

mobile

# PhoneTools®



Kyocera Wireless Corp.  
10300 Campus Point Drive  
San Diego, California 92121 USA  
[www.kyocera-wireless.com](http://www.kyocera-wireless.com)

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## Contact Us

Kyocera Wireless Corp.  
10300 Campus Point Drive  
San Diego, CA 92121  
858-882-2000

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- **Web site:** Visit the technical support Web site at [www.kyocera-wireless.com/support](http://www.kyocera-wireless.com/support).
  - Get answers to frequently asked questions.
  - Get the latest information about our products and available upgrades.
- **Email:** Have our technical support department contact you by filling out the *Contact Technical Support* form at [www.kyocera-wireless.com/contact/technical-support.htm](http://www.kyocera-wireless.com/contact/technical-support.htm).
- **Phone:** Call us at 800-349-4478.

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To shop online for other product accessories, visit [www.kyocera-wireless.com/store](http://www.kyocera-wireless.com/store).

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## 1 Introduction

With Kyocera Mobile PhoneTools® (MPT), you can share information in your phone with your computer. Once your phone and computer are connected, you can easily do the following:

- Synchronize your phonebooks and calendars.
- Load, create, and modify ring tones, images, and videos for your phone.
- Launch a 1xRTT session.

### Minimum system requirements

Mobile PhoneTools (MPT) runs under Windows® 98SE, 2000, Me, or XP. For optimal performance, make sure your system includes the following:

- Pentium® II 233 MHz computer connected to your phone via a cable
- Available USB port
- Sound card
- Hard disk with 20 MB free disk space
- High-speed network option CDMA 1X in your subscription with your wireless service provider (for using a high-speed Internet connection over the mobile phone network). Contact your service provider if you need more information about your subscription
- Minimum RAM requirements: 32 MB under Windows 98SE and Me; 64 MB under Windows 2000 and XP

### Live Update

Once Mobile Phone Tools (MPT) is installed, you can get online updates in one of three ways:

1. From the MPT main window, select **Menu** → **Setup** → **Live Update Configuration**. A **Configuration** window appears with the **Live Update Scheduler**.
2. Select the preferred option:
  - **Manual**  
To launch the **Live Update Wizard**, select **Menu** → **Setup** → **Live Update** in order to download the latest version from the Internet. The Wizard will guide you step-by-step throughout the procedure.
  - **Automatic (Wizard Mode)**  
Select the update frequency you prefer from the **Every** drop-down menu. The Wizard will launch automatically to propose updates.
  - **Automatic (Silent Mode)**  
Updates are performed automatically at the frequency specified in the **Every** drop-down menu. The Wizard will launch automatically and updating will take place silently. No intervention from you is required at any point.
3. Click **OK** to confirm your update settings.

## 2 Getting Started

### Installing Mobile PhoneTools

**Important:** Do not connect your phone to your computer until instructed to do so by the Mobile PhoneTools Installation Wizard.

#### Starting the Installation

Insert the Mobile PhoneTools CD-ROM in your computer's appropriate drive. The **mobile PhoneTools setup** will start automatically.

If installation does not start automatically, you can start it manually:

1. From the Window's task bar, select **Start** → **Run**. The **Run** window appears.
2. Click **Browse**. The **Browse** window appears.
3. Select the **CD-ROM** drive from the drop-down menu to the right of "**Look in:**".
4. Double-click the **Install.exe** file. The updated **Run** window appears.
5. Click **OK** to run the file.

#### Installation Wizard

The **Installation Wizard** will guide you step-by-step through the installation. During installation, the program files for MPT are copied to your hard disk and a program group is created. This group has the MPT icons and will be accessible from the Window's **Start** menu.

1. After the setup program is launched, select a language and click **Install mobile PhoneTools**. The **mobile PhoneTools setup** window appears.
2. Click **Next**. The **License Agreement** window appears.
3. Click **Yes** to accept the terms of the license and continue the installation. The **Choose Destination Location** window appears.
4. Select a destination folder for MPT and click **Next**. The **Select Program Folder** window appears.
  - The default folder is Program Files. To choose another folder, click **Browse**, select a folder, and click **OK** then **Next**. The **Select a Program Folder** window appears.
5. Select a **Program Folder** and click **Next**. The **Start Copying Files** window appears, summarizing your settings.
6. Click **Next**.
7. Select a program from the **PhoneBook Selection** window and click **Next**. The program files are installed and the program group is created. The online registration module launches automatically.

**Note:** Online registration is required to benefit from Kyocera Wireless Corp. product guarantees, technical assistance, and free updates.
8. You may choose to register immediately by clicking **OK** and following the online registration instructions, or register later by selecting **Register later...** . The **mobile PhoneTools setup** displays a final window to indicate that installation is complete.
  - The **Automatically run mobile PhoneTools** box is checked by default; remove the check if you prefer to start MPT later.
9. Click **Finish**.

---

**Note:** Depending on your computer's operating system, the **mobile PhoneTools setup** may ask you to restart your computer when installation is complete so that all system changes can take place.

## Creating User Profiles

After you have finished installing MPT and have started the program, the **Choose a Profile** dialog box appears. You can use this default profile or create a new one.

Creating profiles allows many people to use the same computer and configure MPT to work with each person's phone.

### Setting a new profile

1. Launch MPT.
2. In the **Choose a Profile** dialog box, click **New**. The **New Profile** window appears.
3. Enter the profile name and click **OK**. The **Choose a Profile** dialog box appears again with your new profile as the selected profile.
4. Click **OK**. The **Phone Setup wizard** appears.
5. Select **USB Cable** or **Serial Cable** and click **Next**.
6. Connect your phone to your computer as instructed in the **Phone Setup** window.
  - The computer detects new hardware and a creates a connection with the mobile phone.

After the profile is created, the Mobile PhoneTools main window appears. You are now ready to use MPT.

### Defining a default user profile

1. Launch MPT.
2. In the **Choose a Profile** dialog box, select the profile you want to set as default.
3. Click **Options**. The dialog box expands to show more options.
4. Check the **Define as default profile** box and click **OK**.

## Uninstalling Mobile PhoneTools

1. In the Windows taskbar, select **Start** → **Settings** → **Control Panel**. The **Control Panel** window appears.
2. Double-click **Add/Remove Programs**.
3. Highlight the Mobile PhoneTools program group and, depending on your operating system, click **Modify/Delete** or **Change/Remove**.

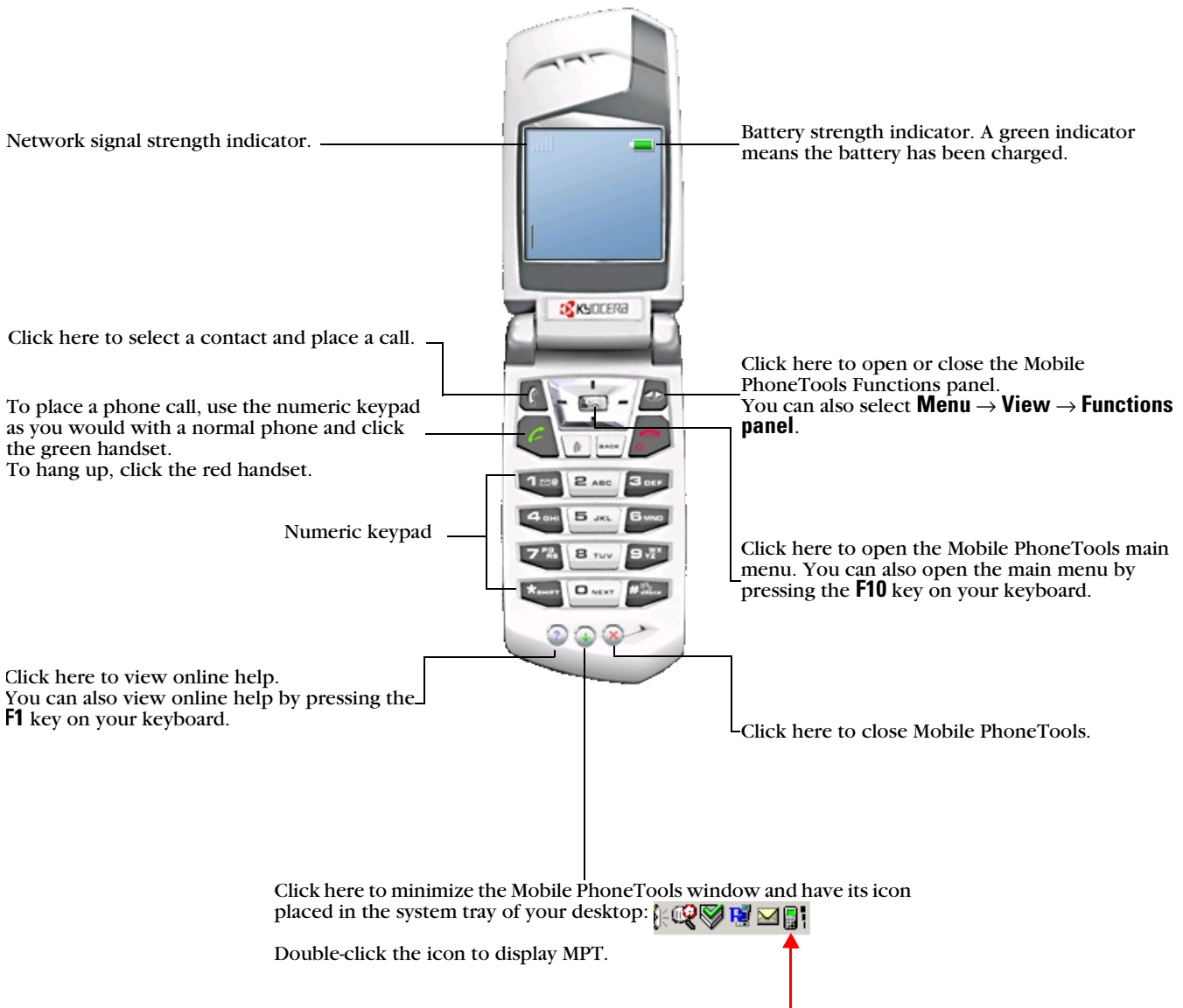
The uninstallation procedure begins and the program is removed from your computer.

