

**USER'S GUIDE FOR
Nokia PC Suite 7.1**

NOKIA

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1. INTRODUCTION

This guide provides instructions about how to install Nokia PC Suite, connect your phone to the PC, and start using Nokia PC Suite applications.

1.1 Nokia PC Suite applications

With Nokia PC Suite you can edit, store, and synchronise your Nokia mobile phone data with a Microsoft Windows based PC system. Nokia PC Suite consists of the following applications:

With Nokia PC Suite you can	In which application	Icon
Back up personal data from your phone to a PC. Restore personal data from your PC to any supported phone.	Backup (Nokia Content Copier)	
Synchronise personal data between a phone and a PC.	Synchronise (Nokia PC Sync)	
Use your phone as a modem to connect your PC to the Internet.	Connect to the Internet (One Touch Access)	
Create, edit, and view the contacts stored on your phone. Share business cards by multimedia messages or email.	Contacts (the Contacts view of Nokia Communication Centre)	
Send text messages and multimedia messages from your PC. View and organise messages into folders.	Messages (the Messages view of Nokia Communication Centre)	
Edit and manage calendar entries on your phone.	Calendar (the Calendar view of Nokia Communication Centre)	
Transfer files between the phone and the PC. View your phone files and folders on the PC. Note that you can manage your mobile phone in Windows Explorer as a Windows Portable Device or with Nokia Phone Browser, depending on the operating system and Microsoft software installed on your PC.	File manager	
Store images and video clips from your phone on a PC.	Store images (Image Store)	
Transfer video files between your PC and phone.	Transfer videos (Nokia Video Manager)	

With Nokia PC Suite you can	In which application	Icon
Install games and other programs from the PC on your phone.	Install applications (Nokia Application Installer)	
Explore Ovi Music, download and play music on your PC and transfer it to your mobile device.	Explore music (Nokia Ovi Player)	
Download Nokia Software Updater from the Internet, and update your phone software for additional functionality and improved performance.	Update phone software (Nokia Software Updater)	
Download maps from the Internet and preload them onto your phone for the Nokia Maps application.	Download maps (Nokia Map Loader)	

For information on the tasks that you can perform with Nokia PC Suite applications, see application helps, and section 5, *Using Nokia PC Suite* in this guide.

1.2 Must haves



Note: The system requirements listed below are valid at the release date of Nokia PC Suite 7.1. You can check the Nokia PC Suite Web page at www.nokia.com/pcsuite for more up-to-date information.

To do this	You must have
To install and run Nokia PC Suite	<ul style="list-style-type: none"> • At least 300 MB of free disk space • One of the following operating systems: <ul style="list-style-type: none"> • Windows 7 32-bit and 64-bit editions • Windows Vista 32-bit and 64-bit editions (Service Pack 1) • Windows XP Professional x64 edition (Service Pack 2) • Windows XP (Professional or Home Edition) (Service Pack 2 or later) • Administrator rights to the PC to install software on it <p>Note: To transfer music between your phone and a PC using USB cable connection in the Media Transfer mode, you need to have Windows Media Player 10 (or newer) installed on your PC. Windows Media Player includes an MTP driver, which is required for transferring music in the Media Transfer mode.</p>

To do this	You must have
To connect your phone to a PC	<p>At least one of the following connection sets</p> <ul style="list-style-type: none"> • USB connection cable (DKU-2, DKE-2, CA-53, CA-70 or CA-101) and a compatible port on your PC • Serial connection cable CA-42 and a compatible port on your PC • Infrared (IrDA) port on your PC • Bluetooth wireless technology equipment and software
To create a Bluetooth wireless technology connection between your phone and a PC	<p>Bluetooth wireless technology equipment compatible with one of the supported Bluetooth stacks listed below::</p> <p>Windows 7 or Windows Vista 32-bit and 64-bit editions:</p> <ul style="list-style-type: none"> • Microsoft Windows Bluetooth stack • WIDCOMM Bluetooth stack, driver version 6.x • Toshiba Bluetooth stack, driver version 5.10.12, 6.10.10, 6.30.01 • IVT BlueSoleil Bluetooth stack, driver version 5.0.5, 6.2.227.11, 6.4.245.0 <p>Windows XP x64:</p> <ul style="list-style-type: none"> • Microsoft Windows Bluetooth stack • Toshiba Bluetooth stack, driver version 5.10.12, 6.10.10 • IVT BlueSoleil Bluetooth stack, driver version 5.0.5, 6.2.227.11 <p>Windows XP:</p> <ul style="list-style-type: none"> • Microsoft Windows Bluetooth stack • Toshiba Bluetooth stack, driver version 4.0, 5.0, 5.10.12, 6.10.10, 6.30.01 • WIDCOMM Bluetooth stack, driver version 1.4.2.18, 3.x, 4.x, 5.0, 5.1, 5.5 • IVT BlueSoleil Bluetooth stack, driver version 3.x, 5.0.5, 6.2.227.11, 6.4.245.0 <p>Note: Available Bluetooth technologies and their versions may not be supported by your Nokia mobile device. Check your Nokia mobile device user guide for further details about compatibility with the listed Bluetooth technologies.</p> <p>Note: To check which Bluetooth stack your PC has installed: in the Nokia PC Suite main window, click Help > About Nokia PC Suite... > Show System Information dialog. If the Bluetooth stack found on your PC is not supported by Nokia PC Suite, this is also mentioned in the system info.</p>

