
Dana Internet Solutions Guide

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Installing Dana Internet Solutions Pack

The Dana Internet Solutions Pack includes:

- DanaWeb™ - a wide screen web browser
- Mark/Space Mail™ - an email program
- VeriChat™ - an instant messaging program (60-day free trial)
- WiStat - a diagnostic tool that provides status information about your Wi-Fi connection

This book will cover the installation and functionality of DanaWeb, Mark/Space Mail, and VeriChat. It assumes you have already setup your Dana™ Wireless to connect to a wireless network. For more information on setting up a wireless connection or WiStat refer to the *Dana Wireless Setup Guide*.

Installing Dana Internet Solutions Pack on a PC

***Important:** The version of Palm Desktop Software that comes with Dana **must** be installed **before** installing the Internet Solutions Pack. For more information on installing Palm Desktop Software see the *Getting Started with Dana* guide.*

1. Insert the Internet Solutions Pack CD-ROM into the CD-ROM drive.
2. When the window showing the CD's contents opens, double-click on setup.exe.

Note: If a window showing the CD's contents does not appear, click the Windows Start button, choose Run, enter D:\setup.exe, and then click OK. If necessary, replace D: with the drive letter assigned to your CD-ROM drive.

3. Follow the onscreen instructions to complete the installation.
4. The Internet Solutions Pack program files have now been transferred to your hard drive, but you must still perform a HotSync operation to install them on Dana.
5. Connect Dana to your computer with the USB cable.
6. Press **function-sync** (hold down the **function** and **sync** keys simultaneously on Dana).
7. If the Users dialog box appears, select the user name you selected when you installed the Internet Solutions Pack.
8. Wait for a message on Dana indicating that the process is complete before disconnecting Dana from the USB cable.

Installing Dana Internet Solutions Pack on a Macintosh

*Important: The version of Palm Desktop Software that comes with Dana **must** be installed and a HotSync operation must be performed **before** installing the Internet Solutions Pack. For more information on installing Palm Desktop Software or performing a HotSync operation, see the Getting Started with Dana guide.*

1. Insert the Internet Solutions Pack CD-ROM into the CD-ROM drive.
2. Double-click the Internet Solutions Pack CD icon.
3. Double-click the Internet Solutions Installer icon.

-
4. Follow the onscreen instructions to complete the installation.
 5. The Internet Solutions Pack program files have now been transferred to your hard drive, but you must still perform a HotSync operation to install them on Dana.
 6. Connect Dana to your computer with the USB cable.
 7. Press **function-sync** (hold down the **function** and **sync** keys simultaneously on Dana).
 8. If the Users dialog box appears, select the user name you selected when you installed the Internet Solutions Pack.
 9. Wait for a message on Dana indicating that the process is complete before disconnecting Dana from the USB cable.

DanaWeb provides full access to the Internet from your Wireless Dana. DanaWeb includes many of the features of a standard PC or Macintosh browser including: support of images and tables, saving and offline viewing of web pages, downloading and saving certain files and programs types (including Palm OS applications (.prc files), Palm OS database files (.pdb), and Palm Web clipping applications (.pqa)), downloading files from an FTP server, and creating and editing bookmarks. DanaWeb also gives you the choice of viewing streamlined PDA-ready versions of web pages (when provided by the content providers), or the full versions complete with layout and graphics. The default is for DanaWeb to load PDA-ready versions when available, since they generally load faster.

Visiting a web page

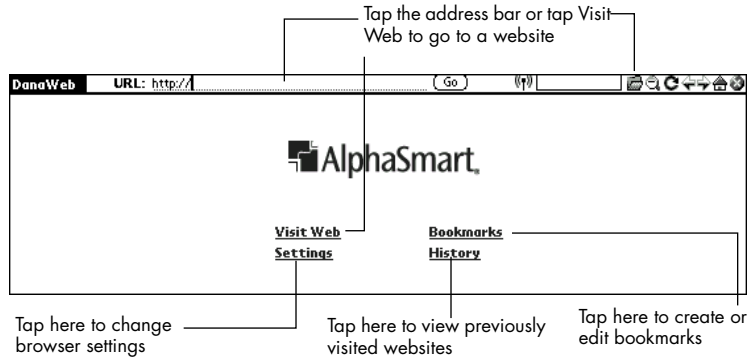
1. Press the **apps** key repeatedly until you see All in the top right corner of the Applications Launcher.



2. Tap the DanaWeb icon. DanaWeb

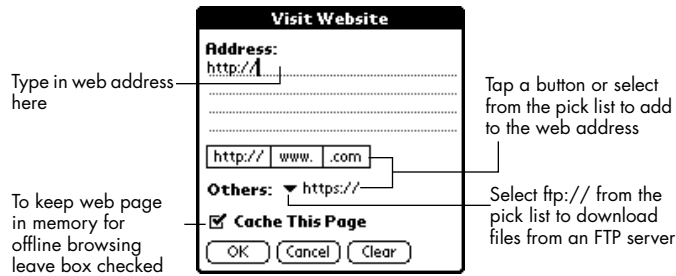
Note: There is a 255-character limit for URLs and a 40-character limit for web page names in DanaWeb.

3. Tap the address bar, type the web address you want to visit, and Tap the Go button or tap Visit Web.



Tip: You can change the default homepage to the web page of your choice. For more information see “Changing Browser Settings” on page 15.

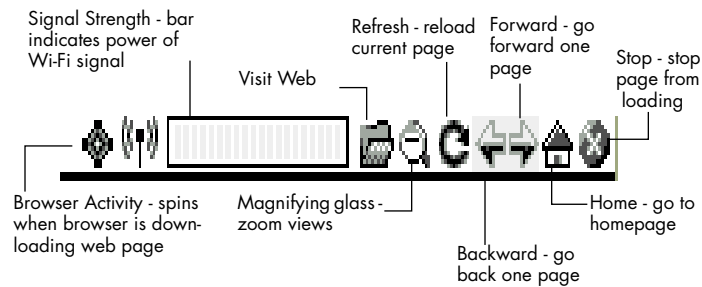
4. If you tapped Visit Web or the Visit Web icon, type in the web address you want to visit, then tap OK.



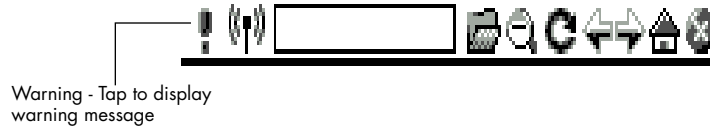
5. DanaWeb connects and downloads the web page. DanaWeb uses the connection you setup in Network Preferences. For information on setting up a connection see the *Dana Wireless Setup Guide*.

Navigation Bar icons

The Navigation Bar on the top right of the screen, has seven icons for quickly accessing browser commands. Most of these commands can also be accessed from the menus.



Sometimes a warning icon (exclamation point) may appear to the left of the Navigation Bar.

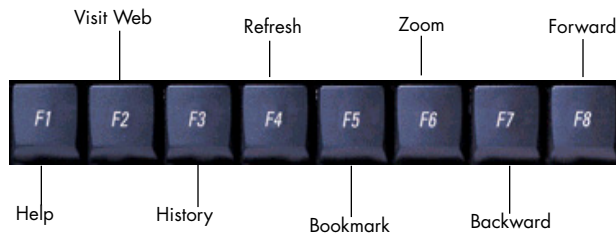


Tapping on the icon will bring up a warning message explaining the problem DanaWeb has encountered. The problem could be formatting DanaWeb cannot display (such as advanced cascading style sheets(CSS) which are not supported by DanaWeb), or JavaScript if it is turned off in Browser Settings (the default is for JavaScript to be turned off).




Navigation Keys

The keyboard's F1 to F8 keys also provide a shortcut to some browser commands. These commands can also be accessed from the menus.



Changing a web page view

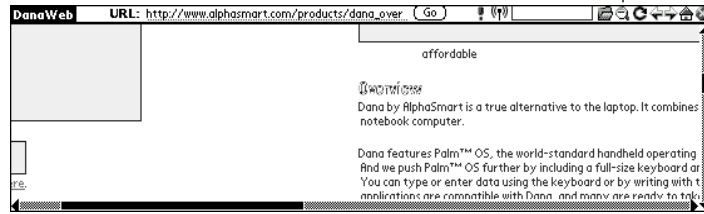
There are three different ways to view web pages in DanaWeb. Actual View displays a web page at actual size with the full layout of the page. Wrapping View discards layout formatting and wraps all content along the left margin to minimize horizontal scrolling. Miniature View shrinks the web page, so you can see much of the page layout at a glance while still being able to read some of the text.

1. Tap the Magnifying Glass  icon on the Navigation bar and select a view, or press the F6 key to cycle through Actual, Wrapping, and Miniature Views.
2. In Miniature View, tap any portion of the page to switch that part of the page to Actual View. The area to be shown in Actual View is indicated by a blackened area when tapping.

