



User's Guide

Bayalink Liberty™ v 1.6

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Date: September, 2008

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All	New document based on Bayalink Liberty v 1.6 release.



Preface

Welcome to Bayalink Liberty. Prepare to extend your BlackBerry wireless experience! The innovative Bayalink Liberty solution virtualizes the BlackBerry device onto a desktop or laptop computer allowing you to access the most common BlackBerry applications using a full-size monitor and keyboard. When connected to Bayalink Liberty, you can view, modify, and send BlackBerry email attachments, like PowerPoint presentations, Excel spreadsheets, or Word documents, in their original format. You can work with your BlackBerry calendar and contacts and visit Web sites even if the computer you are connected to does not have an Internet connection.

This user guide walks you through the steps in setting up, configuring, and using Bayalink Liberty. It discusses some common use case scenarios and provides suggestions for optimizing your Bayalink Liberty experience.

Intended Audience

This guide is intended for users of the Bayalink Liberty solution.

Assumptions

This guide assumes a working knowledge of BlackBerry devices, Bluetooth, and Microsoft Windows operating systems. You also should be familiar with Web browsing and the common features of email applications, such as message management, the address book, and calendar functions. It also contains some advanced concepts that system administrators might find useful in administering the users, BlackBerry devices, and computer systems that use Bayalink Liberty.



Requirements for Using Bayalink Liberty

Ensure that the BlackBerry and computer system(s) meet the minimum system requirements before you begin.

BlackBerry System Requirements

- Bluetooth must be enabled on the BlackBerry
- Bayalink Liberty .COD files must be installed (Over The Air installation available)
- Web browsing capability
- Application installation capability

List of Supported Handheld Devices

- BlackBerry 8700 series with operating system 4.2.1.101 or higher
- BlackBerry Pearl 8100 series
- BlackBerry World Edition 8800 series
- BlackBerry Curve 8300 series
- BlackBerry Bold

Computer System Requirements

- Microsoft Windows XP or Microsoft Windows Vista
- 512 MB RAM (minimum)
- .NET 2.0 framework
- USB 1.1 or 2.0 port
- Local administrator permissions (required to install the Bayalink Liberty Key driver and .NET 2.0 framework)



Chapter 1: Getting Started with Bayalink Liberty

This chapter describes the steps to getting started with Bayalink Liberty. Follow the sections in sequence as you install and connect to Bayalink Liberty for the first time.

System Requirements Checklist

Use this checklist to prepare for Bayalink Liberty installation and configuration.



Note: An additional copy of this checklist is provided in Appendix A on page 49.

	Requirement
<input type="checkbox"/>	I have administrator rights on the computer system that I want to use.
<input type="checkbox"/>	I have confirmed that my BlackBerry and computer system meet the system requirements.
<input type="checkbox"/>	I know my BlackBerry PIN.
<input type="checkbox"/>	I have enabled Bluetooth on my BlackBerry.
<input type="checkbox"/>	I have set the application permissions on my BlackBerry.
<input type="checkbox"/>	I have registered for my Bayalink Liberty license.
<input type="checkbox"/>	I have installed Bayalink Liberty software.
<input type="checkbox"/>	I have paired my Bayalink Liberty Key with my BlackBerry.

Getting your BlackBerry PIN

BlackBerry PINs usually contain eight alphanumeric characters.

1. On your BlackBerry, open a blank email message.
2. In the body of the email message, type **mypin**.

The PIN of your BlackBerry device appears in the message.



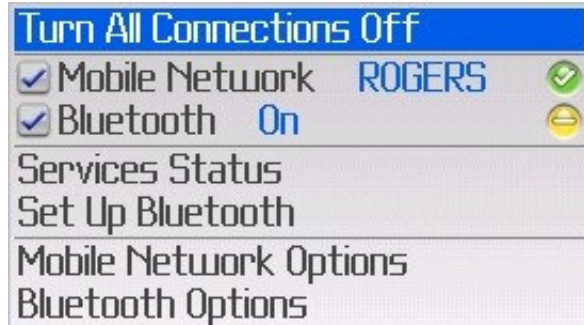
To:
Cc:
Subject:
pin:205b8e64?

You can also scroll to **Options > Status** to retrieve your BlackBerry PIN.

📌 Note: Although they appear in lower-case, BlackBerry PINs are case-insensitive.

Enabling Bluetooth on the BlackBerry

1. On your BlackBerry, scroll to **Manage Connections**.
2. Enable Bluetooth so that it indicates that it is ON.



Ensuring Administrator Rights on the Computer System to Which You Want to Connect

You require administrator privileges for the first installation of the Bayalink Liberty driver software and the Microsoft .NET 2.0 Framework. After you have installed the USB driver software, administrator rights are no longer required to operate Bayalink Liberty. If you require assistance, contact your local system administrator.



Registering for a Bayalink Liberty License

1. On your BlackBerry, open the order confirmation email that you received from Bayalink Solutions Corp. after you purchased the product.
2. Make note of the **Registration ID** in the email.
You will require the Registration ID in a subsequent step.
3. Browse to the URL (<http://liberty.bayalink.com/registration>) contained in the order confirmation email using the Web browser on your BlackBerry.
4. Follow the instructions and fill out the requested information in the License Registration form.
5. Accept the terms of the License agreement.
A registration confirmation email is sent to your email account.

Installing Bayalink Liberty Software

1. On your BlackBerry, open the registration confirmation email that you received from Bayalink Solutions Corp. after you successfully registered for your Bayalink Liberty license.
2. Browse to the URL (<http://liberty.bayalink.com/downloads/blackberry>) contained in the email using the Web browser on your BlackBerry.
3. In the Web browser window that appears, click the link, **Download Liberty for BlackBerry**.
4. In the next window that appears, click the **Download** button.
5. If prompted, restart your BlackBerry.
You have installed Bayalink Liberty software on the BlackBerry.
6. Set permissions on your BlackBerry by following the steps in the section “Setting Application Permissions on the BlackBerry”.

Setting Application Permissions on Your BlackBerry

1. On your BlackBerry, scroll to **Options > Advanced Options > Applications**.
2. Highlight **Bayalink-Liberty** and select the menu option.
3. Click **Edit Permissions**.
4. Do the following:
 - Change **Connections** from Custom to Allow.

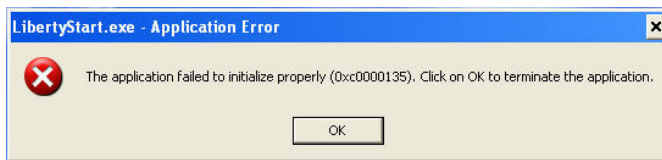


- Change **Interactions** from Custom to Allow.
- Change **User Data** from Custom to Allow.

5. Save the changes and exit.

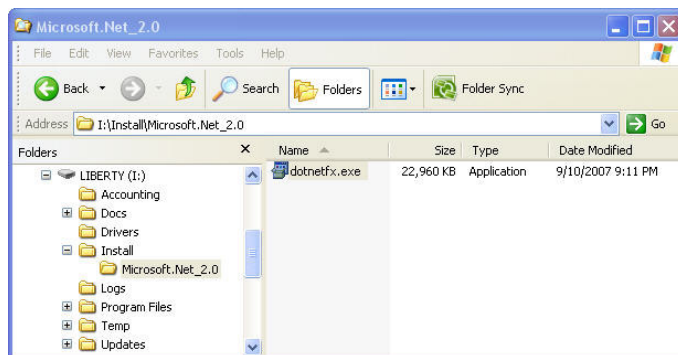
Installing the Microsoft .NET 2.0 Framework

Your computer system must have the Microsoft .NET 2.0 Framework installed before you can start Bayalink Liberty. If your computer system does not meet this requirement, the following error dialog box appears:



To install the Microsoft .NET 2.0 Framework:

1. Navigate to the root of the drive assigned to the Bayalink Liberty Key.
2. Navigate to the **Install** folder.
3. Navigate to **Microsoft.Net_2.0** folder.
4. Double-click **dotnetfx.exe**.



