




Your Treo 680 is compatible with select TTY devices. You can connect a TTY/TDD machine to your Treo 680 through the headset jack, but you cannot use your headset jack with a headset while this mode is enabled. Please check with the manufacturer of your TTY device for connectivity information and to ensure that the TTY device supports digital wireless transmission.

To use TTY, you may need to make additional arrangements with Cingular Wireless. Please contact Cingular Wireless's customer service department for more information.

- 1 Press **Phone** .
- 2 Select the **Dial Pad**  tab.
- 3 Enter **#\*TTY**.
- 4 Press **Send** .
- 5 When a message appears indicating that TTY is enabled, select **OK**. To disable TTY, repeat these steps.

**TIP** A red **T** appears at the top of the Phone screen to indicate that TTY is enabled.

## What are all those icons?

You can monitor the status of several items using icons in the title bar in the Phone application:



**Cingular** Your phone is on and you are in a Cingular Wireless coverage area. If you are outside a coverage area, No Service or No Service—SOS Only appears instead. No Service means that there is no coverage at all and No Service—SOS Only means that you can call only emergency numbers, such as 911. When you turn off your phone, Phone Off appears.



Call forwarding is active.



Your phone is on. The bars display the signal strength. The stronger the signal, the more bars that appear. If you are outside a coverage area, no bars appear.



Your phone is on and a GPRS or EDGE network is within range, but you are not actively transmitting data. You can still make and receive calls.




Your phone is on and a GPRS or EDGE data connection is active. You may not be able to receive calls when you are actively transmitting data. If you make a call, the data transmission is automatically interrupted, and you must manually resume the data connection when you end the call.



You have new voicemail messages. You can select this icon to retrieve your messages.



You have a new alert, such as a Calendar alarm or a new text message. To view the alert, press and hold **Center**  or select the icon. See [Viewing and using the alerts](#).



The Bluetooth wireless technology icon appears in gray when this feature is off, in blue when this feature is on, and in reverse blue when your Treo 680 is communicating with another Bluetooth device.



This icon replaces the Bluetooth icon when your Treo 680 is connected to a Bluetooth hands-free device. This icon appears in dark blue when a call is in progress and in light blue when a call is *not* in progress.



This icon replaces the Bluetooth icon when your Treo 680 is connected to your computer using a dial-up networking (DUN) connection.



Your battery is partially drained. When the battery drains to 20% of its capacity, the icon changes from blue to red. At 10% of its capacity, you begin to receive warning messages, and at 5% of its capacity, the Treo 680 beeps (if the Ringer switch is in the Sound On position) and the icon changes from red to clear.



Your battery is being charged. The lightning bolt turns from red to green when the battery is fully charged and your Treo 680 remains connected to the charger.



Your battery is fully charged and your Treo 680 is not connected to the charger.



You have new text or multimedia messages. The number next to the icon indicates the number of unread messages in your Inbox. You can select this icon to retrieve your messages.



You have new email messages. The number next to the icon indicates the number of unread messages in your Inbox. If you set up multiple email accounts on your Treo 680, this number reflects only the account that you most recently accessed. You can select this icon to retrieve your messages.

**KEY TERM GPRS** (General Packet Radio Service) A mobile connectivity technology that provides persistent data connections. (Additional charges may apply.)

**KEY TERM EDGE** (Enhanced Data rate for GSM Evolution) An enhanced version of GPRS that delivers data speeds that are up to three times faster than standard GPRS connections. (Additional charges may apply.)

**DID YOU KNOW?** You can tap the **Bluetooth** icon to quickly turn Bluetooth wireless features on and off.

**TIP** To display the remaining battery power, tap the **battery** icon at the top of the screen.



# Your email and other messages

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You already know how efficient email and messaging are for staying in touch. Now your Palm® Treo™ 680 smart device brings you a new level of convenience: email on the go. Enjoy the ease and speed of communicating with friends, family, and colleagues anywhere you can access the Cingular Wireless data network.

You can send photos to your friends and family, or create Microsoft Word or Excel files and send them to your colleagues. You can also receive attachments to view and edit at your convenience.

## **Benefits**

- Access email on the go
- Send and receive photos, sound files, Word and Excel files, and more
- Save messages from your computer to view at a convenient time

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## Which email application should I use?

Your Treo 680 includes three email applications: the VersaMail® application (called Email in Applications View), the Xpress Mail application, and the GoodLink™ application (GetGood). You can also access web-based email, like Yahoo! Mail or Hotmail, from the web browser on your Treo.




**TIP** An email application is not an email provider. An email application just transfers messages from an account that you have already set up with a provider.

**KEY TERM Email provider** The service you use to send and receive email. Your email provider's name appears between the @ symbol and the dot in your email address.




**NOTE** You must activate data services on your Cingular Wireless account before you can use email on your Treo 680.

I want to...	Then choose this app...		
	 Email	 XpressMail	 GetGood
Access an email account that's set up on my Mac computer	✓		
Check fee-based Internet mail, such as Yahoo! Mail Plus	✓	✓*	
Access email from an existing account without extra software or account sign-up	✓		

\* You must set up a corporate Xpress Mail account before you enter settings for an Internet mail account.

I want to...	Then choose this app...		
	 Email	 XpressMail	 GetGood
Access Contacts on my device to address email messages	✓	✓	
Use the Cingular Xpress Mail website to check email from multiple email addresses, from any computer connected to the Internet		✓	
Access email from up to three email accounts	✓	✓	
Access email from up to eight email accounts	✓		
Work with email messages when I'm not connected to the Internet (for example, when I'm on a plane)	✓	✓	✓
Access my corporate directory to address email messages		✓	✓
Access my corporate email on my desktop computer instead on the server (requires desktop software installation and maintaining an always-on connection between your computer and the Internet)		✓	
Access my corporate email using my IT department's GoodLink server software			✓
Sync my email and organizer info with my company's Exchange Server (using Microsoft Exchange ActiveSync®)	✓	✓	✓
Sync my email with my company's Domino server	✓	✓	



I want to...	Then choose this app...		
	 Email	 XpressMail	 GetGood
Use the Advanced Encryption Standard (AES) while sending and receiving email		✓	✓
Use Secure Sockets Layer (SSL) while sending and receiving messages	✓	✓	✓

**NOTE** To use GoodLink, your company must have a Good server installed (sold separately).

## The VersaMail application

Before you can use VersaMail, you need to enter your email account settings. If you have multiple email accounts, you must enter settings for each email account.

After you enter your email account settings, see the *User Guide for the VersaMail Application* on your computer for info on sending and receiving messages and customizing your VersaMail settings.

**Windows:** Start>Programs>Palm

**Mac:** Insert the Palm Installation CD and click the link to the *User Guide for the VersaMail Application* in the

**Documentation** folder.

### How do I get started?

- 1 If either of the following is true, read the *User Guide for the VersaMail Application* on your computer:
  - You used the VersaMail application on your previous Palm OS® device, and you want to transfer those settings to your Treo 680.
  - You plan to use VersaMail to access an email account on a Microsoft Exchange ActiveSync server, a Lotus

Notes server, or a Microsoft MAPI server.



- 2** If your email provider is listed in the following table, then skip to [Setting up VersaMail to work with common providers](#).


- Adelphia
- EarthLink
- Airmail.net
- Gmail
- AOL
- Hughes Direcway
- Apple.Mac
- Juno
- AT&T (mMode & Worldnet)
- Mail.com
- Mediacom
- Bell South
- NetZero
- Cablevision
- Qwest (select areas)
- Charter
- RCN
- Comcast
- SBC (select areas)
- CompuServe
- Speakeasy
- Concentric
- USA.net
- Covad
- Verizon DSL
- Cox (East,Central, & West)
- Yahoo!

- 3** If your email provider's name is not listed, then you need to obtain the following info from your system administrator or ISP, and then skip to [Setting up VersaMail to work with other providers](#):

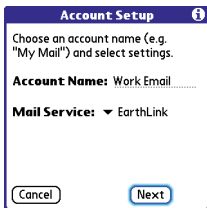
- Mail protocol: POP or IMAP
- Incoming and outgoing mail server names, such as mail.myisp.com
- Incoming and outgoing mail server port numbers, such as 110 (incoming POP), 143 (incoming IMAP), or 25 (outgoing POP or IMAP)
- (If necessary) Security settings: APOP, ESMTP, SSL

### Setting up VersaMail to work with common providers

- 1** Press **Applications**  and select **Email**  to open the VersaMail application.

**NOTE** If you do not see the **Email**  icon, then you need to install VersaMail from the Palm Installation CD. See [Installing bonus software from the CD](#) for additional info.

- 2 If prompted to select an initial setup option, select **Continue**.
- 3 Make up a name that describes this account and enter it in the **Account Name** field. For example, Work Email.
- 4 Select the **Mail Service** pick list, and then select your email provider, such as EarthLink, and then select **Next**.





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


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

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

**TIP** To enter settings for another email account, open the **Accounts** menu and select **Account Setup**.

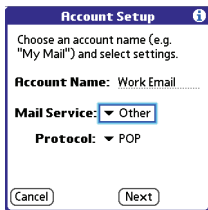
### Setting up VersaMail to work with other providers

- 1 Press **Applications**  and select **Email**  to open the VersaMail application.

**NOTE** If you do not see the **Email**  icon, then you need to install VersaMail from the Palm Installation CD. See [Installing bonus software from the CD](#) for additional info.

- 2 If prompted to select an initial setup option, then select **Continue**.
- 3 Make up a name that describes this account and enter it in the **Account Name** field. For example, Work Email.
- 4 Select the **Mail Service** pick list, and then select **Other**.

- 5 Select the **Protocol** pick list, select **POP** or **IMAP** (based on the info you got from your system administrator or ISP), and then select **Next**.



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

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

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

- 8 Enter your email address and the names of the incoming and outgoing mail servers, and then select **Next**.
- 9 If your system administrator or ISP provided port numbers or security settings, select **Advanced**, and then enter those settings.

**TIP** You can also select **Advanced** to set more options for incoming and outgoing messages.

- 10 Select **Done**.

## Creating and sending messages

- 1 From the Inbox, select **New**.
- 2 Begin entering one of the following for the addressee:
  - Email address
  - First name
  - Last name

**TIP** If you enter address info that matches one or more of your contacts, VersaMail displays the matching contacts. To accept a suggestion, select the correct contact. To send to a different address, keep entering the email address or name.

### 3 Enter the subject and message text.

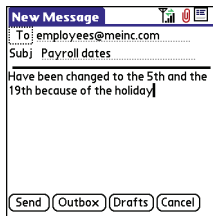
**TIP** To move between fields, press **Up** or **Down** on the 5-way.

