Adding an alarm reminder to an event

1 Create an event, and then select it.

2 Press **Edit** ⬭ (left action key).

3 Select **Reminder**, and then select **Remind Me**.

**4** Enter the number of minutes, hours, days, or weeks before the event you would like to receive the alarm.

Type of time units

Number of time units
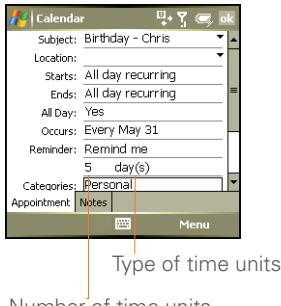
5 Press **OK** ⬭.

Creating an untimed event

An untimed event, such as a birthday, anniversary, or vacation, does not occur at a particular time. These events appear as banners at the top of your calendar; they don't occupy blocks of time. For example, "Submit Final Draft" in the screenshot shown here is an untimed event.

DID YOU KNOW? An untimed event can last longer than a day.

1 Press **Start** 🔳 and select **Calendar**.
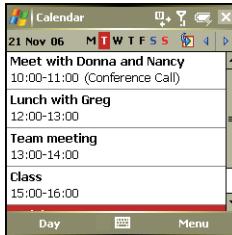
2 Press **Menu** ⬭ (right action key) and select **New Appointment**.

3 Enter a subject (description).

4 Select the starting and ending dates.

5 Select **All Day**, and then select **Yes**.

6 Press **OK** .

Scheduling a repeating appointment

1 Create an appointment or untimed event, and then select it.

2 Press **Edit** (left action key).

3 Select **Occurs**, and then select a repeat pattern. To create a repeat pattern, select **Edit pattern** and follow the onscreen instructions.

> **TIP** To enter a birthday or an anniversary, create an untimed event that repeats every year.

4 Press **OK** .

Sending a meeting request

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

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.

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.

> **DID YOU KNOW?** If you are using an Exchange Server 2003 with Service Pack 2, you can use your corporate Global Address List to find contact information for an attendee. Select **Attendees**, press **Menu** (right action key), and then select **Find Online**. Enter the name of the attendee and select **Find**.

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.

Marking an event as sensitive

If other people have access to your Microsoft Office Outlook calendar on your computer and you don't want them to see

an appointment, you can mark that appointment as private to hide it from other Microsoft Office Outlook users.

1 Create an event, and then select it.

2 Press **Edit** ⬭ (left action key).

3 Select **Sensitivity**, and then select one of the following:

Private: Displays the event on your smartphone and on your computer. Meeting attendees or recipients see "Please treat this as Private" near the top of an open appointment. If you sync with Exchange Server, other users who can access your folders can't see your private events; they see private events as unavailable time slots.

Personal: Displays the event on your smartphone and on your computer. Meeting attendees or recipients see "Please treat this as Personal" near the top of an open appointment.

Confidential: Displays the event on your smartphone and on your computer. Meeting attendees or recipients see "Please treat this as Confidential" near the top of an open appointment.
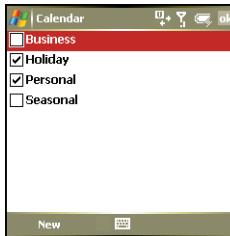
TIP If you don't see an option on the screen, press **Down** on the 5-way to scroll to other options. For example, when editing an event, you don't see the Sensitivity option until you scroll toward the bottom of the entry.

4 Press **OK** 📧.

Organizing your schedule

Use categories to view various types of events.

1 Create an event, and then select it.

2 Press **Edit** ⬭ (left action key).

3 Select **Category**, and then check the categories that apply to this event. To add a new category, press **New**

(left action key), enter the category name, and then press **OK**.

4 Press **OK** two more times.

5 After you assign events to categories, press **Menu** (right action key) and select **Filter**.

> **TIP** Wonder why you're not seeing all the events in your day? Check to make sure that the filter is set to All Appointments.
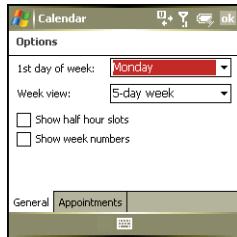
6 Select the type of events you want to view.

Deleting an event

1 Highlight the event you want to delete.

2 Press **Menu** (right action key) and select **Delete Appointment**.

3 Select **Yes**.

Customizing Calendar

1 Press **Menu** (right action key) and select **Options**.

2 On the **General** tab, set any of the following options:

1st day of week: Specifies Sunday or Monday as the first day of the week for all Calendar views.

Week view: Specifies whether five, six, or seven days appear in Week View.

Show half hour slots: Specifies whether time slots appear in hour or half-hour increments in Day View and Week View.

Show week numbers: Specifies whether week numbers (1–52) appear in Week View.

3 Select the **Appointments** tab and set any of the following options:

Set reminders for new items: Specifies whether a reminder is automatically added to new events and how long before the event the reminder appears. You can override this setting for individual events.

Show icons: Specifies which icons appear next to events.

🔔 The event has a reminder.

🔄 The event repeats in a specified pattern.

📝 The event has a note attached.

🏠 A location has been assigned to the event.

📷 The event is a meeting.

🔑 The event is marked private.

TIP Not all icons appear in all Calendar views.

Send meeting requests via: Specifies the messaging method used to send meeting requests: email, MMS, or SMS.

4 Press **OK** 🔘.

Tasks

You can use Tasks to remind you of tasks you need to complete and to keep a record of completed tasks.

Adding a task
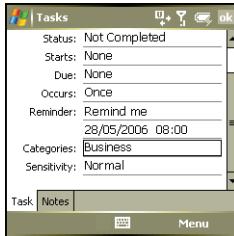
1 Press **Start** 🔳 and select **Programs**.

2 Select **Tasks** 📋.

3 Press **New** ⬜ (left action key).

TIP You can also add a task by selecting the Tasks entry bar at the top of the task list screen.

4 Enter a description of the task in the Subject field.

5 Set any of the following:

Priority: Specifies the priority level for this task. Later you can arrange your tasks based on the importance of each task.

Status: Indicates whether the task is now completed.

- **Starts:** Specifies when the task begins.
- **Due:** Specifies the due date for the task.
- **Occurs:** Indicates if the task repeats at regular intervals and how often it repeats.
- **Reminder:** Sets an alarm for this task and indicates when you want to be reminded.

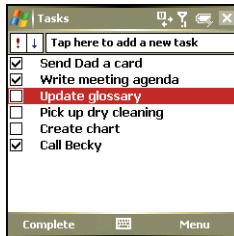- **Categories:** Assigns the task to one or more categories.

Sensitivity: Marks this task as Normal, Personal, Private, or Confidential.

Notes: Enables you to enter additional text for the task.

6 Press **OK** 🔘.

Checking off a task

1 Select the task you want to check off.

2 Press **Edit** ⬜ (left action key).

3 Select **Status** and select **Completed**.

4 Press **OK** 🔘.

Organizing your tasks

1 In the Tasks list, press **Menu** ⬭ (right action key) and select **Filter**.

2 Select which tasks you want to view: **All Tasks**, **Recently Viewed**, **No Categories**, **Active Tasks**, **Completed Tasks**, or a specific category, such as Business or Personal.

3 Press **Menu** ⬭ (right action key) and select **Sort By**.

4 Select the sort method: **Status**, **Priority**, **Subject**, **Start Date**, or **Due Date**.

Deleting a task

1 Highlight the task you want to delete.

2 Press **Menu** ⬭ (right action key) and select **Delete Task**.

3 Select **Yes**.

Customizing Tasks

1 Go to the Tasks list.

2 Press **Menu** ⬭ (right action key) and select **Options**.

3 Set any of the following options:

Set reminders for new items: Automatically adds a reminder to new tasks. The default reminder is set to 8:00 on the morning the task is due. You can override this setting for individual tasks.

Show start and due dates: Displays task start and due dates in the Tasks list.

Show Tasks entry bar: Displays the Tasks entry bar at the top of the Tasks list.

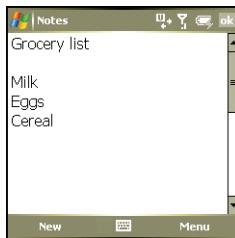**4** Press **OK** 🔘.

Notes

Notes are a great way to capture thoughts, questions, and meeting notes on your Palm Treo 750v smartphone. You can also create

a voice note or add a recording to an existing note.

BEFORE YOU BEGIN To take advantage of all the sync features available in the Notes application, install the desktop synchronization software from your *Windows Mobile Getting Started Disc*.

Creating a note

1 Press **Start** and select **Programs**.

2 Select **Notes** .

3 Press **New** (left action key).

4 Do one of the following:

- Type the text with the keyboard.
- Write the text with the stylus.
- Draw a sketch with the stylus, crossing at least three ruled lines.

5 Press **OK** .

Creating a voice note

1 Press **Start** and select **Programs**.

2 Select **Notes** .

3 To add a voice recording to an existing note, open the note to which you want to add the recording.

4 If the voice note controls are not visible at the bottom of the screen, press **Menu** (right action key) and select **View Recording Toolbar**.

5 Tap the **Record** icon.

Voice note controls
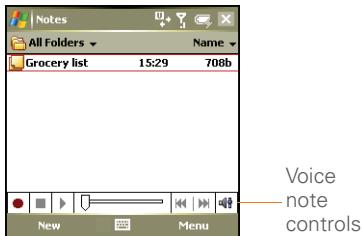
6 Speak into your smartphone's microphone or hold it close to another sound source.

7 When you have finished recording, tap the **Stop** ■ icon. A **Recording** icon 🔊 appears in the note or note list, depending on where you recorded the note.

8 Press **OK** 🔘.

DID YOU KNOW? You can add several voice notes within a single note.

TIP To play a recording, select the voice note in the Notes list or open the note containing the recording and tap the **Recording** icon. Tap the controls at the bottom of the screen to control playback and volume.

