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# **PC Suite Tool Installation Guide**

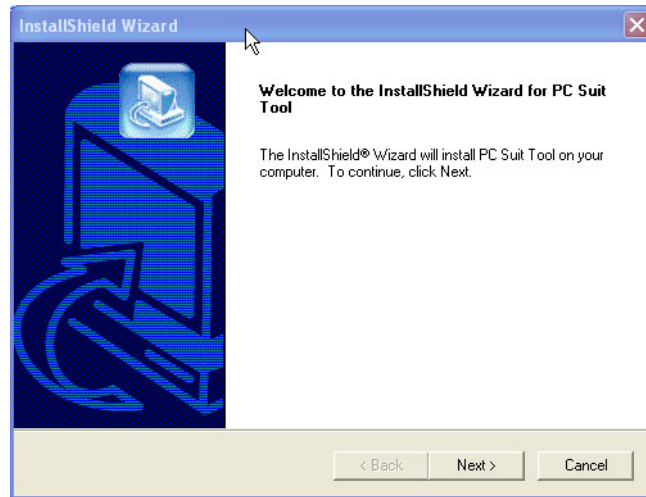
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<Memo>

## 1 Install PC Suite Tool

Insert the **PC Suite Tool Installation** CD-ROM into your computer and double-click to launch **Setup.exe** from it.



## 2 Connect Phone to Computer

1. Connect the mobile phone into the USB port in your computer via the USB data cable. A "Found New Hardware Wizard" window will appear indicating the phone has been detected.

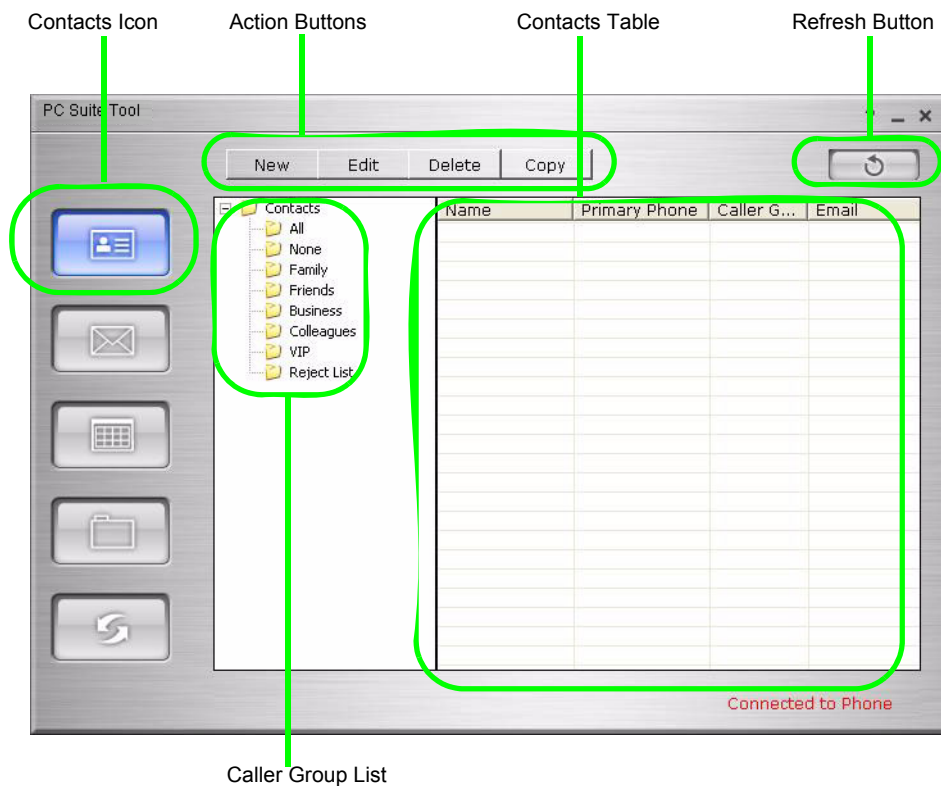


2. Follow the steps in the Wizard to install the necessary drivers for the phone.
3. Once the Wizard installation completes, you are ready to run your PC Suite Tool application.

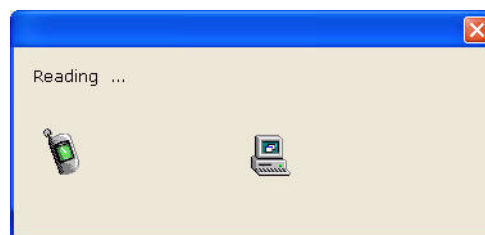


## 4 Contacts

This is the first screen you see when you launch the PC Suite Tool application, however, you can also click the **Contact Icon** at the left-hand side of the screen to enter this function screen.



While the application is retrieving Contacts data from the attached phone, you will see the following window appear.

