

**TUNGSTEN™** | *E2*



# Getting Started

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## Software Download Available

Palm® Desktop software is supplied on a CD. If you do not have access to a CD drive for your computer, you can download Palm Desktop software from [www.palmOne.com/support](http://www.palmOne.com/support).

PN: 406-10304-00

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# About This Guide

This guide tells you everything you need to know to start using your handheld—from the things you'll do every day, to the things that make your handheld not only useful, but fun.

## Tips for viewing this guide

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

- To magnify the page, click the magnifying glass , move the cursor (which is now a magnifying glass) over the page, and click repeatedly. Click Previous View ( or  depending on your version of Reader) to return to the original view.
- Click an entry in the Table of Contents or Index to go directly to that section of the guide.
- If you link to a page in the guide, to return to the page you were on before you clicked the link, click Previous View ( or  depending on your version of Reader).
- If you link to a web page, the page may open in Adobe Reader instead of in your web browser. To specify whether pages open in Reader or in your web browser, go to the Edit menu in Reader, select Preferences, and then select Web Capture. In the Open Web Links drop-down list, select either In Acrobat or In Web Browser, and then click OK.
- When selecting the page(s) to print, be sure to use the file page number shown at the bottom of your computer screen, not the printed page number. For example, to print the page you are reading right now, select page 7 (the file page), not page vii (the printed page).

### [ ! ] Before You Begin

Complete the steps in *Read This First* in your handheld package to set up your handheld and install the software on your computer and your handheld.

## What's in this guide?

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

### Step-by-step instructions

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

➤ **Continued**

Cue that means the procedure continues on the next page.

↓ **Done**

Cue that signals the end of the procedure. You're done.

[ ! ] **IMPORTANT**

A step that you must follow; otherwise, you could experience an error or even lose information.

[ & ] **OPTIONAL**

A step you might find useful.

📌 **NOTE**

Information that applies only in certain cases or that tells more about a procedure step.

**WINDOWS ONLY**

A procedure or text that applies to one platform only. In most cases, if you see one heading, check the following or preceding sections for the other. Sometimes, there is no Mac counterpart for a Windows procedure or text—this feature is not available to Mac users.

**MAC ONLY**

### Links

Links appear as underlined words throughout this guide. Links in body text or sidebars take you to other sections of this guide or to the *User Guide* on the web. The **In this chapter** list on the first page of each chapter contains links that send you to a specific section.



## Sidebars



### Tip

To access the *User Guide*, you need to be connected to the Internet.

### [ ! ] Before You Begin

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



### Tip

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



### Did You Know?

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



### Key Term

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

### User Guide

A pointer to the *User Guide* on the web where you can learn about more things you can do with an application or feature.

### My Handheld

A pointer to a website where you can share info with other handheld users and learn the latest tips, tricks, and more.

### Support

A pointer to the web where you can find help if you experience problems with the features discussed in the chapter or with your handheld.

# Your Handheld

## In this chapter

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

[What software is on my handheld?](#)

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

[Opening applications](#)

[Using the 5-way navigator](#)

[Entering information](#)

[Using menus](#)

[Handheld do's and don'ts](#)

[Beyond the basics](#)

Like a good personal assistant, your handheld helps you keep track of your schedule, your business and personal contacts, your to-do list, even your Microsoft Office and multimedia files.

Stay productive by carrying more of your important files and documents. Get connected with wireless access to email, text messages, and the web. View digital photo and video albums directly on your handheld, or insert an expansion card (sold separately) to listen to your favorite music. And don't worry about losing your information—even if the battery drains completely, the information stays in your handheld's memory. Simply recharge to access it again.

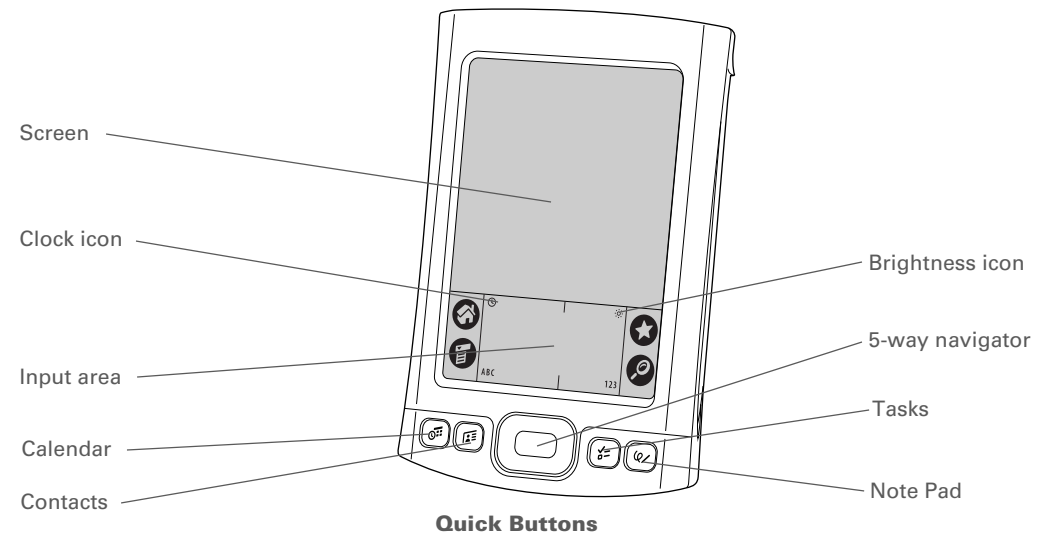


## Benefits

- Carry more of your important information, and work with it on the go
- Save time and stay organized
- Travel light
- Never lose important information
- Stay in touch with wireless connectivity

## What's on my handheld?

### Front

**Screen**

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

**Clock icon**

Displays the current time and date.

**Input area**

Lets you enter info with **Graffiti® 2 writing** or open the **onscreen keyboard**.

**Brightness icon**

Lets you adjust the brightness of your handheld's display.

**5-way navigator**

Helps you move around and select info to display on the screen.

**Quick buttons**

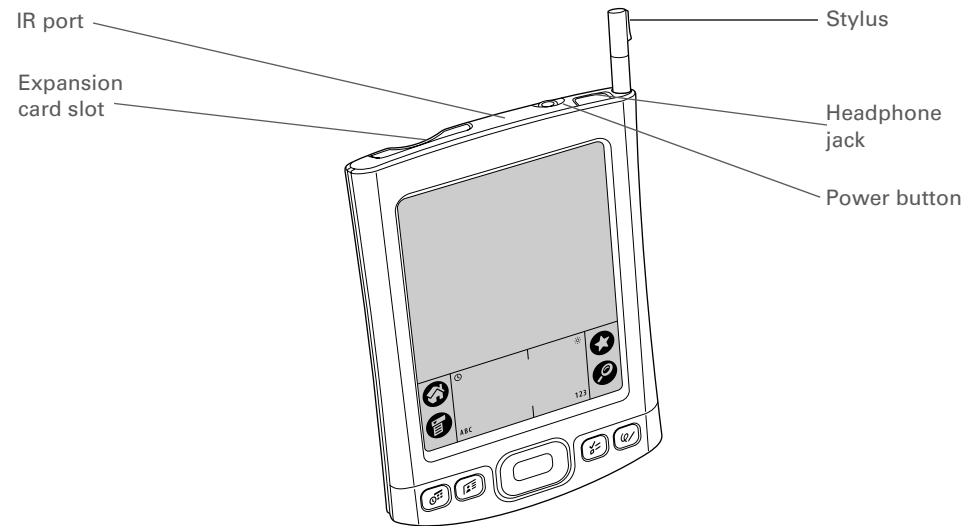
Turn on your handheld and open Calendar, Contacts, Tasks, and Note Pad.

**» Key Term**

**IR** Short for *infrared*. Beaming uses infrared technology to send information between two IR ports that are within a few feet of each other.

**+ Did You Know?**

Beaming lets you quickly share appointments, addresses, phone numbers, and more.

**Top and side****IR port**

**Beams information** between handhelds and other devices that have an IR port.

**Expansion card slot**

Lets you insert an expansion card (sold separately) to play music, back up info, and add memory, applications, and accessories to your handheld.

**Power button**

Turns your handheld on or off and lets you turn **Keylock** on (if active).

**Headphone jack**

Lets you connect standard 3.5 mm headphones (sold separately) to your handheld so you can listen to music and other audio applications.

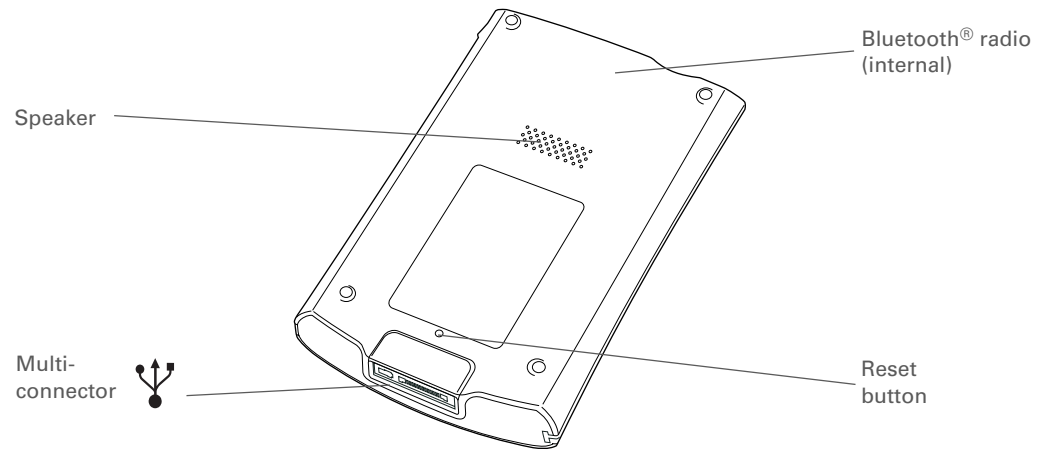
**Stylus**

Lets you enter information on your handheld. To use the stylus, slide it out of the slot and hold it as you would a pen or pencil. Using your fingertip instead of the stylus is OK, but don't use your fingernail, a real pen, or any other sharp object to touch the screen.

## » Key Term

**USB** The type of connector or cable that's commonly used to connect accessories to a computer.

## Back

**Speaker**

Lets you listen to alarms, game and system sounds, and music.

**Reset button**

**Resets your handheld** if it freezes (stops responding).

**Multi-connector**

Lets you connect a sync cable (included) or a cradle (sold separately) to your computer so you can **synchronize** or exchange information. Also lets you connect the AC charger to your handheld so you can charge it.

**Bluetooth radio (internal)**

Enables your handheld to connect with other devices (sold separately) that use **Bluetooth wireless technology**.

**\* Tip**

Can't find some of these applications? Tap the category list in the upper-right corner of the Home screen and select All.

## What software is on my handheld?

Your handheld comes with many applications preinstalled and ready to use.

**Favorites**

Customize a list of your favorite applications and web pages so that you can locate and open them quickly.

**Calendar**

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

**Contacts**

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

**Media**

View and organize photos and videos.

**RealPlayer®**

Carry music on expansion cards (sold separately), create playlists, and listen to music on your handheld. This application has a companion desktop application that you can install from the CD. (Windows only.) Both Mac and Windows users can use RealPlayer on the handheld.

**Bluetooth®**

Set up wireless connections to a mobile phone, network, or computer for sending and receiving information.

**SMS**

Send and receive short text (SMS) messages using the built-in Bluetooth wireless technology on your handheld.

**Web**

Browse your favorite sites on the web using the built-in Bluetooth technology on your handheld.

**Tasks**

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

**Memos**

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

**Note Pad**

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

**Calculator**

Solve basic math calculations such as splitting restaurant bills and figuring tips.

**Quick Tour**

Learn about your handheld and how to enter information.

**Expense**

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

**HotSync®**

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

**Prefs**

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

**Card Info**

View information about an expansion card seated in the expansion card slot.

**World Clock**

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

**\* Tip**

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

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

**Mac:** Double-click the Essential Software folder icon.

## What's on the CD?

The Tungsten™ E2 software installation CD includes desktop software for your computer and additional software for your handheld.

The desktop software lets you use your computer to view, enter, and manage info for many of the applications on your handheld. Make sure you install the desktop software so that you can back up and save the info on your handheld onto your computer.

The additional software lets you do more things with your handheld. When you set up your handheld you may install some (or all) of these applications. You can install any of the applications at any time after you set up your handheld as well.

The software installation CD includes titles such as the following:



### Palm Desktop software

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

**NOTE** During CD installation, you can choose to synchronize your handheld with Microsoft Outlook on your computer. (Windows only.) If you do, information from Contacts, Calendar, Tasks, and Memos is synchronized with Outlook. Information for Expense, Note Pad, and Media is still synchronized with Palm Desktop software.



### palmOne™ Quick Install (Windows only)

Install applications and transfer files from your Windows computer to your handheld or to an expansion card that is seated in the expansion card slot for use on your handheld. This application installs automatically when you synchronize during the initial CD installation process.



\* **Tip**

After you install an app and discover how valuable it is, be sure to add it to **Favorites**.

+ **Did You Know?**

You can categorize applications. Some apps are automatically assigned to a category when you install them; others are assigned to the Unfiled category. All apps appear in the All category of **Applications**. Assign an application to a category in Applications by selecting Category in the App menu. Select the pick list next to the application's name; then select a category

**Send To Handheld droplet (Mac only)**

Install applications and transfer files from your Mac computer to your handheld or to an expansion card that is seated in the expansion card slot for use on your handheld. This application installs automatically when you synchronize during the initial CD installation process.

**Documents To Go**

Create, view, and edit Microsoft Word and Excel files, and view and manage PowerPoint files, directly on your handheld. Includes companion desktop software that lets you move or copy Microsoft Word, Excel, and PowerPoint files to your handheld, as well as create and edit files.

**VersaMail®**

Send, receive, and manage email messages wirelessly using the built-in Bluetooth technology on your handheld or by synchronizing with your Windows computer.

**AudiblePlayer**

Listen to newspapers, books, public radio, language instruction, and more. (Windows only; download requires Internet connection, additional fees may apply.)

**RealPlayer desktop application**

Transfer MP3 music files from your computer to an expansion card (sold separately), copy music from your CDs to your computer. This is the desktop companion for the music application on your handheld. (Windows only.)

**Windows Media Player/ Direct X**

Work with the palmOne Media desktop application. These applications are required for Media to prepare videos for playback on your handheld. (Windows only.)

**QuickTime**

Works with the palmOne Media desktop application. Required to prepare videos in certain formats for viewing on your handheld.

**NOTE** QuickTime is included on the CD for Windows computers only. For Mac computers, QuickTime is included in OS X.

**Getting Started Guide**

Keep the Getting Started Guide with you and view it on your handheld. You can also install this file on your handheld to carry it with you on the go; it installs to the Palm Desktop Help automatically during the initial CD installation process;.

**Java Technologies**

Access more software and functions when you download WebSphere Micro Environment to run Java (J2ME) on your handheld. (Download requires Internet connection and valid email address.)

**Handmark Solitaire**

Enjoy hours of entertainment with this solitaire game.

**powerOne Calculator**

Calculate math and business solutions with this enhanced calculator.

**Addit™**

Preview, try, and buy software for your handheld. (Windows only and web access required.)

**Adobe Reader  
for Palm OS**

View PDF files that are tailored to fit your handheld's screen.

**Power by Hand eReader**

Purchase and download eBooks from the web so you can read them when you want, where you want.

**VPN Client Software**

Purchase and download VPN software to create a secure wireless connection to your corporate network in order to safely send and receive email messages, access the corporate intranet, and more. (Download requires Internet connection; additional fees apply.)

**Tutorial**

Learn to use the popular features of your handheld. The Tutorial includes a tour of your handheld and step-by-step instructions. Access it from the CD.


+ **Did You Know?**  
You can use a favorite photo as the background for your Favorites or Applications View.

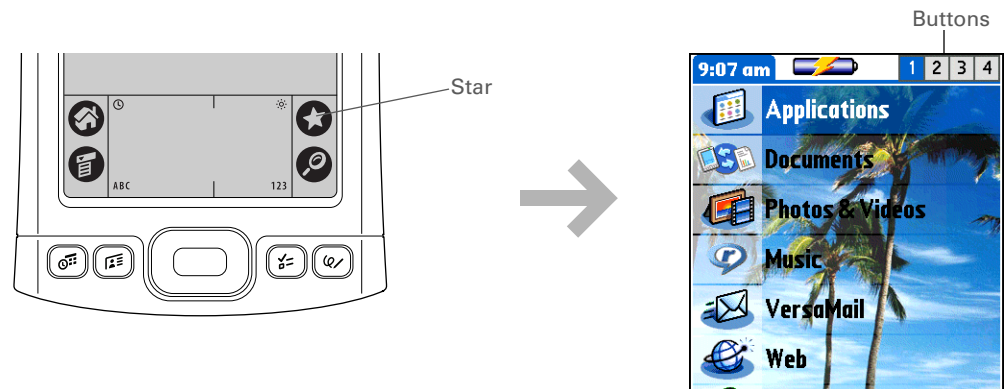
## Opening applications

Your handheld lets you display two views to quickly see and open applications. Favorites lets you create a list of the items you want to quickly access, while Applications displays all applications on your handheld.

### Using Favorites

The Favorites View can include applications and links to the web. Certain items are included in Favorites by default, but you can customize the list to contain any items you want.

To access an item from Favorites, tap Star  and select from the list. Use the 5-way navigator or tap the buttons in the upper-right corner of the screen to move to another page of favorites.




+ **Did You Know?**  
You can also open applications using the **quick buttons** on the front of your handheld.

