

# ALON Contact Guide PRO for S60 3rd Edition

## User's manual

Thanks for choosing ALON Contact Guide PRO for S60 3<sup>rd</sup> Edition! We hope you will like our product and it will be useful for you. We'll be happy to receive any feedback from you for improving ALON Contact Guide PRO. Please, contact our support at [support@alonsoftware.com](mailto:support@alonsoftware.com)

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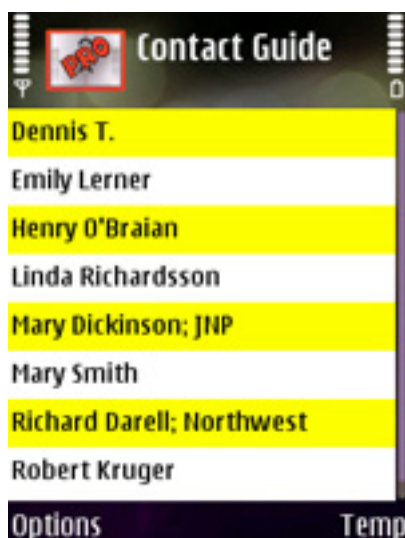
## Introduction

ALON Contact Guide PRO for S60 3rd Edition is a professional contact manager with built-in call manager.

- The application offers **full set of actions with contacts**: dialing, sending SMS, MMS or e-mail, opening web-browser, quick contacts search, adding and editing contacts, categories support, customization of contacts list and many others.
- Call manager allows **managing incoming phone calls** and assign different **actions** such as "Send busy", "Mute", "Reply by SMS", "Answer immediately", "Auto responder", "None" to call groups and to contacts.

## Starting Contact Guide

- Please, note that if you have ALON Contact Guide for S60 3rd Edition installed at your phone you need to uninstall it before installation of ALON Contact Guide PRO for S60 3rd Edition.
- When Contact Guide is running, the **main menu** is under left soft key "Options". The **list of contacts groups** is under right soft key.
- To activate "**Auto start**" option select Options>Settings>Auto start>On.
- To make Contact Guide a system application select Options>Settings>System>On.

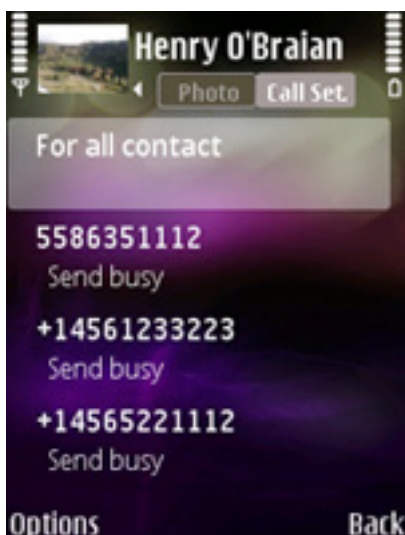
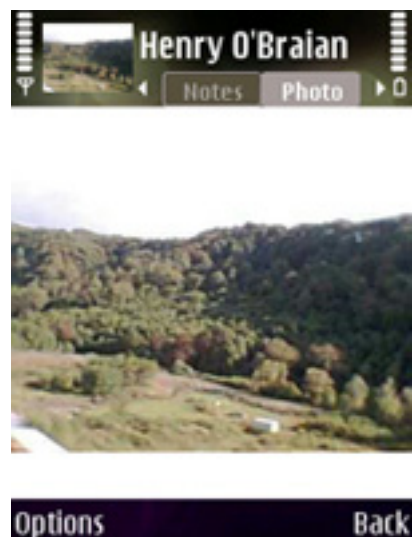
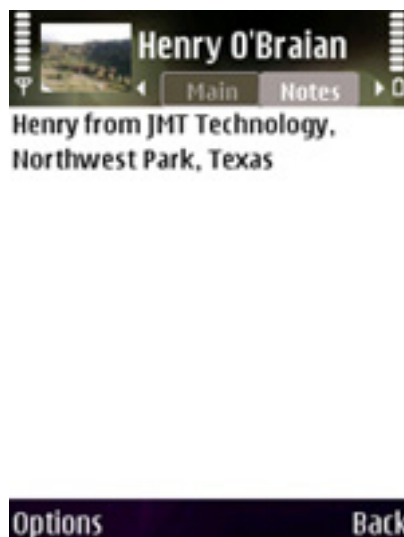


## Main Actions

- To make a **call** select a required contact by pressing joystick and press call button. Or select a contact, press Options>Call.



- To open **detailed contact list** select a contact and press joystick. The detailed contact list contains **four tabs**: Main, Notes, Photo and Call settings. If you want to return to the main contact list from the detailed contact list press the joystick left.



- To send a **message** select a contact press Options>Create message.