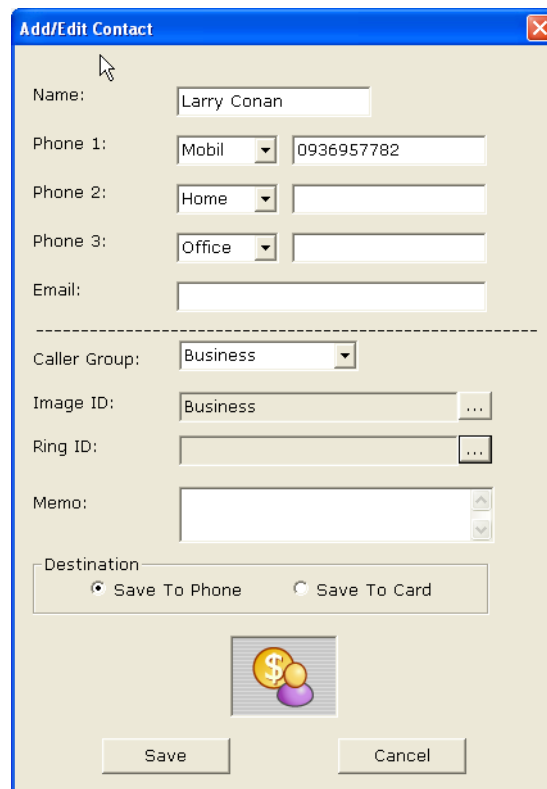


When data retrieval completes, the **Contacts Table** in the application UI (User Interface) will be populated with Contacts data from the attached phone. You can browse Contacts data by their Caller Group by clicking an item in the **Caller Group List**. When you click a Caller Group item, the **Contact Table** shows only contents belonging in that Caller Group.

There are four Action Buttons at the top of the screen which allow you to Add, Edit, Delete, Copy data in Contacts.

## New Contact

1. Click the **New** Action Button at the top of the screen to add a new contact person. You will see the following window appear.



The screenshot shows a window titled "Add/Edit Contact" with a close button in the top right corner. The form inside has the following fields and controls:

- Name:** Text input field containing "Larry Conan".
- Phone 1:** A dropdown menu set to "Mobil" and a text input field containing "0936957782".
- Phone 2:** A dropdown menu set to "Home" and an empty text input field.
- Phone 3:** A dropdown menu set to "Office" and an empty text input field.
- Email:** An empty text input field.
- A dashed horizontal line separates the phone fields from the below.
- Caller Group:** A dropdown menu set to "Business".
- Image ID:** A text input field containing "Business" and a browse button "...".
- Ring ID:** A text input field and a browse button "...".
- Memo:** A large text area with up and down arrow buttons on the right.
- Destination:** A group box containing two radio buttons: "Save To Phone" (selected) and "Save To Card".
- At the bottom center is an icon of a dollar sign and two coins.
- At the bottom are two buttons: "Save" and "Cancel".

2. Fill out the relevant fields in the form to create a new contact person.  
☞ You can add this contact person into a specific Caller Group by selecting a value from the **Caller Group** drop-down list.
- ☞ Optionally, you can select an **Image ID** and **Ring ID** for this contact person.
3. Finally, select whether you wish to save this new contact person in the phone or the SIM Card. Click **Save** to complete the form or **Cancel** to exit.

## Edit Contact

1. Click to highlight a contact person from the **Contact Table**.
  2. Click the **Edit** Action Button at the top of the screen to edit an existing contact person.
  3. Modify the fields in the form window and click **Save** to save or **Cancel** to exit.
- ☞ You can only choose one destination field.

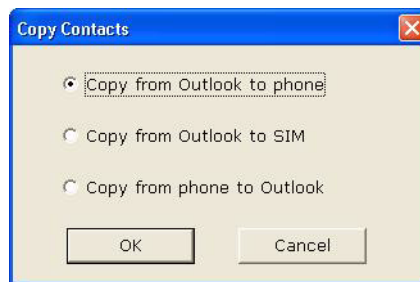
## Delete Contact

1. Click to highlight a contact person from the Contact Table.
2. Click the **Delete** Action Button at the top of the screen to delete this contact person.



## Copy Contact

1. Click the Copy Action Button at the top of the screen to copy contacts. You will see the following window appear.



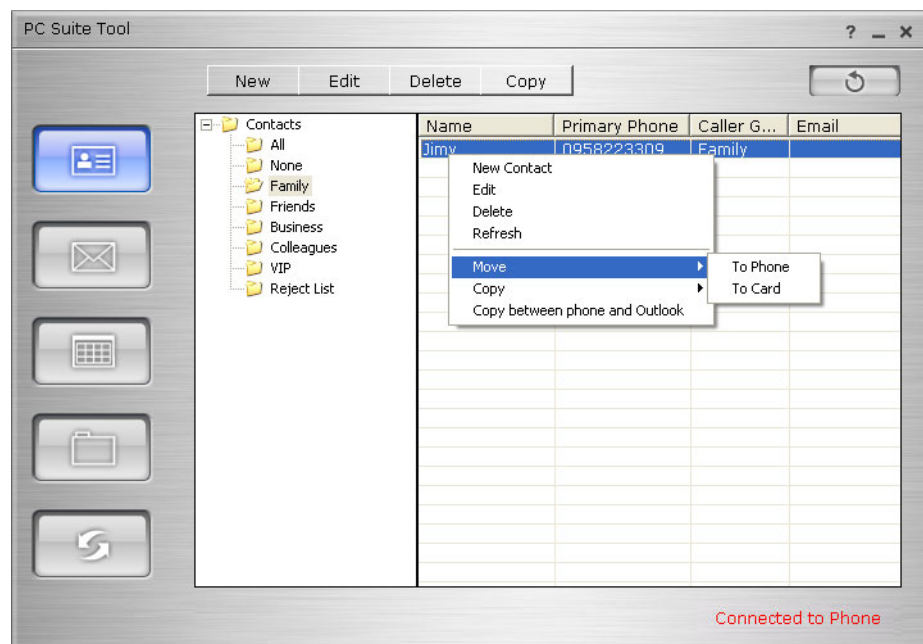
2. Select the top radio button to copy contacts from Microsoft Outlook to phone. Select the middle radio button to copy contacts from Microsoft Outlook to SIM card. Select the bottom radio button to copy contacts from phone to Microsoft Outlook.
3. Click the OK Action Button in the UI to save the settings and begin copying Contacts data between the phone and Microsoft Outlook.
4. Click the Cancel Action Button in the UI to exit.

