Getting Started
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About This Book

This guide tells you everything you need to know to start using your handheld—from the things you’ll do every day, to the things that make your handheld 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 Acrobat Reader:

• Click the magnifying glass , move the cursor (which is now a magnifying glass) over the page, and click repeatedly to magnify the page. Click Previous View ( or depending on your version of Acrobat 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 link to a page in the guide, click Previous View ( or depending on your version of Acrobat Reader) to return to the page you were on before you clicked the link.

• You can also print an especially interesting or important page or pages by clicking Print. 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 page you are reading right now, select page 7 (the file page), not page vii (the printed page).
What’s in this guide?

Each chapter contains step-by-step instructions with cues for action, links to detailed information, and sidebars.

**Step-by-step instructions**

How-to information. Look for these cues in instructions:

- **Continued**
  - Cue at the bottom of a page 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.

**Links**

Links appear as underlined words in sidebars and other places throughout this guide. Some links take you to other pages in this guide, while others take you to the User Guide on the web.

- **In this chapter**
  - Links on the first page of each chapter that send you to a specific section.

- **Beyond the basics**
  - Links on the last page of each chapter that send you to the User Guide on the web to learn about more things you can do with an application or feature.
Sidebars

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

[!] Before You Begin
Things you must have completed before you can do the steps described in the chapter.

*K 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 pointer 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 handheld.

User Guide
A pointer to the web where you can find more info on the topics in this guide and on other features of your handheld.

My Handheld
A pointer to the web where you can share info with other handheld 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 handheld.
Exploring Your Handheld

Whether you’re at work, at home, or on the go, you’ll quickly understand why handhelds are also called personal digital assistants (PDAs). Like a good personal assistant, your handheld helps you keep track of your schedule, your business and personal contacts, your to-do list, your memos, even your photos and videos.

Handhelds are for fun, too. You can take pictures and create digital photo albums, play games, and read eBooks. Insert expansion cards (sold separately) to listen to music, to capture videos, or to enjoy useful reference software and more.

Benefits of your Zire™ 72 handheld
- Take photos and capture videos with the built-in camera
- Play music
- Stay in touch with wireless connectivity
- Save time and stay organized
- Travel light
- Protect your information

In this chapter

- Locating the controls on your handheld
- What’s on my handheld?
- Installing extra software from the CD
- Opening applications
- Entering information
- Using menus
- Using the 5-way navigator
- Handheld do’s and don’ts
- Beyond the basics
Locating the controls on your handheld

**Front panel controls**

- **Screen**: Displays the applications and information on your handheld. The screen is touch-sensitive.
- **Clock icon**: Displays the current time and date.
- **Input area**: Lets you enter info with Graffiti® 2 writing or open the onscreen keyboard.
- **Brightness icon**: Lets you adjust the brightness of your handheld's display.
- **5-way navigator**: Helps you move around and select info to display on the screen.
- **Application buttons**: Open the Calendar, Contacts, Camera, and Music (RealOne® Mobile Player) applications.
CHAPTER 1 Exploring Your Handheld

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

Did You Know?
Beaming lets you quickly share appointments, addresses, phone numbers, and more.

Top and side panel controls

<table>
<thead>
<tr>
<th>Control</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>IR port</td>
<td><strong>Beams information</strong> between handhelds and other devices that have an IR port.</td>
</tr>
<tr>
<td>Expansion card slot</td>
<td>Lets you insert expansion cards (sold separately) to play music, back up info, and add memory, applications, and accessories to your handheld.</td>
</tr>
<tr>
<td>Power button</td>
<td>Turns your handheld on or off and lets you turn <strong>Keylock</strong> on (if active).</td>
</tr>
<tr>
<td>Indicator light</td>
<td>Lets you know the charging status when your handheld is attached to the power adapter, and notifies you when alert messages appear.</td>
</tr>
<tr>
<td>Feature</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Headphone jack</strong></td>
<td>Lets you connect a standard 3.5 mm stereo headset (sold separately) to your handheld so you can listen to music and other audio applications.</td>
</tr>
<tr>
<td><strong>Voice Memo button</strong></td>
<td>Records a voice memo when you press and hold this button.</td>
</tr>
<tr>
<td><strong>Stylus</strong></td>
<td>Lets you enter information on your handheld. To use the stylus, slide it out of the slot and hold it as you would a pen or pencil. Using your fingertip instead of the stylus is OK, but don’t use your fingernail, a real pen, or any other sharp object to touch the screen.</td>
</tr>
</tbody>
</table>
CHAPTER 1  Exploring Your Handheld

Key Term

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

Back panel controls

Camera lens  Lets you take a picture with the built-in digital camera.
Speaker  Lets you listen to alarms, game and system sounds, and music.
Microphone  Lets you record sound when capturing videos with the built-in camera and when creating voice memos.
Reset button  Resets your handheld if it freezes (stops responding).
Power connector  Lets you connect your handheld to the power adapter so you can charge it.
Mini-USB connector  Lets you connect your handheld to your computer, using the HotSync® cable, so you can synchronize.
CHAPTER 1 Exploring Your Handheld

What’s on my handheld?
Your handheld comes with many applications preinstalled and ready to use. Open these applications by pressing the application buttons on the front panel or by selecting the icons on the Home screen.

- **Bluetooth radio (internal)** Enables your handheld to connect with other devices (sold separately) that use Bluetooth communication.
- **Quick Tour** Learn about your handheld and how to enter info.
- **Bluetooth** Set up wireless connections to a mobile phone, network, or computer for sending and receiving information.
- **Calculator** Solve basic math calculations such as splitting restaurant bills and figuring tips.
- **Calendar** Manage your schedule, from lunch with a friend, to weekly meetings, to annual events like holidays, to extended events like conferences and vacations. Even color-code your schedule by category.
- **Camera** Capture photos and videos with the built-in camera.
- **Card Info** View information about an expansion card seated in the expansion card slot.
- **Contacts** Store names and addresses, phone numbers, e-mail and web site addresses—even photos and birthdays. Organize your contacts into categories.
- **Expense** Track business or travel expenses and print expense reports after you synchronize with your computer.
- **HotSync** Synchronize the info on your handheld with the info on your computer.
- **Media** View and organize photos and videos (expansion card required for videos; sold separately).

Tip
Can’t find some of these applications? Tap the category list in the upper-right corner of the Home screen and select All.
CHAPTER 1 Exploring Your Handheld

Installing extra software from the CD

By now you’ve probably installed Palm® Desktop software and some of the extra software from the CD. If you haven’t already installed the extra software, you can do so at any time. Your CD includes titles such as the following:

- **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.

- **Prefs**: Customize your handheld’s sound levels, colors, security, and more.

- **RealOne**: Carry your music with you on expansion cards (sold separately), create playlists, and listen to music on your handheld.

- **Tasks**: Stay on top of your to-do list. Enter things you need to do, prioritize them, set alarms, and then monitor your deadlines.

- **Voice Memo**: Record short voice clips using the built-in microphone.

- **World Clock**: Set the time in your home city and two other locations, and set an alarm to wake you up.

**Tip**

To install extra software from the CD:

1. Insert the CD into your CD drive.

2. **Windows**: On the Discover Your Handheld screen, click Additional Software.

   **Mac**: Double-click the Essential Software folder icon.

- **Getting Started Guide (on handheld)**: Keep the guide you’re reading right now with you and view it on your handheld.

- **Documents To Go**: Create, view, and edit files that are compatible with Microsoft Word and Excel. For information, see the documentation for this application on your computer.

- **palmOne VersaMail**: Send, receive, and manage e-mail messages wirelessly using the built-in Bluetooth technology on your handheld or by synchronizing with your Windows computer.
CHAPTER 1  Exploring Your Handheld

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

Browse your favorite sites on the web. (Internet connection required.)

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

Transfer music from a CD to an expansion card (sold separately), create playlists. This is the desktop companion for the music application on your handheld. (Windows only.)

Works with the palmOne™ Media desktop application so that you can view videos in certain formats on your computer. (Windows only.)

Access more software and functions when you download WebSphere Micro Environment to run Java (J2ME) on your handheld.

Enjoy hours of entertainment with this solitaire game.

Calculate math and business solutions with this enhanced calculator.

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

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

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

You can open applications with the application buttons on the front of your handheld or with the application icons on the Home screen.

**Using the application buttons**
Press an application button to turn on your handheld and to open the application for that button.

**Using the Home screen**
Turn on your handheld, tap Home, and tap an application icon, such as Note Pad.
Entering information

There are several ways to enter information on your handheld. The most popular methods are using Graffiti 2 writing, using the onscreen keyboard, and using Palm Desktop software or Microsoft Outlook on a computer. The next few pages briefly describe these three methods.

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.

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 handheld 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 handheld’s screen.

