Zire™ 31

palmOne™

Getting Started

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Software Download Available

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

PN: 407-5565A-US

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About This Book

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

[!] Before You Begin

Complete the steps in *Read This First* in your handheld package to set up your handheld and install the software on your computer.

Tips for viewing this guide

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

- Click the magnifying glass , move the cursor (which is now a magnifying glass) over the page, and click repeatedly to magnify the page. Click Previous View (or depending on your version of Acrobat Reader) to return to the original view.
- Click an entry in the Table of Contents or Index to go directly to that section of the guide.
- If you link to a page in the guide, click Previous View or (depending on your version of Acrobat Reader) to return to the page you were on before you clicked the link.
- You can also print an especially interesting or important page or pages by clicking Print. When selecting the page(s) to print, be sure to use the file page number shown at the bottom of your computer screen, not the printed page number. For example, to print the page you are reading right now, select page 6 (the file page), not page vi (the printed page).

What's in this guide?

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

Step-by-step instructions

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

Continued	Cue at the bottom of a page that means the procedure continues on the next page.
Done	Cue that signals the end of the procedure. You're done.
[!]IMPORTANT	A step that you must follow; otherwise, you could experience an error or even lose information.
[&] OPTIONAL	A step you might find useful.
NOTE	Information that applies only in certain cases or that tells more about a procedure step.

Links

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

In this chapter	Links on the first page of each chapter that send you to a specific section.
Beyond the basics	Links on the last page of each chapter that send you to the *User Guide* on the web to learn about more things that you can do with an application or feature.

Sidebars

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

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

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

✚ Did You Know?
An interesting fact about the topic being described; may include a pointer to more information.

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

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

My Handheld
A pointer to the web where you can share info with other handheld users and learn the latest tips, tricks, and more.

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

Exploring Your Handheld

In this chapter

Locating the controls on your handheld

What's on my handheld?

Installing extra software from the CD

Opening applications

Entering information

Using menus

Using the 5-way navigator

Handheld do's and don'ts

Beyond the basics

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

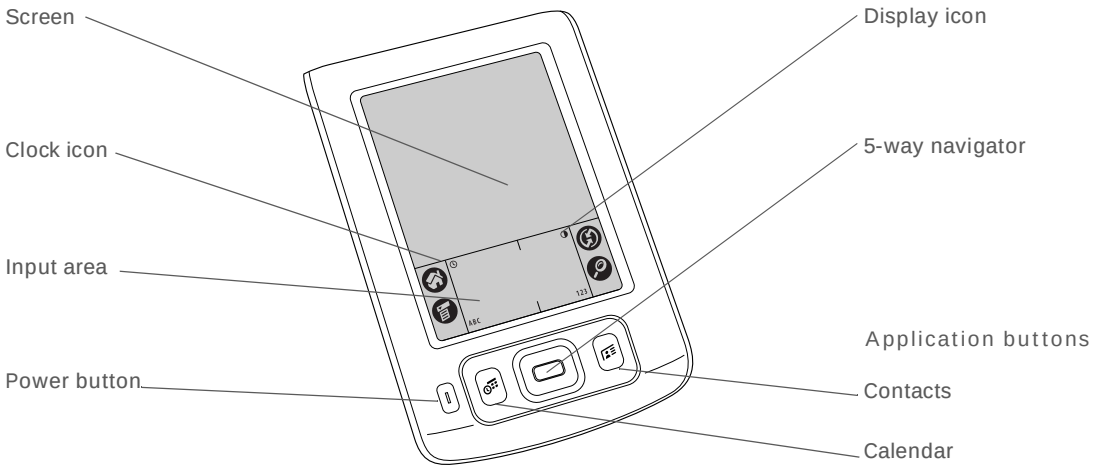
Handhelds are for fun, too. You can create digital photo albums, play games, and read eBooks. Insert expansion cards (sold separately) to listen to music, or to enjoy useful reference software and more.

Benefits of your Zire™ 31 handheld

- Save time and stay organized
- Travel light
- Protect your information
- Have fun: view photos, play music, and more

Locating the controls on your handheld

Front panel controls



Screen	Displays the applications and information on your handheld. The screen is touch sensitive.
Clock icon	Displays the current time and date.
Input area	Lets you enter info with **Graffiti® 2 writing** or open the **onscreen keyboard**.
Power button	Turns your handheld on or off and lets you turn **Keylock** on (if active).
Display icon	Lets you adjust the brightness and contrast of your handheld's display.
5-way navigator	Helps you move around and select info to display on the screen.
Application buttons	Opens the Calendar and Contacts applications.

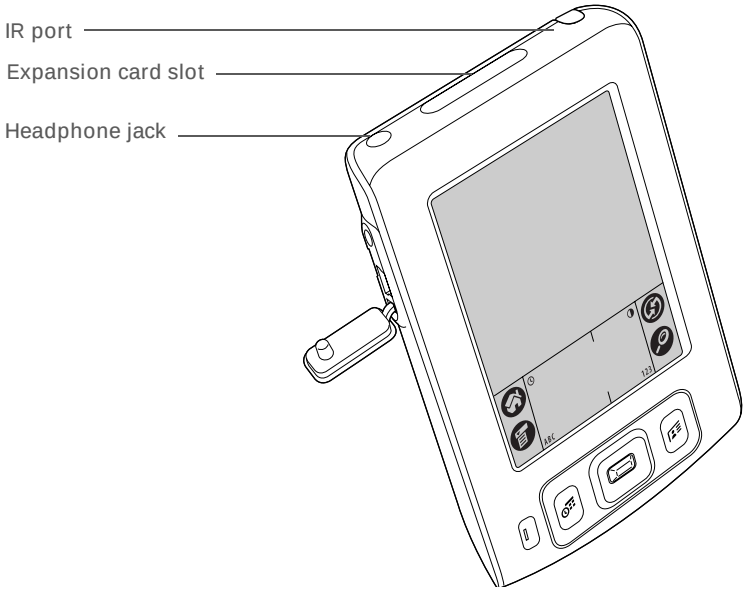
» Key Term

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

+ Did You Know?

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

Top panel controls

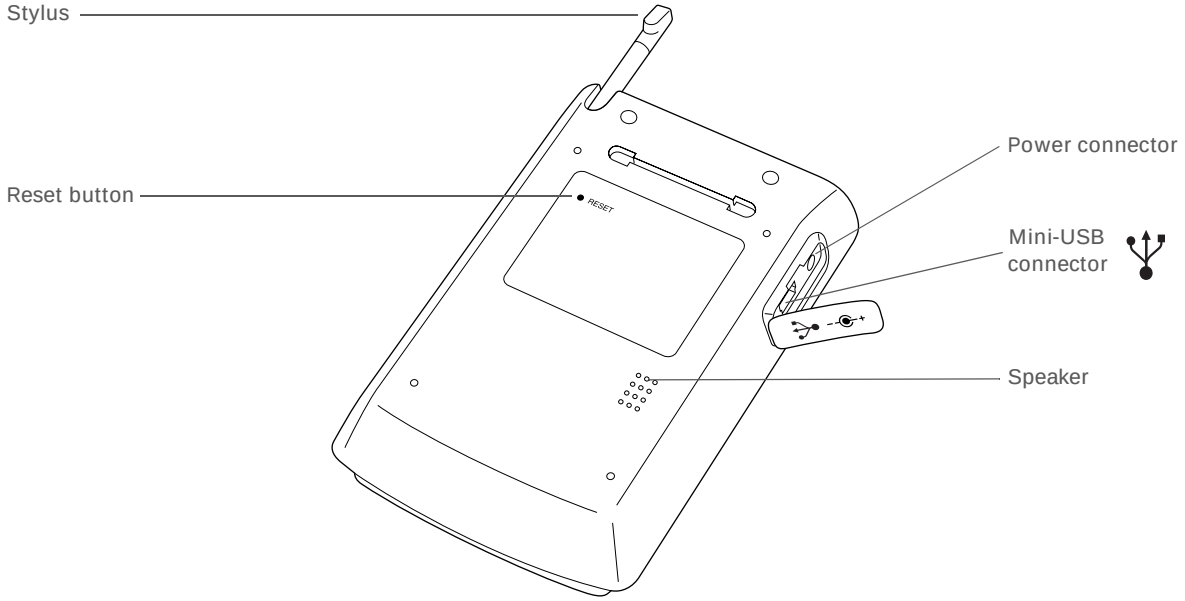


IR port	**Beams information** between handhelds and other devices that have an IR port.
Expansion card slot	Lets you insert expansion cards (sold separately) to play music, back up info and add memory, applications, and accessories to your handheld.
Headphone jack	Lets you connect a standard 3.5 mm stereo headset (sold separately) to your handheld so you can listen to music and other audio applications.

» Key Term

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

Side and back panel controls



Stylus	Lets you enter information on your handheld. To use the stylus, slide it out of the slot and hold it as you would a pen or pencil. Using your fingertip instead of the stylus is OK, but don't use your fingernail, a real pen, or other sharp object to touch the screen.
Reset button	**Resets your handheld** if it *freezes* (stops responding).
Power connector	Lets you connect your handheld to the power adapter so you can charge it.
Mini-USB connector	Lets you connect your handheld to your computer, using the HotSync® cable, so you can **synchronize**.
Speaker	Lets you listen to alarms, game and system sounds, and music.

What's on my handheld?

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

✱ Tip
Can't find some of these applications? Tap the category list in the upper-right corner of the Home screen and select All.

Quick Tour	Learn about your handheld and how to enter info.
Calculator	Solve basic math calculations such as splitting restaurant bills and figuring tips.
Calendar	Manage your schedule, from lunch with a friend, to weekly meetings, to annual events like holidays, to extended events like conferences and vacations. Even color-code your schedule by category.
Card Info	View information about an expansion card seated in the expansion card slot.
Contacts	Store names and addresses, phone numbers, e-mail and web site addresses—even photos and birthdays. Organize your contacts into categories.
Expense	Track business or travel expenses and print expense reports after you synchronize with your computer.
HotSync	Synchronize the info on your handheld with the info on your computer.
Memos	Capture information such as meeting notes, lists of books to read, movies to see, recipes, and anything else you need to write down.
Note Pad	Write on the screen in your own handwriting or draw a quick sketch.
Prefs	Customize your handheld's sound levels, colors, security, and more.
Tasks	Stay on top of your to-do list. Enter things you need to do, prioritize them, set alarms, and then monitor your deadlines.
World Clock	Set the time in your home city and two other locations, and set an alarm to wake you up.

Tip

To install extra software from the CD:

1. Insert the CD into your CD drive.

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

Mac: Double-click the Additional Software folder icon.

Installing extra software from the CD

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

Getting Started Guide (on handheld)	Keep the guide you're reading right now with you and view it on your handheld.
palmOne Photos	View photos on your handheld and create portable photo albums.
RealOne Player	Carry music on an expansion card (sold separately), create playlists, and listen to music on your handheld.
AudiblePlayer	Listen to newspapers, books, public radio, language instruction, and more (additional fees may apply). Windows only.
Palm Reader	Purchase and download eBooks from the web so you can read them when you want, where you want.
powerOne Calculator	Calculate math and business solutions with this enhanced calculator.
Handmark Solitaire	Enjoy hours of entertainment with this solitaire game.
Handmark MobileDB	Use the included databases to track useful info such as car maintenance, passwords, and more. You can also download and install over 1000 ready-to-use databases (additional fees may apply).
Handmark PDA Money	Manage your finances on the go. Use this application by itself, or buy the optional **conduit** and transfer info to Quicken, Microsoft Money, and more.
Addit	Preview, try, and buy software (web access required). Windows only.

