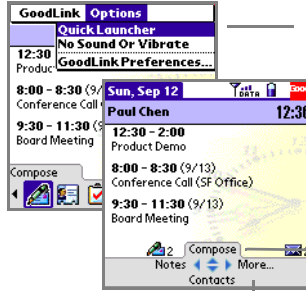
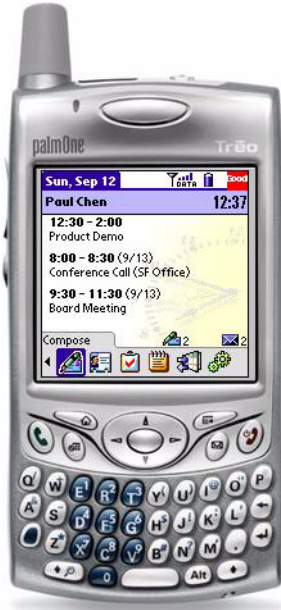


Palm OS™ Quick Start Card



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

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

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



Email Calendar Compose Tasks Notes 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 selecting.

Basics

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">• No light: Wireless mode off• Solid red: Connected to travel charger• Yellow: Signal is weak• Blinking: Wireless mode on (Red=out of coverage; Green= in coverage)• Double-blink red: Low battery

GoodLink and Your Phone

- 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

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

GoodLink Autotext Features

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, teh is replaced with the .
Abbreviations	Abbreviations and acronyms are replaced with complete words. For example, mo is replaced by month .
Variables	Typing ct (for current time) automatically inserts the time. Typing td (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 twice to enter an @ symbol. Press Space again to enter a dot (.) in an email address. Press Space again to enter a com suffix. Continue to press Space to cycle through .net , .gov , .org , and .edu . For example, to enter "john@abc.net," you would type "john space space abc 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. <i>Note:</i> Use Options GoodLink Preferences Autotext to customize Autotext settings.

Preferences and Options Settings

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

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

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
	g	Goes to Good Launcher
	Spacebar	Pages down in Email, Tasks, Notes, and Help
GoodLink Today screen (Quick Launcher off)	c, t, n, p, f, a	Opens Contacts, Tasks, Notes, Preferences, GoodLink Forms (if present), Good Intranet (if present), respectively
	s	Initiates Send/Receive Now command
Email list	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.



Good Technology, Inc.