CLIÉ Operating Instructions

PEG-NX70V

CLIÉ

Read this first

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Safety information

- Opening the unit, for whatever reason, could lead to damages that are not covered by the guarantee.
- To avoid electrical shock, do not open the cabinet. Refer servicing to qualified personnel only.
- Picture distortion may occur if this equipment is positioned in close proximity to any equipment emitting electromagnetic radiation.
- To prevent fire or shock hazard, do not expose your CLIÉ handheld to rain or moisture.
- Use your CLIÉ handheld only with the supplied AC adapter. To disconnect your CLIÉ handheld completely from mains voltage, unplug the AC-adapter.
- Please make sure that the socket outlet is easily accessible.

Owner's record

The product number and serial number are located on the back of the CLIÉ handheld. Record the serial number in the space provided below. Refer to these numbers whenever you call your Sony dealer regarding this product.
Product number: **PEG-NX70V/E**

Serial number: _____

Warnings

General

- To prevent fire or shock hazard, do not expose the unit to rain or moisture.
- To avoid electrical shocks, do not open the cabinet.
- Refer servicing to qualified personnel only.
- The socket-outlet should be installed near the equipment and should be easily accessible.

Road safety

Do not use earphones while driving, cycling, or operating any motorized vehicle. It may create a traffic hazard and is illegal in some areas. It can also be potentially dangerous to play loud music while walking, especially at pedestrian crossings.

Preventing hearing damage

Avoid using earphones at high volume. Hearing experts advise against continuous, loud and extended play. If you experience a ringing in your ears, reduce the volume or discontinue use.

Regulatory information

This product conforms to the following European Directives:
73/23/EEC (Low Voltage Directive)
89/336/EEC, 92/31/EEC (EMC Directives)
93/68/EEC (CE Marking Directive)

This product complies with EN 55022 Class B and EN 55024. For use in the following environments: residential, commercial and light-industrial.

This product has been tested and found compliant with the limits set out in the EMC Directive for using connection cables not longer than 3 metres (9.8 feet).

Disposal of lithium-ion polymer batteries

- This product contains a rechargeable lithium-ion polymer battery that should not have to be replaced during the lifetime of the product. For changing or removing this battery, please contact CLIE Technical Support.
- Do not handle damaged or leaking lithium-ion polymer batteries. Dispose of promptly and properly.
- The battery pack used in this device may present a fire or chemical burn hazard if mistreated. Do not disassemble, heat above 60°C (140°F) or incinerate. Dispose of used batteries promptly.
- Keep away from children.
- Dispose of properly at end-of-life.
- In some areas the disposal of lithium-ion polymer batteries in households or business waste may be prohibited. Please use the public collection system.

Welcome

Congratulations on your latest Sony purchase! The Personal Entertainment Organiser (hereafter referred to as 'CLIÉ handheld') functions as a personal digital assistant (PDA) where you can record addresses, events, memos and much more. As well as these functions, the CLIÉ handheld also works as an information terminal with an excellent extended ability to connect to other devices such as personal computers. And with the built-in camera and lots of new audio and video software applications, you hold in your hand a true multimedia centre.

Enjoy the following major features of the CLIÉ handheld:

- The Personal Digital Assistant applications: Date Book, Address Book, To Do List, Memo Pad and Calculator.
- A choice between the standard view and the new CLIE Launcher view, with easier access to and management of your applications.
- Data exchange capabilities or data synchronization with your computer (HotSync®) and extended connectivity via the Wireless Communication slot.
- A true multimedia center offering many possibilities for video, photo, audio and Internet applications.
- Classic data exchange with a computer or other CLIÉ handhelds using ''Memory Stick™'' and Jog Dial™.
- Extended features with the installation of add-on applications for the Palm Operating System (see the **Software Guide** for more).

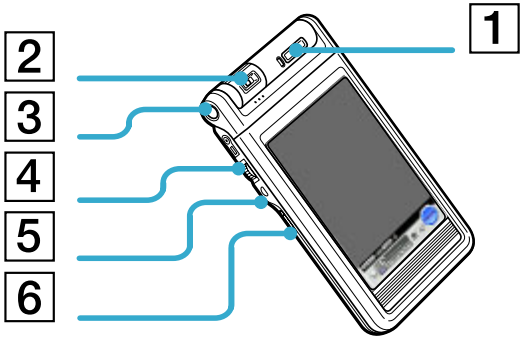
Getting started

This section is designed to complement the printed **Read This First** document. Consult the printed booklet for details.

Turning your CLIÉ handheld on and off

To turn on your CLIÉ handheld, proceed as follows:

Open the **display panel** and press the **power** button (1) as shown in the illustration.
Your CLIÉ handheld is turned on.
If this is the first time you are using your handheld, you will see the **Setup** screen.



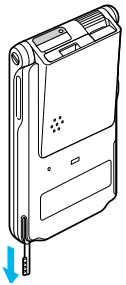
1.	Power button
2.	Camera
3.	CAPTURE/REC button
4	Jog Dial™
5	Back button
6	HOLD switch

To turn off your CLIÉ handheld, proceed as follows:

Press the **power** button.
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.

✍ Holding the POWER button down for two seconds or longer will turn the screen's backlight on or off.

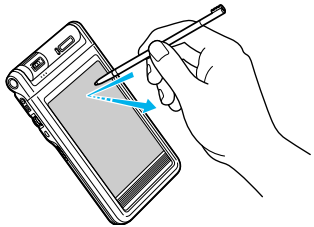
Using the stylus



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

The stylus is stored in the holder on the keyboard panel of your CLIÉ handheld. As shown below, simply pull it out when needed. To avoid losing the stylus, always put it back in its holder after use.

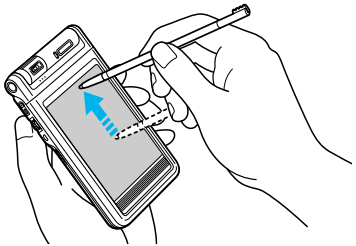
Tapping



To open an application or select an item, take the stylus and press the tip lightly on the icon or item on the screen as shown.

This action is called **tapping**.

Dragging



Just as you can drag the mouse to move objects or text on your computer, you can use the stylus to drag an item on the screen of your CLIÉ handheld.

To drag, press the stylus lightly on the item and move it along the screen surface to its new position.

You can use the dragging action in the following scenarios:

- 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, drag the stylus along all the required characters or items.
- To display the onscreen Graffiti® Help, drag vertically the stylus from the bottom of the writing area to the top of the screen.
- You can assign the full-screen drag to another activity.

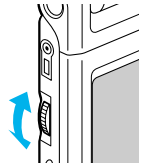
Using the Jog Dial™

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

For other applications, you can also use the JogAssist function to enable Jog Dial™ operations.

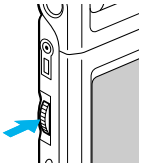
Rotating the Jog Dial™

Rotate the Jog Dial™ to select various items in succession or to select an application to start. The operations you can perform by rotating the Jog Dial™ differ depending on the application you are using. For details, refer to the instructions for each application.



Pressing the Jog Dial™

Press the Jog Dial™ to highlight the item or to run the application you selected by rotating the Jog Dial™. The operations you can carry out by pressing the Jog Dial™ differ depending on the application you are using. For details, refer to the instructions for each application.



Pressing while rotating the Jog Dial™

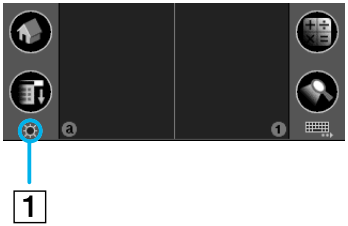
Some applications support operations executed by rotating and pressing the Jog Dial™. For details, refer to the instructions for each application.

Adjusting the backlight

You can turn the backlight on the screen on or off, or adjust the brightness according to the lighting conditions or temperature of the environment in which you are using your CLIÉ handheld.
To turn the backlight on and off, press and hold down the power button for more than two seconds. Even with the backlight on, you may need to further adjust the brightness on the screen.

To adjust the brightness level, proceed as follows:

1 Tap the **brightness** icon (1).
The adjustment control screen is displayed.



2 To change the brightness level slightly, tap to the left or right.

3 To change the level considerably, drag the slider to the left or right.
You can also press the scroll button to move the slider gradually.

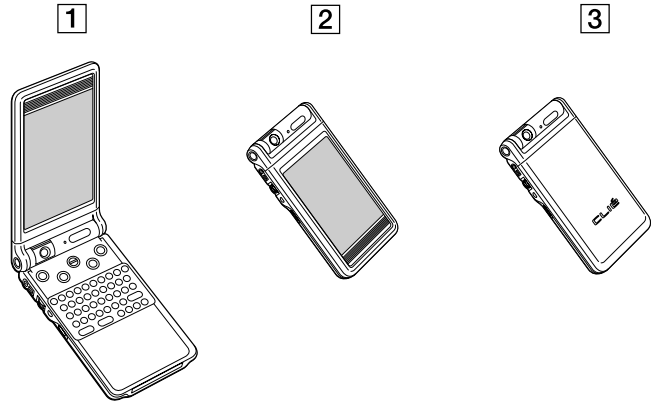
4 Tap **Done**.
The brightness level is adjusted.

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

Changing the operating style

Your CLIÉ handheld can be used with the display panel set in three different styles:

- the convenient **opened style** (1)
- the compact **turned style** (2)
- the screen-protecting **carrying style** (3).



When using the CLIÉ handheld, set it to either the **opened style** (to enter data with the hardware keyboard) or the **turned style** (to enter data with the stylus), whichever you prefer.

In this and other supplied manuals, the operation steps will usually be described with the CLIÉ handheld in the **turned style**.

When carrying your CLIÉ handheld around in your bag or pocket, set it to the **carrying style**. You cannot enter data, but will be able to continue listening to music, using the remote control.

✍ The display panel in the opened style will not open wider than 160 degrees.

Resetting your CLIÉ handheld

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

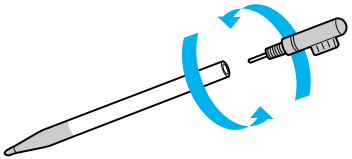
By performing a hard reset, you can also change the language of your CLIÉ handheld.

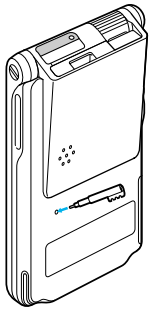
Performing a soft reset

A soft reset tells your CLIÉ handheld to stop what it is doing and start over again. All records and entries stored on your CLIÉ handheld, are retained with a soft reset.

To perform a soft reset, proceed as follows:

1. Take out the reset tip by unscrewing the metal barrel from the stylus quill, as shown.
2. Use the reset tip to gently press the reset button inside the hole on the back panel of your CLIÉ handheld.
3. The system shuts down and then restarts.
   After restarting, the system displays **Palm Powered**, **CLIE**, and **Sony**, followed by the **Preferences** screen for setting the time and date.





Performing a hard reset

Please be fully aware that following the procedure below will make you lose **all** the data you have saved on your CLIÉ handheld!
If there is a problem that a soft reset cannot resolve, you need to perform a hard reset to restart your CLIÉ handheld.

- With a hard reset, all records and entries stored on your CLIÉ handheld are erased; only the current date and time are retained. Formats, preferences, and other settings are restored to their factory default settings.
- Only perform a hard reset if a soft reset does not resolve your problem.
- If you save a backup of your CLIÉ handheld data on your computer, you can restore any data previously synchronized with your computer during the next HotSync® operation.

To perform a hard reset, proceed as follows:

1. Take the reset tip from the stylus (see **Performing a soft reset** **(page 12)**).
2. Set your CLIÉ handheld in the **opened style** and while holding down the power button, use the reset tip to gently press and release the reset button.
   The **Palm Powered** window is displayed.
3. Release the power button.
   You will see a message warning you that you are about to erase all the data stored on your CLIÉ handheld.
4. Press the upper half of the scroll button on the front panel of your CLIÉ handheld.
   Your CLIÉ handheld undergoes a hard reset and everything is erased apart from the current date and time.

✍ If the scroll button was used just prior to hard resetting, the hard reset may not work.

To change your language, proceed as follows:

1 Restart your CLIÉ handheld.

2 Calibrate the screen.
The **Select Language** screen appears.

3 Tap **English**, **Deutsch** or **Français**.

4 Tap **OK**.
A warning message appears.

5 Tap **Yes**.

6 Change the necessary settings.

7 Tap **Next**.
Setup is complete.

8 Tap **Next** to learn about entering text.
Tap **Done** to exit.

Entering data

There are 4 ways to enter data on your CLIÉ handheld:

- Using the hardware keyboard,
- Using Graffiti® writing,
- Using the software or onscreen keyboard,
- Using your computer keyboard.

Depending on the application, you can expand or collapse the **input area** (the lower ¼ of the screen), by tapping the blue **Arrow** icon (arrow up or arrow down) in the righthand lower corner of the screen.

When the input area is expanded, you can enter data as described in the following sections.

When the input area is collapsed, you can enjoy a full-screen display of images, the Memo pad, a.o.

Using the hardware keyboard

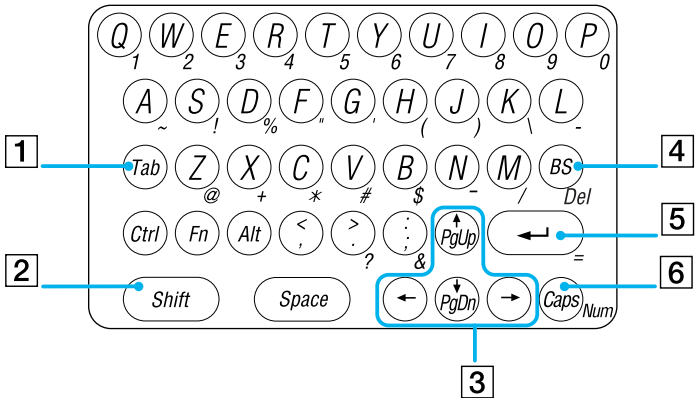
Your CLIÉ handheld is equipped with a hardware keyboard that includes most characters that you need when entering text and data. The hardware keyboard can be used in the same way as your computer keyboard.

To use the hardware keyboard, proceed as follows:

1 Open any application (such as Memo Pad).

2 Tap any record, or tap **New**.

3 Press the character keys to enter text and numbers.
You can use the hardware keyboard in the same way as with the keyboard of your computer.
To enter the numbers and marks printed in blue, hold down the <**Fn**> key and press the character key.
Aside from entering text, you can scroll up, down, and sideways with the arrow keys.



1.	Tab
2.	Caps shift
3.	Arrow keys
4.	Backspace
5.	Carriage return
6.	Caps lock

4 When you finish, tap **Done** to close the record.

Special key combinations

You can carry out commands using the hardware keys in combination.

Commands for entering data

Key combination example: <**Fn**>+<**character**>: hold down the <**Fn**> key and press the <**character**> key.

Combination	*Function*
<**Fn**> + <**character**>	Enters the characters printed in blue on the hardware keyboard.
<**Shift**> + <**character**>	Enters uppercase alphabet at Caps lock off, enters the lowercase at Caps lock on.
<**Shift**> + → / ←	Selects continuing/preceding text.
<**Shift**> + <**Ctrl**> + → / ←	Selects all continuing/preceding text.
<**Ctrl**> + <**C**>	Copies the selected text.
<**Ctrl**>+ <**X**>	Cuts out the selected text.
<**Ctrl**> + <**V**>	Pastes the selected text.
<**Ctrl**> + <**D**>	Deletes the selected text.
<**Ctrl**> + <**Tab**>	Jumps to the next field.
<**Ctrl**> + <**Shift**> + <**Tab**>	Jumps back to the previous field.