The Microsoft .NET 2.0 Framework installs.

Installing Bayalink Liberty Key Driver on the Computer

You must have administrator rights on the computer to which you want to connect. Contact your system administrator if you require assistance.

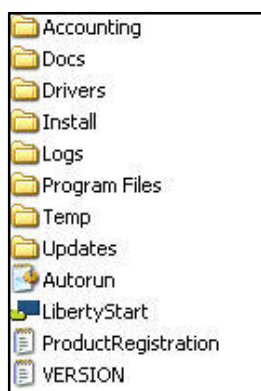


1. Insert the Bayalink Liberty Key into the USB port of the computer to which you want to connect.
2. Cancel any pop-ups or dialogs that appear.
3. Locate the drive that Microsoft Windows assigns to the Bayalink Liberty Key and browse to the root of that drive.

For example:

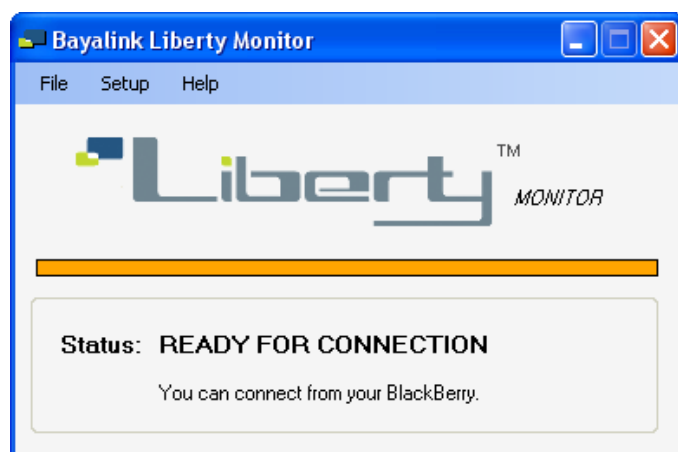
Devices with Removable Storage			
User Manual (E:)	CD Drive	405 MB	0 bytes
Removable Disk (F:)	Removable Disk		
Removable Disk (G:)	Removable Disk		
DVD Drive (H:)	CD Drive		
LIBERTY (I:)	Removable Disk		

4. Double-click **LibertyStart.exe**.



5. In the Install Required dialog box that appears, click **Yes** to install the Bayalink Liberty Key driver.

The Bayalink Liberty Monitor indicates that you can now connect your BlackBerry:





Note: If the Bayalink Liberty Driver software does not install automatically, see the following:

- For Windows XP, see “Manually Installing Bayalink Liberty for Microsoft Windows XP” on page 8.
- For Windows Vista, see “Manually Installing Bayalink Liberty for Microsoft Vista” on page 8.

Manually Installing Bayalink Liberty Key Driver—Microsoft Windows XP

Follow these steps if the Bayalink Liberty Key driver software did not install automatically.

1. Insert the Bayalink Liberty Key into a USB port on the computer to which you want to connect.
2. Cancel any “Found New Hardware” pop-ups that appear.
3. Click **Start > Settings > Control Panel > System**.
4. Click the **Hardware** tab.
5. Click the **Device Manager** button.
6. Expand **Bluetooth USB** and locate the **Bluetooth Device**.
The device might appear as ISSCEDRBTA.
7. Right-click the Bluetooth device, and select **Update Driver**.
8. In the Hardware Update Wizard dialog box that appears, click **No, not this time** and click **Next**.
9. In the next page, click **Install from a list or specific location (Advanced)** and click **Next**.
10. Click **Don't search. I will choose the driver to install** and click Next.
11. In the next page, click the **Have Disk** button.
12. Click the **Browse** button.
13. In the Locate File dialog box navigate to the directory <Liberty>:\Drivers directory.
14. Click **OK** on the Install From Disk dialog.

Manually Installing Bayalink Liberty Key Driver—Microsoft Windows Vista

Follow these steps if the Bayalink Liberty Handheld Client driver software did not install automatically.

DUNCAN – PLEASE REVIEW THESE INSTRUCTIONS



1. Insert the Bayalink Liberty Key into a USB port on the computer to which you want to connect.

Microsoft Windows Plug and Play attempts to install the USB driver.

2. In the dialog box that appears, select **Ask me again later**.
3. Open the Control Panel Device Manager, and find the device named either:

- ISSCEDRBTA or
- USB BLUETOOTH DEVICE

4. Right-click the device name, and select **Update Driver Software**.
5. Select **Update Driver**.
6. Select Browse My Computer for Driver Software.
7. Browse to the drive of the <Liberty Key>/ and select the Drivers subfolder.

Verify that the Bayalink Liberty Key is installed.

You can check by opening the Device Manager, expanding the universal serial bus controllers, and finding the Bayalink Liberty Key.

Pairing the BlackBerry with Bayalink Liberty Using Bluetooth

These instructions describe how to pair your BlackBerry with the Bayalink Liberty Key the first time that you try to connect.

1. Insert the Bayalink Liberty Key into a USB port on the computer with which you want to connect.
2. Start the Bayalink Liberty Monitor.

If you are using Windows XP:

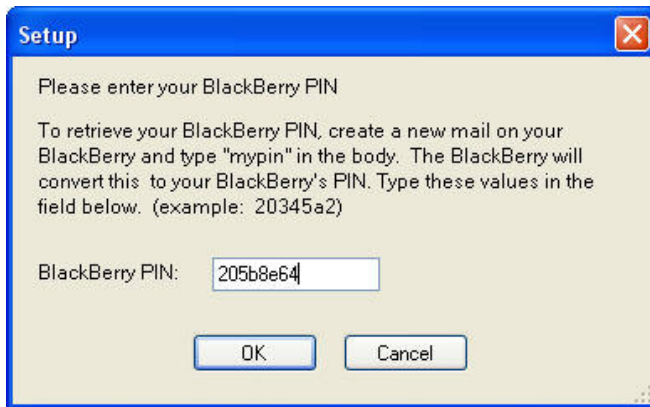
1. Go to the root of the drive for the Bayalink Liberty Key.
2. Double-click **LibertyStart.exe**.

If you are using Windows Vista:

The Bayalink Liberty Monitor starts automatically.

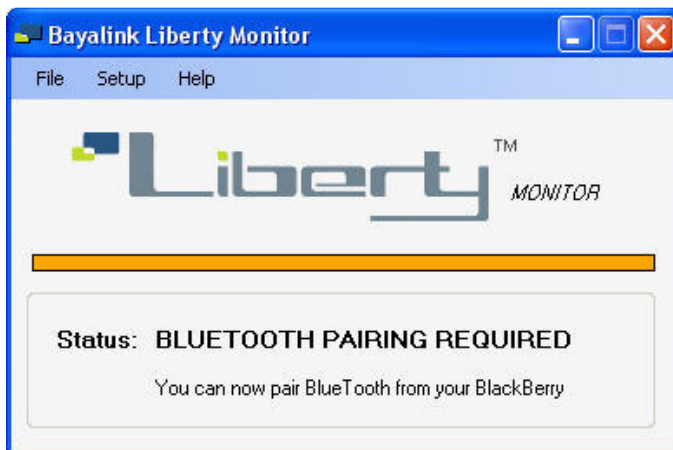
3. When the Setup dialog box appears, type the PIN of your BlackBerry.