## Mobile PhoneTools main window

**Note:** The MPT main window mirrors the look and shape of your phone; as a result, the images in this user's guide may differ from the images on your computer screen.

Once your phone is connected to your computer, the following operations can easily be performed:

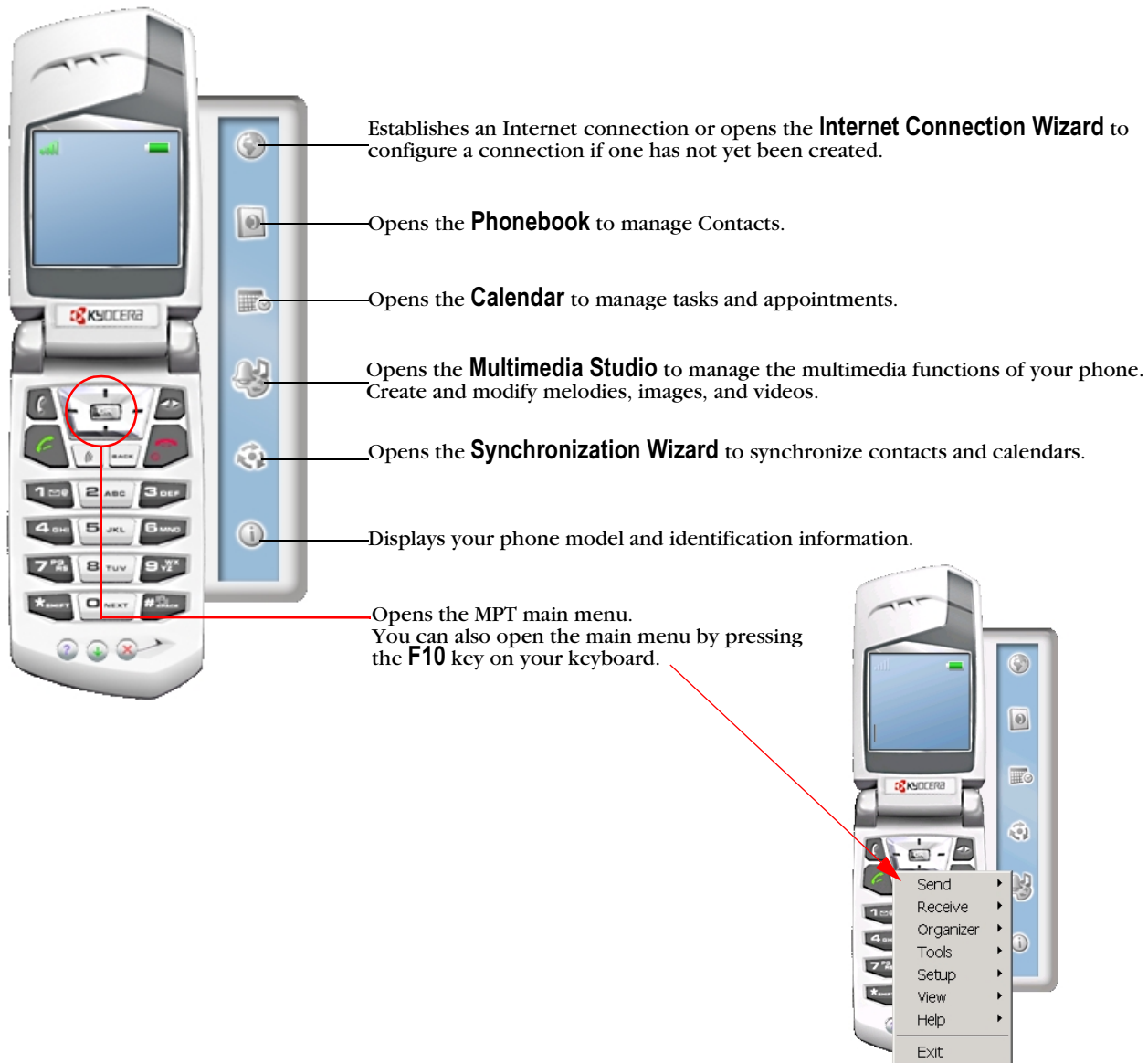
- Make and receive calls
- Synchronize your contacts and calendar.
- Create and modify melodies or images.
- Launch an Internet connection.



## Functions Panel

The Functions panel gives you access to the following MPT functions:

- Internet
- Contacts
- Calendar
- Data synchronization
- Multimedia center



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## 3 Making and receiving calls

### Making a Call with Mobile PhoneTools

#### Using the dialer

1. From the MPT main window, click on the number keys.  
- or -  
Enter the telephone number directly on the keyboard.
2. Press **Enter** or the green handset icon.
3. Click the red handset icon to end the call.

#### Calling from the phonebook

1. From the MPT main window, select **Menu** → **Send** → **Call a contact**. The **Choose contact** window appears
2. Select the contact you want to call and click **OK**. The name of the contact appears in the mobile PhoneTools display.
3. Click the red handset icon to end the call.

#### Redialing a phone number

Each number you dialed is added to the Recent Calls list.

1. From the MPT main window, click the green handset. The **Recent Calls** list appears.
2. Click the number you want to redial. The number appears and is automatically dialed.
3. Click the red handset icon to end the call.

### Receiving a Call with Mobile PhoneTools

#### Caller id screening

When you receive an incoming call, MPT displays the following message: **Incoming call...** . If the caller can be identified, the name and number appear.

**Note:** The availability of this feature depends on your phone and service, as well as the calling party's phone and service.

#### Answering a call

To answer a call, click the green handset icon in the MPT main window.



#### Ending a call

To end a call, click the red handset icon in the MPT main window.


### Transmission and Reception logs

#### Viewing the logbook


You can view either of two logbooks: **documents sent** or **documents received**.

1. From the MPT main window, select **Menu** → **Send** → **Logbook** (or press **F8**). The **Transmission Logbook** window appears.  
- or -  
Select **Menu** → **Receive** → **Logbook** (or press **F9**). The **Reception Logbook** window appears.
2. If the logbook is empty, MPT displays the following message: "Transmission (or Reception) logbook is empty. View archived log?" Click **Yes** to view the archived log.
  - To view a detailed transmission report, select the desired transmission entry and click  **Detail**.
  - When viewing an archived log, click  **View logbook** to return to the current log.


## Printing the logbook

1. From the MPT main window, select **Menu** → **Send** → **Logbook** (or press **F8**). The **Transmission Logbook** window appears.  
- or -  
Select **Menu** → **Receive** → **Logbook** (or press **F9**). The **Reception Logbook** window appears.
2. Click  **Print...**
3. In the **Print** dialog box, select the desired print options and click **OK**.