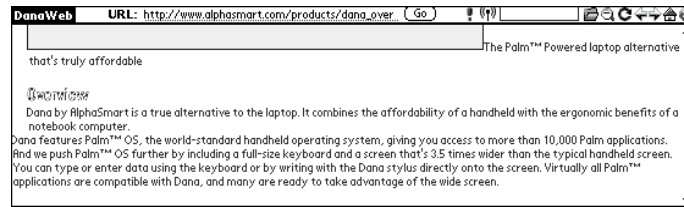
Tip: For quicker web page navigation display the page in Miniature View, scroll to the part of the page you wish to view, and then tap the screen to switch to Actual View.

Web page in Actual View.

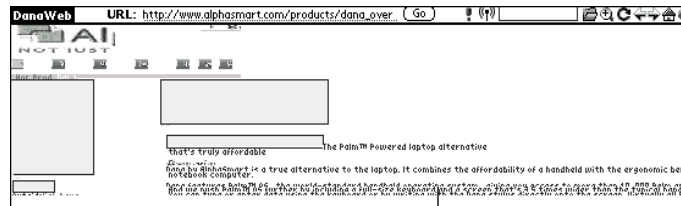
Tap the Magnifying glass icon or
press the F6 key to switch views



Web page in Wrapping View.



Web page in Miniature View.



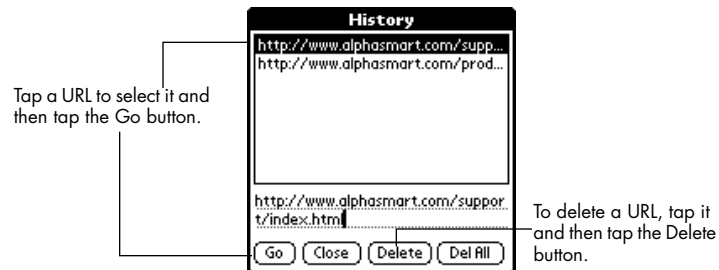
Tap a part of the page to switch
it to Actual View

Using the History command

The History command is a convenient way to access sites you have previously visited without retyping their URL. It displays a list of

recently visited websites in reverse chronological order, highlighting the most recently visited site.

1. Press the F3 key or select “History” under the Records menu.
2. To return to a website, tap its URL, and then tap Go. If you visited the website during the current session, the cached web page will be displayed. If this is a new session, DanaWeb will download a fresh copy of the page.



3. To delete a URL, tap it and then tap the Delete button. To delete all URLs, tap the Del All button.

Using Bookmarks

Bookmarks let you add favorite web pages to a list so you can have quick and easy access to them later. As your list of bookmarks grows, you can keep it organized by creating folders. You might want to organize your pages by topic. For example, you could create a folder named Garden for storing information about plants and gardening articles.

Adding a bookmark

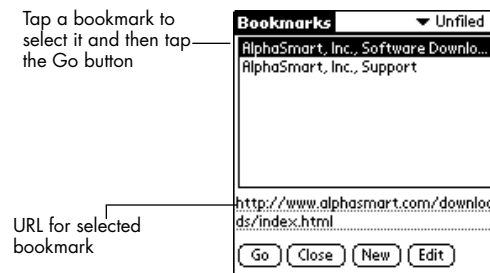
1. Go to the web page you want to create a bookmark for. Press cmd-A or select “Add to Bookmarks” under the Record menu.



2. The bookmark name defaults to the title of the web page. If you want to change the bookmark name, tap the Name field and enter a new name.
3. If you want to assign the bookmark to a category, tap the category pick list and select a category.
4. Tap OK. The bookmark will be added to the bookmark list, and the web page will be added to the cache. Next time you use the bookmark, the cached page will be displayed.

Using an existing bookmark

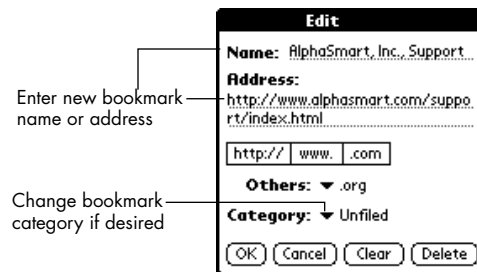
1. Press the F5 key or select “Bookmarks” under the Records menu.



-
2. Tap the bookmark you want to go to, and then tap Go.
 3. DanaWeb displays the cached web page. To update the web page, tap the Refresh icon or press F4.

Editing a bookmark

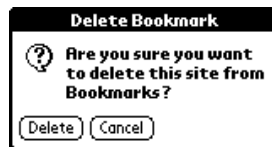
1. Press the F5 key or select “Bookmarks” under the Records menu. The list of bookmark names appears as shown in the previous illustration.
2. Tap the bookmark you want to edit, and then tap Edit.
3. Make desired changes to the bookmark name or address.



4. Tap OK. Tap Close.

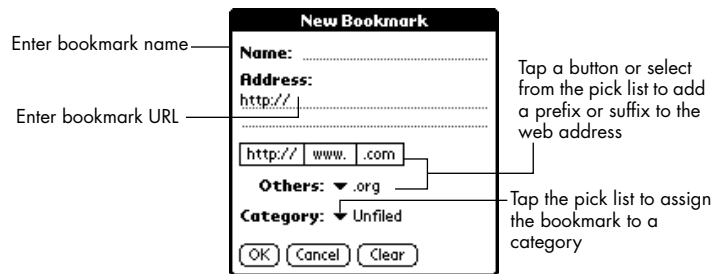
Deleting a bookmark

1. Press the F5 key or select “Bookmarks” under the Records menu.
2. Tap the bookmark you want to delete, and then tap Edit.
3. Tap the Delete button.
4. Tap the Delete button again to confirm. Tap Close.



Creating a new bookmark

1. Press the F5 key or select “Bookmarks” under the Records menu.
2. Tap the New button.
3. Enter a name for the bookmark.



4. Enter the address (URL) of the website.

Important: Be sure to include “http://” in the URL for the website.

5. Tap OK. The new bookmark appears at the top of the list.

Cache details

DanaWeb's cache function saves a copy of a web page in memory for later retrieval.

Cache features

- In the Visit Web dialog, you have the option to “Cache this Page”. If you check the box, a faster-loading cached copy of the page will be available if you return to the page during the same session using the Back button or History. To see updated content, tap the Refresh icon once the cached page is loaded.
- Cached web pages are available for offline browsing as long as you do not completely exit DanaWeb. To access a cached page, select the URL in History and tap Go without first reconnecting.

-
- Bookmarking a page automatically creates a cached version, and whether connected or not, DanaWeb takes you to the cached page when you tap Go after highlighting a bookmark. To see updated content, tap the Refresh icon.
 - Upon disconnecting DanaWeb from the Internet (but not exiting the browser), all cached pages are preserved in memory for use with Visit Web, History, and Bookmarks. Exiting DanaWeb automatically clears the cache except for the History list (names and URLs are preserved but not cached pages), and the cached pages corresponding to bookmarks. Thus bookmarked web pages are available for offline retrieval, even after exiting DanaWeb.

Clearing the cache

During a particular session you can manually clear the cache without exiting.

1. Choose “Clear Cache” under the Options menu.
2. Tap OK to confirm deleting the cached files.



Cookies

Many websites use cookies to remember your identification and user preferences from the last time you visited that web page or a related site. If you choose to personalize your Yahoo! settings to access your My Yahoo! pages (Finance, News, Mail, etc.), you only need to sign in one time and Yahoo! will remember your user preferences for the remainder of your session. DanaWeb supports cookies, and you can even delete your cookies during a session.

Clearing Cookies

1. Choose “Clear Cookies” under the Options menu.
2. Tap OK to confirm deleting the cookies.



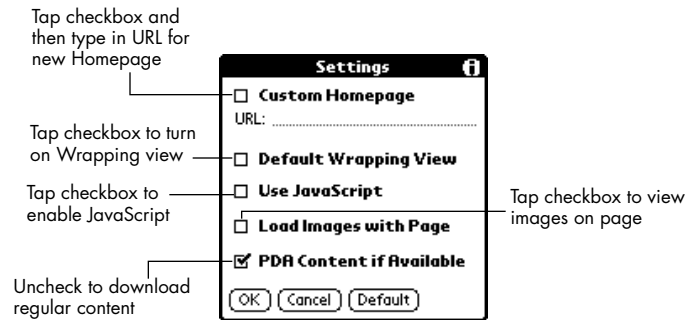
Changing Browser Settings

Browser settings let you set a custom home page, and turn Wrapping View, JavaScript, Images, and PDA content on and off. The default settings are designed to optimize the browsing experience, so for quicker downloads DanaWeb comes with PDA Content turned on and Load Images turned off.

Tip: When Load Images is turned off you can still download an image by tapping the image placeholder (indicated by an outlined box). If there is not enough memory available to decode the image file, a small “x” will appear in the upper left-hand corner of the image placeholder.

1. Tap the DanaWeb icon.
2. Tap Settings or choose “Browser Settings” under the Options menu.

-
3. Check the setting you want to change.



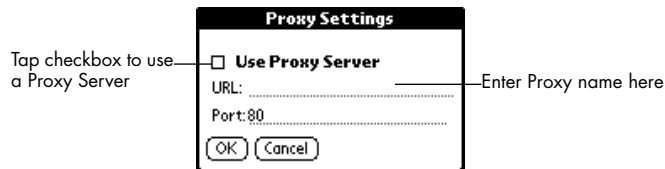
Important: When adding a custom homepage, be sure to include “http://” at the front of the URL for the homepage.

