iContact
Application Manual
Maximizing the full potential of iContact

Introduction

iContact is a powerful Pocket PC application that allows you to take full control of your mobile phone. It maximizes the capabilities of the Pocket PC to provide a richer user interface for the mobile user. SMS and contact management plus integration with Microsoft Outlook make iContact a must for mobile users looking for a better way of managing and using the mobile phone.

System Requirements

The given requirements below are needed to maximize the full potential of the iContact application.

- Pocket PC (with Bluetooth and/or infrared)
- Pocket PC 2002 Operating System
- 32 MB RAM (64MB recommended for better performance)
- Mobile Phone (with Bluetooth and/or infrared)
- GSM Service from the local operator

Key Features of iContact

- *Basic Mobile Features*. iContact is an extension of what you can do with your mobile phone. It allows you to write and send SMS messages (text messages), manage your address book, synchronize with the mobile phone and outlook plus lots more.
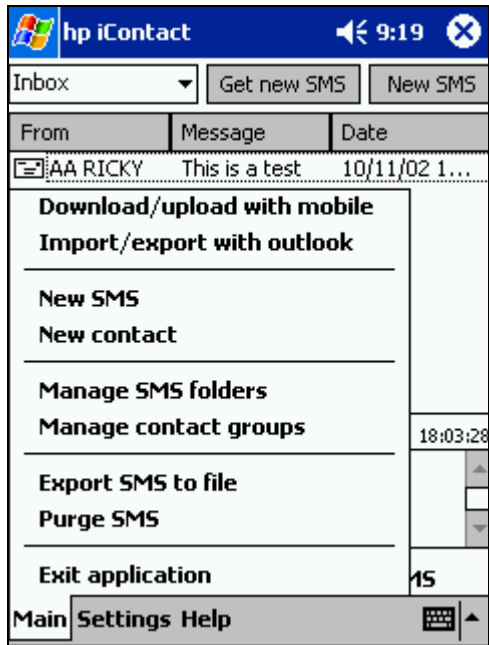
- **Contact Management.** Contact management features offered by iContact include:
  - ➢ Add, edit and delete records of stored contact information.
  - ➢ Import/Export phonebook entries from/to the mobile phone.
  - ➢ Send contact information to other recipients in the form of business card.
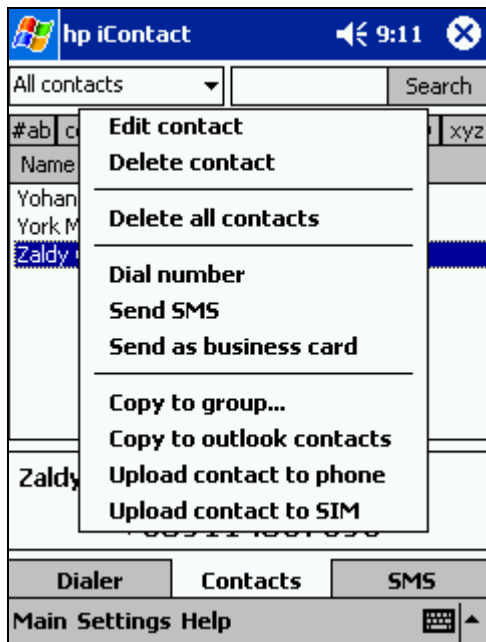

