LifeDrive™

Getting Started

palmOne™

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Palm® Desktop software is supplied on a CD. If you do not have access to a CD drive for your computer, you can download Palm Desktop software from **www.palmOne.com/support**.

PN: 406-10276-00

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About This Guide

[!] Before You Begin

Complete the steps in *Read This First* that came with your device to set up your device and install the software on your computer and your device.

This guide tells you everything you need to know to start using your device—from the things you'll do every day, to the things that make your device not only useful, but fun.

Tips for viewing this guide

Here are some helpful tips for making it easier to read and find information in this guide as you view it in Adobe Reader:

- To magnify the page, click the magnifying glass , move the cursor (which is now a magnifying glass) over the page, and click repeatedly. Click Previous View (or depending on your version of Reader) to return to the original view.
- Click an entry in the Table of Contents or Index to go directly to that section of the guide.
- If you click a link and go to a page in the guide, to return to the page you were on before you clicked the link, click Previous View (or depending on your version of Reader).
- If you click a link and go to a web page, the page may open in Adobe Reader instead of in your web browser. To specify whether pages open in Reader or in your web browser, go to the Edit menu in Reader, select Preferences, and then select Web Capture. In the Open Web Links drop-down list, select either In Acrobat or In Web Browser, and then click OK.
- When selecting the page(s) to print, be sure to use the file page number shown at the bottom of your computer screen, not the printed page number. For example, to print the first page of the Your Mobile Manager chapter, select page 10 (the file page), not page 1 (the printed page).

What's in this guide?

The info in this guide includes step-by-step instructions, links to cross-references, and sidebars.

Step-by-step instructions

Here you'll find how-to information. Look for these cues in instructions:

Continued	Cue that means the procedure continues on the next page.
Done	Cue that signals the end of the procedure. You're done.
[!] IMPORTANT	A step that you must follow; otherwise, you could experience an error or even lose information.
[&] OPTIONAL	A step you might find useful.
NOTE	Information that applies only in certain cases or that tells more about a procedure step.
WINDOWS ONLY **MAC ONLY**	A procedure or text that applies to one platform only. In most cases, if you see one heading, check the following or preceding sections for the other. Sometimes there is no Mac counterpart for a Windows procedure or text; this feature is not available to Mac users.

Links

Links appear as underlined words throughout this guide. Links in body text or sidebars take you to other sections of this guide or to the *User Guide* on the web. The **In this chapter** list on the first page of each chapter contains links that send you to a specific section.

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

Sidebars

[!] **Before You Begin**
Things you must complete before you can do the steps described in a procedure or group of procedures.

✱ **Tip**
A suggestion on how to use a feature more fully; a shortcut; a pointer to a related feature.

\+ **Did You Know?**
An interesting fact about the topic being described; may include a link to more information.

» **Key Term**
A technical term related to the topic being described. The term may appear in this guide or only on your device.

User Guide
A pointer to the *User Guide* on the web where you can learn about more things you can do with an application or feature.

Tips & Tricks
A pointer to a website where you can share info with other device users and learn the latest tips, tricks, and more.

Support
A pointer to the web where you can find help if you experience problems with the features discussed in the chapter or with your device.

Your Mobile Manager

In this chapter

What's on my device?

What's on the CD?

Using the power switch

Using the status bar

Rotating the screen

Opening files, folders, and applications

Using the 5-way navigator

Entering information on your device

Entering information using desktop software

Using menus

Do's and don'ts

Beyond the basics

Your new LifeDrive™ mobile manager from palmOne takes mobile computing to a whole new level. As always, it helps you keep track of your schedule, your business and personal contacts, your to-do list, even your Microsoft Office and multimedia files.

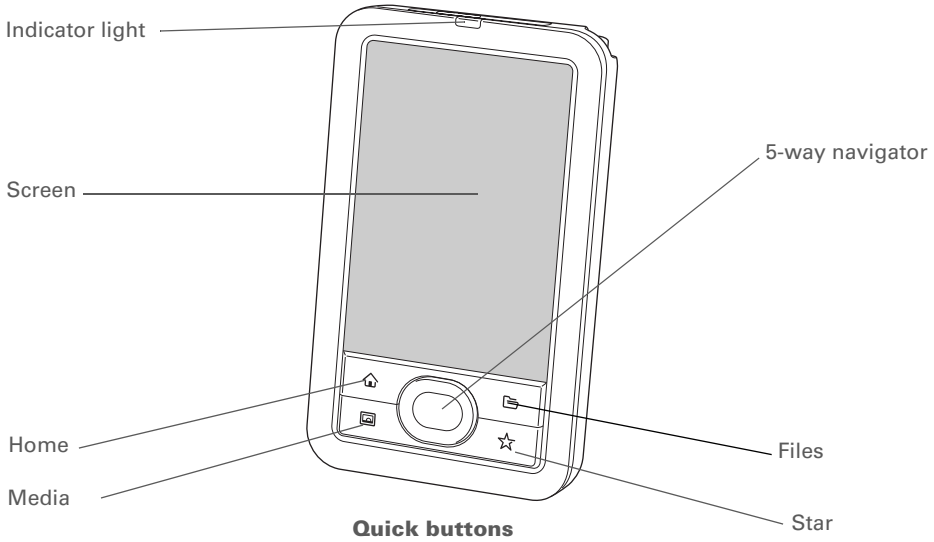
But the device offers much more—like a 4GB hard drive that lets you carry all of your crucial Office files, plus hours of your favorite music, photos, and videos. Transfer information in real time between your device and your computer, and select which files and folders to synchronize. Import photos and videos from your digital camera's memory card, or connect wirelessly to a Wi-Fi® network.

Benefits

- Carry files and folders on an internal hard drive containing nearly 4GB of storage, and work with them on the go
- Save time and stay organized
- Travel light
- Never lose important information
- Stay in touch using wireless connectivity

What's on my device?

Front



Quick buttons

Indicator light Notifies you of various functions. A solid amber light indicates that the device is charging; a solid green light indicates that the device is fully charged.

A flashing amber light indicates that the device's hard drive is currently processing information—opening a file, saving changes, and so on. Be especially careful not to drop, bang, or otherwise cause a strong impact to your device while the indicator light is blinking—you may damage the hard drive.

Tip
The Favorites application offers four pages of favorites. Pressing Home once opens the first page of Favorites; use the buttons in the upper-right corner of the Favorites screen to go to the other pages.

Screen	Displays the applications and information on your device. The screen is touch-sensitive. Display the input area by tapping the Input icon on the **status bar**. Use the input area to enter info with **Graffiti® 2 writing** or the **onscreen keyboard**.
5-way navigator	Helps you move around and select info to display on the screen.
Quick buttons	Turn on your device and open the corresponding application. Press the Home button once to open Favorites, twice to open Applications. The Star button opens the Pocket Tunes music application by default, but you can **customize it** to open any application you choose.

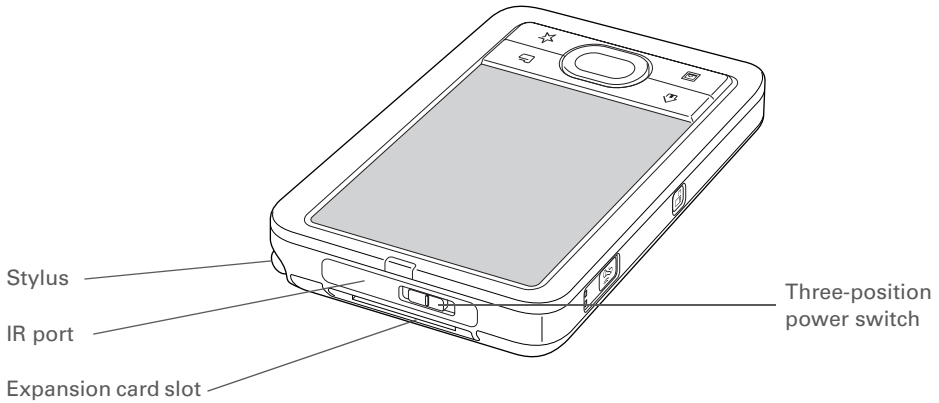
» **Key Term**

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

+ **Did You Know?**

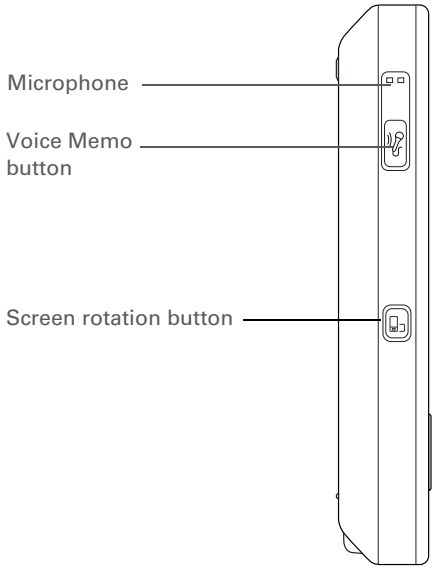
Beaming lets you quickly share appointments, addresses, phone numbers, files, photos, and more.

Top



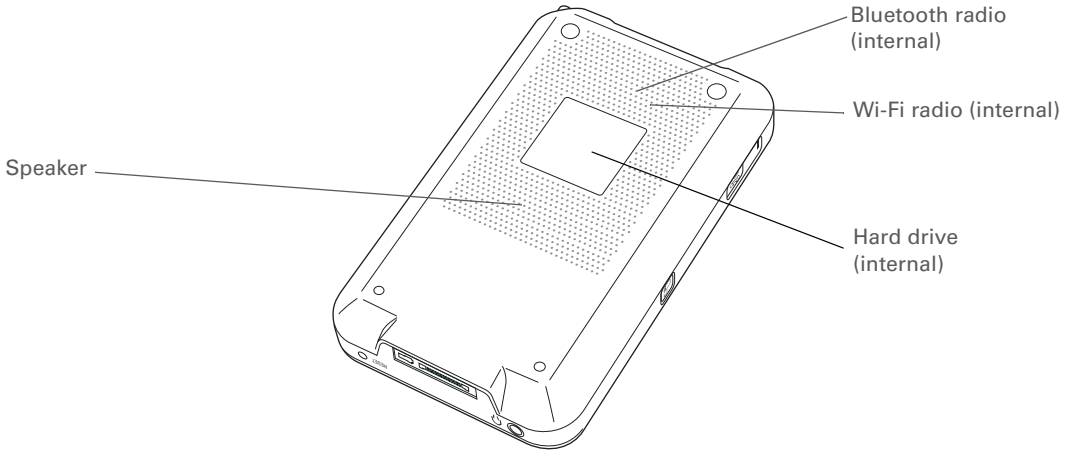
IR port	**Beams information** to and from other devices that have an IR port.
Power switch	Turns your device on or off and lets you turn **Keylock** on. A red indicator is displayed on the switch when Keylock is on.
Stylus	Lets you enter information on your device by writing or tapping. To use the stylus, press down on the top, release to let it pop out of the slot, and then slide it out. Hold the stylus as you would a pen or pencil. Using your fingertip instead of the stylus is OK, but don't use your fingernail, a real pen, or any other sharp object to touch the screen.
Expansion card slot	Lets you insert an expansion card (sold separately) to back up info and add memory, applications, and accessories to your device.

Side



Screen rotation button	**Rotates the screen** between portrait and landscape views.
Voice Memo button	Opens the Voice Memo application when you press and release the button. Records a voice memo when you press and hold the button.
Microphone	Lets you record sound to create a voice memo.

Back



Hard drive (internal)	Provides 4GB of storage to carry and manage all of your crucial work information, music and media files, and more.
Speaker	Lets you listen to alarms, game and system sounds, music, and voice memos.
Bluetooth® radio (internal)	Enables your device to connect with other devices (sold separately) that use **Bluetooth wireless technology**.
Wi-Fi radio (internal)	Enables your device to connect to a **Wi-Fi network** to wirelessly access email, browse the web, and synchronize.

» **Key Term**

USB The type of connector or cable that's commonly used to connect accessories to a computer.

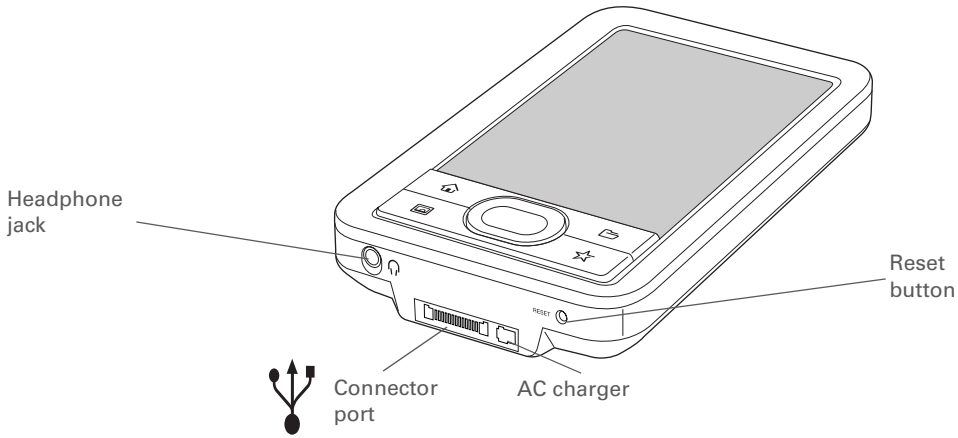
Did You Know?

You can purchase a cradle accessory that lets you connect external speakers (sold separately) to hear audio from your device through the Multi-connector. Visit **www.palmOne.com/mylifedrive** and click the Accessories link.

Tip

It takes a little while for your device to reset when you press the reset button. Resetting is done when the **Date & Time Preferences** screen appears.

Bottom



Multi-connector

Reset button — **Resets your device** if it freezes (stops responding).

Multi-connector — Lets you connect a USB sync cable (included) or a cradle (sold separately) to your computer so you can **synchronize** or exchange information. You can also charge your device by connecting it to your computer using the USB sync cable.

The Multi-connector also lets you connect the AC charger to your device—either directly to the connector or through the USB sync cable—so you can charge it.

NOTE Be sure to plug in the sync cable with the arrow on the cable connector facing the front of the device.

Headphone jack — Lets you connect standard 3.5mm stereo headphones (sold separately) to your device so you can listen to music and other audio applications.

Tip
Can't find some of these applications? Press the Home button twice to view more applications in **Applications View**.

What software is on my device?

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

Favorites	Customize a list of your favorite applications, files, and folders so that you can locate and open them quickly.
Files	View, organize, and open files and folders on your device's drive.
Drive Mode	Connect your device as a USB removable drive on another computer. Open files stored on your device on the computer, and move, copy, and manage files between your device and the computer.
Calendar	Manage your schedule from single entries, like lunch with a friend, to repeating and extended events, like weekly meetings and holidays. Even color-code your schedule by category.
Contacts	Store names and addresses, phone numbers, email and website addresses—even add a birthday alarm or a contact's photo.
Documents	Create, view, and edit Microsoft Word and Excel files. View and manage PowerPoint files.
Wi-Fi controls	Set up wireless connections to a Wi-Fi network for sending and receiving information. Access these controls from the **status bar**.
Bluetooth controls	Set up wireless connections to a mobile phone, network, or computer for sending and receiving information. Access these controls from the **status bar**.
Media	View and organize photos and videos.
Camera Companion	Import photos and videos from your digital camera's memory card, open and work with them on your device, or copy them to your computer. After importing items, delete them from the card to make room there for more photos and videos. This icon is named Companion in **Applications View**.

Pocket Tunes™	Carry music, create playlists, and listen to music on your device. This application works with the Windows Media Player desktop application that you can install from the CD (Windows only). Both Mac and Windows users can use Pocket Tunes on the device.
VersaMail®	Send, receive, and manage email messages wirelessly using your device's wireless capabilities or by synchronizing with your Windows computer.
Web	Browse your favorite sites on the web using your device's wireless capabilities.
SMS	Send and receive short text (SMS) messages using your device's wireless capabilities.
Tasks	Stay on top of your to-do list. Enter things you need to do, prioritize them, set alarms, and then monitor your deadlines.
Voice Memo	Record short voice clips using the built-in microphone.
Memos	Capture information such as meeting notes, lists of books to read, movies to see, recipes, and anything else you need to write down.
Note Pad	Write on the screen in your own handwriting or draw a quick sketch.
Addit™	Preview, try, and buy software for your device. (Windows only for downloads using the sync cable; both Windows and Mac users can download using your device's wireless capabilities. Internet connection required.)
Calculator	Do basic math calculations such as splitting restaurant bills and figuring tips.
Quick Tour	Learn about your device and how to enter information.
Card Info	View information about your device's drive or about an expansion card seated in the expansion card slot.
HotSync®	Synchronize info on your device with the info on your computer.
Prefs	Customize your device's sound levels, colors, security, and more.

Handmark Solitaire	Enjoy hours of entertainment with this solitaire game.
World Clock	Set the time in your home city and two other locations, and set an alarm to wake you up.
Dialer	Dial phone numbers directly from your device.
Expense	Track business or travel expenses and print expense reports after you synchronize your device with your computer.

Tip

To install extra software from the CD, insert the CD into your CD drive, and then do one of the following:

Windows: On the Discover your device screen, click Add software to your device.

Mac: Double-click the Essential Software folder icon.

What's on the CD?

The software installation CD that came with your device includes desktop software for your computer and additional software for your device. The desktop software lets you use your computer to create and manage info for applications on your device. The additional device software lets you do more things with your device.

When you set up your device you may install some (or all) of these applications. You can install any of the applications at any time after you set up your device, as well.

The software installation CD includes titles such as the following:

Palm Desktop software

View, enter, manage, and back up info for Calendar, Contacts, Tasks, Memos, Expense, and Voice Memo on your computer (Expense is Windows only). You can also view, manage, and back up info for Note Pad. When you **synchronize your device with your computer**, this info is updated in both places.

On a Windows computer, use Quick Install within Palm Desktop software to install applications (PRC) to your device or to an expansion card that is seated in the expansion card slot.

Palm Desktop installs automatically during the initial CD installation process.

NOTE During CD installation, you can choose to synchronize your device with Microsoft Outlook on your computer (Windows only). If you do, information from Contacts, Calendar, Tasks, and Memos is synchronized with Outlook. Information for Expense, Note Pad, and Voice Memo is still synchronized with Palm Desktop software.

Send To Handheld droplet (Mac only)

Install applications and transfer files from your Mac computer to your device or to an expansion card that is seated in the expansion card slot for use on your device. This application installs automatically during the initial CD installation process.

Tip
After you install an app and discover how valuable it is, be sure to add it to **Favorites**. Assign your most important application to the **Star button** so that you can open it with one press.

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

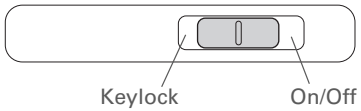
LifeDrive Manager (Windows only)	Install applications and transfer folders and files from your Windows computer to the **hard drive** on your device or to an expansion card, synchronize files and folders, and convert photos and videos for viewing on your device. This application installs automatically during the software CD installation process.
Manual	Install a version of the book you're reading on your device. You can also access this full Acrobat version (PDF) of *Getting Started* from the Help menu of Palm Desktop software, where it's added during the initial installation process.
WiFile™	Access your wireless network so that you can open pictures, music files, and documents that are located in shared folders on a networked computer.
Adobe Reader for Palm OS®	View PDF files that are tailored to fit your device's screen.
Power by Hand eReader	Purchase and download eBooks from the web so you can read them when you want, where you want.
Enterprise Software link	Create a secure wireless connection to your corporate network in order to safely send and receive email messages and access the corporate intranet with a VPN client. Enable robust 802.11x security for secure Wi-Fi authentication and connection to a network. Encrypt individual files and folders to protect your critical information (download requires Internet connection).
AudiblePlayer	Listen to newspapers, books, public radio, language instruction, and more (Windows only; download requires Internet connection; additional fees may apply).
Documents To Go	Companion desktop software for the Documents application on your device. Lets you move or copy Microsoft Word, Excel, and PowerPoint files to the Documents folder on your device's drive, as well as create and edit files.

Handmark Express	Download current news as well as information on the weather, stocks, sports, movies, and more (download requires Internet connection and subscription to service with Handmark).
Rhapsody	Transfer MP3 music files from your computer to your device or to an expansion card (sold separately), and copy music from your CDs to your computer. This is the desktop companion for the music application on your device (Windows only).
Windows Media Player/ Direct X	Required to prepare videos for playback on your device (Windows only). **NOTE** We recommend that you install the Windows Media Player/ Direct X software from the CD, even if you already have Windows Media Player on your computer. The version on the CD contains all of the components needed to prepare videos for playback on your device.
Windows Media Player plug-in	Works with Windows Media Player to convert music files for playback using the Pocket Tunes application on your device.
QuickTime	Required to prepare videos in certain formats for viewing on your device. **NOTE** QuickTime is included on the CD for Windows computers only. For Mac computers, QuickTime is included in OS X.
Tutorial	Learn to use the popular features of your device. The Tutorial includes a tour of your device and step-by-step instructions. Access it from the CD.

Did You Know?
A red indicator is displayed on the power switch when Keylock is on.

Using the power switch

Your device's power switch turns your device on and off, and also lets you lock your device so that it does not respond to taps, 5-way presses, or presses on the buttons on the front and side of your device.



Use the power switch for the following actions:

- To turn on your device, slide the switch to the right and let it return to the center. To turn your device off, slide the switch to the right again.
- If your device is off, slide the switch to the left to lock your device. Your device does not respond to button presses, taps, or 5-way presses and cannot turn on until you slide the switch to the center position. Locking your device when it is off is useful if you carry your device in a bag and want to prevent its turning it on accidentally when something presses against it.
- If your device is on, slide the switch to the left to lock your device at the current screen. Your device does not respond to button presses, taps, or 5-way presses, and the current screen cannot be changed until you slide the switch to the center position. Locking your device at a current screen is useful, for example, if you want to pass your device around to show a photo to a group of people, and you do not want someone to accidentally tap or press something that causes the photo to disappear.

Tip

Use the Find dialog box to locate specific items of information in your device's **program memory**—for example, a name or a phone number.

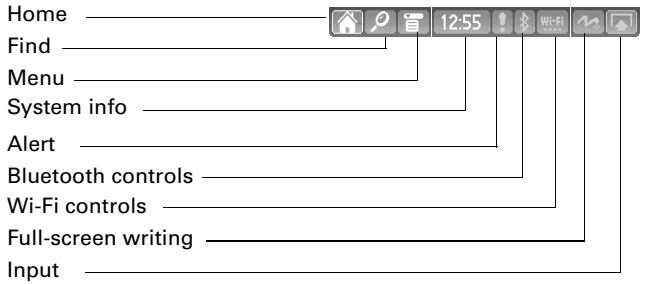
Did You Know?

The System info icon shows the current time on the status bar.

In the System info dialog box, both the hard drive and the program memory are labeled Device. The hard drive is indicated by the larger available memory size.

Using the status bar

The status bar at the bottom of the device screen gives you access to valuable tools and is accessible in all views.

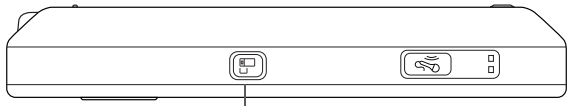


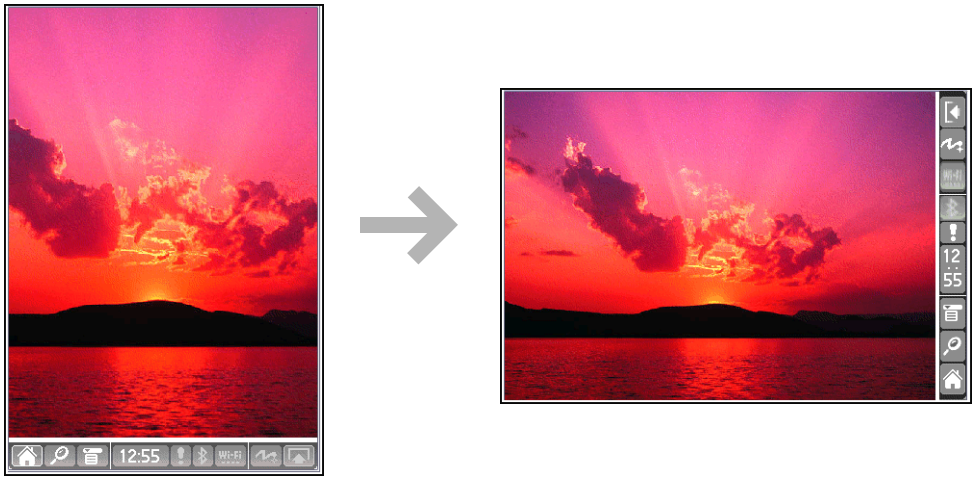
Home	Tap once to open **Applications,** twice to open **Favorites**.
Find	Tap to open the **Find dialog box**.
Menu	Tap to **open the menu** for the current screen.
System info	Tap to open the system information dialog box. The dialog box shows the date and time, available memory, and battery level, and allows you to turn system sounds on and off and to adjust screen brightness.
Alert	Tap to display the Reminders screen.
Bluetooth controls	Tap to display the **Bluetooth** dialog box, where Bluetooth functionality can be turned on and off and you can connect to another Bluetooth device. The icon color changes from blue to white when Bluetooth is turned on.
Wi-Fi controls	Tap to display the **Wi-Fi** dialog box, where you can make a wireless connection to a Wi-Fi network. The icon displays "Wi-Fi" if you are not connected to a network, and displays a signal strength indicator if you are connected.
Full-screen writing	Tap to turn full-screen writing on and off. When on, you can write Graffiti® 2 characters anywhere onscreen.
Input	Tap to switch between showing and hiding the **input area**. Tap and hold to display the input area selection menu.

