

NOKIA

Intellisync Mobile Suite Client Guide

S60 3rd Edition Platform

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1 Setting Up Your Device

Nokia Intellisync Mobile Suite is software that you install on your mobile device so you can:

- Access your corporate email account on your device.
- Synchronize the entries in Contacts, Calendar, Tasks, and Notes on your device with the equivalent entries in your corporate account so that both sets of entries match.
- Look up people in your company's directory and transfer those records locally into the contacts on your device.

Options for installing Intellisync Mobile Suite

To install the Intellisync Mobile Suite software on your device, you have the following options for downloading the installation file to your device:

- Access the installation Web site using your device and download the installation file wirelessly

Advantages

- This option is more convenient than physically connecting your phone to your computer.
- Your first synchronization session occurs wirelessly.

Disadvantages

- You may incur charges from your carrier when you send an SMS message and download the installation file.
- The download could take several minutes, during which time you will not be able to make or receive phone calls.
- You must synchronize wirelessly; you cannot initiate a synchronization session using a cradle or USB cable.

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- Access the installation Web site using your PC and download the installation file through a USB cable or cradle

Advantages

- This option eliminates potential carrier charges.

Disadvantages

- Connecting your phone to your PC may not always be convenient.

Continue to [“Starting the installation process”](#) on page 8, which allows you to choose the installation method that best suits your needs.

Starting the installation process

To start the installation process, complete the following steps:

1. Go to the device or PC Web Browser provided by your system administrator. The Intellisync Mobile Suite Login page appears.
2. Enter your user name and password, and then click **Login**.
3. On the left navigation bar, click **Settings**. The Settings page appears.
4. Click **Add Sync Device**. The device selection page appears.
5. Select the Symbian OS-Based Mobile Phone option, and then click **Next**. The Install Software page appears.

To receive the installation file over the air, continue to [“Downloading the installation file wirelessly to your device.”](#) To download the installation file to your computer and install through a USB cable or cradle, see [“Downloading the installation file to a computer”](#) on page 9.

Downloading the installation file wirelessly to your device

Installing Intellisync Mobile Suite software wirelessly allows you to initiate the installation process over the air and eliminate the need for synchronization with a computer. Complete the following steps to install Intellisync Mobile Suite wirelessly.

1. In the “Yes, Send Instructions to Your Device” section, select the **Carrier and Phone Number** option.
2. Select your wireless carrier from the drop-down list.

Note

If your carrier is not listed, select the Email Address option, enter the Internet email address of your mobile phone, and then click Send Message. Continue to step 4.

3. Type the phone number of your device without parentheses or dashes, and then click **Send Message**.

A Web page appears with notification that a text message was sent to your device. Verify that you received the text message on your device.

4. Open the text message on your device.
5. Select the link in the text message for the installation file.
6. Select the Install Software link. The Download dialog box appears.
7. Select **Yes** to continue the process. An installation dialog box appears.
8. Select **Yes** to install the software, and then select **Install**. Intellisync Mobile Suite installs to your device. After a successful installation, a dialog box appears.
9. Select **Done** to complete the process.

Downloading the installation file to a computer

Complete the following steps to download the installation file to your computer.

1. Connect your device to your USB cable or cradle.
2. Using Intellisync Mobile Suite on the Web, select **Install to PC**. The Install Software page appears.
3. Select the Install Software link. A file download dialog box appears.
4. Select **Run** to start the download process. The Choose a Configuration dialog box appears.
5. Choose Symbian Series 60 3rd Edition from the list, and then click **OK**.
6. On the Intellisync Mobile Suite Installation screen, select **Install**. The installation process begins. When the download completes, Intellisync Mobile Suite software loads on your device.

Configuring initial synchronization settings

After Intellisync Mobile Suite software installs on your device, complete the following steps to configure logon credentials on your device.

1. Select the **Intellisync** icon. The Intellisync Mobile Suite main menu appears.
2. Click the **Settings** icon, and then select **Connection**. The Connection screen appears.
3. Using the key pad, enter the following settings:
 - User Name**. Enter a valid user name to access the server.
 - Password**. Enter the password to access the server.
 - Phone number**. Enter the phone number of your device.
 - Server address**. Enter the server name.
 - Connection**. Choose the connection type.

Note

Contact your system administrator for appropriate values before you enter or modify any connection settings.

