



To set more options for incoming and outgoing messages select Advanced on the Account setup complete screen.

2. Select your username from the first drop-down list, and then select the option to create a new VersaMail email account. Click Next.
3. Select the option to synchronize with a mail service from this list, and then select your mail service from the list. Click Next.
4. In the first field, enter a descriptive account name or use the one shown. In the next two fields, enter the username you use to access your email and your email account password. Enter your email address in the last field. Click Next.
5. Select whether to synchronize account information to your phone or to set up another account, and then click Next.
6. When finished setting up all accounts, click Finish.
7. Synchronize to transfer all account information to your phone.

Setting up an account on your phone

1. Go to Applications and select VersaMail.
2. Open the menus.
3. Select Accounts, and then select Account Setup.
4. Select New.
5. In the Account Name field, enter a descriptive name.
6. Select the Mail Service pick list, and then select your email provider. Select Other if your provider is not listed. If you chose Other, select the Protocol pick list, and then select POP or IMAP. If your email provider appeared in the list, the protocol is automatically selected and the Protocol pick list does not appear. Check with your email service provider to find the protocol for your email account as well as the names of the mail servers.



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7. Enter the username you use to access your email.
8. Select the Password box, enter your email account password, and then select OK.
9. Select Next.
10. If you chose an email provider from the Mail Services pick list on the Account Setup screen, the mail server screen is already filled in. If you chose Other, enter your email address and the names of the incoming and outgoing mail servers.
11. Select Next, and then select Done.



Creating and sending messages

1. From the Inbox, select New.
2. Begin entering the addressee's email address, first name, or last name. If the information you are entering matches one or more entries in Contacts, VersaMail displays the matching contacts. To accept a suggestion, select the correct contact. To send to a different address, keep entering the email address or name.
3. Enter the subject and message text. To move between fields, press Up ▲ or Down ▼.
4. Select Send to connect and send all messages immediately, Outbox to put the message in the Outbox to send later, or Drafts to save the message and continue working on it at another time. If you select Send and the message cannot be sent for any reason, the message is stored in your Outbox. VersaMail continues attempting to send the message at the first available opportunity until the message is sent.





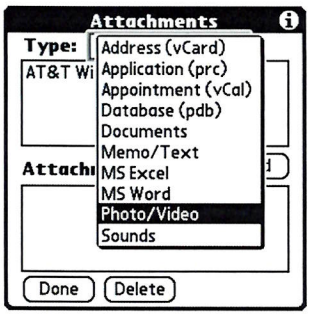


To send a copy or blind copy, select Cc or Bcc and enter the address(es) in those fields. See "Customizing your email settings" on page 70 for details on displaying the Bcc field.

You can mark outgoing messages as high priority. Open the Options menu and select Set Priority To High.

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Attaching photos and videos



1. Create the message to which you want to attach the photo or video.
2. On the New Message screen, tap the red paper clip icon in the upper-right corner.
3. Select Photo/Video from the Type pick list.
4. On the Select Media screen, select the Album pick list to go to the album containing the photo or video you want, and then check the box to the left of the photo or video.
5. Select Done.

Repeat steps 3 and 4 to attach more than one file to a message. To remove an attachment, select the file in the Attachments box, and then select Delete.

Attaching ringtones

1. Create the message to which you want to attach the ringtone.
2. On the New Message screen, tap the red paper clip icon in the upper-right corner.
3. Select Sounds from the Type pick list.
4. Select the ringtone you want, and then select Insert.
5. Select Done.

Ringtones that are copy protected appear in the Sounds application with a lock icon. These ringtones can be used on your phone only and cannot be sent as attachments.

Attaching Word, Excel, and PowerPoint files

1. Create the message to which you want to attach the item.
2. On the New Message screen, tap the red paper clip icon in the upper-right corner.
3. Select Documents from the Type pick list.
4. Select the file you want on the Documents screen.
5. Select Done.

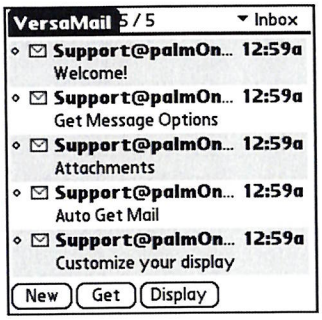
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Attaching other types of files

1. Create the message to which you want to attach the item.
2. On the New Message screen, tap the red paper clip icon in the upper-right corner.
3. Select the type of file to attach—for example, Address, Appointment, or Memo/Text—from the Type pick list.
4. Select the file you want from the list in the Type box.
5. Select Done.

Receiving and viewing messages

1. Make sure your phone is turned on (see "Turning Treo on and off" on page 15).
2. From any mailbox, select Get or Get & Send.
3. From the Inbox, select the message you want to view.
4. If a large incoming message is truncated, select More.
5. Select Done.







When viewing a message, tap the scroll arrows at the top of the screen to view the previous or next message.

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If an attachment is not downloaded because it is larger than your maximum message size, the paper clip icon does not appear, and the attachment does not display at the bottom of the message screen. Select More to download and display any attachments.

Replying to or forwarding messages

When you respond to messages, you can select whether to include the original text (see "Customizing your email settings" on page 70).

1. From the Inbox or another folder, open the message to which you want to respond.
2. From the Message View, select Reply. Select whether to reply to just the sender or to reply to both the sender and all addressees on the messages.
3. Enter your reply.
4. Select Send.

Viewing attachments

There are a number of attachment types you can open with the built-in software on your Treo (for example, Microsoft Word, Excel, and PowerPoint files; ringtones; and photos).

1. From any folder, open the message with the attachment you want to view. Messages with downloaded attachments are indicated by a paper clip icon to the left of the message icon.
2. Tap the attachment name at the bottom of the message screen to view it in the default viewer on your phone. Or, tap the folder icon to the left of the attachment name to open a menu of tasks you can do with the attachment, including View, Install, or Unzip, depending on the attachment file type; Save to card to save the attachment to an expansion card; or Select Viewer to select the application you want to use to view the attachment.
3. When you finish with the attachment, select Done to return to the Attachments dialog box. If there is no Done button, go to Applications and select VersaMail to return to the Inbox of the account you were in.

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Managing your messages

The status icons that appear near the messages in your Inbox indicate the following:

You have not read the message.

You have read the message.

The message includes an attachment.

This message is high priority.

You can rearrange the VersaMail list to make it easier to find and view messages.

- In the Inbox, select Sort, and then select one of the following: Sort by Date, Sort by Name, Sort by Subject.
- To quickly switch between folders in list view, select the folder pick list at the top of the screen and select the desired folder.

Deleting selected messages from the Inbox

When you delete a message from the Inbox, it moves to the Trash folder, which stores the 200 most recently deleted messages. If you delete more than 200 messages, the oldest messages are automatically removed from the phone.

1. Select the bullet next to the icon of each message that you want to delete. To select adjacent messages, drag the stylus so it hits the bullet to the left of each message. Lift the stylus and drag again to select more adjacent messages.
2. Open the menus .
3. Select Delete on the Message menu.
4. If a confirmation dialog box appears, select OK to confirm deletion.





To empty (or purge) the Trash folder, open the Message menu and select Empty Trash.

To delete a single message, select the envelope icon next to the message, and then select Delete from the list.

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Deleting messages by date

You can quickly delete a group of messages by selecting a range of dates.

1. Open the menus .
2. Select Delete Old on the Message menu.
3. Select the folder and a date range for the messages you want to delete.
4. Select OK.
5. If a confirmation dialog box appears, select OK to confirm deletion.

Switching accounts

You can switch between different email accounts.

1. Open the menus .
2. Select Accounts, and then select an account.

Customizing your email settings

You can customize the VersaMail settings for each individual email account on your Treo. The preferences you set apply only to the email account you are currently viewing. If you have multiple accounts, configure each account separately.

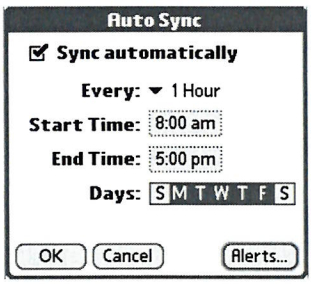
You can set up a schedule to automatically retrieve email messages; set preferences for how and when messages are retrieved; add a signature to an outgoing message; and more. For complete information on all of the email settings you can customize, see the VersaMail User Guide on the CD.

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Scheduling Auto Sync

You can set up VersaMail to automatically download new email messages to your phone with the Auto Sync feature.

1. Open the menus.
2. Select Options, and then select Preferences.
3. Select Auto Sync.
4. Check the Sync automatically box.
5. Select the Every pick list and select the time interval, from 15 minutes to 12 hours. Note that if you set a more frequent interval, you may need to recharge your phone's battery more often.



6. Select the Start and End Time boxes, and then select the hour, the minute, and AM or PM to enter the time for the first and last Auto Sync to take place. Select OK.
7. Select the days you want the schedule to be active. You can choose any number of days, but you can set up only one schedule for each email account.
8. Select OK, and then select Get Mail.

Selecting alert tones

When you schedule Auto Sync for a given account, you can choose a sound—such as a bird, a phone, or an alarm—to let you know when new email arrives.

1. From any mailbox screen, open the menus.
2. Select Options, and then select Preferences.
3. Select Auto Sync.
4. Select Alerts.
5. Check the Notify me of new mail box.
6. Select the Notify Sound pick list, and then select a sound. Your Treo plays a brief demo of the sound.
7. Select OK.



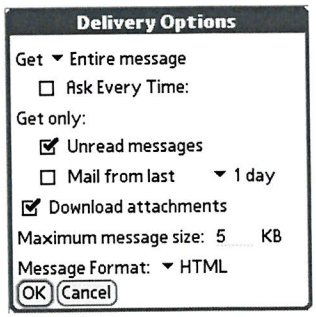
You should perform a manual get mail after setting up a scheduled Auto Sync. Then, only new messages are retrieved during Auto Sync.

To receive notifications of successful Auto Sync retrievals only, uncheck the Notify me of auto sync failures box. Leave the box checked if you want to receive notifications of both successful and failed Auto Sync retrievals.

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Setting preferences for getting messages

1. From any mailbox screen, open the menus.
2. Select Options, and then select Preferences.
3. Select Delivery Options.
4. Set any of the following preferences.



