

# Your Handheld

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

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

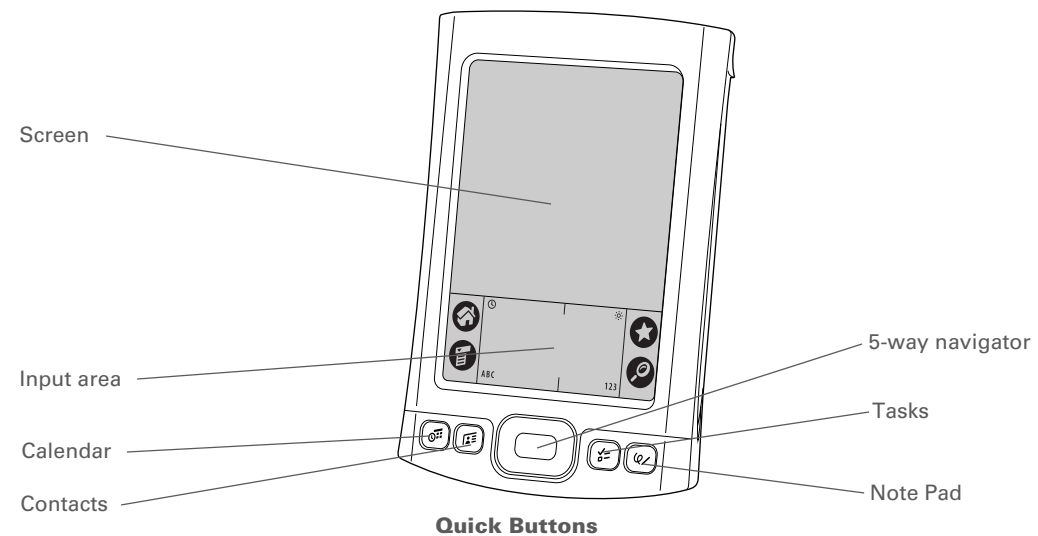


## Benefits

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

## What's on my handheld?

### Front



#### Screen

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

#### Input area

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

#### 5-way navigator

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

#### Quick buttons

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

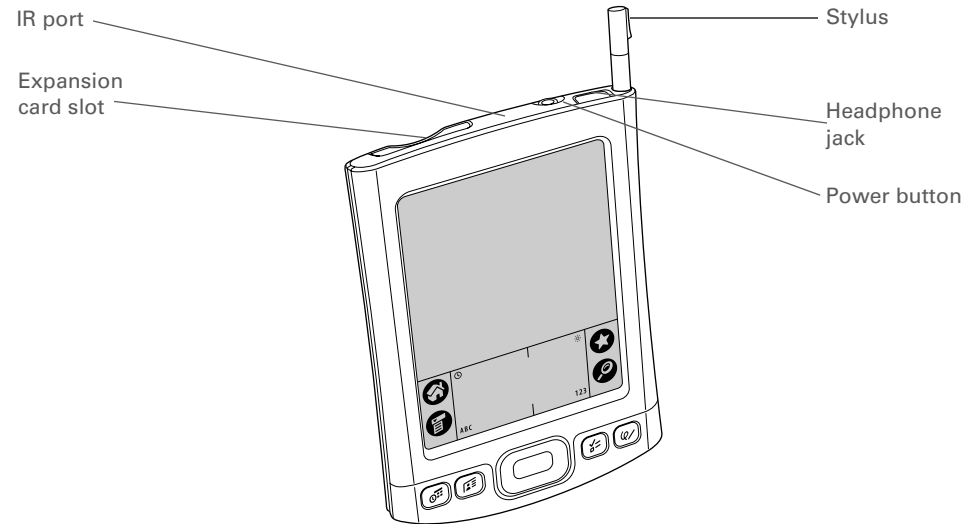
## » Key Term

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

## + Did You Know?

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

## Top

**IR port**

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

**Expansion card slot**

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

**Power button**

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

**Headphone jack**

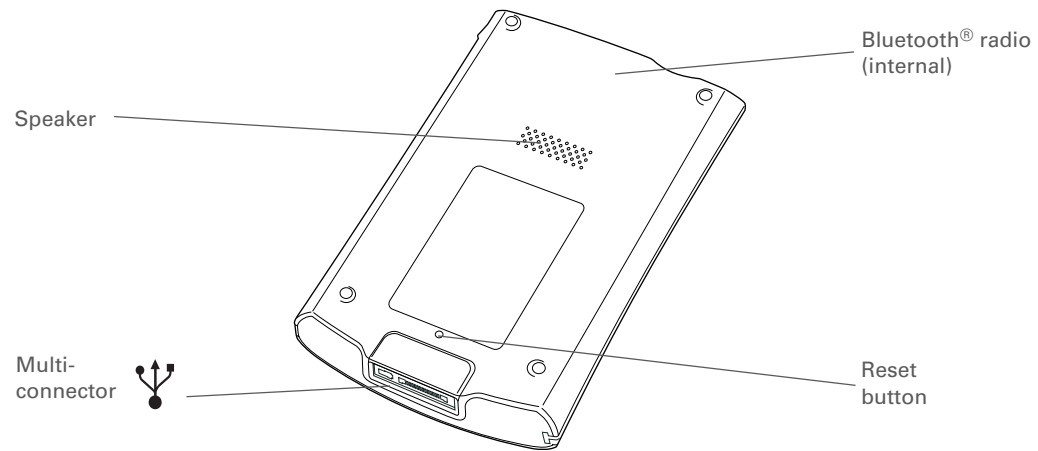
Lets you connect standard 3.5mm headphones (sold separately) to your handheld so you can listen to music and other audio applications.

