

Intellisync Mobile Suite

Client User's Guide

Symbian OS Platform

Series 60



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Contents

Chapter 1 – Getting Started	4
Understanding synchronization.....	4
Synchronizing using Intellisync Mobile Suite	5
Chapter 2 – Setting Up Your Device	6
Installing Intellisync Mobile Suite	6
Chapter 3 – Using Intellisync Mobile Suite	9
Synchronizing your device.....	9
Modifying your synchronization settings.....	10
Using What to Sync settings.....	10
Using When to Sync settings.....	11
Using Notification settings	11
Using Connection settings.....	12
Using Intellisync Mobile Suite on the Web	12
Using Web navigation	13
Viewing your activity log.....	14
Selecting contacts to synchronize.....	15
Setting up Push options	16
Adding an alert device.....	17
Creating appointments.....	19
Creating trips	20
Chapter 4 – Configuring Optional Settings	23
Changing Web e-mail settings	23
Changing user preferences	24
Changing performance settings.....	25
Appendix – Quick Reference	26



CHAPTER

1

Getting Started

This chapter provides an introduction of how Intellisync Mobile Suite can provide easy access to information. Intellisync Mobile Suite runs on client computers and mobile devices and is the only application you need to stay connected while away from the office.

The sections in this chapter are as follows:

- Understanding synchronization
- Synchronizing using Intellisync Mobile Suite

Understanding synchronization

Synchronization is the process of moving information between your company's server and your mobile device. If your company uses Microsoft Exchange or Lotus Domino, your device can receive e-mail messages and Personal Information Manager (PIM) information such as calendar entries, appointments, and contacts. Likewise, if you make changes to information on your device, the changes are updated to your company's server when you synchronize.

Depending on how your system administrator has configured your company's server, you may be able to access your e-mail messages and PIM information from most Internet-connected computers without the need to install special software.

Synchronizing using Intellisync Mobile Suite

Intellisync Mobile Suite has an easy-to-use user interface (UI) and serves as your launch pad for delivery and synchronization for information on your device.

Using Intellisync Mobile Suite, you can complete tasks such as the following:

- Send and receive e-mail messages
- Receive or update PIM information
- Review a log of activity for each synchronization
- Change settings and user preferences

Intellisync Mobile Suite offers true synchronization with your company's server. For example, if you delete an e-mail message on your device, you also delete it from your company's server the next time you synchronize.

Setting Up Your Device

This chapter provides information on how to install Intellisync Mobile Suite on your Symbian OS device. After a successful installation, Intellisync Mobile Suite can synchronize your e-mail messages and PIM information with your company's server.

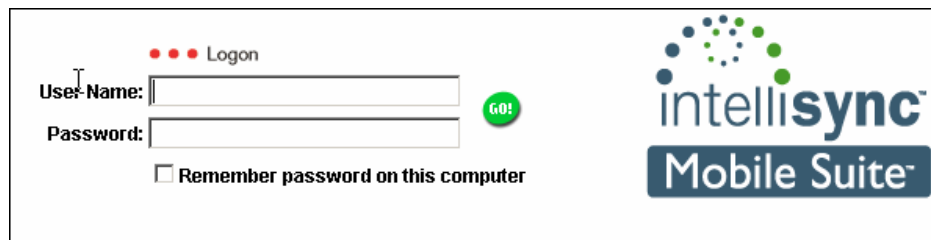
Installing Intellisync Mobile Suite

Use the following instructions to install Intellisync Mobile Suite on your device. Your system administrator should provide a URL (Internet address) or a location on your company's server to install the software on your device.

To start the installation process, follow these steps:

1. Go to the URL provided by your system administrator. The Intellisync Mobile Suite Login page appears.

▶ Intellisync recommends that you access Intellisync Mobile Suite on the Web using Microsoft Internet Explorer.



Login page

2. Enter your user name and password, and then click **Go**. The e-mail page appears.

3. From the **Setup** menu (at the right top corner of the page), choose **New Sync Device**, and then click **Next**. The Add Sync Device page appears.

Add Sync Device

Select your device. When you click "Next," we'll install software on your device.

Sync Devices

- Pocket PC Handheld**
Pocket PC 2003 or 2002 devices. Examples: HP iPaq, Pocket PC Phones, Samsung i700, Audiovox XV6600
- Palm OS-Based Handheld**
Palm OS-Based Devices running OS 3.5 or higher. Examples: Palm Tungsten, Treo, Samsung
- Symbian OS-Based Mobile Phone**
Symbian OS devices. Examples: Nokia 6630, 7610, 9300, 9500; Sony Ericsson P900, P910a; Motorola A1000
- Smartphone OS-Based Mobile Phone**
Microsoft Smartphone OS devices. Examples: Motorola MPx220, Samsung i600, Audiovox SMT5600
- Windows PC**
Windows 2000, XP, 2003. Examples: Laptop, Desktop PC, Tablet PC
- None**
Install no device at this time.

