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## Getting Started Guide

Palm® Treo™ 680 smart device



Treo™ 680  
SMART DEVICE

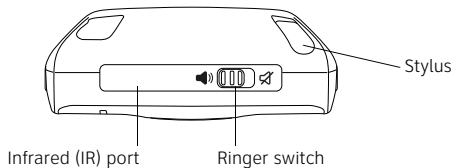
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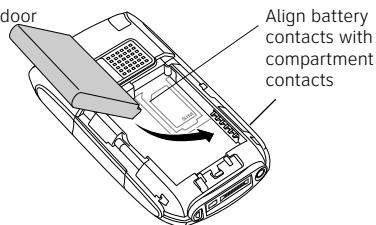
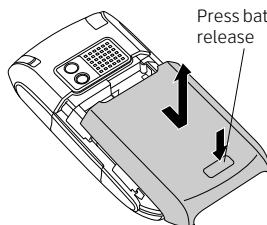
# Welcome to Cingular

## Overview: Your Palm® Treo™ 680 smart device

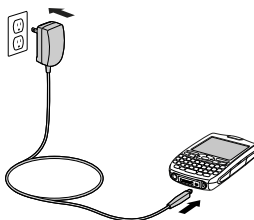
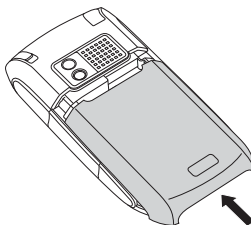


## Insert the battery

1. Remove the battery door.
2. Insert the battery into the compartment.



3. Slide the battery door back into place.
4. Connect the charger.



### Tip

Your phone won't work without a SIM card. The SIM card is usually pre-installed in your Treo 680, unless you're upgrading from a Cingular phone. Check the SIM card tray to see if the SIM card is installed. The SIM card tray is tucked away in a drawer in the battery compartment. See "I need to insert my SIM card" on page 42 for more info.



If you need a SIM card, call AT&T Wireless at 1-800-331-0500.

The touchscreen on your Palm® Treo™ 680 smart device turns on. Wait for the progress bar to fill and the language selection screen to appear.

## Complete setup

1. Select the language you want to use.
2. Follow the onscreen instructions to set the date and time.

Note: If you want your Treo 680 to obtain the date, time, and time zone from the local network, accept the default setting on the Date & Time screen.

3. When the setup is complete, press **Applications**  and select Quick Tour .
4. **Recommended:** Review the **Basics** and **Phone** sections of the Quick Tour before using your Treo 680.



Note: If your Treo 680 doesn't turn on after you charge it, do a soft reset by removing the battery and reinserting it. For more information on resetting your Treo 680, see *User Guide: Your Palm® Treo™ 680 Smart Device* on the CD.

### Tip

You need a high-speed data plan for email, web browsing, and multimedia messaging. Find out if you have a plan by checking your AT&T Wireless bill or calling AT&T Wireless: dial 611 from your Treo 680 or call 1-800-331-0500 from any phone.

### Tip

Need help setting up your Treo 680? Call the Palm Setup Help desk for AT&T Wireless customers at 1-800-331-0500.

## Tip

Press **Phone**, **Calendar**, or **Xpress Mail** to wake up the touchscreen and open the corresponding app. Press **Applications** to wake up the touchscreen and open Applications View.




## Did You Know?

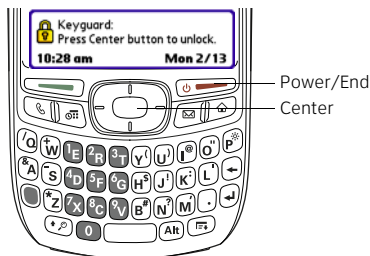
You can set how long the touchscreen stays on. Press **Applications**, select **Preferences**, select **Power**, and then adjust the **Auto-off after** setting.

## Wake up the touchscreen and turn it off

The phone and the touchscreen of your Palm® Treo™ 680 smart device can be turned off and on separately. When you wake up the touchscreen and leave the phone off, you can continue to use the other wireless features; for example, when you're on a plane, you can still manage your calendar, play MP3 files, or write email offline.

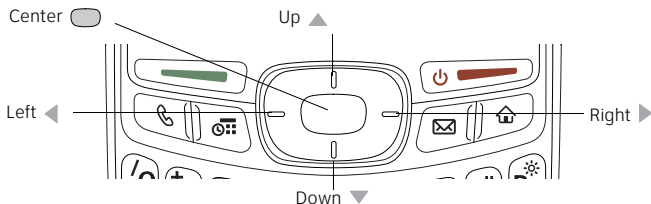
If you're taking your Treo 680 out of the box and turning it on for the first time, the phone is already on. You just need to wake up the touchscreen.

1. Press and release **Power/End**  to wake up the touchscreen.
2. Press **Center**  to turn off **Keyguard**.
3. Press and release **Power/End**  to turn off the touchscreen and lock the keyboard.



## Move around the touchscreen

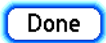
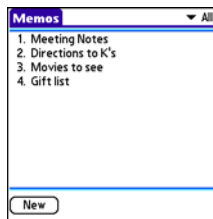
To move around the touchscreen on your Treo 680, you can use the 5-way navigator, or you can tap items on the touchscreen with the stylus. The 5-way includes the following buttons:



### Highlight and select items

The highlight identifies which item is affected by your next action. Use **Left** ◀, **Right** ▶, **Up** ▲, and **Down** ▼ on the 5-way to move the highlight from one item to another. The highlight can take two forms: A border glow around an entire screen, an onscreen button, or a pick list; and light text on a dark background.

After highlighting an item, you can select (activate) it by pressing **Center** ○ or by tapping it with the stylus. When an entire screen is highlighted, switch the highlight to the first item by pressing **Center** ○.



### Did You Know?

On most screens, one item—a button, a list entry, or a check box—is highlighted by default.

### Tip

If the item you want doesn't appear on the touchscreen, try tapping the onscreen scroll arrows to view more info.



