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Welcome

Congratulations on the purchase of your Palm® Treo™ 700wx smartphone. In one compact and indispensable device, you now have all of the following:

- An advanced wireless smartphone
- A Windows Mobile® organizer with portable memory card expansion capability (MultiMediaCard/SD/SDIO)
- High-speed web browsing with support for CDMA 1xRTT and EVDO wireless technologies.
- A 1.3-megapixel digital camera
- Email
- Text messaging
- A media player
- Microsoft Office Mobile suite

This guide helps you set up your Treo 700wx smartphone and quickly learn how to use it.

**NOTE** Web, email, and text messaging services require a service contract and high-speed data service from your wireless service provider. Data speeds vary based on network availability and capacity.

What’s in the box?

You should have received all of the following items in the Treo 700wx smartphone box:

**Hardware**
- Treo 700wx smartphone
- Rechargeable battery
- AC charger
- USB sync cable
- Stereo headset

**Documentation and software**
- *Read This First* setup poster
- *Palm® Treo™ 700wx Smartphone Quick Reference Guide* (this book)
- *Setting Up Email Guide*
- Getting Started CD that includes the following:
  - *Using Your Palm® Treo™ 700wx user guide*
Welcome to Microsoft Office Outlook 2002 and ActiveSync® desktop synchronization software.

Additional software for your smartphone.

Palm warranty.

What you need to use your smartphone:

As you work through the instructions in this guide, you need all the items that came in the Treo 700wx smartphone box (see “What’s in the box?” on page 1), as well as the following:

- An activated account from your wireless provider
- A location with wireless coverage for your smartphone
- An electrical outlet
- A computer you want to synchronize your personal information with

**NOTE** Before you can use email, messaging, or web browsing, your wireless service provider service plan must include data services.

Where to learn more:

For a quick introduction:

- **Quick Tour**: The Quick Tour highlights many of your smartphone’s features. It is already installed on your smartphone, and you can open it at any time. Press Start, select Programs, and then select Quick Tour.

While using your smartphone:

- **Help**: Many of the built-in applications include on-device Help, so that you can learn about the tasks you can perform in that application. To access Help, go to the application or screen you want help with, press Start, and select Help.

- **Online support from Palm**: For up-to-date downloads, troubleshooting, and support information, check out www.palm.com/support.
If you need more information

- **Books:** Many books on Windows Mobile® devices are available in local or online book retailers (look in the computers section).
- **Online forums:** Consult online Treo 700wx smartphone user discussion groups to swap information and learn about topics you may find nowhere else. Visit www.palm.com/support for details.
- **Your wireless provider customer service:** For questions about your account or features available on the network, contact your wireless service provider customer service.
Moving Around On Your Smartphone

Congratulations on the purchase of your new Palm® Treo™ 700wx smartphone. You’re about to discover the many things about your smartphone that will help you better manage your life and have fun, too.

Have you ever been to a new city and felt a bit lost until you figured out the streets? Learning to move around on your smartphone is similar. Most applications that work on your smartphone use the same set of controls. So once you learn how to use these controls, you’ll be driving all over town and you won’t even need a map.

**Benefits**
- Know where your smartphone controls are located and quickly move around and complete tasks in applications, using one thumb on the 5-way navigator.
- Access extra features with menus.
- Find and open applications quickly.
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Overview

- Antenna
- Expansion card slot
- Stylus
- Infrared (IR) port
- Ringer switch
MOVING AROUND ON YOUR SMARTPHONE

CHAPTER

Indicator light (phone and charge indicator)
Earpiece
5-way navigator
Right action key
OK
Power/End
Center/Select
Microphone
Multi-connector
Headset jack
Volume
Side button
Left action key
Phone/Send
Start
Turning your smartphone on/off

The phone and the screen of your Palm Treo 700wx smartphone can be turned off and on separately. This means you can wake up the screen to use just the organizer features of your device without turning on the phone. Also, when the screen is turned off, the phone can be on and ready for you to receive and make calls.

**Turning your phone on and off**

When you turn on your phone, it connects to a wireless network so that you can make and receive phone calls and use other wireless services.
MOVING AROUND ON YOUR SMARTPHONE

1. If you are not on a call and your screen is off, briefly press **Power/End** to wake up the screen.

2. Press **Center** on the 5-way to turn off Keyguard.

3. Press and hold **Power/End** to turn on your phone. When your smartphone locates a signal, the name of your wireless service provider and the signal-strength icon appear at the top of the screen, indicating that you can use the phone and Internet features (if supported by the local network).

4. Press and hold **Power/End** again to turn off your phone. When your phone is off, “Phone Off” and the phone-off icon appear at the top of the screen. Your smartphone is not connected to any wireless network, but you can still use the organizer and other features.

DID YOU KNOW? The indicator light flashes green when your phone is on and you’re inside a coverage area. If you’re outside a coverage area, the indicator light flashes amber and no bars appear in the signal-strength icon.

Waking up the screen and turning it off
Wake up the screen and leave the phone turned off when you want to use only the organizer features of your smartphone, for example, when you’re on a plane and want to look at your calendar. You can also turn off your smartphone’s screen without turning off your smartphone’s wireless features.

1. Press **Power/End** to wake up the screen, and then press **Center** to turn off Keyguard.

2. Briefly press **Power/End** to turn off the screen.

TIP You can set how long the screen stays on during a period of inactivity. Press **Start**, select **Settings**, select the **System** tab, and then select **Power**. Select the **Advanced** tab, and then adjust the **On battery power** setting.
Moving around the screen

To move around the Palm® Treo™ 700wx smartphone screen, you can use the 5-way navigator or you can tap items on the touch screen with the stylus. As you become familiar with your smartphone, you’ll find your own favorite way to scroll, highlight, and select items.

The 5-way includes the Right ➤, Left ◄, Up ↑, Down ↓, and Center ○ buttons.

**Tip** Some third-party applications may not work with the 5-way navigator; therefore you may be required to use your stylus instead.

**Tip** The arrow icons that indicate directions on the 5-way are different from the onscreen scroll arrows and the arrows that indicate that a list is available (see “Selecting options in a list” on page 16).
Scrolling through screens
As on a computer, on your smartphone you
scroll to move from field to field or page to
page, or in some cases to highlight an item
or option in a list. There are several
methods of scrolling:

- Press the 5-way on the front of your
  smartphone. Press Right ▶, Left ◄,
  Up ▲, or Down ▼ to move to the next
  field, button, or action in that direction.
- Press and hold Option ⌥ while
  pressing Up ▲ or Down ▼ to scroll
  one screen at a time. These keys work
  just like the Page Up and Page Down
d-keys on your computer keyboard.
- Press and hold Option ⌥ while
  pressing Left ◄ or Right ▶ to jump to
  the top or bottom of the current screen.
- When viewing a screen with tabs, such
  as when adding a contact, press
  Down ▼ to scroll to the tabs, and then
  press Left ◄ or Right ▶ to move
  between tabs.
- When inside a text field, press Right ▶
or Left ◄ to move to the next character,
  and press Up ▲ or Down ▼ to move
  between lines.
- When inside a list, press and hold
  Up ▲ or Down ▼ to rapidly scroll
  through the list.
- Tap an onscreen scroll arrow.
- Tap and drag the slider of an onscreen
  scroll bar.
Closing screens

To accept the information you entered on a screen and to return to the previous screen, do one of the following:

- Press OK.
- Use the stylus to tap  or  in the upper-right corner of the screen.

**NOTE** When you close a screen, the application still runs in memory. See the *Using Your Palm® Treo™ 700wx* user guide for instructions about viewing the amount of memory in use versus the available memory, and for instructions about closing applications and freeing up memory.

Highlighting and selecting items

On most screens, one item—a button, a list entry, or a check box—is highlighted by default. The highlight identifies which item is affected by your next action. Use the 5-way to move the highlight from one item to another before opening or selecting it.

The highlight can take one of two forms, depending on what is highlighted:

- **Border glow:** This rectangular border highlights items such as an onscreen button (such as OK, Dismiss, or Hide), a check box, an option, or a web link.

- **Reverse type** (light text on a dark background): This highlights items such as a phone number, an email address, text, or an item in a list.

After highlighting an item with the 5-way, you can select or activate it by pressing Center or by tapping the item with the stylus.

**DID YOU KNOW?** Custom navigation features are available when you browse the web using Internet Explorer. See “Viewing a web page” on page 65.

**TIP** The best way to learn to use the 5-way is to experiment. Press the 5-way buttons and as you do, follow the movement of the border glow around the screen. The behavior of the 5-way varies slightly in each application.
Highlighting text
You can use the stylus to highlight text on the screen:
- Tap and drag the stylus across the text you want to highlight. To highlight a word, double-tap it. To highlight a paragraph, triple-tap it.

Using the action keys
The left and right action keys give you quick access to tasks that you can do on the current screen, so the action key items vary from application to application and from screen to screen. Look on the screen directly above the action key to see the action that it does in the current context. In some contexts, these keys may do nothing at all. In most cases the right action key opens the menu, and the left action key activates a specific command, such as New or Edit. Remember that action key functions vary from screen to screen, so be sure to check the onscreen label before pressing an action key.
MOVING AROUND ON YOUR SMARTPHONE

CHAPTER

Selecting menu items
In many applications, a menu provides access to additional features. The menu is hidden until you press Menu (right action key). To get the most out of your smartphone, it’s a good idea to familiarize yourself with the additional features available through the menu in various applications.

1. Press Menu (right action key) to display an application’s menu.

2. Press Up ▲ or Down ▼ to highlight a menu item.

3. If an arrow appears next to a menu item, press Center ◀ or Right ▶ to display additional options for that item, and then press Up ▲ or Down ▼ to highlight a menu item. To return to the main menu without making a selection, press Left ◀.

4. Press Center ◀ to select the menu item, or press Left ◀ or Menu (right action key) to close the menu and cancel your selection.

DID YOU KNOW? You can use keyboard shortcuts to select most menu items. To quickly access a menu item, press Menu (right action key) followed by the underlined letter in the menu item’s name.

Selecting options in a shortcut menu
Most applications also provide access to context-sensitive, shortcut menus—similar to the right-click menus on a computer. The shortcut menu options vary based on the highlighted selection.
MOVING AROUND ON YOUR SMARTPHONE

CHAPTER 1

1 Highlight the item you want to open the shortcut menu for.

2 Press and hold Center to open the shortcut menu.

3 Press Up or Down to highlight a menu item.

4 Press Center to select the menu item or press Left to cancel your selection.

TIP You can also tap and hold an item with the stylus to open the shortcut menu.

Selecting options in a list

Lists let you select from a range of options. You can identify whether a list is available when you select the field. If a rectangle appears around the field along with a downward-pointing arrow, a list is available. Lists are different from the menus described earlier in this section.
To select from a list, do any of the following:

- Use the 5-way to highlight the field, and then press Center to display the items in the list. Press Up or Down to highlight the item you want, and then press Center to make your selection.

- Use your stylus to tap the arrow, and then tap the item in the list.

- To exit the list and cancel your selection, press Left.

**TIP** When selecting fields you might not see the downward-pointing arrow until you press Center on the 5-way.

**DID YOU KNOW?** In fields where you see a downward-pointing arrow but no rectangle, you must tap the arrow with the stylus to expand the field.

---

**Using the keyboard**

- Left action key
- Phone/Send
- Start
- Option
- Shift

- Right action key
- Power/End
- OK
- Backspace
- Return
- Shift
- Space

---

**USING THE KEYBOARD** 17
Understanding the keyboard backlight

Your smartphone includes a keyboard backlight for low light conditions. The keyboard backlight is activated automatically when the screen turns on. The backlight turns off automatically when the screen turns off or when you are on a call or playing music in the background for longer than the time specified in Backlight Settings. You can set different time intervals depending on whether the smartphone is operating on battery power or is connected to an external power source. The backlight also turns off when an application’s power-saving features turn it off.