1. Go to the Home screen and select Quick Tour.

2. Tap Entering Data and follow the onscreen instructions.
Using the onscreen keyboard
You can use the onscreen keyboard in any application where you need to enter text, numbers, or symbols on your handheld.

1. Open an entry:
   a. **Open an application**.
   b. Select a record or tap New.

2. Tap one of the following to open an onscreen keyboard:
   - **ABC** Opens the letter keyboard.
   - **123** Opens the number keyboard.

Record
An entry 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.
Tip
When a keyboard is open, you can tap abc, 123, or Int’l to open any of the other keyboards.

Entering information

Tap the characters to enter text, numbers, and symbols, and then select Done.
Using your computer
Many of the applications on your handheld are also included in Palm Desktop software. You can use these applications to enter information on your computer. When you synchronize your handheld with your computer, the information is updated in both places.

**NOTE** During CD installation (Windows only), you can choose to synchronize with Microsoft Outlook. If you do, info from Contacts, Calendar, Tasks, and Memos is synchronized with Outlook. Other info, such as photos and notes, is synchronized with Palm Desktop software.

**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 palmOne folder on your computer, and then click the icons in the launch bar to access the various applications.
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. **Tap Menu  to open the menus.**

3. **Tap a menu, and then tap a menu item.**

   Done

### Tip

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

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

The navigator lets you access information quickly with one hand and without the stylus. The navigator does various things based on which type of screen you’re on. To use the navigator, press Up, Down, Right, or Left; or press Select in the center.

Moving around the Home screen

In the Home screen, use the navigator to select and open an application.

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

**Select**  
Inserts the selection highlight. When the selection highlight is present:

- **Up, Down, Right, or Left**  
  Scrolls to the next icon in the corresponding direction.

- **Select**  
  Opens the selected application.

**Tip**  
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 navigator.

**Tip**  
From most applications you can return to the Home screen by holding down Select on the navigator.

**Tip**  
If the built-in camera is open, you can also press Select to take a photo.
CHAPTER 1  Exploring Your Handheld

Moving around list screens
In list screens, select and move between entries such as a note, memo, contact, or photo.

**Up or Down**  Scrolls an entire screen of entries, as long as there's nothing highlighted. Hold down to accelerate the scrolling.

**Select**  Inserts the selection highlight. When the selection highlight is present:

- **Up or Down**  Scrolls to the previous or next entry.
- **Select**  Displays the selected entry.
- **Left**  Removes the selection highlight.

Moving around record screens
In record screens, scroll within the current entry or between entries.

**Up or Down**  Scrolls within the current entry.

**Right or Left**  Scrolls to the previous or next entry (not available in Contacts).

**Select**  Returns to the list screen.
Handheld do’s and don’ts

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

**Handheld do’s**

- Use the carrying case that came with your handheld. It provides protection if your handheld is accidentally dropped.

- Use only the stylus to tap the screen—no pens, pencils, paper clips, or other sharp objects.

- Use only the supplied power adapter to charge your handheld.

- **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 3.5 mm stereo headphones in your handheld’s headphone jack.

- Be sure to get rid of any static electricity buildup before you connect your handheld to any cable or accessory.

**Handheld don’ts**

- Do not drop, bang, or otherwise cause a strong impact to your handheld.

- Do not carry your handheld in your back pocket; you might sit on it by mistake.

- Do not let your handheld get wet; don’t even leave it in a damp location.

- Do not expose your handheld 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.
Beyond the basics

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

- **Entering Information**
  - Entering information with Graffiti 2 characters and shortcuts

- **Moving Around**
  - Working with the Home screen, finding information, and moving around in applications

- **Installing and Removing**
  - Adding applications to your handheld
  - Deleting applications from your handheld
  - 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 OS® handheld users
  - Sending information and applications to other Bluetooth devices by using Bluetooth technology on your handheld

- **Maintaining**
  - Caring for your handheld
Synchronizing Your Handheld with Your Computer

In this chapter

Why synchronize information?
What information is synchronized?
Synchronizing information
Beyond the basics

Maybe you only think to use your handheld on its own to look up phone numbers, enter appointments, and so on. But you can do much more with your handheld if you synchronize it with your computer.

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

Benefits of synchronizing
• Quickly enter and update information on your computer and your handheld
• Install applications
• Protect your information
• Send photos and videos from your handheld to your desktop computer
CHAPTER 2  Synchronizing Your Handheld with Your Computer

Why synchronize information?

Quickly enter and update information on your computer and handheld. Synchronizing updates information both on your handheld and in Palm® Desktop software on your computer. For example, you can quickly enter a contact list on your computer and then send it to your handheld instead of re-entering the information.

NOTE During CD installation, you can choose to synchronize your handheld with Microsoft Outlook on your computer (Windows only). If you do, information from Contacts, Calendar, Tasks, and Memos is synchronized with Outlook. Other information, such as photos, videos, voice memos, and notes, is synchronized with Palm Desktop software. You can insert the CD at any time to choose synchronization with Outlook if you did not do so during the initial installation.

Tip
Synchronize Microsoft Word or Excel files from your computer and open them in the Documents to Go application on your handheld to view and edit them at your convenience.

Install applications. With just a few clicks, you can use palmOne™ Quick Install to add files to certain applications on your handheld or to install additional software.

Protect your information. Nothing is worse than losing important information. When you synchronize information, you create a backup copy. If something happens to your handheld or your computer, the information is not lost; one tap restores it in both places.

[ ! ] IMPORTANT Be sure to synchronize information at least once a day so that you always have an up-to-date backup copy of important information.
What information is synchronized?

If you use the preset settings, information from all the following applications is transferred each time you synchronize your handheld with your computer:

- Calendar
- Contacts
- Expense
- Media
- Memos
- Note Pad
- Tasks
- Voice Memo

**NOTE** Information from the Expense and Media (photos and videos) applications is synchronized on Windows computers only. When you synchronize on a Mac computer, your photos are stored in the Home/Pictures/palmOne Photos/<username> folder and your videos are stored in Home/Movies/palmOne Videos/<username> folder.

In addition, the preset settings back up system information from your handheld to your computer and **install add-on applications** from your computer to your handheld.

If you’ve installed applications from the CD such as the VersaMail™ application, these applications may also be included in the presets for synchronization.

If you want to synchronize applications other than the presets, see the section on **choosing which applications to synchronize** in the User Guide on the web.

You can synchronize more than one handheld with your computer. For example, different family members can synchronize their handhelds with the same copy of Palm Desktop software. Just make sure that each handheld has its own username; Palm Desktop software reads the username and recognizes the handheld during synchronization. Although several people can share the same copy of Palm Desktop software, they should not share the same username.
CHAPTER 2 Synchronizing Your Handheld with Your Computer

Synchronizing information

1. Prepare your handheld:
   a. Connect the HotSync® cable to the USB port on your computer, and then insert the other end into the mini-USB connector on your handheld.
   b. Make sure your handheld is on.

2. Synchronize your handheld with your computer:
   a. Tap Star .
   b. When synchronization is complete, a message appears at the top of your handheld screen, and you can disconnect your handheld from the cable. Be patient; synchronization may take some time.

Done

Key Term
HotSync® Technology that allows you to synchronize the information on your handheld with the information on your computer.

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

Tip
If you need help with synchronizing, see What do I do if I can’t synchronize with my computer?
Beyond the basics

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

**Synchronizing**
- Synchronizing your handheld with Microsoft Outlook on your computer
- Synchronizing wirelessly using Bluetooth technology on your handheld
- Using your company’s network to synchronize information
- Choosing whether or not to synchronize information for a specific application
- Switching back to the cable if you have been synchronizing information using Bluetooth technology
- Receiving information on your handheld from an outside source, such as a file containing your company’s phone list

**Installing and Removing**
Using palmOne Quick Install to add applications to your handheld
Expanding Your Handheld

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. To enjoy some aspects of your handheld, such as listening to music and capturing video clips, you need to use expansion cards.

Benefits of expansion cards
• Capture and view videos
• Listen to music
• Back up info
• Add more games and other software
• Add accessories
• Store all your info
CHAPTER 3  Expanding Your Handheld

What type of expansion cards can I use?

Your handheld is compatible with SDIO, SD, and MultiMediaCard expansion cards. SDIO expansion cards let you add accessories to your handheld. SD and MultiMediaCard expansion cards let you store information and applications.

How can expansion cards help me?

Capture and view videos. Capture videos with the built-in digital camera and store them on expansion cards. View them anytime by simply inserting the card into the expansion slot.

Listen to music. Store songs on expansion cards and use the included RealOne® software to listen to music on your handheld.

Back up info. Make a copy of your important information for safe-keeping in case your handheld becomes damaged or is stolen.