## Clearing logbook entries

1. From the MPT main window, select **Menu** → **Send** → **Logbook** (or press **F8**). The **Transmission Logbook** window appears.  
- or -  
Select **Menu** → **Receive** → **Logbook** (or press **F9**). The **Reception Logbook** window appears.
2. Click  **Clear/Archive...**
3. To delete all the transmissions that were not completed successfully, select **Delete cancelled transmissions** and click **OK**.  
- or -  
Select **Delete bad receptions** and click **OK**.
4. To delete all the transmissions that are older than a specified number of days, enable **Delete...** and specify the desired number of days in the box **...records older than [n] days** and click **OK**.
  - If you enter 10, all the transmissions that were performed more than ten days ago will be deleted.


## Archiving logbook entries

1. From the MPT main window, select **Menu** → **Send** → **Logbook** (or press **F8**). The **Transmission Logbook** window appears.  
- or -  
Select **Menu** → **Receive** → **Logbook** (or press **F9**). The **Reception Logbook** window appears.
2. Click **Clear/Archive...** .
3. To archive all the transmissions that are older than a specified number of days, enable **Archive...** and specify the desired number of days in the box **...records older than [n] days** and click **OK**.
  - If you enter 10, all the transmissions that were performed more than ten days ago will be archived.

## 4 Connecting to the Internet

Connecting to the Internet can be accessed through various wireless phone networks; however, network availability and capabilities are dependent upon your wireless service provider.

**Note:** Networks supported by MPT are 1xRTT and CDMA. If a high-speed network is not available, Mobile PhoneTools will use a standard CDMA connection. Data service is a network and subscription dependent feature that may not be available in all areas. Please contact your wireless service provider for details.

Before connecting to the Internet, you must first set up a connection with the Connection Wizard, afterward, just click  from the MPT Functions panel to connect to the Internet.

### Connection Wizard

The **Connection Wizard** helps you create and manage your connections.

**Note:** Steps may vary depending on your carrier, Internet service provider, and current Internet connections.

1. From the MPT main window, select **Menu** → **Setup** → **Internet connections**. The **Internet Connection Wizard** appears.

**Note:** If you have already established an Internet connection, The **Internet Connections** window appears.

2. Click **Next**. The **Network access configuration** window appears.
3. Select a connection type, **Create a new connection** or **Use an existing dial-up connection** and click **Next**.
4. Enter your phone number and click **OK**.
5. Click **Next** to accept the default user name and password supplied by your service provider.
6. Select **Dynamic** or **Fixed IP address** and click **Next**.

**Note:** If you do not know the Fixed IP address values, select Dynamic.

7. Select **Dynamic** or **Fixed DNS address** and click **Next**.

**Note:** If you do not know the Fixed DNS address values, select Dynamic.

8. Select **Yes** or **No** to establish a fallback connection and click **Next**. The **End of Internet Connection Wizard** window appears.
9. Click **Finish**. The wizard will close and the new connection becomes the default connection. The icon for this connection and, if applicable, that of the fallback connection are added to the **Internet Connections** window.
  - The **Internet Connections** dialog box will ask you whether you would like to launch a connection. Select **Yes** or **No**.
10. Repeat these steps for each connection to be created.

### Launching the Internet Browser automatically

You can request the program to start your Internet browser each time you start a connection.

1. From the MPT main window, select **Menu** → **Setup** → **Internet Connections**. The **Internet Connections** window appears.
2. Right-click the desired connection. A popup menu appears.
3. Select **Launch Internet Browser automatically**. A checkmark appears next to the option.
4. Repeat these steps for each desired connection for which you want the browser to launch automatically.

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## Connection properties

1. From the MPT main window, select **Menu** → **Setup** → **Internet connections**. The **Internet Connections** window appears.
2. Select a connection and click **File** → **Properties**. The **Internet Connection Properties** dialog box appears.

## 1xRTT High-speed connection

### Identification

Enter your **User name**, **Password**, and **Telephone number** (supplied by your service provider) in the appropriate entry fields.

### IP

Select **Dynamic IP address** (assigned automatically when the connection starts) or **Fixed IP address** (which you enter yourself).

**Note:** If you do not know the Fixed IP address values, select Dynamic.

### DNS

Select **Dynamic DNS addresses** or **Fixed DNS addresses**.

**Note:** If you do not know the Fixed DNS address values, select Dynamic.

## Connections log

The connection log allows you to check your call charges by listing the details of each connection. The log displays the name of the connection, service provider, date and time, duration, and number of bytes sent, received, total, and status.

### Accessing the Connections log

1. Select **Menu** → **Setup** → **Internet connections**. The **Internet Connections** window appears.
2. Select **File** → **Connections Log**. The **Connections Log** window appears.

### Filtering logs


#### Displaying entries by date

1. From the **Connections Log** window, select one of the following options from the **Period:** drop-down menu to display all of the connections made during a specific period:
  - **<No filter>**
  - **Current Month**
  - **Previous Month**
  - **From... to...**
2. Close the **Connections Log** window.

#### Displaying entries by connection

1. From the **Connections Log** window, select **<No filter>** from the **Connection:** drop-down menu to display all entries made for all connections; otherwise, select the connection for which you wish to view the entries.
2. Close the **Connections Log** window.


## Deleting logs

1. From the **Connections Log** window, select the connection(s) to be deleted.
2. Click  **Delete** .
3. Click **Yes** to confirm the deletion.

## Exporting logs

You can either save all connections on your computer or those you have previously selected.

The program saves them in Excel (.CSV) or text (.TXT) format depending on your choice.

1. From the **Connections Log** window, select the connections you want to save.
2. Click  **Export** . The **Save as** window appears.
3. Specify the path to the location where the file will be saved and enter a file name.
4. Select a format type: **.csv** or **.txt**.
5. Select **Selected records** or **All records**.
6. To export the column headings of the log as well, do not uncheck the **Column headings** box.
7. Click **Save**.

---

## 5 Synchronizing your phone and computer

Synchronization allows you to update your phone's and computer's contacts and calendar.

- Numbers saved in your phone's Contact list are matched to those saved in the MPT Phonebook.
- Events saved in your phone's calendar are matched to those saved in the MPT Calendar.

### Backing up phone data

Backing up and restoring records prior to synchronization allows you to save records in your phone's memory to the hard drive in your computer and vice versa. Backup/Restore is strongly recommended in case you would like to recover data overwritten by synchronizing or you want to cancel a synchronization.

**Note:** Your phone must be switched on and connected to back up your phone data.

1. From the MPT main window, select **Menu** → **Organizer** → **Mobile Phone** → **Backup / Restore...** . The **Backup/Restore Wizard** appears. Click **Next**.
2. Select **Copy mobile phone data to computer** and click **Next**.
3. Select the item(s) to copy and click **Next**.
4. Select the file into which you want to save your data and click **Next**. Your phone's contacts and calendar are saved locally in separate .vcf files.
  - The **Backup/Restore Wizard** reads the contents of your phone and presents you with a summary when the operation is complete.
5. Click **Finish** to close the **Backup/Restore Wizard** or **New action** to perform another task.

### Restoring phone data

**Note:** Your phone must be powered on and connected to restore phone data.

1. From the MPT main window, select **Menu** → **Organizer** → **Mobile Phone** → **Backup / Restore...** . The **Backup/Restore Wizard** appears. Click **Next**.
2. Select **Copy computer data to mobile phone** and click **Next**. The **Select File** window appears.
3. Select the item(s) to restore and click **Next**. The **Select File** window appears.
4. Select the file(s) with the data to restore and click **Next**. A confirmation message appears asking if you really want to restore the selected files.
5. Click **Yes**. The **Backup/Restore Wizard** reads the contents of your phone and presents you with a summary when the operation is complete.
6. Click **Finish** to close the **Backup/Restore Wizard** or **New action** to perform another task.


### Deleting phone data

**Note:** Your phone must be powered on and connected to delete phone data.


1. From the MPT main window, select **Menu** → **Organizer** → **Mobile Phone** → **Backup / Restore...** . The **Backup/Restore Wizard** appears. Click **Next**.
2. Select **Delete data from a mobile phone** and click **Next**.
3. Select the item(s) to delete and click **Next**. A confirmation message appears asking if you really want to delete the selected items.

4. Click **Yes**. The **Backup/Restore Wizard** deletes the contents of your phone and presents you with a summary when the operation is complete.
5. Click **Finish** to close the **Backup/Restore Wizard** or **New action** to perform another task.

