

DMS Procedure for Oracle Calendar Palm Migration

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Introduction

This document is to be used as a guide for configuring Palm Handheld devices to work with the new Oracle Calendar Service after the proposed changeover on the 6th of October 2006.

Please note, there are many possible combinations of Palm Device, Palm Desktop software and HotSync Manager software, as well as numerous options for synchronising different Palm applications so the following assumptions have been made:

- Windows 2000
- Palm Desktop Software 4.1.4 or above
- HotSync Manager 4.0 or above
- Synchronising with Netscape Calendar
- Synchronising with Netscape Address Book

This procedure has been tested on the following Palm models but it is expected similar models will also work.

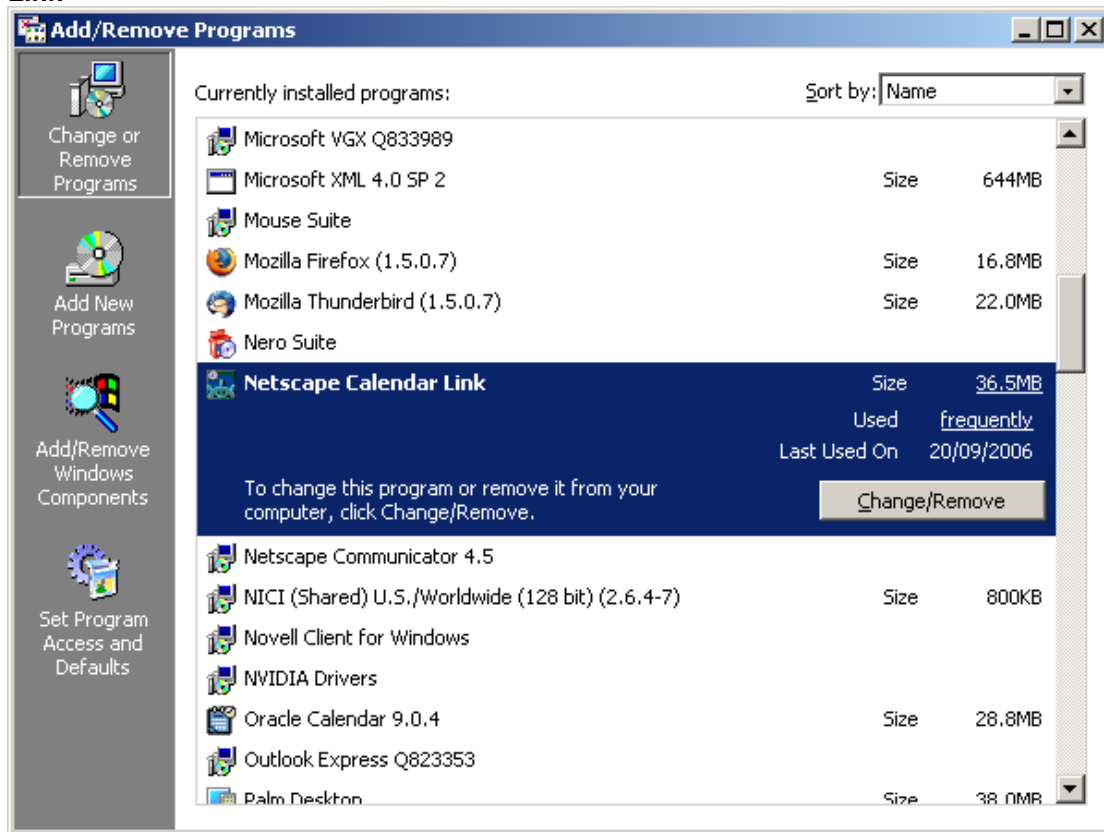
- Palm Treo 650
- Palm Tx
- Palm Tungsten E
- Palm Vx
- Palm m515
- Palm m100

Please contact the ITS Helpdesk on 33000 if you have any queries regarding this document.

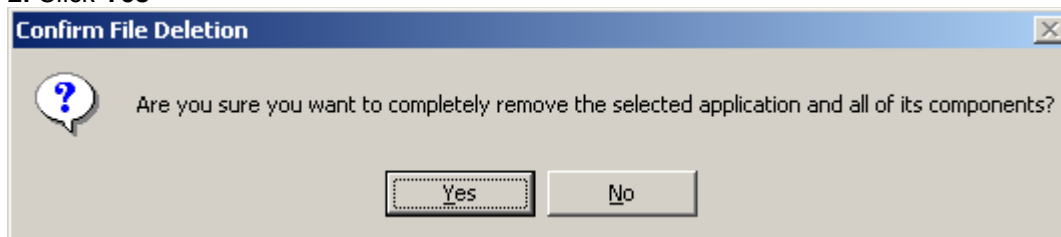
Uninstalling the Netscape Calendar Link

This is best done while **HotSync Manager** is running ie the icon should be displayed in the system tray on the task bar.

