

IsatPhone²

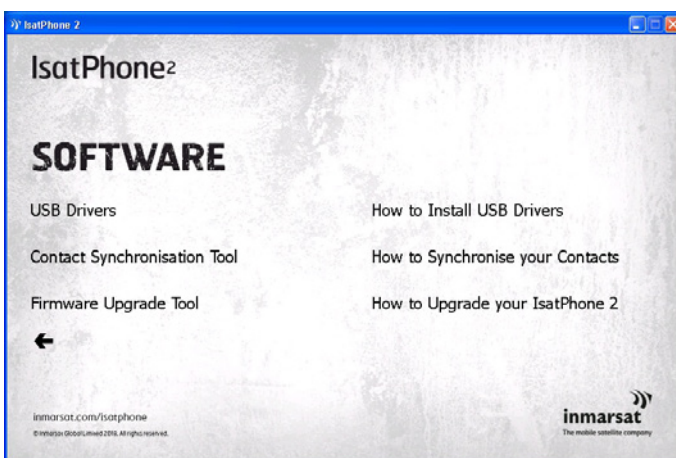
HOW TO

Synchronise your Contacts

The Contact Synchronisation Tool enables you to transfer contact information between your computer and your IsatPhone 2. This tool is compatible with Microsoft Outlook and Microsoft Outlook Express.

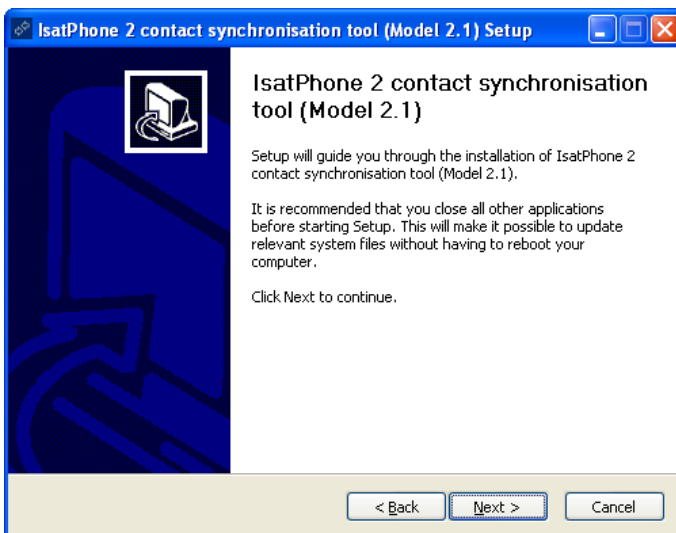
The tool supports Windows 10, Windows 8, Windows 7 and Windows XP.

Please note that you need to install the USB Drivers before installing the Contact Synchronisation Tool. The USB Drivers and the guide 'How to install USB Drivers' are included on your USB drive.

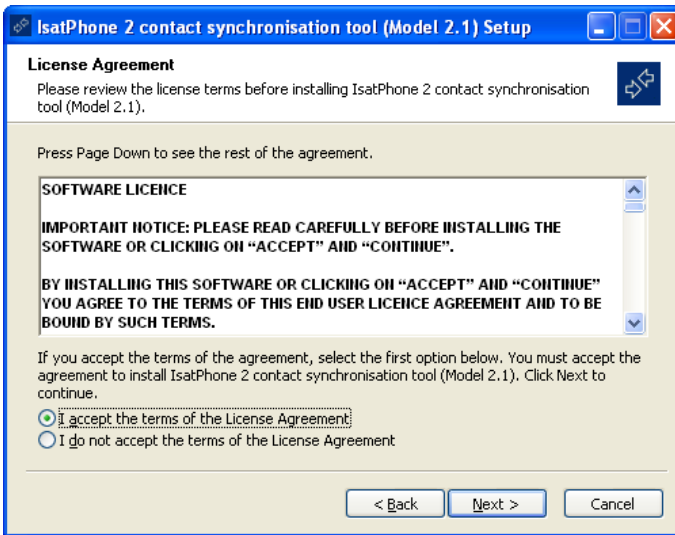


Select **Software > Contact Synchronisation Tool** from the USB drive.

