

NOKIA

Intellisync Mobile Suite Client Guide

Symbian UIQ 3rd Edition

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1 Setting Up Your Device

Options for Downloading and Installation

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

1. Go to the URL 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 click Next.
The Install Software page appears.

To receive the installation file over the air, continue to [“Downloading the Installation File to Your Device”](#) on page 8. 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 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. Select the Carrier and Phone Number option.
2. Select your wireless carrier from the list.
If your carrier is not listed, select the Email Address option, enter the Internet e-mail 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 to install the software. Your Web browser must be enabled to continue.
You may receive a message about installation security. Select Yes to continue with the installation.
6. Select the Install Software: Symbian UIQ 3rd Edition link on the Web browser page. A download confirmation page appears.

7. Select Yes or Save, depending on your specific device, to download the installation file to the device. It may take several minutes to download the installation file over the air.
8. When download is complete, open the installation file and select Install. Intellisync Mobile Suite installs to your device. After a successful installation, a dialog box appears.
9. Select Save to complete the process.

Downloading the Installation File to a Computer

Choosing to download the Intellisync Mobile Suite installation file to your computer allows you to initiate the installation process using your PC and either a cradle or USB cable. 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, click 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 Configuration dialog box appears.
5. Choose Symbian UIQ 3rd Edition from the list, and then click OK. The Ready to Install window appears.
6. Click Install. The installation process begins.
7. Follow the prompts on the screen. Intellisync Mobile Suite software installs on your device.

Synchronizing Your Device

Intellisync Mobile Suite synchronizes your e-mail messages, Contacts, and Calendar information on your device with your company's server. You can synchronize in two ways: wirelessly or through the cradle or USB cable.

Completing an Initial Synchronization on Your Device

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

To do a first synchronization

1. On your device, 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. Contact your system administrator for correct values before you enter or modify any connection settings.

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

To synchronize your device wirelessly

1. Select the Intellisync icon on your device.

The Intellisync Mobile Suite main screen appears.

2. Select the Sync icon.

The Sync Process dialog box appears.

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

To synchronize your device through the cradle or USB cable

1. Connect your device to a cradle or USB cable.
2. From your PC, open the software for your device and select the Synchronize icon.

Backing Up and Restoring the Data on Your Device

The system administrator of the server can define one or more directories or files on your device to be backed up on the server when you select to back up. The system administrator determines whether you can select a directory or file for back up or whether the directory or file is automatically backed up when you decide to do a back up.

After the information is backed up to the server, you can then restore the information to your device. At this point, you can select the specific directories or files you want to restore.

To back up information on in your device

1. From the Intellisync Mobile Suite menu, select the Backup icon.
2. Check one or more of the directories from the list that appears. You cannot deselect a directory that is automatically backed up.
3. Select Options > Back Up Now.

While the back up is running, the Backup screen is paled to indicate that you cannot do another backup until the current one ends.

To restore backed up information

1. From the Intellisync Mobile Suite menu, select the Restore icon.
A list of directories in the backed up appears.
2. Check the items you want to restore.

If you check a directory, all the items in that directory are also selected. If you uncheck a directory, all the items in that directory are also unselected.

3. Select Options > Restore Now.

A synchronization session begins during which the items you selected are copied from the company's server to your device.

To stop a back up or restore

When a back up or restore in progress, you can select Options > Stop Backup or Options > Stop Restore, respectively. At this point, some information may already be backed up or restored.

Protecting Confidential Information

When you connect to the server with a mobile phone, you can enable the system administrator to remotely administer certain phone security features that apply to all persons using that server:

- **PIN auto-lock.** The server system administrator can remotely require the use of PIN auto-lock that makes your mobile phone lock after a specified amount of non-use. Your administrator might also be able to remotely automatically delete all user data.
- **Data deletion.** If you lose your mobile phone, contact your system administrator. The system administrator might be able to remotely erase data from the mobile phone and from the installed memory card. This feature can help protect against loss of confidential information.