To do this	You must have
To perform tasks with Nokia PC Suite applications	<p>A compatible phone. Certain features can only be used with phone models that support those features. For example, not all phone models support sending multimedia messages.</p> <p>To check which versions of Nokia PC Suite, Nokia PC Suite applications, and connection types your phone model supports, see www.nokia.com/pcsuite.</p>



Note: You should use the same language in the phone, the operating system, and Nokia PC Suite, if possible. This allows your phone to function properly with all Nokia PC Suite applications.



Note: Always make sure you use original Nokia cables with Nokia PC Suite to secure reliable operation of the Nokia PC Suite applications. Check the labelling on your cable.



Note: All references to a PC in this guide apply equally to a laptop computer.

1.3 More information

For more information about Nokia PC Suite, see the following sources:

- **Nokia PC Suite help**, which contains more detailed instructions on using Nokia PC Suite. To open, click **Help > Help topics**, click Help button in a window, or press F1 in Nokia PC Suite applications.
- **Demo for Nokia PC Suite**, which contains animated demonstrations of Nokia PC Suite applications. To open, click **Web > Nokia PC Suite demo** in the Nokia PC Suite main window. To use the demo you must have an Internet connection.
- **How to web pages** of Nokia PC Suite give you an interactive tour of using the software. Go to www.nokia.com/pcsuite and see the section titled How to.
- **FAQ Search**, which contains Nokia PC Suite troubleshooting information. To access the information, click **Web > Nokia PC Suite on the web > FAQ** in the Nokia PC Suite main window. To browse the FAQ search database you must have an Internet connection.
- **Nokia Support Discussions Board**, where you can discuss Nokia products, for example PC software, with other users. To open, click **Web > Nokia PC Suite on the web > Nokia Support Discussions** in the Nokia PC Suite main window. To access the discussion board you must have an Internet connection.

For information about how to use your Nokia mobile phone, see the phone's user's guide.



Tip: You can register for a free-of-charge monthly Nokia Connections newsletter to get useful information and special offers on the latest Nokia devices, accessories and software (for example, new PC Suite versions). Nokia Connections is available in several languages and it can be delivered to your e-mail or mobile phone. To subscribe to Nokia Connections over the Internet, select **Web > Sign Up** in the Nokia PC Suite main window.



Note: Read the Note texts marked like this one carefully, as they often contain information that may help you to avoid potential problems.

2. INSTALLING NOKIA PC SUITE

You can install Nokia PC Suite from a CD-ROM, or from the Nokia PC Suite Web page at www.nokia.com/pcsuite. You need administrator rights to your PC to be able to install software on it.

To establish a connection between your phone and the PC you need to have drivers installed on your PC. Drivers are installed automatically when you install Nokia PC Suite and connect your phone to the PC with the Get Connected wizard. For detailed information see section 3, *Installing drivers* in this guide.

2.1 Before installation

If you have an earlier version of Nokia PC Suite (5.x, 6.x or 7.x) installed on your PC, the earlier version will be automatically replaced during the installation. If for some reason you need to uninstall the older version manually, the installation program prompts you to do so.

If you want to use a Bluetooth connection, install Bluetooth wireless technology software on your PC before you install Nokia PC Suite. For more information about Bluetooth software you can use with Nokia PC Suite, see section 1.2, *Must haves* in this guide.

If you are upgrading from Nokia PC Suite 6.41 or earlier to Nokia PC Suite 7.1, synchronise your phone with the existing Nokia PC Suite before upgrading, to avoid duplicate calendar appointments. When you have installed Nokia PC Suite 7.1, rerun synchronisation.

2.2 Installing Nokia PC Suite from a CD-ROM

You can install Nokia PC Suite from a CD-ROM if your phone's sales package contains one.

1. To start the installation, insert the CD-ROM into your PC's CD-ROM drive and click the installation option.
2. Select the language, and click **OK**. The installation program starts.
3. Follow the instructions on the screen, and note the following:
 - If you are connected to the Internet, Nokia PC Suite checks if an updated version of Nokia PC Suite or a patch for the latest version is available on the Nokia PC Suite Web page. If yes, it is recommended that you download and install the latest version from the Nokia PC Suite Web page.
 - You must read and accept the licence agreement before continuing.
 - You may be asked to restart the computer during the installation.
4. When the installation is complete, the Get Connected wizard opens automatically and you can select the connection types you want to use.
5. Depending on your phone model, you may need to install PC Suite support for SMS/MMS and contact groups. The Get Connected wizard informs you of the installation. Note that you must complete the installation on your phone's user interface.

