







OpenHand™ User Guide (Nokia 9300/9500)

V4.0.2



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1. GETTING STARTED

1.1 Overview

Welcome to OpenHand.

OpenHand allows you to dial in to your network remotely via a laptop or PocketPC, to access and update your email, calendar, contacts and tasks. OpenHand gives you the option of working in real-time, or downloading the information to your device and working offline.

If you choose to work in real-time, the information is not stored on the mobile device – it is held only on your organisation's server. This means there is no risk to your information if your device is lost or stolen, and that the information is updated in real-time on your servers.

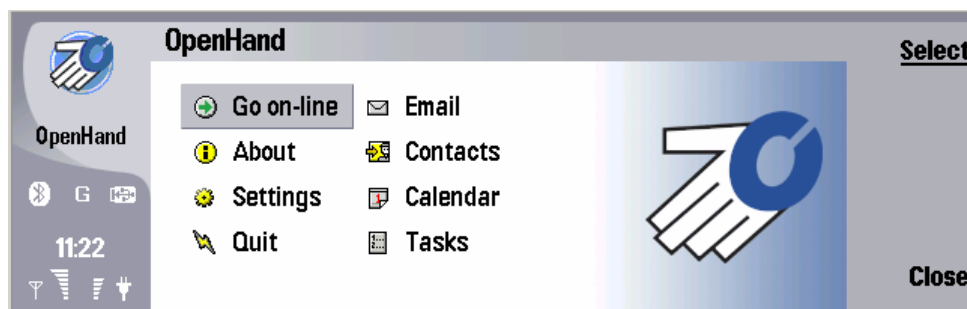
Alternatively, OpenHand allows you to store emails, calendar items, contacts and tasks locally on the device. These files can then be accessed and edited when you are offline (they are also accessible when working online), and uploaded when you next connect. Unlike synchronisation, which transfers all files, OpenHand allows you to save only the required files.

This user guide is aimed at users of the Nokia 9300/9500 phone and other Symbian80 devices.

1.2 Starting OpenHand



1. Double-click the **OpenHand** icon.
2. The OpenHand Main Menu screen is displayed.









OpenHand Main Menu Screen – Not On-Line




1.3 OpenHand Screen Layout and Navigation

From the main window, use the **View** menu or click one of the following icons on the *Main Menu*:


1.3.1 Main Menu and Toolbar

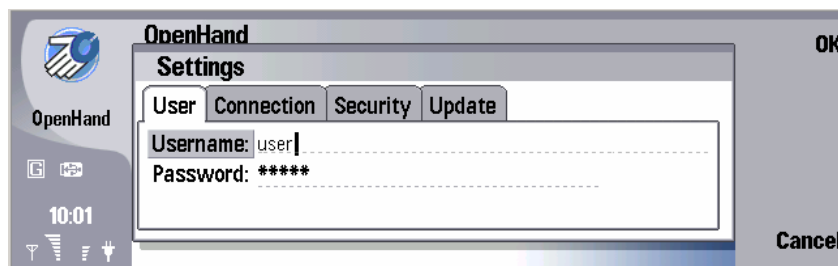
 Email	Allows you to read, reply to and create new emails.
 Calendar	Shows your calendar and appointment list.
 Contacts	Shows a list of your contacts.
 Tasks	Allows you to view, add and edit tasks.
 Go on-line	Log in to OpenHand.
 Go off-line	Log out from OpenHand.

1.3.2 Other Icons

 About	Gives you the version information of the OpenHand client.
 Quit	Exits the program.
 Settings	Shows your servers I.P address and security settings.
To:	Select email recipients
CC:	Select "Cc:" email recipients

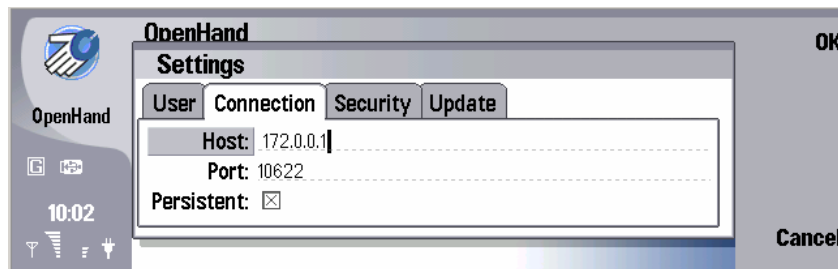
1.4 Log in to OpenHand

1. Create an active network connection (see your manufacturer's hand book for details).
2. Click on the  **Settings** icon in the OpenHand [Main Menu](#).
3. The *User Menu* will be displayed.



OpenHand Login Screen

4. Type in your **Username** for the server you are connecting to.
5. Type in your **Password** for the server you are connecting to.
6. Now open the *Connection Menu*. (You can open this page by navigating to it with the joystick or by pressing the menu button on the keypad)

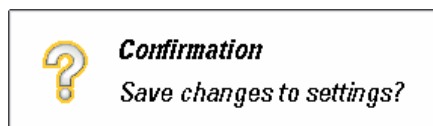


7. Enter the Host and Port information in the fields shown; your IT department will give you this information.

Notes:

Do not change the security settings unless instructed to do so by your IT department

8. Click **OK** in the Login Menu (see 1.4.3 above).
9. You will be asked to confirm the changes to the settings that you have just made.



10. Click **OK** again to confirm and you will be taken back to the [Main Menu](#).
11. Click **Go on-line**. You will be connected to the OpenHand server. When you have connected successfully the icon will change from **Go on-line** to **Go off-line**.

Notes:

- a. If you are unable to log in:
 1. Check your **Username** and **Password** are correct and are in the right format for the type of server you are connecting to.
 2. Check that Caps Lock is not on.
 3. Click **Settings** and then open the [Connection](#) menu (1.4.6) to check your connection settings. Your network administrator will advise you of the correct settings.

1.5 Log out of OpenHand

1. Click on **Go off-line** in the [Main Menu](#). The icon will change to **Go on-line**.
2. To exit the Main Menu click **Quit**.
3. Close your Active Network Connection.

1.6 OpenHand client information


1. Select **About** from the [Main Menu](#). The version and copyright information will be displayed. Press **Done** to return to the *Main Menu*.
- 2.

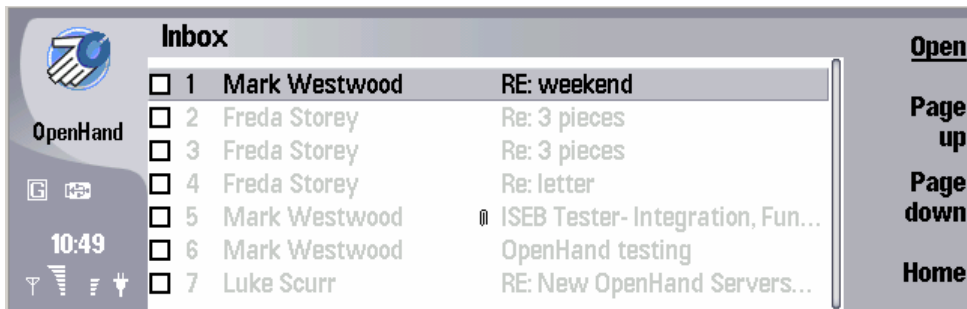


OpenHand "About" Screen


2. **MAIL**

2.1 Inbox

1. Click  on the [Main Menu](#).
2. The *Inbox* is displayed.



Initial Mail List screen


Tip: On the [Main Menu](#) you can push the Menu button on your keypad and then choose the  icon to create a New Email message.

2.1.1 Check for new Emails


1. From the Inbox push the menu button on your keypad. The following menu will expand.



File Menu Expanded

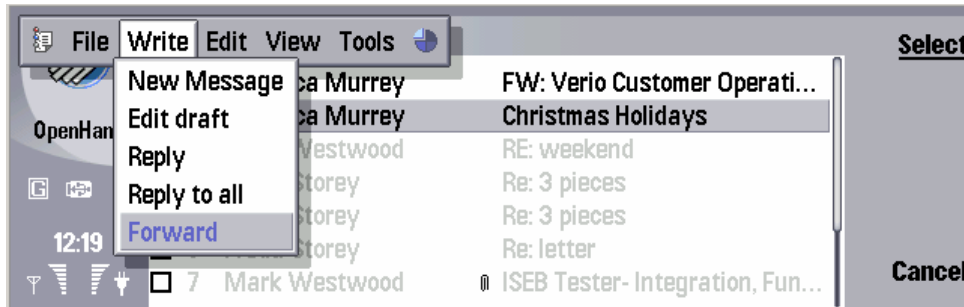
2. Select  from the drop down menu. The mail list will be refreshed.

2.2 Read an Email

1. Click  on the [Main Menu](#).
2. Highlight the mail on screen.
3. Select the **Open** icon.

2.3 Reply to an Email

1. Either open the email and then select **Reply**.
2. Or highlight the email and then press the menu button on your keypad. This menu will be displayed.



Write Menu Expanded

3. Click **Reply**
4. The reply page is displayed with the sender pre-filled as the recipient and the subject pre-filled.



Reply Screen

5. Type in your reply.
6. Click **Send**.

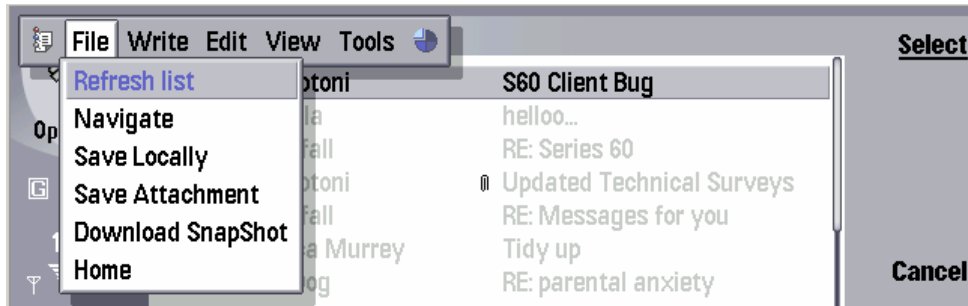
Notes:

1. You can add additional recipients by specifying their email address in the To, Cc or Bcc fields. Either click **To:** to select recipients from your contacts list or type in the email addresses separated by a semicolon (;). Click **CC:** to send a copy to a recipient from your [Contacts](#).
2. You can click **Insert file** to add any attachments to the email. This opens a browse window: select the directory and double-click on the required file.

2.4 Refreshing the Email List

OpenHand will not by default send any new mail directly to your device so if you get a new mail notification the new mail will not appear in the Inbox until you refresh it.

