. It also results in a slight saving of battery power. By default, Beam Receive is enabled.

Tap the Beam Receive pick list and select the setting you want to use.

Colors

You can change the color theme of the your PDA screen.

Tap the Colors pick list and select the setting you want to use.

▪ Graffiti 2 Preferences

The Graffiti 2 Preferences screen enables you select an alternate stroke shape for specific characters.

To activate alternate strokes, tap the letter you want to change and then tap the check box.

▪ GraffitiAny Preferences

GraffitiAny Preferences offer you the option of using the Graffiti 2 writing. When Graffiti 2 writing are active, you can write letters anywhere on the left side of the screen, write numbers anywhere on the right side of the screen, and write capital letters across the imaginary division line in the middle of the screen.

See page xx for details about using Graffiti2 writing to enter data.

Status

You can enable or disable Graffiti 2 writing.

• Disabled: Graffiti 2 writing is disabled.

• Enabled: Graffiti 2 writing is always enabled.

• Auto Enable in Field: Graffiti 2 writing is enabled only in the text entry field.

Show Ink

You can set the screen to show penstrokes while you are writing.

Time out Setting

You can change the time out setting for Graffiti and Pentap by taping an dragging the slider.

Graffiti 2 writing and Pentap are disabled after a specified time.(???)

▪ Network Preferences

You can use the software that is included in the PDA phone operating system to connect with Internet service providers (ISPs) or dial-in (remote access) servers, using a mobile phone or optional modem accessory. Your mobile phone must be equipped with either an IR port or a cable that connects to your PDA phone's universal connector. You also need an ISP account or corporate remote access account and a mobile phone carrier account that supports dial-up connections, or a mobile phone carrier account with high-speed wireless data network services.

To use the e-mail software included with your PDA phone, you must create a configuration in Connection Preferences and then create Network Preferences Settings. See "Connection Preferences" on page xx for a complete explanation of how to define Connection configurations that enable your PDA phone to communicate with remote devices.

After you configure both the Connection and Network Preferences, you can establish a PPP (Point-to-Point Protocol) connection with your ISP or dial-in server. You can do this either by using menu commands from the Network Preferences screen or by using a third-party application.

Note: The Network Preferences settings enable to connect to your ISP or dial-in server with applications that support viewing the transmitted data. Visit the web site www.palm.com for information on third-party applications that take advantage of TCP/IP.

Creating and Selecting Network Service Profiles

Use network service profiles to store the configuration settings for your ISP or for a dial-in server. You can create, save, and reuse network service profiles. You can create additional network service profiles from scratch or by duplicating existing profiles and editing information. After you create a new or duplicate profile, you can add and edit settings.

To add a new network service profile:

1. Press the Menu button to open the drop-down menu list.

2. Tap **New** from the Service menu.

   An Untitled network service profile appears in the Service pick list.

To select a network service profile:

1. Tap the Service pick list.

   A screen will be inserted

2. Select the network service profile you want to use.

To duplicate an existing network service profile:

1. Tap the Service pick list.

2. Select the predefined network service profile you want to duplicate.

3. Press the Menu button to open the drop-down menu list.

4. Tap **Duplicate** from the Service menu.

   A copy of the network service profile is added to the Service pick list.

Setting the Profile Options

For each network service profile, you can use the following options:

User Name: Identifies the name you use when you log in to your ISP or your dial-in server. Although this field can contain multiple lines of text, only two lines appear onscreen.

Note: Most dial-in servers do not accept spaces in the user name.

Password: Identifies the password you use to log in to your server or ISP. Your entry in this field determines whether your PDA phone prompts you to enter a password each time you log in to your network.

- If you do not enter a password, your PDA phone displays the word "Prompt" in this field and asks you to enter a password during the login procedure. If you are concerned about security, select the Prompt option.

• If you enter a password, your PDA phone displays the word "Assigned" in this field and does not prompt you to enter a password during the login procedure.

Connection: enables you to select the method you want to use to connect to your ISP or to a dial-in server. See "Connection Preferences" on page xx for information about creating and configuring connection settings.

Phone: enables you to store the telephone number you use to connect with your ISP or dial-in server. You can also define a prefix, disable Call Waiting and give special instructions for using a calling card.

Phone #: Enter the phone number for your ISP or dial-in server.

Dial prefix: Set a prefix which is a number that you dial before the telephone number to access an outside line. For example, many offices require that you first dial "9" to dial a number outside the building.

Disable call waiting: Disable the Call Waiting feature, as it can cause your session to terminate if you receive a call while you are connected. If your telephone has call waiting, you need to disable this feature before logging in to your ISP or dial-in server.

Note: Each telephone company assigns a code to disable Call Waiting. Contact your local service provider for the code that is appropriate for you.

Use calling card: Uses your calling card when dialing your ISP or Intranet server. Keep in mind that there is usually a delay before you enter your calling card number.

When you define your calling card number, you need to add commas at the beginning to compensate for this delay. Each comma delays transmission of your calling card number for two seconds.

Tip! It's a good idea to add at least three commas before your calling card number to compensate for the cue delay.

Connecting to Your Service

After you set your Connection and Network Preferences, establishing a connection to your ISP or your company's network (dial-in server) is easy.

Note: If you are connecting to an ISP, you need a third-party application, such as a web browser or news reader, to take advantage of this connection. For information about third-party applications that support TCP/IP, check the web site www.palm.com.

To establish a connection:

1. Tap **Connect** to dial the current service and display the Service Connection Progress messages.

2. If necessary, from the Service Connection Progress dialog box, tap the box that displays the service name, select another service, and then tap **Done**.

