SONY®

A-B1G-100-**32** (1)

Operating Instructions

Personal Entertainment Organizer

CLIÉ

PEG-T615C/G
PEG-T415/G

Chapter 1
Basic operations of your Sony CLIÉ Handheld

Chapter 2
Using basic applications

Chapter 3
Exchanging and updating data using a HotSync® operation

Chapter 4
Communicating using your Sony CLIÉ Handheld

Chapter 5
Customizing your Sony CLIÉ Handheld (Preferences)

Chapter 6
Additional information

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Table of contents

Chapter 1

Basic operations of your Sony CLIÉ Handheld

Turning your Sony CLIÉ Handheld on and off 7

Using the stylus 8

Using the Jog Dial™ navigator 10

Entering data into your Sony CLIÉ Handheld 11

Using Graffiti® writing to enter data 11

Using the onscreen keyboard 20

Using your computer keyboard 22

Adjusting the screen 23

Resetting your Sony CLIÉ Handheld 24

Performing a soft reset 24

Performing a hard reset 25

Chapter 2

Using basic applications

Managing schedules and events (Date Book) 27

Scheduling an event 27

Checking schedules 34

Editing Date Book events 40

Using the Date Book menus 45

Managing addresses and phone numbers (Address Book) 47

Creating a new Address Book entry 47

Viewing Address Book entries 49

Editing Address Book entries 53

Using the Address Book menus 59

Managing tasks and things to do (To Do List) 61

Creating To Do List items 61

Viewing To Do List items 62

Checking off a To Do List item 63

Working with To Do List 64

Using the To Do List menus 68

Creating memos (Memo Pad) 69

Creating a new memo 69

Reviewing memos 71

Editing memos 74

Using the Memo Pad menus 76

Using Calculator (Calc) 77

Calculating with Calculator 77

Using the Calculator buttons 78

Using the Calculator menus 78

Performing common tasks 79

Using the Application Launcher 79

Categorizing records 83

Finding records 86

Protecting your data (Security) 90

Attaching notes 96

Purging records 97

Using the Edit menu 98

Choosing fonts 99

Chapter 3

Exchanging and updating data using a HotSync® operation

What is a HotSync® operation? 101

Performing a local HotSync® operation with the cradle 102

Continued on next page

Table of contents

Using the Palm™ Desktop for CLIÉ software 104

Starting the Palm™ Desktop for CLIÉ software 104

Basic operations of the Palm Desktop for CLIÉ software 104

Locating the Palm Desktop for CLIÉ components 105

Advanced HotSync® operations 106

Setting the HotSync® setup options 106

Customizing HotSync application settings (Conduit) 108

Conducting an IR HotSync operation ... 110

Conducting a HotSync operation via modem 113

Conducting a HotSync operation via a network 119

Importing data from a Windows application 124

Synchronizing with external data (File Link) 126

Chapter 4

Communicating using your Sony CLIÉ Handheld

Beaming between your Sony CLIÉ Handheld and another Palm OS® PDA 128

What you can do with beaming 128

Beaming information 129

Receiving beamed information 130

Tips on beaming information 130

Using Memory Stick® media 131

What is Memory Stick® media? 131

Inserting and removing Memory Stick media 132

Protecting the data in Memory Stick media 134

Starting an application in Memory Stick media 135

Starting an application automatically when Memory Stick media is inserted . 135

Viewing information of the inserted Memory Stick media (Card Info) 136

Formatting Memory Stick media 137

Exchanging data via Memory Stick® media 139

Starting the Memory Stick® Gate (MS Gate) application 139

Creating the default folder in Memory Stick media 142

Copying your CLIÉ handheld data to Memory Stick media 143

Copying data in Memory Stick media to your CLIÉ handheld 145

Deleting data in Memory Stick media .. 148

Using the MS Gate menus 150

How to read the online manual 151

Installing applications to/from Memory Stick media without using the MS Gate application 152

Chapter 5

Customizing your Sony CLIÉ Handheld (Preferences)

What you can do with Preferences 155

Changing the Buttons preferences 157

Assigning applications to buttons 157

Changing the full-screen pen stroke activities 158

Assigning applications to HotSync® buttons 159

Continued on next page

Table of contents

Changing the Jog Dial™ navigator preferences 160

Setting the display format of the time, date, and numbers (Formats) 161

Selecting a region default 161

Selecting the time, date, and numbers formats 162

Setting the Date & Time preferences 163

Setting the date 163

Setting the time 164

Setting the time zone and daylight saving time 165

Setting the General preferences 166

Setting the automatic shut-off time 166

Setting sounds 167

Turning the vibrate alarm and LED alarm on or off 168

Turning the Beam Receive feature on or off 169

Entering owner information 170

Creating Graffiti® ShortCuts 171

Changing the Network preferences ... 173

Selecting a service 173

Entering a user name 174

Entering a password 174

Selecting a connection 175

Adding telephone settings 175

Creating additional service templates . 176

Adding detailed information to a service template 178

Creating log in scripts 179

Using the Network preferences menus 182

Setting the High Resolution Assist function 183

Chapter 6

Additional information

Backing up data of your Sony CLIÉ Handheld 185

Backing up data to your computer through a HotSync® operation 185

Backing up all CLIÉ data to a Memory Stick® media (using the MS Backup application) 186

Backing up CLIÉ handheld data to a Memory Stick media using the MS Gate application 188

Using data of another Sony CLIÉ Handheld 190

Using the Palm™ Desktop for CLIÉ software to transfer data 190

Using Memory Stick® media to transfer data 192

Performing a HotSync® operation between your old CLIÉ handheld and the new Palm Desktop for CLIÉ software 194

Precautions 195

Notes on use 195

Battery considerations 196

Troubleshooting – Frequently Asked Questions 198

If you still cannot perform a HotSync® operation 211

Getting Help 212

About Sony's support options 212

Specifications 213

Index 214

About this manual

Welcome to the Sony Personal Entertainment Organizer (referred to as the "CLIÉ handheld" in this manual).

Your CLIÉ handheld comes with three manuals:

Read This First

Read This First provides an overview of your CLIÉ handheld's features, hardware and software setup, installation instructions, and other important details. Before reading the other manuals, read the Read This First manual.

Operating Instructions (this manual)

This manual describes all you need to know about how to use your CLIÉ handheld and the Personal Information Management applications that come with it.

The manual shows you how to:

- Turn your CLIÉ handheld on and off, reset your CLIÉ handheld, and enter data **(Chapter 1)**
- Use Personal Information Management applications: Date Book, Address Book, To Do List, Memo Pad, and Calculator **(Chapter 2)**
- Perform a HotSync® operation with your computer **(Chapter 3)**
- Exchange data with another handheld by beaming or via Memory Stick® media **(Chapter 4)**
- Personalize your CLIÉ handheld with your own preferences settings **(Chapter 5)**
- Maintain your CLIÉ handheld and work with the Troubleshooting section and other technical information **(Chapter6)**

Add-on Application Guide

The Add-on Application Guide describes how to install and use the supplied add-on applications, including:

- PictureGear Pocket/ PhotoStand/PictureGear 4.4Lite
- CLIÉ Paint
- gMovie
- World Alarm Clock
- CLIÉ Remote Commander
- Sound Converter/Sound Utility
- MS Autorun
- MS Import/Export

The three manuals all describe operations of two models of the CLIÉ handheld (PEG-T615C/G and PEG-T415/G). All illustrations of the unit are of PEG-T415/G, unless specified otherwise. Points of difference between the two models are described in their relative sections.

Depending on the region, some models of the CLIÉ handheld may not be available.

Chapter 1

Basic operations of your Sony CLIÉ Handheld

This chapter describes how to turn your CLIÉ handheld on and off, enter data, and perform other basic operations.

Contents

Turning your Sony CLIÉ Handheld on and off 7

Using the stylus 8

Using the Jog Dial™ navigator 10

Entering data into your Sony CLIÉ Handheld 11

- Using Graffiti® writing to enter data 11
- Using the onscreen keyboard 20
- Using your computer keyboard 22

Adjusting the screen 23

Resetting your Sony CLIÉ Handheld 24

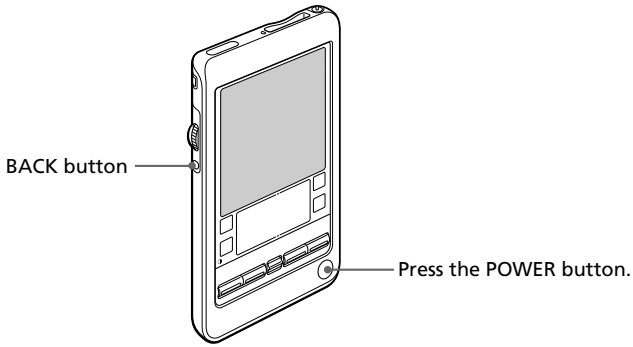
- Performing a soft reset 24
- Performing a hard reset 25

Turning your Sony CLIÉ Handheld on and off

Turning on your CLIÉ handheld

Press the POWER button.

Your CLIÉ handheld is turned on, and the last screen you viewed is displayed.



When you turn on your CLIÉ handheld for the first time, the Setup screen appears.

Tip

You can set the power to turn on/off with the BACK button. For details, see page 160.

Turning off your CLIÉ handheld

Press the POWER button again.

The power is turned off. You do not have to save data, quit an application or perform any of the other shutdown procedures that your computer requires.

Note

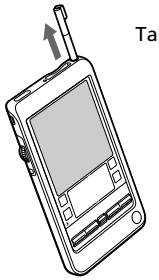
If you press the POWER button and hold it down for two seconds or longer, you can turn the backlight on the screen on or off.

Using the stylus

With your CLIÉ handheld, you can use the supplied stylus to enter characters or specify an application you want to run.

Taking out the stylus

The stylus is stored in the holder on the back panel of your CLIÉ handheld. Pull it out when using your CLIÉ handheld.

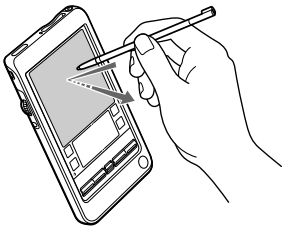


Take out the stylus.

To avoid losing the stylus, always put it back in its holder on your CLIÉ handheld after use.

Tapping

When you enter characters on the onscreen keyboard of your CLIÉ handheld, open an application, or select an item, press lightly on the desired button or icon with the stylus.



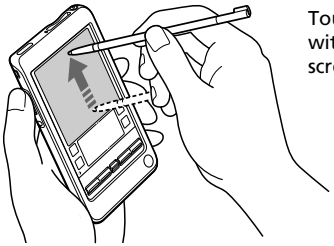
Press lightly (tap) on the screen

This action is called “tapping.”

Using the stylus

Dragging

Just as you can drag the mouse to select (and drag) text or move objects on your computer, you can also use the stylus to drag an item on the screen of your CLIÉ handheld. Press the stylus lightly on the item and move it along the screen surface.



Touch the desired item on the screen with the stylus and move it along the screen surface (drag).

Examples of dragging:

To display data above or below the current viewing area on the screen, use the stylus to drag the slider of any scroll bar.

To select multiple characters or items together, use the stylus to drag along the desired characters or items.

On full-screen dragging

By default, full-screen dragging from the bottom of the writing area to the top of the screen displays the Graffiti® Help on the screen. You can assign the full-screen dragging to another activity. See page 158 for details.

Using the Jog Dial™ navigator

Your CLIÉ handheld is equipped with a Jog Dial™ navigator, which allows you to perform all major operations without the stylus. You can operate your CLIÉ handheld using the Jog Dial navigator with just one hand.

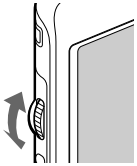
The icon of any application that supports Jog Dial navigator operations is marked with the Jog Dial navigator mark.

For other applications, you can also use the JogAssist function to enable Jog Dial navigator operations. For details, see "Changing the Jog Dial™ navigator preferences" on page 160.

Rotating the Jog Dial navigator

Rotate the Jog Dial navigator to select various items in succession or to select an application to start.

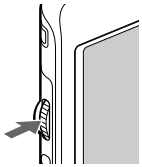
The operations you can perform by rotating the Jog Dial navigator differ depending on the application you are using. For details, refer to the instructions for each application.



Pressing the Jog Dial navigator

Press the Jog Dial navigator to highlight the item selected by rotating the Jog Dial navigator, or to run the selected application.

The operations you can do by pressing the Jog Dial navigator differ depending on the application you are using. For details, refer to the instructions for each application.



Rotating while holding down the Jog Dial navigator

Some applications support operations executed by rotating and pressing the Jog Dial navigator. For details, refer to the instructions for each application.

Entering data into your Sony CLIÉ Handheld

Using Graffiti® writing to enter data

This section describes the procedures for creating letters, numbers, punctuation, and symbols, and teaches you some Graffiti® tips and tricks.

What is Graffiti writing?

Most people find they can enter text quickly and accurately with only minutes of practice. Graffiti writing includes any character you can type on a standard keyboard. The Graffiti strokes closely resemble the upper case letters of the regular alphabet, which makes Graffiti writing easy to learn.

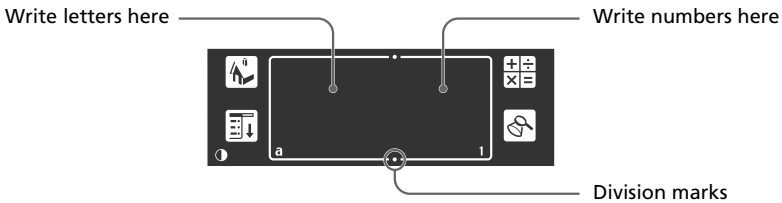
There are four basic concepts for success with Graffiti writing:

- If you draw the character shape exactly as shown in the Writing Graffiti alphabet table in this chapter, and as shown below, you can achieve 100% accuracy.

Graffiti writing examples: A, B, C, D, and E

- The heavy dot on each shape shows where to begin the stroke. Certain characters have similar shapes, but different beginning and end points. Always begin the stroke at the heavy dot (you should not create the heavy dot; it is only there to show you where to begin the stroke).
- Most characters require only a single stroke. When you lift the stylus from the Graffiti writing area, your CLIÉ handheld recognizes and displays the text character immediately.

  To allow you to write an entire character with a single stroke, some Graffiti strokes are portions of the regular alphabet equivalents.
- The Graffiti writing area is divided into two parts: one for writing the letters of the alphabet and one for writing numbers. The small marks at the top and bottom of the Graffiti writing area separate the two areas.



Writing Graffiti letters

1 Tap where you want your text to go.

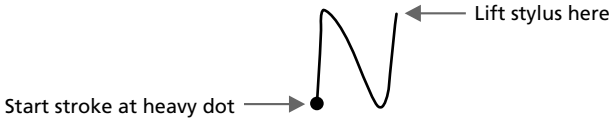
Note

You need to tap above the Graffiti writing area, and you must see a flashing cursor before you write the text.

2 Use the tables on the following pages to find the stroke shape for the letter you want to create. For example, the stroke shown below creates the letter "n".

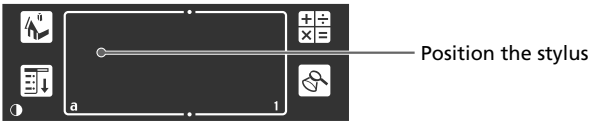
Note

There are two different stroke shapes available for some letters. For these letters, choose the one that's easiest for you.



As you will see later, you use the same shape to create both the upper case and lower case version of a letter.

3 Position the stylus in the left-hand side of the Graffiti writing area.



4 Start your stroke at the heavy dot and draw the stroke shape as it appears in the tables.

5 Lift the stylus from the screen at the end of the stroke shape.

That is all there is to it. When you lift the stylus from the screen, your CLIÉ handheld recognizes your stroke immediately and prints the letter at the insertion point on the screen.

As soon as you lift the stylus from the screen, you can begin the stroke for the next character you want to write.

Continued on next page

Note

You must begin the character strokes in the Graffiti writing area. If you do not make Graffiti strokes in the Graffiti writing area, your CLIÉ handheld does not recognize them as text characters.

Tips

- Accuracy improves when you write large characters. You should draw strokes that nearly fill the Graffiti writing area.
- To delete characters, simply set the insertion point to the right of the character you want to delete and make the backspace stroke (a line from right to left) in the Graffiti writing area.
- Write at natural speed. Writing too slowly can generate recognition errors.
- Do not write on a slant. Vertical strokes should be parallel to the sides of the Graffiti writing area.
- Press firmly.

To display the Graffiti onscreen help

Drag the stylus from the bottom of the writing area to the top of the screen. Graffiti Help opens a series of screens that show the complete Graffiti character set.

Writing Graffiti alphabet

Write Graffiti letters corresponding to the letters of the alphabet, as shown below, in the left-hand side of the Graffiti writing area.

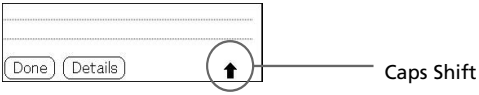
A		N	
B		O	
C		P	
D		Q	
E		R	
F		S	
G		T	
H		U	
I		V	
J		W	
K		X	
L		Y	
M		Z	
Space		BackSpace	
Carriage Return		Period	Tap twice

To write capital letters

Shift to caps and then you can make capital letters with the same stroke shapes as the basic alphabet characters.

- To draw the first letter of a word as a capital letter

  Use the Caps Shift stroke .



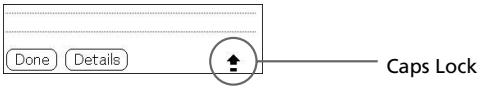
To return to the lower case, use the Backspace stroke .

Note

When you create a new sentence or a new record (by tapping New or a blank line), the first letter is automatically capitalized.

- To enter only capital letters (Caps Lock)

  Use the Caps Lock stroke .



To return to the lower case, use the Caps Shift stroke .

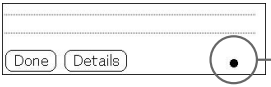
Writing numbers

Write the following Graffiti numbers on the right-hand side (numbers side) of the Graffiti writing area.

0	0 0	**5**	5 5
1	1	**6**	6
2	2	**7**	7
3	3	**8**	8 8
4	4	**9**	9

Writing punctuation marks

Make a single tap on the Graffiti writing area to activate Punctuation Shift. The next stroke you make anywhere in the Graffiti area (the letters or numbers side) creates a punctuation mark.

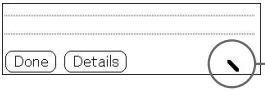


Punctuation Shift

(.) Period		(—) Dash	
(,) Comma		(( ) Left Paren	
(‘) Apostrophe		( )) Right Paren	
(?) Question		(/) Slash	
(!) Exclamation		($) Dollar	
(@) At		(\) Back slash	
(#) Number		({) Left brace	
(%) Percent		(}) Right brace	
(^) Circumflex		([) Left square bracket	
(&) Ampersand		(]) Right square bracket	
(*) Asterisk		(~) Swung dash	
(<) Left angle bracket		(`) Grave accent	
(>) Right angle bracket		(;) Semicolon	
(_) Under bar		(:) Colon	
(“) Ditto		Tab	

Writing symbols and extended characters

Make a Symbol Shift stroke on the Graffiti writing area to activate Symbol Shift. The next stroke you make creates a symbol or extended character.



Symbol Shift

(•) Bullet		**x**	
(™) Trademark		**÷**	
(®) Registered		**=**	
(©) Copyrighted		**(¢) Cent**	
(‘) Left single quotation		**(¥) Yen**	
(’) Right single quotation		**(£) Pound**	
(“) Left double quotation		**(€) Euro**	
(”) Right double quotation		**¿**	
(§) Section		**¡**	
(°) Degree		**ß**	
+		**µ**	
±		***f***	
		ø	

Writing accented characters and non-English characters

To create accented characters, draw the stroke normally used to create the letter, followed by an accent stroke. Graffiti writing then adds the accent to the letter.

To enter "é," for example, draw and then .

à è ì ò ù		á é í ó ú ´y	
â ê î ô û		ã õ ñ	
ä ï ö ü ÿ		å	

To write non-English characters

You can write the following characters without any special punctuation or shifting:

ç		æ	

Note

You must write these non-English characters on the left side of the Graffiti writing area.

Using Navigation strokes

In addition to character symbols, Graffiti writing includes special strokes that you can use to navigate within text or fields in your applications.

Move cursor right	
Move cursor left	
Go to the previous field (Address Book only)	
Go to the next field (Address Book only)	
Open Address Record (Address Book only)	

Using Graffiti ShortCuts

Graffiti ShortCuts, similar to the glossary or autotext features of some word processors, allow you to enter commonly used words or phrases quickly and easily. In addition to the following predefined ShortCuts, you can create your own ShortCuts for your name or the header of a memo (page 171). Each ShortCut can represent up to 45 characters.

To use a ShortCut, draw the ShortCut stroke followed by the ShortCut characters. When you draw the ShortCut stroke, the ShortCut symbol appears at the insertion point to show that you are in ShortCut mode.

When you enter and dts (, , and), you can enter date and time stamps.

Date stamp	**ds**	**Breakfast**	**br**
Time stamp	**ts**	**Lunch**	**lu**
Date/time stamps	**dts**	**Dinner**	**di**
Meeting	**me**		

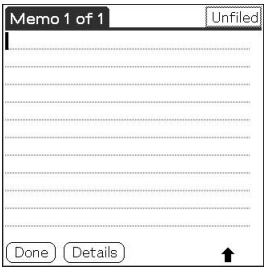
Using the onscreen keyboard

You can open the onscreen keyboard any time you need to enter text or numbers into your CLIÉ handheld. Note that you cannot enter Graffiti characters while using the onscreen keyboard.

To use the onscreen keyboard:

1 Open any application (such as Memo Pad).

2 Tap any record, or tap New.



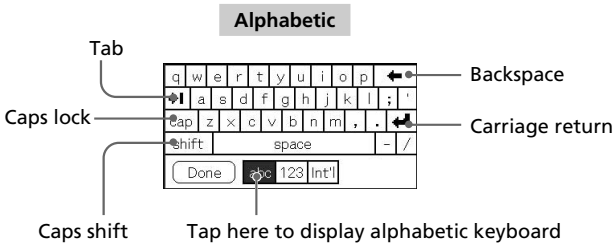
3 Tap "a" to open the alphabetic keyboard, or tap "1" to open the numeric keyboard.

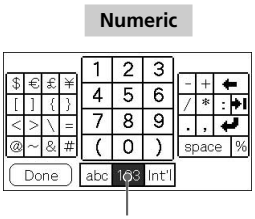
The selected keyboard is displayed.

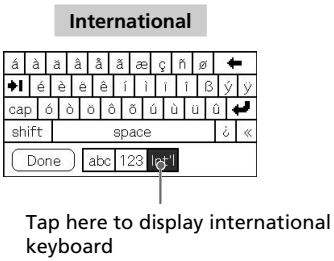
Tap here for the alphabetic keyboard

Tap here for the numeric keyboard

Continued on next page



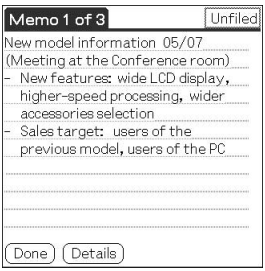




4 Select the desired keyboard and tap the characters to enter text and numbers.

You can use the onscreen keyboard in the same way as in the keyboard of your computer. To enter capital letter, tap cap and then tap the character button. To delete a character, tap ←.

5 After you finish, tap Done to close the onscreen keyboard and place the text in the record.



Using your computer keyboard

If you have a lot of data to enter, or prefer to use the computer keyboard, you can use the Palm™ Desktop for CLIÉ software or any other supported personal information manager (PIM), such as Microsoft Outlook®, to enter information. You can then perform a HotSync® operation to synchronize the information on your computer with the information on your CLIÉ handheld. All the main applications on your CLIÉ handheld are also available in the Palm Desktop for CLIÉ software and in most PIMs, so you don't need to learn different applications.

Refer to the Palm Desktop for CLIÉ software online Help for more information on entering data on your computer.

To import data from your computer or another handheld

If you have data stored in computer applications such as spreadsheets, databases, or if you want to import data from another handheld, you can transfer the data to your CLIÉ handheld and use it without entering data manually. Save the data in a compatible file format (.csv, .txt, .tab, .tsv, .dba, .aba, .tda, .mpa), import it into your Palm Desktop for CLIÉ software, and then perform a HotSync operation to transfer the data to your CLIÉ handheld. For details, see "Chapter 3: Exchanging and updating data using a HotSync® operation."

Adjusting the screen

You can turn the backlight on the screen on or off, or adjust the brightness (PEG-T615C/G)/contrast (PEG-T415/G) level according to the lighting conditions or temperature of the environment where you use your CLIÉ handheld.

Turning the backlight off and on

Press and hold down the POWER button for more than two seconds to turn the backlight off or on.

Adjusting the brightness/contrast level

Using the onscreen brightness/contrast control, adjust the screen brightness/contrast as follows:

1 Tap ◑.

Tap this icon.

The adjustment control screen is displayed.

2 To change the level in small increments, tap to the left or right.
To change the brightness/contrast level in larger increments, drag the slider to the left or right.

Tip

You can also press the scroll button or rotate the Jog Dial navigator to move the slider incrementally.

3 Tap Done.

Note

If the digitizer is not configured correctly, you may not be able to make the adjustments properly. For details, see "Turning on your Sony CLIÉ Handheld for the first time" in the Read This First manual.

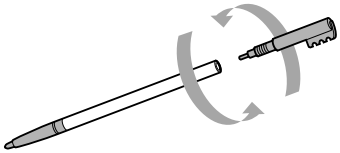
Resetting your Sony CLIÉ Handheld

Under normal circumstances, you do not have to reset your CLIÉ handheld. On rare occasions, however, your CLIÉ handheld may no longer respond to buttons or the screen due to insufficient memory or other reasons. In this case, you need to perform a reset to get your CLIÉ handheld running again.

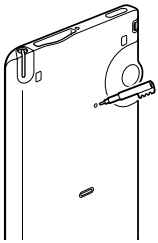
Performing a soft reset

A soft reset tells your CLIÉ handheld to stop what it's doing and start over again. All records and entries stored in your CLIÉ handheld are retained in a soft reset.

1 Take out the reset tip by unscrewing the metal barrel from the stylus quill.



2 Use the reset tip to gently press the reset button inside the hole on the back panel of your CLIÉ handheld.



The system shuts down and then restarts.

After restarting, the system displays "palm powered," "CLIÉ," and "SONY," followed by the preferences screen for setting the time and date.

Resetting your Sony CLIÉ Handheld

Performing a hard reset

If the soft reset does not solve the problem, you need to perform a hard reset to restart your CLIÉ handheld.

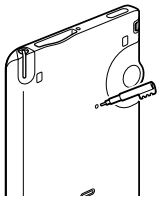
Note

With a hard reset, all records and entries stored in your CLIÉ handheld are erased. Perform a hard reset only if a soft reset does not solve your problem.