Did You Know?
You can customize which way the screen rotates in landscape mode by **choosing right- or left-handed rotation**.

Rotating the screen

You can switch between landscape and portrait views by pressing Screen rotation on the side of your device. Landscape view is useful for viewing spreadsheets, email, web pages, and photos.





Tip
Press Home once to open Favorites; press Home twice to open Applications. Switch between Favorites and Applications by pressing Home.

Did You Know?
You can **use a favorite photo as the background** for your Favorites or Applications View.

Tip
Customize Favorites to display folders—for example, a project folder that you access often. Select the folder to view all files and subfolders (if there are any) in it.

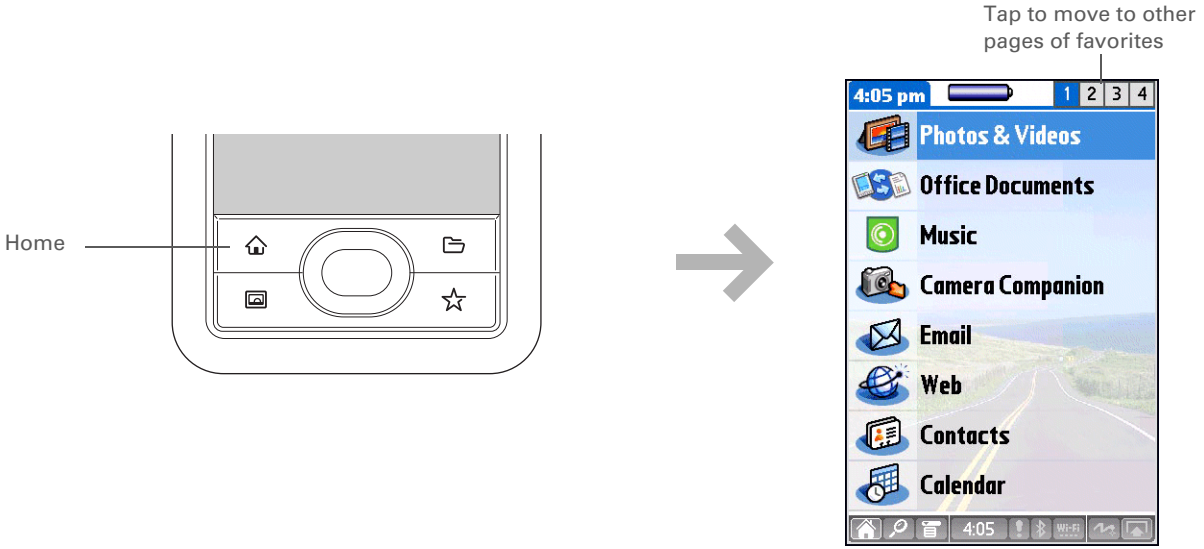
Opening files, folders, and applications

Your device lets you display two views to quickly see and open the files and applications you use most. Favorites lets you create a list of the items you want to quickly access, while Applications displays all applications on your device.

Using Favorites

The Favorites View contains up to 32 items—four pages of eight items each—and can include applications, specific files, and folders—even links to the web. Certain items are included in Favorites by default, but you can **customize the list** to contain any items you want.

To access an item from Favorites, press Home and select from the list. Use the 5-way navigator or tap the buttons in the upper-right corner of the screen to move to another page of favorites.



Tip
You can also open Applications by tapping the Home icon on the **status bar**.

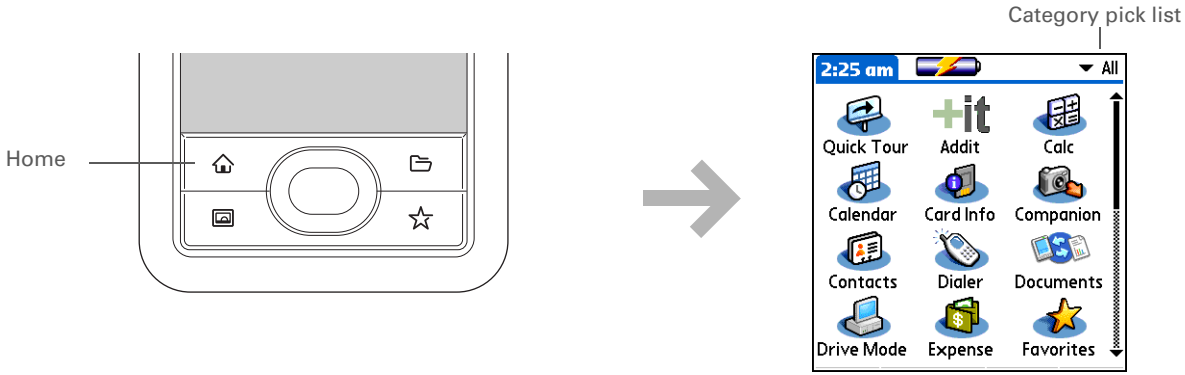
Did You Know?
You can also open individual applications using the **quick buttons** on the front of your device.

Tip
Press Center on the 5-way to scroll through application categories.

Using Applications

The Applications View shows most of the applications on your device, except those you access from the **status bar**. Use the category pick list in the upper-right corner of the screen to view applications by category or to view all applications.

To access an item from Applications, press Home twice and select an icon.

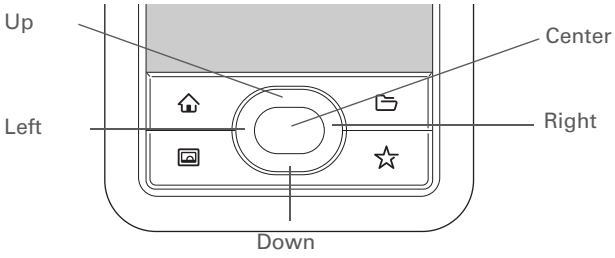


Tip

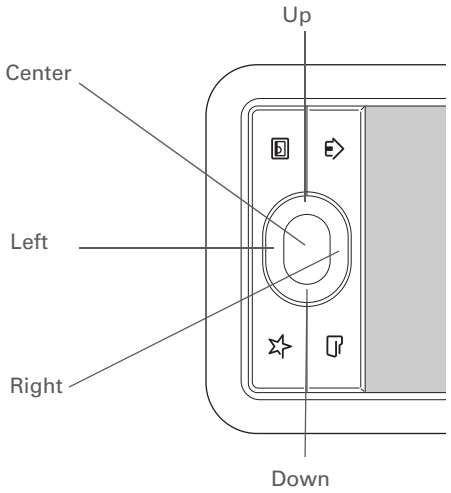
In landscape view, not only does screen orientation change, but so does the orientation of the 5-way. For example, in right-handed landscape view, what was Up in portrait view becomes Right in landscape view.

Using the 5-way navigator

The 5-way navigator lets you access information quickly with one hand and without the stylus. The 5-way does various things based on which type of screen you're on. To use the 5-way, press Up, Down, Right, Left, or Center.



Portrait view



Right-handed landscape view

Tip

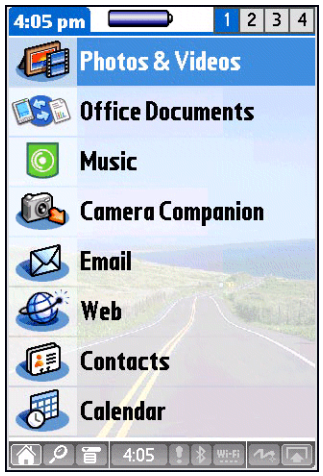
In Applications View, to remove the selection highlight without making a selection, scroll to the first icon (in the upper-left corner) and then press Left on the 5-way.

Moving around in Favorites View

Up or Down Scrolls to the next favorite in the corresponding direction.

Right or Left Displays the next or previous page of favorites.

Center Opens the selected item.



Moving around in Applications View

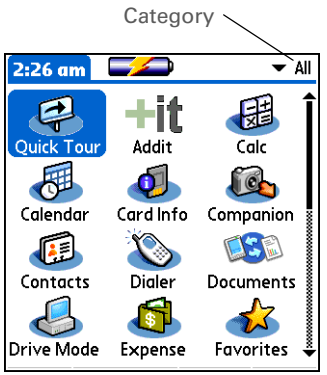
Up or Down Scrolls up or down in the Applications View.

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

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

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

Center Opens the selected item.



Tip
To locate the highlight on a screen, look for the blue glow around an item (such as a button or pick list) or white text set against a blue background.

Moving around in list screens

In list screens, select and move between entries such as notes, memos, contacts, or photos.

Up or Down Scrolls an entire screen of entries, as long as no entry is highlighted. Press and hold to accelerate scrolling when in **portrait view**.

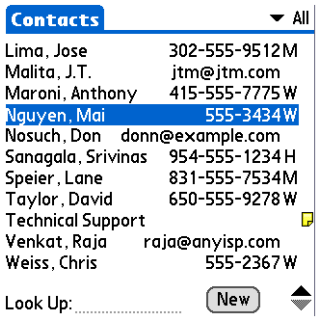
Left or Right In **landscape view**, accelerates scrolling when you press and hold.

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

Up or Down Scrolls to the previous or next entry.

Center Displays the selected entry.

Left Removes the selection highlight.



Moving around in entry screens

In entry screens, use the 5-way to scroll within the current entry or between entries.

Up, Down, Right, or Left

Scrolls to the next item in the corresponding direction.

If there is no "up" entry, pressing Up scrolls left. Likewise, if there is no "left" entry, pressing Left scrolls up.

If there is no "down" entry, pressing Down scrolls right. If there is no "right" entry, pressing Right scrolls down.

On some entry screens, pressing Left highlights the leftmost button at the bottom of the screen.

Center

Inserts or removes the selection highlight.

If a button is highlighted, pressing Center activates the button.

Moving around in dialog boxes

Dialog boxes appear when you select a button or option that requires you to provide additional information. In dialog boxes, use the 5-way to select a button or to make a selection from items such as boxes and pick lists.

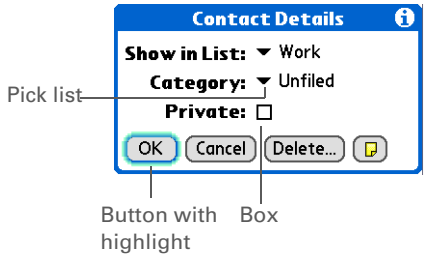
Up, Down, Right, or Left Highlights the next item in the dialog box (pick list, box, button) in the corresponding direction.

Center

- If highlight is on a box: Checks or unchecks the box.
- If highlight is on a pick list: Opens the pick list. When a pick list is open:

  Up or Down Scrolls to the previous or next entry.

  Center Selects the highlighted entry.
- If highlight is on a button: Activates the button, and then closes the dialog box.



[!] IMPORTANT Read dialog boxes carefully. Selecting a button such as OK or Yes may cancel an action or delete information.

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

Did You Know?
Your product package includes a sticker that shows the most common Graffiti 2 characters.

Tip
Display the Graffiti 2 help screens at any time. Just draw a single stroke from the bottom of the input area to the top of your device's screen.

Entering information on your device

There are several ways to enter information directly on your device. The most popular methods are using Graffiti 2 writing or using the onscreen keyboard from the **input area**. You can also **enter information directly on your computer** and transfer it to your device by **synchronzing**.

Learning Graffiti 2 writing

Graffiti 2 writing is a special set of letters, numbers, and symbols that you can use to write directly on the screen. With only a few minutes of practice, you can learn to use Graffiti 2 writing—and help is always only a tap away.

1 **Go to Favorites** and select Quick Tour .

2 Select Using Your Handheld, and then select Graffiti 2. Navigate through the screens to learn Graffiti 2 writing.

Done

» **Key Term**

Entry A piece of information entered in an application such as a contact in Contacts or an appointment in Calendar.

✱ **Tip**

You can enter text whenever you see a blinking cursor on the screen.

Using the onscreen keyboard

You can use the onscreen keyboard in any application where you need to enter text, numbers, or symbols on your device.

1

Open an entry:

a. **Open an application**.

b. Select an entry or tap New.

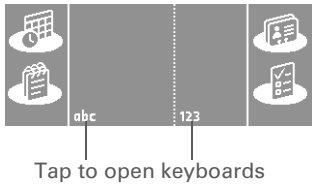
2

Select Input on the status bar to open the input area.

3

Tap abc or 123 to open the alphabetic or numeric keyboard, respectively.

↘ **Continued**

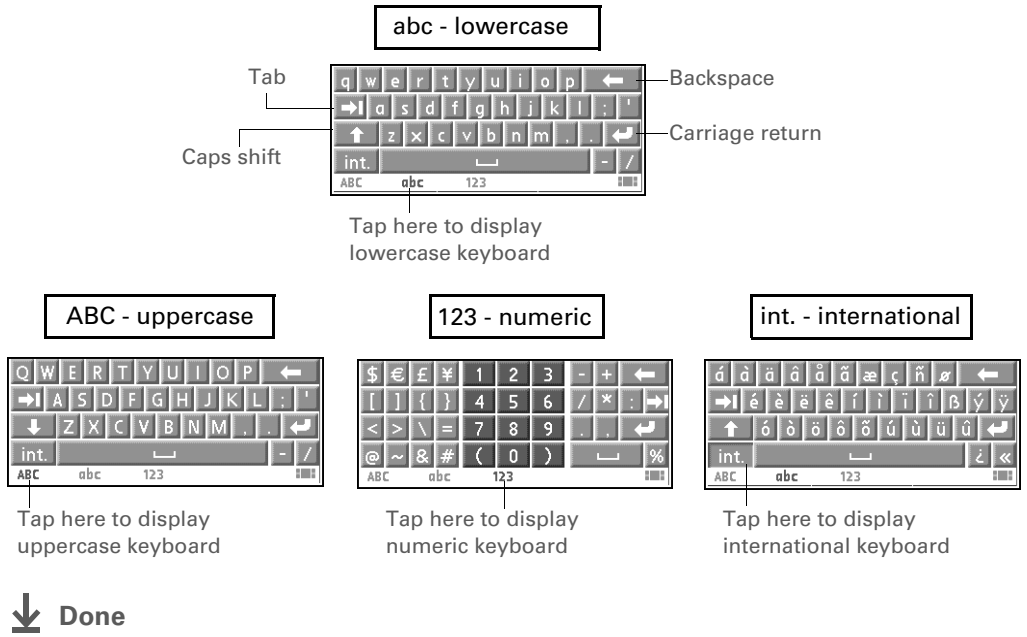


Tip

If you have a lot of information to enter, a portable wireless keyboard accessory makes data entry fast and easy. Visit **www.palmOne.com/mylifedrive** and click the Accessories link.

4

[&] OPTIONAL Select from among four separate keyboards.



Done

Entering information using desktop software

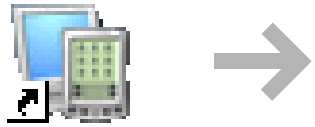
Use Palm Desktop or Microsoft Outlook to enter information on your computer in applications such as Calendar, Contacts, Tasks, and Memos. The info is transferred to the corresponding device application when you synchronize. Information entered in these applications on the device is likewise synchronized with the application in the desktop software.

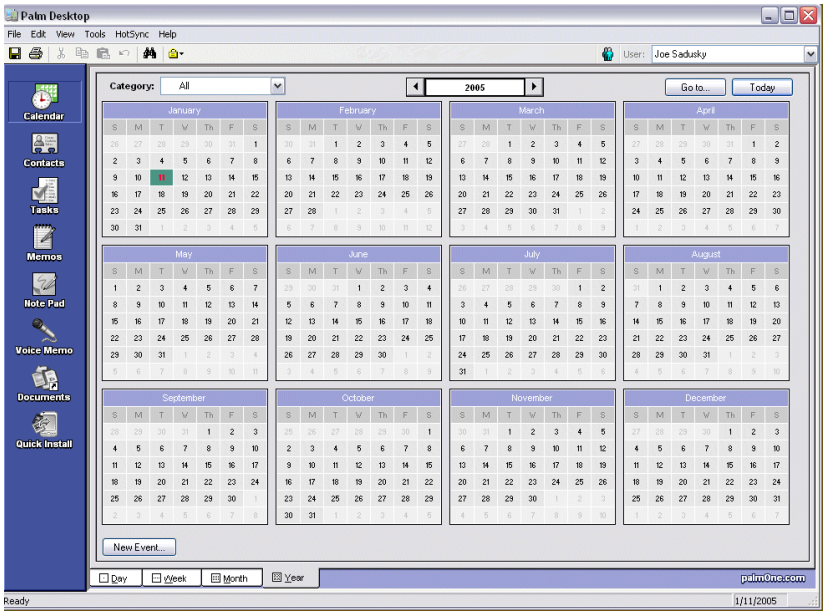
Tip

The Palm Desktop online Help has lots of info about how to use Palm Desktop software. Open the Help menu and select Palm Desktop Help.

WINDOWS ONLY

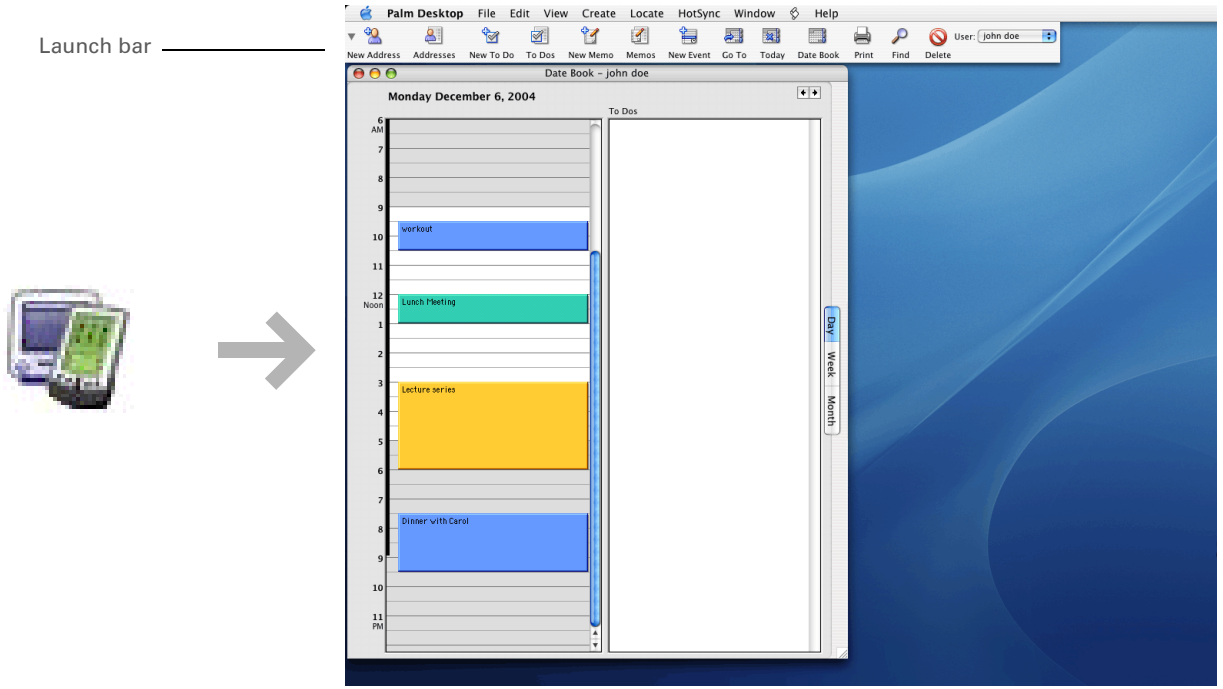
Double-click the Palm Desktop icon on your computer desktop, and then click the icons in the launch bar to access the various applications.





MAC ONLY

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



Tip
You can also open the menus by tapping the application title in the upper-left corner of the screen.

Tip
When the menus are open, you can **use the 5-way navigator** to select menus and menu items.

Using menus

Menus let you access additional commands and settings. They are easy to use, and once you master them in one application, you know how to use them in all your applications.

1. **Open an application**.
2. Select Menu on the status bar.
3. Select a menu, and then select a menu item.

   Done

Do's and don'ts

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

Do's

- Always store your device in the included pouch when not in use.
- Use only the stylus to tap the screen—no pens, pencils, paper clips, or other sharp objects.
- Use only the supplied AC charger to charge your device.
- **Keep the battery charged**.
- Keep the screen free of dust (or anything else that could make it dirty).
- For general cleaning, use a soft, damp cloth. If the screen becomes dirty, use a soft cloth moistened with a diluted window-cleaning solution.
- Use only 3.5mm stereo headphones (sold separately) in your device's headphone jack.
- Be sure to **get rid of any static electricity buildup** before you connect your device to any cable or accessory.
- If you are using your device in **Drive Mode** for an extended period of time, or if the battery is low while in Drive Mode, keep your device connected to the AC charger plugged into a power outlet.
- **Synchronize** often to maintain a backup copy of your important information on your computer.

Don’ts

[!] IMPORTANT Do not open your device for any reason. There are no user-serviceable parts inside. Attempting to remove the hard drive voids the warranty on your device.

- Do not drop, bang, or otherwise cause a strong impact to your device. If you drop the device while the amber indicator light is flashing—indicating that the hard drive is processing information—you may damage the hard drive.
- Do not carry your device in your back pocket; you might sit on it by mistake.
- Do not let your device get wet; don’t even leave it in a damp location.
- Do not expose your device to very hot or cold temperatures, including placing it near a heater, leaving it in the trunk of a car, or setting it by a window in direct sunlight.
- Do not carry or use your device at extremely high altitudes, unless you’re in an airplane.
- Do not place your device near strong magnetic fields such as wireless modems. This could cause loss of information on the hard drive.

Conserving battery power

If you see an alert on the screen warning you that the battery is low, recharge your device. Also recharge your device if it doesn’t turn on when you slide the power switch.

NOTE The memory on your device is designed to store your information even if the battery becomes drained to the point that you cannot turn on your device. When you recharge your device, all of your existing information in program memory and on the drive reappears.

Conserve battery life by doing any of the following:

- **Adjust the screen brightness**
- **Reduce the Auto-off setting**

- **Use Keylock to prevent your device from turning on by accident**
- Stop **music** or **video** playback when not in use
- Keep your device connected to the AC charger plugged into a power outlet when using **Drive Mode** for an extended period of time
- Respond to or cancel alerts promptly
- **Turn off Bluetooth wireless technology and Wi-Fi functionality** when not in use
- **Minimize use of the expansion slot**

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

Tips & Tricks
Make your device uniquely yours. For great tips, software, accessories, and more, visit **www.palmOne.com/mylifedrive**.

Support
If you're having problems with your device, go to **www.palmOne.com/support**.

Beyond the basics

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

Entering Information	Entering information with Graffiti 2 characters
Moving Around	• Working with the Favorites and Applications, finding information, and moving around in applications • Using Files to locate files and folders on your device
Moving and Managing	• Adding applications to your device • Deleting applications from your device • Viewing application information
Categories	Organizing your applications and information by filing them into categories
Privacy	Keeping information private by turning on security options
Sharing	• Beaming information and applications to other Palm Powered™ devices • Sending information and applications to other Bluetooth devices by using Bluetooth technology on your device
Maintaining	Caring for your device

Your 4GB Hard Drive

In this chapter

Program memory and the hard drive

How can I work with information?

LifeDrive Manager and Drive Mode

Using LifeDrive Manager

Using Drive Mode

Synchronizing information

Installing applications

Using Files

Opening files and folders from within an application

Beyond the basics

With its large hard drive, your device becomes a four gigabyte (4GB) extension of your computer that you can take with you on the go. This extra capacity lets you carry many more of your documents, folders, photos, and music files with you.

But the drive offers more than just storage capacity. With the LifeDrive™ Manager application, you can simply drag and drop to transfer files and folders from your computer to the drive, organize them the way you want, and work with them directly on the device. After you make changes, you can synchronize to ensure that the most current version of your information exists on both your device and your computer.