4. Tap OK.

Proxy Settings

If you access the Internet from a private network, you may have to use a proxy server to access the Internet. Contact your network administrator to obtain the proxy name.

1. Select “Proxy Settings” under the Options menu.
2. Tap the “Use Proxy Server” checkbox. Enter the Proxy name obtained from your network administrator in the URL field.



-
3. Tap OK.

Disconnecting from/Reconnecting to the Internet

You can disconnect from the Internet, but continue to use DanaWeb to view cached [saved] web pages. You can also reconnect at any time. DanaWeb uses your network preferences to reconnect to the Internet.

1. Press cmd-D or select “Disconnect” under the Navigate menu. DanaWeb immediately disconnects.
2. Press cmd-T or select “Connect” under the Navigate menu.

Exiting DanaWeb

1. Press the apps key to exit DanaWeb and return to the Applications Launcher.

Note: Exiting DanaWeb does not automatically disconnect you from the Internet. If you wish to disconnect as well, select “Disconnect” under the Navigate menu before you exit.

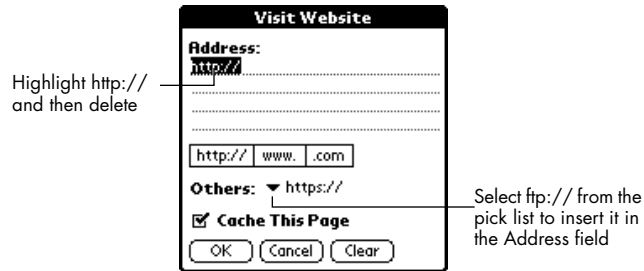
Downloading files from the Internet

Download a file the same way you would from a Web browser on a computer. DanaWeb supports downloading Palm OS applications (.prc files), Palm OS database files (.pdb), and Palm Web clipping applications (.pqa). The browser automatically installs the Palm programs.

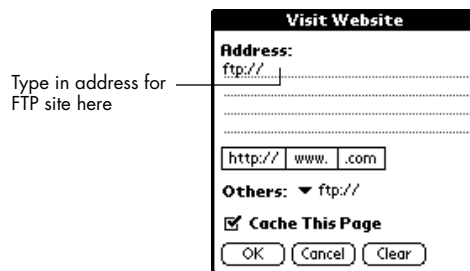
Getting files from an FTP server

1. Press F2 or tap the Visit Web icon.

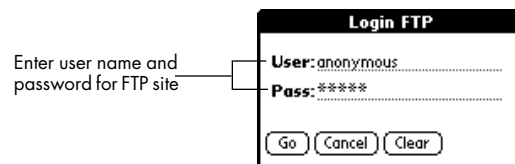
-
2. Highlight `http://` and press the `del` key. Select “`ftp://`” from the Others pick list to insert it in the Address field.



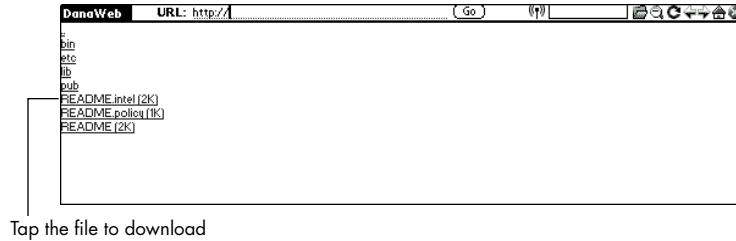
3. Type in the address for the FTP site you want to visit, then tap OK.



4. Tap the User and Pass fields respectively, and enter the appropriate information. Tap Go.



-
5. Tap the file you want to download. If necessary tap on a folder to navigate to the file, then tap on the file.



6. Tap OK to download file to Dana.



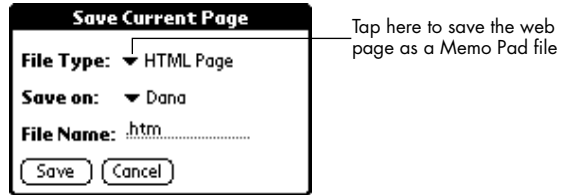
7. Tap OK to confirm downloading the file.



Transferring text from a web page to Memo Pad and AlphaWord

1. Tap the DanaWeb icon.
2. Tap the address bar, type the web address you want to visit, and Tap the Go button.
3. Choose "Save Current Page" under the Navigate menu.

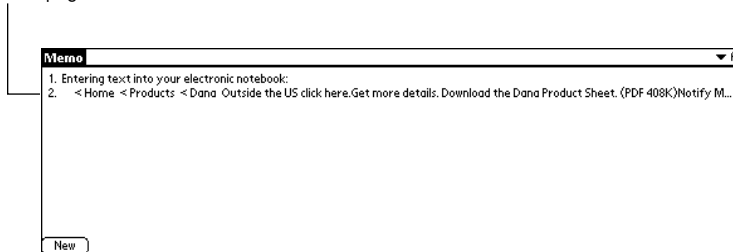
-
- Choose “MemoPad” from the File Type pick list. Tap the Save button.



Note: Memo Pad will use the first line of the web page as the Memo Pad file name.

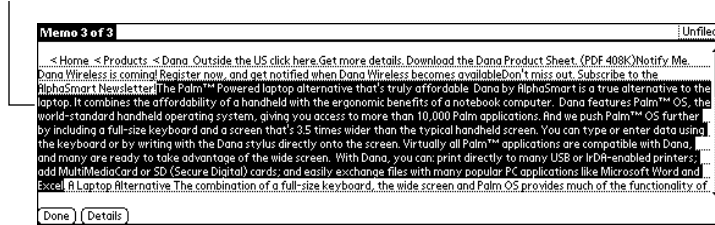
- Press the **apps** key repeatedly until you see All in the top right corner of the Applications Launcher.
- Tap the Memo Pad icon.
- Tap the Memo created from the web page.

Tap the memo containing the web page content



-
8. Select the text you want to transfer to AlphaWord, then choose “Copy” under the Edit menu.

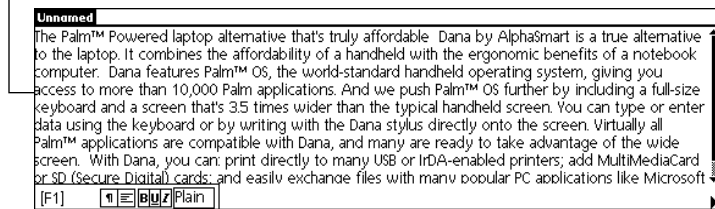
Select the text to copy
to AlphaWord



Tip: The alert “Clipboard limit exceeded” might come up if too much text is copied at one time. Instead select smaller blocks of text, and repeat the copy operation as many times as necessary.

9. Press the **memo** key on the keyboard to launch AlphaWord. Choose the AlphaWord file where you want the text from the web page to go.
10. Choose “Paste” under the Edit menu.

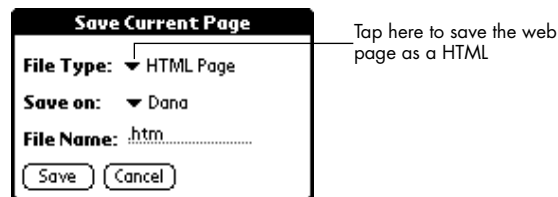
Paste the text into the
chosen AlphaWord file



Saving a web page as an HTML file for offline viewing

You can save web pages in DanaWeb as HTML files so you can view them later offline.

1. Tap the DanaWeb icon.
2. Tap the address bar, type the web address you want to visit, and Tap the Go button.
3. Choose “Save Current Page” under the Navigate menu.
4. Choose “HTML Page” from the File Type pick list.



5. If you want to save the file to a card, select the card from the Save on pick list.
6. Tap the Save button.

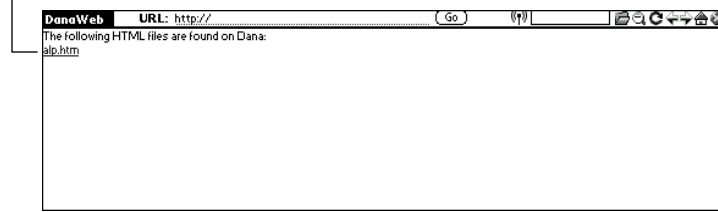
Opening an HTML file for offline viewing

1. Tap the DanaWeb icon.
2. Choose “Open Local HTML Page” from the Navigate menu.
3. Tap the From pick list, and select where to open the file from. Tap OK.



-
4. Tap the HTML file you want to open.

Tap an HTML file to open



Frequently Asked Questions (FAQs)

Why don't images load with web pages?

The default DanaWeb setting is to suppress images when downloading web pages in order to improve download speed. This can be changed in "Browser Settings" under the Options menu. You can also download images on the fly by tapping the image placeholder. If images download incompletely, tap the Refresh icon in the Navigation bar.

Why doesn't the web page look the same as it does on my computer?

If you are in Actual View mode with JavaScript enabled, the PDA Content box unchecked, and the Load Images with Page box checked, the content should match very closely what you would see using a desktop or laptop computer Web browser. On web pages employing cascading style sheets, Macromedia Flash, or other enhanced Web features not supported by DanaWeb, you may see some differences. Enabling PDA Content, disabling the JavaScript and Loading Images with Page options, and/or using a view other than Actual View will all affect the way web pages appear in DanaWeb.

