NOKIA
9210
Communicator

PC Suite Guide

DECLARATION OF CONFORMITY
We, NOKIA MOBILE PHONES Ltd declare under our sole responsibility that the product RAE-3N is in conformity with the provisions of the following Council Directive:1999/5/EC.

> **Please refer to the user guide of the product for instructions on operation, care and maintenance, including important safety information.**

Contents

1. PC Suite for Nokia 9210 Communicator

This guide explains how to install the PC connectivity software on a compatible PC, how to connect your communicator to the PC, and how to use the connectivity programs.

You can connect your communicator to a compatible PC with the PC Suite For Nokia 9210 Communicator program. PC Suite can be used with Windows 95/98/2000 and Windows NT. The recommended hardware is a compatible Pentium PC with at least 64 MB of RAM.

When using PC Suite, you only need to connect your communicator to the PC; everything else is done on the PC.

The connection between the two devices is established automatically when you connect your communicator to your PC with a cable or an infrared connection.

With PC Suite you can:

Example: When you add entries to your PC Agenda, you can create a synchronisation task that updates the same entries to your communicator's Calendar when you connect it to the PC.

- Share information between your PC and communicator quickly and easily.
- Back up communicator files between the communicator and the PC.
- Synchronise your calendar, contacts, and tasks with Microsoft and Lotus applications on a compatible PC. You can also synchronise your e-mails with Microsoft Outlook on a PC.
- Back up and synchronise manually, at predefined times, or on every connect.
- Copy, move, and convert files between the devices with Windows Explorer.
- Copy phone book and calendar information from other Nokia phones to the Nokia 9210 Communicator.

For more information on compatibilty issues, see the Nokia 9210 Communicator pages in www.nokia.com.

You can also use PC Suite when it is not connected to your communicator (offline mode). When you connect the two devices the next time, the changed information is updated from your PC to your communicator and vice versa.

For more detailed information about the software and its features, see the PC Suite online help.

■**Tip:** You can find the online help in the Help menu of the PC Suite main window. The online help also includes a troubleshooting section.

To install PC Suite

PC Suite for Nokia 9210 Communicator is in the 'Software for PC' section of the CD-ROM. The CD-ROM should launch itself automatically after you have inserted it into the CD-ROM drive of your PC. If not, proceed as follows:

1 Click the Windows **Start** button and select *Programs* > *Windows Explorer*.
2 On the CD-ROM drive, locate a file called Nokia9210.EXE and double-click it. The CD-ROM user interface opens.

3 You can find PC Suite for Nokia 9210 Communicator in the "Software for PC" section. Select the program and click **Install**. The installation wizard will guide you through the installation process.

To connect your communicator to a PC

1 If you use a cable, connect the large connector at one end of the connection cable into a serial port (COM) at the back of your PC, and the other smaller connector into your communicator. If you use infrared, check that the IrDA driver is already installed on the PC. Go to the Control Panel. If there is an icon called Infrared, the driver has been installed.

2 Double-click the PC Suite icon 🖾 on the Windows taskbar and select the correct communication port. If the icon looks like 🔌, the connection has already been established and you do not have to select the port.

3 If you use an infrared connection, make sure that the infrared port of the communicator faces the infrared port of the PC. Open your communicator and Press Chr + ᴵᴵᴵᶠ (the key with the infrared symbol) to activate the infrared link on your communicator.

4 The PC Suite software should now connect to your communicator automatically.

5 To start the PC Suite software on the PC, click the **Start** button, select *Programs* > *PC Suite for Nokia 9210 Communicator*, and click the PC Suite program icon.

6 Every communicator has its own ID that helps PC Suite to identify individual communicators. If this is the first time you connect your communicator to the PC, you will be asked to name your communicator to make the identification easier.

■ **Tip:** You can also use the cable and infrared connections with the Advanced Desktop Stand DCH-10. For more information, see Accessories Guide.

■ **Tip:** PC folders containing information about your communicator will also have the name you give your communicator at this point.

7 Next you will be asked for tasks that you want to perform with your PC Suite. See 'Backups' on page 7 and 'Up-to-date entries and messages with synchronisation' on page 13 for details.

● **Note:** If you cannot connect, check that both your communicator and your PC are switched on and that you have selected the correct communication port as adviced in step **2** above. See also "Attaching the link cable", "Naming communicators and disks", and "Problems with connection" online help titles for details.

Online and offline modes

You do not have to connect your communicator to your PC to use PC Suite. When you open PC Suite and your communicator is not connected, you have the following options:

■ **Tip:** You can also use the optional desktop stand for easy PC connectivity. See the Accessories guide for details.

- Work online - Connect your communicator to the PC and let PC Suite take care of the identification.
- Work offline - Leave your communicator disconnected and choose the name of your communicator from a list of named devices.