## Tip

Most menu items have a shortcut. To use a menu shortcut, press

**Menu** + the shortcut letter. For example, in Calendar, you can press **Menu + D** to delete an event.

## Select menu items

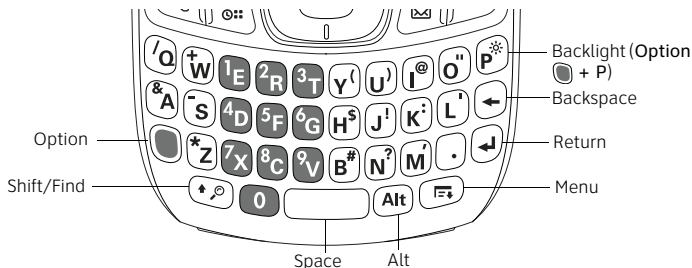
Many applications have menus to give you access to additional features. These menus are usually hidden from view, but they appear when you press **Menu**.

1. Press **Menu** to display an application's menu.
2. Press **Right** and **Left** to switch between menus.
3. Press **Up** and **Down** to highlight a menu item.
4. Press **Center** to select the menu item, or press **Menu** to close the menu and cancel your selection.








Menu shortcut letter

## Use the keyboard

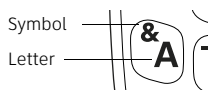







## Enter lowercase and uppercase letters

- To enter lowercase letters, press the key you want.
- To enter an uppercase letter, press **Shift/Find**  and then press a letter key—no need to hold **Shift/Find**  while entering the letter.
- To turn Caps Lock on, press **Shift/Find**  twice. The following symbol appears . To turn it off, press **Shift/Find**  once.



## Enter numbers, punctuation, and symbols


Numbers, punctuation, and symbols appear above the letters on the keys. To enter these characters, do one of the following:



- Press **Option** , and then press the key with the character—no need to hold **Option**  while pressing the second key.
- To turn Option Lock on, press **Option**  twice. The following symbol appears . To turn it off, press **Option**  once.

## Enter more symbols and accented characters

1. Enter the character that corresponds to the character you want.
2. Press **Alt** .
3. Highlight the character you want on the pop-up list, and then press **Center**  to select the highlighted character.

Note: To enter characters such as `_` `•` `\` `%` `=`, press **Alt**  by itself, after a space or at the beginning or end of a line.

### Did You Know?

Some application views automatically default to Option Lock, such as the Dial Pad in the Phone application. In this case, you do not need to press **Option** to enter numbers.

### Tip

Alternate characters are grouped by their similarity to the base key. For example, the alternate characters for the **E** key are: **É**, **Ê**, **Ë**, and **Ë**. You can find a complete table of the alternate keys in the User Guide.

## Tip

In Applications View, you can enter the first few letters of an application name to highlight it. For example, if you press

**P** you highlight

Phone; if you quickly press **PR**, you highlight Prefs. If you pause and then press **R**, you highlight the first application that starts with **R**.

## Did You Know?

Press **Applications** repeatedly to cycle through various categories of applications.

## Open applications




When you open an application, you automatically close the application you were previously using and save any information you created in that app.

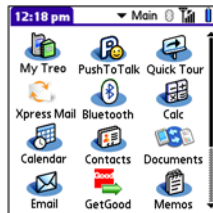
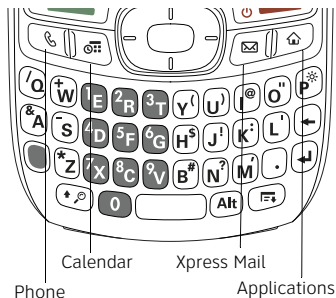
### Use the quick buttons

The front of your Treo 680 has three quick buttons that open applications. The fourth button opens Applications View.

### Use Applications View

You can access all available applications through Applications View.

1. Press **Applications** .
2. Use the **5-way**  to highlight the application you want to use.
3. Press **Center**  to open the selected application.






# Your phone

## Turn your phone on and off

When your phone is on, it is connected to the AT&T Wireless network (provided you're in a coverage area) so that you can make and receive phone calls and use wireless services, such as email, messaging, and the web browser.

During initial setup, your phone is automatically turned on, so you can use wireless services right away. If you turn off your phone, you can still use the organizer and media features such as Calendar and Pics&Videos.

1. Wake up the touchscreen.
2. If prompted, press **Center**  to turn off **Keyguard**.
3. Press and hold **Power/End**  to turn on your phone.

You know your phone is on and that you're in a coverage area when you see the **signal-strength**  icon at the top of the Main tab of the Phone app.

Note: If you're prompted for a PIN code, your SIM card is locked. If you don't know your PIN code, ask AT&T Wireless to provide you with the PIN code.

4. Press and hold **Power/End**  again to turn off your phone.

You know your phone is off when you see **Phone Off** at the top of the Main tab of the Phone app.




### Tip

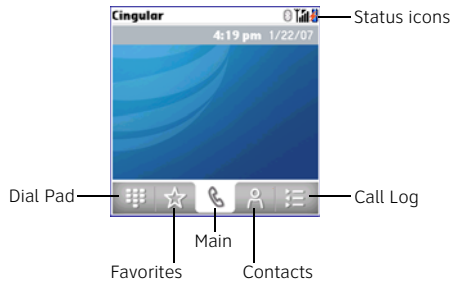
If you're outside a coverage area, the name Cingular does not appear in the upper-left corner and the indicator light flashes red.

### Tip

Don't remember your mobile phone number? To find your phone number, press **Phone**, press **Menu**, select **Options**, and then select **Phone Info**.

## Open the Phone application





Press **Phone**  to open the Phone application. The phone application has five tabs.

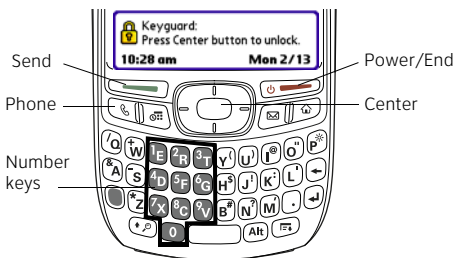


## Make and receive calls


To make and receive calls, your phone must be on. When your phone is off, your incoming calls go to voicemail.

