# Table of Contents

**Welcome to Cingular**
- Overview: Your Palm® Treo™ 680 smart device ................................. 1

**Setup**
- Insert the battery ................................................................. 2
- Complete setup ................................................................. 3

**Navigation**
- Wake up the touchscreen and turn it off .................................. 4
- Move around the touchscreen .............................................. 5
- Use the keyboard ............................................................ 6
- Open applications ............................................................. 8

**Your phone**
- Turn your phone on and off .................................................. 9
- Open the Phone application ................................................. 10
- Make and receive calls ....................................................... 11
- Set up voicemail .................................................................. 12
- What can I do when I’m on a call? ....................................... 13

**Your Push To Talk application**
- How Push To Talk works ....................................................... 15
- Set up PTT .......................................................................... 15
- Create a PTT contact list ..................................................... 17
- Create a group .................................................................... 18
- Responding to Invitations ................................................... 18
- Make a PTT call .................................................................. 19

**Your email**
- Choose the best email option ............................................... 20

Treo 680
Overview: Your Palm® Treo™ 680 smart device

- Stylus
- Earpiece
- Indicator light (phone and charge indicator)
- Volume
- Side button
- Send
- Phone
- Calendar
- 5-way navigator and Center button
- Power/End
- Applications
- Xpress Mail
- Menu
- Microphone
- Multi-connector
- Headset jack
- Infrared (IR) port
- Ringer switch
- Stylus
**Insert the battery**

1. Remove the battery door.
2. Insert the battery into the compartment.
3. Slide the battery door back into place.
4. Connect the charger.

The touchscreen on your Palm® Treo™ 680 smart device turns on. Wait for the progress bar to fill and the language selection screen to appear.

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**Tip**

Your phone won’t work without a SIM card. The SIM card is usually pre-installed in your Treo 680, unless you’re upgrading from a Cingular phone. Check the SIM card tray to see if the SIM card is installed. The SIM card tray is tucked away in a drawer in the battery compartment. See “I need to insert my SIM card” on page 42 for more info.

If you need a SIM card, call AT&T Wireless at 1-800-331-0500.
Complete setup

1. Select the language you want to use.

2. Follow the onscreen instructions to set the date and time.

Note: If you want your Treo 680 to obtain the date, time, and time zone from the local network, accept the default setting on the Date & Time screen.

3. When the setup is complete, press Applications and select Quick Tour.

4. Recommended: Review the Basics and Phone sections of the Quick Tour before using your Treo 680.

Tip
You need a high-speed data plan for email, web browsing, and multimedia messaging. Find out if you have a plan by checking your AT&T Wireless bill or calling AT&T Wireless: dial 611 from your Treo 680 or call 1-800-331-0500 from any phone.

Tip
Need help setting up your Treo 680? Call the Palm Setup Help desk for AT&T Wireless customers at 1-800-331-0500.

Note: If your Treo 680 doesn’t turn on after you charge it, do a soft reset by removing the battery and reinserting it. For more information on resetting your Treo 680, see User Guide: Your Palm™ Treo™ 680 Smart Device on the CD.
Wake up the touchscreen and turn it off

The phone and the touchscreen of your Palm® Treo™ 680 smart device can be turned off and on separately. When you wake up the touchscreen and leave the phone off, you can continue to use the other wireless features; for example, when you're on a plane, you can still manage your calendar, play MP3 files, or write email offline.

If you're taking your Treo 680 out of the box and turning it on for the first time, the phone is already on. You just need to wake up the touchscreen.

1. Press and release Power/End to wake up the touchscreen.
2. Press Center to turn off Keyguard.
3. Press and release Power/End to turn off the touchscreen and lock the keyboard.

Tip
Press Phone, Calendar, or Xpress Mail to wake up the touchscreen and open the corresponding app. Press Applications to wake up the touchscreen and open Applications View.

Did You Know?
You can set how long the touchscreen stays on. Press Applications, select Preferences, select Power, and then adjust the Auto-off setting.
Move around the touchscreen

To move around the touchscreen on your Treo 680, you can use the 5-way navigator, or you can tap items on the touchscreen with the stylus. The 5-way includes the following buttons:

- **Center**
- **Left**
- **Up**
- **Right**
- **Down**

Highlight and select items

The highlight identifies which item is affected by your next action. Use **Left**, **Right**, **Up**, and **Down** on the 5-way to move the highlight from one item to another. The highlight can take two forms: A border glow around an entire screen, an onscreen button, or a pick list, and light text on a dark background.

After highlighting an item, you can select (activate) it by pressing **Center** or by tapping it with the stylus. When an entire screen is highlighted, switch the highlight to the first item by pressing **Center**.

Did You Know?

On most screens, one item—a button, a list entry, or a check box—is highlighted by default.

Tip

If the item you want doesn't appear on the touchscreen, try tapping the onscreen scroll arrows to view more info.
Select menu items
Many applications have menus to give you access to additional features. These menus are usually hidden from view, but they appear when you press Menu (¶).
1. Press Menu (¶) to display an application’s menus.
2. Press Right ‣ and Left  to switch between menus.
3. Press Up ▲ and Down ▼ to highlight a menu item.
4. Press Center ◯ to select the menu item, or press Menu (¶) to close the menu and cancel your selection.

