



CORTADO

The Business Class of Mobile Services

Cortado Premium Services for BlackBerry

User Guide

Cortado. A Division of ThinPrint

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Cortado Premium Services for BlackBerry

The service Cortado for BlackBerry lets you print received documents easily from your device¹. In addition to Office documents, it is possible to print out .pdfs and images (for example, .jpg or .tif) in their original format. Use the DIRECT PRINTING function to print pure e-mail text, contacts, tasks, etc.

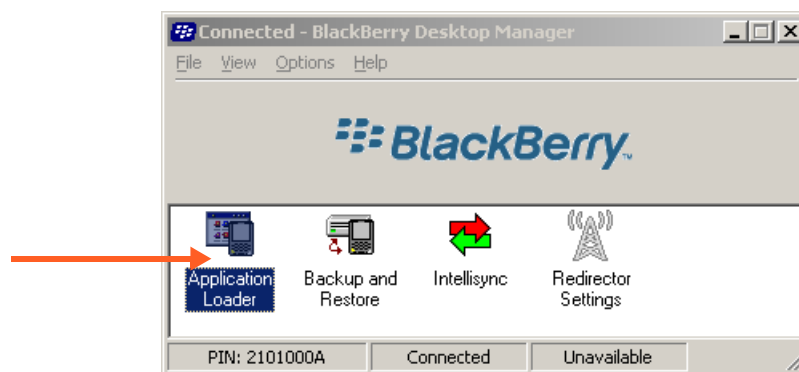
Cortado for BlackBerry also allows you to send documents to a fax machine or to a laptop to view it. With the **Cortado Short Fax** function you can edit short messages and fax them. **Cortado Connect** lets you exchange files between your additional online storage (Box.net) and the local storage of your BlackBerry device and helps you to manage your directories.

Installing the Cortado application

Before you can use Cortado for BlackBerry, you must install the Cortado application onto your BlackBerry.

You can download the Cortado application directly from the e-mail you received after registering on the Cortado website. If your device does not allow this, you can also install the software onto your handheld with the BlackBerry Desktop Manager.

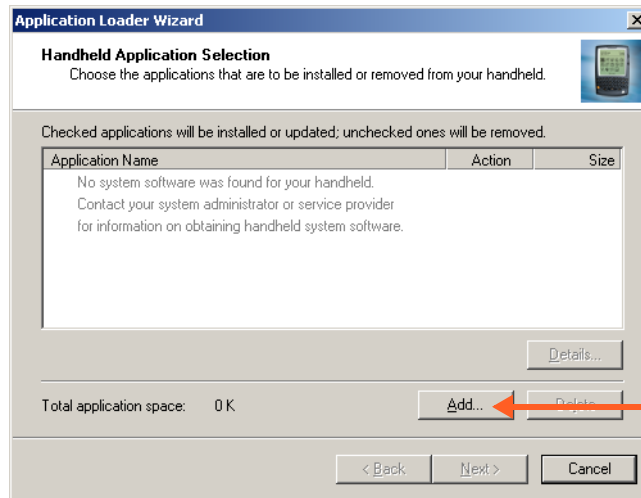
- Open BlackBerry Desktop Manager and select the APPLICATION LOADER function (Illus. 1).



Illus. 1 Installing programs with BlackBerry Desktop Manager

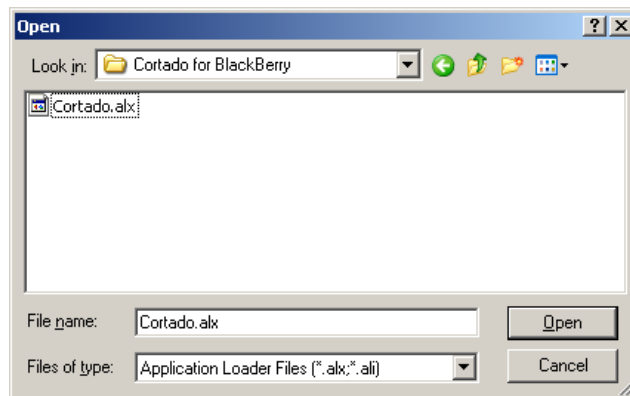
¹ handheld with firmware version 4.1 and later

- Confirm the port on which your BlackBerry device is connected to your PC. A window opens, in which you can select software for installation (Illus. 2).



Illus. 2 Add program

- Click ADD (Illus. 2) to navigate the file structure on your computer. Select the directory where you saved the Cortado application (.alx format) (Illus. 3).



Illus. 3 Selection of the installation file

- Opening the .alx file will automatically install the Cortado application onto your handheld.



