

Getting Started



Copyright and Trademark

© 2003-2006 palmOne, Inc. All rights reserved.

palmOne, the palmOne logo, Zire, the Zire logo, "Z" (Stylized), and VersaMail; stylizations and design marks associated with all the preceding; and trade dress associated with palmOne, Inc.'s products are among the trademarks or registered trademarks owned by or licensed to palmOne, Inc. or its subsidiaries. Palm OS, the Palm logo, Graffiti, HotSync, Palm, Palm Reader, the HotSync logo, and the Palm and PalmSource trade dress are trademarks owned by or licensed to PalmSource, Inc. palmOne, Inc. uses the Bluetooth wireless technology trademark under express license from Bluetooth SIG, Inc. and the MPEG Layer-3 audio decoding technology trademarks under express license from Thomson Licensing S.A.

This product includes technology owned by Microsoft Corporation and cannot be used or distributed without a license from Microsoft Licensing, GP. All other brand and product names are or may be trademarks of, and are used to identify products or services of, their respective owners.

Disclaimer and Limitation of Liability

palmOne, Inc. assumes no responsibility for any damage or loss resulting from the use of this guide.

palmOne, Inc. assumes no responsibility for any loss or claims by third parties which may arise through the use of this software. palmOne, Inc. assumes no responsibility for any damage or loss caused by deletion of data as a result of malfunction, dead battery, or repairs. Be sure to make backup copies of all important data on other media to protect against data loss.

[!] IMPORTANT Please read the End User Software License Agreement with this product before using the accompanying software program(s). Using any part of the software indicates that you accept the terms of the End User Software License Agreement.

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/intl.

PN: 407-6292A-US

v. 1.1

Table of Contents

About This Book	vii
Tips for viewing this guide.....	vii
What's in this guide?	viii
Chapter 1: Exploring Your Handheld	1
Locating the controls on your handheld	2
What's on my handheld?	6
Installing extra software from the CD	7
Opening applications.....	9
Entering information	10
Using menus	15
Using the 5-way navigator	16
Handheld do's and don'ts	18
Beyond the basics.....	19
Chapter 2: Synchronizing Your Handheld with Your Computer	20
Why synchronize information?.....	21
What information is synchronized?.....	22
Synchronizing information	23
Beyond the basics.....	24
Chapter 3: Expanding Your Handheld	25
What type of expansion cards can I use?	26
How can expansion cards help me?.....	26
Inserting an expansion card.....	27
Removing an expansion card	28
Beyond the basics.....	29



Chapter 4: Managing Your Contacts	30
Adding a contact	31
Locating a contact on your list.....	33
Beaming a contact	34
Beyond the basics	35
Chapter 5: Managing Your Calendar	36
Scheduling an appointment.....	37
Checking your schedule	39
Setting an alarm.....	40
Beyond the basics	41
Chapter 6: Managing Your Tasks	42
Creating a task.....	43
Organizing your tasks	44
Marking a task complete	45
Beyond the basics	46
Chapter 7: Writing Memos	47
Creating a memo	48
Viewing and editing a memo	49
Beyond the basics	50
Chapter 8: Writing Notes	51
Creating a note.....	52
Viewing and editing a note	53
Beyond the basics	54
Chapter 9: Recording Voice Memos	55
Creating a voice memo	56
Listening to a voice memo	57
Beyond the basics	58

Chapter 10: Taking and Viewing Photos and Videos	59
Supported file types	60
Capturing a photo	61
Recording a video	62
Adjusting the camera settings	63
Viewing photos or videos	65
Organizing photos or videos into albums	66
Sharing photos and videos	68
Sending a photo or video using Bluetooth technology.....	69
Beyond the basics.....	70
Chapter 11: Listening to Music.....	71
Transferring MP3 files to an expansion card.....	72
Transferring music from a CD to an expansion card	74
Playing music on your handheld	78
Beyond the basics	79
Chapter 12: Connecting Wirelessly to Other Devices	80
What can I do with the built-in Bluetooth technology?	81
What types of connections can I make?.....	81
Entering basic Bluetooth settings.....	82
Setting up a phone connection.....	83
Accessing e-mail and the web wirelessly	86
Setting up a connection for wireless synchronization.....	88
Beyond the basics	89
Chapter 13: Sending and Receiving E-mail Messages	90
Setting up an account.....	91
Getting and reading e-mail messages	94
Sending an e-mail message.....	95
Beyond the basics	96






Chapter 14: Sending and Receiving Text and Multimedia Messages	97
Sending a text message	98
Sending a multimedia message	99
Getting and reading text messages	103
Beyond the basics	104
Chapter 15: Browsing the Web	105
Accessing a web page	106
Beyond the basics	107
Chapter 16: Customizing Your Handheld	108
Setting the date and time	109
Preventing your handheld from turning on by accident	111
Changing the screen fonts	112
Changing the background of your screen	114
Correcting problems with tapping	115
Selecting sound settings	116
Changing screen colors.....	117
Beyond the basics	118
Chapter 17: Common Questions	119
Beyond the basics	123
Product Regulatory Information	124
Index	130

About This Book

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 Acrobat Reader:

- Click the magnifying glass , move the cursor (which is now a magnifying glass) over the page, and click repeatedly to magnify the page. Click Previous View ( or  depending on your version of Acrobat 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, click Previous View ( or  depending on your version of Acrobat Reader) to return to the page you were on before you clicked the link.
- You can also print an especially interesting or important page or pages by clicking Print. 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.

What's in this guide?

Each chapter contains step-by-step instructions with cues for action, links to detailed information, and sidebars.

Step-by-step instructions

How-to information. Look for these cues in instructions:

 Continued	Cue at the bottom of a page 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.

Links

Links appear as underlined words in sidebars and other places throughout this guide. Some links take you to other pages in this guide, while others take you to the *User Guide* on the web.

In this chapter	Links on the first page of each chapter that send you to a specific section.
Beyond the basics	Links on the last page of each chapter that send you to the <i>User Guide</i> on the web to learn about more things you can do with an application or feature.

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

Sidebars

[!] Before You Begin

Things you must have completed before you can do the steps described in the chapter.

* 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 pointer 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 web where you can find more info on the topics in this guide and on other features of your handheld.

My Handheld

A pointer to the web 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.

Exploring Your Handheld

In this chapter

[Locating the controls on your handheld](#)

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

[Installing extra software from the CD](#)

[Opening applications](#)

[Entering information](#)

[Using menus](#)

[Using the 5-way navigator](#)

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

[Beyond the basics](#)

Whether you're at work, at home, or on the go, you'll quickly understand why handhelds are also called personal digital assistants (PDAs). Like a good personal assistant, your handheld helps you keep track of your schedule, your business and personal contacts, your to-do list, your memos, even your photos and videos.

Handhelds are for fun, too. You can take pictures and create digital photo albums, play games, and read eBooks. Insert expansion cards (sold separately) to listen to music, to capture videos, or to enjoy useful reference software and more.

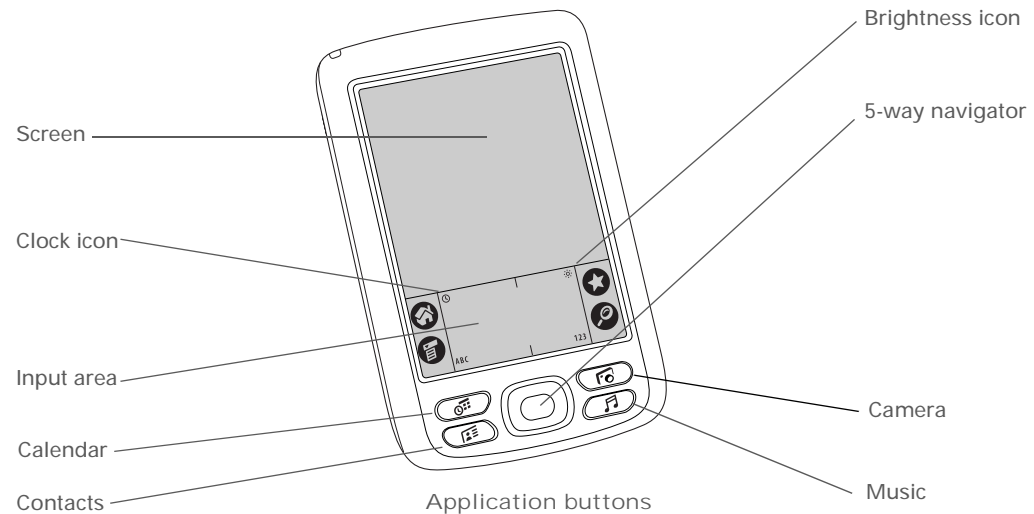


Benefits of your Zire™ 72 handheld

- Take photos and capture videos with the built-in camera
- Play music
- Stay in touch with wireless connectivity
- Save time and stay organized
- Travel light
- Protect your information

Locating the controls on your handheld

Front panel controls

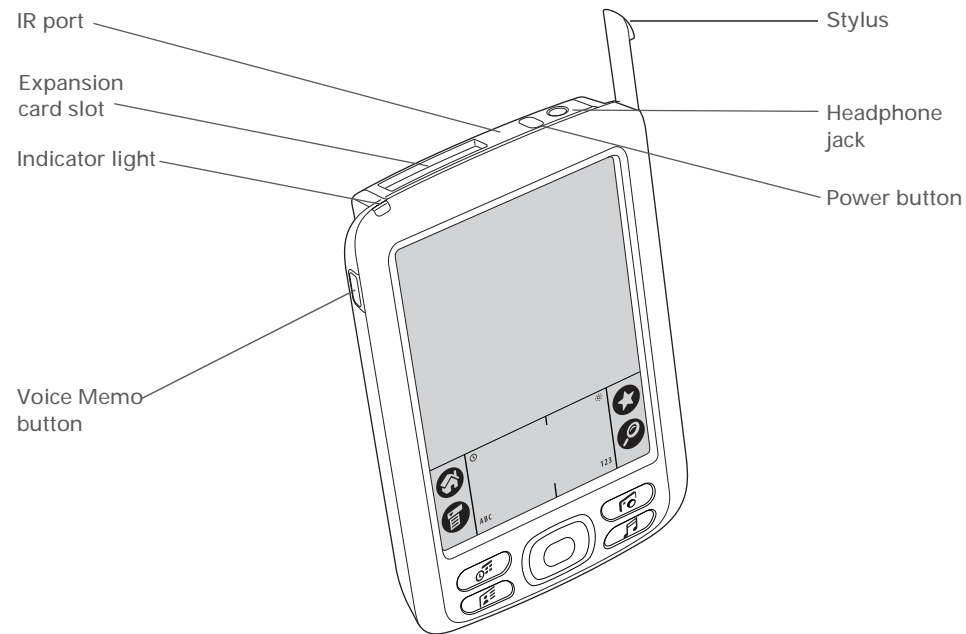


Screen	Displays the applications and information on your handheld. The screen is touch-sensitive.
Clock icon	Displays the current time and date.
Input area	Lets you enter info with Graffiti® 2 writing or open the onscreen keyboard .
Brightness icon	Lets you adjust the brightness of your handheld's display.
5-way navigator	Helps you move around and select info to display on the screen.
Application buttons	Open the Calendar, Contacts, Camera, and Music (RealOne® Mobile Player) applications.

» **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 panel controls



IR port

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

Expansion card slot

Lets you insert expansion cards (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).

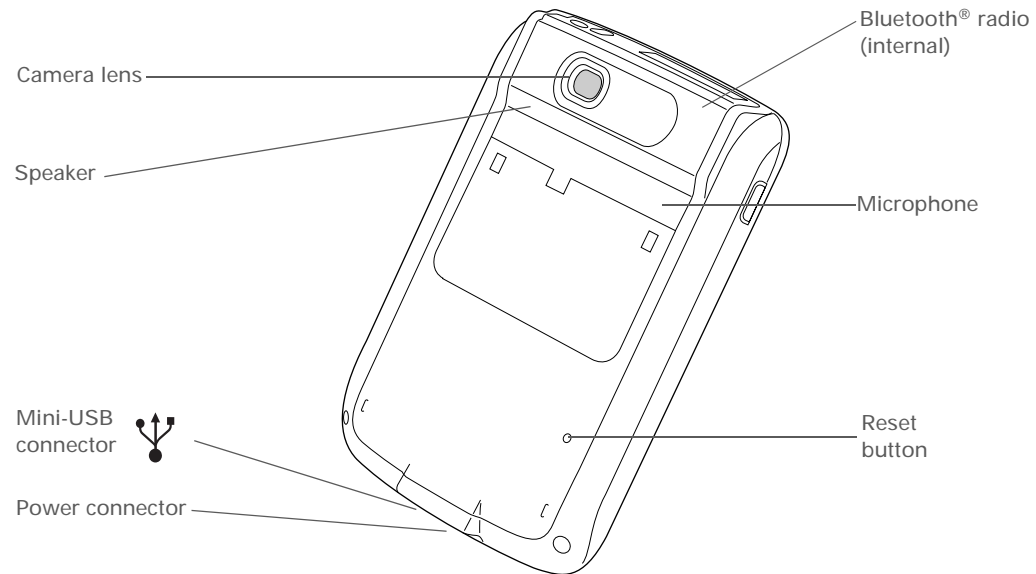
Indicator light

Lets you know the charging status when your handheld is attached to the power adapter, and notifies you when alert messages appear.

Headphone jack	Lets you connect a standard 3.5 mm stereo headset (sold separately) to your handheld so you can listen to music and other audio applications.
Voice Memo button	Records a voice memo when you press and hold this button.
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 panel controls



Camera lens

Lets you take a picture with the built-in digital camera.

Speaker

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

Microphone

Lets you record sound when capturing videos with the built-in camera and when creating voice memos.

Reset button

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

Power connector

Lets you connect your handheld to the power adapter so you can charge it.

Mini-USB connector

Lets you connect your handheld to your computer, using the HotSync® cable, so you can **synchronize**.











**Bluetooth radio
(internal)**








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

* **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's on my handheld?




Your handheld comes with many applications preinstalled and ready to use. Open these applications by pressing the application buttons on the front panel or by selecting the icons on the Home screen.

- | | | |
|---|-------------------|---|
|  | Quick Tour | Learn about your handheld and how to enter info. |
|  | Bluetooth | Set up wireless connections to a mobile phone, network, or computer for sending and receiving information. |
|  | Calculator | Solve basic math calculations such as splitting restaurant bills and figuring tips. |
|  | Calendar | Manage your schedule, from lunch with a friend, to weekly meetings, to annual events like holidays, to extended events like conferences and vacations. Even color-code your schedule by category. |
|  | Camera | Capture photos and videos with the built-in camera. |
|  | Card Info | View information about an expansion card seated in the expansion card slot. |
|  | Contacts | Store names and addresses, phone numbers, e-mail and web site addresses—even photos and birthdays. Organize your contacts into categories. |
|  | 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. |
|  | Media | View and organize photos and videos (expansion card required for videos; sold separately). |












	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.
	Prefs	Customize your handheld's sound levels, colors, security, and more.
	RealOne	Carry your music with you on expansion cards (sold separately), create playlists, and listen to music 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.
	Voice Memo	Record short voice clips using the built-in microphone.
	World Clock	Set the time in your home city and two other locations, and set an alarm to wake you up.

Installing extra software from the CD

By now you've probably installed **Palm® Desktop software** and some of the extra software from the CD. If you haven't already installed the extra software, you can do so at any time. Your CD includes titles such as the following:

	Getting Started Guide (on handheld)	Keep the guide you're reading right now with you and view it on your handheld.
	Documents To Go	Create, view, and edit files that are compatible with Microsoft Word and Excel. For information, see the documentation for this application on your computer.
	palmOne VersaMail	Send, receive, and manage e-mail messages wirelessly using the built-in Bluetooth technology on your handheld or by synchronizing with your Windows computer.

- * **Tip**
To install extra software from the CD:
1. Insert the CD into your CD drive.
 2. **Windows:** On the Discover Your Handheld screen, click **Additional Software**.
- Mac:** Double-click the **Essential Software** folder icon.

 palmOne Messages	Send and receive short text (SMS) and multimedia (MMS) messages using the built-in Bluetooth technology on your handheld.
 palmOne WebPro	Browse your favorite sites on the web. (Internet connection required.)
 AudiblePlayer	Listen to newspapers, books, public radio, language instruction, and more (additional fees may apply). Windows only.
 RealOne Player	Transfer music from a CD to an expansion card (sold separately), create playlists. This is the desktop companion for the music application on your handheld. (Windows only.)
 Windows Media Player	Works with the palmOne™ Media desktop application so that you can view videos in certain formats on your computer. (Windows only.)
 IBM Java Technologies	Access more software and functions when you download WebSphere Micro Environment to run Java (J2ME) on your handheld.
 Handmark Solitaire	Enjoy hours of entertainment with this solitaire game.
 powerOne Calculator	Calculate math and business solutions with this enhanced calculator.
 +it Addit	Preview, try, and buy software (web access required). Windows only.
 Adobe Reader for Palm OS	View PDF files that are tailored to fit your handheld's screen.
 Palm Reader	Purchase and download eBooks from the web so you can read them when you want, where you want.