### Dial using the keyboard

1. Press **Phone** .
2. If prompted, press **Center**  to turn off **Keyguard**.
3. Use the number keys on the keyboard to enter the phone number. (You must be on the Main or Dial Pad tab to enter the phone number.)
4. Press **Send**  to make the call.
5. Press **Power/End**  to end the call.



### Answer calls

To answer a call, press **Send**  or select **Answer**.

### Did You Know?

You can set which tab of the Phone app appears when you open the application. In the Phone app, press **Menu**, select **Options**, and then select **Phone Display Options**. Set the default view to the tab you want.

### Did You Know?

If the headset is attached, you can press the **headset** button to answer a call and to end a call. (The headset button may work differently on headsets other than the one provided with your Treo 680.)



**Tip**

Pressing **Phone** silences the ringer, but it does not answer the call.

**Tip**

You can also access the AT&T voicemail system by selecting the **Favorites** tab and then selecting the **Voicemail** favorite.

**Tip**

If you can't connect to the AT&T Wireless voicemail system, contact AT&T Wireless for assistance: dial 611 from your Treo 680 or call 1-800-331-0500 from any phone.

**Ignore calls**


To ignore a call, do one of the following:

**Send the call to voicemail:** Press **Power/End**  or select **Ignore**.

**Send the caller a text message:** Select **Ignore with Text**. This option sends the call to voicemail and opens a text message addressed to the caller. (Sending text messages to land-line phones may not be supported.)


**Silence the ringer**


To silence the phone while it is ringing, do one of the following:

- Press any key except **Send**, **Power/End**, or the **5-way**.
- Slide the **Ringer switch** to **Sound Off** .

**Set up voicemail**

Your AT&T Wireless service includes voicemail. Keep in mind that airtime and other charges apply when using voicemail from your Treo 680.

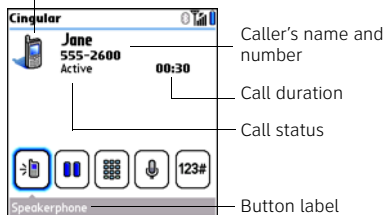
1. Press **Phone** .
2. Press and hold **1** to dial the AT&T Wireless automated voicemail system.
3. Follow the voice prompts to set up your voicemail.


To retrieve your voicemail later, press **Phone**  and then press and hold **1**.

## What can I do when I'm on a call?

When you make or receive a call, Active Call View appears.

Caller ID photo (if assigned)



Use the 5-way  or stylus to select any of the following onscreen buttons:



Turns on the speakerphone so you can hear the caller through the device's speaker. This lets you check your calendar, look up contact info, take notes, and use other features during a call.



Turns off the speakerphone when it is on.



Replaces the Speakerphone button when you use a Bluetooth® hands-free device. Select this button to stop using the hands-free device.

### Tip

While a call is in progress, press the **Volume** button on the side of your Treo 680 to adjust the call volume.

### Did You Know?

You can add a picture to a contact entry. See the User Guide for details.

### Tip

If you're using a wired headset, simply unplug the headset to switch to holding your Treo to your ear.



### Did You Know?

If the touchscreen dims during a call, press any key except Send or Power/End to restore the touchscreen brightness.



Puts a call on hold. To take the call off hold, select this button again.



Lets you make another call while the first call is on hold.



Opens the Dial Pad so you can dial additional numbers, for example, another phone number or an extension.



Dials any extra digits, such as phone-tree selections, if you assigned these to a speed-dial favorite button. See the User Guide for more information on assigning extra digits to a speed-dial favorite button.



Mutes the microphone so that you can't be heard on the other end. When you want to speak, select this button again.

# Your Push To Talk application

## How Push To Talk works


Push To Talk from AT&T Wireless is a service that enables you to talk to as many as 29 people at one time so long as they are members of the AT&T Wireless Push To Talk service and they are available. It is a walkie-talkie type of service, which means that only one person at a time can be heard by the others on the call. When finished speaking, the speaker must signal that the microphone is open and available for another person to begin speaking.

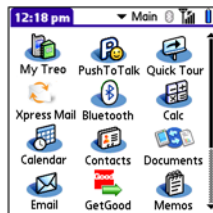
## Set up PTT

To use PTT, you must first subscribe to the AT&T Wireless Push to Talk service and then set up the Push To Talk application on your Palm® Treo™ 680 smart device.

### Get ready to use PTT

To set up the Push To Talk application, do the following:

1. Press **Applications** .
2. Select **Push To Talk**.
3. Select **Yes** to set up Push To Talk.
4. Enter the name you want people to see when you're available to talk, and then select **OK**.
5. Wait for the Welcome to Push To Talk screen to appear. If an error appears instead, contact AT&T Wireless for assistance.
6. Select **Done**.



### Tip

Find out more about Push To Talk in the User Guide by selecting **My Treo** on your device or selecting the User Guide on your computer.

## Tip

To check your availability setting, just glance at the availability icon in the upper-right corner of the PTT screen. Your availability status also appears in the main views of the Phone application.

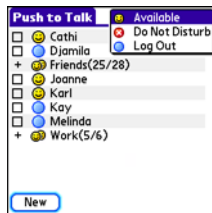
## Tip

Remember, to contact a person or group via PTT, they must also subscribe to the AT&T Wireless Push To Talk service.

When you first set up Push To Talk, your availability is automatically set to Available. You can change your availability setting at any time.

## Change your availability

1. Press the **Side** button to go to PTT.
2. Select the availability pick list in the upper-right corner, and then select the icon that describes your availability.




Here are the icons:



**Available:** Your Ringer switch is set to Sound On , and you automatically hear incoming PTT calls.





**Silent:** Your Ringer switch is set to Sound Off . When a PTT call comes in, you get an alert. You can choose whether to answer or ignore the PTT call.