Use the keyboard

Tip
Most menu items have a shortcut. To use a menu shortcut, press Menu + the shortcut letter. For example, in Calendar, you can press Menu + D to delete an event.
Enter lowercase and uppercase letters

- To enter lowercase letters, press the key you want.
- To enter an uppercase letter, press Shift/Find (○) and then press a letter key—no need to hold Shift/Find (○) while entering the letter.
- To turn Caps Lock on, press Shift/Find (○) twice. The following symbol appears 🅱️. To turn it off, press Shift/Find (○) once.

Enter numbers, punctuation, and symbols

Numbers, punctuation, and symbols appear above the letters on the keys. To enter these characters, do one of the following:

- Press Option (⌥), and then press the key with the character—no need to hold Option (⌥) while pressing the second key.
- To turn Option Lock on, press Option (⌥) twice. The following symbol appears 🅱️. To turn it off, press Option (⌥) once.

Enter more symbols and accented characters

1. Enter the character that corresponds to the character you want.
2. Press Alt ( ⇩ ).
3. Highlight the character you want on the pop-up list, and then press Center ( ◌ ) to select the highlighted character.

Note: To enter characters such as _ • \ % =, press Alt ( ⇩ ) by itself, after a space or at the beginning or end of a line.

Did You Know?

Some application views automatically default to Option Lock, such as the Dial Pad in the Phone application. In this case, you do not need to press Option to enter numbers.

Tip

Alternate characters are grouped by their similarity to the base key. For example, the alternate characters for the E key are É, È, É, and É. You can find a complete table of the alternate keys in the User Guide.
Open applications
When you open an application, you automatically close the application you were previously using and save any information you created in that app.

Use the quick buttons
The front of your Treo 680 has three quick buttons that open applications. The fourth button opens Applications View.

Use Applications View
You can access all available applications through Applications View.
1. Press Applications.
2. Use the 5-way to highlight the application you want to use.
3. Press Center to open the selected application.

Tip
In Applications View, you can enter the first few letters of an application name to highlight it. For example, if you press P, you highlight Phone; if you quickly press PR, you highlights Prefs. If you pause and then press R, you highlight the first application that starts with R.

Did You Know?
Press Applications repeatedly to cycle through various categories of applications.
Your phone

Turn your phone on and off

When your phone is on, it is connected to the AT&T Wireless network (provided you’re in a coverage area) so that you can make and receive phone calls and use wireless services, such as email, messaging, and the web browser.

During initial setup, your phone is automatically turned on, so you can use wireless services right away. If you turn off your phone, you can still use the organizer and media features such as Calendar and Pics&Videos.

1. Wake up the touchscreen.
2. If prompted, press Center 🚴 to turn off Keyguard.
3. Press and hold Power/End 🕹️ to turn on your phone.

You know your phone is on and that you’re inside a coverage area when you see the signal-strength 🌟 icon at the top of the Main tab of the Phone app.

Note: If you’re prompted for a PIN code, your SIM card is locked. If you don’t know your PIN code, ask AT&T Wireless to provide you with the PIN code.

4. Press and hold Power/End 🕹️ again to turn off your phone.

You know your phone is off when you see Phone Off at the top of the Main tab of the Phone app.

Tip
If you’re outside a coverage area, the name Cingular does not appear in the upper-left corner and the indicator light flashes red.

Tip
Don’t remember your mobile phone number? To find your phone number, press Phone, press Menu, select Options, and then select Phone Info.
**Open the Phone application**

Press Phone to open the Phone application. The phone application has five tabs.
Make and receive calls
To make and receive calls, your phone must be on. When your phone is off, your incoming calls go to voicemail.

Dial using the keyboard
1. Press Phone.
2. If prompted, press Center to turn off Keyguard.
3. Use the number keys on the keyboard to enter the phone number. (You must be on the Main or Dial Pad tab to enter the phone number.)
4. Press Send to make the call.
5. Press Power/End to end the call.

Answer calls
To answer a call, press Send or select Answer.

Did You Know?
You can set which tab of the Phone app appears when you open the application. In the Phone app, press Menu, select Options, and then select Phone Display Options. Set the default view to the tab you want.

Did You Know?
If the headset is attached, you can press the headset button to answer a call and to end a call. (The headset button may work differently on headsets other than the one provided with your Treo 680.)
Ignore calls
To ignore a call, do one of the following:

Send the call to voicemail: Press Power/End or select Ignore.

Send the caller a text message: Select Ignore with Text. This option sends the call to voicemail and opens a text message addressed to the caller. (Sending text messages to land-line phones may not be supported.)

Silence the ringer
To silence the phone while it is ringing, do one of the following:

- Press any key except Send, Power/End, or the 5-way.
- Slide the Ringer switch to Sound Off.

Set up voicemail
Your AT&T Wireless service includes voicemail. Keep in mind that airtime and other charges apply when using voicemail from your Treo 680.

1. Press Phone.
2. Press and hold 1 to dial the AT&T Wireless automated voicemail system.
3. Follow the voice prompts to set up your voicemail.

To retrieve your voicemail later, press Phone and then press and hold 1.

Tip
Pressing Phone silences the ringer, but it does not answer the call.

Tip
You can also access the AT&T voicemail system by selecting the Favorites tab and then selecting the Voicemail favorite.