### 4 Select one of the following:

**Send:** Connects and sends all messages immediately. If the message cannot be sent for any reason, the message is stored in your Outbox.

**Outbox:** Puts the message in the Outbox to send later.

**Drafts:** Saves the message so you can continue working on it at another time.




**DID YOU KNOW?** VersaMail makes up to five attempts to send a message; if it is still not successful, an alert message appears and you must try to manually send the message again.

### Adding attachments to your messages

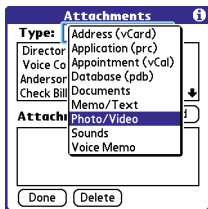
You can attach several types of files to your email messages.

**TIP** To remove an attachment, select the file in the **Attachments** box, and then select **Delete**.

### Attaching photos and videos

- 1 Create the message to which you want to attach the photo or video.
- 2 On the New Message screen, select the **red paper clip**  icon in the upper-right corner.


- From the **Type** pick list, select **Photo/Video**.



- On the Select Media screen, select the **Album** pick list to go to the album containing the photo or video you want, and then check the box to the left of the photo or video.
- Select **Done**.

**TIP** To attach more than one file to a message, repeat steps 3 and 4.

### Attaching ringtones


- Create the message to which you want to attach the ringtone.
- On the New Message screen, select the **red paper clip**  icon in the upper-right corner.

- From the **Type** pick list, select **Sounds**.


**TIP** Ringtones that are copy-protected appear in the Sounds application with a lock icon. You can use these ringtones on your phone, but you cannot send them as attachments.

- Select the ringtone you want, and then select **Insert**.
- Select **Done**.

### Attaching Word, Excel, PowerPoint, and PDF files

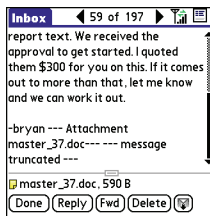
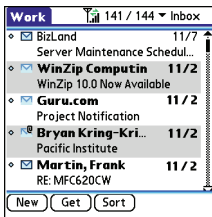
- Create the message to which you want to attach the file.
- On the New Message screen, select the **red paper clip**  icon in the upper-right corner.
- From the **Type** pick list, select **Documents**.
- Select the file you want on the Documents screen.
- Select **Done**.


## Attaching other types of files

- 1 Create the message to which you want to attach the item.
- 2 On the New Message screen, select the **red paper clip**  icon in the upper-right corner.
- 3 From the **Type** pick list, select the type of file to attach—for example, **Address**, **Appointment**, or **Memo/Text**.
- 4 Select the item you want from the list in the **Type** box.
- 5 Select **Done**.

## Receiving and viewing messages

- 1 From any mailbox, select **Get** or **Get & Send**.
- 2 From the Inbox, select the message you want to view.



- 3 If a large incoming message is truncated, select **More** .

**TIP** When viewing a message, tap the **scroll arrows** at the top of the screen to view the previous or next message.

- 4 Select **Done**.

## Replying to or forwarding messages

When you respond to messages, you can select whether to include the original text (see [Customizing your email settings](#)).

**DO YOU KNOW?** The VersaMail application sends all messages as plain text only, with all HTML tags stripped, even if you are forwarding or replying to a message that was originally received as HTML.


- 1 From the Inbox or another folder, open the message you want to respond to.
- 2 In Message View, select **Reply**. Select whether to reply to just the sender or to reply to both the sender and all addressees on the message.
- 3 Enter your reply.
- 4 Select **Send**.

**TIP** You can also tap the folder icon to the left of the attachment name to open a menu of tasks you can do with the attachment, including View, Install, or Unzip, depending on the attachment file type; Save to card to save the attachment to an expansion card; or select **Viewer** to select the application you want to use to view the attachment.

### Viewing attachments

There are a number of attachment types you can open with the built-in software on your Treo 680 (for example, Microsoft Word, Excel, PowerPoint, and PDF files; ringtones; and photos).

- 1 From any folder, open the message with the attachment you want to view.  
Messages with downloaded

attachments appear with a **paper clip**  icon to the left of the message icon.


**TIP** If an attachment is not downloaded because it is larger than your maximum message size, the paper clip icon does not appear, and the attachment does not display at the bottom of the message screen. Select **More** to download and display any attachments.

- 2 Tap the attachment name at the bottom of the message screen to view it in the default viewer on your Treo 680.

**TIP** You can also tap the folder icon to the left of the attachment name to open a menu of tasks you can do with the attachment, including View, Install, or Unzip, depending on the attachment file type; Save to card to save the attachment to an expansion card; or select **Viewer** to select the application you want to use to view the attachment.





- 3 When you finish with the attachment, select **Done** to return to the Attachments dialog box.



**NOTE** If there is no Done button, press **Applications**  and select **Email** to return to the account's Inbox.

### Managing your messages

The status icons that appear near the messages in your Inbox indicate the following:


-  The message is unread when the subject appears in bold.
-  The message includes an attachment.
-  The message includes a meeting invitation.
-  This message has high priority.

You can rearrange the message list to make it easier to find and view messages.

- In the Inbox, select **Sort**, and then select one of the following: **Sort by Date**, **Sort by Name**, **Sort by Subject**.
- To quickly switch between folders in list view, select the **folder** pick list at the top of the screen and select the desired folder.

### Deleting selected messages from the Inbox


When you delete a message from the Inbox, it moves to the Trash folder.

- 1 Select the bullet next to the icon of each message that you want to delete. To select adjacent messages, drag the stylus so it touches the bullet to the left of each message. Lift the stylus and drag again to select more adjacent messages.
- 2 Press **Menu** .
- 3 Select **Delete** on the **Message** menu.
- 4 If a confirmation dialog box appears, select **OK** to confirm deletion.

**TIP** To delete a single message, select the **envelope** icon next to the message, and then select **Delete** from the list.

### Deleting messages by date

You can quickly delete a group of messages by selecting a range of dates.


- 1 Press **Menu** .
- 2 Select **Delete Old** on the **Message** menu.

- 3 Select the folder and a date range for the messages you want to delete.
- 4 Select **OK**.
- 5 If a confirmation dialog box appears, select **OK** to confirm deletion.

**TIP** To empty (or purge) the Trash folder, open the **Message** menu and select **Empty Trash**.

### Switching accounts

If you create more than one email account in VersaMail, you need to switch from account to account to get, send, and otherwise manage the messages in each account.

- 1 Press **Menu** .
- 2 Select **Accounts**, and then select an account.

**DID YOU KNOW?** If you assigned VersaMail to a quick button, you can press that button repeatedly to switch between your different email accounts.

### Customizing your email settings

You can customize the VersaMail settings for each individual email account on your

Treo. The preferences you set apply only to the email account you are currently viewing. If you have multiple accounts, configure each account separately.

You can set up a schedule to automatically retrieve email messages; set preferences for how and when messages are retrieved; add a signature to an outgoing message; and more. For complete information on all of the email settings you can customize, see the *User Guide for the VersaMail Application* on your computer.


**Windows:** Start>Programs>Palm

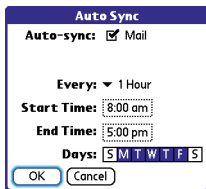
**Mac:** Insert the Palm Installation CD and click the link to the *User Guide for the VersaMail Application* in the **Documentation** folder.

### Scheduling Auto Sync

You can set up VersaMail to automatically download new email messages to your Treo 680 with the Auto Sync feature.

**TIP** You need to set up a separate Auto Sync schedule for each email account. This feature may not work with email accounts that require VPN connection.

- 1 Press **Menu** .
- 2 Select **Options**, and then select **Preferences**.
- 3 Select **Auto Sync**.



- 4 Check the **Auto-sync** box.
- 5 Select the **Every** pick list and select the time interval, from **5 minutes** to **12 hours**.

**NOTE** If you set a more frequent interval, you may need to recharge your Treo battery more often.


- 6 Select the **Start Time** and **End Time** boxes, and then select the hour, the minute, and AM or PM to enter the time for the first and last Auto Sync to take place. Select **OK**.

- 7 Select the days you want the schedule to be active. You can choose any number of days, but you can set up only one schedule for each email account.
- 8 Select **OK**, and then select **Get Mail**.

**TIP** After you set up a scheduled Auto Sync and select Get Mail, from then on, only new messages are retrieved during Auto Sync.

### Selecting alert tones


When you schedule Auto Sync for a given account, you can choose a sound—such as a bird, a phone, or an alarm—to let you know when new email arrives.

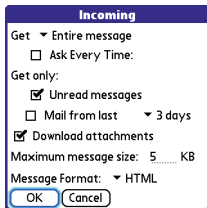
- 1 From any mailbox screen, press **Menu** .
- 2 Select **Options**, and then select **Preferences**.
- 3 Select **Alerts**.
- 4 Check the **Alert me of new mail** box.

**TIP** To receive notifications of successful Auto Sync retrievals only, uncheck the **Alert me of auto sync failures** box. Leave the box checked if you want to receive notifications of both successful and failed Auto Sync retrievals.

- 5 Select the **Alert Sound** pick list, and then select a sound. Your Treo plays a brief demo of the sound.
- 6 Select **OK**.

### Setting preferences for getting messages

- 1 From any mailbox screen, press **Menu** .
- 2 Select **Options**, and then select **Preferences**.
- 3 Select **Incoming**.



- 4 Set any of the following preferences, and then select **OK**.  
**Get:** Indicates whether to get message subjects only or entire messages.

**Ask Every Time:** Indicates if you want to see a dialog box for selecting subjects only or entire messages each time you retrieve email. If the box is unchecked, messages are retrieved according to the option you select in the Get pick list.

**Unread messages (IMAP accounts only):** Downloads only unread mail to your Treo 680. If you don't check this box and you select Get & Send, all the messages on your mail server are downloaded to your Inbox, including messages you've read.

**TIP** The POP protocol does not support retrieval of unread mail only from the server. If you have a POP email account, VersaMail downloads all messages regardless of whether you have read them, and regardless of whether the Unread messages box is checked.

**Mail from last:** Gets messages sent within the number of days you specify.

**Download attachments:** Automatically downloads files attached to email, except for attachments that exceed the maximum message size.


**Maximum message size:** Sets the maximum size of an incoming email message. Enter the size in kilobytes (KB). The default is 5KB, but you can enter any size up to 2048KB [approximately 2 megabytes (MB)], including attachments. The maximum message size that you can retrieve is 60KB for the body text and approximately 5MB of total data for any attachments.

**Message Format:** Sets the format for messages you retrieve.

- **HTML:** Displays messages sent in HTML format with basic formatting intact and displays other messages as plain text.
- **Text:** Displays all messages as plain text, regardless of the format in which they were sent.

