

OpenHand allows you to access and update your email, calendar, contacts and tasks from a variety of devices. OpenHand gives you the option of working in real-time, or offline.

Please ensure that your phone is data enabled via GPRS or GPS your phone manual and Service provider will give you the information you need to do this.

This manual is aimed at users of the Nokia S60 series interface for Symbian 7 and 8, including handsets such as Nokia 6600 & N70.

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.

Log in to OpenHand

1. On the Main Menu of your phone highlight the OpenHand Logo.

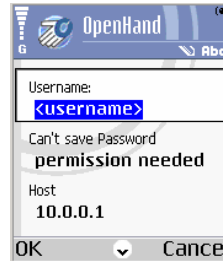


2. **Open** the application. You will be prompted to set the local password.
3. The home page of OpenHand will now display.

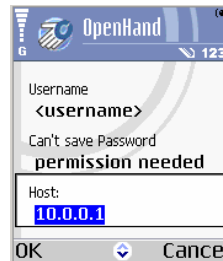


4. You now need to configure your phone for OpenHand.

5. Press **Settings** to open this screen.



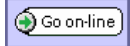
6. Enter your username.
7. Scroll down the page and enter the Host I.P details.



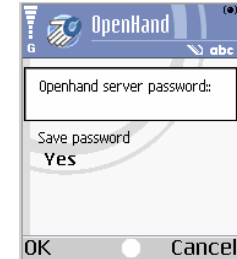
8. Select **OK** when finished.

Please note, your username, password and host settings may be set by your IT department and your password may not be savable. If unsure please contact them.

9. You will be taken back to the Main Menu. Select



10. You will be asked to enter the server password.
11. Enter your password in the given field.



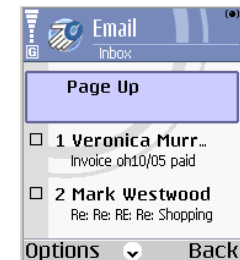
12. Press **OK** when finished.

Hint, you can now choose whether or not to save your password locally if this option has been enabled at the server level.

13. The **Go on-line** icon will now change to **Go off-line**

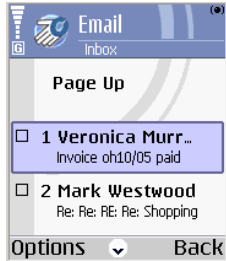
View Mail Inbox

1. Select **Mail** from the main menu. The Inbox will be displayed.

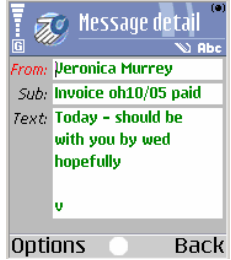


View Mail

1. Highlight the required email in the *Inbox*. i.e



2. Click it and the message will be displayed. Eg.



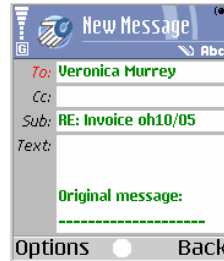
Note, you can also open mail by selecting **Options** and then highlighting **View**. Push the joystick on the keypad to the right and expand the View menu. Highlight **Text** from the menu that displays. Then press **Select**.

Reply to an Email

1. Open the email. Select the **Options** icon. The following menu will appear.



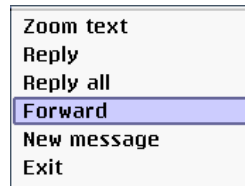
2. Choose **Reply** from the menu. The *Reply* screen will appear with the relevant fields pre filled.



3. Type in your reply and Click **Options**.
 4. Click **Send**.
 5. If you wish to save your message locally to work on it offline or for any other reason click **Options** and select **Save to drafts**. The message will be saved in *Local Storage* in the *Drafts* folder, for an explanation of navigating through the folders see the section on Navigation later in this guide.

Forward an Email

1. Open the email. In Toolbar click **Options**.
 2. Highlight **Forward**



3. Press **Select**
 4. Add a recipient for the message.

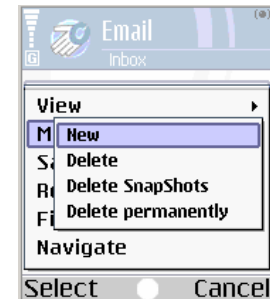
5. Either type the email address of the desired recipient or add a recipient from the contacts folders held on your server.
 6. To add a Contact select the **Options** icon and then from the menu that will open select **Add recipient**. You can now search the default folder (the Global Address List) or choose another folder.
 7. If you wish to save your message locally to work on it offline or for any other reason open the **Options** menu and select **Save to drafts**. The message will be saved in *Local Storage* in the *Drafts* folder.
 8. For more information on navigating through folders read the Navigation section later in this guide.