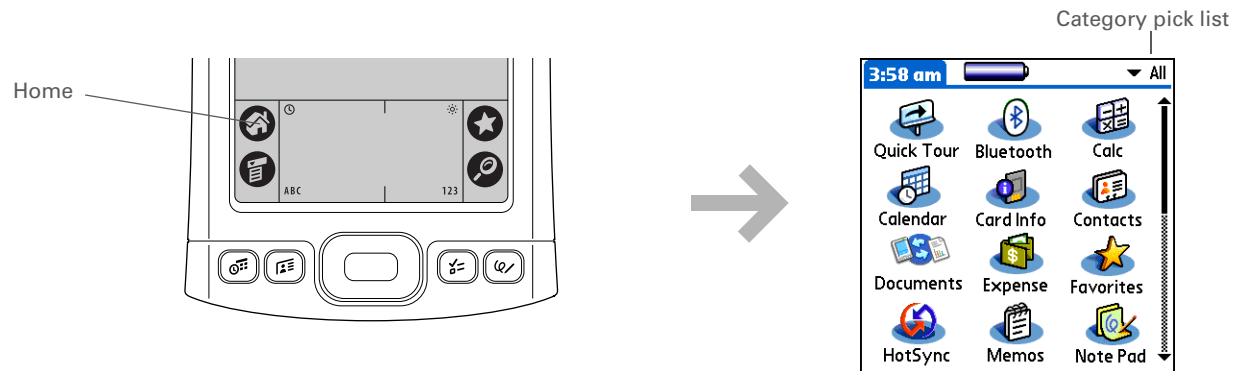
\* **Tip**  
Press Center on the 5-way to scroll through application categories.

\* **Tip**  
From most applications you can return to Applications by holding down Center on the 5-way.

## Using Applications

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

To access an item from Applications, tap Home  and select an icon.

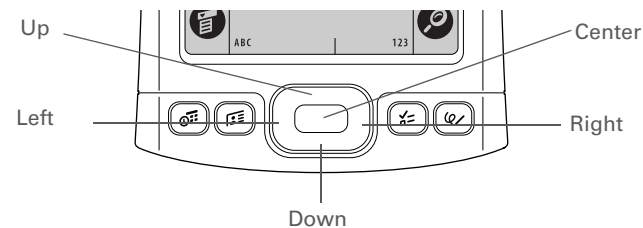


\* **Tip**

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

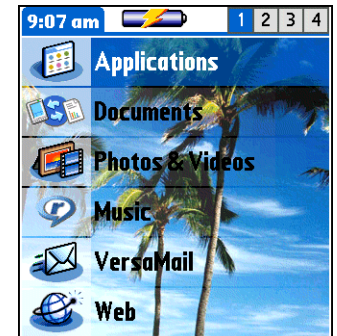
## Using the 5-way navigator

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



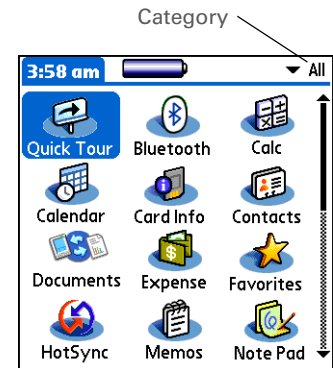
## Moving around in Favorites View

<b>Right or Left</b>	Displays the next or previous page of favorites.
<b>Up or Down</b>	Scrolls to the next favorite in the corresponding direction.
<b>Center</b>	Opens the selected item.



## Moving around in Applications View

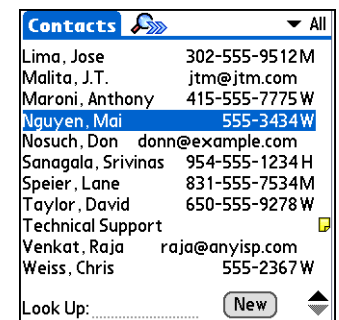
- Up or Down** Scrolls to the next or previous page of applications.
- Right or Left** Scrolls to the next or previous application category.
- Center** Inserts the selection highlight. When the selection highlight is present:
- Up, Down, Right, or Left** Scrolls to the next item in the corresponding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



## Moving around list screens

In list screens, select and move between entries such as notes, memos, contacts, or photos.

- Up or Down** Scrolls an entire screen of entries, as long as there's nothing highlighted. Press and hold to accelerate the scrolling.
- Center** Inserts the selection highlight. When the selection highlight is present:
- Up or Down** Scrolls to the previous or next entry.
- Center** Displays the selected entry.
- Left** Removes the selection highlight.



## Moving around entry screens

In entry screens, use the 5-way to scroll within the current entry or between entries.

### Up, Down, Right, or Left

Scrolls to the next item in the corresponding direction.

If there is no “up” entry, pressing Up scrolls left. Likewise if there is no “left” entry, pressing Left scrolls up.

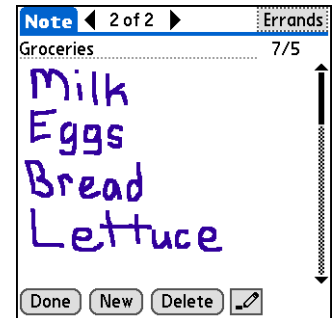
If there is no “down” entry, pressing Down scrolls right. If there is no “right” entry, pressing Right scrolls down.

On some entry screens, pressing Left highlights the leftmost button at the bottom of the screen.

### Center

Inserts or removes the selection highlight.

If a button is highlighted, activates the button.



## Moving around dialog boxes

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

### Up, Down, Right, or Left

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

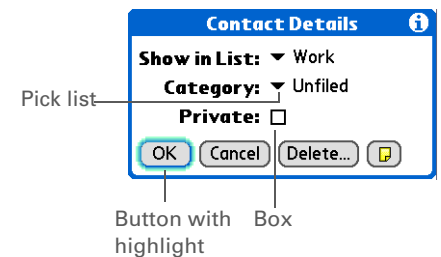
### Center

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

**Up or Down** Scrolls to the previous or next entry.

**Center** Selects the highlighted entry.

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



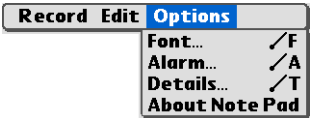
**[ ! ] IMPORTANT** Read dialog boxes carefully. Selecting a button such as OK or Yes may cancel an action or delete information.



Moving around menus

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

- Up or Down**      Scrolls within the current menu list.
- Right or Left**      Scrolls to the next or previous menu on the menu bar.
- Center**      Selects the highlighted menu item.



**\* Tip**

Write letters on the left side of the input area and numbers on the right. Write capital letters in the center.

**+ Did You Know?**

Your handheld package includes a sticker that shows the most common Graffiti 2 characters.

**\* Tip**

Display the Graffiti 2 help screens at any time. Just draw a single stroke from the bottom of the input area to the top of your handheld's screen.



## Entering information

There are several ways to enter information on your handheld. The most popular methods are using Graffiti 2 writing, using the onscreen keyboard, and using Palm Desktop software or Microsoft Outlook on a computer. The next few pages briefly describe these three methods.

### Learning Graffiti 2 writing

Graffiti 2 writing is a special set of letters, numbers, and symbols that you can use to write directly on the screen. With only a few minutes of practice, you can learn to use Graffiti 2 writing—and help is always only a tap away.

**1**

Tap Home  and select Quick Tour .

**2**

Select Graffiti 2, and then navigate through the screens to learn Graffiti 2 writing.

↓ Done

» **Key Term**

**Record** An entry in an application such as a contact in Contacts or an appointment in Calendar.

\* **Tip**

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

## Using the onscreen keyboard

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

**1**

Open an entry:

- a. **Open an application.**
- b. Select a record or tap New.

**2**

Tap one of the following to open an onscreen keyboard:

**ABC** Opens the letter keyboard.

**123** Opens the number keyboard.

➤ **Continued**

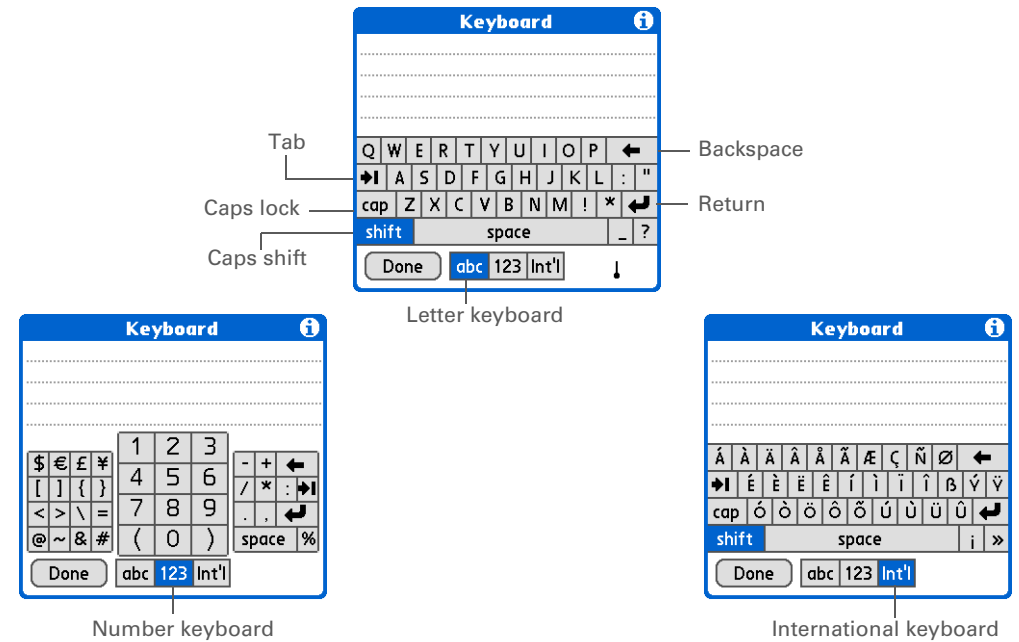


\* **Tip**

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

**3**

Tap the characters to enter text, numbers, and symbols, and then select **Done**.



↓ Done

\* **Tip**

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

## Using your computer

Many of the applications on your handheld are also included in Palm Desktop software. You can use these applications to enter information on your computer. When you **synchronize your handheld with your computer**, the information is updated in both places.

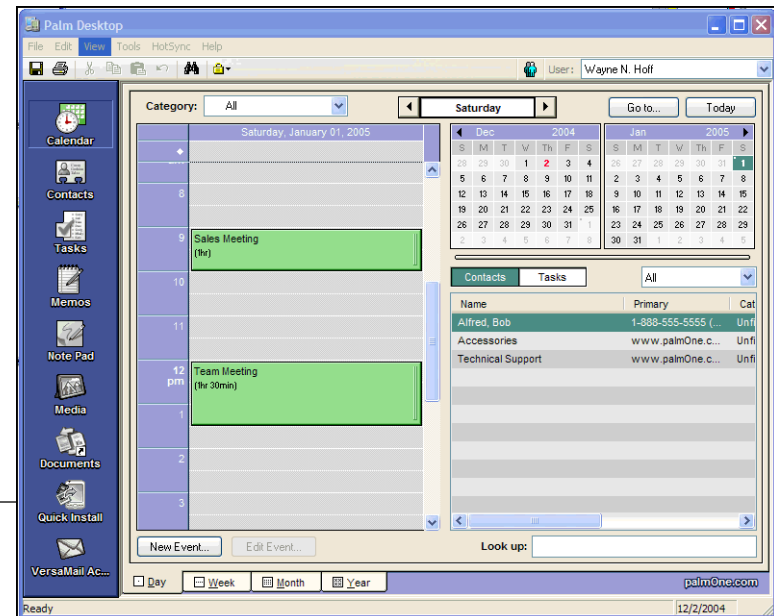
**NOTE** During CD installation (Windows only), you can choose to synchronize with Microsoft Outlook. If you do, info from Contacts, Calendar, Tasks, and Memos is synchronized with Outlook. Other info, such as photos and notes, is synchronized with Palm Desktop software.

### WINDOWS ONLY

Double-click the Palm Desktop icon on your computer desktop, and then click the icons in the launch bar to access the various applications.

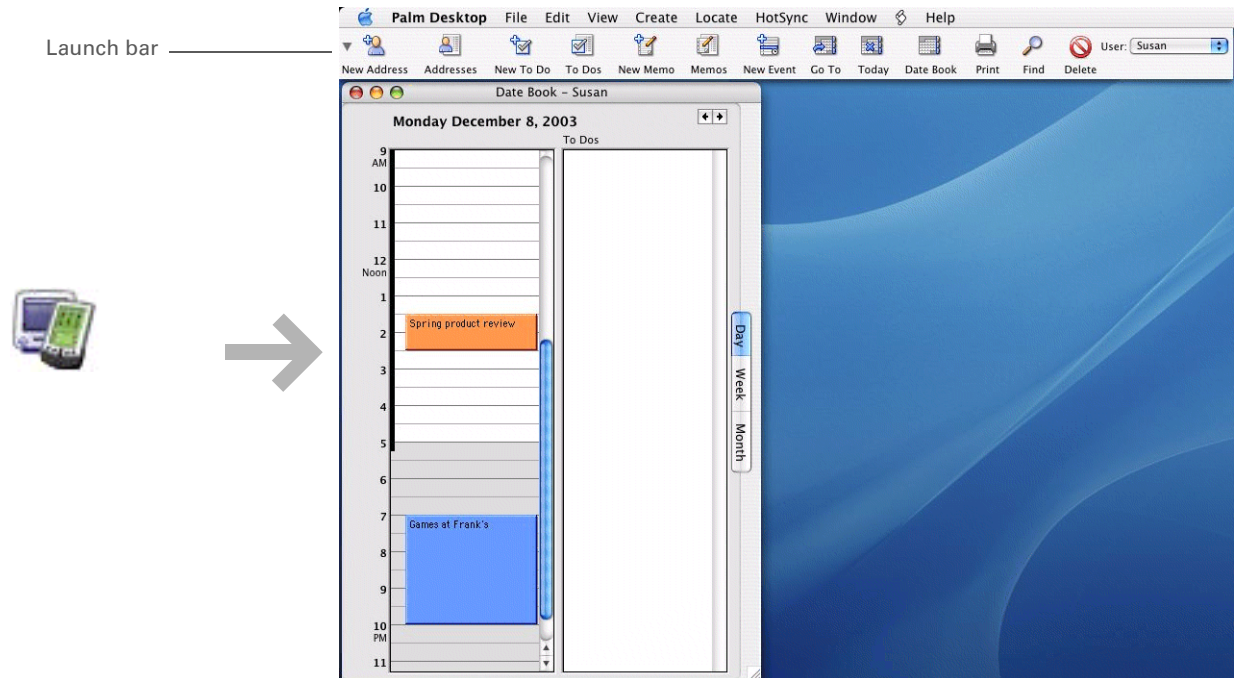


Launch bar



**MAC ONLY**

Double-click the Palm Desktop icon in the Palm folder on your computer, and then click the icons in the launch bar to access the various applications.



## Using menus

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


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

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

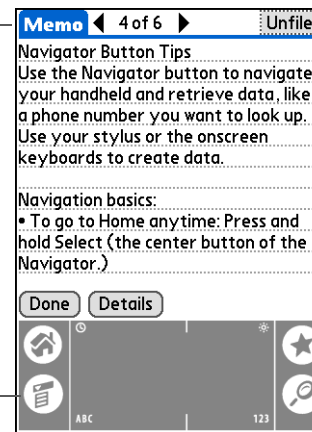
1

**Open an application.**

2

Tap Menu  to open the menus.

Application title



Menu icon

Menu

Menu item



3

Tap a menu, and then tap a menu item.

 Done

### + Did You Know?

Your handheld saves information in storage memory permanently. Even if the battery drains completely, none of your information is lost. Simply recharge to access the information again.

## Handheld do's and don'ts

To protect your handheld from damage and ensure reliable performance, follow these guidelines.

### Handheld do's

- Use only the stylus to tap the screen—no pens, pencils, paper clips, or other sharp objects.
- Use only the supplied power adapter to charge your handheld.
- **Keep the battery charged.**
- Keep the screen free of dust (or anything else that could make it dirty).
- For general cleaning, use a soft, damp cloth. If the screen becomes dirty, use a soft cloth moistened with a diluted window-cleaning solution.
- Use only 3.5 mm stereo headphones in your handheld's headphone jack.
- Be sure to **get rid of any static electricity buildup** before you connect your handheld to any cable or accessory.

### Handheld don'ts

- Do not drop, bang, or otherwise cause a strong impact to your handheld.
- Do not carry your handheld in your back pocket; you might sit on it by mistake.
- Do not let your handheld get wet; don't even leave it in a damp location.
- Do not expose your handheld to very hot or cold temperatures, including placing it near a heater, leaving it in the trunk of a car, or setting it by a window in direct sunlight.



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## Beyond the basics

Click the link to the left to go to the *User Guide* on the web and learn about these related topics:

**Entering Information**

Entering information with Graffiti 2 characters

**Installing and Removing**

- Adding applications to your handheld
- Deleting applications from your handheld
- Viewing application information

**Categories**

Organizing your applications and information by filing them into categories

**Privacy**

Keeping information private by turning on security options

**Sharing**

- Beaming information and applications to other Palm Powered™ devices
- Sending information and applications to other Bluetooth devices by using Bluetooth technology on your handheld

**Maintaining**

Caring for your handheld

# Synchronizing Your Handheld with Your Computer

## In this chapter

[Why synchronize information?](#)

[What information is synchronized?](#)

[How to synchronize](#)

[Using Quick Install and the Send To Handheld droplet](#)

[Beyond the basics](#)

You can use handheld on its own only to look up phone numbers, enter appointments, and so on. But you can do much more with your handheld if you synchronize it with your computer.

Synchronizing simply means that information that has been entered or updated in one place (your handheld or your computer) is automatically updated in the other. There's no need to enter information twice.