- **Get:** Indicates whether to get message subjects only or entire messages.
- **Ask Every Time:** Indicates if you want to see a dialog box for selecting subjects only or entire messages each time you retrieve email. If the box is unchecked, messages are retrieved according to the option you select in the Get pick list.
- **Unread messages** (IMAP accounts only): Downloads only unread mail to your phone. If you don't check this box and you select Get & Send, all of your messages on your provider's mail server are downloaded to your Inbox, including messages you have already read.
- **Mail from last:** Gets messages sent within the number of days you specify.
- **Download attachments:** Automatically downloads files attached to email. Attachments that exceed the maximum message size cannot be downloaded.
- **Maximum message size:** Sets the maximum size of an incoming email message. Enter the size in kilobytes (KB). The default is 5KB, but you can enter any size up to 2048KB (approximately 2 megabytes, or 2MB), including attachments. The maximum message size that you can retrieve is 60KB for the body text and approximately 5MB of total data for any attachments.
- **Message Format:** Sets the format in which you retrieve messages. Select HTML to display any messages sent in HTML format with basic HTML formatting intact, and other messages as plain text. Select Plain Text to display all messages as plain text, regardless of the format in which they were sent. The default setting is HTML.

5. Select OK.

The VersaMail application sends all messages as plain text only, with all HTML tags stripped, even if you are forwarding or replying to a message that was originally received as HTML.

The POP protocol does not support retrieval of unread mail only from the server. If you have a POP email account, VersaMail downloads all messages regardless of whether you have read them, and regardless of whether this box is checked.

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Attaching a signature to a message

You can attach a personal signature, with info like your company's address and fax and telephone numbers, to the bottom of all messages you send.

1. From any mailbox screen, open the menus.
2. Select Options, and then select Preferences.
3. Select Signature.
4. Check the Attach Signature box.
5. Enter your signature information, and then select OK.

Working with Microsoft Exchange ActiveSync

Microsoft Exchange ActiveSync works with the VersaMail and Calendar applications on your phone to directly access corporate groupware information on a Microsoft Exchange 2003 server. You can access business email and calendar info on the Exchange 2003 server from your phone without using a desktop computer.

When you create an ActiveSync account in the VersaMail application, both your email and calendar info synchronize directly with the Exchange server; information does not synchronize with the desktop software application on your computer, such as Microsoft Outlook or Palm Desktop software. Other information, such as contacts, tasks, and memos, continues to synchronize with your desktop software.

For complete information on using a Microsoft Exchange ActiveSync account, see the VersaMail User Guide on the CD.





The POP protocol does not support retrieval of unread mail only from the server. If you have a POP email account, VersaMail downloads all messages regardless of whether you have read them, and regardless of whether this box is checked.

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Messaging

You can exchange brief text and multimedia messages with other mobile phones that support these forms of messaging (also known as SMS and MMS) and with email addresses. Before you use your Treo to send or receive messages, consult AT&T Wireless Customer Care toll free at (866) 293-4634 for pricing and availability of text and multimedia messaging services.

To address a message to multiple recipients, separate the addresses with a space or a comma. If you address a single message to three people, you will be billed for three messages.

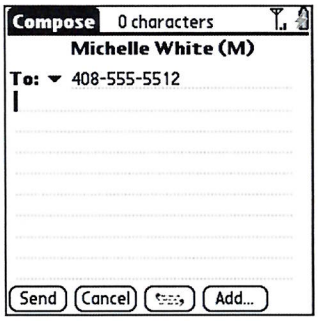
When entering a message, you can insert emoticons by pressing Center.

To add a new QuickText phrase, select Edit QuickText from the list.

Creating and sending a text message

Each text message can hold up to 160 characters. Messages with more than 160 characters are automatically split into several messages. (If you send a text message to an email address, the email address is deducted from the 160 character count.)

1. Make sure your phone is turned on (see "Turning your phone on and off" on page 15)
2. Press the Messaging button.
3. Select New.



4. Select the To pick list to address the message:
   - If the recipient's name appears in the To pick list, select it from the list.

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- If the recipient is in your Contacts list, select Lookup in Contacts, and then enter the first few letters of the recipient's first or last name. Highlight the recipient's phone number or email address, and then select Add.
- If the recipient's name is not in the pick list or your Contacts list, enter the full phone number or email address.

5. Enter your message, or select QuickText to insert predefined phrases.
6. (Optional) Open the menus, and then select a priority setting on the Compose menu.
7. Select Send.

Creating and sending a multimedia message

Multimedia messages consist of photos, videos, text, and sounds presented as one or more pages. Even if your phone does not include a camera, you can still send, receive, and view photos and videos. You can include any of the following items:

- Ringtones
  - MIDI
  - iMelody
- Sound clips
  - AMR
- Photos
  - JPEG
  - GIF
  - BMP
  - TIFF (including LZW compressed files)
- Videos
  - MPEG4
  - H.263
  - 3GP



When addressing a message, you may need to press Option to enter letters or numbers. The Option Lock setting defaults to the setting you used the last time you addressed a message.

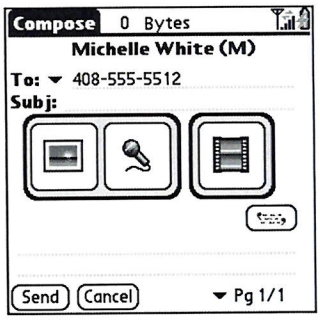
Not all symbols available on your phone may be used in text messages. The Messaging application automatically replaces invalid characters before it sends your message.

Select Save as Draft to save a draft of the message without sending it. To access the draft, select the category pick list at the top of the screen and select Drafts.

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1. Make sure your phone is turned on (see "Turning your phone on and off" on page 15).
2. Press Messaging .
3. Select New.
4. Select Add.
5. Select the To pick list to address the message:
   - If the recipient's name appears in the To pick list, select it from the list.
   - If the recipient is in your Contacts list, select Lookup in Contacts, and then start entering the first few letters of the recipient's first or last name. Highlight the recipient's phone number or email address, and then select Add.
   - If the recipient's name is not in the pick list or your Contacts list, enter the full phone number or email address.
6. Select Add.



7. Select one or more of the following:
   - **Add Photo:** Lets you insert one or more photos. You can take the photos with the built-in camera or insert an existing photo.
   - **Record Sound:** Lets you record a message, such as a voice caption for a photo, or insert an existing sound, such as a ringtone. You can add only one sound per page. If you capture a photo with the built-in camera and save it with a voice caption, the voice caption does not count as a sound file.



A multimedia message can contain multiple pages. To navigate between pages or to add a new one, select the Pg pick list at the bottom of the screen.

To delete an item from a message you're creating, highlight it and then press Backspace.

If you are out of a coverage area or if your phone is off, outgoing messages go into the Outbox. When you return to a coverage area, your pending messages are sent automatically and transferred to the Sent folder.

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- **Add Movie:** Lets you insert one or more movies. You can capture a movie with the built-in camera or insert an existing video clip. If you insert a movie, you cannot add photos or sounds to the same page.

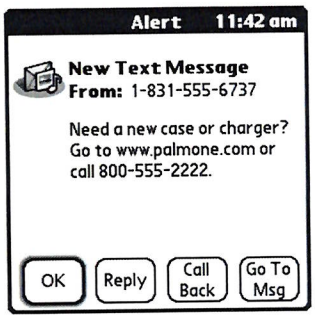
8. Enter a subject and a text message or caption.
9. (Optional) Select Preview to view the message as the recipient will see it.
10. Select Send.

Receiving messages

When your phone is on and in an area of wireless coverage, you will automatically receive new text messages. For multimedia messages, you can configure your Treo to automatically download new messages or to notify you that a message is ready to download. You can also configure your Treo to notify you when a new text or multimedia message arrives, using a ringtone and vibration or an onscreen alert.

The new message alert may include any of the following buttons:

- **OK:** Dismisses the alert and places the message in your Inbox.
- **Reply:** Opens the Chat View so you can respond to the message.
- **Call Back:** Dials the sender's phone number.
- **Go To Msg:** Opens the message so you can view its full contents.







If you have multiple alerts, the Alert screen displays all your pending alerts. Select an item's description to jump to that item, or check the box to clear that item. To view all your pending alerts from any screen on your phone, press and hold Center.

You can send and receive text messages even while you are on a phone call. This is easiest when using a hands-free headset or the speakerphone.

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You can expand and collapse header information by selecting one of the header icons in the title bar of a message.

Using links in messages

When you receive a text message that contains a telephone number, email address, or URL, you can dial the number, send an email message, or go to the web page immediately. Your Treo automatically opens the appropriate application from the link.

1. Select a message from the list.
2. Select the phone number, email address, or URL (appears as underlined blue text).

Viewing/playing a multimedia message

1. From the Inbox, select the message you want to view.
2. If there are sounds or multiple pages, playback begins immediately.
3. Use the onscreen controls to scroll to other pages and messages.
   - To play or save a sound, select the Sound icon . You can access saved sounds later by going to Applications and selecting Sounds .
   - To save a photo, tap it with your stylus or finger. You can access saved photos later by going to Applications and selecting Media .
   - To select the text, position the cursor in the text area, and then press Center.
   - To stop playback of a message, select Play/Stop.
4. Select OK.



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Managing your messages

The status icons that appear next to each message in the Inbox and Outbox folders indicate the following:

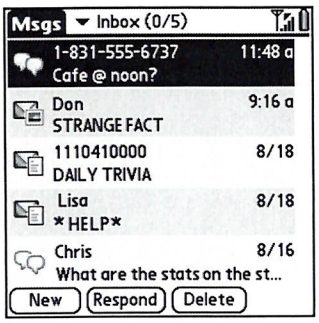
- A text message. Urgent messages appear with a red exclamation point (!).
- A chat session.
- A voicemail or numeric page.
- An incoming message with photos or videos.
- An incoming message with sound.

In list view you can rearrange the messages in any folder using the Sort command.

1. From list view, open the menus.
2. Select View, and then select Sort by Name or Sort by Date.

In list view you can delete several messages at once from any folder using the Purge command.