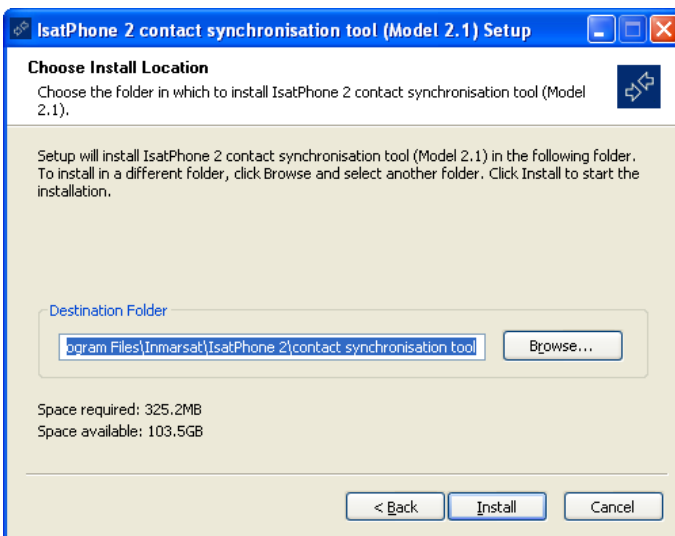
The IsatPhone 2 Contact Synchronisation Tool setup wizard appears.



Click **Next**.

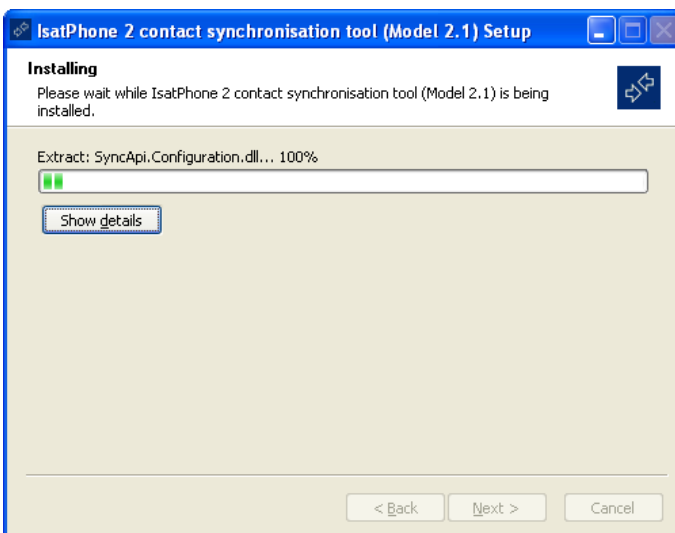


Read and select **I accept the terms of the License Agreement** and click **Next**.



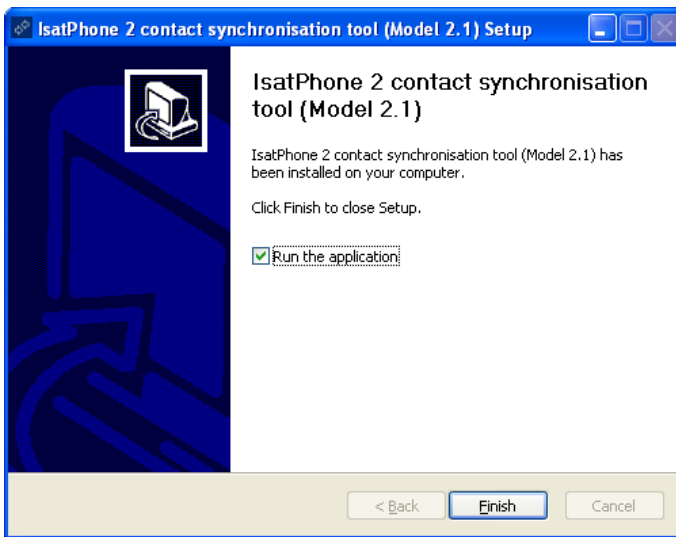
Click **Install** to begin the installation process.

Note: You can click **Browse** to change the installation folder location.



Click **Next** after the installation process is complete.

