

The Contacts Mode is the easy way to organize, store, and manage all your business and personal contact data. Fields are provided for name, address, phone number, fax number, e-mail address, and more. Business data is grouped under company name, so you have instant at-a-glance access to information on everyone who works for the same company.

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## ■ Entering the Contacts Mode

You can use any one of the three following methods to enter the Contacts Mode. The method you use determines what appears on the screen first.

### To enter the Contacts Mode from the icon menu

Tap the **Contacts** icon below the PV Unit screen to enter the Contacts Mode. This displays the list screen of the data items contained in the category that was on the display when you last exited the Contacts Mode.

### To enter the Contacts Mode from the Mode List

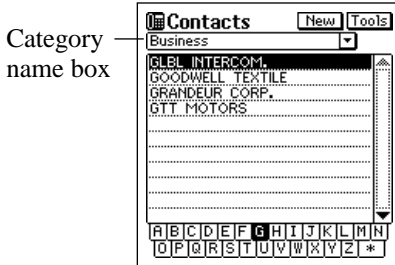
1. Press the **Action** control to turn on PV Unit power.
2. Rotate **Action** control to highlight the Contacts Mode list you want.
  - You can select **Latest calls**, **Business**, or **Personal**.
3. Press the **Action** control to display the list you selected.

### To enter the Contacts Mode from the Mode Menu using the stylus

1. On the icon menu beneath the PV Unit display screen, tap **Menu** to display the on-screen icon menu.
2. Tap **Contacts**.
  - This displays the list screen of the data items contained in the category that was on the display when you last exited the Contacts Mode.

## Changing the Display Category

1. Display a Contacts list screen.



- Note that you can change the display category only from a Contacts list screen.
2. Tap the ▼ arrow to the right of the category name box to open a list of categories, and tap the one you want to select.

Category Name	List Contents
<b>Latest calls</b>	Last 16 Contacts data items whose data screens you opened. See “Latest Calls List” below for details.
<b>All</b>	All Contacts data, regardless of category
<b>Business</b>	Company names of Contacts data stored under the Business category. Selecting a company name displays a list of employees and their business phone numbers.
<b>Personal</b>	Personal names and home phone numbers of Contacts data stored under the Personal category
<b>Untitled 1 - 5</b>	Free 1 and Free 2 fields of Contacts data stored under the applicable Untitled category

- The above describes the default list screen contents. You can change the contents of the Personal and Untitled category lists, and of the employee list that appears when you select a company name from the Business category list. See “Changing Contacts List Screen Contents” on page 63 for details.

## Latest Calls List

Selecting an item in the Contacts list screen and then changing to the item’s data screen causes that item to be added to the Latest calls list. An item is not added to the Latest calls list if you scroll to its data screen from another data screen.

### Note

- The contents of the Latest calls list are cleared whenever you perform a data synchronization operation with your computer, when you delete all the data items in a category, or when you delete all data items.

## Resizing Contacts List Screen Columns

You can use the stylus to drag the separator line on a list screen left and right to change the relative sizes of the columns.



## Inputting New Contacts Data

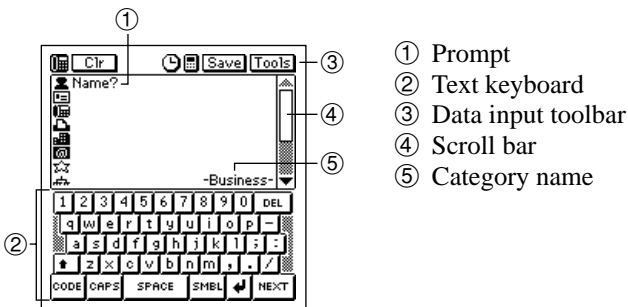
The following procedure shows how to input new Business category data. Data input procedures for Personal and Untitled category data are identical.