1. From list view, open the menus.
2. Select Purge on the Message menu.
3. Select the Purge pick list and select an option.
4. Select OK.





Unread messages appear in bold. Messages you've read appear in plain text.

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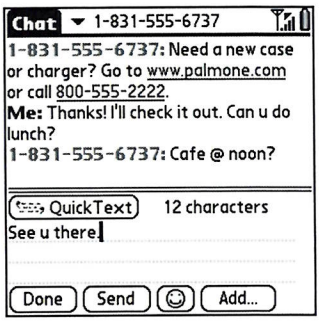


To find the conversations you had with someone, open your Messaging Inbox and select a chat session.

You can customize your Chat View settings on the Chat tab in Messaging Preferences. See "Customizing your Messaging settings" on page 80.

Chatting with Messaging

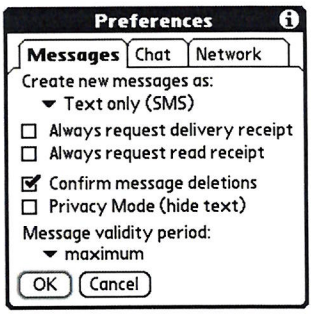
When you exchange more than one message with a single contact, your messages are grouped into a chat session. The upper part of the Chat View displays all messages you've exchanged with this contact, and the lower part provides a text entry area. You can carry on multiple chats at the same time and easily switch between them, using the pick list at the top of the screen.



1. From the Inbox, select a chat.
2. Enter your message.
3. Select Send.

Customizing your Messaging settings

1. Open the menus .
2. Select Options, and then select Preferences.
3. Set any of the following preferences:

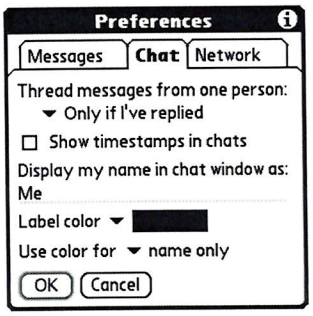


- **Messages:** Your preferences for individual text messages.
  - **Create new messages as:** Indicate if a blank text or a multimedia message appears when you create a new message.
  - **Always request delivery receipts:** Indicate if you want to receive a confirmation when a message is received.
  - **Always request delivery receipts:** Indicate if you want to receive a confirmation when a message is read.
  - **Confirm message deletions:** Indicate if you want deletion confirmation messages to appear.

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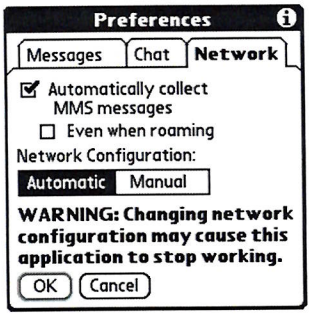
- **Privacy Mode (hide text):** Indicate if you want the body text to appear in the alert when you receive a new message.
- **Validity period:** Set how long you want AT&T Wireless to attempt to deliver your outgoing messages. If a message can't be delivered within the specified period of time, the message is discarded. This setting doesn't affect your incoming messages.

- **Chat:** Your preferences for chat sessions.



  - **Thread messages from one person:** Indicate when you want to group messages from the same person.
  - **Show message timestamps in chats:** Indicate if you want to see the local date and time the message was sent next to each message.
  - **Display my name in chat window as:** Enter the name you want displayed as the label for your messages in the Chat screen.
  - **Label color:** Select the color in which you want messages to appear.
  - **Use color for:** Indicate if you want to view both the message label and the message in a different color or only the name.

- **Connection:** Your preferences for network connections.



  - **Automatically collect MMS messages:** Indicate if you want to automatically receive multimedia messages.
  - **Even when roaming:** Indicate if you want to automatically receive multimedia messages while roaming.
  - **Network Configuration:** Indicate if you want to use Automatic or Manual message retrieval. If you select Manual, select Edit and enter AT&T Wireless's settings.

4. Select OK.





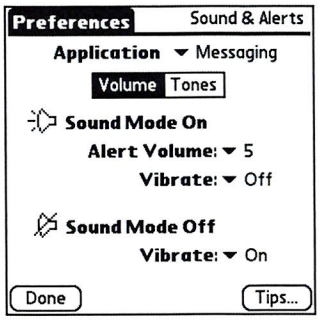
Warning: Changing your Network preferences may cause the Messaging application to stop functioning.

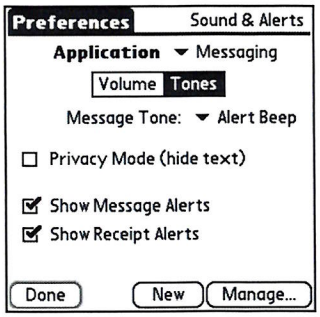
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Selecting alert tones

1. Open the menus .
2. Select Options, and then select Alerts.
3. Select the Alert Volume pick list and select a volume level.
4. Select the first Vibrate pick list and indicate if you want your phone to vibrate during an incoming alert, when Sound Mode is on.
5. Select the second Vibrate pick list and indicate if you want your phone to vibrate during an incoming alert, when Sound Mode is off.
6. Select the Tones box.
7. Select the Message Tone pick list and select an alert tone for incoming messages.
8. Check any of the following boxes if they appear on your screen:
   - Show Message Alerts Dialog: Indicate if you want to receive onscreen alerts when a new message arrives.
   - Show Receipts Alerts Dialog: Indicate if you want to receive onscreen alerts when a receipt arrives.
9. Select Done.





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Browsing the web

The Web browser on your Treo provides quick and easy access to web pages. You can view most sites you use on your computer, including those with security and advanced features, such as JavaScript and frames. To browse the web, you must activate data services from AT&T Wireless.

Viewing a web page

The Blazer® Web browser uses patent-pending technology to optimize web pages for your phone. By default, the browser reformats web pages into a single column and resizes images on your screen. This way, you can see most content without scrolling left or right.



1. Make sure your phone is turned on (see "Turning your phone on and off" on page 15).
2. Go to Applications and select Web.
3. Navigate to the web page you want:
   - To view mobile content designed specifically for your Treo, select .

The navigation bar shows status info while a page is loading. You don't have to wait for a page to fully load to navigate within the page or to select a link to another page.

To adjust the font size, open the Options menu and select Font. To fit more text on the screen, select Small. To make the text easier to read, select Large.

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- To go to any web page on the Internet, enter the address in the Address Bar, or select .
- If you browse to a secure web page, a Lock appears in the Address bar.
- To view the previous or next page, select or .
- To view a page in a wide layout format (as on your computer), select and then select Wide Page Mode.
- To refresh the page with the latest content from the Internet, select .
- To scroll through the page in Optimized View, press Up or Down . In Wide Page View, press Up , Down , Left , or Right to scroll in all directions.
- To follow a link to another web page in Optimized View, press Left or Right to highlight the link, and then press Center to go to the selected page. You can also tap the link on the screen with your stylus.

Want to get to the icons faster? Press Space to jump to the icons, or open the menus to access the same commands through the menus.

Always using bookmarks? Make Bookmark View the default view when you open the browser. Open the Options menu and select Preferences. Select the Start With pick list and select Bookmarks.

Creating a bookmark

Bookmarks let you instantly access a web page without needing to enter the address every time. The Web browser can store up to 100 bookmarks or saved pages, allowing you to open your favorite web pages quickly. Remember, a bookmark is different from a favorite (see "Defining favorite buttons" on page 53).

1. Go to the page you want to bookmark.
2. Open the menus .
3. Select Add Bookmark on the Page menu.
4. If desired, change the Name and Description.
5. Select OK, and then select OK again.



Saving a page

The Web browser lets you save a page for offline viewing, so you don't need an Internet connection to view it later.

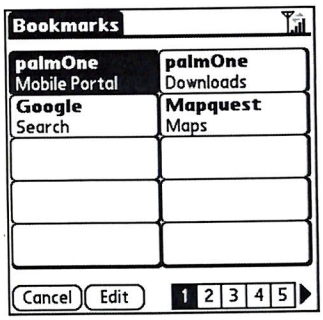
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1. Go to the page you want to save.
2. Open the menus .
3. Select Save Page from the Page menu.
4. Select OK, and then select OK again.

Viewing bookmarks or saved pages

Bookmarks and saved pages both appear in Bookmark View. Saved pages are indicated by a small triangle in the upper-right corner of the bookmark.

1. Select the Bookmarks View icon .
2. Select the bookmark or saved page you want to view.



Editing or deleting a bookmark or saved page

1. From the Bookmarks View, open the menus .
2. Select Edit Bookmarks on the Bookmarks menu.
3. Select the bookmark you want to edit or delete.
4. Enter the desired changes.
5. Select OK.





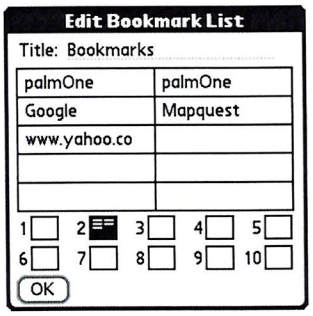
Need to send Email from a web page on your Treo? Email addresses appear as links on web pages. After you configure an email application on your Treo, you can select an email address link to create a message to the selected address.

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Arranging bookmarks and saved pages

The Web browser includes 10 pages so that you can arrange bookmarks and saved pages in a logical fashion. For example, you can store travel links on one page, stock links on another, and business links on third page.

1. From the Bookmarks View, open the menus.
2. Select Edit Bookmarks on the Bookmarks menu.
3. Enter a new title for this page.
4. Use the stylus to drag and drop bookmarks into different slots on the current page. To move a bookmark to a different page, drag and drop it on the Page icon.
5. Select OK.



Tap and hold the back or forward buttons to pop up a list of sites you've visited.

If you can't edit, delete, or beam a bookmark, it is probably locked.

Downloading files from a web page

The Web browser lets you download files of up to 2MB that are usable on your Treo, such as new applications, MIDI ringtones, or pictures that are specifically tagged for download. When you download a file, it is automatically sent to the application that can use the file. For example, if you download an MP3 file, you can store it on an expansion card and play it on your phone later in the RealPlayer® application. You can also download files to an expansion card, even if the files are not usable on your Treo.