## Refresh Changes

Click the **Refresh Button** at the top-right-hand side of the screen to refresh the UI with data from the attached phone.

## Move or Copy Contact

You can move or copy a contact person you see in the Contact Table to the Phone or the SIM card.



1. Right-click on a contact person to highlight and bring up a pop-up selection.
2. Select **Move > To Phone** or **Move > To Card** to move this contact person to the Phone or the SIM card respectively.

3. Or select **Copy > To Phone** or **Copy > To Card** to copy this contact person to the Phone or the SIM card respectively.

## Edit Caller Group

You can edit the Caller Group items in the Caller Group List. For each Caller Group item, you can change its name, Image ID file, and Ring ID file. Right-click on any Caller Group item to bring up the selection pop-up and select **Edit**.

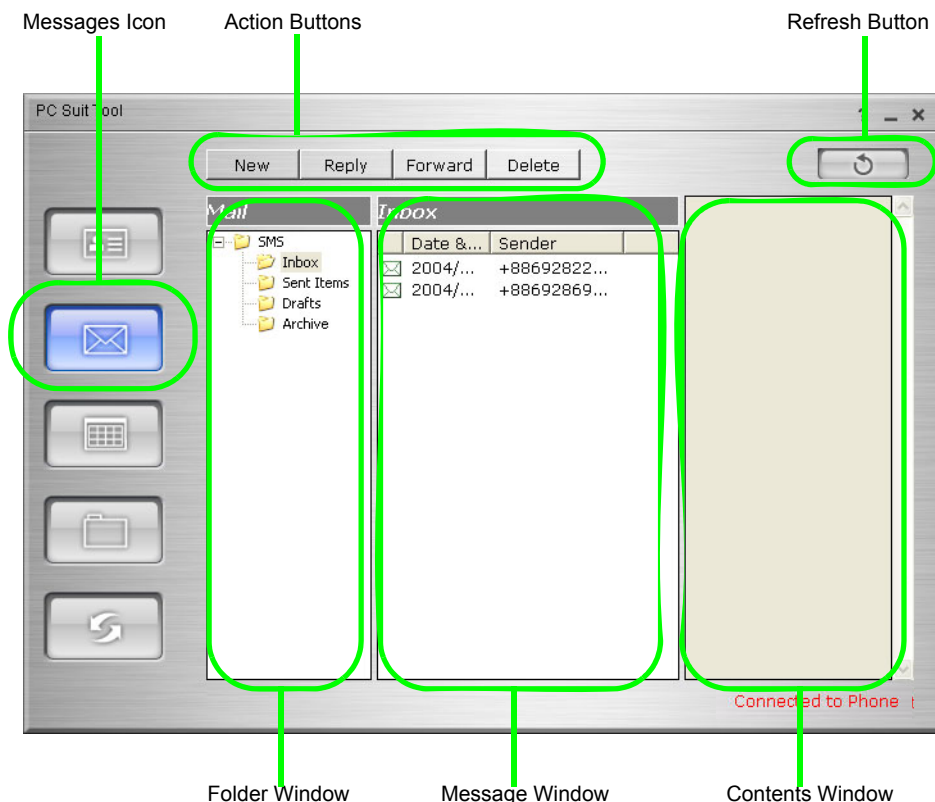
☞ You can edit any Caller Group items except **All** and **None**.



The screenshot shows a dialog box titled "Edit Caller Group" with a blue header bar and a red close button in the top right corner. The dialog has a light beige background. It contains three input fields: "Group Name" with the text "Family", "Image ID" with the text "Family", and "Ring ID" with the text "Cuernavaca". To the right of the "Group Name" field is a small icon of a yellow house with three people inside. To the right of the "Image ID" field is a small icon of a photo. To the right of the "Ring ID" field is a small icon of a bell. At the bottom of the dialog are two buttons: "Update" and "Cancel".

## 5 Messages

Click the **Messages Icon** at the left-hand side of the screen to enter this function screen. The Messages function allows you to manipulate SMS and MMS messages. The application will first read-in SMS and MMS data from the attached phone. After that, you can use the UI to browse the contents in the SMS and MMS folders.