Using Cortado for BlackBerry

Printing e-mail attachments

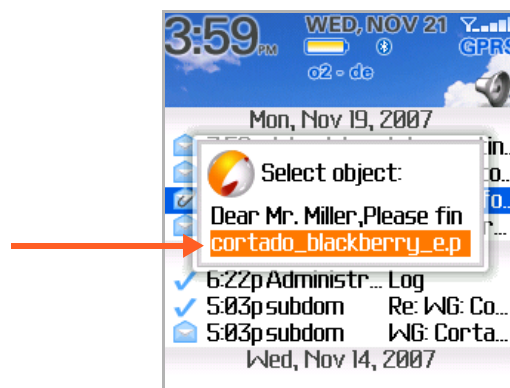
Before initiating printing, make sure that your BlackBerry's Bluetooth interface is active and all desired Bluetooth devices are paired with your BlackBerry device. To pair devices with your BlackBerry, select BLUETOOTH from the BlackBerry OPTIONS menu. Click the track wheel for the ADD DEVICE option. Click the name of the device that you want to pair. Authenticate this device by entering the correct passkey (for a Pentax printer you would enter, for example, 0000). The newly added device then appears in the list of paired devices. Should you experience problems, please contact the hardware manufacturer and request the relevant documentation.

Cortado for BlackBerry is extremely easy to use. For example, to print out an e-mail attachment, find the corresponding e-mail, open the OPTIONS menu, and choose PRINT (Illus. 4).



Illus. 4 Print option on a BlackBerry device

You will be prompted to select the desired document for printing (Illus. 5).



Illus. 5 Selecting attachment



A moment later, the BlackBerry displays a list of printer types (Illus. 6) To print select LOCAL PRINTERS here (Illus. 6).



Illus. 6 Selecting LOCAL PRINTERS

Specify then, which printer type you want to use, for instance HP DeskJet 460 (Illus. 7).



Illus. 7 Selecting a printer type

Cortado for BlackBerry supports the following printer types:

- Inkjet s/w and color
- Laser s/w and color
- HP DeskJet 460
- Pentax
- Direct Printing



You will receive a list of previously paired Bluetooth printers. Select the device you want to use (Illus. 8).



Illus. 8 List of paired Bluetooth printers

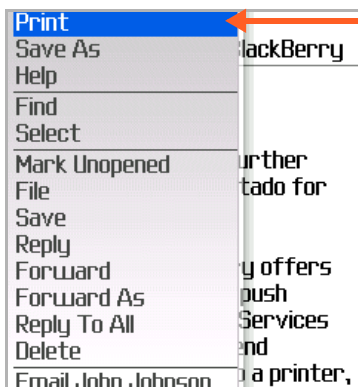
If you receive a security message asking whether you really want to connect, answer with YES. You will now get your printout.

Direct Printing

If you want to print pure mail text, contacts, calendar entries, tasks, or memos, you have the option of selecting the function DIRECT PRINTING. DIRECT PRINTING creates the print job directly on the BlackBerry. To optimize the printing experience, there are some properties that can be modified on the handheld (see Printer settings).

To use the DIRECT PRINTING option, the TURN WIRELESS ON function must be enabled.

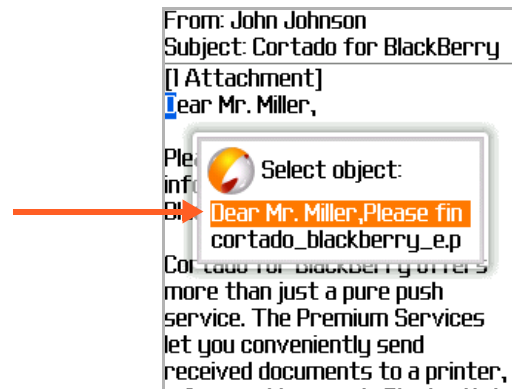
If an e-mail text needed to be printed out, find the corresponding e-mail and choose PRINT under the menu OPTIONS (Illus. 9).



Illus. 9 Print option on a BlackBerry device

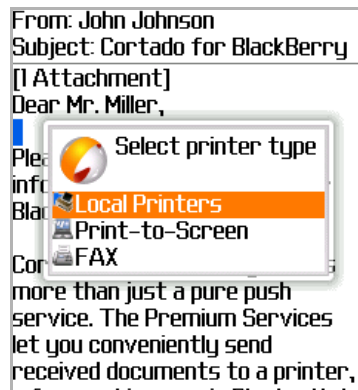


You will be prompted to select the mail text for printing (Illus. 10).



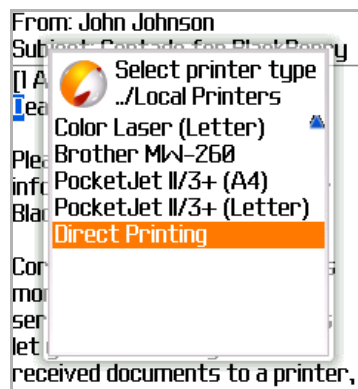
Illus. 10 Selecting e-mail text

A moment later, the BlackBerry displays a list of available printer types. Select LOCAL PRINTERS (Illus. 11).