Entering lowercase and uppercase letters

By default, the first letter of each sentence or field is capitalized and the remaining text you enter is lowercase. To enter other uppercase letters, do one of the following:

- Press Shift, and then enter a letter. You don’t need to press and hold Shift while entering a letter.
- Press Shift twice to turn on Caps Lock, and then enter a series of letters. When Caps Lock is on, this symbol appears at the bottom of the screen: . To turn off Caps Lock, press Shift again.

Entering 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 of the desired character. You don’t need to hold Option while pressing the key.
- Press Option twice to turn on Option Lock, and then press the
desired keys to enter a series of characters. When Option Lock is on, this symbol appears at the bottom of the screen: ⌘. To turn off Option Lock, press Option ⌘ again.

Entering other symbols and accented characters
You can enter symbols and accented characters that don’t appear on the keys, using the alternate characters list.

1 Press Alt ⌥ to display the alternate character list.
2 Narrow the list by pressing the key that corresponds to the character you want. For example, to enter an é, press E. See “Symbols and Accented Characters” on page 20.
3 Press Up ▲ or Down ▼ to highlight the desired character.

4 Press Center ⬣ to insert the character.

TIP  The alternate characters are grouped according to their similarity to the corresponding key. For example, the alternate characters available for the e key are é, ê, è, and ê. If you press the wrong key, press Backspace to return to the full list of alternate characters. You can then press another key.

DID YOU KNOW?  If you don’t know which key to press to narrow the list when entering a symbol, you can scroll through the full list until you find the character you want.
### Symbols and Accented Characters

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Opening and closing applications

Opening applications
You can access all the applications on your smartphone through the Start menu:

1. Press Start to open the Start menu.
2. Use the 5-way navigator to highlight the application you want to use. To view additional applications, select Programs.
3. Press Center to open the highlighted application.

(Optional) Press OK to return to Programs and open another application. The current application continues to run in the background.

TIP With the Start menu open, you can press the letter underlined in the application’s name to open the app. For example, press H to open Help. You can also select the shortcut icons at the top of the Start menu to open recently used applications.

DID YOU KNOW? You can open apps by pressing Option and then pressing Phone/Send, Start, or OK. You can customize the apps assigned to these button combinations; see “Reassigning buttons” on page 107 for details.

Closing applications
You can have several applications open at once, so you don’t need to exit an application to open another one. In most cases, applications close automatically when available memory is low, but you can also close applications manually.

1. Press and hold OK to open Memory Settings.
2 On the Running Programs tab, do one of the following:
- Select the application you want to close, and then select Stop to close it.
- Select Stop All to close all your open applications.

**NOTE** If you press OK to return to Programs, the current application continues to run in the background.

---

**Using your Today screen**

Your Today screen is your home base. From your Today screen you can quickly look up a contact, dial a phone number or speed-dial button, see your latest calendar appointments, see the number of unread email messages, and even search the web.

To access your Today screen, press Phone/Send.

---

**TIP** You can select a picture for your Today screen background and select which items appear on the Today screen. See “Today screen settings” on page 99 for details.
**Title bar and status info:** See “What are all those icons?” on page 31 to learn about the icons that appear in this area.

**Dial Lookup field:** Begin typing the name you want to look up. See “Dialing by contact name” on page 34 for more info.

**Web Search field:** Enter a word you want to find on the Internet, and press Center to begin the search (data services connection required).

**Speed-dial entries:** Select the speed-dial button you want to dial. This can be a text button or a picture speed-dial button. See “Creating speed-dial buttons” on page 44 to create your own.

---

**Synchronizing contacts and other info**

You can enter or change information on your smartphone or in Microsoft Office Outlook on your computer, and then synchronize to automatically update the info in both places; there is no need to enter the info twice. We strongly recommend that you synchronize your smartphone and your computer frequently to keep your information up-to-date (and backed up) in both locations.

Each time you connect your smartphone to your computer, it automatically synchronizes the items that are set to sync. You can synchronize using a cable or you can sync wirelessly.

To use ActiveSync® software, you must first install it from the Getting Started CD that came with your smartphone.

If you want to use Direct Push Technology, make sure you are accessing an Exchange Server 2003 upgraded to Service Pack 2.
See the Using Your Palm® Treo™ 700wx user guide for more information.

You can customize the sync settings (see “Setting synchronization options” on page 91) or use the default settings to synchronize your info in the following applications:

- Contacts
- Calendar
- E-mail
- Tasks
- Favorites

1. Connect your smartphone to your computer. You should hear the ActiveSync® tone.

2. Look for the ActiveSync icon at the top of your smartphone’s screen and the ActiveSync icon in the taskbar on your computer.
   - If you don’t see the ActiveSync icon, make sure the desktop synchronization software that came with your smartphone is running on your computer.
   - If you have any problems synchronizing, see Using Your Palm® Treo™ 700wx user guide for troubleshooting suggestions.

**TIP** We recommend that you install a backup and restore application. A backup and restore application preserves your data and settings if your smartphone is ever lost or stolen, and it protects your data during a hard reset. See www.palm.com/support for more information.
Maintaining the battery

Viewing the charge status

**IMPORTANT** Charge the battery for 3.5 hours, or until the indicator light is solid green.

When your smartphone display is on (see “Waking up the screen and turning it off” on page 10), the onscreen battery icon displays the charging status:

- A solid lightning bolt indicates that the battery is connected to a wall outlet and is charging.
- A shaded lightning bolt indicates that the battery is connected to a wall outlet and is fully charged.
- A partial battery without a lightning bolt indicates that the battery is not connected to a wall outlet and that it has some power.
- An exclamation point (!) indicates that the battery needs to be charged immediately.

**DID YOU KNOW?** Tapping the battery icon opens a window showing a percentage level of charge left in the battery.

Maximizing battery life

You can increase your smartphone’s battery life by following a few easy guidelines. Remember that battery life depends on how you use your smartphone.

- Charge your smartphone whenever you’re at your desk, or charge it overnight each day. The battery in your
smartphone has a much longer useful life when it is topped off frequently, versus charging it after it is fully drained.

- If you spend a lot of time using the camera, games, media players, eBooks, or other applications, keep an eye on the battery icon and charge when necessary.

- Your smartphone’s wireless features (phone, email, messaging, and web) generally consume more power than the organizer features. If you don’t plan to use the wireless features on your smartphone for a while, turn off your wireless services (see “Turning wireless services on/off” on page 111). You can forward calls to a different number or let all calls be picked up by voicemail. To see if your wireless services are on, tap the phone-off icon, and then select Wireless Manager.

- Turn off your smartphone’s Bluetooth® wireless technology feature when you do not need to make a Bluetooth connection.

- As with any wireless phone, if you are in an area with no wireless coverage, your smartphone searches for a signal, which consumes power. If you cannot move to an area of better coverage, temporarily turn off your phone (see “Turning your phone on and off” on page 9).

- Turn down the screen brightness (see “Adjusting the brightness” on page 106).

- Set your screen to turn off automatically after a shorter period of inactivity (see the Using Your Palm® Treo™ 700wx for more information).

- Keep your battery away from direct sunlight and other sources of heat. Temperatures over 120 degrees Fahrenheit (50 degrees Celsius) can permanently reduce the capacity and life span of any lithium-ion battery.

- If you are using Direct Push technology (MSFP) for email, set your device to sync every 30 minutes or more. Email synchronization can quickly consume battery power.
DID YOU KNOW? If the battery drains to the point where your smartphone doesn’t turn on, your smartphone stores your info safely until you recharge the battery. To avoid draining the battery, we recommend that you charge and synchronize every day, especially if you use your smartphone often.
Using Your Phone

The phone, along with the Today screen, is your home base for making and receiving calls. You can creatively manage multiple calls; for example, you can swap between calls, send text messages to ignored calls, and create conference calls.

**Benefits**

- Stay in touch—you choose how
- Work in other applications when on an active call
- Create speed-dial buttons with pictures of your friends
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Phone overview

**IMPORTANT** Depending on where you are on a wireless network with certain coverage conditions, you might experience interruptions with your phone operation while using a Wi-Fi card (you must purchase and install a third-party Wi-Fi card to use this feature). Palm recommends that you turn off the phone radio when using any Wi-Fi card with your smartphone or remove the Wi-Fi card when not in use to ensure that you can always make and receive phone calls. For EMERGENCY calls, always remove the card from your smartphone to ensure optimal connectivity.

**What are all those icons?**
You can monitor the status of several items using icons at the top of your Today screen:
- You missed an incoming call.
- You have a voicemail message.
- You have a new email or text message.
- An error occurred during synchronization.
- You have more than one of the conditions listed previously.
- Your phone is on. The bars display the signal strength. The stronger the signal, the more bars that appear. If you are outside a coverage area, no bars appear.
- Your phone is off.
- You are outside your wireless service provider’s coverage area and are roaming on another wireless service provider’s network.
- A voice call is in progress.
- You are in an area that supports 1xRTT data services.
- You are in an area that supports EVDO data services.
A 1xRTT data call is in progress. You can make calls, but you cannot receive calls; any incoming calls go to voicemail. When you make a call, the data transmission is automatically interrupted.

An EVDO data call is in progress. You can still make or receive calls. When you make or receive a call, the data transmission is automatically interrupted.

Your phone is connected to a 1xRTT data network, but you are not actively transmitting data. You can still make or receive calls.

Your phone is connected to an EVDO data network, but you are not actively transmitting data. You can still make or receive calls.

Your Palm® Treo™ 700wx smartphone is connected to a computer or network that is providing a data connection.

A data connection is not available or your phone is off.

ActiveSync® software is currently synchronizing with the Exchange Server.

Your smartphone’s battery is low.

Your smartphone’s battery is charging.

Your smartphone is connected to a power outlet and the battery is fully charged.

Your phone is on and you are in your wireless service provider’s coverage area. If you are outside a coverage area, No service or Roaming appears instead. When you turn off your phone, Phone Off appears instead.

Voice privacy is preventing over-the-air eavesdropping. The icon appears during a call when this option is turned on and when voice privacy is available on your wireless service provider’s network.
The location privacy setting is set to Location On. Your location is available to your wireless service provider’s network and other applications. The icon appears with a red slash when the Location Privacy option has been selected. See the Using Your Palm® Treo™ 700wx user guide for more information.

The Bluetooth® wireless technology status indicator appears in gray when this feature is off, in blue when this feature is on, and in reverse blue when your smartphone is communicating with another Bluetooth device.

A call is in progress and your smartphone is connected to a Bluetooth headset or car kit.

Making calls

**BEFORE YOU BEGIN** Make sure your phone is on (see “Turning your smartphone on/off” on page 9) and that you’re inside a coverage area.

Your smartphone offers several ways to make phone calls. Try them all and you’ll discover which methods you prefer.

**Dialing with the number pad**

1. Go to your Today screen (see “Using your Today screen” on page 22).

   ![Number pad image]

2. Using the numbered keys on the keyboard, enter a phone number.

3. Press Phone/Send to dial.
NOTE You do not need to press Option to access the numbers on the keyboard. However, when dialing short numbers, such as 411, the number may conflict with a contact name. If this occurs, press Option © to avoid starting a contact lookup. You can always dial emergency call numbers without pressing Option first.

Dialing by contact name
You can look up contacts quickly by entering just a few letters of a contact’s name directly from your Today screen. Before you can dial a call by contact name, you must create some contacts (see “Adding a contact” on page 53) or import them by synchronizing (see “Synchronizing contacts and other info” on page 23).