To close a connection:

Tap **Disconnect** to terminate the connection between your PDA phone and your service.

Adding Detailed Information to a Network Service Profile

If you are using one of the predefined network service profiles, you probably need to enter only your user name, password, and telephone number. If you are creating a new network service profile, you may need to provide additional information to your ISP or dial-in server. You use the Details dialog box to add more information to a selected network service profile.

To add connection details:

1. Tap the Service pick list and select a profile.

2. Tap **Details.**

A screen will be inserted

Connection Type

Select a connection type from:

PPP: Point-to Point protocol

SLIP: Serial Line Internet Protocol

CSLIP: Compressed Serial Line Internet Protocol

If you are not sure, try PPP. If it doesn't work, ask your ISP or your system administrator.

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Idle Timeout

The Idle timeout setting defines how long your PDA phone waits before dropping the connection with your ISP or dial-in server when you switch out of a TCP/IP application.

Selecting **Never** keeps your PPP or SLIP connection until you turn off your PDA phone, or until it times out.

Query DNS

You can enter the DNS (Domain Name System) IP address. The DNS is a mechanism in the Internet for translating the names of host computers into IP addresses. When you enter a DNS number, or IP address, you are identifying a specific server that handles the translation services.

Each IP address has four sections separated by periods. In the Details dialog box, you enter each section separately. Each section of an IP address is made up of a number from 0 to 255; numbers are the only allowable characters in this field.

Ask your ISP or system administrator for the correct primary or secondary DNS IP address.

Many systems do not require that you enter a DNS IP address. If you are not sure, leave the DNS field blank.

IP Address

Everyone who logs in to the Internet needs to have a unique identifier, an IP address, whether permanent or temporary. Some networks dynamically assign a temporary IP address when clients log in. You can use the IP Address field to indicate whether your network provides automatic (dynamic) temporary IP addressing.

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If your IP address is permanently assigned, you need to get that information from your system administrator. If you are not sure, select **Automatic**.

To identify dynamic IP addressing, tap the IP Address check box to select it.

To enter a permanent IP address, deselect the IP Address check box and to display a permanent IP address field below the check box.

Each section must be a number from 0 to 255.

Login Scripts

A login script is a series of commands that automates logging in to a network server-for example, your corporate network or your ISP. A login script is associated with a specific network service profile created in Network Preferences.

A login script is something that you are likely to receive from your system administrator if your company has a system in which you log in to the corporate servers from your PDA phone using a modem or network connection. The script is generally prepared by the system administrator and distributed to users who need it. It automates the events that must take place to establish a connection between your PDA phone and the corporate servers.

You can create login scripts in two ways:

- In a text editor on your desktop computer, in which you create a file with the extension PNC, which you then install on your PDA phone by using Palm Desktop software.

- In the Login Script dialog box on your PDA phone, accessed from the Details dialog box in Network Preferences.

A screen will be inserted

Note: You can also use non-ASCII and literal characters in your login script.

Creating a Login Script on Your PDA Phone

You can create login scripts by selecting commands from the Commands pick list in the Login Script dialog box. Some commands, such as Send, require you to supply additional information. Those commands have a parameter field so that you can add the necessary data.

To create a login script:

1. Tap **Script** from the service details screen.

2. Tap the End pick list.

3. Select the command you want from the Command list. If the command requires additional information, a field appears to the right of it for you to enter the information.

The following commands are available.

- **Wait For**: Tells your PDA phone to wait for specific characters from the TCP/IP server before executing the next command.

- **Wait For Prompt**: Detects a challenge-response prompt coming from the server and then displays the dynamically generated challenge value. You then enter the challenge value into your token card, which in turn generates a response value for you to enter on your PDA phone. This command takes two arguments, separated by a vertical bar (l) on the input line.

- **Send**: Transmits specific characters to the TCP/IP server to which you are connecting.

- **Send CR**: Transmits a carriage return or line feed (LF) character to the TCP/IP server to which you are connecting.

- **Send User ID**: Transmits the user ID information entered in the User ID field of the Network Preferences screen.

- **Send Password**: Transmits the password entered in the Password field of the Network Preferences screen. If you did not enter a password, this command prompts you to enter one. The Password command is usually followed by a Send CR command.

- **Delay**: Tells your PDA phone to wait a specific number of seconds before executing the next command in the login script.

- **Get IP**: Reads an IP address and uses it as the IP address for your PDA phone. This command is used with SLIP connections.

- **Prompt**: Opens a dialog box and prompts you to enter certain text; for example, a password or a security code.

- **End**: Identifies the last line in the login script.

4. Tap **OK**.

5. Repeat steps 1 through 4 until the login script is complete.

6. Tap **OK**.

Plug-in Applications

You can create plug-in applications containing script commands that extend the functionality of the built-in script commands. A plug-in application is a standard PRC application that you install on your PDA phone just like any other application. After you install the plug-in application, you can use the new script commands in a login script.

Plug-in applications have the following characteristics:

- Written in C language
- Compiled into a device executable
- Called properly from a login script
- Able to return control to a login script after it terminates
- Created using a development environment that supports Palm OS® Software, such as Metrowerks Code Warrior for Palm™ Platform

For additional information about creating plug-in applications, send e-mail to Palm Developer Support at devsupp@ palmsource.com.

Deleting a Network Service Profile

There is only one way to delete a network service profile: Use the Delete command from the Service menu.

To delete a network service profile:

1. Tap the Service pick list.

2. Select the network service profile you want to delete.

3. Press the Menu button to open the drop-down menu list.

4. Tap **Delete** from the Service menu.

5. Tap **OK**.

Viewing the Network Log

If viewing the expanded Service Connection Progress messages does not give you enough information to find out why you cannot connect to your ISP or dial-in server, take a look at the Network Log. The Network Log lists all of the communication that occurs between your modem and your dial-in server during the login procedure. The information in the Network Log can help your ISP or your system administrator pinpoint where the login procedure communication fails andy why.