1. Go into **Control Panel** and **Add/Remove Programs** and Remove the **Netscape Calendar Link**

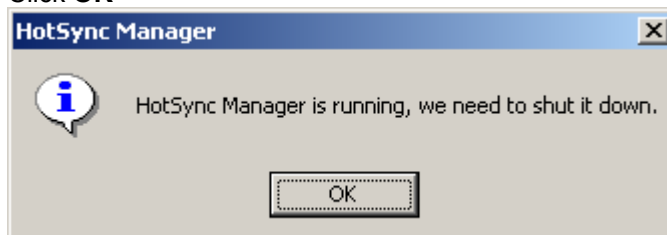


2. Click **Yes**

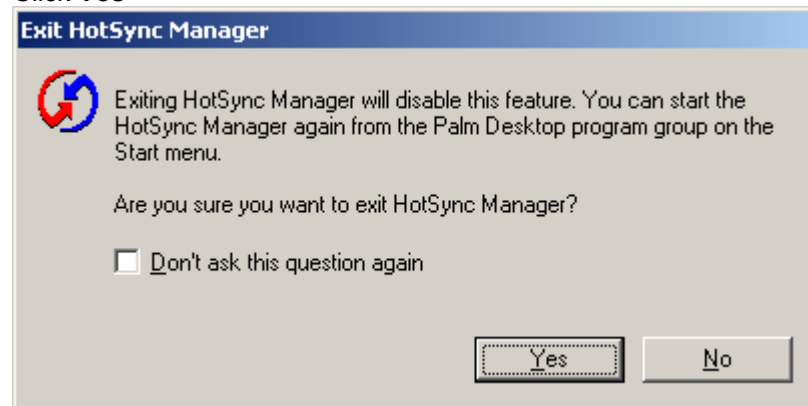


3. Depending on your version of **HotSync Manager** or whether it is running or not, you may see the following messages.

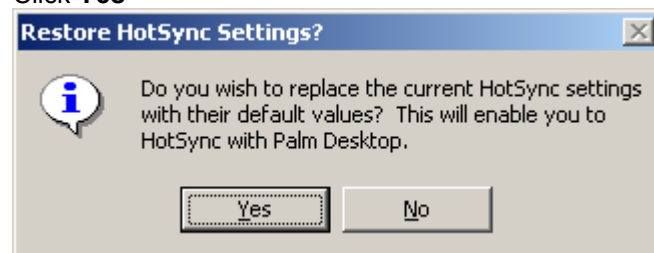
Click **OK**



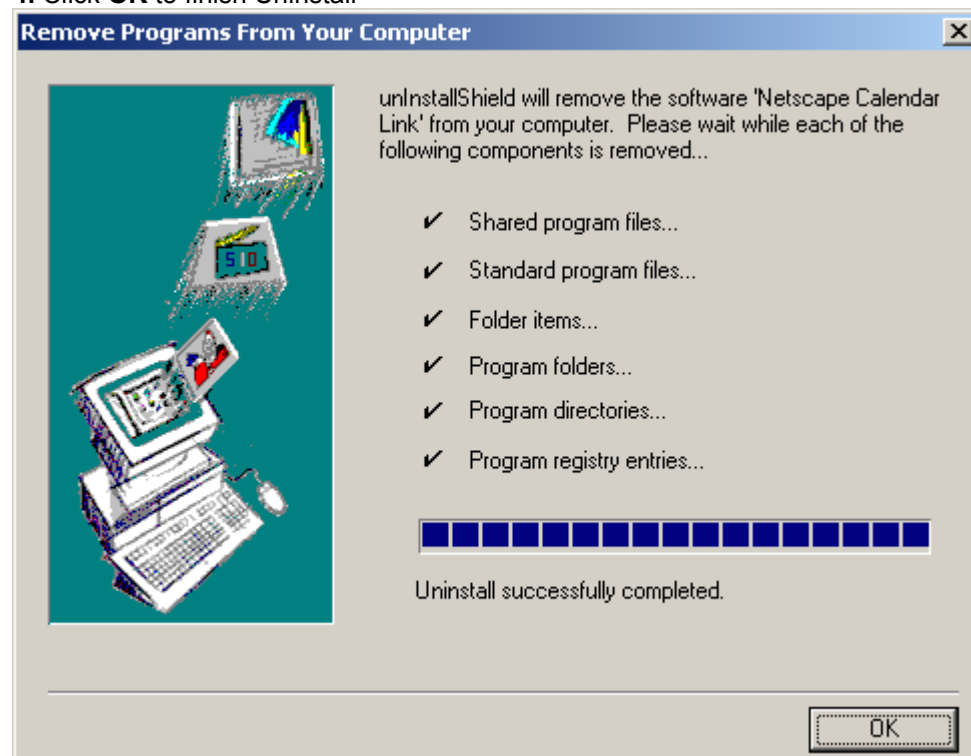
Click **Yes**



Click **Yes**



4. Click **OK** to finish Uninstall

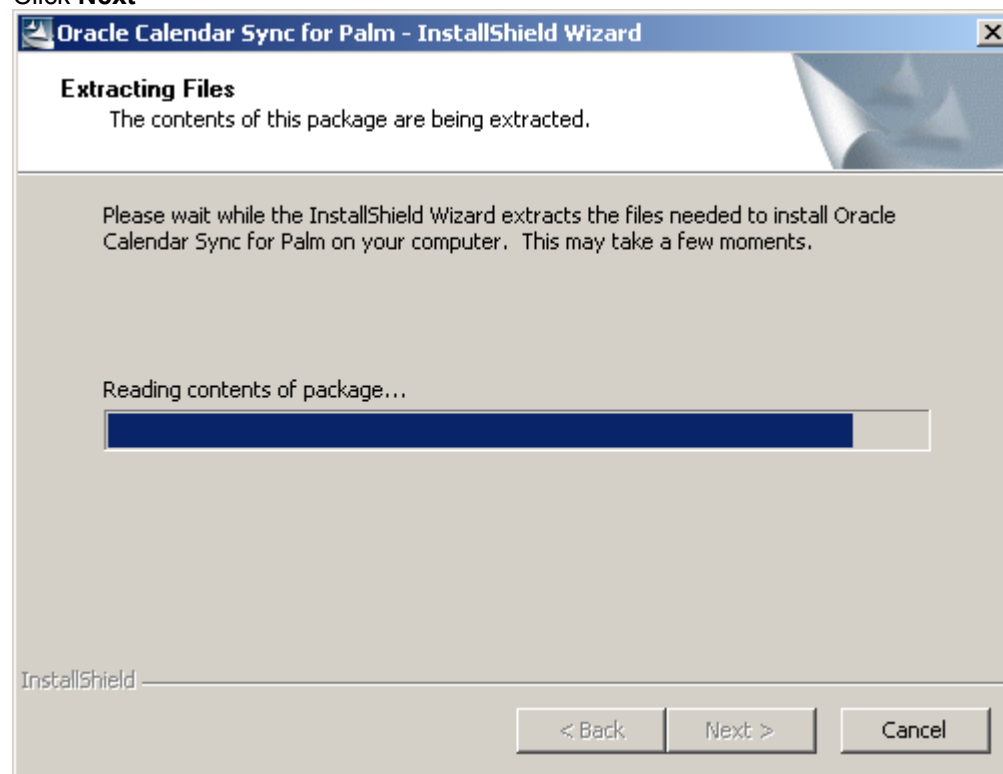


5. Reboot your PC.

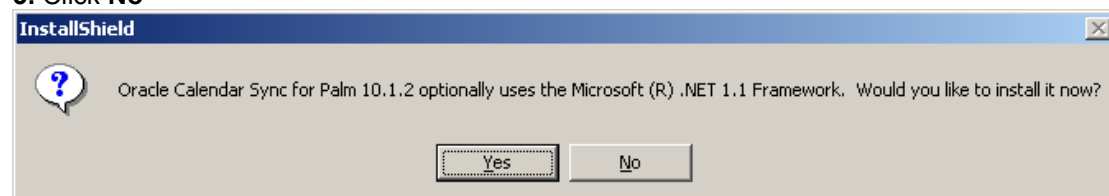
Installation of Oracle Calendar Sync for Palm

1. Download the **Oracle Calendar Sync for Palm** installer from <http://www.adelaide.edu.au/its/aos/calendar/pda.html#downloads>
2. Save this file **cal_syncpalm_win_1012.exe** to a temporary location and double click to start installation

