
Quick Start Guide for Symbian S60, 3rd Edition

Notify Technology Corporation



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Quick Start Guide: NotifyLink for Symbian Series 60, 3rd Edition

Service Requirements

Your device will require one of the following:

- Cellular connection supporting data transmission through your mobile service provider.
- WiFi connection with internet access.

Please refer to your device user guide or contact your mobile service provider for help in configuring your service.

Memory and Operating System (OS) Requirements

This is the amount of free space required to install the *NotifyLink* application. You will need additional memory to download and store messages and PIM items (calendar events, contacts and tasks).

Free Space for Installation	Supported OS
4MB*	Symbian OS 9.1 or later

Installation Checklist

Make sure your device is set up with an account on an on-demand or on-premise version of *NotifyLink Enterprise Server*. Verify this with your IT Administrator.

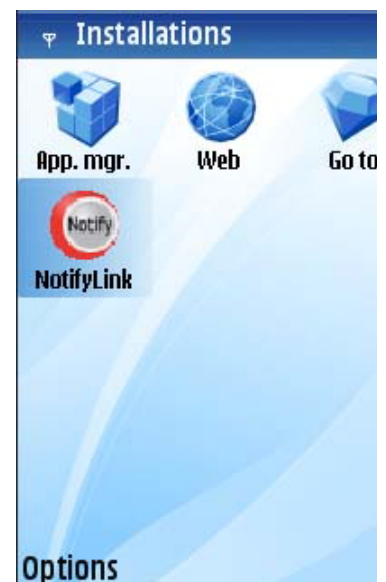
- Fully charge your battery before you begin.
- Do a full backup of the device.
- Make sure you are in a serviceable mobile phone area.
- Feel free to use synchronization software, such as Nokia PC Suite[®], to download the *NotifyLink* application onto your device, **BUT...**
- **DO NOT** use other synchronization software to synchronize your Email and PIM once *NotifyLink* has been installed. *NotifyLink* will handle all Email and PIM synchronization.

Install NotifyLink

Over the Air (OTA) Installation

Follow these instructions to download the *NotifyLink* application to your device or to upgrade to the latest *NotifyLink* version.

1. From a web browser on the device, go to the following site:
<http://notifylink.notify.net/ota.asp>
2. Select the *Symbian Series 60, 3rd Edition Devices* link. When prompted, save the file, “NotifyLink.s60.3rd.SIS” to your device.
3. Once the download is complete, the installer will guide you through the rest of the installation.
4. You are now ready to register your device.



*NotifyLink icon as it appears
installation is complete.*

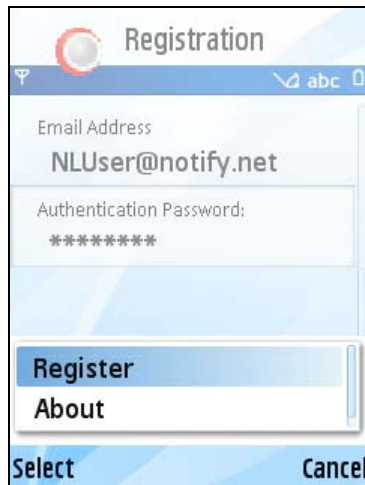
Register Your Device

Registration identifies you as a valid user on the *NotifyLink Enterprise Server* and allows you to begin using *NotifyLink* to synchronize the Email and PIM (calendar events, contacts, and tasks) between your device and the mail/PIM server.

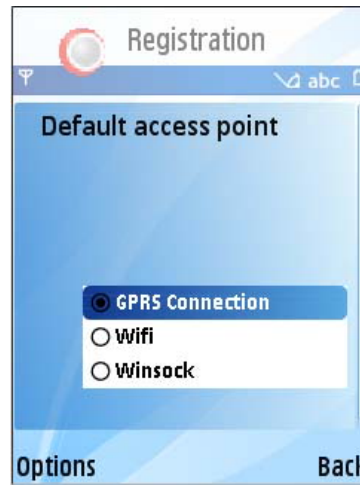
Registering the device consists of:

- Accepting the *Privacy* and *Network Usage* statements.
- Entering the **Email Address** from your account on the mail server
- Entering an **Authentication Password** provided by your IT Administrator
- Performing an initial PIM synchronization