**Do Not Disturb:** You can make PTT calls, but you cannot receive them.




**Log Out:** You cannot make or receive PTT calls.

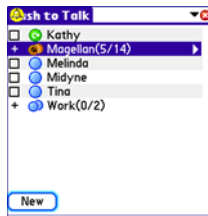
Note: The Available option appears in the availability pick list only when the Ringer switch is set to Sound On . Similarly, the Silent option appears in the availability pick list only when the Ringer switch is set to Sound Off .

## Create a PTT contact list

To add a contact, do the following:

1. Press the **Side** button to go to PTT.
2. Select **New**, and then select **New Contact** from the pop-up menu.
3. Select **Lookup**.
4. Select the contact you want to add, and then select **Add**.
5. (Optional) Select the name and change it to the name you want to see in your PTT list, for example, a nickname. You can use up to 20 characters for the name.
6. Select **OK** to send the contact an invitation to join your PTT list.

The contact's name appears in your PTT list, and the  icon indicates that the contact has not responded to the invitation. This icon changes to reflect the contact's current availability status once they accept the invitation.



### Tip

If a contact is not listed in your Contacts application, you can add a contact on the spot by entering the person's name and mobile phone number. Be sure to include the area code, but you don't need to enter hyphens or punctuation; PTT enters those for you.

### Tip

Need to add a group member who is not already a contact in your PTT list? After the group is created, you can add new members and contacts.

## Tip

You can send a text message to up to ten recipients at a time. To send a text message to a group of more than ten members, select the group, and then select **Dynamic call** in the accompanying pick list. Select up to ten members. Send your text message. Repeat this process until you have sent your text message to all the recipients in the group.

## Create a group

Groups are an easy way to make calls or to send voice or text messages to multiple PTT contacts at the same time. You can create up to 30 groups. Each group can include up to 29 contacts.


1. Press the **Side** button to go to PTT.
2. Select **New**, and then select **New Group** from the pop-up menu.  
The New Group dialog box shows you all the contacts in your PTT list.
3. Enter a name for the group (up to 20 characters).
4. Check the box next to each contact you want to add to the group, and uncheck any contacts you do not want to include in this group.
5. Select **OK**.

## Responding to Invitations

When you're invited to join someone else's PTT list, you receive an invitation. Select one of the following to respond to an invitation:

**Accept:** Sends an acceptance message to the contact or group owner. The group's name appears in your PTT list and your name appears in the requester's PTT list or group.

**Decline:** Sends a message to the contact or group owner indicating that you don't want to join the PTT list or group.

**Defer:** Places the invitation in your Pending list so that you can respond later by selecting the Pending invitation  icon in the title bar or by responding to an invitation reminder.

## Make a PTT call

To make a PTT call, press the **Side** button to go to Push To Talk. Select the people you want to talk to (up to seven individuals at one time or up to 29 in a group); an icon next to each name tells you whether they're available. Then press and hold the **Side** button to make the call.

Since the speakerphone is automatically on, hold your Treo 680 like a walkie-talkie, a few inches away from your mouth, and listen for the tone that signals that you can start to speak.

Like a walkie-talkie, PTT allows only one person to speak at a time. No one else can speak until you give up control by releasing the **Side** button. A tone signals that you gave up control. Now somebody else on the call can have a turn speaking.

## Key Term

**Email provider** The service you use to exchange email. Your provider's name is between the @ symbol and the dot in your email address.

## Tip

To access web-based email, such as Hotmail, use the web browser.

## Tip

Can't find the User Guide for VersaMail? Install the CD and do one of the following:

**Windows:** Start> Programs>Palm

**Mac:** Click the link in the Documentation folder.

## Choose the best email option

**Before You Begin:** You must have a data plan with AT&T to use email on your Palm® Treo™ 680 smart device.

You can use your Treo 680 to access email from both personal and corporate email accounts.

- A personal email account is an account with an Internet service provider (ISP) such as AOL, Comcast, and Gmail.
- A corporate email account is an account on a corporate mail server such as a Microsoft Exchange or Lotus Domino server.



## Set up personal email

You have two options for setting up a personal email account on your Treo 680:

- The VersaMail® application enables you to access up to eight personal email accounts.
- Xpress Mail enables you to access a personal email account with a simple setup process; email for this account is then sent automatically to your Treo 680.

## Set up VersaMail® to work with a personal email account

**Before You Begin:** If you used VersaMail on your previous Palm OS® device, and you want to transfer those settings to your Treo 680, see the *User Guide for the VersaMail Application* on the CD for upgrade instructions.

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

- If prompted to select an initial setup option, select **Continue**.
- Make up a descriptive name for this account and enter it in the **Account Name** field. For example, Personal Email.
- Select the **Mail Service** pick list, select your email provider, such as AOL, and then select **Next**.
- Enter the username for your email account. Your username usually appears before the @ symbol in your email address.

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

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

### Create and send email in the VersaMail application

- From the Inbox, select **New**.
- Enter the addressee's email address. For multiple addresses, enter a semicolon (;) and then a space between recipients' names.
- Enter the subject and message text.
- Select **Send** to connect and send the message. If the message cannot be sent, it is stored in your Outbox.



#### Tip

If your email provider's name is not listed, select **Other** and manually enter your provider's settings. See the *User Guide for the VersaMail Application* on the CD for details.

#### Tip

You can also enter an addressee's first or last name. If a name or email address matches one of your contacts, VersaMail displays the matching contacts. To accept a suggestion, select the correct contact.











## Tip

If you select **More** and your email provider still does not appear on the list, go to [att.com/WirelessTutorials](http://att.com/WirelessTutorials).

## Set up Xpress Mail to work with a personal email account

**Before You Begin:** Make sure your phone is on and that you are in an area where a data connection is available. You can tell a data connection is available when either a black triangle  or green arrows  appear in the signal-strength icon in the title bar of the Main tab of the Phone application.

