Start Here

Here's what you'll do:
- Charge and set up your Palm™ Zire™ handheld.
- Install Palm™ Desktop software.
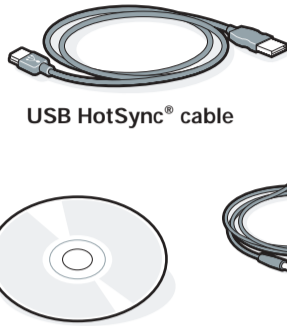- Learn to use your handheld.

Already use a Palm™ handheld?
- Complete steps 1 and 2.
- Open your web browser. Go to www.palm.com/support/zire.
- Click the link leading to upgrading information.
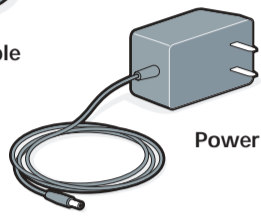
Contents
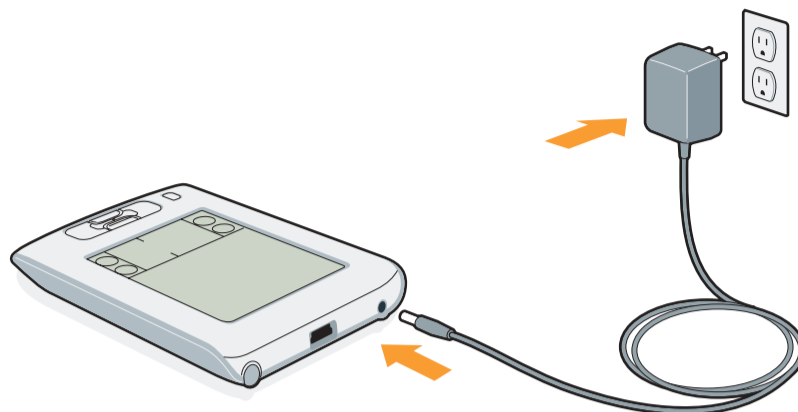

Palm Zire handheld

USB HotSync® cable

Palm™ Desktop software CD-ROM

Power adapter

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1 Charge

a. Plug the power adapter into your Zire handheld and into an outlet.

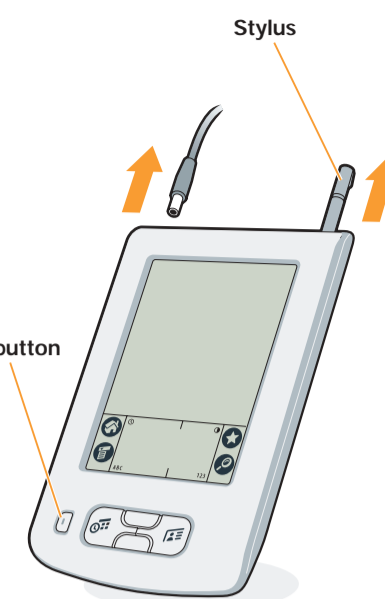b. Charge for **three hours**.

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2 Set up

a. Unplug the adapter.

b. Press the power button.*

c. Remove the stylus.

d. Follow Setup instructions on the screen.

Center

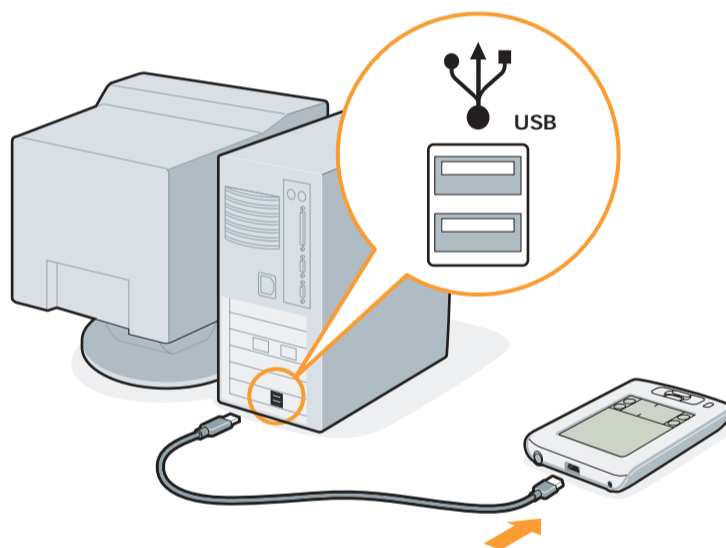Use stylus to tap center of target.

