

# **Wireless Data Server 3.0 Beta**

## **User's Guide**

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## **Wireless Data Server 3.0 Beta *User's Guide***

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# Introduction

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Wireless Data Server provides you with access to your calendar information from your wireless device, mobile phone, or Instant Messaging client. Through Short Message Service (SMS), you can use your phone to create new meetings, accept or decline meetings you have been invited to, and request information about your day. You can also receive notifications of newly created, modified and deleted meetings, as well as reminders of upcoming events, through both SMS and Instant Messaging.

Calendar services may be offered by SMS, Instant Messaging, or both; check with your system administrator to find out what services are available to you.

## Conventions used in this manual

- |                              |  |
|------------------------------|--|
| <code>Monospaced font</code> | This typeface is used for any text that appears on the computer or mobile device screen, or text that you should type.   |
| <b>Boldface</b>              | Boldface type is used for button names and form elements such as input areas and check boxes.  |
| <i>Italic</i>                | Italic type is used for emphasis, book titles, and glossary terms.   |
| [ ]                          | Square brackets enclose commands that are optional. That is, you can omit any text that appears in square brackets.  |
| <>                           | Angle brackets enclose variables. When following examples, replace the angle brackets and their text with text that applies to your situation. For example, when path names appear in angle brackets, substitute the path names used on your computer. |



# 1

## Wireless Calendar User's Guide

This chapter outlines the calendaring features available to you from your mobile phone. It is divided into three broad sections: how to get existing information from the calendar server, how to create new events from your mobile phone, and how to accept or decline meetings created by others.

- “Getting calendar information” on page 7
  - “Push” from server
  - “Pull” from mobile phone
- “Creating new events” on page 10
  - Using a text message
  - Using your phone's calendar
- “Accepting and declining meetings” on page 10
  - Text messages
  - Calendar notes
- “Other commands” on page 11

## Getting calendar information

Depending on your model of mobile phone, you can receive calendar information by Short Message Service (SMS) in plain-text format, as a calendar note, or both.

Table 1.1 • Supported message types

Device type	Plain-text	Calendar note	Both
Generic device	yes	no	no
Nokia 6100 series	yes	yes	yes
Nokia 9000 series	yes	yes	no

Configure your device type and preferred message type using your Steltor Web or desktop calendar client. If you use a Nokia 7100 or 8800 series device, select the “Nokia 6100 series” option.

You can access your calendar information in two ways: “push” from the server and “pull” from the mobile phone. To pull information to your mobile phone and to configure your push preferences, you send plain-text commands by SMS that the calendar system interprets and carries out. Check with your system administrator for the phone number of the calendar service.

## “Push” from server

The server pushes two types of messages to your device: reminders and notifications. Reminders are messages that alert you to upcoming events in your calendar; notifications can be sent whenever new entries are added to your calendar, and when existing entries are modified or deleted.

**CAL WN** Enable wireless notification of new events by sending the following command in a plain-text SMS message:

```
CAL WN ON
```

Disable your wireless notification by sending:

```
CAL WN OFF
```

This command also disables any dynamic requests currently in effect (see “Dynamic requests” on page 9). It does not affect reminders.

**CAL WH** To temporarily hold all wireless notifications and reminders, send:

```
CAL WH ON
```

While `CAL WH` is on, you can still make snapshot and dynamic requests. However, the server will not send any notifications or reminders. To stop holding notifications and reminders, and to release any held messages, send the following command:

```
CAL WH OFF
```

## “Pull” from mobile phone

You can pull your calendar information from the server in either of two ways: by snapshot request, or by dynamic request.

### Snapshot requests

**CAL S** The snapshot command delivers to your phone all calendar entries scheduled within a specified period of time. Send the following plain-text SMS message:

```
CAL S [-]<n>
```

where <n> indicates the number of days to retrieve, counting from the current day. Use the negative sign before the number to specify a period in the past.

### Dynamic requests

**CAL D** The dynamic request delivers to your phone all calendar entries scheduled within a specified period of time, and instructs the server to send notifications for anything within that period. It is an immediate “pull” of calendar data, with a request that “push” also be turned on during the specified time period.

For a dynamic request, send the following plain-text SMS message:

```
CAL D <n>
```

where <n> indicates the number of days to retrieve, counting from the current day. No negative time period is allowed for dynamic requests.

The server will honour a dynamic request whether your wireless notification is on or off. If your wireless notification is enabled, however, you will receive reminders and notifications for all calendar entries, not just the ones within the time period specified in the dynamic request.

To cancel a dynamic request already in effect, send the following plain-text SMS message:

```
CAL D OFF
```

Only one dynamic request may be in effect at any time. Issuing a new dynamic request will supercede any already in effect.

# Creating new events

There are two ways to create a new event on the calendar server from your mobile phone: by using a text message, or by using a calendar note.

## Using a text message

**CALA** To create an appointment, send the following plain-text SMS message:

```
CAL A <dd>--<mm>--<yy> <hh>:<mm>--<hh>:<mm> <title>
```

where <dd>--<mm>--<yy> is the date of the event, <hh>:<mm>--<hh>:<mm> indicates the start and end times in 24-hour format, and <title> is a brief description of the event (maximum 64 characters).