You can restore your CLIÉ handheld data if you save a back-up on your computer or Memory Stick media. For details on how to save a back-up, see "Backing up data of your Sony CLIÉ handheld" on page 185.

1 Hold down the POWER button on your CLIÉ handheld.

2 While holding down the POWER button, use the reset tip to gently press and release the reset button.



The Palm Powered logo screen is displayed.

3 Release the POWER button.

A message warning that you are about to erase all the data stored on your CLIÉ handheld is displayed.

4 Press the scroll button on the front panel of your CLIÉ handheld upwards.

Your CLIÉ handheld undergoes a hard reset.

After a hard reset, only the current date and time are retained. Formats, Preferences, and other settings are restored to their factory default settings.

Note

If the scroll button was used just prior to hard-resetting, the hard-reset may not be performed.

Chapter 2

Using basic applications

This chapter describes how to perform tasks that are specific to the basic applications of your CLIÉ handheld: Date Book, Address Book, To Do List, Memo Pad, and Calculator.

Contents

Managing schedules and events (Date Book) 27

Managing addresses and phone numbers (Address Book) 47

Managing tasks and things to do (To Do List) 61

Creating memos (Memo Pad) 69

Using Calculator (Calc) 77

Performing common tasks 79

- Using the Application Launcher 79
- Categorizing records 83
- Finding records 86
- Protecting your data (Security) 90
- Attaching notes 96
- Purging records 97
- Using the Edit menu 98
- Choosing fonts 99

Managing schedules and events (Date Book)

Date Book lets you quickly and easily schedule appointments or any activity associated with a date, or a date and time. A record in Date Book is called an "event."

Scheduling an event

Scheduling an event for the current date

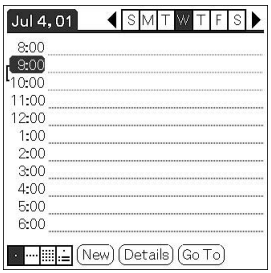
1 Press the Date Book button on the front panel.

Date Book starts up. Today's schedule is displayed with a list of times for a standard business day.

Tip

Press the Date Book button repeatedly to cycle through the Day, Week, Month, and Agenda views. The Date Book views are displayed at the bottom left of the screen.

2 Tap the time line that corresponds to the beginning of the event.



Continued on next page

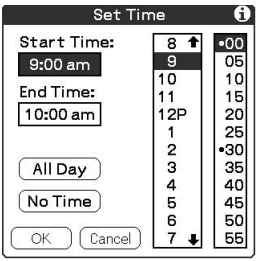
3 Enter a description of the event.

You can enter a description or a note of up to 255 characters in length.

4 If the event is one hour long, skip to step 7. If the event is longer or shorter than one hour, tap the time of the event to open the Set Time dialog box.

5 Perform one of the following to set the duration of the event:

- Tap the time columns on the right side of the Set Time dialog box to set the Start Time, and tap the End Time box. Then tap the time columns to set the End Time.
- Tap All Day to automatically insert the start and end time of the event as defined in your Date Book preferences.



6 Tap OK.

7 Tap a blank area of the screen to deselect the event.

A vertical line appears next to the time, indicating the duration of the event.

Continued on next page

Tip

You can open the Set Time dialog box (to select a start time) by writing a number on the number side of the Graffiti writing area and making sure no event is selected.

To schedule an untimed event

In step 5, tap No Time. A new untimed event is displayed in the first line in Date Book with a ♦ mark.

Scheduling a timed event for another date

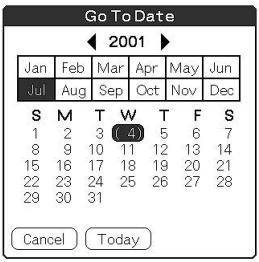
1 Press the Date Book button on the front panel.

Date Book starts up.

2 Do one of the following to select the date you want for the event:

- Tap the day of the week on top of the Date Book screen.
  To move to another week, tap one of the scroll arrows of either side of the day of the week area.

- Tap Go To at the bottom of the screen.
  The Go To Date dialog box appears. Select a date by tapping a year, month, and day in the calendar.



3 Follow the steps for "Scheduling an event for the current date."

Continued on next page

Tip

You can also use the scroll button on the front panel to move forward or backward one day or one month at a time.

To schedule an untimed event

In step 3, tap New and then tap No Time. Then follow the steps for "Scheduling an event for the current date."

Tip

You can create a new untimed event by making sure no event is selected and then writing letters in the Graffiti writing area. When you start writing, the untimed event appears at the top of the screen.

Scheduling repeating or continuous events

The Repeat function lets you schedule events that recur at regular intervals or extend over a period of consecutive days.

Examples of repeating or continuous events

- **Birthday:** an event that repeats annually
- **Weekly guitar lesson:** an event that falls on the same day of the week and the same time of day
- **Business trip or vacation:** a continuous event

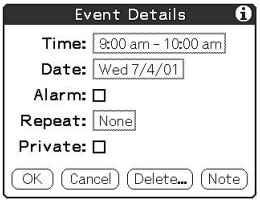
1 Press the Date Book button on the front panel.

Date Book starts up.

2 Tap the description of the event.

3 Tap Details.

The Event Details dialog box appears.



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4 Tap the Repeat box.

The Change Repeat dialog box appears.

5 Tap Day, Week, Month, or Year to set how often the event repeats.

For a continuous event, tap Day.

6 Enter a number that corresponds to how often you want the event to repeat on the Every line.

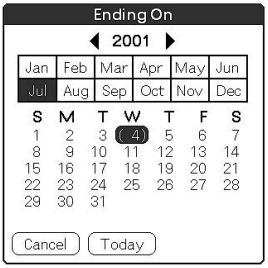
- **When you tap Week:** Tap a letter representing each day of the week on Repeat on line to specify the day you want the event to repeat.

Continued on next page

- **When you tap Month:** On the Repeat by line, tap Day to repeat the event on the specified day of the same week each month, or tap Date to repeat the event on the specified date each month.

7 To specify an end date for the repeating or continuous event, tap the arrow ▼ next to End on to display the drop-down list and tap Choose Date.

The Ending On screen appears.



8 Tap the end date on the screen.

The Change Repeat screen appears again.

9 Tap OK.

The Event Details screen appears again.

Continued on next page

10 Tap OK.

The Date Book screen is displayed again.
Make sure that the repeat icon is displayed to the far right of the event.

Notes

- If you change the start date of a repeating event, your CLIÉ handheld calculates the number of days you moved the event. Your CLIÉ handheld then automatically changes the end date to maintain the duration of the repeating event.
- If you change the repeat interval (e.g., daily to weekly) of a repeating event, past occurrences (prior to the day on which you change the setting) are not changed, and your CLIÉ handheld creates a new repeating event.
- If you change the date of an occurrence of a repeating event (e.g., from January 14 to January 15) and apply the change to all occurrences, the new date becomes the start date of the repeating event. Your CLIÉ handheld adjusts the end date to maintain the duration of the event.
- If you change other repeat settings (e.g., time, alarm, private) of a repeating event and apply the change to all occurrences, your CLIÉ handheld creates a new event. The start date of this new event is the day on which the setting is changed. Past occurrences (prior to the day of the change) are not changed.
- If you apply a change to a single occurrence of a repeating event (e.g., time), that occurrence no longer shows the repeat icon.

Managing schedules and events (Date Book)

Checking schedules

Displaying the Day view

You can display and check the events for a specific day.

1 Press the Date Book button on the front panel.

Date Book starts. Today's schedule is displayed.

2 Rotate the Jog Dial™ navigator to display the events for yesterday or tomorrow.

You can display the schedule for a specific day and time.

To change the Date Book view

In addition to displaying the time list for a specific day, you can also display a whole week, a month, or an agenda.

To display the next view, press the Jog Dial navigator repeatedly.

Tip

You can also select the Date Book view by tapping an icon on the Date Book screen. Tap one of the following icons to rotate to the corresponding calendar view:

Tap the desired view icon.

- : Day view
- : Week view
- : Month view
- : Agenda view

Displaying the Week view

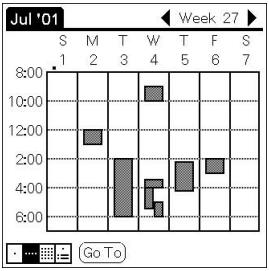
Week view displays a calendar of your events for an entire week. This view lets you quickly review your appointments and available time slots. In addition, the graphical display helps you spot overlaps and conflicts in your schedule.

1 Press the Date Book button on the front panel.

Date Book starts up.

2 Press the Jog Dial navigator repeatedly or tap the Week view icon.

The Week view appears. Untimed events are also displayed in the Week view.



3 Rotate the Jog Dial navigator to select the day that you want to review.

To select the next day, rotate the Jog Dial navigator.

4 Press the Jog Dial navigator.

The details of the selected day are displayed.

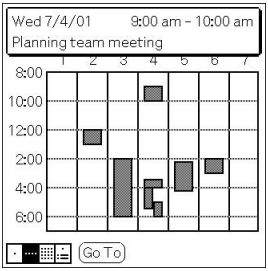
Tips

- To reschedule an event while in the Week view, tap and drag the event to a different time or day.
- Tap a blank time on any day to move to that day and have the time selected for a new event.
- Tap any day or date that appears at the top of the Week view to move directly to that day without selecting an event.
- The Week view displays the time span defined by the Start Time and End Time in the Date Book Preferences settings. If you have an event before or after this time span, a bar appears at the top or bottom of that day's column. Use the onscreen scroll arrows to scroll to the event.

Continued on next page

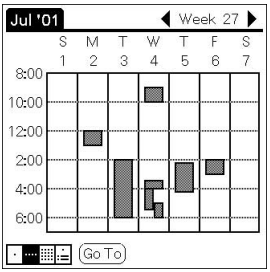
To view the detail of an event

Tap each time bar to view the detail of that event.



To spot event conflicts

An event conflict (time overlap) appears in the Week view as overlapping time bars and in the Day view as overlapping brackets to the left of the conflicting times.



Displaying the Month view

The Month view screen shows which days have events scheduled. Dots and lines in the Month view indicate events, repeating events, and untimed events.

1 Press the Date Book button on the front panel.

Date Book starts up.

2 Press the Jog Dial navigator repeatedly or tap the Month view icon.

The Month view screen appears.

3 Rotate the Jog Dial navigator to select the day that you want to review.

To select the next day, rotate the Jog Dial navigator.

4 Press the Jog Dial navigator.

The details of the selected day are displayed.

Tips

- Tap a day in the Month view to display that day in the Day view.
- Tap the scroll arrows in the upper right corner to move forward or backward a month.
- Tap Go To to open the Go To Date dialog box to select a different month.
- Use the scroll buttons on the front panel of your CLIÉ handheld to move between months. Press the scroll button upwards to display the previous month, or downwards to display the next month.

Displaying the Agenda view

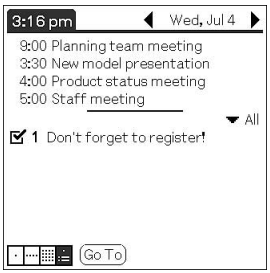
The Agenda view shows you your appointments, untimed events, and To Do List items in a single screen. As well as checking the detailed information of an event, you can also use the Agenda view to check off completed To Do List items.

1 Press the Date Book button on the front panel.

Date Book starts up.

2 Press the Jog Dial navigator repeatedly or tap the Agenda view icon.

The Agenda view screen appears. Today's schedule and To Do List is displayed.



3 Rotate the Jog Dial navigator to select the day that you want to review.

To select the next day, rotate the Jog Dial navigator.

Tips

- Tap any appointment while in Agenda view to display the Day view of the appointment.
- Check off completed To Do List items in the Agenda view, or tap a description of an item to go directly into the To Do List application.

Changing Date and Time view

Tap and hold the date in the title bar of Date Book.

The current time appears.

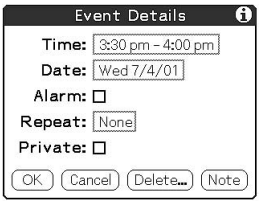
When you release the stylus, the menu bar appears. If you want to avoid displaying the menu when releasing the stylus, drag the stylus away from the date indication after the current time appears.

Editing Date Book events

Changing a date or time for an event

1. On the Date Book screen, tap the event you want to edit.
2. Tap Details.

   The Event Details dialog box appears.



3. - To change the time, tap the Time box and select a new time.

     The Set Time dialog box appears. Tap the Start Time and the End Time.

   - To change the date, tap the Date box and select a new date.

     The Set Date dialog box appears. Specify the year, month, and day in the calendar.
4. Tap OK.

Changing a timed event to an untimed event

1 On the Date Book screen, tap the event you want to edit.

2 Tap Details.

3 Tap the Time box.

The Set Time screen appears.

4 Tap No Time, and tap OK.

The Event Details screen appears.

5 Tap OK.

The untimed event is displayed in the first line with the untimed ◆ mark.

Setting an alarm for an event

The Alarm setting enables you to set an audible alarm for events in your Date Book. You can set an alarm to sound minutes, hours, or days before an event. The default Alarm setting is 5 minutes before the time of the event, but you can change this to any number of minutes, hours, or days.

When you set an alarm, an alarm icon appears to the far right of the event with the alarm.

Tip

You can also set your CLIÉ handheld to vibrate, or flash its LED for an event instead of, or in addition to, an audible alarm. For details, see "Turning the vibrate alarm and LED alarm on or off" on page 168.

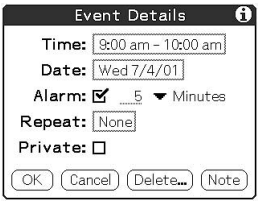
1 On the Date Book screen, tap the event to which you want to assign an alarm.

2 Tap Details.

The Event Details dialog box appears.

3 Tap the Alarm check box to select it.

The alarm is set.



4 Tap the arrow ▼ to select the time unit from among Minutes, Hours, or Days.

5 Tap the "5" next to the Alarm check box and enter any number from 0 to 99 as the number of time units.

6 Tap OK.

Continued on next page

Setting an alarm for an untimed event

You can set a silent alarm for an untimed event. In this case, the alarm triggers at the specified period of minutes, hours, or days before midnight (beginning) of the day of the untimed event. No audible alarm sounds for an untimed event. The reminder message appears onscreen instead.

Example: When you set an alarm for an untimed event that occurs on February 4 and if the alarm is set for 5 minutes, the reminder message appears at 11:55 PM on the night of February 3. The reminder remains onscreen until you turn on your handheld and tap OK to erase it.

Making an event private

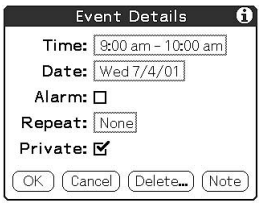
You can hide records that you mark as private. If you define a password for your CLIÉ handheld, you must enter it to display private records.

1 On the Date Book screen, tap the event you want to mark as private.

2 Tap Details.

The Event Details dialog box appears.

3 Tap the Private check box.



4 Tap OK.

The event is marked as private. For hiding or masking private events, see "Protecting your data (Security)" on page 90.

Deleting events

You can delete existing events in Date Book.

Note

If you delete the contents of a reoccurring event, all the related events will be deleted. When deleting an event in Delete Event dialog box, you can delete a single event as an exception or all the related events.

1. On the Date Book screen, tap the event you want to delete.
2. Tap Details.
3. Tap Delete.
   The Delete Event dialog box appears.
4. Tap OK to delete the event.
   The selected event is deleted. To cancel deletion, tap Cancel.

Tip

If you select the "Save archive copy on PC" check box, the deleted event will be saved onto the Palm™ Desktop for CLIÉ software on your computer during the next HotSync® operation.

Using the Date Book menus

This section describes the menu commands specific to Date Book. For the Edit menu, see "Using the Edit menu" on page 98.

Record menus

New Event	Creates a new event. The Set Time dialog box for selecting the start and end times is displayed.
Delete Event	Deletes the currently selected event. The Delete Event dialog box appears.
Attach Note	Attaches notes to the current event. A dialog box for entering comments appears.
Delete Note	Deletes notes from the current event. The Delete Note dialog box is displayed.
Purge	You can specify a certain period based on the current date and discard any events that were formed before the specified date. Use this function to save memory space. **Notes** • A reoccurring event will not be deleted. • By default, the events that you purge will be saved in the Palm Desktop for CLIÉ software on your computer at the next HotSync® operation. To delete the events completely, deselect the check box (☐) for "Save archive copy on PC" in the Purge dialog box.
Beam Event	Sends the current event to another CLIÉ handheld via the infrared communications port.

Options menus

Font	You can select a desired font in the Select Font dialog box.

Continued on next page

Preferences	• **Start/End Time:** Defines the start and end times for Date Book screens. If the time slots you select do not fit on one screen, you can tap the scroll arrows ⬍ to scroll up and down. • **Alarm Preset:** Automatically sets an alarm for each new event. The silent alarm for untimed events is defined by minutes, days, or hours before midnight of the date of the event. • **Alarm Sound:** Sets the tone of the alarm. If you import a tone of your choice to your CLIÉ handheld using the Sound Converter software, they will appear here in the menu for Alarm Sound. For details, see the Add-on Application Guide. • **Remind Me:** Defines how many times the alarm sounds. The choices are Once, Twice, 3 Times, 5 Times, and 10 Times. • **Play Every:** Defines how often the alarm sounds. The choices are a Minute, 5 minutes, 10 minutes, and 30 minutes.
Display Options	Changes the Date Book's appearance and which events display. • **Show Time Bars:** Activates the time bars that appear in the Day view. The time bars show the duration of an event and illustrate event conflicts. • **Compress Day View:** Controls how times appear in the Day view. When Compress Day view is off, all time slots are displayed. When it is on, start and end times display for each event, but blank time slots toward the bottom of the screen disappear to minimize scrolling. • **Month View settings:** These check boxes apply to the Month view of Date Book. You can activate any or all of these settings to show that you have Timed, Untimed, or Daily Repeating events in the Month view only.
Phone Lookup	The Phone Number Lookup screen appears. If there is an Address Book entry, you can look up the phone number of the selected item.
Security	Hides the current item unless the password is entered. You can select the view option among Show Records, Mask Records, or Hide Records.
About Date Book	Shows version information for Date Book.

Managing addresses and phone numbers (Address Book)

Address Book lets you keep names, addresses, telephone numbers, and other information about your personal or business contacts.

An item in Address Book is called an "entry."

Creating a new Address Book entry

1 Press the Address Book button on the front panel.

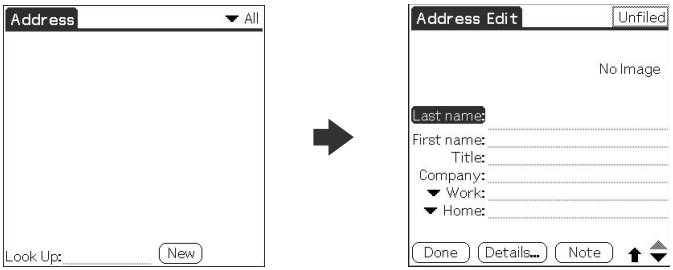
The Address screen is displayed.

Note

Press the Address Book button repeatedly to cycle through the categories in which you have entries.

2 Tap New.

The Address Edit screen appears.



3 Enter the last name of the person you want to add to Address Book.

The first letter of each field (except numeric and e-mail fields) is automatically capitalized.

4 Tap First name.

The cursor shifts to the first name field.

You can also use Graffiti® writing to move the cursor to the next field by entering .

Continued on next page

5 Enter the first name in the First name field.

6 Repeat steps 4 and 5 to enter the other items of information that you want to include.

You can tap the scroll arrow ▼ next to each item to display the list of choices and then tap the desired item in the list.

7 To move to the next page of information, tap the scroll arrow ▼ on the bottom-right corner of the screen.

8 After you finish entering all the necessary information, tap Done.

The Address screen is displayed again.

Tip

You can also use the Palm™ Desktop for CLIÉ software to create entries on your computer and then download them to your CLIÉ handheld with your next HotSync® operation. See "Performing a local HotSync® operation with the cradle" on page 102 for details.

Viewing Address Book entries

1 Press the Address Book button on the front panel.

The Address screen is displayed, listing your current entries.

2 Rotate the Jog Dial™ navigator to select the address entry you want to view.

If the desired address entry is not displayed, rotate the Jog Dial navigator further to scroll up or down the entire list.

3 Press the Jog Dial navigator.

The Address View screen of the selected entry is displayed.

4 To return to the list of address entries, press the Jog Dial navigator again or press the BACK button.

The Address screen is displayed again.

Tips

- If there are multiple pages of information, the scroll button moves up or down an address list or the Address View screen. If you hold down the scroll button, you accelerate the scrolling and display every third screen.
- You can also use the stylus to tap the onscreen scroll arrows to scroll to the entry.

To view an image pasted to an address entry

Tap an image on the Address View screen. The image is displayed across the whole screen. To return the Address View screen, tap the image again.

To view the next page of the Address View screen

Rotate the Jog Dial navigator. The next or previous page within the data is displayed.

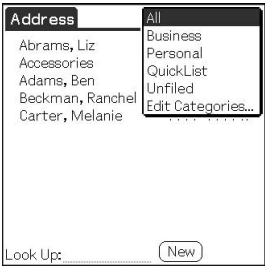
Viewing addresses by category

Press the Jog Dial navigator when the address list is displayed but none of the listed entries are selected.

Each time you press the Jog Dial navigator, the display toggles through all the available categories.

To select category from the categories list

Tap the arrow ▼ at the upper right corner of the screen to display the category list. You can select the desired category from the list.



Sorting the address entries in the list

You can sort the address entries in your desired order: listing by last and then first name, or listing by company and then last name. The address entries will be displayed in the selected order when you start Address Book.

Any changes in the address order, however, do not affect the original address entries.

1 Press the Address Book button on the front panel.

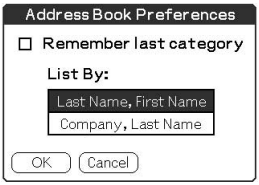
The Address screen is displayed, listing your current entries.

2 Tap the Menu icon.

Address Book menu is displayed.

3 Tap Options, and tap Preferences.

The Address Book Preferences dialog box appears.



4 Tap the desired order of the address entries in the List By field.

Select the desired order in which the address entries are to be listed when Address Book starts.

5 Tap OK.

The address entries are sorted in the selected order.

Notes

- When you tap Last Name, First Name, the address entries are sorted in alphabetical order of an individual's last name and then first name.
- When you tap Company, Last Name, the address entries are sorted in alphabetical order of the company name, and then an individual's last name.

Looking up an address entry

The Look Up feature helps you to quickly scroll to any of your address entries.

1 On the Address Book list screen, enter the first letter of the entry you want to find.

The list scrolls to the first entry that begins with that letter. If you write another letter, the list scrolls to the first entry that starts with those two letters.

For example, writing an “s” scrolls to “Sands,” and writing “sm” scrolls further to “Smith.” If you sort the list by company name, the Look Up feature scrolls to the first letter of the company name.

2 Tap the entry you want to view or press the Jog Dial navigator.

The entry you selected is shown.

Editing Address Book entries

Pasting an image to an address entry

You can paste an image to the address entry. Paste a photograph of a person or restaurant, for example, as a reminder of an address entry.

To paste an image, you must first ready an image on your CLIÉ handheld with the PictureGear™ Pocket application. For details, see "Viewing image files (Picture Gear Pocket)" in the Add-on Application Guide.

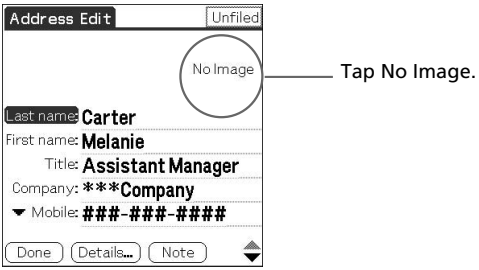
1 Tap the address entry in the address list to which you want to paste an image.

The Address View screen of the selected address record appears.

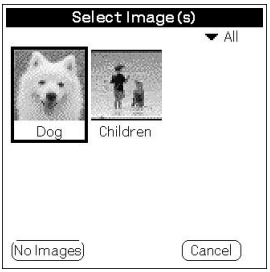
2 Tap Edit.

The Address Edit screen appears.

3 Tap No Image in the upper right of the screen.



The Select Image(s) screen appears.



Continued on next page

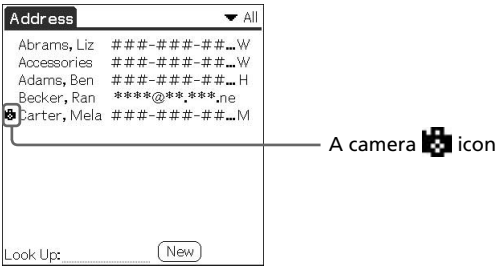
4 Tap the image you want to paste.

The image you selected is pasted to the address entry.

5 Tap Done.

The Address screen is displayed again.

A camera icon is attached to the entry that has the pasted image.



Note

If you use the Palm Desktop for CLIÉ software to change the category of the address entry that has a pasted image, the image will no longer be associated with the address entry after the next HotSync® operation. To edit an address entry with a pasted image, use the Address Book application in your CLIÉ handheld.

To change the image

Tap the pasted image in the Address Edit screen. The Select image(s) screen appears. Tap to select another image.

To remove the image

Tap the pasted image in the Address Edit screen. The Select image(s) screen appears. Tap No images.

Modifying an address entry

You can modify part of the address entry.

1 On the Address Book list screen, tap the entry you want to modify.

The Address View screen of the selected entry appears.

2 Tap Edit.

The Address Edit screen appears.

3 Tap the field that you want to edit.

You can edit the tapped field.

4 Edit the entry.

5 When modification is complete, tap Done.

The Address screen is displayed again.

To select types of phone numbers

You can select the types of phone numbers or e-mail addresses that you associate with an Address Book entry. Any changes you make apply only to the current entry. To select other types of phone numbers in an entry, tap the arrow ▼ and select the desired label from the drop-down list.

Duplicating an address entry

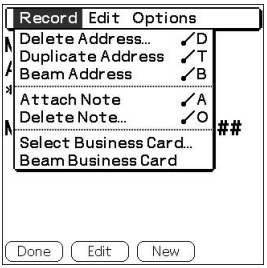
You can copy existing address entries you have created. This feature is useful when you use the address of one person or edit part of the address for another person.

1 On the Address Book list screen, tap the entry you want to copy.

The Address View screen of the selected record appears.

2 Tap the Menu icon.

The Address Book menu is displayed.



3 Tap Duplicate Address from the Record menu.

The entry you selected in step 2 is copied.

The word "Copy" is added to the end of the name field of the copied information.

4 Tap Done.

The Address screen is displayed again.

Note

The pasted image is not duplicated.