Illus. 11 Selecting LOCAL PRINTERS

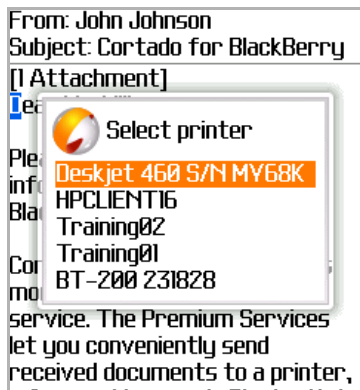
Select DIRECT PRINTING in the list of printer types (Illus. 12).



Illus. 12 Printer types:
Direct Printing



Subsequently, define the printer you want to use (Illus. 13).



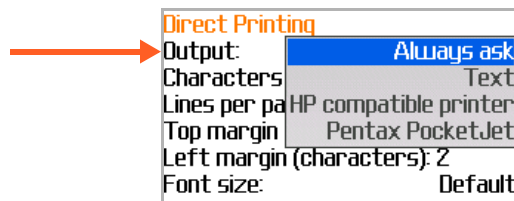
Illus. 13 List of available Bluetooth printers

If you have previously chosen the printout function ALWAYS ASK in the Cortado Client settings (see Printer settings), you will need to also decide which printer language (printer type) to use.

Should you have already configured the printer language in the Cortado Client settings (for example, Pentax PocketJet), you are now able to receive the printout.

Printer settings

If you wish to use the function DIRECT PRINTING you may pre-configure additional settings on your handheld. Open the Cortado Client settings in the OPTIONS main menu of your handheld. Then choose OUTPUT to pre-set a printer language (Illus. 14).



Illus. 14 Printer languages

Here you will find the following pre-installed options (Illus. 14):

- ALWAYS ASK: Should you select this option, the printer languages installed on the handheld will be available for selection when initiating printing and selecting a printer.
- TEXT: You can only use printers that are capable of printing pure text. Should you select this option, the printer languages installed on the handheld will not be available for selection when initiating printing and selecting a printer.
- HP COMPATIBLE PRINTER: Because HP printers are not capable of printing pure text, select this option if you want to print to HP printers. Should you select this option, the printer languages installed on the handheld will not be available for selection when initiating printing and selecting a printer.
- PENTAX POCKETJET: It is recommended to select this option if you want to use a Pentax PocketJet printer. Should you select this option, the printer languages installed on the handheld will not be available for selection when initiating printing and selecting a printer.

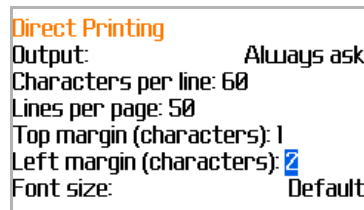
Select one of these four printout options under OPTIONS→ CHANGE OPTION.



Formatting text

You can change the following text formatting under DIRECT PRINTING (Illus. 15):

- Characters per line and lines per page
- Margins
- Font size



Illus. 15 Text formatting

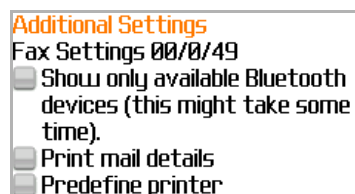
To change the default settings for CHARACTERS PER LINE, LINES PER PAGE, TOP MARGIN, and LEFT MARGIN just overwrite the values and save your settings.

You can specify FONT SIZE by clicking the track wheel and selecting CHANGE OPTION from the menu. You can then modify the font size. Click the track wheel again and select SAVE to confirm your settings.

Additional settings

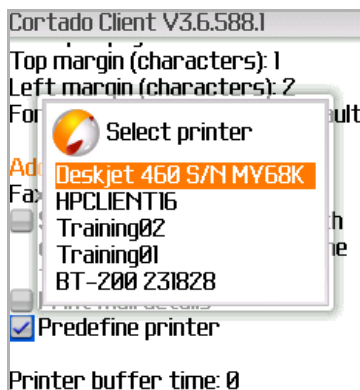
Under ADDITIONAL SETTINGS (Illus. 16) you will find the following options:

- SHOW ONLY AVAILABLE BLUETOOTH DEVICES (Illus. 16):
Here you can specify that your handheld always only shows paired devices that are actually available in your area.