Commands for other operations

Key combination example: <**Ctrl**>+<**L**>: hold down the <**Ctrl**> key and press the <**L**> key.

Combination	*Function*
<**Ctrl**>+<**L**>	Turns the backlight on and off.
<**Ctrl**>+<**H**>	Switches to the Application launcher screen.
<**Ctrl**>+<**M**>	Displays the menu.
<**Ctrl**>+<**F**>	Opens the **Find** dialog box.
<**Ctrl**>+→ /←	Jogs up/down.
<**Ctrl**>+<**Shift**>+→ /←	Goeas through all categories in the Application Launcher screen (same as rotating the Jog Dial™ upwards/ downwards while keeping it pressed).
<**Ctrl**>+↵	Implements (that is, enters or runs) the currently selected item (same as pressing the Jog Dial™).
[<**Ctrl**>+↵] and hold	Goes through all categories in the Application Launcher screen (same as keeping the Jog Dial™ pressed).
<**Ctrl**>+<**BS**>	Returns to the previous screen (same as pressing the **BACK** button. Turns the power on depending on your Preferences setting).
[<**Ctrl**>+<**BS**>] and hold	Same as keeping the **BACK** button pressed. Turns the power off or displays the cursor/menu depending on your Preferences setting.

Using Graffiti® writing

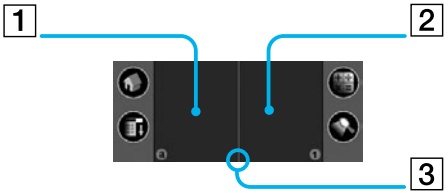
Your CLIÉ handheld includes Graffiti® writing software as the primary system for entering text and numbers. With Graffiti® writing, you write simple strokes with the stylus and they are instantly recognized as letters or numbers.

Most people find they can enter text quickly and accurately with only a few 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.

This section explains the procedures for creating letters, numbers, punctuation, and symbols, as well as teaching you some Graffiti® tips and tricks.

Writing Graffiti® letters

The Graffiti® writing area is divided into two parts: one for writing the letters of the alphabet (1) and one for writing numbers (2). The line (3) at the top and bottom of the Graffiti® writing area indicates the two areas.



1.	Write letters here
2.	Write numbers here
3.	Division line

There are five basic concepts for success with Graffiti® writing:

- If you draw the character shape exactly as shown below, you can achieve 100% accuracy.

- 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.

Note that the stroke is displayed while you are drawing it.
Make sure you select the Graffiti writing before beginning to write anything.

How to write Graffiti® letters?

To write Graffiti® letters, proceed as follows:

1. Tap where you want your text to go.
   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".
   There are two different stroke shapes available for some letters. For these letters, choose the one that is the 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 (1) 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 (2).
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.

To display the Graffiti® onscreen help, proceed as follows:

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.

✍ 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.

★ 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.

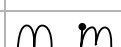
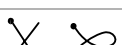
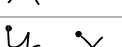
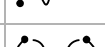
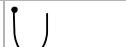
★ Write at natural speed. Writing too slowly can generate recognition errors.

★ Do not write on a slant. Vertical strokes should be parallel to the sides of the Graffiti® writing area.

★ Press firmly.

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

Writing capital letters

To write capital letters, proceed as follows :

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 .
- To enter only capital letters (Caps Lock), use the **Caps Shift** stroke twice .
  To return to the lower case, use the **Caps Shift** stroke .

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

Writing numbers

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

0		6	
1		7	
2		8	
3		9	
4			
5			

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.

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

Writing symbols and extended characters

Make a **Symbol Shift** stroke ↘ on the Graffiti® writing area to activate Symbol Shift. The next stroke you set, creates a symbol or extended character.

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

Writing accented characters and non-English characters

To create accented characters, proceed as follows:

Draw the stroke normally used to create the letter, followed by an accent stroke. Graffiti® writing then adds the accent to the letter.

àèìòù		äëïöüÿ	
âêîôû		ãõñ	
áéíóúý		å	

To write non-English characters, proceed as follows:

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

æ	
ç	

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

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 and software keyboard

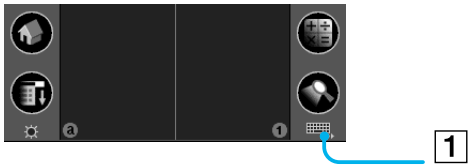
You can switch the Graffiti® writing area into an onscreen keyboard any time you need to enter text or numbers into your CLIÉ handheld.

To use the software keyboard, proceed as follows:

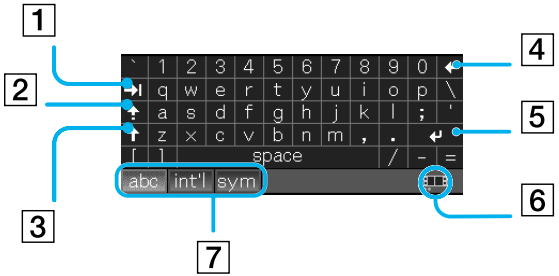
1 Open any application (such as Memo Pad).

2 Tap any record, or tap **New**.

3 Tap the **keyboard** icon (1).



The software keyboard is displayed.



1.	Tab
2.	Caps lock
3.	Caps shift
4.	Backspace
5.	Carriage return
6.	Graffiti writing area icon: tap to switch to the Graffiti writing area
7.	Tap here to switch to other keyboards: alphabetic, international or symbol keyboard

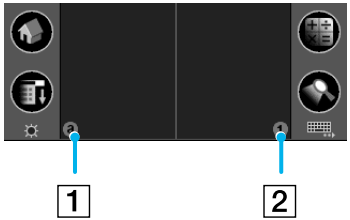
4 Select the appropriate keyboard and tap the characters to enter text and numbers.
You can use the software keyboard in the same way as you use the keyboard of your computer. To enter capital letter, tap <**cap**> and then tap the character button. To delete a character, tap <**Backspace**>.

To use the onscreen keyboard, proceed as follows:

1 Open any application (such as Memo Pad).

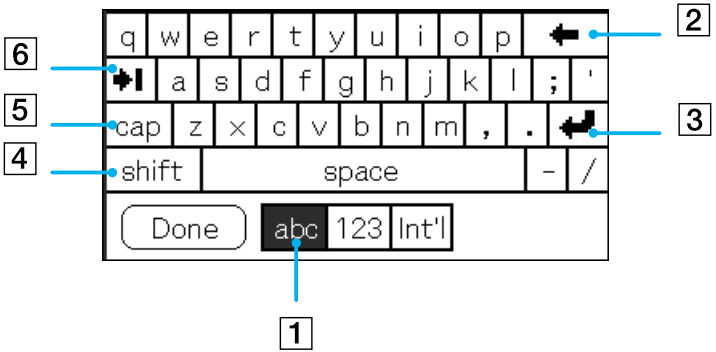
2 Tap any record, or tap **New**.

3 Tap the **a** to display the alphabetic keyboard (1) or **1** to display the numeric keyboard (2).
The onscreen keyboard is displayed.



You can toggle between the international (int'l), alphabetic (abc) and numeric (123) keyboards, as shown in the next sections.

Alphabetic keyboard (onscreen keyboard)



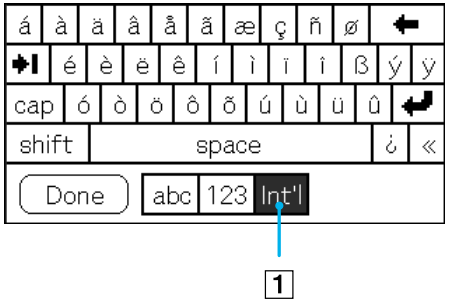
On any keyboard screen, tap **abc** to go to the alphabetic keyboard (1).

The main buttons are as follows:

- Backspace (2)
- Carriage return (3)
- Caps shift (4)
- Caps lock (5)
- Tab (6)

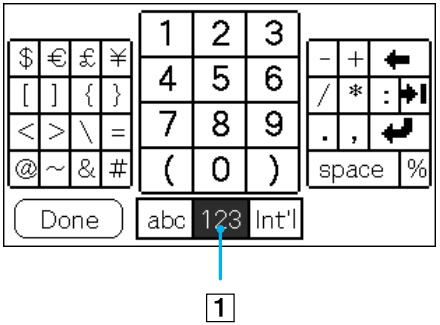
International keyboard (onscreen keyboard)

On any keyboard screen, tap **Int'l** (1) to go to the international keyboard.



Numeric keyboard (onscreen keyboard)

From any keyboard screen, tap **123** (1) to go to the numeric keyboard, as shown below.



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 do not need to learn different applications.

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

If you have data stored in computer applications such as spreadsheets, and 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.

Performing common tasks

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

Starting an application

To open an application, proceed as follows:

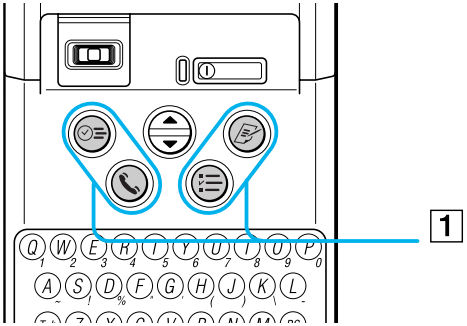
Tap the icon of the application you want to open.
If you have many applications installed on the CLIÉ handheld, tap the scrollbar to see all the available applications.

Or

1 Tap the **Home** icon.
2 Rotate the Jog Dial™ to select the application.
3 Push the Jog Dial™ to launch the selected application.

Or

Press an application button (1) on the front panel to display the selected application immediately.



Date Book	
Address Book	
To Do list	
Memo Pad	

To open an application stored on the /PALM/Launcher directory of the ''Memory Stick™'' selecting the CLIE Launcher view or the Standard view, proceed as follows:

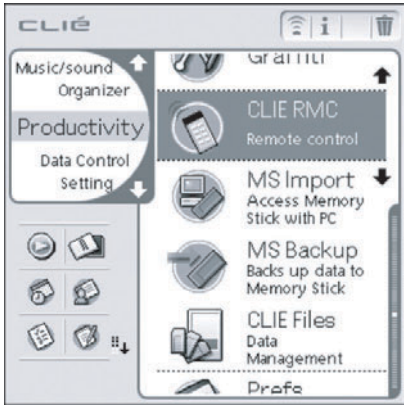
Insert a ''Memory Stick™''.
The applications are displayed.

Using CLIE Launcher

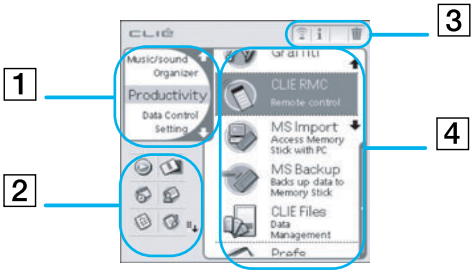
The **Application Launcher** displays all the default applications available on the CLIÉ handheld. You can also display selected applications by arranging them into categories. You have 2 views: the **CLIE Launcher** view (default view) and the **Standard** view (Palm OS standard screen).

To start the Application Launcher in the CLIE Launcher view, proceed as follows:

Tap the **Home** icon .
The **Application Launcher** in CLIE Launcher view appears.



Locating the components



1.	CLIE Launcher group list	Displays the list of the CLIE Launcher groups.
2.	Favorite Applications (shortcuts)	You can create shortcuts to the frequently used applications.
3.	Application manager icon	You can manage your applications. Functions may be added when you install some applications.
4.	Application icon list	Displays application names and icons.

★ Tap the **Home** icon to display the CLIE Launcher screen if it is not displayed.

CLIE Launcher group

You can sort applications by grouping them.

To edit groups, proceed as follows:

1. Tap the **Home** icon .
2. Tap the **Menu** icon .
3. Select **Edit CLIE Launcher Group** from the **CLIE Launcher** menu.
   The **CLIE Launcher Group setting** screen is displayed.
4. Select a group to edit and tap **Edit**.
   The **CLIE Launcher Group screen** is displayed.
   - **Name:** You can rename group names.
   - **Ordering applications listed:** Select the application and tap **Up** or **Down** to order applications in the **CLIE Launcher** screen.
   - **Adding applications:** Tap **Add** to display the list and select an application to add.
   - **Removing applications:** Select an application to remove and tap **Remove**.
     Applications removed will be listed in the **Unfiled** group.
   - Tap **Done**.
     The **CLIE Launcher Group setting** screen is displayed.

★ You can add an application to a group by dragging an icon and dropping it in the group on the CLIE Launcher screen when the **Use Drag&Drop** check box on the **CLIE Launcher Preferences** screen is on.

✍ Applications on a "Memory Stick™" cannot be grouped.

CLIE Launcher groups differ from Palm OS® standard screen categories.

The **Unfiled** group cannot be renamed.

Ordering listed groups

To order listed groups, proceed as follows :

1 Select a group on the **CLIE Launcher Group setting** screen.

2 Tap **Up** or **Down**.
The order of listed groups in the **CLIE Launcher** screen is changed.

Creating a new group

To create a new group, proceed as follows:

1 Tap **New** on the **CLIE Launcher Group setting** screen.

2 Enter a new group name and then tap **OK**.
Groups including no application are not listed in the main screen.

Deleting a group

To delete a group, proceed as follows:

1 Select a group name you want to delete and tap **Delete** on the **CLIE Launcher Group setting** screen.
If the group to be deleted includes an application, the **Delete CLIE Launcher Group** dialog box will be displayed.

2 In the dialog box, tap **Yes** to delete the group.
The applications included in the deleted group will be listed in the **Unfiled** group.

✍ You cannot delete the **Unfiled** group.

Selecting a group

To select a group, proceed as follows :

1 Tap the **Home** icon .

2 Press the **BACK** button.
You can now perform operations on the **CLIE Launcher Group List** screen with the Jog Dial™.

3 Rotate the Jog Dial™ to select a group.
The application icon at the top of the list in the group will be highlighted.
If you press the Jog Dial™, the **Application icon list** is displayed.

★ The applications saved on the ''Memory Stick™'' will be listed in the **Card** group.

★ You can select the next group by tapping the **Home** icon .

★ You can also tap the ▲ / ▼ icon or group names on the screen to select a group.

Creating Favourite Applications (shortcuts)

You can create a Favourite Application (shortcut) for frequently used applications.

✍ You cannot create a Favourite Application (shortcut) for an application on a ''Memory Stick™''.

To create a Favourite Application (shortcut), proceed as follows:

1 Tap the **Home** icon .

2 Tap the **Menu** icon .

3 Select **Edit Favorite Applications** from the **CLIE Launcher** menu.
The **Favorite Application** screen is displayed.

4 Tap a Favorite Application (shortcut) number that you want to assign to an application.
The list of applications will be displayed.

5 Tap the application name to create a Favorite Application (shortcut).

6 Tap **Done**.
When the application added on the Favorite Application (shortcut) is deleted, the Favorite Application (shortcut) will be deleted from the list at the same time.

★ You can also create a Favorite Application (shortcut) for an application by dragging an icon and dropping it in the empty shortcut area when the **Use Drag&Drop** check box on the **CLIE Launcher Preferences** screen is on.

★ On the **CLIE Launcher** screen, you can also tap the empty **Favorite Application (shortcut)** area to display the **Favorite Application** screen.

To delete a Favorite Application (shortcut), proceed as follows:

In step 4, tap a Favorite Application (shortcut) number that you want to delete and select **(None)** at the top of the list.

★ You can also delete a Favorite Application (shortcut) for an application by dragging an icon and dropping it in in the upper right of the screen when the **Use Drag&Drop** check box on the **CLIE Launcher Preferences** screen is selected.

Application manager icon

You can manage your applications with the application manager icons.

The followings are featured as standard functions.

- : Transfers applications. Displays the **Beam** screen.
- : Displays the application information.
- : Deletes applications.