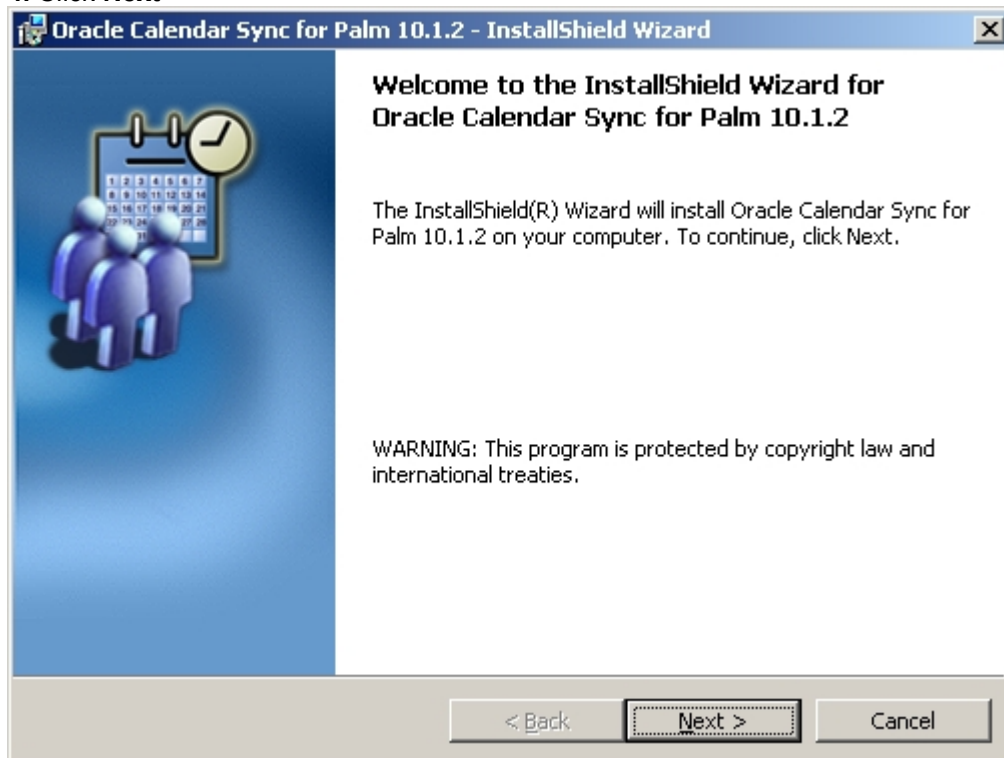
Click **Next**



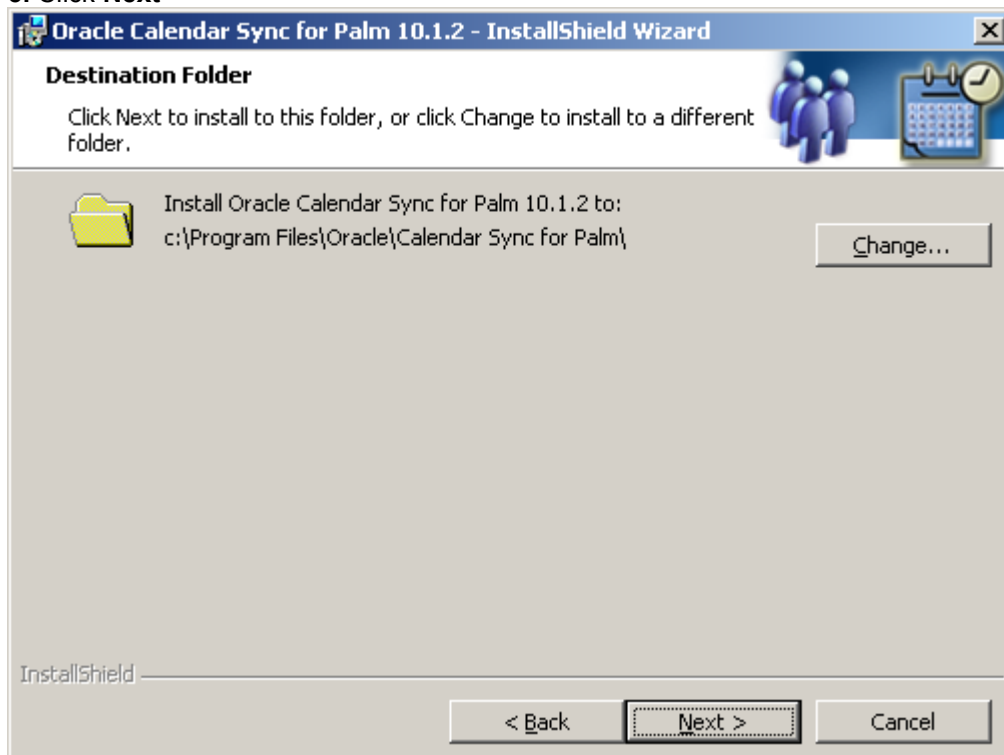
3. Click **No**



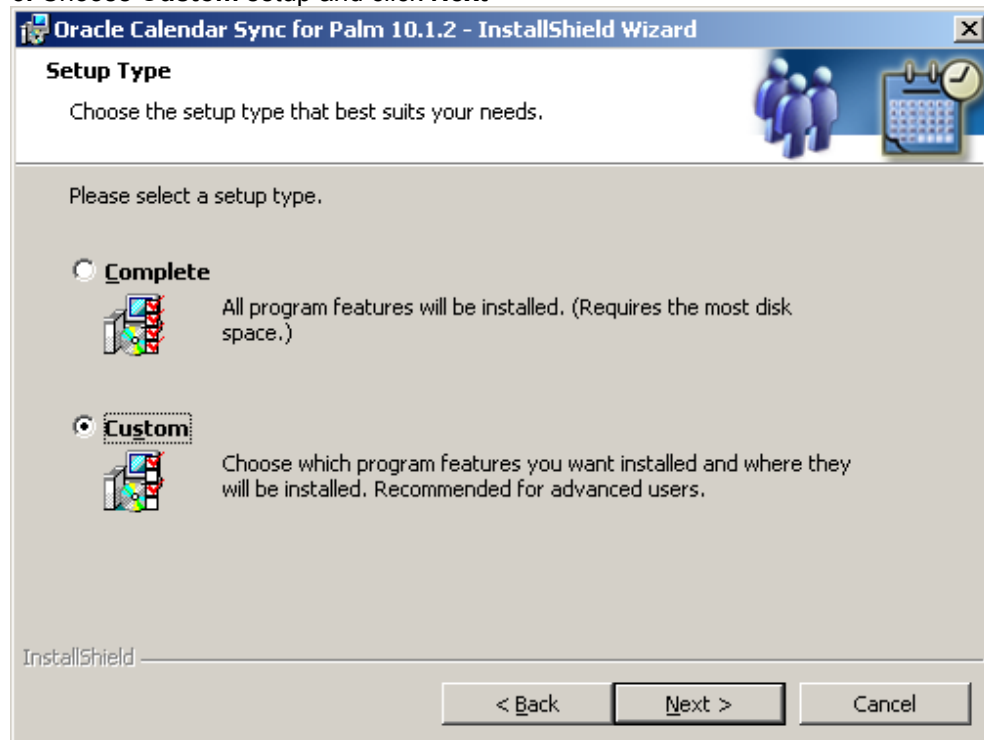
4. Click Next



5. Click Next



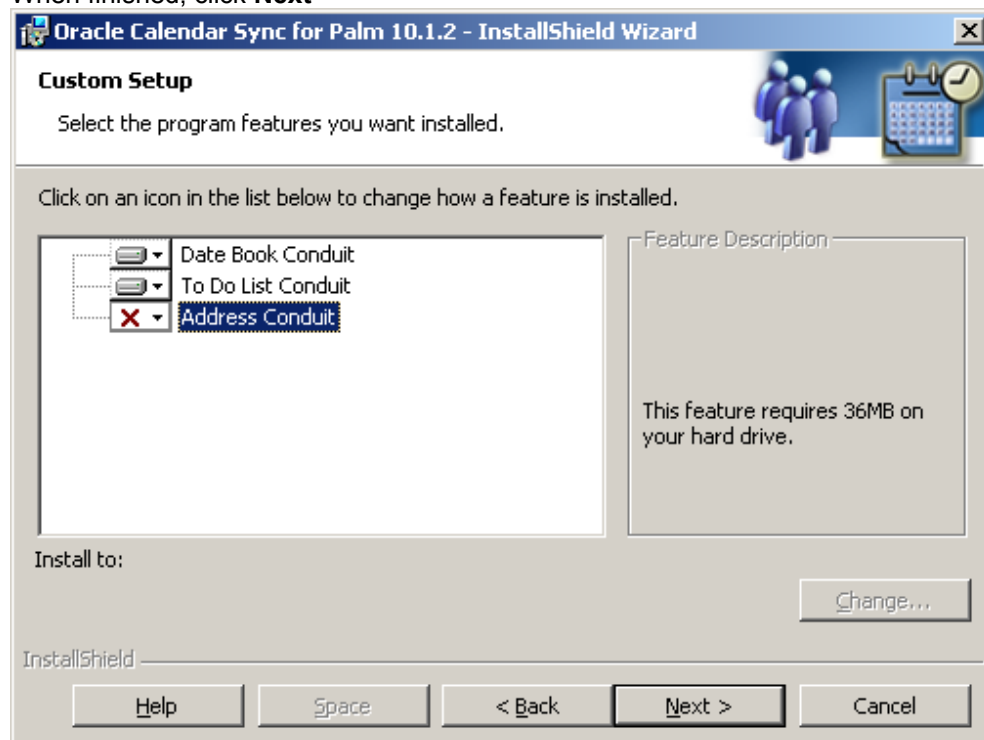
6. Choose **Custom** setup and click **Next**



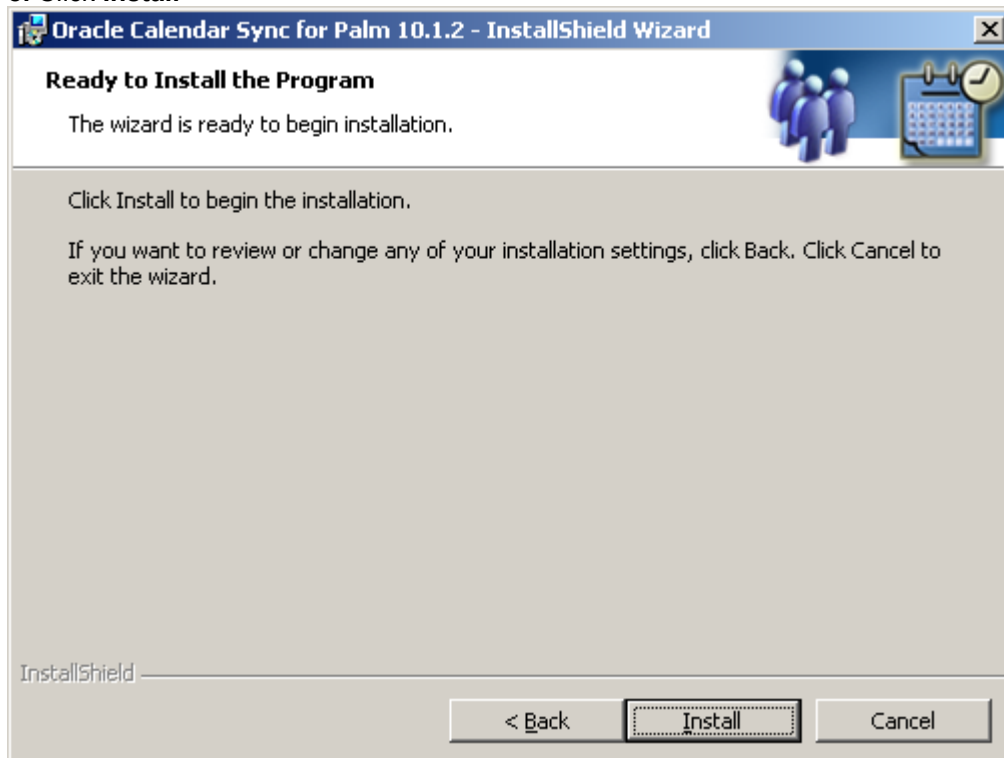
7. If you are synchronising your Palm with **Netscape Address Book** or **Contacts** in your **Palm Desktop** software, you do not need to install the **Address Conduit** so click the drop-down box next to it and make sure it's set to **Not Available** (red X)

If you aren't using any other address book and want to try **Oracle Calendar's Address Book**, leave the **Address Conduit** as it is.