The menus and other available options in offline mode differ from those of the online mode, but you can still use most of the features of PC Suite. When you decide to work online again, all the changes you have made to your PC's or communicator's calendars, contacts, or e-mail can be updated to the PC or communicator that requires the update.

For more information, see online help using the index keywords *Online* and *Offline*.

Connection status

The icon on the right side of the status bar and on the Windows taskbar displays the connection status as follows:

- 🔌 Disconnected
- 🖥 Transferring Data
- 🔌 Connected

For more information see online help using the index keyword *Connection icon*.

Your communicator on your PC's desktop

After the installation and connection the communicator drives, folders, and files integrate with the standard Windows Explorer.

Click the **Start** menu button and select *Programs> Windows Explorer* to browse, move, copy, delete, and rename communicator files and folders the same way as you would manage your PC's files and folders.

Right-click the *Nokia 9210 Communicator* icon, drive, folder, or file and select *Properties* to view information about the selected item.

■ **Tip:** You can also view your communicator files by double-clicking the My Communicator icon on the desktop.

Main window information

The main window of PC Suite displays the following information and controls:

currently open application

menu commands

toolbar shortcuts to menu commands

application bar

application area

information about the selected command

the name of the connected communicator

connection status
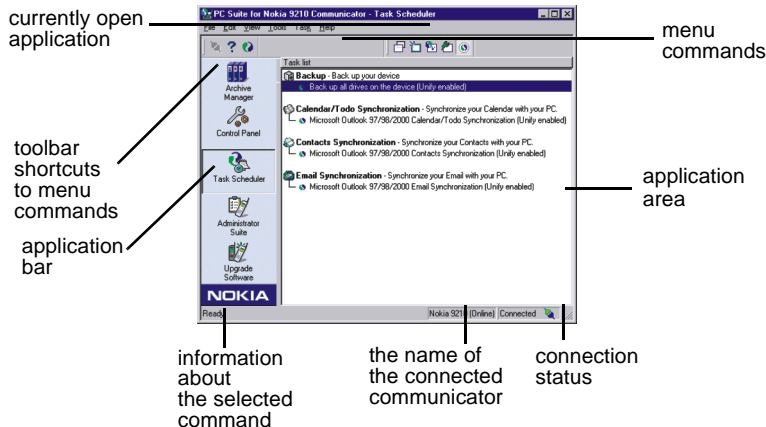
Figure 1

PC Suite applications

The application bar contains the following applications that open in the application area when you click their icon:

Task Scheduler - automates backups, syncronisations, and other tasks. See 'Backups' on page 7 and 'Up-to-date entries and messages with synchronisation' on page 13 for more information.

Archive Manager - restores backed up or other archived files. See 'File restoration' on page 9 for more information.

Control Panel - lets you define PC Suite settings. See 'General settings' on page 21 for more information.

Upgrade software - lets you move your contacts and calendar data from the Nokia 51xx, 61xx, 62xx, 71xx, 82xx and 88xx phones, Nokia 9110/9110i Communicator, Outlook 97/98/200, and Palm organisers to the Nokia 9210 Communicator.

Administrator Suite- lets you configure the settings of your communicator with your PC.

You can find the Upgrade software and the Administrator suite on the sales package CD-ROM. They are plug-ins for the PC Suite.

● **Note:** Check out the Club Nokia and Forum Nokia Web sites for information about new plug-ins.

Backups

Backing up means that all the information on your communicator is copied and stored on your PC. By backing up you can prevent loss of data in case your communicator is lost, stolen, or the memory is reset.

For more detailed information about backing up, see online help using the index keyword *Backing up*.

Using Task Scheduler you can run a backup task manually or automate the backup process.

To open Task Scheduler, click the Task Scheduler icon on the application bar.

■ **Tip:** You can choose a different view for the file list in the *Task Scheduler* dialog box. In the menu, select *View > Advanced* to toggle Advanced view on and off. Advanced view contains more information than the standard view.

To create a backup task
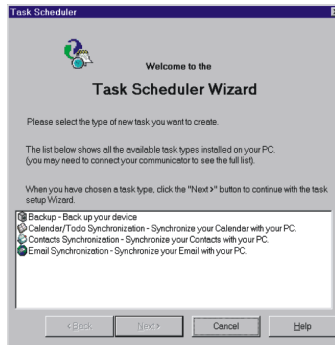
Figure 2

1 Click the Task Scheduler icon on the application bar.
2 In the menu, select *Task* > *New*. Task Scheduler Wizard starts. See figure 2.
3 Choose the task type and click **Next >**.
4 The current backup settings are displayed. To accept them, click **Next >** and continue with step 6. To change them, click **Advanced**.
5 In Advanced settings, select the communicator drives that you want to back up and the number of versions to back up. Click **OK** when you are finished.
6 Give a descriptive name for the new task in the *Task Name:* edit box and select the method of running the task in the *Run Task:* drop-down list. If you selected to run task "At scheduled time", you can click **Change...** to redefine the scheduling.
7 If you clicked **Change...** in step 3, define the frequency and time when the task should be run in the *Time and Date Task Trigger* dialog box.