1. From the device's home screen, select **Installations (Apps)** and then the **NotifyLink** icon. 



NotifyLink Registration



NotifyLink Registration

2. Answer **Yes** to accept the **Privacy Statement**.
3. Enter your **Email Address** and **Authentication Password**.
4. Select **Register** from the *Options* popup menu.
5. Select the **Default Access Point**. Choose which carrier/network your device will access.
6. Answer **Yes** to accept the **Network Usage** statement.
7. Once registration is complete, you will be prompted to check for registration messages. A registration update message is sent to the device *Inbox* and you are prompted to perform the initial synchronization for the device.
8. At the prompt, perform an initial synchronization for the PIM items. This removes all existing PIM items from the device and replaces them with items from the server. Select which items to synchronize:
 - Calendar**
 - Contacts**
 - Tasks**
9. Select **Options > Send**.
10. Confirm the initial synchronization (OTA load) by answering **Yes**. This will remove existing PIM items and replace them with those from the server. Answering **NO** will register the device without performing the initial synchronization.

Set Your NotifyLink Preferences

Push Settings

Push Settings give you the ability to choose the method and frequency of synchronization with the *NotifyLink* server. There are separate settings for weekdays and weekends. Synchronization can be turned off, set for all day, or set for intervals.

1. From the main **NotifyLink** menu, select **Settings > Push Settings**.
2. Select the **Access Point**. Choose which carrier/network your device will access.
3. Select **Yes** to enable the **Connection Warning** or **No** to disable it. If enabled, the following warning will appear each time *NotifyLink* attempts to gain network access.

NotifyLink is attempting to open a connection. Do you want to allow this?

4. Select the **Push Type**. Choose **Scheduled Push** or **Direct Push**.
5. Select the push settings (see below).
6. Select **Save** from the **Options** popup menu.

Scheduled Push Settings

Weekday Settings Select: Disabled, Interval, or All Day
Determines when the device will synchronize Mondays through Fridays.

Weekend Settings Select: Disabled, Interval, or All Day
Determine when the device will synchronize on Saturdays and Sundays.

Frequency If you have set weekdays/weekends to *All Day* or *Interval*, type in the number of minutes between synchronizations (valid entry=1 to 90 minutes). Default is 5 minutes, resulting in the device synchronizing every 5 minutes.

Start/Stop Times If you have set weekdays/weekends to *Interval*, choose the times you wish the synchronization to start and end. Times must be within one 24-hour period. Defaults are 7:00 to 19:00, resulting in the device synchronizing from 7am to 7 pm.

Direct Push Settings

Direct Push Max Wait	Time limit for a direct push session. The time limit is determined by the shortest timeout in the network path. It is recommended that all timeouts in the network path match or exceed the direct push timeout. Default is 15 minutes.
Weekday Settings	Select: Disabled, Interval, or All Day For <i>Interval</i> , choose the times you wish synchronization to start and end. Times must be within one 24-hour period. Defaults are 7:00 to 19:00, resulting in the device synchronizing from 7am to 7 pm.
Weekend Settings	Select: Disabled, Interval, or All Day Defaults are the same as for weekday.

Email Settings

The *Email Settings* tool gives you the ability to define how the device will process Email on your device.

1. From the main **NotifyLink** menu, select **Settings > Email Settings**.
2. Set the options for how Email is handled (see below).
3. Select **Save** from the **Options** popup menu.

Email Settings

Confirm Deletes

Choose **Yes** to activate. When you delete a message the device will ask you to confirm that you want to delete the message.

Sync Read

Select **Yes** to enable. Messages in the device *Inbox* you have read will be marked as *Read* on the server. Select **Prompt** and you will be prompted to mark a message as *Read* on the server.

Sync Delete

Select **Yes** to enable. Messages deleted on your device will be deleted on the server. Select **Prompt** and you will be prompted to delete the message on the server.

Notification Alert

Select **Yes** to enable. Device will show a pop-up alert every time new Email or PIM data is received

Use Trash

If enabled, deleted Email is sent to the Trash folder. If disabled, deleted Email bypasses the trash folder and is permanently deleted. Sent Email and sent commands can also be affected by this setting (see *Track Sent Items* below).

Note: Automated *Email Cleanup* is governed by this option as well. (Email deleted by the cleanup routine will bypass the trash folder when this option is disabled.)

Track Sent Items

Determines whether sent Email/commands are tracked or deleted.

