



Read This First

Getting Started



**Palm V**<sup>™</sup>  
Connected Organizer

## Charge your Palm V™ connected organizer

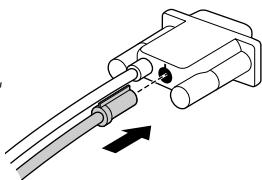
Before you use your new Palm V™ organizer, you need to connect the cables and charge it for approximately four hours. Afterwards, charging for just minutes a day keeps your organizer powered. A full charge lasts for up to a month with normal use.

### Important upgrade information:

If you are upgrading from another Palm Computing® platform handheld, refer to the upgrade instructions in your organizer handbook before following the steps in this guide.

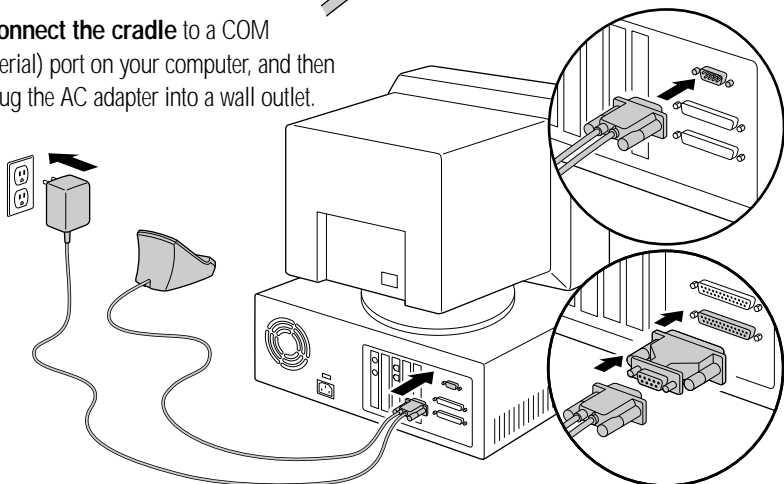
#### 1. Insert the AC adapter cable

into the back of the cradle connector, and then turn off your computer.



#### 2. Connect the cradle to a COM

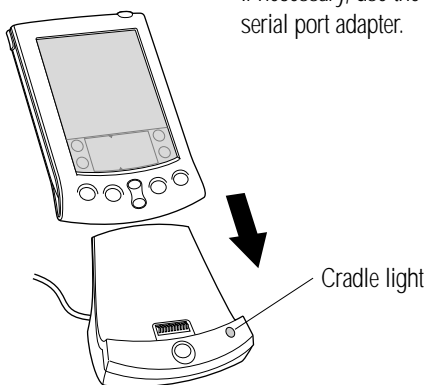
(serial) port on your computer, and then plug the AC adapter into a wall outlet.



If necessary, use the included serial port adapter.

#### 3. Charge your organizer

by placing it in the cradle and making sure the cradle light is on. As your organizer charges, you can continue with the set up process.



# Install your Palm™ Desktop organizer software

Palm™ Desktop software includes the same main applications as your Palm V™ organizer: Address Book, Date Book, To Do List, Memo Pad, Expense, and desktop e-mail connectivity. You can use the HotSync® Manager feature of this software to back up and exchange data between your organizer and your computer.

**Note:** If you are using Microsoft Outlook or other organizer software instead of Palm Desktop software, you still need to complete this process to install HotSync Manager, conduit software, and other features of Palm Desktop software.

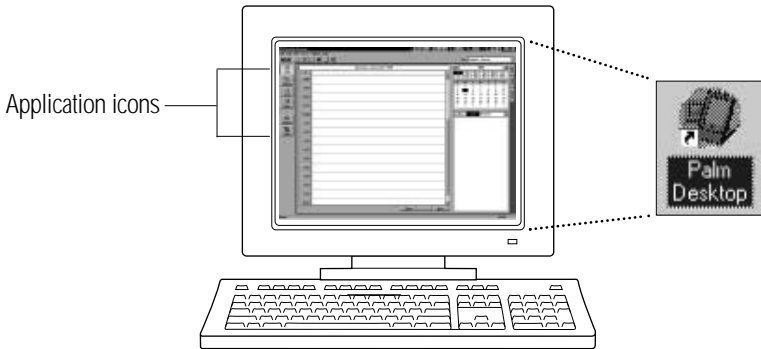
4.

