

NOKIA 3660



SUPPORT GUIDE FOR SYNCHRONISING CALENDAR AND CONTACTS WITH NOKIA 3660 IMAGING PHONE

NOKIA



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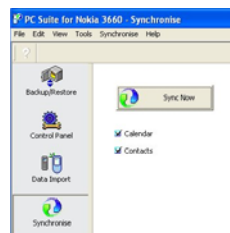
1. INTRODUCTION

The purpose of this document is to help you to synchronise the calendar and contacts on your Nokia 3660 phone with a compatible PC software, using the PC Suite for Nokia 3660.

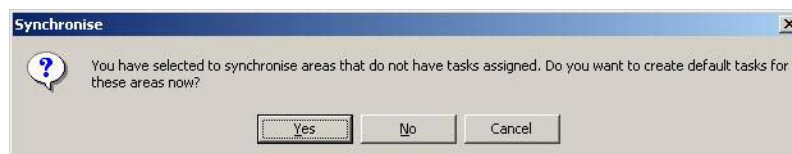
Synchronisation is based on tasks. In these tasks, you define what kind of data you are going to synchronise. You select the compatible PC software that you want to synchronise and specify all the details for it. Once you have made the task, you just need to start synchronising your Nokia 3660 phone with the PC software.

2. FIRST SYNCHRONISATION

1. In the PC Suite for Nokia 3660, first open the synchronise application from the toolbar on the left-hand side

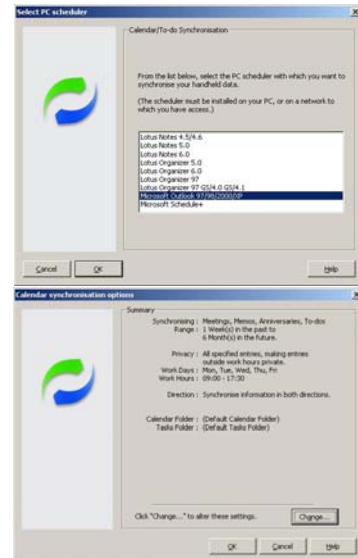


2. Press the **Sync Now** button. When you start the synchronisation for the first time, you will get a pop-up window asking if you want create synchronisation task now



2.1 FIRST CALENDAR SYNCHRONISATION

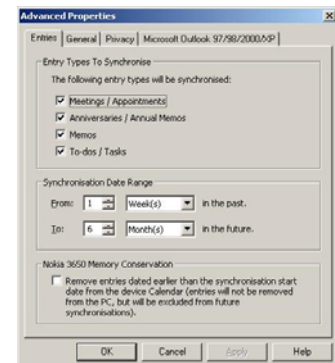
1. Select the correct PC software from the list.
2. To change default settings press the **change** button.



3. In **Entries** page you can define what kind of entries you are synchronising. You can select one or more of the available entry types.

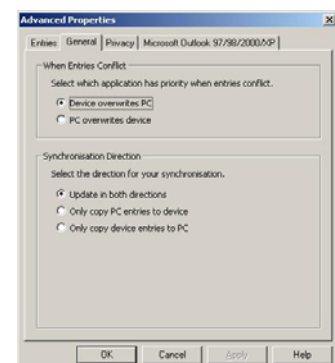
In **Date range** you can set how long a period you will synchronise in the past and to the future.

If you want to clear the calendar in your Nokia 3660 phone during every synchronisation check the box **Nokia 3660 memory Conservation**. This option deletes all entries in Nokia 3660 phone calendar before the date range (e.g. 1 week before this day). The Calendar events in PC software do not disappear.

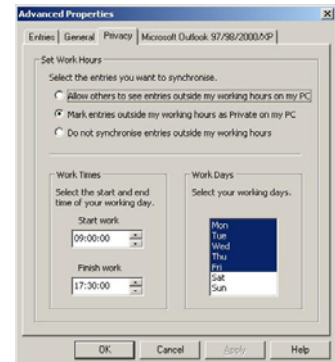


4. On the **General** page you can define what will happen if there is a conflict between the PC and Nokia 3660 phone calendar data.
If you change calendar information only in one device (Nokia 3660 phone or PC Software), synchronisation will change the calendar appointment also at the other end. But 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 synchronisation.

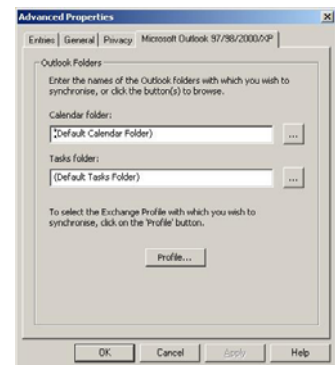


5. In **Privacy** page you can set the time range for synchronisation. You can set your personal working times and days. Synchronisation can include only working hours or your private time or both.



6. The appearance of the fourth sheet in the Advanced properties dialog box depends upon which PC software you are synchronising 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.

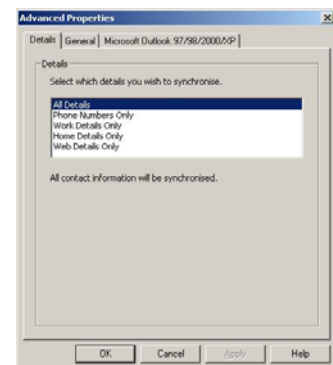
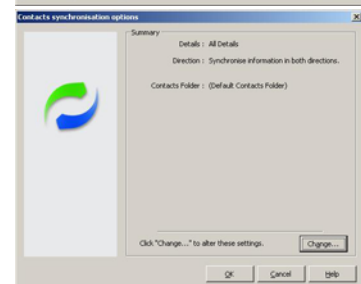
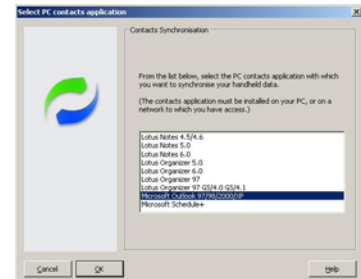


7. Press **Ok** to close and save the changes you made in the Advanced properties dialog box.
8. Press **Ok** to finalise the task.

