



# **Eudora Planner<sup>™</sup> Quick Start Guide**

This manual was written for use with the Eudora Planner™ for Windows and Eudora Planner™ for Macintosh software version 4.0. This manual and the Eudora Planner software described in it are copyrighted, with all rights reserved. This manual and the Eudora Planner software may not be copied, except as otherwise provided in your software license or as expressly permitted in writing by QUALCOMM Incorporated.

© 1998 QUALCOMM Incorporated.  
All rights reserved.

Eudora® is a registered trademark of QUALCOMM Incorporated.

Eudora Planner™, Eudora Group Planner™ and the Eudoraman graphic are trademarks of QUALCOMM Incorporated.

All other trademarks and service marks are the property of their respective owners.

QUALCOMM is a registered trademark and registered service mark of QUALCOMM Incorporated.

IMPORTANT: PLEASE READ THIS SOFTWARE LICENSE AGREEMENT BEFORE USING THE SOFTWARE. BY USING THE SOFTWARE, YOU ARE TO BE BOUND BY THE TERMS AND CONDITIONS STATED. IF YOU DO NOT AGREE WITH THE TERMS OF THIS LICENSE, RETURN THE UNUSED SOFTWARE TO THE POINT OF PURCHASE YOUR MONEY WILL BE REFUNDED.

1. License. (a) If your license is for Eudora Planner. QUALCOMM Incorporated ("QUALCOMM") grants to the Licensee purchasing this copy of Eudora Planner Software a nonexclusive, nontransferable license to use the Eudora software and other software and fonts contained in this package (collectively the "Software") and its documentation for use in accordance with this License. QUALCOMM or QUALCOMM's Licensors retain title to the Software and related documentation although the Licensee owns the media on which the Software and documentation are recorded, if any.

This License allows use of the Software and documentation only by the number of Users and on the platform specified on the UPC label on the diskette(s) or, for electronic transactions, the number of Users licensed. "User(s)" means Licensee, if Licensee is an individual purchasing the Software for use at office or home, or, if Licensee is a corporation or similar business or commercial entity or government agency, its current employees. For qualifying educational institutions, "Users" also means faculty and staff teaching for or employed by Licensee and registered students enrolled at a single campus operated by Licensee. Subject to the limitations of this License, each authorized User may only use the Software on (i) any central processing unit ("CPU"), workstation or portable which is owned or controlled by Licensee, and (ii) any User-owned CPU, workstation or portable.

(b) If your license is for Eudora Group Planner. QUALCOMM Incorporated ("QUALCOMM") grants to the Licensee purchasing this copy of Eudora Group Planner a nonexclusive, nontransferable license to use one copy of the Eudora Group Planner software and other software contained in this package (collectively the "Software") and its documentation in accordance with this License. QUALCOMM or QUALCOMM's Licensors retain title to the Software and related documentation and all copies thereof although the Licensee owns the media on which the Software and documentation are recorded, if any. This License allows use of the Software and documentation for up to the number of accounts licensed for Licensee's internal business purposes. Licensee may only use the Software on one computer system at a time which shall be owned or controlled by Licensee.

For Trial Version Customers of either Eudora Planner or Eudora Group Planner. This License allows use of the Software for a period of up thirty (30) days after initial download for demonstration and evaluation purposes only on the platform licensed for Licensee's internal business purposes. Licensee may only use the Software on one central processing unit at a time which shall be owned or controlled by Licensee. This Software is not for resale.