**Insert the Palm Desktop CD-ROM** into your CD-ROM drive. When the menu appears, click the Install button and follow the instructions on the screen.

5.

**Explore the software** by double-clicking the Palm Desktop icon on your desktop. When the screen below appears, click an application icon. Then click the New button and enter your data. For example, try clicking the Address icon and entering your own name and address.

**Tip:** You can also select Import from the File menu to import data from another application.



# Explore your new Palm V™ organizer

## Contrast Control

Press here to display the onscreen contrast controls.

## IR Port

Exchange data and applications with any infrared-enabled Palm Computing® platform handheld that's nearby.

## Power Button

Press here to turn your organizer on and off. Hold it down for a few seconds to turn on the screen backlight.

## Cover

Remove the stylus from either of the stylus slots to insert the cover.

## Applications Launcher

Tap the Applications icon to see all your applications.

## Graffiti® Writing Area

Use the stylus to enter Graffiti® text and numbers here, or to access the onscreen keyboard.

## HotSync® Button

Press the HotSync® button to exchange data between your organizer and computer.

## HotSync® Cradle

Connect the cradle to your computer and a power source. Then place your organizer in the cradle to charge it.

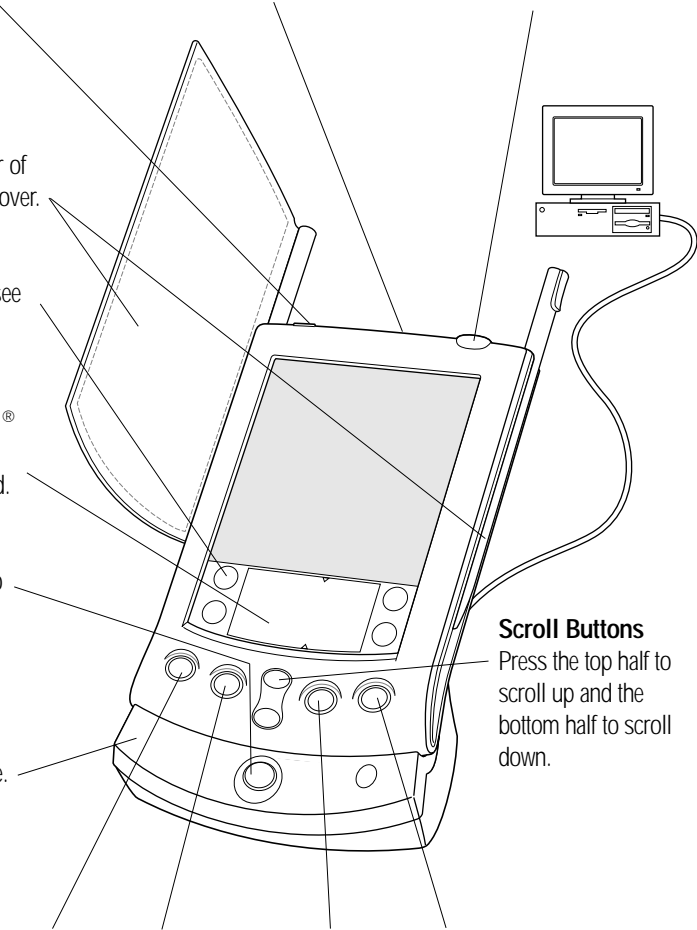
## Scroll Buttons

Press the top half to scroll up and the bottom half to scroll down.

Date Book    Address Book    To Do List    Memo Pad

## Applications Buttons

Press these buttons to turn on your organizer and immediately access your main applications.



# Four ways to enter data into your Palm V™ organizer

After your Palm V™ organizer completes its initial charge, remove the plastic sheet from the screen, turn it on, and follow the setup instructions on the screen.

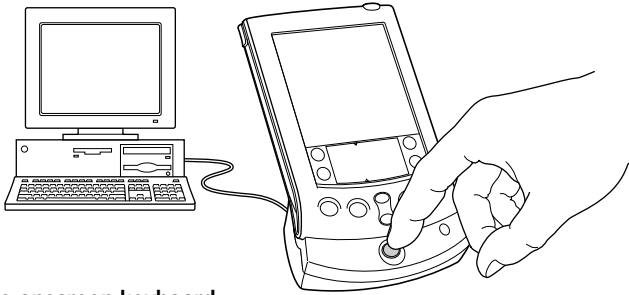
**Hint:** If your organizer does not turn on, see Troubleshooting and Contacts on the back of this guide.