1 Go to your Today screen (see “Using your Today screen” on page 22).

2 Using the keyboard, begin entering one of the following for the contact you want to call:

- First name (JOH for John)
- Last name (SMI for Smith)
- First initial, a space, and then last initial (J S for John Smith)
- First name and last name (JOH SMI for John Smith)

For example, entering SM finds both Smilla Anderson and John Smith. Entering SM A finds only Smilla Anderson.

3 Select the number you want to dial.

4 Press Phone/Send © to dial.
Dialing with a speed-dial button
Before you can use a speed-dial button, you must create some speed-dial entries. See “Creating speed-dial buttons” on page 44.

You can make a call with your speed-dial buttons by doing any of the following:

- Highlight a speed-dial button with the 5-way, and then press Center.
- Tap a speed-dial button with the stylus.
- From the Today screen, press and hold a Quick Key that you assigned to the speed-dial button.

To see more speed-dial buttons, highlight the picture speed-dial area and press Right or Left repeatedly, or highlight the text speed-dial area and press Up, Down, Right, or Left.

Dialing by company name
1 Press Start and select Contacts.
2 Press Menu (right action key) and select View By > Company.
3 Press Phone/Send to go to your Today screen.
4 Using the keyboard, begin entering the first few letters of the company name.

TIP To clear the Dial Lookup field and start another Contacts search, press OK. To delete letters when correcting a misspelled name, press Backspace.
Using Your Phone

5. Select the number you want to dial.
6. Press Phone/Send \( \text{\textbf{key}} \) to dial.

Dialing from a web page or message

Your smartphone recognizes most phone numbers that appear in web pages or in messages (text or email).

1. Use the 5-way to highlight the phone number you want to dial in the web page or message.
2. Press Center \( \text{\textbf{key}} \) to open the Phone dialog box, and then select Yes to dial.

Redialing a recently called number

- To dial the last number you called:
  Go to your Today screen, and then press and hold Phone/Send \( \text{\textbf{key}} \).

- To select from your most recently dialed numbers:
  Go to your Today screen, press Phone/Send \( \text{\textbf{key}} \), highlight the number or contact name you want to call, and then press Phone/Send \( \text{\textbf{key}} \) to dial. If more than one number is associated with a contact, highlight the contact and press Right \( \text{\textbf{key}} \) to access any alternate numbers for that contact.

- To select from a chronological list of calls:
  Go to your Today screen, press Phone/Send \( \text{\textbf{key}} \), and then select Call Log. Highlight the number you want to call, and then press Call \( \text{\textbf{key}} \) (left action key) to dial.
Dialing using the onscreen Dial Pad

The onscreen Dial Pad provides large numbers that you can tap with your finger or your stylus. The numbers also include the corresponding letters so that you can dial numbers that are expressed as letters.

1. Go to your Today screen.
2. Press Phone/Send, and then select Dial Pad from the menu.
3. Tap the onscreen Dial Pad to enter the number.
4. Press Phone/Send to dial.

Receiving calls

To receive calls, your phone must be on.

To answer a call, do one of the following:
- Press Phone/Send.
- Press Answer (left action key).
- If the headset is attached, press the headset button.
To ignore a call and send it to voicemail, do one of the following:

- Press Power/End ( ).
- Press Menu (right action key) and select Ignore.
- Press Menu (right action key) and select Ignore with text message to send the caller a text message.

To silence the ringer while your smartphone is ringing:

- Press any key on your smartphone except Phone/Send, Power/End, Start, OK, Alt, or the 5-way. You can also use the Volume button to turn the ringer sound all the way down.
- To immediately silence all system sounds including the ringer, slide the Ringer switch to Sound Mode Off . All sounds remain off until you slide the Ringer switch back to Sound Mode On .

When you silence the ringer, you can either answer the call or let it ring through to voicemail.

### Using voicemail

#### Setting up voicemail

1. Go to your Today screen.
2. To access your wireless service provider’s voicemail system, do one of the following:
• Press and hold the number Quick Key associated with the Voicemail speed-dial button (such as 1). You can also select the Voicemail speed-dial button with Center or tap it with the stylus.

• If a Voicemail speed-dial button is not configured, dial the phone number for your wireless service provider’s voicemail system, using the keyboard.

• You can also create a speed-dial button for your wireless service provider’s voicemail system. See “Creating speed-dial buttons” on page 44 for more information.

3 Follow the voice prompts to set up your voicemail.

**Voicemail notification**

When you have a new voicemail message, a notification screen appears. To hear your message now, press Listen (left action key). To retrieve your message later, press Dismiss (right action key). When you have unretrieved voicemail messages, a Voicemail icon appears at the top of your screen and the left action key is labeled Voicemail.

**DID YOU KNOW?** When a Voicemail icon appears at the top of the screen, you can tap this icon to retrieve your voicemail.

**Retrieving voicemail messages**

1 Go to your Today screen.

2 To access your wireless service provider’s voicemail system, do one of the following:

• Press and hold the number Quick Key associated with the Voicemail speed-dial button (such as 1). You can also select the Voicemail speed-dial button with Center or tap it with the stylus.

• If a Voicemail speed-dial button is not configured, dial the phone number for your wireless service provider’s voicemail system, using the keyboard.

• You can also create a speed-dial button for your wireless service.
provider’s voicemail system. See “Creating speed-dial buttons” on page 44 for more information.

3 Enter your voicemail password, using the keyboard, or press Extra Digits (left action key) if you defined this option (see “Creating speed-dial buttons” on page 44 for details).

4 Select Play to listen to your messages.

Tip You do not need to press Option to enter numbers, *, or # while on an active call.

Managing calls

When you make or receive a call, the active call info appears on your Today screen.

During a call, you can do any of the following:

- **Put the call on hold:** Press Hold (left action key). To take the call off hold, press Off Hold (left action key).
- **Use the built-in speakerphone:** Press Menu (right action key) and select Speakerphone. To turn off the speakerphone, press Menu (right action key) and select Speakerphone Off.
- **Mute the microphone so you can’t be heard:** Press Menu (right action key) and select Mute. To turn off mute, press Menu (right action key) and select Cancel Mute.
- **Switch to another application:** Press Start and select the application.
Adjusting the call volume
While a call is in progress, press the Volume button on the side of your smartphone to adjust the call volume.

Ending a call
Do one of the following:
- Press Power/End.
- Press the headset button (if the headset is attached and has a button on it). Some headsets do not have a button.

Returning to an active call from another application
You can use many other applications on your smartphone while holding a phone conversation, including the organizer and text messaging features. You cannot browse the web or send and receive email while on a voice call.

From any application, press Phone/Send to return to your Today screen.

Saving phone numbers
After you complete a call, you are prompted to add the number if it is not already in your Contacts list.
- To create a new contact for this number, select Create New Contact.
- To add this number to an existing contact, select Copy and Add, and then select a contact name.
- To decline adding the number, press Dismiss (left action key).
- To disable the Add Contact prompt, select Don’t show this again.

TIP
When a call lasts longer than one minute, the screen dims. Press any key, except Power/End, to wake up the screen.
If you don’t add a number right away, follow these steps to add it later:

1. Go to the Call Log (see “Redialing a recently called number” on page 36).
2. Highlight the number you want to save.
3. Press and hold Center to open the shortcut menu, and then select Save to Contacts.
4. Enter the information for the entry.
5. Press OK.

Making a second call

![Call in Progress screen](image)

You can make a second call while your first call is still active.

1. Press Hold (left action key) to put the first call on hold.

2. To dial a second number, use any of the methods described in “Making calls” on page 33. If you’re dialing by contact name or with the keyboard, you must first use the 5-way to select the Dial Lookup field.

When two calls are active, your Today screen includes two call status sections, each representing one of the calls.

Answering a second call (call waiting)

When you’re on a call and you receive a second call, the call-waiting notification appears. You can do any of the following:

- Place the current call on hold and answer the new call:
  Press Answer (left action key) or Phone/Send.
- Send the new caller a text message:
  Press Menu (right action key) and select Ignore with text message. This option also sends the call to voicemail.
- Hang up the first call:
  Press Power/End. The second call becomes an incoming call alert that you can choose to answer or ignore.
• **Send the new call to voicemail:** Press Menu (right action key) and select Ignore.

**DID YOU KNOW?** When the second call is outgoing, you can conference the two calls, but you cannot swap between them. To return to the first call, wait for the person on the second call to hang up.
When the second call is incoming, you can swap between the two calls, but you cannot conference them.
When two calls are active and you press Power/End, you hang up both calls.

**Making a conference call**
When the second call is outgoing, you can join two calls in a conference session. Additional charges may apply and minutes in your account may be deducted for each active call. Please contact your wireless service provider for more information.

1. Put the first call on hold, and then place a second call.

2. Press Conference (left action key); this joins the two active calls in a conference.

3. When you’ve finished, press End Conference (left action key); this ends the second call and returns you to the first call. If you’re ready to hang up both calls, press Power/End (9) instead.
Creating speed-dial buttons

Your smartphone lets you create both picture and text speed-dial buttons, so that you can select a button on the Today screen to quickly dial a number.

You can create up to 20 picture buttons and 50 text buttons.

1. Go to your Today screen.
2. Press Menu (right action key) and select New Speed Dial.
3. Do one of the following:
   - Select Link, select the contact you want to link to this button, and then select the number you want to dial with this button.
   - Select Label and enter a name for this button, and then select Number and enter the phone number you want to dial with this button.
   - (Optional) Enter a Quick Key. When the Today screen is displayed, you can press and hold the Quick Key to instantly dial this number.

   **Tip** Quick Keys can be letters or numbers, but you can’t use both the letter and number for the same key. For example, the voicemail Quick Key is usually 1. The letter equivalent for that key is E, so you cannot assign E as a Quick Key to another speed-dial button.

4. If this button is linked to a contact entry with a picture, select either Text Speed Dial or Picture Speed Dial to indicate which type of button you want to create. If this button is not linked to a contact or the contact doesn’t have a picture, the Picture Speed Dial option is not available.
5  (Optional) Select the Advanced tab and set any of the following options:

**Extra Digits:** Defines additional numbers to dial, such as a password or extension. In addition to numbers, you can enter the following symbols: star (*) and pound (#). You can enter a comma (,) to insert a one-second pause.

**Dial extra digits automatically:** Dials predefined extra digits immediately after dialing the phone number. If you do not check this box, you need to press Extra Digits (left action key) to dial these digits.

**Show voice mail buttons:** Displays the voicemail playback controls after you dial this speed-dial number. When this option is checked, you can enter numbers below each control to tailor the controls to your voicemail system.

- Plays the previous message.
- Saves the current message.
- Plays the current message.
- Deletes the current message.
- Repeats the current message.
- Plays the next message.

**NOTE** Check with your wireless provider for the correct information.

6  Press OK.

**Editing a speed-dial button**

1  Go to your Today screen.
2  Highlight the speed-dial button you want to edit.
3  Press and hold Center to open the shortcut menu, and then select Edit Speed Dial.
4  Make the desired changes.
5  Press OK.
Using a phone headset

You can connect a phone headset for hands-free operation. If you need to use your smartphone while driving and this is permitted in your area, we recommend using the phone headset included with your device, or a hands-free car kit (sold separately).

**Tip** You can use the headset that came with your smartphone, or a compatible third-party headset.

**Tip** The headset designed for Treo 180/270/300 smartphones is not compatible with the Palm Treo 700wx smartphone.

The headset button is multifunctional, and it performs different actions based on the situation. You can press the headset button to perform any of the following tasks:

- Answer an incoming call
- Respond to call waiting
- Hang up all calls
- Swap between calls if the second call is an incoming call
- Create a conference call if the second call is an outgoing call
Headset specifications
Your smartphone works with headsets that have a 2.5mm, 3-pin connector (look for two black bands on the plug). When in doubt, ask the third-party headset manufacturer if the product is compatible with Palm Treo 700wx smartphones. If you hear a headset buzz or poor microphone performance, your headset may be incompatible with your smartphone.

