

Synchronization of contacts on the F840

In a fixed terminal, it is essential for the day-to-day work of users to have their contact list to carry out their call procedures.

The goal of this post is to provide up to 4 options for users to import their contact list to the F840 terminal.

I. Synchronization of contacts through an email account.

From our terminal F840 we can add our mail account, to have both access to our email and to synchronize our contacts and tasks.

To do this we will have to do the following steps:

- Within the application menu, access the Mail application.
- We insert the email address and password.
- In the case of corporate emails, we will have to indicate if the account is Exchange, POP3 or IMAP. We will also have the possibility to perform the manual adjustment to insert the data of the input server, output server, ports, etc.

Once the email account has been added, in a few seconds we will have our contacts in the terminal.

NOTE: in the case of GMAIL and IMAP email accounts, contacts are not synchronized, so it is recommended to perform one of the following options.

It should be borne in mind that, if you want to use the same email address to synchronize contacts in several terminals within the same company, there may be a limitation of the maximum number of devices (which depends on the mail service).

2. Imports contacts via VCF files (vCards)

The F840 terminal includes the possibility to import all the desired contacts from a VCF file (or vCard).

From our email account, we can export all our contacts to VCF format (or vCard). In some mail servers (such as Hotmail) it only allows you the possibility of exporting to CSV, in which case a conversion from CSV to VCF could be done with a program dedicated to it.

Once we have our VCF file, we can import it into the F840 to have all our contacts.

3. Import Microsoft Outlook™ contacts from PC Suite tool.

Another way to import contacts is through our PC Suite management tool for your PC. This tool, apart from being able to carry out other procedures from our terminal directly on the PC, allows us to import all the contacts from our Microsoft Outlook™ to the F840 device.

To do this, you must first download and install the PC Suite application at the following link: cocomm.es/pcsuite

After its installation, run the tool on the PC, and connect the terminal to the PC through the USB cable (the cable is included in the commercial pack).

Once the terminal is recognized on your PC, the tool will be enabled and the following panel will be displayed:



Then select Contacts from the available options:



In contacts, select the Synchronization tab.

The "Synchronize Contacts" button allows you to combine the existing contacts in your terminal with those in your Microsoft Outlook™ contact book.

When this option is selected, you must choose the origin of the data that will prevail in the event that the same contact is in the two contact lists. You can specify that the contact data of the terminal prevail (your Microsoft Outlook™ will be updated), or that the contact data of Microsoft Outlook™ prevail (the contacts of your terminal will be updated).

After the update is complete, the same contact list will be available in both address books.

Apart from this option, the advanced options that you can access when activating this feature are also available:

- **COPY FROM OUTLOOK -> TERMINAL:** allows you to transfer all the contacts available in your Microsoft Outlook™ contact book to your terminal, deleting the existing contacts in the terminal before synchronization.
- **COPY FROM TERMINAL -> OUTLOOK:** allows you to transfer all existing contacts in your terminal to your Microsoft Outlook™ contact book, deleting existing contacts in Microsoft Outlook™ before synchronization.

For more information, you can download the user manual of the PC SUITE, in the following link: cocomm.es/pcsuite

4. Import contacts via Bluetooth.

As the last option to import your contacts to the F840 terminal, we offer the option to transfer your Smartphone contacts directly to your F840 terminal via the Bluetooth option.

To do this, you must activate the Bluetooth of both, the F840 and your Smartphone, and pair them together.

Once both devices are paired, go to "Contacts" on your Smartphone and select "Share" or "Export" (depending on the Smartphone you use), select the sharing option via Bluetooth, and then select the contacts you want to send (you can select All contacts).

Once sent, the F840 terminal will receive a file in vcf (or vcard) format and simply open it for all contacts to be imported.