

## REMOTE OFFICE GUIDE – PDA LOANERS

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### Data usage charges:

When loaning a PDA device such as the Blackberry or Treo, please note that you are responsible for roaming charges to the device while it is in your possession. You may not receive a bill for charges for up to 30 days.

### Restarting a Blackberry (8700, 8100 models):

On the Blackberry, to perform a soft reset or restart the device, open the battery cover from the back, pull out the battery for a couple of seconds and place it back in. The device should restart automatically. On the top right-hand side of the Blackberry's screen you should be able to see how many data bars you have. If it says 'Off,' then you must scroll down to the small tower icon and turn on radio by pushing the wheel. (See figure A)



Figure A – Wireless antenna

### Restarting the MDA:

To soft reset the device, perform the following steps:

1. On the right side of the device, locate the RESET button. (See figure B)
2. Using the stylus, lightly press the RESET button. The device restarts and displays the Today screen.



Figure B – RESET button

### Restarting the Dash:

1. Remove the battery cover, then remove the battery for approximately one second
2. Replace the battery and its cover.

**Restarting Windows Mobile Treo (700w, 700wx, 750):**

1. If charging, disconnect the Treo from its charger.
2. Take off the battery cover, then remove the battery for approximately one second.
3. Re-insert the battery and replace the cover.

**Restarting Palm Treo (600, 650, 680, 700p, 755p, Centro):**

1. If charging, disconnect the Treo from its charger.
2. Take off the battery cover, then remove the battery for approximately one second.
3. Put the battery back in and replace the battery door.
4. After a soft reset, a logo screen appears, followed shortly by a Preferences screen asking you to set time and date.

**Turning on/off wireless mode (flight mode):**

**Blackberry:** To turn wireless on/off, scroll to the tower icon and press the wheel (or roller ball) to change option to "Turn off wireless."

**Treo:** To turn wireless on/off, press and hold the Power button (red button) until a "goodbye" screen (off mode) or "welcome/hello" screen (on mode) is on the screen along with the provider's logo

**MDA:** Tap the signal icon and tap "turn on flight mode" to turn on flight mode. You will see the signal icon become "X". To turn it back on, tap the signal icon to Connect., the "X" should change to an "E"

**Dash:** Open the Comm Manager by quickly pressing the Power button to open the Quick List. Select the Phone icon or press 1 to turn on Flight Mode. A red X will be displayed over the phone icon when in Flight Mode. Follow the same steps to turn off Flight Mode.

**How to Report Lost or Stolen:**

If you lost your PDA device (Blackberry, Treo, etc) please contact MIS immediately at x4400, after hours at 312-371-9849