★ Functions may be added when you install some applications.

★ You can also manage an application by dragging an icon and dropping it in the each application manager icon when the **Use Drag&Drop** check box on the **CLIE Launcher Preferences** screen is selected.

Displaying information about applications

To display information about applications, proceed as follows:

1. Tap the **Home** icon.
2. Tap the **Information** icon.
   The list of applications is displayed.
3. Tap an application.
   The **CLIE Launcher Info** screen is displayed.
4. Tap **OK** to close the screen.

To edit a description, proceed as follows:

1. Tap **Edit** to display the **Edit Description** screen and enter a new description.
2. Click **OK** to change to the description entered.
   Click **Cancel** to cancel the description entered.
   Click **Default** to restore the default description.

Menu List

Menus in the CLIE Launcher screen

Delete: delete an application.

Beam: send and application to anther Palm OS PDF device via the IR port.

Edit CLIE Launcher Group: Edit a group of applications.

Edit Favorite Applications: Creating a shortcut to an application.

Info: Display the version, memory size, and the number of records of an application.

Copy: Copy an application.

Options menu in the CLIE Launcher screen

- **Preferences:** set CLIE Launcher.
  - **Show Expansion Cards:** check the box to display the applications on the Memory Stick.
  - **Display Animation:** check the box to smooth the on-screen motion such as scrolling operation.
  - **Use Drag&Drop:** check the box to enable Drag&Drop operation.
  - **Use Beam Icon To Beam Only:** check the box to display the **Beam** screen automatically when you tap the Beam icon.
  - **Display: Icon:** displays a simple description for any application. **Icon (small):** displays a simple description for an application that is highlighted.
- **Go To Standard View:** switch to the Palm OS standard screen.
- **About Applications:** displays information about the version of the CLIE Launcher application.

Using the Palm OS® standard screen

Switching to the Palm OS® standard screen

Next to the **CLIE Launcher** view (default view) you also have the **Standard** view (Palm OS standard screen).

To select the **Standard** view, proceed as follows:

1. Tap the **Home** icon .
2. Tap the **Menu** icon .
3. Tap **Options** and select **Go To Standard View**.
   The **Application Launcher** in Standard view appears.

There may be some system limitations to start applications on the ''Memory Stick™'' in the **Application Launcher** screen.

To switch to the CLIE Launcher screen, proceed as follows:

1 Tap the **Home** button.
2 Tap the **Menu** button.
3 Tap **Go To CLIE Launcher View** from the **Options** menu.

Starting an application

To start an application using the Jog Dial™, proceed as follows:

1 Tap the **Home** icon.
2 Rotate the Jog Dial™ to select the application you want to start and then press the Jog Dial™.

To change the preferences of the start-up screen for the Jog Dial™ operation, proceed as follows:

1 Tap the **Menu** icon.
2 Tap **Preferences** form the **Options** menu.
The **Preferences** screen is displayed.
3 Tap the down arrow next to **Jog Select** and select **Popup**.
4 Tap **OK**.
When you rotate the Jog Dial™, the list of applications are automatically displayed on the left of the screen.

To launch an application by tapping an application icon, proceed as follows:

1 Tap the **Home** icon.
2 Tap the icon of the application you want to launch.

Changing the display style

By default, the **Application Launcher** displays applications as big icons. Alternatively, you can display applications in a smaller icon (**CLIE Launcher** view or **Standard** view), or in a list, but then you need to go to the **Standard** view.
You can also choose to view the same category of applications each time you open the **Application Launcher** screen.

To display applications as small icons using the CLIE Launcher view, proceed as follows:

1. Tap the **Home** icon .
2. Tap the **Menu** icon .
3. Tap the **Options** menu.
4. Tap **Preferences**.
5. Tap the arrow ▼ next to **Display** and then select from **Icon**, **Icon (Small)**.
6. Select **Icon (Small)**.
7. Tap **OK**.
   The applications are now displayed in the selected format.

To display applications in a list format or in smaller icons using the Standard view, proceed as follows:

1. Switch to **Standard** view. See **Switching to the Palm OS® standard screen** **(page 43)**.
2. Tap the **Home** icon .
3. Tap the **Menu** icon .
4. Tap the **Options** menu.
5. Tap **Preferences**.
6. Tap the arrow ▼ next to **View By** and then select from **List**, **List (Small)**, or **Icon**, **Icon (Small)**.
7. Select **List**.

8 Tap **OK**.
The applications are now displayed in the selected format.

Categorizing applications

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

To categorize an application, proceed as follows:

1 Go to **Go To Standard View**.
2 Tap the **Home** icon .
3 Tap the **Menu** icon .
4 From the **App** menu, select **Category**.
The **Category** screen appears.
5 Tap the down arrow next to the application you want to categorize.
6 Select the category you want.
7 Tap **Done**.

To create a new category for an application, proceed as follows:

1 Tap the **Home** icon .
2 Tap the **Menu** icon .
3 From the **App** menu, select **Category**.
The **Category** screen appears.
4 Tap ▼ next to the application you want to categorize.
5 Tap **Edit Categories**.
6 Tap **New**.

7 Enter the category name.
Write the name in the **Graffiti** text area.

8 Tap **OK** to add the category.

9 Tap **OK** again.

10 Tap **Done**.

Displaying applications by category

You can display the applications according to their category, like games or CLIE applications.

To display applications by category, proceed as follows:

1 Tap the **Home** icon .

2 Do one of the following:

- Tap the **Home** icon repeatedly to go through all the categories.
- Tap ▼ in the top right-hand corner of the screen and then tap the category you want from the drop-down categories list.
- Push the Jog Dial™ repeatedly while no applications are selected.

Opening the Application Launcher at the category you last opened

You can set your CLIÉ handheld to display the last category of applications you selected, each time you return to the Application Launcher.

To display the last-selected category of applications, proceed as follows:

1 Tap the **Home** icon .

2 Tap the **Menu** icon .

3 Tap the **Options** menu, then **Preferences**.
The **Preferences** screen is displayed.

4 Select the **Remember Last Category** check box.

5 Tap **OK**.
The setting is made.

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

Categorizing records

You can categorize records in Address Book, To Do List, and Memo Pad applications for easy retrieval (the 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. This is only possible in the **Standard** view.

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.

★ 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

To move a record into a category, proceed as follows:

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 appropriate category for the item.
6 Tap **OK**.
The record is moved to the appropriate category.

Displaying the category of records

To display the category of records, proceed as follows:

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

To define a new category, proceed as follows:

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 then tap **OK**.
You can assign any of your entries to the new category.

Changing fonts

In all basic applications as well as in most Sony applications where you can enter text, you can change the font style to make the text easier to read. You can choose a different font style for each application.

To choose the fonts, proceed as follows:

1. Open an application.
2. Tap the **Menu** icon .
   The menu is displayed.
3. Tap **Options**, and then 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.

Searching for 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 several ways to find information:

- In the Date Book, the To Do List and the Memo Pad, you can find a telephone number with the Phone Lookup option. Then, the **List** screen is displayed and you can add the information that appears in this list to a record.
- In the Address Book, you can use the **Find** option to enter the first letters of a name and scroll immediately to that name.

Using the Find option

The **Find** option lets you search for text in any or all applications. For example, if the text appears in the Address Book and the Date Book, the **Find** option displays both occurrences in the **Find** dialog box.

To use Find, proceed as follows:

1. Tap the **Find** icon.
   The **Find** dialog box appears.
2. Enter the text you want to find.
   You can find alphanumeric characters and symbols.
3. Tap **OK**.
   The search procedure starts and the find result list displays all words, which include the text you entered. The notes attached to each record can also be found.
4. Tap the data you want from the find result list.
   The application in which the information had been found, is launched. Tap **Stop** to stop the search procedure at any time.

★ Tap **Find More** to continue **Find**.

★ The **Find** option is not case sensitive; searching for 'sony' also finds 'Sony'.

★ 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 and add it to an entry in another application. For example, you can add a telephone number from the Address list to an entry in the Memo Pad using the Phone Lookup option.

To use Phone Lookup, proceed as follows:

1. Display the record in which you want to insert a phone number.
   The record can be in the Date Book, the To Do List, or the Memo Pad.
2. Tap the **Menu** icon .
   The menu of the application appears.
3. Tap **Options**, then **Phone Lookup**.
   The **Phone Number Lookup** screen appears.
4. Tap a phone number you want to add.
5. Tap **Add**.
   The **Phone Lookup** screen closes and the name and phone number are added to the record.

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

★ You can use **Phone Lookup** by writing the shortcut for the **Phone Lookup** command in the text Graffiti® area.

★ You will find it easy to use Phone Lookup without displaying the **Phone Lookup** screen by performing the following:
Entering a new name with Phone Lookup: For example, you write John with Graffiti® to enter the name and phone number of John Smith. The name and phone number of John Smith are added, if John Smith is the only one in the records. If the records include many Johns, the **Phone Number Lookup** screen appears.
Phone Lookup by text: You drag and highlight text before you write with Graffiti®. The **Phone Lookup** starts up to exchange the selected text for the found name and phone number. If many records for the selected text are included, the **Phone Number Lookup** screen appears.

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 text that you select in an application.

To select text, proceed as follows:

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

The following commands may appear in the **Edit** menu:

- **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 organiser. 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 organiser. 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 have finished with the onscreen keyboard, tap **Done**.
- **Graffiti Help:** Opens screens that show all the Graffiti® character strokes. Use this command anytime you forget a stroke for a character.

✍ 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.

Add-on applications

Use the Installation CD-ROM to install the Palm™ Desktop for CLIE software onto your computer. You can then perform a HotSync® operation to transfer the applications onto your CLIÉ handheld and make use of them there.
After installing the Palm™ Desktop for CLIE software onto your computer, and performing a HotSync® operation, you can enjoy the following applications:

- CLIE Mail
- Documents To Go
- NetFront
- World Alarm Clock

See the **Software Guide** to find out what you can do with these applications. The **Software Guide** will also provide explanations on the following applications:

- CLIE applications:
  - Audio Player
  - CLIE Album
  - CLIE Camera
  - CLIE Files
  - CLIE Memo
  - CLIE Remote Commander
  - CLIE Viewer
  - Macromedia Flash Player 5
  - Memory Stick Backup
  - Memory Stick Import

- Movie Player
- Movie Recorder
- Photo Editor
- PhotoStand
- Sound Utility
- Voice Recorder

- Applications for computer:
  - Documents To Go
  - Image Converter
  - Intellisync Lite
  - Memory Stick Export
  - Picture Gear Studio
  - SonicStage 1.5
  - Sound Converter 2

Using your CLIÉ handheld

Using the basic Palm OS® applications

Your CLIÉ handheld is pre-installed with the following Palm OS basic applications: Date Book, Address Book, To Do List, Memo Pad and Calculator. This section explains how to use them.

For the basic Sony applications and other software available for use on the CLIÉ handheld, please see the **Software Guide**.

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.

To open Date Book, proceed as follows:

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.
2. Press the Date Book button repeatedly to go through the **Day**, **Week**, **Month**, and **Agenda** views.
   The Date Book views are displayed in the bottom left-hand corner of the screen.

Scheduling events

Scheduling an event for the current date

To schedule an event for the current date, proceed as follows:

1. Tap the appropriate time line for the beginning of the event.
2. Enter a description of the event.
   You can enter a description or note up to 255 characters in length.
3. If the event is one hour long, go to step 6. If the event is longer or shorter than one hour, tap the time of the event to open the **Set Time** dialog box.
4. To set the duration of the event, either:
   - Tap the time columns on the right side of the **Set Time** dialog box to set the start time. Tap the **End Time** box, then tap the time columns to set the End Time, or;
   - Tap **All Day** to automatically insert the start and end time of the event as defined in your Date Book preferences.
5. Tap **OK**.
6. Tap a blank area of the screen to deselect the event.
7. A vertical line appears next to the time, indicating the duration of the event.

✍ You can also open the **Set Time** dialog box by writing a number in the Graffiti® writing area and making sure no event is selected.

To schedule an untimed event, proceed as follows:

1. Tap the appropriate time line for the beginning of the event.
2. Enter a description of the event.
   You can enter a description or note up to 255 characters in length.
3. Tap **No Time**.
   A new untimed event is displayed in the first line in Date Book.

Scheduling an event for another date

To schedule a timed event for another date, proceed as follows:

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 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** **(page 57)**.

✍ 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, proceed as follows:

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 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 Tap **New** and then tap **No Time**. Then follow the steps for **Scheduling an event for the current date** **(page 57)**.

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

Scheduling repeated and continuous events

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

Examples of repeated or continuous events:

- A birthday: an annual event
- A weekly guitar lesson: an event that falls on the same day of the week and at the same time of the day
- Business trip or vacation: a continuous event.

To schedule a repeated event, proceed as follows:

1. Tap the description of the event.
2. Tap **Details**.
   The **Event Details** dialog box appears.
3. Tap **Repeat**.
   The **Change Repeat** dialog box appears.
4. Tap **Day, Week, Month**, or **Year** to set how often the event takes place.
   For a continuous event, tap **Day**.
5. Enter a number that corresponds to how often you want the event to repeat on the **Every** line.
   - When you tap **Week**: after **Repeat**, tap a letter representing the appropriate day of the week.
   - When you tap **Month**: after **Repeat by**, either tap a day to repeat the event on a certain day of the same week each month, or tap **Date** to repeat the event on the specified date each month.
6. To specify an end date for the repeated or continuous event, tap the down arrow next to **End on** to display the drop-down list and then tap **Choose Date**.
   The **Ending On** screen appears.
7. Tap the end date on the screen.
   The **Change Repeat** screen appears again.

8 Tap **OK**.
The **Event Details** screen appears again.

9 Tap **OK**.
The **Date Book** screen appears.
Make sure the **Repeat** icon is displayed to the right of the event.

✍ If you change the start date of a repeated event, your CLIÉ handheld calculates the number of days the event was moved by. Your CLIÉ handheld then automatically changes the end date so that the duration remains the same.

If you change the repeat interval (e.g., daily to weekly) of a repeated event, past occurrences (prior to the day on which you change the setting) are not changed, and your CLIÉ handheld creates a new repeated event.

If you change the date of a repeated 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 repeated 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 repeated 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 change) are not changed.

If you apply a change to a single occurrence of a repeated event (e.g., time), that occurrence loses its repeat icon.

Displaying event views

As well as displaying the time for a specific day, you can display the current time, a whole week, a month, or an agenda.

To display the Date Book views, proceed as follows:

1. Tap the blank area on your screen, so that no event is selected.
2. Press the Jog Dial™.
   Each time you press the Jog Dial™, you go through the different views: daily calendar, weekly calendar, monthly calendar and schedules for the day.
3. You can also select a Date Book view by tapping an icon in the **Date Book** screen.
   Tap one of the following icons to see the corresponding calendar view:

Tap:	*To display:*
	Day view
	Week view
	Month view
	Agenda view

Day view

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

To go to Day view, proceed as follows:

1. Press the Date Book button on the front panel.
   Date Book starts.
   Today's schedule is displayed.
2. Rotate the Jog Dial™ to display the events for yesterday or tomorrow.
   You can display the schedule for a specific day and time.

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.

To go to Week view, proceed as follows:

1. Press the Date Book button on the front panel.
   Date Book starts up.
2. Press the Jog Dial™ or tap the **Week view** icon .
   The **Week** view appears. This screen shows the untimed events or available time slots.
3. Rotate the Jog Dial™ to select the day you want to review.
4. Press the Jog Dial™.
   The content of the selected event appears.
5. An event conflict (this means that two or more events overlap each other) appears in the **Week** view as overlapping time bars.

★ To reschedule an event while you are in **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 scroll arrows to scroll to the event.

To view the detail of an event, proceed as follows:

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

To spot event conflicts, proceed as follows:

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.

