

User's Guide

Acrosync LE

Version 1.0

CASIO®

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Handling CD-ROMs

- Do not play a CD-ROM in an audio CD player. This could result in damage to your hearing and to the loudspeakers when the volume is turned up too loud.
- Store the CD-ROM so that it is protected from direct sunlight, or from extreme heat or cold.
- Ensure that there are no scratches, fingerprints, dust or dirt on the surface of the CD-ROM.
- While reading the CD-ROM, the drive may not be switched off and the CD-ROM may not be removed.

Contents

1	Introduction	6
1.1	What is Acrosync LE?	6
1.2	System requirements	6
1.3	Connecting the PV-S1600 to the PC	7
1.4	Supported CASIO models	11
1.5	Loading data from CASIO FA-127 and FA-128	11
1.6	Expressions	12
1.7	Legend of the symbols used	13
2	Fast start	14
3	Run Acrosync	16
3.1	Installation	16
3.2	Call Acrosync	17
3.3	Online registration	18
3.4	Acrosync Online	18
4	Pre-settings in Acrosync	19
4.1	Transfer parameters	19
4.2	PV Unit registration	20
	Create the PV Unit code	21
	Merge data areas	22
	Separate merged data areas	23
	Management of the PV Unit codes	24
	Secret and open data area	25
5	Configure synchronization	26
5.1	Select the areas	26
5.2	Determine the target folder	28
5.3	Field links	30
	Standard field link settings	30
	Create field links	33
	Possible links between data types	34
	Edit field links	36
	Delete field links	39
	Sort field links	40
5.4	Filter	42
	Filter criteria for the data type "Text"	44
	Filter criteria for the data type "Numerical"	45

Filter criteria for the data type "Time"	46
Filter criterion for the data type "Date"	47
Filter criteria for the data type "Yes/No"	48
5.5 General settings	49
Method of solving conflicts	50
Confirmation check when deleting data records	52
Doublet filter	53
6 Synchronization	54
6.1 First synchronization	56
Message 'Unknown PV Unit'	57
6.2 Data records which cannot be synchronized	62
Message for data records which cannot be synchronized	63
Options in dealing with the affected data record	64
6.3 Complete backup and retrieval of data	65
7 Annex	66
7.1 Necessary entries for the CASIO data areas	66
7.2 Links between data areas and target folders	67

1 Introduction

1.1 What is Acrosync LE?

Acrosync LE is an efficient program for synchronizing the data stocks of your PV Unit with Microsoft Outlook.

You can use Acrosync to manage your address, appointment, memo and task items simultaneously on your PV Unit and in Microsoft Outlook. Any change which you make to one of the two sides is transferred by Acrosync to the other side. This ensures that the data stock on your PV Unit always corresponds exactly to the Microsoft Outlook entries on your PC at home or in the office.

One component of Acrosync LE is Multiple Sync Capability (MSC). Multiple Sync Capability (MSC) lets you synchronize data on a PV Unit with several applications, such as Acrosync or PC sync.

1.2 System requirements

Your PC must fulfil the following requirements for working with Acrosync:

Operating system	RAM	Processor
Windows XP Home Edition/Professional	64MB	Pentium 233MHz
Windows Me	32MB	Pentium 150MHz
Windows 2000 Professional	64MB	Pentium 150MHz
Windows 98/98 Second Edition	24MB	Pentium 150MHz
Windows 95	16MB	Pentium 75MHz
Windows NT Workstation 4.0 (Service Pack 3 or later)	32MB	Pentium 150MHz

Further requirements:

- Microsoft Outlook 97, 98, 2000 or 2002
- CD-ROM drive for software installation
- USB or 9pin COM Port (serial port)

Note

Proper operation using the USB cable is not guaranteed on a computer that has been upgraded from Windows 95. Also, proper operation is not guaranteed for all computers that satisfy the specified system requirements. When performing serial data communication using a computer's 9-pin COM Port, it is your responsibility to provide the required serial cable (SB-305).


1.3 Connecting the PV-S1600 to the PC

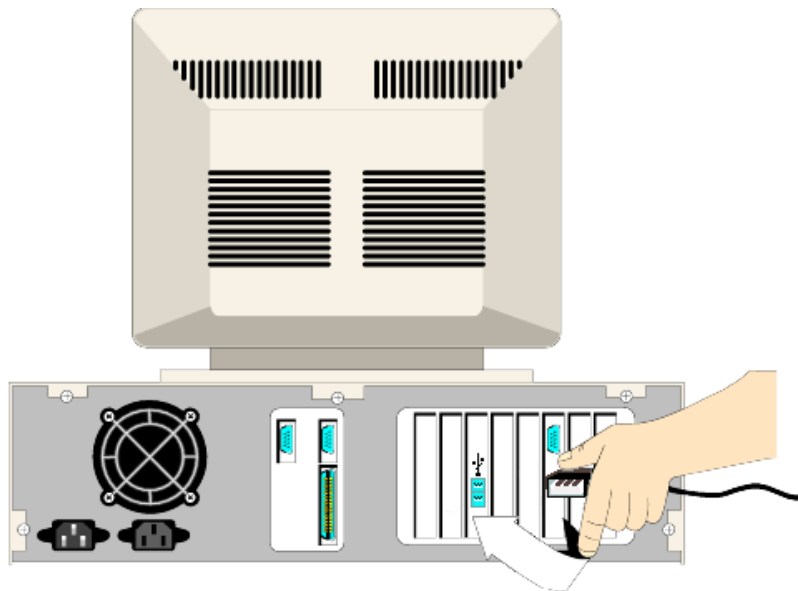
To connect the PV Unit to your PC, you can connect it either to a USB port or to a serial port.

Note

Be sure to turn off the power of both your PV Unit and computer before connecting them. Failure to do so can result in damage to the PV Unit, your computer or the cable.

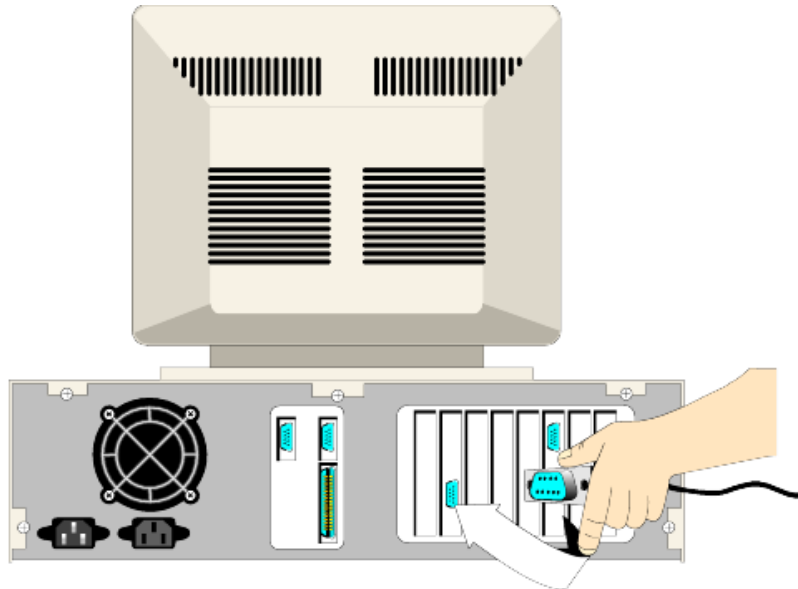
1. USB

Insert the cable of the PV Unit into the USB port. The USB is marked with the symbol  and / or with the abbreviation "USB".



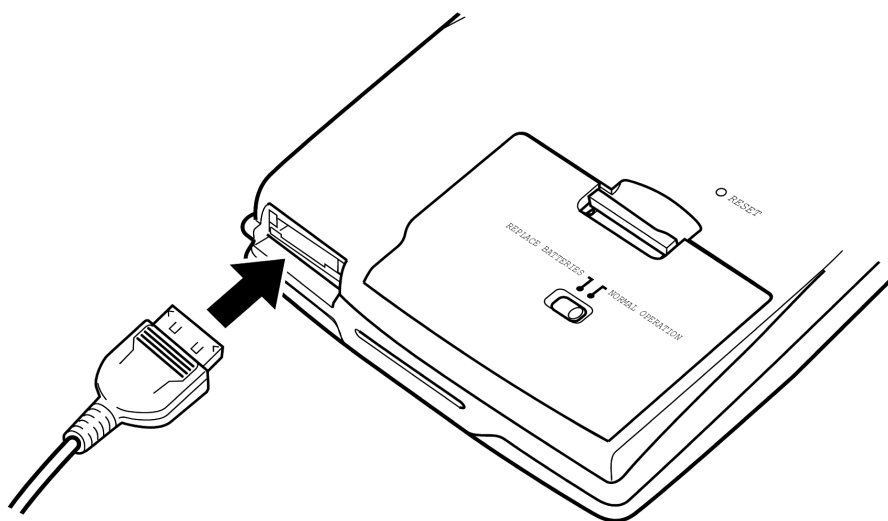
2. Serial port

Insert the plug of your adapter cable (SB-305) into the serial port (RS-232C) of your computer. The serial port is normally labeled COM1, COM2, COM3, or COM4.



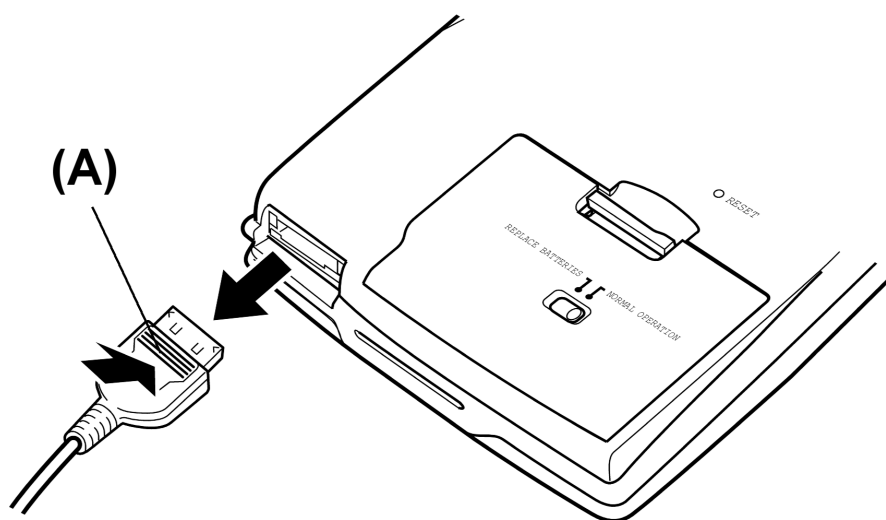
PV-S1600**To connect the cable to the PV Unit**

1. Turn off PV Unit power.
2. Plug the cable into the cable connector at the bottom of the PV Unit as shown below.



To disconnect the cable from the PV Unit

1. Turn off PV Unit power.
2. While pressing the release button indicated by (A) in the illustration below, disconnect the cable.



1.4 Supported CASIO models

Acrosync only supports the PV-S1600. If you have previously worked with a different PV Unit, follow these Steps to transfer your data to Acrosync:

1. Send the data from your old PV Unit to a version of PC sync that is compatible with that PV Unit.
2. Use PC sync to send this data to your PV-S1600.
3. Synchronize your PV-S1600 with Microsoft Outlook using Acrosync.

Please consult the PC sync user's guide for more detailed information.

1.5 Loading data from CASIO FA-127 and FA-128

Data from these devices can be transferred via PC sync. To do this select **'Open'** from the **'File'** menu in PC sync, and select the required 'twf' file in the dialog box. Confirm your selection with **[OK]**.

Enter the correct password if the FA-127/FA-128 file is password protected.

As you load the FA-127/FA-128 file, it is automatically converted to an PC sync file. However, to do so, PC sync needs to know the PV model for which these data items are intended. A dialog box is presented, prompting you to enter your PV model, whereupon the data is loaded and displayed.

Note, however, that when you save this new file, it will have the format of an PC sync file and can no longer be read by FA-127/FA-128. To keep your original FA-127/FA-128 file intact, simply give the new file a different name. If you try to open an PC sync file in FA-127 or FA-128, an error message is presented.

Data items from the **'Business Card'** area are taken over in **'Business Contacts'** in PC sync. If areas are not available in PC sync (e.g. **'Free Files'**), they cannot be transferred. If at all possible, you may therefore want to copy such data to a different area while you are still in FA-127.

1.6 Expressions

Please find below some definitions of frequently used expressions to help you understand the instructions for Acrosync:

Conflict	A conflict occurs during synchronization when both data records of a data record pair have been changed. In this case, Acrosync cannot determine which of the two changes has priority.
Data area	A data area on your PV Unit contains data with a certain content, e.g. "Schedule" or "Personal Contacts"
Data field	A data field is part of a data record, e.g. the phone number in an address entry.
Data record	A data record is a unit within a data area, e.g. an address entry in the data area "Personal Contacts".
Data record pair	A data record pair consists of a data record on the PV Unit and the corresponding data record in Microsoft Outlook. Each data record pair bears an identification so that Acrosync can immediately detect the "partner" of a data record during synchronization.
Data type	A data type describes the format for a data field. Data types are for example "date" or "time".
Field link	Acrosync uses field links to stipulate how the data fields of the PV Unit are linked to those of Microsoft Outlook.
Filter	A filter describes the inclusion (or exclusion) of data in a synchronization, using a certain criterion.
First synchronization	During first synchronization, initially the data stocks of the PV Unit and/or the data stocks from Microsoft Outlook are accepted. Subsequently, a copy is made of every data record and sent to the other side (data record pairs).

Folder type	A folder type determines the format of a folder in Microsoft Outlook. The folder type is stipulated when a new folder is created in Microsoft Outlook. Folder types are e.g. "Contact" or "Tasks".
Synchronization	During synchronization, all changes introduced to the PV Unit or to Microsoft Outlook since the last synchronization are transmitted to the other side.
Target folder	The target folder is the folder in Microsoft Outlook to which a data area of the PV Unit is linked.