Benefits

- Quickly enter and update information on your device and your computer
- Transfer and work with applications, files, and folders on your device
- Synchronize individual files or entire folders with one button
- Protect your information by quickly backing up and saving files and folders to your computer

Did You Know?
Your device saves all information, including information on the drive and in program memory, even if the battery drains completely; none of your information is lost. Simply recharge to access the information again.

Tip
Use **Quick Install** (Windows) or the **Send To Handheld droplet** (Mac) to install applications to program memory.

Program memory and the hard drive

Your device contains two types of storage: program memory and the 4GB hard drive.

Program memory Your device includes 64MB of program memory for Palm OS® applications such as Contacts, Calendar, Tasks, and Memos. Information in the program memory is automatically updated when you **do a full sync**. For example, if you enter contact information on your computer, you can synchronize to update the info in Contacts on your device.

The info for each Palm OS application—for example, individual contact entries—may be stored in your device's program memory. You can view and work with this information from within the application itself. You cannot, however, view any info stored in program memory directly using **Files** or **LifeDrive Manager**.

Hard drive The 4GB hard drive works similarly to other standard USB drives. You can store any type of file, folder, or application on this drive. View and access the contents of the drive using the Files application on your device, or view the contents using LifeDrive Manager (Windows) or **Drive Mode** (Mac and Windows) on your computer. You can manage items on the drive in various ways: copying, moving, deleting, renaming, and so on, by using LifeDrive Manager (Windows) or Drive Mode (Mac and Windows), or Files on your device.

When you copy a file or folder from your computer to your device using LifeDrive Manager, you can choose to synchronize that file or folder.

Another method of storage that you may already be familiar with is an **expansion card**. You can view and access files or folders on an expansion card using the Files application on your device, and manage your files on a card using LifeDrive Manager or Drive Mode.

Tip
Be sure to take your USB sync cable with you so that you can connect your device to another computer to synchronize, use LifeDrive Manager, or use **Drive Mode**. It's a good idea to take your AC charger with you as well, especially if you plan to use Drive Mode to transfer files to another computer.

You can also access the files on the drive or on an expansion card by opening the corresponding application and browsing to the file.

How can I work with information?

There are three main methods for moving and managing information between your device and a computer. These methods are discussed in detail in this chapter.

LifeDrive Manager (Windows only) Use LifeDrive Manager to transfer files and folders to your device's drive. LifeDrive Manager copies or moves the items you select instantly. You can choose whether to synchronize items you move using LifeDrive Manager, as well as whether to convert photos and videos for best viewing on your device.

Drive Mode Use Drive Mode when connected to a Mac computer to move files between a computer and your device's hard drive. Also use Drive Mode to open, move, or copy files on your device when it's connected to a Windows computer that does not have LifeDrive Manager installed.

While you're using Drive Mode, you cannot use any other feature of your device.

Synchronization Synchronization updates and backs up information between your device and your computer. Information entered in one place is automatically updated in the other, and info in your device's program memory and on the hard drive is backed up on your computer.

You can synchronize in one of two ways: do a full sync of everything on your device using the **sync button** on the USB sync cable, or sync selected items on the hard drive using the **LifeDrive Manager**.

You can also synchronize to **install applications** to your program memory.

Tip

If you are transferring a large video file and choose the Format for device option, you can interrupt the formatting process if, for example, you need to take your device with you away from you desk. When you reconnect your device and your computer, the formatting process picks up where it left off.

LifeDrive Manager and Drive Mode

Both LifeDrive Manager and Drive Mode let you work with files and folders between your device and your computer. So when would you use one method or the other? Here are some common situations in which you would choose LifeDrive Manager or Drive Mode.

LifeDrive Manager

Use LifeDrive Manager in the following situations:

- You are transferring files or folders to your device and want to be able to synchronize them.
- You are transferring photos or videos and want to convert them for best viewing or playback on your device.
- You are carrying a file that cannot be opened on your device that you want to work with on another computer.
- You want to work on your device during the transfer process. With LifeDrive Manager, you can continue to work with information on your device as files or folders are being moved or copied. You cannot use any of the features of your device when it is in Drive Mode.

Drive Mode

Use Drive Mode in the following situations:

- You are transferring files or folders to or from a Mac computer. LifeDrive Manager is supported on Windows computers only.
- You are transferring items to or from a Windows computer that does not have LifeDrive Manager.
- You have a file on your device that you want to work with using a computer, but you don't want to copy the file to the computer. With LifeDrive Manager, you must first transfer a file or folder to your computer before you can open or edit the item. With Drive Mode, you can use the Windows Explorer or Finder window to open a file or folder directly from your device. So, for example, if you are a guest at a computer and do not want to put a copy of a confidential file on that computer, you can use Drive Mode to open and work with the file directly on your device.

Tip

When you copy a photo or video to your device, select the option Format for device if you plan to view the item on your device only. Formatting reduces the file size and fits the photo or video to your device's screen exactly.

Use the Copy or Keep synchronized option if you plan to transfer the photo from your device to another computer. This keeps the original file size, resolution, and file type intact.

Using LifeDrive Manager

NOTE On a Mac computer, use **Drive Mode** to move files to your device's hard drive.

WINDOWS ONLY

On a Windows computer, LifeDrive Manager provides a live window to your device's hard drive. Use LifeDrive Manager to copy, move, and manage files and folders on your device. LifeDrive Manager copies and moves items instantly; you do not need to synchronize to transfer the information. With LifeDrive Manager you can work on your device even while transferring files.

Using LifeDrive Manager, quickly move and carry large amounts of your important Office files, photos, music, videos, and other files on your device. Use the Files application to access and edit information on your device, or use Drive Mode to access and edit that information when you're connected to a computer that supports external flash drives.

When you transfer one or more files or folders into the LifeDrive Manager window, a dialog box appears asking you how you want the item to be treated:

Copy The items are simply copied to your device and are not updated during synchronization.

Format for device If you transfer photo or video files to your device, you can choose to convert them to a format that works best on (is optimized for) your device. Converting a photo or video does any or all of the following, if needed: changes the item to a format that your device can display; rotates the item so that it's displayed correctly; and reduces the file to a size that fits your device's screen, resulting in a smaller file size. In some cases, conversion might result in a lower resolution for the photo or video.

If you choose to format, the original photo or video remains in its unchanged format on your computer.

If you are transferring a group of photo and/or video files at once—for example, if you select and drag them all together or if the files are all in one folder—your formatting choice applies to all of the files. You cannot choose to format some files transferred as a group and not others.

» Key Term
Sync item A file or folder on your device's hard drive that you choose to synchronize. If you create a sync folder, all items in the folder—including any subfolders—are automatically sync items.

Keep synchronized You can choose to make the items you copy sync items—that is, items that are updated when you synchronize your device with your computer. If you select this option, any changes you make to the file or folder in one location (device or computer) are made automatically in the other the next time you synchronize.

If you transfer multiple files or folders at once, your synchronization choice applies to all of the items; you cannot choose to synchronize some but not others.

NOTE If you transfer a file or folder into a folder that displays the sync item icon , the item becomes a sync item even if you choose Copy or Format for device. However, the item synchronizes to the corresponding sync folder on your computer, not to the original file or folder. So you have two versions of the file or folder on your computer: the original one in its original location (which does not sync), and the new one in the sync folder (which does sync).

For example, suppose you copy a music file called MySong in the MyMusic folder on your computer to the Music folder on your device, which you have set as a sync folder. You choose Copy during the transfer. Because the Music folder is a sync folder, when you synchronize, a copy of the Music folder containing the file MySong appears on your computer. However, the original file MySong remains in the MyMusic folder on your computer and does not synchronize.

Transferring information using the LifeDrive Manager icon

If you want your files or folders to go to a default location on your device, you can simply drag the items onto the LifeDrive Manager icon on your computer. LifeDrive Manager copies the items to a specific location on your device's drive depending on the file types.

Default folders: Applications, Documents, Music, Photos & Videos LifeDrive Manager copies the items to one of these four folders if both of the following are true:

- *All* of the items you drag to the LifeDrive Manager icon are of a type associated with one of these folders—for example, JPG, BMP, and ASF files that are associated with the Photos & Video folder.
- You select the Copy or the Format for device option.

» **Key Term**

Root level The "top" level of the hard drive, that is, the level of files and folders you see when you click the drive icon itself.

✱ **Tip**

If you copy a group of files or folders to the root level of your device's drive, you can then use the LifeDrive Manager window to move those items to the locations you want on the drive.

Root level of the drive LifeDrive Manager copies all of the items to the root level of the hard drive—not to a specific folder—if any of the following are true:

- *Any* of the items you drag is not associated with a default folder—for example, you transfer photos, videos, and a graphic that is not a recognized file type for the Photos & Videos folder.
- The items are associated with more than one default folder—for example, you are transferring both photos and music files at the same time.
- You select the Keep synchronized option.

1 Connect the USB sync cable to the USB port on the back of your computer, and then insert the other end into your device.

2 Select the item or items you want to copy to your device's drive.

3 Drag the items onto the LifeDrive Manager icon on your computer desktop.

↘ **Continued**

4

Choose one of the following options:

Copy The items are copied to the correct default folder or to the root level of your device's drive. With this option, photos and videos are transferred in their original format.

Format for device Photos and videos are converted to a format that works best on your device. This option is available only if the files or folders you are transferring include one or more photos or videos.

Keep synchronized The items are copied to the root level of your device's drive and are included in synchronization. This means that when an item is updated on your device, it is automatically updated on your computer, and vice versa, when you synchronize.

Done **Use the Files application on your device to work with the transferred files and folders.**

Did You Know?

Your device's drive appears in the LifeDrive Manager window as an icon named INTERNAL, but you can rename it to anything you want. Right-click the icon, click Rename, and then enter a new name for the drive.

Tip

If you do not see any files or folders on the drive or an expansion card, click the plus-sign icon to the left of the drive/card name in the left pane of the LifeDrive Manager window.

Transferring information using the LifeDrive Manager window

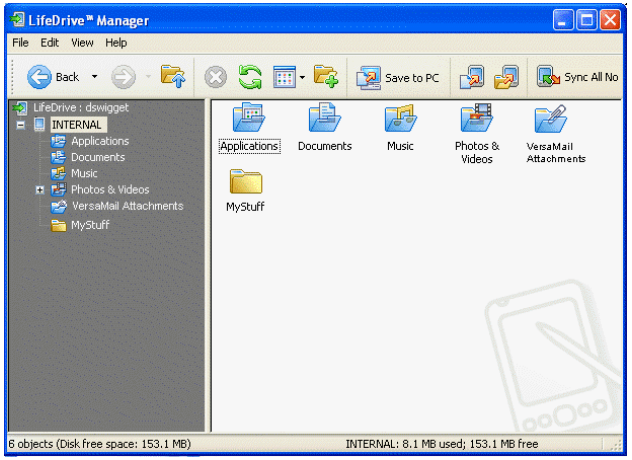
The LifeDrive Manager window lets you place files or folders anywhere on your device's drive, regardless of file type.

1

Open LifeDrive Manager:

a. Connect the USB sync cable to the USB port on the back of your computer, and then insert the other end into your device.

b. Double-click the LifeDrive Manager icon on your computer desktop to open the LifeDrive Manager window. The LifeDrive Manager window opens to display the contents of the drive on your device; if an expansion card is inserted into your device's expansion slot, the window displays the card's contents as well.



NOTE If your device is not connected to your computer or is unavailable, a message appears.

Continued

Tip
In the LifeDrive Manager window you can also **manage folders** by creating, renaming, moving, and deleting folders.

Tip
You can also transfer files or folders from your device to your computer by dragging the item from the LifeDrive Manager window onto your computer desktop.

2

Drag, copy, or move files or folders from the desktop into the LifeDrive Manager window to the location you want on your device's drive.

NOTE You can use LifeDrive Manager to install an application in the Applications folder on your drive, but only some applications are designed to run on your device from that location. To ensure that the application will run on your device, install it to **program memory**.

Continued

3

Choose one of the following options:

Copy The items are copied to the location you specify. With this option, photos and videos are transferred in their original format.

Format for device Photos and videos are converted to a format that works best on your device. This option is available only if the files or folders you are transferring include one or more photos or videos.

Keep synchronized The items are copied to the root level of your device's drive and are included in synchronization. This means that when an item is updated on your device, it is automatically updated on your computer, and vice versa. This option is available only if you are transferring files or folders to the root level of your device's drive.

Done **Use the Files application on your device to work with the transferred files and folders.**

Tip
If you plan to use Drive Mode, remember to bring your USB sync cable and AC charger with you, so you can connect to other computers.

Using Drive Mode

On a Mac computer, use Drive Mode to move files between a computer and your device's hard drive.

If you are at a Windows computer that doesn't have LifeDrive Manager installed—a computer at a hotel or your friend's house, for example—use Drive Mode to open, move, or copy files on your device. With Drive Mode, your device connects to your computer like an external removable drive such as a CD drive.

The computer must support external removable drives in order for you to use Drive Mode with the computer. Most current operating systems such as Windows 2000, Windows XP, and Mac OS X support external removable drives.

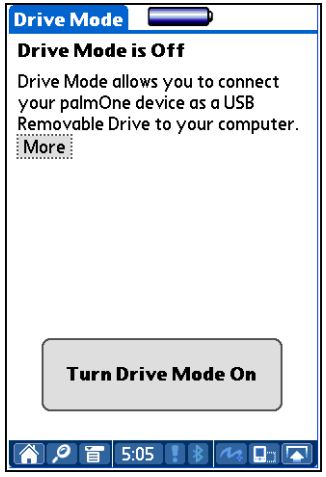
NOTE While you're using Drive Mode, you cannot use any other feature of your device.

1 Turn on Drive Mode:

a. **Go to Applications** and select Drive Mode .

b. Select Turn Drive Mode On.

Continued



2

Prepare your device and your computer:

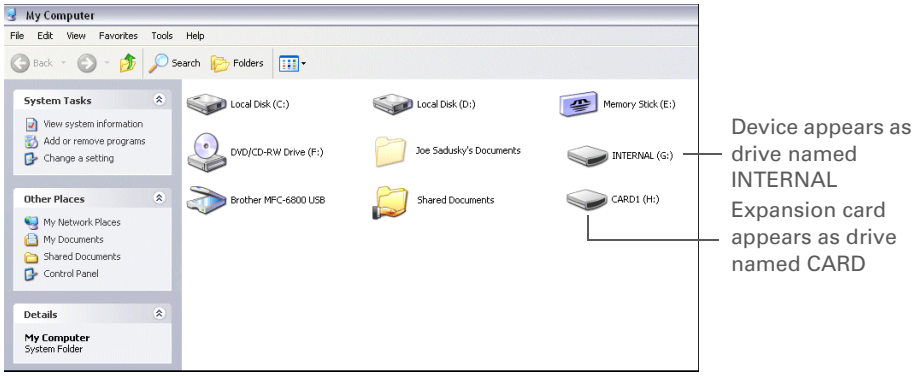
a. Connect the USB sync cable to the USB port on the back of the computer, and then insert the other end into your device.

b. Connect the AC charger cable to the USB sync cable, and then plug it into a power outlet.

NOTE You can use Drive Mode without plugging your device into a power outlet, but we recommend that you keep it plugged in to avoid losing information.

3

Open My Computer or Windows Explorer on a Windows computer, or Finder on a Mac computer. Look for the icon named INTERNAL, representing your device in the list of available drives on the computer. If there is an expansion card inserted into your device's expansion slot, it may appear as a drive named CARD.



Continued

Tip
If you are working with an expansion card, you must eject the device from the computer before removing the card in order to avoid losing info on the card.

4 Work with the files on your device as you would on any other external removable drive.

5 When you have finished working with Drive Mode, do the following:

[!] **IMPORTANT** **To avoid losing any information that was transferred, be sure to follow these steps to disconnect from Drive Mode.**

a. Eject the device from your Windows computer by selecting the Safely Remove Hardware icon in the taskbar in the lower-right corner of your computer screen. Select the option Stop Mass Storage USB Device that contains the drive letter for the device or the expansion card, and then wait for the message that says you can safely remove your device from your computer. On a Mac computer, select the Eject command from the File menu or drag the drive icon to the Eject icon on the Dock. If a confirmation message appears, click OK.

b. Select Turn Drive Mode Off on your device screen, and then select Turn Off.

Done

» **Key Term**

HotSync® Technology that allows you to synchronize the information in your device's program memory and any files or folders on the drive that you selected to copy and synchronize with the information on your computer.

+ **Did You Know?**

If you select a folder as a sync item, any changes to any items within the folder—including any subfolders—is updated each time you synchronize.

Synchronizing information

Synchronizing means that information that is entered or updated in one place (your device or your computer) is automatically updated in the other. No need to enter information twice.

You can synchronize in one of two ways:

Full sync Press the sync button on the USB sync cable to synchronize all information in your device's program memory, as well as all sync items on the hard drive. Full sync also backs up any files or folders on your hard drive that are not sync items to your computer.

File sync (Windows only) Use the sync commands in the LifeDrive Manager window to synchronize a single sync item, a group of sync items, or all sync items on your device's drive. Sync items can be individual files or entire folders, including subfolders. You cannot synchronize info in program memory using the LifeDrive Manager window.

[!] **IMPORTANT** **Be sure to synchronize the info on your device frequently so that you always have an up-to-date backup copy of this info on your computer.**

Doing a full sync

When you perform a full sync, the following information is updated between your device and your computer:

Program memory If you use the default settings, information from all the following applications in program memory is transferred each time you synchronize your device with your computer using the button:

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

Tip
You can **synchronize your device with your computer wirelessly** using the built-in Bluetooth® wireless technology or Wi-Fi® capabilities on your device.

Did You Know?
Everybody in your family can synchronize their device with the same copy of Palm Desktop software. Just make sure that each device has its own username; Palm Desktop software reads the username and recognizes the device during synchronization.

If you set up a **Microsoft Exchange ActiveSync® account** to synchronize email and Calendar information with Microsoft Exchange Server 2003, info from those applications synchronizes with Microsoft Exchange, while information from the other applications listed previously synchronizes with Outlook or Palm Desktop.

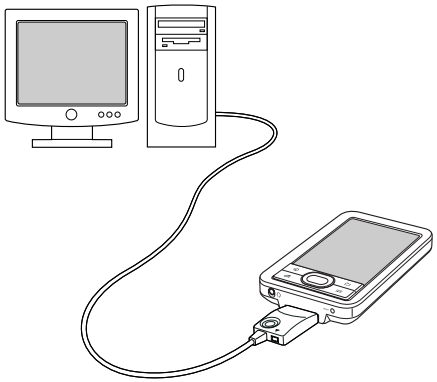
Desktop software Any information you **enter using desktop software** is updated with info in your device's program memory.

Sync items Any sync items on your device's hard drive are updated.

1

Connect the USB sync cable to the USB port on the back of your computer, and then insert the other end into your device.

Continued



Tip
If the Select User dialog box appears during synchronization, select the username of the person whose information you want to synchronize, and then click OK.

Tip
If you need help with synchronizing, see **What do I do if I can't synchronize with my computer?**

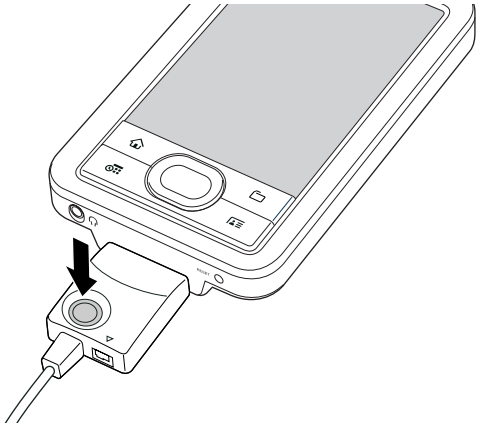
2

Synchronize your device with your computer:

a. Press the sync button on the USB sync cable.

b. When synchronization is complete, a message appears at the top of your device screen, and you can disconnect your device from the cable.

Done



Tip
When you synchronize, any items on the hard drive that are not sync items are backed up to your computer. Backing up puts a copy of the file or folder on your computer, but it doesn't keep the two versions in sync. You can manually back up an item in LifeDrive Manager by right-clicking the file or folder and selecting Save to PC.

Tip
To turn off synchronization for a file or folder, right-click the item's icon, and then select Turn off synchronization.

Synchronizing using LifeDrive Manager

WINDOWS ONLY

When you transfer an item into the LifeDrive Manager window, you can identify whether you want to keep the item synchronized with its original on the computer. When you're ready to do a file sync, you can select whether to sync selected items, or all sync items on your device's hard drive. LifeDrive Manager synchronizes only the items you select on the hard drive, not any of the information in program memory. **Do a full sync** to synchronize both hard drive sync items and program memory info.

If you chose the **Keep synchronized option** when you transferred a file or folder to your device, that item is already a sync item. However, you can turn off synchronization for any such folder or file.

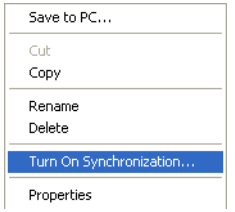
Creating sync items

1 **Open the LifeDrive Manager window**.

2 Select items to synchronize:

a. Navigate to the file or folder you want in the LifeDrive Manager window.

b. Right-click the item's icon, and then select Turn on synchronization. The file or folder is now a sync item.



Done

Did You Know?

If you put a file or folder that you chose not to make a sync item into a folder that is a sync folder, the item synchronizes regardless of your choice. After the next sync, a copy of the sync folder appears on both your device and your computer, with the sync version of the item inside. The original file or folder that you transferred using the Copy or Format for device option remains in its original location and does not synchronize.

Doing a file sync

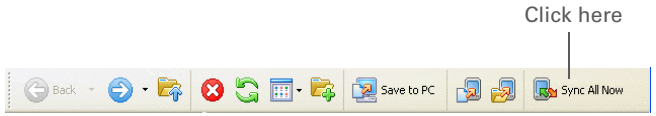
1 **Open the LifeDrive Manager window.**

2 Choose one of the following synchronization options:

Synchronize a single file or folder Right-click the item's icon, select Sync actions, and then select Synchronize this item now.

Synchronize multiple files or folders Select the items you want, right-click any item's icon, select Sync actions, and then select Synchronize this item now.

Synchronize all sync items on the drive Click Sync All Now on the toolbar at the top of the LifeDrive Manager window.



Done **A synchronization progress screen appears.**

Tip
A confirmation dialog box shows whether the items will be copied to your device or to an expansion card. You can choose which device will receive the items by selecting the username in the User drop-down box in the upper-right corner.

Did You Know?
You can move multiple applications into the Quick Install window to have them ready for installation the next time you synchronize.

Tip
If program memory is full, use **LifeDrive Manager** to install applications to the Applications folder on your hard drive. Note that only certain applications are designed to run from this folder.

Installing applications

Use Quick Install (Windows) or the Send To Handheld droplet (Mac) to easily install applications on your device. The applications are stored in program memory and are optimized for use on the device.

Using Quick Install

WINDOWS ONLY

1 **Open Palm Desktop software**.

2 Copy the application:

a. Click the Quick Install icon in the launch bar at the left of the window.

b. Drag and drop the application onto the Handheld or Expansion Card pane of the Quick Install window.

c. If a confirmation dialog box appears, confirm your username, the application name, and the destination, and then click OK.

3 **Do a full sync to install the application to your device**.

Done

Tip

In Mac OS X, you can make the Send To Handheld droplet a permanent part of your desktop by dragging the droplet to the Dock. Then simply drag photos, and other files you want to transfer to your device, onto the Dock.

Using the Send To Handheld droplet

MAC ONLY

1

Select the applications or files you want to install:

a. Drag and drop the applications or files onto the Send To Handheld droplet in the Palm folder.

b. In the Send To Handheld dialog box, select your username and click OK.

2

Do a full sync to install the application to your device.

Done

Tip
Sort your Files to display them by file type, file name, date, or size.

Did You Know?
If you select a file from within Files, it automatically opens in the correct application on your device. If there is no application for that file, a beep alert sounds.

Tip
If you have an expansion card (sold separately) inserted into your device's expansion slot, select the card icon in Files to view the contents of the card.

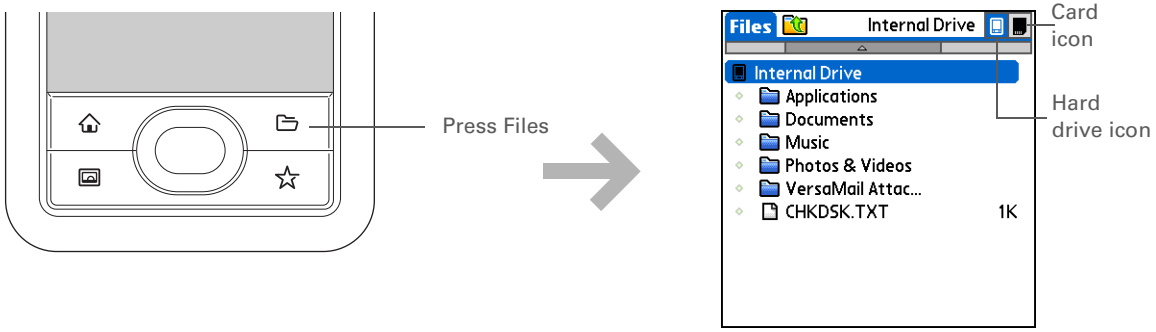
Tip
Tap and hold the stylus on a file or folder to open a menu of actions you can do with that item—copy, delete, and so on.