  - ➢ A quick search tool allows you to easily locate stored contacts.
  - ➢ Create contact groups for better organization of contacts.
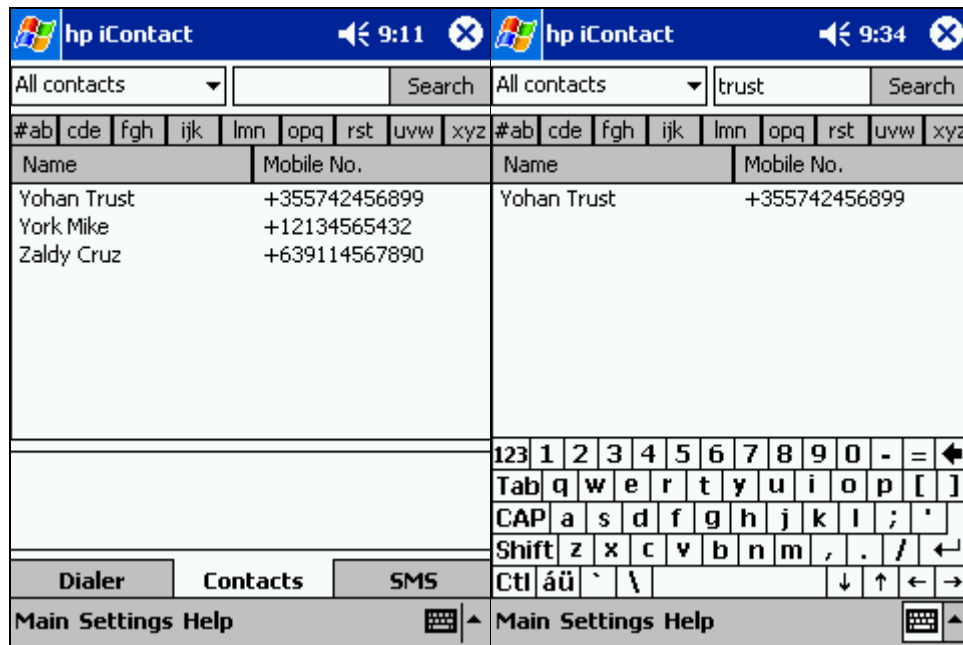
- **SMS Functionality.** Features embedded in iContact include:
  - Download a copy of your Phone's SMS messages to the Pocket PC.
  - Archive SMS messages to a text file on your PC or Handheld.
  - Reply to/forward SMS messages received from your Pocket PC.
  - SMS templates (pre-defined messages) which you may want to send in the future. SMS templates omit the task of retyping same messages.
  - Cut, Copy, and Paste data to/from SMS messages.
  - Send SMS messages to a group to minimize the need to resend to each contact the same message.
  - Copy your SMS messages to your outlook appointments and tasks.
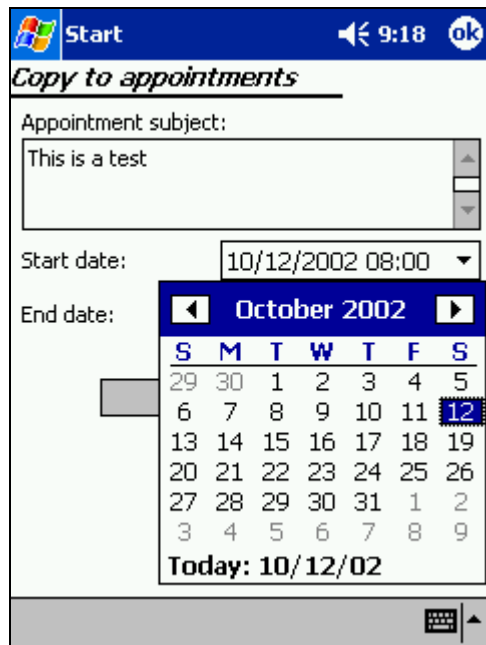
- ➢ Segregate your SMS messages in different user-defined folders for easy filing.
- ➢ Send your SMS messages as Flash. Flash messages are SMS messages automatically delivered to your mobile phone's face screen. Flash messages do not go to the Inbox anymore as they are automatically displayed on the screen.
- ➢ Automatically save all the messages you send.
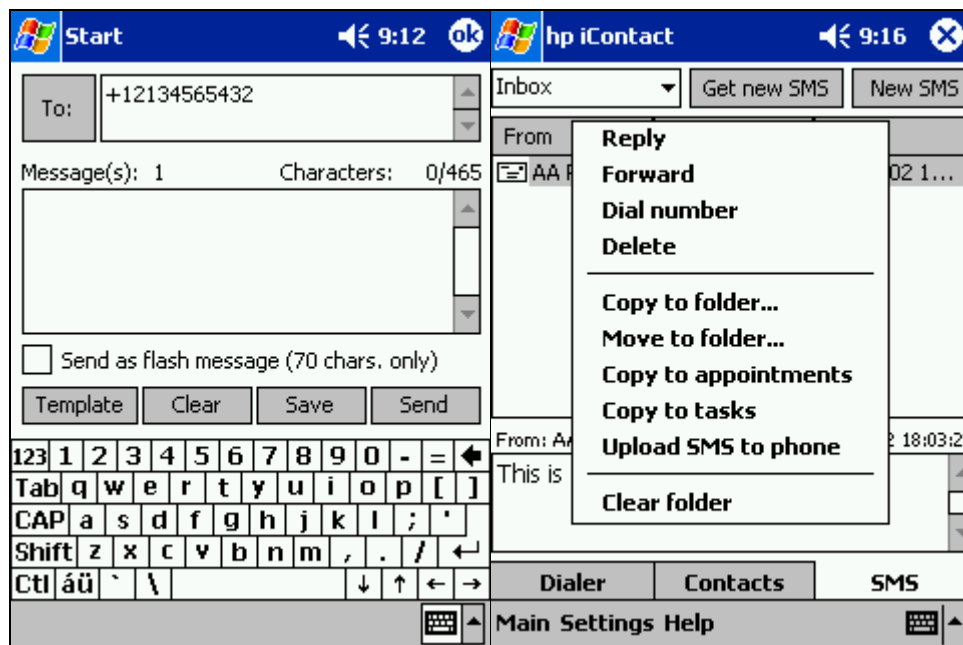
- ● **Synchronization.** Allows you to synchronize information between your mobile phone and iContact so that you have the latest updates on both locations.