1.7 Legend of the symbols used

The following symbols are used in the manual:

[...]	Button
< ... >	Key or combination of keys Example: <Alt D> <N> Press key <Alt> and key <D> at the same time, then press key <N>
" ... "	File name Data area in the PV Unit Folder in Microsoft Outlook
' ... '	Menu Menu item Field or option in a dialogue window

2 Fast start

This chapter gives you a rapid overview of the functions of Acrosync.

The following brief instructions guide you through the procedures from installation to first synchronization with Acrosync, using the standard settings of Acrosync.

Bypass this chapter if you prefer to go into the work procedures and settings in Acrosync in detail (see chapter 3: "Run Acrosync").

Installation

1. Connect your PV Unit to your PC before starting your computer and before installing Acrosync.
2. Run the installation program ("setup.exe") from the CD-ROM.
3. Leave all other user inputs in their standard setting and proceed with the **[Next]** button.
4. Once installation has finished, Microsoft Outlook runs automatically.

Settings

5. In Microsoft Outlook, go to the new menu '**Acrosync**' added by Acrosync and choose the menu item '**Settings...**'.
6. In the tab '**Transfer parameters**', adjust the interface to which the cable to your PV Unit is connected to the PC.
7. In the tab '**PV Unit registration**', press the button **[Add]**. Under '**Name**', enter a name for your PV Unit and select the model of your PV Unit under '**PV Unit type**'.

If you want, you can give your computer a name under '**Participant name**' for '**Multiple Sync Capability**' (MSC).

Leave the option '**Merge data areas**' in its standard setting, or read page 22 to find out about favourable settings for you. In this way you can avoid having to change the settings later which would mean that you have to proceed with PV Unit registration all over again.

Confirm twice with **[OK]**.

8. In the '**Acrosync**' menu, open the menu item '**Data areas...**'.
9. Under '**CASIO areas**', mark a data area which you want to synchronize with Acrosync (e.g. "To-Do"). Press the **[Settings]** button.
10. In the tab '**Target folder**', mark the coloured Outlook folder (there could be several: in this case, select the folder with which you want to synchronize the data area). Confirm with **[OK]**. Also confirm the previous dialogue with **[OK]**.

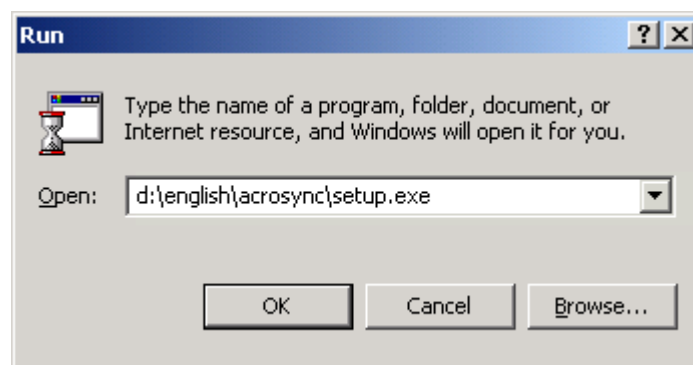
Synchronization

11. Run synchronization in the '**Acrosync**' menu with the menu item '**Synchronize ...**'. Please wait until Acrosync asks you to start the synchronization. Then tap the **[Sync START]** icon in the icon bar under the screen on your PV Unit. If the **[Detect synchronization start automatically]** checkbox in the '**Transfer parameters**' tab is not deactivated, you can also start the synchronization directly via the **[Sync START]** icon of your PV Unit.
12. During the very first synchronization, a message appears '**Unknown PV Unit**'. Confirm with **[OK]**.
13. When synchronization is finished, you return to the Microsoft Outlook user interface.

3 Run Acrosync

3.1 Installation

- Run Windows and place the CD in the CD-ROM drive.
- In the '**Start**' menu choose the command '**Run**' and enter the drive letter of your CD-ROM drive and "english\acrosync\setup.exe" in the dialogue window. Confirm with **[OK]**.



The dialogue window "Run"

If the installation program is on another data carrier, then you must also enter the complete path (e.g.: "c:\download\setup.exe") for the installation program.

- Follow the instructions of the installation program.

3.2 Call Acrosync

This section shows how to call Acrosync via Microsoft Outlook.

Run Microsoft Outlook as normal or via the link '**Run Microsoft Outlook with Acrosync LE**' in the Acrosync LE program group in the Windows start menu.

The new menu '**Acrosync**' now appears in the menu bar.



The 'Acrosync' menu in Microsoft Outlook 2000

The menu contains the following menu items:

- '**Synchronize...**'
- '**Settings...**'
- '**Data areas...**'
- '**Backup**'
- '**Acrosync Help topics**'
- '**Acrosync on the Web**'
- '**Information about Acrosync ...**'

3.3 Online registration

We recommend that you get registered as user of Acrosync. You can then profit from the regular information about product updates and novelties, and claim technical support for Acrosync.

You can proceed with registration easily via the Internet:

- In the Acrosync program group in the Windows start menu, choose the entry '**Online registration**'.
- Your Internet browser opens with the Website for online registration of Acrosync.

You can also call online registration via the '**Acrosync**' menu and the sub-menu '**Acrosync on the web**' in Microsoft Outlook.

3.4 Acrosync Online

Visit the Acrosync Website!

- German: www.acrosync.de
- English: www.acrosync.com

Here you can find additional information, FAQs and links to other products.

You can also call the Website via the '**Acrosync**' menu and the sub-menu '**Acrosync on the web**' in Microsoft Outlook.

4 Pre-settings in Acrosync

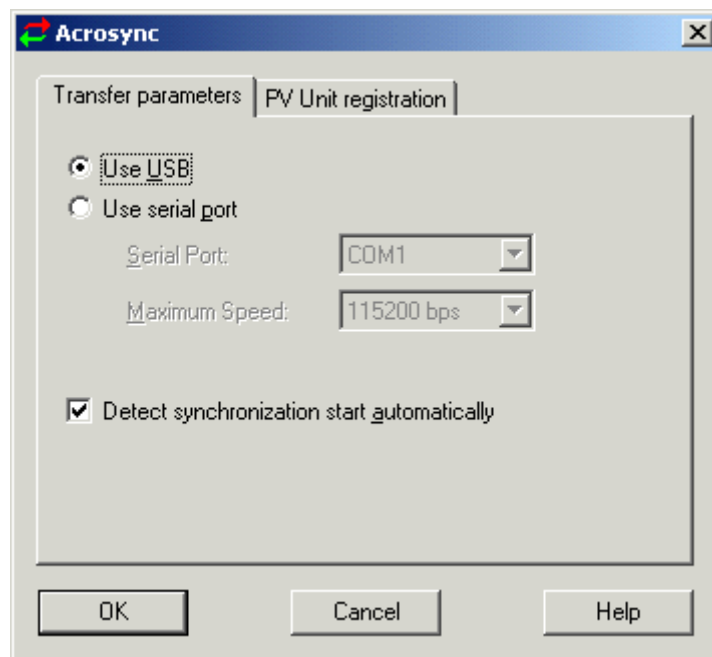
After installing Acrosync in Microsoft Outlook, you will have to make certain pre-settings.

These include

- transfer parameters
- registering your PV Unit
- settings for merging areas

4.1 Transfer parameters

- In the Microsoft Outlook menu '**Acrosync**', call the menu item '**Settings..**'. A window opens with the tab '**Transfer parameters**' in the foreground.



The tab 'Transfer parameters'

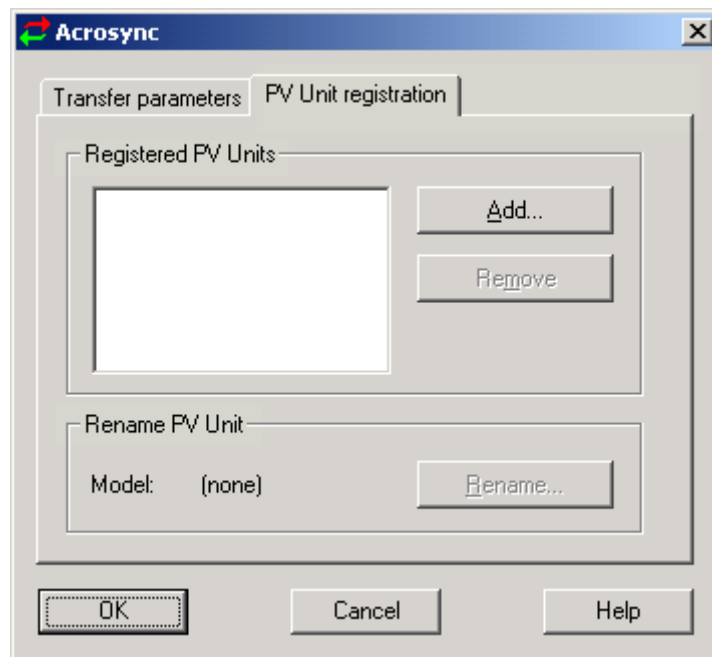
- Select the port which the communication cable is connected to. You can choose between **[Use USB]** and **[Use serial port]**. If you have connected your PV Unit to a serial port, select the correct port from the list , e.g. **[COM1]**, and set the maximum speed of the transfer in **[Maximum Speed]**.

- By activating the **'Detect synchronization start automatically'** checkbox you can start a synchronization with Acrosync directly via the **[Sync START]** icon on your PV Unit – once the PV Unit is connected to the PC and Acrosync is running (it is sufficient to have it running in the background). The synchronization program will start automatically on the PC.

Activating this checkbox also means that synchronizations between your PV Unit and other applications can only be performed in the actual program. Similarly, synchronizations between your PV Unit and Acrosync can only be initiated in Acrosync if the checkbox is not activated.

4.2 PV Unit registration

- Then open the tab **'PV Unit registration'**.



The tab 'PV Unit registration'

- Press the button **[Add...]**. The dialogue **'New PV Unit code'** appears.

Background

Every PV Unit which you want to synchronize with Acrosync in Microsoft Outlook must be registered with Acrosync first. For this purpose, you must create a so-called PV Unit code.

Acrosync uses the PV Unit code to store all your settings. If you use several PV Units, you need a separate PV Unit code for every PV Unit.

Create the PV Unit code

- Enter a name for your PV Unit under **'Name'**. The name is particularly important if you are using several PV Units, so that you can differentiate between the PV Units later on during synchronization.
- Under **'PV Unit type'**, enter the CASIO model featured in this registration procedure.
- In **'Multiple Sync Capability'**, entries under **'Participant name'** are optional. You can enter a name for your computer here, e.g. **'Computer A'**.

The screenshot shows a Windows-style dialog box titled "New PV Unit code". It is divided into four panes. The top-left pane, "New PV Unit code", contains a "Name:" text box with "New PV Unit" and a "PV Unit type:" dropdown menu set to "PV-S1600". The top-right pane, "Multiple Sync Capability", contains a "Participant name:" text box with "Computer A". The bottom-left pane, "Merge data areas", has two checkboxes: "Appointments and reminders" (checked) and "Business and personal contacts" (unchecked), followed by a note: "Please note that the settings for joint synchronization of data areas cannot be changed after registration of the PV Unit." The bottom-right pane, "Registered PV Units", is empty. At the bottom of the dialog are "OK", "Cancel", and "Help" buttons.

Register your PV Unit in the dialogue 'New PV Unit code'

- At the bottom left of the window, you can see the area **'Merge data areas'**.

Note

Before you confirm the PV Unit code, decide whether you want to merge any data areas of your PV Unit for Microsoft Outlook. This setting will be saved together with your PV Unit code, and cannot be changed again afterwards. Please also refer to the following section.

Merge data areas

Acrosync offers two possibility of merging data areas of your PV Unit into one folder on transfer to Microsoft Outlook.

1. Merging the areas "Personal Contacts" and "Business Contacts".

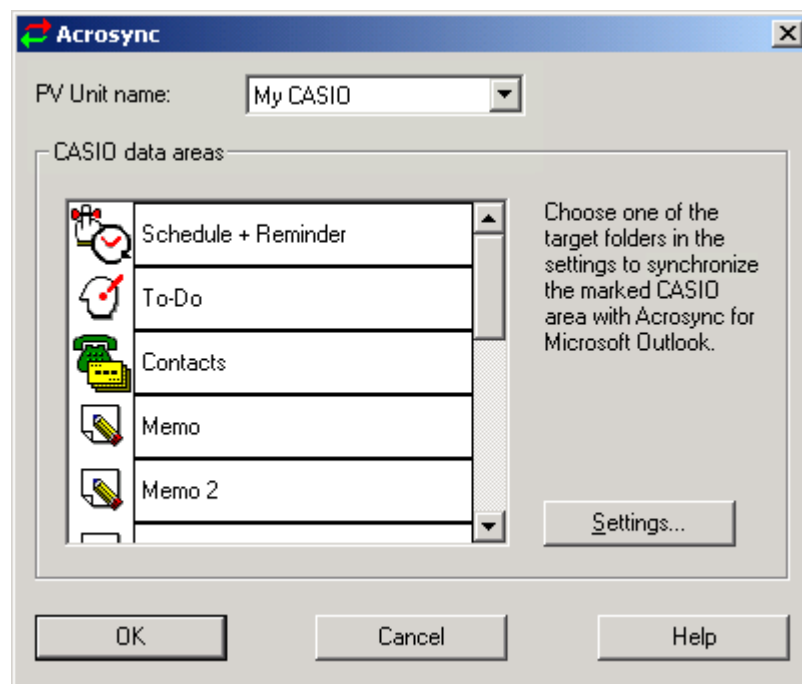
This setting is used to merge the two data areas "Personal Contacts" and "Business Contacts" into one folder (e.g. the standard folder "Contacts"). The advantage here is that you can continue with address management in Microsoft Outlook as normal without having to start a new folder.

2. Merging the areas "Schedule" and "Reminder"

This setting is used to merge your entries in the areas "Schedule" and "Reminders" into one folder (e.g. the standard folder "Calendar") in Microsoft Outlook.

In this way, you can continue to plan your schedules in Microsoft Outlook as normal without having to start a new folder.