Using Files

The Files application enables you to easily open, view, and move among the files and folders on your device's drive or on an expansion card inserted into your device's expansion slot.

You can also create new folders in Files, or move existing folders into other folders, to keep your information organized the way you want.

To open Files, press the Files button on the front of your device. Select a file or folder to open it. When a folder is open, select the folder name (displayed at the top of the files list) to move up one level of folders.



NOTE Files contains five folders that always appear at the top of the folder list: Applications, Documents, Music, Photos & Videos, and VersaMail Attachments. Place your applications and files in the correct folder so that you can easily locate them.

Opening files and folders from within an application

In certain applications—for example, Documents, Media, and Pocket Tunes™ —you can open a file or folder directly from within the application. The application automatically displays files located in the appropriate folder on your device's drive—for example, the Music folder for Pocket Tunes—but you can browse for files located elsewhere on the drive. See the application chapters for information on opening files.

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

Tips & Tricks
Make your device uniquely yours. For great tips, software, accessories, and more, visit **www.palmOne.com/mylifedrive**.

Support
If you're having problems with moving information or with anything else on your device, go to **www.palmOne.com/support**.

Beyond the basics

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

Moving and Managing

- Creating, copying, pasting, deleting, and renaming files in LifeDrive Manager
- Setting synchronization options for files and folders you move using LifeDrive Manager
- Changing folder attributes in LifeDrive Manager
- Synchronizing your device with Microsoft Outlook on your computer
- Synchronizing wirelessly using Bluetooth technology or Wi-Fi capabilities on your device
- Choosing whether to synchronize information for a specific application
- Sorting and customizing the Files display
- Accessing recent files or folders from within Files
- Using commands to delete, beam, send, and copy from within Files
- Saving files using Files

Your Photo and Video Organizer

In this chapter

Reformatting files and copying supported file types

Viewing photos or videos

Copying photos and videos from your camera card

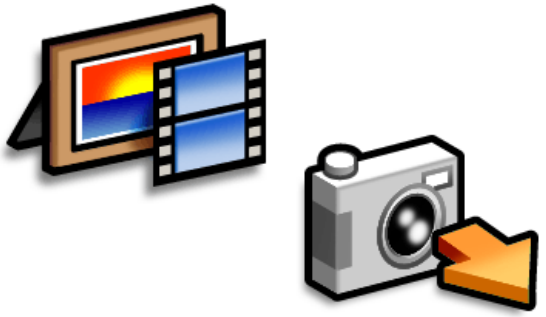
Organizing photos or videos into albums

Sending a photo or video using Bluetooth technology

Beyond the basics

A picture may be worth a thousand words, but what happens when you have lots of pictures—and videos—that you are trying to keep organized so that you have instant access to them at any time? Or maybe you have just filled your digital camera card and you want to keep taking pictures?

Solve these problems with palmOne™ Media and Camera Companion. Media features easy viewing and organization of still photos and videos. Camera Companion allows you to quickly transfer your digital camera card contents to your device or computer so that you can keep taking pictures.



Benefits

- Never be far from your favorite people or places
- Simplify photo and video organization
- Store multiple videos and hundreds of photos
- Transfer your camera card contents to your device

Did You Know?
You can carry a video or photo on your device in its native format with no conversion, so you can view it on the computer in the format you prefer. Use palmOne **LifeDrive Manager** (Windows) or **Drive Mode** (Mac and Windows) on your computer.

Reformatting files and copying supported file types

You can view photos in popular formats such as JPG, BMP, TIFF, and GIF on your device. You can view videos in formats such as MPEG-1, MPEG-4, MJPEG+ADPCM, and MJPEG+PCM.

When you copy a photo or video from your computer to your device using **palmOne™ LifeDrive™ Manager** (Windows), you can choose to reformat the photo or video to a format that works best for viewing on your device. There are numerous video formats, and not all types can be converted to a format that's viewable on your device.

If you choose to reformat the file, the reformatted version is renamed so that it does not overwrite the original version on your computer when you synchronize. Only the new reformatted file is synchronized; the original file is not synchronized.

In LifeDrive Manager, you can also choose Copy and keep synchronized, which allows you to keep the photo or video in its original format and update it during synchronization.

You can store your photos and videos on your device in the Photos & Videos folder. View and access the files using the Files application on your device. You can also view the files using **LifeDrive Manager** (Windows) or **Drive Mode** (Mac and Windows) on your computer. You can manage items on the hard drive in various ways: copying, moving, deleting, renaming, and so on, using LifeDrive Manager (Windows) or Drive Mode (Mac and Windows), or Files on your device.

Tip
Select Slide Show to display all photos and videos in an album, automatically one after another. Tap a photo or video to stop the slide show.

Tip
Use your camera's editing software to edit or enhance your photos or videos and copy them back to your device for viewing.

Viewing photos or videos

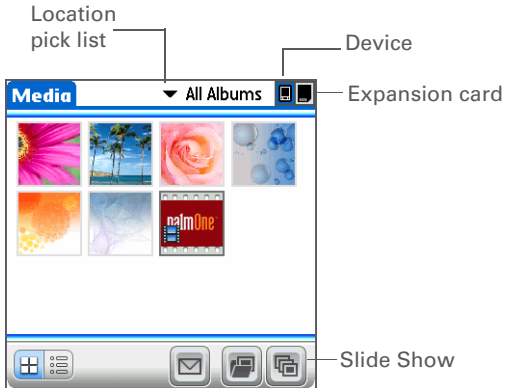
1 Press the Media button.

2 Go to the folder or album where the photo or video is located:

a. Select Device or Expansion Card.

b. Tap Location pick list in the upper-right corner and select the location of the photo or video you want to view:

- If the photo or video is in the Photos & Videos folder on your device's hard drive or on an expansion card, select the correct location from the list.
- If the photo or video is located elsewhere on your device's hard drive, select Browse, and then browse to the item.



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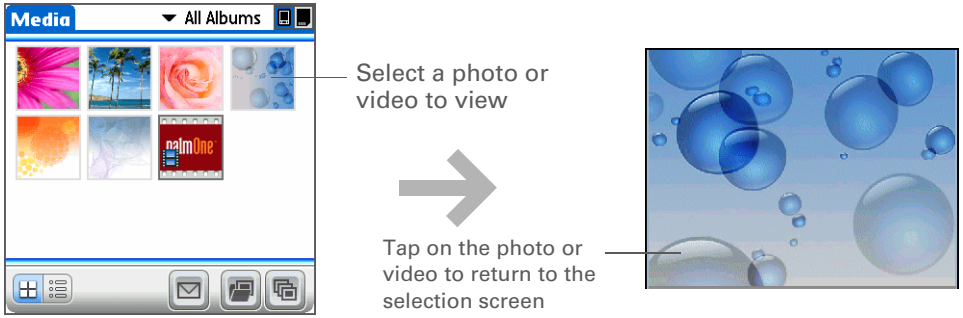
3

Select the photo or video you want to view. Tap anywhere in the photo or video to return to the selection screen.



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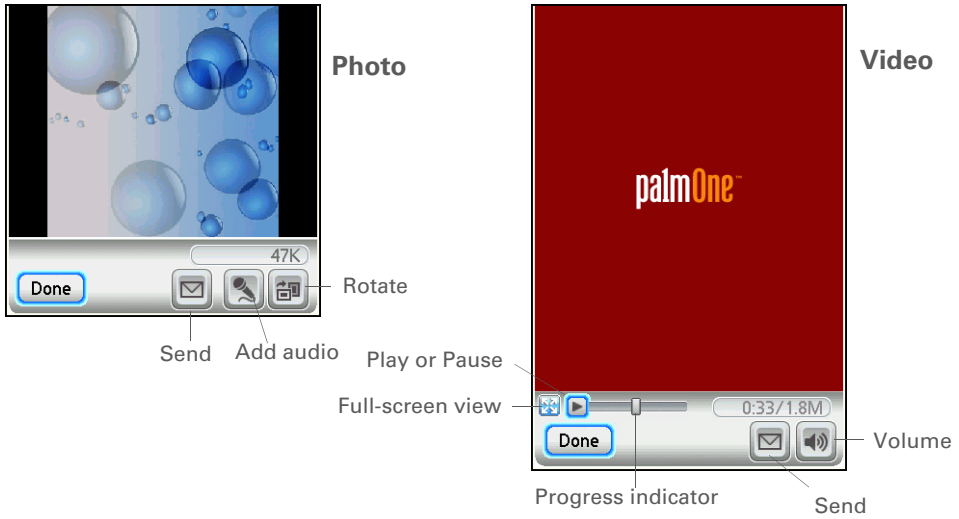
4

[&] OPTIONAL Access controls:

- For photos, press Up on the 5-way navigator to zoom in. Press Down to access the photo controls.
- For videos, press Center to access video controls.



Done

Tip
Use your device's large display as a picture viewer. You can view the contents of your camera memory card without transferring the photos or videos to your device. Insert your camera card and select View Media.

Did You Know?
When you use Copy to Device, the program checks for files with the same file name and content. If found, those files are not copied. Also, files with the same file name but different contents are automatically renamed before copying onto the device.

Copying photos and videos from your camera card

[!] IMPORTANT To extend your battery life, connect your device to a power source when copying media from your camera card.

1 **Insert your digital camera card into your device**. The Camera Companion application automatically opens.

2 Select the copy location:

Copy to Device Copies the photos and videos from the DCIM directory on your camera card to the DCIM directory on your hard drive.

Copy to Computer Opens **Drive Mode** on your device and allows you to copy files to your computer. Your device must be connected to your computer.

↘ Continued

3

[&] OPTIONAL If you selected Copy to Device, you can perform

Delete Media on Card Deletes the contents of your camera card so that your card is immediately available for more photos or videos.

View Copied Media View the photos and videos that you copied to your device.

4

Remove your camera card.

Done

Tip

Use the **copy** feature to move a photo from your device to a card and vice versa. If a photo is stored on your device, you can add it only to an album located on the device. Likewise, if a photo is stored on an expansion card, you can add it only to an album that is on the same card.

Organizing photos or videos into albums

1 Press the Media button.

2 Select Manage Albums.

3 Create an album:

a. Select whether to create the album on your device or on an expansion card inserted into the expansion slot.

b. Select New, enter the name of the new album, and select OK.

c. Select OK on the Manage Albums screen.

↘ Continued

Tip

If the album to which you want to add or remove photos or videos is not already displayed, select the pick list in the upper-right corner and select the album you want.

4

Add or remove photos or videos in the album:

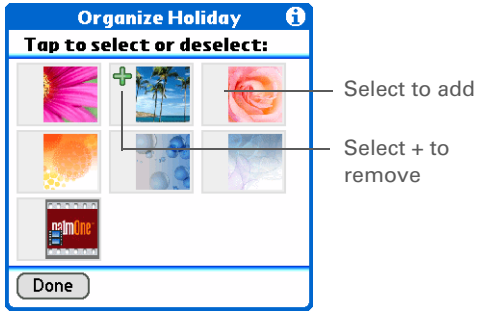
a. Select Manage Albums .

b. Select an album.

c. Select a photo or video that does not have a plus sign to add it to the album.

d. Select a photo or video with a plus sign to remove it from the album.

e. Select Done.



5

Move photos or videos within albums:

a. Tap the pick list in the upper-right corner and select the album in which you want to move photos or videos.

b. Select the photo you want to move, and drag the stylus to move the photo or video to the desired location.

Done

[!] **Before You Begin**

Set up a Bluetooth® connection on your device.

Did You Know?

If you select Send before selecting a photo or video, a dialog box appears from which you can select the item you want to send.

Did You Know?

There are other ways to send photos wirelessly. **Attach a photo or video** to an email message. **Beam a photo or video** to other Palm Powered™ devices. Copy a photo or video to an **expansion card** and then move the card to another device that accepts MultiMediaCard or SD cards.

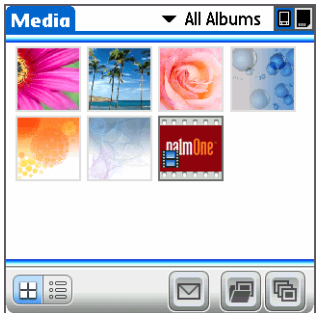
Sending a photo or video using Bluetooth technology

You can easily share photos with family and friends. **Use your device's built-in Bluetooth wireless technology** to send photos and videos to other wireless devices within range. Sending a file using wireless technology can take some time, so be patient.

1 Press the Media button.

2 Send a photo or video:

a. Tap the pick list in the upper-right corner and select the album containing the photos and/or videos you want to send, or select Browse to browse for the photo or video.



b. Select the photo or video you want to send.

c. Select Send .

d. Select Bluetooth, and then tap OK.

e. Select the device to which you want to send the photo or video, and then tap OK. The file is sent automatically.

Done

User Guide
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Tips & Tricks
Make your device uniquely yours. For great tips, software, accessories, and more, visit **www.palmOne.com/mylifedrive**.

Support
If you're having problems with Media or with anything else on your device, go to **www.palmOne.com/support**.

Beyond the basics

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

Media	• Viewing photos and videos as thumbnails, lists, albums, and slide shows • Copying photos and videos to other applications or expansion cards • Deleting photos and videos
Sharing	Sending information using wireless technology on your device
Email	Sending photos and videos as attachments to email messages

Your MP3 Player

In this chapter

Using Rhapsody as your desktop music application

Transferring MP3 files to your device using Windows Media Player

Transferring music from a CD to your device using Windows Media Player

Playing music on your device

Beyond the basics

Are you tired of listening to small talk during that long commute on the bus or train? Do you need something smaller than a CD player when you're out for a walk or at the gym? No need to buy an expensive MP3 player. Your device can carry thousands of songs and Pocket Tunes™ lets you play the music on your device. Simply transfer songs onto your device or an expansion card and then listen through the built-in speaker or stereo headphones (sold separately).

Benefits

- Carry and listen to thousands of songs in the popular MP3 format
- No separate MP3, CD, or mini-disc player required
- Arrange your favorite songs into play lists on your device

[!] **Before You Begin**

(Windows only) Install Rhapsody desktop application on your computer. Insert the software installation CD and follow the onscreen instructions for installing extra software.

You must install this software, even if you already have a version of RealPlayer installed on your computer. The version on the CD contains all of the components needed to transfer music files to your device.

Using Rhapsody as your desktop music application

The Pocket Tunes software that comes with your device is compatible with the popular MP3 audio file format. If your MP3 files are already on your computer's hard drive, you need to transfer them to your device to listen to them. You can use Rhapsody or Windows Media Player as your desktop music application to transfer files to your device.

Rhapsody has many advanced features that make it the recommended desktop music application:

- Rip CDs into MP3 format.
- Easily manage your music library on your desktop computer.
- Create playlists.
- Transfer music from your computer to your device.
- Subscribe to the Rhapsody music subscription service and purchase those songs you can't live without. Rhapsody music subscription service is purchased separately.
- Take your subscription music with you. Simply transfer the songs to your device. As long as you are a current subscriber you can keep the music as long as you want. To play subscription music using Pocket Tunes on your device requires an upgrade to a version that supports subscription music. For more information, visit **www.pocket-tunes.com/palmone**.

For information on how to use Rhapsody with your device, go to the User Guide at **www.palmOne.com/lifedrive-userguide**. You can also use the help information in the Rhapsody application.

[!] **Before You Begin**
(Windows only) Install Windows Media Player and the Pocket Tunes plug-in on your computer. Insert the software installation CD and follow the onscreen instructions for installing extra software.

✱ **Tip**
The **Star button** is assigned to open Pocket Tunes. You can also reassign the Star button to open any of your favorite applications.

✱ **Tip**
You can also transfer MP3 files to the Audio folder on your device using **LifeDrive™ Manager** (Windows) or **Drive Mode** (Mac and Windows) on your computer.

Transferring MP3 files to your device using Windows Media Player

The Pocket Tunes software that comes with your device is compatible with the popular MP3 audio file format. If your MP3 files are already on your computer's hard drive, you need to transfer them to your device to listen to them.

WINDOWS ONLY

1

Prepare your computer and your device:

a. **Connect your device and your computer to the USB sync cable**.

b. On your device, **go to Favorites** and select Music .

Tip

You can also use a card reader accessory (sold separately) to transfer MP3 files from your computer to your expansion card (sold separately).

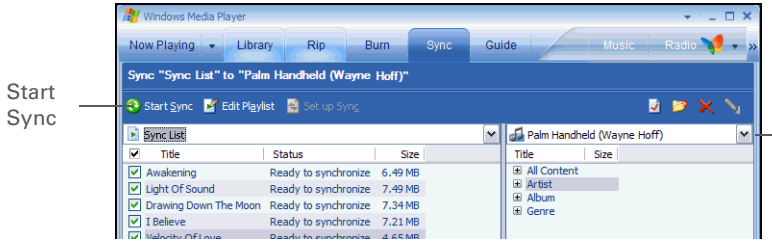
2

Prepare Windows Media Player on your computer:

a. Open the Windows Media Player application.

b. Select the Sync tab.

c. Select Palm Device from the device drop-down list.



↘ Continued

3

Select Start Sync. The files are transferred to the Music folder on your device's hard drive.

Done

Tip
You can also use a card reader accessory (sold separately) to transfer MP3 files from your computer to your expansion card (sold separately).

Tip
You can also transfer MP3 files on a Mac computer by dragging the music file to the Send To Handheld droplet. Select the destination for the file, and then **synchronize** to transfer it.

MAC ONLY

1

Prepare your computer and your device:

a. **Go to Applications** and select Drive Mode .

b. **Connect your device and your computer to the USB sync cable**.

2

Open Finder, and then drag the music files you want onto the Music folder under the device icon, which appears as an external drive on your desktop.

[!] **IMPORTANT** **When you have finished transferring music files, be sure to properly disconnect from Drive Mode.**

Done

[!] **Before You Begin**
Set the Windows Media Player Rip Music format setting for mp3. Right-click on the Windows Media Player screen and select Tools, and then select Options. Select the Rip Music tab and then select mp3 from the Format pick list.

Did You Know?
An interactive tutorial on the software installation CD guides you through adding music. Insert the CD and go to the My Music section of the tutorial and select Add music from a CD.

Transferring music from a CD to your device using Windows Media Player

If your songs are on a CD and you want to listen to them on your device, you need to use Windows Media Player on your computer to convert and transfer the files.

NOTE Mac users can use iTunes, included with OS X, to transfer music from a CD to their device. Music files should be imported in MP3 format.

WINDOWS ONLY

1

Access the music CD from Windows Media Player on your computer:

a. Open the Windows Media Player application.

b. Insert the CD into your computer's CD drive.

c. Select the Rip tab.

Continued

2

Rip the songs you want to add to your library:

a. Select the titles you want to rip from the CD.

b. Select Rip Music.

3

Transfer the MP3 files to your device.

Done

Did You Know?
Pocket Tunes continues playing the songs in your list until it reaches the end of your list or until you tap the Stop button, even if your device screen is off.

Tip
You can upgrade Pocket Tunes to a version that supports additional music file formats, such as WMA, supports streaming MP3, and includes additional features such as graphic equalizers and bookmarks. For more information, visit www.pocket-tunes.com/palmone.

Playing music on your device

1 Go to Favorites and select Music.

2 Select a song to play:

- To play the current song, tap the Play button.
- To play a different song, tap the Choose Song button and select a song from the list.

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

Done

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

Tips & Tricks
Make your device uniquely yours. For great tips, software, accessories, and more, visit **www.palmOne.com/mylifedrive**

Tip
Support
If you're having problems with Pocket Tunes, go to **www.pocket-tunes.com**.

Beyond the basics

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

Pocket Tunes
- Creating playlists by choosing which songs to play and the order to play them in

Your Microsoft Office File Manager

In this chapter

Creating and managing Office files?

Opening files from within Documents

Beyond the basics

With its ability to store large amounts of important information, your device lets you take your office with you—including your Microsoft Office files. With the Documents application, you can carry, create, view, and edit Microsoft Word and Excel files directly on your device. You can also view, carry, and manage PowerPoint files on your device.

You can keep updated copies of the files on both your device and your computer so that you can work on them in the most convenient location any time.

Benefits

- Manage Word, Excel, and PowerPoint files on your device
- Improve productivity by taking important docs, spreadsheets, and presentations with you on the go

Tip

The Documents application has a companion application on your computer called Documents To Go. Use Documents To Go to move or copy files to your device when you synchronize.

For complete information on this application, click the Documents To Go icon on your computer and then click Help, or go to **www.dataviz.com**.

Creating and managing Office files?

The Documents application provides powerful editing and file management features for Office files on your device. What's more, Documents makes it easy for you to share files between your computer and your device.

Here are some of the capabilities of Documents:

- View Word, Excel, and PowerPoint files in their native format (DOC, XLS, or PPT); no conversion needed.
- Create or edit a Word document or Excel spreadsheet on your device and save it in native format. Create or edit a PowerPoint presentation that is automatically converted for optimal viewing on your device.
- Open Office files received as attachments to incoming **email messages**, and attach files to outgoing messages.
- Transfer Office files to a Bluetooth or Wi-Fi printer using your device's **built-in wireless technology**.

You can store and synchronize your Office files and folders in the Documents folder of your device's hard drive. View and access the files and folders using the Files application on your device. You can also view the files and folders using **LifeDrive™ Manager** (Windows) or **Drive Mode** (Mac and Windows) on your computer. You can manage items on the hard drive in various ways: copying, moving, deleting, renaming, and so on, using LifeDrive Manager (Windows) or Drive Mode (Mac and Windows), or Files on your device.

If you drop Office files into the Documents folder in LifeDrive Manager, they are automatically set to be synchronized.

Tip
When you are working on a file, save it to your device or your expansion card by selecting Menu, selecting Save As from the File menu, and then selecting the location where you want to save the file.

Tip
Do you have a file or folder you are always viewing? **Add it to your Favorites list** for easy access.

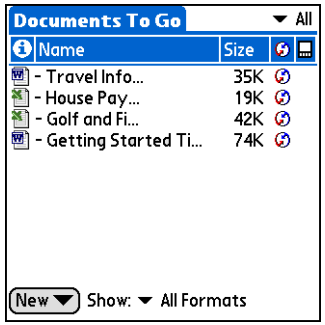
Opening files from within Documents

In the Documents application, you can view and open any Word, Excel, or PowerPoint file on your device.

1 **Go to Favorites** and select Documents.

2 Select the file you want from the list.

Done



User Guide
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Tips & Tricks
Make your device uniquely yours. For great tips, software, accessories, and more, visit **www.palmOne.com/mylifedrive**.

Support
If you're having problems with Docs, click the Documents To Go icon on your computer, and then click Help, or go to **www.dataviz.com**.

Beyond the basics

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

Email	Sending and receiving Office files as attachments to email messages

Your Personal Information Organizer

In this chapter

Organizing your personal information

Managing your contacts

Managing your calendar

Managing your tasks

Beyond the basics

Say good-bye to paper address books and calendars. Free yourself from having to frantically search for a misplaced address or phone number. Throw away all of those half-completed to-do lists that will never get done.

Your device is all that you need to organize your personal information and have it available wherever you go. You never lose your information, even if your battery is completely drained. More important, all of your personal information is backed up each time you synchronize, and your information is kept private when you use your device's security features. Also, you can easily share info with others electronically.

Benefits

- Carry all your business and personal contact information in your hand
- Track current, future, and past appointments
- Make to-do lists that get done
- Set reminders for appointments, birthdays, important tasks and more

Organizing your personal information

You have three powerful tools to help you organize your personal information. The information in these applications is stored in **program memory**. This means that you can view the info only by looking at it in the application and you can **synchronize** the information in these apps by pressing the sync button on the USB cable. These applications can be synchronized with either Palm® Desktop software or Outlook.

Contacts

Easily enter information such as names, addresses, birthdays, and phone numbers. You can even add photos of your contacts, friends, and loved ones directly to their contact information. Quickly view, update, and organize contact information. You can share info with other devices and dial phone numbers or send messages directly from a contact entry using your device's built-in wireless technology.

Calendar

Stay on top of your schedule by creating appointments, setting alarms, and spotting conflicts in Calendar. You can view your calendar by day, week, or month, or as an agenda list that combines your list of tasks and email notifications with your appointments. Schedule repeating meetings or block out a vacation by creating one event set to repeat at an interval you specify. Color-code your appointments by category and add notes with helpful information.

Tasks

Make lists of the things you need to do, and prioritize each task. Track deadlines and stay focused by setting alarms. This is an easy way to stay on top of your to-do list.