Opening applications

- + Did You Know?
You can **reassign the application buttons** to open whichever applications you choose.

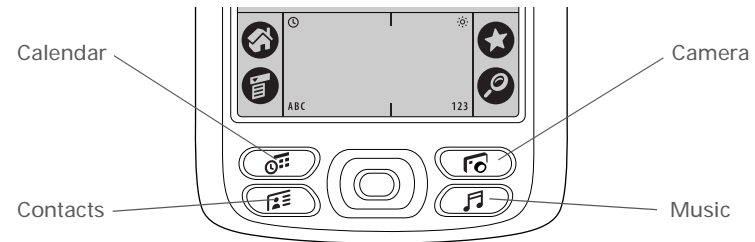
- * Tip
Handheld on already?
Tap the Home icon to go to the Home screen.

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

You can open applications with the application buttons on the front of your handheld or with the application icons on the Home screen.

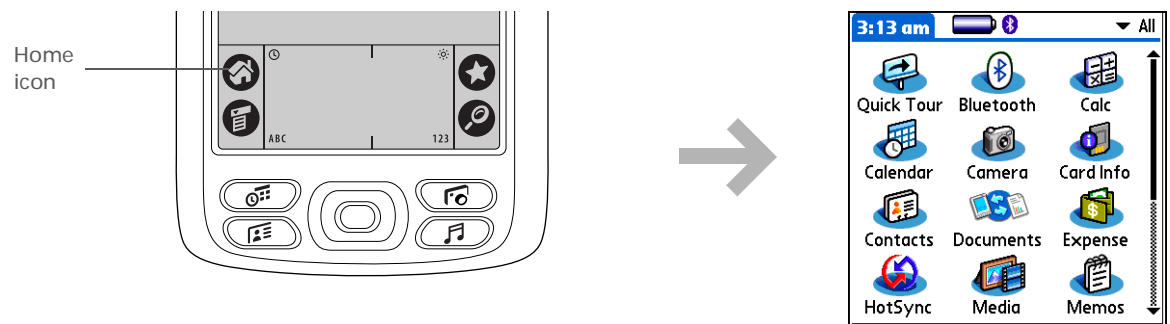
Using the application buttons

Press an application button to turn on your handheld and to open the application for that button.



Using the Home screen

Turn on your handheld, tap Home , and tap an application icon, such as Note Pad.



Entering information

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

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 Go to the Home  screen and select Quick Tour .
- 2 Tap Entering Data and follow the onscreen instructions.

Quick Tour 

Feature Overview

Basic Skills

Entering Data

5-way Navigator

Camera


Multimedia


Bluetooth@

Docs & Messaging


Done Next

➔

Input Data Fast 



Enter data on your computer in the Palm Desktop software or Microsoft Outlook.

Then send it to your handheld using the HotSync .

Entering Data ◀ 1 of 12 ▶

↓ 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.

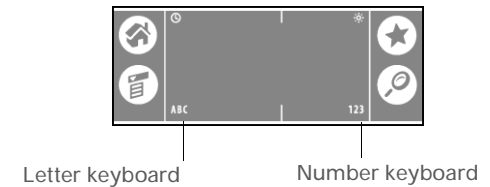
2

Tap one of the following to open an onscreen keyboard:

ABC Opens the letter keyboard.

123 Opens the number keyboard.

↘ **Continued**



Entering information

* 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.

The diagram illustrates three different keyboard layouts available on the handheld device:

- Letter keyboard:** This is the standard QWERTY keyboard. It includes keys for Tab, Caps lock, Caps shift, Backspace, and Return. The bottom row features buttons for Done, abc, 123, Int'l, and a downward arrow.
- Number keyboard:** This layout is designed for entering numbers and symbols. It features a numeric keypad (1-9, 0) and various symbols like \$, €, £, ¥, {, }, [,], <, >, \, =, @, ~, &, #, <, >, space, and %.
- International keyboard:** This layout is used for entering accented characters and special characters. It includes keys for Á, À, Â, Ã, Ä, Å, Æ, Ç, Ñ, Ø, É, È, Ê, Ë, Í, Î, Ï, Ñ, Ò, Ó, Ô, Õ, Ú, Û, Ü, Ý, ÿ, and a space key.

At the bottom of the diagram, there is a 'Done' button with a downward arrow.

* 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.

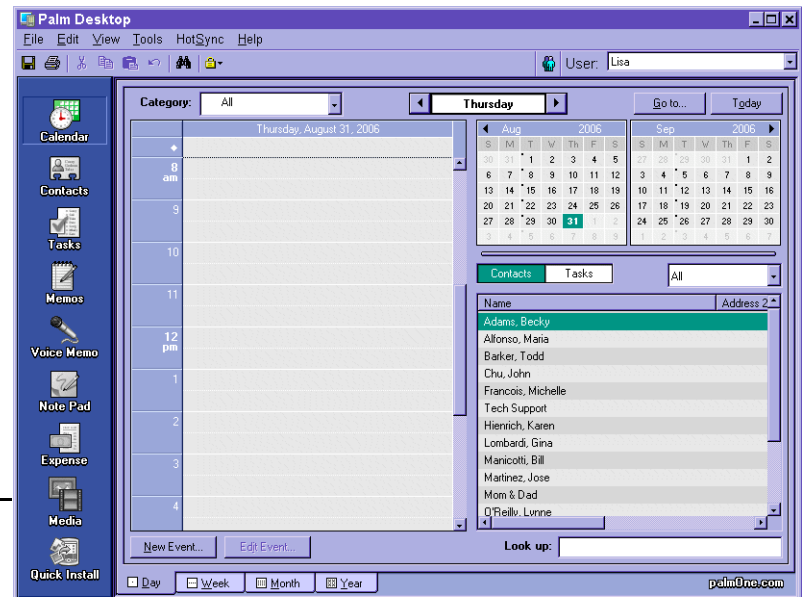
NOTE During CD installation (Windows only), you can choose to synchronize with Microsoft Outlook. If you do, info from Contacts, Calendar, Tasks, and Memos is synchronized with Outlook. Other info, such as photos and notes, is synchronized with Palm Desktop software.

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.

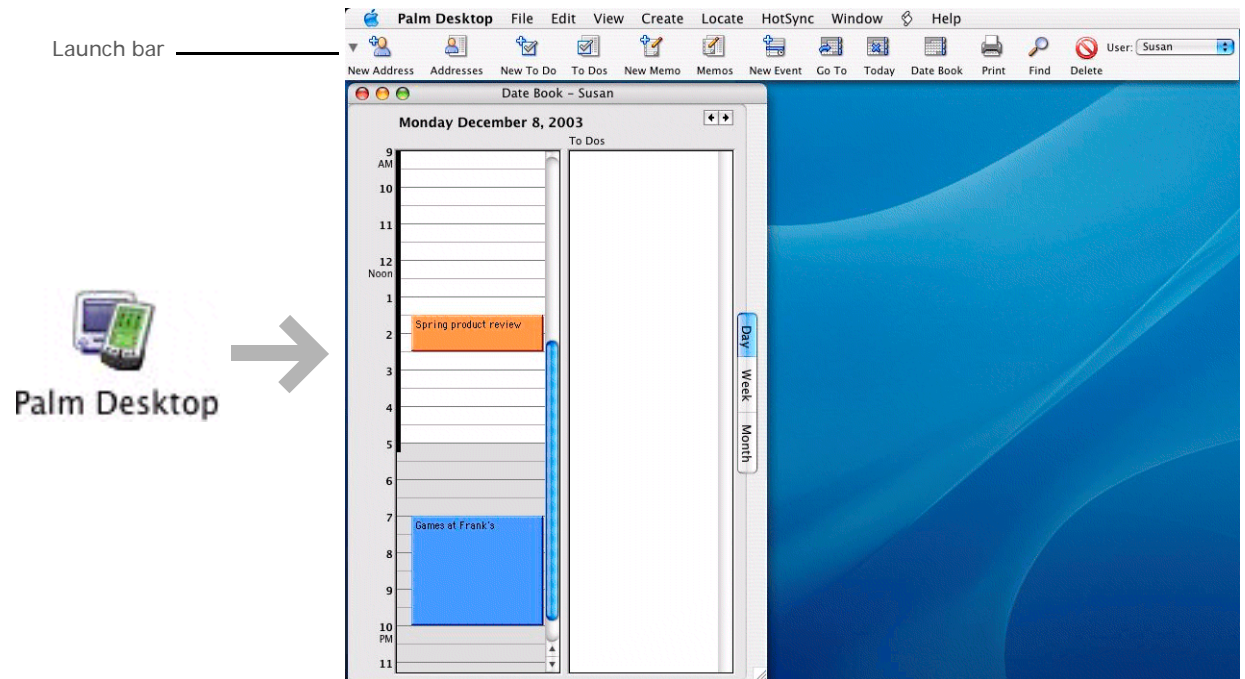


Launch bar



MAC ONLY


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



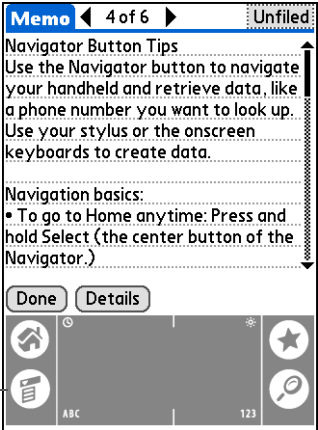
Using menus

- * **Tip**
 You can also open the handheld menus by tapping the application title in the upper-left corner of the screen.
- When the menus are open, you can **use the navigator** 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

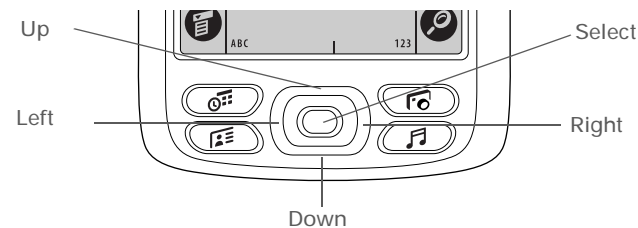
Menu item


- 3** Tap a menu, and then tap a menu item.

 Done

Using the 5-way navigator

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



* **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 navigator.

* **Tip**
From most applications you can return to the Home screen by holding down Select on the navigator.

* **Tip**
If the built-in camera is open, you can also press Select to **take a photo**.

Moving around the Home screen

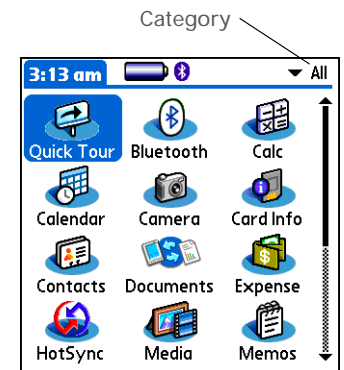
In the Home screen, use the navigator to select and open an application.

Right or Left Scrolls to the next or previous application category.

Select Inserts the selection highlight. When the selection highlight is present:

Up, Down, Right, or Left Scrolls to the next icon in the corresponding direction.

Select Opens the selected application.



Moving around list screens

In list screens, select and move between entries such as a note, memo, contact, or photo.

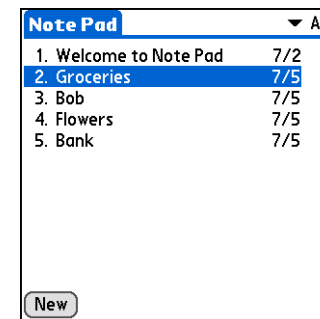
Up or Down Scrolls an entire screen of entries, as long as there's nothing highlighted. Hold down to accelerate the scrolling.

Select Inserts the selection highlight. When the selection highlight is present:

Up or Down Scrolls to the previous or next entry.

Select Displays the selected entry.

Left Removes the selection highlight.



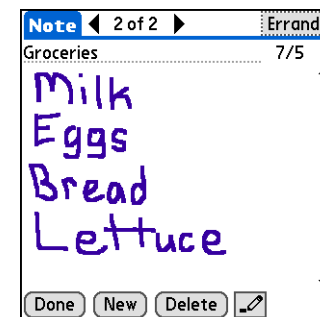
Moving around record screens

In record screens, scroll within the current entry or between entries.

Up or Down Scrolls within the current entry.

Right or Left Scrolls to the previous or next entry (not available in Contacts).

Select Returns to the list screen.



Handheld do's and don'ts

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

Handheld do's

- Use the carrying case that came with your handheld. It provides protection if your handheld is accidentally dropped.
- 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.

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/zire72-userguide.

My Handheld

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palmOne.com/myzire72.

Support

If you're having problems with your handheld, go to www.palmOne.com/support/zire72.

Beyond the basics

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

Entering Information

Entering information with Graffiti 2 characters and shortcuts

Moving Around

Working with the Home screen, finding information, and moving around in applications

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 OS® handheld users
- 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?](#)

[Synchronizing information](#)

[Beyond the basics](#)

Maybe you only think to use your handheld on its own 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. No need to enter information twice.



Benefits of synchronizing

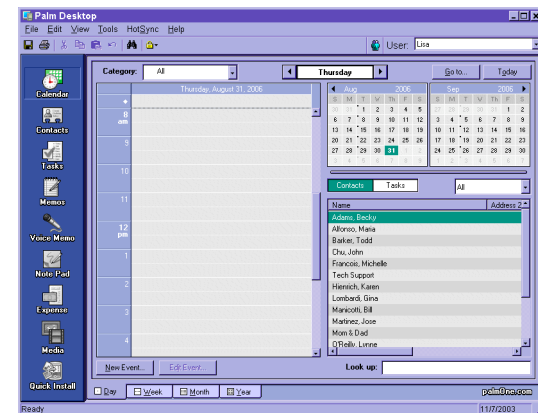
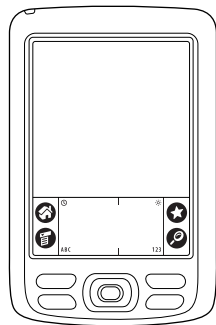
- Quickly enter and update information on your computer and your handheld
- Install applications
- Protect your information
- Send photos and videos from your handheld to your desktop computer

Why synchronize information?

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

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 re-entering the information.

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. Other information, such as photos, videos, voice memos, and notes, is 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.



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.

What information is synchronized?

[!] Before You Begin
Complete the following:

- Initial handheld setup
- Install Palm Desktop 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.

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



Calendar



Contacts



Expense



Media



Memos



Note Pad



Tasks



Voice Memo

NOTE Information from the Expense and Media (photos and videos) applications is synchronized on Windows computers only. When you synchronize on a Mac computer, your photos are stored in the Home/Pictures/palmOne Photos/<username> folder and your videos are stored in Home/Movies/palmOne Videos/<username> folder.

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 such as the VersaMail™ application, these applications may also be included in the presets for synchronization.

If you want to synchronize applications other than the presets, see the section on choosing which applications to synchronize in the *User Guide* on the web.

You can synchronize more than one handheld with your computer. For example, different 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. Although several people can share the same copy of Palm Desktop software, they should not share the same username.

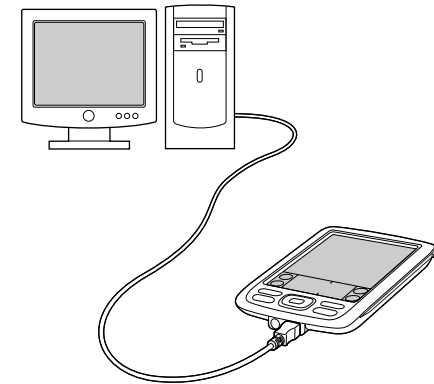
Synchronizing information

- » 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 click OK.
- * Tip
If you need help with synchronizing, see [What do I do if I can't synchronize with my computer?](#)

1


Prepare your handheld:

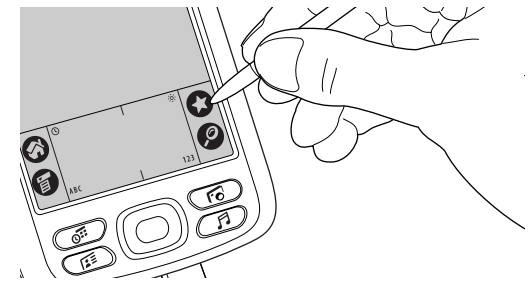
- a. Connect the HotSync® cable to the USB port on your computer, and then insert the other end into the mini-USB connector on your handheld.
- b. Make sure your handheld is on.



2

Synchronize your handheld with your computer:

- a. Tap Star .
- b. When synchronization is complete, a message appears at the top of your handheld screen, and you can disconnect your handheld from the cable. Be patient; synchronization may take some time.