Acrosync treats the merged areas as one single data area:



The merged areas "Schedule + Reminder" and "Contacts"

Separate merged data areas

And what happens in the reverse direction when transferring data from Microsoft Outlook to the PV Unit? How does Acrosync in Microsoft Outlook deal with the merged data areas?

- During synchronization of the merged area "Contacts", the data records containing an entry in the data field "Company" are linked to the CASIO data area "Business Contacts". The other data records are synchronized with the data area "Personal Contacts".
- During synchronization of the merged area "Schedule + Reminder", all new data records from Microsoft Outlook are synchronized with the CASIO data area "Schedule".

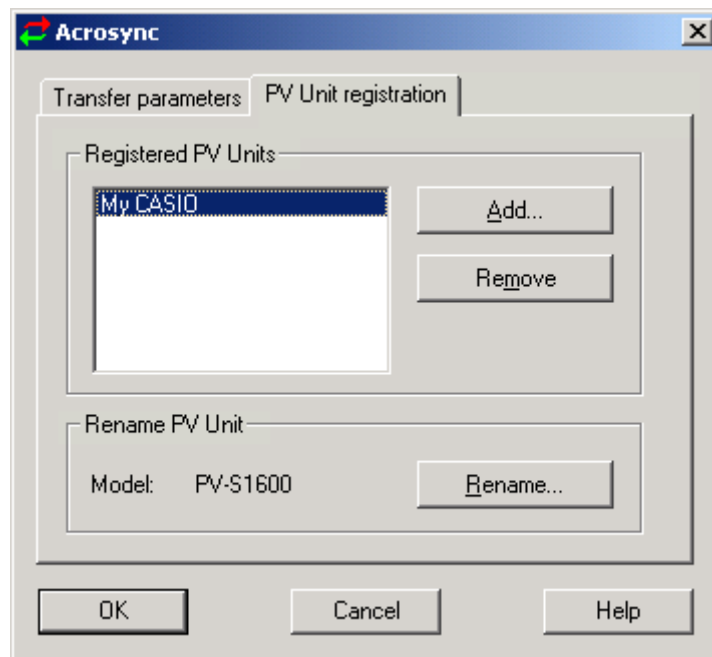
Note

Always ensure that you make an entry in the data field "Company" for business contacts in Microsoft Outlook.

Other CASIO data areas also require entries in certain data fields in Microsoft Outlook so that the data can be transferred correctly. You will find a list in Annex 7.1 "Necessary entries for the CASIO data areas".

Management of the PV Unit codes

- Once you have decided on the options in the area '**Merging areas**', press the **[OK]** button. This creates the PV Unit code.
The name of your PV Unit code is now featured in the tab '**PV Unit registration**'.



The tab 'PV Unit registration' with created PV Unit code

Press the button **[Rename...]** to change the name of your PV Unit and the MSC participant name at any time.

If you are using several PV Units, then you can create more PV Unit codes by pressing the button **[Add...]**.

Press the button **[Remove]** to delete the selected PV Unit code.

Note

If you remove an existing PV Unit code, all settings saved under this code are lost, including your individual synchronization settings (see chapter 5 "Configure synchronization"). The data saved on your PV Unit and in Microsoft Outlook are preserved in any case.

- Confirm the settings with **[OK]**.

Secret and open data area

Your PV Unit gives you the possibility of using two separate memory areas: the secret area, and the open area.

How are these memory areas transferred from Acrosync to Microsoft Outlook?

Acrosync treats the secret and open memory area of your PV Unit each as a separate PV Unit. At the beginning you must create an additional PV Unit code for the secret area.

- Give it an unequivocal name to avoid any confusion (e.g. "Secret").
- Before running the first synchronization, change to the secret memory area on your PV Unit.
- Run synchronization. You will be informed that no PV Unit code has been linked to the connected PV Unit.
- Select the corresponding PV Unit code which you have created for the secret area, and run synchronization.

The PV Unit code is now linked to the memory area of your PV Unit. The PV Unit code no longer has to be selected in later synchronizations.

When stipulating the target folder (see section 5.2 "Determine the target folder"), you can link a separate folder in Microsoft Outlook to the data areas of the secret respectively open memory area. In this way, the two memory areas open/secret also remain separate in your Microsoft Outlook work environment.

5 Configure synchronization

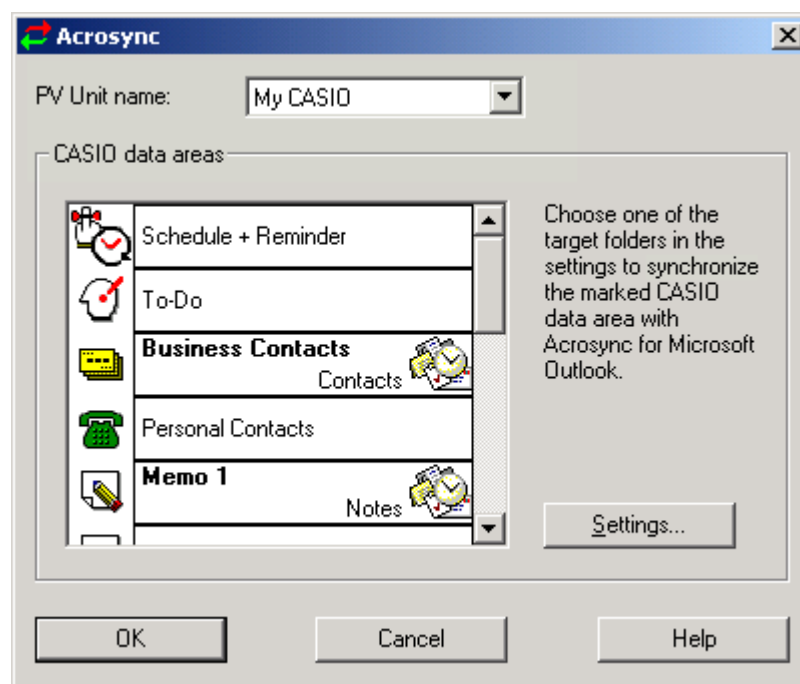
You can use the following settings to stipulate how the data of your PV Unit are matched with the data in Microsoft Outlook. Adjust the settings before the first synchronization.

Acrosync has standard settings for almost all areas, which you can adopt without further ado. If you want to adjust the settings to your normal work environment or to your personal requirements, then Acrosync offers a wide range of different possibilities.

5.1 Select the areas

First of all, stipulate which data areas of your PV Unit you want to synchronize with Acrosync.

- Select the option '**Data areas...**' from the '**Acrosync**' menu in Microsoft Outlook.



Dialogue for selecting the data areas

'**PV Unit name**' shows the name of the PV Unit code which you have already created (see section 4.2 "PV Unit registration"). If you have created several PV Unit codes, select the one whose settings you want to adjust here.

Adjust the data area

Now adjust other settings for every single data area which you want to synchronize with Acrosync:

- Mark the data area
- Press the button **[Settings...]** (or double click on the corresponding data area). The dialogue window for the data area settings now opens.

Please read the following sections:

- **5.2 Determine the target folder**
- **5.3 Field links**
- **5.4 Filter**
- **5.5 General settings**

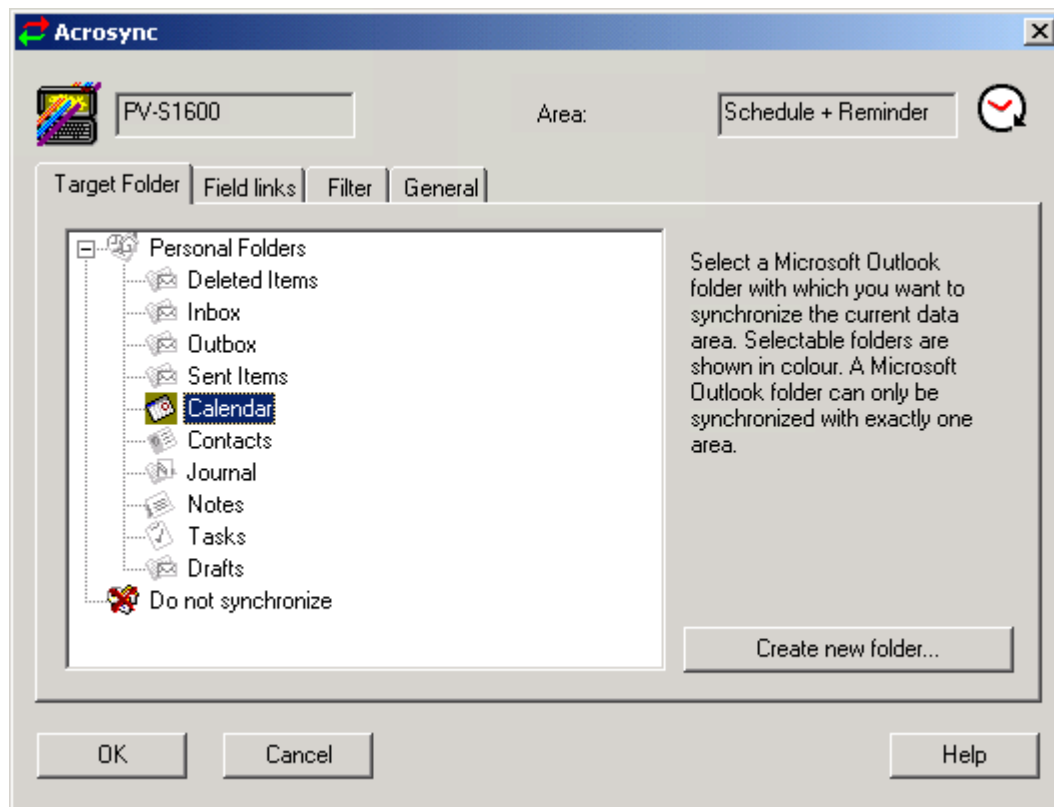
Note

Please check the settings carefully, and adjust them to your personal requirements as needed.

If you change the settings at a later point in time, this only affects new or modified data records. Data records synchronized with other settings remain unchanged.

5.2 Determine the target folder

First you must determine the target folder in Microsoft Outlook to which the selected data area is to be linked.



The tab "Target Folder" in the settings for the data area

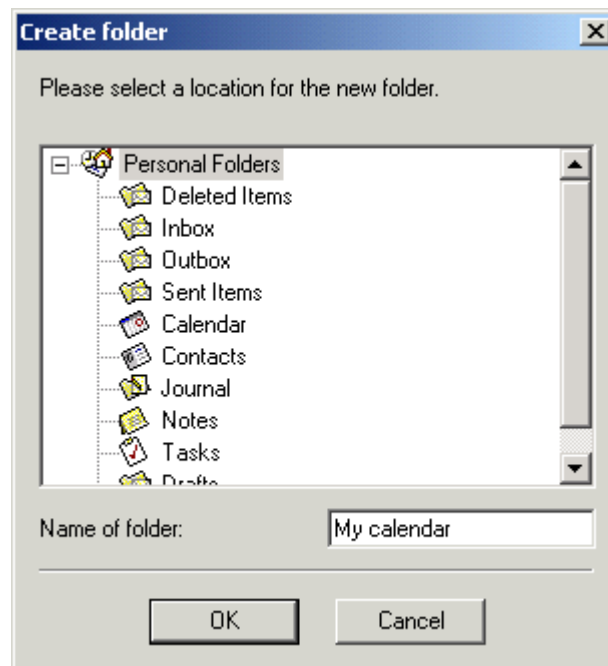
- In the tab **'Target folder'**, mark one of the coloured Outlook folders. Please note that only one target folder in Microsoft Outlook can be linked to each CASIO data area, and vice versa, only one data area to one target folder. Merged data areas are treated as one data area by Acrosync.

Note

You can also select an Outlook folder of your own which you have created, as long as the folder type of this folder is compatible with the selected data area.

You will find a lot of possible links between data areas and target folders in the Annex in section 7.2 "Links between data areas and target folders".

- Mark the entry '**Do not synchronize**' for data areas which you do not want to synchronize.
- By clicking on the **[Create new folder...]** button you can open the dialog window '**Create folder**'.



Here you can create new Outlook folders. New folders will be created as subfolders of the Outlook folder currently selected. You can name your newly created folders as you wish, by entering the name in '**Name of folder**', e.g. '**My calendar**'. When you confirm your settings with **[OK]**, you return to the previous dialog window, where the folder you have just created will be listed with the others.

Note

Once you have completed all the settings you want to make for the data area, including those in the tabs '**Field links**', '**Filter**' and '**General**', confirm the dialogue window with **[OK]**. The **[Cancel]** button rejects all the settings you have adjusted for the data area.

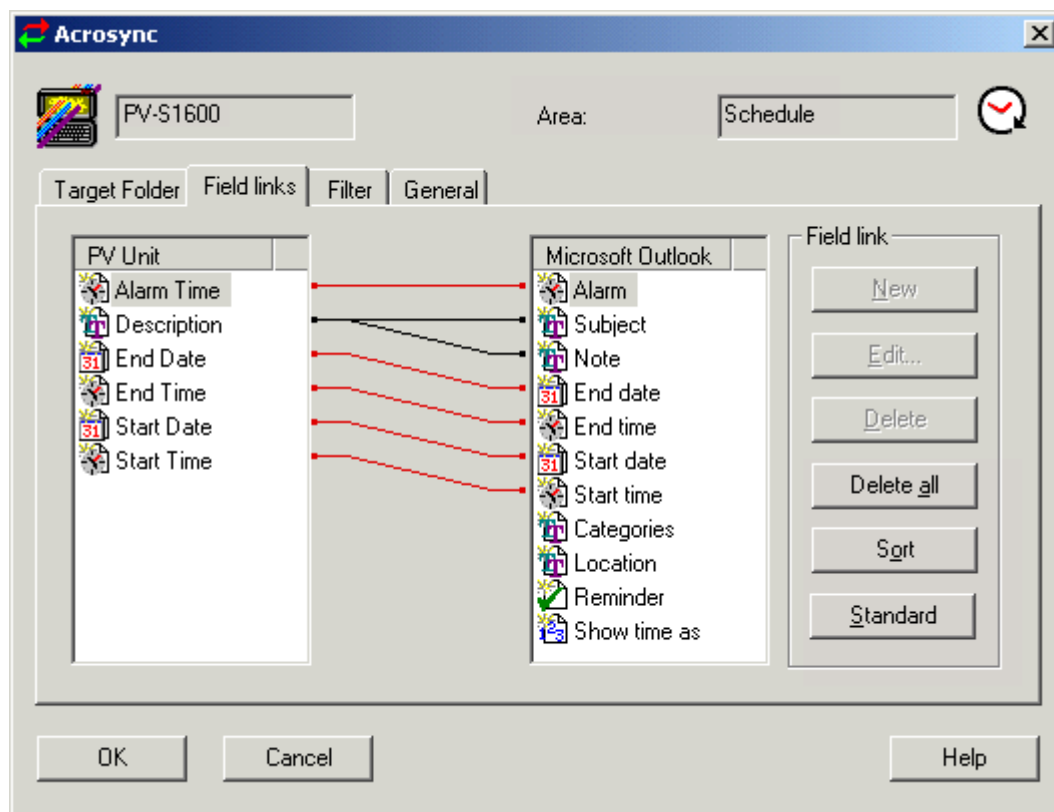
5.3 Field links

Once you have selected a target folder, the tab **'Field links'** is available in the dialogue window.

