

# NOKIA 7650



## SUPPORT GUIDE FOR SYNCHRONISING CALENDAR AND CONTACT WITH NOKIA 7650

**NOKIA**



# Contents

- 1. INTRODUCTION ..... 1
- 2. FIRST SYNCHRONISATION ..... 1
  - 2.1 FIRST CALENDAR SYNCHRONISATION ..... 2
  - 2.2 FIRST CONTACT SYNCHRONISATION ..... 5
- 3. CHANGE SYNCHRONISATION TASK PROPERTIES..... 9

**Legal Notice**

Copyright © Nokia 2002. All rights reserved.

Reproduction, transfer, distribution or storage of part or all of the contents in this document in any form without the prior written permission of Nokia is prohibited.

Nokia and Nokia Connecting People are registered trademarks of Nokia Corporation. Other product and company names mentioned herein may be trademarks or tradenames of their respective owners.

Nokia operates a policy of continuous development. Nokia reserves the right to make changes and improvements to any of the products described in this document without prior notice.

Under no circumstances shall Nokia be responsible for any loss of data or income or any special, incidental, consequential or indirect damages howsoever caused.

The contents of this document are provided "as is". Except as required by applicable law, no warranties of any kind, either express or implied, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose, are made in relation to the accuracy, reliability or contents of this document. Nokia reserves the right to revise this document or withdraw it at any time without prior notice.

## 1. INTRODUCTION

The purpose of this document is to help you synchronise the calendar and contact on your Nokia 7650 with a compatible PC, using the PC Suite for Nokia 7650.

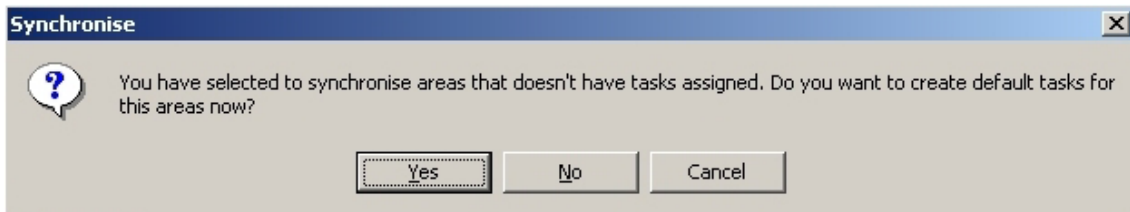
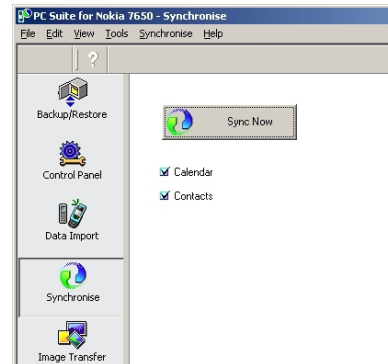
Synchronisation is based on tasks. In these tasks, you define what kind of data you are going to synchronise. You select the PC software that you want to synchronise and specify all the details for it. Once you have made the task, you just need to start synchronising your Nokia 7650 with the PC software.

## 2. FIRST SYNCHRONISATION

1. In the PC Suite for Nokia 7650, first open the synchronise application from left side bar.
2. Press **Sync Now** button