Opening applications

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

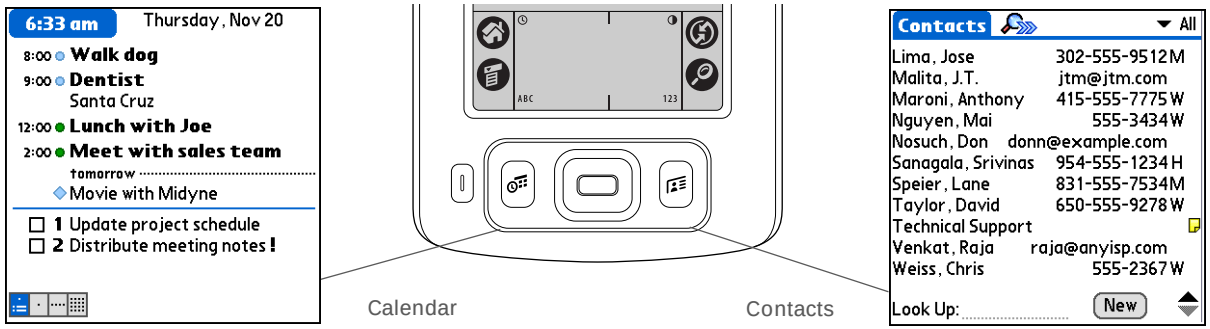
+ Did You Know?
You can **reassign the application buttons** to open whichever applications you choose.

✱ Tip
Handheld on already? Tap the Home icon to go to the Home screen.

+ Did You Know?
You can **use a favorite photo as the background** for your Home screen.

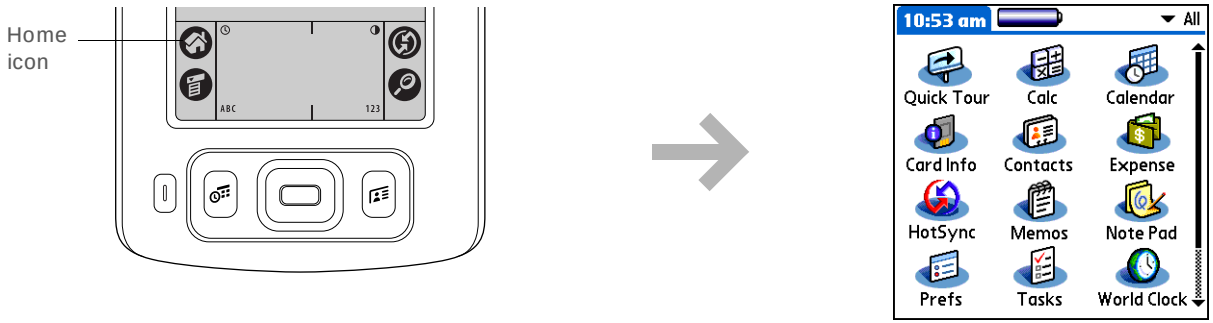
Using the application buttons

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



Using the Home screen

Turn on your handheld, tap Home, and tap an application icon, such as Note Pad.



Entering information

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

Learning Graffiti 2 writing

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

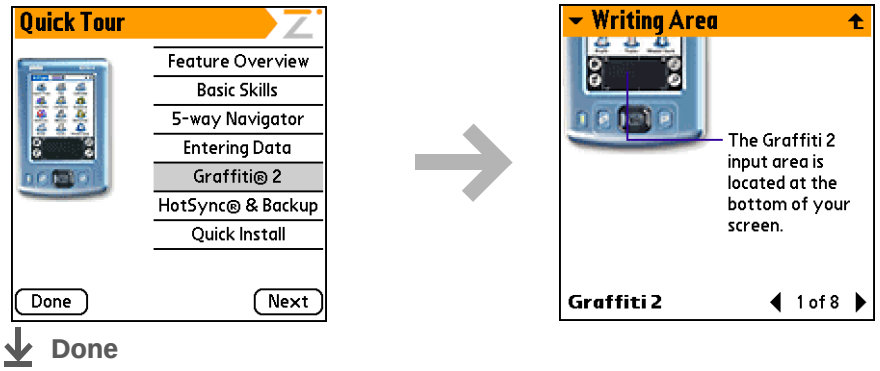
Tip
Write letters on the left side of the input area and numbers on the right. Uppercase letters go in the center.

Did You Know?
Your handheld package includes a sticker that shows the most common Graffiti 2 characters. Put the sticker on the inside of the flip cover to always have it handy.

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

1 Go to the Home screen and select Quick Tour.

2 Tap Graffiti® 2 and follow the onscreen instructions.



Done

» Key Term

Record An entry in an application such as a contact in Contacts or an appointment in Calendar.

✱ Tip

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

Using the onscreen keyboard

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

1

Open an entry:

a. **Open an application**.

b. Select a record or tap New.

2

Tap one of the following to open an onscreen keyboard:

ABC Opens the letter keyboard.

123 Opens the number keyboard.

↘ **Continued**

Letter keyboard Number keyboard

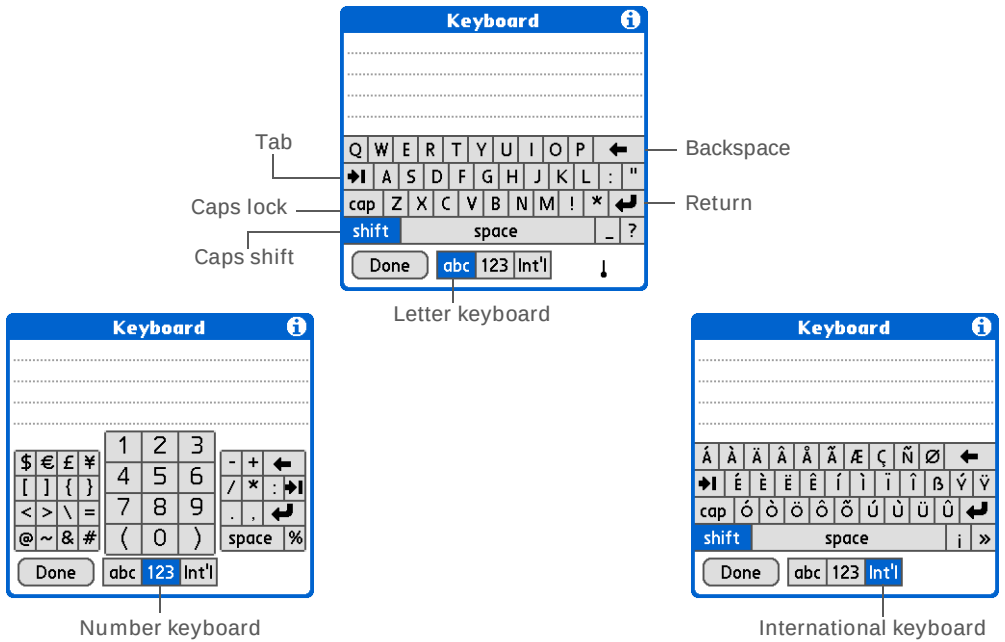
Entering information

Tip

When a keyboard is open, you can tap abc, 123, or Int'l to open any of the other keyboards.

3

Tap the characters to enter text, numbers, and symbols, and then select Done.



Done

✱ Tip

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

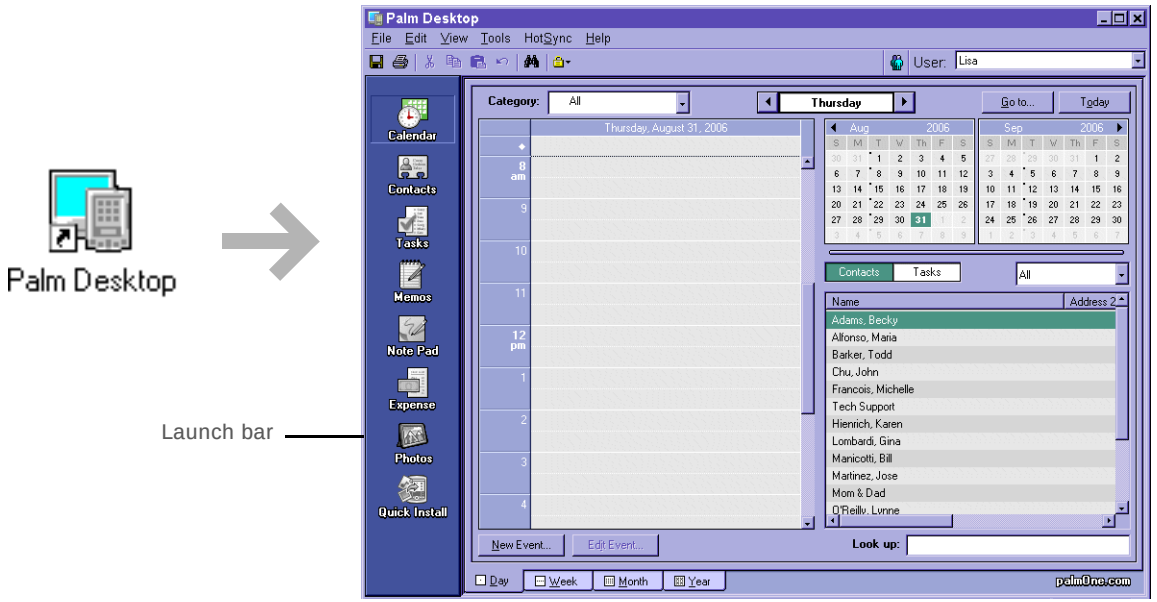
Using your computer

Many of the applications on your handheld are also included in Palm Desktop software.You can use these applications to enter information on your computer. When you **synchronize your handheld with your computer**, the information is updated in both places.