8 Click **OK** to return to the *Schedule Task* dialog box.

9 Select *Include this task in Unify tasks* to be able to run this task along with some others by choosing *Tools* > *Unify* in the menu.

10 Click **Finish** to complete the task creation.

To back up your communicator manually

1 Click the Task Scheduler icon on the application bar.

2 Click a backup task.
   If there is no backup task shown you must first create one. See 'To create a backup task' on page 8.

3 In the menu, select *Task* > *Run now*.

⬤ **Note:** To change the default backup folder, see 'To change the location where the files are stored' on page 23.

File restoration

The main purpose of Archive Manager is to restore files from your PC if you have lost all data on your communicator. With the help of Archive Manager you can also review and restore selected previously backed up files.

For more detailed information about restoring files, see online help using the index keyword *Restoring*.

To open Archive Manager

Click the Archive Manager icon on the application bar to open the Archive Manager.
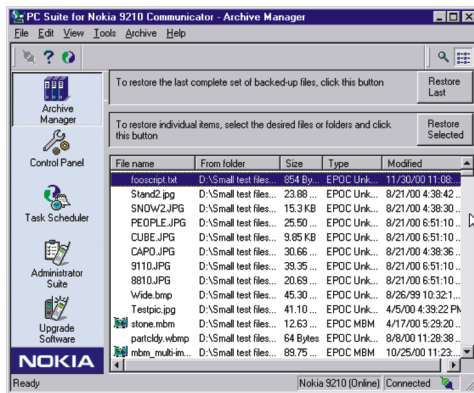
Figure 3

The window is divided in two main parts: In the upper part there are two Restore buttons with their descriptions and in the lower part there is a list view of the currently backed up files.See figure 3.

To view files before restoring

You can use the Archive Manager to view many of the files that you have backed up from your communicator.

To preview a backed-up file, double-click its icon in the list and select the appropriate application you want to open it with.

When you create a backup you can define PC Suite not to overwrite the previous backup files. You can store up to six versions of a backed-up file. For more detailed information, see online help using the index keyword *Restoring*.

You can see all the files that have been backed up from the current communicator and its memory cards. In the menu, select *View* > *Show archives*.

To restore all files

● **Note:** This procedure is only necessary if you have lost all of the data on a memory card and/or the internal memory of your communicator and you want to restore a full backed-up version of data.

1 Click the **Restore Last** button in the top right corner of the Archive Manager window. The *PC Suite Restore disk* dialog box opens.
2 Click the check boxes to include the internal memory or inserted memory card to file restoration, as necessary. Click the check boxes to format the internal memory or inserted memory card before file restoration. Formatting is recommended to prevent future problems of possibly corrupted data left in internal memory or memory cards. **Formatting removes all information from the selected drives!**
3 Click **Restore**.

To restore selected files

1 Select the files you want to restore from the list. Press the Ctrl and Shift keys to select multiple files.
2 Click **Restore Selected**. Restoring starts and a dialog box indicates the status with a progress bar. You will be notified when the restoration has been completed.

■ **Tip:** Click the column titles to sort the list.

To restore one file

1 Select the file you want to restore from the list.
2 In the menu, select *Archive* > *Restore file*. Restoring starts and a dialog box indicates the status with a progress bar. A dialog box appears to inform you when the restoration has been completed.

To restore to a new location

1 Select the file you want to restore from the list.
2 In the menu, select *Archive* > *Restore to*. A standard Windows Explorer dialog box opens.
3 Browse for the location where you want to restore the file. Click **OK**. Restoring starts and the dialog box indicates the status with a progress bar. A dialog box appears to inform you when the restoration has been completed.

To find files to restore

1 In the menu, select *Tools* > *Find*. The *Find* dialog box opens.
2 In the *Find:* edit box, enter the name of the file or a part of the name.
3 If necessary, enter text that can be found in the file in the *Containing text:* edit box.
4 Click the arrow to select the search location in the *Look in:* drop-down box.
5 Click **Find** to start the search. Matching files are added to the list as they are found.
6 To reset the list of found files and start again, click **Reset list**. To restore all or some of the found files, see 'To restore selected files' on page 11.

List views

You can choose different views for the file list in the Archive Manager window. There are the following options in the *View* menu:

- *Show Archives* - toggles Archive view on and off. Archive view displays all versions of all backed up files.
- *Show* - displays the *View preferences* dialog box, where you can specify the file details you want displayed in detail.
- Sort by - sorts according to selected criteria

Up-to-date entries and messages with synchronisation

Synchronisation is the process of making the contents of your application files identical on both your communicator and your PC. This is done by copying and combining information between the two devices.

- E-mail synchronisation copies the messages between your communicator and your PC e-mail program to allow you to use either device for reading and replying to messages.
- Agenda synchronisation keeps the entries in your communicator's Calendar up-to-date with the time management applications of your PC.
- Contacts synchronisation keeps the entries in your communicator's contacts up-to-date with your PC address book.