Illus. 16 Additional settings

- PRINT MAIL DETAILS:
If this function is selected, sender, recipient or cc recipient(s), and subject of the mail will also be printed (Illus. 16).
- PREDEFINE PRINTER:
Here you can define the print device to be used. Click CHANGE OPTION in the OPTIONS menu. All paired printers will be displayed. Select the device that you want to use as default printer (Illus. 17). Now you will no longer be asked to select a printer each time you print.



Illus. 17 Selecting default printer

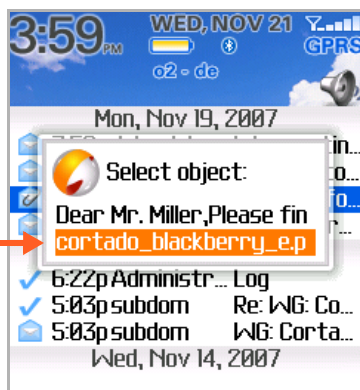
Faxing e-mail attachments

To send a document to a fax machine, you begin as with printing. Find the corresponding e-mail, open the OPTIONS menu, and choose PRINT (Illus. 18).



Illus. 18 Print option on a BlackBerry device

You will be prompted to select the desired document for faxing (Illus. 19).



Illus. 19 Selecting attachment for faxing



A moment later, the BlackBerry displays a list of printer types; choose FAX (Illus. 20).

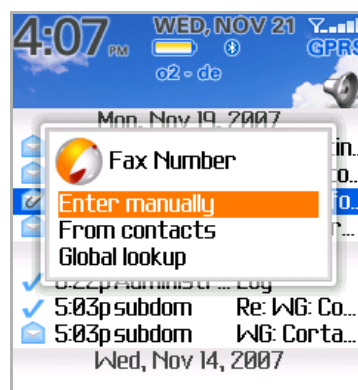


Illus. 20 Selecting FAX

You then have the option of entering a fax number.

Tip! Make sure that the fax number contains the international code (+ and country code). If you prefer to preset the prefix, open CORTADO CLIENT in den BlackBerry Options. Scroll to FAX SETTINGS and via CHANGE OPTION you can then select the respective country.

If you would like to manually enter the numbers, select ENTER MANUALLY, and enter the fax number on your keypad (Illus. 21 and 22).



Illus. 21 Manual entering of fax number



Illus. 22 Fax number entered manually

Once you confirm your entry with OK, your fax will be sent.



The fax number can also be chosen from your contact list. In this case, select the option FROM CONTACTS (Illus. 21)².

The contact list will be displayed, and you will be able to select the specific contact person you want to send a fax to (Illus. 23).



Illus. 23 Selecting a contact

Please note that from the list of contacts, the only persons which appear will be those that have a fax number in their profile.

Cortado Short Fax

Cortado Short Fax makes possible the writing of short texts and to dispatch these as fax. To enhance the user experience even further a selection of templates are at your disposal, into which you can embed your text.

Select Cortado Short Fax over the Applications icon in the main menu of your handheld (Illus. 24).



Illus. 24 Selecting Cortado Short Fax

² With the option GLOBAL LOOKUP you can search for contacts in the global address book.

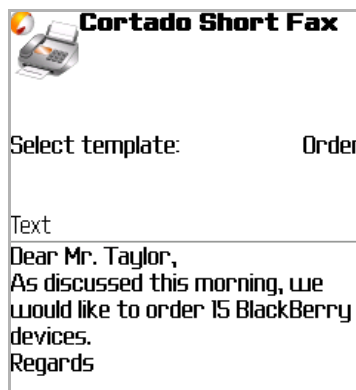


Upon opening the window click SELECT TEMPLATE and select via the trackwheel the desired template (Illus. 25).



Illus. 25 Selecting a template

Under TEXT you may now enter your fax text (Illus. 26).



Illus. 26 Entering a text

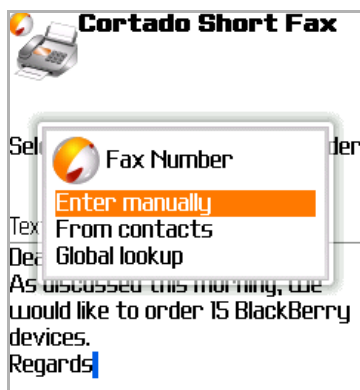
To fax your text, click OPTIONS → SEND (Illus. 27).



Illus. 27 Sending fax



Select a fax number from your contacts³ or enter it manually (Illus. 28).



Illus. 28 Manual entering of fax number

Please note that from the list of contacts, the only persons which appear will be those that have a fax number in their profile.

It is also possible to print out Short Fax via OPTIONS→ PRINT (see Illus. 27).

Cortado Connect

Cortado Connect⁴ enables your BlackBerry device to access a Box.net online storage. Additionally, you can manage documents, images and music files in this online storage or on your device storage card and exchange them between these data media.