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

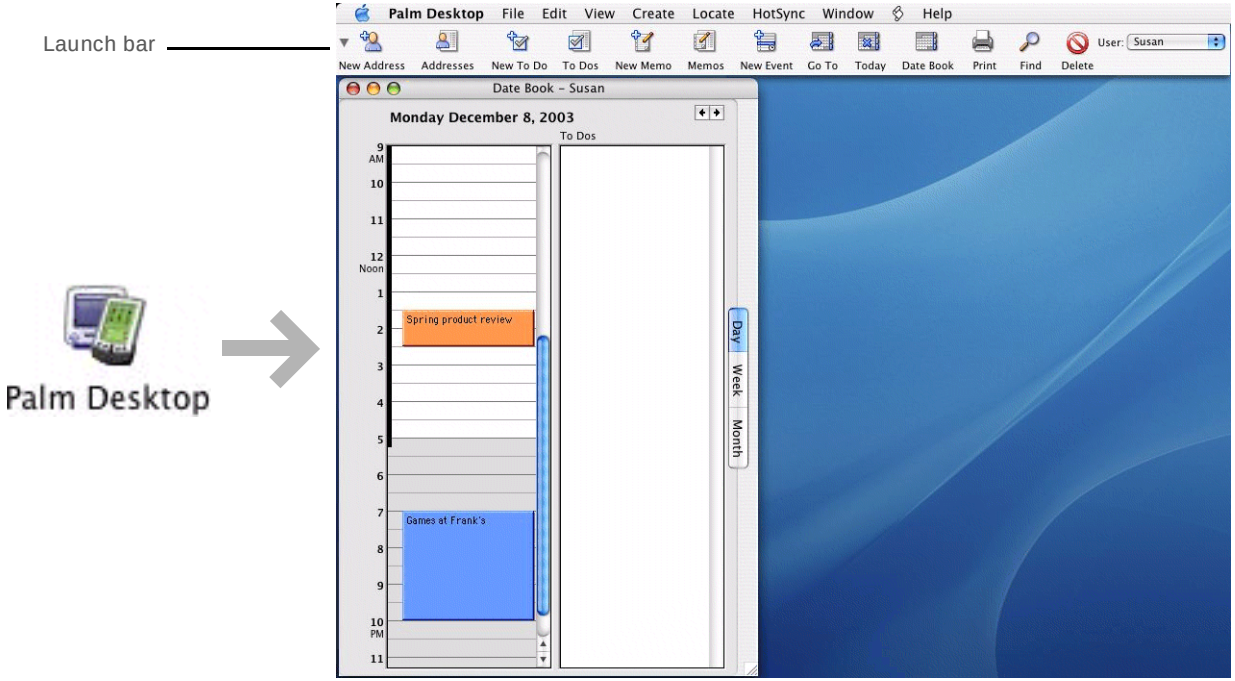
WINDOWS ONLY

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



MAC ONLY

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



Using menus

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

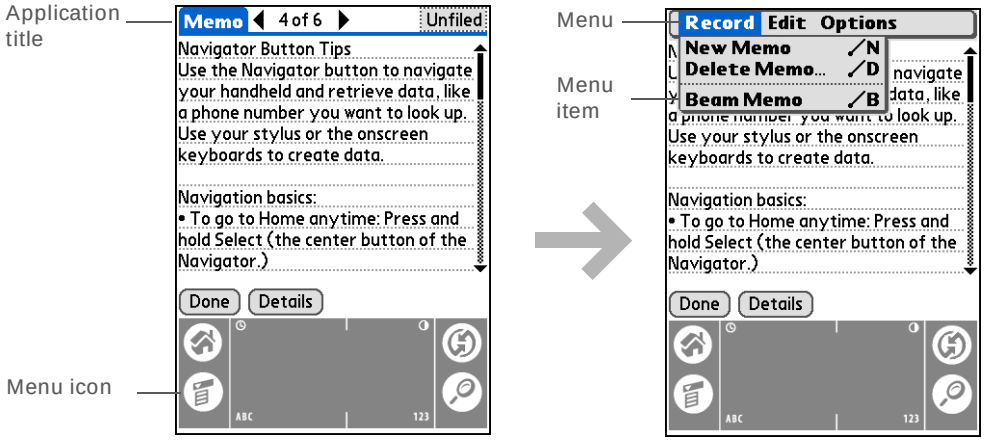
✱ Tip

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

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

1 **Open an application**.

2 Tap Menu to open the menus.

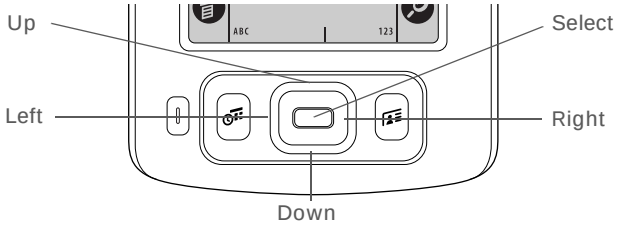


3 Tap a menu, and then tap a menu item.

Done

Using the 5-way navigator

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



Moving around the Home screen

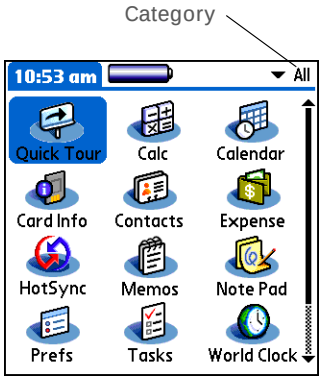
In the Home screen, use the navigator to select and open an application.

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

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

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

Select Opens the selected application.



✱ Tip

To remove the selection highlight without making a selection, scroll to the first icon (in the upper-left corner) and then press Left on the navigator.

✱ Tip

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

Moving around list screens

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

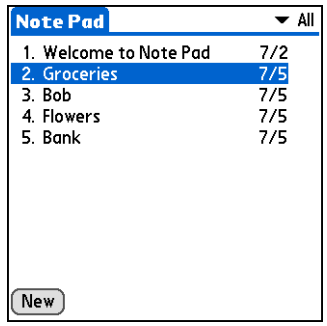
Up or Down Scrolls an entire screen of entries, as long as there's nothing highlighted. Hold down to accelerate the scrolling.

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

Up or Down Scrolls to the previous or next entry.

Select Displays the selected entry.

Left Removes the selection highlight.



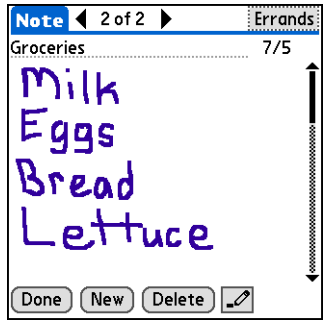
Moving around record screens

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

Up or Down Scrolls within the current entry.

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

Select Returns to the list screen.



Handheld do's and don'ts

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

Handheld do's

- Use the protective cover that came with your handheld. It protects your handheld screen from being scratched.
- Use only the stylus to tap the screen—no pens, pencils, paper clips, or other sharp objects.
- Use only the supplied power adapter to charge your handheld.
- **Keep the battery charged**.
- Keep the screen free of dust (or anything else that could make it dirty).
- For general cleaning, use a soft, damp cloth. If the screen becomes dirty, use a soft cloth moistened with a diluted window-cleaning solution.
- Use only 3.5 mm stereo headphones in your handheld's headphone jack.
- Be sure to **get rid of any static electricity buildup** before you connect your handheld to any cable or accessory.

Handheld don'ts

- Do not drop, bang, or otherwise cause a strong impact to your handheld.
- Do not carry your handheld in your back pocket; you might sit on it by mistake.
- Do not let your handheld get wet; don't even leave it in a damp location.
- Do not expose your handheld to very hot or cold temperatures, including placing it near a heater, leaving it in the trunk of a car, or setting it by a window in direct sunlight.

User Guide
For everything you need to know about your handheld—all that's in this guide, and much more—go to **www.palmOne.com/zire31-userguide**.

My Handheld
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit **www.palmOne.com/myzire31**.

Support
If you're having problems with your handheld, go to **www.palmOne.com/support/zire31**.

Beyond the basics

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

Entering Information	Entering information with Graffiti 2 characters and shortcuts
Moving Around	Working with the Home screen, finding information, and moving around in applications
Installing and Removing	• Adding applications to your handheld • Deleting applications from your handheld • Viewing application information
Categories	Organizing your applications and information by filing them into categories
Privacy	Keeping information private by turning on security options
Sharing	Beaming information and applications to other Palm OS® handheld users
Maintaining	Caring for your handheld

Synchronizing Your Handheld with Your Computer

In this chapter

Why synchronize information?

What information is synchronized?

Synchronizing information

Beyond the basics

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

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

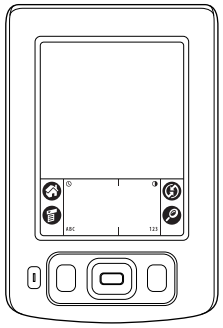
Benefits of synchronizing

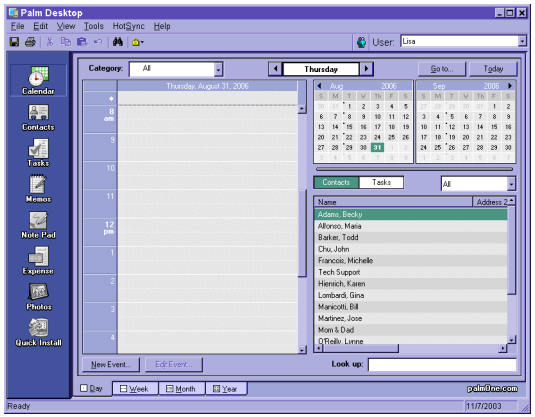
- Quickly enter and update information on your computer and your handheld
- Install applications
- Protect your information

Why synchronize information?

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

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





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

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

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

[!] Before You Begin

Complete the following:

- Initial handheld setup
- Install Palm Desktop software from the CD

For setup and installation procedures, see *Read This First* included in your handheld package.

✱ Tip

Conduit The synchronization software that links an application on your computer with the same application on your handheld.

What information is synchronized?

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

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

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

If you've installed applications from the CD such as Photos, these applications may also be included in the presets for synchronization.

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

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

Synchronizing information

» Key Term

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

✱ Tip

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

✱ Tip

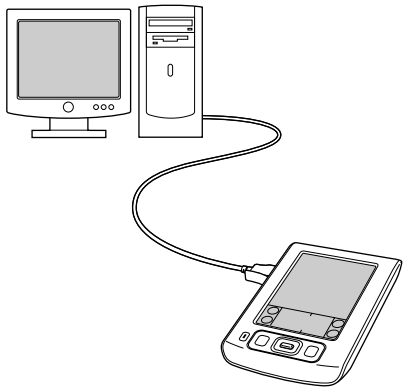
If you need help with synchronizing, see **What do I do if I can't synchronize with my computer?**

1

Prepare your handheld:

a. Connect the HotSync® cable to the USB port on your computer, and then insert the other end into the mini-USB connector on your handheld.

b. Make sure your handheld is on.



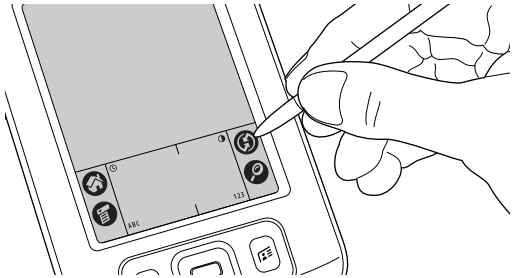
2

Synchronize your handheld with your computer:

a. Tap HotSync.

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

Done



User Guide
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My Handheld
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit **www.palmOne.com/myzire31**.

Support
If you're having problems with synchronization or with anything else on your handheld, go to **www.palmOne.com/support/zire31**.

Beyond the basics

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

Synchronizing

- Synchronizing information between your handheld and Microsoft Outlook on your computer
- Choosing whether or not to synchronize information for a specific application
- Synchronizing using the IR port on your handheld and your computer
- Switching back to the cable if you have been synchronizing information using the IR port
- Receiving information on your handheld from an outside source, such as a file containing your company's phone list

Installing and Removing — Using palmOne Quick Install to add applications to your handheld

Expanding Your Handheld

In this chapter

How can expansion cards help me?

Inserting an expansion card

Removing an expansion card

Beyond the basics

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

Expansion cards (sold separately) provide a compact and limitless answer to the storage dilemma. When one card becomes full, simply use another card. To enjoy some aspects of your handheld, such as listening to music, you need to use expansion cards.