What's the difference between the alert messages “This page cannot be found” and “This page cannot be opened”?

- “This page cannot be found” means that DanaWeb had a problem looking up or retrieving the IP address of the web page you requested. The best bet is to try again (after verifying that you have a good connection and a strong-enough wireless signal). If you know it, you can try entering the IP address of the website in place of the URL on the Visit Web screen.
- “This page cannot be opened” indicates that DanaWeb successfully found the web page you requested but was unable to download all the content on the page. This may result from a network stability issue that can be solved by refreshing or revisiting the page (again, verify that you have a good connection and strong-enough wireless signal).

What is “PDA Content” (found in “Browser Settings” under the Options menu)?

Some website content providers, such as Google, offer PDA-specific, PDA-optimized versions of their web pages (known as “Web-clipping versions”), generally with simplified layouts and few or no graphics. When the “Download PDA Content” box in “Browser Settings” under the Options menu is checked (the default), DanaWeb will first look for a PDA content version of the web page and download it. Otherwise, it will download the full web page.

Why are there times when I am not able to sign-on to an SSL-enabled website?

Many times web pages with SSL sign-in procedures require SSL support in combination with JavaScript for a submission process. While both features are supported by DanaWeb (check to be sure that JavaScript has been enabled in your browser settings), your

device may not have enough dynamic system memory to support both features at the same time - depending upon the page requirements. In such cases, DanaWeb will automatically disable JavaScript to preserve memory and prevent the system from crashing unexpectedly. If you run into a scenario where you are unable to sign-on, try exiting the browser application, relaunching, and then trying the page again.

Why are there times when it appears as if different screens or text are overlapping?

Each time a page or menu changes, is refreshed, or updated, the Palm OS system needs to physically update the background screen (or page). Unfortunately, if the Palm OS system memory is low, this process may not be as smooth as normal and you may see some occasional overlap.

Why did the browser suddenly stop downloading new content during a long session?

In some cases during a particularly long user session, the browser may not be able to retrieve any new data from the Internet. This is related to the Palm OS TCP/IP stack and network functionality. This can be quickly overcome by disconnecting and then reconnecting your network connection - either from within the browser or outside of it.

Mark/Space Mail is a full-fledged POP3 email application that lets you check or send mail via multiple accounts, use powerful filtering capabilities to flag important messages or auto-delete spam, mail securely with support for SMTP AUTH and APOP, quickly address messages using Palm OS address book lookup, and much more.

Setting up Mark/Space Mail

Account Setup

Before you begin using Mark/Space Mail, you must first go through the setup process to create an Account Profile. The following instructions will walk you through setting up an account from the Welcome Screen.

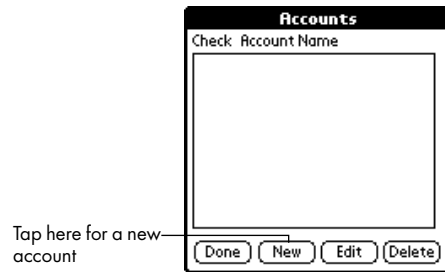
1. Press the **apps** key repeatedly until you see All in the top right corner of the Applications Launcher.
2. Tap the M/S Mail icon.
3. Tap Setup Accounts.

Tap here to setup
an email account

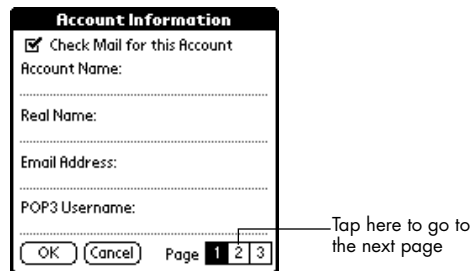


Tip: If you are in the Send/Receive Mail or Read Mail windows, you can add or edit account information by choosing “Accounts” under the Options menu.

4. Tap the New button.

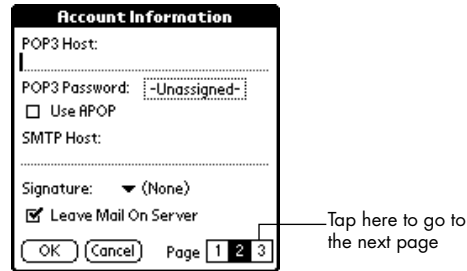


5. Enter the information for your email account.
 - Account Name - Naming the Account Profile is for your reference - this information is not sent to your email server.
 - Real Name - This is the name that will be listed on your outgoing email messages.
 - Email Address - This is the email address that will be listed on your outgoing email messages.
 - POP3 Username - This is the login ID that your email server knows you by. In most cases, this is simply the part of your e-mail address before the “@” symbol, not your full email address.



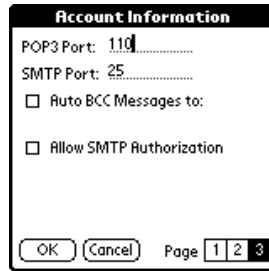
-
6. Tap on 2 to go to the second page.
 7. Enter the information for your email account.
 - POP3 Host: - Enter your POP3 Host information. If you do not have this information, you can either get it from the account information on your computer's email client or you can request the information from your email service provider. Often the POP3 Host information will look similar to pop.yourserver.com or mail.yourserver.com.
 - POP3 Password - For security reasons, the default password is -Unassigned-. This means that you will have to enter your password each time you want to check or send messages from Mark/Space Mail. If you prefer to enter your password into Mark/Space Mail, tap the -Unassigned- pop-up and enter your password, then tap ok. Once your password is entered into your Account Profile, you will be able to check your email by simply tapping the Send/Receive button.
 - Use APOP - Check this box if your email service requires APOP.
 - SMTP Host - Enter your SMTP Host information. If you do not have this information, you can either get it from the account information on your computer's email client or you can request the information from your email service provider. Often the SMTP Host information will look similar to smtp.yourserver.com.
 - Signature – Choose the signature file that you want to use for this account.
 - Leave Mail On Server – By default, Mark/Space Mail downloads only a copy of your email and leaves the original on your email

server. If you would like the default action to erase the email from your email server, uncheck this checkbox.



8. Tap on 3 to go to the third page.
9. The port information on Page 3 defaults to the standard POP3 and SMTP port information. If your email service provider requires different settings, you would have been given this information with your account.
 - POP3 Port - The default is 110. If your email server is setup to use a different port, enter that number here.
 - SMTP Port - The default is 25. If your email server is setup to use a different port, enter that number here.
 - Auto BCC Messages To - Check this checkbox if you would like a copy of your outgoing email to be sent to your email address. Once you check this checkbox, you will be able to enter an email address to send a copy of outgoing messages to. This email address will not be listed in the recipient list of your outgoing message.
 - Allow SMTP Authorization - Check this checkbox if your email server requires SMTP Authorization. Once you check this checkbox, you will be able to enter your SMTP Username and

SMTP Password. Your SMTP Password, like your POP3 Password, is -Unassigned- by default.



10. Tap OK.
11. Tap Done.

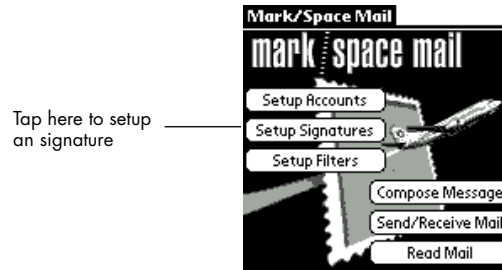


Signature Setup

Signature files are short closing messages that are stored in the Mark/Space Mail database, and can be automatically added to your outgoing email messages. You can create one or more signature files.

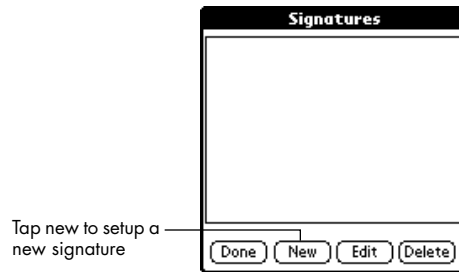
1. Tap the M/S Mail icon.

-
2. Tap Setup Signatures.



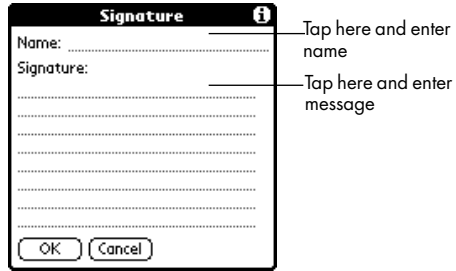
Tip: If you are in the Send/Receive Mail or Read Mail windows you can choose “Signatures” under the Options menu.

3. To add a signature, tap the New button.

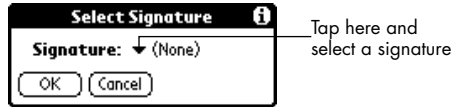


4. Tap the Name field and enter a name for the signature file. Tap the Signature field and enter the information you want as the

body of your closing message. It can be anything from your name to a longer message. Tap OK. Tap Done.