- **_Import/Export Feature._** iContact allows you to exchange contact information to/from Pocket Outlook. It also allows you to store SMS messages on a text file.

- **_Dialer Feature._** Embedded in your iContact is a dialer which allows you to dial mobile numbers from your pocket pc. iContact also allows you to view a list of the phone numbers you recently called.
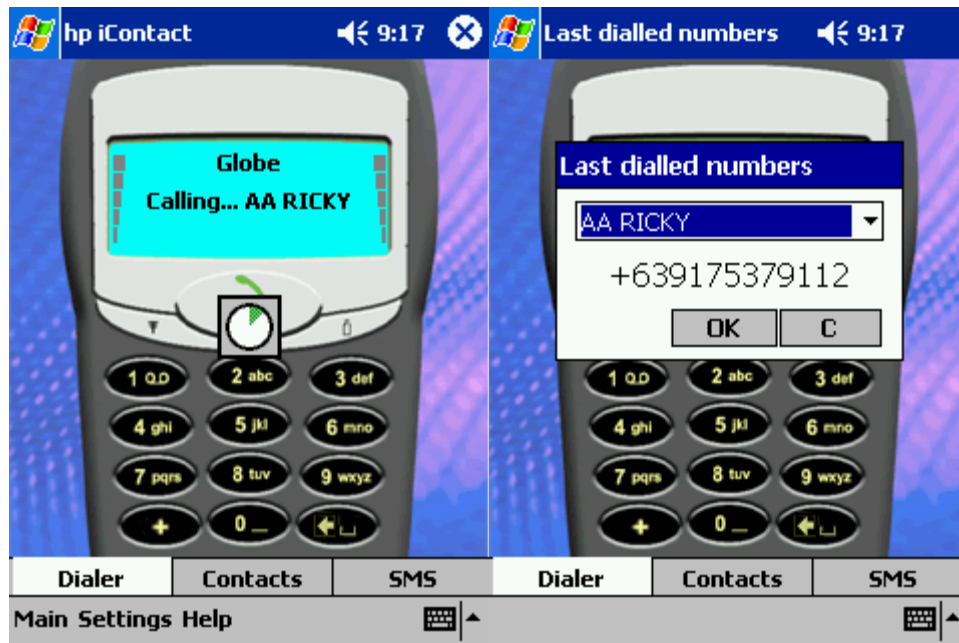
- **Phone Status Information.** iContact allows you to view the details of the phone currently connected to your pocket PC i.e. Manufacturer, Service Provider, Phone Memory Capacity, SMS Center, etc.