1. From the Inbox press the menu button on the keypad.
2. Open the **File** menu and highlight **Refresh list**.

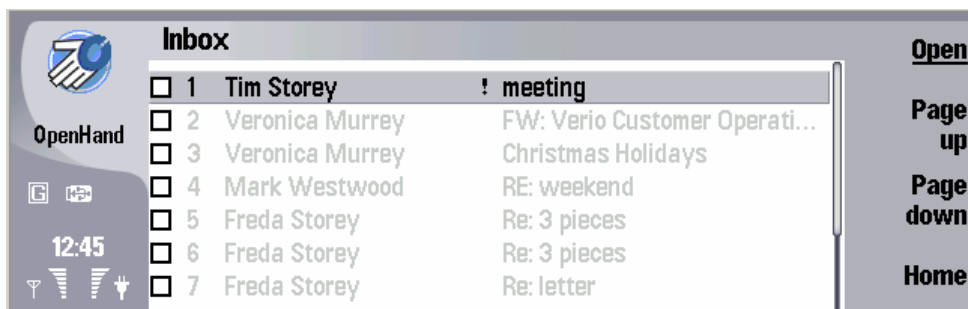


Refresh List Highlighted

3. Press **Select** and the inbox will be updated.

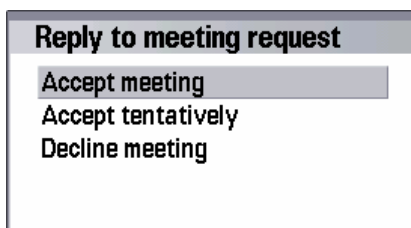
2.5 Accepting a Meeting Invitation

1. Highlight the meeting invitation.



Inbox

2. Open the message and then choose **Reply**.
3. You will be presented with the following choices.



4. Highlight the desired response
5. Press **OK**.

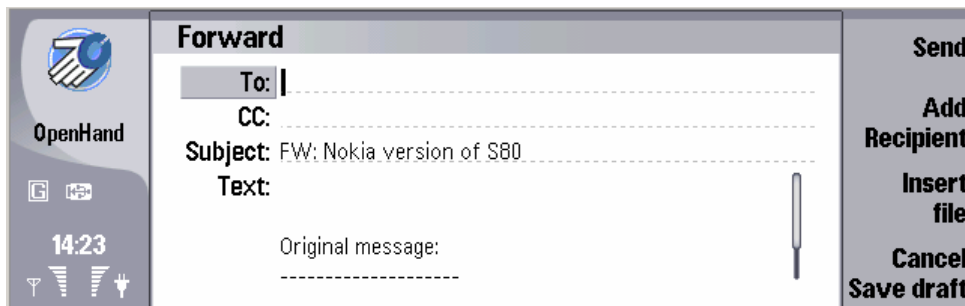
2.6 Forward an Email

1. Highlight the required email.
2. Either open the email and then select **FW**.
3. Or press the menu button when in the inbox. The following menu will drop down.



Write Menu Expanded

4. Select **Forward**. The *Forward Page* is displayed with the subject pre-filled.



Forward Mail

5. Enter the required recipients in the **To:** and the **CC:** fields. You can also add recipients from the [contacts](#) folder.
6. Type in your covering email.
7. Click **Send**.

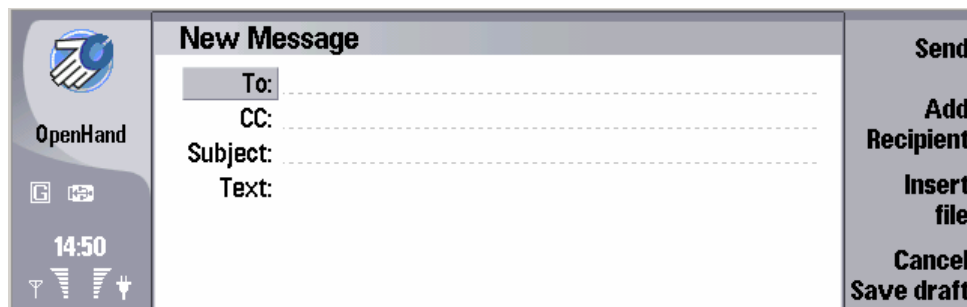
2.7 Create a new Email

1. Open the Inbox and press the menu button on the keypad. Navigate to the **Write** menu. This pull down menu will appear on screen



Write Menu Expanded

- Highlight **New Message** and press **Select**. A blank email will appear.



New Message

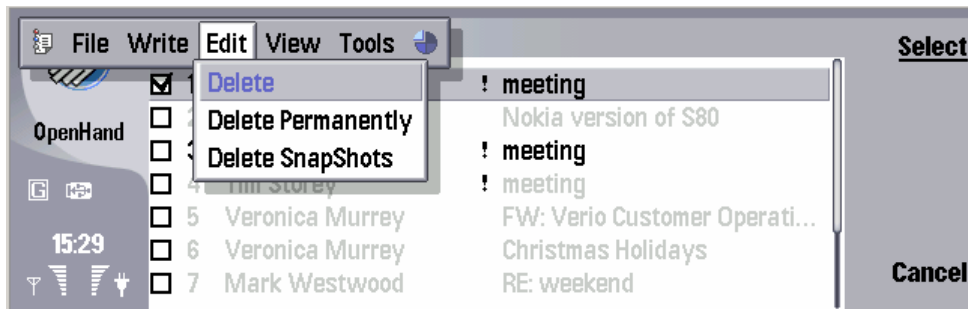
- Enter the recipient(s) of the email in the **To:** field, either by typing their email address or by clicking **To:** to select from the [Contacts](#) List. Use a semicolon (;) to separate recipients.
- To add a contact from the Global Address list or another folder then select **Add Recipient** you can then search for a contact.
- Enter any recipients in the **CC:** fields either by typing or clicking **CC:** or by again choosing the **Add Recipient** option.
- Type in your email.
- Click **Insert file** to add any [attachments](#) to the email. This opens a browse window, select **Add** and then **Browse** to search for a file. To select a file highlight it and select **OK**
- When you have finished press **Send**.

2.8 Delete an Email

All deleted items are moved to the deleted items folder and may be recovered at a later stage.

- On the email list, highlight the mail and then move the joystick to the left a tick should appear in the checkbox 1 Tim Storey ! meeting
- Tick all the messages that you wish to delete.

3. Press the menu button and navigate to the **Edit** menu



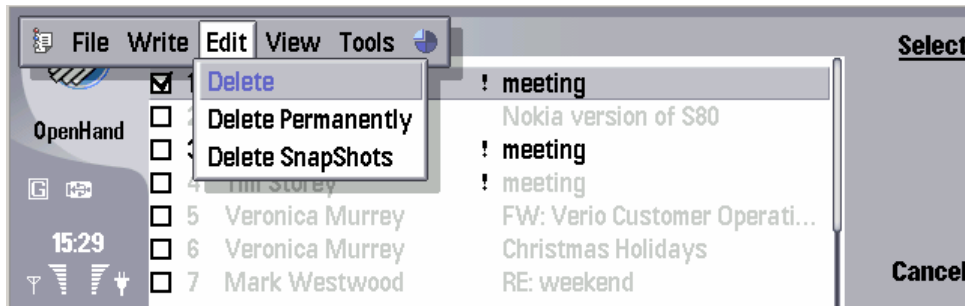
Edit Menu Expanded

4. Select **Delete**. You will be asked to confirm your choice. To continue select **OK**.

2.9 Purge an Email

When a mail is purged it will be **permanently** deleted and cannot be recovered.

1. On the email list, highlight the mail and then move the joystick to the left a tick should appear in the checkbox 1 Tim Storey ! meeting
2. Tick all the messages that you wish to delete.
3. Press the menu button and navigate to the **Edit** menu



Edit Menu Expanded

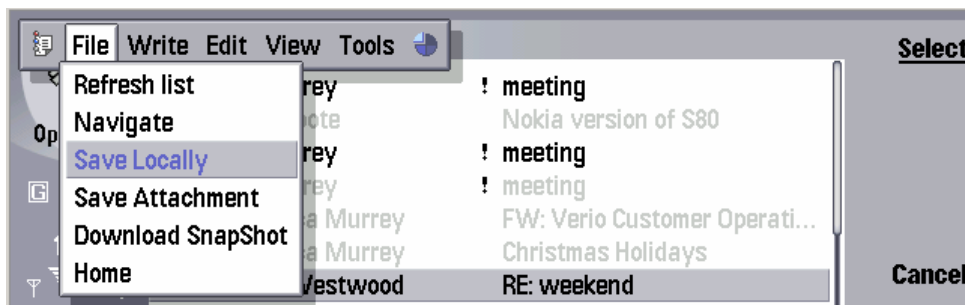
4. Select **Delete Permanently**. You will be asked to confirm your choice. To delete permanently select **OK**.

2.10 Save a local copy of an Email

1. Highlight the email(s) you require and then jog the joystick to the left. A tick should appear in the check box next to the email.

1 Tim Storey ! meeting

2. Press the Menu button on your keypad and navigate to the **File** menu.



File Menu Expanded

3. Select **Save Locally** and the selected emails will be saved to the Private Folder in Local storage.

-- **Messagebox** --
 3 email messages saved locally in Private local folder!



2.10.1 Access a local copy of an Email

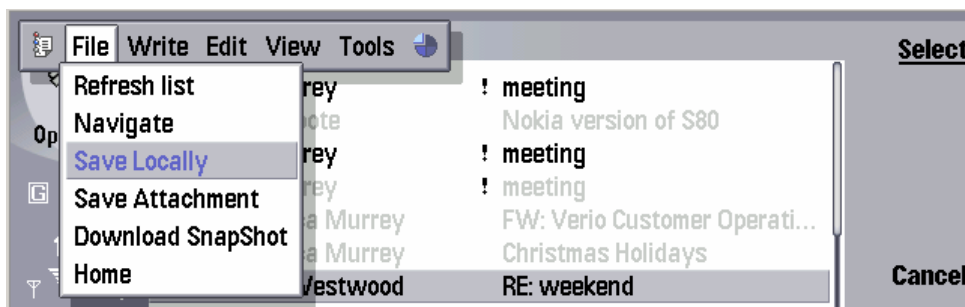
Local copies of Emails are saved in two places, either the **Private** or the **Drafts** sub-folder of the **Local Storage** folder on your device:

- The **Private** folder is where emails are saved when you have simply selected them and saved a local copy.
- The **Drafts** folder is similar to an “outbox”, storing the emails that have not been sent for some reason:



e.g. If you enter part of an address, OpenHand will attempt to resolve the recipient for you. If the email address is not recognised, the email is closed and saved to the **Drafts** sub-folder in the **Local Storage** folder.

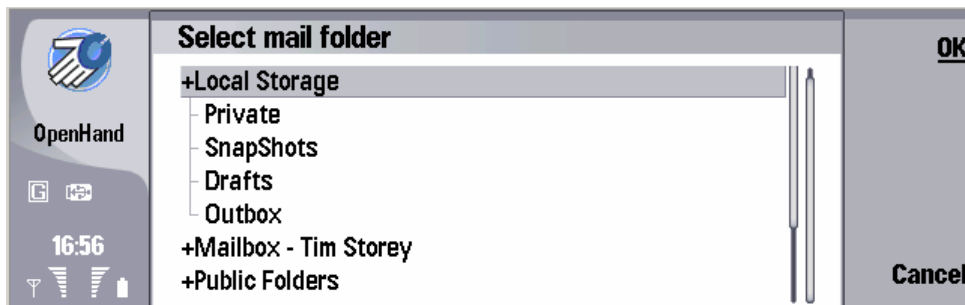
e.g. If you are working on an email and your connection fails, your email will be saved in the **Drafts** folder.

1. Select  **Email** and then press the Menu button on the keypad.
2. Navigate to the  **File** Menu.



File Menu Expanded

3. Select  **Navigate**. The Folder Tree will open.
4. Highlight  **+Local Storage** and then jog the joystick to the right to expand the tree further.