Creating a note from a template

1 Go to the **Notes** list.

2 Select the **Show** list in the upper-left, and then select **Templates**.

3 Open the template you want to use.

4 Enter the information.

5 Press **OK** 🔘.

6 Rename the note and move it to the appropriate folder. See <u>Organizing your notes</u> for details.

TIP To create a new template, open the note you want to save as a template. Press **Menu** (right action key) and select **Rename/Move**. Select **Name**, and then enter a name for the template. Select the **Show** list, and then select **Template**. Press **OK**.

Organizing your notes

You can rename your notes, move notes to another folder, and move notes between your smartphone and an expansion (storage) card.

1 Go to the Notes list and highlight a note you want to move.

2 Press **Menu** ▭ (right action key) and select **Rename/Move**.

3 Select **Name**, and then enter a new name for the note.

4 Select **Folder**, and then select the folder in which you want to store the note.

5 Select **Location**, and then select **Main memory** or **Storage Card**.

6 Press **OK** 🔘.

TIP To create a new folder, go to the Notes list, select the **Show** list in the upper-left, and then select **Add/Delete**. Select **New**, enter a name for the folder, and then press **OK**.

Deleting a note

1 Go to the Notes list and highlight the note you want to delete.

2 Press **Menu** (right action key) and select **Delete**.

3 Select **Yes**.

Customizing Notes

1 Go to the Notes list.

2 Press **Menu** (right action key) and select **Options**.

3 Set any of the following options:

Default mode: Makes the default entry mode either Writing or Typing. The default is Typing; if you change it to Writing, you can write notes directly on the screen using the stylus.

Default template: Specifies the default template for new notes.

Save to: Indicates the default location where new notes are stored.

Record button action: Specifies what happens when you press the Side button to record a voice note while in another application: whether the Notes application opens or whether you stay in the current application.

4 Press **OK**.

Your Microsoft Office tools

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

In this chapter

Synchronizing your Microsoft Office files

You can edit files on your computer or on your smartphone and then synchronize your files with your computer. To synchronize Microsoft Office files with your computer, you must set the Files sync option; see Setting synchronization options. The files are stored in your Files folder on your computer.

To copy a file from your computer to your smartphone, open **My Computer** or **Windows Explorer** on your computer, copy the file into the **Mobile Device** folder, and then sync.

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.

> **DID YOU KNOW?** If you have a PDF file (.pdf), you can view the file using Picsel PDF Viewer. Press **Start**, select **Programs**, and then select **PDF Viewer**.

The following features are not supported in Word Mobile:

• Backgrounds.

• Bidirectional text.

• Document protection.

• Metafiles.

• Artistic page borders. Lined page borders are supported.

• Password-protected files. Remove password protection on your computer before opening the file on your smartphone.

• Shapes and text boxes.

• Smart tags.

The following features are partially supported in Word Mobile:

- Picture bullets. Regular bullets are supported.

- Revision marks. Documents appear as though all revisions were accepted; if the document is saved, revision marks are lost.

- Table styles. Some or all of the formatting is lost if the document is saved.

- Underline styles. Unsupported styles are mapped to one of the four supported styles: regular, dotted, wavy, or thick/bold/wide.

- Legacy Pocket Word files. You can open PSW files, but if you edit a file, you need to save it in DOC, RTF, TXT, or DOT format.

The following features are not supported on your smartphone, but they remain in the file so that when you open the file on your computer, they appear as expected:

- Fonts and font sizes. Original fonts are listed on your smartphone and are mapped to the closest font available.

- Footnotes, endnotes, headers, and footers.

- Lists. Indented lists are mapped to the closest indentation level supported by Word Mobile.

- Page breaks. Although not displayed, all page breaks, except a break placed at the end of a document, are retained in the document.

Creating a document

1 Press **Start** and select **Programs**.

2 Select **Word Mobile** **W**.

3 Press **New** (left action key).

4 Enter the text of the document.

5 Press **OK** to save the file. When you save a new document, it is automatically named after the first several words in the file.

Opening an existing document

1 Press **Start** and select **Programs**.

2 Select **Word Mobile** **W**.

3 In the document list, select the document you want to open.

YOUR MICROSOFT OFFICE TOOLS

TIP To zoom in or out, press **View**, select **Zoom**, and then select the zoom level.

Creating a document from a template

1 Go to the documents list.

2 Select the **Show** list in the upper-left, and then select **Templates**. If you don't see Templates in the Show list, select **More Folders** to access this folder.

3 Open the template you want to use and enter the information.

4 Press **OK** ⌾.

5 Rename the document and move it to the appropriate folder. See Organizing your documents for details.

TIP To create a new template, open the document you want to save as a template. Press **Menu** and select **Rename/Move**. Select **Name**, and then enter a name for the template. Select the **Show** list, and then select **Template**. Press **OK**.

Finding or replacing text in a document

1 Open the document containing the text you want to find.

2 Press **Menu** ⬛ (right action key) and select **Edit** > **Find/Replace**.

3 Select **Find what** and enter the text you want to find.

4 (Optional) Check the **Match case** box to find text that matches the capitalization in the text you entered step 3.

5 (Optional) Check the **Match whole words only** box to find only full words that match the text you entered in step 3.

6 Select **Find** to locate the first instance of the text you entered in step 3, or select **Replace** and enter the replacement text.

7 Select **Next** to find the next instance of the text, or select **Replace** to replace it. To replace all instances of the text, select **Replace All**.

8 When you see a message that the search is done, press **OK** ⌾.

Moving or copying text

1 Open the document containing the text you want to move or copy.

2 Highlight the text you want to move or copy.

3 Press **Menu** ⊂══⊃ (right action key) and select **Copy** to copy the text, or select **Cut** to move the text.

4 Open the document where you want to insert the text and position the insertion point where you want the text to appear.

5 Press **Menu** ⊂══⊃ (right action key) and select **Paste**.

Saving a copy of a document

NOTE If a document was previously saved on a computer, any unsupported formatting may be lost when you save the file.

1 Open the document you want to copy.

2 Press **Menu** ⊂══⊃ (right action key) and select **File** > **Save As**.

3 Select **Name** and enter a new name for the file.

4 Select the **Folder** list, and then select the folder where you want to save the file.

5 Select the **Type** list, and then select the format in which you want to save the file.

6 Select the **Location** list, and then select whether you want to store the file on your smartphone or an expansion card.

7 Select **Save**.

Formatting text

1 Open the document you want to format.

2 Highlight the text you want to format.

3 Press **Menu** ⊂══⊃ (right action key) and select **Format** > **Font**.

4 Set any of the following options for the highlighted text:

Font: Specifies the typeface.

Font color: Specifies the color.

Size: Specifies the point size.

Bold: Indicates whether the text appears normal or thick.

Italics: Indicates whether the text appears upright or slanted.

Underline: Indicates whether the text appears with an underscore.

Highlight: Indicates whether the text appears with a yellow highlight.

Strikethrough: Indicates whether the text appears with a line through it.

5 Press **OK** 🔘 to return to the document.

Formatting paragraphs and lists

1 Open the document you want to format.

2 Position the insertion point in the paragraph you want to format.

3 Press **Menu** ⟨▭⟩ (right action key) and select **Format** > **Paragraph**.

4 Set any of the following options:

Alignment: Aligns the text with the left, right, or center of the paragraph.

List: Creates a bulleted or numbered list.

Indentation: Changes the paragraph margins.

- **Left:** Sets the left margin for the entire paragraph.
- **Right:** Sets the right margin for the entire paragraph.

- **Special:** Lets you indent the first line or set a hanging indent.
- **By:** Sets the size of the Special indentation.

5 Press **OK** 🔘 to return to the document.

> **TIP** You can also use the Formatting toolbar to create a list and to align text. To indent text in lists, you must use the Formatting toolbar.

Checking spelling in a document

1 Open the document you want to check.

2 Press **Menu** ⟨▭⟩ (right action key) and select **Tools** > **Spelling**. To check the spelling of specific text, highlight it before you select the Spelling command.

3 If an unknown or misspelled word is encountered, do one of the following:

- Select the correct word in the list if the word is spelled incorrectly.
- Select **Ignore** if the word is spelled correctly.
- Select **Add** to add a new word to the spelling dictionary.

CHAPTER

Organizing your documents

You can rename your documents, move your documents to another folder, and move your documents between your smartphone and an expansion (storage) card.

1 Go to the documents list.

2 Highlight a file.

3 Press **Menu** ⬚ (right action key) and select **Rename/Move**.

4 Select **Name**, and then enter a new name for the document.

5 Select the **Folder** list, and then select the folder you want to move the document to.

6 Select the **Location** list, and then select **Main memory** or **Storage card**.

7 Press **OK** ⬚.

8 Select the **Show** list in the upper-left, and then select the folder you want to view.

9 Select the **Sort By** list in the upper-right, and then select the sort method.

TIP To create a new folder, go to the documents list, select the **Show** list in the upper-left, and then select the **Add/Delete** tab. Select **New**, enter a name for the folder, and then press **OK**.

TIP When you go to a folder, you can easily search your documents by sorting by type.

Deleting a document

1 Go to the documents list.

2 Highlight the document you want to delete.

3 Press **Menu** ⬚ (right action key) and select **Delete**.

4 Select **Yes**.

Customizing Word Mobile

1 Go to the document list.

2 Press **Menu** ⬚ (right action key) and select **Options**.

3 Set any of the following options:

Default template: Sets the default template for new documents.

Save to: Sets the default location where new documents are stored.

Display in list view: Sets the types of files that appear in the documents list.

4 Press **OK** [⊙].

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. Microsoft® Office PowerPoint® features not supported on your smartphone include the following:

- Notes written for slides
- Rearrangement or editing of slides
- Files created in PPT format earlier than Microsoft PowerPoint '97
- HTML files in HTM and MHT formats

> **TIP** To copy a file from your computer to your smartphone, open My Computer or Windows Explorer on your computer, copy the file into the **Mobile Device** folder, and then sync.

Playing a presentation

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

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 animations.
- 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**.

Setting presentation playback options

1 Open the presentation for which you want to change the settings.

2 Press **Menu** (right action key) and select **Show Options**.

3 On the **Orientation** tab, select the orientation you want. To select the orientation that best fits your smartphone's screen, select **Default**.