- **Port Settings.** iContact allows you to configure the port settings you want the application to use.

Maximizing the features of your iContact

Firstly, you need to load the latest software or firmware on your Pocket PC to make sure iContact functions as specified. Suggest you visit the website of your Pocket PC manufacturer to get the latest update. For iPaq models you can try to visit the URL below:

http://www29.compaq.com/falco/sp_result.asp?Model=2596&Os=126#ROMPaqs/BIOS%20and%20Firmware

Configuring the Bluetooth Manager of your pocket pc to make iContact work successfully

Given below are the initial steps you need to do to take to make your iContact work effectively.

1. Have your mobile phone and pocket pc paired properly. Methods of pairing may vary for every Bluetooth-manufactured phone.
2. On your pocket pc device, go to your Bluetooth Manager (signified by two- oppositely-paired-arrows icon).
3. Select Bluetooth manager from the popup menu.
4. Select the device you have just paired. A sign that the pairing was done successfully, a blinking icon (two- oppositely-paired-arrows icon) should be beside the device you have paired. Upon selecting the device you have just paired, device information will be displayed e.g. Device Name, Device Address, Device Type, Device Bonded, and Last Screen.
5. From the lower left portion of the screen, tap Actions button.
6. Choose Connect to serial port 1.

Establishing connection between your pocket pc and your mobile phone

Connection to your pocket pc can be established via Infrared or Bluetooth connection. Establishing connection will further allow you to synchronize or merge data from both devices.

To use your Infrared connection, follow these steps:

1. Go to your iContact application.
2. Select Port Settings.
3. Choose the communication (COM) port to be used for Infrared connection. Normally, COM port 3 is used for Infrared connection. In addition, Infrared is normally set at 115200 bps. You may have to adjust the baud rate for different types of phones.
4. Activate the Infrared connection of your mobile phone and pocket pc.
5. Position the two devices where their Infrared ports are facing each other.
6. Try to check phone status by going to Settings then refresh the Phone Status.

*Note: For the data exchange to be successful, you must make sure that there is no obstruction between the two communicating devices. The preferable distance between the two devices in infrared connection is up to 60 centimeters.

To use your Bluetooth connection, follow these steps:

1. First, make sure you have paired your pocket pc with your mobile phone. Check the manuals of your pocket pc and Mobile phone to find out how to pair both devices. Pairing with Nokia phones could be difficult and you need to consult with your dealer on how to pair with Nokia phones. You can also need to check out the attached PDF document to help you in pairing with Nokia 6310 or go to:
    http://www.ipaqsoft.net/pdf/6310-H3870-BT%20Jacket-Configuration%20guide.pdf
2. Activate Bluetooth on both devices.
3. Start the iContact application.
4. Select Port Settings. Choose the serial (COM) port to be used to establish Bluetooth connection. Usually, COM port 8 is dedicated for Bluetooth connection.
5. Activate the Bluetooth connection of your mobile phone.

*Note: Bluetooth connection usually services up to 20 meters when connected to another device.

Getting Acquainted with iContact tabs

iContact comes with three (3) tabs namely: **Dialer**, **Contacts**, and **SMS**.

