

READ THIS FIRST

BUSINESS SOLUTIONS



START HERE

Here's what you'll do:

- Charge and set up your Palm™ Tungsten™ T2 handheld.
- Install Palm™ Desktop software.
- Learn to use your handheld.

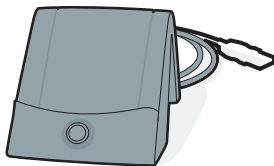
Important! Already use a Palm™ handheld?

- Synchronize your old handheld with your computer so that the information is up-to-date.
- *Go to www.palm.com/support/globalsupport and click the upgrade link to learn how to smoothly transfer your information to your new handheld.*

Contents



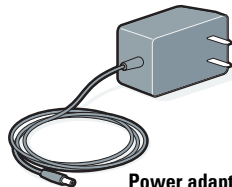
Palm Tungsten T2 handheld



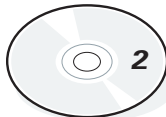
USB HotSync® cradle



Palm Desktop software



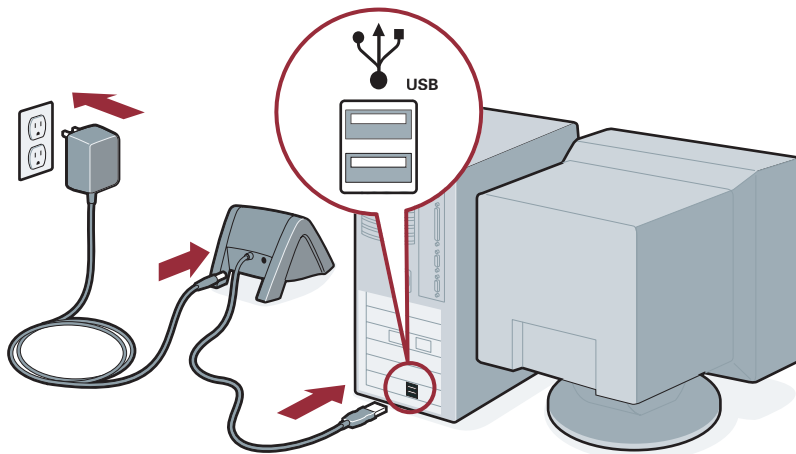
Power adapter



Software Essentials

1 Connect

- a. Connect the HotSync® cradle to the computer.*
- b. Plug the adapter into an outlet and into the cradle.

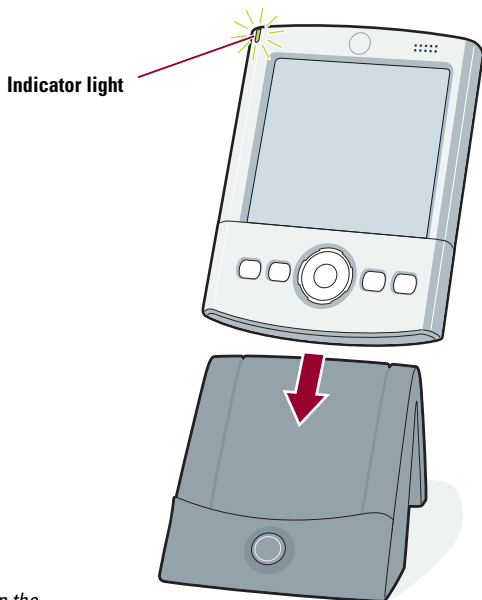


* Windows NT and systems without USB ports require a serial cradle, sold separately.



2 Charge

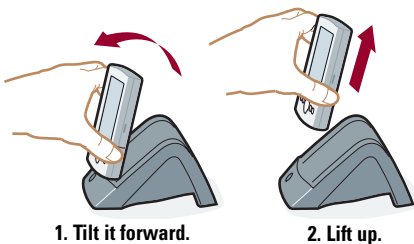
- a. Place your Tungsten™ T2 handheld in the cradle.
- b. Make sure that the indicator light is solid green. This means your handheld is properly seated in the cradle and is being charged.*
- c. Charge for at least **two full hours**.



* Problems? See "Troubleshooting" section in the upcoming pages.

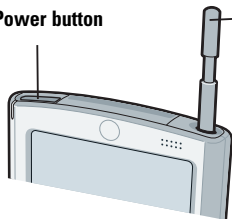
3 Set up

- a. Remove the handheld from the cradle.