Tip

If the first character you enter in the Last Name or Company field is an asterisk (*) or another symbol, that contact always appears at the top of the Contacts list. That's useful for an entry like "If Found Call [your phone number]."

Did You Know?

You can also enter one or more contacts on your desktop computer, and then copy them to your device by **synchronizing**.

Managing your contacts

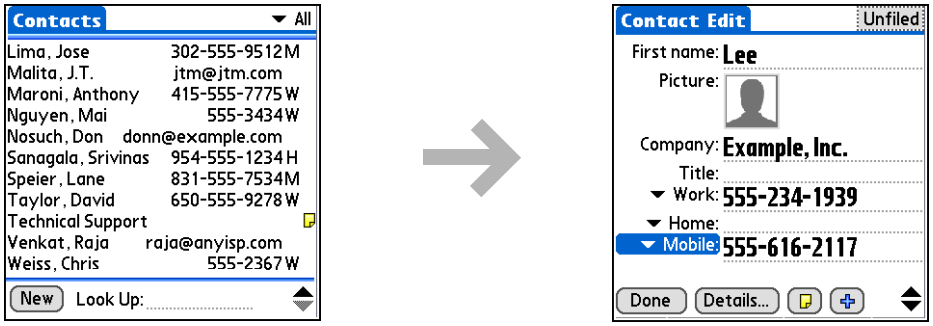
Enter and organize all of your contact information for easy access and sharing with others.

Adding a contact

1 Tap the Contacts icon.

2 Add your contact information:

a. Select New.



b. Tap each field in which you want to enter information, and enter it. Tap the scroll arrows ⬍ to view more fields.

Continued

Tip
If multiple contacts share information, such as a company name and address, you can enter the first contact, and then **copy the information into other contacts**.

Did You Know?
If you want a reminder about a birthday, select the Reminder box, enter the number of days before the birthday that you want to see the reminder, and then select OK.

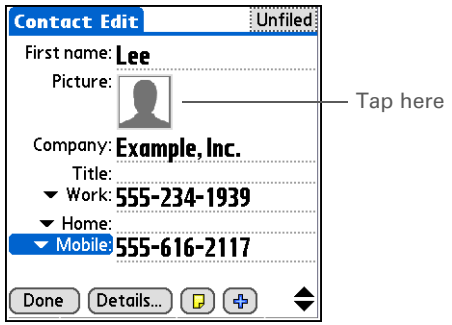
Tip
Birthdays you enter in Contacts appear as untimed events in Calendar. If you update the birthday in Contacts, it is automatically updated in Calendar as well.

3

[&] OPTIONAL Add a photo:

a. Tap the Picture box.

b. Select and add a photo from palmOne™ Media.

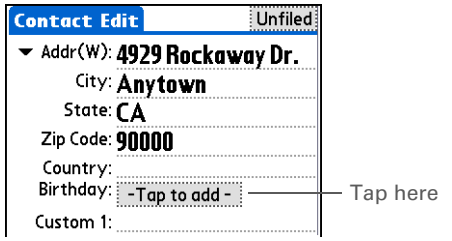


4

[&] OPTIONAL Add a birthday:

a. Tap the Birthday box.

b. Select the birth year, month, and date.



5

After you finish entering all the information you want, select Done.

Done That's it. Your device automatically saves the contact. Make sure you have a current backup. Synchronize often.

Tip

In the Contacts list view, you can also press Right on the 5-way navigator to open the Quick Look Up line. Press Up and Down to select the letter of the name you want in each box, and press Right to move to the next box.

Did You Know?

Phone Lookup in the Options menu of many apps lets you add contact information when you are creating an entry in another application or addressing an email in the VersaMail app, where it's called Address Lookup.

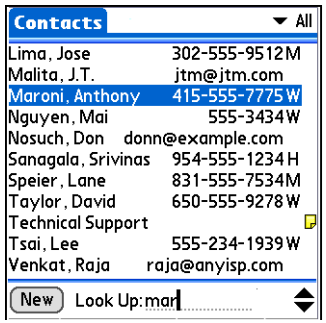
Locating a contact on your list

1 Tap the Contacts icon.

2 Search for the contact:

a. Tap the Look Up line at the bottom of the screen and enter the first letter of the name you want to find.

b. Enter the second letter of the name, and so on, until you can easily scroll to the contact you want.



3 Select the contact to open it.

Done

Tip
You can create a contact with your own information and select it as your business card by opening the Record menu and selecting Business Card. Beam your business card to other devices by holding down the Contacts button until the Beam dialog box appears.

Did You Know?
A Beam command appears on the leftmost menu of most applications. Beam information such as photos or appointments.

Did You Know?
You can send a contact wirelessly using **VersaMail**, **Messaging**, or your device's built-in **Bluetooth® wireless technology**. Use Send Contact from the Record menu.

Beaming a contact

1 Tap the Contacts icon.

2 Beam the contact:

a. **Locate the contact** you want to beam.

b. **Open the menus**.

c. Select Record, and then select Beam Contact.

d. When the Beam Status dialog box appears, point your device's IR port directly at the IR port of the other device.

NOTE For best results, the devices should be between 4 and 36 inches apart, and there should be a clear path between them. Depending on the receiving device model, not all information may be sent correctly.

3 Wait for the Beam Status dialog box to indicate that beaming is complete.

Done

» **Key Term**

Event The name for an entry in the Calendar application, including appointments, birthdays, reminders, recurring meetings, and so on.

✱ **Tip**

You can also scroll to a date by pressing Right or Left on the 5-way navigator or by tapping the arrows at the top of the Day View.

+ **Did You Know?**

You can use more than one line to describe an appointment.

Managing your calendar

Enter appointments to help you organize your time, and then set alarms to remind you before the event so that you have time to prepare.

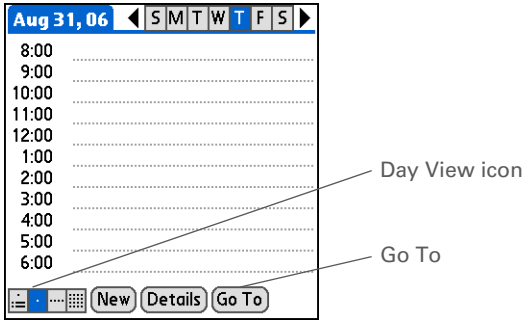
Scheduling an appointment

1

Open Day View:

a. Tap the Calendar icon.

b. Tap the Day View icon.



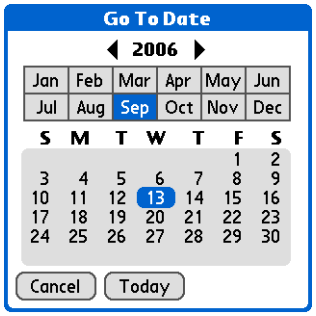
2

[&] OPTIONAL If the appointment is not for today, select the date of the appointment:

a. Tap Go To.

b. Select the year, month, and date.

↘ Continued



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

Tip
Color-code your calendar. Tap the bullet next to the description to file the appointment in a category. Each category has its own color.

Did You Know?
If you are synchronizing with Outlook, you can **add time zones** to your appointments that keep your calendar current no matter where you are traveling.

Tip
Are you going to a weekly or multi-day event? You can select Details and then select the Repeat pick list to list the same event for multiple days.

3

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

4

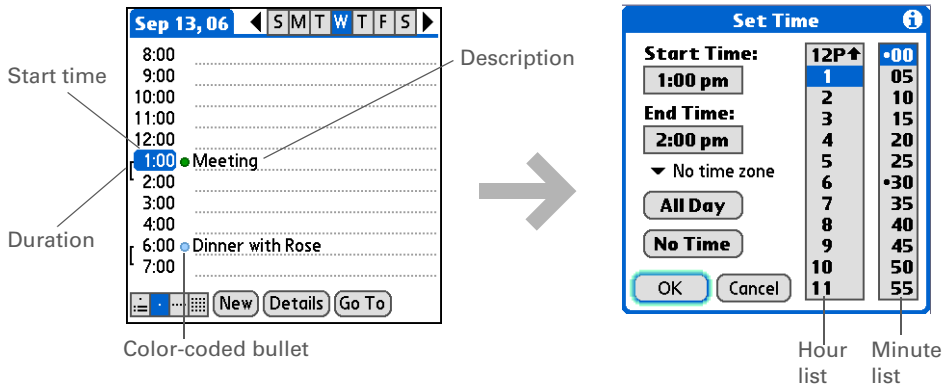
If the appointment is longer or shorter than an hour, set the duration:

a. In Day View, tap the start time.

b. In the Set Time dialog box, tap End Time.

c. Tap the hour and minute lists to select the time the appointment ends.

d. Select OK.



Done That's it. Your device automatically saves the appointment. Make sure you have a current backup. Synchronize often.

Tip
Press the Calendar button repeatedly to cycle through the Agenda View, Day View, Week View, and Month View.

Tip
You can also display Year View. From Month View, tap Year.

Did You Know?
You can **use a favorite photo as the background** for your Agenda View.

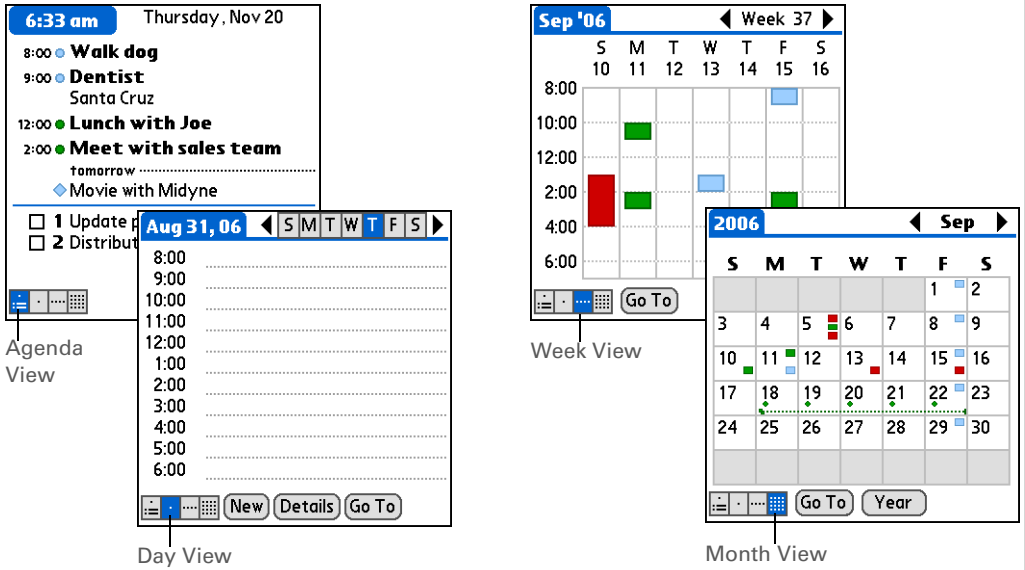
Tip
Calendar opens to Agenda View by default, but you can change that to another view by selecting Display Options in the Options menu.

Checking your schedule

Sometimes you want to look at your schedule for a particular date, while other times you want to see an overview of a week or month.

1 Tap the Calendar icon.

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



Done

Did You Know?
Setting your alarm sounds in World Clock instead of in Calendar gives you different alarm sound choices.

Did You Know?
When you set an alarm, a little alarm clock appears to the right of the event description.

Tip
You can beam tasks to anyone who has a device with an IR port. Just **open the Record menu** and select Beam. Item or Beam Category.

Setting an alarm to remind you of a scheduled event

1 Tap the Calendar icon.

2 Go to the event you want to assign an alarm to:

a. From Day View, tap Go To.

b. Select the year, month, and date of the event.

c. Tap the event description.

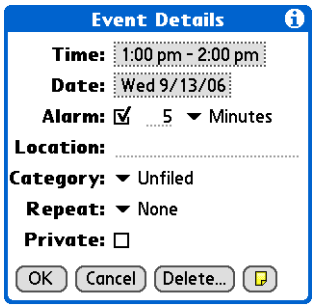
3 Set the alarm:

a. Tap Details.

b. Check the Alarm box.

c. Select the pick list and select Minutes, Hours, or Days.

d. Enter how many minutes, hours, or days before the event you want the alarm to sound, and then select OK.



Done

Tip
If no task is currently selected, you can create a new task simply by starting to write in the input area.

Tip
Set an alarm for a task with a due date. Select the task, tap Details, check the Alarm box, tap the Alarm box, enter the alarm settings, and then select OK.

Tip
Check out the other options in the Event Details dialog box. For example, Repeat creates an event that recurs daily, weekly, or at whatever interval you set up.

Managing your tasks

Create and organize your to-do list, and then track your progress.

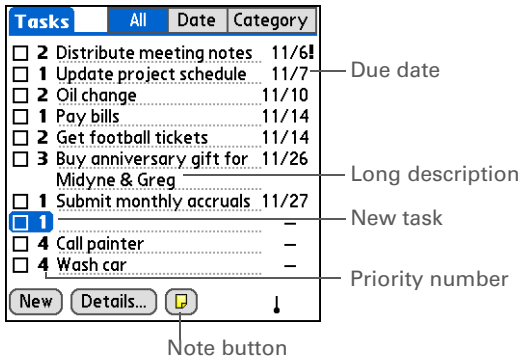
Creating a task

1 Tap the Tasks icon.

2 Create a task:

a. Select New.

b. Enter a description of the task.



3 **[&] OPTIONAL** Assign a priority and due date:

a. Tap the priority number and select a number (1 is the most important).

b. Tap the due date and select a date from the list, or select Choose Date to select a date from the calendar.

Done **That's it. Your device automatically saves the task. Make sure you have a current backup. Synchronize often.**

Did You Know?
Overdue tasks have an exclamation point (!) next to the due date.

Tip
Your Task Preferences settings control which tasks appear in the Tasks list, such as completed or due tasks. To change these settings, **open the Options menu** and select Preferences.

Tip
Create a new category for tasks by selecting Edit Categories in the Category pick list.

Organizing your tasks

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

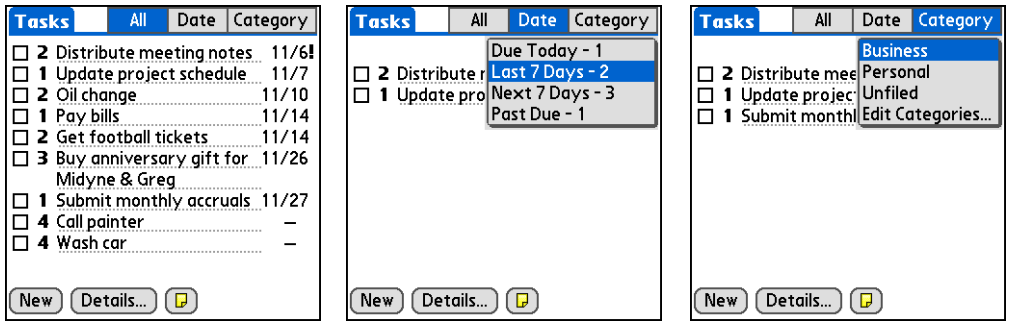
1 Tap the Tasks icon.

2 In the Tasks list, select one of these options:

All Displays all your tasks.

Date Displays tasks that are due in a specific time frame. Tap the pick list in the upper-right to select Due Today, Last 7 Days, Next 7 Days, or Past Due.

Category Displays tasks that are assigned to the selected category. Tap the pick list in the upper-right to select a different category.



Done

Tip
You can set Task Preferences to record the date that you finish your tasks, and you can show or hide finished tasks. To change these settings, **open the Options menu** and select Preferences.

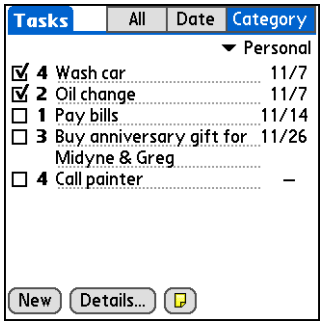
Marking a task complete

You can check off a task to indicate that you've completed it.

1 Tap the Tasks icon.

2 Check the box on the left side of the task.

Done



NOTE Palm® Desktop software and Microsoft Outlook handle completed repeating tasks differently. Palm Desktop software checks off all overdue instances of the task, and Microsoft Outlook checks off only the oldest instance of the task.

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Support
If you're having problems with organizer applications or with anything else on your device, go to **www.palmOne.com/support**.

Beyond the basics

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

Contacts	Using more Contacts features to organize your contact information
Calendar	Using more Calendar features to help you schedule events
Tasks	Using more Tasks features to keep you focused and productive
Categories	Organizing items by type and sorting them
Information	Transferring information from other applications such as databases, spreadsheets, and other organizer software
Privacy	Keeping information private by turning on security options
Sharing	Sending information wirelessly by using Bluetooth wireless technology on your device
Email	Sending information as attachments to email messages

Your Notes and Memos

In this chapter

Organizing your notes and memos

Managing your memos

Managing your notes

Managing your voice memos

Beyond the basics

Throw away your yellow sticky notes, lists, and memo pads. You no longer have to organize your scraps of paper or search through piles for a misplaced memo. An important idea pops into your head, record it before you forget.

Your device is all that you need to organize your notes and memos. You can record and play back notes, agenda items, and other important thoughts directly on your device. Record client meeting notes on the way to the office, and then send them in an email to your assistant to transcribe them. Also, you can easily share info with others electronically.

Benefits

- Capture thoughts on the fly
- Send memos and notes to colleagues wirelessly
- Synchronize your information to back it up on your computer

Organizing your notes and memos

You have three powerful tools to help you organize your notes and memos. The information in these applications is stored in **program memory**. This means that you can view the information only by looking at it in the application and you can **synchronize** the information in these apps by pressing the sync button on the USB cable. Note Pad and Voice Memo can be synchronized only with Palm® Desktop software. Memos can be synchronized with either Outlook or Palm Desktop software.

Memos

Capture information that is meaningful to you, from meeting notes to recipes and favorite quotations. Memos provides a quick and easy way to enter, store, and share your important information.

Note Pad

Draw freehand and take notes in your personal handwriting. Use Note Pad to do everything you might do with a piece of paper and a pencil, such as drawing a quick sketch.

Voice Memo

Record memos anywhere, and then play them back directly on your device. Or use a voice memo with an alarm as a reminder message. You can also send voice memos wirelessly.

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

Tip
Use **Phone Lookup** to quickly add a name and phone number to a memo.

Managing your memos

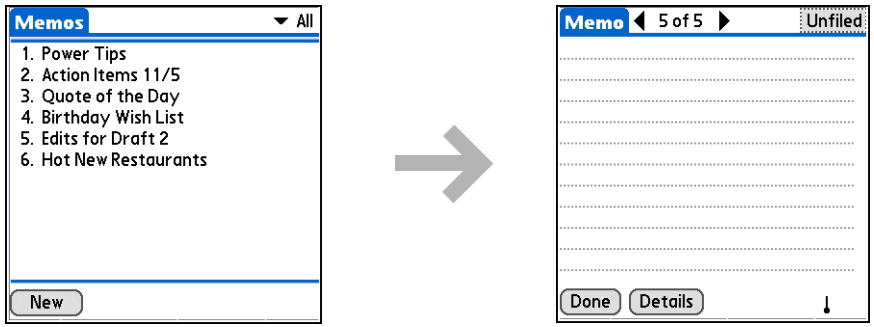
Create memos that are titled and organized so you can easily find them.

Creating a memo

1 Tap the Memos icon.

2 Create a memo:

a. Select New.



b. Enter your memo. Tap Enter on the onscreen keyboard or draw the **Graffiti® 2 writing** Return stroke to move to a new line in the memo.

c. Select Done.

Done That's it. Your device automatically saves the memo. Make sure you have a current backup. Synchronize often.

Tip
The Memos list shows the first line of each memo, so make sure that first line is something you will recognize.

Did You Know?
You can connect your device to a portable keyboard and type your memos on the go without carrying around a heavy laptop. You can purchase a variety of portable keyboards. Visit **www.palmOne.com/mylifedrive** and click the Accessories link.

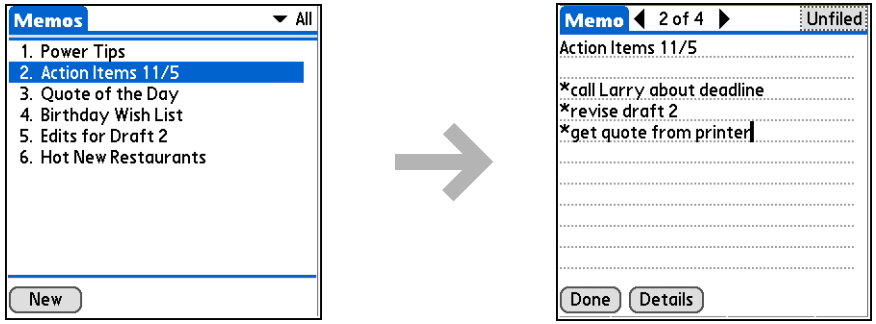
Tip
You can **change the size of the text** in Memos to enhance readability.

Viewing and editing a memo

1 Tap the Memos icon.

2 View or edit the memo:

a. In the Memos list, select the memo you want.



b. Read or edit the memo, and then select Done.

Done

[!] Before You Begin

Make sure **full-screen writing is turned off**. You cannot create or edit notes in Note Pad when full-screen writing is on.

Tip

You can change the color of the pen and paper (background). From the Note Pad list screen, **open the Options menu**, select Preferences, and then tap Colors.

Tip

Tap the pen selector to change the pen width or to select the eraser.

Did You Know?

You can set an alarm for a note to use it as a reminder.

Managing your notes

You can quickly create handwritten notes and sketches of your thoughts and ideas.

Creating a note

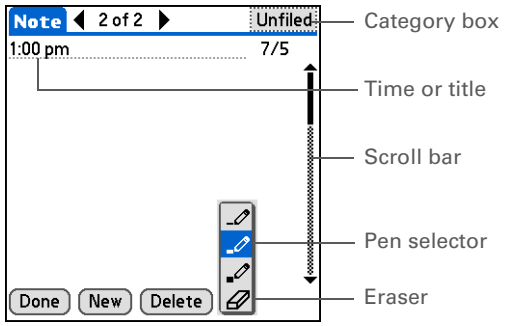
1 **Go to Applications** and select Note Pad .

2 Create a note:

a. Use the stylus to write your note directly on the device screen.

b. Select the time at the top of the screen and enter a title using **Graffiti 2 writing** or the **onscreen keyboard**.

c. Select Done.



Done That's it. Your device automatically saves the note. Make sure you have a current backup. Synchronize often.

Tip

Sort the Note Pad list alphabetically, by date, or manually. **Open the Options menu,** select Preferences, and then select the Sort by pick list.

If you sort manually, you can rearrange the list by dragging notes to another position in the list.

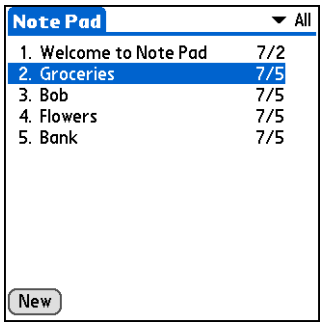
Viewing and editing a note

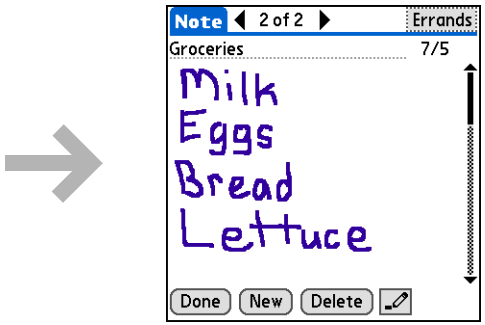
1 **Go to Applications** and select Note Pad .

2 Open the note:

a. Select Done to display the Note Pad list.

b. Select the note you want to view or edit.





3 Read or edit the note, and then select Done.

Done

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

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

Managing your voice memos

You can quickly record your thoughts and ideas, and then listen to them later.

Creating a voice memo

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

2 Record your voice memo:

a. Face your device and begin speaking. Continue holding the Voice Memo button while recording.

b. When you have finished recording, release the Voice Memo button. A tone indicates that recording has stopped.

3 Select Done.

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

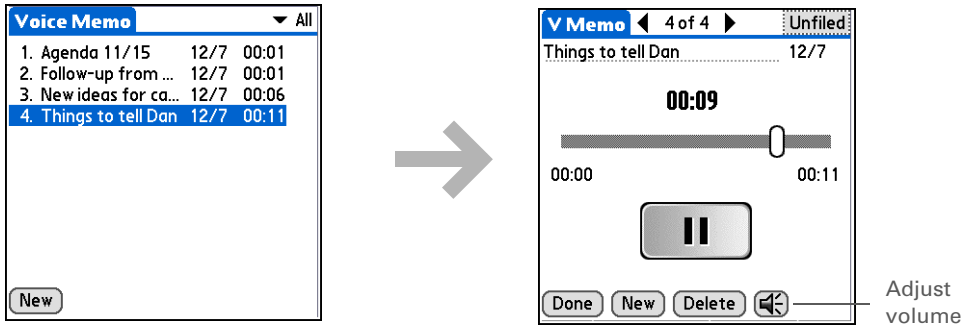
Tip
Select the Speaker icon and press Up or Down on the navigator to adjust the volume when listening to a voice memo.