Please note that you must set up a Box.net account with a 1 GB online storage before you can use Cortado Connect. You can register at www.box.net.

Open Cortado Connect via its application icon in the main menu of your handheld (Illus. 29).



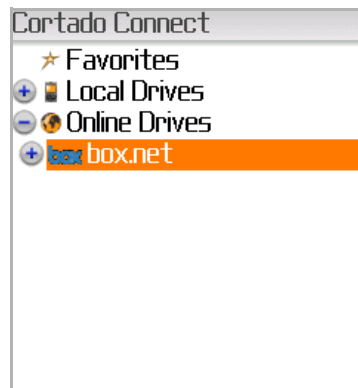
Illus. 29 Cortado Connect in the main menu

³ With the option GLOBAL LOOKUP you can search for contacts in the global address book.

⁴ for handhelds with firmware version 4.2 and later



Clicking **OPTIONS**→ **EXPAND** you will find the online storage Box.net under your **ONLINE DRIVES** (Illus. 30).



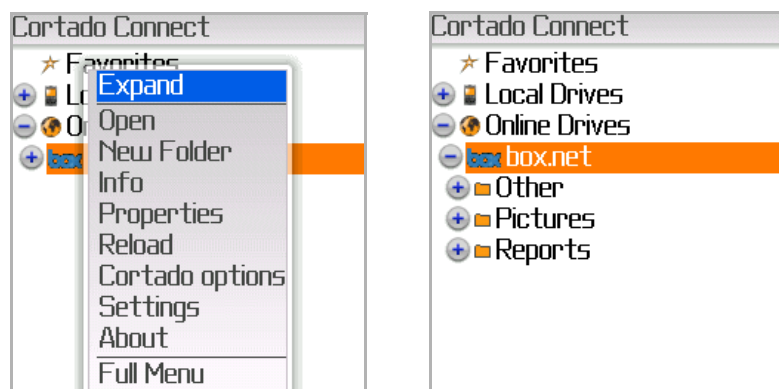
Illus. 30 Box.net in ONLINE DRIVES

Select **OPTIONS**→ **OPEN** to open the Box.net directory. When opening it for the first time you will be asked to enter your user name and password (Illus. 31). If you use a BlackBerry Enterprise Server (BES) and the connection is to be established via the Mobile Data System (MDS), enable the option **SECURE BY MDS** also (Illus. 31).



Illus. 31 Box.net settings

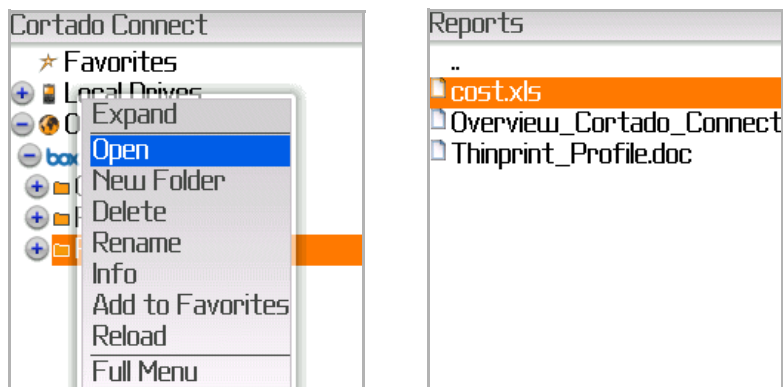
If you have already created folders in your Box.net account, click **OPTIONS**→ **EXPAND** to display them (Illus. 32).



Illus. 32 Displaying Box.net folders



To open a folder, select it and then click **OPTIONS**→ **OPEN** (Illus. 33, left). The contained files will be displayed (Illus. 33, right).

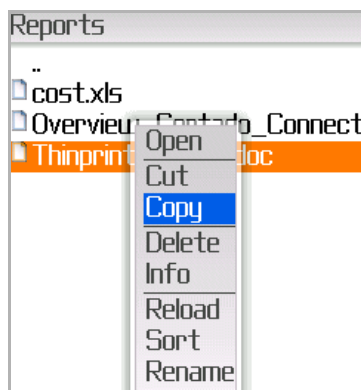


Illus. 33 Opening a Box.net folder

If you want to view the selected document, click **OPTIONS**→ **OPEN**.