## Attaching a signature to a message

You can attach a personal signature, with info like your company's address and phone numbers, to the bottom of all messages you send.

- 1 From any mailbox screen, press **Menu** .
- 2 Select **Options**, and then select **Preferences**.
- 3 Select **Signature**.
- 4 Check the **Attach Signature** box.
- 5 Enter your signature information, and then select **OK**.

## Working with Microsoft Exchange ActiveSync

Microsoft Exchange ActiveSync works with the VersaMail, Calendar, and Contacts apps on your Treo 680 to directly access corporate groupware information on a Microsoft Exchange 2003 server. You can synchronize business email, calendar, and contact info with the Exchange 2003 server from your Treo 680 without using a desktop computer.

When you create a Microsoft Exchange ActiveSync account in the VersaMail application, your email, calendar, and contact info sync directly with the Exchange Server; information does not sync with the desktop software application on your computer, such as Microsoft Outlook or Palm Desktop software. Other information that is stored on your computer, such as tasks and memos, continues to synchronize with your desktop software.

For complete info on using a Microsoft Exchange ActiveSync account, see the *User Guide for the VersaMail Application* on your computer.

**Windows:** Start > Programs > Palm

**Mac:** Insert the Palm Installation CD and click the link to the *User Guide for the VersaMail Application* in the **Documentation** folder.

## Xpress Mail

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Xpress Mail works with your existing corporate and personal email accounts to transfer messages to your Treo 680. To access your corporate email, the Xpress Mail desktop must be running and your computer must be connected to your mail server.

To use Xpress Mail to access email on your Treo 680, you must first do the following:

- Enter your email account info on the Cingular Xpress Mail website from your computer.
- Download and install the Xpress Mail desktop software on the computer where you access your email.
- Set up the Xpress Mail desktop software.
- Install the Xpress Mail software on your Treo.
- Set up Xpress Mail on your Treo to work with your email account.



For detailed instructions on setting up and using Xpress Mail, visit: [www.palm.com/mytreo680cingular](http://www.palm.com/mytreo680cingular)

## GoodLink

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You can install the optional GoodLink application for secure, real-time access to your Microsoft Outlook email, calendar, contacts, tasks, and notes. GoodLink offers real-time push synchronization of email and personal info; as messages are received on the server, they are automatically downloaded to your Treo 680. GoodLink also offers attachment viewing through the Documents application on your Treo 680 and integration with your corporate Global Address List (GAL).

Your corporate email system must use GoodLink with your Microsoft Exchange Server in order for you to use GoodLink on your Treo. Contact your system administrator for information about setting up GoodLink and using it. For more information, visit [www.good.com](http://www.good.com).

- 1 Press **Applications**  and select **Get Good** .
- 2 Follow the onscreen instructions to download and install the software.

## Messaging

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You can use the Messaging application to exchange brief text messages (SMS) and multimedia messages (MMS) with other devices and email addresses that support these forms of messaging. Before you use your Treo to send or receive messages, refer to your service plan for pricing and availability of messaging services.

**DID YOU KNOW?** You can address messages to multiple recipients by separating the addresses with a comma. If you address a single message to three people, you will be billed for three messages.

### Creating and sending a text message



Each text message can have up to 160 characters. Messages with more than 160 characters are automatically split into several messages. (If you send a text message to an email address, the email address is deducted from the 160-character count.)

**DID YOU KNOW?** You can page someone to call you by sending them a blank text message.

- 1 Press **Applications**  and select **Messaging** .
- 2 Select **New**.
- 3 Select the **To** field to address the message:
  - Press **Center** . If the recipient's name appears in the list of recent addresses, select it from the list.
  - If the recipient is in your Contacts list, enter the first initial and last name (no spaces), and then select the recipient's phone number or email address, depending on where you want to send the message.
  - If the recipient's name isn't in the list of recent addresses or your Contacts list, enter the phone number or email address.

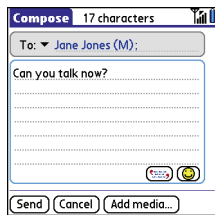
**TIP** If you see numbers when you expect to see letters (or the other way around), you need to turn Option Lock on by pressing **Option** twice or turn it off by pressing **Option** once.

**NOTE** Sending text messages to land line phones may not be supported.

- 4 Enter your message or select **QuickText**  to insert predefined phrases. To insert emoticons, select .

**TIP** To add a new QuickText phrase, select **Edit QuickText** from the list.

**NOTE** Some symbols can't be used in text messages. The Messaging application automatically replaces invalid characters.



- 5 Select **Send**.

**TIP** Select **Save as Draft** to save a draft of the message without sending it. To access the draft, select the **category** pick list at the top of the screen and select **Drafts**.




## Creating and sending a multimedia message

**KEY TERM Slide** A collection of text, pictures, videos, and sounds that are grouped together within a multimedia message. During playback, all the items within a particular slide appear on the same screen. If a multimedia message contains multiple slides, each slide can be viewed separately during playback.

Multimedia messages consist of text, photos, videos, and sounds presented as one or more slides. Even if your Treo 680 does not include a camera, you can still send, receive, and view photos and videos. You can include any of the following items:

Item	Supported File Types
Pictures	JPEG, GIF, WBMP
Videos	MPEG4, 3GGP, 3GPP2
Ringtones	MIDI
Sound clips	AMR, QCELP

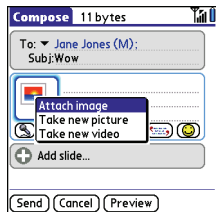
- 1 Press **Applications**  and select **Messaging** .

- 2 Select **New**.
- 3 Select **Add Media**.
- 4 Select the **To** field to address the message with up to 25 addresses:
  - Press **Center** . If the recipient's name appears in the list of recent addresses, select it from the list.
  - If the recipient is in your Contacts list, enter the first initial and last name (no spaces), and then select the recipient's phone number or email address.
  - If the recipient's name is not in the list of recent addresses or your Contacts list, enter the phone number or email address.
- 5 Enter a subject.
- 6 Select the image placeholder, and then select one of the following:
 

**Attach image:** Insert one photo or video from your Treo 680 or an expansion card.

**Take new picture:** Take a picture with the built-in camera and add it to the message (camera model only).

**Take new video:** Capture a short video with the built-in camcorder and add it to the message (camera model only).



**TIP** When creating a message, you can preview or delete an item. Highlight the item, press **Center** on the 5-way, and then select **Remove**, **View**, or **Play**.

- 7 (Optional) Select **Sound** (🔊), and then select one of the following:
- Record new:** Record a sound clip of up to 1 minute.
  - Attach voice memo:** Select a memo you recorded in the Voice Memo application.
  - Attach ringtone:** Select a ringtone.

- 8 Enter a text message or caption.
- 9 Select **Add slide** to insert additional slides.
- 10 (Optional) Select **Preview** to view the message as the recipient will see it.
- 11 (Optional) Press **Menu** (☰), and then select **High Priority** from the **Compose** menu to mark the message as urgent.
- 12 Select **Send**.

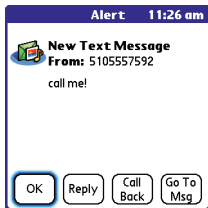
**DID YOU KNOW?** You can send a contact or calendar entry. Select the entry, open the **Record** menu, select **Send**, and then select **Messaging**.

## Receiving messages

When your phone is turned on and is in an area of wireless coverage, you automatically receive new text messages. For multimedia messages, you can set your Treo 680 to automatically download new messages or to notify you that a message is ready to be downloaded (see [Customizing your Messaging settings](#)). You can also configure how your Treo 680 notifies you when a new message arrives (see [Selecting Messaging alert tones](#)).

The new message alert may include any of the following buttons:

- **OK:** Dismisses the alert and places the message in your Inbox.
- **Reply:** Opens Chat View, where you can reply with a text message. To send an MMS reply, select **Add** from Chat View.
- **Call Back:** Dials the sender's phone number.
- **Go To Msg:** Opens the message so you can view its full contents.
- **Delete:** Moves the message from your Inbox to the Deleted folder.





**TIP** When you receive a message, you can also press **Send** to call the sender.

**TIP** If you have multiple alerts, the Alert dialog box displays all your pending alerts. Select an item's description to jump to that item, or check the box to clear that item. To view all your pending alerts from any screen on your Treo 680, press and hold **Center** on the 5-way.



### Using links in messages

When you receive a text message that contains a telephone number, email address, or URL, you can dial the number, send an email message, or go to the web page immediately.













- 1 Press **Applications**  and select **Messaging** .
- 2 Select the message that contains the link you want to use.
- 3 Select the phone number, email address, or URL (appears as underlined blue text).

Your Treo automatically launches the appropriate application from the link.

### Viewing/playing a multimedia message

- 1 Press **Applications**  and select **Messaging** .
- 2 Select the message you want to view.
- 3 If there are sounds or multiple slides, playback begins immediately.
- 4 Do any of the following:
  - Use the onscreen controls to scroll to other slides and messages.




- To save a sound, press **Menu** , and select **Save Sound** from the **Message** menu. You can access saved sounds later by pressing **Applications**  and selecting **Sounds**  or **Voice Memo** .
- 5 Select **OK**.
- To save a picture, press **Menu** , and select **Save Picture** from the **Message** menu. You can access saved pictures later by pressing **Applications**  and selecting **Pics&Videos** .
  - To copy the text, use the stylus to highlight the text, then press **Menu** , select **Edit**, and then select **Copy**.
  - To stop playback of a message, select **Play/Stop**.
  - To view message details, press **Menu**  and select **Message Details** from the **Message** menu.
  - To save a calendar or contact entry, open the message details. You can access saved entries later by pressing **Applications**  and selecting **Calendar**  or **Contacts**  (depending on the type of entry you saved).

### Arranging your messages

You can rearrange the messages in any folder by using the Sort command.

- 1 Press **Applications**  and select **Messaging** .






- 2 Select the folder list in the title bar and select the folder you want to sort.
- 3 Press **Menu** .
- 4 Select **View**, and then select **Sort by Name** or **Sort by Date**.

### Deleting messages

You can delete several messages at once from any folder by using the Purge command.

**TIP** To delete an individual message, highlight it in the message list, and then select **Delete**.

- 1 Press **Applications**  and select **Messaging** .
- 2 Select the folder list in the title bar and select the folder that contains the messages you want to delete.
- 3 Press **Menu** .
- 4 Select **Purge** from the **Message** menu.
- 5 Select the **Purge** pick list, and then select an option.
- 6 Select **OK**.


### Chatting with Messaging

**DID YOU KNOW?** You can send and receive text messages even while you are on a phone call. This is easiest when using a hands-free device or the speakerphone.