4. Select **OK**, and then **Back** to return to the Intellisync Mobile Suite main menu.

Synchronizing wirelessly

To synchronize using a wireless connection,

1. From the Intellisync Mobile Suite menu on your device, select the **Sync** icon. When the synchronization session completes, the status of the synchronized items appears.
2. Using Intellisync Mobile Suite on the Web, click **Next** on the Install Software page. The Settings page appears and your device appears in the Device Name list. Intellisync Mobile Suite is successfully installed on your device.

Note

The initial synchronization may take a few minutes. Do not use your phone during an initial sync.

Synchronizing using a cradle or USB cable

To synchronize your device through a cradle or USB cable, complete the following steps:

1. Connect your device to the cradle or USB cable.
2. Open the software for your device and select the **Synchronize** icon.
When the synchronization session completes, the status of the synchronized items appears.
3. Using Intellisync Mobile Suite on the Web, click **Next** on the Install Software page. The Settings page appears and your device appears in the Device Name list. Intellisync Mobile Suite is successfully installed on your device.

Backing up and restoring data

The system administrator defines which files on your device are backed up on the server. In some cases the system administrator may also control when the backup occurs. You have the option of restoring the backed up data on the server to your device.

Note

Be sure that restoring data from the server to your device is the appropriate decision; the restore process overwrites the data currently on your device.

Backing up data

If your system administrator allows you to perform a backup on your device, complete the following steps to back up data.

1. From the Intellisync Mobile Suite menu, select the **Backup** icon.
2. Select **Options**, and then select **Back Up Now**. The backup starts and a message appears indicating when the backup is complete.

Restoring data

Complete the following steps to restore backed up data on the server to your device.

Note

Be sure that restoring data from the server to your device is the appropriate decision; the restore process overwrites the data currently on your device.

1. From the Intellisync Mobile Suite menu, select the **Restore** icon. A list of directories appears.
2. Select the items you want to restore.
3. Select **Options**, and then select **Restore Now**. A synchronization session begins during which the items you selected are copied from the server to your device.

2 Synchronization Settings

This chapter provides information on how to use the Intellisync Mobile Suite synchronization settings.

Modifying synchronization settings

If your system administrator allows you to change your default synchronization settings, you can configure Intellisync Mobile Suite to suit your individual needs.

What to Sync settings

You can determine the items you want synchronize with the server, such as email, calendar, contacts, and so forth. Complete the following steps to modify What to Sync settings.

1. From the Intellisync Mobile Suite menu, select the **Settings** icon, and then select **What to Sync**. The What to Sync screen appears.
2. Using the key pad, enable or disable synchronization for email, calendar, contacts, tasks, notes, files, and travel information.

When to Sync settings

Complete the following steps to modify When to Sync settings.

1. From the Intellisync Mobile Suite menu, select the **Settings** icon, and then select **When to Sync**. The When to Sync screen appears.
2. Using the key pad, modify the following settings as necessary:
 - Push new updates.** Enable or disable automatic synchronization of data.
 - Timed sync.** Enable or disable a timed interval synchronization.
 - Timed-sync interval.** Select the time interval for synchronization sessions.
 - Weekday push.** Select a daily option to push data or enter a specific time.
 - Weekend push.** Enable or disable synchronization on weekends.
 - Disabled sync when.** Select the battery level at which you want to disable Push and Timed-sync interval synchronization.

3. Select **Back** to return to the Settings screen.

Email settings

Complete the following steps to modify Email settings.

1. From the Intellisync Mobile Suite menu, select the **Settings** icon, and then select **Email Settings**. The Email Settings screen appears.
2. Using the key pad, modify the following settings as necessary:
 - Include signature.** Select whether to append a signature to all email messages.
 - Signature.** The signature line to append to all email messages.
 - Sync read status.** Select whether to mark a message as “read” on the server after you open the message on your device.
 - Mail list view.** Select the number of lines of an email message you want to appear when listing all messages. Select “1 line” to view the sender and subject of the message, or select “2 lines” to view the sender and date of the message on line one, and the message subject on line two.
 - Message text size.** Select whether you want the message text to appear on the screen in small or large font size.
 - Display message.** Select whether to display email message content starting from the top of the message, which includes header information, or from the subject line.
 - Warn before delete.** Select whether to display a confirmation message before deleting a message.
 - Delete meeting email.** Select whether to delete meeting invitation messages (this does not remove the invitation on your calendar).
 - Show idle on screen.** Select the number of lines you want to appear when a new message arrives in any of your folders.