Month view

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

To go to Month view, proceed as follows:

1. Press the Date Book button on the front panel.
   The **Date Book** starts up.
2. Press the Jog Dial™ repeatedly or tap the **Month view** icon .
   The **Month** view appears.
3. Rotate the Jog Dial™ to select the day you want to review.
   To select the next day, rotate the Jog Dial™.
4. Press the Jog Dial™.
   The content of the selected event appears.
   - ❑ Tap the **Graffiti writing** area icon in the Month view to display the schedule for the selected date.
   - ❑ Tap a day in the **Month** view to display that day in the **Day** view.
   - ❑ Tap the scroll arrows ◀▶ in the top right-hand 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 upper half of the scroll button to display the previous month, the lower half of the scroll button to display the next month.

Agenda view

The **Agenda** view lets you view appointments, untimed events, and To Do List items in a single screen. Although it is primarily a viewing option, you can also use the **Agenda** view to check off To Do List items.

To go to Agenda view, proceed as follows:

1. Press the Date Book button on the front panel.
   The **Date Book** starts up.
2. Press the Jog Dial™ repeatedly, or tap the **Agenda view** icon .
   The **Agenda** view appears. Today's schedule and To Do List are displayed.
3. Rotate the Jog Dial to select the day that you want to review.
   To select the next day, rotate the Jog Dial™.

✍ Tap any appointment while in the **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 to the **To Do List** application.

Changing between date and time views

To change between the date and time views, proceed as follows:

1. Tap and hold the date in the title bar of Date Book.
   The current time appears.
2. 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 display once the current time appears.

Changing the date and time of an event

To change the date or time of an event, proceed as follows:

1. In 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. Enter the set time and the end time.
4. 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.
5. Tap **OK**.

Changing a timed event to untimed

To change a timed event to an untimed event, proceed as follows:

1. In 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 then tap **OK**.
   The **Event Details** screen appears.
5. Tap **OK**.
   The untimed event is displayed on the first line with the symbol ◆.

Deleting an event

You can delete events in the Date Book.

To delete an event, proceed as follows:

1. Press the Date Book button on the front panel.
   The **Date Book** starts up.
2. Tap the event you want to delete.
3. Tap **Details**.
   The **Event Details** dialog box appears.
4. Tap **Delete...**.
   The **Delete Event** dialog box appears.
5. Tap **OK**.
   The selected event is deleted. To cancel deletion, tap **Cancel**.

✍ If you select **Save Archive Copy On PC**, the deleted data from your CLIÉ handheld is saved to the Palm™ Desktop for CLIE software during the next HotSync®.

If you delete the start and end times of recurring events, all the related events that are defined in conjunction with the recurring event will be deleted.

When you delete the event with the **Delete Event** command, you can specify whether a single event is to be deleted as an exception, or all of the related events are to be deleted.

Setting the alarm

The **Alarm** setting enables you to set an audible alarm to remind you about events in your Date Book. You can set an alarm to ring 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.
You can also set your CLIÉ handheld to flash its LED for an event.
When you set an alarm, an alarm icon appears to the far right of the event with the alarm.

To set the alarm for an untimed event, proceed as follows:

1 In the **Date Book** screen, tap the event for which you want to set the alarm.
2 Tap **Details**.
The **Event Details** dialog box appears.
3 Select the **Alarm** check box.
The alarm is set.
4 Tap the down arrow to choose from minutes, hours, or days.
5 Tap **5** next to the **Alarm** check box and enter any number from 0 to 99 as the number of time units.
6 Tap **OK**.
The alarm icon appears next the event.

You can set an alarm for an untimed event. In this case, the alarm is set for the specified period of minutes, hours, or days before midnight (beginning) of the day of the untimed event.

Example: When you set an alarm for an untimed event that occurs on 4th February and if the alarm is set for 5 minutes, the reminder message appears at 11:55 PM (23:55) on the night of 3rd February. The reminder remains onscreen until you turn on your handheld and tap **OK** to erase it.

★ You can also set your CLIÉ handheld to flash its LED for an event instead of, or in addition to, an audible alarm. For details, see the **Turning the LED alarm on or off** section.

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.

To make an event private, proceed as follows:

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 **Private records** **(page 96)**.

Date Book menus

This section explains the menu commands specific to Date Book. The Record and Options menus differ depending on the screen displayed.

Record menus

New Event: Creates a new event.

Delete Event: Deletes the currently selected event.

Attach Note: Attaches notes to the current event.

Delete Note: Deletes notes from the current event.

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.

Beam Event: Sends the current event to another CLIÉ handheld via the infrared communications port.

✍ A repeated event will not be deleted.

By default, the events that you purge are restored and saved in the Palm™ Desktop for CLIE 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.

Option menus

Font: You can select the fonts of the Date Book.

Under **Preferences**, you have the following options:

- **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 see more.
- **Alarm Preset:** Automatically sets an alarm for each new event. The silent reminder 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 Software Guide.
- **Remind Me:** Defines how many times the alarm should go off.
- **Play Every**: Defines how often the alarm sounds.

Under **Display Options**, you can change the Date Book appearance:

- **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 the time appears 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 the Date book. You can activate any or all of these settings to show that you have Timed, Untimed, or Daily Repeated 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 the Date Book:** Shows the version information for Date Book.

Address Book

The 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**.

With the **Address Book**, you can:

- Quickly enter, look up, or duplicate names, addresses, phone numbers, and other information.
- Enter up to five phone numbers (home, work, fax, mobile, and so on) or e-mail addresses for each name.
- Define which phone number appears in the **Address** list for each Address Book record.
- Attach a note to each Address Book record, in which you can enter additional information about the record.
- Assign Address Book records to categories so that you can organize and view them in logical groups.
- Paste images to address information using the CLIE Album application.

To open the Address Book, proceed as follows:

1. Press the button Address Book on the front panel.
   Address Book opens and displays the list of all your records.
2. Press the **Address Book** button repeatedly to go through the categories in which you have records.
3. Prepare an address record either by entering it directly into your CLIÉ handheld or by importing records from your computer using the Palm™ Desktop for CLIE software.

Creating Address Book entries

To create an Address Book entry, proceed as follows:

1. Tap **New**.
   The **Address Edit** screen appears.
2. Enter the last name of the person you want to add.
   The first letter of each field (except numeric and e-mail fields) is automatically capitalized.
3. Tap **First name**.
   The cursor shifts to the first name field.
4. You can also use the Graffiti® software to move the cursor to the next field.
5. Fill in the **First name** field.
6. Repeat the last steps to enter the other items of information that you want to include.
   You can tap the scroll down arrow ▼ next to each item to display the list of choices and then tap the appropriate item in the list.
7. To move to the next page of information, tap the scroll down arrow ▼ in the bottom right-hand corner of the screen.
8. When you have finished entering all the necessary information, tap **Done**.
9. The **Address** screen is displayed again.

✍ You can also use the Palm™ Desktop 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®** **(page 104)** for details.

Displaying entries

To display a specific entry, proceed as follows:

1. Press the Address Book button on the front panel.
   The **Address** screen is displayed, listing your current entries.

2 Rotate the Jog Dial™ to select the address record you want to view.
If the address record you want is not displayed, rotate the Jog Dial™ again to scroll up or down the entire list.

3 Press the Jog Dial™.
The **Address View** screen of the selected record is displayed.

4 To return to the list of address entries, press the Jog Dial™ again or press BACK.
The **Address** screen is displayed again.

- To accelerate scrolling and display every third screen only, hold down the scroll button.
- 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 record, tap an image in the **Address View** screen. The image is displayed across the whole screen. To return to the **Address View** screen, tap the image again.
- To view the next page of the **Address View** screen, rotate the Jog Dial™ in the **Address View** screen. The next or previous page of data is displayed.
- To view addresses by category, press the Jog Dial when the address list is displayed but none of the listed entries are selected.
  Each time you press the Jog Dial, the display toggles through all the available categories.
- To select a 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 appropriate category from the list.

Sorting the address entries in the list

You can set up the address list so that the items of the address records do not appear in the order of last and first name, but in the order of company and last name when Address Book is started. No contents are changed when you change the order of the address records.

To view addresses by company, proceed as follows:

1 Press the Address Book button on the front panel.
The **Address Book** screen appears and shows a list of addresses that have been recorded.

2 Tap the **Menu** icon.

3 Tap **Options**, then **Preferences**.
The Address Book **Preferences** dialog box appears.

4 Tap the appropriate order of the address entries in the **List By** field.
Select the appropriate 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.

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.

Searching for entries

You can quickly search through your Address Book.

To search for address records, proceed as follows:

1 Enter the first character of the record you want to search for.
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 have sorted the list by company name, the **Look Up** feature scrolls to the first letter of the company name.

2 Tap the record you want to view.
The record you selected is shown.

Editing entries

To modify part of an address record, proceed as follows:

1 In the **Address Book list** screen, tap the entry you want to modify.
The **Address View** screen of the selected record appears.

2 Tap **Edit**.
The **Address Edit** screen appears.

3 Tap the field that you want to edit, and make the changes.

4 When you have finished, tap **Done**.
You return to the **Address** screen, where you can see the modified entry.

Adding an image

You can paste an image to the address information. Paste a photograph of a person or restaurant, for example, to remind you of an address record.

To paste an image, proceed as follows:

1 In the address list, tap the address record for 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.
Select the image you want to paste.
The image you selected is pasted to the address information.

4 Tap **Done**.
The **Address** screen is displayed again.
A camera icon is attached to the record that has the pasted image.

5 To change the image, tap the pasted image in the **Address Edit** screen. The **Select image(s)** screen appears. Tap to select another image.

6 To remove the image, tap the pasted image in the **Address Edit** screen. The **Select image(s)** screen appears. Tap **No images**.

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

Modifying an address entry

To modify an address entry, proceed as follows:

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.

Selecting 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 label from the drop-down list.

Duplicating entries

If you want to use part of an existing record in a new one, you can copy address entries.

To copy an existing entry, proceed as follows:

1. In 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 1 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.

✍ Images are not duplicated.

Deleting entries

You can delete records you entered.

To delete address records, proceed as follows:

1. Tap the record you want to delete.
   The **Address** view 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**.
The record you selected, is deleted.

If you select **Save archive copy on PC**, the deleted data from your CLIÉ handheld is saved to the Palm™ Desktop for CLIE software during the next HotSync®.

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 the 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 the **Using the security features** **(page 94)** section.

5 Tap **OK**.
The address entry details are saved.

Address Book menus

This section explains the menu commands specific to Address Book. The **Record** and **Options** menus differ depending on the screen displayed.

Record menus

Duplicate Address: Makes a copy of the current record and displays the copy in **Address Edit** so you can make changes to the copied record. The copy has the same category and attached notes as the original record.

Beam Address: Sends only the selected address 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.

Beam Business Card: Sends the current business card to another CLIÉ handheld via the infrared communications port. 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. This menu item lets you easily exchange business cards with other CLIÉ handhelds.

Delete Address: Deletes the current address record.

Attach Note: Adds comments to the current address record.

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 record on a business card.

Option menus

Font: You can select the fonts of the Address Book.

Preferences: Remembers the last category.

- **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 deselect it, Address Book displays the **All** category.
- **List by:** Determines how you wish the names to appear.

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: You can choose to show, hide or mask the currently selected address.

About Address Book: Shows the version information of the Address Book.

To Do List

The To Do List is a convenient place to create reminders and prioritize the things that you have to do. A To Do List item is a reminder of a task you have to complete.

Use the To Do List to:

- Make a quick and convenient list of things to do.
- Assign a priority level to each task.
- Assign a due date for any or all of your To Do List items.
- Assign To Do List items to categories so that you can organize and view them in logical groups.
- Sort your To Do List items either by due date, priority level, or category.
- Attach notes to individual To Do List items for a description or clarification of the task.

To open the To Do List, proceed as follows:

1. Press the To Do List button on the front panel.
   To Do List opens and displays the category of items you last viewed.
2. Press the To Do List application button repeatedly to go through the categories containing items.

Creating To Do List items

To create a To Do List item, proceed as follows:

1. Press the To Do List button on the front panel.
   The **To Do** screen appears.
2. Tap **New**.
   A new To Do item is added to the To Do List.
3. Enter the text of the To Do item.
   The text can be longer than one line.

4 Tap anywhere onscreen to deselect the To Do List item.
The item is deselected and the new item is recorded in the To Do List.

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.

Displaying items

To check the items you recorded in To Do List, proceed as follows:

1 Press the To Do List button on the front panel.
The **To Do** screen appears.
2 Rotate the Jog Dial™ to select the To Do List item you want to view.
3 Press the Jog Dial™.
The notes of the selected item are displayed. If the item does not fit on the screen, rotate the Jog Dial™ to scroll up or down.
4 Press the Jog Dial™.
The **To Do List** box reappears.

To view To Do List items by category, press the Jog Dial™ when To Do List is displayed but no To Do item is selected. Each time you press the Jog Dial, the display toggles through all the available categories.
To select a category from the categories list, tap the down arrow in the top right-hand corner of the screen. You can select the category you want from the list.

Viewing due and completed items

To view completed and due items in the To Do List, proceed as follows:

1. Tap **Show** in the **To Do List** screen.
   The **To Do Preferences** screen appears.
2. Change the view.
   You can choose from the following settings:
   - **Show Completed Item:** Displays your completed items in the To Do List. If you turn this setting off, your To Do items disappear from the list when you complete (check) them. Items that no longer appear in the list because you turn off this setting have not been deleted. They are still in the memory of your CLIÉ handheld. Purge completed items to remove them from the memory.
   - **Show Only Due Items:** Shows only the items that are currently due, overdue, 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 the To Do List and displays an exclamation mark next to items that remain incomplete after the due date.
   - **Show Priorities:** Shows the priority setting for each item.
   - **Show Categories:** Shows the category for each item.
3. Tap **OK**.

Checking off a To Do List item

You can check off a To Do List item to remind you that you have 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.

To check off a To Do List item, proceed as follows:

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 ☑.

Editing items and lists

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.
In the **To Do List** screen, tap the priority number on the left side of the item and then select the preferred priority number. You can select the priority numbers 1 to 5, with 1 being the most important.

★ You can also set the priority in the To Do List **Details** dialog box.

Setting a due date

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

To set a due date, proceed as follows:

1 In the **To Do List** screen, tap the text of the item for which you want to set a due date.
2 Tap **Details**.
3 Tap the down arrow next to **Due Date** and then make a selection 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**.

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

Deleting an item

To delete items from To Do List, proceed as follows:

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**.

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

Changing the appearance of To Do List

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

To change the appearance of the To Do List application, proceed as follows:

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**.

To Do List menus

This section explains the menu commands specific to To Do List. The **Record** and **Options** menus differ depending on the screen displayed.

Record menus

Delete Item: Deletes the current To Do item.

Attach Note: Adds comments to the current To Do item.

Delete Note: Deletes comments from the current To Do item.

Purge: Allows you to delete any completed items from To Do List. Choose this command to save memory if you have too many recorded To Do items on your CLIÉ handheld.
By default, the items that you purge will be saved on the Palm Desktop for CLIE 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 List 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.

Option menus

Font: You can select the fonts of the To Do List.

Phone Lookup: 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.

About To Do List: Shows the version information of the To Do List.

Memo Pad

You can use the Memo Pad to make brief memos and show TXT or CSV (Comma Separated Value) document files, which are created on a computer.

The Memo Pad allows you to:

- Make memos and note down various types of information.
- Copy memos you wrote with other applications.
- Read TXT or CSV document files from a computer through HotSync® for display on your CLIÉ handheld.
- Categorize the memos into business, private, and other categories.