Benefits of expansion cards

- Listen to music
- View and store more photos
- Back up info
- Add more games and other software
- Add accessories
- Store all your info

» Key Term
SDIO An acronym for Secure Digital input/ output.

✱ Tip
Looking for a handy way to carry your expansion cards? You can purchase a variety of carrying cases. Visit **www.palmOne.com/myzire31** and click the Accessories link.

What type of expansion cards can I use?

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

How can expansion cards help me?

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

View and store more photos. If your digital camera (sold separately) uses compatible expansion cards, you can quickly view your photos by simply inserting the card into the expansion slot on your handheld. And if your camera doesn't use compatible expansion cards, don't worry, you can view your photos too. See **Copying photos to your handheld** for details.

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

Add games and other software. Purchase popular games, dictionaries, travel guides, and more. There are lots of expansion cards available for your handheld. To check them out, visit **www.palmOne.com/myzire31** and click the Accessories link.

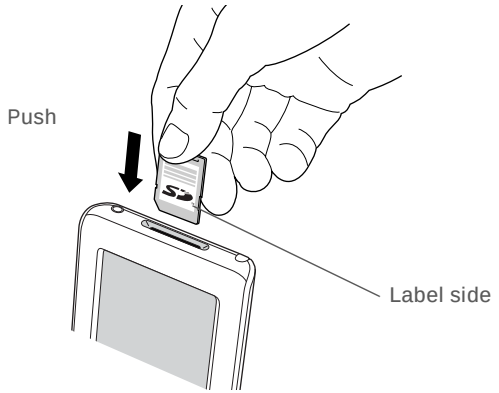
Add accessories. Attach SDIO accessories to your handheld, such as a presentation module.

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

Inserting an expansion card

1

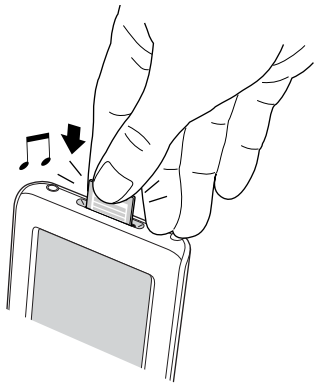
Insert the card into the expansion slot with the label side facing the front of the handheld.



2

Push the card in with your thumb until you hear the confirmation tone.

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

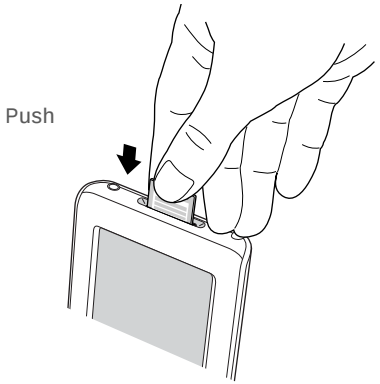


Done

Removing an expansion card

1

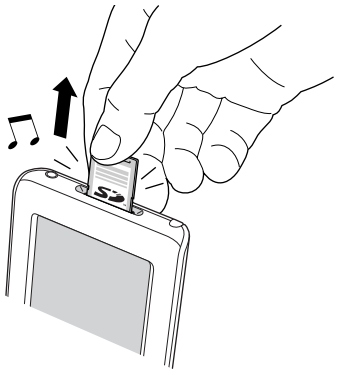
Push lightly against the card with your thumb.



2

Slide the card out of the expansion slot.

Done



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Support
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Beyond the basics

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

Expansion Cards	• Opening applications that are stored on expansion cards. • Copying applications between your handheld and expansion card. • Deleting applications and other files from an expansion card. • Reviewing information about the contents of an expansion card using the Card Info application. • Naming an expansion card so you can easily identify its contents.
Installing and Removing	Adding applications from your computer to an expansion card. You can also install other files such as photos or music.
Sharing	Exchanging applications and information with other Palm OS® handheld users by exchanging cards or beaming items between handhelds.

Managing Your Contacts

In this chapter

Adding a contact

Locating a contact on your list

Beaming a contact

Beyond the basics

Say good-bye to a paper address book that you need to update manually every time someone moves, changes their e-mail address, or gets a new work extension. With Contacts, not only is it easy to enter information such as names, addresses, and phone numbers, but it is just as quick to view, update, and organize contact information. You can back up contact information to your computer, easily share info with other handhelds. You can even add photos of your loved ones directly to their contact information screen.

Benefits of Contacts

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

Adding a contact

[!] Before You Begin

If you want to add photos to your contacts, install palmOne™ Photos from the installation CD onto your handheld.

Windows: Insert the CD and follow the onscreen instructions to install extra software.

Mac: Insert the CD and double-click the Additional Software folder icon.

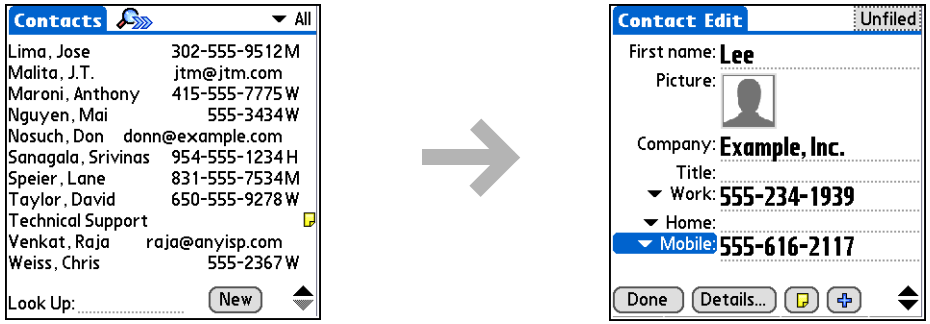
+ Did You Know?

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

1 Press the Contacts application button.

2 Add your contact information:

a. Select New.



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

↘ Continued

Adding a contact

Tip
To learn how to transfer photos to your handheld, see **palmOne Photos** later in this guide.

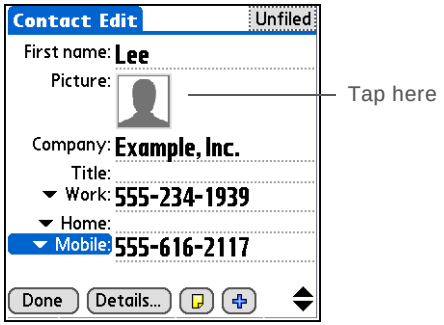
Tip
If you want a reminder about a birthday, select the Reminder check box, enter the number of days before the birthday that you want to see the reminder, and then select OK.

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

3 **[&] OPTIONAL** Add a photo:

a. Tap the Picture box.

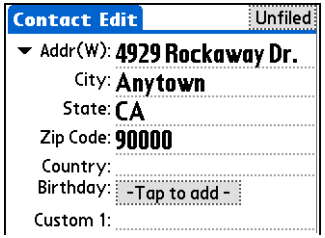
b. Select the photo you want.



4 **[&] OPTIONAL** Add a birthday:

a. Tap the Birthday box.

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



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

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

Locating a contact on your list

✱ Tip

You can also press Right on the navigator (or tap the Quick Look Up icon at the top of the screen) to open the Quick Look Up line. Press Up and Down to select the letter of the name you want in each box, and press Right to move to the next box.

✚ Did You Know?

The **Phone Lookup** feature lets you add contact information directly into certain other applications on your handheld. For example, you can add a name and phone number to a memo or task.

1 Press the Contacts application button.

2 Search for the contact:

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

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

3 Select the contact to open it.

Done

Beaming a contact

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

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

1 Press the Contacts application button.

2 Beam the contact:

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

b. **Open the menus**.

c. Select Record, and then select Beam Contact.

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

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

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

Done

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Support
If you're having problems with Contacts or with anything else on your handheld, go to **www.palmOne.com/support/zire31**.

Beyond the basics

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

Contacts	• Deleting contacts • Removing a photo from a contact • Displaying additional contact fields and defining custom fields • Choosing the field type for certain fields, such as Home or Work for a phone number
Categories	Organizing contacts by type and sorting them
Information	Transferring contact information from other applications such as databases, spreadsheets, and other organizer software
Privacy	Keeping contacts private by turning on security options

Managing Your Calendar

In this chapter

Scheduling an appointment

Checking your schedule

Setting an alarm

Beyond the basics

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

Benefits of Calendar

- Track current, future, and past appointments
- Stay on top of deadlines
- Carry one calendar
- Spot schedule conflicts

Scheduling an appointment

» Key Term

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

✱ Tip

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

✚ Did You Know?

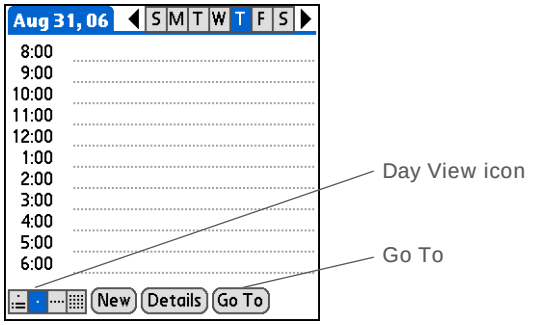
You can use more than one line to describe an appointment.

1

Open Day View:

a. Press the Calendar application button.

b. Tap the Day View icon.



2

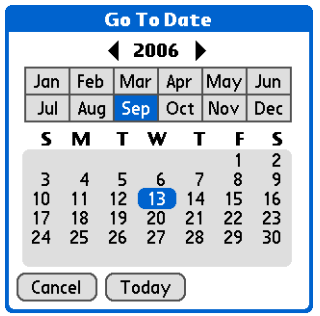
Select the date of the appointment:

a. Tap Go To.

b. Tap the arrows to select the year.

c. Tap the month.

d. Tap the date.



3

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

↘ **Continued**

Scheduling an appointment

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

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

4

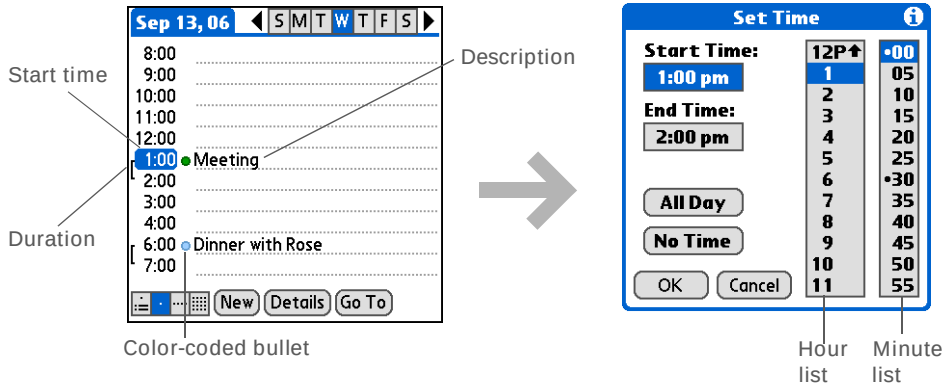
If the appointment is longer or shorter than an hour, set the duration:

a. In Day View, tap the start time.

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

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

d. Select OK.



