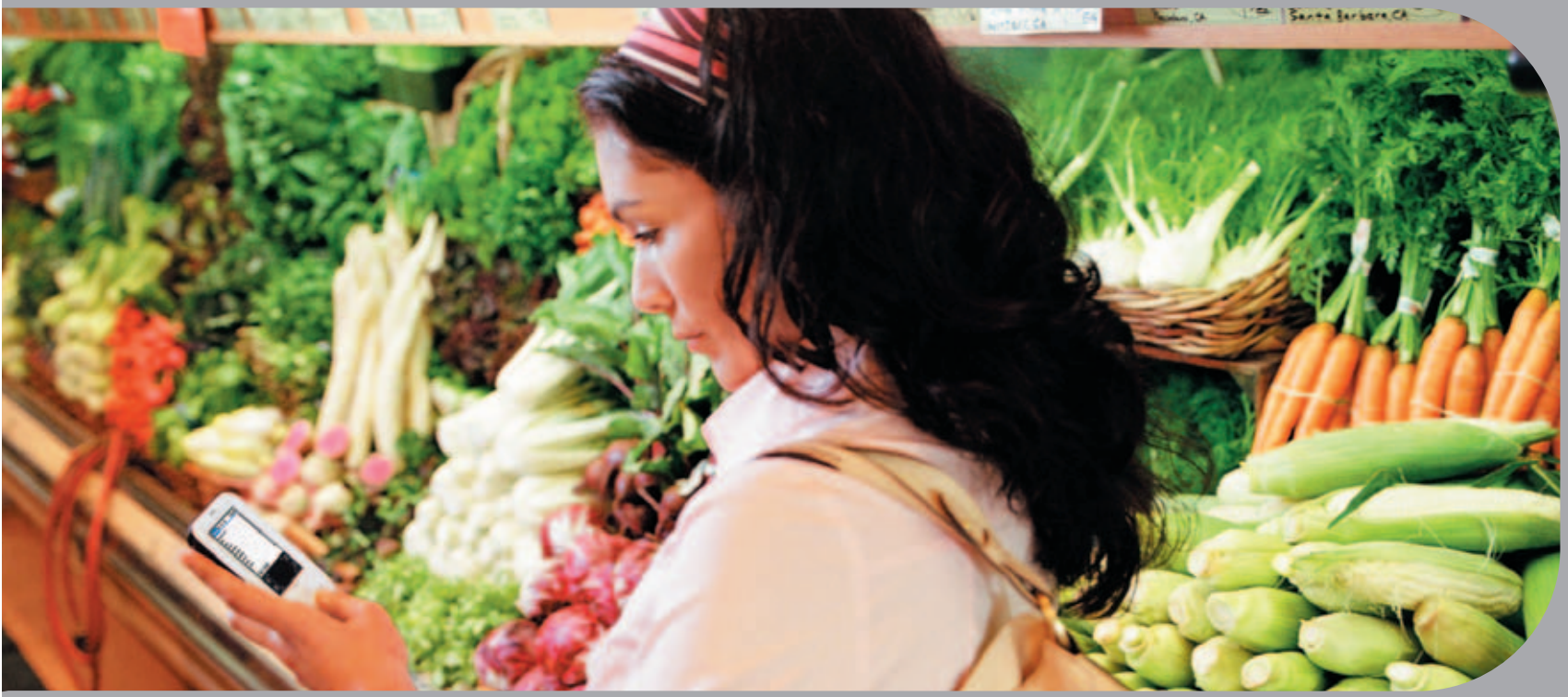
palm

Z22

HANDHELD



Getting Started Guide

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About This Guide

[!] **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.

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 until the page is the size you want. Click Previous View (or depending on your version of Reader) to return to an earlier view.
- Click an entry in the Table of Contents or Index to go directly to that section of the guide.
- If you click a link and go to a page in the guide and then want to return to the page you were on before you clicked the link, click Previous View (or depending on your version of Reader).
- When selecting one or more pages 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 first page of the Your Handheld chapter, select page 8 (the file page), not page 1 (the printed page).

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 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 **MAC 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; that means that the feature being described is not available to Mac users.

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 you can click to go to specific sections.

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

Sidebars

[!] **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.

Tips & Tricks
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 do I have?

Opening applications

Using the 5-way navigator

Entering information on your handheld

Entering information using desktop software

Using menus

Learn more

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, and your memos. Handhelds are for fun, too. You can create digital photo albums, play games, and read eBooks.

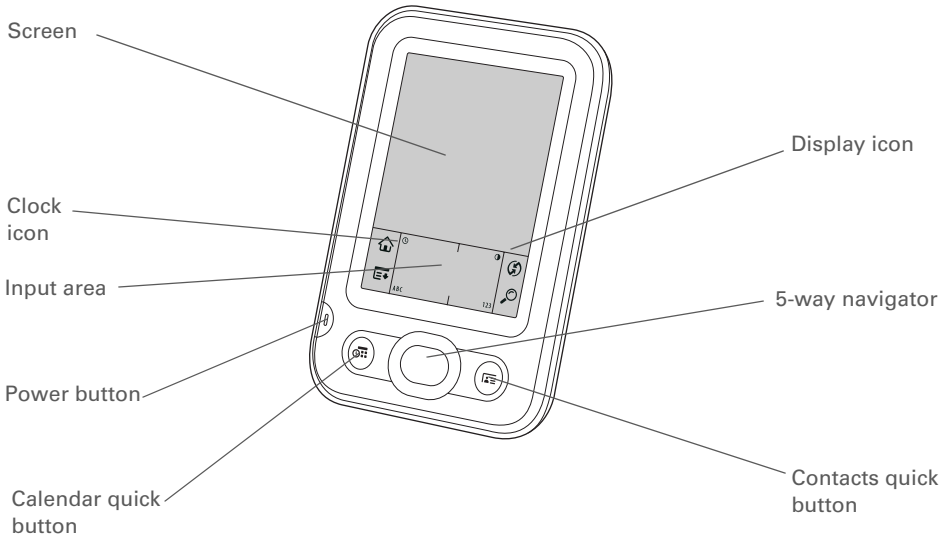
And don't worry about losing your information. You can synchronize your info to your computer so you always have a backup copy, and even if the battery drains completely, the information stays in your handheld's memory. Simply recharge your handheld to access the info again.

Benefits

- Save time and stay organized
- Have important info at your fingertips
- Travel light
- Never lose important information
- Have fun: view photos and more

What's on my handheld?

Front



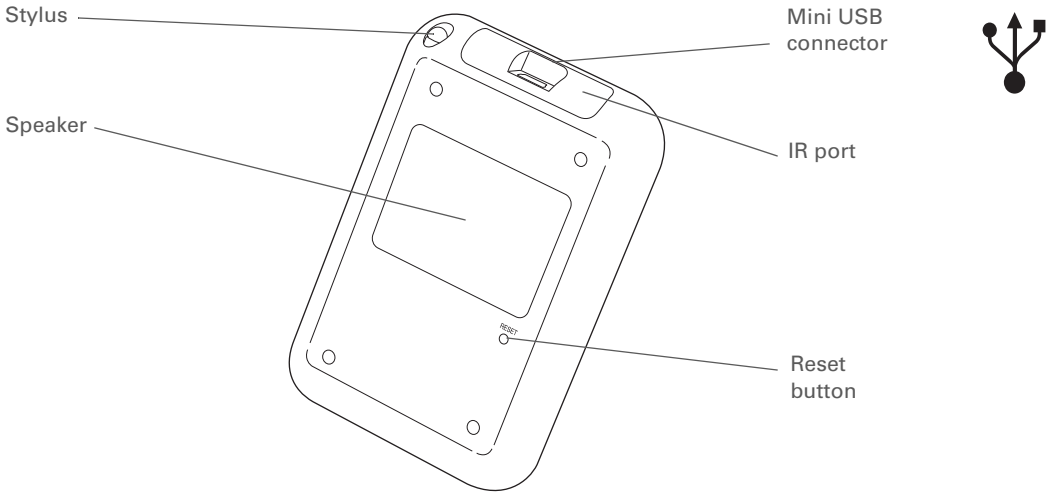
Screen	Displays the applications and information on your handheld. The screen is touch-sensitive.
Clock icon	Displays the current time and date.
Input area	Lets you enter info with **Graffiti® 2 writing** or open the **onscreen keyboard**.
Power button	Turns your handheld on or off and lets you turn **Keylock** on (if active). When Keylock is on, your handheld does not respond when you press the quick buttons or tap in the input area. To use your handheld again, press the power button, and then select Deactivate Keylock.

Calendar quick button	Press to turn on your handheld and jump to today's schedule.
Contacts quick button	Press to turn on your handheld and jump to your contacts list.
Display icon	Tap to adjust the brightness and contrast of your handheld's display.
5-way navigator	Lets you move around and display info on the screen. Press Up, Down, Left, or Right to highlight different items, and press Center to select the highlighted item.

Did You Know?
Beaming lets you quickly share appointments, addresses, phone numbers, photos, and more.

Did You Know?
It takes a little while for your handheld to reset when you press the reset button. During the reset, you see a progress bar, then a screen with the Palm Powered™ logo. Resetting is done when the **Date & Time Preferences** screen appears.