To open the Memo Pad, proceed as follows:

1. Press the Memo Pad button on the front panel.
   The **Memo Pad** opens to display the last Memo Pad screen that you viewed.
2. Press the Memo Pad button repeatedly to go through the categories in which you have memos.

✍ 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.

Creating memos

To create memos, proceed as follows:

1. Tap **New**.
   A new memo is created.
2. Enter the memo text.
   To start a new line, either use the **<Enter>** key on the keyboard or use Graffiti® writing.
3. Tap **Done** or use the BACK button when you have finished.
   The Memo List displays the first line of a memo. This makes it easy to locate and review your memos.

★ You can also create a new memo by beginning to write in the Graffiti® writing area in the **Memo** screen. The first letter is automatically capitalized.

✍ While entering text, the text may overlap the **Done** or **Details** buttons. When you finish entering the text, the overlap disappears.

Displaying memos

To review a memo, proceed as follows:

1 Rotate the Jog Dial™ to select the memo you want to display.
If the required memo is not displayed, rotate the Jog Dial™ further to scroll up or down the memo list.

2 Press the Jog Dial™.
The content of the selected memo is displayed. If the memo text does not fit on the screen, rotate the Jog Dial™ up or down.

3 Press the Jog Dial™.
The Memo list is displayed again.

If you want to display your memos by category, press the Jog Dial™ when the memo list is displayed but no memo selected.
Each time you press the Jog Dial™, the display toggles through all the available categories.

Editing memos and lists

Assigning a category

To categorize your memos, proceed as follows:

1 In the **Memo Pad** screen, tap the memo you want to change.
The content of the memo you tapped appears.

2 Tap **Details**.
The **Memo Details** dialog box appears.

3 Tap the down arrow next to **Category** to display the list of available categories.

4 Select the category you want to assign to the memo.

Defining a memo as private

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

To define a memo as private, proceed as follows:

1. Tap the memo you want to define as private.
   The content of the memo you tapped, appears.
2. Tap **Details**.
   The **Memo Details** dialog box appears.
3. Select the **Private** check box.
4. Tap **OK**.
   The memo is now treated as private.

Sorting memos

To change the order in which Memo Pad shows your memos, proceed as follows:

1. Tap the **Menu** icon.
   A menu of commands appears.
2. Tap **Options**, and then **Preferences**.
   The **Memo Preferences** dialog box appears.
3. Select the preferred order of memos in the **Sort by** field, choosing from manual or alphabetic.
4. Tap **OK**.
5. To sort the memos manually, tap the memo you want to move in the **Memo** screen and drag it to the preferred position.
   The memo is placed where you release the stylus and the memos are renumbered accordingly.

Deleting memos

To delete an unnecessary memo from Memo Pad, proceed as follows:

1. In the **Memo Pad** screen, tap the memo you want to delete. The content 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**.

✍ By default, the memos that you delete, are restored and saved in the Palm™ Desktop for CLIE software on your computer at the next HotSync® operation. To delete the memos completely, deselect the check box next to **Save archive copy on PC** in the **Delete Memo** dialog box.

Memo Pad menus

This section explains the menu commands specific to Memo Pad. 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.
By default, the memos that you delete will be saved on the Palm Desktop for CLIE 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.

Option menus

Font: You can select the fonts of the Memo Pad.

Phone Lookup: If there is an Address Book entry, you can look up the phone number of the selected memo.

Preferences: Used to specify the way in which memos are displayed.

Security: You can set to show or hide the currently selected memo.

About Memo Pad: Shows the version information of the Memo Pad.

Calculator

The Calculator lets you perform general mathematical functions, such as addition, subtraction, multiplication, and division.

To start the Calculator, proceed as follows:

1 Either:

- Rotate the Jog Dial™ to select **Calc** and then press the Jog Dial™, or
- Tap the **Calc** icon on the **Application Launcher** screen.
  The **Calculator** screen appears.

2 Perform calculations by tapping the numbers and symbol icons on the screen with the stylus.

Calculator buttons

The calculator's buttons follow the standard functions of regular calculators.

- **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 start 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 the Calculator memory. Each new number you enter with the **M+** button is added to the total stored in the 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 into the current calculation.
- **MC:** Clears any value stored in the Calculator memory.
- **:** Calculates the square root of the entered number. Tap the button after entering the number.

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 into Calculator.

Recent Calculations: Displays the last series of calculations.

About Calculator: Shows the version information for Calculator.

Using the security features

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

Security allows you to 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 grayed out.
- Hide all records that you mark as private so they do not appear on any screen.
- Hide private records with or without a password. Without a password, private records are hidden or masked until you set the Security application to show them. With a password set, 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.

To enter a password, proceed as follows:

1. Rotate the Jog Dial™ to select **Security** and then press the Jog Dial™.
   Alternatively, tap the **Security** icon in the **Application Launcher** screen.
   The **Security** screen appears.
2. Tap **Unassigned**.
   The **Password** dialog box appears.
3. Enter a password and then tap **OK**.
   The dialog box for verifying the password appears.
4. Enter the same password again to verify it and then tap **OK**.
   Your password is now assigned.

Changing or deleting a password

You can change or delete the password you assigned. You have to enter the current password before you can change or delete it.

To change or delete your password, proceed as follows:

1. Rotate the Jog Dial™ to select **Security** and press the Jog Dial™.
   Alternatively, tap the **Security** icon in the **Application Launcher** screen.
   The **Security** screen appears.
2. Tap **Assigned**.
   The **Password** dialog box appears.
3. Enter the current password and then tap **OK**.
   The dialog box used to enter a new password appears.
4. To change the password, enter a new password and then tap **OK**.
   To delete the password, tap **Unassign**.

If you forget your password

If you forget your password, you have no option but to delete it. Note, however, that deleting a forgotten password also deletes all entries and records marked as **Private**. Avoid this by synchronizing with your computer before deleting a forgotten password. This restores your private records at the next HotSync® operation.

To delete your password, proceed as follows:

1. Rotate the Jog Dial™ to select **Security** and press the Jog Dial™.
   Alternatively, tap the **Security** icon in the **Application Launcher** screen.
   The **Security** screen appears.
2. Tap **Assigned**.
   The **Password** dialog box appears.

3 Tap **Lost Password**.
The **Delete Password** dialog box appears.

4 Tap **Yes**.
Your password and private records are deleted.

Private records

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

To mask or hide private records, proceed as follows:

1 Rotate the Jog Dial™ to select **Security**.
Alternatively, tap the **Security** icon in the **Application Launcher** screen.
The **Security** screen appears.

2 Tap the down arrow next to **Current Privacy** to choose one of the following:
Mask Records: Masked records appear as gray placeholders with a lock symbol.
Hide Records: Hidden records disappear completely from the screen.

3 Tap **OK**.

To display private records, proceed as follows:

1 Rotate the Jog Dial™ to select **Security**.
Alternatively, tap the **Security** icon in the **Application Launcher** screen.
The **Security** screen appears.

2 Select **Show Records**.
If you have a password, the **Show Records** screen appears.

3 Enter the password and then tap **OK**.

Locking your CLIÉ handheld

You can lock your CLIÉ handheld with a password to protect information.

To lock your CLIÉ handheld, proceed as follows:

1. Back up the data on your CLIÉ handheld using a HotSync® transfer (see the **Using HotSync® operations** **(page 103)** section).
2. Assign a password as described in **Private records** **(page 96)**.
3. Rotate the Jog Dial™ to select **Security** and press the Jog Dial™ on the **Application Launcher**.
   The **Security** screen is displayed.
4. Tap **Lock & Turn Off**.
   The **System Lockout** dialog box appears.
5. Tap **Off & Lock**.
   Your device is turned off and locked.

✍ To access your CLIÉ handheld again, you must enter your password.

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

To lock your handheld automatically, proceed as follows:

1. Back up your data and assign a password as described in **Assigning a password** **(page 94)**.
2. Tap **Never**.
   The **Password** screen appears.
3. Enter your password, and then tap **OK**.
   The **Lock Handheld** screen appears.
4. Tap your choice from the list, as follows:
   - **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 down arrow next to it to select minute(s) or hour(s).
- Tap **OK**.

Entering owner information

You can enter a name, company name, or phone number of the CLIÉ handheld owner. If you have used the Security application to turn off and lock your CLIÉ handheld with a password, the information that you enter in **Preferences** appears the next time you turn on your CLIÉ handheld.

To enter owner information, proceed as follows:

1. Rotate the Jog Dial™ to select the **Preferences** icon and press the Jog Dial™ on the **Application Launcher**.
   The **Preferences** screen is displayed.
2. Tap the arrow in the upper right on the **Preferences** screen and select **Owner**.
   The **Owner preferences** screen appears.
3. Enter the 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, proceed as follows:

4. Rotate the Jog Dial™ to select the **Preferences** icon and press the Jog Dial™ on the **Application Launcher**.
   The **Preferences** screen is displayed.
5. Tap the arrow in the upper right on the **Preferences** screen and select **Owner**.
   The **Owner preferences** screen appears.

6 Tap **Unlock**.
The **Unlock Message** screen appears.

7 Enter your current password (the one you entered in the Security application).

8 Tap **OK**.

Using the Palm™ Desktop for CLIE software

The Palm™ Desktop for CLIE software is delivered on the CD-ROM which accompanies your CLIÉ handheld. For instructions on how to install it onto your computer, see the printed **Read This First** guide.

The Palm™ Desktop for CLIE 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. You can also import data from Windows® applications onto your CLIÉ handheld and transfer the add-on applications (as described in the **Software Guide**).

To start the Palm™ Desktop for CLIE software, proceed as follows:

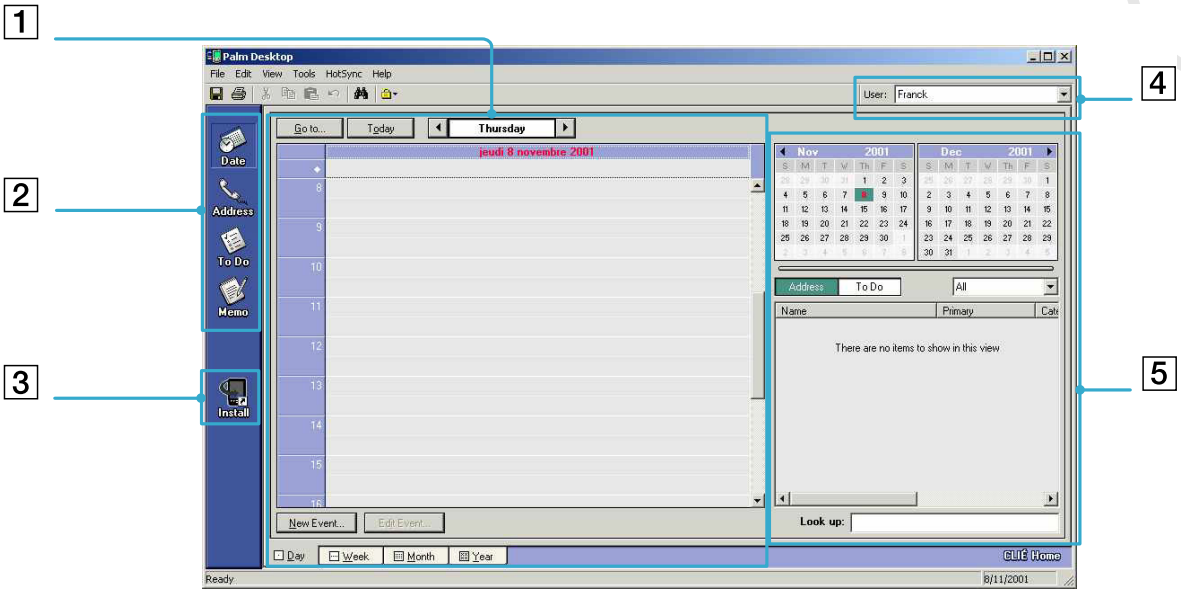
1. Double-click the **Palm Desktop for CLIE software** icon on the **Windows®** desktop or click **Start**.
2. Select **Programs** (**All Programs** in Windows® XP), **Sony Handheld**, and then click **Palm Desktop for CLIE**. The **Palm Desktop for CLIE** software starts.

To quit the Palm™ Desktop for CLIE software, proceed as follows:

- Click the close button in the top right of the screen.
- Click **File**, and then **Exit**.

The basic operations for each application are the same as those of the corresponding CLIE application. For details, see the **Palm™ Desktop online help** (click **Help** and then **Palm Desktop Help**).

Here is an overview of the Palm™ Desktop for CLIE features:



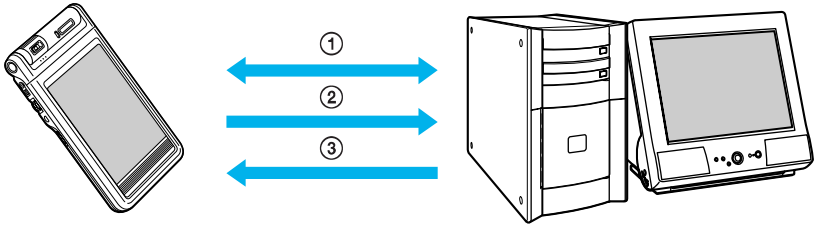
1	List pane	Displays the records in the current Desktop application.
2	Application Launch bar	Provides one-click access to each Desktop application. Click an icon to open its associated application.
3	Install Tool icon	Displays the **Install Tool** dialog box to select the application you want to install on your CLIÉ handheld the next time you perform a HotSync® operation.
4	User Selector	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 the one displayed on your CLIÉ handheld's **Details** screen.

When you start Palm™ Desktop for CLIE software on your computer using Microsoft® Windows® XP and select **Custom**, **File Link**, **View Log**, or **Setup** from the **HotSync** menu, the configuration window may open behind the Palm™ Desktop for CLIE software window. In this case, bring the configuration window to front by performing one of the followings.
Press the **Alt** and **Tab** keys at the same time.
Click the **HotSync** icon at the lower right corner in the Windows task tray.

Using HotSync® operations

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 CLIE software data on your computer, back up the data of your CLIÉ handheld on your computer, or install add-on applications.



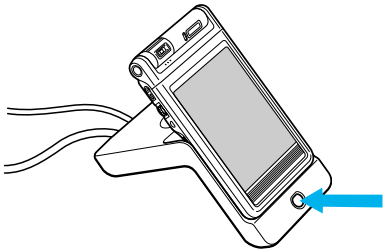
1.	Synchronize the Date Book, Address Book, To Do List, and Memo Pad data on your CLIÉ handheld and your computer. The Palm Desktop for CLIE software can manage the data of multiple CLIÉ handhelds independently with a different user name for each one.
2.	Back up the data stored on your CLIÉ handheld on 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 or export the data between your computer and your CLIÉ handheld.

Performing a local HotSync®

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, please see the **Read This First** manual.

To perform a local HotSync® operation, proceed as follows:

1. Place your CLIÉ handheld in 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 is displayed on your CLIÉ handheld.
Do not remove your CLIÉ handheld from the cradle until the HotSync® operation is complete. Otherwise the Palm™ Desktop for CLIE software may not quit normally and you may have to perform a soft reset.

If the HotSync® operation does not start, proceed as follows:

Make sure that the HotSync icon is displayed in the Windows task tray on your computer screen and **Local USB** is 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 then click **HotSync Manager**. Click the HotSync button on the cradle to start the HotSync® operation.

If a message is displayed stating that the selected COM port is not available, uninstall the Palm™ Desktop for CLIE software and then re-install it.

To select the COM port, proceed as follows:

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 not selected, click **Local USB** to select it.

Do not remove your CLIÉ handheld from the cradle during a HotSync® operation. Otherwise, the Palm Desktop for CLIE software may not quit normally.

Do not push the HotSync button during a HotSync® operation. It might cause errors and force termination of the operation.

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 terminate.