None – Sent Emails and commands are sent to the Trash folder (if used).

Commands – Only commands are tracked to the Sent Items folder.
Emails are sent to the Trash folder (if used).

Email – Only sent Emails are tracked to the Sent Items folder.
Commands are sent to the Trash folder (if used).

All – Emails and commands are tracked to the Sent Items folder.

PIM Settings

PIM Settings give you the ability to choose which type(s) of PIM items (calendar events, contacts, or tasks) you want synchronized to the server. Any additions or changes made on the device will be sent to the server if you have checked the box next to a PIM item type.

1. From the main **NotifyLink** menu, select **Settings > PIM Settings**.
2. Check the box beside the types of PIM items you want synchronized (see below).
3. Select **Save** from the **Options** popup menu.

Option	Description
Sync Calendar	Select Yes to enable. Calendar additions/changes/deletions made on the device are synchronized to the server.
Sync Contacts	Select Yes to enable. Contact additions/changes/deletions made on the device are synchronized to the server.
Sync Tasks	Select Yes to enable. Task additions/changes/deletions made on the device are synchronized to the server.
PIM Change Summary	Select Yes to enable. Sends information to the device <i>Inbox</i> summarizing additions/changes/deletions downloaded from the server.

Cleanup Settings

The *Cleanup Settings* allow you to set conditions for *automatically* deleting old Email in your device *Inbox* and any custom folder you created on the server and had mirrored to the device.

NOTES:

- The cleanup routine deletes local Email only and does not affect Email on the server.

- Automated Email Cleanup uses the trash folder only if the *Use Trash Folder* option is enabled in Email Settings. Otherwise, Email selected for cleanup is immediately and permanently deleted.
- If your device is in a low memory state, items selected for cleanup bypass the *Deleted Items* folder and are immediately and permanently deleted.

1. From the main **NotifyLink** menu, select **Settings > Cleanup Settings**.
2. Choose the **Type** of the Email cleanup: None / Daily / Weekly / Monthly.

Type	Description
None	Automatic Email cleanups are not performed.
Daily	Keeps a day's worth of Email in the <i>Inbox</i> or custom folder. Automatic cleanup will occur daily for Email over one day old. (EX: Cleanup performed at 7 am on Tuesday deletes Email received prior to Monday 7 am.)
Weekly	Keeps a week's worth of Email in the <i>Inbox</i> or custom folder. Automatic cleanup will occur daily for Email over one week old. (EX: Cleanup performed at 7 am on Jan. 21 st deletes Email received prior to 7 am on Jan. 14 th .)
Monthly	Keeps a month's worth of Email in the <i>Inbox</i> or custom folder. Automatic cleanup will occur daily for Email over one month old. (EX: Cleanup performed at 7 am on May 9 th deletes Email received prior to 7am on April 9 th .)

3. If you want unread Email included in the cleanup, select **Yes** for the **Clean Unread messages** option.
4. If you want unacknowledged meeting invitations included in the cleanup, select **Yes** for the **Clean Unacknowledged Meetings** option.
5. In the **Next Cleanup Time** field, enter the time of day the device should run the Email cleanup procedure.
6. Select **Save** from the **Options** popup menu.

Start Using Your Device

View the Message List

To access the email *Message List (Inbox)* screen, select *Apps (or Installations)* from the device's home page and then the NotifyLink icon. If you have set your preferences to open to the NotifyLink main menu, select the ***E-mail*** option to enter the Mailbox Message List screen. Other Email folders can be accessed from the *Inbox* screen. The folder list contains native Email folders as well as custom folders you have created and set to be mirrored on the device.

To view the Email folders available in addition to the *Inbox*:

- From the *Inbox*, press *Left* on the 5-way navigation key
- From the main **NotifyLink** menu, select **Folders**

Synchronization Indicators

An icon is displayed to the left of the message count when the device is sending or receiving.



Pending – Device is checking for items that need to be sent/retrieved.



Sending – Device is transmitting items to the server.



Receiving – Device is receiving items being downloaded from the server.



Sending/Receiving – Items are being sent and received.



Direct Push session in progress.

View a Message / Retrieve an Attachment

To view a message, scroll through your message list and select a message to open it.

To retrieve an attachment, open the message containing the attachment and choose **Options > Download > Attachments**. A listing of attachments appears.