Add games and other software. Purchase popular games, dictionaries, travel guides, and more. There are lots of expansion cards available for your handheld. To check them out, visit www.palmOne.com/myzire72 and click the Accessories link.

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

Store all your info. Never worry about running out of space on your handheld. 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.

Key Term

SDIO An acronym for Secure Digital input/output.

Tip

Looking for a handy way to carry your expansion cards? You can purchase a variety of carrying cases. Visit www.palmOne.com/myzire72 and click the Accessories link.
Inserting an expansion card

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

2. Push the card in with your thumb until 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
Removing an expansion card

1. Push lightly against the card with your thumb.

2. Slide the card out of the expansion slot.

Done
Beyond the basics

Click a link below 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 handheld and 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

**Installing and Removing**
Adding applications from your computer to an expansion card, and installing other files such as photos, videos, or music

**Sharing**
- Exchanging applications and information with other Palm OS® handheld users by exchanging cards or beaming items between handhelds
- Sending applications and information to other Bluetooth® devices by using Bluetooth technology on your handheld
Managing Your Contacts

Say good-bye to a paper address book that you need to update manually every time someone moves, changes their e-mail address, or gets a new work extension. With Contacts, not only is it easy to enter information such as names, addresses, and phone numbers, but it is just as quick to view, update, and organize contact information.

You can easily share info with other handhelds, and dial phone numbers or send text messages directly from a contact entry using your handheld’s built-in Bluetooth® technology and a compatible mobile phone. You can even add photos of your loved ones directly to their contact information screen.

Benefits of Contacts

- Carry all your business and personal contact information in your hand
- Keep track of who is who
- Keep in touch
### Adding a contact

1. **Press the Contacts application button.**

2. **Add your contact information:**
   
   a. **Select New.**
      
      - **Lima, Jose**: 302-555-9512M
      - **Malota, J.T.**: jtm@jtm.com
      - **Maroni, Anthony**: 415-555-7775W
      - **Nguyen, Mx**: 555-3456W
      - **Nosuch, Dan**: denn@example.com
      - **Sanagola, Srinivas**: 954-555-1234H
      - **Speier, Lane**: 831-555-7534M
      - **Tayler, David**: 650-555-9278W
      - **Technical Support**: 
      - **Venkat, Raja**: raja@anyisp.com
      - **Weiss, Chris**: 555-2367W

   b. **Tap each field where you want to enter information, and enter it. Tap the scroll arrows   to move to the next page.**

---

**Tip**
If the first character you enter in the Last Name or Company field is an asterisk (*) or similar symbol, that record 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 handheld by **synchronizing**.
# Managing Your Contacts

## Adding a contact

1. **Tip**
   - To learn about capturing and downloading photos to your handheld, see [palmOne™ Media](#) later in this guide.

2. **Tip**
   - If multiple contacts share information, such as a company name and address, you can enter the first contact, open the Record menu, and then select Duplicate Contact. You can then change only the fields that differ.

3. **Tip**
   - If you want a reminder about a birthday, select the Reminder check box, enter the number of days before the birthday that you want to see the reminder, and then select OK.

### 3. OPTIONAL

#### Add a photo:

- **a.** Tap the Picture box.
- **b.** Select one of the following:
  - **Camera** Lets you take a photo and add it to a contact when you select Save.
  - **Photos** Lets you 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 handheld automatically saves the contact. Make sure you have a current backup. Synchronize often.
Locating a contact on your list

1. Press the Contacts application button.

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.

Tip
You can also press Right on the navigator (or tap the Quick Look Up icon at the top of the screen) 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?
The Phone Lookup feature lets you add contact information directly into certain other applications on your handheld. For example, you can add a name and phone number to a memo or task.
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 handhelds by holding down the Contacts application button until the Beam dialog box appears.

Did You Know?
A Beam command appears on the left-most menu of most applications. Use it to beam information such as photos, appointments, and more.

Tip
You can also send a contact wirelessly using the Send command with your handheld’s built-in Bluetooth technology.

Beaming a contact

1. Press the Contacts application button.

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 handheld’s IR port directly at the IR port of the other handheld.

   ![IR port](image)

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

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

Done
Beyond the basics

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

- **Contacts**
  - Deleting contacts
  - Removing a photo from a contact
  - Displaying additional contact fields and defining custom fields
  - Choosing the field type for certain fields, such as Home or Work for a phone number
  - Using Quick Connect to make a phone call, address and send an e-mail or text message, or go to a web page directly from a contact

- **Categories**
  Organizing contacts by type and sorting them

- **Information**
  Transferring contact information from other applications such as databases, spreadsheets, and other organizer software

- **Privacy**
  Keeping contacts private by turning on security options

- **Sharing**
  Sending contacts to other Bluetooth devices by using Bluetooth technology on your handheld

- **E-mail**
  Sending contacts as attachments to e-mail messages
Managing Your Calendar

In this chapter
- Scheduling an appointment
- Checking your schedule
- Setting an alarm
- Beyond the basics

Staying on top of your schedule is an important part of being productive both at work and at home. Calendar can help you remember appointments and spot schedule conflicts. You can view your calendar by day, week, or month, or as an agenda list that combines your list of tasks with your appointments.

Benefits of Calendar
- Track current, future, and past appointments
- Stay on top of deadlines
- Carry one calendar
- Spot schedule conflicts
Scheduling an appointment

1. Open Day View:
   a. Press the Calendar application button.
   b. Tap the Day View icon.

2. Select the date of the appointment:
   a. Tap Go To.
   b. Tap the arrows to select the year.
   c. Tap the month.
   d. Tap the date.

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

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 navigator or by tapping the arrows at the top of the Day View screen.

Did You Know?
You can use more than one line to describe an appointment.
Scheduling an appointment

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.

Tip

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

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

Tip

That’s it. Your handheld automatically saves the appointment. Make sure you have a current backup. **Synchronize** often.
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. Press the Calendar application button.

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

   - Agenda View
   - Week View
   - Day View
   - Month View

Tip
Press the Calendar application 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.
Setting an alarm

1. Press the Calendar application button.

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. Tap the Alarm check box.
   c. Tap 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.

Did You Know?
If you set your alarm sounds in World Clock instead of in Calendar you have more alarm sound choices.

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.

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

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

- **Calendar**
  - Creating repeating events for things you do at regular intervals, such as taking a class at the gym three days a week or taking a biweekly music lesson
  - Reserving blocks of time for long events like vacations or conferences
  - Choosing the default Calendar view format and the information that appears in each view by setting display options
  - Customizing alarm settings and choosing what time days start and end by setting preferences
  - Storing extra information about an event by adding a note
  - Erasing old appointments by purging them

- **Categories**
  - Organizing events by type and color-coding them

- **Privacy**
  - Keeping events private by turning on security options

- **Sharing**
  - Beaming events to other Palm OS® handheld users
  - Sending events to other Bluetooth® devices by using Bluetooth technology on your handheld

- **E-mail**
  - Sending events as attachments to e-mail messages
Managing Your Tasks

In this chapter

Creating a task
Organizing your tasks
Marking a task complete
Beyond the basics

Some of the most successful people in the world are also the busiest. When asked how they manage to do it all, busy people usually say, “I make lists.” The Tasks application on your handheld is the perfect place to make a list of the things you need to do.

Benefits of Tasks

- Set priorities
- Track deadlines
- Stay focused
### Creating a task

1. Go to the Home screen and select Tasks.

2. Create a task:
   - Tap New.
   - Enter a description of the task.
   - Assign a priority and due date:
     - Tap the priority number and select a number (1 is the most important).
     - Tap the due date and select a date from the list, or select Choose Date to select a date from the calendar.

3. **[ & ] OPTIONAL** Assign a priority and due date:
   - Tap the priority number and select a number (1 is the most important).
   - 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 handheld automatically saves the task. Make sure you have a current backup. Synchronize often.
Organizing your tasks

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

1. Go to the Home screen and select Tasks.

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.

---

**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 Category in the Category pick list.
Marking a task complete

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

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.

1. Go to the Home screen and select Tasks.

2. Select the check box on the left side of the task.

Done
Beyond the basics

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

- **Tasks**
  - Creating repeating tasks for things you need to do at regular intervals, such as taking out the trash on Thursday night or filing a weekly status report
  - Setting alarms when you use tasks as reminders
  - Setting preferences to choose which tasks appear in the Tasks list, whether to track completion dates, and which alarm sound plays
  - Storing extra information about a task by adding a note

- **Privacy**
  - Keeping tasks private by turning on security options

- **E-mail**
  - Sending tasks as attachments to e-mail messages

- **Sharing**
  - Beaming tasks to other Palm OS® handheld users
  - Sending tasks to other Bluetooth® devices by using Bluetooth technology on your handheld
Writing Memos

In this chapter
- Creating a memo
- Viewing and editing a memo
- Beyond the basics

Your handheld contains applications for storing the most common types of information: contact names and numbers, appointments, and so on. Memos is the tool to use for capturing information that is meaningful to you but does not fall into one of these categories. From meeting notes to recipes and favorite quotations, Memos provides a quick and easy way to enter, store, and share your important information.

