

Loading the Program Section Section

Place batteries in your Palm - 2 AAA size batteries - do not use rechargeable batteries unless they are from Palm or you are certain to lose data and an order
NOTE- when you are working with the digitizer, it is memorizing your hand strokes - please tap lightly in the dead center of the X and hold your hand 90 degrees to the screen. Always tap with the same force and the Palm will respond better to you

When on the Home screen you should see the battery meter - always change out batteries if the meter shows them to be under 1/3 capacity

Click on the HOTSUNC icon on the Palm - in the upper right hand corner you will see the name given to this Palm. We recommend giving each Palm a separate name to make the SYNC process run faster

If the name field is blank, place the Palm in the cradle. Stop everything on your desktop computer. Hit the HOTSUNC button. Select a name from the list displayed or create a new one (I use the last 3 or 4 digits of the serial number). Let the HOTSUNC complete
Note - if there is a name in the palm and you have never completed a HOTSUNC on this computer it will ask you if it can create an account on the computer. Answer YES always

Once the naming process has finished, Start OM Switchboard on your desktop, leaving the Palm in the cradle

Click on the Handheld Misc button

Look at the right most of the 3 sections - Click on the OM Program button

Choose the device type you have in the cradle such as SYMBOL SPT1500

Choose Install OrderMaster from the window that pops up

NOTE - do not use any of the other functions unless instructed to do so

You run Install Palm Engine one time when you first load the CD onto this computer - tech support at OrderMaster should have walked you thru this

A new, small window will pop up, giving you a drop down box with the names of all Palms showing. Select the name of the palm in the cradle and hit the Install button

Another small window will pop up telling you to depress the HOTSUNC button on the cradle

When complete, always start OM on this Palm and click on the Products button. You should see Test products loaded - if not do not proceed - call tech support

NOTE- You may leave rep number open and can be typed in or scanned in before starting each order or you can click on the Preferences button on the OM screen and establish a default rep number that will be held across all orders entered - but such settings are reset when you download product/customers to the palm