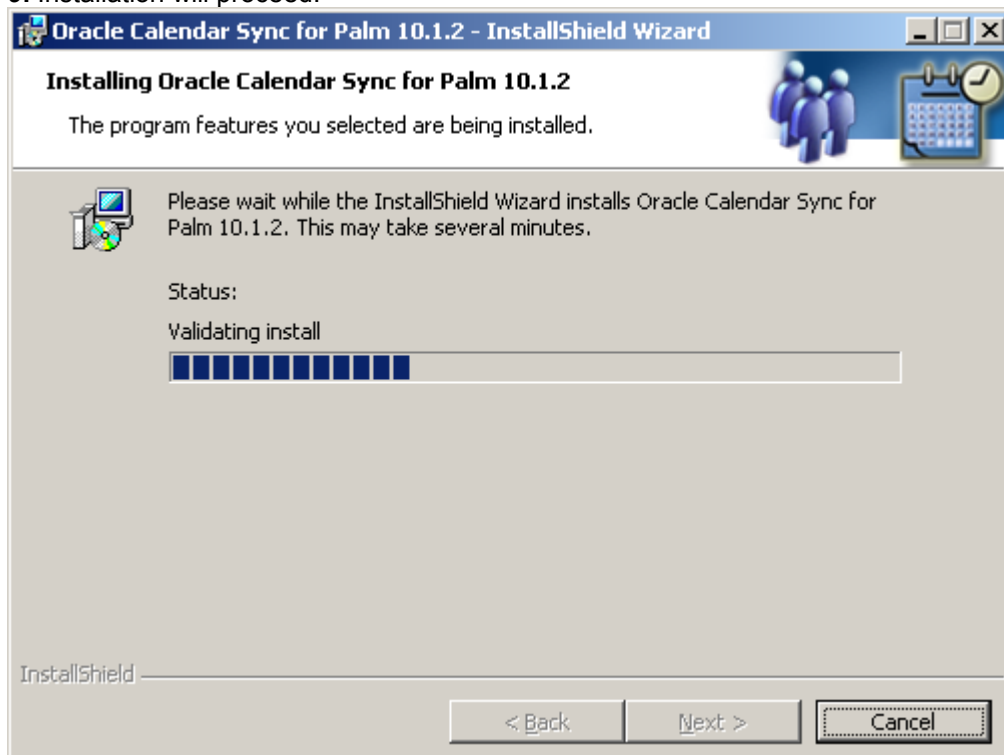
When finished, click **Next**



8. Click Install



9. Installation will proceed.

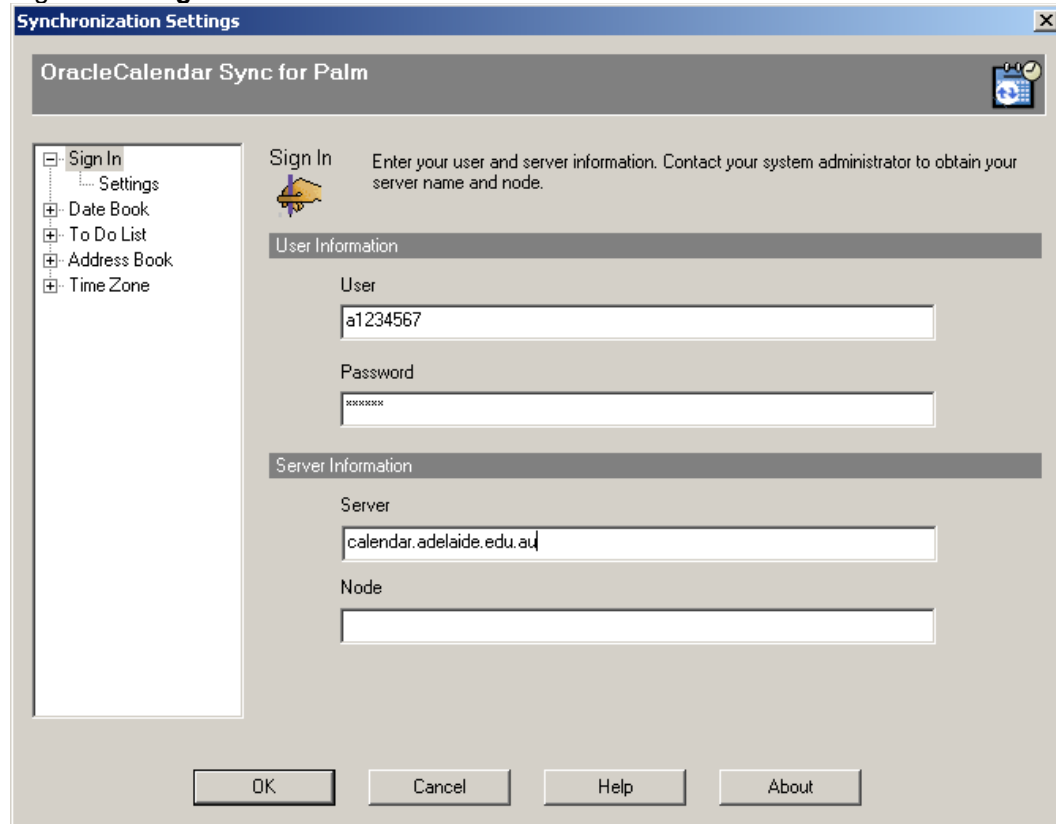


10. When install has finished, a **Synchronization Settings** window should appear.

NB a prompt to Restart may appear first but do not restart yet.

11. Fill in the details as below

Sign In **Settings**



Sign In Enter your user and server information. Contact your system administrator to obtain your server name and node.

User Information

User
a1234567

Password
xxxxxx

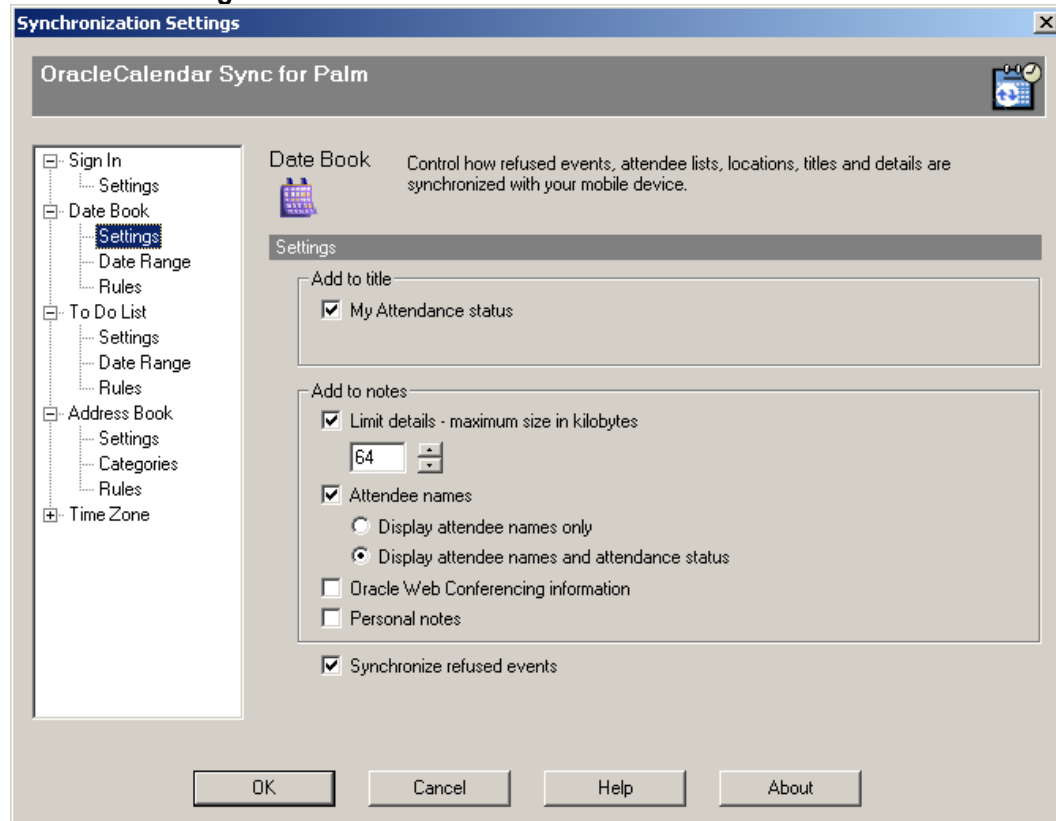
Server Information

Server
calendar.adelaide.edu.au

Node

OK Cancel Help About

Date Book **Settings**



Date Book Control how refused events, attendee lists, locations, titles and details are synchronized with your mobile device.