Listening to a voice memo

1 **Go to Applications** and select Voice Memo.

2 Listen to the voice memo:

a. In the Voice Memo list, select the voice memo title. The voice memo begins to play after a few seconds.



b. Press Right or Left on the navigator to listen to the next or previous voice memo.

3 When you have finished listening to all voice memos, select Done.

Done

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

Tips & Tricks
Make your device uniquely yours. For great tips, software, accessories, and more, visit **www.palmOne.com/mylifedrive**.

Support
If you're having problems with organizer applications or with anything else on your device, go to **www.palmOne.com/support**.

Beyond the basics

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

Memos	Using more Memos features to help you organize your information
Notes	Using more Note Pad features to help you quickly jot down your thoughts
Categories	Organizing items by type and sorting them
Information	Transferring information from other applications such as databases, spreadsheets, and other organizer software
Privacy	Keeping information private by turning on security options
Sharing	Sending information wirelessly by using Bluetooth® wireless technology on your device
Email	Sending information as attachments to email messages

Your Wireless Connection

In this chapter

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

What types of connections can I make?

Setting up Wi-Fi network connection

Entering basic Bluetooth settings

Setting up a Bluetooth phone connection

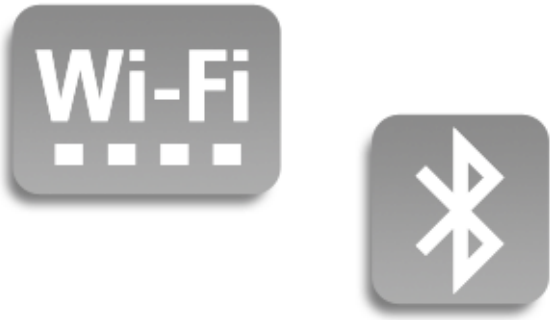
Accessing email and the web with Bluetooth

Setting up a connection for Bluetooth synchronization

Beyond the basics

Staying connected means you have the latest wireless technology at your fingertips at all times. Now your device can actually connect you to the wireless world using either Wi-Fi® or Bluetooth® wireless technology.

During the day, you need Wi-Fi to access your corporate network. During the evening when you are with your friends, you need Bluetooth wireless technology to share your contacts or your favorite photos.



Benefits

- Connect to your corporate network wirelessly
- Connect to your Bluetooth phone to send text or email messages or to access the web
- Reduce cable clutter by synchronizing wirelessly
- Connect to other devices to share files wirelessly

» Key Term
Wi-Fi Wireless technology that enables networks with access points to allow devices such as handhelds, printers, and computers to connect wirelessly to the Internet and corporate networks.

» Key Term
Bluetooth Technology that enables devices such as handhelds, mobile phones, and computers to connect wirelessly to each other within a 30-foot range.

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

Access your corporate network. Whether you are attending a meeting or roaming the hallway, you can stay connected to the information you need.

Send text or email messages. Whether you send text or email messages once a week or constantly throughout the day, wireless connectivity means that you can share information.

Access the web. Connect to the internet for news and information in a cafe, in a meeting, or in your car.

Reduce cable clutter by synchronizing wirelessly. Imagine your desk and workstation without cable clutter. Wireless technology on your device replaces many of the connecting cables with a wireless connection for tasks such as synchronizing.

Connect to other devices to share files wirelessly. Wouldn't it be great if you could **transfer files such as photos wirelessly** or print wirelessly on a printer?

What types of connections can I make?

With built-in Wi-Fi and Bluetooth wireless technology, you can make connections in a wide range of locations. Wi-Fi connections are accessible in the following areas:

- When you are in range of Wi-Fi access points for public networks, such as wireless cafes and city networks. You can use the networks to browse the Internet or send and receive email. Some public networks require a subscription fee. Check with the public network provider for details.
- When you are in range of WI-Fi access points for private networks in a corporation or home. If these networks are secure, you must have the necessary keys to access the network. Once you are on the network, you can browse the Internet, send and receive emails, or even access network devices such as your computer.

If you are out-of-range of a Wi-Fi access point, you can still remain connected using Bluetooth wireless technology:

- Browse the Internet or access your email account by linking through your desktop computer's network connection.
- You can synchronize your device with your computer wirelessly.
- Access the Internet or an email account through your Bluetooth-enabled mobile phone. To use a mobile phone, you must dial your ISP or sign up for an account with a high-speed wireless carrier.
- You can connect directly with other Bluetooth devices, such as printers or handhelds. Check the user guide for the other Bluetooth device to enable the wireless features.

[!] **Before You Begin**

Contact the network administrator to get the name of the network, also known as an SSID, and the security information, such as WEP or WPA-PSK keys.

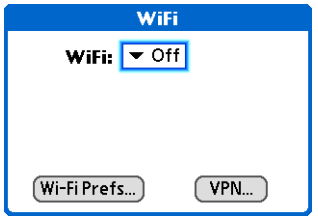
» Key Term

Encryption key A series of letters and numbers that enables data to be encrypted and then decrypted so it can be safely shared within a network. Your device supports two encryption systems: WEP and WPA-PSK.

Setting up Wi-Fi network connection

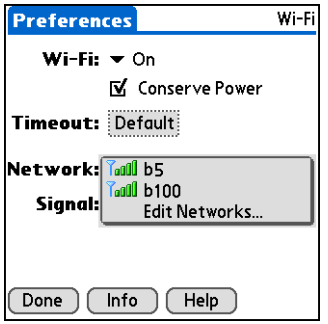
1 Select Wi-Fi controls on the status bar.

2 Select On from the Wi-Fi pick list and then select Wi-Fi Prefs.



3 Select the Network pick list, and then do one of the following:

- If the network is listed and does not require an encryption key, select the network. Wait for the connection to complete and then select Done. You are now connected and done with this procedure.
- If the network is not listed or if the network requires an encryption key, select Edit Networks. Go to step 4.



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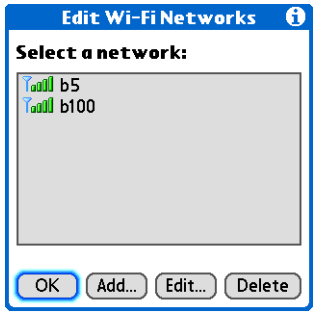
4 Add or edit a network:

- If the network appears on the list, select the network and then select Edit to add encryption key information.
- If the network does not appear on the list, select Add. The network may be hidden for security purposes and not appear on the list.



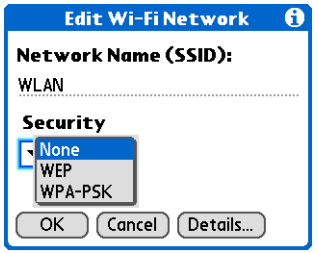
5 Add the network name or SSID if it does not appear. An SSID is required for hidden networks.

↘ Continued

6

Select a security option:

- If your network does not require any encryption settings, select None and go to step 9.
- If your network requires WEP encryption, select WEP and go to step 7.
- If your network requires WPA-PSK encryption, select WPA-PSK and go to step 8.



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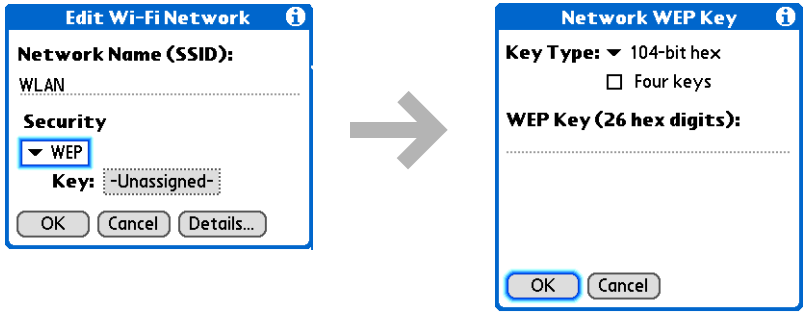
7

If you selected WEP, in step 6:

a. Tap the WEP Key box.

b. Enter the WEP encryption information.

c. Select OK.



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8

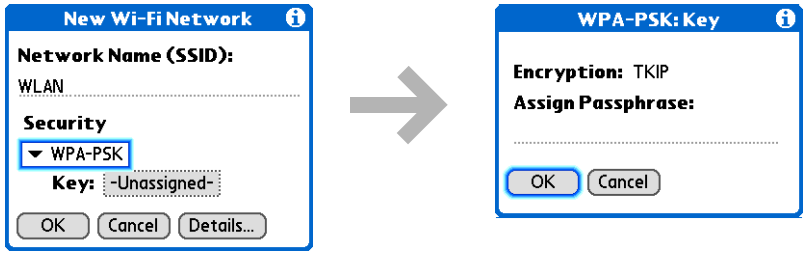
If you selected WPA-PSK in step 6:

a. Check the WPA-PSK box.

b. Tap the Key box.

c. Assign a passphrase.

d. Select OK.



9

Select OK and then select Done.

Done **You can now connect to the network any time you are within range of the access point.**

Accessing email and the web with Wi-Fi

After you set up a connection with a Wi-Fi network, you can send and receive email or browse the web wirelessly using this connection.

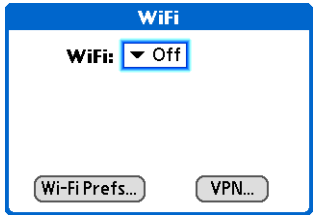
NOTE Wi-Fi functionality must be on before you can use it to make wireless connections. You must also **set up an email account** on your device before you can send or receive email messages.

1 Open the **email application** or the **web browser**.

2 Select Wi-Fi controls on the status bar.

3 Select On from the Wi-Fi pick list and then select Wi-Fi Prefs.

Continued



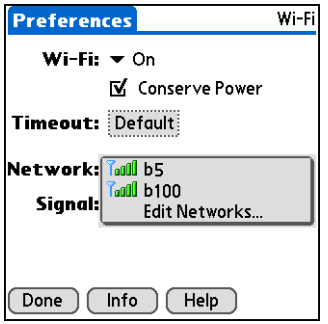
Tip

When you **enter a URL** in the web browser or select **Get and Send** in the VersaMail® application, a connection is automatically initiated with the last used service.

4 Connect to the Wi-Fi network:

a. Select a Network from the Network pick list.

b. Wait for the connection to complete and then select Done.



Done You are now ready to send and receive email messages or to browse the web.

» Key Term

Discoverable Setting that allows other devices to find and connect with your device using Bluetooth wireless technology. If your device is not discoverable, other devices cannot find it to make a connection. Your device must be powered on in order to be discoverable.

Entering basic Bluetooth settings

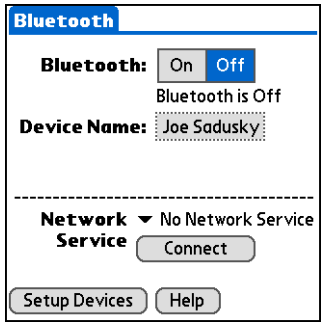
1 Select Bluetooth controls on the status bar.

2 Enter the basic Bluetooth settings:

a. Select On.

b. Tap the Device Name field and enter a name for your device. This is the name that other Bluetooth devices see when they connect to your device. By default it is the username you use during synchronization, but you can change it.

c. Select the Discoverable pick list and select Yes or No.



Done

[!] **Before You Begin**
If you have an IR phone, you must download the Phone Link application from the web. Go to **http://www.palmOne.com/us/support/downloads/phonelink.html** to download the software.

✱ **Tip**
If you receive a message that your phone is not ready to accept a connection, check to make sure that your phone is prepared to make a Bluetooth connection. See the instructions included with your phone.

Setting up a Bluetooth phone connection

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

1 Select Bluetooth controls on the status bar.

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

3 Select the phone you want to connect to:

a. Select the Manufacturer and Model pick lists, select the correct entries for your phone, and then select Next.

   If the phone does not appear on the list, check for phone compatibility at http://www.palmOne.com/us/support/downloads/phonelink.html.

b. The Connection Setup screen displays all Bluetooth phones within range.

   If your phone is not listed on the discovery results, check whether your phone is Bluetooth discoverable. Select Find More to search again.

c. Select the phone you want, select OK, and then select Next again.

NOTE Not all features are available if your specific phone model is not in the pick list.

↘ **Continued**

» Key Term
Passkey Like a password, the passkey is a security measure. Connections can happen only between your device and a device that has the same passkey.

» Key Term
Trusted pair Two devices—for example, your device and your mobile phone—that can connect to each other because each device can find the same passkey on the other device. Once you form a trusted pair with a device, you do not need to enter a passkey to connect with that device again.

» Key Term
GPRS Acronym for General Packet Radio Service, a method of sending information wirelessly at high speeds. Select Yes in step 6 only if you have a GPRS account for your mobile phone.

4

Enter a passkey:

a. Enter a passkey number. This can be any number you choose; it does not have to be, for example, a password you use to access a network or an email account.

[!] **IMPORTANT** **You must enter the same passkey on your device and your mobile phone in order to connect to your phone.**

b. Select OK.

5

Finish phone connection setup and begin network setup:

a. Select Done, and then select Yes.

NOTE If you want to use your phone connection only to dial phone numbers from your device or to **send text messages**, select Done and then select No. You have finished the setup.

b. Select Next.

6

Select the pick list, select Yes or No, and then select Next.

a. If you select Yes, go to step 7.

b. If you select No, go to step 8.

↘ Continued

Tip
Contact your ISP (for example, AOL or Earthlink) if you are not sure about one or more of the items to enter in step 8.

7

If you selected Yes in step 6:

a. Select the pick lists and select the correct information for your wireless service provider.

b. Select Next, and then select Done.

8

If you selected No in step 6:

a. Select Next.

b. Enter the phone number you use to dial in to your Internet service provider, and enter the username for your dial-up account.

c. Tap the Password box, enter your account password, and select OK. This is the password you use to access your dial-up account; it is not your passkey.

d. Select Next, and then select Done.

Done **See the next procedure for steps on using your phone connection to browse the web or to send and receive email messages.**

Tip
You can select Bluetooth controls on the status bar to quickly check Bluetooth status and make a connection from any application on your device.

Accessing email and the web with Bluetooth

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

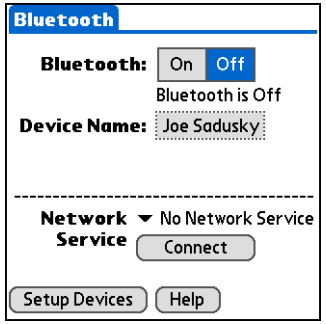
NOTE Bluetooth functionality must be on before you can use it to make wireless connections. You must also **set up an email account** on your device before you can send or receive email messages.

1 Open the **email application** or the **web browser**.

2 Verify Bluetooth status:

e. Select Bluetooth controls on the status bar. Make sure On is selected.

Continued



» **Key Term**

Service Way of connecting to a mobile phone to send information wirelessly, for example, through a high-speed (GPRS) carrier or a dial-up account with an Internet service provider (ISP).

✱ **Tip**

When you **enter a URL** in the web browser or select **Get and Send** in the VersaMail® application, a connection is automatically initiated with the last used service.

3

Connect to your phone:

a. Select the Network Service pick list and select the service that you want to use to connect to the Internet. If you **set up a phone connection**, the name of the service you configured is listed.

b. Select Connect.

Done You are now ready to send and receive email messages or to browse the web.

Tip
To open HotSync® Manager on your computer in step 2 of the onscreen instructions (see procedure step 3b, on this page), click the HotSync Manager icon on the taskbar in the lower-right corner of your computer screen.

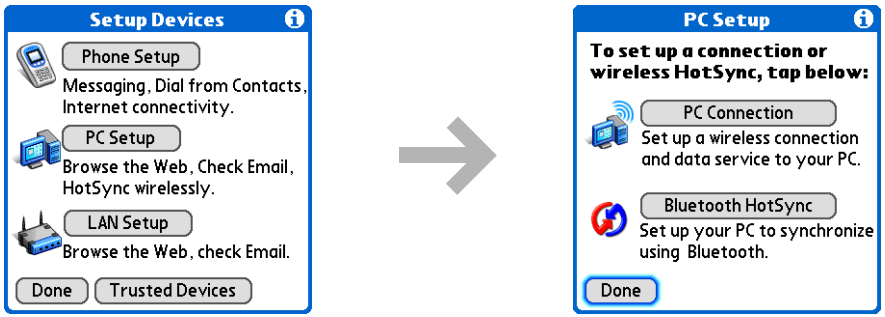
Tip
After the first time you set up a connection and wirelessly synchronize with a computer, you can synchronize with that computer at any time by choosing its device name from the Service pick list and tapping Connect.

Setting up a connection for Bluetooth synchronization

WINDOWS ONLY

1 Select Bluetooth controls on the status bar.

2 Select Setup Devices, select PC Setup, select Bluetooth HotSync, and then select Next.



3 Set up a connection for wireless synchronization:

a. Follow the onscreen instructions for steps 1–3, selecting Next after each step.

b. Select Launch HotSync Manager in step 4.

c. Select HotSync to synchronize your device with your computer.

Done

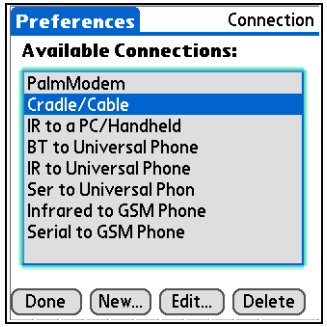
MAC ONLY

1 **Go to Applications** and select Prefs .

2 Open the Edit Connection screen:

a. From the Communications Preferences list, select Connection.

b. Tap New.



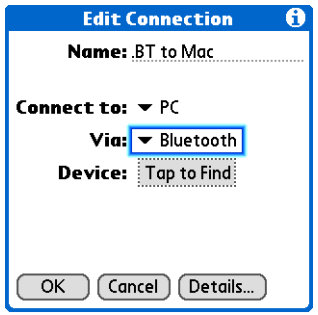
3 Set up the connection to your computer:

a. Enter a name for the connection, such as BT to Mac.

b. Select the Connect to pick list and select PC.

c. Select the Via pick list and select Bluetooth.

↘ Continued



Tip
Just as it is safer to use different personal identification numbers (PINs) for different bank accounts, your passkeys are more secure if you use a different passkey for each device with which you want to connect—one passkey for a connection to a phone, a different one for a connection to a computer, and so on. Just remember that you must enter the same passkey on your device and on the device with which you want to connect.

Cont'd.

d. Make sure the computer is ready to accept a Bluetooth connection.

NOTE See the documentation included with the computer for information on how to prepare it to accept a Bluetooth connection. The documentation might refer to a Bluetooth connection as a Bluetooth pairing or a Bluetooth link.

e. Check the Device box.

4

Select the computer:

a. When the Discovery Results screen appears, select your computer. If your computer does not appear on the list, select Find More.

b. Select OK.

5

[&] OPTIONAL If prompted, enter a passkey:

a. Enter a passkey number. This can be any number you choose; it does not have to be, for example, a password you use to access a network or an email account.

[!] IMPORTANT You must enter the same passkey on your device and your computer in order to wirelessly synchronize with your computer.

b. Select OK.

Continued

6

Synchronize your device with your computer:

a. **Go to Applications** and select HotSync .

b. Make sure that Local is selected, and select the connection you created in step 3 from the pick list.

c. Select HotSync .

Done

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

Tips & Tricks
Make your device uniquely yours. For great tips, software, accessories, and more, visit **www.palmOne.com/mylifedrive**.

Support
If you're having problems with your device's wireless capabilities or with anything else on your device, go to **www.palmOne.com/support**.

Beyond the basics

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

Connecting

- Configuring ad hoc connections to connect point-to-point with other Wi-Fi enabled devices.
- Connecting to the Internet through your Bluetooth desktop computer to access the web wirelessly
- Connecting to your Bluetooth phone by means of the infrared port on your device
- Setting the Bluetooth options on your device to allow your device to wake up and receive an incoming connection request when turned off
- Synchronizing over a wireless network

Your Email

In this chapter

Setting up an account

Getting and reading email

Sending an email message

Working with attachments

Working with Microsoft Exchange ActiveSync

Beyond the basics

You already know how efficient email is for staying in touch with personal and business contacts. Now the VersaMail® application brings you a new level of convenience: email on the go. Enjoy the ease and speed of communicating with friends, family, and colleagues anywhere you can make an Internet connection.

You can email photos to your friends and family. Or use Documents on your device to create Microsoft Word or Excel files, and send them to your colleagues. You can also receive any of these file types as attachments to view and edit at your convenience.

Benefits

- Access email on the go
- Send and receive photos, sound files, Word and Excel files, and more
- Save messages from your computer to view at a convenient time

Setting up an account

[!] IMPORTANT You must have an account with an email provider or a corporate account. VersaMail works with these accounts to transfer messages to and from your device. The application is not an email service provider.

Before you can use the VersaMail application with a given email account, you need to set up the account in VersaMail. You can do this in one of three ways:

- On a Windows computer, if the email account is already set up on your computer—for example, if you use Outlook Express on your computer to access your EarthLink account—you can transfer the account settings to your device in just a few steps.
- On a Windows computer, if this is a new account, you can quickly set up the account on your computer and **synchronize** the information to your device.
- On a Mac computer, you can set up the account directly on your device. Windows users can also choose to set up either a new or existing account directly on the device.

NOTE Special setup considerations apply if you are setting up a **Microsoft Exchange ActiveSync® account** to synchronize email and Calendar information with Microsoft Exchange Server 2003.

Setting up an account on your computer

WINDOWS ONLY

The procedures for transferring settings from an existing account on your computer are the same as for setting up a new account, except for one step.

If you are setting up a new account and your email provider is not listed in the Mail Service list, follow the full account setup instructions.

1 Select the option to set up your email software on the final screen of software CD installation. Or select Start > Programs > palmOne > VersaMail Setup.

2 Select your username from the drop-down list at the top of the screen, and then select the option to create a new VersaMail email account. Click Next.

3 Select the setup option you want:

Transfer settings from an existing account Select the option to synchronize with an email account detected on your PC, and then select the account from the list at the top of the screen. Click Next.

Set up a new account Select the option to synchronize with a mail service from this list, and then select your mail service from the list. Click Next.

↘ Continued

Did You Know?

If you are transferring existing account settings, your username and email address are already entered based on the account settings that VersaMail finds on your computer.

4

Enter the basic account information:

a. Enter a descriptive name for the account, or use the one shown.

b. Enter your account username and password. Your email address will be entered automatically based on the username you enter.

c. Click Next.

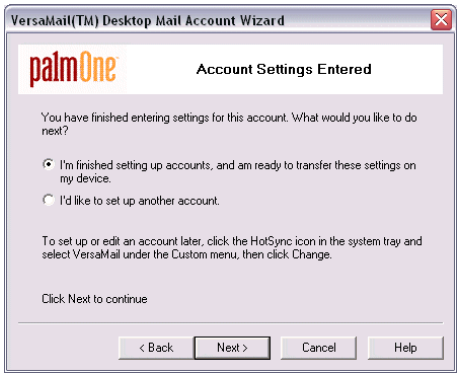
5

Enter the names of the incoming and outgoing mail servers for this account, whether the account requires Extended Simple Mail Transfer Protocol (ESMTP), and, if so, the username and password required for ESMTP. Check with your email service provider for this information.

NOTE If you are using a common email provider, the mail server information is already filled in.

Continued

6 Select whether to synchronize the information for this account to your device or to set up another account, and then click Next.



7 When you have finished setting up all accounts, click Finish.

8 **Synchronize** to transfer all account information to your device.

Done

Setting up an account on your device

Mac users must set up their VersaMail accounts on their device. Windows users can set up the account either on their device or on their computer. If you set up an account on your computer and synchronize the account information to your device, you do not need to set up the account on the device; it's already there.

NOTE Special setup considerations apply if you are setting up a **Microsoft Exchange ActiveSync® account** to synchronize email and Calendar information with Microsoft Exchange Server 2003.

1 **Go to Favorites** and select VersaMail .

2 Open the Account Setup screen:

a. **Open the menus**, select Accounts, and then select Account Setup.

b. Select New.

↘ Continued

» **Key Term**

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

+ **Did You Know?**

Some service providers such as Yahoo! require you to pay for a POP account in order to download email messages from your account to your device.