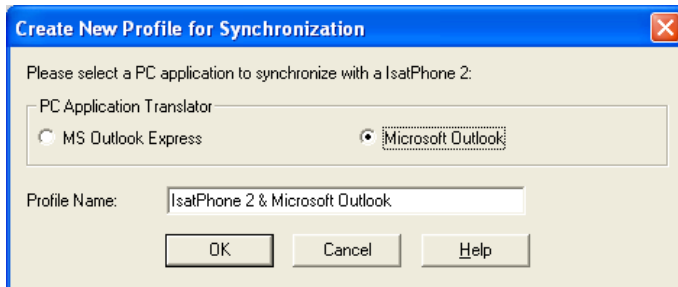
Note: You can click **Show details** to display the installation details.



Click **Finish**. The setup is complete.

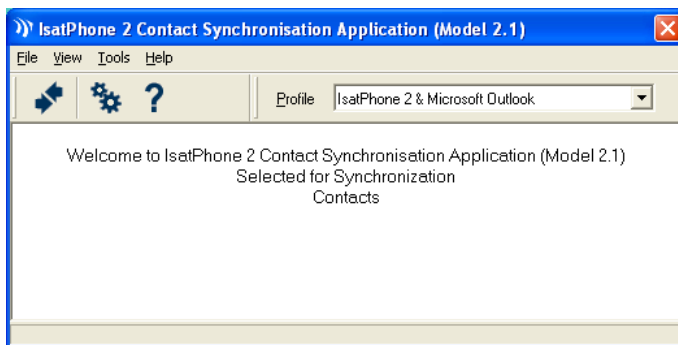
Note: If **Run the application** is selected, the tool is launched once the setup is complete.


Connect your IsatPhone 2 to your computer with the supplied USB cable.
If your phone is not switched on, switch it on now.



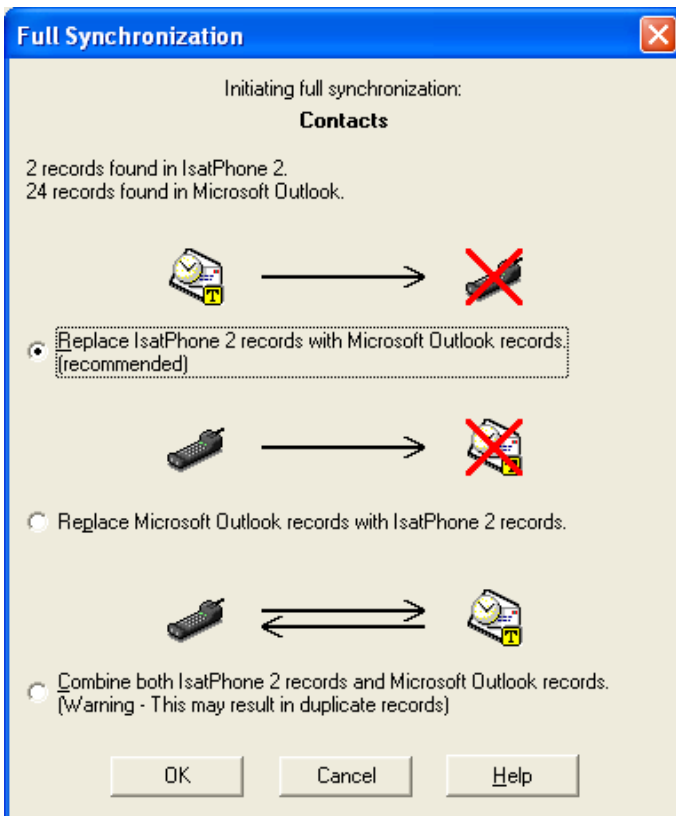
Double-click the **IsatPhone 2 Contact Synchronisation Tool** icon on the taskbar to run the tool or select **Start > Programs > IsatPhone 2 > Contact Synchronisation Tool**

Select Microsoft Outlook or MS Outlook Express to synchronise with your phone and click **OK**.



Click the **Synchronise** icon  on your computer application. All the contacts in MS Outlook will be transferred in accordance with the option selected.

Note: Synchronisation settings can be set before synchronising. Please refer to the appendix.



The first time your phone is synchronised with a computer you will be prompted to select one of the following three options:

- **Replace IsatPhone 2 records with Outlook records.** Selecting this option will delete the existing contacts on your phone and replace them with Outlook contacts.
- **Replace Outlook records with IsatPhone 2 records.** Selecting this option will delete all Outlook contacts and copy all your phone contacts to the Outlook address book.
- **Combine IsatPhone 2 and Outlook records.** Selecting this option will copy all the contacts from your phone to Outlook and vice-versa.