Using a hands-free device with Bluetooth wireless technology
Your Treo 700wx smartphone is also compatible with many headsets and car kits enabled with Bluetooth wireless technology version 1.1 or 1.2. Your smartphone supports only call audio with Bluetooth headsets. It does not support stereo music playback with Bluetooth headsets (enabled with Bluetooth A2DP profile).

To learn how to set up and connect to Bluetooth devices, see “Setting up a Bluetooth connection” on page 68.

Here are tips for working with a Bluetooth hands-free device:

- To transfer a call from the handset to a Bluetooth hands-free device during a call, press Menu (right action key) and select Connect Bluetooth. To transfer the call back to the headset, press Menu (right action key) and select Cancel Bluetooth.
- To transfer a call from a wired headset to a Bluetooth headset or car kit that is within range and with which you’ve previously set up a partnership (Bluetooth headset or car kit required, sold separately), unplug the wired headset and press the button on the Bluetooth headset or car kit.

DID YOU KNOW? If you have both a compatible Bluetooth headset and car kit, the one you connected to your smartphone last becomes the active device.
Using your smartphone as a wireless modem

Your smartphone’s data capabilities enable you to use your smartphone as a wireless modem for your laptop computer. Use this feature to send and receive email, browse the Internet, and access your company’s network if you do not have another Internet connection for your laptop. Use this feature to connect to the Internet when working remotely at airports and other locations.

**BEFORE YOU BEGIN**

- To use this service, you must have access to a wireless data network and a separate data service plan may also be required. Contact your wireless service provider for more information.
- In addition, you must have a desktop application that supports this feature. Your wireless provider may provide a dedicated software application, or visit the following web site for additional instructions from Palm: www.palm.com/support.

Preparing your smartphone for a wireless modem connection

In order to use your smartphone as a wireless modem, you’ll need to start the Modem Link application on your smartphone, and then complete the instructions at the Palm web site (provided at the end of the following steps).

1. On your smartphone press **Start** and select **Programs**.
2. Select **Modem Link**.
3. Press **OK** to dismiss the message and open **Modem Link**.

![Modem Link Application](image)
4 Select the **Connection** list, and then select **USB**.

5 Press **Activate** (left action key).

6 To complete the configuration and connect your laptop to the Internet using your smartphone, complete the instructions at www.palm.com/support.

**TIP** You cannot sync your smartphone with your PC when **Modem Link** is activated. To deactivate **Modem Link**, complete step 1 through step 3 and press **Deactivate**.

**TIP** While your EVDO data connection is active, you can receive incoming calls and place outgoing calls; however, doing either of these suspends the data connection until you hang up the call.
Staying Organized

Say good-bye to paper calendars and throw away those scribbled phone lists. Your smartphone is all you need to organize your personal information and keep it with you wherever you go.

You never lose your information, even if your battery is completely drained. All your personal information is backed up each time you synchronize, and your information is kept private when you use your smartphone’s security features. Also, you can easily share info with others electronically.

Benefits
- Track current, future, and past appointments
- Find clients and friends easily
In this chapter

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Contacts

**BEFORE YOU BEGIN** Install the latest software from your Getting Started CD.

**Adding a contact**
1. Press **Start** and select **Contacts**.
2. Press **New** (left action key).
3. Use the 5-way navigator to move between fields as you enter information.
4. To add a caller ID picture that appears when that person calls, select **Picture**, and then select **Camera** and take a picture, or select an existing picture from the Thumbnails view.
5. To assign the entry to one or more categories, select **Categories** and then check the categories under which you want this entry to appear.
6. To add a note to an entry, select the **Notes** tab.
7. To assign a ringtone to the entry, select **Ring tone** and select a tone.
8. After you enter all the information, press **OK**.

**Viewing or changing contact information**
1. In the **Contacts** list (name view), begin entering one of the following for the contact you want to view or edit:
   - First name
   - Last name

**TIP** If you have many contacts to enter, it’s best to enter them in Microsoft Office Outlook on your computer and then sync. See “Synchronizing contacts and other info” on page 23 for details.

**TIP** Be sure to enter numbers and email addresses in the correct fields. Otherwise, Messaging can’t find this info when you address a message and Calendar can’t find your contacts to invite them to meetings.
First initial and last initial, separated by a space
• Press Option \(\text{Option}\), and then enter the phone number
2 Press Up \(\text{Up}\) or Down \(\text{Down}\) on the 5-way to select the entry you want to open.
3 Press Menu \(\text{Menu}\) (right action key) and select Edit.
4 Make changes to the entry as necessary.
5 Press OK \(\text{OK}\).

DID YOU KNOW? You can find a contact by company name. Press Menu and select View By > Company. Select a company name to see the contacts who work there.

Calendar

Displaying your calendar
1 Press Start \(\text{Start}\) and select Calendar.
2 Press Menu \(\text{Menu}\) (right action key) and select View.
3 Select one of the following views:
   - **Agenda:** Shows your daily schedule in list format. Upcoming appointments are bold; past appointments are dimmed.
   - **Day:** Shows your daily schedule in day-planner format.
   - **Week:** Shows your schedule for an entire week.
   - **Month:** Shows your schedule for a whole month.
   - **Year:** Shows a calendar for a six-month period.
4 Use the 5-way to move to another day, week, month, or year (based on the current view).
Creating an appointment

1. Press Start and select Calendar.
2. Press Menu (right action key) and select New Appointment.
3. Enter a subject (description) and a location.
4. Select Starts and select the starting date and time.
5. Select Ends and select the ending date and time.
6. Press OK.

Sending a meeting request

BEFORE YOU BEGIN Create contact entries with email addresses for the people you want to invite to a meeting. You can’t access contact entries without email addresses from your calendar.

You can email meeting invitations to contacts who use Microsoft® Office Outlook® or Outlook Mobile.

1. Create an event, and then select it.
2. Press Edit (left action key).
3. Select Attendees, and then select the name of the contact you want to invite. To invite other attendees, select Add and select the names.
4 Press OK. The next time you synchronize, the meeting request is sent to the attendees. When attendees accept your meeting request, the meeting is automatically added to their schedules. When you receive their response, your calendar is updated as well.

DID YOU KNOW? If you are using an Exchange Server 2003 with SP 2, you can use your corporate GAL to find contact information for an attendee. Select Attendees, press Menu, and then select Find Online. Enter the name of the attendee and select Find.
Using Email and Other Wireless Services

Now your smartphone brings you a new level of convenience. Use email or text messaging to communicate with friends, family, and colleagues anywhere you can access your wireless service provider’s data network. You can send and receive email attachments such as photos or Microsoft Word or Excel files, and send a quick text message from anywhere on the data network. You use the web for so many things. Now, with the built-in web browser, you can take the web with you almost anywhere you go.

Your device’s built-in Bluetooth® wireless technology helps you easily set up wireless connections to a number of devices, so you can enjoy the convenience of cable-free connectivity.

Benefits
- Receive and send files of almost any type
- Use text messaging to chat with friends
- Carry the web with you
- Connect to Bluetooth headsets and car kits
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Messaging overview

BEFORE YOU BEGIN  Do the following:

- Make sure your phone is on before you send or receive messages.
- For delivery of Outlook email using Direct Push Technology, install the software from your Getting Started CD. This feature also requires an Exchange Server 2003 upgrade to Service Pack 2.

You can use the Messaging application to exchange email or brief text messages (SMS) with other wireless devices and email addresses that support these forms of messaging. You can also exchange instant messages (IM) with Pocket MSN.

Before you use your Palm® Treo™ 700wx smartphone to send or receive messages, consult your wireless service provider for pricing and availability of email, text, and data services.

Creating and sending a text message

Each text message can hold up to 160 characters. To save time, you can select from predefined My Text phrases, such as “Call me” or “On my way.” You can add your own My Text phrases, and if you prefer, you can enter the full message text too.

1  Go to your Today screen.
2  Press Messaging (left action key).
3  Press Left until you see Text Messages in the title bar.
4  Press New (left action key).
5  Do one of the following to address the message:
   - If the recipient’s name and number are in your Contacts list, type the first few letters of the first or last name or simply enter the first initial, followed by a space and then the last initial, to find a name.
• If the recipient’s name is in an online address book, press Center (right action key), enter the name, press Menu (right action key), and then select Find Online. Select the name, and then select to use either the phone number or email address. For more information, see the Using Your Palm® Treo™ 700wx user guide.
• If the recipient’s name and number are not in your Contacts list, enter the full number or email address.

6 Enter your message, or press Menu (right action key), select My Text, and then select a predefined phrase you want to insert.
7 (Optional) Press Menu (right action key) and select Spell Check.
8 (Optional) Press Menu (right action key) and select Message Options. Enter a callback number and then press OK.
9 Press Send (left action key).

DID YOU KNOW? You can send and receive text messages even while you are on a phone call. This is easiest when using a hands-free headset or the speakerphone.
TIP Some symbols can’t be used in text messages. Invalid characters are automatically replaced by the Messaging application.
TIP To address a message to multiple recipients, separate the addresses with a semicolon (;). If you address a single text message to three people, you are billed for three messages.

Using email

Setting up an email account
You can use your smartphone to access several types of email accounts. Before you enter settings for your email accounts on your smartphone, you must determine which types of accounts you want to
access, because the steps vary for each of the following account types:

- **ActiveSync Exchange Server 2003**: Enables you to wirelessly synchronize your email and other information directly with the information stored on a Microsoft Exchange Server 2003. When the Exchange Server 2003 is upgraded to Service Pack 2, new features are available that allow you to access online address books and use Direct Push Technology. See the *Using Your Palm® Treo™ 700wx* user guide for more information. To set up an Exchange Server account, see the Setting Up Email Guide.

- **IMAP or POP3**: Enables you to send and receive email messages with a corporate email account or an account that you have with an Internet service provider (ISP). To set up an IMAP or POP3 account, see the Setting Up Email Guide.

- **Hotmail**: Enables you to send and receive email messages with an MSN Hotmail account. See “Using Pocket MSN” on page 64 for information on setting up an MSN Hotmail account.

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**Creating and sending an email message**

1. Go to your Today screen.
2. Press **Messaging** (left action key).
3. Press **Left** to cycle through your Messaging accounts until you see the email account you want to use in the title bar.
4. Press **New** (left action key).
5 Do one of the following to address the message:
   • If the recipient’s name and email address are in your Contacts list, enter the first few letters of the recipient’s first or last name, and then select the recipient’s name.
   • If the recipient’s name is in an online address book, you can find the name and add it. For more information, see Using Your Palm® Treo™ 700wx.
   • If the recipient’s name and email address are not in your Contacts list, enter the full email address.

6 Select Subject and enter a title for the message.

7 Enter your message, or press Menu (right action key), select My Text, and then select a predefined phrase you want to insert.

8 (Optional) Do any of the following:
   • Press Menu (right action key) and select Insert. Select the type of item you want to attach, and then select the file or record a voice note.
   • Press Menu (right action key) and select Spell Check.
   • Press Menu (right action key) and select Message Options. Select the Priority list, select a setting for the message, and then press OK.

9 Press Send (left action key).

DID YOU KNOW? You can receive email messages in various formats, including HTML, RTF, and plain text.
Synchronizing your default email account
To send and receive messages for your default email account, simply synchronize your smartphone with your computer. During synchronization, new messages are copied to your smartphone's Inbox, and messages in the smartphone's Outbox are sent.