2.2 FIRST CONTACTS SYNCHRONISATION

1. Select the correct PC software from the list.
2. To change 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. In **General** page you can define what will happen if there is a conflict between the PC and Nokia 3660 phone contact information.

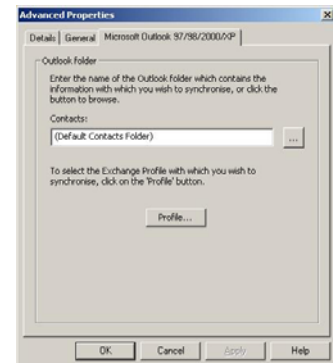
If you change a contact card at only in one device (in Nokia 3660 phone or in PC software), synchronisation will change that contact card also at the other end. But if you modify the same entry in both devices there will be a conflict and here you must select which is the 'master' device in case of a conflict. You can also select the direction of the synchronisation.



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

In this page you can define where your contact 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.



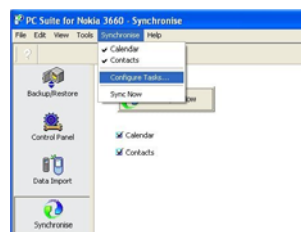
6. Press **Ok** to close and save the changes you made in the Advanced properties dialog box.
7. Press **Ok** to finalise the task.

After you have finished creating the tasks, synchronisation will start automatically, if the phone and the compatible PC are connected. After synchronisation you will get a pop-up window asking if you want to see the synchronisation log that tells you what has happened during the synchronisation.

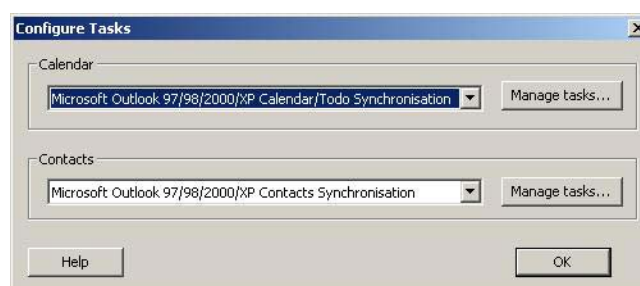
3. CHANGE SYNCHRONISATION TASK PROPERTIES

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

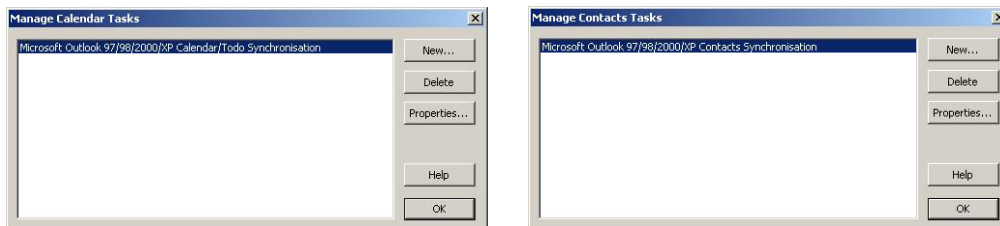
1. When you want modify current task, select the synchronisation application from your PC Suite.
2. From Menu, select **Synchronise**, and select **Configure Tasks**.



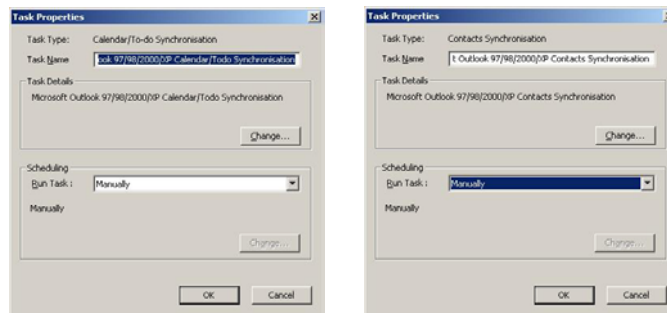
3. The **Configure Tasks** window will now appear. Press the **Manage Tasks** button next to the task you want to modify.



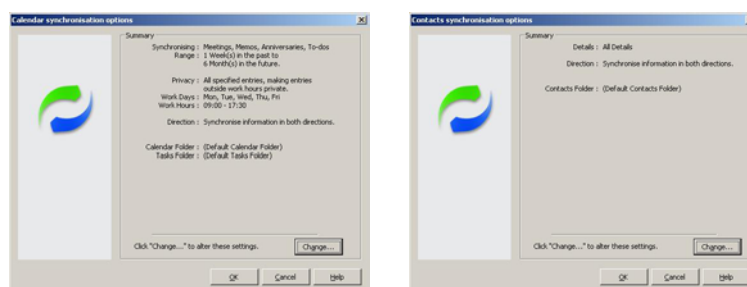
- In the next window you have an option to create **New Task**, **Delete** a task and view the **Properties** for a task. Press **Properties** to modify the task that is selected.



- In the next window you can rename the task and specify how you will run the task. Options to run the 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).



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



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