Deleting an address entry

1 On the Address Book list screen, tap the entry you want to delete.

The Address View screen of the selected record appears.

2 Tap Edit.

The Address Edit screen appears.

3 Tap Details.

The Address Entry Details dialog box appears.

4 Tap Delete.

The Delete Address dialog box appears.

5 Tap OK to delete the entry.

The selected entry is deleted. To cancel deletion, tap Cancel.

Tip

If you select the "Save archive copy on PC" check box, the deleted data will be saved onto the Palm Desktop for CLIÉ software on your computer during the next HotSync® operation.

Changing the address entry details

You can change the type of information that appears in the address list screen, categorize an entry, and hide an entry for security reasons. You can also delete entries.

1 On the Address Book list screen, tap the entry you want to change.
The Address View appears.

2 Tap Edit.
The Address Edit screen appears.

3 Tap Details.
The Address Entry Details dialog box appears.

4 Change desired settings.

Show in List: Select which type of entries or other information appears in the Address list screen. Tap the arrow ▼ and select from Work, Home, Fax, Other, or E-mail.

Category: Assign the entry to a category.

Private: Select the Private check box to hide the current entry when Security is turned on. For details on Security, see "Protecting your data (Security)" on page 90.

5 Tap OK.
The address entry details are saved.

Using the Address Book menus

This section describes the menu commands specific to Address Book. For the Edit menu, see "Using the Edit menu" on page 98. The Record and Options menus differ depending on whether you are displaying the Address List screen or the Address View screen.

Record menus

Delete Address	Deletes the current address entry. The Delete Address dialog box appears. **Notes** • By default, the entry that you delete will be saved onto the Palm Desktop for CLIÉ software on your computer during the next HotSync® operation. To delete the entry completely, deselect the check box (☐) for "Save archive copy on PC" in the Delete Address dialog box. • If the current entry has an image pasted, the image will not be deleted.
Duplicate Address	Makes a copy of the current entry and displays the copy in Address Edit so you can make changes to the copied entry. The copy has the same category and attached notes as the original entry.
Beam Address	Sends all the address entries in the currently selected category to another CLIÉ handheld via the infrared communications port.
Beam Category	Sends all the Address Book entries in the currently selected category to another CLIÉ handheld via the infrared communications port.
Attach Note	Adds comments to the current address entry. Choosing this menu opens up a screen for entering comments.
Delete Note	Deletes comments from the current address entry. Choosing this menu opens up the Delete Note dialog box. Tap Yes to delete comments and No to cancel the delete function.
Select Business Card	Defines the current address entry on a business card. A business card icon ( ) is displayed when you set an entry as a business card.
Beam Business Card	Sends the current business card to another CLIÉ handheld via the infrared communications port. **Tip** You can also send a business card via the infrared communications port by pressing and holding down the Address Book button for longer than 2 seconds.

Options menus

Font	You can select a desired font in the Select Font dialog box .
Preferences	**Remember last category:** Determines how Address Book appears when you return to it from another application. If you select this check box, Address Book shows the last category you selected. If you clear it, Address Book displays the All category.
Rename Custom Fields	These custom fields appear at the end of the Address Edit screen. Rename them to identify the kind of information you enter in them. The names you give the custom fields appear in all entries.
Security	Hides the current record unless the password is entered. You can select the view option among Show Records, Mask Records, or Hide Records.
About Address Book	Shows the version information for Address Book.

Managing tasks and things to do (To Do List)

A To Do List is a reminder of some task you have to complete. A record in To Do List is called an "item."

Creating To Do List items

1 Press the To Do List button on the front panel.

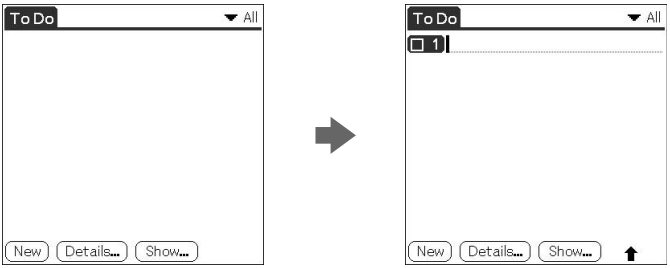
To Do List opens and displays the category of items you last viewed.

Note

Press the To Do List application button repeatedly to cycle through the categories in which you have items.

2 Tap New.

A new To Do item is added to To Do List.



3 Enter the text of the To Do item.

You can enter multiple lines of text.

4 Tap anywhere onscreen to deselect the To Do List item.

The item is deselected and the new item is recorded to To Do List.

Tips

- If no To Do List item is currently selected, writing in the Graffiti® writing area automatically creates a new item.
- To display text that does not fit on the screen, tap the text line.

Managing tasks and things to do (To Do List)

Viewing To Do List items

You can check the items you recorded in To Do List.

1 Press the To Do List button on the front panel.

The To Do screen appears.

2 Rotate the Jog Dial™ navigator to select the To Do List item that contains the note you want to view.

3 Press the Jog Dial navigator.

The notes of the selected item are displayed. If the item does not fit on the screen, rotate the Jog Dial navigator to scroll the screen.

4 Press the Jog Dial navigator.

The To Do List box reappears.

Viewing To Do List items by category

Press the Jog Dial navigator when To Do List is displayed but no To Do item is selected.

Each time you press the Jog Dial navigator, the display toggles through all the available categories.

To select the desired category from the categories list

Tap the arrow ▼ at the upper right corner of the screen to display the category list. You can select the desired category from the list.

Managing tasks and things to do (To Do List)

Checking off a To Do List item

You can check off a To Do List item to remind you that you've completed it. You can set To Do List to record the date that you completed the To Do item, and you can choose to show or hide completed items. For details, see "Changing the appearance of To Do List" on page 67.

1 Press the To Do List button on the front panel.

The To Do screen appears.

2 Tap to select the check box on the left side of the item.

The check box changes to ☑.

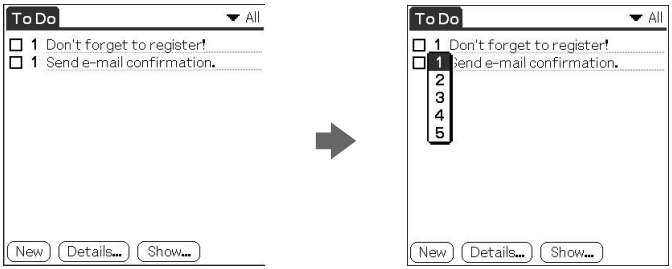
Working with To Do List

Setting the priority of an item

The priority setting for items lets you arrange the tasks in your To Do List according to their importance or urgency. The default setting for To Do List is to arrange items by priority and due date, with priority 1 items at the top. If you have a number of items in your list, changing an item's priority setting may move its position in the list.

On the To Do List screen, tap the Priority number on the left side of the item and then tap the desired Priority number.

You can select the Priority numbers 1 through 5, with 1 being the most important.



Tip

You can also set the priority from the To Do Item Details dialog box.

Setting the due date for an item

You can associate a due date with any To Do List item. You can also sort the items that appear in the list based on their due date.

1 On the To Do List screen, tap the text of the item whose due date you want to set.

2 Tap Details.

3 Tap the arrow ▼ next to Due Date, and tap a desired due date from the drop-down list.

You can select one of the following options:

- **Today:** Assigns the current date.
- **Tomorrow:** Assigns the next day's date.
- **One week later:** Assigns the date exactly one week from the current date.
- **No Date:** Assigns no due date.
- **Choose Date:** Opens the Due Date screen, where you can choose any date from the calendar.

4 Tap OK.

Tip

If you turn on the Show Due Dates option in the To Do Preferences dialog box, you can tap directly on the due date in To Do List to select a desired due date.

Deleting an item

You can delete items from To Do List.

1 On the To Do List screen, tap the item you want to delete.

2 Tap Details.

The To Do Item Details dialog box appears.

3 Tap Delete.

The Delete To Do dialog box appears.

4 Tap OK to delete the item.

The selected event is deleted. To cancel deletion, tap Cancel.

Tip

If you check the "Save archive copy on PC" check box, the deleted item will be saved onto the Palm Desktop for CLIÉ software on your computer during the next HotSync® operation.

Managing tasks and things to do (To Do List)

Changing the appearance of To Do List

The To Do Preferences dialog box enables you to change the appearance of To Do List.

1 On the To Do List screen, tap Show.

The To Do Preferences dialog box appears.

2 Change the To Do Preferences settings.

You can choose any of the following settings:

- **Show Completed Items:** Displays your completed items in To Do List. If you turn off this setting, your To Do items disappear from the list when you complete (check) them.
- **Show Only Due Items:** Shows only the items that are currently due, past due, or have no due date specified. When this setting is active, items that are not yet due do not appear in the list until their due date.
- **Record Completion Date:** Replaces the due date with the actual date when you complete (check) the item. If you do not assign a due date to an item, the completion date still records when you complete the item.
- **Show Due Dates:** Displays the due dates associated with items in To Do List and displays an exclamation mark next to items that remain incomplete after the due date passes.
- **Show Priorities:** Shows the priority setting for each item.
- **Show Categories:** Shows the category for each item.

3 Tap OK.

Managing tasks and things to do (To Do List)

Using the To Do List menus

This section describes the menu commands specific to To Do List. For the Edit menu, see "Using the Edit menu" on page 98.

Record menus

Delete Item	Deletes the current To Do item. The Delete To Do dialog box appears.
Attach Note	Adds comments to the current To Do item. Choosing this menu item opens up a screen for entering comments.
Delete Note	Deletes comments from the current To Do item. Choosing this menu item opens up the Delete Note dialog box.
Purge	Allows you to delete any completed items from To Do List. Run this command to save memory if you find too many recorded To Do items in your CLIÉ handheld. **Note** By default, the items that you purge will be saved onto the Palm Desktop for CLIÉ software on your computer during the next HotSync® operation. To delete the items completely, deselect the check box (☐) for "Save archive copy on PC" in the Purge dialog box.
Beam Item	Sends the current To Do item to another CLIÉ handheld via the infrared communications port.
Beam Category	Sends all the To Do items in the currently selected category to another CLIÉ handheld via the infrared communications port.

Options menus

Font	You can select a desired font in the Select Font dialog box.
Phone Lookup	The Phone Number Lookup screen appears. If there is an Address Book entry, you can look up the phone number of the selected item.
Security	Hides the current item unless the password is entered. You can select the view option among Show Records, Mask Records, or Hide Records.
About To Do List	Shows the version information for To Do List.

Creating memos (Memo Pad)

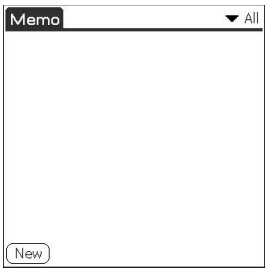
You can use Memo Pad to create brief memos on your CLIÉ handheld. You can also display TXT or CSV (Comma Separated Value) document files created on your computer (page 124). A record in Memo Pad is called a "memo."

Creating a new memo

A memo can contain up to 4,000 characters. The number of memos you can store is limited only by the memory available on your CLIÉ handheld.

1 Press the Memo Pad button on the front panel.

Memo Pad starts up. Memo Pad opens to display the last Memo Pad screen that you viewed.

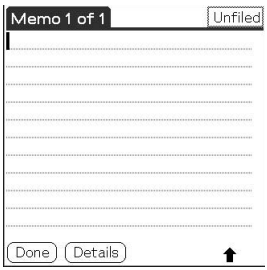


Tip

Press the Memo Pad button repeatedly to cycle through the categories in which you have memos.

2 Tap New.

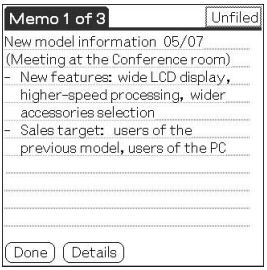
A new memo is created.



Continued on next page

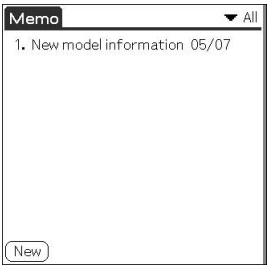
3 Enter the text you want to appear in the memo.

To move down to a new line, tap the Enter key when using the onscreen keyboard or write ⁄ when using Graffiti® writing.



4 Tap Done or press the BACK button when you finish.

The first line of the memo is displayed.



Tips

- You can also create a new memo by beginning your memo in the Graffiti writing area on the Memo screen. The first letter is automatically capitalized and begins your new memo.
- While entering text, the text may overlap the Done or Details buttons. After you finish entering the text, the overlap disappears.

Reviewing memos

The first line of a memo appears in the Memo List. This makes it easy to locate and review your memos.

1 Press the Memo Pad button on the front panel.

Memo Pad starts and the Memo List is displayed.

2 Rotate the Jog Dial™ navigator to select the memo you want to view.

If the desired memo is not displayed, rotate the Jog Dial navigator further to scroll up or down the memo list.

3 Press the Jog Dial navigator.

The content of the selected memo is displayed. If the memo text does not fit on the screen, rotate the Jog Dial navigator to scroll the screen.

4 Press the Jog Dial navigator.

The Memo list is displayed again.

Viewing memos by category

Press the Jog Dial navigator when the memo list is displayed but no memo is selected.

Each time you press the Jog Dial navigator, the display toggles through all the available categories.

Selecting the desired category from the categories list

Tap the arrow ▼ at the upper right corner of the screen to display the category list. You can select the desired category from the list.

Sorting memos

You can change the order in which Memo Pad shows your memos.

1 Press the Memo Pad button on the front panel.

Memo Pad starts and the Memo list is displayed.

2 Tap the Menu icon.

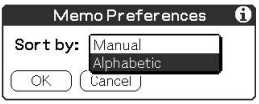
A menu of commands appears.

3 Tap Options, and tap Preferences.

The Memo Preferences dialog box appears.

Continued on next page

4 Tap the desired order of the memos in the Sort by field.



- **Manual:** Sorts the memos manually.
- **Alphabetic:** Sorts the memos in numerical and then alphabetical order.

5 Tap OK.

To sort the memos manually

In step 4, select Manual to activate manual sorting.

Tap the memo you want to move in the Memo screen and drag it into the desired location. The memo is placed where you released the stylus.

The memos are renumbered accordingly.

Editing memos

Deleting a memo

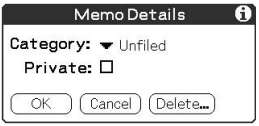
You can delete an unnecessary memo from Memo Pad.

1 On the Memo Pad screen, tap the memo you want to delete.

The contents of the memo you tapped appears.

2 Tap Details.

The Memo Details dialog box appears.



3 Tap Delete.

The Delete Memo dialog box appears.

4 Tap OK to delete the memo.

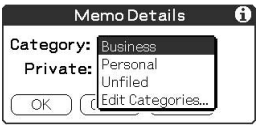
The selected record is deleted. To cancel deletion, tap Cancel.

Tip

If you select the "Save archive copy on PC" check box, the deleted memo will be saved onto the Palm Desktop for CLIÉ software on your computer during the next HotSync® operation.

Categorizing a memo

You can categorize your memo. In step 2 of "Deleting a memo," tap the arrow ▼ next to Category to display the list of available categories and then tap the desired category for the memo.



Making a memo private

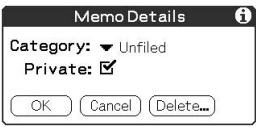
You can hide a memo that you mark as private. If you define a password for your CLIÉ handheld, you must enter it to display private records.

1 On the Memo Pad screen, tap the memo you want to mark as private.

2 Tap Details.

The Memo Details dialog box appears.

3 Tap and select the Private check box.



4 Tap OK.

The memo is marked as private. For details on hiding or masking private events, see "Protecting your data (Security)" on page 90.

Creating memos (Memo Pad)

Using the Memo Pad menus

This section describes the menu commands specific to Memo Pad. For the Edit menu, see "Using the Edit menu" on page 98. The Record and Options menus differ depending on the screen displayed.

Record menus

Beam Category	Sends all the memos in the currently selected category to another CLIÉ handheld via the infrared communications port.
New Memo	Creates a new memo.
Delete Memo	Deletes the current memo. The Delete Memo dialog box appears. **Note** By default, the memos that you delete will be saved onto the Palm Desktop for CLIÉ software on your computer during the next HotSync® operation. To delete the memos completely, deselect the check box (☐) for "Save archive copy on PC" in the Delete Memo dialog box.
Beam Memo	Sends the current memo to another CLIÉ handheld via the infrared communications port.

The Options menus

Font	You can select a desired font in the Select Font dialog box.
Phone Lookup	Phone Number Lookup screen appears. If there is an Address Book entry, you can look up the phone number of the selected memo.
Preferences	Specifies how the memos are displayed. The Memo Preferences screen appears.
Security	Hides the current memo unless the password is entered. You can select the view option among Show Records, Mask Records, or Hide Records.
About Memo Pad	Shows the version information for Memo Pad.

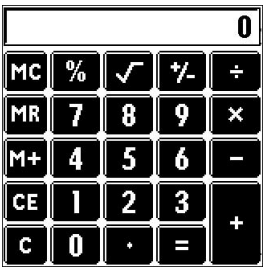
Using Calculator (Calc)

Calculating with Calculator

1 Perform either of the following to start the Calculator:

- Tap the Calculator icon.
- Rotate the Jog Dial™ navigator to select Calc and press the Jog Dial navigator.
- Tap the Calc icon on the Application Launcher screen.

The Calculator screen appears.



2 Perform calculations using Calculator.

To use Calculator, tap the numbers and symbol icons on the screen with the stylus.

Using Calculator (Calc)

Using the Calculator buttons

Calculator has several buttons to help you perform calculations.

CE	Clears the last number you entered. Use this button if you make a mistake while entering a number in the middle of a calculation. This button enables you to re-enter the number without starting the calculation over.
C	Clears the entire calculation and enables you to begin a new calculation.
+/–	Toggles the current number between a negative and positive value. If you want to enter a negative number, enter the number first and then press the +/– button.
M+	Places the current number in memory. Each new number you enter with the M+ button is added to the total stored in memory. The number that you add can be either a calculated value or any number you enter by pressing the number buttons. Pressing this button has no effect on the current calculation (or series of calculations); it merely places the value into memory until it is recalled.
MR	Recalls the stored value from memory and inserts it in the current calculation.
MC	Clears any value that is stored in the Calculator memory.
$\sqrt{\ }$	Calculates the square root of the entered number. Tap the button after entering the number.

Using the Calculator menus

Copy, Paste	Copies a number from Calculator and pastes it into another application. Similarly, you can also paste numeric values you copied from another application such as Memo Pad into Calculator.
Recent Calculations	You can review the last series of calculations.
About Calculator	Shows the version information for Calculator.

Performing common tasks

This section describes how to perform tasks that you can do in most or all of the basic applications.

Using the Application Launcher

This section describes how to switch between applications, how to change application settings so they are customized to your work methods, and how to categorize applications so you view them in related groups.

1 To open the Application Launcher screen, tap the Home icon.

Tip

In addition to providing a way for you to open applications, the Application Launcher screen displays the current time, battery level, and the application category.

Selecting applications

To open an application, choose from the following options:

- Tap the icon of the application you want to open. If you have many applications installed on your CLIÉ handheld, tap the scroll bar to see all the available applications.
- Rotate the Jog Dial™ navigator to select the application. Push the Jog Dial navigator to launch the selected application.
- Press an application button , , , or on the front panel to display the selected application immediately.

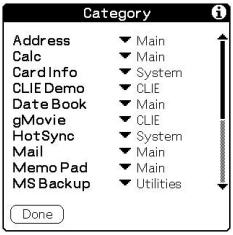
Categorizing applications

The category feature enables you to manage the number of application icons that appear in the Application Launcher screen. You can assign an application to a category and then display a single category or all your applications.

To categorize an application

1 Tap the Home icon.
2 Tap the Menu icon.
3 Tap Category from the App menu.

The Category screen appears.



4 Tap the arrow ▼ next to each application to select a category from the drop-down list.

Tip

To create a new category for an application, tap Edit Categories from the drop-down list. Tap New, enter the category name, and tap OK to add the category. Tap OK again.

5 Tap Done.

To display applications by category

1 Tap the Home icon.
2 Do one of the following:
- Tap the Home icon repeatedly to cycle through all the categories.
- Tap the arrow ▼ in the upper right corner of the screen and tap the desired category from the drop-down categories list.
- Push the Jog Dial navigator repeatedly while no applications are highlighted.

Continued on next page

Note

If you have a Memory Stick® media inserted in your CLIÉ handheld, a Card icon appears at the bottom of the drop-down categories list. For details on how to use the Memory Stick media, see page 135.

Changing the Application Launcher display

By default, the Application Launcher displays each application as an icon. Alternatively, you can display applications in a list format, or in a smaller icon/list.

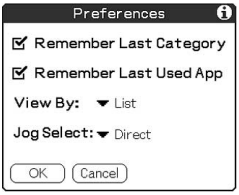
You can also choose to view the same category of applications each time you open the Application Launcher screen.

To change the view of applications

1. Tap the Home icon.
2. Tap the Menu icon.

   The menu is displayed.
3. Tap Options, and tap Preferences.

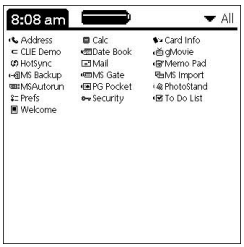
   The Preferences screen is displayed.



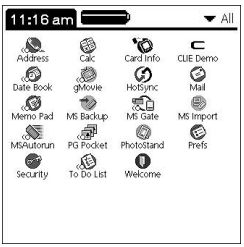
4. Tap the arrow ▼ next to View By, and tap to select from List, List (Small), or Icon (Small).
5. Tap OK.

   The applications are displayed in the selected format.

List view



List (Small) view



Icon (Small) view

Continued on next page

To open the Application Launcher screen to the last-opened category or the last-used application

1. Tap the Home icon.
2. Tap the Menu icon.

   The menu is displayed.
3. Tap Options, and tap Preferences.

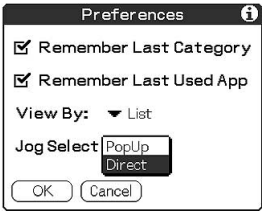
   The Preferences screen is displayed.
4. Tap the Remember Last Category check box to select it or the Remember Last Used App to select it.
5. Tap OK.

Note

Only application started from the Application Launcher screen will be remembered as the last-used application.

To display the Pop-up application menu with the Jog Dial navigator

In step 4, tap the arrow ▼ next to Jog Select and tap PopUp.



Categorizing records

You can categorize records in Address Book, To Do List, and Memo Pad applications for easy retrieval. (Date Book does not have categories.) When you create a record, it is automatically assigned to the currently displayed category. For example, if the All category is displayed, the record is assigned to the Unfiled category. A record can remain unfiled or it can be assigned to a category at any time.

System-defined and user-defined categories

By default, your CLIÉ handheld includes system-defined categories, such as All and Unfiled, and user-defined categories, such as Business and Personal.

You cannot modify the system-defined categories, but you can rename or delete the user-defined categories. In addition, you can create your own user-defined categories. You can have a maximum of 15 user-defined categories in each application.

Tip

Address Book contains the QuickList user-defined category, in which you can store the names, addresses, and phone numbers that you might need in emergencies (doctors, fire department, lawyers, etc.).

Moving a record into a category

1. Tap the record that you want to categorize.
2. Address Book only: Tap Edit.
   The Address Edit screen appears.
3. Tap Details.
4. Tap the arrow ▼ next to Category to display the list of available categories.
5. Tap the desired category for the item.
6. Tap OK.

Displaying the category of records

1. Tap the arrow ▼ at the upper right corner of the screen.
   A list of available categories appears.

2. Tap the category you want to view.
   The list screen now displays only the records assigned to that category.

Defining a new category

1 Tap the arrow ▼ at the upper right corner of the screen.

A list of available categories appears.

2 Tap Edit Categories.

The Edit Categories screen is displayed.

3 Tap New.

The Edit Categories dialog box is displayed.

4 Enter a new category name and tap OK.

You can assign any of your entries to the new category.

Finding records

Your CLIÉ handheld lets you find information by entering text in the Find option dialog box or searching for a phone number using the Phone Lookup option. These two options are available for all the basic CLIÉ applications.

Each application offers ways to find information:

- **Date Book, To Do List, Memo Pad:** Phone Lookup displays the Address List screen and lets you add the information that appears in this list to a record.
- **Address Book:** The Look Up line lets you enter the first letters of a name to scroll immediately to that name.

Using the Find option

The Find option lets you locate any text you specify in any application. For example, if the text appears in Address Book and Date Book, the Find option displays both occurrences in the Find dialog box.

1 Tap the Find icon.

The Find dialog box appears.

2 Enter the text you want to find.

You can enter letters, symbols, or numbers.

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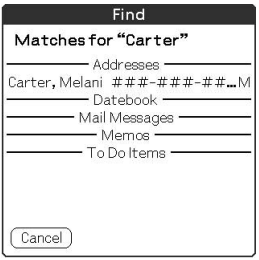
3 Tap OK.

Find searches for the text in records and notes and displays the results.



4 Tap the text in the find result list that you want to review.

The application associated with the data automatically starts to display the data.

To stop searching midway

Tap Stop. To resume the search, tap Find More.

Note

The Find option is not case sensitive; searching for "sony" also finds "Sony."

Tip

Select text in an application before tapping the Find icon to automatically place the text in the Find dialog box.

Using the Phone Lookup option

The Phone Lookup option lets you find a telephone number from the Address list screen and lets you add the information that appears in this list to a record. For example, you can add a telephone number from the Address list to an entry in Memo Pad.

1 Display the record in which you want to insert a phone number.

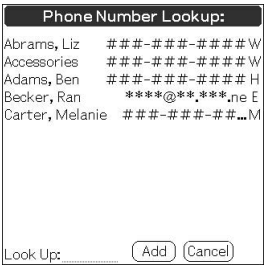
The record can be in Date Book, To Do List, or Memo Pad.

2 Tap the Menu icon.

The menu of the application appears.

3 Tap Options, and tap Phone Lookup.

The Phone Number Lookup screen appears.



4 Tap the phone number you want to add.

Tip

To quickly find a phone number, enter the first few letters of the name you want to find in the Look Up field in the lower screen.

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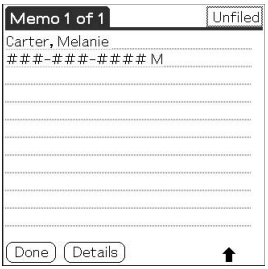
5 Tap Add.

The Phone Lookup closes and the name and phone number are added to the record you displayed in step 1.



To activate Phone Lookup with Graffiti®

Write the Graffiti® Command stroke to activate Phone Lookup.

Phone Lookup using text

Drag and highlight text and then write the Graffiti Command stroke .
The selected text is replaced with the found name and phone number.

If multiple records are found, the Phone Number Lookup screen appears.