## Benefits

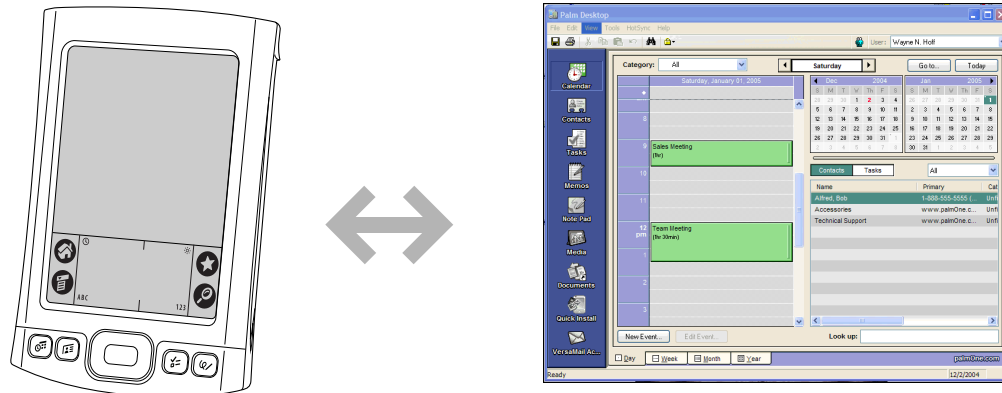
- Quickly enter and update information on your computer and your handheld
- Install applications
- Protect your information
- Send photos and videos to your handheld from your desktop computer

\* **Tip**  
Synchronize Microsoft Word, PowerPoint, or Excel files from your computer and open them in the **Documents** application on your handheld to view and edit them at your convenience.

## Why synchronize information?

**Quickly enter and update information on your computer and handheld.** Synchronizing updates information both on your handheld and in Palm® Desktop software on your computer. For example, you can quickly enter a contact list on your computer and then send it to your handheld instead of reentering the information.

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



**Install applications.** With just a few clicks, you can use **palmOne™ Quick Install** to add files to certain applications on your handheld or to install additional software.

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

**[ ! ] IMPORTANT** Be sure to synchronize information at least once a day so that you always have an up-to-date backup copy of important information.

**[ ! ] Before You Begin**

Complete the following:

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

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

**» Key Term**

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

**\* Tip**

You can synchronize your handheld with your computer wirelessly using the built-in Bluetooth® technology on your handheld.

## What information is synchronized?

If you use the preset settings, information from all the following applications is transferred between your handheld and Palm Desktop software each time you synchronize your handheld with your computer:



**NOTE** Information from Expense is synchronized on Windows computers only.

In addition, the preset settings back up system information from your handheld to your computer and install add-on applications from your computer to your handheld.

If you've installed applications from the CD, these applications may also be included in the presets for synchronization.

If you want to synchronize applications other than the ones using the preset settings, see the *User Guide* on the web.

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

**NOTE** You can also set up the VersaMail® application to synchronize with Outlook.

You can synchronize more than one handheld with your computer. For example, family members can synchronize their handhelds with the same copy of Palm Desktop software. Just make sure that each handheld has its own username; Palm Desktop software reads the username and recognizes the handheld during synchronization. Loss of data may occur from sharing the same user name.

## How to synchronize

### » Key Term

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

### \* Tip

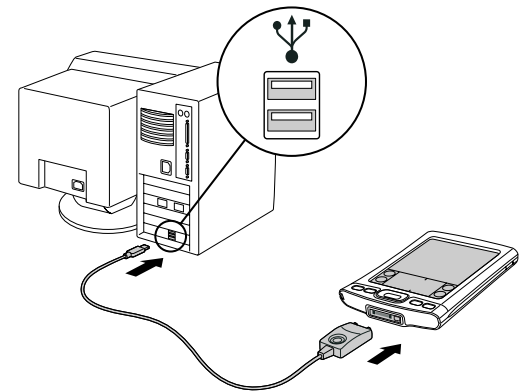
If the Select User dialog box appears during synchronization, select the username whose information you want to synchronize, and then click OK.

### \* Tip

If you need help with synchronizing, see [What do I do if I can't synchronize with my computer?](#)

**1**

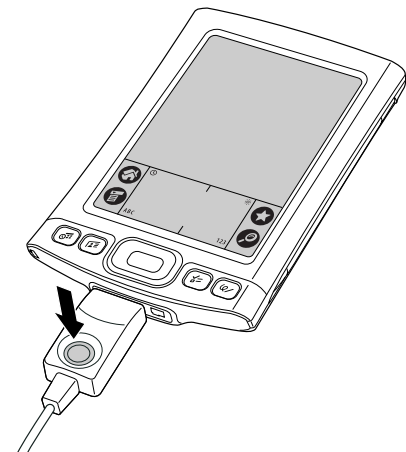
Connect the USB sync cable to the USB port on your computer, and then insert the other end into your handheld.

**2**

Synchronize your handheld with your computer:

- Press the sync button on the USB sync cable.
- When synchronization is complete, a message appears at the top of your handheld screen, and you can disconnect your handheld from the connector.

↓ Done



## Using Quick Install and the Send To Handheld droplet

Use Quick Install (Windows) or the Send To Handheld droplet (Mac) to install applications on your handheld.

### Using Quick Install

#### WINDOWS ONLY

#### \* Tip

A confirmation dialog box shows whether the items will be copied to your handheld or to an expansion card. You can choose which handheld will receive the items by selecting the username in the User drop-down box in the upper-right corner.

#### + Did You Know?

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

**1**

Click the Quick Install icon on your desktop.

**2**

Copy the application:

- a. Drag and drop the application onto the Quick Install window.
- b. When the confirmation dialog box appears, confirm your username, the application name, and the destination, and then click OK.

**3**

**Synchronize to install the file to your handheld.**

↓ Done

## Using the Send To Handheld droplet

### MAC ONLY

#### \* Tip

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

**1**

Select the applications or files you want to install:

- a. Drag and drop the applications or files onto the Send To Handheld droplet in the Palm folder.
- b. In the Send To Handheld dialog box, select your username and click OK.

**2**

**Synchronize your computer with your handheld.**

↓ Done

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**Support**

If you're having problems with synchronization or with anything else on your handheld, go to [www.palmOne.com/support](http://www.palmOne.com/support).

## Beyond the basics

Click the link to the left to go to the *User Guide* on the web and learn about these related topics:

**Synchronizing**

- Synchronizing your handheld with Microsoft Outlook on your computer
- Synchronizing wirelessly using Bluetooth technology on your handheld
- Using your company's network to synchronize information
- Choosing whether to synchronize information for a specific application
- Switching back to the cable if you have been synchronizing information using Bluetooth technology
- Receiving information on your handheld from an outside source, such as a file containing your company's phone list

**Installing and Removing**

Using palmOne Quick Install to add applications to your handheld



# Managing Your Contacts

## In this chapter

### [Adding a contact](#)

### [Locating a contact on your list](#)

### [Beaming a contact](#)

### [Beyond the basics](#)

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

You can easily share info with other handhelds and dial phone numbers or send messages directly from a contact entry using your handheld's built-in Bluetooth® wireless technology and a compatible mobile phone, or by beaming. You can even add photos of your loved ones directly to their contact information screen.



## Benefits

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

## Adding a contact

### \* Tip

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

### + Did You Know?

You can also enter one or more contacts on your desktop computer, and then copy them to your handheld by [synchronizing](#).

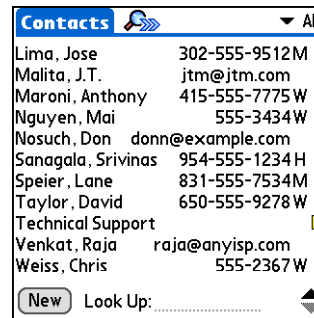
1

Press the Contacts  button.

2

Add your contact information:


a. Select New.



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

- First name: **Lee**
- Picture:
- Company: **Example, Inc.**
- Title: (empty)
- Work: **555-234-1939**
- Home: (empty)
- Mobile: **555-616-2117**

At the bottom, there are buttons for 'Done', 'Details...', and a scroll arrow.

b. Tap each field in which you want to enter information, and enter it. Tap the scroll arrows  to view more fields.

➤ Continued

\* **Tip**

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

+ **Did You Know?**

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

\* **Tip**

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

**3**[ & ] **OPTIONAL** Add a photo:

- Tap the Picture box.
- Select and add a photo from palmOne™ Media.

**Contact Edit** Unfiled

First name: **Lee**

Picture:  Tap here


Company: **Example, Inc.**

Title:

▼ Work: **555-234-1939**

▼ Home:

▼ Mobile: **555-616-2117**

Done Details... 

**4**[ & ] **OPTIONAL** Add a birthday:

- Tap the Birthday box.
- Select the birth year, month, and date.

**Contact Edit** Unfiled

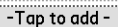
▼ Addr(W): **4929 Rockaway Dr.**

City: **Anytown**

State: **CA**

Zip Code: **90000**

Country:

Birthday:  Tap here

Custom 1:

**5**

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

**Done**

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

## Locating a contact on your list

### \* Tip

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

### + Did You Know?

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

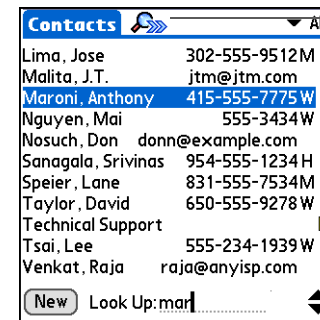
1

Press the Contacts  button.

2

Search for the contact:

- Tap the Look Up line at the bottom of the screen and enter the first letter of the name you want to find.
- Enter the second letter of the name, and so on, until you can easily scroll to the contact you want.



Quick Look Up icon

3

Select the contact to open it.

↓ Done

## Beaming a contact

### \* Tip

You can create a contact with your own information and select it as your business card by opening the Record menu and selecting Business Card. Beam your business card to other handhelds by holding down the Contacts button until the Beam dialog box appears.

### + Did You Know?

A Beam command appears on the left-most menu of most applications. Use it to beam information such as photos, appointments, and more.

### \* Tip


Does your mobile phone have an IR port? You can easily beam contact information from your handheld to your mobile phone.

**1**

Press the Contacts  button.

**2**

Beam the contact:

- Locate the contact** you want to beam.
- Open the menus** .
- Select Record, and then select Beam Contact.
- When the Beam Status dialog box appears, point your handheld's IR port directly at the IR port of the other handheld or mobile phone.



**NOTE** For best results, the devices should be between 4 and 36 inches apart, and there should be a clear path between them. Depending on the receiving handheld model, not all information may be sent correctly.

**3**

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

↓ Done

## Beyond the basics

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### Support

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#### Contacts

- Deleting contacts
- Removing a photo from a contact
- Displaying additional contact fields and defining custom fields
- Choosing the field type for certain fields, such as Home or Work for a phone number
- Using Quick Connect to make a phone call, address and send an email or text message, or go to a web page directly from a contact

#### Categories

Organizing contacts by type and sorting them

#### Information

Transferring contact information from other applications such as databases, spreadsheets, and other organizer software

#### Privacy

Keeping contacts private by turning on security options

#### Sharing

Sending contacts to other Bluetooth devices by using Bluetooth technology on your handheld

#### Email

Sending contacts as attachments to email messages

# Managing Your Calendar

## In this chapter

[Scheduling an appointment](#)

[Checking your schedule](#)

[Setting an alarm](#)

[Beyond the basics](#)

Staying on top of your schedule is an important part of being productive both at work and at home. Calendar can help you remember appointments and spot schedule conflicts. You can view your calendar by day, week, or month, or as an agenda list that combines your list of tasks with your appointments. You can also brighten up your calendar by color-coding the categories.



## Benefits

- Track current, future, and past appointments
- Stay on top of deadlines
- Carry one calendar
- Spot schedule conflicts

## Scheduling an appointment

### » Key Term

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

### \* Tip



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

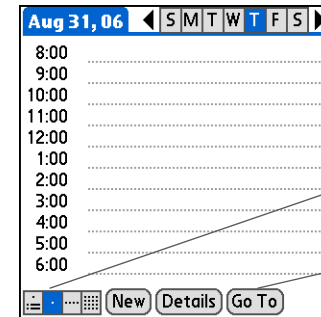
### + Did You Know?

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

# 1

Open Day View:

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



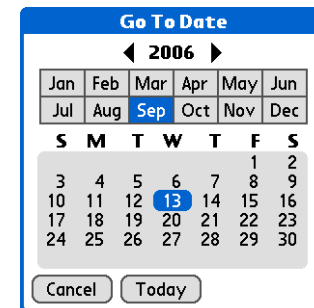
Day View icon

Go To

# 2

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

- a. Tap Go To.
- b. Select the year, month, and date.



# 3

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

➤ Continued



\* **Tip**

To enter reminders, holidays, anniversaries, and other events that take place on a particular date but not at a particular time, select No Time.

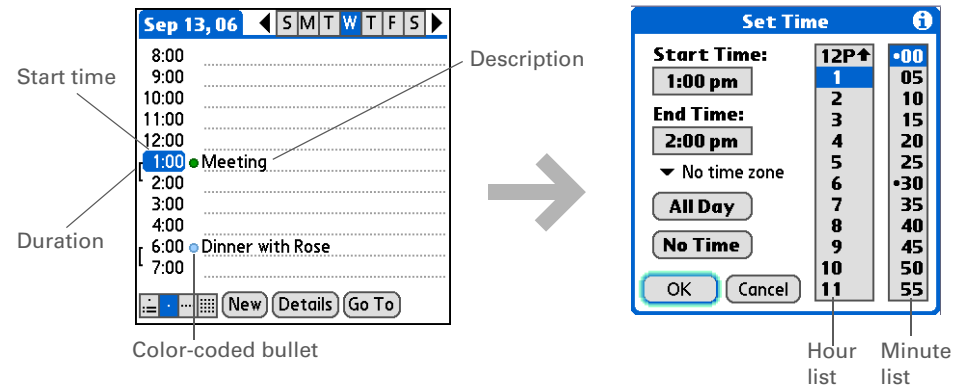
\* **Tip**

Color-code your calendar. Tap the bullet next to the description to file the appointment in a category. Each category has its own color.

## 4

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

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



**Done**

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

## Checking your schedule


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

**\* Tip**  
Press the Calendar button repeatedly to cycle through the Agenda View, Day View, Week View, and Month View.

**\* Tip**  
You can also display Year View. From Month View, tap Year.

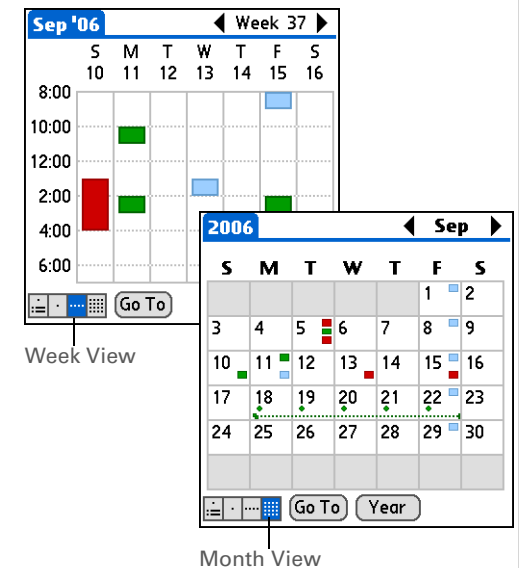
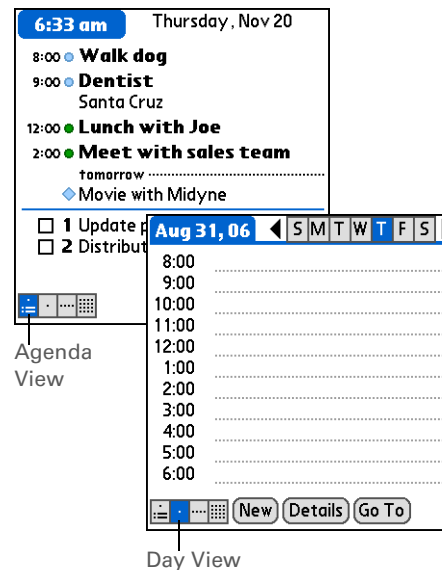
**+ Did You Know?**  
You can use a favorite photo as the background for your Agenda View.

1

Press the Calendar  button.

2

Tap the icons in the lower-left corner to see four different Calendar views:



## Setting an alarm

**+ Did You Know?**  
Setting your alarm sounds in World Clock instead of in Calendar gives you different alarm sound choices.

**\* Tip**  
Check out the other options in the Event Details dialog box. For example, Repeat creates an event that recurs daily, weekly, or at whatever interval you set up.

**+ Did You Know?**  
When you set an alarm, a little alarm clock appears to the right of the event description.

1

Press the Calendar  button.

2

Go to the event you want to assign an alarm to:

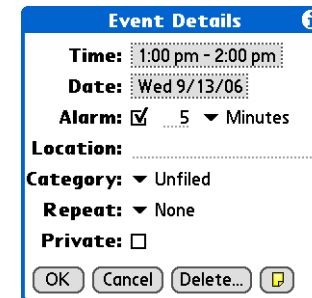
- From Day View, tap Go To.
- Select the year, month, and date of the event.
- Tap the event description.

3

Set the alarm:

- Tap Details.
- Check the Alarm box.
- Select the pick list and select Minutes, Hours, or Days.
- Enter how many minutes, hours, or days before the event you want the alarm to sound, and then select OK.

 Done



**Event Details** ⓘ

**Time:** 1:00 pm - 2:00 pm

**Date:** Wed 9/13/06


**Alarm:** ☒ 5 ▼ Minutes

**Location:** .....

**Category:** ▼ Unfiled

**Repeat:** ▼ None

**Private:** ☐

OK Cancel Delete... 

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### Support

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#### Calendar

- Creating repeating events for things you do at regular intervals, such as taking a class at the gym three days a week or taking a biweekly music lesson
- Setting a time zone for an individual appointment different from the time zone of the location you set for your handheld
- Reserving blocks of time for long events like vacations or conferences
- Choosing the default Calendar view format and the information that appears in each view by setting display options
- Customizing alarm settings and choosing what time days start and end by setting preferences
- Storing extra information about an event by adding a note
- Erasing old appointments by purging them

#### Categories

Organizing events by type and color-coding them

#### Privacy

Keeping events private by turning on security options

#### Sharing

- Beaming events to other Palm Powered™ devices
- Sending events to other Bluetooth® devices by using Bluetooth wireless technology on your handheld

#### Email

Sending events as attachments to email messages

# Managing Your Office Files

## In this chapter

[Creating and managing Office files?](#)

[Opening files from within Documents](#)

[Beyond the basics](#)

With its ability to store important information, your handheld lets you take your office with you—including your Microsoft Office files. With the Documents application, you can carry, create, view, and edit Microsoft Word and Excel files directly on your handheld. You can also view, carry, and manage PowerPoint files on your handheld.