To View the Network Log:

1. From the Network Preferences screen, tap the Menu button to open the drop-down menu.

2. Tap **Options**, and then **View Log**.

3. Tap the up and down arrows of the scroll bar to see the entire Network Log.

4. Tap **Done**.

▪ Owner Preferences

The Owner Preferences screen enables you to update the name, company name, phone number, or any other information that you want to associate with your PDA phone. This information could help someone contact you if you ever lose your PDA phone and there is sufficient battery power to turn it on.

If you use the Security Preferences screen to turn off and lock your PDA phone with a password, information that you entered in the Owner Preferences screen appears the next time you turn on your PDA phone. See "Security Preferences" on page xx for additional information.

If you assign a password with the Security Preferences, the information on the Owner Preferences screen cannot be changed. In this case an Unlock button appears at the bottom of the screen. Tap **Unlock** and enter the password that you defined in the Security Preferences.

▪ Phone Preferences

The Phone Preferences screen enables you to select a network service profile for the phone functions.

Tap the Connection pick list and select a profile.

When you select **Edit Connections**, you can create a new profile and edit or delete the existing profiles. For details, see page xx.

■ ShortCuts Preferences

The ShortCuts Preferences screen enables you to define abbreviations for entering text with Graffiti 2 Strokes.

You can create, edit or delete a ShortCut for any words, letters, or numbers. All shortCuts you create appear in the list in the ShortCut Preferences screen. All the ShortCuts are available in any of your PDA phone applications and are backed up on your computer when you perform a HotSync operation.

■ USBSync Preferences

The USBSync Preferences screen enables you to enable or disable the USB HotSync feature. To conduct cradle/cable HotSync operations, you need to enable the USB HotSync.

Tap the USB Hotsync pick list and select the setting you want to use.

For more information about the HotSync operation, see page xx.

Setting Security

Security help you prevent unauthorized uses from viewing entries that you want to protect. Use Security to do the following:

• Lock and turn off your PDA phone so that it does not operate until you enter the correct password.

• Mask all records that you mark as private so that the information appears as gray bars.

• Hide all records that you mark as private so that they do not appear on any screen.

You can mask and hide private records with or without a password. Without a password, private records are hidden or masked until you set the Security to show them. With a password, you must enter the password to view the private entries.

To open Security:

On the Application Launcher, tap the Security icon.

A screen will be inserted

▪ Using a Password

You can assign a password to protect your private records and to lock your PDA phone.

To assign a password:

1. Tap the Password box.

2. Enter a password.

3. If necessary, enter a hint to help you remember your password if you forget it.

A screen will be inserted

4. Tap **OK**.

5. Enter the *same* password a second time, and tap **OK**.

Changing or Deleting a Password

Once you define a password for your PDA phone, you can change or delete it at any time. You must enter the current password before you can change or delete it.

To change or delete your password:

1. Tap the Password box.

2. Enter the current password.

A screen will be inserted

3. Tap **OK**.

4. Do one of the following:
   - To change the password and hint, enter the new password and hint, and tap **OK**.
   - To remove the password, tap **Unassign**.

5. If you changed the password, re-enter the new password to verify it and tap **OK**.

Recovering from a Forgotten Password

If you forget your password, your PDA phone will display the password hint, if you entered one, to help you remember the password. If you are still unable to remember the password, you can delete it from your PDA phone. Deleting a forgotten password also deletes all entries and files marked Private.

Note: If you synchronize with your computer before deleting a forgotten password, your PDA phone restores your private entries the next time you perform a HotSync operation, but it does not restore the password.

To delete a forgotten password:

1. Tap the Password box.

2. Tap **Lost Password**.

3. Tap **Yes**.

▪ Locking Your PDA Phone

You can lock your PDA phone so that it cannot be operated until your password is entered. In the event that your PDA phone is lost or stolen, this helps protect your data from unauthorized use. You can set your PDA phone to lock automatically, or you can lock it manually.

You can set your PDA phone to lock automatically when any one of the following occurs:

• When you turn off the power

• At a time you specify

• After a period of inactivity you specify

To set your PDA phone to lock automatically:

1. Tap the Auto Lock Handheld box, enter your password and tap **OK**.

2. Select one of the following options:
   • Never: The Auto Lock feature is not used.
   • On power off: Your PDA phone will be locked when you turn it off.
   • At a preset time: Your PDA phone will be locked at a specified time. Set the time when you want the phone to be locked.
   • After a preset delay: Your PDA phone will be locked after a specified period of inactivity. Enter inactive period, and then select Minute(s) or Hour(s) from the pick list.

3. Tap **OK**.

CAUTION If you lock your PDA phone, you must enter the exact password to reactivate your PDA phone. If you forget the password, your PDA phone will present the hint you have entered to help you remember the password. If you still cannot remember the password, you must perform a hard reset to resume using your PDA phone. Performing a hard reset deletes all the records in your PDA phone; however, you can restore all synchronized data at the next HotSync operation. See "Performing a Hard Reset" in Appendix A for more information.

To lock and turn off your PDA phone manually:

1. Tap **Lock & Turn Off** on the bottom of the Security screen.

A screen will be inserted

2. Tap **Off & Lock**.

3. To start your PDA phone, press any key to turn the screen on and then enter the password.

4. Tap **OK**.

■ Making Records Private

In many applications, you can make individual records private. Private records remain visible and accessible, however, until you select the Security setting to hide or mask all private records. Masked records appear as gray placeholders in the same position in which they would appear if they were not masked, and are marked with a lock icon.