Protecting your data (Security)

Your CLIÉ handheld includes a Security application that allows you to protect your data from unauthorized users.

In Security, you can do the following:

- Lock and turn off your CLIÉ handheld so that it does not operate until you enter the correct password.
- Set the CLIÉ handheld to automatically lock at/after a preset time, or whenever you turn it off.
- Mask all records that you mark as private so the information appears greyed out.
- Hide all records that you mark as private so they do not appear on any screen.

Tip

All private records can be masked or hidden, with or without a password. Without a password, the masked record will be unmasked when you tap it. With a password, you must enter the password to view the private records.

Assigning a password

You can assign a password to protect your private records and to lock your CLIÉ handheld.

1 Rotate the Jog Dial navigator to select Security and press the Jog Dial navigator. Or tap the Security icon on the Application Launcher screen.

The Security screen appears.

Continued on next page

2 Tap Unassigned.

The Password dialog box appears.

3 Enter a password and a hint to remember it, then tap OK.

The dialog box for verifying the password appears.

4 Enter the same password again to verify it and tap OK.

Your password is assigned. In Password, "-Assigned-" is displayed.

To lock your CLIÉ handheld with this password, see page 93.

Changing or deleting a password

1 Rotate the Jog Dial navigator to select Security and press the Jog Dial navigator. Or tap the Security icon on the Application Launcher screen.

The Security screen appears.

2 Tap -Assigned-.

The Password dialog box appears.

3 Enter the current password and tap OK.

The dialog box used to enter a new password appears.

Continued on next page

4
- To change the password, enter a new password and tap OK.
- To delete the password, tap Unassign.

If you forget your password

If you forget your password, you can delete it. Note, however, that deleting a forgotten password also deletes all entries and records marked as Private. (If you synchronize with your computer before deleting a forgotten password, you can restore your private records at the next HotSync® operation.)

1 Tap Lost Password in step 3.

The Delete Password dialog box appears.

2 Tap Yes.

Your password and private records are deleted.

Locking your CLIÉ handheld with a password

You can lock your CLIÉ handheld so that you have to enter your password to operate it.

Note

If you lock your CLIÉ handheld, you must enter the exact password to restart your CLIÉ handheld. If you forget the password, you must perform a hard reset to resume using your CLIÉ handheld. Performing a hard reset deletes all the records in your CLIÉ handheld; however, you can restore all synchronized data at the next HotSync® operation.

1 Perform a HotSync operation to synchronize the data between your CLIÉ handheld and your computer.

See "Chapter 3: Exchanging and updating data using a HotSync® operation" for more information.

2 Assign a password and a hint to remember it.

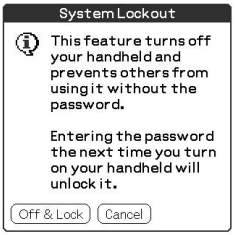
Follow the steps described in "Assigning a password."

3 Rotate the Jog Dial navigator to select Security and press the Jog Dial navigator. Or tap the Security icon on the Application Launcher screen.

The Security screen appears.

4 Tap Lock & Turn Off.

The System Lockout dialog box appears.



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5 Tap Off & Lock.

Your CLIÉ handheld is turned off and locked.

To start your CLIÉ handheld, turn it on and enter the password.

Setting your CLIÉ handheld to lock automatically

You can set your CLIÉ handheld to lock whenever you turn it off.

1 Back up your data and assign a password.

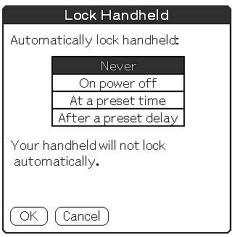
Follow the steps described in "Assigning a password."

2 Tap Never.

The Password screen appears.

3 Enter your password, and tap OK.

The Lock Handheld screen appears.



4 Tap your choice from the list.

- **Never:** Your CLIÉ handheld will not lock automatically. To lock it manually, you must tap Lock & Turn Off in the Security screen.
- **On power off:** Your CLIÉ handheld will lock when it is turned off.
- **At a preset time:** The Set Time dialog box appears. Set a time so your CLIÉ handheld will lock at that preset time.
- **After a preset delay:** Set your CLIÉ handheld to lock if inactive for a preset time. Enter the time, and tap the arrow ▼ next to it to select minute(s) or hour(s).

5 Tap OK.

Making records private

In all basic applications, you can make individual records private. Private records remain visible and accessible, until you select the Security setting to hide all private records.

To mask or hide private records

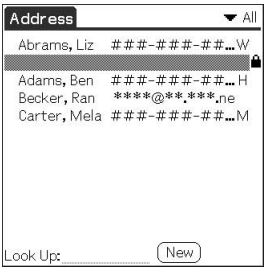
You can mask or hide your private records. To view the masked or hidden records, you need to enter the password.

1 Rotate the Jog Dial navigator to select Security or tap the Security icon on the Application Launcher screen.

The Security screen appears.

2 Tap the arrow ▼ next to Current Privacy to select Mask Records or Hide Records from the drop-down list.

- **Mask Records:** Masked records appear as grey placeholders in their position with a lock mark.
- **Hide Records:** Hidden records disappear completely from the screen.



When you select Mask Records

When you select Hide Records

3 Tap OK.

To display private records

In step 2, select Show Records.

If you have a password, the Show Records screen appears. Enter the password and tap OK.

Attaching notes

In all basic applications except Memo Pad, you can attach a note to a record. A note can be up to several thousand characters long. For example, for an appointment in Date Book, you can attach a note with directions to a location.

1 Tap the record to which you want to add a note.

2 Address Book only: Tap Edit.

The Address Edit screen appears.

3 Tap Details.

4 Tap Note.

5 Enter your note.

6 Tap Done.

A small note icon appears at the right side of any item that has a note.

Tip

To display the note, tap the note icon. You can review or edit the note. To delete the note, tap Delete, and tap Yes.

Purging records

If outdated records of Date Book or To Do List take up memory on your CLIÉ handheld, it's a good idea to remove them by using Purge. If you think Date Book or To Do List records might prove useful later, you can save them in an archive file on your computer. Purging is not available in Address Book or Memo Pad, so delete outdated records from these applications.

1 Open the application.

2 Tap the Menu icon.

3 Tap Purge from the Record menu.

The Purge screen appears.

4 Tap the arrow ▼ and select how old a record must be to be purged.

5 If you want to save a copy of the purged records on your computer, select the "Save archive copy on PC" check box.

If you want to delete the records completely, clear it.

6 Tap OK.

If you chose to save a copy of the purged records, your CLIÉ handheld transfers them to an archive file on your computer the next time you perform a HotSync® operation.

Note

Purging does not happen automatically. You must tap the command to make it happen.

Using the Edit menu

The Edit menu is available with any screen where you enter or edit text. In general, commands available in the Edit menu apply to the text that you select in an application.

Selecting text in an application

1. Tap the beginning of the text that you want to select.
2. Drag the stylus over the text to highlight it.

Notes

- You can also double tap to select a word, or triple tap to select a line of text.
- You can also drag across the text to select additional words, or drag down to select a group of lines.

Edit menu

To display the Edit menu, tap the Menu icon and select Edit.

Undo	Reverses the action of the last edit command. For example, if you used Cut to remove text, Undo restores the text you removed. Undo also reverses deletions done by using backspace.
Cut	Removes the selected text and stores it temporarily in the memory of your CLIÉ handheld. You can paste the text you cut into another area of the current application or into a different application.
Copy	Copies the selected text and stores it temporarily in the memory of your CLIÉ handheld. You can paste the text that you copy into another area of the current application or into a different application.
Paste	Inserts the text that you cut or copied at the selected point in a record. The text you paste replaces any selected text. If you did not previously cut or copy text, Paste does nothing.
Select All	Selects all of the text in the current record or screen. This enables you to cut or copy all of the text and paste it elsewhere.
Keyboard	Opens the onscreen keyboard. When you finish with the onscreen keyboard, tap Done.
Graffiti Help	Opens screens that show all the Graffiti® character strokes. Use this command any time you forget a stroke for a character.

Choosing fonts

In all basic applications, you can change the font style to make the text easier to read. You can choose a different font style for each application.

1 Open an application.

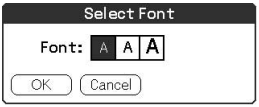
2 Tap the Menu icon.

The menu is displayed.

3 Tap Options, and tap Font.

4 Tap the font style you want to use.

You can select small, bold, or large font.



5 Tap OK.

The text in the application is displayed in the selected font style.

Chapter 3

Exchanging and updating data using a HotSync® operation

This chapter describes how to select HotSync® operation options and how to perform a HotSync operation via cradle, infrared communications port, or network. Other advanced HotSync operations include how to use file link functions and how to import data from Windows applications.

Contents

What is a HotSync® operation? 101

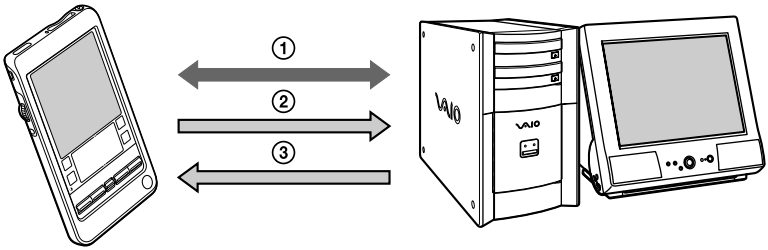
Performing a local HotSync® operation with the cradle 102

Using the Palm™ Desktop for CLIÉ software 104
- Starting the Palm™ Desktop for CLIÉ software 104
- Basic operations of the Palm Desktop for CLIÉ software 104
- Locating the Palm Desktop for CLIÉ components 105

Advanced HotSync® operations 106
- Setting the HotSync® setup options 106
- Customizing HotSync application settings (Conduit) 108
- Conducting an IR HotSync operation 110
- Conducting a HotSync operation via modem 113
- Conducting a HotSync operation via a network 119
- Importing data from a Windows application 124
- Synchronizing with external data (File Link) 126

What is a HotSync® operation?

A HotSync® operation is a one-step operation that allows you to synchronize data between your CLIÉ handheld and your computer. With just one press on the HotSync button, you can synchronize your CLIÉ handheld application data with the Palm™ Desktop for CLIÉ software data on your computer, back up the data of your CLIÉ handheld on your computer, or install add-on applications.



① Synchronize the Date Book, Address Book, To Do List, and Memo Pad data on your CLIÉ handheld and your computer. The Palm Desktop for CLIÉ software can manage the data of multiple CLIÉ handhelds independently.

② Back up the data stored on your CLIÉ handheld onto your computer. Synchronization ensures that your data is always safe and up-to-date. In case you need to perform a hard reset, a HotSync operation allows you to restore the data.

③ Import the data on your computer or install add-on applications onto your CLIÉ handheld.

Performing a local HotSync® operation with the cradle

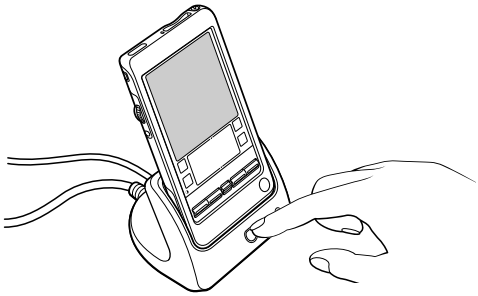
This section describes how to perform a HotSync® operation using the cradle (local HotSync), assuming that you have done all the necessary preparations and installations for your CLIÉ handheld and your computer.

For the required preparations and software installation, and for information on performing a HotSync for the first HotSync operation, see the Read This First manual.

1 Place your CLIÉ handheld on the cradle.

2 Press the HotSync button on the front panel of the cradle.

The HotSync operation starts.



When the HotSync operation is complete, a message showing the HotSync completion is displayed on your CLIÉ handheld.

Note

Do not remove your CLIÉ handheld from the cradle until the HotSync operation is complete. Otherwise, the Palm Desktop for CLIÉ software may not quit normally.

If the HotSync operation does not start

Make sure that the HotSync icon is displayed in the Windows task tray on your computer screen and Local Serial is not selected from the shortcut menu. If the HotSync icon is not shown in the task tray, click Start, point to Programs (All Programs in Windows® XP), Sony Handheld, and click HotSync Manager. Press the HotSync button on the cradle to start the HotSync operation.

If a message stating that the selected COM port is not available is displayed

Follow the procedures below. If the same message appears again, uninstall the Palm Desktop for CLIÉ software and re-install it.

1 Click the HotSync icon in the Windows® task tray (bottom-right corner of the taskbar).

A shortcut menu is displayed.

2 Make sure that Local USB is selected.

If it is selected, click Local USB to clear it.

Notes

- Do not remove your CLIÉ handheld from the cradle during a HotSync operation.
- Do not press the HotSync button during a HotSync® operation. It might cause errors and force the operation to quit.
- Do not enter power saving mode during a HotSync operation. If your computer enters power saving mode during a HotSync operation, the HotSync Manager will be forced to quit.

To change the user name

1 In the Palm™ Desktop for CLIÉ window, click Users from the Tools menu.

The Users dialog box is displayed.

2 Click the user name you want to change in the list box and click Rename.

The Rename User dialog box is displayed.

3 Enter a new user name and click OK.

Your CLIÉ handheld user name is changed at the next HotSync operation.

Using the Palm™ Desktop for CLIÉ software

The Palm™ Desktop for CLIÉ software duplicates Date Book, Address Book, To Do List, and Memo Pad applications on your CLIÉ handheld, so you can view, enter, and modify data stored on your CLIÉ handheld with your computer. You can also import data from Windows software onto your CLIÉ handheld.

Starting the Palm™ Desktop for CLIÉ software

Double-click the Palm Desktop for CLIÉ software icon on the Windows desktop or click Start, select Programs (All Programs in Windows XP), Sony Handheld, and click Palm Desktop for CLIÉ.
The Palm Desktop for CLIÉ software starts.

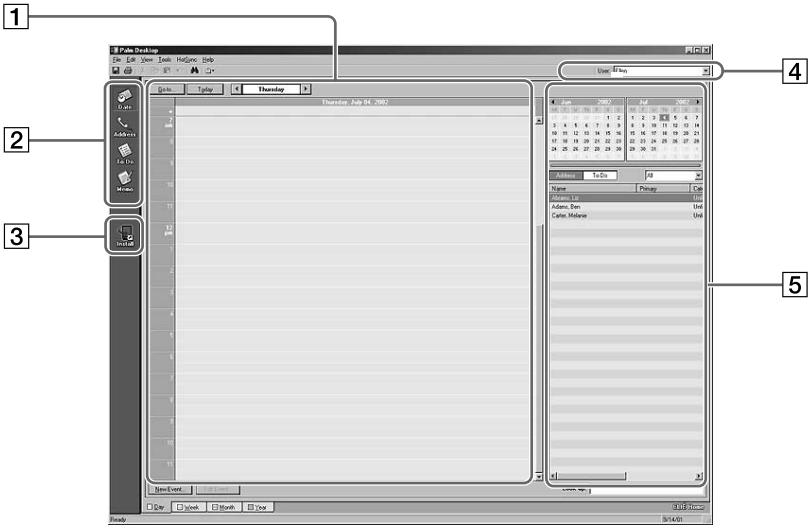
To quit the Palm Desktop for CLIÉ software

Click the close button in the upper right of the screen or click File, and then Exit.

Basic operations of the Palm Desktop for CLIÉ software

Click the icon of the application that you want to use. The screen switches to the selected application screen.
Basic operations for each application are the same as those of the corresponding CLIÉ application. For details, see the Palm Desktop online help. To display the online help, click Help and then Palm Desktop Help.

Locating the Palm Desktop for CLIÉ components



1 List pane

Displays the records in the current Desktop application.

2 Application Launch bar

Provides one-click access to each Desktop application. Click an icon to open its associated application.

3 Install Tool icon

Displays the Install Tool dialog box to select the application you want to install on your CLIÉ handheld the next time you perform a HotSync® operation.

4 User name display

Displays the user name of the owner of the information being displayed.

5 Record pane

Displays full details of the record that is selected in the List pane. The information displayed here is the same as that displayed on your CLIÉ handheld's Details screen.

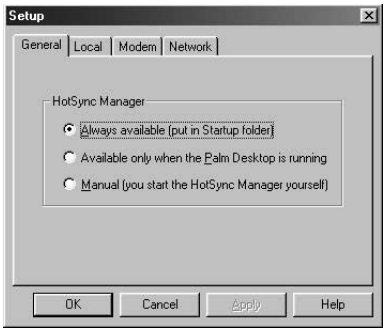
Advanced HotSync® operations

Setting the HotSync® setup options

You can change how to start the HotSync® Manager or make the local HotSync settings.

1 Click the HotSync icon in the Windows® task tray (bottom-right corner of the taskbar) and select Setup from the shortcut menu.

The Setup dialog box appears.



2 Click the General tab to select one of the following options.

If you are not sure which option to use, keep the default setting: (Always available)

- **Always available:** Adds the HotSync Manager to the Startup folder and starts the HotSync Manager to monitor the USB port as soon as Windows is started. This allows you to perform a HotSync operation even when the Palm Desktop for CLIÉ software is not running.
- **Available only when the Palm Desktop is running:** Starts the HotSync Manager when you start the Palm Desktop for CLIÉ software.
- **Manual:** Starts the HotSync Manager only when you select HotSync Manager from the Windows Start menu.

Continued on next page

3 Click the Modem tab to display the modem settings and adjust the options as needed.

See "Conducting a HotSync® operation via modem" on page 113 for more information.

4 If you are attached to a network, click the Network tab to display the network settings and adjust the options as needed.

See "Conducting a HotSync® operation via a network" on page 119 for more information.

5 Click OK.

Customizing HotSync application settings (Conduit)

What is a "Conduit"?

For each application, you can define a set of options that determine how records are handled during synchronization. These options are called a "conduit." By default, a HotSync® operation synchronizes all files between your CLIÉ handheld and the Palm Desktop for CLIÉ software.

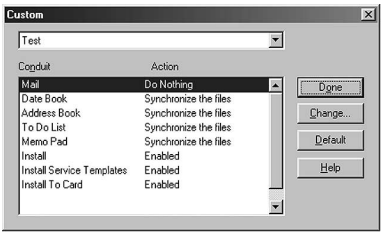
In general, you should leave the settings as they are to synchronize all files. The only reason you might want to change these settings is to overwrite data on either your CLIÉ handheld or the Palm Desktop for CLIÉ software, or to avoid synchronizing a particular type of file because you do not use it.

In addition to the conduits for Date Book, Address Book, To Do List, and Memo Pad, the Palm Desktop for CLIÉ software offers System and Install conduits. The System conduit backs up the system information stored on your CLIÉ handheld. The Install conduit installs add-on applications to your CLIÉ handheld.

1 Click the HotSync icon in the Windows task tray (bottom-right corner of the taskbar) and select Custom from the HotSync Manager menu.

Or, select Custom from the HotSync menu of the Palm Desktop for CLIÉ software.

The Custom dialog box appears.



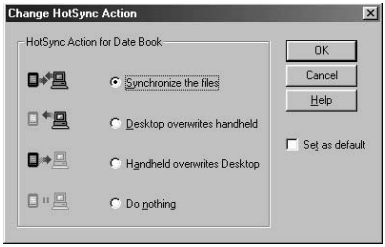
2 Select the appropriate user name you are using on your CLIÉ handheld from the drop-down list.

3 Select an application in the Conduit list.

Continued on next page

4 Click Change.

The Change HotSync Action dialog box appears.



5 Click the direction in which you want to write data, or click Do nothing.

6 Click OK.

7 Repeat steps 2 through 6 to change conduit settings for other applications (or users).

8 Click Done.

Notes

- Any change in the HotSync setting from the default affects only the next HotSync operation. Thereafter, the HotSync Actions revert to their default settings. To use a new setting on an ongoing basis, check the Set as default box.
- To restore the default settings, click Default in the Custom dialog box.

Conducting an IR HotSync operation

You can use the IR (infrared) port of your CLIÉ handheld to perform an IR HotSync® operation with a computer equipped with an IrDA (Infrared Data Association) IR port. An IR HotSync operation allows you to perform a HotSync operation without using the cradle.

Before you start performing an IR HotSync operation

Check the following:

- Your computer is equipped with an infrared port supporting the IrDA standards.
- The infrared port of your computer is enabled for Windows use.

  To enable the IR port with Windows, see the manual of the computer you are using or the Windows online help.
- Which port number is allocated to the infrared port.

  Check the infrared port number in the Infrared Monitor in the Control Panel. For information on the Infrared Monitor, see the manual of the computer you are using or the Windows online help.

Preparing your computer

To perform an IR HotSync operation, you have to allocate a virtual port to an IR HotSync operation.

1 Click the HotSync icon in the Windows task tray (bottom-right corner of the taskbar) and select Local Serial from the shortcut menu.

2 Click the HotSync icon in the Windows task tray again and select Setup from the shortcut menu.

The setup dialog box is displayed.

Continued on next page

3 Click the Local tab to change the setting for an IR HotSync operation as needed.

- **Serial Port:** Specifies a virtual port for an infrared port. If you are not sure of the connection port, see the Infrared Monitor in the Windows Control Panel.
- **Speed:** Determines the speed at which data is transferred. Try the "As Fast As Possible" rate first, and adjust downward if you experience problems.

4 Tap OK.

Your computer is ready to perform an IR HotSync operation.

Note

When performing a local HotSync operation with the cradle after you make the HotSync Setup settings for an IR HotSync operation, you should restore the local HotSync settings. For details, see "To restore the local HotSync settings" on page 112.

Performing an IR HotSync operation

After you prepare your computer and your CLIÉ handheld, and select your Conduit Setup options, you are ready to perform an IR HotSync operation.

1 Rotate the Jog Dial™ navigator to select HotSync and press the Jog Dial navigator. Or tap the HotSync icon on the Application Launcher screen.

The HotSync dialog box appears.

2 Tap Local.

3 Tap the arrow ▼ beneath the icon and select IR to a PC/ Handheld from the drop-down list.

4 Point the IR port of your CLIÉ handheld directly at the IR port of the receiving computer.

Continued on next page

Tip

For best results, your computer and your CLIÉ handheld should be 4 to 8 inches (approximately 10 to 20 centimeters) apart, and the path between your CLIÉ handheld and the computer must be clear of obstacles.

5 Tap the icon.

The HotSync operation starts. Wait for the message showing that the HotSync operation is complete.

To restore the local HotSync settings

1 Connect the cradle to your computer.

2 Click the HotSync icon in the Windows task tray and clear the check mark of Local Serial from the shortcut menu.

3 Click the HotSync icon in the Windows task tray again and select Setup from the shortcut menu.

The setup dialog box is displayed.

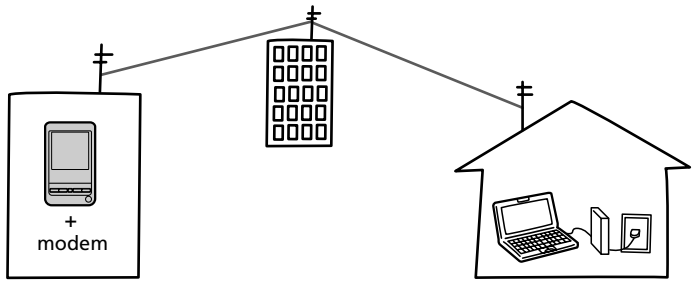
4 Click the Local tab to display the setting for a local HotSync operation as needed.

5 Click OK.

Your computer is now ready to perform a local HotSync operation.

Conducting a HotSync operation via modem

You can use a modem to synchronize your CLIÉ handheld when you are away from your computer. A HotSync® operation via modem allows you to back up your CLIÉ data to your computer away from your computer.



Your CLIÉ handheld away from your PC

A HotSync operation with the PC at home

Notes

- The first HotSync operation must be local, using the cradle. After that, you can perform a modem HotSync operation.
- It may take many minutes to complete a HotSync operation via modem. To minimize the time required to synchronize data with a modem, define the files and/or applications you synchronize during a modem HotSync operation in advance. For details, see "To select the conduits for a modem HotSync operation" on page 117.

Before you start performing a HotSync operation via modem

Verify the following:

- A modem or terminal adapter is connected to your computer.
- The Palm Desktop for CLIÉ software is properly configured for use with the modem.

Preparing your computer

The following few steps must be performed to prepare your computer for a modem HotSync operation. Be sure to perform these steps before you leave your office or home so that your computer is ready to receive a call from your CLIÉ handheld.

1 Verify the following, to prepare your computer for a modem HotSync operation:

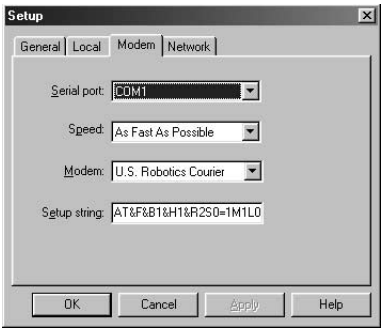
- The computer modem is connected to your computer and both the modem and computer are turned on.
- No communication applications, such as fax or telephony software, are running on the COM port.
- The computer is disconnected from all online services. This helps to avoid conflicts with the COM port.

2 Click the HotSync icon in the Windows task tray (bottom-right corner of the taskbar) and select Modem from the shortcut menu.

3 Click the HotSync icon in the Windows task tray again and select Setup from the shortcut menu.

The Setup dialog box is displayed.

4 Click the Modem tab.



Continued on next page

5 Adjust the following options as needed.

- **Serial Port:** Identifies the port for the modem. If you are unsure of the port assignment, look at the Modem Properties in the Windows Control Panel.
- **Speed:** Determines the speed at which data is transferred. Try the "As Fast As Possible" rate first, and adjust downward if you experience problems. This setting allows the Palm Desktop for CLIÉ software and your CLIÉ handheld to find and use the fastest speed.
- **Modem:** Identifies the modem type or manufacturer. Refer to your modem manual or face plate for its type or settings. If you are not sure of your modem type or your modem does not match any that appear in the list, select Hayes Basic.
- **Setup String:** Identifies the setup string for your particular modem. Not all modems require a setup string. Refer to your modem manual and enter a setup string if recommended by the manufacturer.

6 Click OK.

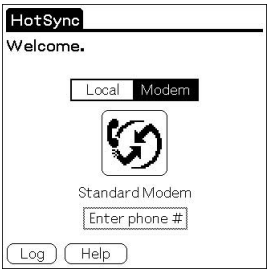
Preparing your CLIÉ handheld

Follow the procedures below to prepare your CLIÉ handheld for a modem HotSync operation.

1 Rotate the Jog Dial navigator to select HotSync and press the Jog Dial navigator. Or tap the HotSync icon on the Application Launcher screen.

The HotSync dialog box appears.

2 Tap Modem.



Continued on next page

3 Tap the Enter phone # field.

The Phone Setup dialog box is displayed.