Benefits of Memos
- Store essential but hard-to-remember information
- Easily retrieve and share information
Creating a memo

1. Go to the Home screen and select Memos.

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.

Did You Know?
You can create as many memos as you want, up to the available memory on your handheld. Each memo can be up to about 32KB in size; that’s about 650 sentences.

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

Done
That’s it. Your handheld 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 handheld 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/myzire72 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. Go to the Home screen and select Memos.

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.
Beyond the basics

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

**Memos**
- Deleting memos
- Sending memos to your computer by synchronizing so you can cut text from a memo and paste it into an application such as Microsoft Word

**Categories**
Organizing memos by arranging them into categories and sorting them

**Privacy**
Keeping memos private by turning on security options

**Sharing**
- Beaming memos to other Palm OS ® handheld users
- Sending memos to other Bluetooth ® devices using the Bluetooth technology on your handheld

**E-mail**
Sending memos as attachments to e-mail messages
In this chapter

Creating a note
Viewing and editing a note
Beyond the basics

Writing Notes

Need to jot down a phone number or a reminder to yourself? Avoid fumbling for scraps of paper, and write important reminders in Note Pad. You can use Note Pad to do everything you might do with a piece of paper and a pencil. Note Pad gives you a place to draw freehand and take notes in your personal handwriting, which is even faster and more flexible than creating a memo on your handheld.

Benefits of Note Pad
- No learning curve
- Capture information in the moment
- A picture is worth a thousand words
- See reminders when you set alarms
Creating a note

1. Go to the Home screen and select Note Pad.

2. Create a note:
   a. Write your note directly on the handheld 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.

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?
Set an alarm for a note to use it as a reminder.

Done
That's it. Your handheld automatically saves the note. Make sure you have a current backup. Synchronize often.
**Viewing and editing a note**

1. Go to the Home screen and select **Note Pad**.

2. Select 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**.

---

**Tip**

You can clear the screen completely while editing a note. Open the Edit **menu** and select **Clear Note**.

Or, to delete a note completely, open the note and then tap **Delete**.
CHAPTER 8  Writing Notes

Beyond the basics

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

- **Note Pad**
  - Setting alarms when you use notes as reminders
- **Categories**
  - Organizing notes by arranging them into categories and sorting them
- **Privacy**
  - Keeping notes private by turning on security options
- **Sharing**
  - Beaming notes to other Palm OS® handheld users
  - Sending notes to other Bluetooth® devices by using Bluetooth technology on your handheld
- **E-mail**
  - Sending notes as attachments to e-mail messages

**User Guide**
For everything you need to know about your handheld—all that's in this guide, and much more—go to [www.palmOne.com/zire72-userguide](http://www.palmOne.com/zire72-userguide).

**My Handheld**
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit [www.palmOne.com/myzire72](http://www.palmOne.com/myzire72).

**Support**
If you’re having problems with Note Pad or with anything else on your handheld, go to [www.palmOne.com/support/zire72](http://www.palmOne.com/support/zire72).
Recording Voice Memos

In this chapter
- Creating a voice memo
- Listening to a voice memo
- Beyond the basics

In a familiar scene from old movies, the boss calls in his secretary to “take a memo.” But if you are not fortunate enough to have such a secretary—or if that brilliant marketing idea hits when your secretary is not around—Voice Memo is the tool you need.

Voice Memo provides a place for you to record and play back notes, agenda items, and other important thoughts directly on your handheld. Record client meeting notes on the way to the office, then send them to your assistant via e-mail to transcribe them. Or use a voice memo with an alarm as a reminder message for that errand you promised not to forget.

Benefits of Voice Memo
- Capture thoughts on the fly
- Send memos to colleagues wirelessly
- Synchronize voice memos to back them up on your computer
Creating a voice memo

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

2. Record your voice memo:
   a. Face your handheld 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.

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 handheld within about one foot of your mouth while recording.

Done
That’s it. Your handheld automatically saves the voice memo. Make sure you have a current backup. Synchronize often.
### Listening to a voice memo

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<th>Step</th>
<th>Action</th>
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<tr>
<td><strong>1</strong></td>
<td>Go to the Home screen and select Voice Memo.</td>
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</table>
| **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. |

**Tip**  
To start playing a voice memo immediately, select Play.

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

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

**Voice Memo**
- Pausing and resuming a voice memo recording
- Storing voice memos on an expansion card
- Setting an alarm for a voice memo

**Categories**
Organizing voice memos by arranging them into categories and sorting them

**Privacy**
Keeping voice memos private by turning on security options

**Sharing**
- Exchanging voice memos with other palmOne™ handheld users by beaming them
- Sending voice memos to other Bluetooth® devices by using Bluetooth technology on your handheld

**E-mail**
Sending voice memos as attachments to e-mail messages
Taking and Viewing Photos and Videos

A picture may be worth a thousand words, but what happens when you have a thousand pictures—or videos—that you are trying to keep organized? Or when that unexpected perfect moment happens that you need to capture on film or video right now?

Your handheld’s built-in camera enables quick photo and video capture, while palmOne™ Media features easy viewing and organization of still photos and videos. You can keep your favorite photos right on your handheld, select a photo as the background for your Home screen and the Agenda View in Calendar, even add a photo to a Contacts entry.

Benefits of your handheld’s media features
- Never be far from your favorite people or places
- Capture key moments on the fly
- Simplify photo and video organization
- Use expansion cards (sold separately) to store videos and additional photos

In this chapter
- Supported file types
- Adjusting the camera settings
- Capturing a photo
- Recording a video
- Viewing photos or videos
- Organizing photos or videos into albums
- Sharing photos and videos
- Beyond the basics
Tip
You can send photos and videos you capture on your handheld to your computer by synchronizing.

Windows: To view photos or videos on a Windows computer, open Palm® Desktop software, click Media, and double-click the photo or video you want.

Mac: To view photos on a Mac computer, go to these folders:
Mac OS X: Home:Pictures:palmOne Photos:<Palm User Name>
Mac OS 9: Documents:palmOne Photos:<Palm User Name> and double-click the photo or video you want.

Supported file types
When you capture a photo, you can save it directly on your handheld or on an expansion card (sold separately) inserted into the expansion slot. Photos are saved in the format JPG.

[!] IMPORTANT You can record and save videos to an expansion card only. Videos are saved in the format ASF (MPEG-4).

If you take a picture with a digital camera, or you find one on the web, it’s likely your handheld can display it. You can view photos in popular formats such as JPG, BMP, TIFF (uncompressed), and GIF on your handheld or from an expansion card inserted into the expansion slot. You can also view photos in their original format in the palmOne Media desktop application on your computer.

You can view videos on your handheld from an expansion card in MPEG-1 and ASF (MPEG-4) file formats. To view videos that are in other formats, convert them to a format that your handheld can play. On Windows, use the palmOne Media desktop to do the conversion; then synchronize. On Mac, drag the video to the Send To Handheld droplet; then synchronize.

[!] IMPORTANT Video clips that you capture with your Zire 72 handheld cannot be played on a Mac. For more information, please go to the palmOne Support web site for your handheld.
Capturing a photo

Tip
Customize any picture you capture or view on your handheld by using the drawing tool to annotate the photo.

1. Press the Camera button.

2. Take the photo:
   a. Select photo mode if it is not already selected.
   b. Move the handheld until the picture you want appears on the screen.
   c. Select the shutter button or press Select on the navigator.
   d. Select Save.

↓ Done
Recording a video

**Tip**
While you’re recording, select the pause button to pause recording. Select the record button to continue recording.

**IMPORTANT** You can record and save video files only on an expansion card (sold separately) inserted into the expansion card slot. You cannot save video files directly on your handheld.

1. Press the Camera button.

2. Capture the video:
   a. Select video mode if it is not already selected.
   b. Move the handheld until the image you want to capture appears on the screen.
   c. Select the record button.
   d. When you have finished viewing, select the stop button.
   e. Select Save.