Trip and Appointment Plus Extensions for Microsoft Outlook
Installs extensions to your Microsoft Outlook application on your PC that help you manage your trips and special appointments. You will see new icons in Outlook and new tabs on these special Outlook appointments.

[BACK](#) [NEXT](#)

Add Sync Device page

4. Select the Symbian OS-Based Mobile Phone option. The Install Software page appears.

Install Software

Would you like to install software on your phone wirelessly?

This is a convenient choice when connecting your phone to your computer is difficult. Note that you may incur charges from your carrier for one SMS notification and the data downloaded. The download could take a few minutes, during which time you will not be able to make or receive phone calls.

Yes!

Enter your phone number and click Submit. You will receive instructions on your phone on how to finish the installation.

Carrier and Phone Number, or

Wireless carrier:

Phone number:

Email Address for your Mobile Phone

Note: Your phone's email address will usually have your phone number in it. Type this in without parentheses or dashes.

[SUBMIT](#)

No, thanks. Please install through my PC.

[NEXT](#)

Install Software page

5. Select the Carrier and Phone Number option, select your wireless carrier from the list, and then enter your phone number (without dashes).

▶ You may also select the "Email Address for your Mobile Phone" option if you know your phone's e-mail address.

6. Click **Submit**. The Install Software page appears with notification that a text message has been sent to your device.

Choosing to install Intellisync Mobile Suite software wirelessly allows you to initiate the installation process over the air (OTA) and eliminate the need for synchronizations with laptops or other computers.

▶ You still have the option of using a PC-based installation by clicking **Next** under the “No, thanks. Please install through my PC” option.

After you initiate the installation process, verify that you received a text message on your device.

To install Intellisync Mobile Suite software on your device, follow these steps:

1. Open the text message on your device.
2. Select the link in the text message for Intellisync Mobile Suite’s installation file.
3. Select the **Install Software – Symbian OS device** link. The Download dialog box appears.

When the download completes, Intellisync Mobile Suite software loads to your device.

4. From the Main Menu, select the **Intellisync** icon. The Intellisync Mobile Suite main screen appears.
5. Select the **Options** soft key, choose **Settings**, and then choose **Connection**. The Connection Basic screen appears.
6. Using the soft key pad, 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 Address. Enter the server address.

Connection. Select the connection type for the server.

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

7. Select the **OK** soft key to return to the Intellisync main screen.
8. Select the **Sync** icon. The Sync Process dialog box appears.
The synchronization session process begins. When the synchronization session is complete, the dialog box closes.
9. On the Install Software page, click **Next**. The Configure Account screen appears.
Your Symbian OS device appears in the Device Name list. Intellisync Mobile Suite is successfully installed on your device.

Using Intellisync Mobile Suite

This chapter provides information on how to use Intellisync Mobile Suite on your Symbian OS device and on the Web. The sections in this chapter are as follows:

- Synchronizing your device
- Modifying synchronization settings
- Using Intellisync Mobile Suite on the Web

Synchronizing your device

Intellisync Mobile Suite synchronizes your e-mail messages and PIM information on your device with your company's server.

To synchronize your device, follow these steps:

1. From the Main Menu, select the **Intellisync** icon. The Intellisync Mobile Suite main screen appears.
2. Select the **Sync** icon. The Sync Process dialog box appears.

The synchronization session process begins. When the synchronization session is complete, the dialog box closes.

- ▶ Any changes to PIM information on your device is only updated to your company's server with a successful synchronization session.

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.

Using What to Sync settings

You can modify settings to manage your synchronization sessions. Complete the following steps to navigate to the What to Sync screen:

1. Using your device, select the **Intellisync** icon. The Intellisync Mobile Suite main screen appears.
2. Select the **Options** soft key, choose **Settings**, and then choose **What to Sync**. The What to Sync screen appears.
3. Using the soft key pad, enable or disable synchronization e-mail messages and PIM information (Calendar, Contacts, Tasks, Notes, and Personal Info).

Modifying Mail – Inbox, Sent Items, and Drafts settings

Complete the following steps to modify each mailbox (Inbox, Sent Items, and Drafts) setting:

1. Select the **Options** soft key.
2. Using the soft key pad, modify the following settings as necessary:
 - Truncate at.** Enter the maximum number of characters to display for e-mail messages.
 - Sync Attachments.** Enable or disable attachments for e-mail messages.
 - Max Att Size (K).** Enter the maximum size for attachments.
 - Attachment Types.** Enter valid attachment types.
 - Remove 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.
3. Select the **Options** soft key, and then choose **Save and exit** to return to the What to Sync screen.