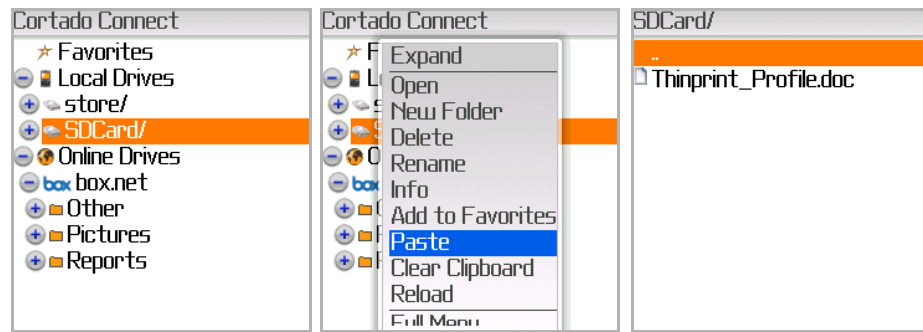
Cortado Connect also offers additional options to manage your online storage. Via **OPTIONS**→ **NEW FOLDER** you can create a new folder. If you want to change the name of a folder or file, select it and click **OPTIONS**→ **RENAME** (see Illus. 33). You can also delete a folder or file by selecting it and then clicking **OPTIONS**→ **DELETE** (Illus. 33).

If you wish to download a document from the Box.net online storage to your device storage card, select the relevant file and then click **OPTIONS**→ **COPY** (Illus. 34).



Illus. 34 Copying a file from Box.net

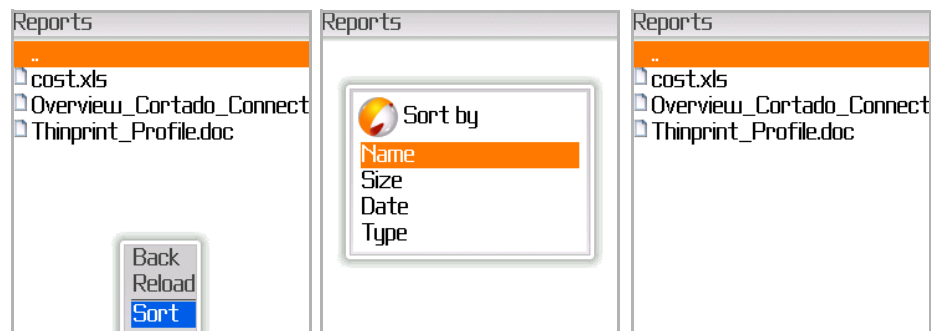
Now move to **LOCAL DRIVES** and display the storage card (SDCard) by clicking **OPTIONS**→ **EXPAND** (result in Illus. 35, left). Scroll to the storage card (Illus. 35, left) and then select **OPTIONS**→ **PASTE** (Illus. 35, middle). The file is now copied to the storage card of your BlackBerry (Illus. 35, right).



Illus. 35 Copying a file to storage card

You can also cut files and paste them into another folder.

Additionally, you have the possibility to sort files by different criteria (Illus. 37). To do so, open the relevant folder and then select OPTIONS→ SORT (Illus. 36, left). Now choose how to sort your files (Illus. 36, middle)



Illus. 36 Sorting files

Print-to-Screen

The PRINT-TO-SCREEN function allows you to view your e-mails and e-mail attachments with a laptop.

Preparing the laptop

A few settings are necessary to enable sending documents from the BlackBerry handheld to a notebook. The settings vary according to the selected type of transmission.

In every case, a .print Client Windows⁵ is required because it enables the document to be viewed on the laptop. Install the client⁶ onto your laptop.

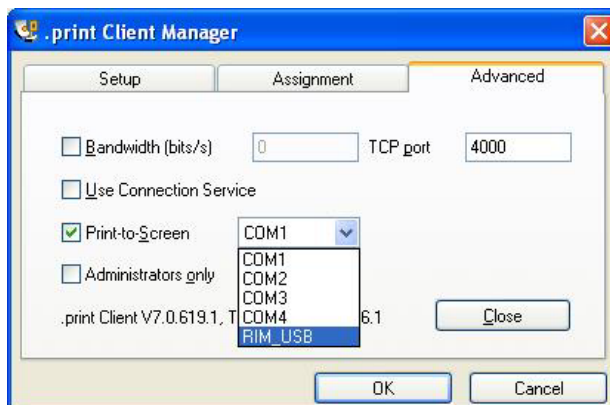
When using a USB cable

First, start the Desktop Manager or install it if necessary. Now open .print Client Manager⁷ and click the ADVANCED tab. Enable the PRINT-TO-SCREEN function and select

5 For further information request the manual “.print Client Windows, version 7.0”.
 6 When booking Print-to-Screen on the Cortado website you will have the possibility to download the .print Client Windows. More information about .print Client Windows can be found in the client's user manual.
 7 Start→ Programs → .print Client Windows → Configure



RIM_USB as interface. All other settings under ADVANCED are not relevant here. Click OK (Illus. 37).