### To input new Contacts Business data

1. While a Contacts Mode list or data screen is on the display, tap the **New** button.



2. Tap the category where you want to input the data.
  - In this example, tap **Business**.



3. Input the name of the person. Business and Personal data is sorted automatically by name, so it is a good idea to input the last name first.
  - Note that you *must* input Name data for a Personal item, Name and Company data for a Business item, and data for the first entry (field) of an Untitled item. The PV Unit will refuse to store the item when you tap **Save** below if it does not contain the minimum required data.
4. Tap the other fields on the screen and input the data you want.
5. After you finish inputting all the data that you want, tap **Save** to store it.



## Viewing Contacts Data

Use one of the following procedures to view the Contacts data you want.

### To view Business data

1. In a Contacts list screen, tap the ▼ arrow to the right of the category name box to open a list of categories.



5. Rotate the **Action** control to move the highlighting to the name of the person whose data you want to view, and then press the **Action** control to display the data screen for that person.



## To view other data

1. In a Contacts list screen, tap the ▼ arrow to the right of the category name box to open a list of categories.
2. Tap the name of the category (besides **Business**) whose data you want to view.
3. Rotate the **Action** control to move the highlighting in the index at the bottom of the screen to the letter that starts the data that appears in the left column of the list screen.
  - The data that appears in the left column depends on the category you selected.
4. Double-tap the data item in the list to display its data screen.

## Changing Contacts List Screen Contents

You can specify one of the entries (fields) that appears in the list screens of the Personal category and the five Untitled categories, and of the employee list screen that appears when you select a company name from the Business category list. The following table shows the entries (fields) in each list screen that are selectable, and those that are fixed (cannot be changed).

Category	Fixed Entries (Fields)	Selectable Entries (Fields)
<b>Business</b> (Employee List)	<b>Name</b>	All entries besides <b>Name</b>
<b>Personal</b>	<b>Name</b>	All entries besides <b>Name</b>
<b>Untitled 1-5</b>	<b>Free 1</b>	All entries besides <b>Free 1</b>
<b>Latest calls</b>	All entries are fixed.	None
<b>All</b>	All entries are fixed.	None
<b>Business</b> (Company List)	All entries are fixed.	None

- As indicated above, the contents of the Latest calls list, All list and Business category company list cannot be changed.
- You can make separate settings for each of the five Untitled categories.

### To change the contents of a category's list

1. Display the Contacts list of the category whose contents you want to change.
2. Tap the button under the **Tools** button to display a list of entries (fields) that can be displayed in the list.
3. Tap the entry name that you want to display in the list together with the fixed entry.
  - You can specify only one field per list.
  - Tapping an entry name closes the list entry selection screen and displays the list with the entry you selected.

## Changing Contacts Input Screen Contents

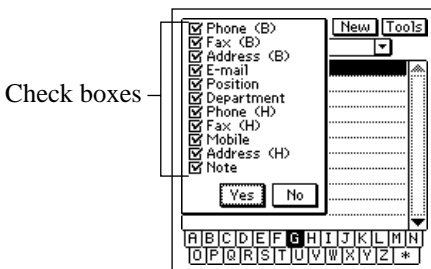
Use the procedure described here to change the contents of the Contacts Mode data input screen for each category. The following table shows the entries (fields) in each input screen that are selectable, and those that are fixed (cannot be changed).

Category	Fixed Entries (Fields)	Selectable Entries (Fields)
<b>Business</b>	<b>Name</b>	All entries besides <b>Name</b> and <b>Company</b>
	<b>Company</b>	
<b>Personal</b>	<b>Name</b>	All entries besides <b>Name</b> and <b>Phone (H)</b>
	<b>Phone (H)</b>	
<b>Untitled 1-5</b>	<b>Free 1</b>	All entries besides <b>Free 1</b> and <b>Free 2</b>
	<b>Free 2</b>	

- You can make separate settings for each of the five Untitled categories.