1. Press **Applications** , and then select **XpressMail** .
2. Select **Install Now**. If prompted, select **Yes** to connect to the Internet.
3. Select **Download Now**, and then select **Yes** to begin downloading.
4. Select **Save**, and then select **Yes** to accept the application.
5. Select **Reset**.
6. Press **Applications** , and then select **XpressMail** .
7. Select **OK** to accept the license agreement.
8. Confirm your 10-digit mobile phone number and press **Next**.
9. Select **your email provider name**, and then press **Next**. If your email provider is not listed, select **More** to view additional provider names.
10. Enter the username and password you use to access your email account, and then press **Next**.
11. To begin service with your provider, select **Register**.
12. When the AT&T Xpress Mail home screen appears, select your email account to go to its Inbox.



## Set up corporate email

There are two types of applications you can use to access corporate email on your Treo 680:

**Self-service** Xpress Mail is a self-service option for accessing your corporate email from your Treo 680 without support from IT. Using Xpress Mail with a corporate account also enables wireless synchronization of calendar appointments and contacts, as well as wireless corporate directory lookup.

**IT-managed** IT-managed email means that your company uses Good Mobile Messaging™ or VersaMail to access corporate email. You need your IT department to establish an account on a corporate server to use these applications.

- Good Mobile Messaging provides wireless push synchronization of email, calendar, contacts, and more when your company has a Good Mobile Messaging Server installed (server license sold separately). For setup instructions, see *User Guide: Your Palm® Treo™ 680 Smart Device*.
- VersaMail can provide direct access to Exchange mail, calendar, and contacts using Exchange ActiveSync or access to Exchange or Lotus Domino mail using IMAP. For setup instructions, see the *User Guide for the VersaMail Application* on the CD.

### Did You Know?

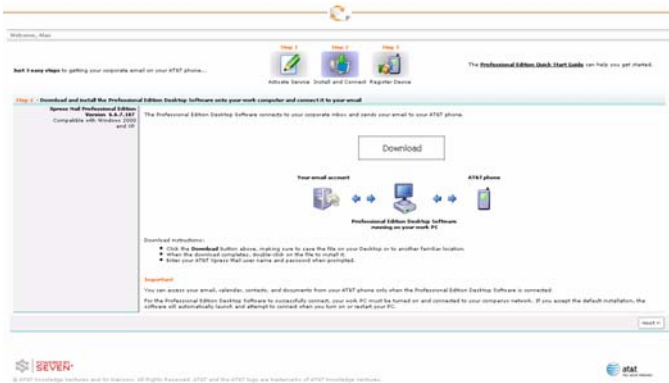
The Xpress Mail software you use to access your corporate email is called the Professional Edition.

## Set up Xpress Mail on your computer

**Before You Begin:** You need the following:

- Your work email address
  - The type of mail server your company uses: Microsoft Exchange, Lotus Notes, or IMAP
  - The computer you use to access your corporate email (Internet connection required)
1. On your computer, open your web browser.
  2. Go to [xpressmailpe.wireless.att.com](http://xpressmailpe.wireless.att.com) and click **Register Now**.
  3. Enter all the required info, keeping the following in mind:
    - In the Email Address field, enter the work email address you want to use with Xpress Mail.
    - Your Xpress Mail username and password can be anything you want; they don't need to match your email username and password.

Note: Jot down your Xpress Mail username and password exactly as you enter them. You need this information later in the Xpress Mail setup process.



**Tip**  
Need additional help setting up Xpress Mail? Visit [att.com/WirelessTutorials](http://att.com/WirelessTutorials).

4. Click **Next**.
5. Click **Download** to copy Xpress Mail desktop software to your computer.
6. When the File Download dialog box appears, click **Open**.
7. Click **Yes** to install Xpress Mail Professional Edition.
8. Follow the onscreen instructions to finish the installation. On the Completing the Xpress Mail Professional Edition Setup Wizard screen, uncheck **Show Readme**, and make sure **Run Xpress Mail Professional Edition** is checked. Click **Finish**.
9. Enter the Xpress Mail username and password you made up in step 3, and then click **Next**.
10. Select your company's mail server from the list, and then click **Next**.

11. If you want to access files on your computer from your Treo 680, check the **Enable access to documents** box, and then click **Finish**.



Your web browser displays the Congratulations! page to confirm that Xpress Mail is connected to your corporate email account.







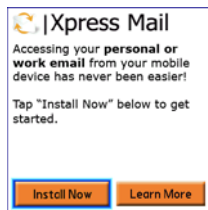
You have finished installing Xpress Mail on your computer. To complete setup, you now need to install the application on your Treo 680.

**Important:** To access corporate mail on your Treo 680 using your Xpress Mail account, the computer you used to set up your account must be on and connected to the Internet.

## Install Xpress Mail on your Treo 680

**Before You Begin:** Make sure your phone is on and that you are in an area where a data connection is available. You can tell a data connection is available when either a black triangle  or green arrows  appear in the signal-strength icon in the title bar of the Main tab of the Phone application.

1. Press **Applications** , and then select **XpressMail** .
2. Select **Install Now**. If prompted, select **Yes** to connect to the Internet.
3. Select **Download Now**, and then select **Yes** to begin downloading.
4. Select **Save**, and then select **Yes** to accept the application.
5. Select **Reset**.
6. Press **Applications** , and then select **XpressMail** .
7. Select **OK** to accept the license agreement.
8. Confirm your 10-digit mobile phone number and press **Next**.
9. If prompted, select **Yes** to connect to the Internet.
10. Select **Work**, and then press **Next**.
11. Select **Professional Edition**, and then press **Next**.
12. Select **Register Device**, and then press **Next**.
13. Enter the username and password you selected when you created your Xpress Mail account on your computer, and then press **Next**.
14. Press **Register**.



### Tip

If you select **Save** instead of **Save and open**, you can finish the setup process later by pressing **Applications** and selecting **Xpress Mail**.

## Tip

If you have trouble sending messages, you need to enter AT&T's outgoing mail server name.

Open the

**Messaging** tab in

the Xpress Mail desktop and click

**Server Setting**. In

the **Outgoing mail**

**SMTP server field**,

enter **cwmx.com**,

and then click **OK**.


