# Funambol Windows Sync Client
Quick Start Guide

Getting Started

The **Funambol Sync** client allows to keep contacts, calendar events, tasks, notes, pictures, videos and files in sync across your computer, your online cloud account, and any other phone, tablet or computer. To sync contacts, calendar, tasks or notes, Microsoft Outlook is required on your computer, however, you may sync pictures, videos or files with or without Outlook present.

After completing the installation, start Funambol on your computer. The main screen will appear:
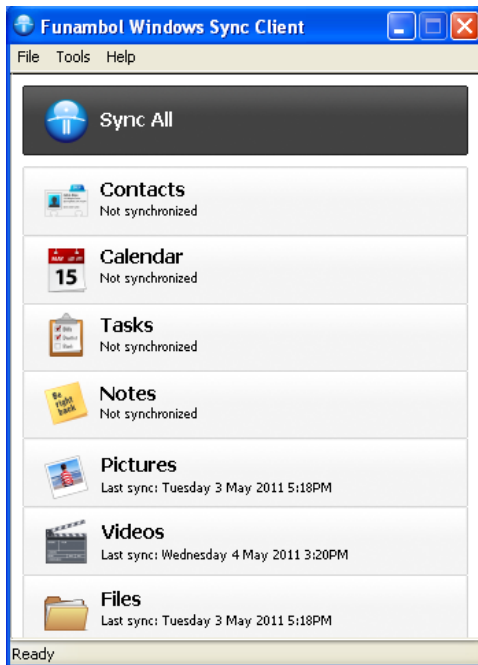
Before starting a sync, you must enter your account information by selecting *Tools → Options* from the application menu, clicking on the **Account** tab, and entering the following information:

- **Username**   Your account username

- **Password**   Your account password

- **Location**   The sync URL for your server

When done, press "OK" to save and return to the main screen.

Note: Prior to entering you account information, clicking on **Sync All** or the shortcut bar for the desired data type on the main screen would cause the **Account** configuration tab to appear.

Note: *you can check the content of your online account on the cloud and perform additional actions by accessing the http://my.funambol.com portal using your computer.*

Accessing Funambol From Outlook

If you have Microsoft Outlook installed on your computer, you may access the Funambol Sync client from the **Funambol** menu and icon that will appear in your Outlook menu bar.
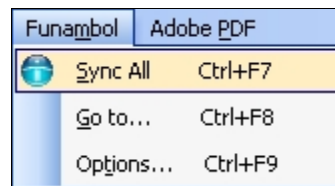

Synchronizing Your Data

You are now ready for the first synchronization using the default settings. If you wish to edit them, refer to "Changing Your Preferences".

During the initial sync:

- All Funambol contacts, calendar events, tasks, and notes stored on your device will be copied to your online account and vice versa (Only if Outlook is present).

- All pictures, videos, and files in your online account will be downloaded to the Funambol MediaHub folder on your computer (default: MyDocuments/MediaHub). If you add any pictures, videos or files into the MediaHub folder on your computer, they will be uploaded to your online account.

To start your first synchronization, click **Sync All.** You may sync a single data type only (e.g. Contacts) by clicking on the corresponding shortcut bar.

While the sync is in progress, you will see a spinning icon next to the data type that is being synchronized.
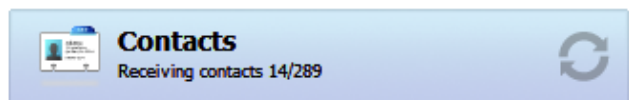
When done, the date and time of the last successful synchronization will be displayed for each data type.

You can interrupt the sync process by clicking on **Cancel Sync**, on the main screen; in that case, the status message "Last sync canceled" will be displayed for the affected data type.

Changing Your Preferences

To change the default synchronization settings, select *Tools → Options* from the application menu and click the **Sync** tab to see the Sync Options panel.

Choosing Which Data Types To Sync

By default, all data categories are enabled for synchronization. If you wish to disable synchronization for a given data type, uncheck the box next to the data type name.

Note: Pictures, videos and files are synchronized to and from the special *MediaHub* folder on your computer. A *MediaHub* shortcut on your desktop can be used for quick access.

Data Types And Sync Direction

For each data type, you can press the **Details** button to adjust the sync preferences.

Contacts, calendar, tasks, notes, and files are always synched two-way. Changes in the *MediaHub* folder on your computer are reflected online, and vice versa (Note: For files, deletes on the computer are not propagated to the cloud).

For pictures and videos, **Sync Direction** is defaulted to "Two-way*"*, but may also be set to "One-way: Server to Client" or *"*One-way: Client to Server". The text below the setting explains the behavior for the selected option.

By default, syncs are initiated manually. To perform syncs automatically at predefined intervals, go to the Sync Options panel. Check the box next to the **Synchronize every** setting and specify the preferred interval (by default: 15 minutes).

When done, press "OK" to save your changes.

Advanced Topics

Sync Folder And Remote Name

Additional settings such as which folder to synchronize as well as the **Remote name** for the selected data type can be edited by clicking the **Details** button from the Sync Options panel. These two options should not be modified unless your administrator advises you to do so.

Calendar Filter

By default, all future events and past events from the last month are synched from Outlook to your online account. To change this setting, click the calendar **Details** button from the Sync Options panel and select a different filter.

Logging

You may determine the log level by selecting *Tools → Logging* from the application menu and choose among:

- **Error**: only record error codes.

- **Info**: record all synchronization activity (default).

- **Debug**: include more details about the error that occurred, including SyncML errors.

Note: unless you have specific needs, you can safely keep the default choice.

To view the log file, press the **View Last Log...** button.

Resetting Your Data

If you wish to wipe out all data from Outlook and download a fresh copy from the server, or vice versa, you can use the **Recover** function.

> **Important!** Before recovering your data, please note that new data on the client or the server not yet synchronized may be permanently lost.

To use this feature, follow these steps:

1. Select *Tools → Recover* from the menu.

2. Choose the direction: "Replace all of the server data with local data" or "Replace all local data with data from the server".

3. Select the data types that you wish to recover.

All items for the chosen data types will be deleted and replaced with a fresh copy based on the previously selected direction.

Sync Errors

The most common errors that may occur are:

- **Network error**: appears if the synchronization process failed due to network issues or if the server is unreachable (e.g. server is under maintenance). You should check your network and if the server url is correct, and then try again later.

- **Quota exceeded**: appears when local data cannot fit in the available online storage. You should either upgrade your account or free up storage on the portal by deleting items.

- **Insufficient disk space**: appears when online data cannot fit in the available storage on the computer. You should free up storage by deleting items.

- **Unexpected error**: appears for temporary system errors. Usually simply retrying solves the issue.

System Requirements

Microsoft Windows XP, Vista or 7 (32bit and 64bit) with Outlook 2003, 2007 or Outlook 2010 (32bit only).

Note: installation must be done by a user with Administrator privileges for the computer. After installation, any Outlook user run the Sync Client. Each user's synchronized data is protected and not available to other users.