Synchronizing your other email accounts
To send and receive email messages for additional email accounts, such as an Internet service provider (ISP) account or an account that you access using a VPN server connection (typically a work account), follow these steps:
1. Go to your Today screen.
2. Press Messaging (left action key).
3. Press Left (left action key) to cycle through your Messaging accounts until you see the account you want to download in the title bar.
4. Press Menu (right action key) and select Send/Receive to synchronize your smartphone with your email server.

Receiving attachments
1. Select the attachment (below the subject) to mark it for download.
2. Synchronize the email account that contains the message as described in the previous sections.
3. Select the attachment to open it.

If you have a Microsoft Office Outlook email account and want to download attachments automatically, do the following:
1. Press Start and select Programs.
2. Select ActiveSync.
3. Press Menu (right action key) and select Options.
4. Select E-mail, and then select Settings.
5. Check the Include file attachments box.
6. Press OK.

DID YOU KNOW? You can receive and open attachments in a number of formats, including Word, Excel, PowerPoint, and PDF.
To automatically download attachments from an IMAP4 email account (typically an ISP account) or an account that you access using a VPN server connection (typically a work account), do the following:

1. Go to your Today screen.
2. Press Messaging (left action key).
3. Close any open messages.
4. Press Menu (right action key) and select Tools > Options.
5. On the Accounts tab, select the IMAP4 account name.
6. Press Next (right action key) until you reach Server information, and then select Options.
7. Press Next (right action key) twice, and then select Get full copy of messages and When getting full copy, get attachments.

Using Pocket MSN

**BEFORE YOU BEGIN** To use the Hotmail and IM features in Pocket MSN, you must first sign up for an MSN account. You must also subscribe to data services from your wireless service provider.

Pocket MSN provides quick access to the following:

- **MSN Hotmail**: Lets you read, write, send, and delete email. You can also manage your Hotmail folders.
- **MSN Messenger Contacts list**: Lets you see who’s online and exchange instant messages (IM). Subscribe to status updates for selected contacts so you’re notified when they’re online.
- **Options**: Lets you customize your Pocket MSN experience.

**TIP** When you set up a Pocket MSN Hotmail account, you can access that account in the Messaging application. To access your instant messages, use the MSN application or the MSN plug-in on the Today screen.

**Signing in to Pocket MSN**

1. Press Start ( ) and select Pocket MSN.
2 Select **MSN Mobile Home**.
3 Select **Sign in**.
4 Enter the email address and password for your Passport account or your Hotmail account.
   - To create a Passport (IM) account, go to [www.passport.com](http://www.passport.com).
   - To create a Hotmail account, go to [www.hotmail.com](http://www.hotmail.com).

### Browsing the web

Internet Explorer Mobile provides quick and easy access to web pages. You can view most sites you use on your computer, including those with security and advanced features, such as JavaScript and frames. To browse the web, you must subscribe to data services from your wireless service provider.

#### Viewing a web page

By default, Internet Explorer Mobile scales web page content to fit your smartphone screen so that you can view most of the information without scrolling left or right.

1. Make sure your phone is on (see “Turning your phone on and off” on page 9).

2. Press **Start** and select **Internet Explorer**.
3. Highlight the address line, enter the address of the web page you want to view, and then press **Center**.
4 Press Menu (right action key), select View, and then select any of the following:

One Column: Arranges web pages into one column that is as wide as the screen, so that you don’t have to scroll horizontally.

Default: Maintains a layout similar to what you see on a desktop computer, but it makes items smaller and arranges the content so that you can see most of it without scrolling horizontally.

Desktop: Keeps the same layout and size as on a desktop computer, which requires both horizontal and vertical scrolling.

Full Screen: Hides the status and navigation areas and fills the entire screen with the web page. To exit full screen mode, press (right action key) or (left action key). You can also tap and hold anywhere on the screen and uncheck Full Screen.

Show Pictures: Shows or hides pictures on web pages. Hiding pictures speeds up the time it takes to load pages.

TIP You can send email from a web page. Email addresses appear as links on web pages. After you configure an email application on your smartphone, you can select an email link to create a message to that address.

5 Do any of the following:

• To view the previous page, press Back (left action key) or Backspace ( ).

• To refresh the page with the latest content from the Internet, press Menu (right action key) and select Refresh.

• To scroll through the page in One Column View or Default View, press Up or Down. In Desktop View, press Up, Down, Left, or Right to scroll in all directions.

• To follow a link to another web page, press Up or Down to highlight the link, and then press Center to go to the selected page. You can also tap the link on the screen with your stylus.
• To adjust the size of the text on web pages, press Menu (right action key), select Zoom, and then select the size you want.
• To view a web page’s properties, press Menu (right action key) and select Tools > Properties.
• To view each item in a list, tap the list with your stylus.
• In a list, press Left or Right to cycle between items, and press Center to accept the change.
• In a form, such as a browser search field, press Center to interact with the form, and then press Center to stop interacting with the form.

6 Press OK to close Internet Explorer Mobile.

DID YOU KNOW? You can also start a web search from your Today screen by selecting the Web search field, entering the item you want to find, and then pressing Center on the 5-way.

TIP To return to a recently viewed page, select the address line list, and then press Down. Use the 5-way to select a Web address from the list (press Center to return to the Web address).

TIP If you browse to a secure web page, the Lock icon in the address line appears closed instead of open.

Creating a favorite
Favorites lets you bookmark a web page so that you can instantly access it without entering the web address.

1 Go to the page you want to mark as a favorite.
2 Press Menu (right action key) and select Add to Favorites.
3 (Optional) Select Name and enter a different description.
4 (Optional) Select the folder where you want to create the favorite.
5 Select Add.
CHAPTER 4

USING EMAIL AND OTHER WIRELESS SERVICES

Downloading files and images from a web page
You can download files that are usable on your smartphone, such as new applications, MIDI ringtones, or pictures that are specifically tagged for download.

1. Go to the page that contains the link to the file you want to download.
2. Press Left or Right to highlight the link to the file.
3. Press and hold Center, and then select Save As to download a file, or tap and hold, and then select Save Image to download an image.
4. Select Name and enter a new name for the file.
5. Select the Location list, and then select where you want to store the file: Main memory or Storage card.
6. Select the Folder list, and then select the folder where you want to save the file.
7. Press OK.

Setting up a Bluetooth connection

With your smartphone’s built-in Bluetooth® wireless technology, you can connect to a number of Bluetooth devices such as a headset, hands-free car kit, or GPS receiver, as well as to other phones and handhelds. For a list of hands-free devices with Bluetooth wireless technology that are compatible with your smartphone, go to www.palm.com.

If your computer is enabled with Bluetooth wireless technology, you can also synchronize wirelessly.

Did you know? The security certificates and 128-bit SSL strong encryption let you browse secure sites, such as online shopping, banking, and email. Remember that some secure sites also require specific browsers and may not work with Internet Explorer Mobile. Ask the organization for an alternate access point that is compatible with Internet Explorer Mobile.

Tip Create the folders where you want to store your favorites first. Once you create a favorite, you can’t move it to another folder.
After you set up a connection with a Bluetooth device, you can communicate with that device whenever it is within range (about 30 feet) and your smartphone’s Bluetooth feature is turned on.

1. If necessary, prepare the device you want to connect with to accept a new connection. Check the device’s documentation for details.

2. Go to your Today screen, and then tap Bluetooth.

3. Check the Turn on Bluetooth box to turn on your smartphone’s Bluetooth feature.

4. Select the Devices tab, and then select New Partnership.

5. Wait for your smartphone to search for devices and to display the device list.

6. Select the device you want to connect with, and then press Next (right action key).
7 Enter an alphanumeric passkey between 1 and 16 characters long, and then press Next (right action key).

IMPORTANT Some Bluetooth devices have a built-in passkey; others let you choose the passkey. See the documentation for the Bluetooth device for more info.

8 If the passkey is not built-in, enter the same passkey on the smartphone and the other Bluetooth device, and then press Finish (right action key).

9 If you’re connecting to a headset or hands-free car kit, check the Hands Free box, and then press Finish (right action key).

10 If you’re connecting to a GPS device, press Finish (right action key), select the COM Ports tab, select the GPS device you selected in step 6, and then select New Outgoing Port. Press Finish (right action key). After you set the partnership and COM port, you can configure the GPS settings (see the Using Your Palm® Treo™ 700wx user guide for more information). Be sure to select the same port you have assigned for GPS here.

11 Press OK.

You can now communicate with this device whenever it is within range (about 30 feet) and your smartphone’s Bluetooth feature is turned on (see steps 2 and 3 earlier in this section).

DID YOU KNOW? If you’re using a hands-free Bluetooth device and it is within range, your smartphone routes all calls to the hands-free device instead of to your smartphone’s earpiece. Bluetooth range is up to 30 feet in optimum environmental conditions.

TIP Your smartphone supports only call audio with Bluetooth headsets. It does not support stereo music playback with Bluetooth headsets (enabled with Bluetooth A2DP profile).

Beaming a record

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

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

The type of information you can beam depends on the type of device you are beaming to. Windows Mobile® devices are always compatible with the Treo 700wx smartphone.

1 Highlight the entry or file you want to beam.

2 Press Menu (right action key) and select Beam… (the menu item changes names based on the type of item you highlighted).

3 Point the IR port on your smartphone directly at the IR port of the receiving device.

4 When the name of the receiving device appears, select it to begin the transfer. A red icon indicates an IR connection.

5 Wait for “Done” to appear next to the name of the receiving device before you continue using your smartphone.
CHAPTER 4
USING EMAIL AND OTHER WIRELESS SERVICES

BEAMING A RECORD
Playing Media Files

Do you have a wallet bulging with photos of friends, family, pets, and your most recent vacation?
Are you tired of carrying both your MP3 player and your phone?
Your smartphone solves both problems. You can keep your favorite photos—videos, too—right on your smartphone. And there’s no need to carry an expensive MP3 player; you can play music on your smartphone. Simply transfer songs onto your smartphone or an expansion card and then listen through your stereo headphones.

Benefits

- Never be far from your favorite people, places, and songs
- Arrange your photos, videos, and songs
- No separate photo viewer, MP3, CD, or mini-disc player required
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Pictures & Videos

Your Palm® Treo™ 700wx smartphone comes with an easy-to-use, built-in, 1.3-megapixel camera with 2x digital zoom. You can use the camera to take and view pictures and videos and send them to your friends and family. To add a personal touch to your smartphone, use your pictures as your Today screen background, and as caller ID images, or use your videos to create video ringtones.

You can also move pictures and videos to a computer by synchronizing your smartphone with your computer. By default, pictures and videos are stored in the My Pictures folder on your smartphone. If you want to store your pictures or videos on an expansion card, see the Using Your Palm® Treo™ 700wx user guide to change where pictures and videos are stored. For information on accessing your pictures and videos on your computer, see the Using Your Palm® Treo™ 700wx user guide.

Taking a picture
1. Press Start and select Pictures & Videos.
2. Select Camera.
3. Adjust the position of your smartphone until you see the subject you want to photograph on the screen.
4. (Optional) Adjust any of the following:
   - **Zoom**: Press Up to zoom in or Down to zoom out.
   - **Brightness**: Press Right to increase the brightness or Left to decrease the brightness.
   - **Resolution**: Press Menu (right action key) and select Resolution to change the image quality.
CHAPTER 5

PLAYING MEDIA FILES

5 (Optional) Set a 5-second timer: Press Menu (right action key), select Mode, and then select Timer.

6 Press Center to capture the picture or start the timer.

7 Hold your smartphone still until the picture renders, and then do one of the following:
   - Press Camera (left action key) to take another picture.
   - Press OK to return to the Thumbnails View.

Recording a video

BEFORE YOU BEGIN You must have QuickTime Player version 6.5 or later installed on your computer to play videos recorded by your smartphone.

Videos can be any length, provided you have ample storage space available.