Settings

Add to title

My Attendance status

Add to notes

Limit details - maximum size in kilobytes
64

Attendee names

Display attendee names only

Display attendee names and attendance status

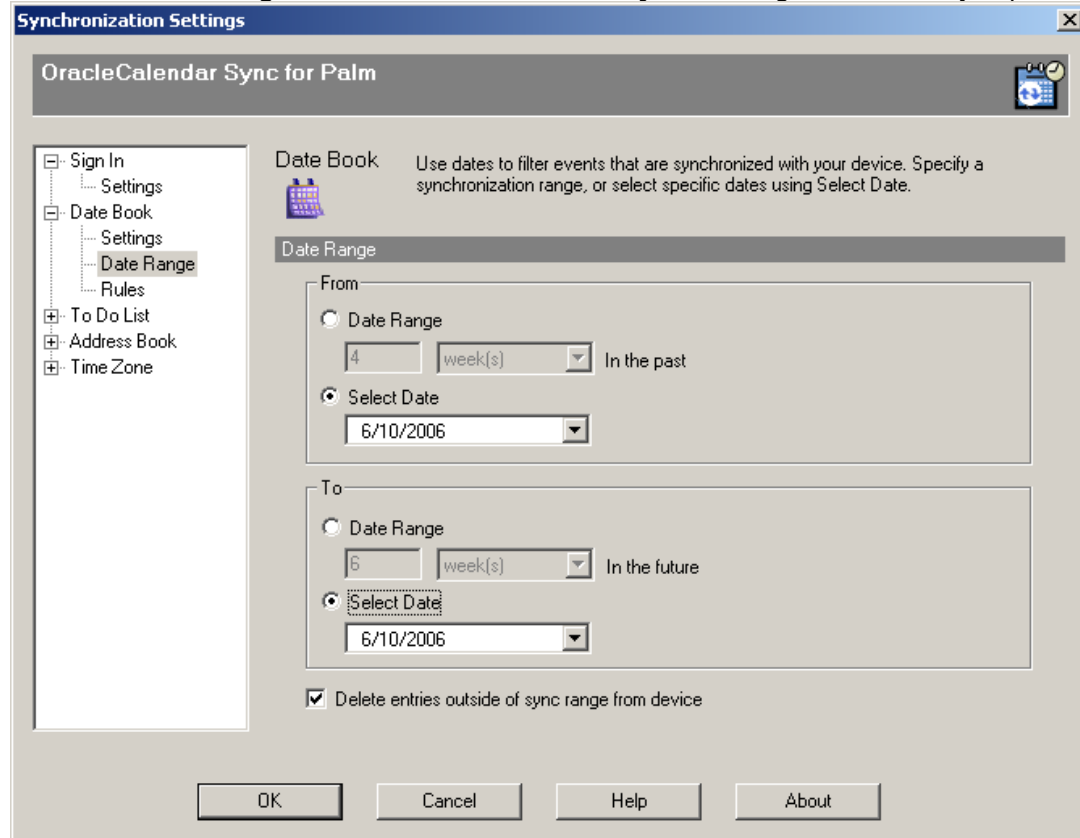
Oracle Web Conferencing information

Personal notes

Synchronize refused events

OK Cancel Help About

Date Book Date Range – NB set to current date only at this stage to avoid entry duplication



Synchronization Settings

OracleCalendar Sync for Palm

Date Book Use dates to filter events that are synchronized with your device. Specify a synchronization range, or select specific dates using Select Date.

Date Range

From

Date Range
4 week(s) In the past

Select Date
6/10/2006

To

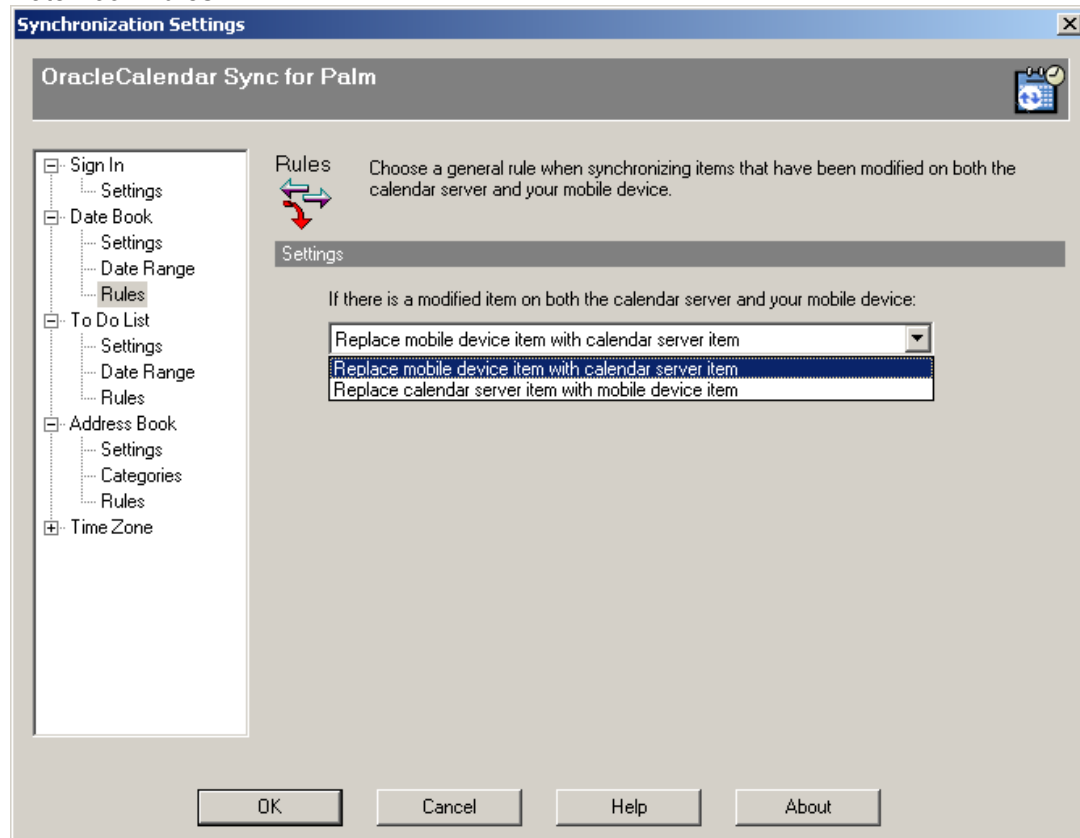
Date Range
6 week(s) In the future

Select Date
6/10/2006

Delete entries outside of sync range from device

OK Cancel Help About

Date Book Rules



Synchronization Settings

OracleCalendar Sync for Palm

Rules Choose a general rule when synchronizing items that have been modified on both the calendar server and your mobile device.

