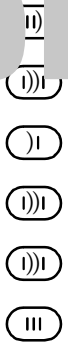
TRANSITEL
connecting the world

TRANSIMAX

application handbook



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August 1999

{ welcome

Your TransiMax phone does a lot more than make phone calls. It can connect you to the Internet, where you can exchange email, access a private address book and calendar, and do much more. This book shows you how.

We'll assume you've already registered your phone and know some basics about using it—how to access the *Browser*, which provides your connection to the Internet; and once there, how to find its Home menu, press softkeys, type and scroll, and choose options from lists. You learn all this from instructions provided with your phone.

So if you haven't already done so, turn on your phone and get familiar with its buttons and controls. Then come back here to get up and running online.

contents

getting started

Open applications from the Home menu 2
Navigation tips 2
Set the local time zone 3
Tailor automatic dialing 4

email

SETUP
Set up your email address 6
Remember your address later 6
Identify yourself to recipients 6
Create a signature 7
Change your Reply-To address 7
Tailor the signal announcing new email 7

RECEIVE
Read messages 8
View the entire message header 8
Save an address you receive 9
Display attachments 9

SEND
Compose and send a message 10
Reply or forward 11
Include quick-reply options 11

MANAGE
Save a message 12
View saved messages 12
Move messages to the Trash 13
Retrieve a message from the Trash 13
Empty the Trash 13

PC OPTIONS
Forward email from your PC 14
Forward email to your PC 15
Access email on a PC without a PC account 15

MAIL SYNCHRONIZATION
Set up and use Mail Synchronization 16
Tailor when synchronization occurs 17
Update server or profile information 18
Synchronize with a corporate PC 19
Temporarily disable synchronization 20

contents

organizer

CONTACTS
Look up a contact 22
Add a contact 22
Update a contact later 22
Find a contact quickly 23
Tailor the contacts view 23
Call a contact 24
Email a contact 24
Remove a contact 24
Access contacts outside wireless coverage 25

TO-DO LIST
Add an action item 26
Call a number on your list 26
Check off tasks you've completed 27
Change an action item 27
Remove an action item 27

CALENDAR
View appointments 28
Tailor the calendar view 28
Add an appointment 29
Change an appointment 29
Remove a canceled appointment 30
Tailor the calendar alert signal 30

internet

TRANSIMAX SERVICES
Get financial information, weather, news, and more 32
Overview of available services 33
Find a service 33

WORLD WIDE WEB
Visit any Web site 34
Navigate within a Web page 34
Fill in Forms 35

shortcuts

BOOKMARKS
Use bookmarks 38
Bookmark a phone number 38
Delete a bookmark 38

FAXING PRINTOUTS
Send yourself a fax 39
Check the status of your fax 39

contents

DESKTOP ENTRY
Set up your TransiMax Web account 41
Log in to your account 41

problems?

WHAT IF...

ERROR MESSAGES

{ getting started

Don't worry. You don't have to learn much before you can get going with email, stock quotes, and all the stuff you're really interested in doing with your phone. First, you should just be able to:

- Open applications like your email or calendar, and once there, know some basics about getting around.
- Access incoming messages when your phone beeps, flashes, or sends some other signal.
- Make a few initial settings, such as choosing the local time zone.

getting started

OPEN APPLICATIONS FROM THE HOME MENU

1 > Email
2 Contacts
3 Calendar
4 To Do's
5 Bookmarks
6 Web Sites
7 Settings
8 Help

Applications in the Home menu. Scroll to see them all. Position the > next to one and press the OK softkey to open it.

Your Browser's Home menu is the starting point for using email, your calendar, and other applications on your phone. To open an application:

- Turn on your phone and open the Browser, as described in the instructions provided with the phone.
- If the Home menu doesn't appear automatically, open it as described in the same instructions.
- Use your phone's up and down keys (or dial shuttle) to scroll to an application. Then press the OK softkey. Or as a shortcut, press the number key that corresponds to an application—press 1 for Email, 2 for Contacts, and so on.

NAVIGATION TIPS

1 Find
2 > New
3 Edit

Here, as a shortcut, you can press the 2 key to choose the New option.

Once you're in an application, here are some tips for getting around:

- Choose an option in a numbered list without scrolling. Just press the associated number key.
- Press your phone's Back key to revisit previous screens—say, to make a different choice or to back out of an operation you don't want to complete. Press Back to backtrack as far as you want.
- To quit what you're doing completely, go directly to the Home menu.

If you're not sure how to scroll up and down, press softkeys or the Back key, or enter text, see the instructions provided with the phone.

RESPOND TO ALERTS

An * or icon marks new entries in the alerts Inbox.

When you receive email or other news you've requested, like a stock price change from a financial service, your phone places an alert in your alerts Inbox. It also signals you with a beep, flashing icon, or pop-up message.

- To follow up, go to the Home menu and press the INBOX softkey. Then select the alert and press OK. To remove the alert when you're done, select it and press the DEL softkey.

A pop-up message can announce new email.

- When a pop-up message appears, you can press the VIEW softkey to follow up. Or press SKIP to continue what you're doing.
- If you don't like being interrupted by pop-up messages, turn them off. Open Settings from the Home menu. Then under Advanced, set Popup Messages to Off.

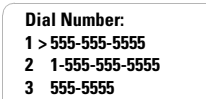
SET THE LOCAL TIME ZONE

Always set your phone to local time, including when you travel. That way, applications like your email and calendar can correctly timestamp and schedule information.

- Open Settings from the Home menu. Then under Advanced, set the Timezone option to the appropriate zone.

On some phones, you can choose different sounds to distinguish new email from other incoming information. Or turn off beeps altogether. See pages 7 and 30.

TAILOR AUTOMATIC DIALING



In Always Prompt mode, you choose whether to dial an area code or other prefix.

When you come across a phone number in your contacts or other application, you can often select it to initiate a call. Normally, you must choose whether to dial an area code or other prefix.

If your phone supports 10-digit dialing, you can instead make the phone always dial the area code, without prompting you first. Just be sure to store area codes with all your phone numbers.

- Open Settings from the Home menu. Then under Advanced, set the Dialing option to Always Dial.
- If you change your mind, set the option back to Always Prompt.