Dialer Feature

iContact allows you to dial numbers via your pocket pc terminal. It also allows you to view your last 10 recently called numbers or the numbers you tried calling. To make full use of the dialer feature of iContact, you need to make sure that your mobile phone is properly connected to your pocket pc. This may be through Infrared or Bluetooth Connection. A hands-free headset can also be used provide more convenience as you use iContact dialer feature. Dial using your iContact and talk to your colleague hands free!

How to use your dialer
1. Choose the Dialer tab from your main screen.
2. Dial the number you wish to call.
3. Press Ok button.
4. A message like this will appear: "Connecting with (name/number of the number you are calling). Use hands-free/mobile phone to talk."
5. If you want to use your hands-free headset, place it in your ear and press the button to talk.
6. If you want to use your mobile phone, take hold of your mobile phone and press the correct key to start the communication.

How to view your last dialed numbers
1. Choose the Dialer tab from your main screen.
2. Press the Last Dialled button. You can now view your 10 most recently dialed numbers.

How to check the remaining battery life of your phone via iContact
1. To check the remaining battery life of your mobile phone using your pocket pc, go to Dialer tab.
2. Press B. iContact automatically gets the life status of your mobile phone.

How to check the GSM signal of your phone via iContact
1. To check the GSM signal of your mobile phone using your pocket pc, go to Dialer tab.
2. Press S. iContact automatically gets the GSM signal of your mobile phone.

Contacts Feature

Contacts feature of iContact allows you to organize your address book.

How to download contacts from mobile phone
1. Choose Main option. This is located at the lower left corner of your iContact application.
2. Choose Download/upload with mobile option.
3. Choose Download from phone from the drop down list.
4. Check whether you want your contacts to be merged with the downloaded records or they will be replaced.
5. Check Download phonebook from checkbox.
6. Choose either from Phone memory or SIM memory.
7. Press Start.
8. To close the screen, press Close.

How to upload contacts with mobile phone
1. Choose Main option. This is located at the lower left corner of your iContact application.
2. Choose Download/upload with mobile option.
3. Choose Upload to phone from the drop down list.
4. Check whether you want your contacts to be merged with the downloaded records or they will be replaced.
5. Check Update iContact contacts to checkbox.
6. Choose either from Phone memory or SIM memory. This function will delete your mobile phonebook and replace it with the contact list on the iContact.
7. Press Start.
8. To close the screen, press Close.

* Warning: Please be careful when uploading contact data to the phone. It will cause the deletion of your mobile phonebook if improperly used.

How to import/export contacts from/to Outlook
1. Choose Main option. This is located at the lower left corner of your iContact application.
2. Choose Import/Export with Outlook option.
3. Select Import Outlook contacts to iContact option when importing or Export iContact contacts to Outlook option when exporting. When importing, you can also select if you want to import the home and office telephone numbers as well.
4. Press Start.
5. Press Close to close the current running form.

How to add new contacts

1. Choose Main option.
2. Choose New contact option.
3. Input Name and Mobile. These are required fields.
4. You can also add other contact numbers like work # (1) and (2), home # (1) and (2).
5. Press Ok.
6. Press Cancel to close the screen.

How to edit/delete contacts

1. From your contacts screen, point the stylus on the name of the contact until menu appears.
2. Select Edit contact or Delete contact option whichever is applicable.
3. When editing, make the necessary modifications then press Ok to confirm the request.
4. When deleting, a verification screen appears verifying if the chosen record will be deleted. Yes button should be chosen to proceed with the deletion or No to abort the process.

How to delete all contacts

1. From your contacts screen, point the stylus on the name of the contact until menu appears.
2. Choose Delete all contacts option. **Note that this command deletes all the contacts in your address book.**

How to dial number of a contact

1. From your contacts screen, point the stylus on the name of the contact until menu appears.
2. Choose Dial number option.
3. The dial screen appears.
4. If more than one contact number is assigned to the person, another menu appears showing the other contact numbers assigned to the person.