## Tip

To save a draft of the message you are composing—for example, if you need to finish it later—select **Cancel**, and then select **Save**.

15. When the registration process has finished, press **OK**.

16. When the Account Information screen appears, press **Xpress Mail** to go to the Inbox of your account.

## Create and send email in Xpress Mail

1. From the Inbox, select **New** .
2. Enter the addressee's email address, a subject, and your message. Separate recipients' names with commas (for example: janesmith4028@example1.com, joesmith9056@example2.com).
3. Select **Send Now** to send the email right away; select **Send** to send it later. (Send is useful if you're not currently connected to the Internet.)



# Synchronization

## Why synchronize information?

Synchronizing means that information you enter in one place—your Palm® Treo™ 680 smart device or your computer—is automatically entered in the other; so there's no need to enter the information twice. Sync your Treo 680 and your computer frequently to keep your information up-to-date (and backed up) in both locations.

The information from the following applications is updated by default each time you sync:



Calendar



Contacts



Memos



Tasks



Pics&Videos

## Synchronize for the first time

When you install Palm® Desktop software, you sync for the first time.

**Before You Begin:** If you're installing the software on a computer at work, make sure your company allows you to install new software. Contact your company's IT department for help.

1. Close all programs on your computer.
2. Insert the Palm Software Installation CD into your computer's CD drive.

**Mac only:** Double-click the CD icon on the desktop, and then double-click the **PalmSoftware.pkg** icon.

### Tip

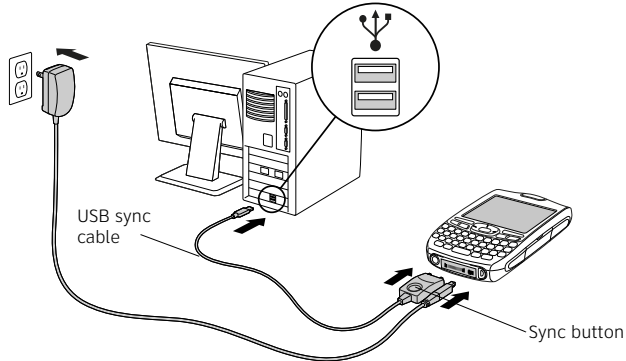
You must install Palm Desktop software from the CD that came with your Treo 680 even if you sync with Outlook or with another third-party application.



**Tip**

Problems synchronizing? See "Synchronization isn't working" on page 43 for troubleshooting suggestions.

3. Select the same language you selected on your Treo 680, and then follow the onscreen instructions.
4. When the install program asks you to sync, connect the USB sync cable to a USB port on your computer and to the socket on the bottom of your Treo 680.
5. Press the **sync** button.







Messages on both your computer and your Treo indicate that synchronization is in progress. Do not disconnect the sync cable until you see the message on your Treo saying that the HotSync® operation is done.

Next time you want to sync, just connect your Treo 680 to your computer (using the sync cable) and then press the **sync** button.

## Contacts

### Enter names and phone numbers

1. Press Phone .
2. Select the **Contacts**  tab.
3. Press Menu .
4. Select **New Contact** from the **Record** menu.
5. Use the 5-way  to move between fields as you enter info.
6. Do any of the following:

**Add a caller ID photo:** Select the **Picture** box and select **Camera** to take a photo (if your Palm® Treo™ 680 smart device includes a camera), or select **Photos** and select an existing photo.

**Add a caller ID ringtone:** Select the **Ringtone** pick list and select a ringtone for this contact.

**Add a note to an entry:** Select **Note** .

**Display additional fields for this contact:** Select **Plus** .

7. After you enter all the info, select **Done**.



### Did You Know?

The fastest way to enter lots of contacts is to enter them in your desktop software and then sync to transfer them to your Treo 680 (see [Why synchronize information?](#) on page 29).

### Tip

You can import contacts from your SIM card. In the **Contacts** list, open the **Record** menu and select **Import from SIM**.



## Tip

To see more information for a contact, highlight the name and press **Center** on the 5-way to view the address, company, and other details.


## Did You Know?

You can access your contact information from the Phone, Messaging, and email applications

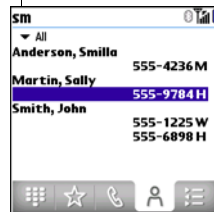
### Dial by contact name

1. Press **Phone** .
2. Select the **Contacts**  tab.
3. Use the keyboard to start entering one of the following for the contact you want to call:
  - First name (JOH for John)
  - Last name (SMI for Smith)
  - First initial and last name (JSM for John Smith)

For example, entering SM displays Smilla Anderson, John Smith, and Sally Martin. Entering JSM finds only John Smith.


4. Select the number you want to dial.
5. Press **Send**  to make the call.

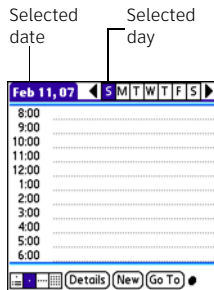
Letters appear here as you enter them



## Calendar

### Enter a new appointment

1. Press Calendar  until Day View appears.
2. Select **Go To** and then select the desired day.
3. Select **New**.
4. Using the keyboard, enter a starting hour and minute for the event, such as 545 for 5:45.
5. Select the **End Time** box and enter the ending hour and minute for the event.
6. Select **OK**.
7. Enter a description for the event.



### Did You Know?

You can also schedule repeating meetings or a block of vacation time by creating an event that repeats at an interval you specify, and you can color-code your appointments by category.

### Tip

If you see numbers instead of letters (or the reverse), you need to turn Option Lock on by pressing **Option** twice or turn it off by pressing **Option** once.






### Tip

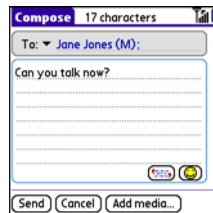
Sending text messages to land-line phones may not be supported.