{ email

Who needs a PC to access email? Now you can use your phone to check messages no matter where you are—in meetings, at the airport, or even while picking up groceries. You don't need an ISP or corporate Internet connection. Just set up an email address and you're ready to go.

Of course, if you already use email on a PC at home or at work, you can coordinate your phone and PC to get messages in both places. Access email as usual at your desktop, and use the phone to keep up with correspondence on the road.

Send and receive, reply and forward, even read attachments or fax them to yourself. Your correspondence is secure, and the phone can signal you when new email arrives.

SET UP YOUR EMAIL ADDRESS

1 Alert: [Beep
2 Email Name: B
3 Name: Beth G.

You can also find these email settings under Settings in the Home menu.

Before you can use email on your phone, you have to set up your email address. Do this by entering your *email name*—the part of the address that uniquely identifies you among TransiMax phone users. The address people use to send you email is then emailname@transimax.com.

- From the Home menu, choose Email. Then press the Menu softkey and choose Settings.
- Choose Email Name and enter a unique name. If you weren't assigned one when you registered your phone, make one up using letters and numbers. You can also use periods, hyphens, or underscores.

REMEMBER YOUR ADDRESS LATER

After you set up your email address, here's an easy way to remember it

- From the email settings, scroll down and choose Email Address.

IDENTIFY YOURSELF TO RECIPIENTS

Inbox: 1 unread:
1 * Lunch? (Beth G. N
2 Results (Dr.Jones)
3 Status (Big Bob)

Identify yourself to recipients however you want, using an initial, title, or even a nickname.

You also need to specify exactly how your name appears to recipients—in their email Inboxes, and when they open your messages.

- From the email settings, choose Name.
- Enter your name as you want it to appear.

Personalize email you send by specifying exactly how your name appears and by creating a signature.

CREATE A SIGNATURE

Sara Nelson,
Bolts Inc.
[888-888-1212]

You don't see your signature when you compose email. But recipients see it as your sign-off

To save time when composing email, you can optionally create a text signature. This signature is automatically added to the end of every message you send.

- From the email settings, choose Signature.
- Enter text you want to sign off with—such as your name and phone number, or company information.

CHANGE YOUR REPLY-TO ADDRESS

When people reply to email you send from your phone, their replies normally come back to the phone. If you'd rather have them go to another address, such as to a PC, specify a Reply-To address:

- From the email settings, choose Reply-To.
- Enter the email address you want replies to go to. (Leaving this setting blank sends replies to the phone.)

TAILOR THE SIGNAL ANNOUNCING NEW EMAIL

1 Off
2 Silent
3 > Beep #1
4 Beep #2

Choosing among beeps has an effect only if your phone can play different tones.

When new email arrives, your phone can signal you with a beep, icon, or nothing at all. Here's how to choose which:

- From the email settings, choose Alerts.
- Choose a signal from the available options. If you choose Silent, the phone still signals you visually, such as with a flashing icon. Choose Off for no signal.

If your phone can play different tones, choose a unique beep to distinguish email from other types of information.

READ MESSAGES

8 * The Movies (R
9 * Eye Doctor (C
> More...

An * or icon in your email Inbox marks unread messages. To see more messages, choose More or press the 0 key.

When you open the Browser, the phone retrieves any new email messages you've received. To open and read them:

- Open your email Inbox by going to the Home menu and choosing Email.
- Select a message and press the VIEW softkey. Or press the number key associated with the message.
- Scroll down to read the message. If the MORE softkey appears, press it to keep reading more of the same message. If instead the NEXT softkey is available, press it to go to the next message.
- If there's a phone number in the message, you can select it and press the CALL softkey to dial it automatically.
- At the end of the message, there are options for reading the next message or replying to the current one.

VIEW THE ENTIRE MESSAGE HEADER

>[From: Sara Nel
Lunch today?

INFO

The INFO softkey appears when you first scroll down in an email message and select its From line.

To see the date and time a message was sent, the entire recipient list, and other message header information:

- Select or open the message. Then press the MENU softkey and choose Msg Info.
- Or while viewing the message, scroll to the top, press your phone's down key once, and press the INFO softkey.

While reading an email message, you can press the NEXT softkey to skip to the next message.

SAVE AN ADDRESS YOU RECEIVE

> **First: [Sara]**
> **Last: [Nelson]**
> **Work: [ ]**

Choose Save Address to enter the sender's name and email address in your contacts.

If you get a message from someone you'd like to add to your contacts, here's a quick way to do it:

- Select or open the message. Then press MENU and choose Save Address.
- A new contacts entry appears with all the standard fields (phone, pager, fax, and so on). The sender's name and email address are already entered. If you want, scroll to select other fields and fill them in.
- Press SAVE when you're done.

DISPLAY ATTACHMENTS

Someone might send you a message with an *attachment*—a document, picture, or some other separately attached file. You can read, fax, or forward the attachment, depending on its contents.

- Read a *plain-text* attachment on your phone—that's a file with no fancy fonts or formatting. Its contents appear as part of the message.

> **[Attachment not displayed**
>
> **FAX**

An attachment that isn't plain text looks like this. When you select it, the FAX softkey appears.

- You can't read an RTF (.rtf), Microsoft Word (.doc), Adobe Acrobat (.pdf), or PostScript (.ps) attachment on your phone, but you can fax it to yourself. While reading the message, scroll to select the attachment, press the FAX softkey, and follow prompts to send the fax.
- Otherwise, forward the entire message to a PC to display the attachment there. If messages aren't forwarded automatically (see page 15), forward it yourself as described on page 11.

If a message is really long, fax it to yourself to read it on paper. See page 39 for details.

COMPOSE AND SEND A MESSAGE

You can send brief email messages by typing them on your phone.

Pick Email: Pg
1 > * Nelson, Sar
2 * Burton, Jam

When you look up an address, an * or icon marks contacts that have an email address.

- From email, press the MENU softkey and choose Compose.
- Enter the recipient's email address. To type it yourself, choose Enter "To." If it's in contacts, choose Lookup "To" and choose a name; if no address is available, enter one and it will be there the next time you need it.
- To enter a CC address, press your phone's Back key to return to the Send screen. Then choose Lookup "CC" or Enter "CC." Keep going back to enter more addresses.