When you exchange more than one message with a single contact, the messages you exchange with that person are grouped into a chat session. When you select a chat session from your message list, the upper part of Chat View displays all messages you've exchanged with this contact, and the lower part provides an entry area.


You can carry on multiple chats at the same time and easily switch between them, using the pick list at the top of the screen.

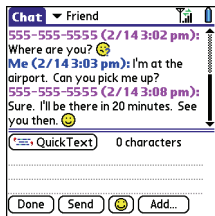
**TIP** To find a chat you had with someone, open your Messaging Inbox and select a chat session.

- 1 Press **Applications**  and select **Messaging** .

- 2 Do one of the following:

**Start a new chat:** Select a message and reply to it.

**Continue an existing chat:** Select a message that displays the **Chat**  icon.






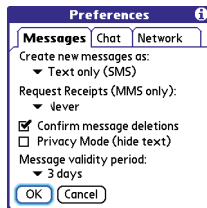
- 3 Enter your message.

**TIP** Pale gray text indicates that a message is pending or enroute.

- 4 Select **Send**.

### Customizing your Messaging settings

- 1 Press **Applications**  and select **Messaging** .
- 2 Press **Menu** .
- 3 From the **Options** menu, select **Preferences**.
- 4 On the **Messages** tab, set any of the following preferences for your individual messages:



**Create new messages as:** Indicates whether text or multimedia messaging is the default format for a new message.

### Request Receipts (MMS only):

Indicates whether you want to receive a confirmation when an outgoing MMS message is delivered.

**Confirm message deletions:** Indicates whether you want deletion confirmation prompts to appear.

**Privacy Mode (hide text):** Indicates whether you want the body text to appear in the alert when you receive a new message, or whether you want the alert to hide the text and prompt you to go to the message.

**Message validity period:** Indicates how long you want an outgoing message to be valid.

- 5 Select the **Chat** tab and set any of the following preferences for chat sessions.



**Create chats from messages:** Indicate when you want to group messages from the same person into a chat.

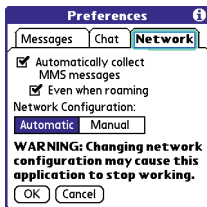
**Show timestamps in chats:** Indicate whether you want to see the local date and time the message was sent next to each message.

**Display my name in chat window as:** Enter the name you want to use as the label for your messages in Chat View.

**Label color:** Select a color to differentiate your messages from the sender's messages while in Chat View.

**Use color for:** Indicate whether you want both your name and message text in the selected label color, or only your name.

- 6 Select the **Network** tab and set any of the following preferences for network connections.



### Automatically collect MMS messages:

Indicate whether you want to download multimedia messages automatically.

**Even when roaming:** Indicate whether you want to automatically receive multimedia messages while roaming.




**Network Configuration:** Indicate if you want to use Automatic or Manual message retrieval. If you select Manual, select **Edit** and enter Cingular Wireless's settings.

**NOTE** We recommend that you do not change the Network Configuration settings.

- 7 Select **OK**.

## Selecting Messaging alert tones

**DID YOU KNOW?** Your Treo includes a silent alert that can vibrate even when the Ringer switch is set to Sound Off.

- 1 Press **Applications**  and select **Messaging** .
- 2 Press **Menu** .
- 3 Select **Options**, and then select **Alerts**.



- 4 Select the **Application** pick list and select **Messaging**.



- 5 Select the **Volume** pick list and select the volume level.
- 6 Select the **Vibrate** pick list and select when you want your Treo 680 to vibrate.
- 7 Select the **Message Tone** pick list and select a tone for incoming message alerts for a message alert.
- 8 Check the boxes if you want to see onscreen alerts when a new message arrives and when a message you sent is received.
- 9 Select **Done**.

### What are all those icons?

**TIP** By default, the Messaging app shows the Inbox folder. To view a different folder, select the folder list in the title bar and select a different folder from the list.

The message descriptions in the Inbox, Outbox, and Sent folders show the message status:

- Unread messages appear in bold.
- Read messages appear in plain text.
- Urgent messages appear with a red exclamation point (!).

The following icons show the message type and additional status info:



A text message



A chat session



A multimedia message that is ready for you to download



A multimedia message that is fully downloaded



A multimedia message that is fully downloaded and contains sound



A voicemail page



A message that is waiting to be sent



A receipt, which you requested, confirming delivery of the message



An outgoing message with an error

**DID YOU KNOW?** If you are outside a coverage area or if your phone is turned off, outgoing messages go into the Outbox. When you return to a coverage area or turn your phone on, your pending messages are automatically sent and transferred to the Sent folder.





# Your connections to the web and wireless devices

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You use the web for many things: driving directions, shopping, news, web-based email. Now, with the Cingular Wireless network and the built-in web browser, you can take the web with you almost anywhere.

The built-in Bluetooth® feature of your Palm® Treo™ 680 smart device helps you easily set up wireless connections to a number of devices, so you can enjoy the convenience of cable-free connectivity. You can also use your Treo 680 to connect your computer to the Internet and to share contacts or your favorite photos with other people.

## Benefits

- Carry the web with you
- Store web pages for offline viewing
- Connect to Bluetooth headsets and car kits
- Connect your computer to the Internet through your Treo 680

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## Web browser

The Blazer® web browser on your Treo provides quick and easy access to web pages. You can view most sites you use on your computer, including those with security and advanced features, such as JavaScript and frames. To browse the web, you must activate data services from Cingular Wireless.

**DID YOU KNOW?** The security certificates and 128-bit Secure Sockets Layer (SSL) encryption let you visit secure websites, like ones for banking and using email. Some secure sites also require specific browsers, so those may not work with your web browser.

**DID YOU KNOW?** The web browser supports JavaScript, SSL strong encryption, and cookies, but does not support plug-ins (such as Flash or Shockwave) or Java applets.

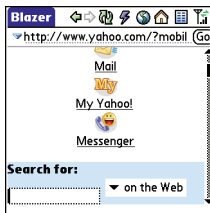
### Viewing a web page

To make viewing web pages on your Treo a better experience, the web browser reformats web pages into a single column and resizes images. In this format—called Optimized Mode—you can see most content without scrolling left or right. You

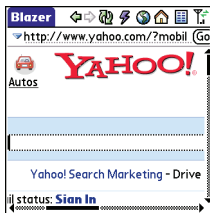
can also switch to Wide Page Mode if you like.



**DID YOU KNOW?** You can send email from a web page on your Treo. Email addresses appear as links on web pages. After you configure an email application on your Treo, you can select an email address link to create a message to the selected address.



#### Optimized Mode




#### Wide Page Mode




- 1 Press **Applications**  and select **Web**  to open the Blazer web browser. If necessary, select **Yes** to turn on your phone, and **Yes** to connect to the Internet.




If you do not see either of these icons   in the title bar, data services are not available in your current location and you cannot connect to the Internet.




- 2 Enter a web page address (URL) in the **Address Bar** and select **Go**.


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

- 3 Do any of the following to navigate within the web page:

**View a page in wide layout format** (as on your computer): Press **Menu** , select **Options**, and then select **Wide Page Mode**.

**Scroll through the page:** In Optimized Mode (the default format) press **Up**  or **Down** . In Wide Page Mode, use all buttons on the **5-way**  to scroll in any direction.

**Follow a link to another web page:** In Optimized Mode, highlight the link by pressing **Left**  or **Right**  and then press **Center**  to go to the selected page. In Wide Page Mode, use the stylus to select a link.

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

**TIP** To adjust the font size, open the **Options** menu and select **Font**. To fit more text on the screen, select **Small**. To make the text easier to read, select **Large**.

- 4 Use the **5-way**  to access any of the following icons in the title bar:



Goes to your home page.



Opens a dialog box where you can enter a web address or view a list of recently viewed web pages.



Goes back in order through pages you viewed.



Goes forward in order through pages you viewed.



Gets the latest version of the current web page. This is sometimes called *refreshing* the web page.



Opens a list where you can select Fast mode (no images or style sheets) or Normal mode (with images and style sheets).

## Creating a bookmark

With bookmarks, you can instantly access a web page without entering the address every time. The web browser can store up to 100 bookmarks or saved pages, allowing you to open your favorite web pages quickly. Note that a bookmark is different from a saved page and different from a favorite (see [Defining favorite buttons](#)).

**DID YOU KNOW?** The predefined bookmarks take you to pages that are optimized for your Treo.

- 1 Go to the page you want to bookmark.
- 2 Press **Menu** (M).
- 3 Select **Add Bookmark** from the **Page** menu.

- 4 Change the entries in the **Name** and **Description** fields.
- 5 Select **OK**, and then select **OK** again.

## Saving a page

You can use the web browser to save a page for offline viewing, so you don't need a wireless connection to view it later.

- 1 Go to the page you want to save.
- 2 Press **Menu** (M).
- 3 Select **Save Page** from the **Page** menu.
- 4 Select **OK**, and then select **OK** again.

## Viewing bookmarks or saved pages

Bookmarks and saved pages both appear in Bookmarks View. Saved pages are indicated by a small triangle in the upper-right corner of the bookmark.

**DID YOU KNOW?** You can make Bookmarks View the default view when you open the browser. Open the **Options** menu and select **Preferences**. Select the **Start With** pick list and select **Bookmarks**.


- 1 Select the **Bookmarks View**  icon.



- 2 Select the bookmark or saved page you want to view.

**TIP** To go back to the last web page you viewed without selecting a bookmark, select **Page View**.

## Editing or deleting a bookmark or saved page

- 1 In Bookmarks View, press **Menu** .
- 2 Select **Edit Bookmarks** from the **Bookmarks** menu.
- 3 Select the bookmark you want to edit or delete.

**TIP** If you can't edit, delete, or beam a bookmark, it is probably locked and these actions are prohibited.

- 4 Enter the desired changes or select **Delete**.
- 5 Select **OK**.


## Arranging bookmarks and saved pages

Bookmarks View has ten pages where you can store and arrange bookmarks and saved pages in a way that works for you. For example, you can store travel links on one bookmark page, stock links on another, and business links on a third page.



- 1 In Bookmarks View, press **Menu** .



- 2 Select **Edit Bookmarks** from the **Bookmarks** menu.
- 3 Enter a title for this page of bookmarks.
- 4 Use the stylus to drag and drop a bookmark into the desired slot. You can move a bookmark within the current page or move it to a different bookmark page by dragging and dropping it on one of the **Bookmark Page**  icons at the bottom of the screen.
- 5 Select **OK**.