Hidden records disappear completely from the screen. If you define a password for your PDA phone, you must enter it to display private records.

A screen will be inserted

To change the current privacy setting:

1. Tap the Current Privacy pick list and tap **Hide Records.**

2. Select the one of the following options:
   - Show Records: shows all private records. You need to enter the password.
   - Mask Records: masks privates records.
   - Hide Records: hides privates records from the list.

3. Tap **OK** to confirm that you want to hide private records.

To unmask individual records:

1. In the application which has masked records, select one of them.

   If you do not have a password, a masked record becomes visible. If you have a password, the Show Private Records dialog box appears. Go to step 2.

2. Enter your password and tap **OK**.

To make a record private:

1. In an application, display the record you want to make private.

2. Tap **Details**.

3. Tap the Private check box to select it.

4. Tap **OK**.

Appendix

Safety and Warranty Information

This chapter includes informations about the safety while using your PDA phone.

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Safety

Part of getting the most out of your PCS Phone is knowing where and how it works at optimum efficiency. This section outlines performance and safety guidelines that ensure you experience the full quality that your PCS Phone was designed to give you.

■ Getting the Most Out of Your Reception

Keeping Tabs on Signal Strength

The quality of each call you make or receive depends on the signal strength in your area. Your phone informs you of the current signal strength by displaying a number of bars next to the signal strength icon. The more bars displayed, the stronger the signal. If you're inside a building, being near a window may give you better reception.

Understanding the Power Save Feature

If your phone is unable to find a signal after 15 minutes of searching, a Power Save feature is automatically activated. If your phone is active, it periodically rechecks service availability or you can check it yourself by pressing any key. Anytime the Power Save feature is activated, a message displays on the screen. When a signal is found, your phone returns to Standby mode.

Understanding How Your Phone Operates

Your phone is basically a radio transmitter and receiver. When it's turned on, it receives and transmits radio frequency (RF) signals. When you use your phone, the system handling your call controls the power level. This power can range from 0.006 watts to 0.2 watts in digital mode.

Knowing Radio frequency Safety

The design of your PCS Phone complies with updated NCRP standards described below.

In 1991-92, the Institute of Electrical and Electronics Engineers (IEEE) and the American National Standards Institute (ANSI) joined in updating ANSI's 1982 standard for safety levels with respect to human exposure to RF signals. More than 120 scientists, engineers and physicians from universities, government health agencies and industries developed this updated standard after reviewing the available body of research. In 1993, the Federal Communications Commission (FCC) adopted this updated standard in a regulation. In August 1996, the FCC adopted hybrid standard consisting of the existing ANSI/IEEE standard and the guidelines published by the National Council of Radiation Protection and Measurements (NCRP).

Maintaining Your Phone's Peak Performance

There are several simple guidelines to operating your phone properly and maintaining safe, satisfactory service.

- Don't use the phone if the antenna is damaged.
- Speak directly into the mouthpiece.
- Avoid exposing your phone and accessories to rain or liquid spills. If your phone does get wet, immediately turn the power off and remove the battery. If it's inoperable, return it to a Sprint Store or call PCS Customer Solutions for service.

Note: For the best care of your phone, only Sprint authorized personnel should service your phone and accessories. Faulty service may void the warranty.

■ Maintaining Safe Use of and Access to Your Phone

FAILURE TO FOLLOW THE INSTRUCTIONS OUTLINED MAY LEAD TO SERIOUS PERSONAL INJURY AND POSSIBLE PROPERTY DAMAGE

Using Your Phone While Driving

Talking on your phone while driving (or operating the phone without a hands-free device) is prohibited in some jurisdictions. Laws vary as to specific restrictions. Remember that safety always comes first.

When using your phone in the car:

- Get to know your phone and its features, such as speed dial and redial.
- When available, use a hands-free device.Position your phone within easy reach.

- Let the person you are speaking to know you are driving; if necessary, suspend the call in heavy traffic or hazardous weather conditions.
- Do not take notes or look up phone numbers while driving.
- Dial sensibly and assess the traffic; if possible, place calls when stationary or before pulling into traffic.
- Do not engage in stressful or emotional conversations that may divert your attention from the road.
- Dial to report serious emergencies. It's free from your wireless phone.Use your phone to help others in emergencies.
- Call roadside assistance or a special non-emergency wireless number when necessary.

Tip! Purchase an optional Hands-Free Car Kit.

Following Safety Guidelines

To operate your phone safely and efficiently, always follow any special regulations in a given area. Turn your phone off in areas where use is forbidden or when it may cause interference or danger.

Using Your Phone Near Other Electronic Devices

Most modern electronic equipment is shielded from radio frequency (RF) signals. However, RF signals from wireless phones may affect inadequately shielded electronic equipment.

RF signals may affect improperly installed or inadequately shielded electronic operating systems and/ or entertainment systems in motor vehicles. Check with the manufacturer or their representative to determine if these systems are adequately shielded from external RF signals. Also check with the manufacturer regarding any equipment that has been added to your vehicle.

Consult the manufacturer of any personal medical devices, such as pacemakers and hearing aids, to determine if they are adequately shielded from external RF signals.

Note: Always turn off the phone in health care facilities and request permission before using the phone near medical equipment.

Turning Off Your Phone Before Flying

Turn off your phone before boarding any aircraft. To prevent possible interference with aircraft systems, the U.S. Federal Aviation Administration (FAA) regulations require you to have permission from a crew member to use your phone while the plane is on the ground. To prevent any risk of interference, FCC regulations prohibit using your phone while the plane is in the air.