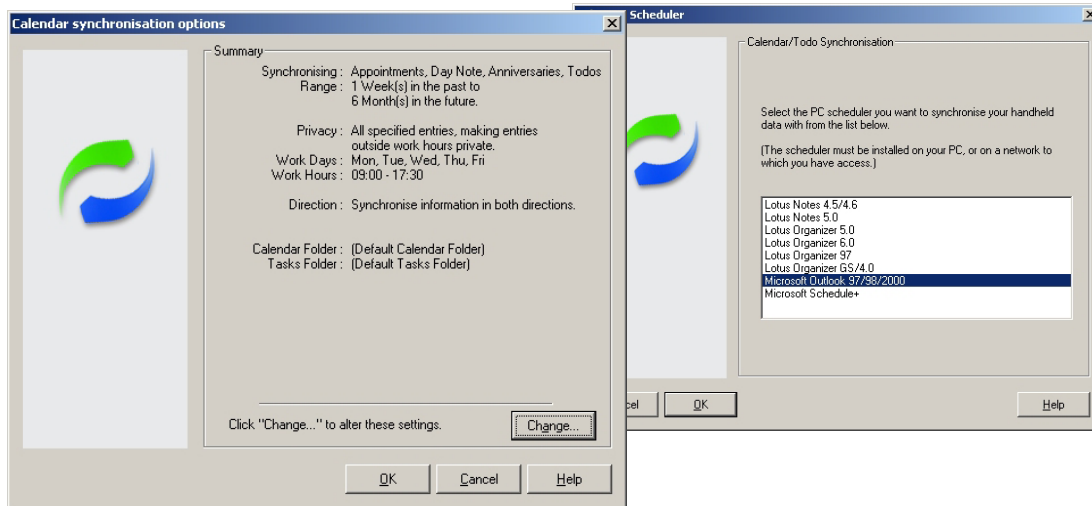


**Note:** When you start synchronisation for the first time, you will get a pop-up window asking if you want create synchronisation task now.



## 2.1 FIRST CALENDAR SYNCHRONISATION

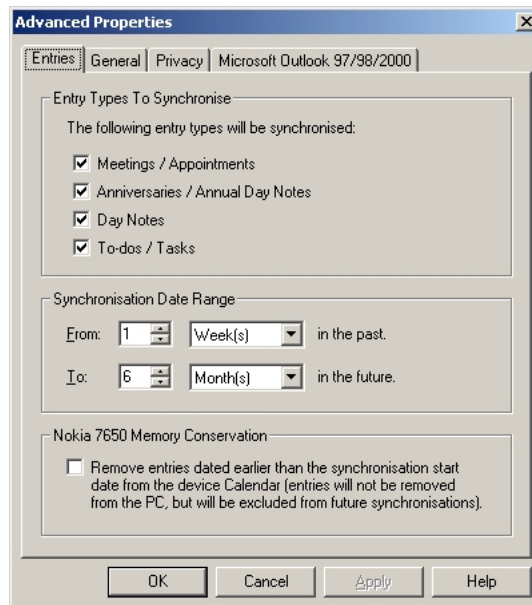
1. Select the correct PC software from the list



2. To change default settings press **change** button
3. In **Entries** page you can define what kind of entries you are synchronising. You can select select one or more of the available entry types.

In **Date range**, you can also set how long a period you will synchronise in the past and to the future

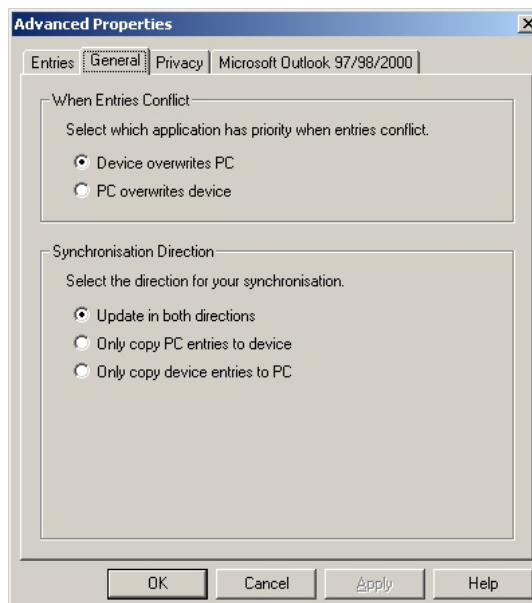
If you want to clear the calendar in your Nokia 7650 during every synchronisation check the box **Nokia 7650 memory Conservation**. This option deletes all entries in Nokia 7650 calendar before the date range (e.g. 1 week before this day). The Calendar events in PC software do not disappear.



4. On the **General** page you can define what will happen if there is a conflict between the PC and Nokia 7650 calendar data.