Stylus

Power button

e. Tap firmly the center of at least 3 targets.

f. Complete Basic Skills.

* Problems? See Troubleshooting on the other side of this document.

Install Palm Desktop Software on your computer

- **IR (infrared) port**
- **USB port** (for HotSync cable)
- **Power adapter connection**
- **Home** (Tap to go to Applications Launcher.)
- **Menu**
- **Power button** (Press to turn handheld on/off.)
- **Date Book** (Press to turn on handheld and open Date Book.)
- **Scroll Up/Scroll Down**
- **Stylus**
- **Favorite** (Tap to perform the HotSync process.)
- **Find**
- **Address Book** (Press to turn on handheld and open Address Book.)

3 Connect

a. Connect the HotSync cable to your handheld.

b. Connect the cable to a USB port on your computer.

USB

4 Install Palm Desktop software

Enter appointments and addresses using Palm Desktop software. Then transfer the information to your handheld using the HotSync process. It's the fastest way to enter lots of your information.
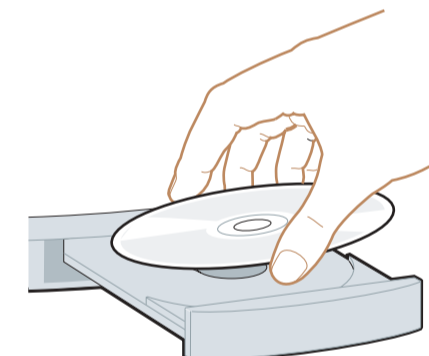
a. Put the CD-ROM in the CD-ROM drive.

Windows:

b. Follow the installation instructions that appear on your computer screen.*

Mac:

b. Double-click the Palm Desktop Installer icon.*
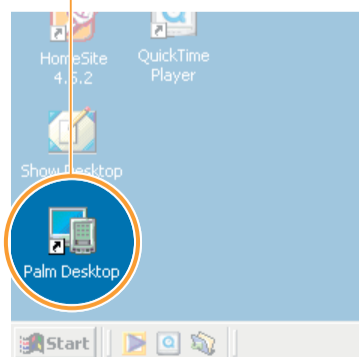

* Problems? If the HotSync process did not work, see Troubleshooting on the other side of this document.

Enter and synchronize your information

5 Try it! Schedule an appointment

Windows:

a. Double-click the Palm Desktop icon on your computer desktop.
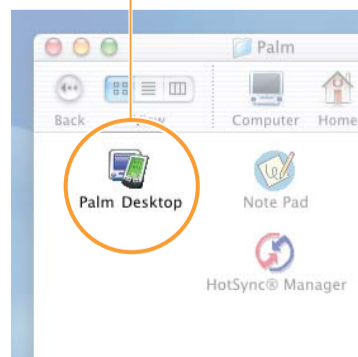

b. Click New Event in the lower-left corner.

c. Enter the appointment, and then click OK to save it.

Mac:

a. Double-click the Palm Desktop icon in the Palm folder.
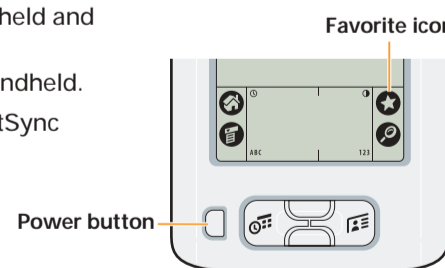

b. Create or select a username to identify your information.

c. Select Event from the Create menu.

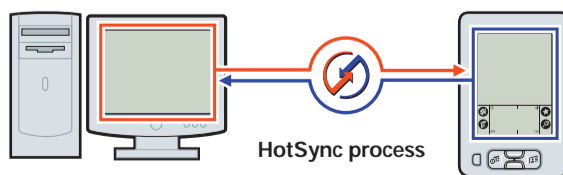d. Enter the appointment, and then click OK to save it.

6 Transfer your appointment to your handheld

a. Connect the HotSync cable to your handheld and computer (see step 3).

b. Press the power button to turn on the handheld.

c. Tap the Favorite icon ✪ to start the HotSync process.