1. Go to the page that contains the link to the file you want to download.
2. Press Left or Right to highlight the link to the file, and then press Center to initiate the download process.

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Copying text from a web page

You can copy text from a web page and paste it in other applications.

1. Use the stylus to highlight the text you want to copy.
2. Open the menus.
3. Select Edit, and then select Copy.
4. Go to the application in which you want to paste, and then position the cursor where you want to paste the text.
5. Open the menus.
6. Select Edit, and then select Paste.

Using the History list

The History list stores the addresses of the last 100 pages you visited. Items in the History list are sorted chronologically.

1. From the Page View, open the menus.
2. Select History on the Page menu.
3. Press Down ▼ to navigate through the list.
4. Select the web page you want to load.

Finding text on a web page

1. From the Page View, open the menus.
2. Select Find Text on Page on the Page menu.
3. Enter the text you want to find.
4. Check or uncheck the Wrap Search box to indicate if you want the search to wrap from the end of the page to the beginning when the end is reached.
5. Select Find to start the search.



Lots of pretty graphics slowing you down? Browse the web faster by turning off images. Open the Options menu, select Preferences, select General, and then check the Disable Images box.

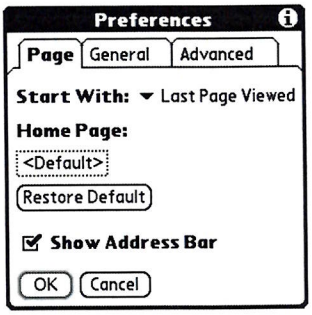
If the Web browser does not recognize a phone number as dialable, you can copy the phone number (as text) and paste it into the Phone Dial Pad.

You can also save an image from a web page by tapping and holding it with the stylus.

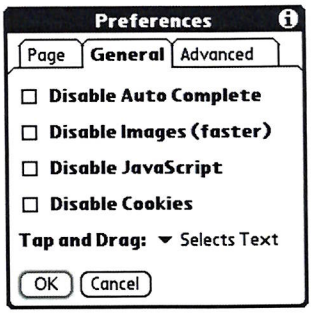
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Customizing your Web browser settings

1. Open the menus.
2. Select Options, and then select Preferences.
3. Select Page and set any of the following preferences:
   - **Start With:** Determines which view displays every time you open the Web browser.
   - **Home Page:** Sets the page that appears when you select .
   - **Restore Default:** Selects the original home page, if you changed it.
   - **Show Address Bar:** Sets whether the web address appears in Page View. When it is visible, you can select the pick list to go to a previously viewed page or enter a URL directly from Page View.



4. Select General and set any of the following preferences:
   - **Disable Auto Complete:** Determines whether the Web browser suggests text, based on your previous entries, when you begin entering info.
   - **Disable Images (faster):** Determines whether images appear when you load a web page. If you don't view images, web pages will load faster. If you select not to view images, you can still see any image by selecting the placeholder box on the web page.
   - **Disable JavaScript:** Bypasses JavaScript elements on the web pages you view.
   - **Disable Cookies:** Determines if some web sites can store personalized info on your Treo. Some sites do not work properly if you select this option.
   - **Tap and Drag:** Determines whether dragging the stylus selects text or scrolls through the content of the page.

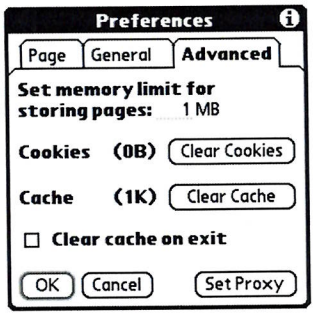


Visit secure websites. The security certificates and 128-bit SSL, strong encryption let you browse secure sites, such as online shopping, banking, and email. Remember: Some secure sites also require specific browsers, and may not work with the Web browser.

The Web browser supports JavaScript, Secure Socket Layer (SSL), and cookies, but does not support plug-ins (Flash, Shockwave, etc.) or Java applets.

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5. Select Advanced and set any of the following preferences:



   - **Set memory limit for storing pages:** Sets the amount of memory used for your cache. Pages are cached so they load faster the next time you view them.
   - **Cookies:** Indicates how much memory is being used by cookies. To free up this memory, select Clear Cookies.
   - **Cache:** Indicates how much memory is being used by your cache to store recent pages and history. To free up this memory, select Clear Cache.
   - **Clear cache on exit:** Determines if the cache clears each time you exit the Web browser.
   - **Set Proxy:** Sets up a proxy server to access the Internet. If your connection requires a proxy server, please contact your Internet service provider or IT administrator for this information.
6. Select OK.

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Taking photos and videos

If your Treo 650 does not have a built-in camera, then the section in this chapter about taking photos and videos does not apply to you. Even if your phone does not have a camera, you can still receive and view photos and videos, send photos and videos to other people as attachments or multimedia messages, and use photos to personalize your phone (such as wallpaper or photo caller ID; see "Assigning a caller ID photo" for details). You can also move photos and videos to a Windows computer by synchronizing your phone with your computer.

Photos are 16-bit color at a maximum of 640 x 480 pixels (0.3 megapixels) in VGA resolution or 320 x 240 pixels in QVGA resolution. Videos are 352 x 288 pixels in CIF resolution or 176 x 144 pixels QCIF in resolution.

Taking a photo

You can store photos on your phone or on an expansion card.



1. Go to Applications and select Camera.
2. Select the Album pick list and select the album where you want to save the photo.
3. (Optional) Adjust the zoom and resolution settings.
4. Point the lens on the back of your Treo at the subject you want to photograph.
5. Press Center to capture the photo.
6. (Optional) Select Audio to add a voice caption.
7. Select Save to keep the photo, select Delete to discard it, or select Send to send the photo.

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Recording a video

You can store videos on your phone or on an expansion card.

1. Go to Applications and select Camera.
2. Select Video.
3. Select the Album pick list and select the album where you want to save the video. To create a new album or change where the video is stored, select Manage Albums from the list.
4. (Optional) Adjust the resolution settings.
5. Point the lens on the back of your Treo at the subject you want to record.
6. Press Center to start recording.
7. When you're done recording, press Center again to stop.
8. Select Play to review the video.
9. Select Save to keep the video, select Delete to discard it, or select Send to send the video.



The video recording screen displays the approximate recording time you have left based on the space available on your phone or expansion card. Actual recording time may vary depending on how fast you are moving, how many colors you are recording, and so on.

Tap and drag the progress indicator bar to jump to a different section of the video. Select Pause to pause video playback.

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Viewing a photo

1. Select Gallery.
2. Select the photo you want to view.
3. Press Up ▲ and Down ▼ to zoom in and out.
4. If the photo has a voice caption, select Audio to hear it.
5. Select Done.

Viewing a video

1. Select Gallery.
2. Select the video you want to view.
3. Press Up ▲ and Down ▼ to adjust the volume.
4. Select Done.

Viewing a slide show

1. Select Gallery.
2. Select Slide show.
3. Tap the screen to return to the Gallery.

To change the Gallery display format, select List and Thumb.

To view a different album, select the Album pick list in the upper-right and select the album you want to view.

To view an album stored on an expansion card, insert the card and select Card in the upper-right corner.

To view other full-size photos, press Right ▶ and Left ◀.

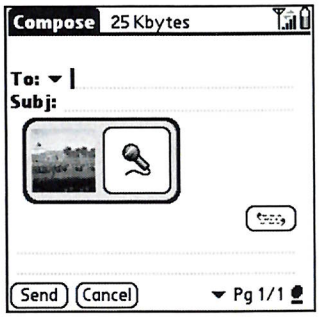
To rotate a picture, open the Media menu and select Rotate Picture. Select the picture you want to rotate, select the orientation.

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Sending a photo or video

You can send a photo or video to other photo-enabled mobile phones or to an email address.

1. From the Gallery, select the photo or video you want to send.
2. Select Send.
3. When the Messaging application opens, address and send the message. (See "Creating and sending a multimedia message" on page 75 for details.)



Copying photos and videos

You can copy photos or videos from your phone to an expansion card, and vice versa.

1. From the Gallery, select the photo(s) or video(s) you want to copy.
2. Open the menus.
3. Select Copy to Card (for items on your phone) or Copy to Device (for items on an expansion card) from the Media menu.

You cannot send copyrighted photos or videos that appear with a Lock icon in the Gallery View.

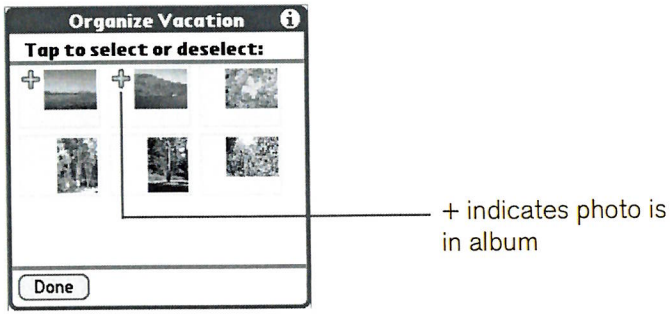
You can also send photos and videos as email attachments. See "Attaching photos and videos" on page 66 for details.

To copy an entire album, open the Media menu and select Copy Album to Card or Copy Album to Device. Select the album you want, and then select Copy.

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Organizing photos and videos

1. From the Gallery, select the album you want to organize.
2. Select Organize.
3. Select a photo or video to add it to or to remove it from the album.
4. Select Done.



You can personalize a photo. Open the Photo menu, select Draw on Photo, and then use the drawing tools to add your own personal touch. When you save the photo, you can replace the original or save a copy.

You can also open the Gallery from the Applications View. Go to Applications and select Media.

Saving a photo as wallpaper

1. From the Gallery, select the photo you want to use as wallpaper.
2. Open the menus.
3. Select Save as Wallpaper on the Media menu.
4. When the confirmation message appears, confirm by selecting Yes, or decline by selecting No.

Deleting a photo or video

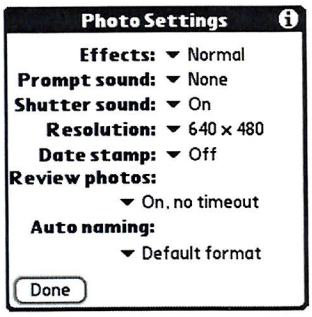
1. From the Gallery, select the photo or video you want to delete.
2. Open the menus.
3. Select Delete from the Media menu.
4. Select Delete to confirm deletion.