How to send an SMS to a contact

1. From your contacts screen, point the stylus on the name of the contact until menu appears.
2. Choose Send SMS option.
3. Type your message. You can also copy and paste data from other applications.
4. Choose among the options provided (whether you want your message to be sent in Flash format, etc).
5. Press Send.

How to send contact as business card

1. From your contacts screen, point the stylus on the name of contact you want to send as business card. Wait until menu appears.
2. Choose Send as business card option.
3. Select your desired recipient. Take note that within the screen you can view/edit the name and number you are sending as business card.
4. Press Send.
5. Press Close to close the screen.

How to add, edit, or delete contact groups

1. Choose Main option. This is located at the lower left corner of your iContact application.
2. Choose Manage contact groups option.
3. To add a contact group, just type the name of the contact group you want to add then press the Add button.
4. Contact groups allow you to save names under a category you want them to be under.
5. To edit, choose the name of the group you want to modify then press the Edit button.
6. To delete, choose the name of the group you want to delete, then press Delete button. A verification screen appears verifying if the chosen record will be deleted. Yes button should be chosen to proceed with the deletion or No to abort the process.
7. Press Cancel button to close the screen.
8. Note that iContact provides you with the total number of members per contact group.

How to copy contact to a particular group

1. From your contacts screen, point the stylus on the name of contact you want to copy to group until menu appears.
2. Choose Copy to group option.
3. Choose the group where the chosen contact will belong.
4. Press Ok to proceed with the request. Otherwise, press Cancel.

How to use Quick Find tool of iContact

1. From the Contacts screen, type the name or letter of the contact you want to find. You can type your entry in the box opposite the word Search.
2. Press Search. The application will return all names containing the letter or word you specified.

SMS Feature

iContact allows you to safekeep all your received.sent, saved, and deleted SMS items. This function also allows you to create and manage the SMS messages using the Pocket PC. It is assumed that before you can use SMS, your pocket pc is connected to your mobile phone via Infrared or Bluetooth connection.

How to download SMS messages from phone
1. Choose Main option.
2. Choose Download/upload with mobile option.
3. Choose Download from phone from the drop down list.
4. Check whether you want your SMS messages to be merged with the downloaded messages or they will be replaced.
5. Choose from Download SMS from phone memory and/or Download SMS from SIM memory.
6. Check Delete from phone/SIM after download option to delete SMS items after downloading.
7. Press Start.

How to upload SMS messages to mobile
1. Choose Main option. This is located at the lower left corner of your iContact application.
2. Choose Download/upload with mobile option.
3. Choose Upload to phone from the drop down list.
4. Check Upload SMS checkbox.
5. Press Start.

How to write new SMS
1. Choose Main option. This is located at the lower left corner of your iContact application. You can also choose the NEW SMS button on the upper right corner of the SMS screen.
2. Choose New SMS option.
3. Select the recipient of your message. As a shortcut, you can choose your message recipients by pressing the To button. You can also "send to group" by choosing the group name you want whose members you want to send SMS messages to.
4. Type your message.
5. Choose from the given options (whether you want your message to be sent in Flash format, etc).
6. Press Send to send your message. To close the screen, press Close.

How to use templates when sending an SMS
1. Choose Main option. This is located at the lower left corner of your iContact application.
2. Choose New SMS option.
3. Select the recipient of your message. As a shortcut, you can choose your message recipients by pressing the To button. You can also "send to group" by choosing the group name you want whose members you want to send SMS messages to.
4. Press Template.
5. Use the scroll << and >> buttons to choose among the available templates the one you want to use.
6. Press Insert.
7. Press Send.

How to add, edit, or delete a template

1. Templates are used to omit the process of re-typing messages which you might want to send in the future. To create a template, choose Main option. This is located at the lower left corner of your iContact application.
2. Choose New SMS option.
3. Press Template.
4. To add a template, press New. Supply your message then press Update button to save.
5. To edit a template, choose the template you want to edit using the << or >> buttons. Press Edit button

   then make your modifications. Press Update to save.
6. To delete a template, choose the template you want to delete. A verification message will appear confirming if you really want to delete the record. Press Yes to proceed with the deletion or No to abort the request.