2.3 Installing Nokia PC Suite from the Web

1. Open a Web browser and go to www.nokia.com/pcsuite > Compatibility & Download.
2. Select your phone model from the list of compatible models.
3. Select the language to be downloaded from the drop-down list and click **Download**.
4. Click **Run** or **Open** to start the installation.
OR
Click **Save** and save the file on your PC. Then browse to the downloaded file and click it to start the installation.
5. Follow the installation instructions on the screen, and note the following:
 - You must read and accept the licence agreement before continuing.
 - You may be asked to restart the computer during the installation.
6. When the installation is complete, the Get Connected wizard opens automatically and you can set up the connection types that you want to use.
7. Depending on your phone model, you may need to install PC Suite support for SMS/MMS and contact groups. The Get Connected wizard informs you of the installation. Note that you must complete the installation on your phone's user interface.

2.4 Checking for software updates

If you have Nokia PC Suite installed and you are connected to the Internet, Nokia PC Suite displays a notification when a new Nokia PC Suite release, or a patch for the latest release, is available to be downloaded. You can also check the Internet for updates to the software whenever you want to.

To check for software updates:

1. Go to the main window of Nokia PC Suite and click **Web > Check for updates and add-ons**.
2. First you are shown a dialog related to a PC Suite improvement initiative, where you can select if you want to participate in the initiative and allow the sending of diagnostic information to Nokia. Nokia PC Suite collects diagnostic information about your PC configuration and the Nokia device model that you use with Nokia PC Suite. The information helps Nokia to improve its products and services, but it will not be used to identify individual Nokia PC Suite users. Select if you want to participate in the initiative.
3. Next you will be shown if software updates are available for download on the Nokia PC Suite web pages.

2.5 Uninstalling Nokia PC Suite

1. Click **Start > Programs > Nokia PC Suite > Uninstall Nokia PC Suite**.
2. Follow the instructions on the screen until the program files are removed.

OR

1. Click **Start > Settings > Control Panel**.
(If you are using Windows XP, use the Classic View of Control Panel.)
2. Double-click **Add/Remove Programs**.
3. From the list of Currently Installed Programs, select Nokia PC Suite.
4. Click **Change/Remove**. If you click Change, you need to click **Remove** in the window that opens.
5. Follow the instructions on the screen until the program files are removed.



Note: When you uninstall Nokia PC Suite, the Connectivity Cable Drivers that were installed with Nokia PC Suite are not uninstalled. This is because they may be used by some other Nokia application, such as Nokia Ovi Suite.

2.6 Changing the language used in Nokia PC Suite

If you have Nokia PC Suite installed and you want to change the language Nokia PC Suite applications use, do one of the following:

- To install the same version of Nokia PC Suite in another language: uninstall Nokia PC Suite and then select to reinstall it in the new language from the CD-ROM or from the Nokia PC Suite Web pages.
- To install a newer version of Nokia PC Suite in another language: select to install the Nokia PC Suite in the new language. The old version of Nokia PC Suite and its language are automatically replaced during the installation.



Note: You should use the same language in the phone, the operating system, and Nokia PC Suite, if possible. This allows your phone to function properly with all Nokia PC Suite applications.

3. INSTALLING DRIVERS

To connect your phone and the PC to use Nokia PC Suite applications you need connectivity drivers installed on your PC. Connectivity drivers are installed automatically when you install Nokia PC Suite and connect your phone to the PC with the Get Connected wizard.

If you want to use your phone as a modem to connect to network services such as the Internet when there is no wired network available, you need modem drivers installed on your PC. Nokia PC Suite installs the required modem drivers automatically.

The following table shows the required drivers according to the connection type you use:

Connection type	Connectivity drivers	Modem drivers
USB cable DKU-2, DKE-2, CA-53, CA-70, CA-101 Serial cable CA-42	Installed automatically.	Installed automatically.
Infrared	You must have an Infrared port on your PC. Drivers are installed automatically when you connect your phone to the PC via infrared.	Nokia infrared modem is installed automatically when you connect your phone to the PC via infrared.
Bluetooth wireless technology	You must have a supported Bluetooth stack installed on your PC. Drivers are installed automatically when you connect your phone to the PC via Bluetooth.	PC Connectivity Bluetooth modem is installed automatically when you pair your phone with the PC in Get Connected. If you have Microsoft Bluetooth installed on your PC, a standard Bluetooth modem is also installed automatically.

4. CONNECTING YOUR PHONE AND PC

You need to connect your phone to a PC to do the following:

- Transfer information between Nokia PC Suite applications and the phone. For example, to synchronise calendar appointments or transfer images.
- Use your phone as a modem to connect your PC to network services such as the Internet.

4.1 Selecting a connection type

You can connect the phone and a PC via a USB or serial cable, Infrared (IrDA), or Bluetooth wireless technology. When Nokia PC Suite installation is finished, the Get Connected wizard opens and guides you in configuring the connection type you want to use.