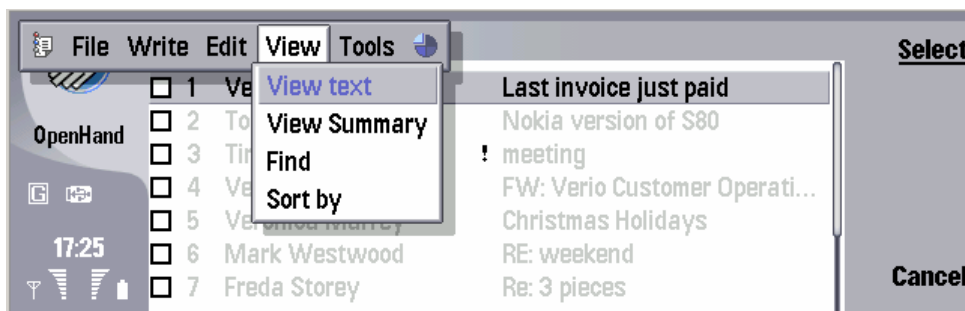
Folder Tree Local Storage Expanded

5. Highlight the required folder and then press **OK**.

2.11 Sorting an Email List

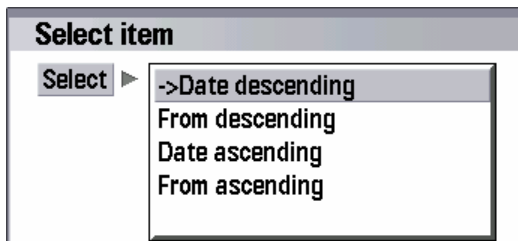
To make working with large numbers of emails easier, OpenHand can sort emails by either data received or by from or to whom messages were received or sent. This can be in either ascending (A...Z, earliest to most recent) or descending (Z...A, most recent to earliest) orders.

1. In the [Inbox](#) press the Menu button on your phone.
2. Open the **View** menu.



View Menu

3. Select **Sort by** and the following menu will open.



Sort By Dialogue Box

4. Choose the type of sorting you want from the dialogue box.

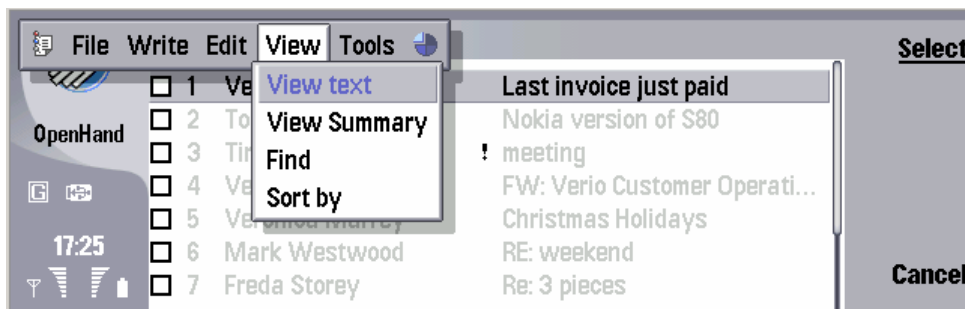
2.12 Finding Email(s) from within an Email folder

OpenHand's Find facility refines the Email list to show only emails that meet certain key criteria. These are:

1. From (Email address)
2. To (Email address)
3. Subject heading
4. Message text (not attachment text)
5. Flagged (seen or unseen)
6. Message received after, before or between selected dates.

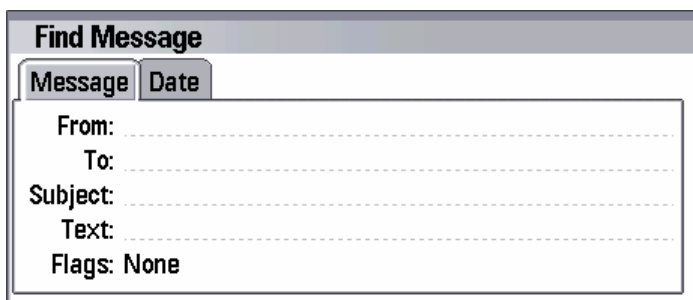
Any combination can be used to further reduce the resulting email list.

1. Open the [Inbox](#) and press the Menu button on your keypad.
2. Navigate to the **View** menu.



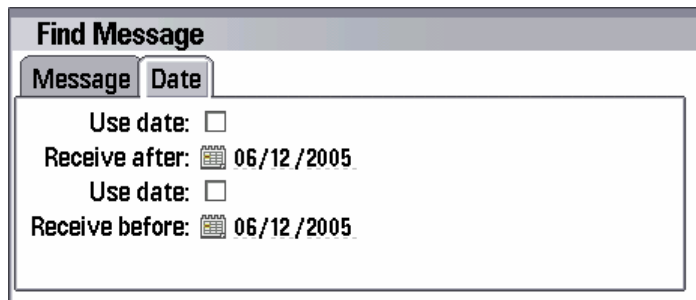
View Menu Expanded

3. Select **Find** and the Find Message Menu will display.



Find Menu Message

4. To search by message details enter the information for the search into the above fields.
5. To search by date open the date page.



Find Menu Date

6. Enter the dates you need.
7. Select **OK** to continue or select **Clear** to reset the search parameters.
8. Select **Cancel** to end the search.

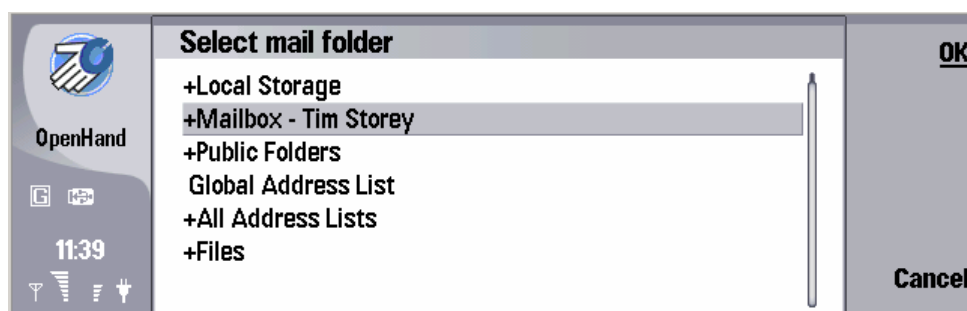
The OpenHand server will search for the relevant Email(s) and will display the result in the Email list view.

2.13 Navigating Mail Folders

1. From the [Inbox](#) press the Menu button on the keypad of the phone.
2. The following menu will open.

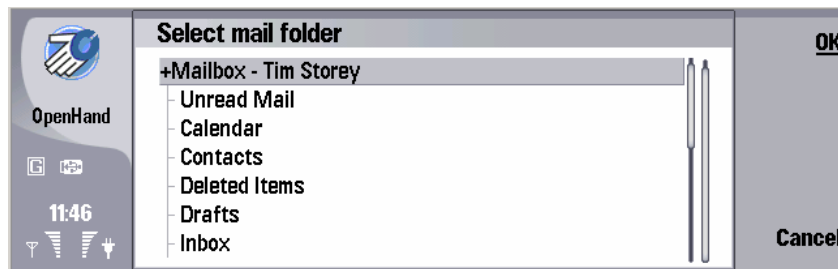


3. Select the **Navigate** icon. And the *Mail Folders* page will display.



Folder Tree Unexpanded

4. Folders that are accessible to you are marked with a **+** sign e.g **+Mailbox - Tim Storey**.
5. To explore the folder highlight it on screen and push the joystick to the right. It will expand.



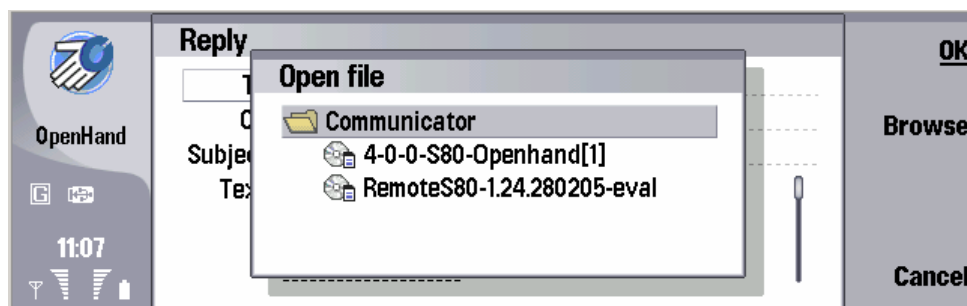
Folder Tree Expanded

6. To open a particular folder highlight it on the screen and then press **OK**.
7. When you have finished browsing open the menu again and select **Navigate** again.
8. You need to navigate back to where you started from as OpenHand will by default stay at the folder you navigated to.

2.14 Attachments

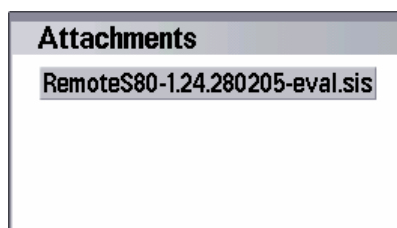
2.14.1 Adding Files To Your Messages

1. When Replying, Composing or forwarding mail select **Insert file** and then select **Add**.
2. This browser window will open.



Browser Window

3. To insert a file highlight it eg **RemoteS80-1.24.280205-eval**. And then press **OK**.
4. The attachments window will open with the selected file in it.

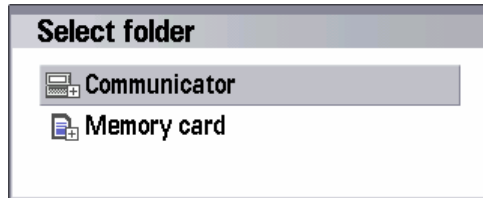


Attachments Window

5. To add another file press **Add** again. To delete a file highlight it and select **Remove**.
6. When you have finished select **Done** and then press **Send**.
7. The email and attached files will be sent to its recipient.

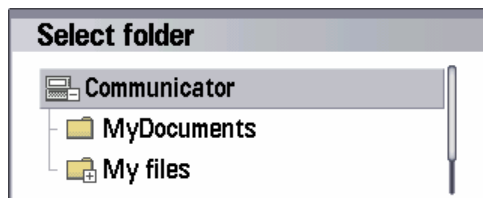
2.14.2 Browsing for Files

1. From the [Browser](#) window select **Browse**. This will open the Select Folder page.

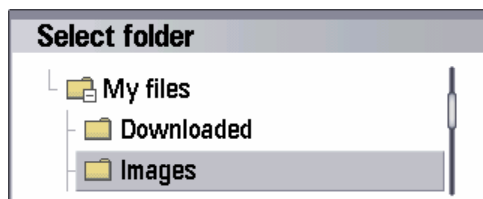


Select Folders Screen

2. From here you can expand the available folders in your handsets memory to search for files. To open a folder push the joystick to the right or select **Expand**.
3. The folder tree will open for you to explore.





Folder Tree Expanding



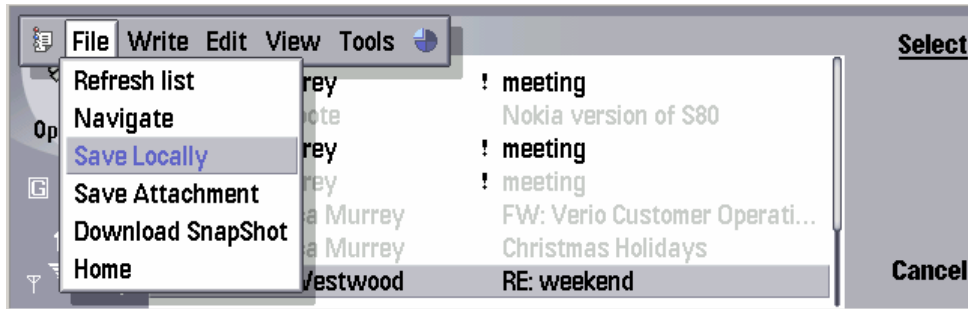
Folder Tree Expanding Further

4. To collapse the view push the joystick left or select **Collapse**
5. When you have found the file you wish to attach [add](#) it as before.