You can keep updated copies of the files on both your handheld and your computer so that you can work on them in the most convenient location any time.



## Benefits

- Manage Word, Excel, and PowerPoint files on your handheld
- Improve productivity by taking important docs, spreadsheets, and presentations with you on the go

## Creating and managing Office files?

### \* Tip

The Documents application has a companion application on your computer called Documents To Go. Use Documents To Go to move or copy files to your handheld when you synchronize.

For complete information on this application, click the Documents To Go icon on your computer and then click Help, or go to [www.dataviz.com](http://www.dataviz.com).

The Documents application provides powerful editing and file management features for Office files on your handheld. What's more, Documents makes it easy for you to share files between your computer and your handheld during **synchronization**.

Here are some of the capabilities of Documents:

- View Word, Excel, and PowerPoint files in their native format (DOC, XLS, or PPT); no conversion needed.
- Create or edit a Word document or Excel spreadsheet on your handheld and save it in native format. Create or edit a PowerPoint presentation that is automatically converted for optimal viewing on your handheld.
- Open Office files received as attachments to incoming **email messages**, and attach files to outgoing messages.
- Transfer Office files to a Bluetooth using your handheld's **built-in wireless technology**.

## Opening files from within Documents

In the Documents application, you can view and open any Word, Excel, or PowerPoint file on your handheld.

### [ ! ] Before You Begin

You must install Documents To Go on your computer and handheld from the Tungsten™ E2 software installation CD. Insert the CD and follow the onscreen instructions for installing extra software.

### \* Tip

When you are working on a file, save it to your handheld or your expansion card by selecting Menu, selecting Save As from the File menu, and then selecting the location where you want to save the file.

### \* Tip

Do you have a file or folder you are always viewing? Add it to your Favorites list for easy access.

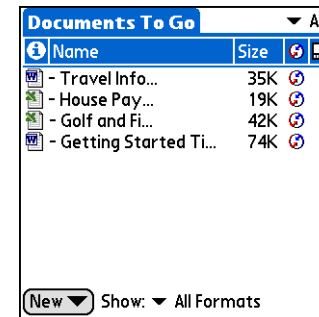
**1**

Go to Favorites and select Documents.

**2**

Select the file you want from the list.

↓ Done



## Beyond the basics

Click the link to the left to go to the *User Guide* on the web and learn about these related topics:

### User Guide

For everything you need to know about your handheld—all that's in this guide, and much more—go to [www.palmOne.com/tungstene2-userguide](http://www.palmOne.com/tungstene2-userguide).

### My Handheld

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit [www.palmOne.com/mytungstene2](http://www.palmOne.com/mytungstene2).

### Support

If you're having problems with Docs, click the Documents To Go icon on your computer, and then click Help, or go to [www.dataviz.com](http://www.dataviz.com).

### Email

Sending and receiving Office files as attachments to email messages



# Viewing Photos and Videos

## In this chapter

[Supported file types](#)

[Viewing photos or videos](#)

[Organizing photos or videos into albums](#)

[Sending a photo or video using Bluetooth technology](#)

[Beyond the basics](#)

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

Solve both problems with palmOne™ Media. Media features easy viewing and organization of still photos and videos. You can keep your favorite photos right on your handheld; **select photos as the background** for your Favorites and Applications Views and for Agenda View in Calendar; even **add a photo to a Contacts entry**.



## Benefits

- Never be far from your favorite people or places
- Simplify photo and video organization
- Store multiple videos and photos

## Supported file types

When you **copy a photo or video from your computer**, you can save it directly on your handheld or on an **expansion card** (sold separately) inserted into the expansion slot.

You can view photos in popular formats such as JPG, BMP, TIFF (uncompressed), and GIF on your handheld. On a Windows computer, when you copy a photo in a popular format to your handheld using the Media desktop application from within Palm® Desktop software, the photo is saved on your handheld in its original format. If you copy a photo in a different format, it is saved on your handheld in JPG format.

On a Mac computer, all photos you copy by dragging them onto the Send To Handheld droplet icon are saved on your handheld in JPG format.

To view a video on your handheld, on a Windows computer, open Media from within Palm Desktop software, add the video, and then synchronize to send the video to your handheld. On a Mac computer, drag the video to the Send To Handheld droplet, and then synchronize. The video is converted to a format your handheld can play and is optimized for viewing on the handheld.

For both Windows and Mac computers, note that there are numerous video formats. Not all types can be converted to a format that's viewable on your handheld. If you can't open and view a video in the desktop Media application on a Windows computer, you won't be able to view the video on your handheld.

## Viewing photos or videos

## \* Tip

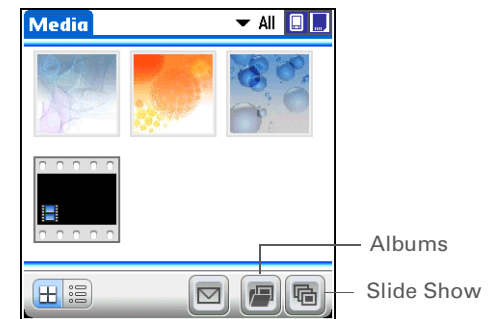
Select Slide Show to display all photos and videos in an album, automatically, one after another. Tap a photo or video to stop the slide show.

1

**Go to Favorites** and select Photos & Videos .

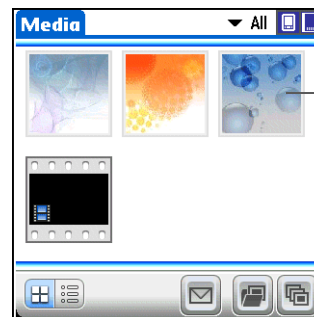
2

Tap the pick list in the upper-right corner and select the location on your handheld or an expansion card of the photo or video you want to view.



3

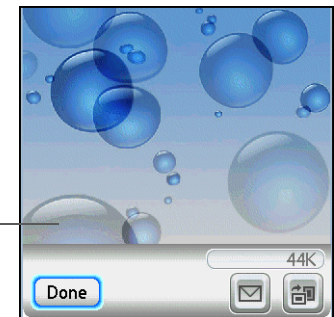
Select the photo or video you want to view.



Select a photo or video to view



Tap on the photo or video to return to the selection screen




↓ Done

## Organizing photos or videos into albums

### \* Tip


If a photo is stored on your handheld, you can add it only to an album located on the handheld. Likewise, if a photo is stored on an expansion card, you can add it only to an album that is on the same card. Use the **copy** feature to move a photo from your handheld to a card and vice versa.

**1**

**Go to Favorites** and select Photos & Videos .

**2**

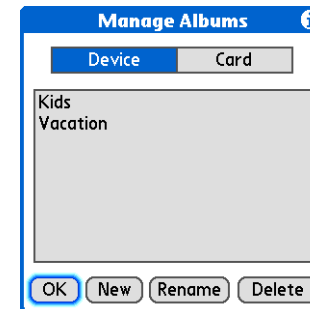
Open the Manage Albums screen:

- Open the menus** .
- Select Album, and then select Manage Albums.

**3**

Create an album:

- Select whether to create the album on your handheld or on an expansion card inserted into the expansion slot.
- Select New, enter the name of the new album, and select OK.
- Select OK on the Manage Albums screen.



➤ Continued

**\* Tip**


If you are not already in the album in which you want to add or remove photos or videos, select the pick list in the upper-right corner and select the album you want.

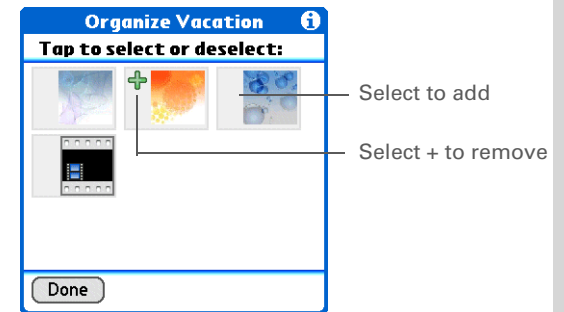
**\* Tip**

If the buttons don't appear when you're viewing a photo, make sure the photo is fully zoomed out by pressing Down on the 5-way. Tap the photo to return to the original view.

**4**

Add or remove photos or videos in albums:

- Select Manage Albums .
- Select a photo or video without a plus sign to add it to the album.
- Select a photo or video with a plus sign to the left to remove it from the album.
- Select Done.

**5**

Move photos or videos within albums:

- Tap the pick list in the upper-right corner and select the album in which you want to move photos or videos.
- Select the photo you want to move, and drag the stylus to move the photo or video to the desired location.

 Done

## Sending a photo or video using Bluetooth technology

[ ! ] **Before You Begin**  
Set up a Bluetooth connection on your handheld.

+ **Did You Know?**  
If you select Send before selecting a photo or video, a dialog box appears from which you can select the item you want to send.

+ **Did You Know?**  
There are other ways to send photos wirelessly. Attach a photo or video to an email message. Beam a photo or video to other Palm Powered™ devices. Copy a photo or video to an expansion card and then move the card to another device that accepts MultiMediaCard or SD cards.


You can easily share photos with family and friends. Use your handheld's built-in Bluetooth® wireless technology to wirelessly send photos and videos to other Bluetooth devices within range. Sending a file using Bluetooth technology can take some time, so be patient

**1**

Go to Favorites and select Photos & Videos .

**2**

Send a photo or video:

- Tap the pick list in the upper-right corner and select the album containing the photos and/or videos you want to send.
- Select the photo or video you want to send.
- Select Send .
- Select Bluetooth, and then tap OK.
- Select the device to which you want to send the photo or video, and then tap OK. The file is sent automatically.

↓ Done

## Beyond the basics

Click the link to the left to go to the *User Guide* on the web and learn about these related topics:

### User Guide

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### My Handheld

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### Support

If you're having problems with Media or with anything else on your handheld, go to [www.palmOne.com/support](http://www.palmOne.com/support).

### Media

- Viewing photos and videos as thumbnails, lists, albums, and slide shows
- Copying photos and videos to other applications or expansion cards
- Enhancing photos and videos on your desktop computer
- Deleting photos and videos
- Sending photos from the Media desktop application by using email

### Email

Sending photos and videos as attachments to email messages

# Listening to Music

## In this chapter

[Transferring MP3 files to an expansion card](#)

[Transferring music from a CD to an expansion card](#)

[Playing music on your handheld](#)

[Beyond the basics](#)

Are you tired of listening to small talk during that long commute on the bus or train? Do you need something smaller than a CD player when you're out for a walk or at the gym?

RealPlayer® lets you play music on your handheld. Simply transfer songs onto an expansion card (sold separately) and then listen through the built-in speaker or stereo headphones (sold separately).

**[ ! ] IMPORTANT** You need to purchase an SD or MultiMediaCard [expansion card](#) to save your music files and play them on your handheld.



## Benefits

- Listen to songs in the popular MP3 format
- No separate MP3, CD, or mini-disc player required
- Carry tiny expansion cards instead of CDs
- Be your own DJ



**[ ! ] Before You Begin**

(Windows only) Install RealPlayer on your computer. Insert the Tungsten™ E2 software installation CD and follow the onscreen instructions for installing extra software.

**\* Tip**


You can also use a card reader accessory (sold separately) to transfer MP3 files from your computer to your expansion card. Create an "SD\_Audio" folder on the card, and store your MP3 files in this folder.

## Transferring MP3 files to an expansion card

The RealPlayer software that comes with your handheld is compatible with the popular MP3 audio file format. If your MP3 files are already on your computer's hard drive, you need to transfer them to an expansion card to listen to them on your handheld.

**WINDOWS ONLY****1**

Prepare your computer and your handheld:

- a. **Connect your handheld and your computer to the USB sync cable.**
- b. **Go to Favorites** and then select Music .
- c. **Insert an expansion card** into your handheld.

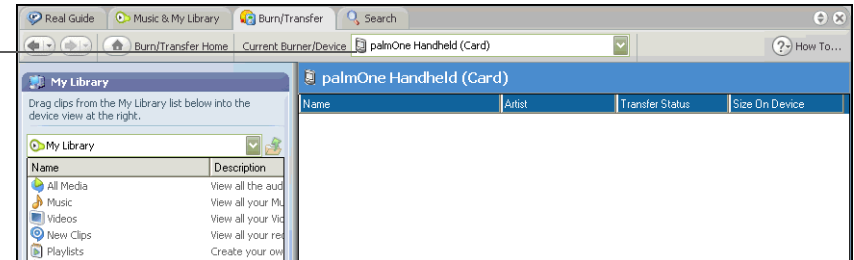
➤ **Continued**

## 2

Prepare RealPlayer on your computer:

- a. Open the RealPlayer application.
- b. Select palmOne Handheld (Card) from the Current Burner/Device drop-down list.

Select  
palmOne  
Handheld  
(Card)



## 3

Drag the music files from your desktop onto the palmOne Handheld window. The files are transferred to the Audio folder on your handheld's expansion card.

↓ Done

**\* Tip**

You can also use a card reader accessory (sold separately) to transfer MP3 files from your computer to your expansion card. Create an "SD\_Audio" folder on the card, and store your MP3 files in this folder.

**\* Tip**

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

**MAC ONLY****1**

Prepare your computer and your handheld:

- a. **Connect your handheld and your computer to the USB sync cable.**
- b. **Insert an expansion card** into your handheld.

**2**

Select the MP3 files you want to transfer:

- a. Drag and drop the MP3 files onto the Send to Handheld droplet in the palmOne folder.
- b. In the Send To Handheld dialog box, select your username and click OK.

**3**

**Synchronize your handheld with your computer.**

**NOTE** Be patient; transferring music to an expansion card can take several minutes.

↓ Done

## Transferring music from a CD to an expansion card

### + Did You Know?


An interactive tutorial on the Tungsten™ E2 software installation CD guides you through adding music. Insert the CD and go to the My Music section of the tutorial and select Add music from a CD.

If your songs are on a CD and you want to listen to them on your handheld, you need to use RealPlayer on your computer to convert and transfer the files.

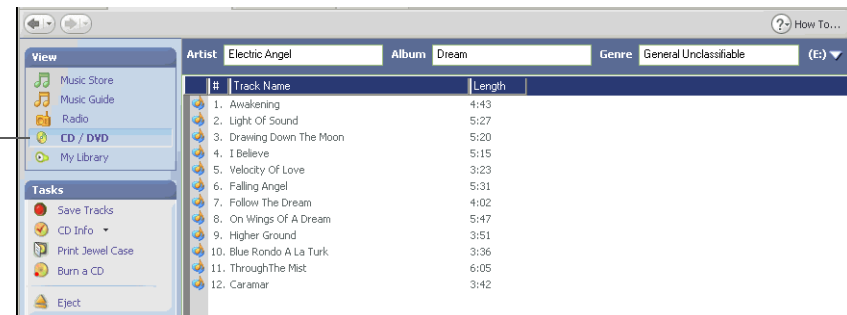
### WINDOWS ONLY

**1**

Access the music CD from RealPlayer on your computer:

- Double-click the RealPlayer icon  on your computer desktop.
- Insert the CD into your computer's CD drive.
- If the track listing does not appear, click Music & My Library, and then click CD/DVD in the View menu.

CD/DVD



➤ Continued

\* **Tip**

If you want to select only a few songs, click **Deselect All** and then click the check box next to the songs you want to select.

+ **Did You Know?**

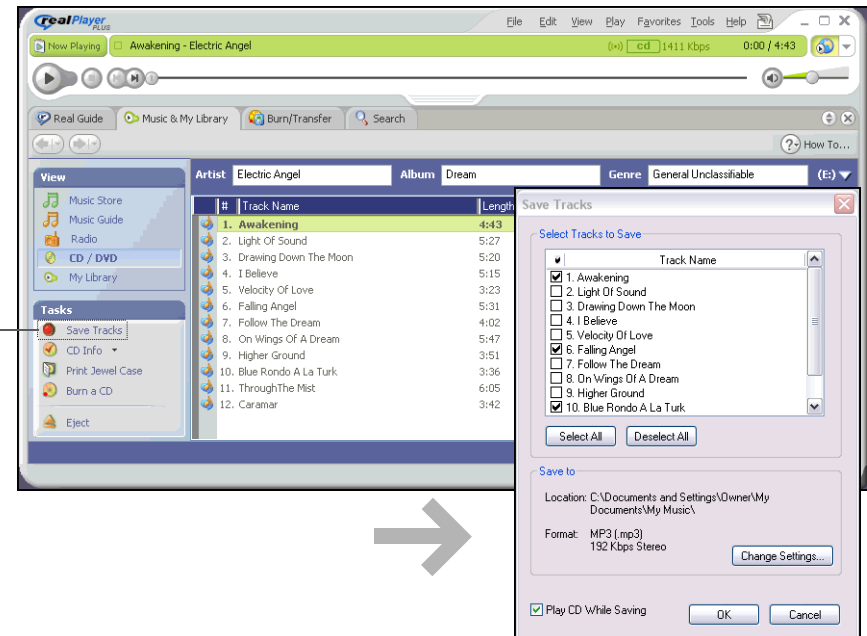
A 64MB expansion card holds about an hour of music (capacity varies with sampling rates).

2

Select the songs you want to add to your library:

- Click **Save Tracks**.
- Follow the onscreen instructions to select and copy tracks.

Save Tracks




➤ **Continued**

**\* Tip**

For tips on using RealPlayer on your computer, go to the Help menu in RealPlayer or visit [www.real.com](http://www.real.com).