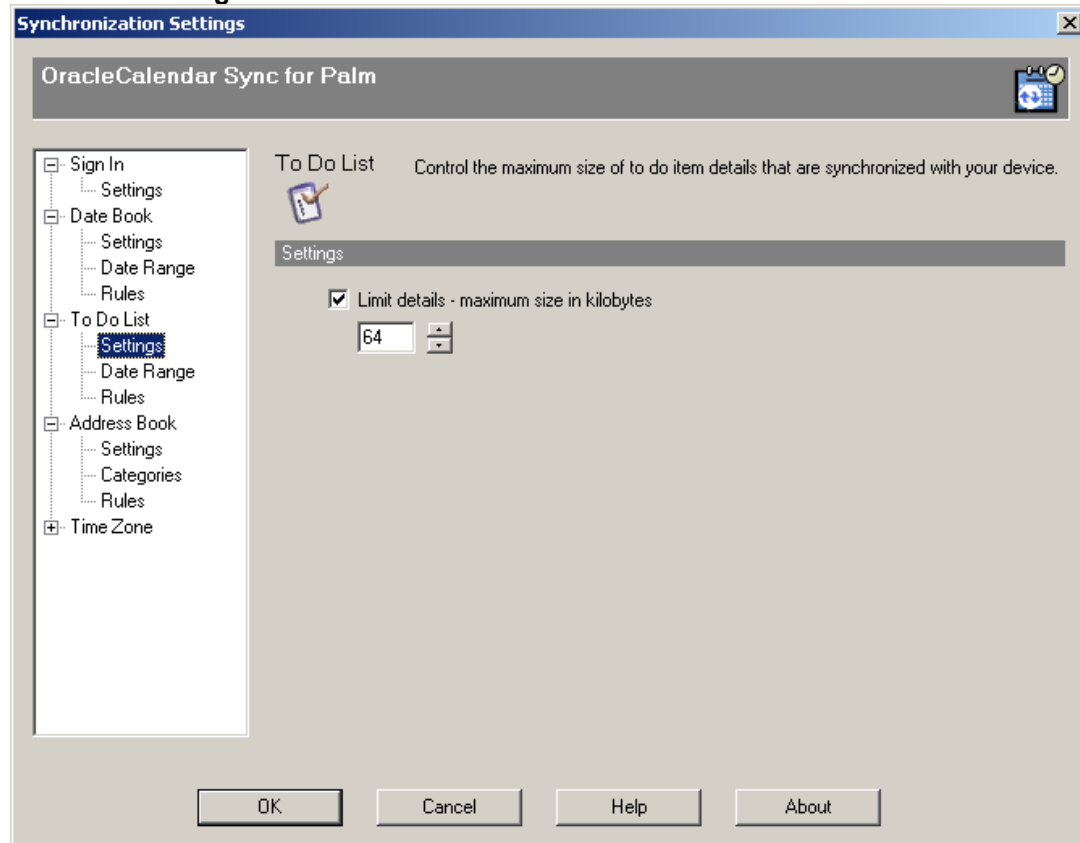
Settings

If there is a modified item on both the calendar server and your mobile device:

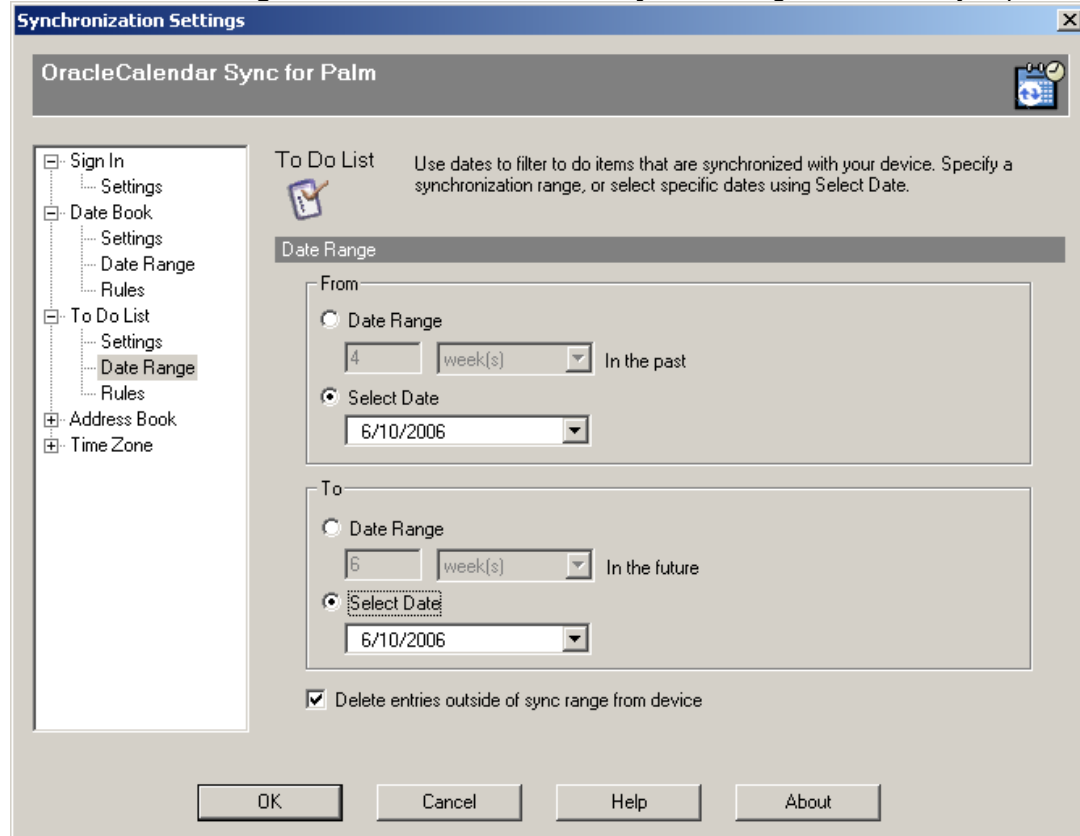
Replace mobile device item with calendar server item
 Replace mobile device item with calendar server item
 Replace calendar server item with mobile device item