Note; A folder that is expandable to search will have a  sign next to it. When the folder has been expanded then the sign will change to a .

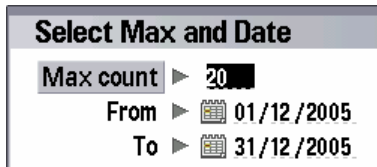
2.15 Saving A Snapshot Of Your Mail

1. Go to the [Inbox](#) and press the menu button on your keypad.
2. Navigate to the **File** menu.



File Menu Expanded

3. Select **Download SnapShot**. You will taken to the snapshot dialogue.





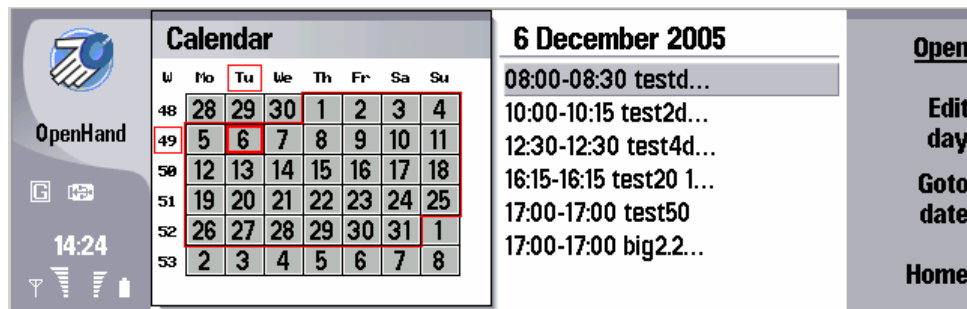
Snapshot Dialog

4. Set the parameters for the download in the given fields.
5. Select **OK**
6. The snapshots will be stored in the Snapshots folder in Local Storage.
7. To read the Snapshots you will need to [navigate](#) to the folder.

3. Calendar CALENDAR

3.1 View Calendar

1. Click the calendar icon  on the [Main Menu](#).
2. The *Calendar Page* is displayed showing the currently selected month and the schedule for the currently selected date.
3. The currently selected date is shown by a red border .



Calendar Screen

3.2 Navigating the Calendar

1. To change the current day move the joystick to the day you wish to see.
2. Or select **Goto date**. The following dialogue box will be displayed.

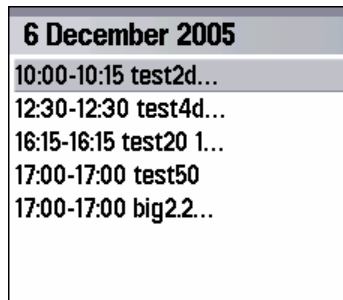


Goto Date Dialogue

3. Enter the required date and then select **OK**.

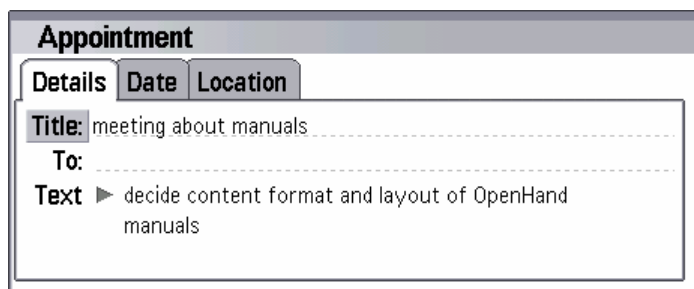
3.3 Viewing an Appointment

1. Open the [calendar](#) and navigate to the date you need.
2. Select **Edit day** and the appointment list will be accessible



Appointment List

3. Scroll up and down the list with the joystick and highlight the appointment whose details you wish to see eg **12:00-12:00 meetin...**.
4. Open the appointment by selecting **Open**. The appointments details will be displayed.

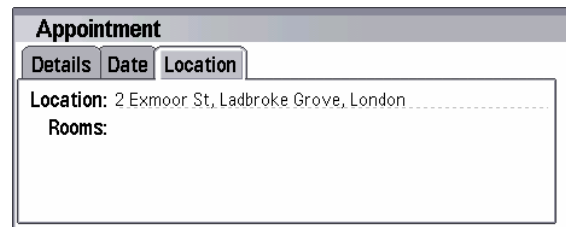


Appointment Details

5. You can scroll through the tabs at the top of the window to display the information about the **Date** and **Location** of the appointment. eg



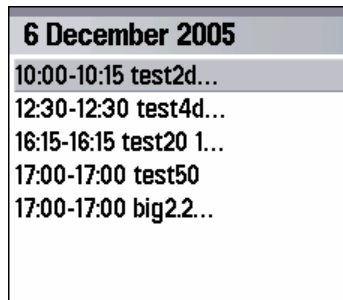
Appointment Date Details



Appointment Location Details

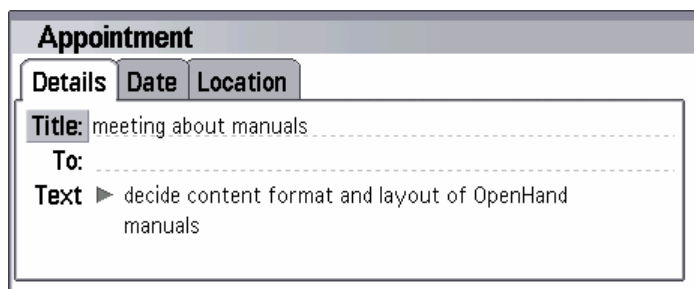
3.4 Editing an Appointment

1. Open the [calendar](#) and navigate to the date you need.
2. Select **Edit day** and the appointment list will be accessible



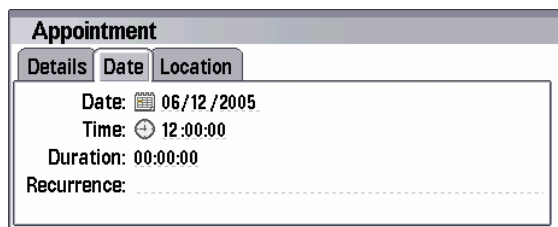
Appointment List

3. Scroll up and down the list with the joystick and highlight the appointment whose details you wish to edit eg **12:00-12:00 meetin...**.
4. Edit the appointment by selecting **Edit**. The appointments details will be displayed.

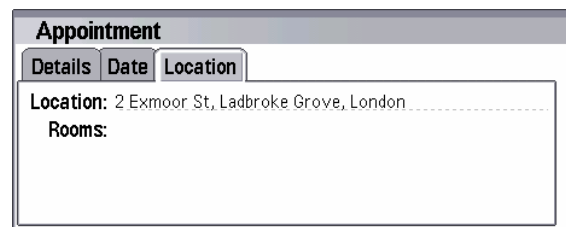


Appointment Details

5. You can scroll through the tabs at the top of the window to display the information about the **Date** and **Location** of the appointment. eg



Appointment Date Details

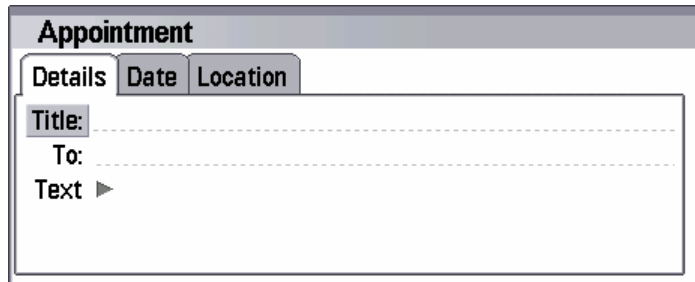


Appointment Location Details

6. Edit the details you wish to change and then select **OK**.
7. The details will be changed for you.

3.5 Making an Appointment

1. Open the [Calendar](#).
2. Select **New entry** and the appointment details page will open.



Appointment Details Window

3. Enter the details of the appointment in the appropriate fields.
4. Scroll through the **Date** and **Location** pages as before and add the necessary information.
5. Select **OK** when finished and the calendar will be updated.

3.6 Sending an Invitation to a Meeting

3.6.1 From an existing appointment

1. Open the [Calendar](#).
2. Navigate to the required appointment and highlight it.
3. Select **Edit day**
4. Select **Edit** and then select **Add Recipient** a dialogue box will open.



Add Recipient Dialogue Box

5. Select **Search contact** or type some information into the **To:** field and then select **Search contact**.
6. The following dialogue box will open.



Search Dialog Box

7. Type some information into the above dialogue box eg.



Search Dialogue Filled

8. You can also change the search type at this point from **Search type: Name** to **Search type: Company** or alter the search criteria.

9. Now highlight the Criterium box eg **Criterium: tim** and select **OK**.

10. A List of contacts from the Global Address list that match the criteria you set will display.



Search Results

11. Highlight the contact that you require and then press **Select**

12. The Add Recipient screen will display again with the address field filled in for you.



Recipient Address Filled

13. Select **Done** and the invitation will be sent.

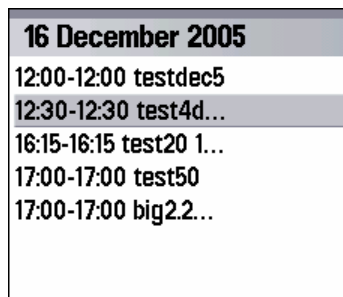
14. To search another folder for a contact (eg Your contacts folder) choose **Select Folder** and you can then navigate to the folder you need.

3.6.2 From a New Appointment

1. Schedule the [new appointment](#) as before but before you ok the appointment select **Add Recipient**.
2. Follow the steps for [adding a recipient](#) as before.

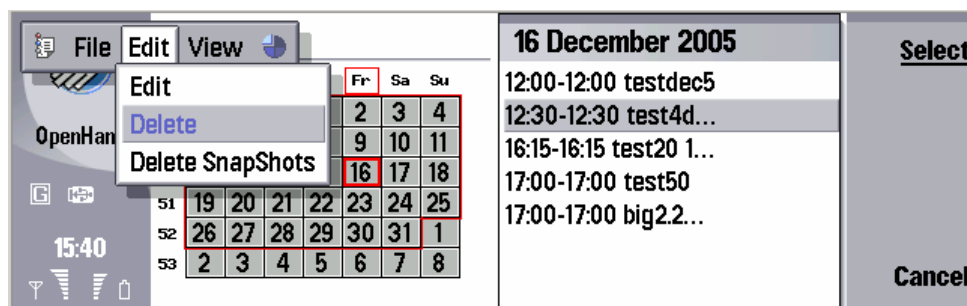
3.7 Delete an Appointment

1. Open the [Calendar](#)
2. Navigate to the required date and select **Edit**.
3. Navigate through the days appointments and highlight the appointment you wish to delete eg.