With Task Scheduler you can automate important repetitive tasks like file sychronisation between the communicator and the PC or backing up. For information about taking backups, see 'Backups' on page 7.

To open the Task Scheduler, click the Task Scheduler icon on the PC Suite application bar.

Backup - Back up your device
└ ● Back up all drives on the device (Unify enabled)

Calendar/Todo Synchronization - Synchronize your Calendar with your PC.
└ ● Microsoft Outlook 97/98/2000 Calendar/Todo Synchronization (Unify enabled)

Contacts Synchronization - Synchronize your Contacts with your PC.
└ ● Microsoft Outlook 97/98/2000 Contacts Synchronization (Unify enabled)

Email Synchronization - Synchronize your Email with your PC.
└ ● Microsoft Outlook 97/98/2000 Email Synchronization (Unify enabled)

Figure 4

You can see the current tasks, if any, in the application area as a tree structure.

You can choose a different view for the file list to display more information. In the menu, select *View* > *Advanced* to toggle Advanced view on and off. Advanced view displays only tasks that have been set.

For more detailed information about Task Scheduler, see online help using the index keywords *Scheduling Tasks*.

■**Tip:** In Advanced view you can sort the list by clicking the column titles.

Example: Read your PC e-mail on the move by synchronising your Inbox to your communicator before leaving the office to take your messages with you.

To create a new synchronisation task

To automate the synchronisation process with Task Scheduler, proceed as follows.

1 In the menu, select *Task* > *New*. Task Scheduler Wizard starts.
2 In the *Task scheduler* dialog box, choose the task type and click **Next >**.
3 In the *Select PC scheduler* dialog box, select the PC application with which you want to synchronise your PC data. Click **Next >**.
4 In the *Calendar synchronization options* dialog box, select the communicator file to be synchronised. Click **Browse** to locate the file, if necessary.

5 Click **Change...** to change the synchronisation settings displayed in the dialog box, if necessary. For more information about application-specific advanced settings, see 'Advanced synchronisation settings' on page 15.
When you are satisfied with the advanced settings, click **Next >**.

6 Give a descriptive name for the new task in the *Task Name:* edit box and select the method of running the task in the *Run Task:* drop-down list. If you selected to run the task "At scheduled time", you can click **Change...** to redefine the scheduling.

7 If you clicked **Change...** in step 3, define the frequency and time when the task should be run in the *Time and Date Task Trigger* dialog box.

8 Click **OK** to return to the *Schedule Task* dialog box.

9 Select the *Include this task in Unify tasks* check box to be able to run this task along with some others by choosing *Tools >Unify*.

10 Click **Finish** to complete the task creation.

■ **Tip:** You can view information about previous tasks by selecting a task and choosing in the menu *Task > View log.*

Advanced synchronisation settings

● **Note:** Usually PC Suite provides the optimal settings for synchronisation and you do not have to modify advanced settings.

For more detailed information about advanced settings, click **Help** on the Advanced settings page you are viewing.

1 Click **Change...** in Task Scheduler Wizard to enter the *Advanced settings* dialog box. The dialog box has from two to four pages depending on the application.

2 Define the following:

Entries page

Select the type of entries that you want to synchronise and the date range to be synchronised. You can also select to save disk space by removing old material.

General page

If you change the same entry on both machines in between synchronisations, you must define which entry should overwrite which. Define also the direction of synchronisation.

Privacy page

Tip: This way you can leave your non-working hours calendar notes out of your PC agenda, for example.

Define your working hours, the privacy level of entries outside working hours, or choose not to synchronise the time outside working hours.

Lotus Notes page

Select or define the Notes mail or Names & Address book server and the mail file or Names & Address Book file. Specify the server password.

Lotus Organizer page

Browse to select your Lotus Organizer file and choose the Organizer sections to be synchronised. For Organizer Contacts, browse to select the Organizer section to be synchronised.

MS Outlook page

Browse to select the folder or folders that contain the data to be synchronised. For e-mail synchronisation, define or select the MS Exchange profile used for synchronisation. For Jotter synchronisation, select the note colours to be synchronised.

MS Schedule+ page

Select the appointment book to synchronise. Click **Profile...** to select a profile and a password for it.

Details page

Select from the list the details that you want to synchronise. The default setting is "All details".

Messages page

Select the size and the date range of the messages that you want to synchronise and the folders included in the synchronisation. You can also select whether or not to synchronise attachments or remove old communicator mail messages.

To view or modify task properties

1 In the menu, select *Task > Properties...*. The *Task Properties* dialog box opens.
2 In the *Task Properties* dialog box you can view or modify the task name, how the task is run, and see if the task is Unify enabled or not. For information about Unify, see 'To start Unify' on page 21.
3 If you have selected "At scheduled time" scheduling, you can click **Change...** to view Advanced settings. The *Advanced Settings* dialog box is similar to the *Advanced Settings* dialog box used in Task Scheduler Wizard. For details, see page 15.