Folder settings

You can set email folder settings for the Drafts, Inbox, and Sent folders using the following instructions.

Drafts folder settings

To configure settings for the Drafts folder, complete the following steps.

1. From the Intellisync Mobile Suite menu, select the **Settings** icon, and then select **Folder Settings**. The Folder Settings screen appears.
2. Select **Drafts**. The Settings – Drafts screen appears.
3. Using the key pad, modify the following settings as necessary:
 - Sync Drafts.** Select whether to synchronize the Drafts email message folder.

Email download size. Specify the initial amount of content in an email message to synchronize to your device.

Auto-download attach. Select whether to automatically synchronize attachments.

Max attach size. Specify the maximum file size of attachments to synchronize.

Download only file types. Specify the type of file attachments you want to synchronize.

Inbox folder settings

To configure settings for the Inbox folder, complete the following steps.

1. From the Intellisync Mobile Suite menu, select the **Settings** icon, and then select **Folder Settings**. The Folder Settings screen appears.

2. Select **Inbox**. The Settings – Inbox screen appears.

3. Using the key pad, modify the following settings as necessary:

Sync Inbox. Select whether to synchronize the Inbox folder.

Email download size. Specify the initial amount of content in an email message to synchronize to your device.

Remove older than. Select the amount of time you want messages to remain in the Inbox folder on your device.

Auto-download attach. Select whether to automatically synchronize attachments.

Max attach size. Specify the maximum file size of attachments to synchronize.

Download only file types. Specify the type of file attachments you want to synchronize.

Sent folder settings

To configure settings for the Sent folder, complete the following steps.

1. From the Intellisync Mobile Suite menu, select the **Settings** icon, and then select **Folder Settings**. The Folder Settings screen appears.

2. Select **Sent**. The Settings – Sent screen appears.

3. Using the key pad, modify the following settings as necessary:

Sync Sent. Select whether to synchronize the Sent folder.

Email download size. Specify the initial amount of content in an email message to synchronize to your device.

Remove older than. Select the amount of time you want messages to remain in the Sent folder on your device.

Auto-download attach. Select whether to automatically synchronize attachments.

Max attach size. Specify the maximum file size of attachments to synchronize.

Download only file types. Specify the type of file attachments you want to synchronize.

Quick Text settings

Quick texts are convenient, predefined phrases that you can insert into the body of an email message with minimum keystrokes. While composing an email message, you can select Options > Insert quick text to display the list of phrases. In the Quick Text settings, you can edit those phrases.

To edit quick text phrases, complete the following steps.

1. From the Intellisync Mobile Suite menu, select the **Settings** icon, and then select **Quick text**. The Quick Text screen appears.
2. Select the quick text phrase you want to edit and select **Edit**.
3. Modify the text and select **Done**.

Security settings

You can add a layer of security to your device by preventing access to your device after a predefined time period. By creating a secret personal identification number (PIN), only you can unlock the device and access the application. To create security settings, complete the following steps.

1. From the Intellisync Mobile Suite menu, select the **Settings** icon, and then select **Security**. The Security screen appears.
2. Using the key pad, modify the following settings as necessary.
 - PIN code.** Enter a personal identification number of your choice.
 - Lock application after.** Select the amount of time to elapse before locking the device.

Account info settings

Account info settings directly affect your ability to synchronize with the server. Complete the following steps to modify Account settings.

1. From the Intellisync Mobile Suite menu, select the **Settings** icon, and then select **Account info**. The Account info screen appears.
2. Using the key pad, enable or disable the following settings as necessary:
 - User name.** Enter the user name that is defined on the server for your account.
 - Password.** Enter the password associated with your user name.
 - Phone Number.** Enter the phone number for your device.
 - Server name.** Enter the URL of the server with which you are synchronizing.
 - Access point.** Select an access point from the list. An access point is a connection point to the Internet.
 - Proxy user name.** Enter the user name associated with a proxy server, if required.
 - Proxy password.** Enter the password associated with a proxy server, if required.

Advanced settings

In Advanced settings you can re-initialize email content, which deletes the email on your device and replaces it with content from the server.

1. From the Intellisync Mobile Suite menu, select the **Settings** icon, and then select **Advanced**. The Advanced screen appears.
2. Select **Re-initialize email**. A message appears on the screen confirming that this action restores all email messages from the server.
3. Select **Continue**.