Top and back



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.
Speaker	Lets you listen to alarms and game and system sounds.
Reset button	Resets your handheld if it freezes (stops responding). To do a soft reset, use the tip of the stylus to gently press the reset button inside the hole on the back panel of your handheld.
IR port	Short for *infrared port*. Beams information between handhelds and other devices that have an IR port. Beaming uses infrared technology to send information between two IR ports that are within a few feet of each other.
Mini USB connector	Lets you connect the sync cable to your computer or connect the AC charger to an electric outlet. Connect the sync cable when you want to synchronize, or exchange, information. Connect the AC charger to keep your handheld's battery charged.

Tip
Check the ***User Guide*** on the web for complete instructions on how to use many of the applications included with your handheld.

What software do I have?

Your handheld comes with many applications preinstalled and ready to use. In addition, the software installation CD that comes with your handheld includes desktop software for your computer and additional software for your handheld. When you set up your handheld you can choose to 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.

Personal information

Use the following applications to organize your contacts, calendar events, and more, as well as keep information updated between your handheld and your computer. These applications are already installed on your handheld.

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, and even add a birthday alarm or a contact's photo.

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.

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

Tip

Can't find an application on your handheld? First tap the Home icon in the **input area** and select All from the category pick list in the upper-right corner to view all applications on your handheld. If you don't see the application there, you may need to install it from the CD.

Math and finance

Use these applications to manage your money and make quick calculations on the go. They may already be installed on your handheld, or you may need to install them from the CD.

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

SplashShopper Keep lists of groceries and CDs to buy, movies to rent, books to read, and more.

Calculator Do basic math calculations such as splitting restaurant bills and figuring the sales tax on an item.

powerOne Calculator Calculate basic and advanced math and business solutions with this enhanced calculator. Compute tips and mortgages; add algebraic and other modes; and more.

Media and entertainment

Here is the software that lets you relax and have fun. These applications may already be installed on your handheld, or you may need to install them from the CD.

Photos View photos and organize them into categories on your handheld. This application has a companion desktop application that you can use to view, organize, and edit photos and send them to your handheld.

Power by Hand eReader Purchase and download eBooks from the web and then synchronize to transfer them to your handheld so you can read them when you want, where you want.

Crazy Daisy Spin the flowers to match the colored petals and watch them pop in this arcade-style game.

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.

Productivity and customization

Use these applications to customize your handheld and make it uniquely yours. They may already be installed on your handheld, or you may need to install them from the CD.

Prefs	Customize your handheld's sound levels, colors, security, and more.
Addit™	Preview, try, and buy software for your handheld. Select the tabs on the Addit screen to look for bonus software. (Windows only for downloads using the sync cable.)
Handmark MobileDB	Use the included databases to track useful info such as car maintenance, passwords, and more. You can also download and install over 1,000 ready-to-use databases. (Additional fees may apply.)
World Clock	Set the time in your home city and two other locations, and set an alarm to wake you up.

Did You Know?
Some applications are automatically assigned to a category when you install them. Assign any application to a category on the Home screen by selecting Category in the App menu. Select the pick list next to the application's name, and then select a category.

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

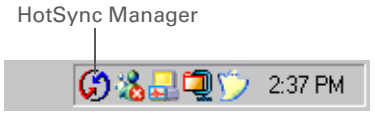
Desktop

The desktop software lets you use your computer to create and manage info for applications on your handheld. Install this software from the CD.

Palm® Desktop software

View, enter, manage, and back up info for Calendar, Contacts, Tasks, Memos, and Expense on your computer. (Expense is 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. Palm Desktop software is installed during the initial CD installation process.

Palm Desktop software includes HotSync® Manager software, which allows you to customize the settings for synchronization. You can access HotSync Manager by selecting its icon in the task bar at the bottom of your computer screen.



During CD installation, you can choose to synchronize the info in Contacts, Calendar, Tasks, and Memos on your handheld with info in Contacts, Calendar, Tasks, and Notes in Microsoft Outlook on your computer (Windows only). Other applications are still synchronized with Palm Desktop software.

Quick Install (Windows only)

Install applications from your Windows computer on your handheld. Quick Install is installed during the initial CD installation process.

Send To Handheld droplet (Mac only)

Install applications from your Mac computer on your handheld. The Send To Handheld droplet is installed during the initial CD installation process.

Photos desktop application

Enter, edit, and organize photos on your computer, and then synchronize to transfer them for viewing in the Photos application on your handheld.

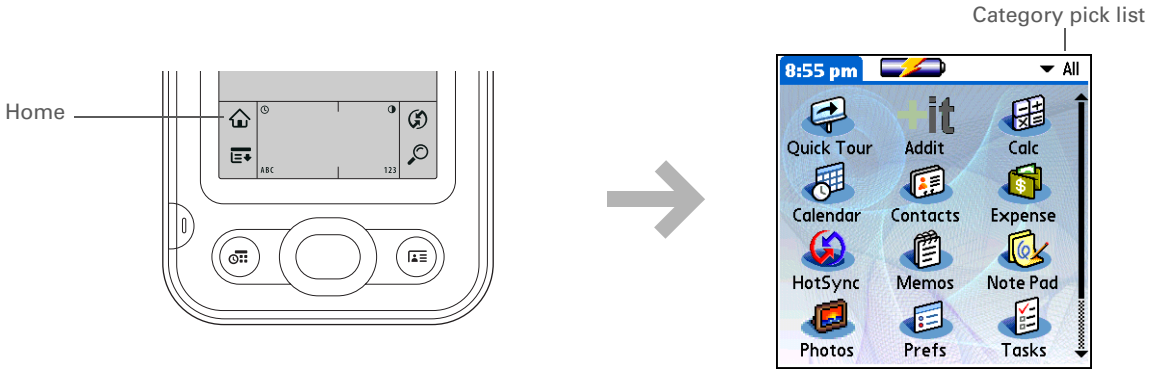
Did You Know?
You can **use a favorite photo as the background** for the Home screen.

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

Opening applications

The Home screen 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 view all applications.

To access an item from the Home screen, tap Home in the input area and select an icon. Press Center on the 5-way to scroll through application categories.

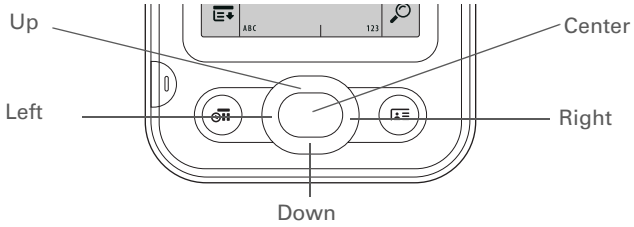


Tip
See the ***User Guide*** on the web for complete details about using the 5-way on various types of screens.

Tip
A few onscreen elements of your handheld can be activated only when you tap them with your stylus—for example, icons in the input area.

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 viewing and which item on the screen is highlighted. To use the 5-way, press Up, Down, Left, Right, or Center.

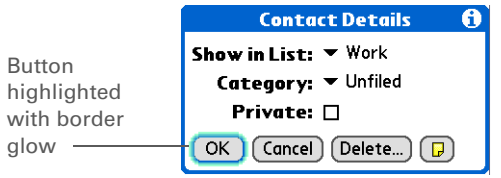


On most screens, one item—a button, a list entry, or an entire screen—is highlighted by default. The highlight identifies what element will be affected by your next action. Use the 5-way to move the highlight from one item to another onscreen.

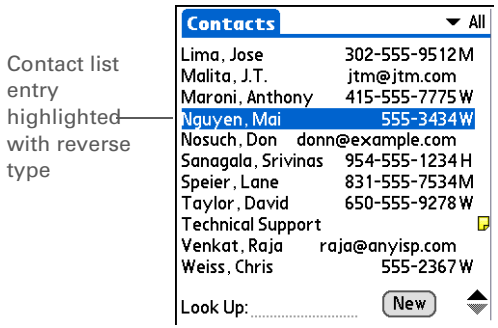
Tip
When an entire screen is highlighted, only the top and bottom borders acquire the glow; the left and right borders do not show the highlight.

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

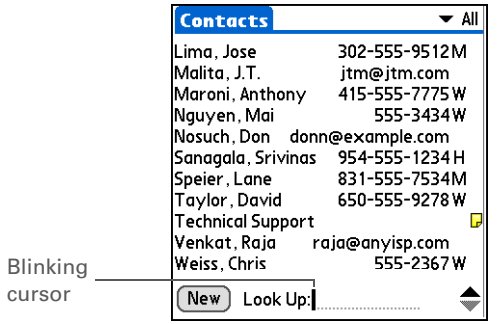
Border glow This highlights elements of the user interface like command buttons, pick lists, and arrows.



Reverse type (white text on a dark background) This highlights an entry on a list screen.



Blinking cursor The blinking cursor tells you that you can enter text at that point.



Tip
Write letters on the left side of the input area and numbers on the right. Uppercase letters go in the center.

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 on your handheld

There are several ways to enter information directly on your handheld. The most popular methods are using Graffiti 2 writing and using the onscreen keyboard from the **input area**. You can also **enter information on your computer** using the computer keyboard and transfer it to your handheld by **synchronizing**.