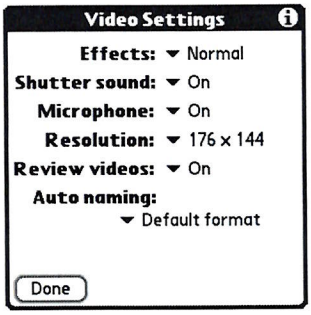
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Customizing your Camera settings

If your Treo has a built-in camera, you can customize the camera's settings.

1. From any Camera view, open the menus .
2. Select Options, and then select Preferences.
3. Set any of the following preferences:
   - **Effects:** Sets the color palette for the current photo or video. You cannot change an item's palette after you take the photo or video.
   - **Prompt sounds:** (photos only) Sets the sound that plays before you take the photo.
   - **Shutter sounds:** Determines if a sound plays when you take a photo.
   - **Microphone:** (videos only) Turns the microphone on and off so that you can record videos with or without sound.
   - **Resolution:** Sets the default size for newly captured photos or videos.
   - **Date stamp:** (photos only) Determines if the date the photo is taken appears on your photos.
   - **Review photos/videos:** Determines if you can review photos or videos before saving them and how quickly they are automatically saved.
   - **Auto naming:** Assigns a name to a series of photos to be captured, such as Seattle001, Seattle002, and so on.
4. Select OK.





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Viewing photos and videos on your computer

When you synchronize, your Treo your photos and videos are copied to your desktop computer. You can view photos in JPEG format and videos in .3GP format, and you can email them to friends using your desktop email application.

- Windows: Refer to the Palm Desktop Online Help for information about using the palmOne Media desktop application.
  - To find all synchronized images, look in C:\Program Files\palmOne\<User folder>\Photos\offline copy location
  - To find your captured pictures, look in C:\Documents and Settings\<User name>\My Documents\My Pictures\palmOne Photos\<User Folder>
  - To find your captured videos, look in C:\Documents and Settings\<User name>\My Documents\My Videos\palmOne Videos\<User Folder> Use QuickTime 6.5 for Windows to play videos on your computer.
- Mac: There is no palmOne Media desktop application for Mac computers.
  - To find your photos, open Home/Pictures/palmOne Photos/<Palm User Name>, and then double-click the photo you want view.
  - To find your videos, open Home/Movies/palmOne Videos/<Palm User Name>. Use an application that supports 3GP files, such as QuickTime, to play your videos.

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first two weeks:
using organizer features

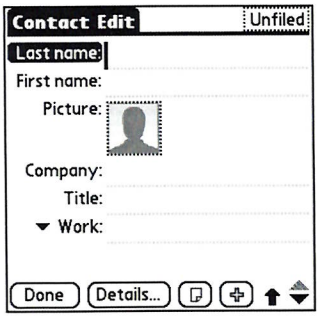
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Managing contacts

If you are familiar with previous Palm Powered® devices, you may recognize the Contacts application as similar to the Address Book on previous devices.

Adding a contact

1. Press Phone/Send .
2. Select the Contacts favorite button.
3. Select New Contact.



4. Use the 5-way navigator to move between fields as you enter information.
5. To add a caller ID photo that displays when that person calls, select the Picture box. Select Camera to take a photo and add it to this contact entry when you save the photo, or select Photos to add an existing photo to this contact entry.
6. To place the entry in a category or mark it private, select Details.
7. To add a note to an entry, select Note .
8. To display additional fields for this contact, select Plus .
9. After you enter all the information, select Done.

If you have several contacts to enter, it's more efficient to use Palm® Desktop software or Microsoft Outlook on your computer and then synchronize info on your Treo™ 650 smartphone the info and your computer. For more information, see "Synchronizing contacts and other information" on page 33.

You can also open Contacts from the Applications View. Go to Applications and select Contacts.

Be sure to label your contacts' mobile numbers correctly. The Messaging application (see "Messaging" on page 74) looks up only numbers labeled as Mobile.

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Viewing or changing contact information

1. In the Contacts list, begin entering one of the following for the contact you want to view or edit:
   - First initial and last name
   - First name
   - Last name
2. Select the name of the entry you want to open.
3. Select Edit.
4. Make changes to the entry as necessary.
5. Select Done.

Deleting a contact

1. Open the contact you want to delete.
2. Open the menus .
3. Select Delete Contact on the Record menu.
4. Select OK.

Defining your business card

1. Create a new contact with your business card.
2. While still in Contact Edit View, open the menus .
3. Select Business Card on the Record menu.
4. Now you can beam your business card to other Palm Powered devices. In any Phone view, open the menus . Select Beam Business Card on the Record menu.





In the Contacts list, press Up and Down to move to the previous or next Contacts record.

Import contacts from your SIM quickly and easily. In the Contacts list, open the Record menu and select Import from SIM.

The entries on your SIM appear in your Contacts list. To edit these entries you must either Import them into Contacts or edit them in SIM Book.

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Viewing your SIM Phonebook

By default, you can view your SIM Phonebook right in the Contacts application.

1. In the Contacts list, open the menus .
2. Select Options, and then select Preferences.
3. Make sure the Show SIM Phonebook Category box is checked.
4. Select OK.
5. In the Contacts list, select the category pick list at the top of the screen and select SIM Phonebook.



When the Show SIM Phonebook Category box is checked, your SIM Phonebook entries also appear when you select the All category in the Contacts list or search for a contact.

If you exported contacts from your SIM to Contacts, you may want to uncheck the Show SIM Phonebook Category box to avoid seeing duplicate entries.

Need to copy a contact to your SIM Phonebook? In Contacts, select the contact you want to copy, open the Record menu, and then select Export to SIM.

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Calendar

Displaying your calendar

- Press the Calendar button repeatedly to cycle through the various views:
  - **Agenda View:** Shows your daily schedule and any items on your Tasks list that are overdue or due today. If there's room, Agenda View also shows your schedule for the next dates that have events scheduled.
  - **Day View:** Shows your daily schedule one day at a time.
  - **Week View:** Shows your schedule for an entire week. The timeframes are based on the Start Time and End Time settings in Calendar Preferences.
  - **Month View:** Shows your schedule for a whole month.



- From any Calendar view, open the Options menu and select Year View to view a calendar for an entire year.
- From Day View, Week View, Month View, or Year View, use the 5-way to move to another day, week, month, or year (based on the current view).
- From Day View, Week View, Month View, or Year View, select Go To, and then select a date from the calendar.

Creating an event

1. Press Calendar until you are in Day View.
2. Press Left and Right to select the desired day.
3. Using the keyboard, enter a starting hour for the event. For example, enter 5 for 5:00 (remember to press Option before entering numbers).

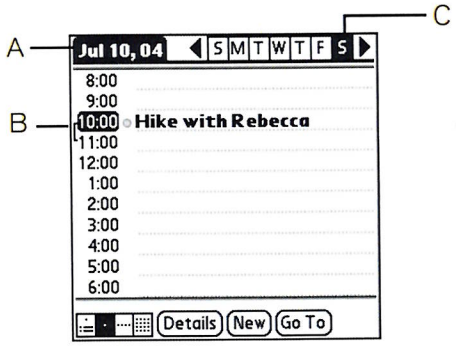


If you have several appointments to enter, it's more efficient to use Palm Desktop software or Microsoft Outlook on your computer and then synchronize the info on your Treo with the info on your computer. For more information, see "Synchronizing contacts and other information" on page 33.

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4. Select the starting minute for the event.
5. Select the End Time box and select the ending hour and minute for the event.
6. (Optional) Select the Time Zone pick list and select a time zone.
7. Select OK.
8. Enter a description for the event.

IMPORTANT: If you use Palm Desktop software, do not add time zones to your events. Palm Desktop does not support time zones. If you use Microsoft Outlook, you can use the time zone feature, but you must install the conduit that came with your Treo 650 (or a subsequent update) on all the computers you sync your phone with. Chapura PocketMirror and other earlier Microsoft Outlook conduits do not support time zones.



A. Selected date
B. Starting and ending times
C. Selected day

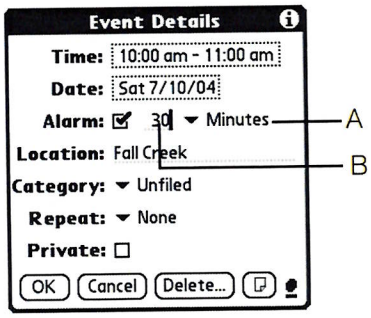
Adding an alarm reminder to an event

1. In Calendar, select the event.
2. Select Details.
3. Check the Alarm box and select the number of minutes, hours, or days before the event you would like to receive the alarm.

To automatically assign a time zone to your events, open the Options menu, select Preferences, and check the New events use time zones box. All your new events will be assigned to your local time zone, and you can change this setting for individual events. If you sync with Outlook and you select the time zone option on the Contacts conduit sync screen, then time zones will sync for any new events you create in Outlook. Time zone settings are not added to any events that you created before you set these time zone settings.

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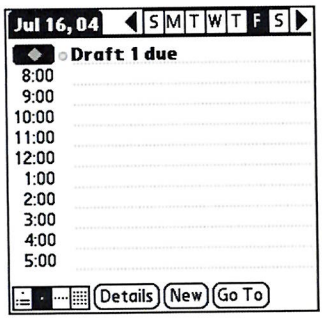
4. Select OK.



A. Type of time units
B. Number of time units

Creating an untimed event

An untimed event, such as a birthday or anniversary, does not occur at a particular time.



1. Press Calendar until you are in Day View.
2. Press Left and Right to go to the date of the event.
3. Make sure nothing is highlighted.
4. Enter a description for the event. A diamond appears next to the description of an untimed event.

Color-coding your schedule

Use color-coding to quickly spot different types of events. For example, make your appointments with family green, work blue, and friends yellow.

1. From Day View, select the event description.
2. Select Details.
3. Select the Category pick list and select Edit Categories.
4. Select New or select a category and select Edit.

The silent alarm for untimed events is defined by minutes, days, or hours before midnight of the date of the event.