## Synchronization Wizard

1. From the MPT Functions panel, click  to open the **Synchronization Wizard**. The **Welcome** screen of the Wizard appears.
2. Choose to **Backup Phone data** or **Delete Phone data** if you have not done so previously. Follow the prompts.  
- or -  
Click **Next**. The **Select data source** window appears.
3. In the **Contacts** and **Calendar** drop-down menus, select the data you want to synchronize with your phone and click **Next**. The **PC Sync Options** window of the Wizard appears.
4. Select the folders to be synchronized by clicking **Contacts** or **Calendar** in the left pane of the window: a default folder is proposed. To change it, click **Change**.
5. Select the folder you want synchronized with your phone and the Filter type to determine which items to synchronize:
  - **Contacts:**  
The **Filter** field proposes to **Synchronize all contacts** or to **Synchronize the selected contacts**.
    - If you select **Synchronize the selected contacts**, click **Select** to display the **Filter** window. Select the entries to be synchronized.
    - If you select **Synchronize all your contacts**, click **OK**.
  - **Calendar:**  
The **Filter** field proposes to **Synchronize all events** or to **Synchronize only**.
    - If you select **Synchronize only**, indicate the number of weeks before or after the current date that you wish to synchronize events.
6. Click **Next**. The **Congratulations** window of the Wizard appears.
7. Click **Finish** to complete the Wizard. The **Synchronization** dialog box appears.
8. Select or deselect **Contacts** or **Calendar** to confirm those items that you want to synchronize and click **Synchronize**.
9. The system starts reading data.
  - You can track the synchronization progress in the **Status** field.
10. When finished, click **Close**.  
- or -  
Click **Summary** for a review of the synchronization.

## Synchronization Settings

**Note:** If your phone has not yet been synchronized, the **Synchronization Wizard** is launched automatically when you click  for the first time.

1. From the MPT Functions panel, click . The **Synchronization Settings** window appears with four options:

- **I would like to save my data beforehand for Backup (recommended)**  
This option launches the **Backup/Restore Wizard**, see “Backing up phone data” on page 11.
- **I would like to display the synchronization settings**  
This option displays the **Synchronization Settings** window to set synchronization settings, see “Synchronization Settings” on page 12.
- **Synchronize Now**  
This option allows synchronization to start immediately according to the options set in **Synchronization Settings**.
- **I would like to launch the Sync Wizard**  
This option walks you through the synchronization process with the **Synchronization Wizard**.

**Note:** Check the **Do not display this screen anymore** box if you want the Wizard to run at each synchronization. Synchronization is performed according to the options selected in the **Synchronization Settings** window.  
- or -

From the MPT main window, select **Menu** → **Setup** → **Synchronization Settings**. The **Synchronization Settings** window and its tabs are displayed.

## General tab

1. Check the options you wish to enable:
  - **Show settings screen before synchronizing** allows you to check and/or change the options before each synchronization.
  - **Enable complete synchronization** runs a full (and potentially lengthy) re-read of the entire folder.
  - **Display confirmation messages before deleting entries during synchronization** confirms the permanent deletion of records during synchronization.
2. Select another tab or click **OK** to confirm and close the **Synchronization Settings** window.

## Synchronization folder tab

1. Select the item for which you wish to change the synchronization folder.
2. Click **Change**. The **Synchronization folder** window appears.
3. Select the folder you wish to use for synchronization.
  - Select the folder into which you wish to create a subfolder and click **New**. A new **Create Subgroup** window appears.
  - Enter a group name for the new subfolder and click **OK**. This window will close and the new subfolder will appear in the item tree.
4. Click **OK** to confirm changes.
5. Select another tab or click **OK** to confirm and close the **Synchronization Settings** window.

## Filter tab

1. Select **Contacts** or **Calendar** depending on the type of data you wish to synchronize:
  - **Contacts:** Select **Synchronize all contacts** or **Synchronize the selected contacts**. If you chose **Synchronize the selected contacts**, click **Select** to select the entries you wish to synchronize in the **Filter** window. You can also click **Select All** or **Cancel all** (unchecked entries will be ignored during synchronization).
  - **Calendar:** Choose **Synchronize all events** or **Synchronize only**. If you chose **Synchronize only**, indicate the number of weeks before or after the current date you wish to synchronize events.

2. Select another tab or click **OK** to confirm and close the **Synchronization Settings** window.

### Priorities tab

Where there is a conflict (for example: the same contact with a different telephone number) between your computer and your mobile phone during synchronization, this tab allows you to specify which source is to overwrite or to ask at each conflict.

1. Select one of these three options:
  - **Computer:** The MPT data will be taken as the basis and will, if applicable, overwrite the mobile phone data.
  - **Mobile phone:** The mobile phone data will be taken as the basis and will, if applicable, overwrite the MPT data.
  - **Ask the question:** When MPT detects inconsistent data in MPT and in the mobile phone, a window will appear asking you which data to keep (MPT or mobile phone data).
2. Select another tab or click **OK** to confirm and close the **Synchronization Settings** window.

### Mapping tab

This tab allows you to align your phone entries with those of MPT.

1. Select the item for which you wish to change the mapping.
2. Click **Modify Mapping**.  
The mapping table for the selected item appears.
3. Select a mobile phone field and the MPT phonebook field you wish to link it to and click **Link**. Links are displayed in the **Established links** section.
  - If you select an established link, you can click **Unlink** to delete the link between the two entries.
  - The **Default** button restores predefined links between fields in the program. It clears any changes you have made.
4. Select another tab or click **OK** to confirm and close the **Synchronization Settings** window.

### AutoSync tab

1. To determine whether synchronization between your phone and MPT should occur automatically, select one of the following options:
  - **Never** if synchronization will not run automatically.
  - **Every launch** if you wish synchronization to run automatically each time you connect.
  - **Every** (day of the week) if you wish synchronization to occur regularly on a specific day of the week.
  - **Every month** if you wish synchronization to run automatically once a month.
2. Select another tab or click **OK** to confirm and close the **Synchronization Settings** window.

### Synchronization status report


When synchronizing is complete, click **Summary** to display a synchronization status report.

## 6 Using the Phonebook

Store details of your contacts in the MPT **Phonebook** so you can use them when preparing a transmission.

### Accessing the Phonebook

With the MPT main window open, you can access the **Phonebook** by doing one of the following:

- Press the **F5** key on your keyboard.
- Click  on the Functions panel.
- Select **Menu** → **Organizer** → **Phonebook**.

**Note:** If your phone is not connected to your computer, you will not be able to access **Phonebook**.

### Phonebook Supported Formats

The following formats are supported by the **Phonebook**:

- Text file with delimiters
- DBASE III or DBASE IV
- BVRP Phonebook (DBF and PBK)
- vCard (VCF)
- Exchange Phonebook (PAB)
- Outlook Contacts folder (PST)
- Outlook Express address book (WAB)

### Phonebook Standard View

- To change from Synchronization View to Standard View, select **View** → **Standard View**.
- When you switch from the Standard to Synchronization View or vice versa, the last view selected will be the view that appears the next time you access **Phonebook**.

## Creating and managing phonebooks


### Creating a phonebook

In order to make access to contact details easier, it may be helpful to create several phonebooks, one for each type of record. For example, you can create a phonebook specifically for your business contacts and another for your personal contacts.

1. From the **Standard View** window, select **File** → **New**. The **New Phonebook** window appears.
2. Enter the phonebook name and specify the drive and folder where you want to save it.
3. Click **Save**.

### Opening a phonebook

1. From the **Standard View**, select **File** → **Open**. The **Open phonebook** window appears with the types of phonebooks installed on your computer listed in the **Phonebook types:** zone.
2. Select the type of phonebook you want to open and click **Open**.

- The **File name:** field displays the name of the open phonebook. You can change it by clicking . The **Open a phonebook** window appears and allows you to search for a phonebook.
- The selected phonebook becomes the default phonebook and is opened each time you access the **MPT Phonebook**.

**Note:** If the phonebook you are opening was not created in MPT, its structure may differ from a phonebook created in MPT. You therefore need to match the fields in the file you have opened with those of MPT (see “Matching fields between an external phonebook and a MPT phonebook”). If some fields in the phonebook are not listed in the structure of the file you have opened, they will appear grayed out.


## Matching fields between an external phonebook and a MPT phonebook

**Note:** This option is only available for MS Outlook, Outlook Express, and Microsoft Exchange phonebooks.

1. From the phonebook, select **Options** → **Match table**. The **Match table** window appears.
  - MPT suggests a default match table. The names of fields common to both phonebooks are displayed in red. If no match has been found, **None** (the first word in the External phonebook field list) appears in red.
2. To accept the default match table, click **Default**.
  - If the match table suggested by the MPT is not appropriate, you can match phonebook fields yourself:
    - In the **Tabs** drop-down menu, select the tab containing the Phonebook fields you wish to match: **Business, Full Name, Home, Notes**. The fields for the selected tab are displayed in the **Phonebook field** list. All fields in the external phonebook are displayed in the External phonebook fields list.
    - In the **Phonebook fields** list, click the field you want to match.
    - In the **External phonebook fields** list, click the external phonebook field name you want to match to the previously selected field.
    - Click **Assign**.
3. Repeat step 2 for each field.
4. Click **OK** when all matches have been made correctly.