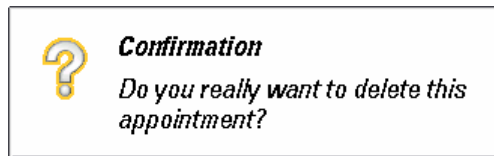
Appointment Highlighted

4. Press the Menu button on the keypad and navigate to the **Edit** menu.



Edit Menu Delete Highlighted

5. Highlight **Delete** and press **Select**.
6. A dialogue will appear asking you to confirm the deletion.

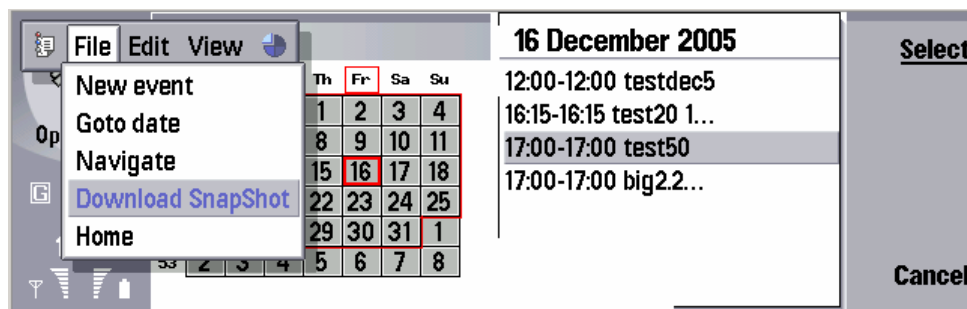


Confirmation Dialogue Box

7. Select **OK** to confirm and the appointment will be deleted.

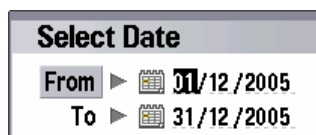
3.8 Taking A Snapshot of the Calendar

1. Open the [Calendar](#).
2. Press the menu button on the keypad.
3. Navigate to the **File** menu.
4. Scroll down the menu and highlight **Download SnapShot**.



Download Snapshot Highlighted

5. Press **Select** and a dialogue box will display asking you for the dates to download.



Date Selection Dialogue

6. Enter the dates into the dialogue.
7. You can view the dates as a monthly view by pressing **Browse** eg.

December 2005							
W	M	T	W	T	F	S	S
48				1	2	3	4
49	5	6	7	8	9	10	11
50	12	13	14	15	16	17	18
51	19	20	21	22	23	24	25
52	26	27	28	29	30	31	
1							


Alternative Browse View

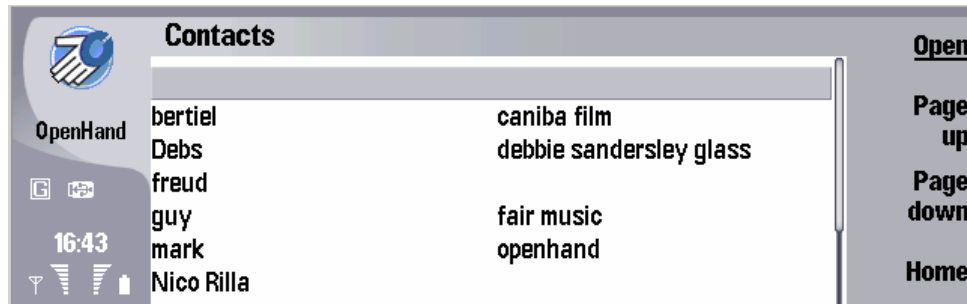
8. When you have entered the dates that you wish to snapshot the press **OK**.
9. You will be asked if you wish to delete all old events in the snapshots folder. Press **OK**
10. The snapshots will be stored in the Snapshots Folder which can be found in Local Storage
11. To view the snapshots [navigate](#) to the snapshots folder.

Note; to view the stored snapshots, press the menu key on the notepad and navigate to the **File** menu. Highlight the **Navigate** icon and press **Select**. Expand the **+Local Storage** field and highlight **SnapShots**. Select **OK**. Your calendar snapshots will display. Please note that you cannot edit snapshots.

4. CONTACTS

4.1 Contact List

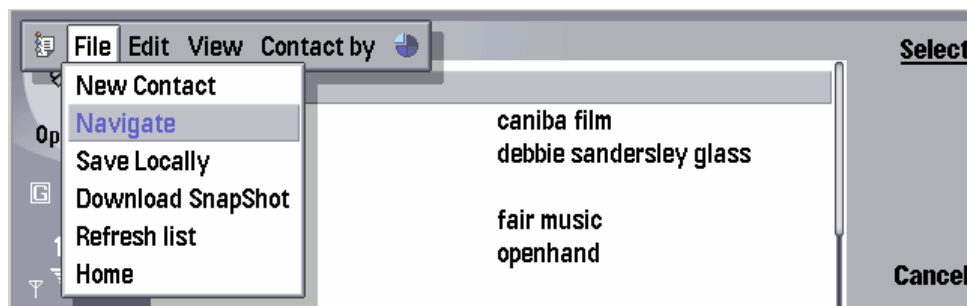
1. Click  on the [Main Menu](#).
2. The *Contact List* page is displayed.



Initial Contact List Screen

4.1.1 Access another Contacts Folder

1. On the *Contacts List* page, press the menu button on the keypad.
2. Navigate to the **File** menu. Scroll down the menu and highlight **Navigate**.



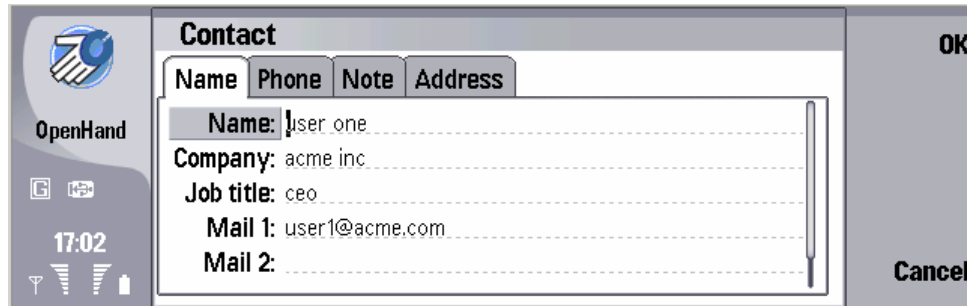
Contacts File Menu Opened

3. Click **Select**. The Folder tree will open allowing you to navigate to the folder you need.
4. For more information on navigating the folder tree see the section on [Navigation](#) later in this guide.

Note; remember to navigate back to you starting folder in this case Your Contacts folder in your mailbox. OpenHand will stay in the last folder you navigated to.

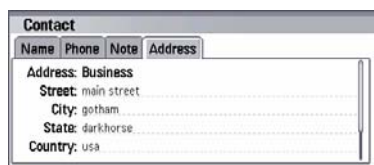
4.2 View an existing Contact

1. On the *Contacts List* page, highlight the required contact.
2. Click **Open**
3. The Contacts page will display.

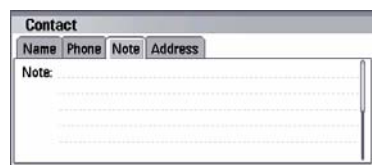


Contact Information Name

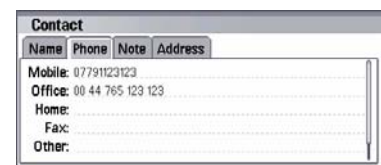
4. You can also see the contacts **Phone**, **Address** and any **Note**'s
Eg.



Contacts Address Details



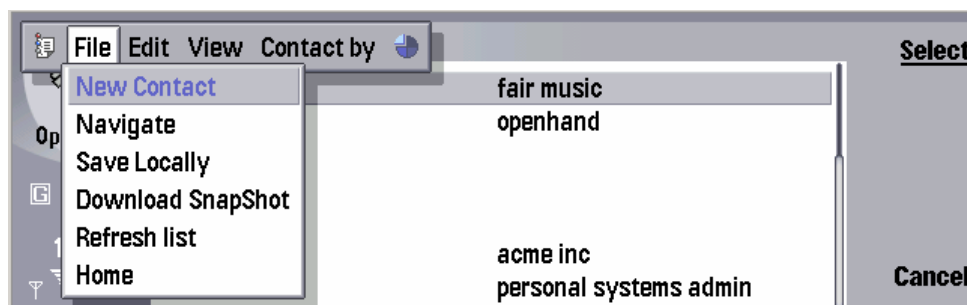
Contacts Notes (empty)



Contacts Phone Details

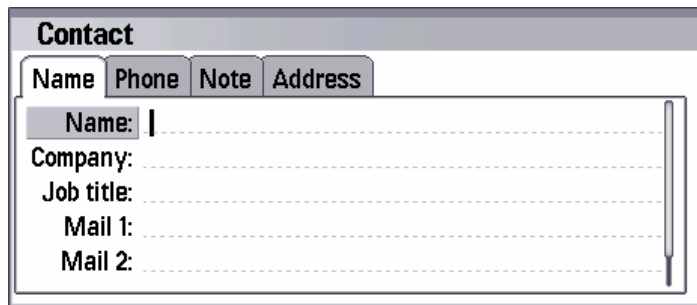
4.3 Add a new Contact

1. Open the [Contacts](#) page.
2. Press the menu button on the keypad.
3. Navigate to the **File** menu and highlight the **New Contact** icon.



Contacts File Menu Opened

4. Press **Select**
5. A new contact page will display.



New Contact Screen

6. Enter the contact information in the **Address**, **Phone** and **Note** pages.
7. When you have finished press **OK**.
8. The contact will be saved.

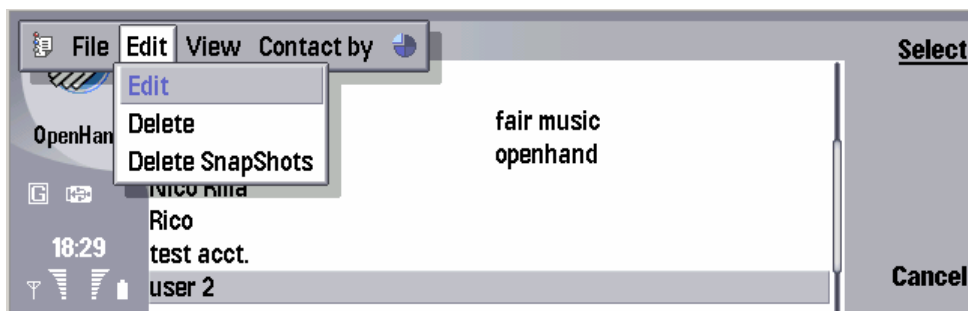
4.4 Edit an existing Contact

1. Open [Contacts](#).
2. Scroll down the contact list and highlight the desired contact.



Contact Highlighted

3. Press the menu button on the keypad, navigate to the **Edit** menu.
4. Highlight **Edit**.

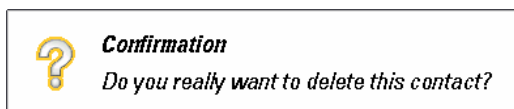


Edit Highlighted

5. Press **Select**.
6. The contacts details will display allowing you to amend them.
7. When you have finished press **OK**.

4.5 Delete a Contact

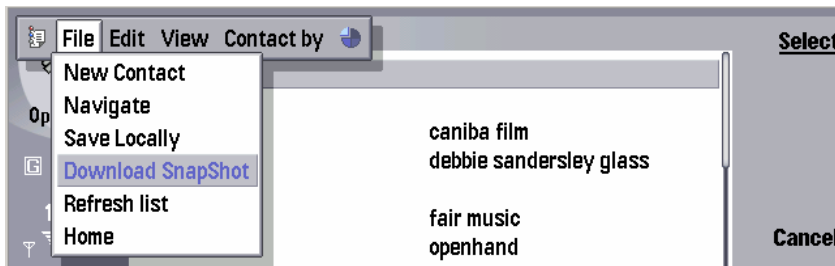
1. On the [Contact](#) List page, highlight the name of the contact to be deleted.
2. Then press the menu button on the keypad.
3. Scroll to the **Edit** menu.
4. Highlight **Delete** and then click **Select**.
5. You will be asked to confirm the deletion by the following message.



