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### 1. Introduction to SyncSuite for BlackBerry

SyncSuite for BlackBerry allows you to synchronize your Calendar and your Address Book.

#### A) Required Components

**The following is required for SyncSuite for BlackBerry to function properly:**

- BlackBerry with OS Version 4.2.1 or higher
- Internet Connection and Browser application on the BlackBerry
- Username and Password

**The “Track ball” is located in the middle of most BlackBerry models. Some newer BlackBerry models have the “Navigation” button instead of the “Track ball.”**

### 2. Installing SyncSuite for BlackBerry

**There are 2 methods for installing SyncSuite for BlackBerry.**

1. Download directly to BlackBerry
2. Download to Desktop and transfer files to BlackBerry

#### A) Download directly to BlackBerry

1. Use your BlackBerry Browser and go to the following URL:
  - a. <http://webmail.twtc-hosting.com/downloads/bb.php>
2. You will be prompted to download the application. Accept the download.
3. Once the application downloads and installs, your BlackBerry will notify you that it was installed successfully.

#### B) Download to Desktop and transfer files to BlackBerry

**This process requires installation to the desktop; then transfer via USB or communication port to your BlackBerry.**

**Transfer via USB cable or some other type of communication port to your BlackBerry**

1. Download SyncSuite for BlackBerry
2. Extract the zip to your desktop.
3. Connect your USB cable to your PC and BlackBerry.
4. Start the BlackBerry Desktop Manager.
5. Double click the “Application Loader” to start the Application Loader Wizard.
  - a. Click “Next.” If the loader asks for a communication port make sure the BlackBerry is connected to your computer.
  - b. Select Add in the Application Selection Dialog, go to the directory where you unzipped the files and select the .alx file.
6. You should now see the SyncSuite BB application and several other modules in your list of applications.
  - a. Click “Next,” to transfer the application to your BlackBerry.  
The BlackBerry will restart after you click “Finish”, SyncSuite can be found in the “Applications” section.

**3. Settings for SyncSuite for BlackBerry**

The following information is required in order to synchronize to the server:

**A) Adding required information to your BlackBerry**

1. On your BlackBerry browse for SyncSuite for BlackBerry on the Main Menu of your BlackBerry.
2. Select SyncSuite by clicking the “Trackball.”
3. Fill in your email address and password.
4. Click the “Trackball” or “BlackBerry button”
5. Choose what you would like to sync by placing a check mark next to the option:
  - Contacts
  - Calendar
  - tasks
6. Place a check mark next to Autosync if you would like it to sync automatically
7. “Every” allows you to put a numerical value and the “unit” allows you to choose minutes, hours, or days of how often you would like it to synchronize.
8. Click the trackball and choose “save” to save your settings or “cancel” to stop the changes.

**4. Synchronize using SyncSuite for BlackBerry**

The first time you synchronize, a slow sync is performed. Slow sync sends all data on your device to the server. After the initial sync all modifications made on your device are recorded and transferred to the server in the next sync session. Only data changed on the client or the server will be synced.

**A) Start Synchronization**

1. On your BlackBerry browse for SyncSuite on the Main Menu of your BlackBerry.
2. Select SyncSuite by clicking the “Track ball.”
3. Click the “BlackBerry Button” and Select “Start Sync” by clicking the “Track ball.”  
Sync times may vary due to the following:

- **Internet connection speed**

- **Amount of data being transferred and time elapsed during transfer.**
- **OS version of your BlackBerry**

**B) Supported information**

There are some contact information fields in your BlackBerry which are not supported by SyncSuite; this is because these fields either cannot be accessed or are not supported by the SyncML standard. They are:

**Contacts (vCard)**

1. PIN
2. User Fields 1-4

**Calendar (vCal)**

1. Recurring Events: Monthly by Position and Yearly by Date are not supported.

**C) Supported OS versions**

**OS Versions >= 4.2.1.xx**

**5. Uninstall SyncSuite for BlackBerry****A) Delete SyncSuite from your BlackBerry**

- 1 On your BlackBerry, using the “Track Ball”, find and point to the “SyncSuite Client” icon.
- 2 Click the “BlackBerry” button.
- 3 Select “Delete” by moving the “Track ball.”
- 4 Confirm the uninstall
- 5 Reboot BlackBerry

**B) Uninstall SyncSuite from the Desktop Manager**

1. Start the Application Loader
2. Uncheck “SyncSuite-BB.”
3. Click “Next.”
4. Click “Finish.”

All data related to SyncSuite will be deleted including Settings and License information.

**SyncSuite will be permanently removed from your BlackBerry.**