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	Go to the Home screen and select Quick Tour.
2	Select Writing Tips. Navigate through the screens to learn Graffiti 2 writing. **Done**

» **Key Term**

Entry An item of information entered 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:

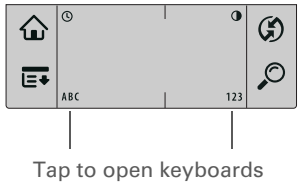
a. **Open an application**.

b. Select an entry or tap New.

2

Tap ABC or 123 to open the alphabetic or numeric keyboard, respectively.

↘ **Continued**

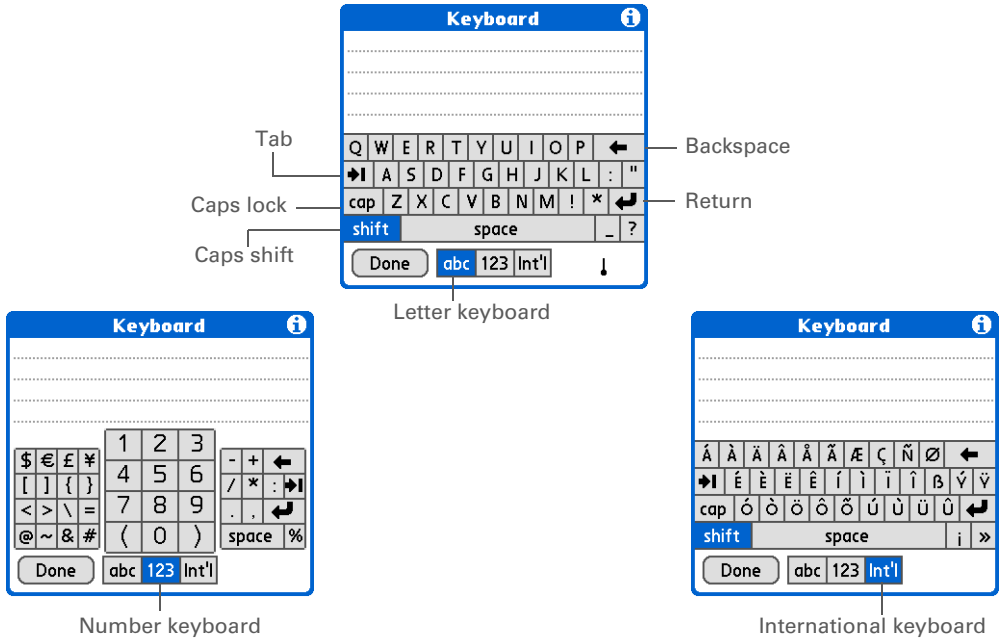


Tip

If you have a lot of information to enter, a portable wireless keyboard accessory makes data entry fast and easy.

3

[&] OPTIONAL Select from among three separate keyboards.



Done

Tip

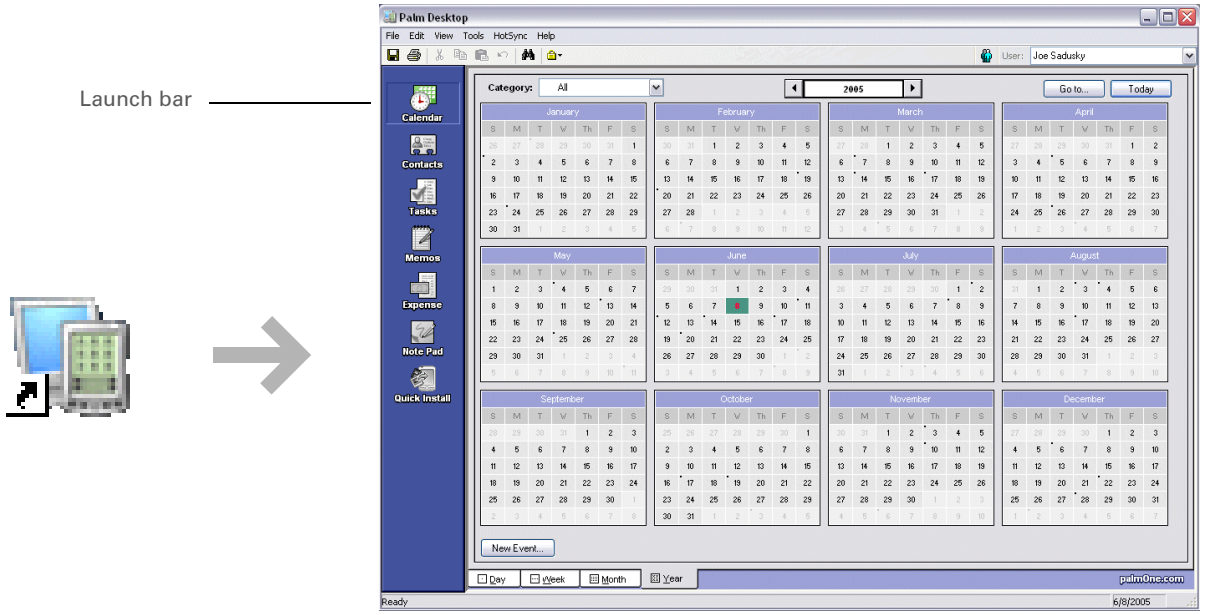
The Palm Desktop online Help has lots of info about how to use Palm Desktop software. Open the Help menu and select Palm Desktop Help.

Entering information using desktop software

Use Palm Desktop or Microsoft Outlook to enter information on your computer in applications such as Calendar, Contacts, Tasks, and Memos. The info is transferred to the corresponding handheld application when you synchronize. Information entered in these applications on the handheld is likewise synchronized with the application in the desktop software.

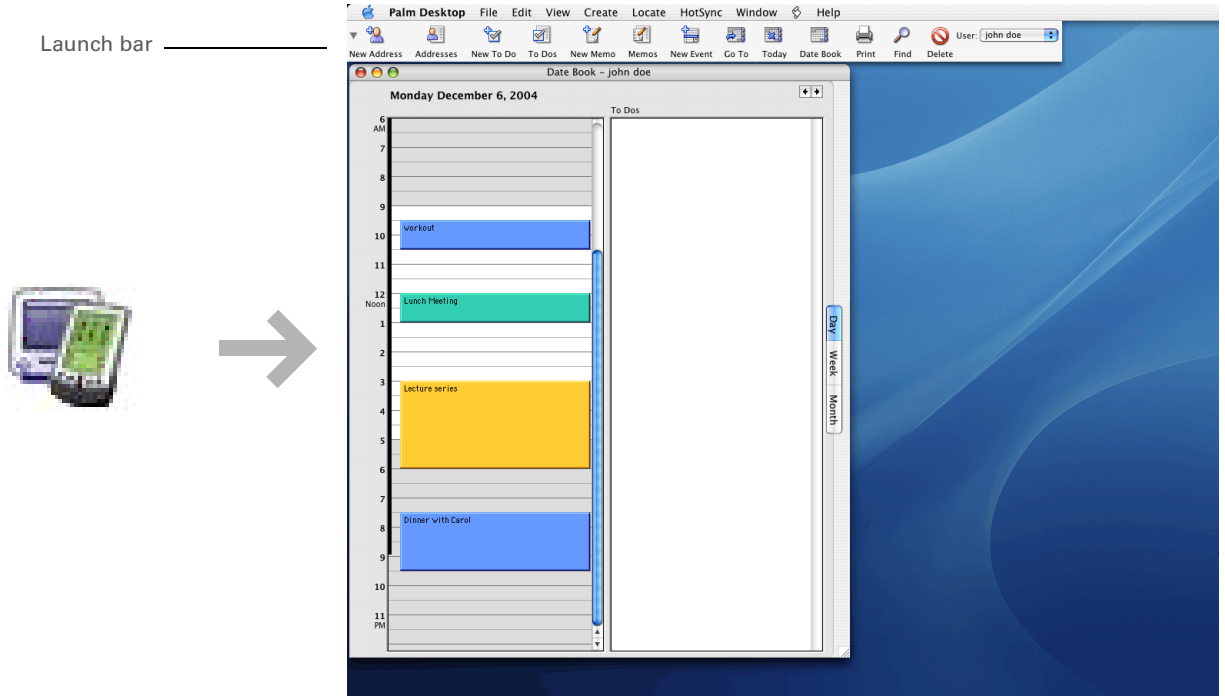
WINDOWS ONLY

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



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.



Tip
You can also open the menus by tapping the application name in the upper-left corner of the screen.

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

Using menus

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 in the input area.
3. Select a menu, and then select a menu item.

Done

Tip
If you're a Windows user, you can also download the *Getting Started* PDF from **www.palm.com/support**.

Learn more

The following tools are available to help you learn how to use your handheld and many of the applications on it.

User Guide For everything you need to know about your handheld—all that's in this guide, and much more—go to **www.palm.com/Z22-handbook**.

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.

Quick Tour Learn about your handheld and how to enter information. Select the Quick Tour icon on your handheld's Home screen.

Tips & Tricks Make your handheld uniquely yours. For great tips, software, accessories, and more, visit **www.palm.com**.