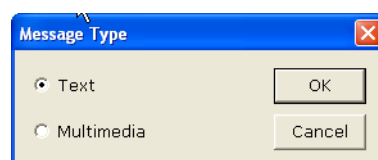
The Messages screen contains three windows: **Folder Window**, **Message Window**, and **Contents Window**. The **Folder Window** contains folders under SMS and MMS. When you click on a folder in the **Folder Window**, e.g.: the **Inbox** folder under SMS, the **Message Window** will display a list of messages belonging in **Inbox**. When you click on a message in the **Message Window**, the **Contents Window** will display the contents of that message.

### SMS Mail

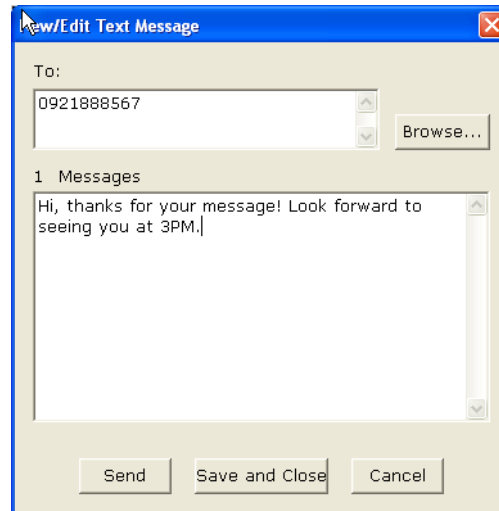
In the **Folder Window**, there are four folders under SMS: **Inbox**, **Sent Items**, **Drafts**, and **Archive**. Click on each folder to display what messages are stored inside.

### New Message

1. Click the **New** Action Button at the top of the screen.
2. Select the **Text** radio button in the pop-up window and click **OK**.



3. In the "New/Edit Text Message" window, enter a phone number in the **To:** field or click **Browse** to select a number from the phonebook. Then enter your text message in the **Messages** field. Click either **Send** to send the message, or **Save and Close** to save this message in the Drafts folder, or **Cancel** to exit.



## Reply Message

1. Click to highlight a message to which you wish to reply from the SMS Inbox.
2. Click the **Reply** Action Button at the top of the screen.
3. Enter your message text in the **Messages** field and click **Send** to send it or **Save and Close** to save it in the Drafts folder or **Cancel** to exit.

## Forward Message

1. Click to highlight a message which you wish to forward from either the Inbox or Sent Items folder under SMS.
2. Click the **Forward** Action Button at the top of the screen.
3. Enter a phone number in the **To:** field or click **Browse** to select a number from the phonebook. Optionally modify the **Messages** field then click either **Send** to send the message, or **Save and Close** to save this message in the Draft folder, or **Cancel** to exit.

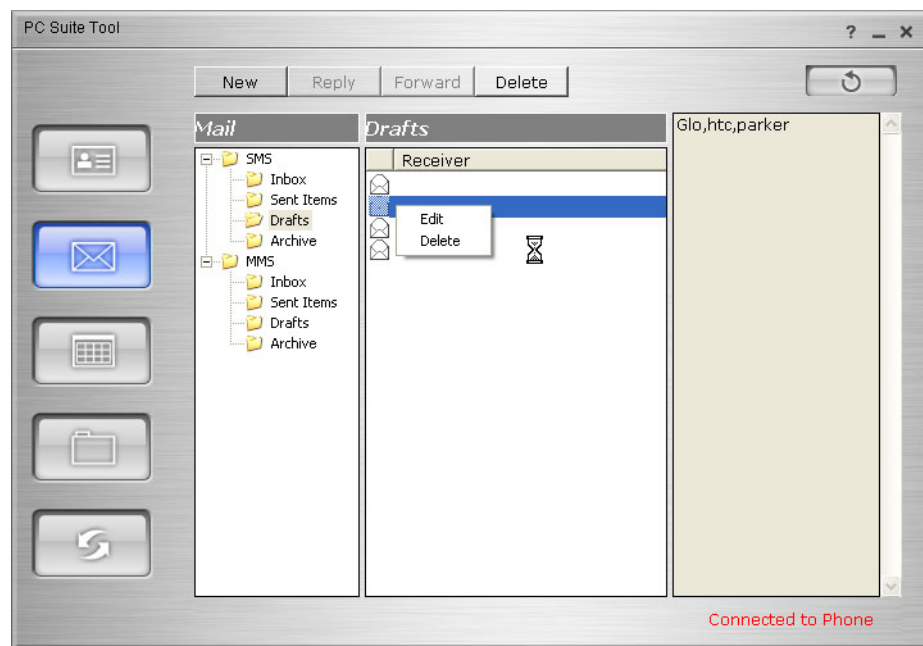
## Delete Message

1. Click to highlight a message or a collection of messages from either the Inbox, Sent Items, Drafts, or Archive folder under SMS.
2. Click the **Delete** Action Button at the top of the screen.
3. Click **Yes** to confirm deletion or **No** to back out.

## Right-Click Message

You can right-click over a message to bring up a pop-up selection box. Messages belonging in different folders will bring up pop-up selection boxes with different options. For example,

when you right-click over a message that belongs in **Drafts**, the pop-up selection box shows two options: **Edit** and **Delete**. Click on an option to perform its indicated function.



The following shows for each folder under SMS, what option values in the pop-up selection box will appear when you right-click over a message in that folder.