Turning Off Your Phone in Dangerous Areas

To avoid interfering with blasting operations, turn off your phone when in a blasting area or in other areas with signs indicating that two-way radios should be turned off. Construction crews often use remote-control RF devices to set off explosives.

Turn off your phone when you're in any area that has a potentially explosive atmosphere. Although it's rare, your phone or its accessories could generate sparks. Sparks could cause an explosion or a fire resulting in bodily injury or even death. These areas are often, but not always, clearly marked. They include:

- Fueling areas such as gas stations.Below deck on boats.
- Fuel or chemical transfer or storage facilities.
- Areas where the air contains chemicals or particles such as grain, just or metal powders.
- Any other area where you would normally be advised to turn off your vehicle's engine.

Note: Never transport or store flammable gas, liquid or explosives in the compartment of your vehicle that contains your phone or accessories.

Restricting Children's Access to your Phone

Your PCS Phone is not a toy. Children should not be allowed to play with it because they could hurt themselves and others, damage the phone or make calls that increase your phone bill.

▪ Caring for the Battery

Protecting Your Battery

The guidelines listed below help you get the most out of yourbattery's performance.

- Use only Sprint-approved batteries and desktop chargers. These chargers are designed to maximize battery life. Using other batteries or chargers voids your warranty and may cause damage.
- In order to avoid damage, charge the battery only in temperatures that range from 32°F to 104°F (0°C to 40°C).
- Don't use the battery charger in direct sunlight or in high humidity areas, such as the bathroom.
- Never dispose of the battery by incineration. Keep the metal contacts on top of the battery clean.
- Don't attempt to disassemble or short-circuit the battery.
- The battery may need recharging if it has not been used for a long period of time.
- It's best to replace the battery when it no longer provides acceptable performance. It can be recharged hundreds of times before it needs replacing.
- Don't store the battery in high temperature areas for long periods of time. It's best to follow these storage rules:
  Less than one month: 4°F to 140°F (-20°C to 60°C)
  More than one month: 4°F to 113° F (-20°C to 45°C)

Disposal of Lithium Ion (LiIon) Batteries

For safe disposal options of your LiIon batteries, contact your nearest Sprint-authorized service center.

Special Note: Be sure to dispose of your battery properly. In some areas, the disposal of batteries in household or business trash may be prohibited.

Note: For safety, do not handle a damaged or leaking LiIon battery.

■ Acknowledging Special Precautions and the FCC Notice

FCC Notice

The phone may cause TV or radio interference if used in close proximity to receiving equipment. The FCC can require you to stop using the phone if such interference cannot be eliminated.

Vehicles using liquefied petroleum gas (such as propane or butane) must comply with the National Fire Protection Standard (NFPA-58). For a copy of this standard, contact the National Fire Protection Association, One Batterymarch Park, Quincy, MA 02269, Attn: Publication Sales Division.

Cautions

Any changes or modifications to your phone not expressly approved in this document could void your warranty for this equipment, and void your authority to operate this equipment. Only use approved batteries, antennas and chargers. The use of any unauthorized accessories may be dangerous and void the phone warranty if said accessories cause damage or a defect to the phone.

Although your phone is quite sturdy, it is a complex piece of equipment and can be broken. Avoid dropping, hitting, bending or sitting on it.

Body-Worn Operation

To maintain compliance with FCC RF exposure requirements, use only belt-clips, holsters or similar accessories that maintain a 1.5 cm. separation distance between the user's body and the back of the phone, including the antenna. The use of belt-clips, holsters and similar accessories should not contain metallic components in its assembly. The use of accessories that do not satisfy these requirements may not comply with FCC RF exposure requirements, and should be avoided.

For more information about RF exposure, please visit the FCC Web site at www.fcc.gov.

Specific Absorption Rates (SAR) for Wireless Phones

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

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

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

The highest reported SAR values of the [SGH-i505] are:

PCS mode (Part 24) - Head: 0.25 W/kg; Body-worn: 0.394 W/kg

FCC Radio frequency Emission

This phone meets the FCC Radio frequency Emission Guidelines. FCC ID number: [manufacturer needs to provide #]. More information on the phone's SAR can be found from the following FCC Web site: http://www.fcc.gov/oet/fccid.

■ Owner's Record

The model number, regulatory number and serial number are located on a nameplate inside the battery compartment. Record the serial number in the space provided below. This will be helpful if you need to contact us about your phone in the future.

Model: PDA Phone [SGH-i505]

Serial No.:

■ User Guide Proprietary Notice

CDMA Technology is licensed by QUALCOMM Incorporated under one or more of the following patents:

4,901,307	5,109,390	5,267,262	5,416,797
5,506,865	5,544,196	5,657,420	5,101,501
5,267,261	5,414,796	5,504,773	5,535,239
5,600,754	5,778,338	5,228,054	5,337,338
5,710,784	5,056,109	5,568,483	5,659,569
5,490,165	5,511,073		

All other trademarks are the property of their respective owners.

Manufacturer's Warranty

This section contains the manufacturer's warranty for your PCS Phone. For Information about the Terms and Conditions of your PCS Service, please see the Start Here guide included with your phone. For the most recent version of the Terms and Conditions, please visit www.sprintpcs.com.