How to add, edit, or delete an SMS folder

1. One way of managing your SMS messages is grouping them and creating folders for different categories. For instance, office SMS messages will be under your Office folder and so on.
2. Choose Main option. This is located at the lower left corner of your iContact application.
3. Select Manage SMS folders.
4. To add, type the name of the SMS folder you want to add then press Add to save the entry.
5. To edit, select the name you want to edit then press Edit. Make your modifications then press Ok to save the changes.
6. To delete, select the name you want to delete then press Delete. A verification message will appear confirming if you want to proceed with deleting the folder and all of its contents. Press Yes to proceed

   with the deletion or No to abort the process.
7. Note that iContact provides an SMS count for each of the created SMS folders.

How to export SMS to file

1. Choose Main option. This is located at the lower left corner of your iContact application.
2. Choose Export SMS to file.
3. Check the folder name you want to export to a file e.g. Inbox, Outbox, Saved Messages, etc. Note that

   every folder provides the number of SMS count it holds.
4. Browse the destination file.
5. Press Export.
6. To close the screen, press Close.

How to purge your SMS items

1. Choose Main option. This is located at the lower left corner of your iContact application.
2. Choose Purge SMS.
3. Indicate the date. The purging process will delete all SMS records on or before the specified date.

4. Press Purge now to delete all SMS items. Otherwise, press Cancel.

How to get your New SMS items

1. Go to SMS tab from your main screen.
2. Choose Get new messages.
3. New and unread messages appear with yellow background on the screen.

How to add unknown number to your contacts

1. From your Inbox and/or your Deleted folder, you can save the mobile number of the message sender. To do this, choose Inbox or Deleted option from the drop down list located at the topmost part of the SMS tab.
2. Point the stylus on the item to be added to your existing contacts until menu appears.
3. Choose Add number to contacts.
4. Specify the Name to be assigned to the mobile number.
5. Press Ok when done or press Cancel to abort the process.

How to reply to a received message

1. Choose Inbox option from the drop down list located at the topmost part of the SMS tab. Doing this you can view all your received messages
2. Point the stylus on the item you want to reply to until menu appears.
3. Choose Reply.
4. Press Clear to clear the received message then type your reply message.
5. Press Send.

How to forward an SMS message

1. Messages that can be forwarded are items from your Inbox, Sent, Outbox, and Deleted folders. To forward
   messages, choose the folder from the drop down list located at the topmost part of the SMS tab. Folder you will choose must contain the item you want to forward.
2. Point the stylus on the item you want to forward until menu appears.
3. Choose Forward.
4. Provide your desired recipient for the message
5. Press Send.

How to dial number of the message sender

1. You can dial numbers directly from your Inbox and Deleted message items folders. To do this, you must first choose either Inbox or Deleted option from the drop down list located at the topmost part of the SMS tab.
2. Point the stylus on the item whose mobile number you want to dial until menu appears.
3. Choose Dial Number.
4. Press Ok to proceed with the dialing process.

How to delete message items

1. Message items you can delete may come from the Inbox, Outbox, Sent, Saved, and Deleted folders. You can do this by choosing the correct option from the drop down list located at the topmost part of the SMS tab.
2. Point the stylus on the item you want to delete until menu appears.
3. Choose Delete. Automatically deleted items go to the Deleted folder. However, if Deleted items from the Deleted folder are deleted, then these items will permanently be removed.

How to move a received item to a folder

1. Choose Inbox option from the drop down list located at the topmost part of the SMS tab. Doing this you can view all your received messages
2. Point the stylus on the item you want to move to a folder until menu appears.
3. Choose Move to folder.
4. Choose the folder you want the received message to belong.
5. Press Ok.