**Stylus**

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

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

## Back



### Speaker

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

### Reset button

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

### Multi-connector

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

### Bluetooth® radio (internal)

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

**\* Tip**

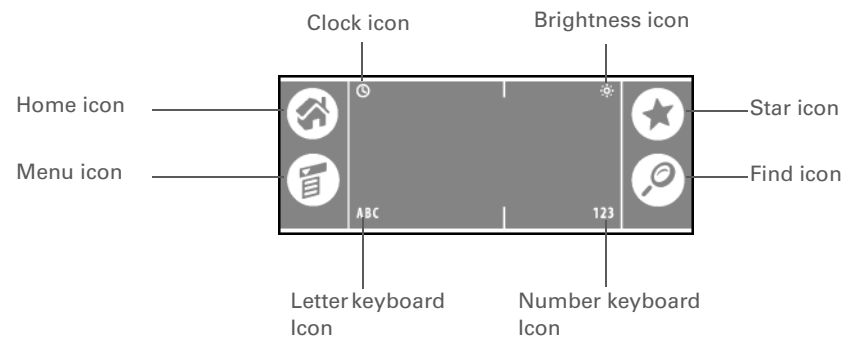
If you use another application frequently, customize the input area to display that application's icon. Tap and hold any of the four large icons, and select the new application you want from the list. The new application's icon replaces the icon you tapped.

## What's on the screen?

Your handheld includes many features that make it easy to use. Among them are the input area and the common elements that appear on the screen in each of the applications. Once you learn how to use them in one application you can easily use them in all the others.

### Input area

Tapping the icons in the input area does the following:

**Clock icon**

Displays the current time and date. The display closes automatically after two seconds. See [Setting the date and time](#) and [Managing Clock Settings](#) for more information.

**Brightness icon**

Opens the Adjust Display dialog box, where you can set the brightness of your handheld's display. See [Adjusting the brightness](#) for instructions.

**Home icon**

Displays Applications View, where you can open applications. See [Opening applications](#) for more information.

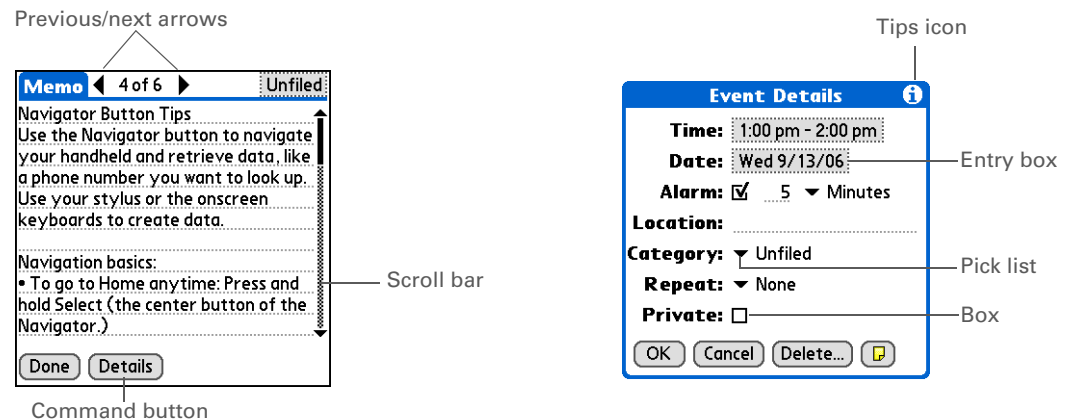
**Menu icon**

Opens the menus, where you can select items that provide access to other features. See [Using menus](#) for more information.

- » **Key Term**  
**Slider** The solid area on the scroll bar. The slider moves to indicate the relative position within the entry or list.
- \* **Tip**  
 You can also **use the 5-way navigator** to select an item from a pick list and to select some command buttons.

- Star icon** Displays Favorites View, where you can open applications. See **Opening applications** for more information.
- Find icon** Opens the Find dialog box, where you can search for information. See **Finding information** for more details.
- Letter keyboard icon** Opens the alphabetic keyboard. See **Entering information with the onscreen keyboard** for details.
- Number keyboard icon** Opens the numeric keyboard. See **Entering information with the onscreen keyboard** for details.

## Application controls



- Previous/next arrows** Select the left and right arrows to view the previous and next entry; where up and down arrows appear, select them to view the previous and next screens of information.
- Scroll bar** Drag the slider, or tap the top or bottom arrow, to scroll the display one line at a time. To scroll to the previous screen, tap the scroll bar just above the slider. To scroll to the next screen, tap the scroll bar just below the slider.