- To create a **new contact** press Options>New contact.
- To **edit/delete** existing contact press Options>Edit/Delete.
- To set **preferred number** open detailed contact list, press Options>Preferred number and select the number.

*NOTE: Preferred number becomes first and if you make a call from contacts list, you'll dial preferred number.*

- To **unselect** highlighted contact press joystick left.
- If no contact is selected, you can "turn over" the pages of contact list by pressing the joystick down.
- If some contact is selected, you can look through your contact list by pressing joystick down.

## User Interface

- Contact Guide gives opportunity to adjust the **view of contact list**.
- You may **sort contacts** by first name, last name and by company. Press Options>Settings>Sort by and choose appropriate mode (First name, Last name; Last name First name; Company , Last name; Company, First name).
- To **show/hide** the last field (for example, if you've chosen sorting by first name, last name, you may select "Company" field to be shown/hided) press Options>Settings>Show last field>On/Off.
- To change **font size** select Options>Settings>Zoom and choose from small, medium, large.
- To choose **fields to be shown** in detailed contact list press Options>Settings>Details and select required fields.
- To show/hide **grids** in contacts list press Options>Settings>Show grid>On/Off.

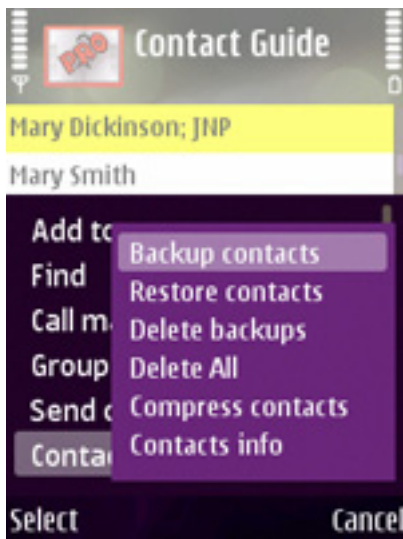


- To change **colors** of odd/even/selected lines in contact list press Options>Colors.

## Operations with Contacts Database

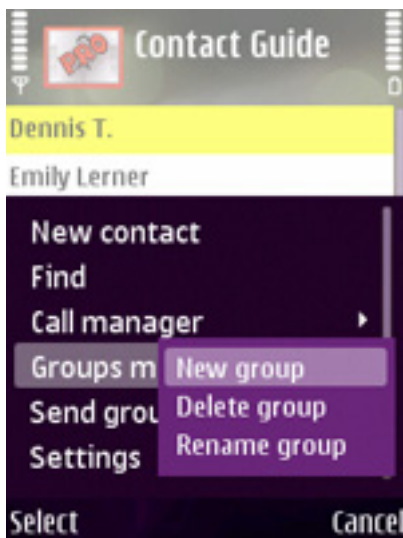
- To **manage your contacts database** select Options>Contacts manager. You may **backup** your contacts database, **restore** contacts, **delete** contacts, **compress** your database and **find information** about it (the quantity of contacts, number of contacts groups, used memory).

*NOTE: To restore your contacts database at another phone save your backup file at memory card and then open it at another phone.*



## Contacts Groups

- The **list of contacts groups** is under right soft key. The right soft key also shows which group of contacts is chosen.



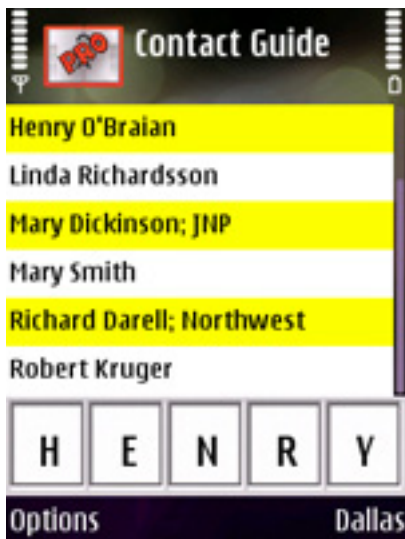
- To create a **new contacts group** press Options>Groups manager>New group.
- To **delete/rename** existing contact press Options>Edit/Delete.
- To **add contact to contacts group** press Options>Add to group and select the required group.
- To **send contacts group** press right soft key, select the required contacts group and press Options>Send group and choose the way of sending (via multimedia, Bluetooth or infrared).