The connection types you can select depend on what connection types your phone model and the PC support. To check which connection types your phone supports, see www.nokia.com/pcsuite, or your phone's user's guide.

Connection type	Details
USB cables DKU-2, DKE-2, CA-53, CA-70, CA-101	<p>A USB cable is a fast and reliable data transfer method between a phone and a PC.</p> <p>You can have several USB cable connections, or even serial and USB connections simultaneously.</p> <p>If you did not receive a cable with your phone, you can buy one from your Nokia retailer.</p>
Serial cable CA-42	<p>A serial cable is a reliable connection method between a phone and a PC.</p> <p>You can have only one serial cable connection established at a time.</p> <p>If you did not receive a cable with your phone, you can buy one from your Nokia retailer.</p>
Infrared	<p>Infrared connects your phone wirelessly to your PC within a short range. The preferable distance between the phone and the PC is one metre (about three feet) at most.</p>
Bluetooth	<p>Bluetooth wireless technology connects your phone wirelessly to your PC within a short range. The phone and PC must be within a 10-metre (about 30 feet) radius of each other.</p>



Note: Some phone models have an optional security setting called autolock period, which determines a time-out period after which the device will be locked if it is in standby mode. Before you can establish a connection between your phone and Nokia PC Suite you need to unlock your phone.

4.2 Connecting your phone via cable

1. In Get Connected, select **Cable connection** as the connection type.
2. Connect the cable to the PC when Get Connected prompts you to do so, and then connect the other end of the cable to the phone.
3. The first time you use a cable connection you have to wait until Get Connected finishes installing the required drivers.



Note: Although the CA-42 cable is a serial cable, connect it to the USB connector of your computer as Windows recognises it as a USB cable. The COM port is normally selected automatically. If not, you can configure it manually in Nokia Connection Manager. To access Nokia Connection Manager, click **Settings > Manage connections** in the main window of Nokia PC Suite. Select the Serial cable connection type and click **Configure** to set the COM port. You only need to make this configuration once, before you use the connection for the first time.



Note: When you connect your phone to the PC via USB cable, make sure you have the default mode, Nokia mode or PC Suite mode selected in your phone if you want to use Nokia PC Suite with your phone. See your phone's user's guide for more detailed information on the USB modes available.



Note: Always make sure you use original Nokia cables with Nokia PC Suite to secure reliable operation of the Nokia PC Suite applications. Check the labelling on your cable.

4.3 Connecting your phone via infrared

1. Activate the IR port of your phone. For instructions, see your phone's user's guide.
2. If you are using a Symbian phone, make sure that you have selected to use the infrared connection type on your phone. For instructions, see your phone's user's guide.
3. Place the phone and the PC so the IR ports of the two devices point at each other.
4. The connection is created automatically.

4.4 Connecting your phone via Bluetooth

1. Make your phone visible to other Bluetooth devices and activate the Bluetooth connection of your phone. For instructions see your phone's user's guide.
2. When you activate Bluetooth for the first time you are asked to give your phone a name. The name is used whenever you pair your phone with a PC.
3. Make sure that the Bluetooth stack on your PC is switched on.
4. If you use a Bluetooth adapter, make sure it is plugged into the PC.
5. Select the **Click here to connect a phone** text on top of the phone image in the main window of Nokia PC Suite to open **Get Connected**, and follow the instructions in the wizard to pair your phone with the PC.

If you need to check which Bluetooth stacks have been installed on your PC, click **Help > About Nokia PC Suite... > Show System Information dialog** in Nokia PC Suite main window. If a Bluetooth stack found on your PC is not supported by Nokia PC Suite, this information is also in the system info.

4.4.1 Pairing devices for Bluetooth connection

To use Bluetooth as the connection type, you need to pair your phone and the PC. Pairing means that you code two Bluetooth devices to communicate so they can exchange data. You only need to pair the devices once, before you use the connection for the first time.

Bluetooth wireless technology uses two different methods of pairing:

- A method where you enter a passcode on your phone. You can use the passcode generated by Get Connected or create your own passcode. Then authorise the connection on your phone.
- A method where you compare the passcodes that are displayed on your phone and PC. If the passcodes match, confirm pairing on your phone.



Tip: You can set your PC as authorised, which means that individual connections between your phone and your PC do not need a separate authorisation. On your phone, find the Paired devices view, select your PC, and edit the PC to be authorised or trusted, depending on the term used in your phone.

4.5 Connected phones

After you have connected your phone to the PC, you can see the name and connection type of the phone in the phone selection and progress indication pane of the Nokia PC Suite main window.



Tip: You can rename your phone in the main window of Nokia PC Suite. To do this, click **Settings > Rename phone** and type a new name in the field showing the connected phone's name.

If you have multiple phones connected to the PC, select the phone you want to use from the pane's drop-down list.