Note: This may result in duplicate records.

If your contacts have previously been synchronised, only changes will be updated.

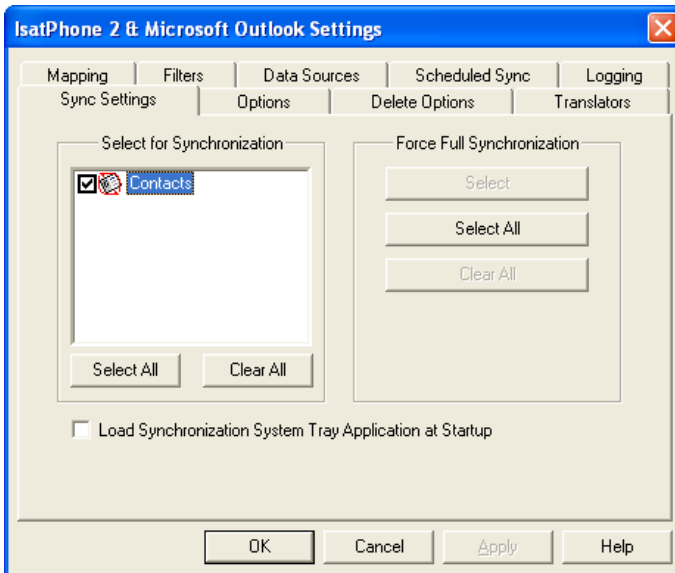
Click **OK**.

After synchronising your contacts, disconnect the USB cable from your computer and your phone.

To customise synchronisation settings, please see next page.

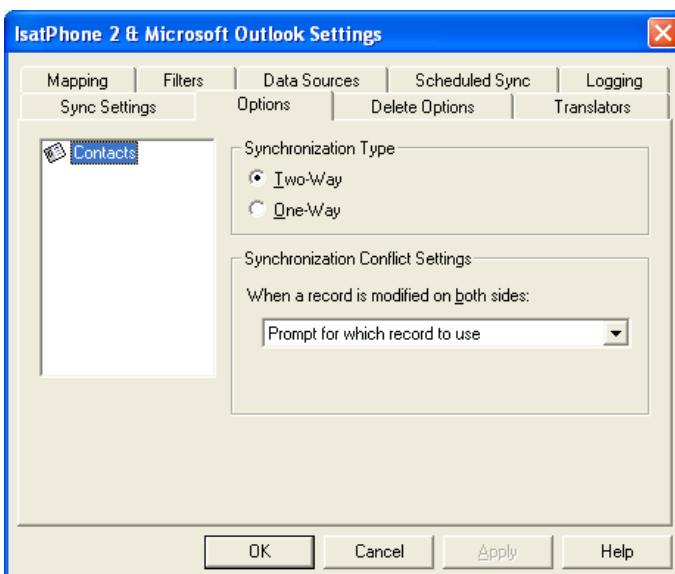
Synchronisation settings

Select **Tools > Settings** or click the settings icon  on your computer application to change the profile settings. The profile settings are explained below:



Sync settings:

Select the source items you want to synchronise.

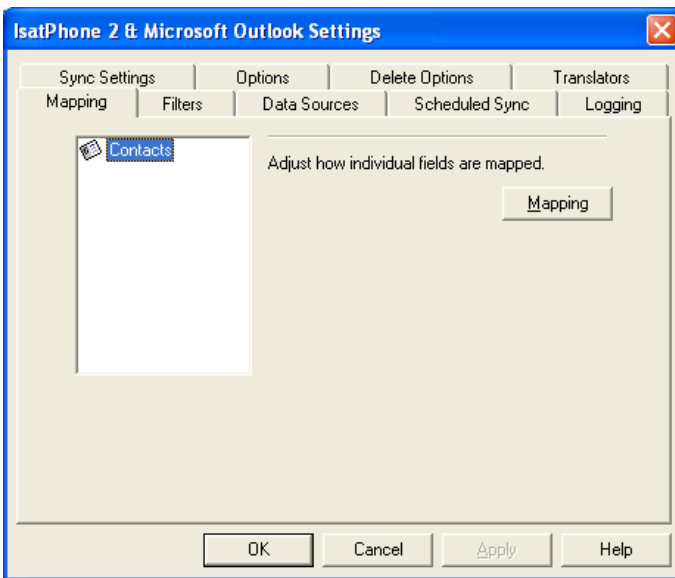


Options:

You have the option of selecting either two-way or one-way synchronisation for your records.