Done
Adjusting the camera settings

1. Press the Camera button.

2. Adjust the camera settings:
   a. Select photo or video mode, and then select the Options button.
   b. Select the options you want:
      - **White balance**: Select the light type for your subject.
      - **Low light**: Select if you are in a low-light environment.
      - **Effects**: Select an effect for your image, such as black and white.
      - **Resolution**: Select a higher resolution if you want a clearer picture; however, a higher resolution creates a larger file size when you save the photo or video.
      - **Save to**: (Photos only) Select whether to save the photo directly to your handheld or to an expansion card.
      - **Review photos/video**: Select whether to review a photo or video before saving it.
      - **Date stamp**: (Photos only) Select whether to mark your photos with the date and time they are taken.

continued

**Tip**
You must save videos to an expansion card (sold separately).

**Tip**
Select Advanced on the settings screen to adjust advanced settings such as brightness for the camera.
Adjusting the camera settings

Cont’d.

Auto naming  Select Custom to specify a new naming system for photos and videos (default is photo_mmddyy_xxx), and then enter the new auto name.

Digital zoom  (Photos only) Select Disabled if you do not want to be able to zoom in when taking a photo.

Shutter sounds  Select Off if you do not want to hear a sound when taking a photo or recording a video.

Select Done.

Done
### Viewing photos or videos

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<td><strong>1</strong></td>
<td><strong>Go to the Home screen and select Media.</strong></td>
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</tbody>
</table>
| **2** | **View photos or videos:**  
  a. Tap the pick list in the upper-right corner and select the album containing the photos and/or videos you want to view.  
  b. Select the photo or video you want to view. |
| **3** | **Tap anywhere in the photo or video to return to the selection screen.**  
  ❖ **Done** |

**Tip**  
If the camera is open, you can open the palmOne Media application by tapping the View Photos button on the left of the screen or by pressing the Camera application button.

**Did You Know?**  
If you or your friends have a digital camera that uses SD memory cards, you can insert the cards into the expansion slot and view the photos on your handheld.

**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
You can only add photos on your handheld to albums that are on your handheld. Likewise, you can only add photos on an expansion card to albums that are on the same card.

Organizing photos or videos into albums

1. Go to the Home screen and select Media.

2. Create an album:
   a. Tap the pick list in the upper-right corner and select Edit Albums.
   b. Select New, enter the name of the new album, and select OK.
   c. Select OK on the Edit Albums screen.

Continued
Organizing photos or videos into albums

3. Add or remove photos in albums:
   a. On the album screen, select Organize Albums.
   b. Select a photo that does not have a plus sign to add it to the album.
   c. Select a photo with a plus sign to the left to remove it from the album.
   d. Select Done.

Tip
If you are not already in the album you want to organize, tap the pick list in the upper-right corner and select the album you want.

4. Move photos within albums:
   a. Tap the pick list in the upper-right corner and select the album in which you want to move photos.
   b. Tap the photo you want to move, and drag the stylus to move the photo to the desired location.
   ↓ Done
Sharing photos and videos

You can easily share photos with family and friends. Use your handheld's built-in Bluetooth® technology to wirelessly send photos and videos to other Bluetooth devices within range.

[!] IMPORTANT You must set up a phone connection on your handheld in order to send photos and videos wirelessly.

You can also share photos and videos using any of the following methods:

- Attach a photo or video to an e-mail message.
- Create a multimedia message containing photos.
- Beam a photo or video to other Palm OS® handheld users.

NOTE Beaming a photo or video file can take some time, so be patient if sending by this method.

- Copy a photo or video from your handheld to your desktop computer, or from computer to handheld, by synchronizing.
### Sending a photo or video using Bluetooth technology

**NOTE** Sending a photo or video file using Bluetooth technology can take some time, so be patient if sending by this method.

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>1</strong></td>
<td>Go to the Home  screen and select Media .</td>
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<tr>
<td><strong>2</strong></td>
<td>Send a photo or video:</td>
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<tr>
<td></td>
<td>a. Tap the pick list in the upper-right corner and select the album containing the photos and/or videos you want to send.</td>
</tr>
<tr>
<td></td>
<td>b. Select the photo or video you want to send.</td>
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<td></td>
<td>c.</td>
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<td></td>
<td>d. Select Media, and then select Send.</td>
</tr>
<tr>
<td></td>
<td>e. Select Bluetooth, and then tap OK.</td>
</tr>
<tr>
<td></td>
<td>f. Select the device to which you want to send the photo or video, and then tap OK. The file is sent automatically.</td>
</tr>
<tr>
<td></td>
<td><strong>Done</strong></td>
</tr>
</tbody>
</table>
Beyond the basics

Click a link below 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
- Editing and enhancing photos and videos on your desktop computer
- Deleting photos and videos
- Sending photos from the palmOne Media desktop application via e-mail

**Sharing**
Beaming photos and videos to other Palm OS® handheld users

**E-mail**
Sending photos and videos as attachments to e-mail messages
Listening to Music

In this chapter
- Transferring MP3 files to an expansion card
- Transferring music from a CD to an expansion card
- Playing music on your handheld
- 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? RealOne® Mobile Player lets you play music on your handheld. Simply transfer songs onto an expansion card (sold separately) and then listen through the built-in speaker or stereo headphones (sold separately).

[!] IMPORTANT You need to purchase an SD or MultiMediaCard expansion card to save your music files and play them on your handheld.

Benefits of RealOne Mobile Player
- Listen to songs in the popular MP3 format
- No separate MP3, CD, or mini-disc player required
- Carry tiny expansion cards instead of CDs
- Be your own DJ
Transferring MP3 files to an expansion card

The RealOne® software that comes with your handheld 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 an expansion card to listen to them on your handheld.

**WINDOWS ONLY**

<table>
<thead>
<tr>
<th></th>
<th>Prepare your computer and your handheld:</th>
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<tbody>
<tr>
<td>1</td>
<td>a. Connect your handheld to the HotSync® cable.</td>
</tr>
<tr>
<td></td>
<td>b. Insert an expansion card into your handheld.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Select the MP3 files you want to transfer:</th>
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</thead>
<tbody>
<tr>
<td>2</td>
<td>a. From My Computer or Windows Explorer, select the MP3 files you want to transfer.</td>
</tr>
<tr>
<td></td>
<td>b. Drag and drop the file(s) or folder onto the palmOne™ Quick Install icon on the Windows desktop, and then click OK.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Synchronize your handheld with your computer.</th>
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</thead>
<tbody>
<tr>
<td>3</td>
<td>Done</td>
</tr>
</tbody>
</table>

Tip
You can also use a card reader accessory (sold separately) to transfer MP3 files from your computer to your expansion card. Create an “SD_Audio” folder on the card, and store your MP3 files in this folder.
Transferring MP3 files to an expansion card

**MAC ONLY**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 1    | Prepare your computer and your handheld:  
|      | a. **Connect your handheld to the HotSync cable**.  
|      | b. **Insert an expansion card** into your handheld. |
| 2    | Select the MP3 files you want to transfer:  
|      | a. Drag and drop the MP3 files onto the Send to Handheld droplet in the palmOne folder.  
|      | b. In the Send to Handheld dialog box, select your username and click OK. |
| 3    | **Synchronize your handheld with your computer**.  
|      | **NOTE** Be patient; transferring music to an expansion card can take several minutes.  
|      | **Done** |
Transferring music from a CD to an expansion card

If your songs are on a CD and you want to listen to them on your handheld, you need to use RealOne® Player on your computer to convert and transfer the files.

**WINDOWS ONLY**

1. Access the CD from RealOne Player on your computer:
   a. Double-click the RealOne Player icon on your computer’s desktop.
   b. Insert the CD into your computer’s CD drive.
   c. Click CD in RealOne Player on your computer.
CHAPTER 11 Listening to Music

Transferring music from a CD to an expansion card

**Tip**
If you want to select only a few songs, click Deselect All and then click the check box next to the songs you want to select.

**Did You Know?**
A 64MB expansion card holds about an hour of music (capacity varies with sampling rates).

Select the songs you want to add to your library:

a. Click Save Tracks.

b. Follow the onscreen instructions to select and copy tracks.
Tip
For tips on using RealOne Player on your computer, go to the Help menu in RealOne Player or visit www.realone.com.

**Chapter 11 Listening to Music**

**Transferring music from a CD to an expansion card**

3. Prepare your handheld:
   a. **Insert an expansion card** into your handheld.
   b. Press the Music application button.
   c. **Connect your handheld to the HotSync cable**.

   [ ! ] IMPORTANT  Do not tap the HotSync icon.

4. Select the songs you want to transfer:
   a. In RealOne Player on your computer, click Devices.
   b. If necessary, double-click Palm Handheld and then double-click Card.
   c. Click Add Clips.
Transferring music from a CD to an expansion card

Tip
On your handheld, tap Songs to view a list of the songs available for you to play. The songs you just transferred are at the bottom of the list.

Cont’d.

d. In the Add Clips window, select the songs you want to add, and then click Add Clips.

![Add Clips window]

Add Clips

e. Click Close. The tracks you selected should now say “Ready To Transfer.”