### To change the contents of a category's input screen

- Display the Contacts list of the category whose input screen's contents you want to change.
- Tap the **Menu Bar** icon to display the menu bar, and then tap **Option – Prompt edit** to display a list of entries (fields) that can be displayed in category's input screen.



- The above is the entry selection screen for the Business category.

3. Tap the check box next to an entry to toggle it between checked (display entry) and unchecked (do not display entry).
  - You can check or uncheck any of the displayed entries shown on the screen.
4. After making the settings you want, tap **Yes** to save them and close the entry selection screen.

## Managing Untitled Categories and Free Entries

You can use the procedures described here to change the names of each of the five Untitled categories, and the names of the 13 entries (fields) under each of the Untitled categories.

### Contacts Categories

There are seven categories in the Contacts Mode: the two preset categories named **Business** and **Personal**, and five undefined categories named **Untitled 1** through **Untitled 5**.

The **Business** and **Personal** categories contain identical entries (fields). The difference between them is the sequence the fields appear on the display, and how data is sorted.

The **Untitled** categories contain entries that can be configured by you.

## Contacts Field Names

Business	Personal	Untitled 1 - 5
Name*	Name*	Free 1*
Company*	Phone (H)	Free 2
Phone (B)	Fax (H)	Free 3
Fax (B)	Mobile	Free 4
Address (B)	Address (H)	Free 5
E-mail	E-mail	Free 6
Position	Company	Free 7
Department	Phone (B)	Free 8
Phone (H)	Fax (B)	Free 9
Fax (H)	Position	Free 10
Mobile	Department	Free 11
Address (H)	Address (B)	Free 12
Note	Note	Free 13

\* Indicates entries on which data items are sorted.

- (B): Business
- (H): Home

## To edit Contacts Untitled category and Free entry names

1. In the Contacts Mode, display the list screen of the Untitled category you want to edit.
2. Tap the **Menu Bar** icon to display the menu bar, and then tap **Option – Name edit**.



3. Tap the category name or one of the entry names, and make any changes you want. Repeat this step for as many names as you want to change.
  - You can assign category names up to 14 characters long, and entry names up to 10 characters long.
4. After everything is the way you want, tap **Save** to store the data.

## Copying Data Items Between the Personal and Business Categories

You can select a Personal data item and copy it to create a Business data item, and vice versa. You can then make any changes you want in the copy.

### To copy data items between the Personal and Business categories

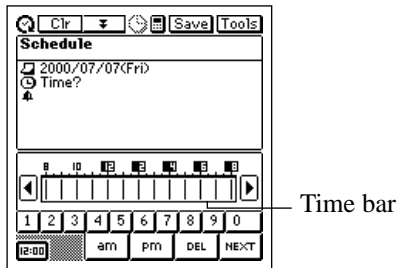
1. In the Business or Personal category, select the data item you want to copy.
  - You can select an item by displaying its data screen or by tapping the item on a list screen.
2. Tap the **Menu Bar** icon to display the menu bar, and then tap **Option – Business , Personal**.
  - This creates a copy of the data item you selected in step 1. If you originally selected a Business data item, a Personal item is created. If you originally selected a Personal item, a Business item is created.
3. Make any changes in the data you want.
4. After you are finished, tap **Save** to save the copied data as a new data item.

## Exporting Contacts Data Into a Schedule Item

The following procedure lets you export Contacts data into the description text of a Schedule item, which provides you with handy reference information about the person you are planning to meet.

### To export Contacts data into a Schedule item

1. Display the data item (record) you want to export.
2. Tap **New – Appointment**.



3. Input the date, time, alarm time, and any additional description text you want.
4. Tap **Save** to store the item.
  - The applicable entries (fields) of the Contacts item are exported into the Schedule item. See “Importing Contacts Data Into a Schedule Item” on page 36 for details on which entries are exported.
  - Note that Contacts data can be exported to create a new Schedule item only. You cannot use this procedure to export into an existing Schedule item.