Send:
>[To: <snelson@
1 Lookup "To"

Go back to the Send screen to enter more addresses. Those you've entered are listed at the top. To edit or delete one, select it and press EDIT.

- Follow prompts to enter the *subject*—a short description that appears with your name in each recipient's Inbox—and the message itself.
- When you're asked to confirm your entries, press the SEND softkey to send the message. Or, you can go back to add an address, edit the message, or make some other change. Select the field you want to change and press EDIT.

While composing a message, you can move among entry screens to review or change what you have entered. Use your phone's Back key and the NEXT softkey.

REPLY OR FORWARD

1 > Reply
2 Reply All
3 Forward

Options for replying to a message. Choose Reply to answer just the sender. Choose Reply All to answer all recipients.

You can quickly reply to a message, or forward it to someone else. The original message is automatically appended.

- From email, select or view the message, press MENU, and choose Respond. Or scroll to the bottom of the message and choose Respond.
- To reply, choose Reply or Reply All and type a response. To forward, choose Forward, enter an email address, and optionally type a note to the recipient.
- Proceed to the Confirm screen and send the message.

INCLUDE QUICK-REPLY OPTIONS

Meet today? @@
1pm @@2pm @#
Call 555-555-5555

If you type this message (with a space before each @@ or @#)...

Meet today?
> [1pm]
[2pm]
[Call 555-555-5555]

...the recipient sees these options.

If you include quick-reply options in a message, other people using TransiMax phones can send you a reply without having to type. One option can be your phone number so that they can call you instead.

- Address and compose the message as usual. At the end of the message, enter options for recipients to choose from. Precede each option with a space and @@ (or @# for a phone number).
- To reply, recipients scroll to an option and press the REPLY softkey. Their reply is prepared, and they can proceed to the Confirm screen to send the message. If they instead select a phone number, they can press the CALL softkey to dial the number.

When you use quick-reply options, recipients who read your messages on a TransiMax phone can reply without typing.

View folder:
1 > Inbox
2 Saved
3 Trash

Your phone has three folders for managing email messages.

Your email Inbox can store 50 messages. After that, old messages are destroyed to make room for new ones. Messages older than 4 weeks are destroyed, too. To keep messages, or to get rid of them sooner, move them to the Saved or Trash folder.

SAVE A MESSAGE

If you don't want a message to eventually be destroyed, move it to the Saved folder. You can save up to 20 messages.

- From email, select or open the message you want to save.
- Press the MENU softkey and choose Save Message.

VIEW SAVED MESSAGES

You can view, fax, forward, or reply to an email message you've saved.

- From email, open the Saved folder by pressing MENU, choosing Change Folder, and choosing Saved.
- Scroll through and view messages as usual.
- To get back to the Inbox, choose Change Folder again.

If you forward email to or from a PC and prefer to manage messages there, don't bother deleting them at your phone; they're eventually destroyed for you.

MOVE MESSAGES TO THE TRASH

3 > Delete
4 Compose
5 Save Message
6 Delete All

Choosing Delete or Delete All doesn't permanently destroy messages. You can still get them back from the Trash.

To get messages out of your way before they're destroyed for you, move them to the Trash.

- To move one message to the Trash, select or open the message, press MENU, and choose Delete.
- To clean out the entire email Inbox (or Saved folder, if that's where you are), choose Delete All.

Remember that if you use Mail Synchronization (see page 16), the message is moved to the Trash on your PC the next time you synchronize.

RETRIEVE A MESSAGE FROM THE TRASH

Trash: 0 unread
1> Lunch menu
2 Server up ag

Open the Trash folder to see deleted email messages.

You can move a deleted message back to your email Inbox, if you haven't emptied the Trash in the meantime.

- From email, open the Trash folder by pressing MENU, choosing Change Folder, and choosing Trash.
- Select the message you want to retrieve. Then press MENU and choose Undelete Msg.
- Choose Change Folder again to get back to the Inbox.

EMPTY THE TRASH

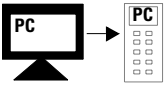
There's no going back—this permanently destroys all email messages in the Trash.

- Open the Trash folder, press MENU, and choose Empty Trash.

Don't empty the Trash if you might want to retrieve messages from it. Old messages are eventually destroyed automatically, so the Trash never gets too full.

If you have a PC with an Internet connection, you can coordinate your phone and PC to access email in both places. Choose one of the following scenarios, depending on which works best. Or if you use Microsoft Outlook or Exchange, turn the page for even a better solution.

FORWARD EMAIL FROM YOUR PC



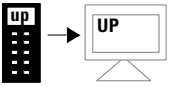
If you have a PC email account, try forwarding your PC email to your phone. Then you can access messages from both places.

If you have a PC email account and application that both support forwarding (ask your ISP or network administrator), you can keep using your PC email address. Just have a copy of all its email forwarded automatically to your phone. Access and manage messages at your PC as usual. When you're on the road, read and reply to the same messages from your phone.

- Set up your PC email application to forward email to your phone. See its documentation for instructions. You'll be asked to provide your phone's email address.
- Specify the PC address as your phone's Reply-To address, as described on page 7. That way, replies to messages you send from the phone go to your PC, not just to the phone.
- Have people send email to your PC address.

Have your email automatically forwarded to or from a PC to access it in both places.

FORWARD EMAIL TO YOUR PC

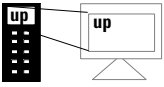


Or get the same result by forwarding your phone's email to your PC.

If you can't forward email from your PC account to your phone, do the reverse (but don't do both). The result is the same, except that people should use your phone's address.

- From email settings, choose Auto Fwd. Then enter your PC email address.
- Have people send email to your phone address.

ACCESS EMAIL ON A PC WITHOUT A PC ACCOUNT



If you don't have a PC email account, you can still download your email to a PC.

If you don't have a PC email account, you can still send and receive email on a PC. All you need is an Internet connection and a POP3 email application (there's probably one in your Web browser). Set up the application as described in its documentation to download your phone's email. You'll need to provide this information:

- Your phone's email address.
- Incoming and outgoing email servers: For both of these, enter account@TransiMax.com.
- Account name and password: This is the same name and password you create to log in to your Web account, as described on page 41.