Using When to Sync settings

You can modify settings to manage the frequency of your synchronization sessions. Complete the following steps to navigate to the When to Sync screen:

4. Using your device, select the **Intellisync** icon. The Intellisync Mobile Suite main screen appears.
5. Select the **Options** soft key, choose **Settings**, and then choose **When to Sync**. The When to Sync screen appears.
6. Using the soft key pad, modify the following settings as necessary:
 - 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.
 - Not After.** Enter the time synchronization will not occur.
 - Interval.** Select the time interval for synchronization sessions.
 - On Each Connection.** Enable or disable a synchronization session every time you make a connection.
7. Select the **Options** soft key, and then choose **Save and exit** to return to the When to Sync screen.

Using Notification settings

You can change the notification settings to manage your synchronization sessions.

1. Using your device, select the **Intellisync** icon. The Intellisync Mobile Suite main screen appears.
2. Select the **Options** soft key, choose **Settings**, and then choose **Notification**. The Notification Settings screen appears.
3. Using the soft key pad, select a notification sound if applicable.
4. Select the **Options** soft key, and then choose **Save and exit** to return to the Intellisync main screen.

Using Connection settings

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

1. Using your device, select the **Intellisync** icon. The Intellisync Mobile Suite main screen appears.
2. Select the **Options** soft key, choose **Settings**, and then choose **Connection**. The Connection Basic screen appears.
3. Using the soft key pad, 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 Address.** Enter the server address.
 - Connection.** Select the connection type for the server.



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

4. Select the **OK** soft key to return to the Intellisync main screen.

Using Intellisync Mobile Suite on the Web

In addition to your device, Intellisync Mobile Suite on the Web allows you to check and send e-mail messages, enter calendar entries, and add contacts and memos. Intellisync Mobile Suite on the Web also allows you to view your activity log, create trip itineraries and appointments, and add and manage alert devices.

To access Intellisync Mobile Suite on the Web, follow these steps:

1. Go to the URL provided by your system administrator. The Intellisync Mobile Suite Login page appears.



Intellisync recommends that you access Intellisync Mobile Suite on the Web using Microsoft Internet Explorer.

Logon

User Name:

Password:

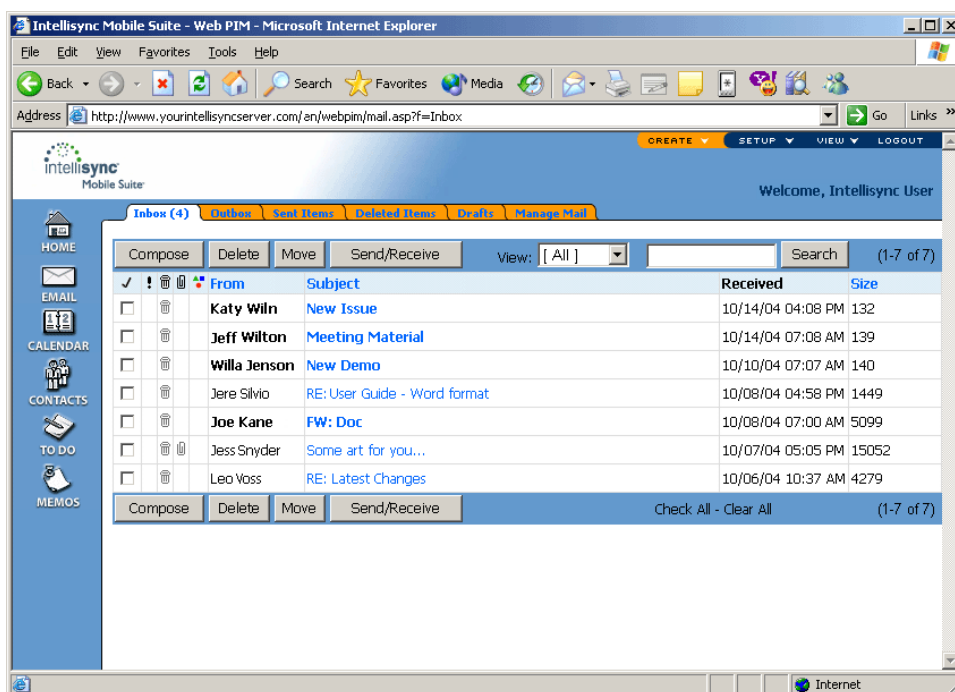
Remember password on this computer

GO!

intellisync
Mobile Suite

Login page

2. Enter your user name and password, and then click **Go**. The Intellisync Mobile Suite Web e-mail page appears.



E-mail page

Using Web navigation

Intellisync Mobile Suite on the Web has easy-to-use navigation. Use the following icons on the left of the page to navigate through the site:

Home. Displays the main page. You can view the weather for your zip code and click the tabs at the top to view any appointments and trips.