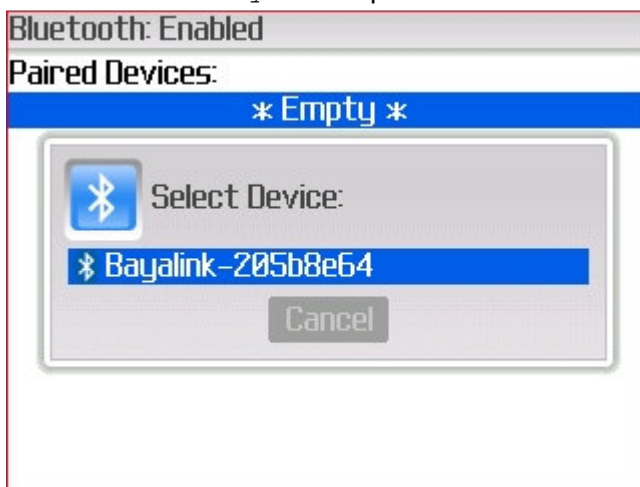
4. Click **OK**.

The Bayalink Liberty Monitor indicates that you need to pair your BlackBerry.



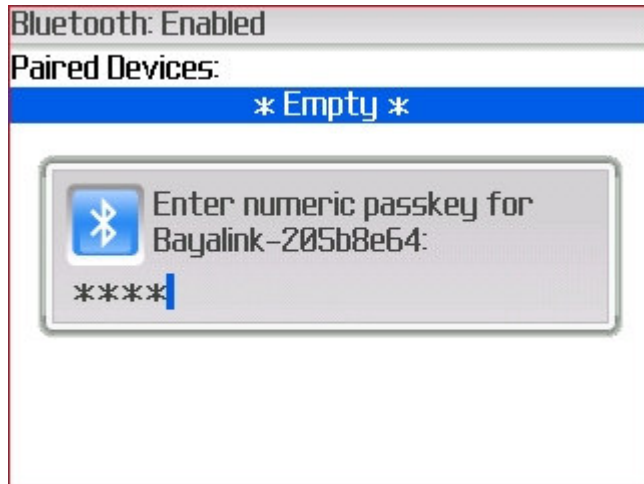
5. On your BlackBerry, scroll to **Options > Bluetooth**, and select **Add Device** from the menu.

Bayalink Liberty displays Bayalink-<YourBlackBerryPIN>, where <YourBlackBerryPIN> represents the PIN of the BlackBerry with which you want to pair.



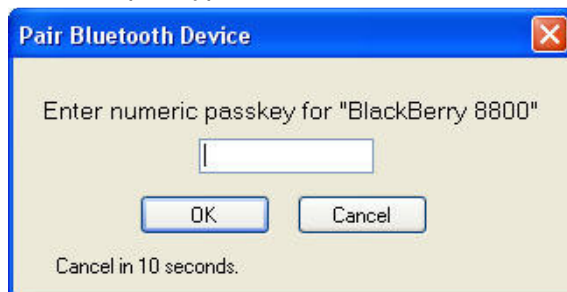
6. Identify your BlackBerry device, and select it.
7. On your BlackBerry, type a number (referred to as a "passkey") containing 4 to 8 digits, then press Enter.

For example, type 0000.



8. On the computer, a Pair Bluetooth Device dialog box appears. Type the same number ("passkey") that you entered in the previous step.

For example, type 0000.



9. On your BlackBerry, scroll to **Options > Bluetooth**.
10. Under **Paired Devices**, select Bayalink-<YourBlackBerryPIN>.
11. Change the **Trusted** setting from Ask to Yes.
12. Save the changes and exit.

Starting Bayalink Liberty Viewer from the BlackBerry Device

1. Ensure that you have successfully paired your BlackBerry with Bayalink Liberty.
2. On your BlackBerry, scroll to **Bayalink Liberty**.





3. Click the Bayalink Liberty icon.
4. To continue using your BlackBerry, click and select **Run in Background** in the menu that opens.



Verifying Connectivity between Bayalink Liberty and BlackBerry

You can check the connection status between Bayalink Liberty and your BlackBerry in any of the following ways:

- In the Windows system tray, use your mouse to pause on the Bayalink Liberty icon. A popup message tells you whether the BlackBerry and Bayalink Liberty are connected.



- Open the Bayalink Liberty Monitor to determine whether the BlackBerry and Bayalink Liberty are connected. The status is determined through color:

Bayalink Liberty Status Bar Color	Meaning
Green	BlackBerry and Bayalink Liberty are connected.
Red	The Bayalink Liberty Key has been removed from the USB port. The devices are disconnected.
Yellow	A Bluetooth connection is pending.
Orange	The devices are ready for connection. The devices require pairing.

For example:



Chapter 2: What Does Bayalink Liberty Do?

What is Bayalink Liberty?

Bayalink Liberty is a productivity and convenience solution that virtualizes the most commonly-used BlackBerry business applications onto a Microsoft Windows-based computer, even when it does not have an Internet connection. The portable computer interface allows you to work on email messages and any attachments in their original format using a full-size screen and keyboard. Bayalink Liberty extends the secure wireless connectivity of the BlackBerry Enterprise Server to laptops and desktops, which ensures that security standards used by the BlackBerry are leveraged for work you do using Bayalink Liberty.



Features and Functions

Bayalink Liberty provides a variety of valuable productivity and connectivity capabilities. It features an innovative productivity solution that uses industry standard products and services such as BlackBerry handhelds and Bluetooth connectivity. The solution has a compact design with no software ¹ installed on the client system.

Functions

- Provides Web-based access to corporate resources through the secure communications between the BlackBerry handheld and the BlackBerry Enterprise Server
- Enables you to view, manage and send email messages originating from the BlackBerry Enterprise Server as well any BIS-enabled mail accounts through your wireless service provider

¹ Bayalink Liberty requires installation of a USB driver on the computer.



- Provides access to Web content on a desktop browser using the BlackBerry wireless connection as the connection to the Internet/intranet
- Enables BlackBerry users to connect to a laptop or other computer that does not have an Internet connection or wireless hotspot available
- Lets BlackBerry users access and download email attachments in their original format
- Allows BlackBerry users to read, compose, reply to and send emails from BlackBerry via Bayalink Liberty

System Components

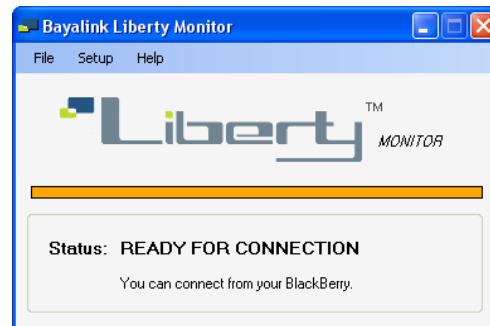
Bayalink Liberty Key

This is the hardware component of the Bayalink Liberty Solution. It is a USB/Bluetooth key that contains the Bayalink Liberty application and drivers.



Bayalink Liberty Monitor

This software runs on the computer system's background and provides you with prompts about pairing and also informs you about connection status.