Favorite icon

Power button
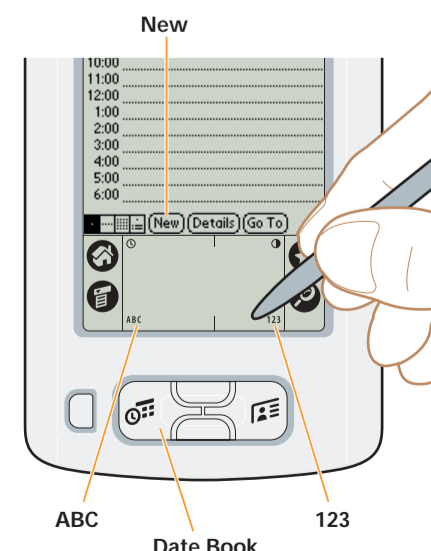
What is a HotSync process?

The HotSync process synchronizes information on your handheld and in Palm Desktop software, so that information you enter in one appears in both places.
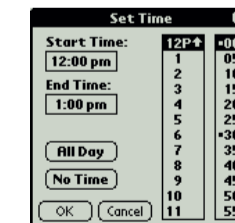

HotSync process

* Problems? If the HotSync process did not work, see Troubleshooting on the other side of this document.

7 Now schedule an appointment on your handheld

a. Press the Date Book button.

b. Tap New.

New

ABC

Date Book

123

c. Tap to set the time. Tap OK.

d. Tap [ABC] to display the onscreen keyboard. Tap the keyboard to type.

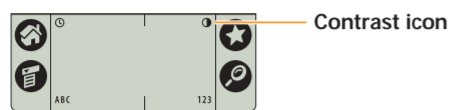e. Repeat the HotSync process (see step 6).

Your handheld does not turn on when you press the power button.
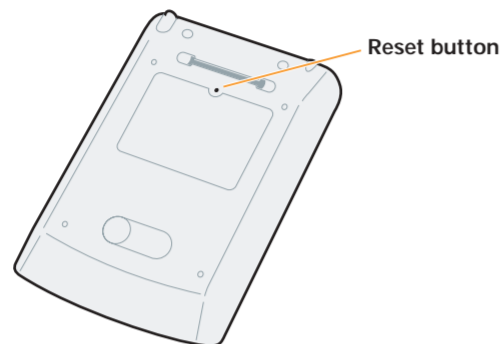
Try the following:

Did you charge your handheld? Make sure the power adapter is plugged securely into a working electric outlet and is firmly connected to the handheld. Charge the handheld for another full three hours.

If this doesn't work, try the following:

• Press the Date Book or Address Book button to ensure your handheld is turned on.

• Tap the Contrast icon ◑ . When the Contrast dialog box appears, adjust the contrast by holding down the Up scroll button for a few seconds. If this doesn't work, hold the Down scroll button for a few seconds.

Contrast icon

• Perform a soft reset: Use the tip of an unfolded paper clip (or similar object without a sharp tip) to gently press the reset button inside the hole on the back panel of your handheld.

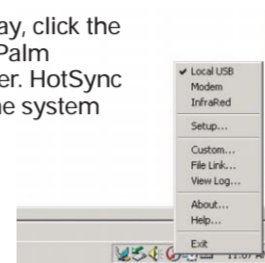Reset button

HotSync process does not begin.

• Make sure the USB cable is connected securely to your handheld and to a working USB port of your desktop computer.

Windows: After you install Palm Desktop software, try the following:
• Check the Windows system tray, in the lower-right corner of your computer screen, and make sure the HotSync icon appears there. If it is there, then HotSync Manager is running.

HotSync icon

11:30 AM

a. If the HotSync icon is in the system tray, click it to display the menu. Make sure there is a check mark next to Local USB. To insert a check mark, click the menu item. Then turn on your handheld and tap the Favorite icon to start the HotSync process.

b. If the HotSync icon is not in the system tray, click the Start button and select Programs. Select Palm Desktop, and then select HotSync Manager. HotSync Manager starts and the icon appears in the system tray. Follow instructions in (a).
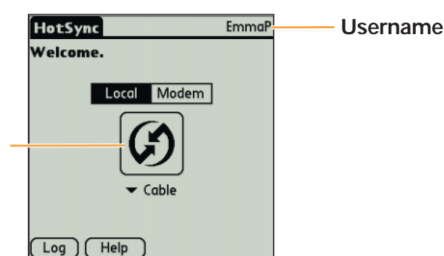
Local USB
Modem
InfraRed
Setup…
Custom…
File Link…
View Log…
About…
Help…
Exit

Mac: After you install Palm Desktop software, try the following:
• Make sure the Transport Monitor of the HotSync Manager is enabled. Open the Palm folder and double-click the HotSync Manager icon. The HotSync Software Setup dialog box appears. In the HotSync Controls tab, click Enabled.