5

Transfer the selected songs to your expansion card:

a. Be sure your handheld is on and that RealOne Mobile Player is open. If it is, a green Connected light appears in the lower-left corner on your computer.

b. In the toolbar below the Connected light, click Transfer. When the transfer is complete, the tracks you selected should say “On Device.”

[!] IMPORTANT Do not tap the HotSync icon. RealOne Player is transferring the files, so there’s no need to do anything.

Done
# Playing music on your handheld

1. On your handheld, press the Music 🎵 application button.

2. Select a song to play:
   - To play the current song, tap Play.
   - To play a different song, tap Songs and select a song from the list.

![RealOne Mobile Player interface](image)

- **Progress indicator**
- **Play/Pause**
- **Stop**
- **Previous song**
- **Next song**
- **Continuous play**
- **Random play**
- **Volume**

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

↓ Done

---

**Tip**
For tips on using RealOne Mobile Player, open the **Options menu** and select Help.

**Did You Know?**
RealOne Mobile Player 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 handheld screen is off.
Beyond the basics

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

- Creating playlists by choosing which songs to play and the order to play them in
- Removing songs from an expansion card

User Guide
For everything you need to know about your handheld—all that's in this guide, and much more—go to www.palmOne.com/zire72-userguide.

My Handheld
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palmOne.com/myzire72.

Tip
Support
If you’re having problems with RealOne Mobile Player, with RealOne Player on your computer, or with anything else on your handheld, go to www.realone.com.
Connecting Wirelessly to Other Devices

Your handheld helps keep your world organized by storing contact information, recording appointments, and so on. Now, your handheld can actually connect you to the world—wirelessly, using Bluetooth® technology. Need to make a phone call? Tap the number in Contacts, and your mobile phone begins dialing. How about browsing the web or sending an e-mail message from your handheld—without a cable?

With its built-in Bluetooth functionality, your handheld harnesses the power of Bluetooth technology. It helps you easily set up wireless connections to a number of devices so you can enjoy the convenience of cable-free connectivity.

Benefits of your handheld’s built-in Bluetooth technology
- Connect to your Bluetooth phone to send text, multimedia, or e-mail messages or access the web
- Reduce cable clutter by synchronizing wirelessly
- Connect to other devices, such as cameras and other handhelds, to share files wirelessly

In this chapter

- What can I do with the built-in Bluetooth technology?
- What types of connections can I make?
- Entering basic Bluetooth settings
- Setting up a phone connection
- Accessing e-mail and the web wirelessly
- Setting up a connection for wireless synchronization
- Beyond the basics
CHAPTER 12 Connecting Wirelessly to Other Devices

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

Connect to your Bluetooth phone to send text, multimedia, or e-mail messages or access the web. Whether you access the Internet or your e-mail account, or send text or multimedia messages, once a week or constantly throughout the day, wireless connectivity means that you can go online or share files anytime you are in a coverage area for your mobile phone or are within range of your laptop connected to the Internet.

Reduce cable clutter by synchronizing wirelessly. Imagine a world—or even your workstation—without cables. While using Bluetooth technology on your handheld does not completely eliminate cable clutter, it can replace many of those cables with a wireless connection for tasks such as synchronizing your handheld with your computer.

Connect to other devices, such as cameras and other handhelds, to share files wirelessly. Wouldn’t it be great if you could send files such as photos to another handheld? Use the built-in Bluetooth technology to set up connections to devices within approximately 30 feet of your handheld.

What types of connections can I make?

With Bluetooth technology, you can make connections using the following types of devices:

- To browse the web and send and receive e-mail messages, connect to the Internet in these ways:
  - Using your mobile phone, by dialing your ISP or signing up with a high-speed wireless carrier account
  - Linking through your desktop computer’s network connection
  - Establishing a connection to a Bluetooth Access Point connected to the Internet.
- To send and receive text and multimedia messages, connect to your mobile phone.
- To synchronize your handheld with your computer wirelessly, connect to your computer.
- To share files with another Bluetooth device such as a camera, handheld, or printer, form a trusted pair with that device.
CHAPTER 12  Connecting Wirelessly to Other Devices

Entering basic Bluetooth settings

1. Go to the Home screen and select Bluetooth.

2. Enter the basic Bluetooth settings:
   a. Select On.
   b. Tap the Device name field and enter a name for your handheld. This is the name other Bluetooth devices will see when they try to connect to your handheld. By default it is the username you use during synchronization, but you can change it.
   c. Tap the Discoverable pick list and select Yes or No.

   Done

Key Term

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

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

1. Go to the Home screen and select Bluetooth.
2. Select Setup Devices, select Phone Setup, select Setup Connection, and then select Next.
3. Select the phone you want to connect to:
   a. Tap the Manufacturer and Model pick lists, select the correct entries for your phone, and then select Next.
   b. The Connection Setup screen displays all Bluetooth phones within range. Select the phone you want, select Next, and then select Next again.
   c. If the phone you want does not appear on the Connection Setup screen, select Find More. If the phone still does not appear, run the Phone Link Updater application (Windows only) and then go to step 4.

**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.

**NOTE** For Mac computers, if the phone does not appear on the list, go to www.palmone.com/us/support/downloads/phonelink.html to download the driver for your phone, and then go to step 4.
CHAPTER 12 Connecting Wirelessly to Other Devices

Setting up a phone connection

4. Enter a passkey:
   a. Enter a passkey number. This can be any number you choose; it does not, for example, have to be a password you use to access a network or an e-mail account.
   b. Select OK.

5. Finish phone connection setup and begin network setup:
   a. Select Done, and then select Yes.
      
      [!] IMPORTANT You must enter the same passkey on your handheld and your mobile phone in order to connect to your phone.
   b. Select Next.

6. Begin network setup:
   a. Tap the pick list, select Yes or No, and then select Next. If you select Yes, go to step 7. If you select No, go to step 8.

» Key Term
   **Passkey** Like a password, the passkey is a security measure. Connections can happen only between your handheld and a device that has the same passkey. For example, to connect to your mobile phone, you need to enter the same passkey on your handheld and on your phone.

» Key Term
   **Trusted pair** Two devices—for example, your handheld 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.

[Continued]
CHAPTER 12 Connecting Wirelessly to Other Devices

Setting up a phone connection

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| 7 | If you selected Yes in step 6:  
   | a. Tap the pick lists and select the correct information for your cellular carrier.  
   | 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 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. |

Tip
Contact your ISP (for example, AOL or Earthlink) if you are not sure about any of these settings.

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.

Done
See the next procedure for steps on using your phone connection to browse the web or send and receive e-mail messages.
Accessing e-mail and the web wirelessly

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

**NOTE** Bluetooth functionality must be on if you want to use wireless features. You must set up an e-mail account on your handheld before you can send or receive e-mail messages.

1. Open the **e-mail application** or the **web browser**.

2. Verify Bluetooth status:
   a. Draw the Graffiti® 2 writing Command stroke ✓ and select the Bluetooth indicator to open the Bluetooth settings screen. You can tap the indicator even if it is grayed out (meaning that Bluetooth is currently Off).
   b. Make sure On is selected.

**Did You Know?**
You can select the Bluetooth indicator on the **Command toolbar** to quickly open the Bluetooth settings screen from any application on your handheld.

**Tip**
You can also check the Bluetooth indicator next to the battery indicator at the top of the Home screen to see if Bluetooth is on.
Accessing e-mail and the web wirelessly

**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).

3

Connect to your phone:

a. Tap the Service pick list and select the service that you want to use to connect to the Internet.

b. Select Connect.

↓ Done

You are now ready to send and receive e-mail messages or to browse the web.
## CHAPTER 12
### Connecting Wirelessly to Other Devices

### Setting up a connection for wireless synchronization

1. Go to the Home screen and select Bluetooth.

2. Select Setup Devices, select PC Setup, select Wireless 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 handheld with your computer.

---

**Tip**
To launch HotSync® Manager on your computer in step 2 of the onscreen instructions (see procedure step 3b, below), click the HotSync Manager icon on the task bar in the lower-right corner of your computer screen.

**Tip**
After the first time 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. Tap Star to synchronize after you are connected.
User Guide
For everything you need to know about your handheld—all that's in this guide, and much more—go to www.palmOne.com/zire72-userguide.

My Handheld
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit www.palmOne.com/myzire72.

Support
If you’re having problems with built-in Bluetooth technology or with anything else on your handheld, go to www.palmOne.com/support/zire72.