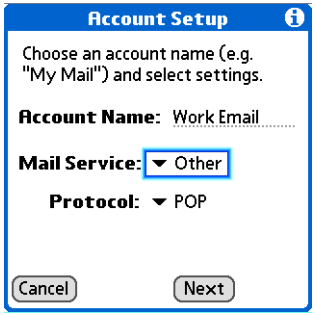
✱ **Tip**

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

3

Enter the basic account information:

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



b. Select the Mail Service pick list, and then select your email provider. Select Other if your provider is not listed.

c. If you chose Other, select the Protocol pick list, and then select POP or IMAP.

d. Select Next.

↘ Continued

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

Did You Know?
Your incoming mail server is also called your POP or IMAP server; your outgoing mail server is also called your Simple Mail Transfer Protocol (SMTP) server.

Tip
Check with your email service provider for the names of your incoming and outgoing mail servers.

4

Enter the account username and password:

a. Enter the username you use to access your email.

b. Select the Password box, enter your email account password, and then select OK.

c. Select Next.

5

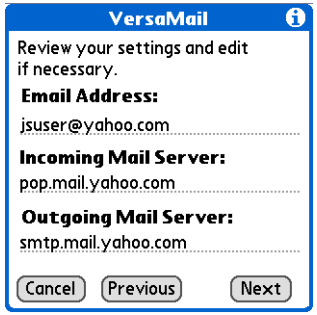
Enter your email address and mail server info:

NOTE If you chose a common email provider from the Mail Services pick list on the Account Setup screen, this screen is already filled in.

a. Enter your email address.

b. Enter the names of your mail servers.

c. Select Next.



6

Select Done.

Done

Did You Know?
You can set up your device to **automatically check for and download** new email messages.

Tip
The first 5KB of each message is downloaded. You can **change the maximum size** for downloaded messages in the VersaMail preferences.

Getting and reading email

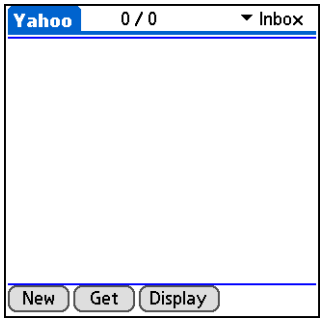
1 **Go to Favorites** and select VersaMail .

2 Retrieve messages:

a. **Open the menus**.

b. Select Accounts, and then select the account you want.

c. Select Get or Get & Send.



3 In the Inbox, select the message to read it.

Done

Did You Know?
When you put addresses in the copies (cc:) field, they are visible to all other recipients. Addresses in the blind copies (bcc:) field are hidden from all other recipients. Some account types do not support the bcc: field, so it may not appear.

Did You Know?
You can set up your device to **automatically continue to try and send messages** if the first attempt fails.

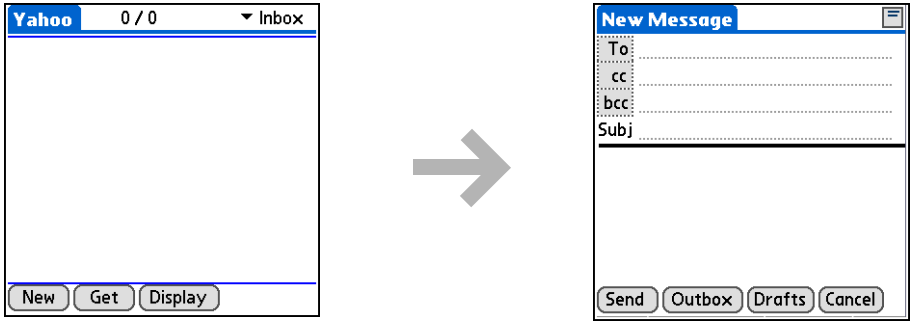
Sending an email message

1 **Go to Favorites** and select VersaMail .

2 Send email:

a. **Open the menus**, select Accounts, and then select the account you want.

b. Select New.



c. In the To field, enter the recipient's email address. For multiple recipients, type a semicolon (;) between recipient names.

d. In the Subj field, enter the subject of your email. In the area below the Subj line, enter the text of your email.

e. Select Send.

Done

Tip
If an attachment is not downloaded, the paper clip does not appear on the envelope icon. You need to open the message and download the complete message to see if there are any attachments.

Did You Know?
You can download a maximum of 10 attachments for any received messages.

Working with attachments

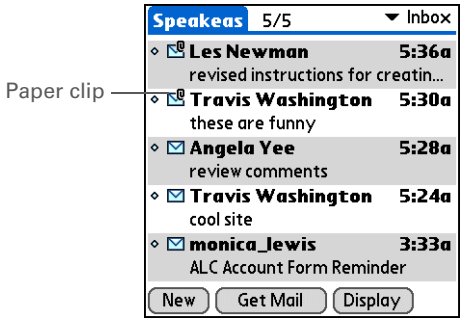
You can easily download, view, save, and send attachments with email messages. Among the attachment types you can download and work with are Word docs, Excel spreadsheets, web pages, photos and videos, contacts, appointments, and tasks.

Downloading an attachment to your device

In the message list, a paper clip on a message's envelope icon indicates that the message has an attachment that has been downloaded. You can view, edit, install, or save an attached file, depending on the file type.

1 In the Inbox, tap the message that has the attachment.

Continued



Did You Know?

The maximum message size you can download is 60KB for the body text and approximately 5MB total, including attachments. If an attachment is too large, it cannot be downloaded to the device.

Tip

Because large messages can take up a lot of space on your device, the VersaMail application displays the size and asks if you want to continue downloading any message that exceeds your maximum message size, up to a total size of 5MB. Select Yes to download the message and any attachments.

2 Select one of the following options for working with the downloaded attachment:

Attachment name Tap the attachment name at the bottom of the message screen to view it in the default viewer on your device.

Folder icon Tap the folder icon to the left of the attachment name to open a menu of tasks you can do with the attachment:

- View, Install, or Unzip, depending on the attachment file type
- Save to save the attachment to your device's hard drive or to an expansion card
- Select Viewer to select the application you want to use to view the attachment

3 When you have finished with the attachment, select Done to return to the Attachments dialog box. If there is no Done button, press Home and select VersaMail to return to the Inbox of the account you were using.

Done

Saving attachments

Downloaded attachments are saved automatically to a default location on your device's hard drive; in addition, you can manually save them to a location you choose.

Automatic By default, whenever an attachment is downloaded, it is saved in the VersaMail Attachments folder on your drive. The email message containing the attachment is saved in your device's program memory; only the attachment is saved on the drive.

Items in the VersaMail Attachments folder remain linked to the message to which they were attached. For example, if you delete the message in VersaMail, the attachment is deleted from the folder. Or, if the message is automatically deleted after a certain number of days, the attachment is deleted from the folder at that time.

You can view and work with attachments in the VersaMail Attachments folder in the same way that you can view and work with any other file on your drive. Use **Files** to open, edit, or move the attachment, or use **LifeDrive™ Manager** to copy the attachment to your computer or to identify it as a **sync item**.

NOTE If you edit an attachment in the VersaMail Attachments folder, you are prompted to save the attachment to a different location on the drive so that the original attachment stays unchanged.

Manual When an attachment is downloaded, you can choose to **save the attachment** to a location you specify on your drive or to an expansion card. If you choose this option, the attachment is saved both in the VersaMail Attachments folder and to the selected location, where you can work with it as you do with any other file on the drive or on an expansion card.

Attachments you manually save are no longer linked to the original message. If you delete the message in VersaMail, the attachment remains on the drive or on the card.

Did You Know?
The maximum size message you can send is 60KB for the body text and approximately 5MB of total data for any attachments. The maximum number of attachments for any email message is ten, regardless of the attachments' total size.

Tip
Repeat step 2 to attach more than one file to a message. To remove an attachment, select the file in the Attachments box, and then tap Delete.

Attaching a file from your device

1

Open the Attachments screen:

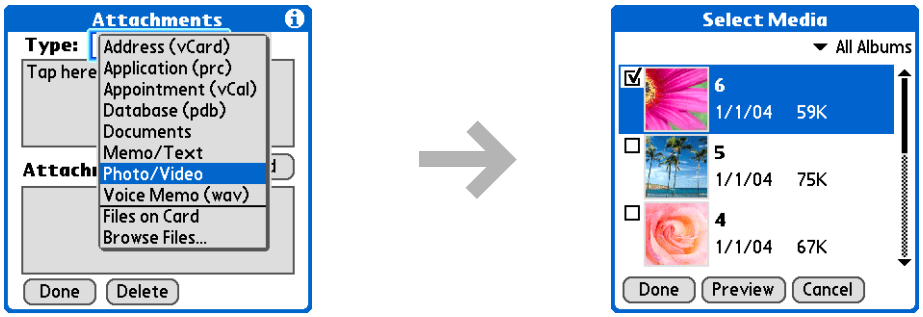
a. Create the message to which you want to attach the file.

b. On the New Message screen, tap the red paper clip icon in the upper-right corner.

2

Attach the file:

a. Select the Type pick list, and then select the file type. Or select to browse files on the hard drive or on an expansion card.



b. Select the file that you want to attach, select Add or Attach, and then select Done. For photos and videos, check the box next to the items you want, and then select Done.

Done

Working with Microsoft Exchange ActiveSync

Microsoft Exchange ActiveSync works with the VersaMail and Calendar applications on your device 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 device without using a desktop computer.

When you create a Microsoft Exchange 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 ***User Guide*** for your device on the web.

User Guide
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Tips & Tricks
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Support
If you're having problems with the VersaMail application or with anything else on your device, go to **www.palmOne.com/support**.

Beyond the basics

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

Email

- Using the VersaMail application with Microsoft Outlook® on your computer
- Setting basic email preferences such as changing the maximum message size, adding a signature to outgoing messages, and downloading files attached to email messages
- Using a virtual private network (VPN) to get and send email over your company's network
- Editing and deleting an email account
- Automatically retrieving email on your device
- Automatically trying to resend messages that weren't sent the first time
- Customizing your Inbox display options such as message summary view and font size and colors for read and unread mail
- Synchronizing email messages on your device with email messages on your computer

Customizing Setting preferences for connecting to a network

Your Text Messaging Tool

In this chapter

Sending a text message

Viewing a text message

Beyond the basics

If you need to get a short message to a friend or co-worker fast, send a text message from your device by means of your mobile phone (GSM phone required; sold separately) to their mobile phone. Messaging is a popular way for people to stay connected using the text messaging features of their mobile phone.

Benefits

- Enjoy quick communication
- Use text messaging to chat with friends

[!] **Before You Begin**

Set up a phone connection on your device to send and receive information wirelessly.

» **Key Term**

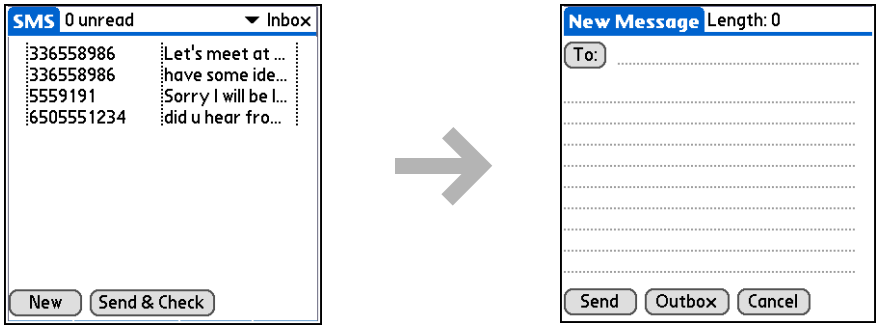
SMS A type of message that can be received by most mobile phones. More commonly known as text messaging.

Sending a text message

1 **Go to Applications** and select SMS.

2 Send a text message:

a. Select New.



b. Select To. Select the recipient's name if it appears on the Mobile Number Lookup list, and then select Add. If the name does not appear on the list, select Cancel and enter the recipient's mobile phone number on the To line.

c. In the area below the To line, enter the text of your message.

d. Select Send.

Done

Tip
Use the buttons at the bottom of the message screen to reply to or delete a message after you open it.

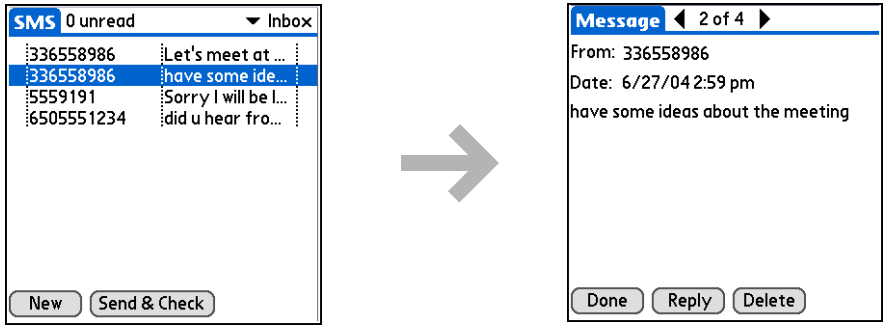
Viewing a text message

1 **Go to Applications** and select SMS.

2 Select Send & Check.

3 Read a message:

a. Select the message to open it.



b. Read the message, and then select Done.

Done

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Tips & Tricks
Make your device uniquely yours. For great tips, software, accessories, and more, visit **www.palmOne.com/mylifedrive**.

Support
If you're having problems with SMS or with anything else on your device, go to **www.palmOne.com/support**.

Beyond the basics

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

SMS
- Replying to and deleting messages you receive
- Setting preferences for receiving messages
- Hearing an alert when you receive a message

Customizing Setting preferences for connecting to a network

Your Web Browser

In this chapter

Accessing a web page

Beyond the basics

You use the web for so many things: checking email, finding driving directions, getting news, buying gifts. Now you can take the web with you almost anywhere you go. Make an Internet connection through your mobile phone, and the web browser opens the entire web to you.

Benefits

- Carry the web with you
- View web pages in a device-friendly format
- Store pages for offline viewing

[!] **Before You Begin**
To browse the web, you must **set up a connection to the Internet** from your device.

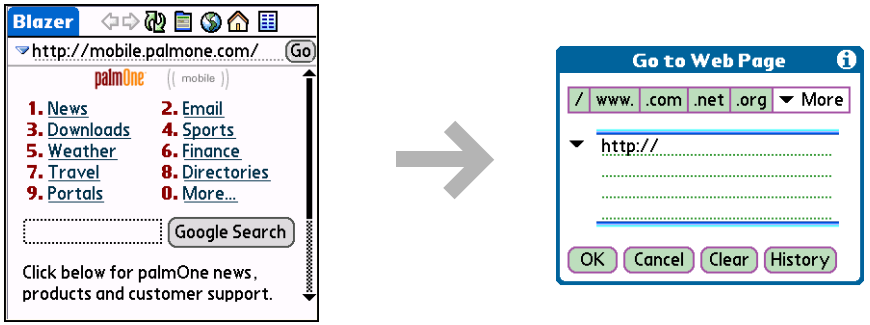
» **Key Term**
URL Stands for "uniform resource locator," the technical name for a web address. For example, the URL for Yahoo! is http://www.yahoo.com.

Accessing a web page

1 **Go to Applications** and select Web .

2 Go to the web page you want to view:

a. Select Go to Web Page .



b. Enter the address of the web page you want to visit. Use the buttons in the Go to Web Page dialog box for quick entry of characters commonly used in web addresses. If you have previously visited a web page, the web browser recognizes the address when you begin entering it and automatically completes it.

c. Select OK.

Done

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Tips & Tricks
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Support
If you're having problems with the web browser or with anything else on your device, go to **www.palmOne.com/support**.

Beyond the basics

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

Web

- Refreshing a page to see updated information
- Using a bookmark for quick access to your favorite web pages
- Returning to a web page you just visited or to your home page
- Downloading a file from a web page
- Changing your start and home pages

Customizing Setting preferences for connecting to a network

Your Expandable Storage

In this chapter

What type of expansion cards can I use?

How can expansion cards help me?

Removing an expansion card

Inserting an expansion card

Beyond the basics

A Chinese proverb says, "Life just gives you time and space; it's up to you to fill it." But doesn't it always seem that no matter how much space you have, you still need more?

Expansion cards (sold separately) provide a compact and limitless answer to the storage dilemma. When one card becomes full, simply use another card. Use the Camera Companion application on your device to work with photos and videos from a digital camera card. Also use expansion cards to install and run cool games and other types of software, from dictionaries to travel guides, on your device.

Benefits

- Import photos and videos from a digital camera card, and then delete them from the card to use it again
- Back up info
- Add more games and other software
- Add accessories
- Store all your info

» **Key Term**

SDIO An acronym for Secure Digital input/output.

✱ **Tip**

Access photos on your digital camera card, docs on an SD card, and accessories on an MMC card with ease. Visit **www.palmOne.com/mylifedrive** and click the Accessories link to purchase a 4-in-1 card reader that plugs into your device's Multi-connector and enables you to work with more than one card at a time.

What type of expansion cards can I use?

Your device is compatible with SDIO, SD, and MultiMediaCard expansion cards. SDIO expansion cards let you add accessories to your device. SD and MultiMediaCard expansion cards let you store information and applications. Your device also works with memory cards from your digital camera.

How can expansion cards help me?

Work with photos and videos. Insert a memory card from your digital camera and use the **Camera Companion** application on your device to import photos and videos and work with them on your device or copy them to your computer.

Back up info. Make a copy of your important information for safekeeping in case your device becomes damaged or is stolen.

Add games and other software. Purchase popular games, dictionaries, travel guides, and more. To check out the variety of expansion cards available for your device, visit **www.palmOne.com/mylifedrive** and click the Accessories link.

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

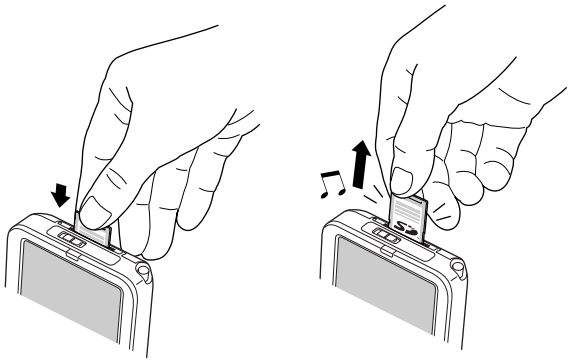
Store all your info. Never worry about running out of space on your device. Purchase as many expansion cards as you need to store your music, photos, videos, and other information. Expansion cards come in a variety of capacities, and they're very small, easy to store, and affordably priced.

Tip
To prevent damaging the card and the info on it, always wait for your device to finish writing to the expansion card before you remove the card from the slot.

Removing an expansion card

NOTE Your device comes with a dummy card inserted into the expansion card slot. You must remove this card before you can put a real card into the slot.

1 Push lightly against the card with your thumb until you hear the confirmation tone.



2 Slide the card out of the expansion slot.

Done

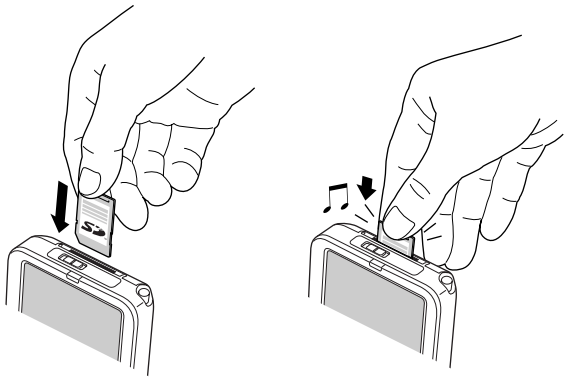
Did You Know?

When your are using **LifeDrive™ Manager** on your computer or your device is in **Drive Mode**, your device serves as an expansion card reader. If you have a card inserted into your device's expansion slot, select the card icon in the LifeDrive Manager, Windows Explorer, or My Computer window on your computer to view the contents of the card.

Inserting an expansion card

1

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



2

Push the card in with your thumb until you feel the card "click" into place and you hear the confirmation tone.

NOTE No confirmation tone? Check the **Sounds & Alerts Preferences** to make sure the System Sound setting is turned on.

Done

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Beyond the basics

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

Expansion Cards

- Opening applications that are stored on expansion cards
- Copying applications between your device and an expansion card
- Deleting applications and other files from an expansion card
- Reviewing information about the contents of an expansion card using the Card Info application
- Naming an expansion card so you can easily identify its contents

Moving and Managing

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

Sharing

- Exchanging applications and information with other Palm Powered™ devices by exchanging cards or beaming items
- Sending applications and information to other Bluetooth® devices by using Bluetooth wireless technology on your device

Your Personal Settings

In this chapter

Changing entries in Favorites

Customizing the Star button

Conserving battery power

Setting the date and time

Changing the screen fonts

Changing the background of your screen

Correcting problems with tapping

Selecting sound settings

Beyond the basics

Although customizing your device is optional, it's like changing the preset radio stations in your car. Since you're probably not driving around with the dealer's preset radio stations, why not personalize your device, too?

You can easily customize the sound levels, fonts, and screen colors on your device by using preferences and menus. And preference settings can help extend the life of your device's battery.

Benefits

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

Did You Know?
You can move a favorite to a different location on the Favorites list by opening the Favorite menu and then selecting Rearrange Favorites. Drag the favorite you want to the new location.

Changing entries in Favorites

Change the entries in the Favorites View to include the applications, files, folders, or web links you use most often.

1

Open the Edit Favorites dialog box:

a. Press Home to open Favorites.

b. Highlight the favorite you want to change.

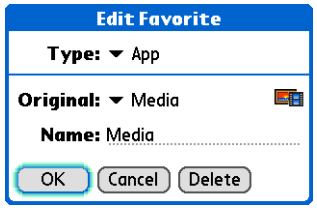
c. **Open the menus**.

d. Select Edit Favorites.

2

Change the favorite:

a. Select the favorite type from the Type pick list: application, file/folder, or web link.



b. Select the application from the Original pick list, tap to browse to the file or folder, or tap to enter the web address you want.

c. Enter a name for your new favorite.

d. Select OK.

Done

Tip
Use the Buttons Preferences screen to customize any of the other three quick buttons by selecting the pick list next to the button name.

Tip
To restore any buttons you customize to the original palmOne settings, select Default.

Did You Know?
You can assign input area icons to different applications also. Tap and hold the input area icon and select an application from the dialog box.

Customizing the Star button

By default, pressing the Star button opens the Pocket Tunes application on your device. However, you can customize the button to open any application you choose.

For example, if you use Documents often, you can assign Documents to the Star button so that you don't go to Favorites View whenever you want to use that application.

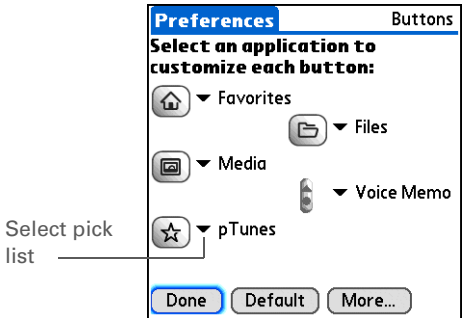
1

Open Buttons Preferences:

a. **Go to Applications**.

b. Select Prefs .

c. Select Buttons.



2

Select the pick list next to the Star button, and select the application that you want to assign to that button.

Done

Conserving battery power

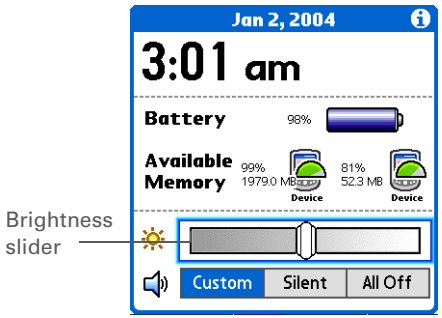
You can conserve your device's battery power by reducing screen brightness or customizing the power settings.

Adjusting the brightness

1 Tap System info 12:55 on the status bar.

2 Drag the slider to adjust the brightness level, and then tap outside the dialog box.

Done



Selecting power-saving settings

The Power Preferences screen enables you to set power consumption options.

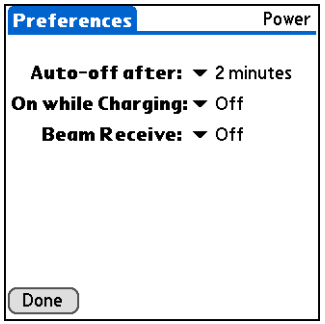
1

Open Power Preferences:

a. **Go to Applications**.

b. Select Prefs .

c. Select Power.



2

Select the pick lists to change any of the following settings, and then select Done.

Auto-off after Select how quickly your device automatically turns off after a period of inactivity: 30 seconds, 1 minute, 2 minutes, or 3 minutes.

On while Charging Select whether your device stays on continuously when it is connected to the AC charger. When this option is off, you can still turn on your device while it charges to view your info, but it turns off automatically after a period of inactivity.

Beam Receive Select whether you can receive beamed information on your device. Turn this setting on to receive beamed info, or turn it off to prevent receiving beamed info.

Done

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

Setting the date and time

You can set the current date and time based on your location. These settings are used by all the applications on your device that require a date, time, or location.