2. Restrictions. This License sets forth the terms and conditions governing the use of the Software and documentation. Licensee may not rent, lease or otherwise transfer the Software or its documentation. Licensee may make a limited number of copies of the Software based on the number of licensed Users and a reasonable number of back-up copies. The Software contains copyrighted

material, trade secrets and other proprietary material. Licensee must reproduce on all such copies of the Software the copyright notices and any other proprietary legends that were on the original copy of the Software. Licensee shall not, without the prior written permission of QUALCOMM, nor permit anyone else to, decompile, reverse engineer, disassemble or otherwise reduce the Software to a human perceivable form, or to modify, network, rent, lease, loan, distribute, or create derivative works based upon the Software or the documentation in whole or in part. Notwithstanding,

if the Software is lawfully acquired outside of the United States within a jurisdiction which is a member of European Economic Community (EEC) subject to the EEC Council Directive of May 14, 1991, Licensee agrees that within that jurisdiction it shall not, and shall not allow any party on Licensee's behalf, to attempt to reverse engineer or decompile the Software into another computer language, except as expressly and specifically provided in the EEC Council Directive of May 14, 1991. Any and all information obtained during such lawful reverse engineering and/or decompiling activities, including but not limited to, the organization, logic, algorithms and processes of the Software, shall be deemed to be the confidential and proprietary information of QUALCOMM or its Licensors. Licensee shall not make copies of the copyrighted Software documentation without the prior written permission of QUALCOMM provided that for electronic transactions, Licensee may make one (1) hard copy of such documentation for each User.

3. Technical Support. Licensee must register in order to be eligible for technical support via telephone or electronic mail. For a period of ninety(90) days, commencing with the date of Licensee's first telephone call requesting support, Licensee will have access to technical support for the Software for the technical contact designated on the product registration card included with this package or specified via electronic mail registration, subject to Licensee's compliance with QUALCOMM's instructions for accessing such support and standard verification procedures. Upon the expiration of the above-described ninety (90) day period, Licensee may extend technical support on a per-incident or annual fee basis in accordance with QUALCOMM's then current pricing and terms. Upgrades to the Software and its documentation, if any, are not included and may be sold separately.

4. Termination. This License is effective until terminated. Licensee may terminate this License at any time by destroying all copies of the Software and its documentation. This License will terminate immediately without notice from QUALCOMM if Licensee fails to comply with any provision of this License. Upon termination, Licensee must destroy all copies of the Software and its documentation.

5. Export Law Assurances. Licensee agrees and certifies that neither the Software nor any other technical data received from QUALCOMM, nor the direct product thereof, will be exported outside the United States except as authorized and as permitted by the laws and regulations of the United States. If the Software has been rightfully obtained by Licensee outside of the United States, Licensee agrees that Licensee will not re-export the Software nor any other technical data received from QUALCOMM, nor the direct product thereof, except as permitted by the laws and regulations of the United States and the laws and regulations of the jurisdiction in which Licensee obtained the Software. The Software may not be

exported to any of the following countries: Cuba, Iran, Iraq, Libya, North Korea, Sudan or Syria.

6. Government End Users. If Licensee is acquiring the Software on behalf of any unit or agency of the United States Government, the following provisions apply. The Government agrees: (i) if the Software is supplied to the Department of Defense ("DOD"), the Software is classified as "Commercial Computer Software" and the Government is acquiring only "restricted rights" in the Software and its documentation as that term is defined in Clause 252.227-7013(c)(1) of the DFARS; and (ii) if the Software is supplied to any unit or agency of the United States Government other than DOD, the Government's rights in the Software and its documentation will be as defined in Clause 52.227-19(c)(2) of the FAR or, in the case of NASA, in Clause 18-52.227-86(d) of the NASA Supplement to the FAR or the successor clauses to any of these clauses.

7. Limited Warranty on Diskettes. (Not applicable to Software purchased electronically.) QUALCOMM warrants the diskettes on which the Software is recorded to be free from defects in materials and workmanship under normal use for a period of ninety (90) days from the date of purchase. QUALCOMM's entire liability and Licensee's exclusive remedy will be replacement of the diskettes not meeting QUALCOMM's limited warranty and which are returned to the place of purchase within such warranty period. QUALCOMM will have no responsibility to replace a diskette damaged by accident, abuse or misapplication. ANY IMPLIED WARRANTIES ON THE DISKETTES INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE LIMITED INDURATION TO NINETY (90) DAYS FROM THE DATE OF PURCHASE.