### Downloading files from a web page


The web browser lets you download files that are recognized by one of the applications on your Treo 680. When you download a file, you can open it in the application that recognizes the file. For

example, if you download an MP3 file, you can listen to it later in the Pocket Tunes™ application. If a file is not recognized by any application on your Treo 680 you cannot open it on your Treo. You can, however, download the file to an expansion card, transfer it to your computer using an expansion card reader (sold separately), and view it on your computer.

You can download files such as new applications and choose to play or save music and video files in many popular formats—provided that the website permits the downloading of files:

Item	Supported File Types
Pictures	JPEG, WBMP, GIF, animated GIF
Videos	MP4, 3G2, ASF, WMV
Ringtones	MIDI, AAC
Music	MP3, WMA



**TIP** You can also access software and other downloads using the Downloads bookmark.

- 1 Go to the page with the link to the file you want to download.
- 2 Do one of the following:
  - In Optimized Mode, press **Left** ◀ or **Right** ▶ to highlight the link to the file, and then press **Center** .
  - In Wide Page Mode, tap the link with your stylus.
- 3 If prompted, select what you want to do with the file: **Play**, **Save To Device**, or **Save To Card**.
- 4 Select **Yes**.






**TIP** You can also save an image from a web page by tapping and holding it with the stylus.

### Streaming files from a web page

The web browser lets you stream files that are recognized by one of the applications on your Treo 680. For example, you can choose to play music and video files in many popular formats (MP3, WMA, WMV).



- 1 When the web browser recognizes streamed content on a web page, it displays a **Play**  icon. To view or listen to the streamed content, select **Play** .

**TIP** The web browser recognizes streamed content that is not supported by any of the applications on your Treo 680, and it displays a Media type not supported message.

- 2 Once streaming begins, playback starts automatically. Use the following controls when viewing or listening:
  - Select  to return to the web page containing the streamed content.
  - Select  or press **Center**  to pause playback.
  - Select  or press **Center**  to resume playback after pausing.
  - A few seconds after playback begins, the toolbar is hidden and you can view the content on the full screen. Press **Up** ▲ or **Down** ▼ to display the toolbar; press **Up** ▲ or **Down** ▼ again to hide the toolbar again.
  - Press the **Volume** button on the side of your Treo 680 to adjust the volume.

### Copying text from a web page


You can copy text from a web page and paste it into other applications.

- 1 Use the stylus to highlight the text you want to copy.
- 2 Press **Menu** .
- 3 Select **Edit**, and then select **Copy**.
- 4 Go to the app in which you want to paste the text and position the cursor where you want to paste the text.
- 5 Press **Menu** .
- 6 Select **Edit**, and then select **Paste**.

**DID YOU KNOW?** If the web browser does not recognize a phone number as dialable, you can copy the phone number (as text) and paste it into the Dial Pad (see [Dialing from a web page or message](#)).

### Returning to recently viewed pages

The History list stores the addresses of the last 100 pages you visited. Items in the History list are sorted chronologically.


- 1 In Page View, press **Menu** .
- 2 Select **History** from the **Page** menu.
- 3 Select the web page you want to load.

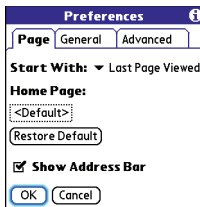
### Finding text on a web page

- 1 In Page View, press **Menu** .


- 2 Select **Find Text on Page** from the **Page** menu.
- 3 Enter the text you want to find.
- 4 Check or uncheck the **Wrap Search** box to indicate whether you want the search to wrap from the end of the page to the beginning when the end is reached.
- 5 Select **Find** to start the search.

### Customizing your web browser settings

- 1 In Page View, press **Menu** .
- 2 Select **Options**, and then select **Preferences**.
- 3 Select **Page** and set any of the following preferences:



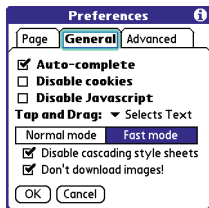
**Start With:** Determines which view appears when you open the browser.

**Home Page:** Sets the page that appears when you select .

**Restore Default:** Selects the original home page, if you changed it.

**Show Address Bar:** Sets whether the web address appears in Page View. When it is visible, you can select the pick list to go to a previously viewed page or enter a URL directly from Page View.

- 4 Select **General** and set any of the following preferences:



**Auto-complete:** Determines whether the web browser suggests text, based on your previous entries, when you begin entering info.

**Disable cookies:** Determines whether websites can store personalized info on

your Treo. Some sites do not work properly if you select this option.

**Disable JavaScript:** Bypasses JavaScript elements on the web pages you view.

**Tap and Drag:** Determines whether dragging the stylus selects text or scrolls through the content of the page.

**Normal mode/Fast mode:** Determines whether a web page appears as designed (Normal mode) or with some of the items removed for faster display. Selecting Fast mode gives you the following options:

- **Disable cascading style sheets:** Determines whether style sheets are applied when you load a web page. When style sheets are disabled, pages download faster, but you may lose some of the formatting.

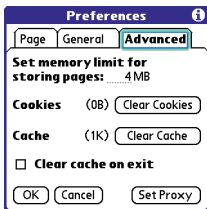
**KEY TERM Cascading Style Sheets (CSS)** A file that governs design elements of a web page, such as its fonts, colors, and layout.

- **Don't download images!** Determines whether images appear

when you load a web page. If you select not to view images, you can still see any image by selecting the placeholder box on the web page.

**TIP** Lots of pretty graphics slowing you down? Browse the web faster by enabling the Don't download images! option.

- 5 Select **Advanced** and set any of the following preferences:



#### Set memory limit for storing pages:

Sets the amount of memory used for your cache. Pages are cached so that they load faster the next time you view them.

**Cookies:** Indicates how much memory is being used by cookies. To free up this memory, select **Clear Cookies**.

**Cache:** Indicates how much memory is being used by your cache to store recent pages and history. To free up this memory, select **Clear Cache**.

**Clear cache on exit:** Determines whether the cache clears each time you exit the web browser.

**Set Proxy:** Sets up a proxy server to access the Internet. If your connection requires a proxy server, please contact your Internet service provider or IT administrator for this information.

- 6 Select **OK**.

## Connecting your computer to the Internet through your Treo



Dial-up networking (DUN) is the feature that converts your Treo 680 into a modem so that you can access the Internet from your computer. If your computer is enabled

with Bluetooth wireless technology, you can set up your Treo 680 as a wireless modem using the built-in Bluetooth technology.

The following procedures describe the process of setting up your Treo 680 as a wireless modem using the built-in Bluetooth technology.

**TIP** If your computer is not enabled with Bluetooth wireless technology, you need to purchase a wireless Bluetooth adapter accessory for your computer to use this feature.

### Creating a partnership between your Treo and your computer

- 1 Make sure that your computer's Bluetooth setting is on and that your computer is ready to create a Bluetooth partnership. Check the documentation that came with your computer to find and change these settings.
- 2 On your Treo 680, press **Applications**  and select **Bluetooth** .
- 3 Select **Bluetooth On** if it is not already selected, and then select **Setup Devices**.

- 4 Select **Trusted Devices**.



- 5 Select **Add Device**. The discovery icon appears, indicating that the discovery process is active.
- 6 Select your computer from the **Trusted Devices** list, and then select **OK**.
- 7 Make up a passkey, enter it on the Bluetooth Security screen, and then select **OK**. The passkey can be up to 16 numbers.

**NOTE** You need this passkey in the next step, so be sure to write it down exactly. We recommend that you use a passkey of 16 numbers, where possible, to improve the security of your Treo. The longer the passkey, the more difficult it is for the passkey to be deciphered.

- 8 Enter the same passkey on your computer when prompted.
- 9 Select **Done**, and then select **Done** again to return to the Bluetooth screen.

### Setting up your computer for a Bluetooth DUN connection

Follow the instructions from the manufacturer of your Bluetooth adapter to enable DUN.

### Accessing the Internet using a Bluetooth DUN connection

The steps for accessing the Internet on your computer may vary depending on your operating system and how Bluetooth wireless technology is set up on your computer—for example, if it is built-in versus if you are using a Bluetooth adapter. If you need additional info, check your computer's documentation for how to set up Bluetooth technology to access the Internet using a DUN connection.

**TIP** You may need to use a virtual private network (VPN) to access corporate email. Check with your system administrator for more information.

**BEFORE YOU BEGIN** Verify that DUN is enabled on your computer. See the documentation that came with your computer for details.

- 1 Open the Bluetooth application on your computer and let it locate the Treo you paired it with in the previous procedure.
- 2 Double-click the icon or option representing your Treo 680. Your computer connects to your Treo 680 and shows that DUN services are available.
- 3 Double-click the **DUN** icon.
- 4 Enter the following settings:
  - Dial: **\*99\*\*\*1#**
  - User Name:  
**WAP@CINGULARGPRS.COM**
  - Password: **CINGULAR1**
- 5 Click **Dial**. Once the connection is successfully established, you can browse the Internet on your computer or download your email.

**TIP** If you get a message asking whether you want your computer to remember the dial text for this connection, we recommend that you say yes. This avoids errors and the inconvenience of entering the dial text for every session.

- 6 Look for a network connection icon in the taskbar at the bottom of your computer screen to verify that you are connected.

**DID YOU KNOW?** You can check the status of the connection by right-clicking the **Bluetooth network** icon in the taskbar.

**NOTE** When a DUN connection is active, you cannot use data services on your Treo 680. For example, you cannot browse the Web, or send or receive email messages. Also, any scheduled automatic email retrievals do not take place. You can, however, use other wireless features of your Treo 680, such as making and receiving phone calls or sending and receiving text messages.

## Terminating a Bluetooth DUN Internet session

It is important to end a Bluetooth DUN session after you finish using it. Ending the DUN session lets you use the wireless features of your Treo 680 that require a data connection, it frees up the Bluetooth feature so that you can connect to other Bluetooth devices, and it optimizes battery life, too.

- 1 On your computer, right-click the icon or option representing your Treo 680.
- 2 Click **Disconnect**.

## Connections with Bluetooth devices

---

With the built-in Bluetooth wireless technology on your Treo, you can connect to a number of Bluetooth devices, including a hands-free device such as a headset or car kit, a printer, or a GPS receiver, as well as to other Treo 680s and handhelds that are equipped with Bluetooth wireless technology. If your




computer is enabled with Bluetooth wireless technology, you can also synchronize wirelessly or use your phone to connect your computer to the Internet.

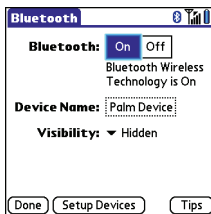
You can create a list of Bluetooth devices that you trust to communicate with your Treo. When communicating with trusted devices, your Treo skips the discovery process and creates a secure link as long as the device is within range. Bluetooth range is up to 30 feet depending on environmental conditions, including obstacles, radio interference from nearby electronic equipment, and other factors.