1

Open Date & Time Preferences:

a. **Go to Applications**.

b. Select Prefs .

c. Select Date & Time.

2

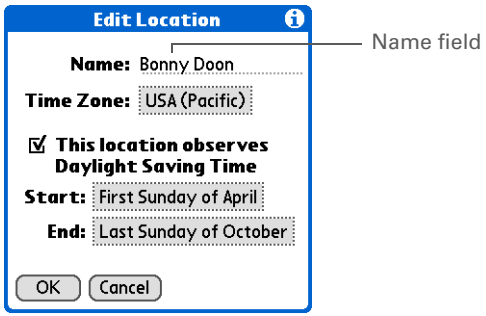
Select the location:

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

b. Tap Add.

c. Select a city in your time zone, and then select OK. Select OK again, and then select Done.

↘ Continued



3

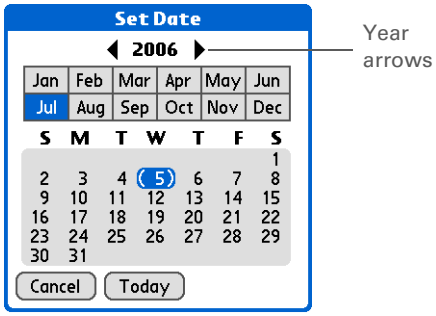
Set the date:

a. Tap the Set Date box.

b. Tap the arrows to select the current year.

c. Tap the current month.

d. Tap the current date.



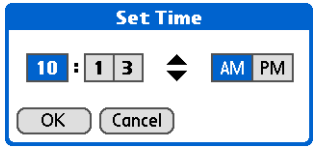
4

Set the time:

a. Tap the Set Time box.

b. Tap the hour and minute boxes, and then tap the arrows to change them.

c. Tap AM or PM, and then select OK.



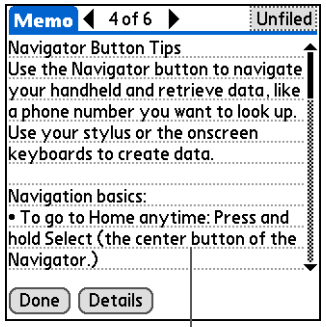
5

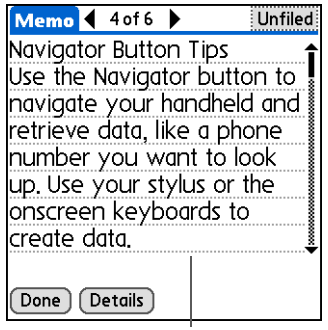
Select Done.

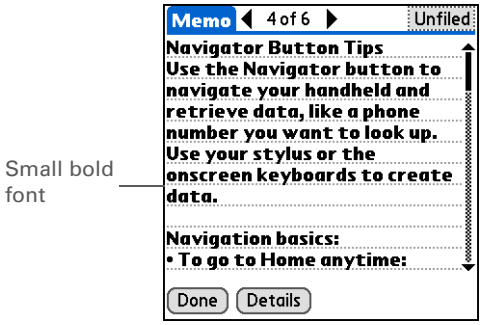
Done

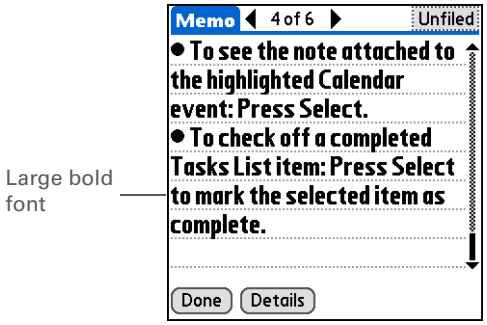
Changing the screen fonts

In many applications, you can change the font style to make text easier to read. There are four font styles available in applications that let you change the font style.









1

Open the Select Font dialog box:

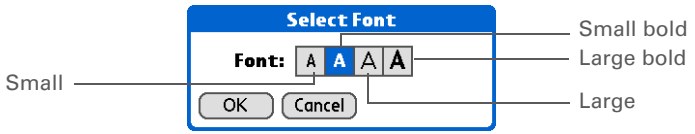
a. **Go to Applications**.

b. **Open the menus**.

c. Select Options, and then select Font.

2

Tap the font style you want to use, and then select OK.



Done

Changing the background of your screen

Use your favorite photos as the background for the Favorites and Applications Views and the Agenda View in Calendar. Choose the same photo for all screens or make them different.

1

Open the Display Options dialog box:

a. Press the Home button once for Favorites, twice for Applications. Or, select Calendar for Agenda View.

b. **Open the menus**.

c. Select Options, and then select Display Options. For Favorites, select Options, and then select Preferences.

2

Select a photo:

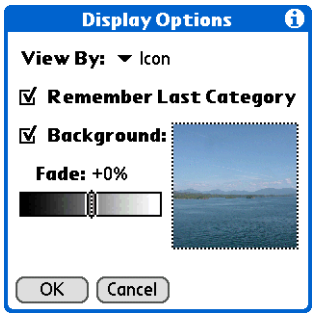
a. Check the Background box.

b. Tap the photo thumbnail and select a photo.

c. Adjust the fade setting so that text and icons are easy to see against the photo.

d. Select OK.

Done



NOTE The screen for selecting a background photo appears differently in each of the three applications. The Applications Display Options screen is shown here.

» Key Term

Touchscreen Another name for your device's screen and its internal circuitry.

✱ Tip

If your screen is not responding to taps, use the 5-way navigator to open Touchscreen Preferences.

Correcting problems with tapping

Is your screen not responding to taps? Are you getting unexpected results when you tap? For example, when you tap the number keyboard icon, does the Bluetooth dialog box open instead? If this happens, it's time to align the screen.

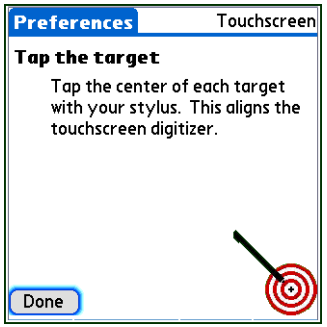
1

Open Touchscreen Preferences:

a. **Go to Applications**.

b. Select Prefs .

c. Select Touchscreen.



2

Tap the targets on the screen as precisely as possible, and then select Done.

NOTE You need to tap at least three targets—maybe more if you don't tap carefully.

Done

Tip

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

Did You Know?

When you connect headphones to your device, the external speaker is automatically silenced, the Sounds & Alerts settings are maintained, and all volume levels are automatically adjusted for use with headphones.

Selecting sound settings

Are sounds too soft or too loud? Set the volume levels for the system, game, and alarm tones, or turn sounds off altogether with the Silent profile.

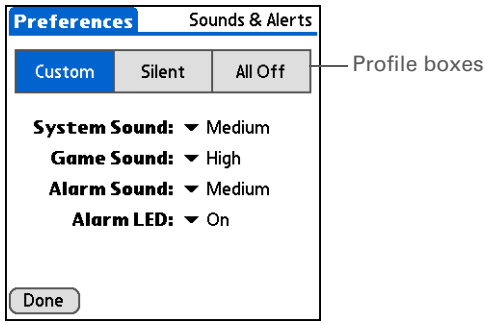
1

Open Sounds & Alerts Preferences:

a. **Go to Applications**.

b. Select Prefs .

c. Select Sounds & Alerts.



2

Select Custom, Silent, or All Off.

3

If you selected Silent or All Off in step 2, select Done.

If you selected Custom in step 2, tap the System Sound, Game Sound, and Alarm Sound pick lists and select the volume level for each sound; then select Done.

Done

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

Tips & Tricks
Make your device uniquely yours. For great tips, software, accessories, and more, visit **www.palmOne.com/mylifedrive**.

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

Beyond the basics

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

Customizing

- Choosing formats for times, dates, calendar, and numbers based on a geographical region
- Selecting options for entering text, such as choosing how to enter certain Graffiti® 2 characters and using the full screen as the writing area
- Protecting your information by turning on security options and entering information that identifies you as the owner of your device
- Configuring communication connections and network settings

Common Questions

Although we can't anticipate all the questions you might have, this chapter provides answers to some of the most commonly asked questions.

How do I upgrade from another Palm Powered™ device?

1. Synchronize your old device with your old desktop software.

2. Install the new Palm® Desktop software. There's no need to delete the old desktop software first.

3. Select the username you assigned to your old device during the desktop installation. This will transfer all your information from the old software to the new software.

4. Synchronize your new device with your new desktop software.

5. If any third-party applications do not transfer to your new device, reinstall them.

6. If you have problems with your third-party applications on your new device, you'll have to update them. If any of the following symptoms occur on your new device after you synchronize, remove the third-party applications and contact the vendor for updated versions:

- Device freezes or resets when you open an application
- Slow performance
- Unusual screen display
- Difficulties using device features
- Uneven sound quality

Why can't I find an icon in Applications View?

- Tap the category pick list in the upper-right corner of the Applications View screen and select All. You may need to scroll down a bit, but you should now see an icon for each of the applications on your device.

- Some of the applications that come with your device are not preinstalled. You need to **install these extra applications from your software installation CD**.

How do I save my info?

Each time you complete an entry such as a contact, memo, or note, your device automatically saves the information you entered. You don't have to do anything special to save your info. To protect your info and create a backup of your info, we recommend that you synchronize your device with your computer often.

How do I know when I need to recharge my device?

A battery icon appears at the top of the Favorites and Applications screens. Check the gauge periodically to see if your device needs to be recharged. If the battery becomes low, a message appears on the screen prompting you to recharge the battery.

Will I lose all my information if the battery becomes drained?

The memory on your device is designed to store your information even if the battery becomes drained to the point that you cannot turn on your device. When you recharge your device, all of your existing information, both in program memory and on the internal drive, should appear.

How often should I recharge my device?

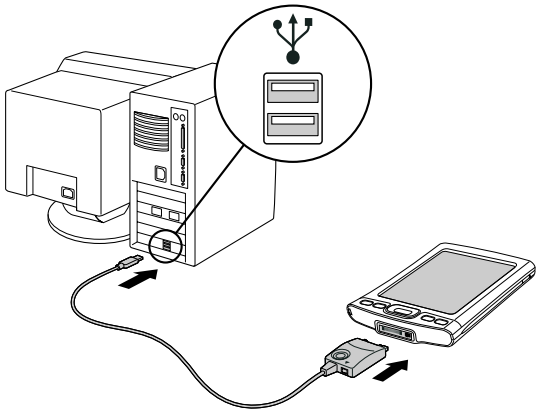
We recommend that you recharge your device for at least half an hour every day. Ideally, connect your device to a power source every night and recharge it while you sleep. Also, you can conserve battery life by doing any of the following:

- **Adjust the screen brightness**
- **Reduce the Auto-off setting**
- **Use Keylock to prevent your device from turning on by accident**
- Stop **music** or **video** playback when not in use
- Keep your device connected to the AC charger plugged into a power outlet when using **Drive Mode** for an extended period of time
- Respond to or cancel alerts promptly
- **Turn off Bluetooth® wireless technology and Wi-Fi® functionality** when not in use
- **Minimize use of the expansion slot**

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

What do I do if I can't synchronize with my computer?

Make sure the USB sync cable is connected securely.



WINDOWS ONLY

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

- If you don't see the HotSync Manager icon, click Start on the Windows taskbar, and then select Programs. Go to the palmOne program group and select HotSync Manager. Click the HotSync Manager icon when it appears in the system tray. Make sure that Local USB is selected.

MAC ONLY

- Make sure that HotSync Manager is enabled: Open the Palm folder and double-click the HotSync Manager icon. On the HotSync Controls tab, be sure Enabled is selected. If it is not, click it. On the Connection Settings tab, make sure that USB has a checkmark next to it.
- Disconnect the USB sync cable from your computer, and then reconnect the cable and restart your computer.

How do I change from synchronizing with Palm Desktop software to synchronizing with Outlook?

WINDOWS ONLY

During CD installation, you chose a desktop software application to synchronize with your device. You may have chosen Palm Desktop software at that time. But if Microsoft Outlook already contains all of your contacts, appointments, tasks, and notes, you can change your

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

synchronization method so that your device synchronizes with Outlook instead. You can also change from Outlook to Palm Desktop software.

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

1. Insert the CD into your computer.

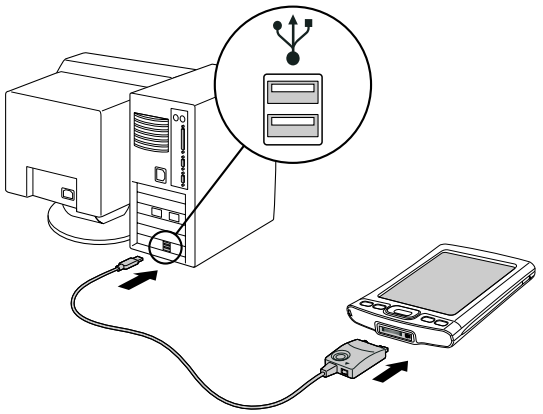
2. Select Change your synchronization method.

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

What do I do if I can't move or copy files using LifeDrive™ Manager?

WINDOWS ONLY

- Make sure your device is connected securely to the USB sync cable, and that the cable is connected to a USB port on the back of your computer.
- Make sure that no other applications—such as synchronization—are using the sync cable.
- Make sure that your device is not **locked**.
- Try to synchronize. If synchronizing doesn't work, LifeDrive Manager doesn't work either.
- If LifeDrive Manager was working but stops, disconnect and reconnect your device. If this does not solve the problem, **perform a soft reset**.



Tip
After a soft reset, the Preferences screen appears with the Date & Time option highlighted so you can reset the date and time if necessary.

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

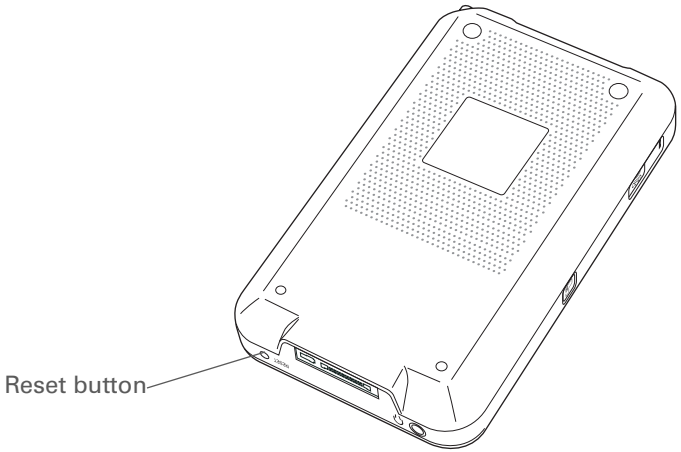
If your device is not responding to taps correctly, you need to **align the screen**.

What do I do if my device is not responding?

On rare occasions your device may not respond to tapping or pressing of buttons. If this happens, first check that **Keylock** is not turned on.

If Keylock is off and your device is still not responding, you need to reset your device. A soft reset tells your device to stop and start over again. This does not affect any of the information or applications on your device.

Use the tip of the stylus to gently press the reset button on the bottom of your device.



If a soft reset does not unfreeze your device, you need to perform a hard reset. For instructions, see the *User Guide* on the web.

Can I open my device?

No, do not open your device; there are no serviceable parts inside. Opening your device voids the warranty and is not recommended under any circumstances.

Why can't I see a file I moved from my computer to my device?

Your device stores information in two locations: **program memory** and the **hard drive**. When you view files on your device using LifeDrive Manager on your computer or Files on your device, only files on the drive are displayed.

If you used Quick Install (Windows) or the Send To Handheld droplet (Mac) to move a file to your device, depending on the file type, the file may be located in your device's program memory. If this is the case, you can't view the file using LifeDrive Manager or Files, but you can access it by using the appropriate application. If you want to be able to see the file in the LifeDrive Manager window or on the Files screen, copy it to your device's drive using LifeDrive Manager.

I made updates to a file on my device, but when I synchronize, why don't the changes show up in the file on my computer?

When you use LifeDrive Manager to send files or folders to your device, you have the choice of whether the items will be included in synchronization. If you choose to just copy the items, they will not be included in synchronization. If you update the file or folder on your device, use LifeDrive Manager to copy the updated item back to your computer.

Can I enter a memo or a contact when my device is in Drive Mode?

When your device is in Drive Mode, it works just like any external drive such as a CD drive. You cannot enter or work with information directly on your device while it is in Drive Mode. To work with information directly on your device, turn Drive Mode off.

When your device is in Drive Mode and is connected to a computer, you can open files from your device's drive on the computer using Windows Explorer or My Computer (on a Windows computer) or Finder (on a Mac computer), and work with them there.

Your device still displays alerts, such as for appointments or email messages, when in Drive Mode.

User Guide
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Tips & Tricks
Make your device uniquely yours. For great tips, software, accessories, and more, visit **www.palmOne.com/mylifedrive**.

Support
If you're having problems with your device, go to **www.palmOne.com/support**.

Beyond the basics

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

Common Questions

- Troubleshooting software installation problems
- Solving problems with specific applications
- Troubleshooting synchronization problems
- Solving problems with beaming and communication settings

Maintaining Performing a hard reset if a soft reset does not unfreeze your device

Product Regulatory Information

FCC Statement

This device complies with part 15 of the FCC rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

The use of shielded I/O cables is required when connecting this equipment to any and all optional peripheral or host devices. Failure to do so may violate FCC rules.

[!] IMPORTANT Changes or modifications not covered in this manual must be approved in writing by the manufacturer's Regulatory Engineering Department. Changes or modifications made without written approval may void the user's authority to operate this equipment.

In August 1996, the FCC of the United States with its action in Report and Order FCC 96-326 adopted an updated safety standard for human exposure to radio frequency electromagnetic energy emitted by FCC regulated transmitters. Those guidelines are consistent with the safety standard previously set by both U.S. and international standards bodies. The design of this product complies with the FCC guidelines and these international standards.

Exposure to radio frequency energy (SAR)

In order to comply with FCC RF exposure safety guidelines, this device and its antenna must not be co-located or operating in conjunction with any other antenna or transmitter. The user of this device should ensure that the operation of this device is in compliance with these provisions.

Responsible Party:

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

LifeDrive Product Family

Tested to Comply With FCC Standards

FOR HOME OR OFFICE USE

Industry Canada

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

Canadian Wireless Regulatory Notice

This Class B digital apparatus meets all the requirements of the Canadian Interference Causing Equipment Regulations. Operation is subject to the following two conditions: a) this device may not cause any interference, and b) this device must accept any interference, including interference that may cause undesired operation of the device. To prevent radio interference to the licensed service, this device is intended to be operated indoors, and away from windows to prevent maximum shielding. Equipment (or its transmit antenna) that is installed outdoors is subject to licensing.

CE

CE Declaration of Conformity

palmOne, Inc., Declares the Product:	Handheld PDA & HotSync® cable
Model Name/Number:	LifeDrive
Manufacturer's Name:	palmOne

Manufacturer's Address: 400 N. McCarthy Blvd.
Milpitas, 95035-5112

Meets the following European Council Directives:

- 89/336/EEC (EMC Directive)
- 99/5/EC (R&TTE Directive)
- 73/23/EEC (Low Voltage Directive).

Conforms with the following specifications:

- EN 55024: 1998 (Emissions & Immunity)
- EN55022:1998, CISPR 22 1997, Class B Radiated and Conducted Emissions
- IEC 61000-4-2, A1 1998-01, ESD Immunity, 4kV Contact, and 8kV Air Discharge
- IEC 61000-4-3: 1995 RF Immunity, 80-1000MHz, 3V/M, 1kHz, 80% A.M.
- ENV 50204:1996, RF Immunity, 895-905MHz, 3V/m, 200Hz, 50% AM
- IEC 61000-4-4: 1995 EFT Immunity, 1kV on AC port, 5/50nSec, 5kHs Rep. Freq.
- IEC 61000-4-5: 1995 Surge Immunity, 1.2/50uSec, 2kV(peak), Common Mode, 1kV(peak) Differential Mode
- EN61000-4-6:1996, Conducted Immunity, 150kHz-80MHz, 3V RMS, 1kHz, 80% AM
- IEC 61000-4-11: 1994, 100% Voltage Dip 0.5 period, 30% Dip 25 periods and >100% Dip 250 periods

Authorized palmOne Representative: David Woo
Sr. Compliance Engineer, palmOne, Inc., World Wide Compliance

Date: November 4, 2003

Battery Warning

Do not mutilate, puncture, or dispose of batteries in fire. The batteries can burst or explode, releasing hazardous chemicals. Discard used batteries according to the manufacturer's instructions and in accordance with your local regulations.

Varning

Eksplosionsfara vid felaktigt batteribyte. Använd samma batterityp eller en ekvivalent typ som rekommenderas av apparattillverkaren. Kassera använt batteri enligt fabrikantens instruktion.

Advarsel!
Lithiumbatteri—Eksplosionsfare ved fejlagtig håndtering. Udskiftning må kun ske med batteri af samme fabrikat og type. Levér det brugte batteri tilbage tilleverandøren.

Varoitus
Paristo voi räjähtää, jos se on virheellisesti asennettu. Vaihda paristo ainoastaan valmistajan suosittelemaan tyyppiin. Hävitä käytetty paristo valmistajan ohjeiden mukaisesti.

Advarsel
Eksplosjonsfare ved feilaktig skifte av batteri. Benytt samme batteritype eller en tilsvarende type anbefait av apparatfabrikanten. Brukte batterier kasseres i henhold til fabrikantens instruksjoner.

Waarschuwing!
Bij dit produkt zijn batterijen geleverd. Wanneer deze leeg zijn, moet u ze niet weggooien maar inleveren als KCA.

Uwaga

Nie kroić lub przekluwać baterii, ani nie wrzucać ich do ognia. Mogą się rozerwać lub wybuchnąć wydzielając trujące środki chemiczne. Zużytych baterii należy pozbywać sie w sposób opisany przez producenta i zgodnie z miejscowymi przepisami.

אזהרה
יש סכנת התפוצצות אם מחליפים את הסוללה בצורה לא נכונה.
יש להחליף את הסוללה בסוללה זהה או דומה, בהתאם להמלצת היצרן.
יש להשליך סוללות משומשות בהתאם להוראות היצרן

Intrinsic Safety Warning

Warning – Explosion Hazard

- Substitution of components may impair suitability for Class I, Division 2;
- When in hazardous location, turn off power before replacing or wiring modules, and,
- Do not disconnect equipment unless power has been switched off or the area is known to be non-hazardous.

Wireless Notices—Usage Cautions

In some situations, the user of the wireless device may be restricted. Such restrictions may apply aboard an airplane, in hospitals, near explosive environment, in hazardous locations etc. If you are not certain of the policy that applies to the use of this device, please ask for authorization prior to turning on the device.

Static Electricity, ESD, and Your palmOne™ Device

Electrostatic discharge (ESD) can cause damage to electronic devices if discharged into the device, so you should take steps to avoid such an occurrence.

Description of ESD

Static electricity is an electrical charge caused by the buildup of excess electrons on the surface of a material. To most people, static electricity and ESD are nothing more than annoyances. For example, after walking over a carpet while scuffing your feet, building up electrons on your body, you may get a shock -- the discharge event -- when you touch a metal doorknob. This little shock discharges the built-up static electricity.

ESD-susceptible equipment

Even a small amount of ESD can harm circuitry, so when working with electronic devices, take measures to help protect your electronic devices, including your palmOne™ device, from ESD harm. While palmOne has built protections against ESD into its products, ESD unfortunately exists and, unless neutralized, could build up to levels that could harm your equipment. Any electronic device that contains an external entry point for plugging in anything from cables to docking stations is susceptible to entry of ESD. Devices that you carry with you, such as your device, build up ESD in a unique way because the static electricity that may have built up on your body is automatically passed to the device. Then, when the device is connected to another device such as a docking station, a discharge event can occur.

Precautions against ESD

Make sure to discharge any built-up static electricity from yourself and your electronic devices *before* touching an electronic device or connecting one device to another. The recommendation from palmOne is that you take this precaution before connecting your device to your computer, placing the device in a cradle, or connecting it to any other device. You can do this in many ways, including the following:

- Ground yourself when you're holding your mobile device by simultaneously touching a metal surface that is at earth ground.
- For example, if your computer has a metal case and is plugged into a standard three-prong grounded outlet, touching the case should discharge the ESD on your body.
- Increase the relative humidity of your environment.
- Install ESD-specific prevention items, such as grounding mats.

Conditions that enhance ESD occurrences

Conditions that can contribute to the buildup of static electricity in the environment include the following:

- Low relative humidity.
- Material type (The type of material gathering the charge. For example, synthetics are more prone to static buildup than natural fibers like cotton.)
- The rapidity with which you touch, connect or disconnect electronic devices.

While you should always take appropriate precautions to discharge static electricity, if you are in an environment where you notice ESD events, you may want to take extra precautions to protect your electronic equipment against ESD.

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