Refresh Emails

1. Open the Inbox
 2. Select **Options**. Highlight **Refresh list**.
 3. Press **Select**.
 4. The message will be refreshed.

Create a new Email

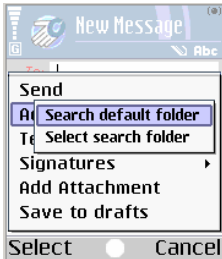
1. From the Inbox select **Options**.
 2. Highlight **Message** and push the joystick on the keypad to the right. This menu will open.



3. **New** icon is highlighted by default
 4. Press **Select** and a blank email will open.



- Type in the recipient of the mail manually or to search for a contact,
- Select **Options**, highlight **Add recipient** and then push the joystick to the right. This menu will display.



- Press **Select** to search the default folder (the Global Address List)
- To search a different folder highlight **Select search folder** and then press **Select**. You can now navigate to the required folder.

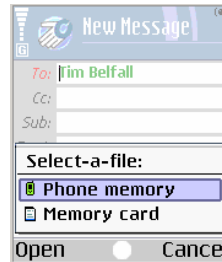
Note: To choose a Distribution list or Contact from another Contact list (e.g. **Global Address List**), you will need to navigate to that folder. For information about how to do this see the Navigation section later in this guide.

OpenHand will attempt to resolve the recipient for you. If OpenHand does not recognise the email address, the email will be closed and saved to the **Outbox** sub-folder in the **Local Storage** folder.

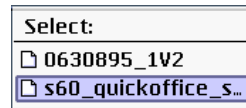
Email addresses can be entered manually separated by a semicolon

Attach a File to your Email

- In an open message ie one that you are forwarding, replying to or composing.
- Press **Options**.
- Highlight **Add Attachment**.
- Press **Select**
- The following dialogue will appear.



- Select either the **Phone memory** or the **Memory card** and browse to the file you need.
- Highlight the file eg



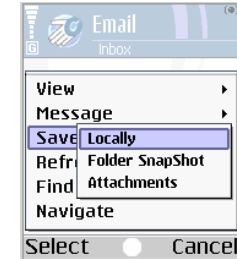
- Press **Select**. The file will be attached to your mail message.
- Send the email as before.

Open an Attached File

- Messages with attachments look like this.



- Highlight the message and the press **Options**.
- Highlight **Save** from the displayed menu. Then push the joystick to the right to expand this menu.



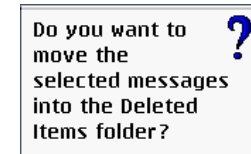
- Highlight **Attachments** and press **Select**.
- The file will be saved to your phone and can be opened etc from there.

Deleting Email/s

- Open the inbox and highlight the required email.
- Highlight the message/s and then push the joystick to the left. A x should appear in the check box next to the message.



- Press **Options**
- Highlight **Message** from the displayed menu and push the joystick to the right.
- Highlight **Delete** from the menu and then press **Select**.
- You will see the following dialogue.



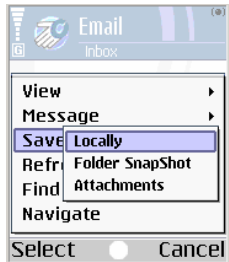
- Select **OK**.

Save a local copy of an Email

1. Highlight the mail/s you require in the Inbox and push the joystick to the left. A x should appear in the box next to the mail.



2. Press **Options** and then highlight **Save** this menu will open.



3. Highlight **Locally** and then press **Select**.
4. The email will be saved to the Private Folder in Local Storage.

Note: To view your stored messages you will need to navigate to the Local Storage folder. See the Navigation section later in this guide for more information.

Access a local copy of an Email

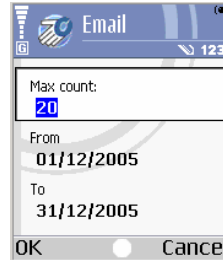
Local copies of mail are saved in the *Private* folder of *Local Storage*

The *Drafts* folder is similar to an "outbox", storing the emails that have not been sent. For example, you are working on an email and your Local connection fails, your email will be saved in the *Drafts* folder.

Save Folder Snapshot

1. Open the Inbox

2. Press **Options** and then highlight **Save**. Push the joystick to the right to open the save menu.
3. Highlight **Folder SnapShot** and **Select** it.
4. The following dialogue box will open.



5. Enter the necessary information and press **OK**.
6. The snapshots will be saved to the Snapshots Folder in the Local folder.

Note: To view your stored messages you will need to navigate to the Local Storage folder. See the Navigation section later in this guide for more information.