When you configure a hands-free device, as described previously in [Connecting to a Bluetooth hands-free device](#), the hands-free device automatically appears in your Trusted Devices list. Follow the steps in this section to add other devices to your Trusted Devices list, such as a friend's handheld.

**DID YOU KNOW?** Your Treo does not support wireless connections to Bluetooth stereo headphones.

## Requesting a connection with another Bluetooth device

- 1 Press **Applications**  and select **Bluetooth** .
- 2 Select **Bluetooth On**.



- 3 (Optional) Enter a device name that identifies your Treo 680 when it is discovered by other Bluetooth devices.

**NOTE** Use the same device name for all your Bluetooth connections. If you change the device name, you need to recreate any partnerships you already created.

- 4 Select **Setup Devices**.
- 5 Select **Trusted Devices**.



- 6 Select **Add Device**. The **Discovery** icon appears, indicating that the discovery process is active.
- 7 Select the **Show** pick list and select **Nearby devices**.
- 8 If the device you want to add doesn't appear on the Discovery Results list, make sure that the other device is ready to receive a connection request (see the device's documentation), and then select **Find More** on your Treo to search again.
- 9 Enter the same passkey on your Treo 680 and on the Bluetooth device, and select **OK**.

**IMPORTANT** Some Bluetooth devices have a preset passkey; if so, you can find the passkey in the documentation for that device. Other devices provide a screen where you enter a passkey that you make up. In either case, you must use the same passkey on both your Treo 680 and the other Bluetooth device. We recommend that where possible, you make up a passkey of 16 alphanumeric characters (letters and numerals only) to improve the security of your Treo. The longer the passkey, the more difficult it is for the passkey to be deciphered.

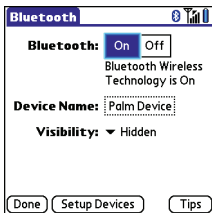
### 10 Select **Done**.

### Accepting a connection from another Bluetooth device

**TIP** For the Treo 680 to be visible to Bluetooth devices, the Bluetooth setting must be set to On and visibility must be set to Visible or Temporary.

- 1 Press **Applications**  and select **Bluetooth** .

## 2 Select **Bluetooth On**.



- 3 (Optional) Enter a device name that identifies your Treo 680 when it is discovered by other Bluetooth devices.

**NOTE** Use the same device name for all your Bluetooth connections. If you change the device name, you need to recreate any partnerships you already created.

- 4 Select the **Visibility** pick list and select one of the following:

**Visible:** Enables Bluetooth devices that are not on your Trusted Devices list to request a connection with your Treo 680. Your Treo 680 remains accessible to other devices until you turn this option off. After you're done using this

setting, remember to change it back to Hidden.

**TIP** Use the Visible option only when you need your Treo 680 to be accessible for an extended period of time. For short term accessibility, use the Temporary option.

**Temporary:** Enables Bluetooth devices that are not on your Trusted Devices list to request a connection with your Treo 680 during the next two minutes. Your Treo 680 reverts to the Hidden setting and becomes inaccessible to other devices after two minutes.

**Hidden:** Allows only devices with which you have previously formed a partnership to request a connection with your Treo 680. New devices cannot request a connection.

- 5 Enter the same passkey on your Treo 680 and on the Bluetooth device.

**IMPORTANT** Some Bluetooth devices, such as headsets and GPS receivers, have a preset passkey; if so, you can find the passkey in the documentation for that device. Other devices provide a screen where you enter a passkey that you make

up. In either case, you must use the same passkey on both your Treo and the other Bluetooth device. We recommend that where possible, you make up a passkey of 16 alphanumeric characters (letters and numerals only) to improve the security of your Treo. The longer the passkey, the

more difficult it is for the passkey to be deciphered.

- 6** (Optional) Check the **Add to trusted device list** box if you want to form a partnership with the requesting device.
- 7** Select **OK**.



# Your photos, videos, and music

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Do you have a wallet bulging with photos of friends, family, pets, and your most recent vacation?

Are you tired of carrying both your MP3 player and your phone?

Your Palm® Treo™ 680 smart device solves both problems. You can keep your favorite photos right on your Treo—videos, too. And there's no need to carry an expensive MP3 player; you can play music on your Treo. Simply transfer songs onto your Treo or an expansion card and then listen through your stereo headphones (cards and headphones sold separately).

## Benefits

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

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## Camera



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Your Treo 680 comes with an easy-to-use, built-in, VGA camera with 2x digital zoom (camera version only). You can use the camera to take and view pictures and videos and send them to your friends and family. To add a personal touch to your Treo, use your pictures as your wallpaper for the Main tab in the Phone application and as caller ID images.

If your Treo 680 doesn't have a built-in camera, the sections in this chapter about taking pictures and videos don't apply to you. But you can still receive and view pictures and videos, send pictures and videos to other people as email attachments or multimedia messages (MMS), and use pictures to personalize your Treo 680 (such as wallpaper or picture caller ID; see [Assigning a caller ID photo](#) for details). You can also move pictures and videos to a computer by synchronizing your Treo 680 with your computer.

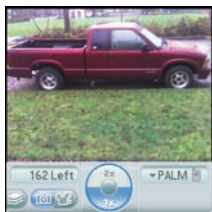
### Taking a picture

You can store pictures on your Treo 680 or on an expansion card.

- 1 Press **Applications**  and select **Camera** .
- 2 By default, the Camera application stores pictures you take in the **PALM** folder on your expansion card (if a card is inserted). Otherwise, Camera stores pictures in the **PALM** album on your Treo. To store a picture in a different location, select one of the following:

**<Album name>**: Stores the picture in the selected album. The storage location is based on the location of the album (Treo 680 or expansion card).

**New Albums**: Opens a dialog box where you can enter an album name and select the storage location (Treo 680 or expansion card).



**TIP** The default camera resolution is VGA (640 x 480) and it also supports QVGA (320 x 240) resolution. To view these settings before you take a picture, press **Menu**.

- 3 Find your subject in the screen on your Treo (the lens is on the back of your Treo).
- 4 (Optional) To get a close-up of your subject, press **Up** ▲ to select **2x**. Press **Down** ▼ to return to **1x**.
- 5 Press **Center**  to capture the picture.
- 6 Do any of the following:



Saves the picture in the location you selected in step 2.



Deletes the picture.



Opens a dialog box where you can select how you want to send the picture: Messaging, Bluetooth, or Email. The receiving device must support the method you select.



Lets you add a voice caption.






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

**DID YOU KNOW?** You can personalize a picture. Open the **Photo** menu, select **Draw on**, and then use the drawing tools to add your own personal touch. When you save the picture, you can replace the original or save a copy.

## Recording a video

You can store videos on your Treo 680 or on an expansion card.

- 1 Press **Applications**  and select **Camera** .
- 2 Select **Camcorder** .

**TIP** The video recording screen displays the approximate recording time you have left based on the space available on your Treo 680 or expansion card. Actual recording time may vary depending on how fast you are moving, how many colors you are recording, and so on.

- 3 By default, the Camera application stores videos you record in the **PALM** folder on your expansion card (if a card is inserted). Otherwise, Camera stores



pictures in the **PALM** album on your Treo. To store a video in a different location, select one of the following:

**<Album name>**: Stores the video in the selected album. The storage location is based on the location of the album (Treo 680 or expansion card).

**New Albums**: Opens a dialog box where you can enter an album name and select the storage location (Treo 680 or expansion card).



**TIP** The default camcorder resolution is CIF (352 x 288) and it also supports QCIF (176 x 144). To view these settings before you capture a video, press **Menu**.

- 4 Find your subject in the screen on your Treo (the lens is on the back of your Treo).
- 5 Press **Center**  to start recording.
- 6 After you finish recording, press **Center**  again to stop.
- 7 Select any of the following:



Plays the video, so you can review it.



Saves the video in the location you selected in step 2.



Deletes the video.



Opens a dialog box where you can select how you want to send the video: Messaging, Bluetooth, or Email. The receiving device must support the method you select and video messages.






Opens a dialog box where you can adjust the volume during playback.

**TIP** During playback, tap and drag the **progress indicator** bar to jump to a different section of the video. Select **Pause** to pause video playback.

### Customizing your Camera settings

You can customize the built-in camera's settings for your Treo 680.

- 1 Go to Camera View  or Camcorder View .
- 2 Press **Menu** . If you are in Camera View, the Photo Settings screen appears. If you are in Camcorder View, the Video Settings screen appears.

- 3 Set any of the following preferences:

**Effects:** Sets the color palette for the current picture or video. You cannot change an item's palette after you take the picture or video.

**Prompt sound:** (Pictures only) Sets the sound that plays before you take the picture.

**Shutter sound:** Determines whether a sound plays when you take a picture.

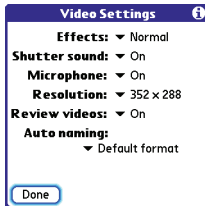
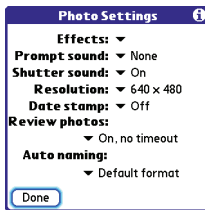
**Microphone:** (Videos only) Turns the microphone on and off so that you can record videos with or without sound.

**Resolution:** Sets the default size for newly captured pictures or videos.

**Date stamp:** (Pictures only) Determines whether the date the picture is taken appears on your pictures.

**Review photos/videos:** Determines whether you can review pictures or videos before saving them and how quickly they are automatically saved.

**Auto naming:** Assigns a name to a series of pictures to be captured, such as Seattle001, Seattle002, and so on.



- 4 Select **Done**.



## Pictures & Videos

### Viewing a picture



In addition to viewing the pictures you capture with the built-in camera, you can view pictures captured on many popular digital cameras or downloaded from the

Internet. Your Treo 680 supports the following picture formats:



- JPG
- TIF
- BMP
- GIF

- 1 Press **Applications**  and select **Pics&Videos** .
- 2 Select the album that contains the picture you want to see.

**TIP** To view an album from an expansion card, insert the card and select the album from the Album list. If the items on the card are not grouped into albums, select the card name from the list.

- 3 Select the picture you want to view.
- 4 Press **Right**  or **Left**  to scroll to the next item in the album.

**DID YOU KNOW?** To see the outer edges of a picture that may not be visible, use the stylus to tap and drag the picture in any direction.








- 5 If the picture has a voice caption, select  to hear it.
- 6 Tap the picture or press **Center**  to return to Thumbnail View.

**TIP** In Thumbnail View, you can group photos or videos to more easily locate them. Select one of the grouping options from the View menu.