Bayalink Liberty Viewer

This interface is the main working area you use on the computer or laptop when connected to Bayalink Liberty. It provides status information about your wireless connection signal, battery power level, and lets you customize your settings. The Bayalink Liberty Viewer is the application in which you perform email, calendar, and contacts functions and from which you can launch a Web browser to access the Internet/intranet.



Chapter 3: Using Mail Services with Bayalink Liberty

The Bayalink Liberty Viewer mail service gives you access to all of the email accounts associated with your BlackBerry device.



Managing Email from Different BlackBerry Accounts

Bayalink Liberty gives you access to all of the email accounts associated with your BlackBerry device. These might include:

- A BlackBerry Internet Service (BIS) account
- A BlackBerry Enterprise Server (BES) account
- Multiple BIS accounts
- A POP email account (for example, Gmail or Hotmail) associated with your BlackBerry
- PIN messages from the PIN associated with your BlackBerry

Configuring Mail Services

You can customize your mail services with Bayalink Liberty so that only the messages you want to read are loaded.



Loading Email Messages into the Inbox Folder

1. In the Bayalink Liberty Viewer, click **Tools > Options**.
2. Enable the **Load Inbox** check box.

Loading Email Messages into the Sent Folder

1. In the Bayalink Liberty Viewer, click **Tools > Options**.
2. Enable the **Load Sent Items** check box.

Receiving an Alert when a New Message Arrives

If desired, you can configure Bayalink Liberty to alert you with a sound when you receive a new email.

1. In the Bayalink Liberty Viewer, click **Tools > Options**.
2. Click the Mail tab.
3. Enable the **Play a sound when new mail arrives in my Inbox** check box.

Keeping Tabs on Data Usage

You can monitor your wireless data usage if you have a limited plan or you need to assign data usage to work on specified projects. For more information about monitoring your data use, see “Estimating Data Use” on page 33 and “Managing Data Usage when Using Email Services” on page 34.

Sending and Receiving Email

Reading Email Messages

1. In the Bayalink Liberty Viewer, click **Go > Mail**.
2. Do one of the following:
 - To read new messages, click the **Unread Mail** folder.
 - To re-read opened messages, click the Mailbox folder belonging to the email account in which you want to read messages.
3. Locate the message that you want to read, and double-click it to open it.



Composing Email Messages

1. In the Bayalink Liberty Viewer, click **File > New > Mail Message**.
2. In the **To** field, perform one of the following actions:
 - Type an email address.
 - Type a contact name.
 - Type part of a contact name. Click a contact.
3. Identify your message with a subject line, if desired.
4. Type a message.
5. Click the **Send** button.

Email Message Basics

- **To**—Identifies the recipient(s) of the email message. Separate multiple recipients with a semi-colon (;).
- **Cc**—Identifies the recipient(s) who receives a carbon copy of the message.
- **Bcc**—Identifies the recipient(s) who receives a blind carbon copy of the message. Users in the **To** and **Cc** field are not informed that a carbon copy of the message has been sent.

Moving Email Messages to Different Folders

1. In the Bayalink Liberty Viewer, click the message that you want to move.
2. Do one of the following:
 - Click **Edit > Move to Folder**.
 - Right-click the message and choose **Move to Folder**.
 - Press **Ctrl + Shift + V**.
3. In the **Move Mail To** dialog, select the destination folder.
4. Click **OK**.



Note: You can move multiple messages simultaneously.






Note: You can also move messages by dragging and dropping them into the destination mail folder.



Marking Email Messages as Read

Email messages that you have not yet read or opened appear in bold font. Messages that you have already read or opened appear in normal font.

Inbox	
From	Subject
 John Smith	Re: Test
 John Smith	Fw: Test
 John Smith	Test

1. In the Bayalink Liberty Viewer, click the message that you want to mark as read.
2. Do one of the following:
 - Click **Edit > Mark as Read**.
 - Right-click the message and choose **Mark as Read**.
 - Press **Ctrl + Q**.


 Note: You can also mark multiple messages as read simultaneously.

Deleting Email Messages

You can delete messages one-at-a-time or delete multiple messages simultaneously.

To delete one email message

1. Click the message that you want to delete.
2. Click the **Delete** button.

 Note: You do not receive a warning before the message is deleted.

To delete multiple messages

1. Click the first message that you want to delete.
2. Press and hold Ctrl while selecting any additional messages that you want to delete.
3. Click the **Delete** button.

To delete all messages in a folder

1. Locate the folder from which you want to delete all of the messages.



2. Click **Edit > Select All**.
3. Click the **Delete** button.

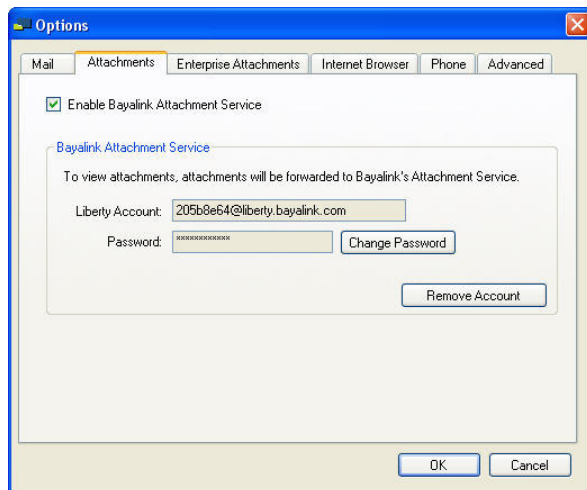
Viewing Email Attachments

Bayalink Liberty provides a service that enables you to view a BlackBerry email attachment in its original format. For example, when you subscribe to the Bayalink Attachment Service, a .PPT file attachment opens in Microsoft PowerPoint.

1. In the Bayalink Liberty Viewer, click **Tools > Options**.
2. Click the **Attachments** tab.
3. Enable the **Bayalink Attachment Service** check box.
4. In the Set Up Bayalink Attachment Service dialog box that opens, click **OK**.
5. Type a password for your Bayalink Attachment Service account in the **Create Password** dialog box that opens.
6. Confirm the password that you typed in the previous step, and click **OK**.
7. In the Attachment Service dialog box that appears, click **OK**.

Bayalink Liberty creates a Bayalink Attachment Service account.

Your account name is <yourBlackBerryPIN>@liberty.bayalink.com.



For more information about options for viewing and downloading email attachments, see “Downloading Email Attachments” on page 36.



Sending and Receiving PIN Messages

You can perform most of the same functions with PIN messages that you can with email messages. PIN messages have a different address format than email addresses. For example, 205b8e64.

Composing a PIN Message

1. In the Bayalink Liberty Viewer, click **File > New > PIN Message**.
2. In the **To** field, type the PIN address to which you want to send a message.
3. Identify your message with a subject line.
4. Type a message.
5. Click the **Send** button.



Chapter 4: Web Browsing with Bayalink Liberty

Exploring Web Browsing Options with Bayalink Liberty

Bayalink Liberty extends the BlackBerry wireless connection to a computer or laptop when access to the corporate intranet or Internet is required, but an Internet connection is not. When enabled, Bayalink Liberty provides access the Internet through one of two ways:

- The BlackBerry Enterprise path directs all Web traffic through your corporate infrastructure via the BlackBerry Enterprise Server. This is the option that is enabled with the Browser button in the Bayalink Liberty Viewer.
- The BlackBerry Internet (or carrier) connection sends traffic through the BlackBerry wireless connection directly to your wireless carrier. If you are using a GPRS handheld you must enable this option manually by setting an Access Point Name (APN) on your BlackBerry handheld.