↓ 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/zire72-userguide.

My Handheld

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palmOne.com/myzire72.

Support

If you're having problems with synchronization or with anything else on your handheld, go to www.palmOne.com/support/zire72.

Beyond the basics

Click a link below 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 or not 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

Expanding Your Handheld

In this chapter

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

[Inserting an expansion card](#)

[Removing 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 and capturing video clips, you need to use expansion cards.



Benefits of expansion cards

- Capture and view videos
- 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/myzire72 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?

Capture and view videos. Capture videos with the built-in digital camera and store them on expansion cards. View them anytime by simply inserting the card into the expansion slot.

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

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

Add games and other software. Purchase popular games, dictionaries, travel guides, and more. There are lots of expansion cards available for your handheld. To check them out, visit www.palmOne.com/myzire72 and click the Accessories link.

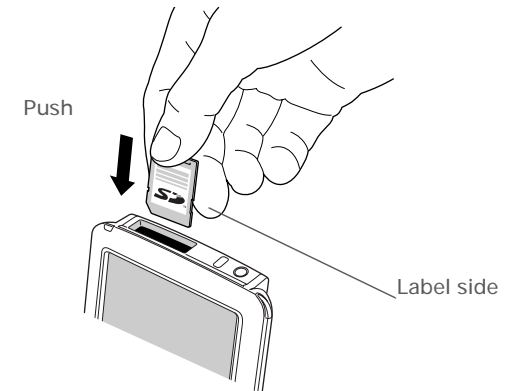
Add accessories. Attach SDIO accessories to your handheld, such as a presentation module.

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.

Inserting an expansion card

1

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

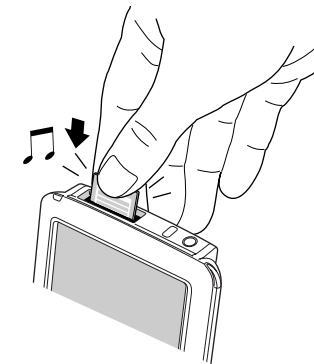


2

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

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

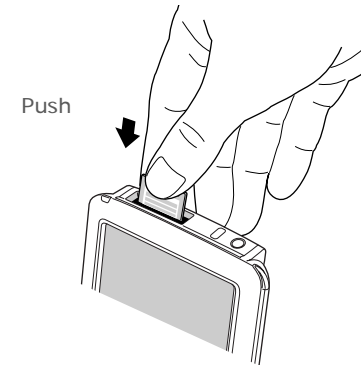
↓ Done



Removing an expansion card

1

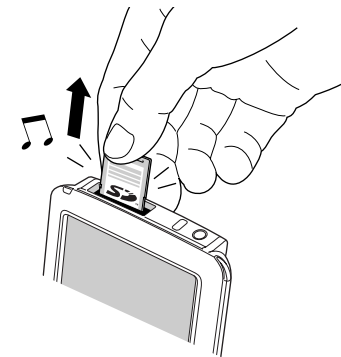
Push lightly against the card with your thumb.



2

Slide the card out of the expansion slot.

↓ 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/zire72-userguide.

My Handheld

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palmOne.com/myzire72.

Support

If you're having problems with expansion cards or with anything else on your handheld, go to www.palmOne.com/support/zire72.

Beyond the basics

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

Expansion Cards

- Opening applications that are stored on expansion cards
- Copying applications between your handheld and 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

Installing and Removing

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

Sharing

- Exchanging applications and information with other Palm OS® handheld users by exchanging cards or beaming items between handhelds
- Sending applications and information to other Bluetooth® devices by using Bluetooth technology on 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 e-mail 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 text messages directly from a contact entry using your handheld's built-in Bluetooth® technology and a compatible mobile phone. You can even add photos of your loved ones directly to their contact information screen.




Benefits of Contacts


- Carry all your business and personal contact information in your hand
- Keep track of who is 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 similar symbol, that record 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  application button.
- 2 Add your contact information:
 - a. Select New.

Contacts  All


Lima, Jose	302-555-9512M
Malita, J.T.	jtm@jtm.com
Maroni, Anthony	415-555-7775W
Nguyen, Mai	555-3434W
Nosuch, Don	donn@example.com
Sanagala, Srivinas	954-555-1234H
Speier, Lane	831-555-7534M
Taylor, David	650-555-9278W
Technical Support	
Venkat, Raja	raja@anyisp.com
Weiss, Chris	555-2367W

Look Up: New 

➔

Contact Edit Unfiled

First name: **Lee**

Picture: 





Company: **Example, Inc.**

Title:

▼ Work: **555-234-1939**

▼ Home:

▼ Mobile: **555-616-2117**

Done Details...   
 - b. Tap each field where you want to enter information, and enter it. Tap the scroll arrows  to move to the next page.

➤ **Continued**

Adding a contact

- * **Tip**
To learn about capturing and downloading photos to your handheld, see [palmOne™ Media](#) later in this guide.
- * **Tip**
If multiple contacts share information, such as a company name and address, you can enter the first contact, open the Record menu, and then select Duplicate Contact. You can then change only the fields that differ.
- * **Tip**
If you want a reminder about a birthday, select the Reminder check box, enter the number of days before the birthday that you want to see the reminder, and then select OK.

3

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

- a. Tap the Picture box.
- b. Select one of the following
Camera Lets you take a photo and add it to a contact when you select Save.

Photos Lets you select and add a photo from palmOne Media.

The screenshot shows the 'Contact Edit' screen with the 'Picture' field selected. A dropdown menu is open, showing 'Camera' and 'Photos' options. The contact information visible includes: First name: Lee, Company: Example, Inc., Title: (empty), Work: 555-234-1939, Home: (empty), and Mobile: 555-616-2117. At the bottom are buttons for 'Done', 'Details...', and a plus sign icon.

4

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

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

The screenshot shows the 'Contact Edit' screen with the 'Birthday' field selected. The contact information visible includes: Addr(W): 4929 Rockaway Dr., City: Anytown, State: CA, Zip Code: 90000, Country: (empty), and Birthday: - Tap to add -. At the bottom is a 'Custom 1' field.

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**
 You can also press Right on the 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  application button.
2	<p>Search for the contact:</p> <p>a. Tap the Look Up line at the bottom of the screen and enter the first letter of the name you want to find.</p> <p>b. Enter the second letter of the name, and so on, until you can easily scroll to the contact you want.</p>
3	<p>Select the contact to open it.</p> <p style="text-align: right;">↓ Done</p>

Contacts  All

Lima, Jose	302-555-9512M
Malita, J.T.	jtm@jtm.com
Maroni, Anthony	415-555-7775 W
Nguyen, Mai	555-3434 W
Nosuch, Don	donn@example.com
Sanagala, Srivinas	954-555-1234 H
Speier, Lane	831-555-7534M
Taylor, David	650-555-9278 W
Technical Support	
Tsai, Lee	555-234-1939 W
Venkat, Raja	raja@anyisp.com

Look Up: mar | New 

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 application 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**
You can also send a contact wirelessly using the Send command with your handheld's built-in Bluetooth technology.

1

Press the Contacts  application 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.



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

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/zire72-userguide.

My Handheld

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palmOne.com/myzire72.

Support

If you're having problems with Contacts or with anything else on your handheld, go to www.palmOne.com/support/zire72.

Beyond the basics

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

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 e-mail 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

E-mail

Sending contacts as attachments to e-mail 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.



Benefits of Calendar

- 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.

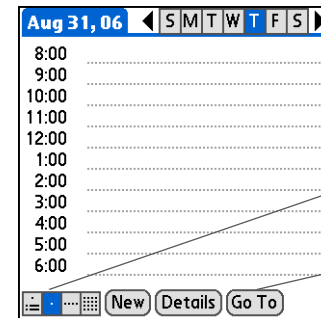
* **Tip**
 You can also scroll to a date by pressing Right or Left on the navigator or by tapping the arrows at the top of the Day View screen.

+ **Did You Know?**
 You can use more than one line to describe an appointment.

1

Open Day View:

- Press the Calendar  application button.
- Tap the Day View icon .



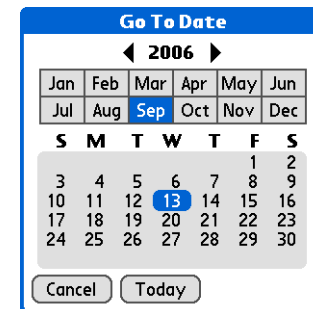
Day View icon

Go To

2

Select the date of the appointment:

- Tap Go To.
- Tap the arrows to select the year.
- Tap the month.
- Tap the date.



3

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

» Continued

Scheduling an appointment

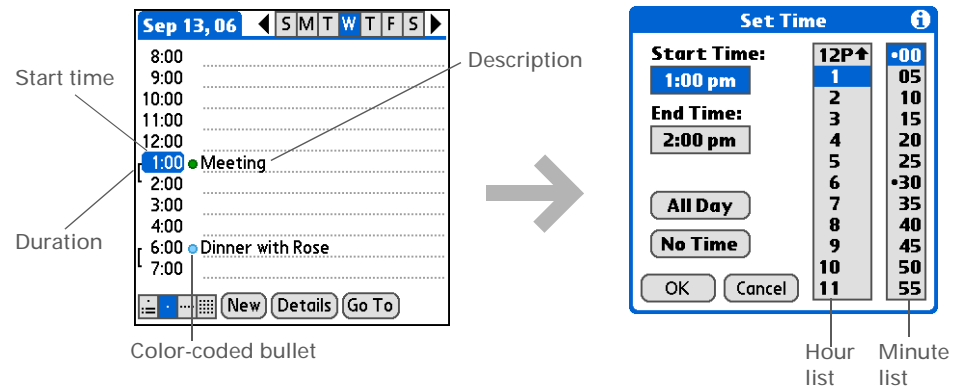
* Tip
To enter reminders, holidays, anniversaries, and other events that take place on a particular date but not at a particular time, tap No Time.

* 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.

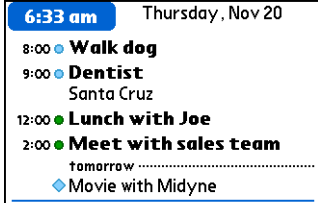
Checking your schedule

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.

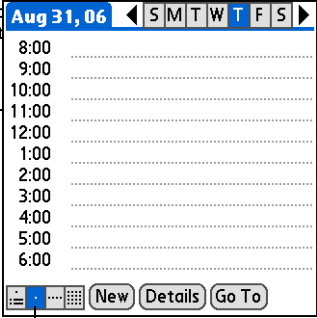
- * Tip
Press the Calendar application button repeatedly to cycle through the Agenda View, Day View, Week View, and Month View.
- * Tip
You can also display Year View. From Month View, tap Year.
- + Did You Know?
You can use a favorite photo as the background for your Agenda View.

1 Press the Calendar  application button.

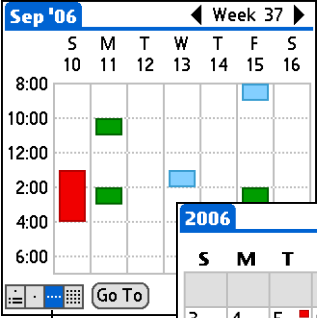
2 Tap the icons in the lower-left corner to see four different Calendar views:



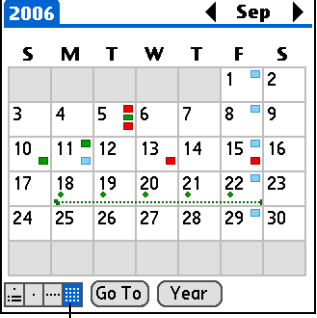
Agenda View



Day View



Week View


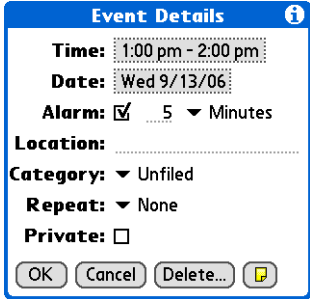


Month View

↓ Done

Setting an alarm

- + Did You Know?
If you set your alarm sounds in World Clock instead of in Calendar you have more 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  application button.
2	<p>Go to the event you want to assign an alarm to:</p> <ol style="list-style-type: none"> a. From Day View, tap Go To. b. Select the year, month, and date of the event. c. Tap the event description.
3	<p>Set the alarm:</p> <ol style="list-style-type: none"> a. Tap Details. b. Tap the Alarm check box. c. Tap 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. <div style="text-align: right; margin-top: 10px;">  </div> <p style="text-align: left; margin-top: 10px;">↓ Done</p>

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/zire72-userguide.

My Handheld

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palmOne.com/myzire72.

Support

If you're having problems with Calendar or with anything else on your handheld, go to www.palmOne.com/support/zire72.

Beyond the basics

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

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
- 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 OS® handheld users
- Sending events to other Bluetooth® devices by using Bluetooth technology on your handheld

E-mail

Sending events as attachments to e-mail messages

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 a list of the things you need to do.



Benefits of Tasks

- Set priorities
- Track deadlines
- Stay focused

Creating a task

* Tip
If no task is currently selected, you can create a new task by writing in the Graffiti® 2 input area.



* Tip
Set an alarm for the selected task. Tap Details, tap the Alarm box, tap the Alarm check 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 the Home  screen and select Tasks .


2 Create a task:
a. Tap New.
b. 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	Due date
<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	11/26	Long description
		Midyne & Greg		
<input type="checkbox"/>	1	Submit monthly accruals	11/27	New task
<input checked="" type="checkbox"/>	1			
<input type="checkbox"/>	4	Call painter		Priority number
<input type="checkbox"/>	4	Wash car		

New Details...  

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



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

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. 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!	
<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		-	

New Details... 

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	
		Next 7 Days - 3	
		Past Due - 1	

New Details... 

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



New Details... 

↓ 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 the Home  screen and select Tasks .

2 Select the check 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...


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/zire72-userguide.

My Handheld

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palmOne.com/myzire72.

Support

If you're having problems with Tasks or with anything else on your handheld, go to www.palmOne.com/support/zire72.

Beyond the basics

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

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

E-mail

Sending tasks as attachments to e-mail messages

Sharing

- Beaming tasks to other Palm OS® handheld users
- 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 of Memos

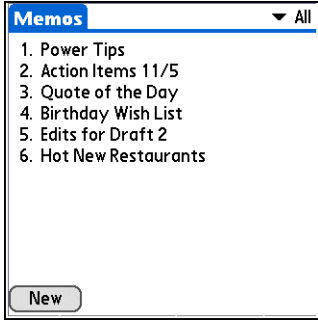
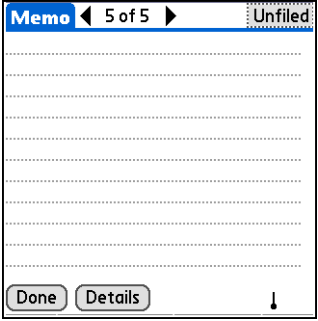
- Store essential but hard-to-remember information
- Easily retrieve and share information


Creating a memo

- + Did You Know?
You can create as many memos as you want, up to the available memory on your handheld. Each memo can be up to about 32KB in size; that's about 650 sentences.

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



- 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.

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/myzire72 and click the Accessories link.
- * Tip
You can change the size of the text in Memos to enhance readability.

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.

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

For everything you need to know about your handheld—all that's in this guide, and much more—go to www.palmOne.com/zire72-userguide.

My Handheld

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palmOne.com/myzire72.

Support

If you're having problems with Memos or with anything else on your handheld, go to www.palmOne.com/support/zire72.

Beyond the basics

Click a link below 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 OS® handheld users
- Sending memos to other Bluetooth® devices using the Bluetooth technology on your handheld

E-mail

Sending memos as attachments to e-mail messages

Writing Notes

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 of Note Pad

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



Creating a note

* 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?
Set an alarm for a note to use it as a reminder.

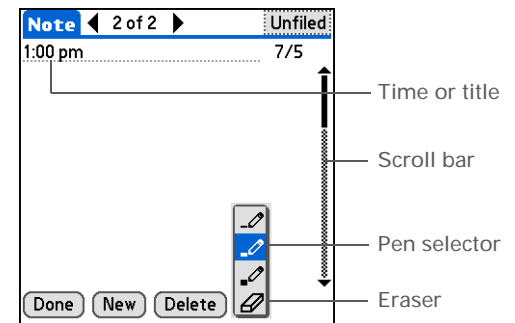
1

Go to the Home  screen and select Note Pad .

2

Create a note:

- 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
 You can clear the screen completely while editing a note. **Open the Edit menu** and select Clear Note.
 Or, to delete a note completely, open the note and then tap Delete.

1 Go to the Home  screen and select Note Pad .

2 Select the note:

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

Note Pad ▼ All

1. Welcome to Note Pad	7/2
2. Groceries	7/5
3. Bob	7/5
4. Flowers	7/5
5. Bank	7/5


New

➔

Note ◀ 2 of 2 ▶ Errands: 7/5

Groceries

Milk
Eggs
Bread
Lettuce

Done New Delete 

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.palmOne.com/zire72-userguide.