- b. Turn on the handheld by pressing the power button.*

Power button

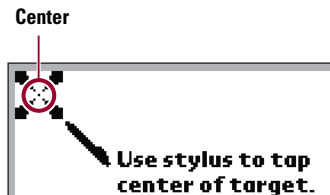


Stylus

To remove it, gently press the top of the stylus to release it from the slot. Then pull it out of the slot.

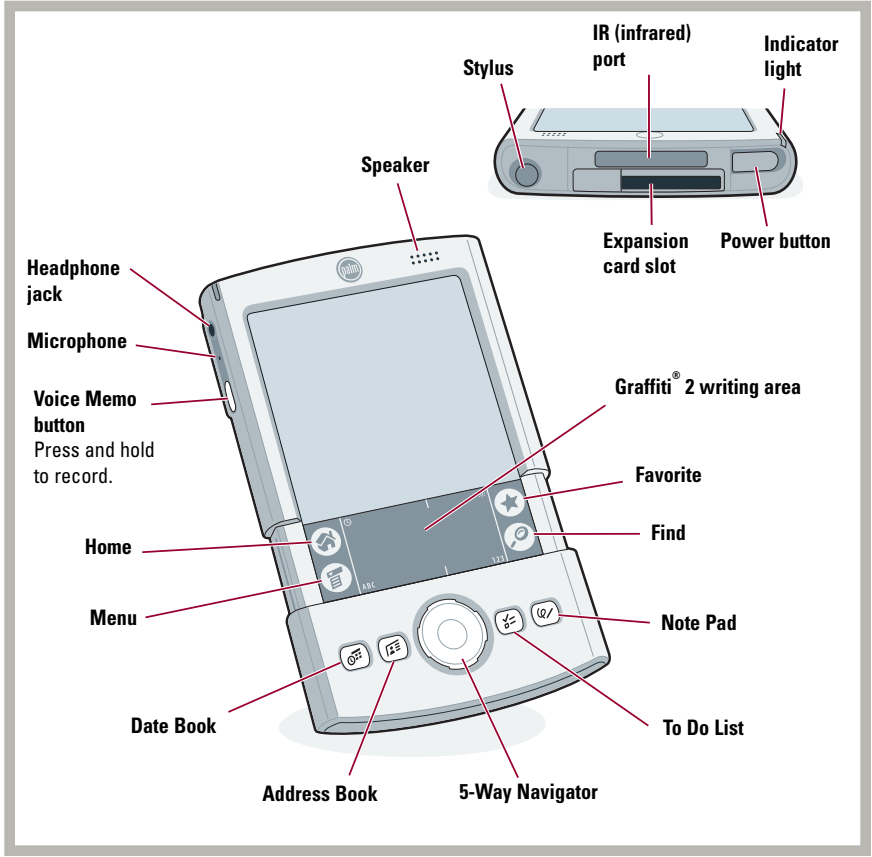
- c. Remove the stylus.

- d. Follow the Setup instructions on the screen.



- e. Tap firmly the center of at least three targets.

* Problems? See "Troubleshooting" section in the upcoming pages.



INSTALL SOFTWARE

4 Install Palm™ Desktop software on your computer


Enter appointments, addresses, and other information using Palm™ Desktop software. Then transfer the information to your handheld using the HotSync® process. It's the fastest way to enter lots of information.

Note:

You must install the version of Palm Desktop software included in this package. Microsoft Outlook is also supported.

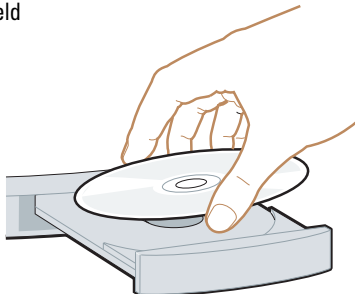
- a. Place the Palm Desktop software CD-ROM in the CD-ROM drive.

Windows:

- b. Follow the installation instructions that appear on your computer screen.*
- c. After you complete the installation, slide open the handheld and tap Home  to open the Applications Launcher.