## Viewing a video



In addition to viewing the videos you capture with the built-in camera, you can view videos captured on many popular digital cameras. Your Treo 680 supports the following types of video files:




- 3GP (with H.263 video and AMR audio)
- 3G2 (with MPEG-4 video and QCELP audio)
- MP4 (with MPEG-4/H.264 video and MP3/AAC/AAC+ audio)
- MPG (with MPEG-1 video and MPEG-1 audio)
- M4V (with MPEG-4/H.264 video and MP3/AAC/AAC+ audio)

- ASF (with MPEG-4 video and IMA-ADPCM audio)
  - AVI (with MJPEG video and PCM audio)
- 1 Press **Applications**  and select **Pics&Videos** .
  - 2 Select the album that contains the video you want to see.
  - 3 Select the video you want to view. Playback begins automatically.
  - 4 Hold down **Right**  or **Left**  to seek within the current video, or press **Right**  or **Left**  to scroll to the next item in the album.
  - 5 Press **Center**  to return to Thumbnail View.

**DID YOU KNOW?** If you pause video playback and then close the video, the video starts where you left off the next time you play it.

### Viewing a slide show


- 1 Press **Applications**  and select **Pics&Videos** .
- 2 Select the album you want to view.

- 3 Press **Menu** , select **Options**, and then select **Auto-hide Toolbar Off** if you want to see the toolbar.
- 4 Press **Space**  to start the slide show.
- 5 Press **Center**  to return to the previous view.

**TIP** To set slide show options such as background music and transitions, open the **Options** menu and select **Slideshow Setting**. Keep in mind that background music overrides audio captions when you're running a slide show. Background music for a slide show also overrides any music that might be playing using the Pocket Tunes application on your Treo 680.

### Sending pictures or videos

You can send pictures or videos to an email address or to other devices that support picture and video messaging.

- 1 From the Album list, select the album that contains the picture(s) or video(s) you want to send.
- 2 Select **Send** .

- 3 Select the pictures or videos to send, or select **Select All** to send the entire album. (A + appears next to selected items.)

**DID YOU KNOW?** You cannot send copyrighted pictures or videos that appear with a Lock icon in Thumbnail View or in the Picture list.

- 4 Select **Send**.



- 5 Select how you want to send the picture or video: **Messaging**, **Bluetooth**, or **Email**.

### Copying a picture or video

You can copy pictures or videos into another album. You can also copy pictures and videos between your Treo 680 and an expansion card.

- 1 From the Album list, select the album that contains the picture(s) or video(s) you want to copy.
- 2 Press **Menu** (☰).
- 3 Select **Copy to** from the **Photo** (or **Video**) menu.
- 4 Select the pictures or videos to copy, or select **Select All** to copy the entire album. (A + appears next to selected items.)
- 5 Select **Copy**.
- 6 Select the **Copy items to** pick list and select whether you want to copy the selected items to your device or to an expansion card.

+ sign indicates a picture is selected



- 7 Select the **Into album** pick list and select the album you want to copy the selected items to.
- 8 Select **Copy**.

**TIP** You can also move pictures and videos between albums. Open the **Photo** (or **Video**) menu and select **Move to**. The remaining steps are the same as copying pictures, but use the Move commands instead of the Copy commands.

### Organizing pictures and videos

- 1 Open the album you want to organize.
- 2 Press **Menu** (☰).
- 3 Select **Album**, and then select **Add to album** or **Remove from album**.
- 4 Select the pictures or videos to add or remove, or select **Select All** to add or remove the entire album. (A **+** indicates that you want to add the item. An **X** indicates that you want to remove the item.)
- 5 Select **Add** or **Remove**.

**DID YOU KNOW?** You can also open the Album list from Camera View or Camcorder View by selecting the icon in the lower-left corner.

**TIP** Install the Palm® Files application from the Palm Software Installation CD to easily browse and manage files on an expansion card.

**TIP** To change the name, add a caption, or view other picture or video information, highlight (or open) the item, open the **Photo** (or **Video**) menu, and select **Details**.

### Saving a picture as wallpaper

You can select a picture to use as wallpaper for the Main tab in the Phone application.

- 1 Display the picture you want to save as wallpaper.
- 2 Press **Menu** (☰).
- 3 Select **Options**, and then select **Save as Wallpaper**.
- 4 When the confirmation message appears, confirm by selecting **Yes**, or decline by selecting **No**.

### Adding a picture to a contact entry

- 1 Display the picture you want to add to a contact.
- 2 Press **Menu** (M).
- 3 Select **Options**, and then select **Save as Contact**.
- 4 Select the contact you want to add this picture to.

### Rotating a picture

- 1 Display the picture you want to rotate.
- 2 Press **Menu** (M).
- 3 Select **Rotate** from the **Photo** menu.
- 4 Select the orientation.

### Deleting a picture or video

- 1 Open the album that contains the picture(s) or video(s) you want to delete.
- 2 Press **Menu** (M).
- 3 Select **Delete** from the **Photo** (or **Video**) menu.
- 4 Select the pictures or videos that you want to delete, or select **Select All** to delete the entire album. (An X appears next to selected items.)

- 5 Select **Delete**.

- 6 Select **Delete** to confirm the deletion.

**TIP** You can also highlight a picture or video in Thumbnail View, and then press **Backspace** to delete the highlighted item.

### Viewing pictures and videos on your computer

When you synchronize your Treo 680, your pictures and videos are copied to your desktop computer. You can view pictures in JPEG format and videos in MPEG-4 format (3G2 file extension). You can email them to friends using your desktop email application.

**BEFORE YOU BEGIN** To view and edit videos you captured on your Treo 680 on your computer, you must first install QuickTime from the Palm Software Installation CD.

On a Windows computer, you can view and edit synchronized pictures and videos in the Palm Media desktop application. Open Palm® Desktop software and click



the **Media** icon. You can refer to the Palm Desktop Online Help for information about using the Palm Media desktop application.

## Pocket Tunes

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You can listen to music through the speaker on the back of your Treo 680 or through a stereo headset or headphones (stereo headphone adapter or 2.5mm stereo headphone or headset required, sold separately). To listen to music on your Treo 680, you need to convert the music files into MP3 format using Windows Media Player (Windows computers) or iTunes (Mac computers), and then transfer the music files to your Treo 680 or an expansion card. After you transfer the music files, you can play them using Pocket Tunes on your Treo 680.

**TIP** You can upgrade Pocket Tunes to a version that supports more music file formats (such as WMA); supports subscription music; and includes additional features. For more info, visit [www.pocket-tunes.com/palm](http://www.pocket-tunes.com/palm).

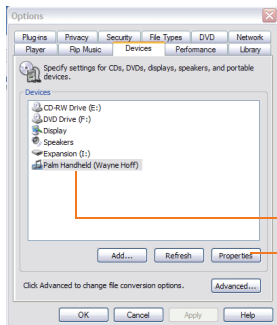
**DID YOU KNOW?** If a call comes in when you're listening to music, you can take the call and the music pauses automatically. After you finish the call, the music starts again.

### Setting up Windows Media Player for MP3

On a Windows computer, you need to set Windows Media Player to save your music files in MP3 format in order for the files to be compatible with Pocket Tunes.

- 1 Connect your Treo 680 to your computer with the sync cable.
- 2 Press **Applications**  and select **pTunes** .
- 3 On your computer, open Windows Media Player, and then click the **full-screen** icon in the upper-right corner to maximize the window.
- 4 Click **Tools**, and then click **Options**.

- 5 Click the **Rip Music** tab, click the **Format** pick list, and then select **mp3**. Click **OK**.
- 6 Click **Tools**, and then click **Options**.
- 7 Click the **Devices** tab, select **Palm Handheld** from the **Devices** list, and then click **Properties**.



Select your  
Treo 680

Click  
Properties

- 8 Click the **Quality** tab, uncheck the **Convert files as required by this handheld (recommended)** box. Click **Apply**.

Uncheck  
box



- 9 Click **OK**, and then click **OK** again.

You now have set up Windows Media Player to transfer MP3 files to the Pocket Tunes application on your Treo 680.

## Setting up iTunes for MP3

On a Mac, use iTunes (included with OS X) to convert music from a CD to MP3 format. For more information on using the iTunes software, see the documentation that came with your Mac.

- 1 On your Mac, open iTunes.
- 2 Select **Preferences**.

- 3 Click the **Advanced** button at the top of the window, and then click **Importing**.
- 4 Click the **Import Using** pop-up menu and select **MP3 Encoder**.
- 5 Click the **Setting** pop-up menu and select **Good Quality**.

**TIP Mac** If you want greater control over the file size and sound quality of your MP3 files, select **Custom** from the **Setting** pop-up menu.



### Transferring MP3 files from your computer

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

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

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

**BEFORE YOU BEGIN** On a Mac, you need an expansion card (sold separately) to listen to music on your Treo. You cannot transfer MP3 files from your Mac directly onto your Treo.

- 1 Connect your Treo to your computer with the USB sync cable.
- 2 On your Treo 680, press **Applications**  and select **pTunes** .
- 3 If you are transferring MP3 files from a Mac, insert an expansion card into your Treo. This step is optional for Windows users.
- 4 Do one of the following:

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

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

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



**TIP** You can also use a card reader accessory (sold separately) to transfer MP3 files from your computer to your expansion card. Create a **Music\_Audio** folder in the root directory of the card, and store your MP3 files in this folder.

### Transferring music from a CD to your Treo 680

If your songs are on a CD and you want to listen to them on your Treo 680, you need to convert them to MP3 format on your computer before you transfer the files to your Treo 680.

### WINDOWS ONLY

- 1 On your computer, open Windows Media Player.
- 2 Insert the music CD into your computer's CD drive.
- 3 Select the **Rip** tab.
- 4 Select the tracks you want to convert to MP3.
- 5 Select **Rip Music**.
- 6 Transfer the MP3 files to your Treo 680 as described in [Transferring MP3 files from your computer](#).



### MAC ONLY

- 1 On your Mac, open iTunes.
- 2 Insert the music CD into the CD drive on your Mac.
- 3 Check the boxes next to the tracks you want to convert to MP3.
- 4 Click the **Import** button in the upper-right corner of the iTunes window.
- 5 When the songs are finished importing, click the **Eject Disk** button in the lower-right corner of the iTunes window.





- 6 Transfer the MP3 files to your Treo 680 as described in [Transferring MP3 files from your computer](#).


### Listening to music on your Treo

**CAUTION** Protect your hearing. Listening to this device at full volume for a long period of time can damage your hearing.

- 1 Make sure the **Ringer switch** is set to the **Sound On** position. See [Silencing sounds](#) for more information.
- 2 Press **Applications**  and select **pTunes** .