Support If you're having problems with anything on your handheld, go to **www.palm.com/support.**

Manual Install a version of the information you're reading on your handheld. Install it from the software installation CD.

On a Windows computer, this is the Z22 Handheld Help. On a Mac computer, it is the Acrobat (PDF) file called *Getting Started*.

NOTE The Windows and Mac information is identical; it is just presented in different formats.

Do’s and don’ts

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

Do’s

- Use only the stylus to tap the screen—no pens, pencils, paper clips, or other sharp objects.
- Use only the supplied AC charger 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.
- Be sure to **get rid of any static electricity buildup** before you connect your handheld to any cable or accessory.
- **Synchronize** often to maintain a backup copy of your important information on your computer.

Don’ts

[!] IMPORTANT Do not open your handheld for any reason. There are no user-serviceable parts inside.

- 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.
- Do not carry or use your handheld at extremely high altitudes, unless you’re in an airplane.
- Do not use the AC charger with any other device, such as your digital camera or MP3 player.

Tip
Be sure to charge your handheld for a full three hours if it does not turn on when you press the power button.

Tip
Check the battery icon at the top of the Home screen to see how much charge is left in the battery.

Conserving battery power

If you see an alert on the screen warning you that the battery is low, recharge your handheld. Also recharge your handheld if it doesn't turn on when you press the power button.

NOTE 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 reappears.

Conserve battery life by doing any of the following:

- **Adjust the screen brightness and contrast**
- **Reduce the Auto-off setting**
- **Use Keylock to prevent your handheld from turning on by accident**
- **Respond to or cancel alerts** promptly

User Guide
For everything you need to know about your handheld—all that's in this guide, and much more—go to **www.palm.com/Z22-handbook.**

Support
If you're having problems with your handheld, go to **www.palm.com/support.**

Beyond the basics

See the *User Guide* on the web and learn about these related topics:

Entering Information	Entering information with Graffiti 2 characters
Moving Around	Finding information on your handheld
Moving Info	• 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
Maintaining	Caring for your handheld

Moving Info Between Your Handheld and Your Computer

In this chapter

Why synchronize information?

What information is synchronized?

How to synchronize

Installing applications on your handheld

Beyond the basics

Want to know about one of the most powerful methods for entering, updating, and backing up large amounts of information on your handheld? It's called synchronizing—and you can access it with just one tap.

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. Synchronizing also lets you quickly install applications from your computer on your handheld.

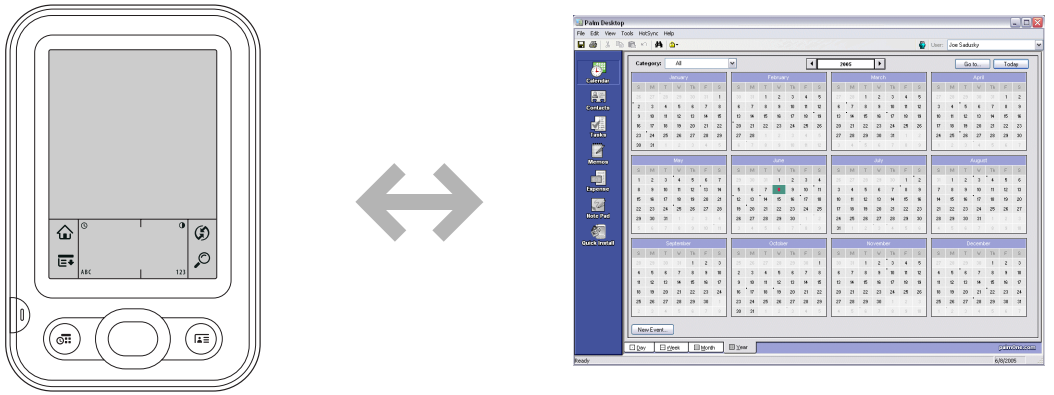
Benefits

- Quickly enter and update information on your computer and your handheld
- Install applications
- Protect your information

Why synchronize information?

Quickly enter and update information. Synchronizing updates and exchanges information between your handheld and **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—no re-entering necessary!

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

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 frequently 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.

What information is synchronized?

When you install Palm Desktop software from the software installation CD, a conduit is installed on your computer for each of the following applications. The conduits allow you to transfer information between the application on your handheld and the corresponding application in Palm Desktop software when you synchronize.

NOTE Information from Expense is synchronized on Windows computers only.

If you install the Photos desktop application from the software installation CD, you can synchronize the Photos application on your handheld with the desktop application.

During CD installation, you can choose to synchronize your handheld with Microsoft Outlook on your computer (Windows only). If you do, info from Contacts, Calendar, Tasks, and Memos is synchronized with info in the same application in Outlook (Memos is called Notes in Outlook). Information for Expense, Note Pad, and Photos is still synchronized with the same application in 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.

You can synchronize more than one handheld with your computer. For example, family members can all synchronize their handhelds with the same copy of Palm Desktop software, or some can choose to synchronize with Palm Desktop software, while others synchronize with Outlook. Just make sure that each handheld has its own username; the desktop software reads the username and recognizes the handheld during synchronization. Loss of info may occur from sharing the same username.

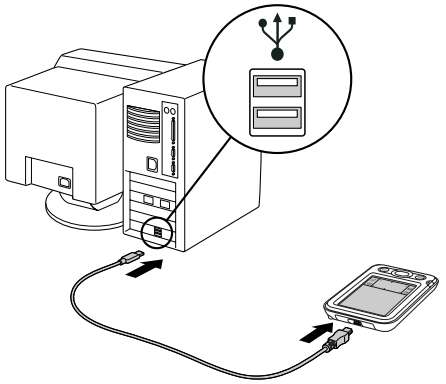
Tip
If the Select User dialog box appears during synchronization, select the username whose information you want to synchronize, and then click OK.

Tip
If you need help with synchronizing, see **What do I do if I can't synchronize with my computer?**

How to synchronize

1

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



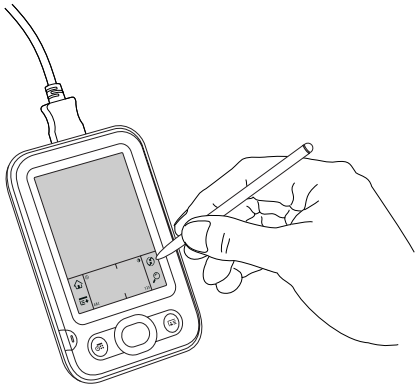
2

Synchronize your handheld with your computer:

a. Tap Sync in the input area.

b. When synchronization is complete, a message appears at the top of your handheld screen, and you can disconnect the cable from your handheld.

Done



Tip
Go to **www.palm.com** and check the Software Connection to find cool and useful applications for your handheld. **Make sure the application works** with the version of the Palm OS® operating system on your handheld.

Tip
Choose which handheld will receive the items by selecting the username in the User drop-down list 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.

Installing applications on your handheld

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

Using Quick Install

WINDOWS ONLY

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 and the application name, and then click OK.

3 **Synchronize to install the application on your handheld**.

Done

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 applications you want to transfer to your handheld onto the Dock.

Using the Send To Handheld droplet

MAC ONLY

1 Select the application you want to install:

a. Drag and drop the application 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 to install the application on your handheld**.

Done

User Guide
For everything you need to know about your handheld—all that's in this guide, and much more—go to **www.palm.com/Z22-handbook**

Support
If you're having problems with synchronization or with anything else on your handheld, go to **www.palm.com/support**.

Beyond the basics

See the *User Guide* on the web and learn about these related topics:

Moving Info

- Synchronizing your handheld with Microsoft Outlook on your computer
- Synchronizing using the IR port on your handheld
- Choosing whether to synchronize information for a specific application

Your Personal Information Organizer

In this chapter

Organizing your personal information

Managing your contacts

Managing your calendar

Managing your tasks

Beyond the basics

Say good-bye to paper address books and calendars. Free yourself from having to frantically search for a misplaced address or phone number. Throw away all of those half-completed to-do lists that will never get done.

Your handheld is all that you need to organize your personal information and have it available wherever you go. You never lose your information, even if your battery is completely drained. And all of your personal information is backed up each time you synchronize.

Benefits

- Carry all your business and personal contact information in your hand
- Track current, future, and past appointments
- Make to-do lists that get done
- Set reminders for appointments, birthdays, important tasks, and more

Organizing your personal information

You have three powerful tools to help you organize your personal information. These applications can be synchronized with either Microsoft Outlook (Windows only) or Palm® Desktop software.

Contacts

Easily enter information such as names, addresses, birthdays, and phone numbers. You can even add photos of your contacts, friends, and loved ones directly to their contact information. Quickly view, update, and organize contact information.

Calendar

Stay on top of your schedule by creating appointments, setting alarms, and spotting conflicts in Calendar. You can view your calendar by day, week, or month, or as an agenda list that combines your list of tasks with your appointments. Schedule repeating meetings or block out a vacation by creating one event set to repeat at an interval you specify. Color-code your appointments by category and add notes with helpful information.

Tasks

Make lists of the things you need to do, and prioritize each task. Track deadlines and stay focused by setting alarms. This is an easy way to stay on top of your to-do list.

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]."