Tip
If you can’t connect to the AT&T Wireless voicemail system, contact AT&T Wireless for assistance:
- dial 611 from your Treo 680 or call 1-800-331-0500 from any phone.
What can I do when I’m on a call?

When you make or receive a call, Active Call View appears.

Use the 5-way or stylus to select any of the following onscreen buttons:

- **Caller ID photo (if assigned)**
- **Caller’s name and number**
- **Call duration**
- **Call status**
- **Button label**

**Tip**
While a call is in progress, press the Volume button on the side of your Treo 680 to adjust the call volume.

**Did You Know?**
You can add a picture to a contact entry. See the User Guide for details.

**Tip**
If you’re using a wired headset, simply unplug the headset to switch to holding your Treo to your ear.
**Did You Know?**

If the touchscreen dims during a call, press any key except Send or Power/End to restore the touchscreen brightness.

- **Puts a call on hold. To take the call off hold, select this button again.**
- **Lets you make another call while the first call is on hold.**
- **Opens the Dial Pad so you can dial additional numbers, for example, another phone number or an extension.**
- **Dials any extra digits, such as phone-tree selections, if you assigned these to a speed-dial favorite button. See the User Guide for more information on assigning extra digits to a speed-dial favorite button.**
- **Mutes the microphone so that you can't be heard on the other end. When you want to speak, select this button again.**
How Push To Talk works
Push To Talk from AT&T Wireless is a service that enables you to talk to as many as 29 people at one time so long as they are members of the AT&T Wireless Push To Talk service and they are available. It is a walkie-talkie type of service, which means that only one person at a time can be heard by the others on the call. When finished speaking, the speaker must signal that the microphone is open and available for another person to begin speaking.

Set up PTT
To use PTT, you must first subscribe to the AT&T Wireless Push to Talk service and then set up the Push To Talk application on your Palm® Treo™ 680 smart device.

Get ready to use PTT
To set up the Push To Talk application, do the following:
1. Press Applications ( )
2. Select Push To Talk
3. Select Yes to set up Push To Talk
4. Enter the name you want people to see when you’re available to talk, and then select OK.
5. Wait for the Welcome to Push To Talk screen to appear. If an error appears instead, contact AT&T Wireless for assistance.
6. Select Done.

Tip
Find out more about Push To Talk in the User Guide by selecting My Treo on your device or selecting the User Guide on your computer.
When you first set up Push To Talk, your availability is automatically set to Available. You can change your availability setting at any time.

**Change your availability**

1. Press the Side button to go to PTT.
2. Select the availability pick list in the upper-right corner, and then select the icon that describes your availability.

Here are the icons:

- **Available**: Your Ringer switch is set to Sound On 🎵, and you automatically hear incoming PTT calls.
- **Silent**: Your Ringer switch is set to Sound Off 🎵. When a PTT call comes in, you get an alert. You can choose whether to answer or ignore the PTT call.
- **Do Not Disturb**: You can make PTT calls, but you cannot receive them.
- **Log Out**: You cannot make or receive PTT calls.

Note: The Available option appears in the availability pick list only when the Ringer switch is set to Sound On 🎵. Similarly, the Silent option appears in the availability pick list only when the Ringer switch is set to Sound Off 🎵.

**Tip**

To check your availability setting, just glance at the availability icon in the upper-right corner of the PTT screen. Your availability status also appears in the main views of the Phone application.

**Tip**

Remember, to contact a person or group via PTT, they must also subscribe to the AT&T Wireless Push To Talk service.
Create a PTT contact list

To add a contact, do the following:

1. Press the Side button to go to PTT.
2. Select New, and then select New Contact from the pop-up menu.
4. Select the contact you want to add, and then select Add.
5. (Optional) Select the name and change it to the name you want to see in your PTT list, for example, a nickname. You can use up to 20 characters for the name.
6. Select OK to send the contact an invitation to join your PTT list.

The contact’s name appears in your PTT list, and the icon indicates that the contact has not responded to the invitation. This icon changes to reflect the contact’s current availability status once they accept the invitation.

Tip

If a contact is not listed in your Contacts application, you can add a contact on the spot by entering the person’s name and mobile phone number. Be sure to include the area code, but you don’t need to enter hyphens or punctuation; PTT enters those for you.

Tip

Need to add a group member who is not already a contact in your PTT list? After the group is created, you can add new members and contacts.
Create a group

Groups are an easy way to make calls or to send voice or text messages to multiple PTT contacts at the same time. You can create up to 30 groups. Each group can include up to 29 contacts.

1. Press the Side button to go to PTT.
2. Select New, and then select New Group from the pop-up menu.
   The New Group dialog box shows you all the contacts in your PTT list.
3. Enter a name for the group (up to 20 characters).
4. Check the box next to each contact you want to add to the group, and uncheck any contacts you do not want to include in this group.
5. Select OK.

Responding to Invitations

When you're invited to join someone else's PTT list, you receive an invitation. Select one of the following to respond to an invitation:

Accept: Sends an acceptance message to the contact or group owner. The group's name appears in your PTT list and your name appears in the requester's PTT list or group.

Decline: Sends a message to the contact or group owner indicating that you don't want to join the PTT list or group.