If you want to connect a new phone in addition to the currently connected phones, or change the connection type of a connected phone, you can do this in the Get Connected wizard. To start the wizard, click **Settings > Add more phones** in the Nokia PC Suite main window.

5. USING NOKIA PC SUITE

The following section gives you instructions for starting to use Nokia PC Suite applications. For more in-depth instructions, see Nokia PC Suite help (**Help > Help topics**) and demo (**Web > Nokia PC Suite demo**).



Note: Not all phone models support, for example, sending multimedia messages. To check which Nokia PC Suite applications you can use with your phone, see www.nokia.com/pcsuite.

To open Nokia PC Suite, do one of the following:

- In the Windows notification area click the Nokia PC Suite icon.
- On your computer desktop, double-click the Nokia PC Suite icon.
- From Windows **Start** menu, click **Programs > Nokia PC Suite**.



Tip: Nokia PC Suite always opens when you start your PC. If you want to prevent the automatic startup, go to the File menu in the PC Suite main window and deselect the **Invoke at startup** option.

5.1 Nokia PC Suite main window



Figure 1. An example of the Nokia PC Suite main window with the calendar pane shown

The main window of Nokia PC Suite is divided into the areas described below:

Area	Description
Application pane	<ul style="list-style-type: none"> • Shows the standard applications included in Nokia PC Suite and possible additional applications you may have downloaded and installed from the Nokia PC Suite web pages. • To open an application, click its icon or select it from the File menu.
Status pane	<ul style="list-style-type: none"> • Shows a notification if new add-on applications, updates to installed add-on applications or updates to Nokia PC Suite are available for your phone.
Phone selection and progress indication pane	<ul style="list-style-type: none"> • Shows the phones currently connected to the PC. Also indicates the battery level of your connected phone (depending on the phone model and connection type you are using), and shows detailed information about the amount of free memory on your phone. • If you have no phones connected to the PC, use the Get Connected wizard to create the connection. To access Get Connected, select the Click here to connect a phone text on top of the phone image. • If you have multiple phones connected to the PC, select the phone you want to use from the pane's drop-down list. • You can rename your phone by clicking Settings > Rename phone and by typing a new name in the field showing the connected phone's name. • To transfer music, images, video files and applications on your phone, drag-and-drop the files onto the phone image.
Message pane	<ul style="list-style-type: none"> • Shows the text messages from the inbox of your connected phone when you click the Messages icon below the pane. To navigate the messages, click the arrows below the message pane. • Right-click a message to reply to it, forward it, or delete it from your phone. • Click a message to open it in the Messages view of Nokia Communication Centre where you can forward the message, or create new text messages and multimedia messages. • To update the messages shown in the message pane, press F5. • Click the handle on the top edge of the message pane to maximise or minimise the pane.

Area	Description
Calendar pane	<ul style="list-style-type: none"> • Shows the calendar from your connected phone when you click the Calendar icon below the pane. • If you hover the mouse cursor over a date that is marked with a small triangle, you get a tooltip showing detailed information about the entries for the date in question. • You can edit the calendar by adding new meeting entries, and by modifying or deleting existing meeting entries. • To navigate the calendar, click the arrows above the currently displayed month. • To update the entries shown in the calendar pane, press F5. • Click the handle on the top edge of the calendar pane to maximise or minimise the pane.



Tip: If you do not want to view the Message pane or the Calendar pane in the Nokia PC Suite main window, click **Settings > Settings...**, go to the phone tab, and clear the selection in the **Show messages** or **Show calendar** check box.

5.2 Backing up phone contents on a PC

Nokia Content Copier allows you to back up your phone's contents on a PC. You can back up the entire contents, or select what you want to back up. You should back up your phone's contents regularly to help avoid losing important data.

You can restore phone contents to the same phone model from which the backup was originally made, or import contents to another Nokia phone model. If you are restoring a backup file to the same phone model that was originally backed up, existing data in your phone is replaced with data from the backup file.



Note: Do not use or disconnect your phone while Nokia Content Copier is backing up or restoring the phone contents.




Note: Copyright protections may prevent some images, ringing tones, and other content from being copied, modified, transferred, or forwarded.




Note: Some content can only be restored to the same phone model from which it was originally backed up depending on what type of data the target phone supports.

To back up your phone contents

1. Connect your phone to the PC. Note that a USB cable is the fastest connection type for transferring large files between your phone and a PC.
2. In Nokia PC Suite main window, click **Backup**  to open Nokia Content Copier.
3. Click **Back up**.
4. From the list of content types available, select what you want to back up, and click **Next**.

5. Define a name and a storage location for the backup file, and click **Next**. After the phone contents have been backed up, click **View the report** if you want to see detailed information about the backup operation.

To restore or import a backup file

1. Connect your phone to the PC. Note that a USB cable is the fastest connection type for transferring large files between your phone and a PC.
2. In Nokia PC Suite main window, click **Backup**  to open Nokia Content Copier.
3. Click **Restore**.
4. Select a backup file to restore or import, and click **Next**.
5. From the list of content types available, select what you want to restore or import, and click **Next**. After the phone contents have been restored or imported, click **View the report** if you want to see detailed information about the restoration or import operation.


