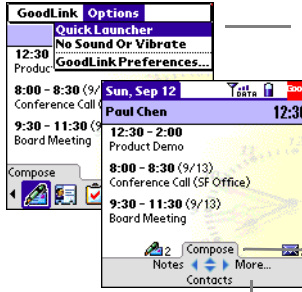


# Palm OS™ Quick Start Card



Select this command to show or hide the Good quick launcher.

Tap an application name on the quick launcher to open a GoodLink application.

Tap More... to view a list of additional GoodLink applications.



Email      Calendar      Compose      Contacts      Tasks      GoodAccess      Preferences

## Screen Indicators

|  |   |  |                                |
|--|---|--|--------------------------------|
|  | GoodLink data radio signal strength                 |  | Message flagged for follow up  |
|  | Data radio off. Use Send/Receive Now to synchronize |  | Message is flagged as complete |
|  | New, unread message                                 |  | Message being composed         |
|  | Unread message with attachment                      |  | Messages being sent            |
|  | Opened message                                      |  | High-priority opened message   |
|  | Opened message with attachment                      |  | Message forwarded              |
|  | Unanswered meeting request                          |  | Message replied to             |

Notifications in the on-screen alert bar include new email, completed More requests, and completed Lookup operations. Dismiss by tapping.

## *Basics*

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|                     |  |
|---------------------|--|
| Turning handheld on | Press briefly and release the power button.  |
| Turning radio on    | Press and hold the power button.   |
| Using the LED       | <ul style="list-style-type: none"><li>• No light: Wireless mode off</li><li>• Solid red: Connected to travel charger</li><li>• Yellow: Signal is weak</li><li>• Blinking: Wireless mode on (Red=out of coverage; Green= in coverage)</li><li>• Double-blink red: Low battery</li></ul> |

## *GoodLink and Your Phone*

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- Initiate phone calls from the Contacts application by displaying a contact and selecting Dial Contact from menu.
- Caller ID displays the Contact name associated with an incoming call, and the phone number and whether it is home, work, or mobile.
- When creating new Speed-dial favorites, the Lookup button will display your GoodLink Contacts.
- Domestic roaming for GoodLink is available when your carrier supports data roaming.
- GoodLink applications are available via international roaming when your handheld is configured for foreign phone roaming.
- Navigate among and use GoodLink applications during a phone call. GoodLink will continue to process data received prior to the call; no data is sent or received while the call is in progress.

## *Backing Up GoodLink*

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You can back up your GoodLink applications. Use "Backup" in Today screen Options | GoodLink Preferences.

## GoodLink Autotext Features

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| Item                           | Description  |
|--------------------------------|--|
| Capitalization and Punctuation | A word following a typed period (.) plus a Space is automatically capitalized. Pressing Space twice at the end of a word or sentence inserts a period (.) and a space automatically, as well as capitalizing the next word. The letter at the beginning of a line is capitalized (e.g., in a list, each first word).   |
| Spelling                       | Commonly misspelled words are corrected. For example, <b>teh</b> is replaced with <b>the</b> .   |
| Abbreviations                  | Abbreviations and acronyms are replaced with complete words. For example, <b>mo</b> is replaced by <b>month</b> .  |
| Variables                      | Typing <b>ct</b> (for current time) automatically inserts the time. Typing <b>td</b> (for today's date) automatically inserts the current date.  |
| Special symbols                | Press Option-Space to display a set of special symbols. In email addresses, press Space <b>twice</b> to enter an @ symbol. Press Space again to enter a dot (.) in an email address. Press Space again to enter a <b>com</b> suffix. Continue to press Space to cycle through <b>.net</b> , <b>.gov</b> , <b>.org</b> , and <b>.edu</b> . For example, to enter "john@abc.net," you would type "john space space abc space space space." |
| Numbers                        | In fields where numbers are expected, you can type numbers without using the Option key (for example, when you enter a contact's phone number or use the Calculator). In Contacts, the number is automatically formatted when you save it. For example, if you enter 9095551234, the number is saved as (909) 555-1234.<br><i>Note:</i> Use Options   GoodLink Preferences   Autotext to customize Autotext settings.                    |

## Preferences and Options Settings

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| Task                          | Description  |
|-------------------------------|--|
| Work offline                  | Use the Work Offline option from the GoodLink menu in the GoodLink Today screen to conserve battery, receive important phone calls, and continue working in fringe reception areas by suppressing connection dialogs.  |
| Trigger data flow             | Use the Today screen menu option Send/Receive Now to trigger immediate data flow to and from the handheld. The "Data Off" radio icon will indicate the need to select this option.   |
| Set password                  | Click Today screen Options   GoodLink Preferences   Lock. Then choose Password Lock   Enable. Your IT administrator may require a password, restrict password format and maximum timeout values, and specify that all handheld data be automatically erased if you enter an incorrect password too many consecutive times.         |
| Lock handheld                 | Set your password first. Then click Today screen Options   Lock.   |
| Set notifications             | Click Today screen Options   GoodLink Preferences   Notification. Notifications are available for email, more data loaded, lookup completed, and reminders, optionally using an onscreen message dialog, sound, and vibration. (Use Today screen Options   No Sound or Vibrate to suppress all sound and vibration notifications.) |
| Setting keys for Today screen | Click Today screen Options   GoodLink Preferences   Today Screen to choose which key or button displays the GoodLink Today screen (Home key, Sun key (on Treo 600), or Send key (on Treo 650)).  |

## Contacts and Email

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| Task                | Description   |
|---------------------|---|
| Displaying contacts | Click Contacts (the down-arrow key). Your personal contacts are displayed. To display shared contacts (optional feature), if any, tap or click the Contacts bar to display other contacts folders. The "Company History" folder contains your handheld's recent senders and recipients if listed in the Global Address List. To add/remove folders displayed, use Options   GoodLink Preferences   Public Folders - Contacts. |
| Finding contacts    | In Contacts, begin typing in the Find field. Contacts whose first or last names match the text you type appear in the contacts list. Use the backspace key to back up in Find.  |
| Syncing subfolders  | If Outlook mail is filtered to subfolders, use Today screen Options   GoodLink Preferences   Email Delivery to synchronize those subfolders on the handheld.  |

## Keyboard Shortcuts

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| Location                                   | Key              | Description   |
|--|------------------|---|
| General                                    | t, b             | Moves to top/bottom of a screen. Doesn't apply to edit screens.   |
|  | l                | Locks handheld when password is set.  |
|  | n                | Moves to next item in application   |
|  | p                | Moves to previous item in application   |
| GoodLink Today screen (Quick Launcher off) | Spacebar         | Pages down in Email, Tasks, Notes, and Help   |
|  | c, t, n, p, f, a | Opens Contacts, Tasks, Notes, Preferences, GoodLink Forms (if present), GoodAccess (if present), respectively |
| Email list                                 | s                | Initiates Send/Receive Now command  |
|  | n                | Moves to the next day's messages (down the list)  |
|  | p                | Moves to the previous day's messages (up the list)  |
|  | d, backspace     | Deletes the selected message  |
|  | Enter            | Opens the selected message  |
| Reading a message                          | m                | Moves selected message to a folder  |
|  | r                | Reply to sender   |
|  | a                | Reply to all  |
|  | f                | Forward message   |
|  | m                | Moves message to a folder   |
|  | n, p             | Opens the next or previous message respectively   |

*Note:* No shortcuts are available while in the Email Edit, Reply, or Forward screens. Additional shortcuts are available by pressing the menu button and then the letter indicated in the dropdown menu.



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