Mac:

- b. Double-click the Palm Desktop Installer icon.*



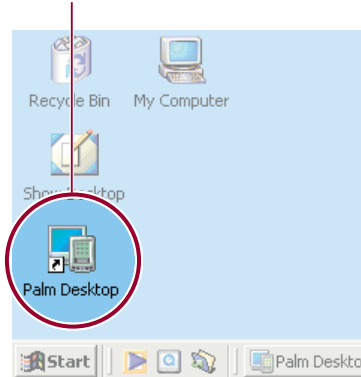
* *Problems? If installation or the HotSync process did not work, see "Troubleshooting" section in the upcoming pages.*

ENTER AND SYNCHRONIZE YOUR INFORMATION

5 Try it! Schedule an appointment on your computer

Windows:

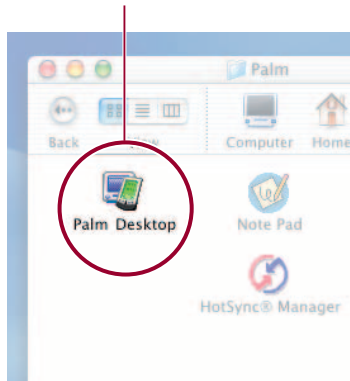
- a. Double-click the Palm Desktop icon on your computer desktop.



- b. In Palm™ Desktop software, click New Event in the lower-left corner.
- c. Enter the appointment, and then click OK to save it.

Mac:

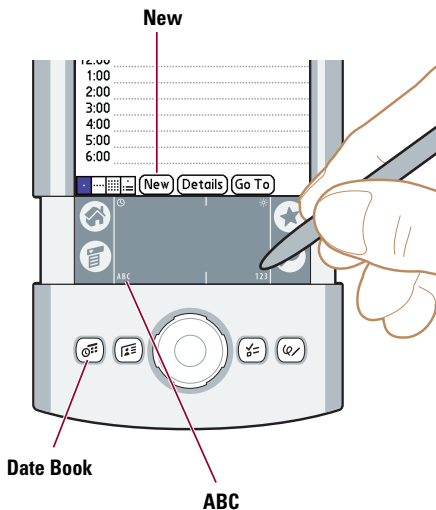
- a. In the Palm folder, double-click the Palm Desktop icon.



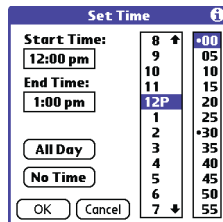
- b. Create or select a username to identify your information.
- c. From the Create menu, select Event.
- d. Enter the appointment, and then click OK to save it.

6 Now schedule an appointment on your handheld

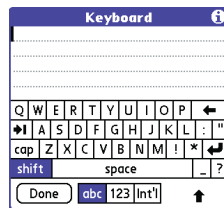
- Slide open the handheld to reveal the Graffiti® 2 writing area.
- Press the Date Book button.



- Tap New.



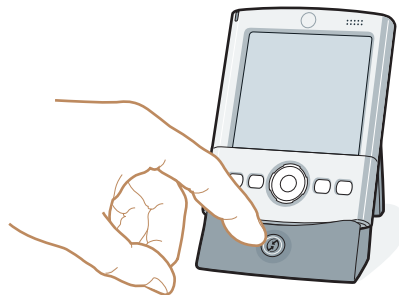
- Tap to set the time, and then tap OK.
- Tap ^{ABC} to display the onscreen keyboard. Tap the keyboard to type.



7 Synchronize information on your handheld and computer

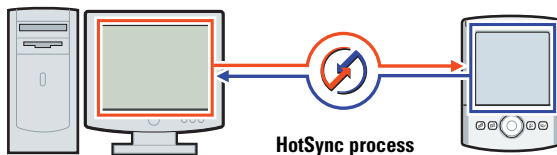
In this step, the HotSync® process synchronizes information on your handheld and in Palm™ Desktop software, so that information you enter in one appears in both places.

- a. Place the handheld in the cradle.
- b. Press the button on the cradle to begin the HotSync process.*
- c. When the HotSync process is complete, check your handheld and Palm Desktop software to see both appointments in both places.



Note:

You can also synchronize with Microsoft Outlook. For additional information look in the *Handbook*, see "Find More Information" in the upcoming pages.