You can also send email from a PC using your TransiMax Web account. See page 41 to get started.

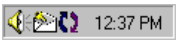
When you synchronize your phone and PC, both devices show messages sent to either address.

If you have a PC email account and use Microsoft Outlook or Exchange as your email application, you can synchronize your phone and PC to show the same messages. People can email you at either address. At regular intervals, your phone and PC Inboxes exchange new messages. They also update each other. When you read or remove messages from one Inbox, the other Inbox reflects the changes.

SET UP AND USE MAIL SYNCHRONIZATION

- On the PC where you use Outlook or Exchange, log in to your TransiMax Web account as described on page 41. Navigate via Email settings to the Web page on synchronizing email. Follow instructions there to download the Mail Synchronization application.
- Locate and double-click the file to be downloaded. Follow the instructions for installing the application on your PC.
- If you select Auto Synchronize during installation, synchronization will occur every 20 minutes. Or choose another interval as shown on page 17.
- To synchronize manually at any time, right-click the icon at the lower right of the screen. Then choose Synchronize Now from the shortcut menu.

Remember that the PC has to be on for you to get its messages at your phone.



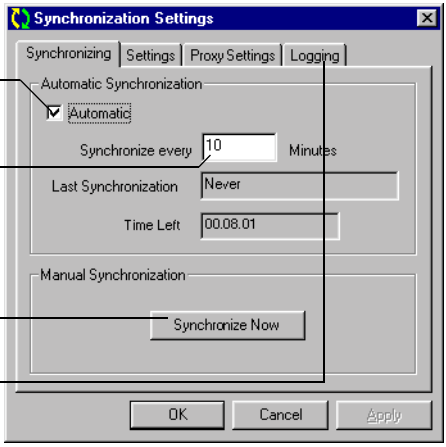
Right-click the icon (near your computer's clock) to open the Mail Synchronization shortcut menu.

Set up Mail Synchronization in minutes. Just download a small application from your TransiMax Web account, and install it on your PC or laptop.

TAILOR WHEN SYNCHRONIZATION OCCURS

You can change the synchronization interval, turn automatic synchronization off to synchronize manually, or turn it back on.

- Open Synchronization Settings by right-clicking the icon in the Taskbar and choosing Options from the shortcut menu.



Uncheck to activate each synchronization yourself.

Or select Automatic and type how often you want synchronization to occur.

Clicking here is the same as choosing Synchronize Now from the shortcut menu.

If something goes wrong, click here for a clue.

Because your phone's Inbox holds only 50 email messages, it might not show all the messages on your PC.

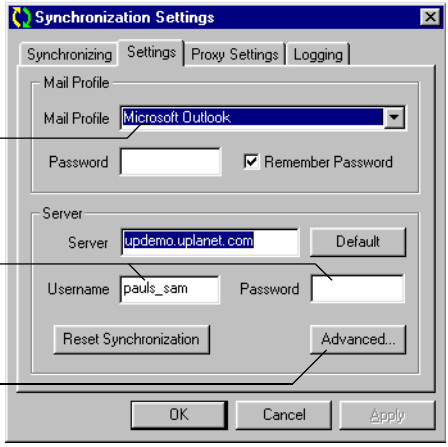
UPDATE SERVER OR PROFILE INFORMATION

- If you change the name or password you use to log in to your TransiMax Web account, you must tell Mail Synchronization. Open Synchronization Settings, click the Settings tab, and enter the new information.
- To synchronize a different email account or application with your phone, select another Mail Profile on the Settings tab. If the profile requires a password, enter it, as well.
- If Transitel or your network administrator tells you to enter a new port number, click Advanced and type the new number in the dialog box that opens.

If you have more than one email application or account, select the one that's synchronized with your phone.

These must match the name and password you use to log in to your Web account.

Don't click here to change the port number unless Transitel or your administrator tells you to.



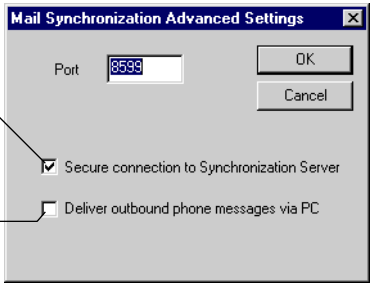
When there's a problem, the icon at the lower right of the screen turns red. Move the pointer to the icon to display a message explaining what's wrong.

SYNCHRONIZE WITH A CORPORATE PC

- If your PC is behind a firewall and your Web browser has to use a proxy (ask the firewall administrator), you must configure Mail Synchronization to use a proxy. Open the Synchronization Settings, click the Proxy tab, and enter information provided by the administrator.
- If the proxy server requires you to disable security (ask the administrator), click the Settings tab, click Advanced, and uncheck "Secure connection to Synchronization Server."
- If your PC is on a corporate intranet, you should probably select the "Deliver outbound phone messages via PC" option. This queues messages sent from the phone until the next synchronization, when they're moved to the PC and delivered from there. The messages are therefore delivered securely from within the intranet, rather than unsecurely over the Internet.

Uncheck this option only if your firewall administrator tells you to.

If you don't check this option, messages sent from the phone to colleagues on a private intranet are delivered unsecurely over the public Internet.



Mail Synchronization works great if your PC is behind a corporate firewall; your PC just thinks it's accessing a secure Web site.

TEMPORARILY DISABLE SYNCHRONIZATION

If you don't want synchronization to slow down something you're doing something on your PC, you can disable synchronization until you're finished.

- Right-click the icon at the lower right of your screen and choose Exit from the shortcut menu. The icon disappears.
- To restart Mail Synchronization, open it from the Windows Start menu.

{ organizer

Your phone can be an address book and calendar. And it can even remind you of important action items.

- Keep tabs on friends and business contacts— names, numbers, addresses, email, cell phone, pager, and more.
- Import or sync up with existing organizer information on your PC.
- Enter information once. Then dial voice calls and send email with just a few keypresses.
- Track up to a full year of appointments.
- List and check off action items from a to-do list.

LOOK UP A CONTACT

8 Nelson, Sara
9 Roth, David
> Next Page...

To see more names, choose Next Page or press the 0 key.

- From the Home menu, choose Contacts.
- Select a name and press the VIEW softkey. Or just press the number key associated with the name.

