

CL2Go (Contact Lists To Go) User Guide

Before you use

When you, the CL2Go user, are delivered the application for the first time, you may be prompted to reboot, or the device may simply reboot without asking. In some cases, the device may not need to reboot at all.

Next, depending on your operating system, you will be prompted to:

- Allow the application to act as a server.
- Allow the application to receive http messages.

You must select **Allow**. You have the option to check **Do not ask again**.

Finding it on your device

The application icon (shown below, left) will appear either on the home screen or in your **Downloads** folder. When you click for the very first time on the icon, an *** Empty *** list will be shown. This is normal. Contact data is populated as of 8 am each day; however you can manually request the population at any time.



To do this, click the menu button and choose **Update Contact List**. You will be prompted that the application is attempting to access phone information. You will have to allow this and wait while it fetches the contact lists you are authorized to see. Once complete, you will be prompted with success.

Exit the application and click the icon to open it again. You will be prompted that the application has requested an http connection to `bingo2.campus.mcgill.ca`. You will have to allow this as well.

Navigating your contact lists

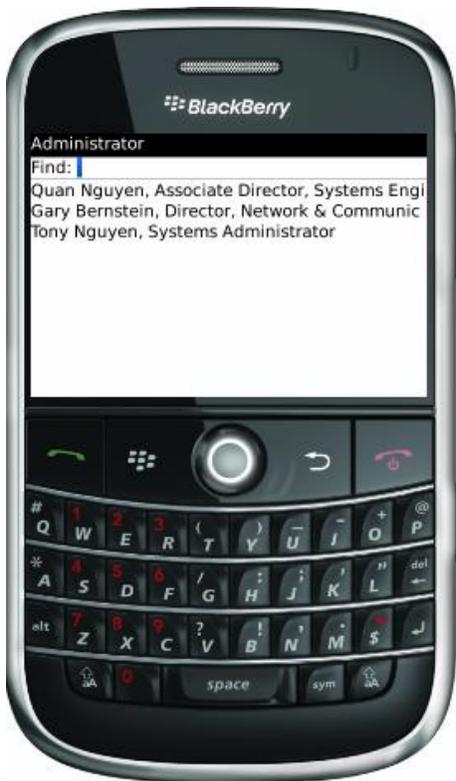
You will see a list of all the contact lists you are able to view (shown below).



After you click a list, you will drill down to the next level of information. In some cases, this is where you will begin to see your contacts, their email and phone information, and other details. But in some cases, there will be another list of groups appearing (shown below).



From this sub list, the user can choose and click on the appropriate group for a list of grouped users (shown below).



After you click on a contact such as **Quan Nguyen**, a dialog will appear with options:

- **Show Info** will display the detailed information associated with the name.
- **Add Contact** will add the contact into the user's address book.

PLEASE NOTE: To optimize the CL2Go service, it is strongly advised that users not add contacts to their address books on the BlackBerry. CL2Go, updated daily, is your best single source for accurate and updated contact information. All contacts moved from CL2Go to BlackBerry address books will become updatable and run the risk of being invalid information.



When you click on **Show Info**, the detail info screen appears (shown below).



After the user clicks on the phone number underlined, a dialog will appear with the options to **Call**, **SMS** or **Add** the phone number to your contacts (which, as already mentioned, is not advised).



Search features

The search function is available in two places so you can more easily get to the contact information you need to access in the fastest way possible.

1. Search from the list of groups screen (below, left).
2. Search from the contacts screen (below, right).



From the list of groups screen (left), you can enter text to search for a contact. If you type “a,” all contacts from all groups whose first name begins with “a” are retrieved, i.e. 4 contacts (shown below).



From the other screen – the contacts screen – you can enter text to find a person in exactly the same way (shown below).

