

# guide to getting started



UTStarcom™ 6700

 **TELUS**  
mobility®

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Thanks for choosing the UTStarcom™ 6700 wireless PDA from TELUS Mobility.

Let's get started!

# activate

You have two options to activate your handheld:

## self service

You can activate your new device online and on your own, at [telusmobility.com/activate](https://telusmobility.com/activate). Self service activation is fast, convenient and available 24 hours a day and 7 days a week.

## full service

Full service activation support is available by calling **1-888-552-3333** from any device other than your UTStarcom 6700. An Activations Representative will take you through the steps to create a 4-digit PIN number, set up your account and guide you through the programming of your new phone. They can also answer basic questions about your rate plans and features. Before you call, make sure you have your phone turned on and handy. Service is available 8 am to 8 pm Monday through Friday and 12 pm to 8 pm Saturday and Sunday EST.

# setting up your email

You can configure your handheld email with: your company's Microsoft Exchange Server, or your own personal POP3/IMAP email account.

## (a) Corporate email accounts (Microsoft Exchange 2003 required):

Please contact your email administrator to obtain the following information before proceeding with configuration of Exchange ActiveSync client:

User name (network account): \_\_\_\_\_

Password (network account): \_\_\_\_\_

Server name: \_\_\_\_\_

Domain: \_\_\_\_\_

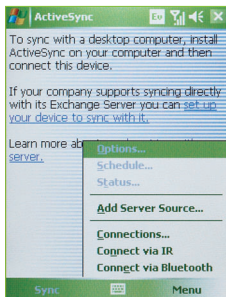
SMS address (your 10 digit phone number): \_\_\_\_\_

SSL (Secure Sockets Layer) connection (if applicable) Yes or No: \_\_\_\_\_

1. Tap the clock icon 🕒 to modify the time zone, time and date.  
Tap OK and then Yes to Save Changes to Clock Settings.

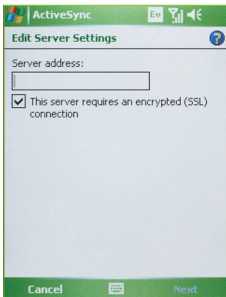


2. On the Today screen, tap Start, tap Programs, tap ActiveSync, tap on Menu select Add Server Source (or Configure Server).



# setting up your email (continued)

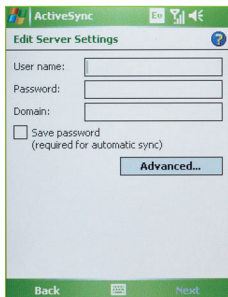
3. In the Server address text box, type the name of the Exchange 2003 server as provided by your email administrator.



4. By default, the **SSL** connection check box is selected. Clear the check box if your server does not use a **SSL** connection.



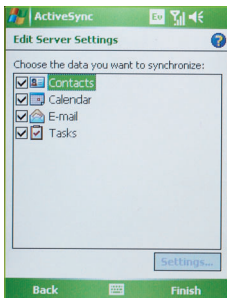
5. Tap **Next** and enter the following information:



- In the **User name** box, enter the user name for the account to be synchronized.
- In the **Password** box, enter the password for the account to be synchronized.
- In the **Domain** box, enter the domain provided by your email administrator.
- By default, the **Save password** check box is not selected. Please select it so that you do not have to type your password each time you synchronize with the server and to enable notification-activated ("always up-to-date") synchronization with the server.
- Tap **Next**.

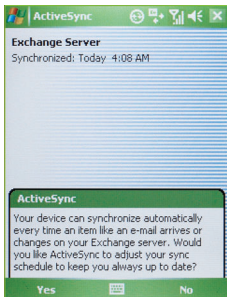
# setting up your email (continued)

6. By default, Contacts, Calendar, E-mail & Tasks are selected for synchronization. De-select each type of data you do not wish to synchronize.

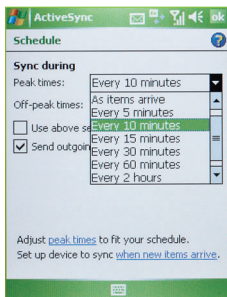


7. Tap **Finish** and then tap **Sync** to start synchronization.
- After your first synchronization an ActiveSync message will appear prompting you to use the “**Always up to date feature**” to receive

your calendar updates/emails as and when they arrive. Select **Yes**.