4 Change the following settings if necessary:

① Enter the telephone number used to access the modem connected to your computer.

If necessary, enter a dial prefix (such as "9") to access an outside line, and tap the Dial prefix check box. You can enter a comma in the field to introduce a "pause" in the dialing sequence. Each comma equals a two second pause.

② If the phone line you are using for your CLIÉ handheld has Call Waiting, select the "Disable call waiting" check box to avoid an interruption during the modem HotSync operation.

③ If you want to use a calling card to place the call, select the "Use calling card" check box and enter the calling card number.

Note

If you plan to connect to your company's dial-in server (network modem) instead of connecting to a computer modem, see "Conducting a HotSync® operation via a network" on page 119.

5 Tap OK.

The HotSync screen is displayed again.

Continued on next page

To select the conduits for a modem HotSync operation

The Conduit Setup dialog box on your CLIÉ handheld enables you to define which files and/or applications synchronize during a modem HotSync operation. You can use these settings to minimize the time required to synchronize your data when using a modem.

To change the Conduit Setup for a modem HotSync operation:

1 Rotate the Jog Dial navigator to select HotSync and press the Jog Dial navigator. Or tap the HotSync icon on the Application Launcher screen.

The HotSync screen appears.

2 Tap the Menu icon.

3 Tap Options, and tap Conduit Setup.

The Conduit Setup screen is displayed.

4 Tap the check boxes to clear the selection of the files and applications that you do not want to synchronize during a modem HotSync operation.

The default setting is to synchronize all files.

Note

Applications that do not have a database (such as games) do not synchronize, even if you select the item in the Conduit Setup dialog box.

5 Tap OK.

Performing a HotSync operation via modem

After you prepare your computer and your CLIÉ handheld, and select your Conduit Setup options, you are ready to perform a modem HotSync operation.

1 Rotate the Jog Dial navigator to select HotSync and press the Jog Dial navigator, or tap the HotSync icon on the Application Launcher screen.

The HotSync screen appears.

2 Tap the icon.

A HotSync operation starts. Wait for the message showing that the HotSync operation is complete.

Conducting a HotSync operation via a network

When you use the Network HotSync® application, you can take advantage of the LAN and WAN connectivity available in many office environments. The Network HotSync application enables you to perform a HotSync operation by dialing in to a network (Network Modem Sync) or by using a cradle that is connected to any computer on your LAN or WAN (LAN Sync) (provided that the computer connected to the cradle also has the Network HotSync application installed, your computer is on, and the HotSync Manager is running).

To connect to your company's dial-in server

The Network HotSync application requires the following:

- Your computer has TCP/IP support installed.
- Both your company's network system and its remote access server support TCP/IP.
- You have a remote access account.

Everything you need to connect to your company's dial-in server (network modem) is included in the Palm Desktop for CLIÉ software and your CLIÉ handheld. You need to activate certain features, however, on both the Palm Desktop for CLIÉ software and your CLIÉ handheld.

Preparing your computer

1. Click the HotSync icon in the Windows task tray and select Network from the shortcut menu.
2. Click the HotSync icon in the Windows task tray again and select Setup from the shortcut menu.

   The Setup screen is displayed.
3. Click the Network tab and make sure your user name has a check mark next to it. If the check mark is not there, click the check box next to your user name.
4. Click OK.

Continued on next page

5 Place your CLIÉ handheld on the cradle and press the HotSync button on the front panel of the cradle.

The HotSync operation starts. This HotSync operation records the network information about your computer onto your CLIÉ handheld.

6 Check if your computer's network information (Primary PC name and Primary PC address) is entered in your CLIÉ handheld:

① Rotate the Jog Dial navigator to select HotSync and press the Jog Dial navigator. Or tap the HotSync icon on the Application Launcher screen.

The HotSync screen appears.

② Tap the Menu icon.

③ Tap Primary PC Setup from the Options menu.

The Primary PC Setup screen is displayed.

④ On your computer, click the HotSync icon in the Windows task tray and select Setup from the shortcut menu.

⑤ Click the Network tab, then click TCP/IP Settings to open the TCP/IP Settings screen.

⑥ Confirm that the Primary PC name and Primary PC address on both screens displayed in sub-steps ③ and ⑤ match. If they do not match, change the Primary PC name and Primary PC address entered in your CLIÉ handheld, then tap OK.

⑦ On your computer, tap OK to close the TCP/IP Settings screen and the Setup screen.

Preparing your CLIÉ handheld and performing a network HotSync operation

When dialing into a network (Network Modem Sync)

1 Rotate the Jog Dial navigator to select HotSync and press the Jog Dial navigator. Or tap the HotSync icon on the Application Launcher screen.

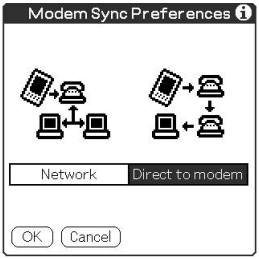
The HotSync screen appears.

2 Tap the Menu icon.

Continued on next page

3 Tap Modem Sync Prefs from the Options menu.

The Modem Sync Preferences screen is displayed.



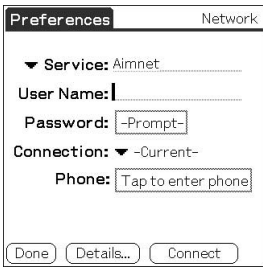
4 Tap Network.

5 Tap OK.

The HotSync screen appears again.

6 Tap Modem, and tap Select Service.

The Preferences screen is displayed.



Note

See "Changing the Network preferences" on page 173 for information on creating a network connection.

7 Tap the arrow ▼ next to Service and select a service from the drop-down list.

Continued on next page

8 Tap Done.

9 Tap the Menu icon.

10 Tap Conduit Setup from the Options menu.

Follow the instructions in "To select the conduits for a modem HotSync operation " on page 117.

11 Perform a HotSync operation via modem.

Follow the instructions in "Performing a HotSync operation via modem" on page 118.

When connecting to the network computer via cable (LAN Sync)

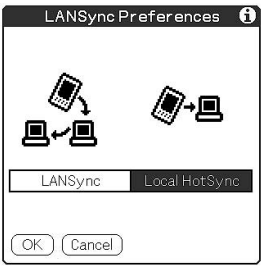
1 Rotate the Jog Dial navigator to select HotSync and press the Jog Dial navigator. Or tap the HotSync icon on the Application Launcher screen.

The HotSync screen appears.

2 Tap the Menu icon.

3 Tap LAN Sync Prefs from the Options menu.

The LANSync Preferences screen is displayed.



Continued on next page

4 Tap LANSync.

5 Tap OK.

The HotSync screen appears again.

6 Tap the Menu icon.

7 Tap Conduit Setup from the Options menu.

Follow the instructions in "To select the conduits for a modem HotSync operation " on page 117.

8 Perform a local HotSync operation.

Follow the instructions in "Performing a local HotSync operation with the cradle" on page 102.

Importing data from a Windows application

If you have data stored in Windows computer applications such as spreadsheets and databases, you can transfer that data to your CLIÉ handheld.

Importable file formats

Save data in one of the file formats listed below, import it into the Palm Desktop for CLIÉ software, and perform a HotSync® operation to transfer the data to your CLIÉ handheld.

The Palm Desktop for CLIÉ software can import data in the following file formats:

- Comma delimited (*.csv, *.txt): Address Book and Memo Pad only
- Tab separated values (*.tab, *.tsv, *.txt): Address Book and Memo Pad only
- vCard File (*.vcf): Address Book only
- CSV (Lotus Organizer 2.x/97 Mapping): Address Book only
- Text (*.txt): Memo Pad only
- Date Book archive (*.dba)
- vCal File (*.vcs): Date Book only
- Address Book archive (*.aba)
- To Do archive (*.tda)
- Memo Pad archive (*.mpa)

Archive formats can only be used with the Palm Desktop for CLIÉ software. Use the archive file formats to share information with other people who use a Palm OS® platform handheld or to create a copy of your Palm Desktop for CLIÉ software information.

Importing data

1. Start the Palm Desktop for CLIÉ software.
2. Click the application into which you want to import data.
3. If you are importing records that contain a field with category names, select All in the Category box.

   Be sure that the same categories that appear in the imported file also exist in the application. If the categories do not exist, create them now; otherwise, the records will be imported into the Unfiled category.
4. Click Import from the File menu.

   The Import dialog box is displayed.
5. Select the file you want to import.
6. Click Open.
7. To import data into the correct Palm Desktop for CLIÉ fields, drag the fields in the left-hand column so that they parallel to the corresponding imported fields on the right.
8. Clear the check box for the field that you do not want to import.
9. Click OK.

   The imported data is highlighted in the application.
10. To add the imported data to your CLIÉ handheld, perform a HotSync operation.

See the Palm Desktop for CLIÉ online Help for more information on importing and exporting data.

Synchronizing with external data (File Link)

The File Link feature allows you to import Address Book and Memo Pad information onto your CLIÉ handheld from a separate external file such as a company phone list. HotSync® Manager stores the data in a separate category on your Palm Desktop for CLIÉ software and your CLIÉ handheld. You can set the File Link feature to check for changes to the external file when you perform a HotSync operation.

With File Link, you can import data stored in any of the following file formats:

- Comma-delimited (*.csv)
- Palm Desktop for CLIÉ software's Memo Pad archive (*.mpa)
- Palm Desktop for CLIÉ software's Address Book archive (*.aba)
- Text (*.txt)

For information on how to set up File Link, see the Desktop for CLIÉ online help.

Chapter 4

Communicating using your Sony CLIÉ Handheld

This chapter describes how to communicate with another Palm OS® PDA device via the infrared communications port or Memory Stick® media, how to handle Memory Stick media, and how to use the MS Gate application for managing the data in Memory Stick media.

Contents

Beaming between your Sony CLIÉ Handheld and another Palm OS® PDA 128
- What you can do with beaming 128
- Beaming information 129
- Receiving beamed information 130
- Tips on beaming information 130

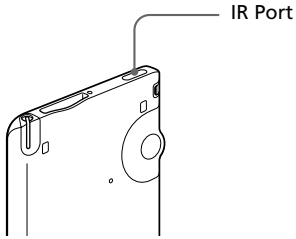
Using Memory Stick® media 131
- What is Memory Stick® media? 131
- Inserting and removing Memory Stick media 132
- Protecting the data in Memory Stick media 134
- Starting an application in Memory Stick media 135
- Starting an application automatically when Memory Stick media is inserted 135
- Viewing information of the inserted Memory Stick media (Card Info) 136
- Formatting Memory Stick media 137

Exchanging data via Memory Stick® media 139
- Starting Memory Stick® Gate (MS Gate) 139
- Creating the default folder in Memory Stick media 142
- Copying your CLIÉ handheld data to Memory Stick media .. 143
- Copying data in Memory Stick media to your CLIÉ handheld 145
- Deleting data in Memory Stick media 148
- Using the MS Gate menus 150
- How to read the online manual 151
- Installing applications to/from Memory Stick media without using the MS Gate application 152

Beaming between your Sony CLIÉ Handheld and another Palm OS® PDA

What you can do with beaming

Your CLIÉ handheld is equipped with an IR (infrared) port that you can use to beam information to another Palm OS® PDA device that's close by and also has an IR port. The IR port is located at the top of your CLIÉ handheld, behind the small dark shield.



You can beam the following information between your CLIÉ handheld and another Palm OS PDA:

- The record currently displayed in Address Book, Date Book, To Do List, or Memo Pad.
- All records of the category currently displayed in Address Book, Date Book, To Do List, or Memo Pad.
- A special Address Book entry that you designate as your business card.
- An application installed in RAM memory.

Note

Some applications are protected and cannot be beamed, as indicated by a lock icon to the side of applications.

Beaming between your Sony CLIÉ Handheld and another Palm OS® PDA

Beaming information

You can beam a record, business card, or category of records between your CLIÉ handheld and another Palm OS PDA.

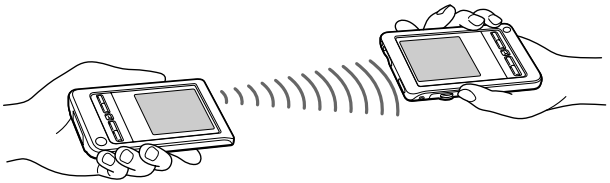
1 Locate the record, business card, or category you want to beam.

2 Tap the Menu icon.

3 Tap one of the following from the Record menu:

- The Beam command for an individual record
- In Address Book only: Beam Business Card
- Beam Category

4 When the Beam dialog box appears, point the IR port directly at the IR port of the receiving handheld.



Tip

For best results, your CLIÉ handheld and another Palm OS PDA should be 4 to 8 inches (approximately 10 to 20 centimeters) apart, and the path between the two handhelds must be clear of obstacles and shielded from fluorescent lighting. Beaming distance to other Palm OS PDA handhelds may be different.

5 Wait for the Beam dialog box to indicate that the transfer is complete before you continue working on your CLIÉ handheld.

Beaming between your Sony CLIÉ Handheld and another Palm OS® PDA

Receiving beamed information

1 Turn on your CLIÉ handheld.

2 Point the IR port directly at the IR port of the other Palm OS PDA handheld transmitting the data.

The Beam dialog box is displayed. Beaming data starts.

You can select the category in which you save the data in a dialog box.

3 Tap Yes.

The data is saved to the unfiled category.

Note

If Beam Receive in the Preferences menu is set to Off, you cannot receive data using the beaming feature. Before beaming data, make sure to set Beam Receive to On.

Tips on beaming information

- Incoming data or application should be placed in the Unfiled category.
- You can press the Address Book button for about two seconds to beam your business card.
- You can use Graffiti® writing to beam the current entry (then , or and then tap).

Using Memory Stick® media

What is Memory Stick® media?

Memory Stick® media is a new compact, portable and versatile Integrated Circuit recording medium with a data capacity that exceeds a floppy disk. Memory Stick media is specially designed for exchanging and sharing digital data among Memory Stick media compatible products such as a digital video camera. Because it is removable, Memory Stick media can also be used for external data storage.

Memory Stick media allows you to exchange data between your CLIÉ handheld and your computer or a digital camera that supports Memory Stick media. To exchange data via Memory Stick media, your CLIÉ handheld uses the supplied Memory Stick Gate (MS Gate) application.

Types of Memory Stick media

There are two types of Memory Stick media:

- MagicGate Memory Stick media, which is equipped with "MagicGate" copyright protection technology. MagicGate Memory Stick media is distinguished by the MG logo.
- Memory Stick media, which is not equipped with "MagicGate" copyright protection technology.

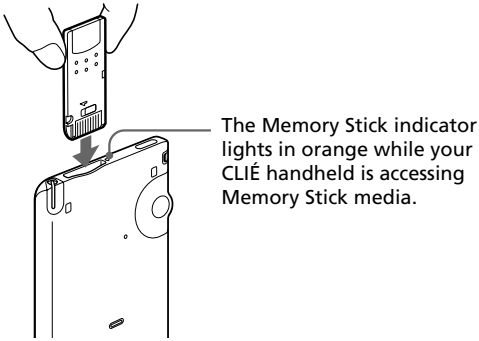
You can use both types of Memory Stick media with this CLIÉ handheld (PEG-T615C/G or PEG-T415/G). Note, however, that your CLIÉ handheld does not support the "MagicGate" copyright protection technology. You can use a MagicGate Memory Stick media with your CLIÉ handheld as a standard Memory Stick media.

Note on using MagicGate Memory Stick media

If you use the MS Gate application or Windows® Explorer to copy a protected file onto a MagicGate Memory Stick media or if you handle a folder containing a protected file, the file may be disabled. To handle copyright-protected files, use a "MagicGate" compliant device such as Memory Stick Walkman®, or a Sony VAIO computer with "MagicGate" compliant application such as OpenMG Jukebox.

Inserting and removing Memory Stick media

Insert Memory Stick media into the Memory Stick slot as illustrated below. The contents of the Memory Stick media is displayed automatically.



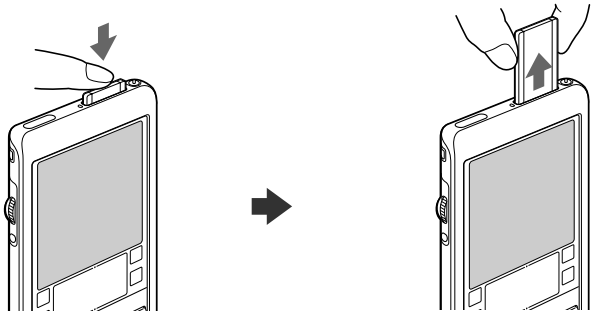
Note

Insert Memory Stick media in the right direction. If Memory Stick media is forced in the wrong way, it may be damaged.

To remove Memory Stick media

Make sure that your CLIÉ handheld is not writing to or reading data from Memory Stick media.

Push Memory Stick media gently into the slot and then release it so that Memory Stick media pops out. Then pull it out from your CLIÉ handheld.



Push Memory Stick media in. Pull Memory Stick media out.

Using Memory Stick® media

Notes on using Memory Stick media

When you use Memory Stick media, follow these precautions:

- Avoid touching the terminal of Memory Stick media or contacting it with a metal object.
- Do not drop, bend, or submit Memory Stick media to external shock.
- Do not disassemble or modify Memory Stick media.
- Avoid getting liquids on Memory Stick media.
- Avoid using or storing Memory Stick media in a location subject to:
  - extremely high temperature such as the hot inside of a car, the outdoors exposed to direct sunlight, or near a heater.
  - direct sunlight
  - high humidity
  - corrosive substances
  - excessive dust
  - magnetic fields
- When storing and carrying Memory Stick media, keep it in its original case to ensure protection of important data.
- Save a backup for important data.
- Avoid removing Memory Stick media from the insertion slot while data is being written or read.
- To avoid damaging or erasing data, do not
  - release Memory Stick media or unplug the AC power adapter while formatting, or reading or writing data.
  - use Memory Stick media in a location subject to static electricity or electric noise.
- If the battery of your CLIÉ handheld is running out, an error message is displayed and you cannot exchange data with Memory Stick media. If this occurs, connect the AC power adapter or fully charge your CLIÉ handheld.
- Use the MS Gate application to format Memory Stick media you use in your CLIÉ handheld. If you format it using another application, further operation with your CLIÉ handheld is not guaranteed.
- If you insert Memory Stick media that has been formatted by another application, a message prompting you to format it is displayed. To use Memory Stick media in your CLIÉ handheld, follow the instructions to format it. Note, however, that all stored data will be erased.

Protecting the data in Memory Stick media

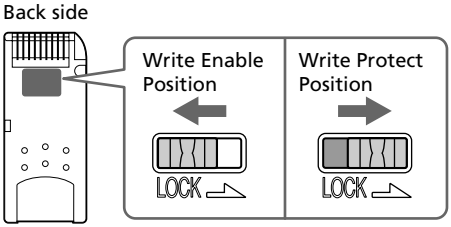
To prevent accidental erasure of important data, you can use the write protect tab of Memory Stick media. Slide the tab to the left or right to enable or disable writing to Memory Stick media.

Write enable position

Slide the tab to the left to select the write enable position. You can read and write data in the Memory Stick media.

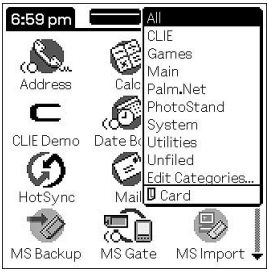
Write protect position (LOCK)

Slide the tab to the right. You can only read the data in the Memory Stick media. Select the write protect position when you do not want to overwrite or delete the data in the inserted Memory Stick media.



Starting an application in Memory Stick media

To open an application in the Memory Stick media from the Application Launcher screen, tap the arrow ▼ in the upper-right corner of the Application Launcher screen and select Card (or a category with the Card icon). Then, tap the icon of the application you want to open.



Note

If the application you are about to open had been installed to the Memory Stick media through a HotSync® operation, some Sony application may not start. For details, see page 153.

Starting an application automatically when Memory Stick media is inserted

The Memory Stick Autorun (MS Autorun) allows you to start a specified application automatically when Memory Stick media is inserted into your CLIÉ handheld. You can select your favorite application as the auto-run application. For example, if you like watching still images, set PictureGear™ Pocket to start automatically.

See the supplied Add-on Application Guide for details.

Viewing information of the inserted Memory Stick media (Card Info)

The Card Info gives you the outline (such as the remaining memory space) of the Memory Stick media inserted into your CLIÉ handheld. You can also give a name to each Memory Stick media, which comes in handy when you have more than one Memory Stick media.

1 Rotate the Jog Dial™ navigator to select Card Info and press the Jog Dial navigator. Or tap the Card Info icon on the Application Launcher screen.

The Card Info screen appears.

Attaching a name to a Memory Stick media

1 Rotate the Jog Dial™ navigator to select Card Info and press the Jog Dial navigator. Or tap the Card Info icon on the Application Launcher screen.

The Card Info screen appears.

2 Tap the Menu icon.

3 Tap Rename Card.

The Rename Card dialog box appears.

Continued on next page

4 Enter a new name for the inserted Memory Stick media.

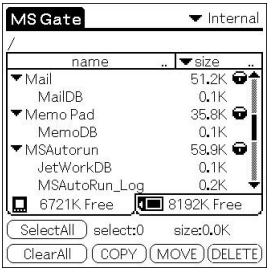
5 Tap Rename.

Formatting Memory Stick media

Commercially available Memory Stick media is already formatted and you can use it as soon as you buy it. Follow the procedures below if you need to format your Memory Stick media again:

1 Rotate the Jog Dial™ navigator to select MS Gate and press the Jog Dial navigator. Or tap the icon on the Application Launcher screen.

The MS Gate application starts up.

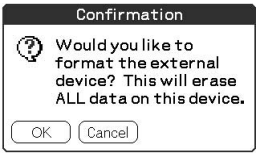


2 Tap the Menu icon.

The Menu screen appears.

3 Tap Options, and tap Format.

The confirmation message appears.



4 Tap OK.

Formatting starts.

Continued on next page

To cancel formatting

Tap Cancel in step 3.

To format a Memory Stick media in the Card Info screen

You can also format a Memory Stick media by tapping the Menu icon on the Card Info screen, and selecting Format Card from the Card menu.

What is formatting?

Formatting defines the recording format for your Memory Stick media so that you can access data with your CLIÉ handheld.

Notes

- If formatted, all the data previously recorded in Memory Stick media will be erased. Make sure to check the data before formatting so that you do not delete important data.
- To use Memory Stick media on your CLIÉ handheld, format it in your CLIÉ handheld. You may not be able to write or read properly on Memory Stick media formatted by the computer.
- If you remove or insert Memory Stick media during initialization, your Memory Stick media is not recognized by your computer. In this case, remove Memory Stick media, reinsert it, and start formatting again.

Exchanging data via Memory Stick® media

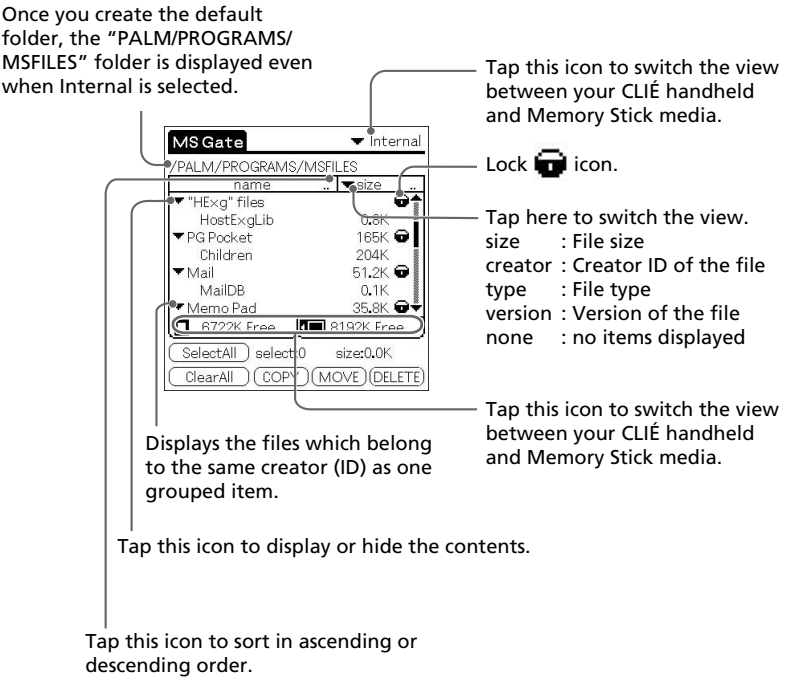
Starting the Memory Stick® Gate (MS Gate) application

The MS Gate application allows you to copy, move, or delete data in Memory Stick® media and in your CLIÉ handheld.

Rotate the Jog Dial™ navigator to select MS Gate and press the Jog Dial navigator. Or tap the MS Gate icon on the Application Launcher screen.

The MS Gate application starts up and data lists appear on your CLIÉ handheld screen.

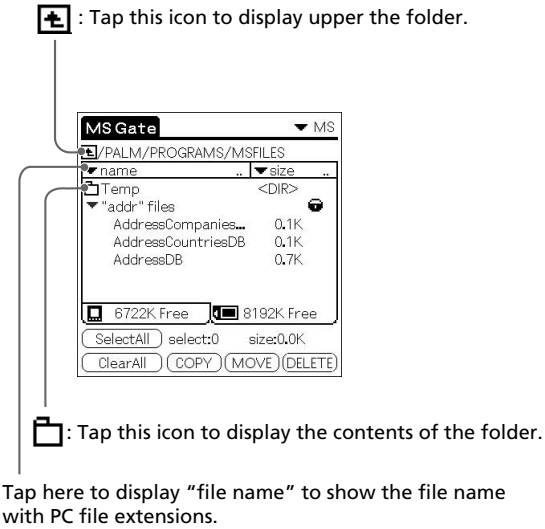
When displaying the contents of your CLIÉ handheld



Continued on next page

When displaying the contents of Memory Stick media

The following icons with explanations are displayed only when you view the contents of Memory Stick media. For the other icons, see "When displaying the contents of your CLIÉ handheld" (page 139).



Notes on moving or copying data using the MS Gate application

In some cases when you move or copy a specific file using the MS Gate application, a CLIÉ application may not function properly. Sony is not liable for any trouble with applications or data that arises out of your deletion or moving of a file.

Do not move or delete the following files:

- Saved Preference: Saves the final operation status or settings for various applications.
- Unsaved Preference: Saves the settings of various applications or user information of your CLIÉ handheld. If this file is deleted, you may not be able to synchronize correct information.
- NetworkDB: Saves network settings. If this file is deleted, network connection is disabled.
- AddressDB: Saves the database for Address Book.*
- DatebookDB: Saves the database for Date Book.*
- MemoDB: Saves the database for Memo Pad.*
- MailDB: Saves the database for Mail.*
- ToDoDB: Saves the database for To Do List.*

*) These database files can be copied to Memory Stick media for back-up. If you copy them back to your CLIÉ handheld, the identical files in your CLIÉ handheld will be overwritten with the information at the time of back-up. Note that any added or edited data in your CLIÉ handheld after the back-up will be erased.

