

Configuring your iPhone to connect to Exchange

7 tips for using iPhones in the office

MAXIMIZE TIME BETWEEN CHARGES

Is your battery running out too quickly?

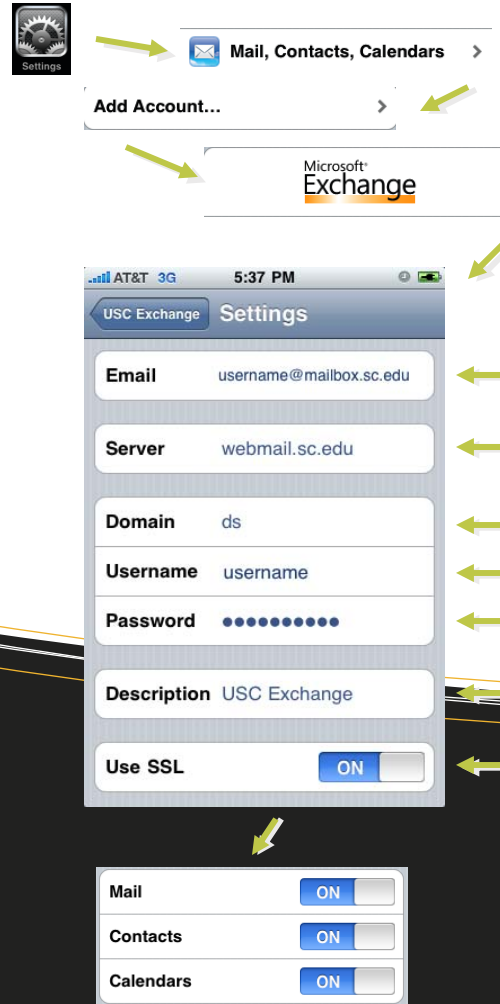
Consider changing one or more of these settings to extend the time between charges.

- Turn the **backlight** down (Settings: Brightness)
- Turn off Bluetooth when not in use (Settings: General: Bluetooth)
- Use apps with 3D graphics or video less often
- Minimize data use (surf less)
- Turn off 3G and use Edge for data (Settings: General: Network)
- Turn off Wi-Fi (Settings: Wi-Fi: Wi-Fi Off)



- Turn off Push notifications for e-mail (Settings: Mail, Contacts: Fetch New Data)
- Turn off Push notifications for apps (Settings: Notifications)
- Configure the phone to Fetch mail/etc less often (Settings: Mail, Contacts: Fetch New Data)
- Turn off Location Services (Settings: Notifications)
- Set your phone to auto-lock sooner—this will allow your phone to sleep sooner after you use it (Settings: General: Auto-Lock)

Go through these options and find which changes you don't mind - you don't need to make all of the changes to extend your battery life. Experiment and see which setup works best for you. If you still aren't getting the battery life you desire, consider purchasing an extended-life battery.



Warning: If you decide to sync your calendar and contacts it may erase the current information on your device. Make sure you have already sync'd your phone or have a backup.

Need Help? Call the Help Desk at (803) 777-1800



- Software Updates
- Passcodes
- Firmware Updates
- Syncing/Backups
- Saved Passwords
- Wireless Networks
- Battery Life

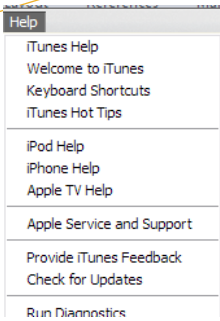


Setup Exchange

7 Tips for using iPhones in the Office

iPhones are increasingly being used in the office environment and the needs of an office worker may be different than the current group of iPhone users. Here are some tips to help you smooth the transition from entertainment to professional device.

1 UPDATING iTUNES



iTunes is a piece of software (for Mac or PC) you will need to install on your workstation. It will allow you to update, sync and backup your iPhone. Updates are regularly provided by Apple and may include fixes for [security issues or bugs](#). You can download the software by going to apple.com/iTunes. If you already have iTunes installed you can go to Help: Check for Updates. Check for updates regularly and apply them in a timely manner.

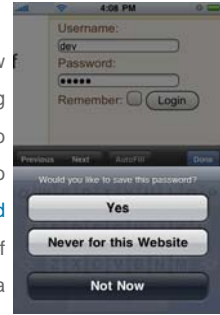
3 UPDATING THE IPHONE OS

The iPhone has been a significant step in the convergence of phone and laptop and that means that many of the same concerns you would have with a laptop now apply to your phone. Regular updates for the iPhone's operating system are released. These updates may address security issues like web browser attacks or address bugs like battery life issues. To force iTunes to check for an update click on your phone to the left and select 'Check for Updates.' If an update is found you may choose to install it which will begin a backup, reboot, and update process. Updates should be installed within a month of release.



5 AVOID SAVED PASSWORDS

Newer versions of the iPhone OS will allow you to save password to simplify logging into the site. Be aware that anyone who has access to your phone can now also use those sites with your login. [Avoid saving passwords](#) for important sites and if you do save important passwords, use a PIN to lock your phone when not in use.



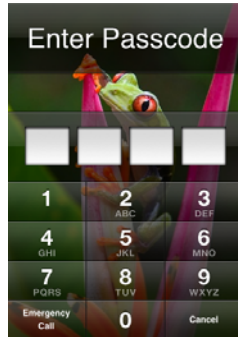
6 BE CAREFUL ABOUT CONNECTING

iPhones have the same security issues that laptops have when connecting to unsecured wireless networks. Avoid connecting to networks that you don't own or trust. You can [tell your iPhone not to connect](#) to unknown networks by going to (Settings: Wi-Fi: Ask to Join Networks.) You can turn Wi-Fi off completely by going to Settings: Wi-Fi: Wi-Fi Off. Both settings will also reduce the strain on your battery and [extend your charge](#).



2 USE PASSCODE LOCK

If you have saved passwords or sensitive information on your phone you can make it more difficult for someone to misuse it by setting up [Passcode Lock](#) (Settings: General: Passcode Lock) to require a PIN before you can use the phone. You can also set how long the phone will wait before locking to make this feature less cumbersome.



4 SYNC YOUR IPHONE

iTunes includes the ability to sync with your iPhone. This allows you to add music, applications, photo's etc. to your phone. This process also copies new items from your iPhone to your computer and [creates a backup](#) of your configuration, settings, and app data. Make sure to sync your phone regularly to make sure you don't lose any of your data if the phone is lost or damaged. These [backups can also be encrypted](#) if you have sensitive information on your phone.

(Settings:General:Passcode Lock:Require Passcode)

Did you know?

- If your iPhone locks up - you can force it to reboot by holding down the 'Home' () key and the power button until the phone restarts
- Pressing the 'Home' () key twice quickly will take you to your favorite phone numbers or bring up the iPod control if you are playing music
- You can press the 'Home' () key and the power button quickly to take a screenshot that will show up in your 'Camera Roll'