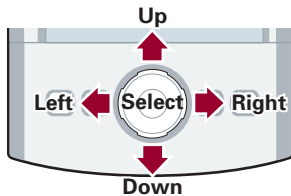
* *Problems? If the HotSync process did not work, see "Troubleshooting" section in the upcoming pages.*

GET MORE OUT OF YOUR HANDHELD

Use the 5-way navigator



Use the 5-way navigator for quick access to your information with just one hand! For example, you can do any of the following and much more. For full details, see the *Handbook*.

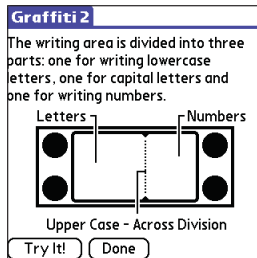
- Go to the Applications Launcher by pressing and holding Select.
- View the highlighted item by pressing Select in most applications.
- Access the Address Book Quick Lookup feature by pressing Right from the Address list, or access the Quick Connect feature by pressing Right from the Address record.
- Access Date Book events/notes, Note Pad notes, and Voice Memo voice memos.
- Access and navigate through Microsoft Office documents with DataViz Documents to Go.



Learn Graffiti® 2 writing

Graffiti® 2 writing is a fast and simple way to enter text and numbers into your handheld. Take this hands-on tutorial to see simple strokes turn into text and numbers on your screen.

- Slide open your handheld, tap Home , and tap the Graffiti 2 icon .



Install more software on your handheld

Insert the Software Essentials CD-ROM into the CD-ROM drive to install software that enables you to take full advantage of your handheld's multimedia, communication, and productivity features.

- Take your favorite photos with you when you install Palm™ Photos.
- Show your video clips to friends and family when you install Kinoma Video Player.
- Listen to MP3 files and other leading music formats when you install the MP3 player (expansion card required, sold separately).

Note:



You must first do a HotSync operation to install DataViz Documents to Go and VersaMail™ 2.5 software on your handheld. You may need to download software from the Internet while installing some applications from the Software Essentials CD-ROM.

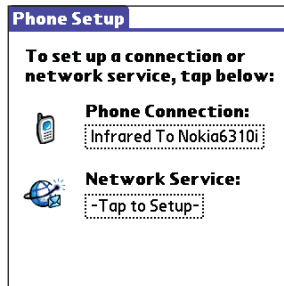
Visit www.palm.com/software for hundreds of other available software applications.

Go wireless with Bluetooth™ technology

Get rid of cables! Use integrated Bluetooth™ technology to wirelessly exchange e-mail, surf the web, and synchronize with your computer enabled with Bluetooth technology.

Within minutes, configure your Tungsten™ T2 handheld to communicate with global GPRS carriers and with most popular phones enabled with Bluetooth technology. Visit www.palm.com/support/globalsupport to view an updated list of compatible phones and a step-by-step video (available in English only) that shows how to pair your handheld with your phone.

- Slide open your handheld, tap Home , and tap Phone Link .



Palm™ Quick Install (Windows only)

Conveniently install applications, MP3 songs, video clips, photos, and Microsoft Office documents in any of the following ways:

- Drag and drop files onto the Palm Quick Install icon.
- Open the Palm Quick Install window and drag and drop files, or click the Add button to select files.
- Right-click a file, select Send To, and then click Palm Quick Install.



Integrate with popular desktop software

- Synchronize your Date Book, Address Book, To Do List and e-mail (VersaMail™ 2.5 software, included) with Microsoft Outlook.
- Synchronize your e-mail from a Microsoft Exchange account.
- Read, edit, and create Microsoft Office documents on your handheld and synchronize with your computer.

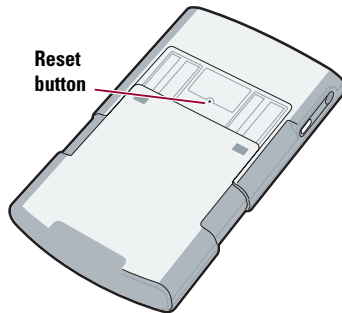
TROUBLESHOOTING

▶ **The indicator light does not go on.**

1. Seat your handheld firmly in the cradle.
2. Connect the power adapter securely to the cradle.
3. Make sure that the power adapter is plugged into a working electric outlet.