My Handheld

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palmOne.com/myzire72.

Support

If you're having problems with Note Pad or with anything else on your handheld, go to www.palmOne.com/support/zire72.

Beyond the basics

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

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

Recording Voice Memos

In this chapter

[Creating a voice memo](#)

[Listening to a voice memo](#)

[Beyond the basics](#)

In a familiar scene from old movies, the boss calls in his secretary to “take a memo.” But if you are not fortunate enough to have such a secretary—or if that brilliant marketing idea hits when your secretary is not around—Voice Memo is the tool you need.

Voice Memo provides a place for you to record and play back notes, agenda items, and other important thoughts directly on your handheld. Record client meeting notes on the way to the office, then send them to your assistant via e-mail to transcribe them. Or use a voice memo with an alarm as a reminder message for that errand you promised not to forget.



Benefits of Voice Memo


- Capture thoughts on the fly
- Send memos to colleagues wirelessly
- Synchronize voice memos to back them up on your computer

Creating a voice memo

* **Tip**
If you are recording a long voice memo and don't want to hold the button the entire time, you can use a different procedure for recording voice memos that lets you **pause and resume** recording.

* **Tip**
For best results, hold your handheld within about one foot of your mouth while recording.

1

Hold down the Voice Memo application button  on the side of your handheld. A tone indicates that recording has started.

2

Record your voice memo:

- a. Face your handheld and begin speaking. Continue holding the Voice Memo button while recording.
- b. When you have finished recording, release the Voice Memo button. A tone indicates that recording has stopped.

3

Select Done.





Done

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

Listening to a voice memo

- * Tip
To start playing a voice memo immediately, select Play.
- * Tip
Select the Speaker icon and press Up or Down on the navigator to adjust the volume when listening to a voice memo.

- 1 Go to the Home  screen and select Voice Memo .
- 2 Listen to the voice memo:
 - a. In the Voice Memo list, select the voice memo title. The voice memo begins to play after a few seconds.

Voice Memo ▾ All

1. Agenda 11/15	12/7	00:01
2. Follow-up from ...	12/7	00:01
3. New ideas for ca...	12/7	00:06
4. Things to tell Dan	12/7	00:11

New

→


V Memo ◀ 4 of 4 ▶ Unfiled


Things to tell Dan 12/7

00:09

00:00 ————— 00:11

⏸

Done New Delete 
 - b. Press Right or Left on the navigator to listen to the next or previous voice memo.
- 3 When you have finished listening to all voice memos, 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/zire72-userguide.

My Handheld

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palmOne.com/myzire72.

Support

If you're having problems with Voice Memo or with anything else on your handheld, go to www.palmOne.com/support/zire72.

Beyond the basics

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

Voice Memo

- Pausing and resuming a voice memo recording
- Storing voice memos on an expansion card
- Setting an alarm for a voice memo

Categories

Organizing voice memos by arranging them into categories and sorting them

Privacy

Keeping voice memos private by turning on security options

Sharing

- Exchanging voice memos with other palmOne™ handheld users by beaming them
- Sending voice memos to other Bluetooth® devices by using Bluetooth technology on your handheld

E-mail

Sending voice memos as attachments to e-mail messages

Taking and Viewing Photos and Videos

In this chapter

[Supported file types](#)

[Adjusting the camera settings](#)

[Capturing a photo](#)

[Recording a video](#)

[Viewing photos or videos](#)

[Organizing photos or videos into albums](#)

[Sharing photos and videos](#)

[Beyond the basics](#)

A picture may be worth a thousand words, but what happens when you have a thousand pictures—or videos—that you are trying to keep organized? Or when that unexpected perfect moment happens that you need to capture on film or video right now?

Your handheld's built-in camera enables quick photo and video capture, while palmOne™ Media features easy viewing and organization of still photos and videos. You can keep your favorite photos right on your handheld, **select a photo as the background** for your Home screen and the Agenda View in Calendar, even **add a photo to a Contacts entry**.



Benefits of your handheld's media features

- Never be far from your favorite people or places
- Capture key moments on the fly
- Simplify photo and video organization
- Use expansion cards (sold separately) to store videos and additional photos

Supported file types

* **Tip**
You can send photos and videos you capture on your handheld to your computer by **synchronizing**.

Windows: To view photos or videos on a Windows computer, open Palm® Desktop software, click Media, and double-click the photo or video you want.

Mac: To view photos on a Mac computer, go to these folders:

Mac OS X:

Home:Pictures:palmOne

Photos:<Palm User Name>

Mac OS 9:

Documents:palmOne

Photos:<Palm User Name>

and double-click the photo or video you want.

When you capture a photo, you can save it directly on your handheld or on an **expansion card** (sold separately) inserted into the expansion slot. Photos are saved in the format JPG.

[!] **IMPORTANT** You can record and save videos to an expansion card *only*. Videos are saved in the format ASF (MPEG-4).

If you take a picture with a digital camera, or you find one on the web, it's likely your handheld can display it. You can view photos in popular formats such as JPG, BMP, TIFF (uncompressed), and GIF on your handheld or from an expansion card inserted into the expansion slot. You can also view photos in their original format in the palmOne Media desktop application on your computer.

You can view videos on your handheld from an expansion card in MPEG-1 and ASF (MPEG-4) file formats. To view videos that are in other formats, convert them to a format that your handheld can play. On Windows, use the palmOne Media desktop to do the conversion; then **synchronize**. On Mac, drag the video to the Send To Handheld droplet; then synchronize.

[!] **IMPORTANT** Video clips that you capture with your Zire 72 handheld cannot be played on a Mac. For more information, please go to the palmOne Support web site for your handheld.

Capturing a photo


* Tip
Customize any picture you capture or view on your handheld by using the drawing tool to annotate the photo.

1

Press the Camera  button.

2

Take the photo:

- a. Select photo mode if it is not already selected.
- b. Move the handheld until the picture you want appears on the screen.
- c. Select the shutter button or press Select on the navigator.
- d. Select Save .

↓ Done




Photo mode
Shutter button

Recording a video

[!] **IMPORTANT** You can record and save video files only on an expansion card (sold separately) inserted into the expansion card slot. You cannot save video files directly on your handheld.


* **Tip**
While you're recording, select the pause button to pause recording. Select the record button to continue recording.

1

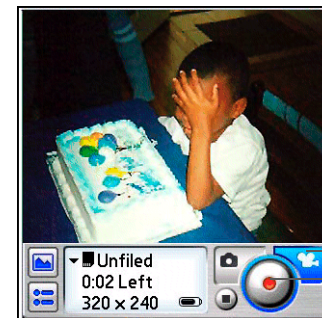
Press the Camera  button.

2

Capture the video:

- a. Select video mode if it is not already selected.
- b. Move the handheld until the image you want to capture appears on the screen.
- c. Select the record button.
- d. When you have finished viewing, select the stop button.
- e. Select Save .

↓ Done



Video mode
Record button

Adjusting the camera settings

- * **Tip**
You must save videos to an expansion card (sold separately).
- * **Tip**
Select **Advanced** on the settings screen to **adjust advanced settings** such as brightness for the camera.

1

Press the Camera  button.

2

Adjust the camera settings:

- a. Select photo or video mode, and then select the Options button.
- b. Select the options you want:

White balance Select the light type for your subject.

Low light Select if you are in a low-light environment.

Effects Select an effect for your image, such as black and white.

Resolution Select a higher resolution if you want a clearer picture; however, a higher resolution creates a larger file size when you save the photo or video.

Save to (Photos only) Select whether to save the photo directly to your handheld or to an expansion card.

Review photos/video Select whether to review a photo or video before saving it.

Date stamp (Photos only) Select whether to mark your photos with the date and time they are taken.

↘ **Continued**

Adjusting the camera settings



Cont'd.	<p>Auto naming Select Custom to specify a new naming system for photos and videos (default is photo_mmddyy_XXX), and then enter the new auto name.</p> <p>Digital zoom (Photos only) Select Disabled if you do not want to be able to zoom in when taking a photo.</p> <p>Shutter sounds Select Off if you do not want to hear a sound when taking a photo or recording a video.</p>
3	<p>Select Done.</p> <p>↓ Done</p>

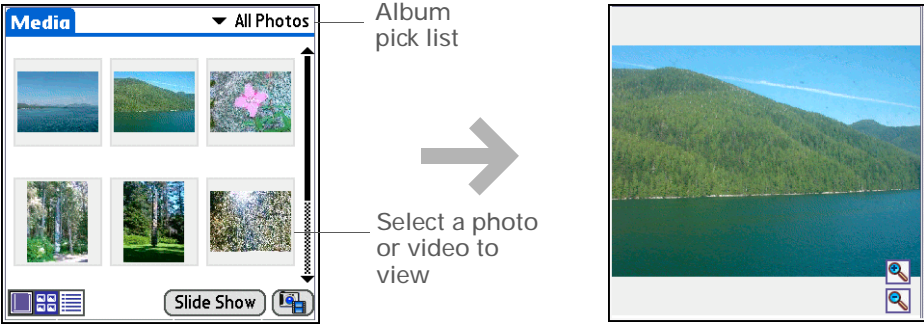
Viewing photos or videos

* **Tip**
If the camera is open, you can open the palmOne Media application by tapping the View Photos button on the left of the screen or by pressing the Camera application button.


+ **Did You Know?**
If you or your friends have a digital camera that uses SD memory cards, you can insert the cards into the expansion slot and view the photos on your handheld.

* **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 the Home  screen and select Media .
- 2 View photos or videos:
 - a. Tap the pick list in the upper-right corner and select the album containing the photos and/or videos you want to view.
 - b. Select the photo or video you want to view.






Album pick list

Select a photo or video to view
- 3 Tap anywhere in the photo or video to return to the selection screen.
 Done

Organizing photos or videos into albums

- * **Tip**
You can only add photos on your handheld to albums that are on your handheld. Likewise, you can only add photos on an expansion card to albums that are on the same card.

- 1 Go to the Home  screen and select Media .
- 2 Create an album:
 - a. Tap the pick list in the upper-right corner and select Edit Albums.
 - b. Select New, enter the name of the new album, and select OK.
 - c. Select OK on the Edit Albums screen.


↘ Continued

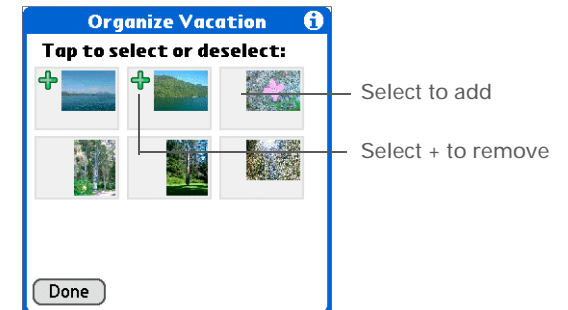
Organizing photos or videos into albums

* **Tip**
If you are not already in the album you want to organize, tap the pick list in the upper-right corner and select the album you want.

3

Add or remove photos in albums:

- a. On the album screen, select Organize Albums .
- b. Select a photo that does not have a plus sign to add it to the album.
- c. Select a photo with a plus sign to the left to remove it from the album.
- d. Select Done.



4

Move photos within albums:

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

↓ Done

+ Did You Know?
You can also easily send photos from the palmOne Media desktop application. See the online desktop help for information.

Sharing photos and videos

You can easily share photos with family and friends. Use your handheld's built-in Bluetooth® technology to wirelessly send photos and videos to other Bluetooth devices within range.

[!] **IMPORTANT** You must set up a phone connection on your handheld in order send photos and videos wirelessly.

You can also share photos and videos using any of the following methods:

- Attach a photo or video to an e-mail message.
- Create a multimedia message containing photos.
- Beam a photo or video to other Palm OS® handheld users.

NOTE Beaming a photo or video file can take some time, so be patient if sending by this method.

- Copy a photo or video from your handheld to your desktop computer, or from computer to handheld, by synchronizing.

Sending a photo or video using Bluetooth technology

+ Did You Know?
A **Send** command appears on the left-most menu of many applications. Use it to send information such as contacts, appointments, and more.


NOTE Sending a photo or video file using Bluetooth technology can take some time, so be patient if sending by this method.

1

Go to the Home  screen and select Media .

2

Send a photo or video:

- a. Tap the pick list in the upper-right corner and select the album containing the photos and/or videos you want to send.
- b. Select the photo or video you want to send.
- c. **Open the menus** .
- d. Select Media, and then select Send.
- e. Select Bluetooth, and then tap OK.
- f. Select the device to which you want to send the photo or video, and then tap OK. The file is sent automatically.

↓ 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/zire72-userguide.

My Handheld

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palmOne.com/myzire72.

Support

If you're having problems with palmOne Media, with the built-in camera, or with anything else on your handheld, go to www.palmOne.com/support/zire72.

Beyond the basics

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

Media

- Viewing photos and videos as thumbnails, lists, albums, and slide shows
- Copying photos and videos to other applications or expansion cards
- Editing and enhancing photos and videos on your desktop computer
- Deleting photos and videos
- Sending photos from the palmOne Media desktop application via e-mail

Sharing

Beaming photos and videos to other Palm OS® handheld users

E-mail

Sending photos and videos as attachments to e-mail 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? RealOne® Mobile Player 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 of RealOne Mobile Player

- 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

Transferring MP3 files to an expansion card

- * **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.

The RealOne® 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 to the HotSync® cable.**
- b. **Insert an expansion card** into your handheld.

2

Select the MP3 files you want to transfer:

- a. From My Computer or Windows Explorer, select the MP3 files you want to transfer.
- b. Drag and drop the file(s) or folder onto the palmOne™ Quick Install icon on the Windows desktop, and then click OK.

**3**

Synchronize your handheld with your computer.

↓ Done

Transferring MP3 files to an expansion card

MAC ONLY

* 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.

1

Prepare your computer and your handheld:

- a. **Connect your handheld to the HotSync 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


[!] **Before You Begin**
Windows: Install RealOne Player on your computer. Insert the CD and follow the onscreen instructions for installing extra software.

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

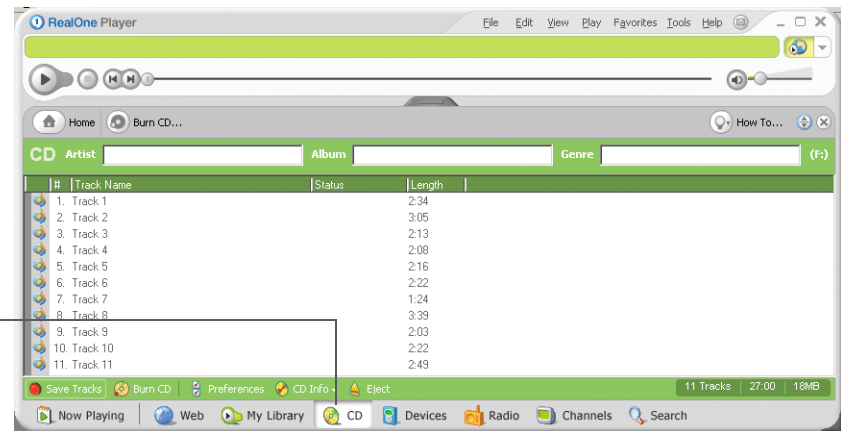
WINDOWS ONLY

1

Access the CD from RealOne Player on your computer:

- Double-click the RealOne Player icon  on your computer desktop.
- Insert the CD into your computer's CD drive.
- Click CD in RealOne Player on your computer.

CD



↘ Continued

Transferring music from a CD to an expansion card

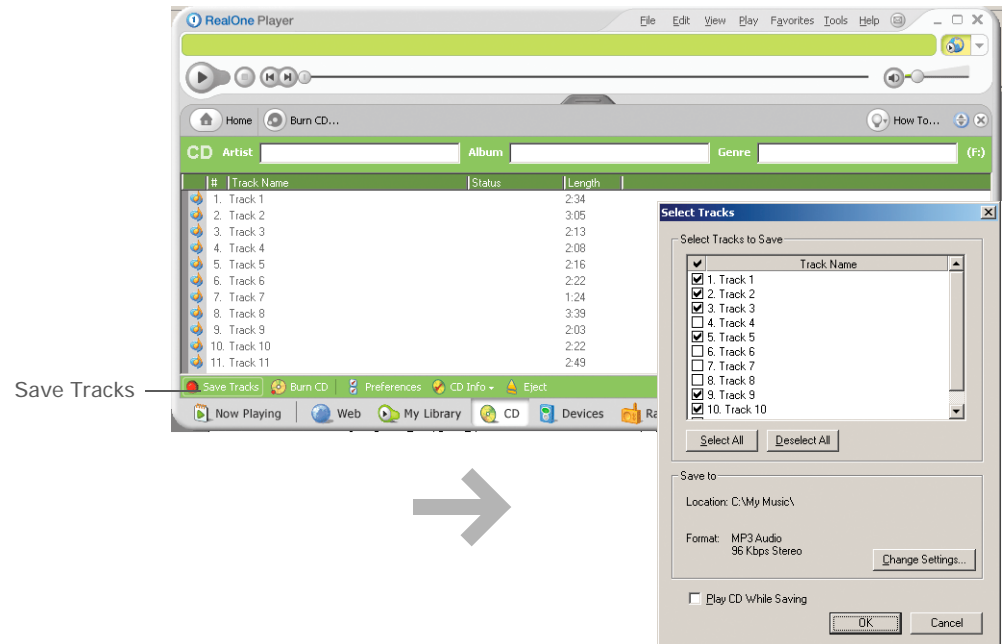
* **Tip**
If you want to select only a few songs, click **Deselect All** and then click the check box next to the songs you want to select.