To change the user name, proceed as follows:

1 In the **Palm™ Desktop for CLIE** 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 then click **Rename**.
The **Rename User** dialog box is displayed.

3 Enter a new user name and then click **OK**.
Your CLIÉ handheld user name is changed at the next HotSync® operation.

Advanced HotSync® options

Setting the HotSync® setup options

You can change the local HotSync® settings on how to start the HotSync® Manager, for example.

To change the HotSync® setup options, proceed as follows:

1. Click the **HotSync** icon in the Windows® task tray (bottom-right of the taskbar) and then 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 CLIE software is not running.
   - **Available only when the Palm Desktop is running:** Starts the HotSync Manager when you launch the Palm™ Desktop for CLIE software.
   - **Manual:** Starts the HotSync Manager only when you select it from the Windows® **Start** menu.
3. If you are connected to a network, click the **Network** tab to display the network settings and then adjust the options as needed.
   See **Conducting a HotSync® operation via a network (page 111)** for more information.
4. Click **OK**.

Customizing HotSync® application settings (Conduit)

What is a **Conduit**?

For each application, you can define a set of options that determines how records are handled during synchronization. Each set of these options is called a conduit. By default, a HotSync® operation synchronizes all files between your CLIÉ handheld and the Palm™ Desktop for CLIE 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 CLIE software offers System, Install, Install to Card and Install service templates conduits. The System conduit backs up the system information stored on your CLIÉ handheld. The Install conduit installs add-on applications on your CLIÉ handheld.

To customize HotSync® application settings, proceed as follows:

1. Click the HotSync icon in the Windows® task tray (bottom-right of the taskbar) and then select **Custom** from the **HotSync Manager** menu.
   Alternatively, select **Custom** from the **HotSync** menu of the Palm™ Desktop for CLIE software.
   The **Custom** dialog box appears.
2. Select the user name you are using on your CLIÉ handheld from the drop-down list.
3. Select an application from the Conduit list.
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 to 6 to change conduit settings for other applications (or users).
8. Click **Done**.

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, select the **Set as default** box.

To restore the default settings, click **Default** in the **Custom** dialog box.

Conducting an infrared HotSync® operation

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

Before you start performing an IrDA 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 IrDA 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 IrDA HotSync® operation, you have to allocate a virtual port to an IrDA HotSync® operation.

To allocate a virtual port to an IrDA HotSync® operation, proceed as follows (Windows® 98 Second Edition/ Windows® Millennium):

1 Click the HotSync icon in the Windows® system tray (bottom-right of the taskbar) and then select **Local Serial** from the shortcut menu.

2 Click the HotSync icon in the Windows® system tray again and then select **Setup** from the Shortcut menu.
The **Setup** dialog box is displayed.

3 Click the **Local** tab to change the setting for an IrDA 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 then adjust downward if you experience problems.

4 Tap **OK**.
Your computer is ready to perform an IrDA HotSync operation.

To allocate a virtual port to an IrDA HotSync® operation, proceed as follows (Windows® 2000 Professional/ Windows® XP users):

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

2 Select **IR** from the shortcut menu.
Your computer is ready to perform an IrDA HotSync® operation.

When performing a local HotSync® operation with the cradle after you make the HotSync® Setup settings for an IrDA HotSync® operation, you should restore the local HotSync® settings. For details, see **Restoring the local HotSync® settings (page 110)**.

Performing an IrDA HotSync® operation

When you have prepared your computer and your CLIÉ handheld, and selected your **Conduit Setup** options, you are ready to perform an IrDA HotSync® operation.

To perform a HotSync® operation, proceed as follows:

1 Rotate the Jog Dial™ to select HotSync® and then press the Jog Dial™.
Or tap the HotSync icon on the **Application Launcher** screen.
The **HotSync** dialog box appears.

2 Tap **Local**.

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

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

Restoring the local HotSync® settings

To restore the local HotSync® settings, proceed as follows:

1 Connect the cradle to your computer.

2 Make sure that **Local USB** is still selected.

3 Click the **HotSync** icon in the Windows® system tray and deselect the check mark of **Local Serial** from the shortcut menu.

4 Click the HotSync icon in the Windows® system tray again and then select **Setup** from the Shortcut menu.
The **Setup** dialog box is displayed.

5 Click the **Local** tab to display the setting for a local HotSync® operation as needed.

6 Click **OK**.
Your computer is now ready to perform a local HotSync® operation.

Conducting a HotSync® operation via a network

Connecting 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 CLIE software and your CLIÉ handheld. You need to activate certain features, however, on both the Palm™ Desktop for CLIE software and your CLIÉ handheld.

Preparing your computer

To prepare your computer, proceed as follows:

1. Click the HotSync icon in the **Windows**® system tray and then select **Network** from the **Shortcut** menu.
2. Click the HotSync icon in the **Windows**® system tray again and then select **Setup** from the **Shortcut** menu.
   The **Setup** dialog box is displayed.
3. Click the **Network** tab and make sure your user name has a check mark selected next to it. If the check mark is not there, select the check box next to your user name.
4. Click **OK**.
5. Place your CLIÉ handheld in the cradle and perform a HotSync® operation.
   The HotSync® operation records network information about your computer on your CLIÉ handheld. With this information, your CLIÉ handheld can locate your computer when you perform a HotSync® operation via the network.

To check if your computer's network information (Primary PC name and Primary PC address) is entered on your CLIÉ handheld, proceed as follows:

1. Rotate the Jog Dial™ to select **HotSync** and then press the Jog Dial™. 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 then 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 step 3 and 5 match. If they do not, 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.

To prepare your CLIÉ handheld, proceed as follows:

1. Rotate the Jog Dial™ to select HotSync® and then press the Jog Dial™. Or tap the HotSync icon on the **Application Launcher** screen.
   The **HotSync** screen appears.
2. Tap the **Modem**.
3. Tap the **Menu** icon.
4. Tap **Options**, and then tap **Modem Sync Prefs**.
   The **Modem Sync Preferences** screen is displayed.
5. Tap **Network**.

6 Tap **OK**.
The **HotSync** screen appears again.

7 Tap **Select Service**.
The **Network Preferences** screen is displayed.

8 Tap the down arrow next to **Service** and then select a service from the drop-down list.

9 Tap **Done**.

10 Adjust the following settings as needed.

11 Tap **OK**.
The **HotSync** screen is displayed.

Connecting to a network computer with a cable

To connect to the network computer via a cable, proceed as follows:

1 Rotate the Jog Dial™ to select **HotSync** and then press the Jog Dial™.
Or tap the **HotSync** icon on the **Application Launcher** screen.
The **HotSync** screen appears.

2 Tap the **Menu** icon.

3 Tap **LANSync Prefs** from the **Options** menu.
The **LANSync Preferences** screen is displayed.

4 Tap **LANSync**.

5 Tap **OK**.
The **HotSync** screen appears again.

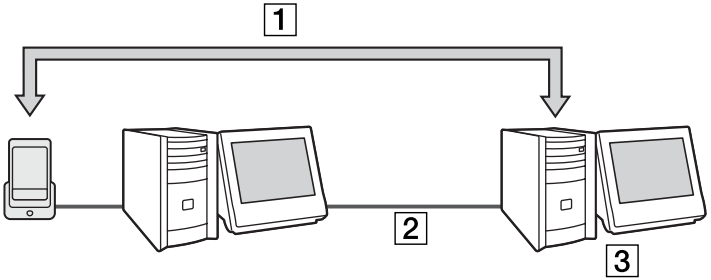
6 Tap the **Menu** icon.

7 Tap **Conduit Setup** from the **Options** menu.

8 Perform a local HotSync operation.
Follow the instructions in **Performing a local HotSync®** **(page 104)**.

Performing a HotSync® operation via LAN (LANSync)

You can perform a HotSync® operation via LAN between your computer and another computer connected to your CLIÉ handheld.



1.	LANSync via LAN
2.	LAN
3.	Your computer

Prior to performing a LANSync operation, proceed as follows:

Check the following items:

- The Palm™ Desktop for CLIE software is installed on both computers connected by the LAN.
- Your CLIÉ handheld is placed in the cradle correctly and the cradle is connected to the computer properly.

To prepare your computer, proceed as follows:

1. Click the **HotSync** icon in the Windows task tray (bottom-right corner of the taskbar) 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.
4. Select the check box next to the user name for **HotSync**.

5 Click **OK**.
To operate LANSync, a person must be as competent as a network manager. Consult a network manager prior to setting LANSync.

6 Place your CLIÉ handheld in the cradle and press the **HotSync** button.
The computer information (Primary PC name and Primary PC address (IP address)) is transferred to your CLIÉ handheld. When you perform a HotSync® operation via LAN, your CLIÉ handheld identifies the computer based on the information transferred.

To prepare your CLIÉ handheld for a HotSync® operation via the LAN, proceed as follows:

1 Rotate the Jog Dial™ to select the **HotSync** icon and press the Jog Dial™ in the **Application Launcher** screen.
The **HotSync** screen is displayed.

2 Tap **Local**.

3 Tap the **Menu** icon.

4 Tap **LANSync Prefs** in the **Options** menu.
The **LANSync Preferences** screen is displayed.

5 Tap **LANSync**.

6 Tap **OK**.
The **HotSync** screen is displayed.

★ You can also tap the **HotSync** icon to display the **HotSync** screen.

Performing a LANSync operation

You can perform a LANSync operation when you have prepared your computer setting, CLIÉ handheld setting, and Conduit Setup. Turn on the computers and start the HotSync® Manager application.

To perform a LANSync operation, both computers connected to the cradle and performing a HotSync® are required to be set for LANSync. On each computer, click the **HotSync** icon in the Windows task tray (bottom-right corner of the taskbar) and make sure that **Network** in the shortcut menu is selected. If not, click **Network** to select it.

To perform a LANSync operation, proceed as follows:

1. Rotate the Jog Dial™ to select the **HotSync** icon and press the Jog Dial™ on the **Application Launcher** screen.
   The **HotSync** screen is displayed.
2. Tap the **HotSync** icon .
   A HotSync® operation starts. The message will be displayed to note that the HotSync® operation is complete.

★ You can also tap the **HotSync** icon to display the **HotSync** screen.

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 CLIE software, and then perform a HotSync® operation to transfer the data to your CLIÉ handheld.
The Palm™ Desktop for CLIE software can import data in the following file formats:

- Comma delimited (*.csv,*.txt): Address Book and Memo Pad only
- Tab delimited (*.tab,*.tsv,*.txt): Address Book and Memo Pad only

- vCard File (*.vcf): Address Book only
- CSV (Lotus Organiser 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 be used with the Palm™ Desktop for CLIE 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 important Palm™ Desktop for CLIE software information.

To import data, proceed as follows:

1. Start the **Palm Desktop for CLIE** 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. Make 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 CLIE fields, drag the fields in the left-hand column so that they are opposite to the corresponding imported fields on the right.
8. Deselect the check box for the field that you do not want to import.

9 Click **OK**.
The imported data is highlighted in the application.

To add the imported data to your CLIÉ handheld, perform a HotSync® operation.
See the **Palm™ Desktop for CLIE 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 on 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 CLIE 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 CLIE software's Memo Pad archive (*.mpa)
- Palm Desktop for CLIE software's Address Book archive (*.aba)
- Text (*.txt)

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

Communicating using your CLIÉ handheld with other handheld devices

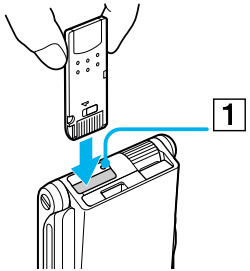
This part describes how to communicate with another Palm OS® PDA via the infrared communications port or the ''Memory Stick™''. It also explains how to handle the ''Memory Stick™''.

Using the ''Memory Stick™''

Inserting and removing a ''Memory Stick™''

To insert a ''Memory Stick™'', proceed as follows:

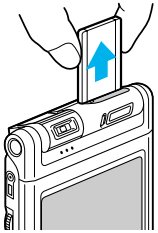
Insert the ''Memory Stick™'' into the ''Memory Stick™'' slot (1) with the arrow facing up and toward the slot.



To remove a ''Memory Stick™'', proceed as follows:

1. Before removing a "Memory Stick™", make sure that data is not being written to or from the "Memory Stick™".
2. Gently push the "Memory Stick™" into the slot.
   The "Memory Stick™" pops out a little from the CLIÉ handheld.

3 Pull the “Memory Stick™’’ out carefully.



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

Notes on using the ''Memory Stick™''

When you use a ‘‘Memory Stick™’’, follow these precautions:

- Avoid touching the terminal of the “Memory Stick™’’ or contacting it with a metal object.
- Do not drop, bend, or submit the “Memory Stick™’’ to external shock.
- Do not disassemble or modify the “Memory Stick™’’.
- Avoid getting liquids on the “Memory Stick™’’.
- Avoid using or storing the “Memory Stick™’’ in a location subject to:

- extremely high temperature such as in a car parked in the sun, the outdoors exposed to direct sunlight, or near a heater.
- direct sunlight.
- high humidity.
- corrosive substances.
- excessive dust.
- magnetic fields.

- When storing and carrying the "Memory Stick™", keep it in its original case to ensure protection of important data.
- Save a backup for important data.
- Avoid removing the "Memory Stick™" from the insertion slot while data is being written or read.
- To avoid damaging or erasing data, do not:
  - release the "Memory Stick™" or unplug the AC power adapter while formatting, or reading or writing data.
  - use the "Memory Stick™" in a location subject to static electricity or electric noise.
- If the battery of your CLIÉ handheld is running out of power, an error message is displayed and you cannot exchange data with the "Memory Stick™". If this occurs, connect the AC power adapter or fully charge your CLIÉ handheld.
- Use the CLIE Files application to format the "Memory Stick™" you use with your CLIÉ handheld. If you format it using another application, further operation with your CLIÉ handheld is not guaranteed.
- If you insert the "Memory Stick™" that has been formatted by another application (such as Windows® Explorer), a message prompting you to format it, is displayed. To use the "Memory Stick™" with your CLIÉ handheld, follow the instructions to format it. Note, however, that all stored data will be erased.

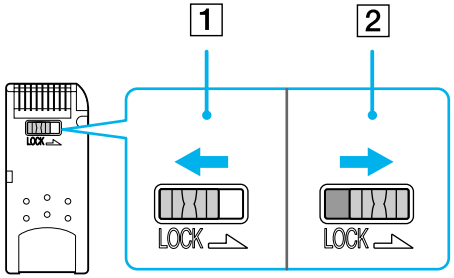
Enabling write-protection

You can write-protect your ''Memory Stick™'', so that important data will not be deleted by mistake.

At the back of your ''Memory Stick™'', you will find the write-protect tab. With this tab you can enable or disable write-protection.

To disable write-protection, proceed as follows:

Slide the tab to the left (1).
You can now read and write data.



To enable write-protection, proceed as follows:

Slide the tab to the right (2).
You can now read but not write data. Use the write-protect mode when you do not want to write or delete data on the inserted ''Memory Stick™''.

✍ The 128 MB ''Memory Stick™'' has a vertical lock.

Starting an application on the ''Memory Stick™''

You can start the applications on the ‘‘Memory Stick™’’ in the same way as the applications of your CLIÉ handheld. While the power of your CLIÉ handheld is on, the applications on the ‘‘Memory Stick™’’ will be displayed on the Application Launcher screen automatically if you insert the ‘‘Memory Stick™’’ into the slot (the feature does not work when certain application is running).

To switch from the Application Launcher screen to the screen where the applications on the ‘‘Memory Stick™’’ are displayed, proceed as follows:

1. Display the **Application Launcher** screen, while the “Memory Stick™’’ is inserted in the CLIÉ handheld.
2. Press the **BACK** button to select the group.
3. Rotate the Jog Dial™ to select **Card** .
   The applications on the “Memory Stick™’’ are displayed. You can start an application in the same way that you start an application of your CLIÉ handheld.
   If you have assigned a name to the “Memory Stick™’’, then the **Card** is displayed in that name.