5.3 Synchronising data between your phone and a PC

Nokia PC Sync allows you to synchronise contacts, calendar/to-do items, notes, and e-mails between a Nokia mobile phone and your PC Personal Information Manager (PIM). You can also synchronise bookmarks and RSS feeds between a Nokia mobile phone and a supported web browser, or files and folders between a Nokia mobile phone and a PC. Synchronising means that the information on both your phone and PC is similar. Note that not all phone models support, for example, synchronising e-mails or bookmarks and RSS feeds.

You can synchronise a compatible Nokia phone with the following PC PIM applications:

- Microsoft Outlook 2000, 2002, 2003, and 2007
- Microsoft Outlook Express / Windows Address Book
- Microsoft Windows Calendar and Contacts
- Lotus Notes 5.x, 6.x, 7.0 and 8.x
- Lotus Organizer 5.x and 6.x


To create the first synchronisation task

1. Connect your phone to the PC.
2. In the Nokia PC Suite main window, click **Synchronise**  to open Nokia PC Sync.
3. When you open Nokia PC Sync for the first time, the Settings wizard opens automatically. You can skip the wizard and start synchronization with default settings, or follow the instructions on screen to finish the wizard process. It is recommended that you follow the wizard to get your personal settings correct for the synchronization. Follow the instructions on the screen to set, for example:
 - PIM application with which you want to synchronise the phone.
 - Information you want to synchronise.

- Settings for items you selected for synchronising.
4. In the Finish page of the wizard, click **Advanced** if you want to make settings for automatic synchronisation and conflict resolution.



For more information on the settings, see the Nokia PC Suite help.

To create a new synchronisation task

1. Connect your phone to the PC.
2. In the Nokia PC Suite main window, click **Synchronise**  to open Nokia PC Sync.
3. Click **Settings**.
4. Click **Create new settings**.
5. In the Settings wizard pages, select, for example, the PC PIM application you want to use when synchronising, what information you want to synchronise, and the synchronisation range.
6. In the last page of the Wizard click **Advanced** if you want to make settings for automatic synchronisation and conflict resolution. Based on what you want to synchronise, the tabs in the Settings window are either active or inactive. Fill in the active tabs.
7. Click **OK** to finish creating a new synchronisation task.

For more information about the settings, see the Nokia PC Suite help.

The Nokia PC Sync icon is displayed in the Windows notification area, at the far right end of the taskbar when Nokia PC Sync is active:

-  shows that the phone is connected. You can click the icon to open PC Sync, or right-click the icon to access the Nokia PC Sync menu commands,
-  shows that the phone is not connected.



Note: As a default Nokia PC Sync is not set to start automatically when you turn on your PC. To make PC Sync start automatically when you turn on your PC:

1. Click **Synchronise** on the Nokia PC Suite main window.
2. Right-click the Nokia PC Sync icon in the Windows notification area.
3. Select **Enable On Startup**.

5.4 Connecting to the Internet using your phone

With Nokia PC Suite's One Touch Access application you can use your phone as a modem to create a network connection to the Internet. A connection can be established via cable, infrared, or Bluetooth wireless technology.

To use your phone as a modem, you must have the following:


- A phone and a subscription that support packet data.
- Appropriate software for data communications installed on your PC.

- A subscription to the appropriate network services from your home service provider or Internet service provider.
- The appropriate modem drivers installed on your PC. Nokia PC Suite installs these automatically.



Note: If your phone does not support packet data you can access the Internet by creating a dial-up connection. See the instructions for using your phone as a modem in the Nokia PC Suite help.

To connect to the Internet

1. Connect your phone to the PC.
2. If you are using a CA-42 serial cable or infrared for connection between Nokia PC Suite and your phone, the connection types need to be deselected so that you can use the connection type for the modem. One Touch Access automatically deselects the connection types when creating a connection, and reselects them when the modem is disconnected.
3. In the Nokia PC Suite main window, click **Connect to the Internet**  to open One Touch Access. After 10 seconds, One Touch Access automatically uses your phone as a modem to connect to the Internet.
OR
Open One Touch Access and click **Configure** to select the modem you want to use and your network operator from a list of operators, and then click **Connect** to establish the Internet connection.
4. When you no longer need the connection, click **Disconnect** to close the Internet connection.

5.5 Installing applications on your phone from a PC

With Nokia Application Installer you can install Symbian and Java™ applications (such as calendars or games), or widgets from a PC to your phone. The file types you can install with Nokia Application Installer depend on the phone model that you are using. Possible file types are .SIS, .SISX, .JAR, .N-GAGE and .WGZ. You can download applications to your PC, for example, from Nokia Web pages or other service providers' pages. You can also install applications that you have created yourself.