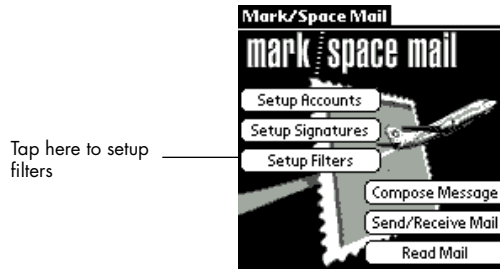
5. To use a Signature file, from the New Message window choose “Select Signature” under the Message menu.
6. Tap the Signature pick list, and select the signature you want to use from the list. Tap OK.



Filter Setup

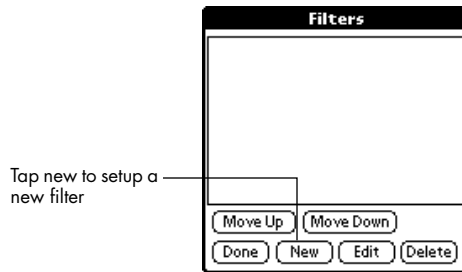
Email filters can be set up to route your incoming and outgoing email messages to their appropriate mailboxes. You can create one or more message filters.

1. Tap the M/S Mail icon.
2. Tap Setup Filters.

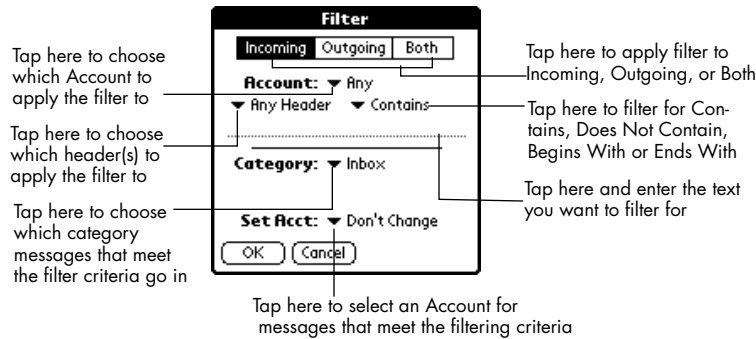


Tip: If you are in the Send/Receive Mail or Read Mail windows you can choose “Filters” under the Options menu.

3. To create a filter, tap the New button.



4. Tap Incoming, Outgoing or Both to select what mail you would like to apply the filter to.



5. Tap one or all of the 3 Account filter options (i.e Account:, Any Header, Contains) to add criteria to the filter.
- Select the Account Profile that you would like to apply the filter to, or leave the default “Any” to have the filter applied to messages from all Account Profiles.

-
- Choose the header information that you would like to apply the filter to, or leave the default “Any Header” to have the filter applied to messages from all message headers.
 - Define the filter further by checking for message content with the default “Contains”, or change to one of the other options.
6. Tap the text field, and add the text you want to filter for.
 7. Next define what the filter should do with any messages that meet the filtering criteria:
 - Category - Choose the category, or mailbox, where you would like to file the message.

Tip: For unwanted SPAM messages, choose the “Deleted” category.

- Set Acct – Select an Account Profile for messages that meet the filtering criteria. This is generally used for outgoing message filters.

Tip: Once you have created multiple filters, you can change list order by selecting a filter name, then tapping the Move Up or Move Down buttons.

8. Tap OK. Tap Done.

Using Mark/Space Mail

Send/Receive mail

Activate Accounts

Once your Account Profile and wireless connection are setup, you can connect to your email server and check your email.

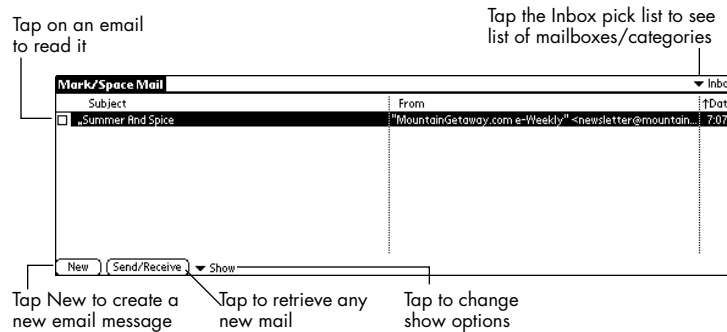
1. Tap the M/S Mail icon.
2. Tap Setup Accounts from the Welcome Screen or from the Send/Receive Mail or Read Mail windows select “Accounts” under the Options menu.

3. Tap the checkbox next to the account(s) you would like to send/receive email messages with. You can send/receive messages from the Welcome screen buttons, or from any mailbox using the send/receive button at the bottom of the screen.
4. Tap Done.

Send/Receive Mail

Note: Mark/Space Mail uses the connection you setup in Network Preferences. For information on setting up a wireless connection refer to the Dana Wireless Setup Guide.

1. Tap the Send/Receive Mail button.
- Tip: Once you complete the Register Now form, you will no longer be prompted to register.*
2. Mark/Space Mail will connect and retrieve any new mail.



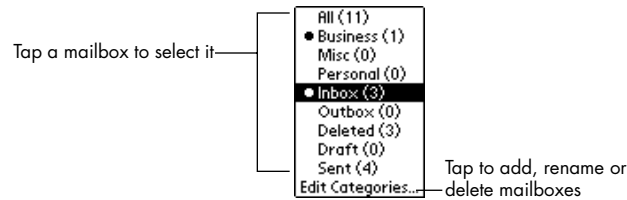
3. Tap on an email to read it.

Reading Mail

Mailboxes

By default, your email messages will all be stored in the Inbox category or mailbox.

1. To view other mailboxes, tap the Inbox pick list in the upper right corner to see the list of pre-defined mailboxes. The number of messages in each mailbox is listed in parenthesis to the right of the mailbox name.



2. Tap a mailbox to select it.
3. Tap "Edit Categories" to add, rename or delete mailboxes. If you delete a mailbox name, the messages filed in that mailbox will become unfiled records. To merge records in different mailboxes, rename one mailbox to the other mailbox name.

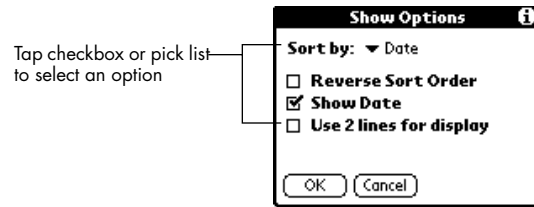
Mailbox Display Options

Mark/Space Mail shows all of your messages by default, but you can tailor your mailboxes to suit your needs.

1. Tap the Show pick list on the bottom middle of your screen.
2. Tap All, Unread or Read depending on which messages you want to view.



3. Tap “Options” to modify the following:



- Sort by - Mail is automatically sorted by Date. Change the sort order to either Sender or Subject here.
 - Reverse Sort Order – Check this checkbox to change the chronological or alphabetical order of your sort choice.
 - Show Date - Check this checkbox to show the date in the header listings of your mailbox.
 - Use 2 lines for display – Check this checkbox to display more of the header information of your messages (uses two lines instead of one).
4. Tap the checkbox next to the option you want to enable. Tap OK.

Message Management

Email messages can be managed individually or as a group. To apply an action to a group of messages, select the messages by checking the checkboxes to the left of the header information. Then select a command from the Messages menu or use the appropriate cmd shortcut (if available). The following actions can be taken on selected email messages:

- **Delete (/D)** - Delete selected messages from your mailbox. These messages will be moved to the Deleted mailbox, and will not be erased until the Purge Deleted option is selected.
- **Delete Server / Local** - Delete selected messages from both your Mark/Space Mail mailbox and from your email server.
- **Mark Read** - Mark the selected messages as read.

Mark Unread - Mark the selected messages as unread.

Server Options - Select Server Options to batch process selected messages for either deletion, or to download the remainder of partially downloaded message. The deletion option can also be applied to an individual message as it is being read by choosing from the Options pick list at the bottom of the message screen.

File (/I)- File messages into a mailbox category. Select a mailbox from the Category pick list or select “Edit Categories” to add, rename or delete a mailbox. If you delete a Category mailbox, all mail in that mailbox will become unfiled. To merge Category mailboxes, rename the unwanted mailbox using the name of the mailbox you want to merge with.

Purge Deleted (/E) - Empty the Deleted messages mailbox.

All messages can be selected or deselected from the Messages menu by choosing Select All (/S) or Deselect All (/V).

Message Status Indicator Key

Between the checkbox and the message header there will often be a single letter or an icon to indicate additional information about an email message.

- - Unread message.

R - This message has been responded to.

H - This message has not been completely downloaded, choose “Retrieve” from the Options menu to retrieve the remainder of the message.

Trash Can - This message is marked for deletion when Purge Deleted is chosen.

Up Arrow – This message is in the send queue.

S – This message has been sent.

Reading Messages

Open an email message by tapping on the header information in the mailbox display.

In the top right corner of the display you will find side-by-side page icons, tapping the icon on the left will display the header information in short format, tapping the icon on the right will display header information in long format.

The side-by-side arrow on the bottom right of the message display allow you to move to the previous or next message.