▶ **Your handheld does not turn on when you press the power button.**

1. Press any application button to ensure that your handheld is turned on.
2. Perform a soft reset:
 - a. Slide open your handheld.
 - b. Use the tip of your stylus or an unfolded paper clip (or similar object without a sharp tip) to gently press the reset button inside the hole on the back panel of your handheld.
3. Charge your handheld for another full two hours.
 - a. Place your handheld in the cradle.
 - b. Make sure the indicator light is on.



▶ **Third-party applications are affecting the operation of your handheld.**

Some third-party applications may not have been upgraded to be compatible with your new Palm™ handheld. If you suspect that a third-party application is affecting the operation of your handheld, contact the developer of the application.

▶ **Palm™ Desktop Installer does not automatically appear after you put the CD-ROM into the drive.**

Windows:

1. Click the Start button.
2. Select Run from the Start menu.
3. Click Browse to locate the drive with the Palm Desktop software CD-ROM.
4. Double-click the **autorun.exe** file on the Palm Desktop software CD-ROM.

Mac:

1. Double-click the CD-ROM icon on the Mac desktop to open the Palm Desktop software CD-ROM.
2. Double-click the Palm Desktop Installer icon.

► **HotSync® process does not begin.**

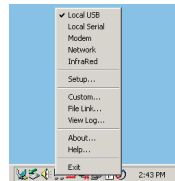
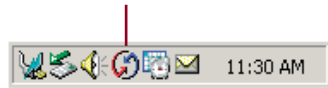
Check that the handheld is properly seated in the cradle and that the cradle connector is securely connected to the computer.

Windows:

1. Make sure that the HotSync® Manager icon appears in the Windows system tray. If not:
 - a. Click the Start button and select Programs.
 - b. Select Palm Desktop, and then select HotSync Manager.
2. Check the connection type:

- a. Click the HotSync Manager icon.
- b. Make sure that a checkmark appears next to Local USB (or Local Serial if you're using a serial connection). To insert a checkmark, click the menu item.

HotSync Manager icon



Mac:

1. Make sure the Transport Monitor of the HotSync Manager is enabled:
 - a. Double-click the HotSync Manager icon in the Palm folder.
 - b. In the HotSync Controls tab, click Enabled.
2. If you are using a USB cradle:
 - a. Disconnect and then reconnect the cradle.
 - b. Restart your computer.
3. If you are using a serial cradle (sold separately):
 - a. Double-click the HotSync Manager icon in the Palm folder.
 - b. Click the Connection Settings tab.
 - c. Make sure PalmConnect is selected and that the port selection matches the port to which the HotSync cradle is connected.

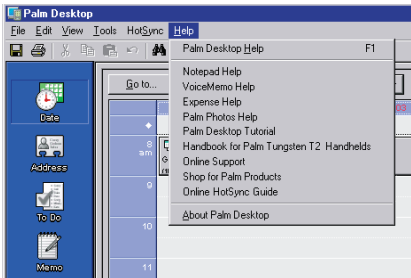
FIND MORE INFORMATION

Read the *Handbook*

The *Handbook* opens in Adobe Acrobat Reader on your computer. If you do not have Acrobat Reader, you can install it from the Palm™ Desktop software CD-ROM.

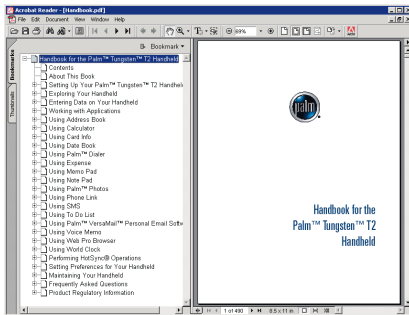
Windows:

In Palm Desktop software, click Help in the menu bar. Then select the menu item for the *Handbook*.



Mac:

Look in the Applications/Palm/Documentation folder, and double-click *Handbook*.



www.palm.com/intl

In one convenient location, find tips on getting the maximum benefit from your handheld, get your favorite accessories, download more software, and communicate with other Palm™ handheld users.

Palm, Inc.
400 N. McCarthy Blvd.
Milpitas, CA 95035

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Software Download Available

Palm™ Desktop software is supplied on a CD-ROM disc. Check www.palm.com/intl for updates and new versions of the software.

Agency Compliance Information

Product regulatory and compliance information can be found in the Handbook file located on the product CD-ROM.

PN: 406-5247A-IE