**3**

Prepare your handheld:

- a. **Insert an expansion card** into your handheld.
- b. **Go to Favorites** and then select Music .
- c. **Connect your handheld and your computer to the USB sync cable.**

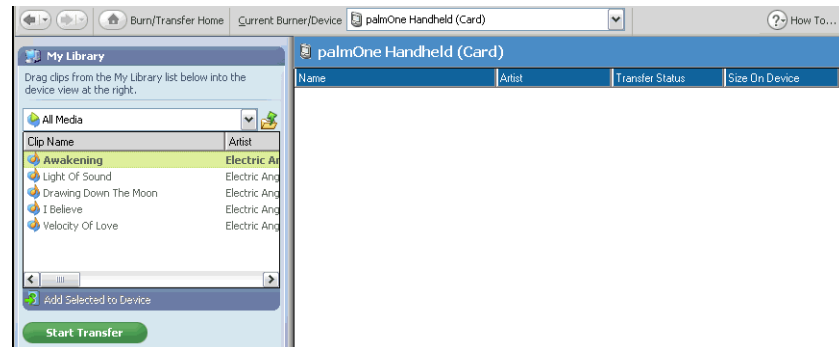
[ ! ] **IMPORTANT** Do not press the HotSync button on your cable.

➤ Continued

## 4

Select the songs you want to transfer:

- a. In RealPlayer on your computer, click Burn/Transfer.
- b. If necessary, select palmOne Handheld (Card) from the Current Burn/Transfer Device drop-down list.
- c. Drag the song files you want from the My Library window on the left into the palmOne Handheld window on the right.



➤ Continued

## 5

Transfer the selected songs to your handheld:

- a. Be sure your handheld is on and that RealPlayer is open. If RealPlayer is open, a green Connected light appears in the lower-left corner of RealPlayer on your computer.
- b. Click Start Transfer. When the transfer is complete, the tracks you selected should say "On Device." The files are transferred to the Music folder on your handheld's expansion card.

**[ ! ] IMPORTANT** Do not press the HotSync button on your cable. RealPlayer is transferring the files, so there's no need to do anything.



Done



## Playing music on your handheld

### \* Tip

For tips on using RealPlayer, [open the Options menu](#) and select Help.

### + Did You Know?


RealPlayer continues playing the songs in your list until it reaches the end of your list or until you tap the Stop button, even if your handheld screen is off.

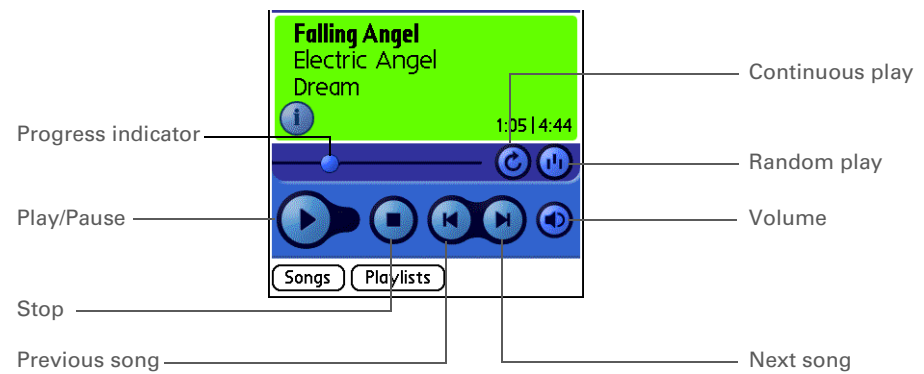
1

On your handheld, **go to Favorites** and then select Music .

2

Select a song to play:

- To play the current song, tap Play.
- To play a different song, tap Songs and select a song from the list.
- To play a song that is not located in the Songs list, **open the menus** , select Play Folder, and navigate to the song you want.



3

When you've finished listening, tap the Stop button.

↓ Done

## Beyond the basics

Click the link to the left to go to the *User Guide* on the web and learn about these related topics:

### RealPlayer

- Creating playlists by choosing which songs to play and the order to play them in
- Removing songs from an expansion card

### User Guide

For everything you need to know about your handheld—all that's in this guide, and much more—go to [www.palmOne.com/tungstene2-userguide](http://www.palmOne.com/tungstene2-userguide).

### My Handheld

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit [www.palmOne.com/mytungstene2](http://www.palmOne.com/mytungstene2).

### Support

If you're having problems with RealPlayer, with RealPlayer on your computer, or with anything else on your handheld, go to [www.real.com](http://www.real.com).

# Managing Your Tasks

## In this chapter

[Creating a task](#)

[Organizing your tasks](#)

[Marking a task complete](#)

[Beyond the basics](#)

Some of the most successful people in the world are also the busiest. When asked how they manage to do it all, busy people usually say, “I make lists.” The Tasks application on your handheld is the perfect place to make lists of the things you need to do. For important tasks that you can’t afford to forget, set the alarm.



## Benefits

- Set priorities
- Track deadlines
- Stay focused

## Creating a task

### \* Tip

If no task is currently selected, you can create a new task simply by starting to write in the input area.


### \* Tip

Set an alarm for the selected task. Tap Details, check the Alarm box, tap the Alarm box, enter the alarm settings, and then select OK.

### \* Tip

You can beam tasks to anyone who has a handheld with an IR port. Just **open the Record menu** and select Beam Item or Beam Category.

1

**Go to Applications** and select Tasks .

2

Create a task:

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


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

Due date

Long description

New task

Priority number

New Details...  ↓

Note button

3

**[ & ] OPTIONAL** Assign a priority and due date:

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



Done

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

## Organizing your tasks


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

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

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

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

1

**Go to Applications** and select Tasks .

2

In the Tasks list, select one of these options:

**All** Displays all your tasks.

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

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

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

Tasks	All	Date	Category
<input type="checkbox"/> 2 Distribute meeting notes		Due Today - 1	
<input type="checkbox"/> 1 Update project schedule		Last 7 Days - 2	
<input type="checkbox"/> 2 Oil change		Next 7 Days - 3	
<input type="checkbox"/> 1 Pay bills		Past Due - 1	
<input type="button" value="New"/> <input type="button" value="Details..."/> <input type="button" value="P"/>			

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

↓ Done


## Marking a task complete

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

### \* Tip

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

1


**Go to Applications** and select Tasks .

2

Check the box on the left side of the task.

↓ Done

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

New Details... 

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

## Beyond the basics

Click the link to the left to go to the *User Guide* on the web and learn about these related topics:

### User Guide

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### Support

If you're having problems with Tasks or with anything else on your handheld, go to [www.palmOne.com/support](http://www.palmOne.com/support).

### Tasks

- Creating repeating tasks for things you need to do at regular intervals, such as taking out the trash on Thursday night or filing a weekly status report
- Setting alarms when you use tasks as reminders
- Setting preferences to choose which tasks appear in the Tasks list, whether to track completion dates, and which alarm sound plays
- Storing extra information about a task by adding a note

### Privacy

Keeping tasks private by turning on security options

### Email

Sending tasks as attachments to email messages

### Sharing

- Beaming tasks to other Palm Powered™ devices
- Sending tasks to other Bluetooth® devices by using Bluetooth technology on your handheld

# Writing Memos

## In this chapter

[Creating a memo](#)

[Viewing and editing a memo](#)

[Beyond the basics](#)

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



## Benefits

- Store essential but hard-to-remember information
- Easily retrieve and share information




## Creating a memo

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

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

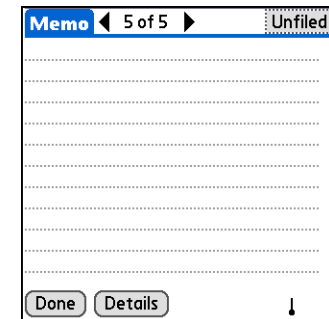
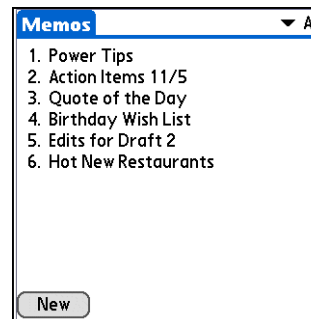
1


**Go to Applications** and select Memos .

2

Create a memo:

a. Select New.



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

c. Select Done.



**Done**

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

## Viewing and editing a memo

### \* Tip

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

### + Did You Know?

You can connect your handheld to a portable keyboard and type your memos on the go without carrying around a heavy laptop. You can purchase a variety of portable keyboards. Visit [www.palmOne.com/mytunstone2](http://www.palmOne.com/mytunstone2) and click the Accessories link.

### \* Tip

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

1

**Go to Applications** and select Memos .

2

View or edit the memo:

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

Memos

▼ All

1. Power Tips  
 2. Action Items 11/5  
 3. Quote of the Day  
 4. Birthday Wish List  
 5. Edits for Draft 2  
 6. Hot New Restaurants

New

➔

Memo

◀ 2 of 4 ▶
Unfiled

Action Items 11/5  
 \*call Larry about deadline  
 \*revise draft 2  
 \*get quote from printer

Done

Details

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

↓

Done

**User Guide**

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**Support**

If you're having problems with Memos or with anything else on your handheld, go to [www.palmOne.com/support](http://www.palmOne.com/support).

## Beyond the basics

Click the link to the left to go to the *User Guide* on the web and learn about these related topics:

**Memos**

- Deleting memos
- Sending memos to your computer by synchronizing, so you can cut text from a memo and paste it into an application such as Microsoft Word

**Categories**

Organizing memos by arranging them into categories and sorting them

**Privacy**

Keeping memos private by turning on security options

**Sharing**

- Beaming memos to other Palm Powered™ devices
- Sending memos to other Bluetooth® devices using the Bluetooth wireless technology on your handheld

**Email**

Sending memos as attachments to email messages

# Writing Notes in Note Pad

## In this chapter

[Creating a note](#)

[Viewing and editing a note](#)

[Beyond the basics](#)

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



## Benefits

- No learning curve
- Capture information in the moment
- A picture is worth a thousand words
- See reminders when you set alarms

## Creating a note

### [ ! ] Before You Begin

Make sure **Writing Area is turned off**. You cannot create or edit notes in Note Pad when full-screen writing is on.

### \* Tip

You can change the color of the pen and paper (background). From the Note Pad list screen, **open the Options menu**, select Preferences, and then tap Colors.


### \* Tip

Tap the pen selector to change the pen width or to select the eraser.

### + Did You Know?

You can set an alarm for a note to use it as a reminder.

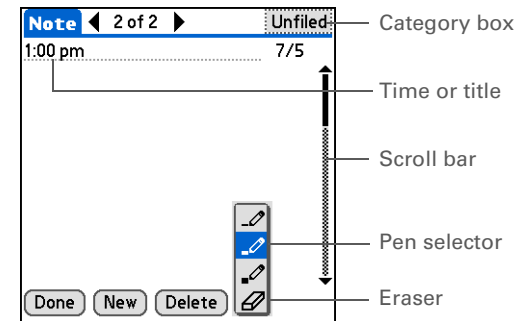
1

**Go to Applications** and select Note Pad .

2

Create a note:

- Use the stylus to write your note directly on the handheld screen.
- Select the time at the top of the screen and enter a title using **Graffiti® 2 writing** or the **onscreen keyboard**.
- Select Done.



Done

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


## Viewing and editing a note

### \* Tip

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

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

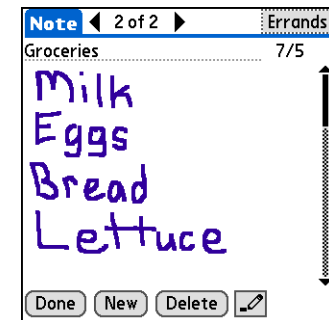
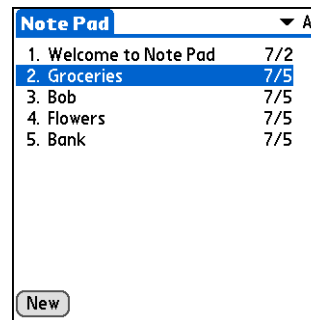
1

**Go to Applications** and select Note Pad .

2

Open the note:

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



3

Read or edit the note, and then select Done.

↓ Done

## Beyond the basics

Click the link to the left to go to the *User Guide* on the web and learn about these related topics:

### User Guide

For everything you need to know about your handheld—all that's in this guide, and much more—go to [www.palmOne.com/tungstene2-userguide](http://www.palmOne.com/tungstene2-userguide).

### My Handheld

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit [www.palmOne.com/mytungstene2](http://www.palmOne.com/mytungstene2).

### Support

If you're having problems with Note Pad or with anything else on your handheld, go to [www.palmOne.com/support](http://www.palmOne.com/support).

<b>Note Pad</b>	Setting alarms when you use notes as reminders
<b>Categories</b>	Organizing notes by arranging them into categories and sorting them
<b>Privacy</b>	Keeping notes private by turning on security options
<b>Sharing</b>	<ul style="list-style-type: none"><li>• Beaming notes to other Palm Powered™ devices</li><li>• Sending notes to other Bluetooth® devices by using Bluetooth wireless technology on your handheld</li></ul>
<b>Email</b>	Sending notes as attachments to email messages

# Making Wireless Connections

## In this chapter

[What can I do with the built-in Bluetooth wireless technology?](#)

[What types of connections can I make?](#)

[Entering basic Bluetooth settings](#)

[Setting up a phone connection](#)

[Accessing email and the web wirelessly](#)

[Setting up a connection for wireless synchronization](#)

[Beyond the basics](#)

Your handheld helps keep your world organized by storing contact information and documents, recording appointments, and so on. Now your handheld can actually connect you to the world—wirelessly, using Bluetooth® wireless technology. Need to make a phone call? Tap the number in Contacts, and your mobile phone begins dialing. How about browsing the web or sending an email message from your handheld—without a cable?

Your handheld's built-in Bluetooth functionality helps you easily set up wireless connections to a number of devices so you can enjoy the convenience of cable-free connectivity.



## Benefits

- Connect to your Bluetooth phone to send text or email messages or to access the web
- Reduce cable clutter by synchronizing wirelessly
- Connect to other devices to share files wirelessly



» **Key Term**

**Bluetooth** Technology that enables devices such as handhelds, mobile phones, and computers to connect wirelessly to each other.

[ ! ] **Before You Begin**

Any device you connect to must also be a Bluetooth device with Bluetooth features enabled. Check the user guide that came with the device for information on how to enable the Bluetooth features.

## What can I do with the built-in Bluetooth wireless technology?

**Connect to your Bluetooth phone to send text or email messages or to access the web.**

Whether you access the Internet or send text or email messages once a week or constantly throughout the day, wireless connectivity means that you can go online anytime by connecting by means of your mobile phone or your laptop connected to the Internet.

**Reduce cable clutter by synchronizing wirelessly.** Imagine your desk and workstation without cable clutter. Bluetooth wireless technology on your handheld replaces many of the connecting cables with a wireless connection for tasks such as synchronizing.

**Connect to other devices to share files wirelessly.** Wouldn't it be great if you could send files such as photos wirelessly or print wirelessly on a Bluetooth printer? Use the built-in Bluetooth wireless technology to set up connections to devices within approximately 30 feet of your handheld.

## What types of connections can I make?

With Bluetooth wireless technology, you can make connections using the following types of devices:


- To browse the Internet or access your email account, link through your desktop computer's network connection or establish a connection to a Bluetooth LAN Access Point.
- To access the Internet or an email account, connect to your mobile phone. To use a mobile phone, you must dial your ISP or sign up for an account with a high-speed wireless carrier.
- To send and receive text messages, connect to your mobile phone.
- To synchronize your handheld with your computer wirelessly, connect to your computer.
- To share files with another Bluetooth device such as a handheld or printer, form a trusted pair with that device.

## Entering basic Bluetooth settings

### » Key Term

**Discoverable** Setting that allows other devices to find and connect with your handheld using Bluetooth wireless technology. If your handheld is not discoverable, other devices cannot find it to make a connection. Your handheld must be powered on in order to be discoverable.

**1**

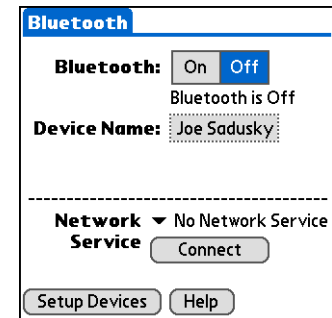
Go to Favorites and select Bluetooth .

**2**

Enter the basic Bluetooth settings:

- Select On.
- Tap the Device Name field and enter a name for your handheld. This is the name other Bluetooth devices see when they connect to your handheld. By default it is the username you use during synchronization, but you can change it.
- Select the Discoverable pick list and select Yes or No.

↓ Done




## Setting up a phone connection

**\* Tip**

If you receive a message that your phone is not ready to accept a connection, check to make sure that your phone is prepared to make a Bluetooth connection. See the instructions included with your phone.

**[ ! ] IMPORTANT** To set up a phone connection, you must have a GSM or GPRS mobile phone enabled with data services.

**1**

**Go to Favorites** and select Bluetooth .

**2**

Select Setup Devices, select Phone Setup, select Phone Connection, and then select Next.

 **Continued**

**3**

Select the phone you want to connect to:

- a. Select the Manufacturer and Model pick lists, select the correct entries for your phone, and then select Next.
- b. The Connection Setup screen displays all Bluetooth phones within range. If your phone did not show up on the discovery results, select Find More to search again.

If the phone still does not appear, check if your phone is Bluetooth discoverable. See the instructions included with your phone.

If the phone still does not appear on the list, check for phone compatibility on [www.palmOne.com/bluetooth](http://www.palmOne.com/bluetooth). Try selecting Other in the Manufacturer or Model pick list.

- c. Select the phone you want, select OK, and then select Next again.

**NOTE** Not all features are available if your specific phone model is not in the pick list.

➤ **Continued**

## » Key Term

**Passkey** Like a password, the passkey is a security measure. Connections can happen only between your handheld and a device that has the same passkey. For example, to connect to your mobile phone, you need to enter the same passkey on your handheld and on your phone.

## » Key Term

**Trusted pair** Two devices—for example, your handheld and your mobile phone—that can connect to each other because each device can find the same passkey on the other device. Once you form a trusted pair with a device, you do not need to enter a passkey to connect with that device again.

4

Enter a passkey:

- a. Enter a passkey number. This can be any number you choose; it does not have to be, for example, a password you use to access a network or an email account.

[ ! ] **IMPORTANT** You must enter the same passkey on your handheld and your mobile phone in order to connect to your phone.

