

Communicator Mobile for Nokia 1.0

**Installing Communicator on your phone**

Install Microsoft® Communicator for Nokia 1.0 on your device by downloading the application from the Ovi Store, found at Ovi.com. You need to create an Ovi account and sign in to it before downloading the application.

You can access Ovi Store

* **On your computer** Go to Ovi.com, sign in to your account, click the Ovi Store icon, locate the Communicator application, and send a link to your phone. Open the link on your device and follow the instructions to install the application.
* **On your phone** There are two ways to access the Ovi Store on your device. Once you have opened Ovi Store, locate Communicator, and then download and install it on your device.

To access Ovi Store on your phone, do one of the following:

* + Click **Menu**, select **Ovi Store**, and then click the middle navigation key.
	+ Open your mobile browser, launch **Ovi.mobi**, and then click the **Visit Ovi Store** link.

**Setting up Communicator on your phone**

The Settings screen has two tabs: **Required** and **General**.

* **Required**: you must set your User Name, Password, Server URL, and Network connection. You can also change the default settings for roaming connection, and sign in preferences. Your **Server URL** is the same Web address used for Communicator. Your support team can provide this information.
* **General**: you can add a Unified Messaging voice mail number and logging tracking. Logging is used for troubleshooting.

**To set up Communicator**

1. On the home screen, select **Set up Communicator**, and then click the middle navigation key.
* If Communicator is not available on your home screen, click **Menu**, select **Applications**, then select **Communicator**, and then click the middle navigation key.
1. Using the middle navigation key, scroll left or right to select either the **Required** or **General** tab.
2. Select the setting, and then click the middle navigation key to open. Or, you can click **Options**, select **Open**, and then click the middle navigation key.
3. On the setting screen, select the appropriate option button or, in the text box, type the necessary information, and then click **OK**.
4. To save your changes and exit the Settings screen, click **Back**.

**Note**   After setting up Communicator, you must sign out of Communicator and then sign in again before your Contacts are added.

**Using Communicator**

**Signing in to and out of Communicator**

**To sign in to Communicator**

1. On the home screen, select Communicator **Contacts**, and then click the middle navigation key.

If Communicator is not available on your home screen, click **Menu**, select **Applications**, then select **Communicator**, and then click the middle navigation key.

1. On the **Contacts** screen, click **Options**, select **Open**, and then click the middle navigation key.

**To sign out of Communicator**

* In Communicator, click **Options**, select **Sign Out**, and then click the middle navigation key.

**Finding Contacts**

Contacts that are added to Communicator on your computer are automatically updated on your phone every time that you sign in. You can also search for contacts in your Work Directory.

Contact information is found on two tabs within Communicator:

* **Contacts**: All contacts in your Communicator Contacts and Group lists.
* **Groups**: Contacts grouped together according to your Communicator Groups list.

**To search for contacts in the Contact List**

* On the **Communicator** and **Contacts** screen, in the search text box at the bottom of the screen, start to type the name of the contact you are searching for. Contacts are automatically filtered according to each letter that you type. Once the contact is displayed, select it, and then click the middle navigation key.

**To search for contacts in a Group List**

1. On the **Communicator** screen, scroll left with the middle navigation key, select **Groups**, select the group you want to search in, and then click the middle navigation key.
2. In the search text box, type the name of the contact and then click the middle navigation key to open the contact card.

**To search for contacts in the Work Directory**

1. On the **Communicator** screen, click **Options,** select **Search Work Directory**, and then click the middle navigation key to open.
2. On the **Work Directory** screen, select **Search by**, and then click the middle navigation key.
3. Select one of the following, **Display Name**, **First Name**, **Last Name**, or **E-mail**, and then click **OK**.
4. Select **Type a name or e-mail address**, and then click the middle navigation key.
5. In the **Name or E-mail** text box, type a name or e-mail address, and then click **OK**.
6. On the **Work Directory** screen, click **Options**, select **Search**, and then click the middle navigation key.

**To view contact information**

* To view a person’s contact card, select that person’s name, and then click the middle navigation key.

**Sending instant messages**

Communicator lets you send instant messages to one or more people.

**To send an instant message to a Contact**

1. On the **Communicator** screen, using the middle navigation key, select the contact you want to send an instant message to, and then click the middle navigation key. The information screen for the Contact opens.
* To send an instant message to someone not in your Contacts list, see the section “To search for contacts in the Work directory.”
1. On the next screen, use the middle navigation key to select **IM**, if it is not already selected, and then click it to open an IM screen.
2. On the **Conversation** screen, type your message, and then click the middle navigation key to send.

**To send an instant message to more than one Contact**

1. On the **Communicator** screen, using the middle navigation key, select the contact you want to send an instant message to, and then click the middle navigation key.
2. On the next screen, use the middle navigation key to select **IM**, and then click it to open an IM screen.
3. On the **Conversation** screen, select **Options,** select **Invite Someone**, select either **From Contacts** or **From Work Directory**, and then click the middle navigation key.
* On the **Invite Someone** screen, select a contact name, and then click **Add**. Repeat the above step to add more Contacts to the conversation.



PRINT SETTINGS For best results, set printer options to: Paper Size: Letter (8.5x11”); Orientation: Landscape; 2-sided printing options: Two-sided, flip on short side.

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* To search for contacts not listed in your Contacts list, see the section “To search for contacts in the Work directory.”
1. On the **Conversation** screen, type your message, and then click the middle navigation key to send.

**Managing conversations**

**To find and resume an ongoing conversation**

1. On the **Communicator** screen, click **Options**.
2. On the **Options** screen, click **Conversations**. A screen with all ongoing conversations appears.
3. Select the conversation you want to resume, and then click the middle navigation key.

**To find a missed conversation**

Missed instant messages are shown on the following screens.

* On the home screen.
* On the **Conversations** screens.

**To end conversations**

* To end the current conversation, on the **Conversation** screen, click **Options**, select **End Conversation,** and then click the middle navigation key.
* To end all conversations, on a **Conversation** screen or on the **Conversations** screen, click **Options**, select **End All Conversations**, and then click the middle navigation key.

**Changing your status**

**To change My Status**

You can view your status on the **Communications** screen.

1. On the **Communicator** screen, click **Options**, select **Change** **My Status**, andthenclick the middle navigation key.
2. Select a status option, and then click the middle navigation key.