ADD A CONTACT

- From contacts, press the MENU softkey and choose New. Or if your list is empty, just press the NEW softkey (which appears instead of MENU).

Full Name:
John Anderson

Separate the first and last name with a space.

- Follow prompts to enter the person's full name; an area code and phone number (don't forget the area code); and whether the number is for work, home, cell, pager, or fax. Press the SAVE softkey when you're done.
- To see more fields, press the EDIT softkey. Select each field you want to fill in—scroll to see which are available—and enter the appropriate information.
- When you're done, press SAVE again.

UPDATE A CONTACT LATER

> Primary Number:
Work: [ ]
Home: [ ]

In the Primary Number field, specify the number (work, home) you're most likely to call.

- From contacts, select the name you want to edit. Then press MENU and choose Edit.
- For each field you want to edit, select the field and press the EDIT softkey to enter your changes.
- Press SAVE when you're done.

To add many contacts quickly when you first get your phone, import or enter them from a PC using your TransiMax Web account. See page 41 to get started.

FIND A CONTACT QUICKLY

Try this if you have a lot of contacts:

Find by [Last]
ca_

The Find screen shows what field will be searched. Searching isn't case sensitive, so you can always use lowercase letters.

- From contacts, press MENU and choose Find.
- Enter the first few characters of the last name, address, or whatever field you're searching. To search a different field, press your phone's up key, press the LINK softkey, and choose a field. (If necessary, press the down key to get back to the text-entry screen.)
- After entering your text, press the FIND softkey.The phone selects the first name that matches your search text. Or it tells you there's no match.

TAILOR THE CONTACTS VIEW

You can sort contacts by first, last, or company name. Or instead of seeing a list of names when you open your contacts, you can make the Find screen appear.

1 > Sort by [Last]
2 Start with Find

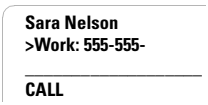
Options for what you see when you open your contacts—either a sorted list of names or the Find screen.

- From contacts, press MENU and choose Settings. Or open Settings from the Home menu and choose Organizer.
- To sort contacts differently, choose Sort by. Then choose a field to sort by. If you choose Company, contacts with no entry in that field are sorted last.
- If you always want to start with the Find screen, set the Start with Find option to Yes.

If there's someone you contact frequently, add the contact entry to bookmarks. See page 38 for details.

CALL A CONTACT

Want to call someone in your contacts? Have your phone dial the number for you.



Selecting a phone number makes the CALL softkey appear.

- Look up the contact, select the number you want to dial, and press the CALL softkey. Or select the contact and press your phone's Send key (if it has one); this dials the contact's Primary Number, which you specify when adding or updating a contact, as described on page 22.
- If your phone's dialing mode is set to Always Prompt (which it probably is unless you've specified otherwise), you must then choose a number format.

EMAIL A CONTACT

Selecting an email address makes the SEND softkey appear.

- Look up the contact. Then scroll to select the email address and press the SEND softkey.
- The Send screen appears with the email address already entered. Press the NEXT softkey to compose and send the message as usual.

REMOVE A CONTACT

- From your contacts, select the entry you want remove. Then press the MENU softkey and choose Delete.
- When a message asks you to confirm, choose Yes (or choose No if you change your mind).

Hankering for hard copy? Fax yourself a printout of your contact list. See page 39 for details.

ACCESS CONTACTS OUTSIDE WIRELESS COVERAGE

Your contacts are stored on a computer server that the phone can't access when you travel outside its wireless coverage area. To look up people's work or home phone numbers anyway, you can copy them to your phone's built-in directory, if it has one.

Overwrite your local address book?

Downloading contacts to a phone's built-in directory replaces all information currently stored there.

- Check the instructions that came with your phone to make sure it can store phone numbers internally. Then in a Web browser, log in to your personal Web account as described on page 41, and display your contacts there.
- While still in the Web browser, view each contact you want to download and select the Mark For Download option.
- On your phone, open your contacts. Then press MENU and choose Download Contact List.
- When a message asks you to confirm overwriting all information currently in your phone's directory, press OK. This starts the download. Or press the CANCEL softkey if you change your mind.
- When you're outside wireless coverage, you can access phone numbers from your phone's built-in directory instead of the Browser. To find out how, see the instructions that came with the phone.

<image text shows one or two numbers--color code no's?>

Only work and home numbers are downloaded.

Synchronize contact information between your phone and PC with Intellisync software from Puma Technologies. For details, see www.pumatech.com.

ADD AN ACTION ITEM

Enter short reminders of important tasks or phone calls you need to make in your to-do list.

- From the Home menu, choose To Do's.
- Press the MENU softkey and choose New. Or if your list is empty, just press the NEW softkey (which appears instead of MENU).

1 > To Do
2 Call
3 Import Call

Options for adding a task or phone call to your to-do list.

- To add a task, choose To Do and enter a description. To remind yourself to call someone, choose Call and follow prompts to enter the person's name and phone number (don't forget the area code). Or, if the person is in your contacts, choose Import Call to select a name and number from there.
- Press the SAVE softkey when you're done.

CALL A NUMBER ON YOUR LIST

Area Code
For: 555-5555
55_

If you haven't entered an area code, the phone prompts you to do so.

- From your to-do list, select the person you want to call and press the CALL softkey.
- If your phone's dialing mode is set to Always Prompt, you must then choose a number format with the prefix you want to dial, if any.

When you complete the call and hang up, the to-do list reappears.

Fax yourself a printout of your to-do list. See page 39 for details.

CHECK OFF TASKS YOU'VE COMPLETED

To Do: Page 1/1
> * Call Doug Smit
*** Send status re**
Call Nolan Inst

A * or icon in your to-do list marks items you've checked off as completed.

- From your to-do list, select the task or phone call that you've completed. Then press MENU and choose Status.
- Choose Completed from the list that appears.

CHANGE AN ACTION ITEM

- From your to-do list, select the entry you want change. Then press MENU and choose Edit.
- If the entry is a task, edit the description. If it's a call, follow prompts to edit the name or number.
- Press the SAVE softkey when you're done.

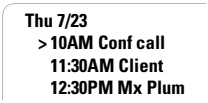
REMOVE AN ACTION ITEM

3 Edit
4 Delete
5 > Delete Completed

Periodically clean out your to-do list by choosing Delete Completed.