Defer: Places the invitation in your Pending list so that you can respond later by selecting the Pending invitation icon in the title bar or by responding to an invitation reminder.

Tip

You can send a text message to up to ten recipients at a time. To send a text message to a group of more than ten members, select the group, and then select Dynamic call in the accompanying pick list. Select up to ten members. Send your text message. Repeat this process until you have sent your text message to all the recipients in the group.
Make a PTT call
To make a PTT call, press the Side button to go to Push To Talk. Select the people you want to talk to (up to seven individuals at one time or up to 29 in a group); an icon next to each name tells you whether they’re available. Then press and hold the Side button to make the call.

Since the speakerphone is automatically on, hold your Treo 680 like a walkie-talkie, a few inches away from your mouth, and listen for the tone that signals that you can start to speak.

Like a walkie-talkie, PTT allows only one person to speak at a time. No one else can speak until you give up control by releasing the Side button. A tone signals that you gave up control. Now somebody else on the call can have a turn speaking.
Choose the best email option

Before You Begin: You must have a data plan with AT&T to use email on your Palm® Treo™ 680 smart device.

You can use your Treo 680 to access email from both personal and corporate email accounts.

- A personal email account is an account with an Internet service provider (ISP) such as AOL, Comcast, and Gmail.
- A corporate email account is an account on a corporate mail server such as a Microsoft Exchange or Lotus Domino server.

Set up personal email

You have two options for setting up a personal email account on your Treo 680:

- The VersaMail® application enables you to access up to eight personal email accounts.
- Xpress Mail enables you to access a personal email account with a simple setup process; email for this account is then sent automatically to your Treo 680.

Set up VersaMail® to work with a personal email account

Before You Begin: If you used VersaMail on your previous Palm OS® device, and you want to transfer those settings to your Treo 680, see the User Guide for the VersaMail Application on the CD for upgrade instructions.

1. Press Applications and select Email to open the VersaMail application.
2. If prompted to select an initial setup option, select **Continue**.

3. Make up a descriptive name for this account and enter it in the **Account Name** field. For example, **Personal Email**.

4. Select the **Mail Service** pick list, select your email provider, such as AOL, and then select **Next**.

5. Enter the username for your email account. Your username usually appears before the @ symbol in your email address.

   **Note:** For some email providers, such as Gmail, your username is your entire email address. Check with your email provider if you are not sure what to enter as your username.

6. Select the **Password** box, enter your email account password, select **OK**, and then select **Next**.

7. Select **Next**, and then select **Done**.

   **Create and send email in the VersaMail application**

1. From the Inbox, select **New**.

2. Enter the addressee's email address. For multiple addresses, enter a semicolon (;) and then a space between recipients' names.

3. Enter the subject and message text.

4. Select **Send** to connect and send the message. If the message cannot be sent, it is stored in your Outbox.

   **Tip**

   If your email provider's name is not listed, select **Other** and manually enter your provider's settings. See the User Guide for the VersaMail Application on the CD for details.

   **Tip**

   You can also enter an addressee's first or last name. If a name or email address matches one of your contacts, VersaMail displays the matching contacts. To accept a suggestion, select the correct contact.
Set up Xpress Mail to work with a personal email account

Before You Begin: Make sure your phone is on and that you are in an area where a data connection is available. You can tell a data connection is available when either a black triangle or green arrows appear in the signal-strength icon in the title bar of the Main tab of the Phone application.

1. Press Applications, and then select XpressMail.
2. Select Install Now. If prompted, select Yes to connect to the Internet.
3. Select Download Now, and then select Yes to begin downloading.
4. Select Save, and then select Yes to accept the application.
5. Select Reset.
6. Press Applications, and then select XpressMail.
7. Select OK to accept the license agreement.
8. Confirm your 10-digit mobile phone number and press Next.
9. Select your email provider name, and then press Next. If your email provider is not listed, select More to view additional provider names.
10. Enter the username and password you use to access your email account, and then press Next.
11. To begin service with your provider, select Register.
12. When the AT&T Xpress Mail home screen appears, select your email account to go to its inbox.

Tip
If you select More and your email provider still does not appear on the list, go to att.com/WirelessTutorials.
Set up corporate email

There are two types of applications you can use to access corporate email on your Treo 680.

**Self-service**  Xpress Mail is a self-service option for accessing your corporate email from your Treo 680 without support from IT. Using Xpress Mail with a corporate account also enables wireless synchronization of calendar appointments and contacts, as well as wireless corporate directory lookup.

**IT-managed**  IT-managed email means that your company uses Good Mobile Messaging™ or VersaMail to access corporate email. You need your IT department to establish an account on a corporate server to use these applications.

- Good Mobile Messaging provides wireless push synchronization of email, calendar, contacts, and more when your company has a Good Mobile Messaging Server installed (server license sold separately). For setup instructions, see *User Guide: Your Palm® Treo™ 680 Smart Device*.