Email. Displays your e-mail. Using the tabs at the top, you can view your e-mail messages in the Inbox, Outbox, Sent Items, Deleted Items, and Drafts folders. Use the **Manage Mail** tab to compose messages, send and receive messages, and empty deleted items.

Calendar. Displays your calendar. Using the tabs, you can select Day, Week, Month, and Year calendar views. Use the Quick Add feature to add a new appointment.

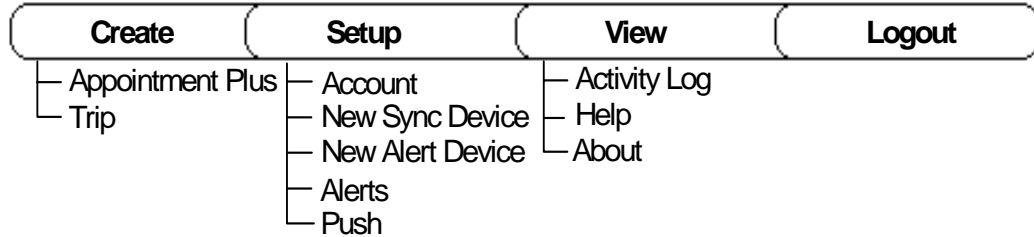
Contacts. Displays your contacts list. For any contacts entered, you can use the tabs at the top labeled A to Z to search for a specific contact.

To Do. Displays your task list. You can add, delete, and move tasks or mark tasks as completed.

Memos. Displays your memos. You can create memos and apply a specific category for each item.

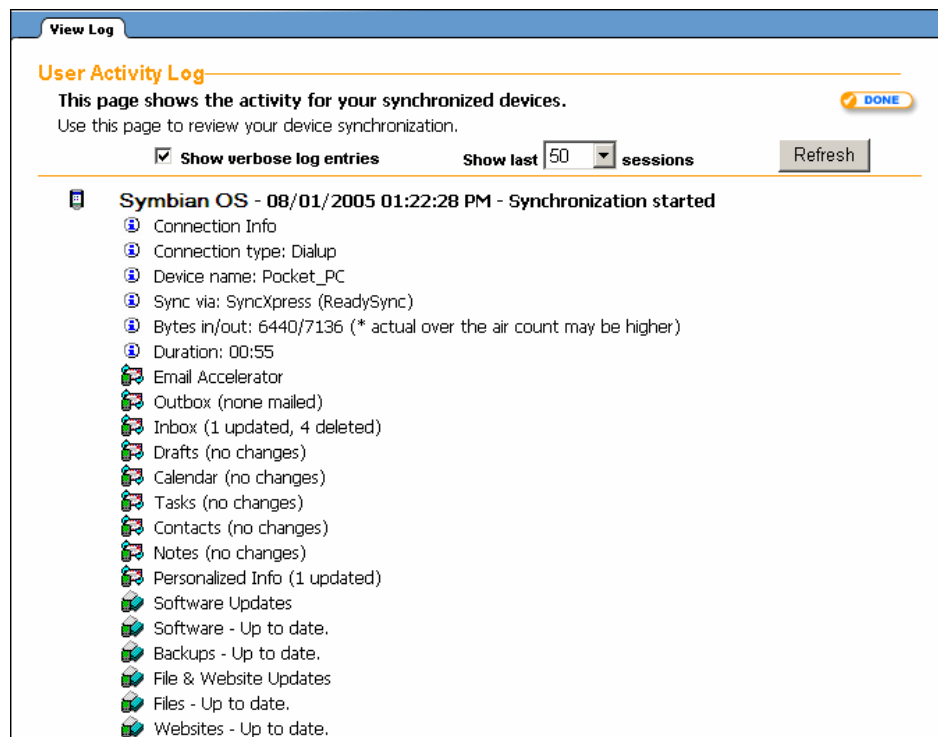
Intellisync Mobile Suite on the Web has a menu at the top right corner of each page for you to complete certain tasks. The following diagram shows the options available.

Intellisync Mobile Suite Web menu



Viewing your activity log

When you use Intellisync Mobile Suite on the Web, you can review the status of a synchronization session with your device. To open a log containing activity for each synchronization session, choose **Activity Log** from the **View** menu.



Activity Log page

Selecting contacts to synchronize

You can select which contact categories you want to synchronize to potentially reduce the amount of data transferred between your company's server and your device. To take advantage of this feature, you must first assign a category to each contact using your company's e-mail software (such as Microsoft Exchange or Lotus Domino). Afterward, you can use Intellisync Mobile Suite on the Web to select the categories you want to synchronize.

To select the contact categories to synchronize, choose **Account** from the **Setup** menu. The Configure Account page appears. Click the **Pick Contacts to Sync** link. The Pick Contacts to Sync page appears.

Pick Contacts to Sync

Use this feature to control what contacts you want to sync to your phone or handheld device(s). This is especially useful if you have lots of contacts and your device has limited capacity.