*NOTE: To send one contact select it and press Options>Send contact and choose the way of sending (via SMS, MMS, e-mail, Bluetooth or infrared).*

## Quick Contacts Search

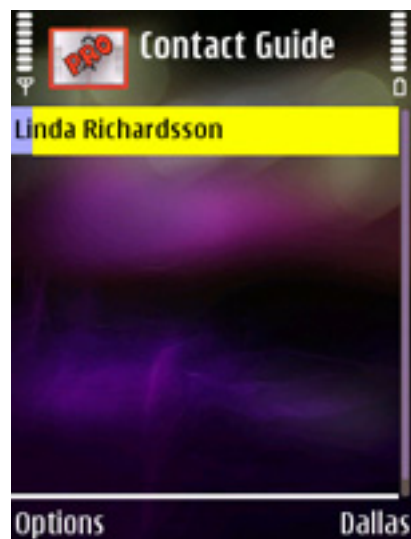
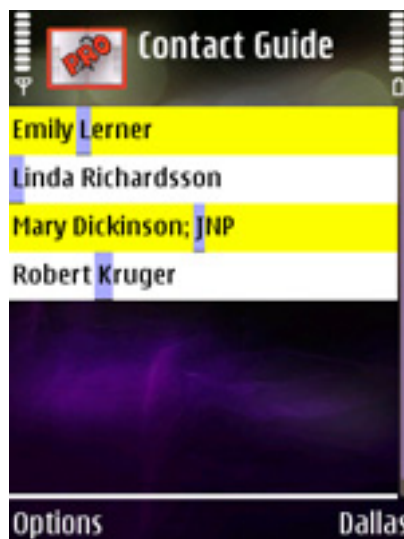
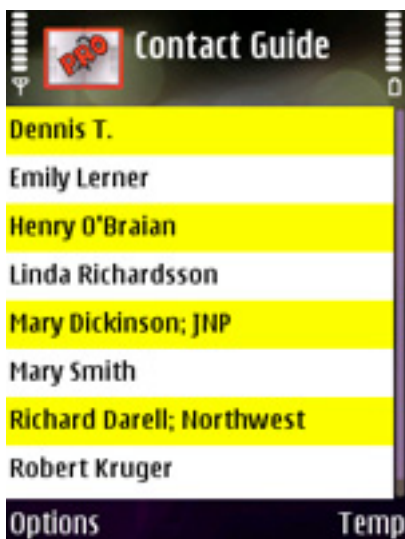
### ○ Language Independent Search

By pressing the joystick right you may open search panel of the Language independent search. In the first cell the first letter of the first contact entry showing at the screen will be shown. By pressing the joystick down you may scroll the contact list, so the letter in the first cell will be changed. When you find the list of contacts beginning with the required letter, press the joystick right in order to pass on to the second cell and begin to scroll the contact list in order to find the second letter of the required contact. In the second cell the second letter of contact entry showing at the screen is shown.



### ○ Main Search

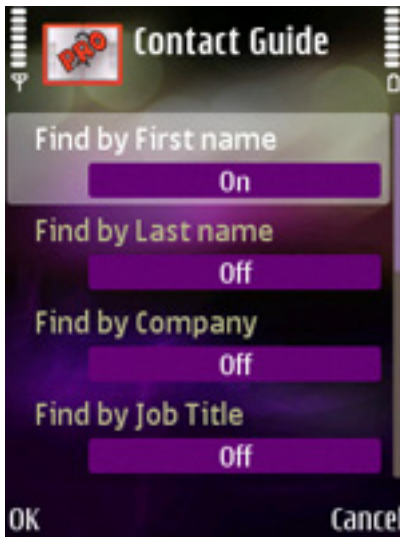
Main search helps to find the required contact **by first/last name or by company** - it uses information from the **main contact list** and it is the analogue of T9 search. To find the required contact press the hardware button with the first letter of person's last name/first name/company. You will see the list of contacts which contain the word beginning with the letters placed on that button. Then press the button with the second letter and the list of contacts which contain the word with the combination of letters situated on those two buttons will be shown (the letters from the first button situated on the first place, the letters from the second button - on the second place). Then press the button with the third letter and so on until you will find the required contact. To return to the top, to the 1st contact after using the Main search press down 'C' as many times as the hardware buttons were pressed before. Most often, you need to do 2 or iterations to find the necessary contact. For example, to find "Linda Richardson" press 5,4,6,3,2, etc.



### ○ Global Search

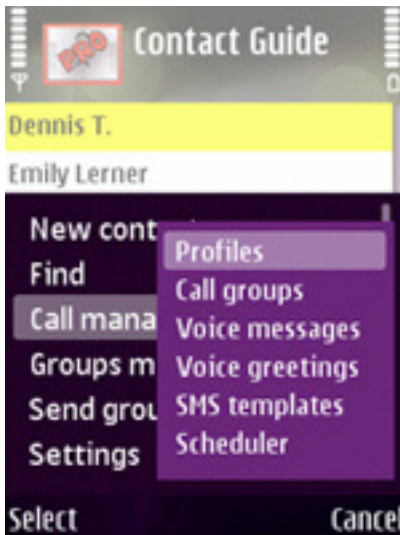
Global Search helps you to find the necessary contact in your database **by any personal information**: first and last names, company, job title, phone, note, e-mail, URL, etc. Just choose the appropriate line in the menu item Options>Find>Search options, press "On" and enter the symbols by which you want to search the contact - it may be the word entirely or several symbols. You can enter the symbols from the center of the word. For example, you want to find the person with the phone number 512- 941-1427, but you remember only the last four symbols. Enter those 4 symbols: "1427" and the program will find the contacts which have those symbols in their phone numbers. You can select several lines simultaneously, for example, first name, last name and e-mail by pressing "On" in the required fields. After selecting the line press "Ok", enter the symbols in the searching field and press "Search". To