■ **Tip:** You can also open the *Task Properties* dialog box by double-clicking a task in the task list.

To copy information from other devices to Nokia 9210 Communicator

The Upgrade software lets you copy the contacts or calendar information of your Nokia 5100, 6100, 7100, 8200, 8800 phone, Nokia 9110/9110i Communicator, MS Outlook 97/98/2000, or Palm organiser to your Nokia 9210 Communicator.

Nokia phone

1 Click the Upgrade icon in the application bar of PC Suite. After selecting a Nokia phone as the data source, click **Next >**.
2 Connect your phone, wait for the connection confirmation, and select the data type to be transferred. The options are *Contact items*/*Calendar items*.
3 Click **Next >** to start the transfer.

Nokia 9110/9110i Communicator

Before using the Ugrade plug-in you must transfer the data from the communicator to a PC with PC Suite for Nokia 9110 Communicator.

From Nokia 9110/9110i Communicator to PC

1 Start PC Suite for Nokia 9110/9110i Communicator and connect your communicator to your PC.
   ● **Note:** If PC Suite for Nokia 9210 Communicator and PC Suite for Nokia 9110/9110i Communicator use the same communication port, you may have to exit PC Suite for Nokia 9210 Communicator before starting PC Suite for Nokia 9110/9110i Communicator.

2 Click the Import/Export icon on the toolbar. The Import/Export application opens.

3 Select the data type.

4 Type a name for the file to be exported and browse for the location where you want to copy the file. Keep in mind the file name and the location.

5 Click **Export**.

From PC to Nokia 9210 Communicator

1 Click the Upgrade icon in the application bar of PC Suite. After selecting the Nokia 9110/9110i Communicator as the data source, click **Next >**.

2 Click **Browse** to locate the exported calendar and contacts files.

3 Click **Next >** to start the transfer to Upgrade plug-in.

4 Connect your Nokia 9210 Communicator to your PC. Wait for the dialog to confirm the connection. The dialog also shows the number of contacts and calendar items available for transfer.

5 Click **Next >** to start the transfer to the Nokia 9210 Communicator.

Outlook

1 Click the Upgrade icon in the application bar of PC Suite. After selecting Outlook as the data source, click **Next >**.

2 Select the Outlook folders containing the contacts or calendar data to be transferred. Click a + sign in the folder list to view subfolders.

3 Click **Next >** to start the transfer.

■ **Tip:** If you go back to Outlook to add folders before you start the copying, click *Refresh* to update the folder list view.

■**Tip:** You can transfer data from other organizers by first synchronising organizer with a PC application and then synchronising PC application with your communicator..

■**Tip:**This delay is useful when you have set an automatic backup option and there is a risk that a new backup data will overwrite data that you want to restore.

Palm organiser

1 Click the Upgrade icon in the application bar of PC Suite. Select Palm as the data source and click **Next >**.
2 Follow the instructions on the screen.

To modify general task settings

1 Click the Task Scheduler on the application bar. In the menu, select *Tools > Settings*. The *Task Scheduler settings* dialog box opens.
2 Select the *Enable Scheduled tasks* check box to make scheduled tasks run automatically.
3 Tasks that have been set to run on connection are executed immediately when you connect your communicator to your PC. To add a delay and a chance to cancel the task before it starts, select the *Delay running scheduled tasks* check box and enter numbers or click the arrows to specify the delay seconds.
4 Select the *Show progress dialogs* check box to view individual progress dialogs. If this check box is cleared, all progress dialogs are minimised on the taskbar.

To run several tasks simultaneously

You can run several tasks at once by clicking the **Unify** button on the PC Suite standard toolbar providing your communicator and the PC are connected. All tasks that can be run this way must be Unify enabled. For details on how to make tasks Unify enabled, see page 21.

For more detailed information about Unify, see online help using the index keyword *Unify*.

To start Unify

In the menu, select *Tools > Unify* or click the **Unify** toolbar button. Note that the communicator must be connected and logged on to PC Suite.

To make a task Unify enabled

When creating a new task you can select to make a task Unify enabled on the last page of Task Scheduler Wizard. If you want to change this option afterwards, proceed as follows:

1 Click a task that you want to change in Task Scheduler's task list.
2 In the menu, select *Task > Properties...*. The *Task Properties* dialog box opens.
3 Select the *Include this task in Unify tasks* check box.
4 Click **OK** to confirm the change and close the dialog box.

To view Unify progress

1 Click a Unify icon on the taskbar to restore the progress dialog box from minimised state. The status icons change from white (pending task) to flashing green (running task) to grey (completed task).
2 Select *Show progress dialogs* to display individual tasks as separate progress bar dialog boxes.