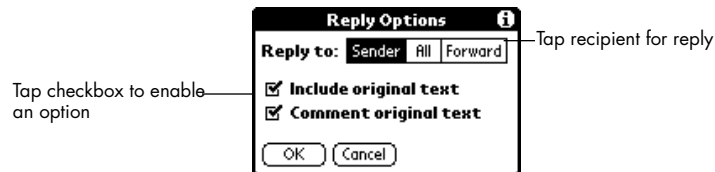
The Options pick list in the bottom middle of the display will give you a list of actions that can be taken on the message displayed:

- **Delete (Local)** - Delete this message from your mailbox. The message will be moved to the Deleted mailbox and will not be erased until the Purge Deleted command is performed.
- **Delete (Server)** - Delete this message from your email server.
- **Delete (Both)** - Performs the actions of both Delete (Local) and Delete (Server).
- **Retrieve** - Retrieve the remainder of the message from the email server (only available for partially downloaded emails).

The outgoing message display offers buttons for Edit and Delete.

Reply to a Message

1. Tap the Reply button at the bottom of an open message to respond to the message sender.
2. There are several options for replying to messages:



-
- **Reply To** - Choose to reply to only the sender of the message, to everyone who received the message or choose to forward to another email recipient.
 - **Include Original Text** - Check this checkbox to place the original text in the message of the reply.
 - **Comment Original Text** - Check this checkbox to place the > character next to the original text in the message of the reply. This is used to differentiate what you type and what the sender wrote.

Creating an email message

1. Tap the M/S Mail icon.

Note: Mark/Space Mail uses the connection you setup in Network Preferences. For information on setting up a wireless connection refer to the Dana Wireless Setup Guide.

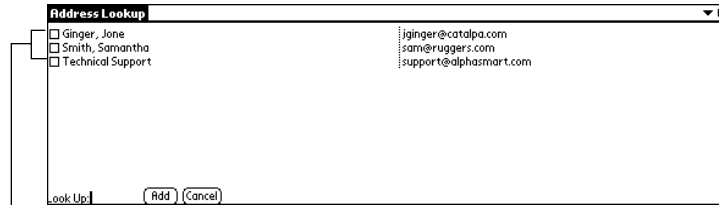
2. Tap the Compose Message button on the Welcome Screen.

Tip: If you are in the Send/Receive Mail or Read Mail windows, you can tap the New button.

3. Enter the recipient's name in the To field. Tap Lookup to select an email address from Address Book.

The screenshot shows the 'New Message' interface. It has a title bar 'New Message' and several fields: 'To:', 'From: lance@alphasmart.com', 'CC:', 'BCC:', 'Subj:', and 'Body:'. Each field has a dotted line for text entry. At the bottom, there are three buttons: 'Send', 'Cancel', and 'Lookup...'. A callout box with a line pointing to the 'Lookup...' button contains the text: 'Tap here to lookup the email address in Address Book'.

-
4. Tap the checkbox next to each recipient you want to send the message to, then tap the ADD button.



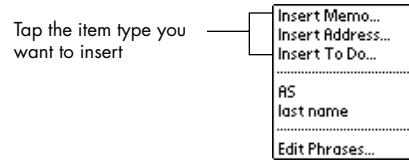
Tap checkbox, then tap Add to add email address to the To: field

Tip: You can also create email groups using the Address Book. Select “Create Email Groups” under the Options Menu. Tap the checkbox next to each recipient you wish to add to your email group, then tap the Create button and enter a name for the group. When you compose a new email message, tap Lookup and select the checkbox next to the name of the group you have created.

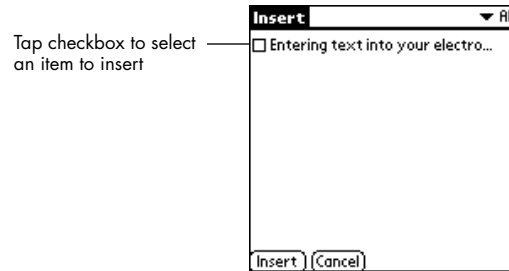
5. Tap the Subj field and enter the subject of your email.
6. Tap the Body field and type in your email message.

Tip: You can create pre-defined phrases for quicker message composition. To set up this time saving feature, select “Pre-defined Phrases” under the Options menu. Tap the New button, enter a name for your phrase, and then enter the phrase. To insert the phrase in a message, put the cursor into the Body field. Then tap the Insert pick list, and select the phrase you want to insert.

-
7. To insert a Memo, Address, or To Do List item, tap the Insert pick list and choose the item type you want to insert.



8. Tap the checkbox next to the item you want to insert, then tap Insert.



Tip: If you do not have time to finish a message you can save it as in the Draft mailbox category by selecting “Save Draft” under the Message menu. When you are ready to finish writing your message, open it from the Draft mailbox and tap the Edit button to continue.

9. Once your email message is complete, choose “Send Now” under the Message menu to connect immediately and send the message. If you prefer to wait to send the message, tap the Send button. The message will be placed in the Outbox and sent next time you connect to send email.

Tip: Many ISPs will not allow an account to send mail without checking the account first. If you find that you are not able to send a message with the send command, try using the Send/Receive button instead. You can also

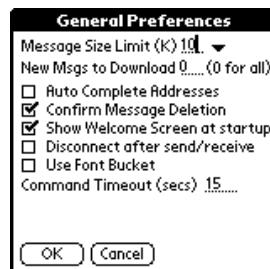
try setting up the “Allow SMTP Authorization” setting on page 3 of account setup. For more information see “Account Setup” on page 27.

Additional Options

Additional Options offer additional ways to help you customize Mark/Space Mail to better meet your needs. They include features to help you combat SPAM, as well as convenient features that auto complete email addresses for you and automatically disconnect for you after checking mail.

General Options

1. From the Send/Receive Mail or Read Mail windows, select “General” under the Options menu.
2. Enter a value or tap the checkbox next to the option to enable it.



- Message Size Limit (K) - Setting this limit to a low number will allow you to download only the headers of the email messages. Once your message headers are in your mailbox, you can choose which messages you'd like to receive and which you'd like to delete from the server without downloading. This is a particularly useful tool for avoiding SPAM.
- New Messages to Download - This feature will download the most recent defined number of emails. This is a particularly useful feature if you are waiting for an email message, but have

to step away from your desk for a few hours. Just set the message number to check the last 5 or 10 messages, and Mark/Space Mail will retrieve only those. If you would like to download your entire server mailbox into Mark/Space Mail, set this value to 0.

- Auto Complete Addresses - Save time by allowing Mark/Space Mail to auto complete email addresses based on entries you have used in the past.
- Confirm Message Deletion - Check this checkbox to display an alert warning you that you are about to delete a message.
- Show Welcome Screen at Startup - Uncheck this checkbox to turn off the welcome screen.
- Disconnect After Send / Receive - This feature is very useful for mobile phone calling plans that charge by the minute. It's very easy to forget to disconnect and waste valuable minutes on your calling plan. Let Mark/Space Mail save you money by setting this option to disconnect after you send/receive email messages.
- Command Timeout (secs) How long should Mark/Space Mail wait without a response from the server? Personalize your setting here.

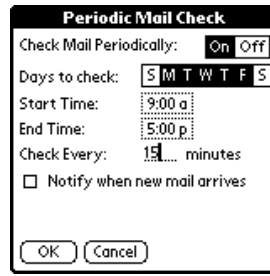
3. Tap OK.

Periodic Mail Check

The Periodic Mail Check feature of Mark/Space Mail offers the ability to check for new messages on a pre-defined schedule. This can be a very useful feature for users with unlimited mobile phone calling plans, but it can quickly burn through the minutes of a measured calling plan so make sure your plan has enough unlimited coverage before using this feature.

1. From the Send/Receive Mail or Read Mail windows, select "Periodic Mail Check" under the Options menu.
2. Tap the On button.

3. Tap to set your mail check schedule.



4. Tap OK.

Disconnect

Use this option to manually disconnect your network connection.

Create Group From Field

Use this option to create an email group in your Address Book from the multiple email addresses in an email message. Select the field containing the addresses you would like to group, then choose “Create Group from Field” under the Options menu. Name the group and tap the OK button to create the group. When you compose a new email message, tap Lookup and select the checkbox next to the name of the group you have created.

VeriChat is an instant messaging application that works with the following chat networks: Yahoo!, ICQ, MSN or AOL. You do not even have to be in the VeriChat application to chat with your buddies. They will always see you as online, and can send you messages. You can be logged onto Yahoo, ICQ, Microsoft Messenger and AOL IM at the same time, and can be talking to your buddies on any of these networks simultaneously.

The version of VeriChat included in the Dana Internet Solutions Pack is a trial version. It entitles you to a 60-day free trial use of the product.

Setting up VeriChat

To use VeriChat you must first sign up for one or more (free) Instant Messaging Accounts like Yahoo, Microsoft Messenger or AOL IM. For more information about signing up for an Instant Messaging Account, refer to the providers respective websites.

Setup

1. Press the **apps** key repeatedly until you see All in the top right corner of the Applications Launcher.
2. Tap the VeriChat icon. The VeriChat configuration wizard will start to walk you through set up.

-
3. Tap the Continue button.



4. If Dana is off, VeriChat can notify your cell phone or pager that there is a message. This is called "paging" mode. To setup paging mode tap Yes and proceed to the next step. Otherwise tap No, and skip to step 7.