Managing your contacts

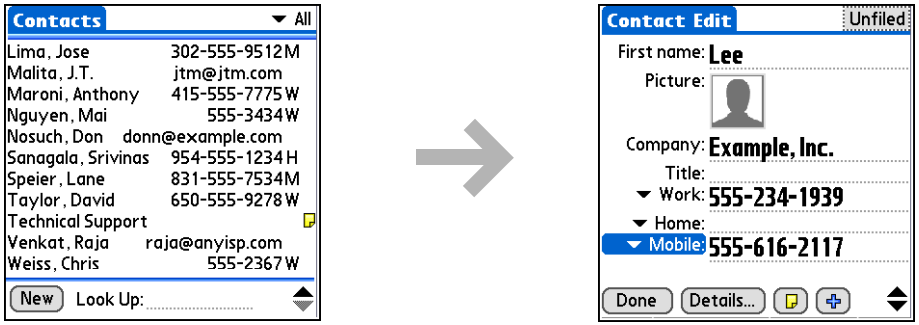
Enter and organize all of your contact information for easy access and sharing with others.

Adding a contact

1 Press Contacts.

2 Add your contact information:

a. Select New.



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

Continued

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

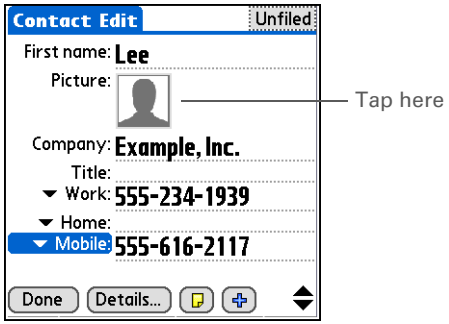
Birthdays you enter in Contacts appear as untimed events in Calendar. If you update the birthday in Contacts, it is automatically updated in Calendar as well.

3

[&] OPTIONAL Add a photo:

a. Tap the Picture box.

b. Select and add a photo from the Photos application.

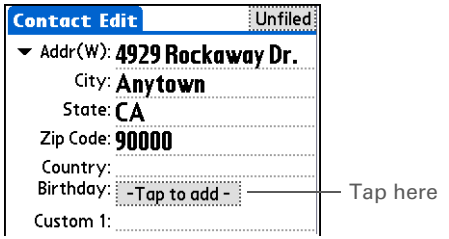


4

[&] OPTIONAL Add a birthday:

a. Tap the Birthday box.

b. Select the birth year, month, and date.



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.

Did You Know?

Phone Lookup in the Options menu of many applications lets you add contact information when you are creating an entry in another application.

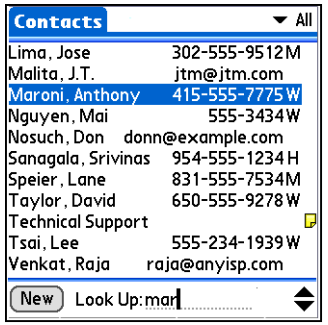
Locating a contact on your list

1 Press Contacts.

2 Search for the contact:

a. Tap the Look Up line at the bottom of the screen and enter the first letter of the name you want to find.

b. Enter the second letter of the name, and so on, until you can easily scroll to the contact you want.



3 Select the contact to open it.

Done

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 leftmost menu of most applications. Beam information such as photos or appointments.

Beaming a contact

1 Press Contacts.

2 Beam the contact:

a. **Locate the contact** you want to beam.

b. **Open the menus**.

c. Select Beam Contacts from the Record menu.

d. When the Beam Status dialog box appears, point your handheld's IR port directly at the IR port of the other handheld.

NOTE For best results, the handhelds 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

» **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 Left or Right on the 5-way navigator or by tapping the arrows at the top of the Day View.

+ **Did You Know?**

If you are synchronizing with Outlook, you can **add time zones** to your appointments that keep your calendar current no matter where you are traveling.

Managing your calendar

Enter appointments to help you organize your time, and then set alarms to remind you before the event so that you have time to prepare.

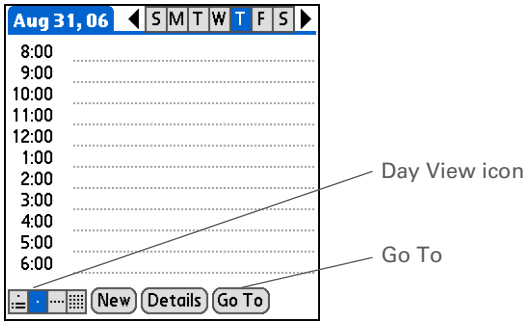
Scheduling an appointment

1

Open Day View:

a. Press Calendar.

b. Tap the Day View icon.



2

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

a. Select Go To.

b. Select the year, month, and date.

↘ 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.

Tip
Are you going to a weekly or multi-day event? You can select Details and then select the Repeat pick list to list the same event for multiple days.

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

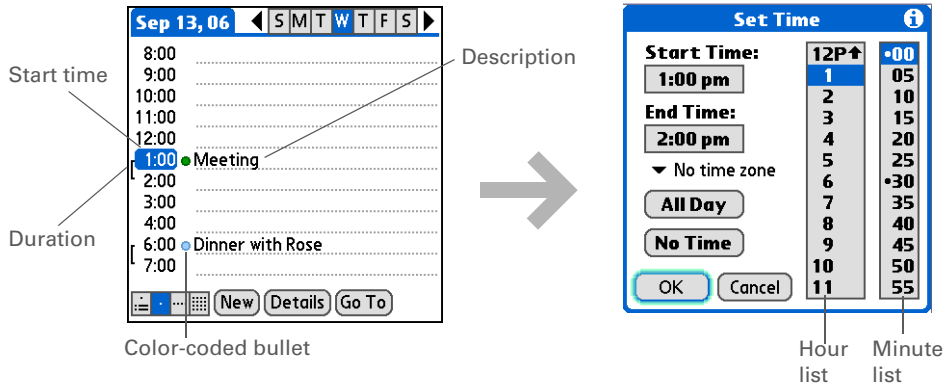
4 If the appointment is longer or shorter than an hour, set the duration:

a. In Day View, tap the start time.

b. In the Set Time dialog box, select End Time.

c. Select the hour and minute lists to select the time the appointment ends.

d. Select OK.



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

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

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

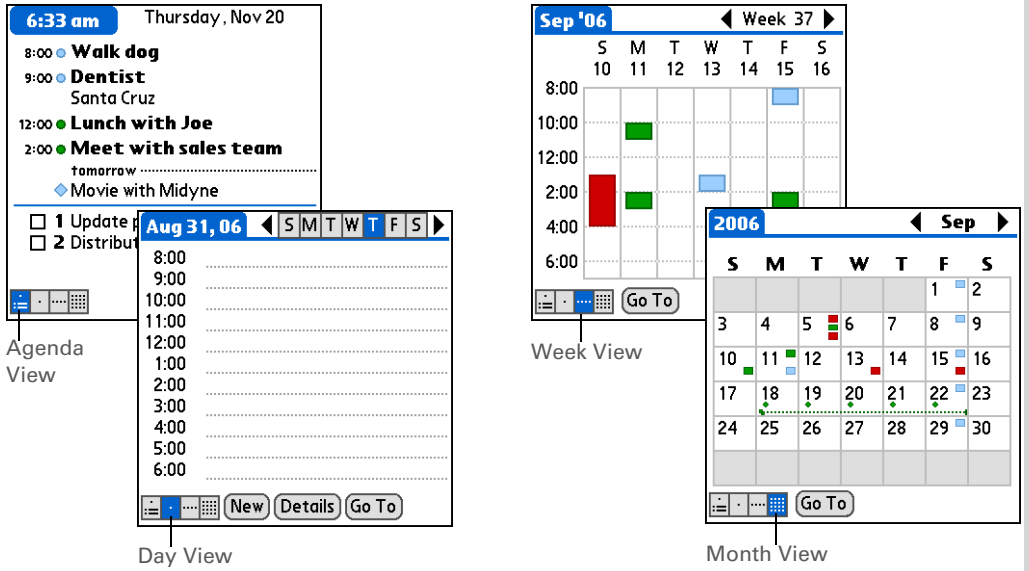
Tip
Calendar opens to Agenda View by default, but you can change it to another view by selecting Display Options in the **Options menu**.

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.

1 Press Calendar.

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



Done

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

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

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

Setting an alarm to remind you of a scheduled event

1 Press Calendar.

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

a. From Day View, select Go To.

b. Select the year, month, and date of the event.

c. Tap the event description.

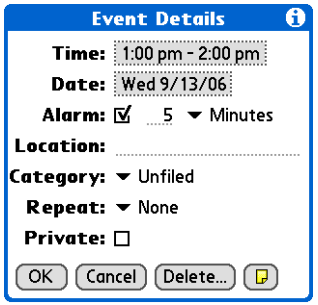
3 Set the alarm:

a. Tap Details.

b. Check the Alarm box.

c. Select the pick list and select Minutes, Hours, or Days.

d. Enter how many minutes, hours, or days before the event you want the alarm to sound, and then select OK.



Done

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 a task with a due date. Select the task, tap Details, select the Alarm box, check the Alarm box, enter the alarm settings, and then select OK.

