

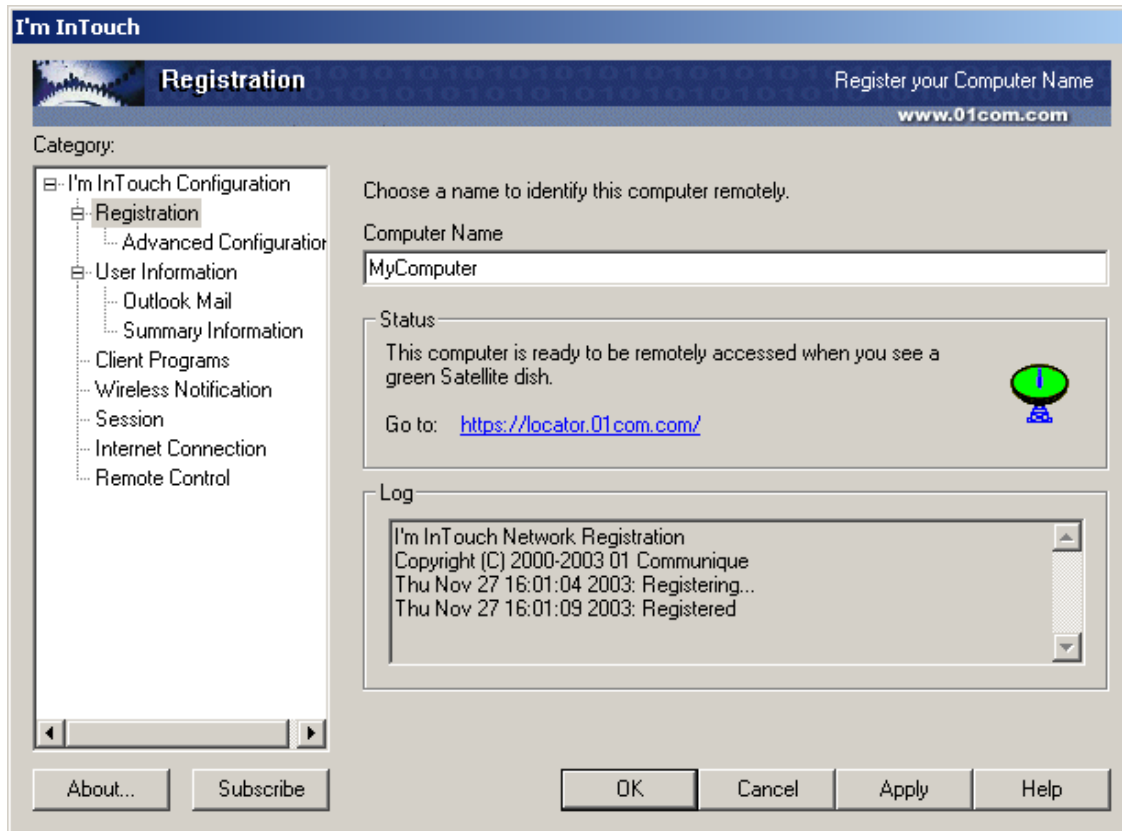
# BlackBerry User Quick Start Guide – 5 Easy Steps

## Step 1

**Install** - Install I'm InTouch on the Windows computer that you will need to reach.

## Step 2

**Register a Computer Name.** The name that you chose during installation will be pre-filled.



The Computer Name that you have selected will attempt to be registered.

The satellite symbol will change as your registration status changes.



**Rotating Satellite** = Online and registering chosen Computer Name



**Green Satellite** = Computer Name successfully registered



**Red Satellite** = Registration failed. Your preferred Computer Name is already in use by another user. You will see the message box



*Please enter a new Computer Name in the Computer Name field, and then select Apply at the bottom of the screen*

*Note: Computer Name supports a maximum of 64 characters and is not case sensitive. Special characters (e.g. \$ ? / @ # % ^ ~) and spaces are not allowed in the Computer Name. You are allowed '-' (dash) between letters and numbers but the Computer Name cannot be preceded or end with a dash (-). e.g. Randy-pc-2comp is a valid Computer Name.*

Once you receive a Green Satellite, you are ready to start using I'm InTouch.

### Step 3

**Install I'm InTouch Messenger onto your BlackBerry handheld.** It is presumed that the BlackBerry Desktop Software program is installed on your computer and that your BlackBerry handheld is correctly connected to your PC through its cradle.

