

NOKIA

Nokia Intellisync Mobile Suite Client Guide

S60 Platform, 3rd Edition

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1 Setting Up Your Device

This chapter contains information for installing Nokia Intellisync Mobile Suite on your device.

Installation Options

You have three options for downloading the installation file to your device:

- Access the Web site to send an SMS message to your device.
- Access your device browser.
- Use your computer to download and install the application.

Installing from the Web Site

You may incur charges from your carrier when you send an SMS message and download the installation file. The download could take a few minutes, during which time you cannot make or receive phone calls.

To start the Web site installation process

1. From your computer browser, enter the URL provided by your system administrator.
The Nokia Intellisync Mobile Suite Login page appears.
2. Follow the prompts on the screens to install Nokia Intellisync Mobile Suite software on your device. Your software license determines the options available.
 - If you enter your device phone number, the install screen may request that you enter the number in international format: + symbol, country prefix, followed by the device phone number, for example: +358501234567.
 - If you select Install To PC, see [“Downloading the Installation File to a Computer”](#) on page 10. Your software license determines if this option is available.

Note

The Web site provides online help to assist you during the process.

3. Open the message on your device and select the installation file link.
4. To proceed and complete the installation, select the appropriate options on your device.

5. Select the software link for your device.

An Install screen appears. Your software license determines the options available.

6. Select one of the following options:

- To receive a provisioning text message that contains your credentials and limits the amount of information you provide, select the SMS link.
 - Enter your device phone number. The number must be in international format: + symbol, country prefix, followed by the device phone number, for example: +358501234567.
 - Open the text message and select the installation link.
- To manually install the software to your device, select the Download Directly link.

A Download confirmation screen appears.

A notification page confirms the installation. After the installation, your device restarts.

Your device should automatically synchronize with the server. The initial synchronization session options appear.

Note

If your device does not automatically synchronize with the server, you can initiate a manual synchronization. Open Nokia Intellisync Mobile Suite on your device and select Sync.

7. Select one of the following options:

- **Refresh**—replaces the calendar data on your device with calendar data from the server.
- **Merge**—combines calendar data from the server with the calendar data on your device.

Note

Selecting this option may cause duplicate entries.

When the synchronization session completes, the Nokia Intellisync Mobile Suite main screen displays the status of the synchronized items.

8. From the Install Software page on the Web site, click Done.

The Settings page appears. Your device appears in the device name list. Nokia Intellisync Mobile Suite is successfully installed on your device.

Installing from Your Device Browser

You can install the application using the Web browser on your phone. Again, you may incur charges from your carrier, and you cannot make or receive calls during the download and installation process.

To start the installation process from your device

1. From your device browser, enter the URL provided by your system administrator, and then type `/install` at the end of the URL, for example: `http://url/install`.

The Welcoming You To The Server Setup screen appears.

2. To proceed and complete the installation, select the appropriate options on your device.
3. Select the software link for your device.

Your software license determines the options available.

If the installation starts automatically, proceed to [step 5](#). If additional installation options appear, proceed to [step 4](#).

4. Select one of the following options:

- To receive a text message, select the SMS link.
 - Enter your device phone number. The number must be in international format: + symbol, country prefix, followed by the device phone number, for example: +358501234567.
 - Open the text message and select the installation link.
- To manually install the software to your device, select the Download Directly link.

A Download confirmation screen appears.

A notification confirms the installation. After the installation, your device restarts.

Your device should automatically synchronize with the server. A screen appears with the initial synchronization session options.

Note

If your device does not automatically synchronize with the server, you can initiate a manual synchronization. Open Nokia Intellisync Mobile Suite on your device and select Sync.

5. Select one of the following options:
 - **Refresh**—replaces the calendar data on your device with calendar data from the server.
 - **Merge**—combines calendar data from the server with the calendar data on your device.

Note

Selecting this option may cause duplicate entries.

When the synchronization session completes, the Nokia Intellisync Mobile Suite main screen displays the status of the synchronized items.