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

Checking your schedule

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

Tip

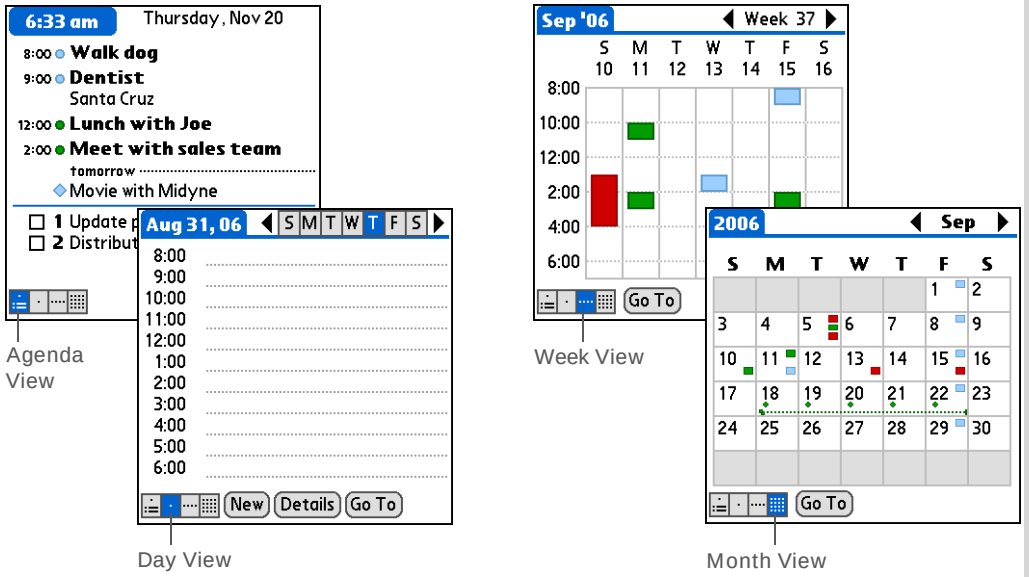
Press the Calendar application button repeatedly to cycle through the Agenda View, Day View, Week View, and Month View.

Did You Know?

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

1 Press the Calendar application button.

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



Done

Setting an alarm

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

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

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

1. Press the Calendar application button.

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

   a. From Day View, tap Go To.

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

   c. Tap the event description.

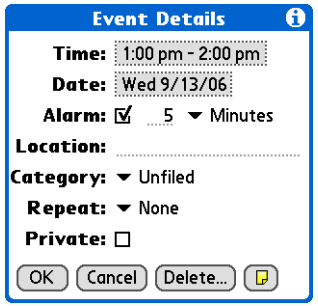
3. Set the alarm:

   a. Tap Details.

   b. Tap the Alarm check box.

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

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



Done

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Beyond the basics

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Calendar	• Creating repeating events for things you do at regular intervals, such as taking a class at the gym three days a week or taking a biweekly music lesson • Reserving blocks of time for long events like vacations or conferences • Choosing the default Calendar view format and the information that appears in each view by setting display options • Customizing alarm settings and choosing what time days start and end by setting preferences • Storing extra information about an event by adding a note • Erasing old appointments by purging them
Categories	Organizing events by type and color-coding them
Privacy	Keeping events private by turning on security options
Sharing	Beaming events to other Palm OS® handheld users

Managing Your Tasks

In this chapter

Creating a task

Organizing your tasks

Marking a task complete

Beyond the basics

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

Benefits of Tasks

- Set priorities
- Track deadlines
- Stay focused

Creating a task

Tip
If no task is currently selected, you can create a new task by writing in the Graffiti® 2 input area.

Tip
Set an alarm for the selected task. Tap Details, tap the Alarm box, tap the Alarm check box, enter the alarm settings, and then select OK.

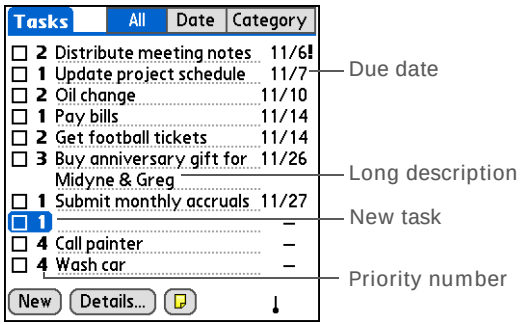
Tip
You can beam tasks to anyone who has a handheld with an IR port. Just **open the Record menu** and select Beam Item or Beam Category.

1 Go to the Home screen and select Tasks.

2 Create a task:

a. Tap New.

b. Enter a description of the task.



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

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

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

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

Organizing your tasks

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

Did You Know?

Overdue tasks have an exclamation point (!) next to the due date.

Tip

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

Tip

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

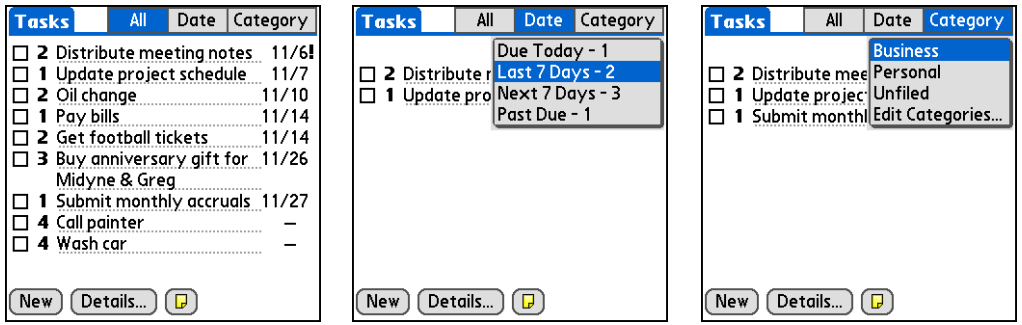
1 Go to the Home screen and select Tasks.

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

All Displays all your tasks.

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

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



Done

Marking a task complete

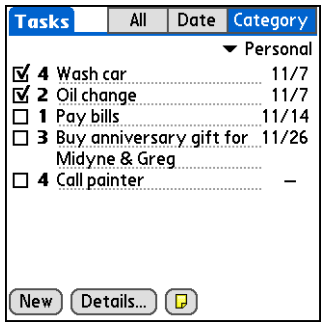
You can check off a task to indicate that you've completed it.

Tip

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

1. Go to the Home screen and select Tasks.

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



Done

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Beyond the basics

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

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

Privacy Keeping tasks private by turning on security options

Sharing Beaming tasks to other Palm OS® handheld users

Writing Memos

In this chapter

Creating a memo

Viewing and editing a memo

Beyond the basics

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

Benefits of Memos

- Store essential but hard-to-remember information
- Easily retrieve and share information

Creating a memo

Did You Know?

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

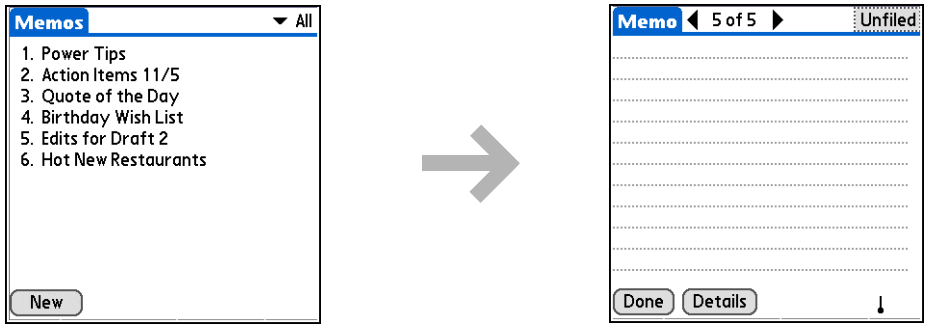
Tip

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

1 Go to the Home screen and select Memos.

2 Create a memo:

a. Select New.



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

c. Select Done.

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

Viewing and editing a memo

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

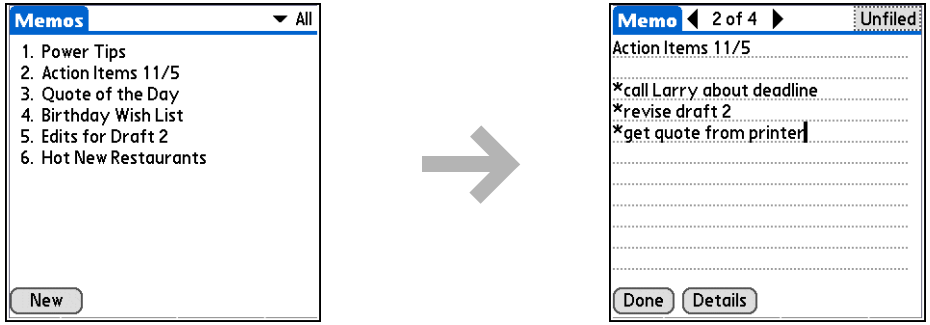
Did You Know?
You can connect your handheld to a portable keyboard and type your memos on the go without carrying around a heavy laptop. You can purchase a variety of carrying cases. Visit **www.palmOne.com/myzire31** and click the Accessories link.

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

1 Go to the Home screen and select Memos.

2 View or edit the memo:

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



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

Done

User Guide
For everything you need to know about your handheld—all that's in this guide, and much more—go to **www.palmOne.com/zire31-userguide**.

My Handheld
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit **www.palmOne.com/myzire31**.

Support
If you're having problems with Memos or with anything else on your handheld, go to **www.palmOne.com/support/zire31**.

Beyond the basics

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

Memos	• Deleting memos • Sending memos to your computer by synchronizing so you can cut text from a memo and paste it into an application such as Microsoft Word
Categories	Organizing memos by arranging them into categories and sorting them
Privacy	Keeping memos private by turning on security options
Sharing	Beaming memos to other Palm OS® handheld users

Writing Notes

In this chapter

Creating a note

Viewing and editing a note

Beyond the basics

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

Benefits of Note Pad

- No learning curve
- Capture information in the moment
- A picture is worth a thousand words
- See reminders when you set alarms

Creating a note

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

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

✚ Did You Know?
Set an alarm for a note to use it as a reminder.

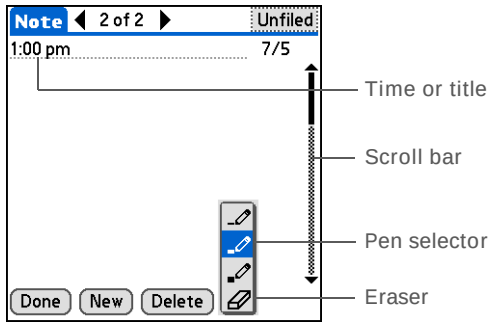
1 Go to the Home screen and select Note Pad.

2 Create a note:

a. Write your note directly on the handheld screen.

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

c. Select Done.



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

Viewing and editing a note

Tip

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

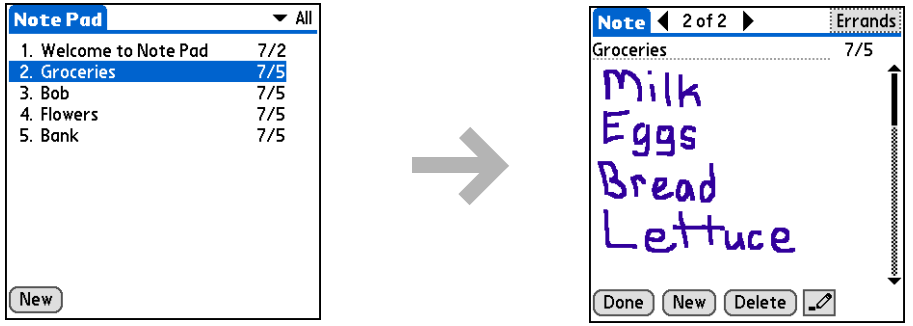
Or, to delete a note completely, open the note and then tap Delete.