Two-way: Changes on each side are reflected on the other. You also have the option to specify what should happen when the record has been modified on both sides (a conflicting record).

One-way: Changes on one side take precedence over the other.



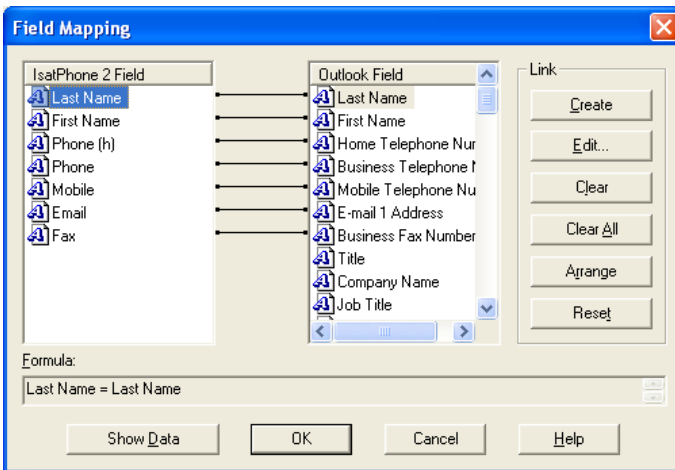
Mapping:

To transfer data between your phone and the computer, a link must exist between the individual fields on both devices.

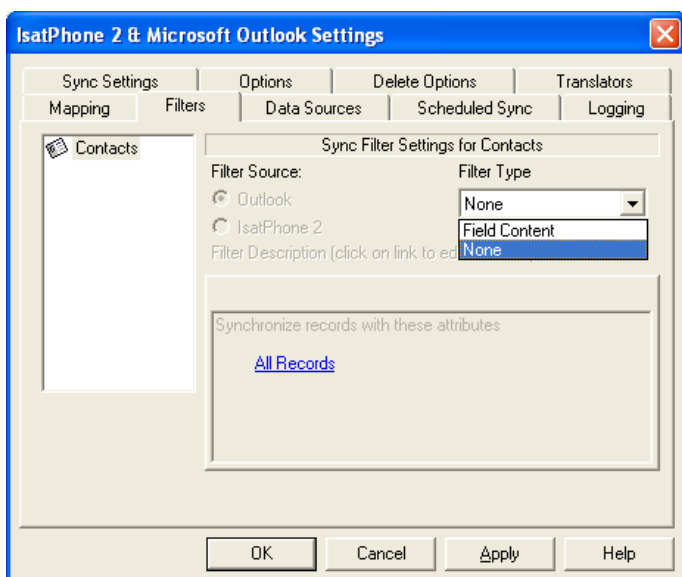
For example, the **First Name** field in Outlook must be linked to the **First Name** field in your phone book.

The collection of links that tell the synchronisation software what to do with data is called **Field Mapping**.

Click **Mapping** to view and edit the existing mapping of the individual fields.



Note: When you first install the synchronisation software, default links are created for you.



Filters:

Filters are used to select only the contacts you need. This can speed up the synchronisation process by limiting the amount of data transferred.

Filters do not delete data from the side with the complete data set. If a record is created on the partial data set side that is not within the filter range, it will be synchronised to the side with the complete data set. On subsequent synchronisations, if this record remains outside the filter range, it will be deleted from the partial data set, but will remain in the complete data set.

