

## [PocketDay Quick Start Guide for version 5.3+](#)

PocketDay, although simple to use, has many configurable options and settings. This guide is intended to get you up and running quickly with the basic options working, while allowing you to explore the more advanced options as you get familiar with the product.

The main features to get you up and running quickly (and to get you addicted) are as follows:

- Set up the communications
- Set up your weather location(s)
- Configure the Today page (order, colors, etc.)
- Set up your Speed Dial numbers
- Set up your Hot Keys

When you start PocketDay you may be asked to allow access to the Phone Logs. You **MUST** answer Yes to this question – it's harmless since PocketDay only reads the phone logs.

### **Communications**

PocketDay should automatically be able to determine the best method of communicating with the internet on your BB when you first start the application. Sometimes, PD can't determine this and you will have to do it. If you have problems, send email to [support@pocketday.com](mailto:support@pocketday.com) and we can help you get this fixed quickly.

These settings are accessed by pressing Menu inside PD then Settings then communications. **Note that for Verizon and Sprint/Nextel, the communication settings MUST be set as follows: Internet Connection: DIRECT and wap disabled.**

### **Setting up your weather location**

To setup the weather once PD is open, press menu then settings then Weather. Scroll down to the weather fields (Friendly name). Enter the name you want displayed (Home, etc.). Then on the location field if you are in the United States just enter your zip code. If you aren't in the US or don't know the zip code, press menu then lookup location. Enter the city, press search then select the proper city.

### **Setting up your Stock Symbols**

Enter as many stock symbols as you want. Separate each one with a '+' sign (eg. dell+msft). If you don't know the symbols, look them up on any financial web site like yahoo finance.

## **Configuring the Today Page**

The Today page is the single most important aspect of PocketDay. It's where you will spend most of your time. The PocketDay today page is designed as the centerpiece for your entire daily BlackBerry experience. The page is able to be configured to display the following aspects:

- Missed Calls within the last 24 hours
- Unread Text messages (SMS)
- Unread Email
- Calendar
- Tasks
- Stock information
- Weather
- Search
- Memos (pro version only)
- World Clocks (pro version only)
- RSS News Feeds (pro version only)
- PocketDay Lists (if you own both products)
- PocketDay Sports (requires a separate subscription)

There are many nuances to setting up your today page. You can setup the order in which you see the information, the background color for each section, and you can specify whether you want to see the details for each section.

On the page below, you will see the general settings configuration screen with information about each setting.

## PocketDay Settings...

### General Settings...

- Single Click Open:
- View Switch Ribbon On:
- Start View: Today View
- Date Format: mm/dd
- No PocketDay in Title
- Two Line TitleBar
- Use Gradient Colors
- Use Section Label Color
- Show Battery as Percentage
- Hide PD with ESC key
- Check Mail in Inbox only
- Two Line Email Display
- Confirm Deletes ▼

Single Click Open	When using the trackball, clicking on an individual item (email, calendar entry, etc.) will open that item immediately. Without this the menu appears.
View Switch Ribbon On	When using the trackball and scrolling left or right this will bring up a ribbon allowing you to switch to full screen view for any section
Start View	The default PocketDay view (whenever you press Esc pocketday returns to this view). Use this set for Today View and then Start in Summary View to show the Today page.
Date Format	mm/dd or dd/mm
No PocketDay in Title	Removes the word PocketDay from the title bar
Two Line Titlebar	Allows 2 full lines for the titlebar (this is recommended to show all the indicators more easily). After changing this option, exit pocketday using the exit command on the menu and restart it.
Use Gradient Colors	PocketDay shows colors as a gradient (lighter to darker color instead of solid colors)
Use Section Label Color	Only shows the color for a section on the label for that section. All section details are then white
Show Battery Percentage	Shows the battery as a percentage remaining
Hide PD on Esc	Recommended. This option keeps PD running in the background even when you exit by pressing Esc. You can exit pocketday by using the exit menu command
Check Inbox Only	Not recommended. Will cause PD to check a single inbox only and not multiple email addresses
Two Line Email display	Shows each email on 2 lines (date/from on line 1 and subject on the next line)

### PocketDay Settings...

- Confirm Deletes ▲
- VoiceMail Email Address:
- VoiceMail Reminder: None
- Middle Convenience Task SW
- Use native Cal/Task Edit

### Calendar Settings...

- Calendar Time on Left
- Multi-Line Cal/Task Display
- Show Time Bars
- Show 1st line of Notes
- Default Reminder: 15 Min
- Show Completed Tasks
- Rollover Past Due Tasks ▼

Confirm Deletes	Causes PD to prompt you when deleting data
Vocicemail Email Address	Allows PD to recognize voicemail services like youmail.com, phonetag.com, etc. When an email arrives from this email address, PD will show a voicemail indicator.
Vocicemail Reminder	Used with the email address above, will cause PD to remind you at a predefined frequency until the email is read
Middle Convenience	On trackwheel devices allows PD to use the middle key between the phone keys to switch views
Use Native Cal/Task Edit	When selected, PD will use the native BlackBerry calendar and task edit screens to work with data.
Calendar Time on Left	Shows the time on the left versus the right side of the screen
Multi-Line Cal/Task	Allows PD to automatically show the entire subject line of calendar and task entries no matter how many lines they wrap to.
Show Time Bars	When enabled, PD will show a time bar for each day showing scheduled time blocks in color (Free, Busy, out of office, etc.)
Show 1 <sup>st</sup> line of notes	When enabled, if a calendar or task entry has a note, PD will show the first line on the summary screen
Default Reminder	When NOT using native BB edit screens, this is the default alarm reminder time for PD
Show completed tasks	Will cause tasks that are completed to show up in the task view
Rollover Past Due Tasks	When this is enabled, everyday at midnight PD will automatically roll over tasks not completed to the next day.