Acrosync uses field links to stipulate how the data fields of the data area and the data fields of the target folder are matched together. You can adopt the standard Acrosync settings, or adjust settings of your own.

Standard field link settings

- Open the tab **'Field links'**



Field links for the data area "Schedule"

On the left under **'PV Unit'** are the data fields of the selected data area (In this case: "Schedule"). On the right under **'Microsoft Outlook'** you can see the data fields of the previously selected target folder in Microsoft Outlook (here: "Calendar").

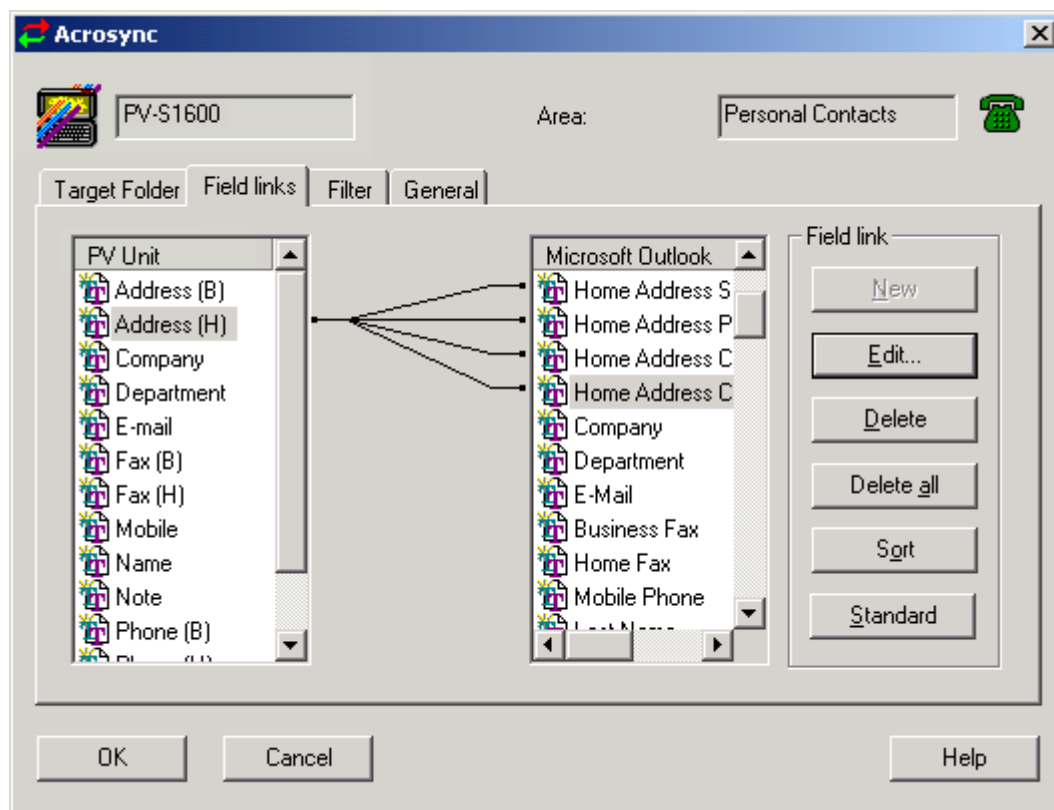
The lines show the links (field links) between the data fields:

- The red links are fixed links between data fields which cannot be edited.
- The black links are suggested by Acrosync, but can be changed.

In the example above, the lines coming out to the right of the data field "Description" are black. In the standard setting, the entries in the data field "Description" are linked to the data fields "Subject" and "Note".

Data field links

The following picture shows that frequently several data fields on the one side correspond to one single data field on the other side.



Example for data field links

For example, in the data area "Personal Contacts", your PV Unit has only one data field for each address, namely "Address (B)" and "Address (H)".

By contrast, Microsoft Outlook uses four separate data fields:

- Home Address: Street
- Home Address: Postal Code
- Home Address: City
- Home Address: Country

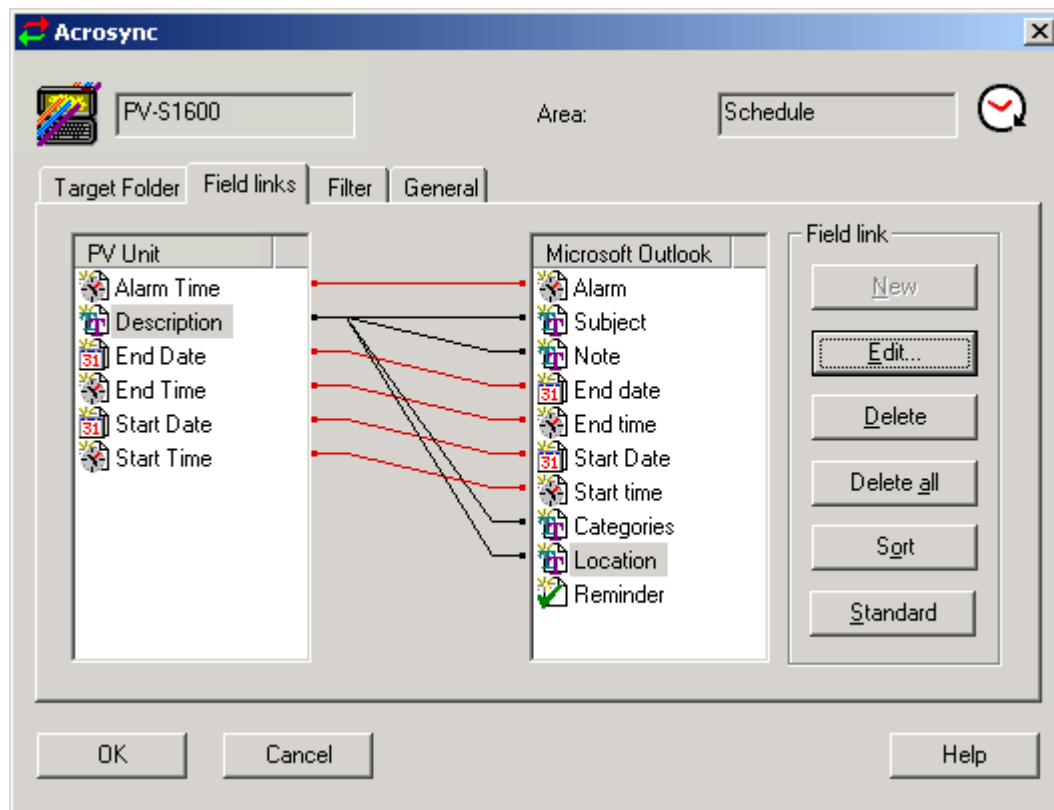
Acrosync ensures that

- during synchronization the separate data fields are merged to one data field in the right sequence,
- in the other direction, the contents of the data field are transferred properly to separate data fields again.

Please read the following sections if you want to change the field links and adjust them to your personal requirements:

- **Create field links**
- **Possible links between data types**
- **Edit field links**
- **Delete field links**
- **Sort field links**

Create field links



Every new link is shown in the window

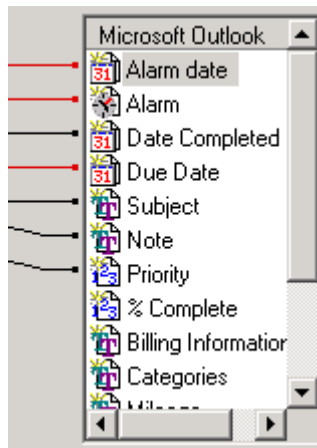
- Mark a data field on each side and press the button **[New]** (e.g. "Description" on the CASIO side and "Categories" or "Location" on the Outlook side).
You can also use "Drag & Drop" (drag and drop with the mouse) to click a data field on the left side and pull it over to a data field on the right side, holding the mouse button down.
- Repeat the procedure for every link you wish to make.

Acrosync automatically prevents you from creating any illegitimate links.

Possible links between data types

When creating new field links, pay attention to the different data types of the data fields. Links can only be created between data fields which contain compatible data types.

The data type is shown as a symbol on the left next to the data field.



Symbols for data types

A data type describes the format in which the data of a data field are kept. A data type is a simple text, for example, or a date.

Symbol	Data type
	Text
	Numerical
	Date
	Time
	Yes/No

Acrosync automatically prevents you from making links between incompatible data types.

Data fields are in principle only compatible with data fields of the same data type, with the following exceptions:

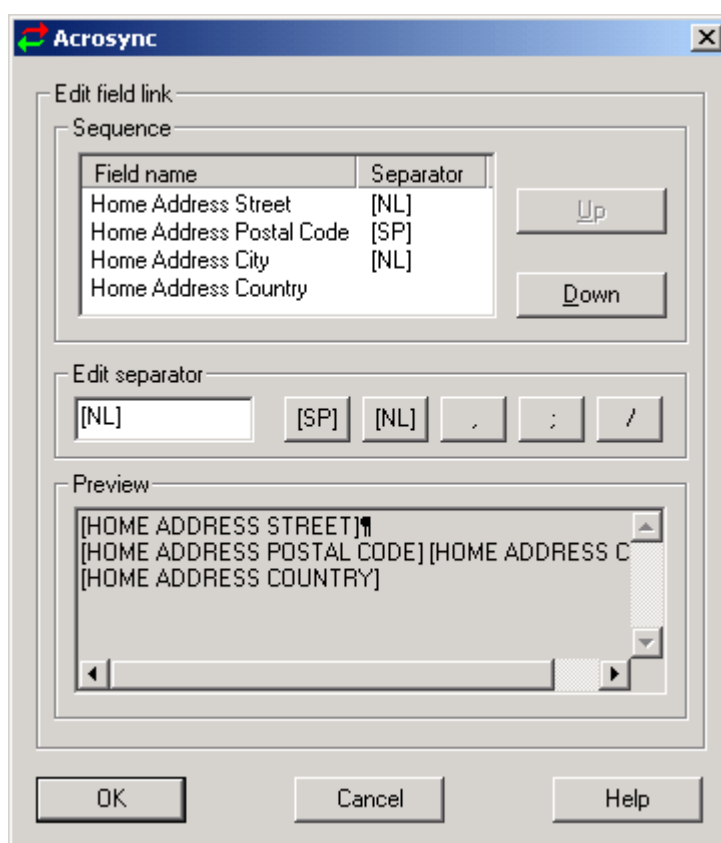
- Data fields of the "Text" type can be linked with all other data types.
- Data fields in the "Numerical" type can also be linked with the data type "Yes/No". The number "0" corresponds to the value "No", all other numbers correspond to the value "Yes".
Data fields of the "Yes/No" type are status queries, such as the reminder options in the Microsoft Outlook calendar (Do you want to be reminded? Yes/No).

Edit field links

In newly created field links, frequently a data field on one side is linked to several data fields on the other side. Acrosync arranges the data fields in the sequence in which these are linked back to a data field during synchronization.

You can change this sequence if necessary:

- In the tab **'Field links'**, select the link that you want to edit. To do so, mark a data field on the CASIO side and thus also a linked data field on the Outlook side.
- Press the button **[Edit...]**.



Dialogue for editing a field link

The column **'Field name'** under **'Sequence'** now lists all separate data fields into which the individual data field can be separated during synchronization, respectively from which one single data field can be created again.

The following symbols appear in the column **'Separator'**:

- **'[NL]'** for [new line]
- **'[SP]'** for [space]

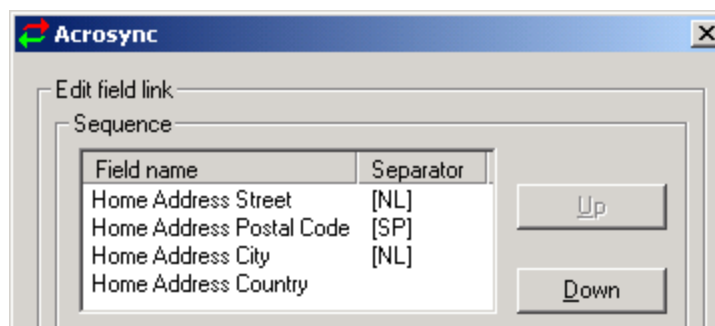
The separators indicate to Acrosync at which point the entry of a data field stops or the next begins.

Synchronization direction PV Unit → Microsoft Outlook

For example, in the data field "Address (H)" in the data area "Personal Contacts", your PV Unit contains the address

*No. 1, Anystreet
Anyplace 12345
United Kingdom*

Acrosync separates the data record into several separate data fields according to the details in the '**Sequence**' field:



Entries in the 'Sequence' field

- Everything in the data field up to the first line break is linked to the data field "Home Address Street".
- The entry up to the first space is linked to "Home Address Postal code".
- The entry up to the next line break is belongs to the name of the city.
- The line break is followed by the name of the country.