■ Troubleshooting

Before contacting Sprint PCS Customer Service Solutions, try the following:

- Make sure that the battery is properly attached to your phone.
- Make sure that the battery is fully charged.
- Make sure that there is no visible physical damage to your phone or battery.
- Make sure that the desktop holder is plugged in to a working receptacle.
- Perform a soft or hard reset of the Sprint PCS Phone by using the stylus to press the reset button located on the bottom of your phone, next to the power/accessory interface connector.
- If unable to HotSync, make sure that Local Serial is selected by right clicking the HotSync icon located in the menu bar.
- If you still cannot perform a HotSync, make sure that the correct COM port is selected in the HotSync Setup. For more information, see "Selecting HotSync Setup Options" on page 152.
- If you are using Windows 2000 or XP, make sure you have the proper user rights. You must have Standard User rights to install the i505 software.

▪ Resetting Your Handheld

Under normal circumstances, you will not have to use the reset button. On rare occasions, however your handheld may no longer respond to buttons or the screen. In this case, you need to perform a reset to get your handheld running again.

Performing a Soft Reset

A soft reset tells your handheld to stop what it is doing and start over again. All records and entries stored in your handheld computer are retained with a soft reset. After a soft reset, the main phone screen is displayed.

To perform a Soft Reset:

Unscrew the stylus and use the reset tool to gently press the reset button located in the bottom right corner of your handheld.

Performing a Hard Reset

A hard reset erases all records and entries stored in your handheld. Never perform a hard reset unless a soft reset does not solve the problem. To restore your data after a hard reset, you must perform a HotSync operation.

Notes:
• You can restore any data previously synchronized with your computer during the next HotSync operation.
• With a hard reset, the current date and time are retained. Formats, Preferences, and other settings are restored to their factory default settings.

To perform a Hard Reset:

1. To perform a hard reset, unscrew the stylus and locate the reset tool.

2. Press and hold the phone button located on the right side of your phone, then use the reset tool to press the reset button.

3. Remove the reset tool from the reset hole and wait for the PalmTM screen to display, then release the handheld power button.

4. An Erase all data screen is displayed confirming the hard reset. Press the up scroll key on the front of the phone to perform the hard reset.

Note: If the message "Erase All Data" is not displayed on the screen, you have not performed the steps listed above correctly. If the down scroll key is pressed, it will cancel the hard reset.

▪ Common Problems

This guide contains common solutions to problems that may arise when operating your i505. Please look over the following list of solutions, before calling the customer support center.

HotSync

Question	Answer
I occasionally see an error message when HotSync starts up that says that Com port X is not available / or the Com port setting changes when I plug the i500's USB port into my system	There are additional USB drivers that were installed when you went through the setup from the i500 distribution CD for the Samsung USB Composite Device and the Samsung CDMA modem. These drivers are not actually used during HotSync operations. As with all USB TAPI Com port drivers, the Com number being used will change if you plug the cable into a different physical USB port on many systems and laptops. Additionally, if you have other Palm OS¢Á serial devices, or Palm OS devices with USB-to-Serial converters like the Samsung SPH-i500 or the PalmTM USB Connect device you must maintain the "Local Serial" checked in order to sync these devices. The i500 is a native mode USB device, you MUST have "Local USB" checked to avoid problems during HotSync operations. We recommend that you leave the "Local Serial" entry UNCHECKED, unless you are actively syncing one of your other devices. If you see any error messages regarding Com port availability from HotSync, just hit the "OK" button. As long as the "Local USB" setting is checked, you will HotSync without problem.
Can I HotSync numerous devices to one user?	You should not synchronize multiple devices unless they are the exact same hardware device. (This is especially true with PDA/Cellular handset hybrids.) The best way would be to beam your Address Book, Memo Pad, Todo lists, etc from the old handset to the i500. Install the Palm OS applications one at a time. That way, if there is a problem, it can be narrowed down quickly to the correct device or profile

Question	Answer
I cannot perform a HotSync operation with Palm Desktop version 4.0 installed?	Palm™ Desktop 4.0 was only released a short time before being upgraded to version 4.1. You MUST use Palm Desktop ver 4.1 with the i500. This software fixed numerous issues. You can download the software from http://www.palm.net or install from the distribution CD.
	To Install the Palm Desktop 4.1 software:
	1. Close any HotSync or Palm Desktop Software currently running on the system.
	2. Download the software from http://www.palm.net or install from the distribution CD.
	3. After the software download is complete, install the software on to your system.
Can I sync my existing backup from my old Palm OS device to my SGH-i505?	NO! Due to the integration of the cellular handset into the i505's Palm OS implementation, some of the system files that are synced during a HotSync operation are unique to the i505. Dropping a backup from ANY other Palm OS device may cause network/serial connectivity and other features to stop working properly, or may result in a permanent "Fatal Error" every time you power on the handset until you do a hard reset. If you have an existing Palm Powered™ device, simply beam address book, datebook and other data to the i500. When doing an initial HotSync¢Á, create a NEW user name for the i500. You will then need to use the Palm Install tool or your other application's install programs to finish setting up your i505.

Question	Answer
Can I use my existing email client on my SPH-i500?	Maybe... Existing email clients like Eudora and MultiMail Pro have been tested and they work properly on the i505. A problem MAY exist if you are having to dial into a corporate network for security reasons. The configuration of Sprint PCS's 3G Vision network precludes dialing a discrete phone number for data access, you must instead dial into the Vision network to access mail servers or any other internet resource. Many corporate networks require you to dial into a secure access device for access to their mail servers. If this is the case, you may not be able to access your email. Sprint PCS has personal and enterprise editions of their Business Connection software, which provides a client that will allow you to access your MS-Outlook (and some other email clients) directly from your i500. Information and downloads of these clients are available on Sprint PCS's website at http://www.sprintpcs.com. If you don't have any of the aforementioned security issues with the network you're trying to access, simply follow the directions that come with whatever email application you want to use. Typically you will need the mail servers complete internet hostname or IP address, whether access is setup for POP3 or IMAP protocol for remote access, and your username/ password for the mail server to set up the application, all of which your email administrator can provide for you.
How can I do a HotSync modem sync with my i505?	Due to the design of the Sprint PCS Vision network, you CANNOT do a modem sync. However, if your system is on the Internet, you can, instead do a Network sync. Please see "Performing a HotSync Operation via a Network" on page xx of the Online User Manual for instructions on how to set up a network sync.