<b>Command button</b>	Select a button, such as OK, Cancel, or Details, to perform a command or to open a dialog box. Command buttons appear at the bottom of dialog boxes and application screens.
<b>Tips icon</b>	Tap the Tips icon to view shortcuts and other useful information for the screen where the icon is located. When you have finished viewing the tip, select Done.
<b>Entry box</b>	Tap an entry box to open a dialog box where you can enter info for that field.
<b>Pick list</b>	Select the arrow to display a list of choices, and then select an item in the list.
<b>Box</b>	Check or uncheck a box to select or deselect it. When a box is checked, the corresponding option is selected and active. When a box is unchecked, the corresponding option is deselected and inactive.







**\* Tip**

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

## What software is on my handheld?

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

-  **Favorites** Customize a list of your favorite applications and web pages so that you can locate and open them quickly.
-  **Calendar** Manage your schedule from single entries, like lunch with a friend, to repeating and extended events, like weekly meetings and holidays. Even color-code your schedule by category.
-  **Contacts** Store names and addresses, phone numbers, email and website addresses—even add a birthday alarm or a contact's photo.
-  **Media** View and organize photos and videos.
-  **RealPlayer®** Carry music on expansion cards (sold separately), create playlists, and listen to music on your handheld. This application has a companion desktop application that you can install from the CD (Windows only). Both Mac and Windows users can use RealPlayer on the handheld.
-  **Bluetooth®** Set up wireless connections to a mobile phone, network, or computer for sending and receiving information.
-  **Web** Browse your favorite sites on the web using the built-in Bluetooth technology on your handheld.
-  **Tasks** Stay on top of your to-do list. Enter things you need to do, prioritize them, set alarms, and then monitor your deadlines.
-  **Memos** Capture information such as meeting notes, lists of books to read, movies to see, recipes, and anything else you need to write down.
-  **Note Pad** Write on the screen in your own handwriting or draw a quick sketch.
-  **Calculator** Solve basic math calculations such as splitting restaurant bills and figuring tips.

-  **Quick Tour** Learn about your handheld and how to enter information.
-  **Expense** Track business or travel expenses and print expense reports after you synchronize.
-  **HotSync®** Synchronize the info on your handheld with the info on your computer.
-  **Prefs** Customize your handheld's sound levels, colors, security, and more.
-  **Card Info** View information about an expansion card seated in the expansion card slot.
-  **World Clock** Set the time in your home city and two other locations, and set an alarm to wake you up.

## What's on the CD?

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

The desktop software lets you use your computer to view, enter, and manage info for many of the applications on your handheld.

**NOTE** You must install Palm® Desktop software in order to **synchronize** your handheld with your computer. When you synchronize, information entered on either your computer or your handheld is instantly updated in the other location—no need to enter info twice. Synchronizing also creates a backup copy of the info on your handheld on your computer.

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

The software installation CD includes titles such as the following:



### Palm® Desktop software

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

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

HotSync Manager



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



### Quick Install (Windows only)

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

\* **Tip**

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

+ **Did You Know?**

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

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

Install applications and transfer files from your Mac computer to your handheld or to an expansion card that is seated in the expansion card slot for use on your handheld. The Send To Handheld droplet is installed automatically when you synchronize during the initial CD installation process.

**Documents To Go**

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

**VersaMail®**

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

**SMS**

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

**AudiblePlayer**

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

**RealPlayer® desktop application**

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

**Windows Media Player/ Direct X**

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

**QuickTime**

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

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

**Manual**

Install a version of the *Getting Started* guide on your handheld. On Windows, you can also access the full Acrobat version (PDF) of Getting Started from the Help menu of Palm Desktop software and from the Start Programs menu of your Windows desktop. On a Mac, access *Getting Started* from the Palm/Documentation folder.

**Enterprise Software link**

Access the palmOne enterprise website, where you can download WebSphere Micro Environment (to run Java [J2ME] on your handheld), VPN connection software (additional fee required for purchase), security and management tools, and more (download requires Internet connection).

**Handmark Solitaire**

Enjoy hours of entertainment with this solitaire game.

**Addit™**

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

**Adobe® Reader®  
for Palm OS®**

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

**Power by Hand eReader**

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

**Tutorial**

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

**Tips & Tricks**

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

**Support**

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

## Related topics

Click a link below to learn about these related topics:

**Setup**

Installing the desktop software from the CD

**Entering Information**

- Entering information with Graffiti 2 characters and shortcuts
- Entering information with the onscreen letter and number keyboards

**Moving Around**

- Opening applications and using menus
- Finding information

**Moving Info**

- Synchronizing your handheld with your computer
- Installing additional software from the CD

**Sharing**

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

**World Clock**

Viewing the current date and time

**Customizing**

- Setting the current date and time
- Adjusting the brightness of the display
- Preventing your handheld from turning on by accident

**Maintaining**

- Caring for your handheld
- Resetting your handheld

**Common Questions**

Answers to frequently asked questions about your handheld