Synchronization direction Microsoft Outlook → PV Unit

Using the same details, Acrosync merges the four Outlook data fields into the CASIO data field. Acrosync adds separators between the contents:

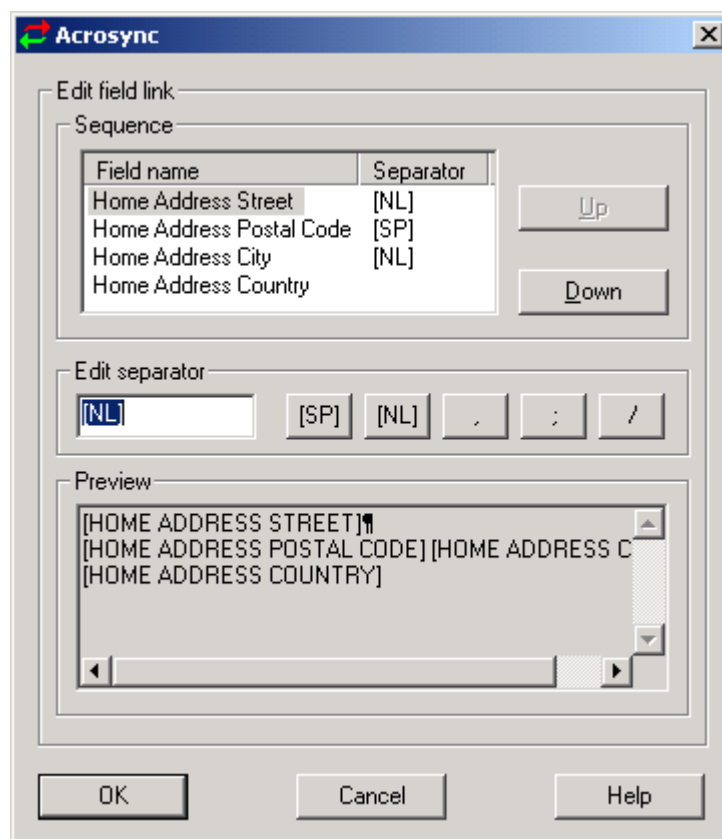
Name of the street with house number *[new line]*
Postal code *[space]* Name of the city *[new line]*
Name of the country

Edit the sequence of data fields

This is how to edit the sequence of data fields:

- Mark a data field in the list of field names.
- Using the button **[Up]**, you can move the data field one position (or several positions) upwards, or use the button **[Down]** to move it downwards.
The separator linked to the data field also moves automatically with the data field (exception: you move a data field to the last position. The last position does not need a separator).

Edit the separator



Edit the separator

- Mark the data field whose separator you want to edit.
- In the field **'Edit separator'**, select one of the buttons **[[SP]]**, **[[NL]]**, **[.]**, **[:]** or **[/]** (You can also enter the symbol directly from the keyboard).

If you want to delete a symbol in the entry field, then you have to mark it first. You can now check the arrangement of the data field contents in the **'Preview'** field.

- Confirm the settings with **[OK]**. You return to the dialogue window for the data area settings.

Note

If you press the **[Cancel]** button in the window for the data area settings, all changes you have made for the data area, including those in the tabs **'Target folder'**, **'Filter'** and **'General'** will be rejected.

Press the **[OK]** button to confirm all settings for the data area.

Delete field links

- To delete a link, mark the data fields of the link on both sides.
- Then press the button **[Delete]**.
- Press the button **[Delete all]** to cancel all the links. Please note that this includes all editable links (shown in black), including those which you have not created or edited yourself.
- You can restore the standard settings by pressing the button **[Standard]**.

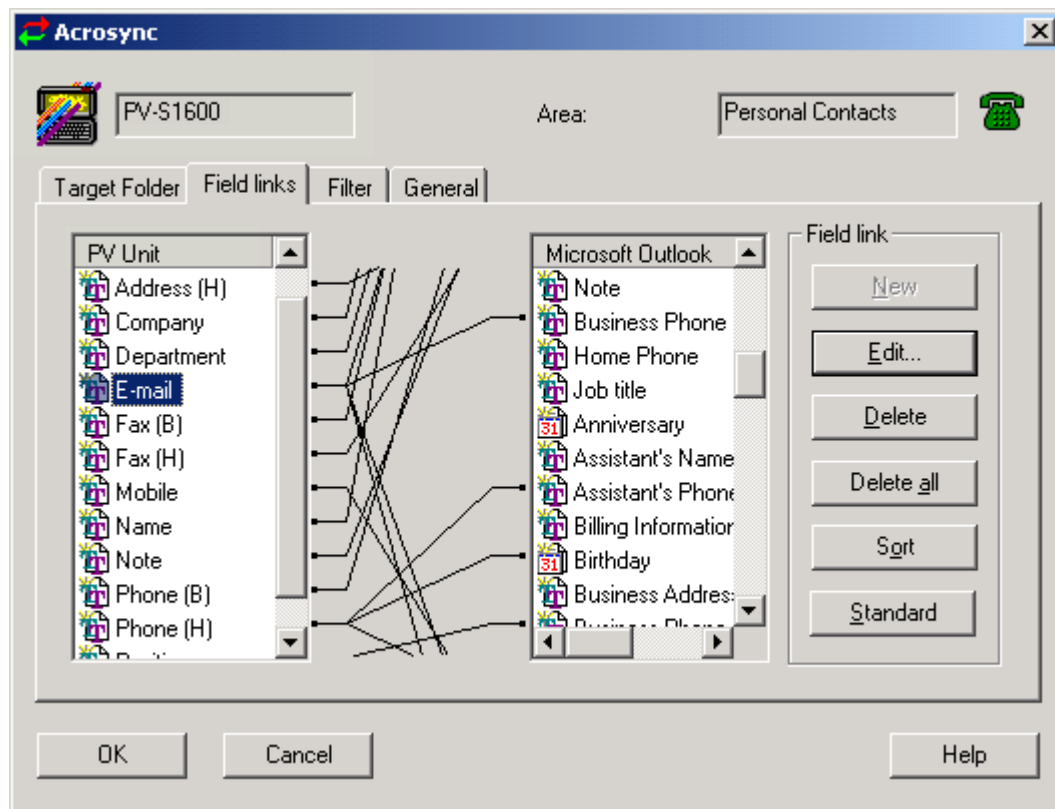
Note

Please note that Acrosync expects a link for compulsory fields. An unlinked obligatory field therefore results in an invalid field link which Acrosync can't accept. Use **[Standard]** to generate a field link which contains all the necessary links for compulsory fields.

For more information on compulsory fields please refer to chapter 7.1 "Necessary entries for the CASIO data areas".

Sort field links

Many newly created links can create a confusing picture under certain circumstances.



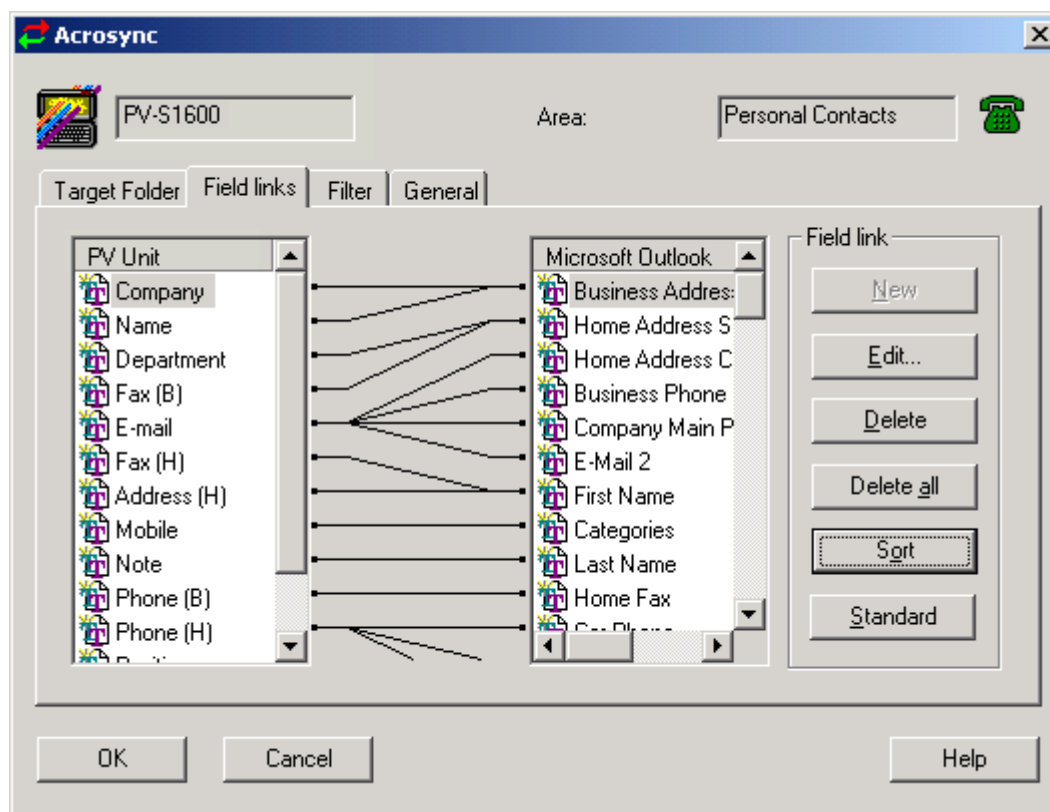
Newly created links can be confusing

Press the button **[Sort]** to activate the Acrosync sort function.

Sort function

Acrosync sorts the field links as follows:

- The data fields on the CASIO side are arranged alphabetically.
- The Microsoft Outlook data fields are listed according to the field links.



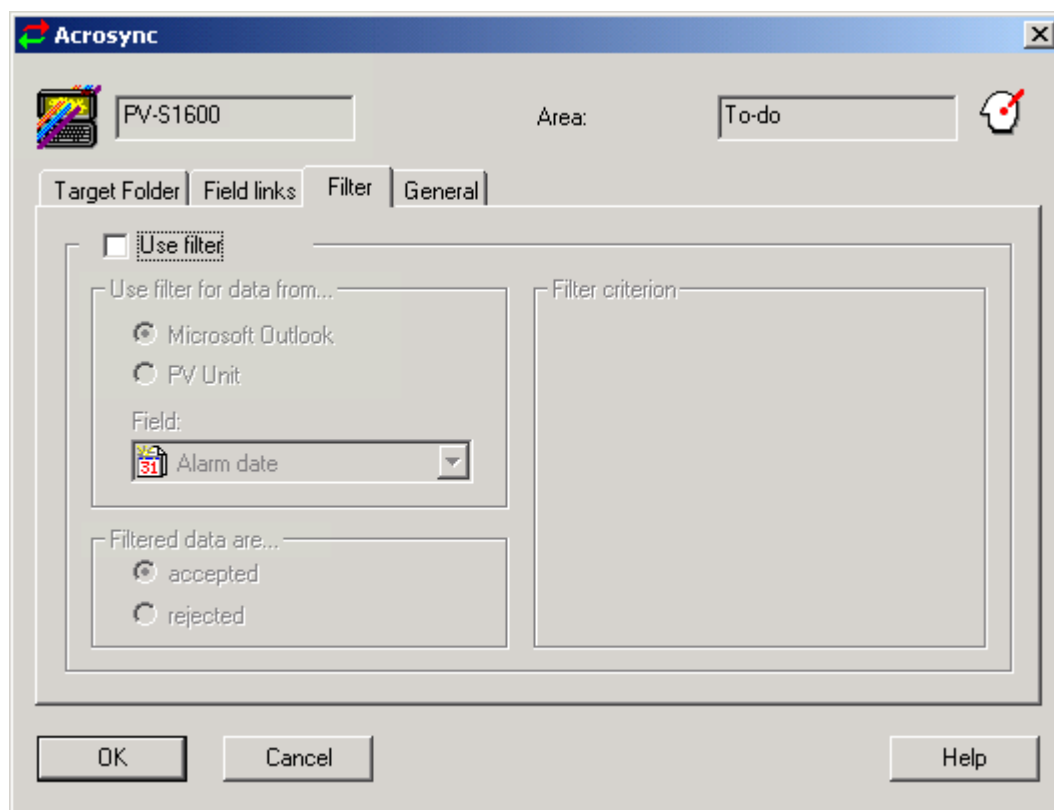
The links after activating the sort function

5.4 Filter

You may want to restrict the synchronization process so that only certain data records of a data area are transferred to your PV Unit or to a Microsoft Outlook folder. Here you can stipulate filters according to your own criteria.

For example, you have access to the very extensive Outlook data stocks of your company, and want to transfer just the addresses of a certain customer company to your PV Unit for the sales team. Use a filter to select the data records which contain the name of the corresponding company in the data field "Company" of the Outlook folder "Contacts".

- Open the tab '**Filter**' in the window for the settings of the selected data area.



The tab "Filter" for the data area "To-Do"

- Mark the option '**Use filter**'.
- Under the option '**Use filter for data from ...**', select whether the filter should be set up for data from Microsoft Outlook or from your PV Unit.

Note

A filter always only applies to one synchronization transfer direction. The data on the other side are included in the synchronization without any effect.

Please also note that when using filters, after synchronization the data stocks in Microsoft Outlook and on the PV Unit no longer coincide.