8. Disclaimer of Warranty. Licensee expressly acknowledges and agrees that the use of the Software and its documentation is at Licensee's sole risk. The Software, documentation, and technical support are provided "AS IS" and without warranty of any kind. Information regarding any third party services included in this package, if any, is provided as a convenience only, without warranty by QUALCOMM, and will be governed solely by the terms agreed upon between Licensee and the third party providing such services. TO THE MAXIMUM EXTENT PERMITTED UNDER APPLICABLE LAWS, QUALCOMM AND QUALCOMM'S LICENSOR(S) (FOR THE PURPOSES OF PROVISIONS 8 AND 9, QUALCOMM AND QUALCOMM'S LICENSOR(S) SHALL BE COLLECTIVELY REFERRED TO AS QUALCOMM) EXPRESSLY DISCLAIM ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NONINFRINGEMENT. QUALCOMM DOES NOT WARRANT THAT THE FUNCTIONS CONTAINED IN THE SOFTWARE WILL MEET LICENSEE'S REQUIREMENTS, OR THAT THE OPERATION OF THE SOFTWARE WILL BE UNINTERRUPTED OR ERROR-FREE, OR THAT DEFECTS IN THE SOFTWARE WILL BE CORRECTED. FURTHERMORE, QUALCOMM DOES NOT WARRANT OR MAKE ANY REPRESENTATIONS REGARDING THE USE OR THE RESULTS OF THE USE OF THE SOFTWARE OR ITS DOCUMENTATION IN TERMS OF THEIR CORRECTNESS, ACCURACY, RELIABILITY, OR OTHERWISE. NO ORAL OR WRITTEN INFORMATION OR ADVICE GIVEN BY QUALCOMM OR ITS AUTHORIZED REPRESENTATIVE SHALL CREATE

A WARRANTY OR IN ANY WAY INCREASE THE SCOPE OF THIS WARRANTY. SOME JURISDICTIONS DO NOT ALLOW THE EXCLUSION OF IMPLIED WARRANTIES, SO THE ABOVE EXCLUSION MAY NOT APPLY.

9. Limitation of Liability. TO THE MAXIMUM EXTENT PERMITTED UNDER APPLICABLE LAWS, UNDER NO CIRCUMSTANCES, INCLUDING NEGLIGENCE, SHALL QUALCOMM, ITS AFFILIATES OR THEIR DIRECTORS, OFFICERS, EMPLOYEES OR AGENTS BE LIABLE FOR ANY INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES (INCLUDING DAMAGES FOR LOSS OF BUSINESS PROFITS, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION AND THE LIKE) ARISING OUT OF THE USE OR INABILITY TO USE THE SOFTWARE OR ITS DOCUMENTATION, EVEN IF QUALCOMM OR ITS AUTHORIZED REPRESENTATIVE HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. SOME JURISDICTIONS DO NOT ALLOW THE LIMITATION OR EXCLUSION OF LIABILITY FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES SO THE ABOVE LIMITATION OR EXCLUSION MAY NOT APPLY. In no event shall QUALCOMM's total liability to Licensee for all damages, losses, and causes of action (whether in contract, tort, including negligence, or otherwise) exceed the amount paid by Licensee for the Software and its documentation.

10. No Waiver or Assignment. No delay or failure to take action under this License will constitute a waiver unless expressly waived in writing, signed by a duly authorized representative of QUALCOMM, and no single waiver will constitute a continuing or subsequent waiver. This License may not be assigned, sublicensed or otherwise transferred by Licensee, by operation of law or otherwise, without QUALCOMM's prior written consent, provided that Licensee may assign this License upon written notice to QUALCOMM in instances in which such assignment is to an entity which acquires all or substantially all of the business of Licensee, whether by merger, consolidation, or acquisition of assets.

11. Controlling Law and Severability. This License shall be governed by and construed in accordance with the laws of the United States and the State of California, as applied to agreements entered into and to be performed entirely within California between California residents. If for any reason a court of competent jurisdiction finds any provision of this License, or portion thereof, to be unenforceable, that provision of the License shall be enforced to the maximum extent permissible so as to effect the intent of the parties, and the remainder of this License shall continue in full force and effect.