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

2. Select the note:

   a. Select Done to display the Note Pad list.

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



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

Done

User Guide
For everything you need to know about your handheld—all that's in this guide, and much more—go to **www.palmOne.com/zire31-userguide**.

My Handheld
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit **www.palmOne.com/myzire31**.

Support
If you're having problems with Note Pad or with anything else on your handheld, go to **www.palmOne.com/support/zire31**.

Beyond the basics

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

Note Pad	Setting alarms when you use notes as reminders
Categories	Organizing notes by arranging them into categories and sorting them
Privacy	Keeping notes private by turning on security options
Sharing	Beaming events to other Palm OS® handheld users

Listening to Music

In this chapter

Transferring MP3 files to an expansion card

Transferring music from a CD to an expansion card

Playing music on your handheld

Beyond the basics

Are you tired of listening to small talk during that long commute on the bus or train? Do you need something smaller than a CD player when you're out for a walk or at the gym? RealOne® Mobile Player lets you play music on your handheld. Simply transfer songs onto an expansion card (sold separately) and then listen through the built-in speaker or stereo headphones (sold separately).

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

Benefits of RealOne Mobile Player

- Listen to songs in the popular MP3 format
- No separate MP3, CD, or mini-disc player required
- Carry tiny expansion cards instead of CDs
- Be your own DJ

Transferring MP3 files to an expansion card

[!] Before You Begin

Windows: Install RealOne Player on your handheld and your computer. Insert the CD and follow the onscreen instructions for installing extra software.

✱ Tip

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

The RealOne® software that comes with your handheld is compatible with the popular MP3 audio file format. If your MP3 files are already on your computer's hard drive, you need to transfer them to an expansion card to listen to them on your handheld.

WINDOWS ONLY

1

Prepare your computer and your handheld:

a. **Connect your handheld to the HotSync® cable**.

b. **Insert an expansion card** into your handheld.

2

Select the MP3 files you want to transfer:

a. From My Computer or Windows Explorer, select the MP3 files you want to transfer.

b. Drag and drop the file(s) or folder onto the palmOne™ Quick Install icon on the Windows desktop, and then click OK.

3

Synchronize your handheld with your computer.

↓ **Done**

Transferring MP3 files to an expansion card

MAC ONLY

[!] Before You Begin

Mac: Install RealOne Player on your handheld. Insert the CD and double-click the Additional Software folder icon.

✱ Tip

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

✱ Tip

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

1

Prepare your computer and your handheld:

a. **Connect your handheld to the HotSync cable**.

b. **Insert an expansion card** into your handheld.

2

Select the MP3 files you want to transfer:

a. Drag and drop the MP3 files onto the Send to Handheld droplet in the palmOne folder.

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

3

Synchronize your handheld with your computer.

NOTE Be patient; transferring music to an expansion card can take several minutes.

Done

Transferring music from a CD to an expansion card

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

WINDOWS ONLY

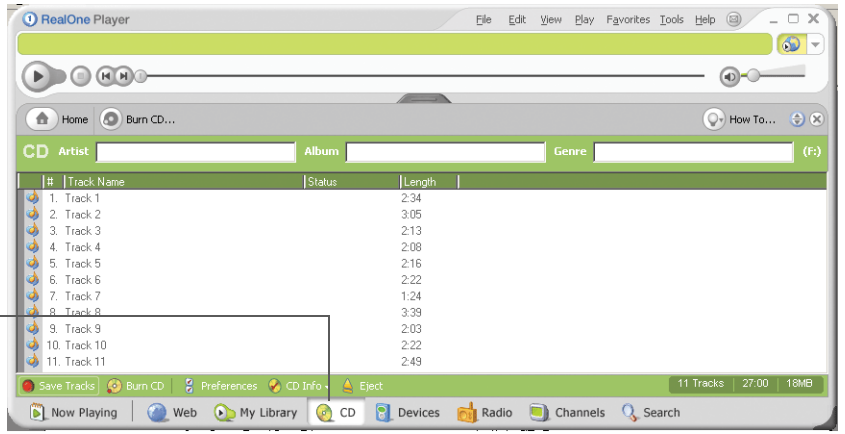
1

Access the CD from RealOne Player on your computer:

a. Double-click the RealOne Player icon on your computer desktop.

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

c. Click CD in RealOne Player on your computer.



↘ Continued

Transferring music from a CD to an expansion card

✱ Tip

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

✚ Did You Know?

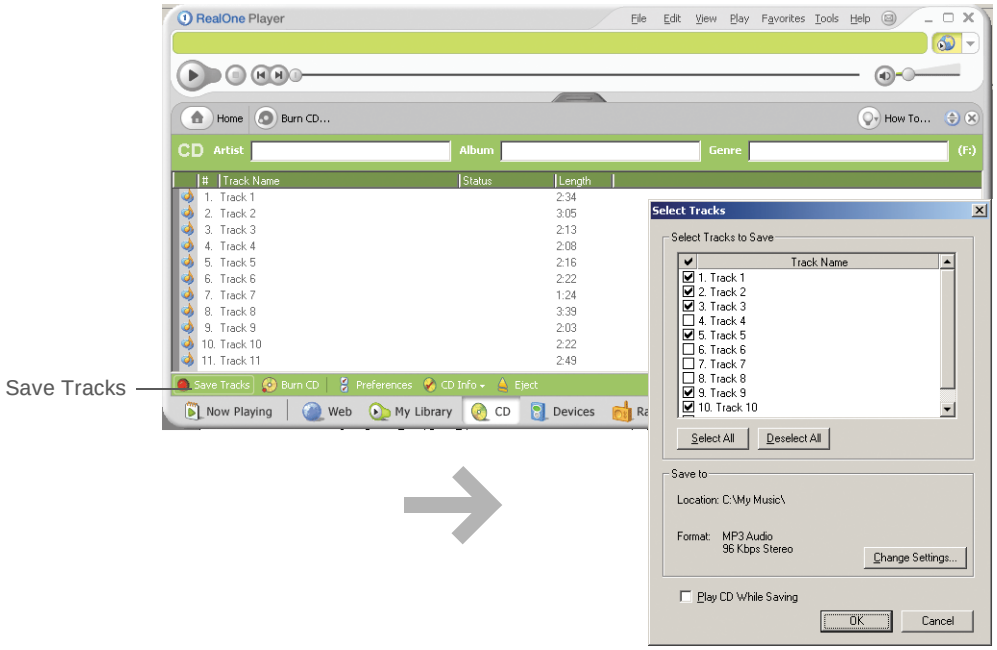
A 64MB expansion card holds about an hour of music (capacity varies with sampling rates).

2

Select the songs you want to add to your library:

a. Click Save Tracks.

b. Follow the onscreen instructions to select and copy tracks.



↘ Continued

Transferring music from a CD to an expansion card

✱ Tip
For tips on using RealOne Player on your computer, go to the Help menu in RealOne Player or visit **www.realone.com**.

3

Prepare your handheld:

a. **Insert an expansion card** into your handheld.

b. Go to the Home screen and select RealOne.

c. **Connect your handheld to the HotSync cable**.

[!] **IMPORTANT** **Do not tap the HotSync icon.**

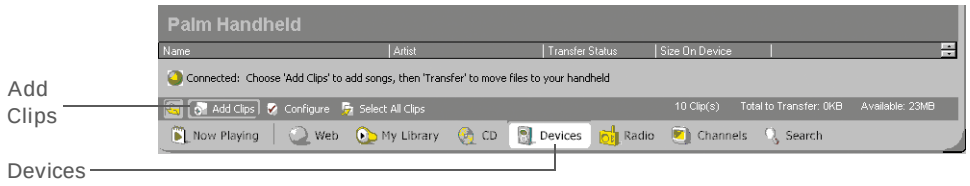
4

Select the songs you want to transfer:

a. In RealOne Player on your computer, click Devices.

b. If necessary, double-click Palm Handheld and then double-click Card.

c. Click Add Clips.



↘ **Continued**

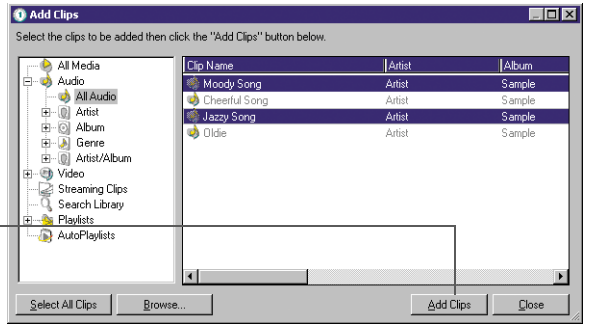
Transferring music from a CD to an expansion card

✱ Tip

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

Cont'd.

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



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

5

Transfer the selected songs to your expansion card:

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

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

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

Done

Playing music on your handheld

Tip

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

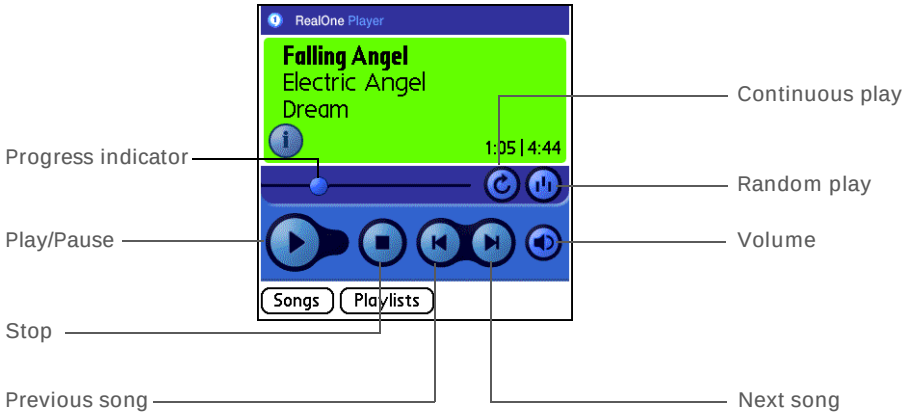
Did You Know?

RealOne Mobile Player continues playing the songs in your list until it reaches the end of your list or until you tap the Stop button, even if your handheld screen is off.

1 On your handheld, go to the Home screen and select RealOne.

2 Select a song to play:

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



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

Done

Beyond the basics

User Guide
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My Handheld
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Tip
Support
If you're having problems with RealOne Mobile Player, with RealOne Player on your computer, or with anything else on your handheld, go to **www.realone.com**.

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

RealOne Mobile Player

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

Viewing Photos

In this chapter

Copying photos to your handheld

Viewing photos

Beyond the basics

A picture may be worth a thousand words, but what happens when you have a thousand pictures that you are trying to keep organized? Or maybe just a few that are so meaningful that you want to have instant access to them at any time?

Solve both problems with palmOne™ Photos, which features easy viewing and organization of photos. You can keep your favorite photos right on your handheld, **select a photo as the background** for your Home screen and the Agenda View in Calendar, even **add a photo to a Contacts entry**.