## Creating and managing phonebook records

### Creating a record

1. From the Synchronization View, click **New**. The **New correspondent** window appears.
  - or -
  - From the Standard View, click **New** in the lower pane.
2. Enter the contact details. Fill out at least one of the following fields: **Last name, First name** or **Company**. Other fields are optional.
3. Select the **Business** or **Home** tab to enter the contact’s phone numbers.
4. Click  to select the type of number, such as **Phone, Fax, or Mobile Phone**.
5. Enter the number.
  - Do the same for all the numbers you use to contact this contact. In the list of number types, a check mark appears next to each type of number that has already been filled out.
6. Click **Save** when finished.

---

## Editing an existing record

1. From the Synchronization View, highlight the contact you want to edit and click **Edit**.  
- or -  
From the Standard View, highlight the contact you want to edit.
2. Place the cursor in the field you want to edit and make your changes.
3. Click **Save** to save your changes.

## Deleting a record

**Warning:** The Recycle Bin option is not available if you are using an MS Outlook, Outlook Express, or Microsoft Exchange phonebook. In this case, the deletion of a record cannot be undone.

1. From the Synchronization or Standard View, highlight the contact you want to delete and click **Delete**. The **Delete Records** window appears.
2. Click **Yes** to confirm.

## Printing a record

1. From the **Phonebook** Standard or Synchronization view, select **File** → **Print**. The **Print Setup** window appears.
2. Select the **Layout** tab.
3. In the **Print** section, select **Current Group** or **Current Record**.
  - **Current Group:** Prints all records that are part of a selected group (or folder).
  - **Current Record:** Prints the current record.
4. In the **Layout** section, select **List** or **Record**.
5. Set the **Top**, **Bottom**, **Left**, and **Right** margins.
6. Click **Printers** to select and configure the printer to be used.
7. Select the **Define List** tab.
8. Specify the list's content and layout as you want it printed.
9. Click **Preview** to check the document's layout.

**Note:** In list mode, check that all columns appear on the page within the margins previously set. If they are not, display **Define List** again and adapt its layout.

10. Click **Print** from the preview window or **OK** from the **Print Setup** window.

## Searching for a record

### Performing a fast search

1. From the **Phonebook** Standard view, click the folder (or group) you want to search (if you want to search all records in the current phonebook, click the root folder).
2. In the list of records, click the column title of the field you want to search, such as **Last Name**, **First Name**, or **Company**. For example, if you click the heading of the **Last name** column, the Fast search field becomes: "**Fast search on Last Name.**"
3. Enter the first characters of the word or number being searched for in the **Fast search** entry field. As you enter characters, the cursor moves through the list of records and selects the first record beginning with the characters you entered.

## Using search criteria

1. From the **Phonebook** Standard or Synchronization view, select **Edit** → **Search**. The **Search** window appears.
2. In the **Search:** field, enter the word you are searching for.
3. In the **Fields:** list, select the field where you wish to carry out your search: **All Fields**, **Last Name**, **First Name**, or **Company**.
4. Click **OK**. Records matching the specified search criteria are copied into the **Search results** folder.

## Creating Groups of contacts

### Creating a Group

You can create groups in any folder, except in **Search results** and **Recycle Bin**.

1. From the **Phonebook** Standard view, select the folder where you want to create a group.
2. Select **File** → **Group** → **Create new Sub group**.
3. Enter the name of the group you want to create in the window that appears and click **OK**.

### Renaming a Group


1. From the **Phonebook** Standard view, right-click the group you want to rename.
2. Select **Rename**.
3. Enter the new name for the selected group.
4. Press the **Enter** key on your keyboard to confirm the changes.

### Deleting a Group

1. From the **Phonebook** Standard view, right-click the group you wish to delete.
2. Select **Delete**.
3. Click **Yes** to confirm.

## Phonebook Synchronization View

The Phonebook Synchronization View displays the MPT phonebook and your phone's contact list in the same window in order to make synchronization easier.

- To change from the Standard to Synchronization View, select **View** → **Synchronization View**. See "Phonebook Standard View" on page 15.
- When you switch from the Standard to Synchronization View or vice versa, the last view selected will be the view that appears the next time you access **Phonebook**.
  1. To display the **Phonebook**, press the **F5** key on your keyboard while in the MPT main window:
  2. Connect your phone and make sure it is powered on:
    - Click  **View**.
    - or -
    - Select **View** → **Synchronization View**. The Phonebook Synchronization View appears.

## Contacts in My computer view.

This section functions in the same way as the Standard Phonebook View.

The drop-down list located at the top of the section allows you to select the phonebook folder with the contacts to be synchronized if you have created more than one phonebook.

The contents of the selected file are displayed in the lower section of the window.

- The **New** button allows you to create a new file for a contact.
- The **Edit** button allows you to edit the record for the selected contact.
- The **Delete** button allows you to delete the selected contact record.
- The **Search** button allows you to perform a record criteria search.

**Note:** When you edit a contact in this view, its details will be displayed in red until you click **Apply changes** or start a synchronization.

## Contacts in Mobile phone view

**Important:** The information available in this section depends on the capabilities of your phone.

This section displays the list of contact records saved in your phone's memory. As with the **My Computer** contacts section, the contents of the selected file are displayed in the lower section of the window.

- The **New** button opens the **New phone entry** dialog box which allows you to enter a new contact to be saved in your phone.
- The **Edit** button allows you to edit the record for the selected contact.
- The **Delete** button allows you to delete the selected contact record.
- Simply click the **Read** button to display the updated list. This command is very useful if you are editing contacts directly in your phone while it is connected to your computer and MPT is running.

## Importing records

### Importing from an external file

- From the **Phonebook** Standard or Synchronization view, select **File** → **Import**. The Wizard will guide you through the import steps. DBF, VCF, PAB, PST, and WAB files are automatically imported. Only text files with delimiters need you to specify their structure.

### Importing text files with delimiters

When importing a text file with delimiters, you must define its structure so that MPT can delimit the various fields and records correctly. This information will be requested in the third window of the **Import Wizard**. From this window:

1. Select the file you wish to import.
2. In the **Origin** list, select **ASCII/DOS** if the file comes from a DOS environment or **ANSI/WINDOWS** if the file comes from a Windows environment.
3. Specify the delimiters used to delimit the fields and entries (records) in the file.  
If you do not select the appropriate parameters, the records in your phonebook will not display correctly.
4. If necessary, specify the **Text** identifier used.
5. If the first record of your file has field titles, select **Display field names on first line**.  
These titles are then recognized as such and will not be imported as a record.

6. Click **Next** to continue importing.

**Note:** If you do not want to import empty fields, select **Hide empty fields**. This option only applies if the field is not filled out in any record.

## Importing from Outlook

1. From the **Phonebook** Standard or Synchronization view, select **File** → **Import**. The **Import Wizard** appears.
2. Select the file format you want to import into your current phonebook and click **Next**.
3. Select the folder into which you want to store the contacts you are importing and click **Next**.
4. Select the file to import and click **Next**.
5. Select the folder where the contacts you want to import are stored and click **Next**.
6. If you are importing files that already exist in the target file, select one of these options and click **Next**:
  - **Add to existing files**
  - **Keep existing files**
  - **Update existing files**
7. Click **Finish**. Files are imported automatically.

## Importing from a vCard file

1. From the **Phonebook** Standard or Synchronization, select **File** → **Import**. The **Import Wizard** appears.
2. Select **vCard File** and click **Next**.
3. Select the folder where you want to store the contacts you are importing and click **Next**.
4. Select the file to import and click **Next**.
5. Select the folder where the contacts you want to import are stored and click **Next**.
6. If you are importing files that already exist in the target file, select one of these options and click **Next**:
  - **Add to existing files**
  - **Keep existing files**
  - **Update existing files**
7. Click **Finish**. Files are imported automatically.

## Exporting records

### Exporting to an external file

- From the **Phonebook** main window, select **File** → **Export**. The **Export Wizard** appears and will guide you through the export steps. DBF, DAN, VCF, PAB, PST, and WAB files are automatically exported. Only text files with or without delimiters need you to specify their structure.

### Exporting text files with delimiters

When exporting a phonebook into a text file with delimiters, you must define how MPT should structure this file. This information is requested in the third window of the Export Wizard.

