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Nokia Intellisync Mobile Suite Client Guide

J2ME Platform

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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 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.

Installing Software on Your Device

To install the Intellisync Mobile Suite software on your device, launch the Web site as provided by your system administrator.

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.

To start the installation process

1. From the Web site, enter your user name and password, and then click Login.
2. On the left navigation bar, click Settings. The Settings page appears.
3. Click Add Sync Device. The device selection page appears.
4. Select the J2ME-Based Feature Phone option, and then click Next. The Install Software page appears.
5. In the "Yes, Send Instructions to Your Device" section, select the Carrier and Phone Number option.
6. Select your wireless carrier from the list.

   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 8.
7. Type the phone number of your device without parentheses or dashes.
8. Click Send Message.

   A Web page appears with notification that a text message was sent to your device. Leave this Web page open while you verify that you received the text message on your device.

9. From the device, open the text message.
10. Select the link in the text message.
11. Select the Install Software link. The Download dialog box appears.
12. Select Yes to continue the process. An installation dialog box appears.
13. 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.
14. Select Done to complete the process.

Synchronizing

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

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.

Configuring 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.

To define what items to synchronize

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 the available options.

To define when to synchronize

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.

To Configure 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:

   Email alert tone — Select the sound you want your device to make when you receive an email.

   Include signature — Select whether to append a signature to all email messages.

   Signature — The signature line to append to all email messages.

   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.

   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).

To configure the Drafts Folder Settings

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.

To configure the Inbox Folder Settings

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.

   Sync Inbox sub folders — Select whether to synchronize the subfolders within the Inbox.

   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.

To configure the Sent Folder Settings

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.

Configuring Account Settings

Contact your system administrator for correct values before you enter or modify any account settings.

Account settings directly affect your ability to synchronize with the server. In most cases, you do not need to modify these settings.

To modify Account settings.

1. From the Intellisync Mobile Suite menu, select the Settings icon, and then select Advanced Settings >Account Setup. 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.

   Server name — Enter the URL of the server with which you are synchronizing.

Managing 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 and customize 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.

Modifying Date and Time Formats

You can modify the displays of date and time to suit your taste.

To modify the appearance of date and time displays

1. Select Settings > Date and Time.
2. Under Date Format, enter the format in which you want to display the month, day, and year.
3. Under Date Separator, enter the character you want displayed between the month, day, and year.
4. Under Time Format, select how you want the time displayed.
5. Select OK.

Adding another Email Account

You can receive mail from more than one Internet based email account. Internet email accounts have email addresses such as yahoo.com, gmail.com, and hotmail.com. Some internet service providers require that you have a premium account to transfer your email from your account to your device. Check with your internet service provider.

To add another email account

1. Select Settings > Account Management.after a brief time, a list of the active email accounts appears.
2. Select Add to add an account that is not already on the list.
3. Enter the email address and password of the account you want to add.
4. Select OK.