

How to Beam a "Business Card"

First, create an Address Book entry.

1 Go to the Address Book by pressing the address button (one of the buttons at the bottom of a Palm™ handheld) or by tapping on the 'Address' icon on the 'Launcher' screen.

2 Tap 'New' at the bottom of the screen.

3 Fill in your last name, first name and all the other fields you would like in your business card.

4 Tap 'Done'!

Address Edit Personal

Last name: **Smith**

First name: **John**

Title: **CEO**

Company: **Corp Inc.**

▼ Work: **415-555-1212**

▼ Home:

▼ Mobile: **415-555-2121**

▼ E-mail: **john.smith@corp.com**

Done Details... Note

Then, select your business card.

5 From the address list, select the entry you would like to use for your business card by tapping on your name.

6 Tap on the 'Address' menu that appears in the upper left hand corner corner of your screen.

7 From the 'Record' menu, tap on 'Select Business Card...'

8 Tap 'Yes' to designate this name as your beamable business card.

9. Tap 'Done'

Record Options

Delete Address... ✓/D

Duplicate Address ✓/T

Beam Address ✓/B

Dial... ✓/1

Attach Note ✓/A

Delete Note... ✓/O

Select Business Card...

Beam Business Card

Done Edit New

Now you're ready to "beam" your business card.

10 From anywhere in the Address Book, tap on the 'Address' menu that appears in the upper left hand corner.

11 From the 'Record' menu, tap on 'Beam Business Card' and point your handheld at the infrared port on a nearby handheld.

And you're done!

Record Edit Options

Duplicate Address ✓/T

Dial... ✓/1

Beam Category

Beam Business Card

Lee, Darryl 408-226-1744 W

Lin, Michele 408-826-9442 W

Lynch, William 408-803-1257 W

Moody, Gail 408-878-2556 W

Muirhead, Jim 408-803-2503 W

Murray, Page 408-803-2546 W

Musikoff, Brian 408-826-9442 W

Look Up: New

Pssst! Wanna know a shortcut?

To beam your business card in one easy step (after you've set it up in your Address Book) just press and hold the 'Address Book' button for about 3 seconds to send your business card in express-lane fashion.