Select Contacts to Sync

Sync all contacts (54 contacts)

Sync only contacts in these categories:

Unfiled (36 contacts) - Note that if you don't check "Unfiled," then any contacts that are initially on the device and not in a category won't get synced to the server.

Phone Calls (1 contact)

Family (1 contact)

Personal (9 contacts)

Business (3 contacts)

STC List (6 contacts)

Total contacts selected: 0 contacts Update Total Selected

Select Contacts to Sync page

On this page, you can select the categories of contacts you want to synchronize to your device. Intellisync Mobile Suite scans your contacts to find which categories are present and how many contacts are in each category.

Contacts who are not assigned to a category appear as "Unfiled." If you do not select **Unfiled**, any contacts initially on your device and not assigned to a category will not be synchronized to your company's server. Click **Submit** when you complete your selections.

Setting up Push options

You can set up Push options using Intellisync Mobile Suite on the Web. Using Push options allows you to stay up-to-date without having to initiate a synchronization session.

To set up your Push options, choose **Alerts** from the **Setup** menu. The Configure Push page appears.

Configure Push

Your device can be configured to receive updates automatically. For example, when an email is sent to you, your device can automatically receive this message. You can set up your device so you never have to press the "Sync" button to stay up to date. Modify your push preferences below. To set up SMS push, you also need to click on your SMS push-capable device in the devices list (on the Setup / Account page) and enter the device's email address.

Push Monitor Settings

Information to monitor:

Email Calendar Contacts Tasks Notes

When do you want the information pushed to you:

Weekdays only Limit push to within these hours: From: 6:00 AM to: 6:00 PM

Push Settings - Email Messages

Push all email

Push email based on the following limits:

Only if email is marked unread And, only if your name is in the 'To' list

And only if:

Sender name contains:

(Examples: John Doe , acme , @acme.com , john.doe@acme.com)
Note: You cannot use Lastname, Firstname syntax in this list. Use the user's full email address instead.

Or, Subject contains:

(Examples: Attention Required , Sales)

Or, if email is marked High Priority or Urgent Or, if email is a Meeting Request

Configure Push page

Regardless of how you set up your options using Intellisync Mobile Suite on the Web, you synchronize the Inbox when you send an e-mail message. For example, if you set up your Push filter to receive e-mail messages from only one person, no e-mail messages are pushed until the specified person sends you an e-mail message. Then, the entire contents (any new items) of your Inbox are synchronized to your device.

Guidelines for setting up Push options using the Web

When you begin using Push settings, consider using filters to impose a limit on number of the e-mail messages you receive. For example, in Push Monitor Settings, choose to monitor e-mail only. For Push Settings, choose to receive messages that are only marked as unread.

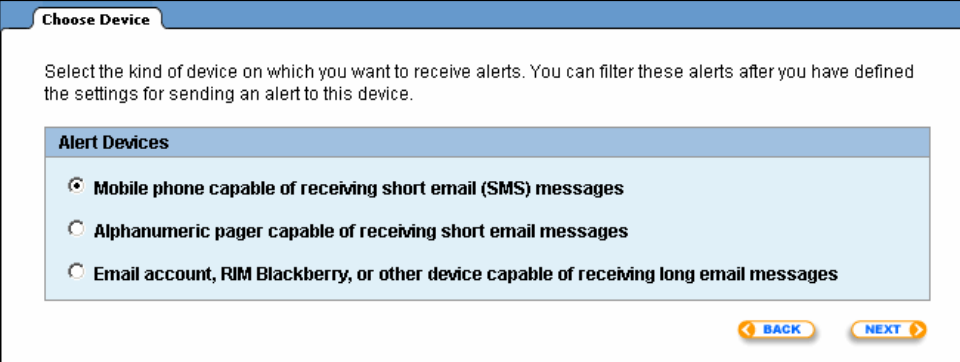
Remember, the complete contents of your Inbox are synchronized for every Push session, but a Push session is not triggered until your filter criteria are met. As you become familiar with how Push settings work in your environment, adjust your filters for better performance.

Adding an alert device

In addition to setting up Push options for your device, you may also add an alert device using Intellisync Mobile Suite on the Web. An alert device can receive notification of e-mail messages, calendar changes, appointment reminders, or trip information. These alerts appear on your alert device as an SMS text message.

To add a new alert device, follow these steps:

1. From the **Setup** menu, choose **New Alert Device**. The Choose Device page appears.



Choose Device page

2. Select the type of alert device you want to add, and then click **Next**.
3. Follow the instructions on your screen and provide the required information about your alert device. Depending on the type of alert device you have, you may be asked for your service provider (or carrier) or e-mail address.

Setting up alerts

After you successfully add your alert device, you can configure the types of alerts you want to receive using Intellisync Mobile Suite on the Web.