1 Press Start and select Pictures & Videos.
2 Select Camera.
3 Press Menu (right action key) and select Video Mode.
4 Adjust the position of your smartphone until you see the subject you want to record on the screen.

5 (Optional) Adjust the following:
   - Brightness: Press Right to increase the brightness or Left to decrease the brightness.
   - Resolution: Press Menu and select Quality to change the video resolution. Press Center to start recording.

TIP If you see a camcorder icon below the preview image, video mode is on. To turn on the still camera, press Menu and select Still Mode.

TIP You can also adjust the zoom and brightness by pressing Menu and selecting Zoom or Brightness.

DID YOU KNOW? After three minutes of inactivity when previewing an image, the camera goes into standby mode. Press any key or tap the screen to return to the image preview.
6 When you’ve finished recording, press Stop (left action key) or Center to stop recording.

7 (Optional) To review the video in Windows Media Player Mobile, press Thumbnails (left action key), highlight the video, and then press Center. Press OK to return to the Thumbnails View.

**Creating a video ringtone**

You can save a video that you record as a ringtone.

1 Press Start and select Pictures & Videos.
2 Highlight the video you want to use as a ringtone.
3 Press Menu (right action key) and select Save to Contact Ring Tone.
4 Select the contact to whom you want to assign the ringtone.

**NOTE** Your device also supports the WMV and 3GP file formats for video ringtones.
Windows Media Player Mobile

Windows Media Player Mobile can play music, audio, and video files that are stored on your smartphone or on an expansion card (sold separately) in any of the following file formats: WMA, WMV, MP3, and 3G2.

You can listen to these music, audio, and video files through the speaker on the back of your smartphone or through a stereo headphone (3.5mm stereo headphone adapter or 2.5mm stereo headphone required, sold separately).

Transferring media files to your smartphone

**BEFORE YOU BEGIN** Do the following:

- You must have Windows Media Player 10 or later installed on your computer.
- To sync media files with your computer, you must set the Media sync option. See “Selecting which info to sync” on page 91.

Use the Sync feature in the desktop version of Windows Media Player 10 to transfer digital music, audio, video, and playlist files from your computer to an expansion card or your smartphone. Using Sync ensures that the files transfer correctly.

1. On your computer, open Windows Media Player 10.
2. (Optional) Insert a 32MB or larger expansion card into your smartphone.
3. Connect your smartphone to your computer with the USB sync cable.
4. When the Device Setup Wizard opens on your computer, click Automatic.
5. Check the **Customize the playlists that will be synchronized** box.
6. Select the playlists you want to sync.
7. Click **Finish** to begin the transfer. The next time you connect your smartphone to your computer while the desktop version of Windows Media Player 10 is running, synchronization starts automatically.
Playing media files on your smartphone

1. Press Start and select Windows Media.
2. Press Menu (right action key) and select Library.
3. Select the Library list in the upper-left corner, and then select the library you want to use.
4. Select the item you want to play (such as a song, album, or artist name).
5. Press Play (left action key).
6. Use any of the following onscreen controls during playback:
   - Center or ▶️ Plays the current file.
   - Center or II Pauses the current file.
   - Left ▶️ Skips to the beginning of the current file or to the previous file.
   - Right ▶️ Skips to the next file.

- Sets the point from which playback begins. Tap and drag the slider to change the current position.
- Volume button or + Increases the volume level.
- Volume button or - Decreases the volume level.
- ▶️ Turns the sound on or off.
- ☰ Displays a video using the full screen.
- ☰ Displays a website where you can find music and videos to play.
- ☆ Indicates the rating of the current file. Select the star to change the rating.

7. Press Menu (right action key) and select any of the following during playback:
   - Library: Displays the Library screen so you can select a different song to play.
   - Shuffle/Repeat > Shuffle: Plays the Now Playing playlist in random order. A check appears next to this command when it is on.

Tips:
- For tips on using the desktop version of Windows Media Player, go to the Help menu in Windows Media Player 10 on your computer.
- Be patient; transferring media files to an expansion card can take several minutes.
PLAYING MEDIA FILES

Shuffle/Repeat > Repeat: Plays the Now Playing playlist repeatedly. A check appears next to this command when it is on.

Stop: Ends playback.

TIP To play a file that is not in a library, go to the Library screen, press Menu, and select Open File.

Working with libraries
A library represents each of the storage locations available to Windows Media Player Mobile, such as your Treo device or an optional expansion card (not included). Each library contains links to the media files in that location. Windows Media Player Mobile usually creates and updates the library automatically when you add media files for the first time. For example, when you add media files to your Treo device the My Device library is created. When you insert an expansion card containing media files, the Storage Card library is created. When you update a library, it automatically updates video files (WMV and 3G2) and audio files (WMA, MP3, QCP, and WAV).

1 Press Start ( ) and select Windows Media.

2 Press Menu ( ) (right action key) and select Library.

3 Press Menu ( ) (right action key) and select Update Library.

4 Wait for the files to be added, and then select Done.
Staying Productive

Your smartphone enables you to take your office with you—including your Microsoft Office files. With Microsoft Office, you can carry, create, view, and edit Microsoft Word and Excel files directly on your smartphone. You can also view, carry, and manage PowerPoint files on your smartphone. You can keep updated copies of the files on both your smartphone and your computer so that you can work on them in the most convenient location any time.

Benefits

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

You can create and edit documents and templates and save them as DOC, RTF, TXT, and DOT files. You can also edit Microsoft® Office Word® documents and templates that you create on your computer. However, keep in mind that some of the information and formatting may be lost when you save the document on your smartphone. See the Using Your Palm® Treo™ 700wx user guide for more information on Word Mobile.

Creating a document
1. Press Start and select Programs.
2. Select Word Mobile.
3. Press New (left action key).
4. Enter the text of the document.
5. Press OK to save the file.

PowerPoint Mobile

With PowerPoint Mobile, you can open and view slide show presentations created on your computer. Many presentation elements such as slide transitions, animations, and URL links are also supported. See the Using Your Palm® Treo™ 700wx user guide for more information.

Playing a presentation
1. Press Start and select Programs.
2. Select PowerPoint Mobile.
3. In the presentation list, highlight the presentation you want to play.
4. Press Center.
5. Do any of the following:
   - Press Right to advance to the next slide or Left to view the previous slide.
   - Press Menu (right action key), select Go to Slide, and select the slide you want to view.
   - Select Next or Previous to play videos.
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- Press Menu (right action key), select Zoom in, and then select \( \) to zoom in or \( \) to zoom out. To scroll within the current slide, tap and drag the slide. To return to the slide show, select \( \).
- Press Menu (right action key) and select End Show.

TIP If a presentation is set up as a timed slide show, the slides advance automatically. Presentations pause during zooming.

Creating a workbook
1. Press Start (2), and select Programs.
2. Select Excel Mobile \( \).
3. Press New (left action key).
4. Highlight a cell where you want to enter text or other info.
5. Enter the info into the cell, and then press Enter (4).
6. Repeat steps 4 and 5 to enter the remaining info.
7. Press OK (6) to save the file.

TIP When you save a new workbook, it is automatically named and placed in the workbook list.

Excel Mobile

With Excel Mobile you can create and edit workbooks and templates on your smartphone. You can also edit workbooks and templates that you create on your computer. However, keep in mind that you may lose some of the information and formatting when you save the workbook on your smartphone. See the Using Your Palm® Treo™ 700wx user guide for more information.
Managing Files and Applications

Your smartphone comes equipped with a variety of tools for managing and organizing your information. To get the most out of your smartphone, install some of the thousands of business, education, or leisure-time applications available. After you use your smartphone to create or capture important business and personal information, use one of several options to share it with others. Insert expansion cards (sold separately) for a compact and limitless answer to the storage dilemma.

Benefits

- Locate info in any application
- Install applications, games, and other software
- Keep others up-to-date with meaningful business and personal information
- Store, carry, and exchange info
- Always have a calculator with you
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Finding information

Finding information

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

- **Lookup**: Helps you find and dial your contacts by name or phone number. See “Dialing by contact name” on page 34 for details.
- **Search**: Looks through the text in all the applications on your smartphone.
- **File Explorer**: Lets you browse through the files and folders on your smartphone or an expansion card.
- **Global Address Lookup**: Enables you to look up names in your online corporate address list. See the Using Your Palm® Treo™ 700wx user guide for more information.

**Using Search**

Search for files and other items stored in the My Documents folder on your smartphone or on an expansion card. You can search by file name or by words located in the item. For example, you can search for words within notes, appointments, contacts, and tasks.

1. Press Start and select Programs.
2. Select Search.
3. Select Search for, and then enter the file name, word, or other info you want to find.
4. Select the Type list, and then select the kind of information you want to find.
5. Press Search (left action key).
6. Use the 5-way to select and view an item from the results of the search.
Exploring files and folders

File Explorer lets you browse the contents of folders on your smartphone. The root folder on your smartphone is named My Device. My Device is similar to My Computer on your computer.

1. Press Start and select Programs.
2. Select File Explorer.
3. Select the Show list in the upper-left corner, and then select the folder you want to explore.
4. Do any of the following:
   • To open an item, select it.
   • To quickly delete, rename, beam, or email an item, highlight the item, press and hold Center to open the shortcut menu, and then select the appropriate command.
   • To move a file to another folder, highlight the item, press and hold Center to open the shortcut menu, and then select Cut or Copy. Open the destination folder, and press and hold Center to open the shortcut menu, and then select Paste.
   • To highlight multiple items, tap and drag the stylus.

**IMPORTANT** Do not delete any files that you cannot identify. These files may be required for your smartphone to function properly.

**DID YOU KNOW?** You can sort the contents of a folder by name, date, size, or type. Select the Sort by list in the upper-right corner, and then select the sort method.

**TIP** The storage card symbol appears next to the names of files that are stored on an expansion card.

Installing applications

Your Palm Treo™ 700wx smartphone comes with several built-in and ready-to-use applications. You can also
install any of the additional software included on the Getting Started CD as well as other third-party applications that are compatible with Windows Mobile® 5 devices, such as business software, games, and more. To learn more, go to www.palm.com.

Applications you download to your computer are likely to be in a compressed format such as ZIP. If the file is compressed, you need to use a decompression utility on your computer, such as Winzip, before you install the application on your smartphone.

These instructions tell you how to install basic files onto your smartphone. Some software uses an installer or wizard to guide you through the process. Consult the documentation that came with the software for details.

**TIP** If an application does not have a Microsoft Mobile to Market certificate, you will see a message indicating that the application is untrusted. If this occurs, you can indicate whether you want to continue the installation.

Be sure to select and install Microsoft Windows Mobile 5.2 software for Pocket PC Phone Edition. Microsoft Windows Mobile 5.2 software for Smartphone is not compatible with your Treo 700wx smartphone.

**Installing applications from the Internet**
You can use Internet Explorer Mobile to install Windows Mobile apps in the CAB file format directly from the Internet. You must use your computer to install apps in other file formats.

1. Make sure your phone is on (see “Turning your phone on and off” on page 9).
2. Press Start  and select Internet Explorer.
3. Go to the page that contains the link to the application you want to download.
4. Press Left  or Right  to highlight the link to the file, and then press...
Center to start the download process.
5 Press Start and select Programs.
6 Select File Explorer.
7 Go to the My Documents folder.
8 Tap the file you downloaded to start the installation program.

DID YOU KNOW? You can purchase a third-party application that lets you run Palm OS® applications on your Treo 700wx smartphone.

TIP Before purchasing a third-party program, try the free version.

Installing applications from your computer

BEFORE YOU BEGIN To install an application from your computer to your smartphone, you must first install the ActiveSync software from the Getting Started CD on your computer.

1 Open My Computer or Windows Explorer on your computer.
2 Copy the application file(s) into the Mobile Device folder.
3 Connect your smartphone to your computer to synchronize and install the application(s) on your smartphone.