1. Highlight the attachment you wish to download and select **Options > Download**.
2. When the download is finished, select **Options > Save** to save the attachment. The attachment can be saved to the handheld's file system or to a memory card.
3. View the attachment from the device's File Manager. From the device's main menu, select **Office > File Manager**.
4. Select the folder in which the attachment is stored.
5. Highlight and select the attachment you wish to view.

Send an Email Message

1. From the message list screen, select **Compose** from the *Options* popup menu. Or, from the main NotifyLink menu, select **Compose**.
2. Enter the **recipient's Email address**. You can select *Add Recipients* from the *Options* popup menu or press the 5-way center key to choose from your contact list.
3. Enter the Email **subject**.
4. Type the **body** of the Email message. You can also insert text into the body from the *Quick Text* screen. (*Options* > *Quick Text*)
5. To include an attachment, select **Options** > **Attachments**. At the *Attachments* screen, select **Options** > **Add** and choose a file to attach.
6. Select **Options** > **Send**.

Add a Contact

From *Contacts* you may create a new contact or view and edit existing entries.

1. Select the *Contacts (Address Book)* from the device's Home screen.
2. Select **Options** > **New Contact**.
3. Enter the contact's **name** and personal information for any of the optional fields available.
Note: Select **Options** > **Add Detail** to add more fields of information.
4. Select **Done** to save the entry. The new entry appears, highlighted, on the contact list.
5. Select **Options** > **Add to Group** to add the contact to a group.
Note: Make sure you choose a group for the contact. Groups correspond to server address books. If a group is not chosen, the contact will be added into a default category and may not be where you expect it to be on the server side. See *Address Book Mappings* below.
6. Select a group from the list displayed.

Change the Contact List View

You can sort your contact list by either **First Name** or **Last Name**. Select **Options** > **Settings** from the contact screen to change the sorting order and display format.

You can also view contacts by group. Once in the contact list, scroll right to the Group tab. Highlight and select a group to view.

Use the Find Tool

To quickly locate the contact you want, use the *Find Bar* at the bottom of the contact list screen. Enter as much of a first or last name as you know. With the entry of one letter, the list narrows to include only contacts whose first or last name begins with that letter. The more characters entered, the less inclusive the list becomes.

Travel Tips

- If you have changed the time zone on your device when traveling, you should also change the time zone of your mail/PIM account on the server. You can do this from your device via the *NotifyLink* Mobile Web.
 - On Premise Users** - In your device's web browser, enter the address of the web server running the HTTP/Web component of *NotifyLink*, followed by: /mobile/
Login with the Email address and password of your mail account.
 - On Demand Users** - In your device's web browser, enter the address of the web server:
https://hosted#.notifylink.com/mobile/mobilelogin.php
(#) = *Insert the server number to which you have been assigned.*
Login with the Email address and password of your mail account.
- If you travel internationally, contact your carrier to inquire about the availability of international travel data plans. Such plans may reduce the cost of your usage while travelling outside the country.
- Apply more stringent security settings to your device when you travel. See [Security Tips](#).

Security Tips

- Install a mobile anti-virus product on your device.
- Make use of the security features described below. These features can be set from your device in **Settings** > **Security Settings**. (Note: Your security settings may be predetermined to meet the requirements of corporate security policies. Contact your administrator for more information.)

NotifyLink Lock Settings	
Inactivity Timeout	Enter number of minutes before the <i>NotifyLink</i> application locks due to device inactivity.
Challenge Timeout	Enter number of minutes before the <i>NotifyLink</i> application locks. This lock is initiated regardless of device inactivity and is intended to challenge unauthorized use of <i>NotifyLink</i> if the device is lost or stolen.
Wipe on Failed Unlock	Enter the number of failed unlock attempts before the device erases the <i>NotifyLink</i>

Attempts	application and data from the device. This limits the chances an unauthorized user has to guess a password.
NotifyLink Password Settings	
Password Strength	This determines the password's level of complexity and will assist you in consistently creating passwords that meet character pattern requirements.
Password Expiration	Enter the number of days (30-365) until a password expires.
Password History	Enter the number of passwords (10-100) to store. If the number of stored passwords is 10, you will not be able to use the past ten passwords.

NotifyLink Technical Support

Contact the *Notify Technology Corporation* technical support team at support@notifycorp.com

Or by phone at 330.702.3070

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