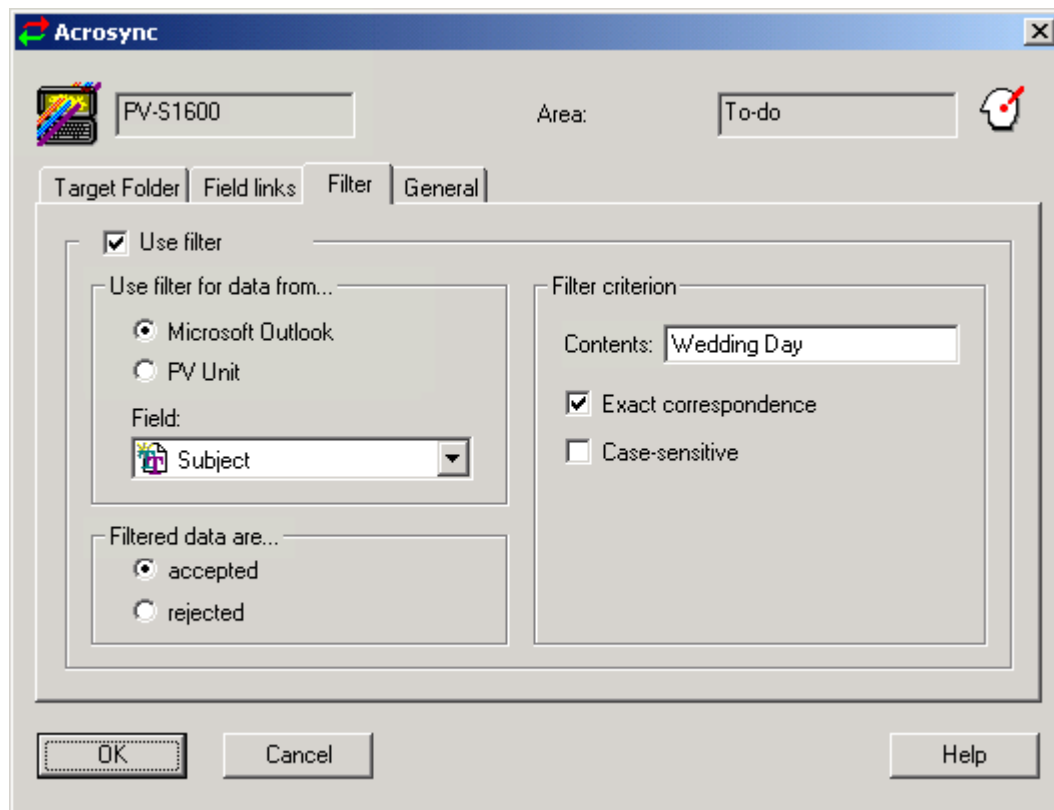
- Under **'Field'** select the data field for which you want to set up a filter. Depending on the data type of the selected data field, the options for setting up the filter now appear under **'Filter criterion'**.
- Set up the corresponding criteria. An explanation follows on the next pages.
- Then select whether the data adjusted under **'Filter criterion'** should be accepted or rejected.

'accepted' means that only the data records of the data area are accepted to which the filter criterion applies. All other data records of the data area are not transferred.

'rejected' means that the data records of the data area for which the filter criterion applies are excluded from synchronization (but they are naturally not deleted). All other data in the data field are transferred.

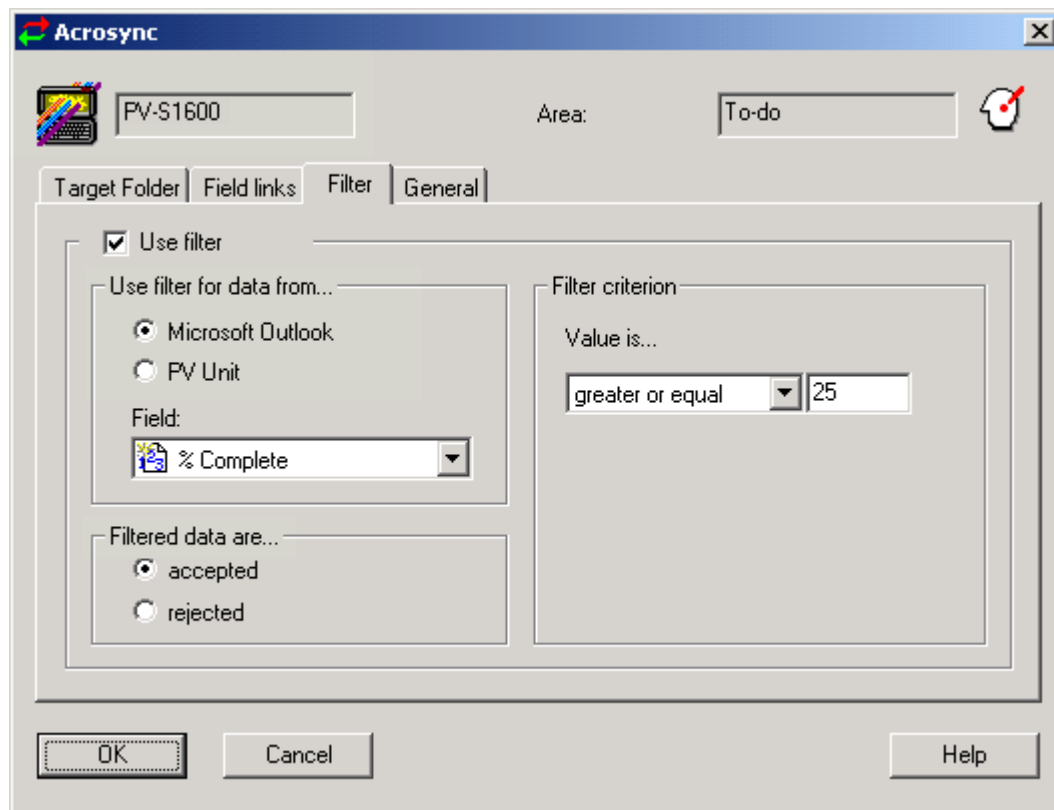
Note

If you press the **[Cancel]** button in the window for adjusting the data area, all changes which you have made for the data area, including those in the tabs **'Target folder'**, **'Field links'** and **'General'** are rejected. Press **[OK]** to confirm all settings for the data area.

Filter criteria for the data type "Text"

Filter for a data field in the "Text" data type

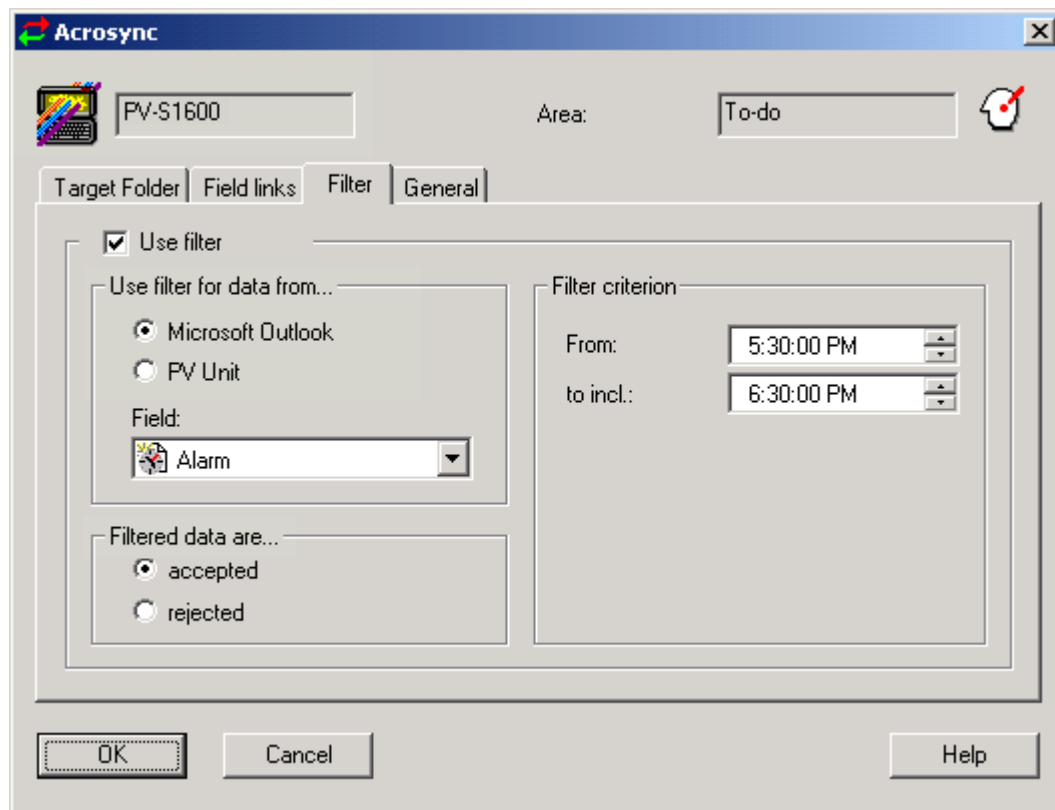
- In the '**Contents**' entry field, enter the text which is to be contained in the data being filtered.
- Mark '**Exact correspondence**' if the complete word is to be recognised. Deactivate the option if you have entered the start of the word or part of a word.
- Mark '**Case-sensitive**' if the text is to be recognised written in exactly the same way.

Filter criteria for the data type "Numerical"

Filter for a data field in the "Numerical" data type

- Enter a number in the entry field on the right.
- In the selection field for '**Value is...**' select an operator which refers to the value:
 - 'equal'
 - 'greater'
 - 'greater or equal'
 - 'smaller'
 - 'smaller or equal'
 - 'not equal'

In the illustrated picture, the filter selects all data records whose value is greater than or equal to "25".

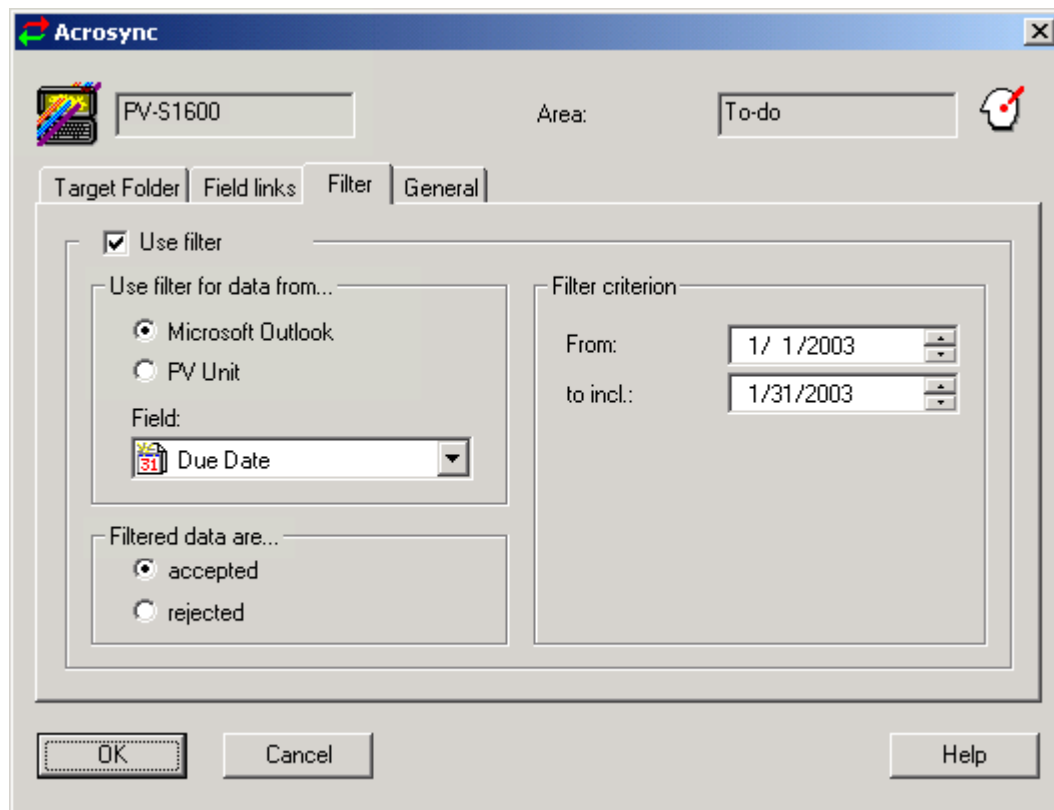
Filter criteria for the data type "Time"

Filter for a data field in the "Time" data type

You can use this filter to enter a period of time within which the data are filtered.

- Under '**From**', enter the start of the period as a time.
- Under '**to incl.**', enter the (inclusive) end of the period as a time.

If you want to filter out a specific point in time, then enter the same value in both fields.

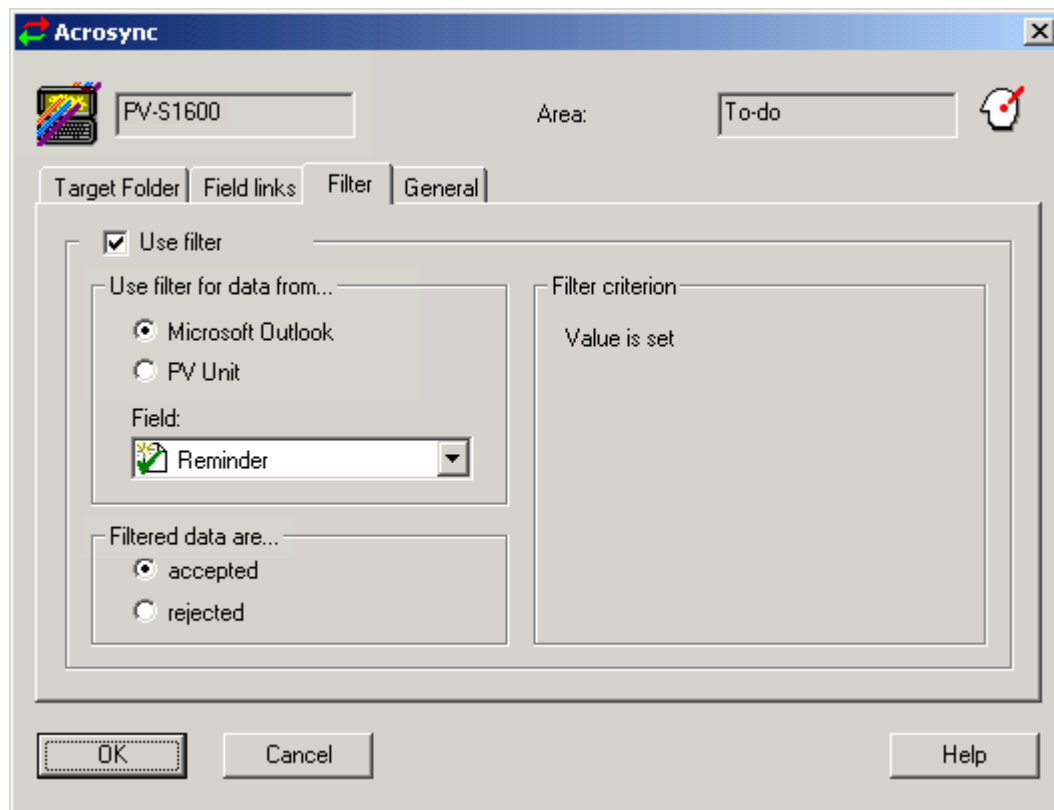
Filter criterion for the data type "Date"

Filter for a data field in the "Date" data type

You can use this filter to enter a date range within which the data are to be filtered.

