Objectives
- Review Palm handling and setup
- Review HotSyncing and occurrences
- Email setup
- Documents to Go
- Calendar use

Battery Life
- The first charge sets the battery “memory”
- Overtime the battery capacity will diminish
- It is possible to salvage battery life by draining the battery and recharging
  - i.e. use all battery power until the palm no longer runs and recharge

HotSync
- Several important actions are accomplished by the HotSync
  1. Backup of files
  2. Addition of new files and update of Lexicomp files
  3. Restoration of Palm (if needed)
    - It is recommended that this be done weekly

HotSync Cont.
- Nothing is ever lost!
  - HotSyncing will archive all files
  - All files are stored under a “backup” folder
    - This folder is located in under your user ID in your “Palm” folder

Hard Reset
- Used when nothing else works
- Performed by resetting your Palm while holding the power button. Upon seeing the “Palm Powered” screen, release the power switch. You will then be prompted if you “really” want to do this
- You will wipe all non-operating system files from your palm
Hard Reset Cont.

- Upon the next HotSync...
  - You will have to re-identify the palm
  - All files within the back up will be placed back on the palm

Damaged Hardware

- The bookstore will NOT replace your palm
- The warranty is good for one year and will require you to mail the Palm to PalmOne
- [www.palmone.com](http://www.palmone.com)
- [www.google.com](http://www.google.com) - Search for Tungsten T5 cases

Reminders

- HotSync once a week
- Charge overnight
- Keep your palm happy
  - Avoid...
    - Really high temperatures as well as really cold
    - No water
    - Cushion your palm

Email

- VersaMail is the Palm email client
- University supported, however you cannot send email from VersaMail
- ADCS email help
  - [http://www1.umn.edu/adcs/guides/email/versamail/](http://www1.umn.edu/adcs/guides/email/versamail/)

Email

- Enter VersaMail and start a new account

![Account Setup](image1)

- [ versaMail](image2)

  + Enter a username and password for this account.

  - Username: [user](image3)
  - Password: [password](image4)

![UWMail](image5)

- [UWMail](image6)

  + Review your settings and if necessary:

    - Email Address: 
    - Incoming Mail Server: [user@umn.edu](image7)
    - Outgoing Mail Server: [none](image8)

To set additional mail options, tap next.
Email

- A few things
  - A connection to the internet (via Wi-Fi) must be made first before email account may be used
  1. Start web browser
  2. Login in with x500
  3. Open VersaMail
  4. Click get mail

Documents to Go

- What is it?
  - Documents to go allows Palm users to send Microsoft based documents (Excel spreadsheets, Word documents, PowerPoint presentations) to their Palm
  - Windows users can edit all supported types of documents, Mac users cannot edit Power Point presentations, only view them

Documents to Go

- How do I send documents?
  - Documents to Go is a separate program
  - Open up the program and copy/paste or drag/drop desired items in
  - Items will be installed with the next HotSync
  - NOTE - The software either comes with the Palm on a supplemental disc (Tungsten C users) or may be purchased (T5 users)

Calendar Use

- What is it?
  - An interactive calendar
  - Contact information/Address book

- How do I add information?
  - Either from Palm or from Pc (via Palm Desktop)
  - Each HotSync, information is updates to most current status

Calendar Use

- From the Desktop you can
  - Create events
  - Make a template and repeat as necessary
  - Much more

- UM Cal
  - Online calendar service free to U of M students
  - UM Cal already has you schedule in it
  - UM Cal does sync with your Palm

Questions?
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