- To remove a single entry from your to-do list, select the entry, press MENU, and choose Delete. Then choose Yes to confirm.
- To delete all completed tasks, press MENU, choose Delete Completed, and choose Yes to confirm.

Update your to-do list from a PC or laptop using your TransiMax Web account. See page 41 to get started.



Calendar with appointments.

VIEW APPOINTMENTS

- To see today's agenda, choose Calendar from the Home menu.
- To see another day's schedule, press the MENU softkey and choose Go to day. Either choose a day from the list that appears, or scroll down to choose Other and use the number keys to enter a date.
- To see details about a particular appointment, select the appointment and press the VIEW softkey.

TAILOR THE CALENDAR VIEW

Want to see more than one day of appointments at a time when you open your calendar?

- From your calendar, press MENU and choose Settings. Or open Settings from the Home menu and choose Organizer.
- Set the View option to 7 or 30 days.

Fax yourself a printout of your schedule for easy access—fax a day, week, or month of appointments. See page 39 for details.

ADD AN APPOINTMENT

Date:
1 > (Today Mon 3/5)
2 Tues 3/6
3 Wed 3/7

You can choose a date from a list of days one week out. Or press 9 to enter a later date.

- From your calendar, press MENU and choose New.
- Choose a date from the list of days. Or, to enter a date more than 8 days away, choose Other or press the 9 key.
- Choose a time from the list. Or, to enter a time using the number keys, choose Other or press the 0 key.
- Scroll to choose an appointment length. Or, to enter a duration using the number keys, choose Other or press the 4 key.
- Enter a description and press the SAVE softkey.
- To make the appointment recur, press MENU and choose Edit. Then set the Repeat option to Daily, Weekly, Monthly, or Yearly. Press SAVE again when you're done.

Repeat Monthly:
1 > day 20
2 3rd Thu.

You can schedule a monthly appointment according to either the date or day of the week.

CHANGE AN APPOINTMENT

- From your calendar, select the appointment you want to change. Then press MENU and choose Edit.
- Select the field you want to edit and press the EDIT softkey to enter your changes. Edit other fields the same way.
- When you're done, press the SAVE softkey.

You or a coworker can update your calendar from a PC—either from your TransiMax Web account, or from calendar software using Intellisync.

REMOVE A CANCELED APPOINTMENT

Old appointments are eventually removed for you. But if you cancel an appointment and want to remove it sooner:

- Select the appointment you want to remove, press the MENU softkey, and choose Delete.
- If the appointment is recurring (such as one you scheduled to repeat weekly), you're given a choice to delete just this occurrence, this and future occurrences, or all occurrences.

TAILOR THE CALENDAR ALERT SIGNAL

1 Off
2 Silent
3 > Beep #1
4 Beep #2

Choosing among beeps has an effect only if your phone can play different tones.

If someone updates your calendar from your Web account, the phone can signal you with a beep, flashing icon, or nothing at all. To choose which:

- From your calendar, press MENU and choose Settings. Or open Settings from the Home menu and choose Organizer.
- Choose Change Alerts. Then choose a signal from the available options. If you choose Silent, your phone still signals you visually, for example, with a flashing icon. Choose Off for no signal.

If your phone can play different tones, choose a unique beep for calendar updates, to differentiate them from incoming email.

internet

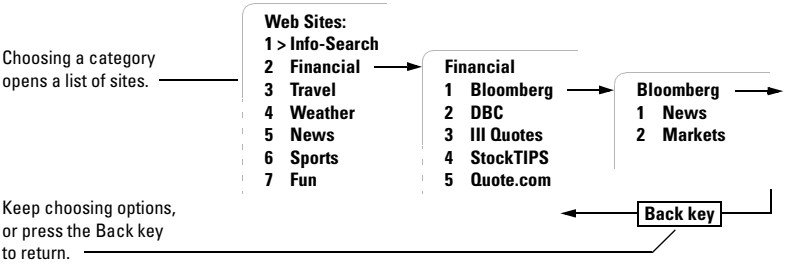
Access Internet sites on your phone? Sure. Just forget about looking at nice pictures, and go for raw information.

- Look up names, numbers, and addresses in a worldwide public directory.
- Check traffic, weather, and flight schedules.
- Get the latest financial or world news highlights.
- Get an up-to-the minute stock price.
- Find local restaurants, sports, and music events.
- View information at any other Web site you can visit on your PC or laptop.

GET FINANCIAL INFORMATION, WEATHER, NEWS, AND MORE

You can access several Internet services that are specially tailored for your phone. Just open the Web Sites directory and explore what's there.

- From the Home menu, choose Web Sites. Then choose a site category, such as Financial, Weather, or News.
- Choose a site to visit. Explore it to get the information you want by choosing options and pressing softkeys.
- To try another site or category, press your phone's Back key to see previous screens and choose other options.



We're always adding new services. For the latest on what's available, log in to your TransiMax Web account as described on page 41.

OVERVIEW OF AVAILABLE SERVICES

1 Business [ ]
2 City [ ]
3 State [ ]

At this site, you can enter the name and location of a business to find phone numbers, addresses, email addresses, and more.

Here are overviews of the sites in each category:

Info-Search. Search for people or businesses no matter what information you have to go on—a name, phone number, or email address.

Financial. Get stock quotes and financial news from services like Bloomberg and Quote.com.

Travel. Find flight information, traffic reports, and point-to-point directions in most US cities.

Weather. Get short-term reports for wherever you go.

News. Scan news highlights from ABC, Inquisit, and more.

Sports. Check statistics, scores, game schedules, and news for your favorite sports events.

Fun. Find local restaurants, music, and other recreational events.

FIND A SERVICE

Enter search keywords: flight price

This entry searches for sites that provide both flight information and air fares.

Not sure which site has what you want? Search by keyword.

- From the Web Sites directory, press the MENU softkey and choose Find Site.
- Enter a word describing what you're looking for, like **stock** or **flight**. To narrow the search, enter multiple words separated by a space.

Bookmark your favorite sites to get back to them fast. See page 38 for details.

VISIT ANY WEB SITE

Go to site: TransiMax

Typing this takes you to http://www.TransiMax.com.