+ **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.




Continued

Transferring music from a CD to an expansion card

* **Tip**
For tips on using RealOne Player on your computer, go to the Help menu in RealOne Player or visit www.realone.com.

3

Prepare your handheld:

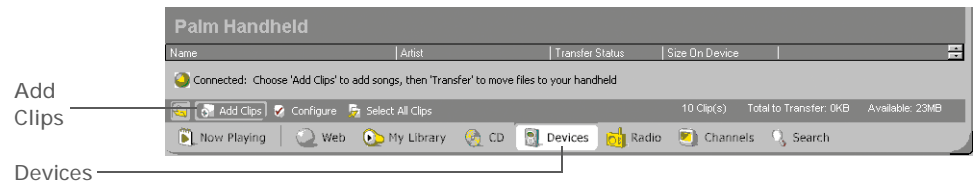
- a. **Insert an expansion card** into your handheld.
- b. Press the Music  application button.
- c. **Connect your handheld to the HotSync cable.**

[!] **IMPORTANT** Do not tap the HotSync icon.

4

Select the songs you want to transfer:

- a. In RealOne Player on your computer, click Devices.
- b. If necessary, double-click Palm Handheld and then double-click Card.
- c. Click Add Clips.



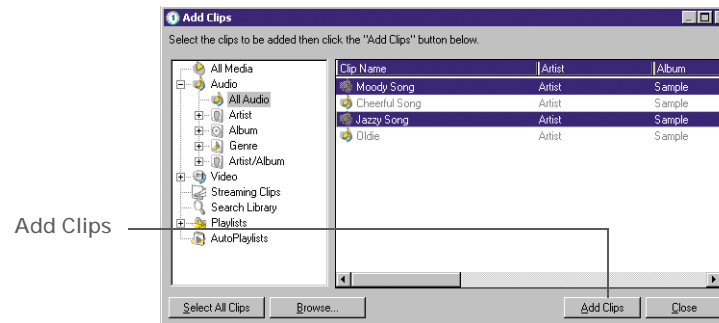
↙ **Continued**

Transferring music from a CD to an expansion card

- * Tip
On your handheld, tap Songs to view a list of the songs available for you to play. The songs you just transferred are at the bottom of the list.

Cont'd.

- d. In the Add Clips window, select the songs you want to add, and then click Add Clips.



- e. Click Close. The tracks you selected should now say "Ready To Transfer."

5

Transfer the selected songs to your expansion card:

- Be sure your handheld is on and that RealOne Mobile Player is open. If it is, a green Connected light appears in the lower-left corner on your computer.
- In the toolbar below the Connected light, click Transfer. When the transfer is complete, the tracks you selected should say "On Device."

[!] **IMPORTANT** Do not tap the HotSync icon. RealOne Player is transferring the files, so there's no need to do anything.


↓ Done

Playing music on your handheld

* **Tip**
For tips on using RealOne Mobile Player, [open the Options menu](#) and select Help.

+ **Did You Know?**
RealOne Mobile Player 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.

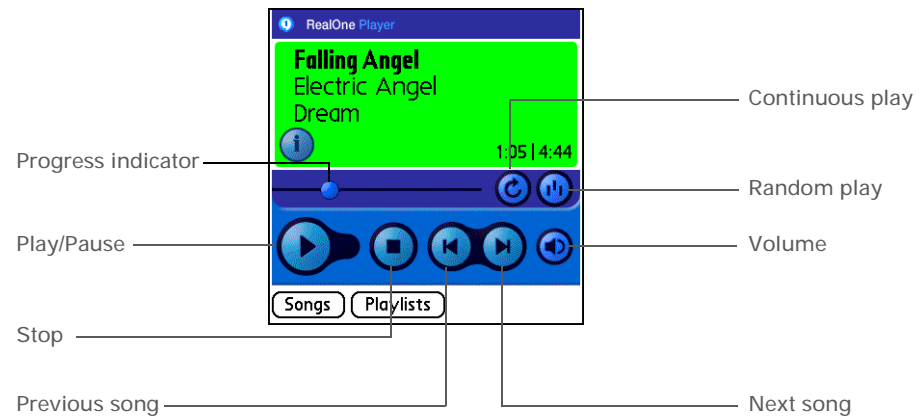
1

On your handheld, press the Music  application button.

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.



3

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

↓ Done

Beyond the basics

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

RealOne Mobile Player

- 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/zire72-userguide.

My Handheld

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palmOne.com/myzire72.



Tip Support

If you're having problems with RealOne Mobile Player, with RealOne Player on your computer, or with anything else on your handheld, go to www.realone.com.

Connecting Wirelessly to Other Devices

In this chapter

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

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

[Entering basic Bluetooth settings](#)

[Setting up a phone connection](#)

[Accessing e-mail 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, recording appointments, and so on. Now, your handheld can actually connect you to the world—wirelessly, using Bluetooth® 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 e-mail message from your handheld—without a cable?

With its built-in Bluetooth functionality, your handheld harnesses the power of Bluetooth technology. It helps you easily set up wireless connections to a number of devices so you can enjoy the convenience of cable-free connectivity.



Benefits of your handheld's built-in Bluetooth technology

- Connect to your Bluetooth phone to send text, multimedia, or e-mail messages or access the web
- Reduce cable clutter by synchronizing wirelessly
- Connect to other devices, such as cameras and other handhelds, 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, and the device must have its Bluetooth communication software enabled. Check the user guide for your device.

To browse the web and use e-mail, install the web browser and the e-mail software included on the CD that came with your handheld.

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

Connect to your Bluetooth phone to send text, multimedia, or e-mail messages or access the web. Whether you access the Internet or your e-mail account, or send text or multimedia messages, once a week or constantly throughout the day, wireless connectivity means that you can go online or share files anytime you are in a coverage area for your mobile phone or are within range of your laptop connected to the Internet.

Reduce cable clutter by synchronizing wirelessly. Imagine a world—or even your workstation—without cables. While using Bluetooth technology on your handheld does not completely eliminate cable clutter, it can replace many of those cables with a wireless connection for tasks such as synchronizing your handheld with your computer.

Connect to other devices, such as cameras and other handhelds, to share files wirelessly. Wouldn't it be great if you could send files such as photos to another handheld? Use the built-in Bluetooth technology to set up connections to devices within approximately 30 feet of your handheld.

What types of connections can I make?



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

- To browse the web and send and receive e-mail messages, connect to the Internet in these ways:
 - Using your mobile phone, by dialing your ISP or signing up with a high-speed wireless carrier account
 - Linking through your desktop computer's network connection
 - Establishing a connection to a Bluetooth Access Point connected to the Internet.
- To send and receive text and multimedia 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 camera, 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 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

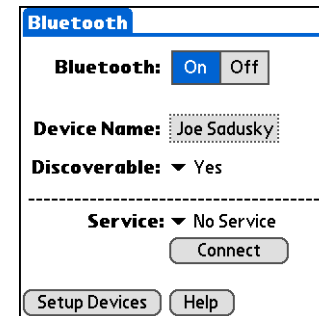
Go to the Home  screen and select Bluetooth .

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 will see when they try to connect to your handheld. By default it is the username you use during synchronization, but you can change it.
- Tap the Discoverable pick list and select Yes or No.

↓ Done





Setting up a phone connection

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

* **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.

1

Go to the Home  screen and select Bluetooth .

2

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

3

Select the phone you want to connect to:

- a. Tap 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. Select the phone you want, select Next, and then select Next again.
- c. If the phone you want does not appear on the Connection Setup screen, select Find More. If the phone still does not appear, run the **Phone Link Updater** application (Windows only) and then go to step 4.

NOTE For Mac computers, if the phone does not appear on the list, go to www.palmone.com/us/support/downloads/phonelink.html to download the driver for your phone, and then go to step 4.

↘ Continued

Setting up a phone connection

» 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, for example, have to be a password you use to access a network or an e-mail 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.

N 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. Tap 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

Setting up a phone connection

» **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 these settings.

7

If you selected Yes in step 6:

- a. Tap 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

↓ Done

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


Accessing e-mail and the web wirelessly


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

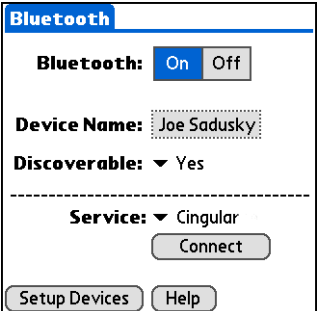
NOTE Bluetooth functionality must be on if you want to use wireless features. You must set up an e-mail account on your handheld before you can send or receive e-mail messages.

+ Did You Know?
You can select the Bluetooth indicator on the **Command toolbar** to quickly open the Bluetooth settings screen from any application on your handheld.

* Tip
You can also check the Bluetooth indicator next to the battery indicator at the top of the Home screen to see if Bluetooth is on.

- 1 Open the **e-mail application** or the **web browser**.
- 2 Verify Bluetooth status:
 - a. Draw the Graffiti® 2 writing Command stroke  and select the Bluetooth indicator to open the Bluetooth settings screen. You can tap the indicator even if it is grayed out (meaning that Bluetooth is currently Off).


➔



 - b. Make sure On is selected.

➤ Continued

Accessing e-mail and the web wirelessly

- » 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).

3

Connect to your phone:

- a. Tap the Service pick list and select the service that you want to use to connect to the Internet.
- b. Select Connect.





Done


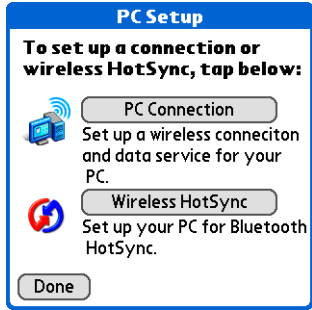

You are now ready to send and receive e-mail messages or to browse the web.

Setting up a connection for wireless synchronization

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

* **Tip**
After the first time 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. Tap Star to synchronize after you are connected.

- 1 Go to the Home  screen and select Bluetooth .
- 2 Select Setup Devices, select PC Setup. select Wireless HotSync, and then select Next.


→

- 3 Set up a connection for wireless synchronization:
 - a. Follow the onscreen instructions for steps 1–3, selecting Next after each step.
 - b. Select Launch HotSync Manager in step 4.
 - c. Select HotSync ™ to synchronize your handheld with your computer.

↓ Done

Beyond the basics

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

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 e-mail messages
- Connecting to your Bluetooth phone by means of the infrared port on your handheld
- Using Phone Link Updater to download the most recent phone drivers and list of supported GSM/GPRS carriers
- Setting the Bluetooth options on your handheld to allow your handheld to “wake up” and receive an incoming connection request when powered off

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/zire72-userguide.

My Handheld

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palmOne.com/myzire72.

Support

If you’re having problems with built-in Bluetooth technology or with anything else on your handheld, go to www.palmOne.com/support/zire72.

Sending and Receiving E-mail Messages

In this chapter

[Setting up an account](#)

[Getting and reading e-mail messages](#)

[Sending an e-mail message](#)

[Beyond the basics](#)

If you already know how efficient e-mail is for staying in touch with personal and business contacts, VersaMail™ personal e-mail software brings you a new level of convenience: e-mail on the go. If you are a new e-mail user, you will enjoy the ease and speed of communicating with friends, family, and colleagues anywhere you can make an Internet connection.

You can attach files such as photos to e-mail messages, as well as Microsoft Word or Excel files created in [Documents to Go](#) on your handheld—or receive any of these file types as attachments to view and edit at your convenience. You can also synchronize e-mail messages on your handheld with e-mail on your desktop computer.



Benefits of the VersaMail application

- Access e-mail 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

Before you can set up an e-mail account on your handheld, you must do the following:


- Install the VersaMail software. Insert the CD and follow the onscreen instructions for installing extra software.
- If you do not already have one, establish an account with an Internet service provider such as Earthlink or a wireless carrier such as Cingular. You may also use a corporate e-mail account.
- For wireless accounts only: Have active service with a wireless carrier and a mobile phone equipped with Bluetooth® technology. You must also **set up a phone connection** on your handheld to send and receive information wirelessly.

1

Go to the Home  screen and select VersaMail .

2

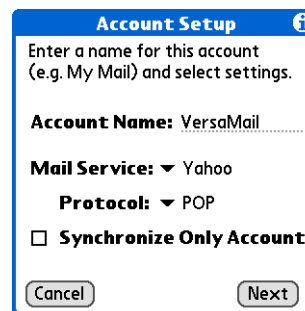
Open the Account Setup screen:

- a. **Open the menus** .
- b. Select Accounts, and then select Account Setup.
- c. Tap New.

3

Enter the basic account information:

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



↘ Continued

Setting up an account

» Key Term

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

* Tip

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

* Tip

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

Cont'd.

- b. Select the Mail Service pick list, and then select your e-mail 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. Select the check box if you intend *only* to synchronize e-mail 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 e-mail for this account wirelessly from your handheld (even if you will also synchronize e-mail), leave the check box deselected.
- e. Select Next.

4

Enter the account username and password:

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

➤ Continued

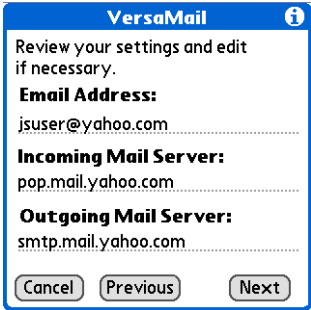
Setting up an account

- + Did You Know?
Your incoming mail server is also called your POP or IMAP server; your outgoing mail server is also called your SMTP server.
- * Tip
If you selected the Synchronize Only Account check box in step 3, you need to configure this account on your computer before you can send or get e-mail messages.

5

[&] OPTIONAL If you chose a common e-mail provider from the Mail Services pick list on the Account Setup screen, this screen is already filled in. If not, enter the names of the incoming and outgoing mail servers:

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






6

Select Done.

↓ Done

Getting and reading e-mail messages

- * **Tip**
If you selected the Synchronize Only Account check 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 e-mail 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 the Home  screen and select VersaMail .
- 2 Get e-mail:
 - a. Open the menus .
 - b. Select Accounts, and then select the account you want.
 - c. Select Get Mail or Get & Send.

New
Get Mail
Display

➔




Get Mail Options i


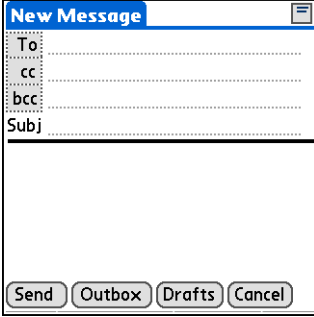
Subjects Only
 Messages
 - d. In the Get Mail Options dialog box, select Subjects Only to download subjects only, or select Messages to download entire messages.
 - e. Select OK.
 - f. When downloading is complete, select OK.
- 3 In the Inbox, select the message to read it.

↓ Done

Sending an e-mail message

- * Tip
If you selected the Synchronize Only Account check box, you must synchronize your handheld with your computer to send messages from your handheld.
- + Did You Know?
You can set up your handheld to automatically try resending any messages that are not sent correctly the first time.
- * Tip
Tap To on the New Message screen to enter e-mail addresses directly from Contacts.

- 1 Go to the Home  screen and select VersaMail .
- 2 Send e-mail:
 - a. Open the menus .
 - b. Select Accounts, select the account you want, and then tap New.


➔


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

↓ 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/zire72-userguide.

My Handheld

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palmOne.com/myzire72.

Support

If you're having problems with the VersaMail application or with anything else on your handheld, go to www.palmOne.com/support/zire72.