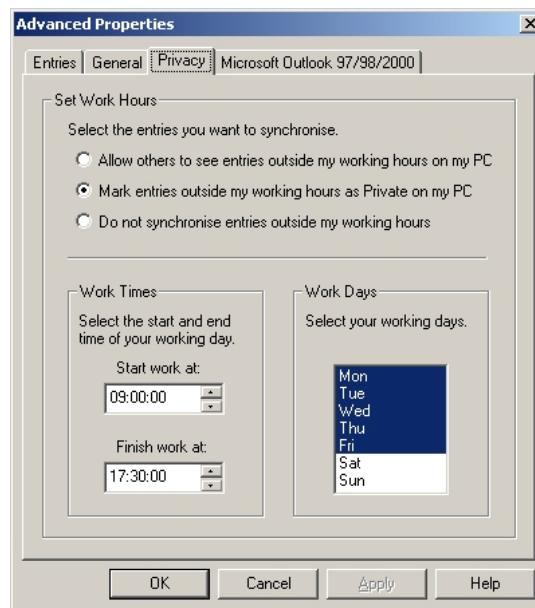
If you change calendar information only in one device (Nokia 7650 or PC Software), synchronization will change the calendar appointment also at the other end. But if you modify the same entry in both devices there will be a conflict and here you must select which is the 'master' device in case of a conflict.

You can also select the direction of the synchronization.



5. On the **Privacy** page you can set the time range for synchronization. You can set your personal working times and days.

Synchronisation can include only working hours or both your working time and your private time.



6. The appearance of the final sheet in the Advances properties dialog box depends upon which PC software you are synchronizing with.

In this page you can define where your calendar and task information is stored in your PC software.

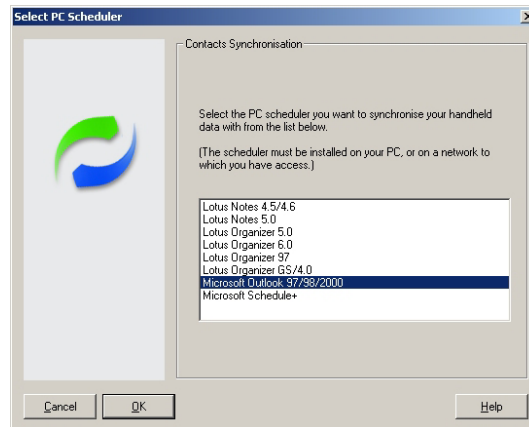
If your mail profile is password protected you can also enter the password and username by pressing the **profile** button.

7. Press **Ok** to close and save changes you made in the Advanced properties dialog box
8. Press **Ok** to finalise the task.

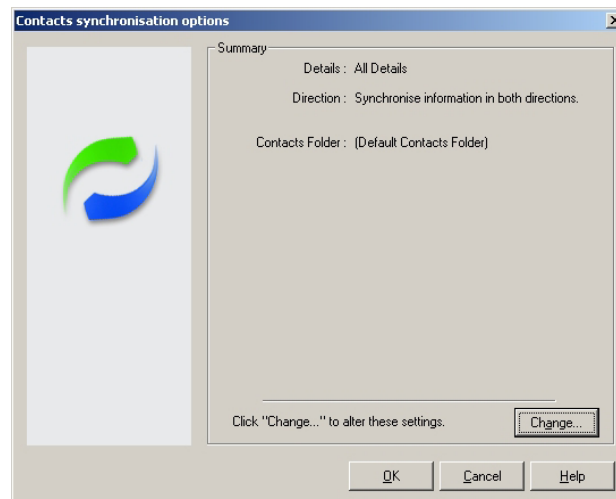
If you are synchronising contacts for the first time, you will need to also create a contact synchronisation task.