HotSync process does not begin after tapping the Favorite icon.

Make sure your handheld is on, and then try the following:

1. Tap the Home icon ⌂ .
2. Locate and tap the HotSync icon ⟳™.
3. In the HotSync application, make sure of the following:
  – Your username (established when you installed Palm Desktop software) is in the upper-right corner.
  – Local is highlighted. If it isn't highlighted, tap Local.
  – The word Cable appears. If Cable does not appear, tap whatever word is there, and then tap Cable in the list that drops down.
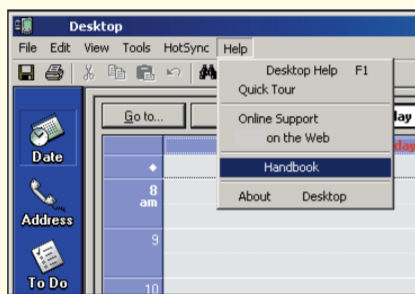
HotSync   EmmaP
Welcome.
              Local Modem
                ⟳
              ▾ Cable
Log   Help

Username

Tap HotSync icon

4. To start the HotSync process, tap the HotSync icon in the middle of the handheld screen.

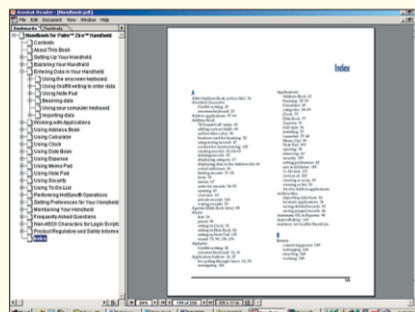
Learn more about your handheld

Read the Handbook

The *Handbook* opens in Adobe Acrobat Reader on your computer. If you do not have Acrobat Reader, you can install it from the Palm Desktop software CD-ROM.

Windows: In Palm Desktop software, click Help in the menu bar. Then select the menu item for the handbook.

Desktop
File Edit View Tools HotSync Help
                        Desktop Help   F1
                        Quick Tour
Go to…   Online Support
                        on the Web
Date   Handbook
Address   About   Desktop
To Do

Mac: Open the Palm folder, and then open the Documentation folder. Double-click Handbook.pdf.
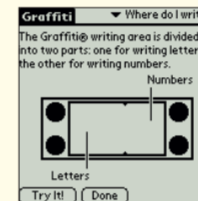
Learn Graffiti® writing

Graffiti® writing is a fast and simple way to enter text and numbers into your handheld. Take this hands-on tutorial to see simple strokes turn into text and numbers on your screen.

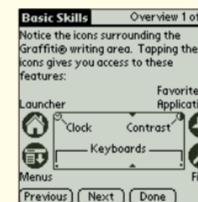a. Turn on your handheld, tap Home ⌂ , and tap the Graffiti icon ✎ .

Install the Giraffe game on your handheld and play a game that helps you improve your Graffiti writing skills.

Graffiti   ▾ Where do I write?
The Graffiti® writing area is divided
into two parts: one for writing letters,
the other for writing numbers.
                          Numbers
Letters
Try It!   Done

Review Basic Skills

Basic Skills is an overview that gives you tips on how to use your handheld. You can return to Basic Skills as often as you like.

a. Turn on your handheld, tap Home ⌂ , and tap the Welcome icon ⓘ .

b. When you reach the end of Setup, tap Basic Skills.

Basic Skills   Overview 1 of 4
Notice the icons surrounding the
Graffiti® writing area. Tapping these
icons gives you access to these
features:
                        Favorite
Launcher   Application
  Clock   Contrast
        Keyboards
Menus   Find
Previous Next Done

Visit www.palm.com/zire

Get tips on using your handheld to its fullest, find out about new accessories and applications just right for you, join discussion groups and share your handheld stories all at one convenient location.

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Zire™

Read ▸ This First