★ You can also tap the Card icon to select it.

★ Depending on the applications, some of the features may not work. In such a case, use the CLIE Files application to copy the data on the CLIÉ handheld and use the copied data.

★ You cannot start applications other than that saved on the **/PALM/Launcher** folder by performing the following steps.

Viewing information of the inserted ''Memory Stick™'' (Card Info)

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

To display the card info screen, proceed as follows:

Rotate the Jog Dial™ to select **Card Info** and press the Jog Dial™.
Or tap the **Card Info** icon on the **Application Launcher** screen.
The **Card Info** screen appears.

To attach a name to a ''Memory Stick™'', proceed as follows:

1. Rotate the Jog Dial™ to select **Card Info** and press the Jog Dial™. Alternatively, 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.
4. Enter a new name for the inserted "Memory Stick™''.
5. Tap **Rename**.

Formatting a ''Memory Stick™''

Formatting defines the recording format for the ''Memory Stick™'' so that you can access data with your CLIÉ handheld. Commercially available Memory Sticks™ are already formatted, so you can use them immediately. However, you may have to reformat your ''Memory Stick™'' at some point.

To format a ''Memory Stick™'', proceed as follows:

1. Insert the "Memory Stick™''.
2. Rotate the Jog Dial™ to select **CLIÉ Files**.
3. Press the Jog Dial™.
   CLIE Files starts.
4. Tap the **Menu** icon.

5 Tap **Tool**, and then **Format**.
The confirmation message appears.

6 Enter a new name and tap **OK**.
A confirmation message appears.

7 Tap **OK**.
To cancel formatting, tap **Cancel** in step 8.

When you format a "Memory Stick™" on which data is already stored, all data will be deleted. Be careful that you do not delete important data by mistake.

Make sure you use your CLIÉ handheld to format a "Memory Stick™" if you intend to use it with your CLIÉ handheld. If you use the computer to format a "Memory Stick™" for use with a CLIÉ handheld, some data may not be accessed correctly.

If you failed to initialize the "Memory Stick™" as a result of pulling it out during initialization, the "Memory Stick™" is not recognized by your computer. In this case, remove the "Memory Stick™" and reinstall it.

Exchanging data with the ''Memory Stick™''

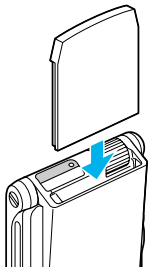
The ''Memory Stick™'' allows you to exchange data between your CLIÉ handheld and your computer or a digital camera that supports ''Memory Stick™''. To exchange data with the ''Memory Stick™'', your CLIÉ uses the pre-delivered **CLIE Files** software.
For more details, consult the **Software Guide**.

Backing up data with the ''Memory Stick™''

With the ''Memory Stick™'', you can save a back-up copy of the data on your CLIÉ handheld. To do this, you can use Memory Stick Backup or CLIE Files.
For more information, consult the **Software Guide**.

Using the Wireless communication slot

You can insert a Wireless LAN card in the Wireless communication slot of your Sony CLIÉ handheld. The Wireless LAN card is available as an accessory.



The Wireless LAN card allows you to log on your CLIÉ handheld to a local network without the use of any cables, to exchange data and communicate with other computers and devices on the network.

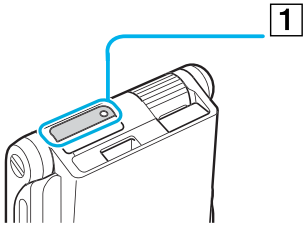
For more details about the use of the Wireless LAN card on your Sony CLIÉ handheld, see the manual and instructions that you receive with the card.

✍ You will need a Wireless LAN card or access point besides your CLIÉ handheld.

Refer to the manuals with your access point for more information.

Beaming between your CLIE Handheld and another Palm OS® handheld

Your CLIÉ handheld is equipped with an IrDA (infrared) port that you can use to beam information to another Palm OS® PDA device that is close by and also has an IrDA port. The IrDA port (1) 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 record that you designate as your business card.
- An application with corresponding data installed on the RAM memory.

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

Beaming information

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

To beam data from your CLIÉ handheld to another Palm OS® PDA, proceed as follows:

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 depending of the screen currently displayed:
   - 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 IrDA port directly at the IrDA port of the receiving handheld.

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

★ 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.

Receiving beamed information

To receive beamed information, proceed as follows:

1 Turn on your CLIÉ handheld.

2 Point the IrDA port directly at the IrDA 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.

★ 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 to beam the current entry (then , or and then tap).

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

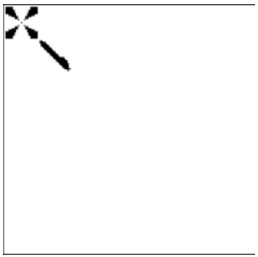
Customizing your CLIÉ handheld

Adjusting the Digitizer

You need to adjust to digitizer when performing a hard reset, the tapping operation or scrolling does not work properly, or when you cannot adjust the brightness of the back light or screen contrast.

To adjust the digitizer, proceed as follows:

1 Tap the arrow in the upper right of the **Preference** screen and select **Digitizer**.
The **Digitizer** calibration screen is displayed.
This screen is exactly the same as the screen displayed the first time you turn on your handheld.



2 Follow the on-screen instructions to adjust the digitizer.

Changing preferences

You can customize your CLIÉ handheld's operation settings and default settings by changing the **Preferences**.

- **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 the area you are in, 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.
- **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, the **Beam Receive** feature, and the system, alarm, and game sounds.
- **Network:** Configure your CLIÉ handheld for use on a network.
- **Owner:** Assign your name, phone number, and other owner information to your CLIÉ handheld.
- **ShortCuts:** Define a list of Graffiti® abbreviations.

Viewing preferences

To view your preferences, proceed as follows:

1. Tap the **Home** icon.
   The **Application Launcher** starts up.
2. Rotate the Jog Dial™ to select **Prefs** and press the Jog Dial™.
   The **Preferences** screen appears.

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

Setting the display format of time, date and numbers

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

Setting the time

To set the time, proceed as follows:

1 From the drop-down list in the corner of the **Preferences** screen, tap **Date & Time**.

2 Tap **Set Time**.
The **Set Time** screen appears.

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

4 Tap the **Minute** box and tap ▲ or ▼ arrows to set the minute.

5 Tap **AM** or **PM** to specify the morning or afternoon.
You can also display time based on the 24-hour clock by using the **Formats** preferences.

6 Tap **OK**.

Setting the date

To set the date, proceed as follows:

1 From the drop-down list in the **Preferences** screen, tap **Date & Time**.

2 Tap **Set Date**.
The **Set Date** screen appears.

3 Tap the left and right arrows next to the year at the top of the screen to select the year.

4 Select the current month in the same way.
5 Select the current date in the same way.

Setting the time zone and daylight saving time

To set the time zone, proceed as follows:

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**.

To set the daylight saving time, proceed as follows:

1 Tap **Date & Time** from the drop-down list on the **Preferences** screen.
The **Date & Time Preferences** screen is displayed.
2 Tap the down arrow next to **Daylight saving**.
3 Tap and select **On** or **Off**.

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 to 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 when the cradle is connected to the AC power.

To select the automatic shut-off time, proceed as follows:

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 then select the 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 **Stay on in Cradle** check box is selected. To turn it off automatically, deselect 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.

To set the sounds, proceed as follows:

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 then select the 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 then select the sound level from the drop-down list.
4. Tap the arrow ▼ next to **Game Sound** and then select the 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 LED alarm on or off

As an alarm, you can set the CLIÉ handheld to flash its LED. If you turn the **Alarm Sound** off and turn on the **Alarm LED**, you can make use of the CLIÉ handheld's alarm feature without disturbing other people around you.

To turn the LED alarm on or off, proceed as follows:

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 LED** and then 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.

To turn the Beam Receive feature on or off, proceed as follows:

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 then select **On** or **Off** from the drop-down list.
   - **On:** Enables the **Beam Receive** feature.
   - **Off:** Disables the **Beam Receive** feature.

Choosing different formats

You can select the preferred formats of the time, date, week starting, and numbers. These formats appear in all applications.

To choose time, date and number formats, proceed as follows:

1. Tap the **Time** drop-down list in **Format Preferences**, and select a format.
2. Tap the **Date** drop-down list in the **Format Preferences**, and select a format.
3. Tap the **Week starts** drop-down list in **Format Preferences,** and select **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 displays a calendar.
4. Tap the **Numbers** drop-down list and select a format.

Selecting a region default

When you select the region where you use your CLIÉ handheld, the time, date, the week starting day, and number formats are adjusted. For example, in Germany, time is often expressed using the 24-hour clock; in England, time is expressed using the 12-hour clock with an AM or PM suffix.
A region default appears in all applications on your CLIÉ handheld.
However, you can customize your own settings such as the format setting for the time of day.

To choose your region, proceed as follows:

1. In the **Preferences** screen, select **Formats** from the drop-down list in the top right-hand corner.
2. From the drop-down list of **Preset to**, choose a region name for the standard setting.
3. 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 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 the **Using Graffiti® shortcuts** **(page 28)** section for more information on the use of ShortCuts.

To create a Graffiti® shortcut, proceed as follows:

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 then enter the text that you want to appear when you write the ShortCut characters.
5. Tap **OK**.

To edit a ShortCut, proceed as follows:

1. Tap the ShortCut you want to edit in the ShortCuts list and then tap **Edit**.
2. Make the changes you want and then tap **OK**.
   If you no longer need a ShortCut, you can delete it from the list of ShortCuts.

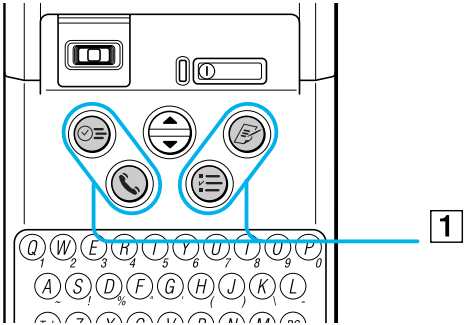
To delete a ShortCut, proceed as follows:

1. Tap the ShortCut you want to delete in the ShortCuts list and then tap **Delete**.
   The **confirmation** dialog box is displayed.
2. Tap **Yes**.
   The ShortCut is deleted.

✍ Graffiti® shortcuts are not case-sensitive.

Assigning applications to buttons

Button preferences let you assign different applications to the buttons (1) on the front of the CLIÉ handheld. For example, you can assign the To Do List button to start the Date Book application.



To assign applications to buttons, proceed as follows:

1 In the **Preferences** screen, select **Buttons** from the drop-down list ▼ in the top right-hand corner.

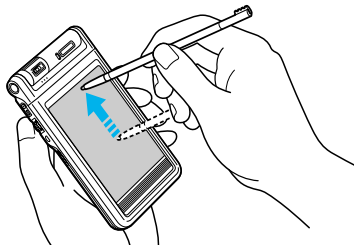
2 Tap the application you want to assign to the button.

✍ When you have assigned another application to the button, you can launch the original application with the Application Launcher.

If you want to reset the application button, tap **Default** in the step 2. All application buttons are reset to the default setting.

Assigning preferences to the full-screen stroke

You can choose whether the full-screen pen stroke should activate the Graffiti® Help application or one of your Application Launcher controls.



To assign activities to a full-screen pen stroke, proceed as follows:

1. In the **Preferences** screen, select **Buttons** from the drop-down list ▼ in the top right-hand corner.
2. Tap **Pen**.
   The **Pen** dialog box appears.
3. From the drop-down list, tap the function you want to start when you make the full-screen pen stroke.
   Backlight : Turns on the backlight of your CLIÉ handheld. This way, you can turn the backlight on and off without using the power button.
   Brightness: Opens the brightness adjustment screen.
   Keyboard: Opens the onscreen keyboard for entering text characters.
   Graffiti Help: Opens a series of screens that show the complete Graffiti® character set (only in applications that support text entry).
   Turn Off & Lock: Turns off and locks your CLIÉ handheld. You must assign your password to lock the CLIÉ handheld. 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**.
You go back to the **Buttons Preferences** dialog box.

✍ The full-screen pen stroke must be done vertically.

Assigning applications to the HotSync® button

Button preferences let you assign different applications to the HotSync® button on the cradle.

To assign applications to HotSync® buttons, proceed as follows:

1 In the **Preferences** screen, select **Buttons** from the drop-down list ▼ in the top right-hand corner.

2 Tap **HotSync**.
The **HotSync® Buttons** dialog box appears.

3 Select the application you want to change from the drop-down list.
The allocation for the application button is changed.

4 Tap **OK**.
You return to the **Buttons Preferences** dialog box.
Any changes that you make in the HotSync® Buttons screen become effective immediately. You can activate the selected application by pressing the HotSync® button of the cradle or the HotSync® icon of the HotSync application.

Adding/changing the preference for the modem

You can customize the preference for a modem to be connected to your CLIÉ handheld. The applications using the modem comply with this preference.

To change your modem preferences, proceed as follows:

1. Tap the arrow ▼ in the upper right of the **Preferences** screen and select **Connection**.
2. Tap **New**.
   To change the existing preference, tap the preference you want to change and **Edit**.
3. Enter the connection name in **Name**.
   Enter the name that is recognizable.
4. Tap the arrow ▼ next to **Connect to** and select how you connect your CLIÉ handheld to your computer.
5. Tap the arrow ▼ next to **Via** and select what you use to connect your CLIÉ handheld to your computer.
6. Tap **OK**.
   The configuration for the modem is changed and the **Preferences** screen is displayed.

When you select a modem for **Connect to**, proceed as follows:

1. Tap the arrow ▼ next to **Dialing** and select the type of line you want to use.
   Usually, select **TouchTone™**. Do not select **Rotary**, except when you are sure that the telephone service being used is not TouchTone™.
2. Tap the arrow ▼ next to **Volume** and select the volume of the modem speaker at the time of connection.
3. Tap **Details**.
4. Tap the arrow ▼ next to **Speed** and select the maximum speed for the transmission between the modem and CLIÉ handheld.
5. Tap the arrow ▼ next to **Flow Ctl** and select the flow control of the modem connection.
   Usually, select **Automatic**.

6 Enter the modem initialization command in the **Init String**.
By default, it is set to either **AT&FX4** or **ATZ**. If the modem initialization command is not specified on the modem, it is not required to change.

7 Tap **OK**.

Network preferences

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.

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

Selecting an Internet Service Provider

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.

To select an Internet Service, proceed as follows:

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

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

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.

To enter a name, proceed as follows:

1 In the **Network Preferences** screen, tap the **User Name** field.

2 Enter your user name.

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

To assign a password, proceed as follows:

1. In 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 changes to display the word **Assigned**.

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.

To select a connection, proceed as follows:

In the **Network Preferences** screen, tap the down arrow next to **Connection** and then select the connection you want to use.

Creating additional service templates

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

To add a new service template, proceed as follows:

1. In 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.

To duplicate an existing service template, proceed as follows:

1. In the **Network Preferences** screen, tap the down arrow next to **Service** and then 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, proceed as follows:

1. In the **Network Preferences** screen, tap the down arrow next to **Service** and then 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. Use the **Details** dialog box to add additional information to a selected service template.

To select a connection type, proceed as follows:

1. In the **Network Preferences** screen, tap the **service** field.
2. Tap **Details**.
   The **Details** screen is displayed.
3. Tap the down 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
4. Tap the down 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.
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. If you are not sure, select **Automatic** and go to step 9.