Creating the default folder in Memory Stick media

When using either of the following Memory Stick media, you should create the default folder in the Memory Stick media.

- Memory Stick media to be used in the MS Gate application for the first time.
- Memory Stick media just formatted.

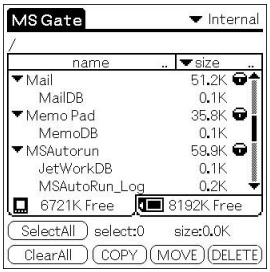
The "default folder" stands for the standard working folder where the MS Gate application reads and writes data. A folder named "PALM/PROGRAMS/MSFILES" is created in the Memory Stick media.

1 Insert Memory Stick media into your CLIÉ handheld.

2 Tap the Home icon.

3 Rotate the Jog Dial navigator to select MS Gate and press the Jog Dial navigator. Or tap the MS Gate icon on the Application Launcher screen.

The MS Gate application starts, and the data in your CLIÉ handheld is listed.



4 Tap the Menu icon.

The Menu screen appears.

5 Tap Create Default Folder in the Tools menu.

The default folder ("/PALM/PROGRAMS/MSFILES") is created in the Memory Stick media.

Copying your CLIÉ handheld data to Memory Stick media

The MS Gate application allows you to save data inside your CLIÉ handheld to Memory Stick media.

Notes

- Since data copying consumes a lot of power, you cannot use Memory Stick media when your CLIÉ handheld is short of battery power. Connect the AC adapter.
- If you receive infrared communication while copying data, the copying will be terminated. Do not allow infrared communication while copying data.

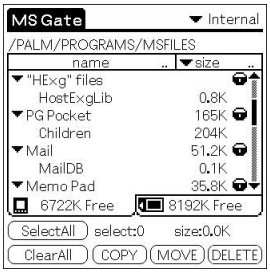
1 Insert Memory Stick media into your CLIÉ handheld.

The contents of the Memory Stick media are displayed.

2 Tap the Home icon.

3 Rotate the Jog Dial navigator to select MS Gate and press the Jog Dial navigator. Or tap the MS Gate icon on the Application Launcher screen.

The MS Gate application starts. The data in your CLIÉ handheld is listed.



4 Tap to select the data you want to copy to Memory Stick media.

Tip

You can select multiple files.

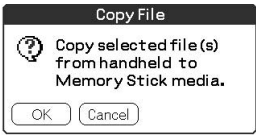
Note

You cannot copy data marked with a lock icon.

Continued on next page

5 Tap COPY.

The Copy File dialog box is displayed.



6 Tap OK.

The data selected in step 4 is copied to the default folder ("/PALM/PROGRAMS/MSFILES") in Memory Stick media.

To copy all the data at once

Tap Select All in step 4.

To cancel the selection

- To cancel all the selections, tap Clear All.
- To clear only specific items, tap one selected item at a time.

To change the destination folder

Tap the arrow ▼ in the upper right corner to select MS from the drop-down list. The contents of Memory Stick media are listed.

Tap ⊞ or 🗀 to select the destination folder. The folder display changes and you can specify the destination folder.

You can only select a folder under the "PALM/PROGRAMS" or "PALM/Launcher" folder. The other folders cannot be selected as destination.

Moving your CLIÉ handheld data to Memory Stick media

If your CLIÉ handheld is running out of memory space, move the data from your CLIÉ handheld to Memory Stick media.

In step 5, tap Move.

The data on your CLIÉ handheld is deleted after saved on Memory Stick media.

Note

When low battery error message is displayed while you are copying or moving data in your CLIÉ handheld to Memory Stick media, data copying or moving may fail, leaving invalid files in Memory Stick media. If this occurs, charge your CLIÉ handheld and try copying or moving again. When an overwrite confirm message appears, tap Yes or Yes to all.

Copying data in Memory Stick media to your CLIÉ handheld

Note

Make sure your CLIÉ handheld has enough space before copying.

1 Insert Memory Stick media into your CLIÉ handheld.

The contents of the Memory Stick media are displayed.

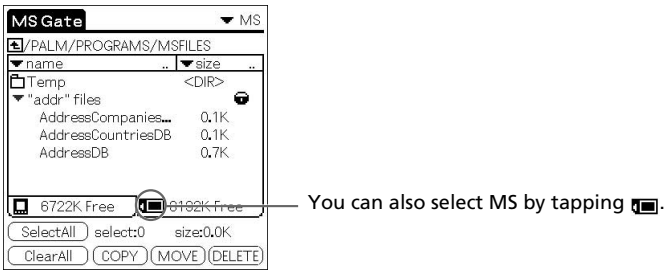
2 Tap the Home icon.

3 Rotate the Jog Dial navigator to select MS Gate and press the Jog Dial navigator. Or tap the MS Gate icon on the Application Launcher screen.

The MS Gate application starts. The data in your CLIÉ handheld is listed.

4 Press the Jog Dial navigator to select MS.

You can also tap the arrow ▼ in the upper right corner to select MS from the drop-down list.



The data in the default folder ("/PALM/PROGRAMS/MSFILES") in Memory Stick media is listed.

Continued on next page

5 Tap to select the data you want to copy to your CLIÉ handheld.

6 Tap COPY.

The Copy File dialog box is displayed.

7 Tap OK.

The data selected in step 5 is copied to your CLIÉ handheld.

To copy all the data at once

Tap Select All in step 5.

To cancel the selection

- To cancel all the selections, tap Clear All.
- To clear only specific items, tap one selected item at a time.

To change the folder to be copied

Tap ⊞ or ☐ to select the folder that you want to copy. The folder display changes and you can specify a folder to be copied.

You can only select a folder under the "PALM/PROGRAMS" or "PALM/Launcher" folder. The other folders cannot be selected.

To rename the file or folder name

Select the file or folder that you want to rename, and tap the Menu icon. Tap Rename in the Tools menu. Rename the file or folder in the following dialog box.

Note

You cannot rename a read-only file.

Continued on next page

Moving data in Memory Stick media to your CLIÉ handheld

You can also move data from Memory Stick media to your CLIÉ handheld.

Tap MOVE in step 6.

The data in Memory Stick media is deleted after being saved in your CLIÉ handheld.

Notes

- Some data such as those copied from Memory Stick media to your CLIÉ handheld will not be backed up during the next HotSync® operation.
- A read-only file cannot be deleted. If you attempt to move a read-only file, it will be copied onto your CLIÉ handheld instead.

Deleting data in Memory Stick media

The MS Gate application allows you do delete unnecessary data from Memory Stick media.

1 Insert Memory Stick media in your CLIÉ handheld.

The contents of the Memory Stick media are displayed.

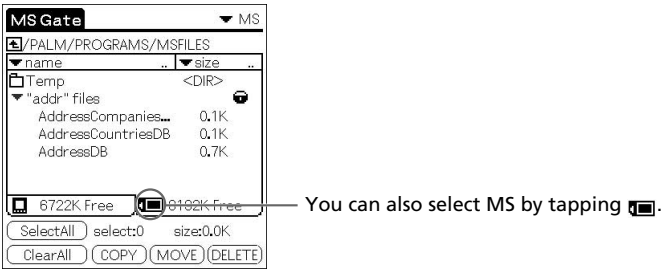
2 Tap the Home icon.

3 Rotate the Jog Dial navigator to select MS Gate and press the Jog Dial navigator. Or tap the MS Gate icon on the Application Launcher screen.

The MS Gate application starts. The data in your CLIÉ handheld is listed.

4 Press the Jog Dial navigator to select MS.

You can also tap the arrow ▼ in the upper right corner to select MS from the drop-down list.

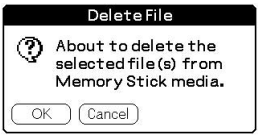


The data in the "/PALM/PROGRAMS/MSFILES" folder of Memory Stick media is listed.

5 Tap to select the data that you want to delete.

6 Tap DELETE.

The Delete File dialog box is displayed.



Continued on next page

7 Tap OK.

The data selected in step 5 is deleted from Memory Stick media.

To delete all data at once

Tap Select All in step 5.

To cancel the selection

- To cancel all the selections, tap Clear All.
- To clear only specific items, tap one selected item at a time.

To change the folder to be deleted

Tap ⊞ or 🗀 to select the folder that you want to delete. The folder display changes and you can specify a folder to be deleted.

You can only select a folder under the "PALM/PROGRAMS" or "PALM/Launcher" folder. The other folders cannot be selected.

Note

You cannot delete a read-only file.

Using the MS Gate menus

MS Gate menu commands allow you to exchange data between your CLIÉ handheld and Memory Stick media.

Tools menus

The menu items differ depending on the screen being displayed.

Select All	Selects all the data displayed in the selected tab.
Clear All	Cancels the selection of the data.
Move	Moves the selected data to your CLIÉ handheld or Memory Stick media. The Move File screen appears.
Copy	Copies the selected data to your CLIÉ handheld or Memory Stick media. The Copy File screen appears.
Delete	Deletes the selected data from your CLIÉ handheld or Memory Stick media. The Delete File screen appears.
Rename	Changes the name of the selected file or folder of Memory Stick media.
Create Folder	Creates a folder in the current folder.
Create Default Folder	Creates the default folder ("/PALM/PROGRAMS/MSFILES") in Memory Stick media.
Change to Default Folder	Changes the current folder to default folder.

Options menus

Format	Formats Memory Stick media inserted in your CLIÉ handheld.
Media Information	Displays the memory information of Memory Stick media.
About MS Gate	Shows the version information for MS Gate.

How to read the online manual

Detailed information on the MS Gate application is provided in the online manual on the supplied CD-ROM.

To see the online manual, the Adobe Acrobat Reader® software must be installed on your computer.

1. Insert the Installation CD-ROM into your computer's CD-ROM drive.

   The installation launcher window is displayed.

2. Select the model of your CLIÉ handheld (PEG-T615C/G or PEG-T415/G).
3. Click Manuals.
4. Double-click MSGate Manual.pdf.

   The online manual appears.

If the Acrobat Reader software is not installed

1. Insert the Installation CD-ROM into your computer's CD-ROM drive.

   The installation launcher window is displayed.

2. Click Exit to close the installation launcher window.
3. Double-click the My computer icon on the Windows desktop.
4. Right-click the CD-ROM drive icon, and click Open from the shortcut menu.
5. Click the PC folder.
6. Double-click the Acrobat folder.
7. Double-click ar500enu.exe to install the Acrobat Reader on your computer.

   Follow the onscreen instructions to finish installation.

Installing applications to/from Memory Stick media without using the MS Gate application

You can copy and install applications to/from a Memory Stick media from/to your CLIÉ handheld from the Application Launcher screen.

However, observe the following as malfunction may occur depending on the application.

- You can only copy application files (files with extensions such as .prc, .pdb) using the following procedure. Related files will not be copied together at the same time.
- Data stored in the Memory Stick media (such as image files) will not be displayed.

1 Insert the Memory Stick media into the Memory Stick slot of your CLIÉ handheld.

The contents of Memory Stick media are displayed.

2 Tap the Menu icon on your CLIÉ handheld.

3 Tap Copy from the drop-down list.

The Copy dialog box appears.

4 Tap the arrow ▼ next to Copy To, and select Handheld or Card.

5 Tap the arrow ▼ next to From, and select Card or Handheld.

6 Tap the application you want to install.

7 Tap Copy.

The selected application is installed on your CLIÉ handheld or Memory Stick media.

Tip

You do not have to install add-on applications on your CLIÉ handheld in order to use it. If you want to save the CLIÉ handheld's memory space, you can simply tap to select the application in step 1. (Note, that such applications can only be used while the Memory Stick media containing the application is inserted in the CLIÉ handheld).

Continued on next page

Notes on starting applications installed to/from the Memory Stick media (without using the MS Gate application)

Observe the following when starting applications that were installed to/from a Memory Stick media not by using the MS Gate application, but by using a HotSync operation or by copying the applications from the Application Launcher screen.

- You can only start application files (files with extensions such as .prc, .pdb). Image files and movie files that come with the application cannot be started (played).

If you cannot start the installed file data, move the file data to the CLIÉ handheld using the MS Gate application, or delete the files. If you do not use the MS Gate application when installing, applications and data files are stored in the "PALM/Launcher" folder.

Chapter 5

Customizing your Sony CLIÉ Handheld (Preferences)

This chapter describes how to customize your CLIÉ handheld by changing the Preferences settings.

Contents

What you can do with Preferences 155

Changing the Buttons preferences 157
- Assigning applications to buttons 157
- Changing the full-screen pen stroke activities 158
- Assigning applications to HotSync® buttons 159

Changing the Jog Dial™ navigator preferences 160

Setting the display format of the time, date, and numbers (Formats) 161
- Selecting a region default 161
- Selecting the time, date, and numbers formats 162

Setting the Date & Time preferences 163
- Setting the date 163
- Setting the time 164
- Setting the time zone and daylight saving time 165

Setting the General preferences 166
- Setting the automatic shut-off time 166
- Setting sounds 167
- Turning the vibrate alarm and LED alarm on or off 168
- Turning the Beam Receive feature on or off 169

Entering owner information 170

Creating Graffiti® ShortCuts 171

Changing the Network preferences 173
- Selecting a service 173
- Entering a user name 174
- Entering a password 174
- Selecting a connection 175
- Adding telephone settings 175
- Creating additional service templates 176
- Adding detailed information to a service template 178
- Creating log in scripts 179
- Using the Network preferences menus 182

Setting the High Resolution Assist function 183

What you can do with Preferences

The Preferences screen enables you to customize the configuration options on your CLIE handheld.

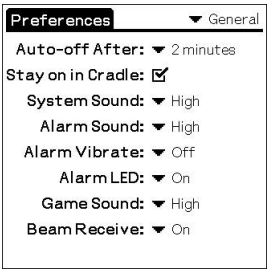
- **Buttons**
  Assign different applications to the buttons on the front panel of your CLIÉ handheld and the HotSync® button on the cradle, and reassign the full-screen pen stroke command.
- **Connection**
  Configure serial, modem, and infrared communication settings.
- **Date & Time**
  Set the current date and time, the time zone of your present area, and turn on/off the daylight saving.
- **Digitizer**
  Calibrate the screen on your CLIÉ handheld. The same digitizer calibration screen is displayed when you start your CLIÉ handheld for the first time. You can recalibrate your screen after a hard reset or if you find that "tapping" does not work as expected. For details, see "Step 2: Turning on your Sony CLIÉ Handheld for the first time" in the Read This First manual.
- **Formats**
  Set the region default and the formats for dates, times, calendar, and numbers.
- **General**
  Set the auto shut-off interval, the "Stay on in Cradle" feature, system sound, alarm sound, alarm vibrate feature, alarm LED feature, game sound, and the Beam Receive feature.
- **HiRes**
  Set the High Resolution Assist feature.
- **Jog**
  Enable or disable the JogAssist feature.
- **Network**
  Configure your CLIÉ handheld for use with a network.
- **Owner**
  Assign your name, phone number, and other owner information.
- **ShortCuts**
  Define a list of Graffiti® abbreviations.
- **Web Clipping**
  Configure Internet connection and proxy server settings.

What you can do with Preferences

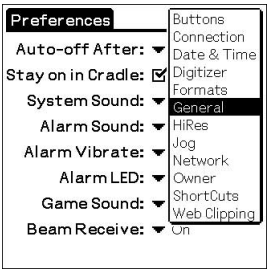
Viewing Preference

1 Rotate the Jog Dial™ navigator to select Prefs and press the Jog Dial navigator. Or tap the Prefs icon on the Application Launcher screen.

The Preferences screen appears.



2 Tap the arrow ▼ in the upper right corner of the screen and select the Preferences screen you want to view from the drop-down list.

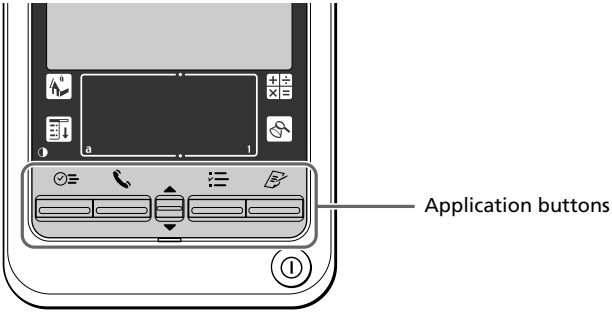


Changing the Buttons preferences

Assigning applications to buttons

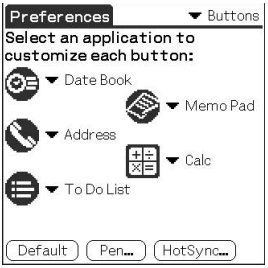
The Buttons Preferences screen enables you to assign different applications to the buttons on the front panel of your CLIÉ handheld.

For example, you can assign the To Do List button to start Date Book.



1 Tap Buttons from the drop-down list on the Preferences screen.

The Buttons Preferences screen is displayed.



2 Tap the arrow ▼ next to a button and tap the application that you want to assign to the button.

To launch the original applications

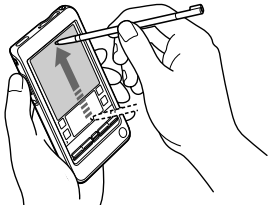
When you have assigned another application to the button, you can start the original application using the Application Launcher.

To reset to the default settings

Tap Default in step 2. All application buttons are reset to their factory settings.

Changing the full-screen pen stroke activities

The Buttons Preferences screen enables you to change the assignment of the full-screen pen stroke. By default, the full-screen pen stroke activates the Graffiti® Help.

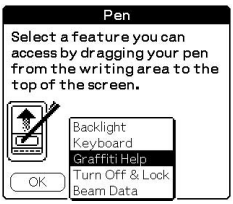


Drag the stylus from the bottom of the writing area to the top on the screen.

1 Tap Buttons from the drop-down list on the Preferences screen.
The Buttons Preferences screen is displayed.

2 Tap Pen.

3 Tap the arrow ▼ and select one of the following settings for the full-screen pen stroke.



- **Backlight:** Turns on the backlight of your CLIÉ handheld without using the POWER button.
- **Brightness (PEG-T615C/G only):** Opens the brightness adjustment screen.
- **Keyboard:** Opens the onscreen keyboard for entering text.
- **Graffiti Help:** Opens a series of screens that show the complete Graffiti character set.
- **Turn Off & Lock:** Turns off and locks your CLIÉ handheld. To lock your CLIÉ handheld, assign a password. When locked, you need to enter the password to use your CLIÉ handheld.
- **Beam Data:** Beams the current record to another Palm OS® PDA.

4 Tap OK.

Assigning applications to HotSync® buttons

The Buttons Preferences screen also enables you to assign different applications to the HotSync® buttons on the cradle and the modem.

1 Tap Buttons from the drop-down list on the Preferences screen.

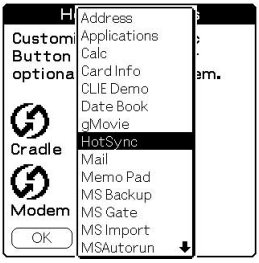
The Buttons Preferences screen is displayed.

2 Tap HotSync.

The HotSync Buttons dialog box appears.

3 Tap the arrow ▼ next to each button and select the application you want to assign to the button.

The HotSync button assignment is changed.



4 Tap OK.

Any changes that you make in the HotSync Buttons screen become effective immediately. You can activate the selected application by pressing the HotSync button.

Changing the Jog Dial™ navigator preferences

The Jog Preferences screen enables you to change the default Jog Dial™ navigator and BACK button functions, which are:

- Scroll the screen with the Jog Dial navigator.
- Select an item from a pop-up list with the Jog Dial navigator.
- Move back and forth between screens with the BACK button.

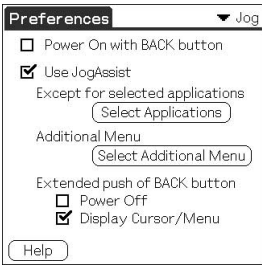
You can set the Jog Dial navigator to operate a third-party application that is not designed to use Jog Dial navigator operations (JogAssist feature). You can also change the BACK button function so your CLIÉ handheld turns on or off when the BACK button is pressed/kept pressed.

Notes

- The functions activated by the JogAssist feature differ depending on the application you use.
- In some applications with the Jog Dial navigator mark, part of functions may change when the JogAssist feature is activated.

1 Tap Jog from the drop-down list on the Preferences screen.

The Jog Preferences screen is displayed.



2 To enable the JogAssist function, select Use JogAssist.

The Jog Dial navigator functions change.

3 In order to set to turn on the power by pressing the BACK button, select Power On with BACK button.

You need to keep the BACK button pressed for a several seconds to turn on the power.

4 To set to turn off the power by keeping the BACK button pressed, select Power Off.

Display Cursor/Menu is selected by default (☑). You can display the cursor or menu by keeping the BACK button pressed.

Setting the display format of the time, date, and numbers (Formats)

The Formats Preferences screen enables you to set the region default, and the display format of dates, times, and numbers on your CLIÉ handheld.

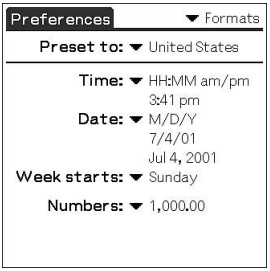
Selecting a region default

When you select the region where you use your CLIÉ handheld, the display format of the time, date, the week start day, and numbers is adjusted. For example, in England, time is expressed using a 24-hour clock; in the United States, time is expressed using a 12-hour clock with an AM or PM suffix.

All your CLIÉ applications use the region default settings. However, you can customize your own settings for time, date, week start day, or numbers.

1 Tap Formats from the drop-down list on the Preferences screen.

The Formats Preferences screen is displayed.



2 Tap the arrow ▼ next to "Preset to" and select a region name.

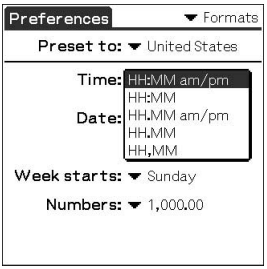
3 Tap OK.

Setting the display format of the time, date, and numbers (Formats)

Selecting the time, date, and numbers formats

You can select the desired formats for the time, date, week start day, and numbers. The selected formats apply to all your CLIÉ applications.

1 On the Formats Preferences screen, tap the arrow ▼ next to Time and select the desired format from the drop-down list.



2 Tap the arrow ▼ next to Date and select the desired format from the drop-down list.

3 Tap the arrow ▼ next to "Week starts" and select whether you want the first day of the week to be Sunday or Monday.

This setting controls the Day, Week, Month, and Agenda views in Date Book and all other aspects of your CLIÉ handheld that display a calendar.

4 Tap the arrow ▼ next to Numbers and select formats for the decimal point and thousands separator.

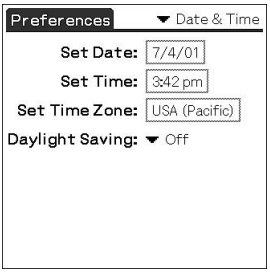
Setting the Date & Time preferences

The Date & Time Preferences screen enables you to set the date, time, time zone, and the on/off of daylight savings for your CLIÉ handheld. After you set the local date and time of your home base, you can change the displayed time (for example, during business trips) by simply switching the time zones.

Setting the date

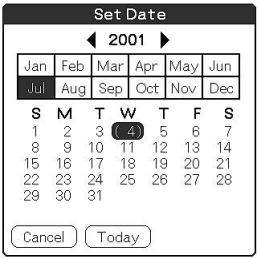
1 Tap Date & Time from the drop-down list on the Preferences screen.

The Date & Time Preferences screen is displayed.



2 Tap Set Date.

The Set Date screen appears.



3 Tap the arrow ◀ or ▶ beside the year at the top of the screen to set the year.

4 Tap the current month.

5 Tap the current date.

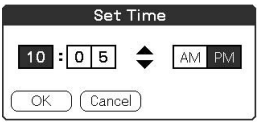
Setting the time

1 Tap Date & Time from the drop-down list on the Preferences screen.

The Date & Time Preferences screen is displayed.

2 Tap Set Time.

The Set Time screen appears.



3 Tap the arrow ▼ or ▲ to set the hour.

4 Tap the minute box and tap the arrow ▼ or ▲ to set the minute.

5 Tap AM or PM.

6 Tap OK.

Setting the time zone and daylight saving time

Setting the time zone

1 Tap Date & Time from the drop-down list on the Preferences screen.

The Date & Time Preferences screen is displayed.

2 Tap the Set Time Zone field.

The Set Time Zone screen appears.

3 Select the time zone that corresponds to where you are.

4 Tap OK.

Setting the daylight saving time

1 Tap Date & Time from the drop-down list on the Preferences screen.

The Date & Time Preferences screen is displayed.

2 Tap the arrow ▼ next to Daylight saving.

3 Tap and select On or Off.

Setting the General preferences

The General Preferences screen enables you to set the auto shut-off interval, alarm options and sounds for your CLIÉ handheld.

Setting the automatic shut-off time

Your CLIÉ handheld has an automatic shut-off feature that turns off the power after a period of inactivity. This feature helps conserve battery power in case you forget to turn off your CLIÉ handheld. If you find that your CLIÉ handheld shuts itself off too early or too late, you can increase or decrease the time setting for the automatic shut-off feature.

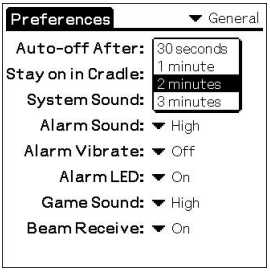
By default, your CLIÉ handheld will turn off after two minutes of inactivity and will be on as long as it is connected to the cradle.

1 Tap General from the drop-down list on the Preferences screen.

The General Preferences screen is displayed.

2 Tap the arrow ▼ next to Auto-off After and select the desired time setting for the automatic shut-off feature.

You can select 30 seconds, 1 minute, 2 minutes, or 3 minutes.



3 If you want to leave your CLIÉ handheld turned on while it is connected to the cradle, make sure that the check box next to "Stay on in Cradle" is selected. To turn it off automatically, clear the check box.

Setting sounds

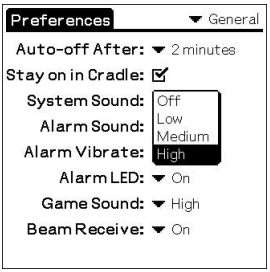
Your CLIÉ handheld uses a variety of sounds. The System, Alarm, and Game Sound settings enable you to turn the sounds on or off, and to adjust the volume level.

1 Tap General from the drop-down list on the Preferences screen.

The General Preferences screen is displayed.

2 Tap the arrow ▼ next to System Sound and select the desired sound level or Off from the drop-down list.

When you turn the System Sound off, you also turn off the "chime" tones associated with the HotSync® operation.