## 2.2 FIRST CONTACT SYNCHRONISATION

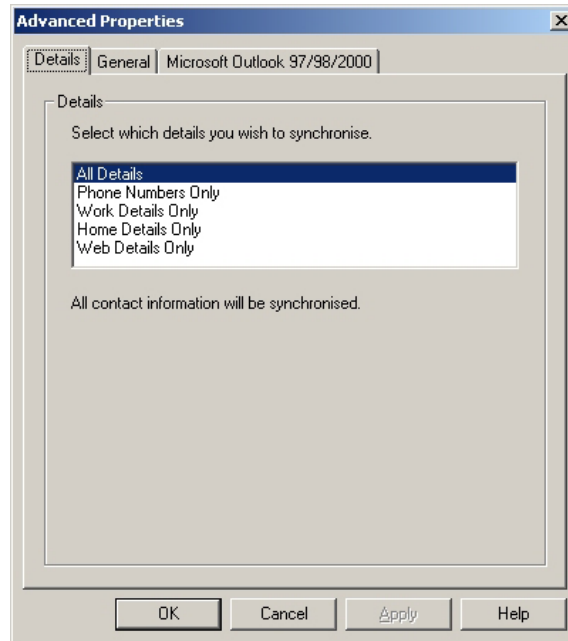
1. Select the correct PC software from the list



2. To change the default settings press the **Change** button in the bottom right-hand corner



3. In **Details** page you can define what contact information you will synchronise.

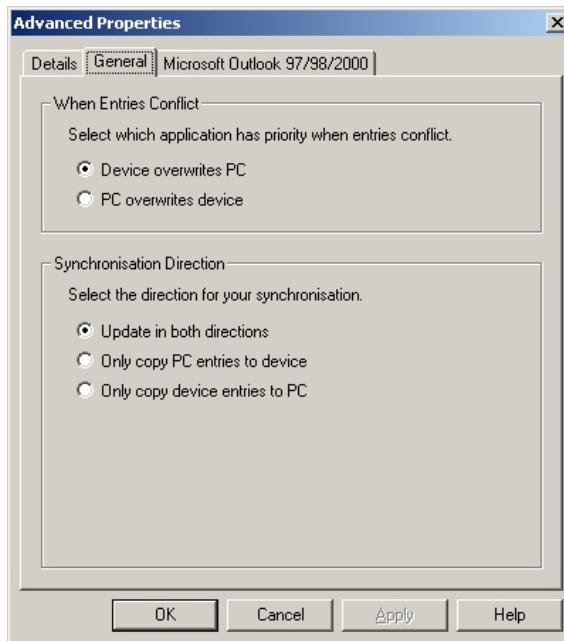


4. On the **General** page you can define what will happen if there is a conflict between the PC and Nokia 7650 contact information.

If you change contact card at only in one device (in Nokia 7650 or in PC software), synchronization will change that contact card also at the other end. But if you modify the same entry in both devices there will be a conflict and here you must select which is the 'master' device in case of a conflict.

You can also select the direction of the synchronization

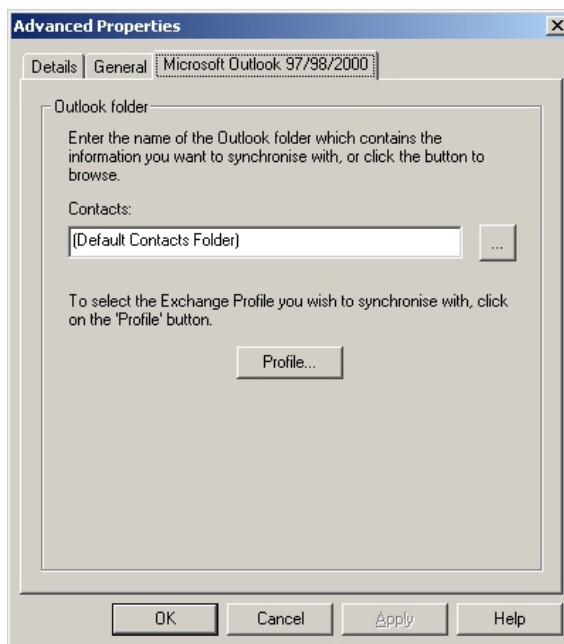




5. The appearance of the final sheet in the Advances properties dialog box depends upon which PC software you are synchronizing with.

In this page you can define where your calendar and task information is stored in your PC software.

If your mail profile is password protected you can also enter the password and username by pressing the **profile** button.