Question	Answer
Can I do a LAN or Network sync with my SGH-i505?	Yes, please see "Performing a HotSync Operation via a Network" on page xx of the Online User Manual for instructions on how to set up a LAN or network sync.
I cannot perform a HotSync operation when I press the HotSync button on the Desktop Holder?	Performing a HotSync operation by pressing the button on the Desktop Holder requires power from the Travel Charger. The Travel Charger plugs into the side Desktop Holder. Make sure that the Travel Charger is plugged into a wall outlet and then connected to the Desktop Holder. A HotSync operation can still be performed from the device using the HotSync screen.

To perform a HotSync with the device and Desktop Holder with no Travel Charger power connected:

1. Place the device into the Desktop Holder.
2. Tap to view the Applications menu.
3. Tap the HotSync icon.
4. Make sure that Cradle/Cable is listed and tap to perform the HotSync operation.

Question	Answer
I have connected all cables, supplied power to the Desktop Holder using the Travel Charger, and installed the required software, but I cannot perform a HotSync?	If you plug your cradle into different physical USB ports or use dock/undocked configurations, your system could install a different instance of the i500 drivers on a different COM port. The COM port setting will change based on the dock/undocked configuration. Click on the HotSync icon in the System Tray and select **Setup**. Select the **Local** tab and click on the drop down arrow next to **Serial Port** to select the desired COM port. Make sure that you have **Local USB** selected in the HotSync control panel as the type of connection and that **Local Serial** is not checked. The cable connects to your computer as a USB cable. **To check your connection:** 1. Right click on the HotSync manager icon in the tool bar. 2. If not selected, click on Local USB. 3. Try the HotSync operation again.
When I perform a HotSync operation, none of my Microsoft Outlook information is included?	If you want to synchronize Contacts, To-Do-Lists, Memos and DateBook items between Microsoft Outlook and your i505, you must install the PocketMirror software. Click the Install PocketMirror button to start installing PocketMirror and follow the on screen instructions. Once the software is installed, perform the HotSync operation again.
I have PocketMirror installed, but I still cannot get my Microsoft Outlook information to HotSync?	Open Microsoft Outlook, click on the **View** drop down menu, and select **Folder List**. Locate and click on the PocketMirror folder. Delete the contents in this folder and then perform the HotSync operation again.

Fatal Errors

Question	Answer
I am receiving "Fatal Errors" when using the i505?	When you receive a fatal error message, it can sometimes be caused by information copied during a HotSync or other applications not operating correctly. To fix this problem, create a new user profile and perform a HotSync¢Å operation. **To create a new user profile:** 1. Perform a hard reset (for more information on performing a hard reset, see the i500 Online Guide) and place the i500 into the cradle. 2. Launch the Palm™ Desktop application on the desktop/laptop computer. 3. Click on **Tools** and select **Users**. 4. Click the **New** button and enter a name for the user. 5. Click **OK** exit the User screen. 6. Press the HotSync button on the cradle. 7. Select the new user profile in the HotSync dialog box.8 8. .Add one application at a time from the old profile to determine if one is corrupted.

USB Problems

Question	Answer
I am receiving "Fatal Errors" when using the i505?	There are additional USB drivers that were installed when you went through the setup from the i500 distribution CD for the Samsung USB Composite Device and the Samsung CDMA modem. These drivers are not actually used during HotSync operations. As with all USB TAPI Com port drivers, the Com number being used will change if you plug the cable into a different physical USB port on many systems and laptops. Additionally, if you have other Palm OS¢Á serial devices, or Palm OS devices with USB-to-Serial converters like the Samsung SPH-i500 or the Palm USB Connect device you must maintain the "Local Serial" checked in order to sync these devices. The i500 is a native mode USB device, you MUST have "Local USB" checked to avoid problems during HotSync operations. We recommend that you leave the "Local Serial" entry UNCHECKED, unless you are actively syncing one of your other devices. If you see any error messages regarding Com port availability from HotSync, just hit the "OK" button. As long as the "Local USB" setting is checked, you will HotSync without problem.
Why is the computer asking for USB drivers when I plug in the USB interface cable?	The cable cannot be plugged in the computer before the drivers are installed using the Installation CD that came with your phone. DO NOT ATTEMPT to install the drivers using the Windows Hardware Manager. Unplug the cable from the computer. Perform the driver installation procedure to install the drivers and then plug the cable back in to the computer.

Question	Answer
I plugged in my USB cable while Windows was booting up and I cannot perform a HotSync?	If the cable was plugged in while Windows was booting up, there is a chance that the USB bus was being scanned before the cable was connected. Later on when the bus was scanned again, it noticed that the new device was present and added it to the list of devices. This may cause unreliable results or behavior. Unplug the cable and reboot the system. Wait until the system is done booting and then plug in the cable. The cable can be unplugged or plugged in at anytime when the system is active.

Resetting the i505

Question	Answer
How do I perform a soft reset on my i500?	Use the stylus briefly to press the reset button on the i500 located on the bottom of the phone, next to the power/accessory interface connector.
How do I perform a hard reset?	**To perform a hard reset:** 1. Press and hold the Power button located on the side of the phone, then use the stylus reset tool (unscrew the stylus to access the reset tool) to press the reset button. 2. Remove the stylus reset tool from the rest hole and wait for the Palm™ Screen to display, then release the handheld power button. An "Erase all data" screen is displayed confirming the hard reset. 3. Press the up scroll key on the front of the phone to perform the hard reset.