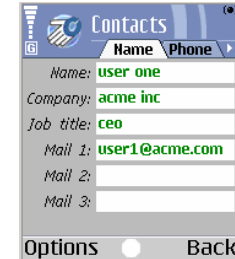
Viewing Contacts

1. Select **Contacts** from the Main Page
2. Your contacts folder will be displayed.



Viewing Contact Information

1. Highlight the contact in the contacts folder.
2. Press **Options**
3. Highlight **View**
4. Press **Select** and the contacts details will be displayed.



5. You can scroll through the different pages of the contact by pushing the joystick to the left and right. The available pages are.



6. Press **Back** when you have finished.

Access another Contacts Folder

1. On the *Contacts* page, select **Options**. Then scroll down the list and highlight **Navigate**
2. Press **Select**.
3. The Folder Tree will open.



4. Highlight the required folder and press **Select**.

- Remember to navigate back to your personal contacts folder when you have finished.

Note; it is only possible to access folders related to the start function, in this case folders containing contact details. For further information about navigation see the section later in this guide

Using Contact Information

You can use the stored contacts information to phone the contact or send them email.

- Open the Contact page.
- Highlight the desired recipient and press **Options**
- Highlight either **Phone to** or **Send mail**
- If you have multiple phone numbers or addresses for the contact then choose the one you require.
- Press **Select**

Edit an existing Contact

- Highlight the required contact.
- Press **Options** then highlight **Edit**
- You can now edit the contacts details.
- Change the required information.
- When you have finished select **Options**
- Then highlight **Save**
- Press **Select**

Delete a Contact

- On the *Contact* page, highlight the required contact.
- Press **Options**
- Highlight **Delete** and then push the joystick to the right and highlight **Delete**
- Press **Select**. You will be asked to confirm the deletion.
- Press **Yes**.

Search for a Contact

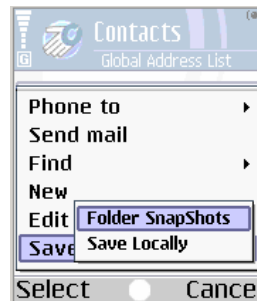
- On the *Contact* page press **Options**
- Highlight **Find** and then push the joystick to the right.
- You can search by **Name** or **Company**
- Highlight either and then press **Select**.
- A dialogue will open, enter the search details into the given field (in this case searching a name)



- Press **OK** to search and a list of possible matches will be displayed.
- To clear the search finds press **Options** again highlight **Find** and then push the joystick to the right and highlight **Clear find**
- Press **Select** to clear the search.

Save Contacts Snapshot

- Open the contacts page and press **Options**
- Scroll down the light and highlight **Save** push the joystick to the right to display the following menu.



- To save a snapshot of the entire folder highlight **Folder SnapShots** and press **Select**.
- To save a single contact highlight the contact and then press **Options** and from the save menu highlight **Save Locally**
- Single contacts are saved to the private folder in Local Storage.
- Snapshots are saved in the Snapshot folder of Local storage.

Note; to see your saved contacts you will need to navigate to the Local Storage folder. For more information on how to do this see the navigation section later in this guide.

Viewing the Calendar

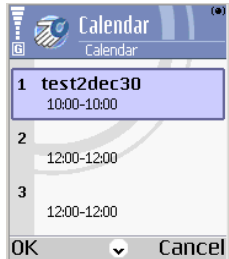
- Select **Calendar** from the Main Menu.
- The Calendar will open.



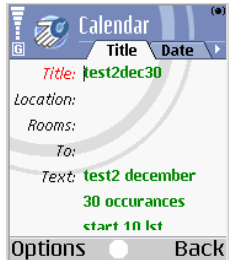
- The selected date is shown with a red border eg **29**
- Days with appointments are grey eg **13**
- Days with no appointments are white eg **30**
- To navigate to a date scroll through the calendar using the joystick on the keypad.

View an Appointment

1. Highlight the required date on the calendar.
2. Press **Options** and then highlight **View** and press **Select**
3. The days appointments will be displayed as headers eg.



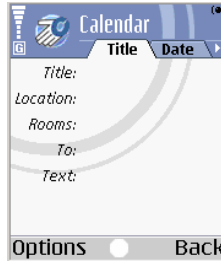
4. Highlight the required appointment and press **OK**.
5. The details of the appointment will display eg.



6. You can view the **Title** and **Date** of the appointment.

Add a new Appointment

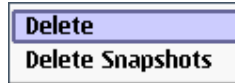
1. Open the calendar and press **Options**.
2. Highlight **New** from the menu and press **Select**.
3. A blank appointment will display.