#### ***Inbox***

1. Reply - Reply to this message.
2. Forward - Forward this message.
3. Copy to Archive - Copy this message to the Archive folder.
4. Move to Archive - Move this message to the Archive folder.
5. Delete - Delete this message.

#### ***Sent Items***

1. Reply - Reply to this message.
2. Forward - Forward this message.
3. Copy to Archive - Copy this message to the Archive folder.
4. Move to Archive - Move this message to the Archive folder.
5. Delete - Delete this message.

#### ***Draft***

1. Edit - Edit this message.
2. Delete - Delete this message.

#### ***Archive***

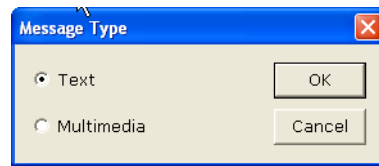
1. Send - Send this message.
2. Delete - Delete this message.

## **MMS Mail**

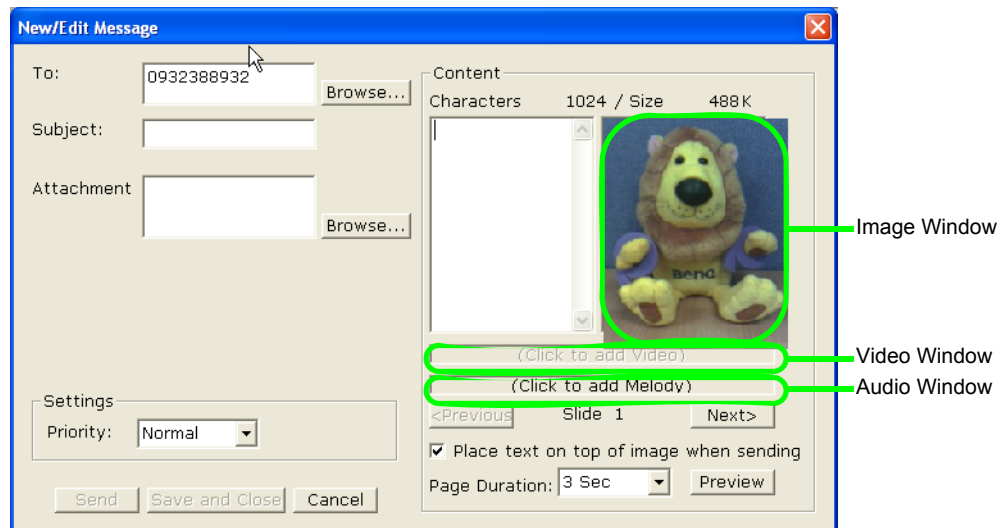
Under the MMS folder in the **Mail Window** are four subfolders: **Inbox**, **Sent Items**, **Drafts**, and **Archive**.

## New Message

1. Click the **New** Action Button at the top of the screen.
2. Select the **Multimedia** radio button in the pop-up window and click **OK**.



3. In the "New/Edit Message" window, enter a phone number in the **To:** field or click **Browse** to select a number from the phonebook.



4. In the **Subject** field, enter the subject text.
  5. In the **Attachment** field, click **Browse** to add a VCard (\*.vcf) or VCalendar (\*.ics, \*.vcs) from your computer.
- ☞ You may add up to 10 attachments in this field where each attachment can be up to 290K size.
6. In the **Priority** field, select either "Normal" or "Low" as the priority level for this message.
  7. Under **Content**, in the **Characters** textbox, enter the text portion of your message.
- ☞ The maximum size for text in a MMS message is 1024 characters. (You can see how many characters you have remaining before reaching the maximum by checking the character counter above the textbox.)
8. Click inside the **Image Window** to add an image to your message.
  9. Select an image file that exists either on your computer or phone from the file browser.
- ☞ The maximum size for an acceptable image file is 290K.
10. Click inside the **Video Window** to add a video to your message.
  11. Select a video file that exists either on your computer or phone from the file browser.
- ☞ The maximum size for a video file is 290K.
12. Click inside the **Audio Window** to add sound to your message.
  13. Select an audio file that exists either on your computer or phone from the file browser.
- ☞ The maximum size for an audio file is 290K.
- ☞ If you select an audio file of these formats: \*.amr, \*.aac, \*.pmd; you will not be able to play it back in Preview (see step 17 below).
14. Click the **Next** button to prepare another slide for your message.
- ☞ You can prepare up to a maximum of six slides for your message.
15. Click on the checkbox "**Place text on top of image when sending**" to turn on this option.

16. In the **Page Duration** field, select either "3 Sec" or "5 Sec". This value applies to the amount of delay between images in the slide while it is being played (both in Preview and on the receiver's phone).
17. Click the **Preview** button to preview the slideshow.

### Reply Message

1. Click to highlight a message to which you wish to reply from the MMS Inbox.
2. Click the **Reply** Action Button at the top of the screen.
3. Fill in the relevant field in the "New/Edit Message" window and click **Send** to send it off or **Save and Close** to save it in the Drafts folder or **Cancel** to exit.