3 Tap the arrow ▼ next to Alarm Sound and select the desired sound level from the drop-down list.

4 Tap the arrow ▼ next to Game Sound and select the desired sound level or Off from the drop-down list.

The Game Sound setting works only with the games that are programmed to respond to this setting.

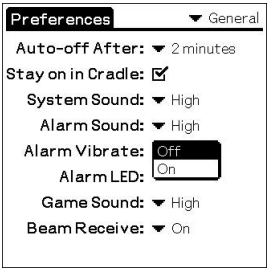
Turning the vibrate alarm and LED alarm on or off

You can set the CLIÉ handheld to vibrate or flash its LED at the set time. If you turn the Alarm Sound off and turn on the Alarm Vibrate or Alarm LED, you can make use of the CLIÉ handheld's alarm feature without disturbing other people around you.

1 Tap General from the drop-down list on the Preferences screen.

The General Preferences screen is displayed.

2 Tap the arrow ▼ next to Alarm Vibrate, then select On or Off from the drop-down list.



- **On:** Enables the Alarm Vibrate feature
- **Off:** Disables the Alarm Vibrate feature

3 Tap the arrow ▼ next to Alarm LED and select On or Off from the drop-down list.

- **On:** Enables the Alarm LED feature
- **Off:** Disables the Alarm LED feature

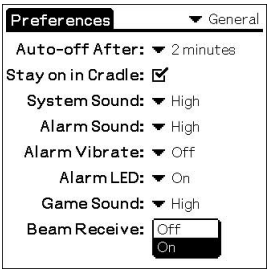
Turning the Beam Receive feature on or off

The Beam Receive is set to On, by default. You can turn off the Beam Receive feature to prohibit anyone from beaming information to your CLIÉ handheld, and to slightly save in battery power.

1 Tap General from the drop-down list on the Preferences screen.

The General Preferences screen is displayed.

2 Tap the arrow ▼ next to Beam Receive and select On or Off from the drop-down list.



- **On:** Enables the Beam Receive feature.
- **Off:** Disables the Beam Receive feature.

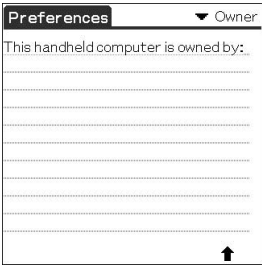
Entering owner information

The Owner Preferences screen enables you to record a name, company name, or phone number, or any other information that you want to associate with your CLIÉ handheld.

If you use the Security application to lock your CLIÉ handheld with a password, the information that you enter in the Owner Preferences screen appears the next time you turn on your CLIÉ handheld.

1 Tap Owner from the drop-down list on the Preferences screen.

The Owner Preferences screen is displayed.



2 Enter your owner information.

If you enter more text than can fit on one screen, a scroll bar appears at the right side of the screen.

To unlock the Owner Preferences screen

If you assigned a password in the Security application, the information in the Owner Preferences screen cannot be changed. In this case, an Unlock button is displayed at the bottom of the screen.

1 Tap Unlock.

The Unlock Message dialog box appears.

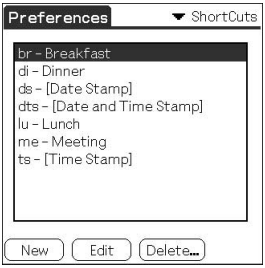
2 Enter your current password (the one you entered in the Security application) and tap OK.

Creating Graffiti® ShortCuts

The ShortCuts Preferences screen enables you to define abbreviations (ShortCuts) for entering text with Graffiti® strokes. You can create a ShortCut for any words, letters, or numbers. All ShortCuts you create appear on the list in the ShortCut Preferences screen. All the ShortCuts are available in any of your CLIÉ applications and are backed up on your computer when you perform a HotSync® operation. See "Using Graffiti® writing to enter data" on page 11 for more information on the use of ShortCuts.

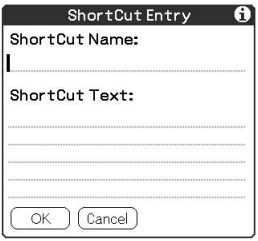
1 Tap ShortCut from the drop-down list on the Preferences screen.

The ShortCut Preferences screen is displayed.



2 Tap New.

The ShortCut Entry screen is displayed.



3 On the ShortCut Name line, enter the letters you want to use to activate the ShortCut.

4 Tap the ShortCut Text area and enter the text that you want to appear when you write the ShortCut characters.

5 Tap OK.

To Edit a ShortCut

1. Tap the ShortCut you want to edit in the ShortCuts list and tap Edit.
2. Make the changes you want and tap OK.

To Delete a ShortCut

If you no longer need a ShortCut, you can delete it from the list of ShortCuts.

1. Tap the ShortCut you want to delete in the ShortCuts list and tap Delete.

   The confirmation dialog box is displayed.
2. Tap Yes.

Changing the Network preferences

In order to use your CLIÉ handheld with a network (such as using the Web Clipping application or performing a network HotSync® operation), you must set the Network Preferences settings.

Note

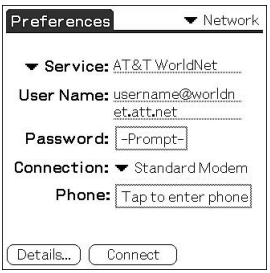
The Network settings preferences provides the ability to connect to your ISP (Internet Service Provider) or dial-in (remote access) server with applications (e.g.Web Clipping) that allow you to view the transmitted data.

Selecting a service

Use the Service setting to select the service template for your Internet Service Provider or a dial-in server. Service templates are a set of ISP and dial-in server configuration settings that you can create, save, and reuse.

1 Tap Network from the drop-down list on the Preferences screen.

The Network Preferences screen is displayed.



2 Tap the arrow ▼ next to Service and select the predefined service template you want to use.

Changing the Network preferences

Entering a user name

The User Name setting identifies the name you use when you log into your Internet Service Provider or your dial-in server.

1 On the Network Preferences screen, tap User Name field.

2 Enter your user name.

Notes

- Although this field can contain multiple lines of text, only two lines appear onscreen.
- Most dial-in servers do not accept spaces in the user name.

Entering a password

The Password box identifies the password you use to log into your server or ISP. Your entry in this field determines whether your CLIÉ handheld prompts you to enter a password each time you log into your network:

- If you do not enter a password, your CLIÉ handheld displays the word "-Prompt-" in this field and asks you to enter a password during the login procedure.
- If you enter a password, your CLIÉ handheld displays the word "-Assigned-" in this field and does not prompt you to enter a password during the login procedure.

Note

If you are concerned about security, select the Prompt option and do not enter a password.

1 On the Network Preferences screen, tap the Password field.

2 Enter the password you use to log into your server.

3 Tap OK.

The Password field updates to display the word "-Assigned-."

Changing the Network preferences

Selecting a connection

Use the Connection setting to select the method you want to use to connect to your Internet Service Provider or a dial-in server.

On the Network Preferences screen, tap the arrow ▼ next to Connection and select Standard Modem.

Adding telephone settings

When you select the Phone field, your CLIÉ handheld opens a dialog box in which you define the telephone number you use to connect with your ISP or dial-in server. In addition, you can also define a prefix, disable Call Waiting, and give special instructions for using a calling card.

Note

The Phone Setup dialog box works correctly for AT&T and Sprint long-distance services. However, because MCI works differently, MCI customers need to put the calling card number in the Phone # field and the phone number in the Use calling card field.

1 On the Network Preferences screen, tap the Phone field.

The Phone Setup screen appears.

2 Enter the phone number for your ISP or dial-in server in the Phone# field.

3 Change the following settings if necessary:

① Enter the telephone number used to access the modem.
If necessary, enter a dial prefix (such as “9”) to access an outside line, and tap the Dial prefix check box. You can enter a comma in the field to introduce a “pause” in the dialing sequence. Each comma equals a two second pause.

Continued on next page

② If the phone line you are using for your CLIÉ handheld has Call Waiting, select the "Disable call waiting" check box to avoid an interruption during a modem HotSync® operation or accessing a Web Clipping site.

Note

Each telephone company assigns a code to disable Call Waiting. Contact your local telephone company for the code that is appropriate for you.

③ If you want to use a calling card to place the call, select the "Use calling card" check box and enter the calling card number.

Tip

There is usually a delay before you enter your calling card number. Consequently, add at least three commas before your calling card number to compensate for the cue delay.

4 Tap OK.

Creating additional service templates

You can create additional service templates from scratch or by duplicating existing templates and editing the information. After you create a new or duplicate template, you can add and edit settings.

To add a new service template

1 On the Network Preferences screen, tap the Menu icon.

2 Tap New from the Service menu.

An Untitled service template is added to the drop-down list for the Service field.

Continued on next page

To duplicate an existing service template

1. On the Network Preferences screen, tap the arrow ▼ next to Service and select the predefined service template you want to duplicate.
2. Tap the Menu icon.
3. Tap Duplicate from the Service menu.
   A copy of the service template is added to the drop-down list for the Service field.

To delete a service template

1. On the Network Preferences screen, tap the arrow ▼ next to Service and select the predefined service template you want to delete.
2. Tap the Menu icon.
3. Tap Delete from the Service menu.
   The Delete Service dialog box is displayed.
4. Tap OK.
   The selected service template is deleted.

Adding detailed information to a service template

If you are using one of the predefined service templates, you probably only need to enter your user name and telephone number. If you are creating a new service template, you may need to provide additional information to your ISP or dial-in server. You use the Details dialog box to add additional information to a selected service template.

To select a connection type

1. On the Network Preferences screen, tap the service field.
2. Tap Details.
   The Details screen is displayed.
3. Tap the arrow ▼ next to Connection type and select one of the following connection types.
   - **PPP:** Point-to-Point protocol
   - **SLIP:** Serial Line Internet Protocol
   - **CSLIP:** Compressed Serial Line Internet Protocol

   Tip

   If you are not sure, try PPP; if that doesn't work, ask your Internet Service Provider or your System Administrator for the correct connection type.
4. Tap the arrow ▼ next to Idle timeout and select one of the following options.
   - **1 minute:** Waits one minute for you to open another application before it drops the connection.
   - **2 minutes:** Waits two minutes.
   - **3 minutes:** Waits three minutes.
   - **Never:** Keeps your PPP or SLIP connection until you turn off your CLIÉ handheld (or until it times out).
     Note that this option will be more costly than others.
5. Tap the Query DNS check box to deselect it.

Continued on next page

6 Enter the IP address for the Primary and Secondary DNS (Domain Naming System).

Ask your Internet Service Provider or System Administrator for the correct Primary or Secondary DNS IP numbers.

7 If you need to enter the CLIÉ handheld's IP Address, tap the IP Address check box to deselect it and display a permanent IP address field below the check box.

Normally, you do not have to enter this IP address. If you are not sure, select Automatic and go to step 9.

8 Enter the CLIÉ handheld`s IP Address.

9 Tap OK.

Creating log in scripts

A log in script is a series of commands that automates logging in to a network server, such as your corporate network or your Internet Service Provider (ISP). A log in script is something that you are likely to receive from your IS System Administrator, if your company has a system in which you log in to the corporate servers from your CLIÉ handheld using a modem or network connection.

Note

You can also use non-ASCII and literal characters in your log in script. For more information, see page 181.

1 On the Network Preferences screen, tap the service field.

2 Tap Details.

The Details screen is displayed.

3 Tap Script.

The Log in Script screen is displayed.

Continued on next page

4 Tap the arrow ▼ next to End and select one of the following commands. If the command requires additional information, a field appears to the right of it for you to enter the information.

- **Wait For**: Tells your CLIÉ handheld to wait for specific characters from the TCP/IP server before executing the next command.
- **Wait For Prompt**: Detects a challenge-response prompt coming from the server and displays the dynamically generated challenge value. You then enter the challenge value into your token card, which in turn generates a response value for you to enter on your CLIÉ handheld. This command takes two arguments, separated by a vertical bar (|) on the input line.
- **Send**: Transmits specific characters to the TCP/IP server to which you are connecting.
- **Send CR**: Transmits a carriage return or LF character to the TCP/IP server to which you are connecting.
- **Send User ID**: Transmits the User ID information entered in the User ID field of the Network Preferences screen.
- **Send Password**: Transmits the password entered in the Password field of the Network Preferences screen. If you did not enter a password, this command prompts you to enter one. The Password command is usually followed by a Send CR command.
- **Delay**: Tells your CLIÉ handheld to wait a specific number of seconds before executing the next command in the login script.
- **Get IP**: Reads an IP address and uses it as the IP address for your CLIÉ handheld. This command is used with SLIP connections.
- **Prompt**: Opens a dialog box and prompts you to enter text of some kind (for example, a password or a security code).
- **End**: Identifies the last line in the log in script.

5 Repeat step 4 until the log in script is complete.

6 Tap OK.

7 Tap OK.

Non-ASCII Characters for Log in Scripts

The following information enables you to create custom log in scripts that require non-ASCII characters. It is provided for advanced users who understand the use and requirements of such characters in a custom log in script.

Use of ^char

You may use the caret (^) to transmit ASCII command characters. If you send ^char, and the ASCII value of char is between @ and _, then the character is automatically translated to a single-byte value between 0 and 31. For example, ^M is converted to a carriage return.

If char is a value between a and z, then the character sequence is translated to a single-byte value between 1 and 26. If char is any other value, then the character sequence is not subject to any special processing. For example, the string "Joe^M" transmits Joe, followed by a carriage return.

Carriage return and line feed

You may include carriage return and line feed commands as part of the login script, when entered in the following format.

- **<cr>** : Sends or receives a carriage return
- **<lf>** : Sends or receives a line feed

For example, the string "waitfor Joe<cr><lf>" waits to receive Joe followed by a carriage return and line feed from the remote computer before executing the next command in the script.

Literal characters

The backslash (\ ) character defines that the next character is transmitted as a literal character, and is not subject to any special processing ordinarily associated with that character.

Examples:

- **\^** : Includes a caret as part of the string
- **\<** : Includes a < as part of the string
- **** : Includes a backslash as part of the string

Using the Network preferences menus

This section describes the menu commands specific to network preferences. For the Edit menu, see "Using the Edit menu" on page 98.

Service menus

New	Creates a new service template.
Delete	Deletes the current service template. The Delete Service dialog box appears.
Duplicate	Duplicates the current service template.

Options menus

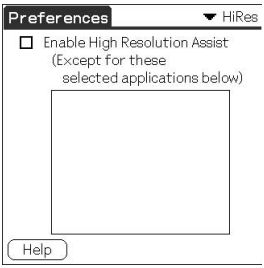
View Log	Displays the Network Log. The Network Log lists all of the communication that occurs between your modem and your dial-in server during the log in procedure. The information in the Network Log can help your ISP or your System Administrator pinpoint where the log in procedure communication fails and why.

Setting the High Resolution Assist function

The High Resolution Assist function enables the high resolution display of an application that does not support the high resolution mode.

1 Tap HiRes from the drop-down list on the Preferences screen.

The HiRes Preferences screen is displayed.



2 To enable the High Resolution Assist function, select Enable High Resolution Assist.

The confirmation dialog box is displayed.

3 Tap OK.

4 Select the application(s) that you do not want to display in high resolution mode in the list box.

Note

In step 4, check an application when the following occurs in the high resolution mode:

- Performances are largely deteriorated (e.g. game).
- Display is divided into two, characters are distorted, or other operational irregularities occur.

Chapter 6

Additional information

This chapter covers the following topics: backing up data of your CLIÉ handheld, transferring data from one CLIÉ handheld to another, precautions taken when using your CLIÉ handheld, troubleshooting your CLIÉ handheld, and other technical information about your CLIÉ handheld.

Contents

Backing up data of your Sony CLIÉ Handheld 185
- Backing up data to your computer through a HotSync® operation 185
- Backing up all CLIÉ data to a Memory Stick® media (using the MS Backup application) 186
- Backing up CLIÉ handheld data to a Memory Stick media using the MS Gate application 188

Using data of another Sony CLIÉ Handheld 190
- Using the Palm™ Desktop for CLIÉ software to transfer data 190
- Using Memory Stick® media to transfer data 192
- Performing a HotSync® operation between your old CLIÉ handheld and the new Palm Desktop for CLIÉ software 194

Precautions 195
- Notes on use 195
- Battery considerations 196

Troubleshooting – Frequently Asked Questions 198
- If you still cannot perform a HotSync® operation 211

Getting Help 212
- About Sony's support options 212

Specifications 213

Index 214

Backing up data of your Sony CLIÉ Handheld

You can save a back-up copy of your CLIÉ handheld by performing either of the following three methods:

- Backing up data to your computer through HotSync® operation
- Backing up all data to a Memory Stick® media using the MS Backup application
- Backing up data to a Memory Stick® media using the MS Gate application

Backing up data to your computer through a HotSync® operation

By default, you can back-up the following data in your computer with a HotSync operation:

- Memo Pad data files
- Address Book data files
- To Do List data files
- Date Book data files
- Preferences data files
- Network Setup information
- Applications files that have been installed using a HotSync operation
- User information files when you perform a HotSync operation

During the next HotSync operation, the back-up data is compared with the data in your computer, and the newer one becomes effective.

If you perform a hard reset, all records and entries stored in your CLIÉ handheld are erased and reset to the initial status. If you save a back-up of your CLIÉ handheld data, you can restore any data previously synchronized with your computer during the next HotSync operation.

Notes

- Some applications are not designed to be backed up. Therefore, you may not be able to restore some applications and data. It is recommended that you re-install those applications.
- If you change settings in the Change HotSync Action dialog box, you may not be able to save a back-up. You cannot back-up an application or restore its data if you select an option other than "Synchronize the files." For details, see "Customizing HotSync application settings (Conduit)" on page 108.

Backing up all CLIÉ data to a Memory Stick® media (using the MS Backup application)

With the MS Backup application, you can back-up all the following CLIÉ handheld application and data to a Memory Stick media with a single tap.

To separately back-up applications and data to the Memory Stick media, use the MS Gate application (see page 188).

- Memo Pad data files
- Address Book data files
- To Do List data files
- Date Book data files
- Preferences data files
- Network Setup information
- Applications files that have been installed using a HotSync operation
- User information files when you perform a HotSync operation

Backing up data with the MS Backup application

Note

When you back-up your CLIÉ data on a Memory Stick media, the data size of the back-up may become larger than the total data size displayed in the MS Gate application. This is not a malfunction. Make sure you have more space free on the Memory Stick media than the displayed CLIÉ handheld data size before taking a back-up.

1 Insert a Memory Stick media into the Memory Stick slot.

2 Tap the Home icon.

3 Rotate the Jog Dial navigator to select MS Backup and press the Jog Dial navigator. Or tap the MS Backup icon on the Application Launcher screen.

The MS Backup application starts up and the back-up list appears.

4 Tap (Backup).

The Backup All Files dialog box appears.

Continued on next page

5 Tap OK.

The Backup Progress screen appears, and general information of the back-up (its date, size, and number of contents) appears in the list.

Note

Do not make any changes to the directory tree on the Memory Stick after taking a back-up. If you do, you will not be able to restore the back-up data to your CLIÉ handheld.

Tips

- In most cases, the back-up will be finished within approximately a minute.
- In step 4, you can also select an existing file from the back-up list, then tap Backup to overwrite it.

To delete back-up files from the Memory Stick media

Tap to select the back-up in the Backup list, and tap Delete. The selected file is deleted from the Memory Stick media.

Restoring back-up data and applications to your CLIÉ handheld

Notes

- When you restore back-up data and applications to your CLIÉ handheld, the data currently saved in your CLIÉ handheld will be overwritten with the back-up data. Any data created or edited after you saved the back-up will be erased.
- You can only restore data to the CLIÉ handheld from which you took that back-up.

1 Insert the Memory Stick media with the back-up files into the Memory Stick slot.

2 Tap the Home icon.

3 In the MS Backup screen, tap to select the back-up data that you want to restore from the list.

4 Tap (Restore).

The Restore Confirm dialog box appears.

5 Tap OK.

After the back-up data is restored, the CLIÉ handheld automatically shuts itself down and restarts.

Backing up CLIÉ handheld data to a Memory Stick media using the MS Gate application

The MS Gate application allows you to save a back-up of the following data of your CLIÉ handheld to Memory Stick media. (The file name after the colon is the name displayed in the MS Gate application.)

- Address Book data files: AddressDB/Image Viewer Address Link
- Date Book data files: DatebookDB
- Memo Pad data files: MemoDB
- To Do List data files: ToDoDB
- Network setup information: NetworkDB
- Sound files: System MIDI Sounds (SMF format)/System ADPCM Sounds (PCM format)
- Other application setting data files: SavedPreferences
- User information and other preferences data files: UnsavedPreferences

For details on how to use the MS Gate application, see "Copying your CLIÉ handheld data to Memory Stick media" on page 143.

Notes

- Applications may not function properly if the necessary files are not backed up.
- Do not select Graffiti® ShortCuts, Net Prefs, and sonyres files, since they cannot be copied.
- You cannot copy data marked with a lock icon.
- You may not be able to back up full information since some data is locked or shared.

Restoring back-up data and applications to your CLIÉ handheld

Note

When you restore (copy) back-up data and applications to your CLIÉ handheld, the data currently saved in your CLIÉ handheld will be overwritten with the back-up data. Any data created or edited after you saved the back-up will be erased.

Insert Memory Stick media storing the back-up data into your CLIÉ handheld and use the MS Gate application to copy the data to your CLIÉ handheld. For details, see "Copying data in Memory Stick media to your CLIÉ handheld" on page 145.

If an overwrite confirm message is displayed, tap Yes to all.

Notes

- If a delete or access error message is displayed while copying files, tap OK to proceed to the next step in copying. Those files, however, will not be copied.
- Depending on the application configurations or file protection status, some necessary files may not be copied. In such a case, an application may not function properly.
- Some applications are not designed to be backed up. Therefore, you may not be able to restore some applications and data. It is recommended that you re-install those applications.

Using data of another Sony CLIÉ Handheld

If you already own a Sony CLIÉ Handheld, you can use data of your old CLIÉ handheld with your new CLIÉ handheld. You can transfer data from your old CLIÉ handheld to your new CLIÉ handheld with either of the following methods:

- **Using Palm™ Desktop for CLIÉ to copy data:** You can transfer data of the Palm OS basic applications easily.
- **Using Memory Stick® media to copy data:** You can transfer all the necessary data and settings information more securely than using the Palm Desktop for CLIÉ software.

Note on add-on applications that you have installed

Install add-on applications using the same procedures as the previous CLIÉ handheld. Some third-party applications may operate only on your old CLIÉ handheld.

Using the Palm™ Desktop for CLIÉ software to transfer data

For the Palm OS® basic applications data such as Address Book, Memo Pad, To Do List, Date Book, you can use the Palm Desktop for CLIÉ software to transfer data from your old CLIÉ handheld to your new CLIÉ handheld by exporting and importing data.
Before you start, perform a HotSync® operation to the Palm Desktop for CLIÉ software using your new CLIÉ handheld with a different user name from that you have used with the old CLIÉ handheld.

1 Start the Palm Desktop for CLIÉ software.

2 Click the user name of your previous CLIÉ handheld from the User name list in the upper right of the screen.

3 Click the icon of the application whose data you want to copy in the left panel of the screen.

4 Click Export from the File menu.

5 Enter the file names and click Export.

The data of your old CLIÉ handheld is exported. Change the destination folder if necessary.

Continued on next page

6 Repeat steps 3 through 5 to export data of other applications.

7 Click the user name of your new CLIÉ handheld from the User name list in the upper right of the screen.

If you have never performed a HotSync operation with your new CLIÉ handheld, select Users from the Tools menu. Click New in the Users screen and enter a new user name. Then select that new user name.

8 Click Import from the File menu.

9 Select the files you have exported in steps 3 through 6 and click Open.

10 Place your new CLIÉ handheld on the cradle and perform a HotSync operation.

The data exported from your old CLIÉ handheld is copied onto your new CLIÉ handheld.

Notes on a HotSync operation

- Do not attempt to transfer data from your old CLIÉ handheld to your new CLIÉ handheld by performing HotSync operations with the identical user name. Doing so may cause a malfunction.
- When you perform a HotSync operation with your new CLIÉ handheld and the New User dialog box is displayed, enter a different user name from that of your old CLIÉ handheld. If you enter the identical user name, the Palm Desktop for CLIÉ software may not be able to recognize the difference between your CLIÉ handhelds and the data of both handhelds may be mixed up or deleted.
- If you copy UnsavedPreference, the user name is also copied. This prevents you from managing the two CLIÉ handhelds with different user names.

Using Memory Stick® media to transfer data

You can use Memory Stick media to transfer data of your old CLIÉ handheld to your new CLIÉ handheld.

Notes

- Use Memory Stick media that has sufficient free memory space.
- Make sure that the write protect tab on the Memory Stick media not set to LOCK.

1 Insert Memory Stick media into your other CLIÉ handheld.

2 Rotate the Jog Dial™ navigator to select MS Gate and press the Jog Dial navigator. Or tap the MS Gate icon on the Application Launcher screen.

The MS Gate application starts up. The data in your CLIÉ handheld is listed.

3 Tap to select the data of the application whose settings and information you want to use with your new CLIÉ handheld.

You can select multiple files.

- Address Book: AddressDB
- Date Book: DatebookDB
- Memo Pad: MemoDB
- Mail: MailDB
- To Do List: ToDoDB
- Network setup information: NetworkDB

Notes

- You cannot copy data marked with the lock icon.
- You cannot copy Graffiti® ShortCuts, Net Prefs, and sonyres (the database for accessing the files in Memory Stick media).
- Do not select UnSavedPreference. Your computer may not be able to distinguish your new CLIÉ handheld from your old CLIÉ handheld.

4 Tap COPY.

The File Overwrite confirmation message is displayed.

Continued on next page

5 Tap OK.

The data selected in step 3 is copied onto Memory Stick media.

6 Remove the Memory Stick media from your other CLIÉ handheld and insert it into your new CLIÉ handheld.

7 Rotate the Jog Dial navigator to select MS Gate and press the Jog Dial navigator. Or tap the MS Gate icon on the Application Launcher screen.

The MS Gate application starts. The data in your CLIÉ handheld is listed.

8 Press the Jog Dial navigator to select MS.

You can also tap the arrow ▼ in the upper right corner to select MS from the drop-down list.

9 Tap to select the applications and data you have previously copied from the older device.

10 Tap COPY.

The File Overwrite confirmation message is displayed.

11 Tap OK.

12 If the file overwrite confirmation message is displayed, tap Yes to All.

The data of your old CLIÉ handheld is copied onto your new CLIÉ handheld.

Note

If a file-locked, access, or delete error message is displayed while copying files, tap OK to proceed to the next step in copying. Those files, however, will not be copied.