OK Cancel Help About

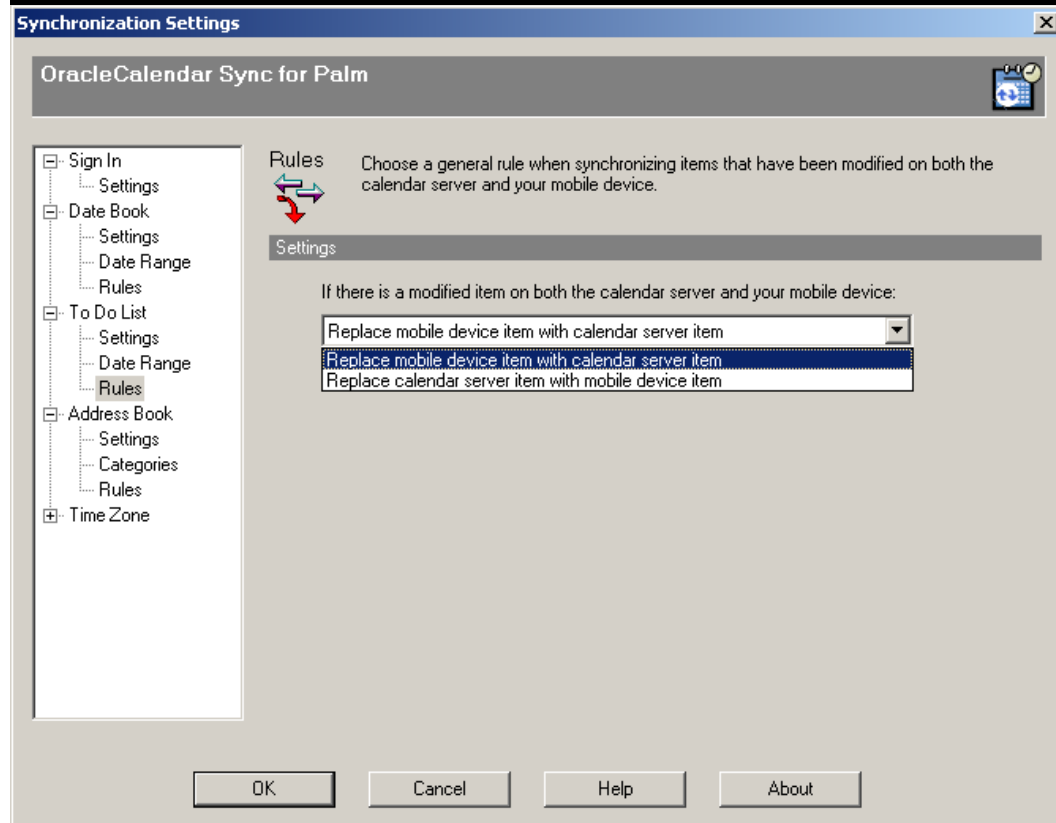
To Do List Settings



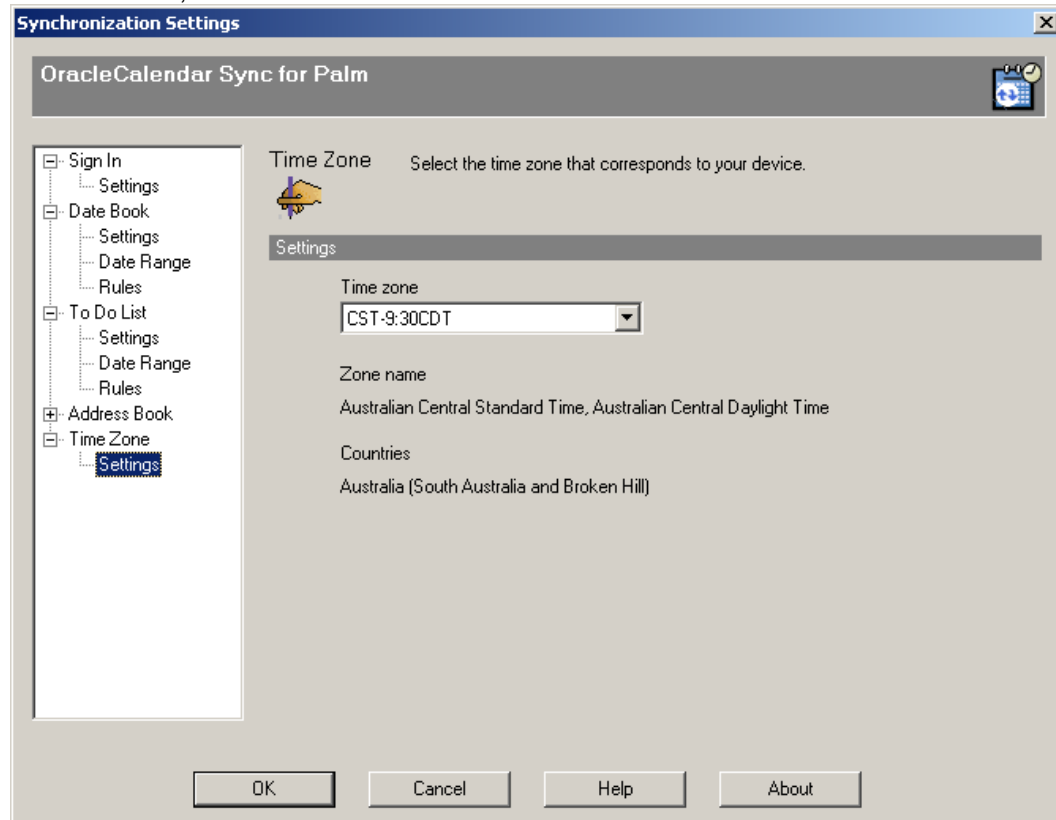
To Do List Date Range – NB set to **current date only** at this stage to avoid entry duplication



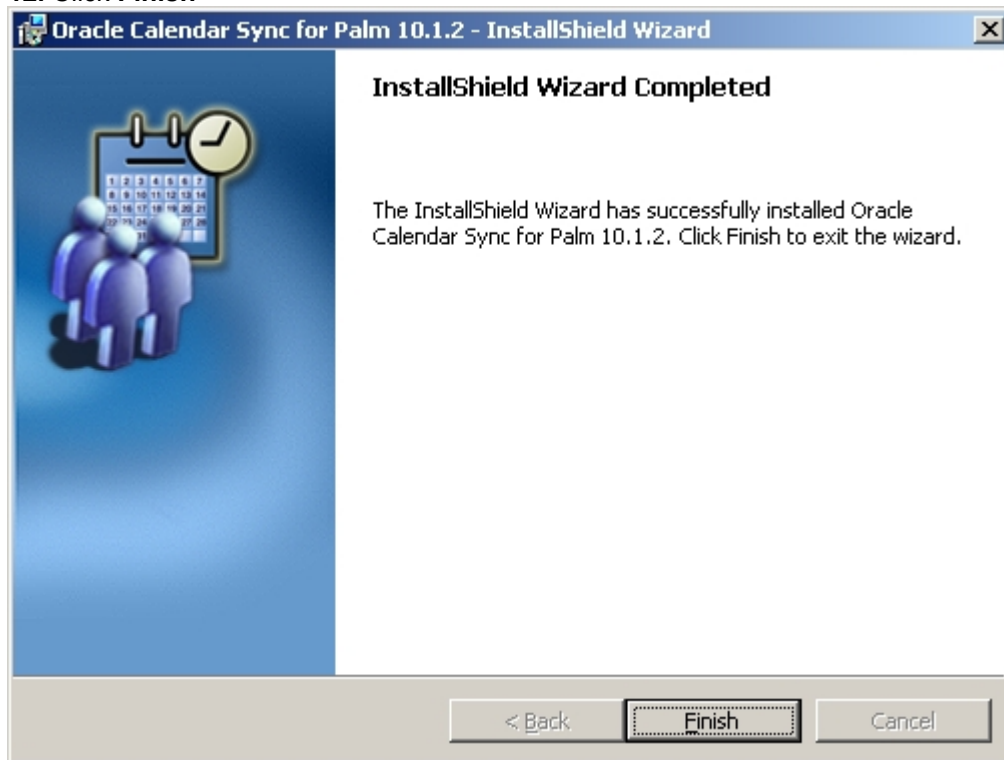
To Do List Rules



Time Zone Settings
When finished, click **OK**

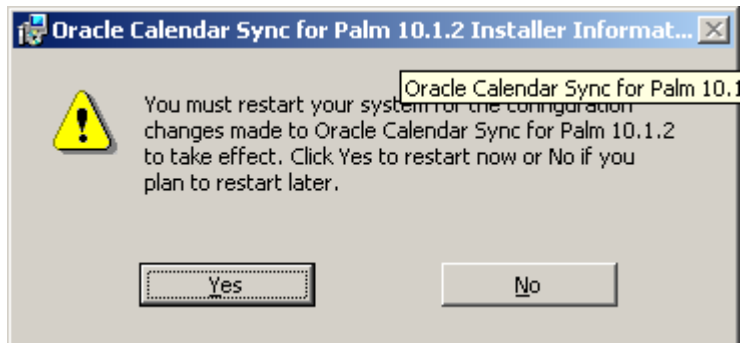


12. Click **Finish**



NB these settings you have entered, particularly the date ranges, can be altered at a later date by going into:
Start Menu – Programs – Oracle Calendar Sync for Palm – Settings

13. Click **Yes** to restart your PC.



Removing the NC Setup Application from your Palm Device

While your PC is rebooting, turn on your Palm device and delete the **NCSetup** application

1. Click on the time in the top left corner and select **App-Delete**



2. Scroll down list of apps and tap on **NCSetup** then tap **Delete**



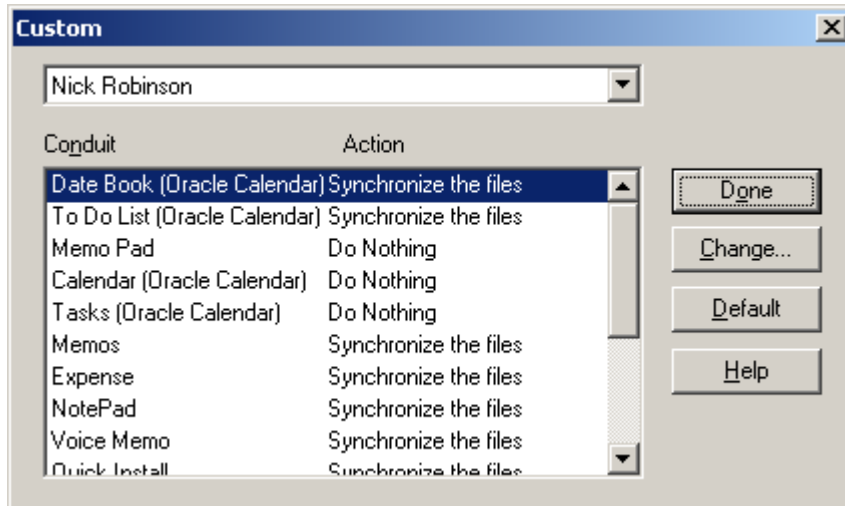
3. Tap on **Yes** to delete **NCSetup**



6. Tap **Done** to finish

Setting up new Oracle Conduits

1. After restart, right click the **Hotsync Manager** and choose **Custom**. Settings should look similar to this ie **Date Book (Oracle Calendar)** and **To Do List (Oracle Calendar)** should be set to **Synchronise the files**.