Setting the Carrier APN on Your BlackBerry

In order to use the Bayalink Liberty Browse (Carrier) option to browse through your wireless carrier, you must complete the following task.

1. On your BlackBerry, click **Options > Advanced Options > TCP**.
2. Enter the appropriate information in the APN field.
3. Save the entry and exit.



Note: The APN value for your wireless carrier is unique. If necessary, consult with your wireless service provider to determine the appropriate setting for this entry.

Browsing for BlackBerry Internet Service (BIS) Users

BlackBerry Internet Service (BIS) users can use Bayalink Liberty to browse Internet Web sites if they have APN configured (GPRS handhelds). Users with non-GPRS handhelds may be able to access Internet sites provided that their wireless providers support Internet access for mobile devices.



Browsing for BlackBerry Enterprise Server Users

BlackBerry Enterprise Server users can browse both Internet and intranet Web servers when connected to Bayalink Liberty. BES-configured users direct traffic through the BES behind the corporate firewall. After Bayalink Liberty browsing traffic reaches the corporate network, it is managed according to the company's network policies.

In some cases, browsing traffic could be subject to corporate proxy servers that manage Web traffic. For more information on Bayalink Liberty support for Web proxy's see (SECTION TO BE DEFINED)

Browsing the Internet via a Wi-Fi/LAN Connection

The Bayalink Liberty Viewer lets you browse using either the BlackBerry wireless connection or a local Wi-Fi/LAN connection.



Note: If is no Wi-Fi or LAN connection is available, Bayalink Liberty uses the BlackBerry connection.

When you browse using the Wi-Fi or LAN connection option, this directs Web browsing traffic through the Wi-Fi or LAN connection of the computer or laptop to which you are connected. This can help reduce the amount of data used on the BlackBerry by redirecting Internet web browsing requests through a Wi-Fi/LAN connection.

To browse using a local (Wi-Fi) connection:

1. Start the Bayalink Liberty Viewer.
2. Enable the **Via My Wi-Fi/LAN Connection** radio button.
3. Click the **Browse** button.



Note: When you select the Wi-Fi/LAN connection, you can browse the Internet. If you are a BES-enabled user who needs access to corporate data behind the corporate firewall, you will likely need to choose the **Via My BlackBerry Connection** option if you are not connected to the corporate LAN.

Browsing the Internet via a BlackBerry Connection

When you browse using your BlackBerry connection, this directs Web browsing traffic through your BlackBerry wireless connection. This option can direct traffic either through your wireless carrier or through a BlackBerry Enterprise Server. The selected path browsing that Bayalink



Liberty takes depends on the service that you have enabled on your BlackBerry (BIS, BES, or both) and the browser option configured within the Bayalink Liberty Viewer.

To browse using a BlackBerry connection:

1. Start the Bayalink Liberty Viewer.
2. Enable the **Via My BlackBerry Connection** radio button.
3. Click the **Browse** button.

Configuring the Web Browser Settings

Setting the Home Page URL

1. In the Bayalink Liberty Viewer, click **Tools > Options**.
2. In the Options dialog, click the **Internet Browser** tab.
3. In the Default Address area, type a URL in the **Browser Default** field.

For example, type <http://www.google.com>.

When you launch a Web browser, it automatically visits the Web page that you specified as the Home Page.

Selecting a Preferred Web Browser

You can use either Microsoft Internet Explorer or Mozilla Firefox as the default Web browser.

1. In the Bayalink Liberty Viewer, click **Tools > Options**.
2. In the Options dialog, click the **Internet Browser** tab.
3. In the Preferences area, choose one of the following from the **Browse With** dropdown:

- Internet Explorer
- Firefox



Note: Bayalink Liberty contains a version of Mozilla Firefox installed on the Bayalink Liberty Key. When you select Mozilla Firefox as the default browser, the software version on the Bayalink Liberty Key is used. Even if you have a version of Mozilla Firefox installed on your computer, the version from the Bayalink Liberty Key will be used.



Chapter 5: Using Your Contacts with Bayalink Liberty

The contacts feature provides a way to keep track of email addresses, phone numbers, addresses, and other important information of friends, family, and business associates. Using Bayalink Liberty, you can access your contact list from your BlackBerry.



Opening Contacts

1. In the Bayalink Liberty Viewer, do one of the following:
 - Click **Go > Contacts**.
 - Press **Ctrl + 3**.

The Contacts pane opens.

Sending a Message to a Contact

1. In the Bayalink Liberty Viewer, click **Go > Contacts**.
2. In the Contacts pane, locate the contact to which you want to send a message.
3. Do one of the following:
 - Click the **New Message to Contact** button.
 - Right-click the contact's name, and choose **New Message to Contact**.

A new email message opens. Bayalink Liberty automatically pre-fills the email address of the contact to which you want to send a message.



Sorting Contacts

You can sort contacts in either ascending or descending order. To sort, click the heading of the column that you want to sort.

Calling a Contact

Bayalink Liberty provides an automated dialer that lets you call contacts in your address book without using the keypad on the BlackBerry.

Follow the instructions in “Calling a Contact” on page 39.

Deleting Contacts

Although Bayalink Liberty prompts you before deleting a contact, you cannot undo it. Use the delete function carefully.

1. In the Bayalink Liberty Viewer, click **Go > Contacts**.
2. In the Contacts pane, locate the contact you want to delete from your address book.
3. Click the **Delete** button.
4. In the Delete Contact dialog box that opens, click **Yes**.



Note: You can also delete multiple contacts simultaneously.



Chapter 6: Using the Calendar with Bayalink Liberty

The Calendar function helps you keep track of upcoming appointments, meetings, and deadlines.



Note: Although you can invite others to meetings, you cannot look at their calendars to determine their availability when setting up meetings with them.

Here is an example of what a calendar might look like when you add appointments to it:

Calendar						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
August 25	26	27	28	29	30	31
	1:00 PM 2:00 PM Doctor's Appointm...	2:30 PM 7:00 PM Housecleaning				
September 1	2	3	4	5	6	7
	Mom's birthday	7:00 AM 8:30 AM First Day of School				

Adding Appointments to the Calendar

1. In the Bayalink Liberty Viewer, click **Go > Calendar**.
2. In the Calendar pane, do one of the following:
 - Click **New > Appointment**.
 - Right-click, and choose **New Appointment**.
3. In the Subject field, type a description of the appointment.
For example, type `Doctor Appointment`.
4. In the Location field, type the address (or other useful description) where the appointment will take place.
5. In the Start Time drop-down, select the date on which the appointment occurs.
You can also specify a time of day.
6. In the End Time drop-down, select the date on which the appointment ends.
You can also specify a time of day.



7. Enable the **Reminder** check box if you want to receive a notification by email in advance of the appointment.
8. Click **Save and Close**.

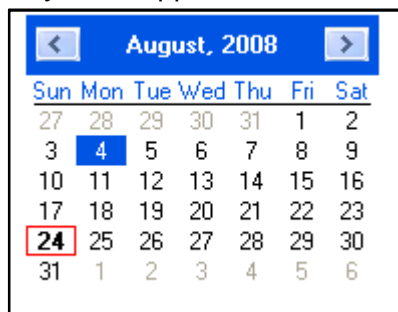
Setting Up a Meeting with a Contact

1. In the Bayalink Liberty Viewer, click **Go > Calendar**.
2. Click **File > New > Appointment**.
3. Fill in the details of the meeting (for example, date and time that the appointment occurs, length of the appointment (in minutes), and location).
4. Click the **Invite Attendees** button.
5. Click the **Save and Close** button.