**Example** To create an appointment running from 9:00 a.m. to 1:30 p.m. on July 1st, 2000:

```
CAL A 01-07-00 09:00-13:30 MEETING
```

## Using your phone's calendar

Create a calendar note in your phone's calendar. Save it, then send it to the calendar service. A new entry will be created in your account on the calendar server according to your specifications.

For all notes created without end times, the server will assume a duration of one hour.

# Accepting and declining meetings

When you are invited to a meeting, you may receive a message that allows you to accept or decline that meeting from your phone.

## Text messages

**CAL M ?** You may receive notification of a new event that begins with the string:

CAL M ?

If you modify the “?” to a “+” and send the message back, your attendance at the meeting will be confirmed. Modify the “?” to a “-” and resend the message to decline the meeting.

**NOTE** Use only the “+” and “-” characters when replying to a meeting notification. If you use any other characters, you may unintentionally create a new meeting instead of replying to the existing one.

## Calendar notes

? If you receive notification of a new meeting with a “?” as the first character in the title, you can accept the meeting by modifying the “?” to a “+” and sending the calendar note back. Modify the “?” to a “-” and resend the calendar note to decline the meeting.

**NOTE** Use only the “+” and “-” characters when replying to a meeting notification. If you use any other characters, you may unintentionally create a new meeting instead of replying to the existing one.

# Other commands

## Disable wireless capabilities

**CAL W** You can completely disable your wireless calendar by sending the following:

```
CAL W OFF
```

Re-enable your wireless calendar by sending:

```
CAL W ON
```

## Query settings

**CAL Q** To retrieve a list of the current settings for your wireless preferences, send:

CAL Q

You will receive a short message containing the following information:

**Notification:** Your current setting for wireless notification. ON or OFF.

**Mobile type:** The model of your handset. Generic, Nokia 6100 or Nokia 9000.

**Notif. type:** Your preference for notification type. Text, Cal. note or Cal. note & text.

**Preferred SMSC:** Your preferred SMS Centre, if specified. DCE setup only.

**Mobile Reminder:** Your current settings for wireless reminders. ON or OFF.

**Rem. Lead Time:** The number of minutes in advance of each calendar note that your phone's alarm will sound to remind you.

**Dynamic request active:** Only appears when a dynamic request is active.

**Expires:** Expiration date and time for the current dynamic request. Only appears if a dynamic request is active.

Configure these settings using your calendar client.

## Query services

**CAL QS** To receive a list of the settings for your wireless calendar's services, send:

CAL QS

You will receive a short message containing the following information:

**Wireless cap.:** Your current setting for wireless capabilities. ON or OFF.

**Notification:** Your current setting for wireless notification. ON or OFF.

**Hold:** Your current setting for holding pushed notifications and reminders. ON or OFF.

`Suspend range`: if you have used your calendar client to suspend notifications and reminders during a time range, that time range will be listed along with the action to be taken with those messages (`hold/discard`).

## Help

**CAL ?** To receive a message listing all supported commands, send:

`CAL ?`



# 2

## Instant Messaging Calendar User's Guide

This chapter tells you what you need to know to get calendar reminders and notifications by Instant Messaging. Unlike your wireless calendar, Instant Messaging is one-way only. You can receive notifications of newly created, modified and deleted meetings, as well as reminders of upcoming meetings, but you cannot send any commands to the calendar service to pull information or create new events.

- “Setting up an IM account” on page 15
- “Preferences” on page 16

### Setting up an IM account

The calendar service currently supports only Jabber clients. To set up your Jabber account:

1. Download the Jabber client of your choice from [www.jabber.org](http://www.jabber.org).
2. Create an account. The exact method for creating an account varies according to the client you choose, but you will need to provide a user name that isn't already in use, and a password for your account.

You will also need to provide the name or address of the server that you want to log in to. Ask your system administrator to provide you with this.

3. Send your system administrator the Jabber user name you have chosen, as well as your calendar notification delivery preferences (see “Preferences” below).

4. Your system administrator will let you know when your account is set up, and will provide you with a Jabber account name used by the calendar service. To activate calendar services, open your Jabber client and ask this user for permission to add it to your roster. It will automatically reply with a request to add you to its roster. Once you accept, the calendar service will begin delivering reminders and notifications to you according to your delivery preferences.

## Preferences

If your system uses both wireless and Instant Messaging services, you have a number of options for the delivery of calendar messages.

- **SMS only:** You may choose to have all messages sent only by SMS, disabling Instant Messaging services.
- **IM only:** You may also choose to have all messages sent only by Instant Messaging, disabling wireless services.
- **IM and SMS:** You can choose to have all messages delivered both by SMS and Instant Messaging. When your Instant Messaging client is off-line, you will receive messages *via* SMS only.
- **IM first, then SMS:** You can choose to have the calendar service check whether your Instant Messaging client is on-line before delivering a message. If your client is on-line, you will receive the message *via* IM. If not, you will receive it *via* SMS.

Remember that the calendar service does not distinguish between messages that it is sending you as the result of a "pull" and messages that it is "pushing" to you. If you choose the fourth option listed above, and you use your phone to make a "pull" request (such as a `CAL S` snapshot) while your Instant Messaging client is on-line, you will receive your `CAL S` updates in your Jabber client instead of on your phone.

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