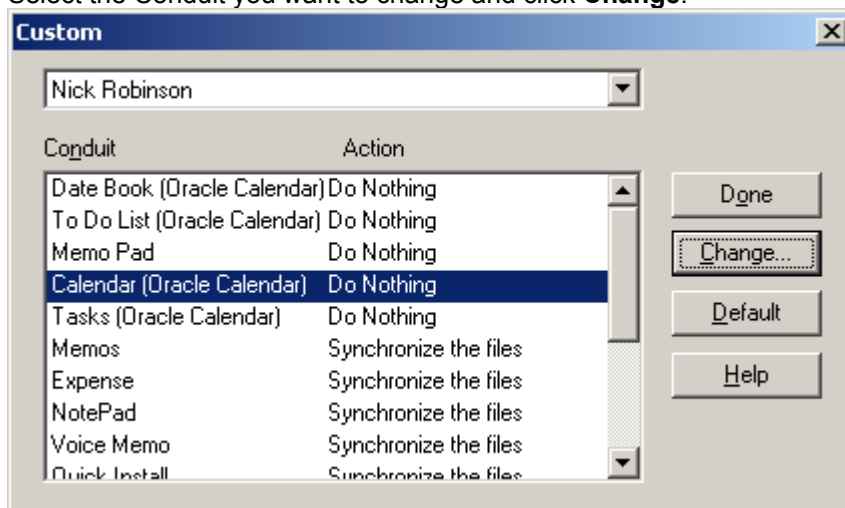


This will be correct for older Palm devices where the **Calendar** feature is called the **Date Book** and the **Tasks** feature is called the **To Do List**.

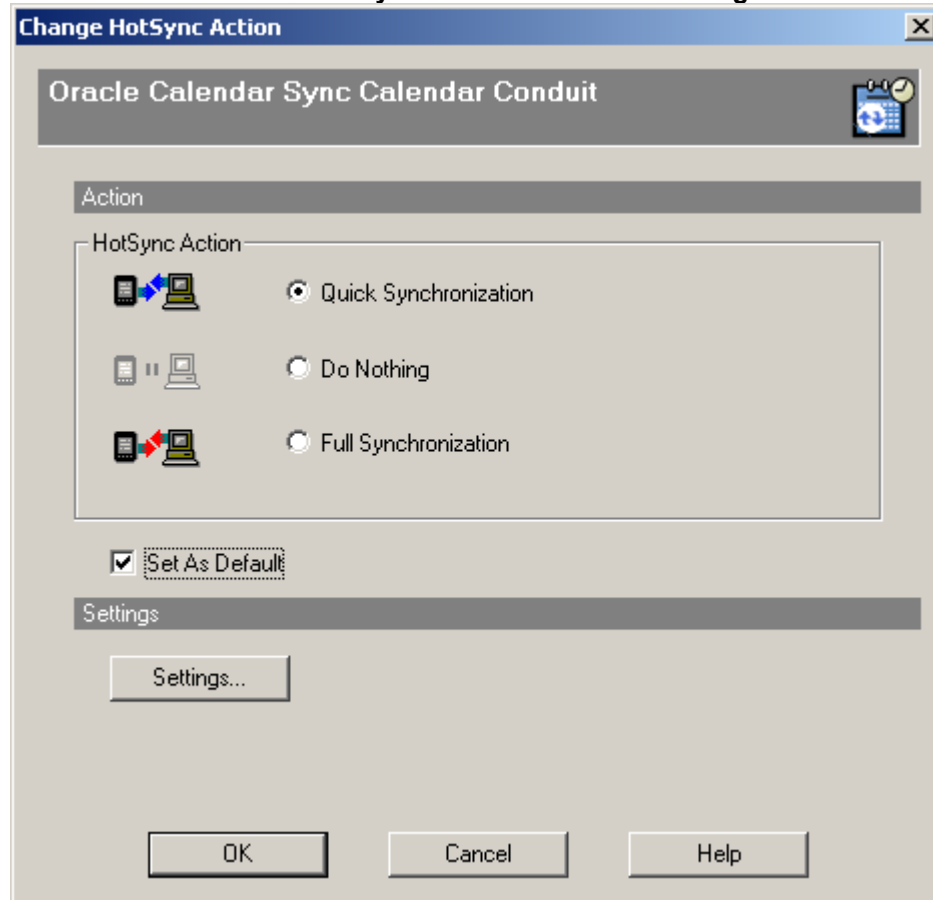
Examples tested where this is the case are the Palm Vx, M100 and M130.

For newer devices such as Tungstens, TXs and Treos, the **Date Book** and **To Do List** conduits will need to be set to **Do Nothing** and the **Calendar (Oracle Calendar)** and **Tasks (Oracle Calendar)** will need to be set to **Synchronise the files**.

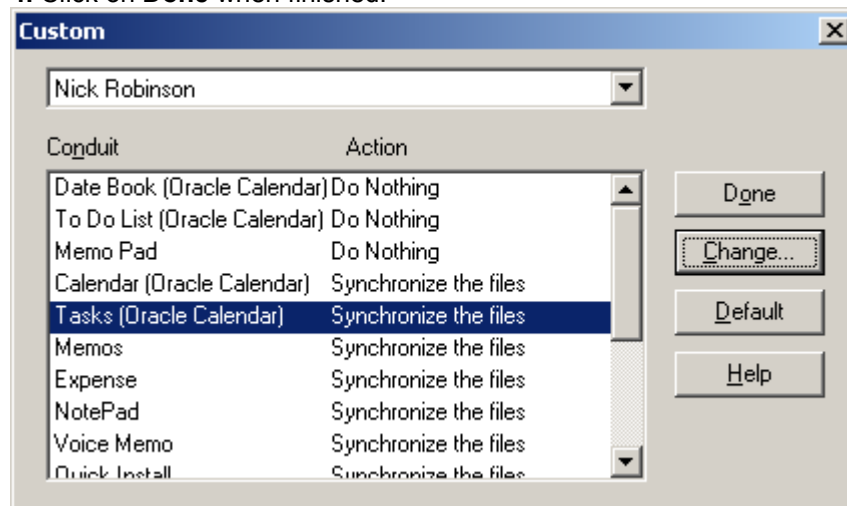
2. To do this, click on **Hotsync Manager** and choose **Custom**. Select the Conduit you want to change and click **Change**.



3. Then choose either **Quick Synchronisation** or **Do Nothing** and tick **Set As Default**



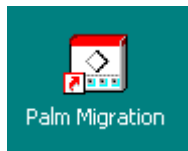
4. Click on **Done** when finished.



Testing and Adjusting Calendar Synchronisation

There are two settings that may need changing before you are able to synchronise successfully.

1. In the **Start Menu**, you should see an item called **OracleCalendarClient904_its.software.ua** and a **Palm Migration** application in the sub-menu.



NB - If this menu item is **not present**, your settings are correct so proceed to **Step 3**

2. Click this application which copies a timezone settings file and removes an old Netscape Calendar registry setting.
3. Click on the **Hotsync Manager** icon in the taskbar and select **Exit**
4. Restart the **Hotsync Manager** from the Palm Desktop Menu in the Start Menu.
5. Turn on your Palm device and try a HotSync.

If there are no Hotsync errors, check the Calendar (or Date Book) on the Palm device and make sure your appointments are showing.

If there are any duplicate entries, they should only be on the current day, providing you set the date range as the current date on pages 9 and 10 of these instructions.

Go into **Start Menu – Programs – Oracle Calendar Sync for Palm – Settings** and adjust the **Date Book** and **To Do List** date ranges to your desired settings e.g. 4 weeks in the past and 6 weeks into the future.

Perform another Hotsync and check that new entries have been added.

Try adding a meeting in Calendar on your PC, HotSync, then check that the Palm Calendar is updated.

If you are still using Netscape Address Book, check that Contacts on the Palm are still working and synchronised with Netscape's Address Book.