Managing your tasks

Create and organize your to-do list, and then track your progress.

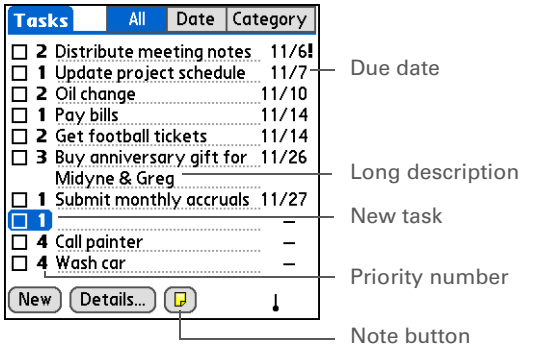
Creating a task

1 Go to the Home screen and select Tasks.

2 Create a task:

a. Select New.

b. Enter a description of the task.



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

a. Tap the priority number and select a new number from the list.

b. Select 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.

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

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

Organizing your tasks

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 the Home screen 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. Select 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: Business, Personal, and so on. Select the pick list in the upper right to select a different category.

Done

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.

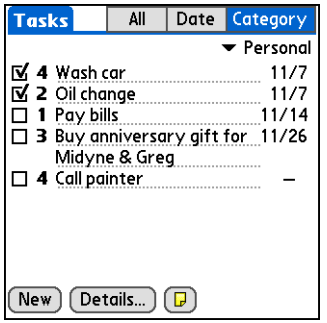
Marking a task complete

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

1 Go to the Home screen and select Tasks.

2 Check the box on the left side of the task.

Done



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.

User Guide
For everything you need to know about your handheld—all that's in this guide, and much more—go to **www.palm.com/Z22-handbook**.

Support
If you're having problems with organizer applications or with anything else on your handheld, go to **www.palm.com/support**.

Beyond the basics

See the *User Guide* on the web and learn about these related topics:

Contacts	Displaying additional contact fields and defining custom fields
Calendar	• Setting a time zone for an individual appointment that's different from the time zone of the location you set for your handheld
	• Reserving blocks of time for long events like vacations or conferences
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 preferences to choose which tasks appear in the Tasks list, whether to track completion dates, and which alarm sound is played
Categories	Organizing items by type and sorting them
Moving Info	Transferring information from other applications such as databases, spreadsheets, and other organizer software
Privacy	Keeping information private by turning on security options

Your Memos and Notes

In this chapter

Organizing your memos and notes

Managing your memos

Managing your notes

Beyond the basics

Throw away your yellow sticky notes, lists, and memo pads. You no longer have to organize your scraps of paper or search through piles for a misplaced memo. When an important idea pops into your head, jot it down before you forget it. Your handheld is all that you need to organize your notes and memos.

Benefits

- Capture thoughts
- Synchronize your information to back it up on your computer

Organizing your memos and notes

You have two powerful tools to help you organize your notes and memos. Memos can be synchronized with either Microsoft Outlook (Windows only, where it is called Notes) or Palm® Desktop software. Note Pad can be synchronized only with Palm Desktop software.

Memos

Capture information that is meaningful to you, from meeting notes to recipes and favorite quotations. Memos provides a quick and easy way to enter, store, and share your important information.

Note Pad

Draw freehand and take notes in your personal handwriting. Use Note Pad to do everything you might do with a piece of paper and a pencil, such as drawing a quick sketch.

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.

Managing your memos

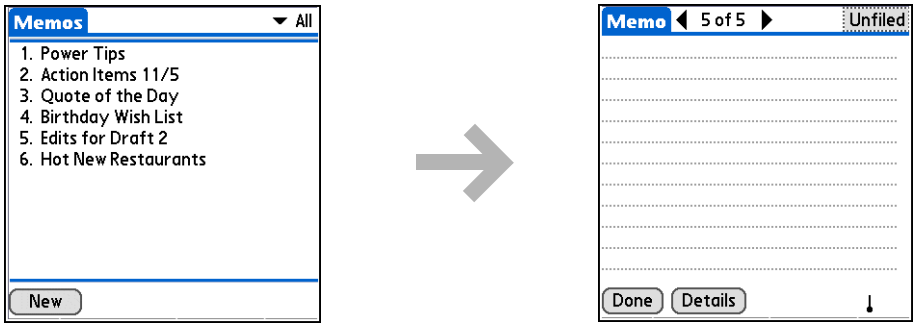
Create memos that are titled and organized so you can easily find them.

Creating a memo

1 Go to the Home screen 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.

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?

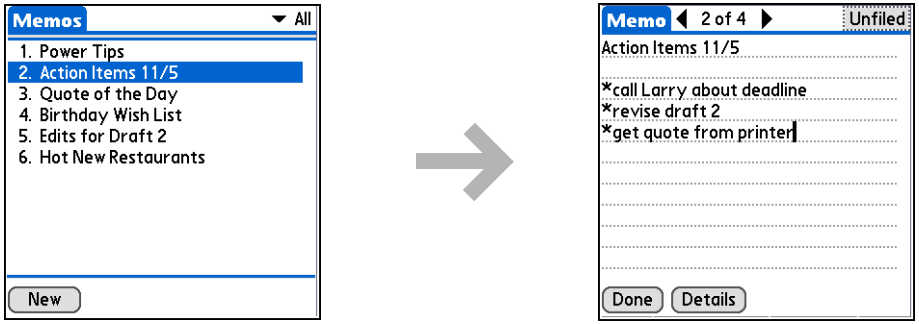
You can connect your handheld to a portable keyboard to easily type your memos on the go.

Viewing and editing a memo

1 Go to the Home screen and select Memos.

2 View or edit the memo:

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



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

Done

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 select Color.

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

Managing your notes

You can quickly create handwritten notes and sketches of your thoughts and ideas.

Creating a note

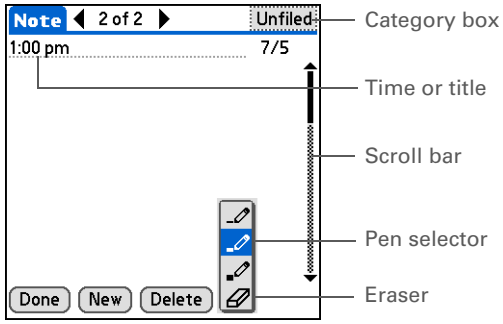
1 Go to the Home screen and select Note Pad.

2 Create a note:

a. Use the stylus to write your note directly on the handheld screen.

b. Select the time at the top of the screen and enter a title using **Graffiti 2 writing** or the **onscreen keyboard**.

c. Select Done.



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

Tip

Sort the Note Pad list alphabetically, by date, or manually. **Open the Options menu**, 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.

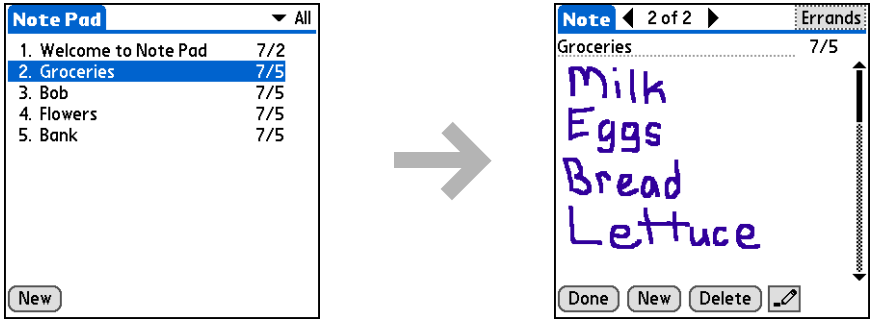
Viewing and editing a note

1 Go to the Home screen and select Note Pad.

2 Open the note:

a. Select Done to display the Note Pad list.

b. Select the note you want to view or edit.



3 Read or edit the note, 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.palm.com/Z22-handbook**.

Support
If you're having problems with Memos or Note Pad or with anything else on your handheld, go to **www.palm.com/support**.

Beyond the basics

See 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
Notes	Setting alarms when you use notes as reminders
Categories	Organizing items by type and sorting them
Moving Info	Transferring information from other applications such as databases, spreadsheets, and other organizer software
Privacy	Keeping information private by turning on security options

Your Photo Viewer and Organizer

In this chapter

Copying photos to your handheld

Viewing photos

Organizing photos into categories

Beyond the basics

A picture may be worth a thousand words, but what happens when you have a lots of pictures 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 the Photos application. Photos features easy viewing and organization of photos. You can keep your favorite photos right on your handheld, **select photos as the background** for the Home screen and for Agenda View in Calendar, and even **add a photo to a Contacts entry**.

Benefits

- Never be far from your favorite people or places
- Simplify photo organization
- Store lots of photos

[!] **Before You Begin**

Install the Photos desktop application from the software installation CD.

✱ **Tip**

On a Windows computer, you can also open the Photos desktop application from within Palm® Desktop software.

Copying photos to your handheld

Photos gives you a fast and easy way to copy photos from your computer to your handheld and view and organize them on your handheld. Simply double-click the Photos icon on your computer desktop, drag the photos into the Photos window, and then synchronize.