## Messaging

**Before You Begin:** Consult AT&T Wireless for pricing and availability of text and multimedia messaging services.



### Send a text or multimedia message



1. Press **Applications**  and select **Messaging** .
2. Select **New**.
3. Select the **To** field and do one of the following:
  - Enter the first initial and last name (no spaces), and then select the recipient's mobile phone number or email address from your **Contacts** list.
  - Enter the recipient's mobile phone number or email address.
  - Press **Center**  and select the recipient's name from the list of recent addressees.
4. Enter your message.
5. (Optional) Do any of the following:
  - Insert predefined phrases by selecting **QuickText** .
  - Insert emoticons by selecting .
  - Insert pictures, videos, and sounds to create a multimedia message. Select **Add media**.
6. Select **Send**.



## Web browser

**Before You Begin:** You must have a data plan on your AT&T Wireless account to browse the web on your Treo 680.




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


Note: To connect to the Internet, you must be in an area where a data connection is available. You can tell a data connection is available when either a black triangle  or green arrows  appear in the **signal-strength** icon in the title bar of the Blazer web browser application.

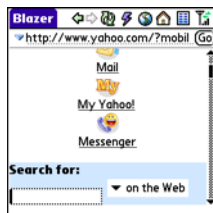
2. Enter a web page address (URL) in the **Address Bar** and select **Go**.

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

**Scroll through the page:** Press **Up**  or **Down** .

**Follow a link to another web page:** Highlight the link by pressing **Left**  or **Right**  and then press **Center**  to go to the selected page.

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



### Tip


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

### Tip

To adjust the font size, open the **Options** menu and select **Font**.

### Did You Know?

After you configure an email application on your Treo 680, you can select an email address link from a web page to create a message to the selected address.

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



Goes to your home page.



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



Goes back in order through pages you viewed.



Goes forward in order through pages you viewed.



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





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

# Your music and pictures

## Listen to music

To listen to music on your Palm® Treo™ 680 smart device, you need to convert the music files into MP3 format using Windows Media Player (Windows computers) or iTunes (Mac computers), and then transfer the music files to your Treo 680 or an expansion card. After you transfer the music files, you can play them using Pocket Tunes™ on your Treo 680.

### Set up Windows Media Player for MP3

1. Connect your Treo 680 to your computer with the sync cable.
2. Press **Applications**  and select **pTunes** .
3. On your computer, open Windows Media Player, and then click the **full-screen** icon in the upper-right corner to maximize the window.
4. Click **Tools**, and then click **Options**.
5. Click the **Rip Music** tab, click the **Format** pick list, and then select **mp3**. Click **OK**.
6. Click **Tools**, and then click **Options**.
7. Click the **Devices** tab, select **Palm Handheld** from the **Devices** list, and then click **Properties**.
8. Click the **Quality** tab and uncheck the **Convert files as required by this handheld (recommended)** box. Click **Apply**.
9. Click **OK** and then click **OK** again.

### Tip

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

### Did You Know?

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



### Tip

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

### Tip

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

## Set up iTunes for MP3

1. On your Mac, open iTunes.
2. Select **Preferences**.
3. Click the **Advanced** button at the top of the window, and then click **Importing**.
4. Click the **Import Using** drop-down box and select **MP3 Encoder**.
5. Click the **Setting** drop-down box and select **Good Quality**.



## Transfer MP3 files from your computer

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

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

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

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

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

4. Do one of the following:




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






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

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

### Listen to music on your Treo

**Caution:** Protect your hearing. Listening to this device on full volume for a long period of time can damage your hearing.

1. Make sure the **Ringer switch** is set to **Sound On**. See "Overview: Your Palm® Treo™ 680 smart device" for more information.
2. Press **Applications**  and select **pTunes** .
3. Use the **5-way**  to access any of the following icons:

-  **Play:** Plays or resumes playback of the current song.
-  **Next song:** Plays the next song.
-  **Previous song:** Plays the previous song.
-  **Choose song:** Displays a list of songs to choose from.
-  **Pause:** Pauses playback.

### Tip

You can change the settings on your Treo so that pressing and holding the **Side** button opens Pocket Tunes. See the User Guide for details.

### Did You Know?

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

## Tip



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

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

See your User Guide for more information about playing music on your Treo.



## Take pictures

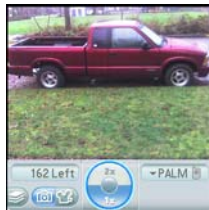
You can use the built-in camera that comes with your Treo 680 (camera version only) to take and view pictures and videos and send them to your friends and family. You can store pictures on your Treo 680 or on an expansion card.


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

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

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

3. Find your subject in the screen on your Treo (the lens is on the back of your Treo).
4. (Optional) To get a close-up of your subject, press **Up**  to select **2x**. Press **Down**  to return to **1x**.



5. Press **Center**  to capture the picture.
6. Do any of the following:



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



Deletes the picture.



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



Lets you add a voice caption.



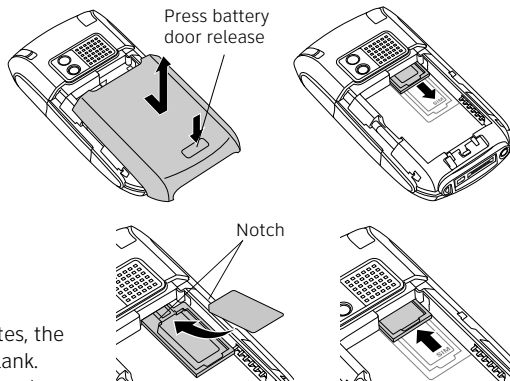
### Tip

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






See *User Guide: Your Palm® Treo™ 680 Smart Device* for more information about taking and viewing photos and videos on your Treo.

## I need to insert my SIM card





1. Remove the battery door and battery.
2. Slide the SIM tray out of the slot.
3. Insert the notched end of the SIM card into the SIM tray, and then press the other end of the card into place.
4. Slide the SIM tray back into the slot.
5. Reinsert the battery and battery door.