When an alert occurs, the Alert screen displays all your pending alerts. Select an item's description to jump to that item, or check the box to clear that item.

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5. Enter the category name.
6. Select the color you want to give this category.
7. Select OK, and then select OK two more times.

Now that the category is set up, you can assign a specific event to this category. See the next section for details.



To save memory, you can purge your old events. Open the Record menu and select Purge. Select the Delete events older than pick list and select a timeframe. Select OK.

If you sync with Microsoft Outlook and your events include other people, a With field appears in the Details dialog box and your attendee info appears in this field after you sync.

To enter a birthday, add this info to the person's Contacts entry.

To enter an anniversary, create an untimed event. Then, from the Details screen, select Year as the repeat interval.

Editing or deleting an event

1. Select the event you want to reschedule.
2. Select Details.
3. In addition to the settings covered earlier in this chapter, you can also change any of the following settings:
   - **Date and Time:** When the event takes place. Change these settings to reschedule the event.
   - **Location:** A description of where the event takes place.
   - **Category:** The color-coded category for this event.
   - **Note** (P): Space for you to enter additional text.
   - **Delete:** The event is erased from your calendar.
4. Select OK.

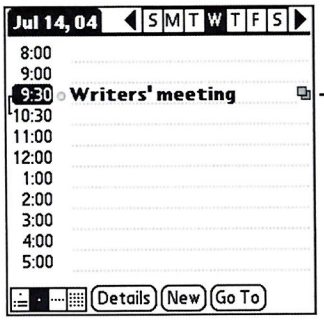
Scheduling a repeating event

1. Create an event, and then select it.
2. Select Details.
3. Select the Repeat pick list, and then select a repeat interval.
4. For weekly events, select the day(s) the event repeats; for monthly events, select Day or Date to indicate the repeating method.
5. If the event has an ending date, select the End on pick list, select Select Date, and then select the ending date.

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6. Select OK.

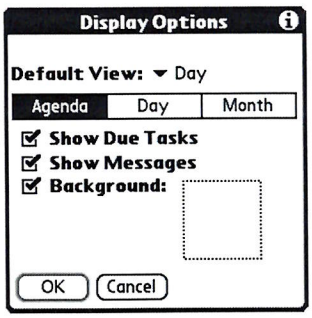




A. This icon indicates a repeating event.

Customizing display options for your calendar

1. Open the menus .
2. Select Options, and then select Display Options.
3. Select the Default View pick list and select the view you want to see when you open Calendar.
4. Select the Agenda box and set any of the following options:



- Show Due Tasks: The tasks that are due today and the tasks that are overdue display in Agenda View.
- Show Messages: The number of read and unread email messages displays in Agenda View.
- Background: A favorite photo becomes the Agenda View background. Check the Background box, tap the photo thumbnail, and then select a photo. Adjust the fade setting so that the text is easy to read against the photo.





You can customize your phone to display the most current Calendar event on the Main View in the Phone application. Press Phone/Send, open the Options menu, and then select General Preferences. Check the Show Calendar event box.

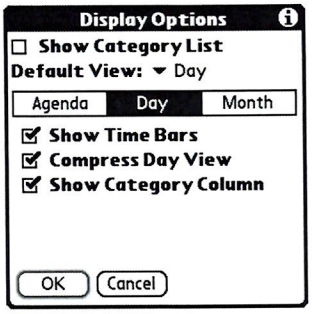
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If you use Microsoft Exchange ActiveSync®, your email and calendar information synchronize directly with your company's Exchange server. You must retrieve email and calendar updates from the VersaMail application, they do not update when you synchronize with your computer. See "Working with Microsoft Exchange ActiveSync" on page 73 for more information. Your contacts, tasks, and memos sync with Palm Desktop software or Microsoft Outlook, depending on which desktop application you use.

5. Select the Day box and set any of the following Day View options:



   - **Show Category List:** The Category pick list displays in Day View.
   - **Start Time and End Time:** The beginning and end of the day shown on the Calendar screens.
   - **Show Time Bars:** The time bars appear in the Day View to show the duration of an event and to illustrate event conflicts.
   - **Compress Day View:** When this box is checked, all time slots display. When this box is unchecked, start and end times display for each event, but blank time slots toward the bottom of the screen disappear to minimize scrolling.
   - **Show Category Column:** The color-coded category marker appears between the time and description to indicate which category the event is filed under.
6. Select the Month box and set any of the following Month View options:

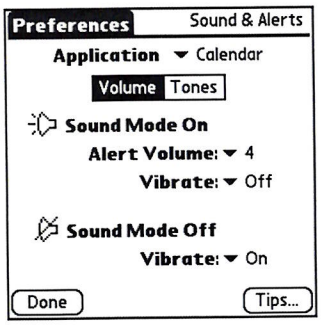


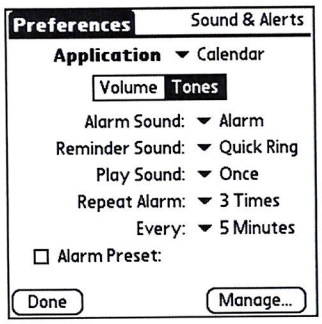
   - **Show Category List:** The Category pick list appears in Month View.
   - **Timed Events:** The events that are scheduled for a specific time appear in Month View.
   - **Untimed Events:** The events that are scheduled for a specific date but not a specific time appear in Month View.
   - **Daily Repeating Events:** The events that repeat every day appear in Month View.
7. Select OK.

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Selecting alarm tones

1. Open the menus .
2. Select Options, and then select Sound Preferences.
3. Select the Volume box.
4. Select each pick list and select an Alert Volume and Vibrate setting.
5. Select the Tones box.
6. Select tones from any of the following pick lists:
   - **Alarm Sound:** The tone played the first time your alarm goes off
   - **Reminder Sound:** The tone played if an alarm is not acknowledged and the alarm repeats itself
   - **Play Sound:** The number of times an alert tone will play during the alarm sequence
   - **Repeat Alarm:** The number of times the alarm repeats itself if the alarm is not acknowledged
   - **Every:** The interval between alarm repeats if the alarm is not acknowledged
   - **Alarm Preset:** A default for the number of minutes, hours, or days before the event for which the alarm goes off
7. Select Done.









You can also record, preview, delete, and send sounds on your phone. Go to Applications and select Sounds. Select Tones, and then select Manage. To record a sound, select New. To play a sound, select it and press Center. To delete a sound, select it and press Backspace, and to send a sound, select it, and then select Send.

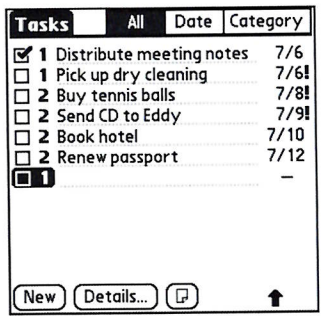
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Tasks

You can use Tasks as a reminder of tasks you need to complete and to keep a record of complete tasks.

Adding a task

1. Go to Applications and select Tasks.
2. Select New to create a new task
3. Enter a description of the task. The text can be longer than one line.



You can set Tasks to record the date that you completed the task, and you can select to show or hide completed tasks. Completed tasks remain in the memory of your phone until you purge them.

You can display your tasks in your calendar. See "Customizing display options for your calendar" on page 105 details.

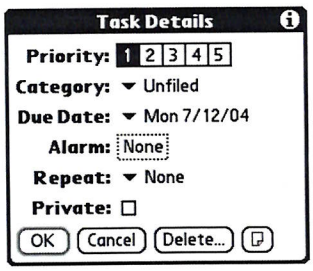
Open the menus to access other features such as importing phone numbers into the Tasks list.

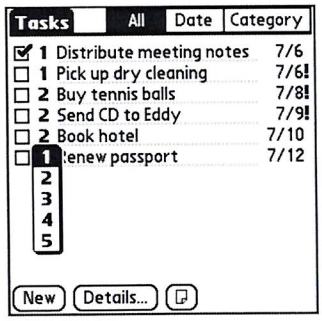
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Setting task priority, due date, and other details

The Details dialog box enables you to assign a priority level, due date, category, privacy flag, and note for each task.

1. Select the task to which you want to assign details.
2. Select Details.
3. Set any of the following:
   - **Priority:** Select the Priority number for this task (1 is most important). Later you can arrange your tasks based on the importance of each task.
   - **Category:** Assign the task to a specific category.
   - **Due Date:** Select the Due Date pick list and select a due date for the task.
   - **Alarm:** Set an alarm for this task.
   - **Repeat:** Indicate if the task occurs at regular intervals and how often it repeats.
   - **Private:** Check this box to mark this task private.
   - **Note:** Enter additional text you want to associate with the task.
4. Select OK.









You can also set the priority by selecting the Priority number next to a task and then selecting a priority level from the list

If you turn on the Show Due Dates option in the Tasks Preferences screen, you can tap directly on the due date in the Tasks list to select a new date.

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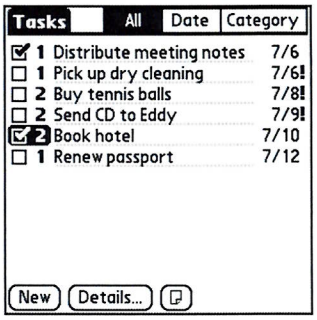
To uncheck the selected task, press Center.

Overdue tasks have an exclamation point (!) next to the due date.

To save memory, you can purge all completed tasks. Open the Record menu and select Purge. Select OK.

Checking off a task

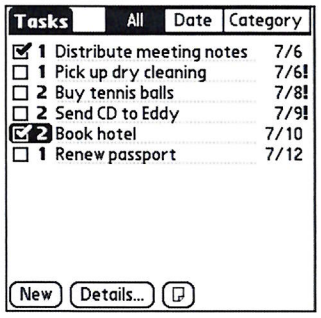
1. Select the task you want to check off.
2. Press Center to check off the task.

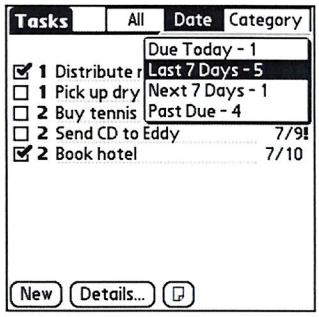


Organizing your tasks

In the Tasks list, select one of these options:

- **All:** Displays all your tasks.
- **Date:** Displays tasks that are due in a specific time frame. Select the Category 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. Select the Category pick list to select a different category.







