

Setting Up Your Handheld and Your Computer

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Congratulations on the purchase of your new Tungsten™ E2 handheld from palmOne! You're about to discover so many things about your handheld that will help you better manage your life and have fun, too. As you become more familiar with your handheld, you'll probably personalize the settings and add applications to make it uniquely yours.

While you're likely to get years of enjoyment from your handheld, it takes only four easy steps to get up and running.



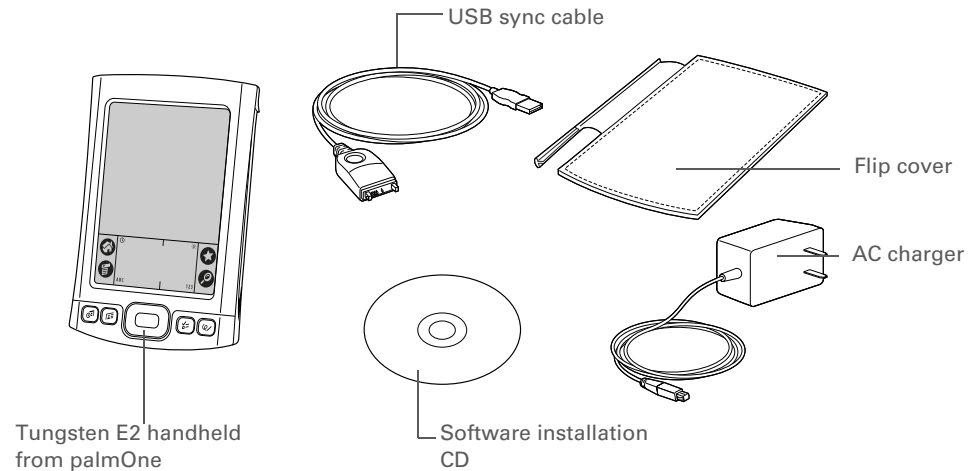
Benefits

- Start using your handheld right away
- Establish a link between your handheld and your computer
- Set up your handheld for optimal use

» Key Term**Palm® Desktop software**

The software that lets you enter, update, review, and synchronize information on your computer.

What's in the box?



System requirements

The installation CD contains Palm® Desktop software and other applications you need to set up and use your handheld. To use Palm Desktop software, your desktop computer must meet these requirements:

WINDOWS ONLY

- A PC with a Pentium II processor or later, and one of the following operating systems:
 - Windows 2000 (requires administrator rights to install Palm Desktop software)
 - Windows XP (requires administrator rights to install Palm Desktop software)
- Internet Explorer 5.0 or later
- 32 megabyte (MB) available RAM (64MB recommended)

- 170MB available hard disk space
- One available USB port
- USB sync cable (included with your handheld)
- CD or DVD drive for installing Palm Desktop software from the CD that came with your handheld

MAC ONLY

- Mac computer or compatible with a PowerPC processor
- Mac OS X, version 10.2 or 10.3 (requires administrator rights to install Palm Desktop software)
- 128MB total RAM
- 190MB available hard disk space
- Monitor that supports screen resolution of 800 X 600 or better
- One available USB port
- USB sync cable (included with your handheld)
- CD or DVD drive for installing Palm Desktop software from the CD that came with your handheld

[!] Before You Begin

If you're upgrading from another Palm Powered™ device, synchronize your old handheld with your old desktop software.

*** Tip**

On a laptop computer, the USB port may be located on the side.

*** Tip**

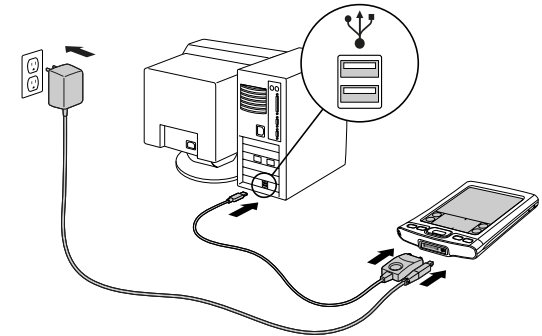
After the initial charge, charge your handheld at least half an hour every day.

Step 1: Charging your handheld

1

Connect your handheld:

- Plug the USB sync cable into your handheld and into a USB port on the back of your computer.
- Plug the AC charger into the Multi-connector on your handheld and into an outlet.

**2**

Charge your handheld for three hours. Be sure your handheld is fully charged before going on to Step 2.