Installing applications onto an expansion card

1 Insert the expansion card into the expansion card slot (see "Removing and inserting expansion cards" on page 94).
2 Open ActiveSync® on your computer.
3 Click Tools and select Explore Device.
4 Double-click My Windows Mobile-Based Device to open the Mobile Device folder.
5 Copy the application file(s) into the Storage Card folder inside the Mobile Device folder.

DID YOU KNOW? You can purchase a third-party application that lets you run Palm OS® applications on your Treo 700wx smartphone.

TIP Before purchasing a third-party program, try the free version.
Setting synchronization options

Selecting which info to sync
1. Press Start and select Programs.
2. Select ActiveSync.
3. Press Menu (right action key) and select Options.
4. Do any of the following:
   - Check the box next to any items you want to synchronize. If you cannot check a box, you might have to uncheck a box for the same information type elsewhere in the list.
   - Uncheck the box next to any items you want to stop synchronizing.
   - Select an item and then select Settings to customize the settings for that item. Settings are not available for all items.

Synchronizing with an Exchange Server
You can sync directly with an Exchange Server, using a connection to either a wireless network or a computer.
1. Press Start and select Programs.
2. Select ActiveSync.
3. Press Menu (right action key) and select Configure Server. If you have not yet set up a sync with an Exchange Server, this says Add Server Source.
4. Select Server address, enter the name of the server running the Exchange Server, and then press Next (right action key).
5. Enter your name, password, and domain, and then press Next (right action key). To change the rules for resolving synchronization conflicts, select Advanced.
6 Check the boxes next to the type of info that you want to synchronize with the Exchange Server.

7 Press **Finish** (right action key)

---

DID YOU KNOW? You can also use the Sync Setup Wizard to set up your smartphone to synchronize remotely with Exchange Server. This wizard starts when you connect your smartphone to your computer after installing ActiveSync® on your computer.

---

**Synchronizing using Bluetooth wireless technology**

The computer with which you connect must have Bluetooth® wireless technology, either built-in or through a Bluetooth card. Make sure that the computer’s Bluetooth setting is discoverable.

1 On your computer, right-click the ActiveSync® icon in the system tray, and select **Connection Settings**.

2 Check the **Allow connections for one of the following** box, and then select **Bluetooth**.

3 On your smartphone, press **Start** and select **Settings**.

4 Select the **Connections** tab, and then select **Bluetooth**.

5 Check the **Turn on Bluetooth** box.

6 Press **OK**.

7 Press **Start** and select **Programs**.

8 Select **ActiveSync**.

9 Press **Menu** (right action key) and select **Connect via Bluetooth**. If this is the first time you’re making a Bluetooth connection to this computer, follow the onscreen prompts to set up a Bluetooth partnership with the computer.

10 In ActiveSync, select **Sync**.

11 When synchronization has finished, press **Menu** (right action key) and select **Disconnect Bluetooth**.

12 (Optional) Go to your Today screen, select **Bluetooth**, and then uncheck the **Turn on Bluetooth** box to conserve power by turning off your smartphone’s Bluetooth feature.

---

DID YOU KNOW? You can also connect your smartphone to your computer with an infrared (IR) connection.
Starting and stopping synchronization
If ActiveSync is running on your computer and you connect your smartphone to your computer, synchronization begins automatically. If you ever need to manually start or stop synchronization, follow these steps:

1. Connect your smartphone to your computer. If you are synchronizing wirelessly only with an Exchange Server, you do not have to connect the device.
2. Press Start and select Programs.
3. Select ActiveSync.

TIP If synchronization doesn’t start automatically, press Start and select Programs. Select ActiveSync and then select Sync to start synchronization.

TIP To end synchronization before it completes, select Stop.

Setting the synchronization schedule
You can schedule wireless synchronization to occur automatically at regular intervals. If you prefer to synchronize manually, do not turn on these settings.

1. Connect your smartphone to your computer. If you are synchronizing wirelessly only with an Exchange Server, you do not have to connect the device.
2. Press Start and select Programs.
3. Select ActiveSync.
4. Press Menu (right action key) and select Schedule.
5. Set any of the following options:
   - **Peak times:** Sets the frequency for high-traffic time periods such as when you are at work or when email volume is high.
   - **Off-peak times:** Sets the frequency for low-traffic time periods such as late at night.
   - **Use above settings while roaming:** Indicates the frequency while you are roaming outside your wireless service provider network. To minimize roaming charges, uncheck this box and synchronize manually while roaming.
   - **Send outgoing items immediately:** Sets whether items are sent as soon as you select Send in the Messaging
application, or whether they are held until the next synchronization.

Press OK. 

**Tip** The auto shut-off timer resets itself each time you synchronize. If your sync interval is shorter than the auto shut-off interval, your smartphone doesn’t turn off.

**Did you know?** Decreasing the sync frequency settings conserves battery power.

### Using expansion cards

The expansion card slot on your smartphone enables you to add SD cards and MultiMediaCard cards to extend the storage capacity of your smartphone. When purchasing an SD/O card, make sure the card is compatible with the Treo 700wx smartphone.

Expansion cards are sold separately. Your smartphone comes with a dummy card inside the expansion card slot, to protect the slot. When you do not have a functioning card inside the slot, reinsert the dummy card to protect the slot opening.

**Removing and inserting expansion cards**

1. Press down and release the dummy card.
2. After you feel the expansion card slot eject the dummy card, remove the card from the slot.

TIP The auto shut-off timer resets itself each time you synchronize. If your sync interval is shorter than the auto shut-off interval, your smartphone doesn’t turn off.

DID YOU KNOW? Decreasing the sync frequency settings conserves battery power.
3 To insert an expansion card, hold your smartphone with the screen facing you and the card with the label facing you. The notch on the card should be in the lower-left corner next to the antenna.

4 Insert the card into the expansion card slot until you feel it lock into place and hear the confirmation tone.
Customizing Your Smartphone

Customizing is optional. But why not personalize your smartphone to make it match your lifestyle and work even harder for you?

You can easily customize your smartphone’s sounds, fonts, screen colors, and more. Take advantage of various levels of security. Prevent making an accidental (and expensive) phone call by locking the keyboard. There are lots of ways to make your smartphone work better for you.

Benefits
- Conserve power
- Secure your data
- Make your screen easy to read
In this chapter

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Today screen settings

Selecting your Today screen background
1. Press Start (1) and select Settings.
2. On the Personal tab, select Today (2).
3. On the Appearance tab, check the Use this picture as the background box.
4. Select Browse.
5. Select the picture you want to use.
6. Press OK (3).

Selecting which items appear on your Today screen
1. Press Start (4) and select Settings.
2. On the Personal tab, select Today (5).
3. Select the Items tab.
4. Check the boxes next to the items that you want to appear on your Today screen, and uncheck any items that you want to hide.
5. (Optional) Select Options (if available) to configure the settings for the current item. Press OK (6) to return to Today Settings.
6. Press OK (7).

DID YOU KNOW? There are lots of third-party plug-ins available for your Today screen. For clocks, calculators, MP3 players, weather guides, and much more, visit www.palm.com.
CONTROLLING YOUR ROAMING EXPERIENCE

You can roam on other digital networks where your wireless service provider has implemented roaming agreements with other carriers.

When you roam outside your wireless service provider’s network, the Roaming icon appears at the top of the screen. Additional charges may apply if you use your Treo 700wx smartphone while roaming.

To learn more about roaming, contact your wireless service provider.

Feature availability

- You can make and receive calls while roaming.
- Other features, such as call waiting and voicemail, may be available depending upon your roaming network.
- Data services may not be available when you are roaming on partner networks.

Setting roaming preferences

Use Roaming Preferences to set specific options for using your phone while roaming. For example, you can set an option to be notified that you are roaming before placing a call or making a data connection, so that you are aware that you might incur extra charges.

1. Press Start (3) and select Settings.
2. On the Personal tab, select Phone (6).
3. Select the Services tab, and then select Roaming.

TIP
To change the color theme for your smartphone, select a new theme from the Appearance tab in Today Settings.
4 Select the **Network Selection** pick list and select the networks with which you want to allow your phone to make a connection:

- **Allow roaming** enables your phone to determine the best network—either home or roaming—with which to connect.

- **Home network only** allows your phone to connect only to your home networks.

- **Roaming networks only** allows your phone to connect to roaming networks only.

5 Check the boxes to enable either or both of the following roaming warning options:

- **Before outgoing calls**: Causes an alert to appear, warning you that you are on a roaming network when you attempt to dial an outgoing call.

- **Before data connections**: Prevents a data connection while roaming. An alert appears, warning you that you are on a roaming network when you attempt to make a data connection.

6 Press **OK**.
System sound settings

**BEFORE YOU BEGIN**  Turn on your phone to access your Phone Settings. See “Turning your phone on and off” on page 9.

**Selecting ringtones and vibrate settings**
You can set various tones for various types of incoming phone calls and notifications.

1. Press Start and select Settings.
2. On the Personal tab, select Sounds & Notifications.
3. Select the Notifications tab.
4. Select the Event list, and then select which type of call or notification you want to set the ringtone for:
   - **Phone: Known Caller**: An incoming call from someone in your Contacts list or Speed Dial list.
   - **Phone: Missed call**: A call you did not answer.
   - **Phone: Roaming**: A call that comes in when you’re outside your home wireless network.
   - **Phone: Unknown Caller**: An incoming call from someone identified by caller ID who is not in your Contacts list or Speed Dial list.
   - **Phone: Voice mail**: A new voicemail.

**TIP** You can dismiss the warning and make the data connection by selecting the Don’t show this again. Always connect when roaming box. You must then attempt to make a data connection again.
5 Select the Ring type list, and then select the ring style for the selected type of call.
6 Select the Ring tone list, and then select the sound for the selected type of call.

**NOTE** For the Missed call and Voice mail options, select sound and display options instead of ring type and ring tone options.

7 (Optional) Select Play to preview the sound.
8 Check the Vibrate when... boxes to turn the vibrate feature on/off based on the Ringer switch setting.
9 Repeat steps 4–6 to select ringtones for other types of calls.
10 Press OK.

### Adjusting volume settings
- **Call volume:** While a call is in progress, press the Volume button (on the side of your smartphone) to adjust the call volume.
- **Music/Video volume:** While playing music or a video, press the Volume button to adjust the music/video volume.
- **Ringer volume:** When a call is not in progress and you are not playing music or a video, press the Volume button to adjust ringer volume.

### Setting the ringer switch
In certain situations, such as in meetings and theaters, you need to turn off all sounds on your smartphone. You can immediately silence all sounds on your smartphone, including phone ringtones, Calendar notifications, and system sounds. This does not mute the speaker during phone calls.

1 Slide the Ringer switch to Sound Mode Off.
CUSTOMIZING YOUR SMARTPHONE

CHAPTER 2

To hear all sounds again, slide the Ringer switch to Sound Mode On.

When you slide the Ringer switch back to the Sound Mode On position, it restores the previous sound settings. For example, if the smartphone ring volume is set to the loudest setting and you slide the Ringer switch to Sound Mode Off, you do not hear the smartphone ring. When you move the Ringer switch back to Sound Mode On, the smartphone ring volume is still set to the loudest setting.

TIP If the Ringer switch is set to Sound Mode Off, the ringer setting overrides the sound settings and all sounds are turned off, including any music you may be playing.

DID YOU KNOW? Your smartphone includes a silent alarm that can vibrate even when the Ringer switch is set to Sound Mode Off.