6. Press **OK**.
7. The contact will be deleted from the server.

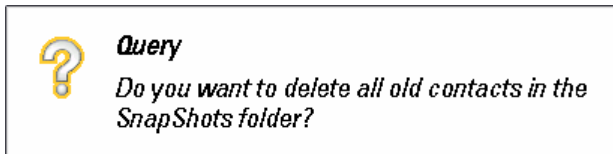
4.6 Save a Snapshot of the Contacts folder.

1. Open the [Contacts](#) page.
2. Press the menu button on the keypad and open the **File** menu.
3. Highlight **Download SnapShot**.



Contacts File Menu Expanded

4. Press **Select**.
5. The following message will display.

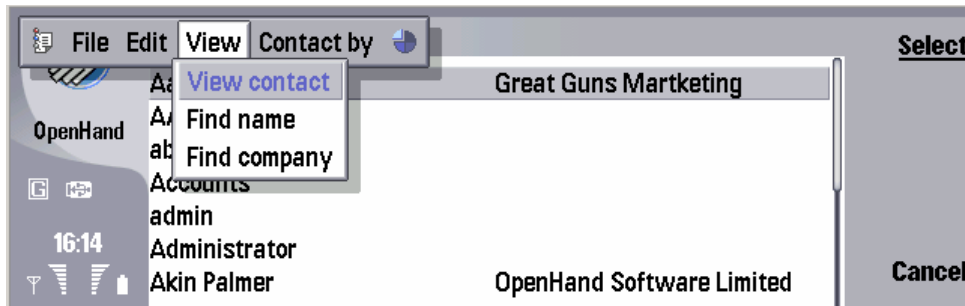


Snapshots Confirmation Dialogue

6. Press **OK**.
7. To view the saved snapshots [Navigate](#) to the Snapshots folder in Local storage.

4.7 Find a Contact by Name

1. Open the [Contacts](#) page.
2. Press menu on your keypad.
3. [Navigate](#) to the contacts folder you need (ie in your folder or the Global Contacts folder)
4. Open the **View** menu.



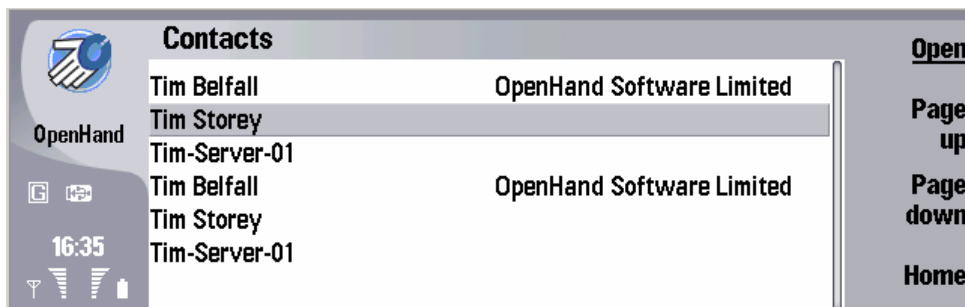
Contacts View Menu

5. Scroll down the list and highlight **Find name**.
6. This dialogue box will display.



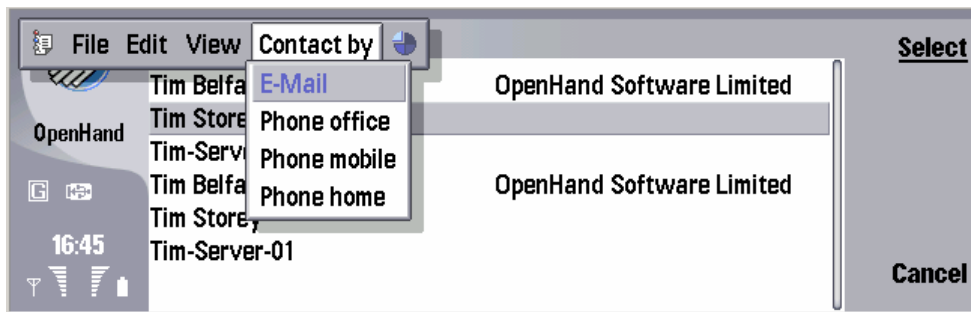
Find Name Dialogue

7. Type the name you need and press **OK**.
8. A list of matches will display. Eg. Searching for Tim



Possible Name Matches (for Tim)

9. Highlight the correct name and then press **Open** to check that it is the required contact.
10. To use the contact (ie to send mail to, or phone) press the menu button.
11. Scroll to the **Contact by** menu.



Contact By Menu


12. Highlight the required function and press **Select**.

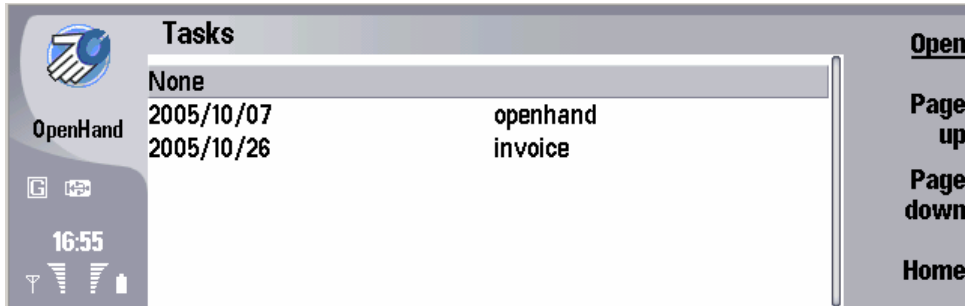
4.8 Find a Contact by Company

1. Follow the same steps as above except at step 5 select **Find company**.

5. **TASKS**

5.1 List Tasks

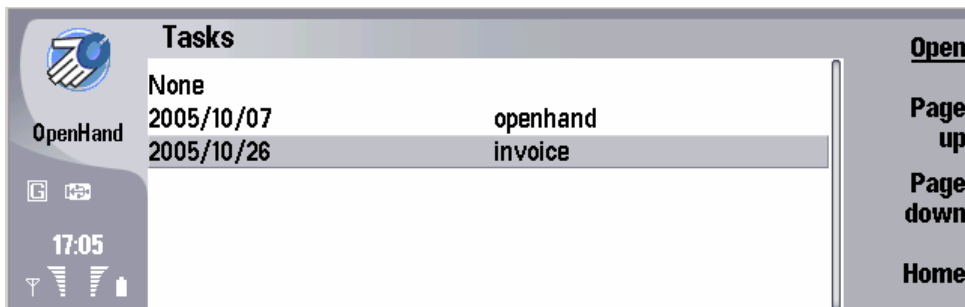
1. Select  **Tasks** from the Main Menu.
2. The Tasks page will open listing any tasks.



Tasks Main Page

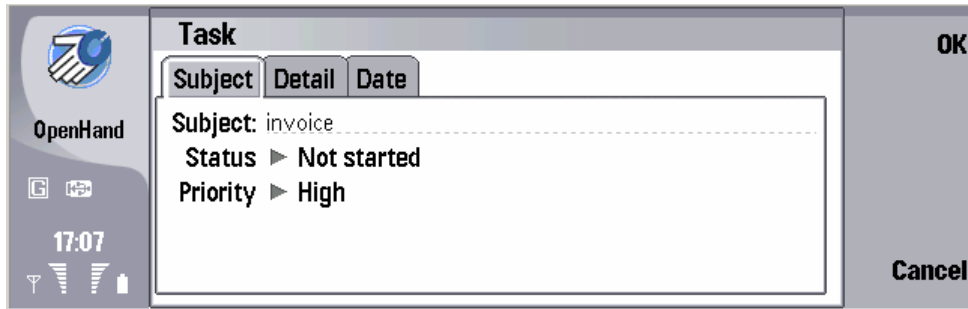
5.2 View a Task

1. Open the [Tasks](#) page.
2. Scroll down the list displayed (if you have entered any tasks) and highlight the required item. Eg.



Tasks Item Highlighted

3. Select **Open** to view the task.

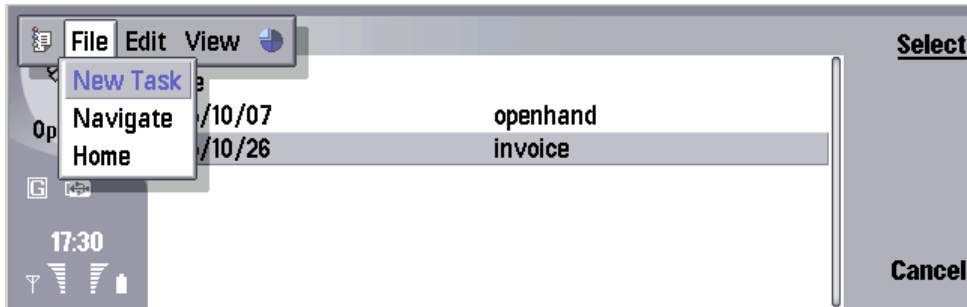


Tasks Item Opened

4. You can view the tasks **Subject** (above), **Detail** and **Date**.
5. To open the different pages scroll through the tabs using the joystick or press the menu key on the keypad.

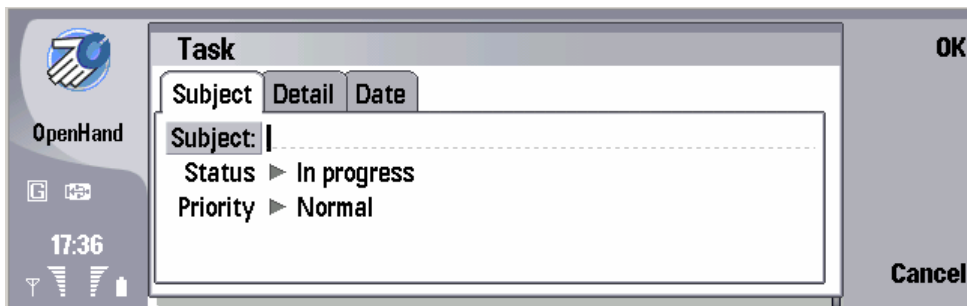
5.3 Add a new Task

1. Press the menu button on the keypad.
2. Highlight **New Task** on the **File** menu.



New Task Menu

3. Press **Select**
4. The new tasks page will display.

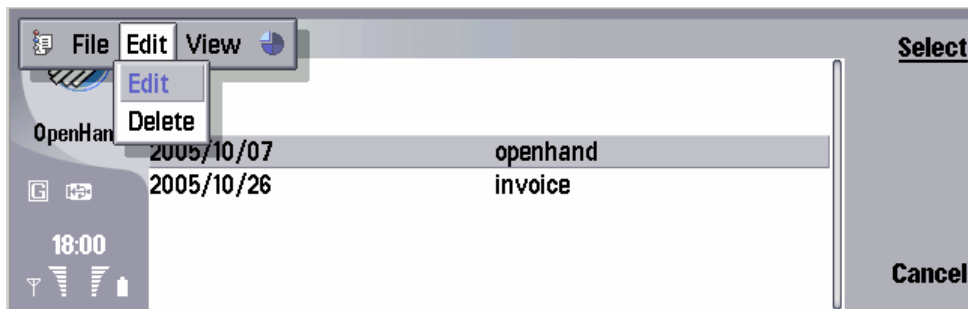


New Task (Blank)

5. Enter the information about the task into the given fields.
6. You can change the tasks **Status** and **Priority** by highlighting the icons and jogging the joystick to the left and to the right.
7. Open the **Detail** and **Date** pages and enter the required information.
8. When finished press **OK**.