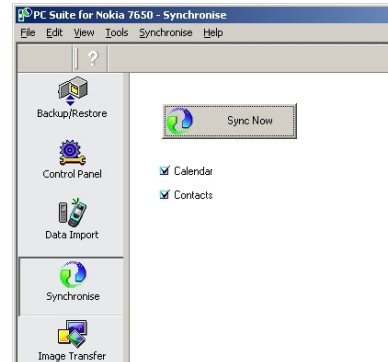
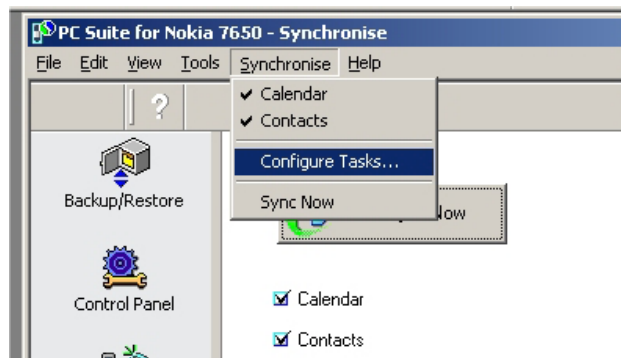
6. Press **Ok** to close and save changes you made in the Advanced properties dialog box
7. Press **Ok** to finalise the task.

After you have finished creating the tasks, synchronisation will start automatically. After synchronisation you will get pop-up windows asking if you want to see the synchronisation log which tells you what has happened during the synchronisation.

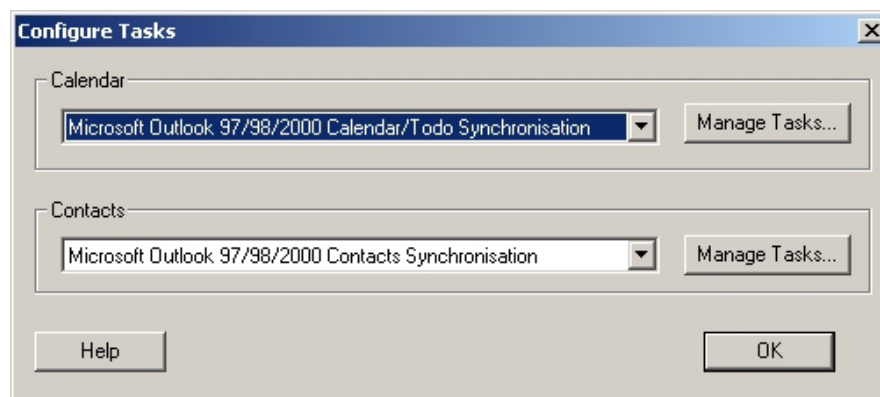
### 3. CHANGE SYNCHRONISATION TASK PROPERTIES

Sometimes it is useful if you can change some settings in your synchronisation task.

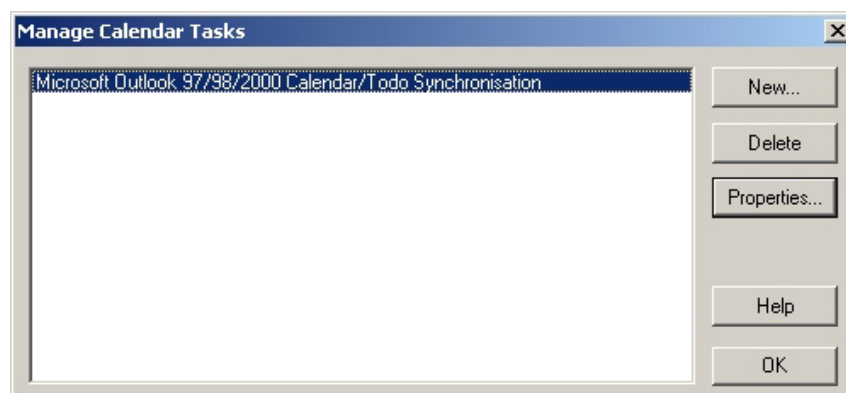
1. When you want modify current task, select the synchronisation application from your PC Suite.
2. From Menu, select **Synchronise** and select **Configure Task**.