To set up your Alerts criteria, choose **Alerts** from the **Setup** menu. The Configure Alerts page appears.

Configure Alerts

Email Accelerator can send you short messages with your mail, meeting requests, reminders, and daily summaries. After you add one or more alert devices on the Setup / Account page, use the settings below to determine the information to be sent to each alert device.

Alert Delivery Options

Mail Message	Daily Calendar	Trip Info	Appointment Reminders	Flight Reminders
--------------	----------------	-----------	-----------------------	------------------

No alert devices currently exist. To add one, go to Setup / Account.

Mail Message - will send you all emails that match your filter criteria specified below
Daily Calendar - will send you the times and subjects of all your appointments for the day
Trip Info - will send you your trip itinerary information (flights & times, hotel info, car rental info)
Appointment Reminders - will send you reminders for your Appointments Plus
Flight Reminders - will send reminders for your flights

Alert Settings - Email Alerts

Send: Body of email Subject of email

Send alerts on all email
 Send alerts based on the following limits:

Only if email is marked unread And, only if your name is in the 'To' list

And only if:

Sender name contains:

(Examples: John Doe , acme , @acme.com , john.doe@acme.com)
 Note: You cannot use Lastname, Firstname syntax in this list. Use the user's full email address instead.

Or, Subject contains:

(Examples: Attention Required , Sales)

Or, if email is marked High Priority or Urgent Or, if email is a Meeting Request

Alert Settings - Appointment Reminders

Include the following for Appointment Reminders:

Contact name Contact business phone number
 Phone number to call for appointment Contact mobile phone number

Alert Settings - Trip Info Alerts

Include the following for Trip Info Alerts:

Flight time and number Hotel confirmation number
 Hotel name and phone number Car Rental and phone number
 Hotel address Car Rental confirmation number

Alert Settings - Daily Calendar

Send new Daily Calendar if any of today's events are modified

Send Daily Calendar alert at:

* after 12:00PM, the next day's Daily Calendar will be sent.

CANCEL
SAVE

Configure Alerts page

Guidelines for setting alerts

Use the following guidelines for effective setup and management of alerts.

- 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.
- Too many SMS messages may become an annoyance. You can only change your alert criteria using Intellisync Mobile Suite on the Web. Test your alert criteria in an environment where you have access to the Web so you can make adjustments as necessary.
- Be selective about the alert criteria to give yourself a chance to gauge the volume of alerts you receive. Use this step-by-step approach until you reach the level of alerts that is most appropriate for you. Again, balance this approach with the limits set up by your company.

Creating appointments

You can create events and appointments using Intellisync Mobile Suite on the Web. From the **Create** menu, choose **Appointment Plus** to create a new appointment. Using the **Event** tab, you can enter general information about the appointment, and then click **Save**.

The screenshot shows the 'New Event' form in the Intellisync Mobile Suite web interface. The form is titled 'New Event' and has a 'Make Recurring' button. It contains the following fields and options:

- Subject:** A text input field.
- Location:** A text input field.
- Starts:** A date and time selector showing 'Aug 1 2005' at '09:00 AM'. There is an 'All Day' radio button option.
- Ends:** A date and time selector showing 'Aug 1 2005' at '09:30 AM'.
- Show Time As:** A dropdown menu set to 'Busy'.
- Duration:** A selector showing '0 Days', '0 Hours', and '30 Minutes'.
- Description:** A large text area for entering details.

The form is styled with a light blue background and has 'CANCEL' and 'SAVE' buttons at the bottom right.

Event tab

Click the **Appointment Plus** tab to enter detailed appointment and meeting information. Use the Mobile Reminder Options section to specify reminders for appointments and meetings. The list includes time intervals up to two days. To create reminders in a greater interval, click the ellipsis icon and make your selection. Click **Save** to update all information.

The screenshot shows the 'Appointment Plus' form. At the top, there are 'CANCEL' and 'SAVE' buttons. Below the title, there's an 'Appointment Summary' section with fields for Subject, Meet with, Company, Email, Job Title, Phone, and Mobile. A 'LOOK UP' button is next to the Job Title field. The 'Meeting Location' section has three radio button options: 'I'll call them at this number', 'They'll call me', and 'Meet in person at'. Below these are fields for Street, City, State/Province, ZIP/Postal code, and Country/Region (with a dropdown menu). At the bottom, there are two sections: 'Appointment Info Options' with a checked 'Gather Directions' checkbox, and 'Mobile Reminder Options' with a 'Send reminder' checkbox, a time interval dropdown (set to 15 minutes), and a 'before' label with a time zone dropdown (set to Eastern Time (US & Canada) (GMT-5:00)).