- b. Select OK.

5

Finish phone connection setup and begin network setup:

- a. Select Done, and then select Yes.

**NOTE** If you want to use your phone connection only to dial phone numbers from your handheld or send text messages, select Done and then select No. You have finished setup.

- b. Select Next.

6

Begin network setup:

- a. Select the pick list, select Yes or No, and then select Next. If you select Yes, go to step 7. If you select No, go to step 8.

➤ **Continued**

## » Key Term

**GPRS** Acronym for General Packet Radio Service, a method of sending information wirelessly at high speeds. Select Yes in step 6 only if you have a GPRS account for your mobile phone.

## \* Tip

Contact your ISP (for example, AOL or Earthlink) if you are not sure about any of the items to enter in step 8.

**7**

If you selected Yes in step 6:

- a. Select the pick lists and select the correct information for your cellular carrier.
- b. Select Next, and then select Done.

**8**

If you selected No in step 6:

- a. Select Next.
- b. Enter the phone number you use to dial in to your Internet service provider and the username for your dial-up account.
- c. Tap the Password box, enter your account password, and select OK. This is the password you use to access your dial-up account; it is not your passkey.
- d. Select Next, and then select Done.

**Done**

See the next procedure for steps on using your phone connection to browse the web or send and receive email messages.

## Accessing email and the web wirelessly

After you set up a connection with a mobile phone, you can send and receive email or browse the web wirelessly using this connection.


**NOTE** Bluetooth functionality must be on if you want to use wireless features. You must also set up an email account on your handheld before you can send or receive email messages.

**1**

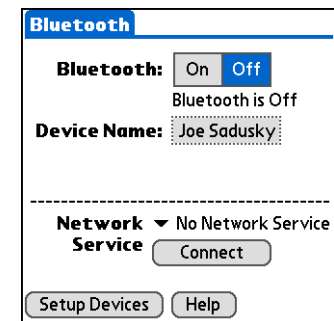
Open the **email application** or the **web browser**.

**2**

Verify Bluetooth status:

- a. **Go to Favorites** and select Bluetooth .
- b. Make sure On is selected.

➤ **Continued**



## » Key Term

**Service** Way of connecting to a mobile phone to send information wirelessly, for example, through a high-speed (GPRS) carrier or a dial-up account with an Internet service provider (ISP).

## \* Tip

When you enter a URL in the web browser or select Get and Send in the VersaMail® application, a connection automatically initiates with the last used service.

**3**

Connect to your phone:

- a. Select Prefs from the Bluetooth status screen.
- b. On the Bluetooth preferences screen, select the Network Service pick list and select the service that you want to use to connect to the Internet. If you **set up a phone connection**, the name of the service you configured is listed.
- c. Select Connect.

**Done**

You are now ready to send and receive email messages or to browse the web.



## Setting up a connection for wireless synchronization

### WINDOWS ONLY


#### \* Tip

To open HotSync® Manager on your computer in step 2 of the onscreen instructions (see procedure step 3b, below), click the HotSync Manager icon on the taskbar in the lower-right corner of your computer screen.

#### \* Tip

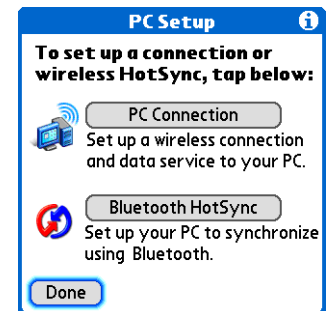
After the first time you set up a connection and wirelessly synchronize with a computer, you can synchronize with that computer at any time by choosing its device name from the Service pick list and tapping Connect.

# 1

**Go to Favorites** and select Bluetooth .


# 2

Select Setup Devices, select PC Setup, select Bluetooth HotSync, and then select Next.



# 3


Set up a connection for wireless synchronization:

- Follow the onscreen instructions for steps 1–3, selecting Next after each step.
- Select Launch HotSync Manager in step 4.
- Select HotSync  to synchronize your handheld with your computer.

↓ Done

## MAC ONLY

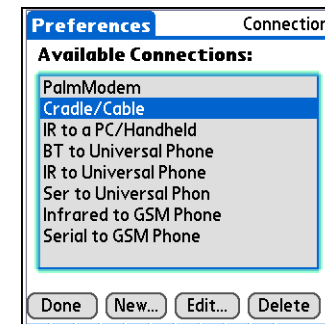
1

**Go to Applications** and select Prefs .

2

Open the Edit Connection screen:

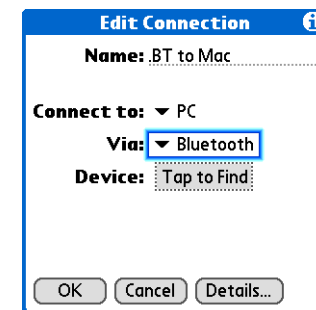
- From the Communications Preferences list, select Connection.
- Tap New.



3

Set up the connection to your computer:

- Enter a name for the connection, such as BT to Mac.
- Select the Connect to pick list and select PC.
- Select the Via pick list and select Bluetooth.



➤ Continued

**\* Tip**

Just as it is safer to use different personal identification numbers (PINs) for different bank accounts, your passkeys are more secure if you use a different passkey for each device with which you want to connect—one passkey for a connection to a phone, a different one for a connection to a computer, and so on. Just remember that you must enter the same passkey on your handheld and on the device with which you want to connect.

**Cont'd.**

- d. Make sure the computer is ready to accept a Bluetooth connection.

**NOTE** See the documentation included with the computer for information on how to prepare it to accept a Bluetooth connection. The documentation might refer to a Bluetooth connection as a Bluetooth pairing or a Bluetooth link.

- e. Select the Device box.

**4**

Select the computer:

- a. When the Discovery Results screen appears, select your computer. If your computer does not appear on the list, select Find More.
- b. Select OK.

**5**

**[ & ] OPTIONAL** If prompted, enter a passkey:

- a. Enter a passkey number. This can be any number you choose; it does not have to be, for example, a password you use to access a network or an email account.



**[ ! ] IMPORTANT** You must enter the same passkey on your handheld and your computer in order to wirelessly synchronize with your computer.

- b. Select OK.

**➤ Continued**

## 6

Synchronize your handheld with your computer:

- a. **Go to Applications** and select HotSync .
- b. Make sure Local is selected, and select the connection you created in step 3 from the pick list.
- c. Select HotSync .

↓ Done

## Beyond the basics

Click the link to the left to go to the *User Guide* on the web and learn about these related topics:

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### My Handheld

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit [www.palmOne.com/mytungstene2](http://www.palmOne.com/mytungstene2).

### Support

If you're having problems with your handheld's wireless capabilities or with anything else on your handheld, go to [www.palmOne.com/support](http://www.palmOne.com/support).

### Connecting

- Connecting to the Internet through your Bluetooth desktop computer to access the web wirelessly
- Connecting with a network using a Bluetooth Access Point to access the Internet and send and receive email messages
- Connecting to your Bluetooth phone by means of the infrared port on your handheld
- Setting the Bluetooth options on your handheld to allow your handheld to wake up and receive an incoming connection request when turned off

# Sending and Receiving Email Messages

## In this chapter

[Setting up an account](#)

[Getting and reading email](#)

[Sending an email message](#)

[Working with attachments](#)

[Beyond the basics](#)

You already know how efficient email is for staying in touch with personal and business contacts. Now the VersaMail® application brings you a new level of convenience: email on the go. Enjoy the ease and speed of communicating with friends, family, and colleagues anywhere you can make an Internet connection.



You can email photos to your friends and family. Or, use Documents on your handheld to create Microsoft Word or Excel files, and send them to your colleagues. You can also receive any of these file types as attachments to view and edit at your convenience. You can also synchronize email messages on your handheld with email on your desktop computer.

## Benefits

- Access email on the go
- Send and receive photos, sound files, Word and Excel files, and more
- Save messages from your computer to view at a convenient time

## Setting up an account

### [ ! ] Before You Begin

Install the VersaMail software. Insert the CD and follow the onscreen instructions for installing extra software.


### » Key Term

**Protocol** Settings your email provider uses to receive email messages. Most providers use the Post Office Protocol (POP); a few use the Internet Message Access Protocol (IMAP).

### \* Tip


If your email provider appears on the Mail Service pick list, you don't need to select a protocol. The correct protocol is automatically displayed.

**1**

**Go to Applications** and select VersaMail .

**2**

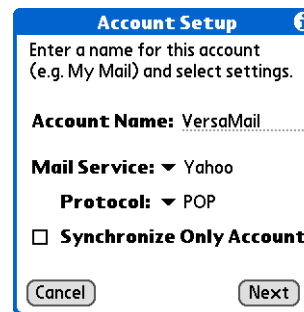
Open the Account Setup screen:

- Open the menus** , select Accounts, and then select Account Setup.
- Select New.

**3**

Enter the basic account information:

- In the Account Name field, enter a descriptive name.



➤ Continued

\* **Tip**

Your username is usually the part of your email address appearing before the @ symbol, not your entire email address. Check with your ISP if you are not sure what username to enter.

+ **Did You Know?**

Your incoming mail server is also called your POP or IMAP server; your outgoing mail server is also called your Simple Mail Transfer Protocol (SMTP) server.

\* **Tip**

If you checked the Synchronize Only Account box in step 3, you need to **configure this account on your computer** before you can send or get email messages.

**Cont'd.**

- b. Select the Mail Service pick list, and then select your email provider. Select Other if your provider is not listed.
- c. If you chose Other, select the Protocol pick list, and then select POP or IMAP.
- d. Check the box if you intend *only* to synchronize email for this account on your handheld with a mail program on your computer such as Microsoft Outlook, Outlook Express, or Lotus Notes. If you intend to *ever* send or receive email for this account wirelessly from your handheld (even if you will also synchronize email), leave the box unchecked.
- e. Select Next.

**4**

Enter the account username and password:

- a. Enter the username you use to access your email.
- b. Select the Password box, enter your email account password, and then select OK.
- c. Select Next.

➤ **Continued**



**\* Tip**

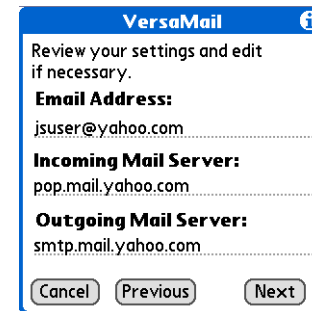
Check with your email service provider for the names of your incoming and outgoing mail servers.

**5**

Enter your email address and mail server info:

**NOTE** If you chose a common email provider from the Mail Services pick list on the Account Setup screen, this screen is already filled in.

- a. Enter your email address.
- b. Enter the names of your mail servers.
- c. Select Next.



**VersaMail** ⓘ

Review your settings and edit if necessary.

**Email Address:**  
jsuser@yahoo.com

**Incoming Mail Server:**  
pop.mail.yahoo.com

**Outgoing Mail Server:**  
smtp.mail.yahoo.com

Cancel Previous Next

**6**

Select Done.

↓ Done

## Getting and reading email

### \* Tip

If you checked the Synchronize Only Account box, you must **synchronize your handheld with your computer** to download messages to your handheld.


### + Did You Know?

You can set up your handheld to **automatically check for and download** new email messages.

### \* Tip


If you select Messages, the first 5KB of each message is downloaded. You can **change the maximum size** for downloaded messages in the VersaMail preferences.

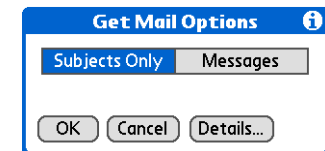
1

**Go to Applications** and select VersaMail .

2

Choose whether to get message subjects only or full messages:

- Open the menus** , select Accounts, and then select the account you want.
- Select Get Mail or Get & Send.



- In the Get Mail Options dialog box, select Subjects Only to download subjects only, or select Messages to download entire messages.
- Select OK.
- Select OK again if prompted.

3

In the Inbox, select the message to read it.

 Done

## Sending an email message

### \* Tip

If you checked the Synchronize Only Account box, you must **synchronize** so that messages you compose on your handheld can be sent out through your computer's email application.


### + Did You Know?

You can set up your handheld to **automatically try resending** any messages that are not sent correctly the first time.

### + Did You Know?


When you put addresses in the copies (cc:) field, they are visible to all other recipients. Addresses in the blind copies (bcc:) field are hidden from all other recipients.

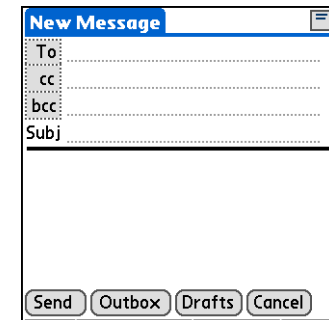
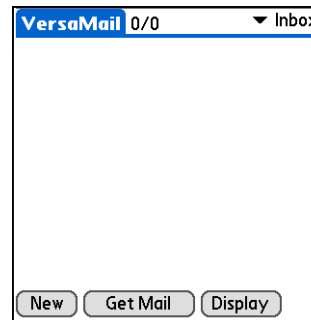
1

**Go to Applications** and select VersaMail .

2

Send email:

- a. **Open the menus** , select Accounts, and then select the account you want.
- b. Select New.



- c. In the To field, enter the recipient's email address. For multiple recipients, type a semicolon (;) between recipient names.
- d. In the Subj field, enter the subject of your email. In the area below the Subj line, enter the text of your email.
- e. Select Send.

 Done

## Working with attachments

You can easily download, view, save, and send attachments with email messages. Among the attachment types you can download and work with are Word documents, Excel spreadsheets, web pages, photos and videos, contacts, appointments, and tasks.

### Downloading an attachment to your handheld

In the message list, a paper clip on a message's envelope icon indicates that the message has an attachment that has been downloaded. You can view, edit, install, or save an attached file, depending on the file type.

**+ Did You Know?**  
When you see both a red paper clip icon and the More button in the Message screen, that means that some attachments to this message were downloaded, but others remain to be downloaded.

**\* Tip**  
If you choose to get messages by subject only, tap More for each downloaded message to view the body of the email message plus any attachments, up to the maximum message size.

1

In the Inbox, tap the message with the attachment.

➤ Continued

Paper clip

Speakeas 5/5		Inbox
✧	Les Newman	5:36a
	revised instructions for creatin...	
✧	Travis Washington	5:30a
	these are funny	
✧	Angela Yee	5:28a
	review comments	
✧	Travis Washington	5:24a
	cool site	
✧	monica_Jewis	3:33a
	ALC Account Form Reminder	
New		Get Mail
		Display

### + Did You Know?

The maximum message size you can download is 60KB for the body text and approximately 5MB total, including attachments. If an attachment is too large, it cannot be downloaded to the handheld. You can download a maximum of ten attachments for any received messages, regardless of message size.

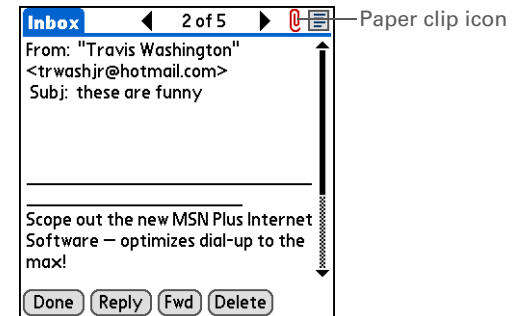
### \* Tip

Because large messages can take up a lot of space on your handheld, the VersaMail application displays the size and asks if you want to continue downloading any message that exceeds your maximum message size, up to a total size of 5MB. Select Yes to download the message and any attachments.


## 2

Open the attachment(s):

- Tap the red paper clip icon in the upper-right corner.
- Select the attachment you want, and then select View, Install, or Unzip, depending on the attachment file type. Or select Save to save the attachment to an **expansion card**. If you select View and the Viewer pick list appears, select the application you want to use to view the attachment.



## 3

When you finish with the attachment, select Done to return to the Attachments dialog box. If there is no Done button, tap Home  and select VersaMail to return to the Inbox of the account you were in.

 Done

## Attaching a file from your handheld

You can attach files on your handheld to email messages you send. For example, you can attach photos or videos, Word documents, Excel spreadsheets, and entries from Contacts or Calendar.

### + Did You Know?


The maximum size message you can send is 60KB for the body text and approximately 5MB of total data for any attachments. The maximum number of attachments for any email message is ten, regardless of the attachments' total size.

### \* Tip

Repeat step 2 to attach more than one file to a message. To remove an attachment, select the file in the Attachments box, and then select Delete.

1

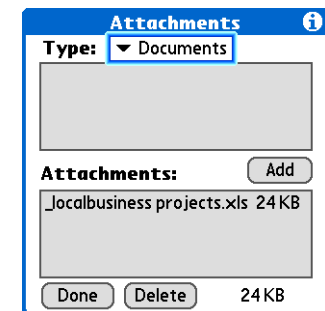
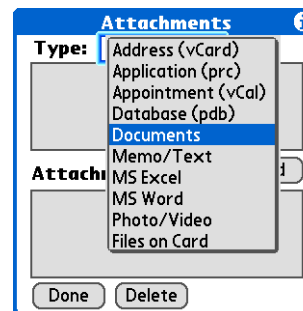
Open the Attachments screen:

- On the message screen, **open the menu** .
- Select Options, and then select Attachment.

2

Attach the file:

- Select the Type pick list, and then select the file type. Or select to browse files on an expansion card.



- Select the file that you want to attach, select Add or Attach, and then select Done.

↓ Done

**User Guide**

For everything you need to know about your handheld—all that's in this guide, and much more—go to [www.palmOne.com/tungstene2-userguide](http://www.palmOne.com/tungstene2-userguide).

**My Handheld**

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit [www.palmOne.com/mytungstene2](http://www.palmOne.com/mytungstene2).

**Support**

If you're having problems with the VersaMail application or with anything else on your handheld, go to [www.palmOne.com/support](http://www.palmOne.com/support).