General settings

Control Panel enables you to specify various PC Suite settings and properties. Click the Control Panel icon on the application bar of the PC Suite main window to open the Control Panel.

■ **Tip:** You can also enable or disable Unify by selecting a task and clicking the ⊙ button on the toolbar.

CopyAnywhere Connection Data Location Conversion Settings Device Manager

Figure 5

In the Control Panel main view there are five applications: CopyAnywhere, Connection, Data Location, Conversion Settings, and Device Manager. By clicking different icons you can change the different settings of PC Suite.

For more detailed information about Control Panel, see online help using the index keywords *Control Panel*.

To enable or disable clipboard synchronisation and sounds

Tip: You can also enable or disable clipboard synchronisation by clicking the 🖥 or 🖥 icon on the Windows taskbar.

Clipboard synchronisation means that if you cut or copy something on your communicator you can paste it on your PC and vice versa. The clipboard contents will be automatically synchronised both ways. You can also choose to add a sound to the use of the clipboard.

1 Double-click the *CopyAnywhere* icon.
2 Select or clear the *Start CopyAnywhere automatically* or *Use Sound* check box as necessary.
3 Click **OK** to close the dialog box.

To choose the connection port

To make the connection between your communicator and PC Suite work properly, the communication port used must match the PC Suite settings. To check the port, proceed as follows:

1 Double-click the *Connection* icon.
2 Select the port where the cable of your communicator is attached or the port that you use for infrared connection.
3 Click **OK** to close the dialog box.

To change the location where the files are stored

The PC Suite backup process copies the files on your communicator to a folder on your PC. The folder may also contain other data such as backup and synchronisation data, file conversion preferences, etc.

The default location of this folder is C:\PC Suite. To change the default location, proceed as follows:

1 Double-click the *Data Location* icon.
2 Click **Browse**.
3 Browse for the new location and click **OK**. All the communicator files are moved to the new location.

To change file conversion settings

● **Note:** File conversion is only available if your communicator is connected and logged on to PC Suite; it cannot be done offline.

1 Double-click the *Conversion Settings* icon. The *Conversion Settings* dialog box opens, displaying a list of communicator file formats. Select a file type in the list. The *File type details:* field shows the PC format to which the file type will be converted.
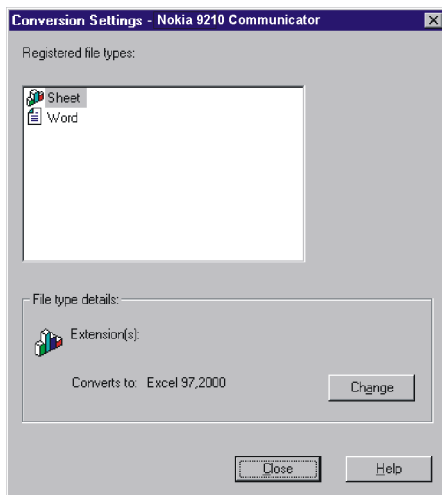

Figure 6

2 To change default conversion settings, select a file type in the list and click **Change**. A list of possible conversion types is displayed with a check mark next to the currently selected default conversion type.
3 Select in the list the file type you want to convert to, and click **Set Default**.

4 If you do not want to see the conversion types when PC Suite converts files, clear the *Display choice of converters when copying* check box.

5 Click **Close** to close the *Conversion Settings* dialog box.

For more detailed information, see online help using the index keyword *Conversion*.

To view or remove device details

1 Double-click the *Device Manager* icon. The *Device Manager* dialog box opens.

2 Select the device and the appropriate button to view or remove device details.

To remove PC Suite from your PC

You can use an uninstall program to remove all files and folders which have been installed. Backed-up and archived files or synchronisation information will remain on the PC unless you remove them separately before removing the program. For more detailed information about removing all files, see online help using the index keyword *Removing*.

If you do not remove the details and you install PC Suite again later you will be able to back up, restore, and synchronise using the same settings as before.

To remove PC Suite, proceed as follows:

1 Click the Windows **Start** button, select *Settings*, and click *Control Panel*.

2 Double-click *Add/remove programs*.

3 Select "PC Suite" from the list of installed programs. Click **Add/remove**. A confirmation dialog box opens.

4 Click **Yes** to continue or **Cancel** to exit the uninstall program. If you click **Yes**, a dialog box informing about the need to restart opens.

5 Click **OK** to continue or **Cancel** to exit the uninstall program.

6 Click the **Start** button and then click *Shut Down*. Select the *Restart the computer* option and click **Yes** to confirm.

When you restart your PC, the PC Suite program is removed from your PC.

2. Administrator Suite

With the Administrator Suite you can configure the settings of your Nokia 9210 Communicator with a PC and then send them to the communicator. One configuration file can be used to configure several devices. You can configure the basic settings for a number of devices to make getting started quicker and easier for the users.