## PocketDay Settings...

- Use Cal Offset ▲
- Task Colors as Background
- No Italics on Past Due Tasks

### Week View...

# of Days to Show: 7  
 Start Week On: Sunday



### Today Screen...

- Startup in Summary View
- Show In-Line Details
- Space Bar Collapse/Expand
- Show line between sections
- Indent Detail Lines

Max Missed Calls: Show ▲

Use Cal Offset	Used for some BB models that have bugs causing PD to show all day events on multiple days. If PD shows all day events on the wrong day, try this option.
Task Colors as Background	Not recommended. Causes the task colors for priority to be used as the background color instead of the text color for tasks.
No Italics on past due tasks	When not set, PD will show past due tasks in italics
# days to show	In weekview, this is the total # of days to show. You can advance or go back a week using for forward/back keys defined in PD settings / keymaps
Start Week on	Starting day for the weekview
Startup in Summary View	When used with the Start View Today setting above, will show the today page (with weather, etc.). When not set and startup is set to today, PD will startup in the today calendar screen
Show in-Line details	When this is set (default is enabled) PD will show details for each section (emails, calendar entries). When this is not set, PD will only show labels telling you how many of each item you have
Space Bar Collapse/Expand	When enabled allows you to press the spacebar to expand / collapse each section when the section label is highlighted
Show line between sections	Shows a line in between each section
Indent Detail Lines	Old setting, not recommended. Changes the display to have indented details
Max Missed Calls	The max # of missed calls to show on the today screen

## PocketDay Settings...

Max Emails: Show   
 Max Appointments: Show All  
 Max Tasks: Show All  
 Scroll Appts Off after: Never  
 Show Undated Tasks  
 Show Tasks # days ahead: 4  
 Show Cal # days ahead: 5  
 Show Date Field?  
 Summary Screen Position 1: Search  
 Summary Screen Position 2: Missed Calls  
 Summary Screen Position 3: Unread Email  
 Summary Screen Position 4: RSS Feeds  
 Summary Screen Position 5: PD Lists  
 Summary Screen Position 6: Weather 

Max Emails	The max # of emails to show on the today screen
Max Appointments	The max # of calendar entries to show on the today screen
Max Tasks	The max # of tasks to show on the today screen
Scroll Appts Off After	Causes PD to NOT show appointments after either the start time or end time is passed. Allows you to only show upcoming appointments for the current day
Show Undated Tasks	If you have tasks with no due date, then setting this will cause PD to show these on the today screen. Without this, PD will only show tasks with due dates for the # of days set in the next field
Show Tasks # days ahead	# of days from today to show tasks for
Show Cal # days ahead	# of days of the calendar to show in the today page
Show Date Field	Shows a separate date field on the PD today page. Not recommended.
Summary Screen Positions	Allows you to re-arrange the sections on the Today page.

### PocketDay Settings...

Summary Screen Position 7: Stocks  
Summary Screen Position 8: None  
Summary Screen Position 9: None  
Summary Screen Position 10: None  
Summary Screen Position 11: None  
Summary Screen Position 12: None  
Summary Screen Position 13: None  
Summary Screen Position 14:

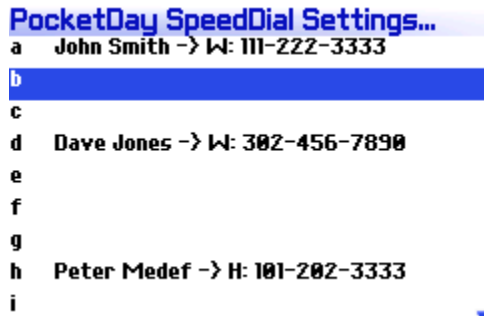
#### System Status

Label (Missed Calls): Missed Calls  
Label (Unread Email): Unread Email  
Label (Appointments): Appointments  
Label (Tasks): Tasks  
Label (My Stocks): My Stocks

Labels	Allows you to customize the label for each section on the PD today page
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## Speed Dial Configuration

PocketDay can be configured to use any key on the keyboard as a speed dial key. Select Speed Dial from the menu and you'll see the following screen. Speed Dial keys may use the same as other mapped keys, because for speed dial you hold the key down for ½ of a second.



- Scroll down to the letter you want to assign (**81xx or Pearl users can ONLY use the 1<sup>st</sup> character on any key for SpeedDial eg. QW can only use Q as the key**).
- Hit the trackwheel and select Set SpeedDial
- You'll see your contact list appear. Select a contact. On BlackBerry Operating System version < 4.3 only contacts with email addresses will show up (this is a BlackBerry quick).
- Scroll to the contact you want and hit the trackwheel and select it. On BB OS < 4.3 choose **Email Contact...** from the menu
- Then PocketDay will ask you which number to use and you're set
- Select Save Settings from the menu when you're done.

To Speed Dial anyone, hold the assigned key down for ½ second until the phone dialing screen appears.

## Hotkeys

Using your own Hotkeys are the secret to making the most effective use of PocketDay. Hotkeys allow you to set up single key clicks to most native BlackBerry applications as well as any 3<sup>rd</sup> party applications you might have installed. Hotkey mappings are located in the Settings/Key Maps section. The first part of the screen are pre-defined associations that you can map (like the native calendar, message app, profiles, etc.). The second part allows you to map keys to third party apps.

**Note: Pearl users can only use the 1<sup>st</sup> letter on a key for mapping.**