Selecting Sounds & Notifications

1. Press Start and select Settings.
2. On the Personal tab, select Sounds & Notifications.
3. On the Sounds tab, set any of the following options:

   **Events:** Turns sounds on/off for system warnings and error messages.

   ![Settings Menu]

   - Sound Mode On
   - Sound Mode Off

   ![Sound Mode On/Off]

   **TIP** If the Ringer switch is set to Sound Mode Off, the ringer setting overrides the sound settings and all sounds are turned off, including any music you may be playing.

   **DID YOU KNOW?** Your smartphone includes a silent alarm that can vibrate even when the Ringer switch is set to Sound Mode Off.
**Programs:** Turns sounds on/off in the applications on your smartphone.

**Notifications:** Turns alarms and reminders on/off in the applications on your smartphone.

**Screen taps:** Turns sounds associated with tapping the screen on/off, and sets the volume level when this sound is turned on.

**Hardware buttons:** Turns sounds associated with pressing buttons on/off, and sets the volume level when this sound is turned on.

4 Select the **Notifications** tab and set any of the following options:

**Event:** Specifies which action you want to change the settings for. The remaining options vary based on the action you select.

**Play sound:** Lets you turn the sound on/off for the selected event. To select a different sound, select the list to the right of this setting and then select a different sound. To preview the sound, select **Play**.

**Repeat:** Indicates whether the sound plays more than once, if turned on.

**Display message on screen:** Indicates whether a notification message appears onscreen for the selected event.

**Vibrate:** Indicates whether your smartphone vibrates to notify you about the selected event.

5 Press **OK**.
Display and appearance settings

Adjusting the brightness
1. Press Option (Option) and then press (Option) to adjust the brightness.
2. Press Left (Left) and Right (Right) to adjust the brightness.
3. Press OK (OK).

Changing the text size
1. Press Start (Start) and select Settings (Settings).
2. Select the System (System) tab, and then select Screen (Screen).
3. Select the Text Size (Text Size) tab.

Application settings

Arranging the Start menu
You can select which applications appear in the top level of the Start menu. You can still access the remaining applications by selecting Programs from the Start menu and then selecting the application's icon.

TIP
To record, preview, delete, and send sounds on your smartphone, select the Manage (Manage) tab. To record a sound, press Menu (Menu) and select New Sound (New Sound). To play a sound, select it and press Play (Play). To delete a sound, highlight it and press Backspace (Backspace). To send a sound, highlight it, press Menu (Menu), and select Send Sound (Send Sound).

TIP
If the text looks rough around the edges, open the Screen Settings screen and select the Clear Type (Clear Type) tab. Check the Enable Clear Type (Enable Clear Type) box, and then press OK (OK).
1. Press Start and select Settings.
2. On the Personal tab, select Menus.
3. Check the boxes next to the applications you want to see in the Start menu.
4. Press OK.

**Reassigning buttons**

Buttons Settings lets you select which applications are associated with many of the buttons and key combinations on your smartphone.

1. Press Start and select Settings.
2. On the Personal tab, select Buttons.
3. On the Program Buttons tab, highlight the button or key combination you want to change in the Buttons list. The hardware buttons are mapped to the following button numbers:
   - Start = Start Menu
   - OK = OK/Close
   - Option + Phone/Send = Internet Explorer
   - Option + Start = Calendar
   - Option + OK = Task Manager
   - Side button = Windows Media
4. Select the Assign a program list, and then select the application you want to assign to the button or key combination you selected in step 3.
5. Press OK.
Locking your smartphone and info

Your smartphone includes several features that help you protect your smartphone from inadvertent use and keep your information private. The built-in security software lets you use your smartphone for dialing emergency calls, even if it is locked.

- **Keyguard**: Manually disables all buttons and the screen’s touch-sensitive feature to prevent accidental presses in your briefcase or pocket.
- **Auto-Keyguard and touchscreen lockout**: Automatically enables Keyguard after a period of inactivity and lets you disable the screen’s touch-sensitive feature during an active call.
- **Phone Lock**: Requires you to enter a lock code when making calls.
- **System password lock**: Requires a password for displaying any information on your smartphone.

### Using Keyguard

By default, your keyboard locks so that you don’t accidentally press buttons or activate screen items while your smartphone is in a pocket or bag.

- To disable Keyguard, press Center.
- To manually turn on Keyguard when your smartphone screen is on, press Option and Power/End.

### Using Auto-Keyguard and touchscreen lockout

Auto-Keyguard lets you automatically lock the keyboard after a period of inactivity.

1. Press Start and select Settings.
2. On the Personal tab, select Keyguard.

**Tip** To avoid accidentally pressing onscreen buttons while you’re holding your smartphone up to your ear to speak, you can disable the screen’s touch-sensitive feature during active calls. When the screen’s touch-sensitive feature is disabled, you must use the 5-way navigator to access items on the screen.
3. Set any of the following options:

**Auto-Keyguard**: Sets the period of inactivity that passes before the keyboard automatically locks or before the auto-keyguard feature is disabled.

**Disable touchscreen**: Indicates whether the screen’s touch-sensitive feature is enabled during a call.

4. Press OK.

**TIP**: If you’re using a headset or hands-free device and your smartphone is in a pocket or bag, you can manually turn on Keyguard during a call to prevent accidental key presses. Press Option and Power/End to manually turn on Keyguard.

---

**Using Phone Lock**

You can lock your smartphone to prevent unauthorized use of your account. When your smartphone is locked, you must enter a lock code to place calls, except for emergency numbers.

1. Press Start and select **Settings**.
2. On the **Personal** tab, select **Phone**.
3. Select the **Security** tab and set the following options:

**Auto-lock**: Indicates whether your smartphone locks automatically and when this occurs.

**Change Lock Code**: Lets you assign or change the lock code used to unlock your smartphone. Your default lock code is the last four digits of your phone number.
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LOCKING YOUR SMARTPHONE AND INFO

CHAPTER

number. If you change the lock code, select OK to accept your new code.

Press OK to finish.

You do not need to enter your password to answer a call.

1 Press Start and select Settings.
2 On the Personal tab, select Lock.
3 On the Password tab, check the Prompt if device unused for box to turn on the password feature.
4 Select the list, and then select how long a period of inactivity must pass before you are prompted to enter a password to unlock the system.
5 Select the Password type list, and then select a format for your password.
6 Select Password, tap the onscreen keyboard icon, and enter your password. Then tap the onscreen keyboard icon.
7 Select Confirm, tap the onscreen keyboard icon, and enter the

Using the system password lock

To protect your personal information, you can lock the system so that you need to enter your password to access any of your information or use other features of your smartphone.

IMPORTANT If you lock your system, you must enter the exact password to unlock it. If you enter an incorrect password, you are given another chance. Each time an incorrect password is entered, you are given progressively longer time periods between your chances to enter the password. If you forget the password, you need to perform a hard reset to resume using your smartphone. Performing a hard reset deletes all the entries in your smartphone. However, you can restore all previously synchronized info the next time you sync (see “Synchronizing contacts and other info” on page 23).
password again. Then tap the onscreen keyboard icon.

8 (Optional) Select the Hint tab and enter a hint to help you recall your password.

9 Press OK.

Turning wireless services on/off

1 Press Start and select Settings.

2 Select the Connections tab, and then select Wireless Manager.

3 Select All to turn all wireless features on/off.

4 Press OK to finish.

You can also turn wireless services on and off by tapping the signal-strength icon at the top of the screen and then selecting Wireless Manager.

NOTE The Wi-Fi selection appears only if a Wi-Fi card is installed in your smartphone. You must purchase and install a third-party Wi-Fi card to use this feature.

Resetting your smartphone

If you need to perform a hard reset, see the Using Your Palm® Treo™ 700wx user guide.

Performing a soft reset

Performing a soft reset is similar to restarting a computer. If your smartphone is not responding or you have trouble...
synchronizing with your computer, a soft reset may help.

1 Use one hand to press the **battery door release**, and use the other hand to slide the **battery door** downward to remove it from your smartphone.

2 Use the stylus tip to gently press the **reset** button on the back of your smartphone.

3 Wait for the progress bar on the Treo logo screen to fill before continuing to use your smartphone.

**TIP** You can also do a soft reset by unplugging your smartphone from a power source (if connected) and then removing the battery and reinserting it.

**DID YOU KNOW?** If the phone or Bluetooth® signals were on before a reset, these signals automatically turn on after the reset.
Specific Absorption Rates (SAR) for Wireless Smartphones

The SAR value is a measure of the relative amount of RF energy absorbed in the head of a user of a wireless handset. The SAR value of a smartphone is the result of an extensive testing, measuring, and calculation process. It does not represent how much RF the smartphone emits. All smartphone models are tested at their highest value in strict laboratory settings. But when in operation, the SAR of a smartphone can be substantially less than the level reported to the FCC. This is because of a variety of factors including its proximity to a base station antenna, smartphone design, and other factors. What is important to remember is that each smartphone meets strict federal guidelines. Variations in SAR values between different model smartphones do not mean variations in safety. SAR values at or below the federal standard of 1.6 W/kg are considered safe for use by the public.

The highest reported (FCC) SAR values of the Palm® Treo™ 700wx smartphone are:

<table>
<thead>
<tr>
<th>Maximum Scaled SAR Values (W/kg)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Band</td>
</tr>
<tr>
<td>Head SAR (Held to Ear)</td>
</tr>
<tr>
<td>Body SAR (Worn)</td>
</tr>
</tbody>
</table>

Precaution against hearing loss: Protect your hearing. Listening to this device at full volume for a long period of time can damage your hearing.

For additional regulatory information, please refer to the Using Your Palm® Treo™ 700wx user guide. Install the guide from the Getting Started CD, and then access it on your computer by double-clicking the Treo 700wx User Guide icon on your computer desktop.
Terms

1xRTT (Single-carrier [1x] radio transmission technology)
A wireless technology that can provide fast data transfer and Internet access with average speeds of 60–80Kbps and bursts up to 144Kbps.

ActiveSync®
The technology that exchanges and updates the information on your smartphone with the information on your computer.

Alt (alternative) 
A keyboard key. Press Alt and then press a letter on the keyboard to access variations such as international characters and symbols.

Auto-off interval
The time of inactivity that passes before the screen on your smartphone turns off. The wireless features on your smartphone are unaffected by this setting.

Beam
The process of sending or receiving an entry or application using the infrared port on your smartphone.

Desktop software
A PIM application for computers, such as Microsoft Outlook, that helps you manage your personal information and keep your personal information synchronized with your smartphone.

EVDO (Evolution Data Optimized)
A wireless broadband-like technology that is designed for very high-speed data transfer with average download speeds of 400 to 700 Kbps.

Infrared (IR)
A way of transmitting information using light waves. The IR port on your smartphone lets you transfer information between other IR devices within a short radius.

Lithium Ion (Li-Ion)
The rechargeable battery technology used in Treo 700wx smartphones.
My Mobile Devices
The component on your Windows computer that enables you to install applications and other information on your smartphone.

Option
The keyboard button that lets you access the alternative feature that appears above the letter on each key.

Phone Off
When your phone is off, your smartphone is not connected to any wireless network and “Phone Off” appears instead of your wireless service provider’s name. You can still use the organizer and other features.

Phone/Send
The button on your smartphone that provides quick access to your Today screen.

PIM (personal information manager)
A genre of software that includes applications such as Microsoft Outlook, Palm® Desktop software, Lotus Notes, and ACT!. PIMs generally store contacts, schedules, tasks, and memos.

SMS
The service that exchanges short text messages almost instantly between wireless devices. These messages can usually include up to 160 characters. Your Treo 700wx smartphone can send and receive text messages while you are on a voice call.

Start
The menu on your smartphone from which you can open all applications.

Username
The name associated with your smartphone that distinguishes it from other Windows Mobile® devices. When you first synchronize your smartphone, you are asked to give it a username.

Windows Mobile®
The operating system of your Treo 700wx smartphone.
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