12. Entire Agreement. This License constitutes the entire agreement between the parties with respect to the use of the Software and its documentation, and supersedes all prior or contemporaneous understandings or agreements, written or oral, regarding such subject matter. There shall be no contract for purchase or sale of the Software except upon the terms and conditions specified herein. Any additional or different terms or conditions proposed by Licensee or contained in any purchase order are hereby rejected and shall be of no force and effect unless expressly agreed to in writing by QUALCOMM. No amendment to or modification of this License will be binding unless in writing and signed by a duly authorized representative of QUALCOMM.

# Eudora Planner Quick Start Guide

---

This guide describes how to install Eudora Planner and its online documentation, how to register Eudora Planner, and how to get technical support. It contains information for both Windows® and Macintosh® users.

## System Requirements

The following sections list the system requirements for running Eudora Planner on Windows or a Macintosh.

### Windows

To install and use Eudora Planner on a PC, you need

- A personal computer with a 486 or higher processor (Pentium 90 recommended).
- The Microsoft Windows 95® operating system or Windows NT® workstation operating system version 4.0 or later. For Windows NT 4.0 installations, Service Pack 3 for Microsoft Windows NT is also required.
- 16 MB of RAM for use on Windows 95 or Windows NT Workstation 4.0.
- 18 MB of hard disk space.
- A CD-ROM drive.
- A VGA or higher-resolution video adapter (SVGA 256-color with 800x600 or higher resolution recommended).
- A Microsoft Mouse or compatible pointing device.

To take advantage of all of Eudora Planner's features, you may also want to have

- A modem, for auto-dial, that is compliant with the Windows Telephony Application Programming Interface (TAPI)
- A Windows-compatible network using TCP/IP protocol for workgroup functionality
- A dial-up or full-time Internet connection
- An e-mail package compliant with Microsoft's Messaging Application Programming Interface (MAPI) standard, such as QUALCOMM's Eudora Pro

## Macintosh

To install and use Eudora Planner on a Macintosh, you need

- A Power Macintosh or equivalent
- Mac® OS System 7.6.1 or later
- Open Transport 1.1 or later
- 16 MB of RAM
- 25 MB of hard disk space

To take advantage of all of Eudora Planner's features, you may also want to have

- A Macintosh-compatible modem for auto-dial
- A Macintosh-compatible network using TCP/IP protocol for workgroup functionality
- A dial-up or full-time Internet connection
- An e-mail package, compatible with the Internet Config program, such as QUALCOMM's Eudora Pro

## Installing Eudora Planner

Eudora Planner's installation program installs all components of Eudora Planner, including the Eudora Planner program, online documentation, and other related programs. Installation is slightly different on Windows and Macintosh systems.

### To install Eudora Planner for Windows 95 and Windows NT:

1. Insert the CD-ROM. The Eudora Planner installation program appears.
2. Click the **Install Eudora Planner 4.0** button. The installation begins.
3. Follow the instructions provided by the installer to complete the installation.

### To install Eudora Planner for Macintosh:

1. Insert the CD-ROM. Its contents appear in a Finder window.
2. Double-click the **Install Eudora Planner** icon to open the installer application. A splash screen for the installer appears.
3. Click **Continue**. The Read Me file appears. We recommend that you read this file. Click **Continue** again when you finish. The license agreement appears.
4. Review the license agreement, then click **Agree** to continue. The Install Eudora Planner dialog box appears.
5. Click the **Install** button to begin installing the program. A directory dialog box prompts you to choose a location for the Eudora Planner folder. When you've chosen a location, click **Install** again to complete the installation.

The Eudora Planner installer installs items into two different locations on your Macintosh. The *Eudora Planner Folder*, which contains the Eudora Planner application files, is installed in a location that you choose before installation. Eudora Planner also installs a system extension called *EP Quick Menu* into the Extensions folder.