To install an application on your phone

1. Download the .SIS, .SISX, .JAR, .N-GAGE or .WGZ file for the application you want to install.
2. Connect your phone to the PC.
3. In Windows Explorer, double-click a .SIS, .SISX, .JAR, .N-GAGE or .WGZ file you want to install on your phone. Nokia Application Installer installs the application on your phone.

Note that if you have a phone with a Symbian operating system, you need to finalise the installation on the phone side.

To open Nokia Application Installer, click **Install applications**  in the Nokia PC Suite main window. For use instructions, see Nokia Application Installer help.

For more information about what kind of applications can be installed on your phone, see your phone's user's guide.




Note: Nokia does not warrant for applications from non-Nokia sites. If you choose to download applications from them, you should take the same precautions, for security or content, as you would with any site.

5.6 Managing phone contents on a PC

When your phone is connected to a PC with Nokia PC Suite, you can view files and folders on your phone, and transfer them between your phone and a PC in Windows Explorer in the same way as you would any files or folders on your PC.

In addition to the phone memory, a memory card and mass memory are shown as phone subfolders if they are available in the phone. Note that not all phone models support memory cards or mass memories.

To view phone contents on a PC

1. Connect your phone to the PC.
2. In the Nokia PC Suite main window, click **File manager** . Windows Explorer is opened under
 - **My Computer > Portable devices > Nokia xxxx** where xxxx is the model number of the phone. If you have given your phone a familiar name such as "My phone" the folder will have that name.
OR
 - **My Computer > Nokia Phone Browser > Nokia xxxx** where xxxx is the model number of the phone. If you have given your phone a familiar name such as "My phone" the folder will have that name.
3. Double-click the phone name to browse the phone's internal folders and files.

Note that you can manage your mobile phone in Windows Explorer as a Windows Portable Device or with Nokia Phone Browser, depending on the operating system and Microsoft software installed on your PC.



Tip: To refresh the phone contents, click **View > Refresh** or click **F5**.



Note: When copying copyright-protected files (for example, music tracks you have obtained from Nokia Music Store or from Ovi Music) from a PC to your phone, use a USB cable connection, and select the Media Transfer mode from the phone when connecting the USB cable. Then use Windows Media Player to synchronise the files into your phone.


5.7 Creating contacts to your phone

In the Contacts view of Nokia Communication Centre you can edit and manage the contact information stored on your phone. In addition to the single contacts stored on your phone, contact groups are also displayed if supported by your phone model. The contact information you can store includes multiple phone numbers, email addresses, and contact images. You can also send electronic business cards (vCards) by multimedia messages and email, copy contacts from another phone, and import and export contacts between your phone and PC.



Note: Only the contacts stored in the phone's internal memory are displayed in the Contacts view. If you have numbers stored on the SIM card only, you must first copy them to the phone's internal memory in order to see them in the Contacts view.


To create a new contact to your phone

1. Connect your phone to the PC.
2. In Nokia PC Suite main window, click **Contacts** . The Contacts view of Nokia Communication Centre opens.
3. Select **File > New > Contact**. The contact dialog box opens with blank fields.
4. Enter the contact's details into the fields as necessary. The first name and last name are mandatory to fill in. To add more details to the name, click **Full Name**. To add separate General, Home and Business addresses and phone numbers, click **Advanced**.
5. Click **OK**. The contact is saved on your phone.

5.8 Sending messages from a PC

In the Messages view of Nokia Communication Centre you can receive and send text messages and multimedia messages from your PC, organise messages in folders, send messages as email, and import and export text messages between your phone and PC.


To send a text message

1. Connect your phone to the PC.
2. In Nokia PC Suite main window, click **Messages** . The Messages view of Nokia Communication Centre opens.
3. Select **File > New > Message**. A blank message dialog opens.
4. Select recipients for the message in the following ways:
 - Write the phone number of the recipient to the **To:** field.
 - Click **Select recipients** to open the contact database, double-click to select the recipients and click **OK**.
5. Write your message in the text area.
6. Click **Send message**. Your SMS is sent to the selected recipients.

To send a multimedia message



Note: Your multimedia files are converted into mobile-optimised format if you are editing multimedia messages in the **Restricted** or **Guided** mode. To check this option, select **Tools > MMS Creation Mode**.

1. Connect your phone to the PC.
2. In Nokia PC Suite main window, click **Messages** . The Messages view of Nokia Communication Centre opens.
3. Select **File > New > Message**. A blank message dialog opens.
4. Click **Switch to MMS creation mode**.
5. Select recipients for the message in the following ways:
 - Write the phone number of the recipient to the **To:** field.
 - Click **Select recipients** to open the contact database, double-click to select the recipients and click **OK**.

Similarly, you can add recipients to the **Cc:** field.

6. Write a subject for your message.
7. Write your message in the slide area.
8. To add a media item to the slide, click either of the following buttons:
 - **Add image or video**
 - **Add music**

See the table below for information on supported image, video and music files.