Viewing Appointments

1. In the Bayalink Liberty Viewer, click **Go > Calendar**.
2. In the Calendar pane, select the view you want to take of the calendar:
 - Click the **Day** button—displays one day in the calendar
 - Click the **Week** button—displays appointments one week in the calendar
 - Click the **Month** button—displays one month in the calendar
3. Use the calendar to browse for appointments.

Days with appointments scheduled are marked with a red border.



August, 2008						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

4. Double-click the appointment to open its details.

Deleting Appointments from the Calendar

1. In the Bayalink Liberty Viewer, click **Go > Calendar**.



2. Locate the appointment that you want to delete.
3. Double-click the appointment.
4. Click the **Delete** button.



Chapter 7: Optimizing Wireless Data Usage

Estimating Data Use

The Data Usage Report approximates the amount of wireless data (in MB) that Bayalink Liberty solution has used. This information is summarized monthly and can help gauge relative data usage versus a particular work profile. For example, you might want to compare your data usage for a day in and out of the office versus an overnight business trip. You might also use the Data Usage Report to do the following:

- Compare Bayalink Liberty data usage versus trends in wireless data usage as reported by your wireless carrier
- Bill or assign data usage to projects or customers

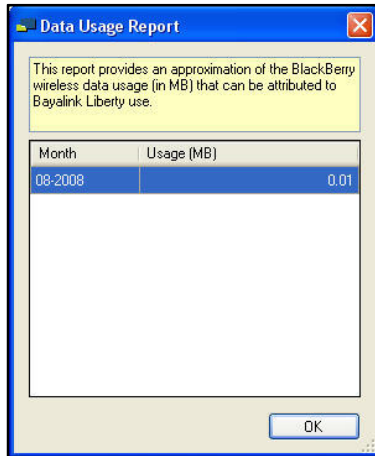
Compiling data use for trend analysis can help you troubleshoot or profile your wireless data usage. For example, you might create a tracking sheet that looks something like this:

<i>Work Profile</i>	<i>Client</i>	<i>Date(s)</i>	<i>Location</i>	<i>Data Use Estimate (MB)</i>
Training project	XYZ Corporation	Jan 25	Office	12
Marketing consultation	ABC Industries	Jan 26, 27, 28	Hotel	26, 30, 4
Sales projections	Company YYZ	Feb 1	Home	10
Training project	XYZ Corporation	Feb 2	Customer site	5
Sales visit	Company YYZ	Feb 5	Customer site	3

To gather information on your wireless data use:

1. In the Bayalink Liberty Viewer, click **Tools > Data Usage Report**.





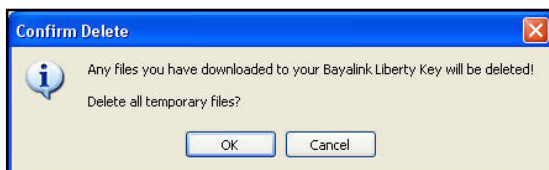
2. When you have finished viewing the report, click **OK**.

Deleting Temporary Files on the Bayalink Liberty Key

Any attachments that you download from email messages are stored (using AES encryption) on Bayalink Liberty Key. For security reasons or for maintenance purposes, you may need to delete the temporary files on a regular basis. The need for this maintenance depends on the amount of memory on the Bayalink Liberty Key and the number of email attachments that you download.

To delete all temporary files on the Bayalink Liberty Key:

1. In the Bayalink Liberty Viewer, click **Tools > Delete All Temporary Files**.
2. In the Confirm Delete dialog box that appears, click **OK**.

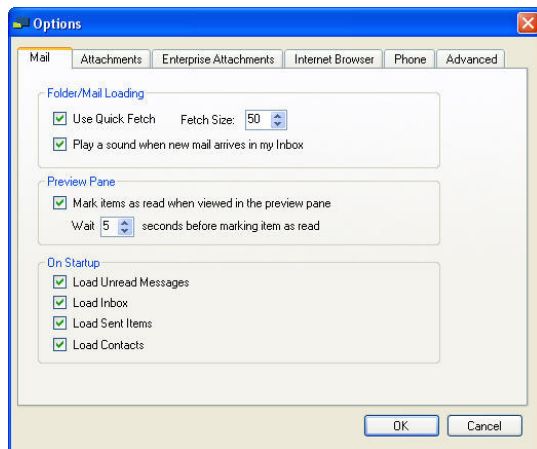


Managing Data Usage when Using Email Services

BlackBerry users typically maintain a large number of email messages on their handheld device. Each new BlackBerry model provides a greater capacity to store information and historical email.



The Bayalink Liberty Viewer virtualizes the BlackBerry mailbox by downloading copies of the messages on the BlackBerry to the computer on which you are connected via Bluetooth. You may have many hundreds or even thousands of email messages in your Inbox and other mail folders. It takes time to synchronize your mail messages into the Bayalink Liberty Viewer memory using the Bluetooth connection. To help manage or streamline this data transfer process, Bayalink Liberty has several options that let you control the information to synchronize and at what pace.



Downloading Email Messages in Defined Numbers

Mail folders are loaded on an individual basis when you open them. To improve performance, you can limit the number of messages that are downloaded to a mail folder when the folder is loaded.

The Quick Fetch option allows you to configure the number of messages to download when the Bayalink Liberty Viewer loads folders initially. By default, Bayalink Liberty downloads 50 messages, but you can customize this setting to load more or fewer messages. The Quick Fetch feature speeds the process by presenting the most recent mail in the Bayalink Liberty Viewer. The speed at which this initial list of messages loads depends on the number of messages that you specify.


You can disable the Quick Fetch option, but this may result in the time-consuming task of loading all messages from the folder at once.

To control the number of email messages to load:

1. In the Bayalink Liberty Viewer, click **Tools > Options**.
2. Click the **Mail** tab.
3. In the Folder/Mail Loading section, enable the **Use Quick Fetch** option.
4. In the **Fetch Size** field, type a value that represents the number of messages to download when you first start the Bayalink Liberty Viewer.




For example, type 100 to specify that Bayalink Liberty retrieves only 100 email messages when it first starts up.

 Note: If you do not select the Quick Fetch option, the Bayalink Liberty Viewer attempts to load all messages that are present in the folder. In cases where a large number of messages exist this can cause a delay in getting access to the folder.

Prioritizing the Mail Folders to Download

You can prioritize the mail folders that you want to load when the Bayalink Liberty Viewer starts up. This might be useful when you connect to Bayalink Liberty while travelling. For example, you might opt to not load the Sent Items folder when travelling because you do not have a reason to review sent messages while out of the office.

 Note: Limiting the amount of information that you load can improve the Bayalink Liberty Viewer startup speed.

To select the mail folders to load on Bayalink Liberty startup:

1. In the Bayalink Liberty Viewer, click **Tools > Options**.
2. Click the **Mail** tab.
3. In the On Startup section, enable any of the following options:
 - **Load Inbox**—Begins loading your Inbox folder as soon as you connect to the Bayalink Liberty Viewer. If you do not select this option, you must wait until you manually click your Inbox folder.
 - **Load Sent Items**—Begins loading your Sent Items folder as soon as you connect to the Bayalink Liberty Viewer. If you do not select this option, you must wait until you manually click your Sent Items folder.
 - **Load Contacts**—Begins loading your Contacts as soon as you connect to the Bayalink Liberty Viewer. If you do not select this option, you must wait until you manually click your Contacts button.