- VersaMail can provide direct access to Exchange mail, calendar, and contacts using Exchange ActiveSync or access to Exchange or Lotus Domino mail using IMAP. For setup instructions, see the *User Guide for the VersaMail Application* on the CD.
Set up Xpress Mail on your computer

**Before You Begin:** You need the following:

- Your work email address
- The type of mail server your company uses: Microsoft Exchange, Lotus Notes, or IMAP
- The computer you use to access your corporate email (Internet connection required)

1. On your computer, open your web browser.
2. Go to xpressmailwireless.att.com and click Register Now.
3. Enter all the required info, keeping the following in mind:
   - In the Email Address field, enter the work email address you want to use with Xpress Mail.
   - Your Xpress Mail username and password can be anything you want; they don’t need to match your email username and password.

Note: Jot down your Xpress Mail username and password exactly as you enter them. You need this information later in the Xpress Mail setup process.
4. Click **Next**.
5. Click **Download** to copy Xpress Mail desktop software to your computer.
6. When the File Download dialog box appears, click **Open**.
7. Click **Yes** to install Xpress Mail Professional Edition.
8. Follow the onscreen instructions to finish the installation. On the Completing the Xpress Mail Professional Edition Setup Wizard screen, uncheck **Show Readme**, and make sure **Run Xpress Mail Professional Edition** is checked. Click **Finish**.
9. Enter the Xpress Mail username and password you made up in step 3, and then click **Next**.
10. Select your company’s mail server from the list, and then click **Next**.

Tip
11. If you want to access files on your computer from your Treo 680, check the **Enable access to documents** box, and then click **Finish**.

Your web browser displays the Congratulations! page to confirm that Xpress Mail is connected to your corporate email account.

You have finished installing Xpress Mail on your computer. To complete setup, you now need to install the application on your Treo 680.

Important: To access corporate mail on your Treo 680 using your Xpress Mail account, the computer you used to set up your account must be on and connected to the Internet.
Install Xpress Mail on your Treo 680

**Before You Begin:** Make sure your phone is on and that you are in an area where a data connection is available. You can tell a data connection is available when either a black triangle or green arrows appear in the signal-strength icon in the title bar of the Main tab of the Phone application.

1. Press Applications, and then select XpressMail.
2. Select Install Now. If prompted, select Yes to connect to the Internet.
3. Select Download Now, and then select Yes to begin downloading.
4. Select Save, and then select Yes to accept the application.
5. Select Reset.
6. Press Applications, and then select XpressMail.
7. Select OK to accept the license agreement.
8. Confirm your 10-digit mobile phone number and press Next.
9. If prompted, select Yes to connect to the Internet.
10. Select Work, and then press Next.
12. Select Register Device, and then press Next.
13. Enter the username and password you selected when you created your Xpress Mail account on your computer, and then press Next.

**Tip**
If you select Save instead of Save and open, you can finish the setup process later by pressing Applications and selecting Xpress Mail.
15. When the registration process has finished, press OK.

16. When the Account Information screen appears, press Xpress Mail to go to the Inbox of your account.

Create and send email in Xpress Mail

1. From the Inbox, select New.

2. Enter the addressee’s email address, a subject, and your message. Separate recipients’ names with commas (for example: janesthan4028@example1.com, joesmith9056@example2.com).

3. Select Send Now to send the email right away; select Send to send it later. (Send is useful if you’re not currently connected to the Internet.)

Tip
If you have trouble sending messages, you need to enter AT&T’s outgoing mail server name. Open the Messaging tab in the Xpress Mail desktop and click Server Setting. In the Outgoing mail SMTP server field, enter cwmx.com, and then click OK.

Tip
To save a draft of the message you are composing—for example, if you need to finish it later—select Cancel, and then select Save.
Synchronization

**Why synchronize information?**
Synchronizing means that information you enter in one place—your Palm® Treo™ 680 smart device or your computer—is automatically entered in the other, so there’s no need to enter the information twice. Sync your Treo 680 and your computer frequently to keep your information up-to-date (and backed up) in both locations.

The information from the following applications is updated by default each time you sync:

- Calendar
- Contacts
- Memos
- Tasks
- Pics&Videos

**Synchronize for the first time**
When you install Palm® Desktop software, you sync for the first time.

**Before You Begin:** If you’re installing the software on a computer at work, make sure your company allows you to install new software. Contact your company’s IT department for help.

1. Close all programs on your computer.
2. Insert the Palm Software Installation CD into your computer’s CD drive.
   
   **Mac only:** Double-click the CD icon on the desktop, and then double-click the `PalmSoftware.pkg` icon.

**Tip**
You must install Palm Desktop software from the CD that came with your Treo 680 even if you sync with Outlook or with another third-party application.
3. Select the same language you selected on your Treo 680, and then follow the onscreen instructions.

4. When the install program asks you to sync, connect the USB sync cable to a USB port on your computer and to the socket on the bottom of your Treo 680.

5. Press the sync button.

Messages on both your computer and your Treo indicate that synchronization is in progress. Do not disconnect the sync cable until you see the message on your Treo saying that the HotSync® operation is done.

Next time you want to sync, just connect your Treo 680 to your computer (using the sync cable) and then press the sync button.

Tip
Problems synchronizing? See “Synchronization isn’t working” on page 43 for troubleshooting suggestions.
Contacts

Enter names and phone numbers
1. Press Phone.
2. Select the Contacts tab.
3. Press Menu.
4. Select New Contact from the Record menu.
5. Use the 5-way to move between fields as you enter info.
6. Do any of the following:
   - **Add a caller ID photo:** Select the Picture box and select Camera to take a photo (if your Palm® Treo™ 680 smart device includes a camera), or select Photos and select an existing photo.
   - **Add a caller ID ringtone:** Select the Ringtone pick list and select a ringtone for this contact.
   - **Add a note to an entry:** Select Note.
   - **Display additional fields for this contact:** Select Plus.
7. After you enter all the info, select Done.