1.

## Using your computer keyboard

Type information in your Palm™ Desktop software, and then place your organizer in the cradle and press the HotSync® button to exchange data between your organizer and computer.

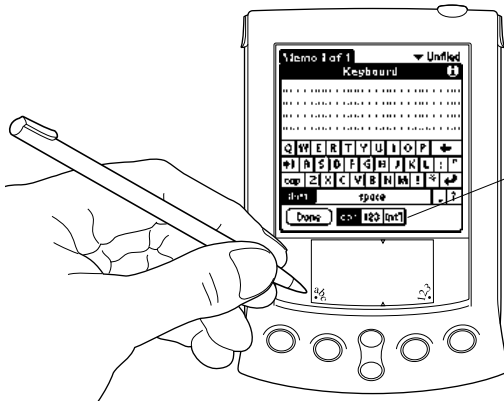
**Note:** The first time you exchange data, you must enter a unique user name and then click OK.



2.

## Using the onscreen keyboard

Tap the text or a blank line on the organizer screen. (The cursor should blink to indicate you're in edit mode.) Tap the dot under "abc" for the letter keyboard or the dot under "123" for the number keyboard. Tap the characters and then tap Done.



**Tip:**

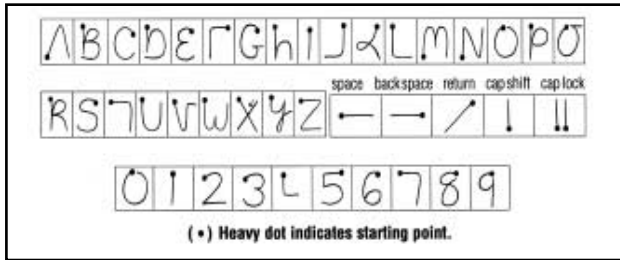
Tap **abc**, **123**, or **Int'l** to switch keyboards.

**See back to learn more**

## Four ways to enter data into your Palm V™ organizer (continued)

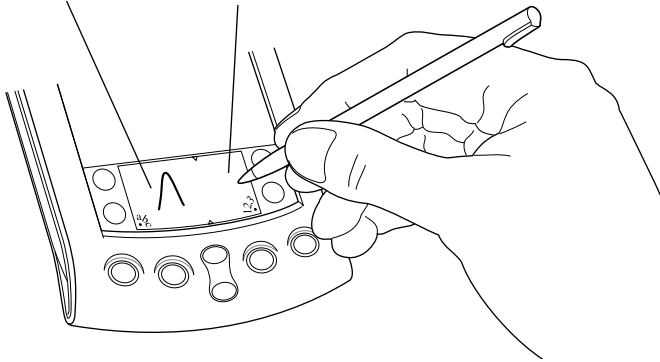
### 3. Using Graffiti® power writing software

Graffiti® characters are similar to uppercase letters that are formed with a single stroke. Your writing turns into text wherever the blinking cursor appears on the organizer screen. Graffiti writing is easy, fun, accurate, and fast (up to 30 words per minute). It's worth taking a few minutes to learn. Just remember to write BIG and press firmly.



Write letters here

Write numbers here



### 4. Using a keyboard accessory

You can connect an optional keyboard accessory to the serial connector on your organizer and type data directly into your organizer. This accessory is particularly helpful if you need to enter large amounts of data quickly and accurately while you are away from your computer.

## Congratulations!

You've connected your organizer to your computer, installed the Palm™ Desktop software, and learned how to enter data on your Palm V™ organizer.

## Explore add-on software for your Palm V™ organizer

Your Palm V™ organizer supports much more than just the applications that come with it. You can easily expand your organizer's software capabilities by downloading any of the thousands of applications available on the Internet including a wide variety of freeware, shareware, and commercial applications. Just follow these steps:

**1. Download applications** from [www.palm.com](http://www.palm.com) (or any add-on software web site) to the add-on folder in the Palm™ Desktop software folder (e.g., c:\palm\add-on).

**2. Unzip the application** if it is a zipped file.

**3. Select the application** you want to install by:

- Running Instapp.exe from the Palm Desktop software folder,  
— or —
- Opening Palm Desktop software, and clicking Install.

Next click Add and select the application you want to install, click Open, click Done, and then click OK.

**4. Transfer your new applications** to your organizer by placing your organizer in the cradle and pressing the HotSync® button on the cradle.