4 Select the **Playback** tab, and check the **Override playback** options for all files box.

5 Set any of the following options:

Show without animation: Turns off builds and other animations.

Show without slide transition: Turns off transition effects between slides.

Use slide timings, if present: Enables the timings recorded with each slide in a presentation. If a presentation is set up as a timed slide show, the slides advance automatically. Presentations pause during zooming.

Loop continuously: Advances to the first slide after playing the last slide in a presentation.

6 Press **OK**.

> **TIP** To turn the presentation into a continuously looping slide show, check both the **Use timings**, if present, and the **Loop continuously** boxes.

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.

Note the following formatting considerations:

- **Alignment:** Vertical text appears horizontal.
- **Borders:** Appear as a single line.

- **Cell patterns:** Patterns applied to cells are removed.

- **Fonts and font sizes:** The original font is listed on your smartphone and mapped to the closest font available. Original fonts reappear on your computer.

- **Number formats:** Microsoft® Office Excel® 97 conditional formatting is displayed in Number format.

- **Formulas and functions:** Unsupported functions are removed, and only the returned value of the function appears. Formulas containing the following are also converted to values:

  - An array or array argument, for example, =SUM({1;2;3;4})

  - External link references or an intersection range reference

  - References past row 16384 are replaced with #REF!

- **Protection settings:** Most protection features are disabled but not removed. However, password protection is removed. You must remove the password protection in Microsoft Office

Excel on your computer before opening the file on your smartphone.

- **Zoom settings:** Worksheet-specific zoom settings are not retained. The zoom setting applies to the entire workbook.

- **Worksheet names:** Names that refer to other workbooks, arrays, array formulas, or intersection ranges are removed from the name list, causing those formulas to be resolved as "#NAME?" All hidden names are not hidden.

- **AutoFilter Settings:** AutoFilters that cause rows to be hidden are supported. Use the Unhide command to display hidden rows. Other AutoFilters are removed, but you can use the AutoFilter command in Excel Mobile to perform similar functions.

- **Chart Formatting:** All charts are saved as they appear in Excel Mobile. Unsupported chart types are changed to one of these supported types: Column, Bar, Line, Pie, Scatter, and Area. Background colors, gridlines, data labels, trend lines, shadows, 3D effects, secondary axes, and logarithmic scales are turned off.

The following features aren't supported in Excel Mobile and are removed or modified when you open a workbook on your smartphone:

- Hidden, dialog, and macro sheets
- VBA modules
- Text boxes
- Drawing objects and pictures
- Lists
- Conditional formats and controls
- Pivot table data (converted to values)

DID YOU KNOW? If you have a PDF file (.pdf), you can view the file using Picsel PDF Viewer. Press **Start**, select **Programs**, and then select **PDF Viewer**.

Creating a workbook

1 Press **Start** 🔳 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 in the cell, and then press **Enter** ⏎.

6 Repeat steps 4 and 5 to enter the remaining info.
7 Press **OK** ⬜ to save the file. When you save a new workbook, it is automatically named and placed in the workbook list.

Creating a workbook from a template

1 Go to the workbook list.
2 Select the **Show** list in the upper-left, and then select **Templates**.
3 Open the template you want to use and enter the information you want to include in the template.
4 Press **OK** ⬜.
5 Rename the workbook and move it to the appropriate folder. See Organizing your documents for details.

TIP To create a new template, open the workbook you want to save as a template. Press **Menu** and select **Rename/Move**, and then enter a name for the template. Select **Folder**, and then select **Template**. Press **OK**.

Viewing a workbook

> **TIP** To copy a file from your computer to your smartphone, open My Computer or Windows Explorer on your computer, copy the file into the **Mobile Device** folder, and then sync.

1 Press **Start** and select **Programs**.
2 Select **Excel Mobile** .
3 In the workbook list, select the workbook you want to view.
4 Press **View** (left action key), and then select any of the following:

   Full Screen: Shows as much data as possible on the screen. To return to the normal view, select **Restore** in the upper-right.

   Zoom: Sets the magnification level so that you can easily read the worksheet.

   Sheet: Lets you switch to a different worksheet.

> **DID YOU KNOW?** You can also switch worksheets by selecting the sheet list at the bottom of the screen.

Split: Divides the window into two scrollable areas. To move the split bar, tap and drag it. To remove the split bar, select **View** > **Remove Split**.

Freeze Panes: Locks rows and columns so they remain visible while you scroll. Highlight the cell at the juncture you want to lock before you select this command. To unlock the rows or columns, select **View** > **Unfreeze Panes**.

Toolbar: Indicates whether the toolbar appears onscreen.

Status Bar: Indicates whether the status bar appears onscreen.

Show: Indicates whether headings and scroll bars appear onscreen.

> **TIP** To jump to a cell or region, press Menu and select **Edit** > **Go To**. Select **Cell reference or name** and enter the target cell info or select **Current region**. Select **OK**.

Calculating a sum

1 Press **View** ⬜ (left action key) and select **Toolbar**.

2 Highlight the cell where you want to insert the sum.

3 Select Σ.

4 Tap and drag the stylus across the cells you want to add.

5 Press **Enter** ⏎.

> **TIP** For simple calculations, use the Calculator (see Calculator).

Entering a formula

1 Highlight the cell where you want to enter the formula.

2 Enter equals sign (=) followed by any values, cell references, name references, operators, and functions.
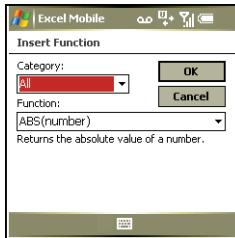
Examples:

- =(B4/25)+100
- =Revenue-Expenses

3 Press **Enter** ⏎.

> **TIP** To insert a symbol, place the insertion point where you want the symbol. Press **Menu** and select **Insert > Symbol**. Highlight the symbol you want to insert, and then select **Insert**.

Inserting a function

1 Open the workbook where you want to insert the function.

2 Press **Menu** ⬜ (right action key) and select **Insert** > **Function**.

3 Select the **Category** list, and then select the type of function you want to insert.

4 Select the **Function** list, and then select the specific function you want to insert.

5 Select **OK**.

Entering a sequence automatically

1 Highlight both the cells containing the info you want to automate and the adjacent destination cells.

2 Press **Menu** ⬜ (right action key) and select **Edit** > **Fill**.

3 Select the **Direction** list, and then select the direction you want to populate.

4 Select the **Fill type** list, and then select **Series**.

5 Select the **Series type** list, and then select the type of series you want. If you select **Date** or **Number**, enter a **Step value** increment.

6 Select **OK**.

> **TIP** Select **Autofill** as the series type to quickly fill cells with repetitive data such as numbers or repeated text. Autofill takes the content of the first cell in the highlighted row or column and copies it down or across the rest of the selection.

Adding cells, rows, and columns

1 Open the workbook you want to add to.

2 Highlight the area where you want to insert elements.

3 Press **Menu** ⬜ (right action key) and select **Insert** > **Cells**.

4 Select how you want to insert the elements:

   Shift cells right: Inserts a new cell. The highlighted cell and all cells on its right move one column to the right.

   Shift cells down: Inserts a new cell. The highlighted cell and all cells below it move down one row.

   Entire row: Inserts a new row. The entire row in which the highlighted cell is located and all rows below it move down one row.

   Entire column: Inserts a new column. The entire column in which the highlighted cell is located and all columns to its right move one column to the right.

5 Select **OK**.

Formatting cells

1 Open the workbook you want to format.

2 Highlight the cells you want to format.

3 Press **Menu** ⬜ (right action key) and select **Format** > **Cells**.

4 Select any of the following:

Size: Sets the row height and column width.

Number: Sets the type of information the cells contain.

Align: Sets whether text wraps within the highlighted cells, and sets horizontal and vertical alignment position.

Font: Sets the typeface, color, size, and style attributes.

Borders: Turns borders on and off for various cell edges, and sets the border and background colors.

5 Press **OK** ⬚.

Formatting rows and columns

1 Open the workbook you want to format.

2 Highlight the rows or columns you want to format.

3 Press **Menu** ⬜ (right action key), and then select **Format** > **Row** or **Format** > **Column**.

4 Select any of the following:

AutoFit: Adjusts the size of the highlighted rows or columns to their contents.

Hide: Hides the highlighted rows or columns.

Unhide: Displays hidden rows or columns in the highlighted area.

DID YOU KNOW? You can adjust the column and row size by tapping and dragging the right edge of the column or the bottom edge of the row. To automatically fit rows and columns to their contents, double-tap the lower edge of the row heading or the right edge of the column heading.

Renaming a worksheet

1 Open the workbook containing the worksheet you want to rename.

2 Press **Menu** (right action key)) and select **Format** > **Modify Sheets**.

3 In the Sheets list, highlight the worksheet you want to rename.

4 Select **Rename**, enter a new name for the worksheet, and then press **OK** twice.

Sorting info in a worksheet

1 Highlight the cells you want to sort.

2 Press **Menu** (right action key) and select **Tools** > **Sort**.

3 Select the **Sort by** list, and then select the primary sort column.

4 Check or uncheck the **Ascending** box to indicate if you want to sort in ascending or descending order.

5 (Optional) Select the **Then by** lists, and then select second- and third-level sorting options.

6 Check or uncheck the **Exclude header row from** sort box to indicate whether you want to sort the header row.

7 Select **OK**.

Filtering info in a worksheet

1 Highlight the cells that contain the info you want to filter.

2 Press **Menu** (right action key) and select **Tools** > **AutoFilter**. A list appears at the top of each related column.

3 Select one of the new lists, and then select a filter. This hides all rows that do not include the selected filter.

4 (Optional) Do any of the following:

• Select the other lists, and then select other filters.

• To display all rows again, select the filter lists, and then select **All**.

- To turn off filtering, press **Menu** and select **Tools** > **AutoFilter again**.

DID YOU KNOW? You can also create custom filters where you specify comparisons. Select the filter lists, and then select **Custom**.