6. From your PC browser, enter the URL provided by your system administrator.
The Nokia Intellisync Mobile Suite Login page appears.
7. Log on to Nokia Intellisync Mobile Suite and select Settings.

Your device appears in the device name list. Nokia Intellisync Mobile Suite is successfully installed on your device.

Downloading the Installation File to a Computer

You can install the Nokia Intellisync Mobile Suite software on your computer. Your software license determines if this option is available.

To download the installation file to your computer

- 1.** Connect your device to your computer by using a USB cable or cradle.
- 2.** Log on to the Web site and follow the prompts on the screen.
- 3.** Select Install To PC.

The Install Software page appears.

- 4.** Select the Install Software link.

A file download dialog box appears.

- 5.** Select Run to start the download process.

The Choose A Configuration dialog box appears.

- 6.** Select your device from the list and click OK.

The installation process begins. When the download completes, Nokia Intellisync Mobile Suite software loads on your device.

2 Configuring Settings

This chapter provides information on how to configure and manage email and synchronization settings.

Note

Your software license determines which Nokia Intellisync Mobile Suite options are available on your device.

Guidelines for Setting up Push Options on Your Device

Use the following guidelines for setup and management of Push options. Because everyone has different levels of email activity, individual settings may vary. Use these guidelines to help determine your optimum setup.

- Because your device synchronizes more often when you use the Push option, it is on more often. Adjust the power settings to minimize battery drain.
- Consider disabling synchronization when battery power falls below 20 percent.
- SMS-based Push relies on SMS messaging. Many service providers and carriers use a different billing structure for SMS messages. If you exceed your allotted number of SMS messages within a billing period, you may incur additional fees. To find out about SMS messaging restrictions, check with your system administrator, department manager, or service provider.

Configuring General Settings

Use the Setting > General screen to control basic message functions.

To configure General settings

1. Using your device, select the Intellisync icon.
The Nokia Intellisync Mobile Suite main screen appears.
2. Select Settings > General.
The General screen appears.

3. Configure the following settings as necessary. Your system administrator may have disabled some of the options.
 - Warn before delete**—select whether a message warns you before deleting items.
 - Message header**—select whether to show or hide message headers.
 - Message list layout**—select 1 or 2 to show the selected number of lines for messages.
 - Title dividers**—select whether to show dividers, such as Date, in your email list.
 - Download notifications**—select whether to receive notification when a file download is complete.
 - Meeting requests**—select whether to keep or delete meeting requests after responding.
4. Select Back to return to the Settings screen.

Configuring Synchronization Settings

If your administrator allows you to change your default synchronization settings, you can configure Nokia Intellisync Mobile Suite to meet your individual requirements.

Configuring What to Synchronize

You can determine the email folders you want to synchronize with the server.

To configure What To Sync settings

1. Using your device, select the Intellisync icon.

The Nokia Intellisync Mobile Suite main screen appears.
2. Select Settings > What To Sync.

The What To Sync screen appears.
3. Select an item.
4. Select Sync Enabled or Sync Disabled to enable or disable synchronization. Your system administrator may have disabled some of the options.
5. Select Back to return to the Settings screen.

Configuring When to Synchronize

You can configure when you want to synchronize data with the server, whether automatically or on a timed interval you define. Your software license determines the options available.

To configure When To Sync settings

1. Using your device, select the Intellisync icon.

The Nokia Intellisync Mobile Suite main screen appears.

2. Select Settings > When To Sync.
The When To Sync screen appears.
3. Configure the following settings as necessary. Your system administrator may have disabled some of the options.
 - Days**—select the days of the week on which to synchronize.
 - Hours**—select the time period during which to synchronize. If you select Customize, enter the Start Time and End Time.
 - Sync while roaming**—select whether to synchronize when out of network.
 - Disabled sync when**—select the battery level at which you want to disable Push and Timed-sync interval synchronization.
 - Intervals**—select how frequently you want to synchronize.
4. Select Back to return to the Settings screen.

Configuring Advanced Settings

You can use the Settings > Advanced screen to manage your account information, mailbox folder settings, and email already on the device.