Administrator Suite is a plugin for PC Suite and needs to be installed before it can be used. You can find the Administrator Suite in the "Software for PC" section of the sales package CD-ROM.

To start the Administrator Suite, click its icon on the application bar on the left side of the screen.

Main view
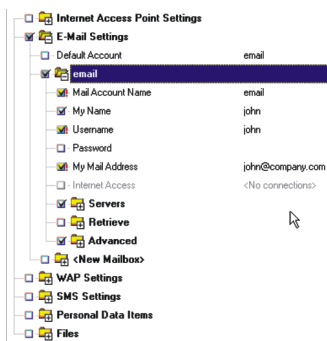
Figure 7

At the top of the main view you can see the name of the currently open file. Below that there is a tree structure. You can expand or collapse the branches by clicking the plus (+) and minus (-) boxes just like in Windows Explorer.

A selected checkbox on the left side of an item or a folder indicates that the setting or settings will be transferred in the configuration process. The obligatory settings are marked with a red exclamation mark next to the check box.}

You can open, save, edit and print the configuration files just like any other document files. Copy and paste are also supported. *Configuration files* folder is used to store the configuration files by default. The files generated are XML files.

⬤ **Note:** The sections concerning Internet Access Point, E-mail, SMS and WAP settings contain mainly notes specific to modifying the settings in Administrator Suite. For general descriptions of these settings, see the corresponding sections in Nokia 9210 Communicator User's Guide or Administrator Suite Help.

To connect the communicator

You can transfer the settings via cable or infrared. See 'To connect your communicator to a PC' on page 3 of PC Suite Guide for detailed information on creating a connection between your communicator and a PC.

To create a new connection

1 Click the *New/New Connection/New Mailbox* folder.
2 To edit a setting item, double-click it.
3 Make all the necessary changes. Select the items you want to add to the configuration set.
4 To accept any changes you make, click another item or press Enter. To discard the changes, click Cancel or press Esc on your keyboard.
5 Check that you have selected all the settings that you want to sent to the communicator and select *Tools > Configure*.

To define default connections

If there are several connections available, you can define the default connection by clicking the *Preferred Connection/Default Mailbox* item and selecting the connection you want to use by default.

Internet Access Point Settings

For descriptions of setting item fields, see 'To set up your Internet access point' on page 134 of Nokia 9210 Communicator User's Guide.

Additional information:

Connection name: The name you type here will be given to the new connection folder.

● **Note:** You must enter the name for the new connection before you can continue.

Phone number: Phone number can also include characters plus (+), space (), comma (,), hyphen (-), slash (/), p, w, asterisk (*) and hash (#).

Proxies/Data callCallback/Other settings/Server address options

See the corresponding sections in Nokia 9210 Communicator User's Guide for a descriptions.

Script Options

*Script***:** Allows you to write your own scripts. To import a script file, click *Import* and locate the script file.

E-mail settings

For field descriptions, see 'Mail settings' on page 172 of Nokia 9210 Communicator User's Guide.

Additional information:

*My mail address***:** E-mail address must contain a '@' symbol. Otherwise it will not be recognised as an e-mail address..

*Use connection***:** Select one of the Internet Access Point settings available. If IAP connections have not been defined yet, you can see the text "No connections". To define a new connection, see 'Internet Access Point Settings' on page 30

Server options/Retrieve mail

For detailed description , see 'Mail settings' on page 172 of Nokia 9210 Communicator User's Guide.

Advanced

*Custom signature***:** If you choose the *Custom* option for the *Include signature* item, you can type or paste here the preferred signature.

WAP settings

In WAP settings you can choose an existing WAP connection or create a new WAP connection from the 'New connection' settings folder.

For description of settings, see 'To set up WAP connections' on page 153 of Nokia 9210 Communicator User's Guide.

Additional information:

*Secure connection***:** Field determines whether transport layer security (WTLS) is utilized for this access point or not.

SMS Settings

In SMS settings you can choose an existing SMS connection or create a new SMS connection from the 'New connection' settings folder.

For general description of SMS settings, see 'SMS settings' on page 187 of Nokia 9210 Communicator User's Guide.

*Service centre in use***:** Choose the SMS connection, which you prefer to use.

To create a new SMS Centre, select the 'SMS settings' folder in the main view and complete the following fields:

*Service Center Name***:** Type the name for the SMS service centre.

*Service Centre Number***:** Type the phone number for the SMS Centre.

Personal data items

With Personal Data items you can transfer voice mailbox numbers, WWW bookmarks and WAP bookmarks to your communicator.

Voice mailbox numbers

In the main view, select *Voice mailbox number* and type the voice mailbox number in the text box.

WWW Bookmarks

To add a new bookmark

1 Double-click the *WWW Bookmarks* item. The *WWW Bookmarks* dialog opens.
2 Click **Add**. The *WWW Bookmark Properties* dialog opens.
3 Fill in the following fields:
   Name Type a descriptive name for the bookmark.
   *Address***:** Type the URL address of the bookmark.
4 Click OK to close the dialog.