You can copy photos or any other image that is in a popular format such as JPG, BMP, and GIF. The Photos desktop application saves photos on your handheld in JPG format and converts them to a size and resolution that is optimized for viewing on your handheld. The original photo on your computer is maintained at its original size and resolution.

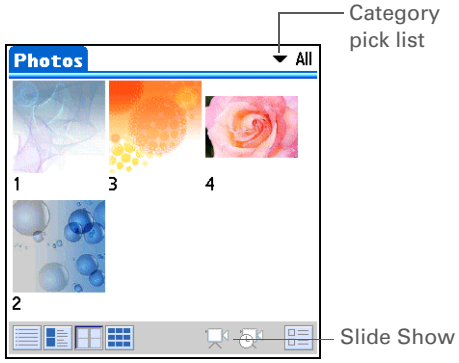
Tip
Select Slide Show to display all photos in a category automatically, one after another. Tap a photo to stop the slide show.

Viewing photos

1 Go to the Home screen and select Photos.

2 **[&] OPTIONAL** Select the category pick list in the upper-right corner of the screen, and then select the category containing the photo you want to view. Select All to view all photos.

Continued

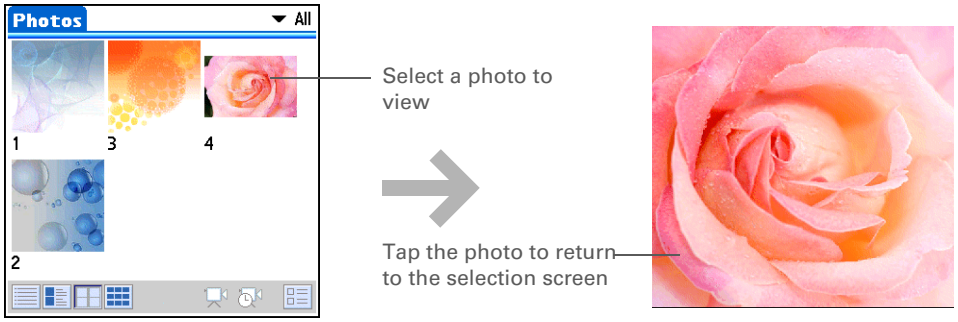


Tip

For complete information on the Photos application, double-click the Photos icon on your computer desktop, click Help from the menu bar, and then select User Guide (Windows only).

3

Select the photo you want to view. Press Center or tap anywhere in the photo to return to the selection screen.



Done

Organizing photos into categories

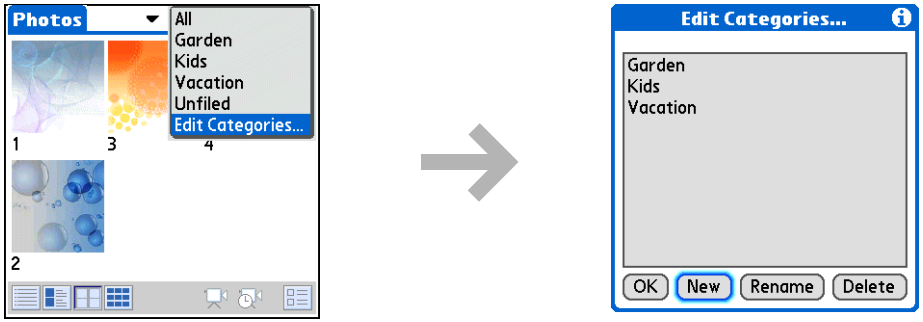
1 Go to the Home screen and select Photos .

2 Create a category:

a. Select the category pick list in the upper-right corner of the screen, and then select Edit Categories.

b. Select New, enter the name of the new category, and then select OK.

c. Select OK on the Edit Categories screen.



Continued

Tip

To add all photos currently displayed—for example, in Thumbnail or List View—to the same category, open the Options menu, select Categorize All, and then select the name of the category to which you want to add the photos.

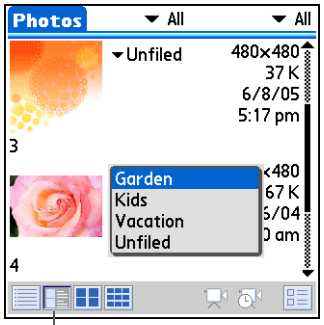
3

Add a photo to a category:

a. Select Details View.

b. Select the pick list to the right of the photo you want, and then select the category to which you want to add the photo.

Done



Details View

User Guide
For everything you need to know about your handheld—all that's in this guide, and much more—go to **www.palm.com/Z22-handbook**.

Support
If you're having problems with Photos, double-click the Photos icon on your computer desktop and select the Photos User Guide on the Help menu (Windows only).

Beyond the basics

See the *User Guide* on the web and learn about these related topics:

Photos

- Viewing photos as thumbnails, lists, and slide shows
- Deleting photos

Your Personal Settings

In this chapter

Conserving battery power

Preventing your handheld from turning on by accident

Setting the date and time

Changing the screen fonts

Changing the background of your screen

Correcting problems with tapping

Selecting sound settings

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

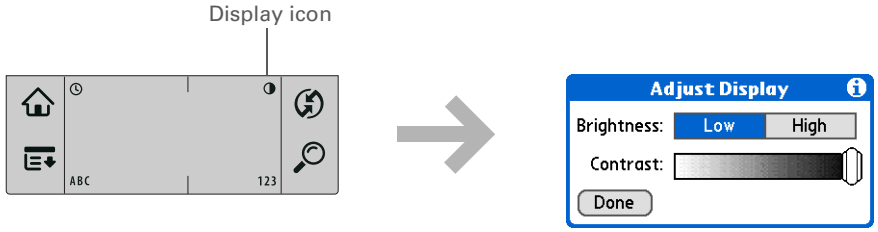
- Conserve power
- Enjoy your handheld more
- Customize the display

Conserving battery power

You can conserve your handheld's battery power by reducing screen brightness or customizing the power settings.

Adjusting the display

1 Tap the Display icon to open the Adjust Display dialog box.



2 Adjust the settings:

a. Tap Low or High to adjust the brightness level.

b. Drag the slider to adjust the contrast level.

c. Select Done.

Done

Selecting power-saving settings

The Power Preferences screen enables you to set power consumption options.

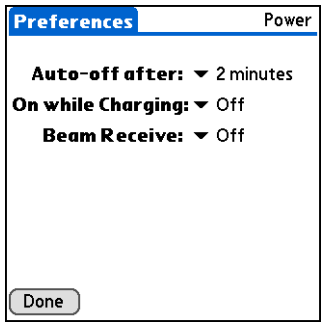
1

Open Power Preferences:

a. Go to the Home screen.

b. Select Prefs .

c. Select Power.



2

Select the pick lists to change any of the following settings, and then select Done.

Auto-off after Select how quickly your handheld automatically turns off after a period of inactivity: 30 seconds, 1 minute, 2 minutes, or 3 minutes.

On while Charging Select whether your handheld stays on continuously when it is connected to the AC charger. When this option is off, you can still turn on your handheld to view your info while the handheld is being charged, but it turns off automatically after a period of inactivity.

Beam Receive Select whether to receive beamed information on your handheld. Turn this setting on to receive beamed info, or turn it off to prevent your handheld from receiving beamed info.

Done

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, press the power button 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.

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 to prevent this from happening to avoid draining the battery.

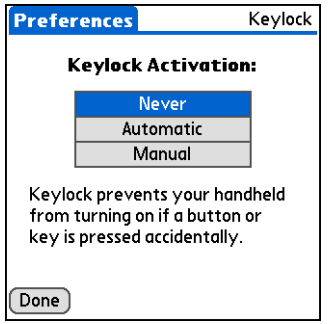
1

Open Keylock Preferences:

a. Go to the Home screen.

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

Tip
You can charge the location to the city where you live. Select the Name field, and then modify the location name.

Setting the date and time

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 the Home screen.

b. Select Prefs.

c. Select Date & Time.

2

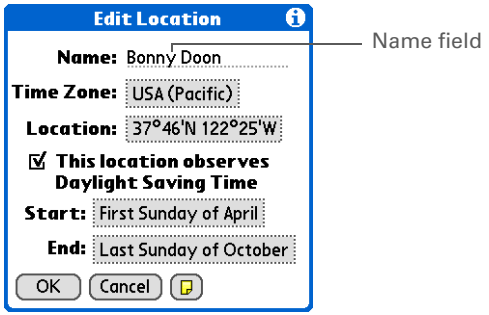
Select the location:

a. Select the Location pick list, and select a city in your time zone. No nearby city? Select Edit List and do steps b and c.

b. Tap Add.

c. Select a city in your time zone, and then select OK. Select OK again, and then select Done.

Continued



3

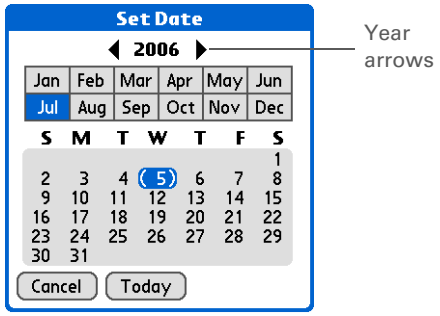
Set the date:

a. Tap the Set Date box.

b. Tap the arrows to select the current year.

c. Tap the current month.

d. Tap the current date.