Not all handsets support all of these security features, and not all servers are set up to administer these features. Ask your system administrator about available security features.

2 Using Your Synchronization Settings

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

Modifying Your Synchronization Settings

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

Defining What To Sync

You can modify settings to manage your synchronization sessions.

To navigate to the What To Sync screen

1. Using your device, select the Intellisync icon.
The Intellisync Mobile Suite main menu appears.
2. Select the Settings icon, and then select What to Sync.
The What To Sync screen appears.
3. Select or clear the check boxes to enable or disable synchronization SyncMail folders (Inbox, Outbox, Sent, Drafts, Calendar, and Contacts).
4. Select OK to return to the Settings screen.

To modify each mailbox (Inbox, Sent Items, and Drafts) setting

1. Using your device, select the Intellisync icon.
The Intellisync Mobile Suite main menu appears.
2. Select the Settings icon, and then select What to Sync.
The What To Sync screen appears.
3. Select Settings link next to the corresponding check box, and change the following items, as necessary:
Truncate at. Enter the maximum size in kilobytes to display for e-mail messages.

Sync Attachments. Enable or disable attachments for e-mail messages.

Max. Enter the maximum size for attachments.

Only these types of files. Enter valid attachment types.

Device Cleanup - remove email older than. Enter the number of days to retain e-mail messages on your device. Based on your permissions, your administrator may have disabled this setting.

4. Press Save to return to the What to Sync screen.

Defining When To Sync

When To Sync settings allows you to select synchronization settings.

To set up these options

1. Using your device, select the Intellisync icon.

The Intellisync Mobile Suite main menu appears.

2. Select the Settings icon, and then select When to Sync.

The When To Sync screen appears.

3. Using the keyboard and the Change command button modify the following settings, as necessary:

Enable Push. Enable or disable automatic synchronization of e-mail messages and PIM information.

Timed Interval. Enable or disable a timed interval synchronization of e-mail messages and PIM information.

Disabled When. Select the battery level at which you want to disable Push and Timed Interval synchronization.

Allow. Select the daily or weekday setting for Push and Timed Interval synchronization.

Not Before. Enter the time synchronization will not occur before this time

Not After. Enter the time synchronization will not occur after this time.

Interval. Select the time interval for synchronization sessions.

Each time device connects. Enable or disable a synchronization session every time you make a connection.

4. Press the Save to return to the Intellisync Mobile Suite main menu.

Guidelines for Setting up Push Options by Using Your Device

Use the following guidelines for setup and management of Push options. Because everyone has different levels of e-mail activity, settings for each person may vary. These guidelines help you determine the optimum setup for your conditions.

- Because your device synchronizes more often when you use the Push option, your device is powered-on more often. Adjust the power settings on your device to minimize battery drain.
- You may want to disable synchronization when battery power is 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 go over your allotted number of SMS messages within a billing period, you (or your company) may be charged additional fees. Check with your system administrator, department manager, or service provider to find out about SMS messaging restrictions.

Defining Notifications

To change the notification settings to manage your synchronization sessions

1. Using your device, select the Intellisync icon, and then press the Open command button.
The Intellisync Mobile Suite main menu appears.
2. From the Options menu, choose Settings, and then select Notification.
The When to Sync screen appears.
3. Select a notification sound if applicable.
4. Enable or disable a notification vibrate or notification message.
5. Press Save to return to the Intellisync Mobile Suite main menu.

Defining Connection Settings

Contact your system administrator for correct values before you modify any connection settings.

You can modify the connection settings to manage your synchronization sessions.

1. Using your device, select the Intellisync icon, and then press the Open command button.
The Intellisync Mobile Suite main menu appears.
2. From the Options menu, choose Settings, and then select Connection.
The Connection Settings screen appears.
3. Using the keyboard, modify the following settings, as necessary:
 - User Name.** Enter a valid user name to access the server.
 - Password.** Enter the password to access the server.
 - Server name.** Enter the server address.
 - Connection.** Select the connection type for the server.
4. Press Save to return to the Intellisync Mobile Suite main menu.