5. To set up paging mode you will need to know the text messaging e-mail address of your cell phone, and must subscribe to the text messaging service from your wireless service provider. This e-mail address typically looks like "your-phone-num@wireless-phone-carrier-domain" e.g., 4085551212@messaging.sprintpcs.com. If you are using a

pager, you will need to use one that has an email address. Enter the email address and tap Continue.



Phone Number Verification

Please enter your mobile phone's or pager's SMS email address. This typically has the form:
<ph_number>@carrier.domain
(e.g. 4085551212@mobile.att.net)

.....
.....

6. Now enter the 5 digit code that should have been emailed to the address you entered in the previous step. Tap Continue. If you did not receive the code, tap Start Again and reenter the email address.




Phone Number Verification

A security code has been sent to the email address you specified. You may need to go to the SMS program to retrieve this number. When you launch VeriChat again, you will come back to this form.

Please enter the 5 digit code that was sent to your phone:
.....

7. VeriChat can automatically connect to Instant Messaging (IM) services when Dana is turned on. This enables VeriChat to receive a message and prompt you, even when you are in another application. To enable this feature tap Yes; otherwise, tap No.



Connect on Display On?

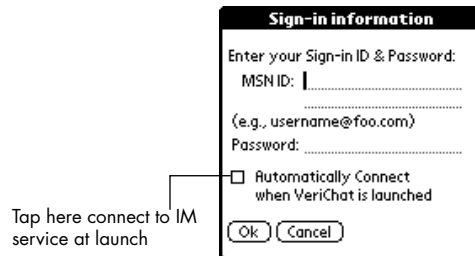
Would you like to connect automatically to IM services when your device is turned on?

Important: You *must* first sign up for one or more Instant Messaging Accounts like Yahoo, Microsoft Messenger or AOL IM, *before* you can configure them. For information about signing up for an IM Account, refer to the providers respective websites.

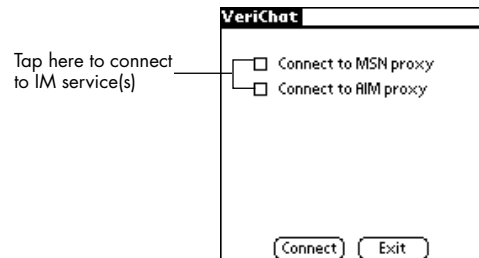
8. Now you will configure your IM Account(s). There is a dialog for each of the four supported IM services. When you get to the service you want to configure tap Yes; otherwise, tap No.



9. Type in the user-id (chat name) and password that you selected when they set up your IM Account. Tap the checkbox to automatically connect to this IM service when you launch VeriChat. Tap OK.



10. If you did not tap the checkbox to automatically connect in the previous step, you can connect now. Tap the checkbox next to the IM service you want to connect to, then tap Connect.

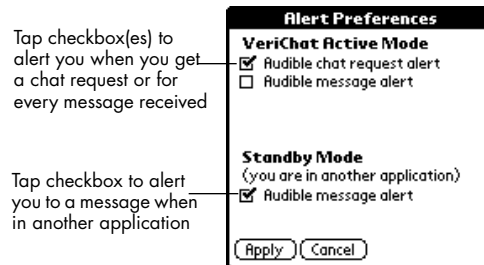


Setting up Preferences and other features

Setting Alert Preferences

Alert Preferences let you set VeriChat to beep when you receive a chat request or message (whether in VeriChat or another application).

1. Tap the VeriChat icon.
2. Choose “Alert Preferences” under the Options menu.
3. Tap the checkbox next to the preference you want to enable.

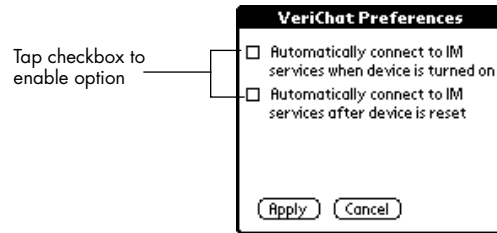


4. Tap Apply.

Setting General Preferences

General Preferences let you set VeriChat to automatically connect to IM services when your Dana Wireless is turned on or reset.

-
1. Tap the VeriChat icon.
 2. Choose “General Preferences” under the Options menu.
 3. Tap the checkbox next to the preference you want to enable.

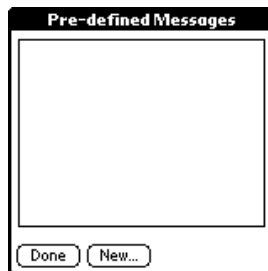


4. Tap Apply.

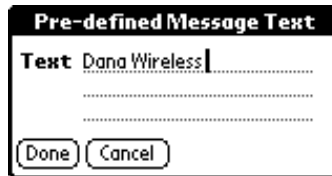
Setting up PDMs (Predefined Messages)

You can create predefined messages for quicker message composition. Use this to avoid retyping common phrases.

1. Choose “Edit PDMs” under the Options menu.
2. Tap the New button.



-
3. Type in the message you want to insert later. Tap Done.



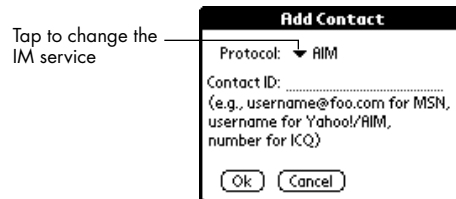
Using VeriChat

Contact Management

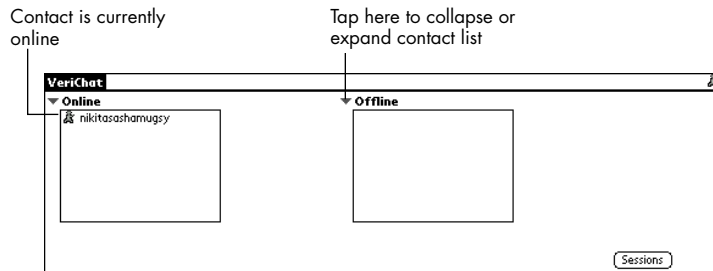
Adding a Contact

Before you can send a message, you must create a contact record for the person you want to send the message to. If you already have an existing buddy list it should be automatically displayed, so you can skip this procedure.

1. Tap the VeriChat icon.
2. If not automatically connected to an IM service, connect now.
3. Choose “Add Contact” under the Messaging menu.
4. Choose the IM service the recipient is on from the Protocol pick list. Type in the Contact ID and tap OK.



-
5. If the contact is online then their Contact ID will appear in the Online list on the left; otherwise, it will be listed under Offline.



Deleting a Contact

To remove a contact, tap the contact in the contact list, then select “Delete Contact” under the Messaging menu.

Blocking Contacts

In MSN ID you can block contacts so they cannot send you messages. To block a contact, tap the contact in the contact list, then select “Block Contact” under the Messaging menu. To unblock the contact, tap the contact in the contact list, then select “Unblock Contact” under the messaging menu.

Contact Properties

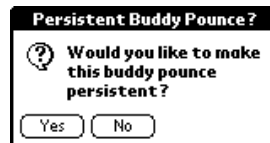
You can look up the properties (i.e. sign-in name and status) of a contact. Tap the contact in the contact list, then select “Contact Properties” under the Messaging menu.

Buddy Pounce

If you add a Buddy Pounce to a contact, you are alerted when that contact comes online.

1. Tap the VeriChat icon.
2. Tap the contact you want to add a Buddy Pounce to in the contact list.
3. Select “Add Buddy Pounce” under the Messaging menu.

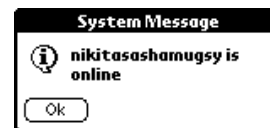
-
4. Tap Yes to add Buddy Pounce.



5. Tap OK.



6. When your buddy comes online you will see the message below.



Remove Buddy Pounce

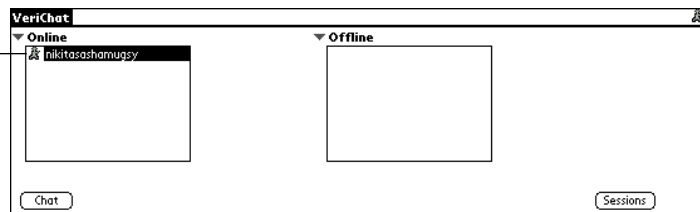
To remove a Buddy Pounce, tap the contact you want to remove the Buddy Pounce from in the contact list. Then select “Remove Buddy Pounce” under the Messaging menu.

Sending a chat message

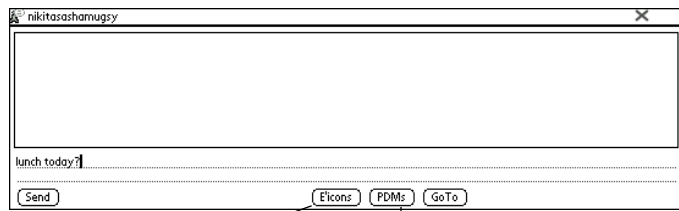
1. Tap the VeriChat icon.
2. If not automatically connected, tap the checkbox next to the IM service you want to connect to, then tap Connect.

-
3. Tap the contact you want to send a message to. Then tap the Chat button or press the **enter** key.