Deleting a task

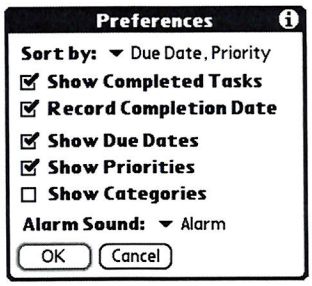
1. Select the task you want to delete.
2. Open the menus  .
3. Select Delete Task on the Record menu.
4. Select OK.

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Customizing Tasks

The Tasks Preferences screen enables you to control the appearance of the Tasks list screen.

1. In the Tasks list screen, select Show.
2. Set any of the following preferences:



- Sort by: Indicates the order in which your tasks appear in the list.
- Show Completed Items: Displays tasks you've checked off.
- Record Complete Date: Replaces due date with the completion date when you complete (check) the task.
- Show Due Dates: Displays task due date, and inserts an exclamation point (!) next to overdue tasks.
- Show Priorities: Displays the priority setting for each task.
- Show Categories: Displays the category for each task.
- Alarm Sound: Sets the sound for the alarms you assign to your tasks.

3. Select OK.

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Memos

Memos are a great way to store notes on your Treo 650 smartphone.

Each memo can include 4,096 characters of text.

You can assign categories to your memos. Open the item you want to change, select the category pick list at the top of the screen, and select a category.

Creating a memo

1. Go to Applications and select Memos.
2. Enter the text you want to appear in the memo.
3. Select Done.



Deleting a memo

1. Select the memo you want to delete.
2. Open the menus.
3. Select Delete Memo on the Record menu.
4. Select OK.

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Listening to music



You can listen to music through the speaker on the back of your phone or through a stereo headphone (stereo headphone adapter or 2.5mm stereo headphone required, sold separately).

Transferring MP3 files from your computer

The RealOne software that comes with your phone is compatible with the popular MP3 audio file format as well as the Real Audio RA, RM, and RMJ file formats. If your songs are already on your computer's hard drive in one of these formats, you can use palmOne™ Quick Install software to transfer your songs to an expansion card (sold separately) so that you can listen to them on your phone.

If your songs are on a CD, you can use the RealPlayer desktop software on your Windows computer to convert the files and transfer them to an expansion card. See the RealPlayer desktop online Help for details. You can install the RealPlayer desktop software from the Software Essentials section on the Software Installation CD that came with your Treo.

If you want to download songs from the Real Music Store (additional fees may apply), you need to download and install a special version of RealPlayer for palmOne that is compatible with Real Music Store files. To download this special version, visit www.real.com.



You must use an expansion card to listen to music on your phone. You cannot store music in your phone's internal memory.

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 in the root directory of the card, and store your MP3 files in this folder.

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1. Connect your Treo to your computer with the USB sync cable.
2. Insert an expansion card into your Treo.
3. Do one of the following:
   - **Windows:** Drag and drop the file(s) or folder onto the palmOne Quick Install icon on the Windows desktop.
   - **Mac:** Drag and drop the MP3 files onto the Send To Device droplet in the Palm folder.



4. Select your Username, the File name, and the Destination (card).
5. Click OK.
6. Synchronize your Treo with your computer. Be patient; transferring music to an expansion card can take several minutes.

On a Mac, use iTunes (included with OS X) to convert music from a CD to MP3 format. You can then follow the steps to transfer MP3 files onto your phone. For details on using the iTunes software, see the documentation that came with your Mac.

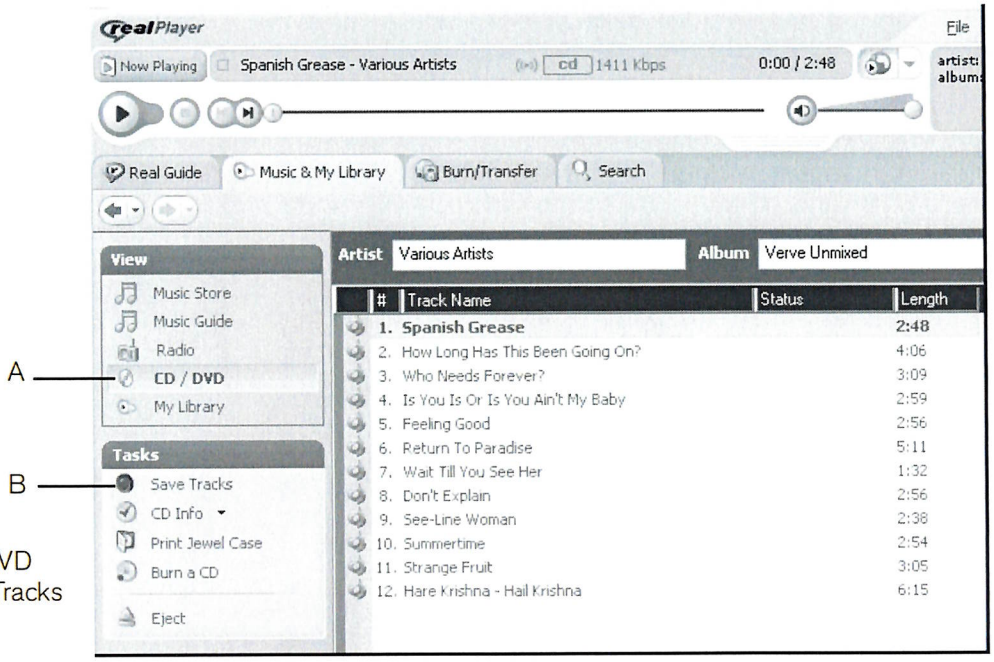
For tips on using RealPlayer on your computer, go to the Help menu in RealPlayer or visit www.real.com.

Transferring music from a CD to your phone

To transfer music from a CD to your phone, you must first install the RealPlayer desktop application onto your Windows computer. You must install this software from the Software Installation CD even if you already have a version of RealPlayer on your computer. After you install the software, follow these steps to transfer music to your phone.

1. Double-click the RealPlayer icon on your computer desktop.
2. Insert the CD into your computer's CD drive.
3. If the track list doesn't appear, click Music & My Library, and then click CD/DVD in the View menu.
4. Click Save Tracks, and follow the onscreen instructions to select and copy tracks.

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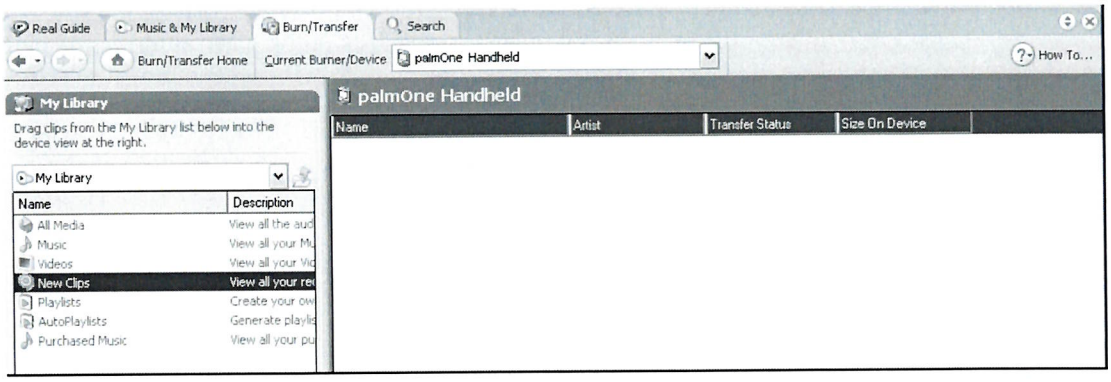


A. CD/DVD
B. Save Tracks

5. Go to Applications and select Music .
6. Connect your phone and your computer to the USB sync cable.
7. In RealPlayer on your computer, click Burn/Transfer.
8. If necessary, select palmOne Handheld from the Current Burn/Transfer Device drop-down list.
9. Drag the song files you want from the My Library window on the left into the palmOne device window on the right.

Do not press the HotSync® button on your cable. RealPlayer transfers the files, so there's no need to do anything.

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10. Be sure your phone is on and that RealPlayer is open. If it is, a green Connected light appears in the lower-left corner of RealPlayer on your computer.
11. Click Start Transfer. When the transfer is complete, the tracks you selected should say "On Device."

Listening to music on your Treo

1. Go to Applications and select RealPlayer.
2. Do any of the following:
   - To play (or pause) the current song, press Center or the Side button.
   - To play the next song, press Right.
   - To play the previous song, press Left.
   - To play a different song, use the stylus to select Songs and select a song from the list.
   - To select random or continuous playback, use the stylus to select the onscreen controls.
   - To adjust the volume during playback, press the Volume button.

You can customize your Treo so that pressing and holding the Side button on the side of your Treo opens RealPlayer. See "Button settings" on page 148 for details.

To view details for the song that is currently playing, open the Music menu and select Song Details.

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A. Progress indicator
B. Continuous play
C. Random play

RealPlayer continues playing until it reaches the end of your list or until you select Stop. Music continues to play even if you switch to another application or turn off your screen. If you want to stop playing music when you exit RealPlayer, open the Options menu and select Preferences. Uncheck the Enable Background Playback box, and then select OK.

Creating a playlist

1. Select Playlists.
2. Select New.
3. Enter a Name for the playlist.
4. Select Add.
5. Check the box next to the songs you want to include on the playlist.
6. Select Done, and then select Done again.







To play songs from a playlist, select Playlists, select the playlist you want to play, and then select the first song you want to hear on that list.

To delete a playlist, select Playlists, select the playlist, and then select Delete.

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Editing a playlist

1. Select Playlists.
2. Select the playlist you want to edit.
3. Select Edit.
4. Do any of the following:
   - To delete a song from the playlist, select the song, and then select Remove.
   - To add a song, select Add, check a song's box, and then select Done.
   - To move a song up or down one slot, select a song, and then select the up or down arrow.
5. Select Done, and then select Done two more times.