8 Enter the CLIÉ handheld's IP Address.

9 Tap **OK**.

If you are not sure which connection type to choose, try PPP; if that does not work, ask your Internet Service Provider or your System Administrator for the correct connection type.

Creating a log in script

A log in script is a series of commands that automates logging in to a network server, for example, your corporate network or your Internet Service Provider (ISP). It 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.

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

To create a log in script, proceed as follows:

1 In 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.

4 Tap the down 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 then 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** again.

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 explains the menu commands specific to network preferences.

Service menu

New: Creates a new service template.

Delete: Deletes the current service template. The **Delete Service** dialog box appears.

Duplicate: Duplicates the current service template.

Option menu

View Log: Displays the Network Log. The Network Log lists all 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.

Enhancing features with add-on applications

You can enhance the features of your CLIÉ handheld by installing applications such as games or other software that run on Palm OS (Add-on applications).

For the latest information on the applications that can be used in your CLIÉ handheld, please refer to the CLIÉ web site: www.clie-link.com.

As all the add-on applications installed on your CLIÉ handheld are temporarily saved in the memory, all the add-on applications will be deleted when a hard reset is performed. In such a case, you need to reinstall them on your CLIÉ handheld.

To install the applications from the supplied CD-ROM, refer to the **Using applications section** of the **Read This First** booklet.

Installing from your computer

You can install the applications of your computer into your CLIÉ handheld or a ''Memory Stick™'' inserted in your CLIÉ handheld.

To install applications from your computer, proceed as follows:

1. Double click the **Palm™ Desktop for CLIÉ** icon on your Windows desktop.
   You can also click **Start**, **Programs** (**All Programs** for Windows® XP), **Sony Handheld**, and **Palm™ Desktop for CLIE** in Windows. The **Palm™ Desktop for CLIÉ** software starts.
2. Click **Install**.
   The **Install Tool** screen is displayed.
3. Select the user from the **User** selector if the **User** selector appears.

4 Click **Add**.
The **Open** dialog box is displayed. The supplied applications are saved in the folder: **Program Files/Sony Handheld/Add-on**.
For details on how to install the applications that are supplied with your CLIÉ handheld, refer to **Using applications** in the **Read This First** booklet.

5 Select applications you want to install from the folder and click **Open**.
A list of the selected applications is displayed in the **Install Tool** screen. Click **Remove** to delete applications that you do not want to install. The applications will be deleted from the list, but not from your computer.

6 Click **Done**.
The confirmation screen is displayed.

7 Click **OK**.

8 Perform a local HotSync® operation.

To display the Install Tool screen directly from the Start menu in Windows, proceed as follows:

Click **Start**, **Programs** (**All Programs** for Windows® XP), **Sony Handheld**, and **Installation Tool**. You can also double-click files that can be installed such as .prc or .pdb format files.

Installing applications on a ''Memory Stick™''

The applications can be installed on the ''Memory Stick™'' by the following methods.

- Install an application directly on the "Memory Stick™" from your computer using the **Memory Stick Import/Memory Stick Export** application.
- After having executed step 5 of **Installing from your computer** **(page 153)**, click **Changing the installation destination**. Select the application and click either **>>** or **<<** to specify the "Memory Stick™'' for the location to save the application.

✍ In some applications, related files such as image files or movie files cannot be opened (played back). In the procedure mentioned above, select the "Memory Stick™" and install the data or application on the "Memory Stick™" by a HotSync® operation. They are installed in **/PALM/Launcher** folder. Some applications from Sony only support data in the designated folder. The data installed in **/PALM/Launcher** folder on a "Memory Stick™" by a HotSync® operation cannot be displayed in those applications. In such a case, delete those data or applications from the "Memory Stick™" with the CLIE Files application.

Installing from the Internet

You can download applications from the CLIÉ Website (http://www.clie-link.com) and install them on your CLIÉ handheld.

To download applications from the CLIÉ Website, proceed as follows:

1. Download the applications you want to install on your computer, from the Internet.
2. Follow the instructions such as a **Readme** file to install the downloaded application on your CLIÉ handheld.
   If there are no specific instructions, double-click the downloaded PRC format (.prc) file and perform step 6 to 8 of the **Installing from your computer** **(page 153)** section.

Deleting installed add-on applications

To delete add-on applications, proceed as follows:

1. Tap the **Home** icon.
2. Tap the **Delete** icon.
   The **Delete** dialog box is displayed.
3. Tap the down arrow next to **Delete source** and select **Handheld** or **Card**.
4. Tap the application you want to delete.
   A confirmation message appears.
5. Tap **Yes**.
   The application is deleted.
6. Tap **Done**.

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 using Palm™ Desktop for CLIE to copy data.

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 CLIE software using your new CLIÉ handheld with a different user name from that you have used with the old CLIÉ handheld.

To transfer data from your old CLIÉ handheld to your new CLIÉ handheld, proceed as follows:

1. Start the Palm™ Desktop for CLIE 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.
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 corner 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 then 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 on 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 CLIE 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 **Unsaved Preference**, the user name is also copied. This prevents you from managing the two CLIÉ handhelds with different user names.

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

If you already own a CLIÉ handheld older than this model (PEG-NX70V), you can perform a HotSync operation between that CLIÉ handheld (PEG-S300/E, PEG-N770C/U, PEG-N770C/E, PEG-T425 and PEG-T625C) and the Palm Desktop for CLIE software supplied with this model.
After you have set up your CLIÉ handheld as indicated in the Read This First manual, perform the HotSync® operation.

If you have any trouble with the HotSync® operation, perform the following:

- Check the Windows® task tray to make sure that **Local USB** for PEG-N770C/U, PEG-N770C/E, PEG-T425, PEG-NR70V and PEG-T625C is selected.
- Check the Windows® task tray to make sure that the **USB Switcher** is running (PEG-S300/E only).
- If you are using a PEG-S300/E CLIÉ handheld, you must uninstall **TrueSync** and then uninstall your old PalmDesktop for CLIE software, then reinstall the last customized version (with USB switcher) of PalmDesktop for CLIE software from the Installation CD-ROM and install it in C:\Program Files\Sony Handheld.

✍ The Palm Desktop for CLIE software supplied with this CLIÉ handheld (PEG-NX70V) does not support the Expense application.

Getting help

Sony provides several support options for your CLIÉ handheld. If you have any questions about your CLIÉ handheld and its related software, check these options for answers:

- This guide explains how to use your CLIÉ handheld.
- The CLIÉ handheld support website (www.clie-link.com) provides the latest information on your CLIÉ handheld. On this website, you will find:
  - Frequently Asked Questions (FAQs)
  - An electronic version of the Operating Instructions
  - Installation information
  - Software updates
  - On-line knowledge base
  - CLIÉ Setup Poster
  - Getting Started
  - Read this First
  - Software Guide
  - On-line tutorial.

Precautions

This chapter provides information on how to correctly use and charge your CLIÉ handheld.

Notes on use

Your CLIÉ handheld is well designed to provide years of reliable use. To make the most of its durability, follow these precautions.

- Do not scratch or damage your CLIÉ handheld screen or the Graffiti® writing area. Always use the tip of the supplied stylus or a plastic tipped pointer, for example, for tapping on the screen. Do not use a pen, pencil, or any other sharp object on the screen.
- Your CLIÉ handheld is not waterproof. Do not expose it to rain or moisture. Make sure that water does not get inside through the crevice around the front button. Treat your CLIÉ handheld like any other portable electronic equipment.
- The CLIÉ handheld screen is made of glass. Do not drop it or subject it to shock. Do not carry your CLIÉ handheld in your back pocket. If you sit down with your CLIÉ handheld in the back pocket, it may break the glass of the screen.
- 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.
- Clean your CLIÉ handheld with a soft dry cloth.
- Use cotton swabs to clean the camera lens.

Notes on charging

Please note the following when charging your CLIÉ handheld:

- It takes about four hours to charge for the first time. You can usually use the CLIÉ handheld for about 10 days at 30 minutes a day, with a full charge. If you charge your CLIÉ handheld everyday, it will only take a few minutes. You can save battery power by not using the backlight function and by shortening the auto-shutoff time (the CLIÉ handheld automatically turns off if you do not use your computer for a certain length of time).
- If you set the **HOLD** switch away from the protect position and turn on the backlight to the maximum level, you can play music continuously for about 2.5 hours.
- If you set the **HOLD** switch to the protect position, you can play music continuously for about 4 hours.
- When the battery runs down through normal usage, a caution message appears. When this caution is displayed, back up all data with a HotSync® transfer before you charge the CLIÉ handheld to prevent accidental loss of data.
- You can operate your CLIÉ handheld while charging.
- Even if the battery gradually runs out and your CLIÉ handheld cannot be turned on, the system safely keeps data for approximately one week. In this case, the system maintains sufficient battery power to keep data. Start charging as soon as you notice you cannot turn it on despite pressing the battery button.
- If the battery remainder status remains at zero for too long, data may be lost. Make sure you charge the battery as soon as possible.
- 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.
- When the battery is empty, you do not have to change it. You should charge the battery with the cradle as soon as possible. Do not disassemble your CLIÉ handheld or take out the battery.

Tips on conserving the battery:

- Turn off the backlight under good lighting conditions. In order to turn off the backlight, see the **Adjusting the backlight** section.
- 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 the **Setting the automatic shut-off time** section.
- If you play audio files with the Audio Player, the battery may run out more quickly.

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.

Notes on beaming in the “opened style”

When you fully open your CLIÉ handheld’s display panel in the **opened style**, the display panel may get in the way of the IrDA port and disable the CLIÉ handheld from beaming with other devices.
When using the beam feature, adjust the display panel’s angle so it does not cover the IR port.

Notes on using peripheral devices

If a message appears stating that your CLIÉ handheld is low on battery, promptly stop using your CLIÉ handheld and charge it.
If you continue to use the CLIÉ handheld without charging it, data stored on your CLIÉ handheld may be lost.

When uninstalling the SonicStage 1.5 software

- Uninstalling the SonicStage 1.5 software may disable other music player applications.
- When uninstalling SonicStage 1.5 software, it is recommended to make a backup of audio files using the **SonicStage Backup Tool**. You can restore the audio information to the SonicStage 1.5 software the next time you install it.

Specifications

Product	PEG-NX70V
Operating system	Palm OS® 5.0
CPU	Intel PXA250 200 MHz
Memory	16 MB (RAM)
External input/output	Interface connector, IrDA (1.2), IrDA port for AV control, "Memory Stick™" slot, Wireless communication slot (CompactFlash® type II)
Display	TFT colour display with backlight, 320 x 480 pixels (65,536 colours)
Other functions	FM synthesizer, 16 chords, IMA ADPCM sound (monaural), monaural speaker, monaural microphone
Dimensions (exclude projections)	Width: 72.3 mm Height: 136.6 mm Depth: 23.5 mm
Weight	Approx. 220 g (including the supplied stylus)
Operating temperature	5°C - 35°C
Audio frequency response	20 Hz to 20,000 Hz
Audio recording format	ATRAC3, MP3 (~320 kbps)
Sampling frequency	44.1 kHz
Output	Headphone: stereo mini-jack

Product	PEG-NX70V
Built-in camera	Image: Approx. 310,000 pixels 1/5.5 inch CMOS image sensor Lens: F2.8/focal length 2.62 mm (35 mm film equivalent f=approx. 50 mm) Focus range: 0.3 m to ∞ Camera rotating angle: 260° Camera Finder on the CLIÉ handheld display: Image file: 320 x 240, 160 x 240 Movie file: 320 x 224 Others: White Balance (Auto, Indoor A (incandescent light), Indoor B (fluorescent light), Outdoor) Picture effect (Off, B&W (monotone), Sepia (sepia tone), Neg. Art (negative art), Solarization) Brightness control (–2 to +2) Self timer function (for image file only) Picture size (when recording): Image file: 640 x 480, 320 x 240, 160 x 120, 320 x 480 (vertical frame) Movie file: 160 x 112 Picture size (when viewing) on the CLIÉ handheld display: Image file: 320 x 480, 320 x 240, 160 x 120 Movie file: 426 x 320, 320 x 240, 160 x 112 Formats (when recording): Image file: JPEG (DCF format) Movie file: Movie Player format Formats (when viewing): Image file: JPEG (DCF format) Movie file: Movie Player format, MPEG Movie format Voice encoding/decoding format: IMA ADPCM (1ch, 4 bit) SP mode (22.05 kHz) LP mode (8 kHz)

Product	PEG-NX70V
Power requirements	Supplied AC power adapter DC 5.2 V (dedicated connector) Built-in lithium ion polymer battery
*Battery life**	Operating PIMs: 10 days (when PIMs, such as Date Book, are operated for 30 minutes per day with the backlight off) 6 days (when PIMs, such as Date Book, are operated for 30 minutes per day with the backlight on) Playing audio files (in continuous): Approx. 4 hours (when playing audio files with the HOLD switch on) Approx. 2.5 hours (when playing audio files with the HOLD switch off and maximum backlight) Recording movie files (in continuous): Approx. 3.5 hours (when recording movie files with the HOLD switch on) Approx. 1.5 hours (when recording movie files with the HOLD switch off and maximum backlight) Viewing movie files (in continuous): Approx. 3 hours (when viewing movie files with the backlight off) Approx. 2 hours (when viewing movie files with the backlight on) Recording voice memos (in continuous): Approx. 6 hours (when recording movie files with the HOLD switch on) Approx. 2.5 hours (when recording movie files with the HOLD switch off and maximum backlight) Performing data communication (in continuous): Approx. 2.5 hours (when performing data communication with PEGA-WL100)

Product	PEG-NX70V
Maximum recording time	ATRAC3 format (when using a 128 MB ''MagicGate Memory Stick™'', sold separately) - Approx. 120 minutes (bit rate: 132 kbps) - Approx. 160 minutes (bit rate: 105 kbps) - Approx. 240 minutes (bit rate: 66 kbps) MP3 format (when using a 128 MB ''Memory Stick™'', sold separately) - Approx. 170 minutes (bit rate: 96 kbps) - Approx. 130 minutes (bit rate: 128 kbps) - Approx. 65 minutes (bit rate: 256 kbps)
Maximum audio recording time	(when using a 128 MB ''Memory Stick™'', sold separately) SP mode: Approx. 190 minutes LP mode: Approx. 520 minutes
Maximum movie recording time	(when using a 128 MB ''Memory Stick™'', sold separately) Note that the maximum movie recording time in continuous operation is approx. 60 minutes. V: 192/A: 32kbps: Approx. 70 minutes V: 96/A: 32kbps: Approx. 120 minutes
Maximum image file recording capacity	(when using a 128 MB ''Memory Stick™'', sold separately) 640 x 480: Approx. 1,000 files 320 x 240: Approx. 2,000 files 160 x 120: Approx. 6,000 files 320 x 480: Approx. 1,500 files

* The battery life span varies depending on the temperature and conditions of use.

✍ Design and specifications are subject to change without notice.

System requirements

The following system is required on a computer to use the Palm Desktop for CLIÉ software and software stored on the supplied CD-ROM:

- **Operating System:** Microsoft Windows® 98 Second Edition, Windows® Millennium Edition, Windows® 2000 Professional, Windows®XP Home Edition, Windows® XP Professional.
- **CPU:** Pentium II 400 MHz or more (Pentium III 500 MHz or more is recommended).
- **RAM:** 96 MB or more (128 MB or more is recommended, 256 MB or more is recommended for Windows® XP).
- **Hard drive space:** 200 MB (350 MB or more is recommended)*.
- **Display:** High Color or more, 800 x 600 dots or more is recommended.
- **CD-ROM drive**.
- **USB port**.
- **Pointing device**: such as a mouse or track pad.

* Requires 65 MB or more to install a CD database using the SonicStage 1.5 software and space equivalent to the file size to save an audio file. Requires 100 MB or more to print out with PictureGear Studio.