Configuring Account Information Settings

Use the Account Info screen to manage login credentials and server connection settings.

To configure account information

1. Using your device, select the Intellisync icon.
The Nokia Intellisync Mobile Suite main screen appears.
2. Select Settings > Advanced > Account Info.
The Account Info screen appears.
3. Configure the following settings as necessary:
 - User Name**—enter a valid user name to access the server.
 - Password**—enter a valid password to access the server.
 - Server Name**—enter the server address used to connect to your server.
 - Phone Number**—enter your mobile device number or SIM card number.
 - Access Points**—enter the connection you use to access the internet.
4. Select Back to return to the Settings > Advanced screen.

Configuring Mailbox Settings

Use the Mailbox screen to manage signatures, message statuses, and individual folder settings on your device.

To configure Mailbox Settings

1. Using your device, select the Intellisync icon.
The Nokia Intellisync Mobile Suite main screen appears.
2. Select Settings > Advanced > Mailbox.
The Mailbox screen appears.
3. Configure the following settings as necessary. Your system administrator may have disabled some of the options.
 - Include Signature**—select to automatically add a signature to all email messages.
 - Signature**—enter the signature line to add to the end of all outgoing email messages.
 - Sync Read Status**—select to mark a message as *Read* on the server after you open the message on your device.
 - Inbox**—select to configure settings for the Inbox folder.
 - Drafts**—select to configure settings for the Drafts folder.
 - Sent**—select to configure settings for the Sent folder.
4. Select Back to return to the Settings screen.

To configure settings for the Inbox folder

1. Using your device, select the Intellisync icon.
The Nokia Intellisync Mobile Suite main screen appears.
2. Select Settings > Advanced > Mailbox > Inbox.
The Inbox Settings screen appears.
3. Configure the following settings as necessary. Your system administrator may have disabled some of the options.
 - Email Download Size**—specify the size of email message content to synchronize to your device.
 - Remove Older Than**—enter the number of days to retain Inbox messages on your device.
 - Auto-download Attach**—enable or disable to automatically synchronize attachments.
 - Max Attach Size**—specify the maximum file size for attachments.
 - Download Only File Types**—enter valid attachment types.
4. Select Back to return to the Settings > Advanced screen.

To configure settings for the Drafts folder

1. Using your device, select the Intellisync icon.
The Nokia Intellisync Mobile Suite main screen appears.
2. Select Settings > Advanced > Mailbox > Drafts.
The Drafts Settings screen appears.
3. Configure the following settings, as necessary. Your system administrator may have disabled some of the options.
 - Email Download Size**—specify the size of email message content to synchronize to your device.
 - Remove Older Than**—enter the number of days to retain Inbox messages on your device.
 - Auto-download Attach**—enable or disable to automatically synchronize attachments.
 - Max Attach Size**—specify the maximum file size for attachments.
 - Download Only File Types**—enter valid attachment types.
4. Select Back to return to the Settings > Advanced screen.

To configure settings for the Sent folder

1. Using your device, select the Intellisync icon.
The Nokia Intellisync Mobile Suite main screen appears.
2. Select Settings > Advanced > Mailbox > Sent.
The Sent Settings screen appears.
3. Configure the following settings as necessary. Your system administrator may have disabled some of the options.
 - Email Download Size**—specify the size of email message content to synchronize to your device.
 - Remove Older Than**—enter the number of days to retain Inbox messages on your device.
 - Auto-download Attach**—enable or disable to automatically synchronize attachments.
 - Max Attach Size**—specify the maximum file size for attachments.
 - Download Only File Types**—enter valid attachment types.
4. Select Back to return to the Settings > Advanced screen.

Resetting Email Folders

You can overwrite email and PIM data on your device with data from the server.

To Reset Email and PIM Data

1. Using your device, select the Intellisync icon.
The Nokia Intellisync Mobile Suite main screen appears.

2. Select Settings > Advanced.
The Advanced screen appears.
3. Select Reset email folders.
4. If you have not configured your account settings, configure them now. For more information, see [“Configuring Account Information Settings”](#) on page 13.
5. If you have configured the connections settings, select Continue.