Appointment Plus tab

Creating trips

You can create trip itineraries using Intellisync Mobile Suite on the Web. From the **Create** menu, choose **Trip** to create a new trip itinerary. Using the **Trip** tab, you can add flight, car rental, hotel, and city information.

The screenshot shows the 'Trip' form. At the top, there are 'CANCEL', 'SAVE', and 'TRIP CITIES' buttons. Below the title, there's a 'Name of Trip' field. Below that is an 'Itinerary' table with columns for Date, Time, Type, and Description. At the bottom, there are buttons for 'EDIT', 'REMOVE', 'ADD FLIGHT', 'ADD CAR RENTAL', and 'ADD HOTEL'.

Trip tab

Click the **Event** tab to enter general information about the Trip, and then click **Save**.

The screenshot shows a web interface for creating a new event. At the top, there are two tabs: 'Event' (selected) and 'Trip'. Below the tabs is the title 'New Event' and two buttons: 'CANCEL' and 'SAVE'. The main form area is titled 'Event' and contains several input fields: 'Subject' and 'Location' are text boxes; 'Starts' and 'Ends' are date and time pickers (set to Aug 1, 2005, 09:00 AM and 09:30 AM respectively); 'Show Time As' is a dropdown menu set to 'Free'; 'Duration' is a time picker set to 0 Days, 0 Hours, and 30 Minutes; and 'Description' is a large text area. At the bottom right of the form, there are 'CANCEL' and 'SAVE' buttons.

Event tab

Using the Personalized Info option for trips

Intellisync Mobile Suite offers a separately purchased option that can review itineraries of specific formats. If you purchase this feature, Intellisync Mobile Suite can send trip itineraries to your device. These trip itineraries show up automatically on your device based on your last successful synchronization session.

Since itinerary formats vary, you should save any e-mail messages containing your itineraries until you complete your trip so you can retrieve information that is not imported into your calendar.



Verify that you have the trip confirmation e-mail messages on your device to use as an additional reference. Due to various itinerary formats, flight information such as e-ticket numbers may not import to your device.

Using the Personalized Info option, Intellisync Mobile Suite checks incoming e-mail messages for travel itineraries. If Intellisync Mobile Suite locates an itinerary, the software automatically creates a trip itinerary.

Intellisync Mobile Suite can import travel itineraries from following travel agent systems, online travel providers, car rental agencies, airlines, and hotels:

- Amadeus (plain text)
- Worldspan (plain text)
- Apollo/Galileo (plain text)
- Sabre (plain text)
- Orbitz (plain text and HTML)
- Travelocity (plain text)
- Expedia (some itineraries)
- AirTran (plain text attachment)
- American Airlines (HTML-formatted e-mail)
- Continental Airlines (plain text)
- Delta Airlines (plain text and HTML attachment)
- EasyJet (HTML-formatted e-mail)
- Southwest Airlines (plain text)
- Hilton (plain text)
- Marriott (plain text)
- Hertz

Use the following explanations for troubleshooting when a trip itinerary does not import to your device:

- The e-mail format is not supported.



To suggest formats for inclusion in upcoming releases, forward your itinerary e-mail messages to travelinfo@intellisync.com. If possible, send several itineraries from the same provider.

- The travel provider has changed the format of their e-mail messages.
- The last name listed on the trip does not match the last name stored in Email Accelerator. Some itineraries require that the e-mail address match. This requirement verifies that users will not have other trip itineraries sent to their device.
- The trip occurs outside the date range for maintaining calendar entries.
- The e-mail message has been forwarded with prefix characters other than the usual “>” character.
- The user’s e-mail software considered lines from the original e-mail message too long, and inserted carriage returns. This situation often occurs when an e-mail message has been forwarded many times.
- The e-mail message has been forwarded many times and has a number of headers included in the body of the e-mail message.

Configuring Optional Settings

This chapter provides information on configuring optional account settings for Intellisync Mobile Suite on the Web.

The sections in this chapter are as follows:

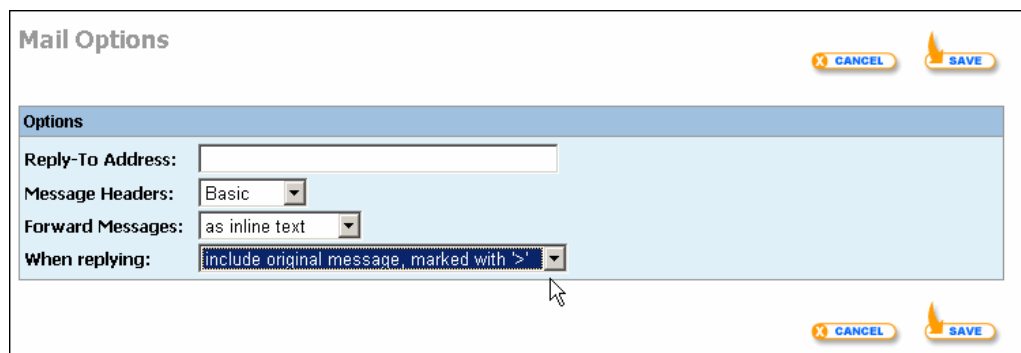
- Changing Web e-mail settings
- Changing user preferences
- Changing performance settings

Changing Web e-mail settings

You can change your settings for sending e-mail messages using Intellisync Mobile Suite on the Web. These settings only affect e-mail messages using the **Manage Mail** tab on the e-mail page.