Downloading Email Attachments

Bayalink Liberty provides two different methods for retrieving and viewing email message attachments.

- The **Bayalink Attachment Service (BAS)** provides access to attachments for users who have configured personal email accounts on their BlackBerry. This Internet-based service is hosted by Bayalink Solutions Corp. and is currently provided free of charge to Bayalink Liberty license holders.



- The **Enterprise Bayalink Attachment Service** is intended for customers who want to manage their Bayalink Attachment Service behind their corporate firewall. This HTTP-based service uses IMAP to access attachments within corporate mail systems. This product is intended for customers who have enhanced security and/or market compliance requirements.

Configuration Options

The Bayalink Liberty Viewer provides three configuration options for downloading attachments:

- **Use Local Internet Connection, When Available**—Prioritizes local Internet connectivity over BlackBerry wireless connectivity when retrieving attachments
- **Session Timeout (sec)**—Defines the number of seconds Bayalink Liberty Viewer waits for an attachment download request before declaring an error
- **Alert File Size (KB)**—Defines the size of the attachment (in KBs) that alerts you to the size of the file and asks if you want to continue

Managing Data Usage when Browsing

Web browsing can impact your wireless data use. Bayalink Liberty provides two features that let you control how you browse Web pages.

Receiving Prompts before Visiting Links

This option pops up a reminder when you are going to visit a link. This can be useful for users who are monitoring their data use.

1. In the Bayalink Liberty Viewer, click **Tools > Options**.
2. Click the **Advanced** tab.
3. In the Links area, enable the **Warn Me Before Following Link** check box.
4. Click **OK**.

Browsing with a Local Internet Connection (Wi-Fi)

You can specify that Bayalink Liberty downloads email attachments over a local (Wi-Fi) connection when one is available.

1. In the Bayalink Liberty Viewer, click **Tools > Options**.
2. Click the **Advanced** tab.
3. In the Links area, enable the **Use Local Internet Connection, When Available** check box.
4. Click **OK**.



Chapter 8: Making Phone Calls

Bayalink Liberty virtualizes the phone experience of the BlackBerry device. Bayalink Liberty acts as a remote control of the BlackBerry phone. You can make phone calls, set the call to speaker, and increase or decrease the call volume on the BlackBerry device via the Bayalink Liberty interface.



Note: If you intend to dial and conduct a phone call entirely using the Bayalink Liberty interface, consider using a headset connected to your BlackBerry.

Calling a Contact

1. In the Bayalink Liberty Viewer, do one of the following:
 - Click **Go > Phone > Phone Call**
 - Right-click a contact's name and select Phone Call.

The Phone Call dialog box opens.



2. Type the phone number that you want to call.
3. Click the **Dial** button.

BlackBerry initiates a phone call to the number that you specified.

Receiving a Call

You are alerted to incoming calls with an Incoming Call pane.



Using the Speaker

1. Follow steps 1 and 2 in the “Calling a Contact” procedure.
2. After the call connects, click the **Speaker** button.

BlackBerry sets the call to speaker.

Setting the Volume

1. Follow steps 1 and 2 in the “Calling a Contact” procedure.
2. Do one of the following:
 - To increase the volume, click the Volume Up button.
 - To decrease the volume, click the Volume Down button.

Ending the Phone Call

When you have finished your conversation, click the **End Call** button to disconnect.



Note: You can also end calls from the BlackBerry device.

Disabling the Phone Feature

1. In the Bayalink Liberty Viewer, click **Tools > Options**.
2. Click the **Phone** tab.
3. **INSERT REST OF INSTRUCTIONS HERE**



Chapter 9: Shutting Down the Bayalink Liberty Connection

You can shut down the Bayalink Liberty connection in any of the following ways described.

From the BlackBerry

- On your BlackBerry, navigate to Bayalink Liberty and select **Close** on the BlackBerry Menu.



Note: When you shut down Bayalink Liberty on the BlackBerry, the Bayalink Liberty Viewer also shuts down on the computer or laptop.

From the Computer System

- In the Bayalink Liberty Viewer, click **File > Exit**.
- In the Microsoft Windows system tray, right-click the Bayalink Liberty Monitor icon and choose **Exit**.

From the USB Key

When you unplug Bayalink Liberty Key from the USB port, Bayalink Liberty automatically shuts down and displays the following:



Chapter 10: Bayalink Liberty Use Scenarios

Using Bayalink Liberty on an Unfamiliar Computer System

You can connect Bayalink Liberty with computer systems that you normally use, in addition to computers that are unfamiliar, such as public computers, computers belonging to friends or coworkers, or client-owned systems. Whether the computer is known or unknown, the considerations, system requirements, and security issues remain the same.

Usage Considerations

- Bayalink Liberty system requirements remain in force for all computers that use Bayalink Liberty. For information about computer system requirements, see “Computer System Requirements” on page 1. Most importantly, you must have Local Administrator Permission to install the Bayalink Liberty USB/Bluetooth driver.
- The Bayalink Liberty USB/Bluetooth driver must be installed on a computer in order for the Bayalink Liberty solution to work.
- Files that you download using the Bayalink Attachment Service or Enterprise Attachment Service can be saved to the local drive of unfamiliar computers. Avoid this as a way to reduce the risk of compromising data security or integrity.
- If you forget your Bayalink Liberty Key in a public computer’s USB port, this results in the loss of the key as well as any unsecured data that may have been manually saved on the Bayalink Liberty Key.

Using Bayalink Liberty on a Corporate Computer

Corporate Workstations

Many organizations manage corporate workstations by restricting the installation of new components and applications. Additionally, end users rarely have local administrator rights over their corporate workstation. This impacts use of Bayalink Liberty in corporate environments



because of the Bayalink Liberty system requirements. Local administrator permissions are required for the successful installation of the Bayalink Liberty USB/Bluetooth driver, which is required for the Bayalink Liberty to work.

Corporate BlackBerry Devices

The BlackBerry handheld requires the installation of the Bayalink Liberty Handheld Client application. Typically, this application is downloaded over the air from the <http://liberty.bayalink.com/downloads/BlackBerry> Web site. Some corporations restrict the installation of applications onto the corporate BlackBerry handhelds as well as the ability to use Bluetooth connectivity. Both of these are required to use Bayalink Liberty.

Installation and Usage Considerations

- Consult your system administrator to find out whether or not you have local administrator rights on your workstation.
- If you do not have local administrator rights on your workstation, have your system administrator assist in the installation of the Bayalink Liberty USB/Bluetooth driver.
- Consult your system administrator to find out whether you can install the Bayalink Liberty solution onto your corporate BlackBerry handheld.
- If you cannot enable Bluetooth functionality on your BlackBerry, consult your system administrator to request access to do so.

Using Bayalink Liberty When a Proxy Server is in Use

Many corporations use a network system called a Web proxy. These systems give corporate networks a greater measure of control when managing Internet Web traffic. Workstation access to Web proxies can be configured in a variety of ways:

- PAC files
- Manual configurations
- Auto discovery

Bayalink Liberty provides limited support for Web proxy configurations at this time. For more information on Bayalink Liberty and Web proxy configurations, see **(PROXY DOCUMENT NAME HERE???)**



Using Bayalink Liberty with Different BlackBerry Devices

You can interchange the Bayalink Liberty license between BlackBerry devices. Here are some situations where you might consider transferring a license between BlackBerry devices:

- You obtain a new BlackBerry device due to upgrade, failure, or loss.
- You give your Bayalink Liberty Key to a different user for use with a different BlackBerry. This might occur during a product evaluation, when multiple people use the solution in a group, or during the re-provisioning of a Bayalink Liberty license to a new user after the original licensee leaves the company.