- Under **'From'** enter the start of the date range.
- Under **'to incl.'** enter the (inclusive) end of the date range.

In order to filter out the data of a specific date, enter the same date in both fields.

Filter criteria for the data type "Yes/No"

Filter for a data field in the "Yes/No" data type

The only setting for the data type "Yes/No" is adjusted in the field **'Filtered data are...'**.

The filter always checks the data to see whether "Yes" is set.

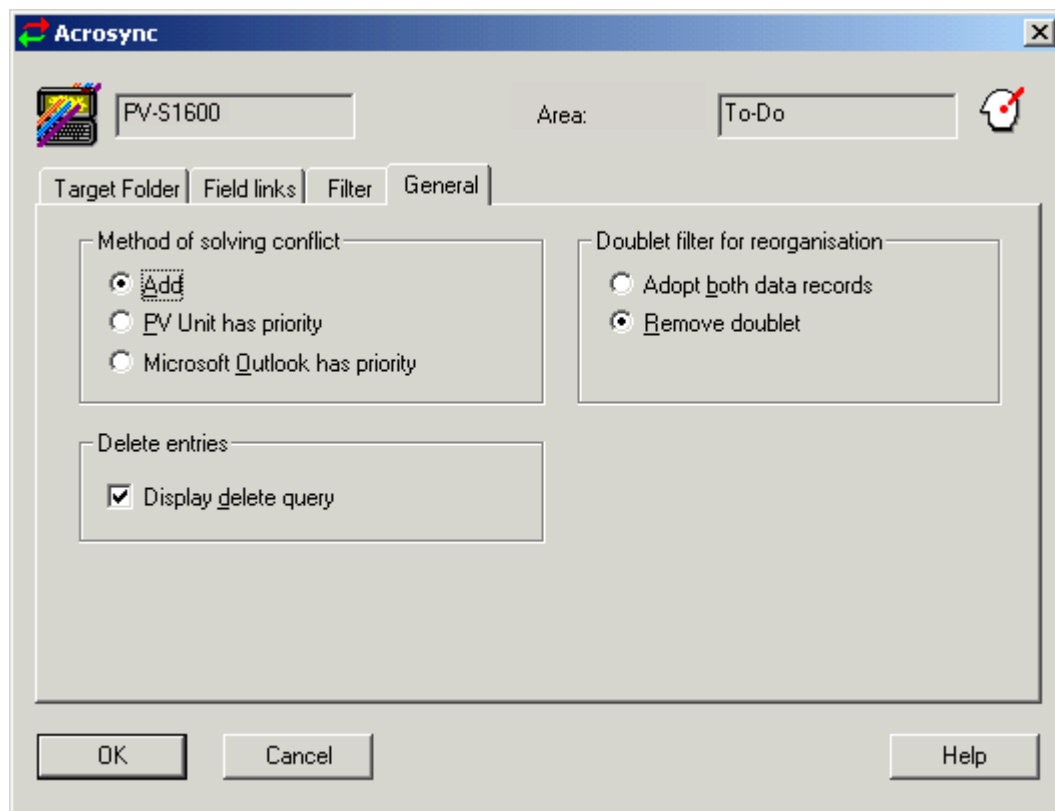
- If you select the option **'accepted'**, then all data with the value "Yes" are filtered out, and those with the value "No" are rejected.
- If you select the option **'rejected'**, then all data with the value "No" are filtered out, and those with the value "Yes" are rejected.

5.5 General settings

Three additional settings are adjusted in the '**General**' tab of the settings in the current data area.

It is always recommended to leave these entries at the standard settings.

The following sections contain more details about methods of solving conflicts, confirmation queries when deleting entries and doublet filters.



The tab 'General'

Method of solving conflicts

Background

During synchronization, Acrosync creates a copy of every new data record for the other side, so that a data record pair is available.

Acrosync allocates an identification to the data record pair so that during every subsequent synchronization, it immediately recognises the "partner" of a data record. If you change a data record on the one side, then the data record on the other side is automatically updated during the next synchronization.

A conflict occurs during synchronization whenever a data record pair has been changed on both sides since the last synchronization. In this case, Acrosync cannot decide which change has priority.

This is also the case when a data record was deleted on one side and the data record of the other side was changed.

You can use the options in the field **'Method of solving conflict'** to stipulate how Acrosync should proceed with the data records in such cases:

- **'Add'** is Acrosync's standard setting.
As a result of this option, copies of both data records are made for the other side when a data record and its partner have been changed on both sides. This setting ensures that no data are lost during synchronization.
If a data record is deleted on one side and changed on the other side, then a copy of the changed data record is stored on the other side. The deleting of the data record is also reversed, and the data record is brought up to date.
- The option **'PV Unit has priority'** gives priority to the data record on your PV Unit in the event of a conflict.
If a data record has been changed on the PV Unit, then the data record is deleted from Microsoft Outlook and replaced by a copy of the data record from the PV Unit side.
If a data record has been deleted on the PV Unit, then the data record is deleted from Microsoft Outlook, even if it has been changed there. The confirmation check still appears when deleting the data records if the corresponding option has been selected (see following section).

The option **'Microsoft Outlook has priority'** proceeds exactly in reverse, i.e. the data record from Microsoft Outlook has priority.

If a data record from Microsoft Outlook has been changed, then the data record on the PV Unit is deleted and replaced by a copy of the data record on the Microsoft Outlook side.

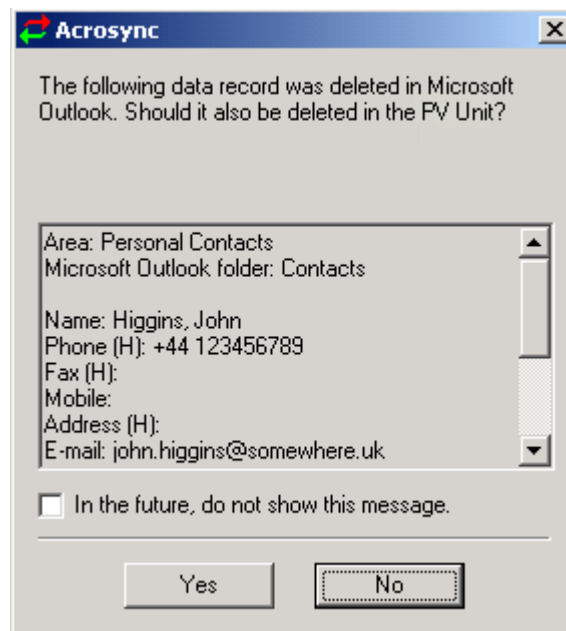
If a data record on the Microsoft Outlook has been deleted, then the data record on the PV Unit is deleted even if it has been changed there. The confirmation check still appears when deleting the data records if the corresponding option has been selected (see following section).

We recommend using the standard setting **'Add'** as method for solving conflicts.

Confirmation check when deleting data records

If you delete a data record on your PV Unit or in Microsoft Outlook, the corresponding data record on the other side will also be deleted during the next synchronization.

First though, Acrosync will ask you whether you really want to delete the data record on the other side.



Confirmation check during synchronization

This confirmation query only appears when the option '**Display delete query**' is activated under '**Delete entries**' in the '**General**' tab.

- Press **[Yes]** if you want to delete the data record on the other side too.
- Press **[No]**, if you want to keep the data record on the other side.

Note

If you reject the deleting of a data record on the other side, then there will be different data stocks on both sides after synchronization.

Doublet filter

The doublet filter is used during first synchronization and also reorganisation to detect those data records present on both the PV Unit and in Microsoft Outlook. To avoid identical data records (doublets) from being present in duplicate on both sides after first synchronization or after reorganisation, you can use the doublet filter.

To activate the doublet filter, select the option **'Remove doublet'** under **'Doublet filter for reorganisation'**.

If you want to keep identical data records, deactivate the doublet filter by selecting the option **'Adopt both data records'**.

Note

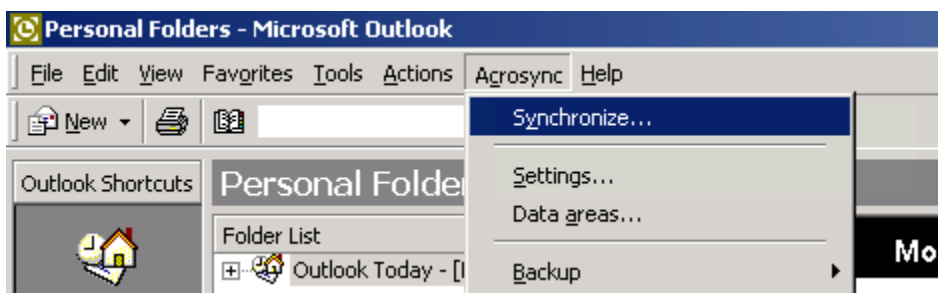
Please note that only linked fields can be used to detect identical data records. The contents of non-linked fields are kept unchanged. In other words, doublets are not necessarily absolutely identical, because not all fields of the data record are taken into account in the data comparison. So if you leave one or several CASIO fields unlinked, it is advisable to switch the doublet filter off.

6 Synchronization

In this chapter you will find instructions for synchronizing the data of your PV Unit with Microsoft Outlook.

- Ensure that your PV Unit is connected up properly to your PC, and that you have adjusted all necessary settings (see chapter 4 "Pre-settings in Acrosync").
- Ensure that you have adjusted the settings for the data areas to your requirements (see chapter 5 "Configure synchronization").
- Run synchronization. You have two possibilities:

1. In the '**Acrosync**' menu, choose the menu item '**Synchronize..**'.



Run synchronization from the 'Acrosync' menu'

2. Click on the symbol for **[Acrosync]** in the Microsoft Outlook symbol bar – the symbol is illustrated by a red and green arrow, and is located on the right next to the button for "Microsoft Outlook Help", insofar as you have not changed the standard positions.
- Please wait until Acrosync asks you to start the synchronization. Then tap the **[Sync START]** icon in the icon bar under the screen on your PV Unit. If the **[Detect synchronization start automatically]** checkbox in the transfer settings is activated, you can start the synchronization directly using the **[Sync START]** icon of your PV Unit.
 - During first synchronization, the message '**Unknown PV Unit**' appears. Select the PV Unit code you created for the currently used PV Unit (see section 4.2 "PV Unit registration"). It is advisable to adopt the standard settings of the message. Please confirm with **[OK]**.

Background

When you use a PV Unit for synchronization with Acrosync for the first time, Acrosync registers the PV Unit as "new" and proceeds with "first synchronization". During first synchronization, firstly all data have to be accepted (from the PV Unit and/or from Microsoft Outlook). A copy of every data record is then stored for the other side. With the standard setting, the data of the selected data areas of the PV Unit and of the corresponding target folders in Microsoft Outlook are accepted.

If you want to change the setting, please read section 6.1 "First synchronization" for more information.

- After completing the synchronization procedure, you automatically return to the user interface of Microsoft Outlook.
- If after synchronization the message '**Data records which cannot be synchronized**' appears, please read section 6.2 "Data records which cannot be synchronized".

6.1 First synchronization

The message **'Unknown PV Unit'** appears when you synchronize Acrosync with your PV Unit for the first time (first synchronization).

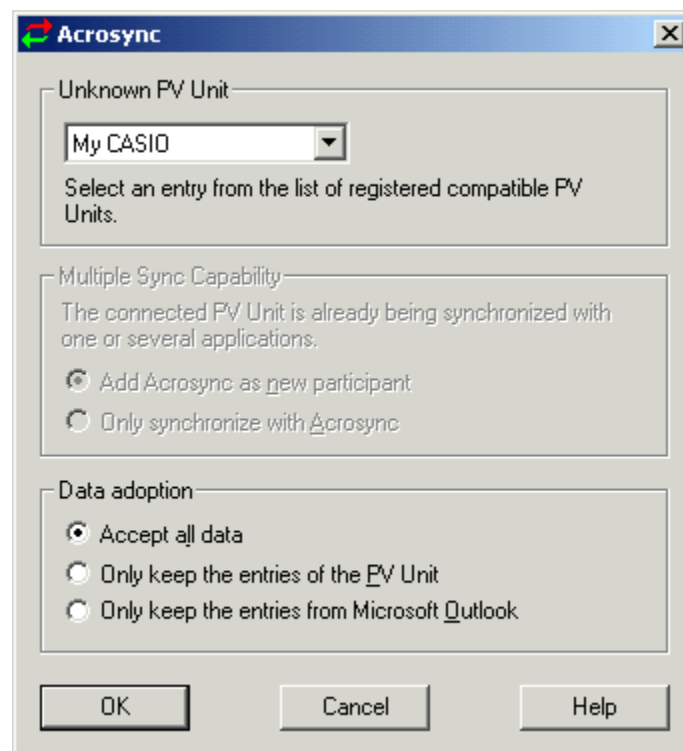
The message draws your attention to the fact that Acrosync has to reorganise the output data record for synchronization.

As a rule, it is advisable to adopt the standard settings in the message. Read the following sections if you want to change the settings.

Message 'Unknown PV Unit'

The active settings in this message depend on whether you synchronize just one installation of Acrosync or several applications with your PV Unit.

Case 1: You synchronize your PV Unit just with Acrosync



Case 1: Message 'Unknown PV Unit'

In the upper part of the message **'Unknown PV Unit'** , Acrosync asks you to select the PV Unit code of your current PV Unit.

The message occurs in the following cases:

- The PV Unit is being synchronized with Acrosync in Microsoft Outlook for the first time.
- The PV Unit code belonging to the PV Unit has been deleted in Acrosync.