Did You Know?
The fastest way to enter lots of contacts is to enter them in your desktop software and then sync to transfer them to your Treo 680 (see Why synchronize information? on page 29).

Tip
You can import contacts from your SIM card. In the Contacts list, open the Record menu and select Import from SIM.
Dial by contact name

1. Press Phone (1)
2. Select the Contacts (2) tab.
3. Use the keyboard to start entering one of the following for the contact you want to call:
   - First name (JOH for John)
   - Last name (SMI for Smith)
   - First initial and last name (JSM for John Smith)
   For example, entering SM displays Smilla Anderson, John Smith, and Sally Martin. Entering JSM finds only John Smith.
4. Select the number you want to dial.
5. Press Send (3) to make the call.

Tips
- To see more information for a contact, highlight the name and press Center on the 5-way to view the address, company, and other details.
- Did You Know?
  You can access your contact information from the Phone, Messaging, and email applications.
Calendar

Enter a new appointment
1. Press Calendar \( \text{[T]} \) until Day View appears.
2. Select Go To and then select the desired day.
4. Using the keyboard, enter a starting hour and minute for the event, such as 545 for 5:45.
5. Select the End Time box and enter the ending hour and minute for the event.
6. Select OK.
7. Enter a description for the event.

Did You Know?
You can also schedule repeating meetings or a block of vacation time by creating an event that repeats at an interval you specify, and you can color-code your appointments by category.
**Messaging**

**Before You Begin:** Consult AT&T Wireless for pricing and availability of text and multimedia messaging services.

**Send a text or multimedia message**

1. Press Applications 📞 and select Messaging 📬.
2. Select New.
3. Select the To field and do one of the following:
   - Enter the first initial and last name (no spaces), and then select the recipient’s mobile phone number or email address from your Contacts list.
   - Enter the recipient’s mobile phone number or email address.
   - Press Center 📊 and select the recipient's name from the list of recent addressees.
4. Enter your message.
5. (Optional) Do any of the following:
   - Insert predefined phrases by selecting QuickText 📅.
   - Insert emoticons by selecting 🧵.
   - Insert pictures, videos, and sounds to create a multimedia message. Select Add media.
6. Select Send.

**Tip**

If you see numbers instead of letters (or the reverse), you need to turn Option Lock on by pressing Option twice or turn it off by pressing Option once.

**Tip**

Sending text messages to landline phones may not be supported.
Web browser

Before You Begin: You must have a data plan on your AT&T Wireless account to browse the web on your Treo 680.

1. Press Applications \* and select Web ☑ to open the Blazer® web browser. If necessary, select Yes to turn on your phone, and Yes to connect to the Internet.
   Note: To connect to the Internet, you must be in an area where a data connection is available. You can tell a data connection is available when either a black triangle \(\blacktriangle\) or green arrows \(\greenarrow\) appear in the signal-strength icon in the title bar of the Blazer web browser application.

2. Enter a web page address (URL) in the Address Bar and select Go.
   Do any of the following to navigate within the web page:

   **Scroll through the page:** Press Up ↑ or Down ↓.

   **Follow a link to another web page:** Highlight the link by pressing Left ◄ or Right ► and then press Center ○ to go to the selected page.

   **Submit a form:** Enter the information and then select the onscreen button to submit the form. If the form doesn’t have an onscreen button, press Return ☇.

   **Tip** If you browse to a secure web page, a lock icon appears in the Address Bar.

   **Tip** To adjust the font size, open the Options menu and select Font.
Use the 5-way \(\) to access any of the following icons in the title bar:

- Goes to your home page.
- Opens a dialog box where you can enter a web address or view a list of recently viewed web pages.
- Goes back in order through pages you viewed.
- Goes forward in order through pages you viewed.
- Gets the latest version of the current web page. This is sometimes called refreshing the web page.
- Opens a list where you can select Fast mode (no images or style sheets) or Normal mode (with images and style sheets).

**Did You Know?**

After you configure an email application on your Treo 680, you can select an email address link from a web page to create a message to the selected address.
Your music and pictures

Listen to music
To listen to music on your Palm® Treo™ 680 smart device, you need to convert the music files into MP3 format using Windows Media Player (Windows computers) or iTunes (Mac computers), and then transfer the music files to your Treo 680 or an expansion card. After you transfer the music files, you can play them using Pocket Tunes™ on your Treo 680.

Set up Windows Media Player for MP3
1. Connect your Treo 680 to your computer with the sync cable.
2. Press Applications and select pTunes.
3. On your computer, open Windows Media Player, and then click the full-screen icon in the upper-right corner to maximize the window.
4. Click Tools, and then click Options.
5. Click the Rip Music tab, click the Format pick list, and then select mp3. Click OK.
6. Click Tools, and then click Options.
7. Click the Devices tab, select Palm Handheld from the Devices list, and then click Properties.
8. Click the Quality tab and uncheck the Convert files as required by this handheld (recommended) box. Click Apply.
9. Click OK and then click OK again.