Synchronizing Your Device Wirelessly

Once you have set up your device, you can wirelessly synchronize your email messages and personal information (PIM) with the server.

To synchronize your device wirelessly

1. Using your device, select the Intellisync icon.
The Nokia Intellisync Mobile Suite main screen appears.
2. Select Sync to begin synchronizing your device.

Backing Up and Restoring Files on Your Device

Your software license determines whether this option is available on your device.

Your system administrator may define which files on your device are backed up to the server and in some cases, may also control when the backup occurs. After your files are backed up to the server, you can then restore the files to your device.

To back up files on your device to the server

1. Using your device, select the Intellisync icon.
The Nokia Intellisync Mobile Suite main screen appears.
2. Select Backup.
The File Backup Settings screen appears.
3. Select one or more back ups from the list. You cannot unselect a back up that is automatically backed up. If no options appear, click Refresh List to display a list of the assigned options.

Note

A list of backups only appears if your system administrator has assigned them to you. If you want to back up files to the server, contact your system administrator.

4. Select Backup Now.
Select Cancel to halt the process. Some information may already be backed up on the server.

To restore backed up files on the server to your device

1. Using your device, select the Intellisync icon.
The Nokia Intellisync Mobile Suite main screen appears.
2. Select Restore.
The File Restore Settings screen appears.



Caution

The restore process overwrites the files currently on your device; be sure that restoring the files from the server to your device is the appropriate decision.

3. Select Restore Files.
The Restore Files screen appears.
4. Select one of the following options:
 - Select the Check All check box to restore all files to your device.
 - Select a specific backup that includes all the associated files to restore to your device.
 - Select a specific file or multiple files to restore to your device.
5. Select Restore Now.
Select Cancel to halt the process. Some information may already be restored on your device.

To stop a backup or restore

When a backup or restore is in progress, you can select Cancel to halt the process. Some information may already be backed up or restored.

3 Security on the Device

Nokia Intellisync Mobile Suite provides additional security features that your system administrator delivers through user settings.

Note

Your software license determines which Nokia Intellisync Mobile Suite options are available on your device.

This chapter provides information on how to:

- Manage security features set up by system administrator.
- Protect data if your device is lost or stolen.
- Allow your system administrator remote access to your device.

Security Features Managed by System Administrators

Your system administrator can provide additional security for your device by enabling Power-on password. If this feature is enabled, follow the prompts on your device to create a Power-on password.

Note

If you forget your Power-on password, contact your system administrator.

Protecting Data on Your Device

Theft/Loss protection ensures that personal information on your device is protected from unauthorized use if lost or stolen.

To activate Theft/Loss Protection

1. From the Web site, select Settings.
2. Select your device name.
3. Click Theft/Loss Protection.

4. Select an option and click OK. Your software license determines the options available.
 - **Erase Only PIM And Email From the Device**—select to remove PIM (contacts, tasks, notes, and calendar appointments) and email messages from your device.
 - **Hard Reset The device**—select to delete all data and files you have installed from your device.
 - **Lock The device**—select to lock the device and enter a password used to unlock your device.

Note

The Erase Data and Hard Reset options cannot be undone.

Your system administrator can also invoke these Theft/Loss Protection features, and can also configure the device to delete specific files from your device if lost or stolen.

Theft/Loss Protection options remain effective until you or your system administrator reset them.

Allowing Remote Access by the System Administrator

A system administrator can access your device remotely when you have trouble operating your device or need help with a complicated feature.

If remote access by a system administrator seems beneficial, the administrator first sends you a message asking for permission to connect remotely with your device. You accept or reject the connection, depending on whether it is a convenient time for the interruption.

After connecting, the system administrator can see a copy of what appears on your device screen as you press buttons and menus, enter information, and change screens. You can also see when the administrator begins using the device remotely, pressing buttons and menus, entering text, and changing screens. This remote access session ends when either you or the system administrator closes the remote connection.

To close the remote connection, click End Remote from the Nokia Intellisync Mobile Suite main screen.