

Syncing



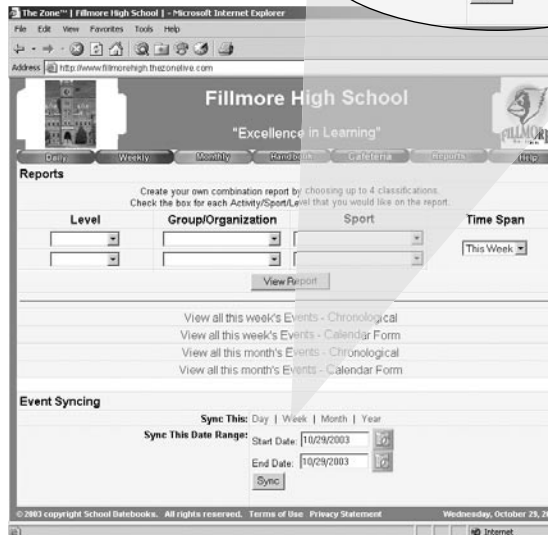
TO OUTLOOK AND PALM OS

Syncing to Outlook

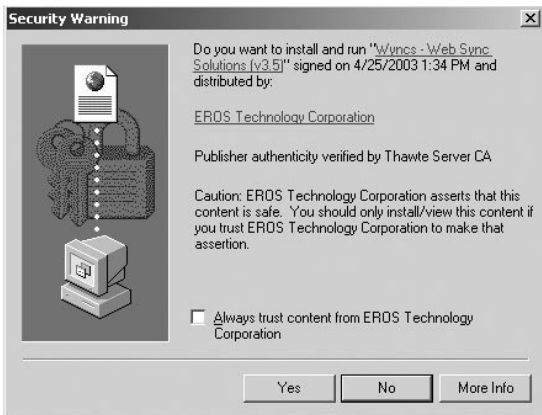
1 Event syncing on the Zone™ is located at the bottom of the reports screen.

You may choose to sync events by the day, week, month or year. You may also choose a specific date range of events you would like to sync.

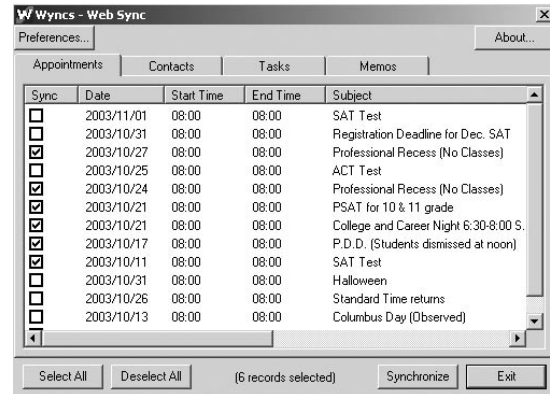
After you have specified which event dates you want, click "Sync."



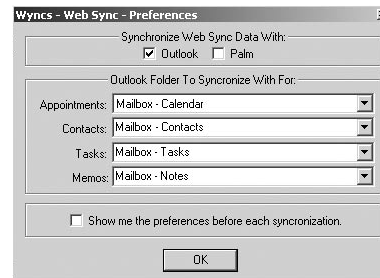
2 A window will pop up, prompting you to install and run "Wyncs." Click "YES." You must install Wyncs to proceed with synchronization.



3 A list of events will appear for the dates you indicated. If you don't want to sync certain events, simply uncheck them. When finished, click "Synchronize."



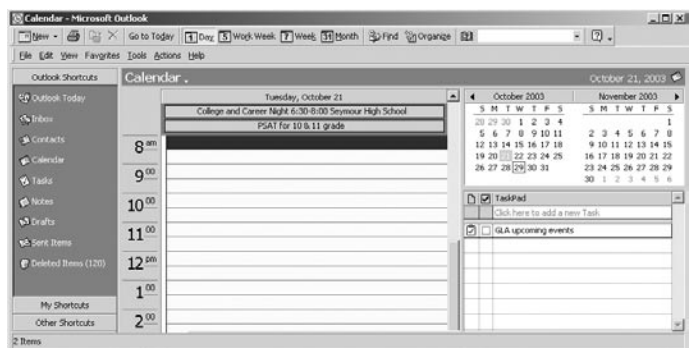
4 The Wyncs Preferences menu will then pop up. Indicate what you are syncing to by checking Outlook and/or Palm. Then click "OK."