Creating a chart

1. Open the workbook you want to create a chart from.
2. Highlight the cells you want to include in the chart.
3. Press **Menu** (right action key) and select **Insert** > **Chart**.
4. Select the type of chart, and then press **Next** (right action key).
5. Confirm the area you want the chart to include, and then press **Next** (right action key).
6. Select the data layout, and then press **Next** (right action key).
7. Check the boxes to indicate whether the first row and column represent labels.
8. Select whether you want the chart to appear as a separate worksheet within

the current workbook, or as part of the current worksheet.
9. Press **Finish** (right action key).

Formatting or changing a chart

1. Open the workbook that contains the chart you want to format.
2. Open the chart.
3. Press **Menu** (right action key) and select **Format** > **Chart**.
4. Select any of the following:

   Titles: Specifies the title of the chart and headings, whether a legend appears, and the placement of the legend.

   Scale: Specifies the minimum and maximum scales for charts with x and y axes.

   Type: Specifies the chart style. You can use this setting to convert your chart to a different format.

   Series: Lets you add, modify, format, or delete related data points without affecting the info in your worksheet.
5. Press **OK**.

Finding or replacing info in a workbook

1 Open the workbook containing the info you want to find.

2 Press **Menu** (right action key) and select **Edit** > **Find/Replace**.

3 Select **Find what** and enter the info you want to find.

4 (Optional) Check the **Match case** box to find text that matches the capitalization in any text you entered in step 3.

5 (Optional) Check the **Match whole words only** box to find only full words that match any text you entered in step 3.

6 Select **Find** to locate the first instance of the info you entered in step 3, or select **Replace** and enter the replacement info.

7 Select **Next** to find the next instance of the info, or select **Replace** to replace it. To replace all instances of the info, select **Replace All**.

8 When you see a message that Excel Mobile is done searching, press **OK**.

Organizing your workbooks

> **TIP** When you go to a folder, you can easily search your documents by sorting by type.

You can rename your workbooks. You can also move them to another folder or move them between your smartphone and an expansion (storage) card.

1 Go to the workbook list.

2 Select a file.

3 Press **Menu** (right action key) and select **Rename/Move**.

4 Select **Name**, and then enter a new name for the workbook.

5 Select the **Folder** list, and then select the folder you want to move the workbook to.

6 Select the **Location** list, and then select **Main memory** or **Storage card**.

7 Press **OK**.

8 Select the **Show** list in the upper-left, and then select the folder you want to view.

9 Select the **Sort By** list in the upper-right, and then select the sort method.

Deleting cells, rows, and columns

NOTE Excel Mobile adjusts formulas to reflect the new cell locations. However, a formula that refers to a deleted cell displays the #REF! error value.

1 Open the workbook containing the elements you want to delete.

2 Highlight the area you want to delete.

3 Press **Menu** ⬭ (right action key) and select **Edit** > **Delete Cells**.

4 Select how you want to remove the elements:

Shift cells left: Deletes the highlighted cells and moves all cells on their right one column to the left.

Shift cells up: Deletes the highlighted cells and moves all cells below them up one row.

Entire row: Deletes the entire row in which the highlighted cells are located, and moves all rows below it up one row.

Entire column: Deletes the entire column in which the highlighted cells are located, and moves all columns on their right one column to the left.

5 Select **OK**.

TIP To delete a workbook, go to the workbook list and highlight the workbook you want to delete. Press **Menu** and select **Delete**. Select **Yes** to confirm.

TIP To delete a worksheet, press **Menu** and select **Format** > **Modify Sheets**. Highlight the worksheet you want to delete, and then select **Delete**. Select **Yes**, and then press **OK** to finish.

Customizing Excel Mobile

1 Go to the workbook list.

2 Press **Menu** ⬭ (right action key) and select **Options**.

3 Set any of the following options:

Template for new workbook: Specifies the default template for new workbooks.

Save new workbooks to: Specifies where new workbooks are stored.

Files to display in list view: Specifies which types of files appear in the workbook list.

4 Press **OK** 🔘.

Your application and info management tools

Your smartphone comes equipped with a variety of tools for managing and organizing your information. 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. And because there's one on your smartphone, you never need to carry a separate calculator.

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

In this chapter

Finding information

Quickly find who or what you're looking for by using one of these search features:

- **Lookup:** Find and dial your contacts by name or phone number. See <u>Dialing by contact name</u> for details.
- **Search:** Look through the text in all the applications on your smartphone.
- **File Explorer:** Browse through the files and folders on your smartphone or on an expansion card.
- **Global Address List Lookup:** Look up names in your online corporate address list.

> **TIP** For information on opening and closing apps, see <u>Opening and closing applications</u>.

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.

> **DID YOU KNOW?** Contacts on your SIM card do not appear in the search results list.

1 Press **Start** ⊞ and select **Programs**.

2 Select **Search** 🔍.

> **DID YOU KNOW?** You can also open Search by pressing **Option** + **left Shift**.

3 Select **Search for**, and then enter the file name, word, or other info you want to find.

TIP If you've looked for an item before, select the **Search for** list, and then select the item in the list.

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

You can use File Explorer to 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 folder you want to explore. If the folder you want is not displayed, tap the **Show** list in the upper-left and select **My Device** to view all folders.

Show list

DID YOU KNOW? When the items in a folder are displayed, you can sort them by name, date, size, or type. Select the **Sort by** list in the upper-right, 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.

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, 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.

Installing applications

Your Palm® Treo™ 750v smartphone comes with several built-in and ready-to-use applications. You can also install any of the additional software included on the *Windows Mobile Getting Started Disc* as well as other third-party applications that are compatible with Windows Mobile® 5.0 devices, such as business software, games, and more.

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 applications 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. For details, consult the documentation that came with the software.

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

Installing bonus software from the CD

The *Windows Mobile Getting Started Disc* includes several bonus software applications that you can install on your smartphone. You can install these applications when you install the desktop software, or you can install them later.

1 Insert the *Windows Mobile Getting Started Disc* into the CD drive on your computer.

2 Click **Add Programs**.

3 Click the name of the application you want to install.

4 Click **Install** (on the right side of the screen).

5 (Optional) Repeat steps 3 and 4 to install additional applications.

6 Synchronize your smartphone with your computer to install the application(s) on your Treo 750v smartphone.

Installing third-party applications

When installing third-party applications, note the following:

• Install only apps that use Microsoft Windows Mobile 5.0 software for Pocket PC Phone Edition. The Microsoft Windows Mobile 5.0 software for Smartphone is not compatible with your Treo 750v smartphone. Also, programs written for earlier versions do not support 5-way navigation or action keys and can have performance problems.

• Make sure that the third-party application supports 240x240 screen resolution. Some older applications have screen-size limitations.

• If you can try a free version of the software before purchasing it, you can test it first to make sure it works properly.

NOTE If you encounter a problem with a third-party application (such as an error message), contact the application's vendor. For general troubleshooting of third-party applications, see Third-party applications.

DID YOU KNOW? You can purchase a third-party application that lets you run Palm OS® applications on your Treo 750v smartphone.

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

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. For files in any other format except CAB, you must first download the files to your

computer and then install them to your smartphone by synchronizing.

1 Make sure your phone is on (see Turning your phone on).

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 in File Explorer.

8 Tap the file you downloaded to start the installation program.

Installing applications from your computer

BEFORE YOU BEGIN To install an application from your computer to your smartphone, you must first install ActiveSync® desktop software on your computer (see Installing the desktop synchronization software).

1 Open **My Computer** or **Windows Explorer** on your computer.

2 Double-click **Mobile Device** .

3 Copy the application file(s) into the Mobile Device folder.

4 Connect your smartphone to your computer to synchronize and install the application(s) on your smartphone.

Installing applications onto an expansion card

BEFORE YOU BEGIN To install an application from your computer to an expansion card, you must first install ActiveSync desktop software on your computer (see Installing the desktop synchronization software).

1 Insert the expansion card into the expansion card slot (see Inserting and removing expansion cards).

2 Connect your smartphone to your computer.

3 Open **My Computer** or **Windows Explorer** on your computer.

4 Double-click **Mobile Device** .

5 Double-click **My Windows Mobile-Based Device** 📱 to open the Mobile Device folder.

6 Copy the application file(s) into the Storage Card folder inside the Mobile Device folder.

Removing applications

To free up memory on your smartphone, you can remove applications that you no longer use. You can remove only applications, patches, and extensions that you install; you cannot remove the built-in applications that reside in the ROM portion of your smartphone.

1 Press **Start** 🔳 and select **Settings**.

2 Select the **System** tab, and then select **Remove Programs** 📇.

3 Highlight the application that you want to remove.

> **DID YOU KNOW?** Built-in applications that cannot be deleted are not listed in the Remove Programs list.

4 Select **Remove**.

5 Select **Yes** to confirm the deletion.

Sharing information

Your smartphone comes equipped with a variety of options for sharing information, so that you can choose the quickest, most convenient way to send your info or to receive info from another device.

- When you have a file open in a program such as Notes or PowerPoint Mobile, you can easily share a file by selecting the **Menu**, and then selecting **Send via E-Mail** or **Beam File**.

- In Microsoft Outlook®, you can insert a picture or attach a note or other file to an email. You can also receive pictures and attachments (see <u>Your email</u>).

- You can synchronize to share info between your smartphone and your computer or between your smartphone and Microsoft Exchange Server 2003 (see <u>Synchronizing information</u>).

- If you are near someone, you can beam files and applications between your smartphone and your neighbor's device using the IR port or Bluetooth® wireless technology (see <u>Beaming information</u>).

- You can also store files on an expansion card and share the expansion card (see <u>Using expansion cards</u>).

Beaming information

Your smartphone is equipped with an IR (infrared) port that enables you to beam information to another device with an IR port. The IR port is located on the side of your smartphone closest to the stylus, near the top. You can also beam using the built-in Bluetooth wireless technology on your smartphone.

The normal range for beaming with IR is about 20 centimeters (8 inches). The maximum range for beaming with Bluetooth technology is about 10 meters (30 feet). Performance and range are affected by physical obstacles, radio interference from nearby electronic equipment, and other factors.