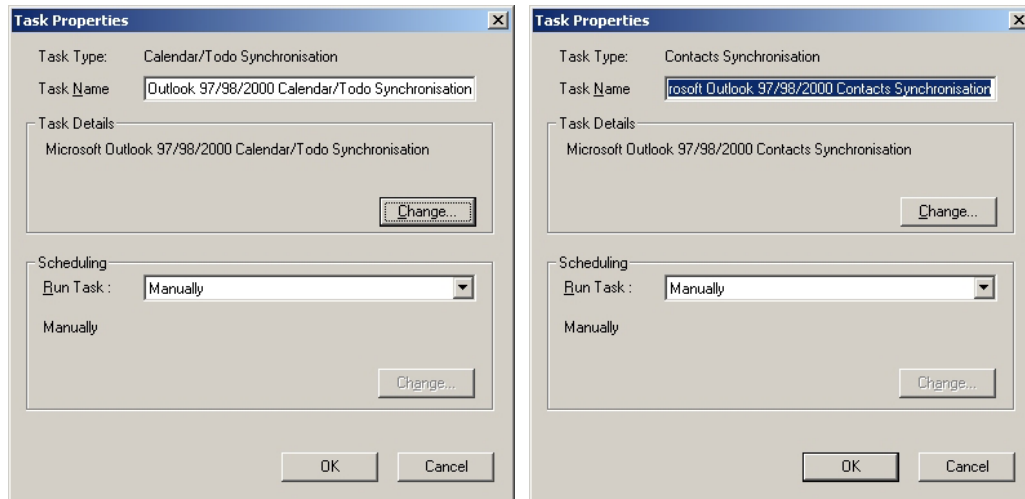
3. The **Configure tasks** window will now appear. Press the **Manage Tasks** button next to that task you want to modify.



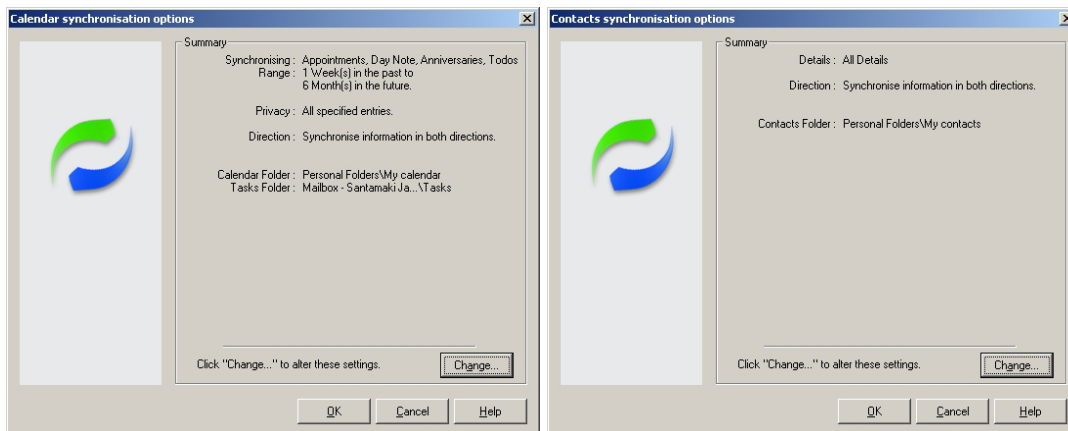
4. In the next window you have an option to create **New Task**, **Delete** a task and view the **Properties** for a task. Press **Properties** to modify the task that is selected.



5. From the next window you can rename the task and specify how you will run the task. Option to run task are **Manually** (when ever you like), **On connection** (every time you connect your phone to your PC) and **At scheduled time** (e.g. every Friday at 12:30)



6. By pressing the **Change** button you can modify all settings such as synchronisation direction, privacy or PC software settings.



7. When you have made all changes you want to, press **Ok** as many times a necessary to return to the main view of the **Synchronise** application.