Beyond the basics

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

E-mail

- Using the VersaMail application with Microsoft Outlook on your computer
- Setting basic e-mail preferences such as changing the maximum message size, adding a signature to outgoing messages, and downloading files attached to e-mail messages
- Using a virtual private network (VPN) to get and send e-mail over your company's network
- Editing and deleting an e-mail account
- Automatically retrieving e-mail 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
- Viewing, editing, and sending files attached to e-mail messages
- Synchronizing e-mail messages on your handheld with e-mail messages on your computer

Customizing

Setting preferences for connecting to a network

Sending and Receiving Text and Multimedia Messages

In this chapter

[Sending a text message](#)

[Sending a multimedia message](#)

[Getting and reading text messages](#)

[Beyond the basics](#)

If you need to get a short message to a friend or coworker fast, send a text message from your handheld to their mobile phone (GSM phone required; sold separately). And if you need more than text alone to express yourself, use multimedia messaging to give your message multisensory impact by adding an image, photo, or sound file.



Benefits of Messages

- Enjoy quick communication
- Use text messaging to chat with friends
- Be as simple or as creative as you want

Sending a text message

[!] Before You Begin

Before you can send and receive text and multimedia messages, you must **set up a phone connection** on your handheld to send and receive information wirelessly.

You must also install the Messages software. Insert the CD and follow the onscreen instructions for installing extra software.



» Key Term

SMS Acronym for Short Message Service. More commonly known as text messages, SMS messages can be received by most mobile phones.

+ Did You Know?

You can also quickly send a **common phrase** as a text message.

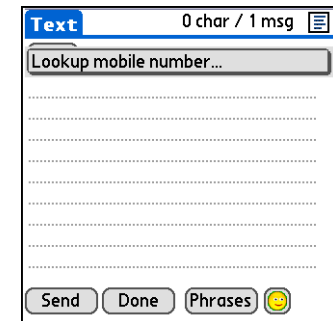
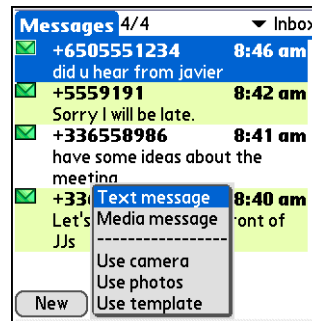
1

Go to the Home  screen and select Messages .

2

Send a text message:

- a. Select New.
- b. Select Text Message.





- c. Select To and select the recipient's name if it appears on the list. If the name does not appear on the list, select Lookup and select the name from the screen.
- d. In the area below the To line, enter the text of your message.
- e. Select Send.

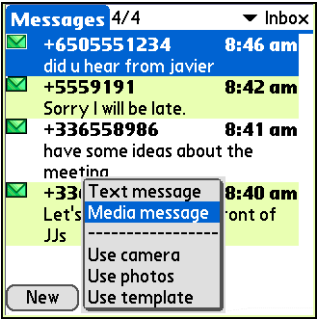
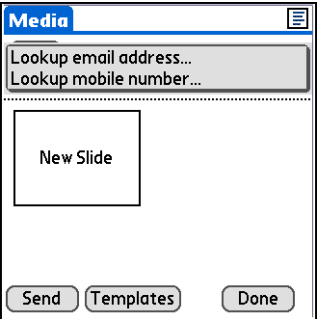
↓ Done

Sending a multimedia message

- » Key Term
MMS Acronym for Multimedia Messaging Service. An application for sending short multimedia messages between mobile phones or handhelds. MMS is a new format that is now supported by most wireless carriers.

- + Did You Know?
 You can also send a personalized **greeting card** as a media message.

- 1 Go to the Home  screen and select Messages .
- 2 Address a multimedia message:
 - a. Select New.
 - b. Select Media Message.


➔

 - c. Select To and select the recipient's name if it appears on the list. If the name does not appear on the list, select one of the Lookup options and select the name from the screen.
 - d. In the area below the To line, enter the subject of your message.

➤ Continued

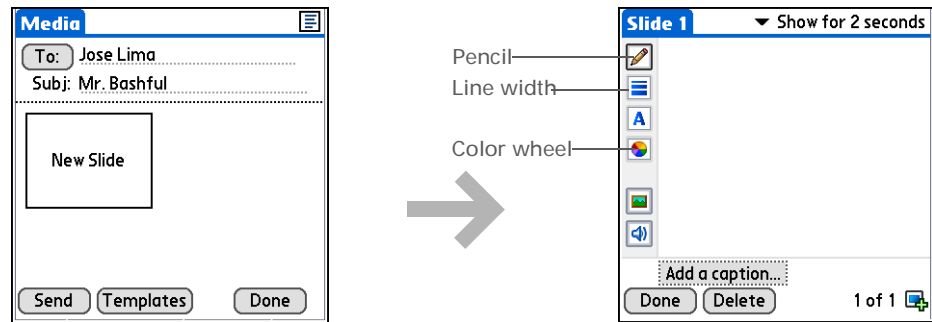
Sending a multimedia message

- * Tip
You can also use the pencil tool to draw on a photo you attach. Send your own graffiti art!

3

[&] **OPTIONAL** Create an image:

- a. Select New Slide.



- b. Use the tools on the left of the screen to create your image.

Pencil Draw the image you want on the blank slide.

Line tool Choose the pencil's line style.

Color wheel Choose the pencil's color.

- c. Select Done.

↘ **Continued**


Sending a multimedia message

+ Did You Know?
You can take a picture and send it quickly with MMS. Take that cute photo of your baby girl and send it with a personalized note to her grandmother. Can it get any easier to share life with distant loved ones?

* Tip
For information on working with **sound files**, see the *User Guide* on the web.

4

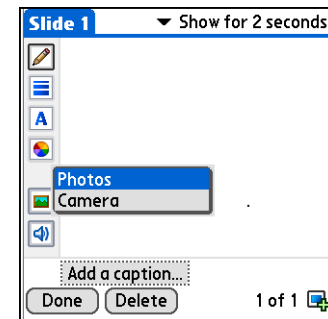
[&] **OPTIONAL** Add a photo:

- From the toolbar on the left of the screen, choose the photos tool .
- Add a picture by selecting one of the following:

Photos Select the photo you want from **palmOne™ Media**.


Camera Take the photo you want using the built-in **camera**.

- Select Done.

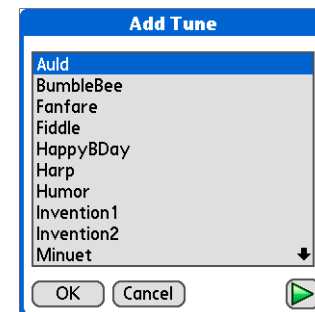


5

[&] **OPTIONAL** Add a sound file:


- From the toolbar on the left of the screen, choose the audio tool .
- Select the file you want.
- Select Done.

⏏ Continued



Sending a multimedia message



- * Tip
To add more files, select +
and repeat steps 3–5.

6	<p>[&] OPTIONAL Add text to your message:</p> <ol style="list-style-type: none">Select Add a caption.Enter the text you want, tap OK, and then select Done.	
7	<p>Select Send.</p> <p>↓ Done</p>	

Getting and reading text messages

* Tip
You can **reply to** or **forward** a message after you open it.

1

Go to the Home  screen and select Messages .

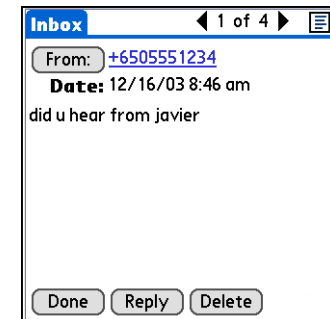
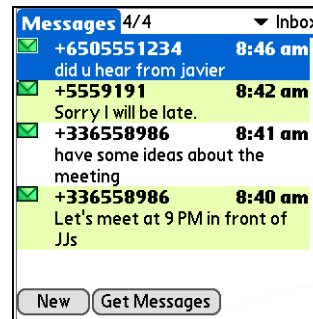
2

Select Get to retrieve messages from your mobile phone.

3

Read a message:

a. Select the message to open it.



b. Read the message, 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/zire72-userguide.

My Handheld

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palmOne.com/myzire72.

Support

If you're having problems with Messages or with anything else on your handheld, go to www.palmOne.com/support/zire72.

Beyond the basics

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

Messages

- Sending a personalized greeting card
- Quickly sending a common phrase as a text message, such as "I'm in a meeting" or "Thanks"
- Replying to, forwarding, 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

Browsing the Web

In this chapter

[Accessing a web page](#)

[Beyond the basics](#)

You use the web for so many things: checking e-mail, 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 palmOne™ Web Pro opens the entire web to you.



Benefits of Web Pro

- Carry the web with you
- Quickly access the pages you want
- Customize your web browsing experience

Accessing a web page

[!] Before You Begin

Install the palmOne Web Pro software. Insert the CD and follow the onscreen instructions for installing extra software.




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


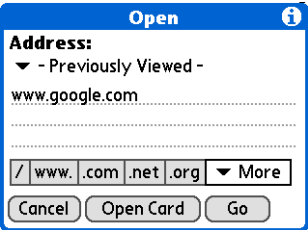
» Key Term

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

* Tip

You can also use palmOne Web Pro to **upload photos and videos** you take with the camera from your handheld to a website you choose.

- 1 Go to the Home  screen and select Web Pro .
- 2 Go to the web page you want to view:
 - a. Select Open URL .


➔


 - b. Enter the address of the web page you want to visit. Use the buttons in the Open URL dialog box for quick entry of characters commonly used in web addresses. If Web Pro recognizes the address that you are entering, it automatically completes the address.
 - c. Select Go.

↓ 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/zire72-userguide.

My Handheld

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palmOne.com/myzire72.

Support

If you're having problems with palmOne Web Pro or with anything else on your handheld, go to www.palmOne.com/support/zire72.

Beyond the basics

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

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

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 screen colors](#)

[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 of customizing

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

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.

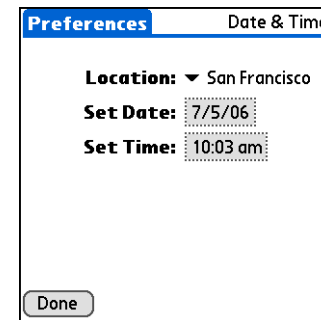
* **Tip**
You can rename the location to the city where you live. Tap the Name field, and then modify the location name.

* **Tip**
When you travel to a new time zone, change the Location setting to quickly reset the date and time. Your appointments stay at the time you entered them—no adjustments for time zones. So always enter your schedule based on the time zone you will be in on the day of the event.

1

Open Date & Time Preferences:

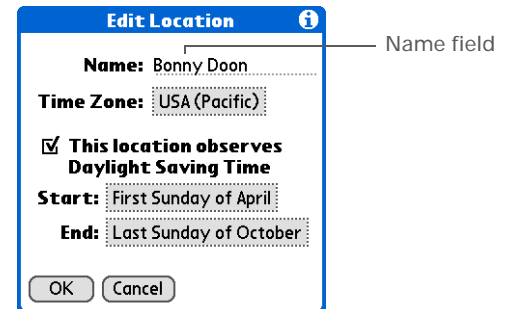
- Go to the Home  screen.
- Select Prefs .
- Select Date & Time.



2

Select the location:

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



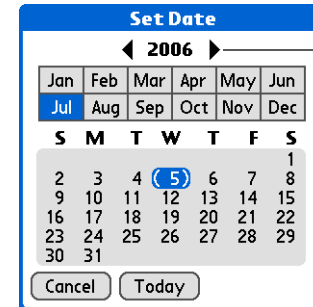
↘ Continued

Setting the date and time

3

Set the date:

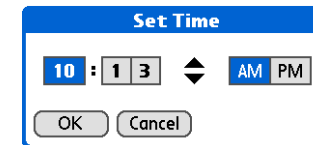
- Tap the Set Date box.
- Tap the arrows to select the current year.
- Tap the current month.
- Tap the current date.

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 that you prevent this from happening and don't drain the battery.

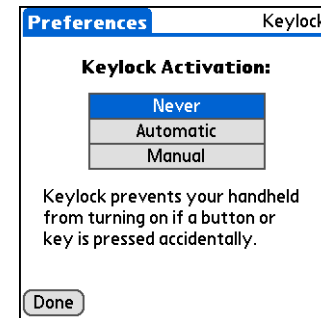
* **Tip**
When Keylock is on, your handheld does not respond when you press the application buttons. To use your handheld again, press the power button and then tap Deactivate Keylock.

+ **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.

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.

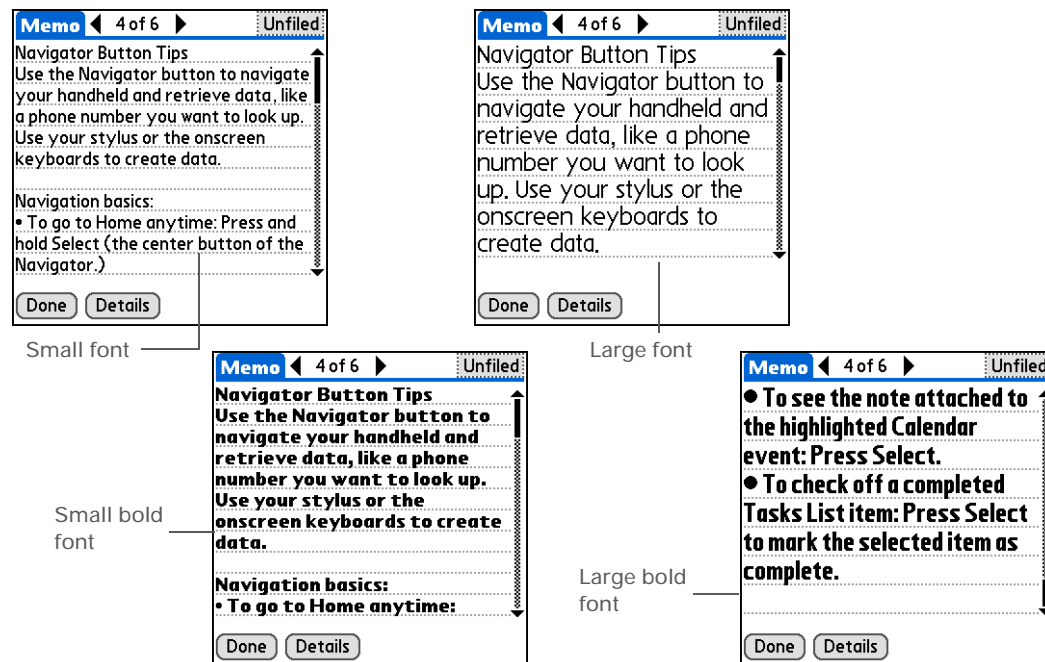
Automatic Keylock turns on automatically when you turn off your handheld or when your handheld goes to sleep.

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

↓ Done

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.



Changing the screen fonts

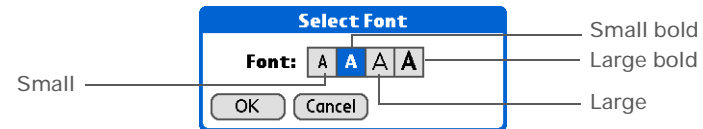
1

Open the Select Font dialog box:

- a. **Open an application.**
- 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 the Agenda View screen in Calendar. Choose the same photo for both screens or make them different.

1

Open the Display Options dialog box:

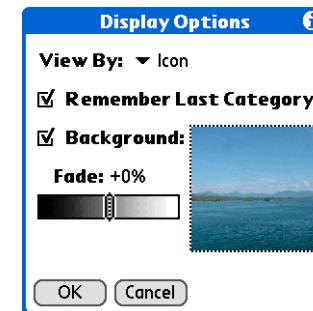
- a. Go to the Home  screen or press the Calendar  application button.
- b. **Open the menus** .
- c. Select Options, and then select Display Options.

2

Select a photo for the background:

- a. Select the Background check box.
- b. Tap the photo thumbnail and select a photo.
- c. Adjust the fade setting so that the text is easy to read against the photo.
- d. Select OK.

↓ Done



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.



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

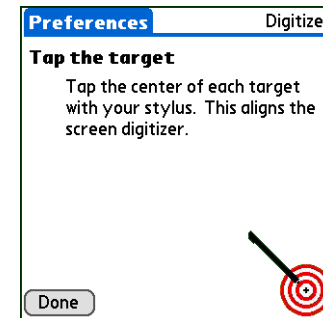
* Tip
 If your screen is not responding to taps, use the navigator to open Digitizer Preferences.

» Key Term
Calibration The process of aligning your handheld's touch-sensitive screen so that when you tap an element on the screen, it detects exactly what you want it to do.

1

Open Digitizer Preferences:

- a. Go to the Home  screen.
- b. Select Prefs .
- c. Select Digitizer.



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.

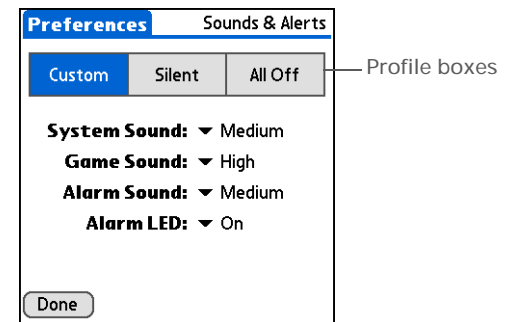
* **Tip**
You can choose different types of sounds for Calendar, Tasks, and World Clock. Go to the application, open the Options menu, and then select Preferences.