Tap to select a contact



4. Type in a message.

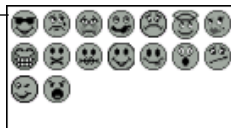


Tap to insert an E'icon

Tap to insert a Predefined Message

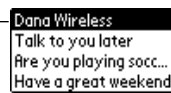
5. Tap E'icon to insert it in the message.

Tap an E'icon to insert it in the message



6. Tap PDMs to insert a Predefined Message.

Tap a PDM in the list to insert it

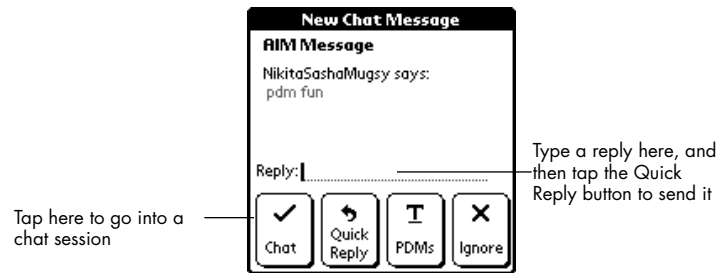


7. When the message is complete tap the Send button.

Receiving an instant message

An instant message can be received irrespective of whether you are inside VeriChat or not. If you have an active chat session, the instant message will appear in that session. Otherwise, it will show up as a popup.

You can reply to the instant message by choosing Quick Reply in the popup, or going into the Chat session.



Sessions

If you have a single or multiple chat sessions open you can go to them using the Sessions button in the main window, or by choosing “Sessions List” under the Messaging menu.

Instant Message Accounts

Signing on and off IM Services

If you selected “Automatically Signon” during setup, then you will be signed on as soon as you launch VeriChat. Otherwise, you can select the services you want to Sign In to on the first screen.

To signoff from a service, select “Signoff” under the Messaging menu.

IM Account Info

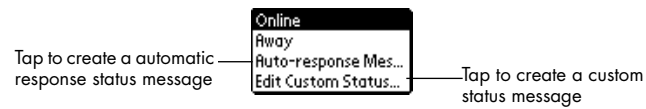
You can look up the Account Info (i.e. IM user name, password status, and connection status) for the IM services you are connected to. You

can also delete a service you have setup here. Tap Account Info for the service you are interested in under the Messaging menu.

Setting Status

You can set your current status in the service where you are signed in, so your buddies can see what your status is. You can create custom status messages or automatic responses to messages you receive while away.

1. Tap the IM service's icon on the top right corner of the screen.
2. Tap the status message you want others to see or enter a new one.



Wireless HotSync

You can perform a HotSync® operation using a wireless connection. The HotSync process automatically synchronizes—that is, exchanges and updates—data between Dana and the Palm Desktop software on your computer. For more information on installing Palm Desktop Software or the HotSync operation, see the *Getting Started with Dana* guide. Before you can perform a wireless HotSync, you must setup a wireless connection on Dana. For information on setting up a wireless connection see the *Dana Wireless Setup Guide*.

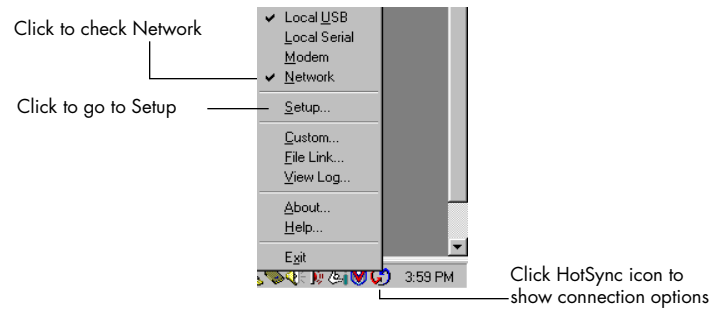
Setting up Wireless HotSync

The following sections will detail how to setup your computer and Dana Wireless for a wireless HotSync operation. There are also a few other requirements for a successful wireless HotSync operation. Your computer has to be on the same network as your access point, and must have a TCP/IP address.

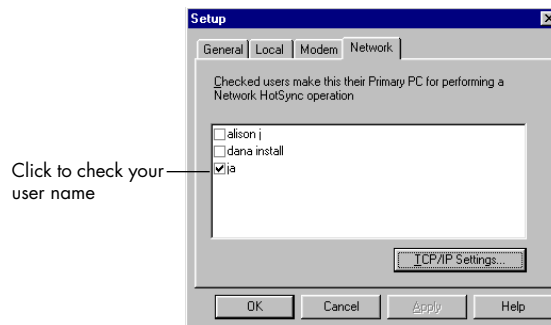
Preparing your computer for a Wireless HotSync operation

1. Click the HotSync Manager icon  in the Windows system tray.

-
- From the HotSync Manager menu, check Network.

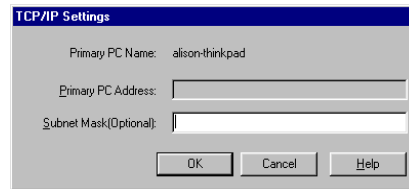


- From the HotSync Manager menu, choose Setup.
- Click the Network tab and make sure that a check mark appears next to your user name. If no check mark appears, select the check box next to your user name.



- Click the TCP/IP Settings button.

-
6. Write down the Primary PC Name, Primary PC Address, and Subnet Mask (if there is an entry for it). You will need this information later when configuring your Dana Wireless.

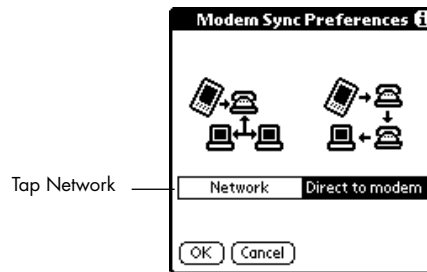


7. Tap OK in the TCP/IP Settings dialog. Tap OK in the Setup dialog.

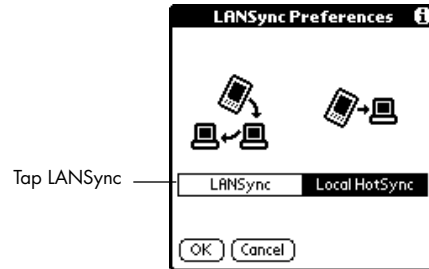
Preparing Dana Wireless for a Wireless HotSync operation

Important: You must setup a wireless connection on Dana, before you can prepare Dana for wireless HotSync. For information on setting up a wireless connection see the Dana Wireless Setup Guide.

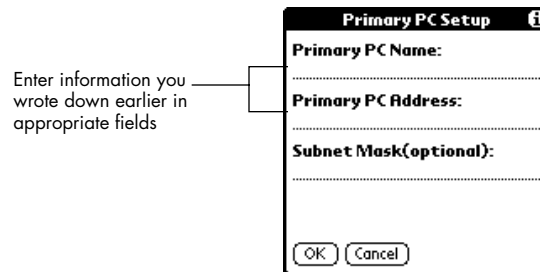
1. Press the **apps** key repeatedly until you see All in the top right corner of the Applications Launcher.
2. Tap the HotSync icon.
3. Choose “Modem Sync Prefs” under the Options menu.
4. Tap Network. Tap OK.



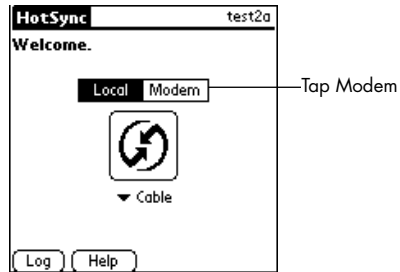
-
5. Choose “LANSync Prefs” under the Options menu.
 6. Tap LANSync. Tap OK.



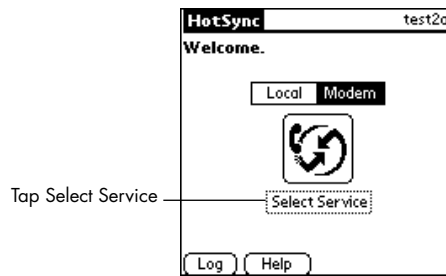
7. Choose “Primary PC Prefs” under the Options menu.
8. Enter the Primary PC Name, Primary PC Address and Subnet Mask information that you wrote down in step 6 of “Preparing your computer for a Wireless HotSync operation” by tapping and entering the information in the respective fields. Tap OK.



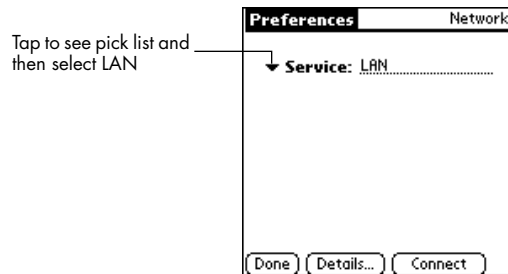
9. In the main HotSync window, tap Modem.



10. Tap the Select Service selector field



11. Select "LAN" from the Service pick list. Tap Done.



-
12. To perform a HotSync operation, tap the HotSync icon or press **function-sync** (hold down the **function** and **sync** keys simultaneously on Dana).