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

DID YOU KNOW? The type of information you can beam depends on the type of device you are beaming to. Other Windows Mobile devices are always compatible with the Treo 750v smartphone.
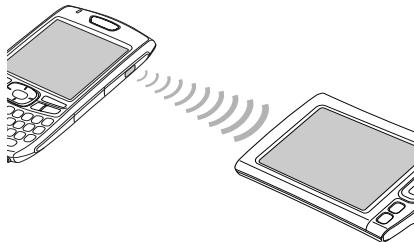
Beaming a record

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 Do one of the following:
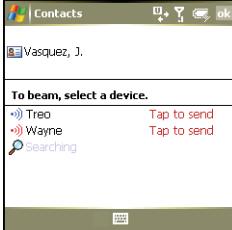
Bluetooth: When the name of the receiving device appears, select **Tap to send** to begin the transfer. A blue icon indicates a Bluetooth connection.

IR: Point the IR port on your smartphone directly at the IR port of the receiving device. A red icon indicates an IR connection.

4 Wait for Done to appear next to the name of the receiving device before you continue using your smartphone.

Receiving beamed information

1 Turn on your screen.

2 Point your smartphone's IR port directly at the IR port of the transmitting device.

3 When the Receiving Data message appears, select **Yes** to receive the beam.

> **TIP** If you can't receive beamed info, press **Start** and select **Settings**. Select the **Connections** tab, and then select **Beam**. Make sure the **Receive all incoming beams** box is checked. If you still can't receive info, try a soft reset (see <u>Resetting your smartphone</u>).

Using expansion cards

The expansion card slot on your smartphone enables you to add miniSD cards to extend the storage capacity of your smartphone. For example, miniSD expansion cards can store the following:

- Pictures
- Videos
- MP3 audio files
- Email attachments
- Games
- eBooks
- Applications
- Databases

Expansion cards are sold separately.

> **TIP** We recommend that you purchase preformatted expansion cards. To format a card on your own, you need to connect a card reader (sold separately) to your computer.

Inserting and removing expansion cards

1 Open the expansion card slot door by sliding your fingernail or another thin object into the notch.

2 Hold your smartphone with the screen facing you and hold the card with the label facing you. The notch on the card should be toward the bottom of your smartphone.

3 Insert the card into the expansion card slot until you feel it lock into place and you hear the confirmation tone.
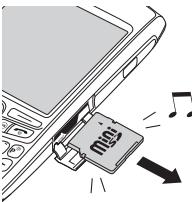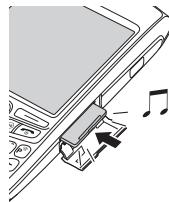
4 To remove an expansion card, press down and release the card.
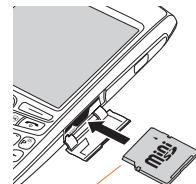
Notch
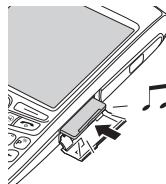
5 After you feel the expansion card slot eject the card, remove the card from the slot.
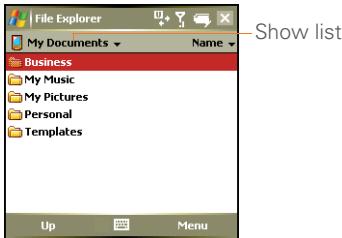
Opening applications on an expansion card

After you insert an expansion card into the expansion card slot, you can open any of the applications stored on the expansion card.

> **TIP** To run an application on an expansion card, your smartphone must have enough free space in the internal memory to run the application.

1 Insert the expansion card into the expansion card slot.

2 Press **Start** and select **Programs**.

3 Select **File Explorer**.

4 Tap the **Show** list in the upper-left, and then select **Storage Card**.

Show list

5 Select the application you want to open.

Saving files to an expansion card

You can save space on your smartphone by saving files to an expansion card. For example, when you create new Word Mobile documents, notes, Excel Mobile workbooks, pictures, videos, and audio files, you can save them directly to an expansion card. Saving files to an expansion card also makes it easy to share those files with others. (Some applications may not support this feature.)

1 Insert an expansion card into the expansion card slot.

2 Open the application you want to save the info from.

3 Press **Menu** (right action key) and select **Options**.

4 Select the **Save to** list, and then select **Storage Card**.

> **TIP** If you don't see the Save to list on the Options screen, look on the other tabs (if present). If you still can't find a Save to list, the application may not support this feature.

5 Press **OK** .

Moving info between your smartphone and an expansion card

1 Insert an expansion card into the expansion card slot.

2 Open the application from which you want to move the info.

3 Go to the list view.

4 Press **Menu** ⬚ (right action key) and select **Rename/Move**.

5 Select the **Location** list, and then select where you want to move the info: **Storage Card** or **Main Memory**.

6 Press **OK** ⬚.

Copying or moving applications and files between your smartphone and an expansion card

1 Insert the expansion card into the expansion card slot.

2 Press **Start** ⬚ and select **Programs**.

3 Select **File Explorer**.

4 Select the file or application you want to copy or move (see Exploring files and folders).

TIP Your applications are usually located in the My Device/Program Files folder.

5 Press **Menu** ⬚ (right action key) and select **Edit** > **Copy** or **Edit** > **Cut**.

6 Go to the folder where you want to place the selected item.

7 Press **Menu** ⬚ (right action key) and select **Edit** > **Paste**.

8 Press **OK** ⬚.

Viewing available expansion card memory

1 Insert the expansion card into the expansion card slot.

2 Press **Start** ⬚ and select **Settings**.

3 Select the **System** tab, and then select **Memory** ⬚.

4 Select the **Storage Card** tab.

5 Press **OK** ⬚.

Exploring files on an expansion card

1 Insert the expansion card into the expansion card slot.

2 Press **Start** and select **Programs**.

3 Select **File Explorer**.

4 Tap the **Show** list in the upper-left, and then select **Storage Card**.

5 Select the folder or files you want to view.

6 Press **OK**.

Renaming an expansion card

If you change the contents of an expansion card, you may at some point want to rename the card to better match its contents.

> **TIP** Before copying information to or renaming the files or folders on an expansion card, or renaming the card itself, make sure the card is not write-protected. See the instructions that came with your card for details.

1 Insert the expansion card into the expansion card slot.

2 Press **Start** and select **Programs**.

3 Select **File Explorer**.

4 Tap the **Show** list in the upper-left, and then select **My Device**.

5 Highlight the current expansion card name (Storage Card by default).

6 Press **Menu** (right action key) and select **Rename**.

7 Enter a new name for the card.

8 Press **OK**.

Calculator

You can use Calculator for basic arithmetic calculations, such as addition, subtraction, multiplication, and division.
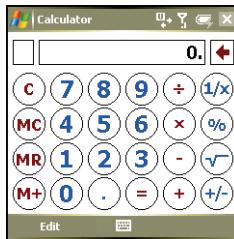
Performing calculations

1 Press **Start** and select **Programs**.

2 Select **Calculator**.

3 Enter numbers and perform calculations, including the following:

Clears the last digit in a multi-digit entry.

Clears the current calculation or the displayed number.

Calculates the reciprocal of a number.

Calculates percentage.

Calculates the square root of a number.

Switches a number between negative and positive.

TIP You can paste numbers into Calculator as well as copy calculation results to be pasted into another app. Press **Menu** (right action key) and select **Edit**.

TIP For more advanced calculations, use Excel Mobile. See Excel Mobile for details.

Using the Calculator memory

- To store a number, select the box to the left of the entry box. An M appears in the box.

DID YOU KNOW? When you store a number in memory, it replaces the number that is currently stored.

- To add the displayed number to the number stored in memory, select M+.

- To display the number stored in memory, select MR.

- To clear the memory, select MC.

Your personal settings

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. Some preference settings can help extend the life of your smartphone's battery. There are lots of ways to make your smartphone work better for you.

Benefits

- Conserve power
- Secure your data
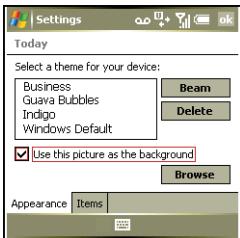- Make your screen easy to read

In this chapter

Today screen settings

Selecting your Today screen background

**1** Press **Start** 🏁 and select **Settings**.

2 On the **Personal** tab, select **Today** 🕐.

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** 🆗.

TIP To change the color theme for your smartphone, select a new theme from the **Appearance** tab in Today Settings.

Selecting which items appear on your Today screen

1 Press **Start** 🏁 and select **Settings**.
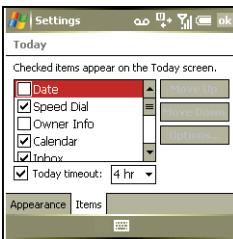
2 On the **Personal** tab, select **Today** 🕐.

3 Select the **Items** tab.

4 Check the boxes next to the items you want to appear on your Today screen, and uncheck any items you want to hide.

5 (Optional) Select **Options** (if available) to configure the settings for the current item. Press **OK** 🆗 to return to Today Settings.

6 Press **OK** 🆗.

DID YOU KNOW? There are lots of third-party plug-ins available for your Today screen.

System sound settings

When you're in a meeting, at the movies, or anywhere that silence is required, you can immediately silence all sounds on your smartphone, including Calendar notifications and system sounds. This does not mute the speaker during phone calls.

Silencing sounds

TIP Can't get music to play out of your smartphone's MP3 player? Check the ringer switch. If it's set to Sound Mode Off, you won't be able to hear music.

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

1 Slide the ringer switch to **Sound Mode Off** ⊿. The smartphone vibrates briefly.

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.

Sound Mode On   Sound Mode Off
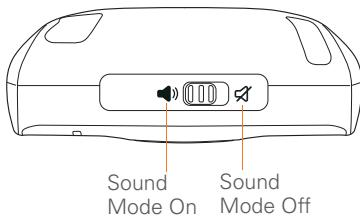
Selecting Sounds & Notifications

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.

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.