+ **Did You Know?**
When you connect a headset 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 a headset.

1

Open Sounds & Alerts Preferences:

- Go to the Home  screen.
- Select Prefs .
- 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

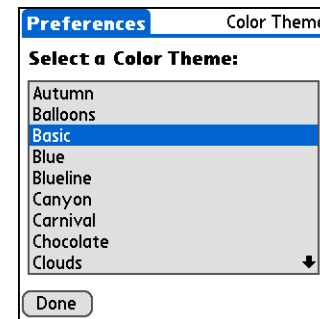
Changing screen colors

Choose a new set of text and background colors for all your applications.

1

Open Color Theme Preferences:

- a. Go to the Home  screen.
- b. Select Prefs .
- c. Select Color Theme.



2

Select a theme, and then select Done.

↓ Done

Beyond the basics

Click the link below 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/zire72-userguide.

My Handheld

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palmOne.com/myzire72.

Support

If you're having problems with customization or with anything else on your handheld, go to www.palmOne.com/support/zire72.

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, using the full screen as the writing area, and creating shortcuts for entering text
- Reassigning the application 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 OS® handheld?

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 on the Home screen?

- Tap the 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 the 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 gauge  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?

If the battery is drained to the point that you cannot turn on your handheld, your information is safely stored for close to a week. In this case, there is enough residual energy in the battery to store the information but not enough to turn on your handheld. If your handheld does not turn on when you press the power button, you should recharge it immediately, for a few hours.

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 HotSync® cable is connected securely.

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

WINDOWS ONLY

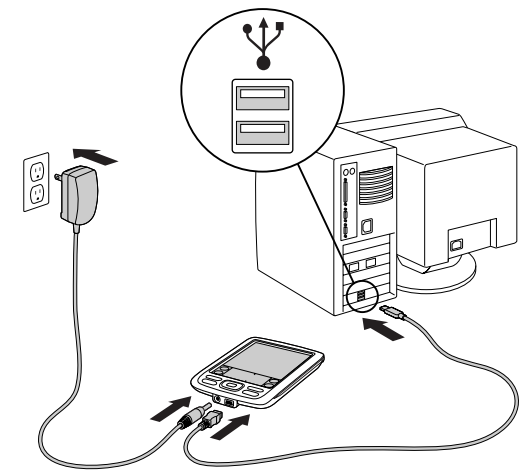
- Click the HotSync Manager  icon in the Windows system tray in the lower-right corner of your screen. Make sure Local USB has a checkmark next to it. If not, click it.



- 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 Windows system tray. Make sure Local USB is selected.

MAC ONLY

- Make sure HotSync Manager is enabled: Open the palmOne folder and double-click the HotSync Manager icon. On the HotSync Controls tab, be sure Enabled is selected. If it is not, click it.
- Disconnect the HotSync cable from your computer, and then reconnect the cable and restart your computer.



- * **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.

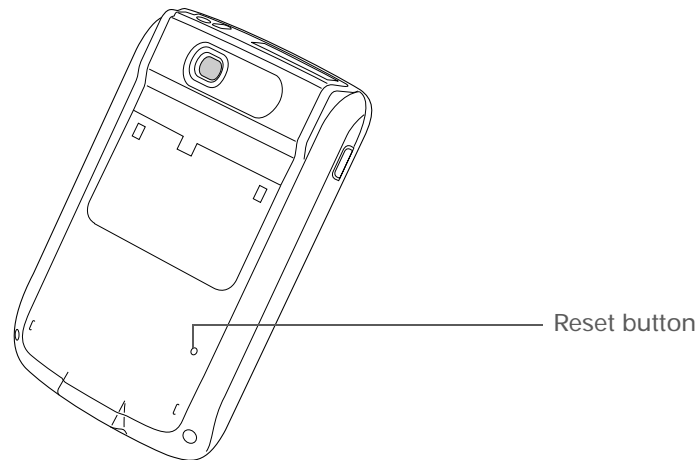
What do I do if my handheld doesn't respond to taps correctly?

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

What do I do if my handheld freezes?

On rare occasions your handheld may not respond when you press a button or tap the screen. In this case, 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 (or similar object *without* a sharp tip) 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.

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/zire72-userguide.

My Handheld

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palmOne.com/myzire72.

Support

If you're having problems with your handheld, go to www.palmOne.com/support/zire72.

Beyond the basics

Click a link below to go to 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 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.

Responsible Party:

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



Industry Canada

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

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: Zire 72
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 Woo
Manager, palmOne, Inc., World Wide Compliance

Date: November 4, 2003

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.

Warning

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 situation, the user of the wireless device may be restricted. Such restrictions may apply abroad 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 first 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

- * (asterisk) characters 31
- ; (semicolon) characters 95

NUMERICS

- 5-way navigator 2, 16

A

- accessing
 - applications 120
 - documentation on the web ix
 - e-mail accounts 7, 84, 86
 - information 16
 - web pages 106, 107
 - web sites 81, 86, 105
- accessories 19, 24, 26, 29, 35, 41, 46, 50, 54, 58, 70, 79, 89, 96, 104, 107, 118, 123
- Account Setup screen 91
- Accounts command 94
- Add Clips icon 76
- adding
 - applications 21, 22, 24
 - contacts 31–32, 33
 - storage space 25, 26
- Addit software 8
- Additional Software option 7
- add-on applications 22, 119
- addresses *See* contacts
- addressing
 - e-mail 35, 95
 - multimedia messages 99
 - text messages 98
- adjusting speaker volume 57, 116
- Adobe Acrobat Reader 8

- agenda lists 36
 - See also* Calendar
- Agenda View (Calendar) 39
- alarm clock 40
- Alarm Sound pick list 116
- alarms
 - See also* reminders
 - adjusting volume for 116
 - attaching to notes 52
 - creating voice memo 58
 - customizing 41
 - incoming messages and 104
 - selecting sounds for 40, 46
 - setting 40, 43, 46, 54
- albums
 - See also* photos
 - additional information for 70
 - creating 66
 - moving photos in 67
 - selecting 65, 67
- alerts 3
- alerts *See* alarms
- aligning screen 115
- anniversaries 38
- application buttons
 - described 6
 - location of 2
 - not responding 111
 - opening applications with 9
 - reassigning 118
- application icons 6, 120
- applications
 - accessing 120
 - adding contact information to 33
 - additional information for 19, 29

- changing screen colors for 117
- copying 29
- deleting 19, 29
- displaying list of 6
- exchanging 19, 29
- installing 21, 22, 24
- opening 6, 9, 16, 118
- preinstalled described 6
- selecting 16
- setting local preferences for 109
- soft resets and 122
- storing on expansion cards 29
- transferring information from 22
- transferring third-party 119
- troubleshooting 120, 123
- appointments
 - See also* Calendar application; events
 - adding notes to 41
 - color-coding 38, 41
 - combining tasks with 36
 - creating recurring 41
 - deleting 41
 - filing 38
 - repeating 40
 - scheduling 37–38
 - setting duration of 38
- ASF formats 60
- asterisk (*) characters 31
- attachments
 - customizing 96
 - sending events as 35, 41, 58
 - sending memos as 50
 - sending multimedia files as 70
 - sending notes as 54
 - sending tasks as 46

- Audible Player software 8
- audio applications 4
- audio files 72–73
- audio tool 101
- Auto naming option 64
- auto-off interval 118, 121

- B**
- back panel controls 5
- backgrounds
 - changing 52
 - choosing colors themes for 117
 - customizing 114
- backing up information 21, 26
 - See also* synchronizing information
- battery
 - cautions for 126
 - charging 5, 18, 120
 - conserving power for 111
 - extending life of 108, 120
- battery gauge 120
- battery indicator light 3
- Beam Category command 43
- Beam Contact command 34
- Beam Item command 43
- Beam Status dialog box 34
- beaming 3, 19, 34, 123
- birthdays 32
- blinking cursor 11
- Bluetooth Access Points 81, 89
- Bluetooth application
 - additional information for 89
 - computer setup options for 88
 - features 81
 - opening 82, 83, 88
 - overview 80
 - setting up connections 82, 83–85
- Bluetooth devices
 - connecting to 81, 82, 86
 - naming 82
 - sending applications to 19, 29
 - sending events to 41
 - sending memos to 50
 - sending notes to 54
 - sending records to 19, 29
 - sending task records to 46
 - synchronizing with 24
 - turning off 121
- Bluetooth icon 6
- Bluetooth indicator 86
- Bluetooth radio 6
- Bluetooth™ technology 80, 81
- bold fonts 113
- bookmarks 107
- brightness control 2
- Brightness icon 2
- browsing the web 81, 86, 105
- built-in applications 6
- Business Card command 34
- business cards 34
- buttons
 - back panel 5
 - front panel 2
 - locking 111
 - navigator 16
 - not responding 122
 - reassigning application 9, 118
 - selecting record 62

- C**
- calculator 8
- Calculator icon 6
- calendar
 - color-coding appointments 38, 41
 - formatting 118
 - selecting dates on 43
- Calendar application
 - additional information for 41
 - checking schedules in 39
 - customizing 114
 - opening 37
 - overview 36
 - scheduling appointments in 37–38
 - setting alarms 40
- Calendar icon 6
- calendar views 36, 39
- calibration 115
- camera 5, 26, 60, 63
- Camera icon 6
- capturing
 - photos 32, 61
 - video clips 25, 62
- Card Info application 6, 29
- card readers 72, 73
- categorizing
 - contacts 35
 - events 41
 - information 19, 38
 - memos 50
 - notes in Note Pad 54
 - tasks 44
- CDs 74

- changing
 - backgrounds 52
 - e-mail accounts 96
 - fonts 112–113
 - screen colors 117
- character entry 10, 12, 106, 118
- charging battery 5, 18, 120
- chat rooms ix
- checking for e-mail 94
- Choose Date command 43
- cleaning your handheld 18
- Clear Note command 53
- clearing Note Pad screens 53
- clock 2, 109–110
- Clock icon 2
- Color Theme Preferences screen 117
- color themes 117
- color wheel 100
- color-coding
 - appointments 38, 41
 - messages 96
- colors
 - applying to notes 52
 - changing screen 117
- commands 15
- communication settings 123
- communication software 81
- compact discs 74
- completed tasks 45
- conduit 22
- configuring
 - connections 118
- confirmation tones 27
- conformity declaration 125
- Connection Setup screen 83

- connections
 - additional information for 89
 - configuring 118
 - customizing 104, 107
 - establishing Internet 81
 - omitting passkeys for 84
 - precautions for 18, 128
 - setting preferences for 96
 - setting up Bluetooth 82
 - setting up phone 83–85
 - setting up wireless 80, 88
 - troubleshooting 123
 - unable to establish 82
- conserving power 111
- contacting ISP providers 85
- contacts
 - adding 31–32, 33
 - beaming 34
 - categorizing 35
 - deleting 35
 - entering in e-mail addresses 95
 - keeping private 35
 - locating 33
- Contacts application
 - additional information for 35
 - addressing e-mail from 95
 - customizing 35
 - opening 31
 - overview 30
 - searching 33
- Contacts icon 6
- continuous events *See* repeating events
- copying
 - applications 29

- photos 68, 70
- videos 68, 70
- corporate e-mail accounts 91, 96
- CPUs
 - connecting to 5, 81
 - installing software on vii
 - synchronizing handheld with 20, 22, 88
 - troubleshooting synchronization problems 121
- creating
 - appointments 37
 - contacts 31, 34
 - images 100
 - memos 47, 48, 49
 - MP3 files 74
 - multimedia messages 68
 - notes in Note Pad 52
 - photo albums 66
 - recurring events 40, 41
 - reminders 51, 55
 - song lists 75, 79
 - tasks 43
- current date and time 109
- cursor 11
- customer support ix, 19, 58, 79, 89, 96, 104, 107
- customizing
 - alarms 41
 - backgrounds 114
 - connections 104, 107
 - Contact application 35
 - e-mail attachments 96
 - handheld 108, 118
 - Inbox 96
- cutting and pasting 50

D

data entry 2, 4, 11, 19, 118

Date & Time Preferences screen 109

date stamps 63

dates

- assigning to appointments 37

- assigning to tasks 43, 45

- defining start and end times for 41

- formatting 118

- selecting on calendar 43

- setting 109–110

Day View (Calendar) 37, 39

Day View icon 37

Deactivate Keylock button 111

defaults 22, 41, 48

deleting

- See also* removing

- applications 19, 29

- appointments 41

- contacts 35

- e-mail accounts 96

- files 29

- memos 50

- messages 104

- notes from Note Pad 53

- photos 35, 67, 70

- songs 79

- videos 70

description fields 37

Device name field 82

dialing phone numbers 84

dial-up accounts 85, 87

dictionaries 26

digital camera 5, 26, 60, 63

Digital zoom option 64

digitizer (defined) 115

Digitizer Preferences screen 115

disconnecting HotSync cable 121

Discoverable setting 82

display brightness 2, 121

Display icon 2

display options 41, 96, 114

- See also* preferences

Display Options command 114

displaying

- application icons 120

- calendars 36

- current time and date 2

- Getting Started Guide vii, viii

- items in lists 17

- memos 49

- notes 53

- PDF files 8

- photos 60, 63, 65, 70

- schedules 39

- song lists 77

- tasks 44, 45, 46

- videos 60, 62, 65, 70

- web pages 106

do's and don'ts 18

documentation vii, viii, ix, 7, 19, 24, 29, 35,

41, 46, 50, 54, 58, 70, 79, 89, 96, 104,

107, 118, 123

Documents to Go application 7, 21

downloading

- e-mail 94

- files 107

- photos 32, 60

drawing freehand 51, 100

drawing tools 100

drivers 89

droplets 73

due dates 43, 45

Duplicate Contact command 32

E

eBooks 8

Edit Albums screen 66

editing 49, 53, 96

- See also* changing

Effects option 63

electrostatic discharge 128–129

e-mail

- accessing 7, 84, 86

- additional information for 96

- addressing 35, 95

- attaching events to 35, 41, 58

- attaching memos to 50

- attaching notes to 54

- attaching photos to 70

- attaching tasks to 46

- automatically checking for 94

- automatically retrieving 96

- changing maximum size 94

- customizing 96

- deleting accounts for 96

- receiving 81, 86, 89, 92, 94

- sending 86, 89, 92, 95

- setting preferences for 96

- setting up accounts for 87, 91–93

- synchronizing 92, 94, 96

e-mail providers 92, 93

- See also* ISPs

e-mail software 90

enhancing photos and videos 70

entering
 information 4, 10–14, 19, 118
 passwords 85
 URLs 106
eraser 52
errors viii
ESD (electrostatic discharge) 128–129
Essential Software option 7
establishing Internet connections 81, 86
Event Details dialog box 40
events
 See also appointments
 adding notes for 41
 categorizing 41
 creating recurring 40, 41
 defined 37
 entering 38
 setting alarms for 40
 sharing 41
Excel files 7, 21, 90
exchanging
 applications 19, 29
 event records 41
 expansion cards 29
 files 81, 90, 96
 information 3, 19
 memos 50, 58
 notes from Note Pad 54
 photos 70, 101
 task records 46
 videos 70
expansion card slot 3, 121
expansion cards
 adding 25, 26
 adding applications to 29

 additional information for 29
 benefits of 26
 deleting applications from 29
 deleting songs on 79
 displaying contents of 29
 inserting 3, 27
 naming 29
 removing 28
 saving multimedia files on 60, 70
 storing voice memos on 58
 transferring audio files to 72–77
Expense icon 6

F
fade setting 114
FAQs 119
FCC Statement 124
features of handheld 1
file linking 24
file transfers 81, 90, 96, 107
file types 60, 72
files
 deleting 29
 removing from expansion cards 29
filing appointments 38
finding contacts 33
font styles 112, 113
fonts
 changing 112–113
 customizing e-mail 96
formats
 audio files 71
 multimedia file types 60
 setting 118
 text messaging and 99

formatting information 118
forwarding messages 103, 104
freehand drawing 51, 100
frequently asked questions 119
front panel controls 2
frozen screen 5, 122, 123

G
Game Sound pick list 116
games 26, 116
General Packet Radio Service (GPRS) 85
Get Mail Options dialog box 94
Getting Started Guide vii, viii, 7
Go To Date dialog box 37
GPRS carriers 89
GPRS mobile phones 83, 85
graffiti 100
Graffiti 2 writing 10, 19, 118
greeting cards 99, 104
GSM carriers 89
GSM mobile phones 83, 97