**TIP** You can change the settings on your Treo so that pressing and holding the **Side** button opens Pocket Tunes. See [Reassigning buttons](#) for details.

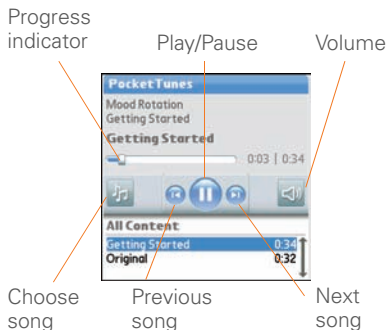
- 3 Use the **5-way**  to access any of the following icons:
-  **Play**: Plays or resumes playback of the current song.
  -  **Next song**: Plays the next song.
  -  **Previous song**: Plays the previous song.


 **Choose song**: Displays a list of songs to choose from.

 **Pause**: Pauses playback.

**DID YOU KNOW?** You can also press **Space** to pause and resume playback, as well as use the **5-way** to navigate among songs or pause and resume playback.




**NOTE** To adjust the volume during playback, press the **Volume** button on the side of your Treo.



Pocket Tunes continues playing until it reaches the end of your list or until you select **Pause** . Music continues to play even if you switch to another application or turn off your screen. If you want to stop playing music when you exit Pocket Tunes, open the **Background Prefs** menu and uncheck the **Enable background play** box, and then select **OK**.

### Creating a playlist

If you want to play a group of songs in a particular order, you can create a playlist.

- 1 Press **Applications**  and select **pTunes** .
- 2 Press **Menu** .
- 3 Select **Actions**, and then select **Manage Playlists**.
- 4 Select **New**, and then enter a name for the playlist.




- 5 Select **Add Song**. Select the songs you want to include on the playlist.



- 6 Select **Save List**.

**TIP** To play songs from a playlist, open **Pocket Tunes**, select **Choose Songs**, and then select **Playlists**. Select the playlist you want to play, and then select **All**.

### Editing a playlist

- 1 Press **Applications**  and select **pTunes** .
- 2 Press **Menu** .
- 3 Select **Actions**, and then select **Manage Playlists**.
- 4 Highlight a playlist, and then select **Edit**.

- 5 Do any of the following:
- To delete a song from the playlist, select the song and then select **Remove**.
  - To add a song, select **Add Song**, check a song's box, and then select **Done**.
- To move a song up or down one slot, select a song and then select **Up** or **Down**.
- 6 Select **Save List**.

**TIP** To delete a playlist, select **Manage Playlists** from the **Actions** menu, select the playlist, and then select **Delete List**. Select **Yes** to confirm the deletion.







# Your personal information organizer

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Say good-bye to paper calendars and throw away those scribbled to-do lists. Your Palm® Treo™ 680 smart device is all you need to organize your personal information and keep it with you wherever you go.

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

## Benefits

- Track current, future, and past appointments
- Make to-do lists that get done
- Set reminders for appointments, birthdays, important tasks, and more
- Before you call your friend in London, check the time first

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# Calendar

Calendar is a powerful organizer application that helps you manage your schedule. You can view your calendar by day, week, or month, or as an agenda list that combines your Tasks list and email notifications with your appointments. Schedule repeating meetings or a block of vacation time by creating an event that repeats at an interval you specify. Color-code your appointments by category and add notes with helpful information.

**DID YOU KNOW?** If your company uses Microsoft Exchange Server 2003, you may be able to wirelessly synchronize Calendar events directly with the server. See [Working with Microsoft Exchange ActiveSync](#) for information.

## Displaying your calendar

Press **Calendar**  repeatedly to cycle through the various views:

**Agenda View:** Shows your daily schedule, the number of unread email messages, and any items on your Tasks

list that are overdue or due today. If there's room, Agenda View also lists events on future dates.


**Day View:** Shows your daily schedule one day at a time.

**Week View:** Shows your schedule for an entire week. The time frames are based on the Start Time and End Time settings in Calendar Preferences.

**Month View:** Shows your schedule for a whole month.




In most Calendar views, you can do the following:

- Open the **Options** menu and select **Year View** to view a calendar for an entire year.
- Use the **5-way**  to go to another day, week, month, or year—based on the current view. (Not available in Agenda View.)

- Select **Go To**, and then select a date from the calendar. (Not available in Agenda View.)

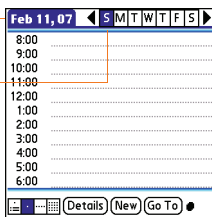
### Creating an event

**TIP** If you have several appointments to enter, it's more efficient to use Palm® Desktop software or Microsoft Outlook on your computer and then synchronize your Treo 680 with your computer. For more information, see [Synchronizing information—the basics](#).

- 1 Press **Calendar**  until Day View appears.
- 2 Select **Go To** and then select the desired day.

Selected date

Selected day



- 3 Select **New**.

- 4 Using the keyboard, enter a starting hour and minute for the event, such as 5:45 for 5:45.
- 5 Select the **End Time** box and enter the ending hour and minute for the event.
- 6 To assign a time zone to the event, select the **Time Zone** pick list and select a city in the time zone you want.
- 7 Select **OK**.
- 8 Enter a description for the event.

**IMPORTANT** If you use Palm Desktop software, do not add time zones to your events. Palm Desktop does not support time zones.

If you use Microsoft Outlook, you can use the time zone feature, but you must install the conduit that came with your Treo 680 (or a subsequent update) on all the computers with which you sync your Treo 680. Chapura PocketMirror and other earlier Microsoft Outlook conduits do not support time zones.

**TIP** To automatically assign a time zone to your events, open the **Options** menu, select **Preferences**, and check the **New events use time zones** box. All your new events will be assigned to your local time zone (existing events aren't affected), and you can change the time zone setting for individual events.

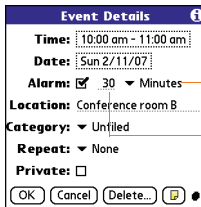
**TIP** If you want your events with time zones to stay at the same time in Calendar, regardless of the time zone you are in, go to Date & Time Preferences, select the **Automatically set** pick list, and select **Date and time**. If you select **Date, time and time zone**, the event time shifts if you travel to a different time zone. See [Setting the date and time](#) for information.

### Adding an alarm to an event

- 1 In Calendar, select the event.
- 2 Select **Details**.
- 3 Check the **Alarm** box and select the number of minutes, hours, or days before the event you would like to receive the alarm.

**TIP** The alarm for untimed events is defined by minutes, days, or hours before midnight of the date of the event.

### 4 Select **OK**.



Type of time units

Number of time units

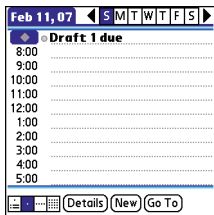
**DID YOU KNOW?** When an alarm occurs, the Alert dialog box displays all your pending alerts. Select an alert description to jump to that item, or check the box to clear that alert.

### Creating an untimed event

An untimed event, such as a holiday or deadline, does not occur at a particular time.

- 1 Press **Calendar** until you are in Day View.
- 2 Press **Left** or **Right** to go to the date of the event.
- 3 Make sure no times are highlighted.

- 4 Enter a description for the event. A diamond appears next to the description of an untimed event.



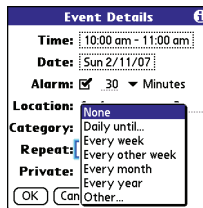
### Scheduling a repeating event

**TIP** To enter a birthday or anniversary, add this info to the person's Contacts entry and it automatically appears in your Calendar.

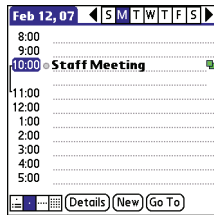
**TIP** To enter a holiday, create an untimed event. Then, from the Details screen, select **Every year** as the repeat interval.

- 1 Create an event, and then select it.
- 2 Select **Details**.
- 3 Select the **Repeat** pick list, and then select a repeat interval. If the interval you need doesn't appear on the list,

select **Other** to define a custom interval.



- 4 Select **OK**.



— This icon indicates a repeating event.

**DID YOU KNOW?** If you sync with Microsoft Outlook and your events include other people, a With field appears in the Details dialog box and your attendee info appears in this field after you sync.

## Color-coding your schedule

Use color-coding to quickly spot various types of events. For example, make appointments with family green, coworkers blue, and friends red. Follow these steps to create a category and assign it a color code.

- 1 In Day View, select an event description or select an empty time slot.
- 2 Select **Details**.
- 3 Select the **Category** pick list and select **Edit Categories**.
- 4 Do one of the following:
  - To create a new category, select **New** and then enter a category name.
  - To add a color to an existing category, select a category and select **Edit**.
- 5 Select the color you want to give this category, and then select **OK**.
- 6 (Optional) Repeat steps 4 and 5 to add or edit more categories.
- 7 Select **OK** two more times.

Now that the categories are set up with colors, you can assign categories to your events to color-code them. See the next section for details.


## Changing or deleting an event

- 1 Select the event you want to edit or delete.
- 2 Select **Details**.
- 3 In addition to the settings covered earlier in this chapter, you can also change any of the following settings:

**Date and Time:** Displays when the event takes place. Change these settings to reschedule the event.

**Location:** Provides a description of where the event takes place.

**Category:** Sets the color-coded category for this event.


**Note** : Provides space for you to enter additional text.

**Delete:** Removes the event from your calendar.

- 4 Select **OK**.

**TIP** To save memory, you can purge your old events. Open the **Record** menu and select **Purge**. Select the **Delete events older than** pick list and select a time frame. Select **OK**.

## Customizing display options for your calendar

- 1 Press **Menu** .
- 2 Select **Options**, and then select **Display Options**.
- 3 Select the **Default View** pick list and select the view you want to see when you open Calendar.
- 4 Select **Agenda** and set any of the following options:

**Show Due Tasks:** The tasks that are due today and the tasks that are overdue appear in Agenda View.

**Show Messages:** The number of read and unread email messages displays in Agenda View.

**Background:** A favorite photo becomes the Agenda View background. Check the **Background** box, select the image placeholder, and then select a photo. Adjust the fade setting so that the text is easy to read against the photo.



- 5 Select **Day** and set any of the following options:

**Show Category List:** The Category pick list appears in Day View.

**Show Time Bars:** The time bars appear in Day View to show the duration of an event and to illustrate event conflicts.

**Compress Day View:** When this box is unchecked, all time slots appear on the screen. When this box is checked, start and end times appear for each event, but blank time slots near the bottom of the screen disappear to minimize scrolling.

**Show Category Column:** The color-coded category marker appears between the time and the description to