To change your Web e-mail settings, use the following steps:

1. From the **Setup** menu, choose **Account**. The Configure Account page appears.
2. In the Account Settings section, click the **Web Email Settings** link. The Mail Options page appears.



Mail Options page

3. Complete or change these fields as necessary:
 - Reply-To Address.** If you want to have recipients reply to a different e-mail address, type that address in this field. Otherwise, leave this field blank.
 - Message Headers.** Choose between basic and extended message headers. For most users, basic headers are sufficient.
 - Forward Messages.** You have two options for forwarding messages. Forward messages as inline text appear in the body of the message. Forward messages as attached files appear as attachments.
 - When replying.** When you reply to a message, you can choose to include or exclude the text of the original message. If you choose to include the original message, you can have the original message text marked with “>” or “--” special characters.
4. Click **Save**.

Changing user preferences

You may modify any user preferences such as name, address, e-mail address, and other basic information using Intellisync Mobile Suite on the Web.

To change your user preferences, use the following steps:

1. From the **Setup** menu, choose **Account**. The Configure Account page appears.
2. In the Account Settings section, click the **General User Information** link. The Configure User Settings page appears.

Configure User Settings

Enter your user information and preferences below.

User Settings

First Name:	<input type="text" value="John"/>	Last Name:	<input type="text" value="Doe"/>
Company:	<input type="text" value="Your Company"/>		
Street:	<input type="text" value="123 Main Street"/>		
City:	<input type="text" value="Anytown"/>	State/Province:	<input type="text" value="CA"/>
ZIP/Postal Code:	<input type="text" value="12345"/>	Country:	<input type="text" value="United States"/>
Email Address:	<input type="text" value="JohnDoe@YourCompany.com"/>	Time Zone:	<input type="text" value="Eastern Time (US & Canada) (GMT-5:00)"/>
Phone:	<input type="text" value="800-765-4321"/>	Language:	<input type="text" value="English"/>
Distance Units:	<input type="text" value="Miles"/>	Temperature:	<input type="text" value="Fahrenheit"/>

Configure User Settings page

3. Enter or modify your information, and then click **Submit**.

Changing performance settings

Using the performance settings option, you can determine how much data you want to store in your Inbox, Sent Items folder, and Calendar.

To change your performance settings, use the following steps:

1. From the **Setup** menu, choose **Account**. The Configure Account page appears.
2. In the Account Settings section, click the **Performance Settings** link. The Performance Settings page appears.

Performance Settings

Inbox: Maintain days in the past
Sent Items: Maintain days in the past
Calendar: Maintain days in the past

Maintaining old email messages and calendar appointments allows them to remain accessible from the web site and keeps them synchronized on your devices. In order to improve web site and sync performance, decrease the number of days in which old email messages and calendar appointments are maintained.

Maximum size of single email (attachments or body): 19.5 MB

Folder	Records	Size	Allowed Size
Contacts	0	0	Unlimited
Calendar	0	0	Unlimited
Notes	0	0	Unlimited
Tasks	0	0	Unlimited
Inbox	2	826	Unlimited
Outbox	0	0	Unlimited
Sent Items	3	296	Unlimited
Deleted Items	0	0	Unlimited
Drafts	0	0	Unlimited
Total	5	1.1k	Unlimited

Performance Settings page

3. Modify the settings as necessary, and then click **Submit**.



APPENDIX

A

Quick Reference

Use the following as a quick reference for using Intellisync Mobile Suite with your Symbian OS device.

Function	Instructions
View Intellisync Mobile Suite screen	Select the Intellisync icon.
Synchronization	Select the Intellisync icon. From the Intellisync Mobile Suite screen, select the Sync icon.
View e-mail messages and PIM data on your device	Select the Intellisync icon, and then use the following: For Contacts, select the Contacts icon. For Calendar entries, select the Calendar icon. For Tasks, select the Tasks icon. For E-mail, select the Email icon.
View or change categories selected for synchronization	Select the Intellisync icon. Select the Options soft key, choose Settings , and then What to Sync .
Change synchronization frequency	Select the Intellisync icon. Select the Options soft key, choose Settings , and then choose What to Sync .
Change connection settings	Select the Intellisync icon. Select the Options soft key, choose Settings , and then choose Connection . Contact your system administrator for appropriate values.