1. In the **Export file** field, enter the folder path of the file to which you wish to export, or click **Browse** to search for an export file.

2. In the **Origin** list, select **ASCII/DOS** if the file will be used in a DOS environment or **ANSI/WINDOWS** if it will be used in a Windows environment.
3. Indicate the delimiters to be used to delimit the fields and records in the destination file and click **Next**.  
**Note:** Specifying a text identifier so that the file will be easier to read.
4. Select **Replace all existing records** or **Add to existing records** and click **Next**.
5. Select the **Add field names on first line** option if you wish the first record of the file which has been created to contain titles of exported fields.
6. Click **Next** to continue exporting. A summary of the file information appears.
7. Click **Finish**.

### Exporting to Outlook

1. From the **Phonebook** Standard or Synchronization view, select **File** → **Export**. The **Export Wizard** appears.
2. Select the format of the file you want to export and click **Next**.
3. Select the folder where the records you want to export are stored and click **Next**.
4. Select the file to export and click **Next**.
5. Select the folder where you want to store the contacts you are exporting and click **Next**.
6. If you are exporting files that already exist in the target file, select one of these options and click **Next**:
  - **Add to existing files**
  - **Keep existing files**
  - **Update existing files**
7. Click **Finish**. Files are exported automatically.

### Synchronizing


To synchronize Phonebook changes with your phone, see “Synchronizing your phone and computer” on page 11.

## 7 Using the Calendar

The **Calendar** makes it easy for you to manage your time, wherever you are. You can synchronize the calendar in your phone with one of the calendar software programs you use on your computer, such as Mobile PhoneTools, Outlook, Outlook Express, or Lotus Notes. MPT synchronizes your directories and has a calendar where you can enter events and choose a daily, weekly, or monthly view.

### Accessing the Calendar

With the MPT main window open, you can access the **Calendar** by doing one of the following:

- Click  from the Functions panel.
- or -
- Select **Menu** → **Organizer** → **Calendar**. The Calendar main window appears.

**Note:** When you access the **Calendar**, it will open the calendar program that was detected on your computer during installation.

### Calendar supported formats

The following formats are supported by the Calendar:

- Outlook (PST)
- Lotus Notes (NSF)
- BVRP (MDB)

### Creating a calendar

1. From the **Calendar**, select **File** → **New Calendar**. The **New Calendar** window appears.
2. Enter the calendar name and specify the drive and folder where you want to save it. MPT calendar files are automatically given the .MDB extension.
3. Click **Open**.

### Calendar options

The **Options** window allows you to define the display options for the Day View.

#### Accessing the Options window

From the Calendar Standard view:

- Select **Tools** → **Options**.
- or -
- Click **Options**. The **Options** window appears.

#### Modifying the period displayed




**Note:** If the time range is not displayed in the Calendar interface, select **View** → **Range**.

In the **Time Range** section, select a start and end time. These times will be displayed in the **Time Range** window of the calendar.

## Modifying the Calendar display

### Changing the period displayed in the Calendar

Click one of the buttons shown below to modify the **Schedule** window:

-  **Day View** to display a single day.
-  **Week View** to display seven days.
-  **Month View** to display an entire month.

### Showing and hiding windows

From the **View** menu, select or deselect the following options to show or hide the corresponding windows:

- **Calendar** to display or hide the previous and following month's calendar.
- **Range** → **Daily** to change the time range at the bottom of the window.
- **Range** → **Weekly** to change the time range at the bottom of the window.


### Showing toolbars

Toolbars consist of buttons providing access to **Calendar** features and options.

- Select **View** → **Toolbar**, then select or deselect **Standard**, **Find**, and/or **Edit** to show or hide the corresponding toolbars.

## Managing events

### Scheduling a new event

1. From the **Calendar** window, select **Edit** → **New** → **Event**.  
- or -  
Right-click in the **Schedule** window (central display area) and select **Add an event**.  
- or -  
Click on the **New** icon  in the toolbar. The **New calendar event** window appears.
2. In the **Subject** field, enter the name of the event you want to create.
3. Specify the **Location** of the event.
4. Indicate the **Availability** by selecting one of the options from the drop-down menu: **Free**, **In use**, or **Temporary**.
5. In the **Duration** section, specify the **Start** and **End** date and time for the event, or check **All day**.
6. Check **Reminder** if you want an alarm to remind you of the event.
  - Select the number of minutes before the event: 1 minute, 15 minutes, or 30 minutes.
7. Check **Recurrence** to define the frequency at which the event takes place. The **Appointment Recurrence** window appears.
8. In the **Description** field you can enter unlimited additional comments about the event.
9. Click **OK** to save the event. The **New** calendar event window closes and the event appears in the schedule. The day of the event appears in bold in the **Calendar** window.

## Modifying an event

1. From the **Calendar** window, in the **Schedule** pane (central display area), double-click the event. The **Edit a calendar event** window appears.
2. Make any changes required, as described in “Scheduling a new event” on page 23.
3. After editing the event, click **OK** to confirm and close the window.

## Copying an event

From the **Calendar** window, in the **Schedule** pane (central display area), select the event you want to copy:

1. Select **Edit** → **Copy**.
2. Select **Edit** → **Paste**. A copy of the event is added to the Calendar.

## Searching for an event

1. To start a search, you can:
  - Select **Search** in the Edit menu
  - or -
  - Click **Search**. The **Search** window appears.
2. In the **Search** field, enter the keyword to use for the search.
3. Click **Search**. The list of scheduled appointments appears in the column of the **Subject** field.
4. To view the event, select from the **Subject** field and click **Go to this day**.
5. To delete the event, select it from the **Subject** field and click **Delete**.
6. To start a new search, click **New Search**. This erases the results of the previous search.
7. To close the **Search** window, click **Close**.

## Deleting an event

1. From the **Calendar** window, in the **Schedule** pane (central display area), select the event you want to delete.
2. Right-click and select **Delete event** from the popup menu
- or -
- Select **Edit** → **Delete**.
3. Confirm the event deletion. The selected event or task no longer appears in the list.

## Synchronizing

To synchronize Calendar changes with your phone, see “Synchronizing your phone and computer” on page 11.


## 8 Using the Multimedia Studio

With MPT, you can use your computer to simply and efficiently manage all of your phone's multimedia functions.

- Download images and ringers to and from your phone and computer using **Mobile Explorer**.
- Create and modify melodies using **Melody Studio**.
- Create and modify photographs using **Image Studio**.
- Create and edit movies using **Video Studio**.

### Accessing the Multimedia Studio

With the MPT main window open, you can access the **Multimedia Studio** by doing one of the following:

- Click  from the MPT Functions panel.  
- or -
- Select **Menu** → **Tools** → **Multimedia Studio**.

### Multimedia Studio Features

From the Multimedia Studio window, you can access the **Mobile Explorer**, **Image Studio**, **Melody Studio**, and **Video Studio** by clicking on their icons in the left pane of the window, or by clicking on their underlined names in the right pane of the window.

**Note:** Multimedia Studio features are dependent on your phone's capabilities; consequently, not all features will be available for all phones.



The windows that appear for each studio will have the following features:

- **File selection screen**  
This screen displays your local explorer, giving you direct access to locate and select the file containing the image, photo, sound, video clip, or melody that you want to use. This screen is similar in the three studios: **Image**, **Melody**, and **Video**.
- **Editor screen**  
The Editor screen allows you to edit and customize the selected file. The Editor screen varies according to the selected studio (**Image**, **Melody**, or **Video**).
- **Preview screen**  
Changes made to the selected file can be displayed, played, and viewed in the Preview screen. This screen varies according to the selected studio (**Image**, **Melody**, or **Video**).

### Mobile Explorer

The **Mobile Explorer** allows you to move your files (images, photos, melodies, video clips, etc.) from your computer to your phone and vice versa

#### Transferring to phone



1. From the Multimedia Studio window, click  to open **Mobile Explorer**.
2. In the **My Computer** zone, click on one of the tabs and specify the local path to the file to be transferred and select the file to be transferred.
3. In the **Mobile Phone** zone, click on one of the tabs and specify the location on the phone where you want the file placed.
4. Click  **Copy to Mobile Phone** in the toolbar.

5. Confirm that you want to transfer the file. The file is copied to the mobile phone folder.

## Image Studio

The **Image Studio** lets you select an image stored on your computer's hard disk in order to add a suitable copy of the image to the image library of your telephone.






From the Multimedia Studio window, click  to open the **Image Studio**.