## Beyond the basics

Click the link to the left to go to the *User Guide* on the web and learn about these related topics:

**Email**

- Using the VersaMail application with Microsoft Outlook on your computer
- Setting basic email preferences such as changing the maximum message size, adding a signature to outgoing messages, and downloading files attached to email messages
- Using a virtual private network (VPN) to get and send email over your company's network
- Editing and deleting an email account
- Automatically retrieving email on your handheld
- Automatically trying to resend messages that weren't sent the first time
- Customizing your Inbox display options such as message summary view and font size and colors for read and unread mail
- Synchronizing email messages on your handheld with email messages on your computer

**Customizing**

Setting preferences for connecting to a network

# Sending and Receiving Text Messages

## In this chapter

[Sending a text message](#)

[Viewing a text message](#)

[Beyond the basics](#)

If you need to get a short message to a friend or co-worker fast, send a text message from your handheld by means of your mobile phone (GSM phone required; sold separately) to their mobile phone. Messaging is a popular way for people to stay connected using the text messaging features of their mobile phone.



## Benefits

- Enjoy quick communication
- Use text messaging to chat with friends



## Sending a text message


### [ ! ] Before You Begin

**Set up a phone connection** on your handheld to send and receive information wirelessly.

### » Key Term

**SMS** A type of message that can be received by most mobile phones. More commonly known as text messaging.

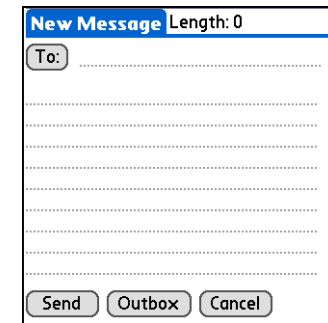
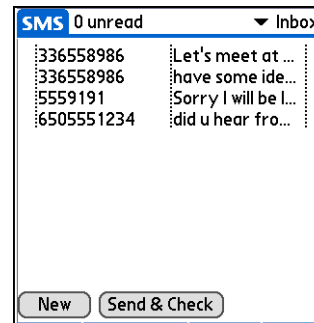
1

**Go to Applications** and select SMS .

2

Send a text message:

a. Select New.



- b. Select To. Select the recipient's name if it appears on the Mobile Number Lookup list, and then select Add. If the name does not appear on the list, select Cancel and enter the recipient's mobile phone number on the To line.
- c. In the area below the To line, enter the text of your message.
- d. Select Send.


 Done

## Viewing a text message

**\* Tip**

Use the buttons at the bottom of the message screen to reply to or delete a message after you open it.

**1**

**Go to Applications** and select SMS. 

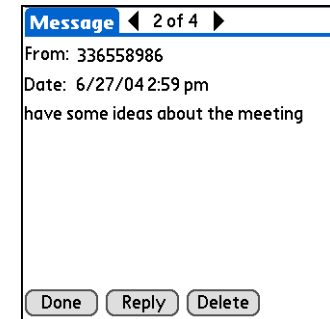
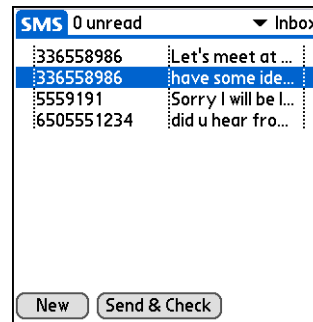
**2**

Select Send & Check.

**3**

Read a message:

a. Select the message to open it.



b. Read the message, and then select Done.

 **Done**

## Beyond the basics

Click the link to the left to go to the *User Guide* on the web and learn about these related topics:

### SMS

- Replying to and deleting messages you receive
- Setting preferences for receiving messages
- Hearing an alert when you receive a message

### Customizing

Setting preferences for connecting to a network

### User Guide

For everything you need to know about your handheld—all that's in this guide, and much more—go to [www.palmOne.com/tungstene2-userguide](http://www.palmOne.com/tungstene2-userguide).

### My Handheld

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit [www.palmOne.com/mytungstene2](http://www.palmOne.com/mytungstene2).

### Support

If you're having problems with SMS or with anything else on your handheld, go to [www.palmOne.com/support](http://www.palmOne.com/support).

# Browsing the Web

## In this chapter

[Accessing a web page](#)

[Beyond the basics](#)

You use the web for so many things: checking email, finding driving directions, getting news, buying gifts. Now you can take the web with you almost anywhere you go. Make an Internet connection through your mobile phone, and the web browser opens the entire web to you.



## Benefits

- Carry the web with you
- View web pages in a handheld-friendly format
- Store pages for offline viewing

## Accessing a web page


### [ ! ] Before You Begin

To browse the web, you must **set up a connection to the Internet** from your handheld.

### » Key Term


**URL** Stands for “uniform resource locator,” the technical name for a web address. For example, the URL for Yahoo! is `http://www.yahoo.com`.

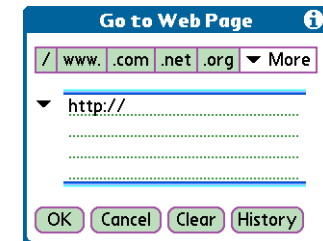
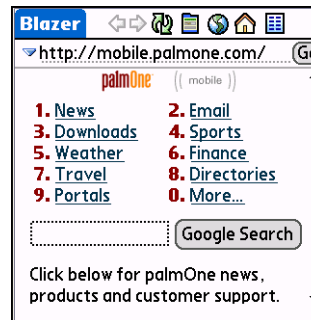
1

**Go to Applications** and select Web .

2

Go to the web page you want to view:

a. Select Go to Web Page .



- b. Enter the address of the web page you want to visit. Use the buttons in the Go to Web Page dialog box for quick entry of characters commonly used in web addresses. If you have previously visited a web page, the web browser recognizes the address when you begin entering it and automatically completes it.
- c. Select OK.

↓ Done

## Beyond the basics

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### Support

If you're having problems with the web browser or with anything else on your handheld, go to [www.palmOne.com/support](http://www.palmOne.com/support).

### Web

- Refreshing a page to see updated information
- Using a bookmark for quick access to your favorite web pages
- Returning to a web page you just visited or to your home page
- Downloading a file from a web page
- Changing your start and home pages

### Customizing

Setting preferences for connecting to a network

# Expanding Your Handheld

## In this chapter

[What type of expansion cards can I use?](#)

[How can expansion cards help me?](#)

[Removing an expansion card](#)

[Inserting an expansion card](#)

[Beyond the basics](#)

A Chinese proverb says, “Life just gives you time and space; it's up to you to fill it.” But doesn't it always seem that no matter how much space you have, you still need more?

Expansion cards (sold separately) provide a compact and limitless answer to the storage dilemma. When one card becomes full, simply use another card. To enjoy some aspects of your handheld, such as listening to music, you need to use expansion cards. Also use expansion cards to install and run cool games and other types of software, from dictionaries to travel guides, on your handheld.



## Benefits

- Listen to music
- Back up info
- Add more games and other software
- Add accessories
- Store all your info

**» Key Term**

**SDIO** An acronym for Secure Digital input/output.

**\* Tip**

Looking for a handy way to carry your expansion cards? You can purchase a variety of carrying cases. Visit [www.palmOne.com/mytunstene2](http://www.palmOne.com/mytunstene2) and click the Accessories link.

## What type of expansion cards can I use?

Your handheld is compatible with SDIO, SD, and MultiMediaCard expansion cards. SDIO expansion cards let you add accessories to your handheld. SD and MultiMediaCard expansion cards let you store information and applications.

## How can expansion cards help me?

**Listen to music.** Store songs on expansion cards and use the included **RealPlayer software** to listen to music on your handheld.

**Back up info.** Make a copy of your important information for safekeeping in case your handheld becomes damaged or is stolen.

**Add games and other software.** Purchase popular games, dictionaries, travel guides, and more. To check out the variety of expansion cards available for your handheld, visit [www.palmOne.com/mytunstene2](http://www.palmOne.com/mytunstene2) and click the Accessories link.

**Add accessories.** Attach SDIO accessories, such as a presentation module, to your handheld.

**Store all your info.** Never worry about running out of space on your handheld. Purchase as many expansion cards as you need to store your music, photos, videos, and other information. Expansion cards come in a variety of capacities, and they're very small, easy to store, and affordably priced.



## Removing an expansion card

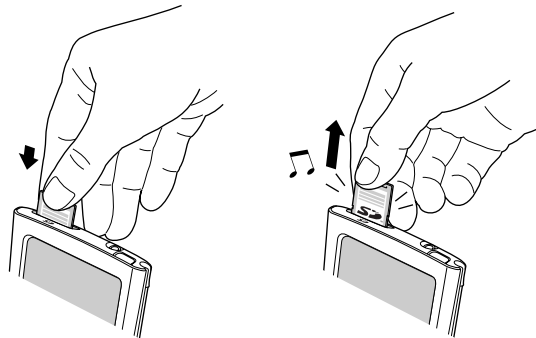
**\* Tip**

To prevent damaging the card and the info on it, always wait for your handheld to finish writing to the expansion card before you remove the card from the slot.

**NOTE** Your handheld comes with a dummy card inserted into the expansion card slot. You must remove this card before you can put a real card into the slot.

**1**

Push lightly against the card with your thumb until you hear the confirmation tone.



**2**

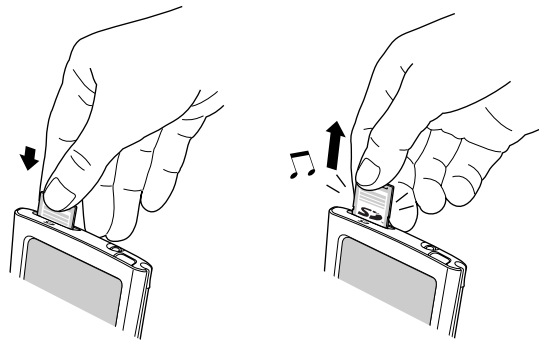
Slide the card out of the expansion slot.

↓ Done

## Inserting an expansion card

**1**

Insert the card into the expansion slot with the label side facing the front of the handheld.

**2**

Push the card in with your thumb until you feel the card “click” in place and hear the confirmation tone.

**NOTE** No confirmation tone? Check the [Sounds & Alerts Preferences](#) to make sure the System Sound setting is turned on.

↓ Done

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### Expansion Cards

- Opening applications that are stored on expansion cards
- Copying applications between your handheld and an expansion card
- Deleting applications and other files from an expansion card
- Reviewing information about the contents of an expansion card using the Card Info application
- Naming an expansion card so you can easily identify its contents

### Moving and Managing

Adding applications from your computer to an expansion card, and installing other files such as music

### Sharing

- Exchanging applications and information with other Palm Powered™ devices by exchanging cards or beaming items between handhelds
- Sending applications and information to other Bluetooth® devices by using Bluetooth wireless technology on your handheld

# Customizing Your Handheld

## In this chapter

[Setting the date and time](#)

[Preventing your handheld  
from turning on by accident](#)

[Changing the screen fonts](#)

[Changing the background of  
your screen](#)

[Correcting problems with  
tapping](#)

[Selecting sound settings](#)

[Changing entries in Favorites](#)

[Beyond the basics](#)

Although customizing your handheld is optional, it's like changing the preset radio stations in your car. Since you're probably not driving around with the dealer's preset radio stations, why not personalize your handheld, too?

You can easily customize the sound levels, fonts, and screen colors on your handheld by using preferences and menus. And preference settings can help extend the life of your handheld's battery.



## Benefits

- Access applications quickly
- Conserve power
- Enjoy your handheld more
- Make your screen easy to read

## Setting the date and time


### \* Tip

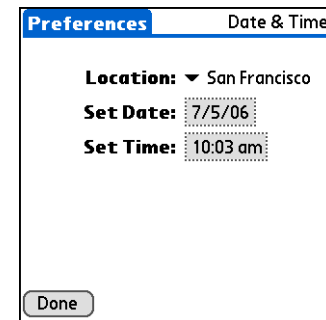
You can rename the location to the city where you live. Tap the Name field, and then modify the location name.

You can set the current date and time based on your location. These settings are used by all the applications on your handheld that require a date, time, or location.

# 1

Open Date & Time Preferences:

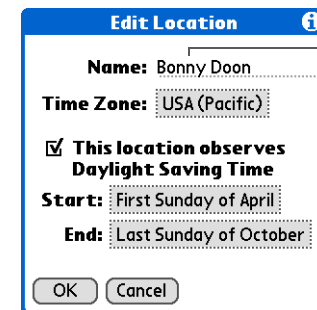
- a. **Go to Applications.**
- b. Select Prefs .
- c. Select Date & Time.



# 2

Select the location:

- a. Tap the Location pick list, and select a city in your time zone. No nearby city? Select Edit List and do steps b–c.
- b. Tap Add.
- c. Select a city in your time zone, and then select OK. Select OK again, and then select Done.



Name field

➤ Continued

**3**

Set the date:

- Tap the Set Date box.
- Tap the arrows to select the current year.
- Tap the current month.
- Tap the current date.

Year  
arrows**4**

Set the time:

- Tap the Set Time box.
- Tap the hour and minute boxes, and then tap the arrows to change them.
- Tap AM or PM, and then select OK.

**5**

Select Done.

Done

## Preventing your handheld from turning on by accident

Does your handheld turn itself on accidentally in your briefcase, pocket, or purse? You can lock the buttons on the front of your handheld so you prevent this from happening and don't drain the battery.

### \* Tip


When Keylock is on, your handheld does not respond when you press the buttons on the front of your handheld. To use your handheld again, slide the power button to the right and then tap Deactivate Keylock.

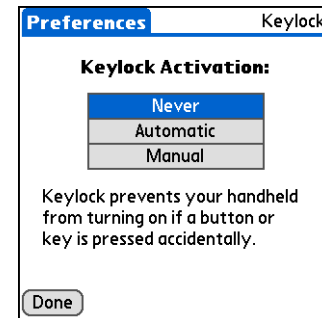
### + Did You Know?

You can use **Owner Preferences** to enter your name, address, and phone number. If you also turn on **Security settings**, your Owner info appears when you turn on your handheld. This could help someone contact you if you ever lose your handheld.

**1**

Open Keylock Preferences:

- a. **Go to Applications.**
- b. Select Prefs .
- c. Select Keylock.

**2**

Select one of these settings, and then select Done.

**Never** Keylock always remains off.

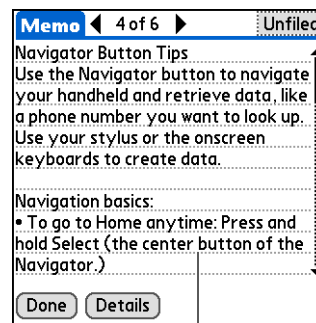
**Automatic** Keylock turns on automatically when you turn off your handheld or when your handheld goes to sleep.

**Manual** Keylock turns on when you hold down the power button until the system sound confirms that Keylock is on.

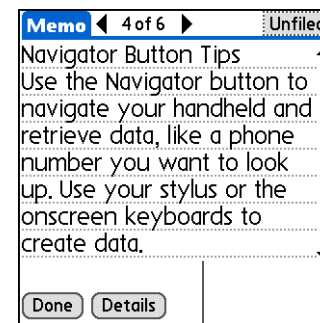
↓ Done

## Changing the screen fonts

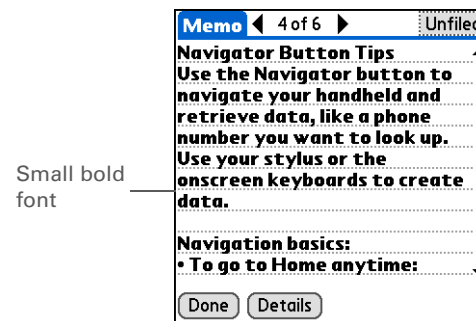
In many applications, you can change the font style to make text easier to read. There are four font styles available in applications that let you change the font style.



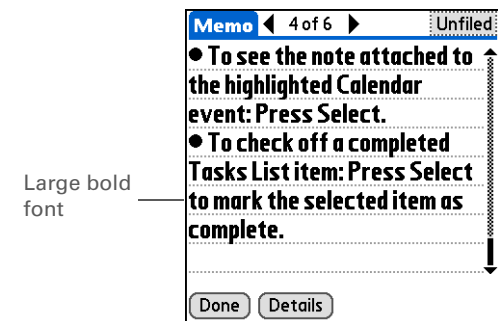
Small font



Large font



Small bold font




Large bold font



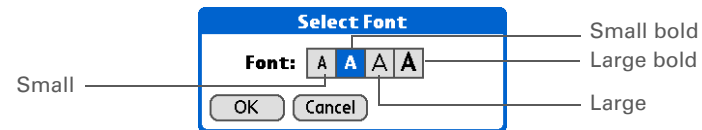
**1**

Open the Select Font dialog box:

- a. **Go to Applications.**
- b. **Open the menus** .
- c. Select Options, and then select Font.

**2**

Tap the font style you want to use, and then select OK.







↓ Done

## Changing the background of your screen

Use your favorite photos as the background for the Favorites and Applications Views and the Agenda View in Calendar. Choose the same photo for all screens or make them different.

### 1

Open the Display Options dialog box:

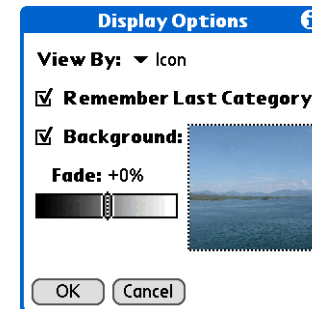
- a. Tap Star  to open Favorites, or tap Home  to open Applications. Or, press the Calendar  button for Agenda View.
- b. **Open the menus** .
- c. Select Options, and then select Display Options. For Favorites, select Options, and then select Preferences.

### 2

Select a photo:

- a. Check the Background box.
- b. Tap the photo thumbnail and select a photo.
- c. Adjust the fade setting so that text and icons are easy to see against the photo.
- d. Select OK.

 **Done**



**NOTE** The screen for selecting a background photo appears differently in each of the three applications. The Applications Display Options screen is shown here.

## Correcting problems with tapping


» **Key Term**  
**Touchscreen** Another name for your handheld's screen and its internal circuitry.