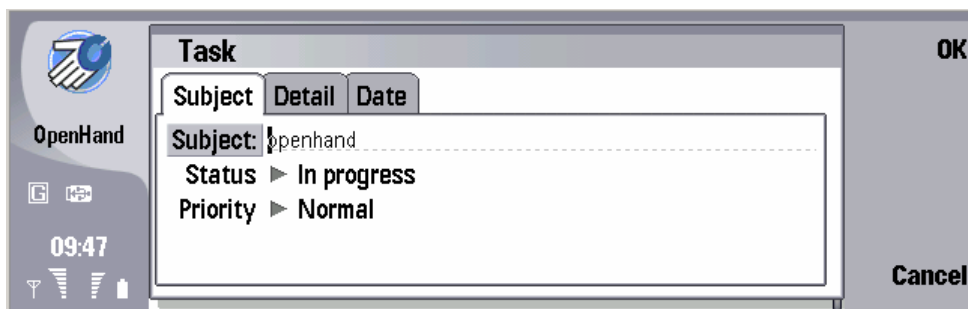
5.4 Edit an existing Task

1. Open the [Task](#) page.
2. Press the menu button on the keypad.
3. Scroll to the **Edit** menu and highlight **Edit**. Press **Select**



Selecting a Task to Edit

4. The tasks details will display. Eg.

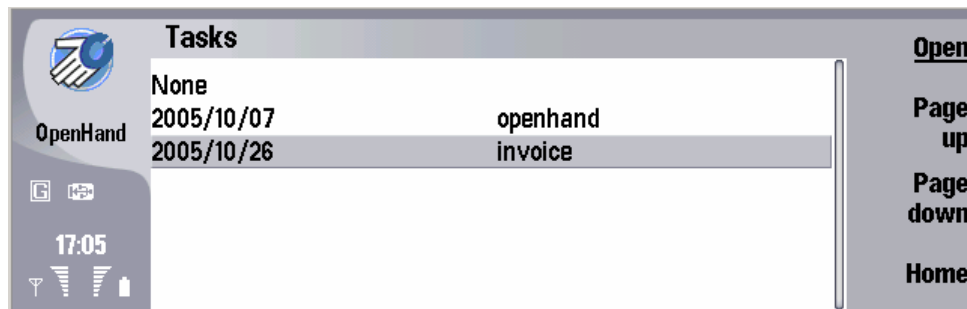


Editing a Task (subject)

5. Edit the fields required.
6. Edit the **Detail** and **Date** pages if required.
7. When finished press **OK**.

5.5 Delete a Task

1. Open the [Task](#) list
2. Scroll down the task list and highlight the task you wish to delete. Eg.

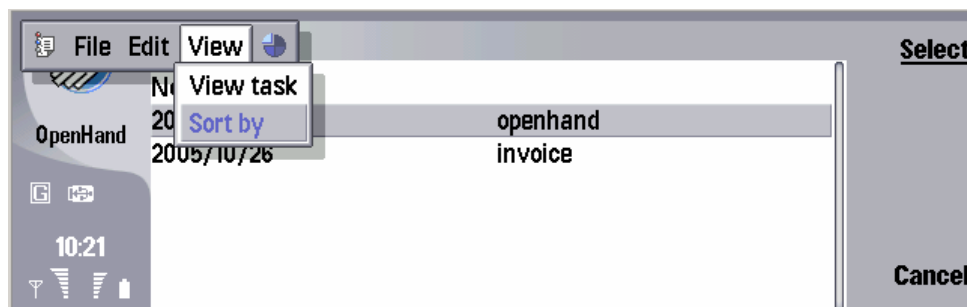


Task Highlighted

3. Press the menu button on the keypad.
4. Open the **Edit** menu and highlight **Delete**.
5. Press **Select** and you will be asked to confirm the deletion.
6. Press **OK**.
7. The task will be deleted.

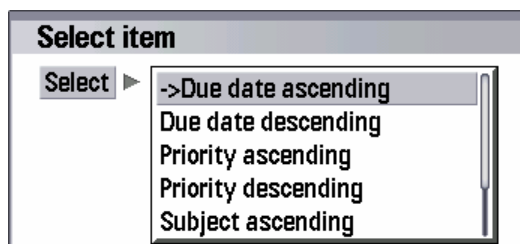
5.6 Sorting the Task List

1. Open the [Task](#) page.
2. Press the menu button on the keypad.
3. Open the **View** menu and highlight **Sort by**.



Tasks Sort By Highlighted

4. Now press **Select**.
5. The Sort Item Dialogue will display.



Sort By Dialogue

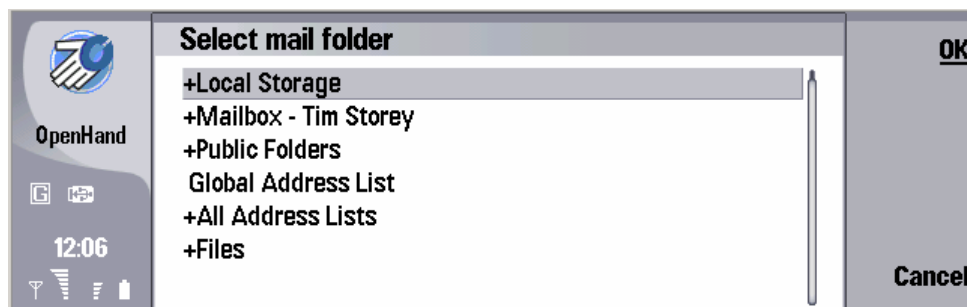
6. Choose the type of sorting that you require and then press **OK**.

6. NAVIGATING FOLDERS

Sometimes you may need to navigate through different folders held on your server. To do this you will need to navigate through the Folder Tree. It is accessible from all of the main pages of OpenHand i.e Email, Calendar, Contacts and Tasks. Please Note that by default OpenHand will stay in the last folder you accessed via the Folder Tree. Therefore always remember to navigate back to your Mailbox in the Folder Tree and thence to the folder that you first accessed the Folder Tree from.

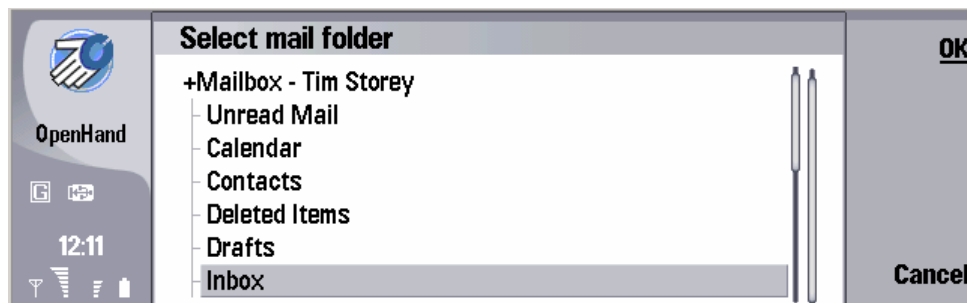
6.1 Navigating the Folder Tree

1. Open one of the main pages, either [Email](#), [Calendar](#), [Contacts](#), or [Tasks](#).
2. When the page is displayed press the menu button on the keypad.
3. Open the **File** menu, scroll down it and highlight **Navigate**
4. Press **Select**.
5. The Folder tree will display.



Folder Tree (unexpanded)

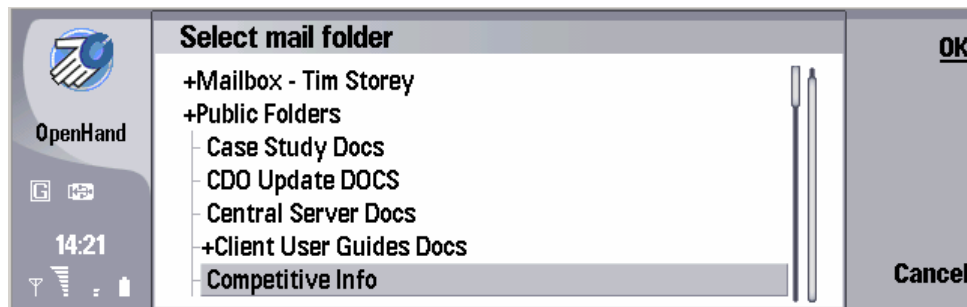
6. If there is a + sign next to the folder then you can expand it to search further. Eg.



Mailbox Expanded

Note you can only expand and search appropriate folders Eg. If you have started the navigation from the contacts folder you will not be able to access a mail folder and vice versa. If you try and access an unavailable folder a warning message will be displayed explaining why you cannot open the folder.

7. To open an available folder highlight the folder and expand it by pushing the joystick to the right (to close the folder again push the joystick to the left) highlight the folder and press **OK**.



Competitive Info Highlighted in the Folder Tree

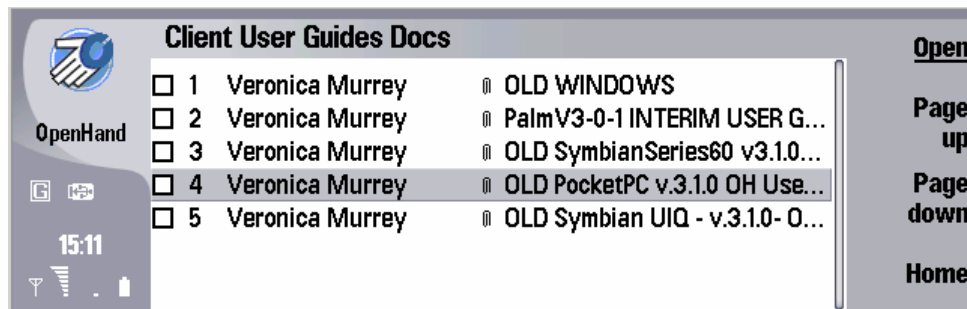
8. When you have finished close the file/folder by pressing **Done**.
9. Navigate back through the tree to where you started from.

Note; the above screenshots and descriptions refer to opening the folder tree from the email inbox, the process will have minor variations in folder accessibility depending on the start folder.

6.2 Viewing a Document Accessed via the Folder Tree

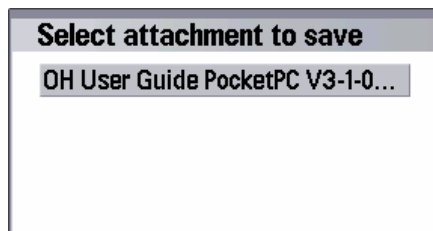
Please Note you can only view documents as email attachments so you must start the navigation process via the Inbox.