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

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 Sound, and then 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
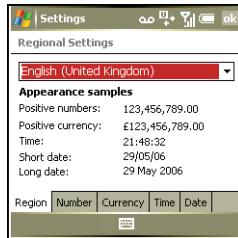
Adjusting the brightness

1   Press **Option** , and then press .

2   Press **Left** ◀ and **Right** ▶ to adjust the brightness.

3   Press **OK** .

Changing the text size and clarity

1   Press **Start** and select **Settings**.

2   Select the **System** tab, and then select **Screen** .

3   Select the **Text Size** tab.

4   Press **Left** ◀ and **Right** ▶ to adjust the text size.

5   Select the **Clear Type** tab.

6   To smooth the edges of screen fonts, check the **Enable Clear Type** box.

7   Press **OK** .

Setting display formats

1   Press **Start** and select **Settings**.

2   Select the **System** tab, and then select **Regional Settings** .

3 On the **Region** tab, select a region from the list. The region selection sets the default format settings.

4 (Optional) Select any of the following tabs to customize the format settings:

Number: Sets the decimal symbol and number of decimal places, the digit grouping symbol and group size, list separators, negative number sign symbol and format, leading zero display, and measurement system (metric vs. U.S.).

Currency: Sets the currency symbol and position, the decimal symbol and position, digit grouping symbol and group size, and negative number format.

Time: Sets the time style, separators, and AM and PM symbols.

Date: Sets the short date style, separators, and long date style.

5 Press **OK** .

Aligning the screen to correct tapping problems

Occasionally, your screen may need to be readjusted. You know your screen needs adjustment when the wrong feature is activated when you tap the screen. To fix the problem, align the screen.

1 Press **Start** and select **Settings**.

2 Select the **System** tab, and then select **Screen** .

3 On the **General** tab, select **Align Screen**.

4 Tap the screen where indicated.

5 Press **OK** .

Changing the system color scheme

TIP You can also set the background for your Today screen (see Selecting your Today screen background).

1 Press **Start** and select **Settings**.

2 On the **Personal** tab, select **Today** .

3 On the **Appearance** tab, select a theme in the list.

4 Press **OK** .

Changing screen orientation

Landscape orientations are determined by which hand you would hold the stylus in.

1 Press **Start** and select **Settings**.

2 Select the **System** tab, and then select **Screen** .

3 Select the **General** tab.

4 Select an orientation:

- **Portrait**
- **Landscape (right-handed)**
- **Landscape (left-handed)**

5 Press **OK** .

Application settings

Arranging the Start menu

You can change the first seven applications listed on the Start menu. You can still access the remaining applications by selecting Programs from the Start menu, and then selecting the application's icon.

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** .

> **TIP** Don't forget the six.icons across the top of the Start menu. They're the apps you opened most recently, and it's easy to get back to them: just use the 5-way to select one of the icons

Reassigning buttons

Buttons Settings lets you select which applications are associated with many of

CHAPTER

the buttons and key combinations on your smartphone.
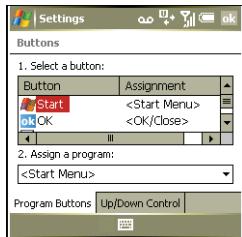
1 Press **Start** and select **Settings**.

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 items:

- **Start** = Start menu.
- **OK** = OK/Close.
- **Option + Phone/Send** = Messaging.
- **Option + Start** = Calendar.
- **Option + OK** = Task Manager.

- **Hold Side button** = Windows Media Player.

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** .

Setting up voice commands

IMPORTANT The Voice Command application is available only for English, French, and German.

Voice commands enable you to use speech to execute some commands on the Start menu and the Programs menu.

1 Assign the **Hold Side button** to Voice Command. See Reassigning buttons for details.

2 Press **Start** ⊞ and select **Settings**.

3 On the **Personal** tab, select **Voice Command**.

4 Select **Enabled**.

5 Select the items you want to enable. If an item is highlighted and the Options box is active, select the Options box to choose the features you want enabled for the highlighted item.

Using voice commands

> **DID YOU KNOW?** If you have questions about the types of commands that can be used with Voice Command, you can go to the on-device Help by pressing **Start** and selecting **Help**.

The Voice Command application is available only for English, French, and German.

IMPORTANT Do not use voice commands in your car until you read the End user notice about this kind of usage; see End user notice.

1 Set the ringer switch at the top of your smartphone to On.

2 Hold your device about 230mm (nine inches) away from your mouth, and then press and release the assigned **Voice Command** button (see Setting up voice commands). A tone plays and a microphone icon appears at the top of your screen.

3 In a clear voice say the command. For example:

• To access Help, say, "Help." After Voice Command finishes speaking, a microphone icon appears at the top of your screen. Say your answer. For example, say, "General" to access general Help topics.

• To access your Calendar, say, "Start Calendar."

• To access your music, say, "Start Windows Media." After Voice Command finishes speaking, a microphone icon appears at the top of your screen. Say your answer.

Setting input options

1 Press **Start** and select **Settings**.

2 On the **Personal** tab, select **Input** .

3 Select the **Word Completion** tab and set any of the following options:

Suggest words when entering text: Indicates whether word suggestions appear as you enter text. You can also specify how many letters you want to enter before a suggestion appears, how many suggestions you want to see, and whether a space appears after you insert a suggested word.

TIP To enter a suggested word, press **Down** to highlight the suggestion, and then press **Center** to accept it.
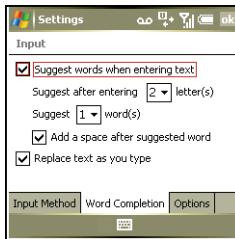
Replace text as you type: Indicates whether the text you type adds to existing text or replaces it. This is similar to the Insert function on a computer keyboard.

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

Voice recording format: Specifies the format in which you save voice notes.
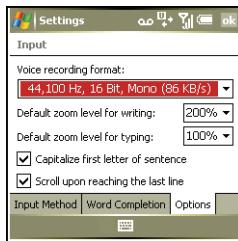
Default zoom level for writing:
Specifies the initial size of text entered from onscreen writing methods.

Default zoom level for typing:
Specifies the initial size of text entered using the keyboard.

Capitalize first letter of sentence:
Specifies whether the first letter of a sentence automatically appears in uppercase, without requiring you to press a Shift key.

Scroll upon reaching the last line:
Specifies whether the display automatically scrolls when you select the last line of visible info.

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 emergency calls, such as dialing the 112 emergency number, 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 a PIN to make and receive calls.

- **System password lock:** Requires a password to see any information on your smartphone.

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.

Locking your keyboard (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 dismiss Keyguard, press **Center** 🔘.

• To manually turn on Keyguard when your smartphone screen is on, press **Option** 🔵 and **Power/End** 🔴 .

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.

Auto-Keyguard enables you configure the Keyguard feature.

1 Press **Start** 🔲 and select **Settings**.

2 On the **Personal** tab, select **Keyguard** 🔒.

3 Select the **Auto-Keyguard** list and then disable the auto-keyguard feature or set the period of inactivity that passes before the keyboard automatically locks.

4 Press **OK** 🔘.

Locking your screen

1 Press **Start** 🔲 and select **Settings**.

2 On the **Personal** tab, select **Keyguard** 🔒.

3 Check or uncheck the **Disable touchscreen** box to determine whether the screen's touch-sensitive feature is enabled during a call.

4 Press **OK** 🔘.

Locking the SIM card

You can lock your SIM (Subscriber Identity Module) card to prevent unauthorized use of your mobile account. When your SIM card is locked, you must enter the PIN to power on your phone to make or receive calls, except for emergency numbers. The SIM card remains locked even if you move the card to another phone.

When your SIM card is locked, you can unlock your SIM card by trying to turn on the phone. A dial pad appears for you to enter your PIN.

BEFORE YOU BEGIN You need the following:

• Make sure your phone is on and that you're inside a coverage area (see Turning your smartphone on/off).

• Get your default PIN from your network operator.

1 Press **Start** ![Start icon] and select **Settings**.
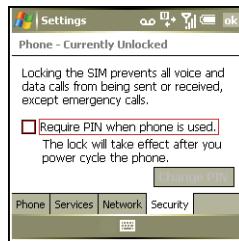
2 On the **Personal** tab, select **Phone** ![Phone icon].

3 Select the **Security** tab.

4 Check the **Require PIN when phone is used box**.

5 Enter the PIN and press **Done** ![Done key] (left action key).

6 Press **OK** ![OK icon] to finish.

7 Turn your phone off to activate the phone lock feature.

Your SIM card locks when you turn off your phone and turn it back on. When your SIM card is locked, you can unlock your SIM card entering your PIN.

DID YOU KNOW? You can permanently unlock your SIM card. Select **Menu**, **Preferences**, and then **Phone Settings**. Select the **Security** tab and uncheck the **Require PIN when phone is used** box.

NOTE You need your PIN number to edit your PIN number or remove the locking feature. If you enter an incorrect PIN more times than allowed by your network operator, the SIM card locks. Once the SIM card locks, you need the PUK (PIN Unlock Key) to unlock the SIM card. Contact your network operator for more information and the PUK.

Locking your smartphone

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 <u>Defining speed-dial buttons</u>.

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 first 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 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** .

Entering owner information

You can enter personal information that you want to associate with your smartphone, such as your name, company name, and phone number. You can also set whether you want this information to appear when you turn on your smartphone. If you lose your smartphone, this feature can help the person who finds it return it to you.

1 Press **Start** and select **Settings**.

2 On the **Personal** tab, select **Owner Information** .

3 On the **Identification** tab, enter any of the contact information you want to include.

4 Select the **Notes** tab and then enter any additional text you want to include.

5 Select the **Options** tab and check the boxes to indicate which info (if any) you want to appear on the screen when you turn on your smartphone.

6 Press **OK** .

TIP You can also display your Owner Information on your Today screen. See Selecting which items appear on your Today screen for details.

System settings

Setting the date and time

Clock & Alarms Settings lets you set the time zone, time, and date for your home location and a location that you visit.

To set the display format for the date and time, see Setting display formats.