Illus. 37 Enabling Print-to-Screen and selecting RIM-USB as interface

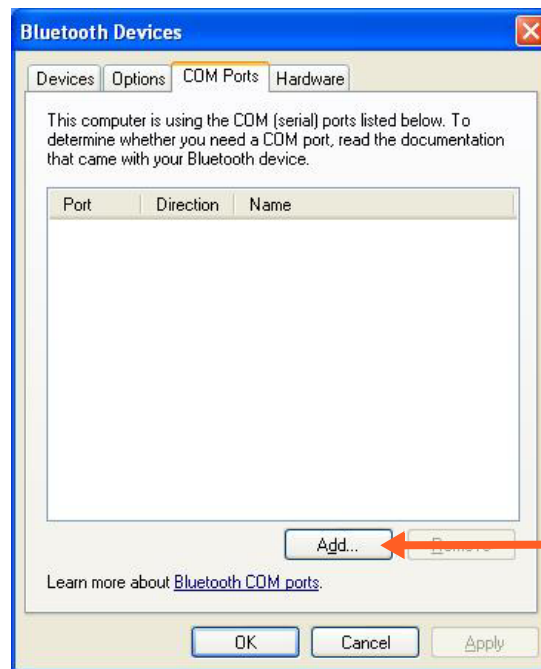
Data can now be sent across the USB cable from your BlackBerry handheld to your laptop.

*Using Bluetooth
with Windows XP
SP2 as example*

If you would like to send the document to your notebook via Bluetooth, you first need to allow a serial connection. Insert a Bluetooth adapter and then activate Bluetooth by clicking the program icon and then OPEN BLUETOOTH SETTINGS.

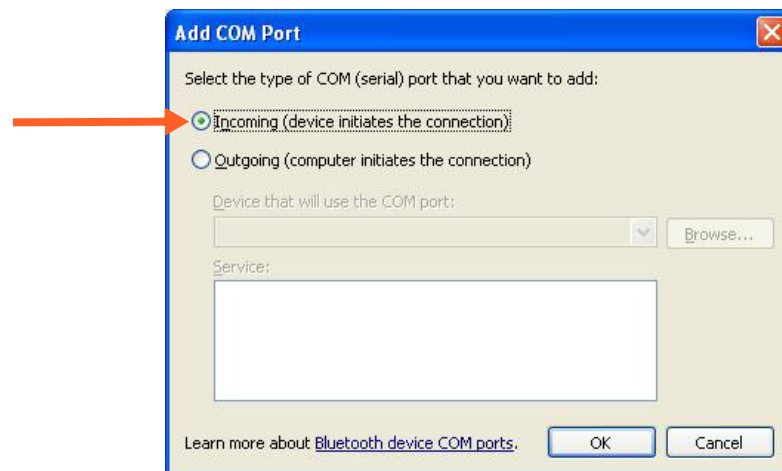
Tip! Some Bluetooth adapters come with various drivers, for which the serial connection must be set up differently. Should you experience problems, please contact the hardware manufacturer and request the relevant documentation.

Click the COM Ports tab (Illus. 38) and then ADD to add a new COM port.



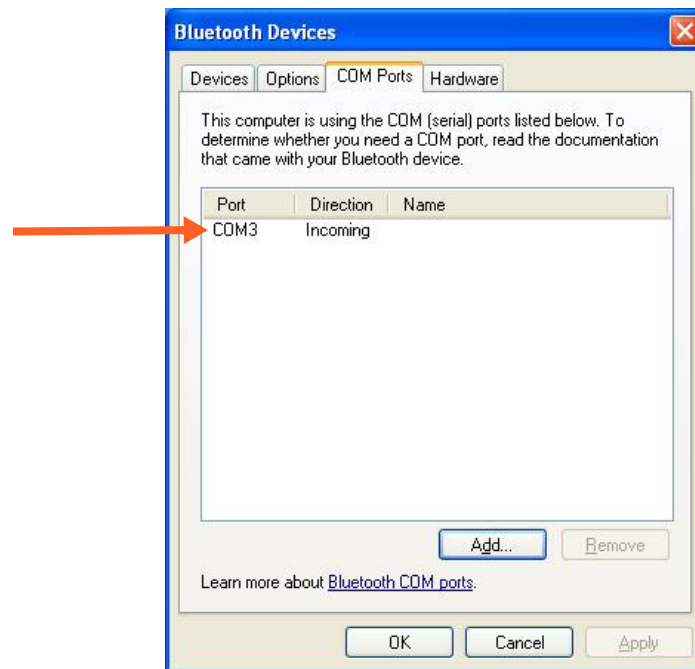
Illus. 38 Add a COM port

You will be prompted to specify the type of COM port. Select INCOMING (Illus. 39)