## Registering Eudora Planner

Registering Eudora Planner involves entering two codes into the software:

- A *serial number* that uniquely identifies your copy of Eudora Planner
- An *activation code* that indicates you have registered your copy of Eudora Planner

Your serial number is provided on a serial number card included in your Eudora Planner package. To enter the serial number, choose **Register** from Eudora Planner's **File** menu, then enter the serial number in the appropriate field on the resulting dialog box. Users of the trial version must purchase the Eudora Planner package to obtain a serial number.



*A serial number is required for obtaining technical support for Eudora Planner.*

The activation code is required to disable the registration reminder dialog box that Eudora Planner periodically displays. To obtain an activation code, choose **Register** from Eudora Planner's **File** menu to access the Registration dialog box. How you proceed from this dialog box depends on whether you're running Eudora Planner on a Windows or Macintosh system.

## Registering Windows 95 and Windows NT 4.0 Installations

On the Registration dialog box, enter your personal or company information in the appropriate fields. When you've finished entering the required information, you can send your registration information to QUALCOMM in one of the following ways:

- Click the **Submit** button to upload the registration information to QUALCOMM via TCP/IP to the Eudora Web site. If you upload your registration information in this way, the activation number will be sent to you in an e-mail message.
- Click the **Print** button to print the registration information so that you can then mail or fax it to QUALCOMM. The mailing address and fax number information you will need is listed on the printout. Your activation code will be sent to you in the same manner as you submitted your registration information, by mail or fax.

## Registering Macintosh Installations

On the Registration dialog box, enter your personal or company information in the appropriate fields. When you've finished entering the required information on the Registration dialog box, the **Next** button becomes available. When you click the **Next** button, the Survey dialog box appears, and presents you with the opportunity to provide optional information about yourself, your business, and your computing environment. Once the survey dialog box appears, you can send your registration information to QUALCOMM in one of the following ways:

- Click the **Print** button to print the registration information so that you can then mail or fax it to QUALCOMM. The mailing address and fax number information you will need is listed on the printout. Your activation code will be sent to you in the same manner as you submitted your registration information, by mail or fax.
- Click the **Register** button to upload the registration information to QUALCOMM via TCP/IP to the Eudora Web site. If you upload your registration information in this way, the activation number will be sent to you in an e-mail message.



# Uninstalling Eudora Planner

The following sections describe how to remove Eudora Planner from your computer.

## Windows

To remove Eudora Planner from your computer, Select Add/Remove Programs from the Windows Control Panel.

**To uninstall Eudora Planner from your PC:**

1. From the Start menu, select **Settings**, then **Control Panel**.  
The Windows Control Panel appears.
2. Double-click **Add/Remove Programs**.  
The Add/Remove Programs Properties dialog box appears.
3. From the scrolling programs list on the Install/Uninstall tab, select **Eudora Planner**. Then, click the **Add/Remove** button.  
A dialog box prompts you to verify your selection.
4. Click **Yes** to continue uninstalling.  
Eudora Planner is removed from your computer.

## Macintosh

You can remove Eudora Planner using the Eudora Planner installer.

**To uninstall Eudora Planner from your Macintosh:**

1. Insert the CD-ROM. Its contents appear in a Finder window.
2. Double-click the **Install Eudora Planner** icon to open the installer application.  
A splash screen for the installer appears.
3. Click **Continue**. The Read Me file appears. We recommend that you read this file. Click **Continue** again when you finish. The license agreement appears.
4. Review the license agreement, then click **Agree** to continue. The Install Eudora Planner dialog box appears.
5. Hold down the Option key. The **Install** button becomes the **Uninstall** button. Click **Uninstall** to remove Eudora Planner from your system.

# Using the Online Documentation

To use the online *Eudora Planner User's Guide* and *Eudora Planner Administrator's Guide*, you must have Adobe Acrobat Reader version 3.0 installed on your computer. Windows 95, Windows NT, and Macintosh versions of this program are provided on this CD. If you installed Eudora Planner using the standard installation, then the online documentation and Acrobat Reader files were installed onto your computer. If you chose a custom installation that did not include these files, you can still install them from the CD-ROM.