1 Press **Start** and select **Settings**.

2 Select the **System** tab, and then select **Clock & Alarms** .

3 On the **Time** tab, select **Home**.

4 Select the first list, and then select the time zone for your home location.

5 Select the hour, and then press **Up** ▲ or **Down** ▼ to increase or decrease the hour setting. Repeat this process for the minute, seconds, and AM/PM settings.

6 (Optional) Select **Visiting** and set the info for a location that you visit often.

7 Press **OK** .

8 If prompted, select **Yes** to accept your changes.

**Synchronizing the date, time, and time zone with the network**

By default your smartphone synchronizes the date, time, and time zone with your network operator's network whenever your phone is on and you are inside a coverage area.

1 Press **Start** and select **Settings**.

2 Select the **System** tab, and then select **Clock & Alarms** .

3 Select the **More** tab.

4 To disable this option, uncheck the **Enable local network time** box.

5 If you want to keep your smartphone date and time set for your selected location, uncheck the **Use network time zone** box.

Setting system alarms

System alarms let you set alarms that are not associated with a task or appointment. For example, you can use your smartphone as an alarm clock when you travel, or set alarms to remind you when it's time to take medication or pick up the kids.

CHAPTER

1 Press **Start** and select **Settings**.
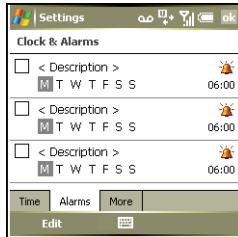
2 Select the **System** tab, and then select **Clock & Alarms** .

3 Select the **Alarms** tab.

4 Check a box to turn on that alarm.

5 Select the description next to the box you checked and enter a description for the alarm.

6 Select the days of the week you want the alarm to go off. You can select multiple days for each alarm.

7 Select the time you want the alarm to go off, and then press **OK** .

8 Select , check the boxes to select how you want the alarm to go off, and then press **OK** .

TIP To change the alarm sound, select the alarm sound icon, select the **Play Sound** list, and then select the alarm sound you want to use.

9 Press **OK** to finish.

10 If prompted, select Yes to accept your changes.

Managing identity certificates

Your smartphone may include preinstalled certificates. Certificates are digital documents that are used to authenticate and exchange information on networks. Certificates can be issued for a user, a device, or a service.

1 Press **Start** and select **Settings**.

2 Select the **System** tab, and then select **Certificates** .

3 Select any of the following:

Personal: Displays certificates that establish your identity when you log in to a secured network, such as a corporate network.

Root: Displays certificates that identify the computers, such as servers, that you connect to. These certificates help prevent unauthorized users from accessing your smartphone and information.

4 Press **OK** 😊 to finish.

> **TIP** To delete a certificate, tap and hold the certificate in the list, and then select **Delete** from the shortcut menu.

Enabling error reporting

Error Reporting sends info that helps diagnose application errors for devices running Windows Mobile software. When an error is detected, a text file is created. You can review the file and choose whether you want it delivered to technical support. The information is used by programming groups at Microsoft for quality control and is not used for tracking individual users or installations for any marketing purpose. The info that is collected is technical info about the state of your system when the error occurred. No documents (or any info contained in them) are intentionally sent with the report. To ensure further security, the report is transmitted via a secure connection and is kept confidential and anonymous in a limited-access database.

> **DID YOU KNOW?** This error reporting method meets the privacy regulations of the European Union (EU) as well as the Fair Information Practice Principles of the Federal Trade Commission. To view the Fair Information Practice Principles, visit the Federal Trade Commission website at www.ftc.gov/reports/privacy3/fairinfo.htm.

Your smartphone must be connected to your computer when you send the error report—provided your computer is connected to the Internet.

1 Press **Start** 🟦 and select **Settings**.

2 Select the **System** tab, and then select **Error Reporting** ⚠️.

3 Select whether you want to enable or disable error reporting.

4 Press **OK** 😊 to finish.

How much storage space do I have left?

1 Press and hold **OK** 🔘.

2 Select any of the following tabs:

Main: Displays the amount of memory assigned to your applications and info, as well as the amount of memory in use versus the available memory.
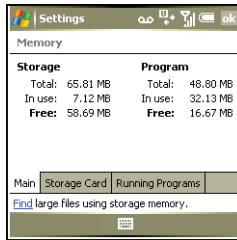
Storage Card: Displays the amount of memory available on an expansion card that is inserted in the expansion slot on your smartphone.

Running Programs: Lists the applications that are in use on your smartphone. To switch to an application, highlight it and select **Activate**. To close an application, highlight it and select

Stop. To close all open applications, select **Stop All**.

3 Press **OK** 🔘 to finish.

Optimizing power settings

> **TIP** An easy way to check the battery level is by tapping the **Battery** icon in the title bar.

1 Press **Start** 🟦 and select **Settings**.

2 Select the **System** tab, and then select **Power** 🔋.

3 On the **Battery** tab, view the power remaining in your battery.

4 Select the **Advanced** tab and set whether your smartphone's screen turns off automatically after a specified

period of inactivity. You can assign different intervals for battery power and external power.

5 Press **OK** ⊙ to finish.

> **TIP** To conserve additional battery power, adjust the display backlight setting. Press **Start** and select **Settings**. Select the **System** tab, and then select **Backlight**. On the **Battery Power** tab, set whether the display backlight turns off automatically after a period of inactivity.
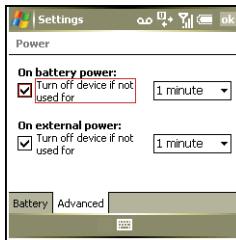
Turning wireless services on/off

1 From the Today screen, press **Menu** ⌐ (right action key) and select **Wireless Manager**.

> **TIP** To change the settings for one of the displayed wireless features, select Menu and select the wireless feature you want to change.

2 Turn your smartphone's wireless features on/off. Select **All** to turn all wireless features on/off.

3 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**.

Connection settings

Managing ISP settings

Your smartphone is already set up to connect to the Internet using a high-speed data connection on your network operator's network. To connect to the

Internet, simply start Internet Explorer Mobile.

For special situations, such as connecting to your internet service provider (ISP) or to a remote access server (RAS), you can set up another connection.

BEFORE YOU BEGIN Obtain the following information from your ISP or system administrator:

• ISP server phone number or access point

• Username

• Password

1 Press **Start** and select **Settings**.

2 Select the **Connections** tab, and then select **Connections**.

3 On the **Tasks** tab, select **Manage existing connections**.

4 Select the **Modem** tab.

5 Highlight the connection you want to view or change, and then select **Edit**, or to create a new connection, select **New**.

6 Follow the onscreen instructions to edit or create the connection.

Connecting to a VPN (virtual private network)

If you want to use your smartphone to access your corporate email account or other files on your corporate server, you may need to set up a VPN. A VPN enables you to log in to your corporate server through the company's firewall (security layer).

Check with your company's system administrator to see if a VPN is required to access the corporate network. If you need a VPN, you must purchase and install a third-party VPN client to use this feature.

Before you begin setting up a VPN, ask your system administrator for the following information:

• Your username and password

• Your server's domain name

• Your server's TCP/IP settings

• Your server's host name or IP address

1 Install your third-party VPN client (see Installing applications).

2 Press **Start** and select **Settings**.

3 Select the **Connections** tab, and then select **Connections** .

4 On the **Tasks** tab, select **Add a new VPN server connection**.

5 Follow the onscreen instructions to enter the settings provided by your corporate system administrator.

TIP To manually start a data connection on your network operator's network or another network, go to **Connections Settings**, and on the Tasks tab, select **Manage existing connections**. Tap and hold the connection you want to start, and then select **Connect** from the shortcut menu.

Setting up a proxy server

1 Press **Start** and select **Settings**.

2 Select the **Connections** tab, and then select **Connections** .

3 On the **Tasks** tab, select **Set up my proxy server**.

4 Check both boxes near the top of the screen.

5 Select **Proxy server** and enter the proxy server name.

6 Press **OK** .

TIP To change settings such as the port number, proxy server type, or credentials, select Advanced.

Ending a data connection

If your service plan includes minutes-of-use fees for data connections, you can reduce costs by ending the data connection when you've finished browsing the web.

1 Use the stylus to tap the data connection icons 📶 or 📶 on the title bar.

2 Select **Disconnect** from the shortcut menu.

Common questions

Transferring info from another device

For information on transferring your info from a previous Windows Mobile® device or from a Palm OS® device to your new Palm® Treo™ 750v smartphone, visit www.palm.com/treo750v-support for instructions.

DID YOU KNOW? You can purchase a third-party application that lets you run Palm OS® applications on your Treo 750v smartphone.

DID YOU KNOW? If you have questions about Windows Mobile, you can go to the Microsoft Windows Mobile website. Search for Palm devices or Pocket PCs for information.

IMPORTANT Do not use a backup utility to transfer your info from another device to your new smartphone. This can cause your smartphone to malfunction.

Reinstalling the desktop software

If you have problems synchronizing using ActiveSync® desktop software, you may need to reinstall the software.

BEFORE YOU BEGIN Make sure your computer profile includes administrator rights to install software. In large organizations, these are usually granted by the system administrator.

1 Shut down your computer, and then turn it on again.

2 On your computer, click **Start** > **Control Panel** > **Add or Remove Programs**.

3 Remove Microsoft ActiveSync if it is on your computer.

4 Quit any active applications, including virus scanners and Internet security applications.

5 Insert the *Windows Mobile Getting Started Disc* into your computer's CD drive and follow the onscreen instructions.

You must install the version of ActiveSync desktop software that came with your smartphone on the *Windows Mobile Getting Started Disc*. Other versions may not work with this smartphone.

DID YOU KNOW? The *Windows Mobile Getting Started Disc* installs the software and drivers that let you synchronize with Microsoft Office Outlook®. If you want to synchronize with a different personal information manager (PIM), you must install a third-party solution. Contact the PIM's vendor to learn if software is available for your Treo 750v smartphone.

Resetting your smartphone

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 Open the expansion card slot door on the side of your smartphone.