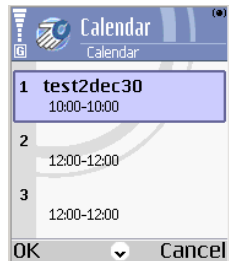
4. Fill in the details and then press **Options** highlight **Save** and press **Select**
5. The appointment will be saved.

Delete an Appointment

1. Highlight the required day and press **Options**
2. Highlight **Delete** and push the joystick to the right to display this menu



3. With **Delete** highlighted press **Select**
4. Highlight the required appointment eg

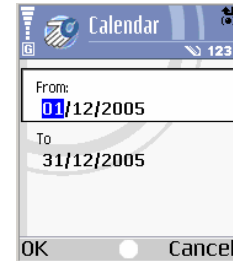


5. Press **OK** and when prompted press **Yes**

Taking a Snapshot Of The Calendar

1. With the calendar open press **Options**
2. Highlight **Folder Snapshot**

3. The following dialogue box will open.



4. Select the dates that you wish to download a snapshot of
5. Press **OK** The snapshots will be saved in the Snapshots folder in Local Storage.

Note: If you take a fresh snapshot then any previous snapshots will be deleted.

Edit an Existing Appointment

1. Highlight the required date.
2. Press **Options**
3. Highlight **Edit** and press **Select**
4. Highlight the necessary appointment and press **OK**
5. The appointment will open and you can edit any part of it as necessary.
6. When finished press **Options**
7. Highlight **Save**

Navigating the Folder Tree

Note: When navigating you can only open folders related to the page you began navigating from. I.E from contacts you can open folders containing contacts. From email you can open files and folders containing mail. From the calendar you can open folders containing calendar appointments etc.

1. From Tasks, Calendar, Contacts or Mail press **Options**

2. Scroll down the menu and highlight **Navigate**
3. Press **Select** and the folder tree will open.



4. To expand a folder highlight it and click it if it has a + on it eg



5. The Folder will expand to show available sub folders

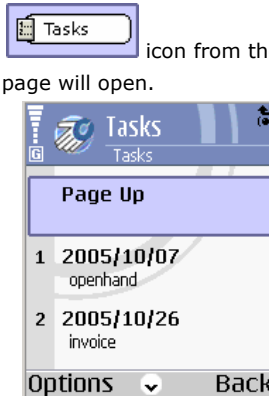


6. To further search the folder press **Select**
7. If the folder is available it will expand further.
8. When you are finished press **Select** and highlight **Navigate** again and navigate back to the start page.

Note; always remember to navigate back to where you started from as by default OpenHand will "stay" in the last searched folder.

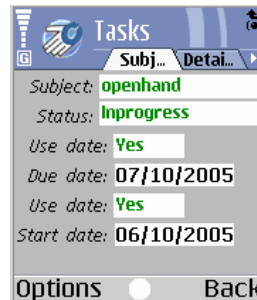
Tasks

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



View a Task

1. Highlight the Task required.
2. Press **Options** and highlight **View**
3. Press **Select**
4. The task will open.



5. You can view the tasks **Subj...** and **Detai...**.

Edit a Task

1. Highlight the task required and press **Options**.
2. Highlight **Edit** and press **Select**.

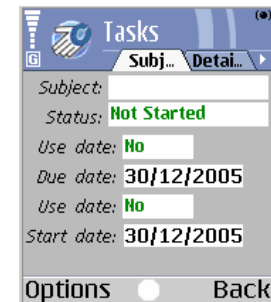
3. Edit the details you require and when finished press **Options**.
4. Highlight **Save** and press **Select**.

Delete a Task

1. Highlight the required Task.
2. Press **Options** and then highlight **Delete**
3. Press **Select**. You will be prompted to confirm the deletion.
4. Press **Yes**.

Add a New Task

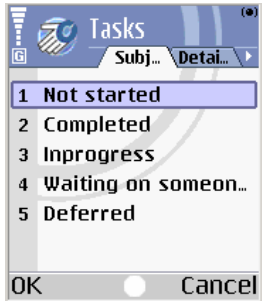
1. Open the Tasks page.
2. Press **Options** and then highlight **New**
3. A blank task page will open.



4. Enter the details of the task on both the **Subj...** and **Detai...** pages.
5. When you are finished press **Options** and highlight **Save**
6. Press **Select**.

Set Task Status

1. Before saving a new task press **Options**
2. Highlight **Set Status** and press **Select**
3. The following menu will appear.



4. Highlight the status of your choice and press **OK**
5. You can also set the status of an existing task by Editing the task. See Edit a Task above.

Set Task Priority

- 1.