Tip
You can upgrade Pocket Tunes to a version that supports more music file formats (such as WMA), supports subscription music, and includes additional features. For more information, visit www.pocket-tunes.com/palm.

Did You Know?
If a call comes in when you’re listening to music, you can take the call and the music pauses automatically. After you finish the call, the music starts again.
Set up iTunes for MP3

1. On your Mac, open iTunes.
2. Select Preferences.
3. Click the Advanced button at the top of the window, and then click Importing.
4. Click the Import Using drop-down box and select MP3 Encoder.
5. Click the Setting drop-down box and select Good Quality

Transfer MP3 files from your computer
If your MP3 files are already on your computer's hard drive, you just need to transfer them to your Treo 680 to listen to them with Pocket Tunes.

If an expansion card is inserted into the Treo 680, Windows Media Player copies the MP3 files to the expansion card. If you don't have an expansion card inserted, the MP3 files are copied to your Treo.

Important: You must synchronize your Treo 680 with your computer at least once before you can transfer MP3 files from your computer.

Before You Begin: On a Mac, you need an expansion card (sold separately) to transfer MP3 files from your computer.

1. Connect your Treo to your computer with the USB sync cable.
3. If you are transferring MP3 files from a Mac, insert an expansion card into your Treo. This step is optional for Windows users.
4. Do one of the following:

**Windows**: Open Windows Media Player on your computer. Select the Sync tab, and then select Palm Handheld from the drop-down list. Select Start Sync. The files are transferred to your Treo 680.

**Note**: Do not press the sync button on your cable. Windows Media Player transfers the files, so there’s no need to do anything.

**Mac**: Drag and drop the MP3 files onto the Send To Handheld droplet in the Palm folder. Select your device name, the file name, and the destination (card). Click OK. Synchronize your Treo with your computer. Be patient; transferring music to an expansion card can take several minutes.

**Listen to music on your Treo**

**Caution**: Protect your hearing. Listening to this device on full volume for a long period of time can damage your hearing.

1. Make sure the Ringer switch is set to Sound On. See “Overview: Your Palm® Treo™ 680 smart device” for more information.
2. Press Applications and select pTunes.
3. Use the 5-way to access any of the following icons:
   - Play: Plays or resumes playback of the current song.
   - Next song: Plays the next song.
   - Previous song: Plays the previous song.
   - Choose song: Displays a list of songs to choose from.
   - Pause: Pauses playback.

**Tip**
You can change the settings on your Treo so that pressing and holding the Side button opens Pocket Tunes. See the User Guide for details.

**Did You Know?**
You can also press Space to pause and resume playback, as well as use the 5-way to navigate among songs or pause and resume playback.
Note: To adjust the volume during playback, press the Volume button on the side of your Treo.

See your User Guide for more information about playing music on your Treo.

**Take pictures**

You can use the built-in camera that comes with your Treo 680 (camera version only) to take and view pictures and videos and send them to your friends and family. You can store pictures on your Treo 680 or on an expansion card.

1. Press Applications [ aç ] and select Camera [ câ ].
2. By default, the Camera application stores pictures you take in the PALM folder on your expansion card (if a card is inserted). Otherwise, Camera stores pictures in the PALM album on your Treo. To store a picture in a different location, select one of the following:
   - `<Album name>`: Stores the picture in the selected album. The storage location is based on the location of the album (Trevo 680 or expansion card).
   - New Albums: Opens a dialog box where you can enter an album name and select the storage location (Trevo 680 or expansion card).
3. Find your subject in the screen on your Treo (the lens is on the back of your Treo).
4. (Optional) To get a close-up of your subject, press Up ▲ to select 2x. Press Down ▼ to return to 1x.

**Tip**
The default camera resolution is VGA (640 x 480). QVGA (320 x 240) resolution is also supported. To view these settings before you take a picture, press Menu.
5. Press Center \( \text{button} \) to capture the picture.

6. Do any of the following:

- Saves the picture in the location you selected in step 2.
- Deletes the picture.
- Opens a dialog box where you can select how you want to send the picture: Messaging, Bluetooth, or Email. The receiving device must support the method you select.
- Lets you add a voice caption.

Tip

To add an audio caption later, open the picture and then select Audio Caption from the Photo menu.

See User Guide: Your Palm® Treo™ 680 Smart Device for more information about taking and viewing photos and videos on your Treo.
I need to insert my SIM card
1. Remove the battery door and battery.
2. Slide the SIM tray out of the slot.
3. Insert the notched end of the SIM card into the SIM tray, and then press the other end of the card into place.
4. Slide the SIM tray back into the slot.
5. Reinsert the battery and battery door.

My touchscreen appears blank
1. When a call lasts longer than two minutes, the touchscreen dims and may appear to be blank. Press any key (except Power/End) to restore the normal brightness.
2. When a period of inactivity lasts longer than one minute, the touchscreen turns off. Press and release Power/End to wake up the touchscreen.
3. If you can see a dim image on the touchscreen, press Option + Backlight and then press Left and Right to adjust the brightness.