2 Use the stylus tip to gently press the reset button next to the expansion card slot.
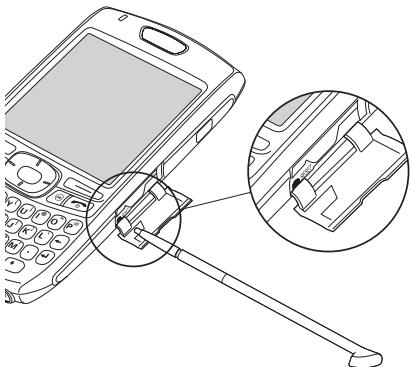
3 Wait for the progress bar on the Treo logo screen to fill before continuing to use your smartphone.

TIP You can also do a soft reset by removing the battery and reinserting it.

DID YOU KNOW? If the phone or the Bluetooth® wireless technology feature was on before a reset, these automatically turn on after the reset.

Performing a hard reset

A hard reset erases all personal information, such as appointments, contacts, and tasks, as well as programs you have added, such as third-party software on your smartphone. Never do a hard reset without first trying a soft reset. You can restore previously synchronized information the next time you sync.

IMPORTANT Synchronize to restore your Outlook data, such as Outlook email, Calendar, Contacts, Notes, and Tasks. You can use a backup and restore solution (make sure it's an application that's approved by Palm, such as the one included on the *Windows Mobile Getting Started Disc*) to restore configurations and preferences such as speed-dials, SMS entries, call log information, and personal settings.

TIP Some third-party applications do not create a backup on your computer when you synchronize. If you do a hard reset, you may lose info in these applications and you need to reinstall the application on your smartphone after the hard reset. Please contact the developer to find out if your info is backed up during synchronization.

DID YOU KNOW? When you synchronize after a hard reset, the source folder in My Documents changes from Treo My Documents to WM_*your name*.

A hard reset can tell you whether a problem stems from your smartphone or from an application installed on it. If you do not experience the problem after you perform a hard reset, the problem may be related to software you installed. See Third-party applications for suggestions on diagnosing third-party software issues.

1 Open the expansion card slot door on the side of your smartphone.

2 If the screen is off, press **Power/End** <img> to wake up the screen.

3 While pressing and holding **Power/End** <img>, use the tip of the stylus to gently press and hold the reset button next to the expansion card slot.

4 Continue pressing and holding both buttons until the "Erase all data?" prompt appears.

5 Press **Up** ▲ to confirm the hard reset.

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

7 (Optional) Synchronize to restore your previously synchronized info. If you use a backup utility, you may also need to restore a backup to recover additional info and settings.

Replacing the battery

Your smartphone comes with a replaceable battery. Be sure to use a replacement battery from Palm that is compatible with Palm Treo 750v smartphones. Do not use a battery from any earlier model of Treo smartphone.

TIP Be sure to dispose of your old battery in an evironmentally responsible and legal way. In some areas, disposal in household or business trash is prohibited. Visit www.palm.com/environment for more information.

DID YOU KNOW? Your smartphone stores all your info even when you remove the battery.

1 Press **Power/End** to turn off the screen.

2 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.

3 Place a finger in the notch between the stylus and the battery, and lift the battery at a 45-degree angle.

4 Align the battery contacts with the phone contacts inside the battery compartment.

5 Insert the battery into the compartment at a 45-degree angle, pressing it into place. Slide the battery door onto the

back of the smartphone until it clicks into place.

Battery door release

Battery contacts

Phone contacts

Notch
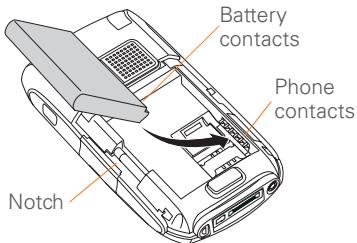
6 Wait for the screen to turn on.

Performance

The applications are running slower than usual

1 Press **Start** 🔳 and select **Settings**.

2 Select **System**, and then select **Memory** 🗂.

3 Select **Running Programs**.

4 Select **Stop All** to close all your open applications.

5 Press **OK** 🔘.

If the previous steps don't fix the problem, try doing a soft reset (see <u>Performing a soft reset</u>). If the problem persists, follow these steps to turn off the Voice Command setting, if it is enabled:

1 Press **Start** 🔳 and select **Settings**.

2 Select **Personal**, and then select **Voice Command** 🧑.

3 Uncheck the **Enabled** box.

4 Press **OK** 🔘.

TIP Be sure that third-party applications are compatible with Windows Mobile version 5 or later. Applications written for earlier versions can have performance problems.

Also make sure to install only apps that use Microsoft Windows Mobile 5.0 software for Pocket PC Phone Edition. If you can try a free version of the software before purchasing it, you can test it first to make sure it works properly.

My battery seems to drain quickly

If you have a push email solution (such as operator-provided push email) or if you have set up a schedule for wireless synchronization, check with your email provider or system administrator to make sure that the server is set up properly to work with your smartphone. Incorrect server setup can cause excessive drain on your battery.

For more tips on conversing battery life, see <u>Maximizing battery life</u>).

Screen

The screen appears blank

1. If you're on a call, when the time period specified in Backlight Settings expires, the screen dims; one minute later, the screen automatically turns off.
Press any key except Power/End to wake up the screen. Pressing Power/End hangs up the call.

2. Look closely at the screen. If you can see a dim image, try adjusting the screen brightness (see Adjusting the brightness).

3. If that doesn't work, perform a soft reset (see Performing a soft reset).

4. If that doesn't work, connect your smartphone to the AC charger (see Charging the battery) and perform a soft reset again.

5. If that doesn't work, perform a hard reset (see Performing a hard reset).

TIP If you are using a third-party application, make sure that the application supports 240x240 screen resolution. Some older applications have screen-size limits.

The screen doesn't respond accurately to taps or activates wrong features

1. Make sure there is no debris trapped under the edges of the screen.

2. Press **Start** 🔲 and select **Settings**.

3. Select the **System** tab, and then select **Screen** 📱 .

4. On the **General** tab, select **Align Screen**.

5. Follow the onscreen instructions to align the screen.

6. Press **OK** .

Network connection

Signal strength is weak

1. If you're standing, move about 3 meters (10 feet) in any direction.

2. If you're in a building, move near a window. Open any metal blinds.

3. If you're in a building, move outdoors or to a more open area.

4. If you're outdoors, move away from large buildings, trees, or electrical wires.

CHAPTER

5 If you're in a vehicle, move your smartphone so that it's level with a window.

> **TIP** Become familiar with low coverage areas where you live, commute, work, and play, so you know when to expect signal strength issues.

My smartphone won't connect to the mobile network

1 Try the suggestions above for weak signals.

2 Turn off your phone and turn it on again (see Turning your smartphone on/off).

3 Perform a soft reset (see Performing a soft reset).

My phone seems to turn off by itself

If a system error and reset occur, the phone automatically turns on if it was on before the reset. However, if your smartphone can't determine if your phone was on before the reset, it does not automatically turn on the phone (see Turning your smartphone on/off).

I can't tell if data services are available

The following icons appear in the title bar to indicate whether data services are available:

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

U⁺ Your phone is on and a UMTS data connection is active. You can make and receive calls and transmit data simultaneously.

G Your phone is connected to a GPRS (EDGE if available) network, but you are not actively transmitting data. You can still make or receive calls.

G⁺ Your phone is on and a GPRS (EDGE if available) data connection is active. You can still make or receive calls, but the data transmission is automatically interrupted during a call.

KEY TERM UMTS (Universal Mobile Telecommunications System) A third-generation (3G) wireless technology that is designed for high-speed data transfer with rates up to 384 Kbps.

KEY TERM EDGE (Enhanced Data Rates for GSM Evolution) A wireless technology that can provide fast data transfer and Internet access with rates up to 236.8 Kbps.

My smartphone won't connect to the Internet

Your smartphone supports GPRS or UMTS wireless data networks. To connect to the Internet, you must subscribe to data services with your network operator.

• Contact your network operator to verify that your subscription plan includes data services and that these services have been correctly activated. Your network operator should also be able to tell you if there are any outages in your location.

• Press and hold **Power/End** to turn off your phone. Then press and hold the same button to turn it back on.

• Perform a soft reset (see Performing a soft reset).

• Confirm that data services are correctly configured on your smartphone by doing the following:

1 Press **Start** and select **Settings**.

2 Select the **Connections** tab, and then select **Connections** .

3 On the **Tasks** tab, select **Manage existing connections**.

4 If your network operator appears in the list, press **OK** . If not, contact your network operator for assistance.

I can't send or receive text or multimedia messages

• Make sure your phone is on (see Turning your smartphone on/off).

• Contact your network operator to verify that your plan includes messaging services, that these services have been correctly activated, and that they are available at your location. (Your network operator should be able to tell you if messaging services have been experiencing transmission delays.)

• If possible, contact the recipient or sender of the message, and make sure

the receiving device can handle the type of message you're sending.

• If a text message arrives but does not display a notification, perform a soft reset (see Performing a soft reset).

I can't make or receive calls using a hands-free device with Bluetooth® wireless technology

Verify all of the following:

• The **Turn on Bluetooth** box is checked in Bluetooth Settings.

• Your Bluetooth device is charged and turned on.

• Your smartphone is within range of the hands-free device. Bluetooth range is up to 10 meters (30 feet) in optimum environmental conditions, which include the absence of the following: obstacles, radio interference from nearby electronic equipment, and other factors.

• The Bluetooth Settings screen is closed.

• You are away from other devices using the 2.4 GHz radio frequency, such as cordless phones, microwaves, and Wi-Fi equipment. If this is impossible,

move the phone closer to the hands-free device.

• The device specifications are compatible with your smartphone.

I lost the connection between my smartphone and my Bluetooth headset

1 Press **Start** [🔳], and then select **Settings**.

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

3 Select **Devices** tab.

4 Select your headset name from the list.

5 In **Partnership Settings**, make sure the **Hands Free** option box is checked.

6 Select **Save**.

7 Highlight the headset name.

8 Press and hold **Center** ⬭ to open the shortcut menu, and then select **Set as Hands-Free**.

9 Test your headset by making or receiving a call.