***Note** - you must be running BlackBerry Desktop Software version 3.6.1 and above. If you are running BlackBerry Desktop Software Version 3.6.0 or below, please visit your BlackBerry service providers website for the current BlackBerry Desktop Software download.*

I'm InTouch Messenger files can be downloaded from the following FTP link:

**Messenger Download for BlackBerry Handhelds with a 4 digit model number (eg;6710/7730) - <ftp://01ftp.01com.com/iitmsngr2.exe>**

**Messenger Download for BlackBerry Handhelds with a 3 digit model number (eg; 957/857) - <ftp://01ftp.01com.com/iitmsngr.exe>**

- 1) Download the I'm InTouch Messenger file onto your PC. Note the location on your PC that you download the file to.
- 2) Double-click on the downloaded .EXE file and extract its contents. Note the location on your PC that you are extracting the content files to.
- 3) Launch the BlackBerry Desktop Manager Program by going to **Start / Programs / BlackBerry / Desktop Manager**. Within the Desktop Manager Program, double-click on the 'Application Loader' icon.
- 4) The 'Welcome to Application Loader Wizard' window appears. Click **Next**.
- 5) Click **Add**, locate the I'm InTouch Messenger file named *IITMessenger.alx* that you downloaded to your PC and verify that the check box beside I'm In Touch Messenger is selected. Click **Next**.  
*Note – if you receive an error message “No additional applications designed for your handheld were found”, this indicates that you need to upgrade your BlackBerry Desktop Software as per the note above.*
- 6) Click **Finish** on the summary window.
- 7) Click **Close**

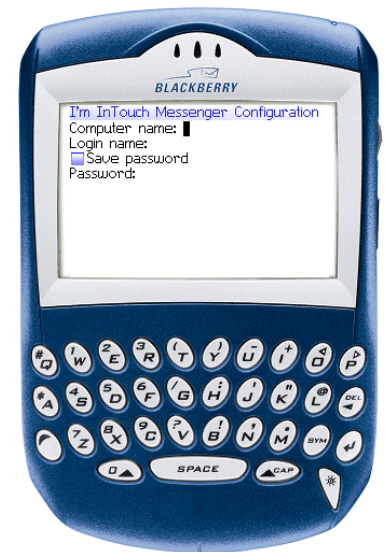
You can now see the I'm InTouch Messenger icon on the BlackBerry Handheld's main interface.



#### Step 4

##### **Configure I'm InTouch Messenger on your BlackBerry Handheld.**

From the main screen of your BlackBerry, select the I'm InTouch Messenger icon, then Configure. Configure Messenger by entering your I'm InTouch login information that you chose during the installation of I'm InTouch. Selecting the Save Password option will allow an automated login to your computer running I'm InTouch. Please note that you will need to assess your level of comfort with this option from a security perspective. In the event that your BlackBerry handheld is lost, someone selecting the Messenger icon would have direct access to your computer. If the Save Password option is not enabled, remote access to your PC will require you to input your I'm InTouch password before being authorized access.



#### Step 5

##### **Start a Remote Session**

From your BlackBerry handheld, select the I'm InTouch Messenger icon, then Go. Depending on your configuration of I'm InTouch Messenger, the BlackBerry browser will initiate a connection to your PC that automatically logs you in to your PC with the presentation of the I'm InTouch Homepage or presents a screen requiring you to input your I'm InTouch password for authorized access.

The Home Page presents the I'm InTouch features available to you.

**Inbox** – Presents your Outlook or Outlook Express Inbox. You have the ability to view emails received at your desktop and to manage them. Messages can be forwarded, deleted, replied to, and marked as unread. All your remote actions are immediately updated at the desktop of the computer running I'm InTouch

**Calendar** – Presents a display of all of your Outlook calendar entries. They can be edited, deleted and new entries created.

**Contact List(s)** – Provides access to your Outlook or Outlook Express contacts stored on your PC. Entries can be viewed, edited, created and deleted.

**Compose Email** – Compose an Outlook or Outlook Express email, attach a file and have it sent from your computer running I'm InTouch. Any email you send remotely will be sent using your PC's Outlook email client and associated email address.

**Sent Items** - Displays all outgoing email message(s) that you have previously sent from your PC and BlackBerry using I'm InTouch.

**File Management** - File Management will allow you to view files residing on your distant PC.

**Configuration** – Allows you to change your I'm InTouch login password stored on your PC.

**Logout** – Used to end a remote session.