Performing a HotSync® operation between your old CLIÉ handheld and the new Palm Desktop for CLIÉ software

If you already own a CLIÉ handheld before this model (PEG-T615C/G or PEG-T415/G), you can perform a HotSync operation between that CLIÉ handheld (PEG-S300/HK, PEG-S300/SP or PEG-N710C/G) and the Palm Desktop for CLIÉ software supplied to this model.

After setting up your CLIÉ handheld as indicated in the Read This First manual, perform the HotSync operation as indicated on page 102.

If you have any trouble with the HotSync operation, perform the following.

- Check the Windows task tray to make sure that Local USB is selected.
- Check the Windows task tray to make sure that the USB Switcher is running (PEG-S300/HK, PEG-S300/SP or PEG-N710C/G only).

Note

The Palm Desktop for CLIÉ software supplied to this CLIÉ handheld (PEG-T615C/G or PEG-T415/G) does not support Expense.

Precautions

Notes on use

- Be sure not to scratch or damage your CLIÉ handheld's screen or the Graffiti® writing area. Always use the supplied stylus or a plastic-tipped pointer to tap on the screen. Do not use a real pen, pencil, or other sharp object on the screen.
- Do not expose your CLIÉ handheld to rain or moisture. Should water enter the circuitry through the crevice around the front buttons, your CLIÉ handheld may be damaged.
- Your CLIÉ handheld screen is made of glass. Do not drop or submit your CLIÉ handheld to external shock. Do not carry your CLIÉ handheld in your back pocket. If you sit down with your CLIÉ handheld in the back pocket, the CLIÉ handheld may break.
- Avoid using or storing your CLIÉ handheld in locations subject to:
  - extremely high temperature, such as inside a car left exposed to the sun, or near a heater.
  - direct sunlight
  - high humidity
  - excessive dust
- The rubber feet of the cradle may lose their adhesion as they become dirty. If this occurs, wipe the feet with a moistened soft cloth to restore their adhesion.

On cleaning

Clean your CLIÉ handheld with a soft, dry cloth.

Battery considerations

Follow these precautions when you charge your CLIÉ handheld.

On charging

- It takes approximately four hours to charge your CLIÉ handheld when the battery is empty.
- If you charge your CLIÉ handheld every day, it takes only a few minutes to charge the battery.
- You can operate your CLIÉ handheld while it is being charged.

On the battery life

- With a fully-charged battery, you can use your CLIÉ handheld for:
  – approximately 12 days, 30 minutes each day (PEG-T615C/G),
  – approximately 15 days, 30 minutes each day (PEG-T415/G).
- Battery life varies depending on the conditions and environment where you use your CLIÉ handheld.
- If the battery in your CLIÉ handheld is fully discharged, all data stored on the SDRAM (memory) is lost. In such a case, performing a HotSync® operation once the battery is recharged can restore information saved on your computer (from the last HotSync operation) to your CLIÉ handheld. For details, see "Backing up data to your computer through a HotSync® operation" on page 185.

Tips on conserving the battery

- Turn off the backlight under good lighting conditions. For turning off the backlight, see "Adjusting the screen" on page 23.
- Change the automatic shut-off time setting so that your CLIÉ handheld will automatically turn off after a short period of inactivity. For details, see "Setting the automatic shut-off time" on page 166.

Continued on next page

When your battery runs out

- When the battery runs out, a caution message appears on the screen. If this occurs, perform a HotSync® operation to back-up all the data of your CLIÉ handheld to your computer. Then charge your CLIÉ handheld using the cradle. This helps prevent accidental data loss.
- If your CLIÉ handheld does not turn on when you press the POWER button, charge your CLIÉ handheld immediately.
- The remaining battery indicator does not always reflect the actual battery amount. The battery is designed to provide years of service under normal use. To prolong the battery's life, charge it frequently even when it is not fully discharged.
- You do not have to replace batteries. When the remaining battery indicator reads zero, place your CLIÉ handheld on the cradle and start charging immediately. Never disassemble your CLIÉ handheld to take out the battery.

When the remaining battery indicator reads 0.

If your battery drains and you leave your CLIÉ handheld in an uncharged state for an extended period of time, all of the stored data will be erased. Sony suggests you charge your CLIÉ handheld frequently.

Troubleshooting – Frequently Asked Questions

This section describes how to solve common problems you may encounter when using your CLIÉ handheld. Many problems have simple solutions, so try these suggestions before you call Technical Help desk.

Note

Thousands of third-party add-on applications are available for the Palm OS® platform. Sony does not support third-party applications. If you have a problem with a third-party application, contact the developer or publisher of that software.

Operating problems

I do not see anything on my CLIÉ handheld's screen.

➡ Recharge your CLIÉ handheld. If your CLIÉ handheld still does not operate, try a soft reset. See "Resetting your Sony CLIÉ Handheld" **(page 24)**.

I get a warning message telling me my CLIÉ handheld's memory is full.

➡ Purge records from Date Book and To Do List. This deletes To Do List items and past Date Book events from the memory of your CLIÉ handheld.

➡ Delete unused address entries, memos and records. If necessary, you can save a backup for these records. See explanations for each application.

➡ If you have installed additional applications on your CLIÉ handheld, remove them to recover memory. See "Removing add-on applications" in the Read This First manual.

➡ Some applications may not operate properly if the memory is insufficient.

Continued on next page

My CLIÉ handheld keeps turning itself off.

➡ Your CLIÉ handheld is designed to turn itself off after a period of inactivity. This period can be set at one, two, or three minutes. See "Setting the automatic shut-off time" **(page 166)**.

My CLIÉ handheld is not making any sounds.

➡ Check the System Sound setting. See "Setting sounds" **(page 167)**.

My CLIÉ handheld has frozen.

➡ Perform a soft reset. See "Resetting your Sony CLIÉ Handheld" **(page 24)**.

I cannot use the Jog Dial navigator.

➡ Check that the JogAssist feature is activated. See "Changing the Jog Dial™ navigator preferences" **(page 160)**.

An error message is displayed repeatedly.

➡ Follow the instructions of the message.

Backlight does not turn on when I am adjusting the brightness level.

➡ When you are adjusting the brightness level, the LCD backlight turns on. When the brightness is set to the lowest level, the backlight does not turn on, but this is not a malfunction.

Tapping and writing problems

When I tap the buttons or screen icons, my CLIÉ handheld activates the wrong feature.

➡ Calibrate the screen. See "What you can do with Preferences" **(page 155)**.

When I tap the Menu icon, nothing happens.

➡ Not all applications or screens have menus. Try changing to a different application.

I cannot get my CLIÉ handheld to recognize my handwriting.

➡ For your CLIÉ handheld to recognize handwriting input with the stylus, you must use Graffiti® writing. See "Using Graffiti® writing to enter data" **(page 11)**.

➡ Make the Graffiti character strokes in the Graffiti writing area, not on the display part of the screen.

➡ Write Graffiti strokes for letters on the left-hand side of the Graffiti writing area, and the strokes for numbers on the right-hand side of the same area.

➡ Make sure that Graffiti has not shifted into extended or punctuation modes. See "Using Graffiti® writing to enter data" **(page 11)**.

➡ For tips on successful Graffiti writing, see "Using Graffiti® writing to enter data" **(page 11)**.

Application problems

I tapped the Today button, but it does not show the correct date.

➡ Your CLIÉ handheld is not set to the current date. Make sure the Set Date box in the Date & Time Preferences screen displays the current date. See "Setting the Date & Time preferences" **(page 163)**.

➡ Your CLIÉ handheld is not set to the correct time zone or the correct daylight saving setting. Make sure the Set Time Zone box and the Daylight Saving box in the Date & Time Preferences screen displays the correct setting. See "Setting the Date & Time preferences" **(page 163)**.

I know I entered some records, but they do not appear in the application.

➡ Check the Categories drop-down list (upper-right corner). Choose All to display all of the records for the application.

➡ Check Security and confirm that Current Privacy is set to Show Records.

➡ In To Do List, tap Show and see if "Show Only Due Items" is selected.

I am having problems listing memos the way I want to see them.

➡ If you cannot manually arrange the order of the memos in the list screen, check the Memo Preferences setting. Make sure that Sort by is set to Manual.

➡ If you choose to view your memos alphabetically on the Palm™ Desktop for CLIÉ software and then perform a HotSync® operation, the memos on your CLIÉ handheld still appear in the order defined in the Memo Preferences setting, since the sort settings you use with the Palm Desktop for CLIÉ software are not transferred to your CLIÉ handheld.

Continued on next page

I created an event in Date Book, but it does not appear in the Week view.

➡ In the Week view, you cannot select overlapping events that have the same start time. If you have two or more events with the same start time, choose the Day view to see overlapping events.

I cannot find an image pasted in an Address Book entry.

➡ If you use the Palm Desktop for CLIÉ software to change the category of the Address Book entry, you may not be able to locate the pasted image on your CLIÉ handheld. Change the category on your CLIÉ handheld.

I cannot start applications installed in the Memory Stick media.

➡ In order to open such applications from the Application Launcher screen, a memory space exceeding the application size must be kept free on your CLIÉ handheld.

➡ Check if the application files or data files (such as image files) essential to starting the applications are stored under the "/PALM/Launcher/" directory of the Memory Stick media. If so, the CLIÉ handheld may not be able to access the data files or application files. Copy or move the file data to the CLIÉ handheld using the MS Gate application **(page 145, 147)**.

➡ Verify that you installed application or data from your computer to the CLIÉ handheld by a HotSync operation, and selected Memory Stick as their destination. If you did, copy or move the data to your CLIÉ handheld **(page 145, 147)**.

HotSync® operation problems

I cannot perform a HotSync® operation. What should I check to make sure I am doing it correctly?

➡ Check that the operating system of your computer is Windows® 98/98 Second Edition/Me/2000 Professional/XP.

➡ Make sure that the cradle is connected securely to the computer.

I performed a HotSync operation, but one of my applications did not synchronize.

➡ Click the HotSync Manager and choose Custom. Check that the correct conduit is active.

I am using Outlook® as my PIM, but I cannot perform a HotSync operation.

➡ Click the HotSync Manager and choose Custom. Check that the correct conduit is active.

➡ Check that the correct conduit is installed. Reinstall the HotSync Manager and make sure the correct conduit is selected.

➡ Make sure that Intellisync Lite is installed. See "Step 4: Installing the Palm Desktop for CLIÉ software on your computer" in the Read This First manual for details.

I cannot launch the HotSync Manager.

➡ Make sure that you are not running another program, such as a network or facsimile applications, that uses the serial port you selected in the Setup dialog box.

➡ Back-up the Palm Desktop for CLIÉ software, uninstall it, then reinstall it.

➡ Make sure that Local USB is selected.

Continued on next page

I tried to perform a local HotSync operation, but it did not complete successfully.

Try each of these in turn:

- ➡ Make sure that HotSync Manager is running. If HotSync Manager is running, exit, and restart it.
- ➡ Make sure that Local USB is selected in the HotSync Manager menu or the Palm Desktop for CLIÉ software menu.
- ➡ Check that the cradle is properly connected to the USB connector of your computer.
- ➡ Read the HotSync Log for the user account for which you are performing a HotSync operation.
- ➡ Make sure that your CLIÉ handheld is seated in the cradle correctly.
- ➡ Make sure that the gold-plated connectors on the cradle and your CLIÉ handheld are clean. Use a pencil eraser to clean the connectors.

I cannot perform an IR HotSync operation.

- ➡ Make sure that the HotSync Manager is running and the Serial Port for local operations is set to the simulated port for infrared communication.
- ➡ On your CLIÉ handheld, make sure that the HotSync application is set to IR to a PC/Handheld.
- ➡ Make sure that the IR port of your CLIÉ handheld is aligned directly opposite to, and within a few inches of, the infrared device of your computer.
- ➡ IR HotSync operations do not work after you receive a low battery warning. Check the battery power of your CLIÉ handheld. Recharge the battery if necessary.
- ➡ If you have problems using a specific speed, select Prefs, Connection, IR to a PC/Handheld, Edit, then Details. Then select a lower speed in the Details dialog box.

Continued on next page

My CLIÉ handheld appears to freeze when I place it near my computer.

➡ Move your CLIÉ handheld away from the computer's infrared port.

➡ Make sure that you turn the Beam Receive function off.

My CLIÉ handheld displays the message "Waiting for sender" when it is near my computer's infrared port.

➡ Your computer's infrared port may be set to search automatically for the presence of other infrared devices. Do the following to turn off this option:

1. In the Windows task bar, select Start, point to Settings, and select Control Panel.
2. Double-click Infrared.
3. Click the Options tab.
4. Clear the selection of the option "Search for and provide status for devices within range."
5. Click Apply and OK.

➡ Move your CLIÉ handheld away from the computer's infrared port.

➡ Make sure that you turn the Beam Receive function off.

I cannot cancel a HotSync operation midway.

➡ You may not be able to cancel a job a few seconds after you start a HotSync operation via a USB connection. Wait for a few seconds and try again.

I cannot backup some data at a HotSync operation.

➡ Some data is designed not to be backed up by a HotSync operation.

Continued on next page

When I tap the HotSync button on the cradle, nothing happens on the Palm Desktop for CLIÉ software and my CLIÉ handheld times out.

- ➡ Check the Palm Desktop for CLIÉ software HotSync Setup options to confirm that you have the correct settings for local HotSync operations.
- ➡ Make a copy of your Palm folder. Uninstall, and reinstall the Palm Desktop for CLIÉ software.
- ➡ Turn on your CLIÉ handheld and tap the Home icon. Tap the HotSync icon, then tap Local.

When I perform a HotSync operation, my information does not transfer to the Palm Desktop for CLIÉ software.

- ➡ If you have performed a HotSync operation successfully, but you cannot find the data from your CLIÉ handheld on the Palm Desktop for CLIÉ software, check to see that you have the correct user name selected for viewing data.
- ➡ Click the HotSync Manager and choose Custom. Check that all conduits are set to synchronize files.

I want to synchronize my computer with more than one CLIÉ handheld.

- ➡ When the computer running the Palm Desktop for CLIÉ software is to synchronize with more than one CLIÉ handheld, each CLIÉ handheld must have a unique user name. Assign a unique user name to your CLIÉ handheld the first time you perform a HotSync operation.
- ➡ Please be aware that synchronizing with more than one CLIÉ handheld with the same user name causes unpredictable results, and potentially, loss of your personal information.

Connection problems

I have trouble establishing a network connection to my ISP or dial-in server.

➡ Check the Expanded Service Connection Progress messages to identify the point where the connection fails in the log in procedure. Press the scroll button downwards at any point during log in to display these messages.

➡ Check the information in the Network Log so your ISP or your System Administrator can pinpoint where the log in procedure communication fails and why.

To view the Network Log, open the Network Preferences screen and tap the Menu icon. Tap Options, then View Log. Tap the up and down arrows of the scroll bar to see the entire Network Log.

Beaming problems

I cannot beam data to another Palm OS PDA.

➡ Confirm that your CLIÉ handheld and the other Palm OS PDA are between 4 inches (approximately 10 centimeters) and 8 inches (approximately 20 centimeters) apart, and that the path between the two handhelds is clear of obstacles. Beaming distance to other Palm OS PDA may be different.

➡ Move your CLIÉ handheld closer to the receiving handheld.

➡ Make sure that the Beam Receive function of the other Palm OS PDA is turned on.

Continued on next page

When someone beams data to my CLIÉ handheld, I get a message telling me it is out of memory.

➡ Your CLIÉ handheld requires a memory space of at least approximately 1.1 times the data size that you are receiving.

➡ Perform a soft reset. See "Resetting your Sony CLIÉ Handheld" **(page 24)** for more information.

I cannot beam the Address Book data.

➡ You cannot beam images to a Palm OS PDA other than a Sony CLIÉ handheld.

Recharging problems

When I place my CLIÉ handheld on the cradle, it does not recharge.

Confirm that:

➡ Your CLIÉ handheld is well seated in the cradle.

➡ Your cradle is plugged into an AC power adapter.

➡ You are using the cradle and AC adapter that came with your CLIÉ handheld.

➡ Your CLIÉ handheld is turned off; otherwise, it will not fully charge.

Continued on next page

Password problems

I forgot the password, and my CLIÉ handheld is not locked.

➡ You can use Security to delete the password, but your CLIÉ handheld deletes all records marked as private. To back up all data including private records, perform a HotSync operation before you delete the password. Then follow these steps to restore your private records onto your CLIÉ handheld:

1. Perform a HotSync operation to back up your data.
2. Tap Forgotten Password in Security to remove the password and delete all private records.
3. Perform a HotSync operation to synchronize your data and restore the private records by transferring them from your computer to your CLIÉ handheld.

I forgot the password and my CLIÉ handheld is locked.

➡ If you assign a password and lock your CLIÉ handheld, you must perform a hard reset to continue using your CLIÉ handheld. See "Resetting your Sony CLIÉ Handheld" **(page 24)** for more information.

Memory Stick® media problems

I cannot copy/move data from Memory Stick® media to my CLIÉ handheld.

➡ Your CLIÉ handheld requires a memory space of at least approximately 1.1 times the data size that you are copying/moving.

I inserted Memory Stick media, but the message "Please insert Memory Stick media" appears.

➡ Your Memory Stick media is not recognized by your CLIÉ handheld. Remove it and reinsert it.

If you still cannot perform a HotSync® operation

If you have reviewed items in the troubleshooting list and the HotSync® operation problem persists, review the following.

You cannot perform a HotSync operation before you install the Palm Desktop for CLIÉ software on your computer

If you perform a HotSync operation before you install the CLIÉ drivers, other drivers may be installed. Make sure to install the Palm Desktop for CLIÉ software first and then perform a HotSync operation.

Do not use a USB hub

If you connect the cradle to your computer via a USB hub, you may not be able to perform a HotSync operation properly. Make sure to connect the cradle directly to a USB connector of your computer.

Some computers have the hub function built into their internal circuity. Contact your computer manufacturer if the USB connector of your computer is connected to an internal USB hub.

Check the USB driver being used

If you are using or have used a communication device that uses a virtual COM port, its driver may conflict with the driver for your CLIÉ handheld, preventing a HotSync operation. Remove the relevant driver or reinstall the driver for your CLIÉ handheld. Or reinstall all software on your computer.

Check that the USB port of your computer is enabled

If you are using Windows 95 pre-installed computer or another old type of computer equipped with a USB port, the USB port may be disabled by default. If another device such as a USB mouse cannot be used, check the BIOS setting of your computer.

Also check the Device Manager. Right-click on My Computer and select Properties. Click Device Manager tab and check that USB controller is listed in the Device Manager screen.

Getting Help

This section describes how to get help and support from Sony.

About Sony's support options

Sony provides several support options for your Sony handheld. When you have questions about your Sony handheld and its related software, check these options for answers:

- **This guide** explains how to use your Sony handheld.
- **The Sony handheld support Web site** (http://vaio-online.sony.com/clie/) provides the latest information on your Sony handheld. On this Web site, you will find Technical Frequently Asked Questions (FAQs).
- **Technical Helpdesk** offers information about your Sony handheld and other Sony products that work with your computer. See the Limited Warranty Statement included with the product for contact information on the Technical Helpdesk in your area.

Specifications

OS Palm OS ver. 4.1

CPU Dragonball VZ 33 MHz

Memory

ROM 4MB (FLASH)

PEG-T615C/G: 16 MB (RAM), User memory range approx. 15 MB

PEG-T415/G: 8 MB (RAM), User memory range approx. 7 MB

External input/output

Interface connector
IrDA (1.2)
IR Port for AV Control
Memory Stick slot

Display

PEG-T615C/G: TFT color LCD with backlight, 320 × 320 dots, 65,536 colors

PEG-T415/G: Monochrome LCD with backlight, 320 × 320 dots, 16 levels

Other functions

FM synthesizer
ADPCM Sound
Monaural Speaker
Vibration function

Power requirements

AC power adapter (supplied): DC 5.2V (dedicated connector)
Battery: Lithium ion battery (built-in)

Battery life

PEG-T615C/G: 12 days*
PEG-T415/G: 15 days*

*) Based on an average of 30 minutes use per day. The battery life span varies depending on the temperature and conditions of use.

Dimensions

PEG-T615C/G: Approx. 71.8 × 118.0 × 12.5 mm (w/h/d)

PEG-T415/G: Approx. 71.8 × 118.0 × 9.9 mm (w/h/d)

Mass

PEG-T615C/G: Approx. 138 g (4.9 oz) (including the supplied stylus)

PEG-T415/G: Approx. 122 g (4.3 oz) (including the supplied stylus)

Operating temperature

5ºC - 35ºC (41ºF - 95ºF)

Design and specifications are subject to change without notice.

Index

A

Address Book
- Editing 53
- Entering a new entry 47
- Pasting an image 53
- Sorting entries 51
- Using menus 59
- Viewing entries 49

Adjusting the screen 23

Application
- Categorizing 80
- Displaying the Pop-up application menu . 82
- Launcher (home) screen 79
- Selecting/Starting 79
- Setting applications to start automatically 135
- Starting an application in Memory Stick media 135
- Troubleshooting 201

Application buttons
- Assigning applications to buttons 157
- Selecting applications 79

Attaching notes 96

Automatic shut-off time 166

B

BACK button 7, 160

Backing up data
- By a HotSync operation (to computer) ... 185
- By MS Backup (to Memory Stick media) 186
- By MS Gate (to Memory Stick media) 188

Backlight
- Adjusting the brightness/contrast 23
- Turning on and off 23

Battery considerations
- Tips and notes 196
- Troubleshooting 208

Battery life 196

Beam Receive feature 169

Beaming
- Between two handhelds 128
- Receiving data 130
- Sending items or categories 129
- Tips on beaming 130
- Troubleshooting 207

C

Calculator
- Using buttons 78
- Using calculator 77
- Using menus 78

Card Info 136

Categories
- Categorizing applications 80
- Categorizing items 75, 83
- New categories 85
- Viewing items by categories 50, 62, 72, 84

Choosing fonts 99

Cleaning 195

Copying
- From CLIÉ handheld to Memory Stick media 143
- From Memory Stick media to CLIÉ handheld 145
- Restoring back-up to your CLIÉ handheld 189

Cradle 102

Continued on next page

Index

D

Date Book
- Agenda view 38
- Day view 34
- Editing 40
- Month view 37
- Repeating or continuous events 30
- Scheduling an event 27
- Setting alarm 42
- Using menus 45
- Week view 35

Deleting
- Data in the Memory Stick media 148
- Items 44, 57, 66, 74, 97

Digitizer 155

Dragging 9

E

Edit menu 98

Entering data
- Computer keyboard 22
- Graffiti writing 11
- Onscreen keyboard 20

F

FAQ(Frequently Asked Questions) 198

File Link 126

Finding items
- Find option 86
- Phone Lookup 88

Formats 161

Formatting Memory Stick media 137

Full-screen dragging 9, 13, 158

G

Getting Help 212

Graffiti® writing
- Accented characters 18
- Alphabets 12, 14
- Basic procedures 12
- Letters/numbers writing area 11
- Non-English characters 18
- Numbers 15
- Onscreen help 13
- Overview 11
- Punctuation marks 16
- ShortCuts 19, 171
- Symbols and extended characters 17

H

Hard reset 25

HotSync operation
- File Link 126
- LANSync 119, 122
- Network Modem Sync 119
- Overview 101
- Selecting Conduit 108

HotSync® button 102, 159

HotSync® operation
- Setting setup options 106
- Troubleshooting 203
- Via cradle (Local HotSync) 102
- Via IR port 110
- Via modem 113
- Via network 119

Continued on next page

Index

I

Importing data from a Windows application 124
IR port 110, 128

J

Jog Dial navigator
- Changing preferences 160
- Compatible applications 10
- How to use (pressing/rotating) 10
- JogAssist function 160

JogAssist function 160

L

Locking your CLIÉ handheld 93
Lookup 52

M

Making items private 43, 75, 90, 95
Memo Pad
- Creating new memos 69
- Editing memos 74
- Reviewing memos 71
- Using menus 76

Memory Stick® media
- Attaching a name 136
- Default folder 142
- Formatting 137
- Inserting and removing 132
- Installing applications without MS Gate 152
- Notes on using 133
- Overview 131
- Protecting data 134
- Starting an application 135
- Troubleshooting 210
- Types 131
- Viewing media information 136

MS Backup
- Backing up all CLIÉ data to Memory Stick media 186

MS Gate
- Copying CLIÉ data to Memory Stick media 143
- Copying Memory Stick data to CLIÉ handheld 145
- Deleting data 148
- Formatting the Memory Stick media 137
- Notes on moving or copying data 141
- Starting 139
- Transferring data between two CLIÉ handhelds 192
- Using menus 150

Continued on next page

N

Network preferences 173
Log in script 179
Password 174
Selecting a connenction 175
Selecting a service 173
Service template 176
Telephone setting 175
User name 174
Using menus 182
Notes on use 195

O

Onscreen keyboard 20
Owner information 170

P

Palm Desktop for CLIÉ
Basic operations 104
Locating screen components 105
Starting 104
Password
Deleting a password 91
Entering a password 90, 94, 174
Locking your CLIÉ handheld 93
Troubleshooting 209
Phone Lookup 88
PIM (Personal Information Management)
Address Book 47
Calc (Calculator) 77
Common tasks 79
Date Book 27
Edit menu 98
Memo Pad 69
To Do List 61
POWER button 7
Precautions 195
Preferences
Alarm 168
Beam Receive feature 169
Buttons 157
Date & Time preferences 163
Digitizer 155
Formats 161
Full-screen pen stroke activities 158
General preferences 166
Graffiti ShortCuts 171
HotSync button 159
Network preferences 173
Overview 155
Owner information 170
Password 174
Setting daylight saving time 165
Setting the date 163
Setting the time 164
Setting the time zone 165
Sounds 167
Time, date, and number formats 162
User name 174
Protecting data 90
Purging records 97

R

Reset
Hard reset 25
Reset button 25
Soft reset 24

Continued on next page

S

Security 90
Selecting text in an application 98
Setting
- Alarm 168
- Automatic shut-off time 166
- Date 163
- Daylight saving time 165
- Number formats 162
- Priorities 64
- Sounds 167
- Time 164
- Time zone 165

Soft reset 24
Sorting items 51, 72
Specifications 213
Stylus
- How to use 8
- Taking out the reset tip 24

Synchronizing with external data 126

T

Tapping 8
To Do List
- Changing appearance 67
- Checking off items 63
- Creating items 61
- Setting priorities 64
- Setting the due data 65
- Using menus 68
- Viewing items 62

Transferring data between two CLIÉ handhelds
- Using Memory Stick media 192
- Using Palm Desktop for CLIÉ 190

Troubleshooting
- Applications 201
- Beaming 207
- Connection 207
- HotSync operations 203
- Memory Stick media 210
- Operations 198
- Password 209
- Recharging 208
- Tapping and writing 200

Turning your CLIÉ handheld on and off. 7

U

USB driver 211
User name 174

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