Beyond the basics
Click the link below to go to the User Guide on the web and learn about these related topics:

- **Connecting**
  - Connecting to the Internet through your Bluetooth desktop computer to access the web wirelessly
  - Connecting with a network using a Bluetooth Access Point to access the Internet and send and receive e-mail messages
  - Connecting to your Bluetooth phone by means of the infrared port on your handheld
  - Using Phone Link Updater to download the most recent phone drivers and list of supported GSM/GPRS carriers
  - Setting the Bluetooth options on your handheld to allow your handheld to “wake up” and receive an incoming connection request when powered off
Sending and Receiving E-mail Messages

If you already know how efficient e-mail is for staying in touch with personal and business contacts, VersaMail™ personal e-mail software brings you a new level of convenience: e-mail on the go. If you are a new e-mail user, you will enjoy the ease and speed of communicating with friends, family, and colleagues anywhere you can make an Internet connection.

You can attach files such as photos to e-mail messages, as well as Microsoft Word or Excel files created in Documents to Go on your handheld—or receive any of these file types as attachments to view and edit at your convenience. You can also synchronize e-mail messages on your handheld with e-mail on your desktop computer.

Benefits of the VersaMail application

- Access e-mail 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

#### Before You Begin

Before you can set up an e-mail account on your handheld, you must do the following:

- Install the VersaMail software. Insert the CD and follow the onscreen instructions for installing extra software.
- If you do not already have one, establish an account with an Internet service provider such as Earthlink or a wireless carrier such as Cingular. You may also use a corporate e-mail account.
- For wireless accounts only: Have active service with a wireless carrier and a mobile phone equipped with Bluetooth® technology. You must also set up a phone connection on your handheld to send and receive information wirelessly.

#### 1. Go to the Home screen and select VersaMail.

#### 2. Open the Account Setup screen:

   a. **Open the menus**.
   b. Select Accounts, and then select Account Setup.
   c. Tap New.

#### 3. Enter the basic account information:

   a. In the Account Name field, enter a descriptive name.
Setting up an account

b. Select the Mail Service pick list, and then select your e-mail 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 the check box if you intend only to synchronize e-mail for this account on your handheld with a mail program on your computer such as Microsoft Outlook, Outlook Express, or Lotus Notes. If you intend to ever send or receive e-mail for this account wirelessly from your handheld (even if you will also synchronize e-mail), leave the check box deselected.

e. Select Next.

Tip
Your username is usually the part of your e-mail address appearing before the @ symbol, not your entire e-mail address. Check with your ISP if you are not sure what username to enter.
**Setting up an account**

Did You Know?
Your incoming mail server is also called your POP or IMAP server; your outgoing mail server is also called your SMTP server.

Tip
If you selected the Synchronize Only Account check box in step 3, you need to configure this account on your computer before you can send or get e-mail messages.

5  
[ & ] OPTIONAL  If you chose a common e-mail provider from the Mail Services pick list on the Account Setup screen, this screen is already filled in. If not, enter the names of the incoming and outgoing mail servers:

a. Enter your e-mail address.

b. Enter the names of your mail servers.

c. Select Next.

6  
Select Done.

↓ Done
Tip
If you selected the Synchronize Only Account check box, you must synchronize your handheld with your computer to download messages to your handheld.

Did You Know?
You can set up your handheld to automatically check for and download new e-mail messages.

Tip
If you select Messages, the first 5KB of each message is downloaded. You can change the maximum size for downloaded messages in the VersaMail preferences.

Getting and reading e-mail messages

1. Go to the Home screen and select VersaMail.

2. Get e-mail:
   a. Open the menus.
   b. Select Accounts, and then select the account you want.
   c. Select Get Mail or Get & Send.
   d. In the Get Mail Options dialog box, select Subjects Only to download subjects only, or select Messages to download entire messages.
   e. Select OK.
   f. When downloading is complete, select OK.

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

Done
Sending an e-mail message

1. Go to the Home screen and select VersaMail.

2. Send e-mail:
   a. **Open the menus**.
   b. Select Accounts, select the account you want, and then tap New.
   c. In the To field, enter the recipient's e-mail address. For multiple recipients, type a semicolon (;) between recipient names.
   d. In the Subject field, enter the subject of your e-mail. In the area below the Subject line, enter the text of your e-mail.
   e. Select Send.

Tip
If you selected the Synchronize Only Account check box, you must **synchronize your handheld with your computer** to send messages from your handheld.

Did You Know?
You can set up your handheld to **automatically try resenting** any messages that are not sent correctly the first time.

Tip
Tap To on the New Message screen to enter e-mail addresses directly from Contacts.
Beyond the basics

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

**E-mail**
- Using the VersaMail application with Microsoft Outlook on your computer
- Setting basic e-mail preferences such as changing the maximum message size, adding a signature to outgoing messages, and downloading files attached to e-mail messages
- Using a virtual private network (VPN) to get and send e-mail over your company’s network
- Editing and deleting an e-mail account
- Automatically retrieving e-mail on your handheld
- 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
- Viewing, editing, and sending files attached to e-mail messages
- Synchronizing e-mail messages on your handheld with e-mail messages on your computer

**Customizing**
- Setting preferences for connecting to a network
Sending and Receiving Text and Multimedia Messages

In this chapter

- Sending a text message
- Sending a multimedia message
- Getting and reading text messages
- Beyond the basics

If you need to get a short message to a friend or coworker fast, send a text message from your handheld to their mobile phone (GSM phone required; sold separately). And if you need more than text alone to express yourself, use multimedia messaging to give your message multisensory impact by adding an image, photo, or sound file.

Benefits of Messages

- Enjoy quick communication
- Use text messaging to chat with friends
- Be as simple or as creative as you want
## Sending a text message

### Before You Begin
Before you can send and receive text and multimedia messages, you must set up a phone connection on your handheld to send and receive information wirelessly.

You must also install the Messages software. Insert the CD and follow the onscreen instructions for installing extra software.

### Key Term
**SMS**
Acronym for Short Message Service. More commonly known as text messages, SMS messages can be received by most mobile phones.

### Did You Know?
You can also quickly send a common phrase as a text message.

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<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>1</td>
<td>Go to the Home screen and select Messages.</td>
</tr>
</tbody>
</table>
| 2    | Send a text message:  
  a. Select New.  
  b. Select Text Message.  
  c. Select To and select the recipient's name if it appears on the list. If the name does not appear on the list, select Lookup and select the name from the screen.  
  d. In the area below the To line, enter the text of your message.  
  e. Select Send.  
  ↓ Done |
Sending a multimedia message

1. Go to the Home screen and select Messages.

2. Address a multimedia message:
   a. Select New.
   b. Select Media Message.
   c. Select To and select the recipient's name if it appears on the list. If the name does not appear on the list, select one of the Lookup options and select the name from the screen.
   d. In the area below the To line, enter the subject of your message.

Key Term
MMS Acronym for Multimedia Messaging Service. An application for sending short multimedia messages between mobile phones or handhelds. MMS is a new format that is now supported by most wireless carriers.

Did You Know?
You can also send a personalized greeting card as a media message.
Sending a multimedia message

1. **Create an image:**
   a. Select New Slide.
   b. Use the tools on the left of the screen to create your image.
      - **Pencil** Draw the image you want on the blank slide.
      - **Line tool** Choose the pencil’s line style.
      - **Color wheel** Choose the pencil’s color.
   c. Select Done.

Tip
You can also use the pencil tool to draw on a photo you attach. Send your own graffiti art!
Sending a multimedia message

4. [ & ] OPTIONAL  Add a photo:
   a. From the toolbar on the left of the screen, choose the photos tool .
   b. Add a picture by selecting one of the following:
      - Photos  Select the photo you want from palmOne™ Media.
      - Camera  Take the photo you want using the built-in camera.
   c. Select Done.

Did You Know?
You can take a picture and send it quickly with MMS. Take that cute photo of your baby girl and send it with a personalized note to her grandmother. Can it get any easier to share life with distant loved ones?

Tip
For information on working with sound files, see the User Guide on the web.

5. [ & ] OPTIONAL  Add a sound file:
   a. From the toolbar on the left of the screen, choose the audio tool .
   b. Select the file you want.
   c. Select Done.
Sending a multimedia message

6  [ & ] OPTIONAL  Add text to your message:
   a. Select Add a caption.
   b. Enter the text you want, tap OK, and then select Done.

7  Select Send.

Tip
To add more files, select + and repeat steps 3-5.
Getting and reading text messages

1. Go to the Home screen and select Messages.

2. Select Get to retrieve messages from your mobile phone.

3. Read a message:
   a. Select the message to open it.
   b. Read the message, and then select Done.

Tip
You can reply to or forward a message after you open it.
Beyond the basics

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

**Messages**
- Sending a personalized greeting card
- Quickly sending a common phrase as a text message, such as “I’m in a meeting” or “Thanks”
- Replying to, forwarding, 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
Browsing the Web

You use the web for so many things: checking e-mail, 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 palmOne™ Web Pro opens the entire web to you.