## Installing Acrobat Reader

You can install Acrobat Reader by running the appropriate installation program on the Eudora Planner CD-ROM.

### To install Acrobat Reader for Windows 95 or Windows NT:

1. Insert the CD-ROM. The Eudora Planner installation program appears.
2. Click the **Install Acrobat Reader 3.0** button. The installation begins.
3. Follow the instructions provided by the installer to complete the installation.

### To install Acrobat Reader for Macintosh:

1. Insert the CD-ROM. Its contents appear in a Finder window.
2. Double-click the **Install Acrobat Reader 3.0** icon to open the installer application. A splash screen for the installer appears.
3. Click **Continue**. The license agreement appears.
4. Review the license agreement, then click **Accept** to continue. The Install Acrobat Reader 3.0 dialog box appears.
5. Click the **Install** button to begin installing the program.

## Accessing the Online Documentation

When you install Eudora Planner for Windows, the online documentation is added to the Eudora Planner submenu of the Windows Start menu. You can start it from this menu if you have Acrobat Reader installed.

On the Macintosh, the online documents are installed into a Documentation subfolder of the Eudora Planner folder. You can double-click them to launch them in Acrobat Reader.

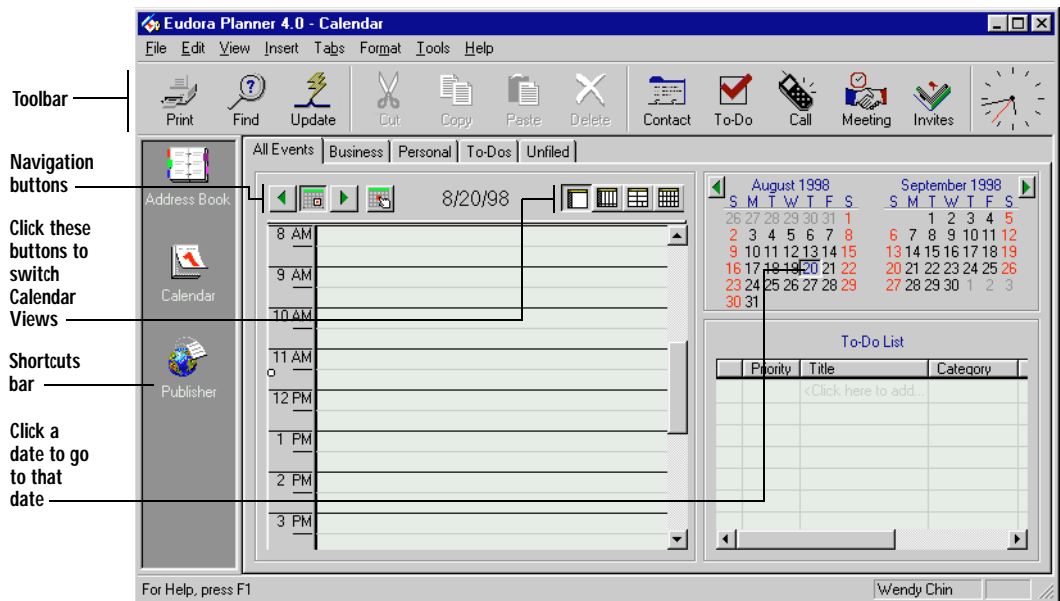
# Starting Eudora Planner

You can start using Eudora Planner immediately after you've installed it.