↓ Done

What you should know about your handheld's battery

While your handheld is charging, take a minute to learn about the battery:

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

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

- Conserve battery life by doing any of the following:
 - **Adjust the screen brightness.**
 - **Reduce the Auto-off setting.**
 - **Prevent your handheld from turning on by accident.**
 - Stop **music** or **video** playback when not in use.
 - **Respond to or cancel alerts** promptly.
 - **Set the Bluetooth® functionality** to off when not in use.
 - **Minimize use of the expansion card slot.**

[!] Before You Begin

Be sure to fully charge your handheld, as described in the preceding procedure.

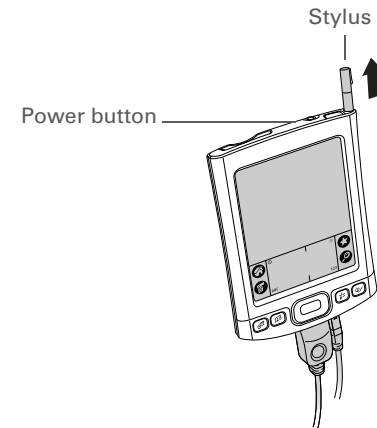
*** Tip**

After you set up your handheld, review the Quick Tour on your handheld and take the tutorial on the CD to learn the basics.

Step 2: Turning on your handheld for the first time

1

Press the power button.

**2**

Slide the stylus out of the slot.

3

Hold the stylus as you would hold a pen, and follow the onscreen instructions to set up your handheld.

⬇ Done

+ Did You Know?

When you upgrade, there's no need to delete the old desktop software first. When you install the new Palm Desktop software, all of your information transfers automatically to the new software.

+ Did You Know?

IT managers can set up a **profile** if they want to install the same set of information on several handhelds.

Step 3: Installing your software

1

Insert the CD into your computer.

NOTE You need administrator rights to install Palm Desktop software on a computer running Windows 2000/XP or Mac OS X.

2**WINDOWS ONLY**

Follow the onscreen instructions. If you're upgrading, select the username that you assigned to your old handheld.

MAC ONLY

Double-click the CD icon, and then double-click palmOneSoftware.pkg.

**Done**

During installation, you're asked to connect your computer to your handheld if it is not already connected. See Step 4.

*** Tip**

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

>> Key Term**Third-party application**

A software program that runs on a Palm Powered device, but is not created or supported by palmOne, Inc.

*** Tip**

If you have problems with your new handheld after you synchronize, you may need to update your third-party applications.

Step 4: Connecting your handheld to your computer

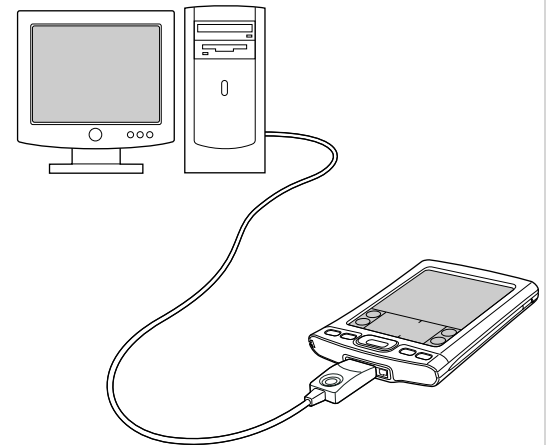
During installation, you connect your handheld to your computer if it is not already connected, and you **synchronize** for the first time. Synchronizing simply means that any information you enter in one place (your handheld or computer) is automatically updated in the other.

[!] IMPORTANT Be sure to synchronize the info in your handheld's program memory at least once a day so that you always have an up-to-date backup copy of this info on your computer.

1

[&] OPTIONAL Connect your handheld to your computer:

- a. Plug the USB sync cable into a USB port on the back of your computer.
- b. Plug the cable into your handheld.



➤ Continued

2

[&] OPTIONAL Press the power button to turn on your handheld if it is not already on.

3

Continue with the onscreen instructions. **Synchronize your handheld with your computer** by pressing the sync button on the USB sync cable.



Done

[!] Before You Begin

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

Switching to another desktop software application

WINDOWS ONLY

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

NOTE If you choose to synchronize the info on your handheld with Outlook, info in Contacts, Calendar, Tasks, and Memos is synchronized with info in Contacts, Calendar, Tasks, and Notes in Outlook. You can also set up the VersaMail® application to synchronize with Outlook. Other info, such as photos and notes, is synchronized with Palm Desktop software.