- **Preview screen**  
The Preview screen (located to the right of the window) gives you a preview of the selected image as it will appear on the screen of your phone. Use the toolbar buttons to modify its appearance.
- **Image Studio Browser**  
The Image Studio browser (located in the center of the window) lets you select files stored on your computer in order to view, edit, and/or copy them to your phone.
- **Cropping screen**  
The cropping screen is located in the lower part of the window.  
To activate the cropping screen toolbar, select an image in the browser then click the **Crop**  button. The dimensions and colors of the source image are displayed. To modify the selected image, use the toolbar buttons and the cropping zone. The selected (and potentially modified) image appears in the preview screen as it will appear on the screen of your phone.
  - **Cropping zone**  
The image cropping zone is represented by moving dotted lines that form a frame . By default, this zone is located at the top left of the image; you can move it and modify it as follows:
  - **Move the cropping zone**  
Click and hold down the mouse to drag and move the zone in the image, or double-click outside the zone of the location where you want the frame moved.
  - **Resize the cropping zone with the keyboard**  
Click once in the zone then press and hold down either the **Control** or **Shift** key while pressing one of the arrow keys.
  - **Resize the cropping zone with the cursor**  
If you move the cursor to the borders of the cropping zone, an arrow appears. Click and hold down the arrow, then drag it to enlarge or reduce the size of the frame.

## Viewing an image

From the browser, click the selected file to display it in the Preview screen and Selection screen.


## Editing an image

1. In the browser, select the image file to edit. It appears in the preview screen as well as in the cropping screen.
2. Click  and move the cropping zone to reach the part of the image you want to keep.
3. Use the cropping screen toolbar  to rotate and/or flip the selected zone.
4. From the Preview screen, click on the associated icons to edit the image:
  -  Display the image in its original size.
  -  Adapt the image to the telephone screen while maintaining the original image proportions (proportional scaling).
  -  Center the image on the telephone screen.

-  Transform a color image to 256 gray levels.
  -  Choose from the palette or create a customized background color used to fill empty spaces when the selected image does not fill the telephone screen.
  -  Adjust the brightness and contrast of the image.
  -  Open an image editor to retouch the image.
5. Click **Save as**  in the **Image Studio** main screen to save the image with another file name.  
- or -  
Select **File** → **Save as...** .

## Melody Studio

**Melody Studio** allows you to download your favorite musical extracts in digital format or in sequential format and modify them to use them as ring tones on your phone or insert them in your videos.

From the Multimedia Studio window, click  to open the **Melody Studio**.

### • Information screen

The Information screen (located to the right of the window) displays information about the selected melody to be copied to your phone.

### • Melody Files browser

The Melody Files browser (located in the center of the window) allows you to select sound files stored on your computer in order to play and/or copy them to your phone.


- Click on the desired sound file to display related information about it in the Information screen and have the score displayed in the Selection screen.
- Double-click the desired sound file to play the melody file. The Selection screen displays changes according to the type of file opened (single or multiple track sequential, digital).

### • Selection screen

The Selection screen (located in the lower part of the window) allows you to preview and select the musical extracts you want to copy to your phone.

**Note:** The menus and buttons displayed on the editor screen vary according to the format of the sound file opened.

## Playing a Melody

1. Open a sound file using the **Melody Files** browser.
2. Click  **Play** to start playing the sound file on the computer.
  - To pause the playback of the current sound file, click **Pause**.

## Selecting a musical extract

1. Open a sound file using the **Melody Files** browser.
2. In the white strip of the **Selection** screen, move the cursor to the location where you want to start the selection.
3. Click and hold down the selection and drag the cursor to the right.
4. Release the mouse at the location where you want to stop the selection. The selected zone appears in black.

**Note:** You can modify the start or the end of the selection. To do this, in the ruler, place the cursor on one of the sides of the black part (the selection), where a bi-directional arrow appears then click and hold down the mouse to drag the side of the selection to the right or the left.


A single click in the ruler will disable the selection.

### Saving a musical extract

1. Open a sound file and select the extract to be saved.
2. Click **Save selection as...** . The **Save selection as** dialog box appears.
3. Browse to the desired drive and select the folder where you want to save the melody file.
4. Enter the file name for your new melody and click **Save**.  
You can select the file format from the **Save as** type drop-down menu.

### Video Studio

**Video Studio** provides basic moviemaking and editing functions for mobile phone videos. Thanks to its easy-to-use interface, it allows you to easily and quickly add text and sound tracks to your video clips and movies and transfer your final movie from your computer to your phone or in save it on your hard disk.

Click  to open the **Video Studio**.

- **Media Files selection screen**









This screen, located in the center part of the main window, displays the local explorer. It lets you locally select the video clips or the files (containing the image, text, music track, or sound) you want to open for editing or to attach to the movie. Once the file is selected, you just have to drag and drop it onto the Composer screen. When selected with a single click, the file content is automatically displayed in the Preview screen.

- **Composer screen**



The Composer screen, located in the lower part of the main window, is dedicated to the building of your final movie. It allows you to link video clips (images or photographs), adjust the timing of each of them, and insert customized texts and/or audio recordings into each or all video clips.

The Composer screen can be displayed in two different modes: **Storyboard View** or **Edit View**.

- **Buttons**

-  Switches to the **Edit View**.
-  Switches to the **Storyboard View**.
-  Deletes the selected item (video, image, text, or sound).
-  Lets you increase the general timeline view.
-  Lets you reduce the general timeline view.
-  Displays the **Audio Balance** window.
-  Displays the **Title Management** window.
-  Lets you record a voice track for the selected video clip or for all of them.

- **Time scale bar**

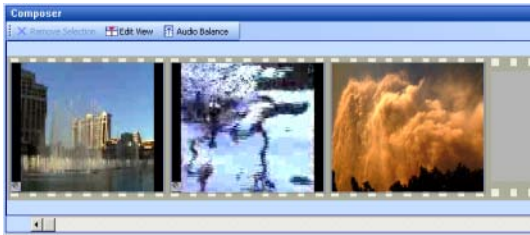
In **Edit View**, a timeline bar indicates the duration of the video clips, sound tracks and texts, thanks to the trim points   which delimit them. To shorten or increase the duration of the selected item, click and drag a trim point and move it backward or forward.

- **Video insertion zone**

This zone displays the storyboard/timeline of the video clips you have dragged and dropped from the **Media Files selection** screen. Here you can change the order of appearance of the video clips for the final movie by clicking and dragging them to a different location.

Video clips containing a sound record appear with the following icon: 

- To swap to the storyboard view, click or select **Storyboard View** in the **View** menu. The video clips will be displayed as follows:



- To swap to the timeline view, click or select **View** → **Edit View**. The video clips appear:



- Text insertion zone**

In this zone, you can enter one text file per video clip or a single text file for all of them. To do so, see “Adding/editing text” on page 31.

- Sound selection zone**

In this zone you can insert and assign one melody per video clip or a single one for all of them. You can also apply your own previously recorded voice track. To do so, see “Adding/editing sound” on page 32.

- Preview screen**

The Preview screen, located in the right part of the main window, appears as shown below:



This view displays the selected item as it will appear on the screen of the mobile phone.

- To watch your movie, use the player buttons (Play, Stop, Forward, and Rewind):
- To adjust brightness and contrast, use the top sliding bars (without affecting the original video clip, image or movie):
- To display a full-screen view, click the button: (then press the **Escape** key to return to the normal preview screen).

## Importing a video clip file

- Launch the **Multimedia Center** MPT, click on the **Video Studio** icon located in the side **Functions** panel.
- In the **File selection** screen, click on **My Videos** tab.
  - To import an image or a photograph, select **My images** and follow the same steps hereafter.
  - To import an audio file, select **My Sounds** and follow the same steps hereafter.
  - To import a text file, select **My Titles** and follow the same steps hereafter.

3. Specify the local path to the video clip (image, photo, audio, or text) file you want to import and select it. The corresponding item displays in the **Preview** screen.
4. Once you have selected it, you can either double-click on it or drag and drop it onto the Composer screen to display it there.




Repeat the same steps for each video clip, text file, or audio file you wish to insert into the Composer screen.

### Editing a video clip


To change the order of video clips and images:

1. In the **storyboard/timeline** view of the Composer screen, select the video (or image) you wish to move.
2. Drag and drop it to the different location where you want it to appear in your final movie.


To change the duration of a video clip or image:

1. In the Composer screen, click  to open the **Edit View** (timeline mode).
2. Select the video clip (or image) to edit.
3. Use the trim points   toward the left or the right to reduce or increase the duration of the selected video clip (or image).

To split a video clip:

1. In the **Composer** screen, click  to open the **Edit View** (timeline mode).
2. Select the video clip you wish to split.
3. Place one of the trim points at the location where you wish to split the video clip.
4. Select **Clip** → **Split**. The video clip is cut into two separate video clips.