### Forward Message

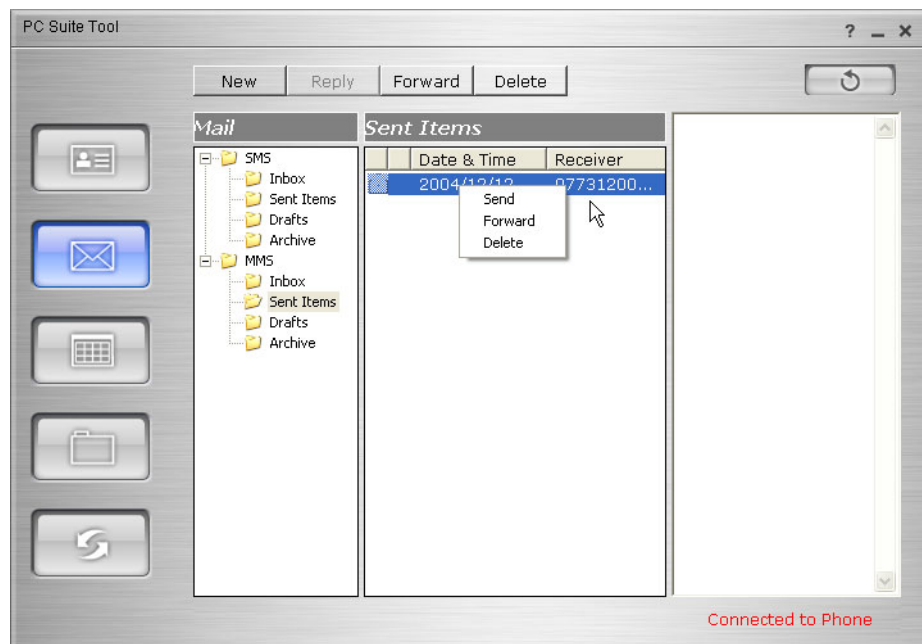
1. Click to highlight a message which you wish to forward from either the Inbox or Sent Items folder under SMS.
2. Click the **Forward** Action Button at the top of the screen.
3. Enter a phone number in the **To:** field or click **Browse** to select a number from the phonebook. Optionally modify the **Messages** field then click either **Send** to send off the message, or **Save and Close** to save this message in the Draft folder, or **Cancel** to exit.

### Delete Message

1. Click to highlight a message or a collection of messages from either the Inbox, Sent Items, Drafts, or Archive folder under MMS.
2. Click the **Delete** Action Button at the top of the screen.
3. Click **Yes** to confirm deletion or **No** to back out.

### Right-Click Message

You can right-click over a message to bring up a pop-up selection box. Messages belonging in different folders will bring up pop-up selection boxes with different options. For example, when you right-click over a message that belongs in **Sent Items**, the pop-up selection box shows three options: **Send**, **Forward**, and **Delete**. Click on an option to perform its indicated function.



The following shows for each folder under MMS, what option values in the pop-up selection box will appear when you right-click over a message in that folder.

### ***Inbox***

1. Reply - Reply this message.
2. Forward - Forward this message.
3. Copy to Archive - Copy this message to the Archive folder.
4. Delete - Delete this message.
5. Save Objects - Save all objects associated with this message to the computer.
6. Save Attachments - Save all attachments associated with this message to the computer.

### ***Sent Items***

1. Send - Send this message.
2. Forward - Forward this message.
3. Delete - Delete this message.

### ***Draft***

1. Edit - Edit this message.
2. Delete - Delete this message.

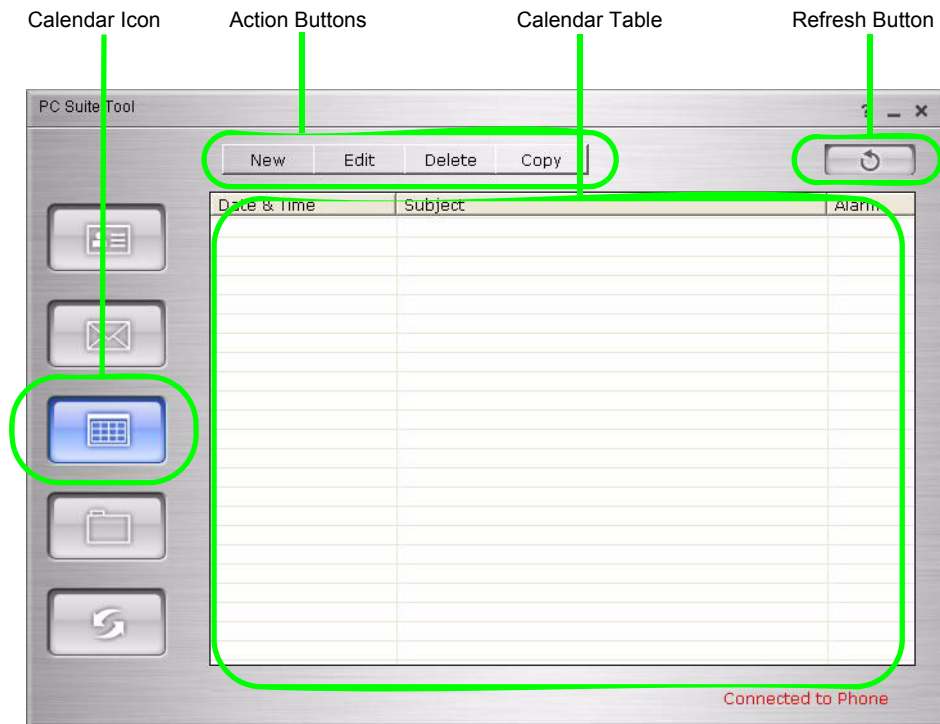
### ***Archive***

1. Reply - Reply to this message.
2. Forward - Forward this message.
3. Delete - Delete this message.
4. Save Objects - Save all objects associated with this message to the computer.
5. Save Attachments - Save all attachments associated with this message to the computer.