Benefits of palmOne Photos

- Never be far from your favorite people or places
- Simplify photo organization

Copying photos to your handheld

You can use palmOne Photos to transfer photos from Palm® Desktop software on your computer to your handheld or to an expansion card. You can also create and edit entire albums and send them to your handheld, where you can view your photos.

If you took the picture with a digital camera, or you found it on the web, it's likely your handheld can display it. You can view photos in popular formats such as JPG, BMP, TIFF (uncompressed), and GIF on your handheld or from an expansion card inserted in the expansion slot.

[!] Before You Begin

Install palmOne Photos from the installation CD onto your handheld.

Windows: Insert the CD and follow the onscreen instructions for installing extra software.

Mac: Insert the CD and double-click the Additional Software folder icon.

✱ Tip

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

WINDOWS ONLY

1. From My Computer or Windows Explorer, select the photos you want to copy.
2. Drag and drop the file(s) or folder onto the palmOne™ Quick Install icon on your computer desktop, and then click OK.

3. **Synchronize your handheld with your computer**.

Done

Copying photos to your handheld

MAC ONLY

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

1

Select the photos you want to transfer:

a. Drag and drop the photos onto the Send to Handheld droplet in the palmOne folder.

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

2

Synchronize your computer with your handheld.

Done

Viewing photos

Did You Know?

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

Tip

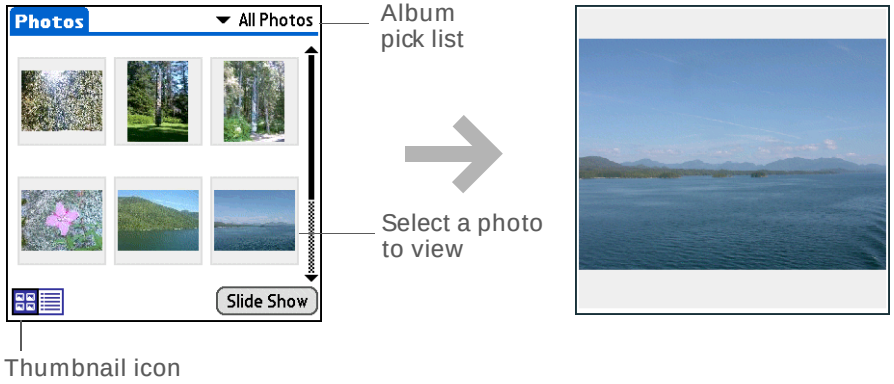
Select Slide Show to display all photos in an album, automatically, one after another. Tap a photo to stop the slide show.

1 Go to the Home screen and select Photos.

2 View photos:

a. Tap the pick list in the upper-right corner and select the album containing the photos you want to view.

b. Select the photo you want to view.



3 Tap anywhere in the photo to return to the selection screen.

Done

User Guide
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My Handheld
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Support
If you're having problems with Photos or with anything else on your handheld, go to **www.palmOne.com/support/zire31**.

Beyond the basics

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

Photos
- Viewing photos as thumbnails, lists, albums, and slide shows
- Organizing photos into albums
- Copying photos to other applications or expansion cards
- Editing and enhancing photos on your desktop computer
- Deleting photos
- Sending photos from the desktop palmOne Photos software via e-mail

Sharing Beaming photos to other Palm OS® handheld users

Customizing Your Handheld

In this chapter

Setting the date and time

Preventing your handheld from turning on by accident

Changing the screen fonts

Changing the background of your screen

Correcting problems with tapping

Selecting sound settings

Changing screen colors

Beyond the basics

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

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

Benefits of customizing

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

Setting the date and time

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

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

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

1

Open Date & Time Preferences:

a. Go to the Home screen.

b. Select Prefs.

c. Select Date & Time.

2

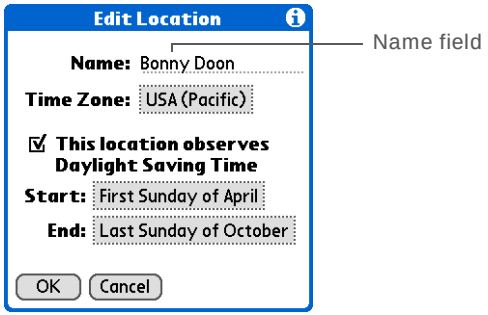
Select the location:

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

b. Tap Add.

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

↘ Continued



Setting the date and time

3

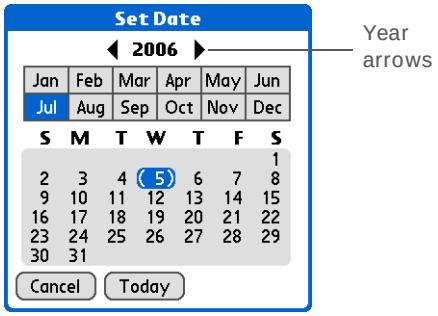
Set the date:

a. Tap the Set Date box.

b. Tap the arrows to select the current year.

c. Tap the current month.

d. Tap the current date.



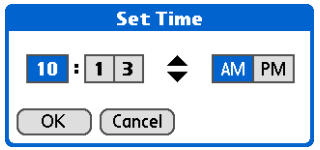
4

Set the time:

a. Tap the Set Time box.

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

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



5

Select Done.

Done

Preventing your handheld from turning on by accident

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

Tip

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

Did You Know?

You can use Owner Preferences to enter your name, address, and phone number. If you also turn on Security settings, your Owner info appears when you turn on your handheld. This could help someone contact you if you ever lose your handheld.

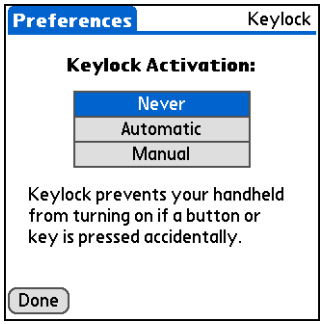
1

Open Keylock Preferences:

a. Go to the Home screen.

b. Select Prefs.

c. Select Keylock.



2

Select one of these settings, and then select Done.

Never Keylock always remains off.

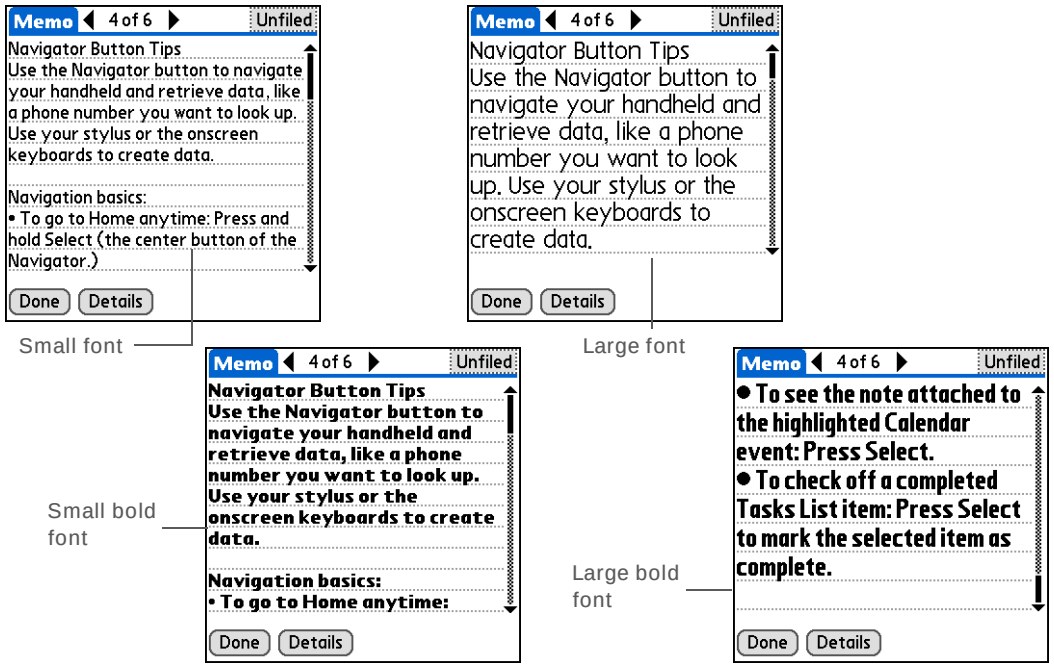
Automatic Keylock turns on automatically when you turn off your handheld or when your handheld goes to sleep.

Manual Keylock turns on when you hold down the power button until the system sound confirms that Keylock is on.

Done

Changing the screen fonts

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



Changing the screen fonts

1

Open the Select Font dialog box:

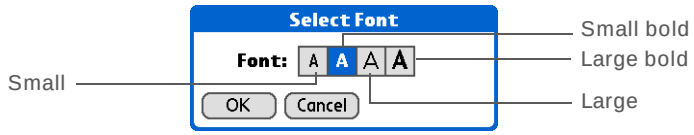
a. **Open an application**.

b. **Open the menus** .

c. Select Options, and then select Font.

2

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



Done

Changing the background of your screen

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

[!] Before You Begin

Install palmOne™ Photos from the installation CD onto your handheld.

Windows: Insert the CD and follow the onscreen instructions for installing extra software.

Mac: Insert the CD and double-click the Additional Software folder icon.

1

Open the Display Options dialog box:

a. Go to the Home screen or press the Calendar application button.

b. **Open the menus**.

c. Select Options, and then select Display Options.

2

Select a photo for the background:

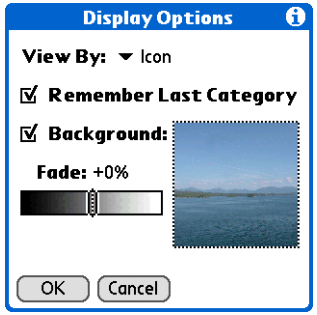
a. Select the Background check box.

b. Tap the photo thumbnail and select a photo.

c. Adjust the fade setting so that the text is easy to read against the photo.

d. Select OK.

Done



Correcting problems with tapping

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

» Key Term
Digitizer Another name for your handheld's screen and its internal circuitry.

✱ Tip
If your screen is not responding to taps, use the navigator to open Digitizer Preferences.

» Key Term
Calibration The process of aligning your handheld's touch-sensitive screen so that when you tap an element on the screen, it detects exactly what you want it to do.

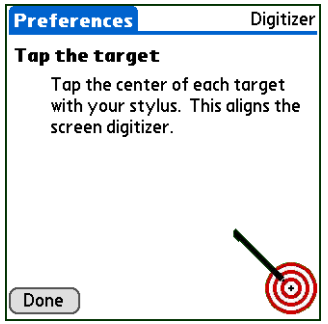
1

Open Digitizer Preferences:

a. Go to the Home screen.

b. Select Prefs .

c. Select Digitizer.



2

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

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

Done

Selecting sound settings

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

Tip

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

Did You Know?

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

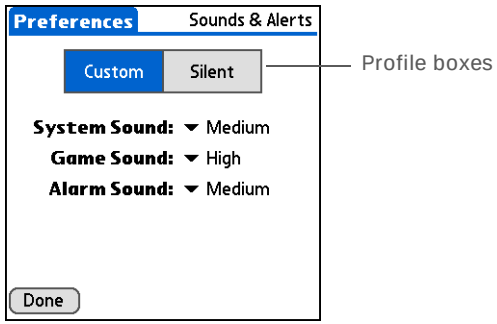
1

Open Sounds & Alerts Preferences:

a. Go to the Home screen.

b. Select Prefs.

c. Select Sounds & Alerts.