1

Insert the CD into your computer.

2

Select Change your synchronization method.

3

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

 Done

Using user profiles

[!] IMPORTANT Only IT managers may need to use user profiles for their company. If you are not an IT manager, you can skip this section.

Suppose your sales organization wants to distribute two dozen handhelds that all have a common company phone list, a set of memos, and several key applications. A user profile can be created to install this information before the handhelds are distributed to employees. When the employees synchronize for the first time, this common information becomes part of their user-specific information.

A user profile enables you to install the same information onto multiple handhelds before each handheld is individualized with a unique username and user-specific information. A handheld that has a user profile installed can be given to anyone, because the handheld is not yet identified by a unique username. When the new user synchronizes for the first time, he or she gives the handheld a unique username.

NOTE Handhelds that are synchronized with a user profile must be either new handhelds that have never been synchronized or handhelds that have had their usernames and information removed by a **hard reset**.

* **Tip**
Save time by **importing** to quickly add information to a profile.

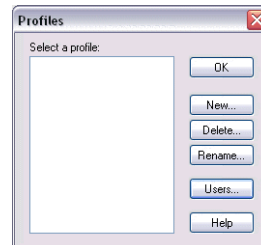
Creating a user profile

WINDOWS ONLY

1

Open the New Profile screen:

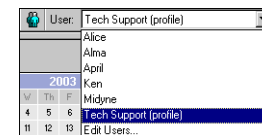
- a. Open Palm Desktop software.
- b. From the Tools menu, select Users.
- c. Click Profiles, and then click New.

**2**

Enter a unique name for the profile, and click OK twice.

3

Select the profile from the User list, and create the info in Palm Desktop software for the profile.



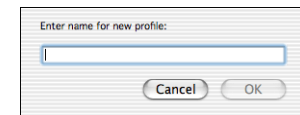
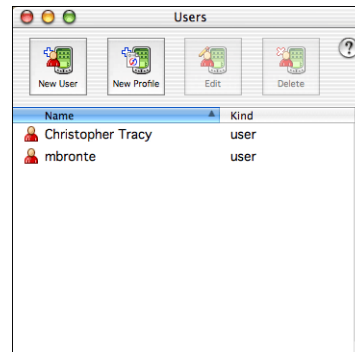
↓ Done

MAC ONLY

1

Open the New Profile screen:

- a. Open Palm Desktop software.
- b. From the User pop-up menu, select Edit Users.
- c. Click New Profile.



2

Create the profile:

- a. Enter a unique name for the profile, and click OK.
- b. Close the Users window.

➤ Continued

3

Select the profile from the User pop-up menu, and create the info in Palm Desktop software for the profile.

4

Set the profile's conduit settings:

- a. From the HotSync® menu, select Conduit Settings.
- b. **Select the conduit settings** for the profile.

↓ Done

Synchronizing with a user profile

WINDOWS ONLY

1

Begin synchronization:

- a. Connect the USB sync cable to the USB port on the back of your computer, and then insert the other end into the Multi-connector on your handheld.
- b. Press the sync button on the USB sync cable.

↘ Continued

2

Transfer the profile information:

- a. Click Profiles.
- b. Select the profile you want to load on the handheld, and click OK.
- c. Click Yes.



The next time you synchronize that handheld, Palm Desktop software prompts you to assign a username to the handheld.

MAC ONLY

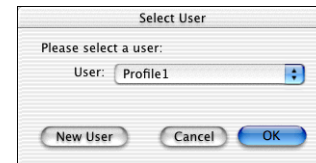
1

Begin synchronization:

- a. Connect the USB sync cable to the USB port on the back of your computer, and then insert the other end into the Multi-connector on your handheld.
- b. Press the sync button on the USB sync cable.

2

Select the profile you want to load on the handheld, and click OK.



The next time you synchronize that handheld, Palm Desktop software prompts you to assign a username to the handheld.

Tips & Tricks

Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palmOne.com/mytungstene2.

Support

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

Related topics

Click a link below to learn about these related topics:

Moving Info

- Synchronizing your handheld with Palm Desktop software or 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
- Adding applications to your handheld
- Installing additional software from the CD
- Deleting applications from your handheld
- Viewing application information

Customizing

- Adjusting the screen display
- Reducing the Auto-off setting
- Keeping your handheld from turning on accidentally

Common Questions

Answers to frequently asked questions about setup