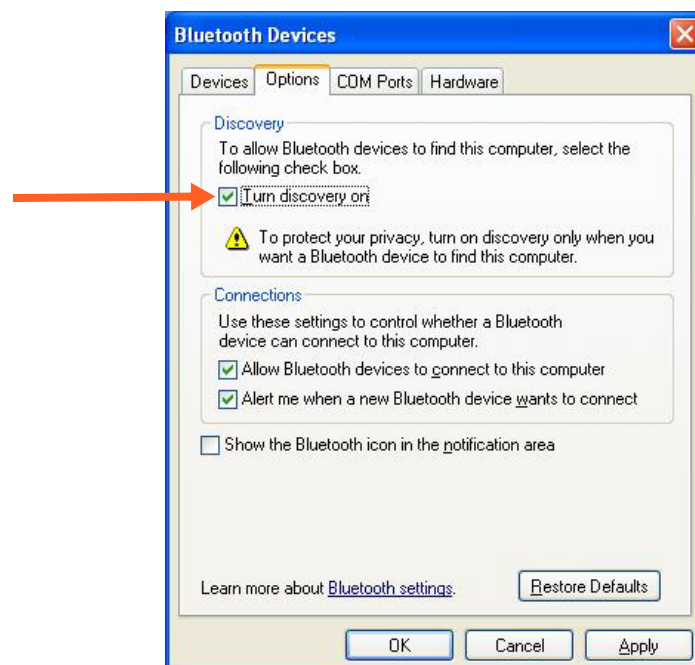
Illus. 39 Define the type of COM port

Now the new port – with a number that you should note – will be displayed under COM PORTS (Illus. 40).



Illus. 40 New COM port is displayed

So that you can find the laptop via Bluetooth, enable the TURN DISCOVERY ON function under OPTIONS (Illus. 41).

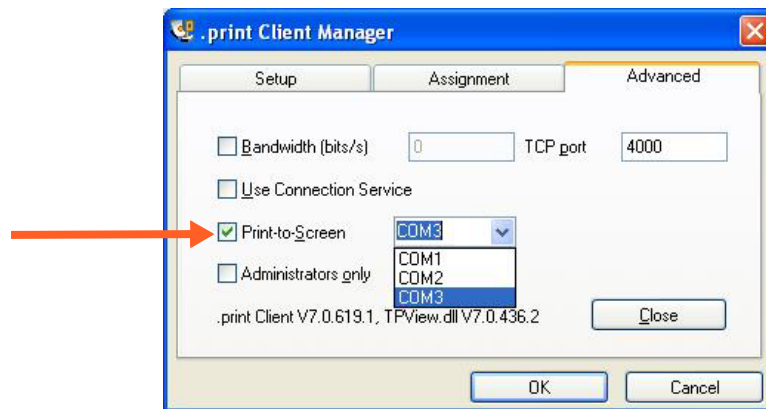


Illus. 41 Make notebook visible for Bluetooth



Tip! Once a connection has successfully been established between the BlackBerry handheld and the laptop and you have paired the two devices, you should disable the discoverability of your laptop for security reasons.

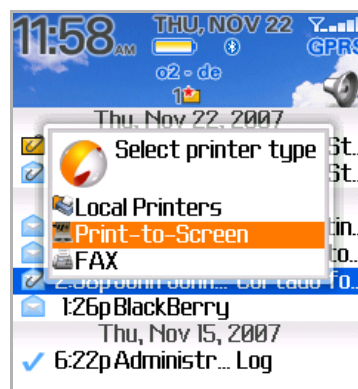
Now go to the **ADVANCED** tab of .print Client. Enable the **PRINT-TO-SCREEN** function and select the newly created COM port as interface (COM3 in the example in Illus. 42). You do not need any of the other settings under Advanced. Click **OK**.



Illus. 42 Enable Print-to-Screen and select port

Sending a print job to a laptop screen

Once you have made all necessary settings on your laptop, you can use the **PRINT-TO-SCREEN** function. Select the document and then select **PRINT** from the BlackBerry **OPTIONS** menu. A list of printer types appears; select the **PRINT-TO-SCREEN** option⁸ (Illus. 43).



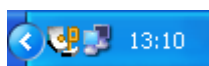
Illus. 43 Selecting Print-to-Screen

You will be shown a list of printers; select **RIM_USB** or the name of your paired laptop depending on the type of transmission you have chosen (Illus. 44).

⁸ The Print-to-Screen function is only available if it has also been enabled on the server by the administrator.



Illus. 44 Selecting interface



Tip! Ensure that .print Client is running (indicated by its icon in the task bar; see illustration, left) while you pair your BlackBerry device and the laptop.

Now the document appears on your notebook screen. It can be read, saved, or printed in original format.

Re-opening the document view on the laptop

Once you have transferred a document to your laptop screen, you can save it as .tpf file. To be able to open this view later on, the program ThinPrint Viewture needs to be installed on the notebook. You can download it for free from the Cortado website.