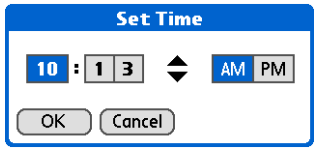
4

Set the time:

a. Tap the Set Time box.

b. Tap the hour and minute boxes, and then tap the arrows to change them.

c. Tap AM or PM, and then select OK.



5

Select Done.

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.

1

Open the Select Font dialog box:

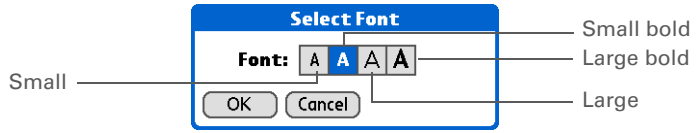
a. Go to the Home screen.

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 Home screen and Agenda View in Calendar. Choose the same photo for both screens, or make them different.

1

Open the Display Options dialog box:

a. Tap Home in the input area for the Home screen or, press Calendar for Agenda View.

b. **Open the menus**.

c. Select Options, and then select Display Options.

2

Select a photo:

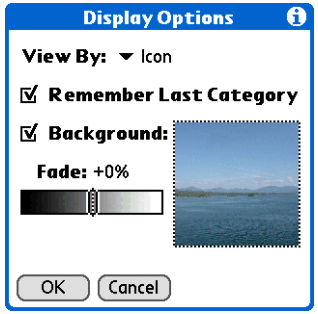
a. Check the Background box.

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 dialog box for selecting a background photo appears differently in the two applications. The Home screen Display Options dialog box is shown here.

» **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.

Correcting problems with tapping

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.

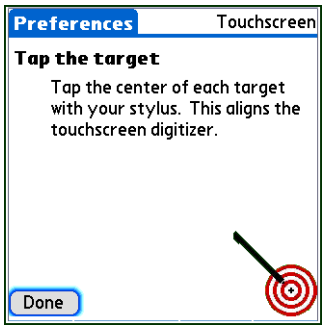
1

Open Touchscreen Preferences:

a. Go to the Home screen.

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

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.

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.

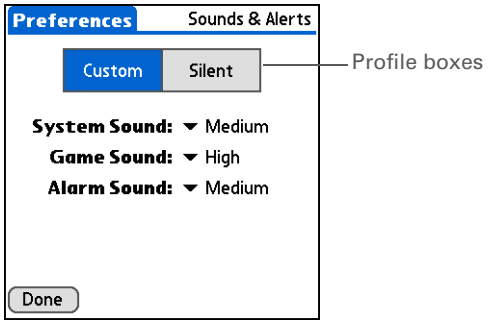
1

Open Sounds & Alerts Preferences:

a. Go to the Home screen.

b. Select Prefs.

c. Select Sounds & Alerts.



2

Select Custom or Silent.

3

If you selected Silent 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

User Guide
For everything you need to know about your handheld—all that's in this guide, and much more—go to **www.palm.com/Z22-handbook**.

Support
If you're having problems with customization or with anything else on your handheld, go to **www.palm.com/support**.

Beyond the basics

See the *User Guide* on the web and learn about these related topics:

Customizing

- Choosing formats for times, dates, calendars, and numbers based on a geographical region
- Selecting options for entering text, such as choosing how to enter certain Graffiti® 2 characters
- Entering information that identifies you as the owner of your handheld so that someone who finds your lost handheld can contact you

Privacy Keeping information private by turning on security options

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 transfers 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 need 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 on the Home screen?

- Tap the category pick list in the upper-right corner of the Home 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 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 Home screen. 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 will appear.

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

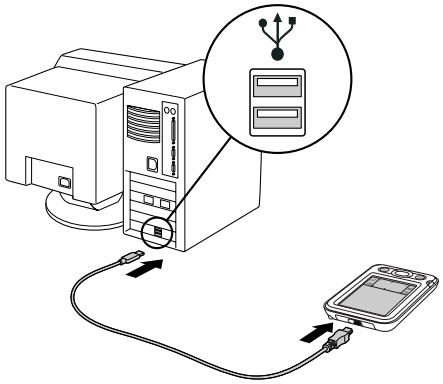
How often should I recharge my handheld?

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:

- Adjust the screen brightness and contrast
- Reduce the Auto-off setting
- Use Keylock to prevent your handheld from turning on by accident
- Respond to or cancel alerts promptly

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

Make sure the USB sync cable is connected securely.



WINDOWS ONLY

- Click the HotSync® Manager icon in the Windows taskbar in the lower-right corner of your screen. Make sure that 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 program group and select HotSync Manager. Click the HotSync Manager icon when it appears in the system tray. Make sure that Local USB is selected.

[!] **Before You Begin**
You must have completed CD installation and chosen Palm Desktop software as your desktop application for synchronization in order to switch to Outlook. Note that you can choose Outlook as your synchronization software for Contacts, Calendar, Tasks, and Memos during CD installation.

MAC ONLY

- Make sure that 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 that USB has a checkmark next to it.
- Disconnect the USB sync cable from your computer, and then reconnect the cable and restart your computer.

How do I change from synchronizing with Palm® Desktop software to synchronizing with Outlook?

WINDOWS ONLY

During CD installation, you chose a desktop software application to synchronize with your handheld. You may have chosen Palm Desktop software at that time. But if Microsoft Outlook already contains all of your contacts, appointments, tasks, and notes, you can change your synchronization method so that your handheld synchronizes with Outlook instead. You can also change from Outlook to Palm Desktop software.

NOTE If you choose to synchronize with Outlook, info from Contacts, Calendar, Tasks, and Memos is synchronized with info in the corresponding application in Outlook. (Memos is called Notes in Outlook.) Other info, such as photos and notes, is synchronized with info in the corresponding application in Palm Desktop software.

1. Insert the CD into your computer.

2. Select Change your synchronization method.

3. Follow the onscreen instructions for the desktop software you want to use.

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**.

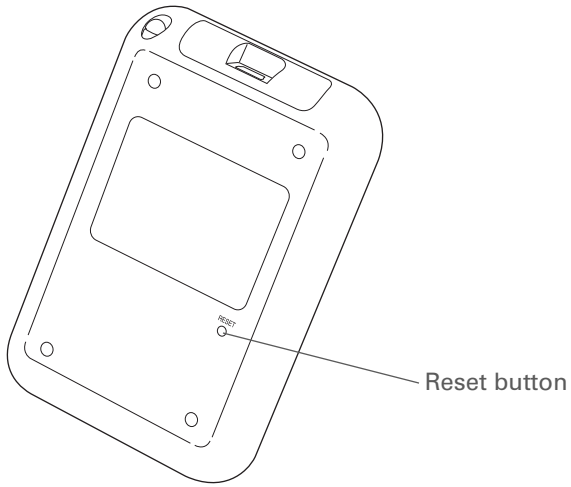
Tip
After a soft reset, the Preferences screen appears with the Date & Time option highlighted so you can reset the date and time if necessary.

What do I do if my handheld is not responding?

On rare occasions your handheld may not respond to tapping or to the 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.

Use the tip of the stylus to gently press the reset button on the back 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 user-serviceable parts inside. Opening your handheld voids the warranty and is not recommended under any circumstances.

User Guide
For everything you need to know about your handheld—all that's in this guide, and much more—go to **www.palm.com/Z22-handbook**.

Support
If you're having problems with your handheld, go to **www.palm.com/support**.

Beyond the basics

See the *User Guide* on the web and learn about these related topics:

Common Questions	• Troubleshooting software installation problems • Solving problems with specific applications • Troubleshooting synchronization problems • Solving problems with beaming
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:

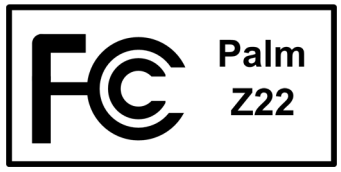
- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

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.

Responsible Party:

Palm, Inc.
950 W. Maude Ave.
Sunnyvale, California 94085-2801
United States of America
(408) 617-7000



Canadian ICES-003 Statement

This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Cet appareil numérique de la classe B respecte toutes les exigences du Réglement sur le matériel brouilleur du Canada.

CE

CE Compliance Statement

This product was tested by Palm, Inc. and found to comply with all the requirements of the EMC Directive 89/336/EEC as amended.

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

Advarsel!
Lithiumbatteri—Eksplosionsfare 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
Eksplosjonsfare ved feilaktig skifte av batteri. Benytt samme batteritype eller en tilsvarende type anbefait 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 przekluwać baterii, ani nie wrzucać ich do ognia. Mogą się rozerwać lub wybuchnąć wydzielając trujące środki chemiczne. Zużytych baterii należy pozbywać sie 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.

Static Electricity, ESD, and Your Palm® 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 Palm® handheld, from ESD harm. While Palm 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 Palm 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.

www.palm.com/environment

SYMBOLS

* (asterisk) characters 32

NUMERICS

5-way navigator 3, 10
    scrolling application categories 9

A

AC charger 19
accessing
    applications 70
    information 10
adding
    applications 24
    contacts 32, 34
    events 36
    memos 45, 46, 47
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