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World Clock

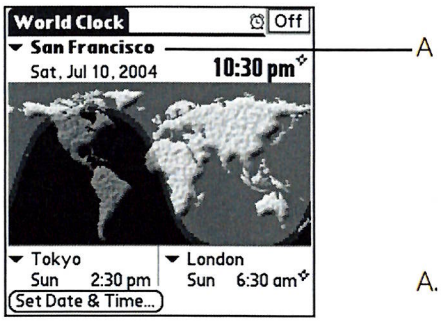
World Clock displays the day and time in your home city and in two other cities around the globe. Whether you're travelling or at home, it's easy to keep track of the best time to reach your business associates, friends, and family in far away places.

Setting your home city

The home city serves as a point of reference for your other city selections. The home city time reflects the current system time. The information displayed for the other cities is based on the day and time in your home city.

If the Enable Local Network Time box is checked in your Date & Time Preferences, AT&T Wireless's network automatically sets the time and updates it when you travel.

1. Go to Applications and select World Clock .
2. Select the City pick list at the top of the screen and select the city closest to your location (in the same time zone).
3. Select OK.



A. Home city

World Clock does not automatically update the system time for Daylight Savings Time.

Run your stylus over the map to see the time in other cities.

The shadow over the map represents nighttime moving across the globe.

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To customize the alarm sound and volume, open the Options menu and select Alarm Preferences.

Selecting remote cities

In addition to your home city, you can display the day and time for two other cities anywhere around the globe. These other cities are called remote cities.

- Select a pick list in the lower part of the World Clock screen, and then select the city closest to the city you want to display.

Adding cities

If the city you want to display is not in the predefined list, you can add it.

1. Select a City pick list and select Edit Cities.
2. Select New.
3. Enter the city name and other information.
4. Select OK.

Setting an alarm

1. Select Off in the upper-right corner.
2. Select the time you want the alarm to sound.
3. Select OK.

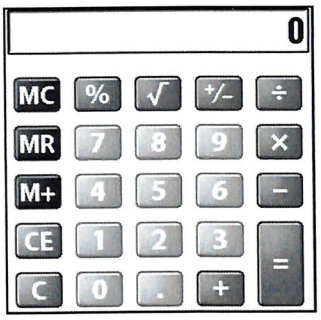
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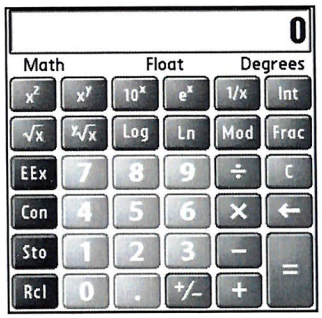
Calculator

Calculator includes a basic calculator, plus an advanced calculator with scientific, financial, and conversion functions.

Switching between Basic and Advanced Calculator Modes

1. Go to Applications and select Calculator.
2. Open the menus.
3. Select Options, and then select Advanced Mode or Basic Mode.





Selecting functions in Advanced Calculator Mode

1. Switch to Advanced Calculator Mode (see above).
2. Open the menus.
3. Select Options, and then select the function you want to use:
   - **Math:** Advanced mathematical functions such as exponents, roots, and logarithms.
   - **Trig:** Trigonometric functions such as sine, cosine, tangent, and variants.
   - **Finance:** Financial calculator functions such as APR and amortization.



You can tap the screen or use the keyboard to input numbers.

In Basic Mode, you can also press Right ▶ to switch to Advanced Mode. In Advanced Mode, press Right ▶ to cycle between functions, and press Left ◀ to return to Basic Mode.

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Select Sto to store a number in one of ten memory slots. Select Rcl to recall a stored number.

Select Con to access a list of mathematical constants such as Avogadro's number or the speed of light.

- **Logic:** Hexadecimal characters in keypad, plus logic functions such as and, not, or and xor. In place of Float/Degrees (see below), this view includes options for class (bin, oct, SDec, UDec, hex) and bits (8, 16, 32).
- **Statistics:** Statistical functions such as sum, factorial, and random number generator.
- **Weight/Temp:** Weight and temperature conversions for metric and English values.
- **Length:** Length conversions for metric and English values.
- **Area:** Area conversions for metric, traditional, and English values.
- **Volume:** Volume conversions for metric and English values.

4. Enter an integer for the number of decimal places to display.
5. Open the menus  .
6. Select Pref, and then select the decimal display format: Float, Fixed x), Sci (x), or Eng (x).
7. Open the menus  .
8. Select Pref, and then select the number display format: degrees, radians, or grads.

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Looking up contacts and other information

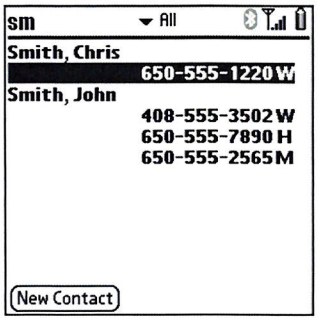
With the built-in search features on your Treo, you can find information quickly:

- **Lookup:** Enables you to dial your contacts by name. It locates people's phone numbers when you're in the Phone or Messaging applications.
- **Find:** Searches through the text in all the applications on your Treo.

Looking up contacts

You can look up contacts directly from the Contacts list. This feature helps you locate contacts quickly by entering just a few letters of a contact's name.

1. Press the Phone/Send button.
2. Select the Contacts favorite button.
3. From the Contacts list, enter the first few letters of the contact you want to find. You can enter:
   - First name (JOH for John) or
   - Last name (SMI for Smith) or
   - First name initial and last name (JSM for John Smith)



If entering the first few letters doesn't start a search, go to Applications and select Contacts, and then try step 2 again. To set your Treo to search from the Main View of the Phone application, go to that view, open the Options menu, and select General Preferences. Then select the second pick list and select Typing starts contacts search.

To look up contacts in other applications, select the Lookup button if it appears.

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For example, entering SM would display Smilla Anderson, John Smith, and Sally Martin. Entering JSM finds only John Smith.

4. Do one of the following:
   - Highlight the contact name, and then press Center to view the contents of the record.
   - Highlight any phone number, and then press Phone/Send to dial.

Using Find

The Find feature locates any text in the built-in applications and databases and in some third-party applications. The Find feature performs an exact search on a character string, including characters that are parts of words.

1. Press Option, and then press Shift/Find to open the Find dialog box.
2. Enter the text you want to find.
3. Select OK to start the search.
4. In the search results, select the text you want to review, or select Find More to search additional applications.



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Beaming information



Your Treo is equipped with an IR (infrared) port that lets you beam information to another Palm Powered device with an IR port. The IR port is located on the top of your Treo, between the antenna and the ringer switch, behind the small dark shield.

Beaming a record

1. Select the entry or category you want to beam. If a lock appears next to the item, it can't be beamed.
2. Open the menus.
3. Select Record, and then select one of the following:
   - **Beam:** Sends an individual record.
   - **Beam Category:** Sends all entries in the current category.
4. When the Beam Status dialog box appears, point the IR port on your Treo directly at the IR port of the receiving device.
5. Wait for the Beam Status dialog box to indicate that the transfer is complete before you continue using your Treo.

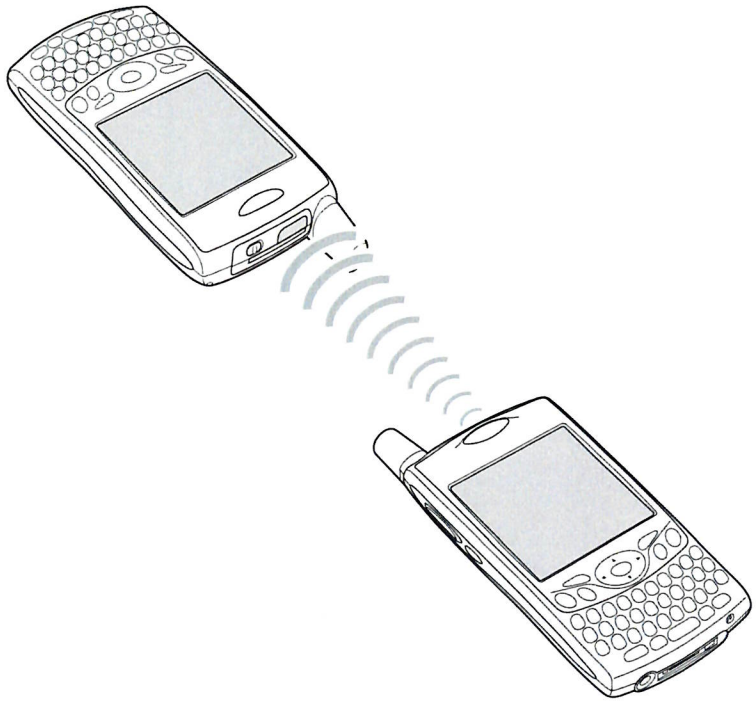


You can store a beamed application on your phone, or send it to an expansion card inserted in the expansion card slot.

Beam your business card in two key presses: From the Main View in the Phone application, open the menus, and then press M.

If you beam a bookmark or saved page from the Web browser, it beams the URL, not the contents of that page.

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For best results, the path between the two devices must be clear of obstacles, and both devices kept stationary. If you have difficulty beaming, shorten the distance and avoid bright sunlight.

If you do not select a category upon receiving a beamed item, the item is placed in the Unfiled category.

If you can't receive beamed information, try a soft reset (see "Resetting your Treo" on page 164).

Beaming an application

Not all applications can be beamed. A Lock icon appears on the Beam screen next to applications that cannot be beamed.

1. Go to Applications.
2. Open the menus.
3. Select Beam on the App menu.
4. Select the Beam From pick list and select whether the application you want to beam is located on your Treo or on an expansion card.
5. Select the application you want to transfer.
6. Select Beam.

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7. When the Beam Status dialog box appears, point the IR port on your Treo directly at the IR port of the receiving device.
8. Wait for the Beam Status dialog box to indicate that the transfer is complete before you continue using your Treo.



Receiving beamed information

1. Turn on your screen.
2. Point the IR port on your Treo directly at the IR port of the transmitting device to open the Beam Status dialog box.
3. When the Beam dialog box appears, select a category for the entry.
4. Press Up ▲ to receive the beam or press Down ▼ to refuse it.

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