To import bookmarks

1 Double-click the *WWW Bookmarks* item. The *WWW Bookmarks* dialog opens.
2 Click **Import**. The *Import bookmarks* dialog opens. Select the source from where the bookmarks are imported. The options are *Browser default bookmarks/ Netscape/File.*

*Browser default bookmarks***:**

1 Select the *Browser default bookmarks* and click **OK**. All the bookmarks of your default Browser are copied to the list.
2 Click **OK** to close the dialog. The total number of bookmarks is displayed next to the setting item.

*Netscape***:**

1 Select the *Netscape* and click **OK**. All the bookmarks of Netscape are copied to the list.
2 Click **OK** to close the dialog. The total number of bookmarks is displayed next to the setting item.

*File***:**

1 Select *File* to import bookmarks from a file.
2 Click **Browse** and locate the file containing the bookmarks.
3 Click **Open**. All the bookmarks in the file are copied to the list.
4 Click **OK** to close the dialog. The total number of bookmarks is displayed next to the setting item.

To edit a bookmark

1 Double-click the *WWW Bookmarks* item. The *WWW Bookmarks* dialog opens.
2 Click **Edit**. The *WWW Bookmark Properties* dialog opens. Edit the name and the address of the bookmark as necessary.
3 Click **OK** to confirm changes and close the dialog.

To delete a bookmark

1 Double-click the *WWW Bookmarks* item. The *WWW Bookmarks* dialog opens.
2 Select a bookmark entry and click **Remove**.
3 Click **OK** or **Cancel** to confirm or cancel the selection.

WAP Bookmarks

You can add, import, edit, and delete WAP bookmarks the same way as the WWW bookmarks. See 'WWW Bookmarks' on page 33 for details.

Additionally, when you add a bookmark, you must define the following options:

*Username***:** Type in your user name.

*Password***:** Type in a password. The password is often case-sensitive.

*WAP access***:** Select the WAP you want to use for connection.

File operations

With Administrator Suite's File operations you can transfer ringing tones, background images, software installation files and other files to your communicator.

Ringing tones

This option allows you to customize the ringing tones of your communicator. The supported file formats are Nokia sounds (i.e. beep tones) and *.wav format sound files. Files are moved to the communicator's default folder that contains ringing tones.

To change the ringing tones:

1. In the main view, double-click *Ringing tones*. A list dialog opens.
2. Click **Add** to add files.
3. Locate and select one or several supported sound files. and click **Open** to return to the list dialog. Selected files are shown in the list.

4 Click **OK** to close the dialog and return to main view.

Background images

This option lets youcustomize the appearance of your communicator's Desk background. The supported image formats are *.jpeg, *.gif or *bmp. Files are moved to the communicator's default folder.

To change the background image

1 In the main view, double-click *Background Image*. A list dialog opens.
2 Click **Add** to add files.
3 Locate and select one or several supported image files. and click **Open** to return to the list dialog. Selected files are shown in the list.
4 Click **OK** to close the dialog and return to main view.

Software Installation Files

You can use Administrator Suite to install add-on software on your communicator.

● **Note:** Only software designed to be used with Nokia 9210 Communicator can be installed on the device.

The configuration process involves the file transfer to the communicator and the installation of the software.

To add software installation files

1 In the main view, open the *Files* folder. *Software Installation files* setting item is displayed.
2 Double-click the *Software Installation files* item. *Software Installation files* dialog opens.

3 Click **Add** to add files. Choose one or several SIS files.
4 Select the files you want and click **Open** to return to the *Software Installation files* dialog. Selected files are shown in the list.
5 Click **OK** to close the dialog and return to main view.

To remove software installation files

1 In main view, open the *Files* folder. *Software Installation files* setting item is displayed.
2 Double-click the *Software Installation files* item. *Software Installation files* dialog opens.
3 Select the files you want to remove and click **Remove**.
4 Click **OK** to close the dialog and return to main view.

Other files

You can also copy any other files to the default folders of the communicator's File manager.

To add files

1 In the main view, open the *Files* folder in the setting items treelist. *Files* setting item is displayed.
2 Double-click the *Files* item. *Files* dialog opens.
3 Click **Add**. *File Transfer Properties* dialog opens.
4 Click **Browse** to locate the file you want to add to configuration.
5 Select the file and click **Open** to return to the *File Transfer Properties* dialog.
6 Type or select the target directory for the file.
7 Click **OK** to close the dialog and return to *Files* dialog.
8 Repeat the steps from 3 to 7 to add more files to the list.

9 Click **OK** to close the *Files* dialog and return to main view.

To remove files

1 In main view, open the *Files* folder in the setting items treelist. *Files* setting item is displayed.
2 Double-click the *Files* item. *Files* dialog opens.
3 Select the files you want to remove and click **Remove**.
4 Click **OK** to close the dialog and return to main view.