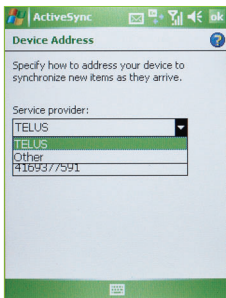


- You will then be taken to the **Schedule** screen, where you can set your synchronization preferences. This is the time between network synchronizations. The default is set to 10 minutes but you can adjust the schedule to suit your needs. If you select **As Items Arrive** (same as “Always up to date feature”) and tap **OK**, then you will be prompted to enter the **device address**. Tap **OK**.



# setting up your email (continued)

- Select **TELUS** from under the **Service Provider** field.



- Ensure your **10 digit** mobile phone number is in the **Phone number for this device** field. Note: Generally your mobile phone will self-populate but you will need to validate.
- Tap **OK** to return to the ActiveSync screen.

## (b) Internet service provider email (POP3/IMAP)

You can access Internet (IMAP or POP3) based email. To access Internet-based email, an IMAP or POP3 email account must be created on the device.

Please have the following information handy before starting to set-up your email account. Refer to [telusmobility.com/emailsetup](http://telusmobility.com/emailsetup) for further details on popular internet service providers.

User Name: \_\_\_\_\_

Password: \_\_\_\_\_

### Server information

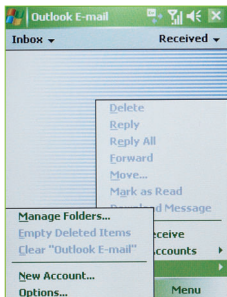
- Incoming mail server address: \_\_\_\_\_
- Outgoing mail server address: \_\_\_\_\_
- Domain name: \_\_\_\_\_

### To create an IMAP or POP3 email account

1. On the Today screen, select **Start**, and then select **Messaging**.
2. Tap on **Menu** located on the bottom of the screen.
3. Tap on **Tools**.

# setting up your email (continued)

4. Select **New Account**.



5. Enter your email address and select **Next**.

6. Your device may perform an auto configuration. This will only take a few seconds.

7. Enter **Your Name**, **User Name** and **Password**.

8. Check the **Save** password. Tap **Next**.

9. Select the Account type - IMAP4 or POP3. If your ISP is recognized, the Name field will auto populate. Tap **Next**.

10. Enter the Incoming and Outgoing mail server address. If your ISP is recognized this may auto-populate. Enter a Domain if applicable.

11. When you have completed the steps, click **Finish**. You have successfully set up your POP3/IMAP4 email account.

# laptop internet access through your device

For set up instructions please refer to the UTStarcom 6700 user manual **Using Wireless Modem**, page 76. Refer to [telusmobility.com/ppc6700](http://telusmobility.com/ppc6700) for details on our email & web rate plans.

## other useful settings

### customizing the Today screen

To customize the information you want displayed:

- On the Today screen tap **Start > Settings > Personal tab > Today > Items** tab.
- Select the information you want displayed on the Today screen.
- To customize the information further, select an information type, and then tap **Options** (not available for all information types).

## synchronizing larger files / attachments and additional email folders

You can specify the number of messages you want copied to the device, the maximum size of the messages to be copied and the size attachments to be downloaded. You must load and launch the

# other useful settings (continued)

ActiveSync Software on your Personal computer to do this.

- Place your UTStarcom in the cradle attached to your PC.
- On the ActiveSync of your computer screen tap **Tools > Options >** under **Exchange Server**, highlight **E-mail** and tap on **Settings**. You can now specify the number of days you want synchronized with the device, the size of the messages to be copied and whether attachments should be downloaded if they are below a certain size.

By default only messages from the Outlook® Inbox folder are copied to your device. Messages in other email folders in Outlook® are synchronized only if the folders have been selected for synchronization on your device. If you would like to synchronize sub-folders follow these steps:

- On the ActiveSync screen tap **Tools > Options >** under **Exchange Server**, highlight **E-mail** and tap **Settings** then click on **Folders**.
- Select the folders you want to synchronize and tap **OK**. The folders selected will be updated at the next scheduled synchronization.



## moving email attachments to the storage card

- Insert a mini SD Storage Card in the accessories slot located at the top of your device.
- Tap **Start > Messaging > Menu > Tools > Options**
- Select the **Storage** tab, tap **Store attachments on storage card** then tap **OK**. All existing attachments will be moved to the storage card and new attachments will automatically be stored on the storage card. Click **OK**.

# support

If you have any questions about the set-up of your handheld, rate plans, or billing please visit us at [telusmobility.com/PPC6700](http://telusmobility.com/PPC6700) or contact us at 1-866-771-7292.