1. Open the [Inbox](#).
2. Press the menu button on the keypad.
3. Open the **File** menu, scroll down it and highlight **Navigate**
4. Press **Select**.
5. The folder tree will open as before allowing you to [navigate](#) to the folder you require (usually this will be the Public Folders)
6. Locate the mail with the required attachment. Eg



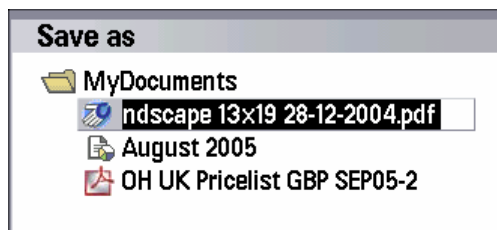
Document Highlighted

7. Now press the menu button on the keypad again.
8. Scroll down the **File** list and highlight the **Save Attachment** icon.
9. Now press **Select**.
10. A dialogue box will open with the attachment listed. Eg



Attachments Dialogue Box

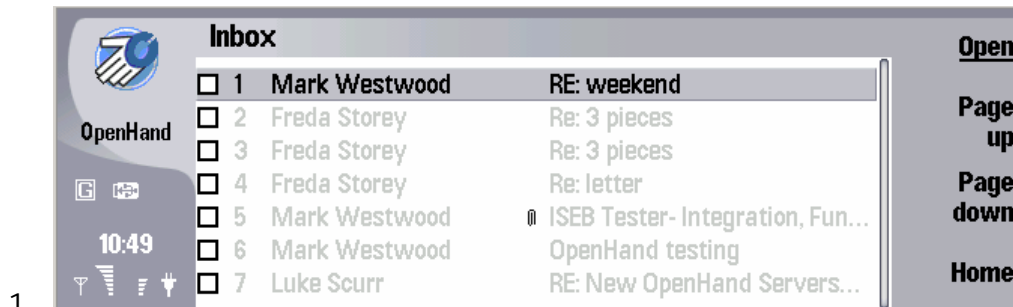
11. Press **OK**
12. You will be prompted to give a save location eg.



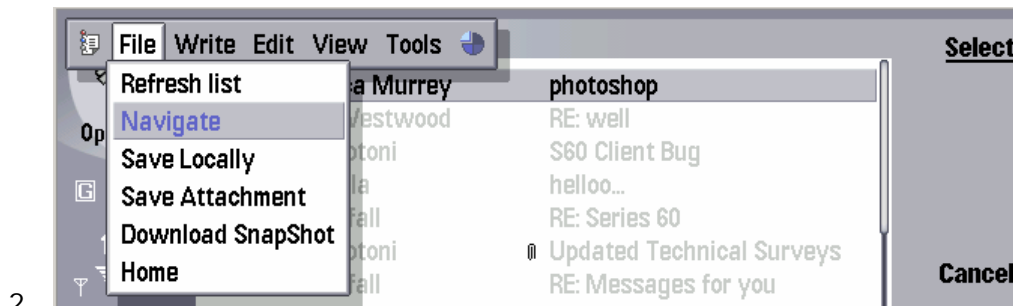
Save Location Dialogue

13. Press **OK** to confirm.
14. You can now access the document on your device.
15. Navigate back to your start location in this case the Inbox of your Mailbox.

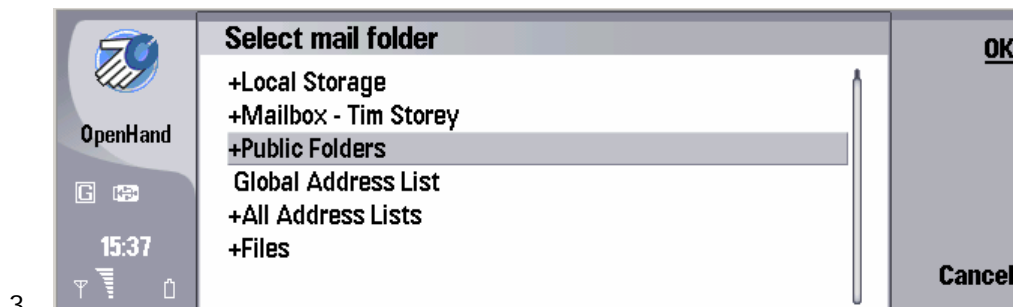
6.3 Visual Example of Navigating the Folder Tree.



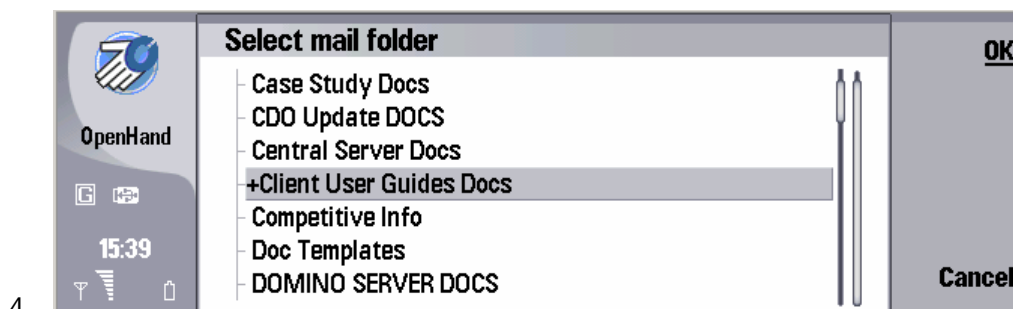
Open the Inbox



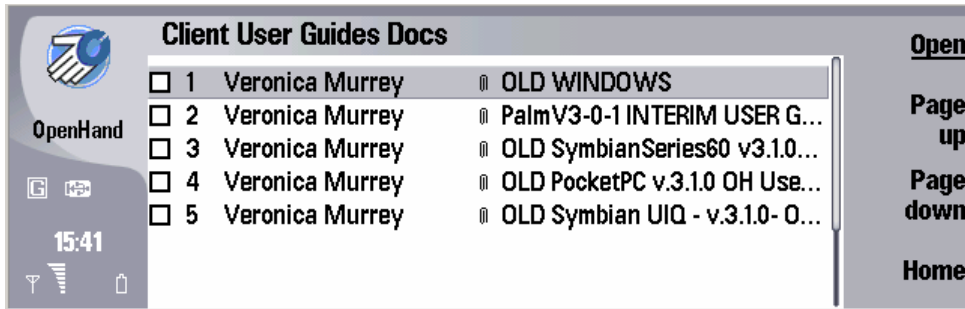
Open the File menu and Highlight Navigate



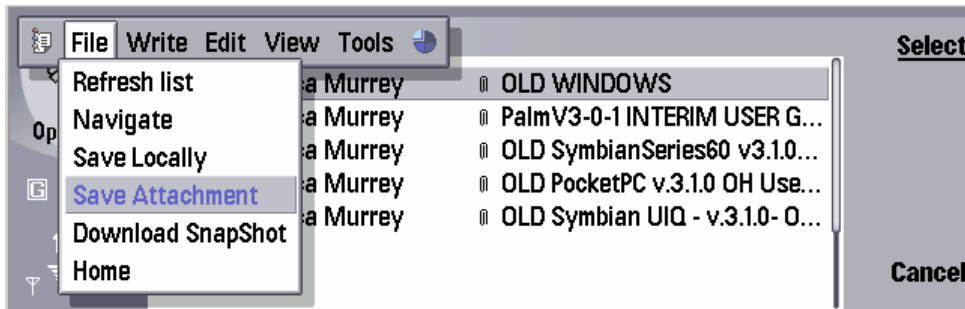
Select pressed and Public Folders Highlighted



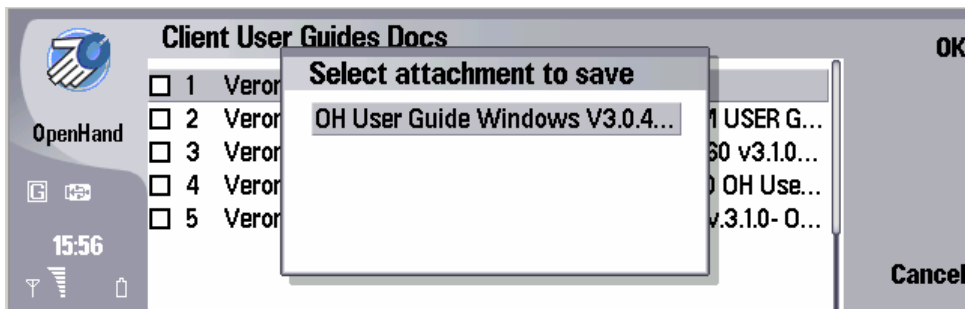
Public Folder Expanded and Client User Guides Highlighted



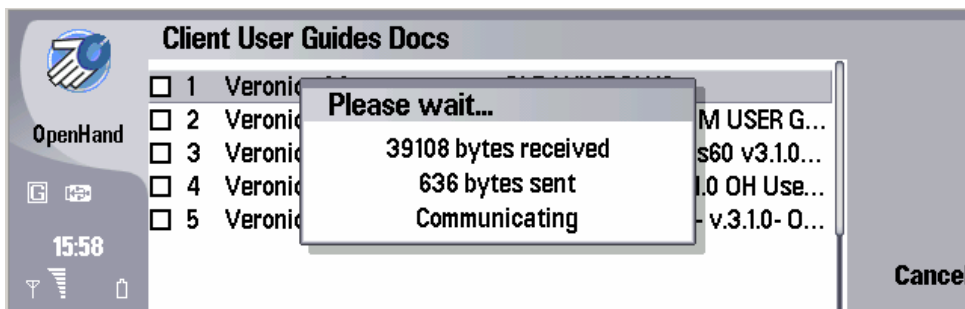
5. Client User Guides Folder Opened and Document Highlighted



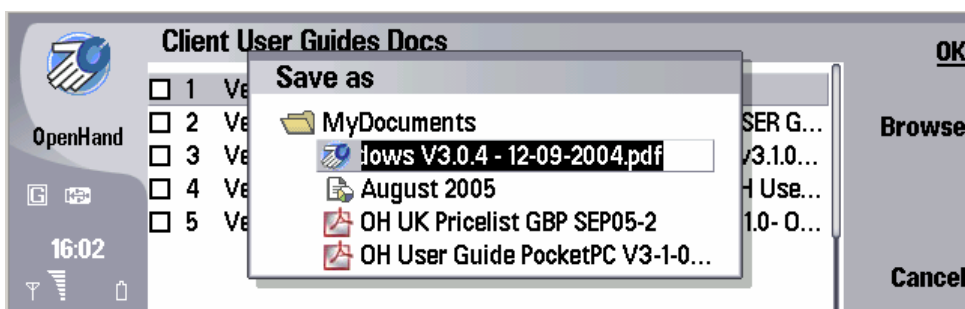
6. Menu Button Pressed File Menu Opened and Save Attachment Highlighted



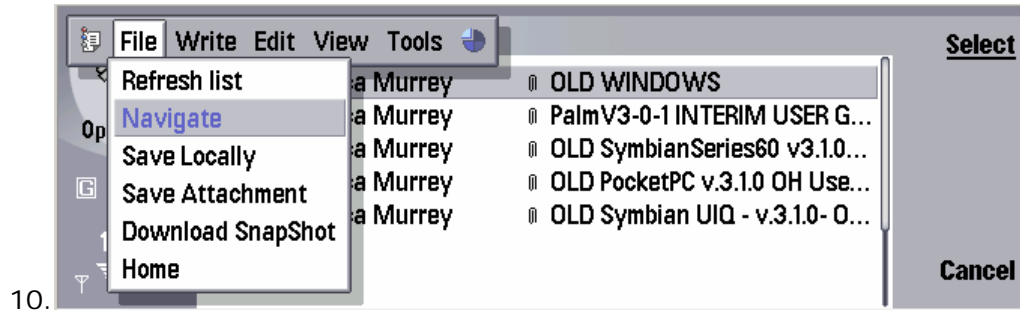
7. Select Button Pressed



8. Attachment Downloading



9. Specify Save Location



10. Navigating Back to the Starting Folder