File type	Supported file formats
Images	*.jpg, *.png, *.bmp, *.svg
Videos	*.avi, *.3gp, *.mp4, *.mpg, *.wmv, *.mov
Music	*.amr, *.aac, *.mid, *.mp3, *.wav, *.wma

9. Browse the file you want to add and click **Open**. The **Conversion options** dialog box is displayed.
10. Do either of the following:
 - To use the file as such, click **Use original format**.
 - To convert the file into mobile-optimised format, define the conversion options and click **Convert**. If you select the **Use with all in this message** check box in the media conversion options, the same options are used automatically when you add more files of the same type.
11. The selected file is added to the slide.
12. To add more slides to this message, click **Add slide**, and repeat steps 7-10.
13. Click **Send message**. Your MMS is sent to the selected recipients.

5.9 Creating calendar entries


In the Calendar view of Nokia Communication Centre you can view the calendar entries from your connected phone, create new calendar entries, edit or delete existing calendar entries, search and filter calendar entries, and export and import calendar entries between your phone and PC. Calendar entries consist of meetings, memos, birthdays and reminders.

To create a calendar entry

1. Connect your phone to the PC.
2. In Nokia PC Suite main window, click **Calendar** . The Calendar view of Nokia Communication Centre opens.
3. In the month view, highlight a date.
OR
In the week or day view, highlight a date and time.
4. Select **File > New > Calendar Entry > [the desired entry type]**.
5. Fill in the fields and define the calendar entry details as necessary.
6. Save the changes you made. The calendar entry is saved on your device calendar.

5.10 Storing images from your phone to a PC

With Image Store you can store photos and video clips you have taken with your phone's camera on your PC.


1. Connect your phone to the PC.
2. In the Nokia PC Suite main window, click **Store images**  to open Image Store.
3. If you have not used Image Store earlier, the Settings wizard opens automatically when your phone is connected to the PC and you open Image Store. Before you can store images, you have to define file types to be stored (images or videos), the target folder for storage, and what Image Store does when the files have been stored.
4. Click **Store Now**. The files are stored in the folder you defined.

If you want to change the settings, click **Settings** in the Image Store main window. You can define, for example, if you want new images and videos to be stored to your PC automatically every time you connect your phone to the PC, and what application you use to view the images and video clips. For more information about the settings, see the Nokia PC Suite help.

5.11 Transferring video files between your PC and phone

With Nokia Video Manager, you can play video files, scan your PC for video files, transfer video files between your phone and PC, and convert video files into mobile-optimised format. Note that Nokia Video Manager cannot be used with all phone models.

To transfer video files from a PC to your phone

1. Connect your phone to the PC.
2. In the Nokia PC Suite main window, click **Transfer Videos**  to open Nokia Video Manager.
3. Select **Tools > Settings**. On the **Video quality** tab, select the desired playback quality. On the **Folders** tab, select a PC folder to be scanned for video files. On the **Memory** tab, select if you want to store videos to the phone memory or memory card. To close the window, click **Save configuration**.
4. Select **Tools > Scan PC for videos**. The video files found from your PC are listed in the Scan results view.
5. Highlight one or more video files that you want to transfer to your phone.
6. Select **File > Transfer to phone**.

Terms and abbreviations

Term	Explanation
Bluetooth stack	A set of software needed to run Bluetooth on a PC.
Bluetooth wireless technology	A technology that provides short-range radio links to allow mobile computers, mobile phones, digital cameras, and other portable devices communicate with each other without cables. A Nokia mobile device with Bluetooth wireless technology support allows the user to connect wirelessly to another compatible Bluetooth device within a short range.
COM port	An input/output port through which data is transmitted and received serially. The serial port is a socket on a PC. It is used to connect serial devices (usually printers, modems, or mice) to the computer and communicate with these devices. Serial ports are assigned names such as COM1 and COM2.
Driver	A computer program that enables another program to communicate with a hardware device.
packet data	A data transmission technique (for example, GPRS, 3G) that transfers and receives data in packets instead of using a continuous channel. Users pay only for the volume of data sent and received.
patch	A patch is a piece of software designed to improve the usability or performance of a computer program, or to fix problems with a computer program.
PIM	Personal Information Manager such as Microsoft Outlook or Lotus Notes. With a PIM application you can manage personal and business information such as phone book, calendar, and note information.
RSS feed	An RSS feed offers you a way to follow a frequently updated website (for example, a blog or a news site). After you have subscribed to a feed on the Internet, you will be notified of content updates on the site. Thus, you do not need to browse to a specific site to check if there are changes or new articles.
SP	Service Pack. A software patch that is applied to an installed application.
Symbian	A smartphone operating system provided by a software licensing company owned by major wireless industry companies.
widget	Widgets are standalone web applications that offer you access to various web services from your mobile phone.

6. SAFETY NOTES



Important safety notes

All the safety instructions in the user's guides of your phone and computer also apply when this product is used with the phone.

Remember to make backup copies of all important data to protect against possible loss or alteration.

Only install and use applications and other software from sources that offer adequate protection against harmful software.

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