How to copy messages to your pocket pc appointments or tasks

1. You can copy messages from your Inbox, Outbox, Sent, Saved and Deleted folder to your appointments or tasks. To do this, you start by choosing the corresponding folder from the drop down list located at the topmost part of the SMS tab.
2. Choose the message you want to copy to your appointments or tasks.
3. Point the stylus on the item to be copied in your Appointments or tasks until menu appears.
4. Select Copy to appointment or Copy to tasks option.
5. For copying to appointments, choose the appointment date and appointment time. You can also edit the appointment subject.
6. For copying to tasks, specify the start date and due date of the task to be saved. Note that you are allowed to edit the task subject.
7. Press Ok to proceed or Cancel to abort the request.

How to save sent messages

1. Choose Main option. This is located at the lower left corner of your iContact application.
2. Choose New SMS.
3. Type your message
4. Press Save button. You can also choose to clear the textbox.

How to send saved messages

1. Choose Saved option from the drop down list located at the topmost part of the SMS tab. Doing this you can view all your saved messages
2. Choose the saved message you want to send.
3. Choose if you want to send the message as flash and/or you want to save a copy of the message to your sent items folder.
4. Press Send.

How to clear contents of your folders

1. You can clear items from your Inbox, Outbox, Sent, Saved, and Deleted message folders. Initially, you
    need to choose the corresponding option from the drop down list located at the topmost part of the
    SMS tab.
2. Point the stylus on the item until menu appears then select the Clear folder option. For the Deleted
    message folder, choose Empty deleted folder option.

How to restore deleted SMS items

1. You may want to restore any of your deleted items or all of them. This can be done by choosing deleted
    option from the drop down list located at the topmost part of the SMS tab. Doing this you can view all
    your
    deleted items.
2. Choose the deleted message you want to restore or you can choose any of the deleted messages (this is
    used so you can restore all your deleted messages).
3. Point the stylus on the item until menu appears then select Restore or Restore all option whichever you
    want to use. Automatically the item/s will be restored to the original location.

Other components

In this section, all other components of iContact not discussed above will be enumerated.

How to view details of the phone currently connected to your pocket pc
1. To see the details of the mobile phone currently connected to your pocket pc, choose Settings from the lower left corner of your pocket pc.
2. Choose Phone Settings. Instantly, details will be displayed. Details include: Manufacturer, Model, Revision,
Serial Number, Subscriber Number, Service Provider, Service Center Number, Phone Memory Capacity, SIM Card capacity, Date data was last refreshed.
3. Press Refresh to refresh data should there be any changes.

How to configure the settings of your pocket pc
1. To see the details of the mobile phone currently connected to your pocket pc, choose Settings from the lower left corner of your pocket pc.
2. Choose Port Settings.
3. Choose the communication (COM) port you want to use for data transmission between your mobile phone
and pocket pc.
4. Set the data bits, baud rate, parity, and stop bits.
5. Set also your CTS flow, DTR Control, DSR Flow, and RTS Control. Values can be either 0 or 1.
6. Press Save.

How to set your SMS options
1. To set your desired options relating to SMS messaging, choose Settings from the lower left corner of your pocket pc.
2. Choose SMS Options.
3. Check the options you want iContact to activate.
4. If you check the first option (Check for new SMS every ___ min(s)), indicate your desired number of minutes iContact will automatically check for your new SMS messages.
5. You can also choose to: Delete SMS from phone after download when getting new SMS, Include message in reply, and/or Save copy of sent SMS in 'Sent' folder.
6. Press Save to confirm your request.

How to change the skins of your dialer
1. To change the skin of your dialer, choose Settings from the lower left corner of your pocket pc.
2. Choose Dialer Skins option. Available skins will be listed. Currently, there are 6 predefined skins.
3. Choose among the given list the skin you want to use.
4. Press Apply button.