To combine video clips and/or images:

1. In the **Composer** screen, click  to open the **Edit View** (timeline mode).
2. Make sure the video clips (or images) are displayed in the order in which you want them to appear in your final movie.
3. Select the video clip(s) and/or image(s) you wish to associate by clicking on them while pressing the **Ctrl** key.
4. Select **Clip** → **Combine**. The selected video clips and/or images are combined into one single video clip.

**Note:** You can only combine neighboring video clips/images.

To cut/copy/paste video clips and images:

1. In the storyboard/timeline, select the video clip or image you want to cut or copy. To cut or copy several video clips/images, click on them while pressing the **Ctrl** key.
2. Select **Edit** → **Paste**. The video clip/image is pasted at the end of the storyboard/timeline. If a video clip has already been selected, the copied/cut video clip is pasted before it.

To delete a video clip or an image:



1. In the storyboard/timeline, select the video clip or image you want to delete. To delete several video clips/images, click on them while pressing the **Ctrl** key.
2. Select **Edit** → **Delete** or press the **Del** key. The video clip or image disappears from the storyboard/timeline.

## Adding/editing text

To import a text file:

1. In the storyboard/timeline, select the video clip (or image) to which you want to apply a text file.
2. In the **File** selection screen, select **My Titles**.
3. Specify the local path for the .tit file containing the text file you want to insert and select it.
4. Drag it down to the text insertion zone of the Composer screen to drop it below the video clip (or image) selected in step one. The text of the selected file appears there when the time scale bar (timeline) appears. It also appears in the Preview screen.



Follow the same steps for each text file you want to insert.

**Important:** You can modify a text file by moving the trim points:   left or right to reduce or increase its duration and apply it to one or more video clips or images.

To type a text file:

1. In the Edit View, select the video clip or image to which you want to add a text file.
2. Select **Edit** → **Add Text**. The **Title Management** screen displays.
3. To insert a written comment or a title into the video clip or image, consult the Title Management topic.

Follow the same steps for each title or written comment you wish to add.

**Important:** You can modify a text file by moving the trim points:   left or right to reduce or increase its duration and apply it to one or more video clips or images.




To modify a text file:

1. In the **Composer** screen, double-click on the comment you want to edit. The **Title Management** screen displays.
2. Follow the instructions described in the **Title Management** topic.
3. Once you have modified it, when clicking on **OK**, the **Title Management** screen closes and the text modification appears in the Preview screen.

To change text file order:

1. In the **text insertion** zone of the Edit View, select the text file you wish to move.
2. Drag and drop it to a different location in order to associate it with the desired video clip/image.

To change the duration of a text file:

1. In the **Composer** screen, click  to open the Edit View.
2. In the text insertion zone, select the text file you wish to edit.
3. Use the trim points   toward the left or toward the right to reduce or increase the duration of the selected text file.

To cut/copy/paste text files:

1. In the text insertion zone of the Edit View, select the text file you want to cut or copy. To cut or copy several text files, click on them while pressing the **Ctrl** key.
2. Select **Edit** → **Cut** or **Copy**.

3. Select **Paste** from the **Edit** menu. The text file is pasted at the end of the text insertion zone. If a text file has been selected before pasting, then the copied/cut text file is pasted before.

To delete a text file:



1. In the **text insertion** zone of the storyboard/timeline, select the text file you want to delete. To delete several text files, click on them while pressing the **Ctrl** key.
2. Select **Edit** → **Delete** or press the **Del** key. The text file disappears from the text insertion zone.

### Adding/editing sound

To import a sound:

1. In the Edit View, select the video clip (or image) to which you want to apply a sound.
2. Select the My Sounds tab.
3. Specify the local path for the audio file (.WAV and .MP3 formats) containing the sound you want to insert and select it.
4. Drag it down to the sound selection zone of the **Composer** screen and drop it below the selected video clip (or image). The sound icon and its corresponding file name appear in the sound selection zone.



Follow the same steps for each sound file you want to insert.

**Important:** You can modify a sound file by moving the trim points:   left or right to reduce or increase its duration and apply it to one or more video clips or images.

To record a sound:


1. Select **Edit** → **Add Voice**. The **Audio Management** screen displays.
2. To record a voice track to be added to the video clip or image, consult the **Audio Management** topic.

Follow the same steps for each sound you want to record.

**Important:** You can modify a sound by moving the trim points:   left or right to reduce or increase its duration and apply it to one or more video clips or images.

To adjust audio balance:




You can adjust the sound level of a video clip by doing the following:

1. In the Edit View, select the video clip with the sound you want to edit.
2. From the Composer screen, click the . The **Audio Balance** screen displays.

To change sound files order:

1. In the **sound selection** zone of the storyboard/timeline, select the sound file you wish to move.
2. Drag and drop it to the desired location to associate it with another video clip/image.

To change the duration of a sound file:

1. Click  to open the Edit View.
2. In the **sound selection** zone, select the sound file you wish to edit.
3. Move the trim points   left or right to reduce or increase the duration of the selected sound file.

To cut/copy/paste sounds:

1. In the **sound selection** zone of the Edit View, select the sound file you want to cut or copy. To cut or copy several sound files, click on them while pressing the **Ctrl** key.

2. Select **Edit** → **Cut** or **Copy**.
3. Select **Paste** from the **Edit** menu. The sound file is pasted at the end of the sound selection zone. If a sound file has already been selected, the copied/cut sound file is pasted before it.

To delete a sound:

1. In the **sound selection** zone of the storyboard/timeline, select the sound file you want to suppress. To delete several sound files, click on them while pressing the **Ctrl** key.
2. Select **Edit** → **Delete** or press the **Del** key. The sound file disappears from the sound selection zone.

### **Saving a movie**

After importing and/or editing video clips, you can save them on your computer to make a movie by following the instructions below:


1. Select **File** → **Save to PC**. The **Save to PC** screen pops up.
2. Select the directory where you want to save the movie.
3. Type a name for the movie to be saved.
4. Select the file type you want to save. The default file type is 3GP (H.263). If you select a MPEG file type, then the Presets drop-down menu is accessible.
  - In the **Presets** drop-down menu, if you select **User defined**, the following options can be accessed and modified:
    - Video Settings
    - Audio Settings

To show/hide these settings, select **Options** again.

5. Click **Save**. The movie is produced and saved in the previously selected local directory.

### **Transferring a movie**

After importing edited video clips and/or saving a movie in the Composer screen, you can send it to a mobile phone by following the instructions below:

1. Make sure your phone is correctly connected to the computer.
2. Select **File** → **Transfer to phone** or click  on the toolbar. The current video/movie is transferred.

## 9 Advanced Configuration

The chapter describes how to modify the MPT configuration settings.

### General Setup

To access the **General Setup** dialog box:

- From the MPT main window, select **Menu** → **Setup** → **General Setup**.  
- or -  
Press the **F6** key. The **General Setup** dialog box appears.

### Customize Tab: User Settings

- **User**  
Enter your information (Name, Company, Address, City, Zip code, Country, Phone and Fax numbers).

### Communication Tab

#### Modem settings

- **Change modem**  
Click this if you want to change the modem currently used by MPT.
- **Exclusive use**  
If **Exclusive use** is selected, MPT will not share modem resources with other mobile applications when running.

#### Communication functions

- **Send is active/Receive is active**  
These two checkboxes determine whether the configured line is allowed to transmit and receive documents. This can be useful to set the operating mode of certain extensions.
- **Keep finished transmissions**  
Saves transmitted documents in the transmission queue, even if the document has reached its recipient. This makes it easier to transmit the same document to another recipient.

### Location Tab: Dialing properties

- **Use Windows dialing properties**  
Check **Use Windows dialing properties** if you want to use Windows' dialing properties.
- **Use mobile PhoneTools dialing properties**  
Check **Use mobile Phone Tools dialing properties** if you want to use the MPT's dialing properties. Numbers will be dialed as displayed in the phonebook.

**Note:** Make sure to enter numbers the exact same way you enter them into your phone (no dashes or spaces, example: 3035551212).

### Telephone Tab

- **Ringer: Ring tone options**  
Use this tab to customize how your phone rings. The rings provided by default with the product are shown in the editable **Template** zone.
- **Number presentation: Outgoing Caller ID**  
Select how you would like your phone number to be displayed to your contacts.

## Miscellaneous Tab

- **Always use this profile**  
At start up, MPT will always use the selected profile as the default profile.
- **Request which profile to use**  
At start up, MPT will always ask which profile you would prefer to use.

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