return to the searching field press the joystick right. To scroll the list of searching results press the joystick up/down. To return to the list of contacts press the joystick left.



## Call Manager

- To **adjust** call manager **settings** press Options >Call manager.



- Call manager allows assigning different **actions** such as "**Send busy**", "**Mute**", "**Reply by SMS**", "**Answer immediately**", "**Auto responder**", "**None**" to call groups and to contacts.

*NOTE: **Call groups** are groups of incoming phone calls which include contacts categories created by user, phone book (all contacts from user's phone book), all incoming phone calls and hidden callers.*

*NOTE: The set of assigned actions to call groups and contacts is called **Profile**.*

*To see your current profile choose "Call groups" menu item.*

- When you adjust your phone calls settings the changes in the current profile will be saved automatically.

*NOTE: If you make some changes in your current profile, they will be saved automatically and the profile will be modified. To avoid changes in your profile you may copy it and make changes in duplicated profile (Profiles>Options>Make copy).*

- To **choose another profile** go to "Profiles", select the profile and choose Options>Load.
- To create profile with no actions assigned to groups and contacts choose Call manager>Profiles>Options>Create new.
- To **assign action to call group** select Call groups and choose the appropriate action.
- To **assign action to contact** go to detailed contact list, 4th tab "Call settings" and choose the appropriate action to all phone numbers or different actions to different phone numbers. To assign

action press Options>Open and choose the action or select phone number, press the joystick and choose the action.

- You may use **timer** to activate profile. Choose Options>Call manager>Scheduler, Options>New and select the appropriate profile, time and period (once or daily). Then press Scheduler>Options>Start. (Other assignments will be started automatically). You may deactivate the assignment of profile (Scheduler>Options>Stop). You may assign several profiles. To create new assignment select Scheduler>Options>New/Edit/Delete.

## Actions.

- **None.** No action is assigned.
- **Send busy.** Calling person will hear that your number is busy (or the call will be disconnected depending upon mobile operator).
- **Mute.** Selecting the option you'll mute the ringer.
- **Reply by SMS.** You may create SMS templates which will be sent to calling person (SMS templates>Options>New>Save). To select SMS choose Reply by SMS>Options>Load, choose from your templates and press Options>Assign. Or you may create new SMS (choose Reply by SMS, enter the text and select Options>Assign).
- **Answer immediately.** Incoming call will be accepted automatically immediately.
- **Auto responder.** Calling person can leave voice message for you. You may create voice greetings templates (Voice greetings>Options>New greetings) or select from existing (select the greeting>Options>Assign).

*NOTE: "Exception callers" list includes all contacts which have assigned action different from the action assigned to call groups which include the contacts.*

- Contact will be **included to Exception list**:
  - If two or more different actions assigned to contact's phone numbers.
  - If contact belongs to groups with different actions assigned.
  - If the action is assigned to contact or one of contact's phone numbers from call group and assigned action is different from the action assigned to the group.
- *NOTE: If you use ALON MP3 Dictaphone for S60 3rd Edition, don't use automatic call recording option if you use auto responder at Contact Guide.*

## Registartion

- Downloadable version of ALON Contact Guide PRO for S60 3rd Edition has 14-days trial period and full functional. If you would like to use Contact Guide after termination of trial period and purchase it we invite you to our web-site <http://www.alonsoftware.com>.
- During purchase procedure you'll be asked to enter **IMEI** of your smartphone which can be obtained by entering **\*#06#** on your phone keypad. Then you'll receive a registration key.
- When you receive a registration key please register the application. Press left soft key>Registration>Registration key, enter the key and select "OK".

## Customer support

- If you receive a message "Certificate error! Please contact software provider.", please make the following steps:
  - ✓ open the Menu>Tools>App. mgr;
  - ✓ choose Options (left software button)>Settings>Software installation>All
  - ✓ choose Options (left software button)>Settings>Onlain certif.check>Off

- It will be better to uninstall the previous version before installing a new one.
- If you have questions, please, contact our support team at [support@alonsoftware.com](mailto:support@alonsoftware.com)