2

Select Custom or Silent.

3

If you selected Silent in step 2, select Done.

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

Done

Changing screen colors

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

1

Open Color Theme Preferences:

a. Go to the Home screen.

b. Select Prefs .

c. Select Color Theme.

2

Select a theme, and then select Done.

Done

User Guide
For everything you need to know about your handheld—all that's in this guide, and much more—go to **www.palmOne.com/zire31-userguide**.

My Handheld
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit **www.palmOne.com/myzire31**.

Support
If you're having problems with customization or with anything else on your handheld, go to **www.palmOne.com/support/zire31**.

Beyond the basics

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

Customizing

- Setting power-saving features such as the auto-off interval
- Choosing formats for times, dates, calendar, and numbers based on a geographical region
- Selecting options for entering text, such as choosing how to enter certain Graffiti® 2 characters, using the full screen as the writing area, and creating shortcuts for entering text
- Reassigning the application buttons on the front of your handheld so that they open the applications you choose
- Protecting your information by turning on security options and entering information that identifies you as the owner of your handheld

Common Questions

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

How do I upgrade from another Palm OS® handheld?

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

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

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

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

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

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

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

Why can't I find an icon on the Home screen?

- Tap the pick list in the upper-right corner of the Home screen and select All. You may need to scroll down a bit, but you should now see an icon for each of the applications on your handheld.
- Some of the applications that come with your handheld are not preinstalled. You need to **install these extra applications from the CD**.

How do I save my info?

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

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

A battery gauge appears at the top of the Home screen. Check the gauge periodically to see if your handheld needs to be recharged. If the battery becomes low, a message appears on the screen prompting you to recharge the battery.

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

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

How often should I recharge my handheld?

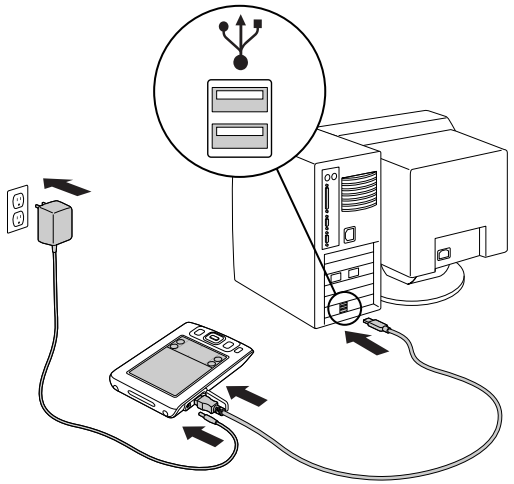
We recommend that you recharge your handheld for at least half an hour every day. Ideally, connect your handheld to a power source every night and recharge it while you sleep. Also, you can conserve battery life by doing any of the following:

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

- Reduce the **brightness** of the display.
- Reduce the **Auto-off after** setting.
- Use Keylock Preferences to **prevent your handheld from being turned on accidentally**.
- Minimize use of the expansion card slot.

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

Make sure the HotSync® cable is connected securely.



WINDOWS ONLY

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

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

MAC ONLY

- Make sure HotSync Manager is enabled: Open the palmOne folder and double-click the HotSync Manager icon. On the HotSync Controls tab, be sure Enabled is selected. If it is not, click it.
- Disconnect the HotSync cable from your computer, and then reconnect the cable and restart your computer.

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

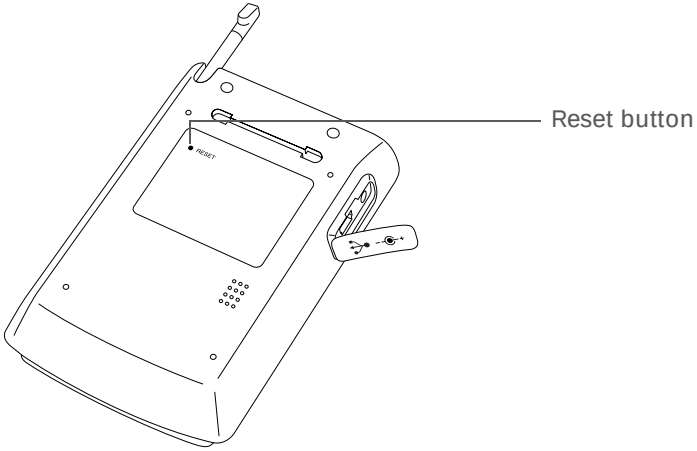
What do I do if my handheld doesn't respond to taps correctly?

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

What do I do if my handheld freezes?

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

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



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

Can I open my handheld?

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

User Guide
For everything you need to know about your handheld—all that's in this guide, and much more—go to **www.palmOne.com/zire31-userguide**.

My Handheld
Make your handheld uniquely yours. For great tips, software, accessories, and more, visit **www.palmOne.com/myzire31**.

Support
If you're having problems with your handheld, go to **www.palmOne.com/support/zire31**.

Beyond the basics

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

Common Questions	• Troubleshooting software installation problems • Solving problems with specific applications • Troubleshooting synchronization problems • Solving problems with beaming
Maintaining	Performing a hard reset if a soft reset does not unfreeze your handheld

Product Regulatory Information

FCC Statement

This device complies with part 15 of the FCC rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

The use of shielded I/O cables is required when connecting this equipment to any and all optional peripheral or host devices. Failure to do so may violate FCC rules.

[!] **IMPORTANT** Changes or modifications not covered in this manual must be approved in writing by the manufacturer's Regulatory Engineering Department. Changes or modifications made without written approval may void the user's authority to operate this equipment.

Responsible Party:

palmOne, Inc.
400 N. McCarthy Blvd.
Milpitas, California 95035
United States of America
(408) 503-7500

Zire™ Product Family

Tested to Comply
With FCC Standards

FOR HOME OR OFFICE USE

Canadian ICES-003 Statement

This Class B digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Cet appareil numérique de la classe B respecte toutes les exigences du Réglement sur le matériel brouilleur du Canada.

CE

CE Compliance Statement

This product was tested by palmOne, Inc. and found to comply with all the requirements of the EMC Directive 89/336/EEC as amended.

Declaration of Conformity

palmOne, Inc., Declares the Product: Handheld PDA & HotSync® cable

Model Name/Number: Zire 31

Manufacturer's Name: palmOne

Manufacturer's Address: 400 N. McCarthy Blvd.
Milpitas, 95035-5112

Conforms with the following specifications:

- EN 55024: 1998 (Emissions & Immunity)
- EN55022:1998, CISPR 22 1997, Class B Radiated and Conducted Emissions
- IEC 61000-4-2, A1 1998-01, ESD Immunity, 4kV Contact, and 8kV Air Discharge
- IEC 61000-4-3: 1995 RF Immunity, 80-1000MHz, 3V/M, 1kHz, 80% A.M.
- ENV 50204:1996, RF Immunity, 895-905MHz, 3V/m, 200Hz, 50% AM
- IEC 61000-4-4: 1995 EFT Immunity, 1kV on AC port, 5/50nSec, 5kHs Rep. Freq.
- IEC 61000-4-5: 1995 Surge Immunity, 1.2/50uSec, 2kV(peak), Common Mode, 1kV(peak) Differential Mode

- EN61000-4-6:1996, Conducted Immunity, 150kHz-80MHz, 3V RMS, 1kHz, 80% AM
- IEC 61000-4-11: 1994, 100% Voltage Dip 0.5 period, 30% Dip 25 periods and >100% Dip 250 periods

Authorized palmOne Representative: David Woo
Manager, palmOne, Inc., World Wide Compliance

Date: November 4, 2003

Battery Warning

Do not mutilate, puncture, or dispose of batteries in fire. The batteries can burst or explode, releasing hazardous chemicals. Discard used batteries according to the manufacturer's instructions and in accordance with your local regulations.

Warning – Explosion Hazard

- Substitution of components may impair suitability for Class I, Division 2;
- When in hazardous location, turn off power before replacing or wiring modules, and,
- Do not disconnect equipment unless power has been switched off or the area is known to be non-hazardous.

Varning

Eksplosionsfara vid felaktigt batteribyte. Använd samma batterityp eller en ekvivalent typ som rekommenderas av apparattillverkaren. Kassera använt batteri enligt fabrikantens instruktion.

Advarsel!

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

Varoitus

Paristo voi räjähtää, jos se on virheellisesti asennettu. Vaihda paristo ainoastaan valmistajan suosittelemaan tyyppiin. Hävitä käytetty paristo valmistajan ohjeiden mukaisesti.

Advarsel

Eksplosjonsfare ved feilaktig skifte av batteri. Benytt samme batteritype eller en tilsvarende type anbefait av apparatfabrikanten. Brukte batterier kasseres i henhold til fabrikantens instruksjoner.

Waarschuwing!

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

Uwaga

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

אזהרה
יש סכנת התפוצצות אם מחליפים את הסוללה בצורה לא נכונה.
יש להחליף את הסוללה בסוללה זהה או דומה, בהתאם להמלצת היצרן.
יש להשליך סוללות משומשות בהתאם להוראות היצרן

Static Electricity, ESD, and Your palmOne™ Handheld

Electrostatic discharge (ESD) can cause damage to electronic devices if discharged into the device, so you should take steps to avoid such an occurrence.

Description of ESD

Static electricity is an electrical charge caused by the buildup of excess electrons on the surface of a material. To most people, static electricity and ESD are nothing more than annoyances. For example, after walking over a carpet while scuffing your feet, building up electrons on your body, you may get a shock -- the discharge event -- when you touch a metal doorknob. This little shock discharges the built-up static electricity.

ESD-susceptible equipment

Even a small amount of ESD can harm circuitry, so when working with electronic devices, take measures to help protect your electronic devices, including your palmOne™ handheld, from ESD harm. While palmOne has built protections against ESD into its products, ESD unfortunately exists and, unless neutralized, could build up to levels that could harm your equipment. Any electronic device that contains an external entry point for plugging in anything from cables to docking stations is susceptible to entry of ESD. Devices that you carry with you, such as your handheld, build up ESD in a unique way because the static electricity that may have built up on your body is automatically passed to the device. Then, when the device is connected to another device such as a docking station, a discharge event can occur.

Precautions against ESD

Make sure to discharge any built-up static electricity from yourself and your electronic devices *before* touching an electronic device or connecting one device to another. The recommendation from palmOne is that you take this precaution before connecting your handheld to your computer, placing the handheld in a cradle, or connecting it to any other device. You can do this in many ways, including the following:

- Ground yourself when you're holding your mobile device by simultaneously touching a metal surface that is at earth ground.

- For example, if your computer has a metal case and is plugged into a standard three-prong grounded outlet, touching the case should discharge the ESD on your body.
- Increase the relative humidity of your environment.
- Install ESD-specific prevention items, such as grounding mats.

Conditions that enhance ESD occurrences

Conditions that can contribute to the buildup of static electricity in the environment include the following:

- Low relative humidity.
- Material type (The type of material gathering the charge. For example, synthetics are more prone to static buildup than natural fibers like cotton.)
- The rapidity with which you touch, connect or disconnect electronic devices.

While you should always take appropriate precautions to discharge static electricity, if you are in an environment where you notice ESD events you may want to take extra precautions to protect your electronic equipment against ESD.

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