## 6 Calendar

Click the **Calendar Icon** at the left-hand side of the screen to enter this function screen. The application will first read in Calendar data from the attached phone, then populate the **Calendar Table** with such data .



There are three action buttons at the top of the screen which allow you to Add, Edit, Delete, Copy data in Calendar.

### New Calendar

1. Click the **New** button on the top screen to create a new calendar event. You will see the following form window appear.

The 'New/Edit Calendar Event' window is shown. It has a title bar with a close button. The form contains the following fields:

- Subject: dinner with Lisa
- Location: (empty)
- Attendee: (empty)
- Memo: (empty)
- Start Date: 5/18/2006
- End Date: 5/18/2006
- Start Time: 13:47
- End Time: 14:17
- Reminder: OFF

At the bottom are 'Save' and 'Cancel' buttons.

2. Fill out the relevant fields in the form to create a new calendar event.

☞ The **Reminder** field allows you to set an alarm on the phone for this event.

3. Click **Save** to complete the form or **Cancel** to exit without saving.

## Edit Calendar

1. Click to highlight a calendar event from the **Calendar Table**.
2. Click the **Edit** Action Button at the top of the screen to edit the highlighted calendar event.
3. Edit all the relevant fields in the form window and click **Save** to save or **Cancel** to exit.

## Delete Calendar

1. Click to highlight a calendar event from the **Calendar Table**.
2. Click the **Delete** Action Button at the top of the screen to delete the highlighted calendar event.

## Copy Calendar

1. Click the Copy Action Button at the top of the screen to copy calendar. You will see the following window appear.



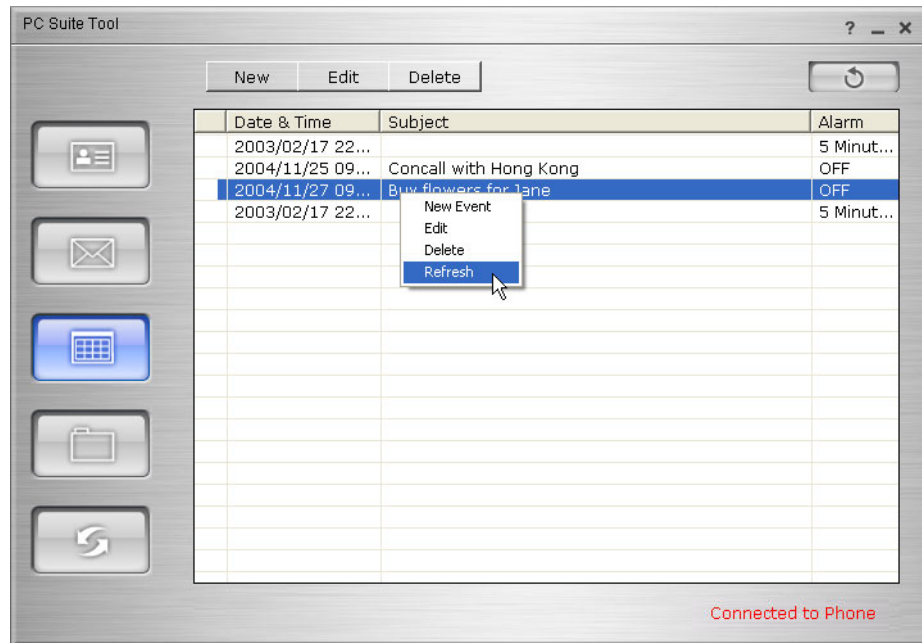
2. In the Copy Calendar window that appears, you can copy future or past events in selected time period from Microsoft Outlook to phone.
3. Click OK to save the settings and begin copying calendars from Microsoft Outlook to phone.

☞ User has to check delete all on phone first every time if desire.