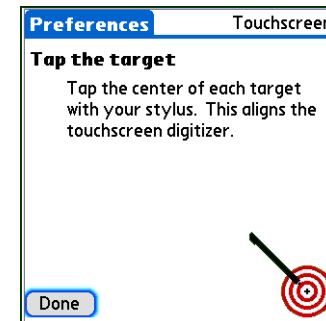
\* **Tip**  
If your screen is not responding to taps, use the 5-way navigator to open Touchscreen Preferences.

Is your screen not responding to taps? Are you getting unexpected results when you tap? For example, when you tap the number keyboard icon, does the Find dialog box open instead? If this happens, it's time to align the screen.

**1**

Open Touchscreen Preferences:

- a. **Go to Applications.**
- b. Select Prefs .
- c. Select Touchscreen.

**2**

Tap the targets on the screen as precisely as possible, and then select Done.

**NOTE** You need to tap at least three targets—maybe more if you don't tap carefully.

↓ Done

## Selecting sound settings


Are sounds too soft or too loud? Set the volume levels for the system, game, and alarm tones, or turn sounds off altogether with the Silent profile.

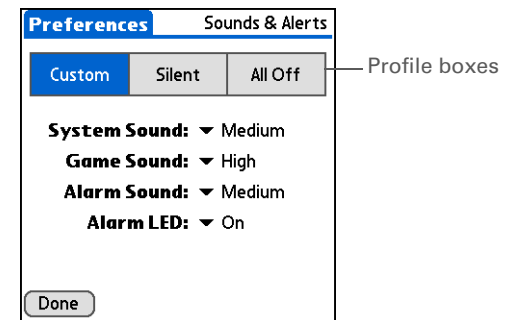
**\* Tip**  
You can choose different types of sounds for Calendar, Tasks, and World Clock. Go to the application, open the Options menu, and then select Preferences.

**+ Did You Know?**  
When you connect headphones to your handheld, the external speaker is automatically silenced, the Sounds & Alerts settings are maintained, and all volume levels are automatically adjusted for use with headphones.

1

Open Sounds & Alerts Preferences:

- a. **Go to Applications.**
- b. Select Prefs .
- c. Select Sounds & Alerts.



2

Select Custom, Silent, or All Off.

3

If you selected Silent or All Off in step 2, select Done.

If you selected Custom in step 2, tap the System Sound, Game Sound, and Alarm Sound pick lists and select the volume level for each sound; then select Done.

↓ Done



## Changing entries in Favorites

Change the entries in the Favorites View to include the applications or web links you use most often.

**+ Did You Know?**  
You can move a favorite to a different location on the Favorites list by opening the Favorite menu, and then selecting Rearrange Favorites. Drag the favorite you want to the new location.

**1**

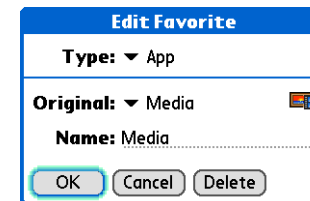
Open the Edit Favorites dialog box:

- Tap Star  to open Favorites.
- Select the favorite you want to change.
- Open the menus** .
- Select Edit Favorites.

**2**

Change the favorite:

- Select the favorite type from the Type pick list: application or web link.



- Select the application from the Original pick list, or tap to enter the web address you want.
- Enter a name for your new favorite.
- Select OK.

 Done

## Beyond the basics

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### Customizing

- Setting power-saving features such as the auto-off interval
- Choosing formats for times, dates, calendar, and numbers based on a geographical region
- Selecting options for entering text, such as choosing how to enter certain Graffiti® 2 characters and using the full screen as the writing area
- Reassigning the buttons on the front of your handheld so that they open the applications you choose
- Protecting your information by turning on security options and entering information that identifies you as the owner of your handheld
- Configuring communication connections and network settings

# Common Questions

Although we can't anticipate all the questions you might have, this chapter provides answers to some of the most commonly asked questions.

## How do I upgrade from another Palm Powered™ device?

1. Synchronize your old handheld with your old desktop software.
2. Install the new Palm® Desktop software. There's no need to delete the old desktop software first.
3. Select the username you assigned to your old handheld during the desktop installation. This will transfer all your information from the old software to the new software.
4. Synchronize your new handheld with your new desktop software.
5. If any third-party applications do not transfer to your new handheld, reinstall them.
6. If you have problems with your third-party applications on your new handheld, you'll have to update them. If any of the following symptoms occur on your new handheld after you synchronize, remove the third-party applications and contact the vendor for updated versions:
  - Handheld freezes or resets when you open an application
  - Slow performance
  - Unusual screen display
  - Difficulties using handheld features
  - Uneven sound quality


### Why can't I find an icon in Applications View?

- Tap the category pick list in the upper-right corner of the Applications View screen and select All. You may need to scroll down a bit, but you should now see an icon for each of the applications on your handheld.
- Some of the applications that come with your handheld are not preinstalled. You need to **install these extra applications from your Tungsten™ E2 software installation CD.**

### How do I save my info?

Each time you complete an entry such as a contact, memo, or note, your handheld automatically saves the information you entered. You don't have to do anything special to save your info. To protect your info and create a backup of your info, we recommend that you synchronize your handheld with your computer often.

### How do I know when I need to recharge my handheld?

A battery icon  appears at the top of the Favorites and Applications screens. Check the gauge periodically to see if your handheld needs to be recharged. If the battery becomes low, a message appears on the screen prompting you to recharge the battery.

### Will I lose all my information if the battery becomes drained?

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



## How often should I recharge my handheld?

We recommend that you recharge your handheld for at least half an hour every day. Ideally, connect your handheld to a power source every night and recharge it while you sleep. Also, you can conserve battery life by doing any of the following:

- Reduce the **brightness** of the display.
- Reduce the **Auto-off after** setting.
- Use Keylock Preferences to **prevent your handheld from being turned on accidentally**.
- Minimize use of the expansion card slot.
- **Turn the Bluetooth® feature off** when you're not using it.


## What do I do if I can't synchronize with my computer?

Make sure the USB sync cable is connected securely.

### \* Tip

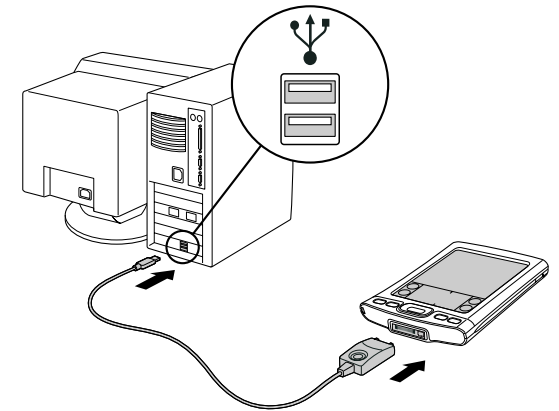
Need more help with synchronizing your handheld? Open Palm Desktop software, go to the Help menu, and then select HotSync Online Troubleshooting Guide.

### WINDOWS ONLY

- Click the HotSync Manager  icon in the Windows taskbar in the lower-right corner of your screen. Make sure Local USB has a checkmark next to it. If not, click it.



- If you don't see the HotSync Manager icon, click Start on the Windows taskbar, and then select Programs. Go to the Palm Desktop program group and select HotSync Manager. Click the HotSync Manager icon when it appears in the system tray. Make sure Local USB is selected.



**MAC ONLY**

- Make sure HotSync Manager is enabled: Open the Palm folder and double-click the HotSync Manager icon. On the HotSync Controls tab, be sure Enabled is selected. If it is not, click it. On the Connection Settings tab, make sure USB has a checkmark next to it.
- Disconnect the USB sync cable from your computer, and then reconnect the cable and restart your computer.

**What do I do if my handheld doesn't respond to taps correctly?**

If your handheld is not responding to taps correctly, you need to align the screen.

**What do I do if my handheld is not responding?**

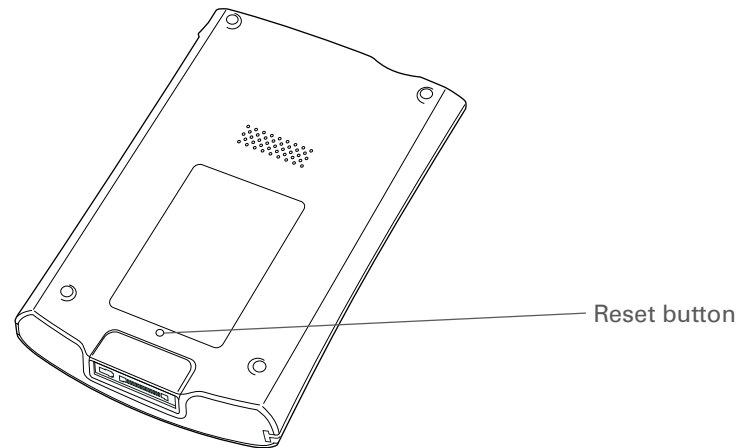
On rare occasions your handheld may not respond to tapping or pressing of buttons. If this happens, first check that Keylock is not turned on.

If Keylock is off and your handheld is still not responding, you need to reset your handheld. A soft reset tells your handheld to stop and start over again. This does not affect any of the information or applications on your handheld.

**\* Tip**

After a soft reset, the Preferences screen appears with the Date & Time option highlighted so you can reset the date and time if necessary.

Use the tip of the stylus to gently press the reset button inside the hole on the back panel of your handheld.



If a soft reset does not unfreeze your handheld, you need to **perform a hard reset**. For instructions see the *User Guide* on the web.

### Can I open my handheld?

No, do not open your handheld; there are no serviceable parts inside. Opening your handheld voids the warranty and is not recommended under any circumstances.

## Beyond the basics

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### Common Questions

- Troubleshooting software installation problems
- Solving problems with specific applications
- Troubleshooting synchronization problems
- Solving problems with beaming and communication settings

### Maintaining

Performing a hard reset if a soft reset does not unfreeze your handheld

# Product Regulatory Information

## FCC Statement

This device complies with part 15 of the FCC rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

The use of shielded I/O cables is required when connecting this equipment to any and all optional peripheral or host devices. Failure to do so may violate FCC rules.

**[ ! ] IMPORTANT** Changes or modifications not covered in this manual must be approved in writing by the manufacturer's Regulatory Engineering Department. Changes or modifications made without written approval may void the user's authority to operate this equipment.

In August 1996, the FCC of the United States with its action in Report and Order FCC 96-326 adopted an updated safety standard for human exposure to radio frequency electromagnetic energy emitted by FCC regulated transmitters. Those guidelines are consistent with the safety standard previously set by both U.S. and international standards bodies. The design of this product complies with the FCC guidelines and these international standards.

### Exposure to radio frequency energy (SAR)

In order to comply with FCC RF exposure safety guidelines, this device and its antenna must not be co-located or operating in conjunction with any other antenna or transmitter. The user of this device should ensure that the operation of this device is in compliance with these provisions.

FCC ID: O8FTUNGSTENE2

#### Responsible Party:

palmOne, Inc.  
400 N. McCarthy Blvd.  
Milpitas, California 95035  
United States of America  
(408) 503-7500

**Tungsten™ Product Family**



**Tested to Comply  
With FCC Standards**

**FOR HOME OR OFFICE USE**

### Industry Canada

The term "IC:" before the certification/registration number only signifies that the Industry Canada technical specifications were met.

IC;3905A-TUNGSTENE2

### Canadian Wireless Regulatory Notice

This Class B digital apparatus meets all the requirements of the Canadian Interference Causing Equipment Regulations. Operation is subject to the following two conditions: a) this device may not cause any interference, and b) this device must accept any interference, including interference that may cause undesired operation of the device. To prevent radio interference to the licensed service, this device is intended to be operated indoors, and away from windows to prevent maximum shielding. Equipment (or its transmit antenna) that is installed outdoors is subject to licensing.



### CE Declaration of Conformity

**palmOne, Inc., Declares the Product:** Handheld PDA & HotSync® cable

**Model Name/Number:** Tungsten E2

**Manufacturer's Name:** palmOne

**Manufacturer's Address:**

400 N. McCarthy Blvd.  
Milpitas, 95035-5112

Meets the following European Council Directives:

- 89/336/EEC (EMC Directive)
- 99/5/EC (R&TTE Directive)
- 73/23/EEC (Low Voltage Directive).

Conforms with the following specifications:

- EN 55024: 1998 (Emissions & Immunity)
- EN55022:1998, CISPR 22 1997, Class B Radiated and Conducted Emissions
- IEC 61000-4-2, A1 1998-01, ESD Immunity, 4kV Contact, and 8kV Air Discharge
- IEC 61000-4-3: 1995 RF Immunity, 80-1000MHz, 3V/M, 1kHz, 80% A.M.
- ENV 50204:1996, RF Immunity, 895-905MHz, 3V/m, 200Hz, 50% AM
- IEC 61000-4-4: 1995 EFT Immunity, 1kV on AC port, 5/50nSec, 5kHs Rep. Freq.
- IEC 61000-4-5: 1995 Surge Immunity, 1.2/50uSec, 2kV(peak), Common Mode, 1kV(peak) Differential Mode
- EN61000-4-6:1996, Conducted Immunity, 150kHz-80MHz, 3V RMS, 1kHz, 80% AM
- IEC 61000-4-11: 1994, 100% Voltage Dip 0.5 period, 30% Dip 25 periods and >100% Dip 250 periods

**Authorized palmOne Representative:**

David Waitt  
palmOne Compliance Engineer

**Date:**

April 18, 2005

## Battery Warning

Do not mutilate, puncture, or dispose of batteries in fire. The batteries can burst or explode, releasing hazardous chemicals. Discard used batteries according to the manufacturer's instructions and in accordance with your local regulations.

### Varning

Eksplotionsfara vid felaktigt batteribyte. Använd samma batterityp eller en ekvivalent typ som rekommenderas av apparattillverkaren. Kassera använt batteri enligt fabrikantens instruktion.

### **Advarsel!**

Lithiumbatteri—Eksplodingsfare ved fejlagtig håndtering. Udskiftning må kun ske med batteri af samme fabrikat og type. Levér det brugte batteri tilbage tilleverandøren.

### **Varoitus**

Paristo voi räjähtää, jos se on virheellisesti asennettu. Vaihda paristo ainoastaan valmistajan suosittelemaan tyyppiin. Hävitä käytetty paristo valmistajan ohjeiden mukaisesti.

### **Advarsel**

Eksplodingsfare ved feilaktig skifte av batteri. Benytt samme batteritype eller en tilsvarende type anbefalt av apparatfabrikanten. Brukte batterier kasseres i henhold til fabrikantens instruksjoner.

### **Waarschuwing!**

Bij dit produkt zijn batterijen geleverd. Wanneer deze leeg zijn, moet u ze niet weggooien maar inleveren als KCA.

### **Uwaga**

Nie kroić lub przekłuwać baterii, ani nie wrzucać ich do ognia. Mogą się rozerwać lub wybuchnąć wydzielając trujące środki chemiczne. Zużytych baterii należy pozbywać się w sposób opisany przez producenta i zgodnie z miejscowymi przepisami.

### **אזהרה**

יש סכנת התפוצצות אם מחליפים את הסוללה בצורה לא נכונה.  
יש להחליף את הסוללה בסוללה זהה או דומה, בהתאם להמלצת היצרן.  
יש להשליך סוללות משומשות בהתאם להוראות היצרן

## **Intrinsic Safety Warning**

### **Warning – Explosion Hazard**

- Substitution of components may impair suitability for Class I, Division 2;
- When in hazardous location, turn off power before replacing or wiring modules, and,
- Do not disconnect equipment unless power has been switched off or the area is known to be non-hazardous.

## **Wireless Notices—Usage Cautions**

In some situations, the user of the wireless device may be restricted. Such restrictions may apply aboard an airplane, in hospitals, near explosive environment, in hazardous locations etc. If you are not certain of the policy that applies to the use of this device, please ask for authorization prior to turning on the device.



## Static Electricity, ESD, and Your palmOne™ Handheld

Electrostatic discharge (ESD) can cause damage to electronic devices if discharged into the device, so you should take steps to avoid such an occurrence.

### Description of ESD

Static electricity is an electrical charge caused by the buildup of excess electrons on the surface of a material. To most people, static electricity and ESD are nothing more than annoyances. For example, after walking over a carpet while scuffing your feet, building up electrons on your body, you may get a shock -- the discharge event -- when you touch a metal doorknob. This little shock discharges the built-up static electricity.

### ESD-susceptible equipment

Even a small amount of ESD can harm circuitry, so when working with electronic devices, take measures to help protect your electronic devices, including your palmOne™ handheld, from ESD harm. While palmOne has built protections against ESD into its products, ESD unfortunately exists and, unless neutralized, could build up to levels that could harm your equipment. Any electronic device that contains an external entry point for plugging in anything from cables to docking stations is susceptible to entry of ESD. Devices that you carry with you, such as your handheld, build up ESD in a unique way because the static electricity that may have built up on your body is automatically passed to the device. Then, when the device is connected to another device such as a docking station, a discharge event can occur.

### Precautions against ESD

Make sure to discharge any built-up static electricity from yourself and your electronic devices *before* touching an electronic device or connecting one device to another. The recommendation from palmOne is that you take this precaution before connecting your handheld to your computer, placing the handheld in a cradle, or connecting it to any other device. You can do this in many ways, including the following:

- Ground yourself when you're holding your mobile device by simultaneously touching a metal surface that is at earth ground.
- For example, if your computer has a metal case and is plugged into a standard three-prong grounded outlet, touching the case should discharge the ESD on your body.
- Increase the relative humidity of your environment.
- Install ESD-specific prevention items, such as grounding mats.

### Conditions that enhance ESD occurrences

Conditions that can contribute to the buildup of static electricity in the environment include the following:

- Low relative humidity.

- Material type (The type of material gathering the charge. For example, synthetics are more prone to static buildup than natural fibers like cotton.)
- The rapidity with which you touch, connect or disconnect electronic devices.

While you should always take appropriate precautions to discharge static electricity, if you are in an environment where you notice ESD events, you may want to take extra precautions to protect your electronic equipment against ESD.

## SYMBOLS

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