Visit any Web site on your phone by typing its URL, just like on a PC. You can read text and follow links.

- From the Home menu, choose Web Sites and choose Enter Site. Or, if you're already at one site and want to visit another, press the MENU softkey and choose Go to Site.
- Enter the URL. Don't bother typing **http://**, as the phone inserts this for you. To visit a site's home page, you don't have to type **www**, **.com**, **.org**, or **.net**, either. To instead visit a site that has a different extension like **.edu**, or to go to a page within a site, type the entire URL beginning with **www**, as in **www.**TransiMax**/Support**.

NAVIGATE WITHIN A WEB PAGE

For more info >[Click here]

Links appear within brackets [ ]. Select one and press the LINK softkey to follow it.

- Scroll through text on a Web page using your phone's up and down keys. To scroll more quickly, press the MORE softkey.
- When you get to a link, follow it by pressing the LINK softkey.
- To jump to the top of a page, press MENU and choose Back to Top.
- To list only the links or forms on a page, press MENU and choose All Links or All Forms.

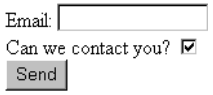
When viewing a Web page, press the MENU softkey to see several options for quickly navigating the page.

FILL IN FORMS

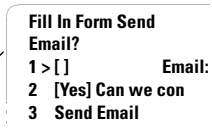
When you get to a form, you're asked if you want to fill it in. If you don't, press the SKIP softkey. You should skip most forms, which are best completed at a PC or laptop.

To fill in a simple form on your phone, you choose and edit options, which each represent a text-entry field, selection box, or button in the form. For example:

This form in a PC Web browser...

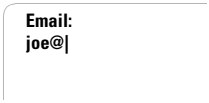


Looks like this on your phone.

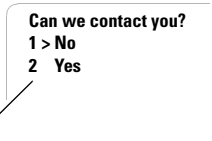


- To type in a text-entry field, select the option that represents the field. Then press the EDIT softkey and enter your text.
- To mark a check box or radio button, select the appropriate option, press EDIT, and choose Yes or No.
- To submit the form when you're done, select the option representing the form's submit button and press the SUBMIT softkey.

Enter text in fields like these.



Check boxes appear as No/Yes options.



{ shortcuts

OK, the phone's screen is small, and it's hard to do a lot of typing. But a number of conveniences make entering and accessing information a lot easier than you might think:

- Create bookmarks to sites, contacts, or other information you access frequently. Then get back to a page in a couple of keypresses.
- Print hard copy of a long email message, your entire list of contacts, or anything else that's too long to read comfortably on your phone. Just fax it to a nearby fax machine.
- Enter information quickly from a desktop PC or laptop using your TransiMax Web account.

Bookmarks:
1 > MCD
2 SFO weather

Sites you bookmark are listed under Bookmarks in the Home menu.

Bookmark name:
Sy| MCD

When you create a bookmark, you can edit its name however you want.

Bookmark a stock quote, weather or traffic service, contact entry, email message, or any other site, so you can get back to it fast.

USE BOOKMARKS

- Go to a screen and add it to bookmarks as described in the instructions provided with the phone.
- To go to a bookmarked site, choose Bookmarks from the Home menu. Then choose the site from the list. On many phones, you can also open a bookmark at any time by pressing and holding the number key associated with the bookmark.

BOOKMARK A PHONE NUMBER

If there's a phone number you dial frequently, add it to bookmarks, too:

- From bookmarks, press the MENU softkey. Then choose Add Phone Number and follow prompts to enter a name and number (don't forget the area code).
- To dial the number, select the bookmark and press the CALL softkey. (Or press and hold the appropriate number key.)

DELETE A BOOKMARK

- Select the bookmark, press MENU, and choose Delete. Or if your phone has a Clear key, try pressing it instead.

Rearrange bookmarks, rename them, or group them in folders using your TransiMax Web account. See page 41 to get started.

You can print hard copy of an email message or attachment, your calendar or contact list, or the directory of TransiMax Internet services. Just fax the information to a nearby fax machine.

SEND YOURSELF A FAX

- Open or select whatever you want to fax.
- Press MENU and choose Fax, Fax Message, or whatever the name of the option. Or, for an email attachment, press the FAX softkey, which appears when you select the attachment.
- If prompted, specify exactly what you want to fax—such as one or all contacts; or a day, week, or month of calendar appointments.
- Follow prompts to enter the fax number (include any necessary prefix or area code), a recipient name, and comments for the fax cover sheet. Pressing OK the final time sends the fax.

Fax: Roth, David
1 > This one
2 All

Fax yourself your entire list of contacts (All) or just one (This one).

CHECK THE STATUS OF YOUR FAX

To check that your fax was sent successfully:

- Open your alerts Inbox by going to the Home menu and pressing INBOX.
- Look for a fax status alert. A letter next to the alert indicates the status as: **P**ending receipt by your fax service; **Q**ueued for sending now; **S**ent successfully; or **F**ailed.

<alert example to come>

This fax was sent successfully.

Need to see an important document now? Have a colleague send it to your phone as an email attachment. Then fax it to a nearby fax machine.

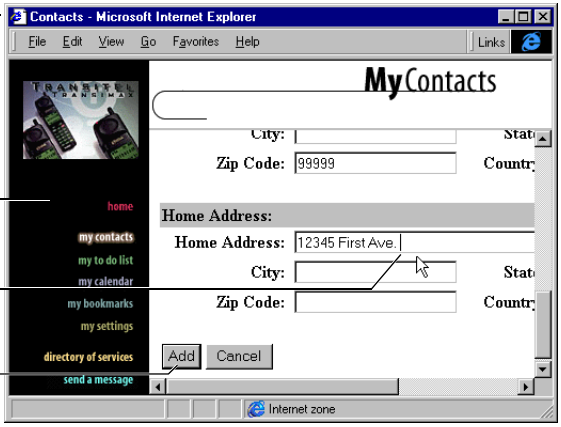
When you're at a PC or laptop, you can use your TransiMax Web account to enter information for your phone.

Update your phone's organizer applications, send email, and make settings, all in a standard Web browser.

Log in to your Web account and click the appropriate links.

Type information quickly in forms.