H
handheld
 adding applications to 19, 119
 additional information for ix, 19, 24, 29,
 35, 41, 46, 50, 54, 58, 70, 79, 89,
 96, 104, 107, 118, 123
 connecting to power adapter 5
 controls described 2–5
 copying applications on 29
 customizing 108, 118
 do's and don'ts 18
 features described 1

- losing 111
- not responding 111, 122, 123
- opening 122
- preinstalled applications on 6
- protecting 84, 118
- recharging 5, 18, 120
- removing applications from 19
- resetting 5
- restarting 122, 123
- setting up vii
- synchronizing 24, 81, 119, 120, 121
- troubleshooting 115, 119, 123
- turning on and off 3, 111
- upgrading 119
- hard resets 122, 123
- headphone jack 4
- headsets 4, 18, 116
- help ix, 19, 24, 29, 35, 41, 46, 50, 54, 58, 70, 79, 89, 96, 104, 107, 118, 123
- Help menu 121
- high-speed connections 87
- high-speed wireless carrier 81
- holidays 38
- home page 107
- Home screen
 - customizing backgrounds for 114
 - displaying application list for 6
 - displaying icons on 120
 - moving around 16, 19
 - opening 9
 - opening applications on 6, 9
- HotSync cable 5, 23, 121
- HotSync icon 6
- HotSync Manager 88, 121
- HotSync Online Troubleshooting Guide 121

- HotSync technology 23
- How-to information viii

I

- icons 6, 120
- images 60, 100
- IMAP protocol 92
- IMAP server 93
- importing contact information 35
- Inbox 94, 96
- incoming mail server 93
- incoming messages 104
- Indicator light 3
- information
 - accessing 16
 - backing up 21, 26
 - categorizing 19, 38
 - entering 4, 10–14, 19, 118
 - formatting 118
 - losing viii, 120, 122
 - multiple contacts sharing 32
 - owner 111
 - receiving from outside sources 24
 - saving 120
 - security options for 118
 - sharing 3, 19, 29
 - storing 26
 - synchronizing 20–23, 121
 - transferring to CPU 22
 - updating 20, 21
- infrared port *See* IR port
- input area 2
- inserting expansion cards 3, 27
- installing
 - additional software 7

- applications 21, 22, 24
- Messages software 98
- third-party applications 119
- VersaMail software 91
- Web Pro software 106
- Int'l button 12
- international keyboard 12
- Internet 81, 85, 90, 105
- Internet Message Access Protocol 92
- IR port 3, 34, 89
 - See also* beaming
- ISPs 81, 85, 91, 92

J

- JPG formats 60

K

- key terms ix
- keyboard
 - connecting to portable 49
 - entering information from 11
 - opening additional 12
- Keylock 3, 111, 121
- Keylock Preferences screen 111

L

- Large bold icon 113
- Large font icon 113
- launching *See* opening
- LED 3
- letter keyboard 11
- line tool 100
- linking to outside sources 24
- links (documentation) viii
- list screens 17

listening to music 25, 71, 72, 78

listening to voice memos 57

lists

- additional information for 70

- creating To Do 42

- displaying song 77

- moving around items in 17

local settings 109, 118

locating contacts 33

Location pick list 109

locking handheld buttons 111

Look Up line 33

Lookup screen 98, 99

losing handheld 111

losing information viii, 21, 120, 122

Lotus Notes 92

low battery 120

Low light option 63

M

Mac information

- installing extra software from CD 7

- phone connections 83

- Send to Handheld droplet 73

- synchronizing handheld 121

- transferring MP3 files to handheld 73

mail servers 93

Mail Service pick list 92

Media application

- additional information for 70

- annotating photos 69

- displaying multimedia files 60, 66

- displaying photos or videos 65

- opening 60, 65

- overview 59

Media icon 6

Media Message option 99

media players 59

memory cards 65, 71

memos

- See also* notes

- categorizing 50

- creating 47, 48, 49

- deleting 50

- editing 49

- exchanging 50

- keeping private 50

- recording voice 4, 55

- sending as attachments 50

- synchronizing 50

Memos application

- additional information for 50

- opening 48

- overview 47

- selecting memos 49

Memos icon 7

Memos list 49

menu bar 15

menus 15

message summary view 96

messages

- See also* e-mail; text messages

- adding multimedia files to 97

- additional information for 104

- attaching photos to 100, 101

- automatically resending 95, 96

- color-coding 96

- connection types for 81

- creating multimedia 8, 68, 97

- deleting 104

- forwarding 103, 104

- getting 103

- receiving 81, 98, 104

- replying to 103, 104

- synchronizing 92, 94, 96

Messages application

- additional information for 104

- benefits of 97

- opening 98

- retrieving messages 103

- sending multimedia messages 99–102

- sending text messages 98

Messages application icon 8

Messages option 94

microphone 5

Microsoft Outlook 13, 24, 92

Microsoft Word documents 7, 21, 90

Mini-USB connector icon 5

missing applications 6

MMS format 99

mobile phones 81, 83, 97, 103

Month View (Calendar) 39

moving photos 67

moving through documentation vii

MP3 files 71, 72–73

MP3 players 71

multi-line descriptions 37

multimedia file types 60

multimedia files 64, 70, 97

multimedia messages

- creating 8, 68, 97

- receiving 98

- sending 81, 98, 99–102

Multimedia Messaging Service (MMS) 99

MultiMediaCard expansion cards 26, 71
 See also expansion cards
multiple e-mail recipients 95
music
 creating song lists for 75
 listening to 25, 71, 72
 playing 78
Music application 78, 79
Music application button 76
music files 71, 75
 See also sound files

N

naming
 Bluetooth devices 82
 e-mail accounts 91
 multimedia files 64
 photo albums 66
naming expansion cards 29
navigating through documentation vii
navigator 2, 16
network connections
 additional information for 89
 linking from 81
 setting preferences for 96, 104, 107
 setting up 84, 118
networks 24
new lines 48
New Message screen 95
New Slide option 100
No Time button 38
Note Pad
 additional information for 54
 clearing 53
 displaying notes 53

 opening 52
 overview 51
 setting preferences for 52

Note Pad icon 7

notes

See also memos

 adding to events 41
 adding to tasks 46
 playing voice memo 55

notes (Note Pad)

 attaching alarms to 54
 attaching to e-mail 54
 creating 52
 deleting 53
 editing 53
 keeping private 54
 organizing 54
 selecting 53
 setting alarms for 52
 sharing 54

number keyboard 11

numbers 10, 12, 118

O

omitting passkeys 84
online documentation viii, ix, 19, 24, 29, 35,
 41, 46, 50, 54, 58, 70, 79, 89, 96, 104,
 107, 118, 123

Online Troubleshooting Guide 121

onscreen keyboard *See* keyboard

Open URL dialog box 106

Open URL icon 106

opening

 alternative keyboards 12
 applications 6, 9, 16, 118

 handheld 122
 handheld menus 15
 Home screen 9
 HotSync Manager 88
 Note Pad 52
 onscreen keyboards 11
 photo albums 65, 67
 text messages 103
 web browser 87

optional information viii

Organize Albums icon 67

outgoing mail server 93

Outlook Express 92

overdue tasks 44

owner information 111, 118

Owner Preferences screen 111

P

paging through documentation vii

Palm Desktop software 13, 21, 119

Palm OS handhelds

 beaming to 19, 29, 41
 exchanging memos with 50, 58
 exchanging multimedia files with 70
 sharing notes with 54
 sharing tasks with 46

Palm Reader 8

passkeys 84

Password box 92

passwords 84, 85, 92

pasting text 50

pausing recording 58, 62

PC Setup screen 88

PDF files 8

pen 52

- pen widths 52
 - pencil tool 100
 - performance 18
 - Personal Calculator 8
 - personal computers
 - connecting to 5, 81
 - entering information with 13
 - installing software on vii
 - synchronizing handheld with 20, 22, 88
 - troubleshooting synchronization 121
 - personal digital assistants (PDAs) 1
 - personalized greeting cards 99, 104
 - phone calls 35
 - phone connections 83–85
 - phone drivers 89
 - Phone Link Updater application 83, 89
 - Phone Lookup feature 33
 - phone numbers 31, 33, 35, 51, 84
 - photo albums
 - additional information for 70
 - creating 66
 - moving photos in 67
 - selecting 65, 67
 - photo mode 61
 - photos
 - adding to albums 67
 - adding to contacts 32
 - attaching to messages 100, 101
 - capturing 61
 - copying 68, 70
 - deleting 35, 67
 - displaying 60, 63, 65, 70
 - e-mailing 70
 - moving 67
 - saving 60, 61, 63
 - selecting as backgrounds 114
 - sharing 68, 70, 101
 - storing 26
 - Photos application
 - additional information for 70
 - photos tool 101
 - Picture box 32
 - pictures *See* photos
 - playing music 71, 72, 78
 - playing voice memos 57
 - playlists 75, 77, 79
 - See also* music
 - POP protocol 92
 - POP server 93
 - portable keyboards 49
 - Post Office Protocol (POP) 92
 - power adapter 5, 18
 - Power button 3
 - power connector 5
 - power-saving features 118
 - precautions 128
 - preferences
 - additional information for 118
 - overview 108
 - setting connection 96
 - setting e-mail 96
 - setting locale-specific 109
 - setting network connection 104, 107
 - setting text messaging 104
 - Prefs icon 7
 - preinstalled applications 6
 - Previous View icon (Acrobat Reader) vii
 - printing Getting Started Guide vii
 - prioritizing tasks 43
 - privacy settings
 - calendar 41
 - contacts 35
 - handheld 19
 - memos 50
 - notes 54
 - tasks 46
 - voice memos 58
 - programs *See* software; applications
 - protecting your handheld 18, 19, 118
 - protocol (defined) 92
 - Protocol pick list 92
 - purging old appointments 41
- Q**
- questions and answers 119
 - Quick Connect option 35
 - Quick Install icon 72
 - Quick Look Up icon 33
 - Quick Tour 6, 10
- R**
- radio 6
 - Read This First vii
 - reading e-mail 94
 - reading text messages 103
 - RealOne icon 7
 - RealOne Mobile Player 8
 - compatible formats for 72
 - converting songs on CDs 74
 - getting help with 76, 78, 79
 - overview 71
 - reassigning application buttons 9, 118
 - reboots 122, 123
 - receiving e-mail 81, 86, 89, 92, 94

receiving messages 81, 98, 104
recharging handheld 5, 18, 120
record button 62
record screens 17
recording
 long messages 56
 video clips 62
 voice memos 4, 56
records
 backing up contact 30
 defined 11
 moving around 17
 opening contact 33
 sorting 35, 50, 54
 specifying as first 31
recurring events 40, 41
recurring tasks 46
refreshing web pages 107
related features (handheld) ix
reminders
 creating 51, 55
 entering 32, 38
 setting alarms for 46, 52, 54
removing
 See also deleting
 expansion cards 28
 selection highlight 16
repeating events 40, 41
repeating tasks 46
replying to text messages 103, 104
required steps viii
resending messages 95, 96
reserving blocks of time 41
Reset button 5, 122
resetting local settings 109

resizing text 49
Resolution option 63
restarting handheld 122, 123
resuming voice memos 58
Review photo option 63

S
Save to option 63
saving
 information 120
 music files 71, 75
 photos 60, 61, 63
 videos 60, 62
schedules 36, 39, 109
 See also appointments; events
scheduling
 appointments 37–38
screen
 adjusting brightness 2, 121
 aligning 115
 caring for 18
 changing colors of 117
 changing fonts for 112, 113
 clearing 53
 described 2
 frozen 5, 122, 123
 not responding 5
scrolling 16, 17, 37
SD memory cards 26, 65, 71
SDIO accessories 26
searching for contacts 33
Secure Digital input/output (SDIO) 26
security options
 calendar 41
 contacts 35

 handheld 19, 84, 118
 memos 50
 notes 54
 tasks 46
 voice memos 58
Security settings 111
Select a Color Theme dialog box 117
Select Font dialog box 113
Select User dialog box 23
selection highlight 16, 17
semicolon (;) characters 95
Send to Handheld droplet 73
sending
 e-mail 86, 89, 92, 95
 multimedia messages 81, 98, 99–102
 photos 100, 101
 text messages 81, 84, 97, 98
service 87
Set Date dialog box 110
Set Time dialog box 38, 110
setting alarms 40, 43, 46, 54
settings 15, 22
 See also preferences
sharing information 3, 19, 29
Short Message Service (SMS) 98
short messages 97, 104
shortcuts ix, 19, 118
Shutter sounds option 64
sidebars viii, ix
Silent profile 116
slide shows 65, 70
Small bold icon 113
Small font icon 113
SMS messages 98
SMTP server 93

soft resets 122
software vii, 7, 26, 123
 See also applications
Solitaire 8
song files *See* music files; sound files
song formats 71
song lists 75, 77, 79
songs 26, 78, 79
 See also music
sorting information 35, 50, 54
sound files 101
 See also audio files; music files
sounds 116
Sounds & Alerts screen 116
speaker 5, 57, 116
Speaker icon 57
special characters 10, 12
special effects (photos) 63
specifications 126
spreadsheets *See* Excel files
Star icon 23
static electricity 18, 128–129
stopping MP3 player 78
stopping slide shows 65
storage on expansion cards 25, 26
stylus 4, 18
Subject fields 95, 99
Subjects Only option 94
supported file types 60, 72
symbols 10, 12
synchronization problems 123
synchronization software 22
Synchronize Only Account check box 93, 94
synchronizing
 handheld 119, 120, 121

information 13, 20–23, 121
 messages 92, 94, 96
 wirelessly 24, 81, 88
system information 22
System Sound pick list 116

T

taking pictures 32, 61, 63
tapping 115, 122
Task Preferences settings 44, 45, 46
tasks
 adding notes to 46
 assigning due dates to 43
 attaching to e-mail 46
 categorizing 44
 combining with appointments 36
 completing 45
 creating 43
 defining recurring 46
 displaying 44, 45, 46
 prioritizing 43
 setting alarms for 43, 46
 sharing 46
Tasks application
 additional information for 46
 creating tasks 43
 marking completed tasks 45
 opening 43
 organizing tasks 44
 overview 42
 securing contents 46
Tasks icon 7
technical assistance ix, 19, 58, 79, 89, 96,
 104, 107
telephone numbers *See* phone numbers

text

adding to multimedia messages 102
adjusting fade setting for 114
changing colors of 117
changing fonts for 112
cutting and pasting 50
entering 10, 12, 118
 resizing 49
Text Message option 98
text messages
 additional information for 35, 104
 creating 8, 35
 deleting 104
 getting 81, 103
 opening 103
 sending 81, 84, 97, 98
 setting preferences for 104
third-party applications 119
thumbnails 70
time
 formatting 118
 reserving blocks of 41
 scheduling 38
 setting 40, 109–110
time stamps 63
time zones 109
tips ix
To Do lists 42
top panel controls 3
tracking completion dates 46
transferring files 81, 90, 96
transferring information 22
travel guides 26
troubleshooting 115, 119, 123

trusted pair (defined) 84
turning handheld on and off 3, 111

U

uniform resource locators (URLs) 106
unread mail 96
untimed events 38
updating information 20, 21
upgrading 119
URLs 106
USB connector 5
User Guide ix, 19
usernames 22, 23, 85, 92

V

VersaMail application
 additional information for 96
 getting e-mail 94
 opening 91
 overview 90
 sending e-mail 95
 setting up e-mail accounts 91–93
VersaMail software 7
video clips 25
video files 60
video formats 60
video mode 62
videos
 copying 68, 70
 deleting 70
 displaying 60, 62, 65, 70
 recording 62
 saving 60, 62
 sharing 68, 70
 storing 26

view formats 41
viewing
 application icons 120
 calendars 36
 current time and date 2
 Getting Started Guide vii, viii
 items in lists 17
 memos 49
 notes 53
 PDF files 8
 photos 60, 63, 65, 70
 schedules 39
 song lists 77
 tasks 44, 45, 46
 videos 60, 62, 65, 70
 web pages 106
views in Calendar 36, 39
virtual private networks 96
Voice Memo application
 additional information for 58
 opening 56
 overview 55
 playing messages from 57
Voice Memo button 4, 7, 56
Voice Memo list 57
voice memos 4, 56
volume 57, 116

W

warnings 126
warranty 122
web addresses 106
web browser 81, 87
web pages 106, 107
Web Pro application

 additional information for 107
 displaying web pages 106
 opening 106
 overview 105
Web Pro software 8
web sites 8
 accessing 86, 105
 adding bookmarks for 107
 browsing 8, 81
 downloading files 60, 107
 handheld online documentation ix
 navigating 106
Week View (Calendar) 39
White balance option 63
wireless carriers 91
wireless connections 80, 81, 88, 92, 98
wireless synchronization 24, 81, 88
Word documents 7, 21, 90
World Clock 40
World Clock icon 7
writing area 2, 118
writing in your own handwriting 51
writing tool 18

Y

Year View 39

Z

Zire handheld *See* handheld
zoom settings (photos) 64