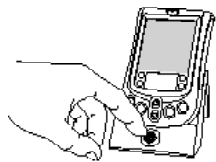




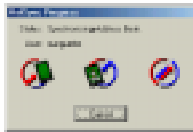
# Palm Pilot Basics

## Synchronizing Your Palm

1. Begin by placing the Palm in the cradle. Be sure that the cradle has been connected to the computer and a power source.
2. Press the HotSync button that is located at the bottom of the cradle.



3. As the sync process progresses, the following message will appear on the Palm Pilot screen.



When the sync process is complete the following screen will appear on the Palm Pilot.



## Typing vs. Graffiti

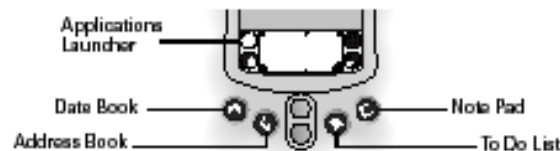
Text can be entered on the Palm Pilot in two different ways. To write directly in the text box located in the bottom portion of the Palm screen you must use Graffiti - a way of creating letters and characters that the Palm is able to recognize. Consult your manual for a chart of Graffiti characters.

A keyboard is also available for text entry. Tap once on the *ABC* button located in the lower left corner of the text box at the bottom of the Palm screen. Four lines and a standard keyboard will appear. Use the stylus to tap the desired letters on the keyboard. The shift button must be tapped once to create an uppercase letter. The Return and Back Space buttons function in the same way as a standard keyboard.

To access the number pad, tap once on the *123* button in the lower right corner of the text box at the bottom of the Palm screen.

## Applications

Several applications are pre-loaded on the Palm Pilot. Eight main features can be accessed by using the buttons and launcher located on the lower portion of the Palm.



## Calendar

1. Press the *Date Book* button on the lower left side of the Palm.
2. One of four calendar views will appear. These include *Day*, *Week*, *Month*, or *Agenda*. To change the calendar view, continue to press the *Date Book* button until the desired view is displayed.

## Entering Appointments

1. If you are looking at the *Week* or *Month* view, tap on the appropriate date. The view will automatically change to *Day*. If you are already in the *Day* view move on to the next step.
2. Tap on the line beside the desired appointment time. Begin typing the appointment information using the keyboard or Graffiti.
3. To modify the appointment time, tap on the *Details* button at the bottom of the screen. Tap on *Time*. A new screen will appear displaying *Start* and *End* time. Tap on the desired button and use the columns on the right to set the appropriate times.



# Palm Pilot Basics

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## Repeating Appointments

1. To repeat an appointment, begin by tapping on the appointment time.
2. Tap on the *Detail* box at the bottom of the Day view.
3. Tap on the *Repeat* box. Tap *Day*, *Week*, *Month* or *Year* to set the repeat interval.
4. Tap on *End On* to end the repeat interval.

## Setting the Alarm

1. To set an alarm for an appointment, begin by tapping on the appointment time.
2. Tap on the *Detail* box at the bottom of the Day view.
3. Tap on the *Alarm* box. The alarm time can be changed to minutes, hours or days. The alarm is set to ring 5 minutes before the appointment. To change the time, tap on the number and type in the desired time.
4. When the alarm rings a tone will be heard and a message will be displayed on the screen. Tap on *OK*, *Snooze* or *Go To* to turn the alarm off.

**NOTE:** The Alarm Sound must be turned on in the *General Preferences* for alarms to be heard.

## Activating Screen Backlight

In dim lighting, the Palm screen can be brightened by pressing and holding the power button.

## Entering & Viewing Contact Info

The Palm Pilot includes a comprehensive Address Book feature.

1. Tap the *Telephone* button located at the bottom of the Palm.
2. An alphabetical list of contacts will appear. To view the info, tap on the contact name.
3. Tap on the *New* button in the right corner of the screen.
4. Enter the appropriate information and tap *Done*.

## Setting a Password

1. Tap the *Home* icon located in the lower portion of the Palm screen.
2. Tap on *Security*.
3. Tap on *Password* and enter a password and hint.
4. Tap on *AutoLock* and select *On Power Off*. After the power button is pressed, you will have to enter the password.

## Troubleshooting

- **I can't complete a HotSync operation...**  
Verify that the Palm has been placed in the cradle correctly. Give the computer a moment to recognize that the Palm is connected and press the *Sync* button again. Contact the DoTS Hotline at 303.764.3888 for further assistance.
- **I can't sync my Outlook calendar on my Mac with the calendar on my Palm Pilot?**  
At this time, it is not possible to sync the Outlook calendar with the Palm calendar if you are using an Apple computer. When you accept an appointment in Outlook, you will have to enter it directly into the Palm calendar. This can be done on the Palm itself or by using the Palm Desktop application on the computer.
- **When I sync everything disappears...**  
Contact the DoTS Hotline at 303.764.3888 for further assistance.