Saving changes makes them available on your phone.



You can do most things in your Web account that you can on the phone. Plus on the Web, you can:

- View descriptions of all TransiMax Internet services.
- Import and export contact entries between your phone and a PC organizer application or spreadsheet.
- Mark contacts to download for access outside wireless coverage (see page 25 for details).
- Reorder bookmarks and group them in folders.
- Delete all contact, to-do list, or calendar entries.

Instructions for entering information from your Web account are provided when you log in to the account.

SET UP YOUR TRANSIMAX WEB ACCOUNT

Choose a user name:
Beth|

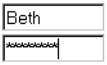
Use the Web Account settings on your phone to create a user name and password for logging in to your Web account.

You have to do this only once:

- On the phone, open Settings from the Home menu and choose Web Account.
- Skip the first screen that shows the location of your Web account. Then follow prompts to create a user name and password for logging in to the account. Choose any names you want. But use only ASCII characters (letters, numbers, and standard punctuation).

LOG IN TO YOUR ACCOUNT

- On a PC or laptop, open a Web browser that supports frames, such as Netscape or Internet Explorer versions 3 and later.
- Navigate to **http://account.TransiMax.com**. Use the Web browser to bookmark this page so that you can get back to it easily.



At login, give the user name and password you used when you created the account. Capitalization counts in login names and passwords.

- When prompted, log in with the same user name and password you used when you set up the account— use the same capitalization, too. To avoid entering this information every time you log in, you can optionally select the "Save my username and password" option on the login page.

Once you're logged in to your account, click links and follow instructions there to enter or update information for the phone.

If you save your name and password when logging in to your Web account, you can later open pages within the account using Web browser bookmarks.

{ problems?

Having trouble with your email or Web account? Does the phone display a message you don't understand?

Often there's something you can do to fix a problem. Otherwise, there's someone to contact for help. Here are guidelines for when to do what.

I get a phone call while using the Browser? While the phone is sending and receiving data, it can't receive voice calls. Callers will probably hear a message indicating that you're talking on the phone. If you're using the Browser but not sending or receiving data, you might be able to receive voice calls, depending on your phone.

I forget the password for logging in to my Web account? Just create a new one, as described on page 41.

The phone doesn't reflect changes I made on my Web Account? After you update bookmarks or organizer information from your Web account, it might take a minute for the changes to be sent to the phone. If you make updates while viewing the same information on the phone, you must redisplay what you're looking at to see the changes.

I can't access my phone's email on a PC (as described on page 15), even though I set up the PC correctly. Your Internet connection might not support email. Talk to your network administrator or ISP about upgrading to a connection that does. Or, if your PC is behind a corporate firewall, the problem might be due to how the firewall is configured.

For help at any time, call TransiMax support at 1-888-888-8888.

Email I access on my PC doesn't also appear on the phone, and vice versa? After you download new email to one device, it's deleted from the server and therefore isn't available for downloading to the other device. To keep messages available, look for an option in your PC email application that leaves messages on the server, and select it. See the application's documentation for instructions.

Mail synchronization doesn't work but instead fails authentication? Is the icon at the lower right of the screen red? This means that something is set up incorrectly or there's some other problem. Did you perhaps change your Web login information and forget to update Mail Synchronization settings? Move the pointer over the icon to display a message explaining what's wrong.

Email messages on my phone and PC aren't the same after a synchronization? Try synchronizing the two devices from scratch, like this:

- Open the Mail Synchronization settings by right-clicking the icon at the lower right of the screen, and choosing Options from the shortcut menu.
- On the Settings tab, click Reset Synchronization.

Or send email to support@TransiMax.com.

These messages might appear when you try to connect to the Browser.

Security is not enabled.
Yes

This message appears the first time you open the Browser. Just press the YES softkey to continue.

Security is not enabled. Press the YES softkey to perform an *encryption-key* exchange. This ensures that all subsequent communications are secure.

You must perform key exchange. Just press to do a key exchange (enable security).

Bad key was generated, try again. Press to do a key exchange again.

Key exchange is disabled. You tried to enable security, but the key-exchange process is temporarily disabled. Try again later. Contact TransiMax support if the problem persists.

Network not responding. The wireless network is down or you're out of range. Try again later, or contact TransiMax support.

Server not responding. The wireless network is working, but the TransiMax server is down. Try again later. Contact TransiMax support if the problem persists.

This device is disabled. Contact TransiMax support.

Unregistered device. Your phone hasn't been registered. You must register it before you can use the Browser. Do this by contacting TransiMax support.

UP.Link address is not set up. The Browser doesn't know the IP address of the TransiMax server you're using. Contact TransiMax support.

You must verify your key. Call 888-888-8888 to verify your security key.

For help at any time, call TransiMax support at 1-888-888-8888.

These messages are caused by a problem with the TransiMax server. For assistance, contact TransiMax support.

- System error
- Invalid PDU type
- Unable to find your certificate
- Failed to encrypt reply
- Failed to decrypt request
- Invalid session ID
- Client protocol mismatch
- Invalid cipher parameters
- Invalid server nonce
- Transaction was cancelled
- Request PDU is out of sequence
- Internal server error
- Client protocol error
- Invalid scheme in URL
- You have been redirected
- Authentication error
- Fax content error
- Internal UP.Link error
- Failed to decrypt session request
- Failed to encrypt session reply
- Protocol version error
- Duplicate request received
- Invalid transmission format
- Invalid transmission frame type

Or send email to support@TransiMax.com.

Cannot connect to service

This message means that the service is no longer available, its response time is too slow, or its URL has changed. Try again later, or contact the provider of the service.

These messages indicate a problem with a particular Internet service. If you get one, try again later. If the problem persists, contact the provider of the service.

- Cannot connect to service
- Application error—please try again later
- Service error: access control error
- Application error: loop detected
- Digest is too large for device
- Service read error
- Service write error
- Invalid URL
- Bad HTTP status
- Invalid content type
- Invalid notify type from messenger
- Invalid auth challenge type
- Invalid HTTP response
- Infinite authentication loop
- Compile error
- Infinite redirect loop
- Invalid redirect format
- URL is too large for packet
- Invalid fax content
-

For help at any time, call TransiMax support at 1-888-888-8888.