Background

In these cases, Acrosync recognises the area as "new" and cannot tell which data are new, have been changed or deleted since the last synchronization procedure.

Acrosync therefore proceeds with first synchronization for the corresponding area, which consists of accepting all the data again.

If you have not specified any PV Unit code, or if the PV Unit code is incorrect for your PV Unit, then you will be informed accordingly before synchronization.

If you synchronize your PV Unit just with Acrosync, the second part of the **'Multiple Sync Capability'** area is inactive, you cannot change any of the settings here.

If you synchronize your PV Unit just with Acrosync, instead Acrosync expects you to select the method for **'Data adoption'** because this is a case of first synchronization.

Select an option to stipulate which data are to be accepted during first synchronization:

- **'Accept all data'**

This setting is the standard setting in Acrosync.

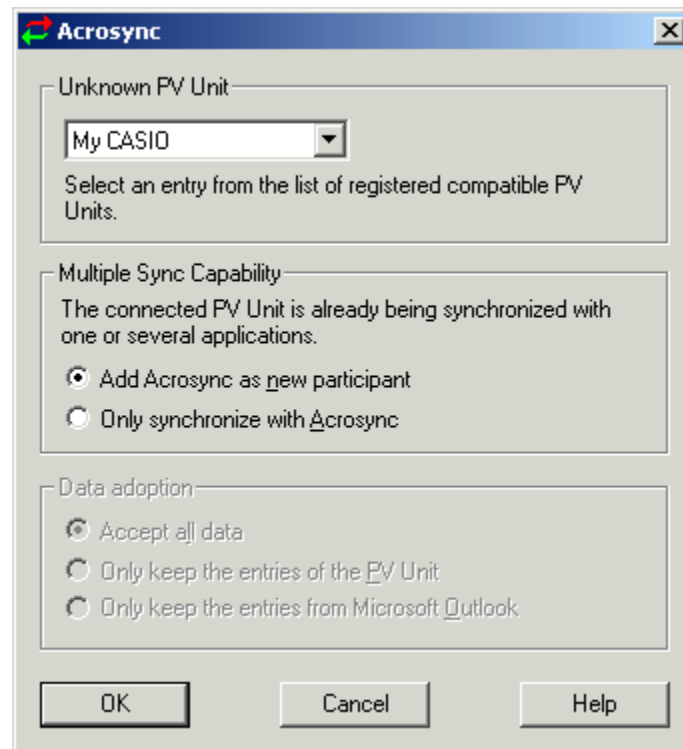
Both the data of your PV Unit and the data from Microsoft Outlook are accepted for first synchronization. A copy is made of every data record for the other side. This method ensures that no data are lost.

- **'Only keep the entries of the PV Unit'**

With this option, only the data of the PV Unit are accepted. Copies are made of these data and sent to Microsoft Outlook. The data in Microsoft Outlook are deleted. Please note that the deleting of data cannot be reversed.

- **'Only keep the entries from Microsoft Outlook'**

With this option, only the data from Microsoft Outlook are accepted. Copies are made of these data and sent to the PV Unit. The data of the PV Unit are irrevocably deleted.

Case 2: You already synchronize your PV Unit with other applications

Case 2: Add Acrosync as new participant

Enter the PV Unit code of your PV Unit under '**Unknown PV Unit**'. For more information, please refer to the explanations for case 1.

You synchronize your PV Unit with not just Acrosync so that the '**Multiple Sync Capability**' area is active.

Multiple Sync Capability (MSC) lets you synchronize data on a PV Unit with several applications, such as Acrosync or PC sync.

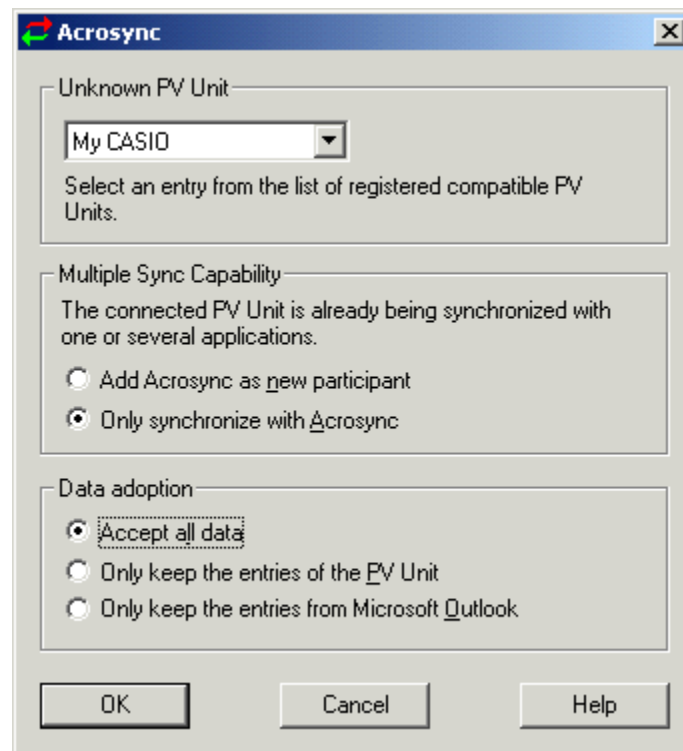
Changes within a data record are detected by all synchronization participants (Acrosync, PC sync, etc.) as part of MSC, regardless of whether a data record was changed directly on the PV Unit or in one of the applications.

In this way, MSC guarantees that all synchronization participants have identical data records. This guarantees in turn that you have access to the current data in each of your applications.

MSC lets you use several applications such as Acrosync, PC sync etc. on various computers for data synchronization with a PV Unit. For example, if you have Acrosync installed on both your computer in the office and your computer at home, you can proceed with data synchronization on both computers. MSC then considers each Acrosync program to be a separate synchronization participant.

The two possible settings for '**Multiple Sync Capability**' are explained below:

- The option '**Add Acrosync as new participant**' makes MSC regard Acrosync as an additional synchronization participant. If you select this setting, the MSC function is active, i.e. you can synchronize your PV Unit not only with this Acrosync program, but also with any other program that is also an MSC synchronization participant.



Case 2: Only synchronize with Acrosync

- The setting '**Only synchronize with Acrosync**' means that all previous synchronization participants are removed and Acrosync is considered to be the only MSC synchronization participant. If you have chosen this option, you can still add other synchronization participants to MSC later.

If you decide for this option, first synchronization occurs and Acrosync expects you to select a method for '**Data adoption**'. This is why the third section of the message is also active. For more information regarding the individual options, please refer to the explanations for case 1.

6.2 Data records which cannot be synchronized

In certain cases, after synchronization Acrosync reports that data records could not be synchronized.

This always applies when no entries were made in certain data fields in Microsoft Outlook which are urgently required by the PV Unit.

For example, a data record from the Outlook folder "Tasks" can only be transferred to the CASIO area "To-Do" if there is an entry in the data field "Due date".

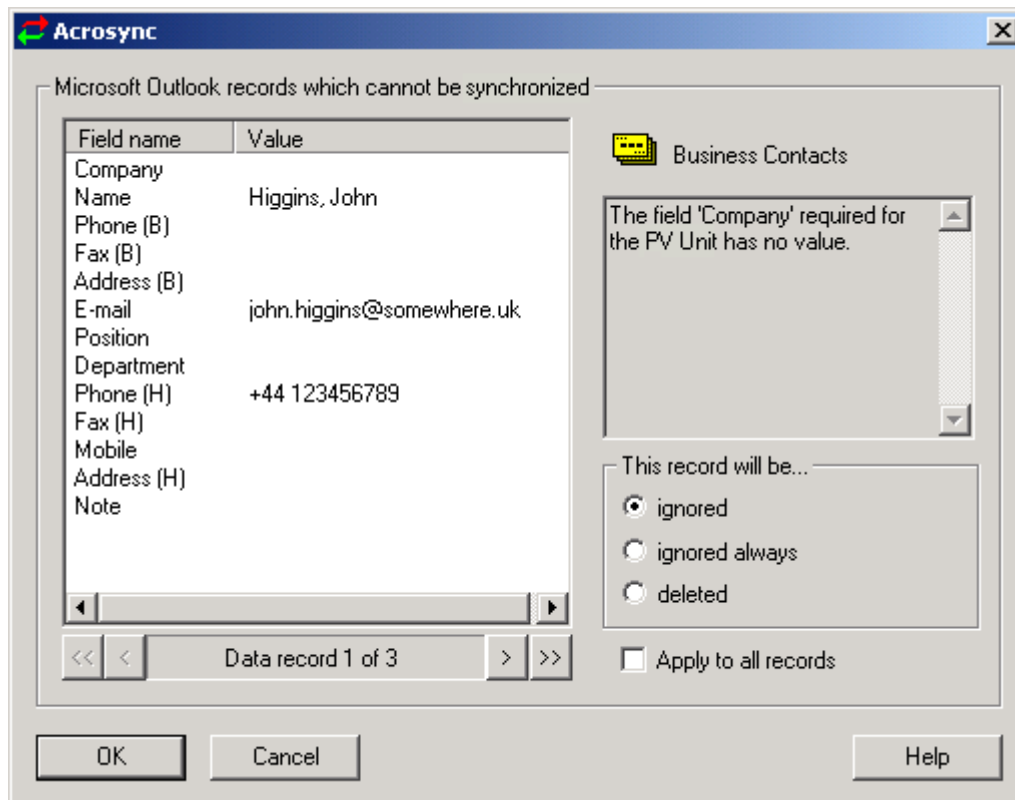
The following details tell you how to proceed in the event of data records which cannot be synchronized.

Note

You can find a list of the entries required for the CASIO data areas in the Annex in section 7.1 "Necessary entries for the CASIO data areas".

Message for data records which cannot be synchronized

When one or several data records cannot be synchronized during synchronization, Acrosync opens the window **'Microsoft Outlook records which cannot be synchronized'** immediately after synchronization.



Dialog window 'Microsoft Outlook records which cannot be synchronized'

The window shows one of the affected data records.

On the left you can see which data fields of the data record contain an entry.

On the right you can see the data area of the PV Unit with a fault message shown underneath it, telling you in which data field an entry is missing.

The number of data records which cannot be synchronized is shown at the bottom on the left (e.g. Data record 1 of 3). Use the arrow buttons to switch to the individual data records.

Options in dealing with the affected data record

Select how to proceed with the affected data record.

- **'ignored'**
The data record is ignored and not included in synchronization. After synchronization, you can eliminate the fault by adding the missing entries in Microsoft Outlook. But these changes are not transferred to your PV Unit until during the next synchronization.
This option corresponds to the standard setting in Acrosync.
- **'ignored always'**
The data record is ignored and not included in this current or any later synchronization procedures. Use this option if you do not want to add the missing entries and do not want to be informed about this during subsequent synchronization procedures. If the data record is changed later on, it will be included in synchronization again, or you will receive another fault message.
- **'deleted'**
The data record is deleted. Please note that the data record then no longer exists, neither in Microsoft Outlook, nor on your PV Unit.

You can select a method for the currently displayed data record, or use the option **'Apply to all records'** to stipulate the method for all affected data records.

Confirm the settings with **[OK]**. If you have not adjusted a setting for a particular data record and the option **'Apply to all records'** is not selected, then Acrosync uses the standard setting **'ignored'** for this data record.

Press **[Cancel]** to reject all settings. The standard setting **'ignored'** is then used for all displayed data records.

6.3 Complete backup and retrieval of data

The menu items **'Backup': 'Send'** and **'Backup': 'Receive'** of the **'Acrosync'** menu enable you to transfer all the data of your PV Unit fast and efficiently to your PC, e.g. before changing batteries, and – if necessary – back to your PV Unit.

To back up data, choose **'Backup': 'Receive'** from the **'Acrosync'** menu and tap the **[Sync START]** icon in the icon bar under the screen of your PV Unit. All data is now transferred to your PC. After the transfer give the backup file a file name.

To retrieve the data, choose **'Backup': 'Send'** from the **'Acrosync'** menu, select the relevant back-up file and tap the **[Sync START]** icon in the icon bar under the screen of your PV Unit.

Note

Backup files always have the extension "bkp" and cannot be edited, i.e. you cannot open them with **'File': 'Open...'**.

7 Annex

7.1 Necessary entries for the CASIO data areas

Every data area of your PV Unit has one or several data fields which require an entry.

If such an entry is missing in a data record, after synchronization Acrosync will indicate that it was not possible to synchronize this data record (see section 6.2 "Data records which cannot be synchronized").

You can already make allowances for this when managing your data in Microsoft Outlook. The table shows all necessary entries at a glance:

Data area	Data field
Schedule	Start Date and either Start Time or Description
Multi-date item	Start Date, End Date and Description
Reminder	Start Date and either Start Time or Description
To-Do	Due Date, Description
Business Contacts	Name, Company
Personal Contacts	Name
Memo 1-5	Memo
Contacts Untitled 1 – 5	Free 1

7.2 Links between data areas and target folders

During configuration of the synchronization process, you allocate a specific target folder in Microsoft Outlook to the data areas in your PV Unit.

Microsoft Outlook already has the standard folders listed in the table below for every CASIO data area:

CASIO data area	Microsoft Outlook folder
Schedule	"Calendar"
Reminder	"Calendar"
To-Do	"Tasks"
Business Contacts	"Contacts"
Personal Contacts	"Contacts"
Memo 1-5	"Notes"
Contacts Untitled 1 – 5	"Contacts"

If necessary, you can create additional folders in Microsoft Outlook which you can select as target folders for synchronization. Please note that folders can only be allocated to a CASIO data area when they correspond to the Microsoft Outlook folder type required by the CASIO data area. The following table shows the compatible Microsoft Outlook folder types together with the individual CASIO data areas:

CASIO data area	Microsoft Outlook folder type
Schedule	"Schedule"
Reminder	"Schedule"
To-Do	"Tasks"
Business Contacts	"Contact"
Personal Contacts	"Contact"
Memo 1-5	"Note"
Contacts Untitled 1-5	"Contact"