5 Once Synchronization is complete, you will be prompted to exit Wyncs. Click "YES" to continue.



6 Your events will now appear listed on the appropriate date in your Outlook Calendar.



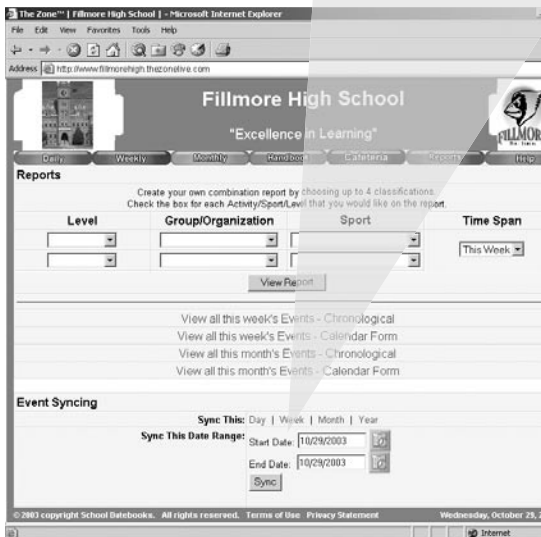
Syncing to Palm OS

1 Event syncing on the Zone™ is located at the bottom of the reports screen.

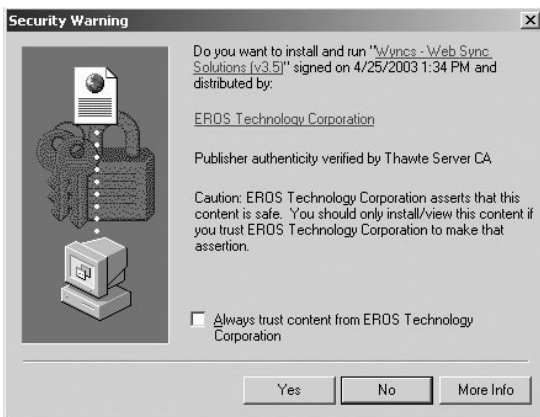
You may choose to sync events by the day, week, month or year. You may also choose a specific date range of events you would like to sync.

After you have specified which event dates you want, click "Sync."

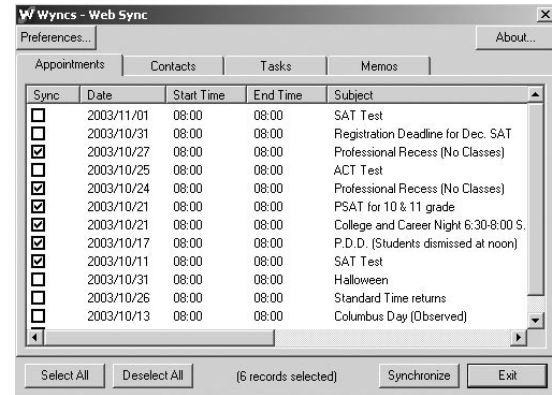
Your Palm OS PDA must be connected to your computer in order to sync. For information on how to hook up your Palm OS PDA, please refer to its instruction manual.



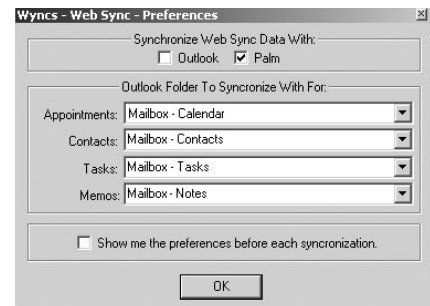
2 A window will pop up, prompting you to install and run "Wyncs." Click "YES." You must install Wyncs to proceed with synchronization.



3 A list of events will appear for the dates you indicated. If you don't want to sync certain events, simply uncheck them. When finished, click "Synchronize."



4 The Wyncs Preferences menu will then pop up. Indicate what you are syncing to by checking Outlook and/or Palm. Then click "OK."



5 Once Synchronization is complete, you will be prompted to exit Wyncs. Click "YES" to continue.



6 Press the hot sync button on your Palm OS PDA and your events will be listed on the appropriate dates.

If you have any questions, please do not hesitate to e-mail School Datebooks at thezone@schooldatebooks.com.