Lending Your Bayalink Liberty Key

You can lend your Bayalink Liberty Key to another BlackBerry user. Bayalink Solutions Corp. offers a License Transfer tool to enable licensees to transfer their Bayalink Liberty license to a different BlackBerry.

You require the following information to transfer the Bayalink Liberty license:

- BlackBerry PIN to which the license was first registered
- BlackBerry PIN to which the license is being transferred
- Registration ID
- Email address of the licensee

The License Transfer tool is located in the Self Serve section of the Bayalink support Web site at <http://www.bayalink.com/support>.

Managing a Lost or Stolen Bayalink Liberty Key

The Bayalink Liberty Key stores any email attachments that you download, but it encrypts this information using the AES standard.

The extent of the information available on Bayalink Liberty Key is the Registration ID and the associated BlackBerry PIN. Therefore, the loss of Bayalink Liberty Key does not present a security breach of personal or sensitive information. However, using Bayalink Liberty Key, Registration ID and BlackBerry PIN, it is possible to transfer the license to another BlackBerry.



The Bayalink Liberty license is associated with your BlackBerry PIN, not with Bayalink Liberty Key (USB) itself.

If your Bayalink Liberty Key is lost, damaged, or stolen, you can purchase a replacement. Visit the Web store at <http://www.bayalink.com>.



Chapter 11: Upgrades and Support

Obtaining Product Upgrades

At startup, the Bayalink Liberty Monitor automatically checks for product updates. If an update is available, you are prompted to download it. If an update is available and you choose not to accept it, you are asked if you want to stop automatically checking for updates.

Checking for Product Updates Manually

If you choose to stop checking for Bayalink Liberty updates automatically, you can continue to manually check for updates.

When Connected to Bayalink Liberty

In the Bayalink Liberty Viewer, click **Help > Check for Updates**.

When You Cannot Connect to Bayalink Liberty

1. Navigate to <**Liberty Key**>\Program Files\Bayalink\Viewer.
2. Double-click **LibertyUpdates.exe**.
3. Follow the dialog boxes for the update installation.

Getting Technical Support

Bayalink Solutions Corp. offers technical support by email to Bayalink Liberty users for the duration of their license agreement. You can contact technical support at [mailto:support@bayalink.com?subject=Bayalink Support](mailto:support@bayalink.com?subject=Bayalink%20Support).

In addition to email support, the Bayalink Web site has a technical knowledge base where you can find support articles, FAQs, and known issues. To visit the technical knowledge base, visit <http://www.bayalink.com/support>.



Appendix A: Installation Worksheet

Use this page as a worksheet as you install Bayalink Liberty.

Important Information

My BlackBerry PIN

My Bayalink Liberty Registration ID

Installation Checklist

	Requirement
<input type="checkbox"/>	I have administrator rights on the computer system that I want to use.
<input type="checkbox"/>	I have confirmed that my BlackBerry and computer system meet the system requirements.
<input type="checkbox"/>	I have set the application permissions on my BlackBerry.
<input type="checkbox"/>	I know my BlackBerry PIN.
<input type="checkbox"/>	I have enabled Bluetooth on my BlackBerry.
<input type="checkbox"/>	I have registered for my Bayalink Liberty license.
<input type="checkbox"/>	I have installed Bayalink Liberty software.
<input type="checkbox"/>	I have paired my Bayalink Liberty with my BlackBerry.



Glossary

AES

An abbreviation for Advanced Encryption Standard, a method of ensuring that private information is deciphered only by those who have permission to view it.

APN

An abbreviation for Access Point Name. An access point is an Internet network to which a mobile device can be connected, a set of settings which are used for that connection, and a particular option in a set of settings in a mobile phone.

Bayalink Attachment Service (BAS)

A service that provides access to email attachments for users who access POP-enabled mailboxes. It is Internet-based and provided at no cost to Bayalink Liberty license holders.

Bayalink Liberty

A mobility and productivity solution that virtualizes the most commonly-used BlackBerry business applications onto a Microsoft Windows-based computer that does not have an Internet connection.

Bayalink Liberty Key

The USB/Bluetooth key that contains the driver software.

Bayalink Liberty Monitor

A software application that runs on the computer system's background and provides you with prompts about pairing and information about connection status.

Bayalink Liberty Viewer

A software application that is the main interface for Bayalink Liberty and provides area where you perform email, calendar, and contact functions and also launch a Web browser.

BlackBerry Enterprise Server

BlackBerry Enterprise Server connects to messaging and collaboration software (Microsoft Exchange, Lotus Domino, Novell GroupWise) on enterprise networks to synchronize email and personal information management (PIM) information between desktop and mobile software.

BlackBerry Internet Service (BIS)



A service that allows BlackBerry users to access the Internet and POP3/IMAP email accounts without connecting through a BlackBerry Enterprise Server (BES).

Bluetooth

A wireless protocol that uses short-range communications technology to enable data transmission from fixed or mobile devices.

Enterprise Bayalink Attachment Service (EBAS)

A service for customers who need to manage their Bayalink Attachment Service behind a corporate firewall.

GPRS

An abbreviation for General Packet Radio Device. This service gives mobile devices, like BlackBerry, access to WAP, SMS, MMS, and Web browsing capabilities.

LAN

An abbreviation for local area connection. This type of network connects a group of computers within a confined geographical area, such as a workplace or a university.

IMAP

An abbreviation for Internet Message Access Protocol, which provides a method of accessing email stored on a mail server.

MAPI

An abbreviation for Messaging Application Programming Interface.

Pairing

The act of connecting two devices over a wireless connection. Bayalink Liberty uses the Bluetooth protocol.

Passkey

A user-defined numeric code used as a security token when pairing Bluetooth-enabled devices, such as a BlackBerry and Bayalink Liberty.

POP3

An abbreviation for Post Office Protocol, an Internet standard protocol allowing you to retrieve email from a remote server over a TCP/IP connection.

PIN Messages



Similar to an email message, but PIN messages are delivered from mobile device to device, not through the corporate mail server.

Registration ID

This code is contained in the order confirmation email that you receive from Bayalink Solutions Corp. after you purchase Bayalink Liberty. You require this code to register for a license.

USB

An abbreviation for universal serial bus. A common hardware interface used to attach peripherals together.

Wi-Fi

The name for the pervasive wireless networking technology used in home and corporate wireless networks.



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Regulation Information

FCC (For US and Canada)

Compliance Statement (Part 15.19)

This device complies with part 15 of the FCC Rules. Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and
2. This device must accept any interference received, including interference that may cause undesired operation.

Warning (Part 15.21)

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate this equipment.

FCC Interference Statement (Part 15.105(b))

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

IC (For Canada Only)

Industry Canada Statement per Section 4.0 of RSP-100

The term "IC:" before the certification / registration number only signifies that Industry Canada technical specifications were met.



Section 7.1. of RSS-GEN

Operation is subject to the following two conditions:

1. This device may not cause interference and
2. This device must accept any interference, including interference that may cause undesired operation of the device.

CE (For European Union Only)

For the following equipment:

- Bayalink Liberty Key (Product number BLBY76257)

This product is CE marked according to the provisions of the R&TTE Directive (99/5/EC).

The following standards were applied:

- EN 300 328-1, EN 301 489-1, EN 310 489-17, EN 60950