## My touchscreen appears blank

1. When a call lasts longer than two minutes, the touchscreen dims and may appear to be blank. Press any key (except Power/End) to restore the normal brightness.
2. When a period of inactivity lasts longer than one minute, the touchscreen turns off. Press and release **Power/End**  to wake up the touchscreen.
3. If you can see a dim image on the touchscreen, press **Option**  + **Backlight**  and then press **Left**  and **Right**  to adjust the brightness.





## Nothing happens when I tap the touchscreen

1. Press **Applications**  and use the **5-way**  to select **Prefs** .
2. Use the **5-way**  to select **Touchscreen**.
3. Follow the onscreen alignment instructions, and then select **Done**.
4. If your Treo™ 680 still doesn't respond, do a soft reset by removing the battery and reinserting it.

## Nothing happens when I press a key

Do a soft reset by removing the battery and reinserting it.

## I don't want Keyguard to turn on automatically


1. Press Applications  and select Prefs .
2. Select Keyguard.
3. Select the **Auto-Keyguard** pick list, and then select **Disable**.
4. Select **Done**.
5. (Optional) To manually turn Keyguard on, press **Option**  + **Power/End**  when the touchscreen is on.

## Synchronization isn't working

Try to sync after each of the following steps. If the sync is successful, you don't need to do the rest of the steps. If you still can't sync after finishing the steps, check *User Guide: Your Palm® Treo™ 680 Smart Device* on the CD for more troubleshooting tips.

1. Make sure the USB sync cable is securely connected to your Treo and to a built-in USB port on your computer (not on a USB hub). See "Synchronize for the first time" on page 29 for details.
2. Make sure that HotSync manager is running:

**Windows:** Right-click **HotSync manager**  in the taskbar in the lower-right corner of your computer screen, and make sure that **Local USB** is checked. If you don't see the HotSync manager icon, click **Start > Programs > Palm > HotSync Manager**.

**Mac:** Go to the **Palm** folder on your Mac hard drive and double-click **HotSync manager** . In the Connection Settings panel, set the **Local Setup port** to **Palm USB**.


3. Do a soft reset by removing the battery and reinserting it.

## Keyboard





### TO:

- Lock the keyboard
- Unlock the keyboard
- Adjust the brightness

### DO:

Press **Option**  + **Power/End** 

Press **Center** 



Press **Option**  + **P** ; press **Left**  to decrease the brightness or **Right**  to increase it

## Phone

### TO:


- Turn speakerphone on and off during a call
- Change volume during a call
- Switch from the ringer to vibrate
- Make a conference call
- Check voicemail
- Use the phone while out of the country

### DO:

Select  to turn on speakerphone and  to turn it off

Press the **Volume** button on the side of your Treo 680

Slide the **Ringer switch** to **Sound Off** 

Make a second call, and then select 

Press and hold **1**

Contact AT&T Wireless to enable international voice and data roaming

## Data

### TO:

Use your Palm® Treo™ 680 smart device with your PC as a wireless modem

### DO:

Make sure your computer has Bluetooth® wireless technology and your Treo 680 has a data plan that allows tethered use. Call 1-800-331-0500 to check on your data plan. Then, see *User Guide: Your Palm® Treo™ 680 Smart Device* on the CD for setup instructions.

## Typing

### TO:

Capitalize a letter

Turn on Caps Lock

Turn off Caps Lock

Enter a number or symbol

Turn on Option Lock

Turn off Option Lock


Enter other symbols and accented characters

Highlight text

Highlight a word

Highlight a paragraph

### DO:


Press **Shift/Find**  + letter key


Press **Shift/Find**  twice

Press **Shift/Find**  once

Press **Option**  + key with character above letter

Press **Option**  twice

Press **Option**  once

Press **letter + Alt** , and then select character from list

Tap and drag the stylus across the text

Double-tap the word

Triple-tap the paragraph








## Browser

### TO:

- Move to wide page mode
- Move to optimized mode
- Jump to the toolbar
- Toggle between fast and normal mode
- Switch between Bookmark and Page View

### DO:



- Press **Menu**  + W
- Press **Menu**  + O
- Press **Space** 
- Select 
- Press **Menu**  + V

## Navigation

### TO:

- Page up one screen
- Page down one screen

### DO:




- Press and hold **Option**  + **Up** ▲
- Press and hold **Option**  + **Down** ▼

## General

### TO:

- Do a soft reset
- Access menus
- Access Preferences

### DO:

- Remove the battery and reinsert it
- Press **Menu** 
- Press **Applications**  and select **Prefs** 

# Status indicators

## Cingular

Phone on with wireless coverage

## Phone Off

Wireless services off



Call forwarding on



Signal strength without data coverage



Signal strength with data coverage available



Signal strength with active data connection



Voicemail message



New alert



Bluetooth feature off



Bluetooth feature on



Communicating with Bluetooth device



Bluetooth hands-free device connected



Dial-up networking (DUN) on



Full battery



Partial battery



Low battery



Battery charging



Full battery, charger connected



Unread text or multimedia message



Unread Email message



Upcoming appointment



Available for Push to Talk calls



Ringer switch off; PTT call triggers alert



Do not disturb on; PTT calls not received



Unavailable for PTT calls

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# Setup help resources



## On the Web

Tutorial + Support: [att.com/WirelessTutorials](http://att.com/WirelessTutorials)



## Need help with setup?

Call 1-800-331-0500 to reach the Palm Setup Help desk for AT&T customers. Our support staff can help you set up your Palm® Treo™ 680 smart device and get you up and running.

**Hours:** Mon - Fri 6 a.m.- 8 p.m. Pacific; Sat and Sun, 8 a.m. - 5 p.m. Pacific  
This service is FREE within 90 days of purchase. Offer subject to change without notice.



## On your Treo™ 680 smart device

**User Guide:** The whole story with lots of illustrated info, steps, and tricks. Press **Applications** and select **MyTreo**.

**Quick Tour:** An introduction to common Treo 680 features. Press **Applications**, and select **Quick Tour**.



## On your computer

**User Guide:** Insert the CD, install the software, and then on your computer double-click the **Treo 680 User Guide** icon.



**Treo™ 680**  
SMART DEVICE



**at&t**

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