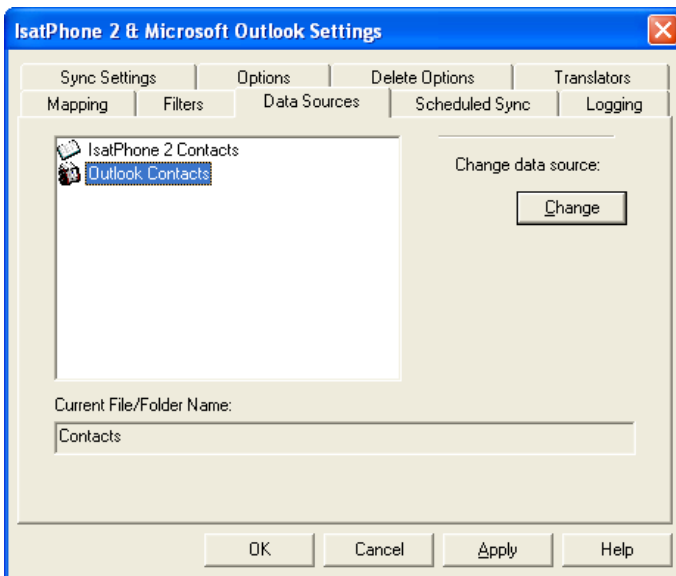
The translator selected contains all records (the complete data set). The translator not selected will contain the smaller set of filtered records (the partial data set).

You may select filters based on **Field Content** or **Record ID**. You may also select **None** to indicate that no filter is set for the highlighted data type.

A filter based on **Field Content** evaluates data within a record to determine if the field meets the specified condition. When a field meets the filter condition, the record is synchronised.

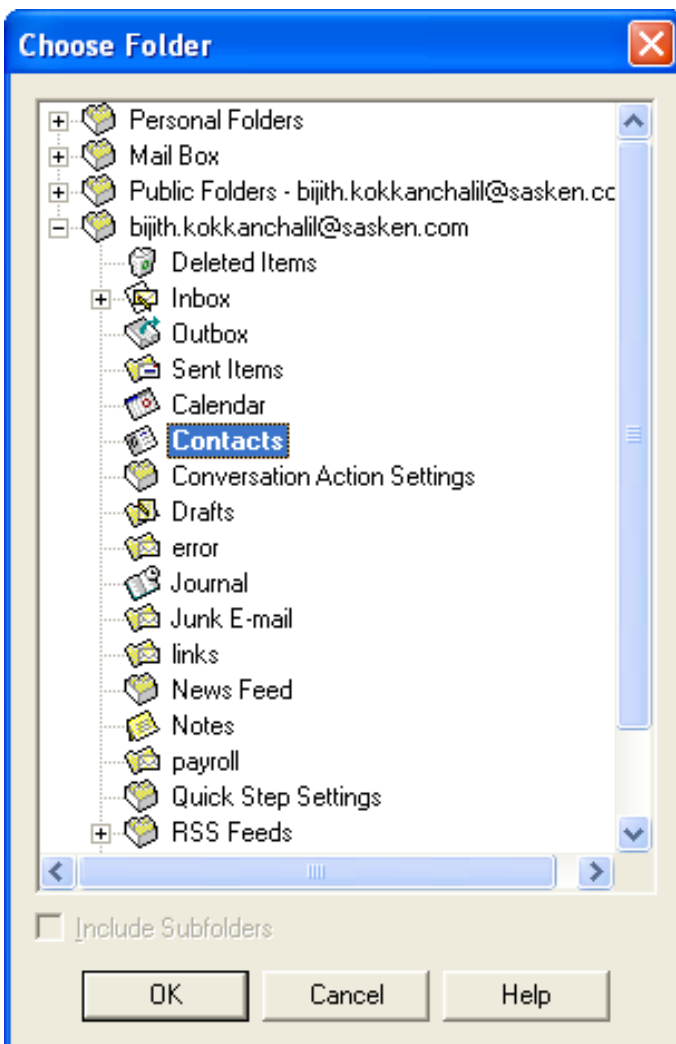
A filter based on a **Record ID** allows you to select which individual records are to be synchronised. This feature is useful when you want to specify exact records to synchronise. For example, if you have personal contacts and business contacts in your **Contacts** list and you only want to synchronise the business contacts, using **Record ID**, you would select only the business contacts.

The **Filter Description** section displays the filter conditions that have been defined for the **Selected data type**. Rather complex filters can be defined, and each filter condition can be modified using this dialogue section. You can click on the links to modify or remove the filter conditions.



Data sources:

To change the data source, select the item you want to change from the list and then click **Change**. If the translator does not support a change of data source, the **Change** button will be disabled.



If the translator supports the change, the **Change** button is enabled and this allows you to select a data source that you want the translator to work with. For example, if you have two **Contacts** folders, you can specify which folder is to be used as the contact source of data for the translator.

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