Nothing happens when I tap the touchscreen
1. Press Applications and use the 5-way to select Prefs.
2. Use the 5-way to select Touchscreen.
3. Follow the onscreen alignment instructions, and then select Done.
4. If your Treo™ 680 still doesn’t respond, do a soft reset by removing the battery and reinserting it.
Nothing happens when I press a key
Do a soft reset by removing the battery and reinserting it.

I don’t want Keyguard to turn on automatically
1. Press Applications and select Prefs.
2. Select Keyguard.
3. Select the Auto-Keyguard pick list, and then select Disable.
4. Select Done.
5. (Optional) To manually turn Keyguard on, press Option + Power/End when the touchscreen is on.

Synchronization isn’t working
Try to sync after each of the following steps. If the sync is successful, you don’t need to do the rest of the steps. If you still can’t sync after finishing the steps, check User Guide: Your Palm® Treo™ 680 Smart Device on the CD for more troubleshooting tips.

1. Make sure the USB sync cable is securely connected to your Treo and to a built-in USB port on your computer (not on a USB hub). See “Synchronize for the first time” on page 29 for details.
2. Make sure that HotSync manager is running:
   Windows: Right-click HotSync manager in the taskbar in the lower-right corner of your computer screen, and make sure that Local USB is checked. If you don’t see the HotSync manager icon, click Start > Programs > Palm > HotSync Manager.
   Mac: Go to the Palm folder on your Mac hard drive and double-click HotSync manager. In the Connection Settings panel, set the Local Setup port to Palm USB.
3. Do a soft reset by removing the battery and reinserting it.
Tips and tricks

**Keyboard**

**TO:**
- Lock the keyboard
- Unlock the keyboard
- Adjust the brightness

**DO:**
- Press Option + Power/End
- Press Center
- Press Option + P; press Left to decrease the brightness or Right to increase it

**Phone**

**TO:**
- Turn speakerphone on and off during a call
- Change volume during a call
- Switch from the ringer to vibrate
- Make a conference call
- Check voicemail
- Use the phone while out of the country

**DO:**
- Select to turn on speakerphone and to turn it off
- Press the Volume button on the side of your Treo 680
- Slide the Ringer switch to Sound Off
- Make a second call, and then select
- Press and hold 1
- Contact AT&T Wireless to enable international voice and data roaming
**Data**

**TO:**
Use your Palm® Treo™ 680 smart device with your PC as a wireless modem

**DO:**
Make sure your computer has Bluetooth® wireless technology and your Treo 680 has a data plan that allows tethered use. Call 1-800-331-0500 to check on your data plan. Then, see User Guide: Your Palm® Treo™ 680 Smart Device on the CD for setup instructions.

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**Typing**

**TO:**
Capitalize a letter
Turn on Caps Lock
Enter a number or symbol
Turn on Option Lock
Enter other symbols and accented characters
Highlight text
Highlight a word
Highlight a paragraph

**DO:**
Press Shift/Find + letter key
Press Shift/Find twice
Press Shift/Find once
Press Option + key with character above letter
Press Option twice
Press Option once
Press letter + Alt, and then select character from list
Tap and drag the stylus across the text
Double-tap the word
Triple-tap the paragraph
Browser

TO:
Move to wide page mode
Move to optimized mode
Jump to the toolbar
Toggle between fast and normal mode
Switch between Bookmark and Page View

DO:
Press Menu (Menu) + W
Press Menu (Menu) + O
Press Space (Space)
Select (Select)
Press Menu (Menu) + V

Navigation

TO:
Page up one screen
Page down one screen

DO:
Press and hold Option (Option) + Up (Up)
Press and hold Option (Option) + Down (Down)

General

TO:
Do a soft reset
Access menus
Access Preferences

DO:
Remove the battery and reinsert it
Press Menu (Menu)
Press Applications (Applications) and select Prefs (Prefs)
## Status indicators

<table>
<thead>
<tr>
<th>Cingular</th>
<th>Phone on with wireless coverage</th>
<th>Partial battery</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Phone Off</strong></td>
<td>Wireless services off</td>
<td>Low battery</td>
</tr>
<tr>
<td></td>
<td>Call forwarding on</td>
<td>Battery charging</td>
</tr>
<tr>
<td></td>
<td>Signal strength without data coverage</td>
<td>Full battery, charger connected</td>
</tr>
<tr>
<td></td>
<td>Signal strength with data coverage available</td>
<td>Unread text or multimedia message</td>
</tr>
<tr>
<td></td>
<td>Signal strength with active data connection</td>
<td>Unread Email message</td>
</tr>
<tr>
<td></td>
<td>Voicemail message</td>
<td>Upcoming appointment</td>
</tr>
<tr>
<td></td>
<td>New alert</td>
<td>Available for Push to Talk calls</td>
</tr>
<tr>
<td></td>
<td>Bluetooth feature off</td>
<td>Ringer switch off; PTT call triggers alert</td>
</tr>
<tr>
<td></td>
<td>Bluetooth feature on</td>
<td>Do not disturb on; PTT calls not received</td>
</tr>
<tr>
<td></td>
<td>Communicating with Bluetooth device</td>
<td>Unavailable for PTT calls</td>
</tr>
<tr>
<td></td>
<td>Bluetooth hands-free device connected</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dial-up networking (DUN) on</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Full battery</td>
<td></td>
</tr>
</tbody>
</table>
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