4. Click Cancel to exit.

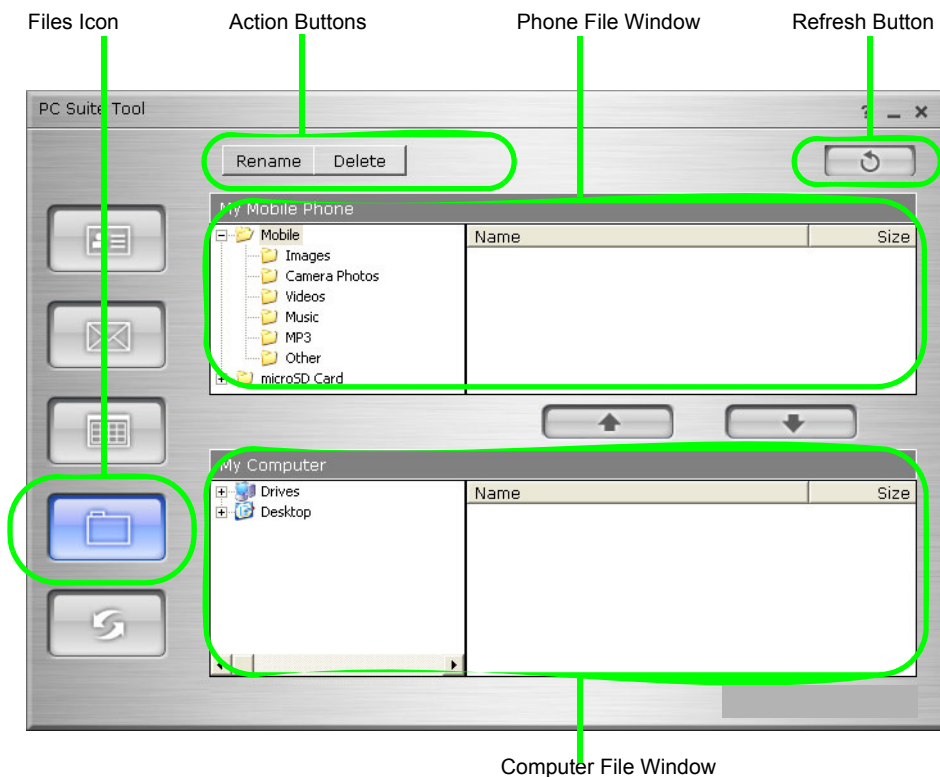
## Right-Click Calendar

You can right-click over a calendar event or anywhere inside the **Calendar Window** to bring up a pop-up selection box. Click on an option in the pop-up selection box to perform its indicated function.



## Files

Click the **Files Icon** at the left-hand side of the screen to enter this function screen. The Files function allows you to transfer files between the computer and the attached phone.



The Files screen contains two window areas. The top window area, called **Phone File Window**, shows data files in the phone, the bottom window area, called **Computer File Window**, shows data files in the computer. The two arrow buttons in between the two windows are action buttons for transferring files between the two locations.

### Transfer Files from Phone to Computer

1. Click to highlight the source file(s) in the **Phone File Window** which you want transferred to the computer.
2. Click the down arrow action button to begin transferring the highlighted file(s) from the phone to the computer.

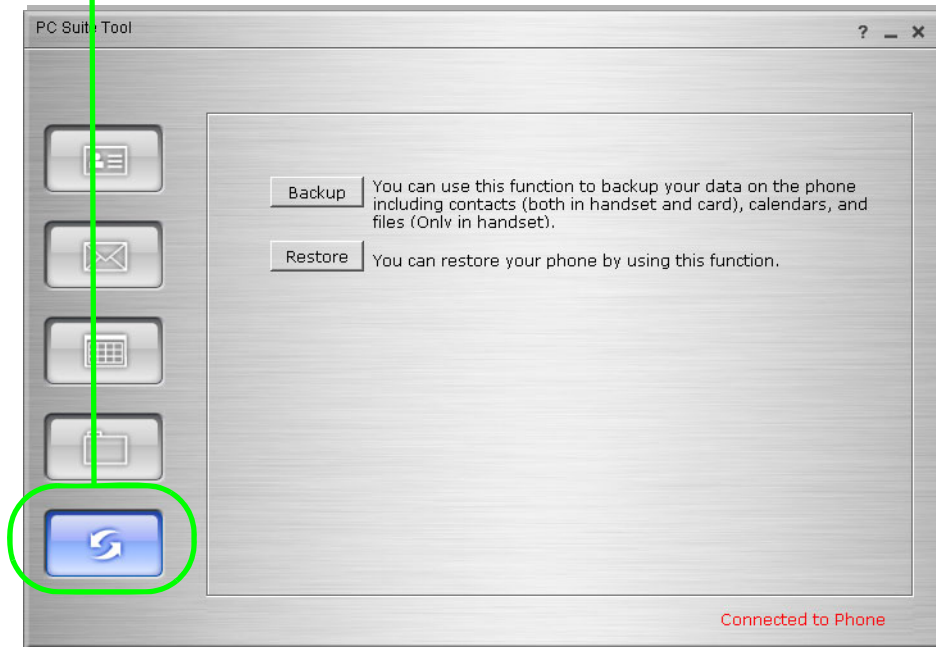
### Transfer Files from Computer to Phone

1. Click to highlight the source file(s) in the **Computer File Window** which you want transferred to the phone.
2. Click to highlight a destination folder in the **Phone File Window** into which you will transfer the above files.
3. Click the up arrow action button to begin transferring the highlighted file(s) from the computer to the phone.

## 8 Backup/Restore

Click the **Backup/Restore Icon** at the left-hand side of the screen to enter this function screen. Here you can assign a file (in your computer) into which data in the phone and SIM card can be backed-up (saved) and later restored.

Backup/Restore Icon



### Backup Data

You can choose to backup Contacts, Calendar, and Files data stored in the phone and SIM card into a file in the computer by clicking the **Backup** button. In the browse window, locate an existing .pim file as your backup file or key in a new filename to create a new backup file.

### Restore Data

Click the **Restore** button to restore Contacts, Calendar, and Files data from a file in your computer to the phone and the SIM card. In the browse window, locate the .pim file containing your backup data and select it to begin restoring.