Operating Systems

Question	Answer
Can I set up new entries or modify the existing entry in the Palm OS Network Panel?	NO! Access to the Internet is via the Sprint PCS Vision network; the setup/configuration in the Sprint PCS Network Panel entry should not be modified in any way, or else you may no longer be able to access the network. Please note that if you change your Vision password on the Sprint PCS website, the password in the Network Panel is automatically updated wirelessly! Unlike previous Palm OS devices, any devices enabled on the PCS Vision network cannot dial out through the network, so although it is physically possible to set up a different network connection on the device, you will not be able to access it.
Can I use this with my Macintosh computer?	The i505 is not supported for use with Macintosh computers.
Does this work with Windows 95, 98, XP, or 2000?	Yes. Make sure that Palm™ OS version 4.1 is installed. Prior versions of the Palm desktop will not operate correctly with the platforms.
I get an error message about not having the proper rights to perform this function when using Windows XP or 2000?	In Windows XP and 2000 you must have "Standard User Rights." If you are working on a network, please see your IT department or consult the Microsoft documentation for more information.

Question	Answer
I am having problems when trying to install a USB device or a USB device is not recognized.	Depending on the Windows version being used, you may or may not see a window display when you plug in the USB interface cord. If the USB cradle was plugged in before the drivers were installed, you must remove the incorrect driver. To make sure that there are no problems, you must look at the system devices to make sure that there are no devices that are conflicting with on another.

To check, follow the steps listed below:

1. Click on **Start/Settings/Control Panel.**
2. Double-click on the **System** icon.
3. Click on the **Devices** tab.
4. Review the Universal Serial Bus controllers list and look for any yellow exclamation point icons. These icons indicate that Windows is having a problem with the device.
5. If you find a device that is not responding correctly, click on the entry and press the Delete key.
6. Close the System dialog box and reboot if necessary.

Question	Answer
My phone is constantly locking up or getting fatal errors. What should I do?	You need to make a copy of your backup folder and perform a hard reset on your phone. **To perform the operation:** 1. Double click on your MY COMPUTER icon. Click on C Drive/Program Files/PalmTM folder. 2. Right click on the Backup folder and select **Copy**. Paste the folder to the desktop. 3. Return to C:\Program Files\Palm\Backup. Right click and select **Select All**. Press the Delete key. Confirm the delete by pressing Enter. 4. (THIS STEP WILL ERASE ALL DATA ON THE PHONE, make sure that the Backup folder was copied correctly in the steps above). Perform a hard reset on the phone by pressing the phone contrast button and then pressing the end of the stylus in the reset hole located on the bottom of the phone. Release the reset pin and then the contrast button. Press the Up scroll button to select **Yes**. 5. Place the device back in the cradle and press the HotSync button. 6. After a successful HotSync, install your third party applications one at a time from the backup menu copied to the desktop using the Palm Installer.

Palm OS Applications

Question	Answer
Can I use my i505 to dial into my corporate RAS/email/VPN/Fax Machine?	No. The design of the Sprint PCS Vision network only allows you to dial the data connection for PCS Vision at #777. Once connected, you have access to the Internet via TCP/IP networking. If supported by your software, you can access VPN/email servers, etc by connecting to their hostname or ip address. Since the i505 is 3G enabled, it does not support third party dial up connections like previous versions of PDA phones.
Will my existing Palm OS Applications work with my i505?	Yes. Most Palm OS applications work without any problems.
Can I use my Palm OS¢Á applications and talk on the phone at the same time?	Yes. You can use the speaker phone or optional headset to talk on the phone while working on your i505.
Can I install multiple conduit applications like PocketMirror, Intellisync, etc?	No. More than one conduit can cause system lockups and other problems. Select one preferred conduit application and install. If you decide later that you would like a different conduit application, remove the PalmTM Desktop application and delete all the subdirectories, then reinstall along with the desired conduit application.

Using your i505 with the Sprint Business Connection Palm OS Client

Question	Resolution
If you boot your system up with the i505 cradle connected AND an active BizConn sync in progress, you may be intermittently left in a state in which nothing happens when you press the HotSync button.	Remove the handset from the cradle, reboot the system; do not put handset in cradle during the boot process.
Intermittently, if you plug in the USB cable from the cradle into a booted system while the BizConn client is actively syncing, the device may not be properly recognized and register as a yellow-banged USB device in the Device Mgr. Attempts to manually reinstall the driver fail.	a. Remove the handset from the cradle, plug the USB cable into a different port and replace the handset. If you DO NOT have multiple USB ports available, go to "b.". b. Un-install yellow-banged device, unplug the USB cable from system, remove handset from the cradle, shutdown system, plug USB cable back in, replace handset after system fully boots.

Battery

Question	Answer
What is the battery life of my i505?	Your i505 has two batteries installed. An internal battery and an external battery. The internal battery keeps all your stored data from being lost when the external battery becomes fully discharged. The data can be saved for a total of 15 hours. If the external battery is not re-charged or another full battery connected within the 15 hours, the data will be permanently lost. The external battery provides approximately 2.5 hours of continuous digital talk time (1 hour in analog) or approximately 96 hours of continuous digital standby time (14 hours in analog). When the battery reaches 5% of its capacity, the battery icon blinks and there is approximately two minutes of talk time left. The phone also sounds an audible alert every 30 seconds and then powers down.

▪ Manufacturer's Warranty

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- Holster   90 Days
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