## Windows

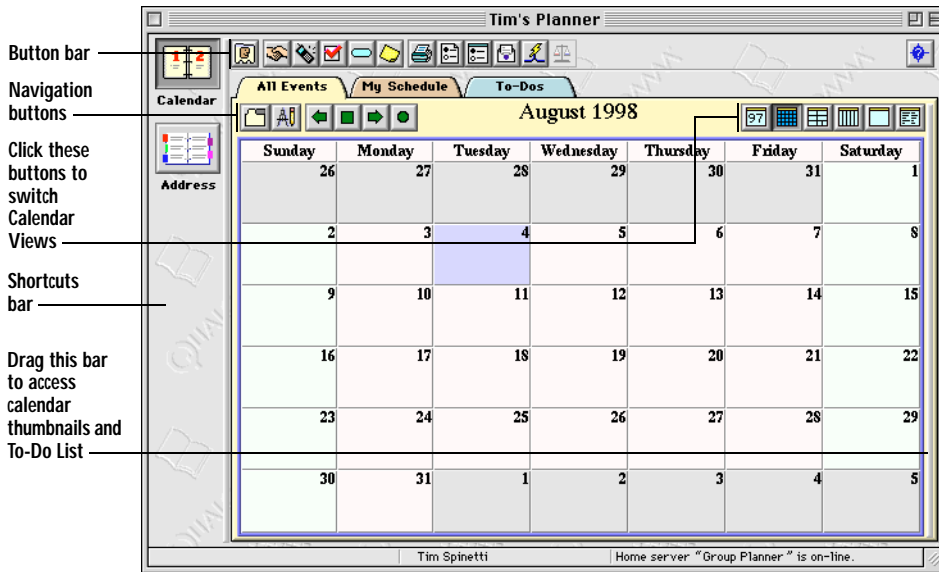
1. From the **Start** menu, select **Programs**, then select **QUALCOMM** from the submenu that appears.
2. From the **QUALCOMM** submenu, select **Eudora Planner**.
3. The **Eudora Planner** window appears, showing the last plugin application that was displayed when you last closed Eudora Planner.

The first time you start Eudora Planner, it displays the Calendar.



## Macintosh

To start Eudora Planner on a Macintosh, open the *Eudora Planner Folder*, then double-click the icon for the *Eudora Planner* application file. The first time you start Eudora Planner, it displays the Calendar.



## Getting Technical Support

To accommodate the varying needs of our customers, QUALCOMM offers a number of technical support options. Registered users can take advantage of free support options as well as limited telephone support. The following sections describe these options. For more information, contact us or refer to our Web site, <http://www.qualcomm.com/eudora/planner>.

To guarantee your access to technical support, be sure to register Eudora Planner as described in ["Registering Eudora Planner" on page 3](#).



*Over time, our technical support options may change. If you are not on an active support plan, you may want to consult our Web site or Fax Document Retrieval System, as described in the following section, for any changes to the options available.*

## Free, Unlimited Support

QUALCOMM currently offers the following free technical support options:

- For no charge, you can call our Fax Document Retrieval System at 800-730-7860 or 503-274-6370. This system can fax you answers to common questions as well as troubleshooting guides compiled by our support technicians.
- Our World Wide Web site (<http://www.qualcomm.com/eudora/planner>) includes a large number of free technical support documents from our Document Retrieval System, viewable online.

## Limited Technical Support (U.S. Only)

To determine what additional technical support may be available, registered users can either call 619-651-5450 or send e-mail that includes your serial number to one of the following addresses:

- [mac-planner-support@qualcomm.com](mailto:mac-planner-support@qualcomm.com) for Macintosh users
- [win-planner-support@qualcomm.com](mailto:win-planner-support@qualcomm.com) for users on Windows 95 and Windows NT 4.0

Similarly, users of the demo version who want to know about the technical support options available can send e-mail to

- [mac-planner-demo@qualcomm.com](mailto:mac-planner-demo@qualcomm.com) for Macintosh users
- [win-planner-demo@qualcomm.com](mailto:win-planner-demo@qualcomm.com) for users on Windows 95 and Windows NT 4.0

## International Technical Support

Outside the United States, technical support is available through your local reseller.

## Back Up Your Data!

Some technical support situations can be avoided, especially those involving damaged Calendar or Address Book data, by backing up your Eudora Planner data. The backup process is easy, can save you time and money, and provides a relatively simple way to recover from mistakes and problems. See the *Eudora Planner User's Guide* for information on the backup feature.