Benefits of Web Pro
- Carry the web with you
- Quickly access the pages you want
- Customize your web browsing experience
CHAPTER 15  Browsing the Web

Accessing a web page

1. Go to the Home screen and select Web Pro.

2. Go to the web page you want to view:
   a. Select Open URL.
   b. Enter the address of the web page you want to visit. Use the buttons in the Open URL dialog box for quick entry of characters commonly used in web addresses. If Web Pro recognizes the address that you are entering, it automatically completes the address.
   c. Select Go.

Before You Begin
Install the palmOne Web Pro software. Insert the CD and follow the onscreen instructions for installing extra software.

To browse the web, you must set up a connection to the Internet from your handheld.

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

Tip
You can also use palmOne Web Pro to upload photos and videos you take with the camera from your handheld to a website you choose.
Beyond the basics

Click the link below 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
Customizing Your Handheld

Although customizing your handheld 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 handheld, too?

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

Benefits of customizing
- Access applications quickly
- Conserve power
- Enjoy your handheld more
- Make your screen easy to read
CHAPTER 16 Customizing Your Handheld

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 handheld that require a date, time, or location.

1. Open Date & Time Preferences:
   a. Go to the Home screen.
   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.

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

Tip
When you travel to a new time zone, change the Location setting to quickly reset the date and time. Your appointments stay at the time you entered them—no adjustments for time zones. So always enter your schedule based on the time zone you will be in on the day of the event.
Setting the date and time

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
Preventing your handheld from turning on by accident

Does your handheld turn itself on accidentally in your briefcase, pocket, or purse? You can lock the buttons on the front of your handheld so that you prevent this from happening and don’t drain the battery.

1. Open Keylock Preferences:
   a. Go to the Home 🏠 screen.
   b. Select Prefs 📄.
   c. Select Keylock.

2. Select one of these settings, and then select Done.
   - **Never**: Keylock always remains off.
   - **Automatic**: Keylock turns on automatically when you turn off your handheld or when your handheld goes to sleep.
   - **Manual**: Keylock turns on when you hold down the power button until the system sound confirms that Keylock is on.

Tip
When Keylock is on, your handheld does not respond when you press the application buttons. To use your handheld again, press the power button and then tap Deactivate Keylock.

Did You Know?
You can use Owner Preferences to enter your name, address, and phone number. If you also turn on Security settings, your Owner info appears when you turn on your handheld. This could help someone contact you if you ever lose your handheld.
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. Small font
2. Large font
3. Small bold font
4. Large bold font
Changing the screen fonts

1. Open the Select Font dialog box:
   a. **Open an application.**
   b. **Open the menus.**
   c. Select Options, and then select Font.

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

   ![Select Font dialog box]

   - **Small**
   - **Large bold**
   - **Large**

   **Done**
Changing the background of your screen

Use your favorite photos as the background for the Home screen and the Agenda View screen in Calendar. Choose the same photo for both screens or make them different.

1. Open the Display Options dialog box:
   a. Go to the Home screen or press the Calendar application button.
   b. Open the menus.
   c. Select Options, and then select Display Options.

2. Select a photo for the background:
   a. Select the Background check box.
   b. Tap the photo thumbnail and select a photo.
   c. Adjust the fade setting so that the text is easy to read against the photo.
   d. Select OK.

  Done
CHAPTER 16  Customizing Your Handheld

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 Find dialog box open instead? If this happens, it’s time to align the screen.

1. Open Digitizer Preferences:
   a. Go to the Home screen.
   b. Select Prefs.
   c. Select Digitizer.

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
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 the Home screen.
   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.

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 a headset to your handheld, the external speaker is automatically silenced, the Sounds & Alerts settings are maintained, and all volume levels are automatically adjusted for use with a headset.
Changing screen colors

Choose a new set of text and background colors for all your applications.

1. Open Color Theme Preferences:
   a. Go to the Home screen.
   b. Select Prefs.
   c. Select Color Theme.

2. Select a theme, and then select Done.
Beyond the basics

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

**Customizing**

- Setting power-saving features such as the auto-off interval
- 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, using the full screen as the writing area, and creating shortcuts for entering text
- Reassigning the application buttons on the front of your handheld so that they open the applications you choose
- Protecting your information by turning on security options and entering information that identifies you as the owner of your handheld
- 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 OS® handheld?**

1. Synchronize your old handheld 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 handheld during the desktop installation. This will transfer all your information from the old software to the new software.

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

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

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

   • Handheld freezes or resets when you open an application
   • Slow performance
   • Unusual screen display
   • Difficulties using handheld features
   • Uneven sound quality
Why can’t I find an icon on the Home screen?

- Tap the pick list in the upper-right corner of the Home 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 handheld.

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

How do I save my info?

Each time you complete an entry such as a contact, memo, or note, your handheld 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 handheld with your computer often.

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

A battery gauge appears at the top of the Home screen. Check the gauge periodically to see if your handheld 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?

If the battery is drained to the point that you cannot turn on your handheld, your information is safely stored for close to a week. In this case, there is enough residual energy in the battery to store the information but not enough to turn on your handheld. If your handheld does not turn on when you press the power button, you should recharge it immediately, for a few hours.

How often should I recharge my handheld?

We recommend that you recharge your handheld for at least half an hour every day. Ideally, connect your handheld to a power source every night and recharge it while you sleep. Also, you can conserve battery life by doing any of the following:
CHAPTER 17  Common Questions

• Reduce the **brightness** of the display.

• Reduce the **Auto-off after** setting.

• Use Keylock Preferences to **prevent your handheld from being turned on accidentally**.

• Minimize use of the expansion card slot.

• **Turn the Bluetooth® feature off** when you’re not using it.

**What do I do if I can’t synchronize with my computer?**

Make sure the HotSync® cable is connected securely.

**WINDOWS ONLY**

• Click the HotSync Manager icon in the Windows system tray in the lower-right corner of your screen. Make sure 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 Palm Desktop program group and select HotSync Manager. Click the HotSync Manager icon when it appears in the Windows system tray. Make sure Local USB is selected.

**MAC ONLY**

• Make sure HotSync Manager is enabled: Open the palmOne folder and double-click the HotSync Manager icon. On the HotSync Controls tab, be sure Enabled is selected. If it is not, click it.

• Disconnect the HotSync cable from your computer, and then reconnect the cable and restart your computer.

Tip

Need more help with synchronizing your handheld? Open Palm Desktop software, go to the Help menu and select HotSync Online Troubleshooting Guide.
What do I do if my handheld doesn’t respond to taps correctly?
If your handheld is not responding to taps correctly, you need to **align the screen**.

What do I do if my handheld freezes?
On rare occasions your handheld may not respond when you press a button or tap the screen. In this case, you need to reset your handheld. A soft reset tells your handheld to stop and start over again. This does not affect any of the information or applications on your handheld.

Use the tip of the stylus (or similar object without a sharp tip) to gently press the reset button inside the hole on the back panel of your handheld.

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

Can I open my handheld?
No, do not open your handheld; there are no serviceable parts inside. Opening your handheld voids the warranty and is not recommended under any circumstances.
Beyond the basics

Click a link below 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 handheld

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User Guide
For everything you need to know about your handheld—all that's in this guide, and much more—go to [www.palmOne.com/zire72-userguide](http://www.palmOne.com/zire72-userguide).

My Handheld
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit [www.palmOne.com/myzire72](http://www.palmOne.com/myzire72).

Support
If you're having problems with your handheld, go to [www.palmOne.com/support/zire72](http://www.palmOne.com/support/zire72).
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

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 Declaration of Conformity

palmOne, Inc., Declares the Product: Handheld PDA & HotSync® cable
Model Name/Number: Zire 72
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)

Conforms with the following specifications:

- EN 55024: 1998 (Emissions & Immunity)
- 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, 5kHz 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
Manager, 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.

**Warning**

Advarsel!
Lithiumbatteri—Eksplosionsfare ved fejlaqtiq håndtering. Udskiftning må kun ske med batteri af samme fabrikat og type. Levér det brugte batteri tilbage tilleverandøren.

Varoitus

Advarsel

Waarschuwing!
Bij dit produkt zijn batterijen geleverd. Wanneer deze leeg zijn, moet u ze niet weggooien maar inleveren als KCA.

Uwaga
Nie króc lub przekluwać baterii, ani nie wrzucać ich do ognia. Mogą się rozerwać lub wybuchować wydzielając trujące środki chemiczne. Zużytych baterii należy pozbywać się w sposób opisany przez producenta i zgodnie z miejscowymi przepisami.

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 situation, the user of the wireless device may be restricted. Such restrictions may apply abroad 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 first prior to turning on the device.
Static Electricity, ESD, and Your palmOne™ Handheld

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™ handheld, 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 handheld, 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 handheld to your computer, placing the handheld 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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